Oklahoma State Election Board

Canvass and Certify Elections Kit

2013 Elections

All references in this document to the Hart Voting System *County Level Election Event Guide* (CLEEG) are to Version 6300-009 65H (State Election Board 9/12) which was posted on VRIS on September 18, 2012.

3/25/2013

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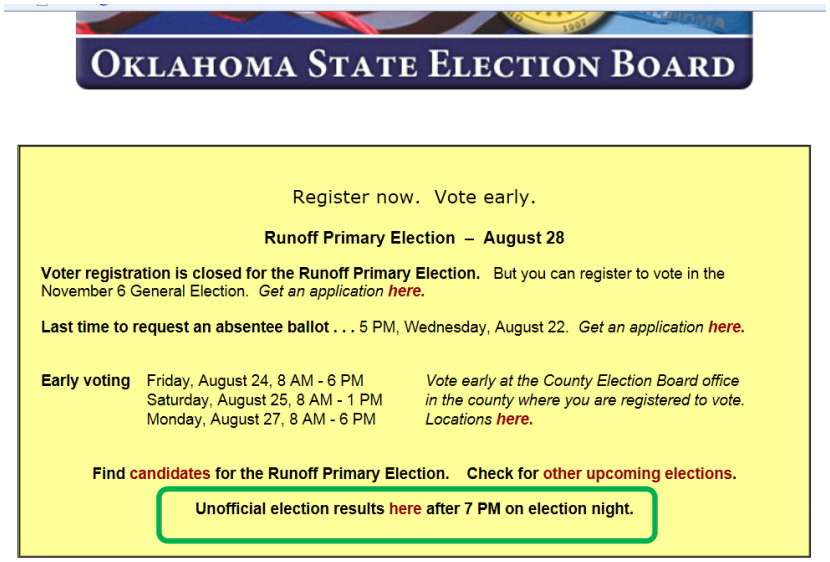
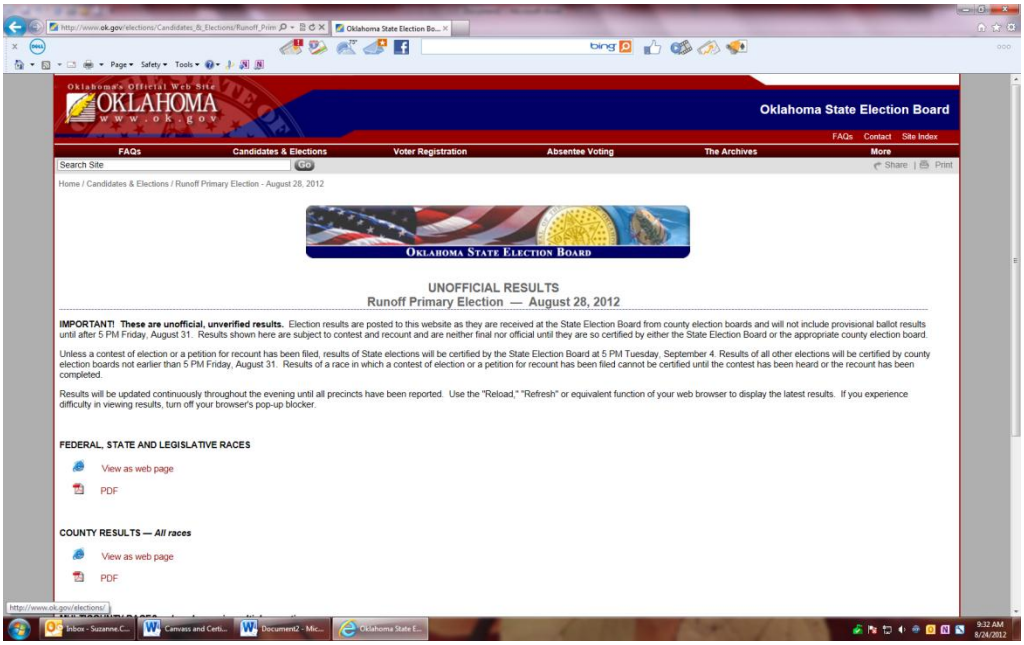
Day Before Election

Public Display of Results on Election Night

Visitors to the State Election Board's homepage (http://elections.ok.gov) on election night will be able to view the results for all elections – federal, state, county, school district, municipal. A direct link to the election results will be displayed in the yellow box below the State Election Board banner.



Clicking on the results link will take a user to the election night "Unofficial Results" page.



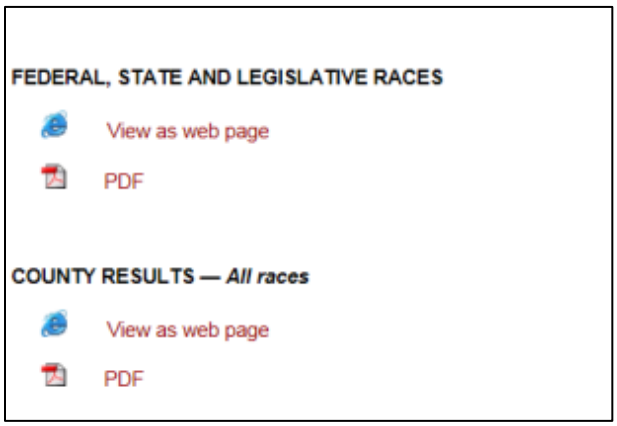
This page allows the user to navigate to three separate results pages which may be viewed either as web pages or as PDFs.

- **Federal, State, Legislative and Judicial Races –** This is one list of all Federal, State, Legislative and Judicial races organized in office order – Presidential, Congressional, State Senate, State House, and Judicial – then in numerical order by district. State Questions are included on this page.
- **County Results – All Races –** There are two links.
    - View as web page – Click this link to go to a page with a dropdown list of counties and a "Go to County" button. Select a county from the list and click the button to see a page of that county's full results – federal, state, county and any special elections for other entities.
    - PDF – Click this link to open a very long PDF document. It is arranged in alphabetical order by County Name. Scroll through the pages of the document or use the Go To feature of Adobe Reader to find a particular county's results.
- **Multicounty Races – Local races in multiple counties –** This is one list of multi-county school districts and/or municipalities organized in alphabetical order by entity name. It also has a dropdown list of entities and a Go to Entity button for easier navigation to a particular entity's results.

Also available on this page are "Downloadable Data Exports" in both CSV or XML formats. (County Election Board personnel should have no need to use the Downloadable Data Exports.)

To View as Web Page

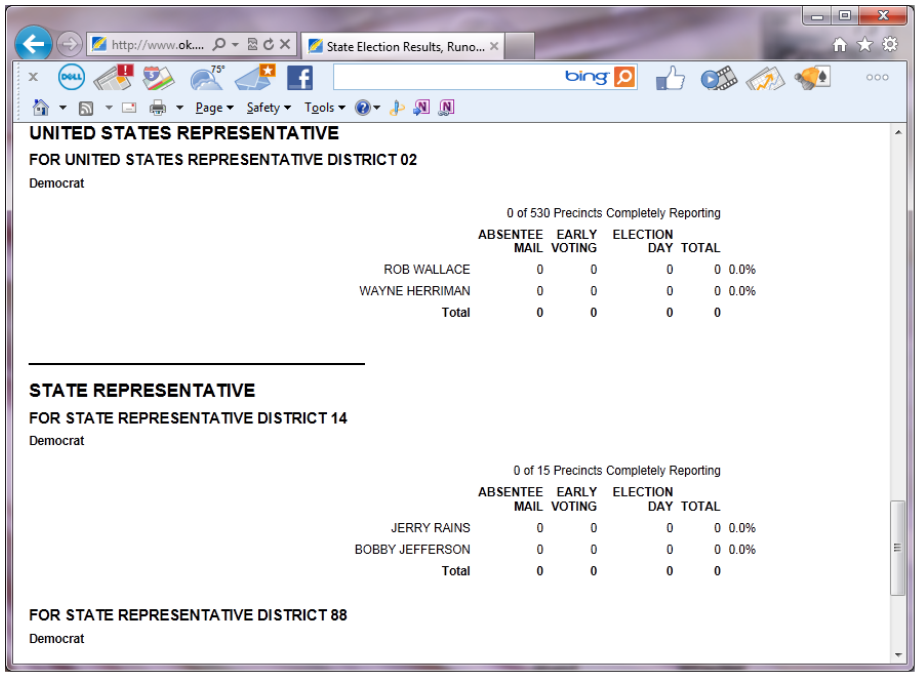
To view a specific results web page, click "View as web page" under the desired heading.



To see the results for a specific office or question, the user can select the office from a dropdown list and click the Go to Office button.

For example, a user who wants to see the United States Representative – District 2 results may select that office from the "Select an Office" list, and then click the "Go to Office" button.

The list will move to display the results for the selected office.

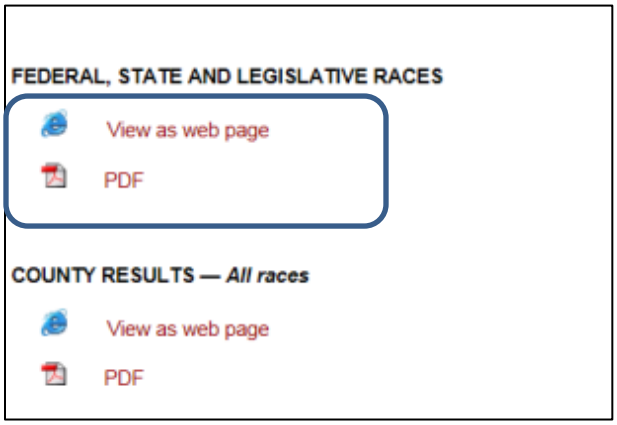


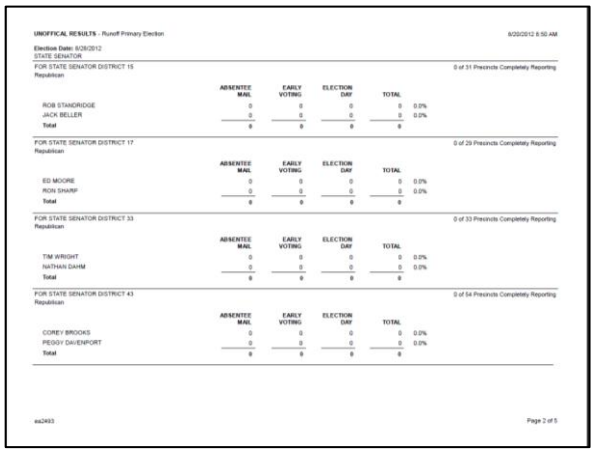
The County Results page has a “Select a County” list and a “Go to County” button for quick navigation to your county's results.

The Multicounty results page gives the option to “Select an Entity” and a “Go to Entity” button, which displays the results from the control county and each affected county. The results displayed are total results and are not separated by county on this page.

To View a PDF

On the Unofficial Results page, click “PDF” to open a report that includes race results for **all offices** listed on the selected results page. This PDF is actually a MESA report, and the report's format is similar to that of other MESA reports. The user can scroll down through the report to find a specific office or can use Go To in Adobe Reader (Click on the View menu and then click Go To). The user may print the entire PDF (not recommended) or selected pages of the PDF and also may save the PDF to the computer.





No Scrolling Screen for Results

A "scrolling screen" for displaying election results is not available. In order to keep the displayed results current and accurate, someone must refresh the results web page periodically. The easiest way to refresh a web page is to press the F5 key on the computer keyboard. When you navigate to a specific place on a results page – either to an office, a county, or a multi-county entity – and then refresh that

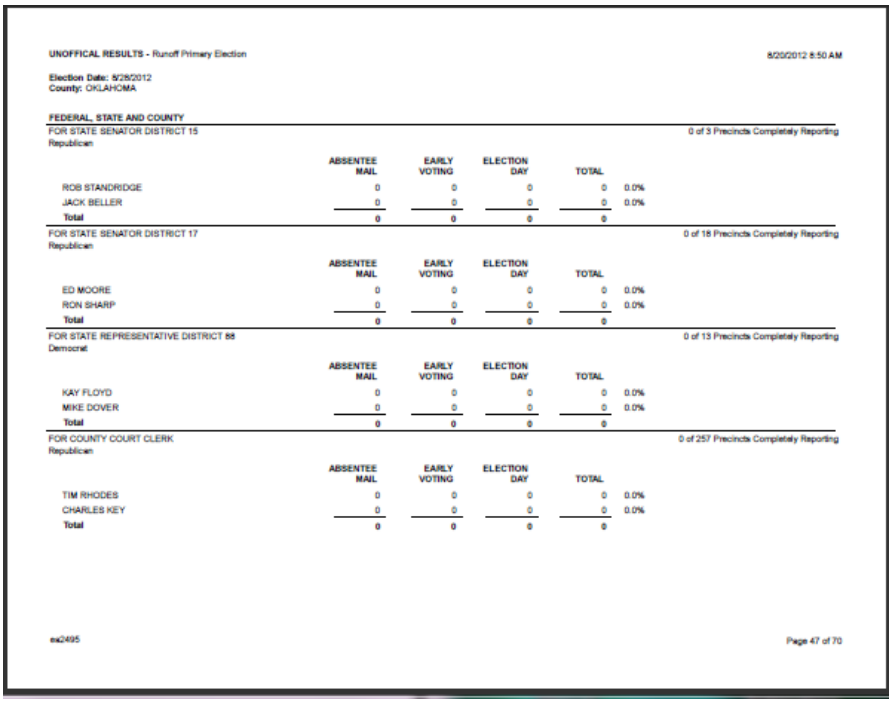
page to update the results, you will be returned to the same location on the page when the refresh is completed.

