

## Lancaster County Board of Elections

### Documentation for re-marking absentee and mail-in ballots from

### May 17, 2022 Municipal Primary

After considering the options available to count the votes on the ballots that would not scan in the Central Scanner at the May 17, 2022 Pre-Canvass, it is the recommendation of the Lancaster County Board of Elections to accomplish this by re-marking each ballot that would not scan. The Board believes this is the most efficient, effective, and transparent process.

The scope of this will involve re-marking approximately 14,000 ballots. Re-marking will commence at 4:00 pm on Tuesday, May 17, 2022 and continue through Friday, May 20, 2022 beginning at 9:00 am each day and ending at 6:00 pm. Re-marking will take place at the Lancaster County Government Center, 150 North Queen Street, Lancaster, Rooms 102/104. To assure full transparency in our process and continue to maintain a high-level of integrity, the Lancaster County Board of Elections has informed the Republican and Democratic Party leaders of this plan and has invited watchers from both the Parties.

#### Preparation

*Each team will consist of 1 ballot reader, 1 ballot marker and 1 observer.*

*Feel free to change assignments during the day.*

*You will be provided a clear workspace.*

*Please use black or blue pen to mark the ballot.*

*The ballot reader will be provided the precinct's ballots that are being re-marked.*

*The ballot reader shall separate out the Democratic and Republican Ballots.*

*The ballot marker shall open the appropriate pack of blank ballots – checking party and precinct.*

*The ballot reader shall be familiar with the correct ballot order.*

*All teams will be provided a reconciliation spreadsheet which will follow the batch as it moves from remarking to central scanning.*

## **Re-Marking a Ballot**

The ballot reader shall call out all the votes beginning on page 1 – followed by the appropriate page 2, page 3 and page 4.

Votes are called out exactly as they appear on the original ballot, including write-ins (spell write in name), undervotes and overvotes.

The ballot reader shall fill in the box of each contest after it is called.

The ballot marker shall mark the ballot appropriately.

The ballot observer shall observe closely and call out any errors noticed. If an error is found, a new ballot will be marked and the erroneous ballot destroyed. Put aside any questionable ballots where voter intent is not clear. Staff will assist you with those.

Once the ballot reader has finished a ballot, the ballot reader will write the words "REMARKED" on each page of the original ballot. The "remarked" ballot will also be sequentially numbered coded to also include Precinct and Party. Turn it over and begin a stack of original ballots that have been re-marked.

*Once the ballot marker has finished marking a ballot, turn the ballot over and begin a stack of ballots that are ready to scan.*

*Ready to scan ballots are to be collected when the number gets close to 100. Keep like precincts all in the same batch.*

*Unscannable ballots and re-marked ballots will be kept in the same order by precinct such that the unscannable and re-marked ballots can be matched for future reference.*

## **Central Scanning the Ballots**

Staff will collect the ballots that have been re-marked and scan following the below instructions.

The ballots from one precinct are placed in the scanner. Follow your procedural documentation for scanning. The Election type is selected as Mail Voting. Please use the Batch Notes to identify the contents of the batch primarily the precinct number. Scan ballots and print out a batch report. The scan batch report will confirm that all ballots were able to scan and provide a total number of scanned ballots for that batch. If any ballots do not scan, those ballots must be located and removed from the batch. Put them aside to be remarked and voted. Please enter the appropriate numbers on your Master Spreadsheet. Print the report and save the batch. Place the ballots and its report in a bin. Use a piece of colored paper to divide one batch from the next. Please note there is a sticker on each storage bin. Please write the batch number on the sticker.