<u>DRAFT</u>
IMPORTANT TIPS FOR OBSERVING THE RECOUNT

"It is imperative that we comply with this:

We need to be the nicest, and most polite people in the room.

You don't touch anything. You don't do anything, but observe.

There will be requests / requirements of official paperwork of various sorts.

Some of it we will provide for you. Some of it we may require you to produce / sign.

This is a very formal process I don't know much about it yet.

Thanks for volunteering!"

~ Michael White

Note from 11/27/16: This document was prepared by Sally Castleman, Emily Levy, and Judy Alter to assist with the recount in the Kloppenburg/Prosser race in 2011. Only a draft copy would be found. We recommend this be used as a reference for preparing this year's guide. No attempt has been made to update this draft for the 2016 recount.

ALERT

Serious problems with the instructions for "Electronic Voting Equipment"

In the Wisconsin Government Accountability Board Recount Manual

On page 11 of the Recount Manual, the guideline #9, "Testing the Equipment," leaves out an essential process that must be done before any test is done on the equipment. And for the recount purposes, testing the machine with a test deck will not demonstrate if it accurately counted the votes during the elections because the test is conducted in "test mode." Because "test mode" and "election mode" are not identical, testing performed in "test mode" does not in any way ensure proper performance of the equipment in the real election or a recount. Testing the machine for recount purposes may only be necessary if the process described below shows problems, and even then the results on the machines may remain totally unverifiable.

The essential process required for recounting votes on each electronic voting machine used in the election is as follows:

1. With the memory card inside the machine, print out a duplicate tally tape and compare it to the one printed out on election night. The two must match.
2. Remove the memory card and print out a second tally tape generated from the backup memory inside the machine. <mark>(The technical name for the "back up memory" may vary with machine vendor.)</mark> This tally tape must match the first tape generated from the memory card.
3. Insert the memory card into the computer used to tabulate the vote totals for each machine and again print out the tally tape from that memory card from the tabulator computer. These three tally tapes must match.
4. The number of total ballots cast must match the number of signatures in the roster book if the machine was the only method of voting. If it was a supplemental method of voting, the number of total ballots cast shows on the computer screen at the end of the election before it is turned off. The technical experts must be able to recover that number on the screen as part of the recount. It must match the number of total ballots cast on the tally tape.

There is a problem with #8, Examining the voting machine, in that section on page 11. The seal for the memory card on each electronic machine will have been removed because the memory card had to be used to tabulate those votes on it. Checking that the seal is the same one placed on the place for the memory card before the election is possible if it is put back. But this will not show if the machine was tampered with since it had to be removed for tabulating the votes.

If the touch screen voting machines used in Wisconsin have a voter verified paper audit trail, (VVPAT), then the judicial race in question must be counted in the same manner as paper ballots on **all** of those paper tapes. Again, these totals must match the printed out tally tapes described above in 1-4.

The recount manual section Optical Scan Voting Equipment Specifics on page 11, #10 "Programming," presents very serious problems and must be reconsidered. For the recount purposes, any reprogramming done to count only one race risks the integrity of the recount. The technicians reprogramming the machines could change the program and citizens and election officials would not know that has occurred. **No reprogramming should be allowed**. Only a full hand recount of the ballots will reveal if these scanners actually counted the votes accurately. Since the recount canvas board members examine each ballot, for this one race, they should simply count them by hand. If the canvas board members do not hand count, then the observers should all count them as they observe as a double-check on the electronic optical scanners. But, to reiterate, no reprogramming must be allowed. The manual uses the word "may" in the first sentence; thus it is not required and should not happen.

IMPORTANT TIPS FOR OBSERVING THE RECOUNT

The quality and reliability of Wisconsin's pre-election security and testing practices is unknown. Wisconsin has one of the most decentralized elections administration systems in the nation. Each of 1,851 municipalities and 72 counties in Wisconsin independently manages its own elections-systems security, though few election clerks have professional-grade IT security expertise. Many do their own pre-election programming. In many counties, physical possession of vote-tabulating software changes hands several times each election cycle—county clerk to municipal clerk to chief inspector and back again.

