



SIOUX FALLS SCHOOL DISTRICT 49-5 SPECIAL BOND ELECTION

INSTRUCTIONS

FOR

COUNTING BOARD WORKERS



SEPTEMBER 18, 2018

Office of the Business Manager
201 East 38th Street

Sioux Falls, SD 57105

INSTRUCTIONS FOR COUNTING BOARD

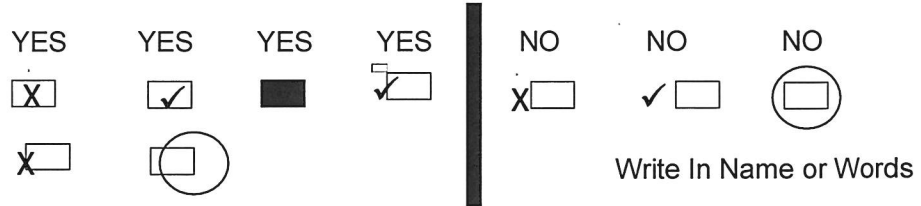
Any person wishing to observe the procedures for counting ballots is welcome to watch as long as they do not disrupt the proceedings.

Counting Board Duties

1. Counting Board to Sign Oath (see Form #1)
2. Receive ballots from Vote Centers – Sign Ballot Receipt that the Vote Center Officials have signed. (See Form # 2)
3. Open the Ballot Boxes
 - a. Place unvoted ballots in storage box for unvoted ballots
 - b. Place voted ballots on Counting Board's table.
 - c. If there are any blue envelopes in the Ballot Box (provisional ballots) please remove them. Place them off to the side and give them to the Election Supervisor at the end of your tally. Provisional Ballots are not counted on Election Night. They must be investigated by the Election Supervisor the next day.
4. Find the Ballot Recapitulation Sheet (See form #3 - pink form – filled in and signed by the Vote Center Officials)
 - a. Review the number of voters processed at the Vote Center
 - b. Compare the number of voters processed to the number of ballots cast – if number is not the same ballots must be counted. If there are too many, ballots must be pulled at random until numbers match.
 - i. Ballots pulled out to make the number of ballots match shall have "Excess Ballot—Not Counted" written on it in red ink.
 - ii. If there are too few ballots, nothing can be done to rectify the number of ballots cast.
 - c. Begin to tally the votes (Form #4)
 - i. Deputy #1 checks for the official ballot stamp.
 - ii. Deputy #1 reads the vote from the ballot. Votes must be recorded on the Official tally sheet in the same order that they are listed on the ballot.
 - iii. Deputy #1 makes a hash mark on his/her tally sheet.
 - iv. Deputy #2 reviews the ballot for the stamp and vote and makes a mark on the Duplicate tally sheet.
 - v. Approximately every 50 ballots, the deputies may want to check to see that they both have the same number of hash marks for each candidate.
 - vi. After 50 ballots, straighten the ballots and put them in a pile.
 - vii. Continue to mark the tally sheets counting the votes for each candidate; after each group of 50 ballots, straighten the ballots and put them on top of the last pile of 50 criss-crossing each group of 50 so if a ballot needs to be rechecked, it will be easier to find. Also will aid in counting the number of ballots cast.

d. Resolving disputed marks on the ballot

- i. The box or oval must be checked, x'd or filled in to count. State law provides that the ballot shall be counted if the mark touches the box or oval for the candidate. See examples below:



- ii. If Deputy #1 and Deputy #2 cannot agree, the superintendent must break the tie.
- iii. If a ballot is folded and two ballots are folded together the ballots must be separated to be counted.
1. Check for official ballot stamp.
 2. Check to see if both ballots are voted.
 - a. If only one ballot is marked the second ballot must have "Duplicated Ballot of 1 Voter—not counted" written on it with red ink.
 - b. Then staple the two ballots together and mark the tally sheet to reflect the voter's intent.
- iv. If both ballots are stamped and voted and are clearly from the same voter; neither ballot can be counted. (The Elections Deputy from the Secretary of State's Office says it is almost impossible to determine that two ballots are clearly from the same voter.)
- v. If it is impossible to determine the voter's intent on any issue or part of the ballot, that portion of the ballot shall be void and not counted for the race that cannot be determined.
1. If the ballot is blank write "Blank Ballot—not counted" with red ink.
 2. If there is a race that can be counted, mark the tally sheet for the voter's choice.
- vi. Write in Votes **cannot** be counted. If the only choice selected by a voter is a write in vote; the ballot shall be marked "Write In Choice—Not Counted" with red ink.
- e. After tallying all ballots in the ballot box and verifying that both Deputies have the same vote count and the vote count matches the number of voters from the e-pollbooks. Fill in the Unofficial Returns Receipt.

