

February 2012 Handbook Changed Pages

Pre-Election - Chapter 2

Page	Change	Bill Sec. # Code Cite
TOC	Updated table of contents with new headings.	N/A
21-24	Added statutory requirement that precinct election boards must be gender balanced.	§69.16A(2)
54-54a	Added information on the required use of unique race and candidate ID numbers when programming tabulating devices in primary and general elections and special elections held pursuant to §69.14.	IAC 721—22.202
75-78	Addition of managing polling places in I-VOTERS instructions.	N/A

Absentee Voting - Chapter 3

Page	Change	Bill Sec. # Code Cite
TOC	Updated table of contents with new headings.	N/A
5-6	Added guidance on how to handle voters who request absentee ballots with “Inactive” status and reason “Pending – Returned Mail/ Third Party.” Also added guidance on how to handle absentee voters who have been made “Inactive” after receiving ballot request but before the ballots have been mailed.	IAC 721—21.301(1) and 21.301(3)
20 + blank page	Added guidance on which ballot to provide provisional voters at satellite absentee voting stations.	IAC 721—21.300
Blank page + 24	Added guidance on citizens voting in another country’s elections.	§48A.5(4)(b)
29-30	Updated language regarding which UOCAVA voters can return voted ballots electronically.	IAC 721—21.1(13), 21.320(4)(a)
33-34	Updated language regarding which UOCAVA voters can return voted ballots electronically.	IAC 721—21.1(13), 21.320(4)
41-42	Updated language regarding absentee ballots without postmarks. Added guidance on how to handle absentee voters with provisional ballots.	Rescission of IAC 721—21.360
45, 45a, 45b, 46	Added guidance on how to handle voters whose ballots are defective because they registered to vote in a new precinct or county.	IAC 721—21.555(2)(b)(3)

Election Day - Chapter 4

Page	Change	Bill Sec. # Code Cite
11-12	Added information on the requirement to submit an electronic results file to the SOS for primary and general elections and special elections held pursuant to 69.14.	IAC 721—22.203

Post Election Day - Chapter 5

Page	Change	Bill Sec. # Code Cite
TOC	Updated table of contents with new headings and page numbers.	N/A
5, 6, 6a, 6b	Added detailed instructions regarding entering results in I-VOTERS.	N/A
7-8	Clarified language regarding threshold for reporting write-in votes under scattering.	N/A

Recounts – Chapter 6

Page	Change	Bill Sec. # Code Cite
1-2	Added clarification on the type of written order the board of supervisors provides to the auditor to order a recount.	§331.302(1)

ASVP Board Guide

Page	Change	Bill Sec. # Code Cite
5-6	Updated language regarding absentee ballots without postmarks.	Rescission of IAC 721—21.360

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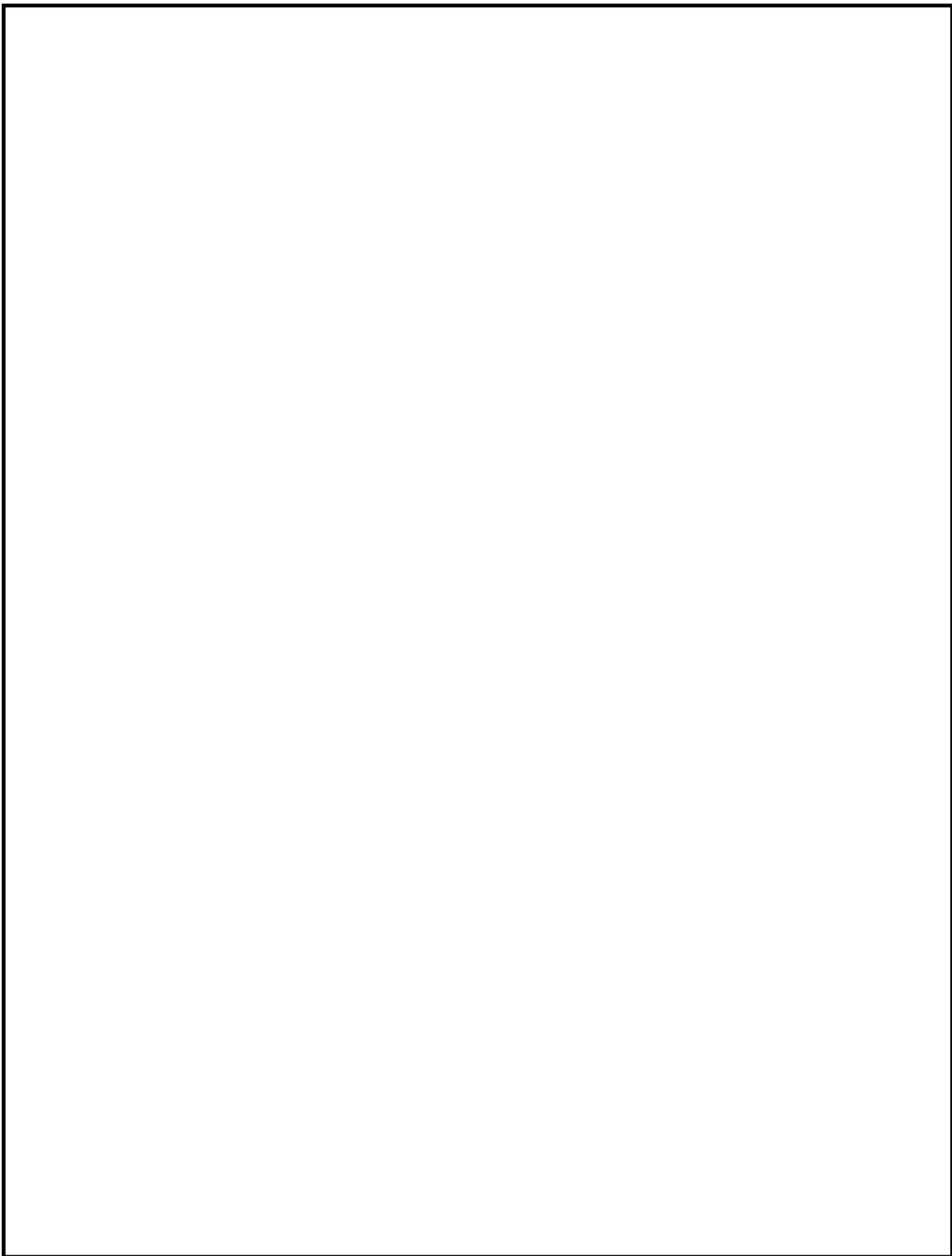
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Clerical Supplies

- Pens
- Pencils
- Scissors
- Tape and/or thumb tacks
- Supply box or bag to carry everything [§49.28(1)]

Electronic Pollbook Counties

- Surge protectors
- Extra DYMO label rolls
- Laptops and accessories
- Trash cans
- Tape or Velcro strips to secure cords for the safety of voters and PEOs

Precinct Election Boards and Officials

Precinct election officials (PEOs) are the “face” of your office on election day. They are responsible for ensuring that election law and procedures are followed in the polling place. They are also responsible for the precinct canvass of votes, including tallying all write-in votes cast.

[§49.12-20]

PEO Basics

Definitions

Precinct Election Official

An official appointed to serve on the election board of a given precinct for a particular election.

Precinct Election Boards

The group of PEOs appointed from the election board panel to serve at a given precinct at an election.

Precinct Election Board Panels

The list of PEOs designated every two years before each primary election. Precinct election board membership is appointed from these panels before every election.

Gender Balanced

The precinct election boards must be gender balanced in all elections when possible. This also applies to the ASVP board.

[§69.16A(2)]

Party Balanced in Partisan Elections

The precinct election boards must be party balanced in partisan elections. That means that at every polling place there needs to be an equal number of Democrats, Republicans, and workers who are not registered with either of those parties may also be appointed (including “No Party,” “Iowa Green,” and “Libertarian.”) This also applies to the ASVP board.

