# Missouri Elections:

# Return to Hand Counting

Excerpt (Section 5) from an eManual by Linda Rantz

Prepared for Cause of America - Missouri

*"The cause of America is, in a great measure, the cause of all mankind."*

*~ Thomas Paine*

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# 5: ELECTION JUDGE WORKBOOK ADDENDUM


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Each county has its own Election Judge Training Workbook, whether they developed it themselves or based it on the template provided by the Secretary of State.

A return to hand counting ballots will necessitate some updates and additions to the Clerk's workbook.

What is being provided in this section addresses (almost) only the hand counting specific tasks and has a two-fold purpose: one, to assist the Clerk with updating their county's workbook; and two, to provide more detailed answers to experienced Election Judges who will have very specific questions about the hand counting process.

# Quick Checklist

# Hand Counting Checklists

Details are provided in the following sections, but these Hand Counting Checklists are likely all that will be needed for judges trained and experienced in the hand counting process.

Some opening tasks are already performed by Election Judges but are included here because they overlap hand counting steps.

Page numbers in the item descriptions refer to the corresponding page number for that topic in this eManual. (Note: this checklist revised on Nov. 2, 2023)

| Check | 1. Poll Opening Tasks | | Judges |
|---|---|---|---|
| | 1.1 | Oaths spoken and signed by Election Judges (see pg. 92) | All |
| | 1.2 | Count quantity of ballots received from the Clerk (see pg. 93) | All |
| | 1.3 | Enter ballot quantity on "Opening Certification & Election Judges Sign-in" in the Tally Book (see pg. 94) | All |
| | 1.4 | All Election Judges present at the opening of Poll sign the Opening Certification (or Additional Judges document, if needed) (see pgs. 94 and 95) | All |
| | 1.5 | Demonstrate Ballot Box is Empty (see pg. 98) | Receiving |

| Check | 2. Persons Arriving After Poll Opening | | Judges |
|---|---|---|---|
| | 2.1 | For any Election Judges arriving after poll opening, the oath is spoken and signed (see pg. 92) | Any |
| | 2.2 | Sign-in on the "Election Judge Arriving After Poll Opened" page in Tally Book (see pg. 96) | Any |
| | 2.3 | Challengers, Watchers, or any other person arriving at Poll (either at opening or later), confirm they are pre-authorized (see pg. 97) | Any |
| | 2.4 | Challengers and/or Watchers speak their Oath (see pg. 97) | Any |
| | 2.5 | Election Judge witnessing the oath records Challenger's or Watcher's name on the form in the Tally Book (Judge signs) (see pg. 97) | Any |

| Check | 3. Counting Team Setup | | Judges |
|---|---|---|---|
| | 3.1 | Setup area with chairs/tables per Clerk's instructions (see pg. 100) | Any |
| | 3.2 | Place empty Ballot Box on small utility table, a chair, or other raised stand (see pg. 100) | Counting Team |
| | 3.3 | Organize equipment and supplies (see pg. 100) | Counting Team |
| | 3.4 | Organize forms and other paperwork from Clerk (see pg. 100) | Counting Team |
| | 3.5 | Move Tally Book to possession of Counting Team (see pg. 100) | Recording |
| | 3.6 | Set Masking Tape labels for organizing ballots as they are reviewed/counted (see pg. 101) | Counting |
| | 3.7 | Remove Items not permitted in Counting Space (see pg. 103) | All |
| | 3.8 | Review sample ballots and compare to Statement of Returns (see pg. 107) | Counting |
| | 3.9 | Review List of Authorized Write-In candidates (see pg. 110) | Counting |

| Check | | 4. Hand Counting Tasks | Judges |
|---|---|---|---|
| | 4.1 | Take a set of counting forms prepared by the Clerk; enter the top header details (see pg. 112) | Recording |
| | 4.2 | Receive ballot box with votes cast from Receiving Judges; trade for empty ballot box (see pg. 114) | Counting |
| | 4.3 | One ballot at a time – call votes cast (see pg. 114) | Counting |
| | 4.4 | Tally votes on Ballots Tally form (see pg. 115) | Recording |
| | 4.5 | For valid write-in votes, place arrow flag next to candidate name (see pg. 110) | Counting |
| | 4.6 | At end of the batch, record column totals on the bottom of the Ballots Tally form (see pg. 118) | Recording |
| | 4.7 | Calculate the sum of the Row Total (see pg. 119) | Recording |
| | 4.8 | Compare column totals on the Ballots Tally form of both Recording Judges (see pg. 119) | Recording |
| | 4.9 | When agreement on totals is reached, mark one tally form "official" and the other as "unofficial" (see pg. 119) | Recording |
| | 4.10 | Count quantity of cast ballots, including valid write-ins (see pg. 119) | Counting |
| | 4.11 | Enter quantity of cast ballots in the left sidebar on the front side of the Ballots Tally form (see pg. 119) | Recording |
| | 4.12 | Write end time on the top header of the Ballots Tally form (see pg. 119) | Recording |
| | 4.13 | Initial front of Ballots Tally form (both Recording Judges initial each other's tally forms) (see pg. 119) | Recording |
| | 4.14 | Sign the back of both Ballots Tally forms (official and unofficial) (see pg. 120) | Recording |
| | 4.15 | Copy the bottom row totals from the official Ballots Tally to Batches Summary sheet in the Tally Book (see pg. 121) | Recording |
| | 4.16 | On <u>both</u> Ballots Tally forms (official and unofficial), write the page & row number from Batches Summary (see pg. 124) | Recording |
| | 4.17 | Write details on ballot envelopes and place counted ballots, valid write-in ballots and rejected ballots in corresponding ballot envelopes (see pg. 125) | Counting |
| | 4.18 | Clip "unofficial" Ballots Tally forms to the outside of the Counted and Write-in envelopes and place in secure container provided by Clerk (see pg. 125) | Counting |
| | 4.19 | Insert "official" Ballots Tally forms into the Tally Book (see pg. 125) | Recording |
| | 4.20 | Begin a new batch, unless all ballots counted | |

| Check | 5. Poll Closing Tasks | | Judges |
|---|---|---|---|
| | 5.1 | After the final batch, calculate the sum of each column on the Batches Summary sheet (see pg. 126) | Recording |
| | 5.2 | Calculate the sum of the bottom row of Batches Summary sheet (see pg. 126) | Recording |
| | 5.3 | Calculate the sum of Row Totals in the left column on Batches Summary sheet (see pg. 126) | Recording |
| | 5.4 | Reconcile to be sure totals of bottom row and left column match (see pg. 126) | Recording |
| | 5.5 | Initial the front and sign the back of the Batches Summary sheets (see pg. 127) | Recording |
| | 5.6 | Cross out unused rows/columns on the Batches Summary sheet (see pg. 128) | Recording |
| | 5.7 | Post totals from Batches Summary sheet to the Results of Polling Place (see pg. 130) | Recording |
| | 5.8 | Initial the front and sign the back of the Results of Polling Place worksheets (see pg. 131) | Recording |
| | 5.9 | Post totals from Results of Polling Place to 2 copies of Statement of Returns for candidates and questions (see pg. 133) | Recording & Counting |
| | 5.10 | Sign the Certifications for each Statement of Returns (see pg. 134) | Recording & Counting |
| | 5.11 | Fill out the Certification of Ballot Counts in the Tally Book (see pg. 136) | Recording & Counting |
| | 5.12 | All Election Judges present sign the Certification (see pg. 136) | All |
| | 5.13 | Organize ballots, election materials, supplies, etc. for return to the Clerk (see pg. 138) | All |

# Who Is the Counting Team?

# Counting Teams are Election Judges

Election Judges are the persons assigned by the Clerk to carry out the election functions at the polling place, including hand counting ballots. Sometimes referred to as poll workers, Missouri Statutes uses the title, "Election Judge" and has specific titles for some of the roles filled by Election Judges.

The Resource Section includes information about how to become an Election Judge (pg. 189).

## Receiving, Counting, Recording, and Supervisory Judges

The Election Judge titles describe functions rather than individuals, and any Election Judge may perform more than one function at a polling place on election day. Also, keep in mind that Counties may use different titles. (see 115.447 pg. 237)

Most voters will be familiar with the Election Judges who are at the tables where voters sign in. They are simply called Election Judges unless they are the judges initialing ballots after they have "certified" a voter's eligibility to vote. In this case, they are called **Receiving Judges**.

The **Recording Judges** tally the votes received by candidates and for or against questions on the ballot.

During the counting process, the **Counting Judges** are responsible for handling the ballot boxes and the ballots. They read the number next to the distinguishing marks made by the voter out loud so that the Recording Judges can tally the votes.

Two Election Judges are designated by the Clerk as **Supervisory Judges.** According to statute, the primary responsibility of the Supervisory Judges is to return election supplies from the polling place to the Clerk. The Clerk may also prescribe additional duties for these Election Judges. (see 115.081 ¶4 pg. 231)

## Multiple Counting Teams at a Polling Place

Depending on anticipated ballots that will be cast, and the amount of time needed to hand count them, the Clerk may want to schedule multiple counting teams.

### Election Judges May Work Half Days

Election Judges may be employed for half days – either the first half or the second half of election day. This is a decision made by the Clerk, as the Clerk is required to ensure enough judges are present at all times the polls are opened.

The Clerk must also ensure that at least 1 Election Judge from each political party serves a full day and that there will be an equal number of Election Judges from the political parties during the day.

## Assigning Election Judges to the Counting Team(s)

Each counting team has 2 Counting Judges (1 DEM and 1 REP) and 2 Recording Judges (1 DEM and 1 REP). (see 115.447 pg. 237)

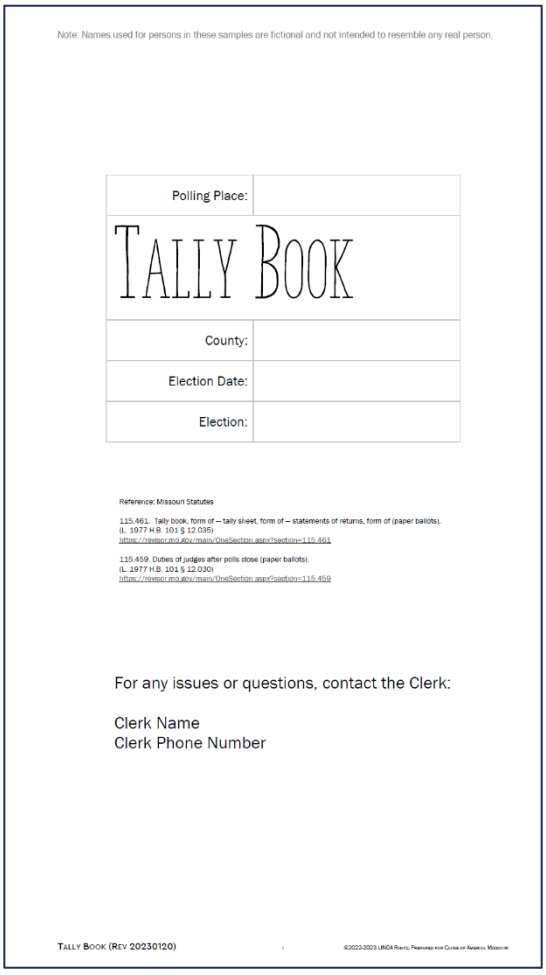
The Clerk may appoint Election Judges representing other established political parties or who do not claim a political affiliation. These Election Judges may assist the REP and DEM Election Judges but may not fill the roles of Recording or Counting Judges. Those roles are specifically

assigned to Election Judges representing the major political parties. (see Political Parties pg. **Error! Bookmark not defined.**)

## Questions Requiring Decision by Judges May Only Be Made by REP and DEM Judges

If there is a question that requires a decision by the majority of Election Judges, only REP and DEM judges may make such decisions. (see 115.081 ¶6 pg. 231)

# Poll Opening & Oaths



Note: Names used for persons in these samples are fictional and not intended to resemble any real person.

| | |
|---|---|
| Polling Place: | |

## Tally Book

| | |
|---|---|
| County: | |
| Election Date: | |
| Election: | |

Reference: Missouri Statutes

115.461. Tally book, form of -- tally sheet, form of -- statements of returns, form of (paper ballots).
(L. 1977 H.B. 101 § 12.035)
https://revisor.mo.gov/main/OneSection.aspx?section=115.461

115.459. Duties of judges after polls close (paper ballots).
(L. 1977 H.B. 101 § 12.030)
https://revisor.mo.gov/main/OneSection.aspx?section=115.459

For any issues or questions, contact the Clerk:

Clerk Name
Clerk Phone Number

Tally Book (Rev 20230120)

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The opening of the polling place is handled by Election Judges, including Supervisory Judges, designated by the Clerk. These Election Judges may or may not also serve as part of the Counting Team. Some of the poll opening duties overlap with tasks required of the Counting Team, so they are outlined here.

# The Tally Book

It could be said that the heart of the hand counting process is the Tally Book. There is a Tally Book created by the Clerk for every Polling Place. The book is where Election Judges sign after taking their oath, results of counting are recorded, and the certification of the Statement of Returns is placed when all results are finalized. (see Statute 115.461)

20 QR Code:
Statute 115.461

Security of the Tally Book at the Polling Place on Election Day is to be a high priority of all Election Judges. Follow the protocols in the Clerk's instructions.

An example of a Tally Book with the sections in order is included in the next section of this book, starting on page 141.

## Cover Information

Information about the Polling Place, the County, the election date and type, and contact information for the Clerk is included on the cover page of the Tally Book.

If not already completed by the Clerk, enter the information.

| | |
|---|---|
| Polling Place: | Liberty HS |
| TALLY BOOK | |
| County: | Freedom County |
| Election Date: | Nov. 8, 2022 |
| Election: | General |

21 Tally Book (example): Cover details for the county, polling place, election

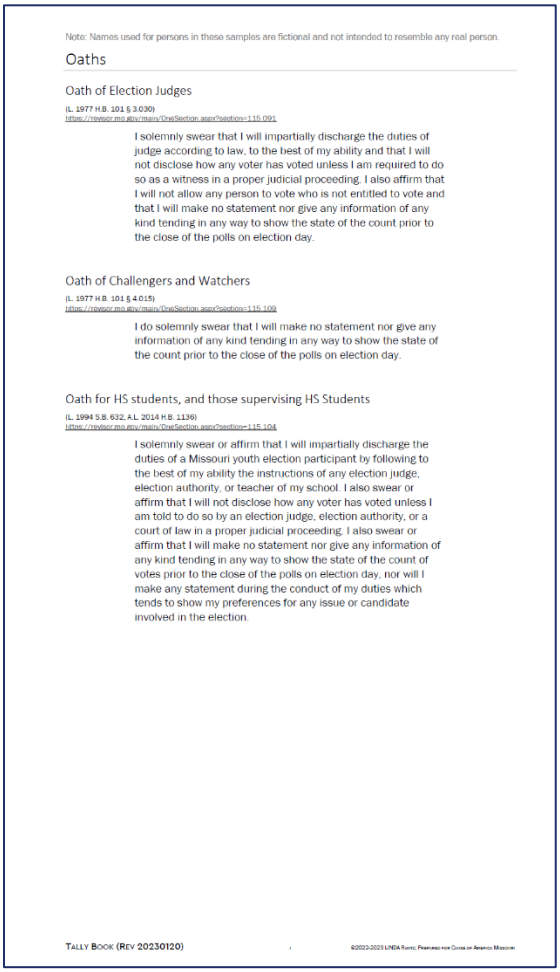
For any issues or questions, contact the Clerk:

Samantha Miller
123-456-7891

22 Tally Book (example): Cover details, clerk contact info

# Oaths

Oaths are taken by Election Judges and some others who will be working at or are authorized to be at, the polling place on election day. For convenience, copies of the oaths are included in the final section of the Tally Book.



Note: Names used for persons in these samples are fictional and not intended to resemble any real person.

Oaths

Oath of Election Judges

(L. 1977 H.B. 101 § 3.030)
https://revisor.mo.gov/main/OneSection.aspx?section=115.091

I solemnly swear that I will impartially discharge the duties of judge according to law, to the best of my ability and that I will not disclose how any voter has voted unless I am required to do so as a witness in a proper judicial proceeding. I also affirm that I will not allow any person to vote who is not entitled to vote and that I will make no statement nor give any information of any kind tending in any way to show the state of the count prior to the close of the polls on election day.

Oath of Challengers and Watchers

(L. 1977 H.B. 101 § 4.015)
https://revisor.mo.gov/main/OneSection.aspx?section=115.109

I do solemnly swear that I will make no statement nor give any information of any kind tending in any way to show the state of the count prior to the close of the polls on election day.

Oath for HS students, and those supervising HS Students

(L. 1994 S.B. 632, A.L. 2014 H.B. 1136)
https://revisor.mo.gov/main/OneSection.aspx?section=115.104

I solemnly swear or affirm that I will impartially discharge the duties of a Missouri youth election participant by following to the best of my ability the instructions of any election judge, election authority, or teacher of my school. I also swear or affirm that I will not disclose how any voter has voted unless I am told to do so by an election judge, election authority, or a court of law in a proper judicial proceeding. I also swear or affirm that I will make no statement nor give any information of any kind tending in any way to show the state of the count of votes prior to the close of the polls on election day, nor will I make any statement during the conduct of my duties which tends to show my preferences for any issue or candidate involved in the election.

TALLY BOOK (REV 20230120)

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23 Tally Book (example): Text of Oaths

## Election Judges Say and Sign Their Oath

All Election Judges speak their oath and sign the Election Judge Oath document provided by the Clerk.

# Quantity of Ballots and Election Judges Sign-In

| County | Polling Place | Election | Election Date |
|---|---|---|---|
| FREEDOM | LIBERTY HS | GENERAL | NOV. 8, 2022 |

REV 11/2022

## Opening Certification & Election Judges Sign-In

**At opening of the polling place,** the below-named Election Judges were sworn in as the law directs before beginning their duties.

***We hereby certify that:***

The number of ballots received at this polling place is 650

The information on the official ballots received at this polling place is the same as the information on the sample ballots received at this polling place.

| Election Judge Name (Print) | Affiliation (circle one) | Election Judge Signature | Initials |
|---|---|---|---|
| Janet Larson | (REP) DEM OTH | Janet Larson | JL |
| William Henderson | (REP) DEM OTH | William Henderson | WH |
| Claudia Buchanan | REP (DEM) OTH | Claudia Buchanan | CB |
| Jose Enrico | REP DEM (OTH) | Jose Enrico | JE |
| Joshua Kassan | REP (DEM) OTH | Joshua Kassan | JK |
| Ginger Sullivan | (REP) DEM OTH | Ginger Sullivan | GS |
| | REP DEM OTH | | |
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| | REP DEM OTH | | |

After all judges have signed, cross out any unused name & signature rows. If more rows needed, attach an extra page.

☑ The Election Judges who have signed above represent ALL those who were present when the Polling Place was opened.
☐ An additional signature page for Election Judges is attached.


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24 Tally Book (example): Opening Certification & Election Judges Sign-In

## Tally Book: Opening Certification of Ballot Count

The Election Judges (minimum of 2 REP and 2 DEM) count the blank ballots provided by the Clerk.

Enter the number of blank ballots received at the polling place.

**OPENING CERTIFICATION**

**& ELECTION JUDGES SIGN-IN**

**At opening of the polling place,** the below-named Election Judges were sworn in as the law directs before beginning their duties.

*We hereby certify that:*

The number of ballots received at this polling place is 650

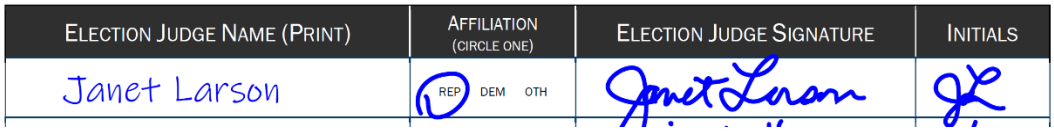
The information on the official ballots received at this polling place is the same as the information on the sample ballots received at this polling place.

25 Tally Book (example): certification of the number of ballots received at the polling place

## Election Judges Sign and Initial

All Election Judges who take the oath and are present at the opening of the polling place, write their name, sign, initial, and identify their party affiliation on the certification page in the Tally Book.

