

*THE*  
***PUBLIC'S GUIDE***  
*TO THE*  
*LOS ANGELES COUNTY REGISTRAR-  
RECORDER/COUNTY CLERK'S*  
***ONE PERCENT***  
***MANUAL***  
***TALLY***  
***OPERATIONS***

1% MANUAL TALLY

This Guide is to provide the overall steps to conducting the One Percent Manual Tally according to the Elections Code Section 15360. The manual tally operation is made up of many separate functions that are performed by several distinct areas within the department to accurately report any differences between the manual tally and the machine count.

# Next steps....

## California State Law

**Elections Code Section 15360 (a)(2)(B):** *The manual tally shall be a public process, with the official conducting the election providing at least a five-day public notice of the time and place of the manual tally and of the time and place of the selection of the precincts, batches, or direct recording electronic voting machines subject to the public manual tally before conducting the selection and tally. (c) The elections official shall use either a random number generator or other method specified in regulations that shall be adopted by the Secretary of State to randomly choose the initial precincts, batches of vote by mail ballots, or direct recording electronic voting machines subject to the public manual tally. (d) The elections official shall not randomly choose the initial precincts or select an additional precinct for the manual tally until after the close of the polls on election day.*

### OVERVIEW AND PURPOSE

During the official canvass of every election in which a voting system is used, the official conducting the election shall conduct a public manual tally of the ballots tabulated by those devices, including vote by mail ballots.

The official conducting the election shall include a report on the results of the 1 percent manual tally in the certification of the official canvass of the vote. This report shall identify any discrepancies between the machine count and the manual tally and a description of how each of these discrepancies was resolved. In resolving a discrepancy involving a vote recorded by means of a punchcard voting system or by electronic or electromechanical vote tabulating devices, the voter verified paper audit trail shall govern if there is a discrepancy between it and the electronic record.

The Los Angeles County Registrar-Recorder/County Clerk's Voting System is an Optical Scan System that receives ballots by batch (approximately 1,000 ballot cards) from the Vote Center and not by precinct. The Ballot Marking Device (BMD) is a single card used at the Vote Center that prints the Voter's selections only and the Voting System reads the QR code with the Voter's Selections. The Vote by Mail (VBM) ballots are full-faced ballots that are typically multi-ballot cards with all of the contests and all of the selected and non-selected candidate names and measure options.

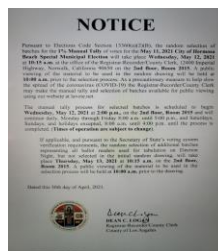
The elections official uses an independent system to verify that the cast vote records created by the voting system or ballots created independent from the tally or ballot marking system yield the same election results as those reported by the voting system.

# Next steps....

## NOTICE OF THE PUBLIC MANUAL TALLY AND RANDOM SELECTION

### *Posting of the Notice*

Announcements of the NOTICE are posted on the Registrar-Recorder/County Clerk Department building entrance doors and the department's website at [www.lavote.net](http://www.lavote.net). The notice announces the date, time, and location of the random selection and the date the manual tally process will begin, which includes set up and assignment of equipment and materials in addition to actual tallying of ballots.



### *Random Selection*

The Random Selection process is open to the public for observation and participation. The Election Information and Preparation Division staff provides the observers with a briefing on how the Random Selection process is conducted. It is important to note that it is encouraged for the observers to inspect the materials used for the Random Selection and participate in the drawing of tickets from the drum.

The Registrar-Recorder/County Clerk employs the method of using pre-printed tickets displaying the Batch Numbers to represent the number of Boxes of Ballots consisting of approximately up to 1,000 ballot cards per batch, and no longer by precincts. Precincts were the unit of measure used when the Voting System was InkaVote, but since the implementation of the Voting System for All People (VSAP) utilizing Vote Centers, where voters can vote at any location regardless of their precinct throughout the County, batches are used for the 1% manual tally. The batches of ballots may consist of many precincts in one box.

To ensure a transparent random selection, the tickets are placed inside a clear plastic drum, which is spun each time before each ticket is drawn. Each ticket number is called out by a Supervisor so that a staff member records the numbers and so that the Public can record the numbers. At the completion of the selection, the Order of Selection Report is generated, and copies are distributed to observers and election official staff as needed.



At the completion of the process, observers and/or election official staff are asked to sign labels that department staff will use to seal the box that contains the selected tickets and the non-selected tickets.

# Next steps....

## ORDER OF SELECTION REPORT

The Order of Selection (Batch Numbers) Report is distributed to the following:

### Tally Operations

**Tally Sheets:** Tally Operations generate the tally sheets with pre-printed contest names, candidate names, measure selections, and the batch number selected during the Random Selection.

