

STATE BOARD OF ACCOUNTS
302 West Washington Street
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AGENCY MANUAL FOR CONDUCT OF A RECOUNT
FOR THE
STATE RECOUNT COMMISSION

June 1, 2022



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INTRODUCTION

TO: Coordinators and Field Examiners:

Pursuant to Indiana Code Section 3-12-10-8, the State Board of Accounts (SBOA) "shall conduct any recount or other contest proceeding ordered by the State Recount Commission" This manual is designed to meet the needs of recounting federal, state, and legislative elections as required by law, and is subject to change. The State Board of Accounts intends this document to instruct Coordinators and Field Examiners in the internal agency procedures necessary to carry out our recount duties and responsibilities. For the convenience of our staff, we have enclosed, as an appendix, the guidelines adopted by the State Recount Commission, as well as relevant Indiana Code citations. As always, any questions or problems will be resolved by Coordinators or on-site supervisors acting through and on behalf of the State Examiner and the Deputy State Examiners who comprise the State Board of Accounts. This manual is not intended to be used by local officials for local election recounts.

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SBOA PROCEDURES FOR RECOUNT

RECOUNT PROCEDURE:

I. General Instructions

- A. Head the SBOA Precinct Tally Sheet (Form 1).
- B. Completely answer all the preliminary questions on the tally sheet.
- C. Proceed with the appropriate counting procedures.

II. Electronic Voting Systems

- A. Complete and count the signatures on the SBOA Poll List Signature Count (Form 5). That count should match the public counter reading plus absentee votes. Explain variance if possible before proceeding. Enter pertinent data on the SBOA Precinct Tally Sheet (Form 1).
- B. Count the paper votes (including absentee, provisional, and emergency) by hand, determine their validity, and enter the necessary information on the SBOA Tally Sheet (Form 3). Transfer the information to the SBOA Summary Tally Sheet (Form 2). Transfer final information to the SBOA Precinct Tally Sheet (Form 1).
- C. Submit any problems, questions, and discrepancies to the on-site SBOA Supervisor ("Supervisor"), his/her designee, or the Recount Director. Do not sign the SBOA Precinct Tally Sheet (Form 1) until all problems and discrepancies have been addressed.
- D. Submit all Forms to the Supervisor immediately upon completion of the precinct.
- E. Upon request, the Supervisor submits copies of Forms 1 through 6 and exhibits to the candidates.
- F. At the direction of the Recount Director and the Supervisor, absentee or system reviews may be performed separately by separate audit teams.
- G. At the direction of the Recount Director and the Supervisor, computer cartridges from electronic voting systems may be read through one or more electronic voting systems. Each individual electronic voting system will not be inspected unless specifically directed by the Recount Director and the Supervisor. For each voting system that is inspected, fill out the pertinent information on the Election Night Print Out Inspection Sheet (Form 4).

III. Ballots

- A. Count the signatures on the poll list, complete the SBOA Poll List Signature Count (Form 5), and enter the pertinent data on the SBOA Precinct Tally Sheet (Form 1).
- B. Examine all ballots set aside by the precinct election board as not counted and determine their validity.

RECOUNT PROCEDURE (Continued)

- C. Damaged or defective ballots are replaced prior to the count on election day. The duplicate ballots must be labeled "duplicate" and bear a serial number which is recorded on the damaged or defective ballot. Verify that the number of damaged or defective ballots equals the number of duplicates and that the serial numbers match.
- D. Examine for validity and manually count the damaged (if not duplicated) ballots and absentee ballots by hand. Enter the totals on SBOA Precinct Tally Sheet (Form 1).
- E. Examine each ballot to determine the validity and segregate as necessary.
- F. Upon request, count each ballot manually or tabulate electronically.
- G. Enter the totals on the SBOA Tally Sheet (Form 3) and transfer the information to SBOA Summary Tally Sheet (Form 2). Transfer final information to the SBOA Precinct Tally Sheet (Form 1).
- H. Check the totals against those certified to the clerk of the circuit court.
- I. Submit all problems, questions, and discrepancies to the Supervisor and the Recount Director. Do not sign the SBOA Precinct Tally Sheet (Form 1) until all problems have been addressed.
- J. Submit all Forms to the Supervisor immediately upon completion of the precinct.
- K. Upon request, the Supervisor submits copies of Forms 1 through 6 and exhibits to the candidates.