Election Night Reports

PDFs of the results from the website can be printed at any time throughout election night. Each time a PDF is requested, a MESA report is opened listing the most recent results on that page. Please be aware that the PDF from each results page contains **all races and results** listed on that results page. These files, especially from the Federal, State, Legislative and Judicial Results page, contain many, many pages.

You should scroll through the County Results and Multi-County Results PDFs or use the Go To function in Adobe Reader and then print only the range of pages applicable to your county. The PDFs are formatted so that each county's or multi-county entity's results begin on a separate page.

Following is a single page of the County Results PDF, showing results for races in Oklahoma County at the Runoff Primary Election. Notice that this is page 47 of a 70 page report. The County Results PDF for the General Election contains hundreds of pages.



UNOFFICAL RESULTS - Runoff Primary Election 8/20/2012 8:50 AM

Election Date: 8/28/2012
County: OKLAHOMA

FEDERAL, STATE AND COUNTY

FOR STATE SENATOR DISTRICT 15 — 0 of 3 Precincts Completely Reporting
Republican

	ABSENTEE MAIL	EARLY VOTING	ELECTION DAY	TOTAL	
ROB STANDRIDGE	0	0	0	0	0.0%
JACK BELLER	0	0	0	0	0.0%
Total	0	0	0	0	

FOR STATE SENATOR DISTRICT 17 — 0 of 18 Precincts Completely Reporting
Republican

	ABSENTEE MAIL	EARLY VOTING	ELECTION DAY	TOTAL	
ED MOORE	0	0	0	0	0.0%
RON SHARP	0	0	0	0	0.0%
Total	0	0	0	0	

FOR STATE REPRESENTATIVE DISTRICT 88 — 0 of 13 Precincts Completely Reporting
Democrat

	ABSENTEE MAIL	EARLY VOTING	ELECTION DAY	TOTAL	
KAY FLOYD	0	0	0	0	0.0%
MIKE DOVER	0	0	0	0	0.0%
Total	0	0	0	0	

FOR COUNTY COURT CLERK — 0 of 257 Precincts Completely Reporting
Republican

	ABSENTEE MAIL	EARLY VOTING	ELECTION DAY	TOTAL	
TIM RHODES	0	0	0	0	0.0%
CHARLES KEY	0	0	0	0	0.0%
Total	0	0	0	0	

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If you have a County Election Board website, or if the County Election Board is represented on a county website, a link to the State Election Board's homepage should be posted there for access to election results. Users easily can navigate to the three results pages from the State Election Board homepage.

From the County's Hart Computer to the State Election Board Web Page

Results on election night are uploaded from your Hart computer to a Hart computer at the State Election Board office running a program called Fusion. Once the results are received in Fusion they are transferred to MESA, and finally posted to the State Election Board website. This process has been automated as much as possible, but some manual steps are involved in the transfer from the Hart computer to the MESA system.

Results should be received in MESA and be posted to the website within 10-15 minutes after you read and tabulate an MBB.

Once the results are in MESA, you also will be able to print the Election Summary Results report (ea2480) or the Election Summary Results by County report (ea2482) and the Precinct Results report (ea2410) from MESA as needed throughout the evening.

Also, the Unofficial Certification Report – Pre-Provisional (ea2465) now will be available on election night a few minutes after you exit Tally on the Hart computer and affirm that all election night MBBs have been read and tabulated (CLEEG page 76). You either may print the Unofficial Certification Report at the end of the evening on election night, or you may wait until Wednesday morning.

Results Reporting Testing

The State Election Board staff tests the election results reporting system on Tuesday preceding any election. The County Election Board must perform the steps on CLEEG pages 43 – 55 prior to 10 a.m. that morning and must plan to read and tabulate the test MBB between 10 a.m. and 11 a.m.

Test results should be available in MESA within 15–20 minutes after you read and tabulate the MBB. You will not be able to see the test results on the website.

If, however, your results do not appear in MESA within 20 minutes, check back every few minutes until they are there. Do not call the State Election Board if it takes longer than 20 minutes for the results to appear in MESA. (More than likely, we have discovered an error on our side in the reporting system and are working to diagnose and fix it. The purpose of this test is to verify that the State Election Board side of the results reporting process is working correctly for each election. It is not an indication that you have done anything wrong.)

If we do not receive your test results through the Hart system, we will call you.

Finalize Election Database in EDM

Before you can begin the process of reading and tabulating MBBs on election night, you must finalize the election database in EDM so that it then can be imported into Tally.

You must finalize the database in EDM between 8 a.m. and noon on Monday before the election.

Remember that you cannot write more MBBs for the election once the database is finalized in EDM. Verify that you have a sufficient number of unused election mode MBBs remaining for spare eScans, for election night recounts, and for processing provisional ballots before you perform these steps. Also verify that you have archived the database before you finalize it. (See CLEEG pages 32 – 34.)

Follow the instructions on CLEEG pages 64 – 65 to finalize the database.

Delete All Old Tally Databases

Prior to election day, log into Tally and delete all test and election mode databases, including the test mode Tally database for the current election. Deleting all old Tally databases before you create the official election mode Tally database for the current election ensures that you will not accidentally open the wrong database on election night. Follow the steps outlined on CLEEG page 56 to delete old test mode and election mode Tally databases.

Import Database into Tally

You must import the election database into Tally before you can begin reading and tabulating MBBs. Create your official Tally database and send the Zero Export to the State Election Board by noon on Monday.

Follow the steps on CLEEG pages 66 – 67. Be certain that you select the **Locked BOSS DB** for this election in step 5 on page 66.

Save the new official Tally database with the name of the election, the word "OFFICIAL" and the election date, as illustrated in step 6 at the bottom of CLEEG page 66.

Generating a Zero Report in Tally

After importing the election database into Tally, you must export a Zero Results Report to the State Election Board and print a copy of the Cumulative Report showing zero results.

Follow the steps on CLEEG pages 68 – 69 to perform these steps.

Election Day

Canvass Election Returns

Affected Counties with No Votes Cast.

If the only election you have is for an entity for which yours is an affected county and if you have zero votes cast – zero mail, zero early, and zero election day – you still must do these things:

- Read and tabulate the mail absentee MBB.*
- Read and tabulate the early voting MBB.*
- Read and tabulate the polling place MBB.*
- Read and tabulate the election night recount MBB.*
- Print a Cumulative Report and a Precinct Report from Tally.
- Exit Tally and click the Yes button in the Confirm Election Night MBBs window.

*Remember – you must first have installed the MBB in an eScan, predefined it, opened the polls, and then have suspended or closed the polls on each eScan in order to be able to report zero results to the State Election Board.

Counting Mail and Nursing Home Absentee Ballots

NOTE: Canadian, Cleveland, Oklahoma, and Tulsa Counties may use the Ballot Now computer and a high-speed scanner instead of an eScan to count absentee ballots. See CLEEG, Appendix A, pages 87 – 100 for Ballot Now instructions.

Counting of absentee ballots received by mail and from nursing home voters may not begin earlier than 7 a.m. on election day. Absentee ballots are counted in the presence of the members of the County Election Board.

NOTE: Federal write-in absentee ballots, ballots that were e-mailed to uniformed services and overseas voters, and ballots returned by fax from uniformed services or overseas voters shall be counted on the same voting device used to count mail and nursing home absentee ballots. Such ballots first shall be remade by the members of the County Election Board as outlined on pages 18 – 20 of this *Kit*.

<u>Preparing the ballots</u>

1. Follow the procedure for opening outer envelopes and examining affidavits outlined in the *Secretary's Digest*, Absentee Voting, Section 11-43. Keep each outer envelope and the affidavit envelope together until a decision to accept or to reject the affidavit has been made by the County Election Board.
2. Properly executed affidavit envelopes shall be opened by the County Election Board, and the ballot envelopes shall be removed as outlined in *Secretary's Digest*, Absentee Voting 11-44.
3. The unopened ballot envelopes shall be placed inside a ballot box of the type described in *Secretary's Digest*, Absentee Voting, Section 11-20(b) or a container of similar size. The ballot box shall be shaken to mix the ballot envelopes.
4. The ballot envelopes shall be removed from the box. The ballot envelopes shall be opened, and the ballots removed. If an Oklahoma Voter Registration Application form has been enclosed inside the ballot envelope by an inactive voter, remove it, and set it aside to be processed later. Proceed to the next step.

Preparing the Voting Device

5. Assign a County Election Board employee to operate the voting device to be used to count mail and nursing home absentee ballots. You may use more than one voting device to count mail and nursing home absentee ballots.
6. If it has not been done previously, predefine the voting device using the Ballot Now polling place ID from the Polling Place List – Early Voting – Summary report printed from EDM (CLEEG pages 28 – 31) and an unused election mode MBB. See CLEEG page 39 – 40, "Predefining for Mail and Nursing Home Absentee Voting."
7. Follow the instructions on CLEEG page 61, "Part 2: Processing Absentee by Mail Ballots on the eScan," step 1, to open the polls on the voting device, and step 2 to set the voting device to accept automatically all ballots as they are marked. (Only properly marked contests will be counted.)
8. The person assigned to operate the voting device shall insert the absentee ballots one at a time into the voting device until all absentee ballots received to that point have been counted. This procedure shall be repeated as necessary if additional absentee ballots are received prior to 7 p.m.
    a. In no event shall fewer than 12 absentee ballots be counted at any one time unless fewer than 12 absentee ballots have been received for the election or after the initial count is completed.
    b. In the event that a ballot is so badly damaged or mutilated that it cannot be read by the voting device, the procedure described on pages 18 – 20 of this *Kit* shall be observed.
    c. In no event shall the MBB used to count absentee ballots be read or tabulated in Tally prior to 7 p.m.
9. When all absentee ballots received prior to 7 p.m. have been scanned into the voting device, the polls shall be suspended on the voting device and three copies of the Detail Report shall be printed. See CLEEG pages 61 – 62, steps 4 and 5. You cannot print a Tally Report from this voting device.

Secure the Ballots

10. The person who operated the voting device shall remove all the counted ballots from the ballot box and shall place them in a ballot transfer case. The ballot transfer case shall be sealed with a long white State Election Board seal, and the seal shall be signed by the voting device operator and by the County Election Board members.

11. The sealed ballot transfer case containing counted mail and nursing home absentee ballots shall be placed in the Sheriff's custody along with all ballots received from polling places.

Marking Substitute Ballots to Count Mutilated Ballots, Federal Write-in Ballots, Faxed Ballots, and E-Mailed Ballots

This procedure replaces *Secretary's Digest*, Absentee Voting Section 11-69, "Procedure for counting mutilated ballots" and Section 11-70, "Marking substitute ballot to count write-in ballots, faxed ballots, and ballots transmitted to voters by electronic mail," both of which were dated July 1, 2011.

(1) **Mutilated ballots.** In the event that a ballot is mutilated or damaged in one of the following ways so that it cannot be read by the voting device, the procedure outlined in (b) of this Section shall be observed.

(1) The ballot is mutilated by the voting device during the counting process.

(2) The ballot is damaged by County Election Board personnel when the ballot envelope is opened.

(3) The ballot is damaged because the voter folded it incorrectly, altered the ballot's original size and/or shape, marked through a bar code, or attempted to correct an error by using correction fluid.

(b) **Marking substitute ballots.** In the event that the County Election Board must count a regular absentee ballot received by fax from a uniformed services or overseas voter, an absentee ballot originally transmitted to a uniformed services or overseas voter by electronic mail, or a federal write-in absentee ballot the following procedure shall be observed.