[§49.13]

Training

PEOs must receive training from your office prior to primary and general elections. At least two PEOs from each precinct must attend, and preference for training must be given to PEOs who have never attended a training session before.

[§49.124(1)]

Compensation

PEOs must be paid for their time and travel expenses. The minimum rate of pay is minimum wage, which is currently \$7.25 per hour. The only exception to this is in the case of school elections or city elections when there are PEOs who have been designated by the city council or school board as willing to work without pay for these types of elections and the auditor has chosen to appoint those individuals.

[§49.20]

Oath

Every PEO working at every election must take an oath before engaging in any official duties. The election official/clerk oath is available in the Election Forms Library.

Qualifications of a PEO

1. PEOs must be a registered voter of the county.

There are two exceptions:

- High school students who are not yet old enough to register to vote (see the section on high school PEOs in this chapter).
 - Registered voters of a jurisdiction under the control of the auditor for a particular election who live in another county (ex. school elections).
2. PEOs may not work at the polls if they are related within the third degree by blood or by marriage to **opposed** candidates.

For a candidate to be “opposed” there must be more candidates running for an office than there are open seats up for election. If related to an opposed candidate, they may not work at any polling place where the office to which their relative(s) are seeking election appears on the ballot.

This includes the PEO’s:

- First degree: spouses, parents, children, parents in-law, children in-law
- Second degree: grandparents, grandchildren, siblings, grandparents in-law, grandchildren in-law, siblings in-law
- Third degree: great-grandparents, great-grandchildren, aunts, uncles, nieces, nephews, great-grandparents in-law, great-grandchildren in-law, aunts in-law, uncles in-law, nieces in-law, nephews in-law
- Cousins, regardless whether first, second, etc. are not prohibited. A first cousin is a fourth degree relative.

Any PEO who is related within the third degree to opposed candidates on the ballot must notify the auditor of the conflict 15 days or more before the election.

[§49.13, 49.16]

Drawing Up Election Board Panels

Every two years, before the primary election, the auditor must draw up an election board panel for each precinct in the county.

Each panel must include members of the Democratic and Republican parties.

Each panel may include:

- The names of workers for each political party designated by the county party chairperson as long as the party submits the names of designated PEOs to the auditor at least 30 days before the primary election.

If the county chairs don't submit enough names (or any names), the auditor may designate people known to be members of the political parties or people who are not members of any political party (i.e. people registered as "No Party," "Iowa Green" or "Libertarian").

- The names of people who are willing to serve without pay for elections conducted for a school district or a city.

The names must be submitted by the city council or the school board at least 30 days before the primary election.

- High school students (see the section on high school PEOs in this chapter).

The auditor must finalize the election board panels no later than 20 days before the primary election.

Once the panels are finalized, the auditor will draw workers from the panel when appointing precinct election boards every time an election is held during the following two years.

Best Practice: Send letters each spring of an even-numbered year to the county political parties, cities, and school districts reminding them of the deadline to submit names for the election board panel. Once the panel has been drawn up, send copies of the list of workers to these entities.

Prepare Voting Equipment

Refer to the manuals provided from your vendor for specific instructions. If you normally have the vendor prepare or program your equipment, schedule this with them well in advance. Check to see if any maintenance or repairs are needed on any of your voting equipment.

Race and Candidate IDs

For primary, general, and special elections conducted pursuant to §69.14, tabulating devices must be programmed using the unique race and candidate ID numbers assigned by the SOS. These ID numbers will be included with the candidate certification.

[IAC 721—22.202]

Test Optical Scan Ballots

Test a sampling of the ballots for each precinct to be sure they can be read by your voting equipment. Test ballots before sending out any absentee ballots (if possible).

Delivery of Voting Equipment

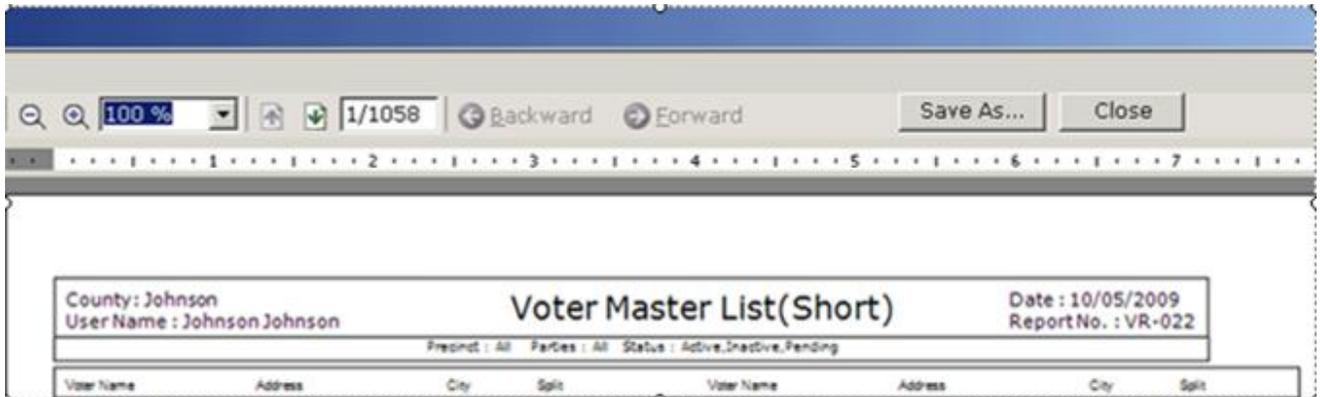
Arrange for delivery of voting equipment to the polling places once all necessary programming and testing is complete.

Security Policy

Every county must have a written security policy, including detailed plans to protect election equipment and data from unauthorized access. See IAC 721—22.50 for more information.

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You are now ready to generate the County Master List. Select **“Run Report”** at the bottom of the screen. Be patient. This report can take several minutes to generate. You will then see a report, the top of which looks like this:



You can save this report as a PDF by clicking the **“Save As...”** button.

Other than this report, there are other options for producing master lists, including exporting a file into Excel which can be modified to meet your county’s needs. For more information on this, call the I-VOTERS Help Desk at 1-877-422-7670 (option 1).

Managing Polling Places

Creating a New Polling Place

1. Open **“Districts and Precincts”** from the main I-VOTERS screen.
2. Choose the **“Polling Place”** tab. Check the box next to **“Show All”** and click **“Search”** to display a list of the polling places in your county.
3. To add a new polling place, click **“New”** at the bottom of the screen.

The screenshot shows the 'Districts And Precincts' application window. The 'Polling Places' tab is active. The search criteria are set to 'By District' and 'General/Primary General'. The 'Show All' checkbox is checked and highlighted with a red box. The 'Search' button is also highlighted with a red box. At the bottom left, the 'New' button is highlighted with a red box. The main area shows a table with columns for Election Type, Name, and Address.

4. Enter the **“Code”** and **“Name.”** Check the boxes next to **“Polling Place.”**

If the polling place is **“ADA Compliant,”** check the box.

Information for **“Rent,” “No. of Judges,”** and **“Available Facilities”** may be entered; however, that information is not required to create a polling place.

The screenshot shows the 'Polling Place' form. The 'Code' and 'Name' fields are highlighted with a red box. The 'Polling Place' checkbox is checked and highlighted with a red box. The 'Rent' and 'No. of Judges' fields are also visible. The 'Available Facilities' section includes checkboxes for Audio System (Speakers), Dial-up Internet Access, Refrigerator, High-speed Internet Access, and Handicap Access Ramp. The 'Comments' field is empty. The 'Address' section has tabs for Address, Contact, and Contact Person. The 'Address' tab is selected, showing a table with columns for Address Type, Address, and Last Updated.

