

# CD5 Tally Room Procedures for June 13, 2020

## Tally Room Entry

Members of the Tellers Committee may enter the Tally Room as needed throughout the day. Tellers are requested to arrive for ballot counting starting at 5:00 pm. Members of the Tally Team will receive a lanyard to authorize their entry.

Campaign Observers will be admitted to the Tally Room between 6:30 pm and 6:50 pm. They must have a lanyard provided by the CD5 committee to gain entrance. A brief description of the rules for observers will be presented at 6:50 pm. After ballots start arriving in the Tally Room, an Observer who leaves the Tally Area will not be allowed to return, nor will a substitute Observer be allowed to enter in the first Observer's place. Observers who leave the Tally area must surrender their authorization lanyards. **Upon arrival, Observers will be required to place their mobile devices individually in plastic bags with their names attached and leave the devices with the Tally team.** Each device will be returned as the Observer leaves the Tally area or after the tally process is complete, whichever comes first.

Unit Chairs (or designees) will bring their balloting materials to the Tally area as soon after 7:00 pm as they can, dependent on when the last of their unit's delegates gets through the voting lines. As each unit chair enters the anteroom at the entrance to the Tally Room, s/he will be met by a Tally Team member. The unit chair and the Tally Team member will count that unit's ballots and verify that the chair is returning the same number of ballots (marked and unmarked) as were checked out to the chair at the beginning of the day. After the ballot count is verified the chair will sign the ballots over to the Tally team and will then leave the Tally area. If all of the Tally Team members are already working with unit chairs, the unit chairs will wait in the anteroom until called by the next available Tally Team member. Unit chairs who have to wait to count their ballots will be given a number to determine which unit chair will be called next.

No member of the media is allowed in the Tally area.

The Tally Team Sergeant-at-Arms will supervise all entrance and egress activity.

## General Instructions

As soon as possible after the balloting process is completed, both the spoiled ballots and unused reserve ballots will be counted to make sure they add up to 437. Discrepancies and explanation of discrepancies will be logged. Test ballots (16) will also be accounted for. Any discrepancies in either tally will be made known to Scanner Teams in case any unit ballot count discrepancies can be matched to reserve ballot discrepancies.

Unit chairs (UCs) will enter and stay in the anteroom at the entrance to the gym that serves as the Tally Room until called by a Tally Team member. UCs will hold all unit materials (cast ballots, uncast ballots, ballot movement logs, delegate check-in logs, delegate check-out logs, discrepancy logs) until called by Tally Team members to present their ballots for count.

**DO NOT UNSEAL CAST BALLOT BOXES UNTIL THEY ARE PRESENTED TO THE TALLY TEAM!!**

Scanner Team 1: George Urban/Lisa Merritt  
Scanner Team 2: Wally Hudson/Lillian Merritt  
Scanner Team 3: Darrell Byer/Flor Midkiff

Spreadsheet Operator 1: Steve Richards  
Spreadsheet Operator 2: Susan Lascolette

Tally Room Facilitator: Doc Troxel

Printout Runners (May also serve as Spoiled Ballot Officials): Ginger Burg, Clara Belle Wheeler

Sergeant-at-Arms: Karen Angulo

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## **Ballot Counts**

As UCs arrive at the Tally area they will be admitted by the Sergeant-at-Arms. Each UC will be paired with an available Tally Team member (TTM) while in the anteroom and will then proceed into the Tally Room to count that unit's ballots. The TTM will check that all of the materials are present for that unit. The UC and TTM will each count the unmarked ballots and note the number on the ballot log and each initial the number.

The UC and TTM will together unseal the Cast Ballot Box and initial in the ballot log that the seal was intact when brought to the Tally Room. If the seal has been broken, that must also be noted in the ballot log along with an explanation as to why the seal was broken prematurely. Then the UC and TTM will count the number of cast ballots and the number on the ballot log and will each initial the number.

If the scanners require it, the UC and TTM will turn the ballots so that they are correctly aligned to properly scan. The UC and TTM will also verify that the serial numbers on the ballots are the ones that were assigned to the unit in the morning. If the numbers do not match, the UC will provide in writing in the ballot log an explanation (if possible) as to why the totals do not match and will sign the entry.

The number of cast ballots and unmarked ballots should total up to the number of ballots issued to the unit chair in the morning. If the numbers match, both the UC and TTM will sign the ballot log indicating that they match.

The number of delegates marked on the check-in log should match the number of delegates marked on the check-out log. These numbers should be noted in the ballot log. The number of cast ballots should equal the number of delegates checked in and out. If a discrepancy exists, the UC should explain it in writing on the ballot log and sign the explanation. If the numbers do match, the UC and TTM will initial the numbers.

The TTM will then take all of that unit's materials and place them together in a que for the scanners. Counted ballots and other balloting materials will remain under surveillance by a TTM at all times after the UC hands them over to the Tally Team. The TTM will escort the UC from the Tally area and bring the next waiting UC (if any) into the counting area.

