

JUNE 2020

HAWAII VOTES

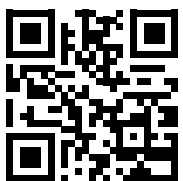
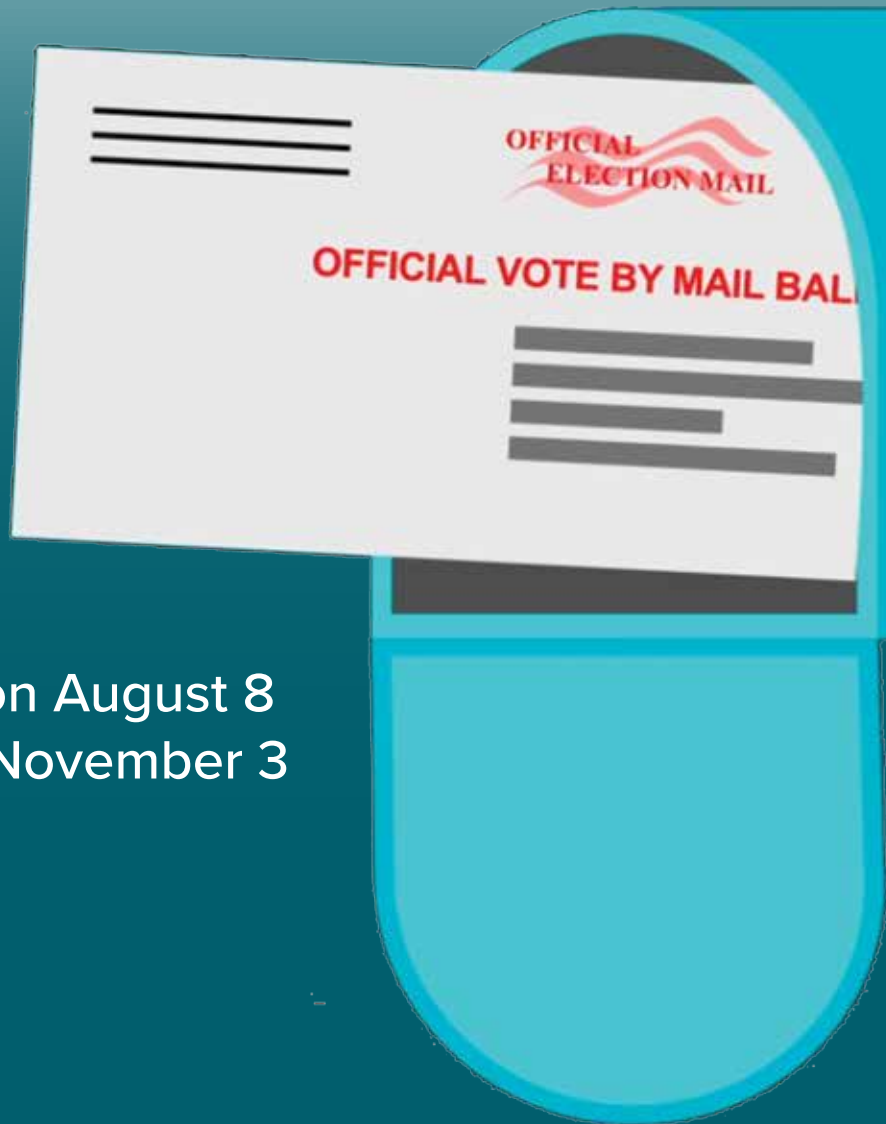
2020 COUNTING CENTER MANUAL

Hawaii votes by mail starting in 2020

All registered voters will automatically receive a ballot in the mail

Ballot must be received by 7:00 pm on Election Day

Primary Election is on August 8
General Election is November 3



THIS MANUAL IS INTENDED TO EXPLAIN OPERATIONAL PROCEDURES. IT IS NOT INTENDED TO BE A SUBSTITUTE FOR THE STATUTES AND RULES GOVERNING THESE PROCESSES.

THIS MANUAL WAS CREATED BY THE DEDICATED EFFORTS AND CONTRIBUTIONS OF THE STAFF OF THE OFFICE OF ELECTIONS AND THE OFFICES OF THE COUNTY CLERKS, WITH THE CONTRIBUTIONS FROM MANY OTHER INTERESTED PERSONS WHOSE HELP IS GREATLY APPRECIATED.

ANY ERRORS ARE UNINTENTIONAL AND IF ANY EXIST THE ERRORS ARE OURS ALONE.

IF YOU HAVE ANY QUESTIONS ABOUT THE MATERIAL COVERED IN THIS MANUAL OR NEED FURTHER ASSISTANCE, PLEASE CONTACT US.

OFFICE OF ELECTIONS
802 LEHUA AVENUE
PEARL CITY, HAWAII 96782
(808) 453-VOTE (8683)
ELECTIONS@HAWAII.GOV
ELECTIONS.HAWAII.GOV

*A MESSAGE FROM THE
CHIEF ELECTION OFFICER*

Many of you can attest to voting by mail or at an absentee walk location to serve your community at a polling place, control center, delivery/collection route, or counting center. We truly appreciate your many years of service and dedication. Now, as we implement elections by mail, all registered voters will automatically receive their ballot in their mailbox.

At the Office of Elections, our mission is to provide secure, accessible, and convenient election services to all citizens statewide. Our goals and objectives are to conduct honest and efficient elections; encourage participation in the electoral process; protect voter rights (the franchise); and promote elections. We are responsible for printing and counting ballots and disseminating the election results. We are also responsible for maximizing voter registration and providing voter education. We work with the four County Elections Divisions which are responsible for voter registration, mailing and receipt of ballots, and operating voter service centers and places of deposit. The Neighbor Island County Elections Divisions also provide support to their respective counting center.

We are grateful for your support in serving as a Counting Center Official. We hope you find the experience rewarding and educational as it is a unique opportunity to immerse yourself in the electoral process. We ask that you review this manual to understand the tasks you may be assigned at the counting center. We are counting on you to ensure the security and integrity of the 2020 Elections.

If you have any questions or concerns, please feel free to contact the Office of Elections by emailing elections@hawaii.gov or by phone at (808) 453-VOTE (8683). Neighbor island residents may call toll-free by dialing 1-800-442-VOTE(8683).

We look forward to working with you.

SCOTT T. NAGO
Chief Election Officer

ELECTION OFFICES



The Office of Elections, Counting Center Operations, processes, tabulates, and disseminates election results in an accurate and timely manner. A counting center is established in each County and the results are transmitted to the statewide counting center in Honolulu to tabulate and disseminate.

Office of Elections

Counting Center Operations
802 Lehua Avenue
Pearl City, Hawaii 96782
(808) 453-VOTE (8683)
elections@hawaii.gov
elections.hawaii.gov



The County of Hawaii Elections Division handles voter registration, the mailing and receipt of ballots, and establishes and operates voter service centers and places of deposit. The County Elections Division receives return envelopes, containing voted ballots, and forwards valid return envelopes to State Counting Center Officials to count. Additionally, the Hawaii County Elections Division provides support to their respective counting center.

County of Hawaii

Elections Division
25 Aupuni Street, Room 1502
Hilo, Hawaii 96720
(808) 961-8277
hiloelec@hawaiicounty.gov



The County of Maui Elections Division handles voter registration, the mailing and receipt of ballots, and establishes and operates voter service centers and places of deposit. The County Elections Division receives return envelopes, containing voted ballots, and forwards valid return envelopes to State Counting Center Officials to count. Additionally, the Maui County Elections Division provides support to their respective counting center.

County of Maui

Elections Division
200 South High Street, Room 708
Wailuku, Hawaii 96793
(808) 270-7749
county.clerk@mauicounty.us



The County of Kauai Elections Division handles voter registration, the mailing and receipt of ballots, and establishes and operates voter service centers and places of deposit. The County Elections Division receives return envelopes, containing voted ballots, and forwards valid return envelopes to State Counting Center Officials to count. Additionally, the Kauai County Elections Division provides support to their respective counting center.

County of Kauai

Elections Division
4386 Rice Street, Room 101
Lihue, Hawaii 96766
(808) 241-4800
elections@kauai.gov



The City and County of Honolulu Elections Division handles voter registration, the mailing and receipt of ballots, and establishes and operates voter service centers and places of deposit. The County Elections Division receives return envelopes, containing voted ballots, and forwards valid return envelopes to State Counting Center Officials to count.

City & County of Honolulu

Elections Division
530 South King Street, Room 100
Honolulu, Hawaii 96813
(808) 768-3800
clerks@honolulu.gov

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HELP AMERICA VOTE ACT

In the aftermath of the 2000 Presidential Election, Congress enacted the Help America Vote Act (HAVA) providing funding to states for infrastructure upgrades and accessible voting equipment as well as federal election oversight.

MILITARY AND OVERSEAS VOTER EMPOWERMENT ACT

Congress passed the Military and Overseas Voter Empowerment Act (MOVE) expanding UOCAVA protections and requiring the ballot be mailed to UOCAVA voters 45-days prior to the election.

ELECTION DAY REGISTRATION

The Legislature passed election day registration, allowing voters to register and vote after the 30-day voter registration deadline.

1993

NO EXCUSE ABSENTEE VOTING

The Legislature provided for no-excuse absentee voting allowing any registered voter to request a mail ballot or vote at any early walk-in voting location.

2002

2010

2011

PRIMARY ELECTION MOVED

The Legislature moved the date of the Primary Election from second to last Saturday in September to the second Saturday in August to comply with the Federal MOVE Act of 2010.

2015

ONLINE VOTER REGISTRATION

Online voter registration launched in August of 2015, allowing voters to register and update their registration online rather than a paper application.

2016

2019

VOTE BY MAIL

The Legislature passed elections by mail beginning with the 2020 Primary Election.

HAWAII VOTES BY MAIL

Beginning with the 2020 Elections, all registered voters will automatically receive their ballot at the mailing address associated with their voter registration approximately 18 days prior to Election Day. Polling places will no longer be established for voting on Election Day.

The County Elections Divisions will establish voter service centers that will be open 10 business days prior to Election Day during regular business hours, with extended hours on Election Day from 7:00 A.M. through the close of voting at 7:00 P.M. on Election Day. Voter service centers provide, among other things, accessible in-person voting and same day voter registration. Additionally, the County Elections Divisions may establish places of deposit for individual drop off of voted ballots beginning 5 business days prior to Election Day through the close of voting at 7:00 P.M. on Election Day.

VOTER TIPS & REMINDERS

As 2020 is the first year we are conducting the elections by mail statewide, here are tips and reminders for voters to ensure they receive a mail ballot packet and that their voted ballot is counted.

- Keep your voter registration up to date
- Request an absentee ballot if you will be off-island
- Check for your ballot 18 days before Election Day
- Voting closes at 7:00 P.M. on Election Day



KEEP YOUR VOTER REGISTRATION CURRENT

A mail ballot packet is sent to each registered voter's mailing address. To register to vote or update your voter registration, submit a Voter Registration Application to your County Elections Division or online at olvr.hawaii.gov with a Hawaii Driver License or State ID. If you have moved, changed your name, or mailing address, you must update your voter registration.

Check your voter registration online at olvr.hawaii.gov or by contacting the Office of Elections or your County Elections Division.



REQUEST AN ABSENTEE BALLOT IF YOU WILL BE OFF-ISLAND

Voters who may be away during an election may request their ballot be sent to an alternate mailing address for the Primary Election, General Election, or both by completing an Absentee Application. The application is available online at elections.hawaii.gov, and it must be received by the voter's County Elections Division at least 7 days prior to the election.

CHECK FOR YOUR BALLOT 18 DAYS BEFORE ELECTION DAY

All registered voters will receive a mail ballot packet approximately 18 days prior to the election. The mail ballot packet contains a ballot, ballot secrecy sleeve, postage-paid return envelope, and voting instructions.

Before voting, review the instructions, contests, and candidates on both sides of the ballot. A properly marked ballot counts 100% of the time. When marking the ballot, completely fill in the box to the left of your choice with a black or blue pen. If you change your mind or make a mistake, contact the respective County Elections Division for a replacement ballot. Do not use whiteout or cross out a choice and initial, as this will invalidate your ballot.

After voting your ballot, re-fold it and place it in the ballot secrecy sleeve. Place the ballot secrecy sleeve in your return envelope and sign. You must sign the return envelope for your ballot to be counted.



VOTING CLOSES AT 7:00 P.M. ON ELECTION DAY

Return your voted ballot by mail or in-person. Mailed voted ballots must be received by the County Elections Division by 7:00 P.M. on Election Day. If returning your ballot by mail, we recommend you drop it in the mail at least 3 days before Election Day to ensure it is received by the deadline. To return a voted ballot in-person, voters may visit a voter service center or drop it off at a place of deposit.

Upon receipt of voted ballots, County Election Officials conduct a signature validation. Your signature is attached to your voter registration and used to validate your return envelope. County Election Officials match the signature required on the return envelope with the signature associated with your voter registration.

After the signature is validated, your voted ballot is forwarded to State Election Officials to be counted. However, if County Election Officials find a discrepancy with your signature, as they are validating the return envelope, they will notify you. You will have 5 business days after the election to correct the issue to have your ballot counted.

VOTER REGISTRATION

The County Elections Divisions assign voters to a district/precinct based on their residence address. As voters move to a new residence, update their mailing address, or change their name, they must also update their voter registration to ensure they receive a ballot.

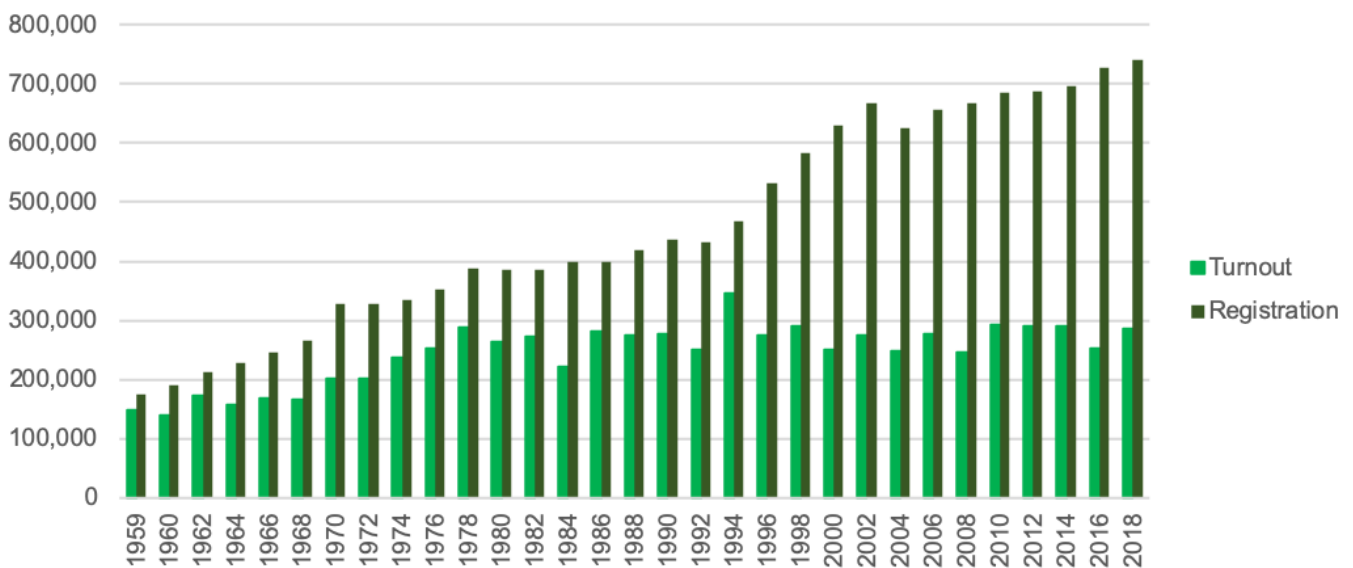
Voters can update their registration or register online at olvr.hawaii.gov with a Hawaii Driver License or State ID. They may also submit a

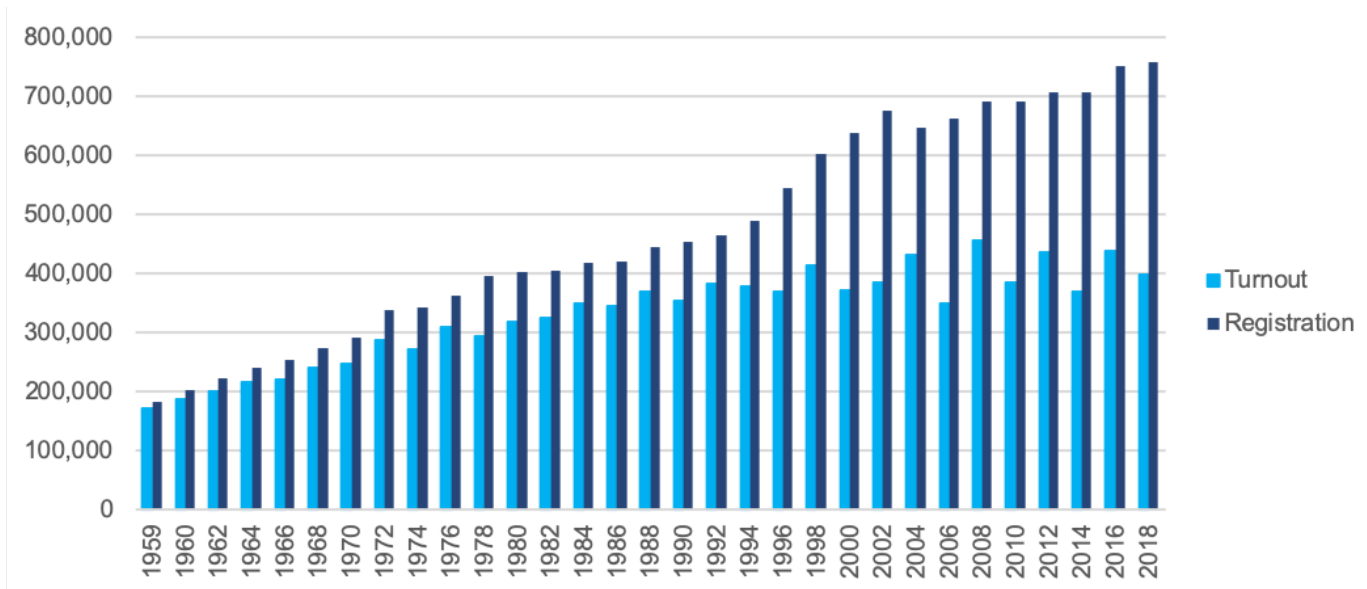
Voter Registration Application to their County Elections Division, or as they obtain or renew an ID card at the DMV.

