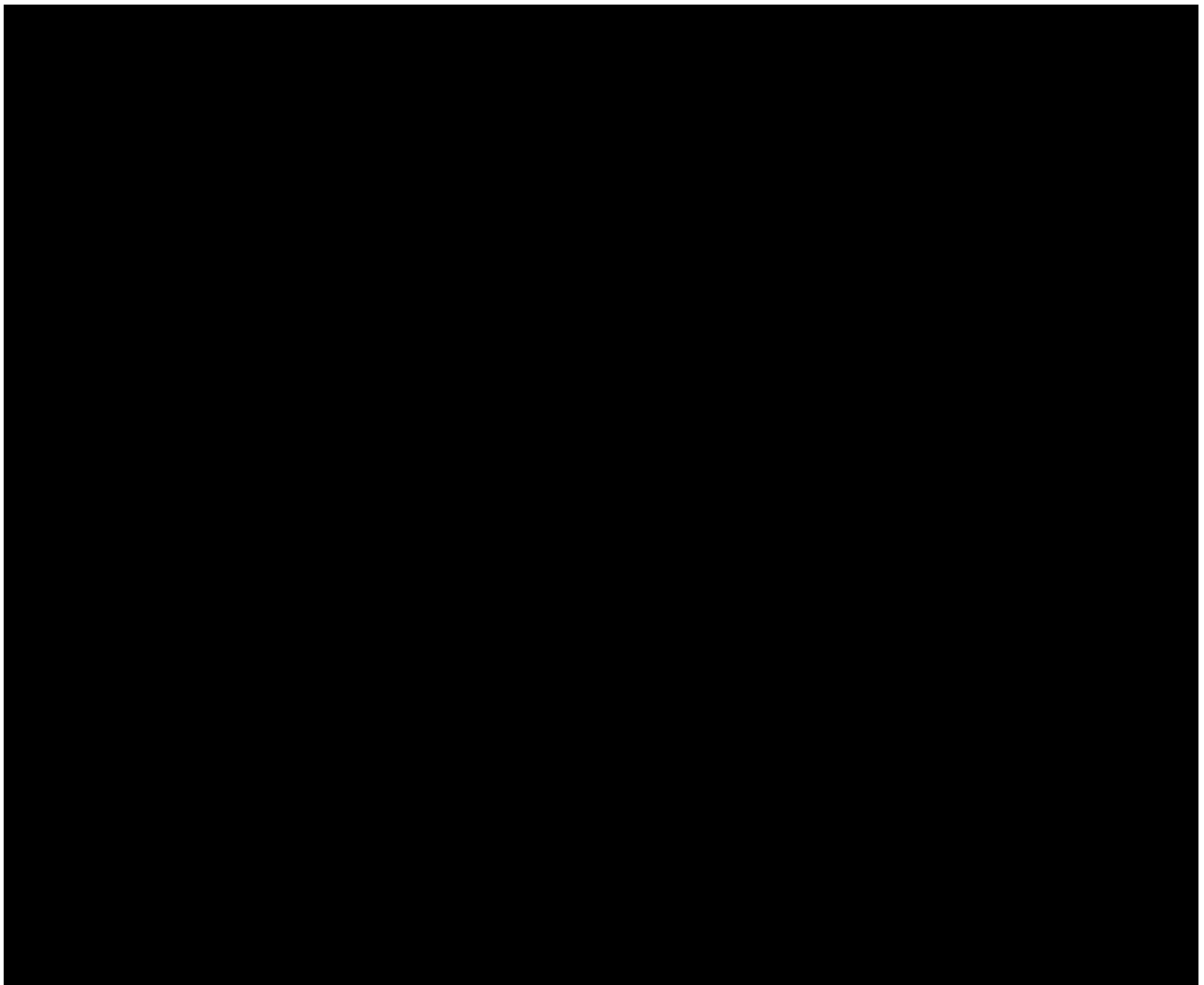
