Green Bay Absentee Ballot Central Count Manual

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Roles

- ☆ Check-In
- ☆ Ballot Sorting
- ☆ Ballot Preparation (teams of 2)
- ☆ Envelope Opener Operator
- ☆ Runner and Ballot Flatteners (team of 2)
- ☆ Ballot Tabulator, running the scanners
  Team of 2 for DS450, 1 person for the DS200
- ☆ Ballot Reconstruction, also called Remaking or Duplication (team of 2)

Important Information

- ☆ You will be working safely distanced from each other.

- ☆ We are taking as many safety precautions as possible, everyone will be issued PPE, including masks and gloves.

- ☆ Under WEC regulations, you MUST wear a cloth mask covering your nose and mouth, secured under your chin. A face shield without a mask is not a substitute.

- ☆ Absentee ballot envelopes may be opened beginning at 7:00 AM when the manager announces:
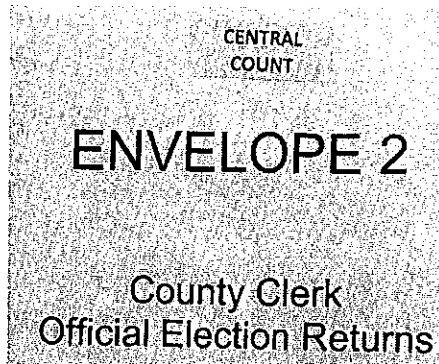
  "The polls are now open."

- ☆ All absentee ballot envelopes received prior to Election Day have already been scanned, sorted into ward order, and alphabetized by last name.

- ☆ Each ballot preparation team will receive one bin for a ward at a time. This bin will include the paperwork, envelopes, and ballots for that ward.

Contents of Ward Bin

In each bin, you will have the following:

- ENV 2 County Clerk Official Election Returns
- ENV 3 Certificate of Rejected Absentee Ballots
- ENV 4 Used Certificate Envelopes of Absentee Electors
- ENV 5 Original Reconstructed Ballots
- ENV 6 Ballots Containing Write-In Votes
- Inspectors' Statement, 2 copies
- Voter Number Check Card, 2 copies
- Write-In Tally Sheets, 2 copies
- Absentee Ballot Log, 2 copies
- Central Count Ballot Preparation Record
- Central Count Ballot Scanning Record
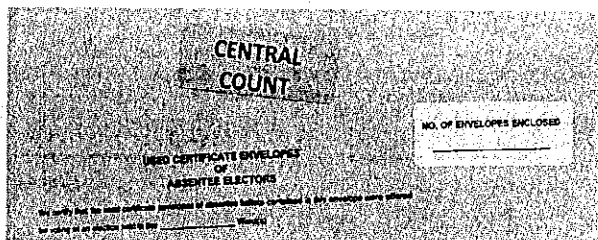
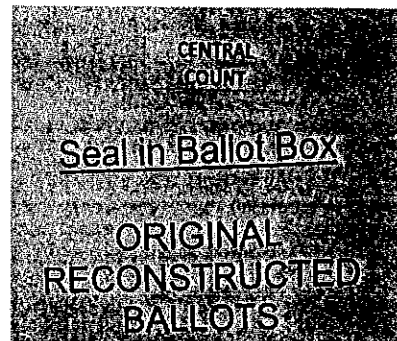ENV 2 County Clerk Official Election Returns

ENV 3 Certificate of Rejected Absentee Ballots

ENV 4 Used Certificate Envelopes of Absentee Electors

ENV 5 Original Reconstructed Ballots

ENV 6 Ballots Containing Write-In Votes

Seal in Ballot Box

BALLOTS CONTAINING WRITE-IN VOTES

Voter Number Check Card, 2 copies

VOTER NUMBER CHECK CARD

Municipality	District(s)/Ward(s)							Election		
1	51	101	151	201	251	301	351	401	451	501	551
2	52	102	152	202	252	302	352	402	452	502	552
			153	203	253	303	353	403	453	503	553

Inspectors' Statement

Inspectors' Statement

We, the undersigned election inspectors, certify the following is a true and correct statement for an election held in the _____ ward(s) of the _____ or _____ County of _____ State of Wisconsin, on this _____ day of _____, 20___.