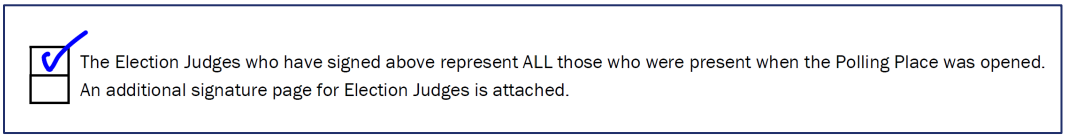
**Signatures and initials** of the Election Judges are important, as they are used to compare to other hand counting forms to ensure that an actual Election Judge signed or initialed the other forms.



| ELECTION JUDGE NAME (PRINT) | AFFILIATION (CIRCLE ONE) | ELECTION JUDGE SIGNATURE | INITIALS |
|---|---|---|---|
| Janet Larson | (REP) DEM OTH | Janet Larson | JL |

26 Tally Book (example): Election Judge printed name, party affiliation, signature, initials

When all judges have signed who are present at the opening of the polling place, cross out any unused lines.



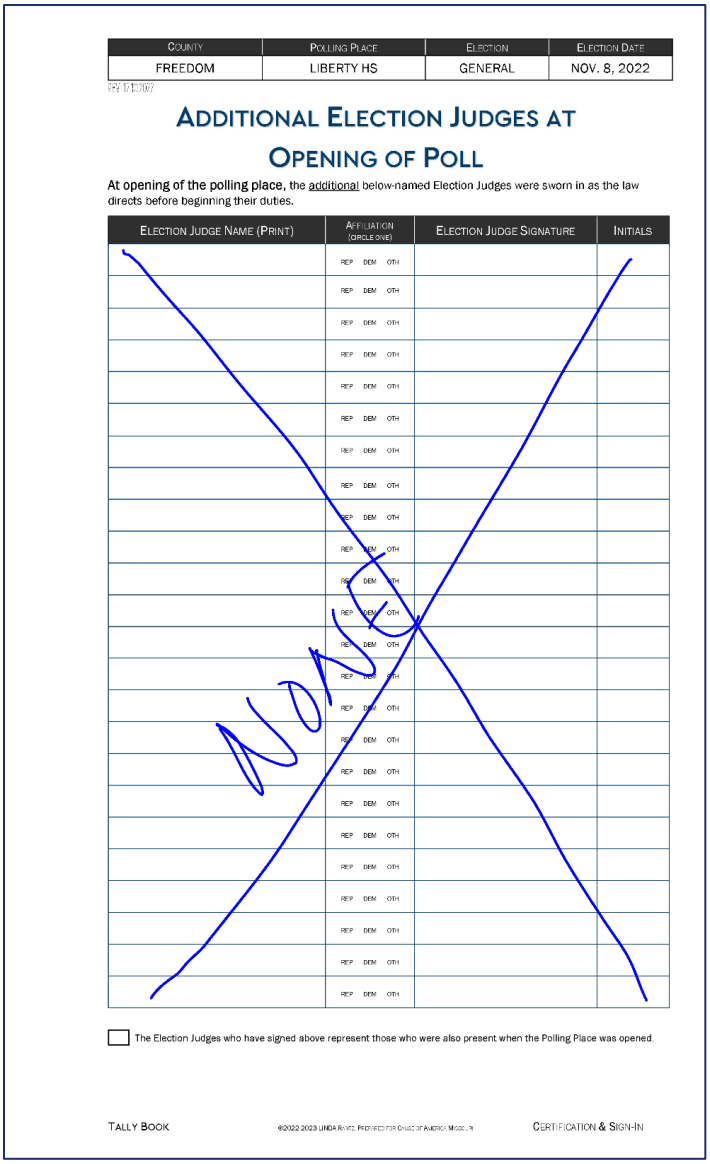
☑ The Election Judges who have signed above represent ALL those who were present when the Polling Place was opened.
☐ An additional signature page for Election Judges is attached.

27 Tally Book (example): Election Judges signed in, all or additional page attached

Mark the appropriate box on the certification page to indicate if signatures are included on one page of all Election Judges present when the polling place opened or if an additional page was used for signatures.

# Page for Additional Election Judge Signature (Open Polling Place

If there are more Election Judges at the opening of the polling place than lines on the certification form, use the additional page provided.



| County | Polling Place | Election | Election Date |
|---|---|---|---|
| FREEDOM | LIBERTY HS | GENERAL | NOV. 8, 2022 |

PPT 13.12.002

## Additional Election Judges at Opening of Poll

**At opening of the polling place,** the additional below-named Election Judges were sworn in as the law directs before beginning their duties.

| Election Judge Name (Print) | Affiliation (circle one) | Election Judge Signature | Initials |
|---|---|---|---|
| | REP DEM OTH | | |
| | REP DEM OTH | | |
| | REP DEM OTH | | |
| | REP DEM OTH | | |
| | REP DEM OTH | | |
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| | REP DEM OTH | | |

☐ The Election Judges who have signed above represent those who were also present when the Polling Place was opened.

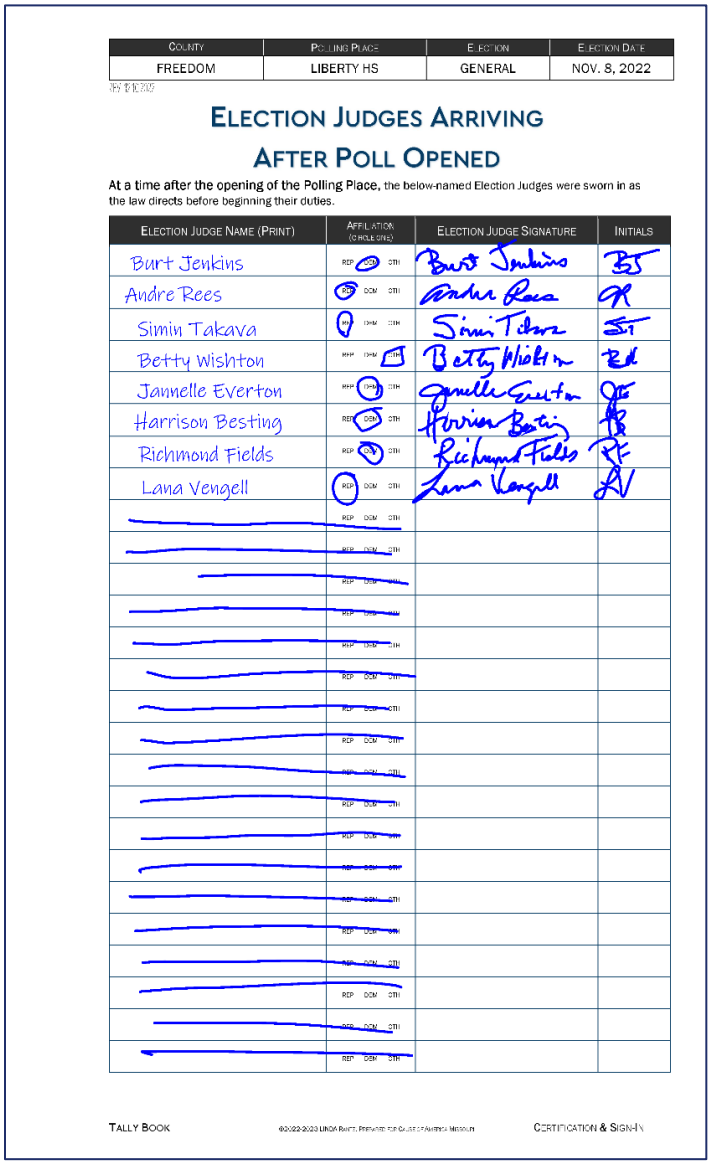
Tally Book ©2022 2023 LINDA RHEE. PREPARED FOR CLERK OF AMERICA MODEL 7I Certification & Sign-In

28 Tally Book (example): Additional Election Judges at Opening of Poll

# Election Judges Arriving AFTER the Polling Place is Opened

Some Election Judges may be scheduled for half days and, for that reason, will arrive after the polling place is already opened. A signature page is provided for those Election Judges to sign after they take their oath.

If any page of signatures or only some of the signature lines are not used, cross out the unused lines after the polls are **closed.**



| County | Polling Place | Election | Election Date |
|---|---|---|---|
| FREEDOM | LIBERTY HS | GENERAL | NOV. 8, 2022 |

## Election Judges Arriving After Poll Opened

At a time after the opening of the Polling Place, the below-named Election Judges were sworn in as the law directs before beginning their duties.

| Election Judge Name (Print) | Affiliation (Circle One) | Election Judge Signature | Initials |
|---|---|---|---|
| Burt Jenkins | REP (DEM) STH | Burt Jenkins | BJ |
| Andre Rees | (REP) DEM STH | Andre Rees | AR |
| Simin Takava | REP DEM (STH) | Simin Takava | ST |
| Betty Wishton | REP DEM (STH) | Betty Wishton | BW |
| Jannelle Everton | REP (DEM) STH | Jannelle Everton | JE |
| Harrison Besting | (REP) DEM STH | Harrison Besting | HB |
| Richmond Fields | REP (DEM) STH | Richmond Fields | RF |
| Lana Vengell | (REP) DEM STH | Lana Vengell | LV |
| | REP DEM STH | | |
| | REP DEM STH | | |
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Tally Book — Certification & Sign-In

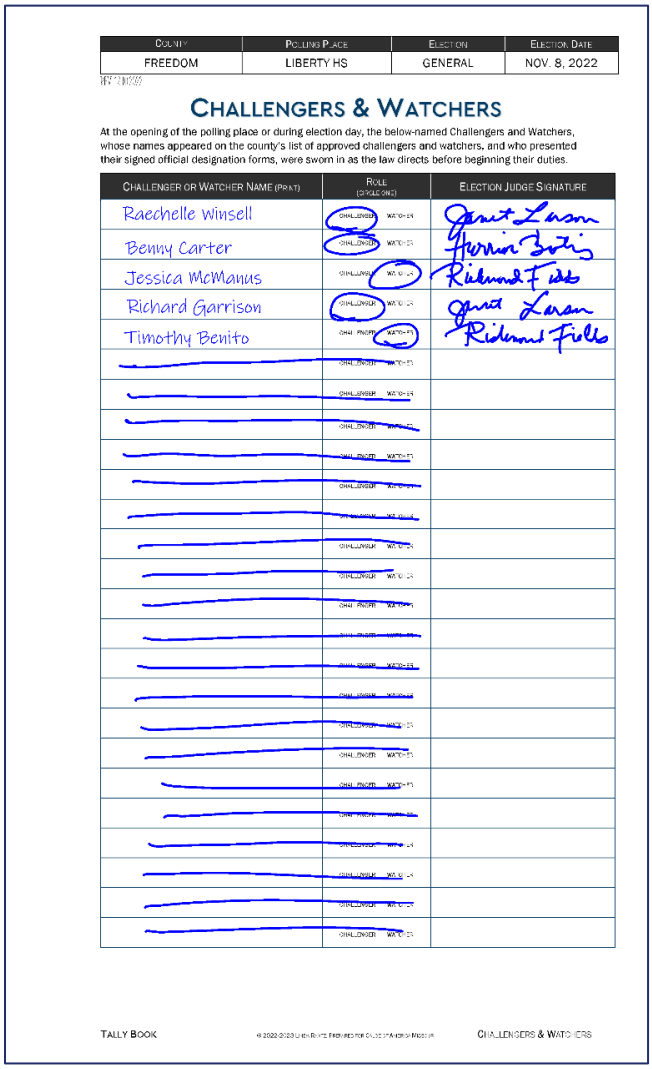
29 Tally Book (example): Election Judges Arriving After Poll Opened

# Challenger and Watchers List

If any Challengers and/or Watchers are present when the poll is being set up, they must check in with an Election Judge and take their oath. The same procedure is followed if they arrive later in the day.

The Challenger or Watcher presents their authorization letter from the Clerk, which identifies that they are at the correct polling place. The Election Judge administering the oath should also confirm that the Challenger or Watcher is on the list from the Clerk of the persons authorized to be in the polling place.

The Election Judge writes the name of the Challenger or Watcher in the Tally Book, indicates whether the person is a Challenger or Watcher, and then the Election Judge signs to indicate that the oath was taken by the Challenger or Watcher. No signature is required by the Challenger or Watcher.



| County | Polling Place | Election | Election Date |
|---|---|---|---|
| FREEDOM | LIBERTY HS | GENERAL | NOV. 8, 2022 |

## Challengers & Watchers

At the opening of the polling place or during election day, the below-named Challengers and Watchers, whose names appeared on the county's list of approved challengers and watchers, and who presented their signed official designation forms, were sworn in as the law directs before beginning their duties.

| Challenger or Watcher Name (Print) | Role (Circle One) | Election Judge Signature |
|---|---|---|
| Raechelle Winsell | Challenger Watcher | Janet Larson |
| Benny Carter | Challenger Watcher | Harriet Betts |
| Jessica McManus | Challenger Watcher | Richmond Fields |
| Richard Garrison | Challenger Watcher | Janet Larson |
| Timothy Benito | Challenger Watcher | Richmond Fields |
| | Challenger Watcher | |
| | Challenger Watcher | |
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| | Challenger Watcher | |
| | Challenger Watcher | |
| | Challenger Watcher | |

Tally Book © 2022-2023 Liberty Private Prepared for Oldest Ancestor Museum Challengers & Watchers

30 Tally Book (example): Challengers & Watchers

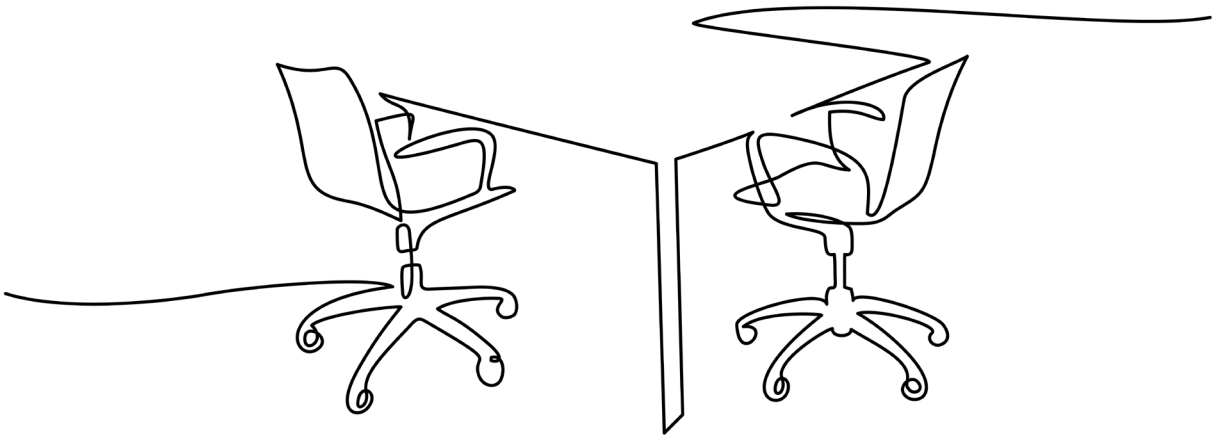
# Demonstrate that Ballot Box #1 is Empty

No earlier than 1 hour before the poll opens, Election Judges show that the Ballot Box is empty.

The Ballot Box is then locked, and the key is held by an Election Judge. The Ballot Box must always remain in public view until it is transferred to the Counting Judges for ballot counting.

This will be considered Ballot Box #1, as the Counting Judges will also have empty ballot boxes that will be “swapped” with the box filled with ballots when they are ready to begin counting.

# Set Up the Counting Area



# Needs for Counting Location

Instructions are provided by the Clerk for where to set up the counting space at the Polling Location. The Clerk will provide the following for each counting team (if there will be more than one team).

## Furnishings and Other Items for Counting Location

- minimum 1 ballot box to be used when the polling place opens
- table with chairs large enough for 4 judges: 2 on each side across from the other 2; with room to handle the paperwork
- smaller utility table to hold the ballot box should be placed near the **Counting Judges**
- container or carrier for counted ballots and a designated location to keep them secure

## Equipment for Each Counting Team(s)

- 1 empty ballot box
- Calculators with no connectivity such as Wi-Fi or Bluetooth (2 per team)
- Magnifying glass
- Flashlight (extra batteries)

## Paperwork & Forms for Counting Team(s)

- Tally Book
- Sample Ballot(s)
- Counting Forms prepared and sorted
- List of Authorized Write-In Candidates
- Envelopes for "Valid Write-in" ballots (1 for each batch counted) pre-printed or labels identifying batch & # ballots
- Envelope for "Rejected" ballots (1 per polling place)

## Counting Team Supplies

- Color Felt Markers (e.g., Sharpie™ style)
- Blue Ball Point pens
- Pencils, erasers
- Note paper
- Removable "Arrow Flags" stickers
- Paper clips
- Binder clips
- Scotch tape
- Masking tape

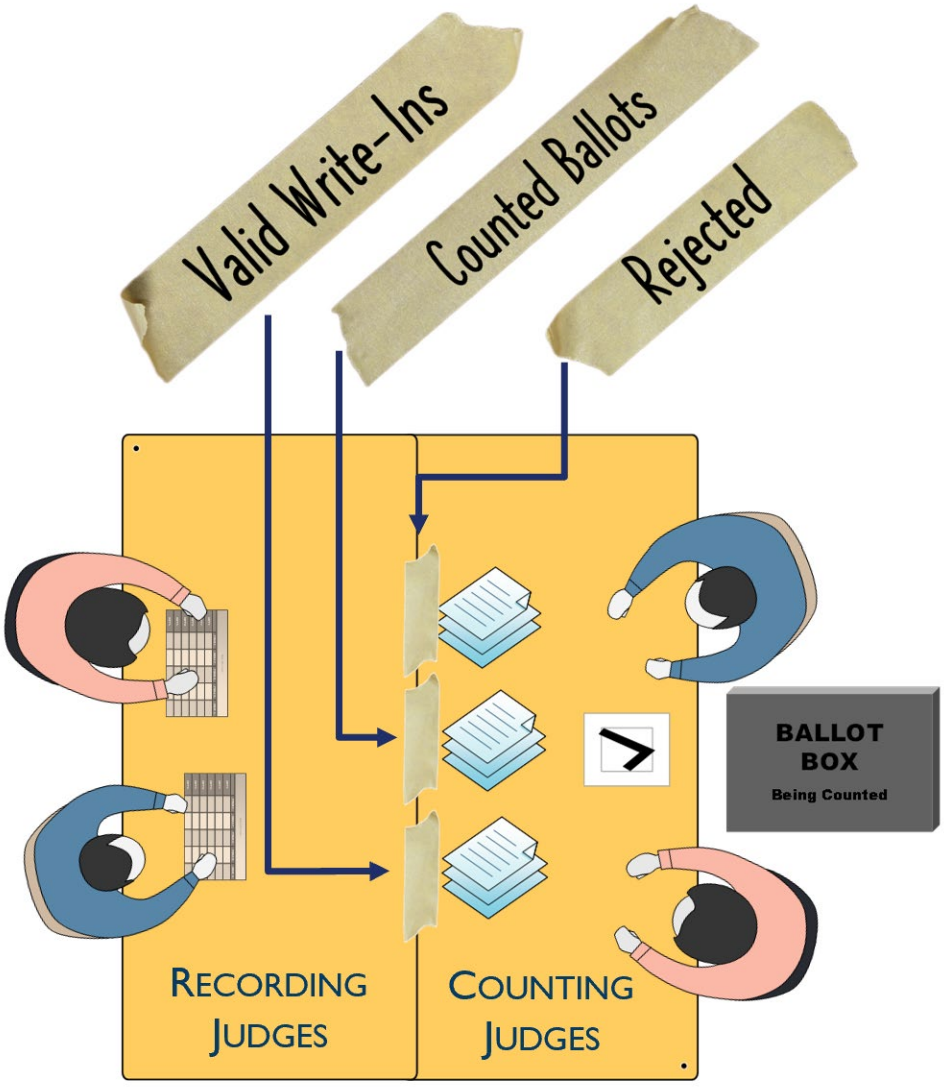
# Working Space for Counting Team

The table where the Counting Team will tally votes should have only the necessary forms and supplies on it. Any supplies not currently being used should be kept in a secure space where they cannot be accessed by others in the polling place.

