THE BALLOT COUNT

FROM OPENING THE MAIL SACKS
TO ANNOUNCING THE WINNERS

Step 1 --The Alphabetical Sort.

Preliminary Rough Sort by Letters of the Alphabel. The count process begins with a general sort of the ballot packages into alphabetical batches. During the general sort, Supervisors stock central tables with ballots and workers sort into USPS mail tubs, marked with the letters of the alphabet. In larger locals, you may need to use two or more alphabetizing areas.

Specific Sort by Name and/or Sequence Numbers.   Next, workers move to assigned tables and begin specific sort into alphabetical/numeric order. Each mailing label contains an alphanumeric sequence number (excepting ballots which have been sent out after the initial mailing) which should assist in this process. Use U.S. Postal Service or Canada Post ("") mail trays to keep the alphabetized ballot packets in order.

Chal!enged and Void Circumstances In the Sort.

During the specific sort, workers should inspect ballot envelopes to be sure they are intact and that the required identification label is present.

- Ballot envelopes which appear to have been opened and resealed are VOID
- ballot envelopes where the required identification label has been destroyed or obliterated to the point where insufficient information exists to determine if the voter is eligible to vote are VOID.

Voided ballot envelopes are given to supervisory personnel to be stored in a "Void Ballots" bin located on a central table in plain view of observers. Voided ballots will not be counted.

Occasionally, a member may remove or obliterate the address information and write identifying information on the envelope, sometimes to update an address or, on rare occasions, to reflect a change in the member's name (due to marriage, legal name change, TITAN operator error, etc.) between the date the mailing labels were run - and sequence numbers assigned - and the date of the ballot count. In those instances, the sequence number on the member's mailing label will not track the member's new name and will be out of order. That member should be sorted alphabetically. But even if the voter has written a new name or address (including street address, city, state and zip code), the ballot will be challenged and put to the side, only to be considered if the outcome of the election requires that it be determined eligible to be counted or not. Any ballot case without the proper identification (Name, address, city, state and zip code) on the return envelope shall be void.

Observer Challenges During the Sort. Partially Opened and Resealed Envelopes Candidate observers sometimes challenge ballot packets which appear to have been partially opened and closed. In the event of such a challenge, a supervisor should be immediately called in order to make a determination. The determination whether to Void such an envelope is based solely on the supervisor's judgement that the partial reopening was sufficient for a person to have removed and replaced a ballot/secret ballot sleeve in the return envelope. If the determination is yes, the envelope should be marked "VOID" and put in the "Void" bin. If not, then the ballot envelope should continue in the count process. If the observer wishes to challenge the determination of the supervisor all work at the station where the envelope has been reviewed must stop as a written challenge is prepared by the observer. The written challenge is to be stapled to the ballot envelope, which should then be marked "CHALLENGED" and temporarily stored in a "Challenged Ballots" bin located on a central table in plain view of the observers.

<u>Observer Challenges During the Sort. Envelopes Without Postmarks,</u> Some observers may challenge ballot envelopes which do not contain a postmark. Postmarking procedures of the USPS and CPC have become very spotty as both postal services have moved to a system of high-speed machine sorting. The Election Rules take this technological change into account and recognize that, having obtained the return mail envelopes from the custody of the USPS or CPC, it is to be understood that the envelopes were processed by the USPS or CPC in the normal course of business, whether or not the envelope has been stamped with a postmark. If an observer disagrees with the OES determination and wishes to submit a written challenge to the ballot envelope, activity should stop and a supervisor summoned while a written challenge is prepared. The supervisor will accept the challenge but the envelope is then to be marked with the words "COUNTED OVER CHALLENGE - NO POSTMARK" and continue to be processed for counting with the other unchallenged ballots.

Step 2 -- Counting the Ballot Envelopes.

Next, a raw count of ballot packets is made. This number should be provided to a Supervisor who will record the number on a notepad kept for internal count-related statistics. If observers request to know the count, it can be announced. However, it should be made clear that what the count represents is the number of envelopes received from the post office and that number will not necessarily correlate with the number of ballots that are ultimately counted.

