

Canvassing and Certifying an Election

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Secretary of State

Various Steps In the Process

Verify that all ballot boxes received election night have a seal number and that they match the number on the form brought by the returning managers using the written statement/affidavit in the ballot box.

Ms Code Section § 23-15-595 Procedures for sealing the ballot box; reopening and resealing



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Returning Manager Documents

- Verify that the receipt book is in the ballot box and that the ballot box is returned.
- Be sure that you receive the certified results from the returning managers. In a touch screen or precinct scanner election the signed totals tape would be considered the certification of the results.

MS Code Section § 23-15-591 Proclamation of results; sealing of ballot box



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Affidavit Processing

- Complete affidavit ballot process after tabulation and be sure all signatures are on the affidavit register and it matches with the count and signatures. Keep empty accepted and full rejected envelopes.
- *Do not discard any envelopes.*

MS Code Section § 23-15-573 Certain persons not to vote except by affidavit; form of affidavit.



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Absentee Processing

- Review absentee ballots envelopes and be sure that the names are in the receipt book with AB written beside them.
- Also check to be sure that accepted and rejected was written on the envelopes at the precinct for touch screen elections and the status of the ballot, whether it was accepted or rejected.



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Reconciling Absentee Ballots

- Compare the number of absentee ballots you have to what is on the Absentee Ballot Received Report form (BP-003) printed by the Circuit Clerk out of SEMS to be sure all the absentee ballots are accounted for and it's the one that is posted.



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Reconciling Absentee Ballots

- Keep envelopes empty accepted, and full unopened rejected. Be sure that the poll managers checked the form (BP-001) under Ballot Statistics Verifying

MS Code Section § 23-15-639 Examination of absentee ballots at the close of polls; counting of ballots



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Reconciling Ballots

- Check that the vote total tapes match the number of votes cast on touch screen machines and precinct scanner.
- Also check to see if they match the ballot accounting forms 830.1 completed at the precinct by poll managers.



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Accounting for Ballots

- This Ballot Accounting form 830.1 is available ^{RV12} in the Poll Mangers Guide.

MS Code Section § 23-15-591 Proclamation of results; sealing of ballot box



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Slide 9

RV12

what form?

Robbie Vance, 3/5/2010

Accounting for Ballots

- Review ballot accounting forms received by the receiving and returning managers that were completed at the precinct for your ballot count and then create one for the whole county.
- Account for all ballots and lists that are on the ballot accounting form.



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The ballot types and form fields are:

- Unused
- Spoiled
- OS ballots voted Election Day
- Touch screen ballots voted Election Day
- Affidavit accepted
- Affidavit rejected
- Emergency



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- Curbside
- Challenged ballots
- Rejected ballots
- Absentee ballots accepted
- Absentee ballots rejected
- Names signed in the receipt book – This includes names written by poll managers for absentees

RV15



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Slide 12

RV15

includes names written

Robbie Vance, 3/5/2010

Reconciling Continued

- Number of names written in the affidavit register
- Verify the number of ballots the receiving returning manager signed for on the written statement/affidavit the day before the election is accurate.



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Accounting for Ballots

- Include any ballots that were taken to the precinct on Election Day. An affidavit should have been created and signed for the transferring ballots.



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Uploading & Verifying Results

- Upload results in SEMS and be sure you enter all results. Mark the winners in SEMS and close the election.
- Winners will not receive commission certificates until they are marked winners in SEMS
- Verify results in SEMS with the other results you have.

MS Code Section § 23-15-601 Canvas of returns and declaration of results by commissioners of election; determination of tie vote



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Resealing Ballot Boxes

- Be sure that all ballot boxes are resealed and the number of the seal is recorded.
- Be sure that you do not put the poll book in the ballot box.

MS Code Section § 23-15-595 Procedure for Sealing of Ballot Box;
Reopening and Resealing



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Recapitulation Report

- The recapitulation form, which is used to certify an election, is required by the MS Secretary of State's Office per 23-15-600. These forms must come out of SEMS.

MS Code Section § 23-15-600 Forms for reporting election returns



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Certifying Results

- Print the recapitulation report from SEMS, verify the results, and sign the signature form to certify the election. A minimum of three Election Commissioners must sign it. This must be sent to the Secretary of State's Office no more than 10 days after the election.



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Be sure that you sign three original recap reports

- One for the Secretary of State's Office
- One for the Election Commission
- One for the Circuit Clerk's Office



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Certifying Documents Due

- Mail the certified recapitulation form to the Mississippi Secretary of State's Office
- The certified recapitulation form must be received by the Secretary of State's Office no later than 10 days after the election

MS Code Section § 23-15-601 Canvas of returns and declaration of commissioners of election; determination of tie vote

MS Code Section § 23-15-603 Delivery of returns to the Secretary of State's Office



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**Residual votes –
Overvotes, undervotes, and any other
vote not counted for any reason.**

**For elections in which ballots are generated
that are counted by hand or by an electronic
or automatic tabulating device. (Precinct
scanner or Hand Count)**

- Reports must be received by the MSOS by December 15th of that calendar year



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Residual Vote Report

- Explanation of possible reason for the residual vote
- A copy of a un voted voided official ballot used by voters
- A copy of a voided absentee and affidavit if they looked different from official ballots



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Total number of voter turnout determined by

- Number of voters signing receipt books
- Absentee voters
- Affidavit voters
- Challenged & rejected



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The Report Should Also Include

- Copy of printed voting instructions
- Description of any verbal instruction
- Other evidence of voter instruction



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For elections where voting devices are used that don't generate ballots that are hand counted or counted by and electronic device or an automatic tabulating device.

DRE type

- The MSOS must receive the report by December 15th of that election year
- It shall be a report of anecdotal information concerning voter problems with the voting equipment or ballot layout
- Explanation or suspected cause of any difference in the amount of total voter turnout and the number of counted votes



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Also Included

- Copy of printed voting instructions
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