

County of San Diego

Official Canvass Procedures

Brief Outline of Canvass

Ballot pouches and ballot boxes are filed in sequence order onto shelves.

Remake damaged ballots. (Any damaged voted ballot, i.e. torn, bent or mutilated in such a way that it cannot be read through the Optical Scanner, will be repaired or duplicated (EC 15208, 15210). When removing unused ballots from a precinct's ballot storage box for this purpose, a form is left in the storage box indicating the number of unused ballots removed from the box, the reason and the date.

Process ballots with Write-Ins.

Audit the Ballot Storage Boxes

Audit the Official Ballot Pouches

Audit the Rosters including the Ballot Statement

Complete the Tally Reconciliation Sheet

Resolve Total Ballots Cast plus Provisional Ballots ("No" + AV) to Total signatures.

Verify final results with Total Ballots Cast report

Complete Official Tally of Valid Write-Ins

Compile list of precinct ballots that are missing by Sequence, Precinct and party, if primary.

Compile summaries

INTRODUCTION

The Official Canvass begins no later than Thursday after Election Day (Election Code 15301); it must be completed within 28 days. Results from each precinct are reviewed and computer count totals are reconciled with Ballot Statements completed by precinct officers. When discrepancies appear, all figures are verified and all sources are researched until the problem is resolved.

When the Official Canvass is completed; the Registrar signs the Certification of Election certifying the official results of the election. The final vote count in the form of the Abstract of Official Results is produced; it provides a complete breakdown of votes cast within each election precinct and is available to the public.

I. PRELIMINARY CANVASS TASKS

File ballot pouches and ballot boxes onto shelves.

Write-In determination will continue (See Section 6 for detailed procedures).

1. Personnel of the Official Canvass staff have been working on Write-In Boards determining Valid and Invalid write-ins for Absentee ballots for seven days prior to Election Day (E.C. 15101 b.)
2. These Boards will continue working on Absentee write-in ballots until all available write-in ballots have been determined according to Write-In Procedures.

County of San Diego

Official Canvass Procedures

The Inspection Boards on election night have collected all miscellaneous papers, notes, etc. from the Ballot Boxes in Extraneous Material envelopes.

- a. They wrote the Sequence number on each item.
- b. Sequence numbers are consecutive numbers that correspond to precinct numbers.
- c. Sort through extraneous material envelope and notes from Election night.
- d. File items in Sequence order by type.
- e. Any items without Sequence numbers will be collected in a box for resolution during the canvass.
- f. Any damaged voted ballot, i.e. torn, bent or mutilated in such a way that it cannot be read through the Optical Scanner, will be repaired or duplicated (EC 15208, 15210)

Remake any damaged ballots. When removing unused ballots from a precinct's ballot storage box for this purpose, leave a form indicating the number of unused ballots removed from the box, the reason and the date.

The Ballot Storage Box Audit (Brown Box Audit).

1. All un-scanned voted ballots and voted ballots with Write-Ins are removed for processing.
2. All voted Mail and Provisional Envelopes are removed for processing and the precinct number stamped on the Provisional envelopes is verified that it is the same as that on the Box; if not, the sequence number of the Box is written in red on the line below that of the stamped number.
3. All surrendered Mail Ballots and Spoiled or voided precinct ballots are counted but are left in the Storage Box.
4. The total numbers of each are recorded on the Audit Sheet.
5. The total of unused ballots is recorded on the audit sheet, if noted by the polls officers.
6. Anything unusual should be noted in the Comments line (if all the unused are shredded, staples removed from pad of ballots, etc.).
7. The Big Supply box is double checked for unscanned voted ballots, stapled stubs, voted provisionals, absentees, etc.
8. Make a list of all precincts that have Ballot Boxes still missing. The Supervisor will give the Warehouse Supervisor a copy for a final search.

County of San Diego

Official Canvass Procedures

Official Ballot Pouch Audit:

1. Ballot pouches are audited for any ballots cast on a touch screen. Those votes are then uploaded and added to the count. Any Tsx Provisional ballot must be matched to a Provisional envelope for a determination whether that vote can be counted.

