

INSTRUCTIONS

1. Three original tally sheets must be kept. [65.004]

2. Each tally sheet must include:
 - Name of Election
 - List of Offices and Proposition
 - Date of Election
 - Precinct Number
 - Polling Location
 - Presiding Judge
 - Ballot Category (Early Voting, By Mail, or Election Day)
 - Printed Name of Caller and Talliers
 - Signature of Tallier that completed the sheet
 - Date that Tallier completed the sheet

3. One member of the counting team shall examine each ballot and clearly announce the name of each candidate for whom a vote has been received or whether a vote has been received for or against a proposition. The other members of the counting team shall record the votes on the tally lists as they are announced. See the example below:

Candidate/ Proposition Choice	5	10	15	20	25	30	35	40	45	50
Commissioner Precinct 1										
Candidate A										
Candidate B										
Write-In A										
Write-In B										
Undervotes										
Overvotes										

4. The counting team shall compare the tally lists periodically to determine whether discrepancies exist among them. If a discrepancy is discovered, the ballots shall be recounted and the necessary corrections shall be made on the lists. [65.005(b)]

5. For valid write-in votes for candidates whose names do not appear on the ballot, the name of the write-in candidate shall be entered on the tally list and the votes shall be tallied in the same manner as votes for a candidate whose name appears on the ballot. [65.008]

6. A member of a counting team may not be replaced after vote tallying is begun unless each existing discrepancy among the three tally lists is corrected before the replacement is made. If a counting officer is replaced on a counting team after the tallying is begun, the officer to be replaced shall certify the accuracy of the list the officer has kept, as of the time of the replacement, by signing the list at that time. [65.006]

7. On completing the count, each member of the counting team assigned to tally votes shall compute the total number of votes tallied on the list the member has kept and enter the totals on the tally list. After verifying that the three lists are in agreement, each counting officer shall sign the list that the officer has kept. [65.005(c)]

8. After counting concludes, prepare the precinct returns using the completed tally sheets.