

Central Count Procedures Punch Card

Receiving Board Instructions

SUPPLIES

Reception Board Log (EP-14P)
Ball-point Pens

DUTIES

It shall be the responsibility of the Receiving Board to receive the sealed ballot transfer cases from authorized personnel after the closing of the polls. Each board shall consist of two members.

PROCEDURES

1. When a transfer case is delivered to the Receiving Board, the following entries shall be made in the "Reception Board Log" (EP-14P):
 - (a) The precinct number
 - (b) The serial number of the plastic padlock seal on the front of the transfer case
 - (c) The number of ballots entered on Transport Log
 - (d) The initials of the receptionist
 - (e) The time of delivery
 - (f) The name of the individual delivering and their mileage.
2. Check the Transport Carrier Control Log attached to the container to see that the seal number is the same as shown on your log. If the Transport Carrier Control Log is absent, incomplete, or the seal number does not agree, immediately bring this to the attention of the supervisor.
3. If it appears that the container has been tampered with or the seal broken, it shall be immediately referred to the supervisor for disposition.
4. The Receiving Board shall deliver the container, unopened, to the Inspection Board.
5. The procedure for the early pick-up shall be the same as above.

Inspection Board Instructions

SUPPLIES

Inspection Board Log (EP-15P)

Ball-point Pens

Rubber Bands

Manila Envelope marked "Rejected, Defective & Irregular Ballots (EP-17P):

DUTIES

The Inspection Board is responsible for examining all ballot cards and preparing them for processing by the computer. There shall be as many boards as deemed necessary, but each board is to consist of two members.

Each board shall be provided with a log to enter pertinent data for each precinct.

Only one ballot transfer container at a time is to be processed by each Inspection Board.

PROCEDURES

1. When the transfer case arrives at your Inspection Board, log the following information on the "Inspection Board Log" (EP-15P):

- (a) Precinct Number
- (b) Time Received

2. Break the seal and open the ballot transfer case.

3. If upon opening the ballot transfer case **you find no secrecy write-in envelopes**, remove ballots and check for:

- (1) Incomplete stub removal - remove stub pieces
- (2) Hanging chad - remove chad
- (3) Damaged ballots - a damaged ballot is one deemed unable to be processed on the computer.
- (4) Rubber-band damaged ballots that require duplication. Place in the manila envelope marked "Rejected, Defective, and Irregular Ballots". Enter the precinct number on the envelope.
- (5) Enter the number of ballots to be duplicated on the Inspection Board Log.

4. If you **find ballots left in the secrecy write-in envelopes**

- (1) Check for write-ins on inside of envelope
**IF THERE IS ANYTHING WRITTEN ON THE
SECRECY ENVELOPE DO NOT SEPARATE BALLOT
FROM ENVELOPE**

- (2) Count the number of ballots with a write-in on the secrecy envelope.
 - (3) Enter the number counted on the Inspection Board Log.
 - (4) Return ballots within the secrecy envelope to ballot transfer case.
 - (5) Enter time inspection of all ballots, both damaged and ballots within secrecy envelope, is completed.
 - (6) Enter initials of board members.
5. Deliver the ballot transfer case to Write-In Board.

Write-In Board Instructions

SUPPLIES

Write-in Number Log (EP-101P)(one for each precinct)
Felt Tip Pens
Rubber Bands
Sample Ballot
List of Declared Write-ins
Tally Sheet for Declared Write-ins
Manila Envelope marked "Write-in Ballot Envelopes" (EP-16P)
Manila Envelope marked "Rejected, Defective & Irregular Ballots (EP-17P):

DUTIES

The Write-in Board is responsible for checking the validity of a write-in vote. There shall be as many boards as deemed necessary, but each board shall consist of two members.

Each board shall be provided with a Write-in Number Log for each precinct. Only one ballot transfer container at a time is to be processed by each Write-in Board.

PROCEDURES

1. When the ballot transfer box arrives at your station, log the following information on the Write-in Number Log (EP-101P):
 - (a) Initials of Board Members
 - (b) Precinct Number
 - (c) Election
 - (d) Date

2. Remove the ballot cards still inserted within the secrecy ballot envelopes.
 - (a) Write on every secrecy envelope and card (set) the precinct number and precinct consecutive number (serial number) starting with the number one. You will begin over with the number 1 for the consecutive serial number when you start a new precinct.

The same precinct name and serial number will appear on each write-in ballot set. Each set must be individually checked.

