

# **SUGGESTED PROCEDURES FOR COUNTY BOARDS OF CANVASSERS**

January 2018



## **Wisconsin Elections Commission**

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# County Board of Canvassers

**The purpose of the County Board of Canvassers (BOC)** is to certify the results of primaries and elections for county offices and referenda and to make the official determination of the outcome of the county-level election event.

The meeting of the County Board of Canvassers is open to the public and is **subject to the state open meetings law**. Notice of the meeting which includes the date, time, place and subject matter of the meeting should be sent to the local media at least 24 hours in advance of the meeting. An individual must be designated to take minutes of the meeting.

**Not later than 9 a.m. on the Tuesday following each election** for federal, state and county offices or referenda, the county board of canvassers shall open and publicly examine the returns. Wis. Stat. § 7.60 (3).

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## Members of the Board of Canvassers Wis. Stat. § 7.60(2)

- The county clerk and two qualified electors of the county appointed by the clerk constitute the county board of canvassers.
- A member of the board of canvassers may not be a candidate at an election being canvassed by the board.
- If the clerk is a candidate, the clerk may serve if he or she has no opponent whose name appears on the ballot.
- One of the members must be affiliated with a political party other than that of the county clerk.
- The county political parties may provide the county clerk with a list of individuals nominated to serve on the county board of canvassers. If lists are submitted, the county clerk must appoint members from the lists.
- The county canvass board members serve 2-year terms which commence on January 1 of each even-numbered year.

**Milwaukee County:** *In Milwaukee County, the County Board of Election Commissioners serves as the County Board of Canvassers.*

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## Vacancies in the County Board of Canvassers – Wis. Stat. § 7.60(2)

- The county clerk must designate a deputy clerk who will perform the clerk's duties as a member of the board of canvassers if the county clerk's office is vacant, the clerk cannot perform the duties, or the clerk is an opposed candidate at an election being canvassed.
- If the county clerk and deputy clerk are both unable to perform their duties, the county executive, or the county board chairperson, if there is no county executive, shall designate another qualified elector of the county to perform the clerk's duties.
- If a member other than the clerk cannot perform the duties, the clerk shall appoint another qualified elector of the county to serve.
- A member who is appointed to fill a permanent vacancy serves for the unexpired term of the original member.

**Milwaukee County:** *In the case of a temporary vacancy in the Milwaukee County Board of Canvassers, the executive director of the County Board of Election Commissioners shall serve as a member of the board of canvassers to fill the vacancy.*

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## **Reporting and Posting Election Night Unofficial Results**

The county clerk's office must remain open to receive and post all results on election night.

Wis. Stat. § 7.60

- The county clerk should develop and document systematic procedures for making results public. The procedures should include a detailed method of proof reading which includes double checks by more than one person. This will help to ensure that publicized returns, though unofficial, accurately and completely reflect the returns as received from the municipalities.
- The method by which municipalities transmit results to the county will vary, but they are required by Wis. Stat. § 7.51(4)(c) to report the returns, by ward or reporting unit, to the county clerk no later than two hours after votes are tabulated. Regardless of the method of delivery results by *reporting unit* must be posted to the county website no later than two hours after receiving them.
- The county clerk must post returns to their website and may also post the results publicly using other methods.

Other suggestions for making results public:

- Post returns outside of the county clerk's office or in a media area. This can be done by
  - posting tally sheets and machine tapes for each reporting unit,
  - printing results from compilation software, if applicable, and posting printouts periodically,
  - Uploading or entering election night results into the Canvass Reporting System (CRS) and posting updates periodically.
  - Transferring returns to a continuously updated spreadsheet.

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## **Delivery of Election Materials to County Clerk**

The municipal clerk ensures that the items identified in the checklist are delivered to the county clerk no later than 4:00 p.m. on the day following the election. Where absentee ballots are canvassed at a central location, the municipal clerk delivers the items from the checklist to the county clerk no later than 4:00 p.m. on the 2<sup>nd</sup> day following the election. *Municipal Boards of Canvassers must complete the processing of "cured" provisional ballots and submit results to the county clerk no later than 4 pm on the Monday following the election. Wis. Stat. § 7.51(5)(b).* A chain of custody document should be used to check off materials delivered from each municipality. The chain of custody document should be signed by the person delivering the materials and by the person checking the materials in.

- See accompanying "Municipal Returns Checklist" for materials to be obtained from each municipality. This checklist is a sample that can be modified as needed.