The qualifications to register to vote are 1) United States citizen; 2) resident of the State of Hawaii; and 3) at least 18 years of age. Hawaii law allows qualified individuals to pre-register at 16 years of age, but their registration will not be effective until they turn 18 years old.

The deadline to register is 30 days prior to Election Day. New voters who register by the deadline will receive their ballot in the mail. However, if the deadline is missed, new voters may register and vote in the upcoming election at a voter service center. In any subsequent election, they will automatically be mailed a ballot.

PRIMARY ELECTIONS, 1959-2018





GENERAL ELECTIONS, 1959-2018

VOTER REGISTRATION MATERIALS

The Office of Elections provides materials for organizations and individuals, including the Voter Registration Application, Absentee Application, and Hawaii Votes by Mail Brochure.

The Voter Registration Application and Absentee Application are available in packs of 50. A maximum of 100 of each application may be requested every 30 days. To request voter registration materials, please contact the Office of Elections, Voter Services, at (808) 453-8683 or elections@hawaii.gov. The applications are also available at elections.hawaii.gov to download for duplication purposes. The digital copy of the applications must be photocopied in its entirety, including all instructions.

Completed applications may be submitted to the respective County Elections Division.

WHAT'S ON MY BALLOT?

The contests that appear on your ballot is determined by your residence address. There may be fewer contests on the General Election ballot as a candidate may win in the Primary Election.

PRIMARY ELECTION

The Primary Election nominates candidates to represent qualified political parties and nonpartisan candidates in the General Election. The Primary Election replaces the traditional political party caucuses and conventions in which each political party chooses a slate of candidates to run in the General Election. In the Primary Election, the voters, rather than the parties, choose the candidate who will run for office in the General Election. Also on the ballot are the Office of Hawaiian Affairs (OHA) and County contests. This encompasses the nonpartisan OHA trustee, County mayor, County prosecuting attorney, and County councilmember contests.

Hawaii conducts a single-party Primary Election. All political preferences appear on the Primary Election ballot pursuant to the Hawaii State Constitution, Article II, Section 4, which states "Secrecy of voting and choice of political party affiliation or nonpartisanship shall be preserved." On the ballot, voters must select one political preference, and vote only for candidates of the selected political preference for partisan

federal and state contests. The order political preferences appear on the Primary Election ballot is determined by lot pursuant to HRS §12-21, rather than alphabetically, so that there is an equal chance of a political party being listed first on the ballot. The political preference order includes each qualified political party and nonpartisan.

There is a header indicating each political preference section, as well as headers identifying OHA and County contests. When voting on the Primary Election ballot, voters must 1) complete the Select A Party contest by choosing a political preference; 2) locate the selected political preference on the ballot; 3) vote only for the candidates affiliated with the selected political preference; and 4) vote for the OHA and County contests.

PARTISAN CANDIDATES

Individuals who wish to appear on the ballot as a candidate of a specific political party must belong to a qualified political party in Hawaii. Qualified political parties are listed on the Office of Elections website, elections.hawaii.gov.

The person(s) receiving the greatest number of votes at the Primary Election as a candidate of a party for an office shall be the candidate of the party in the General Election, but not more candidates for a party than there are offices to be elected.

NONPARTISAN CANDIDATES

Individuals not affiliated with any political party in Hawaii may run as nonpartisan candidates for any partisan office. To qualify for the General Election, nonpartisan candidates must receive at least 10% of the votes cast for the office; or receive a vote equal to or greater than the lowest vote received by the partisan candidate who was nominated.

If more nonpartisan candidates qualify to run in the General Election than there are seats available, then the nonpartisan candidate who receives the most votes will appear on the General Election ballot.

Nonpartisan qualification provisions do not apply to candidates for OHA, County of Hawaii, County of Maui, County of Kauai, and City and County of Honolulu contests.

- 1 Review both sides of ballot
- 2 Select a party
- 3 Vote only within the party selected
- 4 All voters can vote for OHA and county contests

Vote Both Sides

STATE OF HAWAII - PRIMARY ELECTION
August 11, 2018

Precinct *CCH*

Start voting here

YOU MUST select ONE political party or nonpartisan ballot below

☐ PARTY 1

☒ PARTY 2

☐ PARTY 3

☐ PARTY 4

☐ PARTY 5

☐ NONPARTISAN BALLOT (N)

Instructions

Please Read!

- 1 Vote only for candidates of the political party or nonpartisan ballot you selected. Votes for another party/ballot will not be counted.
- 2 Review both sides before voting.
- 3 Vote for the Office of Hawaiian Affairs and County contests on the back.

Making Selections



Completely fill in the box to the left of your choice with a black or blue pen. Do not use whiteout.

If you vote for more candidates than allowed in a contest, your votes for that contest will not be counted.

Party 1

U.S. Senator
Vote For Not More Than One (1)
☐ Candidate 1

U.S. Representative
Vote For Not More Than One (1)
☐ Candidate 1

Governor
Vote For Not More Than One (1)
☐ Candidate 1

Lieutenant Governor
Vote For Not More Than One (1)
☐ Candidate 1

State Senator
Vote For Not More Than One (1)
☐ Candidate 1

State Representative
Vote For Not More Than One (1)
☐ Candidate 1

Party 2

U.S. Senator
Vote For Not More Than One (1)
☐ Candidate 1

U.S. Representative
Vote For Not More Than One (1)
☐ Candidate 1

Governor
Vote For Not More Than One (1)
☐ Candidate 1

Lieutenant Governor
Vote For Not More Than One (1)
☐ Candidate 1

State Senator
Vote For Not More Than One (1)
☐ Candidate 1

State Representative
Vote For Not More Than One (1)
☐ Candidate 1

Party 3

U.S. Senator
Vote For Not More Than One (1)
☐ Candidate 1

U.S. Representative
Vote For Not More Than One (1)
☐ Candidate 1

Governor
Vote For Not More Than One (1)
☐ Candidate 1

Lieutenant Governor
Vote For Not More Than One (1)
☐ Candidate 1

State Senator
Vote For Not More Than One (1)
☐ Candidate 1

State Representative
Vote For Not More Than One (1)
☐ Candidate 1

Party 4

U.S. Senator
Vote For Not More Than One (1)
☐ Candidate 1

U.S. Representative
Vote For Not More Than One (1)
☐ Candidate 1

Governor
Vote For Not More Than One (1)
☐ Candidate 1

Lieutenant Governor
Vote For Not More Than One (1)
☐ Candidate 1

State Senator
Vote For Not More Than One (1)
☐ Candidate 1

State Representative
Vote For Not More Than One (1)
☐ Candidate 1

Vote Both Sides

GENERAL ELECTION

The General Election is held after the Primary Election to determine which of the candidates nominated will take office. The General Election is a candidate contest, meaning voters select candidates regardless of political preference for partisan federal and state contests. Voters also select candidates for OHA and County contests.

Candidates for President and Vice President appear only on the General Election ballot. Qualified political parties in Hawaii conduct presidential preference polls to determine the state's presidential choice to their national party. The state and national party will determine and submit their presidential nominees to the Office of Elections to be placed on the General Election ballot. Parties or groups not qualified in Hawaii nominate their candidates for placement on the General Election ballot through a presidential petition process.

Constitutional amendment and charter amendment questions also only appear on the General Election ballot. Constitutional amendments are proposed and submitted by the Hawaii State Legislature. There is no initiative process which would allow registered voters or citizen groups to propose and submit questions to amend the Hawaii State Constitution. Charter amendment and initiative questions are submitted by the respective County Clerk. State constitutional amendment questions are listed in the order provided by the Hawaii State Legislature. Likewise, County charter amendment and initiative questions are listed in the order provided by the respective County Clerk.



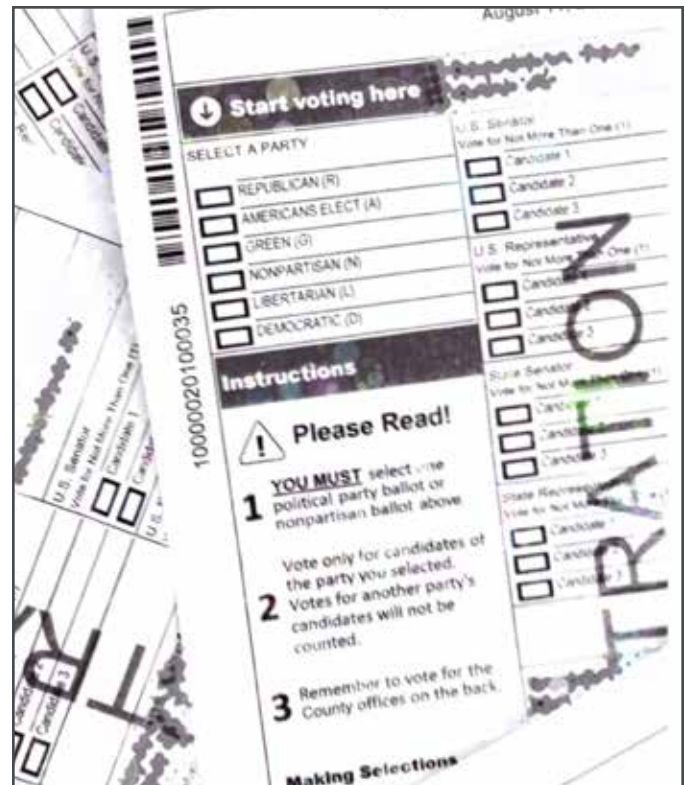
For the 2020 Elections, offices are listed in the following order:

- President and Vice President
(General Election only)
- United States Representative
- State Senator
- State Representative
- Office of Hawaiian Affairs
- County Mayor
- County Prosecuting Attorney
- County Councilmember
- Constitutional Amendment Question
(General Election only)
- Charter Amendment Question
(General Election only)

The names of candidates are placed on the ballot under their respective offices in alphabetical order by the candidate's last name except for those cases listed below.

Candidate Vacancies: The name of the replacement candidates shall be printed in an available and appropriate place on the ballot, not necessarily in alphabetical order.

Vice President: In the General Election, the name of the candidate for Vice President shall be placed immediately below the name of the candidate for President of the same political party. The teams are placed on the ballot in alphabetical order by the last name of the candidate for President.



2022 ELECTION CONTESTS

Based on the terms of office, in addition to the offices with 2 year terms, the following offices will be up for election in 2022.

- United States Senator, 1 of 2 seats
- Governor and Lieutenant Governor
- State Senators, 25 of 25 seats
- OHA trustee, Maui resident, Oahu resident, and 3 At-Large trustees
- County of Maui, Mayor
- County of Kauai, Mayor
- City & County of Honolulu, Councilmember districts II, IV, VI, and VIII



THIS IS A SECURE AREA

No person shall be permitted in the counting center without the written authorization of the Chief Election Officer or Clerk.

State Election Officials establish a counting center in each County to process ballots beginning 10-days prior to and on Election Day. The counting center is a secure area to ensure the security and integrity of the elections. Only authorized individuals with badges are allowed in the counting center and there are no electronic mobile devices, food, or drinks allowed.

Ballot processing occurs in two phases. The first is conducted by the County Elections Division to verify voters' signatures and marking the ballots as received. The County Elections Division accumulates and secures validated return envelopes to forward to the counting center.

State Counting Center Officials are responsible for 1) opening return envelopes and accumulating voted ballots; 2) counting ballots; and 3) storing and securing voted ballots.

After the close of voting on Election Day, vote data from all ballots - mail and voter service centers, are transmitted from each counting center to the statewide counting center, in Honolulu, to tabulate and disseminate the result reports. The first release of result reports is disseminated once all voter service centers are confirmed closed, and subsequent reports are released once all remaining validated ballots have been counted.

The final result reports released the night of the election constitutes the initial tabulation to calculate and determine if a recount is required for any contest. An automatic recount is triggered for any contest with a difference of less than 100 votes or 0.25% of the total votes cast, excluding blank and over votes, for the contest, whichever is greater.

After Election Day, the County Elections Division may validate return envelopes received by the close of voting that have been corrected by the voter. The County Elections Division contacts voters if there is a problem with the signature on the return envelope to correct it within 5 business days of the election.



AT THE COUNTING CENTER

- No electronic mobile devices are allowed in the counting center.
- No food or drinks are allowed in the counting center.
- Wear provided badge. Only authorized individuals are allowed in the counting center.
- Be aware of the security of ballots and election documents.
- Be alert to safety hazards. Notify the Counting Center Manager immediately of possible safety hazards.

VOTING AND VOTE COUNTING SYSTEM

The voting and vote counting system is tested, physically secured, auditable, and the vote data is stored redundantly.

The voting equipment is tested and certified to ensure it is counting logically and accurately. Following logic and accuracy testing, the equipment is secured using a uniquely numbered seal. The seal is verified before the equipment is opened for voting and at the close of voting. This process identifies if the equipment has been tampered with.

Any electronic voting system must generate a voter verifiable paper audit trail (VVPAT), which is a “paper record that constitutes a complete record of ballot selections that is verified by the voter. The record may also be used to assess the accuracy of the voting machine’s electronic record and to verify the election results” HRS §16-41. The VVPAT and paper ballots are used to audit the results to ensure the accuracy and integrity of the vote counting system.

As each ballot is cast, it is counted and stored redundantly, with the Mobile Ballot Box (MBB) card serving as the record for tabulation. Each type of voting equipment stores votes on the MBB card and the equipment internal memory.

After the election, the data on the equipment is backed up to verify and archive the vote data and audit logs. These results are reconciled with the result reports to verify accuracy.

HOW DO YOU PROTECT THE VOTING SYSTEM FROM HACKING?

There are various checks and balances to ensure the security and integrity of the vote counting system, including testing the equipment prior to and after the election, as well as auditing the result reports. The vote counting system is not connected to the internet and each component is secured individually. Additionally, the paper ballots and printed record of votes cast serve as the source if any questions arise.

DATES & DEADLINES



ELECTION DAY

PRIMARY ELECTION

Aug. 8, 2020

GENERAL ELECTION

Nov. 3, 2020

COUNTING CENTER OPERATIONS

PROCESSING VOTED BALLOTS

Primary: Jul. 29 through Aug. 8

General: Oct. 24 through Nov. 3

Voted ballots may be counted beginning 10-days ahead of Election Day. The County Elections Divisions forward validated return envelopes to State Counting Center Officials to open and count. The dates and hours vary by location. Contact the Office of Elections, Counting Center Operations, for more information.

AUTOMATIC RECOUNT, IF ANY

Primary: Aug. 11

General: Nov. 6

An automatic recount may be triggered if there is a difference of 0.25% or 100 votes, whichever is greater. Any candidate affected by a recount will be notified. The recount must be completed within 72 hours of the election.

CORRECT DEFICIENT BALLOTS

Primary: Aug. 14

General: Nov. 10

The County Elections Divisions will contact a voter if there is an issue with the signature provided on the return envelope. The voter will be allowed to correct the issue within 5-days following the election. Corrected return envelopes will be forwarded to the counting center for processing.

CONTEST FOR CAUSE

Primary: Aug. 24

General: Nov. 23

A complaint on contests for cause must be filed with the Hawaii Supreme Court.



COUNTY OF HAWAII

OFFICIAL OBSERVERS' TEST

Primary: Jul. 14, 5:00 P.M.

General: Oct. 6, 5:00 P.M.

The Official Observers' Test is conducted approximately 1 month ahead of each election to ensure the accuracy and integrity of the voting and vote counting system deployed to each voter service center.

STATEWIDE OBSERVERS' TEST

Primary: Jul. 25, 8:30 A.M.

General: Oct. 17, 8:30 A.M.

The Statewide Observers' Test is conducted simultaneously at each counting center using the central counters for processing mail ballots and replicates the tabulation of results that will be conducted on Election Day. This test is completed before processing of voted ballots begins.

POST-ELECTION COUNT AND AUDITING

Primary: Aug. 18

General: Nov. 17

Return envelopes that have been received by the close of voting on Election Day, but validated after the election, are forwarded to the counting center to be counted. Once all valid voted ballots have been counted, State Counting Center Officials will complete and certify an audit of at least 10% of precincts.

ELECTION DEBRIEF

Primary: Aug. 18, 5:00 P.M.

General: Nov. 17, 5:00 P.M.

After the post-election count and auditing, Counting Center Officials are invited to debrief with the Office of Elections, Counting Center Operations, to ask questions, provide comments, and share their experience to improve the process for future elections.

COUNTY OF MAUI

OFFICIAL OBSERVERS' TEST

Primary: Jul. 15, 5:30 P.M.

General: Oct. 7, 5:30 P.M.

The Official Observers' Test is conducted approximately 1 month ahead of each election to ensure the accuracy and integrity of the voting and vote counting system deployed to each voter service center.

STATEWIDE OBSERVERS' TEST

Primary: Jul. 25, 8:30 A.M.

General: Oct. 17, 8:30 A.M.

The Statewide Observers' Test is conducted simultaneously at each counting center using the central counters for processing mail ballots and replicates the tabulation of results that will be conducted on Election Day. This test is completed before processing of voted ballots begins.

POST-ELECTION COUNT AND AUDITING

Primary: Aug. 19

General: Nov. 18

Return envelopes that have been received by the close of voting on Election Day, but validated after the election, are forwarded to the counting center to be counted. Once all valid voted ballots have been counted, State Counting Center Officials will complete and certify an audit of at least 10% of precincts.

ELECTION DEBRIEF

Primary: Aug. 19, 5:30 P.M.

General: Nov. 18, 5:30 P.M.

After the post-election count and auditing, Counting Center Officials are invited to debrief with the Office of Elections, Counting Center Operations, to ask questions, provide comments, and share their experience to improve the process for future elections.





COUNTY OF KAUAI

OFFICIAL OBSERVERS' TEST

Primary: Jul. 16, 5:30 P.M.

General: Oct. 8, 5:30 P.M.

The Official Observers' Test is conducted approximately 1 month ahead of each election to ensure the accuracy and integrity of the voting and vote counting system deployed to each voter service center.

STATEWIDE OBSERVERS' TEST

Primary: Jul. 25, 8:30 A.M.

General: Oct. 17, 8:30 A.M.

The Statewide Observers' Test is conducted simultaneously at each counting center using the central counters for processing mail ballots and replicates the tabulation of results that will be conducted on Election Day. This test is completed before processing of voted ballots begins.

POST-ELECTION COUNT AND AUDITING

Primary: Aug. 20

General: Nov. 19

Return envelopes that have been received by the close of voting on Election Day, but validated after the election, are forwarded to the counting center to be counted. Once all valid voted ballots have been counted, State Counting Center Officials will complete and certify an audit of at least 10% of precincts.

