

General Checklist of Supplies and Materials Needed for the Recount:

- Paper and Pens (To record the minutes of the recount!)
- Tape Recorder (Optional)
- Speaker Phone (for consultation with GAB staff or counsel)
- Test Deck for Electronic Voting Equipment Test
- New Tally Sheets (EB-105)
- New Canvass Reports (EB-106)
- Copies of any informational memoranda relating to the election and the recount prepared by the Government Accountability Board staff and sent to county and municipal clerks.
- Recount checklists and the *Elections Recount Procedures Manual* available from the Government Accountability Board

Election Materials from Each Reporting Unit:

- All ballots to be recounted, contained in the original ballot bag or ballot
- All paper ballot records from direct record electronic (DRE) voting devices
- All logs of seals for electronic voting machines and tabulators
- Container with the *Ballot Container Certificate* (EB-101)
- Both copies of the original *Poll List* (EB-107), including any supplemental voter lists
- The rejected absentee ballots, contained in the brown carrier envelope—*Certificate of Rejected Absentee Ballots* (EB-102)
- The used absentee ballot certificate envelopes, contained in the white carrier envelope—*Used Certificate Affidavit Envelopes of Absentee Electors* (EB-103)
- The *Inspectors' Certificate for Provisional Ballots* (EB-108), provisional ballot reporting form and *Provisional Ballot Certificate* envelopes (EB-123)
- The original *Inspectors' Statement* (EB-104)
- The original *Tally Sheets* (EB-105), including the vote printouts generated by electronic voting and tabulating devices
- The original election results—*Canvass Report* (EB-106)
- The list of absentee ballot applications prepared by each municipal clerk pursuant to Wis. Stat. § 6.89 and all written *Absentee Ballot Applications* (EB121) filed pursuant to Wis. Stat. § 6.86(1)(a)
- Materials related to tracking late arriving military ballots

Recount Checklist

Hand Counted Paper Ballots

Municipality _____ Date _____
Reporting unit _____ Contest _____

This checklist is designed to facilitate uniform practices and is to be completed simultaneously with the recount process for each reporting unit in the recount.

- Compare and reconcile poll lists.
- Absentee ballot review: number, applications, rejected, defective envelopes.
- Verify tamper evident serial number on ballot container matches seal number written on Inspectors' Statement (EB-104) and Ballot Container Certification (EB-101).
- Ballot count.
- Review ballots marked "rejected," "defective," or "objected to."
- Separate absentee ballots and drawdown (*May be skipped if the number of absentee ballots equals the number of proper envelopes.*)
- Reconcile the number of ballots with the number of voters.
- Treatment of excess ballots (*May be skipped if the number of voters equals or exceeds the number of ballots.*)
- Review provisional ballots.
- Review late arriving military ballots.
- Hand count paper ballots and record on duplicate tally sheets (EB-105) accounting for voter intent.
- Add in any votes counted separately, and prepare canvass statement.
- Prepare minutes for each reporting unit and attach checklist to minutes.

Recount Checklist

Optical Scan Voting Equipment

Municipality _____ Date _____
Reporting unit _____ Contest _____

This checklist is designed to facilitate uniform practices and is to be completed simultaneously with the recount process for each reporting unit in the recount.

- Compare and reconcile poll lists.
- Absentee ballot review: number, applications, rejected, defective envelopes.
- Verify tamper evident serial number on ballot container matches seal number written on Inspectors' Statement (EB-104) and Ballot Container Certification (EB-101).
- Ballot count.
- Review ballots marked "rejected," "defective," or "objected to."
- Separate absentee ballots and drawdown (*May be skipped if the number of absentee ballots equals the number of proper envelopes*).
- Reconcile the number of ballots with the number of voters.
- Treatment of excess ballots (*May be skipped if the number of voters equals or exceeds the number of ballots.*)
- Review provisional ballots.
- Review late arriving military ballots.
- Verify voting equipment tamper evident serial number seal number written on Inspectors' Statement (EB-104) contains Chief Inspector's initials for pre-election and post-election verification.
- Test the automatic tabulator (*May be skipped if the Board of Canvassers has conducted a previous test as part of this recount on the same memory card and machine that will be used for this reporting unit*).
- Manually screen ballots for marks that may not be recorded correctly by the tabulator. Review for voter intent and count separately.
- Tabulate ballots on the automatic tabulator.
- Add in any votes counted separately, and prepare canvass statement.
- Prepare minutes for each reporting unit and attach checklist to minutes.

Recount Checklist

Direct Recording Electronic (DRE)/Touch Screen Voting Equipment

Municipality _____ Date _____
Reporting unit _____ Contest _____

This checklist is designed to facilitate uniform practices and is to be completed simultaneously with the recount process for each reporting unit in the recount.

- Compare and reconcile poll lists.
- Absentee ballot review: number, applications, rejected, defective envelopes.
- Verify tamper evident serial number on ballot container matches seal number written on Inspectors' Statement (EB-104) and Ballot Container Certification (EB-101).
- Ballot count.
- Review ballots marked "rejected," "defective," or "objected to."
- Separate absentee ballots and drawdown (*May be skipped if the number of absentee ballots equals the number of proper envelopes.*)
- Reconcile the number of ballots with the number of voters.
- Treatment of excess ballots (*May be skipped if the number of voters equals or exceeds the number of ballots.*)
- Review provisional ballots.
- Review late arriving military ballots.
- Verify voting equipment tamper evident serial number seal number written on Inspectors' Statement (EB-104) contains Chief Inspector's initials for pre-election and post-election verification.
- Review vote totals generated by DRE at polling place.
- Hand count permanent paper record of votes generated by DRE and record on duplicate tally sheets (EB-105).
- Add in any votes counted separately, and prepare canvass statement.
- Prepare minutes for each reporting unit and attach checklist to minutes.