

Chapter 5

Post Election Day

This chapter of the handbook is broken into categories of related tasks and deadlines that apply to all elections to help you plan how you will manage all of the details.

When something applies only to a particular type of election, that information is noted.

When planning for an election, also see the election-specific chapters of this handbook for details that apply just to that election.

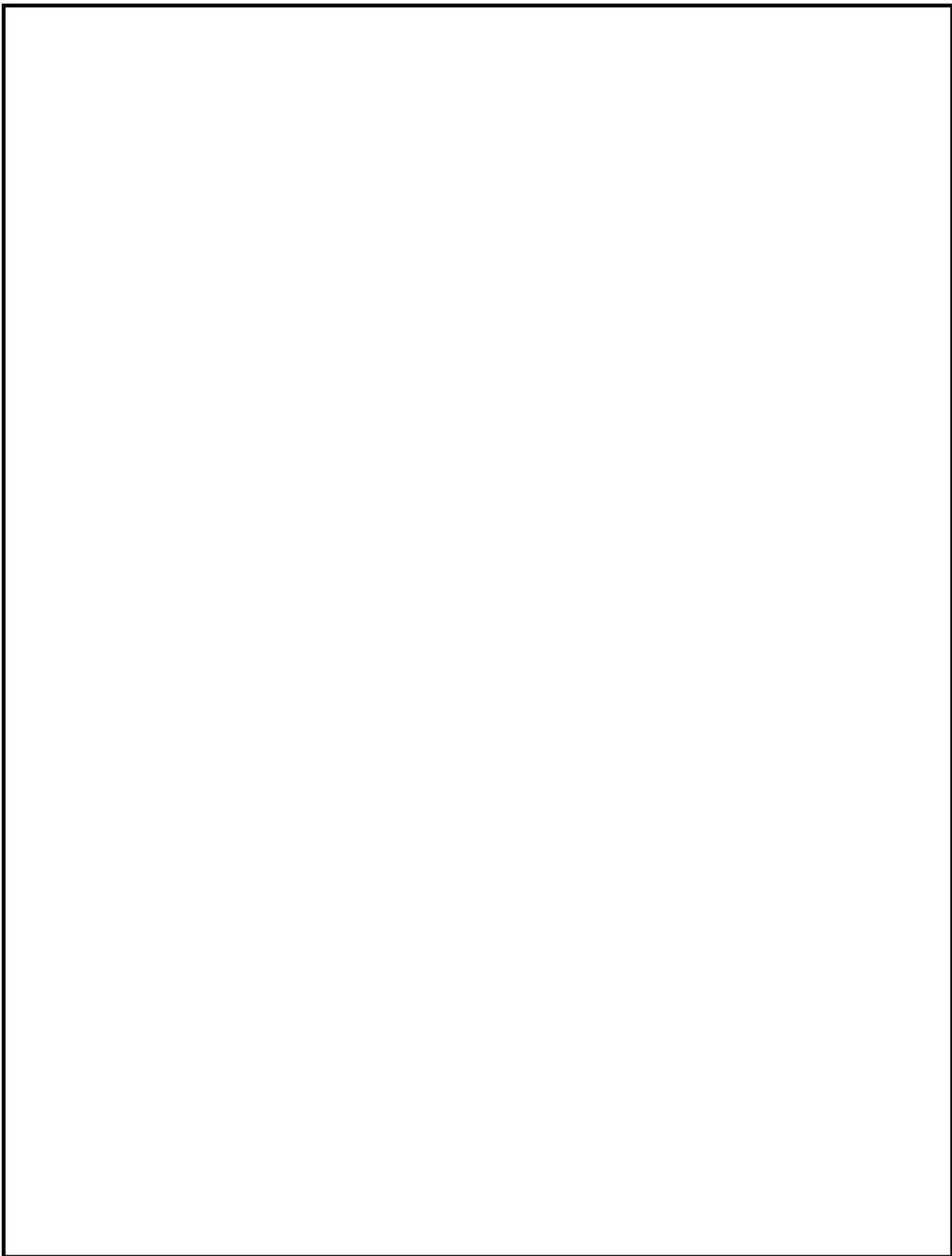


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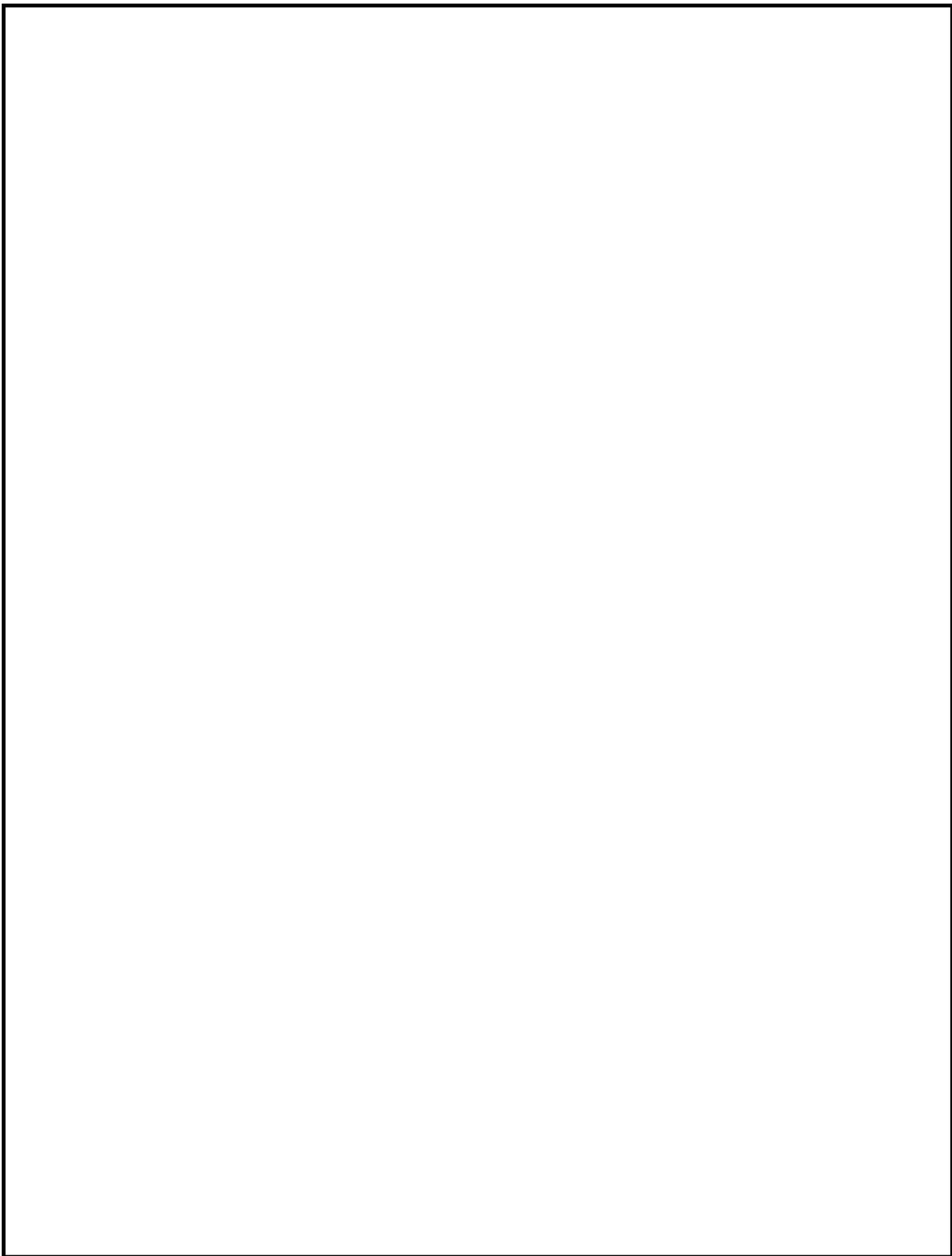
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The Day After - Wednesday

Returning Supplies

Election supplies from each precinct, including the election register, tally list, and ballots, must be returned by noon the day after the election. Send messengers for all supplies not returned by noon.