(1) A regular ballot returned by fax shall be counted for all offices and questions for which the voter's markings can be discerned.

(A) The Secretary shall provide a blank absentee ballot for the appropriate precinct.

(B) The Chairman of the County Election Board shall read the voter's choice for each office and question on the ballot and the Vice Chairman shall mark the ballot.

(C) The Chairman, Vice Chairman, and Secretary shall review the substitute ballot and shall agree that it is marked exactly as the faxed copy of the voter's ballot is marked.

(D) The Secretary shall write identical numbers on the back of each faxed ballot and on the back of the substitute ballot, being careful to avoid the area of the barcodes. For example, the first such ballot and its substitute shall be marked “1,” the second, “2,” etc.

(E) The Secretary shall direct a County Election Board staff member to insert the substitute ballot in the absentee voting device.

(2) A regular ballot transmitted to a voter by electronic mail and returned either by mail or by fax shall be counted for all offices and questions for which the voter's markings can be discerned. Follow the steps outlined in (1)(A) through (E) of this Section to count the ballot.

(3) Request and print the Multiple Absentee Ballots Returned (ap2440) from MESA. Use the report to determine whether a regular absentee ballot was received by 7 p.m. from a voter who submitted a federal write-in absentee ballot. A federal write-in ballot may be counted for federal and statewide offices only.

(A) The Secretary shall provide a blank absentee ballot for the appropriate precinct.

(B) The Chairman of the County Election Board shall read the voter's write-in ballot and the Vice Chairman shall mark the blank ballot for the voter's choice for federal and statewide offices only.

(C) The Chairman, Vice Chairman, and Secretary shall review the substitute ballot and shall agree that it is marked exactly as the voter's write-in ballot was marked.

(D) The Secretary shall write identical numbers on the back of each original write-in ballot and on the back of the substitute ballot, being careful to avoid the area of the barcodes and voting targets. For example, the first such ballot and its substitute shall be marked “1,” the second, “2,” etc.

(E) The Secretary shall direct a County Election Board staff member to insert the substitute ballot in the absentee voting device.

(4) In the event that a federal write-in ballot is voted for a candidate or a political party not on the ballot in Oklahoma, no substitute ballot shall be marked. The minutes of the County Election Board meeting shall indicate both that the ballot could not be counted and the reason.

(5) In the event that a ballot received by fax is illegible and the voter's markings cannot be discerned, no attempt shall be made to mark a substitute ballot. The minutes of the County Election Board meeting shall indicate both that the ballot could not be counted and the reason.

(6) The Secretary shall document in the minutes of the County Election Board meeting the number of substitute ballots marked and inserted in the absentee voting device, and the original federal write-in absentee

ballot, faxed ballot, or e-mailed ballot shall be retained with all other absentee ballots for the election. The voter's affidavit and any other accompanying materials shall be retained with other similar absentee voting materials.

Receiving eScans, Election Supplies and Ballots from Inspectors

This procedure replaces *Secretary's Digest*, Election Conduct, Section 12-63, "Assembly line required for receiving returns and materials from Inspectors," dated July 1, 2011.

Before the first Inspector arrives, an assembly line shall be established for receiving the returns. The Chairman and Vice Chairman of the County Election Board, the Secretary, or employees of the Board may be involved in reception of eScans, election supplies, and ballot transfer cases from Inspectors. When receiving these items, the following procedure shall be observed.

1. Representatives of the news media shall be assigned to a separate office or area. If available, a computer shall be placed in the media area to display the county's election results webpage. This webpage must be manually refreshed periodically to show current results.
2. Appropriate receptacles shall be prepared and arranged for receiving items from Inspectors.
3. Inspectors shall form a line as they arrive, and shall be processed one at a time.
4. Receive the eScan voting device. Verify that the luggage tag (or other means of identification, if the luggage tag is not used) showing the precinct number is attached to the eScan.
5. Receive the Envelope for Tally Report. Open the envelope and remove and examine the following items.
    a. Examine the voting device tape, which includes the Zero Report printed when the polls were opened, the Detail Report printed when the polls were closed, and the first Tally Report.
    b. Examine the Ballot Accounting Form(s). Compare the Ballot Accounting Form(s), the Spoiled Ballot Affidavit, and the ATI Session Log, if necessary, to the Detail Report and/or the ballot information section of the Tally Report on the voting device tape. (See pages 24 –25 of this *Kit*.)

    Note #1: Failure of these forms completed by Precinct Officials to balance perfectly with the number of ballots processed by the eScan is <u>not necessarily</u> an indication that an election night recount should be conducted, nor is it a reason to delay processing the MBB from the

precinct. If you have concerns about these reports, note them and examine the forms in detail later.

Note #2: If Precinct Officials fail to print either the Detail Report or the Tally Report, or both, open the eScan case, and turn on the power switch. After the power-up report prints, enter the close polls password. The Print Report screen should appear immediately. Select and print at least one copy of both required reports. Turn the power switch off, and close and lock the eScan case.

c. Examine the voting device key envelope to be certain that the correct precinct number is written on it. Set the key envelope aside in a secure location.
d. If uncounted ballots from the emergency compartment are found in the Envelope for Tally Report, ask the Inspector to step aside and wait until the ballots can be scanned on the election night recount voting device, removed from the ballot box, and secured. See Election Night Recounts on pages 26 – 29 of this *Kit*.

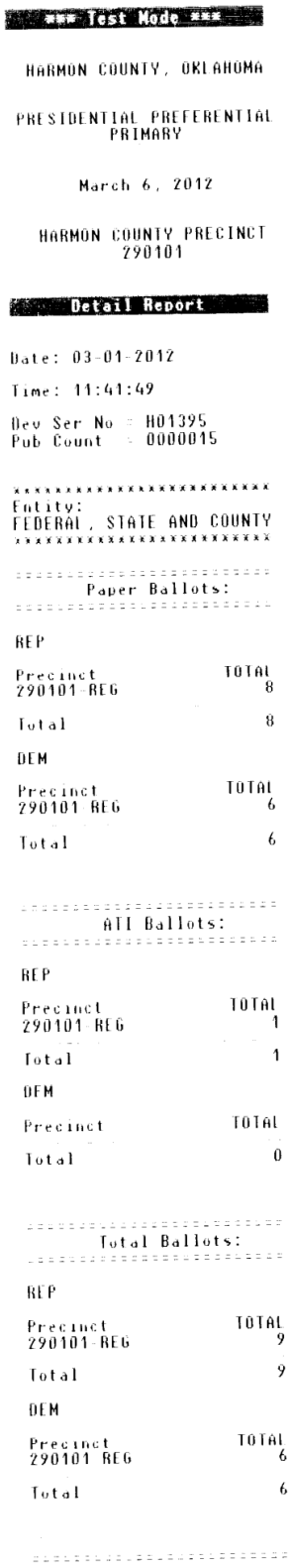
6. If an election night recount of all ballots from a precinct is required as outlined on page 26 – 29 of this *Kit*, the Secretary may either ask the Inspector to step aside and wait until the election night recount is concluded or may dismiss the Inspector immediately. Transfer the eScan, the contents of the Envelope for Tally Report, and the ballot transfer case or cases for the precinct to a secure holding area while the election night recount is performed. Take care that the precinct MBB is not read into Tally. See Election Night Recounts on pages 26 – 29.
7. Ask the Inspector if the ATI device was used to cast ballots during the day. Examine the Detail Report, the Ballot Accounting Form, and the ATI Session Log form to verify whether an ATI ballot was cast. If the ATI device was used, note that it was used on the Envelope for Tally Report. (See pages 30 – 31 in this Kit.)
8. If all required items from the Envelope for Tally Report are present, transfer the eScan, the voting device tape, and the Ballot Accounting Form(s) to the Tally computer operator.
9. Transfer the sealed ballot transfer cases to secure storage.
   e. Examine the ballot transfer cases to ensure that they have been properly sealed. If the long white State Election Board seal is missing or broken, immediately affix a short turquoise State Election Board seal to the ballot transfer case. The new seal shall be signed by the County Election Board members and the box for "Other" shall be

checked. Write the reason the seal is being applied in the space provided.

f. In the event that the County Election Board must open a ballot transfer box on election night to retrieve an item enclosed in it in error by the Precinct Officials, affix a short turquoise State Election Board seal to the ballot transfer case. The new seal shall be signed by the County Election Board members and the box for "Other" shall be checked. Write the reason the seal is being applied in the space provided.

10. Receive the sealed orange provisional ballot bag.
    g. Remove the Provisional Ballot Roster from the clear plastic pocket on the bag. Make certain that the precinct number is indicated on the Provisional Ballot Roster before separating it from the bag.
    h. Place the provisional ballot bag in a secure receptacle. Access to the provisional ballot bags shall be restricted to authorized County Election Board personnel.
    i. Paper clip or staple the Provisional Ballot Roster pages together and set aside in a secure location. Access to these forms shall be restricted to authorized County Election Board personnel.
11. Receive and examine the Precinct Registries. Set them aside in a secure location.
12. Receive and examine the Precinct Expense Claim Envelope and any unclaimed vouchers.
13. The Inspector shall sign the Precinct Expense Claim Envelope and receive his voucher for compensation and mileage if all other vouchers are accounted for.
14. Receive the election supply container and *Precinct Official Notebook* and place them in appropriate receptacles.
15. Receive and store the American flag.

Reading the eScan Detail and Tally Reports



*** Test Mode ***

HARMON COUNTY, OKLAHOMA

PRESIDENTIAL PREFERENTIAL PRIMARY

March 6, 2012

HARMON COUNTY PRECINCT 290101

Detail Report

Date: 03-01-2012

Time: 11:41:49

Dev Ser No = H01395
Pub Count = 0000015

****
Entity:
FEDERAL, STATE AND COUNTY
****

Paper Ballots:

REP

Precinct	TOTAL
290101-REG	8
Total	8

DEM

Precinct	TOTAL
290101-REG	6
Total	6

ATI Ballots:

REP

Precinct	TOTAL
290101-REG	1
Total	1

DEM

Precinct	TOTAL
Total	0

Total Ballots:

REP

Precinct	TOTAL
290101-REG	9
Total	9

DEM

Precinct	TOTAL
290101-REG	6
Total	6

The **eScan Detail Report** only shows the number of ballots that the eScan processed during the day. Use the Detail Report, along with the Ballot Accounting Form(s), the Spoiled Ballot Affidavit, and the ATI Session Log, if necessary, to reconcile the number of ballots issued to voters and the number of ballots processed through the device.

The number of paper ballots processed appears here and will be separated by entity, and for primary elections, by party. In this example, the only entity in the precinct is the Federal, State, County entity. Paper ballots used to activate an ATI session are **not** included in this count.

The number of ATI ballots cast, if any, will appear here. Notice that in this example, one Republican ballot was cast with the ATI. This ATI ballot is included in the Total Ballots section of the Detail Report.

The Total Ballots section of the Detail Report lists the total ballots cast on this eScan, and combines the paper ballot and ATI ballot totals for each ballot style.

The **eScan Tally Report** lists the election results for the precinct by entity and by race and includes information on the number of ballots processed by the eScan. You can compare the information in the Precinct Ballot Summary and the Ballot Summary sections of the report with the Detail Report and with the Ballot Accounting Form(s), Spoiled Ballot Affidavit, and the ATI Session Log, if necessary, to reconcile ballots issued and ballots processed.

```
*** Test Mode ***

HARMON COUNTY, OKLAHOMA

PRESIDENTIAL PREFERENTIAL
PRIMARY

March 6, 2012

HARMON COUNTY PRECINCT
290101

Unofficial
Tally Report by Precinct

Date: 03-01-2012

Time: 11:42:01

Dev Ser No = H01395
Pub Count  = 0000015

**********************
Entity:
FEDERAL, STATE AND COUNTY
**********************

Precinct:
290101

REP

FOR PRESIDENT
  RON PAUL
                    1
  RICK PERRY
                    1
  RICK SANTORUM
                    1
  MITT ROMNEY
                    2
  MICHELE BACHMANN
                    1
  NEWT GINGRICH
                    1
  JON HUNTSMAN
                    1

DEM

FOR PRESIDENT
  BARACK OBAMA
                    1
  JIM ROGERS
                    1
  BOB ELY
                    1
  DARCY G. RICHARDSON
                    1
  RANDALL TERRY
                    2

Precinct Ballot Summary
REP              9 ballots
DEM              6 ballots

Total Ballots voted in
this Precinct - 15

**********************

Ballot Summary

REP              9 ballots
DEM              6 ballots

Total Ballots voted in
```

The **Precinct Ballot Summary** section (first arrow below) of the eScan Tally Report shows the total number of ballots processed on the eScan.

