Vermont Vote Tabulator Guide

Office of the Vermont Secretary of State
Elections Division

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Tabulator and Memory Card Chain of Custody Procedures

The following procedures, including maintenance of a written log, must be followed by all Town Clerks and Presiding Officers using tabulators. You must follow these procedures each time you move a memory card or tabulator. Memory cards must be sealed in a tabulator, sealed in a storage container, or sealed in a delivery service envelope for transmittal to LHS for programming at all times.

Tabulators and Memory cards must always be stored in the vault when not in use!

1. Clerks must maintain a log book for the tabulator and the memory cards throughout the life of the voting system. Clerks must keep a perpetual chain of custody record (log) for each memory card and for each tabulator.

2. Each time the tabulator or memory card is removed from or returned to the vault a complete entry must be made into the log book. Each entry in the log must have the signatures of two election officials. The log must include:

       A) A sign out/sign in field
       B) Date, time and signatures fields
       C) Comments field to explain the reason for taking from the vault and to record the seal # that locks the memory card in the tabulator and/or storage container.

3. Entries will be made for:

       A) Receiving the programmed memory cards from LHS.
       B) After testing both memory cards.
       C) Removing the tabulator and backup memory card from the vault to bring to the polling place.
       D) Returning the tabulator and backup memory card to the vault.
       E) Removing memory card A and B from the vault to send back to LHS. Cards must be transmitted to LHS   Associates either in person or by UPS, FED EX, or other delivery service with signature required.

4. Upon receipt of the memory cards from LHS following programming, the clerk must place them in the plastic zippered card holder case provided by the Secretary of State, found in the tabulator guide binder, affix the tamper proof seal, and log the seal number on the chain of custody form.

5. After completing the logic and accuracy test, memory card A is be stored securely in the tabulator with a tamper proof seal affixed. The backup memory card B shall be resealed in the memory card case. The tabulator with memory card A sealed in and the backup memory card B is placed in the tabulator bag, all are placed back into the vault and an entry is made in the log book.

6. Both seals must remain until after the election, unless the backup card is needed during the election. If memory card A malfunctions and LHS advices you to install memory card B, the seal can be broken, backup memory card B is installed, affix a new seal on the tabulator, then set into election mode and record in log book.

7. If both memory cards fail and a third card is programmed by LHS on Election Day, then a new logic and accuracy test must be performed using the ballot test deck, before the tabulator is set into election mode.

8. At the polling place, each Clerk or Presiding Officer must print the results tape prior to removing the memory card from the tabulator. Print as many results tapes as needed before powering off the tabulator.

9. When the Presiding Officer leaves the polling place, the Presiding Officer must return the tabulator with the memory card still inside the tamper proof seal and the backup memory card B still sealed in the holder to the Clerk for storage in the vault. The Clerk will remove the tamper proof seals when the cards are to be transferred to LHS for configuration for the next election. This will be logged in the log book.

10. A sample log book entry sheet is attached as well as a blank one to copy and use. You can prepare your own log book if you choose, but you must include a place for all of the required entries.

Vote Tabulator and Memory Card Access Log (Sample Entries)

In/ Out Card/Machine	Date	Time	Signatures 2 Required	Purpose for Activity or Transfer of Card or Machine and Seal # Affixed
IN machine & card	*3/7/06*	*9p.m.*	*Kathleen DeWolfe Lori Bjornlund*	*Town Meeting Day voting completed; machine & card stored in town vault with seal # XXXXX still affixed.*
OUT card only	*6/14/06*	*9a.m.*	*Kathleen DeWolfe Lori Bjornlund*	*Removed tamper proof seal # XXXX & removed card; card sent to LHS for configuration for Primary Election by UPS signature required Tracking # XXXXXXX*
IN card only	*8/24/06*	*11am*	*Will Senning Lelonie Adams*	*Card returned from LHS by Fed Ex Ground Tracking # XXXXXXXXX; Card inserted in machine and tamper proof seal # XXXXX affixed.*
OUT machine & card	*8/29/06*	*10am*	*Lelonie Adams Will Senning*	*Machine and card out of vault to conference room to do ballot deck testing; ballot testing was good so seal #XXXXX remains in place.*
In machine & card	*8/29/06*	*11:45*	*Lelonie Adams Will Senning*	*Test Deck completed so machine & card returned to vault until election day with seal # XXXX in place.*

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Vote Tabulator and Memory Card Access Log

In/ Out Card/Machine	Date	Time	Signatures 2 Required	Purpose/Reason for Transfer of Card or Machine

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PROCEDURE TO Charge and Check BATTERIES

To CHARGE the INTERNAL BATTERY in each Accuvote tabulator:

1. The night before you plan to do the Logic and Accuracy Test (test deck of ballots) to confirm that the tabulator is configured correctly, place the tabulator **without a memory card installed** on a table in a safe place that can be locked, PLUG the tabulator machine into a surge protection strip, **power ON** the strip, PRESS the RED SWITCH at the back of the tabulator to TURN ON the machine and leave it on for at least 6 hours or overnight.

2. After at least 6 hours or when you come in the next morning, Press the RED switch to turn off the tabulator. Unplug the tabulator.

3. Check to make sure that the MEMORY CARD is **NOT INSTALLED** in the tabulator. Press the RED SWITCH to turn on the tabulator **while another election official** is pressing the YES and NO buttons **at the same time**.

4. This puts the tabulator in "DIAGNOSTIC MODE".

5. Press the NO button to answer every question on the display until "TEST PRINTER?" APPEARS. Press YES.

6. The tabulator will print for approximately 40 seconds. When it has finished printing, the display will read: "PRINT TEST DONE TEST CONTINUOUS?" Press the NO button then answer every question on the display until "TEST PRINTER?" again appears. Press YES.

7. When it has finished printing again, the display should again read: "PRINT TEST DONE TEST CONTINUOUS?" If it does, **the battery is O.K.** Press the RED SWITCH to turn off the tabulator. The battery is fine and you are ready to follow the instructions to do your logic and accuracy test (test deck of ballots).