Upon receipt of the ballots, verify the quantity of ballots received against the number listed on the ballot record and receipt. Resolve any discrepancies between the number of ballots returned and the number of ballots delivered. Sign the ballot record and receipt once the numbers have been verified. The ballot record and receipt is available in the Election Forms Library.

[§49.65, 50.10, 50.17, 50.23]

Storing Ballots

Carefully preserve all ballots, including those not voted. The packages are to be kept unopened in a safe place for six months for non-federal elections and 22 months for federal elections. The ballot packages may be opened **only** if there is a recount or if an election contest requires that the ballots be examined. At the end of the retention period, destroy the ballots. See the election document retention record available in the Election Forms Library.

Note: Chairpersons of each political party must be notified before ballots are destroyed. Each party must have an opportunity to designate a person to witness the destruction of the ballots.

[§50.9, 50.12, 50.13, 50.15, 50.19]

Storage Space

Make sure you have enough space for storing unvoted ballot stocks and for filing absentee ballot requests, voter registration forms, voted ballots, etc.

Check to see if the required period of retention has passed for any documents you are storing and discard them to make space.

See the election document retention record available in the Election Forms Library for more information.

Provisional Ballots Listed

Post a list of the number of provisional ballots cast in each precinct as soon as possible but no later than 9 a.m. on the second day following the election. Any elector may look at the list of the number of provisional ballots cast and the affidavit envelopes of provisional voters during normal office hours until the ASVP board reconvenes to consider the provisional ballots.

If the ASVP board must reconvene to consider the provisional ballots earlier than the Thursday after the election, try to post the list of provisional voters before the ASVP board reconvenes at noon on Wednesday.

[§50.20]

ASVP Board

Dates to Reconvene the ASVP Board

Reconvene the ASVP board no earlier than noon on the second day following the election to consider any provisional ballots, challenged absentee ballots, and any absentee ballots that were postmarked before election day and received before the ASVP board meets.

Important Note: If the canvass is scheduled to be earlier than the Monday following the election, the ASVP board must be reconvened at noon on the day following the election. See the “Dates to Reconvene the ASVP Board” chart.

Election	County Canvass Date	Reconvene ASVP Board
School	Friday after election [§277.20]	Noon on Wednesday following election [§50.21]
City Primary	Thursday following election no earlier than 1 p.m. [§376.7]	Noon on Wednesday following election [§50.21]
Regular City without runoff provisions	First Monday or Tuesday after election [§50.24]	No earlier than noon on Thursday following election [§50.21]
Regular City with runoff provisions	Thursday following election no earlier than 1 p.m. [§376.9]	Noon on Wednesday following election [§50.21]
City Runoff	First Monday or Tuesday after election [§50.24]	No earlier than noon on Thursday following election [§50.21]
Primary	First Monday or Tuesday after election [§43.49]	No earlier than noon on Thursday following election [§50.21]
General	First Monday or Tuesday after election [§50.24]	No earlier than noon on Thursday following election [§50.21]
Special	See pg. 5 of this chapter	See Special Elections chapter

Important Notes:

Canvass on Monday or Tuesday

When the U.S. Post Office is closed on the first Monday or Tuesday after the election, the canvass should be held on the Tuesday or Wednesday following the election.

Canvass on Thursday

When the U.S. Post Office is closed on the Thursday after the election, the canvass must be held on the Friday after the election, no earlier than 1 p.m.

[IAC 721—21.13]

Number of Board Members When Reconvened

The number of members on the ASVP board may increase or decrease depending on the number of provisional and challenged absentee ballots to be considered. If no provisional ballots were cast, the board will be reconvened only if there are absentee ballots to be counted before the canvass.

The board may divide itself into panels of no less than three members each to consider provisional and challenged ballots. Each panel must include a Democrat and a Republican. Not more than a simple majority of the members of a panel may be from the same political party.

[§50.21, 50.22]

Provisional Ballots and Challenged Absentee Ballots

The ASVP board must review all the information on the provisional ballot envelopes and all of the evidence submitted (if any) regarding the qualifications of each voter. The decision to count or reject each ballot must be made on the basis of information on the envelope containing the provisional ballot, the evidence concerning the challenge, and any pertinent voter registration documents.

[§50.22]

All provisional ballots and challenged absentee ballots counted by the ASVP board must be counted in the same manner as all other ballots tabulated for the election. If voting equipment was used, these ballots must be run through the ballot scanners.

[IAC 721—26.4]

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. This means that provisional ballots cast by absentee voters should be considered by the ASVP board after the absentee receipt deadline or immediately prior to the canvass, whichever is applicable.

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

Rejecting Provisional and Challenged Absentee Ballots

The ASVP board may only reject **provisional and challenged absentee ballots** when:

- Voter did not provide ID and was required to do so
- Voter was not registered in the precinct on Election Day
- Voter already returned an absentee ballot that was counted (provisional voters)
- Voter is not qualified to vote

- Voter is inactive or pending and has not provided ID as required by the time the ASVP board meets to consider provisional and challenged absentee ballots

The board must notify voters if their ballot was rejected within 10 days of the rejection. Sample notices “Notice to Voter of Rejection of Provisional Ballot” and “Rejected Absentee” are available in the Election Forms Library.

[§50.22, 53.25]

Rejected ballots should be marked “Rejected because (reason of rejection).” All rejected ballots must be sealed in an envelope marked “Defective ballots.” The envelope must be marked with “absentee and special voters precinct” and the date of the election at which the ballots were cast. The envelopes must also be signed by the precinct election officials.

The board should record the number of rejected ballots on the absentee and provisional ballot chain of custody log available in the Election Forms Library. The envelope with the rejected ballots must be returned to the auditor at the conclusion of the meeting.

[§53.26]

Absentee Ballots Received After Election Day

The ASVP board must also canvass any absentee ballots which were received after election day but before the deadline for their return. Check the post office for absentee ballots at the latest practicable hour before the canvass by the board of supervisors. The board must follow the usual standards for rejecting absentee ballots and count any acceptable absentee ballots.

[§53.25, IAC 721—21.352, 21.353, 21.354, 21.355]

The board may need to meet again on the day of the canvass to complete the tally of absentee ballots. The board will need to submit their tally list to the board of supervisors before the conclusion of the county canvass.

[§50.22, 53.17]

All provisional ballots and challenged absentee ballots absentee ballots counted by the ASVP board must be counted in the same manner as all other ballots tabulated for the election. If voting equipment was used, these ballots must be run through the ballot scanners.

[IAC 721—26.4]

Deadline to Return Absentee Ballots by Mail

All ballots must be clearly postmarked before election day. If postmarked on election day, the absentee ballot must be received in the auditor's office by the time the polls close. Ballots without postmarks or with illegible postmarks received after the polls close cannot be counted.

[§53.17(2)]

For primary and general elections, the ballots must be received by the auditor by noon on the Monday following the election.