The **Ballot Summary** section (second arrow below) of the eScan Tally Report shows the total number of ballots processed for each entity.

In this example, the only entity in the precinct is the Federal, State, and County entity, so the two totals match. This will not be the case when more than one entity is involved in the precinct.

Note that the ballots cast by ATI are included in the totals and not reported separately on this report.

Election Night Recounts

IMPORTANT NOTE: You must predefine an eScan with an election mode MBB and the election day vote center polling place identifier from the *Polling Place List – Election Day – Summary* report printed from EDM. (See CLEEG pages 28 – 31 to print this report.)

Remember: an MBB does not become the "election night recount MBB" until it is installed in an eScan predefined with the election day vote center polling place identifier.

You must open and close the polls on the election night recount eScan, whether or not a recount is conducted, and you must read and tabulate this MBB in Tally at the end of the evening, whether or not an election night recount is conducted!

Reasons for conducting election night recounts. Election night recounts are allowed only for the reasons listed below.

- Precinct Officials failed to remove and count ballots placed in the emergency compartment of the ballot box before closing the polls and printing the Detail Report and the Tally Reports.

- Precinct Officials mixed uncounted ballots from the emergency compartment of the ballot box with counted ballots from the main compartment of the ballot box.

- Comparison of the Detail Report with the Ballot Accounting Form(s), Spoiled Ballot Affidavit, and ATI Session Log reveals a discrepancy of 2% or greater between the number of ballots issued and the number of ballots processed by the voting device.

- The State Election Board staff instructs the County Election Board Secretary to conduct an election night recount to resolve a problem not specifically referenced in this Section.

- Both the MBB and the redundant memory device in an eScan A/T used for early voting, mail/nursing home absentee voting, or at a precinct have failed

and no results can be obtained from either device. (This circumstance will be extremely rare.)

Election Night Recount Options. Two options exist for conducting an election night recount. The option chosen depends entirely upon the reason for conducting the recount.

Option 1 – Counting all ballots. All ballots from the precinct shall be counted in the election night recount **only** when one of the following circumstances exists.

a. Precinct Officials or Absentee Voting Board members mixed uncounted ballots from the emergency compartment with counted ballots from the main compartment of the ballot box. The MBB from the precinct or from in-person absentee voting **shall not** be read into Tally.
b. A discrepancy of 2% or greater exists between the number of ballots issued and the number of ballots processed by the voting device that cannot be reconciled. The MBB from the precinct **shall not** be read into Tally.
c. Both the MBB and the redundant memory device on the eScan have failed and no results can be obtained from the eScan. (This circumstance will be extremely rare.)

Option 2 – Counting only uncounted ballots. If Precinct Officials failed to count ballots from the emergency compartment of the ballot box, but kept the uncounted ballots segregated from the counted ballots by placing them inside the Envelope for Tally Report, only the uncounted ballots from the emergency compartment shall be included in the election night recount.

Procedure for election night recount. All necessary election night recounts of precinct ballots shall be conducted on one or more voting devices designated for election night recounts. Prior to 7 p.m. on election day, the Secretary of the County Election Board shall cause at least one voting device to be predefined using an election mode MBB and the election day vote center polling place identifier from the *Polling Place List – Election Day Voting – Summar*y report printed from EDM. (See CLEEG pages 28 – 31.) The election day vote center polling place identifier allows the voting device to count ballots from all precincts involved in the election.

In the event that an election night recount of either early voting/in-person absentee ballots or of mail and nursing home absentee ballots is required, another eScan must be predefined with the appropriate absentee polling place identifier to count the absentee ballots. (See the *Polling Place List – Early Voting – Summary* report printed from EDM, CLEEG pages 28 – 31.)

If an election night recount is necessary, it shall be conducted in public view and in the presence of the County Election Board members and a representative of the County Sheriff. If possible, members of the news media also shall be present. The election night recount shall be conducted according to the following procedure.

If all the ballots from a precinct (or all the ballots from early voting and mail/nursing home absentee voting) must be recounted on election night and if the ATI device was used to cast an audio ballot at the precinct (or during early voting), the cast vote records for the ATI ballot must be retrieved from the MBB used in the precinct (or for early voting) and transferred to a paper ballot that can be inserted into the appropriate election night recount voting device. See pages 30 – 31 of this *Kit* for instructions to obtain and print the cast vote records and for instructions for transferring the cast vote records to a paper ballot.

1. If all ballots from the precinct are to be recounted as outlined in Option 1, the ballot transfer case or cases shall be opened.
2. If only uncounted ballots from the emergency compartment are to be recounted, the uncounted ballots shall be removed from the Envelope for Tally Report.
3. The Secretary shall designate a person to insert the ballots, one at a time, into the voting device.
4. After all the ballots to be recounted have been inserted into the voting device, the ballots shall be removed from the ballot box and replaced in the original ballot transfer case from the precinct, if all ballots have been recounted, or into a separate ballot transfer case designated to contain ballots counted in the election night recount voting device. If ballots from more than one precinct are placed into a single election night recount transfer case, the ballots from each precinct shall be secured by a paper clip.
5. DO NOT close the polls on the election night recount voting device until all precinct returns have been received and examined. Any additional election night recounts shall be conducted using the same voting device and MBB.

6. If additional election night recounts are required, repeat steps 1-5 as appropriate.
7. After all precinct returns have been received and canvassed and it has been determined that no additional election night recounts are necessary, close the polls on the election night recount voting device and print the Detail Report and the required number of Tally Reports.
8. The person who inserted the ballots into the voting device and the County Election Board members shall sign the original Tally Report and each additional copy of the Tally Report.
9. The "Election Night Recount" box on the short turquoise State Election Board seal shall be checked and the seal shall be signed by the County Election Board members and the person who inserted the ballots into the voting device. The Secretary shall apply the short turquoise State Election Board seal to the ballot transfer case or cases containing the ballots.
10. Remove the MBB from the election night recount voting device and transfer it along with the Detail Report and the original Tally Report to the Tally computer operator to be read and tabulated.

REMEMBER: The polls must be closed on the election night recount voting device and the MBB from that device must be read and tabulated in Tally even if no election night recounts are conducted!

Retrieving Cast Vote Records for ATI Ballots from MBB

In the event that a voter uses the ATI device to cast an audio ballot during early voting/in-person absentee voting or at a precinct on election day, the cast vote record for the ATI ballot must be retrieved on election night from the MBB on which it is recorded, printed, and secured with the Sheriff until 5 p.m. on Friday.

Retrieving ATI Cast Vote Record from MBB

Follow these steps to retrieve ATI audio ballot cast vote records from the MBB.

1. Take the MBB containing the ATI audio ballot to another computer. **Do not** perform these steps on the Tally computer.
2. Insert the MBB in a USB port on the computer.
3. Open the MBB device and look for the file named "ATICVR.txt."
4. Double-click the ATICVR.txt file to view its contents.
5. Print the file. (An illustration of the contents of this file appears on CLEEG page 74.)
6. Seal the printout in an envelope labeled "ATI CVR – (precinct number)" and give the envelope to the Sheriff to be secured with other ballots until 5 p.m. Friday.

Election Night Recount

If an election night recount of all the ballots cast on the eScan is required, the MBB on which the audio ballot cast vote records are recorded will not be read into Tally. The only way to count the audio ballot is to retrieve the cast vote record from the MBB, transfer the votes to a paper ballot, and insert that paper ballot into the appropriate election night recount eScan.

Making the Ballot

The cast vote record file contains a Ballot Summary Record for each ATI audio ballot recorded on the MBB. The beginning of the Ballot Summary Record is identified by the word "Start" and the end by the word "End." Transfer the voter's selections to the appropriate ballot for the precinct according to the following procedure.

1. The Secretary shall provide an appropriate blank ballot for the precinct.

2. The Chairman of the County Election Board shall read the voter's choice for each office and question on the ballot and the Vice Chairman shall mark the ballot accordingly. If the voter left a race blank, the Ballot Summary Report will list the race with the notation "No Selection." No vote shall be marked in a race the voter left blank.
3. The Chairman, Vice Chairman, and Secretary shall review the ballot and shall agree that it is marked exactly as indicated on the Ballot Summary Record.
4. The Secretary shall direct a County Election Board staff member to insert the ballot in the election night recount voting device.
5. The minutes of the County Election Board meeting shall reflect that cast vote records from an ATI audio ballot were retrieved and transferred to a ballot that was inserted into the voting device during an election night recount.

Removing the MBB from the eScan

Upon receipt of the voting device from the precinct Inspector and verification that no election night recount is required, the voting device shall be transferred to the appropriate work area for removal of the MBB.

1. Unlock and open the eScan case.
2. Verify the number on the MBB compartment seal against the Voting Device Report.
3. Break and remove the seal.
4. Unlock and remove the MBB compartment cover.
5. Remove the MBB.
6. Verify that the correct precinct number is recorded on the MBB label.
7. Transfer the MBB to the Tally computer operator to be read and tabulated.

The MBBs also shall be removed from the voting device or devices used for early voting/in-person absentee and from the voting device used to count mail and nursing home absentee ballots. The MBBs may be removed from the voting devices used for absentee ballots at any time after 7 p.m. as long as all absentee ballots have been counted.

Reading and Tabulating MBBs in Tally

As soon as possible after 7 p.m., follow the steps outlined on CLEEG pages 70 – 73 to read and tabulate the MBBs in Tally.

1. Read the MBB from the eScan used for early voting/in-person absentee voting.
2. Read the MBB from the eScan used to count mail and nursing home absentee voting.
3. Print a Cumulative Report immediately after tabulating the absentee voting MBBs. You may also print a Precinct Report at this time.
4. Read the MBB from each precinct as it is received from the Inspector and verified for tabulation as outlined on pages 21 – 23 of this *Kit*.
5. Read the MBB from the eScan used for election night recounts. **This MBB must be read and tabulated even if no election night recounts were conducted.**
6. Request and print the Cumulative Report and the Precinct Report from Tally as needed throughout the night. After all MBBs have been read and tabulated, print a final Cumulative Report and Precinct Report and label it as the final election night Cumulative Report.

At the end of the night, when all MBBs have been read and tabulated and all required Tally reports have been printed, exit Tally as instructed on CLEEG page 76.

Be certain to click "Yes" in the Confirm Election Night MBBs window. This signals the State Election Board that no additional results will be received from the county on election night.

If you leave the office without selecting "Yes" in this window, you may receive a call from the State Election Board telling you to return to your office to perform this task!!

CLEEG Stopping Point!

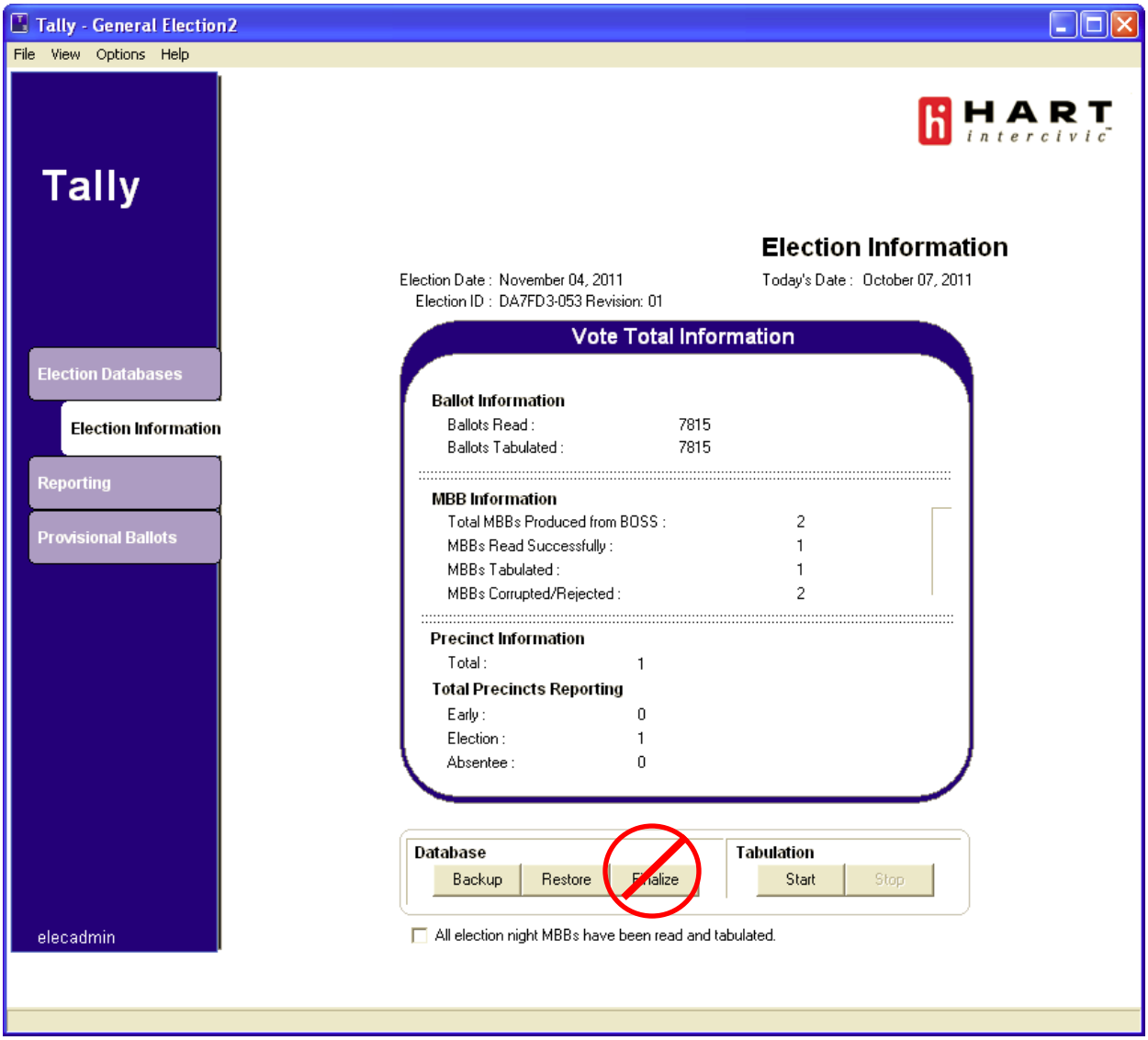
When you have read all MBBs and printed all necessary reports from Tally on election night, exit Tally as instructed on CLEEG page 76, and be sure to click **YES** in the **Confirm Election Night MBBs** window.

