

Guidelines for Tabulator Attendants

The tabulator attendant's job is a very sensitive one; this person stands near the tabulator to direct each voter to the tabulator and to provide assistance in feeding the ballot(s) if necessary.

Whether they choose to use privacy sleeves or not, some voters will be sensitive to the possibility that anyone, including election officials, might see how they have voted. The tabulator attendant should respect this sensitivity and should do the job in such a way as to minimize the possibility that anyone's ballot can ever be seen.

Responsibilities:

Look at the voter and not at the ballots; make eye contact.

If the voter seems unsure of how to feed the ballots, give whatever instruction is needed

Ensure that the voter is depositing their ballot into the correct tabulator for the ward or district ballot they are voting.

The tabulator attendant should stand at the side of the entrance to the tabulator area, admit one voter at a time to the aisle area, and, if necessary, instruct the admitted voter on how to insert the ballots. Once a voter has deposited their ballot, have them wait until the tabulator says "Ballot successfully Cast", then direct them to the poll exit.

Rejected Ballots

Reasons the tabulator may reject a ballot:

a. **OVER-VOTED BALLOT.** If the tabulator determines it has scanned a ballot with at least one overvoted contest, it will notify the voter of the exact contest(s) needing attention. The voter can use the UP and DOWN arrows to scroll through the message. If the voter wishes to cast their ballot as is, they may press the green "Cast" button below the LCD display screen. Overvotes equal to the "vote for" number will be recorded by the tabulator for the over-voted contest; however, any other contests with valid voter markings will be counted. If the voter wishes to correct their ballot, they may press the red "Return" button below the LCD screen to return the ballot to the voter for correction.

b. **BLANK BALLOT.** If the tabulator determines it has scanned a ballot with no voter markings at all, it will notify the voter of the discrepancy. If the voter wishes to cast their ballot as is, they may press the green 'Cast' button below the LCD display screen. Blank votes will be recorded by the tabulator for all of the contests. If the voter wishes to correct their ballot, they may press the red 'Return' button below the LCD screen to return the ballot to the voter for correction.

c. **AMBIGUOUS MARK.** If the tabulator determines it has scanned a ballot with one or more ambiguous marks—meaning the mark in the target voting area is not clear enough for the tabulator to be certain of the voter's intent—it will notify the voter. The voter's only option is to press the red "Return" button

below the LCD display screen to return their ballot. The voter can either clarify their existing ballot and re-insert it, or fill out a new ballot and insert it into the tabulator. If the voter does not wish to do either, they may elect to place their ballot into the auxiliary compartment. Elections officials will later transfer the ballot markings to a new machine readable ballot.

d. MISREAD BALLOT. If the tabulator determines it cannot read a ballot, it will notify the voter and return the ballot to the voter. A ballot can be misread for a number of reasons: a fold or tear in the ballot, an incorrect ballot style, or a defect in the ballot's registration marks. Please ask that the voter return to a ballot booth and transfer their votes onto a new ballot. Place the unreadable ballot in the "Replaced Ballots" envelope after the new ballot completed by the voter has been processed. If the voter does not wish to vote a new ballot, they may elect to place their ballot into the auxiliary compartment. Elections officials will later transfer the ballot markings to a new machine readable ballot.

e. DUPLICATE RANKING. In a Ranked Choice race, a voter assigned multiple rankings to the same candidate. Give the voter the option to cast their ballot as is, or revote it. If the voter chooses to cast it as is, only the first ranking that they assign to a candidate will count.

f. INCONSISTENT RANKING. In a Ranked Choice race, a voter skipped a ranking. For example, they selected a 1st choice and 3rd choice, but did not select a 2nd choice. Give the voter the option to cast their ballot as is, or revote it. If the voter chooses to cast it as is, the ranked choice tabulation will move their 3rd choice vote forward to 2nd choice.

For more detailed instructions on these scenarios and other issues that may arise during the polls, see the "Troubleshooting" section of the tabulator guide.

If at any point in time the tabulator malfunctions, alert the Ward Clerk immediately. In the event that ballots cannot be immediately fed into the tabulator, store them in the auxiliary compartment until the tabulator is functioning again.

Privacy folders should be re-collected and periodically returned to the check in table.