

[County] Board of Canvassers
[Address]

[Date] – Provisional Canvass Minutes

Note: *These minutes are for general elections only.*

ATTENDEES:

Board of Canvassers

Name	Position	Party

Board of Canvassers Absent:

Name	Position	Party

LBE Staff (in person):

Name	Position

Public

Name	Organization (if applicable)

All canvassing teams, duplicating team members, and ballot scanner operating team members in attendance are listed under the Canvass Participants section below.

DECLARATION OF QUORUM PRESENT

The meeting of the Board of Canvassers began at [*time meeting began*] on Wednesday, [*date of provisional canvass*] at [*location of meeting (including room name, building name, address, and city)*]. There was a quorum of the Board of Canvassers, and at least one member of the Board of Canvassers who is a registered voter of the principal minority party was present.

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CONFIRMATION OF OATH

[*Name of Clerk*], the Clerk of the Court for [*County*] County/City, administered and recorded the oath of each member of the Board of Canvassers on [*date of swearing-in*]. Substitute members of the Board of Elections were also sworn-in on the same day.

ANNOUNCEMENT OF OFFICERS

At its meeting on [*date of meeting at which the election occurred*], the Board of Canvassers elected [*Member*] as Chairman of the Board of Canvassers and [*Member*] as Secretary.

PUBLIC NOTICE OF CANVASS

[*Election Director*] noted that the public notice of the provisional canvass was provided and that the notice was provided by [*explain how public notice was given (e.g., agenda posted on door of election office, website)*].

VERIFICATION OF OPTICAL SCAN VOTING UNIT(S)

[*Election Director/staff*] presented documents to the Board of Canvassers showing that the ballot scanner(s) being used in the canvass successfully passed Logic and Accuracy Testing on [*date*]. [*Election Director/staff*] reported that the memory devices(s) created for this canvass [*was/were*] placed in the ballot scanner(s) and sealed. [*Election Director/staff*] provided the Board of Canvassers with the results from the Logic and Accuracy Testing. [*Election Director/staff*] noted the Ballot Scanner Serial Number and Seal Number from Logic and Accuracy Testing documentation for each ballot scanner being used in the canvass.

[*Staff*] verified that the seal(s) on the ballot scanner(s) was/were intact and recorded the optical scan ballot scanner's serial number and seal number on the Scanning Unit Opening Integrity Report. [*Staff*] noted that the ballot scanner('s/s') serial number(s) and seal number(s) from Logic and Accuracy Testing matched the ballot scanner('s/s') serial number(s) and seal number(s) before the canvass began.

The Board of Canvassers confirmed that the count(s) on the ballot scanner(s) was/were zero. [*Election Director*] posted one copy of the Zero Report from the ballot scanner(s) on [*describe where Zero Report was posted (e.g., wall in room where canvassing occurred)*]. [*Staff*] printed a second copy of the Zero Report, which remained attached to the ballot scanner(s). At the direction of the Board of Canvassers, [*Election Director and one staff member as the Board of Canvassers is not present*] signed the Zero Report attached to the ballot scanner(s). [*Election Director*] also confirmed that the ballot boxes were empty.

A copy of the *Scanning Unit Opening Integrity Report* is attached to the minutes.

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CANVASSING

Overview of Canvass Process

[*Election Director/staff*] explained the rules concerning public observation of the canvass, provided an overview of the canvassing process, and noted that the rules were posted in the canvass room.

[*Election Director/staff*] explained that each provisional ballot application was reviewed prior to canvassing to determine the voter's eligibility to vote in this election and the voter's correct ballot style. At this canvass, the provisional ballot applications will be presented to the Board of Canvassers with a recommendation. The recommendations will be to:

1. Accept provisional ballot application in full – recommend counting all votes cast on the provisional ballot.
2. Accept provisional ballot application in part – recommend counting some but not all votes cast on the provisional ballot. This is because the voter voted in the wrong precinct.
3. Reject provisional ballot application – recommend not counting the provisional ballot.

The Board of Canvassers will vote to accept in full, accept in part, or reject the provisional ballots. The provisional ballots for which the Board voted to accept in full or accept in part are distributed to the bi-partisan ballot processing teams to open and review the ballots. The “accepted in full” ballots are scanned into the ballot scanner, and the “accepted in part” ballots are referred to a duplicating team. The duplicating team will copy onto the voter's correct ballot style the votes for the contests for which the provisional voter is eligible to vote.

[*Election Director/staff*] explained that mail-in ballots are distributed to the ballot processing teams in batches. Each team reviews the envelope first to determine whether it was timely received. For timely received ballots, each team [*if the flap covering the oath has not been opened before canvassing: opens the flap on the envelope and*] determines whether the voter signed the oath. After verifying that the oath is signed, each team opens the envelopes. With the envelope face down, each team removes the ballot, taking care that the envelope stays face down. After removing all of the ballots in the batch, the ballot envelopes are set aside. Each team reviews the ballots for compliance and tabulating acceptability.

