MEMORANDUM

To: Rules ADEM Sub-Committee
From: Emma Harper
Date: January 2018
RE: 2019-20 ADEM – Staff Recommendation – Ballot processing and Tallying method

This document serves as general instructional guidelines for ballot processing and tallying operation for the California Democratic Party Assembly District Election Meeting to ensure efficiency and accuracy of the process.

SETUP OVERVIEW

The ballot processing and tallying method consists of ballot Tally Tables with supervising volunteers serving as troubleshooters among the tables. Below are the various roles needed for the ballot processing operation.

Ballot Boxes
At least one (1) ballot box is designated for each of the following: DSCC delegate election, Executive Board Representative election, and provisional ballots.

Ballot Processing and Tallying Leads
One to two persons who are well-versed in ballot processing procedures and CDP rules should be designated as Leads for this operation.

Ballot Tally Tables
There should be several Ballot Tally Tables to sort and tally ballots. Each Ballot Tally Table consists of three (3) volunteers serving as Ballot Reader, Tally Recorder, and Tally Verifier. These volunteers should switch roles periodically so that by the conclusion of the process, each volunteer would have assumed each of the three roles.

Ballot Tally Supervisors
Volunteers designated as Ballot Tally Supervisors should be familiar with the ballot processing procedures. They are each assigned to oversee designated Ballot Tally Tables to assist with issues that may arise during ballot processing and tallying.

Convener
The Convener should try to resolve any challenges or issues that may arise relating to, but not limited to, interpreting voter intent of marking on ballots.
OBSERVERS

The entire ballot processing and tallying portion of the CDP ADEM is public. Public observers are allowed.

Below are general guidelines for observing the ballot processing operation:

- Observers are prohibited from handling or touching any ballot that has been cast during this process.
- Observers may issue challenges to a Ballot Reader’s interpretation of voter intent (See page 4 of this document for details).
- Observers are prohibited from interfering with the ballot processing operation.

BALLOT ORGANIZING & SORTING

This process occurs after balloting has concluded and prior to ballot tallying.

The steps in sorting ballots include the following:

1. Opening Ballot Boxes, Organizing Ballots & Dividing Ballots Among Tally Tables
   - Ballot Tally Supervisors are responsible for this step.
   - Ballots not cast by the conclusion of the balloting period as announced by the Convener will be deemed invalid and will not be tallied. The Leads should hold on to these ballots.
   - All ballot boxes are opened following the conclusion of the balloting period.
   - Ballot Tally Supervisors handling the ballot boxes make sure that no ballots for the given election remain in the ballot boxes. Ballots for each election shall be processed regardless of which ballot box the ballot was originally deposited.

   - For Executive Board Representative Election Ballot Boxes:
     - Once the Ballot Tally Supervisors make sure that no ballots remain in the Executive Board Representative ballot boxes, the Executive Board Representative ballots should be deposited back into these said ballot boxes.
     - These ballot boxes should then be closed, sealed, and returned to the balloting area for the Executive Board Representative election.
     - The provisional ballot box designated for Executive Board Representative election provisional ballots should be handled in the same manner as described above. Note that no Provisional Ballot Envelopes should be opened during the entire process.
• **Organizing** – Ballot Tally Supervisors open all ballots to make sure that all ballots are facing right side up.

• **Counting Number of Ballots** – Following organizing, the Ballot Tally Supervisors should count the number of ballots.
  
  o The ballots should be organized into stacks of 10 ballots per stack. The ballots could be stacked so that the first stack of 10 ballots is horizontal; the second stack of 10 ballots on top of the first stack is vertical, and so forth.
  
  o After all ballots have been organized into stacks of 10 ballots per stack, the Ballot Tally Supervisors should then check each stack of 10 to verify the count of each stack.
  
  o This process should be done for both regular ballots and provisional ballots.

