CENTRAL COUNT
TRAINING MATERIALS
Counter Instructions
Voting by Absentee

Voter requests, completes and returns an absentee ballot application.

Election Board verifies the voter is eligible and gives them a ballot (mail-in, traveling board, or early in-person).

Voter votes the ballot and returns it to the Election Board in a ballot security envelope.

The ballot is securely stored until Election Day when it is counted during the Central Count process.
Four Key Rolls

• **POLL WORKERS** process precinct lists of absentee (ABS) voters in the poll book at the polling location.

• **COURIERS** deliver additional precinct lists and bring lists back to the central count site.

• **COUNTERS** review precinct lists for notes and then verify their own counter lists with applications in order to ready ballots for counting.

• **TABULATION TEAMS** finalize the paperwork and observe ballot counting on the voting machines.
Names of voters who REQUESTED an absentee ballot are printed on a precinct list for poll workers to process in the poll book on Election Day.

Bipartisan courier teams deliver additional precinct lists to the polls and return with all the lists to the central site.

Bipartisan counter teams review the precinct lists for notes, review additional lists called counter lists for voters who RETURNED ballots, examine ballot applications and ballots, ready paperwork and finally prep ballots for counting.

Election Board staff organize absentee materials, including precincts lists, applications and ballots for the counters to process.

Bipartisan tabulation teams feed the ballots into the voting equipment and finalize the paperwork before voted ballots are securely stored.
Raise Your Hand!

• When you need new ballots to process.
• When you have processed ballots ready for pick up.
• If you have **ANY** questions or concerns about an application or ballot.
Step #1: Raise your hand to receive materials

You will be given the (orange) **ABS MASTER BAG** which contains all the materials you will use to prepare the ballots for voting. When finished, materials will be returned in this bag.

**ABS Master Bag Contents:**
- **Central Count Courier Envelope** with **Precinct Lists** (manila envelope with lists on color paper)
- **Counter List** (white paper)
- **Ballots** (in individual security envelopes)
- **Precinct ABS List/Counter ABS List** (white with black print)
- **ABS Paperwork Envelope** (white with brown print)
- **Live Ballots Envelope** (green label)
Step #2: Remove color Precinct List(s) from the manila Courier Envelope
Step #3: Fold the manila Courier Envelope in half and place inside the Precinct List/Counter List Envelope

Write the number of EMPTY COURIER ENVELOPES placed inside this envelope.

Raise your hand if you have any questions!
Step #4: Review the color **Precinct List(s)** for handwritten notes indicating if the voter was challenged, missing in the poll book or “beat their ballot”.

Raise your hand if you find notes like these or have any questions!

There’s no need to spend a lot of time on the Precinct List UNLESS there are handwritten notes on it.
Step #5:
If you **DO NOT** find any notes, place the **Precinct List** in the **Precinct ABS List/Counter ABS List Envelope**

**REMEMBER** to record the number of precinct lists you’ve put inside!
Step #6: Move on to the white Counter List, Absentee Applications, & Ballot Security Envelopes

The Counter List (white sheet) is THE sheet you will work from to verify ballots.
PRECINCT LISTS include the names of all voters who REQUESTED an absentee ballot.

The COUNTER LIST includes voters who RETURNED their absentee ballot.

PRECINCT & COUNTER LISTS MAY NOT MATCH!

Not everyone who requests a ballot turns it back in to the Election Board, but we’re required by law to keep track of all applications and ballots.
What if you find a ballot that has been mis-sorted and is in the wrong precinct materials?

If you find an orphan ballot or ballot envelope, RAISE YOUR HAND for help.
Step #8:
Place **Counter List** in the **Precinct List/Counter List Envelope** (Fill out the envelope!)
Seal with a initialed **bipartisan seal**
Place in the **ABS Master Bag**

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**Fill out the Precinct List/Counter ABS Envelope by noting the number of empty courier envelopes and lists. Also note the election, date and counter names. Initial and seal with a bipartisan seal.**
Step #9:
Compare the application to the ballot security envelope to make sure the signatures match

What if you think there is something “wrong” with the ballot or the signature? (Next page.)
Grounds for Rejecting a Ballot

See a problem with the ballot, ballot application, signature, etc?