MUNICIPAL CLERK PROVIDES THE FOLLOWING INFORMATION:
Voting Unit Number _____ Memory Device Serial Number _____
Tamper-Evident Seal Serial Number _____

THIS SECTION TO BE COMPLETED BY CHIEF INSPECTOR:
VOTING EQUIPMENT/BALLOT CONTAINER CHAIN-OF-CUSTODY RECORD
- Tamper-evident seal number verified by chief inspector (CI): Pre-election _____ Post-election _____
- Upon sealing the ballot bag or container in which this Inspectors' Statement pertains, record the number of the tamper-evident seal used for this purpose here _____

THIS SECTION TO BE COMPLETED BY ELECTION INSPECTORS AND VERIFIED BY CHIEF INSPECTOR:
VOTER STATISTICS
Total number of voters (last voter number on poll list) _____ Total number of EDRs _____
(Absentee voters and in-person voters. Do not include provisional voters.) (Election Day Registration)
Number of absentee voters _____ Number of provisional ballots _____

Write-In Tally Sheet

Absentee Ballot Log, 2 copies

Ballot Preparation Record

Central Count Ballot Preparation Record

Date: November 3, 2020   Ballot Prep Table: _____   Ward 1

Time Started	First Voter Number	Last Voter Number	Number Sent to Scanning	Number Sent for Reconstruction	Number Rejected	Wrong Ward	Total Number of Ballots	Ballot Prep Team Initials
	1							

Ballot Scanning Record

Central Count Ballot Scanning Record

Date: November 3, 2020   Machine: _____   Ward 9

Time Started	Last Voter Number	Received from Reconstruction	Number of Ballots	Number Scanned	Number Sent to Reconstruction	Number with Write-In	Tabulator Initials

Types of Ballots:

Official Ballots:

- ★ 95% of your ballots
- ★ If the ballot is not damaged and for the correct ward, assign it a voter number.
- ★ If the ward for the ballot does not match the ward on the envelope or the ballot is damaged, put it in your reconstruction folder.

ExpressVote Ballots:

- ★ Assign voter number and keep a separate stack for each ward
- ★ These do not need to be reconstructed unless there is damage

Emailed or Federal-Only Ballot:

- ★ All emailed and federal-only ballots should go into your reconstruction folder.
- ★ Put the certificate and envelope in ENV 4 Used Certificate Envelopes of Absentee Electors.

Ballot Sorting

Throughout the day, we will get deliveries of absentee ballots from USPS and dropboxes. You will need to accept the ballot delivery and sign the delivery log, sort the envelopes, deliver them to the appropriate ballot preparation team, and reorganize paperwork after scanning.

When you receive ballots, record it on the Ballot Receipt Record. Include whether it's a delivery of ballots or the ballots came direct to the Central Count dropbox. Envelopes should then be sorted first by ward, then alphabetically (so Ward 1 A-Z, Ward 2 A-Z, etc.) After they are sorted, place the ballot envelopes into the tray for that ward. You may get a new delivery of ballots before the ballot preparation team has begun working on the previous delivery. When this occurs, combine the two batches into a single batch.

Once teams are done preparing their ward, you will give them the next ward they are assigned to work on and write it on the Ballot Distribution Record.

Sometimes ballots are given to the wrong team. In that case, someone will bring it back to you. Tally it on the Ballot Distribution Record for the ward where the ballot should be.

After a batch of ballots from a ward have been scanned, take the ward sign, Inspectors' Statement, absentee ballot log, and voter number check card from the scanning station and place them with the folder for that ward.

Ballot Preparation and Open Envelopes

The central part of the counting process is preparing the ballots for scanning. There are three key steps here:

1. Set up the ward for processing
2. Review envelopes and remove Rejected ballots.
3. Open envelopes
4. Assign voter numbers and write on envelope and ballot.

Set up the Ward for processing

1. Remove all record-keeping paperwork from the bin.
2. Place the ward sign on the edge of the table so that it's visible.
3. Sign the Inspectors' Statement for the ward.
4. Mark the time and first voter number on the Central Count Ballot Preparation Record.

Review Envelopes and Remove Rejected Ballots

When you receive ballots in the morning and throughout the day, they should have the certification completed (voter signature, witness signature, and witness address). These have all been reviewed by the clerk's office.

