

**POLICIES AND PROCEDURES OF THE BOARD OF
ELECTIONS
IN THE CITY OF NEW YORK**

SECTION 4 – CANVASS PROCEDURES

**BOARD OF ELECTIONS
City of New York**

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4. Canvass Procedures

There are three types of paper ballots that must be counted after an election: absentee, affidavit and emergency.

The Board canvasses absentee and affidavit ballots on a date chosen by the Commissioners, usually one week after the election. Emergency ballots are canvassed at the pollsites by the pollworkers at the close of the polls on Election Night. These emergency ballots are re-canvassed by the Board just prior to the canvass of the absentee and affidavit ballots.

From the initial receipt of the ballots, they are kept in a secured location. They are stored in a room, the Ballot Storage Area, only accessible through a door that is locked with two distinct locks requiring different keys. The senior Democratic and Republican officials in each borough office each have a key to one of the locks. The door can be opened and the ballots accessed only by a team of Board staff representing each of the major political parties.

The Board conducts the canvass of paper ballots utilizing an optical scanning system. However, in those instances where only one contest appears on the paper ballot, the Borough Commissioners are authorized to direct that a manual canvass/recanvass of paper ballots be conducted, if they determine that it would be more efficient to conduct the canvass/recanvass in that manner. The following presents the details of the canvass process.

4-1 Maintenance of Canvass Equipment and Forms

4-1.1 SCANNING SYSTEM EQUIPMENT

Vote counting equipment used by counties in New York State must be certified by the New York State Board of Elections. The optical scanning system used in New York City operates via a software product called TeamWork, and utilizes NCS OpSCAN 6 scanners. The integrated system has been certified by the NYSBOE and meets the technical specifications required by that certification process.

Each borough has three scanning systems (two in Staten Island). Each scanning system is composed of:

- ballot scanner
- TeamWork PC [CPU, monitor, keyboard, TeamWork software (installed)]
- printer
- associated cables
- TeamWork User Guide
- NCS Scanner Manual
- Board of Elections Scanner Maintenance Log

The systems are stored in a secured area of the borough office throughout the year. The components of the systems are not used for Board applications other than the paper ballot

canvass. Prior to the election, the systems are removed from storage and maintenance activities are performed.

The scanners are serviced via maintenance provisions in the contract that the Board has with the provider of the scanning systems. The PCs, printers and cables are maintained in-house.

4-1.2 MAINTAINING THE SCANNING SYSTEMS

Scanners

Once a year, prior to the Primary election, the TeamWork Administrator schedules preventive maintenance for the scanners. Also, during use, if any difficulties develop with a scanner, a maintenance call may be requested by the TeamWork Administrator or by the borough paper ballot Lead Person(s). A maintenance log is kept at each borough, documenting all maintenance and testing activities in accordance with New York State Board of Elections Rules and Regulations.

- During July or August, the borough paper ballot Lead Person(s) remove the scanning systems from storage and set them up in an area where they can be checked by the maintenance contractor. If any components are missing, they forward a request for replacement to the General Office.
- The TeamWork Administrator in the EVS Department schedules preventive maintenance with the vendor. The vendor maintenance technician records the steps of the procedure and any work performed on a tracking sheet. The borough Lead Person(s) record the activity in the Scanner Maintenance Log and attach a copy of the vendor tracking sheet. (See the procedure for completing the Maintenance Log below.)
- If difficulties develop with a scanner during the tally, the Lead Person calls the maintenance company and requests a maintenance service call. The Lead Person records the request in the Maintenance Log and also records the subsequent service call in the log. If assistance is needed, the Lead Person contacts the TeamWork Administrator.

TeamWork PCs and Printers

- The Lead Persons check the TeamWork PCs, printers and cables to ensure that all components are accounted for, and that everything is functioning.
- They turn on the PCs and check that they power up.
- They put paper in the printer. To test the printer, at the C-prompt, they type "type c:\test.txt> ltp1" and press ENTER. If the printer does not function, they check the cabling. If the printer functions but the text does not print or does not print clearly throughout the whole page, they replace the toner cartridge.

4-1.3 MAINTAINING THE SCANNER MAINTENANCE LOG

As per New York State Board of Elections Rule 6210.10, each borough keeps a log of all activities for each scanner. Copies of the logs are kept by the TeamWork Administrator in the EVS Department. The borough's log is kept with the scanner it tracks. The log is stored with the scanning system during the year, and it is kept near the scanner during use.

- The log is on pages that are kept in a binder that is divided and labeled with the scanner serial number. The pages of the log are formatted to record:
 - the election name and date
 - date of the activity
 - time of the activity
 - description of activity
 - name of the person making the entry
- In addition to any other activities the Lead Persons wish to record in the log, the following activities must be recorded in the Maintenance Log for each scanner:
 - Delivery Date (Addition to Fleet)
 - Acceptance Testing
 - Preventive Maintenance
 - Pre-Election Test
 - Public Test
 - Day of Tally Test
 - System Number Assigned to this Scanner for this Election
 - Tally Started (List ADs)
 - Maintenance Service Requests (If any)
 - Maintenance Service Calls (If any)
 - Tally Ended (List ADs)
 - Returned to vendor (If this occurs)

- Attach the scanning station label after the last entry.
- After each election, a copy of new entries is forwarded by the Lead Persons to the TeamWork Administrator.

4-1.4 PRODUCTION OF CANVASS FORMS

Various forms and labels are used during the paper ballot canvass to route ballots, document steps and track the process. The forms are:

- Paper Ballot Control Sheets (white)
- Paper Ballot Control Sheets for Emergency Ballots (white)
- Batch Header Sheets
- Scanning Sheets (blue)
- Write-in Forms (pink)
- Original Ballot Forms (yellow)
- Scanner-Refused Forms (gray)

- Control Sheets are used to track, by ED, the processing and disposition of all ballots from the determination of validity of the envelope in the Batching Area to the tallying of the ballot in the TeamWork System. A set is made for each AD (for each Party in a Primary) with all active EDs pre-printed on the sheets of each set. The control sheets are produced by the TeamWork Administrator in the EVS Department at the general office. This task is performed after the needed files are generated in the Board's computer systems. The procedures for this are found in the *TeamWork Administrator's Manual* (to be developed).
- The Batch Header Sheets are ordered by the TeamWork Administrator in the EVS Department. The Header Sheets are used during the scanning process to identify groups of ballots: Ballots are run through the scanner in batches by ED. A Batch Header Sheet is placed at the beginning of each batch. Batch Header sheets are preprinted with information that identifies to the system the batch of ballots to follow.

As soon as details of an upcoming election are known, and the relevant files are finalized in the Board's computer systems, the related number and type of Batch Header Sheets are determined. (See the *TeamWork User Guide* for information about Batch Header Sheets.) Generally, two HH sets are ordered, one set for emergency ballots and one set for all other ballots. One partially pre-printed set, Hblank, is ordered for batch updates, deletes or replacements as needed with either emergency or other ballots. Blank Header Sheets are ordered to keep sufficient blank stock on hand for use in test decks and as replacements for damaged Sheets.

When Batch Header Sheets are delivered at the borough offices, they are checked for accuracy. The borough Lead People visually examine the pre-printed Header Sheets to confirm that each set ordered was delivered. They confirm that Headers for all relevant ADs and all relevant Parties (if a Primary) were delivered. The Lead People then confirm the accuracy of the Header Sheets by scanning them, using the instructions in section 4-6, *Instructions and Forms*. They complete their processing of the Header Sheets by retaining them in the order in which they will be used during the batching process.

Note that if a batch of ballots is to be scanned and no Batch Header Sheet is available, the data that would have been scanned from the Header Sheet can be key entered directly into the system via the keyboard prior to scanning the batch. The format is as follows:

HH, Lot number as three digits, ED as three digits, AD as two digits, a blank space, the letter "V". As applicable, HU, HR, or HD are substituted when needed.

- The TeamWork Administrator receives the Borough's requests for the rest of the forms and places the order with the Procurement Department at the general office. This is done preferably during the Spring, prior to the onset of the election season.

The blue Scanning Sheets are used to document, by ED, the number of ballots sent to the scanners, the number scanned, and the number, if any, that will be entered manually.

The pink Write-in Forms are used to record write-in names so that they can be entered into the Board's computer system ENCORE. Ballots with write-ins are scanned; the write-in names, however, are not sensed by the scanners -- which sense only the marked ovals;

therefore, the names are entered directly into ENCORE according to the Board's authorized procedures.

The yellow Original Ballot Form is used to identify a ballot that has been duplicated because it is damaged and cannot be scanned, or because it was transferred in its envelope to the ED batch for which the voter is registered, and the ballot is not the same Lot as that batch, and therefore cannot be scanned. The duplicate ballot will be scanned in its place, and the original ballot will be securely retained.

The gray Scanner-Refused Forms are used at the scanning table to identify the few ballots that were not identified prior to scanning as being damaged, or as being a ballot of a Lot different from the batch being scanned. The gray form identifies the ballot as one that requires manual entry.

- Illustrations of the forms are provided in section 4-6, *Instructions and Forms*.

4-2 Testing the Canvass Scanning Systems

New York State Board of Elections Rule 6210.11 requires that the scanning system be tested for each election within twenty days prior to the day designated by the Board for the counting of paper ballots. In this Pre-election Test, all of the scanning systems are tested. The ballots that are used for the test are drawn from the same run of ballots that will be used in the election. The only difference in the ballots is that the word TEST is printed across the ballot. The CRU ballot coordinator orders the test ballots. The number of ballots to test for each Lot is determined by using a formula designed by the State Board of Elections.

The formula factors in the number of contests in the Lot and the number of candidates in the contest with the highest number of candidates. Borough staff members cast votes on the test ballots using the patterns developed by the State Board of Elections. The patterns are designed to test every active cell location, and to provide pre-determined results that can be easily recognized and verified. Borough staff prepare the absentee test ballots in mid-August and the stand-by test ballots in early September.

In late August (and late October for a General Election), the test is conducted. As per State Board Rule 6210.11, the borough Commissioners or their representatives certify that they have reviewed and verified the results of said testing. The borough staff then reserve in secured storage the test ballots and reports. They will be used for future repeat testing and comparison.

The General Office Candidate Record's Unit notifies candidates when a public demonstration of the test will be conducted. The test is scheduled for each borough for early September (and early November for the General Election). One representative of each political party and one representative of each candidate whose name appears on the ballot is entitled to be present at the test. The same test ballots or portion of them is used and the test is repeated on every scanning system. The Commissioners or their representatives again certify that they have reviewed and verified the results. Borough staff reserve in secured storage the ballots and reports for future repeat testing.

Immediately preceding the tally, the system is tested again by running the test ballots a third time. The results are compared against the two prior test results. The Commissioners or their representatives certify that they have reviewed and verified the comparison of the test data before the official tabulation of ballots is conducted. It is, therefore, only after this Pre-election Testing has been performed for the third time and the results verified to show that they are consistently the same, that the scanning systems are used to scan ballots from the election.

Immediately following the tally of the paper ballots, the system is tested again by running the test ballots for a fourth time. The Commissioners or their representatives certify that they have reviewed and confirmed that the results compare accurately against the prior three test results. This post-tally test demonstrates the accuracy and dependability of the count by showing that the system produces the same results after the canvass as it produced before the canvass.

Between each of these tests the test deck is secured in storage at each of the Board's borough offices until the next test. After the Election and canvass is completely over, the test decks and reports are archived along with all other material from the election.

4-2.1 ORDERING THE TEST BALLOTS

- The CRU ballot coordinator places the order for the test ballots. They are ordered along with the official ballots as soon as the contests and candidates are known. The ballot coordinator determines the number of ballots per Lot by using the tables that are part of the New York State Board of Elections's Instructions for Test Deck Preparation. These instructions are in section 4-6, *Instructions and Forms*.
- The test ballots are shipped to the borough offices to the attention of the borough Paper Ballot Lead People.
- The Lead People check the delivery to confirm that the correct ballots and quantity are received.

4-2.2 PREPARING THE TEST DECK

- There are different approaches to preparing a test deck. The Lead Persons determine the best approach for their staff. The following is a method suggested by the State Board.
- The Lead People prepare a set of guide ballots for each Lot (for each Party in a Primary.) The set of guide ballots contains ballots on which there is a vote for each successive candidate in the vote-for-one contests with an indication of how many ballots must be completed for each guide ballot; and also ballots for the multiple vote-for contests with an indication of the number of replications. See the NYSBOE Instructions in section 4-6 for the proscribed pattern.
- The Lead People identify the staff who will prepare the test ballots. The staff will indicate votes on the volume of ballots indicated by the guide ballots.

Depending upon the complexity of the ballots and the number of Lots, the test deck may involve a large number of ballots. The Lead People schedule adequate time for the identified staff to prepare the ballots and run them through the scanners to be sure that the ballots have been completed correctly.

- As each Lot's deck is prepared, the Lead Person creates a Batch Header Sheet using the lowest ED/AD for that Lot. The Lead Person writes the code HH, the Lot number as a three-digit code, the ED as a three-digit code, the AD as a two-digit code, a blank space, and then the letter "V". They also fill in the appropriate ovals below each entry.
- The test ballots are batched behind the Batch Header Sheets and the Scanner Operators scan them, following the instructions, *Scanner Pre-election Test Procedures*, in section 4-6. As errors on the ballots or Header Sheets are found, the Lead People correct them and continue to scan the decks until the expected desired results are achieved.
- The Lead People review the TeamWork reports and verify that the scanning systems have scanned the ballots correctly. They secure the ballots and reports until the Pre-election Test.
- The Pre-election Test is scheduled so that the borough's Commissioners or their representatives may attend and review and verify the results.

4-2.3 CONDUCTING THE PRE-ELECTION TEST

- Following New York State Board of Elections Rule 6210.11, the test is conducted at each borough office within twenty days before the canvass. The Scanner Operators scan the test deck, using the instructions in section 4-6, *Scanner Pre-election Test Procedures*. Each scanning system is tested, but depending upon the size of the test deck, it may be divided among the scanning systems; the entire test deck need not be scanned on each scanning station. The results are reviewed and compared against the prior reports. Every number in the Summary Report must be confirmed; one Lead Person or Scanning System Coordinator reads aloud the numbers from the report while another Coordinator confirms the exact match from the prior report. If a discrepancy is found, the Lead Person identifies the relevant ED by finding the ED Report that shows an unexpected pattern. That ED is scanned again. If the results are correct, the Summary Report is produced again. If the pattern is still faulty, the scanner is re-calibrated, and the ED is scanned again. If the pattern is still incorrect after re-calibration, the TeamWork Administrator is contacted and the source of the matter is determined. The final results are verified by the Commissioners, or their representatives. The ballots and reports are secured again, to be used for the Pre-election Test attended by the public.

4-2.4 CONDUCTING THE PUBLIC TEST

- The Public Test is scheduled by the EVS Department in conjunction with Senior Management at the General Office. The date will be before the election. Candidates or their representatives may attend the test. The Candidate Records Unit mails letters to the candidates notifying them of the test.

- At the scheduled time of the Test in each borough office, the Scanner Operators scan the test deck, using the instructions in section 4-6, *Scanner Pre-election Test Procedures*. The Summary Report is compared against the prior test's reports. Verification of the results is conducted, and discrepancies (if any) are resolved, as stated in 4-2.3 above.
- Following State Board Rule 6210.11, the results are reviewed and verified by the Commissioners or their representatives.
- The borough Lead People once again secure the ballots and reports for later use for comparison during the Day of Tally Test.

4-2.5 CONDUCTING THE DAY OF TALLY TEST

- This test is conducted on the day that the canvass starts, before the scanning of any official election ballots begins. The Lead People retrieve the test deck and the reports from their secured location.
- The Scanner Operators scan the test deck, using the instructions in section 4-6, *Scanner Pre-election Test Procedures*. The Summary Report is compared against the prior test's reports. Verification of the results is conducted, and discrepancies (if any) are resolved, as stated in 4-2.3 above.
- Following State Board Rule 6210.11, the results are reviewed and verified by the Commissioners or their representatives
- The borough Lead People once again secure the ballots and reports for later use for comparison during the Post-tally Test.

4-2.6 CONDUCTING THE POST-TALLY TEST

- This test is conducted after the canvass of the official election ballots.
- The Lead People retrieve the test deck and the reports from their secured location.
- The Scanner Operators scan the test deck, using the instructions in section 4-6, *Scanner Pre-election Test Procedures*. The results from the Post-tally Test are compared against the results from the earlier Pre-election Test, Public Test and Day of Tally Test. Discrepancies if any are researched and resolved.
- The results are reviewed and verified by the Commissioners or their representatives.
- The borough's Lead People archive the test ballots and reports along with the rest of the material and documentation from the paper ballot canvass.

4-2.7 PREPARING AND TESTING STAND-BY BALLOTS

- Because of the late date at which stand-by ballots are available, they are tested only once before the canvass and then again after the canvass.
- Before the canvass, the Lead People coordinate the preparation of a test deck of stand-by ballots in the manner described in section 4-2.2 above.
- The Lead Persons review the TeamWork reports and verify that the scanning systems have scanned the standby ballots correctly. They secure the ballots and reports until the Post-tally Test.
- After the canvass, the Lead Persons conduct a test of the stand-by ballots in the manner described in section 4-2.6 above.

4-3 Collection and Validation of Paper Ballots

4-3.1 ELECTION RETURNS PROCEDURE

NOTE: Election Documents and materials must be carefully tracked and handled by Board personnel only.

