



The Board of Elections in the City of New York

Canvass/Recanvass Procedures

Overview & Pre-Canvass Section

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Bipartisan teams are to be used for every stage of the canvass/recanvass

I. INTRODUCTION

PURPOSE

The purpose of this document is to provide detailed instructions resulting in the successful certification of an election at the Board of Elections in the City of New York. For every election, the Board conducts a number of canvass activities as prescribed by New York State Election Law, New York State Board of Elections Rules and Regulations and the Board’s policies and standard operating procedures. These procedures are intended to be used as a resource and guide for election activities. The canvass procedures will be updated on a regular basis to meet system upgrades and introduce new activities required to certify elections in the City of New York.

As mandated by the Commissioners of Elections in the City of New York, bipartisan Board staff will implement the procedures detailed in this document in an accurate and uniform manner in New York, Bronx, Kings, Queens, and Richmond counties.

II. BACKGROUND & OVERVIEW OF CANVASS PROCEDURES

In 2005, New York State enacted the Election Reform Modernization Act (ERMA). ERMA resulted in the replacement of the mechanical lever machines with poll site-based scanning systems. With this change, all voting is by paper ballots.

In 2009, the State Board of Elections (SBOE) reached an important milestone. They certified two voting systems for use by New York State voters.

On January 5, 2010, the Commissioners of Elections in the City of New York selected the Election Systems and Software, Inc. (ES&S) DS200 scanner and the AutoMARK Ballot Marking Device as the new voting system for New York City starting in the Primary and General Elections of 2010. The DS200 uses optical scanning technology to read marked paper ballots and tally the results. This system allows for the immediate tabulation of paper ballots at the polling site and provides an auditable paper trail as mandated by New York State Election Law.

On September 12, 2018, the SBOE approved a vendor to automate the canvass audit in New York State. As of the print date of these procedures, the canvass audit continues to be a manual process in New York City.

On January 24, 2019, the New York State Legislature approved Early Voting with the implementation to begin with the 2019 General Election. Commissioners of Elections in the City of New York selected a vendor to produce electronic poll books (e-poll books)

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and a Ballot On Demand (BOD) system to be used for Early Voting implementation. After the 2019 General Election, Early Voting occurs in New York State for every election event. The system used provides an auditable paper trail as mandated by New York State Election Law.

At the poll sites on Election Day, voters can choose to:

- A) Manually fill in the ovals on their ballots to make their selections, and then scan the ballot on an optical scanner, or
- B) Use the Ballot Marking Device (BMD) privately and independently to make selections using a touch screen, a Braille-enhanced keypad, a sip and puff device or rocker paddle. Voters can also hear the ballot presented in audio format using headphones. After voters use the BMD to make their selections, they scan the ballot on an optical scanner.

CANVASS ACTIVITIES

Canvass activities begin on Election Night in each borough when designated police officers transport the portable memory devices (PMDs) and all required election materials to a designated precinct, and then to that borough’s facility. A reception process takes place in which bipartisan teams of Board staff read, account for, document, and forward all materials to the secured storage location in the borough facility where each canvass activity takes place.

NOTE:

These procedures were created to provide clear steps to completing the canvass and recanvass for New York City elections. The available facilities to carry out these tasks differ within each county. As a result, it is up to the discretion of the Chief, Deputy, and Leads of each county to meet the task demands according to their specific workspace.

Each canvass activity is briefly summarized below and described in detail in the following sections based on the order in which they occur. Candidates and the public are entitled to watch and object to these procedures, as stated in NYS Election Law Section 9-209 (1) (b) and (c).

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1. **Receipt of the Election Materials from the Poll Sites**

At the close of the polls each night of Early Voting and on Election Night, materials used at the poll sites are packaged according to New York State Election Law, New York State Board of Elections Rules and Regulations, and BOE in NYC policy and standard operating procedures.

The materials are given to an assigned police or peace officer, transported by assigned police or peace officer to a designated police precinct and then to the designated borough facility. The movement of all materials is documented, receipts are prepared and maintained for each handoff, and materials are put in secured storage.

2. **Receipt of Unofficial Election Night Results**

At the close of the polls on Election Night, the poll site Coordinators or AD Monitor Teams read the PMDs used in the election into Election Night Results (ENR) tablets. The ENR tablets electronically transfer the unofficial election night results to the General Office. Election Night and Early Voting results are then electronically transferred to the media, the SBOE, the Board's Election Management System (EMS) and the Board's website.

3. **Reading of the Portable Memory Devices (PMDs)**

At every Early Voting and Election Day poll site, each scanner has a Backup PMD that is returned to the Board facility while still inside the poll site scanners. The PMDs are removed from the scanners and then read into the Board's Election Management System (EMS) in order to obtain the results of the canvass of Election Day ballots in digital format. A bipartisan team reads the PMDs in a secured environment. The movement of each PMD is documented. The PMDs are returned to the secured storage area, and receipts are completed for each handoff.

