REGISTRAR OF VOTERS

# Reviewing Challenged Extracted Ballots

PROCEDURE DOCUMENT – Version 2.1

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# Reviewing Challenged Extracted Ballots

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## Purpose

During the extraction process, any VBM envelopes that have more than one ballot (MRE), do not have San Bernardino County ballot or is missing a ballot (BME), or have voter written instructions (NOTIF) will be placed aside for futher review and process. This procedure covers how to review, calculate and process these VBM envelopes and ballots.

## Scope

This procedure is only to be used in the Ballot Department and is not applicable to any other departments. It has been designed for the Ballot Preparation Team and any other personnel appointed to review and process. This procedure does not cover all possible scenarios but will outline the most common occurrences.

## Supplies

- (BME) Mail tray label "Extraction Challenges: BME
- (MRE) Mail tray label "Extraction Challenges: MRE
- (NOTIF) Mail tray label "Extraction Challenges: NOTIF Ready for Ballot Resolution Team"
- (PII) Mail tray label
- Black or Blue Pen
- VBM Mixed Extraction Box

## Ballot Missing from Envelope (BME)

During the extraction process, any VBM envelope that does not have a San Bernardino County ballot or is missing a ballot is placed in a labeled mail tray for further review by the Challenged Ballot Review Team.
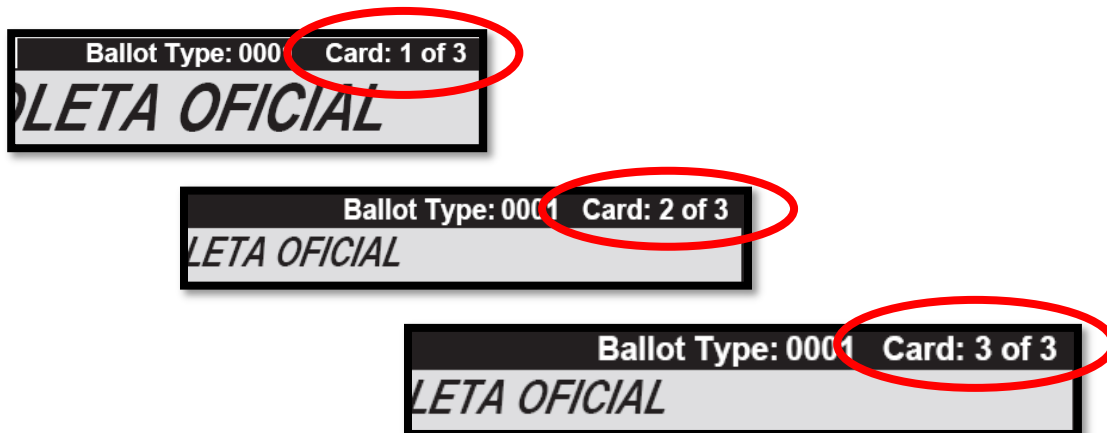
1. Pull the Extraction Challenges: BME tray from the challenge rack in the Extraction Area.

2. Open each VBM envelope and determine if there are contents enclosed.
   - If an acceptable ballot is found, place the ballot in the VBM Mixed Extraction Box and take the envelope to the Envelope Storage team.
   - If a damaged ballot is found, cross out "BME" on the envelope, write "DUP" and place it in the appropriate challenge tray.
   - If no ballot is found, place the VBM envelope in a mail tray labeled "Extraction Challenges: BME Ready for Challenged Ballot Review Team"
   - If other materials are found, ask a supervisor for further clarification.

3. Once all BME challenges have been reviewed, hand the Extraction Challenges: BME Ready for Challenged Ballot Review Team tray for the Challenged Ballot Resolution Team Lead to process.

