



REGISTRAR OF VOTERS

## Random Selection of Mail Ballot Batches for 1% Manual Tally Process

PROCEDURE DOCUMENT – Version 4.0

Noor, Kamelyta  
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### Scope

During the official canvass of every election in which a voting system is used, the elections official shall conduct a one-percent manual tally, which is a hand count of a random sample of one percent of the precincts and one percent of the vote by mail ballots cast in the election. The purpose of this process is to verify the accuracy of the automated machine count. (EC §15360)

The manual tally will include one-percent of the mail ballots cast in the election. If the original random selection does not cover every contest on the ballot, additional mail ballot batches will have to be selected. Only the contest(s) not covered by the original selection need to be manually tallied. The additional batches may be selected at the discretion of the elections official.

This procedure outlines the steps to randomly select mail ballots batches for the one-percent manual tally process. This process takes place on E+9 for every Primary and General election and E+8 for other elections, and is conducted by the Mail Ballot/VIG Department.

### Reports and Tools Needed

1. Random Selection Worksheets
2. Mail Ballot Batch Log
3. Four Colored 10 Sided Die (Purple, Green, Red, and Blue)
4. Shallow Tray
5. Pens

### Pre-Selection Tasks

1. Obtain the Mail Ballot Batch Log from Ballot Coordinator
2. Check that there are no duplicate box numbers
3. Prepare the worksheet

## Determining Number of Mail Ballot Batches required for 1% Manual Tally

1. Compute the number of mail ballot batches available in the election:
  - a. Example: 350,000 mail ballots were cast in the election.
  - b. If it is a 2-card ballot election, each mail ballot box holds approximately 250 ballots.
  - c. Therefore, there will be approximately 1,400 mail ballot batches.
2. For this process, 1% of the mail ballots cast must be manually tallied.
  - a. 1% of 350,000 equals 3,500 mail ballots.
  - b. With 250 ballots in a box, we need to tally 14 mail ballot boxes.
  - c. Using the four dice, randomly select 14 out of the 1,400 mail ballot boxes.

## Performing the 1% Random Selection Process

### Rules to Guide the 1% Random Selection

1. Three individuals participate in the "1% Random Selection Process":
  - a. Dice Roller
  - b. Scribe
  - c. Witness
2. Dice colors are assigned the following values:
  - a. Purple = thousands
  - b. Green = hundreds
  - c. Red = tens
  - d. Blue = ones
3. When the value in the "thousands" position can only be "0" or "1", assign:
  - a. "0" to even numbered rolls; and
  - b. "1" to odd numbered rolls.

## Performing the 1% Random Selection for Mail Ballot Batches

1. Dice roller rolls one die at a time and reads aloud the number of the die.
  - a. Begin with rolling the "thousand" purple die.
    - i. Roll falls on # 9
    - ii. Read the number out loud, "9"
    - iii. Following the "Rules to Guide the 1% Random Selection," this translates to 1.
    - iv. **Note:** If the total number of mail ballot boxes available is 999 or less, skip rolling the purple die.
  - b. Roll the "hundred" green die.
    - i. Roll falls on # 1
    - ii. Read the number out loud, "1"
    - iii. If the number rolled is not in range, roll again until it falls in the range.
  - c. Roll the "ten" red die.
    - i. Roll falls on # 2
    - ii. Read the number out loud, "2"
    - iii. If the number rolled is not in range, roll again until it falls in the range.
  - d. Roll the "one" blue die.
    - i. Roll falls on # 9
    - ii. Read the number out loud, "9"
    - iii. If the number rolled is not in range, roll again until it falls in the range.
2. As the dice roller is reading the number rolled for each die, the scribe will verify the number rolled and record it in the "Dice Roll" section of the "Random Selection Worksheet."
3. Hence, the first batch for mail ballots is #1129.
4. Continue this process until all mail ballot batches have been selected.
5. Request the selected mail ballot batches and the *Accumulated Totals Report* from the IT Department.
6. Upon receipt, review the reports and compare the contests from each batch against all contests in the election.
7. If a contest is not included in the initial selected batches, request additional batches that contain the missing contests from the IT Department. Send the list of the missing contests.

## Authorization

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