

Abstract Submission Instructions

Official Abstract of Votes

Provided by the Secretary of State's Office for use in reporting your election results.

Verification of the Official Abstract of Votes

- **Verify the following upon receipt of the Official Abstract of Votes:**
 - Candidate Names
 - Order of names is listed as the base rotation
 - Spelling is correct
 - All candidates are listed
 - Precincts
 - Order of precincts is correct
 - Spelling is correct

Voting Statistics

Please enter the following information.

- Registered Voters at the Cut-off
 - Include all registrations prior to or postmarked by April 28th
 - Less any cancellation notices
- Election Day Registrations
 - Registration cards received at the Absentee Polling Place
 - Registration cards received at the Polling Places
- Total Number of Registered Voters
 - Add Registered Voters at the Cut-off to the number of Election Day Registrations.

Absentee Precinct

- **Do list:**

Number of ballots cast.

- **Do not list:**

Number of registered voters

There are no registered voters in an absentee precinct.
These names are listed in the precinct they are registered in.

Number of Election Day registrants

These names are also listed in the precinct they are registered in.

No Absentee Precinct

- **Do list**

Total number of absentee ballots cast. Does not have to be by precinct.

Write-in Candidates

- Report votes (or lack of) for all declared write-in candidates on the abstract by precinct.

Canvassing Votes

- Only needs a quorum.

Do not hold up certification for all three commissioners signatures.

- Submit to Secretary of State's Office as soon as possible after the canvass is complete.

Do not use certified mail – it adds extra days to mailing time.

County Candidates

Please include the results of your county candidates.

Primary – These do not have to be reported by precinct.

General – These need to be reported by precinct.

Information Submitted to the Secretary of State's Office.

By: (Report Date)

Mail the following:

- A printed copy of the completed Official Abstract of Votes
- One certification (with original signatures)
- Voting Statistics, by precinct
 - Number of Election Day Registrants
 - Total Number of Registered Voters
 - Number of Ballots Cast
- Total number of absentee ballots cast
- Write-in votes (or documentation showing lack of), by precinct
- Diskette or CD (if the Excel file was not emailed)

Questions?

- If you have any questions regarding your abstract submission please call (208) 334-2852.