For election night, prepare the work area for receipt of election returns (2 tables per AD)

- | | |
|--------|--|
| Step 1 | Check off each police precinct as its election night envelopes are returned. Issue a receipt that lists election night envelopes delivered by the precinct by EDs. |
| Step 2 | Separate all returns by Assembly District (2 tables for each AD). |
| Step 3 | Keep each AD's envelopes in Election District order. |
| Step 4 | Empty each bag and be sure that the ED/AD is written on each envelope, booklet and return of canvass received. If the ED is missing, fill in the proper ED on the envelope or return of canvass. Be sure to check off all returned items on the Election night log. |
| Step 5 | Separate all envelopes, booklets, and returns of canvass into bundles by type. Check that the number of ballots contained in the Affidavit Transmittal Envelopes and Emergency Transmittal Envelope has been properly recorded. If the number of ballots has been omitted, note in red "number of ballots missing". If the number is different from the number recorded on either transmittal envelope note the number found in red pencil on the outside of the envelope and initial by both clerks. Put the number actually found in the log, but indicate an asterisk (*) to note that the number was different from the number recorded by the poll site inspectors. On the back |

of each Emergency ballot write the ED/AD "E" count the total number of "E" ballots and add to election night log.

- Step 6 Count the number of "A" ballots in each ED's "A" (affidavit) ballot envelope. Write the total "A" ballots counted on the ED's large "A" ballot envelope. Be sure that the ED/AD is on each envelope. If the number of "A" ballot envelopes is different from the number entered on the Transmittal envelope, a notation should be made on the Transmittal Envelope noting the discrepancy. Two clerks from different political parties should initial the notation. Draw a line through the incorrect number in red and write the correct number of "A" ballots.
- Step 7 Record the number of "A" ballots on the election night log by ED/AD. Add the ED/AD entries to get a grand total. Put the number actually found in the log, but indicate an asterisk (*) to note that the number was different from the number recorded by the poll site inspectors.
- Step 8 Secure emergency and stand-by ballots in the secured Ballot Storage Area.
- Step 9 The Election Officers Unit will collect all Inspector booklets and will be responsible to locate missing Inspector booklets.
- Step 10 Give all return of canvass sheets to Election Returns Supervisor in ED order.
- Step 11 Begin the inquiry procedure on the "A" ballot envelopes.
- Step 12 Separate the "A" ballots by categories as per ED prescribed procedures.
- Step 13 Voting machine recanvassing will be proofed and all corrections to the election night vote entry will be made to the ENCORE system.

See **ENCORE** Training manual for further instructions.

4-3.2 POST ELECTION POLL LIST AND BALLOT RETRIEVAL

VOTED POLL LIST PROCEDURE

Poll List books should be retrieved from the back of voting machines by office or warehouse personnel as soon as all machines in an Assembly District have been returned to the warehouse facility.

An inventory of ALL returned Poll List bags and Poll List books must be conducted.

The Retrieval Procedure

The back of machine log is needed for the following:

- Place a ballot box up on end.
It stands 15 inches high by 12 inches wide in this position.
- Place ONLY 15 Eds in a box.
- Place each Poll List book(s) (A to L M to Z) into the box with the spiral plastic binding toward the front of the box
- Before sealing, mark each box with the following information:
 - AD number
 - ED number contained in each box
 - Date of the election.
- Place the top on each completed box and secure with masking tape.
- Place your completed sealed boxes in a central location for delivery to the borough office.
- Check off on the Poll List inventory schedule each election district packed.
- Deliver all AD items, to the team leader directly to take appropriate action,

If any poll lists are missing after checking each machine, notify the Chief Clerk and Deputy Chief Clerk immediately.

In the event that a poll list book is missing, Election Day Operations (EDO) should immediately contact the following:

- police precinct assigned
- inspectors assigned to that particular ED
- poll site custodian
- trucker

If there is no success in finding the missing poll book, notify MIS. MIS will reproduce the book. Voter history can be reconstructed using the voter cards.

PROCEDURE FOR VOTED PAPER BALLOTS FOUND IN VOTING MACHINES

A team of one Democrat and one Republican should check the back of each voting machine as soon as all machines in an Assembly District have been returned to the warehouse.

The Retrieval Process

- As the Poll List books are retrieved from the voting machines, a check should be made for any voted paper ballot containers such as:

- Emergency Ballot Boxes or Envelopes
- "A" ballot envelopes.
- If such items are found, it should be noted in the appropriate box on the inventory schedule.

Emergency Ballot Boxes

- Make sure that all ballot boxes found are properly sealed and labeled (ED/AD) and placed in a central location. (Note: The Election Day Trouble Log will provide a good starting point to verify in which districts "E" ballots may have been used.)

Emergency Ballot Envelopes

- Write the ED/AD and initial all emergency ballot envelopes found
- Place all emergency ballot envelopes into a special ballot box marked with the Assembly District number
- Mark box "emergency ballot envelopes", cover and seal the box, and place in the secured Ballot Storage Area

"A" ballot envelopes

- Write ED/AD and initial all "A" ballot envelopes found
- Place all "A" ballot envelopes into a special ballot box marked with the Assembly District number
- Mark the box "A" BALLOT ENVELOPE, cover and seal the box and place in the secured Ballot Storage Area

Notify the Chief Clerk or Deputy Chief Clerk whenever voted paper ballots have been located in voting machines and arrange to have these voted ballots transferred to be joined with the other voted ballots. Upon receipt of these ballots, the Election Night Log should be updated and should contain a notation of ballots these ballots were found in the voting machines instead of the election night envelopes delivered by the Police Department.

SECURITY

All Voting Machines, Paper Ballots, Poll Lists and election records must be specially secured until completion of the canvass.

Warehouse

- All paper ballots are to be secured as described in this document.
- ONLY Board of Elections staff and Law Enforcement Officers are permitted to be in the voting machine area until ALL Poll list books and paper ballots have been retrieved. Poll watchers may only observe at a distance, but may not enter the voting machine area. All board of elections staff must work in Democratic-Republican pairs.
- Public officials and political party representatives who question these security procedures should be directed to the Chief Clerk or the Deputy Chief Clerk and shall not be permitted to enter the warehouse voting machine area.

Paper Ballots

- The Chief Clerk and Deputy Chief Clerk are responsible for insuring that all voted paper ballots are properly logged and then orderly placed in the secured Ballot Storage Area. Any ballots removed from the secured Ballot Storage Area for processing must be properly logged so that any particular ballots can be located at any time.
- Clerks who are reviewing affidavit ballot envelopes and absentee ballot envelopes must return the ballots to the secured Ballot Storage Area and note same on the log whenever the clerks must take a break. Clerks may not leave ballots at their desks when the clerk is not actually at the desk. ***Voted ballots are never to be left unattended in any place that is not secure.***

4-3.3 AFFIDAVIT BALLOTS

Please note that one or two staff members or supervisors should be responsible for the tabulation and verification of "A" ballot envelopes and for implementing the following procedure for each election. Charts should be kept up to date in order to be able to supply the necessary figures upon request of the general office. Usually, the final re-cap sheet (the summary of totals for all categories) is what is needed.

ROUTING PROCEDURE

1. No later than the day of the election, place at least one large corrugated box or postal tray for each Assembly District (more for larger districts) labeled according to AD WITH LARGE, VISIBLE NUMBERS.
2. When the RETURN ENVELOPES are delivered to the borough, separate the LARGE AFFIDAVIT ENVELOPES (BIG RED "A" ON THE FRONT) from the rest of the items and place them in the "A" Ballot box or tray for that AD (See Step 1).
3. When the check off list indicates that all the AD's have been returned, form teams of two to begin the counting process.

You will need:

- "A" Ballot Charts (Preferably in a manila folder) labeled with the AD in large numbers, center front.
- Trays
- felt pen -- preferably red or green
- rubber bands
- paper clips
- pencils with erasers

4. Place all the envelopes from the completed AD. in Election District order.
5. Starting with the lowest ED, open the LARGE affidavit envelope and remove the smaller affidavit envelopes found therein, MAKING CERTAIN TO WRITE ON THE FRONT OF EACH small affidavit envelope with a felt pen the **ED THAT IS WRITTEN ON THE**

OUTSIDE OF THE LARGE ENVELOPE THAT THEY WERE TAKEN FROM. This will tell you when verifying the ballot envelopes the district in which the ballot was actually cast.

6. Place a rubber band around the envelopes or clip together with a paper clip, depending on the quantity, and place in a tray in ED order. Follow this procedure for each successive ED until the entire AD is completed.
7. Return to ED 1. Count the "A" Ballots and enter the number on the "TOTAL RECEIVED" line of the "A" ballot chart, under ED #1, IN PENCIL. Use pencil because additional envelopes may be found later changing the total.
8. Count each ED until the entire AD is completed.
9. Complete each AD until the entire Borough is totaled.
10. Keep the "A" ballots and the chart for each AD together in the tray until the ballots can be verified on the computer system following the procedure for verification. Remember that "A" ballot envelopes must be stored in a secure location and logs must be maintained so that any particular ballots can be located at any time.
11. *Do not mix ADs. Make certain one person works on only one AD. at a time.*
12. Keep a list of staff assignments so you know whom to consult when a question arises about a specific AD. Staff must sign whenever they receive or return affidavit envelopes for processing.
13. **AFTER COMPLETING THE VERIFICATION OF AN ED**, band together "A" ballots that are **INVALID** and those that are **VALID**. Keep the valid and invalid separate in ED order.
14. Proceed in this manner through the entire tray.
15. Place the completed tray on a table that has a sign indicating "Checked on Computer". Make certain that the tray is clearly marked as to AD. Keep all AD trays together and keep them in ascending order - the lowest AD at one end and the highest on the other. Trays must be kept in a secure location.
16. Repeat this procedure until all AD's have been completed and checked on the computer. Continue to separate the valid and invalid ballots.
17. Once all the AD's have been checked on the computer, record the findings on the "A" ballot charts. Upon completion of the verification of an ED, fill in the affidavit log as you go i.e. 1 ED - 62 AD has 10 ballot total, 4 valid, 3 not registered, 1 missing information, 2 cancelled. If you enter information as you complete each Election District - the log will balance at completion.
18. When the ballot numbers in each ED are totaled, the total invalid PLUS the number valid must equal the TOTAL RECEIVED that was entered at the top of the column at the beginning of this process.

19. It is very important that ballot sheets be kept up to date. One or two persons who are good with figures can do this. The first 50 ED's are totaled on the first page. ED's 51-100 will be totaled on the second sheet and ED's 101-125 on the 3rd sheet. The summary that the General Office requires is compiled by adding the figures on pages 1, 2 and 3 and placing those totals on the final RE-CAP sheet. This will give you the complete AD totals. This can be carried one step further to include a summary RE-CAP sheet for ALL the AD's. In this way we will have the Borough TOTALS AT A GLANCE.
20. These folders should be kept in an accessible file cabinet readily available if and when needed.
21. Return the affidavit ballots to the secured Ballot Storage Area.

AFFIDAVIT BALLOT ENVELOPE AS A SOURCE OF TRANSFER OF REGISTRATION

An active (A) or inactive (X) voter moving within the five boroughs of New York City need not re-register in order to be eligible to vote in an election. If an affidavit ballot envelope shows that a voter has moved, the Board must update the voter's registration to show the new address and count the ballot.

Instance where an Affidavit Ballot is Not Required:

- A voter moved WITHIN THE SAME ED and his name is in the Poll List Book. He should inform the poll worker that he moved and provide his new address
 1. The inspector will verify that the new address (the use of ED Street Locators) is still within the same ED and draw a line through the old address on the Poll List, and enter the CORRECT ADDRESS in the Remarks column to the right of voter's name.
 2. The voter's correct name and address SHOULD ALSO BE NOTED AT THE END OF THE PRINTED POLL LIST IN THE SPACE ALLOTTED FOR SUCH CHANGES.
 3. Because the voter still resides in the SAME ED and his name and signature are in the Poll List he be allowed TO VOTE ON THE MACHINE.
- In a case where the voter moved to ANOTHER E.D., he should have been directed to his NEW polling place (ED) and filled out an Affidavit Ballot envelope with his current information and voted by means of an "A" Ballot.
- If computer check indicates that voter was ACTIVE (A) or INACTIVE (X) at his/her previous address, the registration will be transferred to the new address. The vote will count and TRANSFER NOTICE with the address change will be sent.
- If the voter (A or X) moved and correct polling site but INCORRECT E.D. and filled out an Affidavit Ballot, this will serve to transfer the voter's registration. The ballot, however, will count only for those offices, which apply to the ED where the voter now resides.

- If you find that the voter was PROPERLY CANCELLED AT HIS PREVIOUS ADDRESS, the vote WON'T count. A voter registration form must be sent to the new address so the person may reregister

AFFIDAVIT BALLOT VERIFICATION PROCEDURES

A. Materials needed:

- tray of affidavits sorted by ED
- green pen (to show up against the red print on the "A" ballot)
- poll site list for the borough
- access to a street finder
- notepad

B. Procedure

Steps 1 Check that voter has properly filled in the affidavit envelope

- Every affidavit envelope MUST contain voter's name, address and signature.
- If any of the above are missing, check off miscellaneous in the box section for BOE use only and indicate reason.

Step 2 Do an Inquiry on the voter using "Find Voter" procedure on AVID (see page)

a) Enter the old address if one was given on the affidavit envelope

Example: Borough - Manhattan
House No.- 519
Street Name - West 139 Street

NOTE: Be sure to enter the correct Borough before clicking on "Find Now".

a) AVID will display "No Records Found" or a list of one or more voters that live at that address. If the voter lives at a large apartment house, enter the first letter of the last name along with the address. After clicking on "Find Now", all persons with last names starting with that letter will be displayed.

Example - Borough - Manhattan
Last Name – S
House No – 519
Street Name – West 139 Street

a) This step can be helpful in finding a voter especially if the person's handwriting is difficult to read.

Step 3 If you find the voter registered at the previous address as STATED ON THE AFFIDAVIT ENVELOPE, check the status If the status is "A" active. Write the

voter's serial number and date of registration on the "A" envelope. If the status is "X" check inactive and enter the voters' serial number on the "A" ballot envelope.

Step 4

In the event the voter was found to be registered at the old address as "A" or "X", check the ED/AD of the new address using the street finder or the AVID system (Put in the address using FIND voter.) See if the voter went to the correct ED for the new address.

- a) If the ED for the new address matches the ED/AD written in the corner of the "A" ballot marks the ballot "valid"
- b) If you find that the Election & Assembly District for the new address do not match the ED/AD written in the corner of the envelope; write ED/AD of the address in the center of the envelope with the letters SB (for should be). Check Polling Place list to see if both ED/AD voted in the same site. If they both voted at the same site the ballot will count. Mark "VALID" in the remarks space.
- c) If the ED/AD of the new address was located at a different poll site that the ballot will not count, unless the Board is aware that the voter failed to go to the correct poll site because of inspector or Board error. Mark "INVALID" in the remark space and check the box marked Wrong ED.
- d) If the voter was found registered in the AVID system as an A or X at the old address, EL §5-208 provides for the registration to be transferred to the new address. The signed affidavit of the voter will serve as the transfer. Mark "CAF" on the envelope to indicate that the transfer process has to be done later.
- e) When doing an inquiry on a voter who has voted on an affidavit ballot, you sometimes find that they have been cancelled at the old address: 1-moved, 2-failed to vote in federal elections & 4- felon, etc. Check the new address. If there is no registration for that person then check cancelled box and enter INVALID in remarks space. The vote will not count. The address is not transferred. Send a new registration form.
- f) If you cannot find the voter at either stated address, do a 5-borough search using the name and birth date. If you find the name with the same birth date, the signatures match and the status is A or X, mark the envelope CAF and enter the voter ID number, the old address, indicate, whether it is "X" or "A". The registration will be transferred and the vote will count if the voter went to the correct poll site.
- g) If the name of the voter is very common (e.g., John Smith or Juan Rivera) and unless you are able to make a match with signature verification, DO NOT count the vote. Send the prospective voter a voter registration form. Indicate on the affidavit that it is invalid and check the box marked "Not Registered".

- h) In a Primary Election, if a voter is active (A) or inactive (X) at the previous address and is registered in the party having the primary, the vote is counted and the registration is transferred to the new address.
- i) If in a primary election a voter is "A" active or "X" inactive at the previous address but registered in a DIFFERENT party from the one indicated on the envelope, the vote does not count but the envelope becomes a change of address application. A voter registration form is sent in the event the voter wishes to change party enrollment. Mark the envelope CAF.

NOTE: If any TRANSFER or ACKNOWLEDGEMENT NOTICE (generated as a result of the processing of affidavit ballot envelopes) is returned by the post office as undeliverable, check to see that the information (name and address) is correct. If so, the voter shall be put on INACTIVE STATUS (X) using the voter change screen.

Wrong address If you find the voter is registered status "A" (active) or "X" (inactive):

- Check to see if computer address is the one listed on the affidavit envelope as the previous address from which the voter was registered.
- If such is the case and signature and vital statistics match, the affidavit envelope will be treated as a change of address and the vote will count.

NOTE: The vote will count only if the voter cast the affidavit ballot at the correct poll site for his/her new residence address. If the voter went to the wrong poll site but it can be determined that it was because of an error of a poll worker, (ministerial error) the vote will be counted.

- The voter will be notified of the address change with the generation of a Transfer Notice.
- If the voter is ACTIVE or INACTIVE on the computer but at a previous address that is NOT the same as the one specified on the Affidavit envelope and if signature and vital statistics match, the Affidavit envelope will be entered as a change of address and the vote will count (see Note above).
- If voter has been CANCELLED at the previous address given on the Affidavit envelope, the vote will NOT count. Mail a registration to the voter.