Despite these risks, neither the Wisconsin Elections Commission nor any independent authority with IT-security expertise approves, inspects, or oversees the security practices used by Wisconsin's county and municipal elections officials, so none can attest based on direct knowledge or observation to the quality or efficacy of those practices.

Supplies to bring with you:

Notebook, clipboard (optional), pencils, pens, a calculator, a magnifying glass, and either binoculars or glasses for reading at distances, digital camera, digital video camera if possible, extra batteries. Bring copies of the certified election numbers for the wards where you will be observing if these are available to you.

General instructions:

Be alert and watchful at all times. Pay attention and record who is counting or is dealing with the machines.

Pay attention to the processes being used with an eye toward security.

Observe all the rules of non-interference and be polite at all times.

However, it is essential that you <u>be assertive when necessary</u>.

It is your right to be there and to see and ask for what you need in order to fulfill your role in a meaningful way.

Do not let peer pressure or the attitudes of officials or others intimidate you.

Even problems that seem to affect only a small number of votes can be crucial if they are repeated throughout the state, so take all irregularities very seriously.

Take photos and/or video any problems that you want to document. Wisconsin law allows cameras in the polling sites if they do not interfere, and there is no prohibition of having them at a recount.

If an official says something you want recorded, ask them to repeat it, and record it on video.

Make sure that you are positioned where you can easily see everything you need to see. You must be able to observe up close enough that you can verify the votes, the numbers on the seals, and the machine readouts.

While you may be tempted to trust what you are told, do not rely on the word of others, including election officials. <u>Everything</u> must be observable.

One election official is supposed to be taking notes of the session. Take your own notes when there is something that you want to be certain is included in the official record.

You are allowed to object to anything in the *process*, as well as the actual votes declared on the ballots. This includes the composition of the board of canvassers (election officials present) participating, the procedures being followed, specific ballots, the recount itself, and any other issues presented to the canvassing board during the recount. This means you must bring up anything you think is relevant. [Wis. Stat. §9.01(5) cited on page 6 of Election Recount Procedures (GAB Manual)]

All objections or questions should be included in the official minutes, taken by the canvassers.

If counting is occurring at more than one station or table, one observer should also watch the person who is recording the totals as brought from each table.

Observing the Recounting of Votes

Record all vote totals on the forms provided by the campaign, using a separate sheet for each ward counted.

How many candidate representatives can observe? Where can they stand and take notes. How do they file formal objections? Will a court reporter be present to record and document objections? A recount is an investigation similar to a police investigation, and the findings should be qualified as evidence for a prosecutor. Observers, officials, and recounters should be sworn in when testifying to election irregularities, errors, and fraud discovered during a recount.

How can the candidate's representatives observe the recount? Most importantly, can each recount table be videorecorded?

How are they hand counting? Are they using the stack and tally method? What accuracy checks do they use? Such as dual teams and a repeat count if tallies do not match between personnel teams.

Before the canvassers begin to count anything, have them identify the total number of ballots the ward received at the beginning of the election. These ballot packets have serial numbers on them or another identifying number on them.

During the election because the turnout was so large, some wards ran out of ballots and needed more. In these cases, they obtained additional ballots from their county headquarters, made copies by "Xeroxing" more, or asked voters to vote on their touch screen machines. If possible, get the numbers of ballots obtained from each source and the numbers of voters forced to vote by machine.

Ask to see the unused ballots, if there are any, and ask that they be counted in front of you. Record ALL numbers on the form provided.

Hand count

A. Before ballots are removed from their boxes or bags

Ballots should be in the original ballot bag or ballot container and the seal should be intact.

Verify that the box/bag has not been opened, re-sealed, tampered with in any way. Call anything you think is suspect to the attention of the officials (canvassing board participants). Also include such things in your notes. Insist that those bags or boxes be put aside or counted separately. Take photos of anything such as bags or boxes and their seals with serial numbers that you think need documenting and that you think will be important for others to see.

