

## **The Board of Elections in the City of New York**

### **Canvass/Recanvass Procedures**

### **Other Paper Ballot Kinds Section**

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## ROLES AND RESPONSIBILITIES

Each procedure has its own detailed list of roles and responsibilities according to what is required for that process. In all cases, bipartisan Board staff is allocated according to the required roles and areas of responsibility.

Role	Responsibility
<p>Senior Board Staff:</p> <ul style="list-style-type: none"> <li>- Borough Chief</li> <li>- Deputy Chief</li> <li>- Designees of the Borough Chief &amp; Deputy Chiefs</li> </ul>	<ul style="list-style-type: none"> <li>• Provides access to the secured storage area</li> <li>• Issues are escalated to this team for guidance or approval, as needed</li> <li>• Maintenance and completion of all canvass activity documentation, including signing the Audit Certificate at completion.</li> </ul>
<p>Bipartisan Team Leads/Supervisors</p>	<ul style="list-style-type: none"> <li>• Supervises each canvass activity and ensures adherence to the relevant procedures</li> <li>• Generates Results Reports and Results Files.</li> <li>• Coordinates and manages the process of providing the appropriate materials to the canvass teams (supplies, ballots, generating Audit and Discrepancy Worksheets)</li> </ul>
<p>*Bipartisan Team of Borough Staff</p> <ul style="list-style-type: none"> <li>- Audit Clerks</li> <li>- Batching Clerks</li> <li>- Chain of Custody Clerks</li> <li>- Completion Clerks</li> <li>- Duplication Clerks</li> <li>- Holding Table Clerks</li> <li>- Runners (optional)</li> <li>- Scanner Operators</li> <li>- S-Elect Clerks</li> <li>- Staging Table Clerks</li> <li>- Verification Clerks</li> </ul> <p>*All are ultimately Canvass Clerks for every stage of the process.</p>	<ul style="list-style-type: none"> <li>• Audit Clerks perform specified canvass tasks, including auditing the first pass of the audit totals and providing the results to the Leads.</li> <li>• Batching Clerks handle the opening of the other paper ballots.</li> <li>• Chain of Custody Clerks maintains the safe keeping of Write-in Forms and documentation completed by all other clerks.</li> <li>• Completion Clerks compile, organize and prepare tallied ballots for S-Elect entry and Runners move ballots from one location to another.</li> <li>• Duplication Clerks use blank replacement ballots to record and scan voter's valid votes.</li> <li>• Scanner Operators scan the ballots</li> <li>• S-Elect Clerks enter the Write-in and manual entries of votes into the S-Elect system.</li> <li>• Verification Clerks confirm the accuracy of the canvass activity and identify any discrepancies.</li> </ul>

Bipartisan teams are to be used for every stage of the canvass/recanvass

## CELL PHONES AND OTHER DEVICES

NY State Law requires voting systems to exclude any device or functionality potentially capable of externally transmitting or receiving data via the Internet or any other wireless means. For that reason, NYSBOE Rules and Regulations require the Election Management Systems (EMS) to be on a closed network. A closed network is a standalone system that is used for a specific purpose and is not connected to any other internal or external network.

**No device, software, or hardware other than EMS hardware is to be connected to, installed, or run on any part of the EMS without the approval of the State Board of Elections.** The EMS includes Servers, Clients, Scanners, BMDs and any equipment used to canvass an election.

**DO NOT INSERT** laptops, tablets or cell phones, including those issued by the Board, or any **other non-EMS device into an EMS port.**

**The following are acceptable for charging and operating mobile devices and tablets:**

- ✓ Grounded outlets
- ✓ Surge protectors
- ✓ Portable power chargers
- ✓ Portable (cheese reel) with plugs; **see image below**



[7-202\_t] [6210.1]

# OTHER PAPER BALLOT KINDS CANVASS ACTIVITIES

## Purpose and Requirements

The purpose of the Other Paper Ballot Kinds Canvass Activities section is to provide detailed instructions on the canvass procedures for Absentee, Military, Special, Affidavit, Presidential, and Federal ballots.

As mandated by the Commissioners of Elections in the City of New York, bipartisan Board staff will implement the procedures detailed in this document in an accurate and uniform manner in New York, Bronx, Kings, Queens and Richmond counties.

Before completing the canvass of votes cast in any primary, general, special, or other election at which voters are required to sign their registration poll records before voting, the board of elections must cast and canvass any absentee, military, presidential, federal, or other special ballots.

### **The Board must cast and canvass any ballots completed by voters who:**

- Moved within the county or city after registering.
- Are in inactive status.
- Have not had their identity previously verified.

### **The Board must also cast and canvass any ballots completed by voters whose registration:**

- Was incorrectly transferred to another address even though they did not move.
- Poll records were missing on the day of such election.
- Poll records did not show them to be enrolled in the party in which they claimed to be enrolled.

Each such ballot shall be retained in the original envelope containing the voter's affidavit and signature, in which it is delivered to the Board until it is cast and canvassed.

For each phase of the Canvass and Recanvass process, the Board follows this mandate from NYS Election Law Section 9-209 (1):

- b. *“At least five days prior to the time fixed for such meeting, the board of elections shall send notice by first class mail to each candidate, political party and independent body entitled to have had watchers present at the polls in any election district in such board's jurisdiction. Such notice shall state time and place fixed by the board for such canvass.*
  
- c. *Each such candidate, political party, and independent body shall be entitled to appoint such number of watchers to attend upon each central board of inspectors as such candidate, political party, or independent body was entitled to appoint at such election in any one election district for which such central board of inspectors is designated to act.”*

For more details about Watchers, see the Overview and Pre-Canvass section.

Bipartisan teams are to be used for every stage of the canvass/recanvass

## Canvass of Absentee, Military, Special, Affidavit, Presidential & Federal Ballots

### Scanning and Manual Entries

From the initial receipt, ballots are kept in a double-locked secured storage room. The Ballot Storage room has a door with two distinct locks that require different keys. The senior Democratic and Republican official in each borough has one of the two opposing keys to the locks. Both keys are needed to unlock the room. This process is designed so that only a bipartisan team of Board staff that represents each of the major political parties opens the door and accesses the ballots. Any materials checked into or out of the secured storage area must be documented on a tracking sheet.

The Board uses a Central Ballot Scanning and Tabulation system to conduct the canvass of Absentee, Military, Special, Affidavit, Presidential, and Federal ballots. In instances where only one contest appears on any of these paper ballots and the Borough Commissioners determine it would be more efficient to direct a manual canvass and recanvass, the Borough Commissioners are authorized to make this decision.

### Special Ballots

New York State offers a special ballot application for registered voters who are unable to vote in person at their designated polling place for one of the following reasons:

- **Religious Purposes** – it's against the voter's religious scruples to vote at a polling place located in a premise used for religious purposes
- **Board of Election Employees or Poll Workers** – whose duties require them to be elsewhere on Election Day
- **Victims of Domestic Violence** – there is a threat of harm to the voter or the voter's family
- **Emergency Responders** – whose duties require them to be elsewhere on Election Day
  - New York State offers a special ballot application specifically for Emergency Responders. During times of emergency, the form may be used by persons called upon to provide emergency support, relief or other services in response to natural disasters, acts of terrorism or sabotage, fire, power failure, and other circumstances which prompt the governor or a court of competent jurisdiction to declare an emergency.

Voters may contact any Board of Elections office in New York to obtain a special ballot application for one of the above reasons. The special ballot must be cast by the close of polls on Election Day.

Bipartisan teams are to be used for every stage of the canvass/recanvass

Other Paper Ballot Kinds

## **Post-Election Poll List and Ballot Retrieval Process**

Voter Registration e-poll list books are retrieved by Board personnel. An inventory of ALL returned Poll List bags and e-poll list books must be conducted.

- On the Registration List inventory schedule, check off each ED packed.
- Deliver all AD items directly to the Leads so they may take appropriate action.
- If any e-poll list books are missing, check the supply carts. If any are still missing, notify the Chief Clerk and Deputy Chief Clerk immediately.

## **Missing Voter Registration E-Poll List Books**

If an e-poll list book is missing, Election Day Operations must immediately contact the:

- Poll Site Coordinator
- Inspectors assigned to the ED
- Poll Site Custodian
- Assigned police precinct
- Voting Equipment Transportation Vendor
  - Chief and Deputy Chief Clerks if there is no success finding the List book

## **Retrieval Process**

As the e-poll list books are retrieved from the return bags, check for these voted paper ballot envelopes, and if any are found, record it in the appropriate box on the inventory schedule:

- Emergency Ballot Envelopes
- “A” Ballots
- All Absentee Ballot Envelopes

Bipartisan teams are to be used for every stage of the canvass/recanvass

Other Paper Ballot Kinds

**Required Action if a ballot envelope is located:**

<b>Ballot Envelopes Found</b>	<b>Required Action</b>
Emergency ballots	<ul style="list-style-type: none"> <li>• Label a box: <b>Emergency Ballot Envelopes</b></li> <li>• Write the ED/AD and initial any Emergency Ballot Envelopes</li> <li>• Place all Emergency Ballot Envelopes within its labeled box in lowest to highest ED/AD order</li> <li>• Cover and seal the box</li> <li>• Transfer the box to the appropriate borough location for canvassing</li> </ul>
“A” ballots	<ul style="list-style-type: none"> <li>• Label a box: <b>“A” Ballot Envelopes</b></li> <li>• Write the ED/AD and initial all “A” Ballot Envelopes</li> <li>• Place the “A” Ballot Envelopes within its labeled box in lowest to highest ED/AD order</li> <li>• Cover and seal the box</li> <li>• Transfer the box to the appropriate borough location for canvassing</li> </ul>
Absentee Ballot	<ul style="list-style-type: none"> <li>• Label a box: <b>Absentee Ballot Envelopes</b></li> <li>• Cover and seal the box</li> <li>• Transfer the box to the borough’s Absentee Department for canvassing</li> </ul>



**NOTE:** If voted paper ballots are located in supply carts or voting machines, notify the Chief Clerk or Deputy Chief Clerk. Arrange to have these voted ballots transferred by a bipartisan team of Board staff to be joined with the other voted ballots. Upon receipt of these ballots, update the Election Night Log and record the number of ballots found in the supply carts or voting machines instead of the Return Bags delivered by the Police Department.

### **Security Reminder:**

All Paper Ballots, e-poll list books, and election records must be secured in a double-locked storage room before the canvass begins and at completion.

- ONLY Board staff and Law Enforcement Officers are permitted to be in the supply cart or voting machine area until ALL e-poll list books and paper ballots have been retrieved.
- Watchers may only observe from a distance. They may not enter the supply cart or voting machine area.
- Watchers who question these security procedures are to be directed to the Chief Clerk or the Deputy Chief Clerk.

### **Paper Ballots**

The Chief Clerk and Deputy Chief Clerk are responsible for making sure all voted paper ballots are logged properly before being placed in a secured double-locked storage room.

- Any ballots removed from the secured storage area must be logged properly so any ballot can be located at any time.
- Clerks who are reviewing Affidavit Ballot Envelopes and Absentee Ballot Envelopes must return the ballots to the secured storage area and update the log whenever they are moved, and when Clerks take a break.
- Clerks may not leave ballots at their desks unattended.
- Voted ballots are never to be left unattended in any place that is not secure.
- Please review **Organizing Bipartisan Canvass Teams**, in the Overview Section of these procedures.

Bipartisan teams are to be used for every stage of the canvass/re canvass

Other Paper Ballot Kinds



## Routing Affidavits and Envelope Verification Procedure

No later than the day of the election, place at least one large corrugated box or postal tray for each Assembly District (more for larger districts) labeled by AD in LARGE, VISIBLE NUMBERS.

Example:     **AD 23**

### Supplies and Materials needed:

- Recap “A” Ballot Worksheets labeled with the AD in large print, centered on the front.
  - Trays of affidavits sorted by ED
  - Green felt pens (to show up against the red print on the “A” Ballot Envelope)
  - Red pens or Pencils with erasers for the Opening
  - Rubber bands
  - Binder clips
  - Early Voting and Election Day Poll Site List
  - Access to a street finder or GOAT (Geosupport Online Address Translator)
  - Handheld calculator
  - Notepad
- 
- When the ORANGE RETURN bags are delivered to the borough, gather all the LARGE AFFIDAVIT ENVELOPES (BIG RED “A” ON THE FRONT) and place them in the “A” Ballot box or tray for its AD.
  - When the checklist indicates that all the ADs have been returned, form bipartisan teams of two and begin the counting process. **Use the Recap Worksheets.**
  - Place all envelopes from the completed AD in lowest to highest Election District (ED) order.
  - Starting with the lowest ED, open the LARGE affidavit envelope and remove the smaller affidavit envelopes from inside. Count the number of smaller envelopes to confirm the count matches the number indicated on the LARGE envelope.
  - Use **a green felt pen** to WRITE ON THE LARGE affidavit envelope the number of smaller envelopes that were inside. If the number is different from the count indicated on the Large envelope, the bipartisan Clerks, cross out that number, write the correct count and each Clerk initials THE LARGE envelope.
  - Use **the green felt pen** to WRITE ON EACH small affidavit envelope the AD and ED THAT IS WRITTEN ON THE OUTSIDE OF ITS LARGE ENVELOPE. When it’s time to verify the ballot envelopes, this process confirms the district where the ballot was cast.
  - Place a rubber band or binder clip around the envelopes (depending on the quantity) and put them in the AD labeled tray, in ED order. Continue this process until the entire AD is completed.

Bipartisan teams are to be used for every stage of the canvass/recanvass

# RECAP "A" BALLOT WORKSHEETS

These worksheets are used to obtain a preliminary count of affidavits received for the election, and to track the status of INVALID and VALID affidavits. These worksheets are to be kept up to date in order to supply the General Office with accurate ballot counts. Leads who are good with figures should be responsible for this task.

In most cases, the General Office needs the numbers from the Recap Worksheets the day after the election. In addition, the final Recap Worksheet; which is a summary of totals for all affidavit categories for the election, is needed as soon as it becomes available.

The Board of Elections in the City of New York		QUEENS COUNTY																												
		ASSEMBLY DISTRICT _____	RECAP "A" BALLOT BY ED/AD																							DATE _____	ELECTION _____			
		ELECTION DISTRICT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	TOTAL		
		TOTAL RECEIVED																										0		
		TRANSFERS IN (+)																										0		
		TRANSFERS OUT (-)																										0		
		TOTAL FOR THIS ED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
INVALID	PART "A"	Missing Voter Information (SIG)																										0		
		Not Registered																											0	
		Registered Too Late																											0	
		Cancelled Status #1																											0	
		Cancelled Status Other																											0	
		Voted in Wrong ED/AD (Site)																											0	
		Registered Wrong Enrollment																											0	
		Signed Poll List																												0
		Other-Specify																												0
				TOTAL INVALID	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
VALID	PART "B"	Valid-Counted as Transfers																										0		
		Valid-Code "X"																											0	
		Valid-Signature not in Poll List																											0	
		Valid-Other (CAF)																											0	
				TOTAL VALID	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

		ELECTION DISTRICT	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	TOTAL	
		TOTAL RECEIVED																										0	
		TRANSFERS IN (+)																										0	
		TRANSFERS OUT (-)																										0	
		TOTAL FOR THIS ED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
INVALID	PART "A"	Missing Voter Information (SIG)																										0	
		Not Registered																											0
		Registered Too Late																											0
		Cancelled Status #1																											0
		Cancelled Status Other																											0
		Voted in Wrong ED/AD (Site)																											0
		Registered Wrong Enrollment																											0
		Signed Poll List																											0
		Other-Specify																											0
				TOTAL INVALID	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
VALID	PART "B"	Valid-Counted as Transfers																										0	
		Valid-Code "X"																										0	
		Valid-Signature not in Poll List																										0	
		Valid-Other (CAF)																										0	
				TOTAL VALID	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Bipartisan teams are to be used for every stage of the canvass/recanvass

Other Paper Ballot Kinds

## RECAP “A” BALLOT BY ED/AD – PRELIMINARY COUNTS

The worksheet shows the TOTAL INVALID and TOTAL VALID “A” Ballot Envelopes received for each ED in its respective AD.

- Record the COUNTY, ASSEMBLY DISTRICT, DATE, and ELECTION at the top.
- Record total ballots received in each ED. Count the “A” Ballot Envelopes and **use a pencil or erasable ink** to enter the number on the “TOTAL RECEIVED” line of the Recap Worksheet, under each ED. More envelopes may be found later which will change the total.
- Keep the “A” Ballot Envelopes and Recap Worksheet for each AD together in the tray until the ballot envelopes can be verified on AVID following the verification procedure. Remember that “A” Ballot Envelopes must be stored in the double-locked secured storage room and chain of custody logs must be maintained so that any ballot can be located at any time.
- For each ED, record the number of INVALID ballots received next to the appropriate category, beginning with “Missing Voter Information” and ending with “Other-Specify.”
- Add the column and place the total on the line that reads “TOTAL INVALID.”
- For each ED, record the number of VALID ballots received next to the appropriate category, beginning with “Valid-Counted as Transfers” and ending with “Valid-Other(CAF).” CAF stands for Change of Address Form.
- Add the column and place the total on the line that reads “TOTAL VALID.”
- The “TOTAL INVALID” plus “TOTAL VALID” should equal “TOTAL RECEIVED” per ED.
- To determine the TOTAL on the far right of the report, add the figures from left to right, ED by ED, one category at a time. Write the sum in the appropriate “TOTAL” column.
- Total each page by adding the “TOTAL FOR THIS ED,” “TOTAL INVALID” and “TOTAL VALID” figures in the far right column. Do this for each page.
  - The first 25 EDs are totaled on page one.
  - EDs 26-50 are totaled on page two.
  - EDs 51-75 are totaled on page three.
  - EDs 76 -100 are totaled on page four.
  - EDs 101-125 are totaled on page five.

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Other Paper Ballot Kinds

- The summary that the General Office requires is created by adding the figures on pages 1 through 5, and placing those totals on the final Recap Worksheet.
  - The combined total will equal the complete AD total.
  - As each AD is completed, enter the figures in S-Elect.
  - To include a summary Recap Worksheet for ALL the ADs, complete the figures on pages 1 through 5, for each AD. This provides Borough Totals at a Glance.
- After all totals have been compiled for each Assembly District, complete the BOROUGH WIDE RECAP SHEET by placing the total for each Assembly District in the appropriate column on the appropriate line.
  - Total each line across and vertically. When completed, the GRAND TOTAL column will contain totals for each category (Missing Voter Information, Not Registered, Registered Too Late, etc.) as well as the TOTAL number of INVALID and VALID Affidavit Ballots submitted in the Borough.