NOTE: If the voter was cancelled (#1) because of a move, but entered as the current address on the affidavit envelope the same address shown on the computer, the clerk should do a search for the source document for the cancellation. If proper documentation is found, the voter remains cancelled and the vote does not count. If the cancellation was erroneous, it should be corrected.

Voter Cancelled If you find the voter has been cancelled, check cancelled, write the

status code #, the voter's serial number and the date of cancellation on the "A" ballot envelope. The vote will NOT count. A registration form will be mailed to the potential voter.

Status code

1 – Moved	7 – Incompetent	Q – vote information found not to meet legal requirements
2 – Four Year Inactive	8 – Unknown at Address	X – Inactive
3 – Death	9 – Court Order	V – removed at Voter's Request
4 – Felony	A – Active	Z – Delete – duplicate
5 – not a U.S. Citizen	P – Pending	
6 – Refused Challenge Oath		

Late Registration

If you find the voter is registered Status P, and the status effective date is after the election date, check "too late", enter date of registration, and the voter's serial number on the back of the "A" ballot envelope

Missing information

For an affidavit ballot to be valid, the voter's name, address and signature MUST appear on the front of the ballot envelope. If, however, some information is missing (such as ED/AD, inspector signature, etc.) but the voter has provided the mandatory information and has been verified as being registered, the affidavit ballot is valid. See 9-209 (2) below. Note on the ballot envelope "Valid-Ministerial Error", and count the ballot.

9-209 (2) of the New York State Election Law states: that "if the Board of Inspectors determines that a person was entitled to vote at such election it shall cast and canvass such ballot if such board finds that ministerial error by the board of elections or any of its employees caused such ballot envelope not to be valid on its face."

Missing name or address

If the voter's name or address is missing write "NO NAME" or "NO ADDRESS" on the "A" ballot envelope.

If the voter is registered but the ED/AD on the "A" ballot envelope is DIFFERENT from the one on the voter's computer record, write "WED" (wrong ED) and enter the ED/AD from the computer record on the "A" ballot envelope.

Wrong ED

If the voter went to the wrong ED but the correct Poll Site, the ballot is VALID... the ballot will count but only for those offices which apply to the ED in which the voter now lives. The clerk should note the correct ED on the outside of envelope and should transfer the envelope to the affidavit ballot envelopes for that ED. The transfer must be noted on the logs for both EDs.

If the voter went to the wrong ED and the wrong Poll Site, the ballot is NOT VALID (unless the Borough Office has been notified that the voter was not notified of the correct poll site by the inspector or the Board) ...The vote will not count but the voter will get credit for voting. The voter must still receive a letter indicating that the vote did not count.

UPDATING A VOTER'S STATUS RECORD

INACTIVE STATUS

The following steps are taken to update a voter's record when an INACTIVE voter votes by AFFIDAVIT BALLOT, properly signed and from the SAME ADDRESS submitted to the BOE.

- Voter must be REACTIVATED
- Select "Voter Change" from the AVID tool bar
- Find Voter using "Find Voter" procedure
- Selection "Active" from the status box drop down menu
- Enter date of original registration in box "as of"
- Press Save

CHANGE OF ADDRESS

If a voter in INACTIVE STATUS ("X") now resides at an address within New York City DIFFERENT from the one at which she/he previously registered and voted by AFFIDAVIT BALLOT (properly signed and filled out):

- Scan the AFFIDAVIT BALLOT envelope as a change of address.
- Enter on Registration screen the new address after finding the voter in the AVID system.
- A transfer notice to the voter will be generated.
- Press Save.

NOTE: In both cases, if all other criteria are met, the vote counts

LETTERS TO VOTERS

The Board of Elections is required by law to notify:

- All Affidavit voters whose ballots were not counted. Those Affidavit envelopes are to be scanned. Select "send letter" from the Registration tool bar to generate the proper letter to the voter.

Recap "A" ballot ED/AD

The worksheet displayed in this section is the new version containing the total number of valid and invalid affidavit ballots for each ED in its respective AD

Completing the Invalid "A" Ballot Report

See sample that follows on next page.

- At top of the report enter the AD, date, election and county.
- Enter total ballots received in each ED.
- For each ED enter the number of ballots received next to the appropriate category beginning with "Not Registered" and ending with "Other-Specify".
- Add the column and place the total on the line that reads "Total Invalid".
- Next to "Total Valid" place the number of valid affidavit ballots that are going to be counted.
- Note: The total number of invalids plus the total number of valid should equal the total number received for each ED throughout the report.
- To determine the "Total" sideways across the report, take one category at a time, adding the figures as you go from left to right from ED to ED. Write the sum in the total column.
- To total each page add the "Total" columns by category (e.g. EDs 1-25 add to EDs 26-50 and so on) Put the sum in bottom grouping of GRAND TOTAL column on each page.
- To **RECAP**, take the Grand Total figures from page 1 and put them in column 1 on the recap sheet. Put figures from page 2 in column 2 of the Recap Sheet. Do same the for page 3.
- Add columns 1, 2, and 3 sideways. Put totals for each category in GRAND TOTAL column and you will have the absolute GRAND TOTALS for the entire Assembly District.
- After all totals have been compiled for each Assembly District, complete the BOROUGH WIDE RECAP SHEET by placing the total for each Assembly District in the appropriate column on the appropriate line.
- Total each line both horizontally and vertically. When completed the GRAND TOTAL Column will then contain totals for each category (number NOT REGISTERED,

REGISTERED TOO LATE, etc.) as well as the TOTAL number of INVALID and VALID Affidavit Ballots submitted in the Borough. Note: Please proof and verify all totals for accuracy. These are the numbers most frequently requested in the post-election surveys conducted by the General Office, the New York State Board of Elections and the U.S. Justice Department.

4-3.4 EMERGENCY, ABSENTEE, MILITARY, FEDERAL, PRESIDENTIAL BALLOT PROCEDURES

Emergency Ballot Verification

- Verify emergency ballot numbers using the Election Day trouble log for voting machine down time. Also check the poll worker manual and poll list book for mention of any breakdown or emergency.
- Log the election district(s) where ballots were not counted originally on election night. Inform the inspectors in those EDs of proper procedure regarding emergency ballots for future elections. Consult the borough commissioners whether fines should be assessed for failing to canvass the emergency ballots at the poll site.
- All emergency ballots (whether canvassed or uncanvassed on election night) are tallied by the scanning system, Teamwork. The tally is conducted on the date established by the Commissioners.
- Emergency Ballots are the only type of paper ballot that is scanned separately.
- The procedures for scanning emergency ballots are contained in section 4-4.2, *Recanvass of Emergency Ballots*.

Absentee, Military, Federal, Presidential Ballot Verification

- Check mailed ballots for proper postmark. Those ballots postmarked on Election Day or after are invalid and are not counted. Place in Invalid tray in ED/AD order. Ballots may be delivered to the Board of Elections before the close of the polls.
- Ballots received after the cut-off date, seven days after the election, or for Military Ballots received for a General Election, thirteen days after the election, are invalid and are not counted. Add to invalid tray in ED/AD order.
- Check ballot against poll list book to insure that the voter did not also appear in person to vote on the machine. If the voter signed in the poll book, note that the ballot is invalid and place the ballot in the Invalid tray.
- Check absentee ballot envelope for required information. Failure to provide **name, address** and **signature** invalidates the ballot. Place in Invalid tray. **NOTE:** A ballot will also be

invalid if the voter includes the absentee ballot application in the inside ballot envelope or if there are intentional marks on the ballot such as a signature.. You will not know this is the case until the ballot is opened. If so, the ballot is marked VOID and set aside on the batching table.

- The procedures for scanning Absentee, Military, Federal and Presidential ballots are contained in section 4-4.3, *Canvass of Absentee, Military, Special and Affidavit Ballots*.

*Verification of Federal/Military Write-in Ballot from an Overseas Voter not on the Standard Ballot Form **

- Sometimes a qualified overseas voter uses a ballot form that is different from a regular absentee ballot. The following procedures are followed.
- There must be an application for a federal or military ballot. The ballot will not be counted if there is no application, or if the application is received after the deadline (for military voters, seven days before the election; for special federal voters, twenty-five days before the election or the last day of local registration, whichever is later.)
- Federal/Military write-in ballots are processed as an absentee ballot (see procedures above for the validation of absentee ballots) with the following exceptions:
 1. If the outer envelope has a postmark from the United States (except an APO or FPO postmark), the ballot is invalid. Place the ballot in the Invalid tray.
 2. If the voter has sent in a regular federal or military absentee ballot, the Federal/Military write-in ballot is invalid. Place the ballot in the Invalid tray.
- Once the ballot is determined to be valid, separate the Voters Declaration/Affirmation from the ballot and staple it to the application. Place the ballot in ED/AD order in the AD tray of other valid ballots for forwarding to the canvass area.

* See 42 USC 1973ff-5 for reference.

4-4 Paper Ballot Canvass

4-4.1 FINAL PREPARATIONS FOR THE PAPER BALLOT COUNT

The space in which the canvass takes place is divided into two distinct areas:

- Batching Area
- Scanning Area

The Batching Area is the place where final validation of envelopes and ballots is performed. Ballot envelopes that have been examined by Board staff, and separated into valid and invalid groupings, are brought into this area. It is in the Batching Area that the candidates or their representatives have the opportunity to observe the opening of the envelopes, and challenge, if they so chose, the rulings of the Board of Elections' staff regarding both envelopes and ballots. After determinations about validity are made, and the ballots are prepared for scanning (see sections 4-4.2.1 and 4-4.3.1 below), they are batched and sent to the Scanning Area. It is also in the Batching Area that the routing of all ballots is documented. Later, after the ballots are processed by the TeamWork scanning system, all documentation is returned to the Batching Area and reconciliation is performed.

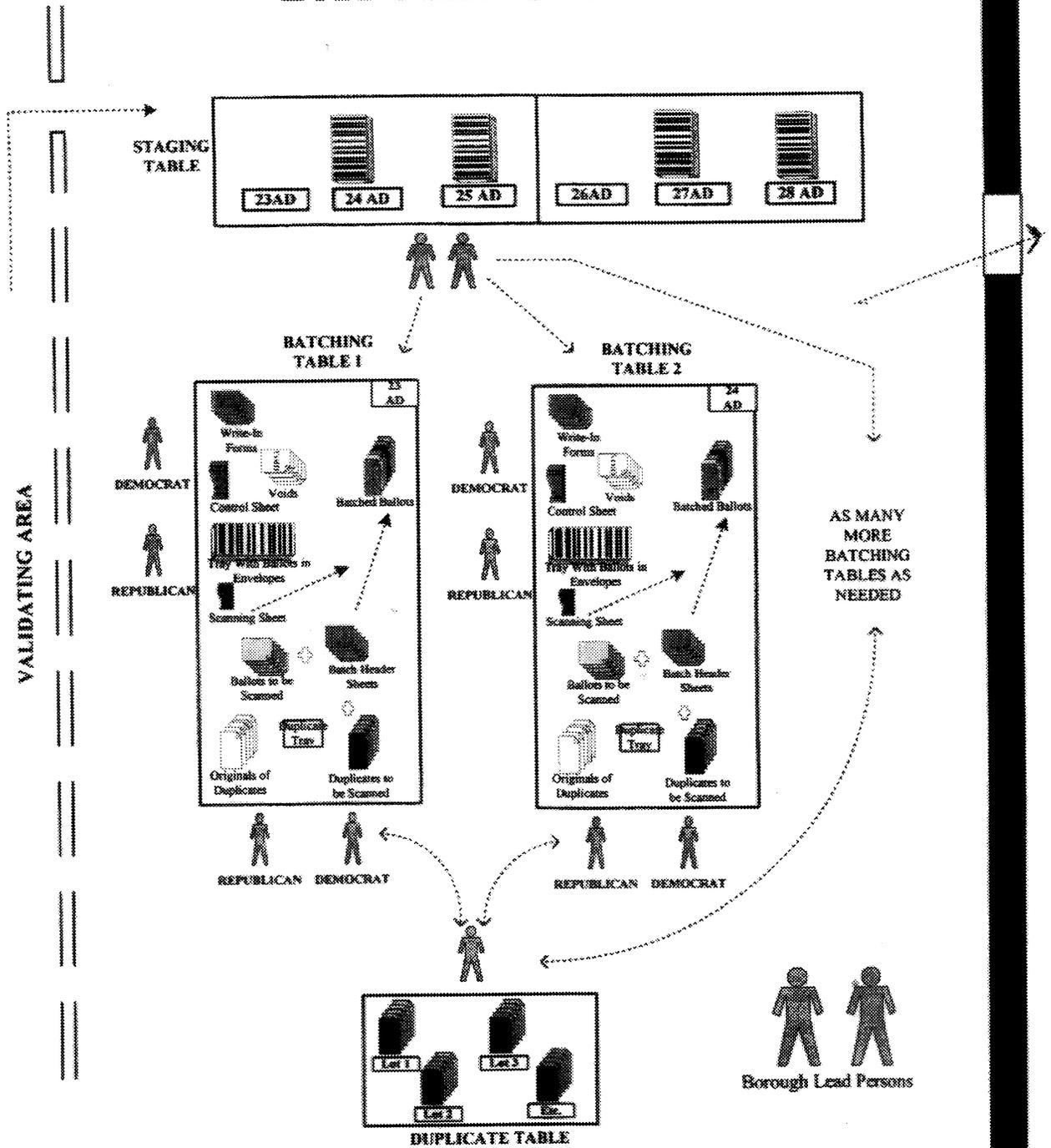
The Scanning Area is the place where the ballots are scanned or manually entered into the TeamWork scanning system. It is also in the Scanning Area that, when all processing and reconciliation is complete, ballots and documentation are packaged for later archiving.

4-4.1.1 Setting up the Areas

Batching Area

- Before the day of the canvass, the borough Paper Ballot Lead People identify a large area in the borough office. They clear the area and make it suitable for use.
- They bring in tables and chairs. Using the schematic on the next page as a guide, they prepare a sufficient number of Batching Tables to allow for a constant flow of ballots to the scanners -- ideally, two or three Batching Tables per scanning system. (Bronx, Manhattan, and Staten Island need only 2 tables per system, but Queens and Brooklyn could use 3 tables per system. Each Batching Table is used for more than one AD, but working only one AD at a time.

BATCHING AREA



- Each Batching Table must be supplied with the following:

- Envelope openers
- Red-pencils or red pens with erasers
- Rubber fingers
- Staplers and staples
- Original Ballot forms (yellow)
- Scanning Sheets (blue)
- Write-in forms (pink)
- Paper Ballot Control Sheet (white)
- Batch Header Sheets

The Lead People determine the correct paper ballot Control Sheets and Batch Headers for each Batching Table and for each phase of the batching process.

- The Lead People set up a Staging Table(s) in the Batching Area. The Staging Tables are used to hold the trays of envelopes until the Batching Table is ready for them. The Staging Tables are labeled with AD signs to indicate where the trays for each AD are to be placed.
- The Lead People set up the Duplicate Table. This table holds blank ballots that will be used to duplicate ballots that are not scannable. Both absentee and standby blank replacement ballots will be needed for duplicates. The blank ballots are organized by Lot and are labeled with the word "Duplicate". Board personnel maintain control over blank replacement ballots at all times. Prior to the commencement of the canvass, the replacement ballots are kept in the secured Ballot Storage Area. During the canvass, the Duplicate Table holding the blank replacement ballots is supervised at all times.

Scanning Area

- Using the schematic that follows as a guide, the Lead People set up three tables, each of which holds one scanning system (scanner, TeamWork PC and printer). See the *TeamWork User Guide* and *NCS Manual* for details on setting up the system. If the ballots to be scanned are the long size (14"), place two magnetic ballot guides one behind the other on each scanner's input hopper. The longer length guide helps to minimize skewing when scanning longer ballots.

