



REGISTRAR OF VOTERS

Performing 1% Manual Tally for Mail Ballots

PROCEDURE DOCUMENT – Version 5.0

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Performing 1% Manual Tally for Mail Ballots

Scope

EC 15360

The objective of this process is to verify the machine count by manually counting the ballots.

This procedure lists the materials, staff and steps to take when performing the 1% Manual Tally for Mail Ballots with a 3-person Board.

This process is managed by the MB / VIG Department under Ballot Auditing Coordination.

Personnel:

- 1 Board Leader
- 2 Board Members/Scribes - to count the votes on the ballots, and mark the Tally Sheets

Materials Needed for the Process:

- A ballot box
- Election Summary Report (provided by IT Dept)
- 1 Leader Worksheet for a selected contest
- 2 Scribe Tally Sheets for a selected contest
- Seals for the ballot box
- Box cutter
- Correction Tape
- Pens
- Fingertip Moistener

Important Notes:

1. Count any completed oval  as a vote.
2. Any variance during the process **MUST** be brought to the Supervisor's attention.
3. Variances must be documented on the tally sheets and *Election Summary Report*. Clearly document what precinct and for which contest. Follow **Reference Sheet A** on the back of the procedure to annotate any variances
4. Before the manual tally begins, instruct the scribes to sit side-by-side.
5. Samples of the Tally Sheet entries are on the back of the procedure.
6. Do Not Throw Anything Away

Tally Sheet Preparation

1. 1% Manual Tally Board Leader

- a. Verify the ballot box number located on the *Election Summary Report* matches the number on the actual ballot box.
- b. Select the contest to be tallied.
- c. Distribute the contest's Tally Sheets to Board Members.
- d. Call the following information from the *Election Summary Report* out loud:
 - **Ballot box number**; write it in the "Box:" field.
 - In the Ballot Count Reconciliation section:
 - **Card 1 and Card 2 counts**; write the counts in the "Hand Count" field.

Example: Card 1 = 125 / Card 2 = 131

2. 1% Manual Tally Board

- a. Begin filling out the Leader Worksheet and Scribe Tally Sheets.
- b. Add the count entered in the "Hand Count" field.
- c. Print each board member's name in the appropriate blank fields provided.
 - Print date and time in the bottom right blank field.

3. 1% Manual Tally Board Leader

- a. Once the verification of the Ballot Count Reconciliation has been completed, proceed with Vote Count Reconciliation process.

Example of Finished Tally Sheets:

EXAMPLE
 Leader Worksheet
 1% Manual Tally – Mail Ballots

STATE SENATOR DISTRICT 23

Box: 708

Ballot Count Reconciliation

Hand Count	Machine Count	Difference
C1-946/C2-946	C1-946/C2-946	0

Vote Count Reconciliation

	Hand Count	Machine Count	Difference
BRUCE WAYNE	105	105	0
CLARK KENT	267	267	0
STEVE RODGERS	381	381	0
TONY STARK	164	164	0
WRITE-IN	8	8	0
OVERVOTE	15	15	0
UNDERVOTE	6	6	0

Comments

Board Members

Lex Luther	
Victor Von Doom	
Selina Kyle	

Date/Time: 11/13/2020 1:38 PM

EXAMPLE
 Scribe Tally Sheet
 1% Manual Tally – Mail Ballots

STATE SENATOR DISTRICT 23

Box: 708

Ballot Count Reconciliation

Hand Count: C1-946 / C2-946

Vote Count Reconciliation

	Hand Count
BRUCE WAYNE	105
CLARK KENT	267
STEVE RODGERS	381
TONY STARK	164
WRITE-IN	8
OVER VOTE	15
UNDER VOTE	6

Comments

Board Members

Lex Luther	
Victor Von Doom	
Selina Kyle	

Date/Time: 11/13/2020 1:38

Example of where the Board Leader finds the Machine Counts for each candidate:

State of California State Senator District 21 (Vote for 1)
 Precincts Reported: 0 of 313 (0.00%)

	Mail Ballot	Designated M	Polling Place	Provisional	Total	
Times Cast	202	0	0	0	202 / 180,785	0.11%
Undervotes	8	0	0	0	8	
Overvotes	0	0	0	0	0	
Candidate	Party	Mail Ballot	Designated Mail Ballot	Polling Place	Provisional	Total
SCOTT WILK	REP	118	0	0	0	118 60.82%
KIPP MUELLER	DEM	76	0	0	0	76 39.18%
Total Votes		194	0	0	0	194
	Mail Ballot	Designated Mail Ballot	Polling Place	Provisional	Total	

Vote Count Reconciliation

Count all votes where the oval is completely filled out like this: ●

Mail Ballots

1. 1% Manual Tally Board Leader

- a. Instruct scribes as to which contest they are to review.
- b. Provide the name of the contest
- c. Distribute only the ballots that contain the selected contest, which can be on either Card 1 or Card 2.