For all other elections, if the canvass of votes by the board of supervisors is scheduled on the Monday or Tuesday after the election, the deadline to receive mailed ballots is noon on the Monday after the election.

If the canvass is earlier than noon the Monday following the election, ballots must be received no later than the time the canvass is scheduled. The auditor must contact the post office at the latest practicable hour before the canvass and arrange for ballots received in the post office but not yet delivered to the office (if any) to be brought to the office before the canvass so they can be included in the final canvass totals.

[§53.17]

Electronically Returned UOCAVA Ballots

Emailed and faxed ballots from UOCAVA voters must be received before the polls close on election day (Central Standard Time). Late ballots cannot be counted.

[§721—21.320(4)]

Canvass of Votes

Canvass Dates

Election canvass dates vary based on the type of election being held and the statutes authorizing the election. The tables below show the canvass dates. If the canvass date is a public holiday, the date of the canvass must be moved to the next business day.

Election	County Canvass Date	State Canvass Date
School*	Friday after election [§277.20]	---
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]	---
Primary	First Monday or Tuesday after election [§43.49]	No later than 27 days after election [§50.38]
General	First Monday or Tuesday after election [§50.24]	No later than 27 days after election [§50.38]
Special	See Special Election Canvass Dates chart.	See Special Election Canvass Dates chart

*If your county is the control county for a community college, the board of supervisors must meet to canvass the abstracts from other counties in the merged area on the last Monday in September or at the board of supervisors' last regularly scheduled meeting in September.
[§260C.15(4)]

Important Notes:

Canvass on Monday or Tuesday

When the U.S. Post Office is closed on the first Monday or Tuesday after the election, the canvass should be held on the Tuesday or Wednesday following the election.

Canvass on Thursday

When the U.S. Post Office is closed on the Thursday after the election, the canvass must be held on the Friday after the election, no earlier than 1 p.m.

[IAC 721—21.13]

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> .

Important Notes:

Canvass on Monday or Tuesday

When the U.S. Post Office is closed on the first Monday or Tuesday after the election, the canvass should be held on the Tuesday or Wednesday following the election.

Canvass on Thursday

When the U.S. Post Office is closed on the Thursday after the election, the canvass must be held on the Friday after the election, no earlier than 1 p.m.

[IAC 721—21.13]

Preparing for Canvass

Compiling Election Results

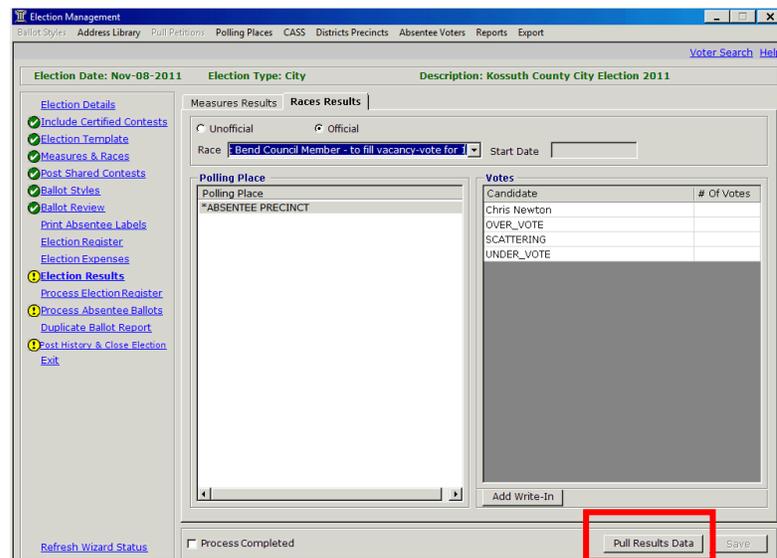
For primary and general elections, election results must be entered into the results program specified by the SOS. The results may also be entered in IVOTERS if desired.

For all other elections, election results may be entered in I-VOTERS.

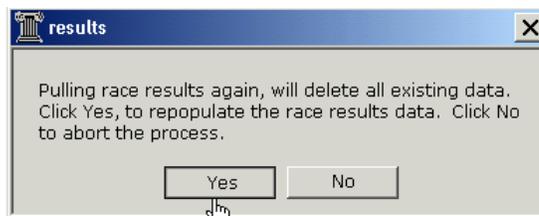
Entering Results into I-VOTERS

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 Note: 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.**”

a. To add a write-in candidate, click on “**Add Write-In.**” Type in the write-in’s information and click “**Save.**”

b. Type in the results for the votes for the write-in candidate.

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.

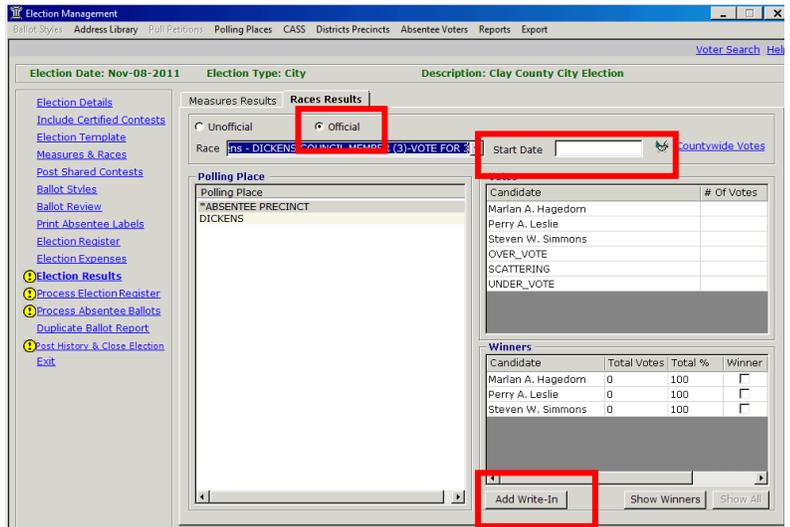
If you are the control county, select the winner by checking the “**Winner**” box.

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

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

A screenshot of a software interface showing a form with a 'Passed' checkbox checked and highlighted with a red box. Below it, there are fields for '# Of Yes' (54), '# Of No' (26), and 'Total' (80). At the bottom, there are buttons for 'Pull Results Data' and 'Save'.

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



A screenshot of the 'Winners' table in the software interface. The table has columns for 'Candidate', 'Total Votes', 'Total %', 'Winner', 'Runoff', and 'Include'. The 'Include' column has checkboxes checked for all three candidates.

Candidate	Total Votes	Total %	Winner	Runoff	Include
m	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"/>

Canvass Materials

Prepare the following materials for the canvass:

1. Tally lists

Gather the tally lists from each precinct to deliver to the board of supervisors.

[§50.24]

2. Abstracts of votes

The abstracts are the official permanent record of the election. See the instructions on the following pages for preparing the abstracts.

3. Election canvass summary

See the instructions on the following pages for preparing the canvass summary.

4. Provisional ballot tally

The number of provisional ballots rejected and not counted must be made public at the canvass.

[§50.22]

For the general election only, the number of rejected provisional ballots and the reasons for their rejections must be reported to the SOS. The SOS is required to report these numbers and corresponding rejection reasons to the EAC. The ballot rejection tally sheet is available in the Election Forms Library.

5. Rejected absentee ballot tally

For the general election only, the number of rejected domestic absentee ballots and rejected UOCAVA absentee ballots and the reasons for their rejections must be reported to the SOS. The SOS is required to report these numbers and corresponding rejection reasons to the EAC. The ballot rejection tally sheet is available in the Election Forms Library.

