



## **SOMERSET COUNTY BOARD OF ELECTIONS**

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### **Mail-In Ballot Election Day Procedures**

#### **Mail Pick-Up**

Call Somerville Post Office to find out time of last mail delivery. After the last truck arrives, go to Post Office to pick up any ballots. Ask the postal manager to fill out the Mail-In postal receipt.

During certain elections, a County worker from Facilities & Services is hired to make several mail pick-ups throughout the day. Provide them with the receipt in the morning.

#### **Open The Ballots**

Slice open the inner envelopes and remove ballots.

If an envelope is empty or contains more than one ballot, make a note and keep all materials together on the side.

Keep inner envelopes bundled together and put aside.

Flatten ballots and place weight on top.

Keep ballots separated by municipality and ward, if necessary.

#### **Machine Count**

IT staff members operate the optical scanner that reads the ballots. The MIB Team works with IT to keep the ballots organized and scanned in the most efficient manner. Separate the ballots that cannot be read by the scanner and those that contain write-in choices. These will be part of the hand count.

#### **Hand-Count**

The Mail-In Tally Committee will conduct the hand count. Each tally team consists of a judge, an inspector and a clerk.

The Judge reads the ballot aloud.

The Inspector views the ballot to confirm the Judge's reading.

The Inspector and clerk record the votes on tally sheets and then reconcile to make sure their numbers match.

Each Committee member signs the certification sheet.

The Administrator collects the tally sheets and certifications once the tally is complete.

#### **Rejects**

The Commissioners will meet on Election Day to determine which ballots, if any, are to be rejected.

Prepare the reject report along with the problem ballots for them to inspect. Any ballots that the Commissioners accept will then be added to either the machine or hand count.