

Mason County Elections Canvassing Board Manual

Adopted October 6, 2022

PREFACE

RCW 29A.60.140(4) requires that the County Canvassing Board adopt administrative rules to facilitate and govern its canvassing process.

This Canvassing Board Manual contains the administrative rules for the canvassing process in Mason County. These rules, written and updated by the Mason County Elections Department, in coordination with the Mason County Prosecuting Attorney's Office, have been adopted by the Mason County Canvassing Board.



CHAPTER ONE - GENERAL INFORMATION

Section 1. The Canvassing Board - Authorization, Definition, and Responsibilities

Authorization

The Mason County Canvassing Board (hereafter "Canvassing Board" or "Board") is established under the authority of RCW 29A.60 for the purpose of canvassing the returns of all elections. RCW 29A.60.010 and RCW 29A.60.140

Definition of Canvassing

Canvassing is the process of examining in detail a ballot, groups of ballots, election subtotals or grand totals, in order to determine the final official returns of a Primary, Special or General election, and to safeguard the integrity of the election process. RCW 29A.04.013 and WAC 434-262-010(1)

Responsibilities of the Canvassing Board

- Processing incoming ballots RCW 29A.40.110 and WAC 434-250-110
- Verifying and certifying the results from the ballots received RCW 29A.60.070, .200 and WAC 434-262-010(2)
- Determining the validity of all challenged and provisional ballots RCW 29A.60.140 and WAC 434-262-010(2) and WAC 434-261-120
- Determining voter intent in accord with the statewide standards in the voter intent manual published by the Secretary of State WAC 434-261-086
- Rejecting ballots or parts of ballots RCW 29A.60.040 and .050, WAC 434-262-031
- Determining tie votes by lot RCW 29A.60.221
- Resolving discrepancies in results WAC 434-262-050, -060
- Scheduling and conducting recount elections RCW 29A.64.021
- Adopting administrative rules RCW 29A.60.140(4)

Section 2. Purpose of the Manual

This manual of procedures and guidelines serves as the administrative rules to facilitate and govern the canvassing process in Mason County. Statutory and regulatory authorities for these administrative rules are cited where applicable

This manual is provided to promote consistency in Board decisions, however, each factual question before the Board will be reviewed on a case-by-case basis. In the event of any conflict of these administrative rules with state statute and/or state administrative regulations, then state statute shall control. Finally, state statute shall govern over any state administrative regulations.

CHAPTER TWO - THE CANVASSING BOARD

Section 1. Members of the Canvassing Board

The County Canvassing Board consists of three members RCW 29A.60.140:

- The County Auditor, who chairs the Board, or their designee, who shall be a Deputy Auditor.
- The County Prosecutor or their designee, who shall be a Deputy Prosecutor.
- The Chair of the Board of County Commissioners or their designee, who shall be a member of the Board of County Commissioners.

Designations must be done in writing and filed in the office of the County Auditor no later than the day before the first day duties are to be undertaken. RCW 29A.60.140

Members designated to the County Canvassing Board may not include individuals who are candidates for an office to be voted upon at the primary or election to be canvassed, unless no other individuals qualify. In that event, the individual who is a candidate must not make decisions of a voter's intent on any vote cast for that specific office.

Exception when Board member is a Candidate

If no individual is available to serve on the Canvassing Board who is not a candidate at the primary or election, the individual who is a candidate must not make decisions regarding the determination of a voter's intent with respect to a vote cast for that specific office; the decision must be made by the other two members of the Board.

If the two disagree, the vote must not be counted unless the number of those votes could affect the result of the primary or election, in which case the Secretary of State or a designee shall make the decision on those votes. This section does not restrict participation in decisions as to the acceptance or rejection of entire ballots, unless the office in question is the only one for which the voter cast a vote. RCW 29A.60.150

Section 2. Terms of Membership

Members of the Board shall serve for the duration of their terms of office as elected officials. Designated representatives shall remain on the Board for the duration of their designator's term of office or until such designation is revoked or changed. RCW 29A.60.140

Section 3. Delegation of Authority

The Board may delegate, in writing, to members of the Elections Department staff the performance of routine duties of canvassing ballot returns and counting ballots as permitted by these administrative rules. The written delegation of authority shall be filed with the Auditor prior to any delegate undertaking any action on behalf of the Board. In no instance may members of the Canvassing Board delegate the responsibility of certifying the returns of any primary or election, of determining the validity of ballots, or of rejecting ballots to anyone other than a person authorized by law to act on their behalf. RCW 29A.60.140 and WAC 434-262-015

CHAPTER THREE - MEETINGS

Section 1. Meeting Location

The Canvassing Board will be convened by the Auditor according to RCW 29A.60.140 and will remain in session, with intervening regular meetings, until final certification of the election results. The Canvassing Board shall meet at the Mason County Auditor's Ballot Processing Center unless an alternative location is chosen by the Auditor. Adequate notification will be posted of the alternative location.

Section 2. Regular Meetings

The Auditor will notify Board members and designees of scheduled meetings at least one week prior to the Board convening for a given primary or election. The Auditor shall publish notice of the meetings of the Canvassing Board as required by RCW 42.30 and WAC 434-262-025.

Section 3. Special Meetings

Should an emergency situation arise concerning the disposition of an election or the canvassing of the votes, the Auditor may call a special meeting of the Board to address that situation on short notice. Only the emergency situation shall be dealt with at such a meeting; routine Canvassing Board processes shall not be acted upon. Notification shall be as required by RCW 42.30.080.

Section 4. Public Meetings

All meetings of the Canvassing Board are public meetings and shall be continued until the activity for which the meeting is held has been completed. A record of the proceedings of the Canvassing Board shall be made and maintained in the County Auditor's office, and shall be available for public inspection and copying. The record shall be retained for the retention period required. RCWs 42.30 and RCW 29A.60.140(5)

Section 5. Quorum

All principal Board members or their designated representatives are expected to be present for Board meetings. However, two-thirds of the members shall constitute a quorum except for certification, which shall require all members. RCW 29A.60.200

Note: See Emergency procedure option below.

Section 6. Emergency Procedure Option for Remote Participation WAC 434-262-016

If a member cannot attend a canvassing board meeting due to an emergency, and a designee cannot be appointed, the member may participate in the meeting remotely.

When Ballots Are Considered

The remote member must have access to an online computer application which allows viewing of ballots. Images of ballots cannot be recorded, copied, scanned, e-mailed, or faxed to the member nor can the member record ballot images.

During Election Certification

A copy of the certification document must be sent electronically to the remote member. The document must be signed in the following manner:

- The members physically present at the meeting must sign the certification document.
- A copy of the signature page is sent electronically to the remote member.
- The remote member must print the signature page, sign the document, and return it electronically to the canvassing board meeting location.
- The remote member's signed signature page is printed and attached to the certification document signed by the other members of the board.