ELECTION DEBRIEF

Primary: Aug. 20, 5:30 P.M.

General: Nov. 19, 5:30 P.M.

After the post-election count and auditing, Counting Center Officials are invited to debrief with the Office of Elections, Counting Center Operations, to ask questions, provide comments, and share their experience to improve the process for future elections.

OFFICIAL OBSERVERS' TEST

Primary: Jul. 11, 8:30 A.M.

General: Oct. 3, 8:30 A.M.

The Official Observers' Test is conducted approximately 1 month ahead of each election to ensure the accuracy and integrity of the voting and vote counting system deployed to each voter service center.

STATEWIDE OBSERVERS' TEST

Primary: Jul. 25, 8:30 A.M.

General: Oct. 17, 8:30 A.M.

The Statewide Observers' Test is conducted simultaneously at each counting center using the central counters for processing mail ballots and replicates the tabulation of results that will be conducted on Election Day. This test is completed before processing of voted ballots begins.

CITY AND COUNTY OF HONOLULU

POST-ELECTION COUNT AND AUDITING

Primary: Aug. 17

General: Nov. 12

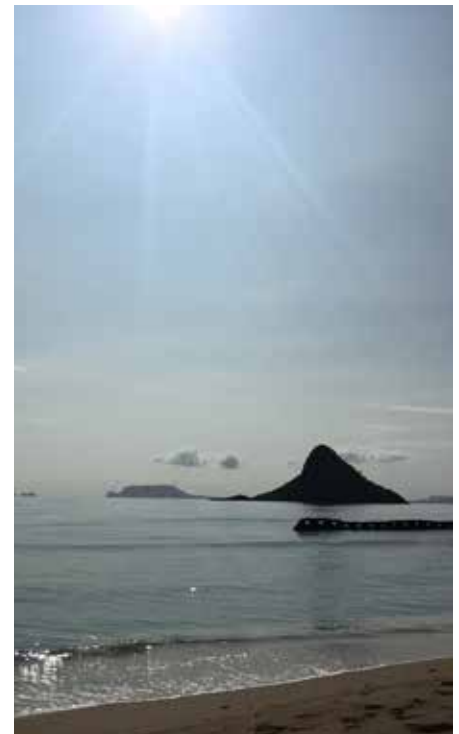
Return envelopes that have been received by the close of voting on Election Day, but validated after the election, are forwarded to the counting center to be counted. Once all valid voted ballots have been counted, State Counting Center Officials will complete and certify an audit of at least 10% of precincts.

ELECTION DEBRIEF

Primary: Aug. 17, 5:30 P.M.

General: Nov. 12, 5:30 P.M.

After the post-election count and auditing, Counting Center Officials are invited to debrief with the Office of Elections, Counting Center Operations, to ask questions, provide comments, and share their experience to improve the process for future elections.



VOTERS

UOCAVA MAIL BALLOT PACKETS

Primary: Jun. 24

General: Sep. 18

The County Elections Divisions mail ballots to overseas voters 45-days prior to the election pursuant to the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA). UOCAVA voters include members of the U.S. Uniformed Services and the Merchant Marine and their family members, and U.S. citizens residing abroad.

VOTER REGISTRATION

Primary: Jul. 9, 4:30 P.M.

General: Oct. 5, 4:30 P.M.

Last day to for new voters to register to vote. New voters may register and vote at a voter service center.

MAIL BALLOT PACKETS

Primary: Jul. 21

General: Oct. 16

Voters will begin receiving their mail ballot packets 18-days prior to the election. The mail ballot packet includes the ballot, ballot secrecy sleeve, postage-paid return envelope, and instructions. Voted ballots must be received by their County Elections Division by 7:00 P.M. on Election Day.

VOTER SERVICE CENTERS

Primary: Jul. 27 through Aug. 8

General: Oct. 20 through Nov. 3

Voter service centers are open through Election Day. Services include in-person voting and same-day registration. The voter service centers are operated by the County Elections Division. Locations and hours are available at elections.hawaii.gov.

REQUEST ABSENTEE BALLOT

Primary: Aug. 1, 4:30 P.M.

General: Oct. 27, 4:30 P.M.

Voters may request an absentee ballot be sent to an alternate mailing address no later than 7 days prior to the election.

PLACES OF DEPOSIT

Primary: Aug. 3

General: Oct. 27

Places of deposit are established by the County Elections Divisions as an additional location for voters to drop off their voted ballot. The places of deposit close at 7:00 P.M. on Election Day. Locations and hours are available at elections.hawaii.gov.



TEST BALLOT PACKET

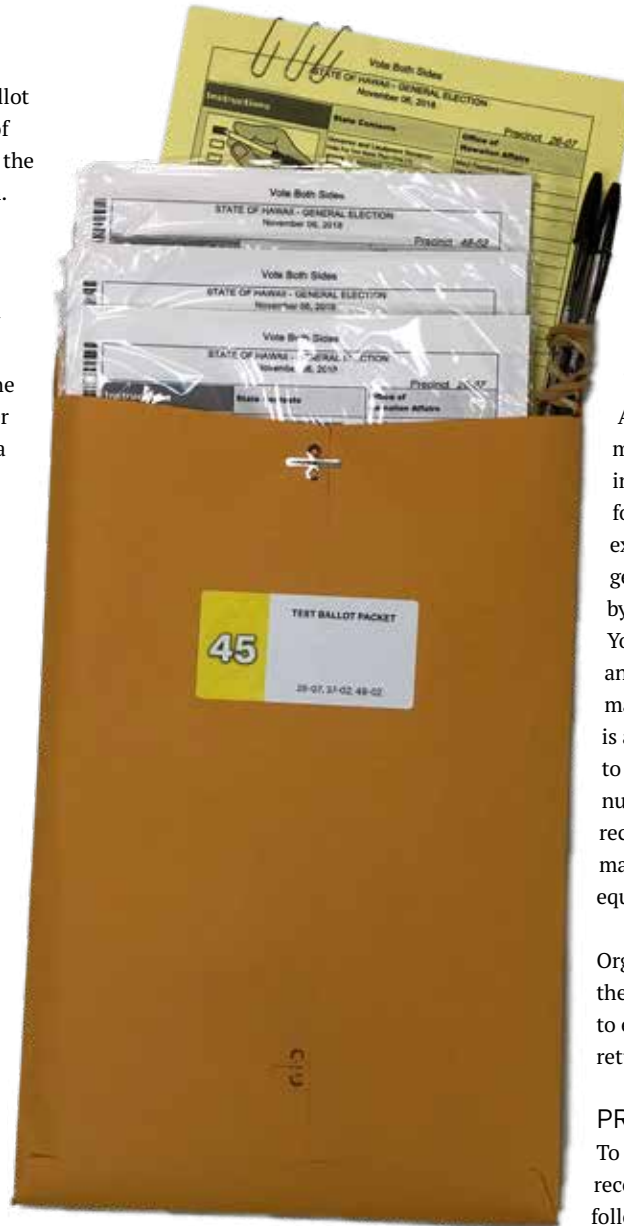
Official Observers are issued a Test Ballot Packet approximately 2 weeks ahead of logic and accuracy testing before both the Primary Election and General Election.

Official Observers may choose to vote as many of the provided test ballots for each district/precinct (D/P) as they would like to create their Test Deck. When voting test ballots, determine the conditions - valid vote, blank vote, over vote, multi-party voting, and develop a test pattern.

VOTING YOUR TEST BALLOTS

The logic and accuracy test is to ensure the voting and vote counting system is counting correctly - it is not to test what marks will or will not read.

To make a valid vote, completely darken the voting position box to the left of the candidate using the provided black pen. The box, where voters make their selection, is the voting position read by the vote counting system. Additionally, a contest may allow a voter to select more than 1 candidate (e.g., County of Kauai Councilmember contest is vote for not more than 7). Voting positions are reported on the results for a candidate, a blank vote, or an over vote.



In the Primary Election, if more than one political preference is voted in the Select A Party contest, it will be reported as multi-party voting and the contests will not be counted. Only votes for the Office of Hawaiian Affairs (OHA) and County contests will be counted.

TALLY TEST RESULTS

After you have voted your Test Deck, manually tally your expected results, including the number of ballots used, for each D/P. This is to reconcile your expected results with the computer-generated Tally Report that will be printed by the voting and vote counting system. You are provided a Test Tally worksheet and facsimile ballots to help you create a manual tally, but use of both is optional. It is also permissible to write on the ballot(s) to indicate the test condition and the number of ballots used. However, do not record notes near or over any barcodes as it may not be able to be counted by the voting equipment.

Organize your Test Deck, by D/P, using the provided paper clips and rubber bands to easily identify and inventory when returning the Test Ballot Packet.

PREPARE FOR ESLATE VOTING

To test the electronic ballot, eSlate, we recommend the Official Observers use and follow voted test ballots as a guide to track votes cast to assist with reconciling the expected results.

TESTING AND CERTIFICATION

U.S. Senator Vote For Not More Than One (1)	
☐	Candidate 1
☒	Candidate 2
☐	Candidate 3

Valid vote is a completely darkened box for the number of candidates allowed by the contest.

U.S. Senator Vote For Not More Than One (1)	
☐	Candidate 1
☐	Candidate 2
☐	Candidate 3

Blank vote cannot be detected by the voting and vote counting system.

U.S. Senator Vote For Not More Than One (1)	
☐	Candidate 1
☒	Candidate 2
☒	Candidate 3

Over vote indicates the number of valid marks for a contest exceeds the number allowed by the contest.

RETURNING YOUR TEST BALLOT PACKET

All test ballots - voted, spoiled, unused, must be returned. The Test Ballot Packet will be inventoried, segregated, stored, and secured. State Election Officials will check that all test ballots are returned and segregate unused test ballots from the voted test ballots (Test Deck). Unused test ballots are repacked in a separate packet so no additional ballots are mistakenly counted.

Test Ballot Packets are secured, following Seal Certification procedures, after each logic and accuracy test, in an equipment transport container (ETC). For subsequent logic and accuracy tests, the Test Ballot Packets will be disseminated at the start of the test.

CAN ANOTHER OBSERVER PICK UP OR RETURN MY TEST BALLOT PACKET?

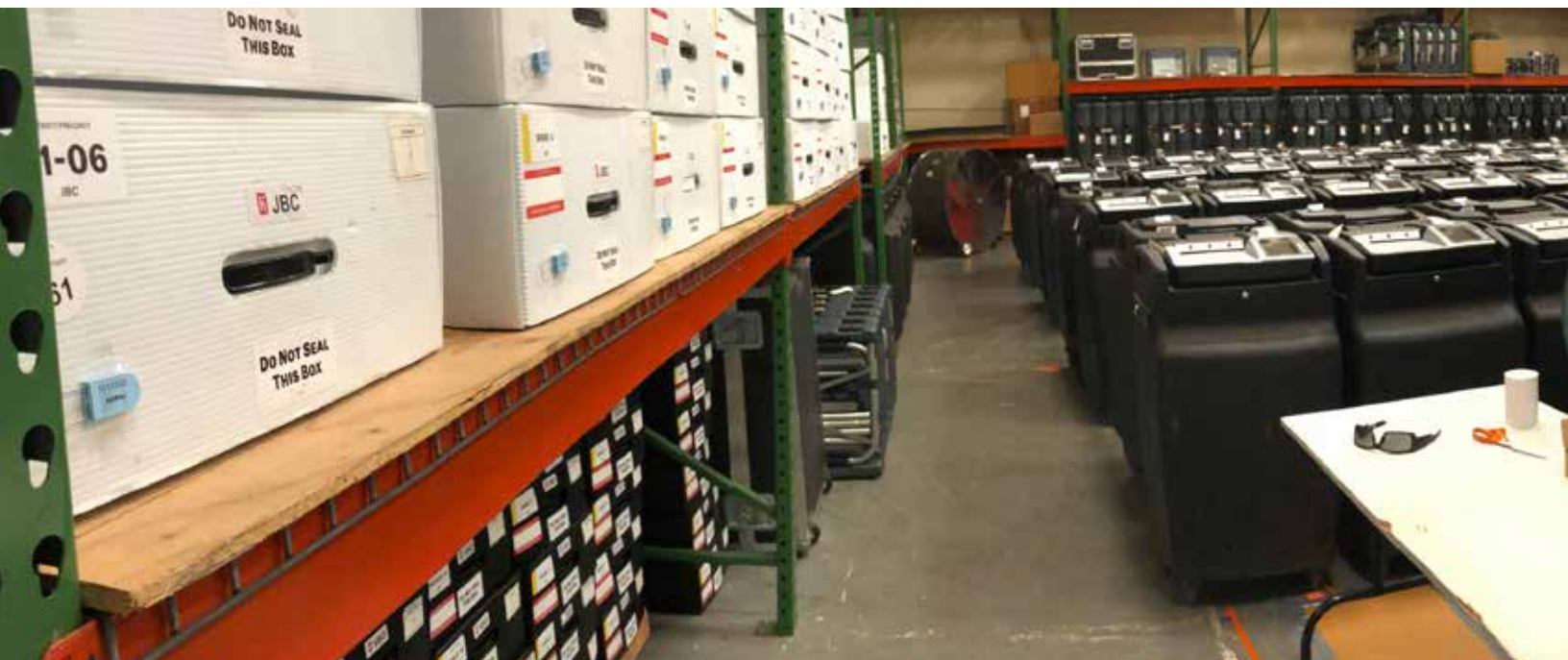
Yes, an Observer may pick up or return a Test Ballot Packet on behalf of another.



LOGIC AND ACCURACY TESTS

The voting and vote counting system is tested and certified prior to each election - Primary and General, to ensure the accuracy and integrity of the election. The logic and accuracy tests are coordinated and conducted by the Office of Elections, Counting Center Operations. The voting and vote counting system is prepared, serviced, programmed, and operated by Hart InterCivic.

Official Observers, who serve as the “eyes and ears” of the general public, conduct logic and accuracy tests of



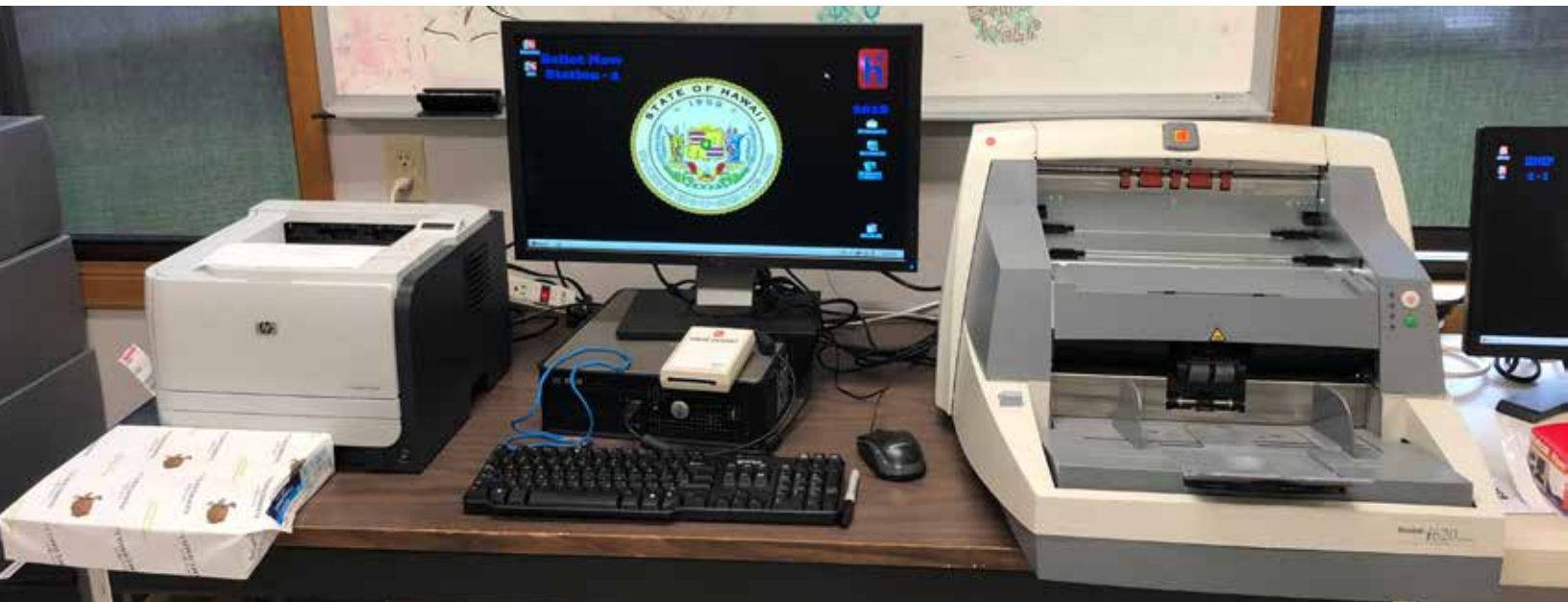
the voting equipment used at the voter service centers and counting centers. The logic and accuracy tests ensure that the voting equipment is programmed correctly and counting ballots properly. Once the Official Observers have tested and certified the voting and vote counting system, the equipment is secured and prepared for counting election ballots. A series of logic and accuracy tests are scheduled ahead of each election.

The Official Observers' Test is the logic and accuracy test conducted using the in-person voting equipment that will be deployed to the voter service centers. At the test, Official Observers count their test ballots using an eSlate and/or eScan of their choice and reconcile their results. Upon the conclusion of the test, a Mobile Ballot Box (MBB) card is inserted into each eScan and JBC to collect vote data; and is certified and secured. The VBO is also verified and secured, as it prints the record of votes cast.

The Statewide Observers' Test is a logic and accuracy test of the central counters, Ballot Now, and tests the wide area network to compile results. This test is conducted simultaneously at each counting center. Official Observers count their test ballots using Ballot Now and reconcile the results with their expected tally. The results of selected Official Observers are transmitted, accumulated, and tabulated at the statewide counting center and distributed to all counting centers. The Statewide Observers' Test mimics Election Day operations of counting ballots, transmitting vote data, and tabulating results.

The Pre-Election Test and Post-Election Test is administered prior to counting election ballots and again once all election ballots are counted to ensure the accuracy and integrity of the vote counting system. If a recount is required, a logic and accuracy test will be conducted prior to and after the recount.





BALLOT NOW VOTING EQUIPMENT

Ballot Now is the voting equipment used to count mail ballots at each counting center.

To begin the logic and accuracy test, the Official Observers verify the Election Report printed for their assigned Ballot Now station. The Public Counter should be zero indicating that there are no votes on the MBB.

