

Central Count Table Processor Procedures

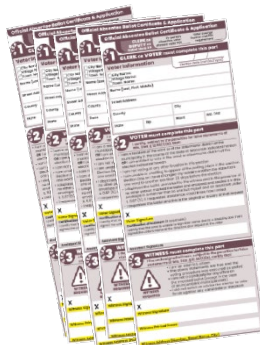
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Be sure to sign in before the start of your shift. Wear your party bracelet and name tag.

If you are nominated, you cannot work with the same political party.

- ▶ The Pod Captain will administer your oath and have you sign the form.
- ▶ Review the Manual and wait for the official announcement before starting.
- ▶ Don't be afraid to ask for help! When in doubt ask!
- ▶ All absentee ballots prior to processing are scanned into WisVote, sorted by ward and by last name.
- ▶ Keep items in order as you are working. Keep your area clean.
- ▶ Notify the Pod Captain when you take your breaks. Take breaks at the same time.
- ▶ Only work one ward at a time.



Goldenrod Envelope Contents	
1	Goldenrod Envelope Contents

DO NOT Enclose This Envelope in Ballot Bag

RETURN TO
COUNTY ELECTION COMMISSION
ROOM G-10, COURTHOUSE

Have You
Signed Your
Ballot Bag
and
Tally Sheets?

RETURNS OF

City _____ Village _____ Aldermans' Dist _____ Ward _____

PLACE THE FOLLOWING IN THIS ENVELOPE

Be sure the following items are signed and enclosed before sealing this envelope.

No. 1 Official Tape of Election Results with Zero Tape Attached.

No. 2 Last Voter's Pink Slip

No. 3 Poll List with Voter's Signatures.

No. 4 Original Completed Inspectors' Statement (EL-104)

No. 5 Original Supplemental Poll List with Voters' Signatures (EL-107)
(The GAB-107 is used in place of the Election Day Registered Voter List)

No. 6 Original Write-In Votes Form or Original Tally Sheet (EL-105)

No. 7 Blue Copy of Provisional Ballot Reporting Form (EL-125)

THE ABOVE RETURNS MUST BE PLACED IN THIS ENVELOPE IMMEDIATELY.

MILWAUKEE COUNTY BOARD OF ELECTION COMMISSIONERS



Now Processing
Ward 1

[illegible][illegible][illegible]

#	Year	Name	Address	Date	Date	Ref
7524519	1991	Adam, Jane	1991 W JONAS RE UNIT 25	7/9/21		
7529453	1991	Adler, Michel	1991 W JONAS RE UNIT 22	7/9/21	7/9/21	
756055	1991	Alexandre, Patrick	1991 W JONAS RE UNIT 25	7/9/21	7/9/21	
75245190	1991	Anna, Jane	1991 W JONAS RE UNIT 27	7/9/21		
24575919	1991	Asper, Karla A	1991 W JONAS RE UNIT 28	7/9/21		
75808084	1991	Baker, Roberta	1991 W JONAS RE UNIT 25	7/9/21	7/9/21	
4298738	1991	Barnes, Adele	1991 W JONAS RE UNIT 26	7/9/21	7/9/21	
75477403	1991	Bedley, Donna	1991 W JONAS RE UNIT 24	7/9/21		
68994947	1991	Bell, Dennis	1991 W JONAS RE UNIT 28	7/9/21	7/9/21	
75386842	1991	Brown, Lucie	1991 W JONAS RE UNIT 22	7/9/21	7/9/21	
46889039	1991	Bruce, Lorette	1991 W JONAS RE UNIT 27	7/9/21		
7538008	1991	Bruce, Michael	1991 W JONAS RE UNIT 27	7/9/21		
45230304	1991	Bruce, Rose	1991 W JONAS RE UNIT 28	7/9/21		
75808912	1991	Buhr, Zach	1991 W JONAS RE UNIT 28	7/9/21	7/9/21	

Official Ballot Types	
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Uncounted ballots will be bundled in the ward tray. You can expect to see the following types of ballots:

► Paper Ballots

- 14 or 17" x 11" card stock
- From Mail-In Voters
- From SVD Voters
- Curbside IPAV Voters
- Only reconstruct if there is visible damage

[illegible]

► **ExpressVote Ballots**

- 14" or 17" x 4" thermal paper
- From IPAV Voters
- No need to reconstruct
- Can be processed directly into the tabulators



► Emailed Ballots

- Copy paper
- From Temporary Overseas Voters
- From Military Voters
- **Must be reconstructed**
- Keep the certificate form and empty envelope with certificate envelopes

[illegible]

► Federal Only Ballots

- Copy paper
- From Permanent Overseas Voters
- **Must be reconstructed**
- Only reconstruct votes on ballot.
- Keep the certificate form and empty envelope with certificate envelopes

[illegible]

3. Place the ward sign on the edge of the table, so that it is visible to observers

4. Split your ward's envelopes in half with your partner

**Keep them in alphabetical order*

Now Processing
Ward 1



5. Individually, you will both quickly review the envelopes for:

1. **CORRECT ELECTION DATE**

⇒ Will be on the mailing label or handwritten

2. **VOTER SIGNATURE**

⇒ Any type of mark is acceptable. Legibility is NOT in question. The voter may write an X or other scribble, may print their name, or may have a fully legible signature. A date is NOT required.

3. **WITNESS SIGNATURE AND PRINTED NAME**

⇒ Required under the following guidelines:

a) *Did the witness print or sign their name?*

NO: If they did not print or sign their name, then the certificate is incomplete and cannot be processed.

YES/SOMEWHAT: If the witness signed or printed their name (whether it is in cursive or not is irrelevant), the certificate is in compliance. Both are NOT required.

4. **WITNESS ADDRESS**

⇒ *Did the voter/witness provide their street number and street name, write "same" or ditto marks or any other indication as to where they live? P.O. Boxes are acceptable.*

NO: If they did not provide any address, the certificate is incomplete and cannot be processed.

⇒ If the witness only wrote "Milwaukee, WI" or only a zip code, it cannot be counted as we don't know specifically where within that City or State to find them.

⚠ If any envelopes are marked or stamped as "REJECTED", or you find a certificate that does not qualify See page 10 ⚠

Official Absentee Ballot Certificate & Application

CLERK or DEPUTY >> Initial Here >> In-person absentee voter showed valid P.O. Box requirement **PG** Voter exempt from or met POI requirement

STEP 1 CLERK or VOTER must complete this part

Vote Information

02/20/2024 MILWAUKEE COUNTY
CITY OF MILWAUKEE - Ward 001
BS 01

Voter, Jane
123 Any Street
Milwaukee, WI 53202

1234567
00009123456
REGULAR

STEP 2 VOTER must complete this part

I certify, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), that:

- I am a resident of the ward or of the aldermanic district of the municipality in the county of the state of Wisconsin indicated hereon OR I am entitled to vote in the ward or aldermanic district at the election indicated hereon
- I am not voting at any other location in this election
- I am unable or unwilling to appear at the polling place in the ward on Election Day, or I have changed my residence within the state from one ward to another less than 28 days before the election
- I displayed the ballot unmarked to the witness and in the presence of no other person marked the ballot and enclosed and sealed it in this envelope in a manner that no one but myself and an assistant under § 6.87 (5), if I requested assistance, could know how I voted

I requested this ballot and this is the original or a copy of that request

X Jane Voter
Voter Signature

Certification of Assistant (if applicable)
I certify that the voter is unable to sign their name due to a disability and that I signed the voter's name at the direction and request of the voter

Assistant Signature

STEP 3 WITNESS must complete this part

I, the undersigned witness, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), certify that:

- I am an adult U.S. citizen
- The above statements are true and the voting procedure was executed as stated
- I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk).
- I did not solicit or advise the elector to vote for or against any candidate or measure

