

YOU DO COUNT!

Advanced Version

Tracking Undervotes and Overvotes to Reconcile All Votes

You already know how to batch, tally, and aggregate, which is 95% of the process. Now we add a few steps to the tally process to handle the occasional undervote and overvote, which allows us to do an extra cross-check reconciling the total votes for each race.

Steps in the instructions new to this version are underlined.

TERMS YOU NEED TO KNOW

Undervote: voting fewer times than allowed in any one race (for instance, selecting neither answer for a yes/no question, or selecting 2 of 6 candidates in a race for 3 positions.) There is nothing wrong with an undervote, but to reconcile the total number of votes, and prevent a fraudulently-added vote, undervotes need to be tracked.

Overvote: voting more times than allowed in any one race (for instance, selecting both yes and no, or selecting 4 of 6 candidates for 3 positions.) Because it is impossible to know which vote the voter actually preferred, none of the votes count in an overvoted race, although other votes in a different race on the same ballot still count.

PLAY THE GAME

There are three basic jobs: BATCHING, TALLYING, and AGGREGATING. These are just pretentious names for putting the ballots in piles, counting them, and totaling the counts. Do not mistake aggregating for aggravating, or batching for any other words, and you can always slap the person who just has to go around yelling, “Tally Ho!”

You need a 4-person team, except that batching is really a 2-person job, so your 4-person team will be 2 2-person teams for that part.

Batching

STOP WORK for any problem/discrepancy/mistake until it is fixed.

Batcher/Batcherette One

1. Collect a batch of 25 ballots.

Batcher/Batcherette Two

1. Count the batch separately to confirm the work of Batcher/Batcherette One.
2. Clip the ballot stack together with two tally sheets and a baggie.

Tallying

STOP WORK for any problem/discrepancy/mistake until it is fixed. OR ELSE.

Caller

1. Read the votes on each ballot by number. Example: “4, 8, 9, 14, 19. Next ballot. 3, 8, 9, 12, 20. Next ballot, 2, 7, 10, 13, 20.”

2. If any race is undervoted, say how many undervotes to add. Example: “No votes for 1 through 4, so the first race has two undervotes.”
3. If any race is overvoted, read the votes but note that it is overvoted. Example: “1, 2, 3, so this race is overvoted.”
4. Hand the ballot to the Watcher.

Watcher

1. Watch the ballots to check that Caller calls correctly.
2. Place each ballot face down, in crossed stacks of five ballots (so you can find a particular ballot quickly in case of questions.)
3. Seal the ballots:
 - a. Put the ballots in a baggie.
 - b. Tape over the top.
 - c. Initial on the tape.
 - d. Have everyone sign the top of **both** tally sheets.
 - e. Paperclip the two finished tally sheets to the bag.
4. (Optional for eagle-eyed Watchers) Check that Tally One and Tally Two mark votes correctly.

Tally One

1. Tally one row per ballot: with your green marker, mark the boxes in the column numbers the Caller reads.
 - a. Undervotes: mark the number of undervotes in the undervote column for that race. Example: for two undervotes, put two marks in the U column after that race.
 - b. Overvotes: mark each of the votes, then put a red line through all the votes in that race and put one green dot in the O column for that race.
2. Correct mistakes immediately.
 - a. Forgot to mark a box: mark it.
 - b. Marked the wrong box: X out the box in red so you know not to count it.
 - c. Skipped a line: go back and fill in the blank line correctly. On the next ballot (and line), dot any new boxes, then X out in red any green marks that shouldn't be there.
 - d. Completely messed up everything: throw away the bad tally sheet, start the batch again with a new tally sheet.
3. Total. At the end of the batch, write the total number of marks at the bottom of each column, including the U and O columns. Note that only the U column may have more than one mark in a box.
4. Check. Read column totals while Tally Two confirms. Correct mistakes immediately.
 - a. Counted wrong: count right.
 - b. Marked the wrong box, changing the totals for two columns: Check to be sure which tallier was mistaken, then change that tallier's marks and totals to be correct.
 - c. Different totals, unsure who is right: have Caller re-read whichever ballots are in question.
5. Reconcile the votes for each race.
 - a. For “B” enter the total number of ballots in the batch. (Usually 25.)
 - b. For “V” if not pre-printed, enter the total number of votes allowed for that race.
 - c. For “BxV” enter the product of B and V. (Example: B is 25, V is 2, so BxV is 50.)
 - d. For “OxV” enter the product of the total in the O column and V. (Example: O is 2, V is 2, so OxV is 4.)
 - e. Add the totals in the numbered columns for the race and enter.
 - f. For “U” enter the total in the U column.
 - g. For “Sum” enter the sum of OxV, the numbered column total, and U.
 - h. Check the totals on the double lines against each other, and against what Tally Two go. If the totals don't agree, find and fix the error.

Tally Two

Same as Tally One.

Aggregating

STOP WORK for any problem/discrepancy/mistake until it is fixed.

Agg Caller

1. Read the vote totals from one of the tally sheets. Example: “2, 10, 12, 1, 0.”

Agg Watcher

1. Check the Agg Caller by reading totals on the other tally sheet.
2. Seal the tallies with the ballots:
 - a. Tape both tally sheets to their ballot baggie.
 - b. Put all the ballot baggies and tally sheets in a big baggie.
 - c. Have everyone sign the top of **both** aggregation sheets.
 - d. Put one of the aggregation sheets inside the big baggie, face out so it can be seen through the baggie. (This proves you checked your answers and they match.)
 - e. Tape over the top of the big baggie.
 - f. Initial on the tape.
3. Tape the other aggregation sheet to the outside of the baggie.
4. (Optional for eagle-eyed Agg Watchers) Check that Agg One and Agg Two write correctly.

Agg One

1. Write the tally totals, one row per batch.
2. Correct mistakes immediately.
 - a. Wrote wrong number: Scribble out the wrong number so it is unreadable and carefully write the correct number.
 - b. Skipped a line – for a large number of tally sheets you might need to get a new aggregation sheet and start over. But if you just have a few lines to fill in you can probably mark or even mentally re-label which line is which.
3. Aggregate. At the end of all the batches, add the numbers in each column and write the total at the bottom of the column.
4. Check. Read the aggregated totals while Agg Two confirms. Correct mistakes immediately.
 - a. Somebody added a column wrong: scribble out the wrong total and add right this time.
 - b. Totals are completely different: re-do the aggregation.

Agg Two

Same as Agg One.