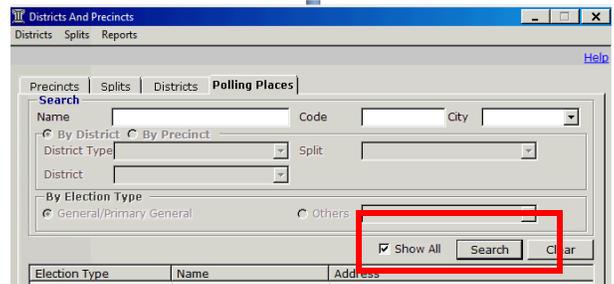
5. Enter the polling place’s address by clicking on **“Detail.”** Click on **“Residence.”** Enter the address of the polling place. Click **“Update.”** Close the **“Contact Detail”** window and click **“Save.”**

The screenshot shows the 'Contact Detail' form. The 'Address' tab is selected. The 'Type' dropdown is set to 'Residence'. The 'Address' field is highlighted with a red box. The 'City/St/Zip' fields are also visible. The 'Receive Correspondence' checkbox is checked. The 'Update', 'Delete', and 'Clear' buttons are visible. The 'Address' section has tabs for Address, Contact, and Contact Person. The 'Address' tab is selected, showing a table with columns for Address Type, Address, and Last Updated.

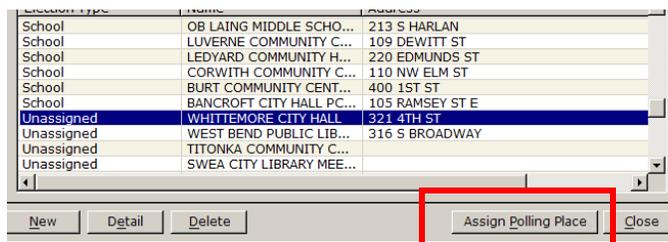
Assigning a Polling Place

1. Open “**Districts and Precincts**” from the main I-VOTERS screen.
2. Choose the “**Polling Place**” tab. Check the box next to “**Show All**” and click “**Search**” to display a list of the polling places in your county.

By checking “**Show All**,” all polling places that are assigned for use for elections and those that have not been assigned to an election will display.



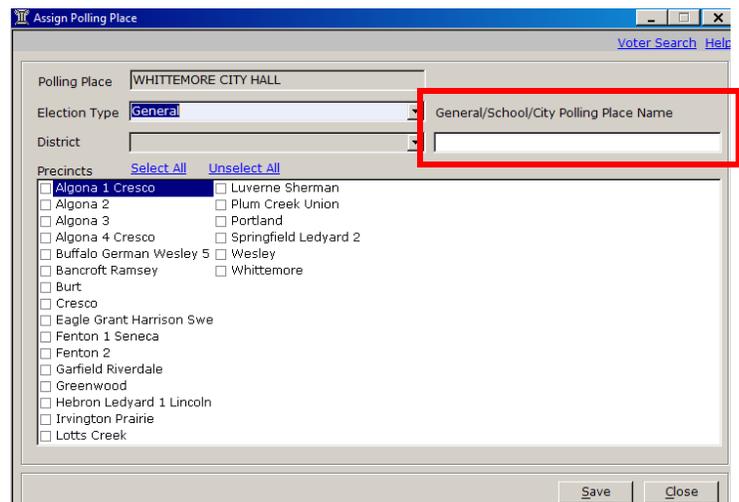
3. To assign a polling place an election, highlight the polling place by clicking on it. Click on “**Assign Polling Place.**”



Election Type	Name	Address
School	OB LAING MIDDLE SCHO...	213 S HARLAN
School	LUVERNE COMMUNITY C...	109 DEWITT ST
School	LEDYARD COMMUNITY H...	220 EDMUNDS ST
School	CORWITH COMMUNITY C...	110 NW ELM ST
School	BURT COMMUNITY CENT...	400 1ST ST
School	BANCROFT CITY HALL PC...	105 RAMSEY ST E
Unassigned	WHITTEMORE CITY HALL	321 4TH ST
Unassigned	WEST BEND PUBLIC LIB...	316 S BROADWAY
Unassigned	TITONKA COMMUNITY C...	
Unassigned	SWEA CITY LIBRARY MEE...	

General and Primary Elections

- a. Choose “**General**” from the “**Election Type**” drop-down. By choosing “**General**” election, I-VOTERS will automatically assign the polling place for the primary election as well.
- b. Enter the polling place name in the “**General/School/City Polling Place Name**” field.
- c. Choose the precincts to which you want to assign the polling place by checking the boxes next to the precinct names.
- d. Click “**Save.**”



Precincts	Select All	Unselect All
<input checked="" type="checkbox"/> Algona 1 Cresco	<input type="checkbox"/> Luverne Sherman	
<input type="checkbox"/> Algona 2	<input type="checkbox"/> Plum Creek Union	
<input type="checkbox"/> Algona 3	<input type="checkbox"/> Portland	
<input type="checkbox"/> Algona 4 Cresco	<input type="checkbox"/> Springfield Ledyard 2	
<input type="checkbox"/> Buffalo German Wesley 5	<input type="checkbox"/> Wesley	
<input type="checkbox"/> Bancroft Ramsey	<input type="checkbox"/> Whittemore	
<input type="checkbox"/> Burt		
<input type="checkbox"/> Cresco		
<input type="checkbox"/> Eagle Grant Harrison Swe		
<input type="checkbox"/> Fenton 1 Seneca		
<input type="checkbox"/> Fenton 2		
<input type="checkbox"/> Garfield Riverdale		
<input type="checkbox"/> Greenwood		
<input type="checkbox"/> Hebron Ledyard 1 Lincoln		
<input type="checkbox"/> Irvington Prairie		
<input type="checkbox"/> Lotts Creek		

School or City Election

- a. Choose the election type from the “**Election Type**” drop-down.
- b. Choose the district to which you want to assign the polling place by using the “**District**” drop-down.
- c. Enter the polling place name in the “**General/School/City Polling Place Name**” field.
- d. Choose the splits that will vote at this polling place for the type of election you chose in the “**Election Type**” drop-down.
- e. Click “**Save.**”

The screenshot shows the 'Assign Polling Place' window. The 'Polling Place' field is 'WHITTEMORE CITY HALL'. The 'Election Type' dropdown is set to 'School'. The 'District' dropdown is set to 'ALG SCHOOL - Algona'. The 'General/School/City Polling Place Name' field is empty and highlighted with a red box. The 'Splits' section shows a list of precincts with checkboxes. The 'Save' and 'Close' buttons are at the bottom right.

Important Note: Control counties must assign the splits for non-control counties to polling places. The control counties and non-control counties should work together to communicate this information with each other.

4. If the polling place will be used for multiple election types, repeat the process after clicking “**Save.**” Once all polling places have been assigned for use in all elections, click “**Close.**”

Important Note: Be sure to review all of polling place assignments to ensure the polling places are correctly assigned to the precincts and splits.

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File Stamp Absentee Ballot Requests

Best Practice: Absentee ballot requests should be filed stamped with the date they are received in your office.

Voter's Party Affiliation on Request Doesn't Match Voter's Registration Record

The request must be accepted as a change or declaration of party affiliation. The voter's registration record in I-VOTERS must be updated to reflect the party change at the time the absentee request is entered.

For primary elections, send a notice to the voter with the ballot informing the voter you made a change in the voter's registration record. A sample "Change of Party Affiliation" notice is available in the Election Forms Library.

[§53.2(5)]

For all other elections, you may send a voter registration card. No notice is required to be sent with the ballot.

Requestor is not a Registered Voter

Do not send the voter an absentee ballot. If the request form was received before the pre-registration deadline, send the eligible elector a voter registration form, a new absentee ballot request form, and a letter explaining the registration status issue. A sample notice "Not Registered Before Deadline" is available in the Election Forms Library.

If the request form was received after the pre-registration deadline, send the eligible elector a letter explaining the EDR and in-person absentee voting procedures. A sample notice "Not Registered After Deadline" is available in the Election Forms Library.

[§53.2(6)]

Requestor has "Inactive" Registration Status

When an "Inactive" voter requests an absentee ballot, update the voter's registration record to "Active" in I-VOTERS unless the voter's status reason is "Pending – Returned Mail/ Third Party."