**Election Results by Batch:** Tally Operations populate the Tally Audit Database with the election results by batch for comparison with the manual tally results.

**Ballot Retrieval:** Tally Operations provide the batches containing the ballot cards to the Manual Tally Board Supervisor(s).

### Manual Tally Board Supervisor(s)

**Set- Up of Tally Boards:** The Supervisors prepare the Tally Sheets (multiple sheets) by matching them to the batches that contain the ballots to ensure the correct Tally Sheet is paired with the correct batch.

**Distribute Work:** The Supervisor(s) distribute the tally sheets and batches to a Tally Board and record in the date they begin and end.

### Tally Audit Team

**Set-Up and Training:** The Supervisor conducts training of the Tally Audit Operators on how to populate the fields of the database once a Tally Sheet has been completed by the Tally Board and reviewed by the Tally Board Supervisor.

**Tally Audit Database(TAD):** The database contains the results of the machine count and fields that are blank in order to populate the results of the manual tally boards along with a column that will display the differences between the two. The TAD produces the summary report of the 1% results that are posted on the county's website.

**Review of the Results of the Manual Tally:** The Tally Audit Team will review each difference (if any exists) and conduct research as to the genesis of the difference. Differences could originate from the machine count, but the likeliest differences originate from the manual tally boards.

**Certification of the Official Canvass:** At the conclusion of the manual tally of votes cast, and as part of the certification, the Elections Official is required to provide a report of the manual tally results to the Secretary of State.

# Next steps....

## RECRUITMENT AND SELECTION OF STAFF

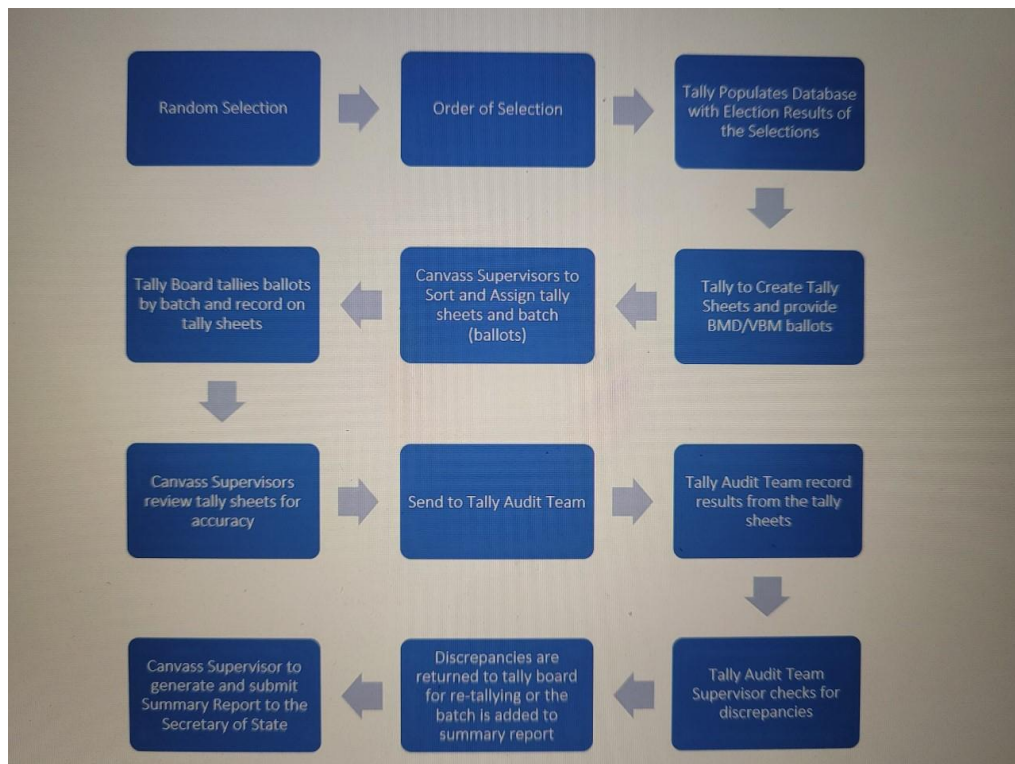
The recruitment of staff starts with assigning the Supervisors and Leads in each area with a batch of Vote by Mail ballots or Ballot Marking Device ballots.

Second, there is a recruitment of permanent employees within the Registrar-Recorder/County Clerk Department who have Manual Tallying experience.

Third, there is a recruitment of temporary personnel to complete the assigned Tallying Boards based on the volume of ballots expected for that specific election and the space available for the boards to manual tally.