**NOTE:** Please proof and verify all totals for accuracy.  
These are the numbers most frequently requested in the post-election surveys conducted by the Board, the New York State Board of Elections, and the U.S. Justice Department.

## AFFIDAVIT BALLOT VALIDATION

- Do not mix ADs. Make certain one team works on only one AD at a time.
- Keep a list of staff assignments so it's clear who to consult when a question arises for an AD. Staff must sign whenever they receive or return "A" Ballot Envelopes for processing.
- Bipartisan teams review each "A" Ballot Envelope to determine which to place in an INVALID stack and which to place in a VALID stack of "A" Ballot Envelopes. All envelopes placed in the VALID stack are considered preliminarily valid until the day of the Opening. At each phase of the validation, the status may change to INVALID if the Clerks discover the voter: is cancelled, voted in a poll site not designated for the voter's Assembly District, is not registered, or any other reason that would change the status to INVALID.
- Teams must confirm each envelope is complete with: the Voter's name, address, and signature.
  - If only signature is missing, borough is to send out a cure letter to the voter.
  - If any of these required items are missing or incomplete, check off the miscellaneous box on its "A" Ballot Envelope under **For BOE Borough Office Use Only**. Record all other information that applies under that section. Each Clerk checks the No box next to the Count and must initial on the line for their party in that section.
  - Affidavit Envelopes with the miscellaneous box checked belong in the INVALID stack. A bipartisan team will further investigate the INVALID stack so an appropriate letter can be sent to those voters.
  - Affidavit Envelopes that are complete with the required information will be placed in the VALID stack. At this stage, the Clerks only initial on the line for their party but do not check the Yes or No box next to the Count. That box will be checked by the Clerks when the stack is checked against the information on the AVID system.

**NOTE:** For the VALID stack of "A" Ballot Envelopes, each Clerk must initial on the line for their party in that section. However, these ballot envelopes will move on to the next round of review. The bipartisan team that reviews this stack will also need to complete the **For BOE Borough Office Use Only** section and initial next to the line for their party. **This means there will be two sets of initials for the VALID stack.**

- At the completion of this process, teams will have an INVALID stack and a preliminarily VALID stack of "A" Ballot Envelopes for an ED.
- Band all the INVALID "A" Ballot Envelopes together. Next, band all the VALID "A" Ballot Envelopes together.

Bipartisan teams are to be used for every stage of the canvass/re canvass

- Keep each batch in lowest to highest ED order. Continue with this process while working on the entire tray.
  - When trays for an entire AD are complete, the next round of verification begins. Leads assign a team to check the VALID “A” Ballot Envelopes on the computer.
  - When the AD has been checked on the computer, place the completed tray on a table that has a sign indicating “Checked on AVID.” Make certain that the tray is clearly marked with its AD.
  - Each VALID “A” Ballot Envelope that has been checked on AVID must also be checked against [NYSVoter](#) to confirm that the voter did not vote anywhere in the state.
- **If voter moved, See scenarios below:**

VOTER SCENARIO I	REQUIRED ACTION
<p>Voter moved from any area in the city to a different area in Queens and voted by Affidavit Ballot at their new poll site.</p>	<p>Bipartisan Queens Clerks check AVID to see if the voter has any history of voting for this election.</p> <ul style="list-style-type: none"> <li>- Clerks write the old ED/AD and “CAF” for Change of Address Form <b>in green pen</b> on the “A” Ballot Envelope. Both Clerks initial the envelope and continue on with that voter’s validation process.</li> <li>- If Queens Clerks confirm <b>voter signed</b> the e-poll list book, they request from VEOU the clip of the signature from the E-poll book. Using the signature clip, confirm the correct voter was given history. <ul style="list-style-type: none"> <li>• If the correct voter voted in person the affidavit is invalid. The ballot envelope becomes part of the INVALID stack of “A” Ballot Envelopes.</li> <li>• If the wrong voter was given history the affidavit is valid. The ballot envelope becomes part of the VALID stack of “A” Ballot Envelopes.</li> <li>• If the Queens clerks <b>cannot</b> determine who voted in person, they raise issue to lead persons.</li> </ul> </li> <li>- If the voter has history as voting by means other than signing the E-poll book then it becomes invalid. The ballot envelope becomes part of the INVALID stack of “A” Ballot Envelopes.</li> <li>- <b>Recap Worksheets</b> are updated to reflect the changes if needed.</li> </ul>

Bipartisan teams are to be used for every stage of the canvass/re canvass



VOTER SCENARIO II	REQUIRED ACTION
<p>Voter moved from outside of the city to Brooklyn and voted by Affidavit Ballot at their new poll site.</p>	<p>Bipartisan Brooklyn Clerks check NYSVoter to see if the voter has any history of voting for this election.</p> <ul style="list-style-type: none"> <li>- Clerks write the old county and “CAF” for Change of Address Form <b>in green pen</b> on the “A” Ballot Envelope. Both Clerks initial the envelope and continue on with that voter’s validation process. <ul style="list-style-type: none"> <li>• If the voter has history, the affidavit is invalid. The ballot envelope becomes part of the INVALID stack of “A” Ballot Envelopes.</li> <li>• If the voter does not have history, the affidavit is valid. The ballot envelope becomes part of the VALID stack of “A” Ballot Envelopes.</li> </ul> </li> </ul> <p>- <b>Recap Worksheets</b> are updated to reflect the changes if needed.</p>

Bipartisan teams are to be used for every stage of the canvass/recanvass

VOTER SCENARIO III	REQUIRED ACTION
<p>Voter is not registered in AVID</p>	<p>Bipartisan Clerks check NYSVoter to see if the voter is registered anywhere in the state and has any history of voting for this election.</p> <ul style="list-style-type: none"> <li>• If the voter is registered and has history, the affidavit is invalid. The ballot envelope becomes part of the INVALID stack of “A” Ballot Envelopes.</li> <li>• If the voter is registered and does not have history, the affidavit is valid. The ballot envelope becomes part of the VALID stack of “A” Ballot Envelopes.</li> </ul> <p>- Clerks write the old county and “CAF” for Change of Address Form <b>in green pen</b> on the “A” Ballot Envelope. Both Clerks initial the envelope.</p> <ul style="list-style-type: none"> <li>• If the voter is not registered, the affidavit is invalid. The ballot envelope becomes part of the INVALID stack of “A” Ballot envelopes.</li> </ul> <p>- Clerks write “NR” for not registered on the Form <b>in green pen</b> on the “A” Ballot Envelope. Both Clerks initial the envelope.</p> <p>- <b>Recap Worksheets</b> are updated to reflect the changes if needed.</p>

Bipartisan teams are to be used for every stage of the canvass/recanvass

- Keep all AD trays together in lowest to highest AD order. The trays must be kept in a secure location at all times.
- Once all the ADs have been checked on AVID, record the updates on the Recap “A” Ballot Worksheet. Update the worksheet, one ED at a time in lowest to highest order.
- If the information is entered in S-Elect as it is being completed for each Election District, the log will balance at completion.
- **The Recap Worksheet** should be kept in a file cabinet that’s readily available at all times.

### **Affidavit envelopes checked against SBOE Duplicate voter list**

Bipartisan Clerks check NYSVoter to see if the voter is the same voter registered in the state and has any history of voting for this election.

- If the voter is the same and has no history, the affidavit is valid. The ballot envelope becomes part of the VALID stack of “A” Ballot Envelopes.
  - If the voter is the same and has history, the affidavit is invalid. The ballot envelope becomes part of the INVALID stack of “A” Ballot Envelopes.
  - If the voter is not the same and does not have history, the affidavit is valid. The ballot envelope becomes part of the VALID stack of “A” Ballot Envelopes.
- Clerks write the old county and “CAF” for Change of Address Form **in green pen** on the “A” Ballot Envelope. Both Clerks initial the envelope.
- If the voter is not the same and is not registered, the affidavit is invalid. The ballot envelope becomes part of the INVALID stack of “A” Ballot envelopes.
- Clerks write “NR” for not registered on the Form **in green pen** on the “A” Ballot Envelope. Both Clerks initial the envelope.
- **Recap Worksheets are updated to reflect the changes if needed.**

Bipartisan teams are to be used for every stage of the canvass/recanvass

## Affidavit Ballot Envelope for Transfer of Registration

When a registered voter moves within the state of New York, the voter may use an Affidavit Ballot to vote at their new poll site during Early Voting or Election Day. The Board will use the new address information to update the voter's registration in AVID. If the voter is listed as INACTIVE in AVID, the completed Affidavit ballot meets the criteria for changing the voter's status to ACTIVE. When a voters moves into one of the five boroughs from another county within New York State, AVID will create a work item in NYSVoter Lookup under "inbound county transfer" and will search the queue for the voter. If existing voter is found, staff select voter record and document is sent to the "inbound county transfer" queue. (For more information please check list maintenance "cross county transfer – outbound)

The voter's registration will be transferred to the new address. The vote will count and a TRANSFER NOTICE confirming the address change will be sent to the voter's new address.

If the registered voter moved and cast their ballot at a polling site designated for the correct AD, but INCORRECT ED/AD and filled out an Affidavit Ballot, this will serve to transfer the voter's registration. The ballot, however, will count only for the offices that apply to the ED/AD where the voter now resides.

If the voter was PROPERLY CANCELLED AT THE PREVIOUS ADDRESS, the vote will not count.

### Procedure

Step 1. Check that voter has properly filled in the affidavit envelope

Every affidavit envelope MUST contain voter's name, address, and signature.

If any of the above is missing, check the miscellaneous box in For BOE Borough Office Use Only section and indicate reason.(If signature is missing see section "Affidavit Ballots – Notice and Cure Law")

Step 2. Do an Inquiry on the voter using "Find Voter" on AVID

Enter the old address if one was written on the affidavit envelope

Example: Borough - Manhattan

House No. - 519

Street Name - West 139 Street

After clicking on "Find Now," all persons with last names starting with that letter will display.

Example - Borough - Manhattan

Last Name – S

House No – 519

Street Name – West 139 Street

Bipartisan teams are to be used for every stage of the canvass/recanvass

Other Paper Ballot Kinds

**This step is helpful in finding a voter, especially if the handwriting is hard to read.**

<b>AFFIDAVIT VERIFICATION SCENARIOS</b>	<b>ACTION TAKEN</b>
<p>VOTER IS REGISTERED AT THE NEW ADDRESS LISTED ON AFFIDAVIT ENVELOPE</p>	<ul style="list-style-type: none"> <li>• Check voter’s status and write the voter serial number (VSN) in green ink on the envelope.</li> <li>• If the status is “A” = Active, write the voter’s registration date on the envelope.</li> <li>• If the status is “X” = Inactive, write ‘X’ on the envelope so the voter’s status will be changed to “A.”</li> </ul>
<p>VOTER IS REGISTERED AT THE OLD ADDRESS</p>	<ul style="list-style-type: none"> <li>• Check the ED/AD of the new address.</li> <li>• Check that the voter went to the correct ED/AD for the new address.</li> <li>• If ED for new address matches the ED/AD written in the corner of the “A” Ballot Envelope, write “VALID” on the envelope.</li> <li>• If the ED/AD for the new address is different from the ED/AD written in the corner of the envelope; write ED/AD of the new address in the center of the envelope with the letters SB (for should be). Check the voter’s AD and see if the poll site the voter went to was designated for their AD. If yes, the ballot <b>will count</b>. Write “VALID” on the envelope and transfer this Affidavit to its correct ED/AD.</li> </ul> <p>– If the ED/AD of the new address was at a different AD and poll site was not assigned to the new AD, then the ballot <b>will not count</b>, unless the Board finds that the voter failed to vote in a poll site designated for the correct AD because of inspector or Board error. Write “INVALID” on the envelope and check the box marked <b>Wrong ED</b>.</p>

Bipartisan teams are to be used for every stage of the canvass/re canvass

AFFIDAVIT VERIFICATION SCENARIOS	ACTION TAKEN
	<ul style="list-style-type: none"> <li>- The voter’s registration is to be transferred to the new address. The signed affidavit serves as a transfer.</li> <li>- Write “CAF” (Change of Address Form) on the envelope to indicate that the transfer process has to be done.</li> <li>- If the voter is listed as an “X,” it will be changed to an “A.”</li> </ul>
VOTER CANCELLED AT OLD ADDRESS	<ul style="list-style-type: none"> <li>• <u>If voter moved from another county out of NYC check with NYSVoter Lookup to see if they are registered there and did not vote in another county.</u></li> <li>• If there is no registration for that person, check the “Cancelled” box on the envelope and write “INVALID.”</li> <li>• <b>The vote will not count.</b></li> <li>• This Invalid “A” Ballot Envelope will be treated as a new registration form and processed.</li> </ul>

Bipartisan teams are to be used for every stage of the canvass/re canvass

<b>AFFIDAVIT VERIFICATION SCENARIOS</b>	<b>ACTION TAKEN</b>
<p>VOTER CAN'T BE FOUND AT OLD OR NEW ADDRESS</p>	<ul style="list-style-type: none"> <li>• Do a search on AVID and if not found there search NYSVoter, using the voter's name and date of birth.</li> <li>• If the name is common (John Smith, Linda Jones, Juan Rivera, etc) and the signature can't be verified, <b>DO NOT count the vote</b>. Write "INVALID" on the envelope and check the "Not Registered" box in the BOE section.</li> <li>• If the name is found with the same date of birth, the signatures match, and the status is "A or X," write "CAF" on the envelope and enter the voter serial number, the old address, indicate the status: "A or X."</li> <li>• The registration will be transferred. If voter cast their ballot in a poll site designated for the correct AD, the <b>ballot will count</b>.</li> <li>• If the voter is listed as an "X," it will be changed to an "A" when the registration is transferred.</li> </ul>
<p><b>PRIMARY ELECTION ONLY:</b></p> <p>VOTER IS REGISTERED AT OLD ADDRESS</p>	<ul style="list-style-type: none"> <li>• If the voter is enrolled in the *party* having the Primary, the <b>vote is counted</b> and the registration is transferred to the new address.</li> <li>• If the voter is listed as an "X," it will be changed to an "A" when the registration is transferred.</li> <li>• If the voter is enrolled in a DIFFERENT party from the one written on the envelope, the <b>vote does not count</b>. The registration is transferred to the new address and the voter's party will be changed to the party written on the envelope.</li> </ul> <p>*If party rules allow, non enrolled registered voters may vote in that party's Primary Election. However, the non enrolled registered voter's party will only change if the voter indicates that party on the "A" Ballot Envelope.</p>

Bipartisan teams are to be used for every stage of the canvass/re canvass

**NOTE:** If a TRANSFER or ACKNOWLEDGEMENT NOTICE is returned to the Board and labeled undeliverable by the Post Office, check to see that the information (**name and address**) is correct. If it is correct, the voter will be put on INACTIVE STATUS (X) using the Voter Change Screen in AVID.

### Status Codes:

1 – Moved	A – Active
2 – Four Year Inactive	P – Postponed
3 – Death	V – removed at Voter’s Request
4 – Felony	X – Inactive
7 – Incompetent	Z – Deleted by Administrator

#### LATE REGISTRATION

- If the voter is Status P, and the status effective date is after the election date, check “Registered too late” box on the “A” Ballot Envelope.
- Enter date of registration and the voter’s serial number on the “A” Ballot Envelope.

#### CANCELLED VOTER

- If voter moved from another county out of NYC check with NYSVoter Lookup to see if voter is registered there and did not vote in another county
- If the voter has been cancelled and not registered in another county, check the “Cancelled” box on the “A” Ballot Envelope and write the Status Code, voter's serial number, and date of cancellation on the envelope.

Bipartisan teams are to be used for every stage of the canvass/recanvass

Other Paper Ballot Kinds



- The vote will NOT count.

When the ED is complete, the worksheet is updated. A separate count is kept for the Invalid Cancelled Status 1.

## MISSING INFORMATION

- VALID “A” Ballot Envelopes **must have** the voter's name, address, and signature on the front. And for a Primary Election, the party enrollment
  - .
- **If the voter's name or address is missing**, write “NO NAME” or “NO ADDRESS” on the “A” Ballot Envelope.
- **If the ED/AD or Inspector signature is missing**, but the voter is registered and provided the mandatory information, the “A” Ballot Envelope is VALID. Note on the envelope “Valid-Ministerial Error” and count the ballot.
  - 9-209 (2) of the New York State Election Law states: “If the Board of Inspectors determines that a person was entitled to vote at such election it shall cast and canvass such ballot if such Board finds that ministerial error by the Board of Elections or any of its employees caused such ballot envelope not to be valid on its face.”

## Wrong ED

1. **If the registered voter went to the wrong ED but a poll site designated for the correct AD, the ballot is VALID.**
  - Only votes cast for offices that apply to the ED in which the voter now lives will count.
  - Clerks must write the correct ED on the “A” Ballot Envelope in the center of the envelope with the letters “SB” for Should Be and transfer the envelope to the affidavit ballot envelopes for that ED. **The ballot will count.** Only votes cast for offices that apply to the ED/AD in which the voter lives will count.
  - The transfer must be noted on the logs for both EDs.
2. **If the registered voter went to the wrong ED and a poll site NOT designated for the correct AD, the ballot is NOT VALID.**
  - If the Borough Office is notified that the voter was not notified of the correct poll site by the Inspector or the Board, then the ballot will be VALID. Only votes cast for offices that apply to the ED/AD in which the voter lives will count.

Bipartisan teams are to be used for every stage of the canvass/recanvass

- When the ED is complete, update the worksheet with the number of Invalid/Wrong ED.

## **UPDATING A VOTER'S STATUS RECORD**

### **Inactive Status**

The following steps are taken to update a voter's record when an INACTIVE voter votes by AFFIDAVIT BALLOT, properly signed and from the SAME ADDRESS submitted to the BOE.

1. Scan the AFFIDAVIT BALLOT envelope to REACTIVATE the voter in AVID
2. Process the affidavit ballot and make any necessary changes needed.
3. Press **Save**

### **Change of Address**

If a **voter** in INACTIVE STATUS "X" now resides at a DIFFERENT New York City address than the address shown in AVID and voted by AFFIDAVIT BALLOT (properly signed and filled out):

1. Scan the AFFIDAVIT BALLOT envelope as a change of address.
2. Enter on Registration screen the new address after finding the voter in AVID.
3. A Transfer Notice to the voter will be generated.
4. Press **Save**.

