

## **Election Policies and Procedures**

### **3.15 Handcount procedures**

In the event of equipment malfunction that prevents election workers from scanning or adjudicating ballots, ballots will be handcounted using the following method:

#### **SORT AND STACK**

All work is done in teams of two. First, election workers will count the total number of ballots.

1. Sort voted paper ballots so they are all face up, in groups of 25, making crisscrossing stacks of 100 or 500 ballots
2. Count the total number of regular voted ballots
3. Record the total number of paper ballots on sheet provided by the Election Official

Then they will begin recording results for individual races:

1. Start with the first race on the ballot.
2. Sort the ballots into different stacks based on which candidate in the race received the vote. Make an additional stack for “No Vote Tallied” which is where ballots left blank, have an invalid mark, or have an overvote are placed. All ballots in the “no vote tallied” stack will be reviewed by an Election Official.
3. Once the ballots are sorted, each team member will count the number of ballots in the sorted stacks.
4. Record the total number in each stack on the sheet provided by the Election Official. The subtotal for each race must equal the total number of regular paper ballots voted.
5. Continue the process with the next race on the ballot, until all races have been completed.