IV. Working Papers

- A. One member of the audit team shall physically handle all ballot materials. The other member shall record the necessary information in the workpapers, which must be kept by the audit team.
- B. The following workpapers must be kept by the audit team:
 - 1. SBOA Precinct Tally Sheet (Form 1)
 - 2. SBOA Summary Tally Sheet (Form 2)
 - 3. SBOA Tally Sheet (Form 3)
 - 4. SBOA Election Night Printout Inspection Sheet (Form 4)
 - 5. SBOA Poll List Signature Count (Form 5)
 - 6. SBOA Exhibit List (Form 6)
 - 7. Any other workpapers considered necessary by the Supervisor or the Recount Director

PROCEDURES FOR INDIVIDUAL INSPECTION OF BALLOTS

In accordance with the SBOA procedures for recount, validity rules, and other procedures in this manual, physically inspect the ballots as follows:

1. Hold the ballot up and declare the candidate for whom the ballot is counted in each affected race.
2. Review the validity rules and declare whether the ballot is valid or invalid.
3. After allowing the candidate watchers the opportunity to view the ballot and dispute the ballot, place the ballot on the proper stack on the table.
4. For each disputed ballot:
 - a) Stamp the ballot with the exhibit stamp in a location that does not interfere with the ability to read the ballot.
 - b) Complete the information requested on the exhibit stamp.
 - c) Add the exhibit information to the SBOA Exhibit List (Form 6).
 - d) Scan or copy the disputed materials to be attached to Forms 1 through 6.

BASIC RULES

BALLOTS AND EMERGENCY BALLOTS (NOT ABSENTEES)

Remember PIC - OM

- P - Precinct Designation
- I - Initials of Poll Clerks
- C - Checkmark verification
- O - Overvotes in Affected Race
- M - Marks on the Ballot
(for identification purposes)

BASIC RULES

ABSENTEE BALLOTS AND PROVISIONAL BALLOTS

Remember PICS - OM

- P - Precinct Designation
- I - Initials of Board Members or Authorized Representatives
- C - Checkmark verification
- S - Seal and Signature of Clerk
- O - Overvotes in Affected Race
- M - Marks on the Ballot (for identification purposes)

CROSSVOTES AND OVERVOTES

IC 3-12-1-7

1. Straight ticket marked and ballot marked for relevant candidate of same party – count as vote for the candidate.
2. Single straight ticket marked and ballot marked for relevant candidate of opposite party – count as vote for opposite party candidate with ballot marked (Ignore straight party mark).
3. Straight ticket marked and ballot marked for irrelevant race – count as vote for relevant candidate as dictated by straight vote.
4. Multiple straight ticket marked for more than one political party results in an invalid ballot.
5. Ballot marked for more than one candidate in the same race – count as a no vote for that race.

TABLE LAYOUT

After calling, the ballots are placed on the table in the following stacks:

SECTION A - UNDISPUTED VALID BALLOTS

Stack 1 Candidate 1

Stack 2 Candidate 2

Stack 3 Candidate 3

SECTION B - UNDISPUTED INVALID BALLOTS

Stack 1 Candidate 1

Stack 2 Candidate 2

Stack 3 Candidate 3

SECTION C - DISPUTED VALID BALLOTS

Stack 1 Candidate 1

Stack 2 Candidate 2

Stack 3 Candidate 3

SECTION D – DISPUTED INVALID BALLOTS

Stack 1 Candidate 1

Stack 2 Candidate 2

Stack 3 Candidate 3

SECTION E - WRITE IN BALLOTS

SECTION F – NO VOTES

PRECINCT TALLY SHEET

District _____ Candidate 1 (C1) _____
County _____ Candidate 2 (C2) _____
Precinct _____ Candidate 3 (C3) _____

I. County Precinct Tally Certificate (tally after Election Day, requested by precinct and in grand total)

1. Number of absentee ballot votes cast in the affected race as recorded on the precinct certificate:

C1 _____ + C2 _____ + C3 _____ + WI* _____ + NV** _____ = Total _____

2. Number of provisional ballot votes cast in the affected race as recorded on the precinct certificate:

C1 _____ + C2 _____ + C3 _____ + WI _____ + NV _____ = Total _____

3. Number of early votes*** cast in the affected race as recorded on the precinct certificate:

C1 _____ + C2 _____ + C3 _____ + WI _____ + NV _____ = Total _____

4. Number of emergency ballot votes cast in the affected race as recorded on the precinct certificate:

C1 _____ + C2 _____ + C3 _____ + WI _____ + NV _____ = Total _____

5. Number of electronic ballot votes cast in the affected race as recorded on the precinct certificate:

C1 _____ + C2 _____ + C3 _____ + WI _____ + NV _____ = Total _____

6. Number of optical scan ballot votes in the affected race as recorded on the precinct certificate:

C1 _____ + C2 _____ + C3 _____ + WI _____ + NV _____ = Total _____

7. Number of paper ballot votes cast in the affected race as recorded on the precinct certificate:

C1 _____ + C2 _____ + C3 _____ + WI _____ + NV _____ = Total _____

8. Total number of all votes cast (absentee, provisional, early vote, emergency, electronic, optical scan, and paper) in the affected race as recorded on the precinct certificate:

C1 _____ + C2 _____ + C3 _____ + WI _____ + NV _____ = Total _____

II. Absentee Voters

9. Number of absentee voter applications: _____

10. Number of absentee voter affidavits: _____

* WI = write ins

** NV = no votes

*** Early votes are votes cast at satellite offices in a county where voters may cast absentee ballots before an absentee voter board (IC 3-11-10-26.3). Non-paper ballots.