8. HOWEVER, if after the printer has stopped printing, the display **DOES NOT** read "PRINT TEST DONE TEST CONTINUOUS?", then the **battery needs to be replaced**. **OR,** if the display goes **blank** (empty) during the procedure above, then the **battery needs to be replaced OR** if the display reads "LOW BATTERY", then the **battery needs to be replaced**.

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BALLOT TEST DECK Preparation Instructions

Logic and Accuracy test of memory cards must be done at least 10 days before any election.

The purpose of preparing and running a test deck of ballots is to verify that the memory card was correctly programmed by LHS to match the ballot oval positions for the various candidates and questions on the printed ballot. This test is called the **"Logic and Accuracy Test."** Please make your marks with a **black felt tip pen** and completely fill the oval—this is not the time to try to "trick the tabulator" by making light or small marks.

Use absentee ballots with scoring for folding as well as some standard official ballots for the test deck. Mark all ballots as "Test Ballots".

For the Presidential Primary and August Primary Elections, you must prepare 1 test deck of ballots for each major party ballot, so if there are two parties then prepare a test deck for both party ballots.

For the General Election, you will prepare 1 test deck.

If your town has more than 1 ballot style (different candidates for state representative for example), you must prepare a ballot test deck for each ballot style.

If your town has only 1 ballot style, but you plan to use more than one tabulator, you can use the same test deck for your memory card(s) for the second tabulator.

In order to be certain that you have tested and verified EVERY ballot position, we strongly recommend that you follow these procedures when you mark "votes" on your test ballots:

1. **On Ballot #1** - Fill in the oval to vote for the same number of candidates as the "Vote for Not More than #" in each race (and no write-in positions). So if it is a Vote for Not more than ONE, you vote for 1 candidate (the first on the ballot). If it is a vote for Not more than FIVE race, then fill in the oval for the first 5 candidates. If your ballot includes any public questions, fill in the YES position on each public question.

2. **On Ballot #2** - Fill in the oval to vote for the 2nd candidate in each "Vote for Not more than ONE" race and for the second group of 5 candidates if it is a Vote for Not more than FIVE race (and no write-in positions). If there were only 7 total candidates in the Vote for Not more than FIVE race, then you would only mark the remaining 2 candidates. If your ballot has any public questions, fill in the NO position on each of them.

3. **On Ballot #3** - Fill in the oval to vote for the 3rd candidate in each "Vote for NOT more than ONE" race and for the 3rd group of 5 candidates if it is a Vote for Not more than FIVE race (and no write-in positions). If a race has less than 3 candidates, skip that race OR if all of the candidates in the Vote for Not more than FIVE race have already been marked, then skip that race.

4. **On Ballot # 4** - Fill in the oval to vote for the 4th candidate in each race (no write-in positions). If a race has less than 4 candidates so that all of the candidates have already been voted for, skip that race.

5. **On each of the next ballots - Continue in the same manner until you have voted ONCE for EVERY candidate in EVERY RACE.**

6. AFTER you have voted enough ballots so that every candidate on the ballot has received 1 VOTE, then on the next ballot – Fill in the oval next to **all of the write-in position(s) on one ballot**. If you have a "Vote for Not More than FIVE", fill in all 5 of the write-in ovals on this ballot.

You have now marked 1 "Vote" for each candidate and write-in position on the ballot. Take your tally sheet and mark 1 vote for each candidate, each write-in, Yes, and No.

7. **Take at least 10 more ballots** and fill in ovals randomly so that candidates in each race will have different counts.

Hand Counting Test Deck Ballots

8. Next, two election officials must HAND COUNT the votes on your test deck of ballots.

9. On the Tally Sheet make a Tic mark for each vote a candidate or write-in received.

10. You can save time by keeping the ballots that you marked once for each candidate and write-in position in one stack. (These ballots may have been marked on your tally sheet already under step #6).

11. Next go through the randomly marked ballots and add a tic mark to the Tally Sheet for each vote on the randomly marked ballots.

12. Now add or sum the tally marks for each candidate and position so that you have total results for each candidate and write-in position. Make sure you count carefully because you will compare this Tally Sheet to the machine printout to verify that each memory card is programmed and counting correctly.

13. Remember when you have a vote for not more than FIVE, you will add all the ovals filled in for write-ins together to compare to the tabulator tape.

14. You are now ready to turn on your tabulator and follow the procedures to use the ballot test deck to check the memory card, known in the industry as the "*Logic and Accuracy Test*."

Logic and Accuracy Test Procedures (processing the ballot test deck)

The Logic and Accuracy test must be done at least 10 days before the Election.

LHS sends 2 memory cards for each tabulator. You may use the same test deck of ballots to test both of your memory cards. LHS has marked your memory cards with an "A" and a "B" so you can track the testing of each card. Test Memory Card B, the backup card first. After the test is completed and the hand count and tabulator count are the same, remove the backup Memory Card B, place it in the card holder in the Vote Tabulator Guide Notebook, seal with a tamper proof seal, and make a notation of the seal # in your Chain of Custody Transaction log. Next, install Memory Card A, and repeat the test procedures. When test is completed, seal Memory Card A into the tabulator, log the information in your Chain of Custody Transaction log, and return the tabulator and your Accuvote Procedures Notebook to the vault.

1. Follow the procedures in **Tab 2 to charge the battery** overnight on the night before you plan to do your Logic and Accuracy test. You can also mark your ballots for the test deck the day before. After you are sure that your hand count tally is accurate, you are ready to begin.

2. Press the red switch on the back to TURN ON the tabulator--remember it will hesitate for about 20 seconds. When the display reads "INSTALL MEMORY CARD," open the front clip and install the memory card.

3. After the card is installed, look at the LCD display and respond:

LCD Display	Response
TEST BALLOTS?	Y
TEST UNVOTED BALLOTS?	N
TEST FULLY VOTED BALLOTS	N
COUNT TEST BALLOTS?	Y
PRINT ZERO TOTALS?	N
RECIRCULATE BALLOTS?	N

4. Feed each of the **test deck ballots** that you prepared according to the instructions on page 3-1 into the tabulator. Change the orientation for different ballots—some upside down, some front side down to test all orientations.

