

# RECOUNT TIPS



# Preparing for the Recount

- Reports
  - Precinct by precinct results report with overvotes and undervotes
  - Cumulative results report with overvotes and undervotes
  - Optional - number of ballots cast by voting location (by party)
  - Optional – number of voters checked in (ePollbook or poll list) at each voting location (by party)
- Create an inventory of all ballot boxes containing ballots for the election
  - Prepare chain of custody documents with seal numbers
- Create check out (by location) and check in (by precinct) sheets
- Prepare tally sheets
  - Recommended: color code by type (BBM, EV, ED)
  - Pre-label tally sheets with precinct numbers
  - Use tally sheets as batch sheets to track the batches through the process
    - Put stages/steps on tally sheet
- Write procedures for recount teams and elections staff; create supply list
- Determine recount area and develop work flow diagrams with “table configurations and paper flow etc.”
- Set up recount area
- Assign job duties to elections staff



# Supplies...the little things

- Tables and chairs
- Pencils/red pens
- Scissors for breaking ballot box seals
- New seals to replace old seals
- Labels
- Keys
- Chain of Custody Forms
- Sign in sheets
- Nametags/Badges
- Tally sheets, by ballot type and precinct
- List of certified write-in candidates, if applicable
- Results reports (see above)
- Ballot adjudication guide



# Starting the Recount Recommendations

- Go over the day's procedures
- Remind all in attendance of the Poll watcher/Candidate representative rules
  - "the recount committee chair shall permit the person to photocopy under the chair's supervision any ballot, including any supporting materials, challenged by the person or person's watcher. The person must pay a reasonable charge for making the copies and, if no photocopying equipment is available, may supply that equipment at the person's expense. The person shall provide a copy on request to another person entitled to appoint watchers to serve at the recount."
  - 213.013 (b) "If only one counting team is designated or the recount is conducted on automatic tabulating equipment, each candidate is entitled to two watchers."
  - Each candidate may have two watchers if there is just one counting team or watchers in a number equal to the number of counting teams if there is more than one counting team. The watchers must present [certificates of appointment](#), and they have the same rights, duties, and privileges of election day poll watchers; however, the Code does not specify the same eligibility requirements. [See Sec. 213.013(f) for certificate requirements]."
- Breaks/lunches
- No cell phones
- Dos and Don'ts
- Oaths
- Pausing Recount in the middle of batches...



# Manually Recounting Ballots...have a plan set

- Create a system to check ballots in
- **Recommended:** only work with **one type at a time** until finished
- EV ballots rejected by EVBB may not be counted in a recount
- Sort ballots before counting
- Stage all batches in one place
- Batches are counted in teams of 3
- Recount teams take a batch from the staging area and take it to their table
- If the recount team cannot determine voter intent, the recount chair will make a ruling
- Method 1 – Hashmark
- Method 2 – Sort and Stack
- Store ballots in labeled containers (with one of the tally sheets) with new seals and fill out new chain of custody logs as needed
- Record manage recount documents



## Electronic Recount...have a plan set for this too

- Must be on the same or similar equipment unless otherwise requested by the person requesting the recount
- Must perform 2<sup>nd</sup> L&A test before recounting
- All members of the recount committee in an electronic recount shall be present during the testing of the program and equipment
- For ballots that have been duplicated, compare the duplicated ballot to the original before scanning to make sure it is correct; if it is incorrect, duplicate the ballot again and use that to rescan
- Prepare two copies of the returns



# Debrief

- Talk with your staff about lessons learned and changes that can be made for future recounts.
- Prepare a Recount Guideline that would assist you in future recounts.
- Always refer to the Recount Resources that the Secretary of State's office has posted on the website.



# Questions??

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