

# BALLOTING PROCEDURES

## SBA ELECTIONS COMMITTEE

### SCOPE AND AUTHORITY

1. The Committee is responsible for implementing these procedures.
2. A Decision of the Committee will interpret these procedures.
3. These procedures are part of, and are incorporated into, the Election Rules.
4. In the interests of holding a fair, open and unbiased election, a Decision of the Committee may waive, adjust, rescind or otherwise alter any of these procedures.
5. The Committee may only certify as final elections that follow these procedures.

### PRE-ELECTION

#### BALLOT REQUIREMENTS

1. Candidates for office must follow the candidacy rules in the Election Rules in order to be eligible.
2. Only eligible candidates may appear on the ballots.
3. Every eligible candidate must appear on the ballots.
4. Candidates must be listed in random order but in the same order on each ballot.
5. Candidates may only be identified by their first or last name as registered by the University of San Diego School of Law unless a Decision of the Committee allows the candidate to use another commonly shortened version of the candidate's name, the candidate's middle name or the candidate's maiden or other family name.
6. Ballots must conform to the Election Rules regarding how many votes each voter may cast for an office.
7. Ballots must include a first sheet for marking by the election clerks.
8. Ballots must include a prefixed staple holding all pages of the ballot together.
9. Ballots must contain an area for activation by the election clerks.
10. Ballots must contain an area for marking the ballot as provisional, surrendered or spoiled.
11. Voters must easily understand the ballot, how to mark their appropriate number of votes, how to seek help in voting correctly and what actions or inactions will spoil their ballots.

#### BALLOT PRODUCTION

1. The Elections Chair will be responsible for producing ballots listing every eligible candidate.
2. The Elections Chair and another Committee member will execute a Certificate of Ballot Production that states the total number of ballots produced for each election.

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3. The Elections Chair will maintain the original copy of the Certificate of Ballot Production for reconciliation during ballot counts and elections certifications.

### VOTER ROLL

1. The Elections Chair will solicit the names of all students eligible to vote from the University of San Diego School of Law.
2. The Elections Chair will produce a Voter Roll conforming to the list of names the University of San Diego School of Law provides.
3. The Elections Chair will execute a Certificate of Voter Roll Production affirming the accuracy and completeness of the Voter Roll.
4. The Elections Chair will maintain the original copy of the Certificate of Voter Roll Production.

### ABSENTEE BALLOTS

1. If the Committee has accepted a Request for Absentee Ballots, the Elections Chair and one Committee member will take one ballot from those produced.
2. The Elections Chair will verify the voter is on the Voter Roll.
3. If the voter is on the Voter Roll, the Elections Chair must mark the space for the voter's signature as stating "Mail Ballot."
4. The Elections Chair and the Committee member must initial the first page of the ballot.
5. The Elections Chair and the Committee member must mark with an "X" in black marker over any office for which the voter may not vote due to the voter's classification and division, as stated on the Voter Roll.
6. The Elections Chair and the Committee member must mail, via priority mail, the voter an initialed yet otherwise blank ballot.
7. The Elections Chair and the Committee member must include with the ballot a pre-addressed return envelope and information explaining how to vote and how the voter may access the Voter Guide.
8. The Elections Chair and the Committee member will then execute a Certificate of Absentee Ballot.
9. The Elections Chair will maintain the original copies of all Certificates of Absentee Ballot for reconciliation during ballot counts and elections certifications.
10. Once timely received, the Elections Chair must place the ballot in the Ballot Box or include the ballot in counting, or the Committee must adjust any count, accounting for the duly cast ballot.

### ELECTIONS OPENING

### BALLOT RECONCILIATION

1. The Elections Chair will present the produced ballots and the Certificate of Ballot Production.
2. The Elections Chair and another Committee member, who will not be the same member who executed the Certificate of Ballot Production, will count the number of ballots presented.
3. The Elections Chair and the Committee member who counted the ballots will execute the Certificate of Election Opening.
4. If the sum of the number of ballots on the Certificates of Ballot Production and Certificates of Absentee Ballots differs from the Certificate of Election Opening, the Elections Chair will execute a statement explaining the difference.

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5. The Elections Chair will maintain the original copy of the Certificate of Election Opening for reconciliation during ballot counts and elections certifications.

