

Ballot Processing Procedures

1. The Elections Chair and Board Liaison will open the Ballot Box in the Board Room.

Sorting Ballots and Verifying Membership

2. Ballots will remain sealed and sorted **by school site**.
3. Elections Committee members will work in pairs to verify membership school by school: one will read the name on the outside envelope; the other will check the school roster. If the member is not listed on the school roster, the committee pair will check the membership roster (sorted by last name). Committee pairs will use a highlighter to highlight verified members' names on the school roster/membership roster AND on the ballot outside envelope.
4. Questionable envelopes will be labeled with the problem or issue and set aside. If the membership cannot be verified, the envelope will be labeled "No Membership Verification" and set aside unopened.
5. When membership of ballots for a school has been verified, the envelopes will be collected and placed in the appropriate **AREA Outside Envelope Box**.
6. Periodically, envelopes will be pulled and taken downstairs for random signature verification by the Elections Chair, Liaison, or designated elections committee members.
7. Once membership has been verified for all ballot outside envelopes and sorted **by AREA**, the Elections Committee members will be assigned in pairs to each AREA.

Opening Outside Envelopes

8. Each committee pair will begin opening outside envelopes for their AREA. Opened outside envelopes will be saved and bundled in packets of 50. Sealed inside envelopes will be placed in the appropriate **AREA Inside Envelope Box**.
9. Once all the inside envelopes have been extracted and placed in that AREA's box, the inside envelopes are to be mixed and shuffled in the box. When possible elections committee members should rotate AREA stations before beginning step 10.

Opening Inside Envelopes

10. The Committee pairs will begin opening (CAREFULLY) the inside envelopes for their AREA, removing the ballots, unfolding and stacking ballots (FRONT SIDE UP).
11. Once ballots are removed from the inside envelopes, the committee pairs will inspect the ballots for any extra marks and blank ballots. They will also check to make sure that there are **no more than 4 votes for State Council** and **no more than 25 votes for TALB NEA/RA delegates**. **Write-in candidates** are to be put aside to be tallied by hand.
12. Any ballots with the problems mentioned in step 11 above will be placed in the provisional/problem box with a note as to the problem on the ballot.

Scanning Ballots

13. Ballots will now be scanned by AREA. The Elections Committee Chair will supervise the scanning process. Make sure that all the ballots in the stack are **front side up**.
14. The Elections Committee Chair will fill in the **tally sheets** and answer key for the appropriate AREA. Write the candidate names on the appropriate line on the tally sheets. On the **answer key**, use a #2 pencil to mark #3 and #5 at the top left.
15. A committee pair will be assigned to Scantron machine #1. Scantron machine #1 will scan the front side of the ballots.

Scantron Machine #1: Front Side of Ballots

16. Turn on the Scantron machines.
17. Send the **answer key** through Scantron machine #1.
18. Committee pair for Scantron machine #1 can begin scanning the front side of the ballots by AREA. One person will feed the ballot into the machine. The other person will check the “numbering and scoring feature”. Ballots that do not scan will be pulled and placed with the other provisional ballots. **DO NOT TURN OFF THE SCANTRON MACHINE OR ELSE IT WILL RESET THE ANSWER KEY.**
19. After ballots for an AREA have been scanned, send the tally sheet through the machine twice: once for the 1-25 side and second for the 26-50 side. Keep the tally sheet together with the respective scanned ballots. Send the tally sheet through the machine for every 999 ballots. Turn the machine off and on after tallying every 999 ballots to reset the machine. Be sure to send in the appropriate answer key for each batch of 999 ballots.
20. When the front side ballots for an AREA have been scanned and tallied, give the tally sheets to the Chair or liaison. Give the respective ballots to the other committee pair to begin scanning the back side ballots on Scantron machine #2.

Scantron Machine #2: Back Side of Ballots

21. The Elections Committee Chair will fill in the **tally sheets** and answer key for the TALB NEA/RA delegates. Write the candidate names on the appropriate line on the tally sheet. On the **answer key** use a #2 pencil to mark #3 and #5 at the top left.
22. A committee pair will be assigned to Scantron machine #2 and will scan the back side of the ballots.
23. Scantron machine #2 will be turned on and the answer key will be scanned through the machine.
24. Committee pair for Scantron machine #2 will begin scanning the back side of the ballots. One person will feed the ballot into the machine and the other person will check the numbering and scoring feature. Ballots that do not scan will be pulled and placed with the other provisional/problem ballots. **DO NOT TURN OFF THE SCANTRON MACHINE OR ELSE IT WILL RESET THE ANSWER KEY.** Send the Tally sheet through the machine for every 999 ballots. Turn the machine off and on after tallying every 999 ballots to reset the machine. Be sure to send the appropriate answer key for each batch of 999 ballots.

Provisional/Problem/Write-In Ballots

25. When the scanning begins, the liaison and the remaining election committee members will review all provisional and problem ballots and make a determination on each ballot.
26. Ballots with write-in candidates are to be counted and tallied.

Finalizing Ballot Processing

27. The Elections Chair and Liaison will collect all Scantron Tally sheets and total the votes. Candidates need 50% + 1 votes to win. Identify winners for each office. Identify any potential run-off candidates.
28. The members of the Elections Committee will sign the final tally to certify the election.
29. All envelopes, ballots, answer keys, tally sheets and school/membership rosters are to be collected and sealed in a box for three months. The seal is to have the signatures of the Elections Chair and Liaison in permanent ink with the current date covered in clear tape. After three months, the ballots are to be destroyed per TALB Standing Rules 10.1(j).
30. Elections Committee members will notify all candidates by phone.