



# *Return to Hand Counting*

Missouri Method Hand Count Process

Linda Rantz

FOREWORD BY MIKE LINDELL

# RETURN TO HAND COUNTING

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## HAND COUNT PROCESS TEACHING GUIDE

An Excerpt from the eManual

Linda Rantz



## Note on Links:

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ISBN: 9798264460395 (Paperback)

ISBN: 9798264610059 (Hardcover)

Independently published

September 16, 2025, Linn, Missouri

The hand-counting process and commentary in this manual reflect a layperson’s interpretation of Missouri statutes and rules by someone not qualified as a legal authority. This content is not offered as legal advice and should not replace advice from a licensed attorney. Readers are encouraged to consult a licensed attorney for legal guidance on Missouri’s (or other states’) laws, statutes, and rules, and to verify compliance with local election regulations before applying these methods. The author has made every effort to ensure the information in this book was correct as of August 2025. However, the author does not assume, and hereby disclaims, any liability for loss, damage, or disruption caused by errors, omissions, misuse of this manual, or unauthorized alterations, whether resulting from negligence, accident, or any other cause.

Names appearing on sample forms are fictional. Any resemblance to actual persons, living or deceased, is purely coincidental.

# 5: MISSOURI METHOD HAND COUNT PROCESS

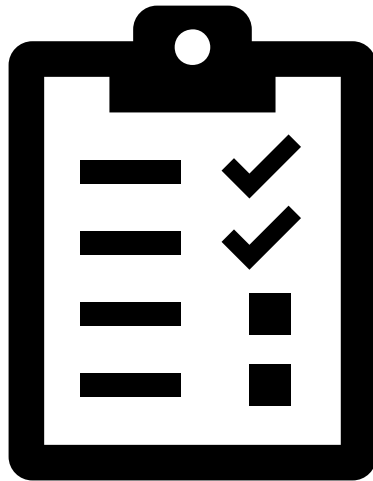
QUICK CHECKLIST .....	72
WHO IS THE COUNTING TEAM? .....	77
POLL OPENING & OATHS .....	80
SET UP THE COUNTING AREA .....	89
BALLOTS & VOTER INTENT .....	94
BALLOTS TALLY FORM .....	101
BATCHES SUMMARY SHEET .....	112
RESULTS OF POLLING PLACE WORKSHEET .....	119
STATEMENT OF RETURNS & CERTIFICATION .....	122
POLL CLOSING CERTIFICATION .....	125
RETURN ELECTION MATERIALS TO THE CLERK .....	127

Each county should already have its own Election Judge Training Workbook, whether they developed it themselves or based it on the template provided by the Secretary of State.

A return to hand-counting of ballots will necessitate some updates and additions to the Clerk's workbook.

This section addresses the specific tasks of hand counting, except where tasks of Receiving Judges might differ from voting machines to hand counting. It has two purposes: one, to assist the Clerk with updating their county's election judge workbook, and two, to provide more detailed answers to experienced Election Judges who will have very specific questions about the hand-counting process.

# Quick Checklist



## Quick Checklists for Hand Count Team

Election-day tasks are provided in this entire section, but these hand-counting checklists are helpful on election day for Election Judges trained and experienced in hand-counting.

Some opening tasks are already performed by Election Judges but are included here because they overlap the hand-counting steps.

Page numbers in the item description refer to the corresponding page number for that topic in this eManual.



Check	1. Poll Opening Tasks	Judges
	1.1 Oaths spoken and signed by Election Judges (see pg. 82)	All
	1.2 Count the quantity of ballots received from the Clerk (see pg. 83)	All
	1.3 Enter ballot quantity on “Opening Certification & Election Judges Sign-in” in the Tally Book (see pg. 84)	All
	1.4 All Election Judges present at the opening of the Poll sign the Opening Certification (or Additional Judges document, if needed) (see pgs. 84 and 85)	All
	1.5 Demonstrate Ballot Box is Empty (see pg. 88)	Receiving

Check	2. Persons Arriving After Poll Opening	Judges
	2.1 For any Election Judges arriving after poll opening, the oath is spoken and signed (see pg. 82)	Any
	2.2 Sign-in on the “Election Judge Arriving After Poll Opened” page in Tally Book (see pg. 86)	Any
	2.3 Challengers, Watchers, or any other person arriving at Poll (either at opening or later) confirm they are pre-authorized (see pg. 87)	Any
	2.4 Challengers and/or Watchers take their Oath (see pg. 87)	Any
	2.5 The Election Judge witnessing the oath records Challenger’s or Watcher’s name on the form in the Tally Book (Judge signs) (see pg. 87)	Any

Check	3. Counting Team Setup	Judges
	3.1 Setup area with chairs/tables per Clerk's instructions (see pg. 90)	Any
	3.2 Place an empty Ballot Box on a small utility table, a chair, or other raised stand (see pg. 90)	Counting Team
	3.3 Organize equipment and supplies (see pg. 90)	Counting Team
	3.4 Organize forms and other paperwork from the Clerk (see pg. 90)	Counting Team
	3.5 Move Tally Book to possession of Counting Team (see pg. 90)	Recording
	3.6 Set Masking Tape labels for organizing ballots as they are reviewed/counted (see pg. 91)	Counting
	3.7 Remove Items not permitted in Counting Space (see pg. 93)	All
	3.8 Review sample ballots and compare to Statement of Returns (see pg. 97)	Counting
	3.9 Review List of Valid Write-In candidates (see pg. 100)	Counting



Check	4. Hand Counting Tasks	Judges
	4.1 Take a set of counting forms prepared by the Clerk; enter the top header details (see pg. 102)	Recording
	4.2 Receive ballot box with votes cast from Receiving Judges; trade for empty ballot box (see pg. 104)	Counting
	4.3 One ballot at a time – call votes cast (see pg. 104)	Counting
	4.4 For valid write-in votes, place an arrow flag next to the candidate's name (see pg. 100)	Counting
	4.5 Tally votes on Ballots Tally form (see pg. 105)	Recording
	4.6 At the end of the batch, record column totals on the bottom of the Ballots Tally form (see pg. 108)	Recording
	4.7 Calculate the sum of the Row Total (see pg. 109)	Recording
	4.8 Compare column totals on the Ballots Tally form of both Recording Judges (see pg. 109)	Recording
	4.9 When agreement on totals is reached, designate one tally form "YES" for Tally Book, the other "NO" (see pg. 109)	Recording
	4.10 Count the quantity of cast ballots, including ballots with valid write-ins (see pg. 109)	Counting
	4.11 Enter the quantity of cast ballots in the left sidebar on the front side of all Ballots Tally forms (see pg. 109)	Recording
	4.12 Write the end time on the top header of all Ballots Tally forms (see pg. 109)	Recording
	4.13 Initial front of all Ballots Tally form (two Recording Judges initial each other's tally forms) (see pg. 109)	Recording
	4.14 Sign the back of all Ballots Tally forms (see pg. 110)	Recording
	4.15 Copy bottom row totals from the Ballots Tally form "YES" to corresponding group Batches Summary sheet (see pg. 111)	Recording
	4.16 On <u>all</u> Ballots Tally forms, write the page & row number from the Batches Summary sheet (see pg. 114)	Recording
	4.17 Write details on ballot envelopes and place counted ballots, valid write-in ballots, and rejected ballots in corresponding ballot envelopes (see pg. 115)	Counting
	4.18 Clip Ballots Tally forms "NO" to the outside of the Counted and Write-in envelopes and place them in a secure container provided by the Clerk (see pg. 115)	Counting
	4.19 Insert Ballots Tally forms "YES" into the Tally Book (see pg. 115)	Recording
	4.20 Begin a new batch unless all ballots are counted	

Check	5. Poll Closing Tasks	Judges
	5.1 After the final batch, calculate the sum of each column on the Batches Summary sheet (see pg. 116)	Recording
	5.2 Calculate the sum of the bottom row of Batches Summary sheet (see pg. 116)	Recording
	5.3 Calculate the sum of Row Totals in the left column on Batches Summary sheet (see pg. 116)	Recording
	5.4 Reconcile to be sure totals of the bottom row and left column match (see pg. 116)	Recording
	5.5 Initial the front and sign the back of the Batches Summary sheets (see pg. 117)	Recording
	5.6 Cross out unused rows/columns on the Batches Summary sheet (see pg. 118)	Recording
	5.7 Post totals from Batches Summary sheet to the Results of Polling Place (see pg. 120)	Recording
	5.8 Initial the front and sign the back of the Results of Polling Place worksheets (see pg. 121)	Recording
	5.9 Post totals from Results of Polling Place to 2 copies of Statement of Returns for candidates and questions (see pg. 123)	Recording & Counting
	5.10 Sign the Certifications for each Statement of Returns (see pg. 124)	Recording & Counting
	5.11 Fill out the Certification of Ballot Counts in the Tally Book (see pg. 126)	Recording & Counting
	5.12 All Election Judges present sign the Certification (see pg. 126)	All
	5.13 Organize ballots, election materials, supplies, etc., for return to the Clerk (see pg. 128)	All

# *Who Is the Counting Team?*



## Counting Teams are Election Judges

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Election Judges are the persons assigned by the Clerk to carry out the election functions at the polling place, including hand counting ballots. Sometimes referred to as poll workers, Missouri Statutes uses the title “Election Judge” and has specific titles for some of the roles filled by Election Judges.

The Resource Section includes information about how to become an Election Judge (pg. 178).

### Receiving, Counting, Recording, and Supervisory Judges

The Election Judge titles describe functions rather than individuals, and any Election Judge may perform more than one function at a polling place on election day. Also, keep in mind that Counties may use different titles. (see [115.447](#) pg. 226)

Most voters will be familiar with the Election Judges at the tables where voters sign in. They are called Election Judges unless they are the judges initialing ballots after they have “certified” a voter’s eligibility to vote. In this case, they are called **Receiving Judges**.

The **Recording Judges** tally the votes received by candidates and for or against questions on the ballot.

During the counting process, the **Counting Judges** are responsible for handling the ballot boxes and the ballots. They read out loud the number next to the distinguishing marks made by the voter so that the Recording Judges can tally the votes.

The Clerk designates two Election Judges as **Supervisory Judges**. According to statute, the primary responsibility of the Supervisory Judges is to return election supplies from the polling place to the Clerk. The Clerk may also prescribe additional duties for these Election Judges. (see [115.081](#) ¶4 pg. 220)

### Multiple Counting Teams at a Polling Place

The Clerk may want to schedule multiple counting teams depending on anticipated ballots that will be cast and the time needed to hand-count them.

#### Election Judges May Work Half Days

Election Judges may be employed for half days – either the first half or the second half of election day, which is a decision made by the Clerk. The Clerk is required to ensure enough judges are present at all times the polls are opened.

The Clerk must also ensure that at least one Election Judge from each major political party serves a full day and that there will be an equal number of Election Judges from the political parties during the day.

## Assigning Election Judges to the Counting Team (s)

Each counting team has 2 Counting Judges (1 DEM and 1 REP) and 2 Recording Judges (1 DEM and 1 REP). (see [115.447](#) pg. 226)

The Clerk may appoint Election Judges representing other established political parties or without political affiliation. These Election Judges may assist the REP and DEM Election Judges but may not fill the Recording or Counting Judges roles. Those roles are assigned explicitly to Election Judges representing the major political parties.

### *Questions Requiring Decision by Judges May Only Be Made by REP and DEM Judges*

If a question requires a decision by the majority of Election Judges, only REP and DEM judges may make such decisions. (see [115.081 ¶6](#) pg. 220)

# Poll Opening & Oaths

Note: Names used for persons in these samples are fictional and not intended to resemble any real person.

Polling Place:	
TALLY BOOK	
County:	
Election Date:	
Election:	

Reference: Missouri Statutes  
115.461. Tally book, form of – tally sheet, form of – statements of returns, form of (paper ballots).  
(L. 1977 H.B. 101 § 12.035)  
<https://revisor.mo.gov/main/OneSection.aspx?section=115.461>

115.459. Duties of judges after polls close (paper ballots).  
(L. 1977 H.B. 101 § 12.036)  
<https://revisor.mo.gov/main/OneSection.aspx?section=115.459>

For any issues or questions, contact the Clerk:

Clerk Name  
Clerk Phone Number

TALLY BOOK (REV 20230120) 1 ©2023-2025 LINCOLN RANCH, PAPERLESS VOTE COUNTING SYSTEMS

The opening of the polling place is handled by election judges, including supervisory judges, who the clerk designates. These Election Judges may or may not also serve as part of the Counting Team. Some poll opening duties overlap with tasks required of the Counting Team, so they are outlined here.