Preparing Abstracts of Votes

For most elections, two sets of the abstracts for each office and measure are needed. 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 total votes cast should appear after the names of candidates whose names were printed on the ballot.

To determine the threshold of votes needed to meet 5%, add together the votes for all the candidates and write-ins (but do not include overvotes and undervotes). Multiply that total by 0.05. Round up if necessary.

Important Note: In vote for more than one races, divide the total votes cast by the number of seats to be filled. Multiply that total by 0.05. Round up if necessary.

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. Separate abstracts must be made for each state and federal office.

[§43.49]

For the general election, separate abstracts must be made for each state and federal office, each constitutional amendment and statewide ballot question, and each judge. 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]

The abstracts must be signed by a majority of the board of supervisors and the auditor. They can be printed from I-VOTERS or from the election results reporting program used in primary and general elections.

Proof the following items on the abstracts before the canvass:

1. Check the total votes for each candidate.

Be sure the totals listed on the abstracts for the candidates and scattering match the totals listed in the election canvass summary.

2. Check winners.

Be sure the appropriate candidate is listed as the winner in each race. If no candidate won, be sure no candidate is declared elected on the abstract.

3. Check the canvass date.

4. Use zeros.

If no votes were cast for an office or candidate on the ballot, put the number of votes cast as “0” on the abstract.

5. 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**.”

Preparing Election Canvass Summary

The canvass summary must include the results of the election by precinct for each office and public measure on the ballot. The summary must include scatterings, overvotes, and undervotes. Overvotes and undervotes are not included in the summary when the ballots are counted by hand.

[§50.24(3), IAC 721—26.3]

For primary, general, and special elections held pursuant to §69.14, two sets of the canvass summary are required. It must be signed by a majority of the board of supervisors and the auditor. It can be generated by I-VOTERS. The Official Results Report can be used if the results were entered by precinct. A report from vote tabulation software or SOS election night results reporting program can also be used.

[§50.24(3)]

Printing Canvass Summary in 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 **“E-019 Official Results Report.”** Be sure to mark the **“All”** boxes for **“Pol Party”** and **“Party Org.”**

The screenshot shows the I-VOTERS Reports interface. The 'County' is set to Johnson. The 'Election' dropdown is set to '11/08/2011 - 2011 City Election'. The 'Precincts' section shows 'All Precincts' selected. The 'Absentee Type' section has 'All Absentee Type' selected. The 'Pol Party' and 'Party Org.' checkboxes are both checked. The 'E-019 Official Results Report' is selected in the report list. The 'Folder' field is empty, and the 'Run Report' button is visible.

During the County Canvass

The board of supervisors does not count ballots. The board uses the results reported by the PEOs in the tally lists to compile the vote totals for the county. The board has no authority to examine any ballots or write-in documents other than the tally lists from each precinct. The board declares the winners for county and township offices. This declaration is included in the county abstract of votes.

The board of supervisors also canvasses the county vote totals for state and federal offices. The county abstracts are mailed immediately to the SOS following the county canvass so the state canvass of votes may start.

[§50.24, 50.25, 50.26, 50.27]

Open meeting laws do not apply. It is not necessary to publish and post the agenda before the meeting. However, the meeting must be open to the public and minutes must be kept.

[OAG #90-2-6(L), §50.45]

Who Wins?

The candidate with the most votes is declared the winner with two exceptions.

[§50.45, 277.20, 376.8]

The exceptions are:

1. Cities With Runoff Provisions

All candidates must receive a majority of the votes cast to be declared elected; however, there are two different definitions of “majority” in cities with runoff provisions.

a. Vote for No More Than One Races

A simple majority is needed to be declared elected. A simple majority is at least one vote more than 50% of the total votes cast (total votes for all candidates and write-ins). If no candidate receives a majority in this type of race, a runoff must be held between the highest vote-getters. The number of candidates on the runoff ballot will equal twice the number of seats to be filled. For example, a runoff for the office of mayor will have the top two vote-getters on the runoff ballot.

b. Majorities in At-Large Multi-Member Body Races

A majority is one vote more than half the quotient found by dividing the total number of votes cast (total votes for all candidates and write-ins) for that body by the number of positions to be filled.

See the City Elections chapter for more information.

2. Primary Election

Candidates who received the highest number of votes are nominated if they also receive 35% of the total votes cast for the race (within the party primary). If no candidate receives the required 35%, the primary is inconclusive and provisions set forth in §43.78 apply.

[§43.52, 43.65, 43.37, 43.78]

See the Primary Elections chapter for more information.

Write-In Winners

A write-in winner can be declared elected and sworn in if the write-in candidate received the most votes. If a person elected by write-in votes declines the office, the seat is vacant and filled by appointment unless it is a city election. See the City Elections chapter and §376.11 for more information about write-in winners in city elections.

[§43.54, 43.66, 50.45, 279.6, 279.4]

See the Primary Elections chapter for more information about write-in nominees in primary elections.

Tie Situations

The board of supervisors will draw lots to settle a tie vote. The result of the drawing must be entered on the abstract of votes and a certificate of election sent to the declared winner.

If there is a tie vote for a public measure, lots are not drawn. The measure fails.

[§43.75, 50.44]

Public Measure Passage

A public measure generally requires a simple majority to pass. A simple majority is at least one vote more than half the total number of votes cast. **Example:** If 100 votes were cast, 51 votes are required for the measure to pass.

Some questions may require a higher percentage to pass. For example, most bond issue elections require 60%. To determine if a question requiring 60% approval passes, follow these three steps:

1. Add together the number of yes and no votes.
2. Multiply the sum of the yes and no votes by 0.60. Round fractions up to the next whole number. This will give you the number of votes needed to pass.
3. If the number of yes votes is equal to or greater than the answer to #2, the question passes. If the number of yes votes is less than the answer to #2, the question does not pass.

[§50.45, 75.1]

Certifying Canvass Materials

The board must certify the following during the canvass:

1. Abstracts of votes

A majority of the board of supervisors and the auditor must sign the abstracts. The board must sign two sets of the abstracts for most elections.

[§43.49, 50.24, 50.25]

2. Election canvass summary

For primary, general, and special elections held pursuant to §69.14, two sets of the canvass summary are required. It must be signed by a majority of the board of supervisors and the auditor.

[§50.24]

3. Make public the number of provisional ballots rejected and not counted.

The number of provisional ballot rejected and not counted must be made public at the canvass.

For the general election only, the number of rejected provisional ballots and the reasons for their rejections must be reported to the SOS. The SOS is required to report these numbers and corresponding rejection reasons to the EAC. The ballot rejection tally sheet is available in the Election Forms Library.

[§50.22]

Close Election in I-VOTERS

Process Election Day Registration Updates

As soon as possible after the election, add new election day registrants and update the voter registration records in I-VOTERS based on any voter registration forms received at the polls on election day.

You may have three different types of voters who used EDR procedures at the polling place.

1. Voters who have never been registered to vote in your county, including voters who are currently assigned “Incomplete” status

Process these voters in I-VOTERS using the instructions below.

2. “Cancelled” voters who were previously registered to vote in your county or another county

Process these voters in I-VOTERS using the instructions below.

