

PARTIAL MANUAL COUNT

Preparing for the Partial Manual Count

Texas Secretary of State – Elections Division



Brief Review – Partial Manual Count

- Post-election audit of your electronic voting system that happens after each election.
- Conducted to “ensure the accuracy of the tabulation of electronic voting system results.”
- Helps make sure that the equipment counted the votes accurately.
 - Hand-counted results from the partial manual count are compared to the electronic voting system results.



Partial Manual Count Requirement

- All counties and local political subdivisions that tabulate voting system ballots electronically are required to conduct the partial manual count.



Partial Manual Count for Other Political Subdivisions

- In elections conducted jointly with your political subdivisions, a separate partial manual count for the political subdivision elections will **NOT** be required if the political subdivision shares a joint ballot with the county.
 - In this instance, the partial manual count for the county will serve as the political subdivision's required partial manual count.
- Local political subdivisions should check with their county elections office to determine whether they or the county will be conducting their partial manual count.
 - Political subdivisions in counties participating in the countywide polling place program will have to select three polling locations to conduct their partial manual count.



Partial Manual Count Requirement

- The partial manual count must be conducted after every election using paper ballots counted with an electronic voting system. **This includes marked paper ballots and paper ballots generated by a ballot marking device.**
- It includes all ballots that were counted with a precinct or central scanner and reported as part of your unofficial results on election night. It also includes:
 - Early voting in person and by mail ballots that were counted with a precinct scanner or central scanner
- Ballots cast on a paperless DRE are exempt from the partial manual count



Initial Steps of the Partial Manual Count

- For the November 5, 2024 general election, the Secretary of State shall select precincts to be counted.
 - Three precincts or one percent of the election precincts, whichever is greater, will be selected.
 - No more than three (3) offices shall be designated for the count.
- The Secretary shall notify the general custodian of election records of the precincts and offices selected.
- Notification will be no later than 72 hours after the polls close.



Who Can Attend?

- Each candidate in the election may attend.
- Each candidate may have one representative present.
 - Each representative must deliver a certificate of appointment to the general custodian “at the time” the representative reports for service.
- The certificate must be in writing and include:
 1. The printed name and signature of the representative;
 2. The election subject to the count; and
 3. The printed name and signature of the candidate



Recording Equipment

- Counties with populations of 100,000 or more must implement a video surveillance system of all areas containing voted ballots until the canvass of precinct election returns.
- In counties with the video surveillance requirement and counties that have voluntarily implemented video surveillance, this will mean that the partial manual count will be conducted under video surveillance if the partial manual count is conducted prior to the canvass.



Starting the Partial Manual Count

- Entities will receive a separate email prior to election day from SOS with information specific to the partial manual count.
- Once notified, the general custodian of election records will post notice of the date, hour, and place of the count
- The general custodian must begin the partial manual count within 72 hours after the polls close on election day
- Count shall be completed no later than the 21st after election day (Tuesday, November 26).



Conducting the Count for Countywide Polling Place Program

- For those counties that are participating in the Countywide Polling Place program, for the election day count, they have the option of completing the partial manual count in the traditional way by counting applicable ballots for a specific precinct or they may opt to conduct the partial manual count by polling place.
- Early voting ballots are still required to be counted by precinct in countywide counties. The selected precincts must be counted for early voting ballots cast in-person as well as by mail.
- At the convening of the partial manual count, the general custodian of election records shall identify the applicable ballot boxes containing voted ballots subject to the partial manual count.
- For the selected polling places, the general custodian of election records with at least one individual of the counting team shall inspect the ballot boxes to verify that all locks and seals are intact.



Constructing Your Counting Team

- Permanent and temporary employees of the general custodian of election records may participate in the partial manual count.
- The Election Code does not set out specific eligibility requirements for individuals who will be assisting the general custodian with the partial manual count.
- You may wish to consider appointing interested voters or members of the public to assist with the partial manual count.



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