A Hart Technician scans each Official Observer's Test Deck as a batch. Collect your Test Deck before the next Official Observer scans their ballots. After the last Official Observer's Test Deck is scanned, the Hart Technician will save the vote data and close the MBB card. The MBB card will be transferred to the Hart Tally station to print your Tally Reports to reconcile your results.

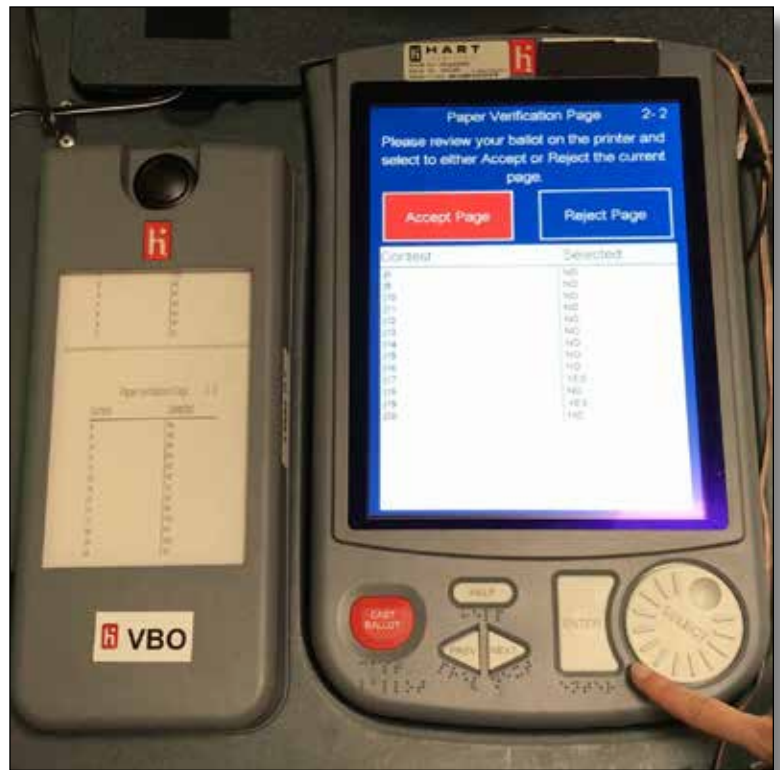
1. Obtain an MBB and verify Election Report.
 - a. Certify by signing and dating.
 - b. Store in an Official Observer's Test Ballot Packet.
2. Provide your Test Deck to Hart Technician to scan.
3. Collect Test Deck after your batch is completed.

CLOSE THE POLLS

A Hart Technician will close the Ballot Now station after each Official Observer has counted their test deck.

Provide the closed Election Report and MBB to the Hart Tally station to print a Tally Report for each D/P.

eSlate DAU is a direct recording electronic (DRE) voting booth to mark the electronic ballot and verify selections. Voters use the access code generated by the JBC and verify their selections on the VBO.



VBO stands for Verifiable Ballot Option. It is the eSlate printer for voters to verify their selections.



JBC or Judge's Booth Controller issues access codes for the electronic ballot and serves as the electronic ballot box for the eSlate storing cast vote records on the Mobile Ballot Box (MBB).

ESLATE VOTING EQUIPMENT

The eSlate voting equipment ensures accessible in-person voting and will be deployed to all voter service centers.

When testing the eSlate voting equipment, Official Observers will work in teams of at least 2 and select 1 JBC and 1 Mobile Ballot Box card to store the vote data from the JBC. The team of Official Observers will then each select an eSlate DAU, which a Hart Technician will daisy chain together and then to the JBC. A Hart Technician sets up, assists, and closes the voting equipment.

Official Observers should vote at least one ballot for each of the assigned D/Ps.

1. Obtain an MBB and select a JBC.
2. Verify that there are no votes recorded and store the JBC zero report in your Test Ballot Packet.
3. Select a language.
4. Enter the Access Code on the eSlate to begin voting.

VOTING INSTRUCTIONS

When voting on the eSlate, it is recommended that you follow a test ballot from your test deck or a facsimile ballot to track your selections. This will assist you when reconciling your results with the Tally Report.

Use the Select wheel to scroll through and highlight selections. Press Enter to confirm selections. Use the Prev and Next buttons to find and view contests.

1. Select language preference.
2. Enter Access Code.
3. Vote the ballot.
4. Review the Summary page.
5. Press Cast Ballot.
6. Review the Paper Verification page and the printed record.
7. Select Accept page.
8. Press Cast Ballot to finish voting.
9. Wait for the American Flag to verify acceptance.

CLOSE THE POLLS

A Hart Technician will close the JBC after you have finished casting your ballots. A Hart Technician removes the test data from the VBO roll for reconciliation and will provide it to you.

1. Store the close of polls reports and voter verifiable paper audit trail (VVPAT) from the VBO in your test ballot packet.
2. Provide MBB to the Hart Tally station to print Tally Reports.

ESCAN VOTING EQUIPMENT

While the eSlate voting equipment will be available at voter service centers to provide accessible in-person voting, the County Elections Divisions may also choose to issue paper ballots to in-person voters at the voter service centers, which are counted using the eScan voting equipment.

If the eScan voting equipment is being deployed to a voter service center in the County, the Official Observers will test and certify the equipment at the Official Observers' Test.

To begin, Official Observers will work in teams of at least 2 and select 1 eScan and 1 Mobile Ballot Box (MBB) card to store the vote data from the eScan. A Hart Technician sets up, assists, and closes the voting equipment.

1. Obtain an MBB from a Hart Technician and select an eScan.
2. Verify that there are no votes recorded and store the eScan zero report in your Test Ballot Packet.

VOTING INSTRUCTIONS

1. Insert ballot into the feed slot. The eScan reads ballots inserted in any orientation.
2. Review notifications for over voted contests or blank ballot.
3. Wait for the American flag to verify acceptance.
4. Repeat until all ballots are counted for the D/P.
5. Collect test ballots from the eScan ballot box after each D/P is completed.

CLOSE THE POLLS

A Hart Technician will close the eScan after each Official Observer has counted their test deck.

1. Store the close of polls reports in your test ballot packet.
2. Provide MBB to the Hart Tally station to print Tally Reports.





Save the Database. After each logic and accuracy test, a Hart Technician will save a copy of the Tally database on a USB drive to store in the ETC. Additionally, Tally and equipment used for the test are reset for the election.

TALLY

Tally is the tabulation application used to report votes. A Hart Technician will read the vote data from the MBB card into Tally to produce a results report for each D/P.

PRINT ZERO REPORT

Before using Tally, at least 2 Official Observers verify that there are no votes recorded in the application by verifying a zero Tally Report. After confirming that there are no votes recorded for any contest or candidate, the Official Observers sign and date the first page of the report and store in the Election Transport Container (ETC).

RECONCILE YOUR TEST RESULTS

Each Official Observer reconciles their expected results with their Tally Report. If a discrepancy cannot be reconciled after manually counting several times, request assistance from another Official Observer or Counting Center Manager.

Once you have reconciled your results, certify each Tally Report. All materials should be packed and kept in your Test Ballot Packet to be securely stored.

1. Confirm the number of ballots.
 - a. Verify the number of valid, blank, and over votes.
 - b. Check for marginal marks that may or may not have counted.
 - c. Primary Election: Ensure multi-party ballots are not counted.
2. Certify the results by signing and dating the first page of each Tally Report in the bottom right corner.

38-01 — Unofficial
State of Hawaii — PRIMARY ELECTION — August 13, 2016

Page 1 of 4

07/09/2016 09:45 PM

Total Number of Voters : 614 of 0 = 0.00%

Number of District Voters: 40 of 0 = 0.00%

Precincts Reporting 2 of 249 = 0.80%

District Precincts Reporting 1 of 1 = 100.00%

Party	Candidate	ABMail	ABWalk	Precinct	Total
Precinct 38-01 (Ballots Cast: 40)					
YOU MUST select ONE political party or nonpartisan ballot below, Vote For 1					
	GREEN PARTY (G)	0 0.00%	0 0.00%	0 0.00%	0 0.00%
	NONPARTISAN BALLOT (N)	0 0.00%	20 100.00%	20 100.00%	40 100.00%
	DEMOCRATIC PARTY (D)	0 0.00%	0 0.00%	0 0.00%	0 0.00%
	AMERICAN SHOPPING PARTY (A)	0 0.00%	0 0.00%	0 0.00%	0 0.00%
	CONSTITUTION PARTY (C)	0 0.00%	0 0.00%	0 0.00%	0 0.00%
	REPUBLICAN PARTY (R)	0 0.00%	0 0.00%	0 0.00%	0 0.00%
	LIBERTARIAN PARTY (L)	0 0.00%	0 0.00%	0 0.00%	0 0.00%
	Cast Votes:	0 0.00%	20 100.00%	20 100.00%	40 100.00%
	Over Votes:	0 0.00%	0 0.00%	0 0.00%	0 0.00%
	Under Votes:	0 0.00%	0 0.00%	0 0.00%	0 0.00%
U.S. Representative, Dist I, Vote For 1					
	GRIFFIN, Calvin (G)	0 0.00%	20 100.00%	20 100.00%	40 100.00%
	Cast Votes:	0 0.00%	20 100.00%	20 100.00%	40 100.00%
	Over Votes:	0 0.00%	0 0.00%	0 0.00%	0 0.00%
	Under Votes:	0 0.00%	0 0.00%	0 0.00%	0 0.00%
U.S. Senator, Vote For 1					
	CHRISTENSEN, Makani	0 0.00%	0 0.00%	0 0.00%	0 0.00%
	HONEYCHURCH, Tutz	0 0.00%	0 0.00%	0 0.00%	0 0.00%
	REYES, Arturo	0 0.00%	0 0.00%	0 0.00%	0 0.00%
	SCHATZ, Brian	0 0.00%	0 0.00%	0 0.00%	0 0.00%
	SHIRATORI, Miles	0 0.00%	0 0.00%	0 0.00%	0 0.00%
	Cast Votes:	0 0.00%	0 0.00%	0 0.00%	0 0.00%
	Over Votes:	0 0.00%	0 0.00%	0 0.00%	0 0.00%
	Under Votes:	0 0.00%	0 0.00%	0 0.00%	0 0.00%
U.S. Representative, Dist I, Vote For 1					
	AHU ISA, Lei (Leinaala)	0 0.00%	0 0.00%	0 0.00%	0 0.00%
	HANABUSA, Colleen Wakako	0 0.00%	0 0.00%	0 0.00%	0 0.00%
	KIM, Howard	0 0.00%	0 0.00%	0 0.00%	0 0.00%
	OCASIO, Javier	0 0.00%	0 0.00%	0 0.00%	0 0.00%
	PULETASI, Sam	0 0.00%	0 0.00%	0 0.00%	0 0.00%
	SHARSH-DAVIS, Lei	0 0.00%	0 0.00%	0 0.00%	0 0.00%
	TATAII, Steve	0 0.00%	0 0.00%	0 0.00%	0 0.00%
	Cast Votes:	0 0.00%	0 0.00%	0 0.00%	0 0.00%
	Over Votes:	0 0.00%	0 0.00%	0 0.00%	0 0.00%
	Under Votes:	0 0.00%	0 0.00%	0 0.00%	0 0.00%

RALLY

Rally is an MBB transmission application to compile the election results. On Election Day, MBB cards are read into Rally at the counting centers and remote rally sites and transmitted to the Statewide Counting Center on Oahu for tabulation through an encrypted, certificate-based connection with Tally.

A wide area network test is conducted as a part of the Statewide Observers' Test to ensure the connections for the transmission of results on Election Day. In preparation, the MBB cards from the eScan, JBC, and Ballot Now used during logic and accuracy testing are selected.

At the Statewide Observers' Test, Hart Technicians at each counting center, in the presence of Official Observers, will use Rally to transmit the test vote data from the selected MBB cards to the Statewide Counting Center on Oahu. Hart Technicians on Oahu use Tally to receive and compile the vote data.



Photo: Rally, Tally, and Fusion stations at the Statewide Counting Center in the Senate Chamber.



FUSION

The results reports, which are disseminated for the election are produced using the Fusion application. Fusion is the reporting application which merges Tally databases to produce all result reports for distribution. Fusion produces a statewide summary and precinct detail reports, as well as County-specific reports. All results are disseminated from the statewide counting center in Honolulu.

PRINT ZERO REPORT

Before using Fusion, at least 2 Official Observers verify that there are no votes recorded in the application by verifying a zero County Summary Report.

Once they have confirmed that there are no votes recorded for any contest or candidate, the Official Observers sign and date the first page of the report for storage.

SEAL CERTIFICATION

Seal Certification is used to secure and maintain the integrity of sensitive election materials while they are not being directly used or processed. This process uses a uniquely numbered seal to indicate if any election materials have been tampered with. Complete Seal Certification procedures in the presence of Official Observers by completing a Seal Certification form. The form is 2-sided, one for sealing, the other for unsealing.

When sealing, keep corresponding Seal Certification form with the container (e.g., adhere a clear plastic envelope to store the form).

When unsealing a container, complete the Certification of Unsealing on page 2 of the of the Seal Certification form. Ensure the seal number recorded on page 1, Certification of Sealing, matches the seal on the container; remove the seal with a wire cutter; and tape the cut seal to the form and store in a Cut Seals envelope.

Official Observers complete the Witnessed by portion by printing and signing. Monitor containers, ballots, and MBB cards at all times when not sealed.

Designated forms may also be used to complete Seal Certification procedures, for example Equipment Seal Certification forms are used to secure the voting equipment deployed to the voter service centers or VBC Seal Certification forms are used to secure counted mail voted ballot containers.

Certification of Sealing
2020 Primary Election

Seal Certification

Container

☐ Ballot Box ☐ Discard Box ☐ ETC ☐ JBC ☐ VBC ☐ VBO ☐ Other:

Content

☐ Ballots ☐ Results (Backup) ☐ Test Ballots ☐ Zero Reports ☐ Other:
☐ MBB Cards ☐ Results (Paper) ☐ Test Results

Date & Time

Seal Number

Logic and Accuracy Certification: Pursuant to the rules and regulations governing elections, we, the undersigned, certify to have conducted a logic and accuracy test of the voting and vote counting system at the date and time stated and approve the same as being correct.

Logic & Accuracy Test

☐ Official Observer ☐ Statewide Observer ☐ Pre-Count ☐ Post-Count ☐ Not Applicable

Date & Time

Print

Sign

Print

Sign

Print

Sign

Print

Sign

Print

Sign

Print

Sign

Print

Sign

Print

Sign

Print

Sign

Print

Sign

Certification of Unsealing
2020 Primary Election

Seal Certification

Date & Time

Seal Number

Unsealed By

Sign

TAPE CUT SEALS HERE

Print

Sign

Print

Sign

Print

Sign

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Sign

SECURING THE VOTING EQUIPMENT

After the logic and accuracy test, the voting equipment used is zeroed out for the election and the equipment is secured. The eScan, JBC, and VBO are secured following Seal Certification procedures.

An Election Official will read the location, MBB serial number, equipment serial number, and seal number aloud for the Official Observer to verify on the Equipment Seal Certification form. An Election Official will insert the MBB card, as required, and secure with the corresponding seal.

Any changes to the voting equipment assignments must be recorded to correct any discrepancies and/or replaced equipment.

ESCAN



VBO



JBC



**YOUR BALLOT MUST BE RECEIVED BY 7 PM
ON ELECTION DAY TO BE COUNTED.**

Affix foreign air mail postage if mailing from a foreign postal facility.

Enclose Secret Ballot Sleeve Before Sealing.

POSTAL CLERK:

Deliver to address on other side

SIGNATURE REQUIRED

If you do not sign, your ballot will not be counted!

I affirm: I am a resident and registered voter of the representative district and precinct as indicated on this envelope and have voted this ballot without the personal assistance of my employer, agent of my employer, agent of my labor union, or any candidate.

A witness must sign below if a voter uses a mark as a signature.

Witness Signature

Address/Phone

BALLOT SECRECY SLEEVE

After voting your ballot:

- 1** Re-fold it and place in this ballot secrecy sleeve.
- 2** Place the ballot secrecy sleeve in your postage paid return envelope.
- 3** Sign and seal the return envelope. Your ballot will not be counted without your signature.

#hivoted

Reminders:

- If you change your mind or make an error on your ballot, contact your County Elections Division for a replacement ballot. Do not use whiteout.
- The ballot opening process ensures the confidentiality of your vote, with or without the use of this optional ballot secrecy sleeve.

**Your ballot must be received by
7 PM on Election Day
to be counted**

BALLOT OPENING

Upon receipt of voted ballots, County Election Officials validate that the signature on the return envelope matches the signature associated with the voter's registration. Return envelopes must be received by the County Elections Divisions by the close of voting, 7:00 P.M. All valid return envelopes must be counted by 6:00 A.M. following the close of voting.

Valid return envelopes are accumulated, secured, and forwarded to the counting center. At the counting center, return envelopes are sorted by district to conduct the post-election audit of at least 10% of precincts. The return envelopes are sorted before they are opened and remain sorted as the voted ballots are packed and counted.

Counting Center Officials open valid return envelopes in two separate steps. This two-step process prevents the identity of a voter from being connected to a ballot.

First, the return envelope is opened; and the inner ballot secrecy sleeve is removed and accumulated. As return envelope are handled, ensure the voter's information is faced-down ensuring their secrecy. Empty return envelopes are collected and secured for storage for 22 months pursuant to federal law. The hole in the return envelope ensures that no ballot secrecy sleeve or ballot is accidentally left in the return envelope.

Second, the ballot is removed from the ballot secrecy sleeve. Ballot secrecy sleeves are discarded in a clear trash bag. Official Observers verify that only the colored ballot

secrecy sleeves are discarded.

Voted ballots are packed in voted ballot containers (VBC) and forwarded to the VBC Processing Team to track and log for counting.

When ballots and election materials are not being directly processed, secure following Seal Certification procedures.

RECEIVING RETURN ENVELOPES

To accept custody of valid return envelopes, review the Seal Certification form ensuring that the seal on the container matches. Record and correct any discrepancies. Additionally, ensure that no invalid or questionable ballots are being forwarded to the counting center. Official Observers monitor unsealed containers at all times.

SORT RETURN ENVELOPES

The return envelopes are sorted first in the mail tray, and then into the appropriate district container (e.g., voted ballot container). This process begins before return envelopes are open and continues as return envelopes are transferred to the counting center.

