



# COUNTY OF LOS ANGELES REGISTRAR-RECORDER/COUNTY CLERK ELECTION INFORMATION AND PREPARATION DIVISION

**REVISED**

## 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:**

#### **BALLOT MARKING DEVICE BALLOT**

#### **MANUAL TALLY SHEET**

MANUAL TALLY SHEET		ELECTION: 2008 Presidential General Election		Date: 1/14/08	Job#: 0018																		
SERIAL: 00001		TYPE: PCT	PARTY: Dem	MANUAL TALLY BALLOTS CAST: _____																			
State Measure 2																							
VOTE FOR 1	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100	TALLY VOTES		
YES																						MANUAL VOTES	
NO																						DIFFERENCE	
OVER VOTE																							
UNDER VOTE																							

TO BE COMPLETED BY TALLY BOARD:  
WE HEREBY CERTIFY THAT THE TOTAL NUMBER OF VOTES RECEIVED BY EACH CANDIDATE FOR EACH OFFICE,  
(OR THE TOTAL NUMBER OF VOTES CAST FOR AND AGAINST EACH MEASURE) IS THAT SHOWN ON THE FOREGOING TALLY SHEET.

CLERK \_\_\_\_\_ CLERK \_\_\_\_\_ DATE \_\_\_\_\_  
CLERK \_\_\_\_\_ CLERK \_\_\_\_\_

CONTEST NAME

SERIAL

Ballot Style 29200	Serial Number 12345	Precinct Number 9960066A	
PRESIDENTIAL PREFERENCE - DEM KEITH JUDD	AD	SUPERVISOR 5TH DISTRICT ARA JAMES NAJARIAN	TQ
MEMBER, PARTY COUNTY COMMITTEE, 41ST ASSEMBLY DISTRICT - 05M TRACY LEE TAYLOR	CN	STATE MEASURE 50 NO on Measure 50	TX
ZEPHYR W. TATE MANN	CP		
KAREN K. SUAREZ	CQ		
No Selection	Z		
No Selection	32		
No Selection	33		
No Selection	34		
UNITED STATES SENATOR GEORGE C. YANG	LV		
UNITED STATES SENATOR 1 No Selection	7X		
UNITED STATES REPRESENTATIVE, 27th District JACK ORSWELL	N9		
STATE SENATOR, 25th District PHILINTE' RIDDLE	Q7		
MEMBER OF THE STATE ASSEMBLY, 41st District ALAN S. REYNOLDS	R9		
JUDGE OF THE SUPERIOR COURT Office No. 11 JONATHAN ALEXAN MALEK	SU		
JUDGE OF THE SUPERIOR COURT Office No. 42 ALICIA MOLINA	SX		
JUDGE OF THE SUPERIOR COURT Office No. 60 STEVEN W. BAGHASSARIAN	T2		
JUDGE OF THE SUPERIOR COURT Office No. 84 AARON J. WEISSMAN	T6		
JUDGE OF THE SUPERIOR COURT Office No. 100 ERIC G. IBESI	T9		
JUDGE OF THE SUPERIOR COURT Office No. 158 KIM L. NGUYEN	TB		
JUDGE OF THE SUPERIOR COURT Office No. 165 TAMI L. WARREN	TG		
DISTRICT ATTORNEY JACKIE LACEY	TH		



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(Continued)

**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:**

Contest Name	Code
PRESIDENTIAL PREFERENCE - DEM	AD
KEITH JUDD	AD
MEMBER, PARTY COUNTY COMMITTEE, 41ST ASSEMBLY DISTRICT - DEM	CN
TRACY LEE TAYLOR	CN
ZEPHYR W. TATE MANN	CP
KAREN K. SUAREZ	CQ
No Selection	Z
No Selection	32
No Selection	33
No Selection	34
UNITED STATES SENATOR: GEORGE C. YANG	LW
UNITED STATES SENATOR 1	7K
No Selection	7K
UNITED STATES REPRESENTATIVE, 27th District	N9
JACK OSWELL	N9
STATE SENATOR, 25th District	Q7
PHILUNTE RIDDLE	Q7
MEMBER OF THE STATE ASSEMBLY, 41st District	R9
ALAN S. REYNOLDS	R9
JUDGE OF THE SUPERIOR COURT Office No. 11	SU
JONATHAN ALEXAN MALEK	SU
JUDGE OF THE SUPERIOR COURT Office No. 42	SX
ALICIA MOLINA	SX
JUDGE OF THE SUPERIOR COURT Office No. 60	T2
STEPAN W. BAGHDASSARIAN	T2
JUDGE OF THE SUPERIOR COURT Office No. 84	T6
AARON J. WEISSMAN	T6
JUDGE OF THE SUPERIOR COURT Office No. 120	T9
ERIC D. BRON	T9
JUDGE OF THE SUPERIOR COURT Office No. 158	TB
KIM L. NGUYEN	TB
JUDGE OF THE SUPERIOR COURT Office No. 165	TG
TAMI L. WARREN	TG
DISTRICT ATTORNEY	TH
JACKIE LACEY	TH

In the case of Ballot Measures, a "Yes" vote and a "No" vote marked for the same measure creates the Overvote condition.



