This presentation on Recanvass is meant to PREPARE not SCARE you.
However if you have not been involved in a Recanvass we would be remiss if we didn’t tell you that a Recanvass can be *intense*.

The outcome of the candidate’s race is at stake.

A Recanvass is like an expanded election night that lasts several hours. Like most of what we do as Registrar’s it is very detailed. A few highlights:
1) Prepare all documents in advance.
2) Hire sufficient help.
3) Chain of custody of voted ballots is critical.
4) The public will be observing.
   More detail will be shared throughout this presentation.

Recanvass = Recount

What we refer to as a Recanvass the public refers to as a recount. They are the same thing.
We recanvass the votes that were counted or canvassed on election night.

A recanvass will most likely occur in a multi opening office in an election with a low turnout.
The difference between a Recanvass and an Audit

Keep this in mind:

Throughout the process of a Recanvass you will look for Voter intent on a ballot. *
*(the vast majority of the ballots will be marked correctly and go through the tabulator)

In an Audit you look for how the tabulator would read the ballot. *

Examples will be given later in this presentation.
**Prior to Election Day:**

Determine a date to conduct Recanvass, if one is necessary, with Co Registrar and Head Mod.

It must be within 5 days of the election.

Reserve a Room to conduct Recavass in.

---

**Recanvass Procedure Manual**

Print copies from Secretary of the State of CT website

- Refer to the manual for:
  - more details
  - Forms
    - Summons
      - Notice of Recanvass in Case of Discrepancy
    - Notice of Recanvass on Close Vote
    - Return of Delivery of Notice
    - Primary Recanvass/Provisional Ballot Return Form
    - Return of Service Form
  - Also, refer to §§9-311, 9-370a, 9-445 & 9-446
Determine if a Recanvass is necessary:

This determination must be made **within 3 days** of the Election or Primary.

3 ways a Recanvass May Occur: (Election or Primary)  

(Reg 9-242a-28)
#1 -  

**Discrepancy** (§9-311)  
Moderator determines there is a discrepancy in the return of any district. Moderator summons recanvass officials & notifies town chairmen. May be limited by moderator to area of discrepancy.

#2 -  

**Close Vote** (§9-311a, 9-445)  
(3 possibilities)  
When the difference between the winning candidate and the defeated candidate is less than ½ of 1% of the total votes cast for a single opening office  
OR
½ of 1% of the number of electors as having voted in a multi opening office.

OR

less than 20 votes separate the winner from the defeated candidate, there is automatically a Recanvass.

#3 -

**Tie vote for any office**

When there is a tie vote in any office
**Question**

Difference between the “Yes” and “No” vote is less than ½% of total votes cast for the question but not more than 2,000 votes.  
(§9-370a)

---

Who notifies who in a Recanvass:

**State &/or District offices**

Close vote or tie vote **Recanvass called by SOTS** who notifies Clerk, Clerk notifies Moderator, Moderator summons recanvass officials & notifies town chairmen & candidates
Municipal offices or Town Committee
Recanvass called by Clerk who notifies Moderator, Moderator summons recanvass officials & notifies town chairmen & candidates

Multiple-Opening Offices
The returns for all candidates in contest will be recanvassed

RECANVASS must be done
Within 5 business days of Election or Primary
Once it is determined that there will be a Recanvass of votes:

Town Clerk impounds the official check lists, the moderator’s returns and the executed Absentee ballots.

ROV impounds sealed ballot transfer cases with all executed ballots from the polling places, tabulators with memory cards sealed in place and any other election material used on Election Day including notes and work sheets.
Basically you will need to recreate Election Day with all the material you used that day.

This is why it is important to train your Election Day poll workers well and with detail. The more organized everyone is on Election Day and during the original canvass of votes the smoother your Recanvass will go.

Do not alter your official list by making changes in CVRS until after the Recanvass.

Should your Recanvass end in a tie and you will be conducting an Adjourned Election where only the electors on the “Election Day” official voters list will be allowed to vote.
Of course you can back date your list before you print it however any changes will be able to be viewed on the SOTS website in the voter look up.

Easier to wait to make changes.

If you have unused and set up/back up tabulators, impound them as well for use at the Recanvass.
Notice of Recanvass to Town Chair

The Town chairs of every party involved in the Recanvass also receives written notice, stating the date, time and place where the Recanvass will take place.

Each chair may send representatives to be present to observe but not participate in the Recanvass.

Notice to Candidates

In a close or tie vote Recanvass in an election or primary for municipal office or election of members of a Town Committee each candidate is also given written notice of the day, time and place of the Recanvass.