There will be a few ballots that are stamped "Rejected"; these should be at the back of your bin of envelopes. **Do not open any rejected ballots.**

Record Rejected Ballots

1. On the ballot envelope, write Rejected # with the next number for rejected ballots, starting off with Rejected

#1. If you've already rejected 4 ballots, the next ballot to be rejected will be numbered Rejected #5.

2. On the Inspectors' Statement, write the incident number and code (RO if the envelope is open, RS if the voter did not sign the envelope, RWS if there is no witness signature, RWA if there is no witness address, RD if the voter died, and RB if the voter cast multiple ballots). Write the voter's name and the ballot number for the description, record the time and initial.

3. Place the unopened ballot envelope in ENV 3 Certificate of Rejected Absentee Ballots.

Incident Log (Please refer to the Election Day Manual for detailed procedures!)		
Description of Incident	Time Incident Occurred	Election Official Initials
Ballot rejected #1	8:30 p.m.	JF AB
Ballot rejected #2	9:00 p.m.	AB JF

Open Envelopes

Take the envelopes to the envelope opening machine. The operator will use the machine to open the envelopes. Then, return to your table.

Assign Voter Numbers

A. Partner 1: Announce the voter's name and address.

B. Partner 2: Find the voter on the absentee ballot log. Announce the voter number and cross it off on the voter number check card.

C. Partner 1: Number the envelope and record the number on the Absentee Ballot Log.

D. Partner 2: Record the number on the Absentee Ballot Log.

E. Partner 1: Remove the ballot from the envelope, check that the ward number on the ballot matches the ward you are working on, and write the number on the ballot. Then, cross the number off on the voter number check card.

As you are removing ballots from the envelope, it helps to back-bend the envelope, bending it in the opposite direction of the original fold.

Repeat these steps until all envelopes are counted and keep the envelopes in voter number order.

Create a separate pile for ExpressVote ballots.

Damaged, Federal, or Emailed Ballots

If the ballot is damaged, emailed, is a federal-only ballot, it will need to be reconstructed so that the scanner can read it. Number the ballot but place it in the Reconstruction folder.

Record these ballots on the Inspectors' Statement with the code R. In the description, include the voter number and the abbreviation for why it needs to be reconstructed: "DM" for Damaged or "OT" for Other (federal-only or email ballot).

If the Ward Number on the Ballot is Wrong

- ★ If the ward number on the ballot does not match the ward you are working on, check that the voter is on your absentee ballot log and the ward number on the envelope matches your ward.
- ★ If the voter is not on your absentee ballot log, do not number the ballot or the envelope. Keep the ballot in the envelope and place the entire envelope in your Reconstruction folder.
- ★ If the voter is on your absentee ballot log and the ward number on the envelope matches your ward, number the ballot and place it in the Reconstruction folder. Mark it on the Inspectors' Statement with the abbreviation WW for Wrong Ward. (See next page for visual)

Incident Log (Please refer to the Election Day Manual for detailed procedures.)		Description of Incident	Time Incident Occurred	Election Official Initials
		DM Ballot #9	3:40 PM	JF AB
		WW Ballot #21	4:18 PM	AB JF

Finishing a Batch

If you are working on the DS450 (most teams):

After you have numbered all the ballots you have for that ward:

- ★ Raise your ward sign to signal to a ballot runner that you are done.
- ★ Fill out the ballot preparation record and be sure to initial the line. If you subtract the last voter number minus the first voter number, that should equal the number of ballots sent to scanning plus the number sent to reconstruction. If you add the number rejected or with the wrong ward to that, the total should equal the number of ballots.

* Place the certificate envelopes, in order, in ENV 4 Used Certificates of Absentee Electors.
* Place the Ballot Preparation Record, Inspectors' Statement, Voter Number Check Cards, Absentee Ballot Logs, and ward sign in your ward folder.
* Place the ballots in your ward folder, behind the paperwork.
* The ballot runner will collect your folders and envelopes.
* After that, you can start on a new ward.

If your ward is on a DS200:

If you've been told that you are working on a ward assigned to a DS200 (the smaller scanner), the tabulator will collect your ballots at various points, before you've finished all of them.

Ballot Running and Flattening

The ballot runner and flatteners will collect the ballots and paperwork from each table and flatten them to go into the DS450. This is an incredibly important job since it prevents jams and allows the machines to read the ballots.