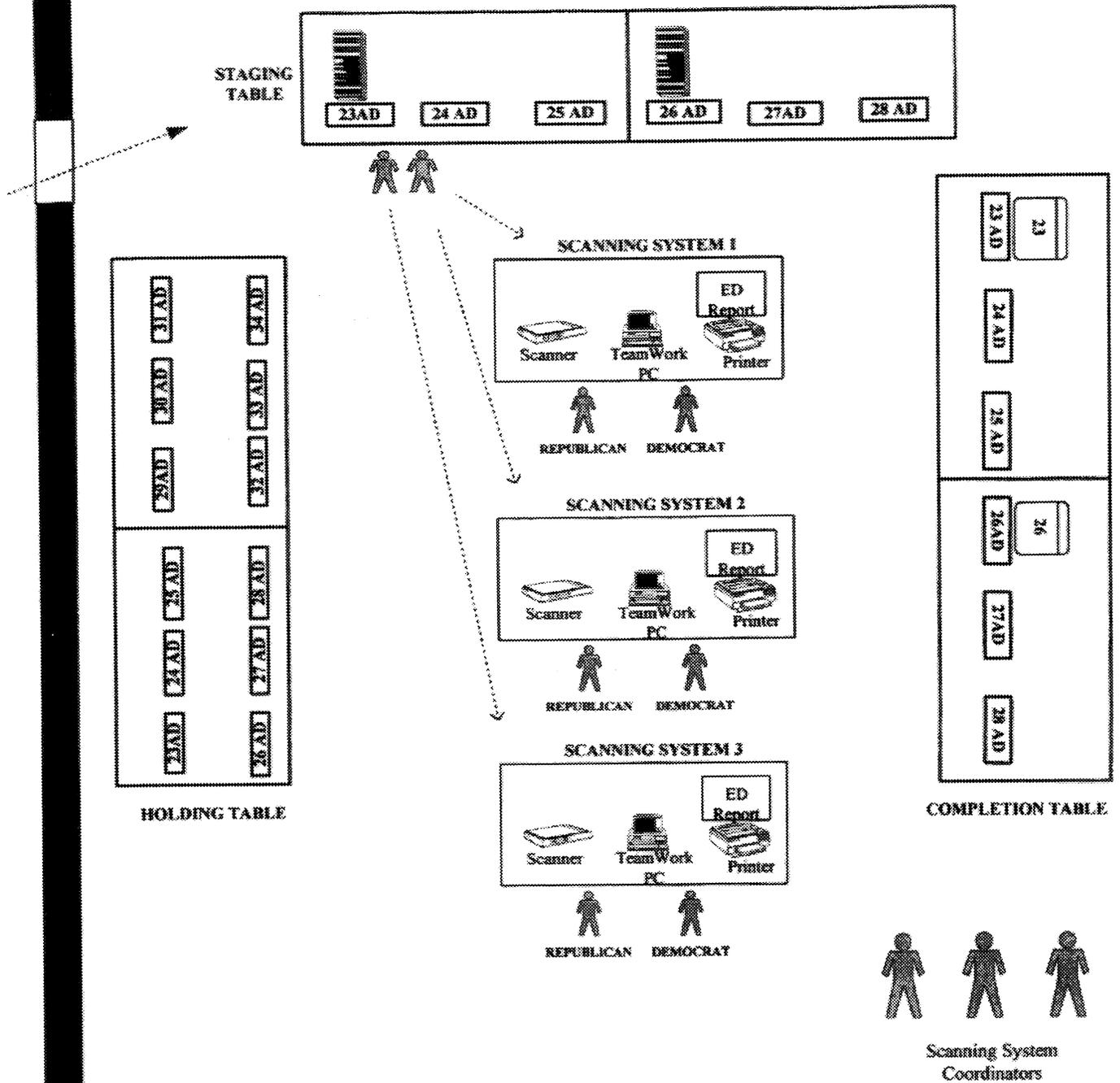
A label is affixed to each table to serve as the record of which ADs were scanned on that system. Lead People take care to assign the ADs to the three scanning systems so that there is a fairly even distribution of ballots to each system. In this way, all three systems will be utilized and no system will remain idle while another system is overloaded. Also, all updates to an AD must be performed on the system where the AD started.

Place Scanner-Refused Ballot forms (gray) on each table.

- Place the Scanner Maintenance Log in the Scanning Area.

- The Lead People set up a Staging Table(s) in the Scanning Area. The Staging Tables are used to hold batches of ballots until they can be scanned. It is at the Staging Table that the Staging Table Runner verifies the number of ballots received from the Batching Area.
- The Lead People set up a Holding Table(s) in the Scanning Area. The Holding Table is used to hold the ED reports and the scanner-refused ballots until the AD is complete.
- The Lead People set up a Completion Table(s) in the Scanning Area. The Completion Table holds boxes that are labeled with the AD numbers. Scanned ballots are placed in the boxes as scanning proceeds. After the AD is reconciled, all forms, reports and documentation are placed in the box for the relevant AD.

SCANNING AREA



4-4.1.2 Prepare Emergency Ballots

- The ballots are removed from the secured Ballot Storage Area. There are separate trays for each AD and the ballots are in ED order. (See section 4-3.1 step #5.) The EDs may be separated by a sheet of plain white paper. Care is taken to ensure that all of the ballots are gathered before they are forwarded for scanning.
- When election districts are combined, tallies are reported only once for the combined election district, under the ED number used for the combination. Therefore the ballots from the combined districts are scanned together in one batch. To prepare the emergency ballots for this combined scanning, the ballots are kept together in the tray so that they will be batched together at the Batching Tables. Before placement in the tray, if any ballots were labeled for an ED that was not used because the ED was combined with another ED, the ballots are re-labeled for the ED into which the unused ED was combined. Staff counts the number of ballots in each ED/AD and records the numbers in col.1 of the Paper Ballot Control Sheet for Emergency Ballots.
- The borough Lead People review the Control Sheets to be sure they are completed. They bring the trays, with the Control Sheets, to the Staging Tables in the Batching Area where the recanvass of the emergency ballots is scheduled to take place. See section 4-4.2, *Recanvass of Emergency Ballots*.

4-4.1.3 Prepare Affidavit, Absentee, Military, Federal, Presidential Ballots

- The different types of ballot envelopes will have been validated, and will be in separate trays organized by ED/AD. Borough staff interfile the different types of ballots so that **all ballot kinds (except emergencies) for each ED are rubberbanded together**. Ballot envelopes that have been marked as having been transferred into the ED of the voter's registration *are included at the end of the envelopes for that ED within the ED's rubberband*. The trays are kept in the secured Ballot Storage Area.
- When election districts are combined, tallies are reported only once for the combined election district, under the ED number used for the combination. Therefore the ballots from the combined districts are scanned together in one batch. To prepare the affidavit and absentee ballots for this combined scanning, the ballots are kept together in the same rubberband in the tray so that they will be batched together at the Batching Tables. Before placement in the tray, if any ballots were labeled for an ED that was not used because the ED was combined with another ED, the ballots are re-labeled for the ED into which the unused ED was combined.
- The borough Lead People bring the trays of sorted and rubberbanded ballots to the Staging Tables in the Batching Area where the canvass of the Affidavit, Absentee, Military, Federal, Presidential Ballots is scheduled to take place. See section 4-4.3, *Canvass of Affidavit, Absentee, Military, Federal, Presidential Ballots*.

4-4.2 RECANVASS OF EMERGENCY BALLOTS

4-4.2.1 Batching

Emergency ballots arrive at the Board's borough offices in the Return Envelopes that are transported by the NYPD on the night of the election. If they were not packaged properly in the Return Envelopes, they may also be found in the backs of the machines at the Board's borough warehouses. Those found in the backs of machines at the warehouses are forwarded to the borough offices, as described in section 4-3.2, *Post Election Poll List and Ballot Retrieval*. At the borough offices, all of the emergency ballots are confirmed according to the procedures found in section 4-3.4, *Emergency, Absentee, Military, Federal, Presidential Ballot Procedures, Emergency Ballot Verification*.

As described in section , 4-3.1 *Election Returns Procedure*, the emergency ballots will be unpackaged, sorted and placed unfolded in trays. They will arrive at the Batching Area in separate trays for each AD in ED order. Each AD tray will be accompanied by a Paper Ballot Control Sheet **for Emergency Ballots**. It also will be accompanied by a Lot directory organized by AD.

The borough Commissioners will designate themselves or other persons to serve as the Democratic-Republican team of canvass clerks to recanvass the emergency ballots in accordance with Election Law.

The steps of the process are as follows:

- The canvass clerks who are assigned as Batchers pull the ballots for one ED.
- The Batchers write the ED/AD and the letter "E" on the back of each ballot (in red only).
- The Batchers identify any ballots that are void. They write on the ballot that they ruled it void and indicate the reason. One reason a ballot would be determined to be void is that there is an intentional mark on the ballot such as a signature or symbol that could have the effect of identifying the voter. Unintentional or irregular marks on the ballot are not a basis for voiding the ballot. The Batchers set aside the voided ballots on the Batching Table. They record the total number of void ballots in col. 2 of the Control Sheet for Emergency Ballots. (See the illustration of the Control Sheet for Emergency Ballots on the next page.)

Emergency Ballots Paper Ballot Control Sheet for The Primary Election Democratic Party
in the 59 Assembly District in Richmond County

ED	Cell 1 Number of Balls to Be Placed in Tray	Cell 2 Number of Void Ballots	Cell 3 Number of Ballots (to be counted)	Cell 4 Number of Ballots (to be counted)	Cell 5 Number of Ballots (to be counted)	Cell 6 Number of Ballots (to be counted)	Cell 7 Total Number of Balls Produced by Tray	Cell 8 Total Number of Balls Produced by Tray	Cell 9 Total Number of Balls Produced by Tray
001									
002									
003									
004									
005									
006									
007									
008									
009									
010									
011									
012									
013									
014									
015									
016									
017									
018									
019									
020									

Reconciler's Initials _____

- If ballots have write-in votes, the Batchers record the ED/AD, ballot kind, party, office and write-in name on the pink Write-in form. They are careful to record the name exactly as it appears on the ballot. Decisions regarding the normalization of names will be made later in the process by Board staff who enter the write-in names into the ENCORE system. They set the form aside on the Batching Table, and **they include the ballot in the batch to be scanned.**

If a write-in appears for a contest in which a candidate was selected, the chief Democrat and Republican are consulted for a determination.

If the voted candidate and the write-in name **are not the same**, the contest is to be considered over-voted. If both ovals were filled-in by the voter, the ballot is scanned as usual, but if the oval in the write-in box was not filled-in by the voter, a duplicate ballot is made with both ovals filled-in so that the scanning system will not count the vote for that contest. (The scanning system does not count votes in an over-voted contest.) The write-in vote does not get recorded on the pink write-in form and is therefore not entered into ENCORE.

If, on the other hand, the voted candidate and the write-in name **are the same**, the contest is not to be considered over-voted. If both ovals were filled-in by the voter, a duplicate ballot is made with only the oval for the voted candidate filled-in so that the scanning system will count the vote for the candidate. If the oval in the write-in box was not filled-in by the voter, a duplicate ballot is not needed and the original ballot is scanned as usual. Again, the write-in vote is not recorded on the pink write-in form and is therefore not entered into ENCORE.

Note that the situation of votes indicated for both a candidate and a write-in is not to be confused with the situation of votes indicated (by filled ovals) for the same candidate on more than one party line. In the instance of cross-endorsement, the scanning system will attribute the vote correctly as per election law to the first party where the vote was cast. No manual intervention is needed.

- If the ballot is damaged so that it will not properly scan, the Batchers hand the ballot to the Canvass Clerks who are assigned as Duplicators. The Batchers record the number of damaged ballots to be duplicated in col. 3 of the Control Sheet.

The Duplicators request that the Duplicate Table Runner bring them a duplicate stand-by ballot stating the ED/AD being worked. Using the Lot directory, the Runner determines the correct Lot for that ED/AD and retrieves the correct ballot. The duplicate ballot will have been labeled as a Duplicate. The Duplicators write a control number on the back of the Original ballot. This control number is usually the ED/AD and a sequential number starting over with the number "1" for each ED. They write the ED/AD, the letter "E" and control number from the Original ballot onto the Duplicate ballot. They transfer the votes from the Original ballot to the Duplicate ballot for all the contests that apply to the ED being worked. They staple a yellow Original Ballot form to the Original ballot and mark the form with the ED/AD.

The Duplicators return the Duplicate Ballot to the Batchers who will place the Duplicate in the batch of ballots to be scanned. **CARE MUST BE TAKEN THAT THE DUPLICATE IS**

PLACED IN THE CORRECT BATCH. The Duplicators set the Original ballot, with the yellow form stapled to it, in a secured location on the Batching Table and make sure that it is not scanned or manually entered into the TeamWork or ENCORE systems.

- The Batchers also determine if the ballots are the correct ones for the ED. They do this by using the Lot directory to find the correct Lot for the ED being worked. They confirm that the Lot number pre-printed on the back of the ballot matches the correct Lot number. If the Lot numbers do not match, it means that the wrong ballot form(s) were used at the pollsite. (This commonly occurs when standby ballots from one ED were used as emergency ballots for another ED.) These ballots must be duplicated so that they can be scanned in the ED being worked. The Batchers hand the ballot to the Duplicators. The Batchers record the number in col. 4 of the Emergency Ballot Control Sheet.

The Duplicators proceed as above. They request that the Duplicate Table Runner bring them a duplicate stand-by ballot stating the ED/AD being worked. Using the Lot directory, the Runner determines the correct Lot for that ED/AD and retrieves the correct ballot. The duplicate ballot will have been labeled as a Duplicate. The Duplicators write a control number on the back of the Original ballot. They write the ED/AD, the letter "E" and control number from the Original ballot onto the Duplicate ballot. They transfer the votes from the Original ballot to the Duplicate ballot for all the contests that apply to the ED being worked. They staple a yellow Original Ballot form to the Original ballot and mark the form with the ED/AD.

The Duplicators return the Duplicate Ballot to the Batchers who will place the Duplicate in the batch of ballots to be scanned. **CARE MUST BE TAKEN THAT THE DUPLICATE IS PLACED IN THE CORRECT BATCH.** The Duplicators set the Original ballot, with the yellow form stapled to it, in a secured location on the batching table and make sure that it is not scanned or manually entered into the TeamWork or ENCORE systems.

- The Batchers batch all of the ballots suitable for scanning, face-up, with the Batch Header Sheet for that ED/AD on top. The batch is not rubberbanded or paperclipped to avoid damaging any ballot. The Batchers count the number of batched ballots to be sent for scanning, and record the number into col. 5 of the Control Sheet. They also write the ED and enter the number of batched ballots to be sent for scanning into col.1 of the Scanning Sheet (blue sheet).
- After five EDs are finished, the batchers set the batches of ballots along with the blue Scanning Sheet aside on the Batching Table and continue along with the next EDs. Throughout the batching process, the Scanning Area Coordinator circulates among the Batching Tables and collects the groups of ready batches along with the Scanning Sheets and brings them to the correct scanning system.
- When the AD is finished, the canvass clerks gather all materials for that AD (Emergency Ballot Control Sheet, Originals of the Duplicated Ballots, Voids, and Write-in Forms) and bring them to the Holding Table in the scanning area.
- If watchers are present, the canvass clerks do not delay the batching process by canvassing the ballots for any particular races. Watchers will be able to obtain vote counts after the ballots have been scanned.

4-4.2.2 Scanning

Scanning takes place in the Scanning Area on three separate scanning systems (two in Staten Island). Batched ballots and the blue Scanning Sheets are brought to the Scanning Area Staging Table by the Scanning Area Coordinator. The Staging Runner in the Scanning Area counts the ballots, writes the number in col. 2 on the Scanning Sheet, and confirms that col. 1 matches col. 2. If there is a discrepancy the Runner brings the complete set of five batches back to the Batching Table and obtains resolution of the discrepancy.

It is not necessary to bring the batched ballots to the scanning systems in any particular order since the system will recognize the ED/AD from the Header Sheets. However, once an AD has been started on a particular system, all ballots for that AD must be processed on that system. See section 4-4.1, *Final Preparation for the Paper Canvass* for more detail.

On the first day of the tally, before any ballots are scanned, the Pre-election Test is conducted. The Commissioners or their representatives certify that they have reviewed and verified the results. See Section 4-2, *Testing of Canvass Systems*. After the test is completed, the test data is removed from the systems and reports are generated that show zero results for all contests and candidates. The Commissioners or their designees review the reports and give their approval to begin the recanvass of the emergency ballots.

On subsequent days of the tally, a Summary Report is produced at the beginning of the day and matched against the Summary Report produced at the conclusion of the prior day. Care is taken not to zero out the system at the beginning of subsequent days so that the tally continues to accumulate.

Tasks performed during scanning are the following:

- Scanning Operators initialize the systems following the step-by-step *Instructions for Scanner Operators* found in section 4-6, *Instructions and Forms* below. If it is not the first day of the tally the operators do not zero out the system. They produce a Summary Report of each system and confirm that it matches the Summary Report produced at the end of the previous day.
- At the start of an AD, the Scanner Operators write the AD number on the Scanning Station label that is affixed to the table, and they also note the AD number and start time in the Scanner Maintenance Log.
- Scanning Operators place batches of ballots on the input hopper of the scanner in groups that fill the hopper about halfway to the maximum sheet level line. If needed, they roll or flatten the batches to straighten the ballots. They check to insure that all the ballots are face-up and the timing marks are aligned. They press “enter” on the TeamWork PC to scan the batches.
- As the batches are scanned, the Operators record the number of ballots from the TeamWork ED reports to the blue Scanning Sheet and verify that the number scanned matches the

number sent from the Batching Table. If the numbers match, they put the batches with the blue Scanning Sheets into the box for that AD on the Completion Table.

If any numbers do not match, they remove the ballots and Header Sheet for that ED and either re-scan them using a HR code (i.e., replacement) or they send them, with the Scanning Sheet, back to the Batching Table for a review of the number of ballots.

- If, during scanning, the scanner refuses a ballot, the Scanner Operators remove the ballot from the scanner and staple a Scanner Refused Ballot Form to the ballot. They record the ED/AD on the Scanner Refused Ballot Form and then record the number of scanner refused ballots for the ED on the blue Scanning Sheet, erasing and updating the number as needed. They retain the ballots at their system until the AD is complete. They then send the refused ballots to the Holding Table. Later, these ballots will be key-entered directly into the TeamWork system.
- The Operators forward the ED reports to the Holding Table.

4-4.2.3 Reporting Results

Periodically throughout the tally, Summary Reports are produced and faxed to the executive office at the Board's General Office. Additionally, vote totals are made available to the candidates and representatives who are present at the tally as scanning progresses. Remember that tallies are not to be taken while the envelopes are being opened and the ballots are being batched.

- At approximately 12 noon, 4pm, and again at the end of the day, a Summary Report is produced from each scanning system, using the PRINT command.
- On each report, the borough and time is circled. The notation "1 of 3", "2 of 3" and "3 of 3" is written on the relevant reports of the three systems. Each report is then faxed to the General Office.
- At specified time intervals, candidates or their representatives are informed of the on-going tallies. The candidates or their representatives are informed that the tallies are unofficial.