5. AFTER the last test ballot has been fed into the tabulator, take the ENDER CARD out of the bottom inside pocket of the carrying case, and have one election official HOLD the Yes and No buttons on the tabulator while you INSERT the ENDER CARD.

6. Look at the LCD display and respond:

LCD Display	Response
PRINT TEST RESULTS REPORT?	Y
If the message "PRINT FULL TOTALS REPORT?" Appears, then Press	N
PRINT SUMMARY TOTALS REPORT?	Y
PRINT LONG REPORT?	N

7. Compare the PRINT OUT with your tally sheet from the hand count of the test ballots. If the tally sheet from the hand count and the printout agree, YOU ARE DONE TESTING the memory card. If any result (candidate, write-in, Yes or No) on the printout doesn't match your hand count total, **double check your hand count**. If it still doesn't match, check to see if your OVALS are properly filled in. If your ovals are filled in completely, then please check your hand count again before following the next instructions.

8. Press the red switch to turn off the tabulator. Press the red switch to TURN ON the tabulator. Perform Steps 3 through 7 of the test again. If your hand count tally now matches the tabulator printout you are done testing. If you are sure that your hand count is correct and it still doesn't match the machine printout, please call LHS Associates at 888-547-8683.

9. After your TESTING is complete—your hand count tally and the tabulator print out agree—look at the LCD display and respond:

LCD Display	**Response**
NEED ANOTHER COPY?	N
REPEAT TEST?	N
SEND TEST RESULTS?	N
PRINT TEST TOTALS REPORT?	N
PRINT AUDIT REPORT?	N

Make sure you will not need to do another public ballot test deck and that you are ready to put the tabulator into election mode before you respond to the next questions!

PREPARE FOR ELECTION?	Y
OK TO PREPARE FOR ELECTION?	Y

10. "REMOVE PREPARED MEMORY CARD" will appear on the LCD display.

If you have just completed testing **Memory Card B** (your backup memory card), you will remove **Memory Card B** and seal it in the memory card holder in section 4 of this Notebook.

Now you will insert Memory Card A into the tabulator and follow the instructions again from No. 3 through 10 to complete the test of **Memory Card A**. When you have completed the testing of Memory Card A, DO NOT REMOVE Memory Card A. Instead, you will seal Memory Card A into the tabulator and the tabulator is now ready for the election.

11. Proceed to the next section, SECTION 4, to follow the instructions to store the test deck(s), hand count tally, printed tape results and backup Memory Card B.

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Instructions for Storage of

Test Deck, Hand Count Tally, Printer Tape, and Memory Cards

Storage of Memory Cards

Following the Logic and Accuracy test, Memory Card A will be sealed in the tabulator and the tabulator is returned to the vault. Remember to always log the movement of the memory cards and tabulator in the Chain of Custody log sheet.

Seal Memory Card B into the **plastic zipper case found** in Section 4 of the Vote Tabulator Guide Notebook. The Notebook should be placed in the top pocket of the tabulator carrying case which should be stored in the vault along with the tabulator. Remember to always log the movement of the cards in the Chain of Custody log sheet.

Test Deck Ballots, Tally Sheets & Printer Tape

After you complete the Logic and Accuracy Test by following the instructions in Section 3, place the test ballots, tally sheets, and the printed tape into the **Accordion Folder** found at the back of the Vote Tabulator Guide Notebook and place the notebook in the inside top pocket of the tabulator carrying case.

Store the tabulator carrying case with the Notebook containing the test deck materials (and memory card B sealed in the plastic zipper case) in the vault along with the tabulator.

If for some reason both memory cards fail on Election Day, you will use the same test deck of ballots that you have stored here to test the new memory card that will be provided by LHS.

The test deck ballots can be recycled 90 days after each election.

Vote Tabulator

Election Day User Procedures

If you experience **technical difficulty** with the tabulator or memory card(s) at any time throughout the Election Day **call LHS for technical assistance at 888-547-8683.**

If you have a question about counting ballots or other election procedures, or if you cannot reach LHS Associates, please call an Elections staff person directly at:

Lori Bjornlund   802-828-2464

Will Senning   802-828-0175

Lelonie Oatway   802-828-1931

JP Isabelle   802-828-2304

There is an LHS representative present at our office in Montpelier throughout the day for all statewide elections who monitors and reports to us any incidents across the state as they happen. This is why we ask you to call LHS first, as that will allow them to respond as quickly as possible. We will be notified of any such incident and how it has been or is being resolved, as it occurs.

ELECTION DAY PROCEDURES

NOTE: At least 2 election officials must be present for all procedures.

1. Use the **plastic covered key** to open the **ballot box lid** (lower front lock). Raise the lid, and **at least 2 election officials and any interested citizens must verify that no ballots are in the box. Then close and lock the ballot box.**

2. Use the **plastic covered key** to open and fold down the **upper** front panel access door on the ballot box where the vote tabulator will be inserted.

3. Slide the tabulator into the tracks on the ballot box to within 3 inches of the back rim. Feed the tabulator power cord through the tube shaped opening from the back of the ballot box. Insert one end of the cord firmly into the tabulator power receptacle and the other end into the power surge protector strip or heavy duty extension cord (we strongly suggest use of a surge protector strip; make sure the surge protector is turned on!).

4. Use the **bare key** to remove the **printer cover** on the tabulator.

5. Press the **red switch** on the back of the tabulator to turn on the power to the tabulator. Wait 20 seconds for the machine to start operating – there is a built in delay. Push the tabulator all the way into the ballot box.

6. After 20 seconds, the tabulator will **automatically print a zero report** (to demonstrate that all of the candidates and public question tallies are 0 at the start of the Election.) DO NOT TEAR OFF or remove the zero report tape. After verifying that all tallies indicate zero (0), two election officials must **sign the bottom of this printout.** Then roll or fold the paper tape so it will fit under the cover.

7. The tabulator LCD will ask "Do you want another printout?" Press the **NO** button on the front of the machine. The display will then show the poll number (in most VT towns it will be 1.00) and the ballot count will display "0."