II. RECONCILIATION OF EACH PRECINCT

The Roster Audit sheet should be filled out in red ink. If an item has been done correctly by precinct officers, check “Yes”; if not, check “No” on the right side of the audit sheet and, if necessary, write an explanation. Always write legibly and with the view that it will be read and must be understood by personnel of the Polls Section. Make explanations and/or comments explicit so that they do not have to refer back to the Roster to understand them. A copy of the Roster Audit sheet may be sent to the Inspector at each precinct.

A. Street Indexes – there should be three copies. If any are returned in the blue envelope, check “Yes”. Indicate the number returned if less than three. One index should be checked, one lined-out and one blank. Mark the audit sheet “Yes” or “No”. If there are, for example, 2 checked and one blank copies returned, mark “No” next to Lined-out, “Yes” next to Checked and Blank each, and write “2” next to Checked to indicate 2 copies were returned Checked.

1. Place the checked index inside the front cover of the Roster
2. Toss the other two (recycle box)

B. Scan the Signature Lines - for the words ‘Duplicate’, ‘Deceased’, etc. Circle in red any that are found.

C. M’s for Mail Ballot Voters written on signature lines- The “M”’s should have been written in the center of the signature line of the Alpha Roster by the Precinct Inspector to identify those voters who’ve received Mail ballots and thus, should not be voting at the polls. This includes the lines which have the “Mail Ballot Requested” preprinted on the signature line.

1. Was the Mail Ballot Voter List put with the Roster? Each precinct receives two copies of the list of voters who have applied for Mail Ballots; one should be put in the roster.

D. Notes Page- Remove the yellow copy of the Notes Page for Polls. Be sure the precinct number is written on the top right corner.

- a. Paper clip all yellow Notes Pages with writing on from the group of precincts together; this will expedite filing in precinct order later.
- b. Recycle the yellow copies without writing.

E. Tic Sheet, Chain of Possession, or any other form required to be signed and returned – These should be returned by polls officers in the Blue Envelope. Write the Sequence # on it, if necessary. Keep in sequential order for return to whichever Section requested it in the first place.

County of San Diego

Official Canvass Procedures

F. Pink Certificate of Performance card – This card should have been mailed back to the ROV, signed and completed.

G. Green Certification of Votes card – This card should have been returned in the Ballot Storage Pouch. If it was not, a replacement card was placed in the pouch for ID purposes in the Tally Center. (Note: Not used in 06.03.2008 election)

H. Zero and Summary Tapes – The number of tapes returned should equal the number of voting stations and/or optical scanners issued to the precinct as noted on the label on the Certification of Votes card. Note the number of tapes missing on the roster audit sheet. (Note: 06.03.2008 each precinct received just one (1) touch screen voting station.)

I. Ballot Memory Cards (BMCs) – The number of BMCs returned should equal the number of voting stations and/or optical scanners issued to the precinct as noted on the Certification of Votes card.

J. Ballot Statement Complete – Were all items on the Ballot Statement completed, including numbers and signatures. Some indication should be made on every line by either number including zero or “x” in the case of the voting stations where less than eight stations were issued. If Blank, check “No” and write “Blank”.

K. Certification of Roster Complete – All precinct officers must sign the Certification of Roster. Number of officers signed should be at least three.

1. If any of the precinct officers did not sign the Certificate of Roster, the pink Certification of Performance card will be stapled to the back of the roster at the bottom of the page, *if* they have signed that and sent it in.
2. If any of the precinct officers did not sign the Certification of Roster, and we do not have the Certification of Packaging and Sealing card, we will Xerox the back of the Roster and give a copy to the Polls Section and they will determine a resolution.

L. Ballot Statement Correct – If all items were not completed, check “No” and, if entire form left blank, write “Blank”.

1. If the figures were *not* filled in:
Count the signatures on the active, inactive, certified and provisional roster pages and record the totals in red on the lines provided.
For Touch Screen voting only –
 - a. Write the numbers for each Voting Station in the corresponding box for each machine.
 - b. Place an “x” in any box corresponding to machine number not issued. Record a zero (0) in any box where no votes were recorded. (Note: These numbers can be obtained from the Summary Tapes (provisional votes will not be included in

County of San Diego

Official Canvass Procedures

totals)), the Certification of Votes card, Certification of Performance card, or from Computer Services.

