

REGISTRAR OF VOTERS

Provisional Ballot Extraction

PROCEDURE DOCUMENT - Version 1.0

Provisional Ballot Extraction

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Scope

This procedure covers the process for extracting and reviewing Provisional Ballots. Provisional Ballots are for voters who believe they are registered to vote despite not being on the official voter registration, or for vote-by-mail voters who come into a polling place to vote, and an elections official is unable to verify that they have not returned their vote-by-mail ballot.

This procedure is to be used between E-29 and E+30. It is utilized by the Ballot Department under Ballot Preparation function. \sim EC 14310, EC 15101

Supplies

- Gloves and mask
- Red pens
- Envelope cutters

Extracting Provisionals

1. Set up the trays as pictured below.



- 2. Hand out envelope cutters and red pens
- 3. Voter Records Team will bring in a rack of green trays filled with provisional envelopes -

Work ONE rack at a time

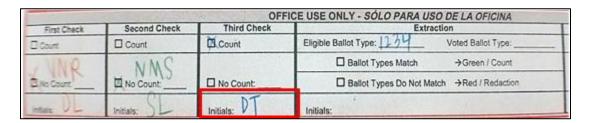
- 4. Runners will pull green trays from this rack and place one down for each team of 4
- 5. Every green tray must stay with its team **ONE tray at a time. DO NOT MIX.**
- 6. Teams will check the front bottom of each envelope



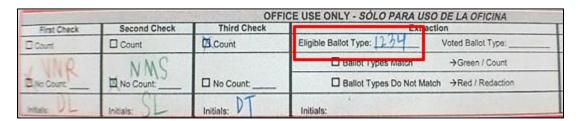
- 7. There will be three checks.
- 8. Look at the Third Check column.



- 9. Check whether Count or No Count is marked
 - a. If Count is marked = place envelope into 2' white tray
 - b. If **No Count** is marked = place into **RED** tray
- 10. Review all envelopes
- 11. Then, check the envelopes within both the **RED** and **2' white** trays to ensure that the ballots are in the correct trays
- 12. Place all Count envelopes back into the GREEN tray
- 13. Pull envelopes from the **GREEN** tray and look at the bottom

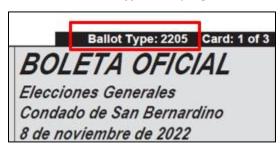


14. Look for Initials in the Extraction column

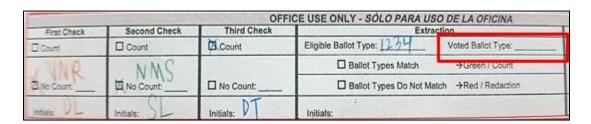


15. If it does **NOT** have any Initials, place the envelope into the **RED** tray

- 16. If it HAS the Initials, check the Eligible Ballot Type
 - a. If it HAS an Eligible Ballot Type written, open the envelope
 - b. Pull the ballot out
 - c. Look at the **Ballot Type** on top right corner of the ballot



d. Write down the Ballot Type under Voted Ballot Type



e. Check if the Eligible Ballot Type matches the Voted Ballot Type

17. If they MATCH

- a. Mark Ballot Types Match
- b. Write your Initials
- c. Place the **ballot** into the **2' white** tray
- d. Place the **empty envelope** into the **1' white** tray

18. If they **DO NOT MATCH**

- a. Mark Ballot Types Do Not Match
- b. Write your Initials
- c. Place the ballot back into its envelope
- d. Place the envelope into the **RED** tray
- 19. Once the **GREEN** tray is empty, go through the **1'** white, **2'** white and **RED** trays to ensure that the ballots and envelopes are in the correct trays.
 - a. 1' white tray envelopes should be empty
 - b. 2' white tray ballots should be undamaged
 - c. **Red** tray should all be challenges

- 20. Once everything has been reviewed and verified:
 - a. Envelopes \rightarrow put back in GREEN tray and place back on the rack
 - b. **Ballots** → send to Boxing and Scaling Team
 - c. **RED** tray → give to Challenge Review Team

Reviewing Challenged Provisionals

- 1. Set up 8 separate red trays with signage
- 2. When you receive the **RED** trays from the Provisional Extraction Team, check and sort the challenges to the appropriate trays:
 - a. Give to Duplication Team:
 - Redaction tray (Mismatched Ballot Type)
 - Boxed damaged ballots
 - b. Give to Voter Records Team:
 - BME tray
 - Missing Ballot Type tray
 - Missing Initials tray
 - No Count tray
 - Voter Registrations tray

List of Challenges

- BME (Ballot missing from envelope)
- Missing Ballot Type
- Missing Initials
- No Count
- Damaged Ballot
- Damaged BMD Ballot
- Ballots for Redaction (Mismatching Ballot Type)
- Voter Registrations