**NOTE:** In both cases, if all other criteria are met, the vote counts.

### **Letters to Voters**

The Board of Elections is required by law to notify all Affidavit voters whose ballots were not counted. Those Affidavit envelopes are to be scanned. Select "send letter" from the Registration tool bar to generate the proper letter to the voter. [EL 5-403]

## **Affidavit Ballots – Notice and Cure Law**

### **Notice and Cure Law**

Bipartisan teams are to be used for every stage of the canvass/re canvass

Other Paper Ballot Kinds

Voters must be notified if their affidavit ballot is being rejected for certain errors they made. The voter must be given an opportunity to fix the error within an allotted timeframe.

The following are curable defects related to an affidavit ballot envelope and only applies to affidavit ballots:

1. The affidavit envelope is unsigned
2. The affidavit envelope signature does not appear to match the registration signature, therefore the voter cannot be verified.

*Refer to Election law 2022 9-209*

Any of the conditions listed above may be corrected by the voter. Once the Board notifies the voter of the error, the voter has seven days to correct the defects. The voter must file a signed affirmation attesting to the information required by the affidavit envelope and attest that the signer of the affirmation is the same person who submitted the affidavit ballot.

### Absentee, Military, Federal, Presidential Ballot Procedures & Verification

VERIFICATION PROCESS & SCENARIOS	ACTION TAKEN
REQUIRED INFORMATION FOR ABSENTEE BALLOT ENVELOPE	<ul style="list-style-type: none"> <li>• <b>Required information:</b> <ul style="list-style-type: none"> <li>- Name, Address, and Signature</li> <li>- Voter’s party enrollment</li> </ul> </li> <li>• If any required information is missing and the voter fails to correct the required information within the approved timeframe, the ballot envelope is <b>INVALID</b>. Place in Invalid tray.</li> </ul>
BALLOT DEADLINE <ul style="list-style-type: none"> <li>• If deadline is missed, the ballot envelope is <b>INVALID</b>.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Absentee voter deadline:</b> <ul style="list-style-type: none"> <li>- Postmarked or hand delivered on or prior to election day</li> <li>- Board must receive mailed ballots by the seventh (7<sup>th</sup>) day after the election.</li> </ul> </li> <li>• <b>Military, UOCAVA/Federal/FWAB/Presidential voter deadline:</b> <ul style="list-style-type: none"> <li>- By the seventh (7<sup>th</sup>) day after a Primary Election and the thirteenth (13<sup>th</sup>) day after any other election</li> </ul> </li> </ul>
CHECK POSTMARK ON MAILED BALLOTS	<ul style="list-style-type: none"> <li>• <b>VALID</b> Ballots:           <ul style="list-style-type: none"> <li>- Are received by the Board by the deadline.</li> </ul> </li> </ul>

Bipartisan teams are to be used for every stage of the canvass/recanvass

<b>VERIFICATION PROCESS &amp; SCENARIOS</b>	<b>ACTION TAKEN</b>
	<ul style="list-style-type: none"> <li>• Ballots received after the deadline: <ul style="list-style-type: none"> <li>- Are INVALID and not counted.</li> <li>- Place in INVALID tray in ED/AD order.</li> </ul> </li> </ul>
<p>VERIFICATION OF FEDERAL/ MILITARY WRITE-IN FROM AN OVERSEAS VOTER NOT ON STANDARD BALLOT FORM:</p>	<ul style="list-style-type: none"> <li>• Confirm Board received voter’s federal or military ballot application. <ul style="list-style-type: none"> <li>- Ballot will not be counted if there is no application or Board receives it after the deadline.</li> </ul> </li> <li>• <b>BOARD DEADLINE TO RECEIVE MILITARY BALLOT APPLICATION</b> <p><b>Military voter not previously registered:</b></p> <ul style="list-style-type: none"> <li>- Tenth (10<sup>th</sup>) day before General or Special Election or twenty-five (25) days before a Primary Election.</li> </ul> <p><b>Military voter already registered:</b></p> <ul style="list-style-type: none"> <li>- Seven (7) days before the election or day before election if in person.</li> </ul> </li> </ul>
<p>FEDERAL/MILITARY WRITE-IN ABSENTEE BALLOTS (FWABs)</p>	<p><b>FWABs are processed as Absentee Ballots with these exceptions:</b></p> <ul style="list-style-type: none"> <li>• If voter sent in a regular federal or military absentee ballot, the FWAB is INVALID. <ul style="list-style-type: none"> <li>- Place ballot in the Invalid tray.</li> </ul> </li> <li>• <b>VALID FWABs</b> <ul style="list-style-type: none"> <li>- Separate the Voter’s Declaration/Affirmation from ballot and staple it to the application.</li> <li>- Place ballot in ED order in its AD tray for forwarding to canvass area on Opening day.</li> <li>- FWAB ballots are canvassed manually.</li> </ul> <p>* See 42 USC 1973ff-5 for more information.</p> </li> </ul>

Bipartisan teams are to be used for every stage of the canvass/recanvass

## **Absentee Ballots – Notice and Cure Law**

### **Notice and Cure Law**

Voters must be notified if their absentee ballot is being rejected for certain errors they made. The voter must be given an opportunity to fix the error within an allotted timeframe.

The following are curable defects related to an absentee ballot affirmation envelope and only applies to absentee ballots:

3. The affirmation envelope is unsigned
4. An affirmation ballot envelope signature does not appear to match the registration signature, therefore the voter cannot be verified
5. The affirmation envelope does not have the required witness to a mark
6. The ballot is returned without an affirmation envelope in the return envelope
7. The affirmation envelope is signed by the person that has provided assistance to the voter but is not signed or marked by the voter
8. The voter has failed to sign the affirmation envelope and someone else has signed the affirmation

Any of the conditions listed above may be corrected by the voter. Once the Board notifies the voter of the error, the voter has seven days to correct the defects. The voter must file a signed affirmation attesting to the information required by the affirmation envelope and attest that the signer of the affirmation is the same person who submitted the absentee ballot.

# **ABSENTEE, MILITARY, SPECIAL, AFFIDAVIT, PRESIDENTIAL, AND FEDERAL BALLOTS CANVASS**

## **Preparation and Setup for the Paper Ballot Count**

The space in which the canvass takes place is divided into distinct areas. Watchers may be present to observe. For more details about Watchers, see the Overview and Pre-Canvass section.

On each day that ballots need to be opened:

### **Batching Area**

Leads set up several Batching Staging Tables, Batching Tables, and chairs. Duplicating Tables are setup when canvassing ballots after the election. These functions are performed and occur within the Batching Area:

- Final validation of envelopes and ballots – Ballot envelopes that have been preliminarily examined by Board staff, and separated into VALID and INVALID stacks, are brought into this area.
- Candidates or their representatives may observe the opening of the envelopes and cannot challenge the rulings of the Board of Elections' staff regarding envelopes and ballots.
- Routing and documentation of all ballots
- After completing the valid determinations, the ballots are reconciled and prepared for scanning, batched, and sent to **the double-locked secured storage room** until scanning is to take place.
- Final Reconciliation – occurs after the ballots have been scanned

### **Batching Staging Tables**

- Are labeled with AD signs to show where the trays for each AD are to be placed until they are batched.
- Holds the trays of envelopes until the Batching Table is ready for them.

#### **Supplies for Each Batching Staging Table:**

- Envelope openers
- Red pencils or red pens with erasers
- Rubber fingers
- Clear tape
- Blue Scanning Sheets
- Paper Ballot Control Sheets (1 per Opening Day)

Bipartisan teams are to be used for every stage of the canvass/re canvass

Other Paper Ballot Kinds

- Election District Header Sheets
- Large White Envelope

- Leads place Paper Ballot Control Sheets and ED Header Sheets with the matching AD on each Batching Table. Also place Large White Envelopes.
- Paper Ballot Control Sheets will be placed in Large White Envelope with the ballots. Be sure to date each sheet. .
- Use the **Batching Area Chart** shown on the following page as a guide to setup as many Batching Tables as needed.
  -
- Each Batching Table is used for working one AD at a time, until all ADs are complete.
- Bipartisan teams batch ballots received from the Staging Tables.
- Working one ED at a time teams open the VALID ballot envelopes and place the ballots face down on the Batching Table. Do Not look at the ballot for any reason.
  - **If the ballots are two pages and only one page is provided:**
    - After all of the ballots for the ED have been opened, count the ballots and sort them by page.
    - Note the number of missing top halves and bottom halves.
    - Have a Runner provide you with the number of blank top and bottom halves that are missing so a full set is batched together and accounted for when it is time to scan the ballots.
- The missing pages will be accounted for as undervotes
- Count ballots, record number on Control Sheet
- Write ED/AD, number of ballots and date on Large White Envelope. Place ballots and corresponding Header Sheet in envelope.
  - If a Large White Envelope has already been created for that ED, simply write the number of ballots and date on the envelope and insert the ballots.
- Continue process until all EDs are complete, keeping all Large White Envelopes in ED/AD order.

Bipartisan teams are to be used for every stage of the canvass/recanvass

- Upon completion of all EDs – reconcile the number of ballots in envelope to the number on the Control Sheet for each ED.

At end of each Opening Day

Control Sheets are used to enter the ballot totals into Paper Canvass Data Entry System.

## Duplicating Tables

Blank replacement ballots for each ballot kind are used to record ballots that can be scanned. The blank ballots are organized by AD and ballot kind.

- Original ballot is labeled “Original” within the blank space of each Official Ballot box.
- Duplicate ballot is labeled “Duplicate” with the blank space of each Official Ballot box.
  - If an ED has more than one duplicate be sure to number each set of original and duplicate ballots with the same number in order to be able to identify which duplicate was made from which original ballot.

### Leads maintain control over blank replacement ballots at all times.

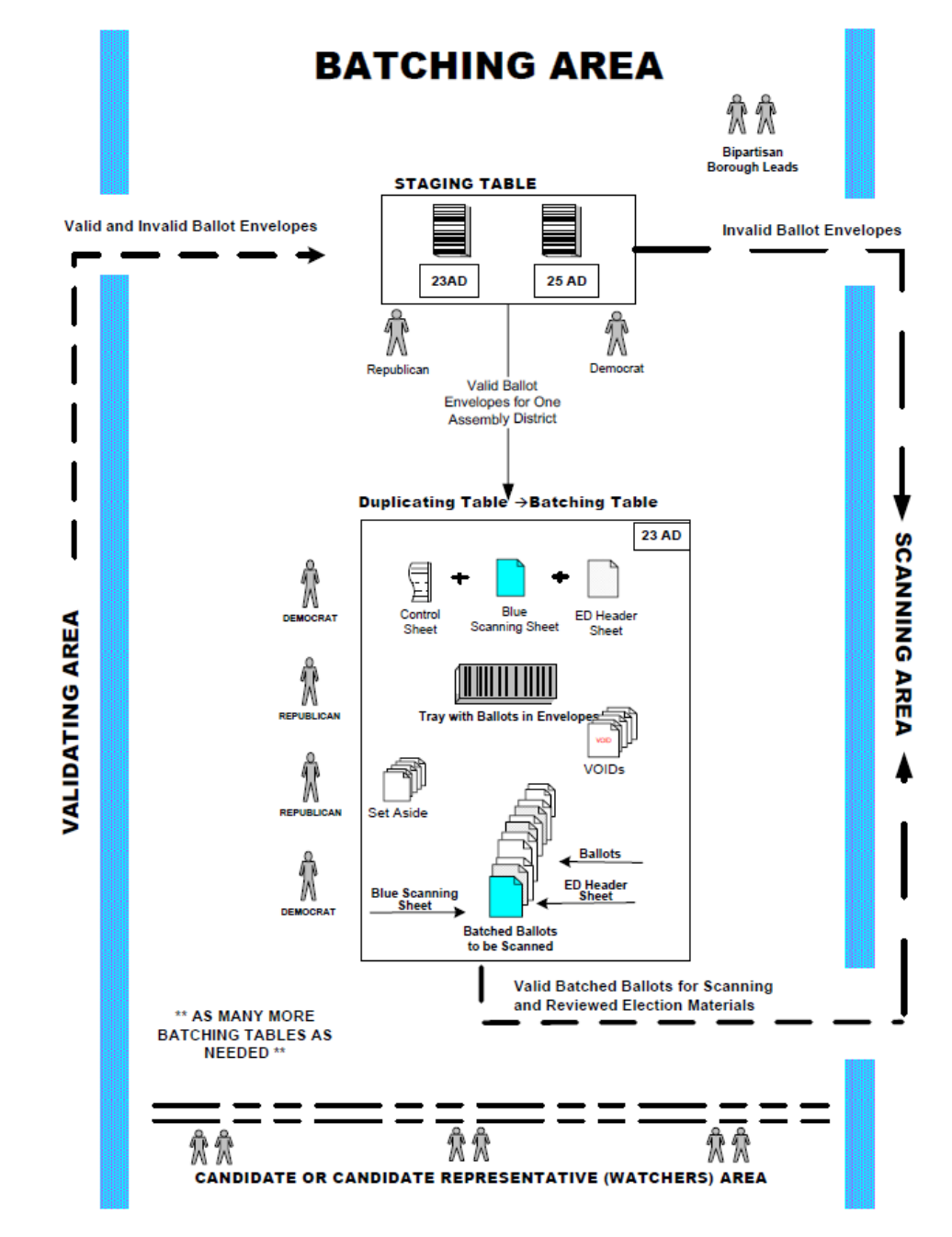
- Prior to the start of the canvass, the replacement ballots are kept in a secured double-locked storage area.
- During the canvass, the Duplicating Table holding the blank replacement ballots is supervised at all times.
  - Leads set up Duplicating Tables to hold blank replacement ballots that will be used to record ballots that can be scanned. There are a number of reasons why the original ballot can't be scanned. Common reasons:
    - The ballot is torn
    - A valid ballot is not on Board-approved ballot paper (Military ballots printed from the Web)
    - The wrong ballot was used (the voter arrived at the correct polling place and was given the wrong Affidavit ballot or the wrong ballot was sent to an Absentee voter.)
      - In this case, only votes cast for offices or questions in the voter's correct ED will count.
  - Duplication Clerks record the voter's valid votes on the correct ballot. Any other votes not captured because the voter had the wrong ballot will count as undervotes.
  - At the completion of the canvass:
    - ☑ Store any opened, duplicate ballot packets for two years.
    - ☑ **Unopened packages and boxes of duplicate ballots** may be destroyed after four months. Maintain a record of those items for two years.

Bipartisan teams are to be used for every stage of the canvass/re canvass

Other Paper Ballot Kinds



**The Duplication Process minimizes the need to use scanner-refused worksheets**  
For ballots that are refused at the scanner (i.e. wrong ballot style or ballots torn by the scanner), Leads may choose to setup a Duplication Table. Doing so **eliminates all** scanner-refused ballots. **Also note that the Duplication Process is the only option for contests that include rank choice voting; all ballots for the contest must be scanned.**



**WATCHERS:** may observe at each of the Batching Tables or within a location mutually agreed upon by all parties. **Watchers are never allowed to touch ballots or any election materials.** For more details about Watchers, see the Overview and Pre-Canvass section of these procedures.

Bipartisan teams are to be used for every stage of the canvass/recanvass

Other Paper Ballot Kinds

## SCANNING AREA

On the days the ballots are scanned:

The ballots are scanned or manually entered into S-Elect. During RCV elections, all ballots are to be scanned. Watchers may be present to observe.

For more details about Watchers, see the Overview and Pre-Canvass section.

Leads use the **Scanning Area Chart** shown on the following page, as a guide to set up chairs with these tables: Scanner Staging, and, ERM. The Scanner Refused, Duplicate, Holding and Completion tables are set-up at canvass after the election. These functions are performed and occur within the Scanning Area:

### Leads assign:

- Bipartisan Scanner Operators for each scanner
- The ADs that are to be scanned at each scanner
  - An even distribution of ballots should be used on each scanner so that they are used equally and no scanner is overloaded while another is idle.
  - If there are 10 ADs and two scanners, five ADs should be assigned to the first scanner and five ADs assigned to the second scanner.
    - Some Leads choose to have all even numbered ADs scanned on one system and odd numbers on the other.
  - **Note:** all updates to an AD must be performed on its assigned scanner so the reports printed reflect the entire AD scanned.

### Leads place a:

- Scanner Maintenance Log on the bottom shelf of each scanner
  - Scanner Operators record the ballot kind and ADs scanned on that system
  - Scanner Operators complete an Election Tally Checklist for their scanner
- Handheld calculator, Scanner-Refused Forms (gray), and Write-in Forms near each scanner for easy access, when needed.
- **Paper jogger** near the scanners to be used.
  - The jogger helps minimize ballot jams by gathering large stacks of ballots to run through the scanner in perfect alignment.

Bipartisan teams are to be used for every stage of the canvass/re canvass

Other Paper Ballot Kinds



### Scanner Staging Tables

- Hold batches of ballots until they can be scanned.
  - It is at the Staging Table that the **Runner** verifies the number of ballots received from the Batching Area.
    - For two-page ballots, count the number of sheets  
Example: **For 10 ballots, there should be 20 sheets**
  - The Staging Table Clerks forward ballots by ED batches with the blue Scanning Sheets to the scanner.