Inactive Voter with Reason "Pending – Returned Mail/ Third Party"

If an "Inactive" voter with a status reason of "Pending – Returned Mail/ Third Party" submits absentee ballot request, change the voter's status to "Pending." Use the previous pending status reason found in the voter's audit log. Follow the instructions for absentee voters with "Pending" status.

Made Inactive After Request Received and Before Ballots Mailed

If the voter is made "Inactive" between the time the voter requested an absentee ballot and the time absentee ballots are ready to mail, mail the voter a ballot. Also send the voter a separate notice informing the voter of the requirement to provide ID before the ballot can be counted.

A sample notice "Inactive Voter with Absentee Ballot" is available in the Election Forms Library.

[IAC 721—21.301(1), 21.301(3)]

Requestor has “Pending” Registration Status

The voter must provide identification pursuant to §48A.8 before the voter’s absentee ballot can be counted.

In-person applicants for absentee ballots must provide ID before casting a ballot.

- If the voter is able to show ID, change the voter’s registration record in I-VOTERS to “Active” status and provide an absentee ballot to the voter.
- If the voter cannot provide ID, offer the voter a provisional ballot.

By-mail applicants for absentee ballots must either provide ID at your office or mail a copy of the identification before the voter’s absentee ballot can be counted by the ASVP board.

- Send a notice to the voter with the absentee ballot informing the voter of the requirement to provide identification before the absentee ballot can be considered for counting by the ASVP board. A sample notice “Pending Voter Absentee Request” is available in the Election Forms Library.
- If the voter provides ID before the ASVP board meets to count absentee ballots, change the voter’s registration record in I-VOTERS to “Active” status.
- If the voter fails to provide ID before the ASVP board meets to count absentee ballots, a member of the ASVP board must challenge the voter’s absentee ballot.
 - The board must immediately mail a notice of the challenge to the voter. The notice must include the deadline for the voter to provide ID (i.e. the date and time the ASVP board will reconvene to consider challenged absentee ballots). A sample notice “Notice to Challenged Absentee Voter” is available in the Election Forms Library.
 - If the voter provides ID by the time the board reconvenes to consider challenged absentee ballots, the voter’s status should be changed to “Active” and the voter’s ballot can be considered for counting by the board.
 - If the voter fails to provide ID, the voter’s ballot must be rejected by the board. The voter must be notified of the reason for rejection. A sample notice “Rejected Absentee” is available in the Election Forms Library. The voter’s status will remain “Pending.”

[IAC 721—21.304(53)]

Voter Submitted Different Residential Address on Request than Registration Record and Did Not Check Box “I Have Moved”

Update the voter’s registration record in I-VOTERS even if the voter did not check the box next to “I have moved.”

Ballots Needed

The satellite must have ballots for the precinct in which the satellite is located. It is not necessary to provide ballots from all of the precincts in the county, city, or school district for which the election is being held. The auditor may provide ballots for any precinct in the county but only ballots from the county in which the station is located may be provided.

Ballots can be transported to the satellite from the auditor's office by the satellite workers (of different political parties) who will be working that day or by two people of different political parties. They must travel together in the same vehicle with the ballots.

[IAC 721—21.300(6)]

Satellite workers must sign the satellite absentee voting station ballot record and receipt upon receiving the ballots. The ballot record and receipt can be found in the Election Forms Library. Keep a copy of the completed form in the auditor's office.

[IAC 721—21.300(7)]

Provisional Voting

If a voter must cast a provisional ballot, the voter must receive the same ballot style as the majority of the voters would receive in the precinct in which the satellite is located.

[IAC 721—21.300]

Regulations for Campaign Signs and Electioneering at Satellites

During the hours when absentee voting is available at the satellites, political signs may not be posted within 300 feet of the satellite. No electioneering is allowed within sight or hearing of voters at the satellite.

[§53.10, 53.11, 68A.406]

Photographing and Videotaping at Satellites

Photographing and videotaping either satellite workers or voters at satellites can be intimidating to voters. This practice should not be allowed unless the person taking pictures or video footage is a credentialed member of the media and the voter gives permission to be photographed or videotaped. In addition, observers at stations should not interfere with the process by interacting with voters or satellite workers.

Returning Voted Ballots from Satellites

Voted absentee ballots must be delivered to the auditor's office at least once each week the satellite is in operation. The people who return the ballots to the auditor's office do not need to be the same people who transported the ballots to the satellite but they must be two people of different political parties.

If ballots are stored overnight at the satellite, they must be kept in a locked container or cabinet located in a room which is kept locked when not in use.

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Absentee Voting by UOCAVA Voters

Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)

The Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) is a federal law that makes it easier for members of the armed forces and certain overseas U.S. citizens to register to vote and cast absentee ballots.

UOCAVA voters include:

- Members of the armed forces on active duty and their spouses and dependents
- Members of the merchant marine and their spouses and dependents
- Civilian employees of the U.S. serving outside the territorial limits of the U.S. and their spouses and dependents who live with them
- Members of religious or welfare agencies assisting members of the armed forces who are officially attached to and serving with the armed forces and their spouses and dependents
- U.S. citizens who live outside the territorial limits of the U.S.*

*Citizens may register and vote in Iowa if either they were or their parents were eligible electors of Iowa just before leaving the U.S. This includes citizens who were not old enough to register to vote at the time they left the country.

[§53.37]

If a U.S. citizen is also a citizen of another country and votes in that country's elections, it does not affect that person's ability to vote in U.S. elections as long as the person does not claim the right to vote anywhere else in the U.S.

[§48A.5(4)(b)]

Federal Voting Assistance Program (FVAP)

FVAP stands for the Federal Voting Assistance Program. It is a division of the U.S. Department of Defense that provides voting information and assistance to members of the military and overseas citizens. It also administers UOCAVA.

UOCAVA voters can find copies of the federal postcard application (FPCA), federal write-in absentee ballot (FWAB), and information for voter registration and absentee voting specific to Iowa on FVAP's website: www.fvap.gov.

Sending Ballots to UOCAVA Voters

For primary and general elections, ballots must be ready to send to UOCAVA voters at least 45 days before the election.

[§53.2(2)]

By Mail

Ballots must be mailed unless a voter specifically asks for the ballot to be sent electronically.

Include the following with each mailed ballot:

- A ballot
- Mailed ballot instructions
- A secrecy envelope
- A return envelope
- An affidavit envelope

By Electronic Transmission

Auditors may choose to send ballots either through FVAP's ETS server or directly to the voter's email or fax.

If voters request for their ballots to be sent electronically, you must honor that request. Voters must indicate this choice on their request and provide their fax number or email address. If a voter does not provide an email address or fax number, send the ballots by postal mail.

Instructions for sending ballots electronically are available in the Election Forms Library.

[IAC 721—21.320(3)]

Include the following with each e-transmission ballot:

- A ballot
- E-transmission ballot instructions
- Required forms
 - Return envelope form
 - Affidavit envelope form

The e-transmission ballot instructions and required forms are available in the Election Forms Library.

Methods for Returning Ballots

By Mail

Most UOCAVA voters must return their voted absentee ballots by mail even if they received their ballot by email or fax.

Provide instructions to voters on how to return their ballots. Instructions for returning ballots are available in the Election Forms Library. There is one set of instructions for voters whose ballots are mailed and another set of instructions for voters whose ballots are transmitted electronically.

Postage is free for voters when they use the return envelope provided and when they use the U.S. Postal Service or FPO (Fleet Post Office)/APO (Army Post Office) mail system. All other UOCAVA voters will need to pay postage.

By Electronic Transmission

The following UOCAVA voters may return their ballot by fax or email:

- Those who are located in areas designated as “imminent danger pay areas” by the U.S. Department of Defense

A list of imminent danger pay areas can be found on the U.S. Department of Defense’s website: http://www.defenselink.mil/comptroller/fmr/07a/07a_10.pdf.

