OFFICIAL CANVASS PROCEDURES

1% BALLOT MARKING DEVICE (BMD) MANUAL TALLY

The 1% Manual Tallying of Ballot Cards is done by a 3 person board consisting of 1 Reader and 2 Talliers.

Working as a team of three, the Reader will sit on one side of a table; the 2 Tally Clerks, on the opposite side of the table.

**READER**

The Reader receives the BMD Ballot Cards for one Batch (Box) and two Tally Sheets for the all contests in the batch to be tallied. The board will tally 1 contest on the BMD Ballot Card at a time beginning with any State offices. Once all the cards with single contest have been tallied, then continue down the same column to the next contest. After one column has been completed, then move on to the next column and contest and so on and so forth. Once the front of the card has been tallied, then move to the back of the card and start on the first contest and column. Repeat until all cards are tallied by contest front and back.

**STEP 1** Compare the contest title names on all of the Ballot Cards to the contest title names on the Tally Sheets. The contest names must agree. If they do not, **INFORM A SUPERVISOR**.

**EXHIBIT A:**

**MANUAL TALLY SHEET**
NOTE: For Primary Elections, separate the BMD Ballot Cards by party. Count the number of BMD Ballot Cards and record the total in the appropriate place on the Tally Sheets. Notify your Supervisor, if the hand count exceeds the computer count.

STEP 2 The Tally Sheets indicate the Contest Name and each Candidate or Measure to be counted. Be sure to note the number of marks allowed for each office (Vote for One, Vote for Two, etc.).

STEP 3 Read one voting position at a time. Wait for both talliers to respond before calling the next Contest name, candidate name, or measure position.

STEP 4 Before starting to tally, caller must set standards for the names to call and identify on the tally sheet. Do not read marked voting position number if it is outside the range of voting target position identified for that contest.

IMPORTANT

1. OVERVOTE

An Overvote is a ballot condition which arises when the voter marks more candidates than the number of candidates allowed to be elected for each office. In an office to which only one candidate can be nominated or elected, a second mark creates an Overvote condition. The result is that No vote for that office can be tallied.

EXHIBIT B:

In the case of Ballot Measures, a “Yes” vote and a “No” vote marked for the same measure creates the Overvote condition.
None of the marks shall be tallied for any Candidate or Ballot Measure when an Overvote occurs. The number of Overvotes shall be recorded for each office or ballot measure.

2. UNDERVOTE

An Undervote is a ballot condition that arises when the voter marks fewer voting positions than allowed for the candidates to be elected, or when the voter does not mark a voting position for or against a Ballot Measure.

A “No Selection” is called for each unvoted position when the voter is allowed to vote for more than one Candidate. (i.e. Vote for Two or more)

Tallying the number of Undervotes for a multi-choice contest in a manual recount will add significant time to the manual recount process; therefore, **undervotes should be tallied only as part of the machine tally process.**

3. NO VOTES /BLANK/NO SELECTIONS

A blank vote, also called a No Selection, is a ballot condition that arises when the voter does not mark/select a voting position for any Candidate or FOR or AGAINST a ballot measure.

**EXHIBIT C:**

A blank vote shall be identified as a “No Selection” on the tally sheet.
TALLY CLERKS

Each Tally Clerk receives a Tally Sheet.

EXHIBIT D:

The 2 Tally Clerks will record simultaneously on each Tally Sheet the contest and the candidate name or measure by the Reader.

NOTE: The Tally Sheets of both clerks MUST agree at all times. If they do not agree, CALL A SUPERVISOR.

STEP 1 The Tally Mark for each vote will be made in indelible pencil only in the appropriate square opposite the correctly marked position.

EXHIBIT E:

Tally 5 votes each square with 4 vertical lines and one diagonal line.

Begin with the first available square beside each candidate name or measure and continue until all votes cast for each has been tallied for that contest.
STEP 2 When all Ballot Cards have been tallied, draw a line with a red pencil from the last tally mark to the end of the line. An eighteen-inch ruler will be provided for you. Draw a line through all other unused squares for that contest or measure.

EXHIBIT F:

STEP 3 Do not write the total number of marks tallied for each position until the last set of ballots cast is completed. When all ballots for the Batch/Box are tallied, write the total number of marks for each position and indicate this total on the tally sheet.

EXHIBIT G:
STEP 4  After the tally for a contest is completed, all board members must print, sign, and date the bottom of both Tally Sheets as shown below:

EXHIBIT H:

NOTE: A tally sheet is considered incomplete and void unless signed by all board members.

SUPPLIES REQUIRED:
Red pencils
Blue pencils
Liners/Rulers
Tally Sheets
Calculators