DO NOT

perform the tasks described on
CLEEG pages 77 – 85 on election night!

WAIT

until Friday following the election
to perform those tasks.



DO NOT

CLICK THE FINALIZE BUTTON IN THIS WINDOW ON ELECTION NIGHT!

Turn the Page

Turn the page to continue election night tasks.

Election Night Reports from Tally

Several reports are available in Tally that may prove useful on election night.

Polling Place Status Report
This report provides a list of all the election day polling places for which there are no reported results. Use this report to verify that you have read MBBs for each polling place used in the election.

To print this report, follow these steps.

1. Go to the Reporting tab.
2. Select the Polling Place Status Report from the report list.
3. Select "Election" on the Polling Place drop-down list.
4. Select "Polling Places Not Reporting" on the "Sort By" drop-down list.

Precinct Election Day Status Report (With MBB IDs)
This report lists all precincts in the election. For each precinct, it shows how many ballots were cast in the precinct. It also shows each MBB read in Tally that contains totals for each precinct. Use this report to verify vote totals and numbers of ballots for each precinct.

To print this report, follow these steps.

1. Go to the Reporting tab.
2. Select the Precinct Election Day Status (with MBB IDs) Report
3. Select "Precinct Number" on the "Sort By" drop-down list.

Precinct Report
The Precinct Report lists results by precinct and by contest. NOTE: You cannot request the Precinct Report for a single precinct. It includes all precincts in the election each time you request it. However, you can print selected pages in the report as needed. This report or pages from it can be printed at any time, but may be most useful after all MBBs for the election have been read and tabulated.

To print this report, follow these steps.

1. Go to the Reporting tab.
2. Select the Precinct Report.

Verifying Election Results on Reports and Website

After all MBBs for the election have been read and tabulated on election night, print a Cumulative Report from Tally. (See CLEEG pages 72 – 73, steps 12 –15.)

Wait 10-15 minutes after reading and tabulating the last MBB for the election, then log into MESA and print the Election Summary Results by County report (ea2482).

Compare the results on the Cumulative Report from Tally to the Election Summary Results by County (ea2482) report from MESA for each race and candidate in your county.

Go to the State Election Board homepage, click on the link to the Unofficial Results page, click on the View as web page link, then select your county from the "Select a County" list and click the "Go to County" button.

Compare the Election Summary Results by County report (ea2482) to the County Results page on the website.

After completing this review, send an e-mail to cwolski@elections.ok.gov to confirm that the displayed results are correct.

If there are any errors in the **vote totals** for any candidate or race, immediately call the State Election Board Election Support Line – (405) 521-6680 or Toll-Free (866) 737-6356.

NOTE: There may be slight differences in the percentages shown with the results on the Cumulative Report and the percentages shown with the results on the MESA reports and on the website. Such discrepancies are not errors and should not be reported to the State Election Board.

Election Support Line – (405) 521-6680 or Toll-Free (866) 737-6356

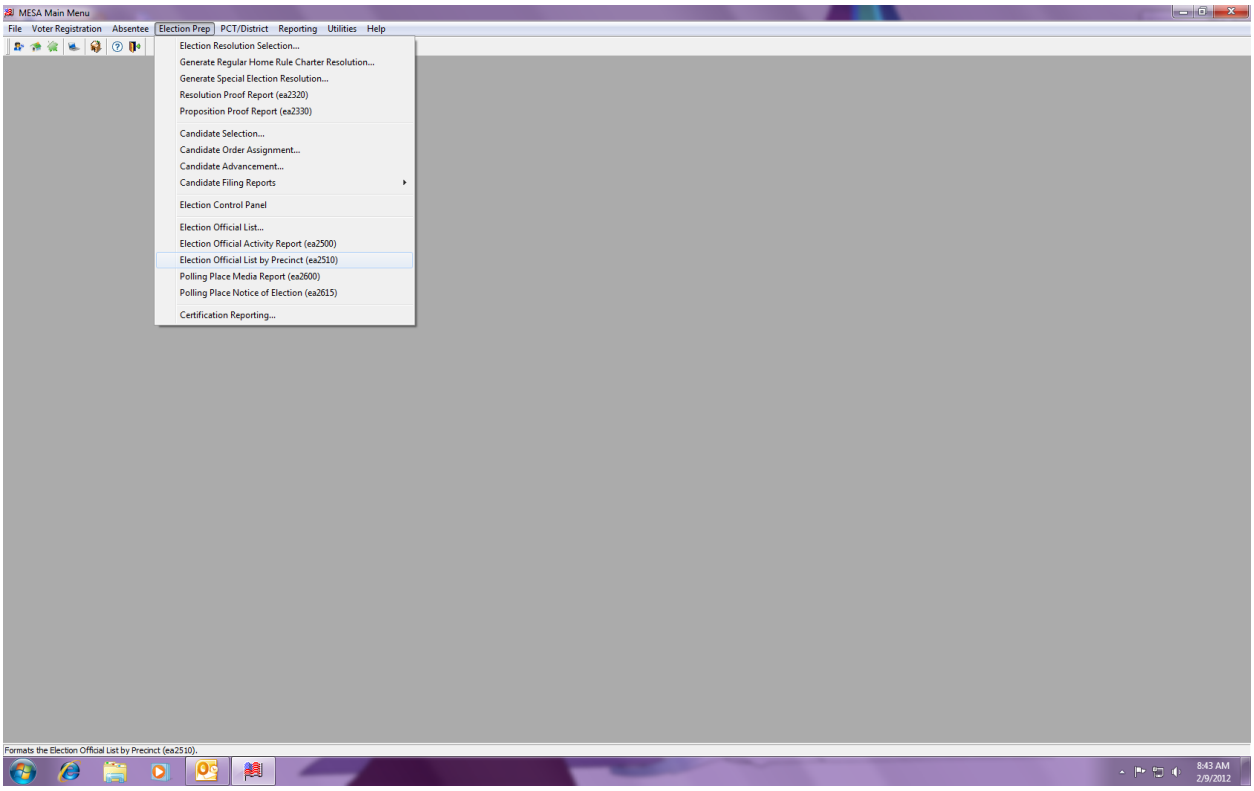
Control (Parent) County May View Full Results

If yours is the control (parent) county of a multi-county entity, you also may compare the Election Summary Results report (ea2480) to the entity's results on the Multicounty Results page on the website

Requesting and Printing Unofficial Certification Reports from MESA

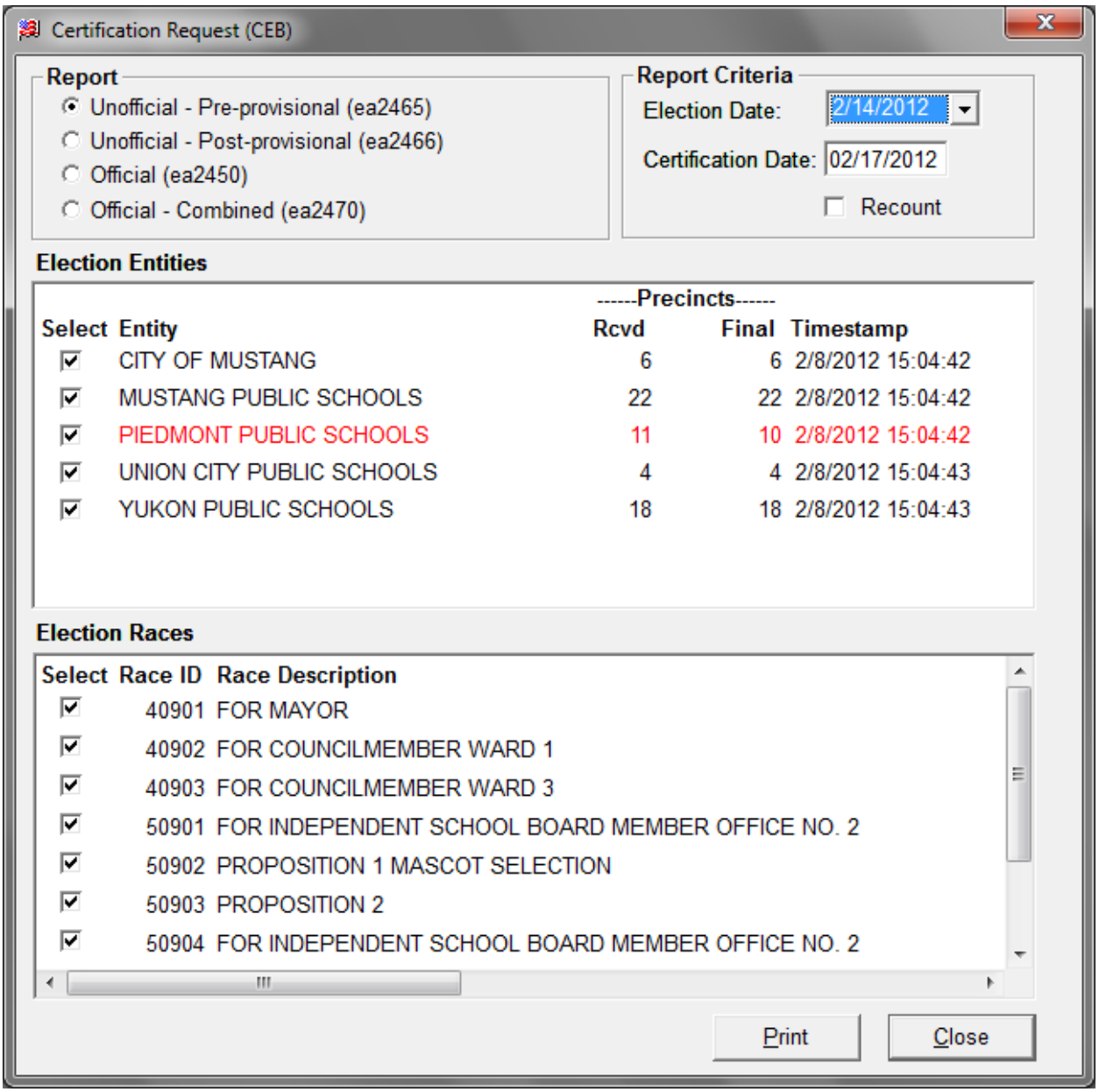
Unofficial certification reports may be requested and printed from MESA either on election night or on Wednesday morning. Follow these steps to access Certification Reporting in MESA. A control (parent) county is not required to wait until all affected counties have reported on election night.

From the "Election Prep" menu, select the "Certification Reporting" option.



In the Certification Request (CEB) window, select "Unofficial – Pre-Provisional (ea2465), the election date, the entity or entities to be included on the report, and the races to be included on the report. When all applicable criteria have been selected, click the "Print" button at the bottom of the window.

