

## Instructions for Municipal Clerks – Organizing and Processing A & B Ballots for UOCAVA (Military, Temporary Overseas and Permanent Overseas) Voters

*A few reminders--*

- An absentee certificate envelope that is insufficient must be rejected. Therefore, when a ballot is received from a voter, examine the certificate envelope for sufficiency. A certificate is insufficient if any of the following are missing:
  - ✓ the signature of the voter
  - ✓ the signature of a witness
  - ✓ the address of the witness
  - ❖ an envelope that appears to have been tampered with is also grounds for rejection.

If the certificate envelope is missing any of these components or appears to have been opened and resealed, contact the voter to advise them of their options to remedy the problem before election day.

- UOCAVA voters may return:
  - ✓ only the 'A' ballot
  - ✓ only the 'B' ballot
  - ✓ both the 'A' and the 'B' ballots

### *Preparing 'A' and 'B' Ballots for Delivery to the Polling Place*

- I. Separate the 'A' ballots from the 'B' ballots
- II. Separate the 'A' ballots into 4 stacks
  - A. Ballots of military and temporary overseas voters—*sufficient certificate envelopes*
  - B. Ballots of military and temporary overseas voters—*insufficient certificate envelopes*
  - C. Ballots of permanent overseas voters—*sufficient certificate envelopes*
  - D. Ballots of permanent overseas voters—*insufficient certificate envelopes*

**Alphabetize each stack, band each stack and label each stack appropriately.**

- III. Separate the 'B' ballots into 2 stacks

- A. 'B' ballots—*sufficient certificate envelopes*
- B. 'B' ballots--*insufficient certificate envelopes*

**Alphabetize each stack, band each stack and label appropriately.**

IV. Provide instructions to the election inspectors as to processing each of the 6 stacks

- A. Process the following absentee ballots during the day:
  - 1. 'A' ballots of permanent overseas voters—*sufficient certificate envelopes*
  - 2. 'B' ballots from military and temporary overseas voters—*sufficient certificate envelopes*

B. Hold these ballots until after 8:00 p.m.

- 1. **All** 'A' ballots of military and temporary overseas voters who have not returned a sufficient 'B' ballot.

Why must these ballots be held?

- a. If the 'A' ballot envelope is insufficient-
  - i. The voter may repair an insufficient 'A' certificate envelope on election day.
  - ii. If the 'B' ballot is not returned or is returned but insufficient, the 'A' ballot is counted if the 'A' ballot envelope has been corrected
  - iii. If a sufficient 'B' ballot is returned by election day, or the voter votes a 'B' ballot at the polling place, the 'A' ballot is rejected.
- b. If the 'A' ballot is sufficient—
  - i. If a sufficient 'B' ballot is returned on election day or the voter votes a 'B' ballot at the polling place, the 'A' ballot is rejected.
  - ii. If the 'B' ballot is not returned by election day or is returned but insufficient, the 'A' ballot is counted

- 2. 'A' ballots of permanent overseas voters—*insufficient certificate envelopes*

Why must these ballots be held?

a. Voters may repair the certificate envelope on election day.

3. 'B' ballots—*insufficient certificate envelopes*

Why must these ballots be held?

a. Voters may repair the certificate envelope on election day.

V. After 8:00 p.m.

Reject the following 'A' ballots:	Process the following 'A' ballots:
<ul style="list-style-type: none"> <li>- <b>Permanent overseas voter</b></li> <li>- insufficient certificate envelope –               <ul style="list-style-type: none"> <li>- not corrected</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- <b>Permanent overseas voter</b></li> <li>- insufficient certificate envelope-               <ul style="list-style-type: none"> <li>- corrected by voter.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>- <b>military or temporary overseas voter</b></li> <li>- insufficient certificate envelope-               <ul style="list-style-type: none"> <li>- certificate not corrected</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- <b>military or temporary overseas voter</b></li> <li>- insufficient certificate envelope-               <ul style="list-style-type: none"> <li>- corrected by the voter and</li> <li>- sufficient 'B' ballot <i>not</i> returned</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>- <b>military or temporary overseas voter</b></li> <li>- sufficient certificate envelope               <ul style="list-style-type: none"> <li>- sufficient 'B' ballot returned.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- <b>military or temporary overseas voter</b></li> <li>- sufficient certificate envelope               <ul style="list-style-type: none"> <li>- sufficient 'B' ballot not returned</li> </ul> </li> </ul>
<b>Reject the following "B" ballots:</b>	<b>If 'A' ballot returned with sufficient certificate</b>
<ul style="list-style-type: none"> <li>- Insufficient certificate envelope-               <ul style="list-style-type: none"> <li>- certificate not corrected</li> </ul> </li> </ul>	Process the 'A' ballot