Tips to flattening the ballots:
* Roll the ballots forward and backward to try to remove folds.
* For irregular folds (e.g. a "stair-step" where two fold lines are close together), run a flat object along the paper, taking care not to scuff or mark the ballots.
* Straighten edges and corners as much as possible.
* Fan the ballots to ensure that none are sticking together.
* If one edge of a ballot is folded, crumpled, or wrinkled, feed the other end in first.
* Back-bend the ballots starting with a small stack of 10 ballots, then 20-50 as they become flatter, though try to avoid creating any additional fold lines.
* Insert the ballots into the Jogger machine to line the ballots up evenly.
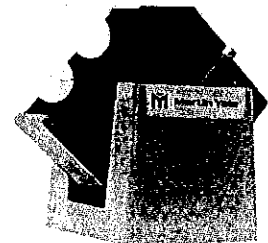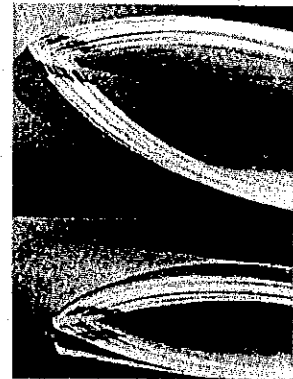
After the ballots are scanned, they can then tally the write-ins and deposit the ballots in the bin for the ward.

Reconstructed Ballots

After ballots are remade, return them to the tabulators to scan the new ballot. Place the old ballot in ENV 5 Original Reconstructed Ballots.

Tallying Write-Ins

In order for a write-in to count, they must be registered. If there are any qualified write-ins, both tabulators should tally the write-in on the Tally Sheets.

For ballots scanned in the DS200s, you'll have to look through all scanned ballots at the end of the night to identify write-ins.

Ballot Tabulation/Scanning

Finally, we get to actually scanning the ballots. Without this step, they won't be counted.

Getting Started in the Morning:

At the beginning of the day, print the Zero Report. From the Access Menus, touch the Reports tab, then Zero Report, then print. After this, we can begin scanning ballots.

Ensure that the bin lengths are correctly adjusted for 14" ballots.

Setting up a Ward to Scan on the DS450:

1. Check the Ballot Preparation Record for the last voter number. Write that number, the time, the number of ballots received from Reconstruction and the number of ballots (which should equal the number of difference between the last voter number and the last voter number from the previous batch plus the number of ballots received from Reconstruction) on the Ballot Scanning Record.
2. On the DS450 touch screen, press the Scan button and then Scan Ballots.
3. Press Select Precinct to enter the ward number and then search for it.
4. Choose the right ward and then press Next. Touch Next again to confirm the selection.
5. The screen should display Load Ballots.

Scanning:

A. The input and output trays should be correctly aligned for the ballot size (14"). If, for some reason, they were changed, adjust them.

B. Slide the ballot guide out of the curved opening in the input tray.

C. Place the ballots in the input tray. Start with smaller stacks of around 50 ballots before increasing to 100 or more.

D. Slide the ballot guide toward the opening until it locks.

E. Once ballots have been loaded, the Ready to Scan screen appears. Press Start to begin scanning.

F. While the ballots are being scanned, the Scanning screen is displayed. Only the Stop is available on this screen; the other options are dimmed.

G. After the ballots have been scanned, the Scan Ballots screen is redisplayed. This time, only Save is available; the other options are dimmed.

H. If there are more ballots for the ward, load them into the tray, repeating steps B, C, and D.

I. If you are done with the ward, look at the 'Current' column on the Scan Ballots screen indicating the number of ballots in each bin, as well as the total number of ballots scanned.
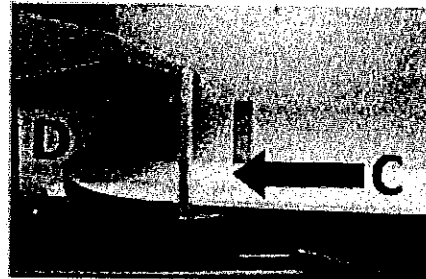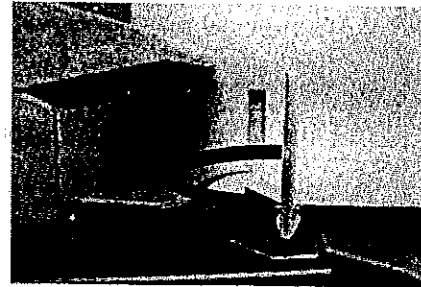
Current	
X Top Bin	8
Middle Bin	2
Bottom Bin	45
X Total	55

The top bin has ballots that were not scanned and need to be reviewed or reconstructed.
The middle bin has ballots that need to be reviewed for write-ins.
The bottom bin is ballots that were scanned successfully.

