



## **The Board of Elections in the City of New York**

### **Canvass/Recanvass Procedures**

#### **Post Election Day Section**

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## ROLES AND RESPONSIBILITIES

Each procedure has its own detailed list of roles and responsibilities according to what is required for that process. In all cases, bipartisan Board staff is allocated according to the required roles and areas of responsibility.

Role	Responsibility
<p>Senior Board Staff:</p> <ul style="list-style-type: none"> <li>- Borough Chief</li> <li>- Deputy Chief</li> <li>- Designees of the Borough &amp; Deputy Chiefs</li> </ul>	<ul style="list-style-type: none"> <li>• Provides access to the secured storage area.</li> <li>• Issues are escalated to this team for guidance or approval, as needed.</li> <li>• Maintenance and completion of all canvass activity documentation, including signing the Audit Certificate at completion.</li> </ul>
<p>Bipartisan Team Leads/VMF Supervisors</p>	<ul style="list-style-type: none"> <li>• Supervises each canvass activity and ensures adherence to the relevant procedures.</li> <li>• Generates Results Report and Results File for PMD reading process.</li> <li>• Coordinates and manages the process of providing the appropriate materials to the canvass teams (SVR bags and pouches, ballots, generating Audit and Discrepancy Worksheets).</li> </ul>
<p>Bipartisan Team of Borough Staff</p> <ul style="list-style-type: none"> <li>- Audit Clerks</li> <li>- PMD Read Clerks</li> <li>- Recanvass Clerks</li> <li>- Runners (optional)</li> <li>- Write-in Clerks</li> <li>- Verification Clerks</li> <li>- S-Elect Clerks</li> <li>- Chain of Custody Clerks</li> <li>- Completion Clerks</li> </ul>	<ul style="list-style-type: none"> <li>• Audit Clerks perform specified canvass tasks, including auditing the first pass of the audit totals and providing the results to the Leads.</li> <li>• VMF staff retrieves Backup PMDs.</li> <li>• Recanvass Clerks tally the first pass of the ballot totals and provide results to Verification Clerks.</li> <li>• Runners move ballots from one location to another.</li> <li>• Write-in Clerks record the write-in votes.</li> <li>• Verification Clerks confirm the accuracy of the canvass activity and identify any discrepancies.</li> <li>• S-Elect Clerks enter the Write-in and tally results from each completed and verified Write-in Form into the S-Elect system.</li> <li>• Chain of Custody Clerks maintain the safe keeping of Write-in Forms and required documentation as completed by all other clerks.</li> <li>• Completion Clerks compile, organize, and prepare tallied ballots and documentation for the final stages of the canvass.</li> </ul>

Bipartisan teams are to be used for every stage of the canvass/recanvass

## **ELECTION DAY CANVASS ACTIVITIES**

### **PURPOSE**

The purpose of this section is to provide detailed instructions on the procedures that are to be followed at the close of the polls on Election Night through the completion of canvassing the poll site ballots. As mandated by the Commissioners of Elections in the City of New York, bipartisan Board staff will implement the procedures detailed in this document in an accurate and uniform manner in New York, Bronx, Kings, Queens, and Richmond counties.

For each phase of the Canvass and Recanvass process, the Board follows this mandate from NYS Election Law Section 9-209 (1):

- b. “At least five days prior to the time fixed for such meeting, the board of elections shall send notice by first class mail to each candidate, political party and independent body entitled to have had watchers present at the polls in any election district in such board’s jurisdiction. Such notice shall state time and place fixed by the board for such canvass.*
  
- c. Each such candidate, political party, and independent body shall be entitled to appoint such number of watchers to attend upon each central board of inspectors as such candidate, political party, or independent body was entitled to appoint at such election in any one election district for which such central board of inspectors is designated to act.”*

### **CHAIN OF CUSTODY TRACKING AND DOCUMENTATION REMINDER**

Any materials checked into or out of the secured storage area must be documented on a tracking sheet.

## CELL PHONES AND OTHER DEVICES

NY State Law requires voting systems to exclude any device or functionality potentially capable of externally transmitting or receiving data via the Internet or any other wireless means. For that reason, NYSBOE Rules and Regulations require the Election Management Systems (EMS) to be on a closed network. A closed network is a standalone system that is used for a specific purpose and is not connected to any other internal or external network.

**No device, software, or hardware other than EMS hardware is to be connected to, installed, or run on any part of the EMS without the approval of the State Board of Elections.** The EMS includes Servers, Clients, Scanners, BMDs and any equipment used to canvass an election.

**DO NOT INSERT** laptops, tablets, or cell phones, including those issued by the Board, or any **other non-EMS device into an EMS port.**

**The following are acceptable for charging and operating mobile devices and tablets:**

- ✓ Grounded outlets
- ✓ Portable (cheese reel) with plugs; see image below
- ✓ Portable power chargers
- ✓ Surge protectors



[7-202\_t] [6210.1]

## RUN-OFF PROCEDURES

As of January 2021, New York City has launched rank choice voting (RCV) for its run-off procedures. RCV, often referred to as an instant run-off has a built-in process to declare victory for close contests. In the city of New York, RCV applies to every city office that has a Special or Primary election. A candidate must receive more than 50% of the votes to be declared the winner; otherwise RCV or an instant run-off is activated. The ballot is designed for voters to choose up to five candidate choices for these contests. **The candidate ranking must not exceed the number of candidate options and the maximum number of options is five.** If there are three candidates plus a write-in, the maximum number of candidate choices is four. If there are seven candidates plus a write-in, the maximum number of candidate choices is five. If no candidate receives more than 50%, the last place candidate is eliminated, and the votes on those ballots are redistributed based on the next viable choice. This process continues until only two candidates for the contest remain. The candidate with the most votes is declared the winner.

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## POST ELECTION DAY CANVASS ACTIVITY STEPS

### 1. Receipt of Unofficial Election Night Results

At the close of the polls on Election Night, and on the last day of Early Voting, the Poll Site Coordinators use tablets to transmit the encrypted unofficial election results directly from each poll site. The unofficial results on the portable memory devices (PMDs) are read into tablets. The tablets transmit the unofficial election results to a secure file transfer protocol (SFTP) server at the General Office.

Election Reporting Manager (ERM) servers at the General Office read the encrypted unofficial results from the SFTP server. At periodic intervals throughout Election Night, the unofficial results are electronically transferred to the Board's website, the State Board of Elections, the Board's S-Elect system and the media.

The materials used at all poll sites accompanied by an Election Night PMD Return Form are packaged and sealed according to the Board's established poll worker procedures. An NYPD detail transfers the materials to the police precincts. Bipartisan teams of Board personnel receive the materials at each precinct.

The unofficial results on the PMDs are reread into Election Night Results (ENR) tablets at the precincts. This second reading of the PMDs ensures that the unofficial election results are sent to the General Office if a PMD was not read at the poll site. When the reading process is complete, the materials are resealed. At the end of the process, the bipartisan team returns the election materials to the NYPD. Next, the NYPD transports the materials to the Board's Voting Machine Facilities (VMFs).

For Early Voting, the second PMD reading occurs after the NYPD transports the materials to the Board's VMF. The unofficial results for Early Voting and Election Night are only revealed on Election Night once the polls have closed. Next, the Early Voting PMDs are placed in secured storage until they are ready to be processed with the Election Day PMDs.

#### Receiving Unofficial Results at the General Office

Performance of these tasks will achieve:

- Timely reporting of the unofficial results
- An increase in accuracy of reporting the unofficial results
- Our legal mandate to provide the results to the public and all other sources

**Receipt of Unofficial Election Night Results Assumptions:**

- Portable memory devices (PMDs) to report the unofficial election night results
- Functional BOE official website to post the unofficial election night results

## 2. Recanvass of Emergency Ballots

Early Voting (EV) Emergency ballots are delivered to the county Board location at the close of each voting day. The EV date is recorded for canvassing after Election Day. Upon notice to all candidates to have Watchers present, all Emergency Ballot Envelopes must be accounted for and present, even if the front of the envelope shows zero (0) ballots are inside.

- Review the completed Overnight Log Sheets to ensure that the envelopes that were originally accounted for are all still present.
- For each election district (ED) that has Emergency Ballots, verify that an emergency situation occurred by reviewing the Election Day trouble log for scanner down time. Also check the Voter Registration List book for a record of any breakdown or emergency.
- Retrieve all Emergency Ballot Envelopes from the secured storage area regardless of the number of ballots found during the overnight process. Even if it is indicated that there are zero ballots, all envelopes should be opened to ensure no ballots are mistakenly left out of the tally.
- Before opening the Emergency Ballot Envelope, make sure to complete tracking procedures.
- Before counting Emergency Ballots from an envelope, verify that all ballots are from the same ED that's listed on the outside of the envelope, first.
  - If a ballot within an envelope is not from the ED listed on the envelope, notify the Leads immediately.
  - Any ballots from an incorrect ED/AD must be transferred to the appropriate ED/AD and the Overnight Log Sheet must be updated. Keep track of the ballot and document the chain of custody using the appropriate tracking procedures.
- If any ballots are transferred in or out, make sure to record the new total number of ballots on the Emergency Ballot Envelope (resulting from the transfer) and update the Overnight Log Sheet.

Bipartisan teams are to be used for every stage of the canvass/recanvass

- When opening Emergency Ballot Envelopes, count the number of emergency ballots within the envelope and verify that the total number matches what is listed on the envelope. Take into account any transfers that may have occurred in the previous step.

**Example:**

If the poll worker ballot count was 8, but one ballot was transferred out, we should now expect 7 ballots.

