

Framework for Tabulating Ballots

North County Fire Protection District

Proposition A

Estimated Tabulation Timeframe:

Tuesday December 11, 2019 8:00am – 5:00pm.

Procedural Steps:

1. Opening Boxes with Envelopes:
 - A. Boxes will contain:
 - i. stacks of return envelopes that met the cutoff date,
 - ii. stacks of return envelopes that did not meet the cutoff date,
 - iii. stacks of return-to-sender mail, and
 - iv. stacks of invalid mailings (i.e. not in the appropriate return envelope)
 - B. Envelopes in (1)(A)(ii), (1)(A)(iii), and (1)(A)(iv), will be left in these original boxes in the existing stacks that were established at the time return envelopes were scanned.
2. Each stack of envelopes under (1)(A)(i) above, will be handled as follows:
 - A. Remove the following envelopes:
 - (i) unsigned envelopes, and
 - (ii) envelopes flagged during signature verification but provided no additional verification.
 - B. The associated envelope stack number that was used in the original return envelope review, will then be attached to envelopes in (2)(A).
 - C. All other envelopes in stack will be visually checked to confirm all appear signed and are then placed in the box(s) labelled "For Opening".
 - D. (2)(A) through (2)(B) will be completed for all stacks prior to moving to (3).
3. All envelopes under (2)(C) will be opened in batches of no particular order:
 - A. From each envelope, a ballot that does not fall into (3)(C) or (3)(D) will be removed and placed in a box labelled "For Tabulation".
 - B. Envelopes from (A) will be placed in a box labelled "Opened Envelopes".
 - C. A ballot that is removed from its envelope will be placed in the box labelled "For Review" if, upon removal, an inconsistency not limited to the following is found:
 - i. More than one (1) ballot is found in the envelope: ballots from this return envelope will be stapled together and placed in the box labelled "For Review".
 - ii. Other information is included with a ballot either on separate pieces of paper, or other medium: this information shall be clipped to the ballot and placed in the box labelled "For Review".

- D. If upon examination of envelope, envelope is empty, the envelope shall be placed in the box labelled "Invalid – Empty Envelopes".
 - E. If upon examination of envelope, no ballot is found in envelope, but other information is present, all contents of the envelope shall be clipped together and placed in the box labelled "Invalid – No Ballot"
 - F. (3) must be completed for all envelopes prior to moving to (4).
4. As Ballots from (3)(A) are selected from the "For Tabulation" box:
- A. [Person 1] calls out the vote and passes it on to [Person 2].
 - B. [Person 2] visually examines the ballot, to ensure there is no error or improper voting including but not limited to:
 - i. A ballot that is unmarked to reasonably distinguish a vote choice.
 - ii. A ballot that is clearly marked on both Yes/Si and No/No
 - iii. A ballot for which the voter's choice of vote cannot be reasonably determined.
 - C. Upon confirmation, [Person 2] will place ballot in the box labelled "Yes/Si" or the box labelled "No/No", as applicable.
 - D. If, upon review [Person 2] determines that either (4)(A)(i), (4)(A)(ii), or (4)(A)(iii) apply, the ballot shall be placed in the box labelled "Invalid – Not Distinguishable".
 - E. [Person 3] will tally the Yes/Si votes.
 - F. [Person 4] will tally the No/No votes.
 - G. Once completed, an initial tally will be established.
 - H. Ballots from (3)(C)(i) will then be tabulated pursuant to (4)(A) through (4)(F).
 - i. If all ballots found in one envelope are either "Yes/Si", then all ballots will only count as one "Yes/Si" vote.
 - ii. If all ballots found in one envelope are either "No/No", then all ballots will only count as one "No/No" vote.
 - iii. ballots under this (4)(H) section that do not meet (4)(H)(i) and (4)(H)(ii) shall be placed in the box labelled "Invalid – Not Distinguishable".
5. Ballots from (4) will be scanned and a digital file will be established for each box.