Examine numbers on "tamper-proof" seals and make sure they match the serial number on the Ballot Container Certification and the Inspector's Statement.

Make sure that the contents of each box or bag includes:

- All ballots to be recounted, contained in the original ballot bag or ballot container, (EB-101);
- All paper records from direct record electronic (DRE) voting devices (if applicable);
- All logs of seals for electronic voting machines and tabulators (if applicable);
- Both copies of the original poll lists, including any supplemental voter lists;
- The rejected absentee ballots, (contained in the brown carrier envelope, EB-102);
- The used absentee ballot certificate-affidavit envelopes, (contained in white carrier envelope, EB-103);
- The original Inspectors' Statement, (EB-104);
- The original tally sheets, (EB-105), including the vote printouts generated by electronic voting and tabulating devices (if applicable);
- The original canvass report of the election results, (EB-106);

- Any provisional ballot documentation, (EB-108 & EB-123);
- The test deck for any electronic voting equipment (if applicable);
- A copy of any informational memoranda relating to the election and the recount prepared by the Government Accountability Board and sent to county and municipal clerks; and
- The list of absentee ballot applications prepared by each municipal clerk pursuant to Wis. Stat. § 6.89, and all written absentee ballot application forms filed pursuant to Wis. Stat. §6.86(1)(a).

Observers should know that the Government Accountability Board (GAB) manual of recount procedures states that if these materials are not on hand when the recount begins, the GAB recommends that the canvassers immediately obtain these materials before proceeding. In the event that the officials have the required materials for some, but not all the wards to be recounted when the recount begins, they may begin the recount with those wards for which they have the required materials while the missing materials are being obtained.

B. Reconciliation process

Watch the reconciliation process closely, making sure the number of every kind of ballot in the bag equals the numbers recorded.

Separate reconciliations will be performed for regular Election Day ballots, absentee ballots, provisional ballots, late arriving military ballots, and any ballots that have been "set aside." Observe the review process and the counting carefully and record totals on forms provided by the campaign.

Count the signatures on the poll lists (if applicable) or the number of voters whose names are crossed off these lists to get the total number of voters. Keep a running list of these numbers; totals by page, etc., Record on your form the totals provided to you by the canvassers *and* your own totals. Always double-check your addition.

Have the officials count the number of unused ballots so you can observe the count. Record the number of unused ballots on your form.

If the total number of voters and the total number of ballots do not match, observe closely the reconciliation of the ballots and voters when the canvassers check for blank ballots and then check for the signatures on the backs of the ballots. Ask to examine the initials closely for differences in ink or the handwriting of the initials, etc, before the process of having ballots "randomly removed from the pile of ballots."

Absentee Ballots

- While the canvassers are being counted, do your own count (or one of the two of you count and the other observe the official counting) the number of Absentee voters on the poll lists. Also the count of the Absentee ballot envelopes. Double-check your addition.

- Look at Absentee ballots and note the ones that were not counted and the reasons for rejection. Challenge any rejections that seem unjust to you. Take notes.

- Observe when the canvassers review the rejected Absentee ballots and envelopes and take note of any changes in rejected status.

- Ask to have the written absentee ballot application forms observed next to the

- Observe the effort to separate "probable Absentee ballots" from the regular election day ballots. Record number of these ballots and number of absentee ballot envelopes, noting whether or not these two numbers match. Observe and record any change in the original totals.

Provisional Ballots

- Observe and write down how many provisional ballots were counted and how many were not. See what reasons were given. Challenge anything you think is not correct.
- Observe process for impartiality.

Late-Arriving Military Ballots

- Observe the number of late arriving military ballots that were included in the final total for the election. The cutoff date will be the issue and you must be able to see the dates on the envelopes. Make sure the dates are all ==within the== ==allowed time frame.==

Duplicate Ballots

- A poll worker makes Duplicate Ballots on Election Day if a ballot got damaged such as torn or smudged. The original ballots are retained and the two are stored together.
- During the Recount, these pairs should be compared. Observe carefully to see that the duplicate was remade properly – i.e., that it matches the original.

