

**Fifth Congressional District Unassembled Convention
Saturday, June 13, 2020**

Balloting and Tabulation Procedures

Official Ballots

1. The official ballots will be prepared by Atlantic Election Services. They will be substantively similar to the sample ballot on the 5CD website with updates to the headings and instructions.
2. Four thousand official ballots will be printed and serial numbered from [0000] to [3999] for control purposes.
3. At no time should a serial number ever be recorded in association with a specific delegate. The order of arrival of delegates should not be recorded so that they cannot be associated with serial numbers.
4. The official ballots are expected to be ready for pickup / delivery to the Teller Committee by Friday, June 12, 2020.

Allocation of Ballots

5. The Teller Committee will allocate the official ballots into groups, as follows:
 - a. Each unit will be issued one raw ballot per certified delegate (based upon the credentials committee report approved prior to the convention) with sequential serial numbers:

[TO BE UPDATED WITH FINAL COUNTS FROM CREDENTIALS COMMITTEE REPORT]

<u>UNIT</u>	<u>CERTIFIED DELEGATES</u>	<u>SERIAL #s</u>	
		<u>FIRST</u>	<u>LAST</u>
Albemarle	309	0000	0308
Appomattox	103	0309	0411
Bedford	381	0412	0792
Brunswick	22	0793	0814
Buckingham	91	0815	0905
Campbell	553	0906	1458
Charlotte	119	1459	1577
Charlottesville	52	1578	1629
Cumberland	64	1630	1693
Danville	48	1694	1741
Fauquier	185	1742	1926
Fluvanna	106	1927	2032
Franklin	256	2033	2288
Greene	155	2289	2443
Halifax	272	2444	2715
Henry	35	2716	2750
Lunenburg	45	2751	2795
Madison	80	2796	2875
Mecklenberg	168	2876	3043
Nelson	145	3044	3188
Pittsylvania	210	3189	3398
Prince Edward	85	3399	3483
Rappahannock	63	3484	3546
	3,547	0000	3546

- b. Sixteen (16) ballots, serial numbers [3984] through [3999], will be reserved as Test Ballots for tests of the ballot scanners and shall not be counted in the official tabulation results.

- c. The remaining [437] raw ballots, serial numbers [3547] through [3983], will be reserved as Replacement Ballots. Replacement Ballots may be exchanged for spoiled ballots (see procedure below), used for rejected delegates approved by appeal to the Credentials Committee on the day of the unassembled convention, or other backup purposes.
- d. Each allocation of ballots will be placed in a Raw Ballot Container marked clearly with the name of each respective Unit, "Test" or "Replacement." Each ballot must remain in the Raw Ballot Containers until issued to a certified delegate or used for testing of the scanners, as appropriate.

Issuance of Ballot Allocations

6. The Teller Committee, prior to the beginning of balloting, shall issue the allocated ballots for each Unit to that Unit's Chair or his/her Designee.
7. Each Unit Chair or Designee shall certify to the Teller Committee that s/he is in receipt of the correct number of raw ballots with the correct serial numbers.
8. The Replacement Ballots will be maintained and managed by the Chair of the Teller Committee or a Designee(s).
9. The Test Ballots will be maintained by members of the Teller Committee or a Designee.
10. An observer on behalf of each candidate is entitled to witness the issuance of each ballot allocation.

Raw Ballot Handling

11. Raw ballots may only be handled (individually or collectively) by (i) the Unit Chairs or their Designees, (ii) members of the Credentials Committee or their Designees working the "off hours" voting location, (iii) members of the Teller Committee or officials designated to handle Replacement Ballots, or (iv) a delegate to whom a specific ballot has been properly issued.
12. The raw ballots must be kept in plain sight at all times until issued to a delegate, either (i) at the Unit's credentials table or (ii) at the Credential Committee "off hours" credentials table. Movement of raw ballots during lane changeover times should be witnessed by candidate observers.
13. Each and any time that custody or location of a raw ballot allocation changes, a log should be kept of the time, the number of raw ballots remaining (note the next serial number), and the detail of the change of custody/location. The log should remain with the raw ballot container at all times.
14. The Certified Delegate Roster for Credentialing, issued to each Unit Chair or Designee by the Credentials Committee prior to the start of balloting, should remain at the same location as the Raw Ballot Container at all times.