Step 3 – Determining Individual Voter Eligibility. Assuming that the Local has not employed an election vendor that uses a computer-based eligibility system:

• After the count is completed, supervisors will provide each two-person team of workers with a portion of the Election Control Roster ("ECR") and apportion ballots among teams to coincide with the division of the ECR.
• Eligibility of voters is then checked. The ECR is programmed according to OES eligibility rules; an "E" in the second column of the ECR means "Eligible", while a C" in the second column means "Challenged". Challenged members' entries will also include an alpha-numeric "Challenge Code" (Cl, C2, C3, etc.) in the farthest right column of the ECR.
  • One member of the team "calls" the name of the member, last name, then first name (common names may require that the sequence number be called out); the second member "checks" the eligibility roster and announces whether "eligible" or "challenged" and, if challenged, states the Challenge Code.
  • The checker then places a ✓ on the roster to the left of the voting member's name indicating receipt of the ballot and eligibility checked, while
  • the caller writes either an E or the applicable challenge code (e. g. C4) on the ballot envelope to indicate whether the voter is eligible to vote or challenged and places each ballot in one of two trays, either marked "ELIGIBLE" or "CHALLENGED.
  • <u>Duplicates – A Different Sort of Challenge.</u>" Any voter (i) who has not received a ballot or, (ii) whose ballot has been destroyed or damaged or (iii) who has changed his mind after voting and remailing his ballot, can request another ballot. Sometimes a voter will mail more than one ballot packet.   If ballots have been sorted into correct alpha-numeric order, multiple ballots cast by same voter will be processed in sequence and easily identified.
    • If only one of a set of duplicate ballots (it should have "DUP" printed near the address information) is received, mark that ballot "Challenged" and give it to a supervisor to hold until the eligibility process is complete
    • If more than one ballot was received, give both to a supervisor for review. The supervisor will review all of the ballots and try to conclusively determine which ballot package was received most recently – that ballot will continue in the process and the other duplicate(s) will be marked VOID and set aside,
      • If postmarks (or other printed postal service date markings) on both ballots are legible,

the supervisor will mark the ballot with the latest postmark or date as "Challenged" and all others in the set will be marked "VOID." The challenged package will be set aside until eligibility testing is complete

- If no postmarks (or other postal service date information) can be read or if only one of a set of two ballot packages contains a readable dating information, but one of the packets has a "D" printed in the alphanumeric code above the member's name, the supervisor will mark that ballot packet as "Challenged" and all others in the set will be marked "VOID."
- If no postmarks (or other postal service date information) can be read or if only one of a set of two ballot packages contains a readable dating information, and neither or both of the packets have "D" printed in the alphanumeric code line above the mailing information, the supervisor will mark both ballot packets as "VOID."

- When the eligibility process is complete, a supervisor will check the bin of Challenged duplicate ballots to make sure that no other duplicates were received. If not, all of the challenged duplicates will pass to the next stage of ballot processing.

Step 4 – Slitting Reply Envelopes and Extracting their Contents

After "Void" and "Challenged" ballots are removed to their respective storage bins on the central table, slit the reply envelopes of eligible ballots (BREs). If electric slitting machines are used at central tables, this process may get a bit chaotic and workers should be instructed to remain at their tables until they are summoned to the centrally-located slitters by supervisory personnel.

If both ballot markings and voter information on the BRE are visible, the voter's secrecy has not been maintained and the ballot is VOID. In order to be sure that voter secrecy is maintained at all times:

- After the BREs are slit and returned to the counting tables, workers should be instructed to orient all of the slit BREs so that the face of the envelope – where the voter's identifying information is located – faces the table top so that the voter's identifying information is not visible to workers or observers at the table.
- Extract the secret ballot envelopes or security sleeves (SBEs) from the BREs.
- Place the SBEs and BREs in separate mail trays or bins in no particular order, always keeping the face of the BREs oriented toward the table top. If a worker encounters a BRE which contains a ballot that is unprotected by an SBE AND is folded so that the portion of the ballot that reflects votes cast for any candidate is visible, the worker should place the envelope face down on the table, call a supervisor and explain the problem. The supervisor will either remove the ballot from the SBE, always masking the voter information on the envelope or will instruct the worker to do so. After extraction, the empty BRE should be mixed with other empty BREs, which will separate the voter identification on the envelopes from the ballot cast and preserve the secrecy of the vote. Retain and band BREs into packs for E.O. files.
- After all the SBEs have been extracted, the empty BREs should be banded into packs and retained for storage with other count documents and materials.

Step 5 – Slitting Secret Ballot Envelopes and Extracting the Ballots.

Once all of the SBEs have been separated from the BREs and the empty BREs removed for storage, the SBEs are slit and the ballots extracted. (If using security sleeves, slitting is not necessary and extraction can begin as soon as the BREs have been removed from the table.)

Secret ballot envelopes are usually discarded. However, any secret ballot envelope which does not contain a ballot should be given to a supervisor, after noting "DID NOT CONTAIN BALLOT" on the outside of the envelope. These envelopes should be stored in the "Void Ballots" bin.

Step 6 – Tallying the Votes

- Unfold the ballots, place them facing up and oriented so that they can be read, then separate them into two (2) stacks:

- "clean slate" ballots; and
- all other ballots

- Tally the votes. Again, employing the "caller" and "checker" method, one worker on each team reviews the ballot and calls out the votes while the other team member tallies the results on a Tally Sheet.