Set-Aside Ballots

- Ballots about which there is still disagreement or that are rejects are considered Set-Aside ballots.
- Observe the examination of the Set-Aside ballots." Be satisfied that they are legitimately Set-Asides.
- As with all the other types of ballots, take photos and write notes if you feel anything is necessary to document.

C. Actual counting

You cannot touch a ballot.

You must be able to see each ballot up close. You must be able to see the ==two== tally sheets where ==the two== officials are marking the votes.

As you view each ballot, look for unusual patterns and characteristics in individual ballots and groups of ballots. For example:

- Do some ballots seem to be printed on paper that is a different shade or different thickness? This is a time to use your magnifying glass. You cannot touch a ballot but you can request the ballot be placed on the table so you can examine it with your glass.

- Are there a lot with erasures, over-votes, whiteout, stickers over the arrows?

- Do ballots appear to have been sorted, so that many ballots for one candidate are together?

- Are the same type and color of writing implements used on all ballots?

- Is there any indication that original marks on the ballot have been obscured?

- Note: If you find any reason to question the authenticity of ballots, notify the campaign immediately.

- Also take photos of ballots in question. Question those ballots and ask that they be put aside.

You can ask to see the ballot for as long as necessary until you make your own assessment of the voter's intent. **If you do not agree with the vote announced by the official doing the declaring, challenge it.**

What you are looking for is VOTER INTENT. It is crucial that consistent decisions are made about how to count ballots where voter intent is not completely clear. If you observe inconsistencies in these decisions, object and make notes. If there are ballots you still question, take photos of them.

Be sure those ballots that all do not agree about are put aside and that they are looked at and counted by the proper person(s) in the proper manner.

The "proper manner" is a decision by the majority of the canvassers. The canvassers may consult with legal counsel or the GAB staff. Everything should be observable. If these consults are not done in front of you, insist that you be allowed to watch and listen.

Optical Scan Machine Count

The recount manual section <u>Optical Scan Voting Equipment Specifics</u> on page 11, #10 "<u>Programming</u>," presents very serious problems and must be reconsidered. For the recount purposes, any reprogramming done to count only one race risks the integrity of the recount. The technicians reprogramming the machines could change the program and citizens and election officials would not know that has occurred. **No reprogramming should be allowed**. Only a full hand recount of the ballots will reveal if these scanners actually counted the votes accurately. Since the recount canvas board members examine each ballot, for this one race, they should simply count them by hand. If the canvas board members do not hand count, then the observers should all count them as they observe as a double-check on the electronic optical scanners. But, to reiterate, no reprogramming must be allowed. The manual uses the word "may" in the first sentence; thus it is not required and should not happen.

<mark>Make sure that you can SEE the numbers on the machines so you can write down the totals the machine disiplays.</mark> Make sure the numbers are the same ones reported and recorded later.

Each ballot must be reviewed by the canvassers and should also be inspected by you. If at all possible, observers should create their own tally of the vote counts during this inspection process and compare it with the machine count. <mark>(Ideally there will be two of you from the campaign and one of you can concentrate on this counting.)</mark> Your count would not be considered official but could be helpful evidence to be used later. If there is not time to tally on your own and make the observations below, it is more important to observe the list below.

