STAGE-2 OPENING GUIDELINES

➢ Select a tray that neither team member has worked in Stage 1 (if possible) and take a duplication envelope for the appropriate leg group

➢ **Verify envelope count** including any "Outstacked Ballots" from Stage-1.
  If count is **incorrect, stop** and notify a supervisor. If count is **correct, continue.**

➢ Team members take as even number of security envelopes as possible to open

➢ Start Opening Sheet with # of security envelopes to be opened

➢ Write the Duplication Envelope # on the Opening Sheet

➢ Separate the ballot from the security envelope. Be sure there is only one ballot and that there is nothing else other than the ballot inside.

➢ Inspect the ballot both front and back for damage, voter corrections and ballot type.

➢ Separate ballots that have **Write-ins.**

➢ **Outstack** security envelopes with; **No ballot inside • multiple ballots • ballot with note • ballot with wrong ballot style** for group being worked • **ballot from a different election.**

➢ Ballots requiring **duplication:**

    ❶ **Damaged** ballots; torn, cut, taped, glued, white-out • food damage (raised or sticky) • Liquid damage (stained or rippled) • Soiled damage (stepped on) • partial ballots (place partial ballots in zip lock bag before putting in duplication envelope).

    ❷ **Voter correction** in response area including erasures • written instructions by voter

    ❸ **Marking problems;** combination ink & pencil • green ink • stray marks in the oval area or timing mark area • any marks that might be rejected by the tabulator.

    ❹ **Write-In problems;** write-in where the oval has not been filled in • write-in vote for a candidate that already appears on the ballot for the position & has not filled in that candidate's oval • write-in where the voter filled both the candidate & write-in ovals and written the same candidate's name on the write-in line • write-in oval filled in with nothing written on write-in line and also voted a candidate.

    • Also place **blank ballots, overvoted ballots,** and any ballot you are **unsure** of in the **Duplication Envelope.**

➢ **Back fold** the ballots so they will lay flat in trays (**No Peaks^^**) ☺

➢ Complete Outstack Form; Opening Stage 2 section if you have outstacks • Total outstacks from both Opening Stages 1 & 2. If starting the outstack form, at top be sure to write the 3-Digit Precinct Group #, Bin #, 4-Digit # and Date from "Opening Sheet" at the top of form. Also write these numbers on the upper left corner of the security envelope.

➢ Verify number of ballots for tabulation (include the write-in ballots in this total)

➢ Verify number of ballots requiring duplication & add to any outstacks from Stage 2 • Subtract this total from the number of envelopes received for opening (this number should equal the number of ballots for tabulation). **Do The Math!**

➢ Ballot placement in red tray ❶ Ballots for tabulation, ❷ Write-in ballots criss-crossed on top of ballots for tabulation, ❸ Duplication envelope ❹ Any Outstacked ballots with "Outstack Form" & ❺ Opening Sheet.

➢ Return completed batch to designated rack • Empty security envelopes from tub into large Recycle Bin.

➢ Start a new Batch – be sure you have the correct Leg for the Duplication envelope

GUIDELINES FOR OPENING TEAMS

➢ Process only one batch at a time

➢ If possible, process a tray that neither team member has worked in Stage 1

➢ Your table should be completely cleared except for supplies

➢ Work with the ballots only when both team members are present

➢ Assist your team member when you have completed your work

➢ Double check that all paper work has been completed correctly by your team

➢ Empty recycle bins after completion of each batch

➢ Complete your batch before leaving for a break or lunch

➢ Never leave ballots unattended

➢ No food or drinks on tables

➢ No purses, bags or cell phones in back work area

➢ **Please keep voices down & limit conversations other than to discuss a ballot**

➢ **DIRECT OBSERVERS QUESTIONS TO A SUPERVISOR**

7/01/2016