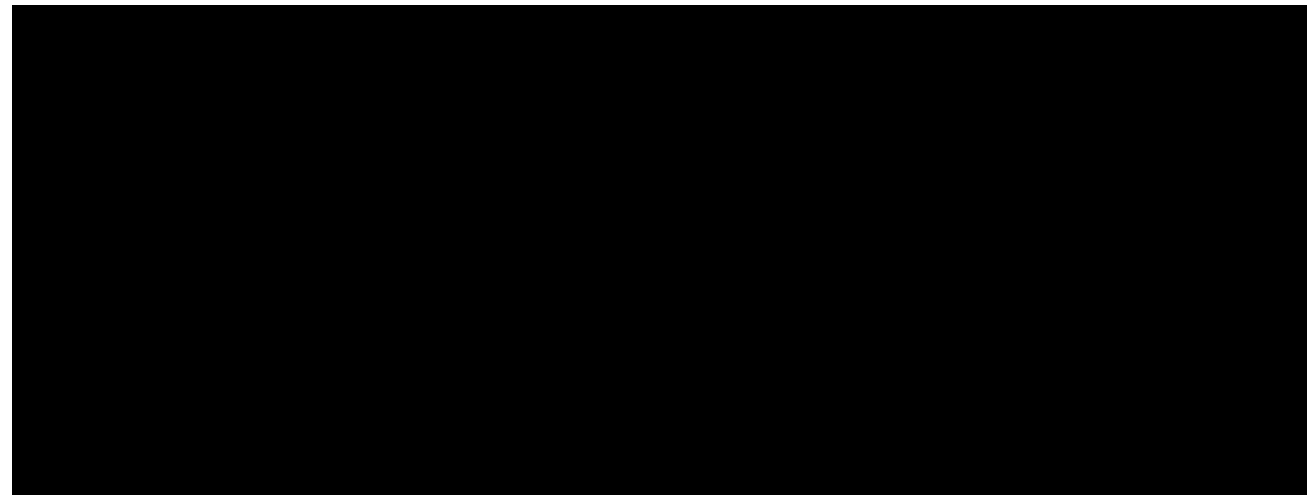