# COUNTY OF LOS ANGELES REGISTRAR-RECORDER/COUNTY CLERK ELECTION INFORMATION AND PREPARATION DIVISION

## OFFICIAL CANVASS PROCEDURES

### 1% BALLOT MARKING DEVICE (BMD) MANUAL TALLY

(Continued)

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.



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## OFFICIAL CANVASS PROCEDURES

### 1% BALLOT MARKING DEVICE (BMD) MANUAL TALLY

(Continued)

#### 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.



**COUNTY OF LOS ANGELES  
REGISTRAR-RECORDER/COUNTY CLERK  
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**OFFICIAL CANVASS PROCEDURES  
1% BALLOT MARKING DEVICE (BMD) MANUAL TALLY**

(Continued)

**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:**

2020 STATE SENATE DIST 017		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
VOTE FOR 1																				
MARK DATE					S A M P L E															

**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:**

MANUAL TALLY SHEET		SERIAL	NET	TYPE	PCY	PARTY	NEGATIVE	MANUAL TALLY BALLOTS CAST	66	Page 1 of 6											
2020 STATE SENATE DIST 017											TALLY VOTES										
VOTE FOR 1		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
MIRA DAVIS					S A M P L E										13	MAN TLY VOTES					
SACINDRA DAVIS			S A M P L E										5	DIFFERENCE							
CINDY Y. HERRERON																					
CORRIN D. PRICE JR.										S A M P L E										43	
NACHEM HERRON			S A M P L E										1								
TO BE COMPLETED BY TALLY BOARD																					
WE HEREBY CERTIFY THAT THE TOTAL NUMBER OF VOTES RECEIVED BY EACH CANDIDATE FOR EACH OFFICE, OR THE TOTAL NUMBER OF VOTES CAST FOR AND AGAINST EACH MEASURE, IS THAT SHOWN ON THE FOLLOWING TALLY SHEET.																					
CLERK		CLERK		DATE	03-25-09																
CLERK		CLERK																			

  

TALLY VOTES
MAN TLY VOTES
DIFFERENCE
13
5
0
43
1



**COUNTY OF LOS ANGELES  
REGISTRAR-RECORDER/COUNTY CLERK  
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**OFFICIAL CANVASS PROCEDURES**

**1% BALLOT MARKING DEVICE (BMD) MANUAL TALLY**

(Continued)

**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:**

MARIANO TALLY SHEET		ELECTION: 2008 State Senate District Special Primary Election										DATE: 03/25/09										JUNE 2008										Page 1 of 6
		SERIAL: 007		TYPE: PCT		PARTY: Republican		MANUAL TALLY BALLOTS CAST: 66																								
MARIANO STATE SENATORIAL DISTRICT																						TALLY VOTES										
VOTES FOR: 1																						MAN TALLY VOTES										
MARIANO STATE SENATORIAL DISTRICT																						IMPERSONATIONS										
MARIANO STATE SENATORIAL DISTRICT		<b>SAMPLE</b>																				13										
MARIANO STATE SENATORIAL DISTRICT																						5										
MARIANO STATE SENATORIAL DISTRICT																						0										
MARIANO STATE SENATORIAL DISTRICT																						43										
MARIANO STATE SENATORIAL DISTRICT																						1										

TO BE COMPLETED BY TALLY BOARD:  
 WE HEREBY CERTIFY THAT THE TOTAL NUMBER OF VOTES RECEIVED BY EACH CANDIDATE FOR EACH OFFICE, (OR THE TOTAL NUMBER OF VOTES CAST FOR AND AGAINST EACH MEASURE) IS THAT SHOWN ON THE FOREGOING TALLY SHEET.

CLERK: *[Signature]* CLERK: *[Signature]* DATE: 03/25-09

**TO BE COMPLETED BY TALLY BOARD:**  
 WE HEREBY CERTIFY THAT THE TOTAL NUMBER OF VOTES RECEIVED BY EACH CANDIDATE FOR EACH OFFICE, (OR THE TOTAL NUMBER OF VOTES CAST FOR AND AGAINST EACH MEASURE) IS THAT SHOWN ON THE FOREGOING TALLY SHEET.

TO BE COMPLETED BY TALLY BOARD: 1

WE HEREBY CERTIFY THAT THE TOTAL NUMBER OF VOTES RECEIVED BY EACH CANDIDATE FOR EACH OFFICE, (OR THE TOTAL NUMBER OF VOTES CAST FOR AND AGAINST EACH MEASURE) IS THAT SHOWN ON THE FOREGOING TALLY SHEET.

CLERK: *[Signature]* CLERK: *[Signature]* DATE: 03/25-09

CLERK: *[Signature]* CLERK: *[Signature]*

**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