OPENING RETURN ENVELOPES

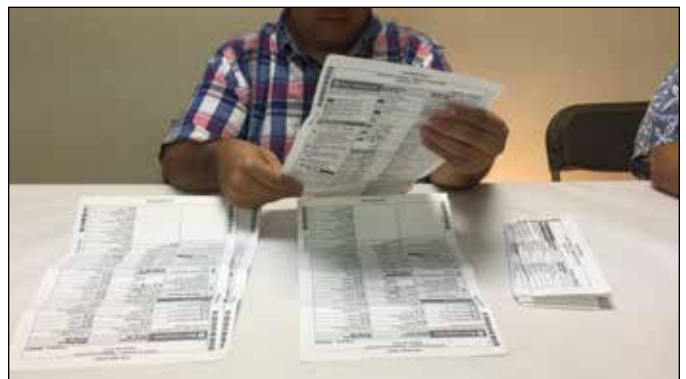
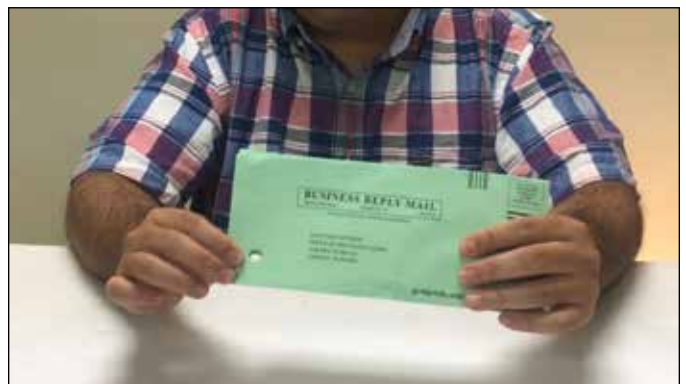
Work with one district at a time to ensure the return envelopes remain sorted by district. Return envelopes are opened using an automatic envelope opener to slice open the top of the envelope.

When handling return envelopes, make sure the voters' information and signatures are faced down to ensure the voters' rights to secrecy. Voters may not have used or enclosed the ballot secrecy sleeve. Do not invalidate a voted ballot that is not in a ballot secrecy sleeve - instead, keep it with the ballot secrecy sleeves for further processing.

1. Use the automatic envelope opener to open return envelopes.
 - a. Tap return envelopes on the table to seat the contents.
 - b. Invalidate the return envelope if the signature is missing.
2. Separate ballot secrecy sleeve from the return envelope.
 - a. Accumulate ballot secrecy sleeves. **DO NOT REMOVE THE BALLOT.**
 - b. Invalidate the return envelope if it contains more than one ballot secrecy sleeve; more than one ballot; if it is empty; or it is missing a signature
3. Collect empty return envelopes. **DO NOT THROW AWAY.**
 - a. Orient the empty return envelopes to align the hole to verify that no ballot secrecy sleeve or ballot is accidentally left in a return envelope.
 - b. Pack, label, and secure the empty return envelope container.
 - Complete Seal Certification procedures.
 - Adhere a clear plastic envelope on the container to store the Seal Certification form.

SECURE UNPROCESSED RETURN ENVELOPES

Unopened and unprocessed return envelopes may be secured, following Seal Certification procedures. However, once separating the return envelope and ballot secrecy sleeve, the process should be completed and forwarded to VBC Processing.



REMOVING THE BALLOT

The ballot secrecy sleeve is provided to voters to ensure their right to privacy. All return envelopes are cleared from the work area prior to removing the ballots from the ballot secrecy sleeves.

1. Remove the ballot from the ballot secrecy sleeve.
2. Unfold and review each ballot.
 - a. Invalidate if the ballot secrecy sleeve is empty.
 - b. Prepare the ballot for duplication if it is damaged (e.g., torn barcode).
 - c. Primary Election: Review the Select A Party contest and separately accumulate ballots with a blank Select A Party Contest.
3. Dispose of empty ballot secrecy sleeves in a clear trash bag.

BLANK SELECT A PARTY CONTEST

In the Primary Election, the Select A Party contest appears in the first column of the ballot. The partisan contests (e.g., U.S. Representative, State Senate) are dependent on this contest to count the ballot properly. Review the Select A Party contest to identify and accumulate ballots where the contest is left blank. These ballots will be manually resolved through Ballot Now ensuring that all valid votes are counted.

PACK VOTED BALLOTS

Voted ballots are packed into voted ballot containers (VBC) and identified with the corresponding district. In the Primary Election, also identify VBC of blank Select A Party contest ballots for manual resolve.

1. Accumulate voted ballots.
 - a. Orient ballots so the rounded corner is aligned.
 - b. Smooth creases by rolling stacks against the folds.
 - c. Fan ballots so they are not sticking together.
2. Pack voted ballots in VBC, by district.
 - a. Record the district on the container label.
 - b. Ensure blank Select A Party ballots are identified.
3. Forward to VBC Processing. Notify the VBC Processing Team when the last VBC have been forwarded.

Blank Select a Party Contest: This contest is on the top-left of the Primary Election ballot. To ensure the votes are counted, these ballots will be manually resolved.

Pack Voted Ballots: Each voted ballot container (VBC) is labeled with a container number for tracking. As VBC are packed, Counting Center Officials record the district number of the ballots in the container.

INVALIDATING VOTED BALLOTS

Invalid ballots are tracked using the Invalid Ballot Log and Tally of Invalid Ballots. The County Elections Divisions will use these forms to reconcile the number of voters who cast a ballot and turnout on the result reports. At the counting center, ballots would be invalidated for the following reasons:

- Missing signature
- Tampered (e.g., opened and resealed)
- ID required, not provided (ID code on envelope)
- More than one ballot secrecy sleeve or ballot
- Ineligible ballot from the wrong election
- Damaged ballot that cannot be reconstructed
- Empty return envelope or ballot secrecy sleeve

To identify the ballot as invalid, stamp the return envelope, ballot secrecy sleeve, and/or ballot and keep together. Each will also be stamped with the same consecutive number indicating that 1 ballot is being invalidated. If a ballot is damaged beyond repair, use a utility envelope to store the remnants and track the invalid ballot and stamp with the consecutive numbering stamp.

1. Complete the Invalid Ballot Log.
 - a. Record the reason for invalidation.
 - b. Stamp the return envelope, ballot secrecy sleeve, and/or ballot, as well as the Invalid Ballot log with a control number using the consecutive numbering stamp.
2. Complete the Tally of Invalid Ballots by D/P for each invalidated ballot.

RECONCILE INVALID BALLOTS

1. Reconcile the number of invalid ballots with the Invalid Ballot log and Tally of Invalid Mail Ballots.
2. Secure invalid ballots in a sealable container.
 - a. Complete Seal Certification procedures.
 - b. Adhere a clear plastic envelope on the container to store the Seal Certification form.

[illegible]

County: _____
Work Area: _____
Election: _____

Invalid Ballot Log

D/P	Reason	Control Number

[illegible]

DEFECTIVE BALLOTS

Defective ballots cannot be counted by Ballot Now, the central scanner.

DAMAGED BALLOTS

Damaged ballot may be torn, marked in the barcode, or misprinted.

Vote Both Sides

STATE OF HAWAII - PRIMARY ELECTION
August 11, 2018

Precinct **COH**

Start voting here

YOU MUST select ONE political party or nonpartisan ballot below

☐ PARTY 1
☐ PARTY 2
☐ PARTY 3
☐ PARTY 4
☐ PARTY 5
☒ NONPARTISAN BALLOT (N)

Instructions

Please Read!

- 1 Vote only for candidates of the political party or nonpartisan ballot you selected. Votes for another party/ballot will not be counted.
- 2 Review both sides before voting.

Party 1	Party 3
U.S. Senator Vote For Not More Than One (1) ☐ Candidate 1	U.S. Senator Vote For Not More Than One (1) ☐ Candidate 1
U.S. Representative Vote For Not More Than One (1) ☐ Candidate 1	U.S. Representative Vote For Not More Than One (1) ☐ Candidate 1
Governor Vote For Not More Than One (1) ☐ Candidate 1	Governor Vote For Not More Than One (1) ☐ Candidate 1
Lieutenant Governor Vote For Not More Than One (1) ☐ Candidate 1	Lieutenant Governor Vote For Not More Than One (1) ☐ Candidate 1
State Senator Vote For Not More Than One (1) ☐ Candidate 1	State Senator Vote For Not More Than One (1) ☐ Candidate 1
State Representative Vote For Not More Than One (1) ☐ Candidate 1	State Representative Vote For Not More Than One (1) ☐ Candidate 1
Party 2	
U.S. Senator Vote For Not More Than One (1) ☐ Candidate 1	

Nonpartisan Ballot (N)

U.S. Senator
Vote For Not More Than One (1)
☒ Candidate 1

U.S. Representative
Vote For Not More Than One (1)
☒ Candidate 1

Governor
Vote For Not More Than One (1)
☒ Candidate 1

Lieutenant Governor
Vote For Not More Than One (1)
☒ Candidate 1

State Senator
Vote For Not More Than One (1)
☒ Candidate 1

State Representative
Vote For Not More Than One (1)
☒ Candidate 1

STRAY MARK

Party 4

U.S. Senator
Vote For Not More Than One (1)
☐ Candidate 1

U.S. Representative
Vote For Not More Than One (1)
☐ Candidate 1

Governor
Vote For Not More Than One (1)
☐ Candidate 1

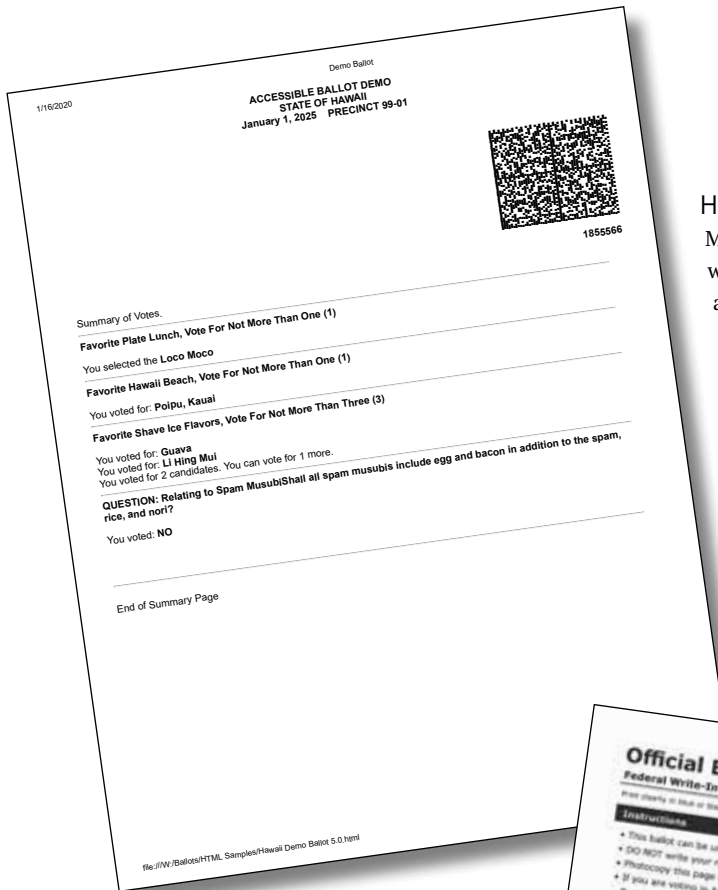
Lieutenant Governor
Vote For Not More Than One (1)
☐ Candidate 1

State Senator
Vote For Not More Than One (1)
☐ Candidate 1

State Representative
Vote For Not More Than One (1)
☐ Candidate 1

TORN

Vote Both Sides



HTML BALLOT

Majority of the electronic transmission ballots will be returned to the County Elections Divisions as an HTML ballot. Using the Simulo Application, the barcode can be scanned to produce a tabulation-ready ballot.

FEDERAL WRITE-IN ABSENTEE BALLOT

Federal Write-In Absentee Ballot (FWAB) may be submitted to the County Elections Divisions and forwarded to the counting center to transfer the votes on to a paper ballot.

Official Backup Ballot
Federal Write-In Absentee Ballot (FWAB)

Print clearly in blue or black ink.

Instructions

- This ballot can be used to vote for federal offices.
- DO NOT write your name or any identifying number (SSN, driver's license) on this ballot.
- Photocopy this page if you require additional room for candidates or ballot initiatives.
- If you are voting in American Samoa, Guam, Puerto Rico, or the U.S. Virgin Islands, you may vote for Delegate or Resident Commissioner, and in presidential primaries.
- State laws vary about using the FWAB for other offices like Governor or Mayor. Learn more online at FVAP.gov.

Federal offices

President and Vice President

CANDIDATE 1

U.S. Senator

CANDIDATE 4

U.S. Representative, Delegate, or Resident Commissioner to Congress

CANDIDATE 3

Non-federal offices

Office

Candidate name

Political party

Ballot initiative or other items

Obtained from: (202) 204-2232, 2004 Rev. 4/10/04 (09/04)

CONTROL PACKET

Defective ballots and the corresponding duplicates are tracked using control packets. This confirms that no voted ballots were removed or added during the processing and the source document – the defective ballot, may be reviewed.

County: **County of Maui**
 Work Area: **Ballot Opening**
 Election: **2020 Primary Election**

Control Packet 11

	Ballot Opening			VBC Processing			Duplication		
1	Damaged	Total Defective	Total Duplicated	Damaged	Total Defective	Total Duplicated	Damaged	Total Defective	Total Duplicated
	Electronic	Initials	Initials	Electronic	Initials	Initials	Electronic	Initials	Initials
2	Damaged	Total Defective	Total Duplicated	Damaged	Total Defective	Total Duplicated	Damaged	Total Defective	Total Duplicated
	Electronic	Initials	Initials	Electronic	Initials	Initials	Electronic	Initials	Initials
3	Damaged	Total Defective	Total Duplicated	Damaged	Total Defective	Total Duplicated	Damaged	Total Defective	Total Duplicated
	Electronic	Initials	Initials	Electronic	Initials	Initials	Electronic	Initials	Initials
4	Damaged	Total Defective	Total Duplicated	Damaged	Total Defective	Total Duplicated	Damaged	Total Defective	Total Duplicated
	Electronic	Initials	Initials	Electronic	Initials	Initials	Electronic	Initials	Initials
5	Damaged	Total Defective	Total Duplicated	Damaged	Total Defective	Total Duplicated	Damaged	Total Defective	Total Duplicated
	Electronic	Initials	Initials	Electronic	Initials	Initials	Electronic	Initials	Initials
6	Damaged	Total Defective	Total Duplicated	Damaged	Total Defective	Total Duplicated	Damaged	Total Defective	Total Duplicated
	Electronic	Initials	Initials	Electronic	Initials	Initials	Electronic	Initials	Initials
7	Damaged	Total Defective	Total Duplicated	Damaged	Total Defective	Total Duplicated	Damaged	Total Defective	Total Duplicated
	Electronic	Initials	Initials	Electronic	Initials	Initials	Electronic	Initials	Initials
8	Damaged	Total Defective	Total Duplicated	Damaged	Total Defective	Total Duplicated	Damaged	Total Defective	Total Duplicated
	Electronic	Initials	Initials	Electronic	Initials	Initials	Electronic	Initials	Initials
9	Damaged	Total Defective	Total Duplicated	Damaged	Total Defective	Total Duplicated	Damaged	Total Defective	Total Duplicated
	Electronic	Initials	Initials	Electronic	Initials	Initials	Electronic	Initials	Initials
10	Damaged	Total Defective	Total Duplicated	Damaged	Total Defective	Total Duplicated	Damaged	Total Defective	Total Duplicated
	Electronic	Initials	Initials	Electronic	Initials	Initials	Electronic	Initials	Initials

PREPARING DEFECTIVE BALLOTS FOR DUPLICATION

Defective ballots are transferred in a control packet to track custody and verify the number of defective ballots equals the number of duplicated ballots. The control packet may be used more than once. Track control packets by recording the time transferred between counting center work areas - Ballot Opening, Duplication, and VBC Processing on the Control Packet Time Log.

1. Stamp each defective ballot, using the defective stamp, and place in the defective pocket of the control packet.
2. Record the number of defective ballots, by type, and initial. Each control packet should contain at least 10 defective ballots.
3. Record the time forwarded on the Control Packet Time Log and transfer to Duplication Officials accompanied by Official Observers.

SECURE UNPROCESSED CONTROL PACKETS

Follow Seal Certification procedures to secure ballots and control packets when not directly processing. Adhere a clear plastic envelope on the container to store the Seal Certification form.

RECEIVING COMPLETED CONTROL PACKETS

Completed control packets of duplicated ballots and the corresponding defective ballots are returned to the originating work area accompanied by Official Observers. Throughout the tracking, Counting Center Officials verify the inventory of ballots. If there is a discrepancy, work with the transferring Counting Center Officials to resolve.

1. Reconcile the number of defective and duplicated ballots and initial the control packet.
2. Record the time received on the Control Packet Time log.

Packet No.	Set 1	Set 2	Set 3	Set 4
21	<i>8/1/20 10:00 AM</i>			
	<i>8/1/20 10:21 AM</i>			
	<i>8/1/20 10:23 AM</i>			
22	Date & Time			
	Date & Time			
	Date & Time			
	Date & Time			
	Date & Time			
	Date & Time			
	Date & Time			
	Date & Time			
	Date & Time			
	Date & Time			

County:	Work Area:	Election:
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[illegible]

BALLOT OPENING

After verifying completed control packets, Ballot Opening Officials transfer the contents of these control packets to VBC Processing in the presence of Official Observers. VBC Processing Officials verify the contents of the control packet, remove the defective and duplicated ballots, and return the empty control packet to Ballot Opening Officials.

Ballot Opening: Record the time to VBC Processing on the Control Packet Time Log.

VBC Processing: Reconcile the number of defective and duplicated ballots, initial the control packet, and record the time received on the Control Packet Time Log.

- Store defective ballots in a sealable container labeled Defective Ballots
- Store duplicated ballots in a voted ballot container (VBC) labeled Duplicated Ballots

When forwarding a VBC of Duplicated Ballots for counting (to Ballot Now), secure the corresponding defective ballot container following Seal Certification procedures.

Do not mix containers of defective ballots and duplicated ballots. Duplicated ballots are forwarded to Ballot Now for counting. A stray defective ballot will halt counting and require additional reconciliation of ballots.

If there is an issue, the Counting Center Manager and Official Observers track the defective ballot and corresponding duplicate by the control number.

DUPLICATION

Duplication ensures that all voted ballots are able to be counted. For voters who mistakenly tear or damage their ballot, as well as those who had to vote on an HTML ballot, Duplication Officials will create a one-for-one copy that can be counted and tabulated.

INVENTORYING CONTROL PACKETS

As control packets are transferred, work with one at a time. If there is a discrepancy with the inventory of defective ballots, return the control packet to originating work area to resolve.