### OPENING THE ELECTIONS

1. The Elections Chair will provide the Ballot Box.
2. The Elections Chair will open the Ballot Box in the view of the public.
3. The Elections Chair will demonstrate that the Ballot Box is empty of all things.
4. The Elections Chair will then lock the Ballot Box with a lock accessible only to him or her.
5. The Elections Chair will then seal the Ballot Box with a tamper-proof seal, initialed by the Elections Chair and another Committee member.
6. At the time specified in the Elections Calendar, the Elections Chair will then declare the elections open.

### SUPPLYING THE ELECTIONS

1. The Elections Chair will present the counted ballots, the Voter Roll, the sealed Ballot Box and sufficient amounts of Provisional Ballot Envelopes, Voter Guides, pens, markers and other necessary supplies to the elections clerks.
2. The Elections Chair will make sure the elections clerks have sufficient supplies during the election.

## ELECTIONS OPERATIONS

### STAFFING THE ELECTIONS

1. The Elections Chair will ensure the elections have sufficient staff.
2. The elections will be staffed by elections clerks.
3. Elections clerks may be Committee members.
4. The Ballot Box must be visible to at least one Committee member at all times while polls are open.

### VOTING

1. Only eligible students may vote in any elections.
2. All markings on ballots, by either the voter or the elections clerks, will be made by indelible ink.
3. Any voter who wishes to vote must produce their University of San Diego student ID to the elections clerks.
4. The elections clerks will verify the voter is on the Voter Roll.
5. If the voter is on the Voter Roll, he or she must sign the Voter Roll next to his or her name in order to receive a ballot.
6. If the voter is not on the Voter Roll or if there is a signature or "Mail Ballot" next to the voter's name on the Voter Roll, he or she may seek to cast a provisional ballot.
7. Two elections clerks must initial the first page of each ballot.
8. The elections clerks must mark with an "X" in black marker over any office for which the voter may not vote due to the voter's classification and division, as stated on the Voter Roll.
9. The elections clerks must explain which offices the voter may vote for and how many votes or candidates for each office the voter is entitled to cast.

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10. The elections clerks must provide the voter an initialed yet otherwise blank ballot and a pen with which to mark his or her votes.
11. No ballot may leave the room of the polling site.
12. The elections clerks must mark on the Voter Roll when the voter receives the ballot and when the voter casts the ballot to account for all ballots.
13. The voter must be able to mark his or her votes in secret.
14. The voter may seek assistance from the elections clerk in completing his or her ballots.
15. The voter must cast his or her ballot by placing his or her ballot in the Ballot Box.

## PROVISIONAL VOTING

1. If a voter's name does not appear on the Voter Roll or if there is a signature next to the voter's name on the Voter Roll, he or she may seek to cast a provisional ballot.
2. The voter must complete the front of a Provisional Voting Ballot.
3. Two elections clerks must initial the first page of the ballot.
4. The elections clerks must also mark the ballot as provisional on the front of the ballot.
5. The elections clerks must mark with an "X" in black marker any office for which the voter may not vote due to the voter's classification and division, as stated on the front of the Provisional Voting Ballot.
6. The elections clerks must explain which offices the voter may vote for and how many votes or candidates for each office the voter is entitled to cast.
7. The elections clerks must provide the voter a provisionally-marked, initialed yet otherwise blank ballot and a pen with which to mark his or her votes.
8. No ballot may leave the room of the polling site.
9. The elections clerks must mark on the Voter Roll when the voter receives the ballot and when the voter casts the ballot to account for all ballots.
10. The elections clerks will keep a tally of all provisional ballots on the Certificate of Mid-Election Closing or the Certificate of Election Closing for that day.
11. The voter must be able to mark his or her votes in secret.
12. The voter may seek assistance from the elections clerk in completing his or her ballots.
13. Elections clerks must provide any reasonable accommodation to assist voters in voting.
14. Before placing the provisional ballot in the Ballot Box, the voter must place the provisional ballot in and seal the Provisional Ballot Envelope.
15. The voter must cast the provisional ballot by placing the sealed Provisional Ballot Envelope in the Ballot Box.

## SURRENDERING BALLOTS

1. A voter may surrender his or her ballot to the elections clerks at any time prior to placing the ballot in the Ballot Box.
2. When receiving a surrendered ballot, the elections clerks must verify that the voter is surrendering the ballot.
3. The elections clerks will mark the ballot as surrendered on the front of the ballot, tear the top two inches of all the pages of the ballot vertically in the middle of the ballot and place the surrendered ballot in the Ballot Box.