3. Check validity of the write-in:
 - (a) The clerk will provide a list of Declared Write-in Candidates with office title and political party (primary only).

 - (b) Check the list of declared write-ins to see if there is a

reasonable similarity (**the law states: “if you can ascertain the voter’s intent”**) with the entry on the secrecy write-in ballot envelope.

- (c) If there is not a reasonable similarity the write-in is declared invalid.
 - (1) Draw a line through the name written on the secrecy envelope and initial.
 - (2) Place the write-in ballot envelope into the manila envelope marked “Write-in Ballot Envelopes (EP-16P)”.
 - (3) Write the precinct name in the upper right-hand corner of (EP-16P) in the space provided.
 - (4) Place the ballot card into the transfer ballot case.
- (d) If the write-in is otherwise valid, it is then checked for possible overvote. This is done by checking the write-in against the same response position(s) on the ballot card. Use the ballot sample for that precinct as a guide.

Definition Of An Overvote:

An overvote occurs when a voter has voted for more than one candidate for a specific office.

Using the following Write-In/Overvote Determination Decision Table:

	BALLOT CONDITIONS			RESOLUTION
Vote Cast for Candidate on Ballot?	Single Candidate On Ballot?	Multiple Candidates On Ballot?	Is There A Write-In?	Which Vote Is Valid?
YES	NO	YES	YES	NONE

Action to be taken by Write-in Board: Draw a line through the name on the secrecy ballot envelope, circle all ballot response position numbers representing the candidates for that office. Check that both the card and envelope have identical precinct and serial number. Separate the ballot card from the envelope. Deposit the envelope into the manila envelope marked “Write-in Ballot Envelopes”. Deposit the ballot card into the manila envelope marked “Rejected, Defective & Irregular Ballots”. The precinct number should have already been entered by the Inspection Board.

	BALLOT CONDITIONS			RESOLUTION
Vote Cast for Candidate On Ballot?	Single Candidate On Ballot?	Multiple Candidates On Ballot?	Is There A Write-In?	Which Vote Is Valid?

YES YES NO YES NONE

Action to be taken by Write-in Board: Draw a line through the name on the secrecy ballot envelope. Place an "X" over the ballot response number which represents the candidate for that office. Check that both the card and envelope have identical precinct and serial number. Separate the ballot card from the envelope. Deposit the envelope into the manila envelope marked "Write-in Ballot Envelopes". Deposit the ballot card into the manila envelope marked "Rejected, Defective & Irregular Ballots". The precinct number should have already been entered by the Inspection Board.

NO YES NO YES WRITE-IN

Action to be taken by Write-in Board: No action required. Valid write-in ballot. Check that both the card and envelope have identical precinct and serial number. Place the secrecy envelope into the manila envelope marked "Write-in Ballot Envelopes". Place the ballot card into the transfer ballot case. Record write-in vote on tally sheet.

NO NO YES YES WRITE-IN

Action to be taken by Write-in Board: No action required. Valid write-in ballot. Check that both the card and envelope have identical precinct and serial number. Place the secrecy envelope into the manila envelope marked "Write-in Ballot Envelopes". Place the ballot card into the transfer ballot case. Record write-in on tally sheet.

4. Summarize the tallies of write-in ballot envelopes on the manila envelope marked "Write-in Ballot Envelopes".

- (a) Enter the total number enclosed
- (b) Enter the total number of valid write-in envelopes (When more than one individual has declared as a write-in, enter the number of valid write-ins per candidate.
- (c) Enter the total number of invalid (those with the write-in crossed out and initialed) envelopes.

5. Remove over-vote ballots placed into the manila envelope marked "Rejected ---" and rubber-band together. Return them to such envelope and deposit the manila envelope into the transfer ballot case.

6. Place the manila envelope marked "Write-in Ballot Envelopes" in the container provided.

Duplication Board Instructions

SUPPLIES

Duplication Board Log (EP-107P)
Ball-point Pens
Duplicate Ballot Cards, of a different color
Port-A-Punch and Stylus

DUTIES

It shall be the responsibility of the Duplication Board to duplicate damaged ballots and punch or reproduce overvoted ballots. Each board shall consist of two (2) members.

