

Nevada Hand-Count Election Manual
Prepared for Submission to the Nevada Secretary of State

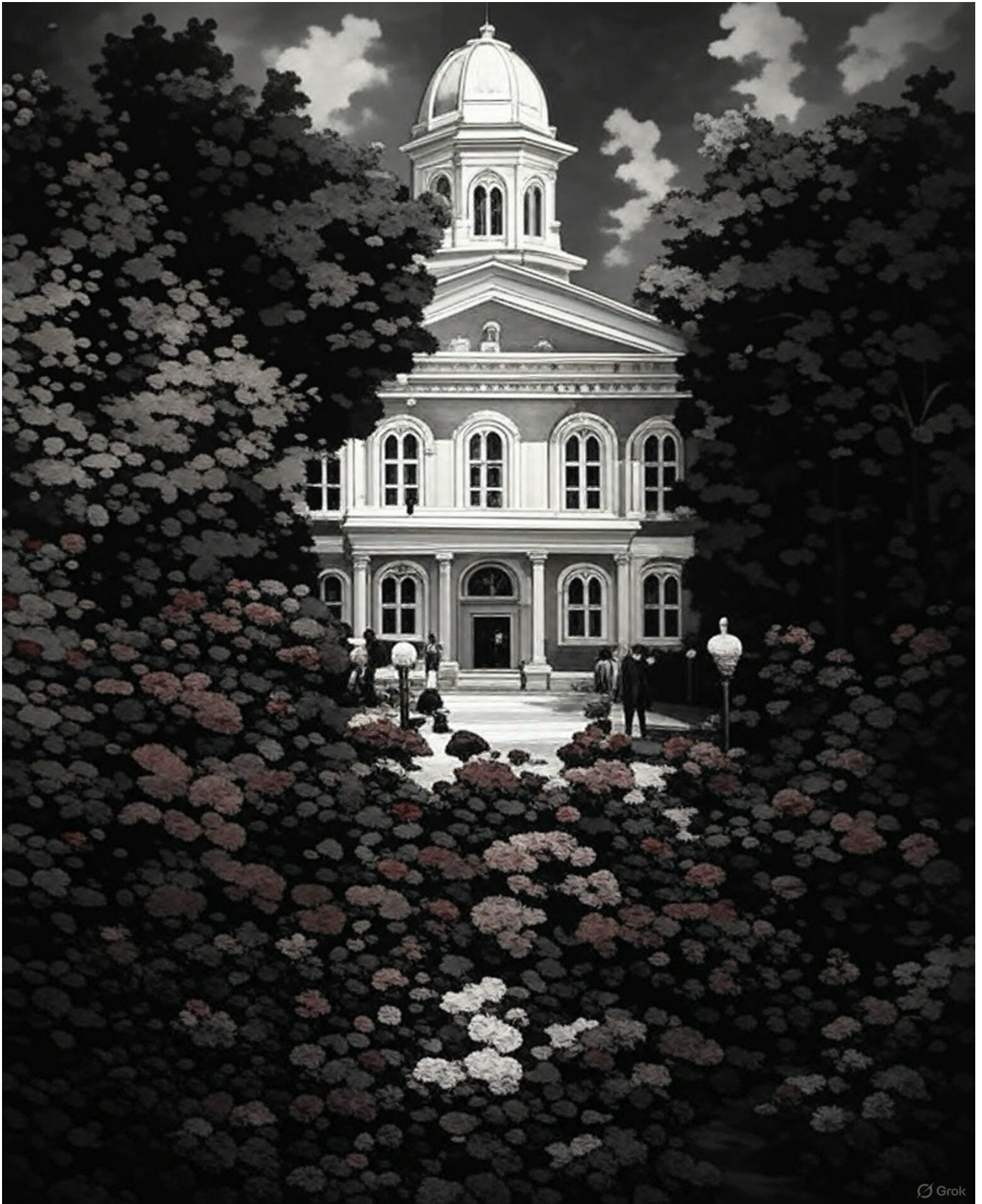


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Section 1: Introduction

This manual provides a concise guide for County Election Officials to train personnel and volunteers in Nevada's A-Count-Able hand-count method, as mandated by the Nevada Election Integrity and Transparency Act (NEITA, Assembly Bill No. 777, NRS 293.561). It focuses exclusively on the hand-counting process, ensuring **accuracy**, **security**, and **transparency** through high-definition video surveillance, dual verification, and public reporting within 1 hour for results and 72 hours for records.

In the A-Count-Able method, vote selections on ballots are identified by sequential numbering (e.g., 1, 2, 3). If the ballot itself does not include sequential numbering of ballot selections, a transparent overlay with the appropriate sequential numbers can easily be made and incorporated into the process. During the counting process, the *number* associated with the voter's selection on the ballot is read aloud rather than the names of selected candidates. This eliminates confusion in pronouncing and marking voter selections. As well, it simplifies tally sheet design and tally sheet marking, creating a visually clean process increasing transparency in observation. Sharpies are used for tallying, while pens correct errors and record totals; calculators assist aggregation. The A-Count-Able method's speed, clarity and accuracy ensures maximum success.

