

Central Tabulation Facility

September 1, 2020

Training Material

Town of Concord
CENTRAL TABULATION FACILITY
September 1, 2020 State Primary

WHAT TO EXPECT

- Safety
 - Two people to a table, 6' apart
 - Face shields, masks, and gloves are available; face shields are optional.
- Lots of ballots, no voters, observers possible
- Work is done by precinct
- Ballots are removed from envelopes
 1. Carefully slit open the envelope and remove the ballot.
 2. Unfold the ballot and reverse fold it to straighten it.
 3. Place the ballot in one pile and the envelope in another
 4. Repeat steps 1-3 for each precinct.
Remember to keep ballots for each precinct segregated.

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WHAT TO EXPECT

- Ballots for each precinct are then fed through the tabulator, one precinct at a time.
- Once all the ballots have been tabulated, ballots are removed from the main compartment of the ballot box and placed in a ballot transfer case.
- Ballots removed from the top compartment are placed in HAND COUNT envelopes by ballot type to be hand tallied after 8pm.
- Hand count envelopes are placed in the ballot transfer case with the ballots.
- Ballot transfer case is sealed until after 8:00pm.

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BALLOT SORTING

- After 8:00pm
- Each Precinct's ballots are handled at a different table
- 5 tables, 2 people at each table
- Open the Ballot Case
- Remove the envelope(s) marked **BALLOTS TO BE HAND TALLIED**.
- Follow the **HAND Tallying** instructions keeping ballot types separated.
- Give the Tally Sheet to Karlen
- Place the ballots back into the envelope
- Check the box indicating **HANDTALLY COMPLETE**
- Put the envelope to one side to be repacked with the other ballots later.

On to the rest of the ballots for your precinct.

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BALLOT SORTING

- Separate ballots by ballot type (D, R, J, L)
- Look for any hand-written names or notations other than filling in the oval. These are called write-ins.
 - Write-ins are tallied by ballot type
- Ballots without write-in notations may be placed back in the ballot transfer case.

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Tallying Ballots in **5** easy steps

1. Work in pairs
2. Record the # of ballots, envelope #, and your names on the tally sheet & envelope
3. Make sure you understand how to tally these ballots – write-in or handcount?
4. Tally the ballots
5. Place the ballots back in the envelope & give the tally sheet to Karlen

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Ballot Tallying

1. Work in pairs
 - One person reads from the ballot
 - One person writes on the tally sheet

2. Record the following before you begin tallying
 - a. On the tally sheet
 - i. number of ballots you are tallying
 - ii. envelope #
 - iii. your names

 - b. On the Ballot Envelope
 - i. The number of ballots in the envelope
 - ii. Your names

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Ballot Tallying

3. Make sure you understand how to tally these ballots
 - a. Are you tallying all the ovals or just the written notations (write-ins) ?
 - b. Make sure you know where on the tally sheet to enter the tallying notations

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Ballot Tallying

4. Tally the ballots

a. One person reads the office and the vote

i. For the ballots removed from the upper compartment, you must account for every vote

1. E.g., For Senator, 1 vote for Stein; For Rep in Congress, 1 blank vote, For Councilor, 1 vote for Baker, and so on for all offices. Then for question 1, 1 yes vote, question 2, 1 no vote, etc.

ii. For ballots removed from the main compartment of the ballot box (machine has counted ovals) you are only accounting for notations other than ovals.

1. E.g., for President, 1 vote for Mary Poppins – no other notations are indicated, so there is nothing else to report.

iii. Turn the ballot over and move to the next ballot

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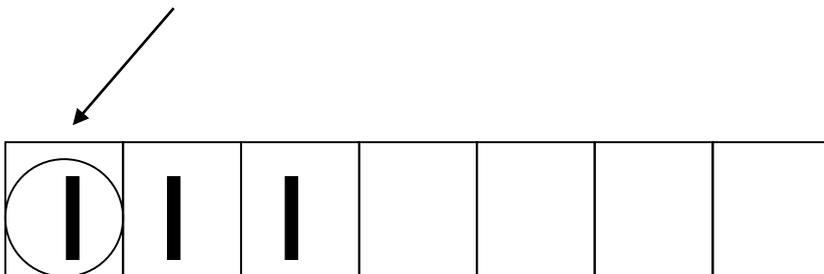
Standard for Counting Write-Ins

- Voters at the Primary may vote for candidates whose names are not printed on the ballot by writing in a name or placing a sticker on the write-in line.
- A write-in vote is counted if the counter can tell with reasonable certainty for whom the vote is intended. The oval does not have to be filled in.
- The vote must include the name and should (but rarely does) include the address. The vote is counted if the intent of the voter can be determined, even if the address is missing.

