STAGE-2 OPENING GUIDELINES

1. Select a tray that neither team member has worked in Stage 1 (if possible)
2. Team members take as even number of security envelopes as possible to open & count
3. **Verify envelope count** including any “Outstacked Ballots” from Stage-1
   - If count is **incorrect**, **stop** and notify a supervisor
   - If count is **correct**, **continue**
4. Write count on the Security Envelopes Received for Opening line on the Opening Sheet
5. 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. If there is **No Ballot** in a security envelope – Put a No Ballot card with a completed Outstack form
6. Check upper right corner for ballot type – it should match the Precinct group you are opening – Example – PCT 4018 should be in 401 Precinct group -if not – Outstack as Wrong Precinct Group
7. Inspect both front and back of ballots for ballots requiring **adjudication**:  
   - **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).
   - **Voter correction** in response area including erasures • written instructions by voter
   - **Marking problems** • stray marks in the oval area or timing mark area • pencil mark and any other marks that might be rejected (missed ovals)

   Place all of the above plus any **Blank ballots, overvoted ballots**, and any ballot you are **unsure** of as one group on the top of your tray

8. **Outstack**: Security envelopes with **No ballot** inside (use No Ballot Card)  
   - **Ballot with disqualifying note**  
   - **Ballot with wrong precinct** for group being worked  
   - Multiple ballots  
   - Ballot with multiple pages – clipped together  
   - Ballot from a **different election**

   Write the total number of Outstacks on the Opening Sheet and subtract it from the Security Envelopes Received for Opening. Put that number on the Number of Ballots Ready for Scanning Line.

Write the quantity per category of Outstacks on the back of the Opening Sheet  
Complete an Outstack form for any Stage 2 Outstack and place with those ballots in the side of the tray. Use separate Outstack forms for Stage 1 and Stage 2.

9. **Back fold** the ballots so they will lay flat in trays (No Peaks^^) 😊
10. Rubber band empty security envelopes, write the bin and 4 digit number on the top security envelope and place in your blue bin. Keep all security envelopes in that bin(s).
11. Return completed batch to Check in rack

GUIDELINES FOR OPENING TEAMS

➢ Please keep voices down & limit conversations to ballot related topics

➢ Your table should be completely cleared except for supplies
   - No food or drinks on tables

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

➢ Assist your team member when you have completed your work

➢ Never leave ballots unattended

➢ Never walk around with a ballot – alert a supervisor if you have a question

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

➢ Batch security envelopes after completion of each tray and place in recycle bin that matches the table

➢ Complete your batch before leaving for a break or lunch

➢ DIRECT OBSERVER’S QUESTIONS TO A SUPERVISOR

10/10/23