Section 7. Decisions of the Board

A majority vote of the members or designated representatives is required to carry out the business of the Board. A majority vote is defined as two of three votes.

If only two members are present and are unable to agree on a determination, the issue will be held over until a third member is available.

CHAPTER FOUR - REVIEW OF BALLOT ENVELOPES

Section 1. Ballot Security

Ballot collection is done by teams of two (2) elections staff starting eighteen (18) days before election day. All received election return ballot envelopes must be placed in a secure location from the time of delivery to the ballot processing center and throughout the process until the election is certified. The ballot processing room is a secure location. Ballots will be secured in a locked room with a numbered seal when not in the presence of at least two (2) elections staff in the ballot processing room. Processing shall be performed in accordance with the provisions of RCW 29A.40.110, WAC 434-250, WAC 434-261 and WAC 434-262.

Section 2. Review of Returned Ballot Envelopes RCW 29A.40.110

Elections Department staff shall examine the postmark and declaration signature on each ballot return envelope for ballots received after the election before processing the ballot. See Section 3 below for signature verification.

Valid Time of Voting

To be counted, the ballot must either be:

- Received no later than 8:00pm Pacific Standard Time on the day of the election; or
- Postmarked no later than the day of the election and received no later than the day before certification of the election. WAC 434-250-120(1)(d)

Postmark Missing or Illegible

If the postmark is missing or illegible, the date on the ballot declaration the voter has attested to determines the validity as the time of voting. The ballot declaration date must be no later than the date of the election to be counted. If the postmark is missing or illegible and the voter did not include a date with their signature on the ballot declaration, a scan of the USPS florescent barcode on the envelope determines the mailing date. The barcode date must be no later than the date of the election to be counted. The USPS florescent barcode can be read by using the barcode scanner with the barcode reading spreadsheet provided by OSOS. If the postmark and barcode are illegible or missing and the voter did not include a date with their signature, the ballot must be referred to the Canvassing Board for rejection. WAC 434-250-120

Postmark Alternatives

Postage paid that includes a date, such as meter postage or a dated stamp (a postal label showing postal fee), does not qualify as a postmark. The mailing date of a ballot sent through a commercial mailing service, such as FedEx or UPS, may be considered a postmark. WAC 434-250-120

Overseas and Service Voters

For overseas and service voters, the date on the ballot declaration determines the time of voting; to be counted, the ballot declaration date must be no later than the date of the election.

An overseas or service voter may return the signed declaration and voted ballot by fax or email by 8:00pm Pacific Standard Time on Election Day; the Elections staff must maintain the secrecy of the ballot.

Voted After Election Day

Ballots voted after the day of the election shall not count. RCW 29A.60.190 and WAC 434-250-120

Ballot Returned After 8:00 pm on Election Day

If a ballot envelope is returned in person at the vote center or at a drop box after 8:00 pm on Election Day, elections staff will note the time and place of deposit on the ballot envelope, and the ballot must be referred to the Board for consideration of any special circumstances as documented.

No Credit for Voting

A voter may not be credited for voting if the ballot was voted after Election Day, was received later than the day before certification of the election, or will otherwise not be counted.

WAC 434-262-013(1)

Section 3. Verification of Signature and Return Date

Election staff shall examine the declaration signature and return date on each ballot return envelope containing a ballot as directed by WAC 434-250-120. See Section 2 above for return date validation.

Ballot Declaration Signature

A ballot shall be counted if the ballot declaration is signed with a valid signature.

WAC 434-250-120(1)(b)

Comparison of Signatures

The Elections staff shall verify that the voter's signature on the ballot declaration matches the signature in the voter's registration record. RCW 29A.40.110(3)

Signature Verification Standards

Election staff shall verify each ballot declaration signature using the standards established.

WAC 434-250-120(1)

- Agreement in style and general appearance, including basic construction, skill, alignment, fluency, and a general uniformity and consistency between signatures;
- Agreement in proportions of individual letters, height to width, and heights of upper to lower case letters;
- Irregular spacing, slants, or sizes of letters that are duplicated in both signatures;
- After considering the general traits, agreement of the most distinctive, unusual traits of the signatures.

A single distinctive trait is insufficient to conclude that the signatures are by the same writer. There must be a combination or cluster of shared characteristics. Likewise, there must be a cluster of differences to conclude that the signatures are by different writers.

Section 4. Guidelines for Resolving Signature Issues

The voter's signature is required on the ballot declaration envelope and must match the signature in their voter registration record. The following is the process for resolving signature issues.

Unsigned Ballot Declaration

Notify voter by mail

If the voter did not sign the ballot declaration, the elections staff shall notify the voter by first class mail of the correct procedures for completing the unsigned declaration. RCW 29A.60.165(1) and WAC 434-261-050(1)

Notify voter by phone

The voter has been notified by first class mail and has not responded or if the ballot is received within three (3) business days of the final meeting of the Canvassing Board, at least three (3) business days before the final meeting of the Canvassing Board, then the elections staff shall attempt to notify the voter by telephone, using the voter registration record information. RCW 29A.60.165(1) and WAC 434-261-050(1)

For the ballot to be counted, the voter must either: WAC 434-261-050(2)

Appear in person and sign the declaration no later than the day before certification of the primary or election; or

Sign a copy of the declaration, or mark the declaration in front of two witnesses, and return it to the Elections staff no later than the day before certification of the primary or election. The signed declaration may be returned in person, by mail, email, or fax. WAC 434-208-060(1)(g)

Mismatched Signature on Ballot Declaration**Notify voter by mail**

If the handwriting of the signature on a ballot declaration is not the same as the handwriting of the signature on the registration record, the Elections staff shall notify the voter by first class mail, enclosing a copy of the declaration, and advise the voter of the correct procedures for updating their signature on the voter registration record. RCW 29A.60.165(2)

Notify voter by phone

The voter has been notified by first class mail and has not responded or if the ballot is received within three (3) business days of the final meeting of the Canvassing Board, at least three (3) business days before the final meeting of the Canvassing Board, then the Elections staff shall attempt to notify the voter by telephone, using the voter registration record information. RCW 29A.60.165(2) and WAC 434-261-050(1)

For the ballot to be counted, the voter must either: WAC 434-261-050(3)

Appear in person and sign a signature update or new registration form no later than the day before certification of the primary or election; or

Sign a signature update form that includes both the ballot declaration required by WAC 434-230-015 and the voter registration oath required by RCW 29A.08.230, and return it to the Auditor no later than the day before certification of the primary or election. The signature on the signature update form must match the signature on the returned ballot declaration. WAC 434-261-050(3)(b) The signature provided on the signature update form becomes the signature in the voter registration record for the current election and future elections. The signature update form may be returned in person, by mail, email, or fax. WAC 434-208-060(1)(g)

Name variations may be counted when: WAC 434-261-050(4)

Signed with different last name

If the signature on the declaration does not match the signature on the registration record because the last name is different, the ballot may be counted as long as the first name and handwriting are clearly the same. If the information required to complete a name change is not provided or is illegible, the county Elections staff shall send the voter a change-of-name form under RCW 29A.08.440 and direct the voter to complete the form.