This manual is designed for approval by the Secretary of State and includes clear instructions, sample forms, error-checking protocols, a sample ballot layout, and a scalable training schedule appropriate for federal, state, and local elections.

Section 2: Glossary of Terms

A-Count-Able Method: The official hand-count method for Nevada elections, as mandated by NEITA(NRS 293.561), using hand-marked paper ballots, dual verification, and numerical vote selection identifiers (e.g., 1, 2, 3,).

Aggregator (X and Y): Election officials who independently compile and verify batch totals on Batch Totals Sheets and, for large elections, Final Totals Sheets, using Voter Selection Numbers.

Alert Flag: a visual signal (e.g., a colored flag) raised to notify a Judge of questionable ballots or discrepancies during the hand-count process.

Ballot Batch Package: Sealed collection of 25 ballots, Batch Cover Sheet, signed Batch Tally Sheets (X and Y), hashed Scanned Tallied Batch PDF, combined post-aggregation and stored in a secure tub (Sections 3.7, 3.11).

Batch: A group of 25 ballots processed together, accompanied by X/Y Tally Sheets and a Batch Cover Sheet.

Batch Cover Sheet: A form identifying a Batch, including Batch number, Station number, date, time, and signatures of the Batcherman, Caller, QC, Talliers, and Witnesses.

Batch Totals Sheet: A form where Aggregators record totals from Batch Tally Sheets, using Voter Selection Numbers for up to 25 batches. **Batcherman:** An election official who counts 25 ballots per batch, prepares Batch Cover Sheets, and scans PDFs.

Caller: An election official who has custody of the ballots and reads votes aloud using Voter Selection Numbers under live-streamed surveillance. The Caller rotates responsibilities with the Quality Control Officer and acts as a table manager.

Chain-of-Custody Form: A document tracking the transfer of ballots, PDFs, and camera media, including tub ID, batch IDs, and signatures of transferring and receiving officials.

Counting: The process of calling and tallying votes from verified ballots.

Dabbing: The act of marking tally sheets with a clearly visible dot (blue or black) large enough to ensure there are no doubts that a mark has been made and that witnesses are able to observe them without difficulty. **Final**

Totals Sheet: A form used in large elections (more than 25 batches) to compile totals from Batch Totals Sheets by batch range, using voter selection numbers.

Hashed PDF: A digitally scanned document (e.g., Scanned Un-Tallied Batch PDF, Precinct Results PDF) with a cryptographic hash to ensure integrity, uploaded to the county website within 72 hours.

Judge: An election official who reviews questionable ballots and resolves discrepancies during error-checking, consulting witnesses as necessary.

Microprinting: Tiny printed text on ballots, visible under magnification, used as an anti-counterfeiting measure.

Mylar Hologram: A reflective security feature on ballots, verified under UV light to prevent duplication.

Precinct Results Page: A form listing final vote totals for each Voter Selection Number, signed under penalty of perjury by the team and witnesses.

Quality Control (QC) Officer: An election official who verifies the Caller's vote announcements, rotating with the Caller.

Scanned Tallied Batch PDF: A hashed PDF containing the batch cover sheet, signed tally sheets, and ballots, uploaded within 72 hours.

Scanned Un-Tallied Batch PDF: A hashed PDF of a batch's ballots and cover sheet before tallying; uploaded within 72 hours.

Security Tab: A tamper-evident seal on ballot tubs, verified upon delivery.

Station: The designated area equipped for hand-counting, including a camera, UV light, scanner, and supplies, staffed by a Team of election officials.

Supervisor: An election official who oversees the hand-count process and resolves persistent discrepancies, making final determinations.

Tally Sheet (X/Y): A form where Talliers independently record votes by marking boxes for voter selection numbers, with totals in red ink.

Team: A group of verified election workers assigned to a Station consisting of one Quality Control Officer, one Caller, two Talliers, two Aggregators and two or three witnesses of differing political parties.

Transparent Overlay: A sheet with VSNs for ballots lacking sequential numbering (Section 1).

UV Fibers: Security threads in ballots, visible under UV light (Section 3.3).

Voter Selection Number (VSN): A numerical identifier (e.g., 1, 2, 3) assigned to each possible selection on a ballot, used in the A-Count-Able method for tallying and reporting.

Watermark: A security feature on ballots, visible under UV light, to ensure authenticity.

Witness: A bipartisan election official who observes all steps under live-streamed surveillance, without signing documents or holding liability.

Section 3: Hand-Count Process Overview

The A-Count-Able method ensures accurate vote tabulation through structured roles, dual verification, and secure documentation, in compliance with NEITA's requirements (NRS 293.561, 293.686, 293.687).