If the ballot count total from the front of the envelope does not match the contents once they have been counted, follow these steps:

- Inform the Leads that the totals do not match and request that they retrieve the Voter Registration List books for the ED in question.
- Check the Voter Registration List book for an indication next to any voter's name that an emergency situation occurred while a voter was present.
- After reviewing the List book from the ED and getting a total quantity of expected emergency ballots, compare this number against the total number of emergency ballots actually in the envelope.
  - **If the totals still do not match and there are more emergency ballots than what was expected from reviewing the List books**, notify the Chief and Deputy to make a determination on how to handle the discrepancy.
  - **If the totals still do not match and there are less emergency ballots than what was expected from reviewing the List books:**
    - Check all of the other Emergency envelopes from the same poll site to see if any ballots were placed in the wrong envelope.
    - If there were no incorrectly filed emergency ballots found from all other EDs in that poll site, notify the Chief and Deputy to make a determination on how to handle the discrepancy.
    - Log the EDs where ballots were not canvassed originally on election night. Inform the inspectors in those EDs of proper procedure regarding emergency ballots for future elections.
    - All emergency ballots (canvassed and uncanvassed on election night) are recanvassed within 24 hours.

Bipartisan teams are to be used for every stage of the canvass/recanvass



### 3. Reading (Processing) the Portable Memory Devices (PMDs)

Every scanner at poll sites on Election Day has a unique PMD that is delivered back to its respective borough office for processing, also known as PMD reading. The Chief and Deputy in each borough will designate a time for the PMD reading to begin and it must be completed prior to the review of write-in ballot images and the recanvass of poll site ballots.

The PMDs are read into the Election Management System (EMS) so the results can be obtained in digital format. Bipartisan teams of Board personnel read the PMDs in a secure environment. Movement of all PMDs is documented. Receipts are completed for each transfer and the PMDs are placed in secured storage.

#### PMD Reading Assumptions

- All scanners have returned from the poll sites.
- All materials checked into or out of secured storage are documented on a tracking sheet.
- All EV PMDs are checked out of secured storage and ready for processing.
- EVS will generate and provide to the boroughs the PMD Results Log Sheet and PMD Results Control Sheet from S-Elect. See sample form at the end of this section.
- A Zero Report is run before the initial reading of PMDs for the election event.
- All PMDs are read by bipartisan teams.
- Leads handle any problems or exceptions.

#### Retrieve Backup PMDs

- Voting Machine Technicians (VMTs) confirm that the seal on the small backup door is intact and the seal number matches their paperwork.
  - If the seal numbers do not match or the seal is missing, **do not use the PMD**, it may be compromised. Notify the Chief and Deputy immediately.
  - All ballots for the scanner in question must be run through the Central Ballot Scanner Tabulation system or counted manually.
- VMTs break the seal and remove Backup PMD from each scanner.
- Place the seal-checked and approved PMDs for each poll site into a PMD tray.
- Sign a seal and affix one to each poll site PMD tray containing poll site PMDs.
- Deliver all the sealed PMD trays containing poll site PMDs to the Leads.

#### Process Backup PMDs

- Leads use the PMD Results Log Sheet to assign and distribute PMDs to PMD Read Clerks, one poll site at a time.
- PMD Read Clerks use the PMD Results Control Sheet to mark off the “Located” check boxes. If PMD External ID is NOT on the Control Sheet, stop and notify the Leads. The Leads will determine if the PMD should be read.

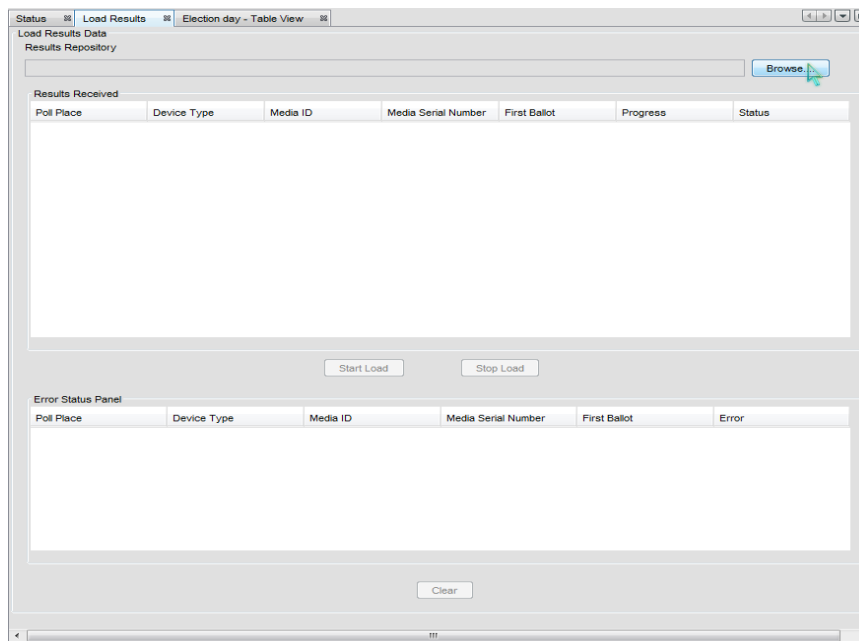
Bipartisan teams are to be used for every stage of the canvass/recanvass

- **Read Media, Update Results and Archive Data button is selected** to Process the Memory Device. This is required to view images and results in Electionware.
- PMD Read Clerks insert one PMD in the USB port on the workstation. Activate EMS. **Make sure that EMS reads and processes the PMD.** Mark the “Read” check off box for that PMD on the PMD Results Control Sheet and proceed with the next PMD.
- If a PMD generates an error, record the error in the Comments section of PMD Results Control Sheet and notify the Leads immediately. The Leads will also record the error in the PMD Error Log.
- PMD Read Clerks repeat the process for all PMDs from that poll site. When all PMDs assigned have been read, return PMDs to the Leads.
- For PMDs that have an “**Invalid Media**” error message, pull the bin for the unread scanner and run the ballots through the DS850. Save the results for each poll site on a PMD which will be read into the EMS. If the Write-in sort setting has been turned off, when the PMDs from the DS850 are read into the EMS, **DO NOT** filter the Write-ins. Instead, the bipartisan team must look at each contest for each DS850 ballot to capture ALL write-ins.

### Viewing Processed PMDs in Electionware

Electionware is used to Acquire PMD images processed, view errors and determine resolutions.

- Step 1. Open Electionware and load ballot image results acquired from reading in the PMDs.
- Step 2. Obtain a report from S-Elect listing the zones, poll sites within a zone, scanners to a poll site, and ED/ADs associated to that poll site.
- Step 3. Once the server has completed loading the results, capture any error displayed on the screen and add it to the **PMD Error Log**.

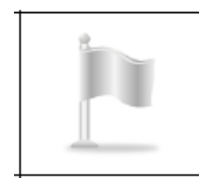


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Step 4. Each error should display a poll site name, internal number, and error description. If the error is generic and non descriptive, use S-ELECT 7 and any resource available to discover the poll site of the PMD and add the poll site to the ***PMD Error Log***.

Step 5. Expand the Election Day “**Navigator Folder Tree**” (see Step by Step Section) to display a list of poll sites located to the left of the Load Results and Error Log pane.

- Expand each poll site tree that has a **multicolored circle** to expose the media read for the poll site.
- Each PMD read successfully will display a **green checkmark** next to it.
- Each PMD that was not read will display a **gray flag**.



Step 6. Pull the Ballot Bin Liners for all PMD errors.

- Those ballots will need to be run through the DS850 scanner to capture the results.
- Have a paper jogger nearby.

Step 7. If a poll site displays a multicolored circle, check ***PMD Error Log*** to see if PMDs were not captured due to a PMD error.

- If ***PMD Error Log*** does not produce the answer, check the ***Poll Site-to-Scanner list*** to verify the number of PMDs burned for that poll site.
- Also refer to the ***Scanner Replacement list***.
- Exhaust all resources to locate the PMDs.

Step 8. If a poll site displays all green check marks, all PMDs for that poll site were read successfully.

- Collapse the tree for the poll site and move on to the next poll site.

Step 9. Repeat for all poll sites on the ***Read Tree List***.

Step 10. Print a ***Summary Report*** from Election Reporting Manager (ERM).

Step 11. Distribute Error PMDs, one poll site at a time with the associated control sheets, ***Scanner to Poll Site List***, and ***PMD Error Log*** to bipartisan team.

Bipartisan teams are to be used for every stage of the canvass/recanvass

**BIPARTISAN TEAM**

- Step 1. Print the ED/AD report from ERM for the associated poll site.
- Step 2. Compare **PMD Error Log** to Control Sheets to ensure the log and list reflect the same information.
- Step 3. Read all PMDs from the poll site, one at a time beginning with the first scanner letter. See table below for common scenarios:

PMD Error Scenarios	Required Action
PMD error message is same as original error message captured during the reading	Notify the Leads. <ul style="list-style-type: none"> <li>• A bipartisan team must recanvass those ballots using the Central Ballot Scanner Tabulation system, and produce the Results PMD.</li> <li>• Next, read the Results PMD into ERM.</li> <li>• Document the action on the PMD Results Control Sheet.</li> </ul>
PMD error message is different from original error message captured during the reading	Notify the Leads. <ul style="list-style-type: none"> <li>• Have the other member of the bipartisan team reread the PMD to verify the error.</li> <li>• A bipartisan team must recanvass those ballots using the Central Ballot Scanner Tabulation system, and produce the Results PMD.</li> <li>• Next, read the Results PMD into ERM.</li> <li>• Document the action on the PMD Results Control Sheet.</li> </ul>
PMD error message reads: Already processed	<ul style="list-style-type: none"> <li>• Select “No” and process the next PMD.</li> <li>• This PMD has already been read.</li> </ul>
If an Error PMD is resolved	<ul style="list-style-type: none"> <li>• Document the action taken on the PMD Results Control Sheet and process the next PMD.</li> </ul>

- Step 4. Repeat this process for all poll site PMD errors. As poll site errors are corrected, collapse the poll site tree list. If there are no more issues to resolve, Leads produce results files and send them to the General Office by email and hardcopy.
- Step 5. Print the ED/AD level report from ERM for the associated poll site.
- Step 6. Clerks return PMDs and all election materials to the Leads.
- Step 7. Leads print the **ERM Summary Report**.

