

Fulton County Board of Registrations & Elections
Board Policy

**OFFICIAL
FILE COPY**

Effective Date: August 29, 2025

I. Authority:

The Fulton County Board of Registrations and Elections ("Board") is empowered with all the powers and duties relating to the conduct of elections as election Superintendents. See O.C.G.A.21-2-40; 21-2-70

II. Purpose:

This policy outlines which election documents will be made available to the Board for review during the election certification process. It further establishes a process and procedure for the production and distribution of said documents. In so doing, it sets reasonable expectations for the Election Supervisor or their designee(s) ("Staff"), as well as the Board, regarding the preparation and submission of the required materials.

III. Applicability and Scope

This policy shall apply to all elections conducted by the Board and shall remain in force and effect until revoked.

IV. Legal References:

- A. O.C.G.A. 21-2-493
- B. Ga. Comp. R. & Regs. 183-1-12-.02
- C. Ga. Comp. R. & Regs. 183-1-12-.12

V. Pre-Certification Documents:

- a. The Board establishes that Staff will provide the following documents to the Board at the pre-certification meeting, scheduled for the Friday after election date, per Ga. Comp. R. & Regs.183-1-12-.12(f)(1)-(4):

VI. Certification Meeting (Rule 183-1-12-.12)

1. After discrepancies have been investigated and resolved as required by O.C.G.A. § 21-2-493, the correct or corrected returns shall be recorded until all the returns from each precinct which are entitled to be counted are recorded. Once completed, all returns shall be added together, announced, and verified as accurate.
2. The consolidated returns shall be certified by the Fulton County Registration and Elections Board no later than 5:00pm on the Monday following the date on which such election was held, or as provided by the Secretary of State or State Law, and such returns shall be immediately transmitted to the Secretary of State.

The Board establishes that the following documents shall be presented to the Board at the certification meeting, scheduled for the Monday after an election:

1. Election Night Summary Report (official and complete)
2. Numbered List of Voters/Voter Participation Report - Numbered List of Voters for Absentee, Advance in Person, and Election Day on a laptop in Excel format, sortable by voter registration number, method of voting and precinct.
3. Statement of Votes Cast by Precinct (official and complete)
4. Scanner Results Tapes – Advance Voting and Election Day
5. GARVIS / EPulse Voter Check-Ins Report – Advance Voting and Election Day
6. Ballot Canvass Summary

VII. Reconciliation

After the Board has certified an election, the respective final documents must be compiled for retention by the Secretary of State, Board, and the Clerk of Superior Court, as required by the Georgia Election Laws.

The Department of Registration & Elections will post the following reports on the Fulton County website no later than, the Wednesday following certification of the election by the Fulton County Board of Registration & Elections:

1. Statement of Votes Cast (official and complete)
2. Election Night Summary Report (official and complete)
3. Ballot Canvass Summary

Pursuant to Ga. Comp. R. & Regs. 183-1-12-.12(e). The Department of Registration & Elections will post the Reconciliation Report on the Fulton County website upon submission to the Secretary of State, no later than, 30 days after Board certification.

1. Election Night Summary Report (unofficial and incomplete)
2. Numbered List of Voters/Voter Participation Report - Numbered List of Voters for Absentee, Advance in Person, and Election Day on a laptop in Excel format, sortable by voter registration number, method of voting and precinct.
3. Statement of Votes Cast by Precinct (unofficial and incomplete)
4. Scanner Results Tapes – Advance Voting and Election Day
5. GARVIS / EPulse Voter Check-Ins Report – Advance Voting and Election Day

b. If the Board determines that the total vote returned for any candidate or candidates for the same office or nomination or on any question exceeds the number of electors in such precinct or exceeds the total number of persons who voted in such precinct or the total number of ballots cast, the Board shall investigate this discrepancy, pursuant to O.C.G.A. § 21-2-493. To investigate this discrepancy, the Board shall review the additional enumerated documents below. Such documents shall be made available by Staff no earlier than 9:00am the Monday after the Election to be reviewed prior to election certification and shall consist of the following:

1. Absentee Ballot Recap Sheets
2. Ballot Recap Sheet
3. Poll Pad Recap Sheet
4. Provisional Ballot Affidavit
5. Provisional Ballot Recap Sheets
6. Provisional List of Voters
7. Scanner/Ballot Box Recap Form
8. Touchscreen Recap
9. Voting Equipment Form (if applicable)

Any Board Member wishing to review the above listed documents must make their request with reasonable advance notice. Such Board Member must also complete a BRE Pre-Certification Review Request Form and submit it to the Election Supervisor. The Board member shall then be escorted and accompanied by Staff while reviewing the requested materials. All requested documents will be available for Board Members to review, in the presence of a staff member, beginning 9:00 a.m. on the Monday after the election and continue until the certification of the election results.

Any identified concerns must be formally documented and include the date the discrepancy was discovered along with the signature of the Board member who discovered it. During the review process, Board members shall not photograph, photocopy, transmit physically or electronically, or make available for viewing to non-Board members, any election documents.

Staff shall compile every available requested document during the 6 (six) day certification window.

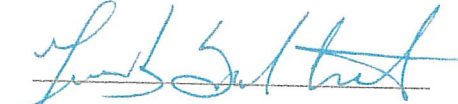
FULTON COUNTY

BOARD OF REGISTRATIONS AND ELECTIONS

By:



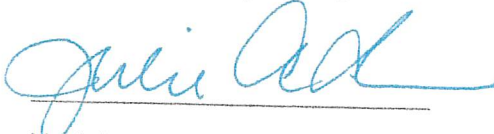
Ms. Sherri Allen, Chair



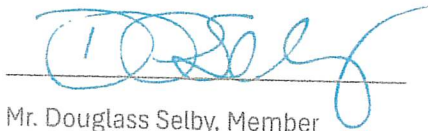
Ms. Teresa K. Crawford, Member



Mr. Michael Heekin, Member



Ms. Julie Adams, Member



Mr. Douglass Selby, Member

Date Signed: September 2, 2025