- Those who are active members of the army, navy, marine corps, merchant marine, coast guard, air force, or Iowa National Guard and are outside the U.S. or any of its territories.

Auditors may choose to have voters return their ballots through FVAP’s ETS server or directly to the auditor’s office by email or fax. Provide voters the appropriate instructions for returning their ballot by the chosen method. Instructions for voters are available in the Election Forms Library.

[IAC 721—21.1(13), 21.320(4)(a)]

Special Write-in Ballot (aka submarine ballot, special ballot)

UOCAVA voters who are or will be outside the continental U.S. may request this type of ballot when they cannot receive and return their absentee ballot by normal mail delivery during the usual absentee voting period.

The SOS provides the form for the special write-in ballot. The auditor mails the special write-in ballot to the voter along with the list of known candidates and measures. You only need to mail the voter a regular absentee ballot if you receive a separate request for a regular ballot from the voter. (If so, you will count the regular absentee ballot if they are able to vote it and return it to you.)

[§53.45(4)]

The voter will write the names of the candidates they wish to vote for on the special write-in ballot and if they oppose or support the measure(s). The voter will then return to the special write-in ballot to the auditor. Voters may return their special write-in ballot electronically if they are eligible to do so.

[IAC 721—21.1(13), 21.320(4)]

General Election Use Only

Special write-in ballots can only be used for the general election.

Request Deadlines

Requests for this type of ballot can be made no earlier than 90 days before the general election. The last day to request these ballots is when regular ballots become available. The request must include the following statement:

“To the best of my belief I will be outside the continental United States and unable to vote and return a regular absentee ballot by normal mail delivery within the period provided for regular absentee ballots. I request a special write-in absentee ballot.”

[§53.45(1)]

Counting Special Write-In Ballots

Only deliver special write-in ballots to the ASVP board after the deadline to receive regular absentee ballots.

If the voter’s regular absentee ballot is received before the deadline to receive absentee ballots, deliver the regular absentee ballot to the ASVP board for counting. The special write-in ballot is void and must be rejected when special absentee ballots are canvassed.

[§53.45(4)]

Process and canvass write-in votes on special write-in ballots in the same manner as is done with other absentee ballots.

[§53.45(3)]

These ballots are not processed in I-VOTERS. Vote credit will need to be added manually. To do so, contact the I-VOTERS Helpdesk.

Federal Write-In Absentee Ballot (FWAB)

A FWAB is a completely blank write-in ballot that does not contain any offices or candidates' names.

FWABs are available on FVAP's website (www.fvap.gov) and are also distributed at U.S. embassies, consulates, and military bases.

Federal Election Use Only

FWABs can only be used for elections with federal offices on the ballot.

Request Deadlines

UOCAVA voters may vote a FWAB if they have requested a regular absentee ballot more than 14 days prior to election day but have not received it. The voter must be outside the U.S. or on active duty outside the voter's county of residence to use a FWAB.

Return Deadlines

If returned by mail, the FWAB must be clearly postmarked by the day before the election and received by the auditor by noon on the Monday following the election.

If returned by fax or email, the FWAB must be received by the time the polls close on election day.

[§53.53(4)(d)]

Counting FWABs

Only deliver FWABs to the ASVP board after the deadline to receive regular absentee ballots.

If the FWAB is the only ballot received from the voter, it should be considered for counting unless a request for a regular absentee ballot was received fewer than 14 days before the election.

If the voter's regular or special write-in ballot is received before the deadline to receive absentee ballots, the regular or special write-in ballot is the ballot that should be delivered to the ASVP board for counting instead of the FWAB.

If the FWAB is not counted, notify the voter of that the ballot was not counted and the reason why. A sample notice "Rejected Absentee" is available in the Election Forms Library.

It is not necessary to notify a voter that a FWAB was rejected if the reason for rejection was that the voter's regular or special write-in ballot was counted instead of the FWAB.

[§53.53(6)]

These ballots are not processed in I-VOTERS. Vote credit will need to be added manually. To do so, contact the I-VOTERS Helpdesk.

Deceased Voters with Returned Absentee Ballots

If the auditor receives proof that a voter who has marked and returned a ballot died before the affidavit envelope was opened, set the absentee ballot aside with evidence of the voter's death and instruct the ASVP board to mark the ballot "Rejected because voter is dead." The accidental counting of a ballot of a deceased voter does not invalidate the election.

[§53.32]

Voter Lost or did not Receive Absentee Ballot

A voter who lost an absentee ballot or whose absentee ballot did not arrive in the mail may request a replacement ballot by phone or in writing. If you receive a phone request, make sure the person calling is the voter. If you received notice by phone, note on the request form the date and time of the phone call. If you received notice in writing, attach a copy of the voter's letter to the request form.

Send the voter a new ballot. Use the same serial (i.e. sequence) number that was assigned to the records of the original absentee ballot request by re-issuing a ballot following the instructions under spoiled ballot procedures except choose the appropriate reason under "Reason for Issuing the Ballot."

When sending the ballot, include two copies of the Voter Statement – Lost Absentee ballot available in the Election Forms Library. Voters should return one copy to you and keep one copy for their own records.

[§53.21]

Voter Made "Inactive" After Voted Absentee Ballot Received

Set aside the ballot. Notify the voter that the absentee ballot may be counted if the voter personally delivers or mails a copy of the voter's identification (from §48A.8) to the auditor's office before the ASVP board meets to count absentee ballot or reconvenes to consider challenged absentee ballots.

If you do not receive a copy of the voter's ID before the board reconvenes to consider challenged absentee ballots, the board must reject the absentee ballot.

[IAC 721-21.301(3)]

A sample notice "Inactive Voter with Voted Absentee Ballot" is available in the Election Forms Library.

Ballots Received After Election Day

No Postmark

The ballot must be rejected if it is received after the polls close on election day and it either has no postmark or has an ineligible postmark.

If received before the county canvass, receive the ballot into the “Receive Absentee Ballots” module in I-VOTERS. Deliver the ballot to the ASVP board and inform them that the ballot was not postmarked in time for the ballot to be counted. Instruct the board to issue a notice of rejection. A sample notice “Rejected Absentee” is available in the Election Forms Library.

[§53.17(2), 53.25]

If received after the county canvass, file stamp the return envelope with the date the ballot was received in the auditor’s office. Do not receive the ballot in I-VOTERS. Store the ballot with other rejected absentee ballots for the election.

Postmarked and Received After Receipt Deadline but Before Canvass

This situation would occur if the ballot was received after noon on the Monday following the election and the canvass is held on Tuesday.

File stamp the return envelope with the date and time the ballot was received in the auditor’s office and receive the ballot into the “Receive Absentee Ballots” module in I-VOTERS.

Send the voter a notice indicating the ballot was received too late to be counted. A sample notice “Rejected Absentee” is available in the Election Forms Library.

[§53.25]

Postmarked and Received After Canvass

File stamp the return envelope with the date the ballot was received in the auditor’s office. Do not receive the ballot in I-VOTERS. Store the ballot with other rejected absentee ballots for the election.

Absentee Voters with Provisional Ballots

If you receive a timely absentee ballot and a provisional ballot from the same voter, the absentee ballot should be considered for counting.

If the absentee ballot must be rejected for any reason, the ASVP should consider the provisional ballot for counting.

A sample “Notice of Incomplete Affidavit” is available in the Election Forms Library.

If you have a telephone number or email address on record for the voter, you must also attempt to contact the voter by phone and/or email. Keep a copy of the email and a written record of the phone call, including the name of the person making the call, date and time of call, and who answered the phone.

Defective Affidavits

Contact voters with defective affidavits immediately upon receipt of the absentee ballot. Send a notice to the voter at the voter’s registration address and to the ballot mailing address, if different. The notice must include:

- Reason for defect (for defects caused by voter moves, see section below)
- Voter’s options for correcting the defect:
 - Completing a new absentee ballot request for a replacement ballot
 - Casting a provisional ballot at the polls on election day
- How to request a replacement ballot either in person, in writing, or over the phone
- Your office’s address, business hours, and contact information

[IAC 721—21.355(2)]

A sample “Notice of Defective Affidavit” is available in the Election Forms Library.