4. **Recanvass of the Poll Site Ballots**

Election results received from the unofficial Election Reporting Manager (ERM) system in S-Elect compares the PMD results read for Early Voting and Election Night against the Backup PMD results read during the canvass, then generates a Discrepancy Report. Ideally, the report should have matching totals for all contests and ballot questions for the same ED/ADs on both PMDs. The Discrepancy Report shows where totals for contests differ between the poll site and Backup PMDs read. Bipartisan teams of borough personnel review the Discrepancy Report and attempt to resolve the inconsistencies by tallying the ballots for the ED/ADs in question, using the DS850 Scanner.

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They record the numbers from ED/AD reports generated by the scanner onto the Discrepancy Report for data entry. The movement of all materials is documented. Receipts are completed. The Discrepancy Report and Election Day ballots are returned to secured storage and all materials are set aside for archiving.

5. **Audit of the Poll Site Scanners**

New York State Election Law requires an audit of the scanners used in an election. In compliance with the law, a list of scanners for each borough is ordered in random sequence and is audited. Bipartisan Board of Elections teams will manually canvass the ballots of the selected scanner and compare them against the results from that scanner. To ensure that Early Voting poll site scanners are included in the audit of every election event, an additional audit is required of the scanners used for Early Voting.

The following excerpt is from the New York State Board of Elections Audit Procedure for Compliance with 6210.18:

“It is important to understand the purpose of the New York State canvass audit. According to Best Practices and Principles for Canvass Audits (<http://www.electionaudits.org/principles>), a canvass audit routinely checks voting system performance in contests, regardless of how close margins of victory appear to be. The canvass audit is designed to assess how the electronic voting system performed on Election Day using the actual votes cast by voters. This verifies the accuracy of the voting system and should not be confused with a recanvass which is meant to verify the election results. New York State has specific statutory provisions for the canvass and recanvass of election results.

Canvass auditing helps verify that the complex voting systems, including central-count systems, in use today are accurately encoding and tallying ballots and that the winners of each election contest are called correctly. However, effective canvass auditing can also serve as a tool for:

- Detecting voting system problems that may require further investigation
- Revealing when escalation of recounts are necessary to verify election outcomes
- Finding common errors voters make in marking ballots that might be avoided in future elections with voter education;
- Identifying human errors in the tally process that can be remedied by new procedures in future elections;
 - Deterring fraud;
 - Providing statistical data to improve future elections or audits;
 - Providing for continuous improvements in the conduct of elections; and
 - Promoting public confidence in elections.”

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6. **Recording of the Write-in Names from the Poll Site Ballots**
After each election, the BOE in NYC collects all of the write-in names cast on any ballot, determines the validity of that write-in candidate and tallies the valid votes. When a voter scans their ballot, the scanner checks the ballot for any write-in votes. According to NY State BOE Rules and Regulations 6210.15(a) (5), a write-in is valid when:

“[the] voter writes in or stamps the name of a candidate in the designated write-in space for that race, even if the write-in square, oval, or arrow is not marked.”

7. **Manual Canvass/Recanvass of Paper Ballots**
Typically, all paper ballots are tallied electronically, either by Election Day scanners or by high-speed central ballot scanners used at the Borough Office Canvass Location. On rare occasions, the Board must manually recanvass the ballots. These occasions include court ordered recounts and the Board Commissioners’ approved standard for an automatic manual recanvass. These procedures which provide detailed instructions for how to manually tally ballots are also used for tallying emergency ballots (if necessary) or to resolve discrepancies during the recanvass.
8. **Canvass of Absentee, Military, Special, Affidavit, Presidential, and Federal Ballots**
Absentee, Military, Special, Affidavit, Presidential, and Federal Ballots are counted after an election. The Board canvasses Absentee, Military, Special, Affidavit, Presidential, and Federal ballots, including federal write-in absentee ballots (FWABs) on a date chosen by the Commissioners. The date is usually a week or two after the election.

The Board conducts the canvass of these paper ballots using Central Ballot Scanning Tabulation Systems. In instances where only one contest appears on the paper ballot, the Borough Commissioners are authorized to direct that a manual canvass/recanvass of paper ballots be conducted, if they determine it will be more efficient.

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9. **Audit of the Central Ballot Scanners**

New York State Election Law requires an audit of the central ballot scanners used to canvass Absentee, Special, Military, Federal, Presidential, and Affidavit ballots after an election. In compliance with the law, a list of election districts (EDs) for each borough is ordered in random sequence and is audited. Bipartisan Board of Elections teams will manually canvass the ballots of the selected EDs and compare them against the results from the central ballot scanners. Early Voting Affidavit ballots will be part of this audit.