WITNESS REQUIRED

X Jon Doe Witness
Witness Signature

Jon Doe Witness
Witness Printed Name

123 Any Street, Milwaukee
Witness Address (Number, Street Name, City)

Processing Official Ballots

1. Partner 1

- Announce the voter's name
- Number the envelope

A Jane Voter

Official Absentee Ballot Certificate & Application

Step 1: CLERK or DEPUTY >> Initial Here >> In-person absentee voter showed valid ID >> PG **1** **CLERK or VOTER must complete this part**

Voter Information

02/20/2024 MILWAUKEE COUNTY
CITY OF MILWAUKEE - Ward 001
BS 01

Voter, Jane
123 Any Street
Milwaukee, WI 53202

1234567
00009123456
REGULAR **1**

Step 2: VOTER must complete this part

I certify, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), that:

- I am a resident of the ward or of the aldermanic district of the municipality in the county of the state of Wisconsin indicated hereon
- I am entitled to vote in the ward or aldermanic district at the election indicated hereon
- I am not voting at any other location in this election
- I am unable or unwilling to appear at the polling place in the ward on Election Day, or I have changed my residence within the state from one ward to another less than 28 days before the election
- I displayed the ballot unmarked to the witness and in the presence of no other person marked the ballot and enclosed and sealed it in this envelope in a manner that no one but myself and an assistant under s. 6.87(1), if I requested assistance, could know how I voted
- I requested this ballot and this is the original or a copy of that request

X Jane Voter
Voter Signature
Certification of Assistant (if applicable)
I certify that the voter is unable to sign their name due to a disability and that I signed the voter's name at the direction and request of the voter

Assistant Signature

Step 3: WITNESS must complete this part

I, the undersigned witness, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), certify that:

- I am an adult U.S. citizen
- The above statements are true and the voting procedure was executed as stated
- I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk)
- I did not solicit or advise the elector to vote for or against any candidate or measure

X Jan Doe Witness
Witness Signature
Jon Doe Witness
Witness Printed Name
123 Any Street, Milwaukee
Witness Address (Number, Street Name, city)

2. Partner 2

- Repeat the voter number
- Cross the number off the voter number sheet
- Record the number on the Absentee Voter Log

A 1

B

February 16, 2022 Spring Primary—Central Count Voter Numbers

Site Name: Firehouse—Engine 38

District: 9

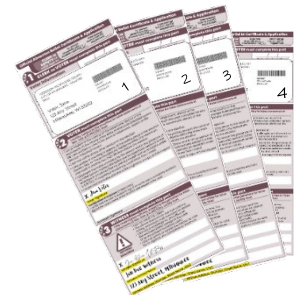
Ward 168

1	51	101	151	201	251	301	351	401	451
2	52	102	152	202	252	302	352	402	452
3	53	103	153	203	253	303	353	403	453
4	54	104	154	204	254	304	354	404	454
5	55	105	155	205	255	305	355	405	455

eg #	C	Voter #	Name	Address	Issued	Received	Counted
00009123456		1	Voter, Jane Q	123 Any Street	01/26/2024	02/02/2024	1
0067589459			Voter, John D	10991 W DONNA RD UNIT 222	01/20/2024	02/18/2024	1

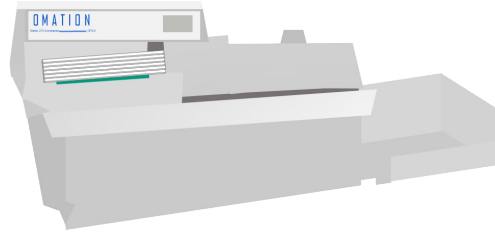
3. Repeat until all envelopes are counted Keep envelopes in voter alphabetical order.

When you've completed numbering envelopes, both partners sign the last page of the Absentee Log.



Processing Official Ballots

4. After removing any rejected envelopes, and reviewing and numbering all the of the envelopes, a partner should take the envelopes to an envelope opening station. Carefully read and follow the posted instructions to open envelopes without damaging the ballots inside.



Return to your table, when the envelopes have been opened.

5. Partner 1

- A. Remove ballot from envelope and hand ballot to your Partner.
- B. Announce voter number from envelope.

