

Tallying Tips

When tallying write-ins . . . "MACHINE COUNTED"

- If an oval has been filled in next to a preprinted name and a name has been written in without the oval filled out and only one vote is allowed for that office, then it counts as an over vote (because you are not able to determine the intent of the voter) and you have to adjust the tally.

You do this by entering a -1 in the box next to the candidate's name who got the vote.

- If an name is entered on the write-in line and no oval is filled in, you still count the write-in, since voter intent is clear.

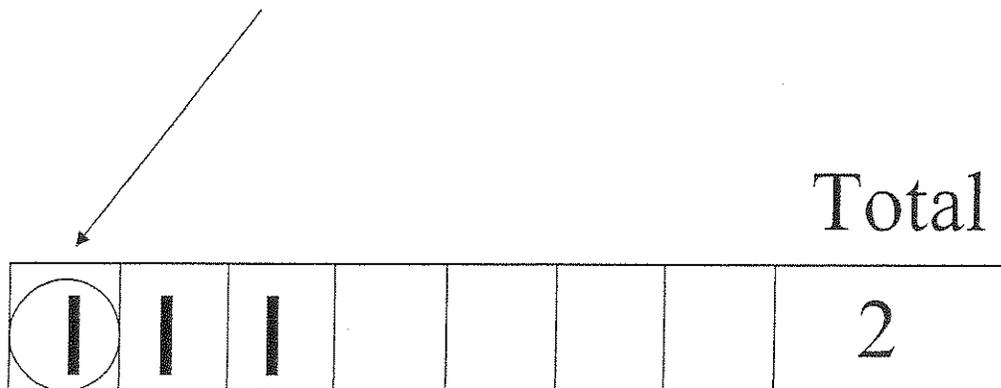
When you are tallying hand-counted ballots . . . "NON-MACHINE-COUNTED"

- Remember that these ballots have not gone through the voting machine, so you have to tally for each and every office.
- If no vote has been made for a particular office, you need to enter a mark in the "blank" row on the tally sheet for that office.
- If an over-vote is made for an office, that should be marked as a blank on the tally sheet.
- If 10 hand counted ballots are counted, you need to account for each office on the ballot ten times. If someone leaves an office blank and you don't record the blank, you will only have 9 votes for that office.

Remember that you need to be able to establish voter intent without a doubt in order to count that vote.

- If you make a mistake,

Circle the mark in the box instead of crossing out or erasing, like this:



1	1	1						Total
1	1	1						2

The Voting Process

1. The voter fills in the oval next to the candidate's name to vote for that candidate.

HOUSING AUTHORITY	
FOR FIVE YEARS	Vote for ONE
JOHN SCOTT HAZELTON 76 Nutting Road	Candidate for Re-election <input checked="" type="radio"/>
_____	(Write-In) <input type="radio"/>

If you are tallying **write-in** ballots, then remember that the machine has already counted this vote, so there is nothing for you to tally; go to the next office.

only make note of handwritten votes.

If this is an **uncounted** vote, you need to mark a vote for that candidate. Remember that the machine has not counted this ballot.

TALLY SHEET for **HAND COUNTED** BALLOTS

Town of Westford Precinct / Envelope # / May 1, 2007
 Talliers: _____ and _____

OFFICE	RECORD OF ALL VALID VOTES ON THE BALLOT																								TOTAL	
HOUSING AUTHORITY (Vote for ONE)	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	
John Scott Hazelton	/																									/
BLANKS																										

The Voting Process

4. The voter may write the name of a candidate on the write-in line and not fill in the oval. That vote will be counted by the machine as a blank, but will be adjusted when the tallier includes that name in the write-in tally.

SELECTMAN	
FOR THREE YEARS	Vote for TWO
ROBERT S. JEFFERIES <small>11 Boston Road</small>	Candidate for Re-election <input type="checkbox"/>
NANCY L. ROSINSKI <small>13 N Hill Road</small>	<input type="checkbox"/>
<i>Chris Romeo</i>	(Write-In) <input type="checkbox"/>
	(Write-In) <input type="checkbox"/>

If this is a **write-in** ballot, the machine has counted this vote as a blank. You need to write in the candidate's name and mark a vote for her/him. If the voter has written in the name of a candidate who is preprinted on the ballot for the office, then do not add a tally mark for the candidate. This is counted as an overvote and will remain a blank. This is viewed legally as attempting to cast two votes for a candidate.

SELECTMAN (Vote for TWO)

	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	
Robert s. Jefferies																										
Nancy L. Rosinski																										
<i>Chris Romeo</i>	/																									/

If this is an **hand-counted** vote, you need to write the candidate's name on the hand-counted ballot tally sheet mark a vote for the write-in candidate. See instruction above if a preprinted candidate's name is also handwritten for the same office.

SELECTMAN (Vote for TWO)

	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	
Robert s. Jefferies																										
Nancy L. Rosinski																										
<i>Chris Romeo</i>	/																								/	
BLANKS	/																								/	

The Voting Process

5. The voter may fill in the oval next to the write-in space but neglect to write in a name. That vote will be counted as a write-in by the machine, but will actually be a blank because there is no name to be tallied.

PLANNING BOARD	
FOR FIVE YEARS	Vote for ONE
ANDREA PERANER-SWEET <small>21 Kirsi Circle</small>	Candidate for Re-election <input type="radio"/>
_____	(Write-In) <input checked="" type="radio"/>

If this is a **write-in** ballot, the machine has counted a write-in for this office. Because there is no name to correspond with this write-in, you have no information to add. Do not add a blank row to account for this. I will figure it out by the number of actual write-ins.

Don't tell me about blanks on the write-in tally sheet - I can figure that out from the total actual write-ins.