- When inspecting ballots, look for unusual patterns and characteristics in individual ballots and groups of ballots. For example:
- Do some ballots seem to be printed on paper that is a different shade or different thickness? This is a time to use your magnifying glass. You cannot touch a ballot but you can request the ballot be placed on the table so you can examine it with your glass.
- Are there ballots with erasures, over-votes, white out, stickers over the arrows?
- Do ballots appear to have been sorted, so that many ballots for one candidate are together?
- Are the same type and color of writing implements used on all ballots?
- Is there any indication that original marks on the ballot have been obscured?
- Note: If you find any reason to question the authenticity of ballots, notify the campaign immediately.
- Make sure the totals from any ballots counted manually rather than being fed into optical scanner for counting are added to the machine counts before the results are reported.
- Make sure no ballots are fed through a machine more than once.
- Also take photos. Question those ballots and ask that they be put aside.
- <mark>You must be able to SEE the numbers on the machines? Record on your form the totals the machine displays. Make sure the numbers are the same ones reported and recorded later.</mark>
- <mark>**DRE (Direct Record Electronic) Count (Touch screen machines)**</mark>
- <mark>NO TESTS MUST BE DONE ON THESE MACHINES BEFORE THEY ARE USED FOR "RECOUNTING." If an official tries to run a test on the machine, object and make note of it. Get them to repeat their answer so you can record it.</mark>

Below is the process that should be followed for recounting votes on each electronic voting machine used in the election. Observe closely and make sure to record all totals on your form.

1. With the memory card inside the machine, print out a duplicate tally tape and compare it to the one printed out on election night. The two must match.
2. Remove the memory card and print out a second tally tape generated from the backup memory inside the machine. <mark>(The technical name for the "back up memory" may vary with machine vendor.)</mark> This tally tape must match the first <mark>two tapes</mark> generated from the memory card. Make note and be sure the official note-taker also makes not if they do not match. Also photograph the tapes side by side.
3. Insert the memory card into the computer used to tabulate the vote totals for each machine and again print out the tally tape from that memory card from the tabulator computer. These three tally tapes must match.
4. If the machine was the only method of voting, the number of total ballots cast must match the number of signatures in the roster book. If it was a supplemental method of voting, the number of total ballots cast must match the number of total ballots cast and all tabulated votes on the three tally tapes.

Verify that the number of votes cast on the DRE machine matches the number of voters who voted, as recorded in poll book (or arrived at during reconciliation at start of this process.)

If a "Voter Verified Paper Audit Trail" (VVPAT) has been produced by the machine, the votes on this paper record must be counted by hand in the same manner as steps 1- 4 above under <u>Optical Scan Machine Count</u> and compared to the electronic count. In addition:

Check the VVPAT from the beginning of the election to ensure that the number of votes on the machine is zero at the time voting began.

Verify that each VVPAT roll has been signed by inspectors and that the signatures seem to match inspector's signatures on other document. Check that the totals form the human count of the votes on the VVPAT, the total recorded on the VVAPT, and the total reported on the DRE screen all match.

At conclusion of counting

The election officials prepare a new complete canvass (tally) sheet for the entire polling place, all styles of voting.

It is essential that each total (<u>hand count</u> including absentee, provisional, etc, <u>optical scan machine</u> and <u>DRE</u>) be verified and then the aggregated totals be verified. *Write down the totals on your form and take them with you.*

Ask to see the notes that the officials have been taking. Be sure everything you believe should be in the notes is included.

If there are things in the notes that you think are incorrect or incomplete, ask them to add your objections to the notes, and see that they do. If they refuse, notify the campaign.

Afterwards, report all such issues to _____ _

<mark>Unused ballots counted? PART OF WHAT I PUT FIRST TO CHECK BALLOTS USED AND UNUSED</mark>

<mark>What is the system for spoiled ballots? THESE ARE THE SET ASIDE BALLOTS I THINK.</mark>

<mark>Is there tracking of the number of ballots they started with? SHOULD BE ON THE POLL BOOK, PERHAPS.</mark>

Wisconsin Recount Election Observer Record

Your Name _____ Date(s)_____

County_____

Your Contact info: Cell phone: _____ Other phone: _____

Email:
_____

Names of other members of your observing team_____

Ward Numbers _____**Note: Use a separate totals sheet for each ward.**

Supervisor of Count:_____Title_____

In your notes, please write down the names, titles, roles and affiliations of other staff members and observers if available.