For every ballot handled during the Hand Counting Process, it will either be considered:

- Counted Ballot
- Rejected Ballot
- Counted Ballot with Valid Write-In vote(s)

Place pieces of masking tape on the counting table to make it easy to place each ballot in a pile as the team works through a batch.




31 Working Space for Counting Team - Masking Tape labels for ballot types

# Authorized Persons in Polling Places

Understanding who is allowed to be in the polling place, especially near the counting location, is important to maintaining the integrity of the election.

Besides voters who are eligible to vote at the polling place (and their minor children accompanying them), polling places are not open to the public. Additionally, once a voter has placed their ballot in the ballot box, they must immediately leave the polling place. (see 115.443 pg. 237).

There is a statute that defines the persons who may be admitted to the polling place. (see 115.409 pg. 235)

- Election Authority Personnel
- Election Authority Deputies appointed by the Clerk (see 115.053 pg. 230)
- Election Judges
- Watchers and Challengers (appointed pursuant to 115.105 or 115.107)
- Youth Election Participants
- Law Enforcement officials at the request of election officials or in the line of duty
- International Observers who have registered with the Clerk
- News Media (see next paragraph for details)

## News Media

Members of the news media may be admitted to the polling place under these conditions:

- Must present identification satisfactory to Election Judges;
- Must be in the polling place only for the purpose of bona fide news coverage;
- Coverage does not interfere with the general conduct of the election as determined by the Election Judges or Clerk;
- Read the full statute (see 115.409 pg. 235)

## Who Is Allowed in the Counting Space?

The Clerk will set the rules for their County but, in state statute, anyone authorized to be in the polling place, except voters (and children accompanying them) may also be in the counting space.

**Class 4 Election Offense:**
No one in the counting space may interfere with or "breach the peace" of the election or hand counting process.
(see 115.637 ¶(17) pg. 245)

# Items NOT Permitted in the Counting Space

Other than members of the media, all persons who are authorized to be in the counting space were required to say and sign oaths to which they have sworn they will:

> "… make no statement nor give any information of any kind tending in any way to show the state of the count prior to the close of the polls on election day."

## Rules in Counting Space WHILE POLL OPENED

### No Pictures

No pictures of any counting forms before poll closing.

### All electronic devices powered off

Any cell phone or device that can connect to Bluetooth, Wi-Fi, cell signal, or any type of network must be powered off or left outside the polling place.

### No purses, backpacks, duffels, etc. within reach of the Recording or Counting Judges

The Clerk should plan for a container or locker-type cage where Recording and Counting judges can store their personal items.

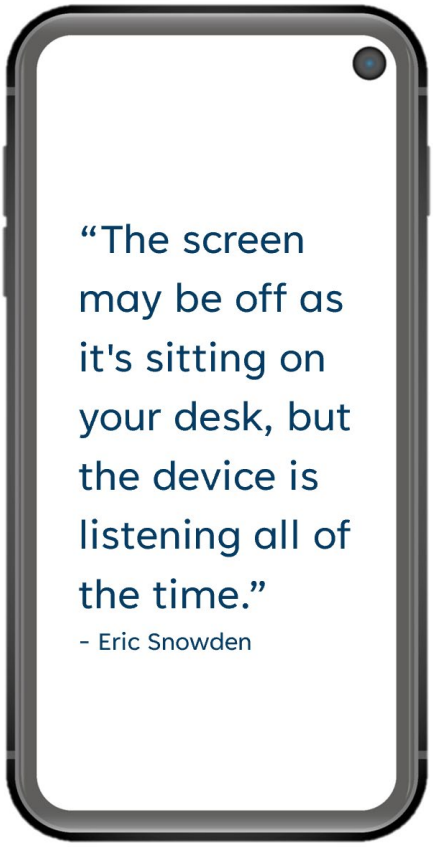
### No beverages on the table or near the ballots

Okay to bring their own calculator as long as it's not a phone

### Keep distance from Ballot Box being counted

No persons, other than Counting Judges, within arm's reach of the ballot box that is being counted.

Other than the Counting Judges, no one is to touch or reach into the ballot box being counted.



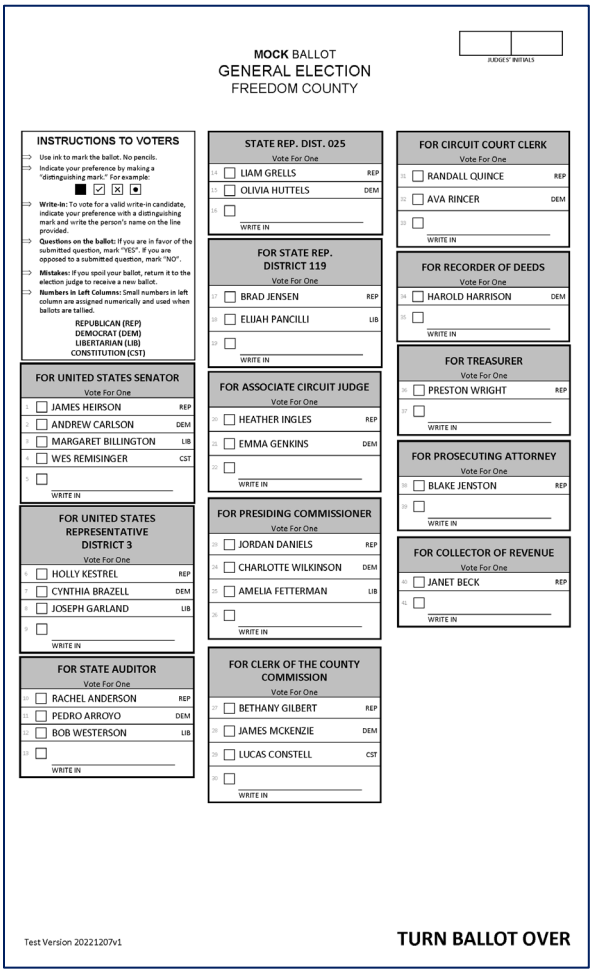

32 Eric Snowden quote about cell phones "listening all the time"

## After the Closing of the Poll

Only after the last voter has cast their ballot, left the polling place, and the poll is considered closed, may electronic devices be turned back on, and pictures taken.

- NO pictures of any forms that have full names of Election Judges, Watchers, Challengers, or other individuals.

# Ballots & Voter Intent



**MOCK** BALLOT
GENERAL ELECTION
FREEDOM COUNTY

JUDGES' INITIALS

**INSTRUCTIONS TO VOTERS**

- Use ink to mark the ballot. No pencils.
- Indicate your preference by making a "distinguishing mark." For example: ■ ☑ ☒ ◉
- **Write-in:** To vote for a valid write-in candidate, indicate your preference with a distinguishing mark and write the person's name on the line provided.
- **Questions on the ballot:** If you are in favor of the submitted question, mark "YES". If you are opposed to a submitted question, mark "NO".
- **Mistakes:** If you spoil your ballot, return it to the election judge to receive a new ballot.
- **Numbers in Left Columns:** Small numbers in left column are assigned numerically and used when ballots are tallied.

REPUBLICAN (REP)
DEMOCRAT (DEM)
LIBERTARIAN (LIB)
CONSTITUTION (CST)

**FOR UNITED STATES SENATOR**
Vote For One

1. ☐ JAMES HEIRSON REP
2. ☐ ANDREW CARLSON DEM
3. ☐ MARGARET BILLINGTON LIB
4. ☐ WES REMISINGER CST
5. ☐ _____ WRITE IN

**FOR UNITED STATES REPRESENTATIVE DISTRICT 3**
Vote For One

6. ☐ HOLLY KESTREL REP
7. ☐ CYNTHIA BRAZELL DEM
8. ☐ JOSEPH GARLAND LIB
9. ☐ _____ WRITE IN

**FOR STATE AUDITOR**
Vote For One

10. ☐ RACHEL ANDERSON REP
11. ☐ PEDRO ARROYO DEM
12. ☐ BOB WESTERSON LIB
13. ☐ _____ WRITE IN

**STATE REP. DIST. 025**
Vote For One

14. ☐ LIAM GRELLS REP
15. ☐ OLIVIA HUTTELS DEM
16. ☐ _____ WRITE IN

**FOR STATE REP. DISTRICT 119**
Vote For One

17. ☐ BRAD JENSEN REP
18. ☐ ELIJAH PANCILLI LIB
19. ☐ _____ WRITE IN

**FOR ASSOCIATE CIRCUIT JUDGE**
Vote For One

20. ☐ HEATHER INGLES REP
21. ☐ EMMA GENKINS DEM
22. ☐ _____ WRITE IN

**FOR PRESIDING COMMISSIONER**
Vote For One

23. ☐ JORDAN DANIELS REP
24. ☐ CHARLOTTE WILKINSON DEM
25. ☐ AMELIA FETTERMAN LIB
26. ☐ _____ WRITE IN

**FOR CLERK OF THE COUNTY COMMISSION**
Vote For One

27. ☐ BETHANY GILBERT REP
28. ☐ JAMES MCKENZIE DEM
29. ☐ LUCAS CONSTELL CST
30. ☐ _____ WRITE IN

**FOR CIRCUIT COURT CLERK**
Vote For One

31. ☐ RANDALL QUINCE REP
32. ☐ AVA RINCER DEM
33. ☐ _____ WRITE IN

**FOR RECORDER OF DEEDS**
Vote For One

34. ☐ HAROLD HARRISON DEM
35. ☐ _____ WRITE IN

**FOR TREASURER**
Vote For One

36. ☐ PRESTON WRIGHT REP
37. ☐ _____ WRITE IN

**FOR PROSECUTING ATTORNEY**
Vote For One

38. ☐ BLAKE JENSTON REP
39. ☐ _____ WRITE IN

**FOR COLLECTOR OF REVENUE**
Vote For One

40. ☐ JANET BECK REP
41. ☐ _____ WRITE IN

Test Version 20221207v1

**TURN BALLOT OVER**

# Statement of Returns Determines "Ballot ID" for Counting

The Clerk determines all candidates and questions that will appear on the ballot in the county for an election.

Even though there are various versions of the ballots because some races or questions are limited to townships, school districts, etc., every candidate and question is included, in the appropriate order, on a "master" list.

The "master" list is then transferred, in order, onto the Statement of Returns – Candidates and Statement of Returns – Questions, as appropriate. The Statement of Returns is used by every polling place, even if some of the candidates or questions will not be voted on at that polling place.

The left column of a Statement of Returns contains a number (numerical order) that becomes the Ballot ID for counting for the candidate or question preference.

This approach creates a unique ID for every candidate/preference. So, for example, the candidate with ID #10 will have #10 on any ballot used in the county.

Ballot ID counting numbers for questions are preceded by "Q." so, for example, Q.3 will be used for the same issue/preference on any ballot in the county.

| County | Polling Place | Election | Election Date |
|---|---|---|---|
| FREEDOM | LIBERTY HS | GENERAL | NOV. 8, 2022 |

## Statement of Returns - Candidates

Statement of Returns – Candidates – We hereby certify that:

| Ballot ID | Votes Cast: | for Candidate: | for Office of: |
|---|---|---|---|
| 1 | | JAMES HEIRSON | United State Senator |
| 2 | | ANDREW CARLSON | |
| 3 | | MARGARET BILLINGTON | |
| 4 | | WES REMISINGER | |
| 5 | | Write-in | |
| 6 | | HOLLY KESTREL | United State Representative District 3 |
| 7 | | CYNTHIA BRAZELL | |
| 8 | | JOSEPH GARLAND | |
| 9 | | Write-in | |
| 10 | | RACHEL ANDERSON | State Auditor |
| 11 | | PEDRO ARROYO | |
| 12 | | BOB WESTERSON | |
| 13 | | Write-in | |
| 14 | | LIAM GRELLS | State Rep. Dist. 025 |
| 15 | | OLIVIA HUTTELS | |
| 16 | | Write-in | |
| 17 | | BRAD JENSEN | State Rep. Dist. 119 |
| 18 | | ELIJAH PANCILLI | |
| 19 | | Write-in | |
| 20 | | HEATHER INGLES | Associate Circuit Judge |
| 21 | | EMMA GENKINS | |
| 22 | | Write-in | |
| 23 | | JORDAN DANIELS | Presiding Commissioner |
| 24 | | CHARLOTTE WILKINSON | |
| 25 | | AMELIA FETTERMAN | |
| 26 | | Write-in | |
| 27 | | BETHANY GILBERT | Clerk of the County Commission |
| 28 | | JAMES MCKENZIE | |
| 29 | | LUCAS CONSTELL | |
| 30 | | Write-in | |
| 31 | | RANDALL QUINCE | Circuit Court Clerk |
| 32 | | AVA RINCER | |
| 33 | | Write-in | |
| 34 | | HAROLD HARRISON | Recorder of Deeds |
| 35 | | Write-in | |
| 36 | | PRESTON WRIGHT | Treasurer |
| 37 | | Write-in | |
| 38 | | BLAKE JENSTON | Prosecuting Attorney |
| 39 | | Write-in | |
| 40 | | JANET BECK | Collector of Revenue |
| 41 | | Write-in | |

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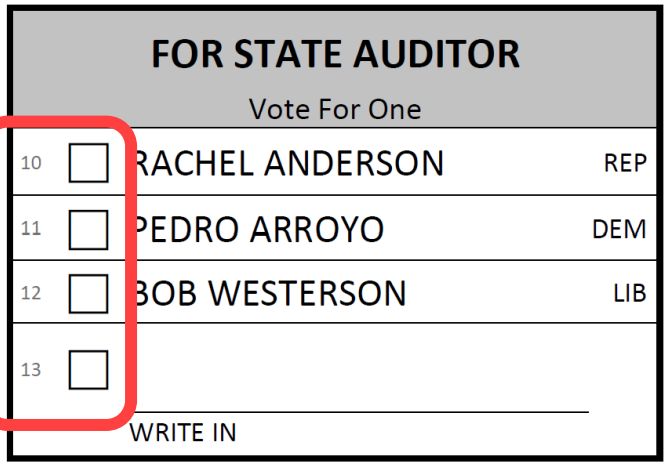
Printed for Clerk of America Missouri



33 Statement of Returns - Candidate (example): showing names of candidates entered by Clerk




34 Ballot (example): close-up of Ballot ID for counting for a state race

# Format of Ballots for Hand Counting

The hand counting version of the ballot resembles the current layout used in most Missouri counties. The machine alignment markers around the perimeter of the ballot are omitted. Ovals are now squares. Instructions for marking the ballot are updated. And a very light, small Ballot ID counting number is to the left of every candidate or questions option.

Voters will probably not notice much difference. And, the definitions of "distinguishing mark" will make marking the ballot considerably easier for voters.

## Distinguishing Marks

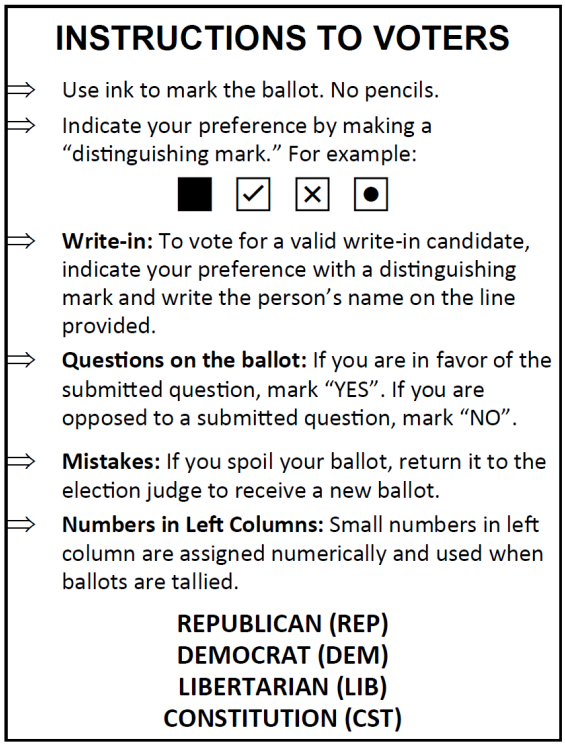
Stories of voters struggling to adequately fill in a small oval, while keeping their marking within the border of the oval, will no longer be an issue. Nothing in the statutes appears to restrict which type of marking device may be used (although pencil is discouraged, and black ink is not preferred). The Clerk or Secretary of State will communicate the rules, if any, of which marking devices may be used.

For candidates, a distinguishing mark appears preceding their name. (see 115.453 ¶1 pg. 238)

For questions, a distinguishing mark appears beside or below the YES or NO. (see 115.455 pg. 239)

## CSR for Uniform Counting Standards – Paper Ballots

The Code of State Regulations (CSR) provides the standards Clerks are to use when counting ballots cast using paper ballots. For more information about CSR, see pg. 247.



**INSTRUCTIONS TO VOTERS**

⇒ Use ink to mark the ballot. No pencils.

⇒ Indicate your preference by making a "distinguishing mark." For example:

■ ☑ ☒ ◉

⇒ **Write-in:** To vote for a valid write-in candidate, indicate your preference with a distinguishing mark and write the person's name on the line provided.

⇒ **Questions on the ballot:** If you are in favor of the submitted question, mark "YES". If you are opposed to a submitted question, mark "NO".

⇒ **Mistakes:** If you spoil your ballot, return it to the election judge to receive a new ballot.

⇒ **Numbers in Left Columns:** Small numbers in left column are assigned numerically and used when ballots are tallied.

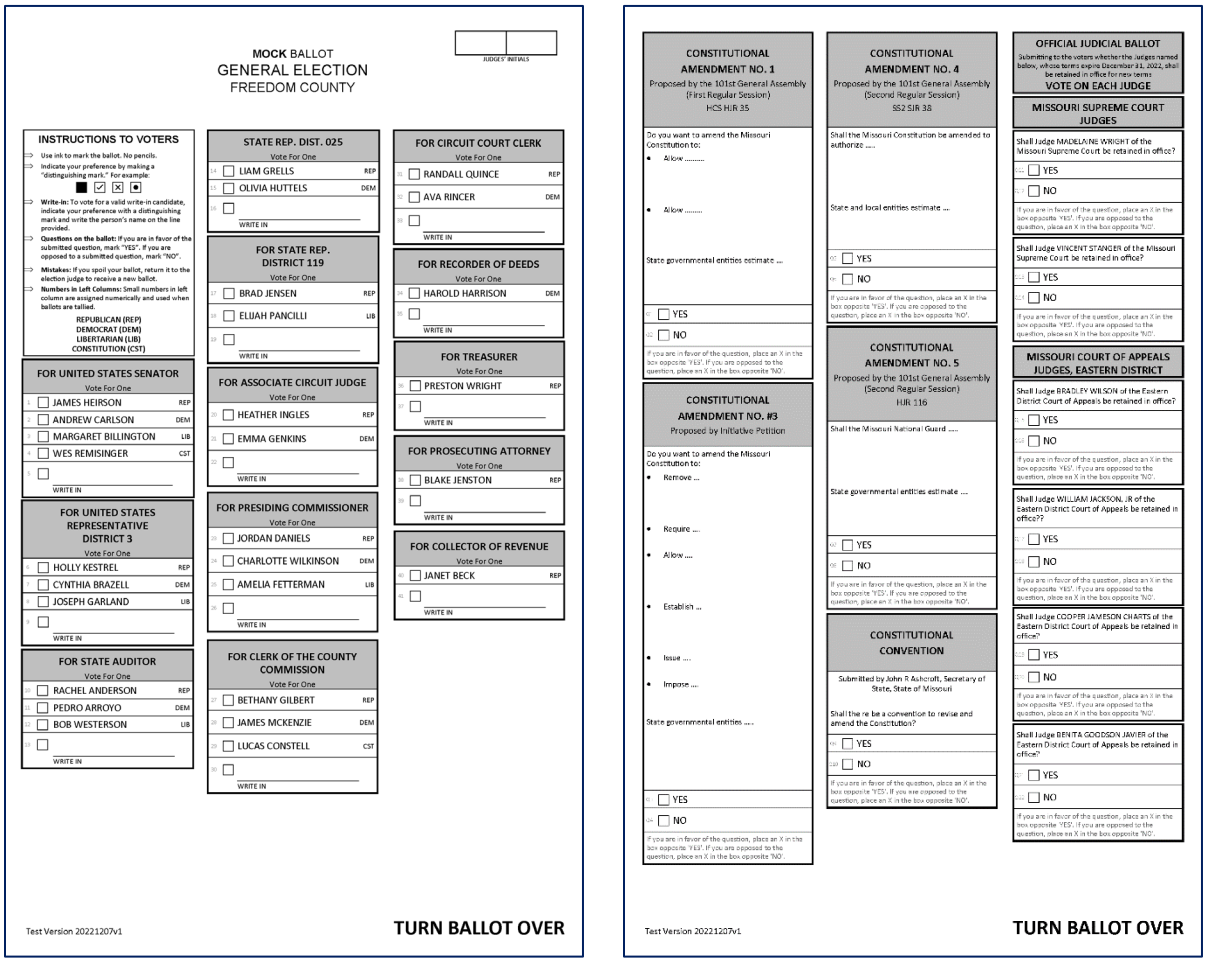
**REPUBLICAN (REP)**
**DEMOCRAT (DEM)**
**LIBERTARIAN (LIB)**
**CONSTITUTION (CST)**

35 Ballot (example): Instructions to voters

# Review the Sample Ballots (Counting Judges)

Election Judges compare the sample ballots to the official ballots to ensure there are no discrepancies.