- If returns have not been received from any election district or ward in the county, the county board of canvassers shall dispatch a messenger and the person having them shall deliver the returns to the messenger.
- Before the canvass meeting, all materials should be sorted, examined for completeness, and obvious errors should be flagged. If possible, problems should be remedied before the meeting.
- If, on examination, any of the returns received are so informal or defective that the board of canvassers will not be able to intelligibly canvass them, direct the municipality to remedy the defects or provide complete information.
- Enter results into the Canvass Reporting System (CRS) and proof.

## **Process of Conducting the Canvass**

By now all materials should have been received from the municipalities, and results from each reporting unit have been recorded in the Canvass Reporting System. Before the meeting of the Board of Canvassers, at least two county staffers shall have proofed the “Canvass Report-EL 106” generated from the CRS against the returns from each municipality and documented the proofing process.

### **1. Ensure all materials are present and assign tasks to be conducted by board of canvass members and county staff.**

- Check materials against the “Municipal Returns Checklist.”
- When assigning tasks build in redundancy or assign tasks to pairs of individuals to ensure that returns and materials from all reporting units are inspected, reconciled and the official results are properly documented for certification.
- Assign a person to take accurate and detailed minutes.
- Process one reporting unit at a time.

### **2. Review poll list (compare number of voters vs. number of votes)**

- Verify that the poll list certification has been completed.
  - Is the last voter number listed?
  - Is the page on which the last voter number appears indicated?
  - Is the number of absentee voters indicated?
- Verify that there is not a large vote drop off or an obviously low vote total for a particular contest. A large discrepancy between the number of people offering to vote and the number of votes cast for a contest could signal a problem with the voting equipment.
  - Compare the total number of voters to the number of votes cast for the office that would have garnered the largest number of votes at that election (usually the top-of-the-ballot contest). If there are comparatively fewer votes for the contest than expected for the turnout, this anomaly should be investigated.
  - Review the undervote rate for top-of-the-ballot contests to ensure that it is not high enough to cause concern (an undervote rate of 1% or higher for high profile, top-of-the-ballot contests should be investigated).

- Compare the total number of votes to the votes cast for several down ballot races. Are the totals for those races comparable to each other? Is there one contest where the vote totals are out of the norm?
- If there is a controversial referendum that is driving turnout, compare the totals for the referendum to the totals for the top-of-the-ballot contest.
- Inspect the voter statistics section of the Inspectors' Statement for anomalies identified by election inspectors on Election Day.
- Be aware of the approximate population of each municipality.
  - The number of votes cast in a municipality should not be more than the population.
- If the number of voters is more than the number of ballots cast:
  - This is not necessarily problematic if the discrepancy is not large. However, every effort should be made to discover the reason for the discrepancy.
  - Consult the Inspectors' Statement for an explanation.
  - Regardless of the explanation (or lack thereof), record discrepancy in minutes.
- If the number of ballots cast is more than the number of voters:
  - This is a problem.
  - Check the Inspectors' Statement for an explanation.
  - If no explanation, check voter list for erroneously assigned voter numbers.
  - If discrepancy cannot be determined, contact municipal clerk.
  - If municipal clerk has no explanation or the explanation is not sufficient, the election inspectors must be called in to either find the error or explain the discrepancy.
    - This may require hand counting the ballots, whether Optical Scan or Hand Count paper ballots, to verify the error is not in the number of ballots.
  - If inspectors cannot find an error and the discrepancy cannot be explained, the draw down procedure (see Election Day Manual) is conducted by the inspectors. Conducting a draw down is always a last resort and all other options for explaining a discrepancy should be exhausted before a drawdown is conducted.

**THE NUMBER OF VOTES CAST SHOULD NEVER EXCEED THE NUMBER OF VOTERS!**

**3. Proof data against original results.**

If municipalities modem results to the county, or if the county manually enters the results received from the municipalities into a computer system, it is important to proof the compiled data from the computer system to the original results received from the municipality.

**4. Review Write-in Votes**

The votes for federal, state and county write-in candidates need not be listed on the canvass report by individual candidate, unless the write-in candidate has registered as such. Votes for write-in candidates who have not registered may be compiled into one scattering column for each office. \*

If the Wisconsin Elections Commission has registered write-in candidates for state or federal office, WEC staff will notify the affected counties and enter the name of the registered write-in candidate into WisVote. The name will appear in a separate column on the applicable county/counties canvass reports. Votes attributed to these write-in candidates must be listed under the candidate's name. **However, the votes for these candidates must also remain in the scattering column.**

If the county has registered write-in candidates, the votes for those candidates should be recorded separately. The county can enter registered write-in county candidates into WisVote so that the candidate's name appears as a separate column on the county canvass report.

