




CONTRA COSTA COUNTY ELECTIONS DIVISION

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 ContraCostaElections

FACT SHEET

Topic: Canvass Procedures

Assigning Voting History

Signing the Roster

- Voters previously signed a paper roster at the polling place when they voted on Election Day. Paper rosters were then used to assign voting credit to the voter. Due to the amount of paper used at each polling location, multiplied by the number of locations, this was a time-consuming, meticulous task that took much staff time and effort. Now, we use electronic rosters that voters sign at the polling place or REV.
- The electronic pollbook, or Poll Pad, allows us to see in real time who has already voted by mail, voted at a REV, or voted at any other polling place on Election Day throughout the county.
- As soon as the polls close at 8:00pm, we can run reports to see the total number of in-person voters.

Balancing the Roster

- Balancing the roster serves to reconcile the number of signatures recorded on the electronic roster to the numbers of ballots cast at every in-person voting location.
- The numbers of ballots that were cast in person, spoiled, and cast provisionally and added together and compared against the number of signatures collected.

- Discrepancies are addressed through a series of reviews of Provisional rosters and envelopes, notes from pollworkers, and Command Center call logs. Usually, any discrepancies can be explained as a simple error in polling place procedure and fixed quickly.
- A summary of the findings from the Reconciliation process and any supporting documents are available for public review after the canvassing period.

Provisional Ballots and Conditional Voter Registration

- Provisional and Conditional Voter Registration (CVR) voting are important safeguards to voter access.
- Provisional and CVR voting ensure that no eligible voter is denied their right to cast a ballot.
- Provisional and CVR voting allow election officials to ensure that no voter votes twice, either intentionally or inadvertently, in a given election.

Provisional

- Reasons that someone may be required to vote provisionally are:
 - the E-pollbook shows the voter has already returned a VBM ballot; or
 - the voter is not at his or her assigned polling place and still wishes to vote.

Conditional Voter Registration (CVR)

- Reasons that someone may be required to vote as a CVR voter:
 - Their name does not show up on the roster – CVR allows the voter to register and vote in person on Election Day.
 - They need to update their residence address, which places them in a different precinct than they were previously registered.

Processing Provisional and CVR

- Provisional and CVR ballots are regular ballots that are placed in envelopes for special processing.
- Each envelope is reviewed for completeness and compared against VoteCal, the statewide voter database, to ensure the voter has only cast one ballot in the election. If the voter is not registered in the county in which they have cast their CVR ballot, they may be registered immediately and have their vote counted. If the voter is registered and has moved within the county, we update the voter's information and count their vote.
- Provisional and CVR ballots are counted last in the Canvass to ensure elections staff are working with the most accurate information for all Contra Costa County voters.
- A Provisional or CVR ballot may not be counted if the voter is not a Contra Costa County resident, or if they provided incomplete information.

Ballot Duplication

- Any ballots that are damaged or unable to be read by the central count scanners must be duplicated onto a ballot that can be processed by the scanning system. Usually a ballot cannot be read if it is damaged (generally ripped or torn) or has coffee/food stains. Roughly two percent of all ballot

cards returned cannot be read by our scanners.

- Complete ballots are duplicated by a team of two on an ICX Ballot Marking Device. Ballots that do not have all their corresponding cards are duplicated by a team of two onto ballots printed by our MBP Mobile Ballot Printing system. The original ballot and the newly created duplicate are logged with a matching sequence number that ties them together for future reference.

One Percent Manual Tally

- After each election a sample of the ballots cast are selected at random and counted by hand, by a team of two, to verify that the scanners correctly recorded votes throughout the course of the election. The manual hand count is compared to the count produced by the central count scanners to verify that votes were tabulated correctly. The process of retrieval, manual counting, and verification takes roughly one week and is completed at the end of the canvassing period.

Certification

- Certification is the final step in the Canvass. The California Secretary of State mandates that counties must certify no later than 30 days after the date of the election.
- In order to certify, we must have verified that:
 - There are no outstanding, uncounted ballots
 - All Provisional and CVR envelopes have been examined and a determination made
 - The mandated post-election audit has been completed