REGISTRAR OF VOTERS

Reviewing Challenged Extracted Ballots

PROCEDURE DOCUMENT – Version 3.0

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09/16/2024

Reviewing Challenged Extracted Ballots

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Purpose

During the extraction process there are several items of concern that require additional review of the envelope. These can include VBM envelopes that have more than one ballot (MRE), envelopes that do not have a San Bernardino County ballot or are missing a ballot (BME), envelopes that have voter written instructions (NOTIF), or a number of other challenges. These envelopes will be placed aside for futher review and processing. This procedure covers how to review, calculate and process these VBM envelopes (from manual extraction) and ballots (from OPEX extraction).

Scope

This procedure is only to be used in the Ballot Department and is not applicable in 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

- White mail trays with various challenged ballots
- Envelope Storage box
- Green mail tray To Count
- Yellow mail tray To Duplication

- Red Pen
- Sharpie
- Scotch Tape
- Stapler

- Letter Opener
- Scissors/box
- Cutter
- Binder Clips

Envelope Storage box

Working Station Set-up

- Unsorted mail tray with extraction challenges.
- Envelope storage box in front of the mail tray with challenges.
  - If preforming manual extraction
- Green tray to the left of the mail tray with challenges.
- Yellow tray to the right of the mail tray with challenges.
- 1' mail tray - BME challenges.
- 1' mail tray - MRE challenges.
- Additional trays, as needed
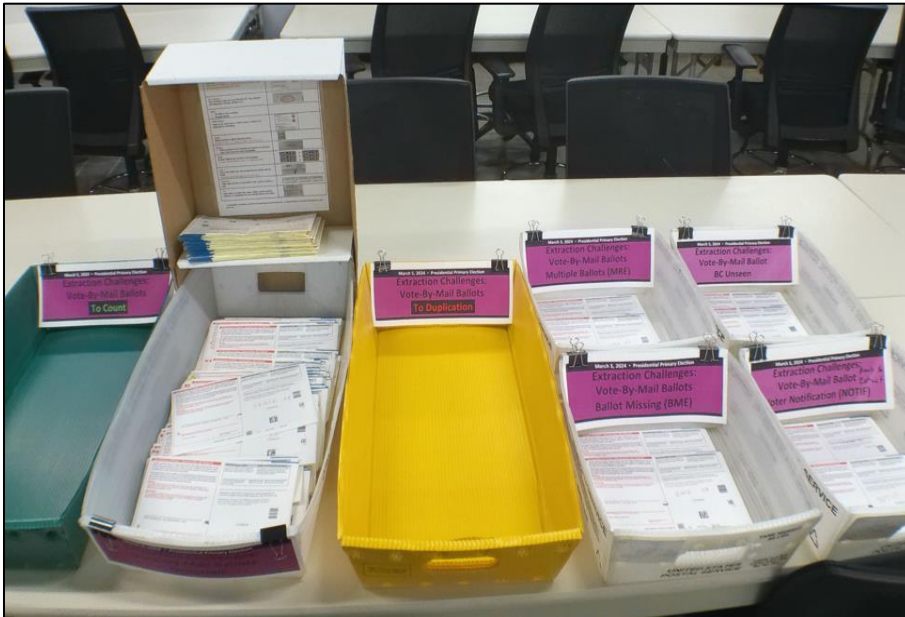
Special Instructions

During this process, work on one ballot category at a time:

- Vote-By-Mail (VBM)
- Uniformed and Overseas Voters (UOCAVA)
- Remote Accessible Vote-by-Mail (RAVBM)
- Designated Mail Precinct (DMP)

Though the process is the same, these categories must be kept separate from each other.

In addition, the empty envelopes from these extracted challenged ballots must be brought over to the Envelope Storage team as a mixed batch of envelopes.

NOTE: Sometimes an extractor may write down the wrong challenge code on an envelope during manual extraction!! Keep an eye on all ballots and envelopes during this review process to identify the correct issues!

Working Challenges

During the Manual Extraction and Review process, envelopes that have various challenges will have the challenge codes written on the envelopes, and they are placed in a red mail tray. The Extraction Challenged Ballot Review Team Lead will review these challenges and determine if the ballot card is valid to go into tabulation or if the ballot needs to be duplicated before being counted.