RCW 29A.60.165(2)(b)

Signed with middle name, nickname, or initials

If the signature on the ballot declaration does not match the signature on the registration record because the voter signed with a middle name, nickname, or initials, the ballot shall be counted as long as either the first or last name (whichever is applicable) and handwriting are clearly the same. RCW 29A.60.165(2)(b-c) and WAC 434-261-050(4)(a-b)

Signature by Another Registered Voter on Ballot Declaration WAC 434-261-050(5)

The ballot may be counted for the registered voter who actually signed the ballot declaration if:

- The voter who signed the declaration can be identified;
- The signature on the declaration matches the signature on the voter registration record; and
- The voter who signed the declaration has not returned another ballot and is eligible to vote in the election.

The Elections staff may only count the races and measures for which the voter who signed the declaration is eligible to vote.

Replacement Ballot for Ballot Addressee WAC 434-261-050(7)

If it is determined that the signature on a ballot declaration does not match the signature on the registration record and, prior to 8:00 pm on election day, the registered voter asserts that the signature on the ballot declaration is not their signature, the voter may be provided the opportunity to vote a replacement ballot.

Voter Unable to Sign Ballot Declaration.**Ballot Declaration Signed by Two Witnesses**

If a voter is unable to sign their name, and the ballot envelope is returned with a mark or symbol, the ballot will be counted when it has two (2) witness signatures.

WAC 434-250-120(1)(b)(i)

Ballot Declaration Signed by Power of Attorney

A ballot will not be counted if the declaration is signed by Power of Attorney. However, a Power of Attorney may sign their own name as one of the two required witnesses to a voter's mark. WAC 434-250-120(1)(b)(ii)

Ballot Declaration with a Stamped Signature

A ballot with a stamped signature accompanied by two (2) witness signatures is an acceptable mark. WAC 434-250-120(1)(b)(i) and WAC 434-261-050(6)(a)

Record keeping

A record must be kept of all ballots with missing and mismatched signatures. The record must contain the date on which the voter was contacted or the notice was mailed, as well as the date on

which the voter subsequently submitted a signature to cure the missing or mismatched signature. The record must be updated each time a voter was contacted, a notice was mailed, or when a voter submits updated information. The record shall be sent to the Secretary of State within 48 hours of being created or updated. RCW 29A.60.165(4) and WAC 434-261-050(9)

Referral of Non-matching Signatures to Canvassing Board

Any returned ballot envelope where staff has determined that the signature is not a reasonable match and did not receive a signature update from the voter, shall be referred to the Canvassing Board for rejection individually as part of the report of ballots presented to the Board. RCW 29A.60.050 and WAC 434-262-015

Section 5. Special Absentee Ballots RCW 29A.40.050 and WAC 434-250-030

Special absentee ballots (ballots issued before ballots are available), shall be canvassed in the same manner as regular ballots.

If a regular ballot and a special absentee ballot are both properly voted and returned by the same voter, the special absentee ballot shall be void and rejected in whole and the regular ballot shall be counted. RCW 29A.40.050(4)

Section 6. Electronic Ballots WAC 434-235-030, WAC 434-250-120 and WAC 434-208-060

Consistent with WAC 434-250-080 concerning replacement ballots, the first valid ballot received is accepted; any additional ballots subsequently received from the voter are not counted but are sent to the Canvassing Board for informational purposes only.

Requests for Electronic Ballots

Requests for electronic ballots may be made by mail, by phone, and in person, or electronically by fax or email. The Elections staff shall allow access to an electronic ballot system to both active and inactive voters for replacement ballots no later than the eighth day prior to Election Day. WAC 434-250-080

Sending a Ballot by Fax or Email

A ballot format may be faxed or emailed to a voter along with pertinent instructions for return of the ballot, a ballot privacy sheet, a ballot declaration, and a return envelope template.

Electronic Ballot Returns

A ballot printed through VoteWA.gov or was emailed or faxed to and/or from the voter that cannot be read by the tally system, will be processed in the same manner as a regular ballot. The votes will be manually selected in the tabulation system and the duplication tracking process will be followed. WAC 434-261-100

Ballot Returned by Fax or Email – Service and Overseas Voters

Service and overseas voters can return ballots by fax or email. WAC 434-250-120(1)(d)(iii) Any service and/or overseas ballot returned by fax or email shall be counted (if it meets other criteria for service and/or overseas ballots per federal law) as long as it is received by 8:00 pm Pacific Time on Election Day. WAC 434-208-060(1)(d).

The Elections staff must apply procedures to protect the secrecy of the ballot. If returned by email, print the ballot in duplex (one (1) page, two (2) sided) and the signed declaration page, then process and retain like other ballots. Electronic versions of these items are exempt from public disclosure. WAC 434-250-120(5)

Ballot Returned by Fax or Email – Non-Service and Non-Overseas Voters

For electronic ballots received from non-service and non-overseas voters, the Elections staff must immediately contact the voter and notify them that they must return their ballot by mail or ballot drop box. Only the ballot received by mail or ballot drop box will be counted. The electronic ballot must be sent to the canvassing board for rejection if the voter did not return the ballot by mail or ballot drop box. WAC 434-250-120(5)(b)

Section 7. Challenged Voter Registration Ballot

If a challenged voter's ballot is received, the ballot must be treated as a challenged ballot when the signature on the return envelope is verified. RCW 29A.08.820(2)(b) Refer to Chapter 6 for Voter Registration Challenge guidelines.

Section 8. Preparing for the Board

Ballots to be presented to the Canvassing Board for review and determination shall be prepared in accordance with Chapter 5, Section 4 of this manual.

