

2015 Idaho Procedures

Central Count Optical Scan Voting Systems

BALLOT DUPLICATING PROCEDURE

Office of the Secretary of State

June, 2015

This document provides procedures for election night duplication of ballots that are torn or damaged; and ballots that are marked consistently, but are not readable by the central count optical scan tabulators, and appear to be blank.

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Exception Ballots Require Duplication

Ballots that cannot be read and processed by a ballot scanner, Exception Ballots, shall be reviewed by the Duplication Board. It is the responsibility of the Duplication Board to re-make Exception Ballots in a fair and machine readable manner.

Exception Ballots include torn ballots, ballots with stray marks and damaged ballots.

Ballots that appear blank because they are unreadable by the scanner, but are marked in a consistent manner, also need to be re-made in a machine readable manner for tabulation. For example, a ballot consistently marked with circles drawn around the target areas for all races, indicates the voter's intent but would appear blank to the scanner. This example ballot requires duplication in order to be read and tabulated by the scanner.

If there is disagreement as to the voter's intent among the members of the Duplication Board, the ballot is not to be counted.

The Duplication Board

Duplication Board members work in teams of two (2) with a supervisor. One board member reads the marks on the Exception Ballot and the other board member marks the Duplicate Ballot. The board members then switch ballots and the board member that marked the ballot reads the marks on the Duplicate Ballots and the other board member verifies the marks are accurate and match the original Exception Ballot.

When the two ballots are confirmed to match in all respects, from the precinct number and ballot style to each of the voter's choices, the Exception Ballot is marked so that it cannot be inadvertently returned to the tabulator(s). The Duplicate Ballot can now be returned to the scanner for tabulation. It is important to accurately track Exception Ballots, the re-made Duplicate Ballots and the blank ballot stock used for re-making the Exception ballots.

Public observers may watch the duplication process but may not interfere with the process

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County Procedures

The county must provide for the duplication of Exception Ballots by staffing and training a Duplication Board(s) for election night. The duplication board(s) requires a supervisor responsible for:

1. Accounting for Exception Ballots, blank ballot stock, and Duplicated Ballots.
2. Logging in Exception Ballots from the scanner(s).
3. Overseeing all duplication procedures.
4. Insuring that Exception Ballots and Duplicate Ballots are labeled properly.
5. Returning Duplicate Ballots to the appropriate scanner for tabulation.
6. Storing Exception Ballots and Duplicate Ballots as directed by the Clerk.

Position the Duplication Board in an appropriate location to avoid crossing the travel path of other ballots i.e un-tabulated or tabulated ballots, uncounted Exception Ballots and Duplicate Ballots. Developing a diagram of the travel path of all ballots, from incoming to storage, is recommended. Documentation of specific county procedures are required to train Duplication Board members and to provide instructions for reference on election night.

Develop a "Duplication Tracking Sheet" for Duplicated Board and Exception Ballots. A sign-in signature line for each member of the board and a copy of the poll worker oath from the front of the poll book should be included with the tracking sheet.

As EXCEPTION BALLOTS(s) are delivered to the Duplication Board:

Record the time the EXCEPTION BALLOT(s) is delivered on the Duplication Log.

Mark the EXCEPTION BALLOT with a sequence number and label the ballot "EXCEPTION". Record the number on the Duplication Log.

Mark a blank ballot with the same sequence number. Label this ballot "DUPLICATE BALLOT". Record the number on the Duplication Log.

Mark the voter choices on the DUPLICATE BALLOT exactly as the EXCEPTION BALLOT is marked. Confirm the ballots are identical by switching the roles of the Duplication Board members.

Record the time the DUPLICATE BALLOT is returned to the scanner for tabulation. Confirm accuracy of the Duplication Tracking Sheet.

File all BALLOT(s) as directed by the County Clerk.

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Duplication Tracking Sheet Categories

1. Time EXCEPTION BALLOT is received and time DUPLICATED BALLOT is returned to the tabulator.
2. EXCEPTION BALLOT Number for torn ballots or ballots with stray marks.
3. BLANK BALLOT Number for ballots consistently marked but unreadable by the scanner or tabulator.
4. DUPLICATE BALLOT Number that matches the number assigned to the corresponding EXCEPTION BALLOT.
5. The reason for duplication.
6. Comments from Duplication Board members.
7. Other categories necessary to track all ballots, including blank ballot stock, as required by County procedures.

Sample Duplication Tracking Sheet

DUPLICATION TRACKING SHEET

County: _____ Election Name: _____ Election Date: _____

Oath: We, the undersigned, being first sworn, severally say upon oath: I will perform the duties of the Election Board member, according to law, and I will diligently endeavor to prevent the violation of any provision of law in conducting the election.

Board Members: _____; _____; _____, Supervisor

PRECINCT	EXCEPTION BALLOT NUMBER	BLANK BALLOTS	REASON FOR DUPLICATION	DUPLICATE BALLOT NUMBER	TIME IN	COMMENTS
					TIME OUT	
Adams	1	N/A	Torn	1	8:14	Waited for tabulator to return ballot
					9:14	
Alpha	2	1	Blank. Tabulator did not read	2	8:25	All ovals circled
					9:14	
Library 1	3	N/A	Stray marks in timing track	3	8:35	Absentee Coffee stain
					9:14	
Barber Park	4	N/A	Hesitation Marks	4	8:59	Ballot Rejected for overvotes
					9:14	

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Recommended Supplies

1. County Ballot Duplication log.
2. County procedures for reference on election night.
3. Colored pens to designate EXCEPTION BALLOTS from DUPLICATE BALLOTS.
4. DUPLICATE BALLOT stamp.
5. Exception Ballot storage container.
6. Other supplies as required by specific county procedures.