• **Reporting** – Ballot Tally Supervisors report the total number of ballots received (including both regular and provisional ballots) to the Convener. The Convener verifies whether the number of ballots received equals to or is less than the number of voters who signed in during registration, (both eligible voters and provisional voters), as ascertained from the registration sheets. The Convener then announces the following:

  o Total number of eligible voters signed in at Registration Stations during registration who were issued ballots

  o Total number of provisional voters signed in at Troubleshooting Station during registration who were issued provisional ballots

  o Total number of regular ballots received

  o Total number of provisional ballots received

  o Total number of invalid provisional ballots received
    
    ▪ Provisional ballots must be contained in Provisional Ballot Envelopes to be valid.

    ▪ Any provisional ballot received that is not inside a Provisional Ballot Envelope is invalid.
2. **Delivering Ballots & Sorting Ballots**

- **Delivering** – Ballot Tally Supervisors distribute the ballots into approximated equal portions for each Ballot Tally Table for sorting. These portions should be as equal in number as possible. Ballot Tally Supervisors then deliver the ballots each Ballot Tally Table.

- **Sorting** – The volunteers at each Ballot Tally Table sort the ballots to make sure that there are no ballots with over-vote (OV). An OV ballot contains votes cast for more candidates than allowed. These OV ballots are invalid and will not be tallied. These ballots are set aside during the sorting process.

- **Separating Valid and Invalid Ballots** – The volunteers at each Ballot Tally Table should separate valid ballots and invalid ballots. Invalid ballots are those ballots containing over-votes (OV), in which a ballot contains more votes cast than the maximum number of votes allowed. Additionally, any blank ballots cast should be set aside and noted as abstentions. Abstentions will not be tallied.

- **Counting Number of Ballots** – Following sorting, each Ballot Tally Table should count the number of ballots at their table.
  - The Ballot Reader should organize each set of ballots (valid, invalid, blank) into stacks of 10 ballots per stack. The ballots could be stacked so that the first stack of 10 ballots is horizontal, the second stack of 10 ballots on top of the first stack is vertical, and so forth, as described above.
  - The Ballot Reader should count the number of stacks of 10 to ascertain the total number of each type of ballot at that table.
  - The Tally Verifier should check each stack of 10 to verify the count of each stack, and should verify the count of all ballots at that table. This number should be recorded onto the tally sheet and reported to the appropriate Ballot Tally Supervisor for that table.

- **Reporting** – The volunteers at each table should record the following onto the tally sheets that each Tally Recorder is issued:
  - Total number of ballots at the Ballot Tally Table
  - Total number of valid ballots at the Ballot Tally Table
  - Total number of invalid (OV) ballots at the Ballot Tally Table
  - Total number of blank ballots (abstentions) at the Ballot Tally Table

The Tally Recorder at each table should report these sets of numbers to the appropriate Ballot Tally Supervisor assigned to the table. The Ballot Tally Supervisors should transmit this information to the Leads. The Leads should aggregate all numbers received from each table for each category, along with any invalid ballots received after the conclusion of the balloting period, and make the information available to the ADEM attendees.
BALLOT TALLYING

Setup
Each Ballot Tally Table consists of three (3) volunteer assuming each of the following roles:

1. **Ballot Reader**
   - The Ballot Reader interprets the voter intent on each ballot and reads the names of the candidates receiving votes aloud by last name.
   - In the event that there are candidates with the same last names, the Ballot Reader reads the full names of those candidates.

2. **Tally Recorder**
   - The Tally Recorder is issued tally sheets for recording the votes received by each candidate. There is one set of tally sheets for female candidates and one set of tally sheets for male candidates.
   - The Tally Recorder records the votes received by each candidate as read by the Ballot Reader.
   - The Tally Recorder should use tally marks clustered in-group of 5 hash marks per group.

3. **Tally Verifier**
   - The Tally Verifier monitors the Tally Recorder to ensure that the tallies are recorded accurately, according to the Ballot Reader’s reporting of votes received by candidates.