NOTE: When an entity for which yours is the control (parent) county appears in red in this window, one or more affected county precincts has not yet reported. If you print unofficial reports (ea2465) when an entity is still red, the results for that entity will not be complete.



Provisional Ballot Precinct Log

The Provisional Ballot Precinct Log is a Microsoft Word™ template available on VRIS. See *Secretary's Digest*, Election Conduct, Section 12-64. Prepare the Provisional Ballot Precinct Log and fax or e-mail it to the State Election Board and to the control County Election Board on election night.

1. **List <u>all precincts</u> open for the election**.
2. Enter the number of signatures on the Provisional Ballot Roster for each precinct on the Log. If no provisional ballots were cast in a precinct, enter "0." Do not leave any precinct blank.
3. When returns have been received from all precincts involved in the election, total the "# Signatures" column and enter the total in the space provided.
4. Enter the total number of provisional ballots cast during in-person absentee voting in the space provided.
5. **FOR EVERY ELECTION –** Fax the completed Provisional Ballot Precinct Log to the State Election Board at **405-521-6457** or e-mail it to scox@elections.ok.gov.
6. Fax or e-mail the completed Provisional Ballot Precinct Log to the control County Election Board if yours is an affected county in a multi-county school district or municipal election.
7. Make a copy of the Provisional Ballot Precinct Log available for public inspection.

Election Night Checklist

The following steps must be completed before you go home on election night:

___ 1. Read and tabulate all MBBs in Tally. Follow the steps on page 33 in this Kit and pages 70 – 71 in the *CLEEG*. Make sure to read the Vote Center MBB for election night recounts, whether or not any election night recounts were performed.

___ 2. Verify that the MBB used for early voting and for mail/nursing home absentee voting has been read and tabulated.

___ 3. Verify that all MBBs for all polling places have been read into Tally. The following reports from Tally may be helpful in the verification process. See page 36 in this Kit for information on obtaining these reports.

- Polling Place Status Report
- Precinct Election Day Status Report with MBB IDs
- MBB Status Report

___ 4. Check the Results Reporting Status window in MESA and verify there are no open precincts.

- From Election Prep menu, click on Results Status.
- Select the Election Date.
- "Total Completed Precincts" should show the number of precincts in your county that were involved in the election. The Election Summary should show x/x (ex. 10/10).
- **Total Open Precincts must show zero.**

___ 5. If applicable, send a list of precincts that meet any of the following criteria to Jo at jrobinson@elections.ok.gov. These precincts will appear in the Results Reporting Status window in MESA, as described in step 4.

- Precinct(s) open but zero votes cast in absentee, early voting, and election day
- Precinct(s) open with absentee votes cast but zero election day votes cast

- "Closed" precincts with absentee voting only; no polling place was open

___ 6. Print a final Cumulative Report from Tally (pages 72 – 73 in the *CLEEG*) and label it Election Night Final Cumulative Report.

___ 7. If ATI ballots were cast, follow the steps on page 74 in the *CLEEG*.

___ 8. Compare the results on the Cumulative Report from Tally to the Election Summary Results by County report (ea2482) in MESA. Call the Election Night Helpline if there are any discrepancies (page 37 in this kit).

- Helpline: (405) 521-6680 or (866) 737-6356

___ 9. Once you have verified that all MBBs have been read into Tally and confirmed that results in Tally *and* MESA match, click the check box beside "All election night MBBs have been read and tabulated." **DO NOT** click on the "Finalize" button on election night (page 76 in the *CLEEG* and pages 34 – 35 in this kit).

___ 10. Go to the State Election Board website, click on the link to the Unofficial Results page, click on the View as web page link, then select your county from the "Select a County" list and click the "Go to County" button. Compare the Election Summary Results by County report (ea2482) to the County Results page on the website. If there are any discrepancies, call the State Election Board Election Night Helpline (page 37 in this kit). You are responsible for comparing results for precincts in your county only.

- Helpline: (405) 521-6680 or (866) 737-6356

___ 11. The Unofficial Pre-Provisional Certification Report (ea2465) may be requested and printed on election night, or **it may be printed on Wednesday morning**. (See pages 38 – 39 in this kit.) It is **not** necessary for the control (parent) county to wait until all affected counties are finished on election night. Each county is responsible only for verifying its own results on election night.

___ 12. Fill out the Provisional Ballot Precinct Log and email it to scox@elections.ok.gov or fax to (405) 521-6457. (See page 40 in this kit.)

If you have verified all information and checked off each step on this list, you may GO HOME. It is not necessary to call the State Election Board to confirm that your election night tasks are complete.

Wednesday, Thursday, Friday

Process Provisional Ballots

Add Provisional Voting Information

1. If the voter returned a voter registration application form, enter the application through Voter Application Entry in MESA. The voter application entry may be done independently of the provisional ballot information entry. It is not necessary to wait until provisional voting information has been entered before entering voter registration applications. However, do not click the Register button for a voter and do not request the Activate Voter Applications process (vr3810) until all provisional ballots cast in the election have been entered, researched, and a resolution has been determined and entered. (See *Guide to MESA Voter Registration*, pages 87 – 93.)

2. From the Voter Registration menu in MESA, go to Provisional Voting and click Provisional Voting Selection.

3. Enter the election date. Click New.

4. In the Provisional Voting Information window, enter the precinct in which the provisional ballot was cast.

5. Click Advanced to access voter lookup. Enter the voter's name and any other criteria you want to include in the voter search. Use this to determine whether the provisional voter is a registered voter. Click Select.

6. If a match is found, double-click on the highlighted record or click Add to List. The Registration Match box in the Provisional Voting Information window is populated with the voter registration information.

7. Enter information from the voter's Oklahoma Provisional Ballot Affidavit envelope whether or not the person is found to be a registered voter.

8. Use the drop-down box in the upper right corner of the window to select the reason the provisional ballot was cast.

PROVISIONAL VOTING REASON CODES	
NID	NO ID PROVIDED
MIL	MILITARY/OVERSEAS
PTY	PARTY DISPUTE
REG	NOT REGISTERED
SCH	SCHOOL DISTRICT DISPUTE
MN	MUNICIPAL DISPUTE
AIV	VOTED ABSENTEE (AI ONLY)
OTH	OTHER

9. If known, select the resolution from the drop-down box. The resolution may be added at a later time. Be sure to enter a resolution for every provisional ballot cast before requesting the Provisional Voting Public Access report (vr2820).

PROVISIONAL VOTING RESOLUTION CODES	
CTD	COUNTED
DIS	WRONG DISTRICT
NR	NOT REGISTERED
PAR	PARTIALLY COUNTED
PCT	WRONG PRECINCT
PTY	WRONG AFFILIATION
NID	INSUFFICIENT ID
VHC	VOTER HISTORY CREDIT ON FILE

10. Click OK to save. Or click New to save this record and reset the window to continue adding provisional voters.

Add the Resolution of the Provisional Ballot

1. From the Voter Registration menu in MESA, go to Provisional Voting and click Provisional Voting Selection. (See *Guide to MESA Voter Registration*, pages 90 – 92.)

2. Enter the election date and a voter's name OR to view a list of all provisional voters for this election date, enter only the election date. The box next to Unresolved must be checked. Click Select.

3. Highlight the record and click Resolve.

4. Select the resolution from the dropdown box.

5. Click Update.

REMEMBER: You must enter a resolution for every provisional ballot, whether or not it is counted.

PROVISIONAL VOTING RESOLUTION CODES	
CTD	COUNTED
DIS	WRONG DISTRICT
NR	NOT REGISTERED
PAR	PARTIALLY COUNTED
PCT	WRONG PRECINCT
PTY	WRONG AFFILIATION

Change or Delete Provisional Voting Information

1. From the Voter Registration menu in MESA, go to Provisional Voting and click Provisional Voting Selection. (See *Guide to MESA Voter Registration*, pages 90 – 92.)

2. Enter the election date and the voter's name. Click Select.

3. Highlight the record to be changed and click Modify to change information. Click Update to save the changes.

4. Highlight a record and click Delete to remove a provisional voting record.

Inquire on Provisional Voter Information

1. From the Voter Registration menu in MESA, go to Provisional Voting and click Provisional Voting Selection.

2. Enter the election date and a voter's name to inquire on a specific voter. To view a list of all provisional voters, enter only the election date.

3. Click Select.

When All Provisional Voter Information Has Been Entered

1. From the Voter Registration menu in MESA, go to Provisional Voting and click Provisional Voting Public Access (vr2820). A PDF of the report is created.

2. Verify that all provisional voter information on the report is correct and that all voters have a resolution. If voters listed on the report do not show a resolution for the provisional ballot, return to the steps to Add the Resolution of the Provisional Ballot (see page 47). If corrections are needed, return to the steps to Change or Delete Provisional Voting Information (see page 48). Repeat until all information is accurate and complete.

3. Print the report or save it in a secure location.

4. Create the following reports as needed. It may not be necessary to print the reports. Reminder: reports may be sent as an e-mail attachment when requested, thus making it unnecessary to have a printed copy.

   Provisional Voting Statistics – County (vr2830)
   Provisional Voting Statistics – Precinct (vr2840)
   Provisional Voting Statistics – District (vr2841)

Guidelines for Researching Provisional Ballots

Following are the criteria for verification of provisional ballot affidavit information. Procedures for researching each type of provisional voter are contained in the *Secretary's Digest*, Election Conduct, Section 12-82 through Section 12-85.

The verification of provisional ballots must be completed by 1 p.m. on Friday following the election. If you are unable to complete the verification of all provisional ballots cast by this time, notify the State Election Board and request an extension of the verification period. You are not required to complete the counting of provisional ballots by 1 p.m.

If a provisional voter indicates on the affidavit envelope that he or she applied for voter registration at a motor license agency or a voter registration agency (such as a DHS office, etc.), follow these steps to verify the information.

(1) Contact the agency identified by the voter. Ask agency personnel for a copy of the Voter Registration Statement signed by the voter. Ask the agency to fax the Statement to you immediately. If the agency does not have a Voter Registration Statement signed by the voter, the provisional ballot cannot be counted.

(2) Upon receipt of the faxed copy of the Voter Registration Statement, follow these steps.

  (A) If the voter checked "Yes" and if the Statement was signed prior to the registration deadline for the election, the provisional ballot is counted.

  (B) If the voter checked "No" or "I am already registered," the provisional ballot is not counted.

Voter Not in Precinct Registry. A provisional ballot cast by a voter whose name is not in the Precinct Registry shall be considered verified and approved for counting if evidence of the voter's valid and timely voter registration is found and if:

(1) the provisional ballot was cast in the precinct of the voter's residence as indicated in the voter registration record or other evidence found; and

(2) in the case of a partisan primary election, the voter cast a provisional ballot for the same party as that of the voter's political affiliation in the voter registration record or other evidence found.

Proof of Identity Voter. A provisional ballot cast by a voter who does not have proof of identity and/or a voter whose name on the proof of identity does not "substantially conform" to the voter's name in the Precinct Registry shall be considered verified and approved for counting if the voter's name on the Provisional Ballot Affidavit substantially conforms to the name in MESA and if the residence address, date of birth, and Oklahoma driver license number OR the last four digits of the Social Security number on the Affidavit match the information in MESA.

Political Affiliation Dispute. In the event a voter in the Primary or Runoff Primary Election casts a provisional ballot after disputing the political affiliation indicated in the Precinct Registry, the provisional ballot shall be counted only if evidence of a timely and valid change of political affiliation is found.

Uniformed Services Voters. Uniformed services voters are those identified in *Secretary's Digest*, Absentee Voting, Section 11-3, and in *Precinct Problem Solver*, Section 14-29. Provisional ballots cast by these voters shall be counted.

If No Provisional Ballots Were Cast

If no provisional ballots were cast in the election, or if none of the provisional ballots cast will be counted, you may request and print either the Official Certification Report (ea2450) or the Official Certification Report Combined (ea2470) for the election at any time on Wednesday and through noon on Thursday.

On Thursday afternoon, the election results in MESA will be "unfinalized," and Official Certification Reports will not become available again until Friday afternoon as counties finish counting provisional ballots and finalize their election databases in Tally.

Remember: If yours is the control county of a multi-county entity, and if one or more of your affected counties must count any provisional ballots, whether or not the provisional ballots affect your entity, you will be unable to get your own Official Certification Reports on Friday until each affected county has finished counting provisional ballots and has finalized the Tally database.

If Provisional Ballots Are Cast But None Are Counted

1. From the Voter Registration menu in MESA, go to Provisional Voting and create the Provisional Voting Public Access report (vr2820) to have available if requested. **Reminder**: the report may be sent as an e-mail attachment when requested. It may not be necessary to have a printed copy of the report.

