

Ballot Processing Procedures For the Minority-at-Large Election

1. The Elections Chair and Board Liaison will open the Ballot Box in the Board Room.

Sorting Ballots and Verifying Membership

2. Ballots will remain sealed and sorted **by school site**.
3. Elections Committee members will work in pairs to verify membership school by school: one will read the name on the outside envelope; the other will check the school roster. If the member is not listed on the school roster, the committee pair will check the membership Alpha roster (sorted by last name). Committee pairs will use a highlighter to highlight verified members' names on the school roster/membership roster AND on the ballot outside envelope.
4. Questionable envelopes will be labeled with the problem or issue and set aside unopened and placed in the **Provisional/Problem Box**. If the membership cannot be verified, the envelope will be labeled "No Membership Verification" and set aside unopened and placed in the **Provisional/Problem Box**.
5. When membership of ballots for a school has been verified, the envelopes will be collected and placed in the **Outside Envelope Box**.
6. Periodically, envelopes will be pulled and taken downstairs for random signature verification by the Elections Chair, Board Liaison, or designated elections committee member

Opening Outside Envelopes

7. Each committee pair will begin opening outside envelopes. Opened outside envelopes will be saved and bundled in packets of 50. Sealed inside envelopes will be placed in the **Inside Envelope Box**.
8. Once all the inside envelopes have been extracted and placed in the boxes, the inside envelopes are to be mixed and shuffled in the box.

Opening Inside Envelopes

9. The Committee pairs will begin opening (CAREFULLY) the inside envelopes, removing the ballots, unfolding and stacking ballots.
10. Once ballots are removed from the inside envelopes, the committee pairs will review the ballots for any extra marks and blank ballots.
11. Any ballots with the problems mentioned in step 10 above will be placed in the **Provisional/Problem Box** with a note as to the problem on the ballot.

Scanning Ballots

12. Ballots will now be scanned. The Elections Committee Chair will supervise the scanning process.
13. The Elections Committee Chair will fill in the tally sheets and answer key for each machine. Write the candidate names on the appropriate line on the tally sheets. On the answer key, use a #2 pencil to mark #3 and #5 at the top left.
14. A committee pair will be assigned to each Scantron machine.

Scantron Machines

15. Turn on the Scantron machines.
16. Send the answer key through Scantron machine.
17. The committee pair can begin scanning the ballots (999 at a time). One person will feed the ballot into the machine. The other person will check the “numbering and scoring feature”. Ballots that do not scan will be pulled and placed with the other provisional ballots. **DO NOT TURN OFF THE SCANTRON MACHINE OR ELSE IT WILL RESET THE ANSWER KEY.**
18. After ballots have been scanned, send the tally sheet through the machine. Keep the tally sheet together with the respective scanned ballots. Send the tally sheet through the machine for every 999 ballots. Turn the machine off and on after tallying every 999 ballots to reset the machine. Be sure to send in the appropriate answer key for each batch of 999 ballots.

Provisional/Problem Ballots

19. When the scanning begins, the liaison and the remaining election committee members will review all provisional and problem ballots and make a determination on each ballot.

Finalizing Ballot Processing

20. The Elections Chair and Board Liaison will collect all Scantron Tally sheets, total the votes and identify winners for each office.
21. The members of the Elections Committee will sign the final tally to certify the election.
22. All envelopes, ballots, answer keys, and tally sheets are to be collected and sealed in a box. The seal is to have the signatures of the Elections Chair and Board Liaison in permanent ink with the current date covered in clear tape.
23. Elections Committee members will notify all candidates by phone.