

Quick Guide to Remaking Ballots

Review this before remaking any ballots.

Updated 10/2024

1. Get a ballot buddy.

- ✓ For the sake of transparency, always work with another official.
- ✓ Invite observers to watch the process.

2. Get ballot and Good Ballot/Bad Ballot stickers from ballot table.

- ✓ Bring the ballot that needs to be remade to the ballot table.
- ✓ If you will be using the ExpressVote to remake the ballot, do not put the Good Ballot sticker on the ballot card until after the ballot card is printed.

3. Assign sequential numbers to ballots that need to be remade.

- ✓ The first ballot to be remade is Original Ballot #1. It gets a Bad Ballot #1 sticker. The corresponding remade ballot is Duplicate Ballot #1. It gets a Good Ballot #1 sticker. At a recount, these ballots will be compared side by side.

4. Complete “For Official Use Only” box on bottom of the ballot.

- ✓ Write the reason for remaking the ballot.
- ✓ Assign the same number to both the original and the duplicated ballot.
- ✓ Both officials remaking the ballot should initial the official use only box.

For Official Use Only	For Official Use Only
<i>Inspectors: Identify ballots required to be remade.</i>	<i>Inspectors: Identify ballots required to be remade.</i>
Reason for remaking ballot:	Reason for remaking ballot:
<input type="checkbox"/> Overvoted	<input type="checkbox"/> Overvoted
<input type="checkbox"/> Damaged	<input type="checkbox"/> Damaged
<input checked="" type="checkbox"/> Other	<input checked="" type="checkbox"/> Other
Original Ballot No. or Duplicate Ballot No.	Original Ballot No. or Duplicate Ballot No.
<u>1</u>	<u>1</u>
<u>LV</u> <u>SW</u>	<u>LV</u> <u>SW</u>
Initials of inspectors who remade ballot	Initials of inspectors who remade ballot

5. Bad Ballot, Good Ballot Labels

- ✓ On good ballot label, answer whether ballot was an absentee.
- ✓ Put labels near official use section of ballot. Do not cover any ovals or coding. The bad ballot label goes on the ballot marked by the voter. The good ballot label goes on the remade ballot you will feed through the tabulator.

6. Determine voter intent.

- ✓ Mark the remade ballot to reflect voter intent, except for over-voted offices.
- ✓ **Over-votes:** If the voter selected too many candidates for an office, try to figure out voter intent. If it isn't clear that the voter intended to vote for one candidate, leave that office blank on the remade ballot.

7. Document on incident log.

- ✓ Write down why you are remaking ballots.
- ✓ Note whether you could determine voter intent.
- ✓ Remember, these are secret ballots.
 - We shouldn't know whose ballots are being remade.
 - We shouldn't know the voter number for a ballot we are remaking.
 - When we take the ballot out of the envelope, we completely separate the ballot and the envelope.
- ✓ Both officials remaking the ballot should initial the incident log.

7. Preserve ballot marked by voter as evidence.

- ✓ Fold the ballot marked by the voter. Put it in the large Original Ballots that have been Duplicated envelope. You will seal this envelope in the ballot bag at the end of the night.

8. Feed remade ballot into the tabulator.

- ✓ Feed the remade ballot into the tabulator to be counted.

Voter Intent Objections – If a poll worker objects to a voter intent determination, note that on the incident log. Only a poll worker can object. Process the remade ballot. Note the objection on the remade ballot. Number objections sequentially, beginning with “Objection #1.”

The image shows two examples of a ballot form, one labeled "Good Ballot #2" and the other "Bad Ballot #2". Both forms are for a "Remade ballot" and include fields for "Ballot issued by", "Absentee ballot issued by", and "Certification of Voter Assistance". The "Good Ballot #2" form has handwritten initials "LV" and "SW" and a duplicate ballot number of "#2". The "Bad Ballot #2" form has handwritten initials "S" and "JP" and a duplicate ballot number of "#2". Both forms have a "Reason for remaking ballot" section with checkboxes for "Overvoted", "Damaged", and "Other". The "Bad Ballot #2" form has a red hexagon next to the "Damaged" checkbox. The forms are labeled "Page 2 of 2-sided ballot" and "Ballot begins on other side".