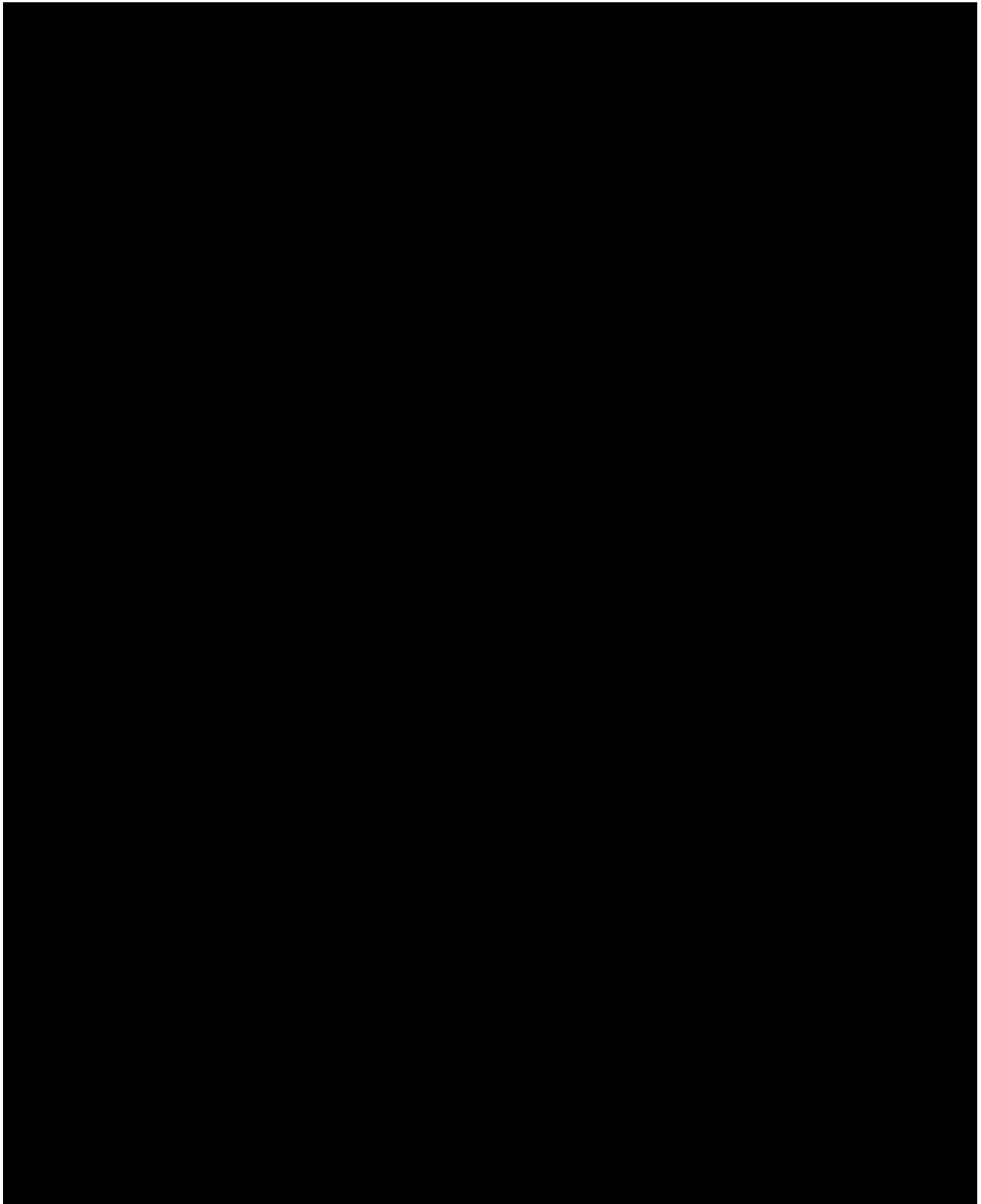


