



**King County
Elections** Elections Procedure (DW)

Title Provisional Ballots – Reconciliation Process		Document No. and Revision VS2-018 A
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Purpose

To describe the reconciliation process for provisional ballots.

Scope

King County Elections, Voter Services Team

References

RCW 29A	Revised Code of Washington
WAC 434	Washington Administrative Code

Forms

VS3-00	
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Records

N/A	
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Public Disclosure

Any issues regarding Public Disclosure should be coordinated with the Elections Public Disclosure Officer.

Definitions

Term	Description
Batch Summary Transmittal Form	A 2-part form prepared by the canvass sort crew that itemizes each bundle of provisional ballots that are included in a box.
Bundle Slip Reconciliation Process Form	A 4-part form prepared by the canvass sort crew and attached to a bundle of no more than 25 provisional ballots.
Canvass	Refers to the accounting process for polling place activities. Provisional ballots are first sorted during the canvass process.
Election Certification	The final report prepared by the Assistant Superintendent of Voter Services for purposes of certifying the election. The report will include: <ul style="list-style-type: none"> • The number of provisional ballots received, tabulated, and challenged by the reason code • The number of voters who received credit for voting • Any noted discrepancies
Provisional Ballot (PV)	A ballot given to a poll voter whose name is not listed in a poll book or to a voter who is unable to present identification at the polling place. The purpose of a PV is to provide a means of voting to an individual whose voter registration status is in question while protecting the integrity of the election process.
Provisional Ballot Batch Detail Sheet	Reconciliation process activities are logged on this sheet in the Reconciliation Process section.
Reconciler	Also referred to as “red pen people.” Reconcilers perform the second review of PV challenges and enter results into DIMS and make markings on the PV envelope with red pens.
Reconciliation Process	Provisional ballot envelopes that were identified as potential challenge ballots through the initial verification process require a second review (reconciliation) to ensure that they are properly coded.
Verifiers	Also referred to as “green pen people.” Verifiers perform the first review of PV envelopes to research if the voter is registered and document findings on the outside PV envelope.

Procedures

1.0 Preparation, research and data update steps.

Action By	Action
Lead Staff	1) Assign bundles to Reconciler.
	2) Fill in date and initials under the Reconciliation portion of the Batch Detail Sheet.
Reconciler	3) Hand count the provisional ballot envelopes, then proceed as follows: <ul style="list-style-type: none"> a) If the number matches, write initials in the Reconciler Box in the Reconciliation portion of the Batch Detail Sheet. b) If the number does not match, recount the batch. c) If the number still does not match, Lead verifies count. <hr/> Note: If the count is off at this point, it is a distribution error. Continue to investigate and resolve.
	4) Write in employee name and the date and start time in the Reconciliation section of the Bundle Slip-Reconciliation Process form.
	5) Research each challenged provisional ballot in a bundle to verify the correct coding of the ballot. To verify the appropriate category, staff will attempt to locate the voter in DIMS by using every piece of information provided by both the voter and the poll worker to determine the voter's eligibility. It is important to use as many variables as possible when searching for the voter in the system. Suggestions for doing this include: <ul style="list-style-type: none"> a) Enter the last name and wild card (%) on the first name with no middle name; b) Search by any previous last name listed on the provisional ballot envelope; c) Search by current and previous address as noted by the voter; d) Search by date of birth
	6) Enter the provisional ballot information and status into the Failsafe/Provisional Module of DIMS following instructions provided in the DIMSNeT Guide, including entering the batch/bundle # in the stub # field in DIMS. <hr/> Note: Refer to <i>VS2-024 DIMSNeT Guide, Chapter 9, Provisional Ballot Procedures</i> for additional guidance.
	7) Use red ink on the provisional ballot envelope for all required markings and notations (as described in <i>VS2-024 DIMSNeT Guide, Chapter 9, Provisional Ballot Procedures</i>).

2.0 Verification and quality control steps

Action By	Action
Verifier	1) Sort the provisional ballot envelopes into their challenge code categories in the same order as listed on Appendix A.
	2) Maintain the bundle in category order and rubber-banded.
	3) Complete the Reconciliation portion of the Bundle Slip-Reconciliation Process form as follows: a) Copy the original number of challenged ballots noted in the "VChallenged" box in the Verification section of the bundle slip into the "VChallenged" box in the Reconciliation section. b) Note any "add backs," which are ballots that were originally identified in the verification process as challenged but were changed to a non-challenged status; c) Subtract the number of Add Backs from the VChallenge to come up with the total number of challenged ballots in the bundle. d) Copy the number of Add Backs to the Accepted box in the Reconciliation portion of the bundle slip.
	4) Write the stop time in the Reconciliation section of the Bundle Slip-Reconciliation Process form.
	5) Place bundle slip around entire bundle and secure with rubber band.
	6) Bring bundle to Lead. Initial in the QC section in the Sorter QC Initials box to document return of the bundle.
Lead	7) Review the batch and bundle slip for accuracy. Ensure that all ballots have been returned.
	8) Log the total number of each category of challenge and accepted ballots in the Reconciliation portion of the Batch Detail Sheet.
	9) Add up the total number of challenged and accepted ballots. Ensure that the total matches the original verified quantity.
	10) Initial the Lead QC box.
	11) Stage challenged ballots in the Hold Challenge Bin until balancing is completed.
VS Team	12) Give the completed Batch Detail Sheet to assigned staff. They will use it to create a Daily Provisional Ballot Batch Summary Sheet (spreadsheet) to be used in the balancing process.

Appendices

A – Provisional Ballot Coding

Revision Index Table

<u>Revision Letter</u>	<u>Reason For Revision</u>	<u>Date</u>
A	New release of document.	9-13-06