A

B

#1

Processing Official Ballots

6. Partner 2

Write the voter number just below the “Official Ballot” section. Voter numbers on Express Vote ballots should go on the bottom right corner.

Paper Ballot Sample

For Official Use Only	
Inspectors: Identify ballots required to be remade: ☐ Overvoted ☐ Damaged ☐ Other	
If this is the Original Ballot, write the serial number here:	If this is the Duplicate Ballot, write the serial number here:
_____ Initials of inspectors who remade ballot	
<div style="border: 2px solid red; padding: 5px; display: inline-block;">1</div>	

Express Vote Ballot Sample

<div style="font-size: 24pt; font-weight: bold;">168</div>	
Ward or style number(s)	
Ballot Issued by	Absentee Ballot issued by
_____	<div style="font-size: 24pt; font-weight: bold;">PG</div>
Initials of election inspectors	Initials of municipal clerk or deputy clerk (If issued by SVDs, both SVDs must initial.)
_____	<div style="border: 2px solid red; padding: 5px; display: inline-block;">1</div>

7. Repeat until all ballots are numbered.

While you are numbering, you want to create separate piles for the ballots you are processing:

- A. Paper Ballots
- B. Express Vote Ballots
- C. Ballots to be Reconstructed



For Official Use Only	
Inspectors: Identify ballots required to be remade: ☐ Overvoted ☐ Damaged ☐ Other	
If this is the Original Ballot, write the serial number here:	If this is the Duplicate Ballot, write the serial number here:
_____ Initials of inspectors who remade ballot	
<div style="border: 2px solid red; padding: 5px; display: inline-block;">1</div>	

Processing Express Vote Ballots

Please note:

- A. Write the voter number on bottom right of ballot.
- B. Keep Express Vote ballots in a separate pile from official ballots.
These do NOT need to be reconstructed; just separated.

168

Ward or style number(s)

Ballot Issued by _____ Absentee Ballot issued by _____

Initials of election inspectors _____ PG _____

(If issued by SVDs, both SVDs must initial.)

2

Processing Emailed Ballots

Please note:

- A. Check the certificate for:
 - ▶ Voter signature
 - ▶ Voter date of birth
 - ▶ Witness signature
 - ▶ Witness address
- B. Number the certificate and keep with envelopes in order.
- C. Number the envelope with the same number as the certificate.
- D. You will need to reconstruct all emailed ballots after you have completed the numbering process.
- B. The certificate stays with the empty absentee envelopes.

OFFICIAL ABSENTEE BALLOT APPLICATION/CERTIFICATION
 Note: With certain exceptions, an elector who mails or personally delivers an absentee ballot to the municipal clerk at an election is not permitted to vote in person at the same election on Election Day. Wis. Stat. § 6.85(6).

VOTER: Complete the information below and sign the certification in the presence of a witness who must also sign.