4-4.2.4 Reconciliation

When scanning is over, working one AD at a time, the canvass clerks will verify that all emergency ballots have been processed by the system – either scanned or key-entered. This process of verification is known as reconciliation and will be documented on the Paper Ballot Control Sheet for Emergency Ballots. The canvass clerks, now assigned as Reconcilers, bring all materials (Paper Ballot Control Sheet for Emergency Ballots, TeamWork ED reports, Scanner Refused Ballots, Original ballots of the Duplicated ballots, Voided ballots and Write-in Forms) from the Holding Table to the Batching Table which will now serve as the Reconciliation Table.

The steps of reconciliation are as follows:

- The Reconcilers record the number of scanner refused ballots for each ED in col. 6 on the Paper Ballot Control Sheet for Emergency Ballots.

- Reconcilers that represent the two major parties hand-tally the scanner refused ballots on the Paper Ballot Tally Worksheet for that ED. They bring the scanner-refused ballots and Worksheets to the correct scanning system and they observe the Scanner Operators enter the vote totals into the TeamWork PC. Instructions for data entry are found in section 4-6, *Instructions and Forms*. After the data entry is completed, the Reconcilers take the ballots, Worksheets and the Updated TeamWork ED reports back to the Reconciliation Table.
- The Reconcilers put the ED reports in ED order, and staple the Updated ED reports on top of the initial reports for the relevant EDs.
- The Reconcilers record the total number of ballots scanned from the topmost report for each ED into col. 7 on the Control Sheet. They verify that the number of ballots sent to the scanner, col. 5, equals the number of total ballots processed by the system, col. 7. If they are not equal, they determine the reason.
- The Reconcilers forward the pink Write-in forms to the ENCORE department for the data entry of write-in names. Details for the data entry of write-in names are found in section 4-5.
- When the AD is complete, the Reconcilers initial the Control Sheet and bring all material for that AD (Paper Ballot Control Sheet for Emergency Ballots, Scanner Refused Ballots, Original ballots of the Duplicated ballots, Voided ballots, Teamwork ED reports) to the Completion Table and put them into the box(s) marked for that AD.

4-4.2.5 End-of-Day Procedures

If the emergency ballots are not completed within one day, back-ups of the systems are created and Summary Reports are produced. When the tally resumes the next day, Summary Reports will first be produced and they will be compared against the prior night's reports to confirm that no changes have occurred. The end-of-day steps are listed here. (On the day when the emergency ballots are completely finished, the upload to ENCORE is performed as described in the next section 4-4.2.6.)

- The Scanner Operators print a Summary Report from each scanning system using the command PRINT.
- The Summary Report is signed by the Democrat and Republican. A fax is sent to the General Office and the report is secured at the borough office for use the next morning to compare against the Summary Report produced in the morning
- Each TeamWork system is backed-up to three disks using Option U from the menu following the step-by-step Instructions *TeamWork System Backup Procedures* in section 4-6 below. One disk is retained by the borough's senior Democrat and the other is retained by the senior Republican or their designees. The third disk is sent to the General Office.

4-4.2.6 Tally Upload to ENCORE

When the emergency ballot tally is complete, the vote totals must be transferred to ENCORE to be combined with the vote totals from the voting machines. The Scanner Operators accomplish

this by creating disks from the teamwork PCs and moving the data onto the network. (Staff at the General Office upload the data into ENCORE.) The Scanner Operators label the disks with the Election Name and Date, the date they were created, the scanning system number and the words "Emergency Ballot Results". The Borough's Paper Ballot Lead Persons retain the disks.

The tasks include the following:

- The Scanner Operators print a Summary Report from each system and it is signed by a Democrat and Republican.
- Each TeamWork system is backed-up to disk using Option U from the menu. The back-up disk is secured at the borough office.
- Using Option M from the menu, the Scanner Operators load the tally results from system 2 and from system 3 onto transfer disks. See the step-by-step Instructions *TeamWork System Transfer Procedures* found in section 4-6 below.
- Using Option N from the menu, the Scanner Operators read each of the transfer disks into system 1.
- Using Option U on system 1, and performing the transaction three times, the Scanner Operators back-up system 1 to three disks. One disk is retained by the borough's senior Democrat and the other is retained by the senior Republican or their designees. The third disk is sent to the General Office.
- The Scanner Operators produce an export disk from system 1 with the combined tally data from all three systems.
- They e-mail the combined export disk to the TeamWork Administrator. The Teamwork Administrator at the General Office will have the combined transfer disk uploaded into ENCORE.
- The Scanning Operators give all the disks to the Borough's Paper Ballot Lead Persons.
- If a large number of ballots are found after the upload has been performed, they are scanned, and the transfer and combining process is done again, and the results are uploaded into ENCORE.
- If a small number of ballots are found after the upload has been performed, they are entered directly into ENCORE. The ENCORE clerks make sure that any additional ballots that are received after the canvass are added manually into ENCORE. They preserve a log that shows the number and count of ballots added manually.

The general principle is to wait until it is reasonably certain that all ballots are found before an upload into ENCORE is performed. An upload from TeamWork into ENCORE always overlays prior data for the ballot kind being processed. Therefore, if manual updates were made to ENCORE before the upload, they would have to be entered again.

4-4.3 CANVASS OF ABSENTEE, MILITARY, SPECIAL AND AFFIDAVIT BALLOTS

4-4.3.1 Final Determination of Validity, Opening, and Batching

The borough Commissioners will designate themselves or other persons to serve as the Democratic-Republican team of canvass clerks to canvass the absentee, military, special and affidavit ballots in accordance with Election Law § 9-209.

Candidates are entitled to appoint watchers who may challenge the preliminary determination whether an absentee or affidavit envelope should be opened and counted or whether it should be ruled invalid. Watchers should be prepared in advance to make any challenges. To this end, as soon as the paper ballot envelopes have been logged and assembled for preliminary verification, the borough office should make available copies of the envelopes to watchers of those candidates who request them. Watchers or other representatives of the candidates must research registration and enrollment records prior to the time designated for the formal canvass of the ballots.

The final determination of validity, opening of envelopes, and batching of ballots takes place in the Batching Area set up with Batching Tables, as described earlier in the section 4-4.1, *Final Preparation for the Paper Ballot Canvass*.

Valid ballot envelopes are placed in AD trays in ED order. Each ED is secured with a rubberband. Transferred envelopes are included within the rubberband for each ED. The transferred envelopes are placed at the end of each batch within the rubberband. Envelopes from EDs that have been combined into another ED are rubberbanded together with the envelopes of that other ED. Invalid ballot envelopes are placed in separate AD trays in ED order.

The steps of the process are as follows:

- The canvass clerks who are assigned as Opener-Batchers pull out and work with all valid envelopes for each ED – one ED at a time. If watchers are present, the Opener-Batchers also rule on any challenges to the ballot envelopes that were preliminarily marked invalid. They enter into col. 1 on the Paper Ballot Control Sheet the number of ballot envelopes ruled valid. (See the Control Sheet illustration on the next page.)

Absentee & Affidavit Paper Ballot Control Sheet for The Primary Election Democratic Party
Ballots in the 59 Assembly District in Richmond County

ED	Col. 1 Number of Ballots Returned	Col. 2 Number of Ballots in Stack for Counting	Col. 3 Number of Void Ballots	Col. 4 Number of Cancelled Ballots (Also Expended)	Col. 5 Number of Transferred Ballots (Also Expended)	Col. 6 Number of Ballots to be Scanned	Col. 7 Number of Cancelled Ballots (to be manually entered)	Col. 8 Total Number of Ballots Processed by Team work Scanned or Entered (from Final ED Report)	Col. 9 If col. 8 does not equal col. 5, state the reason.
001									
002									
003									
004									
005									
006									
007									
008									
009									
010									
011									
012									
013									
014									
015									
016									
017									
018									
019									
020									

Recorder's initials _____

- The Opener-Batchers open the envelopes and place the unfolded ballots face down in order to avoid disclosing the vote of any voter. They write the ED/AD on the back of each ballot (in red only).
- If the ballot is a federal/military write-in ballot from an overseas voter and it is not on the Board's standard ballot form, the ballot cannot be scanned. After writing the ED/AD on the back of the ballot in red, the Batchers record the ED/AD, party, office and write-in name on the pink Write-in form. They indicate "Federal" as the ballot kind on the pink form. They are careful to record the name exactly as it appears on the ballot. Decisions regarding the normalization of names will be made later in the process by Board staff who enter the write-in names into the ENCORE system. In addition, if the voter has not written a person's name but has written a party name, the Batchers record the party name in the space for the write-in name. They paperclip the ballot to the pink form and set the clipped set aside on the batching table along with any other pink Write-in forms.
- The ballots are shuffled.
- The Opener-Batchers review the ballots.
- If there is a challenge to any ballot, the clerks note the challenge. The leading borough Democrat and Republican or their designees make a ruling. If both agree, their ruling is final. If they are divided, the ballot is set aside for three days and then it will be opened, unless a court order is received. They enter into col. 2 of the Control Sheet the number of ballots set aside for court ruling.
- The Opener-Batchers identify any ballots that are void. They write on the ballot that they ruled it void and indicate the reason. The following are reasons why a ballot would be determined to be void:
 - An absentee ballot contains the absentee application inside the *inner* ballot envelope;
 - There is more than one ballot in the envelope;
 - There is an *intentional mark* on the ballot, such as a signature or symbol that could have the effect of identifying the voter.

Unintentional or irregular marks on the ballot are not a basis for voiding the ballot. The Opener-Batchers set aside the voided ballots on the Batching Table. They record the total number of void ballots in col. 3 of the Control Sheet.
- If ballots have write-in votes, the Batchers record the ED/AD, ballot kind, party, office and write-in name on the pink Write-in form. They are careful to record the name exactly as it appears on the ballot. Decisions regarding the normalization of names will be made later in the process by Board staff who enter the write-in names into the ENCORE system. They set the form aside on the batching table, and **they include the ballot in the batch to be scanned.**

If a write-in appears for a contest in which a candidate was selected, the chief Democrat and Republican are consulted for a determination. If they decide that the contest is to be considered over-voted, and the oval in the write-in box was not filled-in by the voter, a duplicate ballot is made with both ovals filled-in so that the scanning system will not count the vote for that contest. (The scanning system does not count votes in an over-voted contest.) The write-in vote does not get recorded on the pink write-in form and is therefore not entered

into ENCORE. If, on the other hand, the chief Democrat and Republican determine that the contest is not to be considered an over-vote but both ovals were filled-in by the voter, a duplicate ballot is made with only the oval for the voted candidate filled-in. Again, the write-in vote is not recorded on the pink write-in form and is therefore not entered into ENCORE.

- The Opener-Batchers examine the ballots to see if they are suitable for scanning.

If the ballot is damaged so that it will not properly scan, the Opener-Batchers hand the ballot to the canvass clerks who are assigned as Duplicators. The Batchers record the number of damaged ballots to be duplicated in col. 4 of the Control Sheet.

If there are transferred envelopes at the end of the ED which are not the same Lot as the ED being worked, the Opener-Batchers also hand the ballot to the canvass clerks who are assigned as Duplicators. The transferred ballots are those ballots that have the wrong election district ballot form. (This will most commonly occur when the affidavit ballot voter went to the wrong election district.) The Opener-Batchers record the number of transferred ballots to be duplicated in col. 5 of the Control Sheet.

The Duplicators request that the Duplicate Table Runner bring them a duplicate ballot - by stating the kind of ballot and the ED/AD being worked. Using the Lot directory, the Runner determines the correct Lot for that ED/AD and retrieves the correct ballot. The duplicate ballot will have been labeled as a Duplicate. The Duplicators write a control number on the back of the Original ballot. This control number is usually the ED/AD and a sequential number starting over with the number "1" for each ED. They write the ED/AD and control number from the Original ballot onto the Duplicate ballot. They transfer the votes from the Original ballot to the Duplicate ballot for all the contests that apply to the ED being work. They staple a yellow Original Ballot form to the Original ballot and mark the form with the ED/AD.

The Duplicators return the Duplicate Ballot to the Openers-Batchers who will place the Duplicate in the batch of ballots to be scanned. **CARE MUST BE TAKEN THAT THE DUPLICATE IS PLACED IN THE CORRECT BATCH.** The Duplicators set the Original ballot, with the yellow form stapled to it, in a secured location on the Batching Table and make sure that it is not scanned or manually entered into the Teamwork or ENCORE systems.

- The Opener-Batchers batch all of the ballots suitable for scanning, face-up, with the Batch Header Sheet for that ED/AD on top. The batch is not rubberbanded or paperclipped to avoid damaging any ballot. The Opener-Batchers count the number of batched ballots to be sent for scanning, and record the number into col. 6 of the Control Sheet. They also write the ED and enter the number of batched ballots to be sent for scanning into col. 1 of the Scanning Sheet (blue sheet).
- After five EDs are finished, the Batchers set the batches of ballots along with the blue Scanning Sheet aside on the Batching Table and continue along with the next EDs. Throughout the opening and batching process, the Scanning Area Coordinator circulates among the Batching Tables and collects the groups of ready batches along with the Scanning Sheets, and brings them to the correct scanning system.

- When the AD is finished, the canvass clerks gather all materials for that AD (Control Sheet, Originals of the Duplicated Ballots, Voids, and Write-in Forms) and bring them to the Holding Table in the Scanning Area.
- If watchers are present, the canvass clerks do not delay the opening and batching process by canvassing the ballots for any particular races. Watchers will be able to obtain vote counts after the ballots have been scanned.

4-4.3.2 Scanning

Scanning takes place in the Scanning Area on three separate scanning systems (two in Staten Island). Batched ballots and the blue Scanning Sheets are brought to the Scanning Area Staging Table by the Scanning Area Coordinator. The Staging Table Runner in the Scanning Area counts the ballots, writes the number in col. 2 on the blue Scanning Sheet, and confirms that col. 1 matches col. 2. If there is a discrepancy, the Runner brings the complete set of five batches back to the Batching Table and obtains resolution of the discrepancy.

It is not necessary to bring the batched ballots to the scanning systems in any particular order since the system will recognize the ED/AD from the Header Sheets. However, once an AD has been started on a particular system, ballots for that AD must not be processed on another system. See section 4-4.1, *Final Preparation for the Paper Canvass*, for more details.

On the first day of the tally, before any ballots are scanned, the Pre-election Test is conducted. The Commissioners or their representatives certify that they have reviewed and verified the results. See Section 4-2, *Testing of Canvass Systems*. After the test is completed, the test data is removed from the systems and reports are generated that show zero results for all contests and candidates. The Commissioners or their designees review the reports and give their approval to begin the canvass of paper ballots.

On subsequent days of the tally, a Summary Report is produced at the beginning of the day and matched against the Summary Report produced at the conclusion of the prior day. Care is taken not to zero out the system at the beginning of subsequent days so that the tally continues to accumulate.

Tasks performed during scanning are the following:

- Scanning Operators initialize the systems following the step-by-step *Instructions for Scanner Operators* found in section 4-6 below. If it is not the first day of the tally the Operators do not zero out the system. They produce a Summary Report of each system and confirm that it matches the Summary Report produced at the end of the previous day.
- At the start of an AD, the Scanner Operators write the AD number on the Scanning Station label that is affixed to the table, and they also note the AD number and start time in the Scanner Maintenance Log.
- Scanning Operators place batches of ballots on the input hopper of the scanner in groups that fill the hopper about halfway to the maximum sheet level line. If needed, they roll or

flatten the batches to straighten the ballots. They check to insure that all the ballots are face-up and the timing marks are aligned. They press “enter” on the TeamWork PC to scan the batches.

- As the batches are scanned, the Operators record the number of ballots from the TeamWork ED reports to the blue Scanning Sheet and verify that the number scanned matches the number sent from the Batching Table. If the numbers match, they put the batches with the blue Scanning Sheets into the box for that AD on the Completion Table.

If any numbers do not match, they remove the ballots and Header Sheet for that ED and either re-scan them using an HR code (i.e., replace), or send them, with the Scanning Sheet, back to the Batching Table for review.

- If, during scanning, the scanner refuses a ballot, the Scanner Operators remove the ballot from the scanner and staple a Scanner Refused Ballot Form to the ballot. They record the ED/AD on the Scanner Refused Ballot Form and then record the number of scanner refused ballots for the ED on the blue Scanning Sheet, erasing and updating the number as needed. They retain the ballots at their system until the AD is complete. They then send the refused ballots to the Holding Table. These ballots will be key-entered later directly into the TeamWork system.
- The Operators forward the ED reports to the Holding Table.

4-4.3.3 Reporting Results

Periodically throughout the tally, Summary Reports are produced and faxed to the executive office at the Board’s General Office. Additionally, vote totals are made available to the candidates and representatives who are present at the tally as scanning progresses. Remember that tallies are not to be taken while the envelopes are being opened and the ballots are being batched.

- At approximately 12 noon, 4pm, and again at the end of the day, a Summary Report is produced from each scanning system, using the PRINT command.
- On each report, the borough and time is circled. The notation “1 of 3”, “2 of 3” and “3 of 3” is written on the relevant reports of the three systems. Each report is then faxed to the General Office.
- At specified time intervals, candidates or their representatives are informed of the on-going tallies. The candidates or their representatives are informed that the tallies are unofficial.