Issuance of Ballots to Delegates

15. Ballots for each Unit should be issued to delegates from the Raw Ballot Container in sequential order.
16. The Unit Chair or Designee (or member of the Credentials Committee, as appropriate) shall issue one (1) ballot to each certified delegate after the delegate is properly checked in with valid identification at the credentials location, in accordance with the Rules.
17. Delegates should be advised to follow the rules on the ballot and provided a ball point pen if they do not have one. Felt tip pens should NOT be used under any circumstances, as the ink can bleed and render the scanner unusable.
18. Delegates will proceed to the designated parking area to complete their ballots, in accordance with the Rules.

19. A volunteer worker posted in each designated parking area should be alerted to requests to replace a spoiled ballot. That worker will contact an official in possession of Replacement Ballots.
 - a. The official will ask the delegate to mark the spoiled ballot with a large “V” in accordance with the Rules, and place the properly voided spoiled ballot in the Spoiled Ballot Envelope. The serial number of the spoiled ballot should be logged.
 - b. Replacement Ballots should be issued in sequential order.
 - c. No delegate may receive more than one (1) Replacement Ballot. The official should advise the delegate to go over the ballot carefully.

Cast Ballot Containers

20. A designated Cast Ballot Container for each Unit, clearly marked with the name of the Unit, will be used to collect ballots from the delegates. In accordance with the Rules, the containers will be inspected by the Teller Committee and each respective Unit Chair or Designee, prior to the beginning of balloting, to ensure that they are empty. The containers will be sealed with tape signed by the Teller Committee and the Unit Chair or Designee. The seal may not be broken until the Teller Committee has received the container after all balloting is completed and is prepared to begin the tabulation process. An observer on behalf of each candidate is entitled to witness the container inspection.
21. Until returned to the Teller Committee after balloting is completed, Cast Ballot Containers may only be handled by the Unit Chairs or their Designees or members / designees of the Credentials Committee working the “off hours” voting location.
22. Cast Ballot Containers must be kept in plain sight at all times, either (i) at the Unit’s polling location or (ii) at the Credential Committee “off hours” polling location. Movement of Cast Ballot Containers during lane changeover times should be witnessed by candidate observers.
23. When each delegate presents a completed ballot to cast, the Unit Chair or Designee or member / designee of the Credentials Committee, as appropriate, shall:
 - a. Verify that the serial number of the ballot belongs to the proper Unit (or is a Replacement Ballot).
 - b. Check the name and mark the Official Certified Delegate Roster issued by the Credentials Committee prior to the start of balloting, in accordance with the Rules.
 - c. Only after (a) and (b) are completed, present the Cast Ballot Container to the delegate to slide the ballot through a slot cut into the container.
24. The Official Certified Delegate Roster for each Unit should remain at the same location as the Cast Ballot Container at all times. When the Cast Ballot Container is moved during lane changeovers, the number of voters marked off should be recorded.

Ballots for Unit Chairs / Designees / Volunteers / Candidates / Staffers / Military

25. Unit Chairs and Designees and any volunteers who may handle ballots should vote at the Credentials Committee polling location during the “off hours” periods for their respective Unit. No one should ever issue their own ballot.
26. Candidates, their staffers, and volunteers who are not involved in issuing or receiving ballots should vote, if possible, during each Unit’s designated voting time (at the beginning is recommended) and may walk their ballot from their Unit’s credentials table to their Unit’s Cast Ballot Container. All procedures should be followed. If unable to vote

during this time, they will be allowed to vote at the Credentials Committee polling location during the “off hours” periods for their Unit.

27. Any military ballot received and approved by the Credentials Committee shall be cast by the Fifth District Committee Secretary, who shall transcribe the military ballot onto an official ballot for the respective Unit at the Credentials Committee polling location during the “off hours” period for that respective unit. The Credentials Committee should witness and verify the transcription.

Disruption of the Balloting Process

28. If the balloting process is disrupted at any time for any reason, whether by act of man or act of God, the Unit Chair or Designee shall immediately take charge of the Unit’s Cast Ballot Container, Raw Ballot Container, Official Certified Delegate Roster, Certified Delegate Roster for Credentialing, and any associated logs or notes, and take them to the secure Teller Committee room (the gymnasium) and remain with their materials until instructed by the Teller Committee.
29. In the event of such a disruption, the number of delegates marked on the Certified Delegate Roster for Credentialing (ballots issued) should be compared to the number of delegates marked on the Official Certified Delegate Roster (ballots cast) to determine the number of outstanding ballots in the hands of delegates. Authorized officials should attempt to secure those outstanding ballots if it can be done in a safe manner and must keep track of the names of delegates from whom they retrieve a ballot. These steps are essential to ballot security and to the maintenance of accurate documentation.

