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ELECTION PROCESS OVERVIEW

Thank you for signing up to observe the election process in Coos County! To help make the most of your observation, please find a brief overview of our processes. This handout is for informational purposes only. If you have any questions, feel free to reach out using the contact information above.

- **Signature Verification**

- Each voted ballot is scanned into the Oregon Centralized Voter Registration (OCVR), allowing voters to see when their ballot has been received on the Oregon Secretary of States' My Vote portal.
- Each signature on a return identification envelope is compared against the signature in the voters' registration record
- If there are any problems, such as the signature on the envelope not matching the voters' record, or the signature is missing from the return envelope, the voted ballot is stored separately and notices are sent to the voter. These voters have up to 21 days after election day to resolve the issue, so that their vote can still be counted
- Voted ballots that contain matching signatures are not moved onto the next stage in the process until full-time staff have balanced against reports from OCVR
 - ✚ Observers will see colored trays designating which stage of the process ballots are in
 - Blue trays contain voted ballots that have not been scanned into OCVR
 - Yellow trays contain voted ballots that have been scanned into OCVR, but have not undergone signature verification
 - Red trays contain voted ballots that have been scanned into OCVR and contain a matching signature
 - ✚ Observers will see each worker marking the top of the return identification envelopes with an assigned marker color.
 - Assigned colors help maintain an accurate chain of custody

- **Opening Boards**

- Each opening board is made up of two individuals of different political parties
- The job of the opening board is to prepare the ballots for tabulation
- One person will remove the voted ballot from the return identification envelope
- The other person will unfold and flatten the ballot
- If a ballot is in such a state that it is impossible to feed through a scanner for tabulation, the ballot is duplicated under the supervision of full-time staff
 - ✚ Observers will see the return identification envelopes are kept face down so that the name of the voter cannot be seen

- ✚ Observers will see the first person holding up the return identification envelopes in order to look through the hole in the center of the envelope
 - This is done to verify all voted ballots have been removed from the envelopes
- ✚ Observers will see both individuals creating stacks of envelopes and ballots respectively
 - This is done to aid in balancing the number of voted ballots before they are moved onto the next stage of the process
- ✚ Observers will see ballots go into white boxes with a designated number
- ✚ Observers will see the empty return identification envelopes go into a black tray with an identical designated number

- **Tabulation**

- Full-time staff process one batch of voted ballots at a time, scanning them to be tabulated by Clear Ballot
- Once all ballots are scanned, the number of ballots scanned is balanced against the number provided by the opening boards
- ✚ Observers will see colored tags on each white box containing voted ballots
 - Blue tags indicate ballots ready for tabulation
 - Green tags indicate ballots that have already been tabulated

- **Adjudication**

- Two full-time staff of different political parties review the ovals on the ballots using images scanned into Clear ballot
- ✚ Observers will see full-time staff reviewing each contest and candidate methodically while logging their progress
 - Adjudication is carried out by direction from the Oregon Secretary of State in the form of the Vote by Mail Manual, available on their website

- **Hand Count**

- Following every statewide election, the Oregon Secretary of State issues a directive to all Oregon Counties ordering a hand count audit of specific contests and batches or precincts
- Each hand count board is made up of four individuals, divided into teams of two, not all affiliated with the same political party
- Each team will hand count the results of the designated contest in a designated batch
 - ✚ Observers will see each batch is split between the two teams of a board
 - ✚ Observers will see, once both teams have finished counting, they log their findings and switch ballots with the other team
 - This process ensures each batch is counted twice
 - ✚ Observers will see a seal is broken upon the beginning of and placed upon the completion of each batch

We look forward to your time observing!