10. **Entering of Write-in Names into S-Elect**

When voters choose to write in a name on a ballot as their selection for a contest and it is received in the borough after an election, bipartisan teams of Board staff review the ballot and use the State Board's standards to determine the validity of the selection. Upon this determination, and following Board of Elections in the City of New York policies and procedures, the valid write-in names are entered into the Board's Central Election Management System.

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WATCHERS

The appointment of Watchers is by a certificate in writing issued by candidates, political parties, or independent organizations which have candidates on the ballot or political committees. ***A sample certificate is in the Forms section of these procedures.*** The certificate must be shown to an inspector at the election district. All Poll Watchers must sign the poll site **Visitor Log**. Each Watcher must be a qualified voter of the city or county.

A candidate may visit a polling place in their district on an election day while the polls are open. However, a Watcher may not be a candidate for any public office to be voted for by the voters of the election district in the same election in which they are to serve.

For each phase of the Canvass and Recanvass process, the Board allows Watchers to be present to observe the following:

- Prequalification Testing
- Unlocking and examination of any voting machine or ballot box at the opening of the polls, until after the signing of the inspectors' returns and proclamation of the results
- Reading of the portable memory devices (PMDs)
- Recanvass of the Poll Site Ballots
- Random Draw and Audit of the Scanners
- Recording of Write-in Names
- Manual Canvass/Recanvass of Paper Ballots

A Watcher is not allowed to touch the ballots, but may make objections or challenge the determination of whether a ballot is valid. A Watcher may request Board employees to provide copies of the envelopes they wish to challenge. The Board may charge a nominal fee for each copy. The leading borough Democrat and Republican or their designees will make a ruling. If both agree, their ruling is final. If they do not agree, the ballot is set aside, unless a court order is received.

For each phase of the Canvass and Recanvass process, the Board follows this mandate from NYS Election Law Section 9-209 (1):

- “At least five days prior to the time fixed for such meeting, the board of elections shall send notice by first class mail to each candidate, political party and independent body entitled to have had watchers present at the polls in any election district in such board’s jurisdiction. Such notice shall state time and place fixed by the board for such canvass.”*
- “Each such candidate, political party, and independent body shall be entitled to appoint such number of watchers to attend upon each central board of inspectors as such candidate, political party, or independent body was entitled to appoint at such election in any one election district for which such central board of inspectors is designated to act.”*

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TRACKING PROCEDURES FOR CANVASS ELECTION MATERIALS

Purpose and Requirements

Each canvass activity must be documented. Tracking sheets designed specifically for that activity are maintained throughout the process indicating the movement of materials, the persons handling the materials or performing the tasks, the quantities of materials, the disposition of items, and the dates of performance. Receipts are prepared and signed for each transfer in and between activities. Receipts include the printed names and signatures of the giver and the receiver, date of the handoff, description of the item and the quantities. All documentation is archived along with the relevant election materials for the given election for a minimum of two years.

Tracking Requirements

- All items checked into or out of secured storage are tracked.
- Bipartisan Teams of Board staff will oversee all transactions in the secured storage area.

Chain of Custody Tracking and Documentation

Any materials checked into or out of the secured storage area must be documented on the **Secured Storage – Supplies Check In/Check Out Form**. See Forms at the end of this section.

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ROLES AND RESPONSIBILITIES

Each procedure has its own detailed list of roles and responsibilities according to what is required for that process. In all cases, bipartisan Board staff is allocated according to the required roles and areas of responsibility.

Role	Responsibility
<p>Senior Board Staff:</p> <ul style="list-style-type: none"> – Borough Chief – Deputy Chief – Designees of the Borough & Deputy Chiefs 	<ul style="list-style-type: none"> • Provides access to the secured storage area • Issues are escalated to this team for guidance or approval, as needed • Ensures staff are trained in all of the canvass activities and allocates staff accordingly • Maintenance and completion of all canvass activity documentation, including tracking sheets and receipts
<p>Bipartisan Team Leads/ VMF Supervisors</p>	<ul style="list-style-type: none"> • Supervision of each canvass activity and ensures adherence to the relevant procedures • Coordinates and manages the process of providing the appropriate materials • Escalates issues or concerns to Senior Board staff when necessary
<p>Bipartisan Team of Borough Staff</p> <ul style="list-style-type: none"> – Intake Clerks – Verification Clerks – Borough Clerks 	<ul style="list-style-type: none"> • Performs specified tasks within the canvass activities • Intake Clerks receive deliveries from the police/peace officer and documents the arrival • Verification Clerks account for all items delivered from each precinct • Borough Clerks open and account for all items inside the Poll Site Return Bags
<p>Supporting Staff:</p> <ul style="list-style-type: none"> – Electronic Voting Systems (EVS) – Voting Equipment Operations Unit (VEOU) – Candidate Records Unit (CRU) – Office of General Counsel – Management Information Systems (MIS) – Poll Site Device Unit (PSDU) 	<ul style="list-style-type: none"> • Provides guidance and assistance within relevant areas of the canvass activities • EVS will setup and test: servers (ERM, ENR, SFTP, S-Elect Interface); ENR Network and Internet Connections • MIS will setup: S-Elect database and Poll Site tablets • PSDU will setup and test ENR tablets