## BALLOTING PROCEDURES

4. The elections clerks will keep a tally of all surrendered ballots on the Certificate of Mid-Election Closing or the Certificate of Election Closing for that day.
5. Surrendered ballots are not cast ballots and have no effect on the elections.
6. A voter who surrenders his or her ballot may receive a new, blank ballot or execute a Certificate of Ballot Surrender.
7. The elections clerks will maintain the original copy of the Certificate of Ballot Surrender and provide it to the Elections Chair at the end of voting for that day.
8. A voter who receives a new, blank ballot may cast that ballot as if it were his or her original ballot.
9. A voter who executes a Certificate of Ballot Surrender may cast a provisional ballot at a later time.

## SPOILED BALLOTS

1. If any ballot becomes unusable as a ballot, the elections clerks will spoil the ballot.
2. The elections clerks will mark the ballot as spoiled on the front of the ballot, tear the top two inches of all the pages on the ballot vertically in the middle of the ballot and place the spoiled ballot in the Ballot Box.
3. The elections clerks will keep a tally of all spoiled ballots on the Certificate of Mid-Election Closing or the Certificate of Election Closing for that day.
4. Spoiled ballots are not cast ballots and have no effect on the elections.

## OPENING THE SEALED BALLOT BOX

1. In the most extreme of urgencies, a Decision of the Committee may authorize the Elections Chair to open the sealed Ballot Box.
2. When opening the Ballot Box, the Elections Chair will immediately note the time and close the polls.
3. Any voter in queue for voting at the time the Elections Chair closes the polls must be able to cast his or her ballot.
4. After all voters have cast their ballots, the Elections Chair will, in the presence of a quorum of the Committee, break the seal of the Ballot Box.
5. The Elections Chair will place each and every item in the Ballot Box as of the breaking of the seal into a suitable, lockable container for storage.
6. The Elections Chair will then seal the container with a tamper-proof seal, initialed by the Elections Chair and another Committee member.
7. The Elections Chair will then place the sealed container in a place of storage under lock and key, accessible only to him or her.
8. The Elections Chair must protect the container above all other perils.
9. The Elections Chair will then open the Ballot Box in the view of the public.
10. The Elections Chair will demonstrate that the Ballot Box is empty of all things.
11. The Elections Chair will then lock the Ballot Box with a lock accessible only to him or her.
12. The Elections Chair will then seal the Ballot Box with a tamper-proof seal, initialed by the Elections Chair and another Committee member.
13. The Elections Chair will note the time and then declare the elections re-open.
14. The difference of time between the closing of polls and the reopening of polls will be added to the Elections Calendar for that day and polling must continue for that amount of time after the scheduled closing of polls.

## BALLOTING PROCEDURES

### CLOSING MID-ELECTION

1. At the time specified in the Elections Calendar, the Elections Chair will close the polls.
2. Any voter in queue for voting at the time the Elections Chair closes the polls must be able to cast his or her ballot.
3. After all voters have cast their ballots, the Elections Chair will collect the Ballot Box, the Voter Roll, all unused ballots, any Certificates of Ballot Surrender and the elections supplies.
4. The Elections Chair and another Committee member will count the unused ballots.
5. The elections clerks will mark at the bottom of each page on the Voter Roll the number of signatures and will mark the sum of the numbers on all pages of the Voter Roll, less any sum from previous days, on the front page of the Voter Roll.
6. The Elections Chair and the Committee member who counted the unused ballots and the elections clerks who summed the number of signatures will execute a Certificate of Mid-Election Closing.
7. If the difference between the number of ballots available at the opening of polls for that day and the number of unused ballots differs from the number of signatures summed for that day, less any provisional, surrendered or spoiled ballots, the Elections Chair will execute a statement explaining the difference.
8. The Elections Chair will maintain the original copy of the Certificate of Mid-Election Closing for reconciliation during ballot counts and elections certifications.
9. The Elections Chair will maintain the original copies of any Certificate of Ballot Surrender for accepting any provisional ballot.
10. The Elections Chair will then place the Ballot Box and the unused ballots in a place of storage under lock and key, accessible only to him or her.
11. The Elections Chair will protect the Ballot Box, the Voter Roll and unused ballots above all other perils.