Date of Election (MMDD/YYYY)	8/11/2020	County	MILWAUKEE COUNTY
Municipality	CITY OF MILWAUKEE - MULTIPLE COUNTIES		
Name (Last, First, Middle) including suffix	Mailing ID: 3251830		
Address (Include street or fire number and name or street, or rural route and box number)	City, State, Zip		
2815 W. ROOSEVELT DR	MILWAUKEE, WI 53216-1835		
City of Milwaukee - Ward 63	District (if applicable)	Ballot style: BS-03	
I certify, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), that I am a resident of the ward of the municipality in the county of the state of Wisconsin indicated hereon, and am entitled to vote in the ward at the election indicated hereon; that I am not voting at any other location in this election; that I am unable or unwilling to appear at the polling place in the ward on election day, or I have changed my residence within the state from one ward to another later than 10 days before the election. I certify that I exhibited the enclosed ballot, unmarked, to the witness, that I then in the presence of the witness and in the presence of no other person marked the ballot and enclosed and sealed the ballot in this envelope in a manner that no one but myself and any person providing assistance under Wis. Stat. § 6.87(5), if I requested assistance, could know how I voted. I further certify that I requested this ballot.		Voted in clerk's office ☐	
X <u>John Voter</u>		Today's Date <u>7/9/2020</u>	
REQUIRED OF MILITARY AND OVERSEAS VOTER ONLY I further certify my birth date is: <u>7/9/1968</u>			
CERTIFICATION OF WITNESS (signature and address of witness are required) I, the undersigned witness, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), certify that I am an adult U.S. citizen and that the above statements are true and the voting procedure was executed as stated. I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk). I did not solicit or advise the voter to vote for or against any candidate or measure. I further certify that the name and address of the voter is correct as shown.			
1. X <u>Jane Witness</u>		2. X _____	
Address of witness(es) 1. X <u>223 First St. Apt 100, TL</u>		2. X _____	
CERTIFICATION OF ASSISTANT (if applicable) - assistant may also be witness I certify that the voter named on this certificate is unable to sign his/her name or make his/her mark due to a physical disability, and that I signed the voter's name at the direction and request of the voter.			
X _____		Signature of Assistant	
CERTIFICATION OF CARE FACILITY REPRESENTATIVE I certify I am an authorized representative of the facility listed. I further certify that this facility is registered or certified as required by law, that the above voter is a resident, and I verify that the name and address of the voter described above is correct.			
Name of Facility _____		Signature of Authorized Representative _____	
CERTIFICATION OF WITNESS section must also be completed.			
MUNICIPAL CLERK MARKS THIS SECTION IF REQUIRED ☐			
Attention Election Inspectors: If the box to the right is checked, one of the following is required: • A copy of photo ID must be enclosed in this envelope OR • The Certification of Care Facility Authorized Representative section of this envelope must be completed (as well as the Certification of Witness section). *If neither is included, this ballot must be rejected.			

EL 122 | Rev 2016-08 | Wisconsin Election Commission, P.O. Box 7954, Madison, WI 53707-7954 | (608) 266-8005 | web: elections.wi.gov | email: elections@wi.gov



Emailed ballots **MUST** be reconstructed. See page 11

Rejected Ballots

❗ Do not assign a voter number to rejected ballots !

- If this happens, strike the number and reissue it to another qualifying envelope.
- Add initials to the absentee log and note on the EL104 that the number has been reissued.

- Envelopes are rejected for missing:
 - Voter signature
 - Witness signature
 - Witness printed name
 - Witness Address without a Number, Street Name and City

1. Record them as “RAB” (Rejected Absentee Ballot) + the number in the next sequence on the EL-104 with a reason code.

Official Absentee Ballot Certificate & Application

1 CLERK or VOTER must complete this part

Voter Information

City Name: Milwaukee
 Village Name: Milwaukee
 Town Name: Milwaukee
 Name (Last, First, Middle): Voter, Jane Doe
 Street Address: 123 Any Street
 County: Milwaukee City: Milwaukee
 State: WI Zip: 53202 Word: 01 Ald. Dist: 15

2 VOTER must complete this part

I certify, subject to the penalties for false statements of Wis. Stat. § 13.85(1)(a), that:

- I am a resident of the ward or of the automatic district of the municipality in the county of the state of Wisconsin indicated hereon OR I am entitled to vote in the ward or automatic district at the election indicated hereon
- I am not voting at any other location in this election
- I am unable or unwilling to appear at the polling place in the ward or automatic district, or I have changed my residence within the state from one ward to another less than 28 days before the election
- I displayed the ballot unmarked to the witness and in the presence of no other person marked the ballot and enclosed and sealed it in this envelope in a manner that no one but myself and an assistant under § 6.87(5), if requested assistance, could know how I voted
- I requested this ballot and this is the original or a copy of that request

X Jane Voter
 Voter signature
 Certification of Assistant (if applicable)
 I certify that the voter is unable to sign their name due to a disability and that I signed the voter's name at the direction and request of the voter

3 WITNESS must complete this part

I the undersigned witness, subject to the penalties for false statements of Wis. Stat. § 13.85(1)(a), certify that:

- I am an adult U.S. citizen
- The above statements are true and the voting procedure was executed as stated
- I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk)
- I did not solicit or advise the elector to vote for or against any candidate or measure

X Jane Voter
 Witness signature
 Witness Printed Name
 123 Any Street
 Witness Address (Number, Street Name, City)

City of Milwaukee Election Commission EL-104

Incident Number	Time Incident Occurred	Chief Inspector Initials
Tally of Ballots Requiring Override		
Blank:		
Overvote:		
ROB - Reconstructed Official Ballot Codes D - Damaged P - Pencil/Pen Marks OS - Overseas (Federal only ballot) E - Emailed Reg Ballot OTH - Other w/explanation (provide)		
RAB - Rejected Absentee Ballot Certificate Envelope Codes NWS - No Witness Signature NVS - No Voter Signature T - Tampered/Taped NWA - No Witness Address OTH - Other w/explanation (provide)		
RAB 1	Jane Voter NWA	GF/NU

2. Write on the outside of the envelope “RAB1”
 - * RAB (Rejected Absentee Ballot)
 - * Number each sequentially RAB1, RAB2...

3. Once rejected envelopes have been processed and noted on the EL-104, they should be placed in the bin at the Rejected Ballot Table.

Official Absentee Ballot Certificate & Application

1 CLERK or VOTER must complete this part

Voter Information

City Name: Milwaukee
 Village Name: Milwaukee
 Town Name: Milwaukee
 Name (Last, First, Middle): Voter, Jane Doe
 Street Address: 123 Any Street
 County: Milwaukee City: Milwaukee
 State: WI Zip: 53202 Word: 01 Ald. Dist: 15

2 VOTER must complete this part

I certify, subject to the penalties for false statements of Wis. Stat. § 13.85(1)(a), that:

- I am a resident of the ward or of the automatic district of the municipality in the county of the state of Wisconsin indicated hereon OR I am entitled to vote in the ward or automatic district at the election indicated hereon
- I am not voting at any other location in this election
- I am unable or unwilling to appear at the polling place in the ward or automatic district, or I have changed my residence within the state from one ward to another less than 28 days before the election
- I displayed the ballot unmarked to the witness and in the presence of no other person marked the ballot and enclosed and sealed it in this envelope in a manner that no one but myself and an assistant under § 6.87(5), if requested assistance, could know how I voted
- I requested this ballot and this is the original or a copy of that request

X Jane Voter
 Voter signature
 Certification of Assistant (if applicable)
 I certify that the voter is unable to sign their name due to a disability and that I signed the voter's name at the direction and request of the voter

3 WITNESS must complete this part

I the undersigned witness, subject to the penalties for false statements of Wis. Stat. § 13.85(1)(a), certify that:

- I am an adult U.S. citizen
- The above statements are true and the voting procedure was executed as stated
- I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk)
- I did not solicit or advise the elector to vote for or against any candidate or measure

X Jane Voter
 Witness signature
 Witness Printed Name
 123 Any Street
 Witness Address (Number, Street Name, City)

You should seek the confirmation from an Election Chief for ballots that may not be in compliance and may need to be rejected. Once that confirmation is received, those newly rejected envelopes should be processed as noted in this section.

Reconstructing a Ballot

⚠ **Table processors only reconstruct ballots if a ballot is visibly damaged or if it is an emailed ballot.** ⚠

Reconstructions must be announced to allow observers an opportunity to observe the process. Reconstruction requires two workers at all times, and if they are nominated, they cannot be from the same political party.

1. You must first assign all voter numbers for the ward you are working on before reconstructing any ballots.
2. Separate any ballots that need to be reconstructed in a separate pile.
3. Once you've assigned a voter to all ballots in that ward, you are now ready to reconstruct.
4. Count the number of ballots that need to be reconstructed in that ward.
5. One partner will go to the reconstruction table to retrieve the number ballots needed. The table monitor will record the ward on the ballot tracking sheet and stamp the ballot with PG.

