

Step-by-Step Procedures

At any time a Board Member cannot determine the voter's intent on a particular ballot, the entire Board will meet to review the ballot and vote to determine the voter's intent, if at all possible.

1. Board member will unseal box of ballots (Absentee, provisional, transfer or curbside)
2. The sorting of the ballots will then begin.
3. First sort will be 2 stacks – Stack # 1 and Stack #2.
4. The 2 candidates in the runoff will be referred to as Candidate A and Candidate B in these instructions.
5. As each ballot is reviewed by a Board Member, the Member will state whether there is a vote in 1st & 2nd Top Choices for Candidate A or Candidate B and place the ballot in Stack #1.
6. If the ballot does not contain a vote in 1st & 2nd Top Choices for Candidate A or Candidate B, the ballot is placed in Stack #2.
7. Once all the ballots have been sorted, the hand count of 3rd Choice Column in Stack #2 will begin.
8. While the Board Member begins to review 3rd Choice Column, a separate “official” will verify that the sort of 1st & 2nd Top Choices ballots is correct.
9. The Board Member will review 3rd Choice Column on each ballot in Stack #2 and state if there is a vote for Candidate A or Candidate B. If so, the vote will be tallied. The ballot will be turned over to signify that the ballot has now been tallied and placed in Stack #2A.
10. If there is no vote in 3rd Choice Column for Candidate A or Candidate B, the ballot will be placed in Stack #2B for 4th Choice Column ballots.
11. After all ballots have been tallied for 3rd Choice Column, the Board member will review 4th Choice Column on each of the remaining ballots in Stack # 2B and state if there is a vote for Candidate A or Candidate B. If so, the vote will be tallied. The ballot will be turned over to signify that the ballot has now been tallied and placed in Stack #2C.
12. If there is no vote in 4th Choice Column for Candidate A or Candidate B, the ballot will be placed in a separate Stack #2D for ballots with no Candidate A or B choices.
13. After all ballots have been tallied for 4th Choice Column, the Board member will review 5th Choice Column on each of the remaining ballots in Stack # 2C and state if there is a vote for Candidate A or Candidate B. If so, the vote will be tallied. The ballot will be turned over to signify that the ballot has now been tallied and placed in Stack #2D.
14. Once all votes have been tallied for Candidate A or Candidate B, the hand count totals will be added to the Official Result.
15. All ballots from the counted precinct will be returned to the original ballot box and sealed.