CHAPTER FIVE - STATUTORY GUIDELINES FOR BALLOT REVIEW

Section 1. Processing Ballots

Prior to initial processing, the Elections staff shall notify the county chair of each major political party of the time and date on which processing shall begin, and shall request that each major political party appoint official observers to observe the processing and tabulation of ballots. If any major political party has appointed observers, such observers may be present for initial processing, final processing, and tabulation, if they so choose. Failure to appoint or attend shall not delay the processing or tabulation of ballots. WAC 434-250-110(2)

All Election staff assigned to signature verification shall subscribe to an oath administered by the County Auditor. Staff shall be instructed in the signature verification process prior to canvassing any signatures. Signature verification training is provided through or approved by the Office of Secretary of State. RCW 29A.40.110(3) and WAC 434-250-120(4)

Initial processing includes all steps taken to prepare ballots for tabulation. This includes verifying signatures, opening envelopes, removing ballots, manually inspecting ballots for damage or marks that the tabulation system may not count properly, and duplicating ballots as required to be read correctly by the vote tabulation system. Digital scanning and adjudication of ballots in batches may start at any time during ballot processing. WAC 434-250-110(1)(a), (3-4) and WAC 434-261-100

Election staff must ensure that all security envelopes and return envelopes are empty, either by a visual inspection of the punched hole or by inserting an object through the holes. WAC 434-250-110(4)

All ballots must be kept in the secure ballot processing room with at least two (2) election staff present or in the secure storage room that is locked, sealed and logged by two (2) election staff. RCW 29A.40.110(2) and WAC 434-250-110(4)

Tabulation, which is the production and release of election results, may begin after 8:00 pm on the day of the election. The County Auditor tabulates ballots on an electronic, digital scan vote tabulation system. WAC 434-250-110(1)(c) and (6)

Section 2. Ballot Duplication

In accordance with RCW 29A.60.125, election staff may duplicate ballots as authorized by the County Canvassing Board, when a ballot is:

- Damaged or soiled to the extent that it cannot be scanned.
- A vote is on something other than a ballot or a ballot printed from VoteWA.
- A ballot that may be otherwise unreadable or uncountable by the tabulation system when the intent of the voter is clear.

Written procedures shall be established detailing the situations in which ballots may be duplicated and the method of duplication. These procedures shall be part of the Canvassing Board Manual. WAC 434-261-100

Ballot Duplication Procedures

When a ballot is damaged, soiled, not on a ballot, or otherwise unreadable or uncountable by the tabulation system and the voter's intent is clear, the duplication procedures shall be followed and properly logged. RCW 29A.60.125, WAC 434-261-100 and RCW 29A.60.185(2)

For all ballots requiring duplication, a log must be kept containing at minimum:

- A unique control number - must be written on the ballot(s)
- The VBM Target Card number (for scannable ballots)
- The digital image number (for scannable ballots)
- The reason for the duplication
- The initials of the two (2) election staff conducting the duplication
- The initials of the two (2) election staff auditing the duplication
- The date of duplication and the date audited
- The total number of ballots duplicated

All original ballots will be kept in a container specifically marked “Duplication”, the date of the election and kept in the secure processing room or secure storage while not in the presence of two (2) election staff.

Non-scannable Ballots

When a ballot cannot be scanned by the tabulation scanner or is not on a ballot, the ballot will be duplicated onto a blank ballot of the correct ballot style. Ballots must be duplicated by teams of two (2) election staff working together and then audited by two (2) different election staff. The original ballot may not be altered.

When duplicating ballots, one (1) election staff person will have the original ballot and the other election staff person will have the duplicated ballot. The original and the duplicate ballot must be assigned the same unique control number from the duplication log and written on the face of both ballots. The original ballot will be stamped “Original” and the duplicated ballot will be stamped “Duplicate”. The election staff person with the original ballot will read the vote that is selected for each race and the election staff person with the duplicated ballot will fill in the choice with a red pen to reflect the exact vote that is on the original ballot. Then two (2) different election staff will audit the choices to ensure all votes on the duplicated ballot reflect exact votes of the original ballot. All staff will complete the duplication log (except the Target Card # and the Image # spaces – write N/A in those spaces). The original ballot will be placed in the “Duplication” container. The duplicated ballot will be scanned for tabulation.

Scannable Ballots

When a ballot can be scanned but is unreadable or uncountable by the tabulation system, two (2) election staff working together will duplicate the ballot by adjudicating the votes in the tabulation system. The original ballot will be assigned a unique control number from the duplication log and written on the face of the ballot. The VBM Target Card number and the digital image number from the tabulation system will be entered on the duplication log. A bright colored sheet of paper with the matching unique control number written on it will be placed in the scanned batch in the place of the original ballot. The original ballot will be placed in the “Duplication” container and maintained as in the same manner as other ballots.

Section 3. Ballots that Require Board Determination

When election staff have question about the validity of a ballot or the votes on a ballot that they are unable to resolve, they shall prepare and sign a concise record of the facts in question or dispute. The ballot(s) in question or dispute shall be delivered to the Canvassing Board for determination. RCW 29A.60.050

In the following situations, questioned ballots will be delivered to the Canvassing Board for review, and a determination shall be made whether the ballots shall be counted, partially counted, or rejected:

Protected Records Voter

If the ballot of a protected records voter must be presented to the Canvassing Board, the canvassing board must review the ballot in private executive session or take other necessary steps to ensure the privacy of the protected records voter. WAC 434-262-036

Voter Intent Questions

If the voter's intent cannot be discerned clearly by the election staff using the statewide standards set forth by the Secretary of State in the Voter Intent Manual, the Canvassing Board shall determine how to count a ballot or vote(s). WAC 434-261-086

Voter Eligibility

Any ballot where the eligibility of the voter to cast the ballot is in doubt (Example: voter is not registered to vote.)

Challenged Voter's Registration

Any ballot of a voter whose registration has been challenged within the time limits described by law (See Chapter 6 of this manual.)

Ballot Security Issue

Any ballot whose security may have been compromised because of mishandling (Examples: ballots that have not remained in the custody of election staff; or ballots that have not been properly sealed in a ballot transport carrier, in the ballot processing center, or in the vote center.)

Vote(s) on Any Form other than a Ballot WAC 434-261-075

- **Other Form Only Returned**

If the voter returns responses on any form other than a ballot (such as a voter pamphlet or sample ballot) by marking or otherwise clearly indicating their choice on the form, the votes shall be acceptable and tabulated provided that a valid signature on a ballot declaration is received, and only votes for offices or measures for which the voter is eligible are counted. The votes must be duplicated to a ballot to be read by the tabulation system.

- **Other Form and Ballot Returned**

If a marked form and a voted ballot are returned, the ballot as voted shall count unless the voter provides additional clearly written instructions directing how the vote should be counted.

- **Ballot from a previous Primary or Election Returned**

Votes from a previous primary or election cannot be counted for another primary or election. These ballots must be rejected per WAC 434-262-031.

Section 4. Statutory Guidelines for Board Review

An entire ballot shall be rejected if:

- It is found folded together with another ballot. RCW 29A.60.040
Note: See variation in WAC 434-262-031(2)(a)(i), (ii), and (iii) in reference below.
- It is cast by a voter not qualified to vote. WAC 434-262-031

Ballots or parts of ballots shall be rejected by the Canvassing Board in the following instances per WAC 434-262-031:

- Where two (2) voted ballots are returned together with only one (1) valid signature on the ballot declaration, the races and measures voted the same on both ballots may be counted once. If the two (2) ballots are returned with two (2) valid signatures on the ballot declaration, both ballots may be counted in their entirety. If two (2) ballots are returned with one (1) valid signature on the voter declaration, one (1) voted ballot and one (1) blank ballot without marked votes, the voted ballot may be counted in its entirety. WAC 434-262-031(2)(a)
- Where a ballot or parts of a ballot are marked in such a way that it is not possible to determine the voter's intent consistent with WAC 434-261-086 and WAC 434-262-031(2)(b)
- Where the voter has voted for candidates or issues for which they are not entitled to vote. WAC 434-262-031(2)(c)
- Where the voter has overvoted (voted for more candidates for an office than are permissible. WAC 434-262-031(2)(d)
- Where the ballot was created for a prior election. WAC 434-262-031(2)(e)
(Note: See Section 2, Votes on Any Form other than a Ballot)
- Write-in votes that do not contain all of the information required under RCW 29A.60.021.