1. Ensure the total number of defective ballots matches the control packet, and initial.
 - a. Verify damaged ballots are stamped Defective.
 - b. Use transparent tape to reconstruct ballots that are torn.
 - c. Record the time received on the Control Packet Time Log.
2. Obtain a blank duplicate ballot from ballot stock or a Hart Technician.

DUPLICATE BALLOT STOCK

A Hart Technician can print a blank ballot, by D/P. At the Hawaii, Maui, and Kauai counting centers, blank ballots for each D/P are provided in a ballot transport container. Complete the Seal Certification procedures prior to using duplicate ballot stock and at the end of each day.

Inventory Duplicate Ballot Stock. At the end of each day, Counting Center Officials in the Counties of Hawaii, Maui, and Kauai reconcile the number of unissued duplicate ballots. Controlling the inventory of all ballots ensures the accuracy and integrity of the election.

1. Count the duplicate ballot stock by D/P.

2. Record the inventory on Duplicate Ballot Stock.
3. Secure following Seal Certification procedures.

DUPLICATING DEFECTIVE BALLOTS

As defective ballots are duplicated, do not make any marks near a voting position or barcode (e.g., stamps or initials).

Official Observers may assist to determine marginal marks, such as a voter properly marked a contest (e.g., no over votes), but did not completely darken the box.

1. Obtain a duplicate ballot. Ensure the D/P is correct.
2. Transcribe votes from the defective ballot onto the duplicate ballot by completely darkening the appropriate box.
3. Verify each vote on the duplicate ballot matches the vote on the defective ballot.
 - a. Official Observer: Initial in available white space (not near a voting position or barcode) on the front of the duplicate ballot if all votes are properly transcribed.
 - b. If any marks DO NOT MATCH, spoil the duplicate ballot.

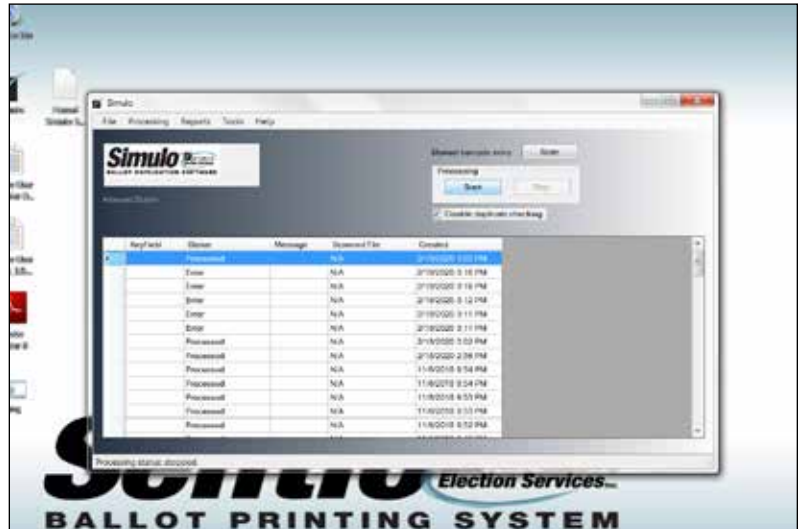
HTML BALLOTS - SIMULO APPLICATION

An HTML ballot is an alternate format ballot that can be marked from a compatible device. The votes are printed to create an audit trail and stored in a 2D barcode. The Simulo application scans the 2D barcode to produce a tabulation-ready ballot. Use 1 Simulo application station only.

If the HTML ballot barcode scan fails, manually duplicate the votes on the audit trail onto a paper ballot. Similarly, if the votes on the audit trail are incomplete, manually

duplicate the ballot. Only transcribe the verifiable votes.

1. Launch Simulo application
 - a. Check the disable duplicate checking box.
 - b. Click start and ensure processing status: running.
 - c. View **waiting for barcode...** window.
2. Scan HTML ballot barcode.
 - a. View **Processed** in application window.
 - b. Minimize the Adobe PDF reader window.
 - c. Wait for ballot to print automatically.



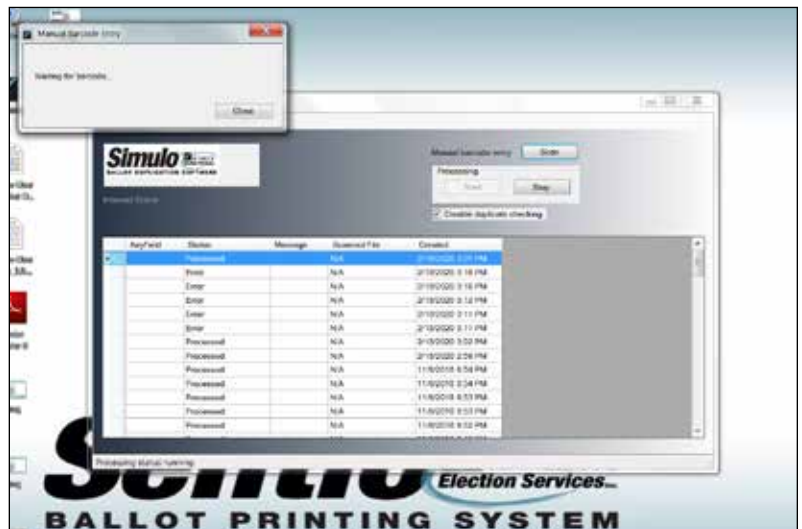
If the automatic printing is not working, print using File > Print. Ensure the ballot is set up to print 8.5" x 14", 2-Sided, and Actual Size (rather than Fit).

As each tabulation-ready ballot is printed, verify the votes, initial, and track on the Defective Ballot Log before printing the next HTML ballot.

SPOILED DUPLICATE BALLOT

If a ballot printed for duplication is spoiled, it is kept with the defective and properly duplicated ballot for inventory and security.

1. Record Spoiled Duplicate on the ballot and initial.
2. Tally spoiled duplicate ballots, by D/P, on the Duplication Log.
3. Clip the spoiled duplicate to the defective ballot.



Simulo Application produces the tabulation-ready duplicate ballot by scanning the barcode on the HTML ballot returned by the voter.

D/P	Defective Type		Reason	Control Number
07-05	Damaged	Electronic Transmission	MARK IN BARCODE	100201
	Damaged	Electronic Transmission		

DUPPLICATION LOG

	D/P	Defective				
		from Ballot Opening	from VBC Processing	Total	Spoiled Tally	Spoiled Total

COUNTY:
WORK AREA:
ELECTION:

COUNTY:
WORK AREA:
ELECTION:

TRACKING DEFECTIVE BALLOTS

Defective ballots and the corresponding duplicates are tracked and stamped with a control number. Only ballots stamped with a control number are considered valid.

1. Complete the Defective Ballot Log for each defective ballot.
 - a. Record the D/P.
 - b. Circle the type of defective ballot – damaged or electronic transmission.
 - c. Record the reason the ballot is damaged (e.g., misprinted barcode).
2. Stamp the defective ballot, duplicate ballot, and Defective Ballot Log with a control number using the automatic numbering stamp.

TRACKING DUPLICATED BALLOTS

1. Tally each defective ballot by district/precinct (D/P) and originating work area, Ballot Opening or VBC Processing, on the Duplication Log.
2. Inventory defective and duplicate ballots.
 - a. Verify that the control number on the defective ballot matches the duplicate ballot.
 - b. Place duplicated ballots and defective ballots in the respective pockets of the control packet.
3. Record the number of duplicated ballots and initial the control packet.
4. Record the time returned to the originating work area on the Control Packet Time Log and transfer in the presence of Official Observers.

The originating work area verifies and inventories the control packet when it is returned. If there is a discrepancy, the control packet is returned to resolve.

RECONCILING DEFECTIVE AND DUPLICATED BALLOTS

Duplication Officials use the Defective Ballot Log and Duplication Log to reconcile that the number of defective ballots matches the number of duplicated ballots and resolves any discrepancy. Notify the Counting Center Manager immediately if there is a discrepancy between the Duplication Log and Defective Ballot Log.

[illegible]

VBC PROCESSING

VBC Time Log

County: _____
Work Area: _____
Election: _____

VBC No.	District	Ballot Opening	Scale Count	To Ballot Now	From Ballot Now	Counted	Comments
		Date & Time		Date & Time	Date & Time		

VBC Processing inventories, tracks, and secures voted ballot containers (VBC) for counting. VBC are forwarded to VBC Processing by Ballot Opening - the work area that opens and prepares voted ballots for counting. Voted ballots are sorted by district which is identified on the VBC.

The first VBC to each Ballot Now station is set up as an audit deck to ensure the vote counting system is functioning properly. These VBC are labeled Audit and recorded on the VBC Time Log. Once counted by Ballot Now, the VBC and corresponding MBB card is collected and stored in the MBB can. In addition to logging the VBC on the VBC Time Log, the MBB card is recorded on the MBB Checklist and secured. Auditing will occur on Election Day to ensure the accuracy and integrity of the voting and vote counting system.

TRACKING VOTED

BALLOT CONTAINERS

The VBC Time Log is used to record the time and count of each VBC. Each Ballot Now station works with one VBC at a time. Hold additional VBC in queue at the work area until a Ballot Now station is available.

Additionally, keep uncounted VBC and counted VBC separated. To verify if a VBC has been counted, check the VBC Time Log. At the Ballot Now station, a Hart Technician records the number of ballots counted and adheres a color-coded station label.

1. Complete the VBC Time Log and record comments, as necessary.
 - a. Record if Mail VBC Audit.
 - b. Record if Blank Select a Party VBC.
 - c. Record if Duplicated Ballots.
2. Forward VBC to a Ballot Now station and record the time.
 - a. Notify the Hart Technician before forwarding a Mail VBC Audit box.
 - b. Notify the Hart Technician before forwarding a Blank Select a Party Contest VBC.

MAIL VBC AUDIT (FIRST VBC ONLY)

1. Adhere Audit label to MBB and VBC.
2. Record Mail VBC Audit in the Comments section of the following forms:
 - MBB Checklist
 - VBC Seal Certification
 - VBC Time Log

DUPLICATED BALLOTS

When forwarding VBC of duplicated ballots, secure the corresponding container of defective ballots to ensure the integrity of the counting center audit trail.

VBC FROM BALLOT NOW

1. Retrieve VBC and ensure the counted label is completed and a color-coded station label is adhered.
2. Complete the VBC Time Log.
3. Verify the recorded scale weight approximately equals the number of ballots counted by Ballot Now. Resolve and record large discrepancies.
 - a. Notify the Counting Center Manager.
 - b. Recalibrate the scale.
 - c. Hand-count the number of ballots for each batch to resolve.

Do not re-weigh scale when it is returned from Ballot Now as extra items (e.g., Batch Summary Reports, rubber bands) are added at the Ballot Now station.

AT BALLOT NOW

Hart Technicians operate Ballot Now, the central scanners counting voted ballots. This includes setting up each Ballot Now station each day and cleaning the scanners throughout the day.

The following is an overview of the actions taken by the Hart Technicians at each Ballot Now station. An MBB is inserted at each Ballot Now station at the start of the day. When handling a VBC, the ballots are scanned in batches. For each batch, the Hart Technician will 1) print a Batch Scan Report and bundle with the ballot batch; and 2) record the number of ballots counted. If a ballot is damaged and cannot be counted as is, the Hart Technician will place the defective tray to be collected by a VBC Processing Official. The Hart Technician will write vote data (CVRs) to the MBB and print an Election Report for the Mail VBC Audit and at the end of the day.

MANUAL RESOLVE

In the Primary Election, a Hart Technician and Official Observer manually resolve the blank Select A Party contest ballots while maintaining the integrity of the ballot. Official Observers review if the voter properly voted for candidates of only one political preference and the Hart Technician digitally enhances the corresponding political preference so that the contests are counted. If after reviewing the ballot, Official Observers cannot agree, the ballot will be counted as is without manually resolving the contest.

Scan Batch Summary - Unofficial
GENERAL ELECTION - STATE OF HAWAII - 11/6/2018

Batch ID	User ID	Election Source	Ballots Scanned	Ballots Deleted	Ballots In Batch	Batch Notes
61	elecadmin	Absentee	167	0	167	STN 3 BTC 100 BATCH B
62	elecadmin	Absentee	207	0	207	STN 3 BTC 100 BATCH C
63	elecadmin	Absentee	220	0	220	STN 3 BTC 94 BATCH A
64	elecadmin	Absentee	260	0	260	STN 3 BTC 94 BATCH B
65	elecadmin	Absentee	199	0	199	STN 3 BTC 94 BATCH C
66	elecadmin	Absentee	221	0	221	STN 3 BTC 94 BATCH D
67	elecadmin	Absentee	220	0	220	STN 3 BTC 94 BATCH E
68	elecadmin	Absentee	1	0	1	STN 3 BTC 97 BATCH A
69	elecadmin	Absentee	287	0	287	STN 3 BTC 97 BATCH B
70	elecadmin	Absentee	262	0	262	STN 3 BTC 97 BATCH C
71	elecadmin	Absentee	172	0	172	STN 3 BTC 97 BATCH D
72	elecadmin	Absentee	182	0	182	STN 3 BTC 91 BATCH A
73	elecadmin	Absentee	205	0	205	STN 3 BTC 91 BATCH B
74	elecadmin	Absentee	207	0	207	STN 3 BTC 91 BATCH C
75	elecadmin	Absentee	222	0	222	STN 3 BTC 91 BATCH D
76	elecadmin	Absentee	209	0	209	STN 3 BTC 107 BATCH A
77	elecadmin	Absentee	287	0	287	STN 3 BTC 107 BATCH B
78	elecadmin	Absentee	219	0	219	STN 3 BTC 107 BATCH C
79	elecadmin	Absentee	197	0	197	STN 3 BTC 107 BATCH D
80	elecadmin	Absentee	230	0	230	STN 3 BTC 102 BATCH A
81	elecadmin	Absentee	298	0	298	STN 3 BTC 102 BATCH B
82	elecadmin	Absentee	209	0	209	STN 3 BTC 102 BATCH C
83	elecadmin	Absentee	185	0	185	STN 3 BTC 102 BATCH D
84	elecadmin	Absentee	211	0	211	STN 3 BTC 113 BATCH A
85	elecadmin	Absentee	234	0	234	STN 3 BTC 113 BATCH B
86	elecadmin	Absentee	274	0	274	STN 3 BTC 113 BATCH C
87	elecadmin	Absentee	213	0	213	STN 3 BTC 113 BATCH D
88	elecadmin	Absentee	180	0	180	STN 3 BTC 118a
89	elecadmin	Absentee	173	0	173	station3btc_118b
90	elecadmin	Absentee	261	0	261	station3btc_118c
91	elecadmin	Absentee	208	0	208	station3btc_122a
92	elecadmin	Absentee	208	0	208	station3btc_122b
93	elecadmin	Absentee	241	0	241	station3btc_122c

Election Report - Unofficial
GENERAL ELECTION - STATE OF HAWAII - 11/6/2018

Election Title:	GENERAL ELECTION
Election State:	Open
Jurisdiction Title:	STATE OF HAWAII
Election Date:	11/6/2018
BOSS Election ID:	271
Ballot Now ID:	1532433743
Public Counter:	18329
Private Counter:	35478
Number of Scan Batches:	100
Total Accepted Ballots:	18329

Printed On: 11/6/2018 11:38:45AM Page 1 of 1 C:\Program Files\Hart Interactive\Ballot Now\Q271

Date & Time

MBB

MBB Checklist

 County:
 Work Area:
 Election:

No.	Public Counter	Date & Time to Rally	Date & Time from Rally	Comments

Ballot Now

WRITING MBB CARDS

As MBB cards are written by Hart Technicians, VBC Processing Officials receive, inventory, and secure the cards following the MBB Checklist.

Hart Technicians also provide 3 copies of the Ballot Now Election Report.

- Keep with MBB card
- Counting Center Manager
- Ballot Now Station

1. Record the date and time received
2. Record MBB serial number.
3. Record public counter.
4. Store MBB card and Election Report in MBB can.

MBB cards are secured, when not being directly processed, following Seal Certification procedures.

On Election Day, MBB cards are tabulated to produce the result reports.

VBC Seal Certification

County: _____

Work Area: _____

Election: _____

VBC No.	Date & Time	Seal No.	Official Observer		Manual Audit			
			Print	Sign	Date & Time	Initials	Date & Time	Initials

[illegible]

SECURING VOTED BALLOT CONTAINERS

Voted ballot containers are secured when not being directly processed. For example, at the end of each day prior to leaving the counting center.

1. Complete the VBC Seal Certification.
2. Stack counted VBC by container number, lowest number on top.

HONOLULU

Store VBC in the mobile security cage and secure at the end of each day following Seal Certification procedures. Following the post-election count and audit, the VBC will be individually secured and recorded using the VBC Seal Certification form.

MANUAL AUDIT

The Mail VBC Audit is an audit of a sample of ballots and is conducted on Election Day to ensure the security and integrity of the vote counting system. The audit is initially conducted on the Mail VBC Container 1 and 2. If there is a discrepancy, the Official Observers may request that the audit be expanded to include more VBC. An audit of 10% of precincts is conducted following the post-election count.

1. Complete the Manual Audit section on the VBC Seal Certification.
2. Remove the seal with wire cutter and place in Cut Seals envelope.
3. Official Observers: Monitor at all times after removing seals.
4. Secure audit VBC following Seal Certification procedures.

TABULATING MBB CARDS

The result reports are tabulated and produced using the Mobile Ballot Box (MBB) cards from the voter service centers and Ballot Now stations. The first result reports are released following the close of voting on Election Day.

VBC Processing tracks the custody of MBB cards to and from the Hart Rally/Tally Station, as well as receives the supplies and equipment from the voter service centers. When MBB cards are not being directly processed, Counting Center Officials at the VBC Processing work area ensure that all supplies and equipment are secured.

VERIFYING THE ZERO REPORT

Before tabulating MBB cards, at least two Official Observers verify that there are no votes in the Tally and Fusion applications. A Hart Technician prints a zero Tally report and the zero Fusion report for Official Observers. Official Observers confirm that there are no votes recorded for any contest or candidate, certify the reports by signing and dating the first page of each report, and provide to the Counting Center Manager.

TALLY

- Electronic Database
- Paper Database

FUSION

- County Summary Report
- Statewide Summary Report (Honolulu only)

RECEIVING VOTER SERVICE CENTER MATERIALS

When voter service centers close, MBB cards, voted ballots, VBO rolls, and materials are transferred to the counting center. In the County of Kauai, notify the Counting Center Manager if any container indicates uncounted voted ballots.

