

Tally Instructions

Your team will hand-tally 25 ballots at a time for the three contests on the tally sheet: governor, U.S. senator, and state representative for Rockingham County District 7 (vote-for-four). The tally sheet should reflect voter intent, consistent with the description in the New Hampshire Election Procedure Manual. (We have provided an illustrated summary of the voter intent guidelines.)

The team has five members:

- A caller who reads off the ballot ID and the sequence of contests and votes cast.
- A watcher who confirms or disputes the caller's interpretation.
- Two talliers who record the ballot IDs and interpretations.
- A flagger who records ambiguous ballots (those with a possible difference between the team's interpretation of voter intent and how an AccuVote scanner might "read" the ballot) and other relevant notes.

Caller instructions

When you receive a scan batch (usually several hundred ballots), set aside the orange cover sheet. Your team will count the scan batch in smaller **tally batches** of up to 25 ballots apiece.

For each tally batch, take the tally batch cover sheet with the next available tally batch ID. Tally batch IDs look like **T2-020** (tally team 2, batch #20). Write the scan batch ID information (box, part, and stamp) in the corresponding fields on the cover sheet.

Read the tally batch ID aloud. Each tallier will write it on a blank tally sheet; the flagger will write it on a blank Tally Flagger Log.

Now, the following sequence repeats for every ballot in the tally batch, up to 25 ballots:

1. Wait for the talliers to confirm the ballot sequence number within the batch (1 through 25).
2. Take the next ballot and turn it to the back, displaying the ballot ID. Ensure that the watcher can clearly see the ballot ID; the watcher may hold the ballot if necessary to confirm. Read the ballot ID and wait for talliers to write it down.
 - If the ballot ID is illegible but can be determined from the adjacent ballots, in consultation with the watcher, you may *rewrite* the ballot ID underneath the original version -- do not alter the original version. If the

ballot ID is illegible and cannot be reconstructed, be sure that the flagger record the ballot and issue in the Tally Flagger Log.

3. Then turn the ballot to the front, displaying the contests being audited. Slowly, clearly call the first contest and your interpretation, for instance: "**governor: Sununu.**" Wait for the watcher to confirm or question your interpretation, and for the talliers to log it. (Again, the watcher may hold the ballot if necessary.) Then proceed to the next contest, until all three have been interpreted and recorded.
 - Apply the voter intent rules as carefully as possible. If you run into an unusual situation, consult the summary of voter intent guidelines and discuss with the team.
 - If you and the watcher disagree or are uncertain, the talliers and flagger will record the lack of agreement in the Tally Flagger Log. Please bring the issue to the attention of the audit team. (This is not a recount, so there is no need to establish a definitive interpretation.)
 - The contests are "**governor,**" "**U.S. senator,**" and "**state representatives.**" (You do not have to read the district description.)
 - If the voter writes in a candidate whose name does not appear on the ballot for that contest, announce "**write-in for [last name].**" These names will not be recorded, but reading them allows others to verify
 - In the state representative contest, you may describe a ballot as cast for "**all four Democrats**" or "**all four Republicans.**" (Please do not use any other shorthand for "straight-ticket" votes.) Otherwise, you should slowly read **the last names of each candidate with a valid vote (if any), followed by the number of undervotes or the number of overvotes.** The number of valid votes plus the number of undervotes or overvotes must equal four.
 - If you believe that the ballot is ambiguous, have the flagger log the issue in the Tally Flagger Log. An "ambiguous ballot" is one that the AccuVote scanners *would or might* interpret the ballot differently than the audit team did, perhaps due to non-standard voter marks, anomalous use of the write-in column (such as darkening the write-in oval without naming a candidate), a printing error, or a fold mark through a voting target.

At the end of each tally batch, after the two tally sheets are reconciled, place the tally batch cover sheet on top of the tally batch, and place the two tally sheets and the Tally Flagger Log on top of that. If this is the last tally batch in a scan batch, also put the orange scan batch cover sheet on top. Have a runner deliver (1) the tally sheets (and, if

applicable, the scan batch cover sheet) to the data entry team and (2) the tally batch, with cover sheet, to check-in.

Watcher instructions

See the instructions for the caller. Your responsibility is to independently review the same information. Do not rely on the caller to be correct. When you agree with the caller's interpretation of ballot ID or vote, say so explicitly: "**Yes**" or "**Confirmed**." If you are not *sure* that the caller is right, ask for a closer look.

Tallier instructions

At the beginning of each tally batch, fill in the tally batch ID as provided by the caller.

Before each ballot, one tallier states the ballot sequence number, 1 through 25: for instance, "**Number 7**." The other tallier confirms: "Number 7."

Be sure to record the ballot ID for each ballot. Throughout the process, if the caller attempts to proceed before you are ready, ask the caller to wait. It is important not to hurry.

For governor and U.S. senator, make sure you have marked exactly one box with a tally mark |. (Do not use "X" marks.)

For state representative, you may be recording a combination of tallies and the *number* of undervotes or overvotes. For instance:

- If the voter votes for just two candidates, mark the two candidates with a tally mark |, and mark "2" undervotes.
- If the voter attempts to vote for five distinct candidates, the caller and watcher will report an overvote. Mark 4 overvotes (there are no valid votes).

To make a correction: cross out any incorrect mark(s) and write in the corrections.

Instruct the flagger to log the correction.

If the caller, watcher, and/or flagger determine that a ballot should be recorded in the Tally Flagger Log, note "yes" in the Flagged column.

At the end of each tally sheet, the two talliers should total the counts in each column and then reconcile the totals. All totals must correspond. Also, the counts (including write-ins, undervotes, and overvotes) must total the number of ballots -- usually 25 -- for the governor and U.S. senator contests, or four times the number of ballots -- usually 100 -- for the state representatives contest.

When the tally sheets are reconciled, add your name and the date and time. Have the caller and watcher add their names to both sheets.

Flagger instructions

At the beginning of each tally batch, start a new Tally Flagger Log with the tally batch ID. You will submit this even if no ballots in the batch are flagged.

You have two important roles. One is to carefully document any issues raised by other team members, such as ambiguous ballots for which the machines might not capture voter intent, ballots for which the caller and watcher disagree, or tally corrections reported by talliers.

The other is to look for distinctive issues that the caller and watcher might overlook. These may be issues with particular ballots that should be logged, such as a fold line that might affect the scanner, or a ballot that suspiciously differs in appearance from others. Or they may be process issues such as the caller getting ahead of the talliers. In either case, intervene to assure that the issue is addressed and, for ballot issues, logged.

When you log a ballot, write both the sequence number (1 through 25) and the ballot ID written on the ballot. If the ballot issue involves an ambiguous ballot (difference between audit team interpretation and likely/possible AccuVote interpretation), briefly state how the AccuVote interpretation may differ from the audit team interpretation. (For instance: "AccuVote may see an overvote.")

Use as many lines, and as many pages per batch, as necessary. Remember to fill in the batch ID and page number each time you start a page.

When each tally batch is complete, fill in your name and the date and time finished on each log page for that batch. Hand these pages to the caller to be delivered to data entry along with the tally sheets.