Section 5. Preparing Ballots for Board Review

Voter Intent

Any ballot that the voter's intent cannot be clearly discerned with the Voter Intent Manual by the election staff shall be forwarded to the Canvassing Board with a brief description. Any additional information shall be included to assist the Board in making their determination.

Provisional Ballots

Provisional ballots will be retained in their provisional envelopes. See guidelines for processing Provisional Ballots in Chapter 8 of this manual.

Logs and Minutes

Each person responsible for preparing ballots for review by the Canvassing Board shall maintain a log and/or minutes of all such ballots identified by ballot ID, date submitted to the Canvassing Board, and a summary of the Canvassing Board's determination after review. These logs and/or minutes will be used to validate updates to election tabulations based on the Canvassing Board's decisions.

Section 6. Processing Ballots after Board Review

After presenting the prepared ballots to the Canvassing Board for review, the election staff shall be responsible for preparing the follow-up minutes for each meeting, detailing the decisions of the Canvassing Board. Staff shall also be responsible for ensuring that all reviewed ballots are processed as determined by the Canvassing Board. If a ballot must be duplicated before being tabulated per the Canvassing Board's determination, the rules for duplicating a ballot shall be followed.

Section 7. Official County Canvass Report and Certification

Ten (10) days after a Special Election held in February or April, ten (10) days after a Presidential Primary, fourteen (14) days after a Primary, or twenty-one (21) days after a General Election, the

Canvassing Board shall complete the canvass and certify the results.
RCW 29A.60.190 and WAC 434-262-030

The Auditor or designee shall present, according to WAC 434-262-030, the Auditor's abstract of votes, which must include:

- The number of registered voters eligible to vote in the election, by precinct;
- The number of ballots cast in the election, by precinct;
- The votes cast for each race or issue, including write-ins, undervotes, and overvotes, by precinct;
- Cumulative vote totals including write-ins, undervotes, and overvotes; and
- An aggregate total of votes cast for each declared candidate qualifying for the general election or elected.

After verifying the Auditor's abstract of votes, and documenting any corrective action taken, the Canvassing Board shall complete the county canvass report.
WAC 434-262-040, -050, -060, and -070

The Official Mason County Canvass Report shall include:

- The Auditor's oath of authenticity RCW 29A.60.200;
- The Auditor's abstract of votes;
- The reconciliation report required by RCW 29A.60.235;
- If applicable, a written narrative of errors and discrepancies discovered and corrected; and
- The certification.

All members of the Canvassing Board or their designee(s) shall sign the certification. Note: See Chapter 3, Emergency Procedure Option for an absent member to participate remotely.
WAC 434-262-016, -060, and -070

The Official Statement of Votes Cast report (cumulative report) and a copy of the Certificate of the Election shall be transmitted by electronic means to the Secretary of State on the day the election is certified. The Auditor's abstract of votes contained in the official county canvass report shall constitute the official election returns and shall not be altered or amended, except in the event of a recount or upon order of the superior court. The Secretary of State shall review the reconciliation report and work with the Auditor to resolve discrepancies. If discrepancies are resolved, a corrected report must be submitted seven days following certification. The corrected report then becomes the official reconciliation report for that election.
RCW 29A.60.230 and .235, and WAC 434-262-070 and -080

The Official Statement of Votes Cast report (cumulative report) and the reconciliation report shall be made publicly available per RCW 29A.60.235 at the Election Department office and will be posted on the Mason County Elections website.

CHAPTER SIX - VOTER REGISTRATION CHALLENGES

Section 1. Duty of Canvassing Board

The Canvassing Board is statutorily charged with the duty to hear voter registration challenges filed with the Elections Department less than forty-five (45) days before a Primary, Special or General Election. (Challenges filed more than forty-five (45) days prior to an election shall be heard by the Auditor.)

However, if the challenged voter does not vote at the next Primary or Election, the challenge will be referred to the Auditor and processed in the same manner as a challenge received more than forty-five (45) days prior as provided in RCWs 29A.08.820 and .840.

Section 2. Procedures for Challengers

A challenger must be a registered voter or the county prosecuting attorney. RCW 29A.08.810 (2)

Time for Challenge RCW 29A.08.820

Challenges must be filed with the Auditor of the county in which the challenged voter is registered no later than forty-five (45) days before the election. The county Auditor presides over the hearing. RCW 29A.08.820(1)

Only if the challenged voter registered to vote or changed residence (without transferring their registration) less than sixty (60) days before the election may a challenge be filed not later than ten (10) days before any Primary, Special or General Election or within ten (10) days of the voter being added to the voter registration database, whichever is later. The Canvassing Board presides over the hearing. RCW 29A.08.820(1) and (2)(a)

All Challengers Must:

See RCW. 29A.08.810 for full language – requirements listed here are abbreviated.

File a signed affidavit subject to penalties of perjury and provide evidence to support the challenge that is based on personal knowledge of one of the following.

The challenged voter:

- Has been convicted of a felony and the voter's civil rights have not been restored
 - The right to vote is restored following a felony conviction that includes serving a sentence of total confinement upon release from total confinement. RCW 29A.08.520
- Has been judicially declared ineligible to vote due to mental incompetency
- Is not a United States citizen
- Will not be 18 years old by Election Day
 - Primary-only voters who are 17 on the day of the primary and will turn 18 on or before the date of the following general election are eligible to vote on certain contests. RCW 29A.08.170
- Does not live at the residential address provided.