The Counting Judges must be familiar with the races and questions on the ballot, especially if there are multiple versions of the ballot (for different townships, districts, etc.). Also, it is important to know if there are any races or questions that allow voters to vote for more than one candidate.




36 Example of Ballot - front and back

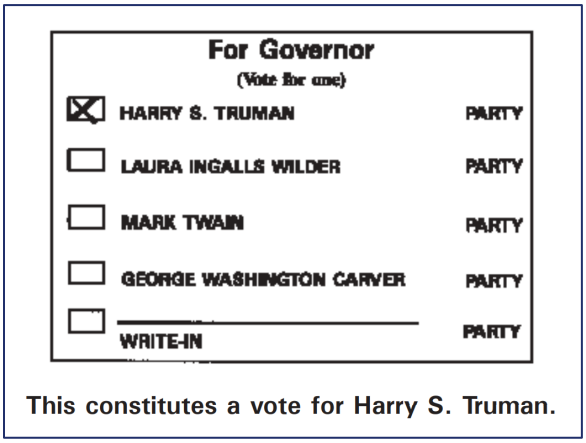
# Voter Intent is Determined for Candidate or Issue Preference

The following criteria will be used by the Counting Judges, per statute, to determine voter intent if **any** of the following are present: (see 115.456 ¶2.(2)(a-c) pg. 240)

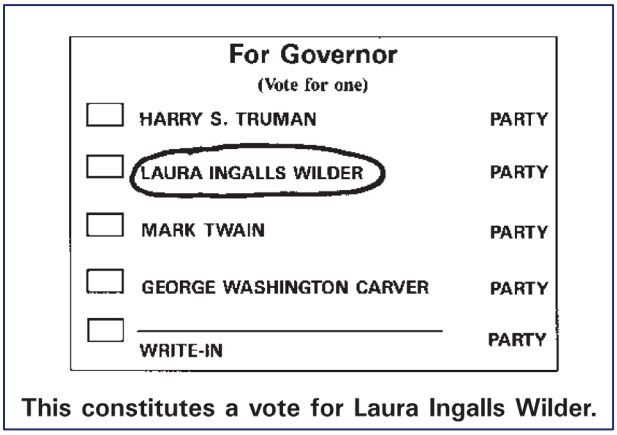
- a distinguishing mark in the square adjacent to the name of the candidate or issue preference;
- a distinguishing mark adjacent to the name of the candidate or issue preference;
- the name of the candidate or issue preference is circled.

## Examples of Voter Intent for Candidates

The Code of State Regulations (CSR) has several examples showing votes for write-in candidates and whether they are valid or not valid (see pg. 249). These are just 2 examples:




**This constitutes a vote for Harry S. Truman.**




**This constitutes a vote for Laura Ingalls Wilder.**

37 Examples of Voter Intent from CSR

## Counted Ballots

A “counted ballot” is one on which votes were cast and counted on some or all the candidates and questions races without any valid write-in candidates.

When the ballot has been read by the Counting Judges and tallied by the Recording Judges, place it on the pile on the counting table labeled, “Counted Ballots.”

38 "Counted Ballots" masking tape example

## Rejected Ballots

A ballot is considered rejected if:

- it is missing initials of Election Judges; or,
- it is overvoted ALL candidates and questions; or,
- the voter is deemed to be unqualified by Election Judges; or,
- it is an absentee ballot without a completed and signed affidavit; or,
- the ballot was voted with unlawful assistance.

(see 115.447 ¶2.(2) pg. 237)

When the Counting Judges deem a ballot to be Rejected, it is placed on a pile on the counting table near the label, “Rejected.”

39 "Rejected" masking tape example

# Valid Vote for a Write-In Candidate

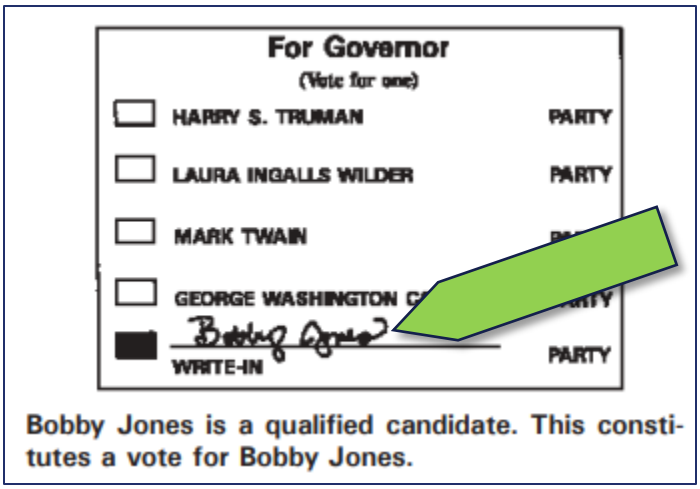
To be considered as a write-in candidate, the candidate must have filed a declaration of intent to be a write-in candidate with the proper election authority.(see 115.453 ¶(4) pg. 238) If that was properly accomplished, the candidate will appear on the list of authorized write-in candidates given by the Clerk to the Election Judges with their supplies.

If a candidate is an authorized write-in candidate, then the following criteria must **all** be present for a vote for a write-in candidate to be considered valid. (see 115.456 ¶2.(3)(a-c) pg. 240)

- distinguishing mark in the **square** adjacent to the name of the candidate;
- name of the candidate (misspelled does not disqualify, needs only to be similar);
- name of the office for which the candidate is to be elected.

## Example of Valid Vote for Write-In Candidate

The Code of State Regulations (CSR) has several examples showing votes for write-in candidates and whether they are valid or not valid (see pg. 249).




41 Voter Intent (example): valid vote for Write-In Candidate

40 Arrow Flags: example of product type

## "Flag" Valid Write-In Candidates

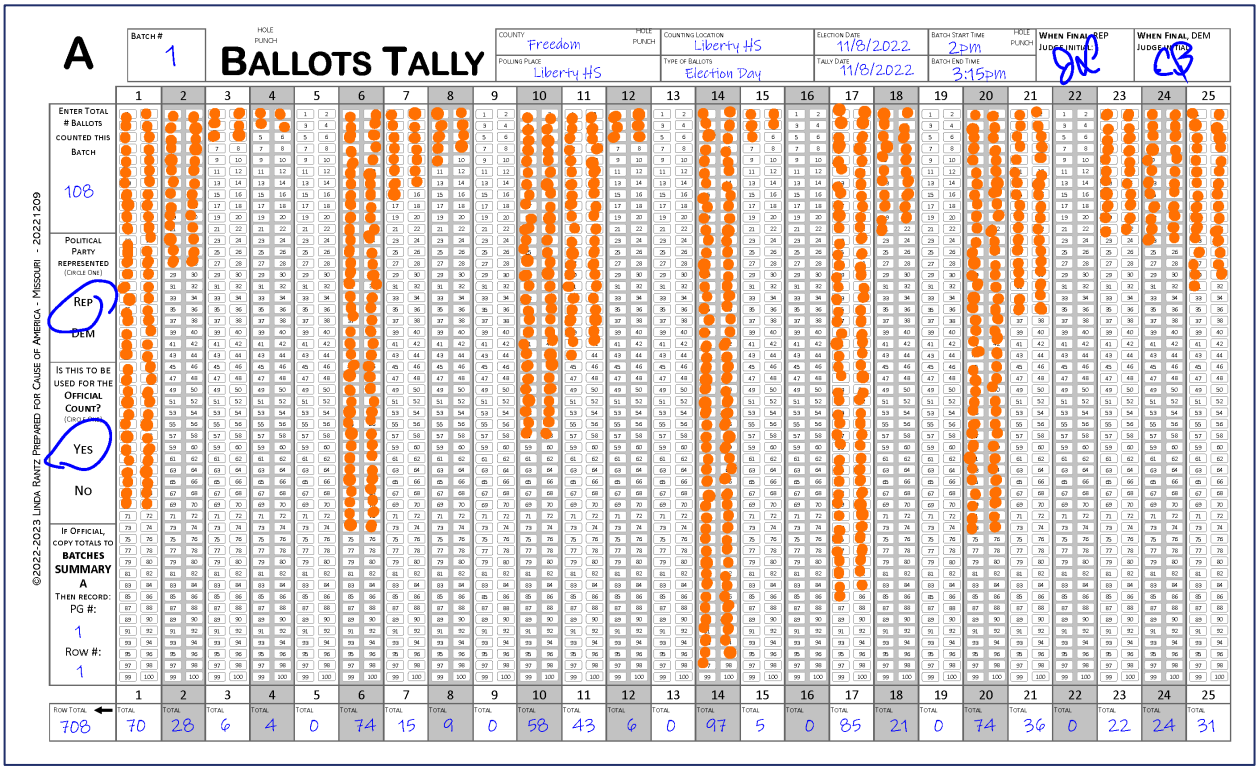
If a valid vote is cast for a write-in candidate, place a removable arrow "flag" pointing directly at the name of the candidate. This will make it possible for the team that counts write-in votes to quickly identify which write-in candidates were counted at the polling place.

## Ballots with Valid Write-In Candidates are Kept Separate

Continue calling votes for other candidates and questions on the ballot with the write-in candidate. When the tallying for this ballot is complete, place it on the counting table next to the tape for "Valid Write-Ins."

42 "Valid Write-Ins" masking tape example

# Using the Ballots Tally form




43 Ballots Tally form - example of a completed form

# Preparing the Ballots Tally form

The Ballots Tally form is used by the Recording Judges to tally the votes as the Counting Judges call them out. Ballots Tally forms for Candidates use an alpha-numbering system to identify their "Group." The forms for Questions also use an alpha system, but the letter is preceded by "Q.".

The Recording Judges, 1 DEM and 1 REP, tally votes on their own copy of the Ballots Tally form. The optimal result would be that no mistakes were made by either Recording Judge and their totals at the end of the batch match exactly.

## Forms Prepared in Advance by the Clerk

Calculating the expected turnout at the polling place and the number of candidates and questions, the Clerk will print the estimated number of forms needed for the election. These are pre-sorted and clipped into batches with 2 copies of each batch.

## Ink Colors to use the Ballots Tally form

Tally marks are to be made using a fine or medium felt tip marker, in any color other than blue or black. The felt tip makes it easy to "dab" as votes are tallied, like dabbing a Bingo card.

It is recommended that any other writing on the form be done with a ballpoint pen preferably in blue ink (but recommended to not use black).

## Front Side – Group and Batch Number

"Group" refers to the 25 tally columns on the form. The numeral at the top of each column tracks to the Ballot ID for counting, which is listed on the Statement of Return (see pg. 105).

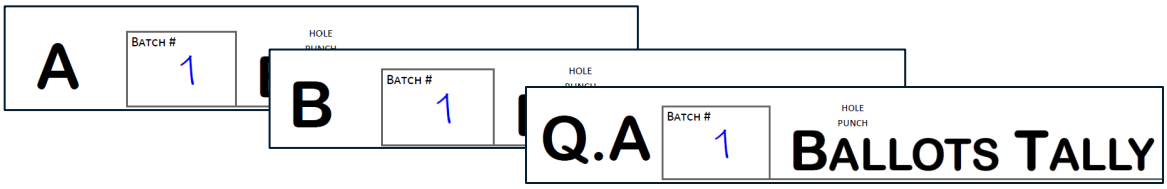
For Candidates:

- Group A: 1 to 25
- Group B: 26 to 50
- Group C: 51 to 75, and so on.

**For Questions** (the number is preceded by "Q."):

- Group Q.A: 1 to 25
- Group Q.B: 26 to 50, and so on.

For the example in the Workbook, each batch will consist of Group A, Group B, and Group Q.A.




44 Ballot Tally form (example): marking Batch number in top header

The Clerk prepares **2 sets** (1 for REP, 1 for DEM)) of Group A, B, and Q.A, and marks them **Batch 1.**

## Front Side – Top Header Details

| | | | |
|---|---|---|---|
| COUNTY HOLE PUNCH<br>Freedom | COUNTING LOCATION<br>Liberty HS | ELECTION DATE<br>11/8/2022 | BATCH START TIME HOLE PUNCH<br>2pm |
| POLLING PLACE<br>Liberty HS | TYPE OF BALLOTS<br>Election Day | TALLY DATE<br>11/8/2022 | BATCH END TIME |

45 Ballots Tally Form (example): Location and date details in the top header

Enter details in the top header row:

- County Name
- Polling Place
- Counting Location (can be the name of the Polling Place or a specific location inside the polling place)
- Election Date
- Tally Date (may differ from the election date if military or other votes are counted later)
- Time Batch Start

Other information on the header and left sidebar is left blank until tallying of the batch is complete.

# To Begin Counting, Receive the Ballot Box

All four judges are seated and ready: 2 Counting Judges (from 2 major political parties) and 2 Recording Judges (from 2 major political parties). An empty ballot box is in the Counting Judges' possession.

At the top of the hour, when counting is ready to begin, a **Receiving Judge** delivers the ballot box to the **Counting Judges,** who, in turn, give the Receiving Judge their empty ballot box.

The Receiving Judge shows that the box is empty, locks it, and it remains in public view until the polls close or it is removed for counting another batch. (see 115.451 pg. 238)

## Ballots pulled from Ballot Box One at a Time

"One Counting Judge closely observed by the other Counting Judge," takes a single ballot from the ballot box and holds it so that both Counting Judges can see it.

### Check for the Initials of Election Judges

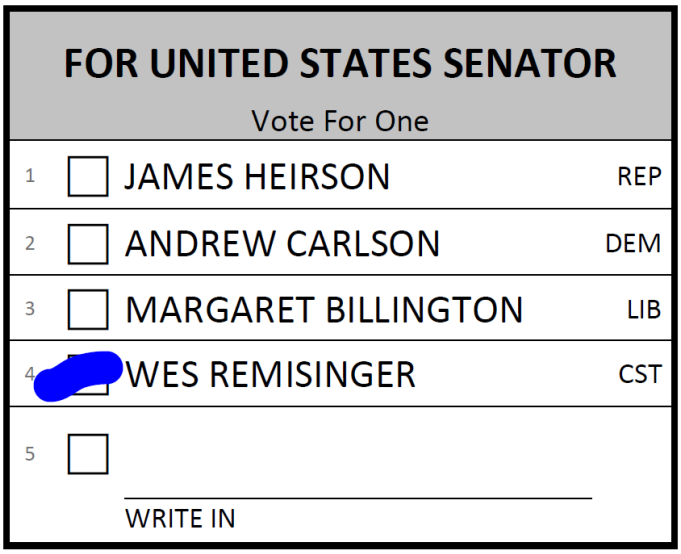
Missing initials mean the ballot shall be rejected, although there is an exception. See the topic for "Rejected" ballots (pg. 109) section.

### Counting Judge calls the vote next to the distinguishing mark

Begin to call out each vote, starting on the front page (candidates), leftmost column, and going down to the bottom of the column before beginning the next column.

When the front page is done, flip the ballot over and call votes on the back page.

READ THE NUMBER NEXT TO THE BOX, THEN read the name of the candidate and office sought, or question and preference.




46 Ballot: example of vote cast for a candidate

# Marking Votes on the Ballots Tally form

This form is a 2-sided document. The front side has identification information and is used to tally the votes. The back side is for the signatures of the Recording Judges.

Hat tip to the Louisiana team (see pg. 203) for the idea of using a pitch count sheet to tally votes in their "Cajun Clothesline" ballot counting model. If you have never seen a pitch count sheet, we put an example in the footnote.[7]

The Ballots Tally form is adapted from a pitch count sheet, except the columns are vertical rather than horizontal.

Also, marking the form is a lot like marking a Bingo card – just a quick "dab" with a color marker.

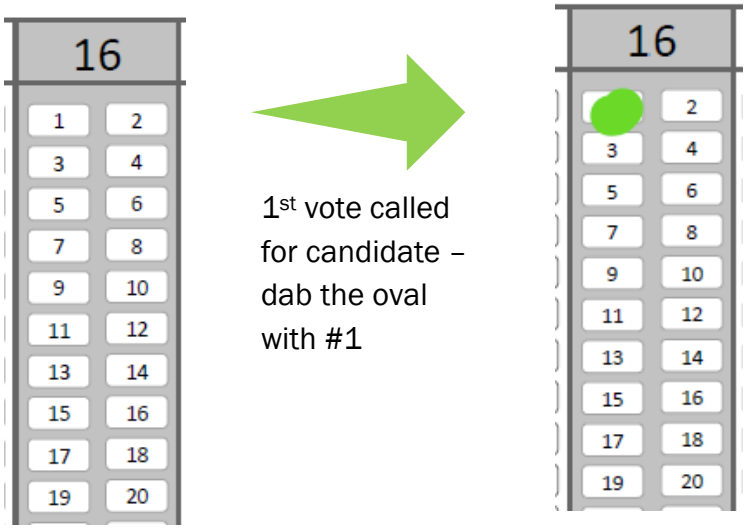
## Marking Device to Use to Tally Votes

Tallies must be made in ink, in any color other than blue or black. No pencil marks for tallies. A fine tip marker with a rounded tip is a good choice for making the mark; It leaves a sufficient size dot by simply touching it to the paper. There is no need to fill in the entire oval.

## Tally the Vote When it is Called

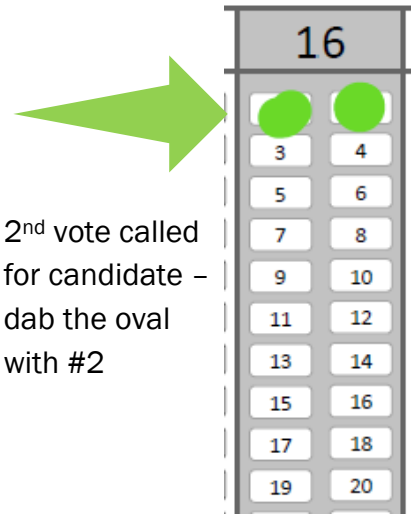
When the Counting Judge calls a vote, the column number is given that appears on the ballot next to the candidate's name or question preference.

On the Ballots Tally Form, go to the corresponding column for the number called. If the column is blank, "dab" on top of the number "1".