### REOPENING MID-ELECTION

1. The Elections Chair will present the Ballot Box and unused ballots.
2. The Elections Chair and another Committee member, who will not be the same member who executed the Certificate of Mid-Election Closing, will count the number of unused ballots provided.
3. The Elections Chair and the Committee member who counted the unused ballots will execute a Certificate of Mid-Election Opening.
4. The elections clerks will verify the number of signatures on each page and the resulting sum of number on all pages.
5. If the number of unused ballots on the Certificate of Mid-Election Closing differs from the Certificate of Mid-Election Opening, or if the number of signatures summed for the previous day differ from the number of verified signatures, the Elections Chair will execute a statement explaining the difference.
6. The Elections Chair will maintain the original copy of the Certificate of Mid-Election Opening for reconciliation during ballot counts and elections certifications.
7. At the time specified in the Elections Calendar, the Elections Chair will reopen the polls.

### ELECTIONS CLOSING

1. At the time specified in the Elections Calendar, the Elections Chair will declare the elections closed.

## BALLOTING PROCEDURES

2. Any voter in queue for voting at the time the Elections Chair declares the elections closed must be able to cast his or her ballot.
3. After all voters have cast their ballots, the Elections Chair will collect the Ballot Box, the Voter Roll, all unused ballots and the elections supplies.
4. The Elections Chair and another Committee member will count the unused ballots.
5. The elections clerks will mark at the bottom of each page on the Voter Roll the number of signatures and will mark the sum of the numbers of all pages of the Voter Roll, less any sum from previous days, on the front page of the Voter Roll.
6. The elections clerks will sum the number of each day's signatures on the front page of the Voter Roll.
7. The Elections Chair and the Committee member who counted the unused ballots and the elections clerks who summed the number of signatures will execute a Certificate of Election Closing.
8. If the difference between the number of ballots available at the opening of polls for that day and the number of unused ballots differs from the number of signatures summed for that day, less any provisional, surrendered or spoiled ballots, the Elections Chair will execute a statement explaining the difference.
9. If the difference between the number of ballots on the Certificate of Election Opening and the number of unused ballots differs from the sum of the number of each day's signatures, the Elections Chair will execute a statement explaining the difference.
10. The Elections Chair will maintain the original copy of the Certificate of Election Closing for reconciliation during ballot counts and elections certifications.
11. The Elections Chair will then immediately place the Ballot Box, the Voter Roll and all unused ballots in a closed room for counting.

## COUNTING PROCEDURES

### RECONCILING THE BALLOT COUNTS

1. The counting room is a closed meeting of the Committee. Only the Elections Chair, Committee members and approved Observers may be in the room during counting. A Decision of the Committee may admit any other person who is not a candidate for office into the room.
2. A Decision of the Committee may authorize the Elections Chair to open the sealed Ballot Box.
3. The Elections Chair, in the presence of a quorum of the Committee, may break the seal of the Ballot Box.
4. The Elections Chair will supervise the counting of ballots. The Committee members will serve as counting clerks and perform the ballot counts.
5. For any count, if two counting clerks confirm the same count, that count will be determined confirmed and official.
6. The counting clerks will separate duly cast ballots, the provisional ballots, the surrendered ballots and the spoiled ballots.
7. When separating ballots, if any ballot has any page or its staple removed or if any ballot does not have two initials from elections clerks, that ballot is automatically spoiled.
8. The counting clerks will count the number of duly cast ballots, the provisional ballots, the surrendered ballots and the spoiled ballots. The counting clerks will mark the official counts on the Certificate of Counting.

## BALLOTING PROCEDURES

9. If the sum of the number of duly cast ballots, the provisional ballots, the surrendered ballots and the spoiled ballots differs from the total number of signatures on the Voter Roll, the Elections Chair will execute a statement explaining the difference.
10. If the sum of the number of duly cast ballots, the provisional ballots, the surrendered ballots and the spoiled ballots differs from the difference between the number of ballots on the Certificate of Election Opening and the number of unused ballots, the Elections Chair will execute a statement explaining the difference.
11. If the difference between the number of ballots on the Certificate of Election Opening and the number of unused ballots differs from the total number of signatures on the Voter Roll
12. If the sum of the number of duly cast ballots, the provisional ballots, the surrendered ballots, the spoiled ballots and the unused ballots differs from the number of ballots on the Certificate of Election Opening, the Elections Chair will execute a statement explaining the difference.
13. Once counted, the Elections Chair will place the provisional ballots aside for handling and place the unused, surrendered and spoiled ballots in their appropriate envelopes.