*\*Write-in votes are NOT allowed for independent candidates in a partisan primary. Please DO NOT include a scattering column for independent candidates at a partisan primary.*

## **5. Review Inspectors' Statements, Electronic Vote Records and Tally Sheets**

Review tally sheets for accuracy. Where electronic equipment is used, review the tapes for any adjustments made on the tapes and review write-in tally sheets. If inspectors have added electronic votes and hand-count votes together, check the addition.

The County Board of Canvassers must verify that the tamper-evident serial numbers from the voting equipment have been recorded and initialed by the Chief Election Inspectors on at least 10 Inspectors' Statements (EL-104). All Inspectors' Statements shall be verified in a recount.

## **6. Consider Provisional Ballots**

If a municipal clerk notifies the county board of canvassers that a provisional voter has timely provided the necessary information for the voter's ballot to be counted, the Provisional Certificate Envelope containing the provisional voter's ballot shall be removed from the Inspectors' Statement of Provisional Ballots carrier envelope (EL-108). The ballot is removed from the certificate envelope, the votes are added to the affected candidates' totals, the voter is assigned the next voter number, and his or her name is added to the poll list. A record of additional votes cast is maintained for each affected reporting unit in each municipality.

The record is then transmitted to each affected municipal clerk so that he or she may adjust the municipal records. Additional votes for federal or state offices must be reported in writing to the WEC. Additional votes for the office of Multi-Jurisdictional Judge are transmitted to the appropriate county clerk. Additional votes for Technical College District Offices are transmitted to the clerk of the Technical College. The clerk for the largest jurisdiction in these special districts is responsible for receiving and maintaining these records.

## **7. Complete the Canvass Statement**

When the tally sheets, voter lists and inspectors' statements have been reviewed, and corrections, if any, have been made, a canvass statement is prepared in duplicate. The official canvass statement (EL-106) contains three separate sections; the Tabular Statement of Votes Cast, the Summary Statement and the Certification. A sample of the EL-106 is available as part of this manual.

### **Tabular Statement of Votes Cast**

The Tabular Statement of Votes Cast is a detailed listing of the number of votes cast for each candidate in each ward, or combination of wards, for each federal, state and county office or

referendum. Write-in votes are summed together in one scattering column for each office. \* If any votes are rejected, the board of canvassers shall specify the reasons in the minutes.

*\*Referenda results are reported by “yes” votes and “no” votes. There is no scattering column for a referendum.*

**Summary Statement**

The summary statement is a summary of the Tabular Statement of Votes Cast. Each statement shall state the total number of votes cast in the county for each office; the names of all ballot candidates for each office, the number of votes cast for each candidate in each office, the number of scattering votes cast in each office, and the number of votes cast for and against any question submitted at a referendum.

**Certification of the Board of Canvassers**

The certification must be signed by the three members of the County Board of Canvassers.

**8. Delivery of the County Canvass**

The board of canvassers shall file one complete statement in the office of the county clerk or board of election commissioners.

When canvassing federal and state offices, all results must be provided to the WEC through the Canvass Reporting System. An original, signed Canvass Statement (including the Tabular Statement, Summary Statement and Certification), printed from the Canvass Reporting System, must also be delivered to the WEC. The Canvass Reporting System may also be used to record and report county canvass data.

Immediately following the canvass, the county clerk or board of election commissioners shall deliver, or send by 1<sup>st</sup> class mail, a certified copy of the statement (tabular statement, summary statement and certification with original signatures) to the WEC and to the filing officers for the other governmental levels or offices as follows:

<b><u>Offices to be Canvassed</u></b>	<b><u>Filing Officer to Whom Canvass is Delivered</u></b>
Federal and State Offices	Wisconsin Elections Commission
County Offices	Retained by County Clerk
Technical College District Offices	Clerk of the Technical College
Multi-jurisdictional Municipal Judge	Clerk of the County Having the Largest Portion of the Population in the Jurisdiction Served by the Judge.