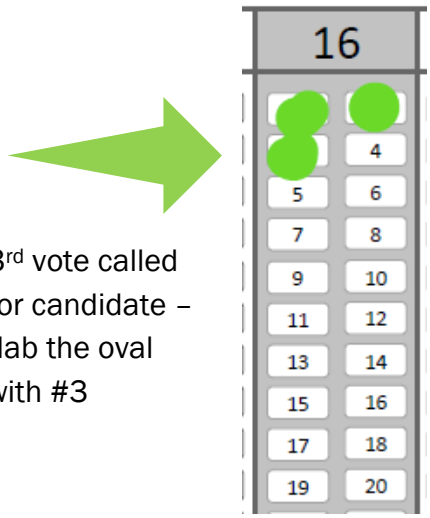



[7] https://www.langleybaseball.ca/wp-content/uploads/sites/937/2021/03/LB-Pitch-Count-Sheet-Tutorial.pdf

The next time that candidate is called, you will dab the oval with the number 2, which is to the right. Continue going left, right, left, right, and down the column as that candidate receives more votes.

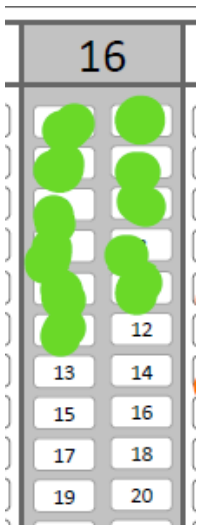



2nd vote called for candidate – dab the oval with #2




3rd vote called for candidate – dab the oval with #3

As more votes called for this candidate, continue dabbing left, right, left, right, as ovals are filled going down the column

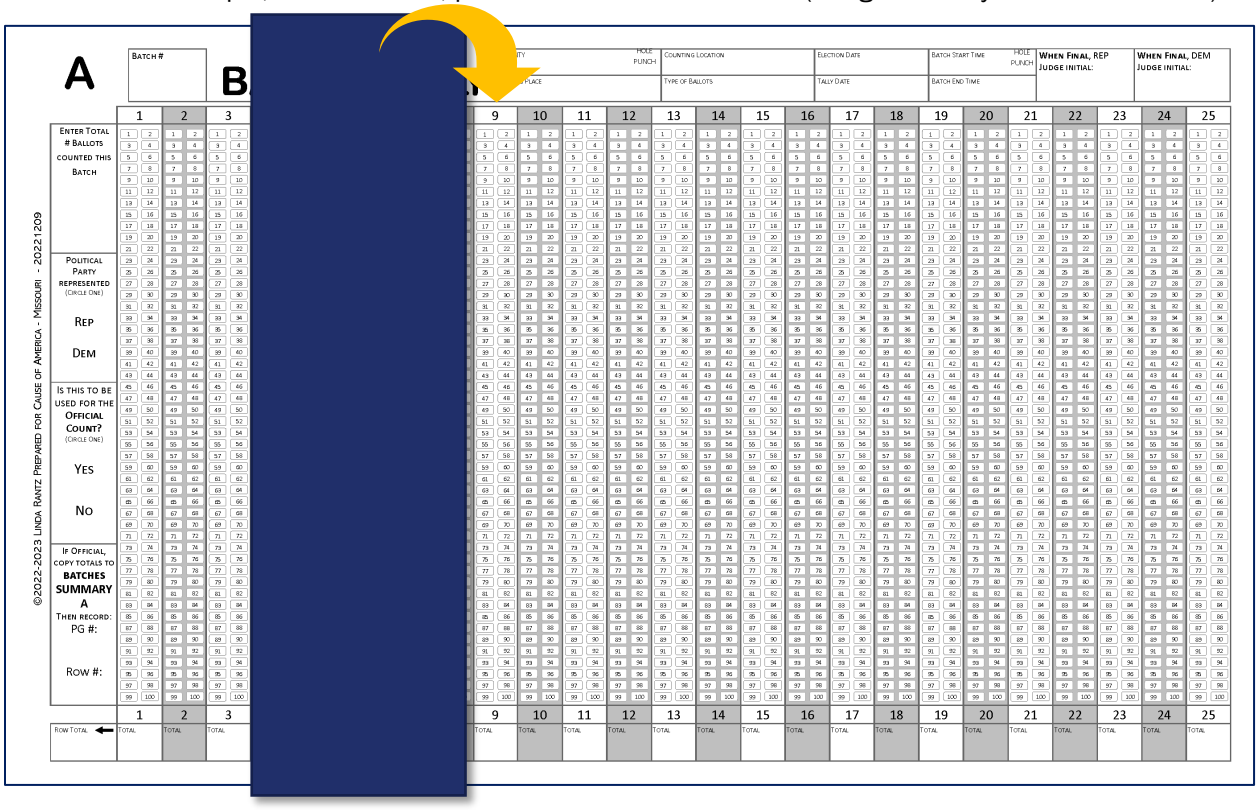



47 Ballots Tally form (example) shows ovals being "dabbed" as votes called for a candidate

## Tip for Locating the Correct Column

Colored cardstock is cut to create a sort of “column guide” 8.5” long and about 3” wide. When the vote ballot ID number is called, move the card to the left of the column (if you are right-handed) or the right side (if you are left-handed).

For example, if “9” is called, place the card to the left of 9 (or right side if you are left-handed).




48 Cardstock Marker used to assist in locating the correct column to "dab"

## Recording a Tally in the Wrong Column

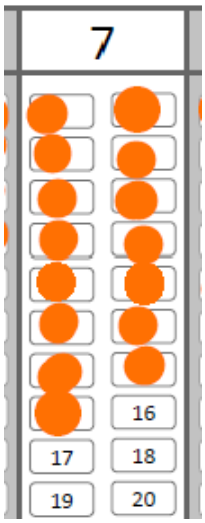
If accidentally marking a tally in the wrong column, use a pencil to circle the oval in which the mistaken tally was marked. Then follow one of these steps to correct the tally:

- If **another vote is called** for the column with the pencil-circled oval, use an eraser to remove the pencil marking. The mistakenly marked oval becomes the tally for the new vote.
- If there are **no subsequent votes** is called for the column with the pencil-circled oval during the remainder of the batch:
  - Leave the pencil marking as is.
  - Use a blue ballpoint pen and put an “X” on the oval circled in pencil.
  - Initial below the oval with the “X”.
  - When recording the column total, disregard the oval with the “X” and use the number from the oval preceding it.

## Continue Calling Votes until the Batch is Complete

Proceed to the next section to total the batch of ballots.

# Totaling a Batch of Ballots




49 Ballots Tally form (example) - determining last oval dabbed

Two circumstances determine the completion of the batch:

1. All ballots in the ballot box have been called and tallied; or,

2. A column on any of the Ballots Tally forms reaches 100. When any candidate or question has received 100 votes. Finish counting the remaining votes on the ballot. DO NOT PULL ANY MORE BALLOTS FROM THE BALLOT BOX.

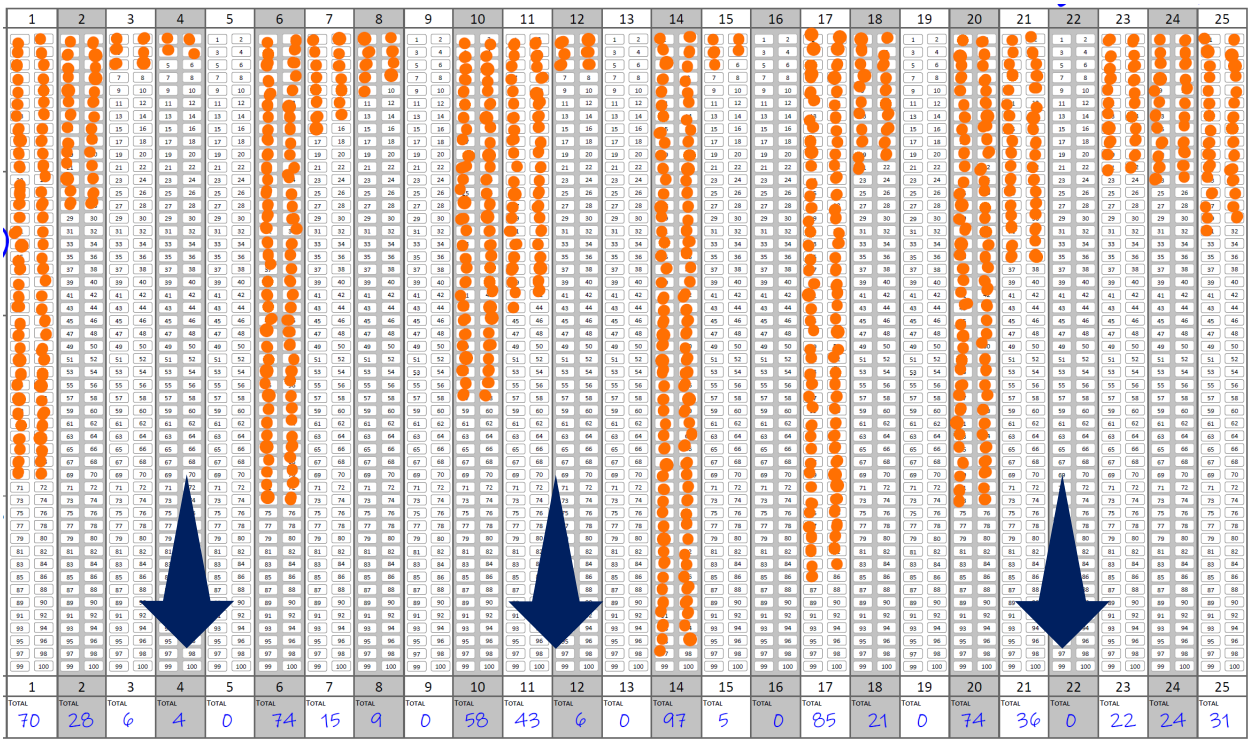
Note: If a batch is completed before the ballot box is empty, close the ballot box and leave it in its place at the counting table. At all times, a minimum of 2 Election Judges (1 REP, 1 DEM) must remain at the table with the ballot box and ensure there is no tampering.

## Determine and Record Column Totals

For each column, find the last oval that was "dabbed." In the example to the left, the next visible number is 16, meaning the last number dabbed was 15, so 15 is the correct total for this column.

### Record column totals in the Bottom Row Totals

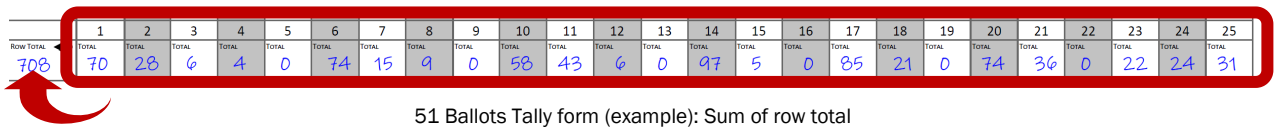
When a batch is complete, the number of votes cast in the batch for each candidate or question is totaled.




50 Ballots Tally form (example): column totals recorded in bottom Row Total

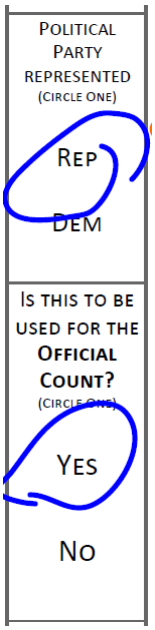
## Row Total Sum

Calculate the sum of the totals and write it in the Row Total box on the left end of the row.



| Row Total | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 708 | Total 70 | Total 28 | Total 6 | Total 4 | Total 0 | Total 74 | Total 15 | Total 9 | Total 0 | Total 58 | Total 43 | Total 6 | Total 0 | Total 97 | Total 5 | Total 0 | Total 85 | Total 21 | Total 0 | Total 74 | Total 36 | Total 0 | Total 22 | Total 24 | Total 31 |

51 Ballots Tally form (example): Sum of row total




53 Ballots Tally form (example): Recording Judges mark party affiliation and official status

## Recording Judges Must Agree on Totals

The Recording Judges compare the totals on each Group form from the batch. Follow the Clerk's guidelines on how to work out discrepancies.

Once the Recording Judges have reached an agreement, they decide which form (either the REP or DEM version) for each group will be submitted as "official."

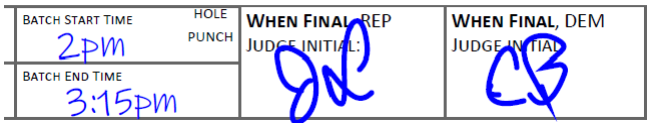
- The "official" version will be placed in the Tally Book
- The "unofficial" version will be packed with the ballots.

In the left sidebar, each Recording Judge marks their political affiliation on their own form.

Each Recording Judge marks YES or NO to indicate whether or not their Ballots Tally form is the official version.

## Recording Judges Initial forms and Ending Time

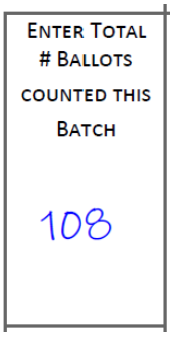
In the top right corner of the header row, the Recording Judges initial their own and each other's Ballots Tally forms. They also enter the time that the batch was completed.




52 Ballots Tally form (example): Recording Judges initial the forms and record the ending time of the batch.

## Total Number of Ballots in Batch

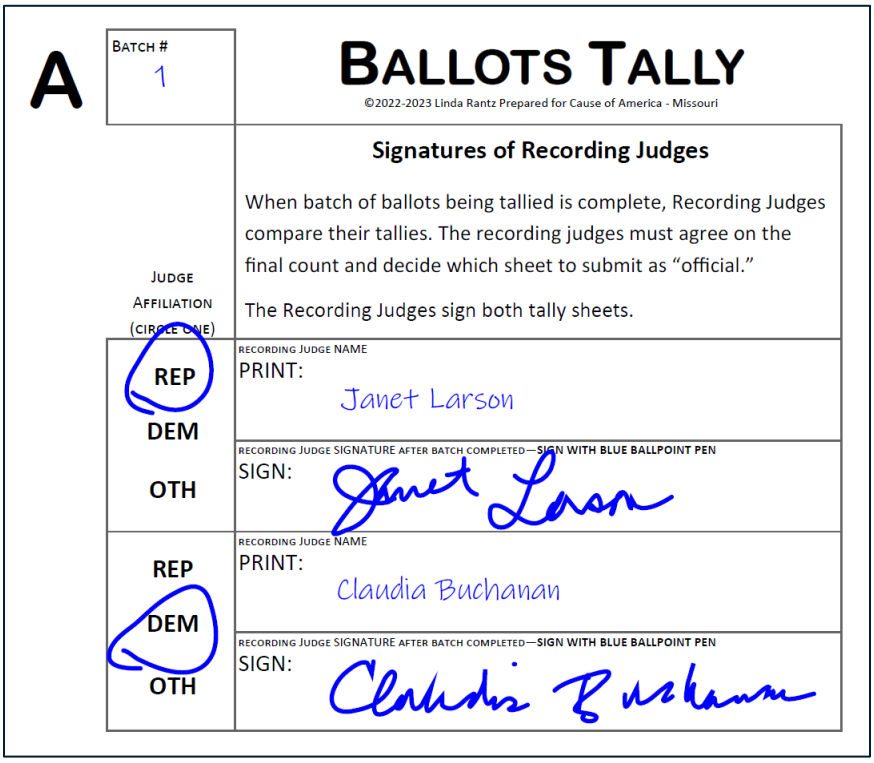
The Counting Judges, together, will count the quantity of ballots for which votes had been called and tallied. The ballots to be counted are those in the piles for "Counted Ballots" and "Valid Write-Ins." (combine the two numbers for a total). When they agree on the total number of ballots, they announce the number to the Recording Judges, who enter it in the top of the left sidebar of their Ballots Tally form.




54 Ballots Tally form (example): Total number of ballots counted in the batch

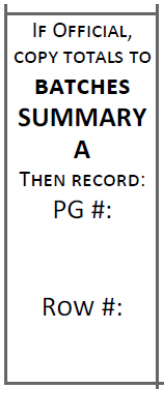
# Signatures on the Ballots Tally form

For each Group form (i.e., A, B, Q.A, etc.), the Recording Judges sign the back of their own and each other's Ballots Tally form.




55 Ballots Tally form (example): the back of the form, signatures of Recording Judges

At this point, the only incomplete information on the Ballots Tally form is the Page Number and Row at the bottom of the left sidebar. That information will be completed in the next step, which is to transfer the Row Total to the Batches Summary sheet.




56 Ballots Tally form (example): Batches Summary page and row number still blank

## Correcting Mistakes on the Ballots Tally form

### Mistakes on the Top Header, Left Column, or Bottom Totals Row

Use a blue ballpoint pen to cross out mistakes to information in either the top header, left column, or bottom Totals Row.

Initial near the crossed-out mistakes without making any marks inside the tally area.

### Information Left Blank on the Front or Back Page of the Ballots Tally form

Election Judges return to complete.

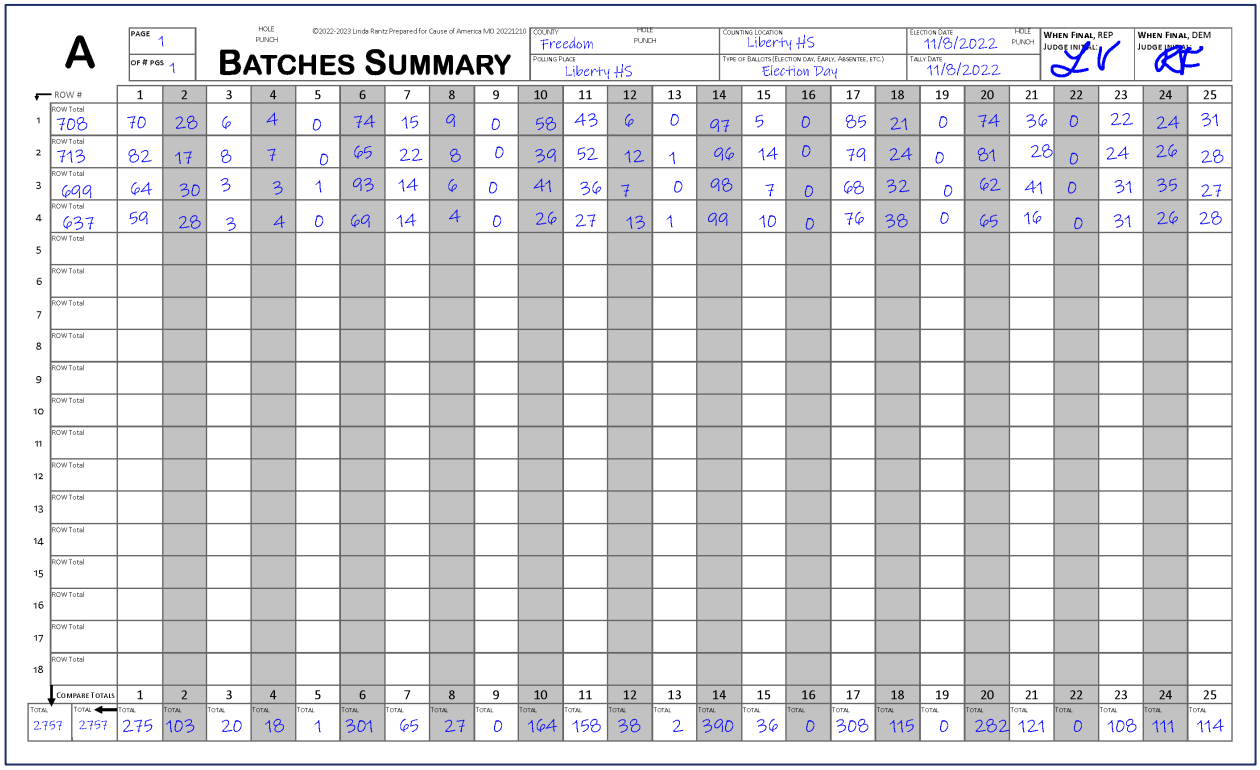
### Election Judge(s) forget to Sign or Initial Ballots Tally form

Election Judges return to sign or initial.

## Complete Batch by Writing Totals on Batches Summary

Follow the instruction in the next section to enter the totals of the batch on the Batches Summary sheet.

