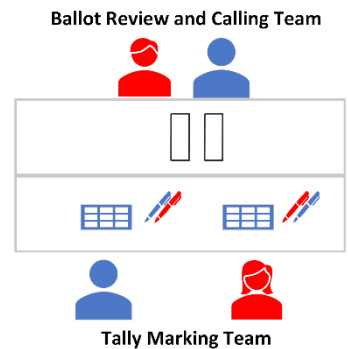




**Quick Demo on Hand Counting
Advanced Series (Pick 2 & Pick 3)
(One Race at a Time)
April 25th, 2025**

This, like many other guides, is a basic way of performing a hand count of our elections. Be aware that many states may have laws and rules that will supplement or have additional requirements beyond what is covered here, including processes, forms, and restrictions on how to conduct a hand count in a jurisdiction or a race. This quick demo makes no attempt to address those issues or concerns.

For a basic team we recommend 4 people per station. The more people, the more stations and the quicker you can get through ballots. For the room setup, comfort and space is key, having a large enough table for 4 people to sit in comfortable cushioned chairs matter, with proper lighting in the room impacts productivity. (Blue = Democrat, Red = Republican)



We also recommend having the following items:

- 1) Bic Cristal Xtra Smooth Black pens 10 ct UPC # 070330682719
- 2) Bic Cristal Xtra Smooth Blue pens 10 ct UPC # 070330682726
- 3) Bic Cristal Xtra Smooth Red pens 10 ct UPC # 070330913547
- 4) Bic mechanical Pencils Xtra Smooth 40 ct UPC # 070330436596
- 5) 2 - 3 Ring Binders - 1" wide - per station (please place tally sheets in binder)
- 6) Silicone fingertips mixed sizes.
- 7) Pre-Printed Tally Sheets 10 per 3 ring binder

8) 2 Pre-Printed "Official Election Results Workbook" – one for box and auditor.

9) Ballots and worksheets are here - <https://uscase.org/hand-count-materials>

In this kit we have provided 1 precinct of ballots from Dane County, WI from their 2023 election. Dane County uses ES&S equipment, we are not reviewing the ExpressVote ballots in this training:

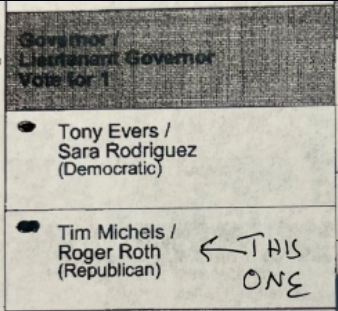
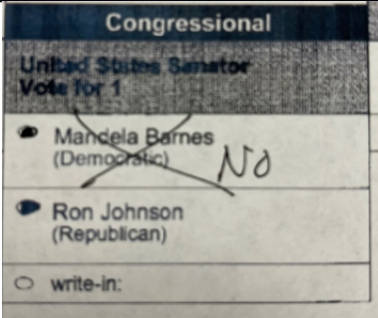
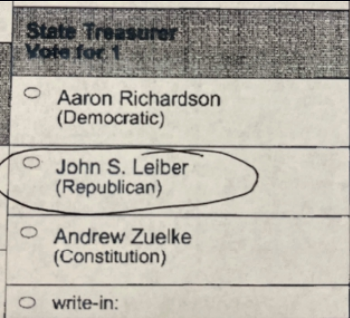
Official Ballot Nonpartisan Office and Referendum April 4, 2023		
<p>Notice to voters: If you are voting on Election Day, your ballot must be initiated by 2 election inspectors. If you are voting absentee, your ballot must be initiated by the municipal clerk or deputy clerk. Your ballot may not be counted without initials. (See end of ballot for initials.)</p>		
<p>General Instructions</p> <p>If you make a mistake on your ballot or have a question, ask an election inspector for help. (Absentee voters: Contact your municipal clerk.)</p> <p>To vote for a name on the ballot, fill in the oval next to the name like this: ●</p> <p>To vote for a name that is not on the ballot, write the name on the line marked "write-in" and fill in the oval next to the name like this: ●</p>	<p>School District</p> <p>Cambridge School District School Board Member Vote for not more than 3</p> <p><input type="radio"/> Grace Leonard</p> <p><input type="radio"/> Tracy Smithback-Travis</p> <p><input checked="" type="radio"/> Jesus Rivera</p> <p><input type="radio"/> Scott Teuscher</p> <p><input checked="" type="radio"/> Ann Nottestad</p> <p><input checked="" type="radio"/> Jennifer Brown</p> <p><input type="radio"/> write-in:</p> <p><input type="radio"/> write-in:</p> <p><input type="radio"/> write-in:</p>	<p>Referendum (cont.)</p> <p>County</p> <p>Should the Wisconsin Constitution be amended to require a nonpartisan system for redistricting legislative and congressional districts in the state?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>Should the Wisconsin Legislature adopt an amendment to the Wisconsin Constitution creating a new right to privacy that would protect rights such as abortion, same-sex marriage, and interracial marriage?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<p>Judicial</p> <p>Justice of the Supreme Court Vote for 1</p> <p><input checked="" type="radio"/> Janet C. Protasiewicz</p> <p><input type="radio"/> Daniel Kelly</p> <p><input type="radio"/> write-in:</p>	<p>Referendum</p> <p>To vote in favor of a question, fill in the oval next to "Yes," like this: ●</p> <p>To vote against a question, fill in the oval next to "No," like this: ●</p> <p>State</p> <p>Question 1: Conditions of release before conviction. Shall section 8 (2) of article I of the constitution be amended to allow a court to impose on an accused person being released before conviction conditions that are designed to protect the community from serious harm?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p>	<p>School District</p> <p>Shall the School District of Cambridge, Jefferson and Dane Counties, Wisconsin be authorized to exceed the revenue limit specified in Section 121.91, Wisconsin Statutes, by \$2,400,000 beginning with the 2023-2024 school year, for recurring purposes consisting of sustaining operating expenses, including for school safety and security, maintaining class sizes, curriculum and technology updates?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<p>Municipal</p> <p>Town Board Chairperson Vote for 1</p> <p><input checked="" type="radio"/> Mike Schlobohm</p> <p><input type="radio"/> write-in:</p>	<p>Town Board Supervisor Vote for not more than 2</p> <p><input checked="" type="radio"/> Daniel Kelly</p> <p><input checked="" type="radio"/> Katie Michel</p> <p><input type="radio"/> write-in:</p> <p><input type="radio"/> write-in:</p>	<p>Question 2: Cash bail before conviction. Shall section 8 (2) of article I of the constitution be amended to allow a court to impose cash bail on a person accused of a violent crime based on the totality of the circumstances, including the accused's previous convictions for a violent crime, the probability that the accused will fail to appear, the need to protect the community from serious harm and prevent witness intimidation, and potential affirmative defenses?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p>
<p>Town Treasurer Vote for 1</p> <p><input checked="" type="radio"/> Korby Holzhueter</p> <p><input type="radio"/> write-in:</p>	<p>Question 3: Shall able-bodied, childless adults be required to look for work in order to receive taxpayer-funded welfare benefits?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p>	
<p>Continue voting at top of next column.</p>	<p>Continue voting at top of next column.</p>	

The ballot images were obtained legally and publicly from Dane County, WI via their web site here: <https://elections.countyofdane.com/Auditing>

Ballot Paper Specifications – Size is 8.5” x 14”, Weight 28#, Finish is Smooth Xerography, Grain is short, Sheffield 100-120, Brightness 91-96..