## The Tally Book

The heart of the hand-counting process could be said to be the Tally Book. A Tally Book is created by the Clerk for every Polling Place. The book is where Election Judges sign after taking their oath, counting results are recorded, and the certification of the Statement of Returns is placed when all results are finalized.



26 QR Code:  
Statute 115.461

Security of the Tally Book at the Polling Place on Election Day is a high priority for all Election Judges. Follow the protocols in the Clerk's instructions.

An example of a Tally Book with the sections in order is included in the next section, starting on page 130.

### Cover Information

Information about the Polling Place, the County, the election date and type, and contact information for the Clerk is included on the cover page of the Tally Book.

If the Clerk has not already completed it, enter the information.

Polling Place:	Liberty HS
TALLY BOOK	
County:	Freedom County
Election Date:	Nov. 8, 2022
Election:	General

27 Tally Book (example): Cover details for the county, polling place, election

For any issues or questions, contact the Clerk:
Samantha Miller 123-456-7891

28 Tally Book (example): Cover details, clerk contact info

# Oaths

Oaths are taken by Election Judges and some others who will be working at, or are authorized to be at, the polling place on election day. For convenience, copies of the oaths are included in the final section of the Tally Book.

Note: Names used for persons in these samples are fictional and not intended to resemble any real person.

### Oaths

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#### Oath of Election Judges

IL 1977 H.B. 301 § 3-3(30)  
<http://www.missouri.gov/moars/OneSection.aspx?Section=115.094>

I solemnly swear that I will impartially discharge the duties of judge according to law, to the best of my ability and that I will not disclose how any voter has voted unless I am required to do so as a witness in a proper judicial proceeding. I also affirm that I will not allow any person to vote who is not entitled to vote and that I will make no statement nor give any information of any kind tending in any way to show the state of the count prior to the close of the polls on election day.

#### Oath of Challengers and Watchers

IL 1977 H.B. 301 § 4-0.1(5)  
<http://www.missouri.gov/moars/OneSection.aspx?Section=115.100>

I do solemnly swear that I will make no statement nor give any information of any kind tending in any way to show the state of the count prior to the close of the polls on election day.

#### Oath for HS students, and those supervising HS Students

IL 1994 S.B. 632 A.L. 2014 H.B. 1136  
<http://www.missouri.gov/moars/OneSection.aspx?Section=115.104>

I solemnly swear or affirm that I will impartially discharge the duties of a Missouri youth election participant by following to the best of my ability the instructions of any election judge, election authority, or teacher of my school. I also swear or affirm that I will not disclose how any voter has voted unless I am told to do so by an election judge, election authority, or a court of law in a proper judicial proceeding. I also swear or affirm that I will make no statement nor give any information of any kind tending in any way to show the state of the count of votes prior to the close of the polls on election day, nor will I make any statement during the conduct of my duties which tends to show my preferences for any issue or candidate involved in the election.

TALLY BOOK (REV 20230120) 1 ©2023-2024 UNDA Rules, Procedures and Guides for Missouri

29 Tally Book (example): Text of Oaths

## Election Judges Say and Sign Their Oath

All Election Judges speak their oath and sign the Election Judge Oath document provided by the Clerk.



# Quantity of Ballots and Election Judges Sign-In

COUNTY	POLLING PLACE	ELECTION	ELECTION DATE
FREEDOM	LIBERTY HS	GENERAL	NOV. 8, 2022

REV. 12/12/2022

## OPENING CERTIFICATION & ELECTION JUDGES SIGN-IN

At opening of the polling place, the below-named Election Judges were sworn in as the law directs before beginning their duties.

We hereby certify that:

The number of ballots received at this polling place is 650

The information on the official ballots received at this polling place is the same as the information on the sample ballots received at this polling place.

ELECTION JUDGE NAME (PRINT)	AFFILIATION (CIRCLE ONE)	ELECTION JUDGE SIGNATURE	INITIALS
Janet Larson	<input checked="" type="radio"/> REP <input type="radio"/> DEM <input type="radio"/> OTH	<i>Janet Larson</i>	JL
William Henderson	<input checked="" type="radio"/> REP <input type="radio"/> DEM <input type="radio"/> OTH	<i>William Henderson</i>	WH
Claudia Buchanan	<input checked="" type="radio"/> REP <input type="radio"/> DEM <input type="radio"/> OTH	<i>Claudia Buchanan</i>	CB
Jose Enrico	<input checked="" type="radio"/> REP <input type="radio"/> DEM <input type="radio"/> OTH	<i>Jose Enrico</i>	JE
Joshua Kassin	<input checked="" type="radio"/> REP <input type="radio"/> DEM <input type="radio"/> OTH	<i>Joshua Kassin</i>	JK
Ginger Sullivan	<input checked="" type="radio"/> REP <input type="radio"/> DEM <input type="radio"/> OTH	<i>Ginger Sullivan</i>	GS
	<input type="radio"/> REP <input type="radio"/> DEM <input type="radio"/> OTH		
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	<input type="radio"/> REP <input type="radio"/> DEM <input type="radio"/> OTH		
	<input type="radio"/> REP <input type="radio"/> DEM <input type="radio"/> OTH		
	<input type="radio"/> REP <input type="radio"/> DEM <input type="radio"/> OTH		

After all judges have signed, cross out any unused name & signature rows. If more rows needed, attach an extra page.

☒ The Election Judges who have signed above represent ALL those who were present when the Polling Place was opened.  
☐ An additional signature page for Election Judges is attached.

TALLY BOOK
©2022-2023 UNDA BULLETIN BOARD FOR GOV. OF ARIZONA MISSOURI
CERTIFICATION & SIGN-IN

30 Tally Book (example): Opening Certification & Election Judges Sign-In

## Tally Book: Opening Certification of Ballot Count

The Election Judges (minimum of 2 REP and 2 DEM) count the blank ballots provided by the Clerk.  
Enter the number of blank ballots received at the polling place.



<p style="text-align: center;"><b>OPENING CERTIFICATION &amp; ELECTION JUDGES SIGN-IN</b></p> <p>At opening of the polling place, the below-named Election Judges were sworn in as the law directs before beginning their duties.</p> <p><i>We hereby certify that:</i></p> <p>The number of ballots received at this polling place is <span style="border: 1px solid black; padding: 2px 10px;">650</span></p> <p>The information on the official ballots received at this polling place is the same as the information on the sample ballots received at this polling place.</p>
--

31 Tally Book (example): certification of the number of ballots received at the polling place

## Election Judges Sign and Initial

All Election Judges who take the oath and are present at the opening of the polling place write their name, sign, initial, and identify their party affiliation on the certification page in the Tally Book.

**Signatures and initials** of the Election Judges are important, as they are used to compare to other hand-counting forms to ensure that an actual Election Judge signed or initialed the other forms.

ELECTION JUDGE NAME (PRINT)	AFFILIATION (CIRCLE ONE)	ELECTION JUDGE SIGNATURE	INITIALS
Janet Larson	<input checked="" type="radio"/> REP <input type="radio"/> DEM <input type="radio"/> OTH		

32 Tally Book (example): Election Judge printed name, party affiliation, signature, initials

When all judges have signed who are present at the opening of the polling place, cross out any unused lines.

<input checked="" type="checkbox"/>	The Election Judges who have signed above represent ALL those who were present when the Polling Place was opened.
<input type="checkbox"/>	An additional signature page for Election Judges is attached.

33 Tally Book (example): Election Judges signed in, all or additional page attached

Mark the appropriate box on the certification page to indicate if signatures are included on one page of all Election Judges present when the polling place opened or if an additional page was used for signatures.

## Page for Additional Election Judge Signature (Open Polling Place)

If there are more Election Judges at the opening of the polling place than lines on the certification form, use the additional page provided.

[illegible]

### 34 Tally Book (example): Additional Election Judges at Opening of Poll

If any page of signatures or only some of the signature lines are not used, cross out the unused lines after the polls are **closed**.

### 35 Tally Book (example): Election Judges Arriving After Poll Opened

The Challenger or Watcher presents their authorization letter from the Clerk, indicating they

The Election Judge writes the name of the Challenger or Watcher in the Tally Book, indicates

\_\_\_\_\_

[illegible]

## Demonstrate Ballot Box #1 is Empty

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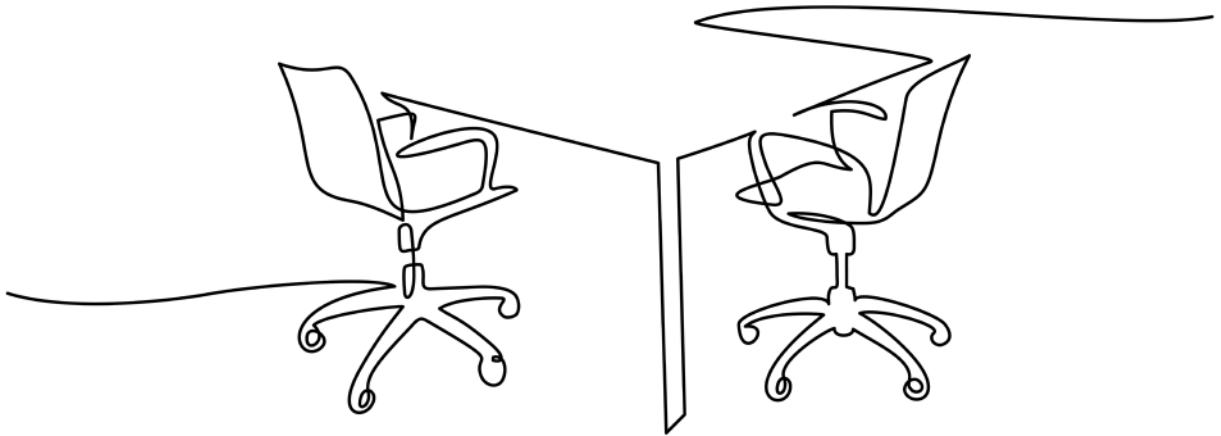
Election Judges show that the Ballot Box is empty no earlier than one hour before the poll opens.

The Ballot Box is then secured with a security seal. The Election Judges record the ID number of security seals. The Ballot Box must always remain in public view until it is transferred to the Counting Judges for ballot counting.

This will be considered Ballot Box #1, as the Counting Judges will also have empty ballot boxes that will be “swapped” with the box filled with ballots when they are ready to begin counting.



# *Set Up the Counting Area*



## Furniture & Supplies for Counting Location

---

Instructions are provided by the Clerk on where to set up the counting space at the polling location. The Clerk will provide the following for each counting team (if there will be more than one team).

### Furnishings and Other Items for Counting Location

- minimum 1 ballot box to be used when the polling place opens
- table with chairs large enough for 4 judges, 2 on each side, with room to handle the paperwork
- smaller utility table to hold the ballot box should be placed near the **Counting Judges**
- container or carrier for counted ballots and a designated location to keep them secure

### Equipment for Each Counting Team(s)

- Empty ballot box (1 per team)
- Calculators with no connectivity, such as Wi-Fi or bluetooth (2 per team)
- Magnifier or Magnifying glass
- Flashlight (extra batteries)

### Paperwork & Forms for Counting Team (s)

- Tally Book (1 per polling place)
- Recording Judge binders (2 per counting team)
- Sample Ballot(s)
- Counting Forms prepared and sorted
- List of Valid Write-In Candidates
- Envelopes for “Counted Ballots” and “Valid Write-in” ballots (1 for each batch counted) pre-printed to identify batch & # ballots
- Envelope for “Rejected” ballots (1 per counting team)

### Counting Team Supplies

- Color Felt Markers (e.g., Sharpie™ style)
- Blue Ball Point pens
- Pencils, erasers
- Note paper
- Removable “Arrow Flags” stickers
- Paper clips
- Binder clips
- Scotch tape
- Masking tape