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DETAILED PROCEDURES FOR EVS, VEOU AND MIS STAFF

ENR Laptops and Tablets

EVS STAFF:

- Monitor ENR Laptops and Tablets on Election Night

VEOU STAFF:

- Transfer ENR Laptops to the designated Board facility
- Place ENR tablets into the Red transport bags for the assigned police precincts

PSDU STAFF:

- Setup and test ENR Tablets

ENR Web and SFTP Servers

EVS STAFF:

- Confirm that the Web and SFTP servers are running correctly

ERM Virtual Server

- Setup ERM virtual servers with ERM keys for the election
- Start ERM software before 9 pm on Election Night for each borough
- Print “Zero” Summary Report for each borough
- Start import of results data process
- Stop import of results data process when the last results are processed
- Process “Final” XML file and transfer it to the SFTP server
- Print Summary Report for each borough

S-Elect

MIS STAFF:

- Print import confirmation report when the last results are processed

Confirm Import into S-Elect of the Unofficial Election Night Results

EVS STAFF:

- Compare S-Elect import confirmation report to the ERM Summary Report for each borough
- Confirm that the results on both reports match

Pre-Election System Test

- Setup required systems (servers, tablets & Internet connections)
- Create test PMD data for boroughs
- Using one ENR laptop per borough, transmit test PMD data to SFTP server
- Process PMD data following steps listed above

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Organizing Bipartisan Canvass Teams

Prior to the day of the canvass/recanvass, the Leads must identify a large area to canvass the paper ballots. The space must be large enough to have staging, tally, verification and completion tables. Access will also be needed for computer stations for S-Elect entries.

For each phase of the canvass/recanvass, Leads will organize bipartisan teams based on individual skill, talent and personality. It's important to choose people who have the basic skills needed to complete the assigned tasks.

For example, choose:

- Tech-savvy people, prone to accuracy to operate scanners and do S-Elect entries.
- Detail-oriented people with good handwriting and math skills for the scanner-refused worksheets.

Formed Teams

The number of teams to use for each task will depend on the size of the election and the amount of human resources available to do the work. Leads will ensure all needed supplies and forms (Canvass Worksheets, Control Sheets, Write-in Forms, etc.) are on the relevant tables.

Leads will give detailed instructions of the required tasks to the teams. Leads will give examples so everyone in the group has a clear understanding of their duties. While the tasks are performed, if a team has a question that may be helpful to the entire group, Leads will introduce the question and provide the answer to all teams working on the related task.

Periodically, Leads will check on the assigned teams to see if there are questions. Leads will spot check the teams' work for accuracy. If necessary, Leads will reorganize teams that are underperforming.

For the Canvass, Leads or Runners will bring valid paper ballots to the Staging Tables in batches by AD. As ballots are processed, Leads or Runners will route ballots organized in ED order to the Tally Table, then the Verification Table, the Completion Table and ultimately the S-Elect Table for data entry. As ballots move from table to table, Board canvassers track the process on ED Control Sheets.

The Chain of Custody Must Continue Throughout the Canvass Process

Secured storage areas are to remain locked when not in use, and must be monitored at all times when open. **Do not leave canvass items unattended.**

Bipartisan teams are to be used for every stage of the canvass/recanvass

RECEIVE MATERIALS FROM THE POLL SITES

Purpose and Requirements

The purpose of this section is to provide detailed procedures for the receipt, accounting, documentation, transport and storage of the materials used on the election. At the close of the polls on Election Night, materials used at the poll sites are packaged according to New York State Election Law, New York State Board of Elections Rules and Regulations, and BOE in NYC policy and standard operating procedures. The materials are given to the designated police/peace officer and they are transported by the designated officer to the specified borough facility. In each borough, teams of bipartisan Board staff are present to document the receipt of the election materials.