8. Replace the printer cover and **lock with the bare key**. Fold up and **lock the ballot box front panel access door with the plastic covered key** to secure the tabulator in place.

9. Use the **plastic covered key** to **open the top slot of the auxiliary compartment** located on the upper left side of the ballot box and leave it open for the day.

10. The tabulator is now ready to accept ballots for the election. The Presiding Officer should place 1 set of keys on the coiled bracelet on their wrist. The second set of keys can be given to another designated election official.

11. **Do NOT allow any voters to go to the entrance checklist to begin the process of voting until the Presiding Officer has announced that the polls are open (at the warned opening time).**

WHAT IF's During Election Day

Instructions for scenarios that may occur with the tabulator throughout Election Day

POWER OUTAGE – The battery will hold power for between 4 and 6 hours depending upon the number of ballots processed. Determine the cause of the power outage – check the power strip, power cords etc. If it truly is a building-wide power outage, try to determine how long the power will be out. If it will be longer than 4 hours, and if power is available at another public location in town, you may want to consider moving the election. Contact the Elections Division for assistance.

MEMORY CARD OR TABULATOR MALFUNCTIONS – If the tabulator will not accept any ballots after you have cleared a jam (see below) or if the LCD Display shows: "O.K. to format" or "Corrupt Count" or any other unusual occurrence that causes the tabulator to stop functioning – **CALL LHS immediately at 888-547-8683.** Instruct voters to deposit ballots into the Auxiliary Compartment until the tabulator is working again. Do NOT hesitate to call LHS – the sooner you call, the quicker the malfunction will be resolved.

LHS staff will either walk you through additional steps to resolve the problem by telephone OR LHS staff will arrange to have a technical staff person come to your polling place with a new tabulator or new memory card to be installed. Please complete Forms A and B in Section 8 to document any technical assistance that you receive.

If LHS needs to provide a new tabulator because of a mechanical or scan reader failure, but the memory cards are o.k. and do not need to be replaced, two election officials can break the seal on the tabulator to remove the Memory Card A, place that card into the new tabulator, and put a new seal on the tabulator. Document the change on your chain of custody log sheet. Also, complete Forms A and B in Section 8 to document the replacement of the tabulator.

If LHS provides a new memory card during Election Day, you must put the tabulator into TEST MODE and publicly test the memory card. You may use the previously marked test deck of ballots, found in your notebook. The logic and accuracy test must be completed before resetting the tabulator to Election Mode. You will follow the same instructions for the logic and accuracy test that you used to test Memory Card A and Memory Card B before the election (see sections 3 and 4).

After the new tabulator and memory card are in Election Mode, you will empty the ballot box and the Auxiliary Compartment, temporarily place these ballots into a ballot bag. Throughout the day process all of these ballots through the new tabulator. This can be done in between voters the same way the absentee ballots are processed.

BALLOT RETURNED – If a ballot is returned to the voter while the tabulator is being worked on, ask the voter to hold the ballot down so no one can see the markings – if you have a two sided ballot, keep some 14 inch file folders near the tabulator so the voter can temporarily cover the ballot.

If a ballot is rejected by the tabulator, read the message on the tabulator LCD Screen:

A. **"Ballot not read, please re-insert"**
   1. Means the ballot has not been read and has NOT been counted.
   2. **ASK the vo**ter to try to feed the ballot into the machine in a different orientation – turn the ballot over or insert the bottom instead of the top of the ballot.
   3. If the machine returns the ballot after several attempts,
      i.   the **voter** may return the ballot to the entrance checklist officials to obtain a new ballot to be marked and inserted, **OR**
      ii. the voter may place the ballot in the Auxiliary Compartment.

B. **"Blank voted card"**
   1. Means the voter intentionally did not vote any offices on the ballot, OR
   2. misunderstood the instructions and marked choices by circling the names, OR
   3. marked the ballot in another way that the tabulator could not read the ballot.
   4. This means the ballot has NOT been counted.
   5. **Discreetly ASK the voter if they intended to mark choices on the ballot,** if so,
      i.   repeat the instructions on how to mark the ballot with the voter and then direct the voter to return the incorrectly marked ballot to the entrance checklist officials and obtain a new ballot to mark.
      ii. If the voter intentionally left the ballot blank, the election official can use the plastic key to open the upper front access panel door and hold the YES button while instructing the voter to insert the ballot into the tabulator; OR
      iii. the voter may place the ballot in the Auxiliary compartment.

C. **"Over voted race"**
   1. means the voter marked more candidates for an office than the "Vote for Not More Than #" for that race, OR
   2. a stray mark or fold on the ballot may have been read as an extra vote.
   3. **Discreetly explain to the voter that too many choices were marked for one race**.
      i.   ASK the voter to review the ballot to see if too many candidates were marked for one office or to look for stray marks. If the voter can't see the error, feed the ballot again.
      ii. If the ballot is returned again with "over voted race" on the LCD screen,
           1. Ask the voter if they want to return the ballot to the entrance checklist officials to obtain and mark a new ballot.
           2. If the voter chooses not to mark a new ballot, explain that the machine will count all properly marked races but will not count the vote in the "over voted office."
           3. The election official can use the plastic key to open the upper front panel access door and hold the YES button while instructing the voter to insert the ballot **OR** the voter may place the ballot in the Auxiliary compartment.

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D. **"Invalid ballot, see official"**
1. Means the election code on the ballot does not match the memory card configuration. This occurs if a ballot from another town or district was mixed in a packet of ballots (either by the printer or by towns with more than one district).
2. Ask the voter to **look at the upper left corner on the ballot and tell you the town and voting district.**
3. **If the town or district is incorrect**
    i. Have the voter return the incorrect ballot to the entrance checklist officials to obtain the correct ballot to vote.
    ii. Notify the entrance checklist officials that a ballot from another town or district was mistakenly given to a voter. Instruct the officials to review the remaining blank ballots and remove any incorrect district ballots.
4. **If the town or voting district is correct**, and the message "Invalid ballot, see official" continues to appear when the ballot is fed into the tabulator,
    i. Ask the voter to look at the ballot to see if there are any stray marks in the area of timing marks or near ovals. Stray marks may cause this message to appear.
    ii. Whatever the cause, if the message continues to appear,
        1. Ask the voter to return the ballot to the entrance checklist officials to obtain a new ballot to vote.
        2. If the voter does not want to mark a new ballot, have them place the ballot in the auxiliary compartment to hand count after the polls close.