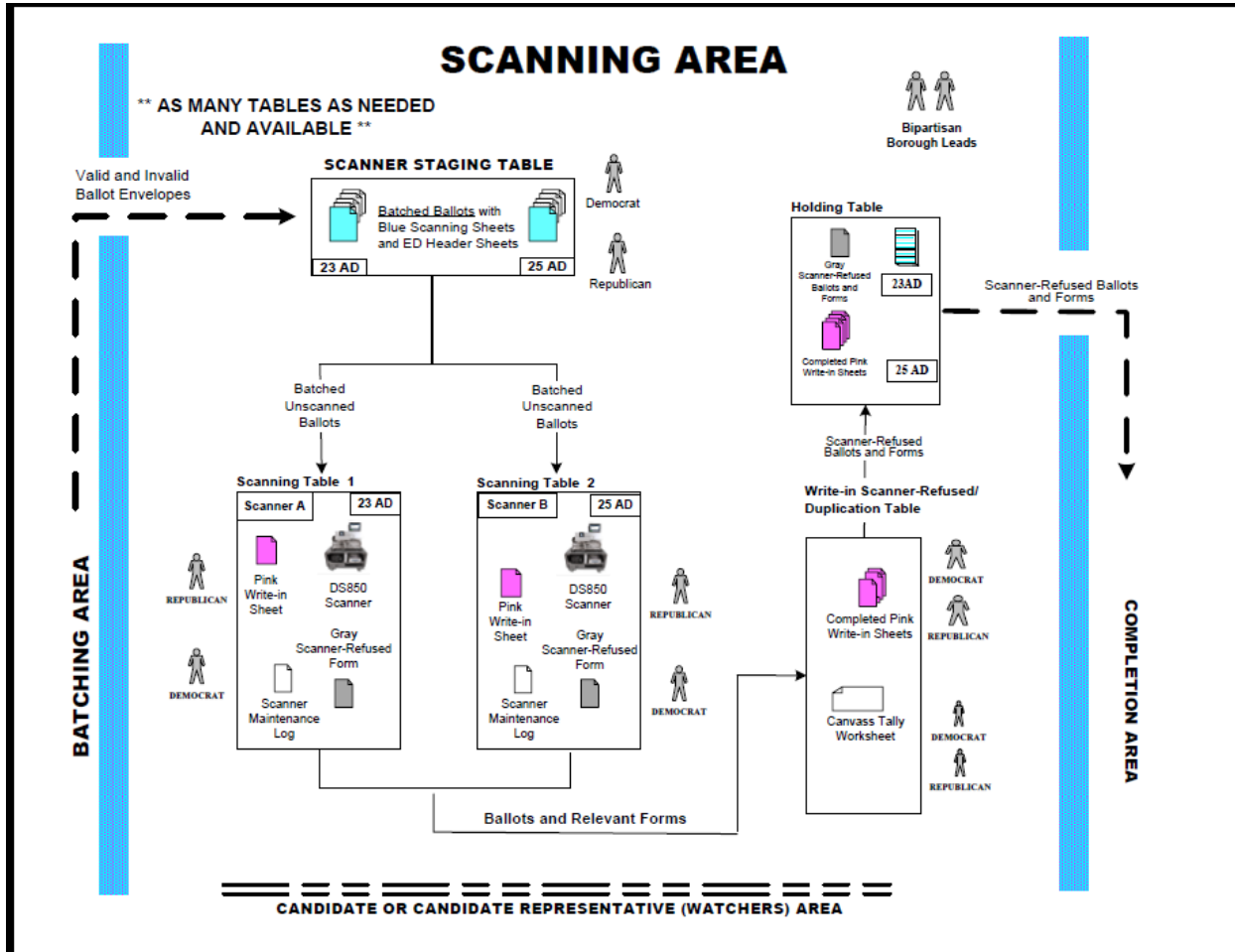
### Scanner-Refused Tables

For a small election (Special Election) these tables may be combined.

### Scanner-Refused Tally and Verification

1. Two bipartisan teams conduct the manual tally and verification of ballots the scanner refused. During RCV elections ballots are to be duplicated.
2. One team tallies the scanner-refused ballots, the other verifies the tally.

**Leads do not have to wait until the completion of all scanned ballots to begin manual entry of their scanner-refused**  
S-Elect has ballot categories for every manual ballot type.  
Those categories are independent of the scanned ballot categories.  
For this reason, Leads may choose to do their manual entries at the end of the day or at the beginning of the following day.



### Holding Table

- All relevant documentation **for the current day only** is at this table.
- A bipartisan team uses materials on the Holding Table as a backup and recovery measure, when needed.

### Completion Table

Holds large collection boxes for these five types:

1. **ADs** – each box is labeled by its AD. All scanned ballots for that AD are placed in its AD collection box.
2. **Write-ins** – all recorded Write-in Forms

Bipartisan teams are to be used for every stage of the canvass/recanvass

Other Paper Ballot Kinds

3. **Scanner-Refused ballots** – along with the tally worksheets
4. **Reports** – all Detail Results by Precinct reports and Bin reports
5. **Reviewed Materials** – election materials for an AD reviewed by Board staff (VOIDs, envelopes set aside and the ballots, if any)

### **ERM Table**

Tasks performed at the Election Reporting Manager (ERM) Table:

- Import election results from the scanners
- Export final election results for uploading into the Board's central election management system. A separate table is set up with a workstation that has access to the ERM system, along with a printer.

When all the ballots have been processed, the **Scanning Area work is complete**. Board staff will return all scanned and manually entered ballots to the **Batching Area** for reconciliation.

### **Write –Ins –**

- **Bi-Partisan teams record the Write-Ins from the ballot images in the EMS.**

### **S-Elect Workstations**

Tasks performed:

- Manual updates of election results
- Enter Write-In votes

## Prepare Absentee, Military, Special, Affidavit, Presidential, and Federal Ballots

### Combined Election Districts:

When election districts (EDs) are combined, tallies are reported only once under its combined ED/AD. Ballots from the combined districts are scanned together in one batch.

### Combine List Example:

<b>Facility ID:</b>	M0078	<b>Building Type:</b>	Public School		
<b>Facility Name:</b>	PS 198	<b>Building Owner:</b>	Department Of Education		
<b>Facility Address:</b>	1700 3 Avenue	<b>Facility Zone:</b>	13		
<u>From EDAD</u>		<u>To EDAD</u>		<u>Total Vote</u>	
025/68	# of Voters 705		013/68	# of Voters 385	10

The above list shows that ED/AD 025/68 is combined with 013/68. This means that for AD 68, EDs 025 and 013 will be scanned together. For this reason, there will only be one Detailed Results by Precinct report for these EDs, shown under ED/AD 013/68.

To prepare the ballots for scanning, the envelopes are kept together within the same binder clip in the tray so that they will be batched together at the Batching Tables.

Before placement in the tray, if any envelopes were labeled for an ED that was not used because the ED was combined with another, the envelopes are relabeled for the combined ED/AD. Using the example above, all the 025/68 ballots would be relabeled as 013/68.

For each grouping of envelopes, the Leads bring the trays of sorted ballots bound by binder clip to the Staging Tables in the Batching Area where the canvass of the ballots will take place.

Bipartisan teams are to be used for every stage of the canvass/re canvass

# FINAL DETERMINATION OF VALIDITY, OPENING, AND BATCHING

## BATCHING BEFORE THE ELECTION:

At this stage, the INVALID ballot envelopes are set aside in separate AD trays in ED order. The Canvass Clerks are now assigned as Batchers or Batching Clerks to work with all VALID envelopes for each AD – one ED at a time. Batchers follow this process:

- **In col. 1 on the Paper Ballot Control Sheet**, enter the number of ballot envelopes ruled preliminarily valid. A sample Control Sheet is at the end of this section.
- **In col. 2 on the Paper Ballot Control Sheet**, enter the number of ballots that were marked INVALID.
- **In col. 3 on the Paper Ballot Control Sheet**, enter the number of VOIDS. The Batchers open the envelopes. They identify any empty ballot envelopes and void ballots. Write “void” on the void ballots and set them aside. In col. 6, write the reason for each void, including empty ballot envelopes.

### **Reasons why a ballot envelope would be void:**

- The envelope is empty (no ballot was included).
- More than one ballot is in the *inner* ballot envelope.
- The ballot in the envelope does not match the voter’s party registration.
- \*Extraneous material is found in the inner envelope.
  - Only Board materials are acceptable.

Batchers unfold the valid ballots and place the ballots face down in order to avoid disclosing the vote of any voter.

- **In red ink only**, Batchers write the ED/AD within the blank space of each Official Ballot box.
- If the ballot is a federal/military write-in from an overseas voter and is not on the Board’s standard ballot form, the ballot cannot be scanned and is set aside to be canvassed after the election.
- The Clerks batch all of the ballots suitable for scanning, face- down, with the ED Header Sheet for that ED/AD on top.
- The batch is not bound (by rubber band or paper clips) to avoid damaging any ballot.
- **In col. 4 on the Paper Ballot Control Sheet**, the Clerks record the number of batched ballots

- **Ballots are placed in Large White Envelope with Header**

Bipartisan teams are to be used for every stage of the canvass/re canvass



- **Record ED/AD, date and total ballots on envelope.**

- Check to ensure the combined total of cols. 2, 3, and 4 is the same as the number in col. 1 on the Paper Ballot Control Sheet. If not, research and resolve the discrepancy.

**IMPORTANT:**

If there is an issue that is not covered in these procedures, note the issue in col. 6 of the Control Sheet. If necessary, provide details of the issue on the back of the Control Sheet. If extra space is needed to fully describe the issue, white paper can also be used and stapled to the Control Sheet.

- Repeat all steps above for each opening day
- 
- Upon completion of all EDs – reconcile the number of ballots in envelope to the number on the Control Sheet for each ED.

At end of each Opening Day

Control Sheets are used to enter the ballot totals into the Paper Canvass Data Entry System.

When the AD is finished, the Batchers gather all materials for that AD (Control Sheet, unused ED Header Sheets, and VOIDS) and notify Leads to bring them to the double-locked secured storage room.

If Watchers are present, the Batchers do not delay the opening and batching process by canvassing the ballots for any particular races. Watchers will be able to obtain vote counts after the election.

Bipartisan teams are to be used for every stage of the canvass/re canvass

Other Paper Ballot Kinds

## SCANNING BALLOTS BEFORE THE ELECTION:

Ballots are scanned at two different times before the election. These are on the day before the first day of early voting and after the close of polls of the last day of early voting.

Scanner Operators:

- **Generate a Zero Report** to show no election results are present before the first system scan
- Print and sign the Zero Report
- Note the AD, ballot kinds, and starting time in the Scanner Maintenance Log
  - The purpose is to keep a record of what is scanned each day and to easily identify which scanner to use when updates are needed
  - If the total number of any ballot kind is minimal (less than 100), those ballots may be canvassed manually instead of scanned.

Scanning system is ready to scan paper ballots

- On subsequent days of the tally, a Summary Report is produced at the beginning of the day and matched against the Summary Report produced at the end of the prior day
- DO NOT zero out the system at the beginning of subsequent days
  - **THE TALLY SHOULD ACCUMULATE**

Scanning Tasks:

- Ballots are removed from each large ED envelope, then **roll or flatten** to straighten the ballots.
- **Use the paper jogger for each ED to align the ballots before placing them on the scanner's ballot hopper.** The jogger should be used for all large batches of ballots.
- The batches of ballots should fill the input hopper about halfway to the input hopper rollers.
- **The ED Header Sheet must be on top before scanning.**
  - Ballots are run through the scanner in batches by ED.
  - Each ED is separated by its ED Header Sheet.
  - Ballots for up to five EDs can be scanned at once.
  - If the stack of ballots grouped with the blue Scanning Sheet exceeds the halfway mark of the input hopper rollers, divide the batch at the ED level and repeat the previous step until all the ballots for that stack are scanned.
  - If any ballots are batched with the wrong ED Header Sheet, those ballots will be refused and come through the **top bin**. If this happens, Operators need to verify the ED with the Batching Clerks and **continue with the correct sequence order**.

Scanner Staging Table

- **Bi Partisan teams, working one ED at time remove ballots from Large White Envelope and count ballots and verify the number with the number on the envelope and the number from the Paper Canvass Data Entry System.**
- **Write number of ballots in Col. 1 of Blue Scanning Sheet.**

Bipartisan teams are to be used for every stage of the canvass/re canvass

Other Paper Ballot Kinds

- **Once Blue Scanning Sheet is complete – batched ballots are brought to the scanner table by a runner.**

**NOTE:** The scanners are not cleared and initialized at the beginning of any following days. This allows the system to continue counting the ballot kinds. When the system is cleared and initialized, Detailed Results Reports for previously scanned ballots will no longer be available on the scanner.

## Scanning Table

- Scanner Operators must make sure the **HEADER** function on the scanner is set to **ON** before scanning the ballots.
- Begin scanning the ballots and repeat these steps until all EDs listed on the blue Scanning Sheet are scanned.
- After the ED batches of ballots are scanned, Scanner Operators verify on the screen that the “Total” number of ballots and record the sum of **Col. 2** on the blue Scanning Sheet for the EDs.
  - If the “Total” number of ballots shown on the screen does not match the sum shown in **Col. 1** on the blue Scanning Sheet, the Scanner Operators delete the scanned results and rescans the ED batches. Use a handheld calculator to add the **Col. 1** sum for each ED on the blue Scanning Sheet. For detailed instructions on how to **Cancel or Delete a Scanned Ballot Batch**, see the Step-By-Step section of these procedures.
  - If the “Total” number of ballots still does not match the sum of **Col. 2** on the blue Scanning Sheet, the Scanner Operators delete the scanned results and returns the stack of ballots grouped with the associated blue Scanning Sheet to the Batching Area for review.
  - If the “Total” number of ballots matches the sum of **Col. 2** on the blue Scanning Sheet, the Scanner Operator continues on to the next step shown below.
- **Ballots that are Unprocessed are held in the top bin of the scanner.**
  - Scanner Operators must attempt to rescan or review these ballots manually to find out why they won’t scan.
  - Sort the refused ballots in ED/AD order before rescanning them.
  - If there are ballots that cannot be scanned, the ED/AD is recorded on the gray Scanner Refused Ballot Form. Refused ballots are then placed aside with the Scanner Refused Ballot Form stapled. Ballots are set aside to be manually enter into S-Elect or duplicated after the election.
  - The number of refused ballots is recorded in **Col. 5** for its ED on the blue Scanning Sheet.

Bipartisan teams are to be used for every stage of the canvass/recanvass

- **Scanner Operators save the scanned ED batches on the scanner.**
  - These Bin Reports will print:
    - Not Processed (**Top Bin**);
    - Processed (**Middle Bin**); and
    - Processed (**Bottom Bin**)
  
- **Ballots scanned with No Write-ins are held in the bottom bin of the scanner. This is also the case if the write-in sort setting is turned off.**
  - Scanner Operators place the ballots from the bottom bin on the scanning table to start building the packet for forwarding to the next process.
  - The number of ballots for each ED will be listed on the **Processed (Bottom Bin)** report.
  - That number will be recorded in **Col. 3** for its ED on the blue Scanning Sheet.

**Note:** A listing of the complete packet of materials and its order are shown on the next page.

- **Ballots scanned with Write-ins are held in the middle bin of the scanner unless the write-in sort setting is turned off.**
  - For ballots in the middle bin, Scanner Operators record the ED/AD, the page number, and the ballot kind on the Write-in Form.
  - Place Write-in ballots on the top of the packet with the Write-in Form on top.
  - In **Col. 4** on the blue Scanning Sheet, record the number of Write-in ballots listed on the **Processed (Middle Bin)** report for its ED.
  
- Place scanner-refused ballots on top of the packet. Scanner Operators repeat the steps above for scanning the remaining EDs on the blue Scanning Sheet if all five could not be scanned at the same time.
  
- Scanner Operators staple all the Bin Reports together and write the Scanner letter on the first page. Then place it on top of the packet of materials.

Bipartisan teams are to be used for every stage of the canvass/re canvass

- Scanner Operators place the completed blue Scanning Sheet on top of the packet of materials.
  - For each packet that will be forwarded for the next process, here’s the specific order of the materials from the top down:

Layer	Placement of Materials from the blue Scanning
1	Blue Scanning Sheet Bin Reports
2	Scanner Refused Ballot Forms (gray) Scanner-refused Ballots
3	Write-in Names Form Ballots with Write-ins
4	Scanned Ballots Election District Header Sheet

**Note:** Layer 4 will be repeated for all EDs that are scanned.

- Scanner Operators check to ensure the combined total of cols. 3, 4, and 5 matches the number in **Col. 2** of the blue Scanning Sheet. If not, research and resolve the discrepancy.
- Scanner Operators or Runners forward the packet of materials to the double-locked secured storage room.

**REMINDER:** Do not Clear and Initialize (zero out) the system on following days. Instead, the tally continues to add up for the ballot kinds being scanned. Do not produce any results reports.

Bipartisan teams are to be used for every stage of the canvass/recanvass

## BATCHING AFTER THE ELECTION:

At this stage, the INVALID ballot envelopes are set aside in separate AD trays in ED order. The Canvass Clerks are now assigned as Batchers or Batching Clerks to work with all VALID envelopes for each AD – one ED at a time. Batchers follow this process:

- **In col. 1 on the Paper Ballot Control Sheet**, enter the number of ballot envelopes ruled preliminarily valid. A sample Control Sheet is at the end of this section.
- **In col. 2 on the Paper Ballot Control Sheet**, enter the number of ballots that were marked INVALID.
  - If there is a challenge to any envelope, note the challenge. The leading borough Democrat and Republican or their designees will make a ruling. If both agree, their ruling is final. If they do not agree, the envelope is valid.
- **In col. 3 on the Paper Ballot Control Sheet**, enter the number of VOIDS. The Batchers open the envelopes. They identify any empty ballot envelopes and void ballots. Write “void” on the void ballots and set them aside. In col. 6, write the reason for each void, including empty ballot envelopes.

### **Reasons why a ballot envelope would be void:**

- The envelope is empty (no ballot was included).
- More than one ballot is in the *inner* ballot envelope.
- The ballot in the envelope does not match the voter’s party registration.
- \*Extraneous material is found in the inner envelope.
  - Only Board materials are acceptable.
- 

### **If the write-in sort setting is turned off:**

Assemble bipartisan Write-in Clerks at the Opening Table or at the Scanner Staging Table to manually capture the write-in names.

- Batchers unfold the valid ballots and place the ballots face down in order to avoid disclosing the vote of any voter.
- **In red ink only**, Batchers write the ED/AD within the blank space of each Official Ballot box.
- If the ballot is a federal/military write-in from an overseas voter and is not on the Board’s standard ballot form, the ballot cannot be scanned.