Initials of election inspectors / Iniciales de inspectores electorales	
Absentee ballot issued by / Papeleta de voto ausente emitida por PG	
Initials of municipal clerk or deputy clerk / Iniciales del secretario municipal o secretario suplente.	
Certification of Voter Assistance / Certificación de Asistencia	

- ▶ **Notify the Pod Captain that you will be reconstructing a ballot.**
- ▶ **Make an announcement so that observers can hear you:**

“Reconstruction for Ward XX!”

For each ballot, determine why you are reconstructing the ballot:

Reason	Code
Emailed Ballot	E
Damaged	D
Overseas (Federal Only Ballot)	OS

Reconstructing a Ballot

1. Record the first one as “ROB1” (Reconstructed Official Ballot) on the EL104 with:

- The voter’s number
- Reason Code
- Both of your Initials

City of Milwaukee Election Commission EL-104

Incident Number	DESCRIPTION OF INCIDENT	Time Incident Occurred	Chief Inspector Initials
<u>Tally of Ballots Requiring Override</u>			
Blank:			
Overvote:			
ROB - Reconstructed Official Ballot Codes D - Damaged P - Pencil/Pen Marks OS - Overseas (Federal only ballot) E - Emailed Reg Ballot OTH - Other w/explanation (provide)			
RAB - Rejected Absentee Ballot Certificate Envelope Codes NWS - No Witness Signature NVS - No Voter Signature T - Tampered/Taped NWA - No Witness Address OTH - Other w/explanation (provide)			
RAB 1	Jane Voter NWA		NU/GF
ROB 1	#34 D		GF/NU

2. On the **Original** ballot:

- A. Select the reason for reconstruction
- B. Write the ROB# under Original Ballot
- C. Write your initials and your partner’s initials

For Official Use Only	
Inspectors: Identify ballots required to be remade: ☐ Overvoted ☒ Damaged ☐ Other	
If this is the Original Ballot , write the serial number here: <u>ROB1</u>	If this is the Duplicate Ballot , write the serial number here: _____
<u>GF</u> <u>NU</u> Initials of inspectors who remade ballot	

On the **Reconstructed** ballot:

- A. Select the reason for reconstruction
- B. Write the ROB# under Duplicate Ballot
- C. Write your initials and your partner’s initials

For Official Use Only	
Inspectors: Identify ballots required to be remade: ☐ Overvoted ☒ Damaged ☐ Other	
If this is the Original Ballot , write the serial number here: _____	If this is the Duplicate Ballot , write the serial number here: <u>ROB1</u>
<u>NU</u> <u>GF</u> Initials of inspectors who remade ballot	

3. On the **reconstructed** ballot: Write the voter's number

For Official Use Only	
Inspectors: Identify ballots required to be remade:	
☐ Overvoted ☒ Damaged ☐ Other	
If this is the Original Ballot, write the serial number here:	If this is the Duplicate Ballot, write the serial number here:
GF	ROB1
Initials of inspectors w/	allot

4. Hand your partner the **original** ballot

Partner 1:

- Read off the votes as the voter recorded

County / Condado
County Clerk
Secretario del Condado
Vote for 1 / Vote por 1
☒ George Washington
☐ write-in / por escrito:

George Washington

Partner 2:

- Fill in votes on the ballot as the votes are read

County / Condado
County Clerk
Secretario del Condado
Vote for 1 / Vote por 1
☒ George Washington
☐ write-in / por escrito:

5. Hand **both** ballots to Partner 1 Partner 1: Verify the reconstructed ballot matches the original

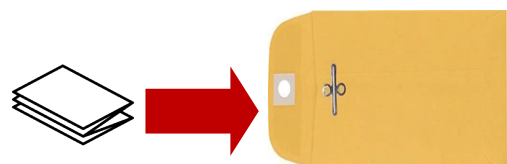
Original

County / Condado
County Clerk
Secretario del Condado
Vote for 1 / Vote por 1
☒ George Washington ✓
☐ write-in / por escrito:

Reconstructed

County / Condado
County Clerk
Secretario del Condado
Vote for 1 / Vote por 1
☒ George Washington ✓
☐ write-in / por escrito:

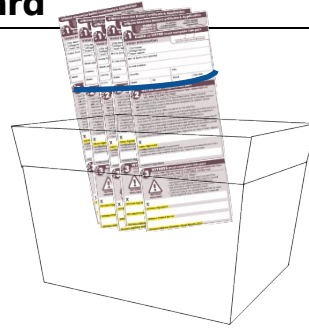
6. Refold and place the **original** ballot in the Reconstructed Original Ballot Envelope



7. The **reconstructed** ballot is added to the stack of Official Ballots to be processed.

Completing a Ward

1. Bundle all empty Absentee Envelopes in the order they were processed (by voter numbers) with a rubber band and place them in the bin under your table.

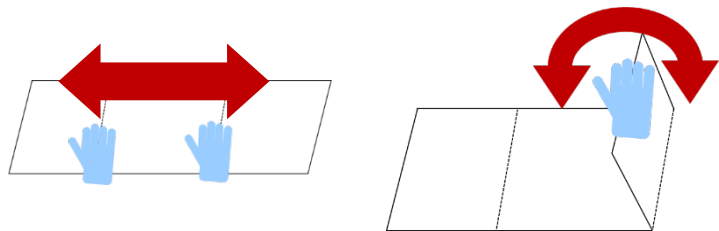


- 2.** Initial the last voter number on the Pink Voter Number Sheet

24	74	124	174
25	75 NU	125	175
26	76	126	176

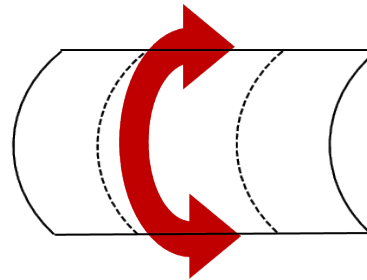
- ### 3. Attempt to flatten the ballots

- Bend them at the scored folds in the opposite direction of the fold
- Roll them in different directions

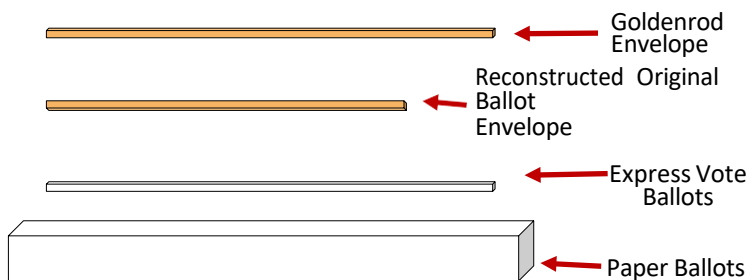
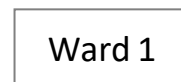
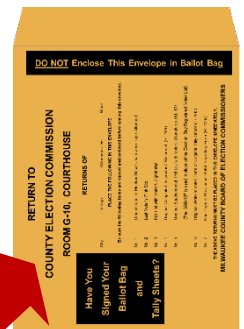
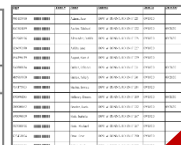
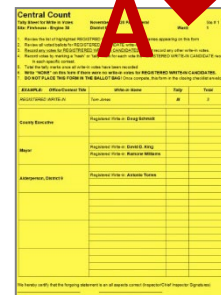
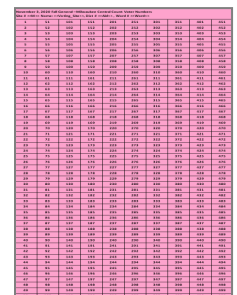


- 4.** Prepare your processed ballots and paperwork to have them counted.

- A. Put the Absentee Poll Log, Ward Sign, Voter Number Sheet, Write-in Form, and EL-104 back into the Goldenrod Envelope



- B. The ballots go in the red tray first so they are secure and don't stick to a tray that may be placed on top of it.



- 5.** Have your ready-to-be-counted red tray **reviewed by your Pod Captain**. After review, you can take your tray to the assigned tabulator work station and place the red unprocessed tray on the right table (stage left).