1. Verify the seals to accept custody of the voter service center materials with Official Observers.
2. Complete the VSC Checklist.
 - a. Record the container number and time received.
 - b. Notify the Counting Center Manager immediately if a seal is broken or improperly sealed.
 - c. Record any Comments, as necessary.
3. Identify containers of MBB cards and follow Seal Certification procedures to unseal.
4. Complete the MBB Checklist and transfer MBB cards to the Hart Rally/Tally Station immediately.
5. Organize by container number, lowest number on top.

TRACKING MBB CARDS

MBB cards are tracked and inventoried using the MBB Checklist. There are worksheets for MBB cards from Ballot Now or the voter service centers.

MBB cards are handled, transferred, and secured in the presence of Official Observers. When MBB cards are not being directly processed for tabulation, they are stored and secured in the MBB can.

At the end of Election Day, all MBB cards
- Ballot Now and Voter Service Center, are
secured in the MBB can following Seal
Certification procedures.

BALLOT NOW

Throughout the processing of voted ballots, MBB cards are written and secured. The date and time, MBB serial number, and number of votes written on the card are recorded on the MBB Checklist.

As the Ballot Now MBB cards are tabulated at the Hart Rally/Tally station, complete the MBB Checklist.

1. Verify MBB serial number.
2. Record the time forwarded to the Rally/Tally station.
3. Retrieve tabulated MBB cards and record the time returned.
4. Store MBB cards in MBB can.

[illegible]

[illegible]

VOTER SERVICE CENTERS

Notify the Counting Center Manager immediately if an MBB is missing.

1. Unseal containers of MBB cards, following Seal Certification procedures, in the presence of Official Observers.
2. Complete the MBB Checklist, Voter Service Center.
 - a. Record the time received.
 - b. Verify the MBB serial number.
 - c. Record the time forwarded to the Hart Rally/Tally station. DO NOT FORWARD REMOTE RALLY MBB CARDS.
 - d. Retrieve tabulated MBB from the Rally Station and record the time returned.
3. Store MBB cards in the MBB can.

REMOTE RALLY SITES

MBB cards from Remote Rally Sites are recorded under Comments on the MBB Checklist. Do not forward Remote Rally MBB to the Hart Rally station.

The voter service centers in Kona, Lanai, and Molokai Rally the MBB cards, on-site, to Honolulu. The Counting Center Manager confirms that the MBB cards were transmitted successfully and appear on the result reports.

REPORT NUMBER

SCOPE

CONTEST

GENERAL ELECTION 2018 - State of Hawaii - Statewide November 6, 2018 SUMMARY REPORT "NUMBER 3"										
State Representative, Dist 51					Councilmember (South Maui)					
(D) LEE, Chris	6 of 6	5,853	54.4%	2,805	28.7%	KING, Kelly Takaya	33 of 34	29,519	60.9%	
(R) GALEA, Noe		622	6.8%	2	0.0%	CROUSE, Zandra (Amatuli)		11,619	24.0%	
Blank Votes:						Blank Votes:		7,294	15.1%	
Over Votes:						Over Votes:		8	0.0%	
Maui Resident Trustee					Councilmember (Makawao-Haiku-Paia)					
LINDSEY, Carmen Hulu	246 of 249	118,067	30.7%	94,862	24.7%	MOLINA, Mike	33 of 34	23,399	46.3%	
KAPU, Keresiunoku		171,265	44.6%	106	0.0%	FURTADO, Tonette		19,423	40.1%	
Blank Votes:						Blank Votes:		5,806	11.8%	
Over Votes:						Over Votes:		12	0.0%	
Oahu Resident Trustee					Councilmember (Upcountry)					
AKAKA, Kalei	246 of 249	142,988	37.2%	115,044	29.5%	SUGIMURA, Yuki Lei Kashiwa	33 of 34	26,962	54.4%	
KU'AIANA, Esther		126,145	32.9%	142	0.0%	STARBUCK, Hannibal E.		18,346	33.7%	
Blank Votes:						Blank Votes:		5,716	11.8%	
Over Votes:						Over Votes:		16	0.0%	
At-Large Trustee					Councilmember (Lanai)					
Number To Vote For:	246 of 249	2,579	12.4%	92,272	8.9%	HOKAMA, Riki	33 of 34	21,709	44.8%	
WAIHEE, John		99,872	8.9%	37,718	8.5%	JOHNSON, Gabbe		19,459	40.1%	
AHU ISA, Lei (Lanikai)		88,557	7.7%	508,700	44.1%	Blank Votes:		7,266	15.1%	
LEE, Brendon Kaleiaina				153	0.0%	Over Votes:		1	0.0%	
AILA, William J., Jr.						Councilmember (Molokai)				
AYANA, Rowena Noshoni						RAWLINS-FERNANDEZ, Keani	20 of 20	1	0.0%	
Blank Votes:						CRIVELLO, Stacy Helm				
Over Votes:						Blank Votes:				
Councilmember, Dist 7, County of Hawaii					Mayor, County of Kauai					
VILLEGAS, Rebecca (Shule)	4 of 4	2,925	49.4%	2,242	38.0%	KAWAKAMI, Derek S.K.				
DRYSDALE, Kory		744	12.6%	1	0.0%	RAPOZO, Miki				
Blank Votes:						Blank Votes:				
Over Votes:						Over Votes:				
Mayor, County of Maui					Councilmember, County of Kauai					
VICTORINO, Mike	33 of 34	26,221	54.1%	1,241	2.8%	Number To Vote For: 7				
COCHRAN, Elle		20,956	43.3%	15	0.0%	CHOCK, Mason K.				
Blank Votes:						KANESHIRO, Amy				
Over Votes:						EVANS, Luke A.				
Councilmember (East Maui)					Councilmember (West Maui)					
SINENCI, Shane	33 of 34	22,345	45.1%	18,879	39.0%	PALTIN, Tamara Akiko Maile	33 of 34	26,954	55.6%	
CAREWILL, Claire Kamalu		7,208	14.9%	9	0.0%	NAVA, Rose		14,136	29.2%	
Blank Votes:						Blank Votes:		7,342	15.2%	
Over Votes:						Over Votes:		6	0.0%	
Councilmember (Wailuku-Waihee-Waikapu)					Councilmember (Kahului)					
LEE, Alice	33 of 34	22,917	47.3%	20,180	41.7%	KAMA, Natalie (Tasha)	33 of 34	27,191	56.7%	
KIYAI, Hilda		5,330	11.0%	13	0.0%	ARAKAWA, Alan M.		17,013	35.7%	
Blank Votes:						Blank Votes:		4,226	8.6%	
Over Votes:						Over Votes:		8	0.0%	

(C) - CONSTITUTION

(C) - CONSTITUTION

READING THE RESULTS

DATE & TIME

Result reports are released on the Office of Elections website, elections.hawaii.gov, after 7:00 P.M. on Election Day when all voter service centers have closed. There are 2 scheduled releases of result reports 1) Close of voting, 7:00 P.M., and 2) 10:00 P.M. A final Election Day result report will be released for each County as they finish counting all validated voted ballots and a statewide final Election Day result report will be released once all Counties are finished.

At the close of voting, County Election Officials will be collecting voted ballots, from places of deposit and voter service centers, which will need to be validated through signature verification before being forwarded to State Election Officials at the counting center to open, count, and tabulate. The volume of voted ballots collected at the close of voting may delay the release of the result report. A final Election Day result report will be released for each County as they finish counting all validated voted ballots and a statewide final Election Day result report will be released once all Counties are finished. The final Election Day results must be released by 6:00 A.M. following the close of voting. The following reports are released:

- Statewide Summary is a compilation of contests
- County Summary is reported for each of the four Counties. It is a compilation of the contests in the specific County.
- Statewide Precinct Detail is reported by district/precinct as well as the method of ballots cast – mail or voter service center.

PERCENT OF TOTAL VOTES

Election Day reports are preliminary results. Ballots may be counted within the election contest period, such as ballots that require additional review by the County Elections Divisions or after audits and reconciliation. Subsequent reports will be posted at elections.hawaii.gov.

The Registration and Turnout block at the end of the report provides statistics of the number of registered voters at the deadline and the turnout percentage for mail and voter service centers. In the Primary Election, this block also has the number of votes for each political preference.

After the Primary Election, State Election Officials determine the candidates that will appear in the General Election ballot or if a candidate has been elected to office. Similarly, following the General Election, State Election Officials determine the candidates that have been elected to office and certify Constitutional Amendment questions.

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Printed on: 11/06/2018 at 09:36:47 pm

Contest	YES	NO	Blank Votes	Over Votes
Public Education and Real Property	248 of 249	95,770 23.8%	286,076 69.2%	27,243 7.1%
Public Notice and Voting	248 of 249	95,325 25.8%	230,763 60.0%	53,963 14.0%
Fiscal Impact Statements for Amendments to the Hawaii County Charter	43 of 43	43,154 75.0%	9,750 16.9%	4,538 8.1%
MAUI: Claims	33 of 34	18,813 55.6%	20,000 43.8%	3 0.0%
MAUI: Perpetuities	33 of 34	25,028 51.7%	18,276 37.7%	5,118 10.6%
MAUI: Open Space Fund	33 of 34	25,200 50.3%	13,865 28.8%	5,261 11.1%
KAUAI: Public Defender	16 of 16	9,415 58.8%	9,275 58.3%	5,408 33.9%
KAUAI: Electric Power Authority	16 of 16	8,086 50.5%	10,820 67.6%	5,207 32.4%
KAUAI: Zoning Board of Appeals	16 of 16	6,061 37.9%	11,526 72.1%	6,506 40.0%
Councilmember, Dist IV, City and County of Honolulu	17 of 17	17,795 46.4%	17,723 45.2%	2,796 7.3%
Councilmember, Dist VIII, City and County of Honolulu	16 of 16	14,014 51.3%	11,536 42.2%	1,757 6.4%

(G) - GREEN (D) - DEMOCRATIC (L) - LIBERTARIAN (N) - NONPARTISIAN (R) - REPUBLICAN

COUNTING VALID BALLOTS

POST-ELECTION

The County Elections Divisions may validate a return envelope that was received by the close of voting on Election Day, 7:00 P.M., but was invalid upon receipt. This includes return envelopes with mismatched signatures and ballots that require additional review - tampering and proof of identification required (ID). A voter has 5 business days after the election to correct a signature issue. As such, these ballots will not be forwarded to the counting center until after Election Day.

As ballots are submitted to the County Elections Divisions, they segregate return envelopes that require additional review before they can be forwarded to the counting center. These types of return envelopes should be processed separately from valid return envelopes and shall not be included in the initial result reports in the event a recount is required.

An ID code on a return envelope indicates the voter registered for the first time in Hawaii by mail and did not provide identification with their application. The voter's ballot will be counted only if they provide a current and valid photo ID, or a current utility bill, bank statement, government check, paycheck, or other government document that shows their name and address.

Questionable return envelopes are identified by the County Elections Divisions if it appears the envelope has been tampered with. For example, an envelope that may have been opened and resealed.

Once validated and forwarded to the counting center, Counting Center Officials follow procedures outlined in this manual to open, process, log, count, and secure voted ballots. Use the forms to track and record the audit trail of voted ballots.

Return envelopes that could not be verified upon receipt are secured and stored in the custody of the County Elections Divisions and will not be forwarded to the counting center.





SECURING THE ELECTION

1. Ensure all VBC have been received, counted, and secured by reconciling the VBC Time Log and VBC Seal Certification.
 - Mail
 - Duplicated
 - Voter service center
2. Secure the empty return envelope and defective ballot containers following Seal Certification procedures.
3. Verify all MBB have been received, tabulated, and stored in MBB can.
 - a. Review the MBB Checklist.
 - b. Secure MBB cards following Seal Certification procedures.
4. Stack counted VBC by container number, lowest number on top.

AUDITING THE RESULTS

A manual audit is a hand-count of the paper ballots and VBO rolls to ensure the accuracy and integrity of the vote counting system. The audit checks for occurrences of tampering or fraud by randomly selecting ballots and precincts. Auditing may also identify discrepancies, like uncounted voted ballots. Overall, the audit ensures public confidence in the electoral process.

A Mail VBC Audit of a sample of counted ballots is conducted on Election Day. After Election Day, an audit is conducted on at least 10% of precincts. The audit may also be expanded by the Chief Election Officer in the event a discrepancy is found. Additionally, a particular contest may be audited to confirm the results.

MAIL VBC AUDIT

A Mail VBC Audit is conducted on Election Day on designated voted ballot containers (VBC). Contest(s) are hand-counted to

compare to the computer-generated Tally Report. This is similar to how Official Observers reconcile their results for the Logic and Accuracy Tests.

PRECINCT AUDIT

An audit of 10% of precincts is counted after Election Day. The following number of precincts must be audited:

Hawaii	5
Maui	4
Kauai	2
Honolulu	16

In preparation for the precinct audit, mail ballots are sorted by district before they are opened and counted. The audit is randomly selected in the presence of Official Observers. The audit must meet the following conditions:

- At least one from a small precinct of 2,000

or less registered voters

- At least one from a medium precinct of 2,001 to 3,999 registered voters
- At least one from a large precinct of 4,000 or more registered voters
- At least one from an “urban” precinct
- At least one from a “rural” precinct
- At least half of the audit precincts are randomly selected

SELECT AUDIT PRECINCTS

1. Randomly select districts, using the D/P cards.
2. Indicate the audit precincts on the D/P Checklist.
3. Retrieve VBC from the VBC Processing.



AUDITING

Counting Center Officials work in groups to audit 1 VBC at a time. The ballots must be kept in the original VBC.

The Audit Tally worksheet tracks the ballots counted. Additionally, accumulating the counted ballots in batches of 10 assists with reconciliation.

1. Record the container and contest.
 - a. Record the names of the candidates for the contest being audited.
 - b. Tally votes by type – candidate, blank, or over in batches of 10.
2. Record the total number of ballots audited for the container (VBC).

METHOD 1

- Call Clerk: Call out the vote cast (candidate, blank, over, or multi-party).

- Verification Clerk: Verify the information by the Call Clerk.
- Tally Clerk: Record votes cast on the Audit Tally (candidate, blank, over, or multi-party).
- Reconcile the number of ballots counted (Call Verification Clerk) with the number of ballots tallied (Tally Clerk).

METHOD 2

1. Segregate the ballots by votes cast into the following stacks, in batches of 10:
 - Candidates
 - Blank votes
 - Over votes
 - Multi-party voting
2. Record the votes cast on the Audit Tally.
3. Reconcile the number of ballots and the number of ballots tallied.

VBO ROLLS

VBO rolls will not be separated by D/P, as the eSlates at the voter service centers are not assigned to a specific precinct. Use the laptops and barcode readers from the Duplication work area to conduct the VBO roll audit.

1. Follow Seal Certification procedures to unseal the VBO VBC.
2. Scan each VBO barcode, using the VBO spooler to scroll through each record.
3. Record VBO totals on the Results of Votes Cast.



[illegible]

1. Sign and complete the Results of Votes Cast using the Audit Tally.
 - a. Record the containers and contest.
 - b. Record each candidate and the number of votes received.
 - c. Record the number of blank and over votes.
 - d. Record the number of ballots audited.
 - e. Primary Election: Record the number of multi-party voting ballots.
2. Verify the number of candidates, blank and over votes, and multi-party voting on Precinct Report match the Results of Votes Cast.
 - a. Reconcile any discrepancies.
 - b. Alert the Counting Center Manager of any discrepancy greater than 3.
 - c. Certify by signing the Results of Votes Cast.
 - d. Staple the Precinct Report to the Results of Votes Cast.
3. Repack ballots into the corresponding VBC.
4. Sign and complete the Manual Audit Certification.
5. Return VBC to VBC Processing.

RECOUNTS

[illegible]

WHAT'S THE DIFFERENCE BETWEEN AN AUDIT AND A RECOUNT?

An audit is a hand-count of voted ballots to verify and confirm the results. For an audit, the hand-count of voted ballots is reconciled with the computer-generated results. A recount uses the voting equipment to re-scan and re-tabulate votes.

An automatic recount is triggered if the difference between 2 candidates – who would qualify to appear on the General Election ballot or would be elected, is 0.25% or 100

votes, whichever is greater. Election Officials determine if any contest requires a recount and schedule dates and times for Official Observers to be present. The results of any recount must be released no later than 72 hours after the close of voting. The candidates, using the contact information provided at the time of filing, and political parties of the affected contest will also be notified of the dates and times the recount will be conducted.

The recount follows the procedures of conducting the election to continue the audit trail of voted ballots. First, the voting equipment will be tested and reset for the recount. Then, Counting Center Officials 1) identify VBC in which the contest appears; 2) sort the ballots, as necessary; 3) log, inventory, and track VBC; and 4) forward to Ballot Now to recount. Additionally, the electronic ballots - VBO records from the voter center service centers, will be counted by scanning the barcode for each vote record on each VBO roll for all locations.

Throughout the process, the ballots will remain packed in the original VBC to ensure the integrity of the Batch Summary Reports, supporting counting center documents, and the voted ballots. Each VBC affected will be labeled to identify the ballots were part of the recount.

TRACKING BALLOTS

Depending on the number of voted mail ballots to be recounted, sort the ballots to be recounted in the VBC and alert the Hart Technician of the ballots to be re-scanned. Do not remove the ballots to be recounted from the VBC.

1. Identify the affected VBC.
 - a. Check the Duplication Log to determine if any duplicated ballots are affected.
 - b. Organize Voter Service Center VBC by container number, lowest number on top.
2. Unseal VBC using VBC Seal Certification form as it is prepared for processing
3. Adhere recount label.
4. Complete the VBC Time Log to track ballots to and from Ballot Now.
5. Complete the MBB Checklist when receiving each MBB card.

As ballots are recounted, defective ballots may need to be duplicated. Follow Defective Ballots and Duplication procedures.

RECOUNT VBO ROLLS

1. Follow Seal Certification to unseal the VBO VBC.
2. Scan each VBO barcode, using the VBO spooler to scroll through each record.
3. Obtain a recount label from the Counting Center manager, adhere on the VBO roll and initial.

For Sealing (Official Observer)

Print

Sign

TABULATING RECOUNT

The recount MBB cards from Ballot Now are forwarded to the Hart Rally/Tally station to compile. The MBB cards are tracked to and from the Rally/Tally station using the MBB Checklist.

VERIFY ZERO REPORT

Before tabulating MBB cards, at least two Official Observers verify and certify the zero Tally reports (electronic and paper) produced by a Hart Technician. After confirming there are no votes recorded for any contest or candidate, certify the reports by signing and dating the first page of each report and provide to the Counting Center Manager. The Counting Center Manager will store it in the Certified Results envelope in the ETC.