J. Press the magnifying glass for the top bin if there are any ballots there. This will display the reasons they couldn't be processed.

Attempt to re-scan ballots that are unreadable in the next batch. Try rotating them to see if that helps.

For ballots with no marks on them, follow the steps in Part J.

For all other unreadable ballots, mark them on the Inspectors' Statement with the ballot number and an abbreviation for the reason, OV for Overvoted, DM for Damaged and OT for other ballots. Put them in the Reconstruction folder

K. Then, click save, unless you need to re-scan the entire run for some reason. If that's the case, click the X next to the total.

L. For ballots with no marks on them, turn sorting off. Press the Sort button **SORT** and then yes to confirm. Then run them through the scanner again.
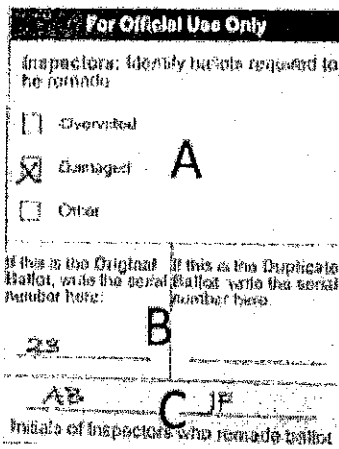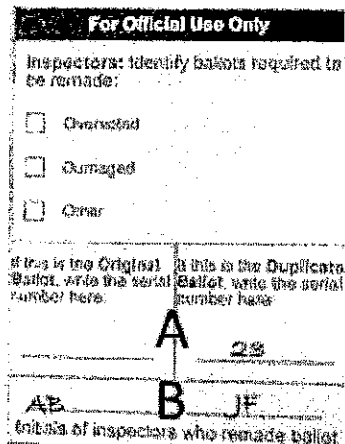
After doing so, then press Sort to turn it back on. **SORT OFF** It will then return to the Menu and you can choose Scan mode.

M. Record the results on the Scanning Record. Then give the ballots to a runner to tally the write-ins and put in the ward bin.

Reconstruction

If a ballot is damaged, is not on a scannable ballot (emailed or federal ballots), for the wrong ward, or cannot be read, it must be reconstructed. The ballot sorter(s) will bring you ballots to review.

All work must be done as a team of two.

On the original ballot:

A) Record why it's being remade.

B) Write the original ballot number.

C) Write your initials and your partner's initials.

On the remade ballot:

A) Write the original ballot number.

B) Write your initials and your partner's initials.

1. Partner 1 takes the original ballot and Partner 2 takes the new, blank ballot.
2. Partner 1 reads off the original ballot, Partner 2 verbally confirms the vote and fills in the new ballot.
   If the ballot was for the wrong ward, reconstruct the ballot with votes only for races that are in both wards.
3. Partner 2 hands the new ballot to Partner 1 to verify that the ballot matches.
4. Give the ballots to the ballot runner to scan the new ballot and place the original ballot in the ward's ENV 5 Original Reconstructed Ballots.

Voter Intent Guidelines

✓ **Accept**   ✗ **Reject**   ⊘ **Do Nothing**

Valid Vote

County / Condado
County Clerk
Secretario del Condado
Vote for 1 / Vote por 1
● George Washington (Democratic) ✓

County / Condado
County Clerk
Secretario del Condado
Vote for 1 / Vote por 1
● George Washington (Democratic) ✓
○ John Adams (Republican)
○ write-in / por escrito:

Overvote

County / Condado
County Clerk
Secretario del Condado
Vote for 1 / Vote por 1
● George Washington (Democratic)

Corrected Votes ⊘

County / Condado
County Clerk
Secretario del Condado
Vote for 1 / Vote por 1
● ← George Washington (Democratic) ✓
● John Adams (Republican) ✗
○ write-in / por escrito:

Undervote

County / Condado
County Clerk
Secretario del Condado
Vote for 1 / Vote por 1
○ George Washington (Democratic) ⊘