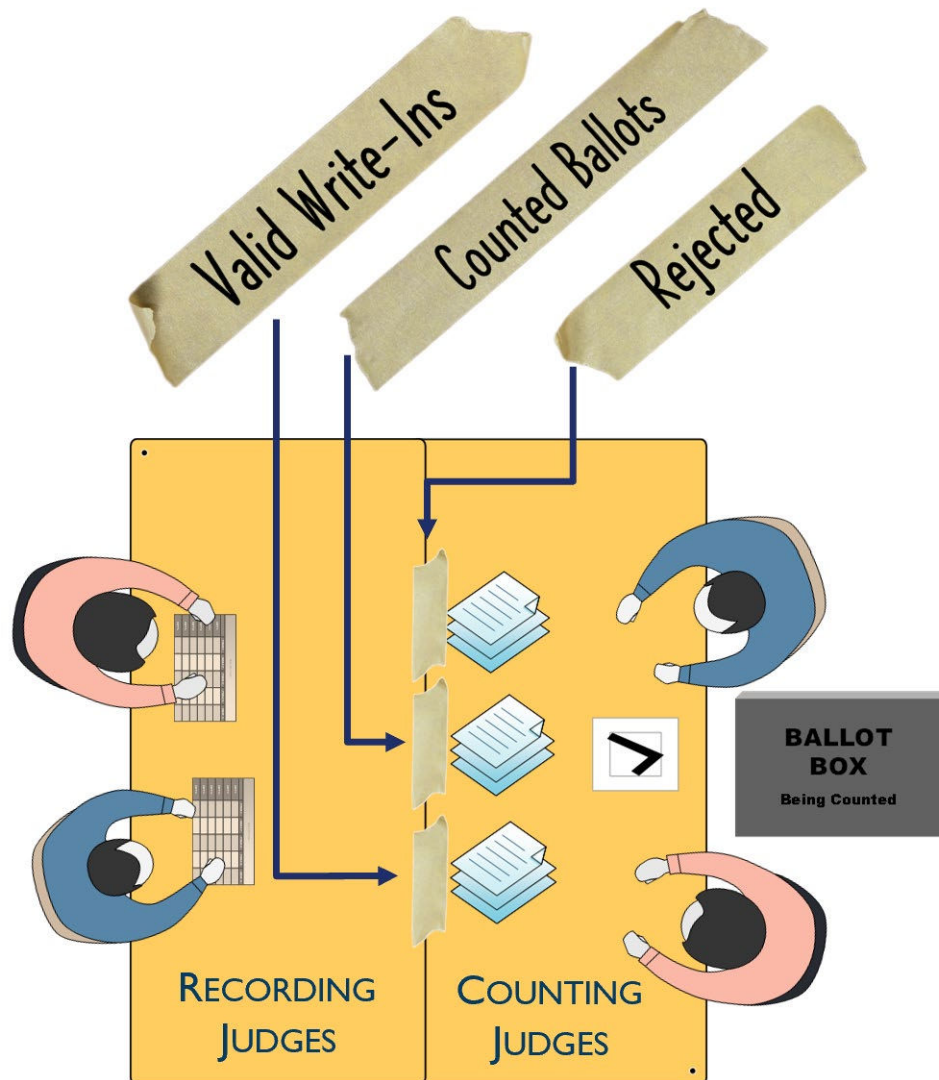
## Working Space for Counting Team

The table where the Counting Team will tally votes should have nothing on it except the necessary forms and supplies. Any supplies not currently being used should be kept in a secure space where others cannot access them in the polling place.

Every ballot handled during the Hand hand-counting process will either be considered:

- Counted Ballot
- Rejected Ballot
- Counted Ballot with Valid Write-In vote(s)

Place pieces of masking tape on the counting table to make it easy to place each ballot in a pile as the team works through a batch.



37 Working Space for Counting Team - Masking Tape labels for ballot types

## Authorized Persons in Polling Places

---

Understanding who is allowed to be in the polling place, especially near the counting location, is vital to maintaining the integrity of the election.

Besides voters eligible to vote at the polling place (and their minor children accompanying them), polling places are not open to the public. Additionally, once a voter has placed their ballot in the ballot box, they must immediately leave the polling place. (see [115.443](#) pg. 226).

A statute defines the persons who may be admitted to the polling place. (see [115.409](#) pg. 224)

- Election Authority Personnel
- Election Authority Deputies appointed by the Clerk (see [115.053](#) pg. 219)
- Election Judges
- Watchers and Challengers (appointed according to 115.105 or [115.107](#))
- Youth Election Participants
- Law Enforcement officials at the request of election officials or in the line of duty
- International Observers who have registered with the Clerk
- News Media (see next paragraph for details)

### News Media

Members of the news media may be admitted to the polling place under these conditions:

- Must present identification satisfactory to Election Judges;
- Must be in the polling place only for bona fide news coverage;
- Coverage does not interfere with the general conduct of the election as determined by the Election Judges or Clerk;
- Read the entire statute (see [115.409](#) pg. 224)

### *Who Is Allowed in the Counting Space?*

The Clerk will set the rules for their County, but, in state statute, anyone authorized to be in the polling place, except voters (and children accompanying them), may also be in the counting space.

### Who Is NOT Allowed in the Polling Place or Counting Space?

Unless they are in the act of casting their own ballot, no one **not** on the list in statutes or approved by the clerk is permitted in the polling place. There have been “horror” stories shared of county commissioners and other elected officials acting as the hospitality team inside the polling place and greeting voters. BIG NO! The requirement to leave the polling place “immediately” after casting your ballot applies to everyone, including elected officials.

#### **Class 4 Election Offense:**

No one in the counting space may interfere with  
or “breach the peace” of the election or  
hand counting process.

(see [115.637 ¶\(17\)](#) pg. 233)

## Items NOT Permitted in Counting Space

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Other than members of the media, all persons who are authorized to be in the counting space were required to say and sign oaths to which they have sworn they will:

“... make no statement nor give any information of any kind tending in any way to show the state of the count before the close of the polls on election day.”

### Recommended Rules for Counting Space WHILE POLL IS OPEN

#### *No Pictures*

Except for media members, no one in the polling place should take pictures of election materials or people while polls open.

#### *All Electronic Devices Disconnected*

Any cell phone or device, including calculators, that can connect to bluetooth, Wi-Fi, cell signal, or any type of network must be powered off, left outside the polling place, or kept in a faraday bag/container.

#### *No Purses, Backpacks, Duffels, Etc., Within Reach of The Recording or Counting Judges*

The Clerk should plan for a container or locker-type cage where Recording and Counting judges can store their personal items.

#### *No Beverages on The Counting Table or Near the Ballots*

An accidental spill could ruin or destroy ballots.

#### **Keep Distance from Ballot Box Being Counted**

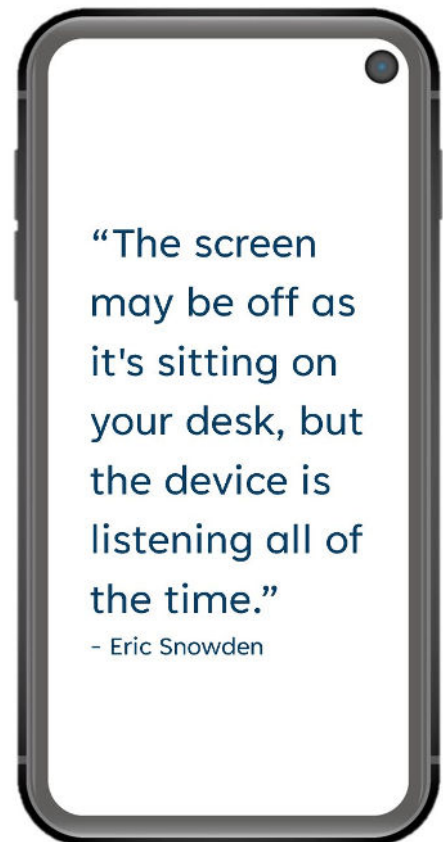
No persons, other than Counting Judges, are within arm's reach of the ballot box being counted.

Other than the Counting Judges, no one is to touch or reach into the ballot box being counted.

#### *After The Closing of The Poll*

Only after the last voter has cast their ballot and left the polling place and the poll is considered closed should electronic devices be turned back on and pictures be taken.

- It is strongly recommended that no pictures be taken showing the full names or signatures of Election Judges, Watchers, Challengers, or others.



38 Eric Snowden quote about cell phones "listening all the time"

# Ballots & Voter Intent

**MOCK BALLOT**  
**GENERAL ELECTION**  
**FREEDOM COUNTY**

ADJUT GENERAL

**INSTRUCTIONS TO VOTERS**

Use ink to mark the ballot. No pencils.

Indicate your preference by making a "distinguishing mark." For example:

Write-In: To vote for a valid write-in candidate, indicate your preference with a distinguishing mark and write the person's name on the line provided.

Questions on the ballot: If you are in favor of the submitted question, mark "YES". If you are opposed to a submitted question, mark "NO".

Mistakes: If you spoil your ballot, return it to the election judge to receive a new ballot.

Numbers in Left Column: Small numbers in left column are assigned numerically and used when ballots are tallied.

REPUBLICAN (REP)  
DEMOCRAT (DEM)  
LIBERTARIAN (LIB)  
CONSTITUTION (CON)

**STATE REP. DIST. 025**  
Vote For One

14 ☐ LIAM GRELLS REP

15 ☐ OLIVIA HUTTELS DEM

16 ☐ WRITE IN

**FOR CIRCUIT COURT CLERK**  
Vote For One

17 ☐ RANDALL QUINCE REP

18 ☐ AVA RINER DEM

19 ☐ WRITE IN

**FOR STATE REP. DISTRICT 119**  
Vote For One

20 ☐ BRAD JENSEN REP

21 ☐ ELIJAH PANICELLI LIB

22 ☐ WRITE IN

**FOR RECORDER OF DEEDS**  
Vote For One

23 ☐ HAROLD HARRISON DEM

24 ☐ WRITE IN

**FOR UNITED STATES SENATOR**  
Vote For One

25 ☐ JAMES HEIRSON REP

26 ☐ ANDREW CARLSON DEM

27 ☐ MARGARET BILLINGTON LIB

28 ☐ WES REMISINGER CON

29 ☐ WRITE IN

**FOR ASSOCIATE CIRCUIT JUDGE**  
Vote For One

30 ☐ HEATHER INGLES REP

31 ☐ EMMA GENKINS DEM

32 ☐ WRITE IN

**FOR TREASURER**  
Vote For One

33 ☐ PRESTON WRIGHT REP

34 ☐ WRITE IN

**FOR UNITED STATES REPRESENTATIVE DISTRICT 3**  
Vote For One

35 ☐ HOLLY KESTREL REP

36 ☐ CYNTHIA BRAZELL DEM

37 ☐ JOSEPH GARLAND LIB

38 ☐ WRITE IN

**FOR PRESIDING COMMISSIONER**  
Vote For One

39 ☐ JORDAN DANIELS REP

40 ☐ CHARLOTTE WILKINSON DEM

41 ☐ AMELIA FETTERMAN LIB

42 ☐ WRITE IN

**FOR PROSECUTING ATTORNEY**  
Vote For One

43 ☐ BLAKE JENSTON REP

44 ☐ WRITE IN

**FOR STATE AUDITOR**  
Vote For One

45 ☐ RACHEL ANDERSON REP

46 ☐ PEDRO ARROYO DEM

47 ☐ BOB WESTERSON LIB

48 ☐ WRITE IN

**FOR CLERK OF THE COUNTY COMMISSION**  
Vote For One

49 ☐ BETHANY GILBERT REP

50 ☐ JAMES MCKENZIE DEM

51 ☐ LUCAS CONSTELL CON

52 ☐ WRITE IN

**FOR COLLECTOR OF REVENUE**  
Vote For One

53 ☐ JANET BECK REP

54 ☐ WRITE IN

Test Version 20221207v1

**TURN BALLOT OVER**

# Statement of Returns Determines “Ballot ID” for Counting

The Clerk determines all candidates and questions appearing on the ballot in the county for an election.

Even though there are various versions of the ballots because some races or questions are limited to townships, school districts, etc., every candidate and question is included, in the appropriate order, on a “master” list.

The “master” list is then transferred, in order, onto the Statement of Returns – Candidates and Statement of Returns – Questions, as appropriate. The Statement of Returns is used by every polling place, even if some of the candidates or questions will not be voted on at that polling place.

The left column of a Statement of Returns contains a number (numerical order) that becomes the Ballot ID for counting for the candidate or question preference.

This approach creates a unique ID for every candidate/preference. For example, the candidate with ID #10 will have #10 on any ballot used in the county.

Ballot ID counting numbers for questions are preceded by “Q.” for example, Q.3 will be used for the same issue/preference on any ballot in the county.