4-4.3.4 Reconciliation

When scanning is over, working one AD at a time, the canvass clerks will verify that all ballots determined to be valid for counting have been processed by the system – either scanned or key entered. This process of verification is known as reconciliation and will be documented on the Paper Ballot Control Sheet. The canvass clerks, now assigned as Reconcilers, bring all materials (Paper Ballot Control Sheet, TeamWork ED reports, Scanner Refused Ballots, Original

ballots of the Duplicated ballots, Voided ballots and Write-in Forms) from the Holding Table to the Batching Table which will now serve as the Reconciliation Table.

The steps of reconciliation are as follows:

- The Reconcilers record the number of scanner refused ballots for each ED in col. 7 on the Paper Ballot Control Sheet.
- Reconcilers that represent the two major parties hand-tally the scanner refused ballots on the Paper Ballot Tally Worksheet for that ED. They bring the scanner-refused ballots and Worksheets to the correct scanning system and they observe the Scanner Operators enter the vote totals into the Teamwork PC. Instructions for data entry are found in section 4-6, *Instructions and Forms*. After the data entry is completed, the Reconcilers take the ballots, Worksheets and the Updated Teamwork ED reports back to the Reconciliation Table.
- The Reconcilers put the ED reports in ED order, and staple the Updated ED reports on top of the initial reports for the relevant EDs.
- The Reconcilers record the total number of ballots scanned from the topmost report for each ED into col. 8 on the Control Sheet. They verify that the number of ballots sent to the scanner, col. 6, equals the number of total ballots processed by the system, col. 8. If they are not equal, they determine the reason and record in col. 9.
- The Reconcilers forward the pink Write-in forms to the ENCORE department for the data entry of write-in names. Details for data entry of write-in names are found in section 4-5..
- When the AD is complete, the Reconcilers initial the Control Sheet and bring all material for that AD (Paper Ballot Control Sheet, Scanner Refused Ballots, Original ballots of the Duplicated ballots, Voided ballots, Teamwork ED reports) to the Completion Table and put them into the box marked for that AD.

4-4.3.5 End-of-Day Procedures

If the ballots are not completed within one day, back-ups of the systems are created and Summary Reports are produced. When the tally resumes the next day, Summary Reports will first be produced and they will be compared against the prior night's reports to confirm that no changes have occurred. The end-of-day steps are listed here. (On the day when the emergency ballots are completely finished, the upload to ENCORE is performed as described in the next section 4-4.2.6.)

- The Scanner Operators print a Summary Report from each scanning system using the command PRINT.
- The Summary Report is signed by the Democrat and Republican. A fax is sent to the General Office and the report is secured at the borough office for use the next morning to compare against the Summary Report produced in the morning.
- Each TeamWork system is backed-up to three disks using Option U from the menu following the step-by-step Instructions *TeamWork System Backup Procedures* found in section 4-6

below. One disk is retained by the borough's senior Democrat and the other is retained by the senior Republican or their designees. The third disk is sent to the General Office.

4-4.3.6 Tally Upload to ENCORE

When the tally is complete, the paper ballot vote totals must be transferred to ENCORE to be combined with the vote totals from the voting machines. The Scanner Operators accomplish this by creating disks from the TeamWork PCs and moving the data onto the network. Staff at the General Office upload the data into ENCORE. The Scanner Operators label the disks with the Election Name and Date, the date they were created and the scanning system number. The Borough's Paper Ballot Lead Persons retain the disks.

The tasks include the following:

- The Scanner Operators print a Summary Report from each system and it is signed by a Democrat and Republican.
- Each TeamWork system is backed-up to disk using Option U from the menu. The back-up disk is secured at the borough office.
- Using Option M from the menu, the Scanner Operators load the tally results from system 2 and from system 3 onto transfer disks. See the step-by-step Instructions *TeamWork System Transfer Procedures* found in section 4-6 below.
- Using Option N from the menu, the Scanner Operators read each of the transfer disks into system 1.
- Using Option U on system 1, and performing the transaction three times, the Scanner Operators back-up system 1 to three disks.. One disk is retained by the borough senior Democrat and the other is retained by the senior Republican or their designees. The third disk is sent to the General Office.
- The Scanner Operators produce an export disk from system 1 with the combined tally data from all three systems.
- They e-mail the combined export disk to the TeamWork Administrator. The Teamwork Administrator at the General Office will have the combined transfer disk uploaded into ENCORE.
- The Scanning Operators give all the disks to the Borough's Paper Ballot Lead Persons.
- If a large number of ballots are found after the upload has been performed, they are scanned and the transfer process is done again, and the results are uploaded into ENCORE.
- If a small number of ballots are found after the upload has been performed, they are entered directly into ENCORE. The ENCORE clerks make sure that any additional ballots that are received after the canvass are added manually into ENCORE. They preserve a log that shows the number and count of ballots added manually.

The general principle is to wait until it is reasonably certain that all ballots are found before an upload into ENCORE is performed. An upload from TeamWork into ENCORE always overlays prior data for the ballot kind being processed. Therefore, if manual updates were made to ENCORE before the upload, they would have to be entered again.

4-4.4 CANVASS OF PERFORATED BALLOTS

Occasionally, a perforated ballot is used to meet space requirements when the ballot contents do not fit on the 11" or 14" sheet. This is most likely to occur in EDs where multiple languages are required. The canvass of perforated ballots is largely the same as for non-perforated ballots. However, Election Law provides specific rules related to the canvass of the halves (or parts) of the ballot. Additionally, a different Control Sheet is used by the Canvass Clerks to track the processing and disposition of perforated ballots.

Standard procedures for validation and canvass are the same except for the differences from standard procedures that are presented below in two sections, one for emergency ballots and one for all other ballots.

4-4.4.1 Supplement for Perforated Emergency Ballots

Sorting

- When sorting the emergency ballots for placement into the trays in ED/AD order, put the perforated ballots in a separate tray.
- Place the separate set of Control Sheets marked "PERFORATED BALLOTS" on the trays.
- Following procedures in Borough Guidelines 4-3.4, determine the correct number of emergency ballots that should have been returned from the pollsite for each ED and record the number in column 0 of the Control Sheet.
- Forward the ballot trays and Control Sheets for perforated ballots to a separate batching table.

Batching

- Working one ED at a time, count the number of ballots as follows:
 - Count the number of whole ballots.
 - Pair ballot tops and ballot bottoms to make whole ballots. Count the number of these paired ballots and add to the count of the whole ballots.
 - Count remaining ballot halves and again add to the count of the whole ballots.
- Record the total in column 1 on the Control Sheet.

- Compare column 1 to column 0.
 - If column 0 is greater than or equal to column 1, proceed to next step.
 - If column 1 is greater than column 0, follow the provisions of Section 9-108 of the NYS Election Law. Place all ballots in an empty ballot box, and randomly remove ballots so as to leave for canvassing only the number of ballots indicated in column 0. Mark the excess ballots “Void” and record the number in column 2 of the Control Sheet.

- Examine each ballot.
 - Using only red ink or red pencil, mark each half of the back of the ballot with matching codes. These codes will be used later, if necessary, to identify the two halves of a given ballot. Also write “E” for emergency, and the ED/AD, on the back of each half of the ballot.
 - If a ballot is void, follow existing procedures for handling, and record the number in column 2 of the Control Sheet. Remember: a *whole ballot* is void, never just a half of the ballot.
 - If the ballot is damaged, follow existing procedures for handling, and record the number in column 3 of the Control Sheet. Remember: a *whole ballot* is duplicated, never just a half.
 - If a ballot is the wrong lot for the voter’s ED, follow existing procedures for handling, and record the number in column 4 of the Control Sheet. Remember: a *whole ballot* is duplicated, never just a half.
 - If there is **only a top** half or **only a bottom** half of a ballot, create a substitute half for the missing half by using a blank ballot of the same lot.
 - Record the number of halves in either column 5 or 6 of the Control Sheet as appropriate.
 - Record the number of substitute halves in either column 7 or 8 of the Control Sheet as appropriate.
 - Place the blank substitute half in the batch.

- Count the number of ballots to be sent to the scanner and record the number in column 9 of the Control Sheet.

- Using the blue sheets that are marked “PERFORATED BALLOTS,” record the number of ballots to be sent to the scanner in column 1 of the blue sheet.

- Separate the ballots at the perforation and batch them with the Batch Header Sheet for the ED. There is no need to keep any particular order within the batch.

- Send batches and blue sheets to the scanners.

Scanning

- The ballot sheets arrive at the scanner with a blue sheet marked “PERFORATED BALLOTS.” Column 1 of the blue sheet will contain the number of ballots to be scanned. Count the pages received, record the number in column 2 of the blue sheet, and confirm that the number of pages received is twice the number of ballots indicated in column 1.
- After scanning the batches of one blue sheet,
 - Record the number of *ballots* scanned in column 3 of the blue sheet. This number is found at the top of the ED Report.
 - Record the number of *pages* scanned in column 4 of the blue sheet. This number is found at the bottom of the ED Report. Note that the *number of pages must be twice the number of ballots*.
 - If the number of ballots scanned does not equal the number of ballots sent to the scanner as recorded in column 1 of the blue sheet, OR if the number of pages scanned is not twice the number of ballots scanned, find the cause of the discrepancy. Either scan the batch again to see if you get the same numbers, or count the pages in the batch to see if the correct number had been recorded on the blue sheet. Resolve the discrepancy.
- If a page is rejected by the scanner because it is the wrong lot for the batch, or if a page is physically damaged and will not scan,
 - Find the other half of the rejected page, and if it has not already been scanned, follow the usual procedures for a ballot rejected at the scanner. Remember to set aside the *whole ballot (both halves)* for key entering. Record the number in column 5 of the blue sheet.
 - If, when you find the other half of the rejected page, it has already been scanned, delete the batch from the scanner, and rescan the batch without the rejected ballot (neither top nor bottom). Then proceed as in (a).
 - When time permits, or when scanning is complete for that AD, key enter scanner-rejected ballots.
 - Forward scanned ballots to the reconciliation area.

Reconciliation

- Review the ED Reports to ensure that the number of pages at the bottom of the report is twice the number of ballots at the top of the report. If not, resolve the discrepancy.

- For each ED, record into column 10 of the Control Sheet the number of ballots scanned or keyed into TeamWork. Take this number from the top of the TeamWork ED reports.
- Wherever the number in column 10 does not equal the number in column 9 of the Control Sheet, determine the cause of the discrepancy and note the reason in column 11.

4-4.4.2 Supplement for Perforated Absentee, Military, Special, and Affidavit Ballots

Sorting

- When placing valid ballot envelopes into the trays in ED/AD order, put the envelopes from the EDs with perforated ballots into a separate tray.
- Place the separate set of Control Sheets marked “PERFORATED BALLOTS” on the trays.
- Forward the ballot trays and Control Sheets for perforated ballots to a separate batching table.

Batching

- Working one ED at a time, count the number of envelopes and record in column 1 of the Control Sheet.
- Working one envelope at a time, follow existing procedures for allowing watchers who are present to make objections, and for making your determination.
- Open the envelope and examine the contents.
 - If there is a whole ballot, one half of a ballot, or both halves of a ballot, proceed to the next step.
 - If there is more than one whole ballot or more than both halves of a ballot in the envelope, follow existing procedures as to whether the ballots or ballot parts are valid to canvass.
- Examine each ballot.
 - Using only red ink or red pencil, mark each half of the back of the ballot with matching codes. These codes will be used later, if necessary, to identify the two halves of a given ballot. Also write the ED/AD on the back of each half of the ballot.
 - If a ballot is void, follow existing procedures for handling, and record the number in column 3 of the Control Sheet. Remember: a *whole ballot* is void, never just a half of the ballot.

- If the ballot is damaged, follow existing procedures for handling, and record the number in column 4 of the Control Sheet. Remember: a *whole ballot* is duplicated, never just a half.
- If a ballot is the wrong lot for the voter's ED, follow existing procedures for handling, and record the number in column 5 of the Control Sheet. Remember: a *whole ballot* is duplicated, never just a half.
- If there is *only a top half* or *only a bottom half* of a ballot, create a substitute half for the missing half by using a blank ballot of the same lot.
 - Record the number of halves in either column 6 or 7 of the Control Sheet as appropriate.
 - Record the number of substitute halves in either column 8 or 9 of the Control Sheet as appropriate.
 - Place the blank substitute half in the batch.
- Count the number of ballots to be sent to the scanner and record the number in column 10 of the Control Sheet.
- Using the blue sheets that are marked "PERFORATED BALLOTS," record the number of ballots to be sent to the scanner in column 1 of the blue sheet.
- Separate the ballots at the perforation and batch them with the Batch Header Sheet for the ED. There is no need to keep any particular order within the batch.
- Send batches and blue sheets to the scanners.

Scanning

- The ballot sheets arrive at the scanner with a blue sheet marked "PERFORATED BALLOTS." Column 1 of the blue sheet will contain the number of ballots to be scanned. Count the pages received, record the number in column 2 of the blue sheet, and confirm that the number of pages received is twice the number of ballots indicated in column 1.
- After scanning the batches of one blue sheet,
 - Record the number of *ballots* scanned in column 3 of the blue sheet. This number is found at the top of the ED Report.
 - Record the number of *pages* scanned in column 4 of the blue sheet. This number is found at the bottom of the ED Report. Note that the *number of pages must be twice the number of ballots*.
 - If the number of ballots scanned does not equal the number of ballots sent to the scanner as recorded in column 1 of the blue sheet, OR if the number of pages scanned is not twice the number of ballots scanned, find the cause of the

discrepancy. Either scan the batch again to see if you get the same numbers, or count the pages in the batch to see if the correct number had been recorded on the blue sheet. Resolve the discrepancy.

- If a page is rejected by the scanner because it is the wrong lot for the batch, or if a page is physically damaged and will not scan,
 - Find the other half of the rejected page, and if it has not already been scanned, follow the usual procedures for a ballot rejected at the scanner. Remember to set aside the *whole ballot* (both halves) for key entering. Record the number in column 5 of the blue sheet.
 - If, when you find the other half of the rejected page, it has already been scanned, delete the batch from the scanner, and rescan the batch without the rejected ballot (neither top nor bottom). Then proceed as in (a).
 - When time permits, or when scanning is complete for that AD, key enter scanner-rejected ballots.
 - Forward scanned ballots to the reconciliation area.

Reconciliation

- Review the ED Reports to ensure that the number of pages at the bottom of the report is twice the number of ballots at the top of the report. If not, resolve the discrepancy.
- For each ED, record into column 11 of the Control Sheet the number of ballots scanned or keyed into TeamWork. Take this number from the top of the TeamWork ED reports.
- Wherever the number in column 11 does not equal the number in column 10 of the Control Sheet, determine the cause of the discrepancy and note the reason in column 12.

4-4.5 PAPER BALLOT RECANVASS PROCEDURES

If the margin of victory in any particular contest is less than 10 votes or 1/2 percent of the total votes cast, there shall be a manual recanvass of each paper ballot for that contest.

Before starting the recanvass, it is essential that *all* paper ballots are collected. In particular, ballots that were originally canvassed manually by data entry directly into TeamWork must be available so they can be recanvassed with the ballots that were scanned for each ED. Copies of the Paper Ballot Control Sheet and the forms used during the process (Original Ballot, Write-in, Scanner Refused, Scanning Sheet) must also be available.

In conducting the paper ballot recanvass, the canvass clerks must pay particular attention to any ballots where the voter marked the voting oval with a light mark that may have been missed by the scanner, or where the voter did not mark the voting oval but rather marked the larger square containing the candidate's name. If any mark strikes any part of the voting oval or the square containing the candidate's name, the ballot shall be counted, unless the voter has voted for

more than the number of candidates allowed for that contest, in which case, the ballot shall be counted as blank for that contest. See Election Law §9-112 and the January 29, 2004 decision of the Appellate Division, Second Department for guidance.

Any discrepancies between the canvass and the recanvass is investigated and logged before the final certification.

The steps of the process are as follows:

- The CPR/ENCORE Administrator produces from the ENCORE system paper ballot recanvass worksheets for each ED/AD active in the election. By ED/AD and in ballot order, the recanvass worksheet contains all contests, the candidates, their individual tally totals reported by machine, emergency, and absentee, and a space to enter a different total if found in the recanvass process. (Absentee represents all paper ballot types except emergency.)
- Canvass clerks representing the two major parties recanvass the paper ballots.
- They record the updated tally totals onto the recanvass sheets.
- The completed recanvass sheets are forwarded to authorized personnel to enter the updated vote totals into ENCORE.

4-5 Entering Write-in Names into ENCORE

When voters choose to write in a name as their selection for a contest on either the voting machine or on a paper ballot, Board canvass clerks enter the names into the ENCORE system where they are tallied. As with all other steps of the canvass, a Republican and a Democrat work together to perform this task. See Section 7, "Write-in Candidates."

Board staff enter the names using the following rules (developed by the Commissioners on October 2, 2001)

- if only a last name is written but neither a first name nor middle initial appears, the vote is not counted and no entry is made into ENCORE.
- regarding the spelling of the name, if it can be reasonably ascertained for whom the voter intended to vote, the name is entered into ENCORE so that its spelling matches the spelling of other instances of the same name.
- if the write-in name is being captured from the voting machine, and it appears on a line for a slot designated for a public office, and it satisfies the two preceding rules, the write-in name will be counted for that public office. If the name appears on a line for a slot that has not been designated for a public office, the write-in name will not be counted.