Each candidate subject to the Recanvass is permitted to have two representatives present.
Notice to the public

The ROV should ensure that the location of the recanvass is identified by sufficient signage to enable any member of the public to easily locate the building and room where the recanvass is taking place.

It would be wise to notify the Press, post details on the Town’s web site and the ROV’s website.

Recanvass Day

Arrive early and rested it’s a long day. Have beverages and snacks for your workers. Providing lunch helps keep the day running smoothly.

Recanvass officials should arrive before the official start of the recanvass for instruction.
Setting up the Recanvass officials in teams prior to their arrival will make the start smoother. You will know their party affiliation and can set up the teams to represent different parties in an election or different candidates in a primary.

Swear in the Recanvass Officials.

At the start of the Recanvass instruct the Public Observers as to what they are allowed and not allowed to do.

Observers may be close enough to:
- Observe but not interrupt the process
- See ballots as they are counted
- See tally sheets being marked and counted
- See report forms
- Verify seal numbers
- They should present any questions they have to the ROV or Moderator not the Ballot counters

Recanvass

- CHAIN-OF-CUSTODY

  – Removing ballots, memory cards & tabulators from secure storage
    • under supervision of two election officials of opposing parties (or candidates in a primary)
    • until locked into secure storage
  --Never Leave Unattended
Ballot Counting Rules

• Voter Intent Governs
• Run properly marked ballots through tabulator
• Work in teams of at least 2 officials (not of same party affiliation)
  – Double check work done by other official (at least two sets of eyes)
• Count only the votes for the contests subject to recanvass
• Impartial judgement
• Moderator makes final decision when voter intent is not clear.

Basic Ballot Counting Rules

• Examine ballots - determine whether markings for the office being recanvassed are clear to be read by tabulator
  
• Stack properly marked ballots into groups of 25/50 (recommended)

• Process properly marked ballots through tabulator

• Hand Count mismarked or improperly marked ballots (including stickered ballots)
  
  o Follow Hand Counting Ballots Procedures

• Reseal into transfer bags and/or depository envelopes
Basic Hand Counting Ballots

Improperly Marked Ballots

• **Hand count** the votes for the office(s) or question(s) subject to recount
  – Interpreting ballot markings for voter intent
• Hash marks on tally worksheet indicating votes received
• Reconcile hash mark sheets jointly
• Record # of votes onto tally sheet
• Reseal in labeled depository envelopes.

---

TABULATOR Counted Polling Place Ballots

• Break the seal of the ballot transfer cases carrying the tabulator counted ballots.

• Working with one ballot bag at a time, remove the ballots from the ballot transfer case
  – ABANDONED Ballots – Simply consider abandoned ballots when tying out ballots cast to number checked as voting.
  – SPOILED Ballots – Keep in depository envelope. Do nothing with them.

• Follow “Basic Ballot Counting” Instructions
Absentee Ballot Handling (1 of 2)

• Open depository envelope with discarded outer and inner envelopes & rejected absentee ballots
  – In the presence of the moderator and town clerk
• Check all outer envelopes against:
  – inner envelopes
    • Verify that quantity of them is the same.
  – Clerk’s check list
    • Verify postmarks & addresses
  – Official check list markings
    • Verify that # of outer & inner envelopes is same as # of persons checked as having voted by absentee ballot.
  – Regarding Rejected Ballots – Simply ensure that they have been accounted for.

Absentee Ballot Handling (2 of 2)

• Open depository envelope(s) containing tabulator counted absentee ballots
  – Follow Basic Ballot Counting Rules

• Open depository envelope(s) containing hand counted absentee ballots
  – Follow Hand Counting Ballot Instructions
EDR Ballot Handling

• Handle as closely as possible to Absentee Ballots

Write In Bin Ballots (1 of 2)

• Open depository envelopes containing Election Day write-in bin ballots.

• Look at ballots for any defects or marking errors which might cause the tabulator to incorrectly read the ballot for the offices to be recanvassed.

• If any marking error or defect is found in the office being recanvassed the ballot should be set aside so it can be hand-counted.

• If there is a write-in for recanvassed contest set the ballot aside so it can be hand-counted.
**Write In Bin Ballots (2 of 2)**

- Feed all other ballots from the write-in envelope into tabulator, so non-write-in votes can be tabulated.