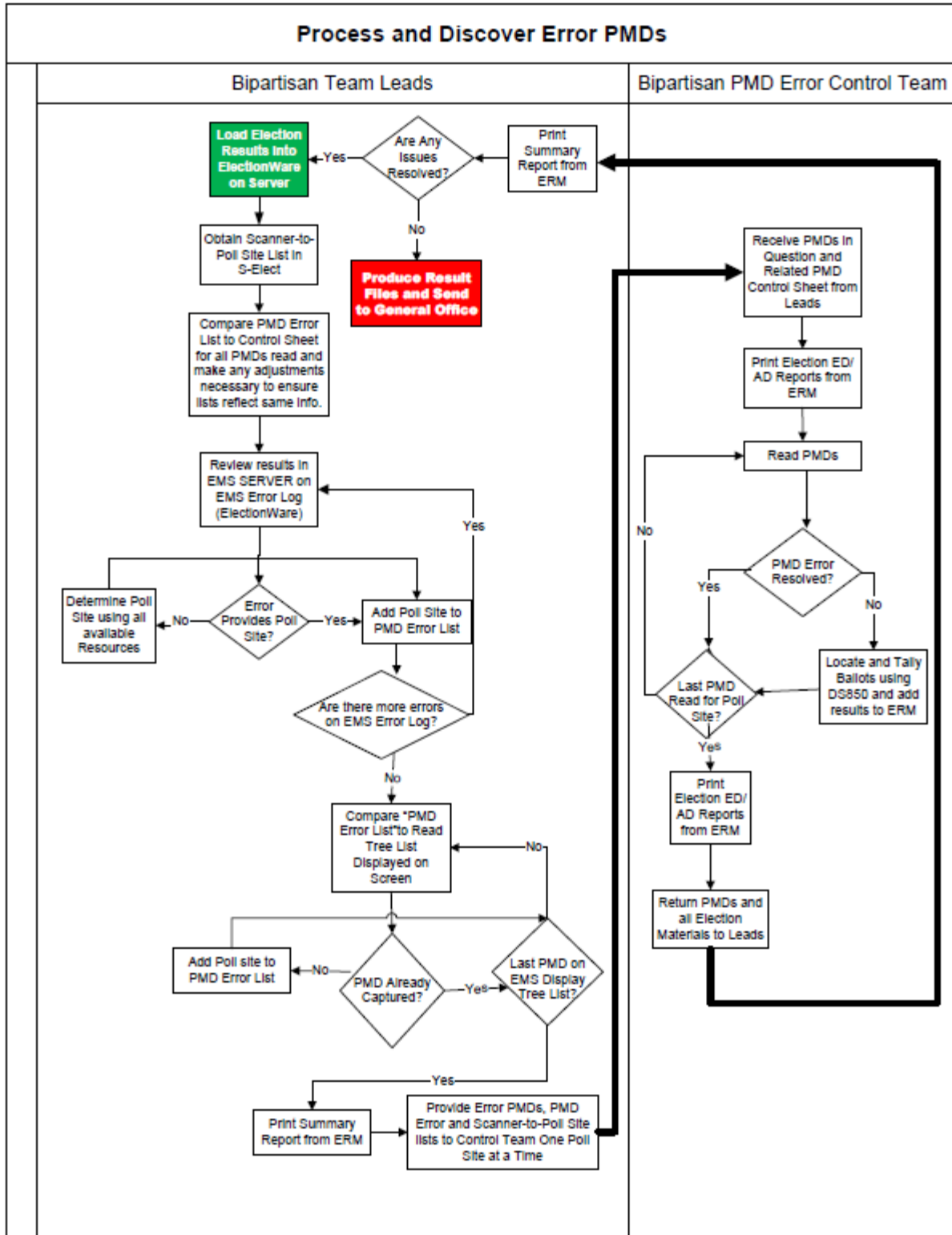
Bipartisan teams are to be used for every stage of the canvass/recanvass

## Common PMD Error Messages

PMD Error Messages	Explanation	Required Action
1. Invalid Media  or  Valid Media Not Found	PMD was pulled from the scanner too soon to collect the results.	Run ballots from that scanner through the Central Ballot Scanning Tabulation system and create results PMD.
2. File decryption failed	The <b>wrong</b> Election Definition or EQC code was used.	Restart Election Reporting Manager (ERM) and enter correct Election Definition and EQC code.
3. Data has already been processed.	This PMD has already been read into EMS.	Select “No” and process the next PMD.
4. Do you want to overwrite the existing data?	This PMD has already been read into EMS.	Select “No” and process the next PMD.
5. Media does NOT contain collection data	PMD was pulled from the scanner too soon to collect the results.	Run ballots from that scanner through the Central Ballot Scanning Tabulation system and create results PMD.
6. Timestamp Error	PMD written after EQC was created.	Answer “Update Timestamp” and continue reading PMDs.
7. No Ballots Cast	No results on PMD	Answer “Use Results” and continue reading PMDs.
8. User did not replace collection data.	Informational message	Press “OK” to exit.
9. A general system error has occurred. Contact your Election Administrator for guidance.	Administrator access level is required to resolve error.	Contact EVS.
10. Parse error in poll place results.xml	Administrator access level is required to resolve error.	Contact EVS.
11. Any other error message	Addressed accordingly.	Contact EVS.

Bipartisan teams are to be used for every stage of the canvass/recanvass

### PMD Error Process Flow



Bipartisan teams are to be used for every stage of the canvass/recanvass

## 4. Recanvass of Poll Site Ballots

The unofficial Election Reporting Manager (ERM) system in S-Elect compares the Election Day PMD results read on Election Night against the Backup PMD results read during the canvass and generates a Discrepancy Report. Ideally, the report should have matching totals for all contests and ballot questions for the same ED/ADs on both PMDs. The Discrepancy Report will show where the totals for any contest differs between the two PMD readings. Bipartisan teams of borough personnel review the Discrepancy Report and attempt to resolve the inconsistencies by tallying the ballots for the ED/ADs in question, using the Central Ballot Scanner Tabulation system. They record the numbers from ED/AD reports generated by the scanner on to the Discrepancy Report. Then the correct results are verified by comparing the numbers on the Discrepancy Worksheet to the numbers on the ED/AD reports generated for each inconsistency. The corrected results are then entered into S-Elect. The movement of all materials is documented. Receipts are completed. The Discrepancy Report and Election Day ballots are returned to secured storage. Next, all materials are set aside to be archived.

### Recanvass of Poll Site Ballots Assumptions

- Election Night Results are transmitted from the poll sites and police precincts to BOE.
- All relevant data (including Election Night Results and EMS PMD Reading results), are available in S-Elect prior to the beginning of the recanvass.
- The S-Elect Discrepancy Report is available to Leads to run once the appropriate data is loaded and the Leads have permission to run the report.
- The Recanvass Discrepancy Worksheets are broken down by poll site in order to facilitate easy distribution and assignment of the report to teams designated by the Leads.
- All Ballots will be stored in the designated secured storage area located in each borough.
- A Central Ballot Scanner Tabulation system is available for use.

### Producing the Discrepancy Report & Resolving Discrepancies

When canvassing an election, if the Unofficial Election Night Results match the Backup PMD results, there will be no discrepancies. When the results differ, it shows up on the Discrepancy Report. Bipartisan Leads generate a Discrepancy Report and Discrepancy Worksheets to resolve and document the discrepancies found.

The most common reason for a discrepancy is when a poll site PMD is not read on Election Night. In this case, the Backup PMD has results and the Election Night PMD has no results. It can also occur in reverse order; the Election Night PMD has results and the Backup PMD cannot be read. Bipartisan teams must follow these steps to resolve all discrepancies.

Bipartisan teams are to be used for every stage of the canvass/recanvass

**Detailed Procedures**

<b>Recanvass of Poll Site Ballots</b>			
Leads	Recanvass Clerks	Verification Clerks	S-Elect Clerks
Generate Discrepancy Worksheets and ED/AD Reports for Each Discrepancy from S-Elect →	Review Discrepancy Worksheets and ED/AD Reports, then Resolve Discrepancies →	Verify Totals on Discrepancy Worksheets and Match Totals on ED/AD Reports →	Enter Recanvass Results in S-Elect

**Generate S-Elect Discrepancy Worksheets**

**LEADS:**

Step 1. Prepare for the recanvass by generating Discrepancy Worksheets based on the List of Poll Sites with Discrepancies (also called the **Discrepancy Work List**) from S-Elect. Discrepancy Worksheets and the lists are available in S-Elect for every poll site that has a discrepancy between the Unofficial Election Night Results and the PMD results.

**NOTE:** Refer to the S-Elect manual for instructions on how to generate Discrepancy Worksheets and the Discrepancy Work List.

Step 2. Obtain a list of poll sites with discrepancies and place in zone order before retrieving ballots from the secured storage area.

Step 3. Perform authorized tracking procedures for checking materials out of the storage room and bring relevant ballots to the designated Recanvass room.

Step 4. Create an **EQC PMD** and **Election Definition PMD** (a **99999 PMD** for all poll site ballots or an **Election Definition PMD** for each poll site that has a discrepancy) to run on the scanner.

- See **Step-by-Step Instructions** section for more details.

Step 5. Assign a team to scan ballots for each ED/AD on the Discrepancy Worksheets.