11. Number of absentee votes delivered to the precinct: _____

12. Number of absentee voters listed on poll list (from Form 5): _____

Does this figure agree with (I)(1) above: _____

13. If no, explain variance: _____

III. Provisional Votes

14. Number of provisional votes cast in precinct: _____

15. Number of provisional votes determined valid by county election board: _____

16. Number of valid provisional votes rejected due to over vote in this race, lack of initial, and distinguishing marks, etc.: _____

17. Does number of valid provisional votes, minus rejected votes, agree with I 2. above: _____

18. If no, explain variance if known: _____

IV. Reconciliation

19. Absentee Votes (Total Number of absentee voters)

per the SBoA Poll List Signature Count (from Form 5) _____

per SBoA Summary Tally Sheet (from Form 2) _____

Variance _____

Explain variance if known: _____

20. Provisional Votes

per the County Election Board (CEB) _____

per SBoA Summary Tally Sheet (from Form 2) _____

Variance _____

Explain variance if known: _____

21. Early Votes

per the SBoA Poll List Signature Count (from Form 5) _____

per the Public Counter or Cartridge Printout (per Precinct Tally) _____

Variance _____

Explain variance if known: _____

22. Emergency Votes

per the SBoA Precinct Tally Sheet (Form 1) _____

per SBoA Summary Tally Sheet (from Form 2) _____

Variance _____

Explain variance if known: _____

23. Electronic Votes (Total Number of "in person" voters)

per the SBoA Poll List Signature Count (from Form 5) _____

per the Public Counter or Cartridge Printout (per Precinct Tally) _____

Variance _____

Explain variance if known: _____

24. Optical Scan Votes

per the SBoA Poll List Signature Count (from Form 5) _____

per the Public Counter or Cartridge Printout (per Precinct Tally) _____

Variance _____

Explain variance if known: _____

25. Paper Votes

per the SBoA Precinct Tally Sheet (Form 1) _____

per SBoA Summary Tally Sheet (from Form 2) _____

Variance _____

Explain variance if known: _____

26. Total Vote Count in affected race

	C1	C2	C3	WI	NV	Total
per SBoA Precinct Tally Sheet (from (I)(8))	_____	_____	_____	_____	_____	_____
per SBoA Summary Tally Sheet (from Form 2)	_____	_____	_____	_____	_____	_____

V. Disputes:

27. Have any votes been disputed in this precinct (from Form 6)? _____

28. Has the entire precinct been disputed per IC 3-12-11-17.7? _____

A. Disputed by: _____

B. Reasons stated by candidate or representative for dispute, if any:

29. Exhibits should be identified by number and listed separately on the workpaper "Exhibit List" (Form 6).

30. Other Comments: _____

31. Names of Observers: _____

32. Note to SBoA Field Examiner: *notify candidates and/or representatives that this is the last opportunity to dispute a ballot.*

Field Examiner _____ Date: _____

Field Examiner _____ Date: _____

SBOA Supervisor _____ Date: _____

Summary Tally Sheet

All Paper Ballots

(Absentee, Provisional, Early,
 Emergency, Optical Scan, or Paper)

Electronic (1)		(2)					Totals [(1)+(2)]			
	C1	C2	C3	Write In	No Vote	C1	C2	C3	Write In	No Vote
18. SBOA Vote Tally										
A. Valid Ballots										
Electronic	_____	_____	_____	_____	_____	Valid				
Absentee	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Provisional	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Early	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Emergency	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Optical Scan	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Paper	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Total Valid Ballots	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
B. Invalid Ballots										
Electronic	_____	_____	_____	_____	_____	Invalid				
Absentee	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Provisional	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Paper	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Emergency	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Optical Scan	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Paper	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Total Invalid Ballots	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
C. Disputed Ballots										
Electronic	_____	_____	_____	_____	_____	Disputed				
Absentee	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Provisional	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Paper	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Emergency	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Optical Scan	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Paper	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Total Disputed Ballots	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

Total
 Disputed

State Board of Accounts
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 FORM 3

Paper Ballot Tally Sheet For Absentee, Provisional, Early, Emergency, Optical Scan, and Paper Ballots

