



REGISTRAR OF VOTERS

Distributing and Collecting Ballots

PROCEDURE DOCUMENT – Version 1.0

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09/03/2023

Distributing and Collecting Ballots

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Scope

This procedure is to be used in the Ballot Department and is not applicable in any other departments. It has been designed for Ballot Preparation Team Leads and any other personnel appointed to distribute ballots to extraction clerks and collect extracted ballots and challenged ballots. Personnel assigned to this task must be capable of continuously lifting up to 20 pounds. This procedure does not cover all possible scenarios but will outline the most common scenarios.

Purpose

The purpose of this procedure is to assist in distributing ballot envelopes to be extracted and collecting extracted ballots for boxing, extracted envelopes for storage, and challenged envelopes for further review. This also minimizes the number of boxes that need to be pulled for recounts.

Supplies Needed

- Black Rubbermaid Carts
- Pen
- Post-It Notepad (optional)

Collecting Ballots from Extraction Racks

Ballot envelopes must be distributed to Extraction Team clerks and the resulting extracted ballots boxed by pocket number. First and foremost, ballots must be gathered and distributed to the team in order to be extracted.

1. Choose a single extraction rack with a pocket number between 25 and 44 that has a large quantity of ballots available.
2. Gather 10-15 trays onto the Rubbermaid cart.
3. Stack mail trays on all available shelves of the cart. Ensure that the trays will not fall from the cart.
Caution! Lifting and carrying mail trays filled with ballots is physically demanding. There will be standing, bending of knees, lifting, and walking. Remember to pace yourself, ask for help, and only carry what you can safely handle. For safety, carry only one mail tray at any one time.
4. Wheel the cart near the extraction tables.

Distributing Ballots to Extraction Team Members

When distributing envelopes, work on one row of extraction clerks at a time. This helps avoid running into other leads and makes memorization of what pocket each row is working on easier. If two people are assigned to a table, that table will be extracting twice as fast and needs to be monitored closely.

1. Take one tray from the cart and walk to the furthest available Extraction Team clerk.
Note: Always pull from the top-most tray.
2. Place the mail tray in the insert of the white empty envelope box with the barcodes of the envelopes visible to the clerk.
Note: Repeat as needed for all team members.
3. Notify the Boxing and Logging Lead and Team about the pocket number that has been distributed, as well as the number of rows that have that pocket number.

Collecting Extracted Ballots

As green trays fill up with extracted ballots, the Extraction Team Leads should continue to collect the extracted ballots to avoid being overwhelmed.

1. Walk to the Extraction Team Member that has a sizeable stack of ballots in their **Green** tray.
2. Verify the pocket number of the ballots being extracted from the mail tray that is worked on.
3. Collect the ballots from the **Green** tray.

Note: You may continue down the rows to collect more ballots from the same pocket, but be cautious that you do not mix ballots from different pocket numbers.

4. Take the ballots to the Boxing and Logging Team and let them know what pocket the ballots belong to.

Refilling Trays for Extraction Team Members

When a team member has finished extracting ballots from their mail tray, they will raise their hand and call out for another tray. Follow these steps exactly unless directed otherwise by Lead or Supervisor.

1. Take one tray from the Rubbermaid cart and walk to the calling Extraction Team Member.

Note: Always pull from the top-most tray available on the black cart's shelf for the pocket number being worked.

2. Pull the mail tray that contains the extracted ballots.
3. Place the new tray of un-extracted ballots into the insert of the white box.
4. Review and take note of the pocket number of the extracted ballot mail tray.
5. Bring the tray of extracted ballots to the Boxing and Logging Team and let them know the pocket number that the tray belongs to.
6. Pull the extracted ballots from the top of the tray and hand them to the Boxing and Logging Team.
7. Take the tray of empty envelopes to the Envelope Storage rack and place in the first available area and shelf.

Collecting and Sorting Extraction Challenges

Extracted envelopes are not without issues. As Extraction Team Members continue to extract ballots, some may have stains, cuts, voter notifications, missing ballots, extra ballots, or the envelope itself may not be fully sliced. The ballots are put back into their envelopes and the envelope is written on indicating the challenge code. These challenged envelopes will be placed in the RED tray.

These envelopes must be periodically collected and brought to the Extraction Challenge Review rack.

1. Walk to the Extraction Team member and collect any ballot envelopes in the red tray.
2. Continue with all team members in the same row.
3. Then take the ballots to the Extraction Challenges rack.
4. Separate the ballot envelopes into the Extraction Challenge tray associated with the ballot category.
5. There are three categories of ballots: VBM, UOCAVA, and DMP. Put them in the respective tray:
 - **VBM** – the ballot envelope is yellow with a blue bar on the top
 - **DMP** - the ballot envelope is yellow with a black bar on the top
 - **UOCAVA** - the ballot envelope is white with a blue bar on the top



UOCAVA and DMP (Designated Mail Precinct) Ballots

These ballots (pockets 46 and 45 respectively) are commonly left until after the remaining pockets have been cleared out. Designated Mail Precinct ballots and UOCAVA ballots are processed differently by the ballot tabulators and must be boxed separately from each other (and Vote-By-Mail ballots) and marked appropriately on their labels. Prioritize completing UOCAVA ballots before completing Designated Mail Precinct ballots.

Authorization

Document Owner: Ballot Department	Initiation Date: 03/02/2022
Version Number: 1.2, Original Document	Date: 03/22/2023
Version Written By: Erman de Guzman	