Voting system(s) used in this location (check all that apply):

__ Paper ballots, hand counted

Optical scan:

__ AccuVote-ES 2000 __ Accuvote-OS 196.6   __ AVC Advantage   __ DS 200

__ Eagle w/ modem __ Eagle w/o modem   __ M100 __ Optech 3P

__ Optech Insight __150 Central Count   __

Other (specify) _____

Direct Record Electronic (DRE) (touchscreen)

__ AVC Edge II

Accessibility equipment:

__ AutoMark __ Vote Pad __ AVC Edge II __ AccuVote TSX __ Populex

Method(s) of recount being used in this location:

_____

_____

Totals Sheet

Note: Use a separate sheet for each ward.

Name _____ Date _____ County _____ Ward # _____

Ballot Type	Certified Totals (enter these totals before recount)				Recount Totals				Observers' Totals*			
			WriteIn	Spoiled			WriteIn	Spoiled			WriteIn	Spoiled
Regular												
Absentee												
Military												
Provisional												
Set Aside	N/A	N/A	N/A		N/A	N/A	N/A					
Other ballots counted separately (specify reason)												
CANDIDATE TOTALS												
TOTAL BALLOTS*												

*Note: If you are not able to count votes and create your own totals, leave these numbers blank. DO NOT fill in with numbers from "Recount Totals" column unless you are in absolute agreement with these numbers.

** Add the totals for each candidate and number of spoiled ballots from row above. Total should equal total number of voters.

Reconciliation Form
Note: Use a separate form for each ward.

Name _____ **Date** _____ **County** _____ **Ward #** _____

Note: If you are not able create totals from your own observations, leave "observer totals" numbers blank. DO NOT fill in with numbers from "Recount Totals" column unless you are in absolute agreement with these numbers.

Reconciliation of Poll Lists

		Original Canvass	Recount	Observers' Totals (if different)
A1	Voters registered before election day			
A2	Voters registered on election day			
A3	Total registered voters (A1+A2)			
A4	Total number of voter signatures in poll book			
A5	Total number of absentee voters who voted			
A6	Total number of military voters who voted			
A7	Total number of voters who voted (A4 + A5 + A6)			
A8	Does the number in line A4 match the number in line A7?	__ Yes __ No (Explain)	__ Yes __ No (Explain)	__ Yes __ No (Explain)

Reconciliation of Absentee Ballots and Materials

		Original Canvass	Recount	Observers' Totals (if different)
B1	Absentee ballots received			
B2	Absentee ballot envelopes			
B3	Does the number in line B1 match the number in line B2?	__ Yes __ No (Explain)	__ Yes __ No (Explain)	__ Yes __ No (Explain)
B4	Rejected absentee ballots			
B5	Defective absentee ballot envelopes			

Name _____ Date _____ County _____ Ward # _____

Ballot Reconciliation

		Original Canvass	Recount	Observers' Totals (if different)
D1	Number of paper ballots officially printed			
D2	Number of additional ballots printed or photocopied (specify which)			
D3	Total number of ballots available (add lines D1 + D2)			
D4	Number of voted ballots			
D5	Number of spoiled ballots			
D6	Number of unused ballots (must be counted, not arrived at via subtraction)			
D7	Number of paper ballots accounted for (D4 + D5 + D6)			
D8	Does the number in line D3 match the number in line D7? (If not, make sure discrepancy is noted in official minutes.)	__ Yes __ No (Explain)	__ Yes __ No (Explain)	__ Yes __ No (Explain)

Reconciliation of Totals by Voting Method

		Original Canvass	Recount	Observers' Totals (if different)
E1	Votes cast on paper			
E2	Votes cast on DRE			
E3	Voters unable to cast vote (if available)			
E4	Total votes cast (E1 + E2 + E3)			
E5	Does the number in line E4 match the number in line A4?	__ Yes __ No (Explain)	__ Yes __ No (Explain)	__ Yes __ No (Explain)

