

Recount Procedures

Prepare and Organize. Conduct every election as if it will be recounted. Public Perception is vital in conducting a recount. Providing information and forms in an organized manner strengthens the perception of the overall integrity of the process. Prepare a Recount packet with checklist to be used in the event of a recount. Have all forms, code sections and contact information organized to insure that all information given to individuals is provided in a consistent format. This will save time and allow the focus of a recount to be on election specific details.

Forms and Instructions for Auditors

- Printed copy of all code sections that pertain to recounts.
- Recount timeline.
- Bond Requirements worksheet that includes blanks to fill in to formulate if a bond is required. Categorize the requirements by office, who to file the bond with and the amount of bond required.
- Request for Recount of Election for an Office.
- Petition for Recount of Public Measure.
- Notification form for Chief State Election Official.
- Request form for administrative recount.
- Recount Ballot Tracking Chart.

Contact information for:

(after hours contact info. should be included too)

- | | |
|---|---|
| <input type="checkbox"/> Recount requestor | <input type="checkbox"/> Apparent winner |
| <input type="checkbox"/> Recount Designees | <input type="checkbox"/> Secretary of State |
| <input type="checkbox"/> Board of Supervisors | <input type="checkbox"/> Chief Judge -Judicial Court. |
| <input type="checkbox"/> Media - all outlets | <input type="checkbox"/> Legal Counsel |
| <input type="checkbox"/> Courthouse Security | <input type="checkbox"/> Equipment Vendor |

Supplies.

- | | |
|--------------------------------|--------------------------------|
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Forms and Instructions for Recount Boards.

Instructions:

- List of duties for both recount board and administrative staff.
 - Schedule of events for recount board.
 - Ballot security guidelines.
 - Method of Recounting Ballots
 - State Law - with index to recount specific sections.
 - Manual vs. machine recount
 - Spoiled ballots v. disputed ballots
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- Oath for recount board.
 - Precinct ballot counting worksheet.
 - Manual recount tally sheet.
 - Machine recount report.
 - Report of Recount Board - Candidate Election.
 - Report of Recount Board - Public Measure Election.

Pre Election - Setup and Security. Follow all code required security procedures. An organized and thorough record of pre-election activities will crucial if required prove the integrity of election day activities.

- Keep paper trail of ballot preparation, paying special attention to preference choices that can affect equipment programming.
- Keep ballots secure. This should include a log of the disposition of every ballot issued as absentee, used in testing, spoiled, issued to polls. You may have to account for every piece of paper.

Pre Election - Setup and Security continued.

- Keep an audit log of equipment programming, including the retention of all nightly backups until after the deadline for recounts has passed. If a vendor performs your programming, keep a record of all programming choices and a communication log with everyone involved.

- Keep and audit log of all equipment testing.
 - If errors are found, record the occurrence and the action taken. This should include the names persons conducting testing and the dates/times of testing.
 - Keep all results reports generated during testing. Person performing testing should initial every report, including reports to be disposed of after election. Do not throw anything regarding testing away until destruction date of other election materials. Keep final zero tapes with public test information.

- Record equipment/precinct assignments including ballot transfer case identification and ballot box identification.

- Record all seal numbers used on ballot transfer cases and equipment access doors. Obtain the initials of the person applying the seal and the initials of person(s) removing the seal along with location and time of removal on record to be retained for the duration of retention period of other election materials. Keep in permanent tally list.

- Conduct the public test as published. Even if there are no observers, it is important to be able to show that you performed a formal and complete test of the system.

- Keep complete backup copy of the election programming, including the operating system software before voting starts and immediately after the election.

- Seal and secure.
 - Remind precinct workers to seal/secure and label ballots and supplies.

Post Election - Cleanup and Security

- Instruct office personnel of what needs to be sealed when returned from the polls and what needs to be secured in the counting/accumulating center.
 - Include instructions of how to secure items if they are returned unsealed and should have been. Also maintain a record of any such action.

- Make certain all ballot containers are sealed, labeled and accounted for.

Post Election - Cleanup and Security Continued

- Provide secure storage area for ballot containers and precinct records.
- Instruct equipment delivery/pick-up personnel to be observant for security concerns in the polls before the election and to report/return to you, any election related materials left behind in the polling place. Remind them to label anything they retrieve with precinct identification.

Recount Events - Notification Checklist.

- Schedule Recount. Establish complete calendar of events.
- Prepare and Publish Legal Notice. Follow Open Meetings Law guidelines while providing maximum flexibility to accommodate unknown time requirements.
- Schedule training/information session for staff.
 - Establish firm guidelines for release of ALL information.
 - To Media
 - Within staff
 - Clearly list individual staff and department duties.
 - Cover calendar of events thoroughly.
- Reserve facilities.
 - Notify.
 - Recount requestor
 - Recount Designees
 - Board of Supervisors
 - Legal Counsel
 - Administrative staff
 - Other Department Heads
 - Media - all outlets
 - Apparent winner
 - Secretary of State
 - Chief Judge -Judicial Court
 - Other interested parties
 - Courthouse security
 - _____
 - _____

Notification is critical to the public perception of recount proceedings.

Notification should extend well beyond code specified requirements.

- Including non-essential personnel will demonstrate the openness of the procedures, will communicate an accurate and consistent message and could foster inter-departmental assistance if needed.
- Specific effort should be made to contact all interested parties in a public measure election. There is also value in being able to state that these parties were requested to be present at the recount in the event that persons are unhappy with the outcome of a recount.

- Require name badges for all authorized personnel.
- Administer Oaths.
- Orally review with all present:
 - Rules of recount board, observers and staff.
 - Processes performed to date.
 - Procedures for recount.
- Open sealed containers only when recount board and observers are present.
- Keep all ballot access in full view.
- Separate recounted ballots by type: Candidate names; yes/no; undervotes; overvotes; disputed ballots, etc.
- Compare duplicated ballots with originals.
- Count and double count each stack by two different individuals and record results.
- Compare results to original.
- If manual count differs from the original results, you may want to have a different recount team validate the results.

Observers and Media

- Know and enforce limitation on number of observers.
- Check observers/media in and out. Keep a log.
- Provide easily identifiable name badges and require their use.
- Provide observer/media packet. Include:
 - Schedule of Events
 - Governing Laws, purposes and processes.
 - Copy of original results
 - Recount accounting worksheet
 - Contact information

Recount Results

- Determine how results will be released - as count progresses or at completion.
- Determine how many original copies of recount results are needed.
- Notify interested parties of the outcome of the recount and cross reference recount findings in all permanent records.** File a copy of Report of Recount Board in or with:
 - Apparent winner
 - Apparent loser
 - Secretary of State
 - Media
 - Budgeting authority for public measures. (ie: Dept. of Revenue or Finance Directors)
 - Board of Supervisor's minutes
 - Precinct tally lists
 - Canvass book
 - Election work folder
 - Voting Equipment vendor if recount demonstrated equipment problems

Miscellaneous:

- Lunch / Refreshments. Recount board may be required to remain on site.
- Building Needs -
 - Security
 - Parking
 - After hours environmental. ie: cooling/heating on timer
- List of additional administrative staff.