REGISTRAR OF VOTERS

Outstacks Procedure

PROCEDURE DOCUMENT – Version 1.0

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Outstacks Procedure

Scope

The procedure outlines the process of handling outstacks during the ballot counting process. While counting ballots, outstacks (**unread ballots**) accumulate at each ICC and need to be collected.

1. **A ballot box is folded together and labeled.**

2. **The label indicates the date, employee initials and ballot counting group.**

3. **All ballots are placed in the ballot box and sealed. (Two employees print names, initial, date and time seal)**

4. **Ballot box is placed on the "To be Duplicated" rack.**

Authorization

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