

Procedures for Hand Tallying Ballots

If it is necessary to hand tally the ballots cast within a precinct, please follow the instructions provided below to complete the count. This work must be performed by election inspectors immediately following the close of polls.

STEP 1 – Prepare two tally sheets for each precinct (or ballot style issued within a precinct) according to the following instructions. NOTE: *It is recommended that the tally sheets be prepared by the clerk’s office prior to the close of polls.*

- On the far left side of each tally sheet and starting at the top of the ballot, list 1) each office heading, 2) the total number of votes allowed for the office (if applicable), 3) the name of each candidate or yes/no if a proposal, and 4) create boxes for sets of five tally marks.

Example:

Office Title	# positions	Candidate Name	5	10	15	20	25	30	35	40	45	50	TOTAL
City Commission	1	Bob Anderson											
		Cathy Brown											
		Richard Smith											
Proposal 1		Yes											
		No											

STEP 2 - After the last ballot has been cast and all absent voter ballots have been processed, remove the ballots from the auxiliary bin. Refer to the [Determining the Validity of Optical Scan Ballot Markings](#) document for assistance in determining a valid vote.

Tallying “vote for one” offices.

Sorting ballots by candidate or proposal response:

- Place stickers or labels on the table, one for each candidate or yes/no.
- One person will call out the vote by name or yes/no and place in the correct stack. The second person will oversee to verify that the ballot is placed in the correct stack.

Counting votes

- When sort is completed, count ballots for each candidate in stacks of 25 ballots per stack – one person counting while the other person verifies.
- When totals have been determined for each candidate, write totals on the **Tally Sheet** form.
- Each inspector must sign the form to certify the count.

Tallying “vote for two (or more)” offices

Tally Process

A team of four (4) people must be used for each team.

- One person will call out the votes
- One person will monitor to verify correct candidate name is called.
- Two (2) people sitting on opposite ends of the table will mark the tally sheet as the candidates are called out. When a candidate reaches five (5) votes, tally team will call out “check”. This will verify that they both agree with the count. If the count does not agree, tallying must start over.
- When the tallying is completed, total votes for each candidate, record totals on the **Tally Sheet** form.
- Each inspector must sign the form to certify the count.

Write-In Votes

Tally write-in votes for valid write-in candidates (those that filed a Declaration of Intent) using the Write-In Tally page in the Pollbook, in the same manner you would if using the tabulator. Full instructions can be found in the [Election Inspectors Manual](#).

Over Votes

If a voter votes for more candidates than being nominated/elected or for both yes and no, they have over voted that race or proposal and the vote is not considered a valid vote. Do not tally an over vote.

STEP 3 – Add up the total number of votes cast (tally marks) for each candidate and the Yes/No for each proposal

- Record the totals in the far righthand column on each tally sheet.
- Verify your count by recounting the hash marks

STEP 4 – Attach Tally Sheet to the Statement of Votes.

- Attach one Tally Sheet to the Statement of Votes prepared for the County Clerk.
- Attach the second Tally Sheet to the Statement of Votes prepared for the County Board of Canvassers.

STEP 5 – Add the number of ballots hand tallied to the number of ballots tabulated for total “number of ballots tabulated” on the Ballot Summary (line D).