COUNTY	POLLING PLACE	ELECTION	ELECTION DATE
FREEDOM	LIBERTY HS	GENERAL	NOV. 8, 2022

## STATEMENT OF RETURNS - CANDIDATES

Statement of Returns – Candidates – We hereby certify that:

Rank #	Votes Cast	FOR CANDIDATE	FOR OFFICE OF
1		JAMES HEDRSON	United State Senator
2		ANDREW CARLSON	
3		MARGARET BILLINGTON	
4		WES REMISINGER	
5		Write-in	United State Representative District 3
6		HOLLY KESTREL	
7		CYNTHIA BRAZELL	
8		JOSEPH GARLAND	
9		Write-in	State Auditor
10		RACHEL ANDERSON	
11		PEDRO ARROYO	
12		BOB WESTERSON	
13		Write-in	State Rep. Dist. 025
14		LIAM GRIFFIS	
15		OLIVIA HUTTELS	
16		Write-in	
17		BRAD JENSEN	State Rep. Dist. 119
18		ELIJAH PANICILLI	
19		Write-in	
20		HEATHER INGLIS	
21		EMMA GEMKINS	Associate Circuit Judge
22		Write-in	
23		JORDAN DANIELS	
24		CHARLOTTE WILKINSON	
25		AMELIA FETTERMAN	Presiding Commissioner
26		Write-in	
27		BETHANY GILBERT	
28		JAMES MCKENZIE	
29		LUCAS CONSTELL	Clerk of the County Commission
30		Write-in	
31		RANDALL QUINCE	
32		AWA RINCER	
33		Write-in	Recorder of Deeds
34		HAROLD HARRISON	
35		Write-in	
36		PRESTON WRIGHT	
37		Write-in	Treasurer
38		BLAKE JENSTON	
39		Write-in	
40		JANET BECK	
41		Write-in	Collector of Revenue
42			
43			
44			

FOR STATE AUDITOR		
Vote For One		
10	<input type="checkbox"/>	RACHEL ANDERSON REP
11	<input type="checkbox"/>	PEDRO ARROYO DEM
12	<input type="checkbox"/>	BOB WESTERSON LIB
13	<input type="checkbox"/>	
WRITE IN		

40 Ballot (example): close-up of Ballot ID for counting for a state race

39 Statement of Returns - Candidate (example): showing names of candidates entered by Clerk

## Format of Ballots for Hand Counting

The hand-counting version of the ballot resembles the current layout used in most Missouri counties. The machine timing code markings around the perimeter of the ballot are omitted. Ovals are now squares. Instructions for marking the ballot are omit machine instructions. A very light, small Ballot ID counting number is to the left of every candidate or questions option.

Voters will probably not notice much difference. The definitions of “distinguishing marks” will make marking the ballot considerably easier for voters.

### Distinguishing Marks

Stories of voters struggling to adequately fill in a small oval while keeping their marking within the border of the oval will no longer be an issue. Nothing in the statutes appears to restrict which type of marking device may be used (although pencil is discouraged, and black ink is not preferred). The Clerk or Secretary of State will communicate the rules, if any, of which marking devices may be used.

For candidates, a distinguishing mark appears preceding their name. (see 115.453 ¶1 pg. 227)

For questions, a distinguishing mark appears beside or below the YES or NO. (see 115.455 pg. 228)

### CSR for Uniform Counting Standards – Paper Ballots

The [Code of State Regulations](#) (CSR) provides the standards Clerks use when counting ballots cast using paper ballots. For more information about CSR, see pg. 235.

**INSTRUCTIONS TO VOTERS**  
⇒ Use ink to mark the ballot. No pencils.  
⇒ Indicate your preference by making a “distinguishing mark.” For example:  

☐ ☒ ☐ ☐

  
⇒ **Write-in:** To vote for a valid write-in candidate, indicate your preference with a distinguishing mark and write the person’s name on the line provided.  
⇒ **Questions on the ballot:** If you are in favor of the submitted question, mark “YES”. If you are opposed to a submitted question, mark “NO”.  
⇒ **Mistakes:** If you spoil your ballot, return it to the election judge to receive a new ballot.  
⇒ **Numbers in Left Columns:** Small numbers in left column are assigned numerically and used when ballots are tallied.  
  
**REPUBLICAN (REP)**  
**DEMOCRAT (DEM)**  
**LIBERTARIAN (LIB)**  
**CONSTITUTION (CST)**

41 Ballot (example): Instructions to voters

# Review the Sample Ballots (Counting Judges)

Election Judges compare the sample ballots to the official ballots to ensure there are no discrepancies.

The Counting Judges must be familiar with the races and questions on the ballot, especially if there are multiple versions of the ballot (for different townships, districts, etc.). Also, it is important to know if any races or questions allow voters to vote for more than one candidate.

**MOCK BALLOT**  
**GENERAL ELECTION**  
**FREEDOM COUNTY**

DO NOT WRITE

**INSTRUCTIONS TO VOTERS**

Use ink to mark the ballot. No pencils.

Indicate your preference by making a "fill-in" mark. For example:

Write in: To vote for a valid write-in candidate, indicate your preference with a fill-in mark and write the person's name on the line provided.

Questions on the ballot: If you are in favor of the submitted question, mark "YES". If you are opposed to a submitted question, mark "NO".

Mistakes: If you spoil your ballot, return it to the election judge to receive a new ballot.

Numbers in left column: Small numbers in left column are assigned numerically and used when ballots are tallied.

**REPUBLICAN (REP)  
DEMOCRAT (DEM)  
LIBERTARIAN (LIB)  
CONSTITUTION (CON)**

**FOR UNITED STATES SENATOR**  
Vote For One

1 ☐ JAMES HEIRSON REP  
2 ☐ ANDREW CARLSON DEM  
3 ☐ MARGARET BILLINGTON LIB  
4 ☐ WES REMSINGER CON

WRITE IN

**FOR UNITED STATES REPRESENTATIVE DISTRICT 3**  
Vote For One

1 ☐ HOLLY KESTREL REP  
2 ☐ CYNTHIA BRAZELL DEM  
3 ☐ JOSEPH GARLAND LIB

WRITE IN

**FOR STATE AUDITOR**  
Vote For One

1 ☐ RACHEL ANDERSON REP  
2 ☐ PEDRO ARROYO DEM  
3 ☐ BOB WESTERSON LIB

WRITE IN

**STATE REP. DIST. 025**  
Vote For One

1 ☐ LIAM GRELLS REP  
2 ☐ OLIVIA HUTTELS DEM

WRITE IN

**FOR STATE REP. DISTRICT 119**  
Vote For One

1 ☐ BRAD JENSEN REP  
2 ☐ ELIJAH PANCILLI LIB

WRITE IN

**FOR ASSOCIATE CIRCUIT JUDGE**  
Vote For One

1 ☐ HEATHER INGLES REP  
2 ☐ EMMA GEMKINS DEM

WRITE IN

**FOR PRESIDING COMMISSIONER**  
Vote For One

1 ☐ JORDAN DANIELS REP  
2 ☐ CHARLOTTE WILKINSON CON

WRITE IN

**FOR CLERK OF THE COUNTY COMMISSION**  
Vote For One

1 ☐ BETHANY GILBERT REP  
2 ☐ JAMES MCKENZIE DEM  
3 ☐ LUCAS CONSTELL CON

WRITE IN

**FOR CIRCUIT COURT CLERK**  
Vote For One

1 ☐ RANDALL QUINCE REP  
2 ☐ AVA RINCE DEM

WRITE IN

**FOR RECORDER OF DEEDS**  
Vote For One

1 ☐ HAROLD HARRISON DEM

WRITE IN

**FOR TREASURER**  
Vote For One

1 ☐ PRESTON WRIGHT REP

WRITE IN

**FOR PROSECUTING ATTORNEY**  
Vote For One

1 ☐ BLAKE JENSTON REP

WRITE IN

**FOR COLLECTOR OF REVENUE**  
Vote For One

1 ☐ JANET BECK REP

WRITE IN

Test Version 20221207v1

**TURN BALLOT OVER**

**CONSTITUTIONAL AMENDMENT NO. 1**  
Proposed by the 101st General Assembly (First Regular Session)  
HCS HR 35

Do you want to amend the Missouri Constitution to:

• Allow ...

• Allow ...

State governmental entities estimate ...

64 ☐ YES  
64 ☐ NO

If you are in favor of the question, place an X in the box opposite YES. If you are opposed to the question, place an X in the box opposite NO.

**CONSTITUTIONAL AMENDMENT NO. 4**  
Proposed by the 101st General Assembly (Second Regular Session)  
SS2 SR 38

Shall the Missouri Constitution be amended to authorize ...

State and local entities estimate ...

64 ☐ YES  
64 ☐ NO

If you are in favor of the question, place an X in the box opposite YES. If you are opposed to the question, place an X in the box opposite NO.

**CONSTITUTIONAL AMENDMENT NO. 5**  
Proposed by the 101st General Assembly (Second Regular Session)  
HR 116

Shall the Missouri National Guard ...

State governmental entities estimate ...

67 ☐ YES  
68 ☐ NO

If you are in favor of the question, place an X in the box opposite YES. If you are opposed to the question, place an X in the box opposite NO.

**CONSTITUTIONAL AMENDMENT NO. 3**  
Proposed by Initiative Petition

Do you want to amend the Missouri Constitution to:

• Remove ...

• Repeal ...

• Allow ...

• Establish ...

• Issue ...

• Impose ...

State governmental entities estimate ...

64 ☐ YES  
64 ☐ NO

If you are in favor of the question, place an X in the box opposite YES. If you are opposed to the question, place an X in the box opposite NO.

**OFFICIAL JUDICIAL BALLOT**  
Submitting to the voters whether the judges named below, whose terms expire December 31, 2022, shall be retained in office for new terms.  
**VOTE ON EACH JUDGE**

**MISSOURI SUPREME COURT JUDGES**

Shall Judge MADELAINE WRIGHT of the Missouri Supreme Court be retained in office?

64 ☐ YES  
64 ☐ NO

If you are in favor of the question, place an X in the box opposite YES. If you are opposed to the question, place an X in the box opposite NO.

Shall Judge VINCENT STANGER of the Missouri Supreme Court be retained in office?

64 ☐ YES  
64 ☐ NO

If you are in favor of the question, place an X in the box opposite YES. If you are opposed to the question, place an X in the box opposite NO.

**MISSOURI COURT OF APPEALS JUDGES, EASTERN DISTRICT**

Shall Judge BRADLEY WILSON of the Eastern District Court of Appeals be retained in office?

64 ☐ YES  
64 ☐ NO

If you are in favor of the question, place an X in the box opposite YES. If you are opposed to the question, place an X in the box opposite NO.

Shall Judge WILLIAM JACKSON, II of the Eastern District Court of Appeals be retained in office?

64 ☐ YES  
64 ☐ NO

If you are in favor of the question, place an X in the box opposite YES. If you are opposed to the question, place an X in the box opposite NO.

Shall Judge COOPER JAMESON CHARTS of the Eastern District Court of Appeals be retained in office?

64 ☐ YES  
64 ☐ NO

If you are in favor of the question, place an X in the box opposite YES. If you are opposed to the question, place an X in the box opposite NO.

Shall Judge BENITA DOODSON JAVIER of the Eastern District Court of Appeals be retained in office?

64 ☐ YES  
64 ☐ NO

If you are in favor of the question, place an X in the box opposite YES. If you are opposed to the question, place an X in the box opposite NO.

Submitted by John R. Ashcroft, Secretary of State, State of Missouri

Shall the re be a convention to revise and amend the Constitution?

69 ☐ YES  
69 ☐ NO

If you are in favor of the question, place an X in the box opposite YES. If you are opposed to the question, place an X in the box opposite NO.

Test Version 20221209

**TURN BALLOT OVER**

42 Example of Ballot - front and back



## Voter Intent is Determined for Candidate or Issue Preference

The following criteria will be used by the Counting Judges, per statute, to determine voter intent if **any** of the following are present: (see [115.456 72.\(2\)\(a-c\)](#) pg. 229)

- a distinguishing mark in the square adjacent to the name of the candidate or issue preference;
- a distinguishing mark adjacent to the name of the candidate or issue preference;
- the name of the candidate or issue preference is circled.

### Examples of Voter Intent for Candidates

The [Code of State Regulations](#) (CSR) has several examples showing votes for write-in candidates and whether they are valid (see pg 256). These are just two examples:

For Governor (Vote for one)		
<input checked="" type="checkbox"/>	HARRY S. TRUMAN	PARTY
<input type="checkbox"/>	LAURA INGALLS WILDER	PARTY
<input type="checkbox"/>	MARK TWAIN	PARTY
<input type="checkbox"/>	GEORGE WASHINGTON CARVER	PARTY
<input type="checkbox"/>	WRITE-IN _____	PARTY

This constitutes a vote for Harry S. Truman.

For Governor (Vote for one)		
<input type="checkbox"/>	HARRY S. TRUMAN	PARTY
<input type="checkbox"/>	LAURA INGALLS WILDER	PARTY
<input type="checkbox"/>	MARK TWAIN	PARTY
<input type="checkbox"/>	GEORGE WASHINGTON CARVER	PARTY
<input type="checkbox"/>	WRITE-IN _____	PARTY

This constitutes a vote for Laura Ingalls Wilder.

43 Examples of Voter Intent from CSR

### Voting Machines and Hand Count Results Will Rarely Match Exactly

The examples above are screenshots directly from the CSR. Both examples constitute valid votes according to law, but will a voting machine accurately count these as valid? Two hand-counting teams could hand-count the same batch of ballots and have slightly different results due to their interpretations of voter intent.

