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Procedures for 1% Precinct Manual Tally (EC 15360) - Draft:

The purpose of the 1% Manual Tally is to verify the accuracy of the voting machine counts and vote tallies. Whereas most Canvass processes focus on the number of ballot cards, the 1% Manual Tally focuses on the number of votes. This procedure calls for counting the votes for each candidate and choice per contest for one percent of the total number of precincts in the election, and comparing the manual vote counts with the Insight counts (and RCV results, for contests that use ranked-choice voting).

In accordance with California Elections Code, the process begins with the random selection of about six precincts (corresponding to one percent of the total number of precincts in the election). Additional precinct/s will be selected should the first six precincts do not cover all of the contests in the Election. These additional precincts will be counted only for those contests or measures not covered in the first six precincts.

Generally, two or three teams of four are assembled for this procedure. Each team has two Recorders, one Caller and one Observer, all seated at the same table. The teams will be supervised by a lead who will have the Insight tapes (and RCV reports, if applicable) for each of the selected precincts. Each team will be assigned one precinct at a time and will be given tally sheets (see sample) to log their vote count. The teams shall proceed as follows:

- a. Collect all of the voted cards, including any cards with write-in votes, for the assigned precinct and count them.
- b. Confirm with the lead that the manual card count is the same as the Insight card count. If the counts match, move on to the next step. If not, resolve the discrepancy between the counts before proceeding.
- c. Beginning with the first contest, sort the cards by the voted candidate, making separate stacks for each candidate, as well as stacks for write-in votes, overvotes and undervotes for the contest.
- d. After the cards have been sorted, the Caller begins with the first stack, with votes marked for the first candidate listed for the contest. The Caller takes the first card in the stack, announces the precinct number, the contest and the name of the candidate who received the vote.
- e. Each Recorder will have a copy of the 1% Manual Tally sheet; one Recorder's sheet will be designated "Count 1" and the other will be designated "Count 2." The Recorders will indicate the contest title and list each candidate or measure/proposition option in a separate box; for each contest, they will also indicate "Overvotes" and "Undervotes" in separate boxes (and, for RCV contests, there will be an additional box for "Exhausted" ballots). For each vote that is announced, each Recorder enters a tick mark in the first available space next to the candidate's name on his or her tally sheet. Each Recorder will say, "Stop" when their tally sheet reflects that a candidate has achieved ten votes or a multiple of ten votes, so they can verify that their vote counts are identical. If, at any

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- time, the Recorders show different vote counts, the team will review the cards processed up to that point, until the discrepancy is resolved.
- f. The Observer, who sits close enough to the Caller to be able to read the ballot, will ensure that the Caller is correct. If there is any discrepancy, the Observer will call for a halt and correct the Caller. Once the correct reading is determined, the Caller and Observer will instruct the Recorders to either disregard the last call and/or make a correction, or to proceed with the next ballot card.
 - g. This process continues until each stack of ballot cards has been read and all votes (including write-ins), overvotes and undervotes for the contest have been recorded and tallied per candidate or measure/proposition.
 - h. The Recorders compare their totals. If the totals are the same, they call the lead to the table to confirm the count. If they are not the same, the team works together to resolve any discrepancies.
 - i. The lead compares the team's manual vote counts with the Insight vote counts for the contest in that precinct. If the counts match, the team proceeds to the next contest. Otherwise, a recount is ordered.
 - j. After each contest is completed and verified, the team will follow the same procedures for the remaining contests and measures/propositions on the ballot, until all votes for the precinct have been processed.
 - k. Upon completion of each precinct, each team member signs the 1% Manual Tally Sheet and gives it to the Canvass Manager.
 - l. The Canvass Manager collects and stores all the tally sheets as part of the official Canvass documents.

For a 1% **Manual Tally of a contest using Ranked-Choice Voting (RCV)**, a series of similar set of steps as the above is followed, starting with the second-choice votes (the reason for starting with the second choice then third and finally the first choice is that once we finish the first choice, the ballots are already sorted and ready for algorithm of elimination and transfer of voted)

Prior to the start we would get a report generated off our voting system that prints the results by precinct including the RCV contest's three choices and another report of the RCV results (round by round) also for that precinct only.

We will compare the results for each precinct ballots and for each vote by mail precinct ballots. These two will be manually tallied separately.

Using the same team of four, the team will work on a precinct. They will tally each contest for all three choices before moving on to the next RCV contest.

