

CITY & BOROUGH OF JUNEAU

Elections Policies & Procedures

SECTION 3.8 Processing Ballots

Effective Date: 8/26/2026

Pursuant to CBJ Code 29.07.005, these Election Policies and Rules of Procedure may not be amended within 40 days before an election through final certification of that election. These policies remain in effect until superseded by an updated version.

3.8 PROCESSING BALLOTS

A ballot goes through multiple stages of processing when it is returned to the Ballot Processing Center. In order they are:

1. Intake/Counting Envelopes
2. Scanning Envelopes
3. Signature Review
4. Pulling Envelopes for Cure
5. Slicing Envelopes
6. Opening Envelopes
7. Ballot Scanning

All work will be done in a substantially similar manner as outlined in the Election Policies and Procedures, 3.8a Ballot Processing Center Guide

After ballot scanning, the electronic ballot record then proceeds through separate election functions:

- **Adjudication** – Review of ballot markings or contests identified as requiring a determination under applicable law and CBJ election procedures. (See policy 3.17 Interpreting Voter Intent)
- **Tabulation** – Counting and recording votes from ballots approved for counting, including votes resulting from adjudication.

Election results are produced from the tabulated electronic ballot records only after all ballots have been adjudicated. Tabulation may not begin before 8:00 p.m. local time on Election Day, in accordance with AS 15.15.350.

Security

All ballot processing activities are conducted by a team of at least two election workers. Ballots and ballot envelopes that are not actively being processed are secured in one of four locked cages, based on their stage of processing.

The Ballot Processing Center is under constant video surveillance, with cameras covering all interior spaces, as well as entrances and exits. All election workers are required to log their entrance and exit times.

Access to the Ballot Processing Center is restricted to authorized election workers and registered observers. Other visitors are not permitted inside the processing area but may observe election workers through viewing windows and cameras from the lobby.