The claim that the small sampling of ballots hand-counted in the post-election audits exactly matches the voting machines' totals every time is cause for concern. Are those doing hand counting being forced to count using the standards of voting machines?

Learn more about voter intent and distinguishing marks in “**Myth: The Hand Counted Verification of Machine Results Match Exactly Every Single Time**” on page 255.



## Counted Ballots

---

A “counted ballot” is one on which votes were cast and counted on some or all the candidates and questions races without any valid write-in candidates.

When the ballot has been read by the Counting Judges and tallied by the Recording Judges, place it on the pile on the counting table labeled “Counted Ballots.”



44 "Counted Ballots" masking tape example

## Rejected Ballots

---

A ballot is considered rejected if:

- it is missing initials of Election Judges; or,
- it is overvoted ALL candidates and questions; or,
- the voter is deemed to be unqualified by Election Judges; or,
- it is an absentee ballot without a completed and signed affidavit; or,
- the ballot was voted with unlawful assistance.

(see [115.447 ¶2.\(2\)](#) pg. 226)

When the Counting Judges deem a ballot to be Rejected, it is placed on a pile on the counting table near the “Rejected” label.



45 "Rejected" masking tape example

## Valid Vote for a Write-In Candidate

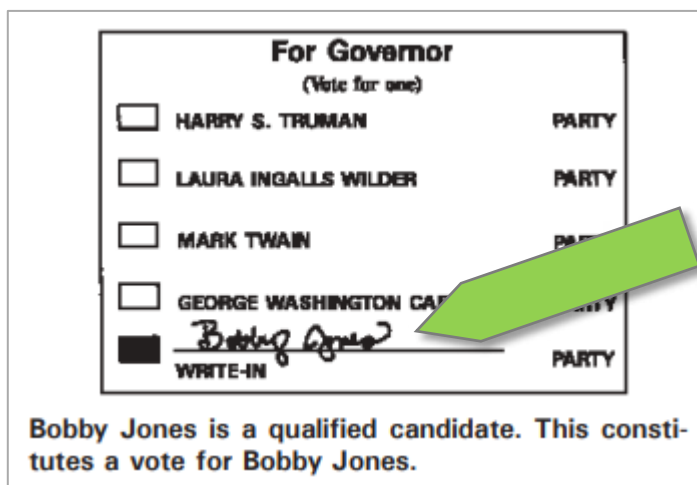
To be considered as a write-in candidate, the candidate must have filed a declaration of intent to be a write-in candidate with the proper election authority. (see 115.453 ¶(4) pg. 227) If that was properly accomplished, the candidate will appear on the list of authorized write-in candidates given by the Clerk to the Election Judges with their supplies.

If a candidate is an authorized write-in candidate, then the following criteria must **all** be present for a vote for a write-in candidate to be considered valid. (see [115.456 ¶2.\(3\)\(a-c\)](#) pg. 229)

- distinguishing mark in the **square** adjacent to the name of the candidate;
- name of the candidate (misspelled does not disqualify; needs only to be similar);
- name of the office for which the candidate is to be elected.

### Example of Valid Vote for Write-In Candidate

The [Code of State Regulations](#) (CSR) has several examples showing votes for write-in candidates and whether they are valid (see pg. 256).



47 Voter Intent (example): valid vote for Write-In Candidate



46 Arrow Flags: example of product type

### “Flag” Valid Write-In Candidates

If a valid vote is cast for a write-in candidate, place a removable arrow “flag” pointing directly at the candidate's name, making it possible for the team that counts write-in votes to quickly identify which write-in candidates were counted at the polling place.

### Ballots with Valid Write-In Candidates are Kept Separate

Continue calling votes for other candidates and questions on the ballot with the write-in candidate. When the tallying for this ballot is complete, place it on the counting table next to the tape for “Valid Write-Ins.”



48 "Valid Write-Ins" masking tape example

# Ballots Tally form

[illegible]

49 Ballots Tally form - example of a completed form

## Preparing the Ballots Tally form

The Recording Judges use the Ballots Tally form to tally the votes as the Counting Judges call them out. Ballots Tally forms for Candidates use an alpha-numbering system to identify their “Group.” The forms for Questions also use an alpha system, but the letter is preceded by “Q.”.

The Recording Judges, 1 DEM and 1 REP, tally votes on their copy of the Ballots Tally form. The optimal result would be that no mistakes were made by either Recording Judge, and their totals at the end of the batch match exactly.

### Forms Prepared in Advance by the Clerk

Calculating the expected turnout at the polling place and the number of candidates and questions, the Clerk will print the estimated number of forms needed for the election. These are pre-sorted and clipped into batches with two copies of each batch.

### Ink Colors to use the Ballots Tally form

Tally marks will be made using a fine or medium felt tip marker in any color other than blue or black. The felt tip makes it easy to “dab” as votes are tallied, like dabbing a Bingo card.

It is recommended that any other writing on the form be done with a ballpoint pen, preferably in blue ink (but it is recommended not to use black).

### Front Side – Group and Batch Number

“Group” refers to the 25 tally columns on the form. The numeral at the top of each column tracks the Ballot ID for counting, listed on the Statement of Return (see pg. 95).

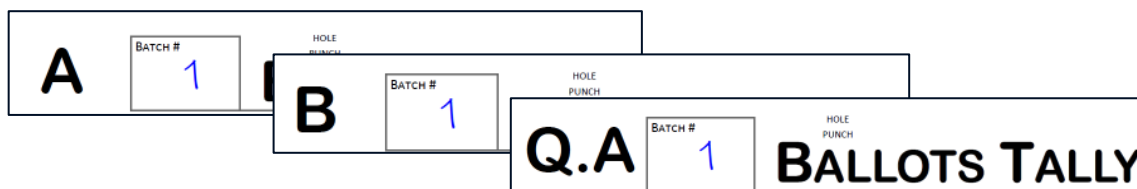
For Candidates:

- Group A: 1 to 25
- Group B: 26 to 50
- Group C: 51 to 75, and so on.

**For Questions** (the number is preceded by “Q.”):

- Group Q.A: 1 to 25
- Group Q.B: 26 to 50, and so on.

For the example in the Workbook, each batch will consist of Group A, Group B, and Group Q.A.



50 Ballot Tally form (example): marking Batch number in top header

The Clerk prepares **two sets** (1 for REP, 1 for DEM)) of Group A, B, and Q.A and marks them **Batch 1**.

### Front Side – Top Header Details

COUNTY <i>Freedom</i>	HOLE PUNCH	COUNTING LOCATION <i>Liberty HS</i>	ELECTION DATE <i>11/8/2022</i>	BATCH START TIME <i>2pm</i>	HOLE PUNCH
POLLING PLACE <i>Liberty HS</i>		TYPE OF BALLOTS <i>Election Day</i>	TALLY DATE <i>11/8/2022</i>	BATCH END TIME	

51 Ballots Tally Form (example): Location and date details in the top header

Enter details in the top header row:

- County Name
- Polling Place
- Counting Location (can be the name of the Polling Place or a specific location inside the polling place)
- Election Date
- Tally Date (may differ from the election date if military or other votes are counted later)
- Time Batch Start

Other information on the header and left sidebar remains blank until the batch is tallied.

## To Begin Counting, Receive the Ballot Box

All four judges are seated and ready: 2 Counting Judges (from 2 major political parties) and 2 Recording Judges (from 2 major political parties). An empty ballot box is in the Counting Judges' possession.

At the top of the hour, when counting is ready to begin, a **Receiving Judge** delivers the ballot box to the **Counting Judges**, who, in turn, give the Receiving Judge their empty ballot box.

The Receiving Judge shows that the box is empty, locks it, and it remains in public view until the polls close or it is removed for counting another batch. (see 115.451 pg. 227)

## Ballots pulled from Ballot Box One at a Time

"One Counting Judge closely observed by the other Counting Judge," takes a single ballot from the box and holds it so both Counting Judges can see it.

### Check for the Initials of Election Judges

Missing initials means the ballot shall be rejected, although there is an exception. See the topic for "Rejected" ballots (pg. 99) section.

### Counting Judge calls the vote next to the distinguishing mark

Begin to call out each vote, starting on the front page (candidates), in the leftmost column, and going down to the bottom of the column before beginning the next column.

When the front page is done, flip the ballot over and call votes on the back page.

READ THE NUMBER NEXT TO THE BOX, read the candidate's name and office sought, or question and preference.

FOR UNITED STATES SENATOR		
Vote For One		
1	<input type="checkbox"/> JAMES HEIRSON	REP
2	<input type="checkbox"/> ANDREW CARLSON	DEM
3	<input type="checkbox"/> MARGARET BILLINGTON	LIB
4	<input checked="" type="checkbox"/> WES REMISINGER	CST
5	<input type="checkbox"/>	
WRITE IN _____		

52 Ballot: example of vote cast for a candidate

## Marking Votes on the Ballots Tally form

This form is a 2-sided document. The front side has identification information and is used to tally the votes. The back side is for the signatures of the Recording Judges.

Hat tip to the Louisiana team (see pg. 192) for the idea of using a pitch count sheet to tally votes in their “Cajun Clothesline” ballot counting model. We put an example in the footnote if you have never seen a pitch count sheet.<sup>7</sup>

The Ballots Tally form is adapted from a pitch count sheet, except the columns are vertical rather than horizontal.

Also, marking the form is like marking a Bingo card – just a quick “dab” with a color marker.

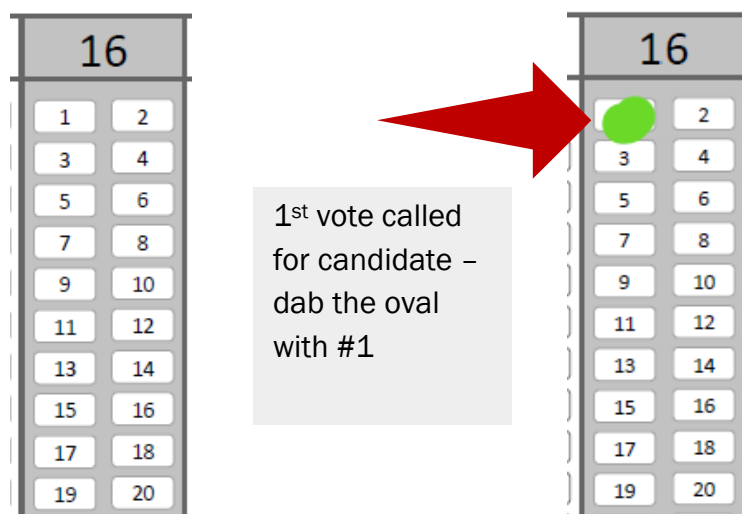
### Marking Device to Use to Tally Votes

Tallies must be made in ink, in any color other than blue or black—no pencil marks for tallies. A fine tip marker with a rounded tip is a good choice for making the mark; It leaves a sufficient size dot by simply touching it to the paper. There is no need to fill in the entire oval.

### Tally the Vote When it is Called

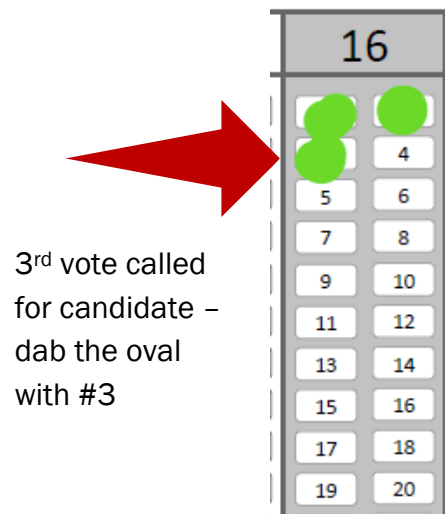
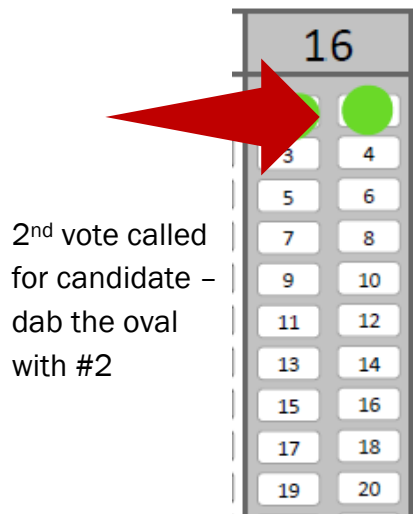
When the Counting Judge calls a vote, the number on the ballot next to the candidate’s name or question preference is called.

Go to the corresponding column on the Ballots Tally Form for the number called. If the column is blank, “dab” the top-left oval with the number “1” in it.