Ballot Tallying

- If you make a mistake,

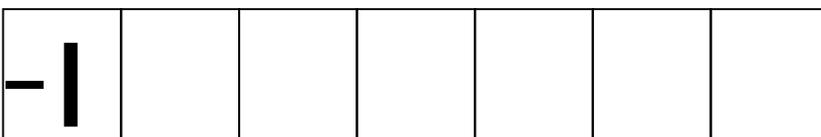
Circle the mark in the box instead of crossing out or erasing, like this:



For Machine-counted ballot tallying only

This is a somewhat unusual situation, nevertheless, it could happen!

- If an oval has been filled in and then the voter has also hand-written a name without filling in an oval, it should be an over vote but the machine has counted a vote.
- Therefore, you have to correct what the machine did by taking a vote away from the machine-counted candidate. Confused? Call the Warden or Clerk over!



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Ballot Tallying

Make sure you understand how to tally the group of ballots you are handed.

Machine-counted or non-machine counted ...

What's the difference? Its BIG!

Machine counted ballots with hand-written notations (write-ins)

- The machine has already counted the ovals!
- Make sure the tally sheet is for hand-written notations only
- Don't tally the ovals!
- You are only accounting for hand written notations other than filled in ovals
- Don't tally the blanks. Only record additional names or notations.

Non-machine counted ballots

- The machine has not tallied this ballot!
- Make sure the tally sheet is for **NON-MACHINE-COUNTED** ballots (it's **YELLOW**)
- Therefore, you have to count votes for all offices on this ballot.
- If an office is left blank, you record a blank.

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You are accounting for every office on the ballot, even blanks.

ballots in this envelope: _____ Block # H- _____ (match with envelope block #)

YELLOW TALLY SHEET for Ballots removed from the AUXILIARY compartment removed from FRONT of Ballot Box (these ballots did not go through the DS-200)

DEMOCRATIC PRESIDENTIAL PRIMARY

Town of Concord Precinct 1 March 3, 2020

Talliers SIGN HERE: _____ and _____

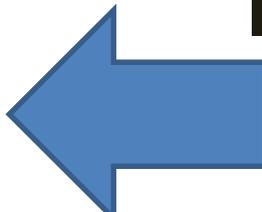
RECORD ALL VALID VOTES ON THE BALLOT
Record a blank if: no candidate is chosen OR an over-vote occurs

Place the tally mark in the blank box closest to the right of the previous mark to tally votes for each candidate

PRESIDENTIAL PREFERENCE	tally box																									Total
Vote for ONE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	voter
Record the votes for all offices, including blanks																										
eg. <i>George Washington</i>																										5
Deval PATRICK																										
Amy KLOBUCHAR																										
Elizabeth WARREN																										
Michael BENNET																										
Michael R. BLOOMBERG																										
Tulsi GABBARD																										
Cory BOOKER																										
Julian CASTRO																										
Tom Steyer																										
Bernie SANDERS																										
Joseph R. BIDEN																										
John K. DELANEY																										
Andrew YANG																										
Pete BUTTIGIEG																										
Marianne WILLIAMSON																										
NO PREFERENCE																										
WRITE INS																										
NOTE BLANKS HERE																										
STATE COMMITTEE MAN																										Total
Vote for ONE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	voter
Record the votes for all offices, including blanks																										
Todd O. BURGER																										
Kenneth I. GORDON																										
WRITE INS																										
NOTE BLANKS HERE																										

THIS FORM goes in the BACK POCKET of the CLERK BOOK
ONLY BALLOTS IN THE ENVELOPE!!!

"Hand count"
Tally Sheet



**The Commonwealth of Massachusetts
PRESIDENTIAL PRIMARY
DEMOCRATIC PARTY
OFFICIAL BALLOT TEST**

TODD O. BURGER
Governor of the Commonwealth of Massachusetts

BALLOT
Tuesday, March 3, 2020

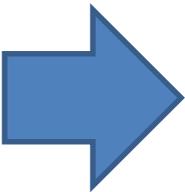
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To vote for a candidate, fill in the oval to the right of the candidate's name. To vote for a person not on the ballot, write the person's name and residence in the blank space provided and fill in the oval.

