## KENAI PENINSULA BOROUGH

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## **MEMORANDUM**

TO: Assembly Members

FROM: Johni Blankenship, Borough Clerk

DATE: June 5, 2014

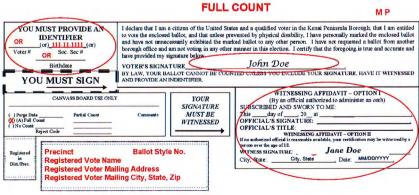
RE: <u>Ordinance 2013-20</u>: An Ordinance Amending Title 4 to Require Borough Elections Be Held by Mail and Repealing KPB 4.10.110(B) Authorizing Statements Supporting or Opposing Propositions to be Included in the Informational Brochure

During the May 20<sup>th</sup> Policies and Procedures Committee meeting Assembly Member Ogle requested information regarding the process currently being used by the Canvass Board to verify returned voted ballots in the by mail precincts. The process is as follows:

By-Mail Precincts Ballot Processing Procedure - FULL COUNT

These are the only ballots that can be fully processed before Election Day. Countable ballots will be run after 8:00 p.m. Election Night.

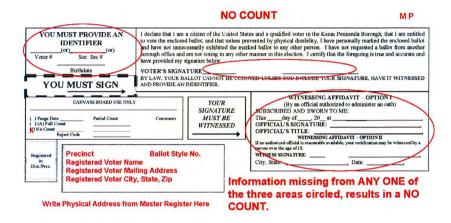
- 1. Alphabetize and Master: Mark a red "A" in margin next to name on Master Register; red "M" on upper right corner of ballot envelope.
  - a. If in a split precinct, write voter's physical address as shown on Master under the mailing address on the envelope.
- 2. Precinct: Mark a red "A" in margin next to name on Precinct Register; red "P" on upper right corner of ballot envelope, to the right of Master mark (above).
- 3. Confirm voter received correct ballot. Circle ballot number (located above voter name on address label).
- 4. Check for required information: identifier, voter signature, witness signature.



Write Physical Address from Master Register Here

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- 3. Confirm voter received correct ballot. Circle ballot number (located above voter name on address label).
- 4. Check for required information: identifier, voter signature, witness signature. If any one of these three items is missing, the ballot will be a NO COUNT. Write NO COUNT across the top of the ballot envelope.



In addition absentee in person voted ballots are processed last in order to ensure the voter did not also receive and vote a ballot that was sent in the mail.

This process has been used and refined over the years with great success.