

BALLOT TAB

ELECTION RESULTS				
REPORT FROM	CONDUCTIVE	PRECINCT		
DEMOCRATIC ELECTION				
CARD NO.	PRECINCT	TOTAL BALLOTS	PERCENTAGE	TOTAL BALLOTS
PRINTED	NO.	CARD		PRINTED
Precinct Number 0707				
Total Ballots Cast 49				
Chief Executive - Vote for One				
George Washington	90	20	40.81	1
John Adams	40	10	20.41	1
Thomas Jefferson	100	19	38.77	1
First Lady - Vote for One				
Dolly Madison	100	11	22.45	1
Letty Ross	100	12	24.49	1
Maria Lisa	100	26	53.06	1
Secretary of Indian Affairs				
Gertrude	100	12	24.49	1
Goodwin	100	10	20.41	1
Sitting Bull	100	17	34.69	1
Board of Education				
Jack Lowden	100	10	20.41	2
Mark Nevin	100	12	24.49	2
Bret Hart	100	11	22.45	2
Isaac Allen Poe	100	11	22.45	2
Director of Self Preservation				
Jack Kerouac	100	11	22.45	1
Joe Louis	100	12	24.49	1
Recreation Commissioner				
Babe Ruth	100	10	20.41	1
Joe DiMaggio	100	11	22.45	1
Shall taxes in this state be reduced				
Yes	100	11	22.45	1
No	100	12	24.49	1

A Proven concept in Ballot counting which brings computer processing under the control of the election official. With rapid ballot processing and continuous card feeding, election results are available in seconds. All instructions, procedures and control buttons are designed for operation by the election official with no computer experience.

Programming for each election is accomplished in minutes. The Ballot Tab counts all printed ballot card systems and VOTOMATIC 228 or 235 formats. Precinct totals as well as running cumulative totals are available.

Precinct and cumulative print-outs are affixed to an ELECTION RESULT Sheet containing candidate names and office titles.

The Ballot Tab is portable without any special requirements for air conditioning or power.

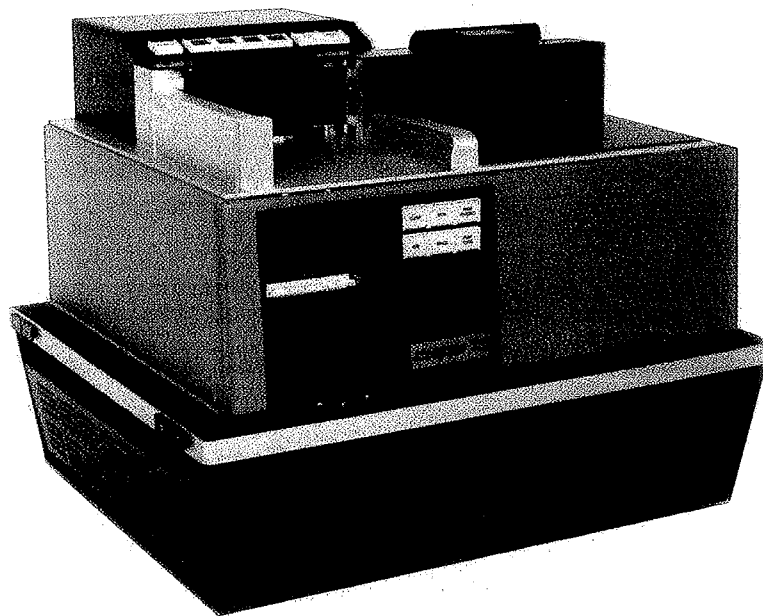
Power: 115V 60Hz

Size: 24" x 21"

Reader Speed: 300, 600 & 1000 cpm

Print Speed: 180 LPM

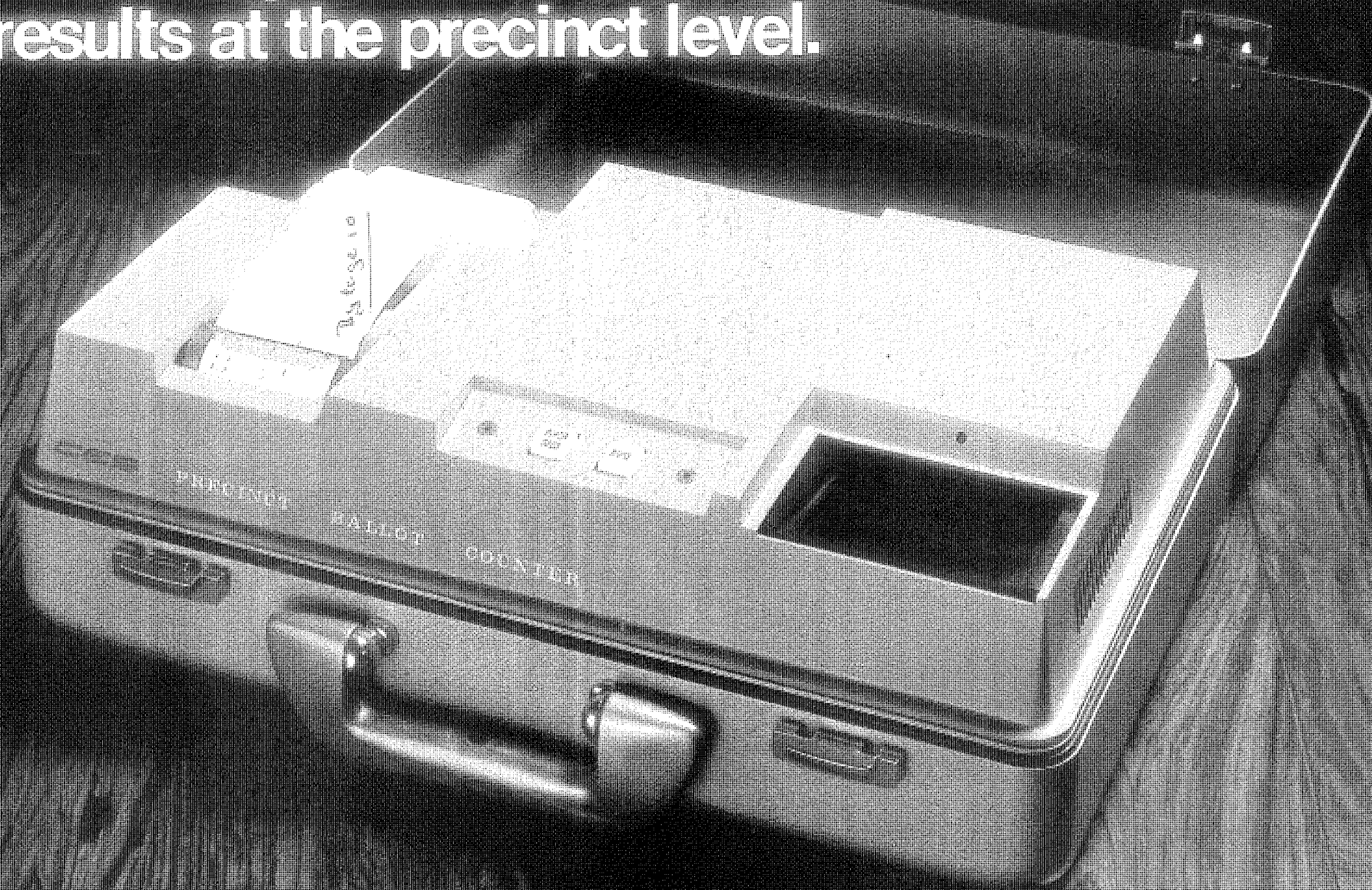
Weight: 170 lbs.



CES

COMPUTER ELECTION SYSTEMS

**Introducing the CES precinct ballot counter.
An intelligent next step in providing election
results at the precinct level.**



★ A fool-proof three step operation that requires no formal training. (1) turn unit on (2) insert ballots (3) print results

★ 1800 ballot cards processed per hour

★ Program simplicity with either the unalterable prom-pack or program control cards

★ Fewer components offer greater reliability than larger more complex systems

★ Provides a permanent and total audit trail of each anonymous voter

★ Instant printed results for all types of punched card systems

★ Timely results from key and remote precincts

★ Absentee voting tabulation for any system

★ Compact for storage and light-weight for travel

★ Election officials control the integrity of the system by preparing the program and establishing the format in which the results are printed

SPECIFICATIONS

CASE Unit is shock mounted in functional and protective attache style aluminum case. Size 5½"Hx10"Wx16"L. Weight 22 lbs. Moisture and dust proof. Carrying handle is provided.

CARD READER Manual Ballot Card feed of 30-45 cards per minute. Exclusive CES Programming allows accurate ballot card processing without regard to the way the ballot is inserted.

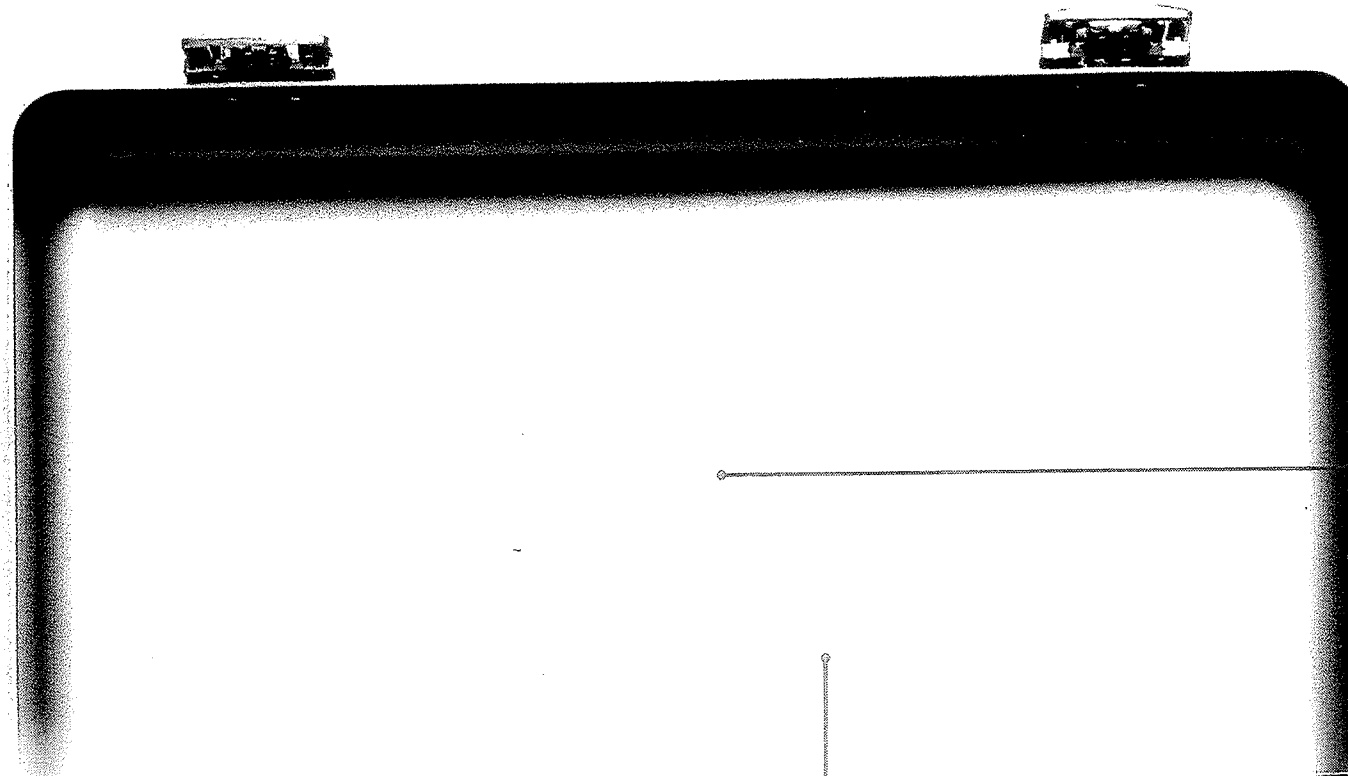
MICROPROCESSOR Proven Microprocessor components utilizing solid state design enhances reliability.

PROGRAMMING Ballot Formats—Counts all single & multiple card formats. utilizing standard size computer cards. Counts up to 9999 in any position. Capable of counting straight party, open or closed Primary, and other unique election requirements with ease.

PRINTER 18 column, 3 lines per second printing speed. Full numeric with limited Alpha capability.

POWER REQUIREMENTS 115 Volt AC. ±12% 60 Hertz. Power requirement 2 AMPS

ENVIRONMENTAL Temp. 32° to 120° + Humidity 90% (Non Condensing)



ATTRACTION
AND FUNCTIONAL
ALUMINUM CASE

FUSE

BALLOT CARD
STACKING AREA
(WILL ACCOMMODATE
SEALED CONTAINER)

POWER
ON/OFF KEY

off
ON
FUSE
PRESS

REMOVABLE
PROMPACK
(CAN BE SEALED)

THREE LINES
PER SECOND
PRINTER

READ CHECK LIGHT

PAPER FEED
BUTTON

PAPER
FEED

PRINT

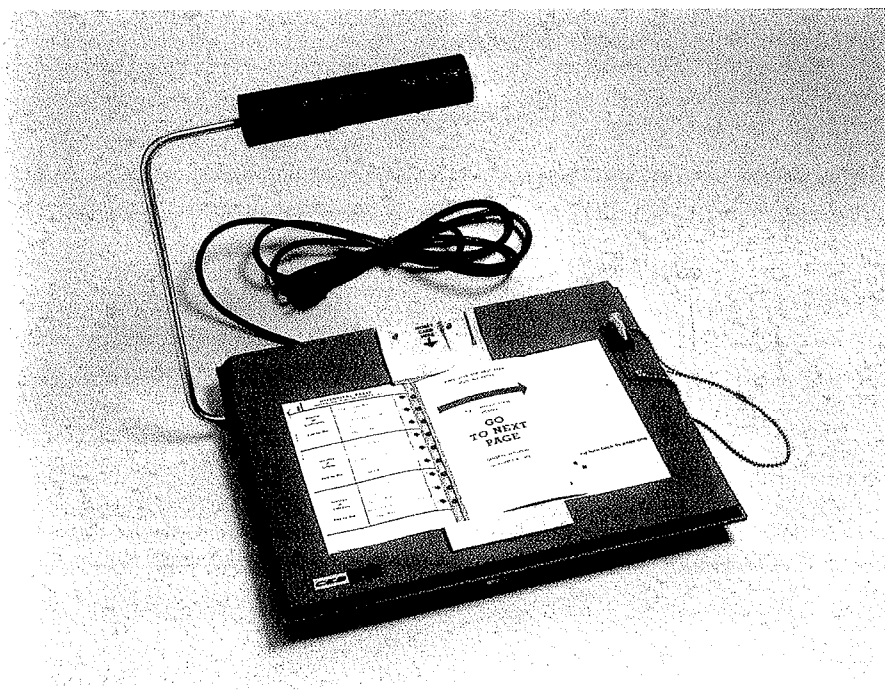
CARD READER

PRINT BUTTON

**A better concept
in precinct ballot counting.**

CES VOTE RECORDER

MODEL I Utilizes standard IBM computer cards as ballots. 228 or 235 Format. Cards slide into slot at top of unit. Voting is accomplished by punching through the ballot card with attached voting stylus. Candidates' names and issues printed on book ballot assembly fitted into center of unit. May be used with or without voting booth as required by law. Available with or without light. Bluebase of high impact Noryl plastic. Baseplate of zinc-plated steel. Universal ballot frame will accommodate crimp hinged page or wire-framed plastic jacketed page. Ballot assembly may be sealed onto unit. Model I to Model IIIA conversion kit consists of: Baseplate exchange, Poly-urathene foam and plastic, sealing strips and plugs. Model IIIA booth/case without Vote Recorder.



CES VOTE RECORDER

Specifications:
Parts are interchangeable
with IBM 9957:

Votomatic Model I w/ Light

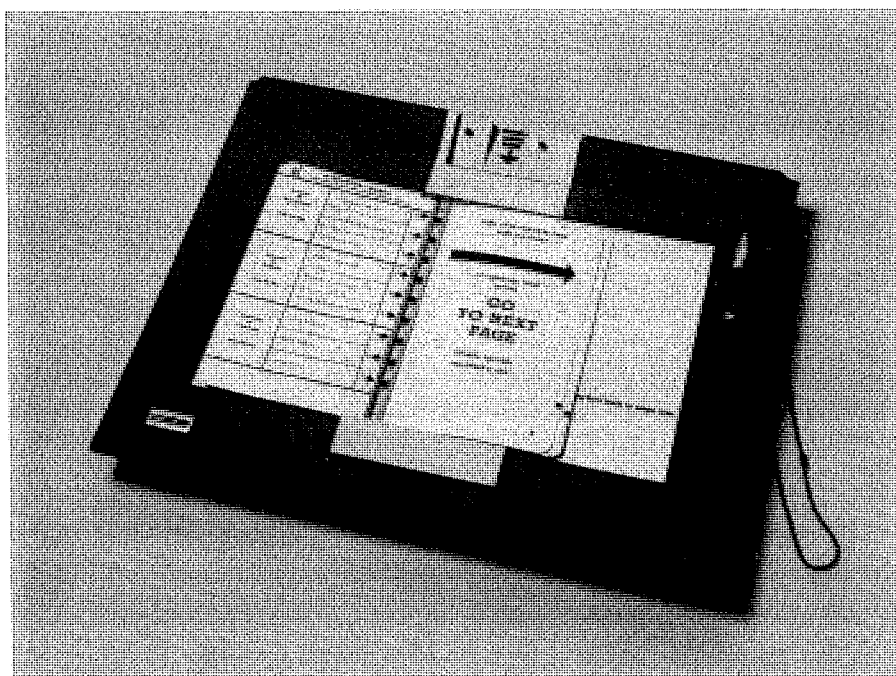
Weight 5 lbs 14 oz.
Length: 17 $\frac{3}{4}$ "
Width: 15 $\frac{1}{2}$ "

Cord length: 8'
Bulb: 25 watt
Height: 2 $\frac{1}{4}$ " (13 $\frac{1}{2}$ " with
light up).

Votomatic Model I without Light

Weight: 4 lbs. 11 oz.
Length: 16 $\frac{1}{4}$ "

Height: 2 $\frac{1}{4}$ "
Width: 13"



CES VOTOMATIC SELF-CONTAINED UNIT

MODEL III-A — From ATTACHE to VOTING BOOTH

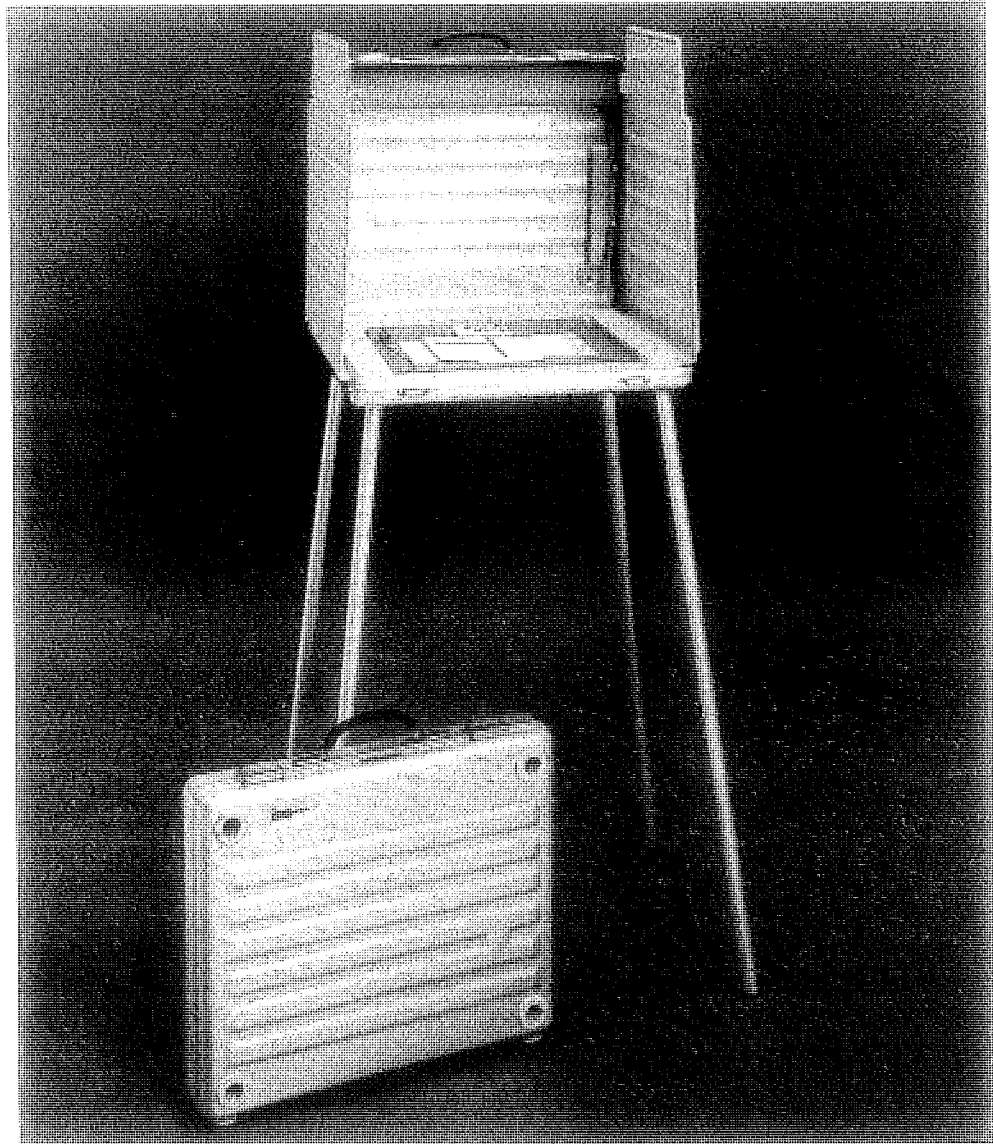
Fold neatly together to form handy carrying case.

Removable legs fold and store in top half of case.

Tips and leg halves held together by nylon covered stock cord.

VOTOMATIC can be reversed to form a flat shelf for paper ballot voting.

This unit is available in conversion kit form for those using individual Model I VOTOMATIC units.



CES

COMPUTER ELECTION SYSTEMS

BALLOT TRANSFER CASE

A strong and durable case of heavy duty steel construction for securely transporting official ballot cards.

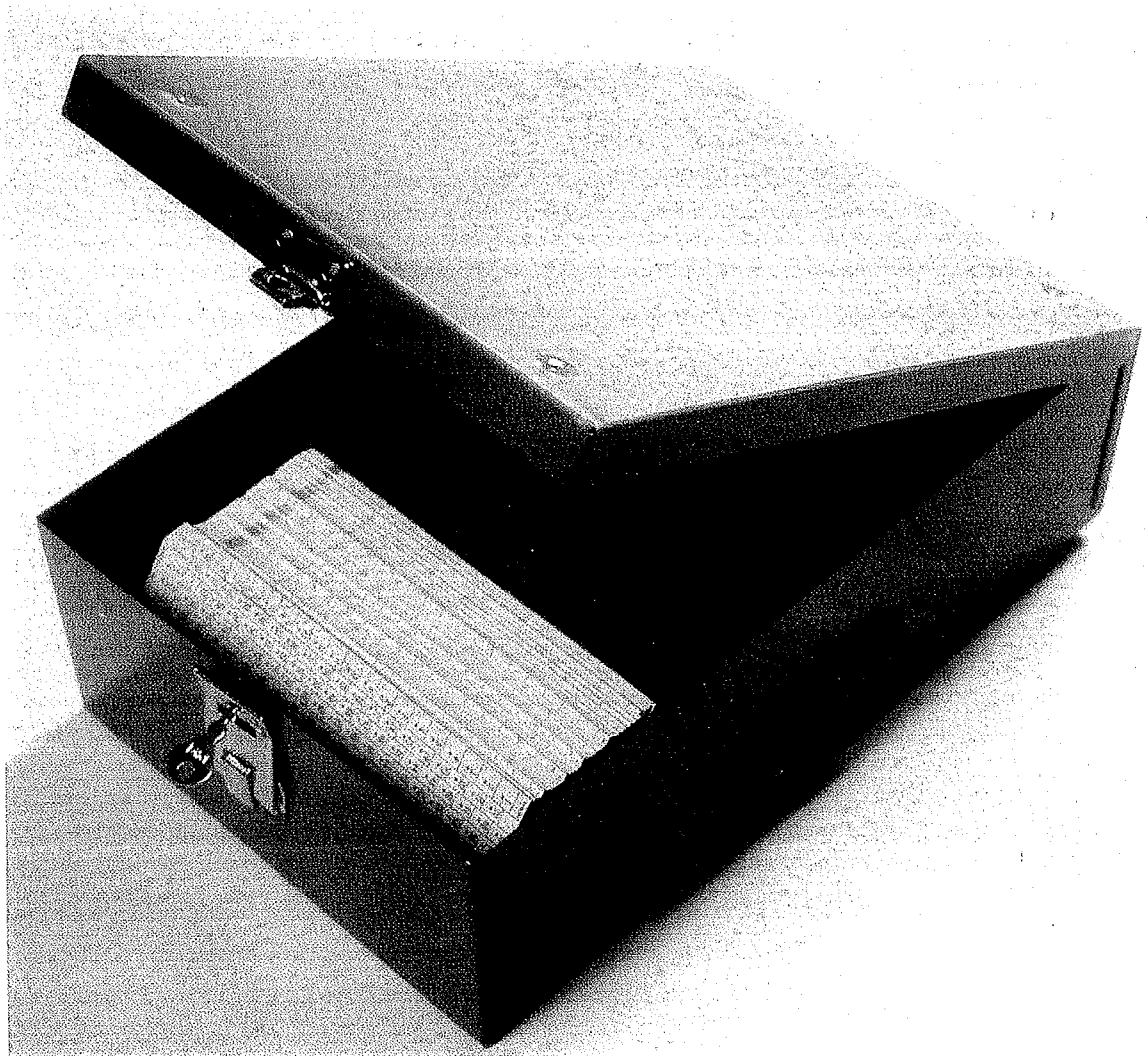
The case is heavy gauge steel and consists of a tamper proof hinge and sealing latch.

Available in 3 sizes:

Type A Height 4"
Length 12"
Width 8¼"
Weight 3 lbs.

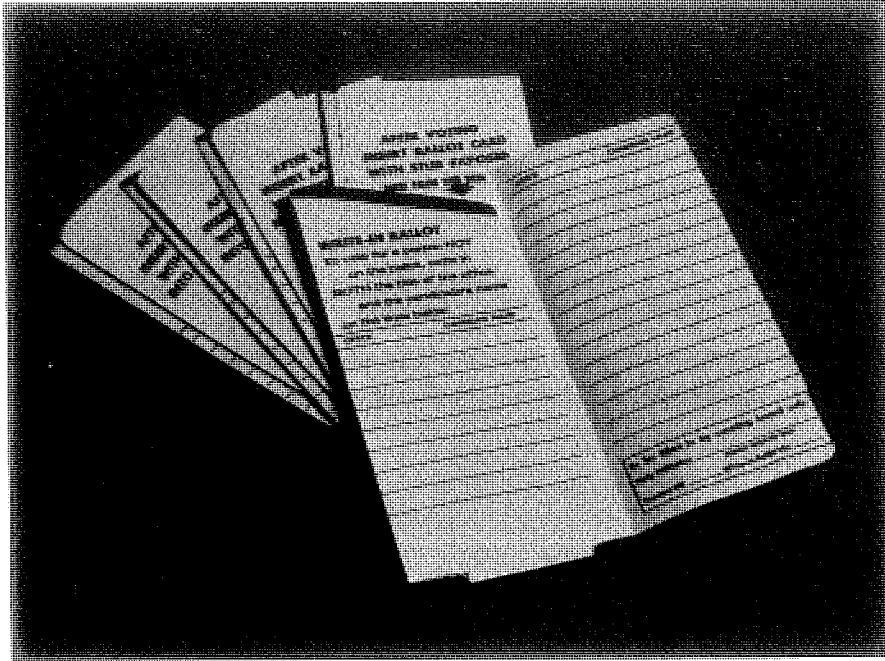
Type F Height 4½"
Length 14½"
Width 9"
Weight 5 lbs.

Type D Height 4"
Length 15¾"
Width 12¼"
Weight 7 lbs.



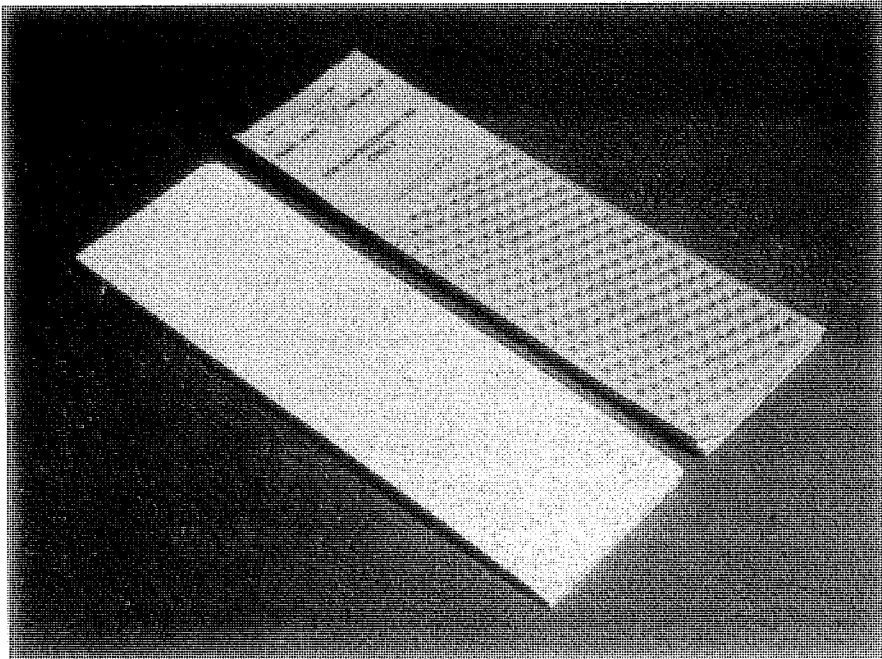
CES

COMPUTER ELECTION SYSTEMS



BALLOT ENVELOPE

Grey ballot envelope with write-in provision. Specifically designed to protect the secrecy of the voted ballot. Ballot card is inserted into the inner pocket of the envelope. Write-ins are made on the lined spaces provided inside. Instruction for write-ins are printed on the envelope. 5,000 per box.



ABSENTEE STYROBACKER

Used with standard computer card for ease in mailing as absentee ballots.

ORIGINAL CREATION of CES.

Weight: $\frac{1}{6}$ oz.

Width: $3\frac{1}{4}$ "

Length: $10\frac{3}{4}$ "

Thickness: $\frac{1}{4}$ "

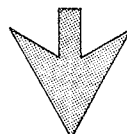


COMPUTER ELECTION SYSTEMS

By large o

**AFTER VOTING
INSERT BALLOT CARD
WITH STUB EXPOSED
INTO ENVELOPE POCKET
AND CLOSE FLAP**

← PLACE HOLES OVER POSTS →

INSERT CARD  THIS SIDE UP

**FOR DEMONSTRATION USE
ONLY**

THIS BALLOT STUB SHALL BE REMOVED BY INSPECTOR BEFORE BALLOT IS PLACED IN BALLOT BOX.

1	20	39	58	77	96	115	134	153	172	191	210
2	21	40	59	78	97	116	135	154	173	192	211
3	22	41	60	79	98	117	136	155	174	193	212
4	23	42	61	80	99	118	137	156	175	194	213
5	24	43	62	81	100	119	138	157	176	195	214
6	25	44	63	82	101	120	139	158	177	196	215
7	26	45	64	83	102	121	140	159	178	197	216
8	27	46	65	84	103	122	141	160	179	198	217
9	28	47	66	85	104	123	142	161	180	199	218
10	29	48	67	86	105	124	143	162	181	200	219
11	30	49	68	87	106	125	144	163	182	201	220
12	31	50	69	88	107	126	145	164	183	202	221
13	32	51	70	89	108	127	146	165	184	203	222
14	33	52	71	90	109	128	147	166	185	204	223
15	34	53	72	91	110	129	148	167	186	205	224
16	35	54	73	92	111	130	149	168	187	206	225
17	36	55	74	93	112	131	150	169	188	207	226
18	37	56	75	94	113	132	151	170	189	208	227
19	38	57	76	95	114	133	152	171	190	209	228

TO BE FILLED IN BY ELECTION BOARD ONLY

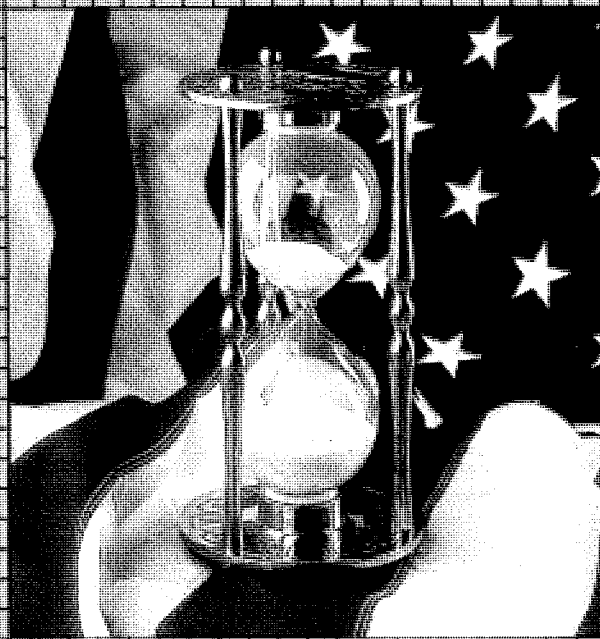
PRECINCT NO. _____ WRITE-IN NO. _____

5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

**AFTER VOTING
INSERT BALLOT CARD
WITH STUB EXPOSED
INTO ENVELOPE POCKET
AND CLOSE FLAP**

LIJST		CANDIDAAT
1	11	20
	2	21
2	12	3
	4	22
3	13	5
	6	23
	7	24
4	14	8
	8	25
	9	26
5	15	10
	11	27
	12	28
6	16	11
	13	29
	14	30
7	17	
	15	
8	18	
	16	
9	19	
	17	
10	20	
	19	

QTE
Introduces the
Counting Methodical
System



For Elementary Schools
with
Total Control

25 TEST PRECINCT 25
6/23/82 8 32 25

CES offers the most advanced, stand-alone, ballot processing system available today- Counting Multiplexor System (CMX)™

