

RECOMMENDATIONS FOR AN OPTICAL SCAN BALLOT  
PRECINCT COUNT SYSTEM:

Election Administrators

- 1) Carefully manage ballot design for clarity and functionality.
- 2) Carefully constrain and document all vendor access to voting technology during any closure period prior to and including Election Day and post election period that contest or legal challenges may be filed by interested parties.
- 3) Each polling location should have an optical ballot reader. The ballot reader should have its setting to detect overvotes **turned on** at the central county facility prior to being sent to polling locations.
- 4) Have procedures in place to deal with precinct scanner failures, which should include instructions to poll workers on how to use the emergency ballot box compartments to hold ballots in the event of a scanner failure.
- 5) Develop and test Multilanguage ballot formats prior to Election Day.
- 6) Have procedures in place at the central tabulator facility to sort out ballots that register overvotes or no votes to check for discernable ballot markings by hand counting them.
- 7) Document chain of custody for optical scan ballots, ballot markers, Precinct-count ballot readers, and automated central tabulating mechanism.
- 8) Apply physical tamper detection measures to packages of ballots.
- 9) Election Administration should test all ballot marking devices to be sure that they meet specifications of the precinct tabulating facility and central tabulating technology. (Do not rely on the vendor)
- 10) The precinct tabulator and central tabulator technology should be calibrated to read reasonable marks, which should include a dark stroke crossing the voting target on its long dimension and half the width of the target should register as a vote.
- 11) Tabulators should be tested and/or calibrated to ignore erasures made by a **new** gum eraser of a thoroughly blackened pencil mark.
- 12) At the least 3 hours of training for each poll worker.
- 13) Provide a sufficient number of local and federal provisional ballots and optical scan ballots.
- 14) Instruct poll workers on the use of Provisional Ballots.
- 15) Allow voters with language, literacy, or visual impairments not addressed by Multilanguage or tactile ballot formats to select who may assist them in voting.
- 16) Allow voters to bring their own sample ballots to the voting station.

- 17) Make sure the voting stations have sufficient space to provide individual privacy to voters.
- 18) Allow poll observers in each polling location as well as during the monitoring of all tabulating process.
- 19) Central tabulation equipment should be adjusted to sort out all ballots that read as over voted or blank so that these can be inspected to see if they contain discernible votes.
- 20) Provide statistics by polling location, precinct, county and state central tabulation on the total number of optical scan ballots, federal and local provisional ballots provided to each polling location. Also provide the total number of absentee ballots, voters who came to each polling location, the total number of votes cast by candidate or question on the ballot, the number of undervotes, overvotes, no votes registered by race, and the number of spoiled ballots.