Tallying Procedure
- Invalid (OV) ballots should be set aside and should not be tallied. They should be paper clipped together, along with a preprinted form noting the invalid ballots and the number of invalid ballots from that table. The Ballot Reader is responsible for this process.
- Blank ballots (abstentions) should be set aside and should not be tallied. They should be paper clipped together, along with a preprinted form noting the blank ballots and the number of blank ballots from that table. The Ballot Reader is responsible for this process.
- The Ballot Tally Tables will tally the results for all candidates on each ballot. Please note that the ballots contain both female and male candidates, but there are separate tally sheets for female candidates and for male candidates. The female candidates who have votes should be announced first, followed by the male candidates who have received votes. Each ballot should be tallied in its entirety (results of both female candidates and male candidates on that ballot) before moving on to the next ballot.
- The Ballot Reader reads the name of each candidate aloud as described above.
• The Tally Recorder records the vote received as reported by the Ballot Reader onto the appropriate tally sheet accordingly.

• The Tally Verifier monitors the tallies of the Tally Recorder to ensure that the tallies are recorded accurately as reported by the Ballot Reader.

• The ballots should be kept in stacks of ten (10) in the same manner described above during sorting so that the Ballot Reader can keep track of the number of ballots processed.

• As noted above, these three volunteers should switch roles periodically so that by the conclusion of the process, each volunteer would have assumed each of the three roles.

Challenges from Public Observers or Questions on Voter Intent from Ballot Reader
There may be two general types of issues on voter intent that will require adjudication, including:

• **Challenges** – Observers may issue challenges to a Ballot Reader’s interpretation of voter intent. Each challenge made must be accompanied by a specific reason.

• **Questions from Ballot Reader** – The Ballot Reader may raise question about voter intent without an Observer’s challenge.

In cataloging/recording both challenges issued by observers and questions from Ballot Reader, a Ballot Reader should do the following:

• Complete a preprinted form for challenges/question on voter intent and staple this form to the ballot in question. Place a Post-It Note upside down on the top right corner of the ballot so it protrudes from the ballot to denote that the ballot is challenged.

• The preprinted form for challenges/question on voter intent should indicate the nature of the challenge or question, including:

  1. whether it is an observer’s challenge or Ballot Reader’s question,
  2. the specific position/marking being challenged/questioned,
  3. the reason for the challenge/question (i.e., “pen marking is between the names of candidate A and candidate B”), and
  4. whether a vote for that particular marking has already been tallied.

• The ballot SHOULD NOT be altered, meaning that no one should write or mark directly on the ballot.

• Set the ballot aside for adjudication.
RESOLVING CHALLENGES & QUESTIONS

Whenever a ballot is challenged by an observer or questioned by a Ballot Reader regarding voter intent, the Convener should adjudicate the voter intent for that ballot as soon as possible.

The Ballot Tally Supervisor assigned to oversee a table with such ballot should alert the Convener as soon as possible during the ballot tallying process.

The Convener should go from table to table to adjudicate voter intent on such ballot for this process. The Convener should give reason on his interpretation of voter intent.

The Tally Recorder should adjust the tallies according to the result of the adjudication.

A log of all challenges and their results shall be kept at each table.

FINAL TALLY & ELECTION RESULTS

At the conclusion of the ballot tallying process, the Tally Recorder at each table should record the total number of votes received for each candidate from the ballots tallied at that table.

The Tally Recorder then reports the result to the appropriate Ballot Tally Supervisor assigned to the table. The Ballot Tally Supervisor should report all numbers received from their assigned Ballot Tally Tables to the Leads.

The Leads should aggregate the results from each table and publish the final tally/election results.

WRAP-UP

Following the conclusion of the ballot tallying process, the Ballot Reader should deposit all ballots, along with all relevant forms and any other documents or papers, in the large CDP envelope issued to each table. Each envelope should be properly labeled as indicated on the envelope.