- Record votes on tally sheets

- Reseal write-in ballots in labeled depository envelope

---

**AUXILIARY Bin Ballots**

- Open depository envelopes containing the ballots from the auxiliary bin

- Hand count the votes for the contests subject to the recanvass
  - Follow Hand Counting Procedures

- Record votes on tally sheets

- Reseal in labeled depository envelope.
**Interpreting Ballot Markings** (1 of 7)

- Slash Marks Through Ovals - Hand Count - Count Vote for Lincoln & Eisenhower

<table>
<thead>
<tr>
<th>PARTY ↓</th>
<th>OFFICE ➔</th>
<th>1 FIRST SELECTMAN</th>
<th>2 SELECTMAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>REPUBLICAN</td>
<td>ABRAHAM LINCOLN</td>
<td>✕ 1A</td>
<td>✔ 2A</td>
</tr>
<tr>
<td>DEMOCRATIC</td>
<td>GEORGE WASHINGTON</td>
<td>〇 1B</td>
<td>〇 2B</td>
</tr>
</tbody>
</table>

---

**Interpreting Ballot Markings** (2 of 7)

- Invalid Correction – Hand Count – Count vote for Lincoln

<table>
<thead>
<tr>
<th>PARTY ↓</th>
<th>OFFICE ➔</th>
<th>1 FIRST SELECTMAN</th>
<th>2 SELECTMAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>REPUBLICAN</td>
<td>ABRAHAM LINCOLN</td>
<td>✕ 1A</td>
<td>✕ 2A</td>
</tr>
<tr>
<td>DEMOCRATIC</td>
<td>GEORGE WASHINGTON</td>
<td>〇 1B</td>
<td>〇 2B</td>
</tr>
</tbody>
</table>
Interpreting Ballot Markings (3 of 7)

- Invalid & Written Correction – Hand Count – Count Vote for Eisenhower

<table>
<thead>
<tr>
<th>PARTY</th>
<th>OFFICE</th>
<th>1 FIRST SELECTMAN</th>
<th>2 SELECTMAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>REPUBLICAN</td>
<td>ABRAHAM LINCOLN</td>
<td>1A</td>
<td>2A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NO = WRONG</td>
<td></td>
</tr>
<tr>
<td>DEMOCRATIC</td>
<td>GEORGE WASHINGTON</td>
<td>1B</td>
<td>2B</td>
</tr>
</tbody>
</table>

Interpreting Ballot Markings (4 of 7)

- Party Designation is Disregarded/Ignored – NO Votes Counted

<table>
<thead>
<tr>
<th>PARTY</th>
<th>OFFICE</th>
<th>1 FIRST SELECTMAN</th>
<th>2 SELECTMAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>REPUBLICAN</td>
<td>ABRAHAM LINCOLN</td>
<td>1A</td>
<td>2A</td>
</tr>
<tr>
<td>DEMOCRATIC</td>
<td>GEORGE WASHINGTON</td>
<td>1B</td>
<td>2B</td>
</tr>
</tbody>
</table>

(NOTE: There is one exception - Party Designation is considered on Official BLANK Absentee Ballots)
Interpreting Ballot Markings (5 of 7)

• Determine if a True Overvote
  – More candidates selected than allowed?
  – This ballot is NOT a true Overvote
• 7 ovals filled in
• 4 candidates selected
• Count Vote for
  Washington, Barton, Ash & Ben Franklin

Interpreting Ballot Markings (6 of 7)

• Intent of Voter Must be Clear
• (Ben Franklin or Franklin Pierce), the write-in vote would not be counted
• Clara Barton is the only clear vote
**Interpreting Ballot Markings** (7 of 7)

- Consistency is important when determining voter’s intent.
- Ovals are correctly filled in on ballot.
  - Oval not filled in for write-in
- Count vote for Clara & Benjamin

---

**Closing Recount** (1 of 3)

*For Each Voting District*

- Print and sign 2 elections results tapes
- 1st tape connected to Zero tape
  - attach to Recanvass Moderator’s Return.
- Announce tabulator results for contests subject to recanvass
  - Ignore results for offices not subject to recanvass
- Post 2nd result tape for observers to view
Closing Recount (2 of 3)

- After all votes subject to recanvass are counted:
  - Record results on proper tally sheets
  - Complete “Certificate of Closing Polls” form with moderator & at least two officials’ signatures.
    - Record seal numbers from tabulator and ballot transfer cases
- Any additional memory card containers must be listed on certificate
- Complete Moderator’s Returns for each office subject to recanvass
- Announce results for contests subject to recanvass

Closing Recount (3 of 3)

- Put in ballot transfer case all tabulator counted ballots and sealed depository envelopes like they were on election night
  - Attach new seal
  - Record seal number on Moderator’s Return
- Put tabulator w/recanvass memory card into tabulator case.
  - Attach new seal
  - Record seal number on Moderator’s Return