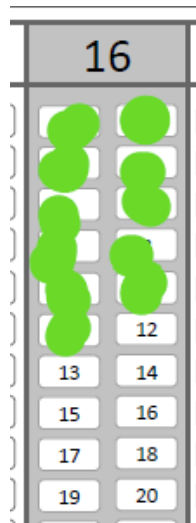


<sup>7</sup> Sample Baseball Pitch Count Sheet [Perma.cc/TZX9-MCL6](https://perma.cc/TZX9-MCL6)

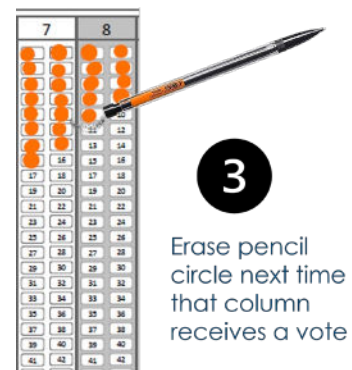
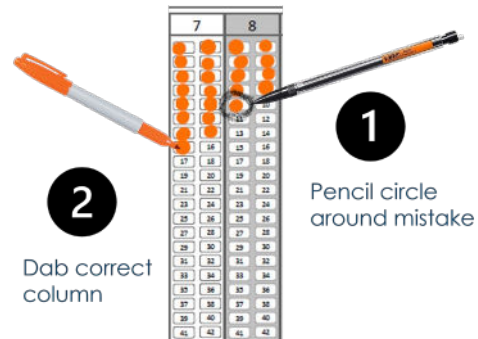
The next time that candidate is called, you will dab the oval with the number 2, which is to the right. Continue going left, right, left, right, and down the column as that candidate receives more votes.



As more votes called for this candidate, continue dabbing left, right, left, right, as ovals are filled going down the column



54 Ballots Tally form (example) shows ovals being "dabbed" as votes called for a candidate



53 3-step example to correct tally (dab) made in the wrong column



## Tip for Locating the Correct Column

Colored cardstock is cut to create a sort of “column guide” or bookmark 8.5” long and about 3” wide. When the vote ballot ID number is called, move the card to the left of the column (if you are right-handed) or the right side (if you are left-handed).

For example, if “9” is called, place the card to the left of 9 (or right side if you are left-handed).

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**A** **B**

**ENTER TOTAL A BALLOTS COUNTED THIS BATCH**

**POLITICAL PARTY REPRESENTED (Dab/Donc)**

**REP**

**DEM**

**IS THIS TO BE USED FOR THE TALLY BOOK?**

**YES**

**NO**

**TALLY BOOK COPY TOTALS TO BATCHES SUMMARY**

**TOWN RECORDER**

**PG. #:**

**ROW #:**

**Batch Totals**

**55 Cardstock Marker used to assist in locating the correct column to "dab"**

55 Cardstock Marker used to assist in locating the correct column to "dab"

## Recording a Tally in the Wrong Column

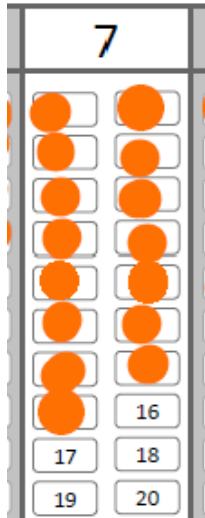
If a tally is accidentally marked in the wrong column, follow the steps illustrated on the previous page: 1) use a pencil to circle the oval in which the mistaken tally was marked, and 2) dab (or mark) the correct column. 3) If **another vote is called** for the column with the pencil-circled oval, use an eraser to remove the pencil marking. The mistakenly marked oval becomes the tally for the new vote, and the column total is accurate.

- If there are **no subsequent votes** called for the column with the pencil-circled oval during the remainder of the batch:
  - Leave the pencil marking as is.
  - Use a blue ballpoint pen and put an “X” on the oval circled in pencil.
  - Recording Judges (REP and DEM) initial below the oval with the “X.”
  - When recording the column total, disregard the oval with the “X” and use the number from the oval preceding it.

## Continue Calling Votes until the Batch is Complete

Proceed to the next section to total the batch of ballots.

# Totaling a Batch of Ballots



56 Ballots Tally form (example) - determining last oval dabbed

Two circumstances determine the completion of the batch:

1. All ballots in the ballot box have been called and tallied, or,
2. Any column on the Ballots Tally form reaches 100. When any candidate or question has received 100 votes, finish counting the remaining votes on the ballot. **DO NOT PULL ANY MORE BALLOTS FROM THE BALLOT BOX.**

Note: If a batch is completed before the ballot box is empty, close the ballot box and leave it in its place at the counting table. At all times, a minimum of two Election Judges (1 REP, 1 DEM) must remain at the table with the ballot box and ensure there is no tampering.

## Determine and Record Column Totals

For each column, find the last oval that was “dabbed.” In the example to the left, the next visible number is 16, meaning the last number dabbed was 15, so 15 is the correct total for this column.

## Record column totals in the Bottom Row Totals

When a batch is complete, the number of votes cast in the batch for each candidate or question is entered in the bottom Totals Row.

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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19						

## Row Total Sum

Calculate the sum of the totals and write it in the Row Total box on the left end of the row.

Row Total	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
708	70	28	6	4	0	74	15	9	0	58	43	6	0	97	5	0	85	21	0	74	36	0	22	24	31

58 Ballots Tally form (example): Sum of row total

POLITICAL PARTY REPRESENTED (CIRCLE ONE)
REP
DEM
IS THIS TO BE USED FOR THE TALLY BOOK? (CIRCLE ONE)
YES
No

59 Ballots Tally form (example): Recording Judges mark party affiliation and Tally Book status

## Recording Judges Must Agree on Totals

The Recording Judges compare the totals on each Group form from the batch. Follow the Clerk's guidelines on how to work out discrepancies.

Once the recording judges have reached an agreement, they designate which Ballots Tally form (either the REP or DEM version) for each group will be returned with the Tally Book or the counted ballots.

- Forms marked "yes" will be placed in the Tally Book
- Forms marked "no" are attached to the outside of the envelopes containing the counted ballots.

In the left sidebar, each Recording Judge marks their political affiliation on their form.

## Recording Judges Initial forms and Enter the Ending Time

In the top right corner of the header row, the Recording Judges initial their own and each other's Ballots Tally forms. They also enter the time that the batch was completed.

BATCH START TIME	HOLE PUNCH	WHEN FINAL, REP JUDGE INITIAL:	WHEN FINAL, DEM JUDGE INITIAL:
2pm		JD	CB
BATCH END TIME			
3:15pm			

60 Ballots Tally form (example): Recording Judges initial the forms and record the ending time of the batch.

## Total Number of Ballots in Batch

The Counting Judges will count the number of ballots for which votes have been called and tallied. The ballots to be counted are those in the piles for "Counted Ballots" and "Valid Write-Ins" (combine the two numbers for a total). When they agree on the number of ballots, they announce the number to the Recording Judges, who enter it at the top of the left sidebar of their Ballots Tally form.

ENTER TOTAL # BALLOTS COUNTED THIS BATCH
108

61 Ballots Tally form (example): Total number of ballots counted in the batch

## Signatures on the Ballots Tally form

For each Group form (i.e., A, B, Q.A, etc.), the Recording Judges sign the back of their own and each other's Ballots Tally form.

<b>A</b>	BATCH # 1	<b>BALLOTS TALLY</b> <small>©2022-2023 Linda Rantz Prepared for Cause of America - Missouri</small>	
	<b>Signatures of Recording Judges</b> When batch of ballots being tallied is complete, Recording Judges compare their tallies. The recording judges must agree on the final count and decide which sheet to submit as "official." The Recording Judges sign both tally sheets.		
	JUDGE AFFILIATION (CIRCLE ONE)	RECORDING JUDGE NAME PRINT:	
	<input checked="" type="radio"/> REP <input type="radio"/> DEM <input type="radio"/> OTH	SIGN: <i>Janet Larson</i>	
		RECORDING JUDGE SIGNATURE AFTER BATCH COMPLETED—SIGN WITH BLUE BALLPOINT PEN	
		SIGN: <i>Janet Larson</i>	
		RECORDING JUDGE NAME PRINT:	
<input type="radio"/> REP <input checked="" type="radio"/> DEM <input type="radio"/> OTH	SIGN: <i>Claudia Buchanan</i>		
		RECORDING JUDGE SIGNATURE AFTER BATCH COMPLETED—SIGN WITH BLUE BALLPOINT PEN	
		SIGN: <i>Claudia Buchanan</i>	

62 Ballots Tally form (example): the back of the form, signatures of Recording Judges

The only incomplete information on the Ballots Tally form is the Page Number and Row at the bottom of the left sidebar. That information will be completed in the next step, transferring the Row Total to the Batches Summary sheet.

IF OFFICIAL, COPY TOTALS TO <b>BATCHES          SUMMARY          A</b> THEN RECORD: PG #:  Row #:
---

63 Ballots Tally form (example): Batches Summary page and row number still blank

## Correcting Mistakes on the Ballots Tally form

---

### **Mistakes on the Top Header, Left Column, or Bottom Totals Row**

Use a blue ballpoint pen to cross out mistakes to information in either the top header, left column, or bottom Totals Row.

Initial near the crossed-out mistakes without making any marks inside the tally area (pg. 106 provides illustrations).

### **Information Left Blank on the Front or Back Page of the Ballots Tally form**

Election Judges return to complete.

### **Election Judge(s) forget to Sign or Initial Ballots Tally form**

Election Judges return to sign or initial.

## Complete Batch by Writing Totals on Batches Summary

---

Follow the instructions in the next section to enter the batch totals on the Batches Summary sheet.

# Batches Summary sheet

[illegible]

64 Batches Summary sheet - example of a completed sheet



## Record Batch Row Total to the Batches Summary sheet

Using one of the Ballots Tally forms, match the Group (e.g., A, B, C, etc.) of the Ballots Tally form to the corresponding Batches Summary sheet. Recording Judges should work together on one group at a time to observe each other's work.

The image shows two forms side-by-side. The left form is titled 'BALLOTS TALLY' and the right form is titled 'BATCHES SUMMARY'. Both forms have a red circle around the letter 'A' in the top left corner, indicating they belong to the same group.

Overlap the sheets, put the Ballots Tally on top of the Batches Summary, and copy the Row Total of the Ballots Tally form onto the Batches Summary.

The image shows the 'BALLOTS TALLY' form overlaid on the 'BATCHES SUMMARY' form. A red box highlights the 'Total' row of the 'BALLOTS TALLY' form, and a blue box highlights the 'Total' row of the 'BATCHES SUMMARY' form. Arrows indicate the transfer of data from the 'BALLOTS TALLY' form to the 'BATCHES SUMMARY' form.

65 Recording totals from Ballots Tally form onto the Batches Summary sheet

## Page and Row Numbers Written on Ballots Tally form

At the bottom of the left sidebar of the Ballots Tally form, write the page and row numbers from the Batches Summary sheet where the totals were recorded.

The Ballots Tally form is placed behind the Batches Summary sheet in the Tally Book.

IF OFFICIAL,  
COPY TOTALS TO  
**BATCHES  
SUMMARY**  
**A**  
THEN RECORD:  
PG #:  
1  
Row #:  
1

66 Ballots Tally form, enter the page and row number for Batches Summary sheet



## Secure Ballots at the Counting Table

---

After the Ballots Tally form totals are transferred and the forms are completed, the batch of ballots and tally sheets should be secured.

### **Rejected Ballots**

“Rejected” ballots are added to the envelope marked “rejected ballots,” which should remain on the Counting Table. Only one envelope is used for the entire day for rejected ballots. Ballots may be added to this envelope as batches are completed.

### **Valid Write-In Ballots**

Take a “Valid Write-In Envelope” provided by the Clerk. Complete the information on the envelope’s label, which includes Counting, Counting Location, Election Date, Tally Date, Batch, etc.

Count the quantity of ballots from the batch in the Valid Write-in pile on the counting table. Enter the quantity on the label, place the ballots in the envelope, and close the envelope.

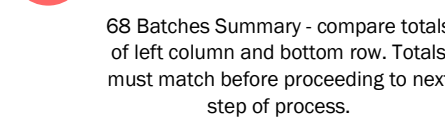
### **“Yes” for Tally Book Version of Ballots Tally form**

The “Tally Book” version of the Ballots Tally form (marked “YES” in the left sidebar) will be placed in the Tally Book, in the corresponding section for its group, behind the Batches Summary sheet. For example, the Ballots Tally form for Group A goes in section “Group A” of the Tally book behind the Batches Summary Sheet for Group A.