If the challenge is based on residence, provide the voter's actual residence on the challenge form or submit evidence that the challenger exercised due diligence to verify the voter is not the resident of the address on file. RCW 29A.08.810(1)(c)

File the challenge and affidavit with the Auditor. All evidence, information, and proof of due diligence must be provided with the challenge – not later at the hearing.
RCWs 29A.08.810 and .840

Section 3. Procedures for Challenged Voters

Challenged voters may:

- Vote a ballot, which must be treated as a challenged ballot RCW 29A.08.820(2)(b);
- Transfer or re-register until one (1) day before the election RCW 29A.08.840(2);
- Appear at the hearing in person to present relevant facts and arguments RCW 29A.08.840(3);
or
- Submit testimony by filing an affidavit with the Auditor presenting any facts or arguments to support the validity of the registration. RCW 29A.08.840(3)

Section 4. Procedures for Auditor

Upon determination that a challenge is in proper format and includes the required evidence, the county Auditor shall:

- Note the challenge immediately in the voter registration system if within forty-five (45) days before an election in which the voter is eligible to vote per RCW 29A.08.820(2)(a);
- Notify the challenged voter that a challenge has been filed and provide a copy of the affidavit, the time and location of the hearing, and provide information on the registration requirements RCW 29A.08.840(2);
- Post (within seventy-two (72) hours of receipt) all challenges on the Auditor's website and notify all parties that have requested this information RCW 29A.08.835;
- Instruct the challenged voter that a ballot may be requested, if not already accomplished;
- Notify the challenged voter that if they do not vote at the ensuing primary or election, that the challenge will be processed under procedures pursuant to RCW 29A.08.840 (e.g. a hearing by the Auditor after certification);
- On behalf of the Board, notify the challenger and challenged voter by certified mail of the time and location at which the Board will meet to rule on challenged ballots. RCW 29A.08.840

Section 5. Time of Hearing

The hearing shall occur before certification of the election. The decision of the county Auditor or Canvassing Board shall be made within the same time limit. RCW 29A.08.840(6)

Section 6. Presumption

Registration is presumptive evidence that a voter has the right to vote, as registrations are presumed valid until proven otherwise. RCW 29A.08.810(1) A person whose registration is challenged shall be permitted to vote a ballot. RCW 29A.08.820

Section 7. Processing a Challenged Voter's Ballot

If the challenge is filed within forty-five days before an election at which the challenged voter is eligible to vote, and if the challenge is filed:

Before the challenged voter's ballot is received, the ballot must be treated as a challenged ballot. RCW 29A.08.820(2)(b) When preparing the challenged ballot for the Canvassing Board hearing, include the affidavit challenging the voter's registration.

After the challenged voter's ballot is received, the ballot is considered valid. The challenge cannot affect the ballot or the current election. RCW 29A.08.820(2)(c)

Section 8. Procedure at the Board Hearing

Oath

All witnesses shall be placed under oath.

Number of Witnesses

The number of witnesses shall not be limited unless the testimony becomes repetitive or goes beyond the time limits for presenting testimony.

Length of Hearing

The challenger and challenged voter shall be provided adequate time to present evidence.

Questioning of Witnesses

Members of the Canvassing Board shall be free to examine any witness at any time in the proceeding.

Burden and Standards of Proof

The burden is always on the challenger to prove by clear and convincing evidence that the challenged voter's registration is improper. RCW 29A.08.840(4)

Recording

The Board hearing shall be either recorded or transcribed.

Section 9. Decision

The decision of the Auditor or Canvassing Board shall be made at the conclusion of the evidentiary portion of the hearing. The Auditor or Canvassing Board's decision shall be final. This decision may only be appealed in Superior Court. RCW 29A.08.840(6)

Section 10. Remedies

If the challenge is based on an allegation under RCW 29A.08.810(1)(a), (b), (d) or (e) and the Canvassing Board sustains the challenge, the challenged ballot shall not be counted. RCW 29A.08.840(5)

Challenge of Voter's Residence

If the challenge is based on an allegation under RCW 29A.08.810(1)(c) and the Board sustains the challenge, the Board shall permit the voter to correct their registration, and any races and ballot measures on the ballot that the voter would have been qualified to vote for had the registration been correct shall be counted. RCW 29A.08.840(5)

If the challenger fails to prove by clear and convincing evidence that the registration is improper, the challenge must be dismissed, and the ballot must be accepted as valid. RCW 29A.08.840(6)

CHAPTER SEVEN - PROVISIONAL BALLOTS

Guidelines for Processing Ballots with Voter Registration Questions

A voted ballot received from an unregistered voter, other than a service, overseas, or conditionally registered voter, is considered a provisional ballot.

Following WAC 434-262-032, the Elections Department shall research and prepare Provisional Ballots for Canvassing Board deliberation using the following categories and guidelines:

- The voter voted a ballot for a previous address. WAC 434-262-032(3)
Count only the votes for those positions and measures for which the voter was eligible to vote in their correct precinct or district.
- The voter was incorrectly placed in a precinct or district.
Count only the votes for those positions and measures for which the voter was eligible to vote in their correct precinct or district.
- Voter has changed their name and is still registered under the old name.
Count if the signature can be verified.
- Voter was sent a mail-in ballot
Count only if the voter did not vote the mail-in ballot.
- Signature of the voter does not match the voter signature on file, or ballot declaration is unsigned. RCW 29A.60.165 and .195
Do not count; notify voter of procedure for updating signature or signing ballot declaration.
- Voter was previously registered and later canceled WAC 434-262-032(2).
If cancellation was not in error, register the voter and count the ballot.
If cancellation was in error, count provisional ballot after restoring voter's registration WAC 434-262-032(1).
- Voter failed to produce identification upon registering to vote, and is provisionally registered, pending verification of identity.
Do not count unless voter provides adequate ID no later than the day before certification.
WAC 434-262-032(7) and WAC 434-261-055
- Voter failed to produce identification at the voting center. WAC 434-262-032(6)
Count, providing the voter's identity had previously been verified as part of the voter registration process, and the signature on the envelope matches the signature in the voter registration record.
- Miscellaneous. Provisional ballots voted for reasons not covered (e.g., Voter is registered but not eligible to vote in a school district or fire district election, etc.) WAC 434-262-032(8)
Must be determined if it is counted or not counted at the discretion of the Board.
- Voter is a registered voter in another county.
Immediately forward the ballot to the election's official for that jurisdiction (within seven (7) calendar days after a primary or special election and fourteen (14) calendar days after a general election). WAC 434-262-032(4)

CHAPTER EIGHT - TIES

Section 1. Primary RCW 29A.60.221

After a mandatory recount if, at a primary, two (2) or more candidates receive the greatest, and identical, number of votes for an office, resolve the tie vote by lot draw.

In the same manner, if at a primary, two (2) or more candidates receive the second greatest, and identical, number of votes for that office or position, resolve the tie vote by lot draw.

Section 2. Final Election

Following all mandatory and/or any requested recounts, a lot drawing in the manner authorized by RCW 29A.60.221 shall publicly decide tie votes in a election.

Section 3. Recount

If a tie results from the original tabulation of the ballots, the Canvassing Board may direct a recount as provided in Chapter 10 before action is taken to resolve the tie.