3.1 Setup and Organization

Each station is to be equipped with:

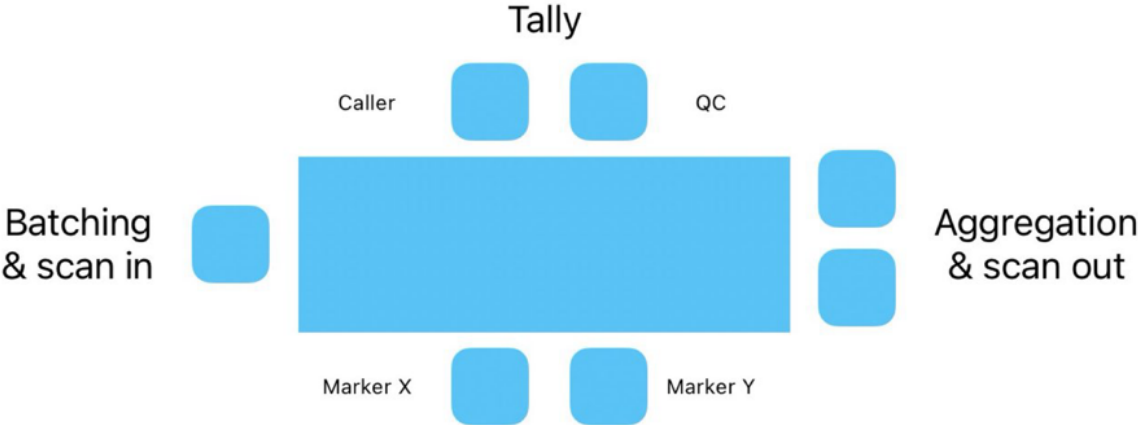
- a high-definition camera for live-streaming
- UV light
- American-made sheet-fed scanner with no remote access
- scissors
- red ink pens
- black and blue Sharpies
- calculators
- security bags and seals

One Quality Control (QC) Officer, one Caller, two Talliers (X/Y), and two or three Witnesses of different political parties are assigned per Station and constitute the core Team. For small to medium elections, two Aggregators (X/Y) may operate at the station; for large elections, Aggregators may operate at a separate aggregation station. All workers must be U.S. citizens who have passed background checks (NRS 293.603)

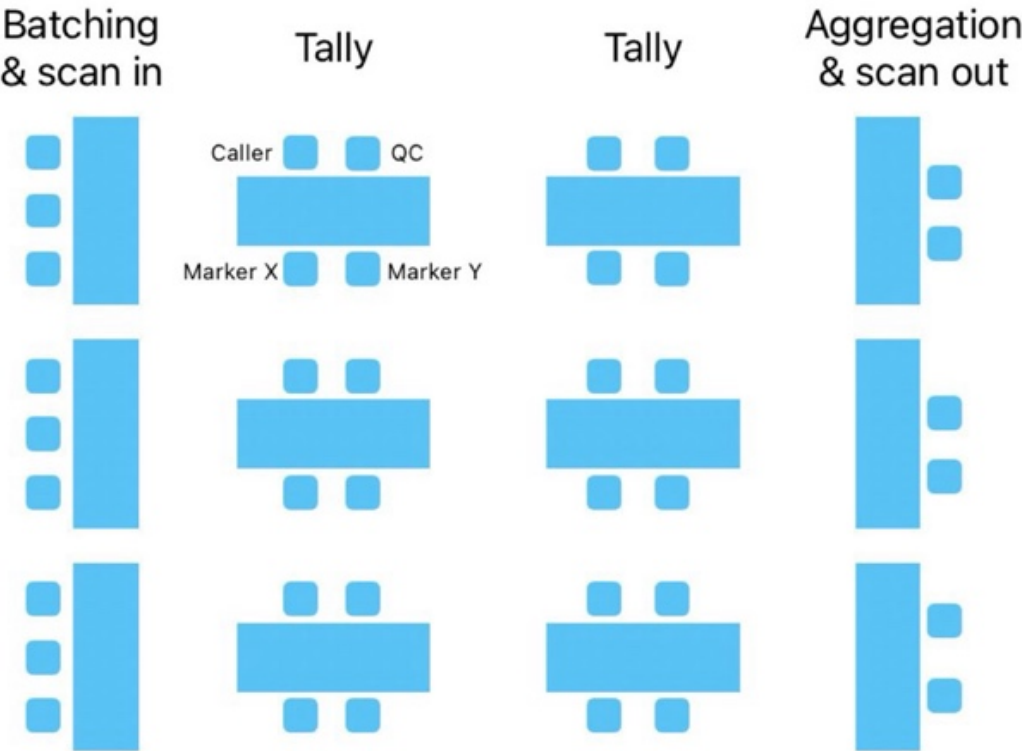
Figure 3.1 Station Setup



SMALLER SCALE HAND COUNT



LARGER SCALE HAND COUNT



3.2 Batching and Initial Scanning

- Secure transparent tubs with serialized ballots are delivered and assigned to each station.
- Teams verify security tabs and sign chain-of-custody logs before opening the tubs and preserving the seals within.
- A Batchers counts 25 ballots. On top of them is placed the X and Y tally sheets followed by a batch cover sheet with a unique Batch ID so that the Batch is ready for scanning.
- Batches are scanned into a hashed, locked PDF, titled **Scanned Un-Tallied Batch PDF**, to be uploaded to the county website within 72 hours.