REGISTERED VOTERS

BALLOTS CAST

CHIEF EXECUTIVE
GEORGE WASHINGTON
JOHN ADAMS
THOMAS JEFFERSON

VICE PRESIDENT
SUSAN

6/23/82 8 32 25

PRECINCTS COUNTED - TOTAL

REGISTERED VOTERS

BALLOTS CAST

CHIEF EXECUTIVE
GEORGE WASHINGTON

REPORT

COMPUTER ELECTION SYSTEM
DEMONSTRATION ELECTION

VOTES 1325
PERCENT 100.00

CANVASS REPORT

DEMONSTRATION ELECTION

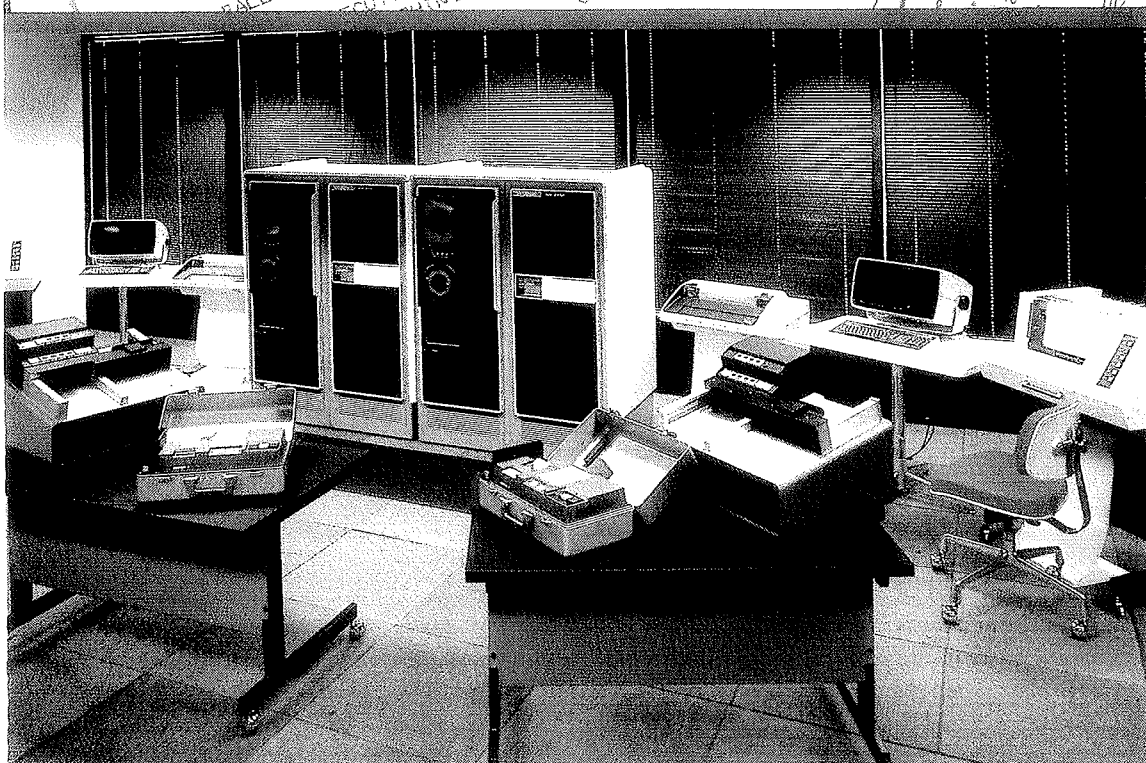
CHIEF EXECUTIVE
VOTE FOR ONE
GEORGE WASHINGTON
JOHN ADAMS
THOMAS JEFFERSON

1 39 55 77 115 154 153 191 210
2 20 40 60 80 96 116 135 172 211
3 22 42 61 79 98 118 138 175 212
4 23 43 62 81 99 119 139 176 213
5 24 44 63 82 100 120 140 177 214
6 25 45 64 83 101 121 141 178 215
7 26 46 65 84 102 122 142 179 216
8 27 47 66 85 103 123 143 180 217
9 28 48 67 86 104 124 144 181 218
10 29 49 68 87 105 125 145 182 219
11 30 50 69 88 106 126 146 183 220
12 31 51 70 89 107 127 147 184 221
13 32 52 71 90 108 128 148 185 222
14 33 53 72 91 109 129 149 186 223
15 34 54 73 92 110 130 150 187 224
16 35 55 74 93 111 131 151 188 225
17 36 56 75 94 112 132 152 189 226
18 37 57 76 95 113 133 153 190 227
19 38 58 77 96 114 134 154 191 228
20 39 59 78 97 115 135 155 192 229
21 40 60 79 98 116 136 156 193 230
22 41 61 80 99 117 137 157 194 231
23 42 62 81 100 118 138 158 195 232
24 43 63 82 101 119 139 159 196 233
25 44 64 83 102 120 140 160 197 234
26 45 65 84 103 121 141 161 198 235
27 46 66 85 104 122 142 162 199 236
28 47 67 86 105 123 143 163 200 237
29 48 68 87 106 124 144 164 201 238
30 49 69 88 107 125 145 165 202 239
31 50 70 89 108 126 146 166 203 240
32 51 71 90 109 127 147 167 204 241
33 52 72 91 110 128 148 168 205 242
34 53 73 92 111 129 149 169 206 243
35 54 74 93 112 130 150 170 207 244
36 55 75 94 113 131 151 171 208 245
37 56 76 95 114 132 152 172 209 246
38 57 77 96 115 133 153 173 210 247
39 58 78 97 116 134 154 174 211 248
40 59 79 98 117 135 155 175 212 249
41 60 80 99 118 136 156 176 213 250
42 61 81 100 119 137 157 177 214 251
43 62 82 101 120 138 158 178 215 252
44 63 83 102 121 139 159 179 216 253
45 64 84 103 122 140 160 180 217 254
46 65 85 104 123 141 161 181 218 255
47 66 86 105 124 142 162 182 219 256
48 67 87 106 125 143 163 183 220 257
49 68 88 107 126 144 164 184 221 258
50 69 89 108 127 145 165 185 222 259
51 70 90 109 128 146 166 186 223 260
52 71 91 110 129 147 167 187 224 261
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61 80 100 119 138 156 176 196 233 270
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63 82 102 121 140 158 178 198 235 272
64 83 103 122 141 159 179 199 236 273
65 84 104 123 142 160 180 200 237 274
66 85 105 124 143 161 181 201 238 275
67 86 106 125 144 162 182 202 239 276
68 87 107 126 145 163 183 203 240 277
69 88 108 127 146 164 184 204 241 278
70 89 109 128 147 165 185 205 242 279
71 90 110 129 148 166 186 206 243 280
72 91 111 130 149 167 187 207 244 281
73 92 112 131 150 168 188 208 245 282
74 93 113 132 151 169 189 209 246 283
75 94 114 133 152 170 190 210 247 284
76 95 115 134 153 171 191 211 248 285
77 96 116 135 154 172 192 212 249 286
78 97 117 136 155 173 193 213 250 287
79 98 118 137 156 174 194 214 251 288
80 99 119 138 157 175 195 215 252 289
81 100 120 139 158 176 196 216 253 290
82 101 121 140 159 177 197 217 254 291
83 102 122 141 160 178 198 218 255 292
84 103 123 142 161 179 199 219 256 293
85 104 124 143 162 180 200 220 257 294
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87 106 126 145 164 182 202 222 259 296
88 107 127 146 165 183 203 223 260 297
89 108 128 147 166 184 204 224 261 298
90 109 129 148 167 185 205 225 262 299
91 110 130 149 168 186 206 226 263 300
92 111 131 150 169 187 207 227 264 301
93 112 132 151 170 188 208 228 265 302
94 113 133 152 171 189 209 229 266 303
95 114 134 153 172 190 210 230 267 304
96 115 135 154 173 191 211 231 268 305
97 116 136 155 174 192 212 232 269 306
98 117 137 156 175 193 213 233 270 307
99 118 138 157 176 194 214 234 271 308
100 119 139 158 177 195 215 235 272 309

RECREATION COMMISSIONER
JOE BOVIS
ALEX RUTH

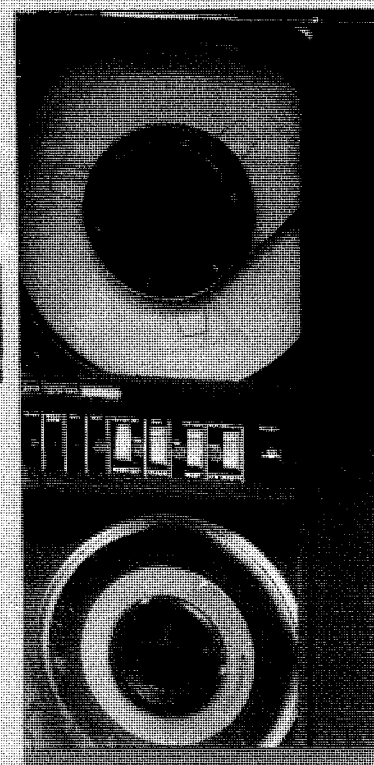
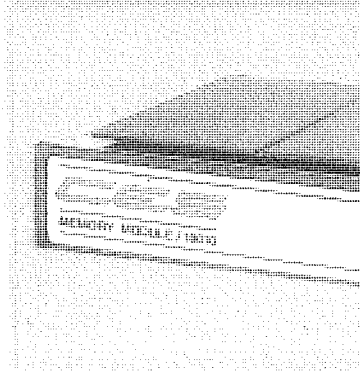
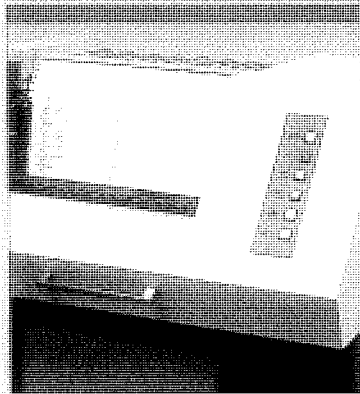
ADVENTURE
VOTE FOR ONE

ONLY



E PRESIDENT ANTHONY
SUSAN B. ANTHONY
DR. THOMAS DOOLEY
ALBERT SCHWEITZER
DIRECTOR OF ENTERTAINMENT
EMMETT KELLY
ANNY BRICE
ROGERS

Continue Voting on Back Side (over)



CMX from CES.

Since 1969, CES has successfully developed a wide range of ballot tabulating products, each designed to fit specific ballot processing needs.

Now, CES has designed all the capabilities of their prior ballot processing products into a single system. CMX is the most advanced, versatile, stand-alone ballot processing system available today.

Speed. Control. Flexibility. CMX is a total system. It's all you need to process ballots, tabulate totals and generate reports. With five card readers the CMX system can effectively process up to 260,000 ballots per hour! What's more, the CMX system is simple to use, and is operated by election department personnel.

Basic system.

The basic CMX is a stand-alone, disk based ballot tabulation system. The system includes:

- One central processing unit (CPU) with 256 KB memory.
- Two to five 1000 cpm card readers for ballot processing.
- One 25 megabyte fixed disk for program and data storage.
- One 800/1600 bpi magnetic tape drive for data transfer and back-up.
- One video display terminal (VDT) with keyboard for data entry.
- One 180 character per second printer for the system audit trail.
- One 300 or 600 lpm printer for report processing.

Customized configuration.

What makes CMX different from other ballot tabulation products is that CMX can be defined in a wide variety of configurations, tailored to meet specific jurisdiction needs. For example, if more than 5 card readers are needed, two or more CMX systems may be cabled together to form a larger configuration at a single site.

Advanced system alternatives.

CMX is designed to encompass a number of advanced configurations of hardware and software beyond the basic stand-alone system. Aside from processing ballots through card readers, CMX is capable of receiving precinct vote totals from CES's Precinct Ballot Counters (PBC) or OPTECH I[™] Memory Packs. CMX can also receive input from magnetic tapes, keypunched summary cards or direct video display terminal (VDT) keyboard input. The results are then accumulated on disk and all CMX processing and reporting capabilities are immediately available.

Communication with other computers.

By using common 2780/3780 RJE telecommunications protocol, CMX is capable of communicating results to and from other mainframe computers that use CES's Election Language/80 (EL/80)[™] Software.

Further, several CMX systems may be distributed geographically and can combine results via telephone lines or by transporting magnetic tapes with summarized totals to a central processor. With any error in telephone transmission or tape, the sending computer can immediately retransmit or recreate the tape without reprocessing any ballot cards.

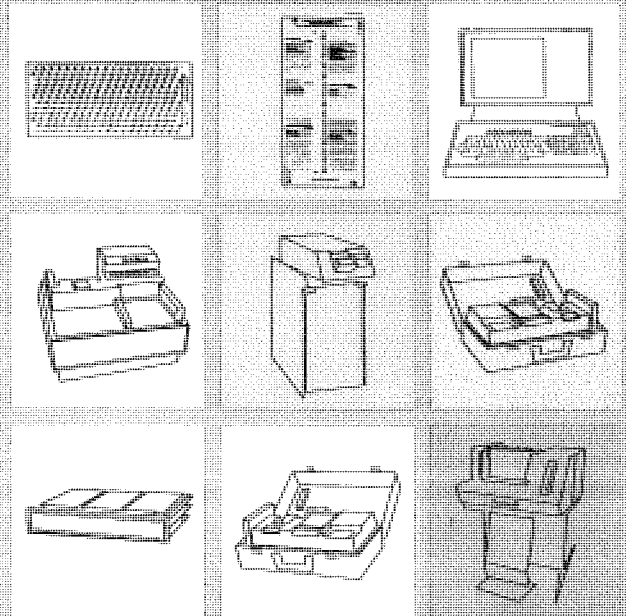
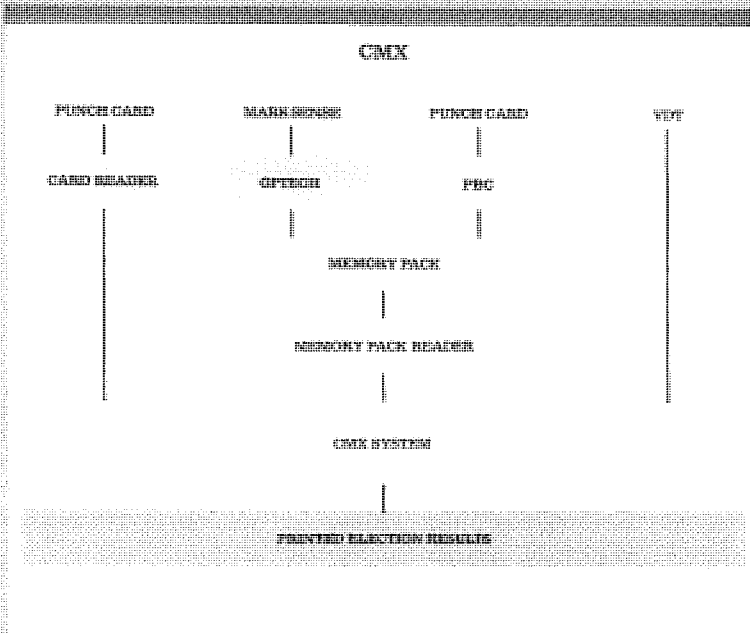
Proven software.

The CMX Software has successfully processed millions of ballots nationwide. CMX Software provides all the election reports you need. Cumulative totals, individual precinct reports and canvassing of totals by precinct are all standard.

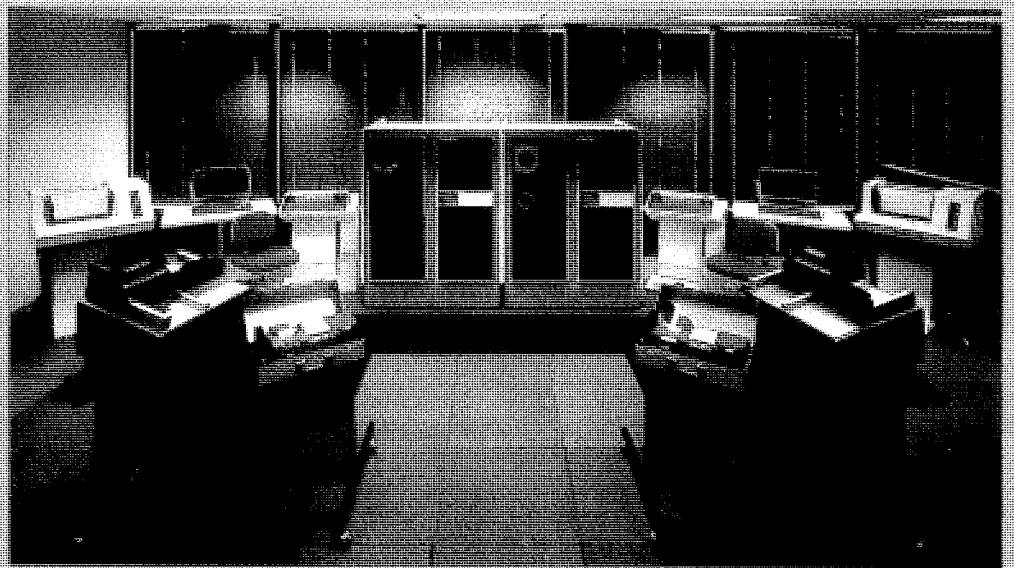
A proven company.

As the largest manufacturer of voting system equipment in the U.S., CES stands behind every customer. From warranties, election worker training, and equipment service, to supplies and materials, CES does it all with its own people.

Our field service engineers and customer service representatives are always on call to take care of problems or questions. Full service. Full satisfaction.



Computer Election Systems
1001 Eastshore Highway
Berkeley, CA 94710
(415) 527-5150



CES USER'S GUIDE

INTRODUCTION

This User's Guide is intended to serve as a tool in the implementation of a punch card voting system. It is a generalized outline intended to describe all the administrative facets of the CES Voting System. Hopefully, the procedures are flexible enough to be adopted, with specific alterations as required by law, in any voting jurisdiction served by CES.

In the case of the Counting Center forms provided, not all need be used. Also, each category depicted on the forms need not be used if not required by state law.

For specific information regarding CES' EL-70, EL-80, or EL-85 Ballot Tabulation Systems, i.e., documentation, operating instructions, system flows, input coding specifications, see your CES Representative.

Prepared by
J. F. TAGGARD, JR.

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SECTION I

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<u>OVERVIEW</u>	
Narrative.....	1-3
System Flow Charts.....	4-5

This section contains generalized flow charts depicting all facets of a punch card voting system's administration. A narrative relative to punch card voting is also included.

HOW THE VOTOMATIC SYSTEM WORKS

IN THE POLLING PLACE

As the voter enters the polling place, he is given a demonstration on the Votomatic Vote Recorder. This demonstration will instruct him in the operation of the unit in order that he may fully understand the recorder when in the voting booth. Following the demonstration the voter signs his name to the poll list and is verified as a voter in that precinct or ward. Upon completion of this verification the voter is issued a punch card ballot and directed to a voting booth.

When in the booth he inserts his ballot card into the Votomatic Vote Recorder and commences voting. This is done by depressing the stylus in a hole opposite the name of his candidate. If he wishes to enter a write-in candidate, he merely writes the name on the Write-In Ballot Envelope provided. Upon completion of voting, the voter may verify his votes by comparing the numbers punched with those opposite the candidate names on the ballot pages. He places his ballot card into the ballot envelope and leaves the voting booth.

The ballot is then handed to one of the polling place officials who removes the numbered stub and places the ballot into the ballot box. This procedure continues for each voter throughout the day.

At the end of the day when voting is completed and the polls are closed, the precinct officials open the ballot box and remove all of the ballots. The ballots are placed into a "transport carrier" and sealed. The precinct officers then reconcile the number of ballots issued with the number of voters signing the poll list. When this is completed the ballots are delivered by two or more precinct officials to the Counting Center.

COUNTING CENTER

The Counting Center is divided into four major functions: Receiving, Inspecting, Processing, and Storage.

As ballots arrive from the polling places they are checked in at the Receiving Station. The precinct officials are given a receipt. The time of arrival and the condition of the sealed transport carrier are noted by the Receiving Team.

The sealed "transport carrier" is then sent to the Inspection Station. The inspection team cuts the seal and removes the ballots. The ballots are examined to detect torn or otherwise damaged ballot cards. If a damaged ballot is found, a certified duplicate copy is made. Both the damaged original and the duplicate are given an identification number so that they may be matched again if necessary. When the Inspection Team has completed the precinct, the ballots are sent to the Processing Team.

The Processing Team is responsible for the computer operation. They process the ballots through the computer. They produce periodic reports throughout the evening. They also have the ability to produce individual precinct results upon completion of the count. After the ballots have been processed they are sent to storage.

The Storage Team places the ballots in a secure storage area where they will remain for the period prescribed by law. The ballots are available in storage should they ever be required for a recount.

ACCURACY CHECKS

There are many checks made upon the accuracy of the entire election. The first begins in the polling place at the end of the day.

The precinct officials determine the number of ballots issued during the day by examining the serially numbered stubs remaining. This ballot count is then reconciled with the number of voters having signed the poll list. These counts will later be matched with the actual number of ballots counted by the computer for that precinct.

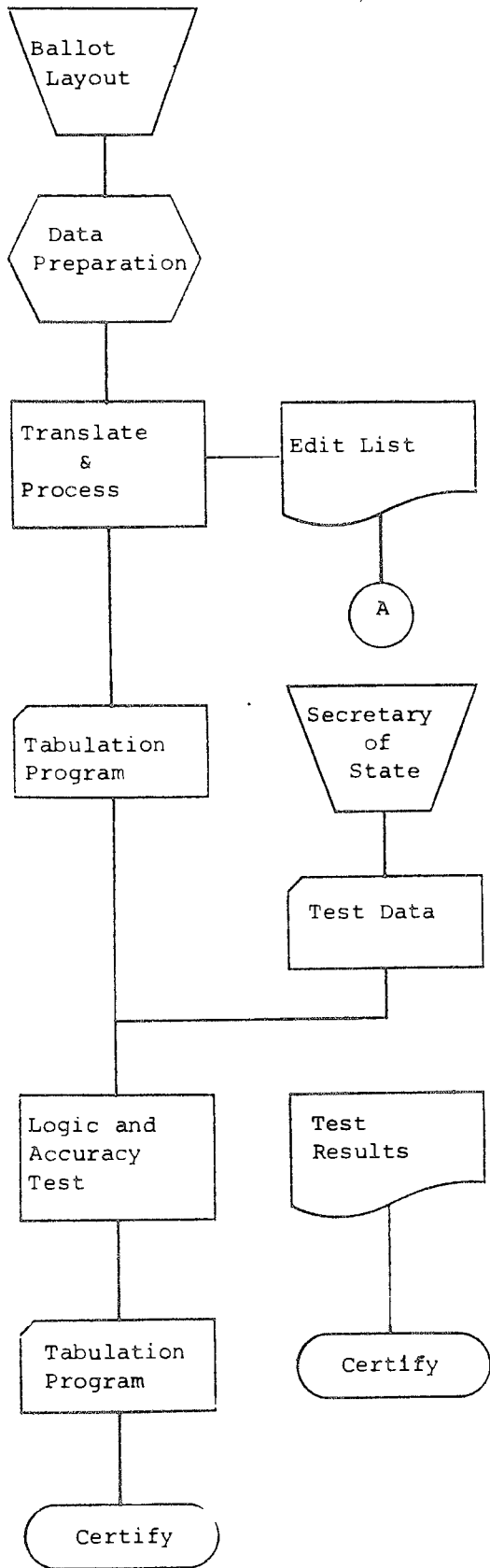
Prior to election day a test is run on the computer with a simulated group of ballots. The results of these simulated ballots have been predetermined and are a known fact before the test. The computer produced results are compared to the known results. Comparison of the two is assurance that the computer is operating properly. The simulated ballots and the computer program are placed in security following this test.

On election day the simulated ballots and the computer program are removed from security. They are run again to assure that both the computer and the program are still operating properly. Completing the test, the computer is ready to process ballots.

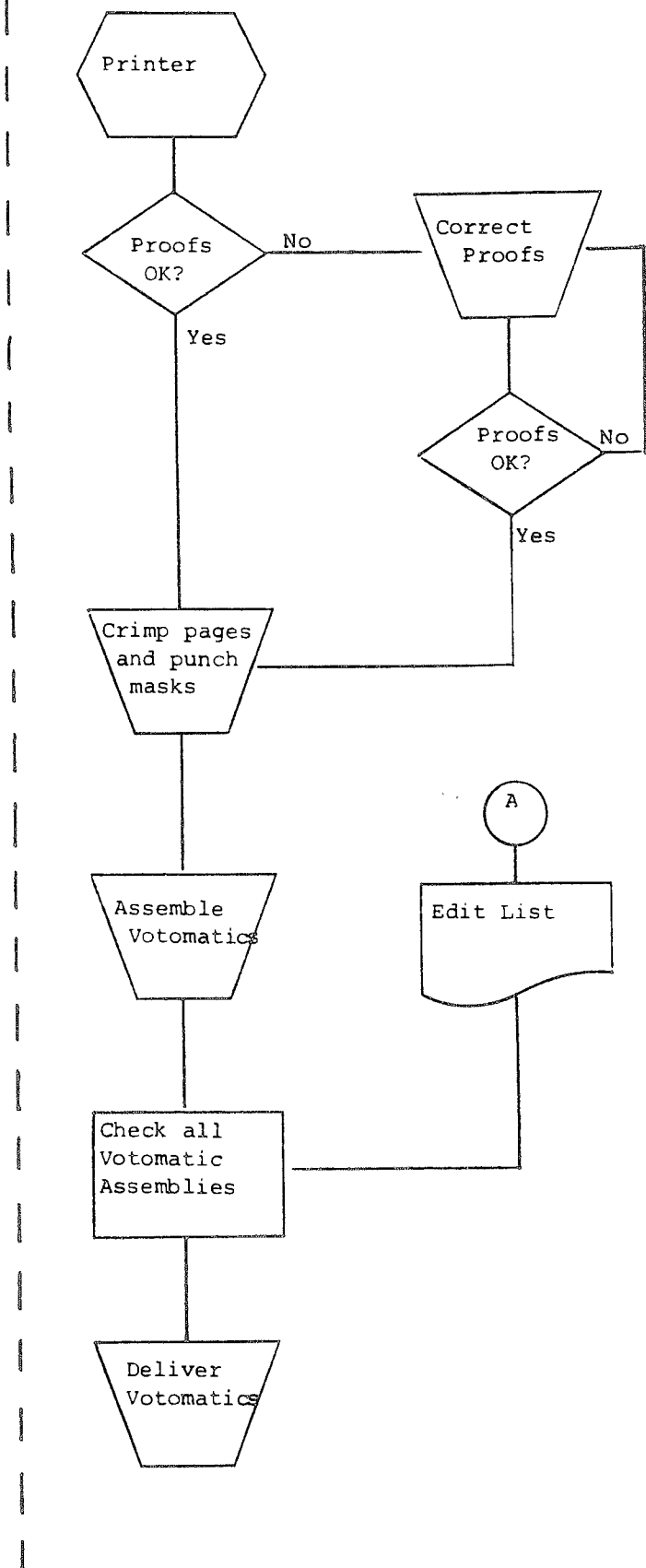
The computer has an additional checking feature to assure accuracy. Each ballot passes through two reading stations within the computer. The results from the first station are compared with results of the second before any data is transmitted to candidate counters. Should a discrepancy occur between the two reading stations the computer will stop rather than risk recording erroneous information.

ELECTION ADMINISTRATION LOGISTICS CONTROL FLOW

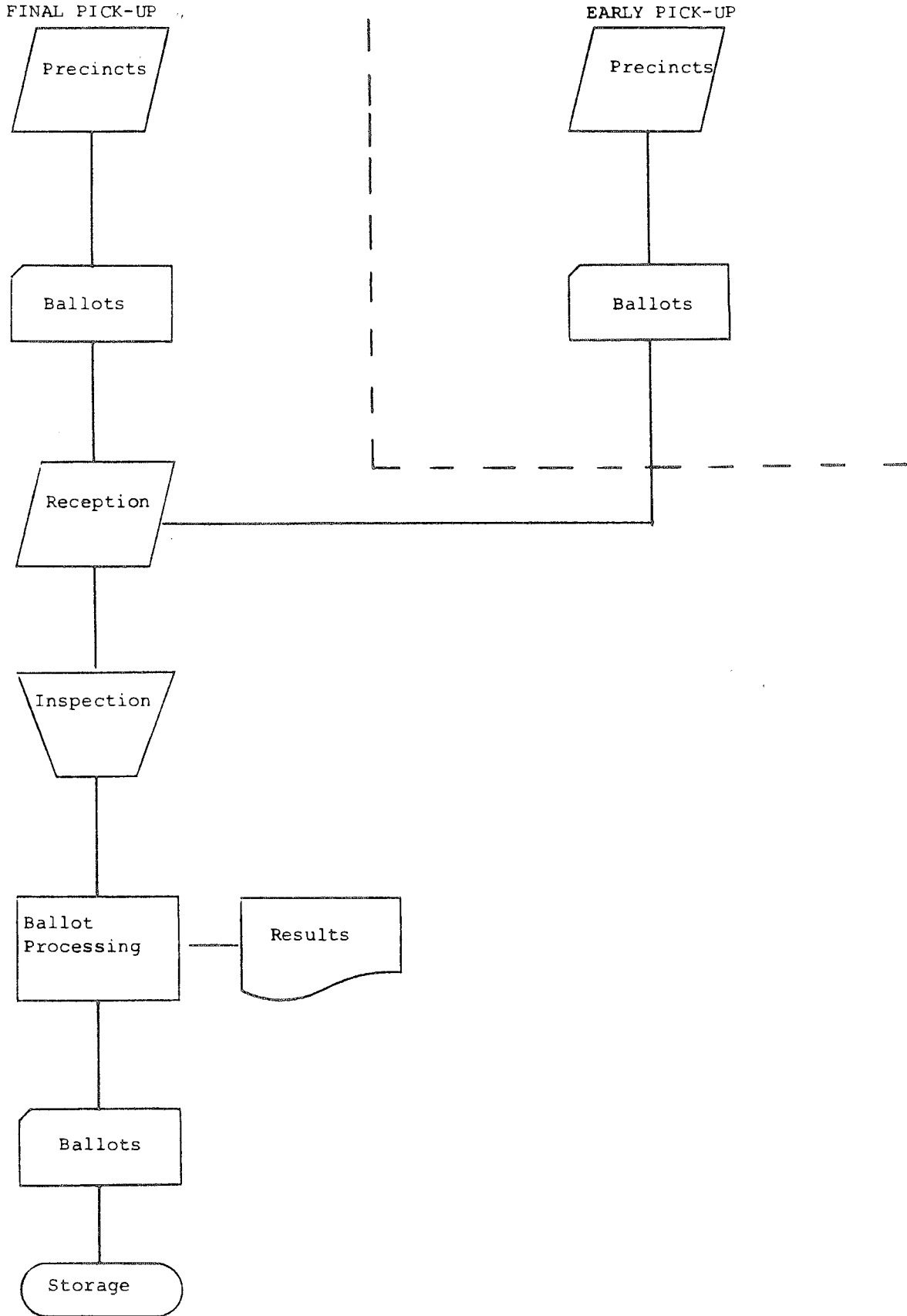
DATA PROCESSING



ELECTION DEPARTMENT



BALLOT FLOW DIAGRAM (EARLY, FINAL PICK-UP)



SECTION II

SCHEDULE OF EVENTS

Task/Event PERT Chart.....	6
Responsibility Chart.....	7-10

This section contains a list in a narrative as well as a graphic format depicting the tasks incumbent on election officials' administration of a punch card election.

SCHEDULE OF EVENTS/RESPONSIBILITY CHART

NO.	EVENT	LEADTIME (ELECTION MINUS DAY)	DATE TO COMPLETE (ELECTION MINUS DAY)	RESPONSIBILITY
1	*Order Crimper	E-120	E-60	Elections
2.	*Order Mask Punch	E-120	E-60	Elections
3.	*Order Ballot Assembly Aid	E-120	E-60	Elections
4.	Order Demo Ballot Stock	E-120	E-60	Elections
5.	Order Official Ballot Stock	E-120	E-60	Elections
6.	Order Styrofoam Backers	E-120	E-60	Elections
7.	Insure Availability of Primary and Backup Computer	E-120	E-60	Data Processing
8.	Order Press Kits from CES	E-120	E-60	Elections
9.	Order Spare Parts	E-120	E-60	Elections
10.	*Order Yellow Mask Punch Conversion Chart	E-120	E-60	Elections
11.	Order Ballot Layout Form	E-120	E-60	Elections
12.	Order Voter Informa- tion Brochures	E-120	E-60	Elections
13.	*Order Transfer Cases	E-120	E-60	Elections
14.	Order Precinct Supplies	E-90	E-45	Elections

*Asterisked Events Occur Only at Time of Order.

15.	Write and/or Review Procedures for Precincts	E-90	E-60	Elections
16.	Write and/or Review Procedures for Counting Centers	E-90	E-60	Elections
17.	Allocate Votomatics to Precincts	E-90	E-45	Elections
18.	Locate Polling Places	E-90	E-45	Elections
19.	Order Ballot Envelopes	E-90	E-45	Elections
20.	Train Political Party Observers	E-90	E-45	Elections
21.	Prepare Instructional Materials for Precinct Workers	E-90	E-45	Elections
22.	Schedule Precinct Worker Training Classes	E-90	E-60	Elections
23.	Contact Press Regarding Election Returns	E-60	E-45	Elections
24.	Recruit Election Officials	E-60	E-30	Elections
25.	Initiate Voter Education Programs	E-60	E-1	Elections
26.	Recruit Central Counting Center Personnel	E-60	E-30	Election/Data Processing
27.	Locate Depots	E-60	E-45	Elections
28.	Begin Ballot Layout	E-60	E-30	Elections
29.	Determine Program Requirements	E-45	E-30	Vendor/Data Processing
30.	Layout Floor Space in Counting/Receiving Area	E-45	E-30	Data Processing

31.	Prepare all Forms	E-45	E-20	Elections
32.	Arrange for Transportation of all Materials to Precincts	E-45	E-5	Elections
33.	Arrange for Pickup of Votomatics from Precincts	E-45	E-5	Elections
34.	Prepare Logic and Accuracy Ballot Test Data	E-30	E-15	Data Processing
35.	Conduct Precinct Worker Classes	E-30	E-10	Elections
36.	Conduct Receiving/Counting Center Classes	E-30	E-10	Data Processing
37.	Arrange for On-Site Maintenance	E-30	E-10	Data Processing
38.	Order Ballot Pages	E-30	E-15	Elections
39.	Prepare all Receiving/Counting Center Forms	E-30	E-15	Elections
40.	Punch Yellow Masks	E-30	E-15	Elections
41.	Establish Repair Car System and Recruit Repair Car Personnel	E-30	E-15	Elections
42.	Arrange for Pickup of Ballot Cards from Receiving Centers	E-30	E-10	Elections
43.	Assemble Votomatics	E-20	E-10	Elections
44.	Assemble Precinct Supplies and Ballot Cards	E-15	E-5	Elections
45.	Logic and Accuracy Test	E-15	E-10	Data Processing
46.	Test Backup Computer	E-15	E-10	Data Processing
47.	Deliver Precinct Supplies	E-5	E-3	Elections

48.	Deliver Votomatics	E-5	E-3	Elections
49.	Conduct "dry run" with all Receiving/Counting Center Personnel	E-5	E-1	Elections

SECTION III

VOTER EDUCATION

Narrative.....11
"Typical Questions...".....12-13

Voter education is a continuing process, but generally emphasized prior to the first several elections in which punch card voting is introduced. Basically, voter education consists of acquainting the electorate with the voting techniques employed by the Votomatic Vote Recorder. This is accomplished by placing Votomatics throughout the jurisdiction, such as in banks, super markets, etc., wherein a numerous amount of people will be offered a view of the vote recorder. Civic organizations, such as the League of Women Voters, can be of great assistance in this effort. Newspapers, television and radio stations can also assist in this area and generally are most helpful. Emphasis on the voter education campaign should heighten as the election nears to have the greatest impact on the electorate.

Films, Media or Press Kits, photographs showing how the Votomatic operates, and Voter Information Pamphlets are also available through CES.

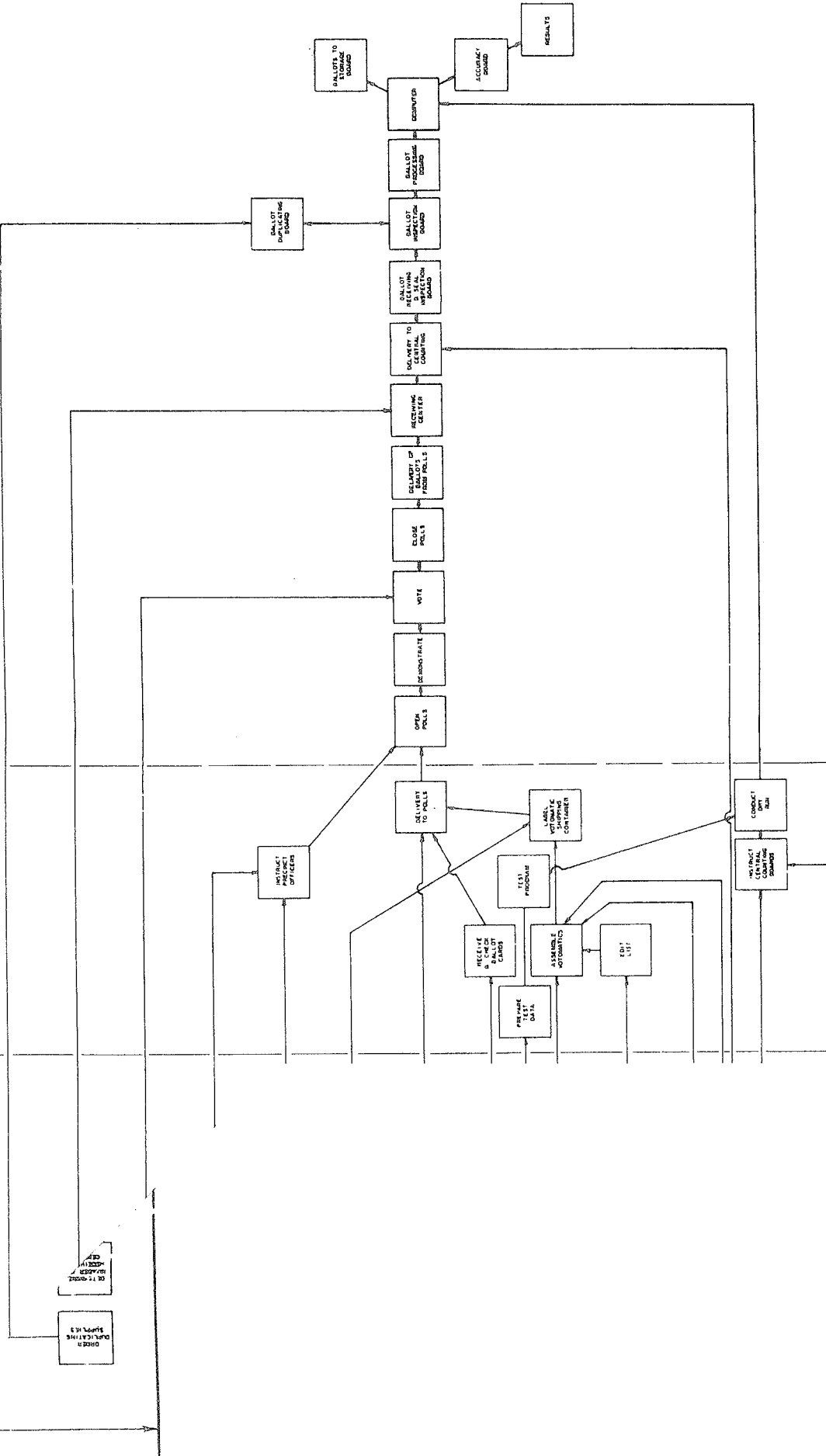
Voter education is an integral and important facet in the administration of a punch card election. Following are the most often asked questions about the Votomatic. This list should be given to all those who volunteer locations for Votomatic displays prior to the election.

