



**LOS ANGELES COUNTY  
REGISTRAR-RECORDER/COUNTY CLERK  
ELECTION PREPARATION DIVISION**

**OFFICIAL CANVASS PROCEDURES  
ABSENTEE VOTING (AV)  
1% MANUAL TALLY**

A three person board, consisting of one (1) Reader and two (2) Tally Clerks manually tally AV Ballot Cards in groups of 300.

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

**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** Count Ballots and separate in groups of 300.

**STEP 2** Compare the (3) digit AV Group Number on all of the Ballot Cards to the AV Group Number on the Tally Sheets by flipping through the Ballot Cards. The numbers must match. If they do not, notify your 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. If the hand count exceeds the computer count, then notify your Supervisor.

**STEP 3** 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 4** 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 5** Do not read marked voting position number if it is outside the range of voting position numbers identified for that contest.

**IMPORTANT**

**1. OVERVOTE**

An Overvote 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 Overvote 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 Overvote condition.



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**IMPORTANT** (Continued)

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

**2. UNDERVOTE**

An Undervote 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 Undervotes for a multi-choice contest in a manual recount will add significant time to the manual recount process; therefore, **Undervotes 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 (Incomplete Vote(s) / No Selection)**

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** match at all times. If they do not match, notify 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**



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**TALLY CLERKS (Continued)**

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 group.

**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:**

119
119
0

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

**STEP 5** Once you've completed a Tally Sheet (300 Tally Marks), notify a Supervisor and a new stack of ballots and tally sheet(s) will be provided. Once you have complete all the ballots for that AV group, add all tally marks and indicate these numbers on the last tally sheet.

**M M**

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 (Calculator)