Absentee and Special Voters Precinct Board Guide



In a partisan election, the board as a whole must have an equal number of Democrats, Republicans, and no-party or NPPO affiliated PEOs. The board cannot be out of balance by more than one. If the board is divided into smaller groups to consider ballots, the groups must consist of no fewer than three officials and cannot be out of party balance by more than one.

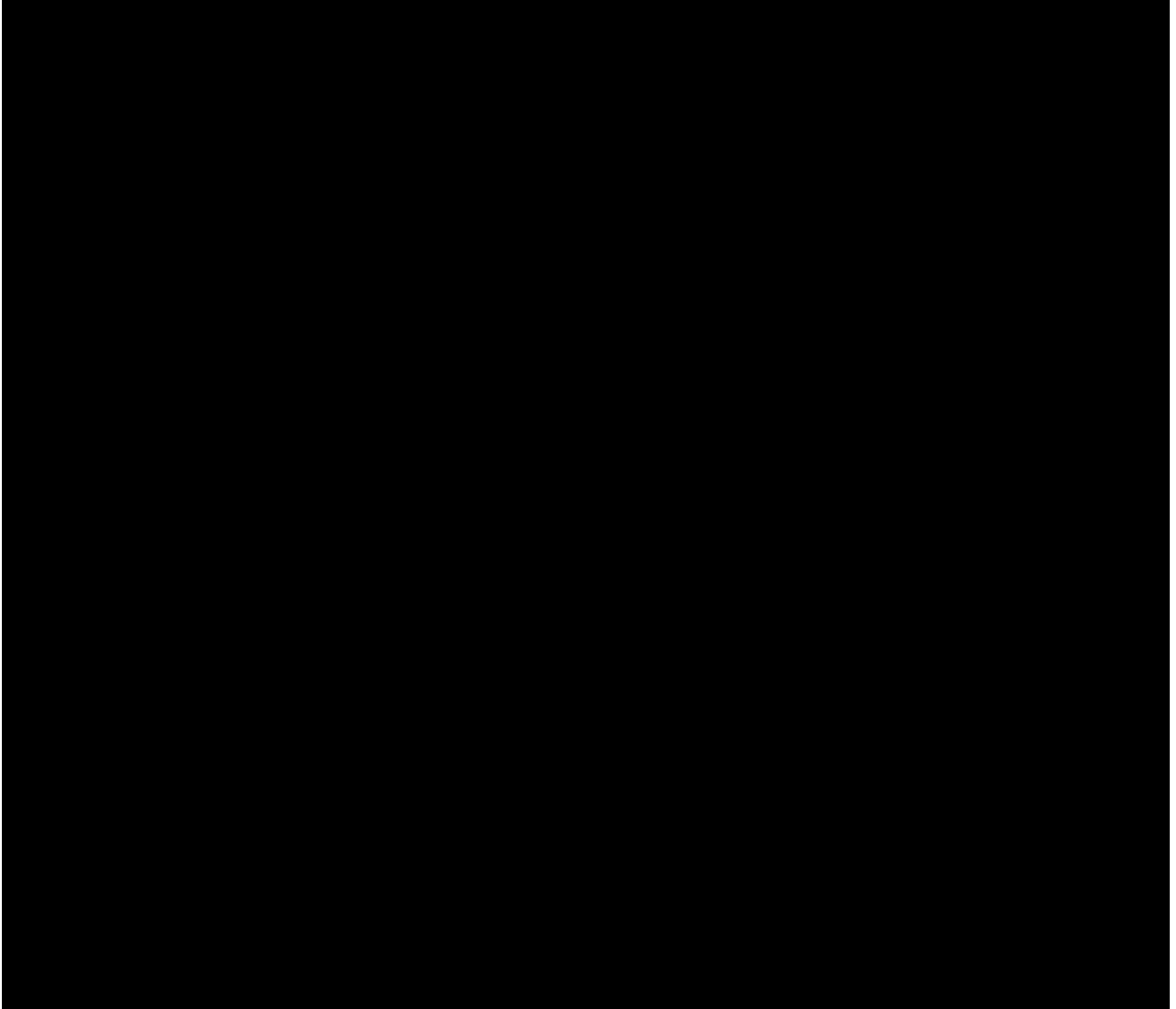