ELECTIONS

E 30 — E 10

E 60 — E 45

E 120



SOME TYPICAL QUESTIONS REGARDING THE VOTOMATIC

1. HOW ARE WRITE-IN'S TAKEN CARE OF?

The write-in envelope serves as a vehicle for a write-in as well as assuring secrecy of the ballot.

2. WHAT HAPPENS IF I MAKE A MISTAKE?

You simply return for another ballot. Three (3) is the limit. Then assistance will be rendered by the Precinct workers.

3. HOW DO I KNOW WHO I VOTED FOR?

The number to the right of each candidate on the ballot page corresponds to a numbered hole in the ballot card. After voting, a visual check of the ballot can be made to see that the number below the punched hole corresponds to the candidate number of your choice.

4. ARE RECOUNTS POSSIBLE?

Yes, they are actually easier than recounting paper ballot elections.

5. WHAT IS THE NUMBER OF VOTE RECORDING DEVICES IN EACH PRECINCT BASED ON?

The Secretary of State recommends 1 Votomatic for every 125 registered voter; therefore, if a precinct has 500 registered voters, 4 Votomatics would be required.

6. HOW DO WE KNOW THE COMPUTER IS COUNTING PROPERLY?

The computer and the computer program is tested approximately ten days before the election by the County Auditor. It is tested by preparing simulated ballots which have predetermined results. These predetermined results are compared to the computer results to assure accuracy. Approximately seven

days before the election, a team from the Secretary of State's Office will arrive to perform another accuracy test with a different group of simulated ballots with predetermined results. Upon satisfactory completion of this test, the computer program is sealed and locked in the vault by the County Auditor. On election day the sealed program is removed from the vault and the accuracy test is again performed. Upon successful completion of this test, ballots are counted. After the election ballot counting is completed, the accuracy test is again run and results of the test are examined. The ballots and the program are then stored in a security area for future reference.

7. HOW DO THE BALLOTS GET FROM THE PRECINCT TO THE COMPUTER CENTER?

A. EARLY PICK-UP (MAJOR ELECTIONS ONLY)

The Ballots are removed from the ballot box by the precinct officer and sealed into a transport carrier. The sealed transport carrier is picked up by a county sheriff's vehicle at approximately 4:00PM. The deputy then delivers the ballots to the Computer Center where they are checked in and processed for 8:00PM returns.

B. FINAL PICK-UP

At 8:00PM the polls close and the remaining ballots are removed from the ballot box and sealed into a transport carrier. Two precinct officers, one of each party, then deliver the sealed transport carrier to the Computer Center where it is checked in.

SECTION IV

BALLOT LAYOUT

Narrative.....14-20
Preparation of Test Data.....21

This section describes how a Votomatic ballot page is prepared, rotated, and what information is necessary prior to the ballot page's preparation.

BALLOT LAYOUT

Before ballot layout can commence, the election official needs several items:

1. A list of all Federal, State, County and local candidates applicable to that election.
2. A list of all precincts in the voting jurisdiction as well as each precinct's registration.
3. Annotations by precinct of which political subdivisions, i.e., Congressional, Legislative, City/Town, School, etc., apply to each precinct.

Items 2 and 3 above can be combined on the same list.

Once this information has been gathered, ballot layout begins. Using either of the two CES Ballot Layout Forms (228 or 235, depending on the type Votomatic your jurisdiction uses) the ballot is laid out in accordance with the hierarchy of offices required by your state. Rules for ballot layout in terms of response position selections appear at the top of each CES Ballot Layout Form and must be adhered to unless the jurisdiction is processing ballots on a Ballot Tab or a computer with Column Binary capability. In the latter cases, all response positions may be used. It is well to note that in a non-column binary environment the 228 position ballot cards offer 171 available response positions while the 235 affords the user 170.

After the ballot has been laid out and rotations (if required) have been applied, assignment of applicable ballot pages for each precinct is performed. In this section appears an example of a Votomatic Pages Applicable Control List. This will allow the election official to control Edit List Checking and Votomatic Assembly and distribution.

In a rotational environment, the following procedure is recommended:

Since the maximum number of candidates for any one office on a ballot page determines the number of rotations the office must undergo, i.e., nine candidates mean nine variations of the office, each variation

of the page must be uniquely identified. If Page 1 has a four candidate rotating office, designate each of the four pages 1-1, 1-2, 1-3, 1-4, wherein the first number represents the ballot page number while the second number designates the rotation sequence. Page 1-4 is then the fourth rotation of the first ballot page.

Examples of rotated ballot pages appear in this section as well as an example of a Votomatic Pages Applicable Control List. A format is the arrangement of the ballot pages. Where no rotations occur, the format is the same but where ballot pages assume different candidate arrays within the same office, then variations of each ballot page occurs. The combination of these variations of ballot pages for a specific precinct or group of precincts is a format.

Ballot layout is essentially information gathering and a controlled distribution of that information. It is the basis for the printing of official ballots, formatting mask punching guides, preparation of ballot counting programs and the basis for Votomatic assembly. Two rules the user should follow:

1. Check the printer's proofs.
2. Check each Votomatic ballot assembly against its appropriate precinct's Control List entry.

The examples which follow are for instructional purposes and to be used as a guideline during ballot layout.

The accompanying ballot layout form is the copy prepared by the user and given to the printer.

The encircled numbers refer to the following notations:

1. Indicative customer information appears on this line and should be filled out.
2. Any unusual instructions may appear here either as a reminder to the user or special printer instructions.
3. Since Column C or Page 3 is being defined on the CES Ballot Layout Form (228 response positions), trim mark Z is used. This trim mark delineates the upper and lower extremities of this particular numbered ballot page. Each page has its own trimming guides.
4. The 3-1 is the unique identifier for the first or base rotation of Page 3 for this particular election.
5. The uppermost portion of the ballot page always contains printing which details the election jurisdiction as well as the election date and type.
6. Two offices of 9 and 7 candidates respectively are defined on Page 3. Note that the office grouping format is used and that office titles appear to the left of the candidate array. The numbers directly to the left of the arrows indicate the corresponding numbered response positions on the ballot card. These numbers are found by looking under Column C on the 228 position matrix to the right of the arrows. Note that a heavy line separates the offices. All unused response positions on a page, i.e., those uncircled do not have an arrow printed for them. Arrows only point to valid response positions.

7. Additional election data may appear on the outside left of the ballot page at the user's option.
8. The distance between the tip of the arrows and the Constant Edge must be adhered to by printers if the crimped hinge method is used. This will allow enough space so that the metal hinge will not obliterate the arrow tip. The variable left edge of the page allows the user additional horizontal space should it be necessary. Although in this example a Format 228 CES Ballot Layout Sheet has been used, the principles and rules for Format 235 are the same.

The CES Ballot Layout Form (228 or 235) represents the exact dimensions to be followed by a printer in preparing the Votomatic ballot pages. Layout instructions and trim mark guides appear on the sheet and are self-explanatory.



1

228 POSITION
BALLOT PAGE LAYOUT FORM

CUSTOMER KING COUNTY, WASHINGTON ELECTION DATE MARCH 26, 1974 PAGE NO. 3

Layout Instructions - You may use any or all positions in card columns A, B, C, G, L & M. The remaining columns correspond to one another - D to H, E to J, and F to K. You cannot use both numbers in corresponding columns on the same level. For instance, if you use position 58 in column D, you cannot use position 134 in column H.
Prior to starting the Ballot Page Layout Form, use a Votomatic ballot card and circle all voting positions to be used. Then check for conflicts.
IF IN DOUBT, PLEASE ASK US

WHEN THE BALLOT PAGE IS FOR PUNCH POSITION NUMBERS			USE TRIM MARK
1-19	77-95	153-171	x
20-38	96-114	172-190	w
39-57	115-133	191-209	z
58-76	134-152	210-228	y

INSTRUCTIONS (2) (BASE ROTATION)

w
x
y
z

4
w
x
y
z
Circle Number To Be Used

KING COUNTY, WASHINGTON SPECIAL ELECTION, MARCH 26, 1974			3-1	A	B	C	D	E	F	G	H	J	K	L	M
5 6 FREEHOLDER POSITION NO. 3 Vote for One	R. Stan Titus	39 →	1	39	77	95	115	133	153	172	191	210			
	Daryl E. Raines	40 →	2	40	78	96	116	134	154	173	192	211			
	Helen Hicks	41 →	3	41	79	97	117	135	155	174	193	212			
	Lee White	42 →	4	42	80	98	118	136	156	175	194	213			
	Kurt H. Hanson	43 →	5	43	81	99	119	137	157	176	195	214			
	Richard O. (Dick) Wolke	44 →	6	44	82	100	120	138	158	177	196	215			
	Ed F. Riley	45 →	7	45	83	101	121	139	159	178	197	216			
	W. G. (Bill) Gordon	46 →	8	46	84	102	122	140	160	179	198	217			
	David R. Anthony	47 →	9	47	85	103	123	141	161	180	199	218			
6 FREEHOLDER POSITION NO. 4 Vote for One	Jack W. Withrow	48 →	10	48	86	104	124	142	162	181	200	219			
	Virginia K. Gunby	49 →	11	49	87	105	125	143	163	182	201	220			
	Roderick D. Dimoff	50 →	12	50	88	106	126	144	164	183	202	221			
	Glenn Peter Young	51 →	13	51	89	107	127	145	165	184	203	222			
	Bob Swanson	52 →	14	52	90	108	128	146	166	185	204	223			
	Frank Beck	53 →	15	53	91	109	129	147	167	186	205	224			
	Ralph B. Potts, Jr.	54 →	16	54	92	110	130	148	168	187	206	225			
			17	93	111	131	149	169	188	207	226				
			18	94	112	132	150	170	189	208	227				
			19	95	113	133	151	171	190	209	228				

w
x
y
z

8
w
x
y
z

Public Exhibition of Voting
Machines for the Special
Lobby of the King
900 4th Ave., 3rd

SAMPLE VOTOMATIC BALLOT

SPECIAL ELECTION, MARCH 26, 1974

PUNCH OUT BALLOT CARD ONLY WITH PUNCHING DEVICE ATTACHED TO VOTOMATIC; NEVER WITH PEN OR PENCIL

CANDIDATES LISTED ON THIS SAMPLE BALLOT APPEAR IN THE ORDER OF FILING

Note on any measure, punch the ballot card in the hole next to the right of the 'YES' or 'NO'. To vote for a candidate of your selection, punch the ballot card in the hole next to the right of the name of that candidate. Write the title of office and his name in the blank space left for that purpose on the grey write in ballot envelope. All distinguishing marks or erasures are forbidden and make the ballot void. If you wrongly stamp, the inspector of election and obtain another.

2-1		3-1	
KING COUNTY, WASHINGTON SPECIAL ELECTION, MARCH 26, 1974		KING COUNTY, WASHINGTON SPECIAL ELECTION, MARCH 26, 1974	
FREEHOLDER POSITION NO. 3 Vote for One	R. STAN TITLES	<input type="checkbox"/>	<input type="checkbox"/>
	DARLE E. RABEIS	<input type="checkbox"/>	<input type="checkbox"/>
	HELEN KOCIO	<input type="checkbox"/>	<input type="checkbox"/>
	LEE WHITE	<input type="checkbox"/>	<input type="checkbox"/>
	KURT H. HANCOCK	<input type="checkbox"/>	<input type="checkbox"/>
	RICHARD O. (DICK) WIGLES	<input type="checkbox"/>	<input type="checkbox"/>
	ED P. BELLY	<input type="checkbox"/>	<input type="checkbox"/>
	W. G. (BOB) GOODSON	<input type="checkbox"/>	<input type="checkbox"/>
	DAVID R. ANTHONY	<input type="checkbox"/>	<input type="checkbox"/>
	JACK W. WITKROW	<input type="checkbox"/>	<input type="checkbox"/>
ALDER NO. 4 One	VIRGINIA E. GUNBY	<input type="checkbox"/>	<input type="checkbox"/>
	ROBERT D. DUNPHY	<input type="checkbox"/>	<input type="checkbox"/>
	GLENN PETER YOUNG	<input type="checkbox"/>	<input type="checkbox"/>
	BOB DEANSON	<input type="checkbox"/>	<input type="checkbox"/>
	FRANK COOK	<input type="checkbox"/>	<input type="checkbox"/>
	RALPH D. POTTS, JR.	<input type="checkbox"/>	<input type="checkbox"/>

KING COUNTY, WASHINGTON SPECIAL ELECTION, MARCH 26, 1974		KING COUNTY, WASHINGTON SPECIAL ELECTION, MARCH 26, 1974	
FREEHOLDER POSITION NO. 5 Vote for One	KEN ROGERS	<input type="checkbox"/>	<input type="checkbox"/>
	JAY C. SWALEY	<input type="checkbox"/>	<input type="checkbox"/>
	STERLING DEPARLANE	<input type="checkbox"/>	<input type="checkbox"/>
	EDWIN R. DOULD II	<input type="checkbox"/>	<input type="checkbox"/>
	DONALD A. DEWITTE	<input type="checkbox"/>	<input type="checkbox"/>
	TEARY PETTUS	<input type="checkbox"/>	<input type="checkbox"/>
	ROBERT C. ROCKWELL	<input type="checkbox"/>	<input type="checkbox"/>
	DEBORAH L. PATTER	<input type="checkbox"/>	<input type="checkbox"/>
	DELOREN S. PRITCHARD	<input type="checkbox"/>	<input type="checkbox"/>
		CINDY WOOD	<input type="checkbox"/>

KING COUNTY, WASHINGTON SPECIAL ELECTION, MARCH 26, 1974		KING COUNTY, WASHINGTON SPECIAL ELECTION, MARCH 26, 1974		
FREEHOLDER POSITION NO. 6 Vote for One	KAREN HANSEN	<input type="checkbox"/>	<input type="checkbox"/>	
	MARCY LEE SANDRICH	<input type="checkbox"/>	<input type="checkbox"/>	
	EDWARD H. (BOB) SANDRICH	<input type="checkbox"/>	<input type="checkbox"/>	
	LYNN F. DOVET	<input type="checkbox"/>	<input type="checkbox"/>	
	ROBERT H. GOODSON	<input type="checkbox"/>	<input type="checkbox"/>	
	JOHN D. RICHMOND	<input type="checkbox"/>	<input type="checkbox"/>	
	ARTHUR DEGAAL	<input type="checkbox"/>	<input type="checkbox"/>	
	RICHARD E. VAN KORN	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

KING COUNTY, WASHINGTON SPECIAL ELECTION, MARCH 26, 1974		KING COUNTY, WASHINGTON SPECIAL ELECTION, MARCH 26, 1974	
FREEHOLDER POSITION NO. 7 Vote for One	ART W. GUNBY	<input type="checkbox"/>	<input type="checkbox"/>
	DANNY J. LARSON	<input type="checkbox"/>	<input type="checkbox"/>
	FRANK W. GUNBY	<input type="checkbox"/>	<input type="checkbox"/>
	WESLEY D. LARSON	<input type="checkbox"/>	<input type="checkbox"/>
	BARRETT SANDRICH	<input type="checkbox"/>	<input type="checkbox"/>
	ROBERTAN GUTTENBERGER	<input type="checkbox"/>	<input type="checkbox"/>
	OSCAR L. PRYOR	<input type="checkbox"/>	<input type="checkbox"/>
	MARSHALL R. FARRINGTON	<input type="checkbox"/>	<input type="checkbox"/>
	BOB CHAMBERLAIN	<input type="checkbox"/>	<input type="checkbox"/>
	JAMES WENDELL HANSEN	<input type="checkbox"/>	<input type="checkbox"/>
	C. W. (CHUCK) WILSON	<input type="checkbox"/>	<input type="checkbox"/>
	OSCAR J. GUNBY	<input type="checkbox"/>	<input type="checkbox"/>
	JANE S. DYKHESTER	<input type="checkbox"/>	<input type="checkbox"/>
	FREDERICK L. SANDRICH	<input type="checkbox"/>	<input type="checkbox"/>
	BARBARA SANDRICH	<input type="checkbox"/>	<input type="checkbox"/>
	CHRIS A. SANDRICH	<input type="checkbox"/>	<input type="checkbox"/>
	JAMES FOSBELY	<input type="checkbox"/>	<input type="checkbox"/>
	BOBBY DEE SANDRICH	<input type="checkbox"/>	<input type="checkbox"/>

KING COUNTY, WASHINGTON SPECIAL ELECTION, MARCH 26, 1974		KING COUNTY, WASHINGTON SPECIAL ELECTION, MARCH 26, 1974	
ALDER NO. 11 One	ROBERT JACKSON BLOCH	<input type="checkbox"/>	<input type="checkbox"/>
	PATRICK J. SHEEHAN	<input type="checkbox"/>	<input type="checkbox"/>
	TED A. PURDY	<input type="checkbox"/>	<input type="checkbox"/>
	BOB BRAMSWART	<input type="checkbox"/>	<input type="checkbox"/>
	JERRY R. DEWITTS	<input type="checkbox"/>	<input type="checkbox"/>
	MICHAEL H. CAVER	<input type="checkbox"/>	<input type="checkbox"/>
	BARBARA E. DEWLAG	<input type="checkbox"/>	<input type="checkbox"/>
	E. ERIC RODGOWICH	<input type="checkbox"/>	<input type="checkbox"/>
	SUDAN BIRKFLOWER	<input type="checkbox"/>	<input type="checkbox"/>
	ED KAMAS	<input type="checkbox"/>	<input type="checkbox"/>
	DONALD KOPPE	<input type="checkbox"/>	<input type="checkbox"/>

KING COUNTY, WASHINGTON SPECIAL ELECTION, MARCH 26, 1974		KING COUNTY, WASHINGTON SPECIAL ELECTION, MARCH 26, 1974		
FREEHOLDER POSITION NO. 12 Vote for One	ERIC RUBY	<input type="checkbox"/>	<input type="checkbox"/>	
	HELEN E. DILLS	<input type="checkbox"/>	<input type="checkbox"/>	
	KORN HOAGY	<input type="checkbox"/>	<input type="checkbox"/>	
	K. L. CATS	<input type="checkbox"/>	<input type="checkbox"/>	
	LORIN BOTES	<input type="checkbox"/>	<input type="checkbox"/>	
	LARRY R. WAGE	<input type="checkbox"/>	<input type="checkbox"/>	
	HOLLAND A. (FRY) GURLEY	<input type="checkbox"/>	<input type="checkbox"/>	
	WALLIE R. TOLIVER	<input type="checkbox"/>	<input type="checkbox"/>	
		METRO BURKE	<input type="checkbox"/>	<input type="checkbox"/>
		CLYDE E. HENDERSON	<input type="checkbox"/>	<input type="checkbox"/>
FREEHOLDER POSITION NO. 13 Vote for One	DYRON JACKSON	<input type="checkbox"/>	<input type="checkbox"/>	
	THOMAS EDGERTON	<input type="checkbox"/>	<input type="checkbox"/>	
	GILL HARRINGTON	<input type="checkbox"/>	<input type="checkbox"/>	
	ALAN W. DOLLER	<input type="checkbox"/>	<input type="checkbox"/>	
	MILEE FAGER	<input type="checkbox"/>	<input type="checkbox"/>	
	LINDA LEE BURCHFIELD	<input type="checkbox"/>	<input type="checkbox"/>	
	KAY REGAN	<input type="checkbox"/>	<input type="checkbox"/>	
	NORMAN D. RICE	<input type="checkbox"/>	<input type="checkbox"/>	
		TYONNE K. GORDON	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

KING COUNTY, WASHINGTON SPECIAL ELECTION, MARCH 26, 1974		KING COUNTY, WASHINGTON SPECIAL ELECTION, MARCH 26, 1974	
FREEHOLDER POSITION NO. 14 Vote for One	WRAY E. HEDRONS, JR.	<input type="checkbox"/>	<input type="checkbox"/>
	BARBARA DEFFEN	<input type="checkbox"/>	<input type="checkbox"/>
	ALBERT B. ZAPPVILLI	<input type="checkbox"/>	<input type="checkbox"/>
	HELEN E. WEST	<input type="checkbox"/>	<input type="checkbox"/>
	AILEEN G. BURCHFIELD	<input type="checkbox"/>	<input type="checkbox"/>
	MARCY K. KELLER	<input type="checkbox"/>	<input type="checkbox"/>
	JERRY G. CHAVARRA	<input type="checkbox"/>	<input type="checkbox"/>
	GOODEN W. WILSON	<input type="checkbox"/>	<input type="checkbox"/>
	BARBARA GONNETHEA PROSSER	<input type="checkbox"/>	<input type="checkbox"/>
		EDWARD J. LORIAN	<input type="checkbox"/>

KING COUNTY, WASHINGTON SPECIAL ELECTION, MARCH 26, 1974		KING COUNTY, WASHINGTON SPECIAL ELECTION, MARCH 26, 1974		
FREEHOLDER POSITION NO. 15 Vote for One	GLENN HOBSON	<input type="checkbox"/>	<input type="checkbox"/>	
	WILLIAM A. WAGNERMAC	<input type="checkbox"/>	<input type="checkbox"/>	
	WALTER GOSPELTY	<input type="checkbox"/>	<input type="checkbox"/>	
	OSCAR SELLER GLEND	<input type="checkbox"/>	<input type="checkbox"/>	
	VALDEMAR GONZALEZ	<input type="checkbox"/>	<input type="checkbox"/>	
	OSCAR E. SANDRICH	<input type="checkbox"/>	<input type="checkbox"/>	
	BOBBY D. BURNING	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

MURCH L. JAMES
Manager of Records and Elections Division
By RALPH L. BRILLOM
Superintendent of Elections

On the following page are examples of a rotated ballot page. Note that on Page 3-1, R. Stan Titus occupies response position 39 in the office of Freeholder, Position 3. On Page 3-2, or the second rotation of Page 3, R. Stan Titus occupies response position 47. In this rotational convention the candidate occupying the first or top position in an office moves to the last or bottom position, while all other candidates move up one position. This is done nine times since there are nine candidates for the office of Freeholder, Position 3.

KING COUNTY, WASHINGTON
SPECIAL ELECTION, MARCH 26, 1974

3-1

CITY OF SEATTLE

FREEHOLDER
POSITION NO. 3
Vote for One

R. STAN TITUS	■ 39 ➡
DARYL E. RAINES	■ 40 ➡
HELEN HICKS	■ 41 ➡
LEE WHITE	■ 42 ➡
KURT H. HANSON	■ 43 ➡
RICHARD O. (Dick) WOLKE	■ 44 ➡
ED F. RILEY	■ 45 ➡
W. G. (Bill) GORDON	■ 46 ➡
DAVID R. ANTHONY	■ 47 ➡

FREEHOLDER
POSITION NO. 4
Vote for One

JACK W. WITHROW	■ 48 ➡
VIRGINIA K. GUNBY	■ 49 ➡
RODERICK D. DIMOFF	■ 50 ➡
GLENN PETER YOUNG	■ 51 ➡
BOB SWANSON	■ 52 ➡
FRANK BECK	■ 53 ➡
RALPH B. POTTS, JR.	■ 54 ➡

KING COUNTY, WASHINGTON
SPECIAL ELECTION, MARCH 26, 1974

3-2

CITY OF SEATTLE

FREEHOLDER
POSITION NO. 3
Vote for One

DARYL E. RAINES	■ 39 ➡
HELEN HICKS	■ 40 ➡
LEE WHITE	■ 41 ➡
KURT H. HANSON	■ 42 ➡
RICHARD O. (Dick) WOLKE	■ 43 ➡
ED F. RILEY	■ 44 ➡
W. G. (Bill) GORDON	■ 45 ➡
DAVID R. ANTHONY	■ 46 ➡
R. STAN TITUS	■ 47 ➡

FREEHOLDER
POSITION NO. 4
Vote for One

JACK W. WITHROW	■ 48 ➡
VIRGINIA K. GUNBY	■ 49 ➡
RODERICK D. DIMOFF	■ 50 ➡
GLENN PETER YOUNG	■ 51 ➡
BOB SWANSON	■ 52 ➡
FRANK BECK	■ 53 ➡
RALPH B. POTTS, JR.	■ 54 ➡

Following is an example of a sample ballot. In a rotational environment, the sample ballot is made from the base or first (-1) rotation of each page. The ballot page plates are used and then photo-reduction may occur. The photo-reduction is optional as many users simply offer the electorate an actual size single sample ballot depicting all Votomatic pages that will appear in the election. Remember that in a rotational environment to warn the elector that in his or her precinct the order of candidates may be different due to the laws governing candidate rotation.



235 POSITION
BALLOT PAGE LAYOUT FORM

CUSTOMER _____ ELECTION DATE _____ PAGE NO _____

Layout Instructions You may use any or all positions in card columns A, B, C, D, E, G, L & M. The remaining columns correspond to each other - F, H, J & K. You can use only one voting position in any of the four columns. For instance, if you use position 97 in Column F, you can not use positions 136, 156 or 176. Prior to starting the Ballot Page Layout Form, use a Votomatic ballot card and circle all voting positions to be used. Then check for conflicts. IF IN DOUBT, PLEASE ASK US.

WHEN THE BALLOT PAGE IS FOR PUNCH POSITION NUMBERS			USE TRIM MARK
1-20	97-116	136-235	4
21-39	78-96		2
40-58	117-135		3
59-77			1

INSTRUCTIONS



Circle Number To Be Used

	A	B	C	D	E	F	G	H	J	K	L	M
1	21	40	59	78	97	117	136	156	176	196	216	
2	22	41	60	79	98	118	137	157	177	197	217	
3	23	42	61	80	99	119	138	158	178	198	218	
4	24	43	62	81	100	120	139	159	179	199	219	
5	25	44	63	82	101	121	140	160	180	200	220	
6	26	45	64	83	102	122	141	161	181	201	221	
7	27	46	65	84	103	123	142	162	182	202	222	
8	28	47	66	85	104	124	143	163	183	203	223	
9	29	48	67	86	105	125	144	164	184	204	224	
10	30	49	68	87	106	126	145	165	185	205	225	
11	31	50	69	88	107	127	146	166	186	206	226	
12	32	51	70	89	108	128	147	167	187	207	227	
13	33	52	71	90	109	129	148	168	188	208	228	
14	34	53	72	91	110	130	149	169	189	209	229	
15	35	54	73	92	111	131	150	170	190	210	230	
16	36	55	74	93	112	132	151	171	191	211	231	
17	37	56	75	94	113	133	152	172	192	212	232	
18	38	57	76	95	114	134	153	173	193	213	233	
19	39	58	77	96	115	135	154	174	194	214	234	
20						116		155	175	195	215	235

THIS IS AN EXAMPLE OF A BLANK BALLOT PAGE LAYOUT FORM.



Variable Edge

CONSTANT EDGE

NOTE Trim position number 4 is the only position on which the 20th arrow may appear on the ballot. It must be removed on all other trim positions.

PREPARATION OF TEST DATA

A generalized test deck, common to all users, is desirable. The test deck must check for overvotes, undervotes, and valid votes cast for all offices and issues on the ballot.

To prepare the test deck, utilize the pink Duplicate ballot cards and a Port-A-Punch. One card should be included in the deck and labeled "overvote". This card should test all offices for the overvote, i.e., vote all response positions for each office/issue.

Enough test ballots should be prepared so that each candidate receives the same number of votes as the units position of his candidate number or response position. In a case where the candidate's response position is an even 10, i.e., 10, 100, 90, etc., then cast 10 votes for that candidate. All others get the units position of their candidate number, i.e., candidate numbers 13, 156, 187, 79, get 3, 6, 7, and 9 votes respectively.

This convention allows you to visually check the tabulation program, as well as test in a candidate rotation environment. When testing rotations, it is also well to test the precinct where the rotation breaks as well as one precinct on either side of the rotation.

The test deck should be sealed with the ballot counting program after the certification test and be employed again election night at the recertification.

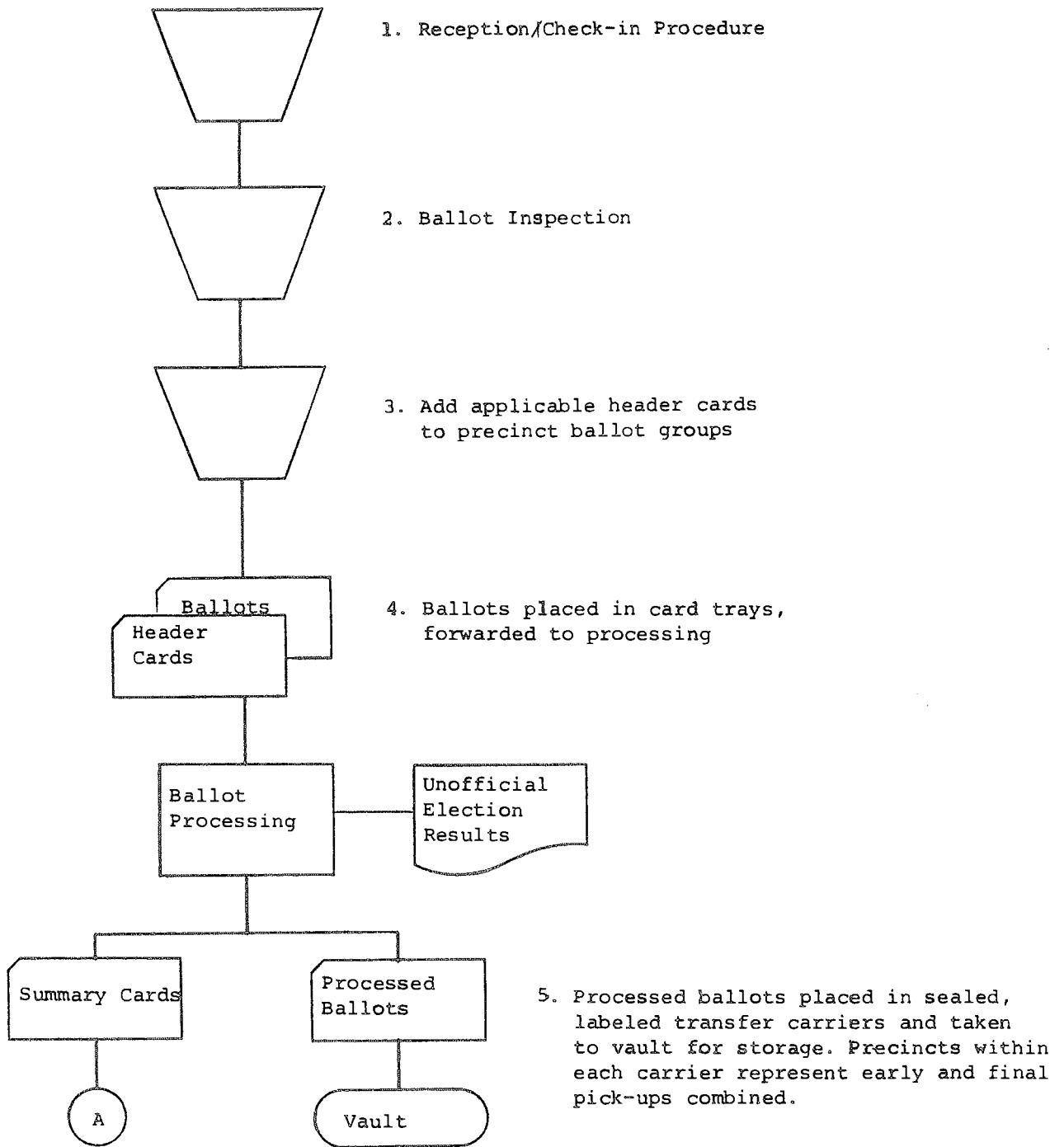
SECTION V

COUNTING CENTER

Generalized Flow Charts.....	22-25
Receiving Board Duties.....	26
Inspection Board Duties.....	27-32
Duplication Board Duties.....	33-35
Snag Board Duties.....	36
Write-In Tally Board Duties.....	37-38
Data Processing Board Duties.....	39-40
Observation Board Duties.....	41-42
Party Observers.....	43
Closing The Counting Center.....	43a
Counting Center Training Outline.....	44-47

The following instructional outlines detail duties and responsibilities for all the personnel involved in Counting Center or Election Central activity. The outlines are to be used to assist in training each board prior to Election Night, and include forms and supplies necessary to implement each function. It is the responsibility of the Auditor to employ and train each board with the exception of the processing board. This latter group will be Data Processing Department personnel and as such under direct control of the data processing manager. Also included are flow charts depicting the overall counting center operation as well as a suggested outline for training counting center personnel.

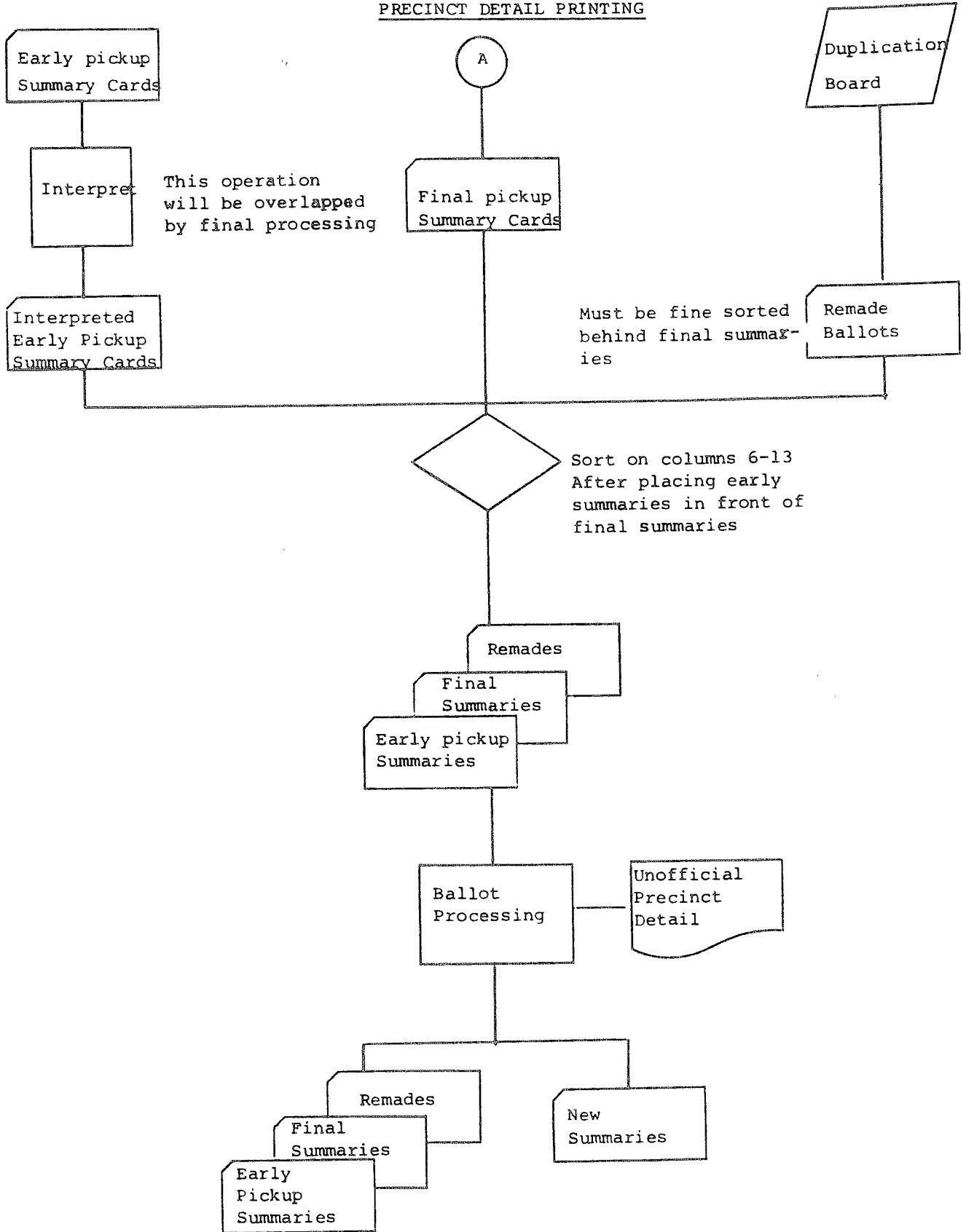
GENERALIZED OVERVIEW OF
COUNTING CENTER OPERATION



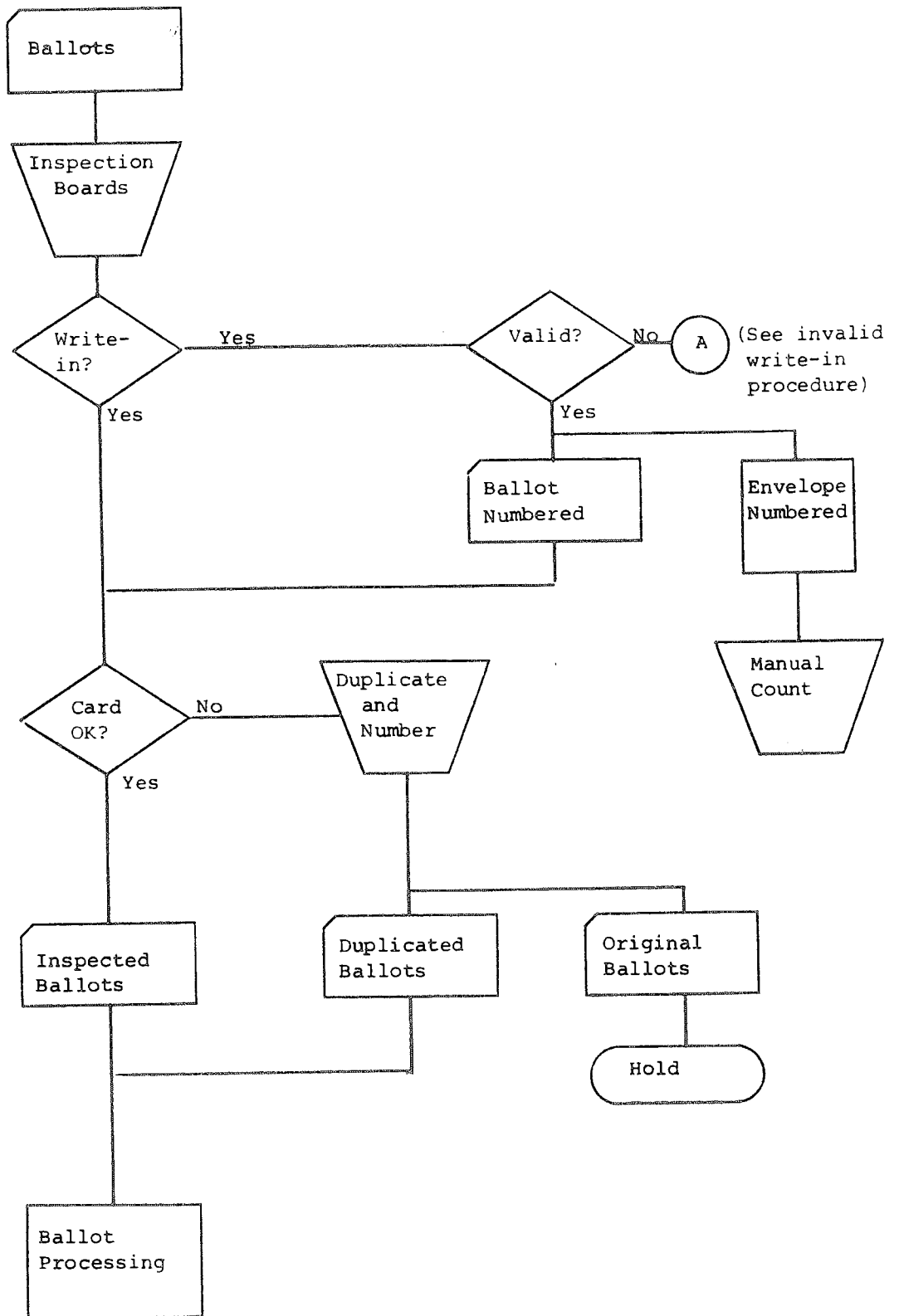
WHERE BALLOT TAB
IS USED, NO SUMMARY
CARDS ARE PRODUCED.