This organizes ballots and creates a public digital auditable record.

3.3 Ballot Verification

- The Caller receives the Batch after scanning and signs the X and Y Tally Sheets then gives them to their corresponding Talliers making the Station ready for verification.
- If either UV fibers, UV watermarks or Mylar holograms are used, verify under a UV light.
- All other security measures, like Microprinting, must be verified before a ballot can proceed.
- If there are any questionable ballots, the Alert Flag is raised to signal the Judge for immediate review.

This ensures ballot authenticity and ensures ballots are ready to proceed to the Counting.

3.4 Caller Reads Votes

- The Caller takes a ballot and begins to clearly announce the VSN's correlation to the voter's choices made on the ballot.
- The QC listens to the Caller and visually confirms that the right number is being called for each marked choice.
- The Caller and QC must alternate from Batch to Batch to maintain the equitable sharing of duties and to prevent fatigue.

This ensures accurate vote reading with dual verification.

3.5 Tallying Votes

- Using separate X and Y tally sheets, two Talliers independently record votes as they are called out; Dabbing boxes for each VSN

- Tallier X must use the black Sharpie for Dabbing while Tallier Y must use the blue Sharpie; further distinguishing their work and clarifying any auditing process.
- After Batch calling and Dabbing are complete, Talliers will write the total number of dabs in each column with red ink at the bottom of each column.
- Each column must be counted twice—down and then up—before totals can be marked in red.

This provides simultaneous and independent counts ensuring accuracy.

3.6 Batch Completion

- Tallier X reads totals to Tallier Y or vice-versa, with witnesses observing that totals match. Discrepancies are resolved using red ink (see Error-Checking Protocols in Section 4).
- The Talliers, Caller and QC must sign each Batch Tally Sheet upon confirmation that results match.

This ensures batch accuracy and readiness for scanning and aggregation.

3.7 Tally Sheet Scanning

- After Batch completion (Section 3.6), the signed Batch Tally Sheets (X and Y) are sent to the aggregation station by a bipartisan team for tally aggregation (Section 3.8).
- Upon return, the Batch Cover Sheet, signed Batch Tally Sheets, and 25 ballots are combined and scanned into a hashed **Scanned Tallied Batch PDF**, and uploaded within 72 hours by a designated election official.
- The combined Batch Cover Sheet, Tally Sheet and 25 ballots are then placed into a transparent tamper-proof package with the Batch Cover Sheet facing up to create a Ballot Batch Package which is then returned to the secure tub. This process is repeated until all batches are scanned and all Batch Tally Sheets are aggregated, returned, and sealed.
- The Team completes the Chain-of-Custody Form and delivers the secure tub to the appropriate officer in charge of elections.

This creates a secure, verifiable public record.

3.8 Tally Aggregation

- Aggregation teams consist of two Aggregators (X and Y), duplicating work on X and Y Batch Totals Sheets, with

witnesses observing. Signed Batch Tally Sheets are delivered to the aggregation station/section by a bipartisan team.

- Aggregators, using black ink, transfer totals from each Batch Tally Sheet to a new row on their respective X and Y Batch Totals Sheets, corresponding to the Batch ID, using Voter Selection Numbers (VSNs). A simple large-button calculator should be used to assist with tabulation.
- After entering totals, using red ink, for all Batch Tally Sheets (up to 25 batches), Aggregators sum each VSN column and record totals in red ink at the bottom of the Batch Totals Sheet, verifying calculations with the calculator if needed.
- Aggregator X reads totals to Aggregator Y (or vice versa) to confirm results match. If totals differ, Aggregators recount the Batch Tally Sheets, resolving errors per Section 4.2, using the calculator to recheck sums. Corrections are marked in red ink and initialed by Aggregators.
- For small elections (25 or fewer batches), the Batch Totals Sheet becomes the Final Totals Sheet, scanned into a hashed Batch Totals and Final Totals Sheet PDF, and uploaded within 72 hours.
- For large elections (more than 25 batches), Aggregators transfer totals from each Batch Totals Sheet to a new row on their X and Y Final Totals Sheets, labeled by batch range (1–25), using the calculator to assist with summation. After summing VSN columns, totals are recorded in red ink. If totals differ, Aggregators verify rows against Batch Totals Sheets per Section 4.3, with corrections marked in red ink and initialed. The Batch Totals Sheets and Final Totals Sheet are scanned into a hashed PDF, uploaded within 72 hours.
- Aggregators submit the Final Totals Sheets to a Supervisor with a signed statement confirming accuracy under penalty of perjury.
- The Batch Tally Sheets are returned to the tabulation team for inclusion in the Ballot Batch Package (Section 3.7).