For Optiscan ballot voting:

- a. Check the Certification of Performance card for this information. *Or*
 - b. Count the unused, unscanned voted, scanned voted, provisional, and spoiled ballots. Record totals in red in **For Office Use Only** area.
2. If the figures *were* filled in:
Check the addition.

M. Total Signatures match the total Ballots cast (regular and provisional)?

1. Was it completed? If it was, and there is a difference between the number of voted ballots and the number of signatures in the Roster, try to find out why. Sometimes the precinct officers will have explained. If they have explained the discrepancy to your satisfaction, check “Yes”, and note “with explanation”.
2. If the totals do not match and they are off by 4 or more signatures, check “No”:
3. If there are **more** signatures than voted ballots:
 - a. Voters signed but not voted?
 - b. Duplicate signatures? Check Provisional signatures against other pages of roster.

If a duplicate signature is found, line through the duplicate signature on the active (white), inactive/cancelled (pink) or certified voters (blue) page; make a note next to its matching signature on the provisional roster page that it is a duplicate by marking “D”.

- c. Mail Ballot voters signed roster when dropping off voted Mail ballots?
 - d. Check signature lines for words other than signatures that may have been counted as a signature. E.g. “duplicate”, “moved”, “deceased”, “provisional”, etc.
 - e. Double polls? Voters may have signed roster but then was directed to vote in other precinct.
4. If there are **fewer** signatures than voted ballots:
- a. Did the Provisional voters sign the Provisional roster pages?
 - b. Re-count the signatures.
 - c. Did voters sign in roster of precinct sharing polling site (double or triple poll) but vote in this precinct?

N. Comments – Make any comments necessary and sign or initial sheet at bottom right.

O. Clip the completed Roster Audit sheet to the front of the Alpha Roster and turn it over on the corner of your desk. When you have completed your group of precincts, take your pile of Rosters, flip upside right so that the lowest sequence number is on top and move it to the Roster filing table. Place the paper clipped group of Notes Pages on top of your group of Rosters.

County of San Diego

Official Canvass Procedures

III. TALLY RECONCILIATION WORK SHEET

Using dark pencil fill in all spaces on the Tally Reconciliation Sheet with the correct or corrected figures from the Ballot Statement. Put your name on the top right corner. The preprinted information includes the precinct specific sequence number, ballot district, ballot order, computer ballot count, registration and percent of registration that voted. Make sure the percent of registration is not more than 100% - this is an immediate red flag.

A. Ballot Order – Total number of ballots ordered and sent to the precinct. If this number is different than what the precinct said it received and you have verified the actual count, line through the preprinted number and write the correct number directly above it.

B. Provisionals – Write the total number and the distribution: Yes, No, Abs., or Missing. Check the Absentee Holding List and initial the list to show you've accounted for whatever they may have on the TRS.

C. Unused Ballots – a likely place for polls officers to have miscounted. Verify this number first if you have a problem in your count.

D. Spoiled – verify with the number on the Brown Box Audit Sheet and make a check by that number if you agree. A spoiled ballot may also be missing; if so, write in the total number of spoiled according to the polls and write '1M' in the corner of the box.

E. Total – should equal the Ballot Order. If the polls officers indicated they are short a ballot and have explained it in some way, e.g. "voter walked out with a ballot", etc., note that the number (499 instead of 500) agrees with what we have verified by writing 'polls' above the total. **You must have first verified the numbers** – the polls officers often make mistakes in counting.

F. Tsx – this number can be verified on the summary tape in the official ballot pouch. Any Provisional vote on a Tsx will not be included.

G. Add-To – use this column when any additional ballot is to be added. Write the reason code next to the number to be added e.g. d- damage, p – provisional, etc.

H. Re-Run – fill in total amount of ballots cast with code, if known e.g. c/c- computer count was off. Hand count ballots carefully before putting in for a re-run.

I. Ballots Cast – Total Provisional "yes" plus Voted (paper and touch screen) should equal Total Voted.

1. Summary totals from tapes will equal total regular ballots cast. These numbers do not include the touch screen provisional ballots.