CHAPTER NINE – RECOUNTS

Section 1. Definition and Restrictions

Definition

A recount is the process for re-tabulating the votes for a specific race or measure on all valid ballots cast in a primary or election. WAC 434-264-010

Restrictions

All questions of voter registration, voter qualification, and voter intent previously considered during the original count shall not be reconsidered during a recount of the original ballots. If any ballots were duplicated during regular processing the duplicate will be used. However, if any ballots or votes are discovered during the recount process that were not originally counted, the ballots shall be presented to the County Canvassing Board in accordance with RCW 29A.60.050 and the County Canvassing Board shall determine whether such ballots are to be included in the recount. Nothing in this section shall preclude the County Canvassing Board from canvassing a ballot or a vote not canvassed during the original or previous count. WAC 434-264-010

Section 2. Types

Statewide Elections and Measures

The Secretary of State will evaluate and order a recount on any statewide race or measures and inform whether it is to be a manual or machine recount. Additionally, they will also receive any request for recount for any statewide election or measure.

Local Measures

There is no provision in law that requires a mandatory recount for any local measure. The only possible recount for a local measure is a requested recount.

Local Elections – Mandatory Machine Recount

If the official canvass of all of the returns for any office at any Primary or Election reveals that the difference in the number of votes cast for a candidate apparently nominated or elected to any office and the number of votes cast for the closest apparently defeated opponent is less than two thousand (2,000) votes and also less than one-half of one percent (.50%) of the total number of votes cast for both candidates, there will be a mandatory machine recount. No cost of any mandatory recount may be charged to any candidate. RCW 29A.64.021(1) and WAC 434-264-055

Local Elections - Mandatory Manual Recount

If the official canvass of all of the returns for any office at any primary or election reveals that the difference in the number of votes cast for a candidate apparently nominated or elected to any office and the number of votes cast for the closest apparently defeated opponent is less than one hundred fifty (150) votes and also less than one-fourth of one percent (.25%) of the total number of votes cast for both candidates, the votes shall be recounted manually as provided in RCW 29A.64.021 and WAC 434-264-110. No cost of any mandatory recount may be charged to any candidate.

Requested Recounts

Any person or persons may apply for a requested recount in accordance with RCW 29A.64.011 and 29A.64.030. The application for a local election or measure must be made to the County Auditor within the time period specified by RCW 29A.64.011. The application must include a named chair, if by a group, the voting residence of each member of the group, whether the

recount is to be conducted by machine or by manual count, the office for which the recount is requested and whether the recount is for all or only a portion of that office's jurisdiction. The deposit required by RCW 29A.64.030 must accompany the application.

Request to Stop Requested Recount

In accordance with RCW 29A.64.041, the applicant may request to stop the recount any time before the ballots from all precincts have been recounted.

However, when a partial recount of the votes cast for a race or measure changes the result of the election, the Canvassing Board shall order a complete recount of all ballots cast for the race or measure for the jurisdiction in question.

Section 3. Pre-Recount Procedures

Date, Time, and Place

The Canvassing Board shall determine the date, time, and place to begin the recount. The Secretary of State may require that each County Canvassing Board certify amended abstracts on a uniform date RCW 29A.64.030.

Public Notice

In accordance with RCW 29A.64.030, the Auditor shall notify the applicant or affected parties, and any candidates, not less than one day prior to the recount of the date, time and place that the recount will be conducted.

Section 4. Observers

Conduct

As many observers as space permits shall be permitted to observe activities associated with any recount. In accordance with WAC 434-264-030, questions or comments by observers must be directed to supervisory personnel. Under no circumstances may an observer interrupt the recount process. Under no circumstances shall observers be permitted to handle the ballots. Prior to any recount, the Mason County Canvassing Board will adopt revised observer guidelines that will be issued to all observers at the time of the recount. Viewing priority shall be given to observers as established in WAC 434-264-030.

Section 5. Machine Recount

To initiate a machine recount, the election staff will examine the undervotes in the race or measure being recounted, as certified by the County Canvassing Board, using the digital images of the scanned ballots. The staff will examine the image of each undervoted ballot using the guidance provided in the Secretary of State's Voter Intent Manual. The ballots that have undervotes in which the voter's intent is not clear or cases not described in the manual, the Board will review and determine the voter's intent. If the Board determines that the mark is a stray mark, the Board will count that as an undervote. If the Board determines the intent of a vote for a candidate or measure response, it will be recorded as such in the tally system.

WAC 434-264-055

Recount Results

After the recount is complete and the Canvassing Board has made any final determinations, and the determinations have been recorded as such in the tally system. The results will be generated with any adjustments created by the recount from the original count.

Section 6. Manual Recount

Counting Boards

Prior to the recount, the County Auditor shall determine the number of counting boards necessary to complete the recount. The Auditor shall be responsible for arranging personnel to carry out the recount. In accordance with WAC 434-264-100, each board shall be comprised of one representative from each of the two major political parties or two election staff persons.

Process for Counting the Ballots

The following process to count the ballots shall be used during the manual count. In addition, the following process shall be used to count ballots manually in the case of ballot tabulation malfunction.

- Each counting board shall be given the ballots one batch at a time. The results from the tabulation system count shall not be given with the ballots. The batch number and results must be made available to observers.
- The ballots shall be sorted into separate stacks for each of the candidates or choice of a ballot measure. Additional stacks may be created for over votes, under votes, and write-ins.
- Each stack of ballots for each candidate or choice of a ballot measure must be counted by both counting board members and tallied on the tally sheet (example below). The results for each member shall not be shared until both persons have counted and tallied the ballots.
- Individual tallies for each stack must be compared and said out loud by each board member.
- If the counts match, the results shall be reported to the designated staff person and the results shall be compared to the results of the tabulation system count.
- If the counts do not match, the same counting board shall count the ballots one more time. If the counts still do not match, the discrepancy must be reported to the designated staff person and the ballots referred to another counting board.
- If the results of the manual count do not match the results of the original count, the Canvassing Board shall verify all ballots have been recounted. The Canvassing Board shall take all necessary steps to investigate and resolve any discrepancies including requiring additional batches to be audited.

Recount Results

After the recount is complete and the Canvassing Board has made any final determinations, and the determinations have been recorded as such in the tally system. The results will be generated with any adjustments created by the recount from the original count.

Section 7. Completion of the Recount

In accordance with WAC 434-264-130, the following tasks must occur upon the completion of a recount.

- The County Auditor shall prepare an amended abstract of the recounted ballots for the County Canvassing Board. The amended abstract shall include a revised cumulative summary, as well as the votes cast in each precinct for the race or measure that was recounted.
- The results must be formally reviewed and approved by the County Canvassing Board.

- If the results of the manual count do not match the results of the original count, the Canvassing Board shall verify all ballots have been recounted. The Canvassing Board shall take all necessary steps to investigate and resolve any discrepancies.
- The Canvassing Board shall certify the amended abstract that, for each precinct, displays the results of the race that has been recounted. The new abstract shall be included in the amended certified canvass report.
- Copies of the certified amended abstract will be distributed to the same persons or agencies as the original certified abstract of votes.
- The amended certified canvass report must be available to the public by the next business day following the recount.
- Interim reports of the recount may be published at the discretion of the Canvassing Board.