This consolidates results with dual verification.

3.9 Final Tallying

- For large elections (more than 25 batches), Batch Totals Sheet totals are transferred to X and Y Final Totals Sheets by batch range, using Voter Selection Numbers.

- Columns are summed and totals are compared.
- Discrepancies are resolved.
- Batch Totals and Final Totals Sheets are scanned, hashed, and uploaded within 72 hours.
- The final tally is submitted to a supervisor with a signed accuracy statement by midnight on Election Night.

This produces fast and accurate precinct-wide results.

3.10 Precinct Results

- The Precinct Results Page is populated with Final Totals Sheet totals using VSN's which the Team, excluding witnesses, signs under penalty of perjury.
- The page is scanned as a hashed Precinct Results PDF, posted at the precinct door, uploaded online within 1 hour, and copies are provided to team members.

This finalizes and publicizes accurate results.

3.11 Securing Election Records

- Bipartisan teams transport Ballot Batch Packages, flash drives with hashed PDFs, and camera media to secure storage, with chain-of-custody logs signed by transferring and receiving officials.

This ensures secure record retention.

3.12 Audit and Oversight

- Bipartisan witnesses observe all steps under live-stream.
- Judges resolve issues, consulting witnesses, with corrections documented publicly by Supervisors.

This enhances transparency and civic education.

Section 4: Error-Checking Protocols

4.1 Batch Tally Error Checking

- Tallier X reads column totals to Tallier Y, with witnesses observing. If totals match, Talliers, Caller, and QC sign the Batch Tally Sheets.
- If totals differ, discrepancies are highlighted in red ink. The Caller re-reads discrepant ballots, and QC verifies under live-stream. Corrections are marked in red ink, initialed by Talliers, Caller, and QC. Witnesses observe but do not sign.
- If unresolved, a Judge reviews ballots and tally sheets, consulting witnesses for observations. Corrections are noted on tally sheets (e.g., “Corrected VSN 1 count, ballot 15 misread”) and initialed by the Judge.

4.2 Aggregation Error Checking

- Aggregator X reads totals to Aggregator Y, with witnesses observing. If totals match, the Batch Totals Sheet is scanned into a hashed PDF.
- If totals differ, discrepancies are identified by comparing Batch Tally Sheet rows. Aggregators recount and correct in red ink, using a simple large-button calculator to recheck sums, and initial changes. Witnesses observe but do not sign.
- Persistent issues are escalated to a Supervisor, who resolves and documents corrections publicly on the Batch Totals Sheet.
- Aggregators may use calculators to recheck sums during recounts

4.3 Final Tally Error Checking

- For large elections (>25 batches), Aggregator X reads Final Totals Sheet totals to Aggregator Y, with witnesses observing. If totals match, the sheet is scanned into a hashed PDF.
- If totals differ, discrepancies are traced to Batch Totals Sheet rows. Aggregators verify and correct in red ink, using a calculator to assist, and initial changes. Witnesses observe but do not sign.
- Unresolved issues are escalated to a Supervisor, who documents corrections publicly on the Final Totals Sheet.

- Aggregators may use calculators to recheck sums during recounts.

4.4 Escalation Protocol

- Judges review ballots, tally sheets, or totals, consulting witnesses for observations. Supervisors make final determinations, documenting corrections with explanations and signatures.
- All corrections are recorded and uploaded within 72 hours as hashed PDFs, ensuring transparency per NEITA.

Section 5: Training Schedule

5.1 Training Objectives

- Train election officials and volunteers aged 15 and older to execute the A-Count-Able method using VSNs. Ensure proficiency in roles, equipment (camera, UV light, scanner), error-checking, and NEITA transparency requirements for elections of any size.

5.2 Scalable Training Plan

- **Classroom Instruction (4 hours):** Overview of A-Count-Able method (NRS 293.561), role-specific duties, and equipment use.
- **Hands-On Practice (6 hours):** Simulate batching, scanning, tallying with VSNs, and error-checking protocols, including training on calculator use for aggregation and review of sample forms (e.g., Tally Sheets, Batch Totals Sheets).
- **Mock Election (4 hours):** Full process simulation with live-streaming and public posting.
- Include training on calculator use for aggregation and review of sample forms (e.g., Tally Sheets, Batch Totals Sheets).
- **Certification Test (2 hours):** Written and practical assessment (90% passing score).

5.3 Training Timeline

- **Medium Elections (11–50 precincts):** 4 weeks
 - Week 1: Classroom (4 hours, all staff)
 - Week 2: Hands-On (6 hours, role-specific)
 - Week 3: Mock Election (4 hours, all staff)
 - Week 4: Certification Test (2 hours, all staff)
- **Small Elections (1–10 precincts):** 2 weeks (Classroom: 2 hours, Practice: 4 hours, Mock: 2 hours)
- **Large Elections (51+ precincts):** 6 weeks, adding extra mock elections.