BALLOT JAM AND ALTERNATE PROCEDURES

BALLOT JAM – If the ballot is "caught" in the tabulator and does not feed through into the ballot box, **read the LCD message BEFORE attempting to clear the jam** - - the message DISAPPEARS as soon as the jam has been cleared. The messages read **"Counted ballot jammed in reader"** or **"Returned ballot jammed in reader"**.

AFTER YOU HAVE READ and repeated the LCD message to the voter or another election official, you are ready to clear the ballot jam.

1. Unlock the front upper panel and move the tabulator a few inches from the back of the ballot box.

2. Use two hands, one on each side of the ballot, to gently pull the ballot from the scanner to which ever side the ballot can be more easily removed. DO NOT YANK – the ballot may tear and render the tabulator unusable.

3. If you can't see the stuck ballot, unlock the front and move the tabulator to see if a ballot is stuck in the back.

4. The message on the LCD determines what to do next.

   a. **"Counted ballot jammed in reader"** means the ballot has been read and COUNTED already. After you clear the jam, hand the ballot to the voter to deposit the ballot directly into the slot by the back rim of the ballot box.

   b. **"Returned ballot jammed in reader"** means that the ballot HAS NOT BEEN COUNTED. After you remove the ballot and clear the jam, hand the ballot to the voter. After you slide the tabulator back and lock the front access panel door, ask the voter to insert the ballot into the tabulator again. If the tabulator returns the ballot again after trying different orientations, ask the voter to place the ballot in the **auxiliary compartment** to be hand counted or transferred to a readable ballot.

ALTERNATE PROCEDURES FOR BALLOTS THAT CANNOT BE READ BY TABULATOR – Ballots that are damaged, are on plain paper, or that continue to be rejected by the tabulator after trying to insert in different orientations and after using the YES button for overvotes or blank ballots can be handled in two different ways. 17 V.S.A. §2493(a)(5) Method 1 is to simply hand count those ballots and Method 2 is to transfer the votes on the ballot to a tabulator readable ballot. If Method 2 is selected, please conduct a training with election officials before the election.

Method 1: Hand Count

If you choose this method, you will follow the procedures outlined in Section 6, After the Polls Close, to try to insert the ballots into the tabulator again in different orientations and using the YES button to override over votes or blank ballots. If the ballots are still rejected, election officials will hand count these ballots and mark tics on a tally sheet which will be added to the printer tape totals on a summary sheet. Double check the auxiliary compartment to ensure all ballots have been removed. If you choose this method then skip Method 2. Don't forget the rest of the ballots will still need to be reviewed to look for write-ins and markings of voter intent (such as circling a candidate's name or entering a write-in name and not filling in the oval).

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Method 2: Procedures for Transferring Voter Marks from an Unreadable Ballot to a Duplicate Ballot

This normally occurs because a ballot is damaged or is a plain paper ballot returned by an absentee voter who requested electronic delivery.

Don't forget that **all** ballots will still need to be reviewed to look for write-ins and markings of voter intent (such as circling a candidate's name or entering a write-in name and not filling in the oval).

REMINDER: **Over voted or completely blank** ballots are initially rejected by the tabulator. Election officials can override the tabulator's rejection of blank or over voted ballots throughout the Election Day by unlocking the top front panel access door and then holding down the "YES" button on the front of the tabulator while the ballot is inserted by the voter or an election official. Please make sure that you have used the YES button to override overvoted or blank ballots BEFORE marking a duplicate ballot.

During Election Day: The following procedures may be performed when damaged or plain paper ballots are discovered by election officials. **Please make sure that you have tried the YES button procedures before deciding that a duplicate ballot needs to be created.** If you do not have enough time during the day, pairs of election officials can create the duplicate ballots after the polls are closed BUT before the Ender Card is inserted (See Closing Procedures).

Two election officials, not from the same political party, may perform the following steps to mark duplicate ballots and label the original ballots:

1. One official carefully reads out the voter's marking for each race while the other official transfers each marking from the unreadable ballot to the duplicate ballot.

2. The two officials then review the ballots to make sure the markings on the duplicate ballot match the voter's intent as marked on the unreadable ballot.

3. The two officials then place the unreadable ballot label on the unreadable ballot and both election officials sign the label. The Label states: "The voter's markings on this ballot were transferred to a machine readable ballot by:_____ & _____." (We have provided a "master" label sheet to use rather than handwriting an attestation on each original ballot—however, if you forget the labels you can handwrite the attestation.)

4. Place the labeled unreadable ballot(s) in the manila envelope for "Replaced Ballots-Do Not Count."

5. Feed the duplicate ballot into the tabulator.

6. Follow this same procedure throughout the day as unreadable ballots are found or if it is too busy, place the unreadable ballots in the Auxiliary compartment and complete this process at the end of the day BEFORE the ender card is inserted.

The voter's markings on this ballot were transferred to a machine readable ballot by:
_____ &
_____.

The voter's markings on this ballot were transferred to a machine readable ballot by:
_____ &
_____.

The voter's markings on this ballot were transferred to a machine readable ballot by:
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The voter's markings on this ballot were transferred to a machine readable ballot by:
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The voter's markings on this ballot were transferred to a machine readable ballot by:
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The voter's markings on this ballot were transferred to a machine readable ballot by:
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The voter's markings on this ballot were transferred to a machine readable ballot by:
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The voter's markings on this ballot were transferred to a machine readable ballot by:
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The voter's markings on this ballot were transferred to a machine readable ballot by:
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The voter's markings on this ballot were transferred to a machine readable ballot by:
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The voter's markings on this ballot were transferred to a machine readable ballot by:
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The voter's markings on this ballot were transferred to a machine readable ballot by:
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The voter's markings on this ballot were transferred to a machine readable ballot by:
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The voter's markings on this ballot were transferred to a machine readable ballot by:
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The voter's markings on this ballot were transferred to a machine readable ballot by:
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The voter's markings on this ballot were transferred to a machine readable ballot by:
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The voter's markings on this ballot were transferred to a machine readable ballot by:
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The voter's markings on this ballot were transferred to a machine readable ballot by:
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The voter's markings on this ballot were transferred to a machine readable ballot by:
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The voter's markings on this ballot were transferred to a machine readable ballot by:
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The voter's markings on this ballot were transferred to a machine readable ballot by:
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The voter's markings on this ballot were transferred to a machine readable ballot by:
_____ &
_____.

