COUNTY OF SAN DIEGO
REGISTRAR OF VOTERS
DEPARTMENT POLICY MANUAL

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February 8, 2008
Effective Date

_____
Registrar of Voters

PURPOSE:

This policy establishes procedures for conducting the One Percent Manual Tally.

BACKGROUND:

California Election Code 336.5. "One Percent Manual Tally" definition.

"One Percent manual tally" is the public process of manually tallying votes in 1 percent of the precincts, selected at random by the elections official, and in one precinct for each race not included in the randomly selected precincts. This procedure is conducted during the official canvass to verify the accuracy of the automated count.

STANDARDS/GUIDELINES:

California Elections Code (E.C.) 2007 Article 5. One Percent Manual Tally. Section 15360. Manual tally when using a voting system.

PROCEDURES:

1. **SELECT DATES FOR THE RANDOM DRAW OF PRECINCTS AND THE ONE PERCENT MANUAL TALLY (MANUAL TALLY); NOTIFY THE PUBLIC**

    1.1 Schedule the random draw of precincts (random draw) to begin two days after the election, or on a date the Registrar of Voters (Registrar) specifies.

    1.2 The random draw is performed by a section or public observer(s) outside of the Election Services Division.

    1.3 Schedule the manual tally to begin the Monday immediately following the election, or on a date the Registrar specifies.

    1.4 Notify the Registration/Petitions/Public Records Supervisor and Technical Services Division Chief of the date for the random draw.

    1.5 Place public notice of the random draw and manual tally at the front counter no later than five days prior to the date and time of the random draw and manual tally as per E.C. 15360.

    1.6 Select personnel to participate in the manual tally and submit a Personnel Requisition to Administration Division.

    1.7 Reserve room to conduct the random draw and manual tally.

    1.8 Request warehouse support to set up the room for the manual tally.

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2. RANDOM DRAW OF PRECINCTS

2.1 Calculate one percent of the precincts (e.g. One percent of 1,634 precincts would be 17 precincts) needed for the manual tally.

2.2 Check with Administrative Secretary for Observers scheduled to attend the random draw.

2.3 The ROV will use a method similar to that used to randomly draw lottery numbers. The procedure uses three sets of balls numbered from 0 to 9 and one set of balls numbered 0 and 1. Each set represents one of the four digits (ones, tens, hundreds, and thousands) in the sequence number assigned to election precincts. Listed below is a detailed description of the random selection procedure.

2.3.1 The balls will be displayed for public inspection in four clear containers. Observers will receive a list of the sequence numbers and their correlating precinct numbers.

2.3.2 The Registrar or her designee will shake the containers and the section or observer(s) outside of the Election Services Division will make the random selection.

2.3.3 The ones container will be shaken. A ball will be drawn randomly from the container. This will be the low order or ones digit.

2.3.4 The tens container will be shaken. A ball will be drawn randomly from the container. This will be the second or tens digit.

2.3.5 The hundreds container will be shaken. A ball will be drawn randomly from the container. This will be the third or hundreds digit.

2.3.6 Depending on the results of the third digit drawing, one of two actions will be taken[1].

2.3.6.1 If the three numbers drawn in step 6 is 650 or less, the thousands container will be shaken. A ball will be drawn randomly from the container. This number will be either 0 or 1 completing the random selection.

2.3.6.2 If the number drawn in step 6 is 651 or greater, the random selection is complete.

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[1] With 1650 precincts in the election the thousands digit is only relevant if it, combined with the first three digits, will constitute a number between 1 and 1650. If the hundreds digit is a 7, 8 or 9 adding a 1 would create a number greater than 1650. The only option would be a 0 (zero), i.e. 17XX is not within the range. If the hundreds digit is six or less it will require the choosing of the fourth or thousands digit. The only options would be 0 or 1 completing either 05XX or 15XX.

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2.4 The Chief Deputy of Election Services will read off the sequence numbers and Recruitment Supervisor will correlate them to the precinct numbers.