3. Voters who are already registered to vote in your county who reported a change of address at the polling place on election day

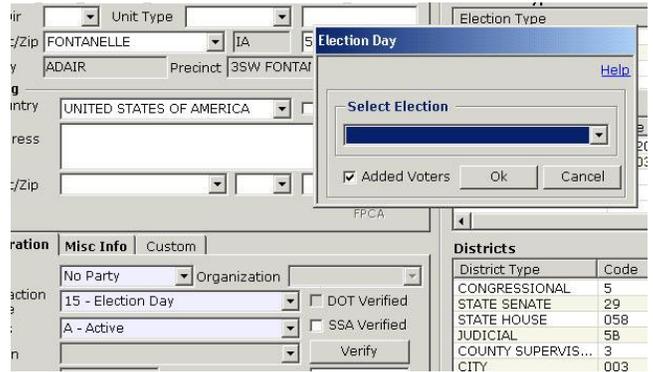
Important Note: There is nothing that prevents precinct election officials from using the EDR procedure for voters who are already registered to vote in the county and who are reporting a change of address at the polls on election day, provided the voter has the required identification to use the EDR procedure.

Do not process these voters as election day registrants. Instead, process these voters in I-VOTERS using the “Process Election Day Within County Moves” instructions.

New Voters to County, Including Incomplete and Cancelled Voters Previously Registered

1. Open **“Voter Registration”** from the main I-VOTERS screen. Select **“New.”**
2. Enter the voter’s information in the appropriate fields. Tab through the fields so I-VOTERS will automatically identify any statewide duplicate matches.
 - a. If you get a duplicate match from a different county, select that record and continue with these steps.
 - b. If you get a duplicate match within your county, follow the “Election Day Within County Moves” instructions.
 - c. If I-VOTERS does not identify any duplicates in the system, continue with these steps.
3. Enter the voter’s address.
4. Choose the appropriate party from the drop-down menu

5. Select **“15—Election Day”** as the **“Transaction Source.”**
6. The **“Election Day”** window will appear. Choose the election.
7. If you leave the **“Added Voters”** checkbox marked, the voter will automatically appear in **“Election Management > Process Election Register > Process Added Voters”** for the precinct where they are now registered to vote. They will also be added to the end of the election register proof for that precinct.
8. Make sure the voter’s status is **“Active.”** The **“County Registration”** date and the **“Vote Eligible”** date will automatically populate as the date of the election.
9. Save the voter’s record.
10. Send an acknowledgement to the voter. See the Voter Registration chapter for more information.



Election Day Within County Moves

1. Open **“Voter Search”** from the main I-VOTERS screen.
2. Search for the voter’s record.
3. Follow the same procedures for as when entering new voter registration records, except that it is not necessary to verify the voter’s driver’s license number or Social Security number after that information has been verified once in your county.
4. Choose **“7– In Person/Registration Drive”** as the **“Transaction Source.”**
5. If the registration form is a true duplicate with no changes, mark **“Duplicate Registration Received”** under the **“Misc”** tab.

The screenshot shows a web-based form with three tabs: 'Registration', 'Misc Info', and 'Custom'. The 'Misc Info' tab is active. Fields include: 'Secondary Lang' (dropdown), 'Last Verified' (04/22/2011), 'Special Assistance' (dropdown), 'Ballot Style' (NO APPLICABLE ELECTION), 'State Reg Date' (09/09/2002), 'Last Upd. Date' (11/18/2011), and 'Source of Update' (Administrative). A dropdown menu is open under 'Source of Update', listing options: Administrative, Attached Image, Cancelled Registration, Clerical Error Correction, Duplicate Registration Received (highlighted), New Registration, and Registration Updated. There is also an 'Audit Comment' field and a 'Comments' section with a 'DOT All' button.

6. When you are finished updating the record, click **“Save.”** Make note of the voter’s ID number to use to give the voter vote credit.
7. Send an acknowledgement to the voter. See the Voter Registration chapter for more information.
8. To give vote credit, open **“Election Management”** from the main I-VOTERS screen. Click **“Process Election Register.”**
9. Click **“Process Added Voters.”**

The screenshot shows a wizard interface for 'Process Election Register'. On the left, there is a menu with options: 'Process Election Register', 'Process Absentee Ballots', 'Duplicate Ballot Report', 'Exit History & Close Election', and 'Exit'. The main area displays 'Processing Status: 0 of 0 Voter ballots Accepted.' At the bottom, there is a 'Process Completed' checkbox and a 'Process Added Voters' button, which is highlighted. Other buttons include 'First', 'Prev', 'Next', 'Last', and 'Proof'. A 'Refresh Wizard Status' link is at the bottom left.

10. Enter the voter's ID number in "**Voter ID**" field and tab to the "**Last Name**" field. The voter's information should automatically populate.

11. Check the "**Voted**" box next to the voter's name.

12. Click "**Mark Voted.**"

Process Added Voters

Voter Search Help

Election : Test Election

Input added voters here for posting Voting history

Voter ID	LastName	First Name	Middle Name	Voted
500266722	VOTER	TIFFANY		<input type="checkbox"/>
	VOTER	TIFFANY		<input checked="" type="checkbox"/>

Mark Voted

The voter's name should then move to the list of voters at the bottom of the screen. The names of the EDR voters are also included in the list.

This is the list of added voters marked for posting voting history. Check and click 'Remove History' if you do not want to post history for any specific voter.

Voter ID	Last Name	First Name	Middle Name
<input type="checkbox"/> 500266722	VOTER	TIFFANY	

Remove History Close

13. When you have given vote credit to all of the voters who moved within county, click "**Close.**"

Not Voted and Surrendered Ballots

Surrendered absentee ballots must be processed in I-VOTERS before the voter can be given vote credit. Make sure the ballot is included with the envelopes. Then, follow the I-VOTERS procedures below.

If the ballot is not enclosed in the envelopes returned, do not follow the I-VOTERS procedures below to take them off the absentee list.

1. Open **“Receive Absentee Ballots”** from the main I-VOTERS menu.
2. Choose the appropriate election from the drop down menu and click on **“Search.”**
3. Click on the **“Not Voted”** tab. Any **“Not Voted”** batches you already created for this election will appear.
4. Click on the **“New”** button at the bottom of the page.

5. If you want text to appear in the **“Batch Description”** field of the main **“Not Voted”** screen, add your text in the **“Batch Description”** field that appears at the top of the new **“Not Voted”** batch you are creating.

6. The **“Received Date”** should be the date the ballot was returned not voted.
7. Add the ballot(s) to the new **“Not Voted”** batch by typing the ballot ID number in the **“Ballot Label”** field or the voter’s name in the **“Ballot Search”** field.
8. After you choose the correct ballot (if more than one option appear) the voter’s information will appear on the screen.
9. Click the **“Save.”** The information for this voter will disappear. Either add a new **“Not Voted”** ballot to the batch by searching for the voter as instructed above or close the batch by clicking **“Close.”**
10. Store your **“Not Voted”** ballots together in a secure place.

Notes about this I- VOTERS procedure:

You cannot add additional ballots to a previously created “Not Voted” batch. Once the batch is closed, you can only delete ballots from the batch, you cannot add new ones. To add additional “Not Voted” ballots, you need to create a new batch.

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Process Election Register

1. Open **“Election Management”** from the main I-VOTERS screen.
2. Click **“Process Election Register.”**
3. Select a precinct from the **“Precincts List”** drop-down.

For the primary election, choose either **“Republican”** or **“Democrat”** from the **“Party”** drop-down.