Open and review one envelope at a time to determine whether the ballot can go into the **To Count** green mail tray or into the **To Duplication** yellow mail tray.

Ballot Missing from Envelope (BME)

Any VBM envelope that <u>does not</u> contain a San Bernardino County ballot or is empty is placed in a BME labeled mail tray.

1. If no ballot is found, place the VBM envelope in the mail tray labeled "Ballot Missing from Envelope (BME)."

2. If there are contents:

   a. If a ballot wrap is inside the envelope, unfold the wrap to ensure that there is no ballot inside.

   b. If other materials are found, ask a supervisor for further instruction.
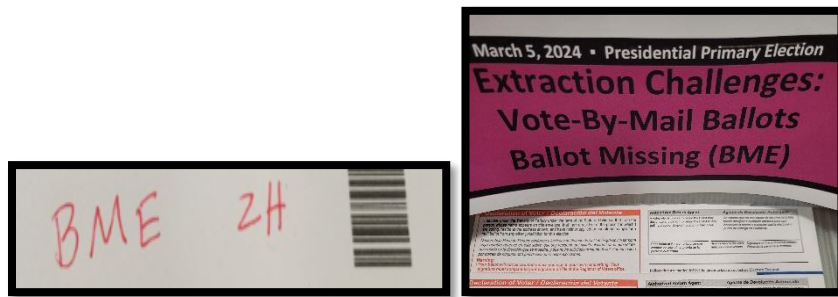
3. After all envelopes have been reviewed, take the Extraction Challenges: BME mail tray to a Challenge Extraction Central Hub located next to Ballot Resolution Team row.

   Note: These challenges will not be returned to the Extraction Team. They will remain with the Audit Team.
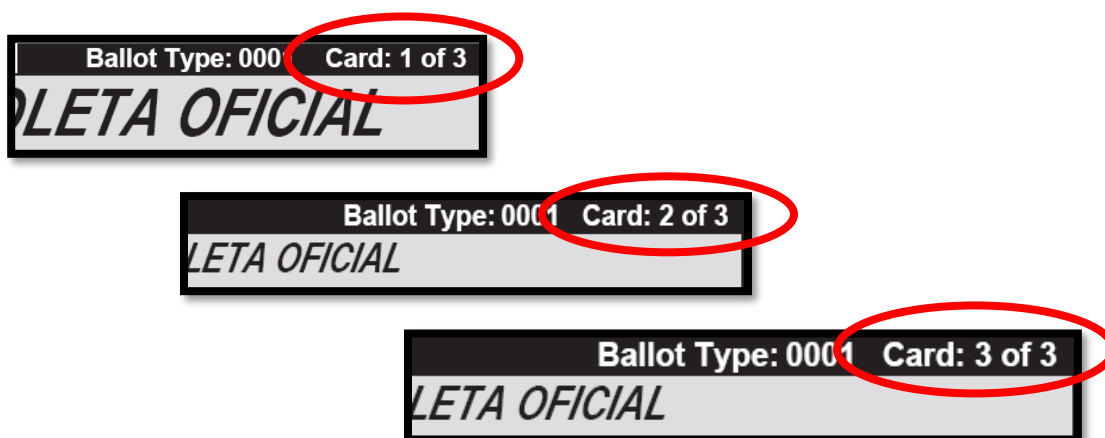
Multiple Ballots Returned in One Envelope (MRE)

A voter's ballot may be composed of 1 or more ballot cards. Each ballot card is a single piece of paper and refers to both the front and back.

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

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.

The ballot card numbers appear on the ballot as follows:

However, voters in the same household may attempt to mail their ballot cards in the same envelope.