Requirements:

- Police/peace officer transports election materials between precinct and borough facility in a timely manner
- Bipartisan teams of Board staff transports election materials between borough facilities and checks each supply cart and scanner as soon as all equipment for a poll site is returned
- Bipartisan teams of Board staff provides receipts for all transactions and attempts to recover any missing items
- All documentation is maintained in secured storage

Detailed Procedures

The designated police/peace officers transport Election materials from all poll sites back to the police precinct, and then back to the specified borough facility. As the materials arrive, bipartisan teams of Board staff account for all expected materials by using the appropriate checklists. All materials are separated by zone and ED/AD order for transport to other Board facilities, as necessary. If any materials are missing, Board staff members notify the Chief Clerk and Deputy Chief Clerk of the borough immediately. All materials are placed in secured storage until they are needed for further post-election activities.

Bipartisan teams are to be used for every stage of the canvass/recanvass

Bipartisan Board Staff:

Intake of Materials Delivered by Police/Peace Officer

Poll Site Return Bag and Ballot Bin Liner Case:

Police/Peace officer delivers materials to the specified borough facility:

- Step 1. Complete and sign the **Election Night Police/Peace Officer Delivery Receipt** listing all items dropped off by the officer. Place a checkmark in the relevant column for all materials received.
- Step 2. Review the receipt for accuracy and confirm that the officer and bipartisan team of Board staff signed at the bottom of the receipt verifying they agree on the items being delivered.

RED Bags:

- Step 1. Have the officer complete and sign the **Election Night Police/Peace Officer Delivery Receipt for RED Bag** form for every bag delivered.
- Step 2. Review the receipt for accuracy, checking that the officer and bipartisan team of Board staff signed at the bottom of the receipt verifying agreement on the items delivered.

Verification of Materials Delivered

Poll Site Return Bag and Ballot Bin Liner Case:

- Step 1. Using the **VMF Election Night Supplies Return Checklist**, write in the ED/AD of the Poll Site Return Bag in the designated ED/AD area.
- Step 2. Using the **VMF Election Night Supplies Return Checklist**, check off each Ballot Bin Liner Case as it is received.
- Step 3. Once all the materials for a poll site have been accounted for, place the form for that poll site in a pile of verified poll sites.

NOTE: If any materials are missing, notify the Chief, Deputy Chief Clerk, and the Leads immediately.

Bipartisan teams are to be used for every stage of the canvass/recanvass

RED Bags:

Using the **VMF Election Night RED Bag Checklist**, confirm that all of the large Yellow Scanner Voting Records (SVR) bags for that precinct have returned. Sign and date the bottom of the form, as required.

Using the **VMF Election Night SVR Bag Return Checklist**, open the large Yellow SVR bags, one bag at a time. Verify the small pouches for all scanners at the poll site. One pouch at a time, check off the items inside the small yellow pouch. Place verified small yellow pouches back into large Yellow SVR bags.

As each large Yellow SVR bag is verified, place it back into the RED bag.

When all the large Yellow SVR bags are verified, place the RED bag in secured storage.

NOTE: If any large Yellow SVR Bags, small Yellow pouches or PMDs are missing, notify the Chief, Deputy Chief Clerk, and Leads immediately.

Board Staff Divide Materials and Prepare for Delivery to Secured Storage

Step 1. Once all materials have been accounted for, divide the materials and prepare for storage and transportation as follows:

A. Transport Poll Site Return Bags (1 per 5 EDs) to Recanvass Location. Package all the materials into large bins for transportation.

PLEASE NOTE: A bipartisan team of Board staff must be present at all times during the delivery to the borough office.

B. Place Ballot Bin Liner Cases (1 per scanner), and RED Bags in secured storage.

NOTE: Election documents and materials must be tracked and handled carefully.

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Borough Office Staff Verify Contents of Poll Site Return Bags