## Multiple Ballots Returned in One Envelope (MRE)

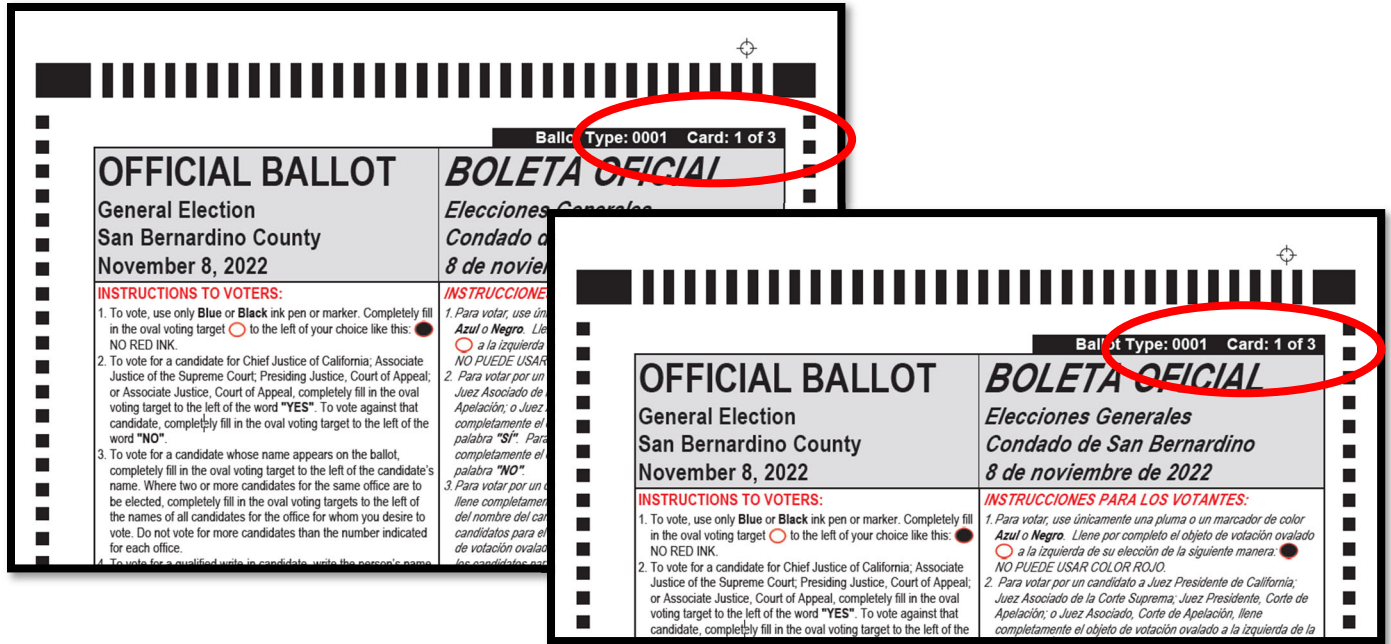**How to Calculate the Number of Ballots Enclosed**

A voter's ballot is composed of 1 or more ballot cards. Each ballot card is a single piece of paper and refers to both the front and the back. In the upper right corner of each card, it will state the number of that ballot card and the total number of ballot cards in a ballot (e.g. "Card: 1 of 3" or "Card: 2 of 3"). If a ballot has multiple cards, the voter does not need to return all cards of a ballot to participate in the election. Occasionally, two or more voters will mail their ballot cards in the same envelope.

The ballot card numbers appear on the ballot as follows:

If in one VBM envelope, there are two or more of the same ballot cards, this is considered Multiple Ballots Returned in One Envelope.