If the recount involves ballots from more than one county, the Secretary of State may require that each County Canvassing Board certify

A recount may either be mandatory or requested. RCW 29A.64.011, et. seq.

CHAPTER TEN – RANDOM AUDIT

Section 1. Statutory Obligation

In accordance with RCW 29A.60.170, a random check of the ballot counting equipment must be conducted and open to the public. The County Canvassing Board, prior to the processing of ballots, must adopt the random check procedures.

The process shall involve a comparison of a manual count to the tabulation system count that involves up to six batches as described in this manual. The random check will be limited to one office or issue on the ballots in the batches that are selected.

The selection of batches to be checked must be selected according to procedures adopted by the County Canvassing Board in this manual and the check must be completed no later than forty-eight (48) hours after Election Day.

Section 2. Procedures for the Selection of Batches and the Contest

The official political party observers may mutually agree on which batches are to be counted, or may agree that the selection be made at random. Only batches that have been scanned into tabulation system at the time of selection may be selected for the random check. If the official party observers cannot agree on which batches should be counted, the Auditor shall make the selection at random. If the selection is to be made at random, the County Auditor shall select the batches by following the procedures in Section 3 to determine the six batches. Once the six batches are selected, the official political party observers may mutually agree on which contest is to be counted, or may agree that the selection be made at random. If the selection is to be made at random or the parties cannot agree the County Auditor shall select the contest by following the procedures in Section 3 to determine the contest to be counted. A report from the tabulation system of each selected batch shall be compared to the manual count.

Section 3. Procedures to Randomly Select the Batches and Contest

The results of the manual count shall be compared to the results of the tabulation system count, and documented in a report signed by the County Auditor and the official political party observers.

Using Dice to Choose Random Batch Number for Audit

Required: Five dice in different colors (Black, White, Red, Blue, and Green in this case)
 Sample Ballot
 Number range of scanned batches

Mason County will not use a race that is not wholly in the county or in which Mason County is not the lead county for a split district (e.g., Elma and McCleary school districts will not be included). Mason County will not use a race with a single candidate and no filed write-in in the random audit. Races with a single candidate and no filed write-in will not be counted in the number of contests, unless there are no measures or races with multiple candidates, then single candidate races will be counted.

1. Selecting the Six Batches

- a. If there are 199 or fewer batches, roll the red, blue and green dice. The red die determines whether the hundreds digit is a zero or one. If the red roll is an even number then the first digit is zero. If the red roll is an odd number then the first digit is one. The blue roll is the tens digit and the green roll is the ones digit. If the resulting batch number is not one of the batches that have been scanned and tabulated, then you will need to roll again. Write all rolls on the table attached, crossing out any that are not valid. Keep rolling until you have six batches. These will be the batches you use in the random audit.
- b. If there are 200 or more batches, roll the red, blue and green dice. The red die determines the hundreds digit, the blue roll is the tens digit and the green roll is the ones digit. If the resulting batch number is not one of the batches that have been scanned and tabulated, then you will need to roll again. Write all rolls on the table attached, crossing out any that are not valid. Keep rolling until you have six batches. These will be the batches you use in the random audit.

Random Selection of Batches for Manual Audit

	First Digit (hundreds) Red Even = 0 Odd = 1	Second Digit (tens) Blue	Third Digit (ones) Green	Selected Batches

2. Selecting the Contest

Sequentially number in pen the contests on the sample ballot that are measures or have multiple candidates (including filed write-in candidates), excluding split districts in which Mason County is not the lead and record the total on the attached form.

- a. If there are ten or fewer contests you only need the white die. Roll the die until the result matches a contest number. If the roll is zero, record it as a ten.
- b. If there are between eleven and nineteen you will need both the black and white dice. The black die will determine whether the tens digit is a zero or one. An even roll of the black makes the tens digit a zero and an odd roll makes the tens digit a one. The white die determines the ones digit. Zero is considered even. For example, a roll of black six and white seven would result in zero-seven, or race seven.
- c. If there are twenty or more contests, you will need both the black and white dice. The black die will determine the tens digit and the white die will determine the ones digit.

If the resulting roll does not match a number, as you have written them on the sample ballot, then record the roll on the table included in these instructions and then roll again. *For example, there are seven contests on the ballot and you roll the white die and get a nine or if there are twenty-one contests and you roll both die and get a two on the black die and a seven on the white die giving you twenty-seven.*

**Random Selection of Contest for Manual Audit
Number of Counted Contest on the Sample Ballot:**

First Digit (tens) Black	Second Digit (ones) White	First Digit (tens) Black	Second Digit (ones) White

Section 4. Counting the Ballots

Restrictions

All questions of voter registration, voter qualification, and voter intent previously considered during the original count shall not be reconsidered during a recount of the original ballots. If any ballots were duplicated during regular processing the duplicate will be used.

Counting Boards

Prior to the manual count, the County Auditor shall determine the number of counting boards necessary to complete the count. A counting board consist of two (2) election staff.

Process for Counting the Ballots

The following process to count the ballots shall be used during the manual count. In addition, the following process shall be used to count ballots manually in the case of ballot tabulation malfunction.

- Each counting board shall be given the ballots one batch at a time. The results from the tabulation system count shall not be given with the ballots. The batch number and results must be made available to observers.
- The ballots shall be sorted into separate stacks for each of the candidate or choice of a ballot measure. Additional stacks may be created for over votes, under votes, and write-ins.
- Each stack of ballots for each candidate or choice of a ballot measure must be counted by both counting board members and tallied on the tally sheet (example below). The results for each member shall not be shared until both persons have counted and tallied the ballots.
- Individual tallies for each stack must be compared and said out loud by each board member.
- If the counts match, the results shall be reported to the designated staff person and the results shall be compared to the results of the tabulation system count.
- If the counts do not match, the same counting board shall count the ballots one more time. If the counts still do not match, the discrepancy must be reported to the designated staff person and the ballots referred to another counting board.
- If the results of the manual count do not match the results of the original count, the Canvassing Board shall verify all ballots have been recounted. The Canvassing Board shall take all necessary steps to investigate and resolve any discrepancies including requiring additional batches to be audited.

Random Audit Tally Sheet Example

Contest	Contest Name						Totals
Batch #	Candidate Name	Candidate Name		Write-in	Overvote	Undervote	
Total:							

Mason County Canvassing Board Meeting to adopt this revised Canvassing Board Manual on October 6, 2022 at 9:00 am in the Ballot Processing Center.

The Canvassing Board Members, hereby adopt this Canvassing Board Manual.

Tim Whitehead, Chief Deputy Prosecuting / Prosecutor Designee

Kevin Shutty, Chair Legislative Authority

Paddy McGuire, Mason County Auditor