Return of Ballots

30. Upon the conclusion of balloting, each Unit Chair or Designee shall return all ballots and both delegate rosters to the Teller Committee at the secure tabulation room (the gymnasium), including the Raw Ballot Containers and the Cast Ballot Containers with their contents.
31. Each Unit Chair or Designee shall certify to the Teller Committee:
 - a. The remaining number of raw ballots for the Unit that are being returned.
 - b. The number of delegates marked off the Certified Delegate Roster for Credentialing, which should equal (i) the number of raw ballots issued, less (ii) the number of raw ballots returned.
 - c. The number of delegates marked off the Official Certified Delegate Roster, which should equal the number of ballots in the Cast Ballot Container.
 - d. Any known reasons for discrepancies between (b) and (c) above.
32. The Teller Committee, in accordance with the Rules, shall unseal the Cast Ballot Container for the Unit and count the number of cast ballots inside. Any discrepancy between (i) the number counted and (ii) the number of delegates marked off the Official Certified Delegate Roster should be investigated and any identified reasons or irregularities documented. The Unit Chair or Designee will certify the ballot count, in accordance with the Rules. The counted ballots will be placed back into the Cast Ballot Container, which will remain in the control of the Teller Committee, for safekeeping until tabulation.
33. Upon the conclusion of balloting, any official in possession of Spoiled Ballots or Replacement Ballots shall return all such ballots and the related log to the Teller Committee at the secure tabulation room (the gymnasium) and certify to the Teller Committee:
 - a. The remaining number of raw ballots that are being returned.

- b. The number of voided spoiled ballots that are being returned, which should equal (i) the number of raw ballots issued, less (ii) the number of raw ballots returned.
34. Once all ballots are returned to the Teller Committee, the secure tabulation room will be closed and only those involved in the tabulation process or otherwise permitted by the Rules may remain.

Counting Votes

35. Three tabulation machines will be provided and programmed by Atlantic Election Services.
36. The Teller Committee will test the machines with the Test Ballots prior to tabulating official results.
37. For each Unit, the Teller Committee and its workers will:
- a. Open the Cast Ballot Container. Only one Cast Ballot Container may be opened at a time for each tabulation machine; the tabulation process for that Unit must be completed prior to the opening of another.
 - b. Run the ballots through the tabulation machine.
 - c. Print the results reported by the machine.
 - d. The machine operator shall report the results to the tabulation table.
 - e. The tabulation table shall record the raw vote totals for each race for that Unit in each tabulation spreadsheet.
 - f. During the vote count, the Teller Committee will rely on the machine tabulation and not attempt to manually count ballots or interpret the will of the voter, except in the scenario that a physically damaged ballot does not feed through the scanner but the votes can still be clearly read. The vote from such a ballot will be manually added to the machine reported vote count and clear documentation will be recorded as to the number of ballots counted electronically, the number counted manually, and the total number counted.
 - g. Once the raw votes are recorded in the tabulation spreadsheet, all materials for the Unit should be organized and placed in a large Storage Envelope marked clearly with the Unit name. Materials to be placed in the envelope include both delegate rosters, vote count reports, notes of irregularities, documentation regarding manual counts, printed results reports, raw ballots, and cast ballots. The Storage Envelope must be sealed and signed by the Teller Committee prior to the opening of the next Cast Ballot Box.
38. The raw vote totals for each Unit will be entered into the tabulation spreadsheet. The spreadsheet will calculate the weighted vote as prescribed in the Call and the Rules. The spreadsheet will be calculated on two separate computers for cross checking and redundancy.
39. After all raw votes are entered into the spreadsheet, if the reported weighted vote in any race results in a margin of victory of less than 1.00% (between the last winning candidate and the first runner up candidate), the votes for that race will be tallied and calculated a second time following the same process.
40. The sealed Storage Envelope for each Unit will be given to the Secretary in accordance with the Rules. In addition, any other relevant materials, including the Spoiled Ballots and the raw Replacement Ballots not included in the Unit packages will be placed in a sealed Storage Envelope and given to the Secretary.
41. Vote results will be provided in accordance with the Rules.