If you have a telephone number or email address on record for the voter, you must also attempt to contact the voter by phone and/or email. Keep a copy of the email and a written record of the phone call, including the name of the person making the call, date and time of call, and who answered the phone.

Defect Due to Voter Move

If a voter’s absentee ballot is defective because the voter registered to vote in a different precinct or county, the voter may correct the deficiency by registering to vote in the precinct where the absentee ballot was cast. The voter must still be able to claim residence for voter registration purposes in the precinct where the absentee ballot was cast. The voter must follow EDR procedures if the pre-registration deadline has passed.

[§48A.5, 48A.5A, IAC 721—21.555(2)(b)(3)]

If the voter moved to a new precinct within the county, see the “I-VOTERS Instructions” for information on processing the ballot.

If the voter moved to a different county and had requested an absentee ballot,

1. Contact the county in which the voter was previously registered and ask the county to void the voter's ballot in I-VOTERS.

That county must send the voter a notice of defective affidavit.

2. After the ballot is voided by the other county, update the voter's address information to using the new registration information.
3. Enter the voter's absentee ballot request information and issue the voter an absentee ballot.

If the voter re-registers in the original county, void the request for your county and send the voter a notice of defective affidavit. The other county will need pull the voter back into the county and enter a new absentee ballot request. The county should place the new absentee label underneath the original label on the voter's original ballot.

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Challenging Absentee Ballots

Any eligible elector, ASVP board members, and observers allowed to be present pursuant to §53.23 may challenge the qualifications of a person who cast an absentee ballot.

Eligible electors must make written challenges to the auditor by 5 p.m. on the Friday before the election.

ASVP board members and observers may challenge absentee ballots at any time before the ballots are removed from the affidavit envelopes.

ASVP board members must challenge the absentee ballot of any person the board members know or suspect is not duly qualified.

[§53.31(1)]

Challenges in Writing

Challenges must be in writing. The challenge must state the reason(s) for the challenge and the challenger must sign the form.

A challenger's statement is available in the Election Forms Library.

[§49.79(3)(a)]

Notify Voter

Upon receiving a written notice of a challenge, you must immediately send a written notice to the voter. A sample "Notice to Challenged Absentee Voter" is available in the Election Forms Library. Send the notice to the voter's registration address. If the absentee ballot was mailed to an address other than the voter's registration address, also send the notice to that address.

[§53.31(2)]

Absentee Ballots

Check the post office for absentee ballots received late in the day. Before the polls close, deliver those ballots to the ASVP board for counting.

Voters or a voter's designee can also return voted absentee ballots to the auditor's office by the time the polls close. This includes emailed and faxed ballots from UOCAVA voters.

All absentee ballots received by the time the polls close must be counted before 10 p.m.
[§53.17, 53.23]

Results from absentee ballots must not be released until all ballots required to be counted on Election Day have been tabulated.
[§53.23(6)]

ASVP Board

The auditor shall set the time for the ASVP board to meet, allowing a reasonable amount of time to complete counting all absentee ballots received before the polls close by 10 p.m. on election day.
[§53.23]

If the ASVP board did not meet the day before the election, the board members must take the election official/clerk oath available in the Election Forms Library. The oath is required the first time the board meets before each election, but it does not have to be administered each day the board meets to process ballots for the same election.
[§49.75, 49.76]

Returning Supplies

Upon receipt of the ballots from the precinct after the polls close, verify the quantity of ballots received against the number listed on the ballot record and receipt. Sign the ballot record and receipt once the numbers have been verified. The ballot record and receipt is available in the Election Forms Library.

All precinct supplies, including ballots, must be returned to the auditor no later than noon on the day after the election (Wednesday).
[§49.65, 50.10, 50.17]

Election Results

Determine how the precincts will transmit elections results on election night. Provide each precinct instructions on how they should transmit results.

The auditor must remain on duty until all precincts have reported their election results.
[§50.11, IAC 721—24.1, 24.2]

Results from the special precinct must be reported separately from the ballots cast at the polls on election day.

The auditor can choose to report the special precinct results by resident precinct of the voter or as a single precinct.

However, for general elections, the results for the special precinct must be reported by resident precincts of the voters who cast absentee and provisional ballots.

[§53.20(2)]

General and Primary Elections and Special Elections Held Pursuant to §69.14

Auditors must transmit unofficial results to the SOS after the polls close. Auditors must provide an electronic file generated from the county's vote tabulation device (if any). The results must include the following:

- Federal offices
- Statewide offices
- State representatives
- State senators
- Statewide public measure(s), if any
- Judicial retention
- Total number of ballots cast
- Any other offices or public measures requested by the SOS

Auditors must periodically transmit results to the SOS as the precincts report results. The results must specify the number of precincts included in the report to the SOS.

The SOS will tabulate unofficial results from each county and make statewide results available to the public.

The SOS will provide auditors instructions about how to report unofficial results before election day.

[§50.15A, IAC 721—22.203, 24.1, 24.2]

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Special Election Canvass Dates

Special Elections	County Canvass Date	State Canvass Date
School	First Monday or Tuesday after election [§50.24]	---
City Primary	Thursday following election no earlier than 1 p.m. [§376.7]	---
Regular City without runoff provisions	First Monday or Tuesday after election [§50.24]	---
Regular City with runoff provisions	Thursday following election no earlier than 1 p.m. [§376.9]	----
City Runoff	First Monday or Tuesday after election [§50.24]	---
Special to Fill Vacancy – County Office (§69.14A)	First Monday or Tuesday after election [§50.24]	---
Special to Fill Vacancy – State/Federal Office (§69.14)	Thursday following election no earlier than 1 p.m. [§50.46]	Within 5 days of receiving abstracts [§50.46]
Other special elections	See Special Elections chapter or consult the <i>Iowa Code</i>	See Special Elections chapter or consult the <i>Iowa Code</i>

Preparing for County Canvass by the Board of Supervisors

Best Practice: Start early. Type precinct results in I-VOTERS and proof early. Run test abstracts to make sure the numbers are correct. This may done before the canvass so that the forms are ready when needed. The absentee precinct results can be updated after late ballots are counted by the ASVP board.

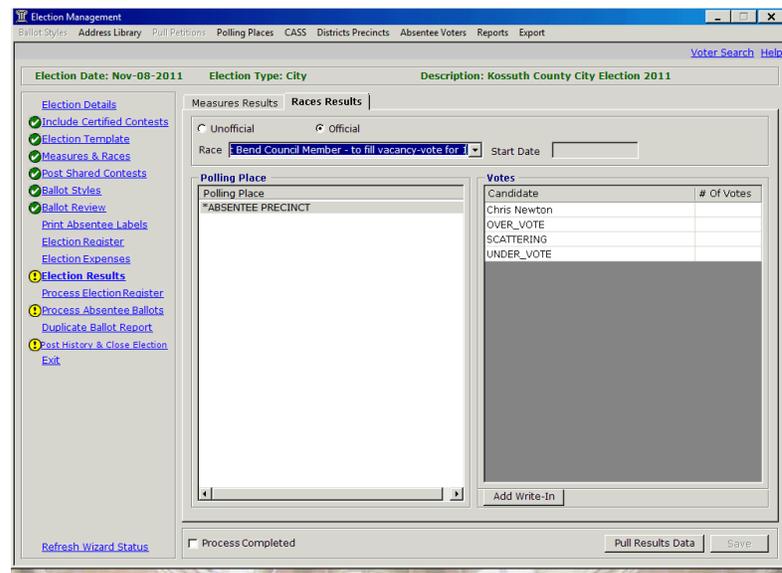
Deliver all tally lists to the board of supervisors at the canvass. The board of supervisors canvasses from the precinct tally lists.

