



Hart InterCivic

Service Bulletin

Ballot Now Paper Ballot Management Practices for Washington 2008 Presidential Primary
January 2, 2008

In an advisory dated December 11, 2007, the Washington Secretary of State (OSOS) issued guidelines concerning ballot programming and layout for the 2008 Presidential Primary (“Advisory Issue: 05”). The purpose of this Hart InterCivic Service Bulletin is to recommend best practices for the use of Ballot Now in conjunction with the OSOS guidelines to ensure accurate and efficient processing of paper ballots in accordance with Washington OSOS rules.

In its advisory, the OSOS strongly recommended that vote-by-mail counties **not** include the Pick-A-Party box on ballots, because “the Party Declaration (oath) on the envelope or poll book determines which party votes should be counted.” Ballot Now users should be aware, however, that *if the Pick-A-Party box is excluded from the ballot layout, its absence will impact the resolution process*, making it necessary to accurately sort and pre-inspect ballots before scanning.

More specifically, if a voter attempts to vote in both parties in the Presidential Primary, although the OSOS advisory states that the contest(s) should be tabulated as overvoted, in the absence of the Pick-A-Party box, Ballot Now has no ballot programming logic to determine that an overvote has occurred. This being the case, Counties must manually sort improperly voted ballots so that they may be visually inspected to resolve the partisan contest and to determine non-partisan votes.

Presorting and Inspecting

For the 2008 Presidential Primary Election, Washington Law requires that “ballots must be segregated according to major party declaration choice *before* [emphasis added] they are removed from the return envelopes” (WAC 434-219-230). Inspection and sorting of the Presidential Ballots should include separation of ballots into additional batch categories for resolution. Use the Ballot Transmittal Sheet to log notes for your scanning team specific to the batches (e.g., Dem-Auto-Resolve; NP-Remove All Party Votes, etc). Taking the extra time to inspect and keep your ballots segregated for scanning will prevent unnecessary duplication of ballots.

Scanning and Resolving

If ballots do not include the Pick-A-Party box, invalid Presidential Contest ballots (or votes) that require resolution may not display in the resolution window unless the “Ballot OK As Scanned” box is checked in Ballot Now’s Ballot Filter tab. We recommend checking this box, along with all other boxes in the Ballot Filter tab to display all ballots in the batch(es). As always, follow State guidelines to resolve votes (see “Voter Intent: Statewide Standards on What is a Vote, Rev. 2007”). Also note that although a contest may not be highlighted in the Ballot Now resolution window, it is still available for resolution. Remember that all changes are recorded in the Ballot Now Audit Logs. Print and sign the required Audit Log each day, following resolution.

To record an overvote in both the Democrat and Republican Presidential Contests, resolution boards should vote (i.e. double-click to select) **all** candidates in **both** contests.

To record a no vote result (undervote) in both the Democrat and Republican Presidential Contests, resolution boards should deselect (i.e. right-click) the candidate votes in **both** contests.

If you have questions about this Service Bulletin, or for additional details on how to conduct these procedures in Ballot Now, please call the Hart Customer Support Center at 866-ASK-HART (275-4278).