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**RECANVASS CLERKS:**

- Step 1. Begin the recanvass process by reviewing the entire Discrepancy Worksheet. Become familiar with the contests, candidates, party codes and any relevant details of the election that is listed as a discrepancy on the report.
- Step 2. Starting with the first poll site on the Discrepancy Worksheet, retrieve the relevant ballots. Open one Ballot Bin Liner Case or bag at a time to ensure the ballots are returned to their original Ballot Bin location.
- Step 3. Configure the scanner for the relevant poll site.
  - See **Step-by-Step Instructions** section for more details.
- Step 4. Use a **paper jogger** to organize ballots from a single Ballot Bin location. The jogger enables large stacks to run through the scanner in perfect alignment and helps minimize jams.

**PAPER JOGGER**



- Step 5. Scan ballots for the relevant poll site, one Ballot Bin location at a time, returning the ballots to their original location after scanning.
- Step 6. Produce ED/AD reports from the scanner for each ED/AD in the poll site containing discrepancies.
  - Export the Result Files on a PMD labeled for that poll site so there is a record for archiving.
  - The final results are entered into S-Elect when all discrepancies are resolved.
- Step 7. Record the number of votes cast from the ED/AD reports on to the Discrepancy Worksheet for each candidate.
- Step 8. When all discrepancies have been recorded on the Discrepancy Worksheets, the bipartisan team of borough personnel signs and dates the worksheets.
- Step 9. After all ED/ADs at a poll site are recanvassed, check off the poll site on the List of Poll Sites with Discrepancies.

Bipartisan teams are to be used for every stage of the canvass/recanvass

**NOTE:** If there is a discrepancy with a poll site that has Early Voting and Election Day ballots, check to see if either ballot kind had a 100% PMD reading. If the answer is yes, then only the ballots for the ballot kind that **DID NOT** have a 100% PMD reading must be scanned on the DS850 to resolve the discrepancy.

The PMDs with 100% reading are to be read into ERM on a local EMS Client. Print a Zero report, first. After reading in all the poll site PMDs for the ballot kind with 100% reading, print an ERM Summary Report. Add those totals to the Summary Report totals for the ballots run on the DS850. This will provide the breakdown needed for the Discrepancy Worksheets.

When Early Voting poll site ballots are scanned for discrepancies, the ballots for all nine voting days must be scanned, one ballot bin liner bag at a time. Produce the ED/AD reports from the scanner and export the result files for the poll site on a PMD.

#### **VERIFICATION CLERKS:**

- Step 1. Begin the recanvass process by reviewing the entire Discrepancy Worksheet. Become familiar with the contests, candidates, party codes and any relevant details of the election that is listed as a discrepancy on the report.
- Step 2. Review the Discrepancy Worksheets completed by the Recanvass Clerks to ensure that no human error was made in the process of recording the votes cast for each candidate.
- Step 3. Starting with the first candidate on the Discrepancy Worksheet, review the ED/AD reports. Make sure the numbers on the ED/AD report match the number of votes shown on the Discrepancy Worksheet exactly. If the Recanvass and Verification totals for the candidate do not match, review each number on the Discrepancy Worksheet a second time and ensure all votes cast for the candidate are correct. If the totals for the candidate still do not match, notify the Leads immediately. The ballots will be scanned a second time. If the results from the second run match the first, record those results on the Discrepancy Worksheets as the final results.
- Step 4. Repeat the process for each candidate listed on the Discrepancy Worksheet until all discrepancies for the poll site have been reviewed and resolved.
- Step 5. Return all recanvass materials to secured storage.

Bipartisan teams are to be used for every stage of the canvass/recanvass

**ENTRY OF RECANVASS RESULTS INTO S-ELECT**

**S-ELECT CLERKS:** Once all discrepancies have been resolved, enter the recanvass results into S-Elect as soon as each poll site is completed.

**NOTE:** Refer to the S-Elect manual for instructions on recanvass data entry.

**After reading all PMD results, including DS850s for Invalid Media:**

Create an XML Results file and EL45 Summary Report from ERM.

## 5. Audit of the Poll Site Scanners

Following New York State Election Law, New York State Board of Elections Rules and Regulations, and BOE in NYC policy and standard operating procedures, an audit is required for each ballot kind. The entire fleet of scanners used for Early Voting and Election Day is ordered in random sequence and the first 3% are audited. For each Early Voting scanner selected, the ballots for all nine days must be audited.

Canvass auditing helps verify that the complex voting systems, including central-count systems in use today are accurately encoding and tallying ballots and that the winners of each election contest are called correctly.

### Audit of the Poll Site Scanners Assumptions

- Bipartisan teams of Leads have the appropriate access level to S-Elect to generate the Audit Worksheets.
- All scanners that are part of the audit have returned from the poll sites.

Bipartisan borough personnel retrieve the ballots from the relevant Ballot Bin Liner Cases. They use Audit Worksheets to canvass the selected ballots manually or canvass the ballots using a NY State-approved independent automated system to compare the tallied results against the Summary Reports produced from the backup PMDs for Early Voting scanners and the results tapes from Election Day scanners. When conducting the audit, bipartisan teams must count votes cast in the same way the scanner is required to count the votes.

After confirming that the count is correct, if there are discrepancies between the manual count or automated system and the election scanning system, additional scanners are chosen for audit. Starting with an additional 5%; if discrepancies remain, an additional 12%, and finally the remaining scanners are audited bringing the audit total to 100%.

**Note:** An expanded audit is required if there is a discrepancy and the aggregated results for a contest, question or proposal alters the vote share by 0.1 percent or more for the contest. It is also required if there is a discrepancy with at least 10% of the machines or systems initially audited. **{[6210.18 (e) (1) (i & ii)]}**

**Audit Procedure in Compliance with NY Election Law Section 6210.18**

The following audit procedures are according to the New York State Board of Elections document titled “Audit Procedure for Compliance with **6210.18**.”

- a. As required by NYS Election Law, section **9-211 (1)**, the Board of Elections or a bipartisan team appointed by the Board shall count all votes of the voter verifiable paper audit trail from no less than three percent of each type of voting machine or system used within the county. There shall be an audit of at least one of each type of voting machine or system used therein for each public office and any questions or proposals appearing on the ballot. The audit may be performed manually or via the use of a NY State-approved independent automated tool.
- b. The voting machines or systems to be audited to meet the county-wide minimum requirement shall be selected by lot through a transparent, random, manual process where all selections of machines or systems used in the county are equally probable.
- c. At least five days prior to the time fixed for the random selection process, the Board of Elections shall send notice by first class mail to each candidate, political party, and independent body entitled to have had watchers present at the polls in any election district in such board’s jurisdiction. The notice shall state the date, time and place fixed by the Board for such canvass.
- d. A reconciliation report, also called an Audit Worksheet, will be used to report and compare the vote tabulations for each audited candidate for each contest, question and proposal from each machine or system subject to the audit by election district. This will include tallies for overvotes, undervotes, blank ballots, spoiled ballots and rejections recorded on the paper audit trail, along with any discrepancies. The Audit Worksheet will be signed by bipartisan members of the audit team.
- e. Any discrepancies between the audit results and initial electronic vote counts shall be recorded along with a description of the actions taken by the county Board of Elections for resolution of the discrepancies. If the audit team is unable to reconcile the count with the initial electronic vote tabulation on a voting machine or system, the Board shall conduct further investigation of the discrepancies as may be necessary for the purpose of determining whether to certify the election results, expand the audit or prohibit that voting machine or system’s use in such jurisdiction.
- f. If a complete audit is conducted, the results of such audit shall be used by the canvassing board in making the statement of canvass and determinations of persons elected and propositions approved or rejected.
- g. Any inconsistency in the audit shall be reported to the State Board in writing and shall accompany the certified election results.

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## **Candidates and their Representatives**

In accordance with the provisions of New York State Election Law and Board Procedures, the Candidate Records Unit (CRU) notifies candidates of the date of the random draw of the scanners for auditing.

### **Detailed Procedures**

General Office staff will conduct the random draw of scanners and distribute the list of randomly ordered scanners to each borough. The audit is required for each ballot kind. Therefore, the Early Voting audit is separate from the Election Day audit.

#### **LEADS will obtain the following supplies for the Audit:**

- List of randomly ordered scanners
- Audit Worksheets
- List of scanners assigned to poll sites
- Scanner seals report
- Calculator to tally nine days of votes cast for each audited Early Voting poll site
- Blank sheets of paper for Audit Teams to use, when needed.

#### **Please note the following:**

- ❖ Early Voting (EV) poll site ballots will not have a results tape. You'll need to produce individual Summary Reports for each EV scanner unit that is part of the audit. Follow these steps:
  - Take the EV Backup PMD to an EMS client setup locally with the election.
  - Read the EV Backup PMD into ERM.
  - Print the ERM Summary Report and write the scanner unit number at the top of the report.
  - Clear out the results from the local drive and read the EV Backup PMD in ERM for the next scanner unit on the audit list.
  - Print the ERM Summary Report, write the scanner unit number at the top of the report and continue this process for every EV PMD that's part of the audit.
  - If the backup PMD is missing, report the missing materials to the Commissioners or their designees.
- ❖ Audit Worksheets are available by scanner unit number from S-Elect in the Election Results menu, under Reports.

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**Manual Audit Process:****❖ Print 19 copies of Audit Worksheets for each EV poll site that's part of the audit.****A set of Audit Worksheets is needed for:**

- ✓ Recording the votes from each Early Voting scanner unit on the audit list.
  - Each Early Voting day {9} – used by the Audit Teams.
  - Each Early Voting day {9} – used by the Verification Teams.
- ✓ Leads to record the verified vote totals from each Early Voting scanner unit on the audit list.
  - Leads will complete a final Audit Worksheet for each scanner unit.
  - Each final Audit Worksheet records the nine-day vote total for the scanner unit.
  - Leads may create and use other worksheets as a means to complete the audit.