2. Create and print statistical reports as needed.

   Provisional Voting Statistics – County (vr2830)
   Provisional Voting Statistics – Precinct (vr2840)
   Provisional Voting Statistics – District (vr2841)

3. If you are an affected County Election Board, fax copies of the signed Official Certification Report to the parent County Election Board

NOTE: If any provisional ballots were cast, you **must** enter information about those provisional voters and also enter the resolution for each provisional ballot in MESA even if none of the provisional ballots will be counted.

After all Provisional Ballots Have Been Counted

1. Seal the ballot transfer case containing counted provisional ballots with a long white State Election Board seal signed by the County Election Board members and the employee who operated the voting device. The seal shall be clearly marked to indicate that the case contains counted provisional ballots.

2. Give the sealed ballot transfer case to the Sheriff, who shall provide security for the counted ballots until 5 p.m. on Friday following the election or until ballots are delivered to the courtroom for a recount.

3. One copy of the Tally Report shall be made available for public inspection in the County Election Board office. Remember that no information about provisional ballots can be made available prior to 1 p.m. on Friday following the election.

Handling Inquiries from Provisional Voters

Provisional voters will have the ability to call their County Election Board office to inquire on the status of their provisional ballots after 5 p.m. on the Friday following the election. To look up a voter's provisional ballot status in MESA, follow the steps below.

1. Select the Voter Registration menu, select Provisional Voting, and then click on Provisional Voting Selection.

2. In the Provisional Voting Selection window, enter the election date and the voter's name. (Or enter only the election date to call a list of all provisional voters entered for the election.)

3. Look at the "Resolution" field listed with the voter's name. The Resolution will show "CTD" if the ballot was counted or a reason that it was not counted. (If the field is blank, a resolution for this voter's ballot has not yet been entered.)

CTD	COUNTED
DIS	WRONG DISTRICT
NID	INSUFFICIENT ID
NR	NOT REGISTERED
PAR	PARTIALLY COUNTED
PCT	WRONG PRECINCT
PTY	WRONG AFFILIATION

Friday Night

Certify Final Election Results

Counting Provisional Ballots

NOTE: Cleveland, Oklahoma, and Tulsa Counties may use the Ballot Now software and a high-speed scanner instead of an eScan to count provisional ballots. See CLEEG, Appendix A, pages 87 – 100 for Ballot Now instructions.

(a) The County Election Board members shall meet on Friday next following the election at such time as the Secretary may prescribe to open the verified provisional ballot affidavit envelopes and to count the provisional ballots. The Board members shall follow these steps to remove the provisional ballots from the envelopes.

(**NOTE:** It is no longer necessary to sort provisional ballots by precinct for counting. It is not a bad idea to do so, but it is not required.)

(1) The Board members shall receive the verified provisional ballot affidavit envelopes from the Secretary or a designated County Election Board employee.

(2) The Board members shall open the affidavit envelopes and remove the ballot secrecy envelopes. If an affidavit envelope indicates that the voter received two or more ballots, but that not all the ballots enclosed are to be counted, see (d) of this Section.

(A) Set the affidavit envelope aside.

(B) Place the ballot secrecy envelope in an appropriate container.

(3) When all the affidavit envelopes have been opened, the secrecy envelopes shall be mixed together.

(4) The Board members shall open the ballot secrecy envelopes and remove the ballots.

(A) Set the secrecy envelope aside.

(B) Unfold the ballot and place it in the designated container.

(b) When all the verified provisional ballot envelopes from precincts have been opened, the ballots shall be counted. The following procedure shall be observed.

(1) The Secretary shall assign a County Election Board employee to count the provisional ballots. The members of the County Election Board shall observe the counting process.

(2) The employee assigned to count the ballots shall take the following steps.

(A) An unused election mode MBB for the election shall be inserted in a voting device. The voting device shall be predefined using the polling place identifier for the election day vote center so that ballots from any precinct in the county can be counted. Print a Zero Report and open the polls. Enter the Open Polls password and press ACCEPT when prompted. Leave the Zero Report tape attached to the voting device.

(B) When the Ready to Scan message appears on the screen, change the voting device settings to "Accept all Ballots" to accept automatically all ballots as they are marked (only the properly marked contests will be counted).

i. Press the red Poll Worker button on the back of the voting device twice to access the Administrator menu.
ii. Enter the Administrator password and press ACCEPT.
iii. Press Change Settings to access the settings menu.
iv. Press Change Setting to change the setting to Accept All Ballots.
v. Press EXIT several times until the voting device displays the Ready to Scan screen

(C) Insert the ballots, one at a time, into the device. Be sure that the Ready to Scan screen appears before inserting the next ballot.

(D) After all the provisional ballots have been counted, close the polls on the voting device.

i. With the Ready to Scan screen displayed, press the red Poll Worker button on the back of the voting device.
ii. Press the button next to CLOSE POLLS on the console.
iii. Confirm that you want to close the polls by pressing the button next to YES.

iv. Enter the 6-digit Close Polls password and press the button next to ACCEPT on the console. The Polls Closed report prints. Once the polls are closed, they cannot be reopened.
v. Press the button next to PRINT DETAIL. The Detail Report prints.
vi. Press the button next to PRINT TALLY. Select the option to print the Tally Report by precinct. Print the Tally Report.
vii. Print the required number of additional copies of the Tally Report. Also print any additional copies of the Detail Report that may be needed.
viii. Press the power switch on the back of the voting device to the off position.

(3) The employee who counted the ballots and the members of the County Election Board each shall sign all the copies of the Tally Report.

(4) The employee shall remove the counted provisional ballots from the ballot box and place them in a ballot transfer box. Separate the ballots by precinct. One signed copy of the Tally Report shall also be placed in the ballot transfer case. The ballot transfer case shall be sealed with a short turquoise State Election Board seal signed by the County Election Board members and the employee who counted the ballots. The Secretary shall check the "Counted Provisional Ballots" box on the seal and shall list the precinct numbers of the provisional ballots included in the ballot transfer box.

(5) The sealed ballot transfer case shall be given to the Sheriff, who shall provide security for the counted ballots until 5 p.m. on Friday following the election or until the ballots are delivered to the district courtroom for a recount.

(6) One copy of the provisional ballots Tally Report shall be made available for inspection in the County Election Board office after 1 p.m. on Friday following the election.

(7) Read and tabulate the MBB from the voting device used to count provisional ballots. See CLEEG pages 70 – 73.

(8) Print a Cumulative Report from Tally.

(c) When all the verified provisional ballot envelopes from in-person absentee voting have been opened, the ballots shall be counted. The following procedure shall be observed.

(1) The Secretary shall assign a County Election Board employee to count the provisional in-person absentee ballots. The members of the County Election Board shall observe the counting process.

(2) The employee assigned to count the ballots shall take the following steps.

(A) An unused election mode MBB for the election shall be inserted in a voting device. The voting device shall be predefined using the polling place identifier for early voting in person so that absentee ballots from any precinct in the county can be counted. Print a Zero Report and open the polls. Enter the Open Polls password and press ACCEPT when prompted. Leave the Zero Report tape attached to the voting device.

(B) When the Ready to Scan message appears on the screen, change the voting device settings to "Accept all Ballots" to accept automatically all ballots as they are marked (only the properly marked contests will be counted).

i. Press the red Poll Worker button on the back of the voting device twice to access the Administrator menu.
ii. Enter the Administrator password and press the button next to ACCEPT on the console.
iii. Press Change Settings to access the settings menu.
iv. Press Change Settings to change the setting to Accept All Ballots.
v. Press EXIT several times until the voting device displays the Ready to Scan screen

(B) Insert the ballots, one at a time, into the device.

(D) After all the provisional absentee ballots have been counted, suspend the polls on the voting device.

i. With the Ready to Scan screen displayed, press the red Poll Worker button on the back of the voting device.
ii. Press the button next to SUSPEND POLLS on the console.

iii. Confirm that you want to suspend the polls by pressing the button next to YES on the console.
iv. Enter the 6-digit Suspend Polls password and press the button next to ACCEPT on the console.
v. Press the button next to PRINT DETAIL. The Detail Report prints. Print any required additional copies.
vi. Press the power switch on the back of the voting device to the off position.

(3) The employee who counted the ballots and the members of the County Election Board each shall sign all the copies of the Detail Report.

(4) The employee shall remove the counted provisional ballots from the ballot box and place them in a ballot transfer box. Separate the ballots by precinct. One signed copy of the Detail Report shall also be placed in the ballot transfer case. The ballot transfer case shall be sealed with a short turquoise State Election Board seal signed by the County Election Board members and the employee who counted the ballots. The Secretary shall check the "Counted Provisional Absentee Ballots" box on the seal and shall list the precinct numbers of the provisional ballots included in the ballot transfer box.

(5) The sealed ballot transfer case shall be given to the Sheriff, who shall provide security for the counted ballots until 5 p.m. on Friday following the election or until the ballots are delivered to the district courtroom for a recount.

(6) Read and tabulate the MBB from the voting device used to count absentee provisional ballots. See CLEEG pages 70– 73.

(7) Print a Cumulative Report. Make one copy of this report available for public inspection after 1 p.m. on Friday following the election.

(d) If a provisional voter was issued two or more ballots and, upon verification of the voter's information, it is determined that one or more of the ballots cannot be counted, the County Election Board members shall follow these steps when opening the affidavit envelope.

(1) Open the affidavit envelope and remove the secrecy envelope.

(2) Write "Count (BALLOT TYPE OR CODE) ballot only" on the secrecy envelope in red ink.

(3) Place secrecy envelope in the container with other secrecy envelopes.

(4) When opening the secrecy envelopes, remove from the marked envelopes only the specific ballot or ballots to be counted. Put the ballots that cannot be counted back in the secrecy envelope and set it aside with the other uncounted provisional ballot materials.

Removing the MBB(s) from the Voting Device(s) Used to Count Provisional Ballots

Upon verification that all provisional ballots have been counted, the voting device(s) shall be transferred to the appropriate work area for removal of the MBB(s).

1. Unlock and open the eScan case.

2. If a seal was applied to the MBB compartment, verify the number on the seal against the Voting Device Report.

3. Break and remove the seal.

4. Unlock and remove the MBB compartment cover.

5. Remove the MBB.

6. Verify that the MBB is labeled as an election day vote center or as Ballot Now/Absentee, depending upon the type of provisional ballots counted,.

7. Transfer the MBB to the Tally computer operator to be read and tabulated.

Reading and Tabulating MBBs Used to Count Provisional Ballots

On Friday following the election, follow the steps outlined on CLEEG pages 70 – 73 to read and tabulate MBBs.

