Quick Guide to Remaking Ballots
Review this before remaking any ballots.
Updated 2/2024

1. **Get a ballot buddy.**
   - ✓ For the sake of transparency, always work with another official.
   - ✓ Invite observers to watch the process.

2. **Document on incident log.**
   - ✓ Write down why you are remaking ballots.
   - ✓ Note whether you could determine voter intent.
   - ✓ Remember, these are secret ballots.
     - ➢ We shouldn't know whose ballots are being remade.
     - ➢ We shouldn't know the voter number for a ballot we are remaking.
     - ➢ When we take the ballot out of the envelope, we completely separate the ballot and the envelope.
   - ✓ Both officials remaking the ballot should initial the incident log.

3. **Assign sequential numbers to ballots that need to be remade.**
   - ✓ The first ballot to be remade is Original Ballot #1. It gets a Bad Ballot #1 sticker. The corresponding remade ballot is Duplicate Ballot #1. It gets a Good Ballot #1 sticker. At a recount, these ballots will be compared side by side.

4. **Complete "For Official Use Only" box on bottom of the ballot.**
   - ✓ Write the reason for remaking the ballot.
   - ✓ Assign the same number to both the original and the duplicated ballot.
   - ✓ Both officials remaking the ballot should initial the official use only box.

5. **Affix Bad Ballot, Good Ballot labels.**
   - ✓ Locate labels in the front pocket of the black absentee binder.
   - ✓ On good ballot label, answer whether ballot was an absentee.
   - ✓ Put labels near official use section of ballot. Do not cover any ovals or coding. The bad ballot label goes on the ballot marked by the voter. The good ballot label goes on the remade ballot you will feed through the tabulator.
6. **Determine voter intent.**
   - ✓ Mark the remade ballot to reflect voter intent, except for over-voted offices.
   - ✓ **Over-votes:** If the voter selected too many candidates for an office, try to figure out voter intent. If it isn't clear that the voter intended to vote for one candidate, leave that office blank on the remade ballot.
7. **Preserve ballot marked by voter as evidence.**
   - ✓ Fold the ballot marked by the voter. Put it in the large Original Ballots that have been Duplicated envelope. You will seal this envelope in the ballot bag at the end of the night.
8. **Feed remade ballot into the tabulator.**
   - ✓ Feed the remade ballot into the tabulator to be counted.

Voter Intent Objections – If a poll worker objects to a voter intent determination, note that on the incident log. Only a poll worker can object. Process the remade ballot. Note the objection on the remade ballot. Number objections sequentially, beginning with "Objection #1."