If this is an **hand counted** vote, you need to add a tally mark in the blank row for this office.

PLANNING BOARD (Vote for ONE)	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
Andrea Peraner-Sweet																									

The Voting Process

6. If the voter fills in more ovals than is allowed for that office, then the machine will count that as a blank vote because you cannot determine voter intent.

SCHOOL COMMITTEE	
FOR THREE YEARS	Vote for TWO
ARTHUR F. BENOIT 26 Country Road	<input checked="" type="radio"/>
JUDITH E. CULVER 34 Stone Ridge Road	<input checked="" type="radio"/>
RAYMOND E. RIDDICK, JR. 22 Blakes Hill Road	<input checked="" type="radio"/>
	(Write-In) <input type="radio"/>
	(Write-In) <input type="radio"/>

If this is a **write-in** ballot, the machine has already counted this as a blank. There is no information for you to add.

There is no information here that differs from the voting machine's assumption. It has counted two blanks.

If this is an **uncounted** vote, you need to add a tally mark in the blank row for this office.

SCHOOL COMMITTEE (Vote for TWO)	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
Arthur F. Benoit																									
Judith E. Culver																									
Raymond E. Riddick, Jr.																									
BLANKS	/	/																							2

The Voting Process

7. If the voter fills in an oval next to a printed candidate's name and then prints another name on the write-in line but does not fill in the oval (this is assuming that it is a "vote for ONE" office), then the machine will have counted this as a vote for the candidate. Because you don't know if the voter's intent is to vote for the preprinted or hand-written candidate, the vote for this particular office should be blank.

HOUSING AUTHORITY	
FOR FIVE YEARS	Vote for ONE
JOHN SCOTT HAZELTON 76 Nutting Road	Candidate for Re-election <input checked="" type="radio"/>
<i>Chris Pude</i>	(Write-In) <input type="radio"/>

If this is a **write-in** ballot, you will need to correct the machine's tally to account for the over vote, since it counted a vote for the candidate that was marked with the filled in oval. To reflect this blank vote in the tally, you need to take a vote away from the candidate in the office that has been over-voted by placing a "-1" tally mark in the box next to that candidate's name.

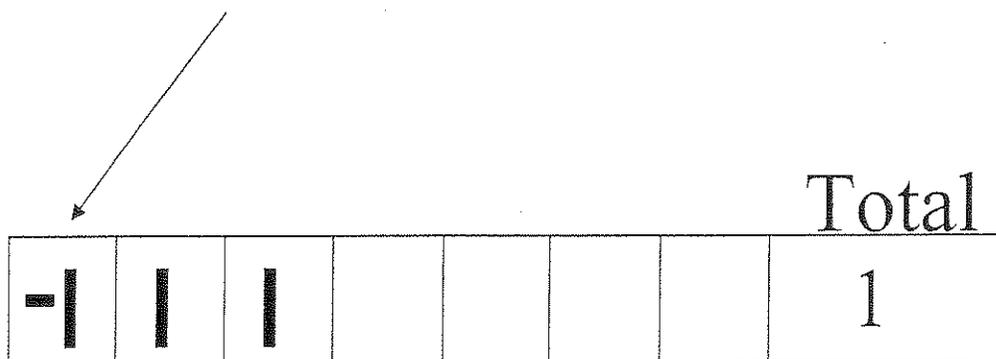
OFFICE	RECORD OF <u>ONLY HANDWRITTEN VOTES</u> ON THE BALLOT																									TOTAL	
HOUSING AUTHORITY (Vote for ONE)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25		
John Scott Hazelton	-1																										-1

If this is an **uncounted** vote, you need to add a tally mark to the blank row for this office.

OFFICE	RECORD OF <u>ALL VALID VOTES</u> ON THE BALLOT																									TOTAL	
HOUSING AUTHORITY (Vote for ONE)	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		
John Scott Hazelton																											
BLANKS	/																										/

- If you have to adjust a tally due to an overvote that the machine did not pick up on (i.e., filled in an oval and wrote in a name but did not fill in the oval next to the write-in),

Enter a negative tally mark to adjust for the over vote, like this:



-							Total
							1

The Voting Process

8. If the voter fills has done something like draw an arrow to the preferred candidate or circles the oval instead of filling it in, the machine will not register the vote, but the voter's intent is clear.

← OR →

SCHOOL COMMITTEE		SCHOOL COMMITTEE	
FOR THREE YEARS		FOR THREE YEARS	
Vote for TWO		Vote for TWO	
ARTHUR F. BENOIT 26 Country Road	YES → ●	ARTHUR F. BENOIT 26 Country Road	→ ○
JUDITH E. CULVER 34 Stone Ridge Road	YES → ●	JUDITH E. CULVER 34 Stone Ridge Road	→ ○
RAYMOND E. RIDDICK, JR. 22 Blakes Hill Road	●	RAYMOND E. RIDDICK, JR. 22 Blakes Hill Road	○
(Write-In)	○	(Write-In)	○
(Write-In)	○	(Write-In)	○

If this is a **write-in** ballot, you will need to add a tally mark for the candidate the voter has indicated, even if it is preprinted, since the machine was not able to read the vote.

SCHOOL COMMITTEE (Vote for TWO)

	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	
Arthur F. Benoit	/																									/
Judith E. Culver	/																									/
Raymond E. Riddick, Jr.																										

If this is an **uncounted** vote, you need to add a tally mark for the candidate the voter has indicated.

SCHOOL COMMITTEE (Vote for TWO)

	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	
Arthur F. Benoit	/																									/
Judith E. Culver	/																									/
Raymond E. Riddick, Jr.																										
BLANKS																										