5. Unofficial Returns Receipt and Duplicate Unofficial Returns Receipt

- a. Fill in the vote center information
- b. Fill in the correct count for each candidate
- c. Each member of the Counting Board must sign the Unofficial Returns Receipt
- d. Take the receipt to the Supervisor of the Election (Todd Vik)
- e. Take the Provisional Ballots (if any) to the Election Supervisor

6. Boxing the Ballots for Storage
 - a. Place the unvoted ballots in bottom of the box
 - b. Place a colored sheet over unvoted ballots.
 - c. Place the duplicate ballots, unmarked ballots, ballots with write ins, and excess ballots in the box.
 - d. Place a colored sheet of paper over the uncounted ballots.
 - e. Place the counted voted ballots in the box.
 - f. Place a colored sheet of paper over the voted ballots.
 - g. Place the duplicate official returns receipt in the box.
 - h. Place the Ballot Recapitulation Sheet in box.
 - i. Put the counting board's seal over the lip at the center of the box and tape around the box and lid from all four directions; then using Tamper Proof Tape seal the box(es) all the way around once.
7. Get another Ballot box and repeat steps 1-6.

Supervisor's Duties

1. Receive unofficial ballot receipt from counting board
2. Date/Time Stamp
3. Input results on spreadsheet
4. Print spreadsheet for media and candidates if present.
5. Save one of each printout for Bev

People assigned to counting boards

Absentee Precinct Workers (after absentees are processed become two counting boards)

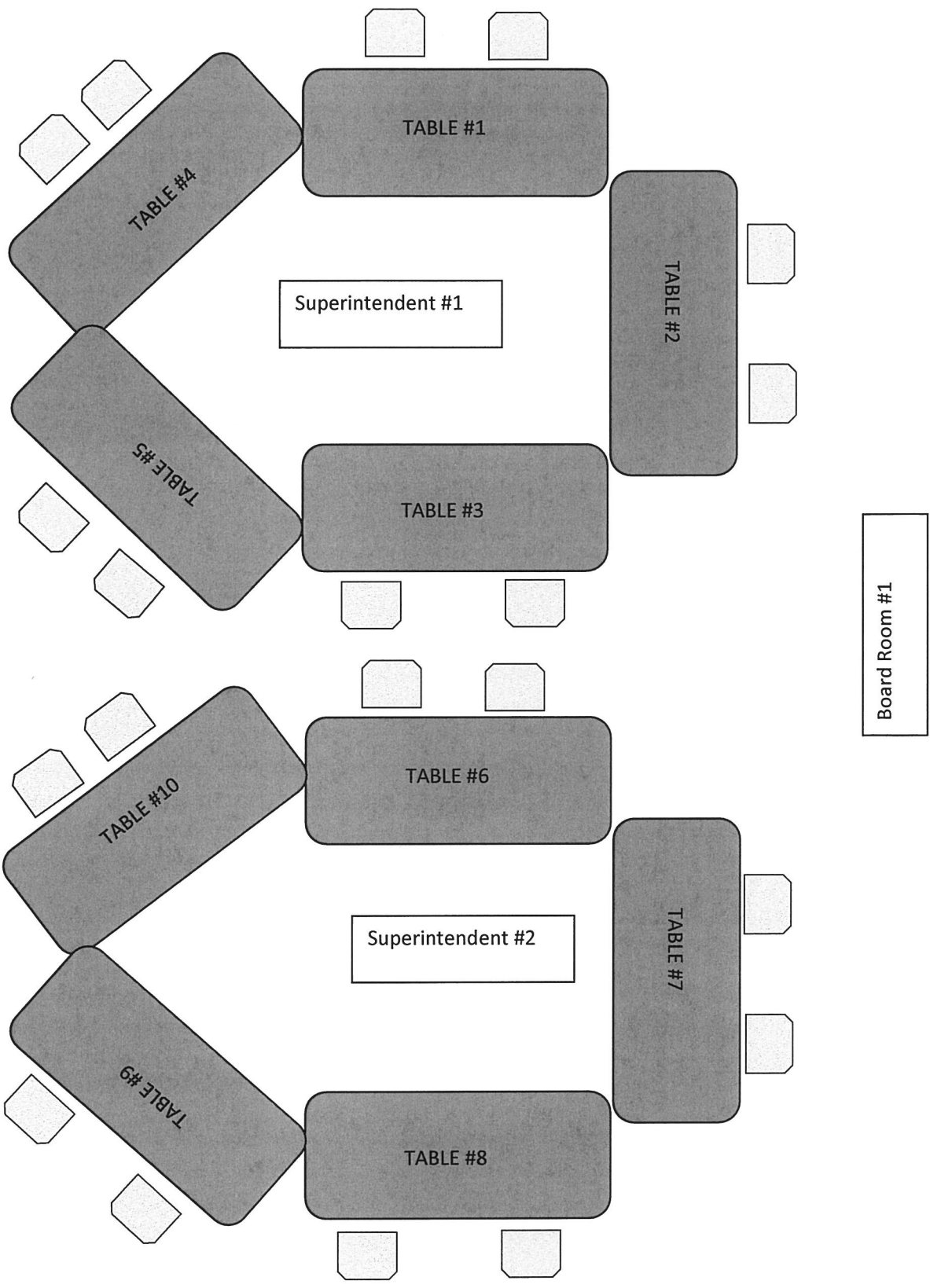
- | | |
|------------------|--------------------|
| 1. John Gauer | 3. Judy Sperling |
| 2. Dolores Gauer | 4. Sharon Redenius |