<p>PRESIDENTIAL PREFERENCE To express your preference for the person to be nominated as Democratic candidate for President, you may do one of the following: • Vote for one candidate for this office or • Vote for "No Preference" if you do not wish to vote for a candidate or • Write in another name and fill in the oval to the right. Caution: Do NOT vote for "No Preference" and write in.</p> <p>DEVAL PATRICK</p> <p>AMY KLOBUCHAR</p> <p>ELIZABETH WARREN</p> <p>MICHAEL BENNET</p> <p>MICHAEL R. BLOOMBERG</p> <p>TULSI GABBARD</p> <p>CORY BOOKER</p> <p>JULIAN CASTRO</p> <p>TOM STEYER</p> <p>BERNIE SANDERS</p> <p>JOSEPH R. BIDEN</p> <p>JOHN K. DELANEY</p> <p>ANDREW YANG</p> <p>PETE BUTTIGIEG</p> <p>MARIANNE WILLIAMSON</p> <p>NO PREFERENCE</p> <p>DO NOT VOTE IN THIS SPACE USE BLANK LINE BELOW FOR WRITE IN</p> <p>WRITE IN SPACE ONLY</p>	<p>STATE COMMITTEE MAN THREE MEMBERS ELECTED • Vote for ONE MAN</p> <p>TODD O. BURGER 381 Union St., Lexington 02448</p> <p>KENNETH I. GORDON 1100 St. Michael's St., Boston 02127</p> <p>WRITE IN SPACE ONLY</p> <p>DO NOT VOTE IN THIS SPACE USE BLANK LINE BELOW FOR WRITE IN</p> <p>WRITE IN SPACE ONLY</p>	<p>TOWN COMMITTEE To express your preference for the person to be nominated as Democratic candidate for this office, you may do one of the following: • Vote for one candidate for this office or • Write in another name and fill in the oval to the right. Caution: Do NOT vote for "No Preference" and write in.</p> <p>RICHARD B. ARNAUD 1077 North St., Concord 03301</p> <p>MARTHA R. SCHWOPPE 201 Green Mountain St., Concord 03301</p> <p>GARRET G. WHITNEY 201 Green Mountain St., Concord 03301</p> <p>JAYCE A. ISEN 211 Green Mountain St., Concord 03301</p> <p>CAROLINE WASHBURN MINKIN 444 North St., Concord 03301</p> <p>MARILYN E. ANKJIAN 201 Green Mountain St., Concord 03301</p> <p>D. GAIL KEARNS 101 Green Mountain St., Concord 03301</p> <p>TARA BURGESS EDELMAN 201 Green Mountain St., Concord 03301</p> <p>ELINOR L. STOUT 110 Green Mountain St., Concord 03301</p> <p>LINDSAY HOOVER BOGER 201 Green Mountain St., Concord 03301</p> <p>LEONARD H. CANOEE 110 Green Mountain St., Concord 03301</p> <p>JUDITH K. S. HERMAN 110 Green Mountain St., Concord 03301</p> <p>ELLEN S. QUACKENBUSH 101 Green Mountain St., Concord 03301</p> <p>ROBERT WIDING LAWSON 101 Green Mountain St., Concord 03301</p> <p>JANET K. LAWSON 101 Green Mountain St., Concord 03301</p> <p>NANCY E. B. HAYNES 471 Green Mountain St., Concord 03301</p> <p>PHILIPPE VILLERS 201 Green Mountain St., Concord 03301</p> <p>MATTHEW W. BOGER 201 Green Mountain St., Concord 03301</p> <p>ALAN W. PROCTOR 201 Green Mountain St., Concord 03301</p> <p>THOMAS MCKEAN 101 Green Mountain St., Concord 03301</p> <p>LINDA J. ZIFFRIN 101 Green Mountain St., Concord 03301</p> <p>PAUL HORWITZ 101 Green Mountain St., Concord 03301</p> <p>PAUL W. JAMESON 101 Green Mountain St., Concord 03301</p> <p>JOSE L. HERRERO 101 Green Mountain St., Concord 03301</p> <p>JANET C. WALKER 101 Green Mountain St., Concord 03301</p> <p>THOMAS A. TARDY 101 Green Mountain St., Concord 03301</p> <p>JOHN A. KESSLER, JR. 101 Green Mountain St., Concord 03301</p> <p>PAMELA A. HILL 101 Green Mountain St., Concord 03301</p> <p>HELENA Y. LONG 101 Green Mountain St., Concord 03301</p> <p>HALVOR IVERSON 101 Green Mountain St., Concord 03301</p> <p>BRIDGET NEALE PARIS 101 Green Mountain St., Concord 03301</p> <p>DAVID M. O'BRIEN 101 Green Mountain St., Concord 03301</p> <p>JOANNE APPLETON ARNAUD 101 Green Mountain St., Concord 03301</p> <p>DIANE C. WORDEN 101 Green Mountain St., Concord 03301</p> <p>ANNE WASHBURN FORTIER 101 Green Mountain St., Concord 03301</p>
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This ballot did not go through the machine, so you have to account for each and every office.

- place a | on the blanks line if no oval is filled out for an office.



Town of Concord
CENTRAL TABULATION FACILITY
September 1, 2020 State Primary

Ballot Tallying

5. What goes where
 - A. Give the tally sheets to Karlen.
 - B. place the group of ballots that you just tallied into the tally envelope and seal it.
 - C. Be sure to note the # of ballots and sign the ballot envelope as well as the tally sheet.
 - D. The envelope will go into the ballot transfer case with counted ballots.