**The Scanners-Assigned-to-Poll Sites list** identifies the scanner's poll site and is used to locate the relevant Ballot Bin Liner Cases or Bags.

Scanner Results Report Tapes, Early Voting Summary Reports from backup PMDs, and Ballot Bin Liner Cases or bags for the selected scanners are present at the audit location.

- The audit begins with the first scanner selected from the List of Scanners to be audited.
- Each Audit Team is assigned to a scanner and provided with Audit Worksheets from the scanner audit list.

**For Early Voting, a bipartisan team must:**

- Use a set of Audit Worksheets for each Early Voting day.
- Write the Early Voting day on the cover page of each Audit Worksheet:  
**Day 1, Day 2, ... Day 9.**
- Audit one Ballot Bin Liner Bag at a time.
- Place the ballots back into its bag before moving on to the next one.
  - This ensures the ballots are kept with their original bag.
- Compare and verify the Ballot Bin Liner Bag seal number to the Seals Pack Report or Scanner Booklet.
- When results for the Early Voting scanner are verified successfully, a team is assigned to audit the next scanner on the list.

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**Automated Audit Process:**

- Assign a Target Card to each **Early Voting bag (Day 1 through Day 9)**.
  - Scan the ballots on the automated system and return ballots with Target Card back to its ballot bag.
  - Compare the Summary Reports between the two systems.
    - If the votes match, continue with the audit.
    - If the votes do not match, investigate and resolve before moving on to the next bin.
- Assign a Target Card to each **Election Day Ballot Bin Liner**.
  - Scan the ballots on the automated system and return ballots with Target Card back to its Ballot Bin Liner.
  - Compare the Summary Reports between the two systems.
    - If the votes match, continue with the audit.
    - If the votes do not match, investigate and resolve before moving on to the next bin.
- When the automated audit is completed successfully, **conduct a manual audit of the required number of ballots scanned on the independent system.**

**AUDIT TEAMS**

- Step 1. Review the Audit Worksheet.  
For Early Voting ballots, at the top of the cover page, write the Early Voting day that's tied to the scanner bag: **Day 1, Day 2 ... Day 9.**
- Step 2. Note the contests and candidates to be audited and complete the individual audit section on the cover page.
- Step 3. Remove the ballots from the Ballot Bin Liner Case or bag.  
For manageability, sort the ballots into batches of 10, 25, 50 or 100 to count the number of ballots.
- Step 4. After confirming the ballot count, the Audit Team counts all races and questions in one batch of ballots at a time, marking the tally sheet for each vote cast as the scanner would interpret the mark.
- Step 5. Total the votes for all candidates for each office, write-ins, blanks, overvotes and proposals in the one batch.

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- Step 6. Total the votes for each scanner for Election Day ballots and enter it on the Audit Worksheet.  
  
For Early Voting ballots, total the votes for the EV day and enter it on the Audit Worksheet. **\*If there are multiple Ballot Bin Liner bags for an EV day, the Audit Worksheet must include the combined vote total for that EV day.**
- Step 7. Place the ballots back in the Ballot Bin Liner Case or bag and return the full package to the Leads.

**VERIFICATION TEAMS:**

- Step 1. Review the Audit Worksheet.  
For Early Voting ballots, at the top of the cover page, write the Early Voting day that's tied to the scanner bag: **Day 1, Day 2 ... Day 9.**
- Step 2. Note the contests and candidates to be audited and complete the individual audit section on the cover page.
- Step 3. Retrieve the ballots for the Ballot Bin Liner Case or bag.  
For manageability, sort the ballots into batches of 10, 25, 50 or 100 to count the number of ballots.
- Step 4. After confirming the ballot count, the Verification Team counts all races and questions in one batch of ballots at a time, marking the tally sheet for each vote cast as the scanner would interpret the mark.
- Step 5. Total the votes for all candidates for each office, write-ins, blanks, overvotes and proposals in the one batch.
- Step 6. Total the votes for each scanner for Election Day ballots and enter it on the Audit Worksheet.  
  
For Early Voting ballots, total the votes for the EV day and enter it on the Audit Worksheet. **\*If there are multiple Ballot Bin Liner bags for an EV day, the Audit Worksheet must include the combined vote total for that EV day.**
- Step 7. Place the ballots back in the Ballot Bin Liner Case or bag and return the full package to the Leads.

**LEADS:**

- Step 1. Retrieve the scanner Results Report Tapes from the yellow bag. Enter the results of the tape on the Audit Worksheet and compare them against the results of the Audit Team for each scanner.

- **For Early Voting scanners**, after verifying the Audit Teams' and Verification Teams' Worksheet results match, complete the final Audit Worksheet for the scanner unit.
  - Compare the nine-day grand total against the total on the scanner unit's Summary Report.
- Step 2. Follow established procedures to resolve any discrepancies between the Results Tape/Summary Report and the hand count or automated count, remembering that the tally must be done in the same manner the scanner is certified to tally.
- Step 3. When the results are confirmed (the count matches the Results Tape or Summary Report total), ensure that all ballots are back in their Ballot Bin location. Reseal the bins/bags and record the seal on the Audit Worksheet.
- Step 4. Provide Commissioners or their designees with the Poll Site Scanner Audit Summary Report so they can determine if an expansion of the audit is required.
- Step 5. The Commissioners or their designees must date and sign the Audit Reconciliation Certificate.

**If a Ballot Bin Liner Case or Bag is Missing:**

- Step 1. Search for the Ballot Bin Liner Case or Bag.
- Step 2. Check to see if it was left in the scanner.
- Step 3. If it isn't found, report the missing Ballot Bin Liner Case or Bag to Commissioners or their designees.

**If an Election Day Results Tape is Missing:**

- Step 1. Search for the Election Day Results Tape.
- Step 2. If the Results Tape isn't found, use the Election Day Backup PMD.
- Take the Backup PMD to an EMS client that's setup locally with the election.
  - Read the Backup PMD into ERM.
  - Print the Summary Report.
  - Write the scanner unit number along with "Reprinted from Backup PMD" on the top page of the report and in the comments section of the Audit Worksheet.
- Step 3. If the Results Tape and Backup PMD are missing, report the missing materials to the Commissioners or their designees.

Bipartisan teams are to be used for every stage of the canvass/recanvass

## 6. Recording Write-in Names from Poll Site Ballots

According to NY State Election Law, the term “write-in ballot” means a vote cast for a person whose name does not appear on the ballot. When a voter scans their ballot, the scanner checks the ballot for any write-in votes. All ballot file images are stored on the Election Management System (EMS) for Board review. Board staff determines the validity of each write-in and tallies the votes. The names are recorded onto Write-in Forms with all relevant information. The forms are then forwarded for S-Elect system entry of the Board-approved write-in names. The movement of all materials is documented. Receipts are completed and the completed Write-in Forms are archived in the secured storage area for two years when the recanvass ends.

According to NY State BOE Rules and Regulations **6210.15 (a) (5) and (6)**:

A write-in **is valid** when the voter writes in or stamps the name of a candidate in the designated write-in space for that race, even if the write-in square, oval, or arrow is not marked.

A write-in **is not valid** if in addition to casting a write-in vote, the voter casts votes for a greater number of different candidates for that contest than he or she is lawfully entitled. As a result, the vote **shall not** be counted for that contest. The votes for all other contests in which there are not overvotes and the voter’s choice can be clearly determined shall be counted.

*A description of common write-ins and scenarios can be found later in this section.*

### Record Write-in Names from Poll Site Ballots Assumptions

- The Record Write-in Names from Poll Site Ballots process takes place after the PMDs are read in a secure location.
- The EMS is configured to allow the filtering of ballots with markings located anywhere within the designated write-in area.
  - For ballots run through the DS850 with the write-in sort setting turned off, the filter should not be used. Every DS850 ballot image must be reviewed on the EMS to capture all possible write-ins if the setting has been turned off.
- Ballots are sorted electronically by poll site in the EMS prior to the beginning of the write-in validation.
- All ballots with write-in votes are reviewed by ballot image or by the actual paper ballot by bipartisan Board staff.
- Ballot Bin Liner Cases are available for the location of ballots with write-in votes.

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- If there is any question of voter intent, the paper ballot is located and reviewed.
- Ballots used to physically review a write-in are unsealed and resealed into its Ballot Bin Liner Case by bipartisan Board staff using authorized tracking procedures.
- **Write-in Forms are used to record all write-in votes except overvotes.**
- Each ballot that contains a write-in vote is assigned one Write-in Form.
- If there are more write-in votes on a ballot than can fit on a single Write-in Form, additional Write-in Forms are to be used and numbered.

## LEADS

### Set up:

- EMS to view only ballot images with write-in votes using the Write-in filter. See EMS instructions for details.

**NOTE:** If the write-in sort setting has been turned off, all ballot images must be viewed.

- Checkout/check in area with enough space to store Write-in Forms and record chain of custody documentation throughout the write-in process.
- Bipartisan teams and give them their assignment.

### Ensure:

- All write-in supplies are present, including the Write-in Forms.
- All bipartisan staff requirements and any restrictions on work assigned are met.
- The staff has read all relevant procedures and instructions for the write-in process.
- All poll sites, including Early Voting, are checked for write-ins.
- The bipartisan teams are trained in capturing the write-in votes, they are accurate and complying with the Board-issued procedures.
- Staff follows the write-in chain of custody requirements.
- That they resolve or escalate issues that occur during the write-in capture process.

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## **ESTABLISHED WRITE-IN RULES**

The following rules and regulations of the New York State Board of Elections are current with amendments issued through 2015 and the Laws of 2016. Standards for determining write-in votes are from section **6210.13 (12)**.

