



INTEROFFICE MEMORANDUM

TO: Anthony Nicks, County Auditor
FROM: Nadine Williams, Director, Registration & Elections
DATE: May 24, 2024
RE: Response to Absentee By Mail Process Review

Department of Registration & Elections – Responses to Absentee By Mail Process Review

Finding 1 – EMAIL & FAX

Response

- Email and Fax are two out of five ways that the Absentee Division can receive applications for an Absentee Ballot.
- One staff member is assigned to each one and are responsible for printing, date stamping, and logging the total count on the Daily Count Spreadsheet.
- They are batched to be processed.

Finding 2 – PREPARATION FORM MAILING ABSENTEE BALLOTS

Response

The Standard Operating Procedure has been updated to include potential issues that may arise.

Finding 3 – VERIFICATION OF MAILING ENVELOPES & BALLOTS

Response

The Standard Operating Procedure has been updated to include all steps taken to ensure the voter receives the correct ballot. The steps are listed below:

- Manifest is separated by precinct & party
- Ballots packets are separated by precinct & party
- Ballots packets are verified by teams of two Absentee Officers
- One person physically checks to make sure the privacy envelope, instructions, Oath envelope and the correct ballot is enclosed.
- The other person calls out the voter's name, mailing address, precinct & party. If all info is correct the voters name is highlighted. We never highlight until the information is verified.
- If a ballot is missing/incorrect, we **do not** highlight the voter's name. The mail couriers will pull the ballot and the packet is placed back in rotation to be verified.

Finding 4 – COUNTING OF THE BALLOTS

Response

The Standard Operating Procedures have been updated to include step by step instructions.

Finding 5 – SAFEKEEPING OF THE BALLOTS

Response

The Standard Operating Procedure has been updated.

Finding 6 – VERIFICATION – RECEIPT AND STORAGE OF BALLOTS

Response

The Standard Operating Procedure has been updated for ballots to be presorted. Any Provisionals and obvious rejections are isolated.

Finding 7 – VERIFICATION – BALLOT ACCEPTANCE

Response

“Another Individual” has been replaced with “Absentee Officer” or Absentee Specialist” in the Standard Operating Procedures

Finding 8 – VERIFICATION – BALLOT ACCEPTANCE, CONTINUED...

Response

The Standard Operating Procedure has been updated.

Finding 9 – BALLOT EXTRACTION

Response

Step by Step instructions of the Ballot extraction process has been included in the Standard Operating Procedure.

Finding 10 – PREP STATION

Response

The Standard Operating Procedure has been updated.

Finding 11 – SCANNING

Response

The Standard Operating Procedure has been updated.

Finding 12 – BALLOT RETENTION

Response

The Standard Operating Procedure has been updated.

Finding 13 – CONSENT ORDER

Response

Absentee by Mail staff is trained to Batch ballots after their scanned and record the retention box number.

The Scanned Ballots Manifest list the ICC scanner number, batch number, number of Ballots scanned and the Retention Box #. When the Secretary of State rolls the dice to choose batches included in the Risk Limiting Audit, the Scanned Ballot Manifest will direct us to the correct box to locate the batch.

An acknowledgment form will be created for Absentee staff involved in the RLA to sign.