1. Sort the cards by the voted *second*-choice candidate, making separate stacks for each candidate, as well as overvotes and undervotes for the second-choice. Also check each first choice, as any duplicated choices or choices following an overvote are to be counted as undervotes. (By this

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- time, any RCV write-ins will have been processed. If any write-ins other than overvotes are encountered for the contest, refer to the lead person.)
2. After the cards have been sorted, the four-person team follows Steps d. through i. above (manual tally procedure for non-RCV contest), indicating that the tally sheets are for the second choice for the RCV contest.
 3. Once the second-choice manual total matches the second-choice total on the RCV report, sort the cards by voted *third* choices, checking first and second choices for duplication or overvotes.
 4. Repeat the process above, indicating that the tally sheets are for the third choice.
 5. Once the third-choice manual total matches the third-choice total on the RCV report, sort the cards by voted *first* choices.
 6. Again, repeat the process, indicating that the tally sheets are for the first choice.
 7. Once the first-choice manual total matches the first-choice total on the RCV report, the team will determine whether any candidate has achieved a majority of first-choice votes (50% + 1 vote) in the precinct. (This determination is based on true first-choice data only, before any advancement.)
 - i. If a candidate has achieved a majority, the process is complete for that RCV contest.
 - ii. If there is no majority, the team will duplicate the automated processes performed by the RCV algorithm, in accordance with the City Charter (Sec. 13.102).
 8. First, the Recorders will make slash marks on their tally sheets beside the total number of first choice votes that each candidate received. They will also place a piece of cardboard or other divider on the top of each stack of sorted ballot cards. The slash marks and dividers will facilitate the resolution of any discrepancies that may arise during each pass. Each Recorder will add an “Exhausted” box to their tally sheets.
 9. They will then examine any ballot cards that do not have a valid first choice for the contest (i.e., cards in the “Overvote” and “Undervote” stacks), and transfer them according to the rules below. The Caller will read the name of the candidate or stack to which the card is to be transferred; the Observer will verify that the transfer instruction is correct. Each Recorder will then tick off a mark on the appropriate candidate’s line or on the “Exhausted” vote tally. The Caller will place the card in the appropriate stack, with the Observer monitoring the transfer, as follows:
 - i. Any ballot cards with an overvote for the first choice will be deemed “Exhausted” and placed in a separate stack.
 - ii. Any ballot cards with an undervote on the first choice and no other choices marked will also be deemed “Exhausted” and placed in that stack.
 - iii. For any cards with a subsequent choice, the voter’s vote will be transferred to that voter’s next ranked choice, the tally sheet mark for

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that choice, and the ballot card will be placed in the appropriate candidate's stack.

10. Once all of the cards with no valid first choice for the contest have been transferred, the team, with the lead's assistance, will compare their new tally sheet figures to the RCV algorithm report "First Pass" figures for the precinct (provided by the voting system vendor).
 - i. If the totals do not match, the team and lead person will work together to resolve the discrepancy.
 - ii. If the totals match, the team will determine whether any candidate has achieved a majority of the votes. If so, the process is complete for that contest. If not, the team will begin eliminating candidates and redistributing votes, in accordance with the City Charter.
11. The team will move the cardboard dividers to the top of each candidate stack, add a divider for the "Exhausted" stack, and make slash marks on the tally sheets indicating total votes for each candidate and exhausted ballots after the first pass.
12. Beginning with the stack for the candidate with the lowest number votes after the first pass, the Caller and Observer examine each card for a subsequent valid choice for a continuing candidate and transfer the card to the appropriate candidate's stack. If there are no more valid choices for a continuing candidate, they transfer the card to the "Exhausted" stack. The Recorders will tick off the votes on their tally sheets as above.

NOTE: If applicable under the Charter's terms for simultaneous elimination, [Sec. 13.102 (e)] proceed with the stack(s) for any other candidate(s) to be eliminated in this pass. Once all eliminations for this pass are complete, both Recorders compare their new totals for each candidate or stack and resolve any discrepancies. When the Recorders' totals match, the team, with the lead person, will compare their figures to the "Second Pass" figures for the precinct.

 - i. If the totals do not match, the team and lead will work together to resolve the discrepancy.
 - ii. If the totals match, the team will determine whether any candidate has achieved a majority of the votes. If so, the process is complete for that contest. If not, the team will continue eliminating candidates and redistributing votes until a majority has been achieved for the precinct.
13. After each RCV contest is completed and verified, the team will follow the same procedures (steps 1 to 12) for any remaining RCV contests on the ballot.
14. Upon completion of each precinct, each team member signs the 1% Manual Tally Sheet and gives it to the Canvass Manager.
15. The Canvass Manager collects and stores all the tally sheets as part of the official Canvass documents.