## **STANDARDS FOR DETERMINING WRITE-IN VOTES**

The State Board hereby adopts the following regulations to provide for uniform, nondiscriminatory standards for establishing what constitutes a vote and what shall be counted as a vote for all categories of voting systems and voting procedures used in New York. This applies to any office or ballot question regardless of the voting system used:

### **Write-in votes are votes cast for a person whose name does not appear on the official ballot.**

- (i) Write-in votes for persons whose names appear on the official ballot for that office or party position shall not be counted.
- (ii) A write-in vote may be cast by the use of a name stamp.
- (iii) A write-in vote must be cast in the appropriate place on the machine, or it shall be void and not counted.
- (iv) A voter need not write in the first and last name of a candidate in every situation; the standard is whether the election inspectors can reasonably determine the intent of the voter when they cast their ballot.

## **DETERMINING VOTES ON OPTICAL SCAN VOTING SYSTEMS AND PAPER BALLOTS**

These standards are from **section 6210.15** of New York State Election Law.

- (a) Standards indicating a valid vote. A vote cast on a paper ballot shall be the choice made by a voter, not to exceed the maximum allowable votes per race or question than the number for which the vote is eligible to vote, by: (the examples below in this section apply to all types of voting position target areas on ballots, regardless of what form they may take e.g. rectangle, oval, circle, square, open arrow):
  - (1) Voter indicates vote choice by consistently filling inside the entire voting position target;
  - (2) Voter indicates choice by consistently filling in less than the entire voting position target for all vote choices on the ballot and the ballot is processed in a manner consistent with the procedures provided and approved for the voting system;
  - (3) Voter indicates vote choice by consistently placing a distinctive mark, such as properly filled in voting position targets, a cross mark "X," a checkmark "✓," a circle "O", or complete an open arrow "<--" inside the associated voting position target area for a candidate choice or ballot question;

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- (4) Voter marks vote choices by circling the entire voting position target area for a candidate or ballot question;
- (5) Voter writes in or stamps the name of a candidate in the designated write-in space for that race, even if the write-in square, oval or arrow is not marked;
- (6) A write-in vote in addition to a vote for another candidate for the office, with a greater number of choices of different candidates than the number for which he or she is lawfully entitled to vote, the vote shall not be counted for that contest, but shall be counted in all other contests in which there are not overvotes and the voter's choices can be clearly determined.

### **GUIDING PRINCIPLES FOR BALLOTS WITH WRITE-IN VOTES**

- A write-in vote must be cast in the correct column:
  - “A write-in vote must be cast in the appropriate place on the machine, or it shall be void and not counted.” **[6210.13 (12) (iii)]**
- A write-in vote must be written in the appropriate space on the ballot:
  - “...in a space that appears at the bottom of the column (for horizontal ballots) or at the end of the new row (for vertical ballots), containing the title of the office” **[7-122 (1) (3) (3)].**
- The law specifically prohibits the counting of any write-in vote cast for a candidate who is already on the ballot.
  - “Write-in votes for persons whose names appear on the official ballot for that office or party position shall not be counted.” **[6210.13 (12) (i)].**

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Following the **Established Write-in Rules**, Write-in Clerks and Verification Clerks use Write-in Forms to record and verify all write-in votes (except overvotes). Write-in Forms are not completed for any contest on a ballot that has an overvote. S-Elect Clerks review each completed and verified Write-in Form, and use the **Established Write-in Rules** to make system entries that determine if the write-in candidate vote counts.

### WRITE-IN CLERKS:

It's important to note the maximum number of votes for each contest. Write-in Clerks must look at the voting instructions to determine the number of possible votes in a contest. If ballot instructions for a contest state, "Vote for one," the maximum number of possible votes for the contest is one (1). If the instructions state, "Vote for any six," the maximum number of possible votes is six (6). If a voter chooses less than the maximum number of votes allowed for a contest, that ballot will have undervotes for that contest. In the example of voting for any six, if the voter chooses four, there will be two undervotes for that contest.

- Step 1. Begin with the first scanner from the poll site in a zone. For all write-in votes, record the page number, HASNO, ED/AD, party (**for Primary elections only**), ballot image file name, office, and write-in names on the Write-in Form **exactly** as it appears on the ballot. Even if the name is misspelled, write the name exactly as it's written on the ballot. Decisions regarding the normalization of names will be made later in the process when Board staff enter the write-in names into S-Elect.
- Step 2. Starting with the first ED/AD within the poll site, review all ballot images for every contest to find write-in votes.
- Step 3. Follow the **Established Write-in Rules** for all write-in votes found. This process determines the standards for write-in votes and using Write-in Forms.
  - Use one Write-in Form per ballot to record the write-in votes.
  - If the write-in votes for every contest on a single ballot will not fit on one Write-in Form, use additional forms. Include the page number on each sheet.
  - If three Write-in Forms are used to record votes from a ballot, on page two, write 2 of 3. On page three, write 3 of 3. Use this numbering process so that it's clear how many Write-in Forms are assigned to each ballot.
  - Be sure to record the entire **Ballot Image File Name, including any preceding zeroes**.
- Step 4. If ballot images are unavailable in EMS or unclear, open the Ballot Bin Liner Case and review the write-in votes for those paper ballots. Use authorized tracking procedures to unseal and reseal the Ballot Bin Liner Case.

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- Step 5. Once all write-in votes from a single ballot are reviewed and recorded, the clerks sign the Write-in Form.
- Step 6. Place the signed Write-in Form for the ballot face down to build a stack of “completed” Write-in Forms.
- Repeat this process for every ED/AD in the poll site zone.
  - Keep the signed Write-in Forms in the order in which the ballot images were displayed. When it’s time for the Verification Clerks to review the forms, the write-in votes will be in the same order.
- Step 7. After an entire scanner of ballots has been reviewed, return all the completed Write-in Forms from that scanner to the Chain of Custody Clerks or to the checkout/check in area.

### VERIFICATION CLERKS:

The Verification Clerks review all ballots from the poll sites previously reviewed by Write-in Clerks. This helps to ensure that all the write-in votes have been captured and recorded accurately.

- Step 1. Receive from Chain of Custody Clerks the Write-in Forms completed by Write-in Clerks.
- Step 2. Begin with the first ballot from the first ED/AD in the poll site zone. Check every contest for write-in votes.
- Step 3. The write-in ballots should be in the same order processed by the Write-in Clerks. Make sure the ballot file name on the completed form matches the ballot file name on the computer screen, including any preceding zeroes.
- Step 4. If the ballot images are unavailable in EMS or unclear, open the Ballot Bin Liner Case and review the paper ballots for the write-in votes. Use authorized tracking procedures to unseal and seal the Ballot Bin Liner Case.
- Step 5. Compare the write-in votes recorded on the Write-in Form to all write-in votes for the ballot image on the screen. Make sure each write-in vote meets the **Established Write-in Rules** listed in this section.
- Step 6. Once all write-in votes on the ballot are reviewed and verified, the clerks sign the Write-in Form. Repeat this process for every ED/AD in the poll site zone.
- Step 7. After all ballots are reviewed and verified, return all the completed Write-in Forms from the scanner to the Chain of Custody Clerks or to the checkout/check in area.

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## **PRODUCING THE EDIT REPORT & RESOLVING EDITS**

After all entries into S-Elect are complete (**Emergency ballots + Recanvass results + Write-ins**), the Leads generate an Edit Report from S-Elect. The Edit Report is used to check for errors with the results. It will display every instance for each election district (ED) where the number of votes exceeds the number of enrolled voters for that party or the number of votes exceeds the number of ballots cast.

### **LEADS:**

- Step 1.           Print the Edit Report from S-Elect and review errors, if any.
- Step 2.           Research the cause of the errors and make corrections in S-Elect.
- Step 3.           After all errors that can be resolved are corrected in S-Elect, reprint the Edit Report and provide it to the Chief and Deputy Chief. Any errors that can't be corrected must be explained in writing.

## WRITE-IN SCENARIOS

**Reminder:** Follow the **Established Write-in Rules**. Write-in Clerks and Verification Clerks use Write-in Forms to record and verify all write-in votes (**except overvotes**). Write-in Forms are not completed for any contest on a ballot that has an overvote.

Write-in Description	Action Taken by Bipartisan Teams
1. The voted write-in candidate does not match a candidate name already listed on the ballot for the same contest, and there <b>are not</b> more votes cast than possible votes for the contest, known as overvotes.	Complete a Write-in Form for the candidate and record the name exactly as it appears on the ballot.
2. More than one contest has write-in votes on the ballot.	Follow the <b>Established Write-in Rules</b> and record all write-in votes for that ballot on the same Write-in Form.  Use additional Write-in Forms if more space is needed. Include the page number on each sheet.
3. The next ballot with write-in votes is found.	Use a new Write-in Form. Each Write-in Form represents one ballot unless more than one is needed to record all the votes.
4. The voted write-in candidate name exactly matches a candidate name already listed on the ballot for the same contest.	Complete a Write-in Form for the candidate and record the name exactly as it appears on the ballot.
5. The voted write-in candidate name closely resembles a candidate name already listed on the ballot for the same contest, but does not match exactly.	Complete a Write-in Form for this candidate and record the name exactly as it appears on the ballot.
6. The write-in oval is darkened or checked, but there is no name written.	Complete a Write-in Form and use the words "No Name" for the candidate name.
7. The write-in oval <b>is not</b> darkened or checked, but a name is written in the write-in space.	Complete a Write-in Form for this candidate and record the name exactly as it appears on the ballot.
8. The voted candidate name is a picture or drawing.	Complete a Write-in Form and use the words "No Name" for the candidate name.
9. The write-in has just the candidate's First name.	Complete a Write-in Form for this candidate and record the name exactly as it appears on the ballot.
10. The write-in has just the candidate's Last name.	Complete a Write-in Form for this candidate and record the name exactly as it appears on the ballot.
11. The write-in for the candidate's name is not in English.	Complete a Write-in Form and use the words "Non English Name" for the candidate name.