ELECTION NIGHT FINAL UNOFFICIAL PROCESSING:

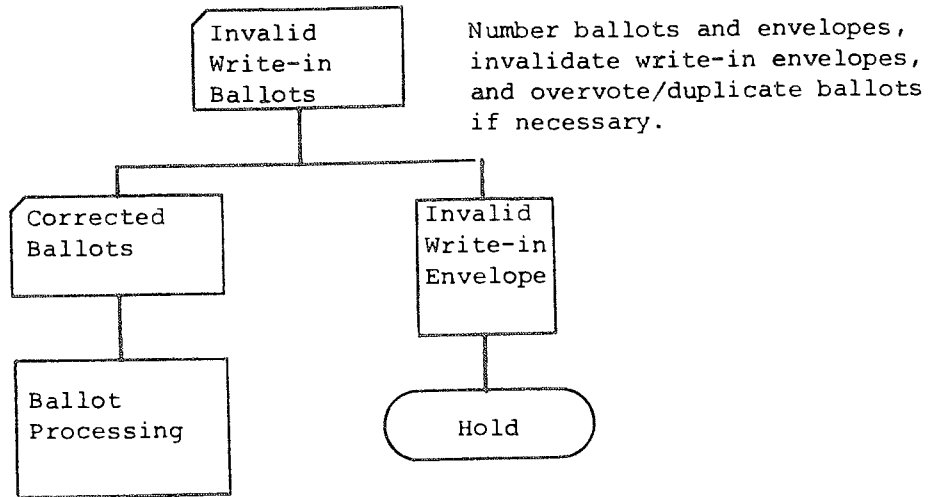
PRECINCT DETAIL PRINTING



COUNTING CENTER FLOW



INVALID WRITE-IN PROCEDURE



RECEIVING BOARD INSTRUCTIONS

RECEIVING BOARD: DUTIES

Each Board shall consist of two members. It shall be the responsibility of the Receiving Board to receive the sealed ballot transfer cases and precinct supplies from the County Election Boards after the closing of the polls.

PROCEDURES

1. When a metal container is received by a Receiving Board, the following entries shall be made in the "Receiving Board Log":
 - (a) The precinct name.
 - (b) The serial number of the red plastic padlock seal on the front of the transfer case.
 - (c) The initials of the receptionist.
 - (d) The time of delivery.
 - (e) The condition of the container (note any discrepancies, i.e., seal broken, etc...)
2. If it appears that the container has been tampered with or the seal broken, it shall be immediately referred to the "Snag Board" for disposition.
3. The Receiving Board shall deliver the container, unopened, to the Inspection Board.
4. The procedure for the early pick-up is the same as 1 - 3 above, except that authorized County personnel rather than election officials will deliver the transfer cases.

SUPPLIES

Receiving Board Log

Ballpoint Pens

Numbered Duplicate Receipts

Tape or Avery Labels

INSPECTION BOARD INSTRUCTIONS

INSPECTION BOARD: DUTIES

The Inspection Board is responsible for examining all ballot cards and preparing them for processing by the computer. There shall be as many Boards as deemed necessary, but each Board is to consist of two members.

Each Board shall be provided with a log to enter pertinent data for each precinct.

Only one ballot transfer container at a time is to be processed by each Inspection Board. The Board will also have a copy of all ballot formats to use for validation of the write-in vote.

PROCEDURE

1. When the metal ballot box containing ballots arrives at your Inspection Board, log the following information on the Inspection Board Log:
 - (a) Precinct Name
 - (b) Received Time
 - (c) Seal Number
2. Break the seal and open the ballot box container.
3. Inspect the Ballot Report Form attached to the container and check to see that the seal number is the same as shown on your log. If the Ballot Report Form is absent, incomplete, or the seal number does not agree with that shown on your Inspection Board Log, raise your hand and call for the "Snag Board".
4. Separate the two types of Ballots to be processed into
 - (a) Voted Ballot Cards and
 - (b) Write-in envelopes with Ballots still inserted in the inner fold or pockets.

INSPECTION OF VOTED BALLOT CARDS

- (a) Check voted ballot cards for:
 - (1) Incomplete stub removal - remove stub pieces.
 - (2) Hanging chad - remove chad.
 - (3) Damaged Ballots - Write the precinct name on the ballot card and place in the manila envelope marked "From: Inspection Board To: Duplication Board"

Write the precinct name on the face of the manila envelope in the upper right-hand corner in the space provided. Do not seal envelope.

- (4) Marks on Ballot - Check to see if the mark is identifiable to a voter. Once you have determined the ballot is identifiable, call your supervisor for confirmation of your decision. When confirmed, reject the ballot and write the reason for rejection on the back of the ballot and sign your name and Inspection Board number, then insert in the Inspection Board Rejected Ballot envelope.

DETERMINATION OF VALIDITY WRITE-IN ENVELOPES AND BALLOT CARDS

1. The write-in ballots are the gray ballot envelopes with the ballot cards still inserted.
 - (a) Write on every envelope and card (set) the precinct name and precinct consecutive number starting with the number one. The same precinct name and number will appear on each write-in ballot set. Each set must be individually checked.
 - (b) Follow directions in 4(a)(1) above when checking cards in the write-in envelopes to insure that they will be able to be processed.
 - (c) Check validity of the write-in:
 - (1) Each write-in must include the title of office, the candidate's name, and political party. Abbreviations for an office or political party are acceptable.
 - (2) If any of these requirements are not met, the write-in is declared invalid. If you

are in doubt, call your supervisor to confirm your decision.

Draw a line through the name involved on the gray ballot envelope and both Board members initial and add your Board number. Place the write-in ballot envelope into the manila envelope marked "From: Inspection To: Write-In Tally Board." Write the precinct name in the upper right-hand corner or the space provided.

- (d) If the write-in is otherwise valid, it is then checked for possible overvote. This is done by checking the write-in against the same numbered response position(s) on the ballot card using the sample ballot as a guide.

DEFINITION OF AN OVERVOTE:

An overvote occurs when a voter has voted for more candidates than the number to be elected for the specific office being checked, for example:

A write-in vote for the office of Governor is only valid if there is no punch in numbered ballot card position for Governor.

- (e) If no overvote occurs, the card is placed in the container for ballot cards ready for computer processing. The write-in envelope is placed in the large manila envelope marked: "From: Inspection Board To: Write-in Tally Board" for tallying by the Write-In Board.

- (f) Handling an overvote (see overvote chart)

- (1) If the office being checked has more candidates listed than are to be elected, i.e., four candidates in a vote for one office or...
- (2) If the office being checked has the same number of candidates listed as to be

elected, i.e., a single candidate office.

- (3) If there are more candidates (1 above) than are to be elected, circle all the ballot card numbers representing all candidates listed for that office. This will indicate to the Duplication Board to punch out the positions circled, thereby creating an overvote for that office. The computer reads the overvote and voids any vote for that office. This will indicate to the Duplication Board to punch out the positions circled, thereby creating an overvote for that office. The computer reads the overvote and voids any vote for that particular office.
- (4) Draw a line through the name involved on the gray ballot envelope and both Board members initial and add your Board number.
- (5) Place the gray write-in ballot envelope into the manila envelope marked "From: Inspection Board To: Write-In Tally Board" and write the precinct name on the face of the envelope in the space provided in the upper right-hand corner.
- (6) Place ballot card in the manila envelope marked: "From: Inspection Board To: Duplication Board" and write the precinct name on the face of the envelope if this has not already been done.
- (7) If there are the same number of candidates as the allowable number of votes for that office then place an "X" over the invalid punch(s). This will indicate to the Duplication Board to reproduce the ballot card excluding that particular office.

(8) Draw a line through the name involved on the gray ballot envelope and both Board members initial and add your Board number.

(9) Place the gray write-in ballot envelope into the manila envelope marked "From: Inspection Board to: Write-In Tally Board".

(10) Write the precinct name on the face of the manila envelope if this has not already been done.

(11) Place ballot card in the envelope marked, "From: Inspection Board To: Duplication Board".

(g) If the voter writes in the name of a candidate who is listed on the ballot and also votes for him on his ballot card, the following shall be performed:

If the name written-in is spelled exactly as shown on the official ballot, a line should be drawn through the write-in, initialed, and Board number added. Place in the write-in envelope. The ballot card shall not be affected.

If the name written-in is spelled differently than that shown on the official ballot, it shall be considered an overvote and handled based on above-outlined procedures.

1. The good ballot cards are placed back in the metal container with the cut corner of the card in the upper left-hand position. You may have two types of ballot cards in your Duplication envelope, as follows:

Damaged Ballots - Overvote ballots requiring additional punching or duplication.

2. Enter in the Inspection Board Log the number of Damaged Ballots (rubber band) and the number of Overvote Ballots (rubber band)

and replace in the "From: Inspection Board to: Duplication Board" envelope.

3. Enter in the Inspection Board Log the number of write-in ballot envelopes and replace in the From: Inspection Board To: Write-In Tally Board envelope.
4. Enter in the Inspection Board Log the number of rejected ballots and place in the rejected ballot envelope.
5. Signal for the runner to pick up the metal ballot transfer case and envelopes to the Duplication and Write-In Tally Boards.
6. Signal for another precinct ballot box. To signal: Raise your hand.

SUPPLIES

Rubber bands

Felt tip pens

Strawberry Huller

Envelopes:

1. From: Inspection Board To: Write-In Tally Board
2. From: Inspection Board To: Duplication Board
3. Rejected Ballot Envelope

Receipt Log

WRITE-IN/OVERVOTE DETERMINATION DECISION TABLE

BALLOT CONDITIONS

RESOLUTION

VOTE CAST FOR INDIVIDUAL CANDIDATE?	VOTE FOR ONE OFFICE	SINGLE CANDIDATE ON BALLOT?	MULTIPLE CANDIDATES ON BALLOT?	IS THERE A WRITE-IN?	WHICH VOTE IS VALID?	ACTION TO BE TAKEN BY INSPECTION BOARDS
YES	YES	NO	YES	YES	NONE	Draw a line through the name on the gray ballot envelope, Circle all ballot response, position numbers representing the candidates for that office
YES	YES	YES	NO	YES	NONE	Draw a line through the name on the gray ballot envelope. Place an "X" over the ballot response number which represents the candidate for that office.
NO	YES	YES	NO	YES	WRITE-IN	No action required. Valid write-in.
NO	YES	NO	YES	YES	WRITE-IN	No action required. Valid write-in.

DUPLICATION BOARD: DUTIES

Each Board shall consist of two (2) members. It shall be the responsibility of the Duplication Board to duplicate damaged ballots and punch or reproduce overvoted ballots.

PROCEDURES

1. When a manila envelope marked "From: Inspection Board To: Duplication Board" is received, log the following information on the Duplication Board Log:
 - (a) Precinct Name
 - (b) Received Time
 - (c) Number of Ballots rubber-banded as Damaged
 - (d) Number of Ballots rubber-banded as Overvotes
2. Check to see that the precinct name has been recorded on each ballot.
3. There are two types of ballots to be punched or duplicated - Damaged and Overvotes.
 - (a) Inspection:

Inspect the group of ballots rubber-banded as damaged.

 - (1) If Ballots do not require duplicating, burnish, or straighten as required.
 - (2) Enter in the Duplication Board Log the number which did not require duplication and the number which requires duplication.
 - (b) Damaged Ballot:
 - (1) Damaged ballot to be duplicated will be placed in the port-a-punch device. Under the ballot to be duplicated place a pre-scored ballot card which will become the duplicate ballot. The duplicate ballot is preprinted "Duplicate" and is a different color than the official ballot. Record an identical serial number on the original and duplicate. This ties the two ballots together and provides an auditing trail.

- (2) The unpunched Duplicate Ballot can be seen through the holes of the original ballot.
 - a. Punch out the ballot identification positions which appear at the bottom of the ballot.
 - b. Using the stylus provided, begin on the left side of the ballot and go down the entire row punching out each chip seen through the original ballot.
 - c. Do this for each row in which holes appear.
 - (3) When you have accurately reproduced the ballot, have the other team member "sight" check the ballot against the light. This check determines whether all holes have been punched or if holes were punched which should not have been punched.
 - (4) Place the original ballot cards, which you duplicated, back into the From: Inspection Board To: Duplication Board envelope. Seal after each precinct completed.
- (c) Overvoted Ballots are classified into two groups; those needing additional punching and those to be duplicated. Ballots that need additional punching will be marked with a circle around specific numbers. When a ballot card number has been circled, it is an indication from the Inspection Board to the Duplication Board to punch out the positions so marked.
4. Enter in the Duplication Board Log the number of (a) ballots which required only additional punching (b) the number of ballots which were reproduced. Board Members shall initial the precinct completed.
 5. Replace Original Ballots which have been reproduced in the envelope in which they arrived, i.e., From Inspection Board To: Duplication Board. Place Duplicate Ballots in the container going to the Computer Room by precinct.

6. If inadequate information prevents reproducing any Ballot, call the Snag Board to confirm your decision.
 - (a) Write the reason for rejection on the back of the Ballot and sign your name and Duplication Board Number.
 - (b) Have the Snag Board return the ballot to the Inspection Board Rejected Ballot Envelope for that precinct.
 - (c) Enter in the Duplication Board Log the number of Ballots rejected in that precinct.

SUPPLIES

Pens

Receipt Log

Duplicate Ballot Cards, printed "Duplicate", and of a different color

Port-A-Punch and Stylus

Card box for the original duplicated ballot cards, sealable

Card box for transmission of "Duplicate" Ballots to Data Processing

INITIAL _____

DUPLICATION NUMBERS

ELECTION _____

WRITE-IN NUMBER LOG

DATE _____

1	2	3	4	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	20	21	22	23	24	25	26	27	28
29	30	31	32	33	34	35	36	37	38	39	40	41	42
43	44	45	46	47	48	49	50	51	52	53	54	55	56
57	58	59	60	61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80	81	82	83	84
85	86	87	88	89	90	91	92	93	94	95	96	97	98
99	100	101	102	103	104	105	106	107	108	109	110	111	112
113	114	115	116	117	118	119	120	121	122	123	124	125	126
127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150	151	152	153	154
155	156	157	158	159	160	161	162	163	164	165	166	167	168
169	170	171	172	173	174	175	176	177	178	179	180	181	182
183	184	185	186	187	188	189	190	191	192	193	194	195	196
197	198	199	200	201	202	203	204	205	206	207	208	209	210
211	212	213	214	215	216	217	218	219	220	221	222	223	224
225	226	227	228	229	230	231	232	233	234	235	236	237	238
239	240	241	242	243	244	245	246	247	248	249	250	251	252
253	254	255	256	257	258	259	260	261	262	263	264	265	266
267	268	269	270	271	272	273	274	275	276	277	278	279	280
281	282	283	284	285	286	287	288	289	290	291	292	293	294
295	296	297	298	299	300	301	302	303	304	305	306	307	308

The initial on top should always precede the number you take (For instance, mark each ballot card and envelope with "A1", then "A2", etc.)

The identical number and initial should be used on the matching ballot card and envelope, or ballot card and duplicate

Always cross-out each number as used.

SNAG BOARD INSTRUCTIONS

SNAG BOARD: DUTIES

Each board shall consist of two (2) members. It shall be the responsibility of the Snag Board to duplicate jammed/damaged ballots from the sorter or ballot tabulation phase of the procedure.

PROCEDURES:

The procedures followed by this board are exactly the same as those of the Duplication Board. The originals of the damaged or snagged ballots can be grouped together in one envelope rather than place each ballot in an individual envelope.

In some cases, the ballot may be in several pieces. Should this occur, scotch tape the ballot together, reconstructing it as nearly as possible and duplicate. This latter operation should always be performed under the scrutiny of the party observers.

In rare cases, ballot cards may have been manufactured improperly, i.e., punching position out of registration. Should this occur, remake the ballot under the scrutiny of the party observers.

WRITE-IN TALLY BOARD

WRITE-IN TALLY BOARD: DUTIES

Each Board shall consist of five (5) members. It shall be the responsibility of the Write-In Tally Board to tally write-in votes received from Inspection Boards.

PROCEDURES

1. When the manila envelope marked, "From: Inspection Board To: Write-In Tally Board" is received by the Write-In Tally Board, log the following information on the Write-In Tally Board Log:
 - (a) Precinct Name
 - (b) Received Time
 - (c) Number of Gray Envelopes to process
2. Tally write-in votes one precinct at a time as follows:
 - (a) Open all envelopes and stack similar names together.
 - (b) Process one stack at a time with two Board members reading, two Board members tallying, with the fifth member determining validity of write-in's.
 - (c) Do not count any write-in which has a line drawn through the name and initialed.
 - (d) The office voted must be clearly indicated, i.e., "U. S. Senator" or "State Senator" not just "Senator". Abbreviations of offices and political parties are acceptable.
 - (e) When validated, two Board members shall write the candidates name as voted and the office on the Write-In Tally Board Sheet. They shall then cross-hatch the number "one" listed on the right-hand side of the sheet.
3. Tally sheets shall be kept by precinct, in duplicate. Once a precinct is completed, it shall be tabulated in accordance with the example on the Write-In Tally Sheet.

- (a) The uncrosshatched numbers shall be voided and the total numbers of votes received shall be entered under the candidate's name and placed by number in the space in the far right section of the sheet.
 - (b) All members of the Board shall sign the tally sheets pertaining to the precinct and indicate their Board number.
 - (c) All write-in envelopes shall be returned to the envelope in which they were received, with one copy of the tally sheet.
 - (d) This envelope shall then be sealed and placed in a large box destined for later delivery to the Department of Election's Vault.
 - (e) The second copy of the Write-In Tally shall be forwarded to the Clerk of the Board of Supervisors for inclusion in the unofficial canvass.
4. If among the write-in envelopes an official ballot card is included, this should be referred to the Snag Board immediately. The Snag Board will have the responsibility of seeing that the ballot card is sent to the Data Processing Board to be reunited with the other cards from the precinct for tabulation.
 5. Once one precinct is completed, another precinct shall be requested and the steps outlined above should be followed.

SUPPLIES

Log

Five ball point pens

Write-In Tally Sheets

Tape

DATA PROCESSING BOARD INSTRUCTIONS

DATA PROCESSING BOARD

The Data Processing Board shall consist of as many trained personnel as required to handle and process all ballots delivered to the computer room.

PROCEDURE

1. Upon delivery of the metal container from the Inspection Board to the computer room, the Chairman shall initial and record the time of receipt in a log provided for this purpose. Place the Ballot Report in the intended envelope.
2. When header cards for precinct identification are used, the ballot cards are removed from the container, run through the sorter and the appropriate header card is placed in front of the ballots. The ballots and header card are then placed in the card tray with other precinct cards awaiting processing.
3. The computer operator shall remove cards from the card tray and place them in the computer's card reader hopper as needed.
4. As the ballot cards are stacked in the computer's card reader stacker, they are removed by the operator and placed in a tabulating card box for subsequent sealing and storage. The header card remains with the ballots. Identify which precincts are in each tabulating card box.
5. If a ballot is spoiled during processing, the operator shall remove the ballot, record the precinct name on it, and place it in the envelope marked "Spoiled Ballots to be Duplicated". Periodically this envelope shall be delivered to the Duplication Board.
6. Summary cards are punched for each precinct's results as the ballot cards are processed. These summary cards should be removed from the punch hopper and stacked in

a card tray. Later the duplicated ballots and write-in ballots will be added to this tray and the cards will be re-run for the final canvass.

7. All ballots, precinct header cards, accuracy decks, copy of the accuracy test, copy of the results, duplicated ballots, etc., shall be locked up after processing, pending the official canvass and, thereafter, sealed for a period of six months.

Exact operating Instructions are provided with the Computer Program. All members of the Data Processing Board should be familiar with these procedures.

SUPPLIES

Manila envelope marked "Spoiled Ballots to be Duplicated"

Card boxes for processed ballots

Pens

Multiple-Part Computer Paper

Precinct Header Cards

EL-70 Operating Instructions

Metal Card Trays

OBSERVATION BOARD INSTRUCTIONS

OBSERVATION BOARDS: DUTIES

The Observation Board shall consist of two election officers representing opposite political parties and shall be appointed by the party's County Chairman. The Board shall verify the accuracy of the computer program and attest to the procedures during computer processing of the ballots.

PROCEDURES

1. Prior to the election, the computer and program shall be tested to ascertain that the equipment will correctly count the votes cast for all offices and on all measures. Public notice of the time and place of the test shall be given at least 48 hours prior thereto by publication once in one or more newspapers. The test shall be observed by the Observation Board and shall be open to representatives of the political parties, candidates, the press and the general public. The test shall be conducted by processing a pre-audited group of ballots so punched as to record a pre-determined number of valid votes for each candidate and on each measure. It shall include, for each office, one or more ballots which have votes in excess of the number allowed by law in order to test the ability of the computer to reject such votes.
2. If an error is detected in the test, it shall be corrected, and an error-free test be conducted before the program and computer are approved by the Board.
3. The test shall be repeated immediately before the start of the official count of the ballots, in the same manner as set forth above.
4. The test shall also be repeated immediately after the official ballot count is completed.

The Observation Board should be familiar with the correct procedures for processing ballots at the computer, as well as general computer operating procedures.

All proceedings at the computer center shall be conducted under the observations of each political party and the public, but no persons except those specifically authorized for the purpose, shall touch any ballot card or return.

Only members of the Data Processing Board and the Observation Board should be permitted to observe the operations of these Boards and the computer, but must not interfere with the conduct of the operations.

CLOSING COUNTING CENTER

RECEIVING BOARD - Will be finished first. They may be dismissed. The Counting Center Supervisor should see to the transportation of ballots after processing from Election Central to the County. The Chairman must also see to collection of the logs from each of the other Boards, as well as the results from the Computer Center and the Write-In Tally Center.

INSPECTION BOARD - Will be finished next. Designated members should report to the Write-In Board for assistance in tallying. The rest may be dismissed. Give log to Counting Center Supervisor.

WRITE-IN DUPLICATION BOARD - When all ballots are finished, report to the Write-In Board for assistance in tallying. The rest may be dismissed. Give Log to Counting Center Supervisor.

DUPLICATION BOARD - At least two members must remain until the last ballot card is processed. Give Log to the Counting Center Supervisor.

DATA PROCESSING BOARD - After the last ballot card is processed, the summary cards must be processed to print precinct reports. The ballot cards are sealed and loaded for transportation of the County. The Logic and Accuracy Test should be run again. Give Log to Counting Center Supervisor.

WRITE-IN TALLY BOARD - Shall continue until the last write-in's are tallied. If the number of write-in's is excessive, they may reconvene at the County.

PARTY OBSERVERS

BEFORE ELECTION DAY

The following will be available to each party for review prior to the election day:

- Sample ballot for each precinct
- Copy of the CES Edit Listing
- List of Votomatic Serial Numbers and seals by precinct
- Access to Votomatic ballot pages sealed in Votomatics
- List of ballot card codes by precinct
- Election Guide
- EL-70 Program Operator Instructions

ON ELECTION DAY

Party observers should be present at each point where ballot cards are handled or transferred from one election official to another. This would include:

- Closing the polls
- Receiving the ballots at Election Central
- Ballot inspection
- Ballot duplication by the Write-In Board
- Ballot duplication by the Duplication Board
- Receiving ballots by the Data Processing Board and processing by the computer
- Transportation of ballots after processing from Election Central to the County
- Absentee Board operation and transportation to Election Central

The ballots will always be in a container with the precinct written on the outside until they reach the actual tallying location (computer). Observers may request precinct names for a group of ballots, but at no time are they permitted to touch any of the ballot cards or containers.

RECEPTION AND INSPECTION BOARD INSTRUCTIONS (RECOMMENDED TRAINING OUTLINE)

A. RECEPTION

1. When the metal ballot box containing ballots arrives at your Inspection Board, log the following information in the appropriate column on the Inspection Board Log:
 - a. PRECINCT NAME
 - b. TIME RECEIVED
 - c. SEAL NUMBER
2. Break the seal and open the ballot box container.
3. Separate the two types of Ballots to be processed into stacks.
 - a. Voted Ballot Cards
 - b. Write-in envelopes with Ballots still inserted in the inner fold or pocket.

NOTE: For early pick-up, ballot envelopes will have to be removed from the cards.

B. INSPECTION OF VOTED BALLOT CARDS

1. Check voted ballot cards for:
 - a. Incomplete stub removal - remove stub pieces.
(Strawberry huller provided for this purpose).
 - b. Hanging chad - remove chad.
 - c. Damaged Ballots (1) Place in envelope marked "DUPLICATED BALLOTS". (2) Write the precinct name on the face of the envelope in the upper right-hand corner in the space provided. (3) Do not seal envelope. A damaged ballot is one deemed non-processable on the computer.
 - d. Marks on Ballot - Check to see if the mark is identifiable to a voter. Once you have determined the ballot is identifiable, call your supervisor for confirmation of your decision. When confirmed, reject the ballot and write the reason for rejection on the back of the ballot and sign your name and Inspection Board Number, then insert in the "REJECTED BALLOT" envelope.

C. DETERMINATION OF VALIDITY WRITE-IN ENVELOPES AND BALLOT CARDS

1. The write-in ballots are the gray ballot envelopes with the ballot cards still inserted.

- a. Write on every envelope and card (set) the precinct name, your board number and a number from your number sheet starting with the number one. Each set must be individually checked.
- b. Check validity of the write-in:
 - (1) Each write-in must include the candidate's name and position number.
 - (2) If either of these requirements is not met, the write-in is declared invalid. If you are in doubt, call your supervisor to confirm your decision.
 - (3) Draw a line through the name involved on the gray ballot envelope and both Board members initial and add your Board number.
 - (4) Place the write-in ballot envelope into the envelope marked "INVALID WRITE-IN".
 - (5) Write the precinct name in the upper right-hand corner in the space provided.
- c. If the write-in is otherwise valid, it is then checked for possible overvote. This is done by checking the write-in against the same numbered response positions on the ballot card using the sample ballot as a guide.

D. DEFINITION OF AN OVERVOTE:

AN OVERVOTE OCCURS WHEN A VOTER HAS VOTED FOR MORE CANDIDATES THAN THE NUMBER TO BE ELECTED FOR THE SPECIFIC OFFICE BEING CHECKED, FOR EXAMPLE:

A write-in vote for the Office of Governor is only valid if there is no punch in numbered ballot card position(s) for Governor. If no overvote occurs, the card is placed in the container for ballot cards ready for computer processing. The write-in envelope is placed in the envelope marked "VALID WRITE-IN" and the precinct name is written on the face of the envelope in the upper right-hand corner.

E. HANDLING AN OVERVOTE

1. Determine:
 - a. If the office being checked has more candidates listed than are to be elected, i.e., four candidates in a vote for one office or...
 - b. If the office being checked has the same number of candidates listed as to be elected, i.e., a single candidate office.
2. a. If there are more candidates than are to be elected, circle at least one more ballot card number representing a candidate listed for that office. This will indicate to the Duplication Board to punch out the position(s) circled, thereby creating an overvote for that office. The computer reads the overvote and voids any vote for that office.
 - b. Draw a line through the name involved on the gray ballot envelope and both Board members initial and add your Board numbers.
 - c. Place the gray write-in ballot envelope into the envelope marked "INVALID WRITE-IN'S" and write the precinct name on the face of the envelope in the space provided in the upper right-hand corner.
 - d. Place ballot card in the envelope marked "DUPLICATED BALLOTS" and write the precinct name on the face of the envelope if this has not already been done.
3. If the voter writes in the name of a candidate who is listed on the ballot and also votes for him on his ballot card, the following shall be performed:
 - a. If the name written-in is spelled exactly as shown on the official ballot, a line should be drawn through the write-in, initialed, and Board number added. Place in the "INVALID WRITE-IN" envelope. The ballot card shall not be affected.
 - b. If the name written-in is spelled differently than that shown on the official ballot, it shall be considered an overvote and handled based on above-outlined procedures.

4. The good ballot cards are placed back in the metal container with the cut corner of the card in the upper left-hand position. You may have two types of ballot cards in your Duplication envelope:
 - a. Damaged Ballots
 - b. Overvote ballots requiring additional punching or duplication.
5. Enter in the Inspection Board Log the number of Damaged Ballots and the number of Overvote Ballots.
6. Enter in the Inspection Board Log the number of write-in ballot envelopes.
7. Enter in the Inspection Board Log the number of Rejected Ballots.
8. Signal for the runner to pick-up the metal ballot transfer case and envelopes.

SECTION VI

PRECINCT OFFICER TRAINING

Suggested Training Outline.....48-49
Precinct Officer Checklist.....50-55
Precinct Forms (Suggested).....56-57

This section contains guidelines for the instruction of precinct officers. Each state will have variations in polling place operation, but the following outlines apply in terms of the administration of a punch card voting precinct. It is always a good idea to include a Precinct Officer's Checklist as either a handout after the formal classes or an insert in the precinct supplies. These following are recommended guidelines:

CES PRECINCT WORKER TRAINING OUTLINE

1. Demonstration Polling Place to be operated by Department of Elections personnel to familiarize board workers with punch card election procedures.
2. Brief Discussion of the Votomatic:
 - (a) Where the Votomatic was first used
 - (b) Why the Votomatic in County? (Legislation, costs in conjunction with lever machines.)
 - (c) Discuss the critical role that precinct workers play in the successful conduct of a punch card election.
3. Board Training, per se
 - (a) Organization of the Polling Place/Multiple Precinct Place.
 - (b) Assignment of tasks and responsibilities - each member interchangeable.
 - (c) Election Day Procedures
 - (1) The Demonstration
 - (2) The Write-In/Secrecy Envelope
 - (3) The Ballot Card (Stub Number)
 - (4) The Early Pick-up
 - (5) The Final Pick-Up/Ballot Delivery
 - (6) The Precinct Supply Kit
 - (7) The Board Should Vote Themselves First
 - (8) The Spoiled Ballot (How many ballots is a voter entitled to)
 - (9) The Challenged Voter
 - (10) The Poll Book
 - (11) Closing the Precinct
 - (12) Procedural Similarity to Paper Ballots
 - (13) The Votomatic and its Operation/Possible trouble and its resolution
 - (14) Who/Where to call on Election Day Should Problems Arise
4. Question Period
5. Re-Demonstration of Polling Place Operation by the Department of Elections Personnel.
6. The County will deliver the Votomatics, tables, and ballot boxes to the polling places; the precinct supply kits will be delivered to the inspectors home by the County personnel.

7. The board workers will now break down into groups to examine and inspect the Votomatic, familiarizing themselves with device set-up techniques.

MATERIALS REQUIRED: Sample Ballots
Votomatics (10)
Official Ballot Cards
Official Ballot Assemblies
Demonstration Ballot Assemblies
Write-In Envelopes
Poll Book
Election Board Manuals
Precinct Supply Kit (1)
Transfer Case with Seal (1)

ALL MATERIALS WILL BE SUPPLIED BY THE ELECTIONS DEPARTMENT

ELECTION OFFICER
CHECK LIST

PRECINCT

INSPECTOR:

Check () items throughout day as duties indicated are performed
Sign on back

BEFORE ELECTION DAY

1. Verify that you have access to Polling Place on Election Day.
(Obtain key, if necessary.)
 2. Receive Inspectors Election supplies and sign receipt. (Be home at designated time for delivery.)
 3. Carefully check Inspectors Election supplies.
(Contact Election Department if a shortage exists).
-
-

ON ELECTION DAY

1. Report to Polling Place at 7:00 A.M.
2. Complete Polling Place setup:
 - (a) Check all Votomatic ballot pages against sample ballot.
They must list the same candidates.
 - (b) Assemble Votomatics, if necessary. Make sure electrical cord is not a hazard to voters.
 - (c) Insert a yellow demonstration card in each Votomatic and punch all possible voting positions.
 - (d) Post voting instruction in voting booth:
 - (1) Instructions to voters.
 - (2) "How to Use the Votomatic" instruction sheet.
 - (e) Arrange the polling place with ballot box and booths in view of those present. See enclosed diagram: "Typical Polling Place Layout." Place Poll Books and Registered Voters List on table with the blanks on the cover filled in.
 - (f) Place ballpoint pens on the table.
 - (g) Display the flag outside polling place entrance in a position visible to approaching voters.
 - (h) Sign oath and payroll form. (If an election officer fails to report, call Department of Records and Elections.)

- i. Check precinct number and ballot code on ballot cards.
(Use cards in numerical order.)
 - k. At 8:00 A.M., declare the Polls open.
 - l. Open, exhibit and close the empty ballot box.
-
-

VOTING FROM 8:00 A.M. to 8:00 P.M.

1. Locate Voter's name in the Registered Voters' List and announce audibly.
 2. Voter signs Signature Poll Book.
-

ALL VOTERS MUST BE GIVEN A DEMONSTRATION
BEFORE RECEIVING AN OFFICIAL BALLOT

3. Insure precinct code on official ballot card agrees with precinct code on Registered Voters' List.
 4. Issue official ballot card and envelope when a voting booth is available. (Never allow the voter to wait with an official ballot card in hand. He may bend or tear it.)
 5. Voter returns voter ballot card (placed in write-in envelope pocket) to ballot box judge.
 6. Ballot box official must make sure that the ballot card is in the inner write-in envelope pocket.
 7. Ballot box official removes and retains stub.
 8. Voter places ballot into ballot box.
-

BUT....

WHAT IF A BALLOT IS SPOILED?

Voter gets another ballot. Spoiled ballots are so marked on back, torn, and placed in Envelope #1.

WHAT IF A CHALLENGE SEEMS IN ORDER?

Check for grounds, and if appropriate, challenge. Follow procedure printed on Challenge Ballot Envelope.

WHAT IF A VOTER NEEDS ASSISTANCE?

