

DRAFT TOWN CLERK PROCEDURES FOR CANVASSING BALLOTS

ABSENTEE BALLOTS

Preliminary Procedures:

- 1) Establish at least three stations - each manned by two election inspectors and additional stations as needed. The three stations manned by election inspectors are to have one clear bin on the table as well as three additional clear bins, each marked with colored tape as follows: green – to be opened, red – not to be opened, yellow – Town Clerk review.
- 2) Separate ballots, by polling place, into separate portfolios.
- 3) Organize poll books by polling place.
- 4) Additional individuals are to act as “runners” – supplying folders, poll books, etc. as needed.

Validation Process:

- 1) Runner is to place three polling place signs in the stanchions. Each sign is to read “Absentee Ballots – Polling Place # ”.
- 2) Runner is to provide corresponding poll books for an individual polling place and their corresponding absentee ballot envelopes to each of the three stations.
- 3) Inspectors are to remove ballots from portfolio, alphabetize ballots within polling place and place in clear bin.
- 4) Inspectors are to remove any absentee ballots that are in an outer envelope and place them in the yellow bin for later review by the Town Clerk.
- 5) Inspectors are to remove the first ballot from the clear bin, locate the voter in the poll book, insert a red letter “A” next to the signature line in the poll book at which point both Inspectors are to initial the back of the absentee ballot envelope.
- 6) If the voter has otherwise voted, as evidenced by their signature in the poll book, the Inspector is to mark the ballot envelope by drawing a red letter “X” on the back of the ballot envelope next to the signature line and further insert the letter “VIP (voted in person)” next to that marking. The poll book is to be similarly marked by placing a red letter “X” through the previously inserted letter “A” and by further inserting the letters “VIP” next to the “X”. The ballot envelope is then to be placed in the bin

containing red bin of ballot envelopes which are not to be opened.

- 7) If the absentee voter has not otherwise voted, as evidenced by a review of the poll book, the Inspector is to next check the date stamp on the absentee ballot envelope to determine whether it is either date stamped by the Town Clerk up to the date of September 30, 2014 or by the Rockland County Board of Elections on July 29, 2015. Any absentee ballot envelopes that are not stamped as set forth above are to be placed in the yellow bin containing ballot envelopes to be reviewed by the Town Clerk.
- 8) If the absentee ballot envelope bears a Town Clerk date stamp or Board of Elections date stamp as set forth above, the inspector is to next verify that the voter has signed the ballot envelope. If the envelope is not signed, the Inspector is to mark the envelope by drawing a red letter "X" on the back of the envelope next to the signature line and further insert the letters "NS" (not signed) next to the "X". The poll book is to be similarly marked with the marking "NS" and a red "X" is to be placed through the previously marked letter "A". The envelope is then to be placed in the red bin of envelopes that are invalid and are not to be opened
- 9) If the envelope is signed, the Inspector is to check that the signature on the envelope substantially matches the signature in the poll book. Any questionable signatures are to be placed in the yellow bin of envelopes that are to be later reviewed by the Town Clerk who will have the final say.
- 10) If the signature is valid the Inspector is to place a red check mark on the back of the envelope next to the voter signature line and place the envelope in the green bin containing the envelopes that are to be opened.
- 11) Once all absentee ballot envelopes for that polling place have been reviewed, the Inspectors are to notify the Town Clerk that they are ready for the contents of the yellow bin to be reviewed. The Town Clerk will move to the station in question with the corresponding Challenge Report. The Town Clerk will review all envelopes from said bin and advise the Inspectors as to his determinations. If the Town Clerk determines that the ballot envelope was post marked or received too late or that the signature on ballot envelope does not substantially match the signature in the poll book, he is to variously advise the Inspectors to place the designation "ID" (invalid date) or "IS" (invalid signature), as the case may be, on the back of the ballot envelope next to the signature line, place a red letter "X" through the

previously marked letter "A" in the poll book and further insert the letters "ID" or "IS" in the poll book, as the case may be. The Town Clerk will next review all ballot envelopes implicated on the Challenge Report and will advise the Inspectors as to his determinations on all Challenge Report issues and further advise the Inspectors to make appropriate markings on the ballot envelope and in the poll book.

- 12) All ballot envelopes in the red bin containing ballots that are not to be opened are to be transferred to a portfolio that is marked by polling place and bears the designation "not to be opened".
- 13) All envelope ballots in the green bin containing ballots that are to be opened are to be transferred to an O'Keefing station to be processed as set forth below.
- 14) Repeat above procedures until all polling places have been processed.