# Batches Summary sheet



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PAGE 1 OF # PGS 1

HOLE PUNCH

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## BATCHES SUMMARY

COUNTY: Freedom

POLLING PLACE: Liberty HS

COUNTING LOCATION: Liberty HS

TYPE OF BALLOTS (ELECTION DAY, EARLY, ABSENTEE, ETC.): Election Day

ELECTION DATE: 11/8/2022

TALLY DATE: 11/8/2022

WHEN FINAL, REP JUDGE INITIAL: LV

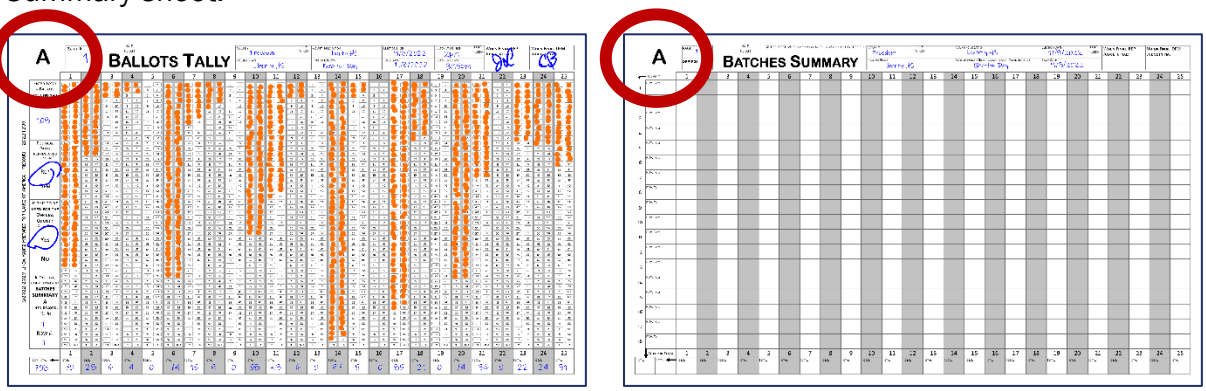
WHEN FINAL, DEM JUDGE INITIAL: RF

| ROW # | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | ROW Total 708 | 70 | 28 | 6 | 4 | 0 | 74 | 15 | 9 | 0 | 58 | 43 | 6 | 0 | 97 | 5 | 0 | 85 | 21 | 0 | 74 | 36 | 0 | 22 | 24 | 31 |
| 2 | ROW Total 713 | 82 | 17 | 8 | 7 | 0 | 65 | 22 | 8 | 0 | 39 | 52 | 12 | 1 | 96 | 14 | 0 | 79 | 24 | 0 | 81 | 28 | 0 | 24 | 26 | 28 |
| 3 | ROW Total 699 | 64 | 30 | 3 | 3 | 1 | 93 | 14 | 6 | 0 | 41 | 36 | 7 | 0 | 98 | 7 | 0 | 68 | 32 | 0 | 62 | 41 | 0 | 31 | 35 | 27 |
| 4 | ROW Total 637 | 59 | 28 | 3 | 4 | 0 | 69 | 14 | 4 | 0 | 26 | 27 | 13 | 1 | 99 | 10 | 0 | 76 | 38 | 0 | 65 | 16 | 0 | 31 | 26 | 28 |
| 5 | ROW Total | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | ROW Total | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | ROW Total | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | ROW Total | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | ROW Total | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | ROW Total | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | ROW Total | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | ROW Total | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | ROW Total | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | ROW Total | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | ROW Total | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | ROW Total | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | ROW Total | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | ROW Total | | | | | | | | | | | | | | | | | | | | | | | | | |
| | COMPARE TOTALS | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| Total 2757 | Total 2757 | Total 275 | 103 | 20 | 18 | 1 | 301 | 65 | 27 | 0 | 164 | 158 | 38 | 2 | 390 | 36 | 0 | 308 | 115 | 0 | 282 | 121 | 0 | 108 | 111 | 114 |

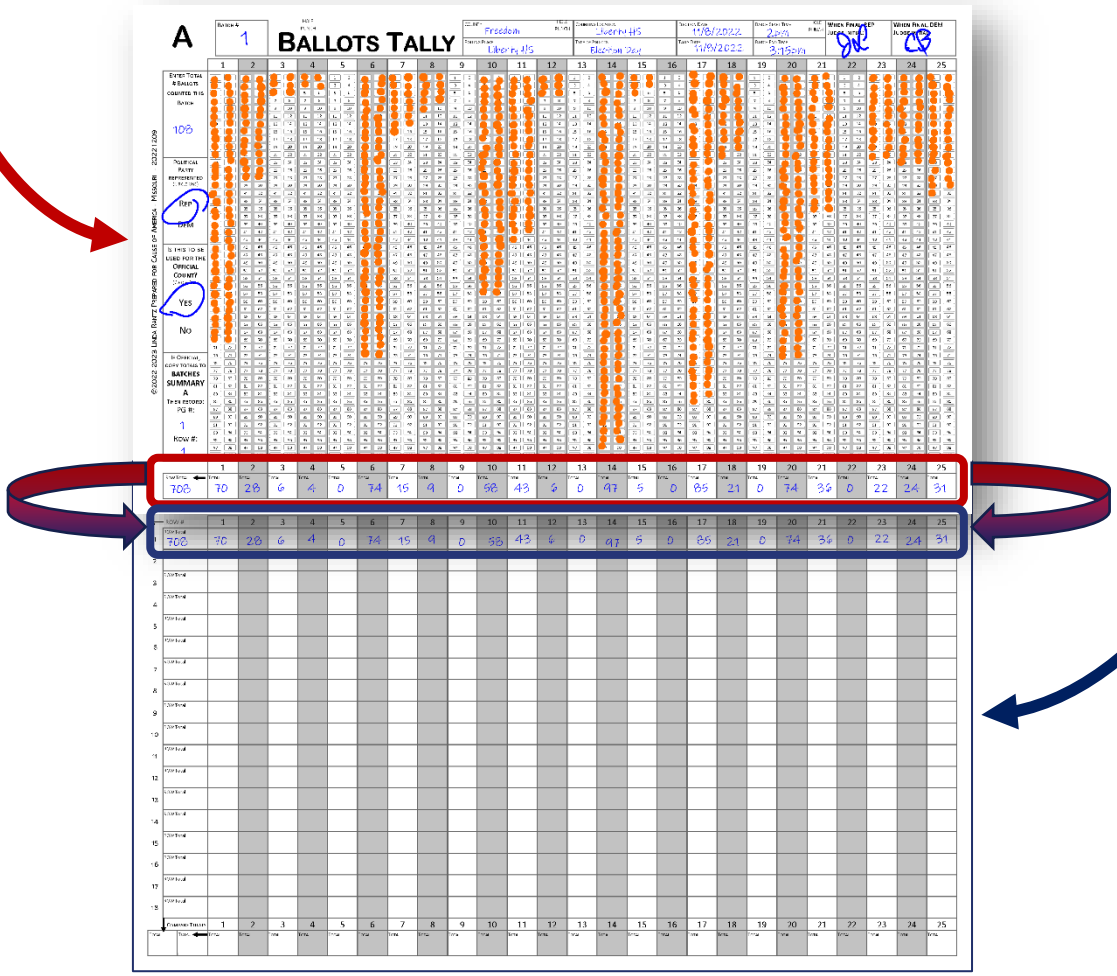
57 Batches Summary sheet - example of a completed sheet

# Record Batch Row Total to the Batches Summary sheet

Using the version of the Ballots Tally form that the Recording Judges indicate as "official." Match the Group (e.g., A, B, C, etc.) of the Ballots Tally form to the corresponding Batches Summary sheet.




Overlap the sheets, Ballots Tally on top of Batches Summary, and copy the Row Total of the Ballot Tally onto the Batches Summary.

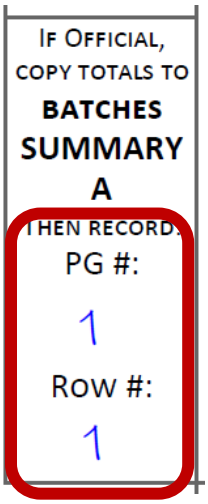



58 Recording totals from Ballots Tally form onto the Batches Summary sheet

## Page and Row Numbers Written on Ballots Tally form

At the bottom of the left sidebar of the Ballots Tally form, write the page number and row number from the Batches Summary sheet where the totals were recorded.

The Ballots Tally form is placed in the Tally Book behind the Batches Summary sheet.




59 Ballots Tally form, enter the page and row number for Batches Summary sheet

# Secure Ballots from Counting Table

After the Ballots Tally form totals are transferred and the forms are completed, the batch of ballots and tally sheets should be secured.

## Rejected Ballots

"Rejected" ballots are added to the envelope marked "rejected ballots" which should be on the Counting Table. Only 1 envelope is used for the entire day for rejected ballots.

## Valid Write-In Ballots

Take a "Valid Write-In Envelope" provided by the Clerk. Complete the information on the envelope's label, which includes Counting, Counting Location, Election Date, Tally Date, Batch, etc.

Count the quantity of ballots from the batch in the Valid Write-in pile on the counting table. Enter the quantity on the label, place the ballots in the envelope and close the envelope.

## Unofficial Version of Ballots Tally form

The Counted Ballots, including Valid Write-in Ballots in the envelope, and the unofficial copy of the Ballots Tally form are "bound" as instructed by the Clerk (e.g., large binder clip) and held in the secure container or space designated for voted ballots.

## Official Version of Ballots Tally form

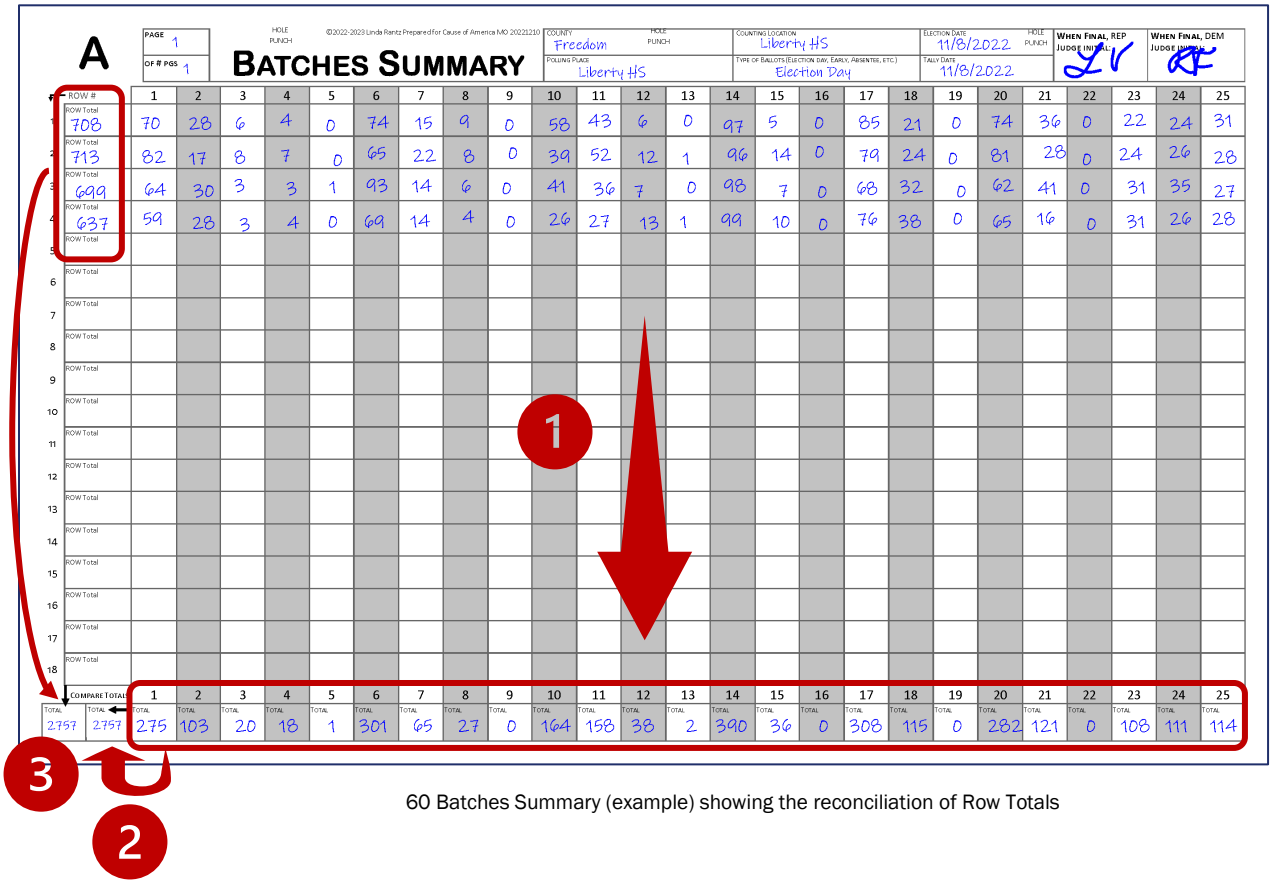
The "Official" version of the Ballots Tally form will be placed in the Tally Book, in the corresponding section, behind the Batches Summary sheet. For example, the Ballots Tally form for Group A goes in section "Group A" of the Tally book behind the Batches Summary Sheet for Group A.

# After Final Batch, Sum & Reconciliation

After final batch is recorded, using a calculator, Recording Judges run the following calculations:

1. SUM of each column
2. SUM of the bottom row of column totals
3. SUM of the left column of Row Totals

The totals of items 2 and 3 must match.



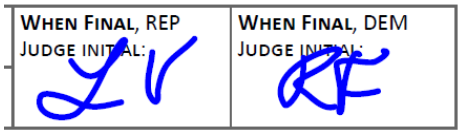

60 Batches Summary (example) showing the reconciliation of Row Totals

# Finalize the Batches Summary sheets

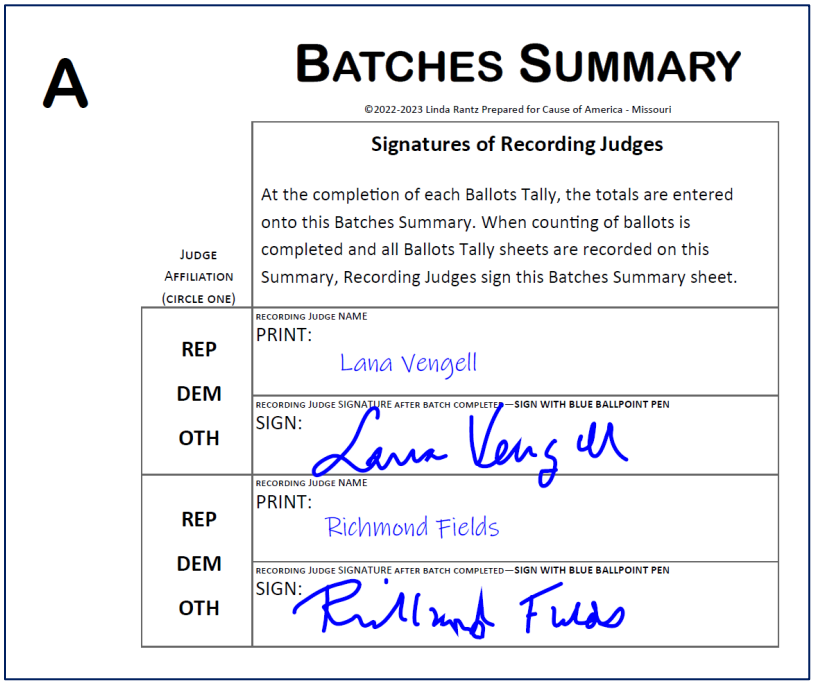
## Recording Judges Initial and Sign

When the Recording Judges agree on the totals, both will:

- Initial the front side of the sheet in the upper right corner; and,
- Sign the back of the sheet.

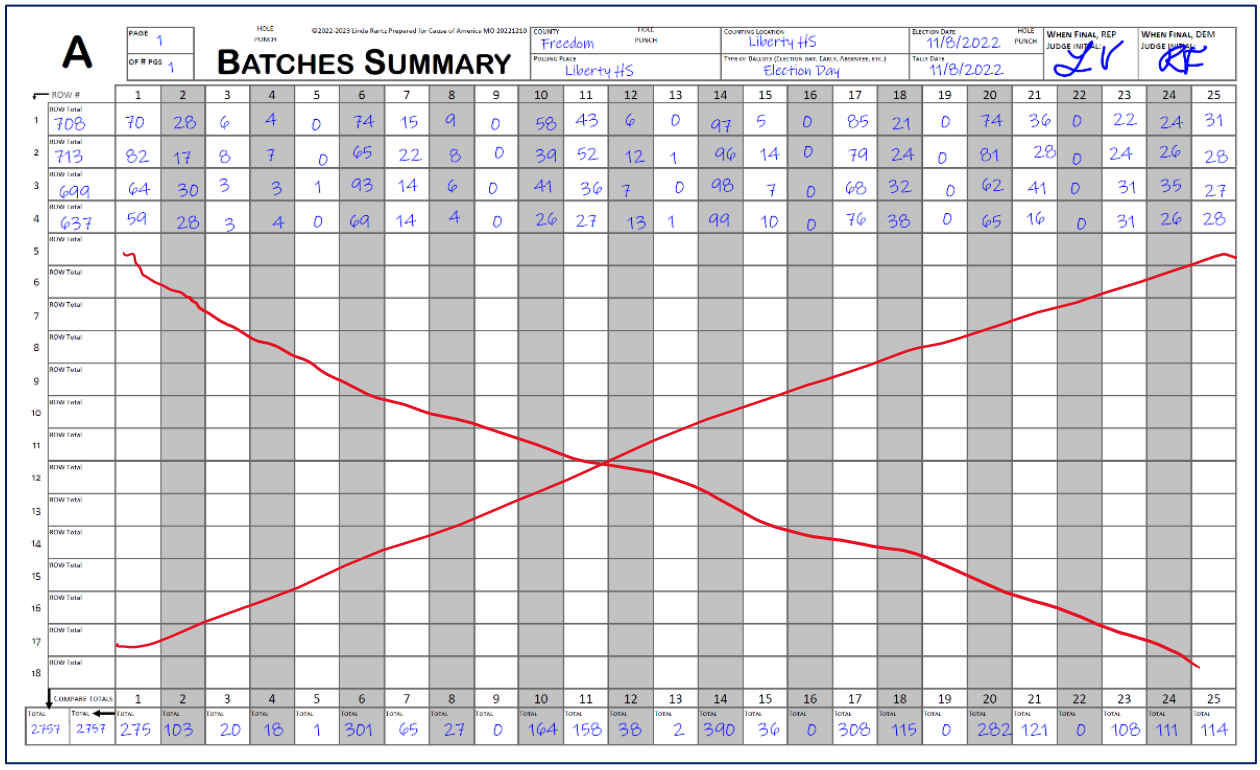



61 Batches Summary (example): Election Judges initial top-right corner, front page




62 Batches Summary (example): Recording Judges sign back of sheet when counting complete and totals entered

Any unused rows are crossed out.



