

**Village of Martin's Additions
Election Committee
Election 2021 Vote Counting Procedures
adopted by the Council 5/13/2021**

6:00 PM **The Village of Martin's Additions Election Committee (Committee) shall convene on May 20, 2021 via Zoom for vote counting and election certification, supported by ELECTEC, the Village's vendor.** Attendees will include: the Committee; the Village Manager; ELECTEC, Inc (ELECTEC or the Village's vendor); and one named observer for each candidate. Only the named observers may raise an objection and only to: (1) the acceptance of a ballot from a voter who has submitted more than one ballot (2) a Committee decision to not accept a ballot return envelope; and/or (3) a Committee adjudication concerning a ballot rejected by the tallying computer. Objections must be raised immediately. The Village attorney will be available for any required consultation via phone.

6:01 PM **Confirm how will be operating, generally following past practice and legal counsel**

6:02 PM **Process (in this order) and all on with ELECTEC actions through Step 7 on camera**

1. ELECTEC will already have inventoried on the final voter roll all ballot return envelopes received, counted them, and sorted them into conforming or non-conforming (e.g., no signed affidavit, a canceled control number or swapped envelopes) stacks. ELECTEC will inform the Committee of the total number of ballot return envelopes received and how many are in each stack. ELECTEC will maintain a written record of these numbers. The Committee will begin recording the data as well.
2. ELECTEC will present the Committee stack of ballot return envelopes preliminarily deemed valid pursuant to the Council-adopted plan, verifying things like each voter has voted only once, all envelopes were signed, and had valid, matching control numbers. If an observer wishes to make a challenge based on the belief that a voter may have voted more than once, the observer must immediately notify the Committee Chair and provide the basis for this concern. The Committee will then review the challenge and make a determination based on the totality of the circumstances. If/after the resolution of any challenge to conforming ballot return envelope acceptance, the Committee will then vote on whether to accept the remaining ELECTEC-sorted conforming ballot return envelopes. ELECTEC will maintain a written record of the outcomes, including if there were challenges and what the outcome of each challenge was. The Committee will do so as well.
3. ELECTEC will then present to the Committee the non-conforming ballot return envelopes, one at a time, and state the reason why the ballot was deemed preliminarily non-conforming. The Committee will evaluate and determine on a case-by-case basis whether to accept or reject any non-conforming ballot return envelopes, making the determination based on the totality of the circumstances. If an observer wishes to make a challenge, the observer must immediately notify the Committee Chair and state the basis for the challenge. The Committee will then review the challenge and make a determination on the challenge. It is anticipated

that any and all challenges will be resolved by the Committee during the initial ballot return envelope validation process. If, however, a challenge cannot be resolved to the satisfaction of the Committee during the initial process, consistent with the Council-adopted plan, the ballot shall not be counted provisionally and shall be set aside by ELECTEC until such time as the Committee is able to perform a further review. ELECTEC and the Village Manager will provide viewing access to the qualified voter roll deemed final as of 11:59 PM on May 6, 2021 as needed for the Committee to complete its work. ELECTEC will maintain a written record of the number of rejected ballot return envelopes and the reason(s). ELECTEC will also maintain a written record of any challenges and their outcomes. The Committee will maintain a record of such information as well.

4. ELECTEC will then open all the ballot return envelopes deemed valid and securely sequester them for return to the Village, so that they may be retained in accordance with the Village's State-approved record retention policy.
5. ELECTEC will then open the secret ballot envelopes and electronically count the votes on the valid ballots, generating a report of the electronic vote count, but it will **not** provide the totals to the Committee at this time.
6. ELECTEC will then provide the Committee with any non-conforming ballots found during the electronic count (e.g., those with stray marks, those rejected by the tallying computer because of over votes, etc.), and the Committee will evaluate and determine whether to accept or reject those ballot(s) and their vote(s) on a case-by-case basis based on the totality of the circumstances. If an observer wishes to make a challenge, the observer must immediately notify the Committee Chair and provide the reason(s) why the ballot should or should not be accepted. The Committee will then review the challenge and make a final determination based on the totality of the circumstances. ELECTEC will maintain a written record of the number of additional accepted and rejected ballot(s) and vote(s) as well as any objections and their outcomes. The Committee will record such information as well.
7. After all the non-conforming, including write-in ballots requiring hand counting, are totaled and recorded by both ELECTEC and the Committee, the public session will end.
8. ELECTEC will then spend such time as may be needed to perform an internal review, verify the results, and email the final vote totals to the Village (manager@martinsadditions.org and VMAElections@martinsadditions.org), using ELECTEC's electronic count, plus any Committee-accepted non-conforming ballots and write-ins accepted during Step 6.
9. Upon receipt of this written notification of ELECTEC's totals, the Committee will check its totals against ELECTEC's, confirming all data and reason(s).
10. If all the data and outcomes are confirmed as being consistent with the Committee's record, the Committee will complete its election report (example appended) and move on to Step 11. If not, the Committee will reach out to ELECTEC to resolve any discrepancies before completing its report and moving to Step 11.
11. The Committee will then officially certify the election results by recorded vote of all members.
12. Lastly, the Committee will notify the Village of the results by emailing all qualified voters at one time. Those who receive the monthly newsletter, *Martin's Edition*, via mail will receive a copy via email shortly thereafter.

Example of Committee Report of Election Results

Dear Qualified Voters,

The Election Committee is pleased to announce the results of the 2021 Village of Martin’s Additions Council election. Of the 6XX qualified voters on the Village of Martin’s Additions qualified voter roll as of May 6, 2021 at 11:59 PM who were all mailed ballots, XXX ballot return envelopes were returned by the May 20, 2021 at 5:00 PM deadline and deemed valid by the Committee, representing a X percent qualified voter participation rate in this year’s election. Each ballot could cast up to 2 votes, and a total of XXX votes were received.

Candidate Totals	
Name	Votes

Write-In Totals	
Name	Votes

We appreciate all the candidates’ interest in being elected to serve at this time on our municipal government’s 5-member Council. Congratulations to [winner] and [winner]! Their terms will begin on July 1, 2021 in accordance with the Charter.

We also thank Niles Anderegg, our Village Manager, for the staff’s support of this year’s election, including communications dissemination and contract management.

Respectfully Submitted,
2021 Village of Martin’s Additions Election Committee
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