TRACK BALLOT NOW MBB CARDS

1. Verify MBB serial number on the MBB Checklist.
 - a. Record the time forwarded to the Rally/Tally station.
 - b. Retrieve tabulated MBB cards and record the time returned.
2. Follow Seal Certification procedures to secure MBB cards when not being directly processed.
3. Print the Tally Report from the paper database to record in the Recount Tally workbook.

County: _____

Work Area: _____

Election: _____

Date & Time

Pursuant to the rules and regulations governing election, we, the undersigned, certify to have conducted a recount at the date and time stated and approve the same as being correct.

[illegible]

Recount Tally

Contest:
Candidate 1:
Candidate 2:
Candidate 3:

D/P	Candidate 1	Candidate 2	Candidate 3
TOTAL	0	0	0

State of Hawaii
Office of Elections

[illegible]

Before releasing the Tally Report, resolve any discrepancy that may exist with the original election results. For example, check that all VBO rolls and duplicated ballots were counted, and review all Batch Summary reports.

- ## SECURE THE RECOUNT

1. Ensure all VBC have been counted and secured by reconciling the VBC Time Log and VBC Seal Certification.
2. Ensure all containers are secured with a wire hasp seal.
 - a. Complete the VBC Seal Certification.
 - b. Follow Seal Certification procedures.
3. Verify all MBB have been received, tabulated, and stored in MBB can.
 - a. Review the MBB Checklist.
 - b. Secure following Seal Certification procedures.
4. Stack counted VBC by container number, lowest number on top.

GLOSSARY

A

Absentee Ballot is a ballot used in absentee voting. HRS §§ 11-1 and 15-1.

Absentee Voter requests an absentee mail ballot using the seasonal Absentee application.

Access Code is a four-digit code provided to each voter using the eSlate. The Access Code is printed from the Judge's Booth Controller (JBC).

Active Registered Voter is a registered voter within the statewide voter registration system whose record does not contain any indication of a questionable residence or questionable voter eligibility.

Affirmation Statement is on the return envelope which the voter subscribes to affirming that they are a resident of the district and precinct in which the voter is registered and is entitled to vote.

B

Ballot is a written or printed, or partly written and partly printed paper or papers containing the names of persons to be voted for, the office to be filled, and the questions or issues to be voted on. A ballot may consist of one or more cards or pieces of paper or one face of a card or piece of paper or a portion of the face of a card or piece of paper, depending on the number of offices, candidates to be elected thereto, questions or issues to be voted on, and the voting system in use. It shall also include the face of the mechanical voting machine when arranged with cardboard or other material within the ballot frames, containing the names of the candidates and questions to be voted on.

Ballot Deck is a stack of ballots from one district/precinct.

Ballot Now is the central scanner used to count voted ballots at the counting center.

Ballot Opening prepares mail ballots for counting.

Ballot Question is any state constitutional amendment, County charter amendment, initiative, or referendum issue that has qualified for placement on the ballot.

Ballot Secrecy Sleeve is provided to voters to enclose the voted ballot.

Ballot Transport Container (BTC) is used to store and secure unissued paper ballots.

Blank Vote cannot be detected by the vote counting system.

BNORA or Ballot Now Overvote Reduction Algorithm, decreases the variance rate by eliminating false over votes such as pen rests, dirt, or other small stray marks on the ballot.

Board of Registration hears and decides appeals to voter registration challenges. There are four (4) Boards. Each Board consists of three (3) members appointed by the Governor. In no case are all members of the board from the same political party.

C

Candidate is an individual who has qualified for placement on the ballot. HAR §3-172-1.

Central Counter is used to count ballots at the counting center. HAR §3-172-1.

Centralized Counting is the counting and tabulation of ballots at the counting center.

Challenged Ballot is the ballot of a voter whose right to vote has been questioned by another registered voter.

Challenged Voter is a voter whose right to vote has been questioned by another registered voter at the polling place. The challenge shall be on the grounds that the voter is not the person the voter alleges to be or the voter is not entitled to vote in that precinct. HRS §11-25.

Chief Election Officer is appointed by the Elections Commission to supervise state elections. HRS §§11-1 and 11-1.6.

Clerk's Office is the election division of the County clerks of the respective Counties. HRS §11-1.

Confirmation Notice is the voter notification and address confirmation postcard, letter, or other form of correspondence used to verify voter registration information and to notify the voter of the voter's election district, precinct, and polling place.

Control Packet tracks defective and duplicated ballots as they are transferred between counting center work areas in the presence of official observers.

Counting Center is the facility and surrounding premises designated by the chief election officer where ballots or other electronic voting system votes are processed, counted, and tabulated.

Counting Center Manager is a representative of the Chief Election Officer, who manages the operations of the counting center.

Counting Center Officials are responsible for 1) developing an audit trail to account for all ballots; 2) conduct operations in accordance with federal laws, Hawaii Revised Statutes (HRS) and Hawaii Administrative Rules (HAR); and 3) maintain the integrity of the electoral system by conducting operations with the highest professional and ethical standards.

RESOURCES

Counting Center Operations is a section of the Office of Elections responsible for processing, tabulating, and disseminating election results.

County refers to the County of Hawaii, County of Maui, County of Kauai, and/or City & County of Honolulu. For the purposes of elections, the County of Kalawao shall be included in the County of Maui. HRS §11-1.

County Elections Division is part of the Office of the County Clerk in each of the 4 Counties. The County Elections Division is responsible for voter registration, mailing and receipt of ballots, and voter service centers. County of Hawaii serves the island of Hawaii, County of Maui serves the islands of Maui, Lanai, and Molokai, County of Kauai serves the islands of Kauai and Niihau, and City and County of Honolulu serves the island of Oahu.

D

Decentralized Counting is the counting and tabulation of ballots at voter service centers.

Defective Ballot cannot be counted by the vote counting system.

Demonstration Ballot is a representation of the ballot layout.

Designee is a person appointed by the Chief Election Officer to act on the chief election officer's behalf with delegated authority. HAR §3-172-1.

Direct Recording Electronic (DRE) Voting System is an electronic machine at which a voter can cast a ballot

District is a representative district.

District/Precinct (D/P) is the representative district and precinct number assigned to voters based on their residence address. D/P is also the ballot type of all contests voters are eligible to vote for.

Duplicate Ballot is used to create a facsimile of a defective ballot that is reproduced for counting.

Duplication tracks and inventories defective ballots, and generates one-for-one duplicates.

E

Election is a primary, special primary, general, special general, special, or County election unless otherwise stated. HRS §11-1.

Election Official is a precinct official and other persons designated as officials by the Chief Election Officer. HRS §11-1.

Electioneering is any act of political campaigning. Electioneering or campaigning to influence votes is prohibited in the polling place and within an area of 200-feet of the polling place and its appurtenances on Election Day. HRS §§11-132 and 19-6.

Electronic Voting System is any method of recording, counting, and tabulating votes via automatic tabulating equipment.

eScan is the digital scanner to count paper ballots to accommodate in-person voting.

eScan Ballot Box is a secure tub to collect counted paper ballots.

eScan Emergency Ballot Bin is used to collect voted ballots that have not been counted, in case the eScan is inoperable. The eScan emergency ballot bin is secured in the eScan Ballot Box.

eSlate DAU is a direct recording electronic (DRE) voting booth to mark the electronic ballot and verify selections. Voters use the access code generated by the JBC and verify selections on the VBO.

F

Fail Safe Voter has failed to respond to a confirmation mailing that was triggered by information indicating that they may no longer reside in the registrar's jurisdiction but who does still reside in the jurisdiction, or a voter who has failed to respond to a confirmation mailing that was triggered by information indicating that they have moved within the registrar's jurisdiction. NVRA 1993 §§8[c][1][B][I], 8[d][1][B], 8[d][2][A], 8[e].

Federal Election is a presidential, U.S. senatorial, or congressional election.

Federal Write-in Absentee Ballot (FWAB) is available to overseas voters by the federal government.

First Time Voter is required to provide proof of identification before voting if submitting the application by mail.

Fusion is the reporting application which merges Tally databases to produce all official reports for distribution. Fusion produces a statewide summary and precinct detail reports, as well as County-specific reports. All results are disseminated from the statewide counting center in Honolulu.

G

General Election is held after the Primary Election to determine which of the candidates nominated in the primary will take office. To be placed on the General Election ballot, individuals must be nominated in a Primary Election.

H

HAR: Hawaii Administrative Rules.

HAVA: Help America Vote Act of 2002.

HRS: Hawaii Revised Statutes.

I
Invalid Mail Ballot does not meet the requirements for a ballot to be counted.

Invalid Item is anything contained in the ballot box that is not a valid voted ballot (i.e. demonstration ballots, ballot stubs).

J
JBC or Judge's Booth Controller issues access codes for the electronic ballot and serves as the electronic ballot box for the eSlate.

L
Lid Lock secures the deposit slot on a ballot box, preventing ballots from being inserted into the ballot box.

M
Mail Ballot Packet is sent to voters and contains a ballot, ballot secrecy sleeve, and return envelope.

Manual Audit is a hand-count of voted ballots from randomly selected precincts that is checked against the computer results.

Mark is made by a voter, with a prescribed marking device, in the manner instructed by the chief election officer, within the voting position area next to a candidate's name or a ballot question, indicating the voter's choice or vote. A "mark" in a non-voting context is a signature of an illiterate or physically disabled voter.

Mobile Ballot Box (MBB) is a memory card that stores counted ballot images for the eScan, JBC, and central scanners which are used for tabulation.

Multi-Party Voting occurs when more than one (1) political affiliation is voted on a Primary Election ballot.

O
Office of Elections is responsible for printing and counting of ballots and voter education.

Official Observer is designated by the Chief Election Officer or the Clerk to observe the election process in the counting center.

OHA: Office of Hawaiian Affairs.

Overseas Citizen is (1) an absent uniformed services citizen who, by reason of active duty or service is absent from the United States on the date of the election involved; (2) a person who resides outside the United States and is qualified to vote in the last place in which the person was domiciled before leaving the United States; or (3) a person who resides outside of the United States and (but for such residency) would be qualified to vote in the last place in which the person was domiciled before leaving the United States; or (4) a person who has never lived in the United States, and but for such residency would be qualified to vote in the last place of domicile prior to leaving the United States of that person's parent.

Over Vote indicates the number of valid marks for a contest exceeds the number allowed. This contest will not be counted.

P
Payroll Authorization verifies an Election Official volunteered on Election Day to receive payment.

Place of Deposit is designated by the County Elections Divisions to collect ballots starting 5 days prior to and on Election Day.

Political Committee is any individual, organization, or association.

Political Party is any group which satisfies the requirements of HRS §11-61.

Poll Watcher is a representative appointed by a qualified political party and authorized by the Chief Election Officer to observe the election process at the voter service center.

Precinct is the smallest political subdivision established by law.

Precinct Can is a sealable container used to transport sensitive election materials.

Precinct Counter is used to count voted ballots at the voter service center.

Primary Election is a nomination process to select candidates to represent political parties and nonpartisans in the General

Election. Hawaii conducts a single-party Primary Election. Voters do not declare their party preference prior to receiving a ballot. On the ballots, voters may only indicate one (1) political affiliation, and vote for the corresponding candidates.

Proper Mark is determined by the Chief Election Officer. For the purpose of the vote counting system, a proper mark is a completely darkened box to the left of the candidate.

Provisional Ballot may be cast if an individual asserts that he/she is (a) a registered voter in the jurisdiction in which the individual desires to vote; and (b) eligible to vote in that election; but does not appear on the official list of registered voters. HAVA Sec. 302.

Provisional Ballot Stub prints below the Access Code on the Judge's Booth Controller and must be contained in a provisional envelope. The stub includes the ballot code to count a provisional ballot used for ballot retrieval during the tabulation process.

Provisional Envelope is used by a provisional ballot voter to verify the voter registration eligibility. In the envelope is the voted paper provisional ballot, or the voter provisional stub from the Judge's Booth Controller (JBC). Provisional Envelopes are processed by the Clerk's Office.

Q
Questionable Ballot is a paper ballot deemed questionable because of improper voting or other reasons provided in HRS §16-26.

Questionable Mail Ballot is a voted ballot received in a mail absentee return envelope where the envelope is torn, taped, or shows signs of tampering, and where the ballot secrecy sleeve is not used or not properly sealed.

R
Rally is an MBB transmission application to compile results. MBB cards are read into Rally at the counting centers and remote rally sites, then transmitted for tabulation through an encrypted, certificate-based connection with Tally.

Results of Votes Cast is used by Manual Audit to record the totals of votes cast for each candidate and ballot question.

Return Envelope is the official envelope to submit a voted ballot and includes the required affirmation statement for validation by the County Elections Division.

S

Seal is a serially numbered non-reusable lock.

Seal Certification is a procedure to secure ballots and equipment with a serially numbered non-reusable seal. Ballots are secured, using a Seal Certification form when not being directly processed.

Select Wheel is the rotary wheel on the eSlate to navigate the ballot and highlight choices.

Select A Party is a contest to identify the voter's political preference in the Primary Election. Only votes for candidates in the selected political preference are counted.

Self-Subscribing Oath must be signed and taken by an applicant to affirm the truth of particular statements without the presence of a notary public.

Single-Party Primary nominates candidates to represent the political parties in the General Election. Voters select candidates from the political preference of their choice.

Spoiled Ballot is marked incorrectly by the voter, is misprinted, is illegibly printed, or contains some other defect.

Statewide Counting Center Manager is responsible for the operations of all counting centers statewide, as directed by the Chief Election Officer.

Steel Ballot Box is used for collecting uncounted voted ballots in the event an eScan is inoperable at the polling places.

T

Tabulation is the compilation of counted ballots from the MBB into election results. Results cannot be released earlier than 7:00 P.M. on Election night.

Tally is the tabulation application used to report votes. Tally calls out to Rally stations throughout the State to retrieve vote data for tabulation. There are 2 Tally databases - one for the paper ballot and one for the electronic ballot.

Tally Sheet is used to record the number of votes cast for each candidate or ballot question.

Test Ballots are a special set of ballots used to test the logic and accuracy of the ballot processing and tabulation system.

Turnout is the total number of voters at an election as determined by the number of ballot cards tabulated by the computer or of paper ballots counted by the precinct officials, and shall include ballots that are blank or ballots that are rejected during tabulation for any reason; provided that when there is more than one ballot issued to each voter, "turnout" means the total count of the ballot containing federal contests tabulated by the computer.

U

Uncounted Voted Ballot is a ballot that an individual has voted on, which has not been scanned by the precinct counter or central counter.

Utility Envelope is used to secure spoiled, refused, found, or challenged ballots.

V

VBO stands for Verifiable Ballot Option. It is the eSlate printer for voters to verify their selections.

Vote means casting a ballot for counting and tabulation. Vote Counting System is operated by Hart InterCivic. It includes Ballot Now, eScan, eSlate, Judge's Booth Controller, and Verifiable Ballot Option.

Voted Ballot Container (VBC) is used to secure, transport, and store voted ballots.

Voter is any person duly registered to vote. HRS §11-1.

Voter Registration Application is an affidavit for voter registration or other form prescribed

by the Chief Election Officer for voter registration.

Voter Service Center provides in-person voting, late registration, and other election services. Voter service centers are open for 10-days prior to and on Election Day.

Voter Verifiable Paper Audit Trail (VVPAT) is the paper record that constitutes a complete record of ballot selections that is verified by the voter. The record may also be used to assess the accuracy of the voting machine's electronic record and to verify the election results. HRS §16-41.

Votes Cast, unless otherwise specified, is the actual number of votes tallied for a candidate or for or against a ballot question.

Voting Booth is an enclosure for a voter to mark a ballot privately.

Voting Device is authorized by the chief election officer or clerk for use in marking of a ballot for voting purposes.

Z

Zero Report indicates that no votes have been counted on the voting equipment and the corresponding Mobile Ballot Box (MBB) card.

SUPPLIES AND EQUIPMENT

AUDITING

Supply Box

- Barcode scanner
- D/P cards
- Highlighter
- Markers, red
- Paper clips
- Pencils
- Pens, red
- Post-It pad
- Rubber bands
- Scratch pads
- Sortkwik
- Stapler
- VBO spooler

Forms

- Audit Tally
- D/P Checklist
- Manual Audit Certification
- Results of Votes Cast

BALLOT OPENING

- Automatic envelope opener
- Compressed air
- Consecutive numbering stamp
- Control packet
- Cut Seals envelope
- Defective ballot container
- Defective stamp
- Dust mask
- Empty return envelope containers
- Empty return envelope labels
- Invalid ballot container
- Invalid stamp
- Letter openers
- Marker, red
- Masking tape
- Paper clips
- Pens, red
- Post-It pad
- Rubber bands
- Scissors
- Scratch pad
- Sealing hook
- Select A Party VBC label
- Sortkwik
- Stapler
- Transparent tape
- Trash bags, clear
- Utility envelopes
- Voted ballot containers
- Wire cutter
- Wire hasp seals

Forms

- Control Packet Time Log
- Invalid Ballot Log
- Seal Certification
- Tally of Invalid Mail Ballots

DUPLICATION

- Automatic Numbering Stamp
- Cut Seals Envelope
- Duplicate Ballots
- In/Out Box
- Markers, Red
- Paper Clips
- Pens, Black
- Pens, Red
- Post-It Pad
- Rubber Bands
- Scratch Pad
- Simulo Application Components
- Stamp Ink, Red
- Straight Edge
- Transparent Tape
- Wire Cutter
- Wire Hasp Seal

Forms

- Control Packet Time Log
- Defective Ballot Log
- Duplication Log
- Seal Certification

VBC PROCESSING

- Calculator
- Control Packet
- Cut Seals Envelope
- D/P Label, Blank
- Defective Ballot Container
- Defective Stamp
- Duplicated Voted Ballot Container
- Highlighter
- Mail container labels
- Mail VBC Audit Labels (1" Round)
- Markers, Red
- Masking Tape
- MBB Can
- Pens, Red
- Post-It Pad
- Rubber Bands
- Scale
- Scissors
- Scratch pads
- Screwdriver
- Stamp Pad, red
- Transparent tape
- Voted Ballot Container labels
- Voter Service Center container labels
- Wire cutter
- Wire Hasp seals

Forms

- Control Packet Time Log
- MBB Checklist
- Seal Certification
- VBC Time Log
- VBC Seal Certification
- VSC Checklist

RECOUNTS

- Recount Certification
- Recount Labels
- Recount Tally

Duplication Forms

- Control Packet Time Log
- Defective Ballot Log
- Duplication Log

VBC Processing Forms

- MBB Checklist
- VBC Seal Certification
- VBC Time Log



hivotehere

WHERE WILL YOU VOTE?

AUGUST 8, 2020

NOVEMBER 3, 2020