Example of Multiple Ballots Returned in One Envelope (MRE):



1. Pull the Extraction Challenges: MRE tray from the challenge rack in the Extraction Area.

2. Extract the ballot cards from the VBM envelope and inspect the card number on each of the ballot cards.

3. Once you verify that the VBM envelope is an MRE challenge, place the ballot cards back in the envelope and place it in the Extraction Challenges: MRE Ready for Challenged Ballot Review tray.
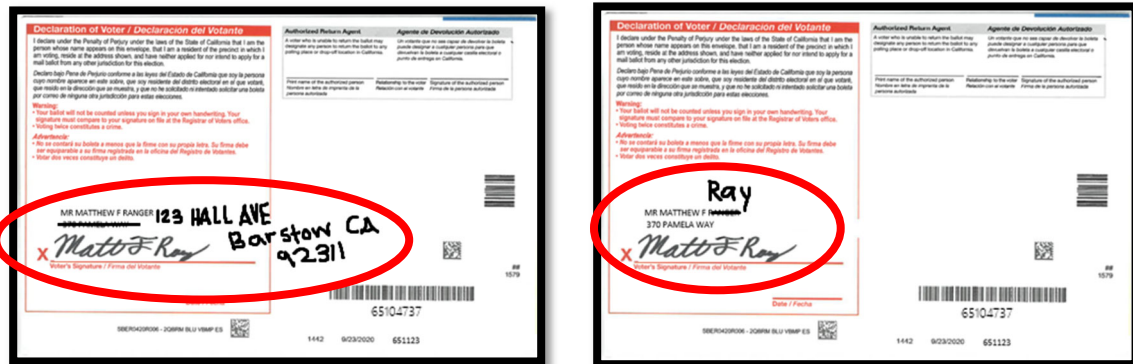
Note: If the VBM envelope is an MRE challenge, but you see two or more signatures on the envelope, hand the envelope to a supervisor.

4. If the envelope was incorrectly challenged as MRE, extract the ballot and place it into your green tray.

5. Take the envelope to the Envelope Storage Team.

6. After all MRE challenges have been reviewed, hand the Extraction Challenges: MRE Ready for Challenged Ballot Review tray to the Challenged Ballot Resolution Team Lead to process.

# Voter Notification (NOTIF)

During the extraction process, any VBM envelopes or ballot cards that have voter written instructions such as, address changes, name changes and/or deceased notifications are placed in a NOTIF labeled tray for further review.

Examples of Voter Notifications (NOTIF):



1. Pull the Extraction Challenges: NOTIF tray from the challenge rack in the Extraction Area.

2. Review the ballot card(s) and the VBM envelope for written material (as seen above) from the voter.
   - If there is **no written information** on both the VBM envelope **and** ballot card(s), extract the ballot as usual and place it in the VBM Mixed Extraction Box. Take the envelope to the Envelope Storage Team.
   - If there is **written information** on the VBM envelope **or** ballot card/s, place ballot card/s back in envelope and place in a tray labeled "Extraction Challenge: NOTIF"

3. Hand the Extraction Challenge: NOTIF tray to a Challenged Ballot Resolution Team Lead to process.

4. After the Challenged Ballot Resolution Team Lead has processed the NOTIF challenges, they will hand it back to a Ballot Prep Lead. These can now be extracted as usual.

## Personal Identification Information (PII)

During the extraction process, any VBM envelopes or ballot cards that have voter information such as name, initials, address, signature, phone numbers, and/or deceased notifications are placed in a PII labeled tray for further review.

1. Pull the Extraction Challenges: PII tray from the challenge bakers rack in the Extraction Area.

2. Open each VBM envelope and determine if the ballots inside have personal information written anywhere on the card/s.

3. Once all ballots have been reviewed, place ballot cards in a mail tray and hand the Extraction Challenges: PII to Ballot Resolution Team to process.



## Other Challenge Codes

Below is the list of challenge codes where the ballots will most definitely be duplicated.

1. **Red Ink**:
   a. Voter bubbled in their votes with a pen of a shade or red (ex: purple, pink)
2. **Stuck/Stain**:
   a. Ballot cards are stuck on the envelope or with other cards or another piece of paper
   b. Ballot cards have some sort of stain such as coffee, soda, or chocolate
3. **Damaged/Cut**:
   a. Ballot card/s have cuts in and around the timing marks or were cut in half due to transport or was cut by the machine.

## Authorization

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