



20060807B - Ballot Tabulation  
Effective Date: 08-07-2006  
Revision Date: 06-22-2022

### Purpose/Introduction

This policy covers mail-in voting procedures and practices.

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### Policy Content

- A. At the time of tabulation, the Election Proctor will open the ballot box and the security envelope or other transport device containing the mailed ballots. The Election Proctor and Director of Records (DoR) will count each ballot and note their tally on separate tally sheets. The tallies will be compared for consistency every 20 ballots. Once the tallies are complete and certified as matching, the Election Proctor and DoR will sign and date their initial tally sheets which will be held by one of the tabulation team until the vote tabulation is completed.
- B. After the ballot tally, the vote tabulation will begin. Each ballot will be tallied by the “note and pass” method. Counter One will notate each vote and pass the ballot to Counter Two who will do the same and then pass the ballot to Counter Three, who will complete the process. Each position will have a separate tally sheet with five rows of six columns each for each candidate’s potential votes.



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- C. Each column “cell” is limited to a maximum of 10 votes, thus limiting a row to a total of 60 votes. When a counter has noted a total of 60 votes on one row for a candidate, then that counter will call “line”, and the candidate’s name. Once all other votes are noted from the ballot for the other positions, the ballot will be passed. Each counter should then call “line” progressively. Abstentions will be noted in the same manner. This process will continue until all votes for all positions are tallied. (Comparisons of tallies may be called at any time by the Election Proctor or any member of the tabulation team.)
- D. When the tally process is complete, each counter will sign their tally sheet with their name, date and the time the tally is completed. A tabulation report form noting the total number of votes for each for each position for each candidate, the top three write-in candidates and total abstentions will be filled out by the Election Proctor and signed by the Proctor and each counter, dated and the time noted. These documents will be placed in a security envelope, the envelope sealed and signed/dated by all.
- E. Once the tabulation process is complete and all documentation has been filled out, the DoR will be contacted and will return to the area where the tabulation took place. The Election Proctor and DoR will count the ballots in the same manner as described previously in this document. Once complete, all the tally sheets will be placed in a security envelope along with the ballots, the envelope sealed and the Election Proctor and DoR will sign, date and time stamp the envelope. Additionally, the number of ballots will be noted. (This envelope will remain sealed for a period of no less than ninety days, upon which time, it, and its contents, shall be burned or unless the election is held in reasonable doubt and a recount is mandated by a quorum of the membership.)
- F. Both security envelopes will be placed in the Spirit Haven ballot box and the box re-locked until the Great Works meeting. The ballot box will be kept in a secure location until that time. The Election Proctor shall retain the key to the box.