Assistance to voters is to be given by the Election Officials in all cases, except that a blind or physically disabled person may bring a near relative who is also a registered voter, to assist him in the voting device. This is a partisan election and the law requires that assistance shall be granted by two members of the Election Board for different parties.

WHAT IF AN ABSENT VOTER BALLOT IS PRESENTED?

Do not look at Absent Voter ballot. Just place it in the ballot box.

WHAT IS A VOTER'S NAME IS NOT IN THE REGISTERED VOTERS' LIST?

Election official should call Election Department.

REMEMBER....

At least two board members must be present at all times. Electioneering cannot take place within 100 feet of the Polls.

EARLY PICK UP OF BALLOTS
IF APPLICABLE TO YOUR PRECINCT

At 3:00 P.M. on the afternoon of election day, the voted ballot cards

will be picked up for transfer to the counting center. When the persons authorized to pick up the ballots appear at the polling place or when you prepare the ballots by a specific time for pick up, the following steps shall be followed:

1. In the presence of at least two election officials, the ballot box will be unlocked and all ballot envelopes containing ballot cards will be removed. DO NOT REMOVE BALLOT CARDS FROM THE ENVELOPES FOR THE EARLY PICK UP.

2. You will quickly but accurately count all ballot envelopes which you have removed and enter this total on the form which is affixed to the transport carrier.

3. The ballot envelopes are then placed in the transport carrier which is sealed with a ballot box seal signed by the inspector and at least two of the judges of the board.

4. The ballot box is then locked and put back into service.

5. Do not surrender the transport carrier containing the ballots until you have received a receipt from the individuals authorized to pick up the ballots.

AFTER THE POLLS HAVE CLOSED

After the polls have closed and all electors who have been waiting in line have voted, the board will take the following steps. It is suggested that any two members of the board may perform any one of the below-listed tasks. In other words, more than one team of the board members may be working on different projects at the same time.

1. Disassemble all voting devices and seal, the seals being first signed by the judges of the board.

2. Complete the voting certificate inside the back cover of the County Poll List.

3. Be sure to destroy, by tearing, all unused official ballot cards.

4. The inspector and at least two members of the election board shall sign the signature poll book.

5. Inspector and ballot box judge open the ballot box and remove all envelopes and ballot cards. Examine each cast ballot to determine if there is a write-in (any writing) inside the ballot envelope in the place so provided. If there is a write-in then leave the gray envelope around the ballot card. If there is no write-in vote then remove the card from the envelope. The card goes in the transfer case, while the unused (no write-in present) envelope is returned with the precinct supplies. If a write-in is present then the envelope, with ballot card still enclosed in the flap pocket is placed in the transfer case. You will return ballot cards in their envelope only if a write-in exists on the envelope, otherwise strip all envelopes from the cards. Count all the ballot cards which are in the ballot box. Enter this number on the form which is affixed to the top of the transport carrier.

6. As soon as the transport carrier containing the ballot envelopes and ballot cards is sealed, two members of the board will immediately take it to designated pick up point.

7. Your work at the polling place is completed. All that now remains to be done is to return the voting devices, supplies, and records to previous designated pick up point.

Chairman

TRANSPORT CARRIER CONTROL LOG

PRECINCT NAME _____

EARLY PICK-UP _____

FINAL PICK-UP _____

NO. OF BALLOTS IN CARRIER _____

SIGNATURE/SENIOR JUDGE _____

SIGNATURE/CLERK _____

SIGNATURE/CLERK _____

(1)

TRANSFER CARRIER CONTROL LOG

PRECINCT NAME _____
Total number of ballots in carrier _____
Total number of questioned ballots _____
Total number of votes cast _____

Inspector _____
Judge _____
Clerk _____

(1) above is an example of a Transport Carrier Control Log.

(2)

RECEIPT FOR EARLY PICK-UP

We, the undersigned, do hereby certify that we received on _____, 19____,
at _____ p.m., from the Election Officers of Polling Place _____
a sealed metal container in good condition with seal number _____ intact.

(Signed) _____ Democrat

(Signed) _____ Republican

(2) above is a receipt for use in an early pick-up of ballots environment

SECTION VII

GLOSSARY

Narrative.....58-70

GLOSSARY OF TERMS
FOR THE
CES PUNCH CARD VOTING SYSTEM

ELECTION GLOSSARY

This glossary includes all of the terms pertinent to the CES Punch Card Voting System.

EQUIPMENT

VOTE RECORDER

Compact, desk-top, manually-operated voting device which utilizes punched cards for ballot. Ballot becomes computer input for vote tabulation/Ballot card holder.

DESCRIPTION:

The Vote Recorder consists of a base to which a Punch Frame and a Ballot Frame sub-assembly are fastened.

A Template assembly rests on top of the Punch Frame. This Template has a series of holes corresponding to the 228 pre-scored positions on the ballot. 235 and 304 response positions are also available.

The plastic Ballot Frame has locations for twelve pages or ballot leaves. These pages contain the names of candidates, propositions, and other issues under consideration in an election. A properly punched Yellow Ballot Mask is inserted into the frame, and the entire ballot assembly is fastened via hinged clips to the frame. The Ballot Frame sub-assembly is then inserted on top of the Punch Frame and Template and locked in position with a latch mechanism.

VOTE RECORDER

MODEL III-A

Aluminum case containing basic vote recorder. Case may be assembled into a complete voting compartment.

BASE PLATE

Covers entire bottom of the device and holds the punch frame in the vote recorder.

CHIP DOOR

Cover fastened to the bottom of the base plate which allows for removal of chip accumulation.

CHIP (CHAD)

Rectangular bits of paper punched out of computer card by voting stylus.

INTEGRALLY STORED
TUBULAR LEGS

Removable, aluminum legs which fit into sockets on the side of the case. They fold in the middle and store in the top half of the aluminum case when not in use.

FLUORESCENT LAMP

Voting compartment lamp.

ALUMINUM/BOOTH CASE

Latched aluminum booth/case containing vote recorder, fluorescent lamp, side curtains, and integrally stored tubular legs.

VOTING STYLUS

Voting Punch. Vote is registered by punching a hole in the ballot card with this instrument. It is attached to vote recorder with stainless steel beaded chain.

RUBBER T-STRIPS

"T" section rubber strips which support the template and the ballot frame. The slotted areas between T-strips retain the chips while the area beneath the T-strips provides a chip accumulation area.

BALLOT FRAME

Removable, plastic rectangular form with stainless steel retaining clamps; holds yellow ballot mask and ballot pages. Ballot assembly is the:

- (a) Ballot frame, (b) yellow mask,
- (c) ballot pages.

YELLOW BALLOT MASK

Pre-printed ballot mask with defined areas for each voting position. Mask is punched to correspond to locations of candidates names or voting positions only. The yellow color provides contrast between the ballot and black T-strips in punch frame, so that the voter can see through the clear plastic template and insure that his vote has been recorded.

MASK PUNCH

Used to punch a clean, accurate hole in the yellow ballot mask. Deep throat reaches all voting positions.

PLASTIC TEMPLATE

The clear plastic template contains 228 precisely located holes. The holes are conical in shape for ease of entry and alignment of the stylus tip with the pre-scored areas of the ballot card.

LEAF SPRING

Spring is fixed to the column I end of the template for pre-loading the ballot against the shoulder. Leaf spring ensures correct positioning of template holes with pre-scored holes on the ballot.

CRIMPER PUNCH

Machine which automatically crimps metal hinge into the edge of a ballot page. Also punches yellow ballot mask.

BALLOT ASSEMBLY AID

Sturdy, slotted form used to assemble ballot assemblies. Holds 24 ballot frames in inverted position for drop through positioning crimped ballot page.

RED POSITIONING PINS

Two red pins affixed to the top of the vote recorder punch frame over which the holes at the top of the ballot card fit.

BALLOT CARD

Standard computer card which contains 228 pre-scored voting positions on the ballot card.

There are three ballot designations:

OFFICIAL BALLOT CARD

So marked on the perforated stub of the card. Stub numbered sequentially.

DEMONSTRATOR BALLOT CARD

Marked "For Demonstration Use Only" on ballot stub and the word, DEMONSTRATOR appears on face of the card.

DUPLICATE BALLOT CARD

Has no stub and is marked DUPLICATE across the front of the card. Used by the Duplication Board to reproduce properly voted damaged card.

BALLOT STUB -
TOP STUB/COUNTERFOIL

The one-inch stub at the top which is usually used for stapling and/or identification purposes.

SAMPLE BALLOT

Ballot layout containing names of candidates and issues as they appear on ballot assembly pages. Convenience to voters and Accuracy Boards.

PAPER BALLOT

Large sheet of paper containing names of candidates and issues for a particular election.

PORT-A-PUNCH

Used to reproduce properly voted damaged ballot cards; 7" x 10 3/4" punch frame. Supports the ballot during punching operation on T-section rubber strips. Slotted areas between T-strips retain chips.

ABSENTEE STYRO BACKER

Styrofoam cut the size of an official ballot card. Used to back absentee ballot card for ease in mailing and punching votes. Bent paper clip serves as the voting punch for the absentee voter.

VOTING INSTRUCTION LABELS

Plastic page affixed to left side of the vote recorder explaining how to vote on the vote recorder.

TRANSFER CASE

Metal box (15-3/4" x 12-1/2" x 4-1/2") in which voted ballots are sealed and transported to Election Headquarters then to the Computer Center.

PADLOCK SEAL - RED

Small, numbered, plastic seal secured by pressing together interlocking parts as with an ordinary padlock. Used to seal transfer case.

SEAL PRESS

Small hand tool used to press lead wire seal together.

DEMONSTRATOR UNIT

Voting demonstrator that is similar in appearance to the vote recorder. It is used to educate the voter in the method of recording his vote on the vote recorder. The unit will contain a demonstration ballot assembly. This unit may not be used to cast an official election ballot.

VOTING UNIT

Vote Recorder.

DEMO UNIT

Demonstration Vote Recorder.

VOTING DEVICE

Vote Recorder.

VOTOMATIC

Adjective describing Vote Recorder.

ELECTION HEADQUARTERS

Receiving center for all election materials from precincts.

COMPUTER CENTER

Area where computer is located. Voted ballots will be processed at this location.

PRECINCT

A political and/or administrative subdivision containing a designated number of registered voters.

POLLING PLACE

Location of voting place within a precinct(s).

INSPECTOR

Election worker who works at the polling place and is responsible for executing Election Day procedures.

BALLOT TABULATION DEVICE

Computer to be used in processing ballots.

ACCURACY BOARDS

This term refers to all of the personnel utilized in completing punch card procedures at Election Headquarters and at the Computer Center, i.e.:

Receiving Board

Inspection Board

Duplication Board

Data Processing Board

Challenge Board

Write-In Tally Board

Each Board shall consist of two members. There shall be as many Boards as deemed necessary. Each Board will be provided with the proper working materials.

RECEIVING BOARD

Board which receives metal transfer case with ballots enclosed and writes proper entry on Receiving Board Log and Election Headquarters.

INSPECTION BOARD

Board responsible for looking at all of the ballot cards and preparing them for tallying in the computer. This board breaks the seal and opens the metal transfer case and writes proper entry on Inspection Board Log.

DUPLICATION BOARD

This Board is responsible for reproducing damaged ballots, recording identical serial numbers on the original and duplicate cards and writing proper entry on Duplication Board Log.

DATA PROCESSING BOARD

This Board handles and processes all ballots delivered to the Computer Room.

POLITICAL PARTY OBSERVERS

Consists of at least two members of each political party. Responsible for determining validity and invalidity of challenged ballots.

COMPUTER CENTER ELECTION
SUPERVISOR

Responsible for resolving problems at Computer Center.

WRITE-IN TALLY BOARD

Consists of four members. Responsible for validating the write-in votes received from Inspection Board. Write proper entry on Write-In Tally Board Log.

OVERVOTE

Overvote occurs when a voter has punched a vote on the official ballot card for more candidates than the number to be elected for the specific office/when a voter punches the correct number of votes on the official ballot card and also writes in a candidate's name for the same office.

COMPUTER CENTER LOG SHEETS

As transfer cases containing voted ballots arrive from Inspection Boards, Computer Center Log Sheets are used to record information on ballot flow proceedings.

ENVELOPES :

FOR DAMAGED BALLOTS

Envelope to contain damaged ballots to be duplicated for use at Election Headquarters identified by precinct.

FOR SPOILED BALLOTS

Envelope to contain ballots spoiled by voters at precinct. For use at polling place. Accompanies precinct supplies on election night.

DAMAGED BALLOT

One which is properly voted but damaged (bent, torn, etc.) so that it will not feed through the computer.

SPOILED BALLOT

One which the voter spoils (votes improperly, marks, etc.). Then ask for another ballot.

CONTROL LOGS

Forms to be filled in by election workers, containing spaces for specific information such as: Precinct number, time logged in, logged out signatures, etc.

BALLOT REPORT

Form containing spaces for specific information to be filled in by Inspectors at the polling place, i.e.:

- Number of ballot cards received
- Number of voted ballots
- Number of spoiled ballots
- Number of question ballots
- Signatures of box managers

ABSENTEE BOARD

Board responsible for processing the absentee ballots, using same procedure as regular Inspection Board.

RUNNERS

Personnel responsible for delivering ballot cards from one Accuracy Board to another at Election Headquarters.

COURIER

Personnel responsible for transporting the metal transfer cases containing the voted ballots from the precinct to Election Headquarters.

COMPUTER

A general term used to refer either to a complete computer system, or to the central processing unit of a computer system.

COMPUTER SYSTEM

An electronic system composed of a central processing unit (C.P.U.) which contains arithmetic, logic control and input/output (I/O) functions. I/O units are console typewriters, card readers, card punches, printers, magnetic tape drives, disk drives, etc. I/O units and their controllers may be included in the same physical unit as the C.P.U. but are more often in their own "boxes" connected to the C.P.U. by control cables.

CONSOLE TYPEWRITER

An I/O of a computer system that is usually used by the operating staff to control the various functions of the system.

CARD READER

An input unit of a computer system which "reads" punched cards and transmits the data electronically to the C.P.U. for processing. Card read speeds range from 200 to 1,000 cards per minute.

CARD PUNCH

An output unit of a computer system which electronically receives data from the C.P.U. and punches this data into cards. Typical card punch speeds range from 100 to 500 cards per minute. See also - key punch.

PRINTER

An output unit of a computer system which electronically receives data from the C.P.U. and prints this data on continuous form paper. Typical print speeds range from 300 to 1,100 lines per minute with 132 characters on a line.

MAGNETIC TAPE DRIVE

An I/O unit of a computer system which utilizes one half inch wide reels of magnetic tape up to 2,400 feet long. Typically used to store and retrieve very large volumes of sequentially organized data.

DISK DRIVE

An I/O unit of a computer system which utilizes a series of metal disks with data magnetically recorded on them. Large volumes of data can be stored and retrieved either sequentially or in direct access mode.

KEY PUNCH

A hand operated electro-mechanical card punching device. A typical card punch speed might be twenty cards per minute.

PRECINCT REPORT

A computer printed report showing the number and percentage of votes received for each candidate and issue within a precinct. Typically, this report will be printed as soon as all of the ballot cards for a precinct have been processed by the computer system.

CUMULATIVE REPORT

A computer printed report showing the number and percentage of votes received for all of the candidates and issues in the election. An intermediate Cumulative Report can be requested and printed prior to the processing of all of the precincts. The final Cumulative Report can be processed and printed only after all of the ballot cards from all of the precincts have been processed by the computer system.

SECTION VIII

STYROBACKED ABSENTEE VOTING METHOD
Narrative.....71-77

ABSENTEE BALLOTING UTILIZING THE
STYROBACKED PUNCH CARD

This method of absentee voting is actually a sub-system within a punch card voting system. It allows the user to tally absentee ballots in a manner consistent with other ballot processing.

In some states absentee ballots may be issued by legislative district groupings, while in others absentee ballots must be issued by precinct. The system functions best when larger political subdivisions are the determining factor at point of ballot issue. The primary difficulty encountered with using the latter method of issue, especially in larger voting jurisdictions, is the inclusion of the office of precinct committeeman on the Absentee Voter Guide. Some counties place precinct committeemen on paper ballots for the absentee ballots only as a solution to this problem.

However ballots are issued you must remember to account for them via recording the unique number printed on the ballot stub. If ballots are issued by legislative district irrespective of precinct identification other than that the precinct falls within the boundaries of the legislative district, ballots from each legislative district are easily grouped and kept separate in boxes.

On the other hand if absentee ballots are issued on a precinct by precinct basis, the following procedure is recommended:

Establish a tub file arrangement wherein each precinct's ballots are separated by indexed markers. Select a few, usually about 20 ballots, from the bottom of each precinct's ballot stack to place in the file. This means you will take the higher numbered ballots for use since the ballots are generally numbered in ascending sequence within a precinct. In either method of issue, record the ballot number on a control list to keep track of the number of ballots issued. If ballots are issued by precinct, this also

will minimize confusion at the precinct election day since no numerical gaps will be noted in the ballot stub numbering sequence.

Preparation of the Absentee Voter Guide can be either in booklet or photo-reduced bedsheet form. The ballot pages are printed based on the format found in either the legislative district or the precinct for which the absentees are to be issued. The only printing which differs from official ballot page printing is the Instructions to Voters Section. Examples of various Instructions to Voters are included in this section. Printing of absentee ballots must be available within various time constraints before the election.

Since a large percentage of absentee voter requests are made in person, in the Election Department, some counties prepare ballot assemblies for each ballot format available in the county and allow the elector to vote the absentee ballot in a Votomatic. Again, as the number of formats or ballot variations increase, this method becomes cumbersome. In any event, the styrobacked absentee ballot itself is often voted in the courthouse.

Procedurally this system functions as follows:

The request for an absentee ballot is received and identified based on a county's identification requirements. After proper identification the appropriate Absentee Voter Guide and absentee ballot card are selected. The ballot card is attached to a styrobacker, usually via a staple through the numbered stub and enclosed in a gray write-in envelope. A punching tool, often a bent paper clip, and an optional graphic voting instruction sheet (examples enclosed) as well as the appropriate return envelopes complete the absentee voter package. This is either given or mailed to the elector.

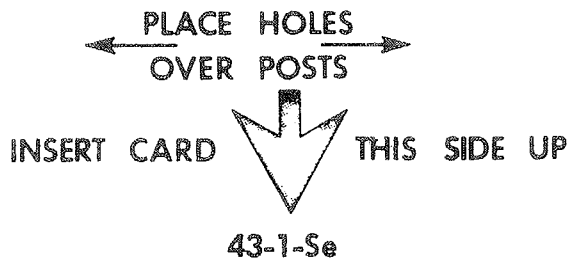
Upon completion of voting, the elector returns the voted ballot. When it is received in the Elections Department, the ballot is segregated in the proper category, i.e., by precinct, legislative district, etc., and held until election day.

Remember, where practical, to note in each precinct's poll book that the elector has requested an absentee ballot. In cases where not all entries can be posted due to legal or logistical considerations the precinct officials can be advised of the additional absentee electors election day or the canvassing authority can check the absentee voter request log against the poll books. The latter method is a function of post-election processing and if double voting is discovered, prosecution usually follows.

On election day or as state law stipulates, absentee ballots are processed. The ballots go through the reception, inspection, and write-in validation process described in the Counting Center Section of this manual. Upon completion of inspection, the ballots are forwarded to processing. Some states process absentee ballots separately while other states include the absentee ballots in with their corresponding precincts' ballots as they are received in the counting center.

As a general guideline for use of the styrobacked absentee system, examples of graphic voting instructions, sample ballot pages and "Instruction to Voters" texts are included for your inspection.

Wherever possible this absentee system should be used as it presents a much more desirable solution to absentee ballot processing rather than hand tallying.

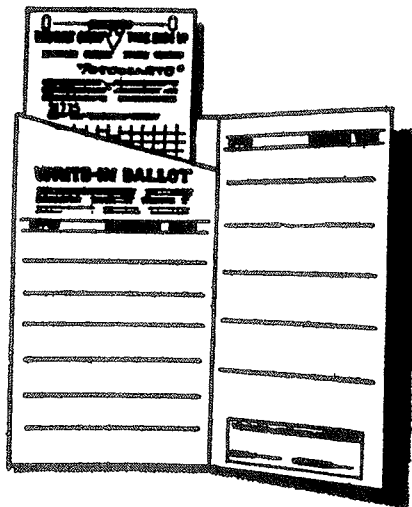


ABSENTEE BALLOT
GENERAL ELECTION, NOVEMBER 7, 1972
KING COUNTY, WASHINGTON

No 6559

THIS BALLOT STUB SHALL BE REMOVED
BEFORE BALLOT IS PLACED IN BALLOT BOX

**AFTER VOTING
INSERT BALLOT CARD
WITH STUB EXPOSED
INTO ENVELOPE POCKET
AND CLOSE FLAP**



BALLOT CARD INSTRUCTIONS

STEP 1

MAKE CHOICE FROM
CANDIDATE LIST.

PRESIDENT

Geo. Washington **1**

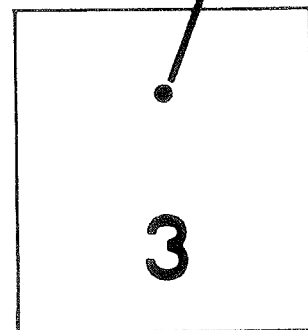
Abe Lincoln **2**

Thom. Jefferson **3**

STEP 2

PUNCH OUT DOT OVER THE
CANDIDATE'S NO. ON THE
BALLOT CARD.

USE THE
CLIP TO BLACK
PUNCH



ABSENTEE VOTING INSTRUCTIONS

READ ALL INSTRUCTIONS CAREFULLY BEFORE VOTING!

IF YOUR BALLOT IS NOT VOTED PROPERLY, YOUR VOTE MAY NOT BE COUNTED.

The ballot which you have received is actually a data processing card especially prepared for recording your vote. Do not mark, fold or punch the ballot card except as outlined in these instructions. Your "BALLOT PACK" consists of:

Ballot Card (mounted on styrofoam) and punching tool. Write-in Envelope (of same color)

Paper Ballot—showing office titles and candidates' names and numbers as well as the measures' descriptions and numbers

Addressed Return Envelope

Absentee Voting Instructions (which you are now reading)

TO VOTE:

Look at the ballot card envelope containing the ballot card—note how the ballot card is inserted in the envelope—after voting, your ballot card must be replaced in the same manner.

Check over the paper ballot noting the offices, candidate names and positions. Using the punching device provided (a partially straightened paper clip) firmly PUNCH OUT the small "black dot" on the ballot card above the number corresponding to the number assigned to your choice of candidates and measures PUNCH WITH SUFFICIENT FORCE to be certain that the "black dot" is completely punched out of the ballot card. You may check this by lifting the ballot card at the bottom and inspecting the reverse side. If your card is not completely free of the punched out sections, remove them gently with your fingers. If you choose to write-in a candidate, you may do so in the space provided inside the write-in envelope. Be sure to enter the office name as well as the candidate's name.

IMPORTANT:

Before you place any material in Return Envelope, Service voters may subscribe to the oath before any person authorized by the Armed Services, Merchant Marine, federal or state law to administer oaths. Other absent voters must either sign the printed statement in the presence of two competent witnesses OR swear or affirm the accuracy of the statement before Notary Public, request the impression of his seal be placed on the envelope so that your ballot card is not marked by such impression. Any such mutilation of your ballot card will cause a computer stop, and might cause your vote not to be counted.

After you have finished voting, slip the ballot card into the write-in envelope—do not detach the styrofoam backing or the serially numbered stub. Place the write-in envelope into the pre-addressed return envelope. The oath on the reverse side must be executed. Seal the envelope and mail. Your ballot will be included and counted with the other ballot cards on election day. Your ballot must be RECEIVED by the county clerk not later than 8 p.m. on election day.

NOTE: ORS 253.120 (2) No elector shall vote or attempt to vote in person and also by means of an absent voter's ballot.



NATIONAL

OFFICIAL PRIMARY NOMINATION BALLOT FOR THE REPUBLICAN PARTY, CLACKAMAS COUNTY, STATE OF OREGON, TUESDAY, MAY 28, 1974

1A1

FOR UNITED STATES SENATOR VOTE FOR ONE	BOB PACKWOOD 15 "People are more important than politics to Bob Packwood"
FOR REPRESENTATIVE IN CONGRESS FIRST CONGRESSIONAL DISTRICT VOTE FOR ONE	PHIL BLADINE 16 "The Oregonized candidate"
	RAFAEL (PABLO) CIDDIO Y ABEYTA 17 "We are qualified to exercise big government. Let's do it together!"
	DAVID FROST 18 "An independent Republican in the Oregon tradition"
	BILL HOYT 19 "Let's establish a trust relationship between the government and the governed"
	THOMAS A. (TOM) LEUPP 20 "Because I care for you, your children. God and honesty in government"
	DIARMUID O'SCANNLAIN 21 "Proven leadership in state government. Strong new voice for Oregon in Congress"
FOR REPRESENTATIVE IN CONGRESS SECOND CONGRESSIONAL DISTRICT VOTE FOR ONE	KENNETH ALEXANDER BROWN 22 "Oppose trend to socialistic big government—reaffirm constitutional principles and individual freedom."
FOR REPRESENTATIVE IN CONGRESS THIRD CONGRESSIONAL DISTRICT VOTE FOR ONE	JACK FERRIS 23 "Stop inflation—forget partisan politics—get to work!"
	C. R. (RED) NEUMANN 24 "Restore dynamic incentives to the people through responsive and reasonable representation."
	JOHN PIACENTINI 25 "Common sense, efficiency equals good government, the way it used to be."

SPOKANE COUNTY, WASHINGTON
 PRIMARY ELECTION TUESDAY, SEPTEMBER 19, 1972

ABSENTEE VOTER GUIDE

INSTRUCTIONS TO ABSENTEE VOTER

CAST YOUR VOTE ON ENCLOSED IBM CARD USING
 ABSENTEE VOTER GUIDE.

1. Upon receipt of this ballot, study the Absentee Voter Guide, READ ALL INSTRUCTIONS and familiarize yourself with all measures and/or candidates listed therein.
2. Remove metal voting device attached to ballot card. Use it to punch your ballot card as outlined below.
3. Remove ballot card from grey write-in envelope WITHOUT REMOVING CARD FROM THE STYROFOAM BACKING. Place ballot card, as attached to its styrofoam backing, on a flat surface.
4. In the Absentee Voter Guide each measure and/or candidate has a number assigned appearing along right hand margin. This number corresponds to a punch position on the IBM ballot card. TO CAST YOUR VOTE, punch out the BLACK DOT over the number on the IBM ballot card that corresponds to the number in Absentee Voter Guide for measure and/or candidate of your choice. (If you wish to vote for any person not listed on ballot, a grey write-in ballot envelope is provided.)
5. When you have completed voting, leave IBM ballot card attached to styrofoam backing. Be sure to enclose the voted absentee ballot card in grey write-in envelope. Place and seal in white envelope marked "ABSENTEE VOTER BALLOT".
6. Fill out and sign statement on the larger (brown) pre-addressed return envelope. (Be sure to SIGN (do not print) your name as recorded on return envelope as this favorable comparison of signatures is necessary to validate your absentee ballot).
7. Place white "Absentee Voter Ballot" envelope containing your ballot in larger brown return envelope, seal it, affix sufficient first class or air-mail postage. Mail your ballot so that it will be postmarked the day of election or sooner. Instead of mailing, you may send it by any means so as to reach this office on or before election day.

77-

3-1

SPOKANE COUNTY, WASHINGTON
 PRIMARY ELECTION TUESDAY, SEPTEMBER 19, 1972

GOVERNOR VOTE FOR ONE	MARTIN J. DURKAN—DEMOCRAT	39
	JAMES A. McDERMOTT—DEMOCRAT	40
	ALBERT D. ROSELLINI—DEMOCRAT	41
	RUDY VALDEZ—DEMOCRAT	42
	JOHN (Hugo Frye) PATRIC—REPUBLICAN	43
	PERRY B. WOODALL—REPUBLICAN	44
	L. R. (Lal) KEMOE—REPUBLICAN	45
	DANIEL J. EVANS—REPUBLICAN	46
	EARL (Black Irishman) MONAGHAN—DEMOCRAT	47

LIEUTENANT GOVERNOR VOTE FOR ONE	JOHN A. CHERBERG—DEMOCRAT	49
	W. R. (Walking Will) KNEDLIK—DEMOCRAT	50
	SID SWAIN—REPUBLICAN	51
	HAL WOLF—REPUBLICAN	52
	JAYNE HOWARD—DEMOCRAT	53
	ELBERT V. BROOKS, DEMOCRAT	54
	MIKE SMITH—REPUBLICAN	55

SECTION IX

PROCEDURES FOR ADMINISTRATION OF MINOR TAXING
OR SPECIAL SERVICE DISTRICT ELECTIONS

Narrative.....78-109

The procedure for the conduct of minor taxing or special service district elections herein described was developed in conjunction with the Skagit County, Washington, Auditor's Office.

Skagit County has an approximate registered voter population of 32,000, with just over 100 precincts. The county is fairly representative of medium-sized Washington Counties in terms of the number of minor taxing districts present.

These procedures are general guidelines which outline a method of solving this most complex problem of election administration. It was necessary, however, to use specific Skagit County situations for purposes of illustration.

CES is indebted to Mr. Gordon Lien, Chief Deputy Auditor, Skagit County, Washington, for the invaluable assistance rendered in the preparation and execution of these procedures.

Using these principles, any county will be able to conduct this type of election using punch card voting, rather than defaulting to paper ballots. This makes all elections conducted on a single voting system and keeps election officials, as well as the electorate, familiar with one voting system.

MINOR TAXING OR SPECIAL SERVICE DISTRICT ELECTION PROCEDURE

A. INTRODUCTION:

1. Minor taxing district or special service district elections present a distinct challenge to those responsible for their conduct. The complexity of the problem may best be understood when it is realized that the ballot may include state-wide candidates and issues, county-wide candidates and issues, and localized district, i.e., school, fire, sewer, water districts, candidates, and issues. It is this latter item which injects the real challenge into the administration of these elections. It is not at all unusual for a fairly typical county to have one hundred various taxing districts within its boundaries. Only those voters within the confines of each district may vote upon candidates or issues unique to that district, irrespective of precinct alignment, because these district boundaries seldom, if ever, match precinct boundaries. Prior to development of a method of automating (computerizing) voter registration records, the task of limiting voting only to electors of each district was approached from the viewpoint that the election board workers should identify in which districts the voter resided and was authorized to vote. This was done via district maps as well as geographic familiarity of the district and its electors. Since the key to administering these type of elections is accurate ballot issue, which requires positive voter identification, this method was inexact, at least in terms of medium-size to larger-size counties. Accurate voter registration records are the cornerstone of minor taxing district election administration.

Starting with levy code area maps of the county, obtained from the State Department of Revenue, a matrix was developed, showing the levy code areas (grouping of taxing districts common to a given area) within each voting precinct. Boundaries of each levy code area, as well as of each taxing district, and of each precinct, were carefully checked and authenticated. The second step, requiring a fairly large task force, size dependent upon the size of the county, was formed and trained to research

every voter record in the county with a view toward positively placing each voter in the proper levy code area and precinct. This task required several months of searching records, i.e., Assessor's records, county road records, post office sources, contact with precinct committeemen, telephone calls and letters to individual voters. As each individual voter record was processed the voter was assigned a six-digit voter registration record and the proper precinct and levy code identification numbers. Upon completion of all basic data, the complete record of each voter was key-punched for entry into the automated registration system. Edit lists, extracted from the computer, were meticulously examined to insure accuracy. Upon completion of this project, it was feasible to develop ballots common to the various levy code areas, irrespective of precinct. At this point, punch card voting provides the most complete solution to the administrative problems inherent in this type of election.

2. Certain basic procedures have been developed, unique to the Votomatic System, and to the Ballot Tab. The following is a step-by-step outline of procedures to be followed for minor taxing district elections by users of the Votomatic and the Ballot Tab. EL-70 users are not restricted by the use of non-common response positions as are Ballot Tab users, but the procedures are essentially the same.

B. EARLY PLANNING AND PREPARATION:

1. First, a complete and accurate matrix control list must be developed, showing the following:

- (a) The number of precincts combined into one polling place
- (b) The Precinct Number
- (c) The Number of Votomatics assigned to each precinct
- (d) The Number of registered voters per levy code in each precinct
- (e) Levy code pre-punch
- (f) All taxing districts in the county
- (g) Votomatic ballot pages applicable to each levy code and precinct

An example is shown in Exhibit 1.

Using the matrix, it is then possible to determine the division of the precinct by like taxing entities, such as fire districts, etc.

A voter is entitled to vote in only one type of taxing district, yet there are usually more than one of that type district within the precinct or polling place boundaries. From that point, the next logical step is to determine the exceptions for each levy code, since it is obvious that all fire districts and other like districts within a given precinct must all be shown on the ballot page(s) for that precinct. Common pages on all devices optimizes Votomatic allocation.

Reference to Exhibit 1 will show that in Allen Precinct, for example, there are four fire districts, in one of which, however, there are no registered voters. Also, in one levy code area there is no fire district. Therefore, there are three possible sets of exceptions for fire districts alone. The next difference appears in cemetery districts. Some of the levy code areas in Allen Precinct are within Cemetery District No. 4, and others are in no cemetery district, so this difference represents the next set of exceptions to be printed on the ballot stub. As a further example, using Allen Precinct Tax Levy Code Area 208, the ballot stub would list Fire Districts 5 and 12 and Cemetery District 4 as exceptions, not to be voted on by electors in that tax levy code. See Exhibit 3.

In order to permit every voter in a given precinct to vote on any of the voting devices assigned to that precinct, it is necessary, for each levy code area in that precinct to print, by exception, the candidates or issues to be voted upon by voters in each of the levy code areas. As an example, assume a precinct is divided by three fire districts, No. 5, 6 and 12; two cemetery districts, No. 3 and 4, and two school districts, No. 100 and 320; all other districts being common to all six levy code areas in that precinct. The stub of the ballot for the levy code area covering Fire District No. 5, Cemetery District No. 3, and School District No. 100, would read "You are eligible to vote on all issues and candidates EXCEPT...Fire District No. 6 and 12, Cemetery District 4, and School District 320."

NOTE: It was found that listing the EXCEPTIONS to voting required less space on the ballot stub and was less confusing to the voter.

2. The second step, which represents a radical departure from other voting systems, involves ordering ballots about four months prior to the election. The necessity for this lead time arises from the fact that the ballots must be ordered pre-punched for each tax levy code area and in a quantity equalling number of voters in that tax levy code plus ten per cent.

3. Thirdly, each ballot must be printed with the precinct identification and levy code number.

4. The next step is to assign a number of voting devices to each precinct, using a ratio determined by each county, usually one to every 100 or 125 voters.

5. Fifth is the most complex step, that of laying-out the ballot format. Normally, the State Supervisor of Elections will advise the counties as to the number of pages and response positions needed for state candidates and issues. In 1973, the state needed two pages and sixteen response positions. They left ten pages for local county use. The third page was used for county-wide issues and races in the three larger cities. This left nine pages for all other taxing districts and towns. Pages four and five were used for all other towns and cities. Pages six and seven were used for School Districts, pages eight, nine and ten for Fire Districts, page eleven for Port Districts, Sewer Districts and Recreation Districts, and page twelve for Hospital, Intermediate School Districts and Cemetery Districts. It is apparent that each page number must be further broken down. For example, page three was used for a county-wide bond issue. Page 3A contained that bond issue and the City of Mount Vernon candidates. Page 3B contained the bond issue and City of Burlington candidates. However, in order to determine the groupings of districts on various pages, it was first necessary to consider each type or types of districts as a whole and group them by the varying combinations occurring in each precinct. Referring again to Allen Precinct, Exhibit 1, the first grouping would be Fire

Districts 5, 6 and 12. Similar groupings would be accomplished for each precinct. Then like groupings are combined to achieve combinations that are common to two or more precincts. Such common groupings are then used to form one page of the ballot layout. Upon completion of district groupings and sub-groupings, there were 81 different pages to be used in various precincts. Use of these pages was as indicated under Pages Applicable, Exhibit 1.

Referring to Exhibit 1 and to the Alder Precinct, it will be noted that there are three levy codes within that precinct. It is readily apparent that the differentiating factor is Fire Districts. One levy code area is not within any fire district, and the other two levy code areas are each in a different fire district. Hence, Levy Code 350 would be written to show that voters in that area would be authorized to vote for all candidates and issues EXCEPT: Fire Districts 8 and 10. Levy Code 370 would be written to show that voters in that area would be authorized to vote for all candidates and issues EXCEPT: Fire District 10 and Levy Code 380 to show the exception as Fire District 8.

(a) Within each taxing group, further group combinations of districts exist; i.e., precincts with more than one like district present, for example:

Referring to split precincts, start with largest number of like districts in any one precinct; for instance Fire Districts 5, 6, 12 and 14. Working from that point, determine all possible combinations as follows. It can be seen that up to four fire districts may be present in one precinct or polling place. It is incumbent when laying out the ballot that these Fire Districts never occupy common response positions. Furthermore, all combinations of pages and districts as defined by tax levy code arrays must be defined. Unfortunately, there is only one way to accomplish this.