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PAGE 1 OF # PGS 1

**BATCHES SUMMARY**

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COUNTY: Freedom

POLLING PLACE: Liberty HS

COUNTING LOCATION: Liberty HS

TYPE OF BALLOTS (ELECTION DAY, EARLY, ABSENTEE, ETC.): Election Day

ELECTION DATE: 11/8/2022

TALLY DATE: 11/8/2022

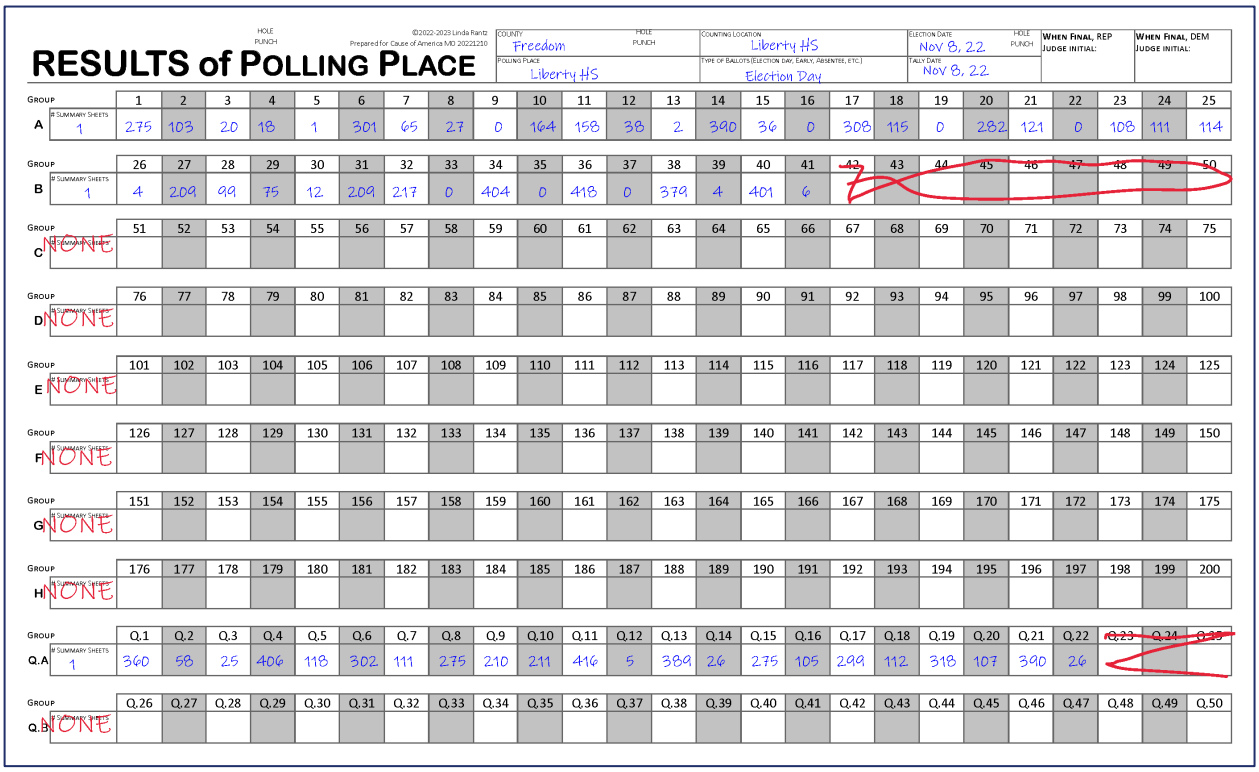
WHEN FINAL, REP JUDGE INITIAL: LV

WHEN FINAL, DEM JUDGE INITIAL: KF

| ROW # | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 ROW Total 708 | 70 | 28 | 6 | 4 | 0 | 74 | 15 | 9 | 0 | 58 | 43 | 6 | 0 | 97 | 5 | 0 | 85 | 21 | 0 | 74 | 36 | 0 | 22 | 24 | 31 |
| 2 ROW Total 713 | 82 | 17 | 8 | 7 | 0 | 65 | 22 | 8 | 0 | 39 | 52 | 12 | 1 | 96 | 14 | 0 | 79 | 24 | 0 | 81 | 28 | 0 | 24 | 26 | 28 |
| 3 ROW Total 699 | 64 | 30 | 3 | 3 | 1 | 93 | 14 | 6 | 0 | 41 | 36 | 7 | 0 | 98 | 7 | 0 | 68 | 32 | 0 | 62 | 41 | 0 | 31 | 35 | 27 |
| 4 ROW Total 637 | 59 | 28 | 3 | 4 | 0 | 69 | 14 | 4 | 0 | 26 | 27 | 13 | 1 | 99 | 10 | 0 | 76 | 38 | 0 | 65 | 16 | 0 | 31 | 26 | 28 |
| 5 ROW Total | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 ROW Total | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 ROW Total | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 ROW Total | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 ROW Total | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 ROW Total | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 ROW Total | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 ROW Total | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 ROW Total | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 ROW Total | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 ROW Total | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 ROW Total | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 ROW Total | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 ROW Total | | | | | | | | | | | | | | | | | | | | | | | | | |
| COMPARE TOTALS | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| TOTAL 2757 TOTAL 2757 | TOTAL 275 | TOTAL 103 | TOTAL 20 | TOTAL 18 | TOTAL 1 | TOTAL 301 | TOTAL 65 | TOTAL 27 | TOTAL 0 | TOTAL 164 | TOTAL 158 | TOTAL 38 | TOTAL 2 | TOTAL 390 | TOTAL 36 | TOTAL 0 | TOTAL 308 | TOTAL 115 | TOTAL 0 | TOTAL 282 | TOTAL 121 | TOTAL 0 | TOTAL 108 | TOTAL 111 | TOTAL 114 |

63 Batches Summary (example): all batches recorded, any blank lines crossed out

# Figuring Results of Polling Place



**RESULTS of POLLING PLACE**

©2022-2023 Linda Rantz Prepared for Cause of America MO 20221210

HOLE PUNCH

| COUNTY | HOLE PUNCH | COUNTING LOCATION | ELECTION DATE | HOLE PUNCH | WHEN FINAL, REP JUDGE INITIAL: | WHEN FINAL, DEM JUDGE INITIAL: |
|---|---|---|---|---|---|---|
| Freedom | | Liberty HS | Nov 8, 22 | | | |
| POLLING PLACE | | TYPE OF BALLOTS (ELECTION DAY, EARLY, ABSENTEE, ETC.) | TALLY DATE | | | |
| Liberty HS | | Election Day | Nov 8, 22 | | | |

| GROUP | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| A | # SUMMARY SHEETS 1 | 275 | 103 | 20 | 18 | 1 | 301 | 65 | 27 | 0 | 164 | 158 | 38 | 2 | 390 | 36 | 0 | 308 | 115 | 0 | 282 | 121 | 0 | 108 | 111 | 114 |

| GROUP | | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | ~~42~~ | 43 | ~~44~~ | ~~45~~ | ~~46~~ | ~~47~~ | ~~48~~ | ~~49~~ | ~~50~~ |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| B | # SUMMARY SHEETS 1 | 4 | 209 | 99 | 75 | 12 | 209 | 217 | 0 | 404 | 0 | 418 | 0 | 379 | 4 | 401 | 6 | | | | | | | | | |

| GROUP | | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| C | # SUMMARY SHEETS NONE | | | | | | | | | | | | | | | | | | | | | | | | | |

| GROUP | | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| D | # SUMMARY SHEETS NONE | | | | | | | | | | | | | | | | | | | | | | | | | |

| GROUP | | 101 | 102 | 103 | 104 | 105 | 106 | 107 | 108 | 109 | 110 | 111 | 112 | 113 | 114 | 115 | 116 | 117 | 118 | 119 | 120 | 121 | 122 | 123 | 124 | 125 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| E | # SUMMARY SHEETS NONE | | | | | | | | | | | | | | | | | | | | | | | | | |

| GROUP | | 126 | 127 | 128 | 129 | 130 | 131 | 132 | 133 | 134 | 135 | 136 | 137 | 138 | 139 | 140 | 141 | 142 | 143 | 144 | 145 | 146 | 147 | 148 | 149 | 150 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| F | # SUMMARY SHEETS NONE | | | | | | | | | | | | | | | | | | | | | | | | | |

| GROUP | | 151 | 152 | 153 | 154 | 155 | 156 | 157 | 158 | 159 | 160 | 161 | 162 | 163 | 164 | 165 | 166 | 167 | 168 | 169 | 170 | 171 | 172 | 173 | 174 | 175 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| G | # SUMMARY SHEETS NONE | | | | | | | | | | | | | | | | | | | | | | | | | |

| GROUP | | 176 | 177 | 178 | 179 | 180 | 181 | 182 | 183 | 184 | 185 | 186 | 187 | 188 | 189 | 190 | 191 | 192 | 193 | 194 | 195 | 196 | 197 | 198 | 199 | 200 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| H | # SUMMARY SHEETS NONE | | | | | | | | | | | | | | | | | | | | | | | | | |

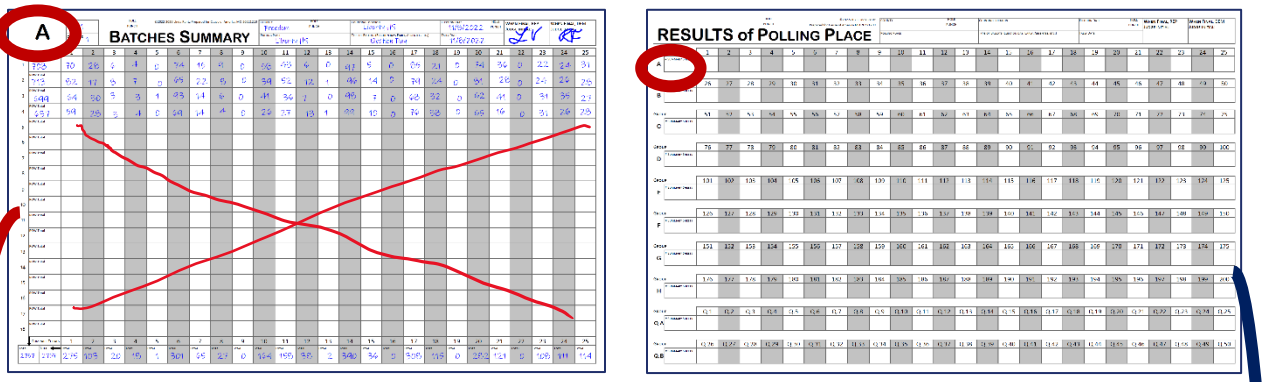
| GROUP | | Q.1 | Q.2 | Q.3 | Q.4 | Q.5 | Q.6 | Q.7 | Q.8 | Q.9 | Q.10 | Q.11 | Q.12 | Q.13 | Q.14 | Q.15 | Q.16 | Q.17 | Q.18 | Q.19 | Q.20 | Q.21 | Q.22 | ~~Q.23~~ | ~~Q.24~~ | ~~Q.25~~ |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Q.A | # SUMMARY SHEETS 1 | 360 | 58 | 25 | 406 | 118 | 302 | 111 | 275 | 210 | 211 | 416 | 5 | 389 | 26 | 275 | 105 | 299 | 112 | 318 | 107 | 390 | 26 | | | |

| GROUP | | Q.26 | Q.27 | Q.28 | Q.29 | Q.30 | Q.31 | Q.32 | Q.33 | Q.34 | Q.35 | Q.36 | Q.37 | Q.38 | Q.39 | Q.40 | Q.41 | Q.42 | Q.43 | Q.44 | Q.45 | Q.46 | Q.47 | Q.48 | Q.49 | Q.50 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Q.B | # SUMMARY SHEETS NONE | | | | | | | | | | | | | | | | | | | | | | | | | |

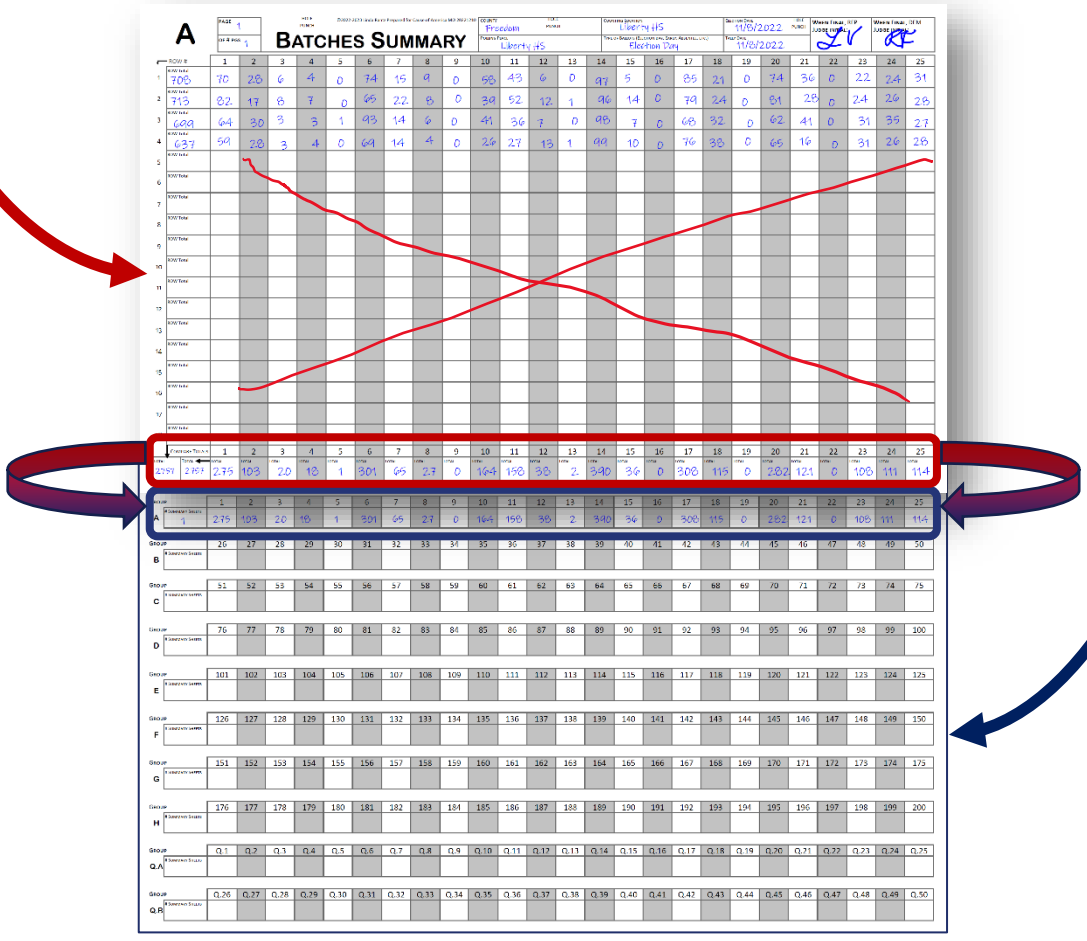
64 Results of Polling Place worksheet - example of completed worksheet

# Post Batches Summary totals to Results of Polling Place

Using the Batches Summary sheet for each Group, match the Group (e.g., A, B, C, etc.) to the corresponding row on the Results of Polling Place report (both forms are in the Tally Book).[8]




Overlap the sheets, Batches Summary on top of the Results of Polling Place, align the Batches Summary Row Totals to the corresponding Group on the Results of Polling Place, and copy the Row Total from the Batches Summary to the Results.



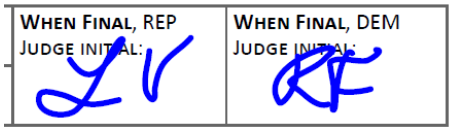

65 Recording totals by Group from Batches Summary sheets to the Results of Polling Place

[8] Note: If there are multiple pages of Batches Summary sheets for each Group, the sum for each column must be calculated from the pages and then entered on the Results of Polling Place worksheet.

# Finalize the Results of Polling Place Worksheet

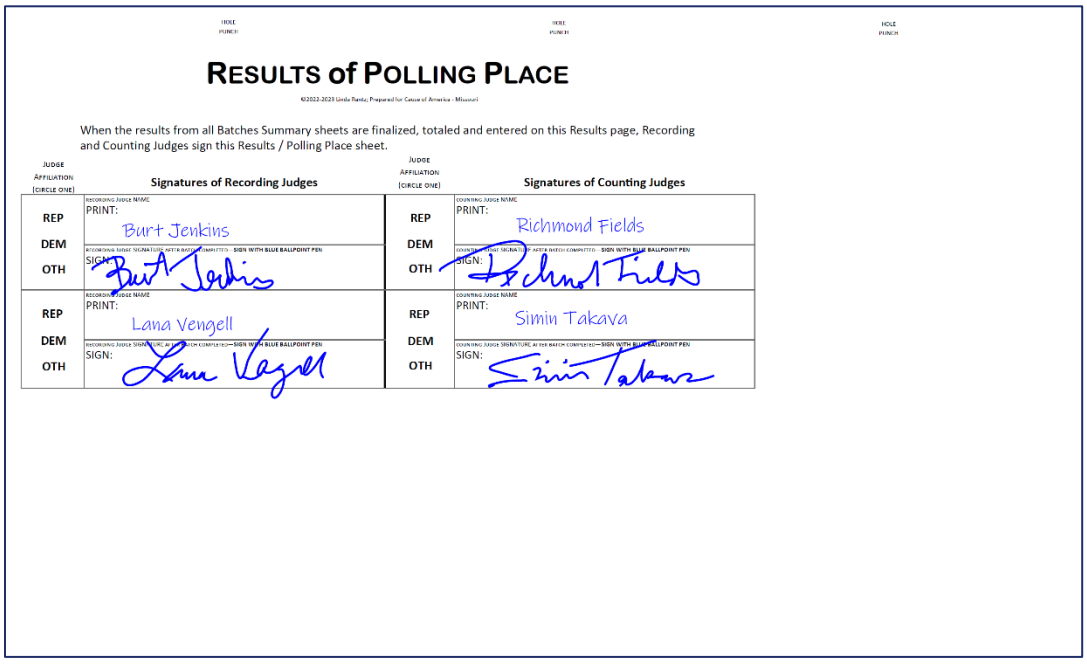
## Recording Judges Initial Front Page

When all totals have been entered on the Results of Polling Place worksheets, the Recording Judges initial in the upper right corner of the front page.




## Recording and Counting Judges sign Back Page

The back page of the Results of Polling Place is signed by all 4 members of the Counting Team.




66 Results of Polling Place (example): The back page is signed by all 4 judges on the Counting Team

# Statement of Returns & Certification

| County | Polling Place | Election | Election Date |
|---|---|---|---|
| FREEDOM | LIBERTY HS | GENERAL | NOV. 8, 2022 |

## Statement of Returns - Candidates

Statement of Returns – Candidates – We hereby certify that:

| Tally ID | Votes Cast: | For Candidate: | For Office of: |
|---|---|---|---|
| 1 | 275 | JAMES HEIRSON | United State Senator |
| 2 | 103 | ANDREW CARLSON | |
| 3 | 20 | MARGARET BILLINGTON | |
| 4 | 18 | WES REMISINGER | |
| 5 | 1 | Write-In | |
| 6 | 301 | HOLLY KESTREL | United State Representative District 3 |
| 7 | 65 | CYNTHIA BRAZELL | |
| 8 | 27 | JOSEPH GARLAND | |
| 9 | 0 | Write-In | |
| 10 | 164 | RACHEL ANDERSON | State Auditor |
| 11 | 158 | PEDRO ARROYO | |
| 12 | 38 | BOB WESTERSON | |
| 13 | 2 | Write-In | |
| 14 | 390 | LIAM GRELLS | State Rep. Dist. 025 |
| 15 | 36 | OLIVIA HUTTELS | |
| 16 | 0 | Write-In | |
| 17 | 308 | BRAD JENSEN | State Rep. Dist. 119 |
| 18 | 115 | ELIJAH PANCILLI | |
| 19 | 0 | Write-In | |
| 20 | 282 | HEATHER INGLES | Associate Circuit Judge |
| 21 | 121 | EMMA GENKINS | |
| 22 | 0 | Write-In | |
| 23 | 108 | JORDAN DANIELS | Presiding Commissioner |
| 24 | 111 | CHARLOTTE WILKINSON | |
| 25 | 114 | AMELIA FETTERMAN | |
| 26 | 4 | Write-In | |
| 27 | 209 | BETHANY GILBERT | Clerk of the County Commission |
| 28 | 99 | JAMES MCKENZIE | |
| 29 | 75 | LUCAS CONSTELL | |
| 30 | 12 | Write-In | |
| 31 | 209 | RANDALL QUINCE | Circuit Court Clerk |
| 32 | 217 | AVA RINCER | |
| 33 | 0 | Write-In | |
| 34 | 404 | HAROLD HARRISON | Recorder of Deeds |
| 35 | 0 | Write-In | |
| 36 | 418 | PRESTON WRIGHT | Treasurer |
| 37 | 0 | Write-In | |
| 38 | 379 | BLAKE JENSTON | Prosecuting Attorney |
| 39 | 4 | Write-In | |
| 40 | 401 | JANET BECK | Collector of Revenue |
| 41 | 6 | Write-In | |
| 42 | | | |
| 43 | | | |
| 44 | | | |
| 45 | | | |
| 46 | | | |
| 47 | | | |
| 48 | | | |
| 49 | | | |
| 50 | | | |

Judge Initials: AL DF BF ST



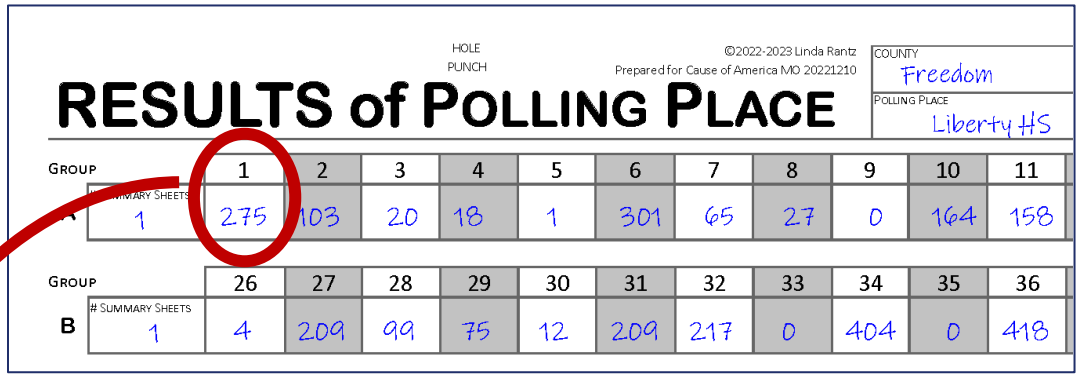
67 Statement of Returns - Candidates; example of completed return

# Copy Final Results to Statement of Returns

The Statement of Returns – Candidates and the Statement of Returns – Questions are in the Tally Book in the Poll Closing section.