If there are two or more of the same ballot cards in one envelope, this is considered <u>Multiple Ballots Returned</u> (MRE).
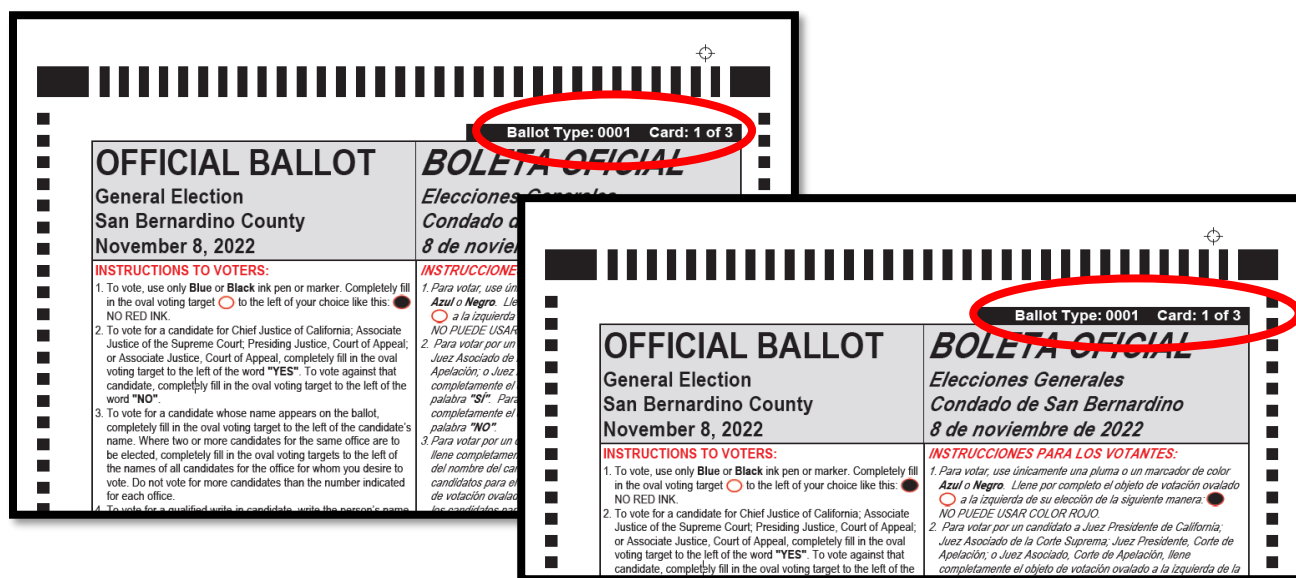
1. If you have an envelope, extract the ballot cards and inspect the card number on each of the ballot cards.

   a. 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 mail tray.

   b. If the ballot cards have no envelope, place them in a white box dedicated to MRE ballots. This will be sealed at the end of every night.
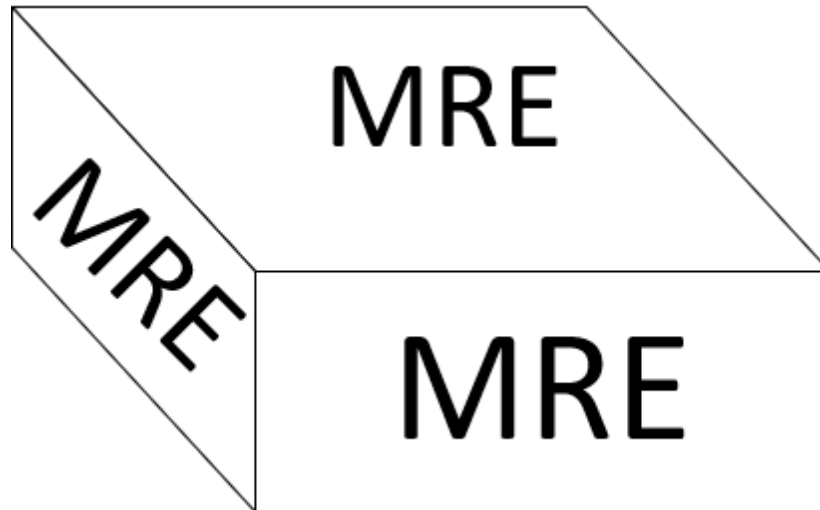
   c. If the envelope was incorrectly challenged as MRE, extract the ballot card(s), and place them into the **To Count** green mail tray.

   d. Place the empty envelope in the envelope storage box.