2. 1% Manual Tally Scribes

- a. Separate the ballots into two stacks.
 - Stack one, with ballots that contain the selected contest, and
 - Stack two, with ballots that do not contain the selected contest.
- b. First scribe verify that stack one contains ONLY ballots with the selected contest, and
- c. Second scribe verify that stack two contains ONLY ballots without the selected contest.
- d. Once verified, set stack two aside.

3. 1% Manual Tally Board Leader

- a. Instruct scribes to pull out **Undervotes** first
- b. Instruct scribes to pull out **Overvotes** next
- c. Instruct scribes as to which candidate/selection they are to review.
 - Select the candidate/selection with the largest "Machine Count" that has not yet been hand counted

4. 1% Manual Tally Scribes

- a. Now take the stack that contains the contest
- b. Separate the ballots into two stacks.
 - Stack one, with contest that that contain the selected Candidate or Measure (Yes/No), and
 - Stack two, with ballots that do not contain the selected Candidate or measure (Yes/No).
- c. First scribe verify that stack one contains ONLY ballots with the selected candidate, and
- d. Second scribe verify that stack two contains ONLY ballots without the selected candidate.

- e. Continue to counting the votes marked for the applicable selection (Candidate or Yes/No).
- f. One scribe count out 10 ballots and provide to the other scribe to verify quantity.
- g. Once verified, arrange the counted stacks of 10 ballots in a crisscross pattern.
- h. Remaining loose ballots (less than 10) can be set aside to be counted individually.
- i. When all ballots have been separated, the first scribe counts (aloud) the number of stacks, arranging them into a crisscross pattern as each stack is counted.
- j. Count all remaining loose ballots.

5. 1% Manual Tally Board

- a. Record the total number of votes for the selection in the "Hand Count" field of the Vote Count Reconciliation section.

6. 1% Manual Tally Scribes

- a. If the contest is "Vote for One" set aside the counted ballots for that contest.
- b. If the contest is "Vote for no more than Two" or more, combine all ballots again.

7. 1% Manual Tally Board Leader

- a. Provide the next selection to be counted to scribes. Repeat steps 3, 4, and 5 for each selection in a contest.

8. 1% Manual Tally Board Leader

- a. In the Vote Count Reconciliation section, record the number of votes for the corresponding selection from the *Election Summary Report* in the "Machine Count" field.
- b. Compare the number recorded in the "Hand Count" field against the number recorded in the "Machine Count" field.
 - If the totals match, write a zero (0) in the "Difference" field. Proceed to next step.
 - If the totals do not match, record the difference in the "Difference" field and repeat the procedures above a second time to ensure all counts are accurate.
 - (1) If the "Total Hand Count" field now matches the "Machine Count" field or if the new count matches the original "Total Hand Count" field, proceed.
 - (2) If the "Total Hand Count" field still does not match the "Machine Count" field, and the new count is different from the original "Total Hand Count" field, repeat the procedure until the board arrives at the same count twice.
 - (3) If the "Total Hand Count" field still does not match the "Machine Count" field notify supervisor

9. 1% Manual Tally Board

- a. Repeat the process for all contests you have matching tally sheets for per box number.
- b. When all Vote Count Reconciliation totals have been verified, return the ballots to their corresponding manila envelopes and place all manila envelopes into their corresponding ballot box.

10. 1% Manual Tally Board

- a. Two board members sign and seal the ballot box.

Ballot Box Completion

1. 1% Manual Tally Board

- a. Place the ballot box in the storage rack labelled: 1% Manual Tally Complete.

2. 1% Manual Tally Board Leader

- a. Place the completed tally sheets and *Election Summary Reports* in the tray labelled: Complete.

Reference Sheet A: Potential Discrepancy Comments

As you do the 1% manual tally process, discrepancies may occur between the manual count and machine count. Below is the list of notations that you will put in the Comment box if such situation arises.

<Number> extra vote(s) for <candidate name/yes/no> possibly because: (choose reason below)
the oval is very lightly marked
the oval is very lightly marked with pencil
the oval is marked with a thin line
the oval is marked with an X.
the oval is circled.
there is one extra card in the box with a vote for <candidate/yes/no>
<Number> less vote(s) for <candidate name/yes/no> possibly because: (choose reason below)
the ballot has a deep crease over the oval
the ballot is torn over the oval
the oval is marked with a dot
the ballot is marked very dark on the other side of the ballot and it appears to mark the oval.
<Number> extra vote(s) for <candidate name/yes/no>
but was not able to identify a reason for discrepancy

Authorization

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