## PROVISIONAL BALLOTS

### RULING ON PROVISIONAL BALLOTS

1. If any provisional ballots exist, the Committee must immediately meet to decide the acceptability of the provisional ballot.
2. The Committee may hold a hearing to determine whether to accept a provisional ballot.
3. A Decision of the Committee may accept a provisional ballot.

### COUNTING OF ACCEPTED PROVISIONAL BALLOTS

1. Once the Committee rules on all provisional ballots, the Elections Chair will collect the accepted provisional ballots.
2. The Elections Chair will open the accepted Provisional Ballot Envelopes in the presence of a quorum of the Committee.
3. The Elections Chair will immediately destroy any empty accepted Provisional Ballot Envelopes.
4. The Elections Chair will place the accepted ballot in the Ballot Box.
5. The Elections Chair will place any denied Provisional Ballot Envelope in the Ballot Box.

## BALLOT COUNTING

1. The counting clerks will then count the duly cast ballots.
2. For any count, if two counting clerks confirm the same count, that count will be determined confirmed and official.
3. The counting clerks will remove the first page of each duly cast ballot.
4. The Elections Chair will place the removed first pages in their appropriate envelopes.
5. The counting clerks will separate the ballots to their individual offices.
6. The counting clerks will place each individual office's ballots together for counting.
7. The counting clerks will then count the ballots for each individual office.

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### INTENT OF THE VOTER

1. The standard for counting will be the clear intent of the voter.
2. If the intent of the voter is not clear, a Decision of the Committee may determine the intent of the voter or declare the ballot for that particular office spoiled.
3. If a ballot for a particular office is spoiled, either by a Decision of the Committee or automatically under these procedures, that voter's other ballots are not also spoiled, unless those other ballots are spoiled by a Decision of the Committee or automatically under these procedures.
4. The Elections Chair will place any spoiled ballot that for a particular office in the envelope of spoiled ballots and that ballot will not be part of further counting.

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### PREFERENTIAL VOTING SYSTEM

1. The counting clerks will count offices decided by the preferential voting system by making individual stacks of each candidate by first preference.
2. When making the stacks at any time, if the counting clerks determine that a voter has voted for more than one candidate with similar preferences, that ballot is automatically spoiled.
3. The Elections Chair will place any spoiled ballot for that particular office in the envelope of spoiled ballots and that ballot will not be part of further counting.
4. If a ballot has an "X" in black marker over that office or has no preference marked, the counting clerks will set aside the ballot and it will not be part of further counting.
5. The counting clerks will count the number of ballots in each candidate's stack.
6. The counting clerks will write the number of ballots in each candidate's stack on a Certificate of Preferential Voting System Count.

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### WINNER

1. If a candidate has a majority of the total ballots counted, that candidate will be the tentative winner.
2. A Decision of the Committee will declare a completed count.
3. Once a candidate will be the tentative winner, the Elections Chair will place the ballots for that office in their appropriate envelopes.
4. The Elections Chair will complete and execute the Certificate of Preferential Voting System Count.

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### INSTANT RUNOFF

1. If no candidate has a majority of the total ballots counted, the counting clerks will perform an instant runoff.
2. The counting clerks will determine who among the remaining candidates has the lower number of ballots in his or her stack.
3. If one candidate has the lowest number of ballots, that candidate is eliminated from the count and the counting clerks will separate that candidate's ballots and place them with the other candidates' ballots by their next highest preference among the remaining candidates.
4. If two or more candidates have the lowest number of ballots, and one or more candidates still remain, those candidates are eliminated from the count and the counting clerks will separate those candidates'

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ballots and place them with the other candidates' ballots by their next highest preference among the remaining candidates.

5. If a ballot has no remaining candidates with a preference, the counting clerks will set aside the ballot and it will not be part of further counting.
6. The counting clerks will then recount each remaining candidate's stack.
7. The counting clerks will write the number of ballots in each candidate's stack on the Certificate of Preferential Voting System Count for that office.
8. The procedure will continue as if the subsequent count were the original count.

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### TIES

1. If two or more candidates have the lowest number of ballots, and no other candidates remain, those candidates are tied.
2. A Decision of the Committee will declare a tied count.
3. The Elections Chair will place the ballots for that office in their appropriate envelope.
4. The Elections Chair will complete and execute the Certificate of Preferential Voting System Count.
5. The Elections Chair will take steps required for holding a runoff election among the remaining candidates.

