

Procedure for Conducting a Recall at the August 14, 2012 Election For Municipalities Using Optical Scan Voting Equipment

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

I. County Clerk: Optical Scan Ballot Preparation

- a. The County Clerk shall prepare the standard optical scan ballot, "OFFICIAL PRIMARY BALLOT FOR PARTISAN OFFICE," for the Municipality. (Ballots shall be delivered to the municipal clerk no later than June 27, 2012.)

II. Municipal Clerk: Absentee Processing

Because absentee ballots are required to be sent out before the deadline for recall candidates to file for ballot access, multiple ballot styles must be created: Partisan Primary-only and a full ballot. It is very important for the municipal clerk to accurately track which style of ballot(s) each voter was issued.

- a. By June 28, the municipal clerk shall send the "OFFICIAL PRIMARY BALLOT FOR PARTISAN OFFICE," to voters who have filed an absentee ballot request by June 28, 2012.
- b. Until receipt of the OFFICIAL PRIMARY BALLOT FOR PARTISAN OFFICE AND RECALL ELECTION (OR PRIMARY, IF REQUIRED) FOR NONPARTISAN OFFICE, the clerk will continue to honor subsequent absentee ballot requests by sending the "OFFICIAL PRIMARY BALLOT FOR PARTISAN OFFICE,"
- c. Upon receipt of the OFFICIAL PRIMARY BALLOT FOR PARTISAN OFFICE AND RECALL ELECTION (OR PRIMARY, IF REQUIRED) FOR NONPARTISAN

OFFICE, the Municipal clerk shall issue the Official ballot to all the voters who were mailed the first ballot and to any voters subsequently requesting an absentee ballot. 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.

III. Election Day Processes

- a. The only ballot style issued at the polling place will be the (R) ballot style.
- b. 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. All Partisan Primary-only absentee ballots should be set aside. Only absentee ballots marked (R) are processed on Election Day.
- b. 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.
- c. Inspectors shall also check the absentee ballot log to determine whether the voter was sent a full ballot (R) and if it was returned.

NOTE: If the clerk has followed proper procedure, all absentee voters sent a full (R) ballot will be indicated.

- d. If the absentee log indicates that an (R) ballot was issued but does not indicate that a ballot has been returned, the

inspector must ask the voter, “Did you mail or personally deliver your ballot to the municipal clerk?” If the voter’s answer is:

- YES—the voter may not vote.
- NO—the voter may vote.
 - The Absentee Ballot Log for this voter should indicate the no ballot was returned. The inspectors should enter the voter number on the absentee ballot log as well as the poll list.

e. If the absentee log indicates that a Partisan Primary-only ballot was issued and that an (R) ballot was never issued to the voter, the inspectors shall issue the voter a ballot at the polling place and the Partisan Primary-only absentee ballot is rejected.

V. Processing Absentee Ballots

- a. If the voter was sent both ballot styles and returned both ballots, the Partisan Primary-only ballot is rejected and the (R) ballot is processed.
- b. If only a Partisan Primary-only ballot was returned, and the voter did not vote on Election Day, do not process the Partisan Primary-only ballot. These will be held until the Municipal Board of Canvassers meeting on the Friday following the election.

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 reject Partisan Primary-only ballots where an (R) ballot was received.

- c. The MBOC shall process any Partisan Primary-only ballots where no (R) ballot was received.