



REGISTRAR-RECORDER/COUNTY CLERK ELECTION PREPARATION DIVISION

OFFICIAL CANVASS PROCEDURES

1% MANUAL TALLY

The 1% manual tallying of Ballot Cards is done by a (3) person board consisting of a Reader and (2) Talliers.

Working as a team of three, the Reader will sit on one side of a table; the (2) Tally Clerks, on the opposite side of the table.

READER

The Reader receives the Ballot Cards for one precinct and two Tally Sheets for the first contest to be tallied. The board will tally (1) contest on the Ballot Card at a time.

STEP 1 Compare the (4) digit Precinct Serial Number on all of the Ballot Cards to the Precinct Serial Number on the Tally Sheets by flipping through the Ballot Cards. The numbers must agree. If they do not, **INFORM A SUPERVISOR.**

NOTE: For Primary Elections, separate the Ballot Cards by party. Count the number of Ballot Cards and record the total in the appropriate place on the Tally Sheets. Notify your Supervisor, if the hand count exceeds the computer count.

STEP 2 The Tally Sheets indicate the Contest Name and voting position numbers of each Candidate or Measure to be counted. Be sure to note the number of marks allowed for each office. (Vote for One, Vote for Two, etc.).

STEP 3 Identify the numbers of the voting position(s) to be tallied on the Ballot Card. Read one voting position number at a time. Wait for both talliers to respond before calling the next voting position number.

STEP 4 Do not read marked voting position number if it is outside the range of voting position numbers identified for that contest.

IMPORTANT

1. OVER VOTE

An Over Vote is a ballot condition which arises when the voter marks more candidates than the number of candidates allowed to be elected for each office. In an office to which only one candidate can be nominated or elected, a second mark creates an Over Vote condition. The result is that No vote for that office can be tallied, since the voter's intent is unknown.

In the case of Ballot Measures, a "Yes" vote and a "No" vote marked for the same measure creates the Over Vote condition.

None of the marks shall be tallied for any Candidate or Ballot Measure when an Over Vote occurs. The number of Over Votes shall be recorded for each office or ballot measure.



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IMPORTANT (Continued)

2. UNDER VOTE

An Under Vote is a ballot condition that arises when the voter marks fewer voting position numbers than allowed for the candidates to be elected, or when the voter does not mark a voting position for or against a Ballot Measure.

Tallying the number of Under Votes for a multi-choice contest in a manual recount will add significant time to the manual recount process; therefore, **under votes should be tallied only as part of the machine tally process.**

3. NO (BLANK) VOTES

A blank vote, also called a No Mark, is a ballot condition that arises when the voter does not mark a voting position for any Candidate or FOR or AGAINST a ballot measure. A blank vote shall be called as a "NO Vote" on the tally sheet.

4. NO MARK

A "No Mark" is called for each unvoted position when the voter is allowed to vote for more than one Candidate. (i.e. Vote for Two or more)

TALLY CLERKS

Each Tally Clerk receives a Tally Sheet.

The (2) Tally Clerks will record simultaneously--on each Tally Sheet--the voting position called by the Reader.

The Tally Sheets of both clerks **MUST** agree at all times. If they do not agree, **CALL A SUPERVISOR.**

STEP 1 The Tally Mark for each vote will be made in indelible pencil only in the appropriate square opposite the correctly marked position.

Tally (5) votes each square with (4) vertical lines and one diagonal line.

EXAMPLE: 

Begin with the first available square beside each candidate name or measure and continue until all votes cast for each has been tallied for that precinct.



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TALLY CLERKS (Continued)

STEP 2 When all Ballot Cards have been tallied, draw a line with a red pencil from the last tally mark to the end of the line. A straight edge liner will be provided for you. Draw a line through all other unused squares for that contest or measure.

EXAMPLE: 

STEP 3 Write the total number of marks tallied for each position under the preprinted machine count.

EXAMPLE:

210
210
0

STEP 4 After the tally for a contest is completed, board members **must sign** and **date** the bottom of **both** Tally Sheets, as shown below:

TO BE COMPLETED BY TALLY BOARD:

WE HEREBY CERTIFY THAT THE TOTAL NUMBER OF VOTES RECEIVED BY EACH CANDIDATE FOR EACH OFFICE, (OR THE TOTAL NUMBER OF VOTES CAST FOR AND AGAINST EACH MEASURE) IS THAT SHOWN ON THE FOREGOING TALLY SHEET.

Clerk _____

Clerk _____

Clerk _____

Clerk _____

Date _____

NOTE: A tally sheet is considered incomplete and void unless signed by all board members.

SUPPLIES REQUIRED:

- Red pencils
- Indelible pencils
- Liners (Rulers)
- Tally Sheets
- Adding Machine