GUIDELINES FOR DUPLICATION PROCESS

➢ Take a numbered duplication envelope & ask for the corresponding duplication worksheet and blank ballots

➢ Determine who will: ①read from original ballot & record on Duplication Team Log and ②who will duplicate onto the new blank ballot & assign the unique control number.

➢ Verify original ballot type to new blank ballot type • stamp “Duplicate” on top middle of blank ballot.

➢ Mark off the control number on the Duplication Number Sequence sheet.

➢ Record the ballot on the Duplication Team Log with its control number.

➢ Initial both ballots and mark them with the same control number.

➢ Mark the ballot with corresponding responses from the original ballot.

➢ Duplicate Write-in votes exactly as written including any misspellings

※Write-in Exceptions: ①Fill in oval when a name is written on write-in line & oval is empty, ②Write-in is for a candidate already on the ballot for that position, duplicate filling in the candidate’s oval only no write-in, ③Mark only the candidates oval when his/her oval is filled in and write-in vote is also for the same candidate * Do Not Overvote the candidate*, ④Leave write-in oval blank when no name is written on the write-in line. ※Write-in Overvotes: ①Overvote the ballot when both ovals are filled for a candidate & the write-in is a different name (includes nobody, mom, Mickey Mouse & etc.) ② Overvote when the write-in oval is not filled in & the name written is not the candidate whose oval is also filled in

➢ Exchange ballots & read back duplicated responses

➢ Spoil original ballot by marking through 4 or 5 timing marks

➢ All questions regarding responses, whether marked with post-it or not, ask a supervisor before marking or outstacking. Outstack ballots only when instructed to by a supervisor.

➢ Slash envelope & worksheet; write control numbers used & one member initial

➢ Ballot placement in tray, ①duplicated ballots, ②write-in, overvoted & blank ballots crisscrossed on top, ③duplication envelope, ④duplication work sheet & ⑤ Outstacked ballots

➢ Date stamp today’s date in upper right hand corner of duplication envelope & worksheet
GUIDELINES FOR DUPLICATION TEAMS

➢ Process only one duplication envelope at a time
➢ Your table should be completely cleared except for supplies
➢ Work with ballots only when both team members are present
➢ Double check that all work has been completed correctly
➢ Complete your duplication envelope before leaving for break or lunch, unless otherwise instructed
➢ Never leave ballots unattended
➢ No food or drinks on table
➢ No purses, bags or cell phones at tables
➢ Only speak as loudly as IT IS NECESSARY for your partner to be able to Duplicate the ballot correctly
➢ Limit discussions to the ballots
➢ Problems, seek a supervisor’s advice
➢ When breaking return all supplies to a supervisor
➢ Before leaving for break when Observers are present at your table: inform them you are breaking and offer to seat them at another table or suggest they break with your team

➢ DIRECT OBSERVERS QUESTIONS TO A SUPERVISOR

7/01/2016