1. Read the MBB from the eScan used to count provisional ballots cast during early voting/in-person absentee voting.

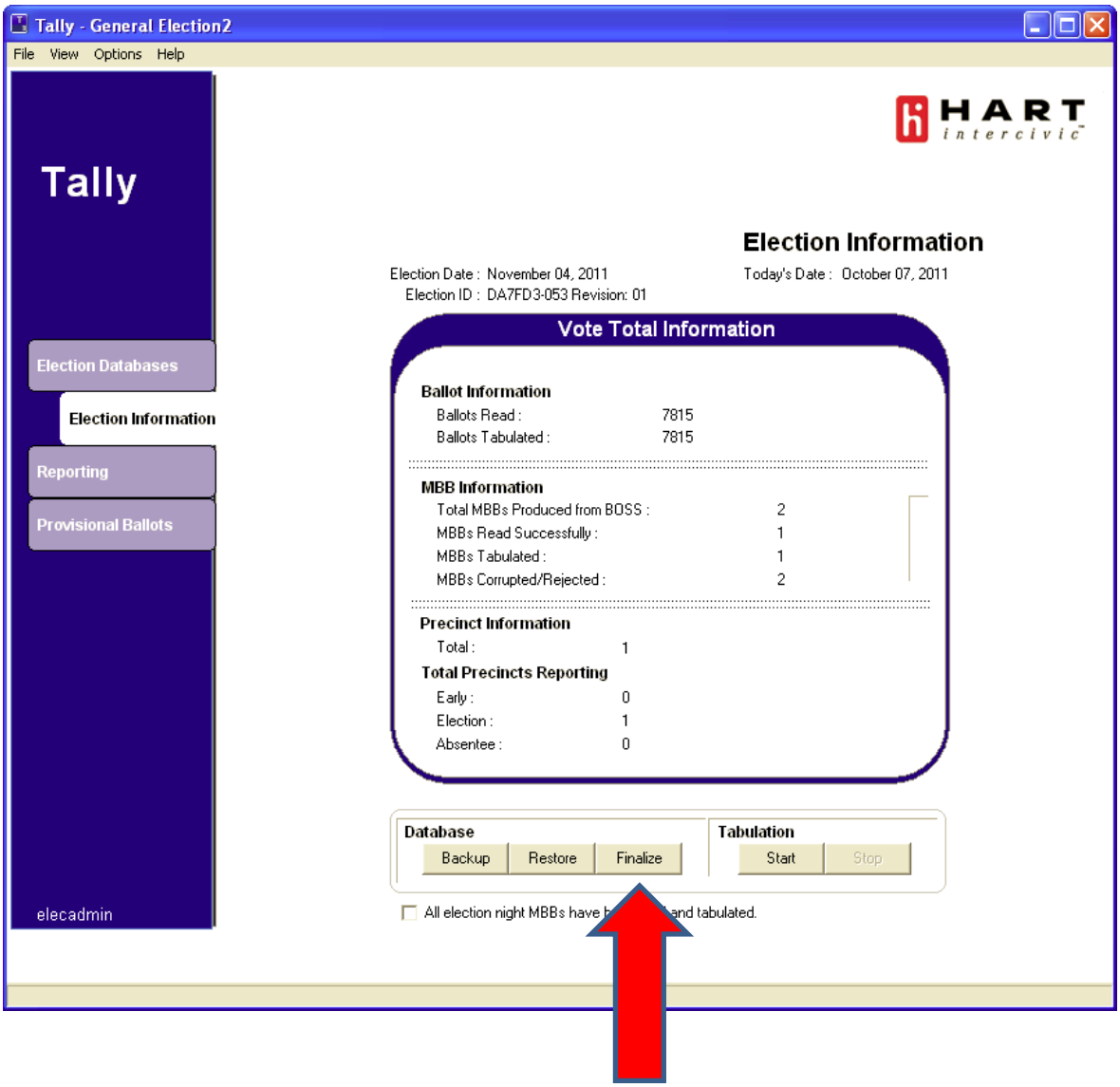
2. Read the MBB from the eScan used to count provisional ballots cast at precinct polling places on election day.

3. After all MBBs used to count provisional ballots have been read and tabulated, print a final Cumulative Report and label it as the final, Official Cumulative Report.

IMPORTANT NOTE: If a provisional voter used the ATI device to cast a provisional audio ballot at a precinct or at the County Election Board office during early voting/in-person absentee voting, follow the instructions on CLEEG page 74 to process and count the provisional ATI ballot and include it in the final results for the appropriate precinct.

Finalizing Election Database in Tally

Immediately after all MBBs used to count provisional ballots have been read and tabulated and all required Tally reports have been printed, backup and then finalize the election database in Tally as instructed on CLEEG pages 80-81.



Click this button on **Friday** following the election!

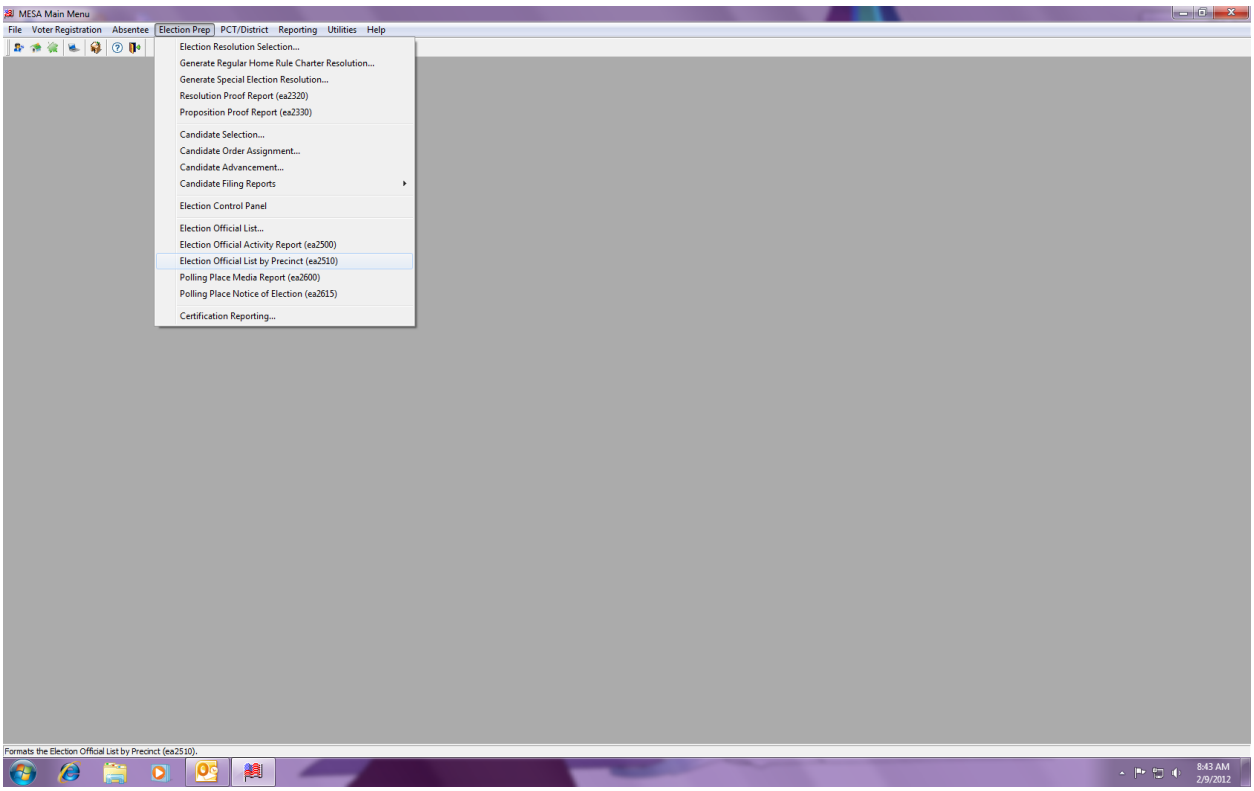
If you leave the office without finalizing your Tally database, the State Election Board will ask you to return to your office to perform this task!!

Requesting and Printing Official Certification Reports from MESA

Official Certification Reports may be printed from MESA on Friday following the election, after all verified provisional ballots have been counted and after the MBBs used to count them have been read and tabulated in Tally.

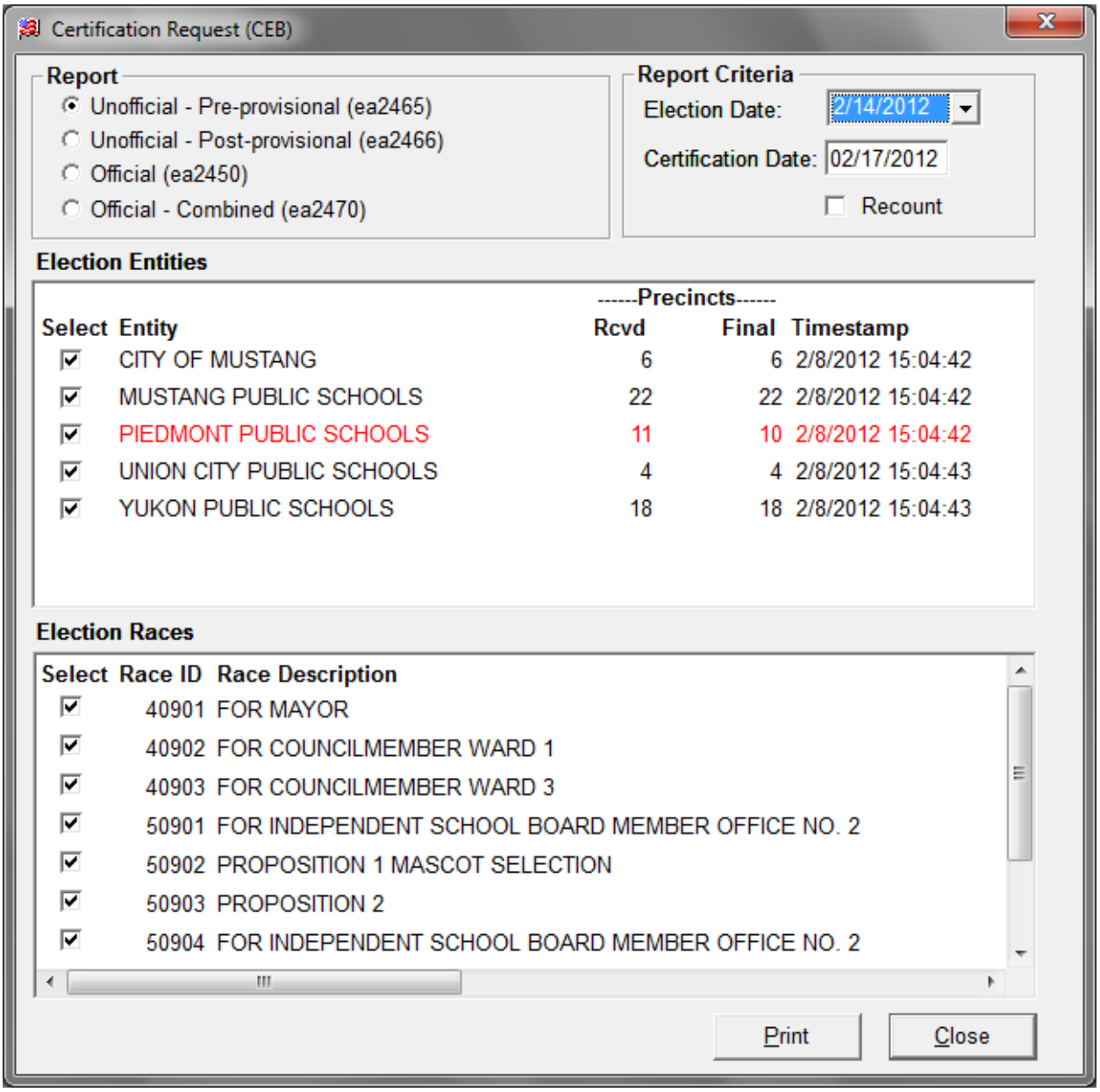
Follow these steps to access Certification Reporting in MESA.

From the "Election Prep" menu, select the "Certification Reporting" option.



In the Certification Request (CEB) window, select "Official (ea2450) or Official – Combined (ea2470), the election date, the entity or entities to be included on the report, and the races to be included on the report. When all applicable criteria have been selected, click the "Print" button at the bottom of the window.

NOTE: If an entity for which yours is the control (parent) county appears in red on Friday, you cannot print your Official Certification Report until that entity turns black in this window.



Verifying Election Results on Reports and Website

After all MBBs used to count provisional ballots have been read and tabulated on Friday night, print a Cumulative Report from Tally. (See CLEEG pages 72 – 73, steps 12 – 15.)

Wait 10-15 minutes after reading and tabulating the last MBB, then log into MESA and print the Election Summary Results by County report (ea2482).

Compare the results on the Cumulative Report from Tally to the Election Summary Results by County (ea2482) report from MESA for each race and candidate in your county.

Go to the State Election Board homepage, click on the link to the Unofficial Results page, and then click on the link to view the County Results as a webpage. Select your county from the "Select a County" list and click the "Go to County" button. These items are at the top of the County Results page.

Compare the Election Summary Results by County report (ea2482) to the County Results page on the website.

If yours is the control (parent) county of a multi-county entity, also compare the Election Summary Results report (ea2480) to the entity's results on the Multicounty Results page on the website

After completing this review, send an e-mail to cwolski@elections.ok.gov to confirm that the displayed results are correct.

If there are any errors in the **vote totals** for any candidate or race, immediately call the State Election Board Election Support Line – (405) 521-6680 or Toll-Free (866) 737-6356.

NOTE: There may be slight differences in the percentages shown with the results on the Cumulative Report and the percentages shown with the results on the MESA reports and on the website. Such discrepancies are not errors and do not need to be reported to the State Election Board.

Election Support Line – (405) 521-6680 or Toll-Free (866) 737-6356

Disposition of Official Certification Reports

1. One signed and sealed copy of the Official Certification Report must be attached to the minutes of the County Election Board meeting.
2. If yours is an affected county for a multi-county entity, one signed and sealed copy must be faxed to the control County Election Board immediately. After faxing the report, put one signed and sealed Official Certification Report in the mail to the control County Election Board.
3. If this is a state election, mail one signed and sealed Official Certification Report to the State Election Board.
4. If this is a county election, deliver one signed and sealed copy of the Official Certification Report to the County Clerk's office.
5. If yours is the control county for a multi-county entity, mail one signed and sealed Official Certification Report to the entity.