REGISTRAR OF VOTERS

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

PROCEDURE DOCUMENT – Version 4.0

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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 <u>randomly select mail ballots batches</u> for the one-percent manual tally process. This process takes place on E+8 of every election, and it 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.

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 <u>even</u> numbered rolls; and

    b. "1" to <u>odd</u> numbered rolls

Setting up the Mail Ballot Batch Log

1. Request the Mail Ballot Batch log from Elections Specialist.

2. In the sheet, create a column on far left for line number → name the field "No."

3. Enter line number to each row.

No.	Box #	Scale Count	Pocket #	Category
1	1	498	25	Mail
2	2	460	25	Mail
3	3	503	26	Mail
4	4	500	27	Mail

4. Create another sheet and name it **Selected.**

5. On the top row, enter the following in each column.

Line	Box #	Count		Type

6. This sheet is for the Selected mail ballot batches.

7. For the purpose of this procedure, there are 1500 mail ballot batches.

Performing the 1% Random Selection for Mail Ballot Batches

1. First, we must select the two batches of the Mail Ballot Precincts.

2. Filter the Excel spreadsheet listing only the Mail Ballot Precincts (DMP).

No.	Box #	Scale Count	Pocket #	Category
373	381	500	45	DMP
374	382	500	45	DMP
375	383	81	45	DMP

3. 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

4. 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."

Roll 1	Thousand	Hundred	Ten	One
Dice Roll				
Corresponding Box Number				
Within range?	Yes		No	

5. Hence, the first batch for mail ballots is line #1129.

6. If the line falls under the range, call out the corresponding mail ballot batch number.

7. Highlight the row, cut and paste the row in the "Selected" worksheet.

8. If the line doesn't fall in the range, roll the dice again.

9. Continue this process until the two Mail Ballot Precinct Batches have been selected.

10. Then continue selecting, this time only the Mail category, until mail ballot batches have been selected and that the quantity have been fulfilled.

Completion

1. Send the list of the selected mail ballot batches to IT Department, Communication Department and Ballot Storage.
2. IT Department will provide the Election Summary Reports.
3. Upon receipt, review the reports and compare the contests from each batch against all contests in the election.
4. 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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