

Way, Nicole

From: Way, Nicole
Sent: Thursday, October 21, 2004 9:42 AM
To: Huennekens, Bill
Subject: RE: Information for posters.



Signature



Ballot Opening

Verification Process.. Process.doc (31...

No I have not yet. Sorry! Here it is. I will have tabulation and duping hopefully end of the day today. This is opening and verification.

-----Original Message-----

From: Huennekens, Bill
Sent: Wednesday, October 20, 2004 6:30 PM
To: Way, Nicole
Subject: Information for posters.

Nicole,

Did you send this information to Dean? I would like to review it.

Thanks,

Bill

Sent from my BlackBerry Wireless Handheld

E-7

Signature Verification Process

- Ballots are picked up by two King County Elections employees at the Post Office and taken to the Mail Processing Center (contractor) to be sorted in to batches in the presence of Elections Staff.
- The Mail Processing Center captures the information from the barcode on the outer envelope and sorts the ballots by Legislative District.
- The Mail Processing Center provides the data to the Ballot Printing Contractor and the Contractor organizes the data for ballot verification – providing a data disk to King County.
- King County employees deliver the sorted ballots to the Mail Ballot Operations Satellite (MBOS).
- MBOS Staff load the batch data into the Voter Registration/Election Management System to start the verification process.
- Verifiers select a batch to process. Assignment to a batch is tracked within the Voter Registration/Election Management system.
- Verifiers enter the voter identification number for the first ballot in the batch – this loads the entire batch for processing.
- Each signature is compared to the stored signature image on file in the Voter Registration/Election Management system.
- Signatures are checked for minimum of three points of similarity.
- If the signature matches, the Voter Registration/Elections Management system automatically indicates that the signature has been verified.
- If the signature does not match, if the ballot does not have a voter signature, or there is any other difficulty with verification, the ballot is "challenged" and removed from the batch for further review and verification.
- When a batch is complete, the verifier completes a Batch Accountability Sheet and marks the batch completed, and places all challenged ballots in a designated location.
- Challenged ballots are double-checked by a Verification Troubleshooter.
- If the challenged ballot is not signed or after further inspection, the signature is not valid, the voter is sent a letter informing the voter of the reason for the challenge.
- If the letter is returned with a valid signature no later than the day prior to certification of the election, the ballot is counted.

ALL ABSENTEE BALLOTS ARE VERIFIED BEFORE OPENING AND TABULATION.

King County Records, Elections and Licensing Services Division, Department of Executive Services

Ballot Opening Process

- Batches are received following Signature Verification.
- The outer mailing or affidavit envelope is opened using the electric envelope opener.
- Batches are assigned to a Ballot Opener who removes ALL security envelopes from the outer mailing envelopes.
- The opened mailing envelopes are rubber banded together and set aside.
- AFTER the mailing envelopes are set aside, the Ballot Opener removes the voted ballots from the security envelopes.
- When the ballots are removed, the Ballot Opener unfolds and inspects the ballot for:
 - Errors in the marking of the ballot – such as marking the ballot with an "X" or a check mark, or circling choices instead of completing the ovals. These ballots are sent to the Ballot Duplication Table for enhancement or duplication to ensure proper tabulation.
 - Tears or soils that may cause the ballot to be rejected during tabulation. These ballots are sent to the Ballot Duplication Table for enhancement or duplication to ensure proper tabulation.
 - Ballot stub removal.
 - Inability to discern voter intent. These ballots are set aside and sent to the Canvassing Board for review and determination.
 - Write-in votes. These ballots are stored together for separate counts, if necessary.
 - Any other issue that may cause a problem when tabulating the ballot.
- After the ballots are inspected, the Ballot Opener:
 - Counts the ballots that are ready for tabulation and secures them in a ballot box.
 - Counts the ballots that are separated from the batch for duplication, canvassing or write-in.
- The Ballot Opener completes the Batch Accountability Card they received with the batch, noting the number of ballots for tabulation, duplication, canvassing or write-in – checking to make sure the counts reconcile with the total ballots from verification.
 - If there is any problem with reconciliation of the number of ballots in the batch, the Ballot Opener notifies a Supervisor for assistance.
- The Ballot Opener brings the completed ballot box containing the ballots ready for tabulation to the Finished Batch Cage.
- Ballots for duplication, canvassing or write-in are placed in designated areas for further processing.
- The opened mailing envelopes are placed in a designated area and stored in batch number order.
- The opened security envelopes are placed in recycle bins.

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