Bipartisan teams are to be used for every stage of the canvass/recanvass

<b>Write-in Description</b>	<b>Action Taken by Bipartisan Teams</b>
12. A stamp with the candidate’s name is used for the write-in.	Complete a Write-in Form for this candidate and record the name exactly as it appears on the ballot.
13. The write-in is a phrase instead of a name.	Complete a Write-in Form and record the words exactly as they appear on the ballot.
14. The voter’s intent for the write-in cannot be determined from the ballot image.	Show this to the Leads and review the paper ballot to make a determination on voter intent. Complete a Write-in Form if a candidate can be confirmed. If a candidate cannot be confirmed, complete a Write-in Form and write the words “No Name.”
15. Write-in listed in write-in field and another name written outside the field.	<b>DO NOT COMPLETE A WRITE-IN FORM.</b> A name written outside the voting field makes this contest Void
16. There is a completed Write-in Form with no matching ballot.	The wrong ED/AD may be on the form. Use EMS to find the ballot file name to make this determination. If found, make corrections on the Write-in Form. If not found, put aside, show the Leads and the Leads will destroy the form.
17. A write-in is found without a completed Write-in Form.	Check the stack of all Write-in Forms for that zone. Complete a Write-in Form for the candidate if a completed form is not found.
18. A write-in is found, but the completed Write-in Form is for a different contest than the voter selected.	Show this to the Leads to confirm. Draw a single line through the contest name, the Verification Clerks initial it and make the correction to the existing Write-in Form so it matches the voter selection on the ballot.
19. A write-in is found, but the completed Write-in Form is for other write-in votes on the ballot.	Show this to the Leads to confirm. If the completed form is missing a write-in vote, add the write-in to the existing form.
20. Any other write-in scenario.	Have the Commissioners or their designees make a determination.

**PLEASE NOTE**

All write-in votes are recorded and verified, however, a final determination of each write-in is made during the normalization of names at S-Elect entry. Votes that do not meet New York Election Law statute will not count.

Bipartisan teams are to be used for every stage of the canvass/recanvass

## S-ELECT ENTRY OF VERIFIED WRITE-IN NAMES

A final determination on all verified write-in votes is made at this stage. Clerks normalize the names, including making spelling corrections for S-Elect entry. Following the **Established Write-in Rules** during S-Elect entry, Clerks choose the appropriate category for the votes to be tallied.

Write-in Description	Action Taken by Bipartisan Teams
1. The voted write-in candidate does not match a candidate name already listed on the ballot for the same contest, and there <b>are not</b> more votes cast than possible votes for the contest, known as overvotes.	Enter the candidate name in S-Elect. <b>If the write-in name is Jane Doe, enter Jane Doe in S-Elect.</b>
2. The Write-in Form has write-in votes for more than one contest.	For each contest that has a write-in vote, enter the candidate names in S-Elect.
3. The spelling of the name is incorrect.	Enter the name in S-Elect so that its spelling matches the spelling of other instances of the same name. This is part of the normalization process.
4. The voted write-in candidate name exactly matches a candidate name already listed on the ballot for the same contest.	Enter “uncounted write-in per statute” in S-Elect.
5. The voted write-in candidate name closely resembles a candidate name already listed on the ballot for the same contest, but does not match exactly.	If the clerks determine the write-in name is the candidate listed on the ballot for the contest, enter “uncounted write-in per statute” in S-Elect.  If it’s determined that the write-in name is not the candidate listed on the ballot for the contest, enter the name in S-Elect following the <b>Established Write-in Rules</b> .
6. “No Name” is written on Write-in Form.	Enter “unattributable write-in” in S-Elect.
7. The write-in has just the candidate’s First name.	Enter “No Last Name” in S-Elect.
8. The write-in has just the candidate’s Last name.	Enter “No First Name” in S-Elect.
9. The write-in for the candidate’s name is not in English.	Enter “Non English Name” in S-Elect.
10. Presidential contest <u>only</u> : the name is not on the certified write-in list of candidates.	Enter “non certified write-in” in S-Elect.

Bipartisan teams are to be used for every stage of the canvass/recanvass

<b>Write-in Description</b>	<b>Action Taken by Bipartisan Teams</b>
<p>11. Presidential contest <u>only</u>: <b><u>the name is on the certified write-in list</u></b> of candidates.</p>	<p>Enter the name in S-Elect exactly as it appears on the Official Write-in Candidates for President list.</p>
<p>12. A contest allows more than one candidate choice and the same write-in name is listed each time on the ballot for that contest.</p>	<p><b>Examples:</b>                      If the choice is vote for three candidates, and “Jane Doe” is listed three times, enter “Jane Doe” in S-Elect once for that contest. For the remaining number of candidate names allowed for this contest (2), enter “unattributable write-in.”                       If “Jane Doe” is listed twice and “Tom Doe” is listed once, enter the different candidate names “Jane Doe” and “Tom Doe” once for that contest in S-Elect. For the remaining choice (1), enter “unattributable write-in.”</p>
<p>13. The same write-in name is listed for more than one contest on the ballot.</p>	<p>Enter the candidate name in S-Elect for each contest listed on the ballot with the write-in name.</p>
<p>14. Any other write-in scenario.</p>	<p>Have the Commissioners or their designees make a determination.</p>

Bipartisan teams are to be used for every stage of the canvass/recanvass

## FORMS

See the following samples of Worksheets needed for Election Day canvass activities:

- **PMD Results Log Sheet** — audit trail and tracking for the PMD reading task
- **PMD Results Control Sheet** — accounts for and tracks PMDs for entire poll site
- **Completion List of PMDs Read** — accounts for and tracks PMDs for a poll site zone
- **Portable Memory Device (PMD) Error Log Sheet**
- **Discrepancy and Verification Worksheet**
- **List of Poll Sites with Discrepancies**
- **Poll Site Scanner Audit Worksheet Cover Page**
- **Poll Site Scanner Audit Worksheet**
- **Poll Site Scanner Audit Worksheet Certification of Oath**
- **Write-in Canvass List of Poll Sites**

PMD Results Log Sheet - For Leads  
 General Election  
 11/07/2017  
 Richmond

Poll Site ID: S0074  
 Poll Site Zone: 02  
 Poll Site Name: PS 60 Alice Austen  
 Poll Site Address: 55 Merrill Avenue  
 Number of Scanners at Poll Site: 3  
 Assigned PMDs:

Internal: 07A505130DE9  
 External: BOE201012686

Internal: 07A5041307DC  
 External: BOE201012683

Internal: 07A5041302F7  
 External: BOE201012704

Date/Time Checked Out:	
Date/Time Returned:	

Comments

Democrat Name:	
Republican Name:	
Democrat Signature:	
Republican Signature:	

Lead People Initials (Checked out)	Lead People Initials (Returned)

**PMD RESULTS LOG SHEET**

**PMD Results Control Sheet - For PMD Read Clerks**

**General Election**

**11/07/2017**

**Richmond**

**Poll Site ID:** S0074

**Poll Site Zone:** 02

**Poll Site Name:** PS 60 Alice Austen

**Poll Site Address:** 55 Merrill Avenue

**Number of Scanners at Poll Site:** 3      **Page 1 of 1 for this Poll Site**

**Date/Time:**


PMD ID	Located	Read	Comments
Internal 07A505130DE9 External BOE201012686	<input type="checkbox"/>	<input type="checkbox"/>	
Internal 07A5041307DC External BOE201012683	<input type="checkbox"/>	<input type="checkbox"/>	
Internal 07A5041302F7 External BOE201012704	<input type="checkbox"/>	<input type="checkbox"/>	

<p><b>Comments</b></p>
------------------------

<b>Democrat Name:</b>	
<b>Republican Name:</b>	
<b>Democrat Signature:</b>	
<b>Republican Signature:</b>	

**PMD RESULTS CONTROL SHEET**



Post Election Reading PMDs  
 Completion List of PMDs Read  
 November 07, 2017  
 Richmond

**Zone 01**

HASNO	Poll Site Name	Number of Scanner PMDs Expected	Number of PMDs Read	Number of PMDs Read Error
S0052	PS 35 The Clove Valley School	4		
S0054	New Lane Senior Center	2		
S0055	Staten Island Academy	2		
S0056	PS 19 The Curtis School	3		
S0057	PS 44 Thomas C. Brown	4		
S0058	PS 16 John J. Driscoll	2		
S0061	PS 40	2		
S0071	PS 18 John G. Whittier	4		
S0076	PS 39 Francis J. Murphy Jr.	4		
S0078	PS 30 Westerleigh	4		

Once all PMDs from the Zone have been read, Dem and Rep Completion Table Clerks sign below:

Dem Name	Signature	Date	Rep Name	Signature	Date
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**COMPLETION LIST OF PMDs READ**

PMD Error Log Sheet

Election Event Name

Election Date

Borough

DEM: \_\_\_\_\_  
*Signature*

REP: \_\_\_\_\_  
*Signature*



Zone	Poll Site	ED/AD	Scanner Letter	Ext. #	Int. #	Error Description	Resolution

**PORTABLE MEMORY DEVICE (PMD) ERROR LOG SHEET**

**Discrepancy and Verification Worksheet**

Recanvassed By:

Verified By:

Data Entry By:

Dem Lead Name	Signature	Date
---------------	-----------	------

Dem Lead Name	Signature	Date
---------------	-----------	------

Dem Lead Name	Signature	Date
---------------	-----------	------

Dem Lead Name	Signature	Date
---------------	-----------	------

Dem Lead Name	Signature	Date
---------------	-----------	------

Dem Lead Name	Signature	Date
---------------	-----------	------

Zone: 1

**General Election 2016 – 11/08/2016**

ED: 001 AD: 23

Poll Site: Q0106-Blessed Trinity Church

Queens

Q0028-PS 121-Queens

Democratic	Verification Initials (Dem/Rep)	2 <sup>nd</sup> Verification Initials (Dem/Rep)	Manual Canvass Initials (Dem/Rep)	S-Elect Complete? Initials (Dem/Rep)	S-Elect Verified? Initials (Dem/Rep)
	/	/	/	/	/

Justice of the Supreme Court 11 <sup>th</sup> Judicial District	Election Night Results	PMD Read Results	Central Scanner Recanvass Results	Recanvass Total	Verification Total	Re-Verification Total
Ernest F. Hart (Democratic)	252	251				

Representative in Congress 5 <sup>th</sup> Congressional District	Election Night Results	PMD Read Results	Central Scanner Recanvass Results	Recanvass Total	Verification Total	Re-Verification Total
Michael A. O'Reilly (Republican)	460	459				

**DISCREPANCY WORKSHEET/ DISCREPANCY REPORT**

**Post Election Recanvass and Verification**  
**List of Poll Sites with Discrepancies**  
 General Election 2016 - 11/08/2016  
 New York

**Zone 12**

HASNO	Poll Site	Recanvass Completed?		Verification Completed?		2nd Verification Completed?			Comments(if any)	Clerk Initials (Mandatory)
		Y	N	Y	N	Y	N	NA		
00001	Coler Hospital	Y	N	Y	N	Y	N	NA		
M0177	Julia Richman Education Campus	Y	N	Y	N	Y	N	NA		

Once all results listed on the Discrepancy Report from the Zone have been **Recanvassed and Verified** and if necessary verified a second time, Dem and Rep Lead People sign below.

Dem Name | Signature | Date

Rep Name | Signature | Date

Report Page 8 of 10

Zone 12 Ends

**LIST OF POLL SITES WITH DISCREPANCIES WORKSHEET**

**Post Election Audit - Audit Worksheet**  
**General Election 2016 - 11/08/2016 - Richmond**

Machine ID Serial Number(scanner unit number):	RH0010	Election Districts Served by Machine:	_____
Audit Number Drawn(see list of scanners to be audited):	_____	Ballot Styles Served by Machine:	_____
Poll Site HASNO:	S0006	Ballot Container Seal Number at beginning of Audit:	_____
Poll Site Name:	IS 27 Anning S. Prall	Ballot Container Seal Number Verification:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Poll Site Address:	11 Clove Lakes Place		
Poll Site Zone:	01		

*Individual Audit*

Date hand Count Begun:	_____	Date hand Count Completed:	_____
Audit Team Inspectors Name (print):		Seal Number Affixed at Completion of the Audit:	_____
1. _____		Audit Team Inspectors Name (Signatures):	
2. _____		1. _____	
3. _____		2. _____	
4. _____		3. _____	
		4. _____	

*Reconciliation Audit*

**Audit Team Supervisor Certificate**

We the undersigned Audit Team Supervisors, having completed the Audit Reconciliation Summary, do hereby recommend the Audit:

Initial Audit	<input type="checkbox"/> PASS	<input type="checkbox"/> FAIL
(If initial audit failed, 2nd Audit (6210.18(c)(3))		
2nd Audit	<input type="checkbox"/> PASS	<input type="checkbox"/> FAIL

Supervisor Name (print):	Supervisor Signature:
1. _____	1. _____
2. _____	2. _____

Seal Number Affixed at Completion of the Audit:	Date:
_____	_____

**Commissioner Certificate**

We the undersigned Commissioners, having reviewed the Audit Reconciliation Summary Report, do hereby direct the following:

The audit results confirm the electronically-tabulated results. No further action is required.

OR

The audit results DO NOT confirm the electronically-tabulated results, thus requiring the escalation of the audit, to level:  
 5% - 6210.18 (f) (1)  12% - 6210.18 (f) (3)  100% - 6210.18 (g) (4)

Date: \_\_\_\_\_

\_\_\_\_\_  
 (Commissioner Signature - or designee)

\_\_\_\_\_  
 (Commissioner Signature - or designee)

Remarks:

**POLL SITE SCANNER AUDIT WORKSHEET COVER PAGE**

NY0485

Post Election Audit - Audit Worksheet  
 Primary Election 2016 - 09/13/2016 - New York

	Tape Total	Ballot Bin Total																		
Ballot Count(number of ballots):																				
Democratic State Senator 31	Tape Results	Ballot Results	5	10	15	20	25	30	35	40	45	50	55							
Robert Jackson																				
	.60	.65	.70	.75	.80	.85	.90	.95	100	105	110	115	120	125	130	135	140	145		
	.150	.155	.160	.165	.170	.175	.180	.185	.190	.195	200	205	210	215	220	225	230	235		
Democratic State Senator 31	Tape Results	Ballot Results	5	10	15	20	25	30	35	40	45	50	55							
Marisol Alcantara																				
	.60	.65	.70	.75	.80	.85	.90	.95	100	105	110	115	120	125	130	135	140	145		
	.150	.155	.160	.165	.170	.175	.180	.185	.190	.195	200	205	210	215	220	225	230	235		
Democratic State Senator 31	Tape Results	Ballot Results	5	10	15	20	25	30	35	40	45	50	55							
Micah Lasher																				
	.60	.65	.70	.75	.80	.85	.90	.95	100	105	110	115	120	125	130	135	140	145		
	.150	.155	.160	.165	.170	.175	.180	.185	.190	.195	200	205	210	215	220	225	230	235		
Democratic State Senator 31	Tape Results	Ballot Results	5	10	15	20	25	30	35	40	45	50	55							
Luis Tejada																				
	.60	.65	.70	.75	.80	.85	.90	.95	100	105	110	115	120	125	130	135	140	145		
	.150	.155	.160	.165	.170	.175	.180	.185	.190	.195	200	205	210	215	220	225	230	235		
		Tape Results	Ballot Results	5	10	15	20	25	30	35	40	45	50	55						
Blank/Undervote																				
Write-in																				
Overvote																				

POLL SITE SCANNER AUDIT WORKSHEET

**OATH OF OFFICE**

Swear in Audit Inspector officials as election officials:

"I, \_\_\_\_\_ (insert name) the undersigned do solemnly swear (or affirm) that I will support the Constitution of the United States of America and the State of New York; and that I will faithfully discharge the duties of the office of Audit Inspector for the County of \_\_\_\_\_ according to the best of my ability, that I am a registered voter and resident of such county, that I do not hold any public office, am not a candidate for any office to be voted for by the voters at this election or the spouse, parent or child of such candidate, that I have not been removed or otherwise disqualified as an election worker and am able to speak and read the English language and write it legibly."

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Keep original oath on file, and provide a copy to the audit team member.

**OATH OF OFFICE**

Swear in Audit Inspector officials as election officials:

"I, \_\_\_\_\_ (insert name) the undersigned do solemnly swear (or affirm) that I will support the Constitution of the United States of America and the State of New York; and that I will faithfully discharge the duties of the office of Audit Inspector for the County of \_\_\_\_\_ according to the best of my ability, that I am a registered voter and resident of such county, that I do not hold any public office, am not a candidate for any office to be voted for by the voters at this election or the spouse, parent or child of such candidate, that I have not been removed or otherwise disqualified as an election worker and am able to speak and read the English language and write it legibly."

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Keep original oath on file, and provide a copy to the audit team member.

**OATH OF OFFICE**

Swear in Audit Inspector officials as election officials:

"I, \_\_\_\_\_ (insert name) the undersigned do solemnly swear (or affirm) that I will support the Constitution of the United States of America and the State of New York; and that I will faithfully discharge the duties of the office of Audit Inspector for the County of \_\_\_\_\_ according to the best of my ability, that I am a registered voter and resident of such county, that I do not hold any public office, am not a candidate for any office to be voted for by the voters at this election or the spouse, parent or child of such candidate, that I have not been removed or otherwise disqualified as an election worker and am able to speak and read the English language and write it legibly."

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Keep original oath on file, and provide a copy to the audit team member.

**OATH OF OFFICE**

Swear in Audit Inspector officials as election officials:

"I, \_\_\_\_\_ (insert name) the undersigned do solemnly swear (or affirm) that I will support the Constitution of the United States of America and the State of New York; and that I will faithfully discharge the duties of the office of Audit Inspector for the County of \_\_\_\_\_ according to the best of my ability, that I am a registered voter and resident of such county, that I do not hold any public office, am not a candidate for any office to be voted for by the voters at this election or the spouse, parent or child of such candidate, that I have not been removed or otherwise disqualified as an election worker and am able to speak and read the English language and write it legibly."

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Keep original oath on file, and provide a copy to the audit team member.

**POLL SITE SCANNER AUDIT WORKSHEET CERTIFICATION OATH**

Post Election Write-In Canvass

List of Poll Sites

February 14, 2017

New York

**Zone 14**

HASNO	Poll Site Name	Write-In Canvass Completed?	Comments
11489	Bonifacio Cora Texidor Housing for the Elderly	Y N	
11514	Henry J. Carter	Y N	
M0015	Triangle House	Y N	
M0051	PS 133	Y N	
M0064	Jackie Robinson Complex	Y N	
M0067	PS 7	Y N	
M0105	Harlem Renaissance HS	Y N	
M0122	Riverton Apts	Y N	
M0132	Riverbend Housing	Y N	

Once all write-ins from the Zone have been canvassed, Dem and Rep Lead People sign below:

Dem Name	Signature	Date	Rep Name	Signature	Date
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Report Page 2 of 2

Zone 14 Ends

**WRITE-IN CANVASS LIST OF POLL SITES**