**Mistakes in County Canvass**

The board of canvassers may petition the Wisconsin Elections Commission to reopen and correct the canvass upon discovery of a material mistake in the canvass of an election for state or national office. The petition must be received prior to the close of business on the day the Wisconsin Elections Commission receives returns from the last county board of canvassers with respect to that district or jurisdiction. The Wisconsin Elections Commission shall direct the canvass to be reopened and corrected if it determines that the public interest so requires. If the Wisconsin Elections Commission directs the canvass to be reopened, the board of canvassers shall reconvene and transmit a certified corrected copy of the canvass statement to the Wisconsin Elections Commission. Wis. Stat. § 7.60 (5)(b).

# CHECKLIST OF ELECTION MATERIALS RECEIVED FROM MUNICIPAL CLERK

Municipality: \_\_\_\_\_ Reporting Unit: \_\_\_\_\_

Type of Election:       Primary                       Election  
                                   Special                       Special                       Referendum  
                                                       Primary                      Election

Election Date: \_\_\_\_\_

Rec'd?	Properly Signed?	Materials to be Delivered by Municipal Clerk
✓	✓	
		The <b>ballot bags (or containers)</b> containing all federal, state, county and technical college ballots.
		The <b>brown carrier envelope EL-102</b> containing rejected absentee ballots.
		The <b>white carrier envelope EL-103</b> containing used certificate envelopes from absentee voters.
		One copy of the <b>Inspectors' Statement EL-104</b> .
		One original <b>machine tape and one Tally Sheet EL-105</b> for presidential, congressional, state, legislative, judicial, and county, offices and state, county and technical college referenda.
		One original <b>voter list</b> including the supplemental lists.
		The <b>Inspectors' Statement of Provisional Ballots Envelope (EL-108)</b> sealed in a ballot bag or container. (If no EL-108, see EL-123r for confirmation no provisional ballots were issued.)
		A copy of the <b>Provisional Ballot Reporting Form (EL-123r)</b>

• **If any items are missing...**

the county board of canvassers shall dispatch a messenger and the person having them shall deliver the returns to the messenger. Wis. Stats. § 7.60(3).

• **If returns are defective...**

If, on examination, any of the returns received are so informal or defective that the board of canvassers cannot intelligently canvass them, the board of canvassers shall direct the municipality to complete or remedy the defects.

- The county board of canvassers may adjourn for no more than 2 days while waiting for the returns to be completed or corrected. Wis. Stats. § 7.60(3).



# Board of Canvassers Report Tabular Statement of Votes Cast

\_\_\_\_\_, Wisconsin  
(Insert Municipality and County, County Canvass insert County Only)

(Type of Election) \_\_\_\_\_ Election \_\_\_\_\_ (Date of Election)

<i>(For County Use Only)</i> For a Partisan Primary, insert political party:		
Office:		
Reporting Units	Candidates	Votes Cast Scattering (for Counties only)
Total Votes Cast-Candidates:		
Total Votes Cast-Office:		

# Completing the Tabular Statement of Votes Cast

## Instructions for Municipal Canvass:

- Write the name of your municipality, the kind of election: primary, spring, or special election, etc., and the date of the election in the heading.
- Enter the complete name of the office with the seat or district number in the shaded area.
- List the names of the candidates for the office in ballot order below the shaded area.
- Make sure that all wards or ward combinations are listed in proper numerical order in the left hand column. The smallest number in a combination determines the order. (*Example: Wards 1&4; Wards 2,6 & 7; and Wards 3&5.*)
- For each reporting unit, list the number of votes cast for each candidate.
- Don't forget the write-in votes - they must be listed individually by name.
- Enter the total number of votes cast for each candidate in the Total Votes Casts – Candidates column.
- Enter the **total number of votes cast** (not voters!) for each office in the Total Votes Cast-Office column. This total is the sum of the vote totals for each candidate plus the write-ins.

## Notes for Municipal and County Clerks:

**Combining Reporting Units.** A municipality may provide for combined wards by resolution up to 30 days before the spring primary or election, if your population is under 35,000. It's important to remember that for the spring primary and the spring election, wards in a municipality may be combined for judicial offices even though separate results may be required for county, municipal, or school district offices. The wards being combined must use the same polling place.

**Reporting for annexations requires special attention.** As long as the area being annexed belongs to the same representative districts, i.e., congressional, legislative, and county supervisory districts, as the adjacent area to which it's being annexed, then the annexed area is reported together with the adjacent area using the same ward number. But if the annexed area has **different** representative districts from its adjacent area or crosses county lines, the municipality is required by law to create a separate ward giving it the *next consecutive number*. All election results from this new ward must be reported under the new ward number.