[§50.24]

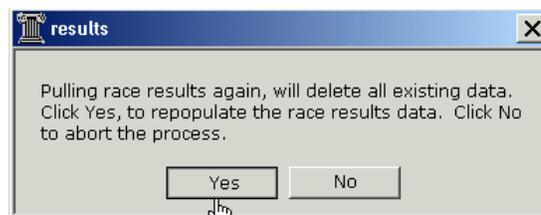
Entering Results into I-VOTERS

1. Open **“Election Management”** from the main I-VOTERS screen.
2. Open the election by highlighting it and clicking **“Detail.”**
3. Click on **“Election Results”** from the menu on the left side of the screen.
4. If you have a message that **“Results data has not yet been pulled”** or if the **“Absentee Precinct”** is the only polling place visible, the results data has not been pulled yet.

Click **“Pull Results Data.”** It may take a few minutes.



5. Select **“Yes.”**



Important Note: If results data has already been entered, clicking **“Yes”** will overwrite any data already entered.

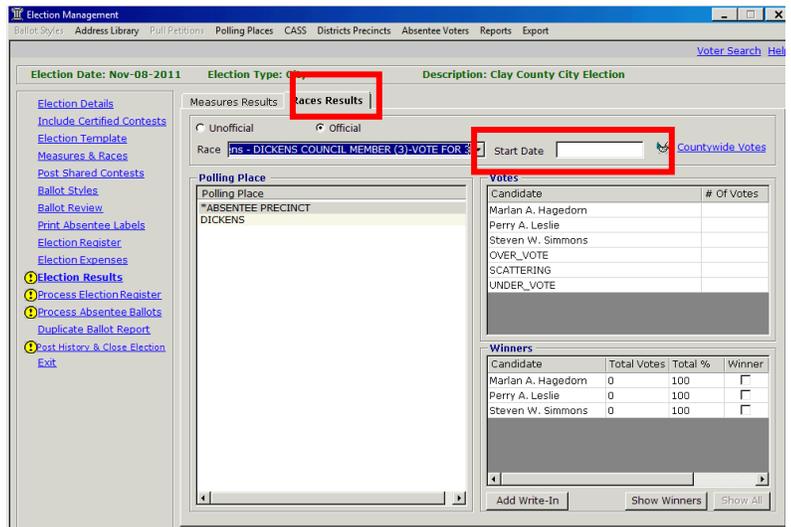
6. Select the “**Measures Results**” or “**Race Results**” tab to begin entering results. Be sure “**Official**” is marked.

7. Select a race from the “**Race**” drop-down menu.

8. Enter the term start date.

9. Highlight a polling place by clicking on it and enter the results in the “**Votes**” box.

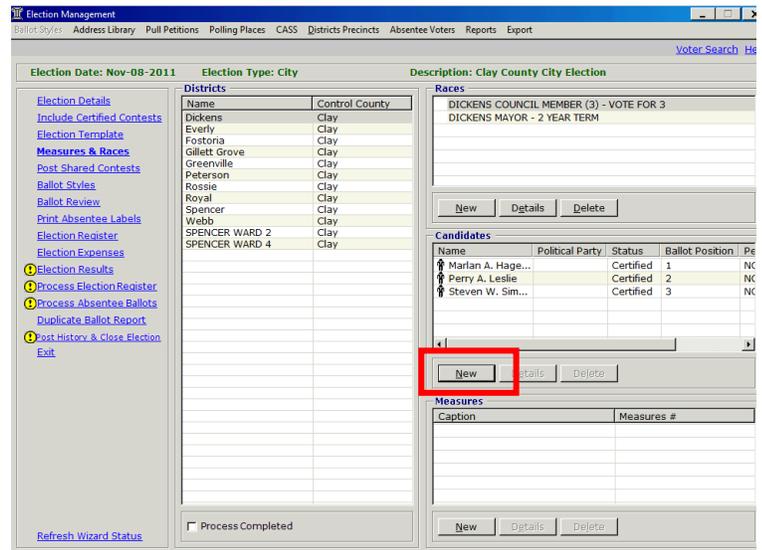
Important Notes: Be sure to enter the number of overvotes and undervotes if voting equipment was used.



10. Names of write-in candidates are only entered if they received five percent or more of the total votes cast for that office. Otherwise, write-in votes will be reported under “**Scattering.**”

To add a write-in candidate, click on “**Measures & Races.**” Choose the “**District**” and “**Race**” by clicking on them. Click “**New**” under “**Candidates**” to add the write-in candidate.

Return to “**Election Results**” and add the votes for the write-in.



11. Be sure the “**Include**” box is marked for each candidate. I-VOTERS will only allow for 8 boxes to be checked. If there were more than 8 candidates, run your abstracts and election canvass summary as RTF files and modify them to include all candidates. Please call the Help Desk (1-877-442-7670) for assistance if needed.

If you are the control county, select the winner by checking the “**Winner**” box.

Important Note: The percentages shown here do not include overvotes and undervotes and that is correct.

Winners					
	Total Votes	Total %	Winner	Runoff	Include
rn	0	100	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
0	0	100	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ns	0	100	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

12. When entering results for measures, be sure to mark the “Passed” box if the measure passed.

<input checked="" type="checkbox"/> Passed	# Of Yes	54	# Of No	26	Total	80
--	----------	----	---------	----	-------	----

Process Completed Pull Results Data Save

13. When all results are entered for a polling place, click “Save” before moving on to the next polling place.

14. Once all results are entered, pull the abstracts of votes and election canvass summary. Open “Reports & Labels” from the main I-VOTERS screen.

15. Select “Election Management” from the menu on the left side. Choose the “Election” from the drop-down.

- a. For abstracts, choose reports “E-022 County Abstract of Votes – Candidate Abstract” and “E-024 County Abstract of Votes – Measures Abstract.”

Reports

County: Clay

Election: 11/08/2011 - Clay County City Election

Batch Number: [] Request Date: []

District: Dickens

Races: []

Candidate: []

Absentee Type: []

Pol Party: Democrat

Party Org: Iowa Gree

Election Date: []

Issue Method: []

Code	Name
E-019	Official Results Report
E-020	Open Seat Report
E-021	Winner List

Folder: [] Browse Export Cancel Run Report Schedule

The date of the canvass will appear on the abstracts. To change the date of the canvass, click on “Election Details.”

Election Management

Election Date: 11/08/2011 Election Type: City Description: Clay County City Election

Include Certified Contests Election Template Measures & Races Post Shared Contests Ballot Styles Ballot Review Print Absentee Labels Election Register Election Expenses Election Results

Election Date: 11/08/2011 Description: Clay County City Election Election Type: City Election Method: Poll

Filing Deadline: 10/22/2011 Closing Date for Registration: 11/08/2011

Certification Deadline: 11/21/2011 Official County Canvass Votes Date: 11/15/2011

Runoff Canvass Date: []

Poll Hours: Open: 7:00 AM Close: 8:00 PM

Publication Dates: Start: 10/19/2011 End: 11/04/2011

Statistics: Accepted Ballots: 0%

District	Control County	# Of Races	# Of Measures

- b. For the election canvass summary, choose “E-019 Official Results Report.” Be sure to mark the “All” boxes for “Pol Party” and “Party Org.”

Preparing Abstracts

The office abstracts must include all of the following information:

1. Name of each person who received votes for each office and the number of votes each person received
2. Name and number of votes received by each write-in who received five percent or more of votes cast for an office

The names of candidates who received five percent or more of the votes should appear after the names of candidates whose names were printed on the ballot.

3. Scattering

The votes for any write-in candidates who each received less than five percent of the votes cast for an office shall be reported collectively as "Scattering."

4. Total number of votes cast in the county for each office

This is found by adding together the votes for all of the candidates, including write-in candidates. This does NOT include overvotes or undervotes.