Name _____ **Date** _____ **County** _____ **Ward #** _____

Reconciliation of Votes Cast

	Vote Type	**Certified Totals** (enter these totals before recount)	**Recount Totals**	**Observers' Totals** (if different)
F1	Cast on DRE			
F2	Regular paper ballot			
F3	Probable absentee*			
F4	Military (late)			
F5	Provisional			
F6	Set Aside			
F7	Duplicated			
F8	Other ballots counted separately (specify reason)			
F9	TOTAL VOTES			
F10	Does the number in line F9 match the number in line A7?	__ Yes __ No (Explain)	__ Yes __ No (Explain)	__ Yes __ No (Explain)

*According to the GAB manual, **"**The number of probable absentee ballots should equal the number of properly completed certificate envelopes as determined by the board of canvassers above, the number of absentee ballots recorded on the registration list on election night, and the number of written applications.

Reconciliation Form
Note: Use a separate form for each ward.

Name _____ **Date** _____ **County** _____ **Ward #** _____

Note: If you are not able create totals from your own observations, leave "observer totals" numbers blank. DO NOT fill in with numbers from "Recount Totals" column unless you are in absolute agreement with these numbers.

Reconciliation of Poll Lists

		Original Canvass	Recount	Observers' Totals (if different)
A1	Voters registered before election day			
A2	Voters registered on election day			
A3	Total registered voters (A1+A2)			
A4	Total number of voter signatures in poll book			
A5	Total number of absentee voters who voted			
A6	Total number of military voters who voted			
A7	Total number of voters who voted (A4 + A5 + A6)			
A8	Does the number in line A4 match the number in line A7?	__ Yes __ No (Explain)	__ Yes __ No (Explain)	__ Yes __ No (Explain)

Reconciliation of Absentee Ballots and Materials

		Original Canvass	Recount	Observers' Totals (if different)
B1	Absentee ballots received			
B2	Absentee ballot envelopes			
B3	Does the number in line B1 match the number in line B2?	__ Yes __ No (Explain)	__ Yes __ No (Explain)	__ Yes __ No (Explain)
B4	Rejected absentee ballots			
B5	Defective absentee ballot envelopes			

Name _____ Date _____ County _____ Ward # _____

Ballot Reconciliation

		Original Canvass	Recount	Observers' Totals (if different)
D1	Number of paper ballots officially printed			
D2	Number of additional ballots printed or photocopied (specify which)			
D3	Total number of ballots available (add lines D1 + D2)			
D4	Number of voted ballots			
D5	Number of spoiled ballots			
D6	Number of unused ballots (must be counted, not arrived at via subtraction)			
D7	Number of paper ballots accounted for (D4 + D5 + D6)			
D8	Does the number in line D3 match the number in line D7? (If not, make sure discrepancy is noted in official minutes.)	__ Yes __ No (Explain)	__ Yes __ No (Explain)	__ Yes __ No (Explain)

Reconciliation of Totals by Voting Method

		Original Canvass	Recount	Observers' Totals (if different)
E1	Votes cast on paper			
E2	Votes cast on DRE			
E3	Voters unable to cast vote (if available)			
E4	Total votes cast (E1 + E2 + E3)			
E5	Does the number in line E4 match the number in line A4?	__ Yes __ No (Explain)	__ Yes __ No (Explain)	__ Yes __ No (Explain)

Name _____ Date _____ County _____ Ward # _____

Reconciliation of Votes Cast

	Vote Type	Certified Totals (enter these totals before recount)	Recount Totals	Observers' Totals (if different)
F1	Cast on DRE			
F2	Regular paper ballot			
F3	Probable absentee*			
F4	Military (late)			
F5	Provisional			
F6	Set Aside			
F7	Duplicated			
F8	Other ballots counted separately (specify reason)			
F9	TOTAL VOTES			
F10	Does the number in line F9 match the number in line A7?	__ Yes __ No (Explain)	__ Yes __ No (Explain)	__ Yes __ No (Explain)

*According to the GAB manual, **"The number of probable absentee ballots should equal the number of properly completed certificate envelopes as determined by the board of canvassers above, the number of absentee ballots recorded on the registration list on election night, and the number of written applications.