Those timely ballots that are in compliance and can be read by the ballot scanner are referred to the Board of Canvassers for acceptance. All other ballots are placed in a plain envelope, with the team number, [*ballot style or district and precinct*], or other information identifying the group or unit to which the ballot belongs, and the reason(s) for the referral to the Board of Canvassers written on the envelope. The envelope with the ballots inside is referred to the Board of Canvassers.

The Board of Canvassers rules on whether to accept or unanimously reject the referred ballots.

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[Election Director/staff] explained that, to verify the accuracy of the voting system, some provisional ballots will be hand counted and the results of that hand count will be compared against the results from the voting system. The number of provisional ballots to be hand counted is at least 1% of the number of provisional ballots cast in the 2018 General Election. For this election, [number] provisional ballots will be hand counted. The first provisional ballot applications to be reviewed and ballots counted will be the provisional ballots randomly selected for this audit. Once these ballots are scanned, results will be printed and the results and the ballots will be stored for the manual audit. The manual audit will be conducted no later than 120 days after the general election.

[Election Director/staff] explained the process to provide information to the Board of Canvassers or challenge a decision of the Board.

Canvass Participants

The members of the ballot processing, duplicating, and ballot scanner operating teams are listed [*below or on the attached list (if attach list, delete tables below)*].

Team	Names of Bi-Partisan Ballot Processing Team Members
Team #1	
Team #2	
Team #3	
Team #4	
Team #5	
Team #6	

Team	Names of Bi-Partisan Duplicating Team Members
Team #1	
Team #2	

Team	Names of Ballot Scanner Operating Team Members
Team #1	
Team #2	

Canvassing of Provisional Ballots

[Election Director/staff] reported that [number] provisional ballots were cast. To preserve the secrecy of the ballots, [Election Director/staff] explained that five mail-in ballots of each ballot style were held back for this provisional canvass and will be counted with the provisional ballots. [Number] provisional ballots and [number] mail-in ballots were presented for canvassing at this canvass.

[Member] made a motion to begin presenting provisional ballot applications. [Member] seconded the motion, and the motion passed [*unanimously or by a vote of X to X*].

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[Note to LBEs: Use only those statements that apply. For example, if no provisional ballots were cast due to an identity challenge, do not include #14.]

1. *[Election Director/staff]* presented *[number]* provisional ballots with the recommendation to accept them in full. The recommendation was based on the fact that staff had confirmed that each provisional application was submitted by a registered voter and was cast in the correct precinct where that voter currently resides. The Board unanimously voted to accept the recommendation and accept and count the provisional ballots in full.
2. *[Election Director/staff]* presented *[number]* provisional ballots with the recommendation to accept them in part. The recommendation was based on the fact that staff had confirmed that each provisional application was submitted by a registered voter and the provisional ballot was cast in the wrong precinct. The Board unanimously voted to accept the recommendation, and the ballots were referred to the duplicating team.
3. *[Election Director/staff]* presented *[number]* provisional ballots with the recommendation to reject because staff could not confirm that the applicant was a registered voter. The Board unanimously voted to accept the recommendation and reject the ballot(s).
4. *[Election Director/staff]* presented *[number]* provisional ballots with the recommendation to reject because the applicant returned a voted mail-in ballot or already voted. The Board unanimously voted to accept the recommendation and reject the ballot(s).
5. *[Election Director/staff]* presented *[number]* provisional ballots with the recommendation to reject because the voter failed to sign the provisional ballot application. The Board unanimously voted to accept the recommendation and reject the ballot(s).
6. *[Election Director/staff]* presented *[number]* provisional ballots with the recommendation to reject because the applicant was not eligible to receive a provisional ballot. The Board unanimously voted to accept the recommendation and reject the ballot(s).
7. *[Election Director/staff]* presented *[number]* provisional ballots with the recommendation to reject because the applicant did not provide identification or personal identification information in time. The Board unanimously voted to accept the recommendation and reject the ballot(s).
8. *[Election Director/staff]* presented *[number]* provisional ballots with the recommendation to reject because the applicant provided incomplete information on the provisional ballot application. The Board unanimously voted to accept the recommendation and reject the ballot(s).
9. *[Election Director/staff]* presented *[number]* provisional ballots with the recommendation to reject because the applicant provided his or her driver's license or social security number but the number was not verified. The Board unanimously voted to accept the recommendation and reject the ballot(s).