### **“No” for Tally Book Version of Ballots Tally form**

The versions of the Ballots Tally forms marked “NO” in the left sidebar will be placed on top of the envelopes of Counted Ballots and Write-in Ballots, secured as instructed by the Clerk (e.g., large binder clip), and held in the secure container or space designated for voted ballots.

67 Batches Summary (example) showing the reconciliation of Row Totals



## Finalize the Batches Summary sheets

### Recording Judges Initial and Sign

When the Recording Judges agree on the totals, both will:

- Initial the front side of the sheet in the upper right corner, and,
- Sign the back of the sheet.

WHEN FINAL, REP JUDGE INITIAL: <i>LV</i>	WHEN FINAL, DEM JUDGE INITIAL: <i>RF</i>
--	--

69 Batches Summary (example): Election Judges initial top-right corner, front page

<b>A</b>	<b>BATCHES SUMMARY</b> <small>© 2022-2023 Linda Rantz Prepared for Cause of America - Missouri</small>	
	<b>Signatures of Recording Judges</b>	
	At the completion of each Ballots Tally, the totals are entered onto this Batches Summary. When counting of ballots is completed and all Ballots Tally sheets are recorded on this Summary, Recording Judges sign this Batches Summary sheet.	
	JUDGE AFFILIATION (CIRCLE ONE)	RECORDING JUDGE NAME PRINT:
	REP	<i>Lana Vengell</i>
	DEM	RECORDING JUDGE SIGNATURE AFTER BATCH COMPLETED—SIGN WITH BLUE BALLPOINT PEN
OTH	SIGN: <i>Lana Vengell</i>	
REP	RECORDING JUDGE NAME PRINT:	
DEM	<i>Richmond Fields</i>	
OTH	RECORDING JUDGE SIGNATURE AFTER BATCH COMPLETED—SIGN WITH BLUE BALLPOINT PEN	
	SIGN: <i>Richmond Fields</i>	

70 Batches Summary (example): Recording Judges sign back of sheet when counting complete and totals entered

Any Unused Rows May Be Crossed Out

A		PAGE 1 OF 1 PGS		HOLE PUNCH		COUNTING LOCATION: Liberty HS		ELECTION DATE: 11/8/2022		HOLE PUNCH		WHEN FINAL REP JUDGE INITIALS: LV		WHEN FINAL DEM JUDGE INITIALS: RF												
		BATCHES SUMMARY										COUNTING LOCATION: Election Day		TALLY DATE: 11/8/2022												
ROW #	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	
1	708	70	28	6	4	0	74	15	9	0	58	43	6	0	97	5	0	85	21	0	74	36	0	22	24	31
2	713	82	17	8	7	0	65	22	8	0	39	52	12	1	96	14	0	79	24	0	81	28	0	24	26	28
3	699	64	30	3	3	1	93	14	6	0	41	36	7	0	98	7	0	68	32	0	62	41	0	31	35	27
4	637	59	28	3	4	0	69	14	4	0	26	27	13	1	99	10	0	76	38	0	65	16	0	31	26	28
5																										
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12																										
13																										
14																										
15																										
16																										
17																										
18																										
COMPARE TOTALS	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	
TOTAL	2757	275	103	20	18	1	301	65	27	0	164	158	38	2	390	36	0	308	115	0	282	121	0	108	111	114

71 Batches Summary (example): all batches recorded, any blank lines crossed out

# Results of Polling Place worksheet

RESULTS of POLLING PLACE																												
CA A-1		CONTRACTS AND BILLS Presented for a vote on 10/10/10										POLICY Energy 115					POLICY Liberty 4's					POLICY New 5, 22			POLICY New 9, 21		POLICY New 10, 11	
Session	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		
Session	1	275	103	25	15	1	0.01	45	27	0	164	158	0.5	2	500	06	0	508	115	0	282	121	0	108	111	114		
Session	1	4	200	44	75	12	20%	117	0	104	0	418	0	379	1	101	0	7	43	11	45	16	17	48	10	50		
Group	C	NONE																										
Session	1	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125		
Group	D	NONE																										
Session	1	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200		
Group	E	NONE																										
Session	1	0.1	0.2	0.3	0.4	0.5	0.6	0.7	0.8	0.9	0.10	0.11	0.12	0.13	0.14	0.15	0.16	0.17	0.18	0.19	0.20	0.21	0.22	0.23	0.24	0.25		
Group	F	NONE																										
Session	1	0.26	0.27	0.28	0.29	0.30	0.31	0.32	0.33	0.34	0.35	0.36	0.37	0.38	0.39	0.40	0.41	0.42	0.43	0.44	0.45	0.46	0.47	0.48	0.49	0.50		
Group	G	NONE																										

72 Results of Polling Place worksheet - example of completed worksheet

Using the Batches Summary sheet for each Group, match the Group (e.g., A, B, C, etc.) to the corresponding row on the Results of Polling Place report (both forms are in the Tally Book).<sup>8</sup>

[illegible]

The diagram illustrates the iterative process of the Gauss-Jordan elimination algorithm. It shows two states of an augmented matrix. In the first state, the pivot element is 1 in row 1, column 1. Red arrows indicate the elimination of the first column from rows 2 and 3. In the second state, the pivot element is 1 in row 2, column 2. Blue arrows indicate the elimination of the second column from rows 1 and 3. The matrices are shown with their respective row and column indices.

**Iteration 1:**

row \ col	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	
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	
2	2	5	10	20	10	1	301	65	23	0	164	190	98	2	340	36	0	300	115	0	282	121	0	105	111	114
3	3	6	12	24	15	2	402	130	46	0	246	380	206	4	520	72	0	450	165	0	438	181	0	156	168	174

**Iteration 2:**

row \ col	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	
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	
2	2	5	10	20	10	1	301	65	23	0	164	190	98	2	340	36	0	300	115	0	282	121	0	105	111	114
3	3	6	12	24	15	2	402	130	46	0	246	380	206	4	520	72	0	450	165	0	438	181	0	156	168	174

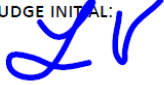
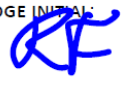
73 Recording totals by Group from Batches Summary sheets to the Results of Polling Place

Hand Count Process Teaching Guide

## Finalize the Results of Polling Place Worksheet


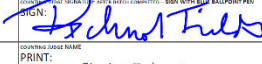

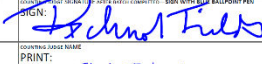




### Recording Judges Initial Front Page

When all totals have been entered on the Results of Polling Place worksheets, the Recording Judges initial in the upper right corner of the front page of the worksheet.

<b>WHEN FINAL, REP JUDGE INITIAL:</b> 	<b>WHEN FINAL, DEM JUDGE INITIAL:</b> 
--	---

### Recording and Counting Judges sign Back Page

All four members of the Counting Team sign on the back page of the Results of Polling Place.

JUDGE AFFILIATION: (CIRCLE ONE)		SIGNATURES OF RECORDING JUDGES		JUDGE AFFILIATION: (CIRCLE ONE)		SIGNATURES OF COUNTING JUDGES	
REP	RECORDING JUDGE NAME PRINT: Burt Jenkins	REP	COUNTING JUDGE NAME PRINT: Richmond Fields				
DEM	RECORDING JUDGE SIGNATURE: 	DEM	COUNTING JUDGE SIGNATURE: 				
OTH	RECORDING JUDGE SIGNATURE: 	OTH	COUNTING JUDGE SIGNATURE: 				
REP	RECORDING JUDGE NAME PRINT: Lana Vengell	REP	COUNTING JUDGE NAME PRINT: Simin Takava				
DEM	RECORDING JUDGE SIGNATURE: 	DEM	COUNTING JUDGE SIGNATURE: 				
OTH	RECORDING JUDGE SIGNATURE: 	OTH	COUNTING JUDGE SIGNATURE: 				

74 Results of Polling Place (example): The back page is signed by all four judges on the Counting Team

# Statement of Returns & Certification

COUNTY	POLLING PLACE	ELECTION	ELECTION DATE
FREEDOM	LIBERTY HS	GENERAL	NOV. 8, 2022

## STATEMENT OF RETURNS - CANDIDATES

Statement of Returns - Candidates - We hereby certify that:

Ballot #	VOID-CAST	FOR CANDIDATE	FOR OFFICE OR:
1	275	JAMES HERRSON	United State Senator
2	103	ANDREW CARLSON	
3	20	MARGARET BILLINGTON	
4	10	WES REISINGER	
5	1	Write-in	United State Representative District 3
6	301	HOLLY KESTREL	
7	65	CYNTHIA BRAZELL	
8	27	JOSEPH GARLAND	
9	0	Write-in	State Auditor
10	164	RACHEL ANDERSON	
11	150	PEDRO ARROYO	
12	30	BOS WESTERSON	
13	2	Write-in	State Rep. Dist. 025
14	300	LIAM STELLS	
15	50	OLIVIA HUTTELS	
16	0	Write-in	
17	305	BRAD JOHNS	State Rep. Dist. 119
18	15	ELIASH PANDOLU	
19	0	Write-in	
20	282	HEATHER INGLIS	
21	121	EMMA DENKINS	Associate Circuit Judge
22	0	Write-in	
23	105	JORDAN DANIELS	
24	111	CHARLOTTE WILKINSON	
25	114	AMELIA FETTERMAN	Presiding Commissioner
26	4	Write-in	
27	209	BETHANY GILBERT	
28	0	JAMES MCKENZIE	
29	25	LUCAS CONSTELL	Clerk of the County Commission
30	12	Write-in	
31	209	RANDALL QUINCE	
32	217	AVA RINZOR	
33	0	Write-in	Circuit Court Clerk
34	404	HAROLD HARRISON	
35	0	Write-in	
36	410	PRESTON WRIGHT	
37	0	Write-in	Recorder of Deeds
38	319	BLAKE JENKIN	
39	4	Write-in	
40	401	JANET BECK	
41	6	Write-in	Treasurer
42			
43			
44			
45			Prosecuting Attorney
46			
47			
48			
49			Collector of Revenue
50			
51			
52			

Judge Initials: *AL PK ST*

TALLY BOOK ©2022, 2021 Iowa State Board of Elections STATEMENT OF RETURNS - CANDIDATES - 1

75 Statement of Returns - Candidates; example of completed return



## Copy Final Results to Statement of Returns

The Statement of Returns – Candidates and the Statement of Returns – Questions are in the Tally Book in the Poll Closing section.

The column numbers on the Results of Polling Place correspond to the Ballot ID numbers in the left column of the Statement of Returns.

Recording and Counting Judges copy the vote tallies from the Results of Polling Place to the corresponding Ballot ID on the Statement of Returns.

HOBBS PRECINCT											SOUTH COAST, INDIANAPOLIS Precinct for Cause of Action VOTING 1102		COUNTY Freedom PRECINCT NAME Liberty HS	
RESULTS of POLLING PLACE														
GROUP	1	2	3	4	5	6	7	8	9	10	11			
A "SUMMARY SHEETS"	1	275	03	20	18	1	301	65	27	0	164	198		
GROUP	26	27	28	29	30	31	32	33	34	35	36			
B "SUMMARY SHEETS"	1	4	209	99	75	12	209	217	0	404	0	418		

76 Results of Polling Place (example): screenshot of results written on the row for Group A

COUNTY	POLLING PLACE	ELECTION	ELECTION DATE
FREEDOM	LIBERTY HS	GENERAL	NOV. 8, 2022

### STATEMENT OF RETURNS - CANDIDATES

Statement of Returns – Candidates – We hereby certify that:

Ballot ID	VOTES CAST	FOR CANDIDATE:	FOR OFFICE OF:
1	275	JAMES HEIRSON	United State Senator
2	03	ANDREW CARLSON	
3	20	MARGARET BILLINGTON	
4	18	WES REMISINGER	
5	1	Write-in	United State Representative
6	301	HOLLY KESTREL	
7	65	CYNTHIA BRAZELL	

77 Statement of Returns - Candidates (example): screenshot showing totals copied from Results form

## Sign the Certification of Statement of Returns

Four members of the counting team(s) sign the Certification of the Statement of Returns.

COUNTY	POLLING PLACE	ELECTION	ELECTION DATE
FREEDOM	LIBERTY HS	GENERAL	NOV. 8, 2022

**CERTIFICATION OF STATEMENT OF RETURNS – CANDIDATES**

We, the duly qualified and acting Judges of the polling place above-named, for the election above-named, held on the date above-named, in the county of Freedom, Missouri, do hereby certify that the foregoing pages of Statements of Returns for Candidates (initialed by us) and consisting of a total of 1 pages (excluding this certification), are a full and accurate return of all votes cast at this polling place for all candidates.

