

BALLOT EXTRACTION/INSPECTION PROCESS

INTRODUCTION: As voted mail ballot envelopes have been sorted and milled the mail ballot envelopes will be out sorted to trays of 200 with an attached tray tag for the extraction and inspection process before being sent to the Technical Services department for tabulation. Voted mail ballots are individually inspected prior to being sent to be counted.


Required Staff: 40-60 Election Workers

- A. Each person involved with ballot opening and inspection of ballots **must** sign the **Certificate of Central Counting** and list the activity performed. (*see example*)

- B. Each tray of (200) ready to be opened will have an **Opening/Tabulation Worksheet** included with the tray. The worksheet will show the **tray #** and the **starting #** of envelopes in that tray. Check the **tray tag** number against the **tray #**. The tray numbers should match.

- C. Place mail tray on the table and count the number of mail ballot envelopes in the tray. The **starting #** and your envelope count should match. (if not count again or **call a supervisor**) Record the number of envelopes in the tray on the **Batch Slip** box marked **envelope count**, write your name under **Name** and today's **date**. Place mail ballot envelopes on the table with the information side down to ensure voter secrecy.

- D. Remove ballots from the envelope one at a time and review each ballot front and back to determine whether it is good for the count or may need "special attention". Place the good ballots in a stack on the table. Make separate stacks for ballots that require "special attention". Place the empty envelopes information side down on the table in order. Be sure to keep empty envelopes away from envelopes that may still have a ballot inside.
 - If you think you have an envelope with no official ballot inside, STOP. Call a supervisor. Count the envelopes you have removed ballots from. Then count the number of ballots that have been removed. If you have one less ballot than envelopes the envelope was empty. Write NO BALLOT on the outside of the envelope

- An envelope that has NO BALLOT, a voted sample ballot (booklet) or a written note with voting instructions is to be **left in the envelope and given to a Supervisor.**
(Supervisor will remove from batch, adjust numbers and comment on batch slip)
- E. When inspecting ballots, look for any writing on the ballot such as an address a signature or the voters initials. These will go in your “special attention” pile.
 - F. Check the leading edges of the ballot for “fuzzies” tears or cuts from the milling process. These ballots will be set aside for “special attention”.
 - G. The extractor/inspector will also look for a ballot marked in any color other than **black** or **blue**. These will go in the “special attention” pile.
 - H. Any markings other than a completed oval  need to be reviewed for “special attention” (enhancement). This will include marking the oval with a \checkmark \times Φ / or any variation other than a filled in oval. These ballots will be set aside for “special attention”.
 - I. Any ballot envelope that contains a fax or paper ballot **Alert a supervisor** and keep the paper ballot with the envelope. **(Supervisor will remove from batch, adjust numbers and comment on batch slip)**
 - J. If an envelope contains more than one ballot **Alert a supervisor** and keep the ballots with the envelope. **(Supervisor will remove from batch, adjust numbers and comment on batch slip)**
 - K. When the extraction/inspection of ballots is complete there will be a pile of empty envelopes to be banded and attach the pink slip from your batch slip. The empty envelopes will be placed in the appropriate “city” tray to be *peeked* and filed.
 - L. All inspected ballots will be placed in your tray with “good” ballots on the bottom and “special attention” ballots crossed on top with the white copy of your **Batch Slip** attached. Once secured the ballots will go to the cart labeled **ready for QC** for further review.