(using Fire Districts as an example) :

p-6	p-9	p-8	p-8	p-10	p-8	p-10	p-10	p-8	p-8
8/10		5/6/12/14	5/6/12	2/6		10/16/19	2/5/12		5/6/8/14

p-10	p-8	p-10	p-10	p-10	p-9	p-10
1/4/9	5/14	11/13	1/9	2/3/13	18/19	1/2

p-10	p-9	p-10	p-9	p-10	p-10	p-8	p-10	p-8	p-13
3/15	9/15	1/3/9	10/19	11/13	2/6/12		2/12/13		

p-8
17

(b) Make a master ballot page layout for each page, assigning ballot position numbers, and making sure not to use a position number more than once.

(c) Make separate ballot page layouts for each precinct, remembering that by using good combinations, the same pages may be used in more than one precinct. For example:

Page 8 might show only Fire District 5

Page 8A might show only Fire District 8

Page 8F might show Fire District 5, 6 and 12

(See attached example of 1973 ballot page layouts, Exhibit 2)

(d) After all ballot pages are completed, check each precinct, determining what district issues are to be voted upon in that precinct, and assigning page numbers to that precinct. (See Exhibit 1).

(e) For each levy code in each precinct, cross-check from assigned page numbers to make sure that proper page has been assigned to each precinct. This is a very important check to assure that the assigned page numbers match the districts for that particular levy code.

(f) Using matrix, determine quantity of each page needed by multiplying the number of Votomatics allocated to that precinct.

(g) Make three copies of each page. These become your work copies. The ORIGINAL BALLOT PAGE LAYOUT FORMS should then be delivered to your printer as soon as possible to permit early start on printing. An

additional copy is sent to the Secretary of State's Office. (If applicable in your state).

6. It is imperative that very close, step-by-step coordination be maintained with the printer on ballot cards and ballot-page preparation. Copies of every precinct ballot card and ballot page must be carefully proofread against the original material and the matrix. A cross-check of every step must be implemented because the possibility of error is ever present in such a complex undertaking.

7. Upon completion of ballot and ballot page preparation, the next step is to prepare appropriate program cards for each tax levy code area and precinct shown on the matrix. Again, particular care must be exercised to insure accuracy. A set of four cards is required for each tax levy code area:

(a) Card 1 is punched with every response position for that particular tax levy code area and punched in Row 1 of Column 12.

(b) Card 2 is punched with every low numbered response position for each office or issue, and in Row 1 of Column 11.

(c) Card 3 is punched with every high numbered response position for each office or issue and in Row 1 of Column 10.

(d) Card 4 is code-punched with the precinct identification number.

NOTE: The expanded Ballot Tab program has eliminated this step, greatly reducing programming.

8. It is absolutely essential that a series of test-runs be made of every group of program cards to insure that all proper response positions have been punched. The first test-run is designed to obtain an election result format from which result formats may be typed. The second test-run is designed to check accuracy, and involves a test-deck of ballots with known test-vote results, run for each levy code. The third test-run involves preparation of a cumulative header card deck, containing punches for every response position on any of the ballots. It is advisable to prepare such cumulative decks for all cities and towns as well.

9. Assembly of ballot pages into the Votomatics should be delayed until all test-runs and cross-checks have been completed. During the assembly phase, care should be exercised that pages are assembled as indicated on the matrix. A cross-check of each assembled group of pages should be made against the offices and issues indicated on the matrix for that precinct. Simultaneously, another cross-check should be conducted, comparing the ballots with the appropriate levy codes and precincts indicated on the matrix, and the ballot page as assembled, taking particular note that the proper exceptions are listed. It is further suggested that a Letter of Instruction to each election official list the applicable pages assembled into each Votomatic and requesting a verification of such ballot page assembly by the inspector. Such instructions should also request a check of the proper groups of ballots by precinct identification and applicable levy code numbers.

C. EXECUTION:

1. Precise training of all election board workers and Counting Center workers is mandatory. Emphasis should be placed on the following:

- (a) Proper use of levy code numbers on poll book.
- (b) Handing voter the proper ballot with the correct levy code number printed on it.
- (c) Instructing the voter regarding printed exceptions on the ballot stub.
- (d) Instructing the voter to vote on each page.
- (e) Checking to insure that only one ballot is given to a voter (Ballot cards stick together).
- (f) Instructing the voter in the method of "write-in" voting.

2. Delivery of ballots and supplies are standard procedure and require no amplification. However, Counting Center functions require additional attention. It is advisable to group the precincts for each city and town so that city and town races may be counted as units with meaningful cumulative figures. Rural, split precincts (containing more than one levy code area), must be sorted on a card sorter or manually and each levy code separated by a divider, prior to being delivered to the Ballot Tab for

counting. As these split precincts ballots arrive at the Ballot Tab they are processed, by levy code, as though each levy code was a separate precinct, using the appropriate header cards. Cumulative figures are not obtained for each precinct, since such figures would reflect a grand cumulative figure, rather than a precinct cumulative figure. This means that the following day, or day after, all ballots must be re-run, clearing cumulatives between each precinct, in order to obtain a by-precinct breakdown of votes. Again the expanded Ballot Tab program should eliminate this exercise, saving considerable time.

The expanded Ballot Tab program or EL-70 will eliminate several of the steps discussed in this narrative relating to ballot processing. However, as earlier indicated, continual cross checking procedurally, as well as an accurate voter registration system, are prerequisites in the conduct of minor taxing or special service district elections.

EXHIBIT 2

This exhibit includes only the Fire Districts' combinations which were applied to ballot page 8. Note that an alphabetic designator follows the page number to differentiate page configurations. Please remember that Skagit County Fire Districts were also present on pages 9 and 10. Page 8 combinations cover the Alder and Allen Precinct examples alluded to in the narrative.



228 POSITION
BALLOT PAGE LAYOUT FORM

CUSTOMER _____ ELECTION DATE 11/6/73 PAGE NO. 8

Layout Instructions - You may use any or all positions in card columns A, B, C, G, L & M. The remaining columns correspond to one another - D to H, E to J, and F to K. You cannot use both numbers in corresponding columns on the same level. For instance, if you use position 58 in column D, you cannot use position 134 in column H.
Prior to starting the Ballot Page Layout Form, use a Votomatic ballot card and circle all voting positions to be used. Then check for conflicts.
IF IN DOUBT, PLEASE ASK US

WHEN THE BALLOT PAGE IS FOR PUNCH POSITION NUMBERS			USE TRIM MARK
1-19	77-95	153-171	x
20-38	96-114	172-190	w
39-57	115-133	191-209	z
58-76	134-152	210-228	y

INSTRUCTIONS

Fire District No. 5

FIRE DISTRICT NO. 5			Circle Number To Be Used												
			A	B	C	D	E	F	G	H	J	K	L	M	
COMMISSIONER	ROBERT D. MOORS	134 →	1	20	39	58	77	96	115	134	153	172	191	210	
6 YEAR TERM		→	2	21	40	59	78	97	116	135	154	173	192	211	
VOTE FOR ONE		→	3	22	41	60	79	98	117	136	155	174	193	212	
		→	4	23	42	61	80	99	118	137	156	175	194	213	
		→	5	24	43	62	81	100	119	138	157	176	195	214	
		→	6	25	44	63	82	101	120	139	158	177	196	215	
		→	7	26	45	64	83	102	121	140	159	178	197	216	
		→	8	27	46	65	84	103	122	141	160	179	198	217	
		→	9	28	47	66	85	104	123	142	161	180	199	218	
		→	10	29	48	67	86	105	124	143	162	181	200	219	
		→	11	30	49	68	87	106	125	144	163	182	201	220	
		→	12	31	50	69	88	107	126	145	164	183	202	221	
		→	13	32	51	70	89	108	127	146	165	184	203	222	
		→	14	33	52	71	90	109	128	147	166	185	204	223	
		→	15	34	53	72	91	110	129	148	167	186	205	224	
		→	16	35	54	73	92	111	130	149	168	187	206	225	
		→	17	36	55	74	93	112	131	150	169	188	207	226	
		→	18	37	56	75	94	113	132	151	170	189	208	227	
		→	19	38	57	76	95	114	133	152	171	190	209	228	



228 POSITION
BALLOT PAGE LAYOUT FORM

CUSTOMER _____ ELECTION DATE 11/6/73 PAGE NO. 8A

Layout Instructions - You may use any or all positions in card columns A, B, C, G, L & M. The remaining columns correspond to one another - D to H, E to J, and F to K. You cannot use both numbers in corresponding columns on the same level. For instance, if you use position 58 in column D, you cannot use position 134 in column H.
Prior to starting the Ballot Page Layout Form, use a Votomatic ballot card and circle all voting positions to be used. Then check for conflicts.
IF IN DOUBT, PLEASE ASK US

WHEN THE BALLOT PAGE IS FOR PUNCH POSITION NUMBERS			USE TRIM MARK
1-19	77-95	153-171	x
20-38	96-114	172-190	w
39-57	115-133	191-209	z
58-76	134-152	210-228	y

INSTRUCTIONS

Fire District No. 8

		Circle Number To Be Used												
		A	B	C	D	E	F	G	H	J	K	L	M	
FIRE DISTRICT NO. 8		1	20	39	58	77	96	115	134	153	172	191	210	
		2	21	40	59	78	97	116	135	154	173	192	211	
		3	22	41	60	79	98	117	136	155	174	193	212	
COMMISSIONER	RAYMOND W. NICHOLS	4	23	42	61	80	99	118	137	156	175	194	213	
6 YEAR TERM		5	24	43	62	81	100	119	138	157	176	195	214	
VOTE FOR ONE		6	25	44	63	82	101	120	139	158	177	196	215	
		7	26	45	64	83	102	121	140	159	178	197	216	
		8	27	46	65	84	103	122	141	160	179	198	217	
		9	28	47	66	85	104	123	142	161	180	199	218	
		10	29	48	67	86	105	124	143	162	181	200	219	
		11	30	49	68	87	106	125	144	163	182	201	220	
		12	31	50	69	88	107	126	145	164	183	202	221	
		13	32	51	70	89	108	127	146	165	184	203	222	
		14	33	52	71	90	109	128	147	166	185	204	223	
		15	34	53	72	91	110	129	148	167	186	205	224	
		16	35	54	73	92	111	130	149	168	187	206	225	
		17	36	55	74	93	112	131	150	169	188	207	226	
		18	37	56	75	94	113	132	151	170	189	208	227	
		19	38	57	76	95	114	133	152	171	190	209	228	



228 POSITION
BALLOT PAGE LAYOUT FORM

CUSTOMER _____ ELECTION DATE 11/6/73 PAGE NO. 8C

Layout Instructions - You may use any or all positions in card columns A, B, C, G, L & M. The remaining columns correspond to one another - D to H, E to J, and F to K. You cannot use both numbers in corresponding columns on the same level. For instance, if you use position 58 in column D, you cannot use position 134 in column H.
Prior to starting the Ballot Page Layout Form, use a Votomatic ballot card and circle all voting positions to be used. Then check for conflicts.
IF IN DOUBT, PLEASE ASK US

WHEN THE BALLOT PAGE IS FOR PUNCH POSITION NUMBERS			USE TRIM MARK
1-19	77-95	153-171	x
20-38	96-114	172-190	w
39-57	115-133	191-209	z
58-76	134-152	210-228	y

INSTRUCTIONS

Fire District No. 17

		Circle Number To Be Used														
		A	B	C	D	E	F	G	H	J	K	L	M			
		1	29	39	69	77	88	116	134	153	172	191	210			
		2	21	40	60	78	87	118	136	154	173	192	211			
		3	22	41	61	79	88	117	135	155	174	193	212			
		4	23	42	62	80	89	118	137	156	175	194	213			
		5	24	43	63	81	100	119	138	157	176	195	214			
		6	25	44	64	82	101	120	139	158	177	196	215			
		7	26	45	65	83	102	121	140	159	178	197	216			
		8	27	46	66	84	103	122	141	160	179	198	217			
		9	28	47	67	85	104	123	142	161	180	199	218			
17	COMMISSIONER 2 YEAR UNEXPIRED TERM	M. L. ALLEN	143	→	10	29	40	67	85	105	124	143	162	181	200	219
	VOTE FOR ONE	J. O. MC MUNG	144	→	11	30	40	68	87	106	125	144	163	182	201	220
17	COMMISSIONER 6 YEAR TERM	EILEEN M. CORRINGTON	145	→	12	31	50	68	88	107	126	145	164	183	202	221
	VOTE FOR ONE			→	13	32	51	70	89	108	127	146	165	184	203	222
				→	14	33	52	71	90	109	128	147	166	185	204	223
				→	15	34	53	72	91	110	129	148	167	186	205	224
				→	16	35	54	73	92	111	130	149	168	187	206	225
				→	17	36	55	74	93	112	131	150	169	188	207	226
				→	18	37	56	75	94	113	132	151	170	189	208	227
				→	19	38	57	76	95	114	133	152	171	190	209	228



228 POSITION
BALLOT PAGE LAYOUT FORM

CUSTOMER _____ ELECTION DATE 11/6/73 PAGE NO. 8F

Layout Instructions - You may use any or all positions in card columns A, B, C, G, L & M. The remaining columns correspond to one another - D to H, E to J, and F to K. You cannot use both numbers in corresponding columns on the same level. For instance, if you use position 58 in column D, you cannot use position 134 in column H.
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IF IN DOUBT, PLEASE ASK US

WHEN THE BALLOT PAGE IS FOR PUNCH POSITION NUMBERS			USE TRIM MARK
1-19	77-95	153-171	x
20-38	95-114	172-190	w
39-57	115-133	191-209	z
58-76	134-152	210-228	y

INSTRUCTIONS

Fire Districts Nos. 5, 6, 12

				Circle Number To Be Used												
				A	B	C	D	E	F	G	H	J	K	L	M	
5	COMMISSIONER 6 YEAR TERM	ROBERT D. MOORS	134 →	1	20	39	58	77	96	115	134	153	172	191	210	
	VOTE FOR ONE		→	2	21	40	59	78	97	116	135	154	173	192	211	
12	COMMISSIONER 6 YEAR TERM	RALPH HUGHES	140 →	3	22	41	60	79	98	117	136	155	174	193	212	
				4	23	42	61	80	99	118	137	156	175	194	213	
	VOTE FOR ONE	5	24	43	62	81	100	119	138	157	176	195	214			
		6	25	44	63	82	101	120	139	158	177	196	215			
		7	26	45	64	83	102	121	140	159	178	197	216			
		8	27	46	65	84	103	122	141	160	179	198	217			
		9	28	47	66	85	104	123	142	161	180	199	218			
		10	29	48	67	86	105	124	143	162	181	200	219			
		11	30	49	68	87	106	125	144	163	182	201	220			
		12	31	50	69	88	107	126	145	164	183	202	221			
6	COMMISSIONER 6 YEAR TERM	RONALD DELAHUNT	152 →	13	32	51	70	89	108	127	146	165	184	203	222	
				14	33	52	71	90	109	128	147	166	185	204	223	
	VOTE FOR ONE	15	34	53	72	91	110	129	148	167	186	205	224			
		16	35	54	73	92	111	130	149	168	187	206	225			
		17	36	55	74	93	112	131	150	169	188	207	226			
		18	37	56	75	94	113	132	151	170	189	208	227			
19	38	57	76	95	114	133	152	171	190	209	228					



228 POSITION
BALLOT PAGE LAYOUT FORM

CUSTOMER _____ ELECTION DATE 11/6/73 PAGE NO. 8G

Layout Instructions - You may use any or all positions in card columns A, B, C, G, L & M. The remaining columns correspond to one another - D to H, E to J, and F to K. You cannot use both numbers in corresponding columns on the same level. For instance, if you use position 58 in column D, you cannot use position 134 in column H.
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IF IN DOUBT, PLEASE ASK US

WHEN THE BALLOT PAGE IS FOR PUNCH POSITION NUMBERS			USE TRIM MARK
1-19	77-95	153-171	x
20-38	96-114	172-190	w
39-57	115-133	191-209	z
58-76	134-152	210-228	y

INSTRUCTIONS

Fire Districts Nos. 5, 6, 8, 14

			Circle Number To Be Used													
			A	B	C	D	E	F	G	H	J	K	L	M		
5	FIRE DISTRICT NO. 5															
	COMMISSIONER 6 YEAR TERM	ROBEFT D. MOORS	134	→	1	20	29	68	77	98	116	134	153	172	191	210
	VOTE FOR ONE		→	2	21	30	69	70	97	118	135	154	173	192	211	
8	FIRE DISTRICT NO. 8															
	COMMISSIONER 6 YEAR TERM	RAYMOND W. NICHOLS	137	→	3	22	41	80	79	99	117	136	155	174	193	212
	VOTE FOR ONE		→	4	23	42	81	80	99	118	137	156	175	194	213	
			→	5	24	43	82	81	100	119	138	157	176	195	214	
			→	6	25	44	83	82	101	120	139	158	177	196	215	
			→	7	26	45	84	83	102	121	140	159	178	197	216	
			→	8	27	46	85	84	103	122	141	160	179	198	217	
			→	9	28	47	86	85	104	123	142	161	180	199	218	
			→	10	29	48	87	86	105	124	143	162	181	200	219	
			→	11	30	49	88	87	106	125	144	163	182	201	220	
			→	12	31	50	89	88	107	126	145	164	183	202	221	
			→	13	32	51	90	89	108	127	146	165	184	203	222	
	FIRE DISTRICT NO. 14															
14	COMMISSIONER 2 YEAR UNEXPIRED TERM	STANLEY FOX	148	→	14	33	52	71	93	109	128	147	166	185	204	223
	VOTE FOR ONE			→	15	34	53	72	94	110	129	148	167	186	205	224
6	COMMISSIONER 6 YEAR TERM	GLENN E. MC LUCAS	150	→	16	35	54	73	95	111	130	149	168	187	206	225
	VOTE FOR ONE			→	17	36	55	74	96	112	131	150	169	188	207	226
6	COMMISSIONER, F.D.NO.6,	ROLAND DELAHUNT	152	→	18	37	56	75	97	113	132	151	170	189	208	227
	VOTE FOR ONE			→	19	38	57	76	98	114	133	152	171	190	209	228



228 POSITION
BALLOT PAGE LAYOUT FORM

CUSTOMER _____ ELECTION DATE 11/6/73 PAGE NO. 8H

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WHEN THE BALLOT PAGE IS FOR PUNCH POSITION NUMBERS			USE TRIM MARK
1-19	77-95	153-171	x
20-38	96-114	172-190	w
39-57	115-133	191-209	z
58-76	134-152	210-228	y

INSTRUCTIONS

Fire District Nos. 5, 14

FIRE DISTRICT NO. 5			Circle Number To Be Used													
			A	B	C	D	E	F	G	H	J	K	L	M		
5	COMMISSIONER	ROBERT D. MOORS	134	→	1	29	39	68	77	88	116	134	152	172	191	210
	6 YEAR TERM			→	2	31	40	69	78	89	117	135	154	173	192	211
	VOTE FOR ONE			→	3	22	41	60	79	80	117	139	155	174	193	212
				→	4	23	42	61	80	80	118	127	155	175	194	213
				→	5	24	43	62	81	100	119	139	157	176	195	214
				→	6	25	44	63	82	101	120	139	159	177	196	215
				→	7	26	45	64	83	102	121	140	159	179	197	216
				→	8	27	46	65	84	103	122	141	160	179	198	217
				→	9	28	47	66	85	104	123	142	161	180	199	218
				→	10	29	48	67	86	105	124	143	162	181	200	219
				→	11	30	49	68	87	106	125	144	163	182	201	220
				→	12	31	50	69	88	107	126	145	164	183	202	221
				→	13	32	51	70	89	108	127	146	165	184	203	222
FIRE DISTRICT NO. 14				→	14	33	52	71	90	109	128	147	166	185	204	223
14	COMMISSIONER	STANLEY FOX	148	→	15	34	53	72	91	110	129	148	167	186	205	224
	2 YEAR UNEXPIRED TERM			→	16	35	54	73	92	111	130	149	168	187	206	225
	VOTE FOR ONE			→	17	36	55	74	93	112	131	150	169	188	207	226
	COMMISSIONER	GLENW E. MC LUCAS	150	→	18	37	56	75	94	113	132	151	170	189	208	227
	6 YEAR TERM			→	19	38	57	76	95	114	133	152	171	190	209	228
	VOTE FOR ONE			→	20	39	58	77	96	115	134	153	172	191	210	229



228 POSITION
BALLOT PAGE LAYOUT FORM

CUSTOMER _____ ELECTION DATE 11/6/73 PAGE NO. 8J

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IF IN DOUBT, PLEASE ASK US

WHEN THE BALLOT PAGE IS FOR PUNCH POSITION NUMBERS			USE TRIM MARK
1-19	77-95	153-171	x
20-38	96-114	172-190	w
39-57	115-133	191-209	z
58-76	134-152	210-228	y

INSTRUCTIONS

Fire Districts Nos. 5, 12

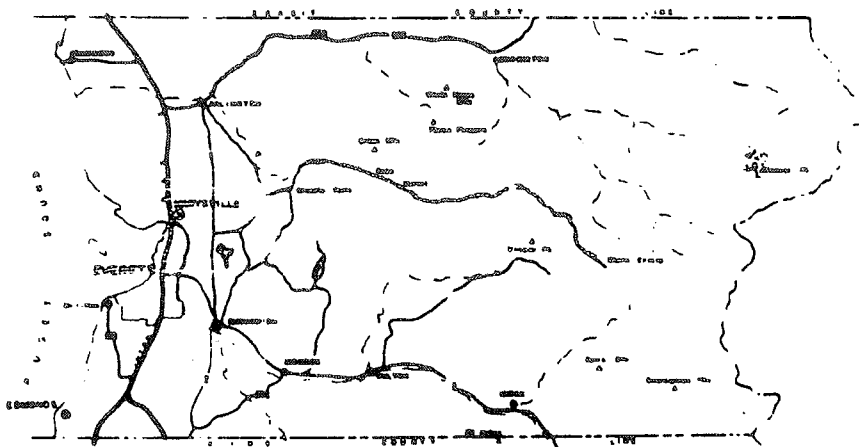
			Circle Number To Be Used													
			A	B	C	D	E	F	G	H	J	K	L	M		
FIRE DISTRICT NO. 5																
6	COMMISSIONER 6 YEAR TERM	ROBERT D. MOORS	134	→	1	20	39	58	77	96	115	134	153	172	191	210
	VOTE FOR ONE			→	2	21	40	59	78	97	116	135	154	173	192	211
				→	3	22	41	60	79	98	117	136	155	174	193	212
				→	4	23	42	61	80	99	118	137	156	175	194	213
				→	5	24	43	62	81	100	119	138	157	176	195	214
FIRE DISTRICT NO. 12				→	6	25	44	63	82	101	120	139	158	177	196	215
12	COMMISSIONER 6 YEAR TERM	RALPH HUGHES	140	→	7	26	45	64	83	102	121	140	159	178	197	216
	VOTE FOR ONE			→	8	27	46	65	84	103	122	141	160	179	198	217
				→	9	28	47	66	85	104	123	142	161	180	199	218
				→	10	29	48	67	86	105	124	143	162	181	200	219
				→	11	30	49	68	87	106	125	144	163	182	201	220
				→	12	31	50	69	88	107	126	145	164	183	202	221
				→	13	32	51	70	89	108	127	146	165	184	203	222
				→	14	33	52	71	90	109	128	147	166	185	204	223
				→	15	34	53	72	91	110	129	148	167	186	205	224
				→	16	35	54	73	92	111	130	149	168	187	206	225
				→	17	36	55	74	93	112	131	150	169	188	207	226
				→	18	37	56	75	94	113	132	151	170	189	208	227
				→	19	38	57	76	95	114	133	152	171	190	209	228

<p>ALLE.. 200</p> <p>GENERAL ELECTION SKAGIT COUNTY, WA. NOVEMBER 6, 1973</p> <p>NO. 83 You are eligible to vote on all issues and candidates EXCEPT...</p> <p>FIRE DISTRICT NOS. 6 & 12 CEMETERY DISTRICT NO. 4</p> <p>IF YOU ACCIDENTALLY VOTE FOR ONE OF THE ABOVE, THE VOTE WILL NOT BE COUNTED.</p>	<p>ALLEI. 185</p> <p>GENERAL ELECTION SKAGIT COUNTY, WA. NOVEMBER 6, 1973</p> <p>NO. 08 You are eligible to vote on all issues and candidates EXCEPT...</p> <p>FIRE DISTRICT NOS. 5, 6, 12 CEMETERY DISTRICT NO. 4</p> <p>IF YOU ACCIDENTALLY VOTE FOR ONE OF THE ABOVE, THE VOTE WILL NOT BE COUNTED.</p>	<p>ALDEF. 380</p> <p>GENERAL ELECTION SKAGIT COUNTY, WA. NOVEMBER 6, 1973</p> <p>NO. 68 You are eligible to vote on all issues and candidates EXCEPT...</p> <p>FIRE DISTRICT NO. 8</p> <p>IF YOU ACCIDENTALLY VOTE FOR ONE OF THE ABOVE, THE VOTE WILL NOT BE COUNTED.</p>	<p>ALDER 370</p> <p>GENERAL ELECTION SKAGIT COUNTY, WA. NOVEMBER 6, 1973</p> <p>NO. 68 You are eligible to vote on all issues and candidates EXCEPT...</p> <p>FIRE DISTRICT NO. 10</p> <p>IF YOU ACCIDENTALLY VOTE FOR ONE OF THE ABOVE, THE VOTE WILL NOT BE COUNTED.</p>
<p style="text-align: center;"><u>EXHIBIT 3</u> The above are examples of the printing which appears on the stub of the punch card ballot in a minor taxing district election.</p>			

The following election workers' guide is prepared for a minor taxing district election. It varies some from the standard precinct worker training guide as depicted in Section III of this Users' Guide. For this reason it is included in this section.

SNOHOMISH COUNTY ELECTION DEPT.

ELECTION WORKERS GUIDE



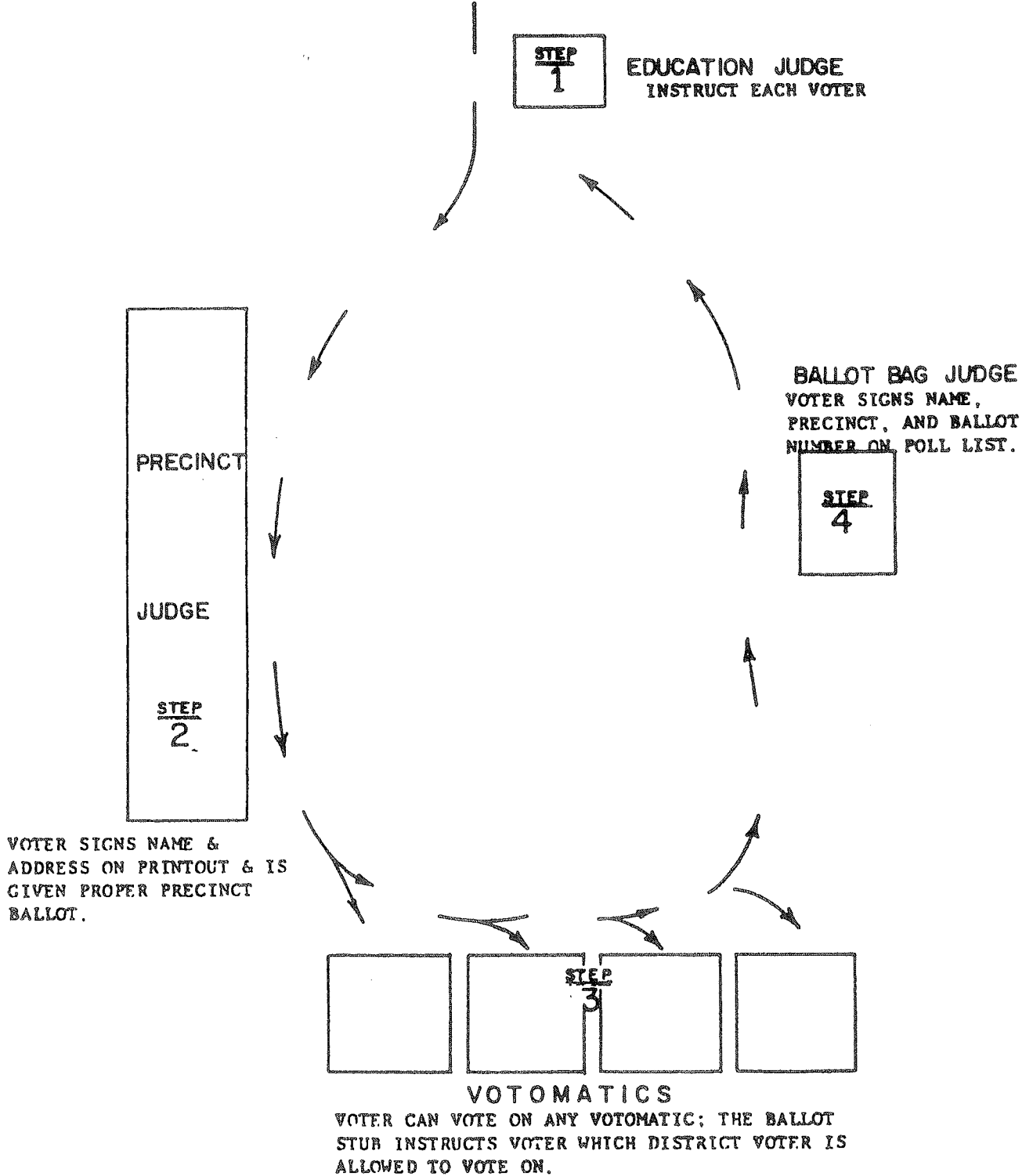
THE INSPECTOR AND JUDGES ARE THE FIRST LINE OF PUBLIC RELATIONS. YOU ALL REPRESENT THE ENTIRE ELECTION SYSTEM. YOUR SPEED, ACCURACY, AND CONGENIALITY IS THEREFORE THE MOST IMPORTANT FACTOR IN THE SUCCESS OF ANY ELECTION. YOUR FULL COOPERATION IN ALL MATTERS IS SOLICITED.

Henry B. Whalen

HENRY B. WHALEN
SNOHOMISH COUNTY AUDITOR

ANY QUESTIONS OR PROBLEMS, CALL 259-9471 259-9472 259-9444

IMPORTANT: FOLLOW EACH STEP EXACTLY
ENTRY



- * INSPECTOR PROVIDES VOTER WITH ASSISTANCE ALL ELECTION DAY
- * PICK UP SUPPLIES AT DEPOT NAMED IN YOUR CLASS. BE THERE AT TIME GIVEN. IF FOR ANY REASON YOU CANNOT BE AT THE DEPOT AT GIVEN TIME, HAVE A PERSON WITH A NOTE AUTHORIZING THEM TO PICK UP YOUR SUPPLIES TO BE THERE.
- * CHECK ALL SUPPLIES AGAINST CHECK LIST ATTACHED.
- * VERIFY THAT YOU HAVE ACCESS TO YOUR POLLING PLACE. OBTAIN KEY IF NECESSARY.

LIST OF CONTENTS IN BALLOT-SUPPLY BAG

- Brown binder having a two-part carbon printout of each precinct.
- Salmon-colored cardboard backing to use between the carbon sheets to prevent voters signature and address from showing through.
- Ballot cards -- enough for each precinct/district code.
- Ballot bag poll list sheets. (1-2 sets).
- 2 Forms containing the OATHS and CERTIFICATE.
- 1 MASTER SIGN to post at or on entrance door.
- 1 Envelope containing CHALLENGE REGISTRATION FORMS.
- 10 SAMPLE BALLOTS (General Election also Secretary of State Voter Pamphlets)
- 1 U.S. FLAG.
- 1 MAP of area (showing ballot code boundaries if needed).
- 1 PAY VOUCHER and Envelope.
- 1 SIGN and STAND for each precinct.
- 1 PRECINCT OFFICERS GUIDE BOOK.
- 40 Sets QUESTIONED BALLOT ENVELOPES
- 1 White envelope containing DEATH CANCELLATION Cards
- 5 VOTE HERE (directional signs)
- 2 Pads of YELLOW DEMONSTRATION BALLOTS
- 2 EXTENSION CORDS, SCOTCH TAPE, TACKS, PENS, MASKING TAPE, INDEX TABS, etc.

DELIVERED TO POLLING PLACE/OR PICKED UP WITH SUPPLIES

- 2 TRANSFER CARRIERS - INSIDE: 1 Red and White Sticker Seal
 - 1 Red Wire Seal
 - plus grey envelopes
- 1 Case for early pickup and 1 for remaining ballots
- 1 VOTOMATIC for approximately every 100 VOTERS.
- 1 - 2 DEMONSTRATORS (2 Demos if large polling place)

IF LESS THAN 4 are needed, inspector will pick up VOTOMATIC, CARRIER, and DEMO WITH SUPPLY BAG on DEPOT DAY.

ON ELECTION DAY - BEFORE and DURING ELECTION

1. Before polls open: All election officials will be at the polling place by 6:15 am. Give oaths and sign both oath forms. If an official does not show up call _____ to report same. Polling hours for all elections are _____ am to _____ pm.
2. Set up polling place as per sketch attached. This helps eliminate waiting lines and speeds up voting process. Set out all supplies so that they are ready for use.
3. Set up Demonstrators. All voters are to be given instruction and information to ensure that they understand the voting process.
4. Then set up all devices, plug in all lights. Test each device by inserting yellow demonstration card and voting all possible positions. Check all pages for defacement. Check again throughout day. Ten (10) devices can be plugged together from same outlet.
5. IF ANY PERSON'S NAME DOES NOT APPEAR ON PRINTOUT, OR VOTER DISAGREES WITH BALLOT CODE LISTED, DENIES HE WAS ISSUED AN ABSENTEE BALLOT, OR VOTER HAS INSUFFICIENT IDENTIFICATION, FOLLOW PROCEDURE FOR ISSUING QUESTION BALLOTS ON PAGE 7. IT IS NOT NECESSARY TO CALL THE COUNTY ELECTION DEPARTMENT TO DETERMINE IF THAT PERSON IS REGISTERED.
6. A voter who has been issued an absentee ballot, a notation which reads "Absentee Ballot Issued" will appear in the place where signature and address go. If an absentee ballot is presented, do not open it. Just place ballot in ballot bag.

VOTERS MUST NOT VOTE OUT OF THEIR PRECINCT. ANY VOTER WHO VOTES A QUESTION BALLOT KNOWING HE IS NOT IN HIS RIGHT PRECINCT, THAT BALLOT WILL BE REJECTED. NO ELECTION OFFICIAL CAN REFUSE ANY VOTER THE RIGHT TO VOTE!!! ALLOW THEM TO VOTE A QUESTIONED BALLOT!!!

7. EACH VOTER MUST BE GIVEN A DEMONSTRATION OF HOW TO VOTE, what the ballot pages and the ballot looks like and how the voting procedure works. Explain the layout of the polling place, where to obtain and deposit ballots, etc. Answer any question the voters may ask.
8. PROCEDURE FOR VOTER: The voter will go to the precinct table, give his name; the judge finds his name on the printout, turns it around and the voter must, by law, sign his name and current address. The precinct judge gives the voter the proper precinct ballot, if split district check voter's ballot code, which is found at the right hand side of printout. Check map if there are any questions regarding precinct or district.

PRECINCT JUDGE - PLEASE CHECK PRINTOUT VERY CAREFULLY FOR NAMES.

ISSUE ALL BALLOTS STARTING WITH 1.

NOTE: Do not issue ballot until a device is free. This eliminates the possibility of the ballot being torn or mutilated.

9. If a voter spoils his ballot, he is allowed another, up to 3 ballots, then 2 election officials will render assistance, one from each party.
10. After the voter has voted, he then goes to the ballot bag judge and at this time signs his name, precinct name and writes ballot number on poll list. The voter then gives the judge the ballot, who removes the numbered ballot stub, destroys it and places the ballot into the ballot box.

BALLOT NUMBER MUST APPEAR. FIFTY NAMES PER SHEET - PLUS THE NUMBER OF SHEETS WILL GIVE YOU THE NUMBER OF PERSONS VOTING AT THE POLLING PLACE.

This is the figure to put on the certificate copy. PUT POLLING PLACE NAME AT TOP OF EACH POLL LIST SHEET.

ON ELECTION DAY - AFTER THE POLLS HAVE CLOSED

IMPORTANT: Destroy unused official ballots first - before opening ballot bag containing cast ballots. Destroy spoiled ballots and ballot stubs. Do not take out of polling place.

