

2021 Canvass & Recount Training

Elaine Tuckwiller

Elections Specialist

West Virginia Secretary of State's Office

We Mean Business!



Initial Proceedings

- 5th day after election (excluding Sundays)
- Must have quorum present
- Open to the public
- Ensure all materials are accounted for
- Prepare a book of record
- Set the bond for recount
 - No more than \$300

We Mean Business!



Canvass Practices

- Count only one precinct at a time
- Utilize worksheet provided in canvassing manual as you count
- Statement of Ballots Used (SBU)
- Absentee/Early Voting Record (AEVR)
- Compare # of ballots cast:
 - On Election Day
 - Absentee by mail
 - Early

Spoiled & Provisionals

- Spoiled
 - Open envelope and count # of ballots
 - Compare # to the total in the total in SBU & AEVR
- Provisional
 - Open envelope and count # of ballots
 - Compare # to the total in the total in SBU & AEVR
 - DO NOT identify the voter by name
 - Determine which ballots will be counted (may make motion individually, or by groups)

Things to Consider When Making Provisional Determinations

- Absentee & in-person
 - If a voter requested an absentee ballot, but turned out to the polls without returning the ballot, the recorder must that the voter only cast 1 ballot
- Signatures
 - Signatures may change over time due to age, illness, etc. Consider these elements when validating signatures & review our signature verification guide
- Technical errors
 - If poll clerk(s) failed to sign the ballot, consider that it may have been a technical error. Ensure that there are no other challenges and all ballots are accounted for before accepting the ballot.

Absentee Ballots

- ACCEPT the ballot if:
 - It was received by mail before the start of canvass and bears a valid postmark
 - It was received by mail on the day after the election (does not require a postmark)
 - It is a UOCAVA ballot received before the start of canvass (with or without postmark)
- REJECT the ballot if:
 - It was received by mail before the start of canvass and does not bear a valid postmark (on or before election day)
 - The ballot is challenged for any reason under W. Va. Code (i.e.: voter not registered, voter cast more than 1 ballot, etc).

See Canvassing Guide for guidance

We Mean Business!



When to Accept a Provisional Ballot

- Voter changed addresses, but voted in their new precinct
- Voter is handicapped and voted at a precinct that is handicap accessible (if their home precinct is not accessible)
- Voter was a pollworker (if there are no other challenges)
 - Only count votes for races within the pollworker's district

We Mean Business!



When to Reject a Provisional Ballot

- Voter is not registered
- Voter received assistance that was not deemed necessary
- Signature on absentee envelope does not match signature on registration/absentee application
- Absentee envelope is not signed by the voter
- Voter changed address & did not vote in their new precinct
- Voter voted a ballot for a political party different from the one in which they are registered (Primaries only)

We Mean Business!



Best Practices

- Keep a book of records as you go to stay organized
- Do not open ballots that are to be rejected
- Be cognizant of 48-hour recount period once results are declared
 - If no recount is demanded, certify results
- By law, keep all election materials for 22 months

We Mean Business!