The voter's markings on this ballot were transferred to a machine readable ballot by:
_____ &
_____.

CLOSING PROCEDURES for towns that will hand count unreadable ballots

(Towns that used Method 1 for unreadable ballots)

(If you decided to **mark duplicate ballots** for unreadable ballots, skip to page 6-3 and go to the Closing Procedures for Towns that used Method 2 to Mark Duplicate Ballots.)

Towns that will hand count rejected, unreadable ballots start here:

1) **After the polling place has been officially declared closed by the Presiding Officer** and the last voter has inserted his or her ballot, use the **plastic covered key** to open the **Auxiliary compartment**. Two election officials must try to feed all of the ballots, if any, through the tabulator, changing the orientation if a ballot is returned.

2) If the tabulator returns some or all of the ballots, it is possible they contain over votes or are totally blank. Unlock the **front panel access door** (upper front lock on the ballot box) with the **plastic covered key** to expose the "Yes" button**.** While one election official **holds the YES button**, the other election official feeds the ballots into the tabulator, changing orientation if a ballot is returned.

3) If the tabulator still returns ballots, the Presiding Officer or designated election official will give the ballots that **have not** been processed to another two election officials. They will **hand count** using a Tally Sheet to record the votes for each race and question. After the ballots are hand counted, give the ballots and the Tally Sheet to the Presiding Officer to be added to the vote tabulator tape totals on a Summary Sheet.

4) **When you are certain** all ballots that could be processed by the tabulator have been (make sure you have processed ALL absentee ballots), use the **bare key to unlock and remove the printer cover** from the top of the tabulator.

5) **Check again to be certain all ballots that could be processed by the tabulator have been fed into the tabulator.** Take the **ENDER CARD** from the bottom inside pocket of the black carrying case. Insert the **ENDER CARD** while pressing the **YES and NO buttons at the same time**—it is easier if one election official holds the buttons and one election official inserts the ender card. **The printer will automatically print the election results tape.** Tear the tape off and have two election officials sign it. The signed tape will be put into a ballot bag with the tally sheets.

6) When the machine asks: "**Do you want another printout?**" press **YES**. You may post this printout on the wall on a LARGE pre-printed SIGN that reads: "UNOFFICIAL RESULTS—hand count and write-in votes NOT included." You are not required to post the tape printout, and if your town includes multiple voting districts we suggest that you follow town specific procedures and do not post the tape. We suggest you print 2 or 3 reports. After you have all the print outs of the tabulator results that you need, when the machine asks: "Do you want another print out?" **press the NO button**.

7) Slide the tabulator forward about 2 inches and **press the RED switch** on the back of the tabulator to turn OFF the tabulator.

(Continued on next page)

8) Use the **bare key to lock the printer cover**. Slide the machine out of the ballot box and place it and the power cord into the black carrying case.

9) Use the **plastic covered key** to OPEN the back of the ballot box.

    i) The Presiding Officer divides the ballots and gives them to a pair or pairs of election officials.

    ii) The election officials go through each ballot to hand count write-in candidate names and record the results on a Tally Sheet.

    iii) The officials will also look for markings of clear voter intent that could not have been read by the tabulator:

        (1) such as circling of the candidate name instead of filling in the oval, **OR**

        (2) write-in candidate names where the voter did NOT fill in the oval.

        (3) If the pair agrees there is clear indication of voter intent that could not have been read by the tabulator, the pair will record the vote on the Tally Sheet.

            (a) When an additional vote is tallied for a candidate based on a voter intent marking that could not have been read by the tabulator,

            (b) the **Blank (Undervote)** total for that race should be reduced on the tabulator tape by one for each of these additional candidate votes. (The tabulator will have registered a blank vote for that race if it could not read the marking made by the voter, so that blank vote must be removed once a vote has been added to a candidate's total based on an "unreadable" mark.)

10) When all the ballots have been reviewed, give all the Tally Sheets for each group of ballots to the Presiding Officer. The Presiding Officer will add the tally sheets together with the tabulator tape results and record them onto a Summary Sheet to get the totals for all Races (for each race, remember to reduce the blank vote count by one for each additional candidate vote tallied in that race based on an "unreadable" mark). **The Presiding Officer can then announce the results.**

11) The Presiding Officer and at least one election official can now prepare the Official Return of Votes OR two officials can return to the Town Offices with the Tally Sheets, Summary Sheets and results tape, the tabulator machine, procedures notebook containing the back-up memory card, and ballot bags and secure all of the items in the vault and prepare the Official Return of Votes the following morning.

12) **At the end of the election night, the Accu-Vote Tabulator, the Procedures Manual including the backup memory card, sealed ballot bags, and ALL election materials must be secured in the vault.**

Method 2: CLOSING PROCEDURES for towns that mark duplicate ballots for rejected or unreadable ballots

(If you are going to hand count unreadable ballots, go back to the Method 1 Closing Procedures.)

1.   After the last voter has voted**, but BEFORE the Ender Card has been inserted**, unlock the **front panel access door** with the **plastic covered key** to expose the "Yes" and "No" Buttons. Unlock the **side auxiliary compartment** with the plastic covered key and remove all ballots from the Auxiliary compartment. If by chance there are any ballots in the Auxiliary compartment (tabulator rejected ballots that have not had a duplicate ballot marked which are most likely over voted ballots that a voter chose not to correct), two officials must try to insert these ballots in different orientations into the tabulator while holding the **YES** button. **If these ballots continue to be rejected**, give these ballots to a pair of election officials to create duplicate ballots using the procedures outlined in **Section 5**. As the officials mark the duplicate ballots, the officials will label the original ballots – "This voter's markings on this ballot were transferred to a machine readable ballot" – and then bring the sets of ballots back to the Presiding Officer. The ballots marked by the election officials will then be fed through the tabulator. The rejected or unreadable ballots that have been transferred, labeled and attested by 2 election officials will be placed in the manila "Replaced Ballots" envelope.