- Step 1. Upon receipt of the collection bins for Poll Site Return Bags at the borough office, using the **Borough Office Post Election Supplies Return Checklist**, verify the contents of the items received.
- Step 2. Empty each ED Return Bag, one at a time, and be sure that the ED/AD is written on all envelopes inside the bag. If the ED is missing, fill in the proper ED on the envelope. Be sure to check off all returned items on the **Borough Office Post Election Supplies Return Checklist (by ED/AD)**.
- Step 3. Separate all envelopes into bundles by type. Check that the number of ballots reported to be contained in the Affidavit Transmittal Envelopes and Emergency Transmittal Ballot Envelope has been properly recorded. If the number of ballots has been omitted, note in red “number of ballots missing.” If the number is different from the number recorded on either transmittal envelope, note the number found in red pencil on the outside of the envelope and have it initialed by both clerks. Put the number actually found in the log, but indicate an asterisk (*) to note that the number was different from the number recorded by the Poll Site Inspectors. On the back of each Emergency ballot write the ED/AD “E” count the total number of “E” ballots and add to Election Night Log.
- Step 4. Count the number of “A” ballots in each ED’s “A” (Affidavit) ballot envelope. Write the total “A” ballots counted on the ED's large “A” ballot envelope. Be sure that the ED/AD is on each envelope. If the number of “A” ballot envelopes is different from the number entered on the Transmittal envelope, note the discrepancy on the Transmittal Envelope. Two clerks from different political parties must initial the notation. Draw a line through the incorrect number in red and write the correct number of “A” ballots.
- Step 5. Record the number of “A” ballots on the Election Night Log by ED/AD. Add the ED/AD entries to get a grand total. Put the number actually found in the log, but indicate an asterisk (*) to note that the number was different from the number recorded by the Poll Site Inspectors.
- Step 6. Count the number of Special ballots in each ED’s Special Ballot Transmittal envelope. Write the total Special ballots counted on the ED's ballot transmittal envelope. Be sure that the ED/AD is on each envelope. If the number of Special ballot envelopes is different from the number entered on the Transmittal envelope, note the discrepancy on the Transmittal Envelope. Two clerks from different political parties must initial the notation. Draw a line through the incorrect number in red and write the correct number of Special ballots.

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- Step 7. Record the number of Special Ballot envelopes as **Absentees** on the Election Night Log by ED/AD. Add the ED/AD entries to get a grand total. Write the number of Special Ballots found in the Transmittal Envelope in the log, but indicate an asterisk (*) to note that the number was different from the number recorded by the Poll Site Inspectors.
- Step 8. Continue using the **Borough Office Post Election Supplies Return Checklist (by ED/AD)** to check off the rest of the items in the ED Return Bag.
- Step 9. Place the Emergency, Affidavit, and Special ballots in secured storage area.
- Step 10. Open the Gray Transport Bag and ensure all the items listed on the checklist are present.
- Step 11. Using the **Borough Office Post Election Supplies Return Checklist (by poll site)**, open the Return Envelope (1 per poll site). Locate the scanner Results Tapes and the Return of Canvass Sheets and check the items off on the checklist.
- Step 12. Give all return of canvass sheets to Leads in ED order.
- Step 13. Open the Coordinator Return Bag (1 per poll site), and ensure all the items listed on the checklist are present. Check off the items on the checklist as they are located.
- Step 14. The Election Day Operations Unit must collect all Forms Booklets, Poll Worker Notice to Work envelopes, ADA Journals, Complaint Logs, Coordinator Journals, Interpreter Journals, Scanner Booklets, PMD return forms, key envelopes; and is responsible for locating missing items.
- Step 15. Sign and date the bottom of each checklist form, as required.
- Step 16. Begin the preliminary review procedure on the “A” ballot envelopes.
- Step 17. Separate the “A” ballots by categories as per ED prescribed procedures.
- Step 18. When all materials are accounted for and documented, store all items, including all tracking receipts and checklists, in secured storage.

Bipartisan teams are to be used for every stage of the canvass/recanvass

IMPORTANT:

Notify the Chief, Deputy Chief Clerk, and Leads immediately if any ballot envelopes (such as Affidavit, Emergency, Void, Special Ballot, and excess ballot) are missing. Bipartisan teams must be assigned to search for the missing items, which are needed for the recanvass.

Archiving of Election Materials

All documentation is archived along with the relevant election materials for the given election for a minimum of two years.

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FORMS

See the following sample of forms pre-populated with information specific to each poll site and a sample Poll Watcher Certificate:

- **The Election Night Police/Peace Officer Delivery Receipt**
- **The Election Night Police/Peace Officer Delivery Receipt for RED Bag**
- **The VMF Election Night Supplies Return Checklist**
- **The VMF Election Night RED Bag Checklist**
- **The VMF Election Night SVR Bag Return Checklist**
- **The Borough Office Return Checklist by ED/AD**
- **The Borough Office Return Checklist by Poll Site**
- **Secured Storage – Supplies Check In/Check Out Form**
- **Poll Site Watcher Certificate**

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The Board of Elections in the City of New York Section 4 – Canvass/Recanvass Procedures

