

# Explanation on How to Complete Summary Sheets and Account for Different Types of Write-ins

At the end of the night, workers in each ward are asked to complete a summary sheet listing the total number of votes for each race.

## Section A: Candidates

Copy the total number of votes for each candidate from the tabulator tape on to the summary sheet. Total all votes for candidates in the box labelled "A subtotal".

## Section B: Write-ins

To complete the summary sheet, Election Officials will need to go through all voted ballots and separate any ballot with a write-in vote.

There are several types of write-ins that can be encountered:

- 1) Write in with the oval colored in – Write each candidate's name on the lines under "write ins **w/ Oval Filled**". The machine will read this vote as a write-in. The names of fictitious or deceased individuals can be combined into one total.
- 2) Write in with no oval colored in – In some cases, a voter will write in a name, but not fill in the oval next to it. The machine will read this as an undervote, but because the voter's intent was to write-in a name, these votes must be accounted for under "Write Ins **w/ Oval Not Filled**". Write each candidate's name on the provided lines.
- 3) Write in with oval colored in with no name written – these are difficult to find. Write "No Name" on a line under "write ins **w/ Oval Filled**". The machine will read this vote as a write in.

Total the number of write-ins w/ oval filled and the number of write-ins w/ oval not filled. Combine these numbers for a "B" subtotal.

## Section C: Over/Under Votes

Copy the number of overvotes and undervotes from the tabulator tape. Copy the total of write-ins with oval not filled from Section B. **Add** the number of overvotes, **Add** the number of undervotes, and **Subtract** the number of write ins w/ oval not filled. Remember, you must subtract the number of write ins with the oval not filled from this total because the machine read these votes as undervotes. However, because the voter wrote a name in, their intent was to cast a vote for a write-in candidate and they should be counted as such.

**Total:** Add Subtotals from Section A, B, and C. Remember that this total **must** match the total number of ballots from tape. In races where you vote for more than one candidate, the total should match the number of ballots multiplied by the number of candidates you are allowed to vote for. (For example, if 10 ballots were cast in a race where you can vote for 2 candidates, the total number of votes would be 20).

Make sure the Ward Clerk and one other Election Official sign the summary sheet. Place completed sheets in the Red Folder.