Section 6:

Roles and Responsibilities

- **Batcher:** Counts 25 ballots, prepares Batch Cover Sheets, scans into Scanned Un-Tallied Batch PDFs.
- **Caller:** Reads VSNs aloud under live-stream, rotates with QC.
- **QC Officer:** Verifies Caller's announcements, rotates with Caller.
- **Talliers (X and Y):** Independently record votes on X/Y Tally Sheets using VSNs, verify totals in red ink.
- **Aggregators (X and Y):** Compile and verify totals on Batch/Final Totals Sheets using VSNs.
- **Witnesses:** Provide bipartisan oversight, observe all steps without signing.
- **Judge:** Reviews questionable ballots, consults witnesses, resolves discrepancies.
- **Supervisor:** Oversees process, resolves persistent issues, and documents corrections publicly.

Section 7: Equipment and Materials Per Station

Electronics and Supplies:

- High-definition camera for live-streaming
- UV light
- American-made scanner (no remote access)
- Scissors
- Red and black ink pens
- Black and blue Sharpies
- Security bags and seals

- ☐ Simple large-button calculator for aggregation tabulation

Ballots:

- ☐ Hand-marked paper with microprinting, watermarks or Mylar holograms

Forms:

- ☐ Batch Cover Sheet
- ☐ X/Y Tally Sheets
- ☐ Batch Totals Sheet
- ☐ Final Totals Sheet
- ☐ Precinct Results Page
- ☐ Chain-of-Custody Form

Other:

- ☐ Secure tubs
- ☐ Flash drives for hashed PDFs

Section 8: Sample Forms

8.1 Batch Cover Sheet

- Identifies a specific Batch for processing
- Includes fields for Batch ID, Station Number, Date, and Time
- Provides signature lines for Batchers, Caller, QC, Talliers (X/Y), and Witnesses (observation only)
- Contains a Notes section for additional remarks

Figure 8.1 - Batch Cover Sheet Sample

PRACTICE

Date

Election

SAMPLE

Team

TEAM A

BATCH

BATCH 1

8.2 Tally Sheet (X/Y)

- Designed for Talliers to record votes independently
- Features columns for Voter Selection Numbers (VSNs) with 25 rows for marks
- Includes a Totals row for red ink entries per VSN column
- Provides signature lines for Tallier (X or Y), Caller, QC, and Witnesses (observation only)

Figure 8.2 - Tally Sheet (X/Y) Sample

Batch Tally Sheet										ELECTION SAMPLE			TEAM A			BATCH 1			NOTES																			
Date	5/31/2025									TBL TRANSPORT	TABLE	CALLER					TALLIER					QC	AGG TRANSPORT	AGG/REC	AGG X					AGG Y								
Start Time																																						
End Time																																						
X	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	26	27	28	29	30	31	32	33	34	UNDER VOTE	OVER VOTE	ADJUDICATED	
	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	26	27	28	29	30	31	32	33	34	UNDER	OVER	ADI	
	2	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	26	27	28	29	30	31	32	33	34	UNDER	OVER	ADI
	3	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	26	27	28	29	30	31	32	33	34	UNDER	OVER	ADI
	4	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	26	27	28	29	30	31	32	33	34	UNDER	OVER	ADI
	5	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	26	27	28	29	30	31	32	33	34	UNDER	OVER	ADI
	6	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	26	27	28	29	30	31	32	33	34	UNDER	OVER	ADI
	7	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	26	27	28	29	30	31	32	33	34	UNDER	OVER	ADI
	8	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	26	27	28	29	30	31	32	33	34	UNDER	OVER	ADI
	9	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	26	27	28	29	30	31	32	33	34	UNDER	OVER	ADI
	10	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	26	27	28	29	30	31	32	33	34	UNDER	OVER	ADI
	11	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	26	27	28	29	30	31	32	33	34	UNDER	OVER	ADI
	12	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	26	27	28	29	30	31	32	33	34	UNDER	OVER	ADI
	13	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	26	27	28	29	30	31	32	33	34	UNDER	OVER	ADI
	14	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	26	27	28	29	30	31	32	33	34	UNDER	OVER	ADI
	15	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	26	27	28	29	30	31	32	33	34	UNDER	OVER	ADI
	16	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	26	27	28	29	30	31	32	33	34	UNDER	OVER	ADI
	17	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	26	27	28	29	30	31	32	33	34	UNDER	OVER	ADI
	18	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	26	27	28	29	30	31	32	33	34	UNDER	OVER	ADI
	19	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	26	27	28	29	30	31	32	33	34	UNDER	OVER	ADI
	20	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	26	27	28	29	30	31	32	33	34	UNDER	OVER	ADI
	21	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	26	27	28	29	30	31	32	33	34	UNDER	OVER	ADI
	22	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	26	27	28	29	30	31	32	33	34	UNDER	OVER	ADI
	23	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	26	27	28	29	30	31	32	33	34	UNDER	OVER	ADI
	24	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	26	27	28	29	30	31	32	33	34	UNDER	OVER	ADI
	25	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	26	27	28	29	30	31	32	33	34	UNDER	OVER	ADI
TOTAL																																						
										BALLOT COUNT																												