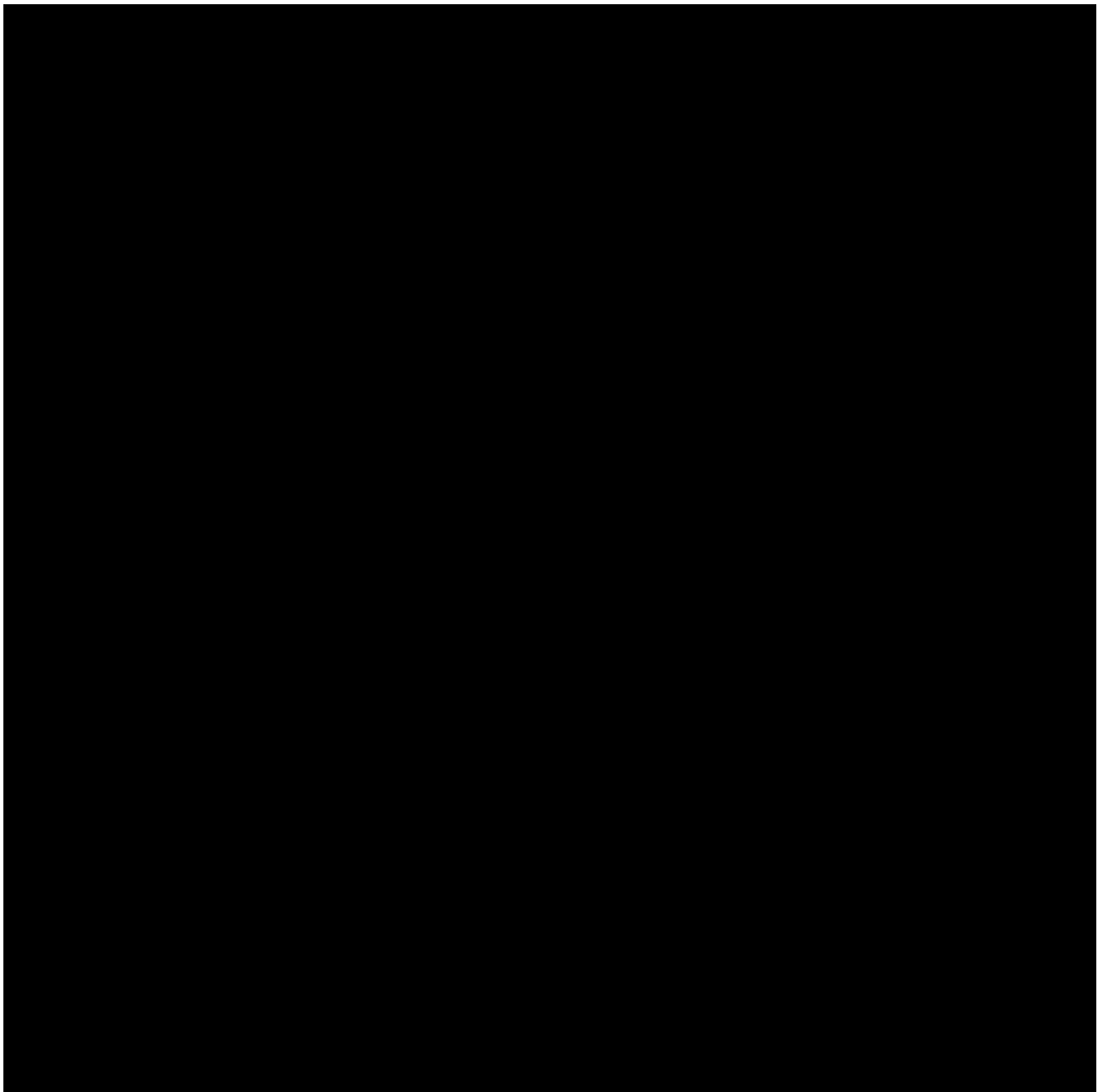


Interference

No observer may interfere with the duties of the ASVP board. Interference includes but is not limited to handling ballots and, while the board is counting ballots, communicating, or attempting

to communicate information regarding the progress of the count. Observers may report the names of voters' whose ballots were rejected without being opened. This is not a violation of the secrecy required for the progress of the count.