## **Scanner Operating Team (SOT) Duties**

The SOT will take all materials from one unit at a time to their scanner table where the SOT will scan all cast ballots. After the scan is completed, the SOT will print out three copies of the results tape for that unit from the scanner. The SOT will write the unit's name on all printed copies of the results report.

If the scanner refuses any ballots due to an undervote or an overvote, the SOT will attempt to reinsert the ballot. If after the second attempt to reinsert a ballot the scanner still refuses to scan the ballot, the SOT will determine whether the rejection is due to faulty marking of the ballot by the delegate or due to physical damage to the ballot. As is provided in the convention Rules, rejections caused by faulty marking of the ballot will be set aside and not counted (although they will be kept together by a clip, the collection of rejected ballots will be marked as such, and then they will be included in the unit's balloting package for storage).

The SOT will manually count the votes on any ballots that will not scan due to damage to the ballot. The total manually counted vote for each office will be written on the scanner printout separately from the machine counted votes. The mechanically counted and manually counted (if any) votes for each candidate will be added together (with a calculator) and the total will be written on the printout.

The SOT will also note on the ballot log the total number of ballots that the scanner rejected as mismarked, and the number of ballots that the scanner rejected due to physical damage to the ballot.

After all counted ballots for that unit are properly recorded on each scanner printout both SOT members will sign each printout sheet verifying that the information on the printout sheets is accurate.

The manually counted ballots will be kept separate from the mechanically counted ballots when placed in the unit's storage envelope and will be marked as manually counted.

One signed printout will be handed to the Printout Runner who will verify the numbers with the SOT and will then take the printout to the spreadsheet operators (SSO).

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The SOT will then place all unit materials in that unit's storage envelope along with the second signed scanner printout, will seal the envelope, and will sign the seal. If the seal is broken for a recount during the tally, the envelope will be resealed in the same manner. The third scanner printout will be kept in reserve.

After placing the sealed envelope in the provided storage box, the SOT will go to retrieve the next set of balloting materials from the que and repeat the process.

## **Spreadsheet Operator (SSO) Duties**

After the Printout Runner has verified the numbers on the scanner printout designated for the SSO, she will verify that the correct unit is written on the printout.

The Printout Runner will then take the printout to the SSO table and announce to both SSOs the name of the unit and as the SSOs call for the vote totals for each candidate for each office, she will read them in a voice loud enough to be heard by the SSOs and by any authorized candidate observers who are standing near for that purpose. She should NOT read the totals loudly enough that Unit Chairs who may still be in the room can hear.

The Printout Runner shall not read the next number on the printout until both SSOs indicate that they have the previous number entered on their separate spreadsheets.

Each spreadsheet computer should have their spreadsheet window projected onto a screen such that each authorized observer can clearly see the entries.

If the Printout Runner notices a discrepancy between the two spreadsheets, she should bring it to the attention of the SSOs who will then correct the discrepancy.

If an observer notices a discrepancy, s/he should bring it to the attention of the Room Facilitator, who will then check for accuracy between the two computers for the ballot total in question, and upon verifying the discrepancy, will notify the SSOs who will correct the discrepancy.

After all the votes for that unit are entered into both spreadsheets, the Printout Runner will leave the SSO printout with the SSOs and return to assist the SOTs with the next unit.

After all of the units' results are entered into the spreadsheets, the SSOs will ascertain that the raw votes, weighted votes, and election outcomes are the same on each spreadsheet. If necessary, the SSO printouts will be consulted to determine whether the correct numbers have been entered. After all discrepancies (if any) are resolved, the SSOs will print out two copies of the spreadsheet for EACH computer. The SSOs will each sign the printout from their own machines to verify accuracy. One copy of each printout will be made available to the convention chairman per the Rules. The other copy of each printout along with the SSO copies of each scanner report will be stapled together and placed in the storage box for the Secretary as per the convention rules.

## **Talley Room Facilitator**

The Talley Room Facilitator (TRF) will be available to make sure that all portions of the tally process are completed according to these guidelines, to assist at any position where assistance is needed in order to move the process along as quickly and smoothly as possible, and to field inquiries and concerns from authorized observers.

## **Authorized Observers**

Authorized observers are present to observe. They are not to interfere or interact with any member of the tally team other than the TRF who will cheerfully respond to any questions or concerns that any observer may have on behalf of their candidate(s).

No observer or tally committee member is allowed to communicate with anyone not authorized to be in the Tally Room until after the SSO printout has been delivered to the Convention Chairman. Observers will also not communicate with UCs who may be in the Tally Room presenting their ballots. If an observer leaves the Tally area prior to the end of the tally process, that observer will not be allowed to return nor can a substitute take that observer's place.

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**Observers will be asked to place their mobile devices, etc., in plastic bags with their names attached and then place those phones in the custody of the Tally team who will return them when an observer leaves the area or after the tally process is completed, whichever occurs first.**

Please abide by the rules so that you can stay, watch our process, and provide an accurate report to your candidate. Failure to abide by these simple rules will result in your dismissal from the Tally Room.