O'Keefing Process:

- 1) Inspectors are to report to O'Keefing Stations in two groups of three Inspectors.
- 2) Each station is to have a copy machine as well as a table containing an automatic envelope opener and an automatic stapler.
- 3) A runner is to supply a portfolio containing ballot envelopes to be opened to each of the two stations.
- 4) Inspector #1 is to remove an envelope from the portfolio and, using an electronic opening machine, open the ballot envelope, remove the ballot, hand the ballot to Inspector #2 and hand the empty envelope to Inspector #3.
- 5) Inspector #2 is to place the ballot face down on the copy machine, press the button to make a copy and place the original ballot face down in a bin containing ballots to be counted by the Board of Elections.
- 6) Inspector #3 is to simultaneously remove the copied ballot from the copy machine, fold the copy, place the copy in the envelope and reseal the envelope using an automatic stapler.
- 7) Once all absentee ballots from a polling place have been O'Keefed, the original ballots are to be placed in a secured box.
- 8) The envelope ballots containing the copied ballots in their sealed envelopes are to be placed back in the original

portfolios marked by polling place and place in the secured box referenced above to be returned to the locked storage room at the Board of Elections.

AFFIDAVIT BALLOTS

Preliminary procedures:

- 1) Alphabetize all affidavit ballots.
- 2) Establish at least three stations - each manned by two election inspectors and additional stations as needed. Each station is to have a clear bin on the table as well as four additional clear bins, each marked with colored tape as follows: green – to be opened, red – not to be opened, yellow – Town Clerk review and blue – to be checked against the poll books. There shall also be a station for the Town Clerk with a green bin and a red bin, as well as a station with poll books and a station with laptop computers to check for duplicate votes.

Validation Process

- 1) All Challenge Reports are to be copied and the copy is to be stapled to the original Challenge Report. The sets of Challenge Reports are to be provided to the Town Clerk.
- 2) All affidavit ballots implicated on the Challenge Reports are to be pulled for review by the Town Clerk. The Town Clerk will either validate or invalidate the ballot envelope based upon a review of the specific challenge and place appropriate markings on the copy of the Challenge Report and the ballot envelope. The Town Clerk is to place the affidavit ballot in either a green bin containing ballot envelopes to be opened or a separately marked red bin containing ballot envelopes that are not to be opened. Once the Town Clerk has checked all affidavit ballot envelopes implicated on the challenge reports the contents of the green bin are to be replaced with the balance of the affidavit ballots to be further validated as set forth below. The contents of the red bin and all challenge reports are to be placed in a marked portfolio.
- 3) Runner is to simultaneously provide affidavit ballots to each station by letter and place them in the clear bins.
- 4) Inspectors are to remove the first ballot from the bin and look for the voter in the electronic voter file, updated as of the day of the election, to check if the voter was registered as of the day of the election. If the voter was not registered the Inspector is to proceed as set forth in paragraph 5 below. If the voter was registered, the Inspector is to place the ballot envelope in the blue

bin containing affidavit ballot envelopes that are to be checked against the poll book.

- 5) If the voter was not registered, as evidenced by a check of the electronic voter file, Inspectors are to proceed with the following affidavit check list:
 - a. check affidavit ballot envelope for a first name and last name. If either of the names are missing the Inspector is to place a red letter "X" on the front of the ballot envelope and insert the word "Name" next to the letter "X". The envelope is to then be place in the a bin of ballot envelopes that are not to be opened;
 - b. check affidavit ballot envelope to ensure that that Part 2 has at least one check mark. If the envelope has no check marks, the Inspector is to place a red letter "X" on the front of the ballot envelope and insert the words "No Check" next to the letter "X". The envelope is to then be place in the bin containing ballot envelopes that are not to be opened. If there are more than one check mark, the envelope is to be placed in a bin for later review by the Town Clerk.
 - c. check affidavit ballot envelope to ensure the address is within the Town of Ramapo. If it is not then the Inspector is to place a red letter "X" on the front of the ballot envelope and insert the word "Address" next to the letter "X". The envelope is to then be place in the bin of ballot envelopes that are not to be opened. Any ballot envelopes containing questionable addresses are to be placed in the bin for review by the Town Clerk.
 - d. check the ballot envelope to ensure that the voter has signed the oath. If the envelope has no signature, the Inspector is to place a red letter "X" on the front of the ballot envelope and insert the word "Signature" next to the letter "X". The envelope is to then be place in the bin of ballot envelopes that are not to be opened.
- 6) If the Inspector determines that the affidavit ballot envelope is sufficient, the envelope is to be placed in the bin of ballot envelopes that are to be opened.
- 7) The Town Clerk is to review the questionable affidavit ballot envelopes to determine if they are valid and process according to the instructions above.
- 8) The above process is to be repeated until all letter groups have been processed.
- 9) Any affidavit ballot envelopes contained within the blue bin are next to be checked against the poll books to determine if the voter voted in person. If the voter voted in person the ballot and envelope are to be so marked and the ballot is to be place in the

red bin. If the voter did not vote in person, the ballot is to be placed in the green bin.

- 10) Once all ballots have been validated, each ballot is to be checked against the data base of affidavit ballot voters to ensure that only one ballot was cast. Any duplicates are to be appropriately marked and placed in the red bin.
- 11) Affidavit ballots that have been deemed valid are to be O'Keefed as set forth above.