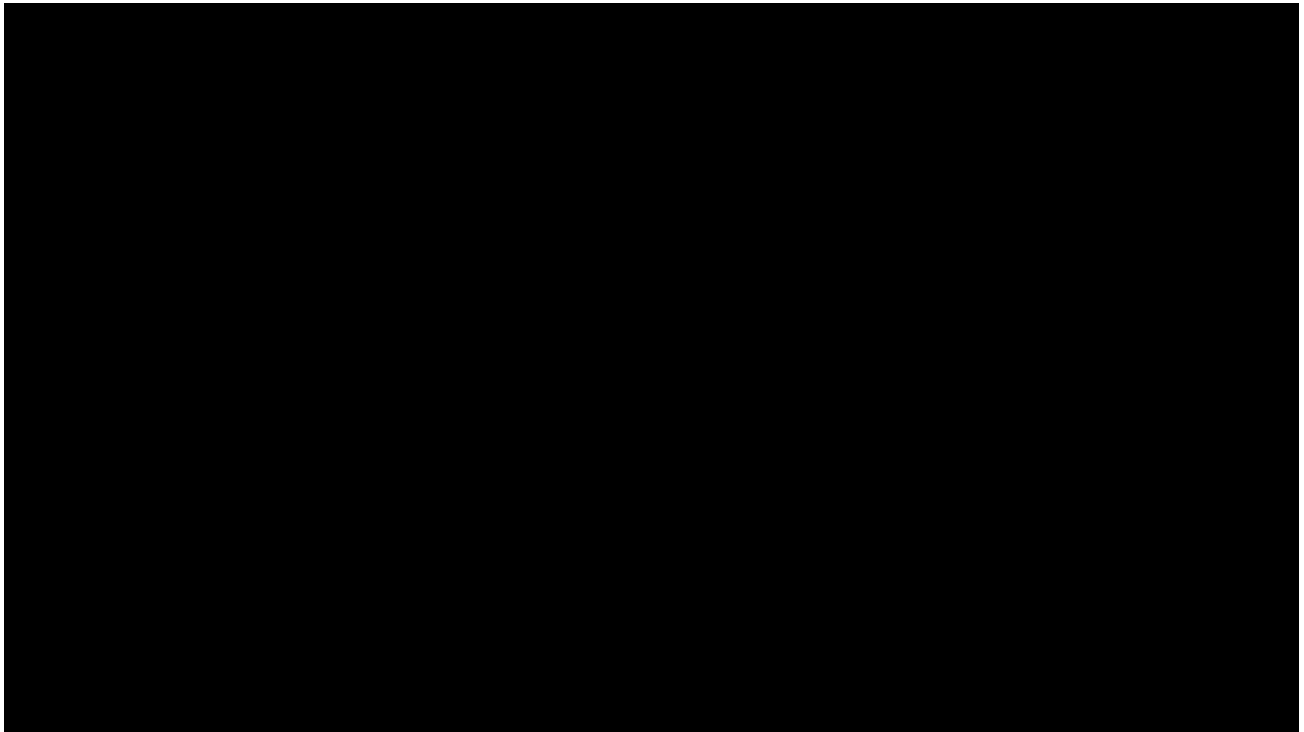
Eight Steps

1. Open the affidavit envelopes.

Stack affidavit envelopes of ballots accepted for counting upside down. Open the affidavit envelopes using either a manual or automatic letter opener.

2. Remove the ballots from the affidavit envelope.

It is very important to preserve the secrecy of each voter's ballot during this process.



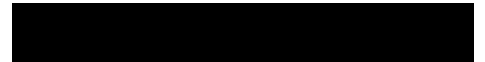
When opening on the Monday before election day (and counting votes), on election day, or after election day:

- Remove ballots from affidavit envelopes one at a time.
- It is not necessary to put ballots that are not in secrecy envelopes into secrecy envelopes when ballots will be counted the same day.
- Stack the empty affidavit envelopes and set them aside for storage.
- Mix or shuffle the secrecy envelopes (or ballots) so they are no longer in the same sequence as the affidavit envelopes.



3. Remove the ballots from the secrecy envelopes.

If affidavit envelopes were opened on Monday, but the ballots were not counted, the number of secrecy envelopes present on Tuesday must be recorded before any ballots are removed from secrecy folders to make sure it matches the number from Monday.