Bipartisan teams are to be used for every stage of the canvass/re canvass

- After writing the ED/AD within the blank space of the Official Ballot box **in red ink**, set the ballot aside face down until all the envelopes for the ED are opened. These ballots will be given to the Duplication Clerks so the ballots can be scanned.
  - Runners return the completed duplicate ballots to the appropriate Batchers.
  - Shuffle the ballots
  - **If there are any write-in votes and the write-in sort setting is off**, Batchers hand those ballots to the Write-in Clerks so they can record the votes on Write-in Forms. Once the write-in votes are recorded, Clerks hand the ballots back to Batcher Clerks.
- The Clerks batch all of the ballots suitable for scanning, including the Write-ins, face-up, with the ED Header Sheet for that ED/AD on top. **If the write-in sort setting is off, keep the write-in ballots on top so Scanner Operators can scan those ballots first and easily match them with the recorded Write-in Forms.**
- The batch is not bound (by rubber band or paper clips) to avoid damaging any ballot.
- **In col. 4 on the Paper Ballot Control Sheet**, the Clerks record the number of batched ballots
  - **Ballots are placed in Large White Envelope with Header**
  - **Record ED/AD, date and total ballots on envelope.**
- Check to ensure the combined total of cols. 2, 3, and 4 is the same as the number in col. 1 on the Paper Ballot Control Sheet. If not, research and resolve the discrepancy.

**IMPORTANT:**

If there is an issue that is not covered in these procedures, note the issue in col. 6 of the Control Sheet. If necessary, provide details of the issue on the back of the Control Sheet. If extra space is needed to fully describe the issue, white paper can also be used and stapled to the Control Sheet.

- Repeat all steps above for each opening day
- - Upon completion of all EDs – reconcile the number of ballots in envelope to the number on the Control Sheet for each ED.

At end of each Opening Day

Control Sheets are used to enter the ballot totals into the Paper Canvass Data Entry System.

Bipartisan teams are to be used for every stage of the canvass/re canvass

Other Paper Ballot Kinds

When the AD is finished, the Batchers gather all materials for that AD (Control Sheet, unused ED Header Sheets, and VOIDS) and notify Leads to bring them to the double-locked secured storage room.

If Watchers are present, the Batchers do not delay the opening and batching process by canvassing the ballots for any particular races. Watchers will be able to obtain vote counts after the election.



## SCANNING BALLOTS AFTER THE ELECTION:

Scanner Operators:

- **Generate a Zero Report** to show no election results are present before the first system scan
- Print and sign the Zero Report
- Note the AD, ballot kinds, and starting time in the Scanner Maintenance Log
  - The purpose is to keep a record of what is scanned each day and to easily identify which scanner to use when updates are needed
  - Early Voting Affidavits are treated as a separate ballot kind.
  - If the total number of any ballot kind is minimal (less than 100), those ballots may be canvassed manually instead of scanned. Excluding RCV.

Scanning system is ready to scan paper ballots

- On subsequent days of the tally, a Summary Report is produced at the beginning of the day and matched against the Summary Report produced at the end of the prior day
- DO NOT zero out the system at the beginning of subsequent days
  - **THE TALLY SHOULD ACCUMULATE**

Scanning Tasks:

- Scanner Operators set aside the blue Scanning Sheet, then **roll or flatten the batches** to straighten the ballots.
- **Use the paper jogger for each ED to align the ballots before placing them on the scanner's ballot hopper.** The jogger should be used for all large batches of ballots.
- The batches of ballots should fill the input hopper about halfway to the input hopper rollers.
- **The ED Header Sheet must be on top before scanning.**
  - Ballots are run through the scanner in batches by ED.
  - Each ED is separated by its ED Header Sheet.
  - Ballots for up to five EDs can be scanned at once.
  - If the stack of ballots grouped with the blue Scanning Sheet exceeds the halfway mark of the input hopper rollers, divide the batch at the ED level and repeat the previous step until all the ballots for that stack are scanned.
  - If any ballots are batched with the wrong ED Header Sheet, those ballots will be refused and come through the **top bin**. If this happens, Operators need to verify the ED with the Batching Clerks and **continue with the correct sequence order**.

## Scanner Staging Table

Bipartisan teams are to be used for every stage of the canvass/re canvass

Other Paper Ballot Kinds

- **Bi Partisan teams, working one ED at time remove ballots from Large White Envelope and count ballots and verify the number with the number on the envelope and the number from the Paper Canvass Data Entry System.**
- **Write number of ballots in Col. 1 of Blue Scanning Sheet.**
- **Once Blue Scanning Sheet is complete – batched ballots are brought to the scanner table by a runner.**

**NOTE:** The scanners are not cleared and initialized at the beginning of any following days. This allows the system to continue counting the ballot kinds. When the system is cleared and initialized, Detailed Results Reports for previously scanned ballots will no longer be available on the scanner.

### Scanning Table

- Scanner Operators must make sure the **HEADER** function on the scanner is set to **ON** before scanning the ballots.
- Begin scanning the ballots and repeat these steps until all EDs listed on the blue Scanning Sheet are scanned.
- After the ED batches of ballots are scanned, Scanner Operators verify on the screen that the “Total” number of ballots and record the sum of **Col. 1** on the blue Scanning Sheet for the EDs.
  - If the “Total” number of ballots shown on the screen does not match the sum shown in **Col. 1** on the blue Scanning Sheet, the Scanner Operators delete the scanned results and rescans the ED batches. Use a handheld calculator to add the **Col. 1** sum for each ED on the blue Scanning Sheet. For detailed instructions on how to **Cancel or Delete a Scanned Ballot Batch**, see the Step-By-Step section of these procedures.
  - If the “Total” number of ballots still does not match the sum of **Col. 1** on the blue Scanning Sheet, the Scanner Operators delete the scanned results and returns the stack of ballots grouped with the associated blue Scanning Sheet to the Batching Area for review.
  - If the “Total” number of ballots matches the sum of **Col. 2** on the blue Scanning Sheet, the Scanner Operator continues on to the next step shown below.
- **Ballots that are Unprocessed are held in the top bin of the scanner.**
  - Scanner Operators must attempt to rescan or review these ballots manually to find out why they won’t scan.
  - Sort the refused ballots in ED/AD order before rescanning them.
  - If there are ballots that cannot be scanned, the ED/AD is recorded on the gray Scanner Refused Ballot Form. Refused ballots are then placed aside with the Scanner Refused Ballot Form stapled. Leads will decide whether to manually enter the scanner-refused ballots into S-Elect or setup a Duplication Table for scanner-refused ballots.

Bipartisan teams are to be used for every stage of the canvass/re canvass

- The number of refused ballots is recorded in **Col. 5** for its ED on the blue Scanning Sheet. The number in **Col. 5** will be zero if duplicates are created and scanned successfully.
- **Scanner Operators save the scanned ED batches on the scanner.**
  - These Bin Reports will print:
    - Not Processed (**Top Bin**);
    - Processed (**Middle Bin**); and
    - Processed (**Bottom Bin**)
- **Ballots scanned with No Write-ins are held in the bottom bin of the scanner. This is also the case if the write-in sort setting is turned off.**
  - Scanner Operators place the ballots from the bottom bin on the scanning table to start building the packet for forwarding to the next process.
  - The number of ballots for each ED will be listed on the **Processed (Bottom Bin)** report.
  - That number will be recorded in **Col. 3** for its ED on the blue Scanning Sheet.

**Note:** A listing of the complete packet of materials and its order are shown on the next page.

- **Ballots scanned with Write-ins are held in the middle bin of the scanner unless the write-in sort setting is turned off.**
  - For ballots in the middle bin, Scanner Operators record the ED/AD, the page number, and the ballot kind on the Write-in Form.
  - Place Write-in ballots on the top of the packet with the Write-in Form on top.
  - In **Col. 4** on the blue Scanning Sheet, record the number of Write-in ballots listed on the **Processed (Middle Bin)** report for its ED.
- Place scanner-refused ballots on top of the packet. Scanner Operators repeat the steps above for scanning the remaining EDs on the blue Scanning Sheet if all five could not be scanned at the same time.
- After scanning all EDs on the blue Scanning Sheet, Scanner Operators print the Detailed Results by Precinct Report for each ED. The reports are printed in ED order starting with the first ED shown on the blue Scanning Sheet.
- Scanner Operators staple the Detailed Results by Precinct reports for the same ED together and write the Scanner letter on the first page. Continue to do this for each ED listed on the blue Scanning Sheet. Then place it on top of the packet of materials.

Bipartisan teams are to be used for every stage of the canvass/re canvass

**NOTE:** If it is necessary to notify a Lead of an occurrence, **notify both Leads.**

- Scanner all the Bin

Operators staple Reports together

and write the Scanner letter on the first page. Then place it on top of the packet of materials.

- Scanner Operators place the completed blue Scanning Sheet on top of the packet of materials.
  - For each packet that will be forwarded for the next process, here's the specific order of the materials from the top down:

Layer	Placement of Materials from the blue Scanning
1	Blue Scanning Sheet Bin Reports Detailed Results by Precinct Reports
2	Scanner Refused Ballot Forms (gray) Scanner-refused Ballots
3	Write-in Names Form Ballots with Write-ins
4	Scanned Ballots Election District Header Sheet

**Note:** Layer 4 will be repeated for all EDs that are scanned.

- Scanner Operators check to ensure the combined total of cols. 3, 4, and 5 matches the number in **Col. 2** of the blue Scanning Sheet. If not, research and resolve the discrepancy.
- Scanner Operators or Runners forward the packet of materials to the Write-in and Scanner-Refused Table. The Scanner-Refused Table may be used as a Duplication Table for ballots refused by the scanner. See the **Scanning Area** schematic.

**REMINDER:** Do not Clear and Initialize (zero out) the system on following days. Instead, the tally continues to add up for the ballot kinds being scanned.

### Reporting Results

Periodically, Summary Reports are produced and sent to executives at the Board's General Office. Vote totals are also made available to candidates and representatives who are present during the scanning.

### Tallies are not to be taken while envelopes are being opened and ballots are being batched.

- At approximately 12 noon, 4 pm, and at the end of the day, a Detail Results Report is produced from each scanner. See **Step-by-Step section** for more instructions.

Bipartisan teams are to be used for every stage of the canvass/re canvass

Other Paper Ballot Kinds

- Circle the borough and time on each report. Write “1 of 2” and “2 of 2” on the systems reports. Each report is sent to the General Office.
- At specified time intervals, candidates or their representatives are informed of the ongoing tallies and reminded that the tallies provided are unofficial.

### **Write-in and Scanner-Refused/Duplication Table**

The Write-in and Scanner-Refused/Duplication Table is located in the Scanning Area. Scanner Operators send the packet of materials from the Scanning Tables to the Write-in and Scanner-Refused/Duplication Table. Two tasks are performed by two bipartisan teams at this table:

1. The manual tally of unscanned or scanner-refused ballots, or duplication of those ballots so they will scan.
2. The recording of Write-in names from the scanned Write-in filtered ballots.

**Note:** If Write-in sort setting is Off, write-ins will be recorded at this point using the EMS.

### **Team Responsibilities:**

- The first team is responsible for the duplication or manual tally of unscanned or scanner-refused ballots. Upon completion of the manual tally, the team records Write-in names found in the Write-in filtered ballots.
- The second team is responsible for verifying the work performed by the first team.

### **Manual Tally and Recording of Write-in Names Tasks**

Upon receipt of all the materials (i.e. blue Scanning Sheet, Bin Reports, Detailed Results by Precinct Reports, Scanner Refused Ballot Forms, scanner-refused ballots, Write-in Forms, Write-in filtered ballots, ED Header Sheets, and scanner-processed ballots) from the Scanning Table, the following steps are performed by the first team:

- Review the **Top Bin** section on the blue Scanning Sheet for any scanner-refused ballots.
- Each blue Scanning Sheet represents as many as five (5) EDs.
- If the **Top Bin** section shows there are scanner-refused ballots on the blue Scanning Sheet, the Leads print the **Scanner-Refused Ballot Canvass Worksheet** from S-Elect for the ED for each ballot kind with scanner-refused ballots (unless duplicate ballots will be used instead).
- From the top of the stack, set aside the blue Scanning Sheet, Bin Reports, and the Detailed Results by Precinct Reports.
- Working one ED at a time, starting with the first ED on the blue Scanning Sheet, Clerks:

Bipartisan teams are to be used for every stage of the canvass/re canvass

Other Paper Ballot Kinds

- Check for scanner-refused ballots in that ED.
- **If there are scanner-refused ballots in the ED**, the first team manually tallies the ballot as follows:
  - The team removes the gray Scanner Refused Ballot forms and scanner-refused ballots from the stack currently being worked on, and counts the number of ballots refused by the scanner.
  - The team verifies the total ballot count for scanner-refused ballots matches **Col. 5** of the blue Scanning Sheet for that ED. If they do not match, the team notifies the Leads.
  
- **If a Duplication Table is setup for the scanner-refused ballots**, the team reviews one ballot at a time and uses the correct replacement ballot to record the valid votes so the ballots can be scanned. When scanned successfully, the number of refused ballots will become zero and the duplicate ballots will be placed with its blue Scanning Sheet batch.
- Working with the scanner-refused ballots and the Scanner-Refused Ballot Canvass Worksheets for each ballot kind, the team reviews one ballot at a time, and manually tallies the ballot for that ED, one contest at a time. See the Manual Canvass section for more details on the manual tally.
- If a valid Write-in is found during the manual tally, use a Write-in Form for each ballot kind for each ED. The Write-in name and office title are carefully recorded on the Write-in Form exactly as it is shown on the ballot.
  - If there is no Write-in Form for that ED's ballot kind, the team records the ED/AD, the page number, and checks off the ballot kind on a new Write-in Form.
  - If there is already a Write-in Form for that ED's ballot kind, use that same form to record the Write-in name.
- The team continues tallying the ballot on the Scanner-Refused Ballot Canvass Worksheet until all scanner-refused ballots are tallied.
- After the completion of the tally, the team dates and signs the Scanner-Refused Ballot Canvass Worksheet.

Bipartisan teams are to be used for every stage of the canvass/re canvass

- If any Write-in name is recorded from the scanner-refused ballot, the team uses a Red pencil to draw a horizontal line on the next empty row of the Write-in Form. This Red horizontal line will mark the end of the scanner-refused ballots and the beginning of the Write-in filtered ballots. The Write-in Form stays with the first team so they can continue working with the Write-in filtered ballots.
- Repeat the previous steps until all the refused ballots for all EDs on the blue Scanning Sheet are tallied.
- The team forwards the gray Scanner Refused Ballot Forms, the Scanner-Refused Ballot Canvass Worksheets and the scanner-refused ballots to the second team for verification.

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**NOTE:** If a write-in appears for a contest that is over-voted, **the Write-in vote does not get recorded on the Write-in Form** and is therefore not entered into S-Elect.

checks for Write-in filtered ballots in that packet of materials.

If there are Write-in filtered ballots in the ED, the first team records the Write-in names as follows:

- Count the number of Write-in ballots. Match the number of Write-in ballots against the **Middle Bin** section on the blue Scanning Sheet for its ED. If the numbers do not match, the team notifies the Leads.
- One ballot at a time, the bipartisan team carefully records Write-in names exactly as it appears on the ballot onto the Write-in Form.

- Each recorded ballot is placed on the table face down on top of the last recorded ballot until all Write-in ballots are recorded.

Bipartisan teams are to be used for every stage of the canvass/re canvass

- The team continues recording Write-in names onto the same Write-in Form until all lines on the form are filled.
- If there are any additional Write-in names, the team starts a new Write-in Form. The team first fills in the ED/AD, the page number, and checks off the ballot kind on the Write-in Form. The team then carefully records the Write-in name on the ballot onto the Write-in Form exactly as it appears on the ballot.
- Upon completion of recording Write-in filtered ballots for one ED, sign the Write-in Form. Repeat this recording process until it's complete for all Write-ins on that blue Scanning Sheet.
- Forward the Write-in Forms and ballots to the second team for verification.
- The team then forwards all the ED Header Sheets and scanned ballots to the second team for verification.

### **Verification Task for Scanner-Refused Ballots**

Verification Clerks perform these tasks, one ED at a time:

- Use the scanner-refused ballots, Write-in Forms, and Scanner-Refused Ballot Canvass Worksheets to verify the results of the tally and recorded Write-in names.
- Date and sign the Scanner-Refused Ballot Canvass Worksheet after the completion of the verification of the manual tally.
- The gray Scanner-Refused Ballot Form is then stapled to the Scanner-Refused Ballot Canvass Worksheet, and the scanner-refused ballots are placed together with a binder clip in this order:

<b>Seq. Number</b>	<b>Sequence Order</b>
1	Scanner Refused Ballot Form (gray)
2	Scanner-Refused Ballot Canvass Worksheet
3	Scanner-refused Ballots

- The scanner-refused batch is then placed in the tray for completed scanner-refused batches.
- At the end of the day or the beginning of the following day, Leads enter the results of the manual tally of the scanner-refused ballots into S-Elect.

Bipartisan teams are to be used for every stage of the canvass/re canvass



## Verification Task for Write-in Ballots

Verification Clerks perform these tasks, one ED at a time:

- Verify that the write-in name and office title shown on each ballot is properly recorded on the Write-in Form.
- Sign and date each Write-in Form after ballot verification of the write-in.
- Place the Write-in filtered ballots under the ED Header Sheet and on top of the scanned ballots.

### NOTE:

1. If the Verification Team finds unresolved discrepancies, return the materials back to the team who recorded the information and notify the Leads to research and resolve.
2. Scanner-refused ballots are kept separate from all other ballots at all times. Leads may enter the votes in S-Elect at the end of the day or at the beginning of the following day.
3. Write-in votes are entered into S-Elect **after the end of scanning that ballot kind** and the results file has been imported into S-Elect.

- Place the Write-in Forms in the tray for completed Write-in Forms.
  - The ED Header sheet and ballots are then placed on the previously completed batches.
  - Repeat the steps above for each ED shown on the blue Scanning Sheet.
  - Upon completing all EDs, the following tasks are performed:
    - The blue Scanning Sheet is placed on top of the ED Header Sheet.
    - The Detailed Results by Precinct Reports and Bin Reports are set aside on the table.
    - The Runners forward materials to the Holding Table in individual stacks, as follows:
      - All scanned ED Batch ballots associated with the blue Scanning Sheet and ED Header Sheets
      - All unscanned ED Batch ballots with gray Scanner-Refused Ballot Form, and Scanner-Refused Ballot Canvass Worksheets
      - Write-in Forms
      - Detailed Results by Precinct Reports and Bin Reports

Bipartisan teams are to be used for every stage of the canvass/re canvass

**NOTE:** If for any reason the scanner needs to be re-started for that day, contact the System Administrator and ensure the materials on the Holding Table are readily available.

### **Holding Tables**

All ballots and relevant documentation from the Write-in and Scanner-Refused Table are kept at the Holding Table **for the current day only**.

Scanned ballots are counted and total confirmed with Bin Reports.