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### ONE VOTE STRAIGHT VOTING SYSTEM

1. The counting clerks will count offices decided by the straight voting system where voters vote for one candidate by making individual stacks of each candidate by vote.
2. When making the stacks, if the counting clerks determine that a voter has voted for more candidates than allowed, that ballot is automatically spoiled.
3. The Elections Chair will place any spoiled ballot for that particular office in the envelope of spoiled ballots and that ballot will not be part of further counting.
4. If a ballot has an "X" in black marker over that office or has no vote marked, the counting clerks will set aside the ballot and it will not be part of further counting.
5. The counting clerks will count the number of ballots in each candidate's stack.
6. The counting clerks will write the number of ballots in each candidate's stack on a Certificate of One Vote Straight Voting System Count.

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### WINNER

1. If one candidate has the greatest number of the total ballots counted, that candidate will be the tentative winner.
2. A Decision of the Committee will declare a completed count.
3. Once a candidate will be the tentative winner, the Elections Chair will place the ballots for that office in their appropriate envelope.
4. The Elections Chair will complete and execute the Certificate of One Vote Straight Voting System Count.

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### TIES

1. If two or more candidates have the greatest number of the total ballots counted, those candidates are tied and all others are eliminated from the count.

## BALLOTING PROCEDURES

2. A Decision of the Committee will declare a tied count.
3. The Elections Chair will place the ballots for that office in their appropriate envelope.
4. The Elections Chair will complete and execute the Certificate of One Vote Straight Voting System Count.
5. The Elections Chair will take steps required for holding a runoff election among the remaining candidates.

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### MULTIPLE VOTE STRAIGHT VOTING SYSTEM

1. The counting clerks will count offices decided by the straight voting system where voters vote for more than one candidate by first making individual stacks of the first candidate listed.
2. When making the first stack, if the counting clerks determine that a voter has voted for more candidates than allowed, that ballot is automatically spoiled.
3. The Elections Chair will place any spoiled ballot for that particular office in the envelope of spoiled ballots and that ballot will not be part of further counting.
4. If a ballot has an "X" in black marker over that office or has no vote marked, the counting clerks will set aside the ballot and it will not be part of further counting.
5. The counting clerks will count the number of ballots marking that candidate with a vote.
6. The counting clerks will note the number of ballots on the Certificate of Multiple Vote Straight Voting System Count.
7. The counting clerks will then make another individual stack of the next candidate listed.
8. The counting process will repeat until the counting clerks have counted all candidates listed.
9. The counting clerks will then rank each candidate based upon the number of votes each candidates received.
10. If two or more candidates have the same number of votes, the clerks will rank each of those candidates with the next highest available ranking, and will continue on with ranking the remaining candidates, if any, as if the two or more candidates with the same number of votes had sequential rankings, skipping any necessary ranking.
11. For races with distinct offices decided by the same election, the counting clerks will specify which rank forwards a winner to each office, and ties must be decided as if the offices are separate elections.

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### WINNERS

1. If no candidates have the same ranking, if two or more candidates have the same ranking and those candidates are ranked above the number of vacant positions or if two or more candidates have the same ranking and the sum of the number of candidates with the same ranking and the number of candidates with higher rankings, if any, is equal to or less than the number of vacant positions, the candidates with the highest rankings up to the number of vacant positions will be the tentative winners.
2. A Decision of the Committee will declare a completed count.
3. Once candidates will be the tentative winners, the Elections Chair will place the ballots for that office in their appropriate envelope.
4. The Elections Chair will complete and execute the Certificate of Multiple Vote Straight Voting System Count.

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### TIES

1. If two or more candidates have the same ranking and the sum of the number of candidates with the same ranking and the number of candidates with higher rankings, if any, is greater than the number of vacant positions, the election is tied.
2. If any candidates have a ranking higher than the candidates with the same ranking, those candidates will be tentative winners.
3. The candidates with the same ranking are tied and all others, except tentative winners, are eliminated from the count.
4. A Decision of the Committee will declare a tied count.
5. The Elections Chair will place the ballots for that office in their appropriate envelope.
6. The Elections Chair will complete and execute the Certificate of Multiple Vote Straight Voting System Count.
7. The Elections Chair will take steps required for holding a runoff election among the remaining candidates.