PROCEDURES

1. From the transfer ballot case remove the manila envelope marked "Rejected, Defective & Irregular Ballots From: Ballot Processing to Duplication". Log the following information on the Duplication Board Log (EP-107P):

- (a) Precinct Name
- (b) Time Received
- (c) Number of Ballots rubber-banded as Overvotes (those ballots with ballot positions circled or X'd)
- (d) Number of Ballots rubber-banded as Damaged

2. Check to see that the precinct number has been recorded on each ballot.

3. Check to see that in addition to the precinct number a serial number has been recorded on each overvote ballot.

4. There are two types of ballots to be punched or duplicated - Damaged and Overvotes.

(A) **Damaged Ballot:** (How to Duplicate)

- 1. Place damaged ballot in the port-a-punch device. Under the damaged ballot, place a pre-scored ballot card, which will become the duplicate ballot. The duplicate ballot is preprinted "Duplicate" and is a different color than the official ballot. The next consecutive number on the Duplication Write-in Number Log should be entered on the original and duplicate. This ties the two ballots together and provides an auditing trail. (Remember, if there were any write-ins, some of the log numbers will have already been used.)
- 2. The unpunched Duplicate Ballot can be seen through the holes of the original ballot.

- (a) Using the stylus, begin on the left side of the ballot and go down the entire row punching out each chip seen through the original ballot.
 - (b) Do this for each row in which holes appear.
 3. When you have accurately reproduced the ballot, have the other team member “sight” check the ballot against the light. This check determines whether all holes have been punched or if holes were punched which should not have been punched.
 4. Place the original ballot cards, which you duplicated, into the manila envelope marked “From: Ballot Processing To Duplication”.
 5. Place the duplicated ballots (they will be a different color) into the transfer ballot case going to the Computer Room by precinct.
- (B) **Overvoted Ballots** (How to Duplicate)
1. Overvoted ballots are classified into two groups:
 - Those needing additional punching and
 - Those to be reproduced.

Additional Punching

Ballots that need additional punching will be marked with a circle around specific numbers. When a ballot card **number has been circled**, it is an indication from the Write-in Board to the Duplication Board to **punch out that position**.

- (a) The original ballot to be reproduced will be in the port-a-punch device. Under the original ballot place the different colored duplicate ballot. Enter the same precinct and serial number from the original to the unpunched duplicate ballot. This ties the two ballots together and provides an auditing trail. The number was previously assigned to the original ballot by the Write-in Board.
- (b) Enter the number of ballots punched on the Duplication Board Log.
- (c) Place the additionally punched ballots (they will be a different color) in the transfer ballot case going to the Computer Room.

Reproduced

Ballots that need to be reproduced will be marked with an X on a specific number. When a ballot card number has been X'd, it is an indication from the Write-in Board to the Duplication Board to reproduce the ballot exactly

except for the ballot number marked with an X. **The number with an X should not be punched on the reproduced ballot.**

- (a) The original ballot to be reproduced will be in the port-a-punch device. Under the original ballot place the different colored duplicate ballot. Enter the same precinct and serial number from the original to the unpunched duplicate ballot. This ties the two ballots together and provides an auditing trail. The number was previously assigned to the original ballot by the Write-in Board.
- (b) Reproduce ballot leaving the X'd marked number (s) unpunched.
- (c) Enter the number reproduced on the Duplication Board Log.
- (d) Place the original ballots which have been reproduced in the envelope in which they arrived.
- (e) Place Duplicate Ballots in the transfer ballot case going to the Computer Room by precinct.—

Tabulation Board Instructions

SUPPLIES

Manila envelope marked "Spoiled Ballots to be Duplicated"
Card boxes for processed ballots
Pens
EL-70 Operating Instructions
Metal Card Trays

DUTIES

The Tabulation Board shall consist of as many trained personnel as required to handle and process all ballots delivered to the computer room.

PROCEDURES

1. Upon delivery of the metal container from the Inspection Board to the computer room, initial and record the time of receipt in a log provided for this purpose. Place the Ballot Report in the intended envelope.
2. The computer operator shall remove cards from the card tray and place them in the computer's card reader hopper as needed.
3. As the ballot cards are stacked in the computer's card reader stacker, they are removed by the operator and placed in a tabulating card box for subsequent sealing and storage. Identify which precincts are in each tabulating card box.
4. If a ballot is spoiled during processing, the operator shall remove the ballot, record the precinct name on it, and place it in the envelope marked "Spoiled Ballots to be Duplicated". Periodically this envelope shall be delivered to the Duplication Board.
5. All ballots, accuracy decks, copy of the accuracy test, copy of the results, duplicated ballots, etc., shall be locked up after processing, pending the official canvass and, thereafter, sealed until after the deadline for contested elections or recounts.

Exact operating instructions are provided with the computer program. All members of the Tabulation Board should be familiar with these procedures.