District _____
 County _____
 Precinct _____

Candidate (C1) _____
 Candidate (C2) _____
 Candidate (C3) _____

	SBOA DETERMINATION																					
	VALID BALLOTS						INVALID BALLOTS															
	Absentee	Provisional	Early	Emergency	Optical Scan	Paper	Absentee	Provisional	Early	Emergency	Optical Scan	Paper										
C1																						
C2																						
C3																						
Write In																						
No Votes																						
	DISPUTED VALID						DISPUTED INVALID															
	Absentee	Provisional	Early	Emergency	Optical Scan	Paper	Absentee	Provisional	Early	Emergency	Optical Scan	Paper	Absentee	Provisional	Early	Emergency	Optical Scan	Paper				

The totals of Form 3 should be posted to Form 2

ELECTION NIGHT PRINTOUT INSPECTION SHEET

District _____ Candidate 1 (C1) _____

County _____ Candidate 2 (C2) _____

Precinct _____ Candidate 3 (C3) _____

Machine Number _____

Seal Number _____

1. Was the machine sealed after use? _____ (yes or no)
2. Was election night printout in a sealed container? _____ (yes or no)
3. Did the printout show that the machine was programmed so that no over voting could occur in the affected race? _____ (yes or no)
4. Was the machine tested to ensure votes were recorded correctly? _____ (yes or no)
5. Were the vote tallies for each candidate equal to zero at the opening of the polls? _____ (yes or no)
6. Total voters: _____
7. Total votes cast in affected race:

Candidate	Votes
Candidate 1	
Candidate 2	
Candidate 3	

8. Does the printout reconcile to the cartridge reading for the affected race? _____ (yes or no)

X

NOTE: Attach machine tape on back of this page.

SBOA Poll List Signature Count

District _____ How were the absentee voters identified on the poll book?
 County _____
 Precinct _____

Page	Signatures	Absentee	Page	Signatures	Absentee	Page	Signatures	Absentee
1	_____	_____	51	_____	_____	101	_____	_____
2	_____	_____	52	_____	_____	102	_____	_____
3	_____	_____	53	_____	_____	103	_____	_____
4	_____	_____	54	_____	_____	104	_____	_____
5	_____	_____	55	_____	_____	105	_____	_____
6	_____	_____	56	_____	_____	106	_____	_____
7	_____	_____	57	_____	_____	107	_____	_____
8	_____	_____	58	_____	_____	108	_____	_____
9	_____	_____	59	_____	_____	109	_____	_____
10	_____	_____	60	_____	_____	110	_____	_____
11	_____	_____	61	_____	_____	111	_____	_____
12	_____	_____	62	_____	_____	112	_____	_____
13	_____	_____	63	_____	_____	113	_____	_____
14	_____	_____	64	_____	_____	114	_____	_____
15	_____	_____	65	_____	_____	115	_____	_____
16	_____	_____	66	_____	_____	116	_____	_____
17	_____	_____	67	_____	_____	117	_____	_____
18	_____	_____	68	_____	_____	118	_____	_____
19	_____	_____	69	_____	_____	119	_____	_____
20	_____	_____	70	_____	_____	120	_____	_____
21	_____	_____	71	_____	_____	121	_____	_____
22	_____	_____	72	_____	_____	122	_____	_____
23	_____	_____	73	_____	_____	123	_____	_____
24	_____	_____	74	_____	_____	124	_____	_____
25	_____	_____	75	_____	_____	125	_____	_____
26	_____	_____	76	_____	_____	126	_____	_____
27	_____	_____	77	_____	_____	127	_____	_____
28	_____	_____	78	_____	_____	128	_____	_____
29	_____	_____	79	_____	_____	129	_____	_____
30	_____	_____	80	_____	_____	130	_____	_____
31	_____	_____	81	_____	_____	131	_____	_____
32	_____	_____	82	_____	_____	132	_____	_____
33	_____	_____	83	_____	_____	133	_____	_____
34	_____	_____	84	_____	_____	134	_____	_____
35	_____	_____	85	_____	_____	135	_____	_____
36	_____	_____	86	_____	_____	136	_____	_____
37	_____	_____	87	_____	_____	137	_____	_____
38	_____	_____	88	_____	_____	138	_____	_____
39	_____	_____	89	_____	_____	139	_____	_____
40	_____	_____	90	_____	_____	140	_____	_____
41	_____	_____	91	_____	_____	141	_____	_____
42	_____	_____	92	_____	_____	142	_____	_____
43	_____	_____	93	_____	_____	143	_____	_____
44	_____	_____	94	_____	_____	144	_____	_____
45	_____	_____	95	_____	_____	145	_____	_____
46	_____	_____	96	_____	_____	146	_____	_____
47	_____	_____	97	_____	_____	147	_____	_____
48	_____	_____	98	_____	_____	148	_____	_____
49	_____	_____	99	_____	_____	149	_____	_____
50	_____	_____	100	_____	_____	150	_____	_____
Totals	=====	=====		=====	=====		=====	=====
				Grand Totals			=====	=====

