



REGISTRAR OF VOTERS

1% Random Selection of Precincts – 2025 Statewide Special Election

PROCEDURE DOCUMENT – Version 1.0

1% Random Selection Precincts – Statewide Special Election

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Scope

For this 2025 Statewide Special Election, we will use a different method to randomly select 1% of the precincts. In this election, there are 2018 precincts; therefore, we must select at least 21 precincts to perform the 1% Manual Tally Process. This procedure outlines the steps to randomly select precincts for the 1% manual tally process. This process takes place on E+2, and it is conducted by the Mail Ballot/VIG Department.

Tools Needed

1. Four Colored 10-Sided Die (Purple, Green, Red, and Blue)
2. Shallow Tray
3. Pens

Print out the Worksheets

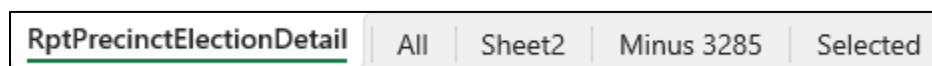
1. Template_List_EDate_OnePercent_RandomSelection_PollBallots_2025-07-02
2. Template_List_EDate_OnePercentRequest_Precincts
3. Random_Selection_Worksheet_2022-11-10 for precinct

Guide to 1% Random Selection

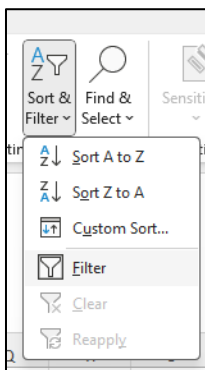
1. Three individuals participate in the "1% Random Selection Process":
 - a. Dice Roller
 - b. Scribe
 - c. Witness
2. Dice colors are assigned the following values:
 - a. Purple = thousands
 - b. Green = hundreds
 - c. Red = tens
 - d. Blue = ones
3. When the value in the "thousands" position can only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

Preparing the Selection Worksheet

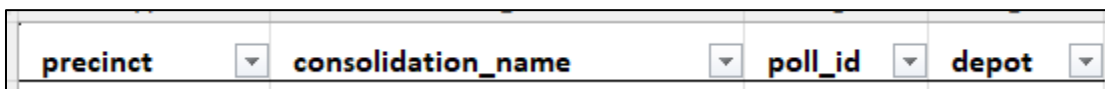
1. Request the Precinct Election Detail Report from Elections Specialist
2. Save it in Random Selections folder in Ballot Auditing
3. Open the file, create 3 worksheet tabs and name them as below:
 - a. All
 - b. Minus 3285
 - c. Selected



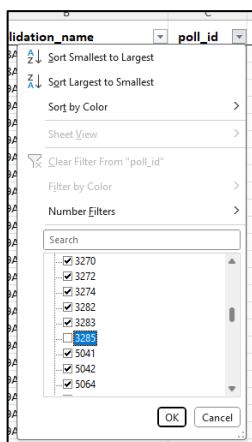
4. In the All worksheet, copy and paste the following columns → **precinct**, **consolidation_name**, **poll_id** and **depot**.
5. Click the filter button



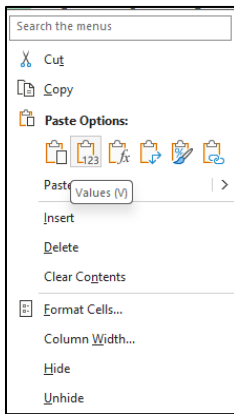
6. This is how your columns are going to look like



7. Under poll_id column, click the arrow down and look for number 3285



8. Now copy all four columns
9. Highlight column B, right click, and paste the data as Values in the **Minus 3285 worksheet**



10. Write **Line** in A1 cell as the header
11. Now create a sequential line number
12. The worksheet now will look like this with the last number marking the total number of precincts

line	Precinct	consolidation_name	poll_id	Depot
1	0004	C23S19A34E1B1AVUAP10004	5184	6
2	0005	C23S19A34E1B1AVUAP10005	3152	6
3	0006	C23S19A34E1B1AVUAP10006	3152	6
4	0008	C23S19A34E1B1AVUAP10008	5184	6

13. The worksheet is now ready for the selection process.

Selecting the Precincts

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 precinct is line #1129.
4. If the line falls under the range, call out the corresponding precinct number.

Roll 1					
	Thousand Hundred Ten One				
Dice Roll	1	1	2	9	
Corresponding Precinct Number	1	1	3	4	
Within range?	Yes	X	No		

5. Highlight the row, cut and paste the row in the “Selected” worksheet.

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

Roll 2							
				Thousand	Hundred	Ten	One
Dice Roll	2	7	8	5			
Corresponding Precinct Number							
Within range?	Yes		No	X			

7. Continue this process until all required precincts have been selected.

Completing the Selection

1. List_EDate_OnePercent_RandomSelection_Precincts
 - a. Enter the selected precinct numbers, proof with a team member, sign, and scan
 - b. Email to Communications Department
2. List_EDate_OnePercentRequest_MailBallots
 - a. Enter the selected precinct numbers, and proof with a team member
 - b. Email to IT Department
 - c. IT Dept. will provide the Elections Summary Report
 - d. IT Dept. will also send back the Excel with info for ballot Storage to pull the boxes
 - e. Give the Excel list to Ballot Storage
3. All worksheets – all team members initial, date and scan.