

VEBA

Southern District Meeting

August 11, 2023

Election Day Envelopes

Some ways to avoid mistakes

- Training at Chiefs/Assistant Chief training sessions
- Envelopes include exactly what is supposed to go in them
- Forms/documents headed with the Envelope number they should go in
- Precinct Envelope End of Day Closing Guide (self created)
- ELECT's End of Day Closing Procedures

Signing & Sealing

- We have all EOs sign each envelope seal
- We seal using a standard blank envelope label
- Do not lick the gum seal on the envelope flap
- Place the label seal over the flap and main body of the envelope
- All EOs sign

Envelope 1A

- Provisional Ballots voted during Election Day prior to 7 pm
 - Unopened and sealed in Green Envelopes – Regular and ID only
- Complete top half of reverse side
- (Note: Precinct Provisional Ballot log goes in Envelope 8)

Envelope 1B

- Provisional Ballots voted during Election Day after 7 pm (polls extended by court order)
 - Unopened and sealed in Green Envelopes – Regular and ID only
- Complete top half of reverse side
- (Note: Precinct Provisional Ballot log goes in Envelope 8)

Envelope 2

- Oaths signed at start of day
- **Statement of Results (two copies with machine results tape)**
- EPB thumb drives (poll books)
- Incident Reports
- Student Page Oath Forms

Envelope 2A

- Yellow Printed Return Sheet with machine results tapes attached

Envelope 3

- Counted paper ballots removed from the voting equipment ballot bin
- (Can create this as a label to be used on boxes or other ballot containers, one for each box or container)
- Complete the information on label/envelope

Envelope 4

- Paper ballots that were spoiled or voided by the voter (not counted)

Envelope 5

- Absentee ballots returned but not used or voided by the voter
- (Must include the ballot, may include empty envelope B, instructions, or rejected/unopened absentee ballot envelope mailed to the voter)

Envelope 6

- Unused paper ballots – Ballots delivered to the precinct but not used during Election Day
- (Can be created as a label to use on boxes or other ballot containers)

Envelope 7 or 7c

- Results cartridge from the Voting Machine
- (store cartridge in pink anti-static bubble bag)
- Red seal removed from the voting machine at the end of the day
- Complete information on front and reverse of the envelope (info on machine tape)

Envelope 8

All completed forms that must come back to the GR including:

- Voter Registration Apps.
- Affirmation Forms
- Challenge Forms
- Requests for Assistance
- Poll Watcher letters
- Machine Problems Rpts.
- Ballot Manifest
- W9 Forms
- Comment Forms
- Authorization to Reproduce Ballots Form
- Provisional Ballot Log
- Anything else the GR particularly wants

Ballot Collection From Precinct

Drop Boxes

- Contains step by step instructions for
 - Precinct
 - Persons returning supplies Election Night
 - Electoral Board
 - CAP – Central Absentee Precinct

Additional Envelopes used by the GR

- Absentee Ballot Applications
- Federal Write-in Absentee Ballots Voided
- Absentee Ballots received after the election
(not opened or counted)
- These all go to the Clerk of Courts

Simple Enough?

- Regardless of your efforts to make it easy and avoid mistakes.....
- Don't be surprised if mistakes are made.