The screenshot shows the 'Election Management' software interface. The header displays 'Election Date: Oct-07-2008', 'Election Type: Primary', and 'Description: Primary Test'. Below the header, there are dropdown menus for 'Election Register', 'Precincts List' (set to '1NW - 1NW ADAIR'), and 'Party'. A 'Barcode' field and an 'Accept' button are also visible. The main area contains a table with the following data:

Accepted	Voter Name	Residential Address
<input checked="" type="checkbox"/>	CHRISTENSEN, B	80 ST ADAIR, IA 50002
<input type="checkbox"/>	CHRISTENSEN, D	60 ST ADAIR, IA 50002
<input type="checkbox"/>	CHRISTENSEN, F	17 AVE ANITA, IA 50020
<input type="checkbox"/>	CHRISTENSEN, I	21 AVE FONTANELLE, IA 50846
<input type="checkbox"/>	CHRISTENSEN, J	18 AVE FONTANELLE, IA 50846
<input type="checkbox"/>	CHRISTENSEN, K	18 AVE FONTANELLE, IA 50846
<input type="checkbox"/>	CHRISTENSEN, K	21 AVE FONTANELLE, IA 50846
<input type="checkbox"/>	CHRISTENSEN, T	16 TH ST CASEY, IA 50048-8523
<input type="checkbox"/>	CHRISTENSEN, V	17 AVE ANITA, IA 50020

At the bottom of the screen, there is a status bar showing 'Processing Status: 0 of 1148 Voter ballots Accepted.' and navigation buttons: 'Process Completed', 'Process Added Voters', 'First', 'Prev', 'Next', 'Last', 'Page 12 of 96', and 'Proof'.

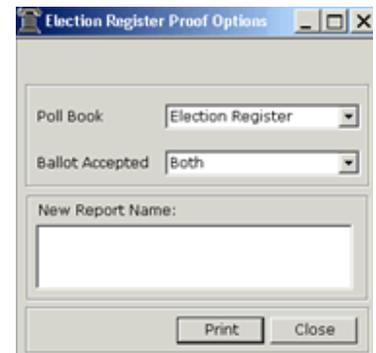
Important Note: Only one user should process a precinct register at a time.

4. Voters can be selected to receive vote credit one of three ways:
 - a. Use a bar code scanner to scan the bar code next to the voter's name.
 - i. Click in the **“Barcode”** field so the cursor is placed there.
 - ii. Scan the voter's bar code. The voter's information will populate.
 - iii. Click **“Accept.”** The **“Accepted”** box next to the voter's name will be checked.
 - b. Enter the voter's ID in the **“Barcode”** field and click **“Accept.”** The **“Accepted”** box next to the voter's name will be checked.
 - c. Manually check the **“Accepted”** box next to the voter's name.

Use the navigation buttons (**“Prev,” “Next,”** etc.) at the bottom of the screen to move between pages.

Proof Election Register

1. Click “**Proof**” to generate a proof report of the election register.
2. Choose a “**Ballot Accepted**” option from the drop-down.
Choose “**Accepted**” to view only the voters with vote credit.
3. Enter a name for the report and click “**Print.**”



The screenshot shows a dialog box titled "Election Register Proof Options". It contains two dropdown menus: "Poll Book" set to "Election Register" and "Ballot Accepted" set to "Both". Below these is a text input field labeled "New Report Name:" which is currently empty. At the bottom right are two buttons: "Print" and "Close".

Process Absentees

Rejected absentees must be processed first in I-VOTERS before processing accepted absentee ballots.

Incomplete Affidavits Not Corrected

Incomplete that were not corrected by voters must be rejected.

1. Open “**Election Management.**” Click on “**Process Absentee Ballots.**”
2. Search for the voter’s absentee ballot and choose rejection reason from the from the “**Ballot Status**” drop-down menu.
3. Click “**Save.**”

The screenshot shows the 'Election Management' software interface. At the top, there is a navigation bar with options like 'Ballot Styles', 'Address Library', 'Pull Petitions', 'Polling Places', 'CASS', 'Districts Precincts', 'Absentee Voters', 'Reports', and 'Export'. Below this, a message states 'Ballot status saved successfully.' The main area is divided into sections: 'Election Date: Dec-04-2012', 'Election Type: School', and 'Description: Test Election'. There are links for 'Election Details', 'Include Certified Contests', 'Election Template', 'Measures & Races', 'Post Shared Contests', 'Ballot Styles', 'Ballot Review', 'Print Absentee Labels', and 'Election Register'. The 'Ballot Search' section includes fields for Barcode, Abs Seq #, Name (voter), Address, and City, with Search and Clear buttons. The 'Ballot Details' section shows Voter ID (500266725) and Address (101 N MAIN ST, ALGONA, IA 50511). A red box highlights the 'Ballot Status' dropdown menu, which is currently set to 'Rejected - Affidavit not complete'. A 'Save' button is located below the dropdown.

Defective Affidavits

Replacement Ballot Issued and Returned

If a replacement ballot was issued and returned by the voter, do nothing to the original, defective affidavit in I-VOTERS.

Replacement Ballot Issued but Not Returned

If a replacement ballot was issued but was not returned by the voter, reject the original, defective ballot:

[\$53.25]

1. Open “**Election Management.**” Click on “**Process Absentee Ballots.**”
2. Search for the voter’s absentee ballot and choose rejection reason from the from the “**Ballot Status**” drop-down menu.
3. Click “**Save.**”

This screenshot is identical to the one above, showing the 'Election Management' software interface. It displays the same navigation bar, message, election details, search fields, and ballot details for voter MIKE VOTER. The 'Ballot Status' dropdown menu is highlighted in red and set to 'Rejected - Affidavit not complete'. A 'Save' button is visible at the bottom right of the dropdown area.

No Replacement Ballot Issued but Did Not Vote at Polls

If the voter did not request a replacement ballot, reject the original, defective ballot:

[§53.25]

1. Open **“Election Management.”** Click on **“Process Absentee Ballots.”**
2. Search for the voter’s absentee ballot and choose rejection reason from the from the **“Ballot Status”** drop-down menu.
3. Click **“Save.”**

No Replacement Ballot Issued and Voted at Polls

1. Open voter’s record and click on the **“Absentee”** tab.
2. Highlight the request by clicking on it. Click **“Void.”**
3. Click **“Yes”** when asked if you are sure you want to void the ballot. Add the comment **“Defective affidavit – voted at polls”** in the **“Audit Comment”** field. Click **“Save.”**

Dates/Elections	Seq Num	Source	Address	County
12/4/2012 ...	2	Mail	Address on File	Kossuth

Rejected Absentees

Process rejected absentee ballots.

1. Open **“Election Management.”** Click on **“Process Absentee Ballots.”**
2. Search for the voter’s absentee ballot and choose rejection reason from the from the **“Ballot Status”** drop-down menu.
3. Click **“Save.”**

Accepted Absentees

1. Open **“Election Management.”** Click on **“Process Absentee Ballots.”**
2. Check **“Mark Unprocessed as Accepted”** under **“Finish Processing.”**
3. Click **“Process Remaining Ballots.”**

The screenshot shows the I-VOTERS system interface. On the left is a navigation menu with links such as 'Measures & Results', 'Post Shared Contests', 'Ballot Styles', 'Ballot Review', 'Print Absentee Labels', 'Election Register', 'Election Expenses', 'Election Results', 'Process Election Register', 'Process Absentee Ballots', 'Duplicate Ballot Report', 'Post History & Close Election', and 'Exit'. The main area is titled 'Ballot Details' and contains the following information:

Ballot Details
Voter ID: 500266725
Voter Name: MIKE VOTER
Address: 101 N MAIN ST, ALGONA, IA 50511
Ballot Status: Rejected - No signature
Save

Ballots Sent

Abs Seq #	Barcode	VoterName	Source	Date Sent	Date Received	Ballot Style	Ballot Type
5	50098...	MIKE VOTER	Mail	07/12/2012	07/12/2012	001	Original

View Absentees
 All Absentees
 UnProcessed
 Processed
 Accepted Rejected
 Process Completed

Finish Processing
 Mark Unprocessed as Accepted

Absentees Not Returned

If voters did not return their absentee ballots, do nothing. These ballots do not need to be processed in I-VOTERS.

