

Tonya Ritchie

From: Ricky Yantis <yanric@windstream.net>
Sent: Friday, October 04, 2019 10:21 AM
To: tonyaritchie@nts-online.net
Subject: Election procedure
Attachments: Election System info.docx

Attached you will find my cheat sheet for the computer.

Also, you will need make sure you have plenty of zip-loc seals for the new machines. Lots safer than the stickers on those doors.

You need to have the election board approve the procedure for counting "over vote" and "badly marked" ballots.

Procedure for ballots rejected by M200:

Ballot rejected by counting machine

Reviewed by CC staff and attempt to reinsert

If rejected again, ballot will be inserted into slotted compartment for rejected ballots

Upon completion of counting, precinct CC presiding judge will remove ballots from rejection compartment

CC Presiding Judge and Alternate Judge will examine rejected ballots

CC Presiding Judge and Alternate Judge will make a duplicate ballot on the voting machine on votes that are clear and incontrovertible. If any votes remain where the intent of the voter is not clear to both Judges, that item will be left unmarked on the duplicate ballot.

New ballot will then be inserted into the M200 to be counted

Once counted, the new ballot and rejected ballot will be stapled together

CC Presiding Judge and Alternate Judge will then sign both ballots

All duplicated ballots will be labeled and stored together

What does this look like to you?



1. County clerk appoints and confirms central counting station personnel.
2. Personnel arrive 30 minutes prior to polls closing and sign in and record the time and review procedures and job descriptions for the count.
3. County clerk administers oath to personnel.
4. **A.** Remote voting machine procedure: CCS Manager and a county official (that is not on the ballot) retrieve the counting machine from presiding election judges. Now, electronic poll election machine is closed by pressing the button and turning the key, and all compartments are locked and sealed. Computer is removed from counting machine and placed in original container. The machine is brought to central counting station and CCS Manager and county official re-assemble counting machine to prepare for continuation of tabulation of ballots. Seals are removed and recorded (labeled by compartment). CCS will then unlock each compartment and remove ballots separated by compartment. Unreadable ballots from right compartment will be reviewed and either resubmitted to the machine or will be set aside to be hand counted. Middle slot will also be checked for unreadable ballots and separated to be hand counted. Counted ballots from the left compartment will be removed and separated by voting precinct labeled and marked "Counted". Upon completion of hand counting, ballots and tally books are labeled. Ballots are stacked after labeled.
B. Presiding judge and assistant from each precinct will bring sealed ballot boxes and accessory paraphernalia to central count location. Upon arrival, ballot boxes are received by CCS Manager and/or clerk and county clerk office personnel and intact seals are verified. CCS Manager and/or clerk then re-verify and remove unbroken seals and record seal numbers (by precinct) and attach removed seals to reporting form.
C. CCS and/or clerk will remove ballots from precinct boxes and verify boxes are empty. Personal will straighten ballots to an organized stack and label by precinct and mark "Uncounted".
D. Personal will then begin to feed ballots into counting machine by precinct. Kicked back ballots should be reviewed by clerk then CCS if necessary to determine reason for kick back. If minor, try to feed a different direction and if not successful insert into middle drawer.
E. Upon completion of each precinct CCS will unlock each compartment following the same procedure explained above. Counted ballots shall be organized and labeled by precinct and marked "Counted". CCS will take ballots by precinct to clerks to be hand counted and label by precinct and mark "Hand counted"
F. Clerks doing the hand counting shall use a minimum of 2 tally books for small elections and will use 3 tally books on larger elections with a higher volume of hand counted ballots. Upon Completion of hand count clerks will mark front of tally book with total number ballots counted, and vote tally. Mark ballots "Hand counted", and leave one tally book with the ballots.

G. Once all ballots have all been counted check counting machine is empty. CCS and county clerk staff will turn key off to close pole and begin to print report. Each precinct final report should be cut from the others. Tape should be folded starting at the end cut and signed by the CCS Manager and a clerk and paper clipped. Should be 2 copies one for the county clerk and one to be locked in box with ballots.

H. County Clerk staff will enter count results into official program and once results are tabulated and printed, CCS Manager or County Clerk may announce results to those waiting for results. County Clerk office will do all the official reporting to the Secretary of State

I. Verify all ballots are all labeled as "Counted" by precinct. Hand counted ballots are marked accordingly. One tally book and one counting machine tape for each precinct included. Ballots should be stacked in precinct order and placed in one of the supplied voter boxes and locked and sealed.

J. CCS Manager will take key for locked ballots to an official officer of the court that is not on the ballot.

K. Should a poll watcher with proper credentials be present CCS Manager shall designate an area outside of the counting area. They shall not interfere with the counting process and are there only to observe the process.

L. CCS staff will need to sign out and record the time