1. The Inspector, and judges will open the ballot bag, remove the cast ballots, and count them. SEPARATE GRAY ENVELOPES FROM BALLOTS WHICH DO NOT CONTAIN WRITE INS. Place ballots in transfer carrier and seal carrier with red wire seal and red and white paper seal. The red and white paper seal must be signed by 3 election officials, and you must indicate the number of ballots inside carrier. Make a note on the seal of any QUESTIONED BALLOTS in supply box.
2. Sign certificate on forms -- the white one to be returned to the County Auditor. The printout should now be separated. The Inspector keeping the yellow copy, and the original (brown copy) to be returned with rest of supplies to County Auditor. THE INSPECTOR RETAINS THE PRINTOUT YELLOW COPY AND GREEN OATH COPY FOR SIX MONTHS.
3. SIGN PAY VOUCHER FOR HOURS WORKED AND MILEAGE TRAVELED. CHECK IN SPACE PROVIDED IF YOU ATTENDED CLASS. (NOTE: Do not write in Warrant No. Column or in Certification space.)
4. Disassemble all voting devices and place back in same place stored before. Gather up all the supplies and place back in the ballot supply bag.
NOTE: DO NOT HAND CARRY ANYTHING, ALL SUPPLIES GO INTO SUPPLY BAG. ONLY TRANSFER CARRIER AND DEMO AND DEVICES WILL BE RETURNED OUT OF BAG.
5. Close up polling place, take carrier with supplies and devices, if 4 or less, and return to your depot WITHOUT DELAY.

FOLLOW THIS PROCEDURE WHEN ISSUING A "QUESTIONED BALLOT"

- A. Warn the voter not to vote in any other precinct during this election day.
(Check top of page 5 about voters voting out of their precinct.)
- B. Inspector and voter should check map to determine proper precinct/
district ballot.
- C.. Advise voter, he must sign ballot bag poll list and he must take ballot to Inspector to be put in question envelope. DO NOT DROP BALLOT IN BAG WITHOUT BEING INSIDE PROPER ENVELOPE.

- D. Voter signs printout list and gives current address on blank page at end of list. (Only if name does not appear on list. If name appears on list that is where voter signs.)
- E. Issue voter proper punchcard ballot together with the gray envelope, tell voter to vote on any voting device. After voter has voted, the ballot will be returned to the Ballot Bag Judge who will remove the ballot stub and voter must sign poll list sheet. Then voter takes ballot to the Inspector who will fill in all information as required in paragraph F.
- F. Fill out the large questioned Ballot envelope giving reason for issuance of said ballot. Be sure voter signs as well as an election official. Get voter's address and phone number. Include name of printout voter signed. Give date and name of polling place.
- YOU MUST INDICATE ON THE MANILA ENVELOPE THAT PRECINCT/DISTRICT BALLOT VOTER WAS ISSUED. (PUT BALLOT CODE (EXAMPLE "0010") IF A DISTRICT BALLOT).
IF YOU DO NOT STATE THIS INFORMATION, THE BALLOT WILL NOT BE COUNTED.
- G. Return all "Questioned Ballots" in the election supply bag.

NOTE The Secretary of State's office has asked that all voters be identified in some manner before voting. If any member of the Board recognizes a voter, that is sufficient proof to permit his voting. If no Board member recognizes the voter, this person should be asked to show identification, any card that has his signature would be sufficient, if that signature compares to signature just signed by the voter on the registration printout list, then thank the voter and allow him to vote. If the voter cannot show identification, then you must allow this person to vote by "questioned ballot". In this case the issuance of such a ballot would be "no identification". Please be very considerate, patient, and courteous with voter when asking for identification. Some voters may object, but if you inform them politely that this is done to see that only qualified persons vote, most will understand. Do not allow checking for identification to delay the voting procedure. Very courteously ask those voters who are not recognizable if they would be kind enough to present their identification when they get to the Board's table. You will probably have to ask very few voters for identification, if any.

REMINDERS:

1. Electioneering is not allowed by anyone within 100 feet of polling place.
2. There shall be NO SMOKING in the polling place.
3. Assistance to any voter is to be given by the election officials, except that a blind or physically disabled person may bring a relative to assist him in voting.
4. The polls will be kept open long enough after 8:00 p.m. to allow only those in line at 8:00 p.m. to vote.
5. Bring lunch to polling place or have it delivered -- no adjournment or intermissions until polls close, are authorized by law.
6. If any questions or trouble arise, please call the Auditor's office.
DO NOT HAVE A VOTER CALL THIS OFFICE FOR YOU. # _____
7. DO NOT REFUSE ANY VOTER THE RIGHT TO VOTE!!!
8. DO NOT LOCK DOORS UNTIL READY TO LEAVE. PROCEDURES AFTER POLLS CLOSE ARE TO BE WITNESSED BY THE PUBLIC.

SECTION X

SUPPLEMENTAL LOGISTIC AND BALLOT PROCESSING

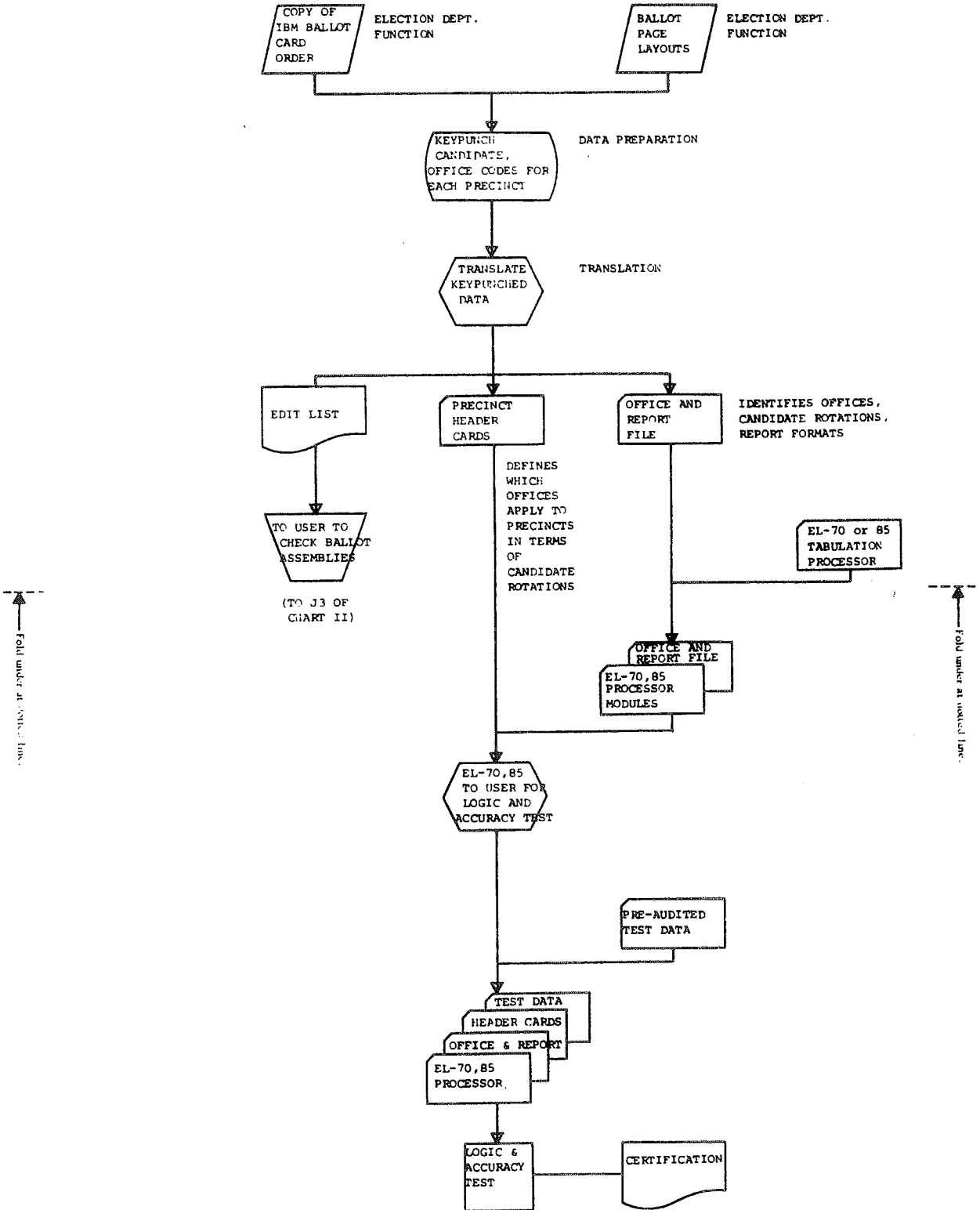
FLOW CHARTS

Narrative and charts.....110-117

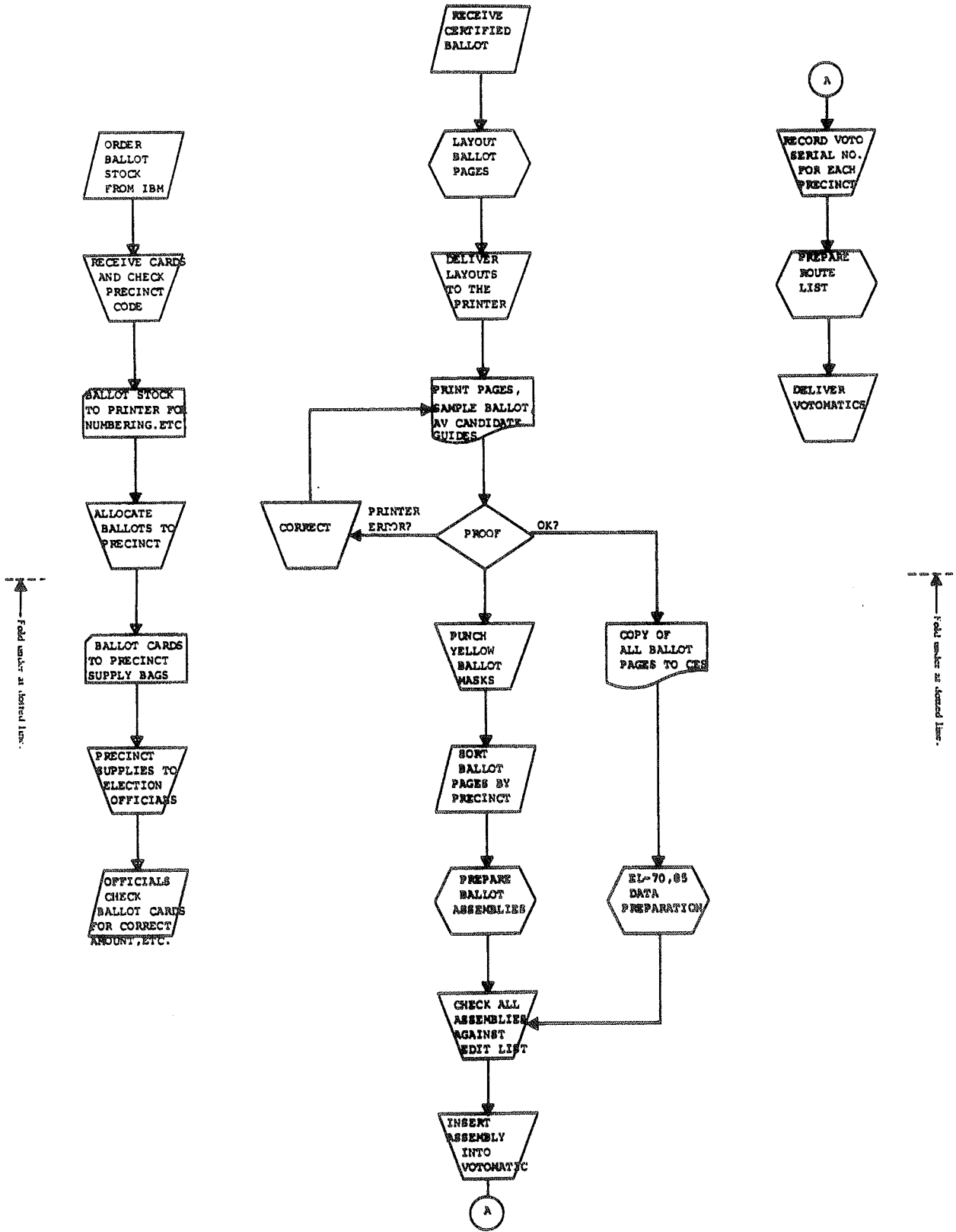
This section deals with the more detailed aspects of punch card voting logistics from a ballot processing as well as a ballot assembly standpoint.

- ...Chart I depicts EL-70 or 85 program preparation
- ...Chart II describes Votomatic preparation
- ...Chart III illustrates the early pickup ballot flow
- ...Chart IV depicts ballot flow for the final pickup on a more detailed basis than Chart III
- ...Chart V illustrates the processing of final results and the preparation of the Official Abstract or Statement of Votes Cast

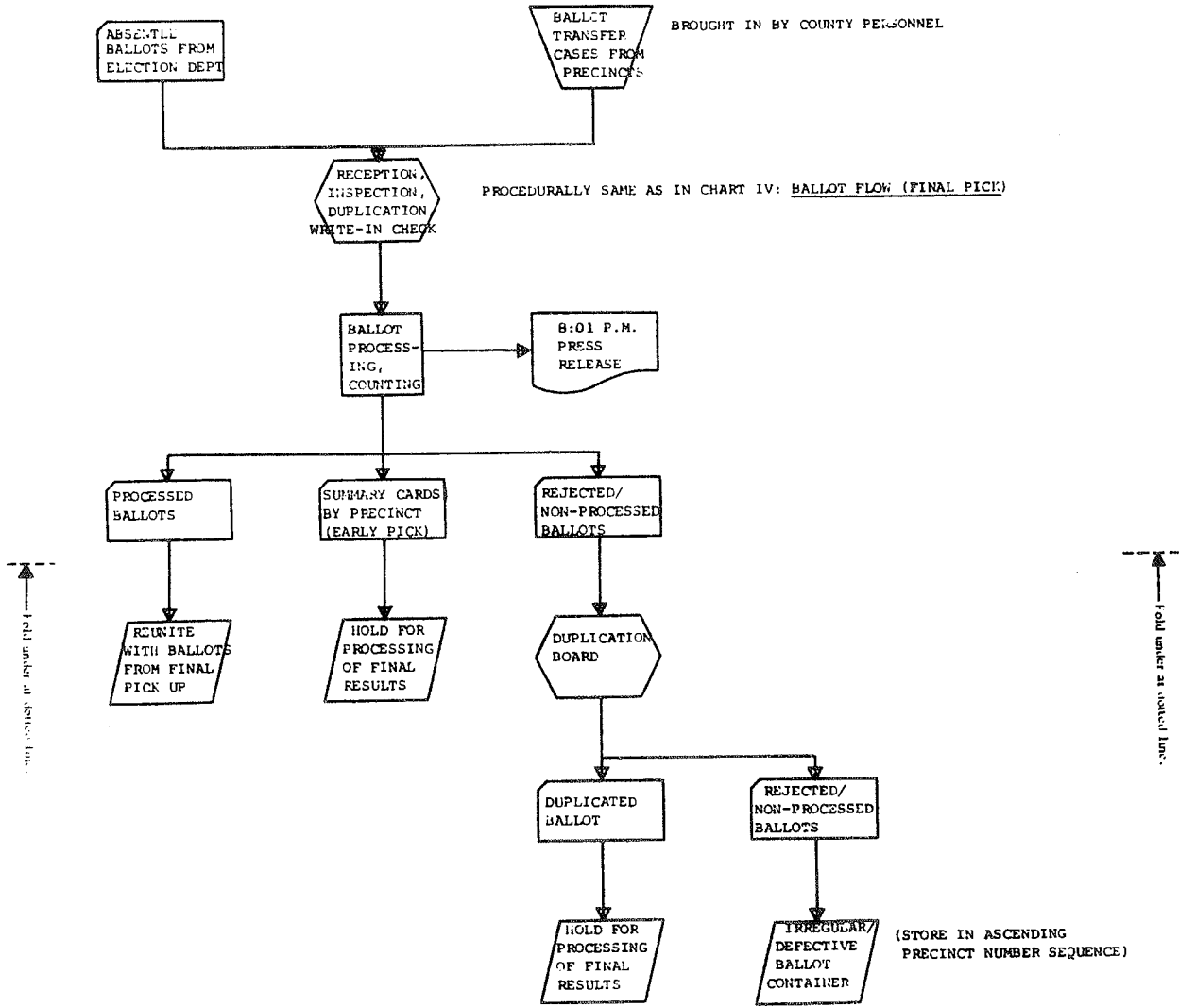
Programmer: _____ Program No.: _____ Date: _____ Page: 1 of 1
 Chart ID: J Chart Name: EL-70 or 85 PROGRAM PREPARATION Program Name: _____



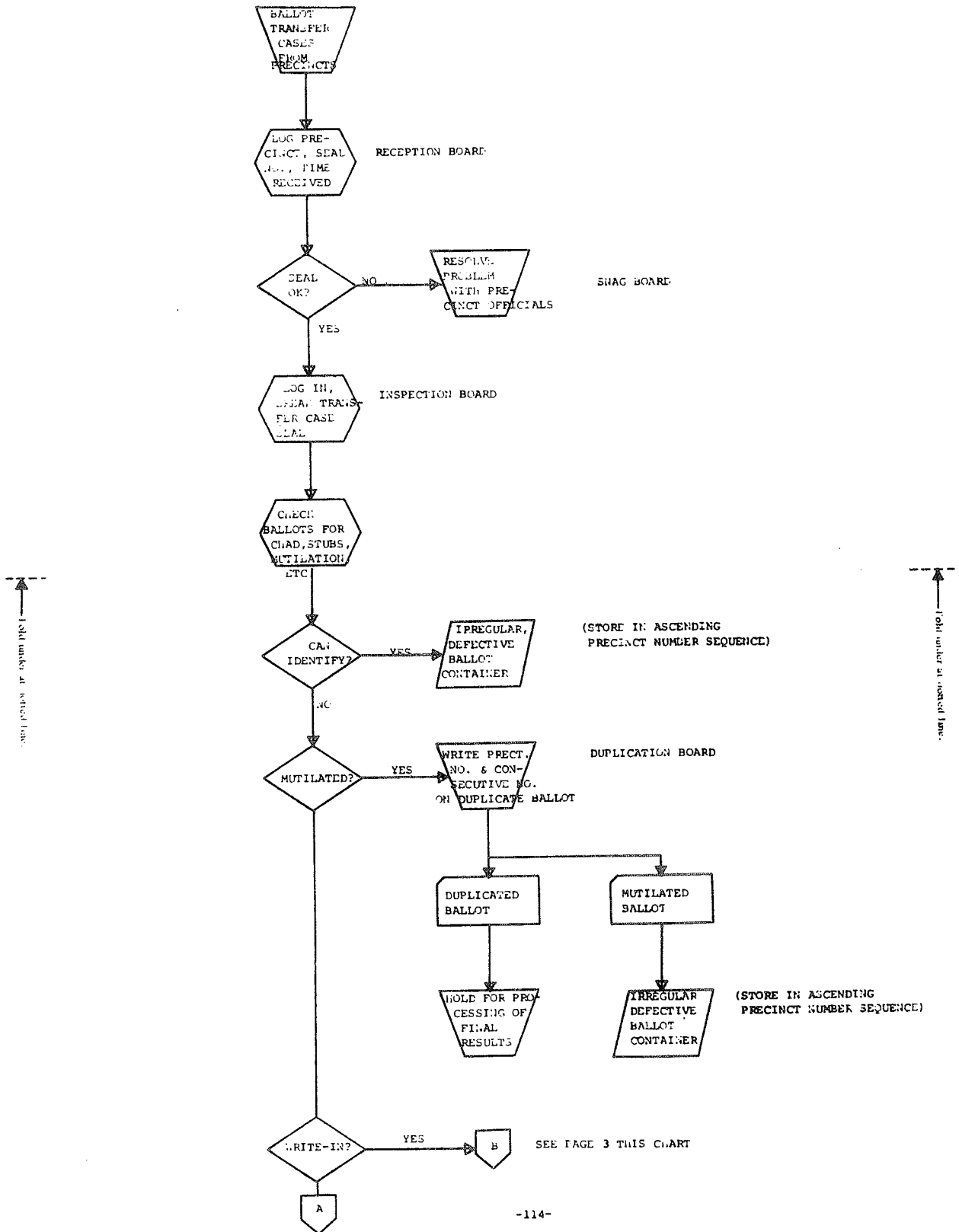
Programmer: _____ Program No.: _____ Date: _____ Page: 1 of 1
 Chart ID: II Chart Name: VOTOMATIC PREPARATION Program Name: _____



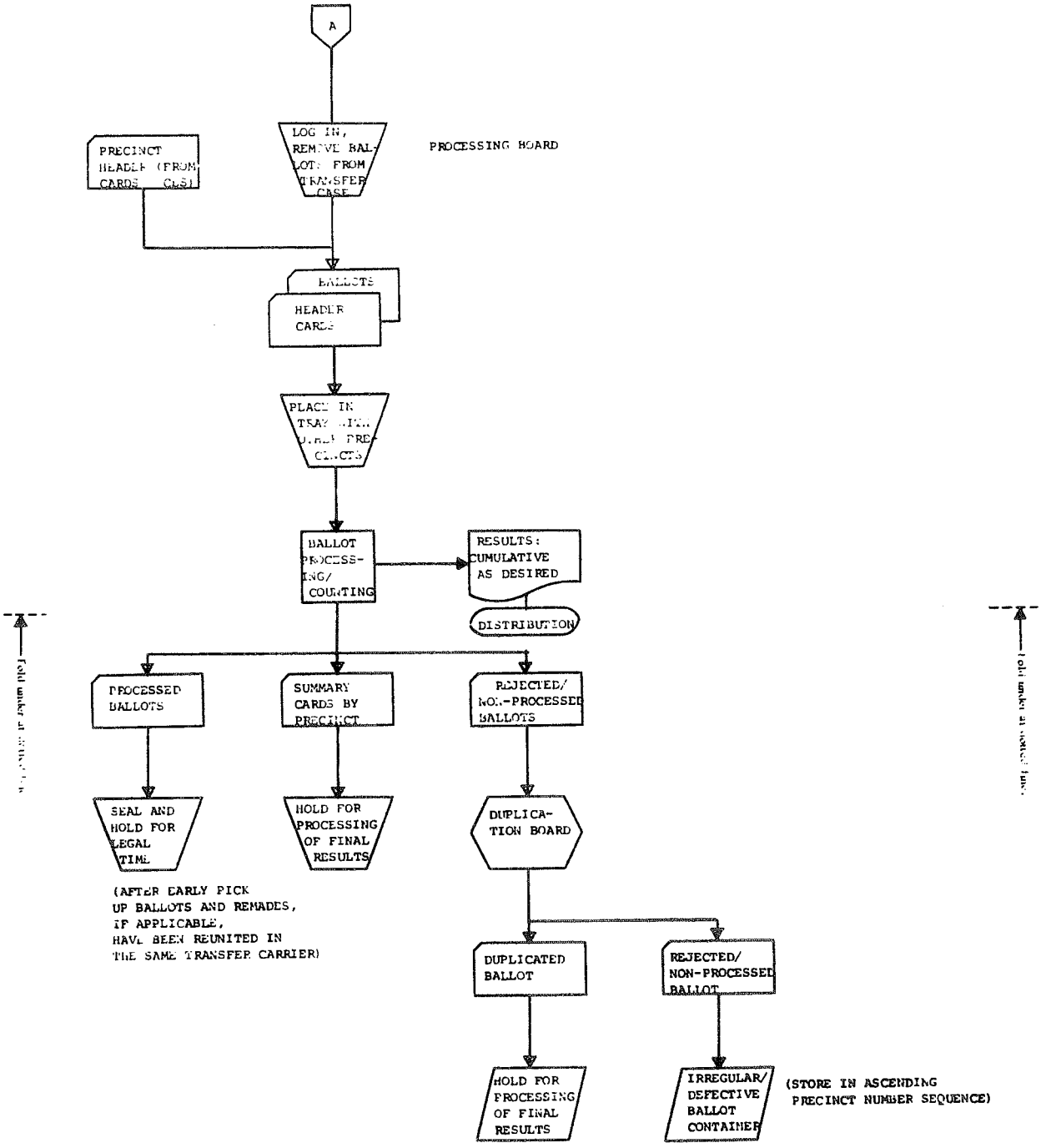
Programmer: _____ Program No.: _____ Date: _____ Page: 1 of 1
 Chart ID: _____ Chart Name: BALLOT FLOW (EARLY PICK) Program Name: _____



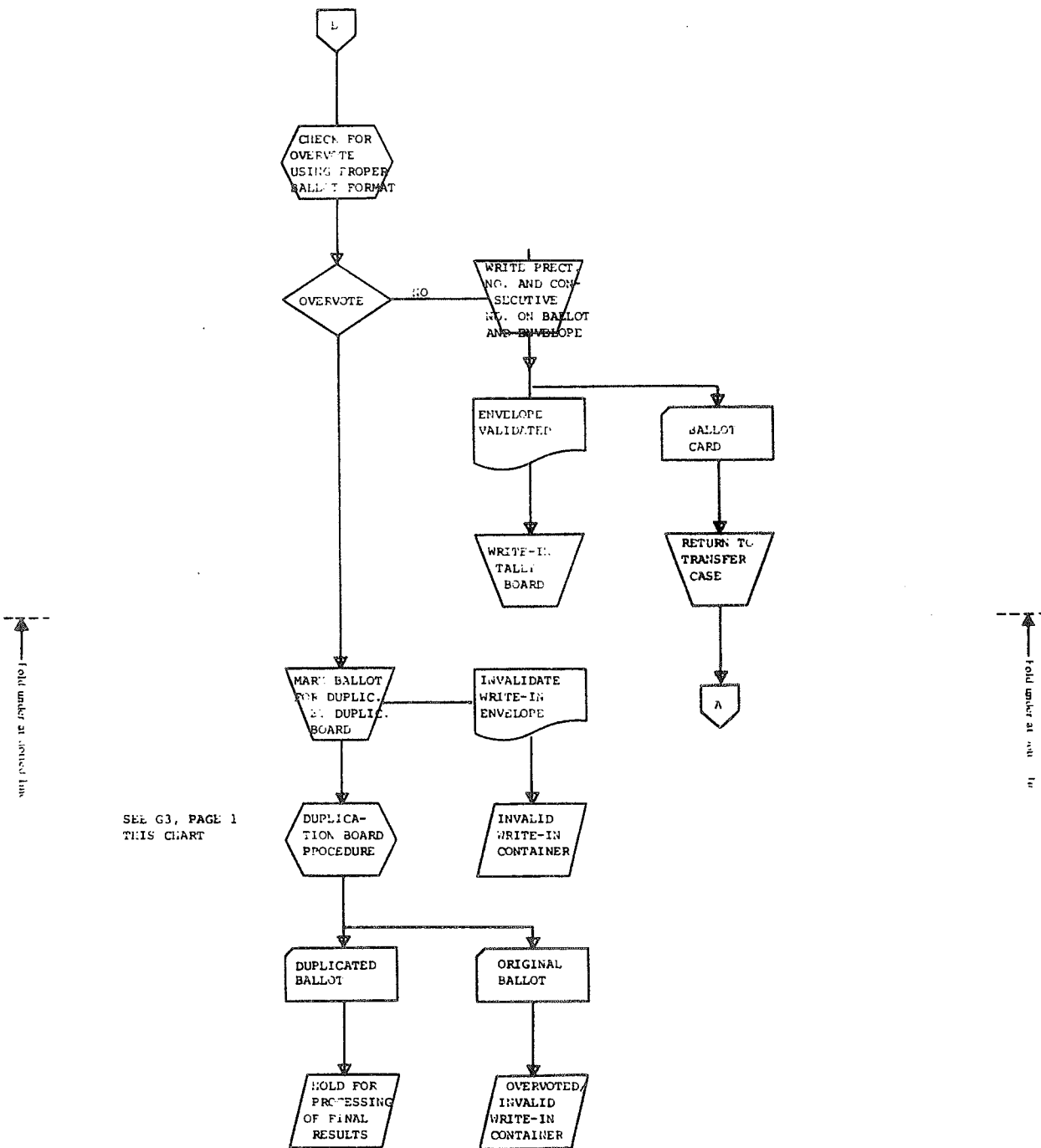
Programmer: _____ Program No.: _____ Date: _____ Page: 1 of 3
 Chart ID: IV Chart Name: BALLOT FLOW (FINAL PICK) Program Name: _____



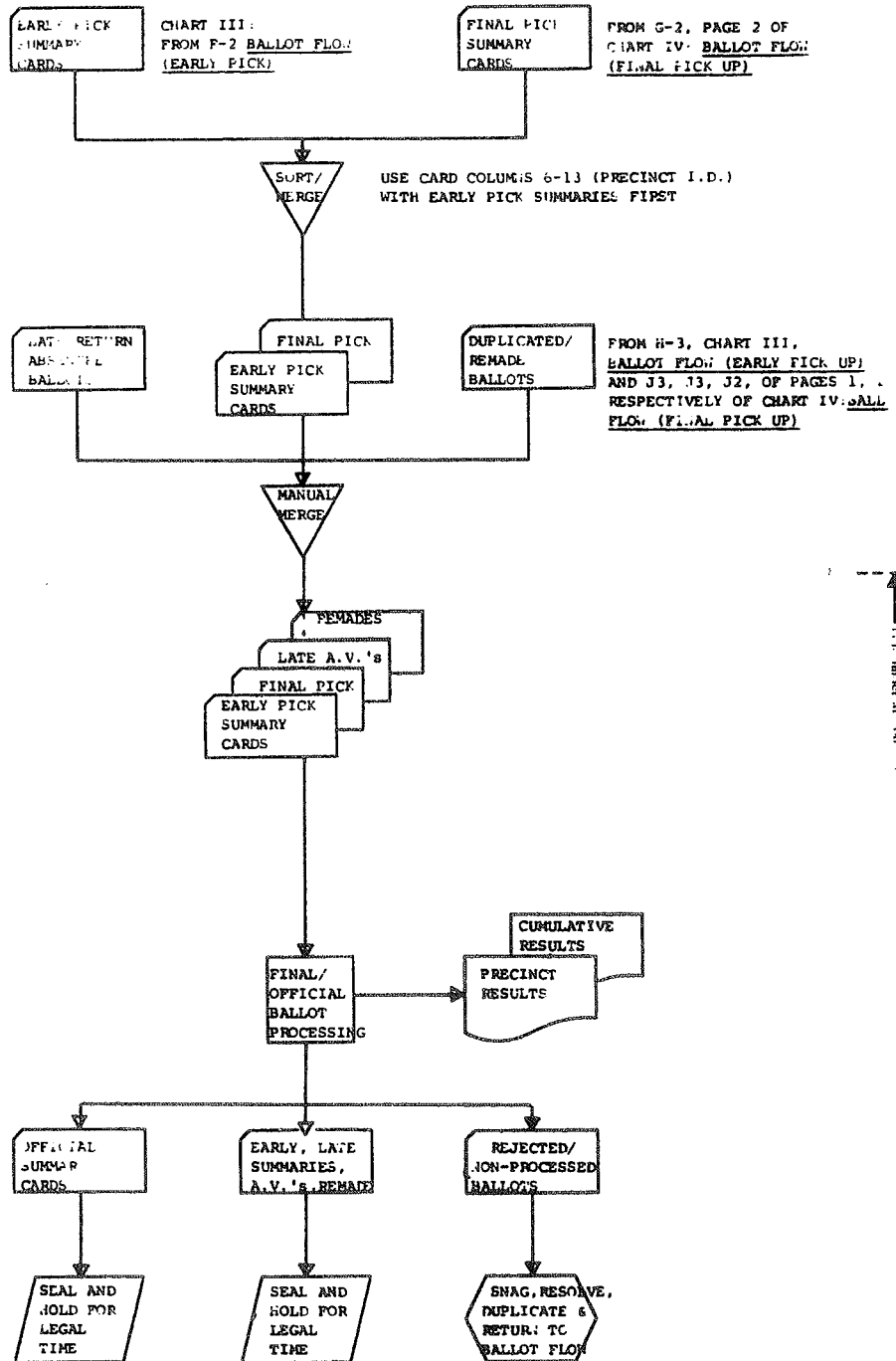
Programmer: _____ Program No.: _____ Date: _____ Page: 2 of 3
 Chart ID: IV Chart Name: BALLOT FLOW (FINAL PICK UP) Program Name: _____



Programmer: _____ Program No.: _____ Date: _____ Page: 3 of 3
 Chart ID: IV Chart Name: BALLOT FLOW (FINAL PICK UP) Program Name: _____



Programmer: _____ Program No. _____ Date: _____ Page: 1
 Chart ID: _____ Chart Name: PROCESSING OF FINAL RESULTS Program Name: _____
 OFFICIAL ABSTRACT PREPARATION



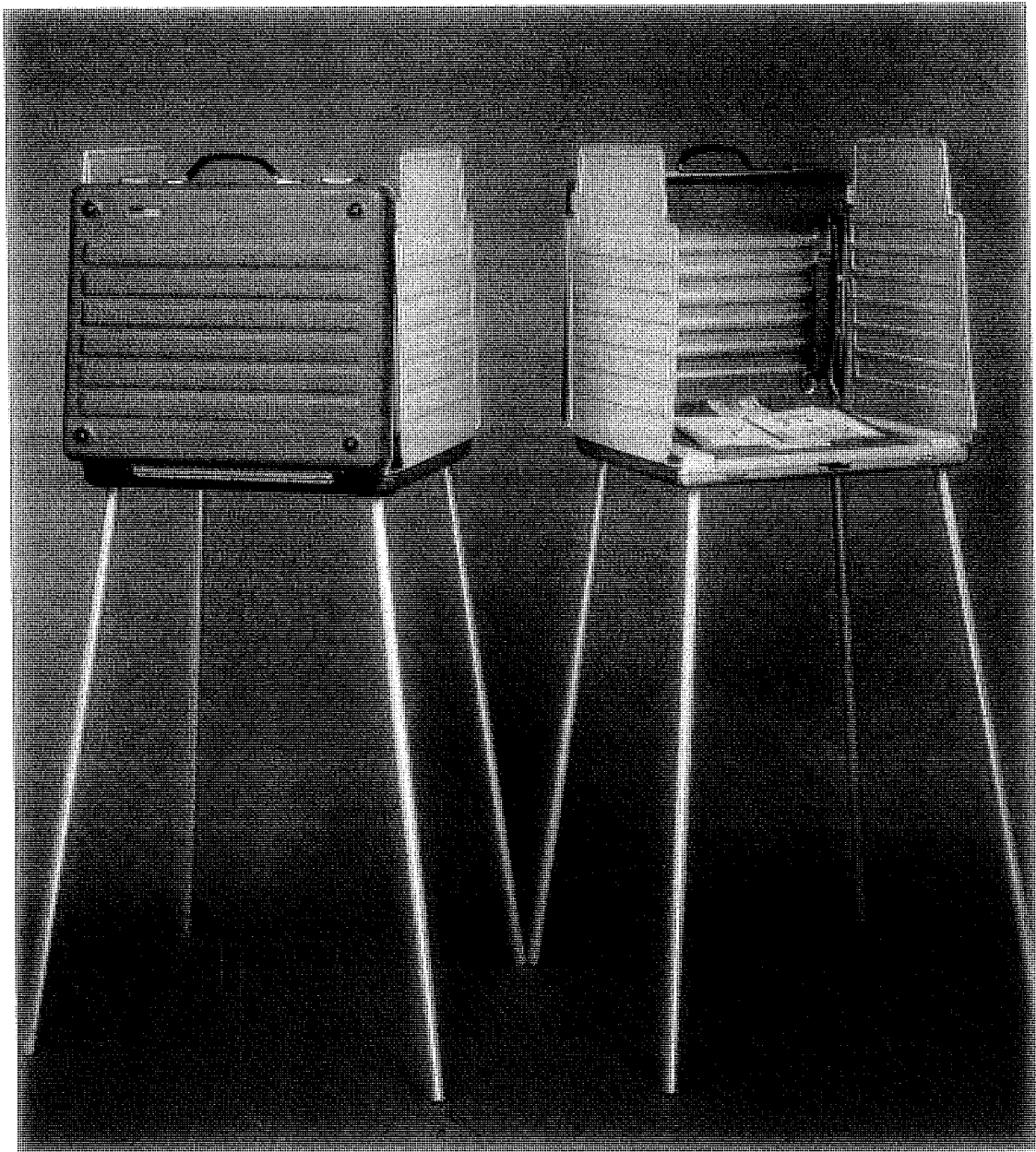
CES VOTOMATIC SELF-CONTAINED RECORDER

MODEL III A -- (Aluminum Case)

MODEL III P -- (Plastic Case)

From ATTACHE to VOTING BOOTH

Folds neatly together to form handy carrying case.
Removable legs fold and store in top half of case.
Tips and leg halves held together by nylon covered shock cord.
VOTOMATIC can be reversed to form a flat shelf for paper ballot voting.



CES

COMPUTER ELECTION SYSTEMS

CES VOTOMATIC VOTE RECORDER

MODEL III A and III P

Complete Self-Contained Voting Station — Utilizes standard computer card as ballot. 228, 235 or 312 card format. Ballot slides into slot at top of unit. Voting is accomplished by punching through the ballot card with attached voting stylus. Candidates names and issues printed on book ballot assembly in center of unit.

Features: Universal ballot frame accomodates up to 13 crimp hinged pages.

Case dimensions:

Length: 22"

Depth: 4"

Width: 19"

Weight: 18 lbs.