ELECTION NIGHT POLICE/PEACE OFFICER DELIVERY RECEIPT (One per Officer) Provide a copy of this receipt to Police Officer & keep the original			
Purpose: This form is used to account for supplies returned on Election Night by Police/Peace Officer to VMF. Police/Peace officer must sign this form to indicate that he or she has delivered these items at the supplies in-take table.			
COUNTY	New York	ZONE	08
PRECINCT	1st Precinct		
HASNO & Poll Site Name	10222-PS 234 (Independence)		DATE
			11/08/2016
Police/Peace Officer has delivered the following items from this Poll Site to the VMF:			
ITEM (Use additional sheets if you need more lines)	Check (✓)		
1. Poll Site Return Bag - 1 for every 5 EDs	Bag(s)	ED/AD Number	
ED Return Bag		003/66	
ED Return Bag		006/66	
ED Return Bag		008/66	
ED Return Bag		009/66	
ED Return Bag		011/66	
ED Return Bag		012/66	
ED Return Bag		013/66	
Return of Canvass Envelope (1 per poll site)			
Coordinator Return Bag (1 per poll site)			
2. Ballot Bin Liner Case - 1 for each Scanner		Unit Number	Seal Number
Scanner		NY0386	21700158
Scanner		NY0387	21700104
Scanner		NY0388	21700214
Scanner		NY1162	21700154
Scanner		NY1163	21700054

Comments: _____

Police/Peace Officer Name: (Print) _____
 (Sign) _____ **Precinct:** _____

Shield Number : _____ **Precinct Phone:** (Tel) _____

BOE Staff Name (D): (Print) _____ **BOE Staff Name (R):** (Print) _____
 (Sign) _____ (Sign) _____

General Election - 11/08/2016

white copy - General Office / yellow copy - Borough Office / pink copy - Police/Peace Officer

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Bipartisan teams are to be used for every stage of the canvass/recanvass

**ELECTION NIGHT POLICE/PEACE OFFICER DELIVERY RECEIPT FOR RED BAG
(one per precinct)**

Purpose: This form is used to account for RED bags on Election Night being returned by Police/Peace officer to VMF.
Police/Peace officer must sign this form to indicate that he or she has delivered these items at the supplies in-take table.

COUNTY	New York	ZONE	07	PRECINCT	6th Precinct
HASNO & Poll Site Name	M0019-PS 41			DATE	11/08/2016
Police/Peace Officer has delivered the following items from this precinct to the VMF:					
ITEM (Use additional sheets if you need more lines)	Check (√)				
1. Results of Election Delivery Bag		Seal Number			
Bag 1					
Bag 2					
Bag 3					

Comments: _____

Police/Peace Officer Name: _____ (Print)
 _____ (Sign) **Precinct:** _____
Shield Number : _____ **Precinct Phone:** _____ (Tel)

BOE Staff Name (D): _____ (Print)
 _____ (Sign) **BOE Staff Name (R):** _____ (Print)
 _____ (Date) _____ (Sign)
 _____ (Date) _____ (Date)

General Election - 11/08/2016
 white copy - General Office / yellow copy - Borough Office / pink copy - Police/Peace Officer

Bipartisan teams are to be used for every stage of the canvass/recanvass

VMF ELECTION NIGHT SVR BAG RETURN CHECKLIST (one per poll site)

Purpose: This form is used to verify the supplies (at the verification table) that will remain in the VMF on Election Night.

COUNTY	New York	ZONE	08	PRECINCT	1
HASNO & Poll Site Name	10222 - PS 234 (Independence)			DATE	

BOE Staff at the VMF verify the content of the following items:

Place a check next to each item after verification (Use additional sheets if you have more items)	Check (✓) Item									
1. Yellow Large Scanner Voting Records Bag 1 for each poll site, which contains:	Scanner A	Scanner B	Scanner C	Scanner D	Scanner E	Scanner F	Scanner G	Scanner H	Scanner I	Scanner J
Yellow small Scanner Voting Records Pouch 1 for each scanner, which contains:										
One complete Zero Report tape from scanner										
One sealed Zip Lock bag containing one PMD										

BOE Staff Name (D): (Print) _____ (Sign) _____ (Date) _____

BOE Staff Name (R): (Print) _____ (Sign) _____ (Date) _____

BOROUGH OFFICE POST ELECTION SUPPLIES RETURN CHECKLIST (by Poll Site)

County:	New York	HASNO & Poll Site Name:	00001 - Coler Hospital
Purpose: The form is used to verify contents of the Poll Site Return Bag(s) received at the Borough Office after being transported from the VMF.			
BOE Staff at the Borough Office verify the content of the following items			
For each poll site place a check next to each item after verification			Check (✓) Item
Return of Canvass Envelope (1 per poll site)			
Return of Canvass Sheet			
Results Tape			
Coordinator Return Bag (1 per poll site)			
BMD Police Envelope(s) - 1 for each BMD. Which contains:			
1 BMD Key Envelope (With 1 BMD Silver Key, 1 BMD Gold Key)			
1 BMD Seals Report			
1 Scissors for cutting BMD seals (optional)			
Any broken BMD Seals (optional)			
Scanner Police Envelope(s) - 1 for every Scanner. Which contains:			
1 Scanner Key Envelope (With 1 Silver Key and 1 Black Barrel Key)			
1 Scanner Seals Report			
Election Security Code Card			
1 Scissors for cutting Scanner seals (optional)			
Any broken Scanner Seals (optional)			
ED Supply Cart Police Envelope(s) - 1 for each ED. Which contains:			
1 ED Supply Cart Key Envelope (With 1 Key)			
Any broken ED Supply Cart Seals (optional)			
Forms Booklet(s)			
Scanner Booklet(s) - 1 for each Scanner			
Poll Worker Notice to Work Envelope			
ADA Journal and Complaint Log			
Coordinator Journal			
Interpreter Journal			
3rd copy of Election Night PMD Return Form (RFID)			