Clerks assigned to the Holding Table ensure all election materials received that day are kept together in separate piles and categorized into these five groups:

1. **Scanned ED Batch ballots** with the blue Scanning Sheet, ED Header Sheets, and ballots
2. **Unscanned and scanner-refused ED Batch ballots** with gray Scanner-Refused Ballot Form, and Scanner-Refused Ballot Canvass Worksheets
3. **Write-in Forms**
4. **Bin Reports**
5. **Election materials for an AD** reviewed by Board staff (any VOIDS, envelopes set aside, ballots)

Once the Leads have completed the *End of Day Scanner Procedures* successfully, the materials on the Holding Table are forwarded to the Completion Table by Clerks or the Leads. At the end of the day, if there are no unresolved issues, the Holding Table should be emptied and prepared for the next day's activities. If issues are unresolved, Leads are to investigate or contact the System Administrator.

### **End-of-Day Scanner Procedures**

If the scanning of ballots is not completed by the end of the current day, perform these tasks:

Bipartisan teams are to be used for every stage of the canvass/recanvass

Other Paper Ballot Kinds

- Scanner Operators print and sign a Detail Results Report from each scanner, and write the scanner letter (A, B, C, etc) on the report to identify the scanner that generated the report.
- Scanner Operators export the election results from their scanner to a PMD. **See Step-By-Step section for details on this task.**
- PMDs and Detail Results Reports for each scanner are then brought to the ERM Table.
- Leads sign onto ERM.
- **PRINT ZERO REPORT** for the first use of ERM for the Election Event.
- Leads read the PMDs into ERM.
- After all PMDs from all the scanners are read into ERM, an ERM Summary Report is generated and compared to the Detail Results Reports. The figures must match.
  - o If there is more than one Detail Results Report, the results of the reports are added together before the comparison.
  - o If the comparison shows discrepancies, the Leads must investigate and resolve.
- **Borough Leads sign the ERM Summary Report.**
- PMD is placed into an anti-static bag and sealed. The PMD creation date, time, and scanner letter is clearly printed on the label of the bag containing the PMD. PMDs, Detail Results Reports and signed ERM Summary Report are then stored in secure double-locked storage area until the next day.
- The Holding Table is notified of the successful completion of the end of day procedures.
- Before scanning resumes the next day, a Detail Results Report is generated on each scanner and compared to the prior night's reports. Once the Leads confirm that the figures on the reports match the reports from the previous night, scanning of the ballots continues.
- The sealed anti-static bags with the PMD, the ERM Summary Report, and the Detail Results Reports are stapled together and placed in the secured double-locked storage area. When the canvass is complete, these materials will be archived for two years.

### **Completion Table**

At the end of each day, all materials forwarded by Clerks at the Holding Table are stored as described below. Completion Table Clerks and Leads archive these materials received:

### **AD Collection Box**

- Scanned ballots for each ED are placed in the box with the appropriate AD in the following order from the top down:

Bipartisan teams are to be used for every stage of the canvass/recanvass

Layer	Placement of Materials in Each ED Batch
1	Blue Scanning Sheet (1 form for every batch of EDs)
2	Election District Header Sheets (1 for each ED)
3	Ballots with Write-ins
4	Ballots with No Write-ins

**Write-in Collection Box**

- Until the completion of the AD, recorded Write-in Forms are stored in this box which is labeled with the appropriate AD.

**Scanner-Refused Collection Ballot Box**

- All ballots refused by the scanner, along with Scanner-Refused Ballot Canvass Worksheets (tally worksheets) are kept within the appropriate AD until completion.

**Report Collection Box**

- All Bin reports are kept within the appropriate AD until completion.

**Reviewed Material Collection Box**

- Election materials for an AD reviewed by Board staff (VOIDs and envelopes set aside and the ballots, if any) are kept within the appropriate AD until the completion.

**End-of-Scanning Procedures for All Ballot Kinds**

Bipartisan teams perform the following steps in this order:

- Complete scanning procedures for all ballot kinds.

**NOTE:** Upon successful completion of the Reconciliation process, all relevant forms, reports, and documentation are placed in its specific AD box for archiving.

Bipartisan teams are to be used for every stage of the canvass/re canvass

Other Paper Ballot Kinds

- Forward any batched EDs in the Scanner-Refused Collection Ballot Box and Report Collection Box to the S-Elect workstation for manual data entry, one AD at a time.
- Forward the Write-in Collection Box to the S-Elect workstation for normalization and data entry.
- Upon successful completion of the ERM Table activities, the Leads forward the Detailed Results by Precinct reports/ERM ED reports, VOID ballots, set aside ballots, and scanner-refused ballot package to the Reconciliation Table, one AD at a time.
- Scanner Operators print and sign Detail Results Reports from each scanner and write the scanner letter on the report to identify the scanner that generated the report.
- Scanner Operators export the election results from the scanner to the PMD. When exporting the file, be sure to choose **Export Files**.
- PMDs and Detail Results Reports are brought to the ERM Table. PMDs are read into ERM.



- After all PMDs from all scanners are read into ERM, Leads generate an ERM Summary Report and compare it to the Detail Results Report. If there is more than one Detail Results Report, the results of the reports are added together before the comparison.
  - o If the comparison shows discrepancies, the Leads must investigate and resolve.
- If there are no discrepancies with the reports, Leads create an XML and HTML file in Electionware. See the **Step-by-Step Instructions section for more details**.
- Leads upload the XML and HTML files and send it to the System Administrator.
- The ERM Summary Report is signed by the Borough Leads and sent to the General Office.
- The Final Results PMDs are placed into an anti-static bag and sealed. The PMD creation date, time, scanner letter, and “**SCANNING COMPLETED**” are clearly printed on the label of the bag containing the PMDs.

Bipartisan teams are to be used for every stage of the canvass/recanvass

Other Paper Ballot Kinds

- The sealed anti-static bags with the PMDs, ERM Summary Reports, and Detail Results Reports are stapled together and placed in the secured double-locked storage area for two years.
- The Completion Table is notified of the successful completion of the “End of Scanning.”
- Any remaining tallied results from the Scanner-Refused Ballot Canvass Worksheets are entered into S-Elect.
- When final results are imported into S-Elect by the System Administrator, S-Elect Clerks enter the verified write-ins.

### **S-Elect Workstations**

After the successful completion of scanning all ballot kinds, all the tally worksheets and Detail Results Reports are received from the Completion Table. At this stage, teams of Clerks update S-Elect with the remaining tallied results. During the S-Elect entry process, Leads randomly select completed Scanner-Refused Canvass Worksheets and Write-in Forms to verify that they were entered into S-Elect correctly. Leads print their names and sign the bottom of the Scanner-Refused Canvass Worksheets and Write-in Forms that they verified. If Leads discover errors, they make the corrections in S-Elect.

### **Scanner-Refused Canvass Worksheets Results entered into S-Elect**

Working on one AD at a time from the tally worksheets, the results from the remaining Scanner-Refused Canvass Worksheets are entered into S-Elect.

- Each team of Clerks are assigned an AD and the Leads maintain a list of the assignments.
- As Clerks complete the entry in S-Elect, they make a note on the worksheets that the results have been entered in S-Elect and initial the worksheets.
- After all scanner-refused manual entries are made in S-Elect for an entire AD, Clerks may enter the write-ins for just the manual entries for that AD.

### **S-Elect Entry of Verified Write-ins**

Following the same process as the scanner-refused entries, Clerks are assigned an AD and the Leads maintain a list of the assignments.

- Once all ballots have been scanned for all ADs and the results files for the ballot kinds have been imported by the System Administrator, the Clerks can enter the write-ins for the scanned ballots.
- Working with one Write-in Form at a time, Clerks enter the write-in name into S-Elect.
- Normalizing the recorded write-in names is made at this time.
- As each write-in is entered into the system, the Clerks make a note on the Write-in Forms that the results have been entered and initial each sheet.
- When all write-ins have been entered, the Clerks return the Write-in Forms to the Leads.
- After all entries are complete, Leads generate an Edit Report from S-Elect to see if there are any errors.
- If discrepancies are found, Leads investigate, resolve, and enter the corrections in S-Elect.
- Leads generate the Edit Report again.

Bipartisan teams are to be used for every stage of the canvass/re canvass

Other Paper Ballot Kinds

- Once there are no more errors on the Edit Report, Leads provide the report to the Chief and Deputy Chief.

## **AUDIT OF THE CENTRAL BALLOT SCANNERS**

Following New York State Election Law, New York State Board of Elections Rules and Regulations, and BOE in NYC policy and standard operating procedures, the entire fleet of scanners used on Election Day is ordered in random sequence and the first 3% are audited.

Canvass auditing helps verify that the complex voting systems, including central-count systems in use today are accurately encoding and tallying ballots and that the winners of each election contest are called correctly.

### **Audit of the Central Ballot Scanners Assumptions**

- Bipartisan teams of Leads have the appropriate access level to S-Elect to generate the Audit Worksheets.
- All ED/ADs that are part of the random draw selection have been processed through the scanner.

Borough Leads produce the ED Detail Report and retrieve the ballots from the relevant AD. Bipartisan teams use Audit Worksheets to canvass the selected ballots manually or canvass the ballots using a NY state-approved independent automated system to compare the tallied results against the scanner results. When conducting the audit, bipartisan teams must count votes cast in the same way the scanner is required to count the votes.

After confirming that the audit is correct, if there are discrepancies between the count and the election scanning system, additional EDs are chosen for audit. Starting with an additional 5%; if discrepancies remain, an additional 12%, and finally the remaining EDs are audited bringing the audit total to 100%.

**Note:** An expanded audit is required if there is a discrepancy and the aggregated results for a contest, question or proposal alters the vote share by 0.1 percent or more for the contest. It is also required if there is a discrepancy with at least 10% of the machines or systems initially audited. **{[6210.18 (e) (1) (i & ii)]}**

### **Audit Procedure in Compliance with NY Election Law Section 6210.18**

The following audit procedures are according to the New York State Board of Elections document titled “Audit Procedure for Compliance with 6210.18.”

- a. As required by NYS Election Law, section 9-211 (1), the Board of Elections or a bipartisan team appointed by the Board shall count all votes of the voter verifiable paper audit trail from

Bipartisan teams are to be used for every stage of the canvass/re canvass

no less than three percent of each type of voting machine or system used within the county. There shall be an audit of at least one of each type of voting machine or system used therein for each public office and any questions or proposals appearing on the ballot. The audit may be performed manually or via the use of a NY State-approved independent automated tool.

- b. The voting machines or systems to be audited to meet the county-wide minimum requirement shall be selected by lot through a transparent, random, manual process where all selections of machines or systems used in the county are equally probable.
- c. At least five days prior to the time fixed for the random selection process, the Board of Elections shall send notice by first class mail to each candidate, political party, and independent body entitled to have had watchers present at the polls in any election district in such board's jurisdiction. The notice shall state the date, time and place fixed by the Board for such canvass.
- d. A reconciliation report, also called an Audit Worksheet, will be used to report and compare the vote tabulations for each audited candidate for each contest, question and proposal from each machine or system subject to the audit by election district. This will include tallies for overvotes, undervotes, blank ballots, spoiled ballots and rejections recorded on the paper audit trail, along with any discrepancies. The Audit Worksheet will be signed by bipartisan members of the audit team.
- e. Any discrepancies between the audit results and initial electronic vote counts shall be recorded along with a description of the actions taken by the county board of elections for resolution of the discrepancies. If the audit team is unable to reconcile the count with the initial electronic vote tabulation on a voting machine or system, the Board shall conduct further investigation of the discrepancies as may be necessary for the purpose of determining whether to certify the election results, expand the audit or prohibit that voting machine or system's use in such jurisdiction.
- f. If a complete audit is conducted, the results of such audit shall be used by the canvassing board in making the statement of canvass and determinations of persons elected and propositions approved or rejected.
- g. Any inconsistency in the audit shall be reported to the State Board in writing and shall accompany the certified election results.

## **Candidates and their Representatives**

In accordance with the provisions of New York State Election Law and Board Procedures, the Candidate Records Unit (CRU) notifies candidates of the date of the random draw of the scanners for auditing.

Bipartisan teams are to be used for every stage of the canvass/re canvass

Other Paper Ballot Kinds



## **Detailed Procedures**

General Office staff will conduct the random draw of scanners and distribute the list of randomly ordered scanners to each borough.

### **Leads will obtain the following supplies for the audit:**

- List of randomly ordered EDs
- Audit Worksheets

### **Please note the following:**

- Audit Worksheets are available by ED from S-Elect in the Election Results menu, under Reports.
- Auditing begins with the first ED/AD selected from the List of EDs to be audited.
- Each Audit Team is assigned one ED/AD and Audit Worksheet from the audit list.
- Attach additional paper used to tally vote totals to the completed Audit Worksheets.

## **Manual Audit Process:**

### **AUDIT TEAMS**

- Step 1. Review the Audit Worksheet. Note the contests and candidates to be audited and complete the individual audit section on the cover page.
- Step 2. Remove the ballots from the ED/AD Collection Box. For manageability, sort the ballots into batches of 10, 25, 50 or 100.
- Step 3. Count all races and questions in one batch of ballots at a time, marking the tally sheet for each vote cast as the scanner would interpret the mark.
- Step 4. Total the votes for all candidates for each office, write-ins, blanks, overvotes and proposals in the one batch.
- Step 5. Total the votes for each scanner. Count the number of ballots. Enter the total on the Audit Worksheet and give the full package to the Leads.

### **VERIFICATION TEAMS:**

- Step 1. Review the Audit Worksheet. Note the contests and candidates to be audited and complete the individual audit section on the cover page.

Bipartisan teams are to be used for every stage of the canvass/re canvass

Other Paper Ballot Kinds

- Step 2. Retrieve the ballots for the ED/AD. For manageability, sort the ballots into batches of 10, 25, 50 or 100.
- Step 3. Count all races and questions in one batch of ballots at a time. Confirm the tally sheet for each vote cast as the scanner would interpret the mark.
- Step 4. Total the votes for all candidates for each office, write-ins, blanks, overvotes and proposals in the one batch.
- Step 5. Total the votes for each scanner. Count the number of ballots. Enter the total on the Audit Worksheet and return the full package to the Leads.

### **Automated Audit Process:**

- Assign a Target Card to each **ED/AD to be audited**.
  - Scan the ballots on the automated system and return ballots with the Target Card back to its bin or bucket.
  - Compare the Summary Reports between the two systems.
    - If the votes match, continue with the audit.
    - If the votes do not match, investigate and resolve before moving on to the next ED/AD.
      - It's important to scan the ballots the same way they are scanned on the voting system.
      - If the Absentee and Affidavit ballots are scanned together, then they should be scanned together for the audit.
      - If the ballot kinds were scanned separately, they should be scanned separately for the audit.
- When the automated audit is completed successfully, **conduct a manual audit of the required number of ballots scanned on the independent system.**

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Number of Rescanned Ballots	Number of Manually Compared Ballots
≤ 2,500	25
2,501 – 5,000	32
5,001 – 7,500	39
7,501 – 10,000	46
10,001 – 20,000	56
20,001 – 30,000	66
30,001 – 40,000	76
40,001 – 50,000	86
50,001 – 60,000	96
60,001 – 70,000	106
70,001 – 80,000	116
80,001 – 90,000	126
90,001 – 100,000	136

- See New York State Board of Elections document titled “Use of Automated Audit Tool 6210.20.”

### **LEADS:**

- Step 1. Follow established procedures to resolve any discrepancies between the scanner and the hand or automated count, remembering that the hand or automated tally must be done in the same manner that the scanner is certified to tally.
- Step 2. Replace all ballots back in its AD Collection Box.
- Step 3. Provide Commissioners with the Audit Summary Report for a determination on whether an expansion of the audit is required.
- Step 4. The Commissioners or their designees must date and sign the Audit Reconciliation Certificate.

### **Recording Write-in Names From Other Paper Ballots**

According to NY State Election Law, the term “write-in ballot” means a vote cast for a person whose name does not appear on the ballot. When a voter scans their ballot, the scanner checks

Bipartisan teams are to be used for every stage of the canvass/re canvass

Other Paper Ballot Kinds

the ballot for any write-in votes. All ballot file images are stored on the Election Management System (EMS) for Board review. Board staff determines the validity of each write-in and tallies the votes. The names are recorded onto Write-in Forms with all relevant information. The forms are then forwarded for S-Elect system entry of the Board-approved write-in names. The movement of all materials is documented. Receipts are completed and the completed Write-in Forms are archived in the secured storage area for two years when the recanvass ends.

According to NY State BOE Rules and Regulations 6210.15 (a) (5) and (6):

A write-in **is valid** when the voter writes in or stamps the name of a candidate in the designated write-in space for that race, even if the write-in square, oval or arrow is not marked.

A write-in **is not valid** if in addition to casting a write-in vote, the voter casts votes for a greater number of different candidates for that contest than he or she is lawfully entitled. As a result, the vote **shall not** be counted for that contest. The votes for all other contests in which there are not overvotes and the voter's choice can be clearly determined shall be counted.

*A description of common write-ins and scenarios can be found later in this section.*

### **Record Write-in Names from Other Paper Ballot Assumptions**

- The Record Write-in Names process takes place after the ballots have been processed through the scanner. **If the write-in sort setting is turned off, then it's done before the ballots are processed through the scanner.**
- The scanners are configured to allow the filtering of ballots with markings located anywhere within the designated write-in area.
- All ballots with write-in votes are reviewed by ballot image or by the actual paper ballot by bipartisan Board staff.
- **Write-in Forms are used to record all write-in votes except overvotes.**
- Each ballot containing write-in votes is assigned to a Write-in Form for its ED/AD.
- If there are more write-in votes than can fit on a single Write-in Form, additional Write-in Forms are to be used and numbered for that ED/AD.

## **LEADS**

Set up:

Bipartisan teams are to be used for every stage of the canvass/recanvass

Other Paper Ballot Kinds

- Checkout/check in area with enough space to store Write-in Forms and record chain of custody documentation throughout the write-in process.
- Bipartisan teams and give them their assignment.

Ensure:

- All write-in supplies are present, including Write-in Forms.
- All bipartisan staff requirements and any restrictions on work assigned are met.
- The staff has read all relevant procedures and instructions for the write-in process.
- The bipartisan teams are trained in capturing the write-in votes, they are accurate and complying with the Board-issued procedures.
- Staff follows the write-in chain of custody requirements.
- That they resolve or escalate issues that occur during the write-in capture process.

