

Teller Tally Instructions

Town Election

Ballot Questions Only

STEP 1) Do you have everything you need?

1. BLUE ZIPPERED BAG:

- o 2 Rulers
 - o 2 Calculators
 - o 2 Red Pencils: **PLEASE USE RED PENCILS ONLY**
 - o Teller Tally Instructions
 - o Tally Sheet Envelope (1) one – GREY
- Contains 2 Tally Sheets:
- I. TOTALS Tally Sheet
 - II. UNREAD Ballot Tally Sheet

2. Voting Machine Tape

- List of ballot questions and number of votes cast for each
- Precinct Summary shows Total Ballots



3. UNREAD Ballot Envelope: (1) one - ~~WHITE~~

Contains Ballots not read by the AccuVote machine – tally on UNREAD Tally Sheet.



There are no Write-In Ballots for this Election

STEP 2) Start with the Totals Tally Sheet

1. One Teller reads totals from Voting Machine Tape and the other Teller records the total in **Tape Total (Column A)**
2. All numbers in the pink squares should be the same.

STEP 3) – Now Go to the Unread Tally Sheet

1. **Remove ballots from UNREAD BALLOTS envelope and count** how many there are
2. One teller reads from the ballot and the other teller records on the tally sheet.
3. **Determine which response (or blank) has been selected**, and put an “X” for each vote cast in the next available box (1-30).
-Voter intent is determined by the tellers. Examples include:



☉ or ○✓ These votes are counted even though the oval is not completely filled in.

4. Once all ballots have been input, **add the “X”s in each row and column**. Next, add the subtotals to determine whether the **Total column and Total row are equal**. If not, determine where the tabulation error has occurred and correct as needed.
5. Replace ballots in envelope.
6. **All of the numbers in the blue squares must be the same and match the number of ballots that were in the Unread Ballots envelope. If that is accurate**, sign the first page of the Unread Tally Sheet. If they are not the same, stop and seek help from the Town Clerk or Asst. Town Clerk.

STEP 4) – Back to the Totals Tally Sheet



1. One Teller reads totals from Unread Tally Sheet. The other Teller writes totals in **Total Unread (Column B)**
2. Add Column A + Column B to fill in **Total Ballots (Column C)**
3. **All of the numbers in the green boxes of column C should be the same.**

If they do not match, check to see if the numbers from the Tape and the Unread Tally Sheet were copied correctly or if there is an error on the Unread Tally Sheet. If you cannot determine why there is a discrepancy, ask the Warden, Clerk, Town Clerk or Assistant Town Clerk for assistance. **Do not proceed until they are correct.**

4. **Sign the Tally Sheet.**

STEP 6) Both Tellers Sign

- ☐ First page of each Tally Sheet
- ☐ Bottom of Voting Machine Tape

STEP 7) Organize Materials

- ☐ Place all ballots in the appropriate envelopes
- ☐ Place Tally Sheets in Tally Sheet Envelope
- ☐ Place other materials (rulers, pencils, calculators, instructions) in the zippered bag
- ☐ Place machine tape back in tape envelope
- ☐ Return all materials to the Warden

Please ask your Warden if any questions arise.

Thank you for your participation in this crucial aspect of the election process!