If the pink Write-in form is accompanied by a ballot that is a federal/military write-in ballot from an overseas voter not on the Board's standard ballot form, Board staff enter the names into ENCORE using the following rules

- If the overseas voter designated a candidate by writing in the name of the candidate or writing in the name of a political party, the vote is counted for the candidate of that party.
- If the voter writes in only the last name of a candidate whose name appears on the ballot, the vote is counted for that candidate.
- If the voter writes in the name of only a candidate for President or only a candidate for Vice President whose name appears on the ballot, the vote is counted for the electors for that candidate. The name is entered into ENCORE as the official ballot name of the presidential candidate.
- Abbreviations, misspellings or other minor variations in the form of the name of a candidate or political party shall be disregarded if the intention of the voter can be ascertained. The name is entered into ENCORE so that its spelling matches the spelling of the candidate's official ballot name.

4-6 Instructions and Forms

4-6.1 INSTRUCTIONS

Instructions for Test Deck Preparation
Scanner Batch Header Sheet Procedures
Scanner Pre-election Test Procedures
Scanner Emergency Ballot Recanvass Procedures
Scanner Canvass Procedures
TeamWork System Back-up Procedures
TeamWork System Transfer Procedures
TeamWork System Export Procedures

4-6.2 FORMS

Paper Ballot Tally Scanning Sheet
Write-in Form
Original Ballot Form
Scanner Refused Ballot Form
Paper Ballot Control Sheet for Emergency Ballots
Paper Ballot Control Sheet
Batch Header Sheet

NEW YORK STATE BOARD OF ELECTIONS

TITLE: TEST DECK PREPARATION (PAPER BALLOT SYSTEMS)
FOR INFORMATION CONTACT: ELECTION OPERATIONS (518) 486-4069

TEST DECK PREPARATION PROCEDURES

Prior to any election in which a paper ballot counting system is to be utilized to electronically tabulate ballots, the following procedures are mandatory.

1. A sufficient amount of extra paper ballots shall be ordered as test ballots for each ballot style required for the election. The number of extra ballots needed per style is determined by identifying the largest contest in the style and then counting the number of candidates in that contest. When this has been determined for all ballot styles, refer to the tables in appendix A to determining the amount of extra ballots needed for each ballot style.
2. After the amount of extra test deck ballots has been determined for each style, the amount should be added to the normal paper ballot print order. All ballots to be used as test ballots are required to have the word TEST printed or hand stamped on the face of each ballot.

VOTING BALLOTS WITH PRE-DETERMINED TEST PATTERN

A. FIRST ROW OR COLUMN PATTERN

Vote this row or column pattern one time for each candidate in the row or column.

Starting with an individual ballot lot, take one ballot and give one vote to the first candidate in each of the vote for one contest. When you have offices that require a vote for more than one start with the first candidate in the multiply vote-for contest and vote the appropriate number to be elected, As an example, in a vote for-any-eleven contest the pattern vote would be as follows:

1. 1st ballot candidates 1,2,3,4,5,6,7,8,9,10,11 are voted.
2. 2nd ballot candidates 2,3,4,5,6,7,8,9,10,11,12 are voted.
3. 3rd ballot candidates 3,4,5,6,7,8,9,10,11,12,13 are voted.
4. 4th ballot candidates 4,5,6,7,8,9,10,11,12,13,14 are voted.
5. 5th ballot candidates 5,6,7,8,9,10,11,12,13,14,15 are voted.
6. 6th ballot candidates 6,7,8,9,10,11,12,13,14,15,16 are voted.
7. 7th ballot candidates 7,8,9,10,11,12,13,14,15,16,17 are voted.
8. 8th ballot candidates 8,9,10,11,12,13,14,15,16,17,18 are voted.
9. 9th ballot candidates 9,10,11,12,13,14,15,16,17,18,19 are voted.
10. 10th ballot candidates 10,11,12,13,14,15,16,17,18,19,20 are voted.
11. 11th ballot candidates 11,12,13,14,15,16,17,18,19,20,21 are voted.

This will complete the pattern vote for the first column or group of the voting. For additional information refer to the exhibit A at the back of these procedures.

B. SECOND ROW, COLUMN OR GROUP PATTERN

Vote this row, column or group pattern 2 times for each candidate in the row, column or group.

Take one ballot and give one vote to the second candidate in each of the vote for one contest. In the multiply vote-for contest start with the first candidate in the second row, column or group and vote the appropriate number to be elected, As an example, in a vote for-any-eleven contest the pattern vote would be as follows:

- 12th ballot candidates 12,13,14,15,16,17,18,19,20,21,22 are voted.
- 13th ballot (same as 12th)
- 14th ballot candidates 13,14,15,16,17,18,19,20,21,22,23 are voted.
- 15th ballot (same as 14th)
- 16th ballot candidates 14,15,16,17,18,19,20,21,22 are voted.

17th ballot (same as 16th)
 18th ballot candidates 15, 16,17,18,19,20,21,22 are voted
 19th ballot (same as 18th)
 20th ballot candidates 16,17,18,19,20,21,22 are voted.
 21st ballot (same as 20th)
 22nd ballot candidates 17,18,19,20,21,22 are voted.
 23rd ballot (same as 22nd)
 24th ballot candidates 18,19,20,21,22 are voted
 25th ballot (same as the 24th)
 26th ballot candidates 19,20,21,22 are voted
 27th ballot (same as 26th)
 28th ballot candidates 20,21,22 are voted.
 29th ballot (same as 28th)
 30th ballot candidates 21,22 are voted.
 31st ballot (same as 30th)
 32nd ballot candidate 22 is voted.
 33rd ballot (same as 32nd)

This will complete the pattern vote for the second column or group of the voting. For additional information refer to the exhibit B at the back of these procedures.

This pattern voting by row, column or group continues through all rows, columns and groups of each ballot style until the last candidate in the last row or column of every contest has been voted. The number of ballots voted is increment in conjunction with the row, column or group starting that vote pattern i.e. in the vote for eleven contest with twenty-two candidates consisting of two groups the twenty-second candidate ends the pattern with two ballots being voted for that candidate only.

This pattern will provide test results which will give unique results to every candidate in the race. Each vote-for-one race on all ballot styles will generate the following results: 1 vote for the first candidate, 2 votes for the second candidate, three votes for the third candidate four votes for the fourth candidate etc. The pattern results for multiple vote-for contest are presented in appendix B.

In addition to the pattern test vote the following additional test ballots must be prepared for the election.

1. **OVER-VOTE TEST BALLOT** - Take one ballot and vote every contest one additional candidate over the allowable vote-for in the contest.

*Note: In a general election where cross-endorsements appear, do not vote the same candidate more than once in a contest. Voting crossed-endorsed candidates more than once will cause a push-vote rather than an over-vote condition.

2. **WRITE-IN TEST BALLOT** - Take one ballot and vote the maximum allowable write-in positions for each contest.
3. **CROSS-ENDORSEMENTS TEST PUSH** - Starting with the first cross-endorsed candidate in every contest vote both the first line and the second line where the cross-endorsed candidate name appears. For example " Governor vote-for-any-one contest" John Jones appears on both the Democratic and Conservative line. You would cast a vote for both John Jones Democratic and John Jones Conservative. In a contest where a candidate has multiple cross-endorsements (3 or 4) or more than one candidate is cross-endorsed, vote a separate ballot for each combination until all combination, have been exhausted.

Only the over-vote test ballot and write-in test ballot are needed for your primary test decks. Cross-endorsements do not apply to primary elections.

Once a test deck has been prepared for every ballot style, it should be verified by running the ballots against the appropriate election ballot software program. All errors should be corrected and the test deck rerun until all pre-determined vote totals by style are verified.

SCANNER BATCH HEADER SHEET PROCEDURES

Turn on the Scanner System

1. Power on the scanner, printer, monitor, and the CPU tower
2. The screen will automatically go to the "C:\>" prompt

Clean the Scanner

1. Remove gray roller cover
2. Raise read head and deflector
3. Clean top and bottom red lights with cloth
4. Use canned air
5. Replace read head and deflector
6. Put back gray roller cover
7. Wait 10 to 30 minutes.

Calibrate the Scanner

Calibrate the Top Read Head

1. While holding down left button of scanner, turn power button off then back on.
2. After a few seconds, a message appears: SET-UP
3. Release the left switch, a message appears: UTILITIES? Press YES
4. A message appears: CALIBRATE TOP READ HEAD. Press YES
5. A message appears: READY TOP HEAD CAL SHEETS. Press START
6. Arrange the set of calibration sheets with the cover sheet on top and the four sheets with dots underneath.
7. Place the sheets face up in the input hopper with timing marks towards the front of the scanner. (Timing marks toward you).
8. Press START. Sheets will scan.
9. A message appears: CALIBRATION COMPLETE. Press CONTINUE

Calibrate the Bottom Read Head

1. A message appears: UTILITIES ? Press YES
2. A message appears: CALIBRATE TOP READ HEAD. Press NO
3. A message appears: CALIBRATE BOTTOM READ HEAD. Press YES
4. Remove the cover calibration sheet and turn the remaining sheets over and place face down in the input hopper. The timing marks should be towards the front of the scanner. Place the cover sheet face **up** on top of the stack. Press START. Sheets will scan.
5. Message appears: CALIBRATION COMPLETE. Press CONTINUE

Exit Setup

1. A message appears: UTILITIES ? Press NO.
2. A message appears: DEFAULTS? Press NO
3. A message appears: DIAGNOSTICS? Press NO
4. A message appears: EXIT SET UP. Press YES

Start the TeamWork Software

1. For a General Election:
Type County Name (For example: New York, type "NEWYORK")
For a Primary Election
Type the three letter party code and the Boro number (For example: New York Democrats, Type "DEM1")
2. Press "ENTER" 2 times
3. A screen appears: ENTER LOG ON NAME and ENTER PASSWORD.
Type your logon name and press "ENTER". Type your password and press "ENTER".
4. The TeamWork Main menu will appear.

Initialize the Files (*Set the System Result totals to Zero*)

1. Press "F" and then "ENTER".
2. A line reads: BUILD ED/AD INFORMATION FILE. Press "Y" and then "ENTER".
3. A line reads: SET BALLOT TYPE. Press "S" and then "ENTER"
4. A line reads: PRINT REPORT? Press "N" and then "ENTER".
5. A line reads: PRESS ENTER TO CONTINUE. Press "ENTER".
6. This will bring you back to the TeamWork Main menu.

Prepare to Scan the Batch Header Sheets

1. Press "L" then "ENTER".
2. A line reads: BALLOT PROGRAM WILL READ. Press "Y" and then "ENTER".
3. Line reads: BALLOT COUNTING PROGRAM. Press "Y" then "ENTER".
4. Line reads: ENTER TEAMWORK COMMAND OR ENTER.
Type command "PCOPIES=0" and then press "ENTER".

Scan Batch Header Sheets

1. Message appears: ENTER TEAMWORK COMMAND or ENTER.
Press "ENTER".
2. Message appears: MAKE SURE SCANNER IS ON. Hit ENTER.
Message appears: ENTER TO READ BALLOTS.
3. Place Batch Header Sheets on the input hopper. Press "ENTER".

Close Final Batch

1. Type **"END"** then press **"ENTER"** when batch is finished. (ED reports will be printing.)
2. Press **"ENTER"**.
3. Type **"CC"** and then press **"ENTER"**.

End the Ballot Counting Function

1. Message appears: ENTER TEAMWORK COMMAND or ENTER.
Type **"EOJ"** and press **"ENTER"**.
2. Message appears: TERMINATE BALLOT COUNTING PROGRAM.
Press **"Y"** and then **"ENTER"**.
3. Message appears: END OF PROGRAM.
Press **"ENTER"** and this will bring you back to the TeamWork Main Menu.

Exit TeamWork Software

Press **"X"** and then **"ENTER"**. This will bring you to the C:\ prompt.

For a Primary, Repeat the process until all parties' Batch Header Sheets are complete.

Turn off the Scanner System

Power down scanner, printer, monitor and disk drive tower. Discard any reports printed during the process.

SCANNER PRE-ELECTION TEST PROCEDURES

Turn on the Scanner System

1. Power on the scanner, printer, monitor, and the CPU tower...
2. The screen will automatically go to the "C:\>" prompt.

Clean the Scanner

1. Remove gray roller cover
2. Raise read head and deflector
3. Clean top and bottom red lights with cloth
4. Use canned air
5. Replace read head and deflector
6. Put back gray roller cover
7. Wait 10 to 30 minutes.

Calibrate the Scanner

Calibrate the Top Read Head

1. While holding down left button of scanner, turn power button off then back on.
2. After a few seconds, a message appears: SET-UP
3. Release the left switch, a message appears: UTILITIES? Press YES
4. A message appears: CALIBRATE TOP READ HEAD. Press YES
5. A message appears: READY TOP HEAD CAL SHEETS. Press START
6. Arrange the set of calibration sheets with the cover sheet on top and the four sheets with dots underneath.
7. Place the sheets face up in the input hopper with timing marks towards the front of the scanner. (Timing marks toward you).
8. Press START. Sheets will scan.
9. A message appears: CALIBRATION COMPLETE. Press CONTINUE

Calibrate the Bottom Read Head

1. A message appears: UTILITIES ? Press YES
2. A message appears: CALIBRATE TOP READ HEAD. Press NO
3. A message appears: CALIBRATE BOTTOM READ HEAD. Press YES
4. Remove the cover calibration sheet and turn the remaining sheets over and place face down in the input hopper. The timing marks should be towards the front of the scanner. Place the cover sheet face **up** on top of the stack. Press START. Sheets will scan.
5. Message appears: CALIBRATION COMPLETE. Press CONTINUE

Exit Setup

1. A message appears: UTILITIES ? Press NO.
2. A message appears: DEFAULTS? Press NO

3. A message appears: DIAGNOSTICS? Press NO
4. A message appears: EXIT SET UP. Press YES

Start the TeamWork Software

1. For a General Election:
Type County Name (For example: New York, type "NEWYORK")
For a Primary Election
Type the three letter party code and the Boro number (For example: New York Democrats, Type "DEM1")
2. Press "ENTER" 2 times
3. A screen appears: ENTER LOG ON NAME and ENTER PASSWORD.
Type your logon name and press "ENTER". Type your password and press "ENTER".
4. The TeamWork Main menu will appear.

Initialize the Files (*Set the System Result totals to Zero*)

1. Press "F" and then "ENTER".
2. A line reads: BUILD ED/AD INFORMATION FILE. Press "Y" and then "ENTER".
3. A line reads: SET BALLOT TYPE. Press "S" and then "ENTER"
4. A line reads: PRINT REPORT? Press "N" and then "ENTER".
5. A line reads: PRESS ENTER TO CONTINUE. Press "ENTER".
6. This will bring you back to the TeamWork Main menu.

Prepare to Perform Pre-Tally Test

1. Press "L" then "ENTER".
2. A line reads: BALLOT PROGRAM WILL READ. Press "Y" and then "ENTER".
3. Line reads: BALLOT COUNTING PROGRAM. Press "Y" then "ENTER".
4. Line reads: ENTER TEAMWORK COMMAND OR ENTER.
Type "BLNKOVR=YES" and then press "ENTER".

Print Zero Proof Report (*Dem & Rep will sign the report*)

1. Line reads: ENTER TEAMWORK COMMAND or ENTER.
Type "PRINT" and then press "ENTER".
2. Message appears: USING SCOPIES=01. Press "Y" and then "ENTER".

Scan Test Deck and Print ED Reports

1. Message appears: ENTER TEAMWORK COMMAND or ENTER.
Press "ENTER".
2. Message appears: MAKE SURE SCANNER IS ON. Hit ENTER.
Message appears: ENTER TO READ BALLOTS.
3. Place test deck on the input hopper. Press "ENTER".

Close Final Batch

1. Type **"END"** then press **"ENTER"** when batch is finished. (ED reports will be printing.)
2. Press **"ENTER"**.
3. Type **"CC"** and then press **"ENTER"**.

Print Summary Report (Dem & Rep will sign report)

1. Message appears: ENTER TEAMWORK COMMAND or ENTER.
Type **"PRINT"** and then press **"ENTER"**.
2. Message appears: Using SCOPES=01.
Press **"Y"** and then **"ENTER"**. Summary Report will print.

End the Ballot Counting Function

1. Message appears: ENTER TEAMWORK COMMAND or ENTER.
Type **"EOJ"** and press **"ENTER"**.
2. Message appears: TERMINATE BALLOT COUNTING PROGRAM.
Press **"Y"** and then **"ENTER"**.
3. Message appears: END OF PROGRAM.
Press **"ENTER"** and this will bring you back to the TeamWork Main Menu.

Exit TeamWork Software

Press **"X"** and then **"ENTER"**. This will bring you to the C:\ prompt.

Turn off the Scanner System

Power down scanner, printer, monitor and disk drive tower.

SCANNER EMERGENCY BALLOT RECANVASS PROCEDURES

Turn on Scanner System

1. Power on the scanner, printer, monitor, and the CPU tower.
2. The screen will automatically go to the "C:\>" prompt.

Clean Scanner

1. Remove gray roller cover
2. Raise read head and deflector
3. Clean top and bottom red lights with cloth
4. Use canned air
5. Replace read head and deflector
 6. Put back gray roller cover
7. Wait 10 to 30 minutes.