2.   If the tabulator returns (rejects) any duplicate ballots created by your election officials, it is possible that some of the ballots contained over votes. While one election official **holds the YES button** to override any over votes, the other election official feeds the remaining ballots into the tabulator, changing orientation if a ballot is returned. You should not have any ballots that cannot be read by the tabulator using the YES button if the duplicate ballots were marked correctly.

3.   **When you are certain** that all ballots that could be read by the tabulator have been inserted (make sure you have processed ALL absentee ballots and ballots from the Auxiliary side compartment), use the **bare key to unlock and remove the printer cover** from the top of the tabulator.

4.   **Check again to be certain that all ballots that could be read by the tabulator have been fed into the tabulator.** Take the ENDER CARD from the bottom inside pocket of the black carrying case. Insert the ENDER CARD into the tabulator while pressing both the **YES and NO buttons at the same time**—it is easier if one election official holds the buttons and one election official inserts the ender card. When the ender card is inserted, **the printer will automatically print the election results tape.** Tear the tape off and have two election officials sign the tape. The signed tape will be put in a ballot bag with the tally and summary sheets after the Official Return of Votes has been completed.

5.   When the machine asks: "**Do you want another printout**", press YES. You may post this printout on the wall on a LARGE Pre- Printed SIGN that reads: "UNOFFICIAL RESULTS—Hand count and Write-in votes NOT included" or you may follow your town/city procedures for handling the printer tape results in towns with multiple voting districts.   We suggest that you print 2 or 3 reports.   After you have all the Tabulator Results Print Outs that you need, when the machine asks "Do you want another print out?" **press the NO button**.

6.   Slide the tabulator forward about 2 inches and **press the RED switch** on the back of the tabulator to turn OFF the tabulator.

7.   Use the **bare key to lock the printer cover** on top of the tabulator. Slide the machine off of the ballot box and place the machine and power cord into the black carrying case. Use the **plastic covered key** to OPEN the back of the ballot box.

8.   Use the **plastic covered key** to OPEN the back of the ballot box. The Presiding Officer divides the ballots and gives them to a pair or pairs of election officials to go through to hand count write-in candidate names and record the results on a Tally Sheet. The pair(s) should also look for markings of clear voter intent that could not have been "read" by the tabulator, such as circling of the candidate name instead of filling in the oval or write-in candidate names where the voter did NOT fill in the oval. If the pair agrees that there is a clear indication of voter intent that could not have been read by the tabulator, the pair will record the vote on the Tally Sheet.

9.   When an additional vote is tallied for a candidate based on a marking that could not have been "read" by the tabulator, the "blank" vote total for that race as recorded on the tabulator tape should be reduced by one for each of these additional candidate votes. (The tabulator will have registered a blank vote for that race if it could not read the marking made by the voter, so that blank vote must be removed once a vote has been added to a candidate's total based on an "unreadable" mark.)

10.   When all the ballots have been reviewed, give all the Tally Sheets to the Presiding Officer. The Presiding Officer will add the tally sheets together with the printed results tape from the tabulator on the Summary Sheet to get the totals for all Races (for each race, remember to reduce the blank vote count by one for each additional candidate vote tallied in that race based on an "unreadable" mark). **The Presiding Officer can then announce the results.**

11.   The Presiding Officer and at least one election official can now prepare the Official Return of Votes OR two officials can return to the town offices with the Tally Sheets, Summary Sheets and results tape, the tabulator machine, procedures notebook containing the back up memory card, sealed ballot bags and secure all of the items in the vault and prepare the Official Return of Votes on the following morning.

12.   At the end of the election night, the Accu-Vote Tabulator, Procedures notebook containing the back up memory card, sealed ballot bags, and ALL election materials must be secured in the vault.

Process for producing a long report tape from Accuvote Machines

This is the process that must be followed in order to have the Accuvote Machine generate a long report that will distinguish **Democratic** ballots cast from **Republican** ballots cast from Progressive ballots cast.

When the polls have closed and the ***Ender Card*** is placed through the Accuvote Machine, a report will print out automatically. **This is not the report that is desired.**

Let the automatically generated report run all the way through and when the Accuvote Machine asks whether another copy is needed, shut off the Accuvote Machine.

Turn the Accuvote Machine back on. The Accuvote Machine will then ask a series of questions to be answered.

The questions are:

1. Reprint election results report? Answer **NO**

2. Send results by telephone? Answer **NO**

3. Send results by direct mode? Answer **NO**

4. Print elections totals report? Answer **YES***

5. Print long report? Answer **YES**

Explanation of OVERVOTE & UNDERVOTE

OVERVOTE: This line will appear on your report tape for every race. The number of **OVERVOTE** is equal to the number of **ballots** containing too many votes in that specific race. In order for any number other than zero to appear on this line, an election official would have to push and hold the yes button to override the system. The default setting for overvoted ballots is for the machine to reject them in case the voter mistakenly marked the ballot incorrectly.

UNDERVOTE: This line will appear on your report tape for every race. The number of **UNDERVOTE** is equal to the number of uncast votes for that race. Example: If Race A is a vote for **4** and a voter only chooses to vote for **2** of the candidates, the **UNDERVOTE** line will show **2**. As more ballots are cast this number will increase dependent upon how each voter decides to vote in each race.

Q: Why does the report tape show **UNDERVOTE** and **OVERVOTE**?

A: These figures are important and necessary in order to balance and determine that each race was counted accurately.

Q:If the report tape is only showing the number of **OVERVOTE** ballots, how will I balance each race?

A: After following the instructions on how to print a long report, you will see **# TO VOTE FOR** directly above **OVERVOTE** in each race. Simply multiply the **# TO VOTE FOR** by the **OVERVOTE**, then add the **UNDERVOTE** and all the candidate totals. The number you derive will be equal to the total number of ballots cast divided by the **# TO VOTE FOR** in that race.