The public measure abstracts must include all of the following information:

1. Number of votes for and against each question (if any)
2. Total number of votes cast in the county for each question (if any). This does NOT include overvotes and undervotes.

[§50.24]

For the primary election, the abstract must also state the number of ballots cast by political party.

[§43.49]

For the general election, separate abstracts must be made for each state and federal office. County offices and township offices can be combined on the same abstract.

For school and city elections, separate abstracts must be made for different jurisdictions.

[§50.25]

Keep the following in mind when preparing and proofing abstracts:

1. **Check the totals.** Before preparing the abstracts, make sure all the totals in I-VOTERS are correct.
2. **Select winners.** Check the box "**winner**" next to the candidate's name in I-VOTERS.

3. **Check the canvass date.** On the first screen of “**Election Management**”, make sure the canvass date is correct so the abstracts print correctly.
4. **Use zeros.** If no votes were cast for an office or candidate on the ballot, put the number of votes cast as “0” in I-VOTERS and on the abstract.
5. **Make necessary changes.** If additional changes are necessary, generate the abstract and save it as an .rtf (rich text file) and edit it in Microsoft Word.
6. **Signatures.** A majority of the members of the board of supervisors and the auditor must sign both copies of each abstract.
7. **Official seal.** Put the county seal on each abstract.

Printing Abstracts from I-VOTERS

1. Open “**Reports & Labels**” from the main I-VOTERS screen.
2. Select “**Election Management**” from the menu on the left side. Choose the “**Election**” from the drop-down.
3. Choose reports “**E-022 County Abstract of Votes – Candidate Abstract**” and “**E-024 County Abstract of Votes – Measures Abstract.**”

The date of the canvass will appear on the abstracts. To change the date of the canvass, click on “**Election Details**” in “**Election Management.**”

Turnout Report

The turnout report is no longer required.

Overview

Board of Supervisors Orders Recounts

The board orders all recounts; the auditor cannot act alone. It is the duty of the board to order a recount when the auditor receives a request or petition that meets the necessary legal requirements. The board must submit a written order to the auditor. This can be a motion or resolution the board has passed.

[§50.48(1), 331.302(1)]

What Happens with the Bond

When it is necessary to collect a bond prior to a recount, the bond should be kept in a safe place under the control of the auditor until the official canvass of votes is corrected or completed.

If a bond was collected and the recount did not change the outcome of the election, the county keeps the bond and deposits it in the county's election fund. In the case of bonds held and then kept by the SOS, the bond is deposited in the state's general fund. When the outcome of the election does change, the bond is returned to the party who posted the bond.

[§50.48(2)]

Publishing Notice of Recount

Notice of the recount does not have to be published. Recounts are a purely ministerial function rather than a policymaking one, so they are not subject to the notification requirements of the Iowa open meetings law.

[IAC 721—26.106]

Observers

Recounts, like all canvasses of votes, are open to the public. Observers may watch and listen but they may not participate in or interfere with the recount. Observers are not permitted to touch ballots.

[IAC 721—26.106]

Auditor's Staff

A staff member of the auditor's office may serve on a recount board if chosen to do so. There are no specific prohibitions in the *Iowa Code*. However, this is not generally advised.

Compensation of Recount Board

The *Iowa Code* does not provide for any compensation for recount board members; they serve without pay.

Frequently Asked Questions

What is a recount?

A “recount” is a formal process for re-examining and recounting the ballots which were voted and counted for an office or public measure including any disputed ballots returned under section 50.5 that were “objected to” but counted.

What is the difference between a recount and a contest?

A recount is a formal procedure in which ballots are counted again.

An election contest is the formal process for challenging the results of an election by alleging that improper activities resulted in an incorrect outcome. (See the Contest Guide for more information.)

Who can request a recount for an office?

Any person who received votes for an office, including the person who received the most votes, may request a recount. A write-in candidate may file a request for a recount but only if the person is legally qualified to seek and hold the office for which the candidate received votes.
[§50.48(1)(b), IAC 721—26.100]

Who can request a recount for a public measure (question on a ballot)?

Eligible electors can ask for a recount of the ballots cast for a public measure by filing a petition.
[§50.49]

Where are requests for recounts filed?

All requests for recounts are filed with the auditor in the county where the election was held. When a city, school district, or other local office appeared on the ballot in more than one county the request must be filed with the control auditor who conducted the election for the jurisdiction.

When the request is for a recount of a statewide or federal office or for a congressional or legislative district with territory in more than one county, the request must be filed in each county in which the candidate wants to have the ballots counted again.
[§50.48(1)]

When does the recount have to be completed?

The recount board must complete the recount and file its report no later than the 18th day following the board of supervisors canvass.

Exception: Recounts for city primary elections or regular city elections in cities with runoff election provisions must be completed no later than the 11th day following the board of supervisors canvass.
[§50.48(4)(c), IAC 721—26.107]

Reviewing Envelopes

Counting votes is only one of the responsibilities of the ASVP board. The majority of the board's time will be spent reviewing and sorting the ballots.

Envelopes Overview

There are always two envelopes and sometimes three envelopes involved in the return of an absentee ballot. Members of the ASVP need to be familiar with all of the envelopes involved. The envelopes are records of the election that need to be kept for a specified time period after the election. Never throw away any envelopes.

From the outside in, the envelopes are:

1. **Return Envelope** (larger envelope)

This is the envelope the voter uses to return the ballot to the auditor. After the election, the ASVP board may need to review the postmark on this envelope. Depending on when the ballot was received by the auditor's office, the board may receive ballots whose return envelope has been opened and removed by the auditor's office so that the affidavit envelope could be checked for errors.

2. **Affidavit Envelope** (medium envelope)

The affidavit envelope contains the ballot. The outside of the envelope contains the voter's affidavit. Completing the affidavit on the envelope is the equivalent of the voter's declaration of eligibility at the polls on election day. This envelope must be inspected for potential problems. Depending on when the ballot was received by the auditor's office, the board may receive ballots whose affidavit envelope has already been reviewed and either approved or flagged as a problem by the auditor's office.

3. **Secrecy Envelope** (smaller envelope)

This envelope may or may not have been provided to the voter and if provided, may or may not have been used by the voter. The purpose of the secrecy envelope is to protect the voter's right to a secret ballot. Like all other envelopes, these envelopes must be carefully accounted for.

Reviewing Affidavit Envelopes

Whether you are a member of the ASVP board who is processing ballots the Monday before election day, on election day, or after election day, the process of opening the return envelope and reviewing the affidavit envelope will be the same. The instructions below apply to all meetings of the ASVP Board.

The difference between the board's work before election day and on or after election day is where the work stops. The auditor may or may not have the board open affidavit envelopes on the Monday before the election. Only in the case of the general election can the board count votes before election day. Counting votes before election day is not at the board's discretion but is only at the direction of the auditor and in limited circumstances. Ensure the board has received clear instructions regarding its duties before work begins.

Six Steps

- 1. Complete the Absentee and Provisional Ballot Chain of Custody Log.**

Verify the number of ballots upon receiving them from the auditor.

- 2. Check the postmark.** (when necessary)

If you are reviewing envelopes before election day, you may skip this step (because you know the ballot is on time).

If you are reviewing envelopes on election day, you must reject ballots received after the polls close and either have no postmark or ineligible postmarks.

If you are reviewing envelopes after election day, you must reject ballots that are not postmarked before election day. Reject ballots that have no postmark or have an ineligible postmark.

Remember that absentee ballots which were hand delivered to the auditor's office will not have a postmark. (Skip this step if affidavit envelopes have already been removed and reviewed by the auditor's office.) In this situation, the auditor should have time-stamped the envelope with the time the ballot was delivered to the office. Hand-delivered ballots are on time if they arrive before the polls close on election day.

- 3. Open return envelopes.**

The return envelopes may be opened either manually or with an automatic letter opener.
[IAC 721—21.353, 21.354]

- 4. Remove the affidavit envelopes.**

Stack the return envelopes, which must be kept with other records of the election.