RAISE YOUR HAND to speak with an Election Board staff member to determine if the ballot should be rejected.

*Starred items are notes you might see on the color PRECINCT LIST.

- No clerk initials on the ballot
- No voter signature
- Signatures don’t match
- Ballot envelope has more than one ballot
- Application is missing
- Voted in wrong precinct*
- Not registered to vote*
Step #10:
After reviewing signatures, place single-sheet applications inside the ABS Paperwork Envelope

- Some ballot security envelopes have the application on their backside.
Step #11: Open **Ballot Security Envelopes** to verify clerks have initialed the ballot. (Don’t forget to look for iVotronic inserts too!)

Verify both clerks have initialed the back of the ballot. Missing initials? STOP & RAISE YOUR HAND!

Keep everything tidy so ballots and envelopes aren’t mis-matched!
Step #12: Place Ballot Security Envelopes in the ABS Paperwork Envelope – fill out the envelope! Seal with an initialed Bipartisan Seal.

Record the number of EMPTY ballot security envelopes and then date, sign and seal.
Absentee in-person and some traveling board ballot security envelopes have the application designed on the back eliminating the need for a single sheet application.

The example above is an ABS IN-PERSON ballot application/security envelope.
Step #13: Fold back any creases & kinks to smooth out the ballots

Step #14: Place ballots & iVotronic inserts, if any, in the Live Ballots Envelope
Step #15: Place all materials in the **ABS Master Bag**

**DO NOT SEAL w/ BIPARTISAN SEAL**

- **ABS MASTER BAG**
  - This ABS MASTER BAG must contain the following items:
  - Voted Ballots (envelope A) x 1
  - Voted Ballots (envelope B) x 1
  - Voted Ballots (envelope C) x 1
  - Voted Ballots (envelope D) x 1
  - Absentee Paperwork Envelope
  - Ballot Transmittal Envelope(s) x 1
  - Absentee Absentee Envelope
  - Official Absentee Absentee Envelope
  - Provisional Ballots (envelope E) x 1
  - Provisional Ballots (envelope F) x 1
  - Absentee Ballots
  - Absentee Ballots (envelope G)
  - Recounted Absentee Ballots (envelope H) x 1
  - Recounted Absentee Ballots (envelope I) x 1
  - Challenged Ballots
  - Challenged Ballots (envelope J) x 1
  - Challenged Ballots (envelope K) x 1
  - Ambiguity Ballots (envelope L) x 1
  - Ambiguity Ballots (envelope M) x 1
  - Grand Jury Envelope

**RETURN THIS BAG TO THE ESC MAIN VAULT**

**DO NOT CHECK OFF THE ABS BAG!**

Step #16: Raise your hand to have the **ABS Master Bag** picked up and to receive a new batch of ballots
Materials

- **ABS Master Bag** (orange label). THE bag where all materials are stored.
- **Courier Envelope** (manila). Contains precinct lists.
- **Precinct Lists** (color). Lists of all absentee voters who requested a ballot. (Look for notes.)
- **Counter List** (white). Lists of voters who returned ballots to the Election Board (THE list you work from.)
- **Precinct ABS List/Counter ABS List Envelope** (black print). Where you place precinct and counter lists after review.
- **ABS Paperwork Envelope** (brown print). Where you place all applications and ballot security envelopes.
- **Live Ballot Envelope** (green label). Where you place live ballots and iVotronic inserts ready to be counted.
- **Extra Envelopes**
  
  DO NOT USE THESE ENVELOPES UNLESS YOU’VE RAISED YOUR HAND AND TALKED TO AN ELECTION BOARD STAFF PERSON!
THANK YOU!!