After the Polls Close: Where does it all belong?

Important: Use this to assist you in packing after the count is completed

Bring to Town/City Clerk (in folder or envelope provided by Clerk) for EACH Legislative District:

☐   First printed tally tape

☐   **Entrance Checklist for the Legislative District**

☐   Written explanation of any discrepancies between the Entrance Checklist and total number of voted ballots

☐   Completed Write-in Summary Sheet(s) (white) (All tallies of ballots counted by hand must be added to the summary sheet(s)

Also return to Town/City Clerk:

☐   All unused/undistributed ballots (any ballots not handed out to voters)

☐   Opened (used) absentee ballot certificate envelopes. Store for 2 years, then destroy.

☐   Remainder of supplies (stapler, unused forms, pens, etc)

Place in ballot bag and seal:

☐   Exit checklist (if any)

☐   All voted ballots for ONE Legislative District (DO NOT put more than 1500 ballots in one ballot bag and do not mix ballots from different legislative districts!!)

☐   2nd printed tally tape from the tabulator

☐   All used tally sheets (totals have already been transferred to summary sheet(s))

☐   Defective Ballots Envelope (containing ballots that are defective and cannot be counted because the voter failed to sign the certificate, or voter failed to place the ballots in the certificate envelope, or voter marked ballot in way that disclosed identity of the voter—**You must include the total # of these ballots when reconciling the Entrance Checklist to the # of voted ballots.**)

☐   Replaced Ballots Envelope (containing ballots that were surrendered by voters who obtained a new ballot and deposited new ballot into the tabulator, as well as any unreadable ballots that were transferred to a readable ballot by your election officials—Do NOT include the total number of these ballots when reconciling Entrance Checklist to # of voted ballots)

☐   Attach manila tag to each ballot bag: Tag must contain: Election Date, Legislative District, Destroy Date, and Bag _____ of _____.

☐   Contents List (sample on next page) to be placed in outside pocket of each ballot bag

7-1

Sample: To photocopy and place in outside pocket of ballot bag

Ballot Bag Contents

District:_____
Bag _____out of _____

☐   EXIT Checklist, IF ANY _____

☐   All voted ballots for _____ (Legislative District). DO NOT put more than 1500 ballots in one ballot bag, and do not mix ballots from different legislative districts!! Lay ballots flat in ballot bag, **DO NOT ROLL OR RUBBER BAND THE BALLOTS.**

☐   2nd printed tally tape from the tabulator

☐   All used tally sheets (totals have already been transferred to summary sheets).

☐   Defective Ballots Envelope (containing ballots that are defective and cannot be counted because the voter failed to sign the early absentee certificate, or voter failed to place the ballots in the certificate envelope, or voter marked ballot in way that disclosed identity of the voter—**You must "include" the total number of these ballots when reconciling the Entrance Checklist to the # of voted ballots.**

☐   Replaced Ballots Envelope (containing ballots that were surrendered by voters who obtained a new ballot and deposited new ballot into the tabulator—Do NOT include the total number of these ballots when reconciling Entrance Checklist to # of voted ballots).

☐   Please list any other items packed in ballot bag:

       _____
       _____
       _____
       _____
       _____
       _____
       _____
       _____
       _____
       _____

Packing List for Delivery to Polling Places Before the Polls Open

Each Legislative District needs:

Can be distributed the day before the election if the polling place will be locked overnight:

☐ Voting booths

☐ Ballot bags – Provide enough bags for each legislative district so that no more than 1,500 ballots are placed in one bag

☐ Seals for ballot bags

☐ Manila tags or contents lists to be attached to each sealed ballot bag

☐ Paper clips and stapler for processing mutilated ballots

☐ Black felt-tip pens for marking ballots

☐ Ball point pens and rulers for entrance checklist

☐ Manila envelope for Defective ballots and manila envelope for Replaced ballots

☐ Accessible voting system equipment and a tabletop voting booth for privacy

☐ Elections Guide binder

☐ Duct tape

☐ Summary and Tally sheets, printed copy of a blank Official Return of Votes

☐ Copies of appropriate Appendices for voters to fill out.

Must be secured and delivered on Election morning:

☐ Vote tabulator in case with ballot test decks and Vote Tabulator Guide with backup memory card. Tabulator seal for memory card slot

☐ Boxes of ballots for legislative district

☐ Entrance checklist for each legislative district and exit checklist if used

☐ List of absentee voters

☐ Voted absentee ballots for each legislative district—in secure containers with notation of whether voters have been checked off Entrance Checklist

Election Day Technical Assistance Documentation Form A
To be Completed by Election Officials

Please use this form to document any Election Day technical assistance either by telephone or in person from LHS Associates (Vermont's vote tabulator servicing partner). Please note that both the Presiding Officer and another election official must sign this form.

Election Date:_____   Name of Election: _____

Presiding Officer or Election Official who completed this form:_____

Please describe the problem:_____

_____

_____

_____

Please describe LHS's response: _____

_____

_____

_____

Other comments: _____

_____

_____

I swear or affirm that the above documentation is true and accurate.

_____   _____
Signature of Presiding Officer   Date

_____   _____
Signature of Person Completing Form or other Election Official   Date

Submit the original form to the Secretary of State's Office, Elections Division, 128 State St., Montpelier, 05633 with your ORV form. Keep a copy for your records.

8-1

Election Day Technical Assistance Documentation Form B
To be Completed by LHS Staff Person

Please ask the technician from LHS Associates to complete and sign this form if LHS staff provides assistance at your polling place.

Election Date:_____

Presiding Officer:_____

Name of person completing this form:_____

Please describe the problem:_____

_____

_____

_____

Please describe LHS staff person's response: _____

_____

_____

_____

_____

I swear or affirm that the above documentation is true and accurate.

_____   _____
Signature of LHS Representative   Date

Submit the original form to the Secretary of State's Office, Elections Division, 128 State St.,
Montpelier, 05633 with your ORV form. Keep a copy for your records.

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