   e. If the ballot card(s) has any other issues, place it in the **To Duplication** yellow mail tray.
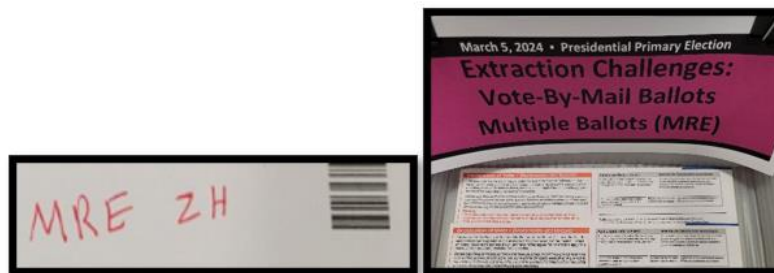
   Note: If the VBM envelope is an MRE challenge, but you see two or more signatures on the envelope, hand the envelope to a supervisor.

2. Take the Extraction Challenges: MRE mail tray to a Challenge Extraction Central Hub located next to Ballot Resolution Team row.

   Note: These challenges will not be returned to the Extraction Team. They will remain with the Audit Team.

Personal Identification Information (PII)

During the extraction process, any VBM envelopes or ballot cards that have voter information including name, initials, address, signature, phone numbers, and/or deceased notifications are placed in a PII labeled tray ballot must be duplicated. Open each VBM envelope and determine if the ballot cards inside have personal information written anywhere on the cards.

1. If there is **PII** or any written notes on a ballot card.
   a. Place it into the **To Duplication** yellow mail tray.
   b. If you have the envelope, place the empty envelope in the envelope storage box.

2. If there is **no PII** on a ballot card.
   a. Place it into the **To Count** green mail tray.
   b. If you have the envelope, place the empty envelope in the envelope storage box.
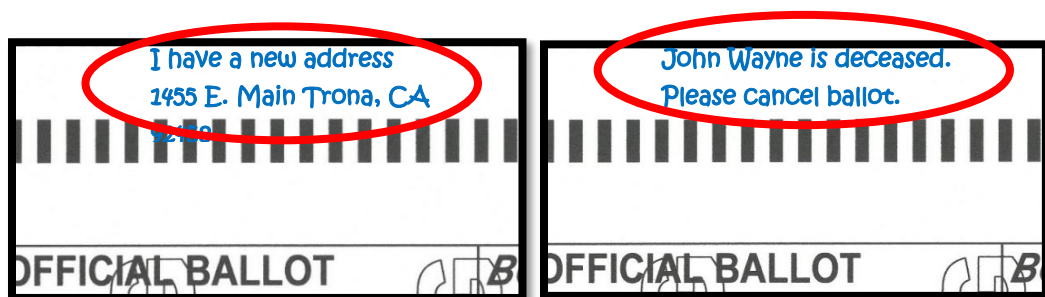
Red Ink

Red ink (and shades of pink, magenta and lavender) cannot be read by the ballot tabulation machines, so any voting attempts using a red pen will not count. These ballot cards must be duplicated.

1. If **none** of the contests on the ballot card are marked with red pen:
   a. Place that ballot card into the **To Count** green mail tray.
   b. If you have the envelope, place the empty envelope in the envelope storage box.

2. If **any** contest on a ballot card is marked with any shade of red ink:
   a. Place that ballot card into the **To Duplication** yellow mail tray.
   b. If you have the envelope, place the empty envelope in the envelope storage box.

Note: Shades of red include orange, pink, fuchsia and light purple. When in doubt ask your lead.

Stuck/Stain

The tabulation machines are highly calibrated and sticky substances can potentially jam the machine. Stains on a ballot can cause false readings or prevent the ballot from being run through the machine entirely.

1. If none of the contests on a ballot card are marked with a sticky substance or stained of any kind.
    a. Place the card in the **To Count** green tray.
    b. If you have the envelope, place the empty envelope in the envelope storage box.

2. If the ballot cards are stuck, to the VBM Envelope, to other cards or another piece of paper.
    a. Try to get them unstuck without damaging the VBM Envelope or the ballot cards themselves.
    b. Place the ballot cards in the **To Duplication** yellow mail tray.
    c. If you have the envelope, place the empty envelope in the envelope storage box.