Calibrate Scanner

Calibrate Top Read Head

1. While holding down left button of scanner, turn power button off then back on.
2. After a few seconds, a message appears: SET-UP
3. Release the left switch, a message appears: UTILITIES? Press YES
4. A message appears: CALIBRATE TOP READ HEAD. Press YES
5. A message appears: READY TOP HEAD CAL SHEETS. Press START
6. Arrange the set of calibration sheets with the cover sheet on top and the four sheets with dots underneath.
7. Place the sheets face up in the input hopper with timing marks towards the front of the scanner. (Timing marks toward you).
8. Press START. Sheets will scan.
9. A message appears: CALIBRATION COMPLETE. Press CONTINUE

Calibrate Bottom Read Head

1. A message appears: UTILITIES ? Press YES
2. A message appears: CALIBRATE TOP READ HEAD. Press NO
3. A message appears: CALIBRATE BOTTOM READ HEAD. Press YES
4. Remove the cover calibration sheet and turn the remaining sheets over and place face down in the input hopper. The timing marks should be towards the front of the scanner. Place the cover sheet face *up* on top of the stack. Press START. Sheets will scan.
5. Message appears: CALIBRATION COMPLETE. Press CONTINUE

Exit Setup

1. A message appears: UTILITIES ? Press NO.
2. A message appears: DEFAULTS? Press NO

3. A message appears: DIAGNOSTICS? Press NO
4. A message appears: EXIT SET UP. Press YES

Start TeamWork Software

1. For a General Election:
Type County Name (For example: New York, type "NEWYORK")
For a Primary Election
Type the three letter party code and the Boro number (For example: New York Democrats, type "DEM1")
2. Press "ENTER" 2 times
3. A screen appears: ENTER LOG ON NAME and ENTER PASSWORD.
Type your logon name and press "ENTER". Type your password and press "ENTER".
4. The TeamWork Main menu will appear.

Initialize Files (*Set the System Result totals to Zero*)

1. Press "F" and then "ENTER".
2. A line reads: BUILD ED/AD INFORMATION FILE. Press "Y" and then "ENTER".
3. A line reads: SET BALLOT TYPE. Press "E" and then "ENTER"
4. A line reads: PRINT REPORT? Press "N" and then "ENTER".
5. A line reads: PRESS ENTER TO CONTINUE. Press "ENTER".
6. This will bring you back to the TeamWork Main menu.

Prepare to Perform Tally of Ballots

1. Press "L" and then "ENTER".
2. A line reads: BALLOT PROGRAM WILL READ. Press "Y" and then "ENTER".
3. A line reads: BALLOT COUNTING PROGRAM. Press "Y" and then "ENTER".

Print Zero Proof Report (*Dem & Rep will sign report*)

1. Line reads: ENTER TEAMWORK COMMAND or ENTER.
Type "PRINT" and then press "ENTER".
2. Message appears: USING SCOPIES =01. Press "Y" and then "ENTER".

Scan the batches of ballots and Print ED Reports

1. Message appears: ENTER TEAMWORK COMMAND or ENTER.
Press "ENTER".
2. Message appears: MAKE SURE SCANNER IS ON. Hit ENTER.
Message appears: ENTER TO READ BALLOTS.
3. Place batches on the input hopper. Press "ENTER".
4. Type "END" then press "ENTER" when batches are finished. (The last ED report will be print.)

End the Ballot Counting Function

1. Message appears: ENTER TEAMWORK COMMAND or ENTER.
Type "EOJ" and press "ENTER".
2. Message appears: TERMINATE BALLOT COUNTING PROGRAM.
Press "Y" and then "ENTER".
3. Message appears: END OF PROGRAM.
Press "ENTER" and this will bring you back to the TeamWork Main Menu.

Manually Enter Ballots into TeamWork

1. Press "K" and then "ENTER"
2. Press "Y" and then "ENTER"
3. Type your last name and then press "ENTER"
4. Type the ED/AD (i.e. for 1/23 type 00123) and then press "ENTER"
5. Press "Y" and then "ENTER"
6. Press "U" and then "ENTER"
7. Enter Vote totals for each candidate.
8. For each ED repeat steps 1 – 7
9. After last ED type "END" and press "ENTER"
10. Press "ENTER" and this will bring you back to the TeamWork Main Menu

Print Summary Report (Dem & Rep will sign report)

1. Press "L" and then "ENTER".
2. A line reads: BALLOT PROGRAM WILL READ. Press "Y" and then "ENTER".
3. A line reads: BALLOT COUNTING PROGRAM. Press "Y" and then "ENTER".
4. Message appears: ENTER TEAMWORK COMMAND or ENTER.
Type "PRINT" and then press "ENTER".
5. Message appears: Using SCOPIES=01.
Press "Y" and then "ENTER". Summary Report will print.
6. Message appears: ENTER TEAMWORK COMMAND or ENTER.
Type "EOJ" and press "ENTER".
7. Message appears: TERMINATE BALLOT COUNTING PROGRAM.
Press "Y" and then "ENTER".
8. Message appears: END OF PROGRAM.
Press "ENTER" and this will bring you back to the TeamWork Main Menu.

Exit TeamWork Software

Press "X" and then "ENTER". This will bring you to the C:\ prompt.

Turn off the Scanner System

Power down scanner, printer, monitor and disk drive tower.

SCANNER CANVASS PROCEDURES

Turn on Scanner System

1. Power on the scanner, printer, monitor, and the CPU tower.
2. The screen will automatically go to the "C:\>" prompt.

Clean Scanner

1. Remove gray roller cover
2. Raise read head and deflector
3. Clean top and bottom red lights with cloth
4. Use canned air
5. Replace read head and deflector
6. Put back gray roller cover
7. Wait 10 to 30 minutes.

Calibrate Scanner

Calibrate Top Read Head

1. While holding down left button of scanner, turn power button off then back on.
2. After a few seconds, a message appears: SET-UP
3. Release the left switch, a message appears: UTILITIES? Press YES
4. A message appears: CALIBRATE TOP READ HEAD. Press YES
5. A message appears: READY TOP HEAD CAL SHEETS. Press START
6. Arrange the set of calibration sheets with the cover sheet on top and the four sheets with dots underneath.
7. Place the sheets face up in the input hopper with timing marks towards the front of the scanner. (Timing marks toward you).
8. Press START. Sheets will scan.
9. A message appears: CALIBRATION COMPLETE. Press CONTINUE

Calibrate Bottom Read Head

1. A message appears: UTILITIES ? Press YES
2. A message appears: CALIBRATE TOP READ HEAD. Press NO
3. A message appears: CALIBRATE BOTTOM READ HEAD. Press YES
4. Remove the cover calibration sheet and turn the remaining sheets over and place face down in the input hopper. The timing marks should be towards the front of the scanner. Place the cover sheet face *up* on top of the stack. Press START. Sheets will scan.
5. Message appears: CALIBRATION COMPLETE. Press CONTINUE

Exit Setup

1. A message appears: UTILITIES ? Press NO.
2. A message appears: DEFAULTS? Press NO

3. A message appears: DIAGNOSTICS? Press NO
4. A message appears: EXIT SET UP. Press YES

Start TeamWork Software

1. For a General Election:
2. Type County Name (For example: New York, type "NEWYORK")
3. For a Primary Election
4. Type the three letter party code and the Boro number (For example: New York Democrats, Type "DEM1")
5. Press "ENTER" 2 times
6. A screen appears: ENTER LOG ON NAME and ENTER PASSWORD.
Type your logon name and press "ENTER". Type your password and press "ENTER".
7. The TeamWork Main menu will appear.

Initialize Files (*Set the System Result totals to Zero*)

1. Press "F" and then "ENTER".
2. A line reads: BUILD ED/AD INFORMATION FILE. Press "Y" and then "ENTER".
3. A line reads: SET BALLOT TYPE. Press "S" and then "ENTER"
4. A line reads: PRINT REPORT? Press "N" and then "ENTER".
5. A line reads: PRESS ENTER TO CONTINUE. Press "ENTER".
6. This will bring you back to the TeamWork Main menu.

Prepare to Perform Tally of Ballots

1. Press "L" and then "ENTER".
2. A line reads: BALLOT PROGRAM WILL READ. Press "Y" and then "ENTER".
3. A line reads: BALLOT COUNTING PROGRAM. Press "Y" and then "ENTER".

Print Zero Proof Report (*Dem & Rep will sign report*)

1. Line reads: ENTER TEAMWORK COMMAND or ENTER.
Type "PRINT" and then press "ENTER".
2. .Message appears: USING SCOPIES =01. Press "Y" and then "ENTER".

Scan the Batches of Ballots and Print ED Reports

1. Message appears: ENTER TEAMWORK COMMAND or ENTER.
Press "ENTER".
2. Message appears: MAKE SURE SCANNER IS ON. Hit ENTER.
Message appears: ENTER TO READ BALLOTS.
3. Place batches on the input hopper. Press "ENTER".
4. Type "END" then press "ENTER" when batches are finished. (The last ED report will be print.)

End the Ballot Counting Function

1. Message appears: ENTER TEAMWORK COMMAND or ENTER.
Type "EOJ" and press "ENTER".
2. Message appears: TERMINATE BALLOT COUNTING PROGRAM.
Press "Y" and then "ENTER".
3. Message appears: END OF PROGRAM.
Press "ENTER" and this will bring you back to the TeamWork Main Menu.

Manually Enter Ballots into TeamWork

1. Press "K" and then "ENTER"
2. Press "Y" and then "ENTER"
3. Type your last name and then press "ENTER"
4. Type the ED/AD (i.e. for 1/23 type 00123) and then press "ENTER"
5. Press "Y" and then "ENTER"
6. Press "U" and then "ENTER"
7. Enter Vote totals for each candidate.
8. For each ED repeat steps 1 – 7
9. After last ED type "END" and press "ENTER"
10. Press "ENTER" and this will bring you back to the TeamWork Main Menu

Print Summary Report (Dem & Rep will sign report)

1. Press "L" and then "ENTER".
2. A line reads: BALLOT PROGRAM WILL READ. Press "Y" and then "ENTER".
3. A line reads: BALLOT COUNTING PROGRAM. Press "Y" and then "ENTER".
4. Message appears: ENTER TEAMWORK COMMAND or ENTER.
Type "PRINT" and then press "ENTER".
5. Message appears: Using SCOPIES=01.
Press "Y" and then "ENTER". Summary Report will print.
6. Message appears: ENTER TEAMWORK COMMAND or ENTER.
Type "EOJ" and press "ENTER".
7. Message appears: TERMINATE BALLOT COUNTING PROGRAM.
Press "Y" and then "ENTER".
8. Message appears: END OF PROGRAM.
Press "ENTER" and this will bring you back to the TeamWork Main Menu.

Exit TeamWork Software

Press "X" and then "ENTER". This will bring you to the C:\ prompt.

Turn off the Scanner System

Power down scanner, printer, monitor and disk drive tower

TEAMWORK SYSTEM BACKUP PROCEDURES

Start the TeamWork Software

1. For a General Election:

Type County Name (For example: New York, type "**NEWYORK**")

For a Primary Election:

Type the three letter party code and the Boro number (For example: New York Democrats, Type "**DEM1**")

2. Press "**ENTER**" 2 times
3. A screen appears: ENTER LOG ON NAME and ENTER PASSWORD.
Type your logon name and press "**ENTER**". Type your password and press "**ENTER**".
4. The TeamWork Main menu will appear.

Start the Backup

1. At the TeamWork Main Menu Press "**U**"
2. A line reads: ENTER SELECTION. Press "**1**" and then "**ENTER**".
3. A line reads: Enter BACKUP Diskette Drive Letter. Press "**A**" and then "**ENTER**"
4. Insert a blank Floppy Disk into the A:\ Drive
5. A line reads: Press Y when Diskette is ready. Press "**Y**" and then "**ENTER**".
6. A line reads: Press <ENTER> to Continue. Press "**ENTER**".
7. Repeat steps 2 through 6 to make a second copy of the backup.
8. A line reads: ENTER SELECTION. Press "**9**" and then "**ENTER**".
9. The TeamWork Main menu will appear.

TEAMWORK SYSTEM TRANSFER PROCEDURES

Start the TeamWork Software

1. For a General Election:
Type County Name (For example: New York, type "**NEWYORK**")
For a Primary Election:
Type the three letter party code and the Boro number (For example: New York Democrats, Type "**DEM1**")
2. Press "**ENTER**" 2 times
3. A screen appears: ENTER LOG ON NAME and ENTER PASSWORD.
Type your logon name and press "**ENTER**". Type your password and press "**ENTER**".
4. The TeamWork Main menu will appear.

Create Transfer Diskettes (On Systems number 2 and 3)

1. At the TeamWork Main Menu Press "**M**"
2. A line reads: Create Transfer File. Press "**Y**" and then "**ENTER**".
3. A line reads: Print Report. Press "**Y**" and then "**ENTER**".
4. A line reads: Press <ENTER> to Continue. Press "**ENTER**".
5. A line reads: Enter Output Drive Letter. Press "**A**" and then "**ENTER**"
6. Insert a blank Floppy Disk into the A:\ Drive
7. A line reads: IS DISKETTE IN DRIVE. Press "**Y**" and then "**ENTER**".
8. The TeamWork Main menu will appear.

Read Transfer Diskettes (On System number 1)

1. At the TeamWork Main Menu Press "**N**"
2. A line reads: Enter Input Drive Letter. Press "**A**" and then "**ENTER**"
3. Insert the transfer Floppy Disk from system 2 into the A:\ Drive
4. A line reads: IS DISKETTE IN DRIVE. Press "**Y**" and then "**ENTER**".
5. A line reads: Process Transfer File. Press "**Y**" and then "**ENTER**".
6. A line reads: Print Summary Report before merging results. Press "**N**" and then "**ENTER**".
7. A line reads: Print Summary Report after merging results. Press "**N**" and then "**ENTER**".
8. A line reads: Press <ENTER> to Continue. Press "**ENTER**".
9. The TeamWork Main menu will appear.
10. Remove Transfer Diskette from Drive.
11. Repeat steps 1 though 10 for transfer diskette from system 3 if needed.

TEAMWORK SYSTEM EXPORT PROCEDURES

Exit TeamWork Software

At the TeamWork main menu, press “X” and then “ENTER”. This will bring you to the C:\ prompt.

Start the Export

1. For a General Election:

Type export#, # being the county number (For example: New York, type “EXPORT1”)

For a Primary Election:

Type export#*, # being the county number and * being the party code (For example: New York Democratic Party, type “EXPORT1D”)

2. Press “ENTER” to pass the license screen
3. A line reads: CURRENT ELECTION: *Name of Election* – Make sure this is correct
4. A line reads: IS ANSWER CORRECT. Press “Y” and then “ENTER”
5. A line reads: Press <ENTER> to Continue. Press “ENTER”.
6. A line reads: Enter Output Drive Letter. Press “A” and then “ENTER”.
7. Insert a blank Floppy Disk into the A:\ Drive
8. A line reads: IS DISKETTE IN DRIVE. Press “Y” and then “ENTER”.
9. This will bring you back to the C:\ Prompt.

NOTE: Make two copies of the export disk.

Turn off the Scanner System

Power down scanner, printer, monitor and disk drive tower. Discard any reports printed during the process.

Scanning Sheet for the _____ Election

in the _____ Assembly District in _____ County

	Col. 1 Total Sent to Scanning Area	Col. 2 Total received in Scanning Area	Col. 3 Total Scanned	Col. 4 Number of Scanner-refused Ballots (to be manually entered)
ED _____				

	Total Sent to Scanning Area	Total received in Scanning Area	Total Scanned	Number of Scanner-refused Ballots (to be manually entered)
ED _____				

	Total Sent to Scanning Area	Total received in Scanning Area	Total Scanned	Number of Scanner-refused Ballots (to be manually entered)
ED _____				

	Total Sent to Scanning Area	Total received in Scanning Area	Total Scanned	Number of Scanner-refused Ballots (to be manually entered)
ED _____				

	Total Sent to Scanning Area	Total received in Scanning Area	Total Scanned	Number of Scanner-refused Ballots (to be manually entered)
ED _____				

ORIGINAL BALLOT(S)

DO NOT COUNT OR SCAN

ED _____ / AD _____

TOTAL NUMBER _____

SCANNER REFUSED BALLOT(S)

HAND TALLY AND MANUALLY ENTER INTO TEAMWORK

ED ____ / AD ____

Emergency Ballots Paper Ballot Control Sheet for The Primary Election Democratic Party
in the 59 Assembly District in Richmond County

ED	Col. 1 Number of Ballots Paced in Tray	Col. 2 Number of Valid Ballots	Col. 3 Number of Damaged Ballots (% of Duplicate)	Col. 4 Number of Ballots on Wrong List (as indicated)	Col. 5 Number of Ballots in Duplicate (col. 1 - col. 2)	Col. 6 Number of Ballots Returned (to be manually entered)	Col. 7 Total Number of Ballots Processed by Tabulator (includes all ED Reports)	Col. 8 If total of col. 6, 7, 8 does not equal col. 1, state the reason.
001								
002								
003								
004								
005								
006								
007								
008								
009								
010								
011								
012								
013								
014								
015								
016								
017								
018								
019								
020								

Reconciler's initials _____

Absentee & Affidavit Paper Ballot Control Sheet for The Primary Election Democratic Party
Ballots in the 59 Assembly District in Richmond County

ED	Col. 1 Number of Ballot Envelopes Filed (VBC)	Col. 2 Number of Ballots Not Used for Counting	Col. 3 Number of Void Ballots	Col. 4 Number of Damaged Ballots (to be excluded)	Col. 5 Number of Transmitted Ballots (to be excluded)	Col. 6 Number of Scanned Ballots to be re-scanned	Col. 7 Number of Scanned Ballots (to be manually entered)	Col. 8 Total Number of Ballots Processed by Team Work Scanned or Entered from Final ED Report)	Col. 9 If col. 8 does not equal col. 5, state the reason.
001									
002									
003									
004									
005									
006									
007									
008									
009									
010									
011									
012									
013									
014									
015									
016									
017									
018									
019									
020									

Recorder's initials _____