Comments: _____

BOE Staff Name (D): (Print) _____ (Sign) _____ Date: _____

BOE Staff Name (R): (Print) _____ (Sign) _____ Date: _____

BOE Supervisor: (Print) _____ (Sign) _____ Date: _____

General Election 2016 - 11/08/2016

white copy - General Office / yellow copy - Borough Office / pink copy - VMF

Bipartisan teams are to be used for every stage of the canvass/recanvass

SECURED STORAGE - SUPPLIES CHECK IN/CHECK OUT FORM

1. This form must be completed each time an item is checked in or checked out of Secured Storage.
2. A Democrat and a Republican must be present to retrieve any item from or store item in the Secured Storage.

ITEM	Poll site HASNO #	Seal Number	Check in to Secured Storage		Check Out of Secured Storage	
			DEM	REP	DEM	REP
_____	_____	_____	_____ <i>(print name)</i>	_____ <i>(print name)</i>	_____ <i>(print name)</i>	_____ <i>(print name)</i>
_____	_____	_____	_____ <i>(sign name)</i> <i>(date)</i>	_____ <i>(sign name)</i> <i>(date)</i>	_____ <i>(sign name)</i> <i>(date)</i>	_____ <i>(sign name)</i> <i>(date)</i>
_____	_____	_____	_____ <i>(print name)</i>	_____ <i>(print name)</i>	_____ <i>(print name)</i>	_____ <i>(print name)</i>
_____	_____	_____	_____ <i>(sign name)</i> <i>(date)</i>	_____ <i>(sign name)</i> <i>(date)</i>	_____ <i>(sign name)</i> <i>(date)</i>	_____ <i>(sign name)</i> <i>(date)</i>
_____	_____	_____	_____ <i>(print name)</i>	_____ <i>(print name)</i>	_____ <i>(print name)</i>	_____ <i>(print name)</i>
_____	_____	_____	_____ <i>(sign name)</i> <i>(date)</i>	_____ <i>(sign name)</i> <i>(date)</i>	_____ <i>(sign name)</i> <i>(date)</i>	_____ <i>(sign name)</i> <i>(date)</i>
_____	_____	_____	_____ <i>(print name)</i>	_____ <i>(print name)</i>	_____ <i>(print name)</i>	_____ <i>(print name)</i>
_____	_____	_____	_____ <i>(sign name)</i> <i>(date)</i>	_____ <i>(sign name)</i> <i>(date)</i>	_____ <i>(sign name)</i> <i>(date)</i>	_____ <i>(sign name)</i> <i>(date)</i>
_____	_____	_____	_____ <i>(print name)</i>	_____ <i>(print name)</i>	_____ <i>(print name)</i>	_____ <i>(print name)</i>
_____	_____	_____	_____ <i>(sign name)</i> <i>(date)</i>	_____ <i>(sign name)</i> <i>(date)</i>	_____ <i>(sign name)</i> <i>(date)</i>	_____ <i>(sign name)</i> <i>(date)</i>

Bipartisan teams are to be used for every stage of the canvass/recanvass

POLL WATCHER CERTIFICATE

Poll Watchers are designated by candidates, political parties, or independent organizations which have candidates on the ballot or political committees. All Poll Watchers and observers **MUST** sign the **Visitor Log** and show proper certificates, authorization letters or identification to Board personnel inside the room where voting takes place or is canvassed.

SAMPLE



<p style="text-align: center;">POLL WATCHER'S CERTIFICATE</p> <p>To The Board of Elections in the City of New York:</p> <p>Pursuant to provisions of Section 8-500 of the Election Law of the State of New York, the undersigned hereby appoints:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Individual (Print)</p> <p>To act as Watcher on their behalf, at the Primary, General or Special Election to be held on _____^(date) in the ____ Election District, _____ Assembly District, Borough or County of _____, City of New York.</p> <p style="text-align: center;">_____ Signature of Candidate, Chairperson of Political Committee or Independent Body</p> <p style="text-align: center;">_____ Name of Candidate, (Print) Political Committee or Independent Body</p>
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Note: This sample is based upon the 2019 Poll Watcher's Certificate and is subject to change.