

**Village of Martin's Additions
Election Committee
Election 2022 Vote Counting Procedures**

May 23

The Village of Martin's Additions Election Committee (Committee) shall convene on May 23, 2022, via Zoom for initial ballot envelope adjudication, 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. Other qualified voters may also observe, although observers who are not candidates or designated observers may not participate in or otherwise disrupt the counting of the ballots. 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 and/or (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.

6:00 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 stacks. ELECTEC will inform the Committee of the total number of ballots return envelopes received and how many are in each stack.
 - a. 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. ELECTEC will inform the Committee of the total number of conforming ballot envelopes received.
 - a. 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 objection. The Committee will then review the challenge and make a determination based on the totality of the circumstances.
 - b. 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 the non-conforming ballot return envelope is 1) deemed conforming; 2) non-conforming but can be cured or 3) non-conforming and cannot be cured, making the determination based on the totality of the circumstances.
 - a. Ballots must be returned in the service-provider-issued return envelope.

- b. Ballot return envelopes must be sealed.
 - c. Ballot return envelopes must bear a valid control number that has not been canceled or voided.
 - d. Voters must have written their full name as it appears on the ballot envelope as well as the house number and street name of qualifying address in the Village on the issued return envelope.
 - e. If voters from the same household use each other's envelopes, those ballots return envelopes shall be accepted as valid.
 - f. Ballot envelopes that are unsigned shall not be eligible for curing.
 - g. Curing would happen within a within a 24-hour period, during which a reasonable and meaningful attempt by the Committee can be made to address the discrepancy.
4. The Committee will determine, by a majority vote, for each non-conforming ballot return envelope, if the Committee will deem it "conforming" OR if it will attempt to "cure" or correct the discrepancy.
 - a. 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.
 - b. ELECTEC and the Village Manager will provide viewing access to the qualified voter roll deemed final by the Committee's approved process, as needed for the Committee to complete its work.
5. Any ballot return envelopes deemed conforming will be added to the appropriate set. Any ballot return envelopes designated for curing will be set aside by ELECTEC and designated as "Under Review". Any ballot return envelopes deemed "non-conforming and not eligible for curing will be preserved separately.
 - a. 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.
6. The Committee will review and confirm the updated number of ballot return envelopes deemed conforming, those where an effort to cure is being made, and that have been deemed non-conforming.
7. The Committee will conclude the session.
8. After the session concludes, the Committee will promptly get a list of the voters whose names are associated with the ballot control numbers of the non-conforming envelopes.

May 24-25

1. For any ballot return envelope where the Committee has deemed it eligible for curing, the Committee will undertake a reasonable and meaningful attempt over 24 hours to contact the voter associated with the control number on the non-conforming envelope.
2. Using the list of names of voters associated with the non-conforming envelopes, the Committee, in conjunction with the Village Office, will send an email and place a phone call to the voter in question informing them that an issue arose with their ballot return envelope.
3. The Committee will undertake reasonable steps to correct the deficiency, either through working directly with the voter or connecting the voter with the Village Office or election vendor to address the concerns.
4. If the Committee has not heard from the voter before the close of business on May 24th, the Committee, in conjunction with the Village Office, will reach out an additional time to the voter using their preferred method of contact.
5. The Committee member designated to work to cure each ballot envelope will maintain a record of their actions and the outcome of the efforts to cure to share with the Committee.

May 25

The Village of Martin's Additions Election Committee (Committee) shall convene on May 25, 2022, via Zoom for vote counting and 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 and/or (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.

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3. One-by-one, the Committee members will report out the results of the ballot envelope curing process, including the steps taken and the results of those steps. For each curing process, the Committee will determine, based on a majority vote, if it will now deem the non-conforming ballot envelope to be cured.
 - a. 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.
 - b. 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.
4. If/after the resolution of any challenge to ballot return envelope acceptance, the Committee will then vote on whether to accept the remaining ELECTEC-sorted conforming ballot return envelopes.

5. 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.
6. ELECTEC will then open the secret ballot envelopes and separate ballots with write-in votes on them from ballots without write-in votes.
7. ELECTEC will then electronically count the votes on the valid ballots, starting with the ballots without write-in votes and then separately counting the totals on the ballots with the write-in votes, generating a report of the electronic vote count, but it will **not** provide the totals to the Committee at this time.
8. ELECTEC will then hand review each ballot with a write-in vote, developing a list of individuals receiving write-in votes and the total number of write-in votes received.
9. 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.
10. 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.
11. ELECTEC will report to the Committee the total number of write-in ballots received, along with relevant information about the vote totals on write-in and declared candidates. The Committee will discuss, at its sole discretion, if it wishes to review each individual write-in ballot on camera, using a majority decision to set a path.
12. If the Committee votes in favor of reviewing individual write-in ballots, the Committee will then review any write-in votes and determine by a majority vote if the write-in vote is valid. The Committee will maintain a record of write-in votes and will review the total number of write-in votes at the end of the counting.
13. 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.
9. 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 5.
10. 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).
11. 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 12. If not, the Committee will reach out to ELECTEC to resolve any discrepancies before completing its report and moving to Step 12.
12. The Committee will then officially certify the election results by recorded vote of all members.

13. 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.

BACKUP PROCEDURE (CONSOLIDATED APPROACH) – MAY 25

This approach will be an option to be approved by the Committee if the Election Vendor reports that there are no ballots in need of curing, alleviating the need for a second night of Committee activities.

The Village of Martin’s Additions Election Committee (Committee) shall convene on May 25, 2022, via Zoom for ballot acceptance and vote counting, 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. Other qualified voters may also observe, although observers who are not candidates or designated observers may not participate in or otherwise disrupt the counting of the ballots. 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 and/or (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.

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 - a. 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. ELECTEC will inform the Committee of the total number of conforming ballot envelopes received.
 - a. 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 objection. The Committee will then review the challenge and make a determination based on the totality of the circumstances.
 - b. 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. If/after the resolution of any challenge to ballot return envelope acceptance, the Committee will then vote on whether to accept the remaining ELECTEC-sorted conforming ballot return envelopes.
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 separate ballots with write-in votes on them from ballots without write-in votes.
6. ELECTEC will then electronically count the votes on the valid ballots, starting with the ballots without write-in votes and then separately counting the totals on the ballots with the write-in votes, generating a report of the electronic vote count, but it will **not** provide the totals to the Committee at this time.

7. ELECTEC will then hand review each ballot with a write-in vote, developing a list of individuals receiving write-in votes and the total number of write-in votes received.
8. 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.
9. 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.
10. ELECTEC will report to the Committee the total number of write-in ballots received, along with relevant information about the vote totals on write-in and declared candidates. The Committee will discuss, at its sole discretion, if it wishes to review each individual write-in ballot on camera, using a majority decision to set a path.
11. If the Committee votes in favor of reviewing individual write-in ballots, the Committee will then review any write-in votes and determining by a majority vote if the write-in vote is valid. The Committee will maintain a record of write-in votes and will review the total number of write-in votes at the end of the counting.
12. 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.
13. 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 5.
14. 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).
15. 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 12. If not, the Committee will reach out to ELECTEC to resolve any discrepancies before completing its report and moving to Step 12.
16. The Committee will then officially certify the election results by recorded vote of all members

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.