BEST PRACTICES CHECKLIST FOR BALLOT ACCOUNTING AND RECONCILIATION

At the polling place:

Account for all ballots, votes, and voters

Before the polls open:

☐ Count and record the total number and type (*e.g.*, regular, emergency, provisional) of blank ballots received by the polling place. If multiple styles of ballots are used, each style should be accounted for separately.

☐ Print a "zero tape" from each machine that shows that all counters are zeroed.

☐ Check all ballot boxes, including those for optical scanners, to make sure they are empty.

After the polls close:

☐ Count and record the total number of votes cast as shown on the summary tapes printed from voting machines at the close of polls, and retain these ballots and summary tapes (*e.g.*, voter-verified paper records, vote total tapes and optical scan ballots).

☐ If using optical scanners, check auxiliary bins to make sure they contain no voted ballots.

☐ Count and record the total number of provisional ballots cast.

☐ Count and record the total number of spoiled ballots.

☐ Count and record the total number of unused ballots. If multiple styles of ballots are used, each style should be accounted for separately.

☐ If using touch screens, count and record the total number of emergency paper ballots issued.

☐ If applicable, count and record the total number of hand-delivered absentee ballots.

☐ Count and record the total number of voters who signed in at the polling place. Account for voters who voted provisionally separately from voters who voted on a standard ballot.

☐ If possible, count and record the number of voters who signed in but left the polling place without voting.

☐ Post copies of paper records of vote totals logged on each machine at the polling place. If possible, include numbers of abstentions and overvotes in each race.

Reconcile vote and ballot totals and address discrepancies at the polling place

☐ Compare the total number of votes cast to the total number of voters who signed in. Explain and address any discrepancies.

☐ For both regular and emergency paper ballots, compare the number of voted, spoiled and unused paper ballots with the number of ballots sent to the polling place. Explain and address any discrepancies.

☐ Compare digital vote tallies from voting machines to vote total tapes. Notify county and state officials of any discrepancies. If using optical scanners, flag ballots that should be re-counted on the central tabulator.

☐ If your precinct has an "accumulator" that totals memory cards for each machine, compare the total tapes from each machine to the total tapes from this accumulator.

☐ Seal, sign and return packages of used and unused ballots.

☐ Deliver official, sealed information packets containing all audit information (poll books, paper trails, paper ballots, vote total tapes, provisional ballots, emergency paper ballots, unused ballots and memory cards) to the central count location.

At the county level:

Reconcile redundancies

☐ Review status reports from the electronic tally server to ensure that all memory cards have been read.

☐ Compare electronic tally server totals to vote total tapes generated from each voting machine.

☐ Account for additional ballots that might not be included in vote total tapes, such as provisional ballots, emergency paper ballots, absentee/mail-in ballots, or early voting ballots.

☐ Reconcile the total number of voters who signed in with the total number of votes recorded in the county.

☐ Re-check reconciliations performed at the polling places and investigate/resolve any discrepancies.

Make all results public

☐ Publish results of ballot, machine total, and memory card reconciliations.