

# Quick Guide to Remaking Ballots

Review this document before remaking any ballots.

Revised 10/2018

## 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, and whether you could determine voter intent.
- ✓ Remember, these are secret ballots. We shouldn't know whose ballots are being remade, or the voter slips assigned the corresponding absentee envelopes.
- ✓ Both officials involved in 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 labeled Original Ballot #1 (Bad Ballot #1), and the corresponding remade ballot is labeled Duplicate Ballot #1 (Good Ballot #1). If there is a recount, these ballots will be compared side by side.

## 4. Complete "For Official Use Only" box on bottom of the ballot

- ✓ Indicate the reason for remaking the ballot.
- ✓ Assign the same sequential number to both the original and the duplicated ballot.
- ✓ Both officials remaking the ballot should initial the official use only box.

| For Official Use Only                                      | For Official Use Only                                      |
|--|--|
| <i>Inspectors: Identify ballots required to be remade.</i> | <i>Inspectors: Identify ballots required to be remade.</i> |
| Reason for remaking ballot:                                | Reason for remaking ballot:                                |
| <input type="checkbox"/> Overvoted                         | <input type="checkbox"/> Overvoted                         |
| <input type="checkbox"/> Damaged                           | <input type="checkbox"/> Damaged                           |
| <input checked="" type="checkbox"/> Other                  | <input checked="" type="checkbox"/> Other                  |
| Original Ballot No. or Duplicate Ballot No.                | Original Ballot No. or Duplicate Ballot No.                |
| <u>1</u>   | <u>1</u>   |
| <u>LV</u> <u>SW</u>  | <u>LV</u> <u>SW</u>  |
| Initials of inspectors who remade ballot                   | Initials of inspectors who remade ballot                   |

## 5. Affix Bad Ballot, Good Ballot labels

- ✓ Locate labels in the front pocket of the red resource binder.
- ✓ On good ballot label, answer whether ballot was an absentee.
- ✓ Place labels near official use section of ballot without covering 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 that will be fed through the tabulator.

## 6. Determine voter intent

- ✓ Mark the remade ballot to reflect voter intent, with the exception of over-voted offices.
- ✓ **Over-votes:** If the voter selected too many candidates for an office, and it is not clear to the officials that the voter intended to vote for only one of those candidates, the over-voted office will be left blank on the remade ballot.

## 7. Preserve ballot marked by voter as evidence

- ✓ The ballot marked by the voter gets folded and placed in the large manila envelope labeled, Original Ballots that have been Duplicated. This large envelope will be sealed in the ballot bag at the end of the night.

## 8. Feed remade ballot into the tabulator

- ✓ Insert the remade ballot into the tabulator to be counted.

**Voter Intent Objections** – If an election official objects to a voter intent determination, document the objection on the incident log. Only an election official can object. The remade ballot will be processed, but the election officials will make a notation on the remade ballot to indicate the objection. Objections are numbered sequentially, beginning with “Objection #1.”

|  |   |
|--|---|
| <p>Ballot issued by<br/><u>LV</u><br/><u>SJW</u><br/>(initials of inspectors)</p> <p>Absentee ballot issued by<br/><br/>(initials of municipal clerk or deputy clerk)<br/>(If issued by SVDs, both SVDs must initial.)</p> <p>Certification of Voter Assistance<br/>I certify that I marked this ballot at the request and direction of a voter, who is authorized under the law to receive assistance.<br/><br/>(signature of assistor)</p> <p><b>For Official Use Only</b><br/>Inspectors: Identify ballots required to be remade.</p> <p>Reason for remarking ballot:<br/><input type="checkbox"/> Overvoted<br/><input checked="" type="checkbox"/> Damaged<br/><input type="checkbox"/> Other</p> <p>Original Ballot No. or Duplicate Ballot No.<br/>#2</p> <p>Typ:01 Seq:0012 Sp:01</p> <p>Ballot begins on other side →</p> | <p>Ballot issued by<br/><u>SJW</u><br/><u>SJW</u><br/>(initials of inspectors)</p> <p>Absentee ballot issued by<br/><br/>(initials of municipal clerk or deputy clerk)<br/>(If issued by SVDs, both SVDs must initial.)</p> <p>Certification of Voter Assistance<br/>I certify that I marked this ballot at the request and direction of a voter, who is authorized under the law to receive assistance.<br/><br/>(signature of assistor)</p> <p><b>For Official Use Only</b><br/>Inspectors: Identify ballots required to be remade.</p> <p>Reason for remarking ballot:<br/><input type="checkbox"/> Overvoted<br/><input checked="" type="checkbox"/> Damaged<br/><input type="checkbox"/> Other</p> <p>Original Ballot No. or Duplicate Ballot No.<br/>#2</p> <p>Typ:01 Seq:0012 Sp:01</p> <p>Page 2 of 2-sided ballot</p> <p>Ballot begins on other side →</p> |
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