Counting Board

- | | |
|-----------------------------------|---------------------------------------|
| 5. Anita Wheelhouse | 14. Megan Jansick |
| 6. Bert Keiser | 15. Joni DenHoed |
| 7. Kayla Haines | 16. Peter Poindexter |
| 8. Deb Muilenburg-Wilson | 17. Sarah VanOverbeke |
| 9. Laura Raeder | 18. Lisa Van Overbeke |
| 10. Carly Uther | 19. Ann Smith |
| 11. Joey Leither | 20. Michelle Bishop |
| 12. Elsa Johnson (Superintendent) | 21. Maritza Carrizales |
| 13. Dustin Jansick | 22. Dawne Poindexter (Superintendent) |

Boy or Girl Scout Troop

- a. Bring in Ballot Boxes/Vote Here Signs/Poster Tubes from Cars (Stay with the election workers until they are completely checked in.)
- b. After the ballots are signed in by the check in crew; take the ballots to one of the counting tables
- c. Help Counting Tables put uncounted ballots into boxes for securing them
- d. Place the unvoted ballots in bottom of the box
- e. Place a colored sheet over unvoted ballots.



Oath of Counting Board Officials

(SDCL 12-15-9)

Sioux Falls School District 49-5 Election
Sioux Falls, South Dakota

Date: September 18, 2018

We, the Counting Board of the Sioux Falls School District, do solemnly swear (or affirm) that we will perform the duties of the Counting Board according to law and the best of our ability; and that we will studiously endeavor to prevent fraud, deceit, and abuse in conducting the counting of ballots and hereby administer the oath to each other.

Subscribed this _____ day of _____, 20 _____.

Counting Board Superintendent

Counting Board Deputy

Counting Deputy



Instructional Planning Center
201 East Thirty-eighth Street
Sioux Falls, South Dakota 57105-5898
(605) 367-7900

Kent Alberty, President
Cynthia H. Mickelson, Vice President
Kate Parker, Member
Carly R. Reiter, Member
Todd Thoeke, Member

Dr. Brian L. Maher, Superintendent

BALLOT RECEIPT CERTIFICATE

At the election held at Vote Center «Vote_Center», «Vote_Center_Location», «Vote_Center_Address», «Vote_Center_Zip», Minnehaha County, South Dakota, on the 18th day of September 2018, we, the undersigned election board members, had _____ voters cast ballots at that Vote Center, completed comparison and reconciliation in accord with SDCL 12-20-2, and then delivered:

- | | |
|----------------------|--|
| 1. 2 ballot boxes | 4. pollbook list |
| 2. seals | 5. other election supplies, including voided and unused ballots, |
| 3. registration list | |

to the counting board, consisting of the following persons:

_____, superintendent of counting board, _____,
and _____, counting deputies of counting board.

Dated at Sioux Falls, South Dakota, this 18th day of September 2018.

Attest:

Certified by us:

Vote Center Superintendent

Vote Center Deputy

RECEIPT

The undersigned members of the counting board of the precinct acknowledge receipt of the items provided in the Ballot Receipt Certificate above.

Superintendent of Counting Board

Deputy of Counting Board

Deputy of Counting Board

1-1

Ballot Recap Sheet Sioux Falls School District Annual Election

#2

Vote Center First Lutheran

Return this sheet in the ballot box!

Date of Election: April 14, 2015

Ballots Received:

1. In ballot box			<u>2600</u>
2. + After polls open	+		
3. = Total ballots	=	\longrightarrow	<u>2600</u> (3)

Ballots Returned

4. Unused			
5. + Spoiled	+	<u>6</u>	
6. = Non-voted ballots	=	<u>1811</u>	\longrightarrow <u>1811</u> (6)
7. Voted ballots (subtract line 6 from line 3)			$=$ <u>783</u> (7) \longleftarrow

Recorded # of Voters:

8. Voters on PollBook(s)		<u>781</u>	
9. + Voters Listed on Emergency Voter List	+	<u>1</u>	
10. + Voters Listed on Provisional Ballot List	+	<u>1</u>	
11. =Total # of Voters	=		<u>783</u> (11) \longleftarrow

VOTED BALLOTS (line 7) should equal TOTAL # of VOTERS (line 11)

Witness our hands this 14th day of April, 20 15

Maurine Hult
Superintendent

Nancy Okland
Vote Center Deputy/

[Signature]
Vote Center Deputy

Shula James
Vote Center Deputy

Donnell Burdette
Vote Center Deputy

[Signature]
Vote Center Deputy

[Signature] 782
Vote Center Deputy

[Signature]
Vote Center Deputy

[Signature]
Vote Center Deputy

[Signature]
Vote Center Deputy

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Vote Center Deputy

FOR AUDITOR'S USE ONLY
PB _____

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DUPLICATE BALLOT TALLY SHEET

Wash. Center for Health

Wash. Center for Health

Number of Voters Granting Ballots from Ballot

Number of Ballots Granted

Yes					
No					

We hereby certify that the tally sheet and official vote count contained herein are correct.

Superintendent

Courting Deputy

Courting Deputy