Once the staff is selected, the Canvass Coordination Unit begins reserving conference room space, requesting the use of tables and chairs, and facilitates all the logistics of setting up workspace.

## MANUAL TALLY OF BALLOTS WORKFLOW



# Next steps....

## **The Process:**

The 1% Vote by Mail (VBM) Manual Tallying of Full-Faced Ballot Cards and the Ballot Marking Device (BMD) Ballot Cards are completed 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.

The Reader receives the Full-Faced Ballot Cards for Batch (Box) and two Tally Sheets for all of the contests in the batch to be tallied. The board will tally 1 contest on the Full-Faced Ballot Card at a time beginning with any State offices then continuing down the same column to the next contest. After one column has been complete 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.

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

When all Ballot Cards have been tallied a line will be drawn with a pencil from the last tally mark to the end of the line using a ruler. A line will be also drawn through all other unused squares for that contest or measure.

The total number of marks tallied will not be written for each position until the last set of ballots cast is completed. When all the ballots for the group are tallied, then the total number of marks for each position will written and the total will be indicated on each page of the tally sheet, if more than one was used.

After the tally for a contest is completed all board members must sign and date the bottom of all Tally Sheets.

The Tally Sheets are forwarded to the Supervisor/Supervisor Assistant for review before they are sent to the Tally Audit Team Operators to populate the Tally Audit Database to reveal if there were any differences.

The Tally Audit Database Application is used to report the randomly selected 1% manual tally of ballot votes cast. The Database semi-automatically captures election night results for each contest and executes calculations to support generating a report on the results of the manual tally that is required to be provided to the Secretary of State. The Database was systematically designed to enable the Canvass Staff the ability to add the 1% manual tally contest results.

Once the Tally Audit Team completes the process of populating all of the fields with the results of the manual tally, then the Supervisor reviews the report and identifies any contests with differences. For those contests that may have differences between the machine count and the manual tally, the Supervisor and staff may return the Tally Sheets to the Tally Board to resolve any differences. If the differences are resolved, then the manner of the resolution will be documented in the report.

# Next steps....

## **REPORT ONE PERCENT MANUAL TALLY TO THE SECRETARY OF STATE**

*(f) The official conducting the election shall include a report on the results of the 1 percent manual tally in the certification of the official canvass of the vote. This report shall identify any discrepancies between the machine count and the manual tally and a description of how each of these discrepancies was resolved. In resolving a discrepancy involving a vote recorded by means of a punchcard voting system or by electronic or electromechanical vote tabulating devices, the voter verified paper audit trail shall govern if there is a discrepancy between it and the electronic record. (Amended (as amended by Stats. 2017, Ch. 88, Sec. 1) by Stats. 2017, Ch. 820, Sec. 2. (AB 840) Effective January 1, 2018.)*

Once ALL of the Batches have been manually tallied, reported and compared by the Tally Audit Team, reviewed by the Tally Audit Supervisor and Manager, then the Tally Audit Supervisor can begin to create the Report to the Secretary of State. Los Angeles County has increased the number of contests based on the following:

**California SB 415**, Hueso. Voter participation. Existing law generally requires all state, county, municipal, district, and school district elections be held on an established election date. Existing law also establishes certain dates for statewide elections.

Beginning in the 2020 Election Year, Los Angeles County has the most contests on the ballot for the General Election. This increase as well as an increase in Voting Participation has exponentially increased the amount of time the One Percent Manual Tally takes to complete. The completion of the manual tally in addition to developing the Report to the Secretary of State means that the completion of the Manual Tally could go beyond the average time it takes to complete this process in the past. The Manual Tally will continue until all of the selected batches have been tallied.

**Elections Code Section 15360 (2)** A two-part public manual tally, which includes both of the following: **(A)** A public manual tally of the ballots canvassed in the semifinal official canvass, not including vote by mail or provisional ballots, cast in 1 percent of the precincts chosen at random by the elections official and conducted pursuant to paragraph (1). **(B) (i)** A public manual tally of not less than 1 percent of the vote by mail ballots canvassed in the semifinal official canvass. Batches of vote by mail ballots shall be chosen at random by the elections official. **(ii)** For purposes of this section, a “batch” means a set of ballots tabulated by the voting system devices, for which the voting system can produce a report of the votes cast. **(iii) (I)** In addition to the 1 percent manual tally of the vote by mail ballots, the elections official shall, for each race not included in the initial 1 percent manual tally of vote by mail ballots, count one additional batch of vote by mail ballots. The manual tally shall apply only to the race not previously counted. **(II)** The elections official may, at his or her discretion, select additional batches for the manual tally, which may include vote by mail and provisional ballots.