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Process Provisionals

If a provisional voter completed a voter registration form when voting a provisional ballot, you must create a voter registration record or update the voter's registration record in I-VOTERS using the information provided on the voter registration form.

Exception: A voter registration record cannot be created if the voter did not complete a voter registration form.

Process Voter Registration

1. Open **"Voter Registration"** from the main I-VOTERS screen. Select **"New."**
2. Enter the voter's information in the appropriate fields. Tab through the fields so I-VOTERS will automatically identify any statewide duplicate matches.
 - a. If you get a duplicate match from a different county, select that record and continue with step 3.
 - b. If I-VOTERS does not identify any duplicates in the system, continue with step 3.
 - c. If you get a duplicate match within your county, select that record. Determine if any updates to information need to be made to the voter's record based on the information listed on the voter registration form and save the record.

Important Note: If the registration form changes nothing and is a true duplicate of the information in the voter's record, mark **"Duplicate Registration Received"** under the **"Misc"** tab in the voter's record in I-VOTERS.



The screenshot shows a web interface for voter registration. The 'Registration' tab is active. Fields include 'Secondary Lang', 'Special Assistance', 'Ballot Style' (set to 'NO APPLICABLE ELECTION'), 'State Reg Date' (09/09/2002), 'Last Upd. Date' (11/18/2011), and 'Source of Update' (Administrative). A dropdown menu is open under 'Source of Update', listing options: Administrative, Attached Image, Cancelled Registration, Clerical Error Correction, Duplicate Registration Received (highlighted), New Registration, and Registration Updated.

3. Enter the voter's address.
4. Choose the appropriate party from the drop-down menu.
5. Select **"7- In Person/Registration Drive"** as the **"Transaction Source."**
6. Assign the voter's status to **"Active."**
7. If the ballot was counted:

Change the **"County Registration"** date and **"Vote Eligible"** date to the day of the election.

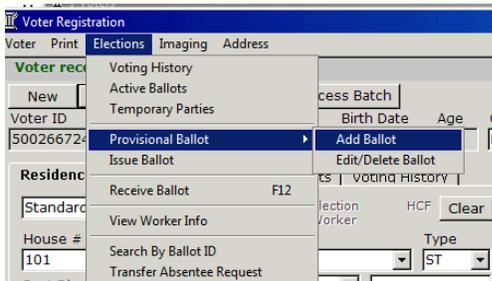
If the ballot was not counted:

Change the “**County Registration**” Date and the “**Vote Eligible**” date to the day after the election.

8. Save the voter’s record.
9. Send an acknowledgement to the voter. See the Voter Registration chapter for more information.

Adding Provisional Ballot

1. From the “**Elections**” drop-down menu in the voter’s record, select “**Provisional Ballot**” and “**Add Ballot.**”



2. Use the drop-downs to select the appropriate information for the voter’s provisional ballot. Select either “**Accepted**” or “**Rejected.**”

If the provisional ballot was rejected, choose the “**Rejection Reason**” from the drop-down. All rejected provisional ballots should be added to a voter’s record unless the voter did not complete a voter registration form when voting the provisional ballot.

A screenshot of the "Add Provisional Ballot" form. It contains several dropdown menus and text input fields. The "Election" field is set to "12/04/2012 Test Election", "Precinct" to "AL2 - Algona 2", "Split" to "AL2.1", and "Ballot Style" to "001". The "Date Produced" and "Date Received" fields are both set to "12/04/2012". There are radio buttons for "Accepted" (selected) and "Rejected". A "Rejection Reason" dropdown menu is present, along with a "Print Label" checkbox and another dropdown menu. "Save" and "Close" buttons are at the bottom.

Labels do not need to printed.

3. Click “**Save.**”

Post County Canvass of Votes

Canvass Minutes

Canvass minutes do not need to be published.

Exception: See the Primary Elections chapter for primary election post canvass publication requirements.

[§349.16(1)]

File Abstracts of Votes

Keep one set of the abstracts for your files and send one set to the appropriate governing board for the jurisdiction.

[§50.27]

City Elections

Send the abstract(s) to the council for each city.

School Elections

Send the abstract(s) to the school board for each school district.

Exception: For community college elections, send one set of the abstracts to the community college board if you are the control county. If you are not the control county, send one set of the abstracts to the control county.

Primary, General, and Special Elections to Fill Vacancies Pursuant to §69.14

Send a set of the abstracts for the federal offices, state offices, constitutional amendments, and judicial retention to the SOS within 13 days after the election. Separate abstracts must be made for each state and federal office, each constitutional amendment and statewide ballot question, and each judge.

Also send a copy of the election canvass summary certified by the board of supervisors.

Exception: When the office of governor is on the ballot, the SOS provides counties with a special envelope which is addressed to “The Speaker of the House of Representatives” in which to mail the abstracts for the governor’s race. Do not include any other abstract in this envelope. This envelope will be opened by the speaker of the house, not the SOS. Forward this envelope along with the envelope that contains the other abstracts to the SOS.

[§50.31, 50.33]

Local Option Tax Elections and Hotel/Motel Tax Elections

Send the abstract to the Department of Revenue and Finance if the tax passes.

[§423A, 423B.1(6)(b)]

Mail Certificates of Election

Each person who was elected must receive a certificate of election. Include open meetings law (Chapters 21 and 22 of the *Iowa Code*) information with the certificates.

[§21.10, 50.29]

Exception: Primary election winners do not receive certificates of election as they are not elected.

[§43.55]

Certificates may be generated from I-VOTERS or the election results reporting program designated by the SOS for the general election, but counties are not required to use the certificates generated by I-VOTERS.

The SOS sends certificates of election and copies of the open meetings laws to those who were elected to federal and state offices as well as for the judges who were retained.

[§50.41]

Generating Certificates in 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 report **“E-027 County Candidate Certificate.”**

Note about this I-VOTERS procedure: Results do not need to be entered into I-VOTERS to generate certificates. However, you must check the winners in “Election Results” in “Election Management.”

The screenshot shows the I-VOTERS software interface for generating reports. The left sidebar contains a menu with options like 'Voter Registration', 'Election Management', 'Districts & Precincts', 'Petitions', 'Election Workers', 'Address Library', 'Labels', 'Ballot Processing', 'Master Lookup's', and 'Close'. The main area is titled 'reports' and contains several sections for filtering and generating reports. The 'County' is set to 'Kossuth'. The 'Election' is '11/08/2011 - Kossuth County City Election 2011'. The 'Batch Number' is 'All'. The 'District' is 'West Bend'. The 'Races' is 'West Bend Council Membe'. The 'Candidate' is 'LAUCK,PAUL'. The 'Pol Party' is 'Democrat' and the 'Party Org' is 'Iowa Gree'. The 'Election Date' is empty. The 'Absentee Type' is 'All Absentee Type'. The 'Absentee Application Source' is empty. The 'HCF/Satellite Location' is empty. The 'Issue Method' is empty. The 'Code' list includes 'E-025 Voter Details For Satellite Voting', 'E-027 County Candidate Certificate', and 'E-028 State Candidate Certificate'. The 'E-027 County Candidate Certificate' is selected. The 'Folder' is empty. The 'Run Report' button is visible.