Legs: Anodized aluminum tubular legs fold and store in top half of case. Tips and leg halves held together by nylon covered shock cord.

Curtains: 18" x 21" side curtains of durable ABS 440. Folds upward from base and latches securely to voting booth.

Lamp: Self-starting 15 watt fluorescent lamp — 18" long 10' electrical cord allows connecting of booths in series.

Other: CES voting unit may be inverted to form paper ballot voting table. Rubber sealing ring creates dust and water-proof sealing.

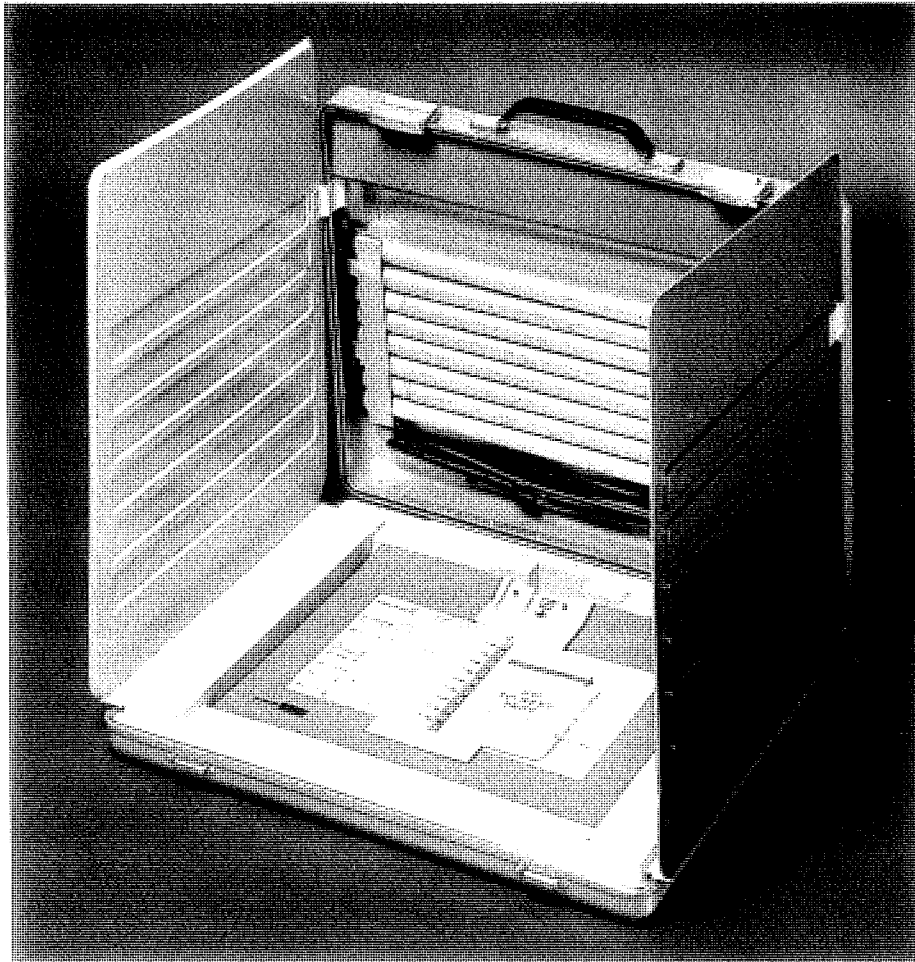
When assembled, voting surface is:

Width: 23"

Curtain height: 61"

Depth: 21"

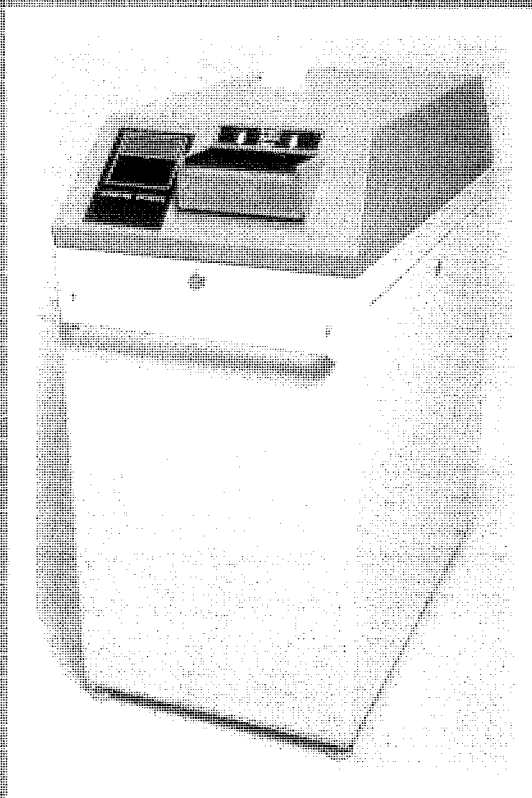
Voting surface: 40" above the floor



CES

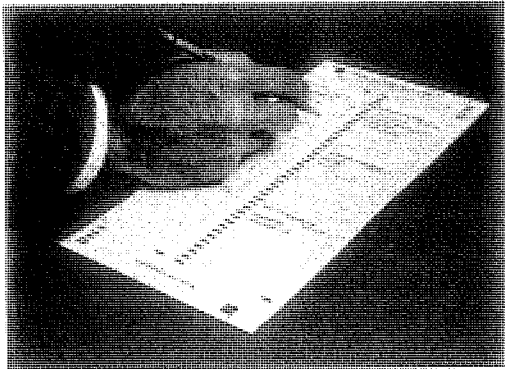
COMPUTER ELECTION SYSTEMS

CES
introduces
OPTECH



*A computerized
mark sense voting system
you can really count on.*

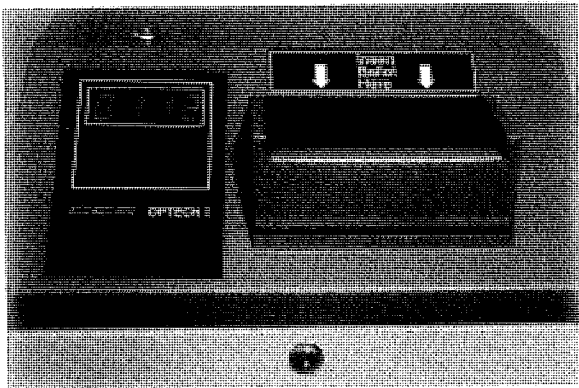
NOW YOU CAN HAVE ALL THE SPEED AND FLEXIBILITY OF A STATE-OF-THE-ART COMPUTER COUPLED TO A SMART, EASY-TO-USE VOTER ACTUATED BALLOT TABULATING SYSTEM.



OPTECH lets you enjoy all the speed of a computer when it's time to tally your returns, with a minimum of precinct worker training and involvement.

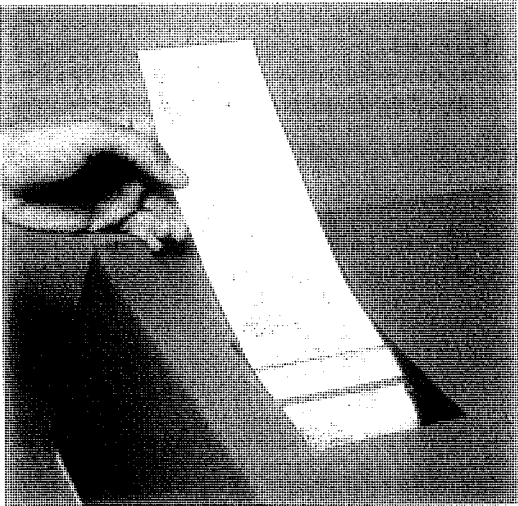
We've found a way to combine all the speed of computerized tabulation with the old-fashioned paper ballot, and have done it in a way that utilizes technology of the '80's. Candidates' names, as well as issues, are printed directly on the ballot; voters read and mark the ballot with an ordinary soft lead pencil.

**MAXIMUM SPEED. MAXIMUM SECURITY.
MINIMUM EFFORT.**



Once a voter inserts a ballot into OPTECH, it automatically counts each vote, stores the information in the CES Memorypack™, updates the precinct totals, and directs the ballot to the proper ballot box built into the cabinet. All this takes less than two seconds! Further, if the ballot is overvoted, it can be automatically returned to the voter for proper voting, if desired. The public counter, a lighted L.E.D. panel, displays the number of processed ballots.

When the polls close, OPTECH's efficiency is really demonstrated. At the touch of a button, you can get an immediate printout of the whole day's totals, with as many copies as you want. Instant results in an alphanumeric form eliminates the need to cut and paste election results sheets.



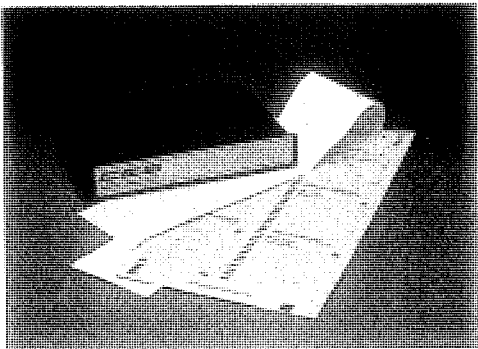
GUARANTEED ACCURATE RESULTS.

Three separate audit trails let you stand by your election results with total confidence.

First, there's the CES Memorypack, a solid-state semiconductor module that has zero margin for error. It has battery backup and unique electronics to protect partial vote totals in case of unanticipated power failure, or when the Memorypack is disengaged and transported to a central location for accumulation. Each Memorypack can handle over 1,500 voting positions, and store over 65,000 votes.

The second audit trail is the precinct election result printout.

The third audit trail is the ballot. With names and issues printed on each ballot, and voter preference clearly marked, the absolute backup is always available for recount or contest.



EASY TO MAINTAIN.

Not only does the system incorporate state-of-the-art technology, it has been designed to facilitate troubleshooting and minimize maintenance calls. Unique, keypad-activated diagnostics will rapidly identify problems. All electronics, including the power supply, have been built into a single board. That keeps maintenance cost to a minimum.

SINGLE BALLOT. LARGE CAPACITY.

CES voting systems have always been known for single ballot, large capacity voting. OPTECH continues this tradition.

To fit various election requirements, the 6-inch wide OPTECH ballot ranges in length from 12 inches to 24 inches, and can be printed on both sides. CES is prepared to handle your printing needs, or can provide a qualified printer of your choice with the exact specifications necessary to assure accuracy.

With more than 300 candidate names printed on a single ballot card, the need for multiple ballot cards is virtually eliminated.

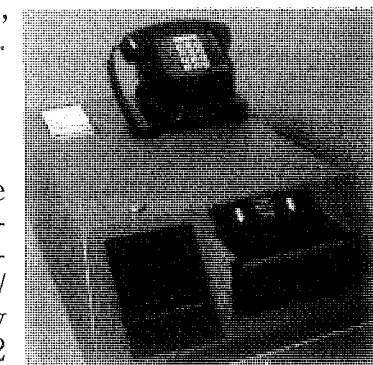
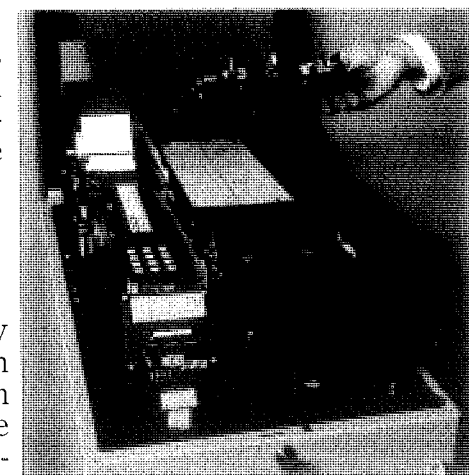
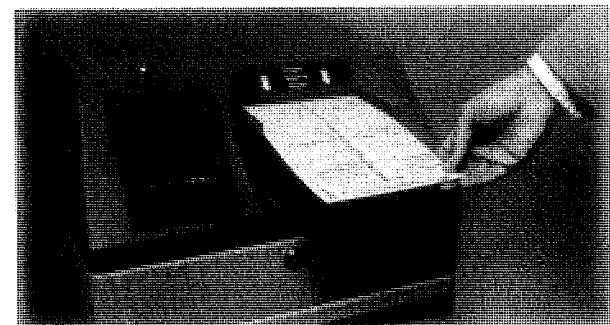
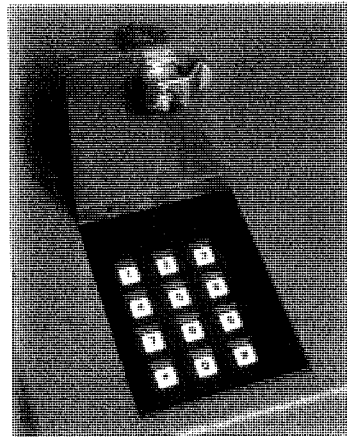
Another advanced feature of OPTECH is that ballots can be inserted in any direction. There is no need to train voters and precinct workers to observe corner cuts, or make sure that ballots are inserted one way only.

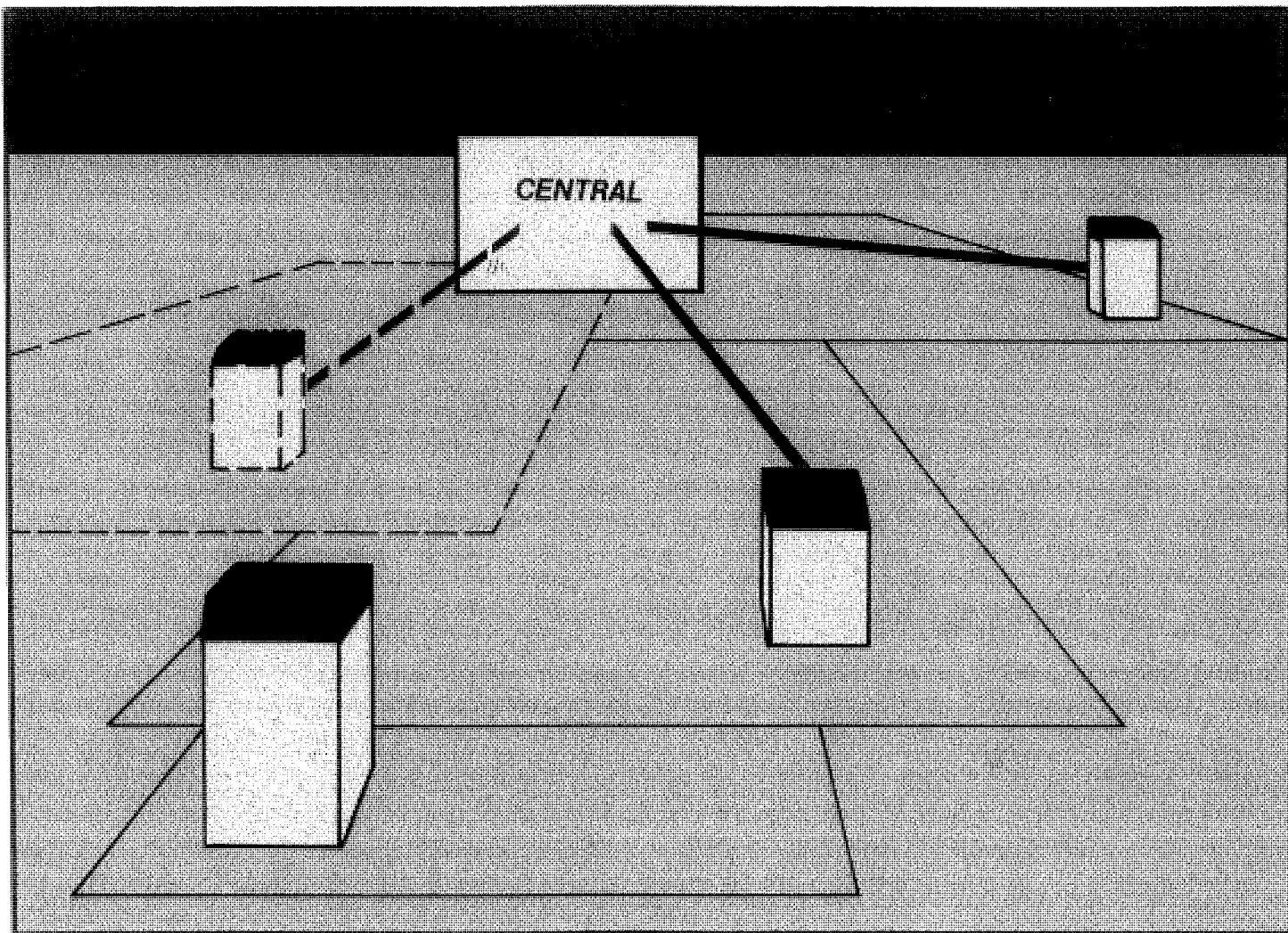
CAPACITY TO GROW AND CHANGE.

Simplified electronics and software design easily accommodates growth, as well as change in election laws or requirements. The software is found within the removable Memorypack, and like the hardware components, is readily accessible. Using current microprocessor technology with fiber-optic read heads, OPTECH is truly a system for the '80's and beyond.

OPTIONAL FEATURES.

Programming your own election data into the Memorypack is possible, using OPTECH in conjunction with CES' TARGET™ system. With microprocessor technology and a unique, integrated hardware/software design, OPTECH users can easily satisfy special data communications requirements. RS232 communications capability to transmit totals via regular voice grade telephone lines is available, either with an external or built-in modem.





SYSTEM EXPANSION.

Use OPTECH as a stand-alone, voter actuated precinct tabulating system, or as a precinct counter in conjunction with other CES products to centrally accumulate and tabulate jurisdiction-wide results. OPTECH is the perfect solution for all size voting jurisdictions, because of its compatibility with small systems like CES' TARGET™, or larger installations featuring CMX™.

**YOU NEED MORE THAN RELIABLE EQUIPMENT.
YOU NEED A RELIABLE FULL-SERVICE COMPANY.**

As the largest manufacturer of voting equipment in the U.S., CES stands behind every customer. From warranties, personnel training and support, and equipment services, to supplies and materials, CES does it all with its own people. Look to CES for the tradition of quality and service you've come to expect.

TECHNICAL SPECIFICATIONS

Height 34", Width 15", Depth 31"

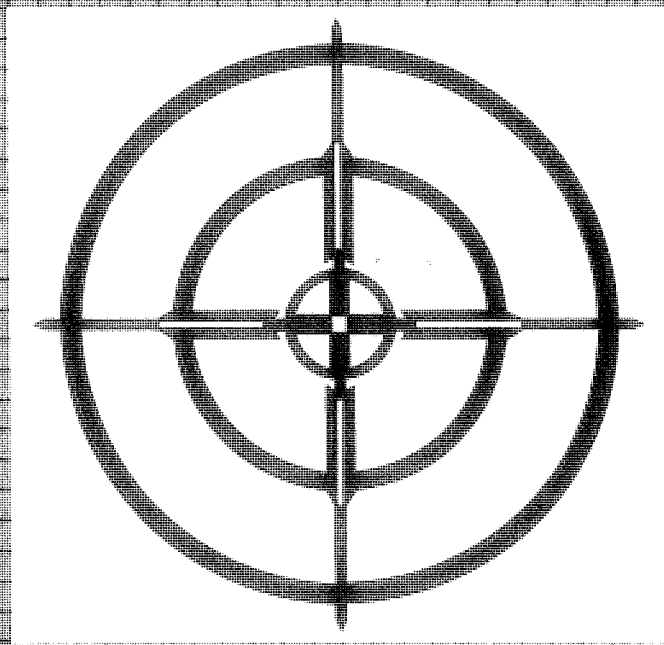
Power Requirements: 120 VAC, 60 Hz, 1.5 Amps, 180 Watts



COMPUTER ELECTION SYSTEMS INC.

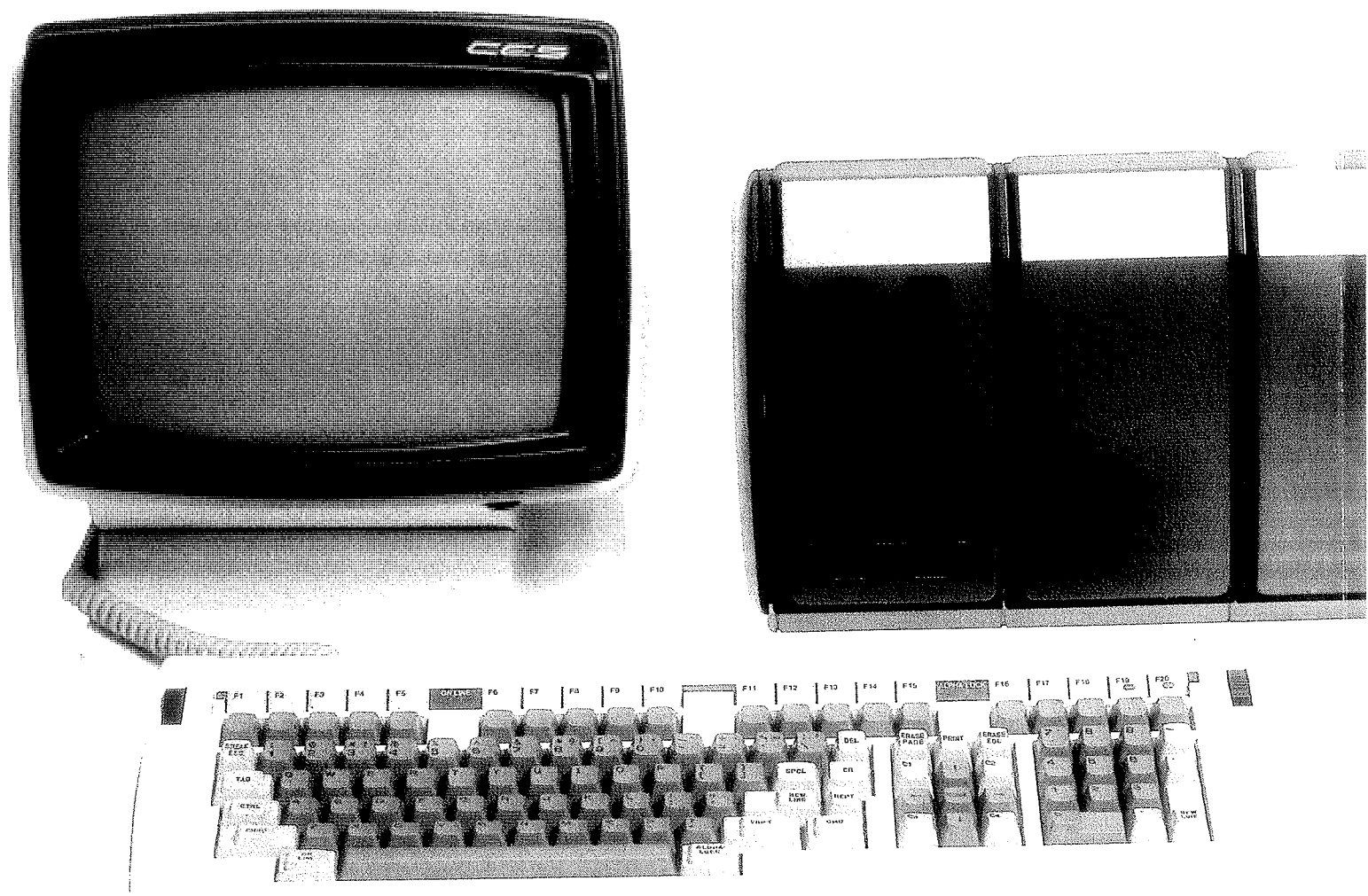
1001 Eastshore Highway
Berkeley, CA 94710

CES
Introduces
TARGET



the system
aimed at
your election and
administrative needs

TARGET™ ...
the SINGLE solution for voter
registration, ballot counting,
word processing, office management,
and much more.



TARGET FROM CES

For over a decade, you've known CES as the manufacturer of reliable, easy to use voting systems incorporating the latest in technology. Now, CES has aimed at all your administrative and election requirements with the most technologically advanced system available today—TARGET.

TARGET is...

TECHNOLOGICALLY ADVANCED The TARGET microcomputer system uses a unique combination of leading edge technology applied to a proven and expanding line of software. Hardware developed by the Data General Corporation features powerful 16-bit dual microprocessors, removable diskettes, and Winchester hard disk storage. Users are assured of the most advanced computing tool available, not only today, but well into the future.

The TARGET workstation is modular in design; it can function either as a single stand-alone unit, or as a multi-user system, part of a network of workstations linked to a central high-capacity data base. There are simple interfacing options for printers, tape drives, extra workstations, high-speed cardreaders, and CES's family of other ballot counting products. Use of these options enables remote regional ballot counting, and many other features. Additionally, communications can be established with your data processing department's computer system.

ALL YOU NEED IT TO BE A variety of proven, easy to use operating systems and application software packages allows you to choose a system that does what YOU want it to. The TARGET system runs many popular Data General operating systems, and will also concurrently run programs written for MS™-DOS and CP/M-86™, both industry standards in the world of microprocessing.

Also available are CES proven ballot counting, election reporting, and voter registration programs. To facilitate your administrative activities there is software for word processing, spelling/dictionary, payroll, financial planning, and more. For those with more unique requirements, you can do your own programming in BASIC, COBOL, or FORTRAN.

RELIABLE IN ITS PERFORMANCE The hardware for TARGET is manufactured by proven, dependable industry leaders. The latest technological advancements have been incorporated to give you maximum performance.

You can also expect reliable performance from CES field proven software. CES voter registration software has maintained hundreds of thousands of voter records. CES ballot counting software has accurately counted millions of votes and is used in hundreds of large and small jurisdictions nationwide. The system also has a full complement of diagnostic routines which allow you to verify system integrity.

This combination of tested hardware and proven software gives you quick, reliable performance. To keep your system in top operating condition, CES provides a variety of maintenance service arrangements for both hardware and software.

GEARED TO EXPAND When it comes to expanding the TARGET system, you are limited only by your imagination. A choice of three basic models, TARGET 10, 20 and 30, gives you big system, low-cost processing power tailored to your specific needs. As an example, you can start small with a basic TARGET package which includes:

- Video display terminal and keyboard
- Two 368KB floppy diskettes
- 256KB of main computer memory
- Dot matrix printer

You can then add main memory, Winchester disk drives, additional video/keyboard workstations, alternative printers and cardreaders—all without any software modifications. Expansion or upgrade of the TARGET system is also enhanced by its compatibility with CES's full product line.

EASY TO USE AND INSTALL The TARGET system is "user friendly," utilizing easy to learn commands, and guides you through its programs with helpful messages on the video screen. Because the system is easy to learn and use without extensive training, there is no need to hire additional personnel or data processing specialists. Complete hardware and software documentation is also provided, written to satisfy either first-time users or data processing professionals. TARGET components can be installed in any standard office environment, large or small, and require no special facilities preparation.

TRADITION YOU'VE COME TO EXPECT FROM CES Since 1969, CES has successfully developed a wide range of voting system products, each designed to fit specific election administration needs. Now, CES has combined the capabilities of their previous election tools into a single system, AND added many new features.

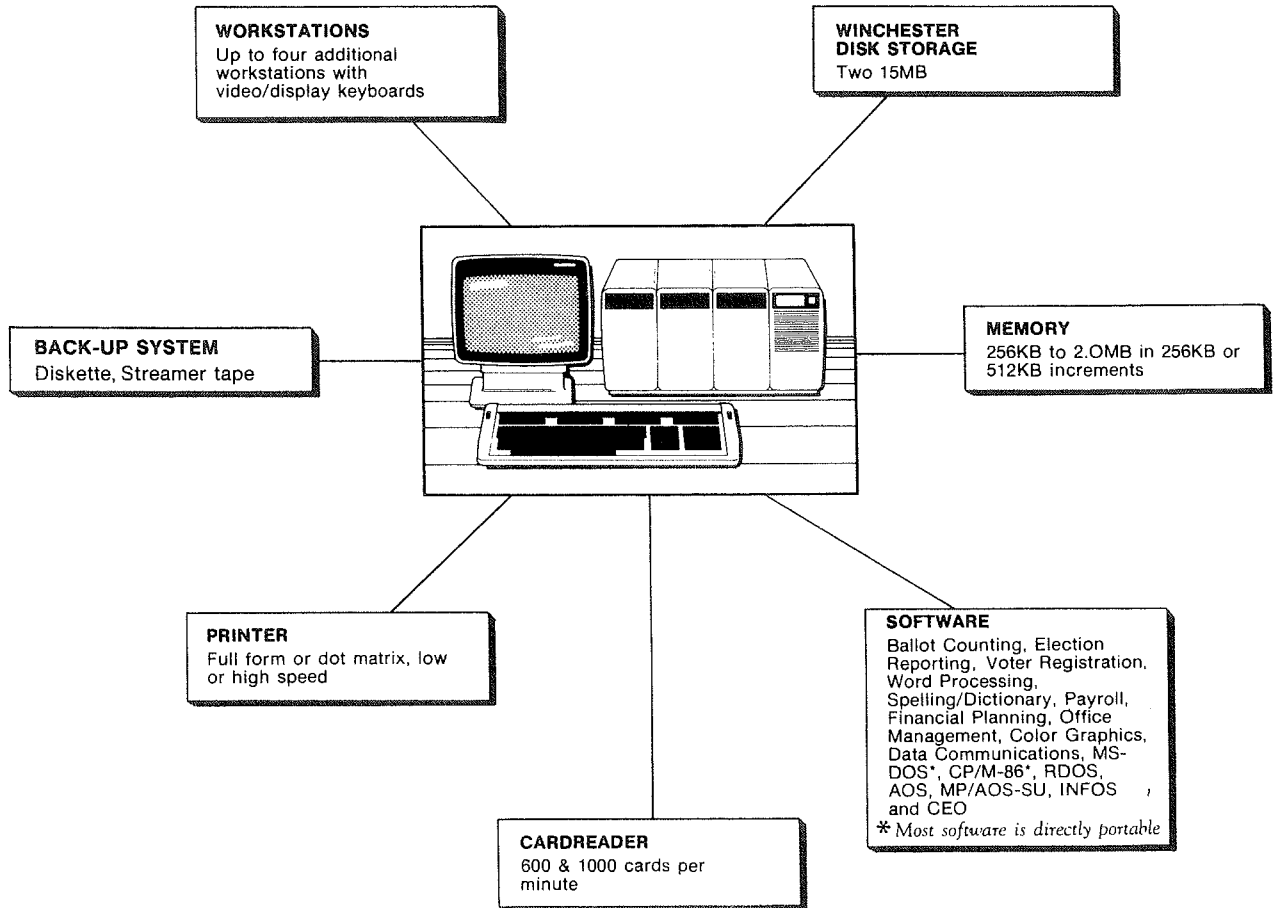
As the largest manufacturer of voting system equipment in the U.S., CES stands behind every customer. From warranties, personnel training and support, and equipment services, to supplies and materials, CES does it all with its own people. CES, a tradition of quality and service you've come to expect.



TARGET ... Customized Configurations And Expansion Capabilities



Computer Election Systems
1001 Eastshore Highway
Berkeley, CA 94710
(415) 527-5150



SPECIFICATIONS

Size:	4.5" W 9.0" H 12.0" D
Main Memory	
Minimum	256KB
Maximum	2.0MB (Model 20 only)
Mass Storage Diskettes	
Minimum	368KB
Maximum	736KB
Winchester Disks	
Minimum	15MB
Maximum	30MB

Operating Systems

AOS
RDOS
MP/AOS-SU
CP/M-86 (Model 10 only)
MS-DOS (Model 10 only)

Electrical

Voltage 120VAC
Phase Single
Line Current 15 Amp

Environmental

Temperature Range 38°-100°F
Relative Humidity 20%-80%
noncondensing

MS is a U.S. trademark of Microsoft.
CP/M-86 is a U.S. registered trademark of Digital Research.
RDOS, AOS, MP/AOS-SU, INFOS and CEO are U.S. registered trademarks of Data General Corporation.

PRESS RELEASE SAMSOM'S VOTING MACHINE

A Dutch-made Voting Machine

Introduction

The election of members of representative bodies (Parliament, Provincial States and town councils) is in most countries done by means of the so-called Australian ballot. The main characteristics of this type of ballot are:-

- (1) it is printed by the government;
- (2) it contains all the names of the candidates;
- (3) it is handed to the voter by the election official;
- (4) it must be filled out in a booth, be folded right there and be publicly deposited in the ballot box.

Particularly in the U.S.A. the use of voting machines has shown a considerable increase during the past two decades. In some States and towns mechanical voting has been made mandatory. Approximately half of the electorate in the U.S.A. now casts its vote by means of the machine.

An amendement of the Electoral Laws in 1965 has now made it possible for the Dutch electorate to use the voting machine. Legislation authorities had come to the conclusion that it was high time that vote counting be automatized.

Advantages of Voting Machines

Summarizing, the advantages of voting machines are the following:-

- (1) They offer optimum accuracy for voters and candidates. Invalid ballots are eliminated and arbitrary decisions on whether a ballot is valid or not are a thing of the past.
- (2) No more counting of ballots and computations of election officials.
- (3) Results are known faster with less effort.
- (4) In some cases fewer polling stations may be necessary; there is also a reduction in the number of officials.

Before each name is a selection push-button. The machine is also provided with a voting push-button, a reset button and a control button to be operated by the election official.

The elector performs only two actions:

- (1) pushes the selection button before the candidate's name;
- (2) pushes the voting button.

The vote thus cast has then been duly registered on a so called eeprom (erasable programmable read only memory).

The elector who has not yet pushed the voting button may change his vote by pushing the reset button and then pushing the button before the name of another candidate.

Once the elector has pushed a selection button, it is impossible to push another selection button at the same time. Neither can a selection button be used after the voting button has been depressed. Consequently, the elector can only vote for one candidate.

When the elector merely pushes the blank button, a blank vote is registered.

The machine cannot be used for a next vote until an election official has erased the eeprom.

Since the machine is also polling-booth, complete secrecy of the ballot is ensured.

When the voter stands in front of the machine, the machine is made operative by the election official.

Tests have shown that anybody can operate the voting machine with effortless ease.

"Voting has become a matter of seconds" is the opinion of experts. The control panel of the Samsom voting machine is very similar to the familiar ballot form, in fact it looks like a blown-up version of it.

A few technical details

The Samsom voting machine can be provided with a maximum of 20 "party columns", each with a maximum of 30 counters for 30 party candidates. In addition, there is a group for each list of candidates of a party.

Die niederländische Wahlmaschine

Einleitung

Die Wahl von Abgeordneten für Volksvertretungen (Parlament, Provinzparlament, Gemeinderat) erfolgt in den meisten Ländern unter Benutzung des sogenannten australischen Stimmzettels.

Die Hauptmerkmale dieses Stimmzetteltyps sind:

1. der Stimmzettel wird behördlicherseits gedruckt
2. auf dem Stimmzettel stehen die Namen aller Personen, die gültige Kandidaten sind
3. er wird im Wahllokal vom Wahlhelfer ausgehändigt
4. er muss in einer Wahlkabine ausgefüllt werden, in dieser auch zusammengefaltet und schliesslich öffentlich in die Wahlurne eingeworfen werden.

Namentlich in den Vereinigten Staaten erfolgt die Wahl bereits seit einigen Jahrzehnten in ständig steigendem Masse unter Benutzung von Wahlmaschinen.

In einigen Bundesstaaten der U.S.A. ist das maschinelle Wählen sogar obligatorisch. Etwa die Hälfte der Wähler in den U.S.A. gibt seine Stimme jetzt maschinell ab.

Infolge einer Änderung des Wahlgesetzes im Jahre 1965 ist es jetzt auch in den Niederlanden möglich, bei den Wahlen Wahlmaschinen einzusetzen. Der niederländische Gesetzgeber war zu dem Schluss gekommen, dass maschinelles Wählen Vorteile bietet und dass eine Modernisierung der Wahlen ermöglicht werden sollte.

Der Nutzen von Wahlmaschinen

Zusammenfassend lässt sich der Nutzen von Wahlmaschinen folgendermassen umreissen:

1. Sie bietet optimale Sicherheit für die Wähler und die Kandidaten (Sicherheitsfaktor).
Es können keine ungültigen Stimmen mehr abgegeben werden; willkürliche Beschlüsse darüber, ob ein Stimmzettel gültig ist oder nicht, werden dadurch vermieden.
2. Die Feststellung des Wahlergebnisses ist jetzt nicht mehr von Zählungen und Berechnungen durch die Wahlhelfer abhängig (Genauigkeitsfaktor).
3. Das Wahlergebnis ist jetzt mit weit weniger Mühe sehr viel schneller bekannt (Geschwindigkeitsfaktor).
4. Die Maschine kann zu einer Verringerung der Anzahl der Wahllokale führen; sie trägt zur Lösung von Problemen hinsichtlich der Besetzung der Wahllokale mit erfahrenen und geeigneten Personen bei (Personalfaktor).
5. Wahlurnen, Stimmzettel und Wahlkabinen erübrigen sich jetzt (Materialfaktor).
6. Rationalisierung und Modernisierung der Wahltechnik durch Einsatz moderner Hilfsmittel, wie dies auf praktisch jedem anderen Gebiet unserer heutigen Gesellschaft geschieht (Mentalitätsfaktor).