County / Condado
County Clerk
Secretario del Condado
Vote for 1 / Vote por 1
● Yes George Washington (Democratic) ✓
● No John Adams (Republican) ✗
○ write-in / por escrito:

County / Condado
County Clerk
Secretario del Condado
Vote for 1 / Vote por 1
● George Washington (Democratic) ✓
● ~~write-in~~ ✗
○ write-in / por escrito:

County / Condado
County Clerk
Secretario del Condado
Vote for 1 / Vote por 1
○ George Washington (Democratic)
None ● John Adams (Republican) ✗
○ write-in / por escrito:

Hesitation Mark

County / Condado
County Clerk
Secretario del Condado
Vote for 1 / Vote por 1
● George Washington (Democratic) ✓
◓ John Adams (Republican) ✗
○ write-in / por escrito:

Stray Marks

County / Condado
County Clerk
Secretario del Condado
Vote for 1 / Vote por 1
~~George Washington~~ (Democratic) ✗
○ John Adams (Republican)
○ write-in / por escrito:

County / Condado
County Clerk
Secretario del Condado
Vote for 1 / Vote por 1
○ George Washington (Democratic)
○ John Adams (Republican) ✗
○ write-in / por escrito:

✓ **Accept**   ✗ **Reject**   ⊘ **Do Nothing**

Written Notes in Ovals

County / Condado
County Clerk
Secretario del Condado
Vote for 1 / Vote por 1
Hate Them George Washington (Democratic) ✗
All John Adams (Republican) ✗
○ write-in / por escrito:

County / Condado
County Clerk
Secretario del Condado
Vote for 1 / Vote por 1
No George Washington (Democratic) ✗
○ John Adams (Republican)
○ write-in / por escrito:

County / Condado
County Clerk
Secretario del Condado
Vote for 1 / Vote por 1
Yes George Washington (Democratic) ✓
No John Adams (Republican) ✗
○ write-in / por escrito:

Closing Out at the End of the Night

At the end of the night, we need to print out reports from the scanners and reconcile them before packing ballots and all paperwork up.

- Tabulators print out vote report totals by ward.
- Ballot prep teams compare the ballots to the last voter # on the voter number check card. Record both on the Inspectors' Statement. If there is a discrepancy between the two numbers, follow the below steps:
  - Look through the Voter Number Check Cards and Absentee Ballot Logs to see if a number was skipped or used twice. One partner should read off voter numbers from the Absentee Ballot Log while the other person checks the number off again on the Voter Number Check Card.
    - If a voter number was skipped, mark it on the log and note it on the Inspectors' Statement with code X.
    - If a voter number was assigned twice, circle it on the log and mark it on the Inspectors' Statement with code X.
  - Was a rejected ballot assigned a voter number? Were any reconstructed ballots assigned a new number? Look through the envelopes for any of those. If any of those ballots were inadvertently assigned a ballot number, mark this on the Inspectors' Statement with code X.
  - If you can still not reconcile the voter number and the number of ballots scanned, flag down a Central Count leader to look at the logs.
- Sign the following forms and place them in the ward envelope.

Do not place them in the ballot bin until after all ballots.

○ Inspectors' Statement	○ Voter Number Check Cards
○ Write-In Tally Sheet	○ Results sheet for the ward
○ Absentee Ballot Logs	

- Place the scanned ballots, ENV 3 Certificate of Rejected Absentee Ballots, ENV 4 Used Certificate Envelopes of Absentee Electors, ENV 5 Original Reconstructed Ballots, and ENV 6 Ballots Containing Write-In Votes in the ward bin.
- Place ENV 2 County Clerk Official Election Results and all paperwork on top then seal the ward bins.
- Repeat for any additional wards.

Meals

No eating inside the Ballroom

If you are taking a break to eat a meal or snack, you must leave your station and eat outside of the room. We will provide lunch (at 12 PM) and dinner (at 6 PM). You will have half an hour and can eat outside of the ballroom.

If you are doing ballot preparation, you must take a break for the meal at the same time as your partner. Check with a Central Count leader first to make sure no ballots or other papers are left out on your table and everything is ready to go.

If you are doing any other role, check with a Central Count leader before leaving to eat.

Breaks

If you need a short break (bathroom, snack, etc.)

If you are doing ballot preparation, the envelope machine operator can fill in for you.

If you are in any other role, flag down one of the Central Count leaders and they will get someone to replace you.