Primary Election Reports

Certificates of election are not issued to candidates who were nominated at the primary election. The board of supervisors must certify the following information to the county political party chairs as soon as possible after the county canvass:

- A list of that party's candidates for county offices who were nominated at the primary election and for which office each person was nominated.
- A list of the county offices for which no one from that party was nominated, including a list of all candidates who received votes for that office on that political party's ballot but who failed to meet the requirements to win nomination.

The names of people who received write-in votes reported collectively as scattering do not need to be included on this report.

[§43.55]

These reports may be generated from I-VOTERS or the election results reporting program designated by the SOS for the primary election. Counties are not required to use the reports generated by I-VOTERS.

Generating Primary Election Party Reports in 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-020 Open Seat Report”** and **“E-021 Winner List.”**

Note about this I-VOTERS procedure: Results do not need to be entered into I-VOTERS to generate these reports. However, you must check the winners in “Election Results” in “Election Management.”

The screenshot shows the I-VOTERS Reports application window. The interface includes a left-hand navigation menu with options like 'Voter Registration', 'Election Management', 'Districts & Precincts', 'Petitions', 'Election Workers', 'Address Library', 'Labels', 'Ballot Processing', 'Master Lookup's', and 'Close'. The main area is filled with various filter and selection controls. At the top, 'County' is set to 'Kossuth' and 'Election' is '11/08/2011 - Kossuth County City Election 2011'. Below this, there are sections for 'Precincts' (with checkboxes for AL1, AL2, AL3, AL4, BF PT, BT FT UN), 'Budget Group' (set to 'All'), 'Absentee Type' (with checkboxes for Election Specific, Military, Overseas Civilian), 'Election Date', and 'Ballot sent and not received'. On the right side, there are 'Request Date', 'Sent Date', and 'Receive Date' fields. Further down, there are 'Pol Party' and 'Party Org' dropdowns, 'Eligible Voter' and 'Control County' checkboxes, and 'Absentee Sequence No.' and 'Ballot Style' checkboxes. At the bottom, there are 'Absentee Application Source', 'HCF/Satellite Location', and 'Issue Method' dropdowns. A table at the bottom lists report codes and names: E-020 Open Seat Report, E-021 Winner List, and E-022 County Abstract of Votes - Candidate Abstract. At the very bottom, there are 'Folder', 'Browse', 'Export', 'Cancel', 'Run Report', and 'Schedule' buttons.

EDR Follow Up

A voter registration card must be sent to voters who used EDR no later than 45 days after election day. The card must be sent by non-forwardable mail. If the voter registration card is returned undeliverable, contact the voter by forwardable mail using the “Post Election Notice to EDR Voter” available in the Election Forms Library.

If the voter does not respond within 14 days after the “Notice to Election Registrant” is mailed, change the voter’s registration status to “inactive” and notify the SOS and county attorney immediately. In addition, try to call or email the voter if a phone number or email address was provided to convey the importance of responding to the follow up notice that was mailed.

[§48A.26A]

Updating Phone Numbers on Registration Records

As soon as possible after the election, update the phone numbers for voters who listed different phone numbers on the declarations of eligibility slips or on the voter roster.

[§48A.37(1)]

Swear In Officers

Most elected officials will take and subscribe the oath of office no later than noon on the first day of the term in January which is not a Sunday or legal holiday.

[§39.8, 63.1, 63.10]

Exceptions:

- County agriculture members must take the oath of office within 15 days after the county canvass of votes.

[§176A.14(5)]

- Terms of new members for school boards begin at the first regular meeting of the school board held after the canvass of votes.

[§277.28]

- Vacancies

Officials who were elected or appointed to fill a vacancy or were elected to an office where an appointee is currently serving must qualify within 10 days of the county canvass.

Exception: School board members who were elected to fill vacancies at a special election must qualify within 10 days of the special election.

See the Vacancies chapter for more information.

[§63.8, 279.7(3)]

For specific term start dates, see the “Terms of Office” webpage on the SOS website here: www.sos.iowa.gov/elections/electioninfo/officeterms.html.

Filing of Bonds and Oaths

The official oath and bond must be filed with the appropriate public officer:

Elected Office	Filing Official
County Officers	County Auditor Exception: County auditor files with the county treasurer.
Township Trustees and Clerks*	County Auditor
City Officers*	City Clerk
School Board Members*	School Secretary

[§63.10, 63.11, 64.23, 277.28]

*Bonds are not required for township trustees, city council members, and school board members.

[§64.1A]

Storing Election Materials

Tally lists and abstracts must be kept forever unless electronically recorded. Other documents pertaining to the election are kept for six months for non-federal elections and 22 months for federal elections. See the election document retention record in the Election Forms Library.

[§50.19]

Cost of Election

Determine the costs of the election and bill other jurisdictions (if needed).

Certify to the board of supervisors the costs of the election. The board will bill the appropriate jurisdictions, if needed.

The following items may be included in the bill:

- Ballot printing [§47.3, 49.56]
- Absentee balloting costs (postage, envelopes) [§47.3]
- Polling place rental [§49.21, 49.24]
- Election registers and lists of registered voters [§47.3]
- Publication of election notice (and any other required publications)
[§47.3, 49.23, 49.53, 49.54]
- Declaration of eligibility slips and other forms [§49.74]
- Compensation of precinct election officials [§47.3, 49.20, 49.125]
- Canvass materials (tally lists and canvass books) [§47.3]
- Preparation and installation of voting equipment [§47.3]
- Other costs, NOT including: costs of voter registration, administration, clerical costs, and rent for voting equipment [§47.3]

Pay Precinct Election Officials

Precinct election officials cannot be paid until after the county canvass of votes is complete.

[§49.20]

Recounts and Contests

Losing candidates or groups of people concerned about the vote count for a public measure may request that the ballots be recounted. The auditor may request an administrative recount if there are doubts about the performance of the voting equipment or the programming used in the election. The sealed ballot packages may be opened and the ballots may be examined only if there is a formal request for a recount. There are no exceptions.

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 Recount and Contest chapters for more information.

[50.48, 50.49, 50.50]

High School PEOs

If high school PEOs were used, certify the following to the school within 14 days after the election:

- The name of each student who served as a PEO
- The number of hours each student served
- The precinct number and polling place location where the student served
- Any other information deemed appropriate
- Any other information requested by the school

[§49.13(5)(g)]

Vote Centers

If vote centers were used, conduct a postelection review no later than 45 days after the election. Review the election registers and declarations of eligibility. If anyone is found to have voted more than once at an election in which vote centers are used, notify the county attorney immediately. Forward a copy of the voter's registration record and the documents signed by the voter on election day to the county attorney and reference §39A.2(2) and §49.11(3)(b) in the notice.

State Canvass of Votes

As soon as the abstracts begin arriving from the counties, the SOS begins tabulating the county results for state and federal offices.

[§50.36, 50.39]

The State Board of Canvassers must meet no later than 27 days after the election. The State Board of Canvassers is made up of the Iowa Executive Council which consists of the governor, secretary of state, state auditor, state treasurer, and the secretary of agriculture. They will review the canvass materials prepared by the SOS and sign the abstracts and certificates of election for federal and state officers and judges. The two political parties are invited to send observers to watch the tabulation of votes.

[§50.36, 50.38]

For the presidential election, the presidential electors will meet at the Capitol on the first Monday after the second Wednesday in December to elect and certify their choices.

[§54.7]