



Elections Division

Instructions for Recount Boards

The recount boards are responsible for determining the voters' intent **ONLY ON MEASURE 92** on each ballot, separating the ballots into different stacks based upon the choice selected on each ballot, and then counting the number of ballots in each stack.

A chairperson has been randomly selected for each recount board. It is the duty of the chairperson to lead the recount board, verify that the seal on each box is intact and that the number matches the paperwork, and to bring the completed worksheet for each precinct to the abstracting board for verification.

Each recount board will be comprised of four members, working in two teams (of two persons each) seated opposite each other. There will be at least one person of a different political party at the table and in most cases two. If there are two people of different political party at the table it is preferable if they are seated on opposite sides of the table.

- **Example:** Board consists of 2 Democrats, 1 Republican and 1 Nonpartisan
- The board should arrange themselves so that the Republican and Nonpartisan are on opposite sides of the table forming a two person team with each of the Democrats.

Each recount board will receive sealed boxes containing all of the ballots cast in one precinct, along with a worksheet listing seal numbers and the total quantity of ballots in each box. The worksheet will provide spaces for the boards to record the number of yes, no, undervotes and overvotes, as well as the number of federal only ballots.

- **Note:** Federal only ballots will only contain the offices of US Senate and US Representative. **They will not contain Measure 92, so they should be separated out into a separate pile.**

In addition, the boards will receive an envelope with all of the original duplicated ballots for that precinct. Some precincts will also have an envelope containing rejected ballots.

Recount Procedures

1. Examine the seals on the boxes, duplication envelopes, and rejected ballot envelopes, and verify that they have not been broken and that the seal numbers match your paperwork. **Do not break all of the seals on the boxes; you will break the seal, sort, and count the ballots one box at a time.**
2. **All four board members should participate in the following process.** Begin by verifying that the duplicated ballots have been duplicated correctly. All of the duplicated ballots will be in the teal and black counting rounds, so look for the box that has the phrase “contains black and teal” written on the top of the box, and open that box first. The box that contains the black and teal rounds may also have other colored rounds in it. For the purpose of matching up the duplication material you will find the copied ballots in the stack of ballots grouped with a binder clip that has a teal or black line on the paperwork attached to the stack. Match up the original ballots (from the duplication envelope) to the copied ballots, which are stamped “COPY” most often on the second page of the ballot, but sometimes on the first page. There is a number on the copied ballot, located directly below the “COPY” stamp, which corresponds to the number on the original ballot. Determine whether or not the voter’s choice on Measure 92 has been duplicated correctly. If the choice was not duplicated correctly, bring it to the attention of a supervisor immediately. **If all of the original ballots were duplicated correctly, return the Originals to the duplication envelope and place the Copies in the appropriate pile on the table.** This envelope will be sealed after the precinct count has been completed.
 - **Note: You might notice that in some cases the ballot style of the Copy does not match the ballot style of the Original. This happens when a voter returns a ballot that can’t be counted in the precinct in which it was returned. All ballot styles contain Measure 92 but it might be in a different place on different ballot styles.**
3. If the board has an envelope containing rejected ballots (a “#3 envelope”), break the seal, remove the contents, and verify that there are no ballots inside that should have been counted. If the board determines that there are ballots in the rejected ballot envelope that should have been counted, bring them to the attention of a supervisor immediately.
 - Note: A ballot or envelope would have been placed in the #3 envelope if:
 - There was no ballot in the envelope
 - There were two ballots in the envelope
 - The envelope contained a ballot from a different election
 - The envelope contained a ballot from a different county
4. Once all of the duplication and rejected ballots have been examined, remove the rest of the ballots from the box that contained the teal and black rounds and process all of the ballots in that box as a group.

5. All four board workers should then separate the ballots into the following stacks:
 - “yes” votes
 - “no” votes
 - overvotes
 - undervotes
 - federal only ballots (which do not have statewide measures)
6. When separating the ballots into their respective categories, remove stickers on ballots that have a sticker over a selection for Measure 92 and review as a group for the voter’s intent. If you find any ballots where voter intent is not clear and might have been counted differently by the tally machine, keep them separate from the other ballots by placing them on top of the pile that your board agrees upon.
7. Once all of the ballots in a box have been separated into stacks, the four-member counting boards shall divide up into two-person teams to count each stack of ballots. Count into groups of 25 ballots, cross stacking the groups of 25 and verifying that the sort is correct as you count. The two-person teams shall record their counts on scratch paper, then compare their counts. If the counts do not agree, each stack must be recounted until agreement is reached. Once the teams agree upon the count, the numbers should be recorded in the appropriate space on the precinct worksheet.
8. After recording the counts for each category on the worksheet, stack the ballots back into the boxes with colored sheets of paper between the vote categories, placing the reviewed ballots on the top of each vote category.
9. Repeat this process for each of the boxes. Once the recount board has arrived at totals for all of the boxes, add up the totals for each vote category at the bottom of the worksheet. The chairperson for the counting board shall bring the worksheet to the abstracting board for review.
10. If the recount board’s totals do not agree with the abstract totals, the abstracting board will give the recount board further instruction on how to proceed. It is possible that the abstracting board may ask the recount board to count one or more boxes of ballots again.
11. Once the abstracting board has accepted the recount boards’ worksheet, the recount board should re-seal the boxes with the Official Recount Seals, signing each seal and also writing the date and precinct upon each seal. Also seal the duplication and rejected ballot envelopes using the Official Recount Seals.
12. Once all of the boxes are re-sealed the recount board will be issued a new precinct.