

## **ABSENTEE BALLOT PROCESS TO BE APPROVED BY BOARD**

- All Incoming and Outgoing Absentee ballots are to be handled by staff. Responsibilities fall upon the staff to decide as to whether the absentee ballot is returned correctly and to be submitted to the Board for approval or if there is an issue based on the law and the absentee ballot cannot be approved due to insufficient requirements. In that case the voter will be notified by our office. The voter will then either be sent a new ballot or a cure letter depending on what the law requires.
- Board Members are no longer required to initial each absentee ballot envelope. If Board members would like to view the absentee ballot envelopes before the board meeting, they may contact the Absentee Coordinator and reserve a time to view the absentee ballot envelopes.
- When the absentee board meetings begin the Absentee Coordinator will start with the absentee ballots that have issues that cannot be approved by the Board and explain to the Board the reasoning for not being approved. The Absentee Coordinator will then explain what the office is doing to resolve the issue by contacting the voter to get the absentee ballot approved by the Board in subsequent absentee board meetings.
- The Absentee Coordinator will then proceed with the ballots to be approved by the Board that have been reviewed by the staff and determined they meet all the legal requirements for the absentee ballot to be approved by the Board.
- The absentee ballots are in order numerically by the CIV#. A report will be provided by SEIMS that the Board will use to make sure all absentee ballots that have been approved for that board meeting are present and accounted for. Board members are to check the report with each envelope and make sure the CIV# is what is on the report presented for that board meeting.
- Keep the envelopes in order when doing this and there is no need to verify each envelope for witness signatures or ID information as the staff has already done this per Board's approval and Board members have had the opportunity to view the absentee ballot envelopes before each meeting.
- After absentee ballots have been verified with the report and CIV#'s match, the absentee ballots are to be handed back to the Absentee Coordinator. The Board will sign a weekly Absentee Civilian Ballot approval form.
- The Board will also need to sign the Verity Scan tape and verify the beginning number matches the previous week's number. Once this is done you can proceed with inserting the absentee ballots to be counted.
- The Board will then proceed to accept One-Stop Early Voting applications while ballots are being inserted in tabulator.
- Upon completion of One-Stop Early Voting applications the Board will proceed to verify Overseas and Military ballots.
- The Board should pass a resolution allowing the staff to transcribe Overseas and Military ballots onto official ballots before Board meetings.
- When the Board is reviewing Overseas/Military ballots transcribed by staff, two Board members should be viewing/reviewing the ballot emailed by the voter, the other two Board members should be viewing/reviewing the ballot transcribed by the staff that will go into the scanner to

make sure everything matches per voter's selections. The final Board member should be above the other four Board members to make sure everything matches and is smooth with no issues.

- Board members should initial the affidavit forms submitted by the voter once they complete the verification of ballots and before moving on to the next ballot.
- Once military/overseas ballots have been verified the Board should take a vote to approve the ballots and then the ballots can be given to the Absentee Coordinator to be inputted in the scanner to be counted.
- The Board will need to sign a weekly Absentee Military approval form and a weekly Overseas approval form for any ballots that have been approved by the Board that week.
- Before the absentee board meeting is concluded check the scanner to make sure the numbers match the number of absentee ballots that have been approved.
- The Board will sign the ABS by Mail Scanner Sheet and sign the tape that gets printed out when machine is suspended until the next meeting.
- Finally put a sticky note on the scanner with the final absentee number so that you can verify the number matches when you resume the scanner at the next absentee board meeting.