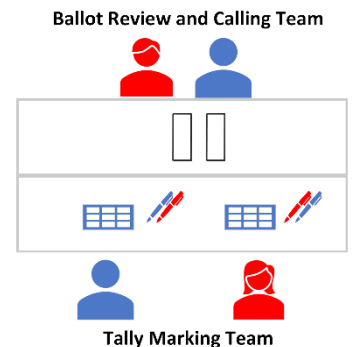
Voter Intent is a big deal when marking a ballot, depending on your state laws and rules, this is handled differently across the country. For this exercise, we want you to use your best judgement using this statement as a guide: A distinguishing mark for a vote, is defined as a mark in the oval adjacent to the name of the candidate or issue; or a distinguishing mark adjacent to the name of the candidate or issue preference; or, the name of the candidate or issue preference is circled.

Here are some examples of voter intent the machines would miss.

		
<p>Voter Intent is Clear</p>	<p>Voter Intent is Clear</p>	<p>Voter Intent is Clear</p>

The Seating of the judges

We recommend having 4 election judges per table, 2 from each party, 2 people for different parties will review the ballots and call out the name of the winner of each race on the ballot, in order. The other 2 election judges, from each party, will mark their sheets with the candidate receiving the vote. They will review each vote on the ballot, skipping those races without a selection for a candidate, no mark is needed for empty races.



Getting Started

- 1) Fill out the "Official Election Results Workbook" the election info, precinct information, the seal number, and the judge info.
- 2) Count the number of ballots in the ballot container, stacking them in groups of 25, and then enter the total amount of ballots received in the "Official Election Results Workbook"
- 3) One side of the table should review and sort the ballots by precinct, to verify that the ballots you are counting are from the same precinct, since we will want to tabulate all of the ballots for each precinct separately.
- 4) The other side of the table, the ballots should reviewed for any stamps and/or judge initials or signatures on the ballots and setting aside any that do not comply with state requirements. Then they should also restack the ballots into groups of 25 and then set aside any spoiled ballots that will not have their elections counted.
- 5) Fill out the Tally Sheets with the candidate's name on each line, from the ballot, you may also want to add in "Blank/No Vote", also allow for a "Write-In" slot if the ballot has it on it. We won't be writing the candidates' names from the write in(s) here, we are just going to count them all together. Grouping offices as full races on the sheets is better in order, where you can fit them, don't worry about leaving blank lines, it's just easier to have the full slate of candidates together on a sheet, in order. Then place the sheets in order in your 3-ring binder.
- 6) When the 2 judges review the ballots, on one side of the table, one will call out the office or issue and then the winner(s) of the race, and keep proceeding through all of the ballots for that race. The other two judges will put a slash mark on the Tally Sheet on the first available number for that candidate. They should both start with a blue pen for the first 25, then

switch to a red pen for the next 25, and then continue to alternate blue/red color pens for each 25 set.

- a. When calling out races where a voter can select 2 candidates, if there is an overvote for the, there would be 2 overvotes called and marked on the tally sheet. If there are no candidates selected, there would be 2 undervotes called and marked on the tally sheets. If only one candidate is selected, there would be a call for the one candidate, and a call and marking of the undervote on the tally sheet as well.
- 7) Once you are through the first 25 ballots, the judges with the Tally Sheets should compare numbers, if there are any issues re-count the race from those ballots, make any correction as needed...instead of a slash, you can now make an X through the race you are recounting, if you need to count for a third time for the same race, you can now fill in the box.
- 8) Once done with the counting of the ballots, write the totals for each race in the boxes at the bottom of the page for each Tally Sheet, then add the totals of Tally Sheet races together to place grand totals on the "Official Election Results Workbook".
- 9) For each race, you should start with a set of new Tally Sheets.
- 10) Then sign the Tally Sheets and the "Official Election Results Workbook".
- 11) Of course, many states will have additional instructions for placing the materials in the secure box or container with a new seal that you would document.
- 12) That's it....you have hand counted a real election....and you now have a base to which to talk to others about hand counting.