

1% Manual Tally Process Overview

Pursuant to Election Code Sections 336.5 and 15360, one percent (1%) of the voting precincts in an election is randomly selected for manually tallying of votes to verify the accuracy of the automated count. Additionally one precinct for each contest not included in the random selection is manually tallied.

California Elections Code

Section 336.5 – "One percent manual tally" is the public process of manually tallying votes in 1 percent of the precincts, selected at random by the elections official, and in one precinct for each race not included in the randomly selected precincts. This procedure is conducted during the official canvass to verify the accuracy of the automated count.

Section 15360 – During the official canvass of every election in which a voting system is used, the official conducting the election shall conduct a public manual tally of the ballots tabulated by those devices cast in 1 percent of the precincts chosen at random by the elections official. If 1 percent of the precincts should be less than one whole precinct, the tally shall be conducted in one precinct chosen at random by the elections official.

In addition to the 1 percent count, the elections official shall, for each race not included in the initial group of precincts, count one additional precinct. The manual tally shall apply only to the race not previously counted. Additional precincts for the manual tally may be selected at the discretion of the elections official.

Procedures Used For Selecting Precincts

Computer generated reports are used to identify precincts and contests for inclusion in the 1% random selection process. Computer listing of all the precincts within an election is produced for randomly selecting 1% manual tally precincts to verify counts tallied on computer system-readers.

Additional Selected Precincts

Precincts selected for conducting the 1% manual tally are entered on a Manual Tally Control Sheet. Contests for the selected precincts are compared to a Zero Press Bulletin of Semi-Final Official Canvass Election Returns to identify contests included in the 1% random selection. Additional precincts are selected for all other races not included in the random selection. This will result in more than 1% of the precincts being manually tallied for the election.

Manual Tally Summary Sheets are produced for precincts with automated ballots cast and votes cast counts; and fields for entering the manual hand count during the tally process. Staff performs the 1 % manual tally of contests on every ballot in each precinct and records the hand count results in comparison to automated count results. Any count differences (+) or (-) are recorded on the Tally Summary Sheets. A final Recap Summary is prepared indicating totals of automated ballot count and manual tally count differences. This report is routed to Executive Office for review.

Ballots Cast and Votes Cast (+) (-) count differences recorded on **1 % Manual Tally Recap Summary**.

Ballots Cast Counts

Plus (+) differences result when manual hand count for number of precinct ballots is more than automated count. This may happen if more than one ballot is processed through a system-reader at same time on Election Night or during Official Canvass semi-final tally updates.

Minus (-) differences result when manual hand count for number of precinct ballots is less than automated count. This may happen if the same ballot is processed through system-reader for a precinct more than once on Election Night or during Official Canvass semi-final tally updates or if ballot(s) were *interfiled with another precinct.

When Ballots Cast (+) (-) differences occur normal procedures are for staff to determine whether manual or automated count is correct by recounting number of ballots and verifying to actual number of ballots processed at polling place precinct.

Votes Cast Counts

Plus (+) differences result when manual hand count for number of contest votes is more than automated count. This may happen if ballots with off-center or incomplete voting choice markings and other markings such as "X" or "√" are processed through system-reader on Election Night or during Official Canvass semi-final tally updates.

Minus (-) differences result when manual hand count for number of contest votes is less than automated count. This may happen if "blank" ballots or ink smeared ballots with invalid stray markings are processed through system-reader on Election Night or during Official Canvass semi-final tally updates.

When Votes Cast (+) (-) differences occur, normal procedures are for staff to determine whether manual or automated count is correct by rechecking number of votes recorded on manual tally sheets. An analysis is done of the plusses (+) and minuses (-) of selected races among the 1% precincts to determine whether a pattern of increasing or decreasing votes is indicated. If elections official has reasonable cause to believe that ballots were miscounted by computer system-reader, precinct ballots are reprocessed on another system-reader.

The (+) or (-) threshold used for reprocessing is (+) or (-) 4 votes for any contest.

***Note:** Official Canvass semi-final tally updates and 1 % Manual Tally activities occur simultaneously and there is sometimes an overlap between both processes requiring ballots to be interfiled and pulled from multiple locations. Absentee and Precinct ballots processed on Election Night Tally are maintained in separate ballot security cabinets from ballots processed in subsequent semi-final tally updates during Official Canvass.