3. If the ballot cards have some sort of stain such as:
    a. Coffee, soda, chocolate, or lipstick, etc.
    b. Place the ballot cards in the **To Duplication** yellow mail tray.
   c. If you have the envelope, place the empty envelope in the envelope storage box.

Example of ballot card that will need to be duplicated.

Cut/Tear

Ballots that have a cut/tear might not be able to be tabulated. They can cause jams in the tabulation machine or rip apart.

1. Determine if the ballot cards have cuts or tears.

    a. If the cut is smaller than a 1/2 inch and it does not touch the timing mark, place the ballot in the **To Count** green mail tray.

    b. If the cut or tear touches the timing mark/bar or bubbles on the ballot card, place the ballot in the **To Duplication** yellow mail tray.

    c. If you have the envelope, place the empty envelope in the envelope storage box.
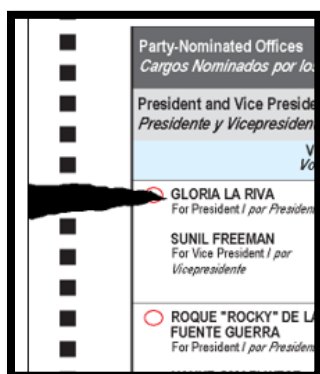
2. If the top of the ballot card has been torn off such that the ballot type cannot be seen, look at the voter's precinct on the envelope and use a red pen to write the precinct onto the upper-right corner of the ballot card.
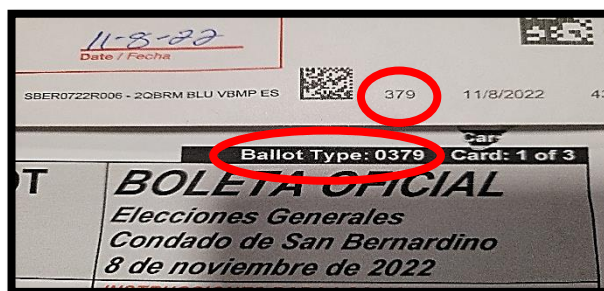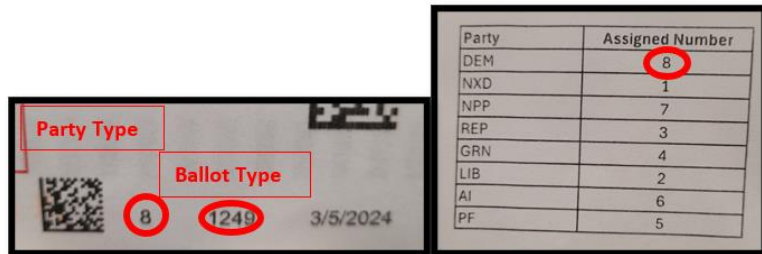

    a. If you do not have the envelope, speak to your supervisor to research the ballot.

3. If the election is a Presidential Primary election, write the voter's party on the ballot as well.

4. Place the damaged ballot in the **To Duplication** yellow mail tray.
5. If the entire ballot card has been cut in half (or multiple pieces), use a piece of tape to place it back together. Place the cut ballot into the **To Duplication** yellow mail tray.
   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.
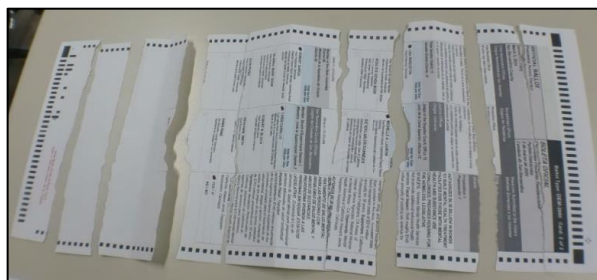
6. If the ballot card is barely or not cut, place it in the **To Count** green mail tray.
7. If you have the envelope, place the empty envelope in the envelope storage box.

Authorization

Document Owner: Ballot Department	Initiation Date: 03/07/2022
Version Number: 3.0, Updated Document	Date: 09/16/2024
Version Written By: Talmas, Caleb	