Bipartisan teams are to be used for every stage of the canvass/recanvass

## **ESTABLISHED WRITE-IN RULES**

The following rules and regulations of the New York State Board of Elections are current with amendments issued through 2015 and the Laws of 2016. Standards for determining write-in votes are from section 6210.13 (12).

### **STANDARDS FOR DETERMINING WRITE-IN VOTES**

The State Board hereby adopts the following regulations to provide for uniform, nondiscriminatory standards for establishing what constitutes a vote and what shall be counted as a vote for all categories of voting systems and voting procedures used in New York. This applies to any office or ballot question regardless of the voting system used:

Write-in votes are votes cast for a person whose name does not appear on the official ballot.

- (i) Write-in votes for persons whose names appear on the official ballot for that office or party position shall not be counted.
- (ii) A write-in vote may be cast by the use of a name stamp.
- (iii) A write-in vote must be cast in the appropriate place on the machine, or it shall be void and not counted.
- (iv) A voter need not write in the first and last name of a candidate in every situation; the standard is whether the election inspectors can reasonably determine the intent of the voter when they cast their ballot.

### **Determining Votes on Optical Scan Voting Systems and Paper Ballots**

These standards are from section 6210.15 of New York State Election Law.

- (a) Standards indicating a valid vote. A vote cast on a paper ballot shall be the choice made by a voter, not to exceed the maximum allowable votes per race or question than the number for which the vote is eligible to vote, by: (the examples below in this section apply to all types of voting position target areas on ballots, regardless of what form they may take e.g. rectangle, oval, circle, square, open arrow):
  - (1) Voter indicates vote choice by consistently filling inside the entire voting position target;
  - (2) Voter indicates choice by consistently filling in less than the entire voting position target for all vote choices on the ballot and the ballot is processed in a manner consistent with the procedures provided and approved for the voting system;
  - (3) Voter indicates vote choice by consistently placing a distinctive mark, such as properly filled in voting position targets, a cross mark “X,” a checkmark “✓,” a circle “O”, or complete an open arrow “< - -” inside the associated voting position target area for a candidate choice or ballot question;

Bipartisan teams are to be used for every stage of the canvass/recanvass

Other Paper Ballot Kinds

- (4) Voter marks vote choices by circling the entire voting position target area for a candidate or ballot question;
- (5) Voter writes in or stamps the name of a candidate in the designated write-in space for that race, even if the write-in square, oval or arrow is not marked;
- (6) A write-in vote in addition to a vote for another candidate for the office, with a greater number of choices of different candidates than the number for which he or she is lawfully entitled to vote, the vote shall not be counted for that contest, but shall be counted in all other contests in which there are not overvotes and the voter's choices can be clearly determined.

### **Guiding Principles for Ballots with Write-in Votes**

- A write-in vote must be cast in the correct column:
  - “A write-in vote must be cast in the appropriate place on the machine, or it shall be void and not counted.” [6210.13 (12) (iii)]
- A write-in vote must be written in the appropriate space on the ballot:
  - “...in a space that appears at the bottom of the column (for horizontal ballots) or at the end of the new row (for vertical ballots), containing the title of the office” [7-122 (1) (3) (3)].
- The law specifically prohibits the counting of any write-in vote cast for a candidate who is already on the ballot.
  - “Write-in votes for persons whose names appear on the official ballot for that office or party position shall not be counted.” [6210.13 (12) (i)].

Bipartisan teams are to be used for every stage of the canvass/recanvass

Following the **Established Write-in Rules**, Write-in Clerks and Verification Clerks use the Write-in Forms to record and verify all write-in votes (except overvotes). Write-in Forms are not completed for any contest on a ballot that has an overvote.

S-Elect Clerks review each completed and verified Write-in Form, and use the **Established Write-in Rules** to make system entries that determine if the write-in candidate vote counts.

## **WRITE-IN CLERKS:**

It's important to note the maximum number of votes for each contest. Write-in Clerks must look at the voting instructions to determine the number of possible votes in a contest. If ballot instructions for a contest state, "Vote for one," the maximum number of possible votes for the contest is one (1). If the instructions state, "Vote for any six," the maximum number of possible votes is six (6). If a voter chooses less than the maximum number of votes allowed for a contest, that ballot will have undervotes for that contest. In the example of voting for any six, if the voter chooses four, there will be two undervotes for that contest.

- Step 1. Begin with the first ballot from the lowest ED/AD. For all write-in votes, record the page number, HASNO, ED/AD, party (**for Primary elections only**), office, and write-in names on the Write-in Form **exactly** as it appears on the ballot. Even if the name is misspelled, write the name exactly as it's written on the ballot. Decisions regarding the normalization of names will be made later in the process when Board staff enter the write-in names into S-Elect.
- Step 2. Review all ballot images for every contest to find write-in votes.
- Step 3. Follow the **Established Write-in Rules** for all write-in votes found. This process determines the standards for write-in votes and using Write-in Forms.
  - Use one Write-in Form per ED/AD to record the write-in votes.
  - If the write-in votes for an ED/AD will not fit on one Write-in Form, use additional forms. Include the page number on each sheet.
  - If three Write-in Forms are used to record votes for an ED/AD, on page two, write 2 of 3. On page three, write 3 of 3. Use this numbering process so that it's clear how many Write-in Forms are assigned to each ED/AD.
  - Clerks may abbreviate Office titles on the Write-in Forms in a manner easily recognized for system entry. **Candidate names must be recorded exactly as they appear on the ballot.**

Bipartisan teams are to be used for every stage of the canvass/recanvass



- Step 4. Once all write-in votes from an ED/AD are reviewed and recorded, the Clerks sign the Write-in Forms.
- Step 5. Place the signed Write-in Form for the ballot face down to build a stack of “completed” Write-in Forms.
  - Repeat this process for every ED/AD.
  - Keep the signed Write-in Forms in the order in which the ballots were reviewed. When it’s time for the Verification Clerks to review the forms, the write-in votes will be in the same order.
- Step 6. After an entire AD of ballots has been reviewed, return all the completed Write-in Forms from that scanner to the Chain of Custody Clerks or to the checkout/check in area.

## **VERIFICATION CLERKS:**

The Verification Clerks review all ballots from the AD previously reviewed by Write-in Clerks. This helps to ensure that all the write-in votes have been captured and recorded accurately.

- Step 1. Receive from Chain of Custody Clerks the Write-in Forms completed by Write-in Clerks.
- Step 2. Begin with the first ballot from the lowest ED/AD. Check every contest for write-in votes.
- Step 3. The write-in ballots should be in the same order processed by the Write-in Clerks.
- Step 4. Compare the write-in votes recorded on the Write-in Form to all write-in votes for the ballot. Make sure each write-in vote meets the **Established Write-in Rules** listed in this section.
- Step 5. Once all write-in votes on the ballot are reviewed and verified, the Clerks sign the Write-in Form. Repeat this process for every ED/AD.
- Step 6. After an entire AD of ballots are reviewed and verified, return all the completed Write-in Forms to the Chain of Custody Clerks or to the checkout/check in area.

Bipartisan teams are to be used for every stage of the canvass/re canvass

## WRITE-IN SCENARIOS

**Reminder:** Follow the **Established Write-in Rules**. Write-in Clerks and Verification Clerks use the Write-in Forms to record and verify all write-in votes (**except overvotes**). Write-in Forms are not completed for any contest on a ballot that has an overvote.

Write-in Description	Action Taken by Bipartisan Teams
1. The voted write-in candidate does not match a candidate name already listed on the ballot for the same contest, and there <b>are not</b> more votes cast than possible votes for the contest, known as overvotes.	Complete a Write-in Form for the candidate and record the name exactly as it appears on the ballot.
2. More than one contest has write-in votes on the ballot.	Follow the <b>Established Write-in Rules</b> and record all write-in votes for that ballot on the same Write-in Form.  Use additional Write-in Forms if more space is needed. Include the page number on each sheet.
3. The next ballot with write-in votes is found.	Use a new Write-in Form if it is for a different ED/AD. Each Write-in Form represents one ED/AD unless more than one is needed to record all the write-in votes.
4. The voted write-in candidate name exactly matches a candidate name already listed on the ballot for the same contest.	Complete a Write-in Form for the candidate and record the name exactly as it appears on the ballot.
5. The voted write-in candidate name closely resembles a candidate name already listed on the ballot for the same contest, but does not match exactly.	Complete a Write-in Form for this candidate and record the name exactly as it appears on the ballot.
6. The write-in oval is darkened or checked, but there is no name written.	Complete a Write-in Form and use the words “No Name” for the candidate name.
7. The write-in oval <b>is not</b> darkened or checked, but a name is written in the write-in space.	Complete a Write-in Form for this candidate and record the name exactly as it appears on the ballot
8. The voted candidate name is a picture or drawing.	Complete a Write-in Form and use the words “No Name” for the candidate name.

Bipartisan teams are to be used for every stage of the canvass/re canvass

Write-in Description	Action Taken by Bipartisan Teams
9. The write-in has just the candidate's First name.	Complete a Write-in Form for this candidate and record the name exactly as it appears on the ballot.
10. The write-in has just the candidate's Last name.	Complete a Write-in Form for this candidate and record the name exactly as it appears on the ballot.
11. The write-in for the candidate's name is not in English.	Complete a Write-in Form and use the words "Non English Name" for the candidate name.
12. A stamp with the candidate's name is used for the write-in.	Complete a Write-in Form for this candidate and record the name exactly as it appears on the ballot.
13. The write-in is a phrase instead of a name.	Complete a Write-in Form and record the words exactly as they appear on the ballot.
14. The voter's intent for the write-in cannot be determined from the ballot.	Show this to the Leads and review the paper ballot to make a determination on voter intent. Complete a Write-in Form if a candidate can be confirmed. If a candidate cannot be confirmed, complete a Write-in Form and write the words "No Name."
15. Write-in listed in write-in field and another name written outside the field.	<b>DO NOT COMPLETE A WRITE-IN FORM.</b> A name written outside the voting field makes this contest Void.
16. There is a completed Write-in Form with no matching ballot.	The wrong ED/AD may be on the form. Try to find the ballot. If found, make corrections on the Write-in Form. If the ballot is not found, put aside, show the Leads and the Leads will destroy the form. Complete a Write-in Form for all ballots with write-ins for that ED/AD.

Bipartisan teams are to be used for every stage of the canvass/re canvass

Write-in Description	Action Taken by Bipartisan Teams
17. A write-in is found without a completed Write-in Form.	Check the stack of all Write-in Forms for that AD. Complete a Write-in Form for the candidate if a completed form is not found.
18. A write-in is found, but the completed Write-in Form is for a different contest than the voter selected.	Show this to the Leads to confirm. Draw a single line through the contest name, the Verification Clerks initial it and make the correction to the existing Write-in Form so it matches the voter selection on the ballot.
19. A write-in is found, but the completed Write-in Form is for other write-in votes on the ballot.	Show this to the Leads to confirm. If the completed form is missing a write-in vote, add the write-in to the existing form.
20. Any other write-in scenario.	Have the Commissioners or their designees make a determination.

**PLEASE NOTE**

All write-in votes are recorded and verified, however, a final determination of each write-in is made during the normalization of names at S-Elect entry. Votes that do not meet New York Election Law statute will not count.

Bipartisan teams are to be used for every stage of the canvass/recanvass

## S-Elect Entry of Verified Ballots with Write-ins

A final determination on all verified write-in votes is made at this stage. Clerks normalize the names, including making spelling corrections for S-Elect entry. Following the **Established Write-in Rules** during S-Elect entry, Clerks choose the appropriate category for the votes to be tallied.

Write-in Description	Action Taken by Bipartisan Teams
1. The voted write-in candidate does not match a candidate name already listed on the ballot for the same contest, and there <b>are not</b> more votes cast than possible votes for the contest, known as overvotes.	Enter the candidate name in S-Elect. <b>If the write-in name is Mickey Mouse, enter Mickey Mouse in S-Elect.</b>
2. The Write-in Form has write-in votes for more than one contest.	For each contest that has a write-in vote, enter the candidate names in S-Elect.
3. The spelling of the name is incorrect.	Enter the name in S-Elect so that its spelling matches the spelling of other instances of the same name. This is part of the normalizing process.
4. The voted write-in candidate name exactly matches a candidate name already listed on the ballot for the same contest.	Enter “uncounted write-in per statute” in S-Elect.
5. The voted write-in candidate name closely resembles a candidate name already listed on the ballot for the same contest, but does not match exactly.	If the clerks determine the write-in name is the candidate listed on the ballot for the contest, enter “uncounted write-in per statute” in S-Elect. If it’s determined that the write-in name is not the candidate listed on the ballot for the contest, enter the name in S-Elect following the <b>Established Write-in Rules</b> .
6. “No Name” is written on Write-in Form.	Enter “unattributable write-in” in S-Elect.
7. The write-in has just the candidate’s First name.	Enter “No Last Name” in S-Elect.

Bipartisan teams are to be used for every stage of the canvass/re canvass

Write-in Description	Action Taken by Bipartisan Teams
8. The write-in has just the candidate's Last name.	Enter "No First Name" in S-Elect.
9. The write-in for the candidate's name is not in English.	Enter "Non English Name" in S-Elect.
10. Presidential contest <u>only</u> : the name is not on the certified write-in list of candidates.	Enter "non certified write-in" in S-Elect.
11. Presidential contest <u>only</u> : <b><u>the name is on the certified write-in list</u></b> of candidates.	Enter the name in S-Elect exactly as it appears on the Official Write-in Candidates for President list.
12. A contest allows more than one candidate choice and the same write-in name is listed each time on the ballot for that contest.	<p><b>Examples:</b></p> <p>If the choice is vote for three candidates, and "Jane Doe" is listed three times, enter "Jane Doe" in S-Elect once for that contest. For the remaining number of candidate names allowed for this contest (2), enter "unattributable write-in."</p> <p>If "Jane Doe" is listed twice and "Tom Doe" is listed once, enter the different candidate names "Jane Doe" and "Tom Doe" once for that contest in S-Elect. For the remaining choice (1), enter "unattributable write-in."</p>
13. The same write-in name is listed for more than one contest on the ballot.	Enter the candidate name in S-Elect for each contest listed on the ballot with the write-in name.
14. Any other write-in scenario.	Have the Commissioners or their designees make a determination.

Bipartisan teams are to be used for every stage of the canvass/re canvass

## S-Elect Entry of Verified Federal and Military Ballots with Write-ins

If the Write-in Form is accompanied by a federal or military write-in ballot from an overseas federal or military voter, and it is not on the Board’s standard ballot form, enter the names into S-Elect using the following rules:

Write-in Description	Action Taken by Bipartisan Teams
1. The voted write-in candidate name exactly matches a candidate name already listed on the ballot for the same contest.	Enter the vote in S-Elect for the candidate in the left-most party on the ballot in which the candidate’s name appears.
2. The political party or abbreviation of the political party is the designated write-in.	Enter the vote into S-Elect for the candidate of that political party.
3. The write-in is only the last name of a candidate whose name appears on the ballot.	<p>If the clerks determine the write-in name is the candidate on the ballot for that contest, enter the vote in S-Elect for the candidate in the left-most party on the ballot in which the candidate’s name appears.</p> <ul style="list-style-type: none"> <li>• However, if the party name is also listed on the write-in ballot, and the candidate is listed on the ballot for that party, enter the candidate vote in S-Elect for the voter’s party.</li> </ul>
4. The write-in is only the first name of a candidate whose name appears on the ballot.	<p>If the clerks can determine the write-in name is the candidate listed on the ballot for the contest, enter the vote in S-Elect for the candidate in the left-most party on the ballot in which the candidate’s name appears.</p> <ul style="list-style-type: none"> <li>• However, if the party name is also listed on the write-in ballot, and the candidate is listed on the ballot for that party, enter the candidate vote in S-Elect for the voter’s party.</li> </ul>
5. The write-in name is only a candidate for President or Vice President and the name appears on the ballot.	<p>Enter the vote in S-Elect for the candidate in the left-most party on the ballot in which the candidate’s name appears.</p> <ul style="list-style-type: none"> <li>• However, if the party name is also listed on the write-in ballot, and the candidate is listed on the ballot for that party, enter the candidate vote in S-Elect for the voter’s party.</li> </ul>
6. The write-in is for a Presidential and Vice Presidential candidate from different political parties.	Enter the vote into S-Elect exactly as written on the Write-in Form.

Bipartisan teams are to be used for every stage of the canvass/re canvass

## Reconciliation

When scanning is over, working one AD at a time, Canvass Clerks who are now Reconcilers verify that all ballots determined to be valid for counting have been processed by the system – either scanned or manually entered. This process of verification is known as reconciliation and is documented on the Control Sheet. Reconcilers bring all materials (Paper Ballot Control Sheets, Detailed Results Reports, Bin Reports, Scanner-Refused Ballots, voided ballots and Write-in Forms) from the Completion Table to the Batching Table which will now serve as the Reconciliation Table.

### Reconciliation Steps:

- Reconcilers put the ED reports in ED order.
- Record the total number of ballots scanned from the topmost report for each ED into col. 5 on the Control Sheet.
- Verify that the number of ballots sent to the scanner, col. 4, equals the number of total ballots processed by the system, col. 5.
  - If they are not equal, determine the reason and record it in col. 6.
  - Keep in mind that if there are two-page ballots, the number of sheets processed by the scanner is twice the number of ballots: **Five two-page ballots = 10 sheets**
- Reconcilers forward Write-in Forms that have not been processed to the S-Elect workstation for data entry.
- See **S-Elect Entry of Verified Write-ins** charts in this section for more details.
- When the AD is complete, Reconcilers initial the Control Sheet and bring all materials for that AD (Control Sheet, Scanner-Refused Ballots, VOIDS, Detail Results Reports, Bin Reports) to the Completion Table and put them into the box marked for that AD.

**Affidavit ballot kind only:** upon completion of the reconciliation, the number of VOIDS listed in col. 3 on the Control Sheet is entered into the Affidavit Ballots screen in S-Elect.

Bipartisan teams are to be used for every stage of the canvass/re canvass



## Conclusion

The last ERM **Summary Report** generated is used to ensure that all results from the scanners were read into ERM. If there are no discrepancies between the total ballot kinds scanned and ERM Summary Report totals, Borough Leads may proceed with the next step, creating an XML and HTML file in Electionware.