8.3 Batch Totals Sheet

- Used by Aggregators to compile totals from up to 25 Batch Tally Sheets
- Lists Batch IDs with corresponding VSN columns
- Includes a Totals row for red ink summation per VSN
- Provides signature lines for Aggregators (X/Y) and Witnesses (observation only)

Figure 8.3 - Batch Totals Sheet Sample

Batch Totals Sheet											ELECTION SAMPLE			TEAM-PAGE # A-2			NOTES																					
Date	5/31/2025																																					
Start Time																																						
End Time																																						
	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	26	27	28	29	30	31	32	33	34	UNDER VOTE	OVER VOTE	ADJ COUNT	BALLOT COUNT
1	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	26	27	28	29	30	31	32	33	34	UNDER	OVER	ADJ	
2	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	26	27	28	29	30	31	32	33	34	UNDER	OVER	ADJ	
3	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	26	27	28	29	30	31	32	33	34	UNDER	OVER	ADJ	
4	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	26	27	28	29	30	31	32	33	34	UNDER	OVER	ADJ	
5	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	26	27	28	29	30	31	32	33	34	UNDER	OVER	ADJ	
6	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	26	27	28	29	30	31	32	33	34	UNDER	OVER	ADJ	
7	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	26	27	28	29	30	31	32	33	34	UNDER	OVER	ADJ	
8	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	26	27	28	29	30	31	32	33	34	UNDER	OVER	ADJ	
9	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	26	27	28	29	30	31	32	33	34	UNDER	OVER	ADJ	
10	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	26	27	28	29	30	31	32	33	34	UNDER	OVER	ADJ	
11	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	26	27	28	29	30	31	32	33	34	UNDER	OVER	ADJ	
12	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	26	27	28	29	30	31	32	33	34	UNDER	OVER	ADJ	
13	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	26	27	28	29	30	31							

8.4 Final Totals Sheet

- Designed for large elections (>25 batches) to compile totals by batch range
- Features rows for batch ranges (e.g., 001–025) with VSN columns
- Includes a Totals row for red ink summation per VSN
- Provides signature lines for Aggregators (X/Y) and Witnesses (observation only)

Figure 8.4 - Final Totals Sheet Sample

Final Totals Sheet																																						
																				ELECTION SAMPLE				NOTES														
X	Date		5/31/2025																		AGG X		AGG Y															
	Start Time																																					
	End Time																																					
	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	26	27	28	29	30	31	32	33	34	UNDER VOTE	OVER VOTE	ADJ COUNT	BALLOT COUNT
A-1																																		UNDER	OVER	ADJ		
A-2																																		UNDER	OVER	ADJ		
																																		UNDER	OVER	ADJ		
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					</																																	

8.5 Precinct Results Page

Figure 8.5 - Precinct Results Page

Race 1:		
VSN	Candidate/Ballot Measure	Total Votes
1		
2		

Race 2:		
VSN	Candidate/Ballot Measure	Total Votes
3		
4		

Race 3:		
VSN	Candidate/Ballot Measure	Total Votes
5		
6		

Race 4:		
VSN	Candidate/Ballot Measure	Total Votes
7		
8		

Race 5:		
VSN	Candidate/Ballot Measure	Total Votes
9		
10		

*Add VSNs to each race as needed. VSN numbers are continuous across all races.

Notes:

Certification:

We certify under penalty of perjury that the results are accurate.

Signatures

Batcher Signature:	Date:
Caller Signature:	Date:
QC Signature:	Date:
Tallier X Signature:	Date:
Tallier Y Signature:	Date:
Aggregator X Signature:	Date:
Aggregator Y Signature:	Date:

8.6 Chain-of-Custody Form

Figure 8.6 - Chain-of-Custody Form

Chain-of-Custody Form	
Tub ID:	
Batch ID:	
Station:	
Transfer Details:	
From:	To:
Transferred By:	Received By:
Signature:	Signature:
Date	Date:

Section 9: Sample Ballot Layout

Figure 9.1 - Sample Ballot Layout w/ VSN's

Official Ballot Nonpartisan Office and Referendum April 4, 2023		36
<p>Notice to voters: If you are voting on Election Day, your ballot must be initialed by 2 election inspectors. If you are voting absentee, your ballot must be initialed by the municipal clerk or deputy clerk. Your ballot may not be counted without initials. (See end of ballot for initials.)</p>		
<p>General Instructions</p> <p>If you make a mistake on your ballot or have a question, ask an election inspector for help. (Absentee voters: Contact your municipal clerk.)</p> <p>To vote for a name on the ballot, fill in the oval next to the name like this: ●</p> <p>To vote for a name that is not on the ballot, write the name on the line marked "write-in" and fill in the oval next to the name like this: ●</p>	<p>School District</p> <p>Cambridge School District School Board Member Vote for not more than 3</p> <p>● Grace Leonard 14</p> <p>● Tracy Smithback-Travis 15</p> <p>○ Jesus Rivera 16</p> <p>○ Scott Teuscher 17</p> <p>○ Ann Nottestad 18</p> <p>● Jennifer Brown 19</p> <p>○ write-in: 20</p> <p>○ write-in: 21</p> <p>○ write-in: 22</p>	<p>Referendum (cont.)</p> <p>County</p> <p>Should the Wisconsin Constitution be amended to require a nonpartisan system for redistricting legislative and congressional districts in the state?</p> <p>○ Yes 29</p> <p>● No 30</p> <p>Should the Wisconsin Legislature adopt an amendment to the Wisconsin Constitution creating a new right to privacy that would protect rights such as abortion, same-sex marriage, and interracial marriage?</p> <p>○ Yes 31</p> <p>● No 32</p>
<p>Judicial</p> <p>Justice of the Supreme Court Vote for 1</p> <p>○ Janet C. Protasiewicz 1</p> <p>● Daniel Kelly 2</p> <p>○ write-in: 3</p> <p>Court of Appeals Judge District 4 Vote for 1</p> <p>● Chris Taylor 4</p> <p>○ write-in: 5</p>	<p>Referendum</p> <p>To vote in favor of a question, fill in the oval next to "Yes," like this: ●</p> <p>To vote against a question, fill in the oval next to "No," like this: ○</p> <p>State</p> <p>Question 1: Conditions of release before conviction. Shall section 8 (2) of article I of the constitution be amended to allow a court to impose on an accused person being released before conviction conditions that are designed to protect the community from serious harm?</p> <p>○ Yes 23</p> <p>● No 24</p> <p>Question 2: Cash bail before conviction. Shall section 8 (2) of article I of the constitution be amended to allow a court to impose cash bail on a person accused of a violent crime based on the totality of the circumstances, including the accused's previous convictions for a violent crime, the probability that the accused will fail to appear, the need to protect the community from serious harm and prevent witness intimidation, and potential affirmative defenses?</p> <p>○ Yes 25</p> <p>● No 26</p> <p>Question 3: Shall able-bodied, childless adults be required to look for work in order to receive taxpayer-funded welfare benefits?</p> <p>● Yes 27</p> <p>○ No 28</p>	<p>School District</p> <p>Shall the School District of Cambridge, Jefferson and Dane Counties, Wisconsin be authorized to exceed the revenue limit specified in Section 121.91, Wisconsin Statutes, by \$2,400,000 beginning with the 2023-2024 school year, for recurring purposes consisting of sustaining operating expenses, including for school safety and security, maintaining class sizes, curriculum and technology updates?</p> <p>● Yes 33</p> <p>○ No 34</p>
<p>Municipal</p> <p>Town Board Chairperson Vote for 1</p> <p>● Mike Schlobohm 6</p> <p>○ write-in: 7</p> <p>Town Board Supervisor Vote for not more than 2</p> <p>● Daniel Kelly 8</p> <p>○ Katie Michel 9</p> <p>○ write-in: 10</p> <p>○ write-in: 11</p> <p>Town Treasurer Vote for 1</p> <p>● Korby Holzhuetter 12</p> <p>○ write-in: 13</p>		
Continue voting at top of next column.	Continue voting at top of next column.	

Instructions:

Voters must mark one VSN per race, unless multiple sections are indicated, with a black or blue pen to indicate their choice.

Security Features:

- ☐ Microprinting
- ☐ Watermark
- ☐ Mylar hologram and UV Fibers under UV light.
- ☐ Security-grade paper with serialized control.

Section 10: Appendix: Checklists

10.1 Station Setup Checklist

- ☐ Camera live-streaming
- ☐ UV light
- ☐ Scanner operational
- ☐ Scissors
- ☐ Red and black ink pens, blue and black Sharpies
- ☐ Security bags and seals
- ☐ Alert flag present

10.2 Batch Processing Checklist

- ☐ Security tabs verified
- ☐ Tub signed on Chain-of-Custody Form
- ☐ 25 ballots batched
- ☐ Scanned into Scanned Un-Tallied Batch PDF
- ☐ UV verification completed
- ☐ Uploaded within 72 hours

10.3 Tallying Checklist

- ☐ X/Y Tally Sheets match
- ☐ Signed by Talliers, Caller, QC
- ☐ Precinct Results Page posted and uploaded within 1 hour

10.4 Aggregation Checklist

- ☐ Batch Totals Sheet verified
- ☐ Scanned into hashed PDF
- ☐ Uploaded within 72 hours

10.5 Records Checklist

- ☐ Ballot Batch Packages secured
- ☐ Hashed PDFs on flash drives
- ☐ Camera media stored with Chain-of-Custody Form