The Ballot Reader should hand these envelopes to the Ballot Tally Supervisors, who will then hand them to the Leads of this process.
Ensuring that sites are appropriate in size and that no undue advantage is obtained by a particular slate

Staff recommends renting ADEM locations for 7 hours rather than 5, if the membership votes to add an extra hour to the registration period.

Staff has no opinion on whether speeches are 30 minutes before the ADEM registration period, however staff has learned that the notice for the ADEM must be clear, including when speeches begin and when registration opens and closes. This will help with some of the confusion.

Ensuring that there are sufficient volunteers to handle registration

Openness and transparency during the counting of votes shows that the election is fair. Some ways you may achieve this as the convener and/or Regional Director include:

Recruit volunteers, who have nothing to do with the ADEM they are volunteering for

Ask candidates themselves or have them designate a person to observe or witness the hand counting process

Allow volunteers to double check by re-counting the votes with another volunteer counting team on stand by

The number of volunteers needed to count will depend on the amount of participants who voted in the last ADEM cycle. Some ways to find good volunteers for the hand counting the ADEM ballots include:

- Check with CDP staff to find out the number of participants who signed in and voted from the last ADEM cycle if you don’t know
- Work with county parties, chartered clubs and your Regional Director to recruit volunteers for ADEM ballot counting
- Volunteers for hand counting ballots should NOT be the same volunteers used to register ADEM participants
- Volunteers hand counting ADEM ballots
- Smaller ADEMs that only had 0-200 voter participants should have at least 10 volunteers for hand counting ballots (5 teams of 2)
- Medium ADEMs that had 201 – 600 voter participants should recruit up to 20 volunteer for hand counting ballots (10 teams of 2)
- Large ADEM that had 601-1000 voter participants should recruit up to 30 volunteers for hand counting ballots (15 teams of 2)
- X-Large ADEMs that had 1001-3000 voter participants should recruit up to 40 volunteer for hand counting ballots (20 teams of 2)
# Of ADEM Vols Needed to Hand Count Ballots:

<table>
<thead>
<tr>
<th># of ADEM votes last cycle</th>
<th># of Vols needed to count</th>
<th># of convener(s)</th>
<th>ballot box guards</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 200</td>
<td>10 (5 teams of 2)</td>
<td>1</td>
<td>1</td>
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<tr>
<td>201 – 600</td>
<td>20 (10 teams of 2)</td>
<td>1 - 2</td>
<td>1</td>
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<tr>
<td>601 – 1000</td>
<td>30 (15 teams of 2)</td>
<td>2 - 3</td>
<td>2</td>
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<tr>
<td>1001 – 3000</td>
<td>40 (20 teams of 2)</td>
<td>2 - 3</td>
<td>2</td>
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</tbody>
</table>

- Volunteers recruited to hand count ballots for the ADEMs should NOT be the same volunteers recruited to do the ADEMs registration
- Volunteers who are tasked with registering ADEM participants should be allowed to leave after the last ADEM participant has registered and been given their ballot
- A new set of volunteers tasked with hand counting the ADEMs ballots should be brought in and considered the second shift of ADEM volunteers tasked to hand count ballots
- The ADEM convener (and/or Regional Director) should NOT be involved in the physical task of hand counting ballots during the ADEMs he/she is convening.
- The convener (and/or RD) is only there to moderate and give support when dealing with discrepancies during the counting process
# Of Vols Per Table to Hand Count Ballots:

<table>
<thead>
<tr>
<th># of voters last cycle</th>
<th># of 6’ tables</th>
<th># of count teams per table(s)</th>
<th># of conveners/co-conveners per table</th>
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<tbody>
<tr>
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<td></td>
<td>1st table (3 teams of 2)</td>
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<td>2nd table (2 teams of 2)</td>
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<td>3rd table (4 teams of 2)</td>
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<td>201 – 600</td>
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Please do not hesitate to contact me, Emma Harper, at emma@cadem.org or 916-503-7302, should you have any further questions.