

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

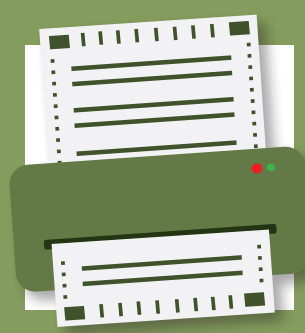


At Station 3, a team:

- 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

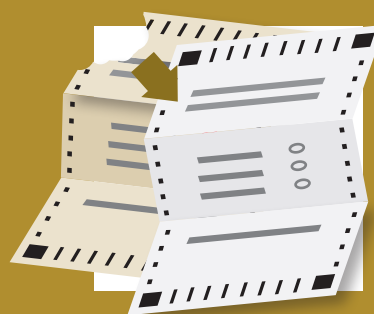


At Station 4, a bipartisan team:

- 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

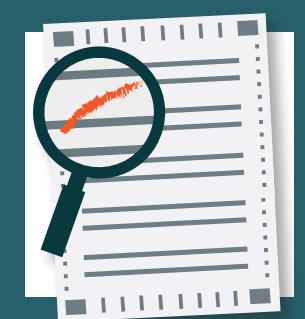


At Station 4.1, a bipartisan team:

- 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
- Academic research observers

Thank you for participating in the civic process by coming to observe election processing in person.