

**ALAMEDA COUNTY REGISTRAR OF VOTERS
PROCESS OVERVIEW OF THE 1% MANUAL TALLY**

DEFINITION

In accordance with Election Code Sections 336.5 and 15360, a selection of one percent (1%) of the voting precincts for all elections is randomly chosen for the manual tally to verify the tabulation of the automated count. Additionally the elections official will select one precinct for each contest not included in the random selection of precincts. The manual tally will only apply to the race not previously counted.

“One percent manual tally” is the public process of manually tallying votes in one percent of the precincts, selected at random by the elections official, and in one precinct for each race not included in the randomly selected precincts. This procedure is conducted during the official canvass to verify the accuracy of the automated count. CA Elections Code Section 336.5

Additional precincts for the manual tally may be selected at the discretion of the elections official. CA Elections Code Section 15360

BACKGROUND

During the 28-Day canvass period of every election the Registrar of Voters’ shall conduct a public manual tally of the ballots tabulated in one percent of the precincts chosen at random. The Registrar of Voters shall post a public notice of the date and time of the random selection of precincts and the manual tally at least 5 days prior to the event.

PROCEDURE FOR RANDOM SELECTION OF PRECINCTS

The Registrar of Voters shall randomly select one percent (1%) of the precincts by spinning a metal drum filled with ping pong balls numbered zero through nine (0-9).

A list of all the precincts and mandatory vote by mail precincts are numbered with consecutive numbers from one to the exact number of precincts used in the election.

- | | | | |
|----|--------|----|--------|
| 1. | 200100 | 4. | 200400 |
| 2. | 200200 | 5. | 200500 |
| 3. | 200300 | 6. | 200600 |

Spinning of the metal drum and drawing a ball for each digit of the consecutive numbered precincts generates a 3-digit or 4-digit number to be tallied. Starting at the ones position of the numbered precinct all 10 balls (0-9) will be deposited into the metal drum and one ball will be drawn.

1. ___ ___ ___ 2

The ball previously drawn will be deposited back into the metal drum for further selection. Next a ball will be selected from the 10 balls (0-9) representing the tens position of the numbered precinct.

1. ___ ___ 1 2

The ball previously drawn will be deposited back into the metal drum for further selection. Next a ball will be selected from the 10 balls (0-9) representing the hundredths position of the numbered precinct. If the number is greater than the assigned actual number of precincts used in the election a fourth draw is not required.

1. ___ 8 1 2

Draw a fourth number only in the case were the number to be drawn would not exceed the assigned actual number of precincts used in the election. Remove all balls with the exception of numbers zero (0) and one (1). Spin the metal drum and select your fourth number representing the thousandths position.

1. 1 0 1 2

Continue with this same process until all precincts have been randomly selected for the 1% Manual Tally.

MANUAL TALLY PREPARATION AND PROCEDURE

Once all precincts have been randomly selected, a recount board of 3 people will recount each precinct manually. The 3 member board is comprised of one caller and two recorders.

1. Pull all voted ballots from each precinct selected for the 1% manual tally.
2. Prepare all tally sheets with the names of each contest, the names of each candidate in each contest and indicate the voting position numbers (Vote For One, Vote For Two, etc.) of each candidate or measure to be recounted.
3. Distribute one precinct at a time to each board for recount.
4. Board members print their names and record precinct number of the precinct to be recounted on each tally sheet.
5. The board will sort the ballots into stacks of ten (10) as follows:
 - a) In a vote for one contest, sort ballots by candidate or for measures by yes and no votes cast.
 - b) Separate all over votes, under votes and blank votes in the contest into stacks.
 - c) In a vote for two or more, separate the ballots where the first candidate is the first selection, followed by second, third selection and so on. Count all the votes for the first candidate and continue in the same manner until all the ballots have been counted.

6. The caller will read the votes cast for one contest at a time. The two recorders mark the count as the caller reads the votes cast for that candidate. The vote is recorded with hash marks through the numbers next to each candidate's name. The marks on row one for each candidate should all point in the same direction. The marks on the second row should point in the opposite direction. The recorders will call out "10", "20", etc. after each group of 10 votes counted for a candidate or measure. If the count of 10 is different between the recorders a recount must be completed. When finished counting the each contest, the recorders will write down the total count of each candidate on the lines provided one in words the other in figure.
7. Once the contest has been counted by the board, the supervisor compares the manual tally total with the results for that contest on the summary report. When the supervisor verifies that the tallies match, he/she initials the tally. If a discrepancy occurs between the manual tally and the automated count, the ballots are resorted and recounted until the two tallies match. If the tally cannot be reconciled the precinct shall be given to the supervisor for further inspection and then reassigned to another board. If the results are the same after the second recount, the supervisor will notify the Registrar of Voters of the discrepancy and further action will be taken.
8. Upon completion of a precinct the supervisor will update and initial the summary report that is provided for public inspection located in the public observation area.
9. When the 1% manual tally is completed, the Registrar of Voters verifies the tally results of all precincts recounted and that all discrepancies have been resolved.
10. All tally sheets, summary reports, and ballots for the recounted precincts will be boxed, sealed and reserved for the required amount of time for that election.