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10. [Election Director/staff] presented [number] provisional ballots with the recommendation to reject because the applicant provided identification but the identification provided did not satisfy the requirements. The Board unanimously voted to accept the recommendation and reject the ballot(s).
11. [Election Director/staff] presented [number] provisional ballots with the recommendation to reject because there was no provisional ballot in the envelope. The Board unanimously voted to accept the recommendation and reject the ballot(s).
12. [Election Director/staff] presented [number] provisional ballots with the recommendation to reject because there was no evidence to support alleged voting unit malfunction. The Board unanimously voted to accept the recommendation and reject the ballot(s).
13. [Election Director/staff] presented [number] provisional ballots with the recommendation to reject because the challenge to the voter's identity should be upheld. The Board unanimously voted to accept the recommendation and reject the ballot(s).
14. [Election Director/staff] presented [number] provisional ballots with the recommendation to reject because the order extending voting hours was invalidated. The Board unanimously voted to accept the recommendation and reject the ballot(s).
15. [Election Director/staff] presented [number] provisional ballots with the recommendation to reject because the ballot had an identifying mark. The Board unanimously voted to accept the recommendation and reject the ballot(s).
16. [Election Director/staff] presented [number] provisional ballots with the recommendation to reject because the applicant will not be or is not 18 years old or older by the general election. The Board unanimously voted to accept the recommendation and reject the ballot(s).
17. [Election Director/staff] presented [number] provisional ballots with the recommendation to reject because the applicant did not provide proof of residency in time. The Board unanimously voted to accept the recommendation and reject the ballot(s).
18. [Election Director/staff] presented [number] provisional ballots with the recommendation to reject because the applicant provided proof of residency but the proof did not satisfy the requirements. The Board unanimously voted to accept the recommendation and reject the ballot(s).

Canvassing of Mail-in Ballots

The [Election Director/staff] distributed the mail-in ballots to canvassing teams to review for timeliness and signatures. The [Election Director/staff] presented [number] mail-in ballots with the recommendation to accept the mail-in ballots. The Board unanimously voted to accept the recommendation and voted to accept the ballot(s). The [Election Director/staff] presented [number] mail-in ballots with the recommendation to reject.

If the Board is unable to finish the provisional canvass in one day, the Board must recess the meeting and reconvene the following day: The Board of Canvassers recessed the meeting at

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[time] and will reconvene the meeting on [date] at [time]. [Staff] recorded the public count, turned the optical scan voting unit(s) off, and affixed a seal.

Ballot Scanner Serial Number(s)	Seal Number(s)	Public Count

The Board of Canvassers reconvened its meeting on [date] at [time]. [Election Director/staff] explained the rules concerning public observation of canvass and canvassing process. [Staff] verified that the seal(s) was/were intact and that the seal number(s) matched the seal number(s) attached and that the public count(s) matched the public count(s) recorded before the Board of Canvassers recessed on [date].

Ballot Scanner Serial Number(s)	Seal Number(s)	Public Count

[Note any changes in processing, duplicating, and operating teams.] [Member] made a motion to resume the canvass of provisional ballots. [Member] seconded the motion, and the motion passed [unanimously or by a vote of X to X]. Canvassing of provisional ballots resumed.

Printing Canvass Results

After scanning all accepted in full and accepted in part provisional ballots and all accepted mail-in ballots, [staff] locked the ballot scanner(s) and printed a Voting Results Report. The Board of Canvassers confirmed that the number of accepted in full and accepted in part provisional ballots and accepted mail-in ballots equaled the number of ballots counted by the ballot scanner(s). [If there are any differences in the numbers, provide an explanation for the difference.] The Board of Canvassers signed the Voting Results Report and posted a second copy of the report on [describe where Zero Report was posted (e.g. wall in room where canvassing occurred)].

RELEASE OF UNOFFICIAL RESULTS

[Chairman of the Board of Canvassers] announced the results from the provisional canvass. [Chairman] announced the following statistics from the provisional canvass:

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Provisional Canvass Statistics	Number of Ballots
Total Ballots Presented at Provisional Canvass	
Total Provisional Ballots Presented	
Total Mail-in Ballots Presented	
Total Accepted Ballots	
Accepted in Full Provisional Ballots	
Accepted in Part Provisional Ballots	
Accepted Mail-in Ballots	
Total Rejected Ballots	
Rejected Provisional Ballots	
Rejected Mail-in Ballots	

Note to LBEs: The number of accepted ballots and rejected ballots should equal the total ballots presented at this canvass, and the sum of the accepted mail-in ballots, accepted in full provisional ballots, and accepted in part provisional ballots should equal the public count. Check to make sure that the numbers match. If they do not match, explain why they do not match.

[Election Director/staff] announced that provisional voters can find out if their provisional ballots were counted and if not, the reason why it was not counted by visiting the State Board of Elections' website or by calling the State Board at 1-800-222-8683.

NEXT BOARD OF CANVASSERS' MEETING

The Board of Canvassers will meet on [Thursday/Friday], [last or next date of second mail-in canvass] at 10:00 a.m. to canvass all remaining ballots.

ADJOURNMENT

The meeting was adjourned at [time].