MAIL BALLOT PROCESSING OVERVIEW

MANUAL PROCESSING TABLE

RETURN ENVELOPE OPENING

At Station 1, a team:
- Verifies that envelopes are signed by the voter and timestamped by staff
- Opens the return envelope

- The team may open ballot sets by machine, bringing them to the table for visual confirmation
- Moves the return envelope to Station 2

NAME CHECK & STUB VERIFICATION

At Station 2, a bipartisan team:
- Reads the name on the envelope
- Marks it as returned on the QVF list
- Extracts the secrecy sleeve

- Verifies the stub number against the QVF list, then removes the stub
- Stacks empty return envelopes for storage
- Moves sleeves with ballots to Station 3

EXTRACTION & INSPECTION

At Station 3, a team:
- Extracts voted ballots from secrecy sleeves
- Inspects them for machine-readability
  - » Unreadable ballots are set aside for duplication

- Flattens them for scanning
- Stacks secrecy sleeves aside for storage
- Places ballots in a tray to move to scanning

SCANNING

At Station 4, a bipartisan team:
- Runs each batch of ballots through the scanner
- The scanner creates an image of each ballot and records voter choices
  - » Ballots that don't scan are set aside for duplication

- After scanning, the tabulation team records information in the reconciliation form
- The reconciliation shows how many ballots came in for this precinct, were challenged or otherwise unscannable, and were scanned

BALLOT DUPLICATION

At Station 4.1, a bipartisan team:
- Brings ballots flagged during inspection or rejected by the scanner
- Pulls a blank ballot of the same style
- Writes a tracking number on the original and the blank ballot

- Duplicates the selections from the original
- Reviews duplicated ballots to ensure voter choices are marked accurately
- Puts the ballot in its precinct batch to be scanned
- The original is placed unscanned in the Original Ballots envelope

ADJUDICATION

At Station 5, a bipartisan team:
- Examines images of ballots the scanner read as blank
- Looks for stray pen marks or voter choices indicated by a non-standard, unreadable mark

- In each contest where voter intent is certain, the team marks the candidate or option to be counted

BALLOT STORAGE

At Station 6:
- After scanning a batch, the team puts it in the Counted Ballots cage
- At the end of each day, the cage is sealed and the seal recorded

- If counting resumes, the team checks the seal against the seal form
- After all valid ballots have been tallied, the cage is sealed pending the audit or a judicial order for a recount

Post-election processing is open to partisan citizen observers, nonpartisan citizen observers international nonpartisan observers and academic research observers. Thank you for participating in the civic process by coming to observe election processing in person.