

# KENAI PENINSULA BOROUGH

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Johni Blankenship, MMC  
Borough Clerk

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## MEMORANDUM

TO: Assembly Members

FROM: Johni Blankenship, Borough Clerk

DATE: June 5, 2014

RE: Ordinance 2013-20: 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.

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

**FULL COUNT** **MP**

<p><b>YOU MUST PROVIDE AN IDENTIFIER</b> (or) <u>111-11-1111</u> (or) Voter # OR Soc. Sec # Birthdate</p> <p><b>YOU MUST SIGN</b></p> <p><small>CANVASS BOARD USE ONLY</small> <input type="checkbox"/> Purge Date Partial Count Comments <input checked="" type="checkbox"/> (A) Full Count <input type="checkbox"/> No Count Reject Code</p> <p>Registered in Dist./Prec.</p>	<p>I declare that I am a citizen of the United States and a qualified voter in the Kenai Peninsula Borough; that I am entitled to vote the enclosed ballot; and that unless prevented by physical disability, I have personally marked the enclosed ballot and have not unnecessarily exhibited the marked ballot to any other person. I have not requested a ballot from another borough office and am not voting in any other manner in this election. I certify that the foregoing is true and accurate and have provided my signature below.</p> <p>VOTER'S SIGNATURE <u>John Doe</u></p> <p>BY LAW, YOUR BALLOT CANNOT BE COUNTED UNLESS YOU INCLUDE YOUR SIGNATURE, HAVE IT WITNESSED AND PROVIDE AN IDENTIFIER.</p> <p><b>YOUR SIGNATURE MUST BE WITNESSED</b></p> <p><b>WITNESSING AFFIDAVIT - OPTION I</b> (By an official authorized to administer an oath) SUBSCRIBED AND SWORN TO ME: This day of <u>June</u>, 20<u>14</u> at _____ OFFICIAL'S SIGNATURE: _____ OFFICIAL'S TITLE: _____</p> <p><b>WITNESSING AFFIDAVIT - OPTION II</b> If no authorized official is reasonably available, your certification may be witnessed by a person over the age of 18. WITNESS SIGNATURE: <u>Jane Doe</u> City, State: _____ Date: <u>MM/DD/YYYY</u></p>
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**Precinct Registered Vote Name**  
**Registered Voter Mailing Address**  
**Registered Voter Mailing City, State, Zip**

Write Physical Address from Master Register Here

## By-Mail Precincts Processing Procedure - NO COUNT

These are the only ballots that can be fully processed before Election Day.

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. 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.

**NO COUNT** **M P**

<p><b>YOU MUST PROVIDE AN IDENTIFIER</b></p> <p>(or) _____ (or) _____ Voter # Soc. Sec #</p> <p>Birthdate _____</p> <p><b>YOU MUST SIGN</b></p> <p>CANVASS BOARD USE ONLY</p> <p>( ) Purge Date _____ Partial Count _____ Comments _____ ( ) (A) Full Count _____ <input checked="" type="checkbox"/> No Count _____</p> <p>Reject Code _____</p> <p>Registered in Dist./Prec. _____</p> <p><b>Precinct</b> _____ <b>Ballot Style No.</b> _____ <b>Registered Voter Name</b> _____ <b>Registered Voter Mailing Address</b> _____ <b>Registered Voter City, State, Zip</b> _____</p> <p>Write Physical Address from Master Register Here</p>	<p>I declare that I am a citizen of the United States and a qualified voter in the Kenai Peninsula Borough; that I am entitled to vote the enclosed ballot, and that unless prevented by physical disability, I have personally marked the enclosed ballot and have not unnecessarily exhibited the marked ballot to any other person. I have not requested a ballot from another borough office and am not voting in any other manner in this election. I certify that the foregoing is true and accurate and have provided my signature below.</p> <p><b>VOTER'S SIGNATURE</b> _____</p> <p>BY LAW, YOUR BALLOT CANNOT BE COUNTED UNLESS YOU INCLUDE YOUR SIGNATURE, HAVE IT WITNESSED AND PROVIDE AN IDENTIFIER.</p> <p><b>WITNESSING AFFIDAVIT - OPTION I</b> (By an official authorized to administer an oath) SUBSCRIBED AND SWORN TO ME: This _____ day of _____, 20____ at _____ OFFICIAL'S SIGNATURE: _____ OFFICIAL'S TITLE: _____</p> <p><b>WITNESSING AFFIDAVIT - OPTION II</b> If no authorized official is reasonably available, your certification may be witnessed by a person over the age of 18. WITNESS SIGNATURE: _____ Date: _____</p>
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**Information missing from ANY ONE of the three areas circled, results in a NO COUNT.**

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.