### REFERENDA

1. The counting clerks will count referenda by making individual stacks of votes in favor of the matter and votes against the matter.
2. When making the stacks, if the counting clerks determine that a voter has voted both for and against the matter, that ballot is automatically spoiled.
3. The Elections Chair will place any spoiled ballot for that particular matter in the envelope of spoiled ballots and that ballot will not be part of further counting.
4. If a ballot has an "X" in black marker over that matter or has no vote marked, the counting clerks will set aside the ballot and it will not be part of further counting.
5. The counting clerks will count the number of ballots in each stack.
6. The counting clerks will write the number of ballots in each stack on a Certificate of Referendum Count.

### OUTCOME

1. If the number of total ballots in favor of the matter is equal to or greater than twice the number of total ballots against the matter, a referendum approval will be the tentative outcome.
2. If the number of total ballots in favor of the matter is less than twice the number of total ballots against the matter, a referendum rejection will be the tentative outcome.
3. A Decision of the Committee will declare a completed count.
4. Once approval or rejection will be the tentative outcome, the Elections Chair will place the ballots for that matter in their appropriate envelope.
5. The Elections Chair will complete and execute the Certificate of Referendum Count.

### CLOSING THE COUNT

1. Once all the counts are completed or tied, the Elections Chair will collect all the envelopes with all the ballots.
2. The Elections Chair will place all the envelopes with all the ballots, except the envelope containing the provisional ballots, and the Voter Roll in the Ballot Box.

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3. The Elections Chair will then lock the Ballot Box with a lock accessible only to him or her.
4. The Elections Chair will then seal the Ballot Box with a tamper-proof seal, initialed by the Elections Chair and Committee members.
5. The Elections Chair will then place the Ballot Box in a place of storage under lock and key, accessible only to him or her.
6. The Elections Chair will protect the Ballot Box above all other perils.
7. The Elections Chair will then collect the Certificates of Preferential Voting System Count, Certificates of One Vote Straight Voting System Count and Certificates of Multiple Vote Straight Voting System Count.
8. The Elections Chair will then summarize the counts from each certificate onto the Certificate of Counting.
9. A Decision of the Committee will approve the Certificate of Counting and close the count.
10. The Elections Chair will maintain the original copies of all the Certificates of Preferential Voting System Count, Certificates of One Vote Straight Voting System Count and Certificates of Multiple Vote Straight Voting System Count and the Certificate of Counting.

## ABSENTEE BALLOTS

1. If the Committee timely receives an absentee ballot, the Committee must count that absentee ballot.
2. The Elections Chair will open the absentee ballot envelope in the presence of a quorum of the Committee.
3. The Elections Chair will immediately destroy any empty absentee ballot envelopes.
4. The Committee will adjust any election count on the Certificate of Counting with the newly accepted duly cast ballots on the Certificate of Absentee Ballot Count.
5. If the adjusted election count materially affects any count for an office based upon a newly created tie, newly broken tie or a new winner, a Decision of the Committee will declare a new tentative winner or winners.

## PRELIMINARY COUNTS

1. If the number of absentee ballots will not affect the election's outcome and once the Committee counts all duly cast and accepted ballots, the Committee will declare announced winners.
2. If the number of outstanding absentee ballots will affect an election's outcome, the Committee must wait for the timely receipt of the absentee ballots before declaring announced winners.
3. The Committee will prepare a Declaration of Winners for publication.
4. The unanimous approval by the Committee of the Declaration of Winners will make the Declaration of Winners effective.
5. The Elections Chair will publish the Declaration of Winners as soon as possible.

## CERTIFICATION

1. Once the Committee has heard all timely filed appeals and the time for filing appeals has expired, the election is automatically finished.
2. The Elections Chair will prepare an official Canvass of Votes stating number of votes cast for each the ranking combinations for each preferential voting system election and the number of votes cast for each candidate for each straight voting system election.
3. The Committee will meet for its final time to consider the Canvass of Votes.
4. The Committee may only approve a Canvass of Votes in conformity with its Declaration of Winners.

## BALLOTING PROCEDURES

5. The unanimous approval by the Committee of the Canvass of Votes will certify the elections and make the Canvass of Votes effective.
6. The Elections Chair will only execute Certificates of Election to those winning candidates as indicated on the Canvass of Votes.
7. The Elections Chair will issue Orders to Report to winning candidates order those candidates to report to their office.

***A DECISION OF THE COMMITTEE HAS APPROVED THIS DOCUMENT.  
YOU MAY RELY UPON THE INFORMATION IN THIS DOCUMENT.***