3. RECORD CONTESTS COVERED BY RANDOM DRAW

3.1 Request a hard and soft copy report from Technical Services that lists all contests on the ballot with corresponding ballot types.

3.2 Have a soft copy of the allocations spreadsheet available from Election Services.

3.3 Use the allocations spreadsheet to identify the ballot type for each precinct selected in the random draw. Then highlight each contest covered by that ballot type on the spreadsheet from Technical Services.

3.4 Record all the contests covered in the random draw and prepare for the selection of the additional precincts

4. SELECT ADDITIONAL PRECINCTS FOR THE MANUAL TALLY TO COVER ALL REMAINING CONTESTS ON BALLOT

4.1 Request the following hard and soft copy reports from Technical Services (TS)

    4.1.1 List of all ballot types and the contests they cover.

    4.1.2 List of contests with all the ballot types in them.

4.2 Use these reports to help identify the ballot types that will cover most of the remaining contests not selected in the random draw.

4.3 Use the allocation spreadsheet to search for a precinct in that ballot type with a medium number of registered voters.

4.4 Record the precinct, ballot type and contest(s) covered by each additional precinct selected.

4.5 Highlight the spreadsheet from TS with a different color to represent add-on precincts.

4.6 In the instance where only one precinct covers a contest, then that precinct will be selected as the add-on precinct. In some cases, this may be a declared precinct.

5. FINAL PREPARATION FOR MANUAL TALLY

5.1 Notify Technical Services of all the precincts selected for the manual tally in order for them to assemble:

    5.1.1 summary reports from election night

    5.1.2 precinct and mail ballots from the selected precincts

5.2 Create a consolidation log to record manual tally and summary report comparisons and variances.

5.3 Create a one percent manual tally sheet for workers to tally votes.

5.4 Create memo to report results of one percent manual tally to the Registrar.

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5.5 Create observer sign-in sheet and post observer rules.
5.6 Create log to record precinct sign-out, sign-in, date, time and team.
5.7 Gather supplies:
      5.7.1 sign in sheet (election workers)
      5.7.2 rubber fingers
      5.7.3 tacky
      5.7.4 scratch pads
      5.7.5 pencils
      5.7.6 post its
      5.7.7 rulers
      5.7.8 election night summary
      5.7.9 stapler and staples
      5.7.9.1 calculators
      5.7.9.2 tally sheets
5.8 Inventory summary reports and ballots from TS.
5.9 Confirm manual tally schedule with election workers and assign teams.

6. CONDUCT MANUAL TALLY

6.1 Welcome the tally boards and give an explanation of why the 1% is conducted.
6.2 Assign tally boards; each precinct will have one 3 person team. One will call out vote and 2 will tally.
6.3 Inform teams of work hours, lunch and break schedules.
6.4 Explain one percent manual tally instructions to tally boards and observers.
6.5 Tally ballots:
      6.5.1 Each team will receive two copies of tally sheets and all paper ballots for a particular precinct. Be sure to verify that the precinct number is the same on all ballots.
      6.5.2 Reader calls out votes and board records votes.
      6.5.3 If there is a variance, the board will pull those ballots aside in case they need to be reviewed by a supervisor.
      6.5.4 Use color pencils to distinguish on the tally sheet between the precinct and the mail ballots.
      6.5.5 Combine all results and bring to supervisor for comparison against the summary report.
      6.5.6 If there is a variance the supervisor will ask the team to re-tally their results. The board will re-tally no more than three times.
      6.5.7 When finished tallying, the board signs the tally sheet and leaves with the supervisor.
      6.5.8 Supervisor records results, variances, and causes (if known) on consolidation log.

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6.6 During the manual tally the ballots must be kept in a locked room or not left unattended.

7. WHEN THE ONE PERCENT MANUAL TALLY IS COMPLETE
7.1 Return ballots to Technical Services for storage
7.2 File tally sheets with other election materials.
7.3 Compile a memo of the results for the Registrar of Voters

REVIEW DATE:

This policy will be reviewed for continuance by February 28, 2009.