The HTML file is a Final Results **Summary Report by ballot kind**. The **XML and HTML files** are copied onto three PMDs:

1. One PMD is retained by the borough senior Democrat or their designee.
  2. One PMD is retained by the borough senior Republican or their designee.
  3. A Borough Lead sends the third PMD by internal mail to the General Office, EVS Department in an envelope that's sealed and signed by the Borough Leads.
- The System Administrator at the General Office will retain this PMD for two years.
  - One of the Borough Leads must email the two files (**Electionware XML and HTML Summary Report**) to the System Administrator at the General Office and cc the other Lead on that email.
  - The email sent to the General Office must clearly specify the ballot kinds being sent.
  - The Lead receiving the email must review the attached files in the email and **“Reply to All,”** confirming the attachments are the correct files.
    - If there is a problem with the files, Leads will need to investigate, resolve and send the correct file to the System Administrator.
  - Next, the System Administrator at the General Office uploads the XML file to the Board's central management system, S-Elect.
  - The System Administrator emails the Borough Leads to confirm the upload is complete.
  - Leads print the **Turnout Summary Report** in S-Elect (Election Results, Reports, Statistics) and use it to confirm that the number of ballots uploaded for each ballot kind matches the final Summary Report. If they do not match, contact the System Administrator immediately.

**NOTE:** Military and Absentee ballot kinds are combined in S-Elect; therefore, the **Turnout Summary Report** lists the sum of those two ballot kinds. If they are not the correct files, the above steps must be repeated until the correct files are sent and confirmed.

- Borough Leads sign the Summary Reports for their records.

Bipartisan teams are to be used for every stage of the canvass/re canvass

## Post Tally Testing

Post Tally or post-election testing must occur after the deadline for receiving all paper ballot kinds, and at the conclusion of scanning all official election ballots for the county. Testing is usually done when the entire canvass and recanvass process is complete and the results for the county election are ready to be certified. The same test deck used for Prequalification Testing is used for Post Tally Testing. However, if the county receives a minimal number of a ballot kind (Absentee, Election Day Affidavits or Early Voting Affidavits), they may choose to manually canvass and enter those votes into S-Elect. In doing so, Post Tally Testing is only required for the ballot kinds scanned and scanners used for the election. The Post Tally ensures that after canvassing the election, the scanners continue to tabulate results accurately. If there is a problem with a scanner, notify the System Administrator immediately to have it serviced.

### Post Tally Test Deck

**Confirm that the scanner is no longer needed for scanning or printing results reports for the last ballot kind scanned before clearing all results from the system to perform the Post Tally Test.**

The same test deck used for Prequalification Testing is used for Post Tally Testing.

- Leads retrieve the test deck, header sheets, and associated Detailed Results by ED Reports from secured storage.
- Test ballots are organized by ballot kind, ballot style and header sheets.
- Scanner Operators use the Central Ballot Scanning and Tabulation system to print a zero report before scanning the test deck for each ballot kind. A record of each activity, per ballot kind is noted in the Scanner Maintenance Log.
- Scanner Operators scan the test decks, one ballot kind at a time.
- The results from the Post Tally Test are compared against the results from the Prequalification Test. Any discrepancies are researched and resolved.
- The Testing is complete when two error-free results are produced for each ballot kind.
- The Chief and Deputy or their designees review and verify the final Post Tally results.
- The Commissioners or their designees certify that they have reviewed and verified the results.
- The test deck, header sheets, and all system-generated reports are placed in secured storage and archived for two years.

Bipartisan teams are to be used for every stage of the canvass/recanvass

# FORMS

Samples of Worksheets and Envelopes used for the Other Paper Ballot Kind canvass activities:

- **Blue Scanning Sheet**
- **Paper Ballot Control Sheet**
- **ED Header Sheet**
- **Scanner-Refused Worksheet**
- **Write-in Form**
- **Affidavit Ballot Envelope**
- **Recap “A” Ballot Worksheets**
- **Discrepancy Worksheet**
- **Audit Worksheet Cover page**
- **Audit Worksheet Tally page**
- **Audit Worksheet Certification Oath page**

**Scanning Sheet for the \_\_\_\_\_ Election**  
**in the \_\_\_\_\_ Assembly District in \_\_\_\_\_ County**

	<b>Col. 1</b> Total Sent to Scanning Area	<b>Col. 2</b> Total Received in Scanning Area	<b>Col. 3</b> <b>Bottom Bin</b> Number of Scanned ballots *NO Write-In*	<b>Col. 4</b> <b>Middle Bin</b> Number of Scanned ballots *with Write-In*	<b>Col. 5</b> <b>Top Bin</b> Number of Scanner-Refused Ballots (to be manually tallied)
<b>ED</b> _____					

	Total Sent to Scanning Area	Total Received in Scanning Area	<b>Bottom Bin</b> Number of Scanned ballots *NO Write-In*	<b>Middle Bin</b> Number of Scanned ballots *with Write-In*	<b>Top Bin</b> Number of Scanner-Refused Ballots (to be manually tallied)
<b>ED</b> _____					

	Total Sent to Scanning Area	Total Received in Scanning Area	<b>Bottom Bin</b> Number of Scanned ballots *NO Write-In*	<b>Middle Bin</b> Number of Scanned ballots *with Write-In*	<b>Top Bin</b> Number of Scanner-Refused Ballots (to be manually tallied)
<b>ED</b> _____					

	Total Sent to Scanning Area	Total Received in Scanning Area	<b>Bottom Bin</b> Number of Scanned ballots *NO Write-In*	<b>Middle Bin</b> Number of Scanned ballots *with Write-In*	<b>Top Bin</b> Number of Scanner-Refused Ballots (to be manually tallied)
<b>ED</b> _____					

	Total Sent to Scanning Area	Total Received in Scanning Area	<b>Bottom Bin</b> Number of Scanned ballots *NO Write-In*	<b>Middle Bin</b> Number of Scanned ballots *with Write-In*	<b>Top Bin</b> Number of Scanner-Refused Ballots (to be manually tallied)
<b>ED</b> _____					

**BLUE SCANNING SHEET**

Bipartisan teams are to be used for every stage of the canvass/recanvass

Other Paper Ballot Kinds

**Absentee / Military (Scanned)**

Control Sheet for The Primary Election 2019 Election

**Ballots**

In the 23 Assembly District in Queens County

ED	Col. 1 Number of Ballot Envelopes or Ruled Valid Set Aside	Col. 2 Number of Envelopes or Ballots Set Aside	Col. 3 Number of VOIDs	Col. 4 Number of Batched Ballots to be Scanned	Col. 5 Ballots Cast Total Shown in ED Report	Col. 6 If col. 5 does not equal col. 4, state the reason.  Reminder: For two-page ballots, the number in column 5 should be twice the number in column 4.
001						
002						
003						
004						
005						
006						
007						
008						
009						
010						
011						
012						
013						
014						
015						
016						
017						
018						
019						
020						
021						

\* Examples of VOIDs: Empty envelope; More than one ballot in the envelope; Ballot does not match voter's party registration; Extraneous material found in the envelope; Intentional mark on the ballot

Reconciler's initials \_\_\_\_\_

T = Top Ballot Missing > In column 6 for each ED, tally the number of T and B ballots. For example: T: IV, B: III  
B = Bottom Ballot Missing

**PAPER BALLOT CONTROL SHEET**

Bipartisan teams are to be used for every stage of the canvass/re canvass

Other Paper Ballot Kinds

2016 Presidential Primary and Special Richmond ABS V1

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**Election District Header**  
**AD: 61 ED: 002**

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00000000000200000000

**ED HEADER SHEET**

Printed As Of:  
5/8/2017 3:37:10PM

Special Election 9th Council - 02/14/2017  
New York - ED/AD: 014/70  
Scanner-Refused Ballot Canvass Worksheet

Canvass Date: \_\_\_\_\_

Ballot Count (number of ballots):

Canvass

Canvassed By: \_\_\_\_\_

Member of the City Council 09	Canvass	.5	.10	.15	.20	.25	.30
Bill Perkins (Community First)		.....	.....	.....	.....	.....	.....
Marvin Holland (Holland4Harlem)		.....	.....	.....	.....	.....	.....
Dawn Simmons (Dawn for Harlem)		.....	.....	.....	.....	.....	.....
Dawn Simmons (Rent Too Damn High)		.....	.....	.....	.....	.....	.....
Athena Moore (We Are One)		.....	.....	.....	.....	.....	.....
Cordell Cleare (Time To Wake Up)		.....	.....	.....	.....	.....	.....
Larry Scott Blackmon (Harlem Family)		.....	.....	.....	.....	.....	.....
Charles Cooper (Building Harlem)		.....	.....	.....	.....	.....	.....
Todd Stevens (Harlem Voices)		.....	.....	.....	.....	.....	.....
Caprice A. Alves (Educated Leader)		.....	.....	.....	.....	.....	.....

	Canvass	.5	.10	.15	.20	.25	.30
Blank/Undervote		.....	.....	.....	.....	.....	.....
Write-In		.....	.....	.....	.....	.....	.....
Overvote		.....	.....	.....	.....	.....	.....

Ballot Type: \_\_\_\_\_

DS850 SCANNER

**SCANNER-REFUSED WORKSHEET** – hand tally and manually enter into S-Elect

Bipartisan teams are to be used for every stage of the canvass/re canvass

Other Paper Ballot Kinds







# “A” BALLOT ENVELOPES

The Board of Elections in the City of New York		QUEENS COUNTY																													
		ASSEMBLY DISTRICT _____	RECAP "A" BALLOT BY ED/AD	DATE _____	ELECTION _____																										
		ELECTION DISTRICT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	TOTAL			
		TOTAL RECEIVED																											0		
		TRANSFERS IN (+)																											0		
		TRANSFERS OUT (-)																											0		
		TOTAL FOR THIS ED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
<b>I N V A L I D</b>	<b>PART "A"</b>	Missing Voter Information (SIG)																											0		
		Not Registered																												0	
		Registered Too Late																												0	
		Cancelled Status #1																												0	
		Cancelled Status Other																												0	
		Voted in Wrong ED/AD (Site)																												0	
		Registered Wrong Enrollment																												0	
		Signed Poll List																													0
		Other-Specify																													0
		<b>TOTAL INVALID</b>		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>V A L I D</b>	<b>PART "B"</b>	Valid-Counted as Transfers																											0		
		Valid-Code "X"																												0	
		Valid-Signature not in Poll List																												0	
		Valid-Other (CAF)																												0	
		<b>TOTAL VALID</b>		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			

ELECTION DISTRICT		26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	TOTAL				
		TOTAL RECEIVED																											0		
		TRANSFERS IN (+)																											0		
		TRANSFERS OUT (-)																											0		
		TOTAL FOR THIS ED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
<b>I N V A L I D</b>	<b>PART "A"</b>	Missing Voter Information (SIG)																											0		
		Not Registered																												0	
		Registered Too Late																												0	
		Cancelled Status #1																												0	
		Cancelled Status Other																												0	
		Voted in Wrong ED/AD (Site)																												0	
		Registered Wrong Enrollment																												0	
		Signed Poll List																												0	
		Other-Specify																													0
		<b>TOTAL INVALID</b>		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
<b>V A L I D</b>	<b>PART "B"</b>	Valid-Counted as Transfers																											0		
		Valid-Code "X"																												0	
		Valid-Signature not in Poll List																												0	
		Valid-Other (CAF)																												0	
		<b>TOTAL VALID</b>		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			

Bipartisan teams are to be used for every stage of the canvass/recanvass

Other Paper Ballot Kinds

## RECAP "A" BALLOT WORKSHEETS

Discrepancy and Verification Worksheet								
Recanvassed By:			Verified By:			Data Entry By:		
Dem Lead Name	Signature	Date	Dem Lead Name	Signature	Date	Dem Lead Name	Signature	Date
Dem Lead Name	Signature	Date	Dem Lead Name	Signature	Date	Dem Lead Name	Signature	Date
Zone: ED: AD: <span style="margin-left: 200px;">Queens</span> Poll Site: Event: <b>General Election 2017 – 11/07/2017</b> Q0028-PS 121-Queens								

### DISCREPANCY WORKSHEET/ DISCREPANCY REPORT

Other Paper Ballot Kinds Bipartisan teams are to be used for every stage of the canvass/recanvass

**Post Election Audit  
Audit Worksheet  
General Election 2011 - 11/08/2011 - New York**

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Machine ID Serial Number(scanner unit number): NY0127 Election Districts Served by Machine: \_\_\_\_\_  
 Audit Number Drawn(see list of scanners to be audited): \_\_\_\_\_ Ballot Styles Served by Machine: \_\_\_\_\_  
 Poll Site Name: PS 38 or 121 Ballot Container Seal Number at beginning of Audit: \_\_\_\_\_  
 Poll Site Address: 232 East 103 Street Ballot Container Seal Number Verification:  Yes  No

*Individual Audit*

Date hand Count Begun: \_\_\_\_\_ Date hand Count Completed: \_\_\_\_\_  
 Seal Number Affixed at Completion of the Audit: \_\_\_\_\_

Audit Team Inspectors Name (print): \_\_\_\_\_ Audit Team Inspectors Name (Signatures): \_\_\_\_\_

1. \_\_\_\_\_ 1. \_\_\_\_\_  
 2. \_\_\_\_\_ 2. \_\_\_\_\_  
 3. \_\_\_\_\_ 3. \_\_\_\_\_  
 4. \_\_\_\_\_ 4. \_\_\_\_\_

---

**Reconciliation Audit** **Commissioner Certificate**

**Audit Team Supervisor Certificate**

We the undersigned Audit Team Supervisors, having completed the Audit Reconciliation Summary, do hereby recommend the Audit:

Initial Audit  PASS  FAIL  
 (If initial audit failed, 2nd Audit (6210.18(c)(3))  
 2nd Audit  PASS  FAIL

Supervisor Name (print): \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_  
 1. \_\_\_\_\_ 1. \_\_\_\_\_  
 2. \_\_\_\_\_ 2. \_\_\_\_\_

Seal Number Affixed at Completion of the Audit: \_\_\_\_\_ Date: \_\_\_\_\_

**Commissioner Certificate**

We the undersigned Commissioners, having reviewed the Audit Reconciliation Summary Report, do hereby direct the following:

The audit results confirm the electronically-tabulated results. No further action is required.

OR

The audit results DO NOT confirm the electronically-tabulated results, thus requiring the escalation of the audit, to level:  
 5% - 6218.18 (f) (1)  12% - 6210.18 (f) (3)  100% - 6210.18 (g) (4)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Commissioner Signature - or designee)

\_\_\_\_\_  
(Commissioner Signature - or designee)

Remarks: \_\_\_\_\_

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**AUDIT WORKSHEET COVER PAGE**

Other Paper Ballot Kinds

Bipartisan teams are to be used for every stage of the canvass/recanvass

NY0145

**Post Election Audit - Audit Worksheet**  
**General Election 2013 - 11/05/2013 - New York**

Ballot Count(number of ballots):	Tape Total	Ballot Bin Total																				
Mayor NYC	Tape Results	Ballot Results	.5	.10	.15	.20	.25	.30	.35	.40	.45	.50	.55									
Bill de Blasio (Democratic)			.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....									
			.60	.65	.70	.75	.80	.85	.90	.95	.100	.105	.110	.115	.120	.125	.130	.135	.140	.145		
			.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....		
			.150	.155	.160	.165	.170	.175	.180	.185	.190	.195	.200	.205	.210	.215	.220	.225	.230	.235		
			.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....		
Mayor NYC	Tape Results	Ballot Results	.5	.10	.15	.20	.25	.30	.35	.40	.45	.50	.55									
Joe Lhota (Republican)			.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....									
			.60	.65	.70	.75	.80	.85	.90	.95	.100	.105	.110	.115	.120	.125	.130	.135	.140	.145		
			.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....		
			.150	.155	.160	.165	.170	.175	.180	.185	.190	.195	.200	.205	.210	.215	.220	.225	.230	.235		
			.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....		
Mayor NYC	Tape Results	Ballot Results	.5	.10	.15	.20	.25	.30	.35	.40	.45	.50	.55									
Joe Lhota (Conservative)			.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....									
			.60	.65	.70	.75	.80	.85	.90	.95	.100	.105	.110	.115	.120	.125	.130	.135	.140	.145		
			.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....		
			.150	.155	.160	.165	.170	.175	.180	.185	.190	.195	.200	.205	.210	.215	.220	.225	.230	.235		
			.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....		
Mayor NYC	Tape Results	Ballot Results	.5	.10	.15	.20	.25	.30	.35	.40	.45	.50	.55									
Bill de Blasio (Working Families)			.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....									
			.60	.65	.70	.75	.80	.85	.90	.95	.100	.105	.110	.115	.120	.125	.130	.135	.140	.145		
			.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....		
			.150	.155	.160	.165	.170	.175	.180	.185	.190	.195	.200	.205	.210	.215	.220	.225	.230	.235		
			.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....		
Mayor NYC	Tape Results	Ballot Results	.5	.10	.15	.20	.25	.30	.35	.40	.45	.50	.55									
Adolfo Carrion Jr. (Independence)			.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....									
			.60	.65	.70	.75	.80	.85	.90	.95	.100	.105	.110	.115	.120	.125	.130	.135	.140	.145		
			.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....		
			.150	.155	.160	.165	.170	.175	.180	.185	.190	.195	.200	.205	.210	.215	.220	.225	.230	.235		
			.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....		

**AUDIT WORKSHEET**

Bipartisan teams are to be used for every stage of the canvass/recanvass

Other Paper Ballot Kinds

**OATH OF OFFICE**

Swear in Audit Inspector officials as election officials:

"I, \_\_\_\_\_ (insert name) the undersigned do solemnly swear (or affirm) that I will support the Constitution of the United States of America and the State of New York; and that I will faithfully discharge the duties of the office of Audit Inspector for the County of \_\_\_\_\_ according to the best of my ability, that I am a registered voter and resident of such county, that I do not hold any public office, am not a candidate for any office to be voted for by the voters at this election or the spouse, parent or child of such candidate, that I have not been removed or otherwise disqualified as an election worker and am able to speak and read the English language and write it legibly."

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Keep original oath on file, and provide a copy to the audit team member.

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Swear in Audit Inspector officials as election officials:

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Keep original oath on file, and provide a copy to the audit team member.

**AUDIT WORKSHEET CERTIFICATION OATH**

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Other Paper Ballot Kinds