

Procedure for Conducting a Recall at the August 14, 2012 Election For Municipalities Using Hand Count Paper Ballots

These procedures assume that time does not allow for printing of ballots that contain the recall contest in time for the statutory deadline for county clerks to deliver the ballots to municipal clerks for absentee voting.

I. County Clerk: Ballot Preparation

- a. The County Clerk shall prepare the Partisan Primary-only paper ballots for the Municipality. (Ballots shall be delivered to the municipal clerk no later than June 27, 2012.)

II. Municipal Clerk: Absentee Ballot Preparation

- a. By June 28, the municipal clerk shall send the various partisan primary ballots to voters who have filed an absentee ballot request by June 28, 2012.
- b. Until receipt of the official recall ballot, the clerk will continue to honor subsequent absentee ballot requests by sending the partisan primary ballots within one business day of the request.
- c. Upon receipt of the recall ballot, the municipal clerk shall issue the recall ballot to all the voters who were already mailed an absentee ballot for the Partisan Primary. The clerk shall mark the absentee certificate return envelope "R" for "Recall." "R" shall be listed on the absentee ballot log next to the voter's name to indicate they were sent a separate recall ballot.

III. Election Day Processes

- a. Election inspectors shall issue only one voter number to each voter regardless of the number of ballot styles issued to each voter.

IV. Processing In-Person Voters on Election Day

Municipal clerks shall train election inspectors regarding the following procedures for the August 14th, 2012 Election.

- a. Before issuing a ballot to any voter, the inspectors shall check the poll list to determine if the voter has been sent an absentee ballot. If the poll list does not indicate which voters were issued an absentee ballot, the inspectors shall check the absentee ballot log.
- b. If the voter was sent an absentee ballot, the inspectors shall also check the absentee ballot log to determine whether the voter was sent the Partisan Primary-only ballots or both the Partisan Primary ballots and the recall ballot (R), and which were returned.
- c. If the absentee log indicates that an either the Partisan Primary-only or Recall (R) ballot was issued but does not indicate that the ballot has also been returned, the inspector must ask the voter, “Did you mail or personally deliver your [insert type(s)] ballot(s) to the municipal clerk?” If the voter’s answer is:
 - YES to both—the voter may not vote another ballot. The absentee ballot will be counted if it arrives by 4:00 p.m. on the Friday following the election.
 - YES to one or the other—the voter may vote a new full ballot at the polls and whichever ballot was returned will be rejected.
 - NO to both—the voter may vote a new full ballot at the polling place.
 - The Absentee Ballot Log for this voter should indicate the R ballot was not returned. The inspectors should enter the voter number on the absentee ballot log as well as the poll list.

V. Processing Absentee Ballots

- a. Inspectors should make a careful record on the absentee ballot log if they process any Partisan Primary-only ballots so that the Municipal Board of Canvassers (MBOC) can properly accept/reject late-arriving recall ballots.

VI. Post-Election

- a. The Municipal Board of Canvassers (MBOC) shall meet to process any late-arriving absentee ballots no later than 9:00 a.m. the Monday following the election.
- b. The MBOC shall consult the absentee ballot log before accepting any late-arriving absentee ballots to confirm that the voter did not vote in-person on Election Day.