<p style="text-align: center; font-size: small;">JUDGE AFFILIATION (CIRCLE ONE)</p> <p style="text-align: center;"><b>Signatures of Recording Judges</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; text-align: center; vertical-align: top;"> <div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <div style="font-size: 8px; margin: 0;">REP</div> <div style="font-size: 8px; margin: 0;">DEM</div> <div style="font-size: 8px; margin: 0;">OTH</div> </div> </td> <td style="width: 80%;"> <p style="font-size: small;">PRINT: <u>Lana Vengell</u></p> <p style="font-size: small;">SIGN: <u>Lana Vengell</u></p> </td> </tr> <tr> <td style="text-align: center; vertical-align: top;"> <div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <div style="font-size: 8px; margin: 0;">REP</div> <div style="font-size: 8px; margin: 0;">DEM</div> <div style="font-size: 8px; margin: 0;">OTH</div> </div> </td> <td style="width: 80%;"> <p style="font-size: small;">PRINT: <u>Burt Jenkins</u></p> <p style="font-size: small;">SIGN: <u>Burt Jenkins</u></p> </td> </tr> </table>	<div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <div style="font-size: 8px; margin: 0;">REP</div> <div style="font-size: 8px; margin: 0;">DEM</div> <div style="font-size: 8px; margin: 0;">OTH</div> </div>	<p style="font-size: small;">PRINT: <u>Lana Vengell</u></p> <p style="font-size: small;">SIGN: <u>Lana Vengell</u></p>	<div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <div style="font-size: 8px; margin: 0;">REP</div> <div style="font-size: 8px; margin: 0;">DEM</div> <div style="font-size: 8px; margin: 0;">OTH</div> </div>	<p style="font-size: small;">PRINT: <u>Burt Jenkins</u></p> <p style="font-size: small;">SIGN: <u>Burt Jenkins</u></p>	<p style="text-align: center; font-size: small;">JUDGE AFFILIATION (CIRCLE ONE)</p> <p style="text-align: center;"><b>Signatures of Counting Judges</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; text-align: center; vertical-align: top;"> <div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <div style="font-size: 8px; margin: 0;">REP</div> <div style="font-size: 8px; margin: 0;">DEM</div> <div style="font-size: 8px; margin: 0;">OTH</div> </div> </td> <td style="width: 80%;"> <p style="font-size: small;">PRINT: <u>Richmond Fields</u></p> <p style="font-size: small;">SIGN: <u>Richmond Fields</u></p> </td> </tr> <tr> <td style="text-align: center; vertical-align: top;"> <div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <div style="font-size: 8px; margin: 0;">REP</div> <div style="font-size: 8px; margin: 0;">DEM</div> <div style="font-size: 8px; margin: 0;">OTH</div> </div> </td> <td style="width: 80%;"> <p style="font-size: small;">PRINT: <u>Simin Takava</u></p> <p style="font-size: small;">SIGN: <u>Simin Takava</u></p> </td> </tr> </table>	<div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <div style="font-size: 8px; margin: 0;">REP</div> <div style="font-size: 8px; margin: 0;">DEM</div> <div style="font-size: 8px; margin: 0;">OTH</div> </div>	<p style="font-size: small;">PRINT: <u>Richmond Fields</u></p> <p style="font-size: small;">SIGN: <u>Richmond Fields</u></p>	<div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <div style="font-size: 8px; margin: 0;">REP</div> <div style="font-size: 8px; margin: 0;">DEM</div> <div style="font-size: 8px; margin: 0;">OTH</div> </div>	<p style="font-size: small;">PRINT: <u>Simin Takava</u></p> <p style="font-size: small;">SIGN: <u>Simin Takava</u></p>
<div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <div style="font-size: 8px; margin: 0;">REP</div> <div style="font-size: 8px; margin: 0;">DEM</div> <div style="font-size: 8px; margin: 0;">OTH</div> </div>	<p style="font-size: small;">PRINT: <u>Lana Vengell</u></p> <p style="font-size: small;">SIGN: <u>Lana Vengell</u></p>								
<div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <div style="font-size: 8px; margin: 0;">REP</div> <div style="font-size: 8px; margin: 0;">DEM</div> <div style="font-size: 8px; margin: 0;">OTH</div> </div>	<p style="font-size: small;">PRINT: <u>Burt Jenkins</u></p> <p style="font-size: small;">SIGN: <u>Burt Jenkins</u></p>								
<div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <div style="font-size: 8px; margin: 0;">REP</div> <div style="font-size: 8px; margin: 0;">DEM</div> <div style="font-size: 8px; margin: 0;">OTH</div> </div>	<p style="font-size: small;">PRINT: <u>Richmond Fields</u></p> <p style="font-size: small;">SIGN: <u>Richmond Fields</u></p>								
<div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <div style="font-size: 8px; margin: 0;">REP</div> <div style="font-size: 8px; margin: 0;">DEM</div> <div style="font-size: 8px; margin: 0;">OTH</div> </div>	<p style="font-size: small;">PRINT: <u>Simin Takava</u></p> <p style="font-size: small;">SIGN: <u>Simin Takava</u></p>								

78 Statement of Returns (back page): example of Certification of Statement of Returns

## Make a Duplicate Set of Statement of Returns and Certifications

Two copies of the Statement of Returns for Candidates and Questions and the Certifications signed by the Election Judges must be created. When ballots and other election items are returned to the Clerk, they are returned separately by Election Judges, each of whom will have a set of the Statement of Returns and Certifications.

# Poll Closing Certification

COUNTY	POLLING PLACE	ELECTION	ELECTION DATE
FREEDOM	LIBERTY #5	GENERAL	NOV. 8, 2022

## CERTIFICATION OF BALLOT COUNTS

After the poll has closed and the counting of votes cast is complete, the below named Election Judges were present and certify as follows:

The number of ballots received at this polling place is **650**

The number of identification card cases signed at this polling place is **432**

The number of rejected ballots at this polling place is **4**

The number of spoiled ballots at this polling place is **2**

The number of ballots received at this polling place which were not cast at this election is **212**

ELECTION JUDGE NAME (PRINT)	ATTENTION (DATE/TIME)	ELECTION JUDGE SIGNATURE
Claudia Buchanan	11-08-2022	Claudia Buchanan
Ginger Sullivan	11-08-2022	Ginger Sullivan
Richmond Fields	11-08-2022	Richmond Fields
Andre Rees	11-08-2022	Andre Rees
Betty Winston	11-08-2022	Betty Winston
Sarah Takaya	11-08-2022	Sarah Takaya
Harrison Besting	11-08-2022	Harrison Besting
Lena Vogel	11-08-2022	Lena Vogel

All ballot pages have serial numbers printed thereon and are numbered consecutively from one through last page.

TALLY BOOK      (Seal with voter's name)      CERTIFICATION OF BALLOT COUNTS

Printed Name of Poll Worker      Printed Name of Poll Worker

### 79 Certification of Ballot Count - example of completed certification

At 7 pm, or as soon as the final voter in line at 7 pm has cast their ballot, the polling place is considered closed.

## Reconciling Ballot Quantities

The Counting Team determines the quantity of counted ballots (which includes Valid Write-in Ballots) and Rejected Ballots.

### Certification of Ballot Counts

Working with the Supervisory Judges who determine the number of spoiled ballots and unused (not cast) ballots, they complete the top section of the Certification of Ballot Counts.

COUNTY	POLLING PLACE	ELECTION	ELECTION DATE
FREEDOM	LIBERTY HS	GENERAL	NOV. 8, 2022

### CERTIFICATION OF BALLOT COUNTS

After the poll has closed and the counting of votes cast is complete, the below-named Election Judges were present and certify as follows:

The number of ballots received at this polling place is  ;

The number of identification certificates signed at this polling place is  ;

The number of rejected ballots at this polling place is  ;

The number of spoiled ballots at this polling place is  ;

The number of ballots received at this polling place which were not cast at this election is  ;

80 Certification of Ballot Counts (example): ballot quantities entered

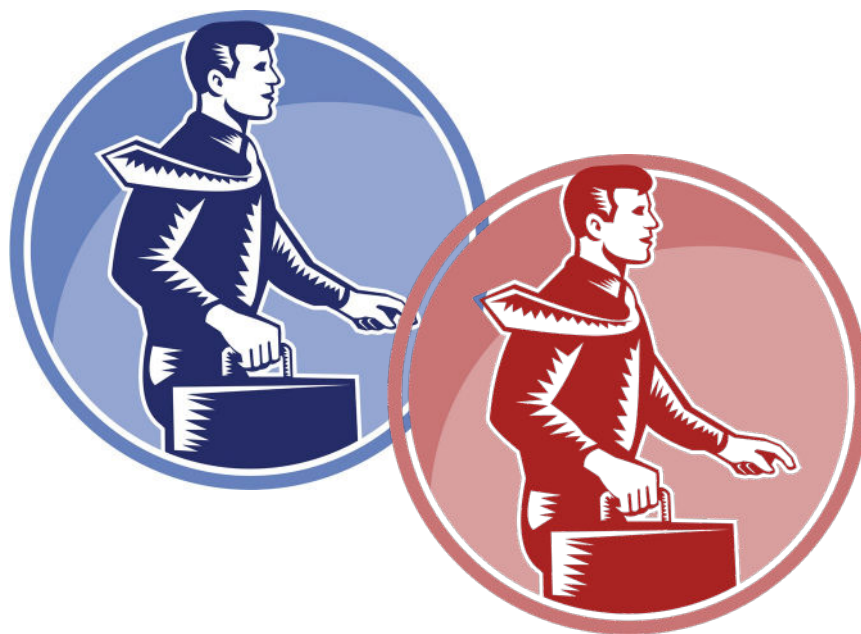
### Signature of Election Judges at Closing of Polling Place

When all information has been entered into the Tally Book, all Election Judges present at the conclusion sign the Poll Closed Certification. There are spaces for 12 Election Judges, so if others are still present, they do not need to sign.

ELECTION JUDGE NAME (PRINT)	AFFILIATION (circle # or X)	ELECTION JUDGE SIGNATURE
Claudia Buchanan	REP. DEM. OTHER	<i>Claudia Buchanan</i>
Ginger Sullivan	REP. DEM. OTHER	<i>Ginger Sullivan</i>
Richmond Fields	REP. DEM. OTHER	<i>Richmond Fields</i>
Andre Rees	REP. DEM. OTHER	<i>Andre Rees</i>
Betty Wishton	REP. DEM. OTHER	<i>Betty Wishton</i>
Simin Takava	REP. DEM. OTHER	<i>Simin Takava</i>
Harrison Besting	REP. DEM. OTHER	<i>Harrison Besting</i>
Lana Vegell	REP. DEM. OTHER	<i>Lana Vegell</i>
	REP. DEM. OTHER	
	REP. DEM. OTHER	
	REP. DEM. OTHER	
	REP. DEM. OTHER	

81 Certification of Ballot Counts (example): Election Judge signatures

# *Return Election Materials to the Clerk*



## Sort Ballots and Election Materials

---

Following the Clerk's instructions for returning ballots and other election materials by the Supervisory Judges, the Counting Team sorts as follows:

### Group 1: Items to Return to Clerk

- All counted ballots (including Valid Write-In ballots) are organized as described on pg. 115.
- A duplicate set of Statement of Returns and Certifications as described on pg. 124.

### Group 2: Items to Return to Clerk

- Tally Book (this contains copies of tally sheets, statements of returns, and certifications)

### Group 3: Pack Supplies for Return to Clerk

- Repack any ballot boxes, the small table, and supplies.

Work with the Supervisory Judges to hand over Counting Team items.

# A Hand Counting Instruction Manual for a Complete Hand Count Process, with Commentary and Resources

Is it possible to hand count ballots for an election without using voting machines? **YES!** Will it take days, weeks, or months to count all the ballots? **NO** – the time needed to hand count ballots is measured in hours. What about costs, accuracy, and the people needed to count ballots, and all the other objections? Most objections are actually myths: popular beliefs that are false or unsupported.

Hand counting ballots saves time, saves money, provides same-day or election-day results, and is more transparent and secure than voting machines. The Missouri Method has already been used in an official election and proved the accuracy of hand counting ballots. This instruction manual teaches a complete hand count process from opening of the polling places to returning election results to the clerk.

It's time to take computers out of our elections, hand count paper ballots, and secure our Republic!



Author Linda Rantz responded to Mike Lindell's call to "get rid of voting machines" by looking for an alternative for counting ballots. First stop: Louisiana for inspiration, then back to Missouri to study the state's laws—which allow for hand counting. Rantz developed a full process based on the laws, and designed the forms for tallying and reconciling ballot counts. On Dec. 29, 2022, Rantz presented Lindell with the completed hand count process. Ten weeks later it was used in an official election with 100% accuracy!