2. Screen totals will include the provisional ballots cast and should equal Total Voted.

County of San Diego

Official Canvass Procedures

J. Signatures – Write the total number of signatures as written on the Ballot Statement in the “Sig’s Roster” space.

1. If the Total Signatures equal the Total Voted, plus or minus 5, no re-counting is necessary and the Actual Sig’s space can be left blank.
2. If blank, draw a line through the space, count the signatures in the roster per Section II., L, 1, and write total number in Actual Sig’s space.
3. If it is necessary to count Actual Signatures in the Roster and the total is still off more than 5 signatures, plus or minus, indicate the number off (+ or -) and any reason for the discrepancy, if that can be determined;
e.g. 9 missing provisional signatures would be indicated by “-9 p”
or, 14 duplicate signatures would be indicated as “+14 dup”.

K. Completed Tally Reconciliation Sheet –

1. Double check all addition and subtraction on your sheet.
2. Make sure any notes or abbreviations are legible and understandable.
3. Place it in the box provided for Completed Tally Rec Sheets. Do not keep a sheet if you are unable to finish one of the precincts – you can always retrieve that sheet later to complete it.
4. The Supervisor will check the figures on the completed Tally reconciliation Sheets to verify the PCM numbers, when available, the Total Voted and the Total Signatures correspond appropriately to one another. Any discrepancies will be re-checked.

IV. Resolve problems

If you have an un-resolvable problem, give the entire precinct to another person to review; one or two persons will be designated to review problems.

- One of the Polls Trainers (part of the Official Canvass staff) or a member of the Polls Section may telephone the Inspector of the precinct if we think they might have the answer to the problem.

County of San Diego

Official Canvass Procedures

V. Completion of Official Canvass

A. Rosters – All Rosters will be checked off a list as they are completed to be sure all are in by the close of the Canvass. They are to be filed in Sequence/Precinct order. Rosters without the signed Certification of Roster completed OR a signed Certification of Performance card will have the Ballot Statement Xeroxed and a copy given to the Polls Section for them to resolve. A list will be kept of those without proper signatures until resolved by Polls.

B. Roster Audit Sheets – Roster audit sheets will be reviewed for completeness and put in Precinct order. At the end of the Canvass all of the “No”s on the Audit Sheets will be tallied to create a summary. Roster Audit Sheets are then delivered to the Polls Section along with a copy of the summary.

C. Tally Reconciliation Sheets – The Canvass Supervisor will check the figures on the completed Tally reconciliation Sheets. Total Voted Ballots must equal Total Ballots Cast. Total Actual Signatures should equal Total Ballots cast plus or minus 5. Explanations should accompany any with discrepancies greater than this. Precincts with irresolvable discrepancies will be noted in Canvass Summary report and filed with the election data. Tally Reconciliation Sheets will be stored with election data.

D. Notes Pages – Yellow Notes pages from the Rosters will be filed in precinct order and delivered to the Polls Section.

E. Tally of Precinct and Absentee Write-Ins – Verify valid Write-In votes and officially tally per Write-In Procedures.

V. COMPLETION OF THE OFFICIAL CANVASS

A. Complete all re-runs and verify totals with Tally Reconciliation Sheets.

1. Re-runs will have been done periodically; Technical Services personnel set up the time.
2. Ballots will be re-filed into the ballot boxes.

B. Process the ballots to be added to the computer counts (separated by write-ins, provisional, duplicates from damaged, found, etc.)

1. Compare the precinct results with Tally Reconciliation Sheet totals on-line or from a Ballots Cast Report. The final Computer Count for each precinct should match the Total Ballots Cast for each precinct.
2. Resolve any discrepancies.

D. Be certain all remaining Absentee ballots are added.

E. Complete the Official Tally of Write-In Votes.

1. The Supervisor of the Write-In Boards and the existing write-in staff will do this.

County of San Diego

Official Canvass Procedures

2. All valid write-in ballots will be given to the official tally team.
3. When the tally is completed, the valid write-ins will be filed by the Official Canvass staff.

F. Summary of the Official Canvass – A summary of the canvass will be written by the Supervisor. This should include a list of those precincts with irresolvable discrepancies and any other explanations of the canvass results deemed necessary.

DRAFT