## Instructions for County Canvass:

- Write the name of your county, the kind of election: primary, partisan primary, spring/general election, or special, etc., and the date of the election in the heading.
- A separate report must be completed for each political party in a *partisan primary only*. Write in the name of the political party on the line provided.
- Enter the complete name of the office with the branch or district number in the shaded area.
- List the names of the candidates for the office in ballot order below the shaded area.
- Please list all municipalities and wards in the correct order in the left hand column. The smallest number in a combination determines the order. (*Example: Wards 1&4; Wards 2,6 & 7; and Wards 3&5.*)
  1. Towns, alphabetically, wards numerically.
  2. Villages, alphabetically, wards numerically.
  3. Cities, alphabetically, wards numerically.
- Make sure that all wards or ward combinations are listed along with the municipality name. If a municipality is divided by wards, but combines them for voting purposes and reports one total, **you must still identify the numbers of the wards** being reported. (*Example: Town of Anywhere, Wards 1&2. If a municipality is not divided by wards do not list "Ward 1."*)
- For each reporting unit, list the number of votes cast for each candidate.
- Don't forget the scattering column - if there are no write-in votes for a reporting unit, list 0.
- Enter the total number of votes cast for each candidate in the Total Votes Casts – Candidates column.
- Enter the **total number of votes cast** (not voters!) for each office in the Total Votes Cast-Office column. This total is the sum of the vote totals for each candidate plus the scattering.

# Certification of the Board of Canvassers

We, the undersigned, certify that we are the members of the Board of Canvassers for

\_\_\_\_\_  
(insert municipality and county, if county canvass insert county only)

We certify that the attached Tabular Statement of Votes Cast and Summary Statement of the Board of Canvassers, canvassed and prepared by us, are correct and true as compiled from the original returns made to the

\_\_\_\_\_ Clerk.  
(County, Municipal, School District)

We further determine and certify that the following persons received the greatest and the next to greatest (for primary only) number of votes for the respective office for which each was a

candidate on \_\_\_\_\_.  
(Insert date of primary or election)

**OFFICE**  
(Title of Office)

**HIGHEST CANDIDATE**  
(Name of Winning Candidate)

**SECOND  
HIGHEST CANDIDATE**  
(Name of Second Highest Candidate)  
(For Primary Only)

## BOARD OF CANVASSERS

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

(4) \_\_\_\_\_

(5) \_\_\_\_\_

\_\_\_\_\_  
(Date)

This document is signed by:

*For Municipal Elections*

- The inspectors when there is only one polling place and one set of election results. s.7.53(1), Stats.
- The municipal board of canvassers when there are 2 or more reporting units. s.7.53(2)(a), Stats.

*For State and County Elections*

- The county board of canvassers. s.7.60(2), Stats.

# Summary Statement of the Board of Canvassers

\_\_\_\_\_ Election \_\_\_\_\_,  
(Name of Election) (Date of Election)

The total number of votes cast for \_\_\_\_\_ was \_\_\_\_\_  
of which (insert office)

\_\_\_\_\_ received \_\_\_\_\_  
(candidate's name)

\_\_\_\_\_ received \_\_\_\_\_  
(candidate's name)

\_\_\_\_\_ received \_\_\_\_\_  
(candidate's name)

Scattering *(for county only)* received \_\_\_\_\_

The total number of votes cast for \_\_\_\_\_ was \_\_\_\_\_  
of which (insert office)

\_\_\_\_\_ received \_\_\_\_\_  
(candidate's name)

\_\_\_\_\_ received \_\_\_\_\_  
(candidate's name)

\_\_\_\_\_ received \_\_\_\_\_  
(candidate's name)

Scattering *(for county only)* received \_\_\_\_\_

The total number of votes cast for \_\_\_\_\_ was \_\_\_\_\_  
of which (insert office)

\_\_\_\_\_ received \_\_\_\_\_  
(candidate's name)

\_\_\_\_\_ received \_\_\_\_\_  
(candidate's name)

\_\_\_\_\_ received \_\_\_\_\_  
(candidate's name)

Scattering *(for county only)* received \_\_\_\_\_

**STATEMENT OF THE MUNICIPAL CLERK  
IF NO PROVISIONAL BALLOTS WERE REHABILITATED BETWEEN 8 P.M.  
ELECTION NIGHT AND 4 P.M. ON THE FRIDAY AFTER THE ELECTION**