The column numbers on the Results of Polling Place correspond to the Ballot ID numbers in the left column of the Statement of Returns.

Recording and Counting Judges copy the vote tallies from the Results of Polling Place to the corresponding Ballot ID on the Statement of Returns.



HOLE PUNCH

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Prepared for Cause of America MO 20221210

**RESULTS of POLLING PLACE**

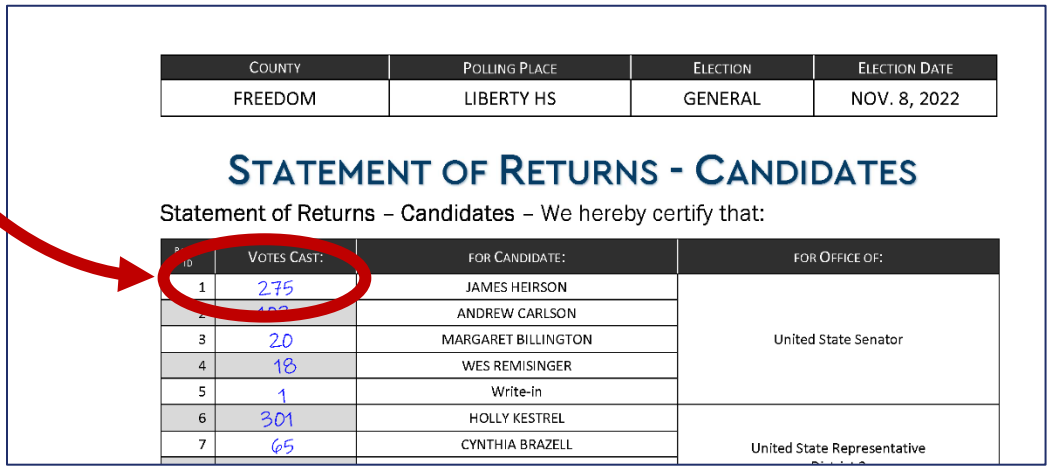
COUNTY: Freedom

POLLING PLACE: Liberty HS

| GROUP | # SUMMARY SHEETS | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| A | 1 | 275 | 103 | 20 | 18 | 1 | 301 | 65 | 27 | 0 | 164 | 158 |

| GROUP | # SUMMARY SHEETS | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| B | 1 | 4 | 209 | 99 | 75 | 12 | 209 | 217 | 0 | 404 | 0 | 418 |

68 Results of Polling Place (example): screenshot of results written on the row for Group A



| COUNTY | POLLING PLACE | ELECTION | ELECTION DATE |
|---|---|---|---|
| FREEDOM | LIBERTY HS | GENERAL | NOV. 8, 2022 |

**STATEMENT OF RETURNS - CANDIDATES**

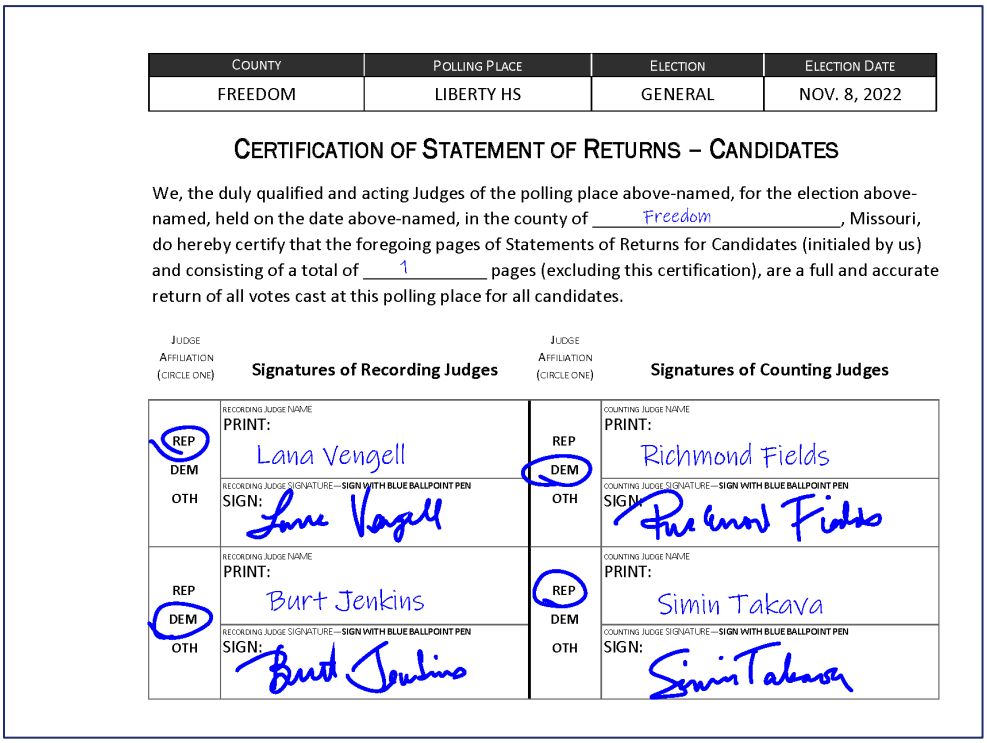
Statement of Returns – Candidates – We hereby certify that:

| BALLOT ID | VOTES CAST: | FOR CANDIDATE: | FOR OFFICE OF: |
|---|---|---|---|
| 1 | 275 | JAMES HEIRSON | United State Senator |
| 2 | 103 | ANDREW CARLSON | |
| 3 | 20 | MARGARET BILLINGTON | |
| 4 | 18 | WES REMISINGER | |
| 5 | 1 | Write-in | |
| 6 | 301 | HOLLY KESTREL | United State Representative |
| 7 | 65 | CYNTHIA BRAZELL | |

69 Statement of Returns - Candidates (example): screenshot showing totals copied from Results form

## Sign the Certification of Statement of Returns

Four members of the counting team(s) sign the Certification of the Statement of Returns.



| COUNTY | POLLING PLACE | ELECTION | ELECTION DATE |
|---|---|---|---|
| FREEDOM | LIBERTY HS | GENERAL | NOV. 8, 2022 |

**CERTIFICATION OF STATEMENT OF RETURNS – CANDIDATES**

We, the duly qualified and acting Judges of the polling place above-named, for the election above-named, held on the date above-named, in the county of Freedom, Missouri, do hereby certify that the foregoing pages of Statements of Returns for Candidates (initialed by us) and consisting of a total of 1 pages (excluding this certification), are a full and accurate return of all votes cast at this polling place for all candidates.

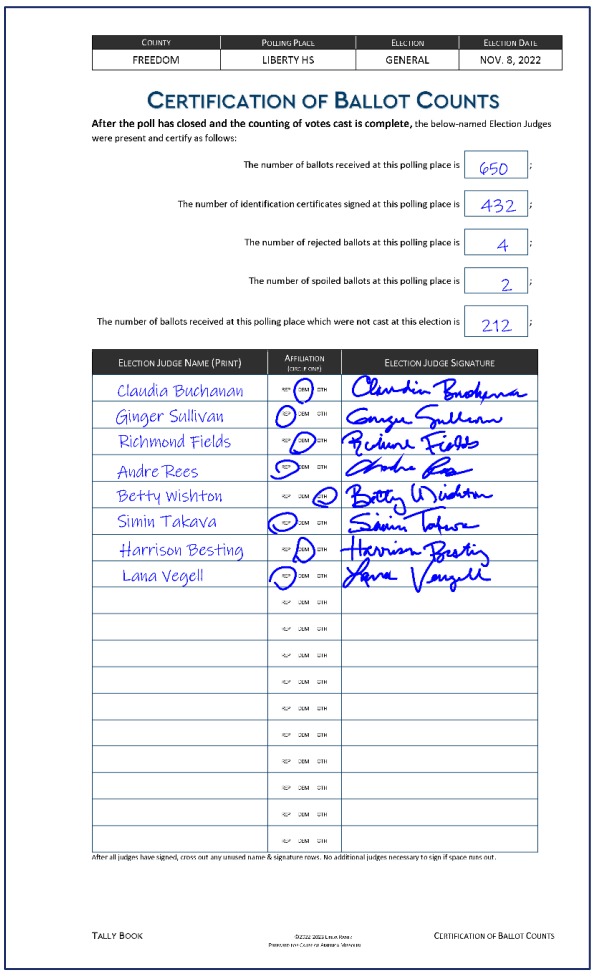
| JUDGE AFFILIATION (CIRCLE ONE) | Signatures of Recording Judges | JUDGE AFFILIATION (CIRCLE ONE) | Signatures of Counting Judges |
|---|---|---|---|
| (REP) DEM OTH | RECORDING JUDGE NAME PRINT: Lana Vengell<br>RECORDING JUDGE SIGNATURE—SIGN WITH BLUE BALLPOINT PEN SIGN: Lana Vengell | REP (DEM) OTH | COUNTING JUDGE NAME PRINT: Richmond Fields<br>COUNTING JUDGE SIGNATURE—SIGN WITH BLUE BALLPOINT PEN SIGN: Richmond Fields |
| REP (DEM) OTH | RECORDING JUDGE NAME PRINT: Burt Jenkins<br>RECORDING JUDGE SIGNATURE—SIGN WITH BLUE BALLPOINT PEN SIGN: Burt Jenkins | (REP) DEM OTH | COUNTING JUDGE NAME PRINT: Simin Takava<br>COUNTING JUDGE SIGNATURE—SIGN WITH BLUE BALLPOINT PEN SIGN: Simin Takava |

70 Statement of Returns (back page): example of Certification of Statement of Returns

## Make a Duplicate Set of Statement of Returns and Certifications

Two copies of the Statement of Returns for Candidates and Questions, along with the Certifications signed by the Election Judges, need to be created. When ballots and other election items are returned to the Clerk, they are returned separately by Election Judges, each of whom will have a set of the Statement of Returns and Certifications.

# Poll Closing Certification



| County | Polling Place | Election | Election Date |
|---|---|---|---|
| FREEDOM | LIBERTY HS | GENERAL | NOV. 8, 2022 |

## Certification of Ballot Counts

**After the poll has closed and the counting of votes cast is complete,** the below-named Election Judges were present and certify as follows:

The number of ballots received at this polling place is 650 ;

The number of identification certificates signed at this polling place is 432 ;

The number of rejected ballots at this polling place is 4 ;

The number of spoiled ballots at this polling place is 2 ;

The number of ballots received at this polling place which were not cast at this election is 212 ;

| Election Judge Name (Print) | Affiliation (circle one) | Election Judge Signature |
|---|---|---|
| Claudia Buchanan | REP DEM OTH | Claudia Buchanan |
| Ginger Sullivan | REP DEM OTH | Ginger Sullivan |
| Richmond Fields | REP DEM OTH | Richmond Fields |
| Andre Rees | REP DEM OTH | Andre Rees |
| Betty Wishton | REP DEM OTH | Betty Wishton |
| Simin Takava | REP DEM OTH | Simin Takava |
| Harrison Besting | REP DEM OTH | Harrison Besting |
| Lana Vegell | REP DEM OTH | Lana Vegell |
| | REP DEM OTH | |
| | REP DEM OTH | |
| | REP DEM OTH | |
| | REP DEM OTH | |
| | REP DEM OTH | |
| | REP DEM OTH | |
| | REP DEM OTH | |
| | REP DEM OTH | |
| | REP DEM OTH | |
| | REP DEM OTH | |

After all judges have signed, cross out any unused name & signature rows. No additional judges necessary to sign if space runs out.

Tally Book

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Printed on Cover of Auditor's Services

Certification of Ballot Counts

71 Certification of Ballot Count - example of completed certification

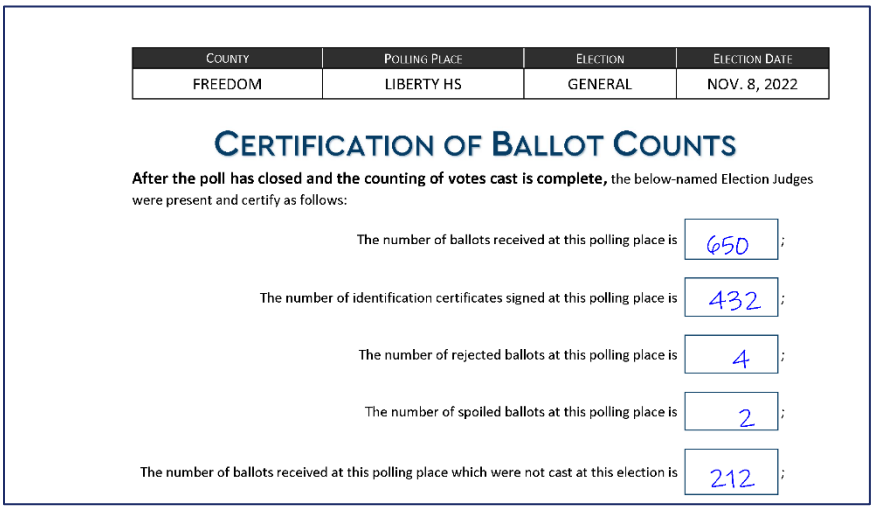
At 7pm or as soon as the final voter who was in line at 7pm has cast their ballot. The polling place is considered closed.

## Reconciling Ballot Quantities

The Counting Team determines the quantity of counted ballots (which includes Valid Write-in Ballots) and Rejected Ballots.

### Certification of Ballot Counts

Working with the Supervisory Judges who determine the number of spoiled ballots and unused (not cast) ballots, they complete the top section of the Certification of Ballot Counts.



| COUNTY | POLLING PLACE | ELECTION | ELECTION DATE |
|---|---|---|---|
| FREEDOM | LIBERTY HS | GENERAL | NOV. 8, 2022 |

**CERTIFICATION OF BALLOT COUNTS**

**After the poll has closed and the counting of votes cast is complete,** the below-named Election Judges were present and certify as follows:

The number of ballots received at this polling place is 650 ;

The number of identification certificates signed at this polling place is 432 ;

The number of rejected ballots at this polling place is 4 ;

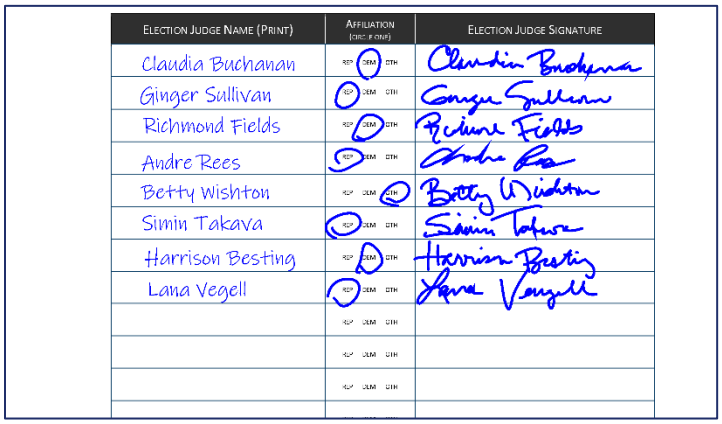
The number of spoiled ballots at this polling place is 2 ;

The number of ballots received at this polling place which were not cast at this election is 212 ;

72 Certification of Ballot Counts (example): ballot quantities entered

### Signature of Election Judges at Closing of Polling Place

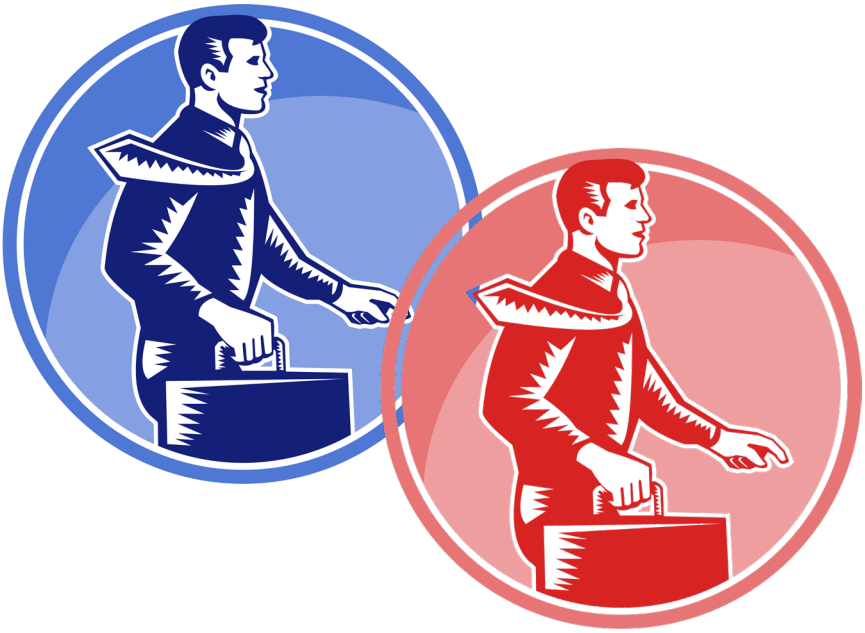
When all information has been entered into the Tally Book, all Election Judges who are present at the conclusion sign the Poll Closed Certification. There are spaces for 12 Election Judges, so if others are still present, they do not need to sign.



| ELECTION JUDGE NAME (PRINT) | AFFILIATION (CIRC IF ONE) | ELECTION JUDGE SIGNATURE |
|---|---|---|
| Claudia Buchanan | REP (DEM) OTH | Claudia Buchanan |
| Ginger Sullivan | (REP) DEM OTH | Ginger Sullivan |
| Richmond Fields | REP (DEM) OTH | Richmond Fields |
| Andre Rees | (REP) DEM OTH | Andre Rees |
| Betty Wishton | REP DEM (OTH) | Betty Wishton |
| Simin Takava | (REP) DEM OTH | Simin Takava |
| Harrison Besting | REP (DEM) OTH | Harrison Besting |
| Lana Vegell | (REP) DEM OTH | Lana Vegell |
| | REP DEM OTH | |
| | REP DEM OTH | |
| | REP DEM OTH | |

73 Certification of Ballot Counts (example): Election Judge signatures

# Return Election Materials to Clerk



# Sort Ballots and Election Materials

Following the Clerk's instructions for returning ballots and other election materials by the Supervisory Judges, the Counting Team sorts, as follows:

## Group 1: Items to Return to Clerk

- All counted ballots (including Valid Write-In ballots) are organized as described on pg. 125.
- A duplicate set of Statement of Returns and Certifications as described on pg. 134.

## Group 2: Items to Return to Clerk

- Tally Book (this contains copies of tally sheets, statements of returns, and certifications)

## Group 3: Pack Supplies for Return to Clerk

- Repack any ballot boxes, the small table, and supplies.

Work with the Supervisory Judges to hand over Counting Team items.