

**Palm Beach County Supervisor of Elections
2012 General Election
Ballot Duplication Process**

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DUPLICATION PROCEDURES

Duplicating teams will consist of two members of opposite political party affiliations. The number of teams needed will be determined by the volume of absentee ballots returned daily.

There will be allowed three chairs behind the duplicating team tables for members of campaigns or political parties to sit and review the duplicating process. One member must represent a Republican candidate, one member must represent a Democratic candidate and one member must represent a Non-partisan candidate. Each reviewer must sign in and wear a name tag with their first name and the candidate/political party they represent. No objects will be allowed within the duplicating area, including pens, paper, phones, computers, purses etc. The reviewers will be required to sit at all times. They are not allowed to talk or interact with the duplicators. They are not allowed to touch the reviewer or the ballots. If a reviewer has an objection to the way a ballot is being duplicated they are to raise their hand and a quality control person will speak with them. If the ballot duplication is involving the intent of the vote and the dispute cannot be resolved, the ballot will be placed in an envelope and forwarded to the canvassing board for determination.

After the absentee ballots are opened by the opening teams by precinct, each ballot card will be sorted by Card A, Card B and Card C. The Card A ballots will be further sorted by Card A ballots with titles and Card A ballots without titles. The Card A ballots without titles will be placed in a plastic envelope and placed inside at the top of the ballot box and the box will be transferred to the duplicating teams.

Each duplicating team will consist of two members of opposite political party affiliations. Each team will be given a box of ballots from one of the precincts that have ballots to be duplicated in the affected precincts. They will remove only the ballots in the plastic bag that require duplication.

A quality control person will determine how many blank duplicate ballots will be required for that precinct and will pull only that number of ballots from that precinct from the shelves which contain the blank absentee ballot duplicates by precinct.

On top of the original ballot, a team member will write DAM and the serial number on the ballot in sequence, i.e. DAM AB-001, DAM AB-002. The blank ballots have already been preprinted with "AB duplicate" at the top. The team member will mark the blank ballot with the same serial number as the original ballot.

When duplicating the ballot, one member from the duplicating team will read the vote, while the other member marks the ballot. When completed, the member who marked the ballot will read the marked races and questions back to the other member to confirm they marked each race and question correctly. If the duplicating team is unable to clearly determine the vote to be duplicated, the original ballot shall be placed in an envelope and forwarded to the canvassing board for determination.

After the ballots are duplicated, the serial number will be recorded on the Duplication Log and each team member will sign the duplication log and record the time, precinct number and the ballot box number that the original was placed in.

The duplicated ballots and the original ballots will be returned to the original ballot box in the plastic envelope and sent to the quality control person. The quality control person will review each set of ballots for accuracy (original and duplicate). When that process is completed for all duplicated ballots, the quality control person will place the duplicated ballots in the original ballot box, seal the box and record the seal number on the Tabulation Form for future tabulation and place the original ballots in a container which will be sealed and labeled with the precinct range numbers contained by the quality control person.

The quality control person will be responsible for collecting the daily documentation sheets and balancing the number of duplicated ballots with the number of ballots that were documented to be duplicated by the duplicating teams.

The number of duplicated ballots will vary depending upon the returns we receive. We anticipate having a large quantity at the beginning of opening the absentee ballots and having fewer amounts on a daily basis. Just before Election Day, it may be required for us to have this operation work around the clock to complete the process by Election Night.

The beginning direction will be video and audio taped and the duplicating process will continue to be taped by Palm Beach County Channel 20.