**Reconciliation of Provisional Ballots Processed**

\_\_\_\_\_, \_\_\_\_\_ Reporting Unit: \_\_\_\_\_  
(Date of Primary or Election) (Wards in Reporting Unit)

**No provisional ballots were rehabilitated. Election night results stand.**

**\*CERTIFICATION OF MUNICIPAL CLERK**

(If no provisional ballots rehabilitated by deadline)

I, the undersigned, certify that I am the Municipal Clerk for

\_\_\_\_\_  
(insert municipality and county)

I certify that no provisional ballots were rehabilitated after the close of the polls and before 4 p.m. on the Friday after the election. I further certify that the results of the municipal election certified on Election Night by the Municipal Board of Canvassers are the official election results.

\_\_\_\_\_, Clerk \_\_\_\_\_  
(Name of Municipal Clerk) (Date)

*The Statement of the Municipal Clerk should be attached to the municipal canvass (if there were municipal offices or referenda). A copy should be provided to any district that had contests or referenda on the ballot at the election.*

# STATEMENT OF THE MUNICIPAL BOARD OF CANVASSERS

## Reconciliation Provisional Ballots Processed

(If no provisional ballots have been rehabilitated, see the Municipal Clerk Certification on the first page of this document.)

\_\_\_\_\_, \_\_\_\_\_ Reporting Unit: \_\_\_\_\_  
(Date of Primary or Election) (Wards in Reporting Unit)

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### To be completed by Municipal Clerk

#### 1. Provisional Ballots

- a. Number of provisional ballots issued: \_\_\_\_\_ (tamper-vident seal number)
- b. Number of provisional ballots rehabilitated by deadline and delivered to MBOC: \_\_\_\_\_
- c. Number of outstanding provisional ballots remaining: \_\_\_\_\_  
(2a - 2b)

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### To be completed by MBOC

#### 2. Provisional Ballot Processing

- a. Enter tamper-evident seal number on provisional ballot container: \_\_\_\_\_  
Verify against number on line 2a in Section 1 above and initial here: \_\_\_\_\_
- b. Total number of provisional ballots counted by MBOC: \_\_\_\_\_
- c. Total number of provisional ballots rejected by MBOC: \_\_\_\_\_
- d. Total number of provisional ballots processed by MBOC: \_\_\_\_\_  
(2b + 2c. Must equal 1b.)

# STATEMENT OF TALLY OF PROVISIONAL BALLOTS

\_\_\_\_\_, \_\_\_\_\_  
(Date of Primary or Election)

The total number of votes tallied for \_\_\_\_\_ was \_\_\_\_\_, of which  
(insert office)

_____	received	_____
(candidate's name)		
_____	received	_____
(candidate's name)		
_____	received	_____
(candidate's name)		
_____	received	_____
(candidate's name)		

The total number of votes tallied for \_\_\_\_\_ was \_\_\_\_\_, of which  
(insert office)

_____	received	_____
(candidate's name)		
_____	received	_____
(candidate's name)		
_____	received	_____
(candidate's name)		
_____	received	_____
(candidate's name)		

The total number of votes tallied for \_\_\_\_\_ was \_\_\_\_\_, of which  
(insert office)

_____	received	_____
(candidate's name)		
_____	received	_____
(candidate's name)		
_____	received	_____
(candidate's name)		
_____	received	_____
(candidate's name)		

The total number of votes tallied for \_\_\_\_\_ was \_\_\_\_\_, of which  
(insert office)

_____	received	_____
(candidate's name)		
_____	received	_____
(candidate's name)		
_____	received	_____
(candidate's name)		
_____	received	_____
(candidate's name)		

**CERTIFICATION OF MUNICIPAL BOARD OF CANVASSERS**

We, the undersigned, certify that we are the members of the Municipal Board of Canvassers for

\_\_\_\_\_.  
(insert municipality and county)

We certify that the above Reconciliation of Provisional Ballots Processed and the attached Statement of Tally of Provisional Ballots prepared by us, are correct and true as compiled from the provisional ballots provided to us by

\_\_\_\_\_, Clerk.  
(Name of Municipal Clerk)

**BOARD OF CANVASSERS**

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

(4) \_\_\_\_\_

\_\_\_\_\_  
(Date) (5) \_\_\_\_\_

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*The Statement of the Municipal Board of Canvassers should be attached to the amended municipal canvass (if there were municipal offices or referenda). A copy should be included with amended returns sent to any district that had contests or referenda on the ballot at the election.*