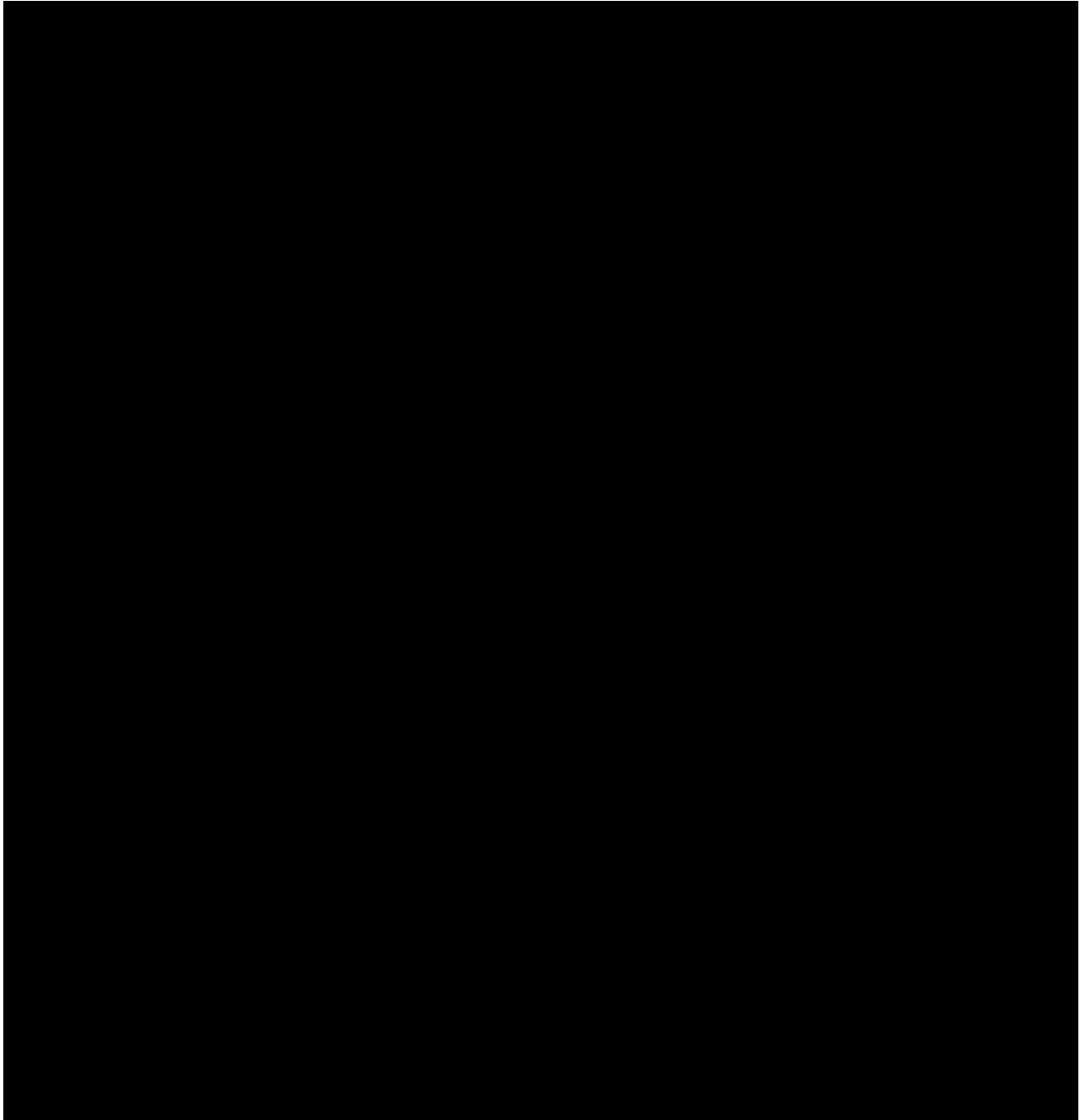
4. Inspect the ballots.

Reject if there is more than one. If the affidavit or secrecy envelope contains more than one ballot, you must reject both ballots.



Reject if there is an identifying mark. Do not count ballots that are marked or signed in any way identifies the voter.

Reject if the affidavit envelope does not contain any ballot.



Machine Cannot Read Ballot

If a ballot cannot be read by the optical scanner because it was marked by an unreadable marker, you may make a true duplicate of the ballot. Write "ORIGINAL" on the original ballot and "DUPLICATE" on the substitute ballot. Label the duplicate ballot and the original ballot with the same serial number.

The auditor may instruct the board to mark over the unreadable marks with a pen or pencil that can be read by the voting machine. If a ballot's marks are enhanced by the ASVP board, leave part of the original mark made by the voter. If it is impossible to mark over the original mark without completely obliterating the mark, duplicate the ballot.