  The Election Rules require that ballot votes must be tallied according to the following;

  - A slate vote prevails over individual candidate votes.

    EXAMPLES:

    - If a fuill slate and individual candidates are selected, only the votes for the candidates on the full slate are tallied.
    - If a partial slate (including candidates for both delegate and alternate) and individual candidates are selected and the total number of slate and individual candidates for delegate does not exceed the number of delegates to be elected, while the total number of slate and individual candidates for alternate delegate does exceed the number of alternates to be elected, tally votes for all slate and individual candidates for delegate but tally votes only for slate candidates for alternate delegate.
    - If a slate box is checked, a slate vote is counted, no matter how the boxes of the individual members of that slate are checked below.

  - If two slates receive votes, the votes cancel each other, to the extent that each slate has a candidate for the position being contested.

    EXAMPLES:

    - If two full slates are selected, no vote is tallied for any office.
    - If a full slate and a partial slate (including candidates for both delegate and alternate delegate) are selected, no vote is tallied for any office.
    - If a full slate (delegates and alternate delegates) and a partial slate (including candidates for delegate only) are selected, only the full slate of candidates for alternate delegate are tallied.
    - If two partial slates are selected and the total number of votes for any office is not exceeded by the total number of members of both selected slates, tally votes for the members of both selected slates for that office. If the number of candidates exceeds the total to be elected for an office, tally no votes for that particular office.

  - If too many individual candidates are selected for any contested office, no vote is counted for the office.

  - No votes for "write-in" candidates shall be tallied.

  Void Ballots. Certain ballots are totally void, cannot be tallied and should be appropriately marked "VOID" and given to a supervisor for storage in the Void Ballots bin.
  - Too many votes. If too many candidates are selected for all offices (including the situation where two slates are selected), the ballot is "VOID"
  - No votes. If no candidates are selected for any office, the ballot is "VOID."
  - Ballot torn. If a ballot is torn to the extent that any candidates voting oval is missing the ballot is "VOID." But a ballot that is just torn with no part missing or a ballot where the voting instructions are the only section missing can be counted.
  - Any ballot containing information that could be read as identifying the voter is "VOID." Ballots with reference to obviously fictional characters or famous non-Teamsters (e.g., "Mickey Mouse" "Superman," "Teddy Roosevelt") can be counted.

Step 7 – Compile the Tally Sheets/Complete the Official Tally Form/Announce the Winners

- If your local is large enough to require multiple tally locations, the results from each station need to be compiled, either by hand or using a spreadsheet program like Microsoft Excel or Google Sheets. Record the

totals on OES Form 13 Tally certification.

- Count the number of challenged ballots and sort them into packets, using the challenge code written on the envelope

- Announce the results.

    - If the vote margin in the closest competition for any contested office between the leading candidate and the candidate with the next highest vote total is more than the number of challenged ballots, you may announce the winners. If the margin of victory is close, double check carefully before making any announcement.

    - If the vote margin in the closest competition for any contested office between the leading candidate and the candidate with the next highest vote total is less than the number of challenged ballots, you must stop the election and announce that challenged ballots must be resolved by an OES representative before a winner can be announced. If a member of the OES staff is not present at the count, call your Regional Director and report that challenged ballot resolution is required before the election can be completed. **All challenged ballot resolution must be performed by OES staff.**

    - If, after all challenged ballots have been resolved, two candidates are tied, the result, according the Election Rules, is determined by lot drawing.

    - Complete and sign the OES Form 13 Tally Certification and send to the OES office or your OES Regional Director. If challenged ballots must be resolved, label the certification "INTERIM."

- Box the election materials for storage. The following materials must be stored for not less than one year from the date of the ballot count.

    - All voted ballots

    - All blank ballot stock unused in the election

    - All empty Reply Envelopes (BREs)

    - All paper rosters used for mailing and eligibility determination

    - All VOID ballots and ballot mailing packets

    - If challenged ballots do not need to be resolved, all CHALLENGED ballot mailing packets. (If challenged ballots must be resolved, the CHALLENGED ballot packets must be set aside in secure storage until the OES representative can travel to the local union and complete the challenged ballot resolution process,)

    - All ballot packets mailed to members but returned as undeliverable by the United States Postal Service or Canada Post Corporation.

    - Boxed materials should be signed and sealed by allowing candidate and slate observers to place their signatures and write the date over the sealing tape as a guard against subsequent tampering

    When the year has passed, the materials must be destroyed. Federal law prohibits their use in connection with any subsequent election among members of the local union.