



## **Rank Choice Voting Manual Canvass Procedures**

### **Revision History:**

<b>Draft Date:</b>	<b>1-30-2021</b>
<b>Original Effective Date:</b>	<b>2-09-2021</b>
<b>Revision Date:</b>	<b>N/A</b>
<b>Author:</b>	<b>EVS Department</b>
<b>Applicability:</b>	<b>Board of Elections in the City of New York</b>

**This supplemental Canvass Procedure should be used to assist you in the canvassing of ballots that have rank choice voting (RCV).**

- The RCV Manual Canvass must begin once all ballots have been returned to the Board of Elections. The tasks must begin after the Other Paper Ballot Kinds deadline. All ballots, including Absentee and Affidavits will be canvassed at the same location.
- There will be a manual count.
- Prior to the day of the manual canvass, Leads identify a large area suitable for canvassing paper ballots. Review **Organizing Bipartisan Canvass Teams** in the Overview and Pre-Canvass section of the Canvass procedures.
- Leads set up a sufficient number of Staging Tables and Canvass Tables to canvass the ballots. Ensure all needed supplies and forms are present.
  - Supplies needed:
    - ✓ Red Pencils
    - ✓ Calculators
    - ✓ Rubber Fingers
  - Forms and Worksheets needed:
    - ✓ RCV Worksheets
    - ✓ Visitor Sign-in Sheets

## PREPARE BALLOTS FOR RCV MANUAL CANVASS

The following guidelines govern the mandated protocols to be followed by bipartisan Board staff prior to the start of the manual canvass of RCV paper ballots. Bipartisan teams of Staff assemble all ballots in one location. Candidates are entitled to appoint Watchers to be present during this process; **they may not touch the ballots**. A Poll Watcher Certificate is required for a Watcher to be seated at a table where ballots are being canvassed. Only one Watcher for a candidate is allowed at the table. All other Watchers must be seated elsewhere in the room; the location is at the discretion of the Chief and Deputy of that borough.

- Every stage of the process will have a bipartisan team, including System Entry of the results.
  - One person will enter the results and the other person will verify the entry.
  - **Depending on the number of ballots, the preparation process could take several days.**

Step 1. Assemble all ballots for each poll site (Election Day, Emergency, Absentee, Affidavit, Military, Special and Federal)

Step 2. Election Day Ballots are removed from each Ballot Bin Liner, one Ballot Bin Liner at a time.

A. The bipartisan team counts the total number of ballots from the bin, verifies the count and records the number on the RCV Worksheet.

i. Write the following in **RED INK** in the Official ballot box of each Election Day Ballot:

1. “P” for poll site ballot or “EV” for early voting ballot
2. The Ballot Bin Liner Scanner Unit Number

Step 3. **For all other ballot kinds**, ensure that the following is written in **RED INK** in the Official ballot box of each ballot:

- a. ED/AD
- b. The letters for the ballot kind:

“ABS” for Absentee

“S” Special

“F” Federal or Presidential

“A” Affidavit

“E” for Emergency

Step 4. Place all the ballots in a large mail bin or bins, and repeat this process for all ballots.

a. All ballot kinds (Absentee, Election Day, Affidavit, Early Voting, etc.)

Step 5. Leads or Runners bring the mail bins to the Staging Table.

Step 6. Each Table should be labeled for its activity so that the task is easily identified.

**Example:** Staging and Canvass Table

- The Canvass Table is setup with two boxes for each candidate, one box for **Write-ins** and one box for **Exhausted**.
- The first **Candidate Box** is for sorting the ballots in each round.
- The second box is for storing each candidate's ballots between rounds.
- **If there are eight candidates, there should be 18 boxes; two for each candidate, a box for the Write-ins and a box for Exhausted** ballots.

## Clerks:

1. Count all ballots in the staging table bins and confirm the number of ballots matches the number on the RCV worksheet.  
Record the number in the RCV system.

2. Begin by taking ballots from the Staging Table and placing them in the box of the next valid choice made by the voter which will be a **Candidate, Write-in** or **Exhausted** box.

**Please note:** Initially, all write-in ballots are placed in one box. If the total number of write-in ballots exceeds the Candidate with the lowest number of votes, the team will need to sort the write-in ballots by the write-in candidate names.

If the total number of write-in ballots is less than the Candidate with the lowest number of votes, all the write-in candidates will be eliminated as a group in the next round.

Over-voted and blank ballots are placed in the **Exhausted** box

An over-voted ballot is placed in the **Exhausted** box when the next voter choice is over-voted and not because there is an over-vote anywhere on the ballot. **Marking the same candidate for more than one choice is not an over-voted ballot.**

Ballots are also placed in the exhausted box when there are no more valid choices.

A valid choice is for any candidate who has not already been eliminated.

Repeat this process for each ballot on the staging table.

3. When all ballots from the staging table have been transferred, count the number of ballots in each **Candidate sorting, Write-in,** and **Exhausted** box. Then enter the totals into the RCV system.

The total number of ballots across all the boxes should match the total number from the Staging Table.

If the totals don't match, investigate and resolve before moving forward.

4. Once resolved, for each candidate, move their ballots from the Candidate Sorting Box to the Candidate Storage Box.

5. Determine which box, other than **Exhausted** has the lowest number of ballots. The **Candidate** (or **Write-in** box) with the lowest number of ballots is eliminated and their ballots are moved to the Staging Table.

If there is a tie between the lowest two candidates, there will be a coin toss to declare which Box is eliminated. The Commissioner's or their designees will assign **HEADS** to one Candidate Box and **TAILS** to the other Candidate Box. A coin is flipped and the Candidate Box assigned to the side of the coin facing up is eliminated.

6. Repeat steps one to five.
7. This process is repeated, eliminating one candidate at a time until there are two candidates that remain.
8. Produce the round by round report from the RCV System.

**INSTRUCTIONS**  
 Rank candidates in the order of your choice. Mark the oval in the "1st choice" column for your first-choice candidate. Mark the oval in the "2nd choice" column for your second-choice candidate, and so on.  
 To rank a candidate whose name is not printed on the ballot, mark an oval next to the box labeled "write-in" and print the name clearly, staying within the box. You may mark as many or as few candidates as the numbered columns allow, but do not mark more than one oval per candidate. Marking a second-choice candidate, third-choice candidate, and so on will not hurt your first-choice candidate. Do not mark more than one oval in any column. If you do, your vote may not count. Any mark or writing outside the spaces provided for voting may void the entire ballot. You have a right to a replacement ballot. If you make a mistake, or want to change your vote, ask a poll worker for a new ballot.

**INSTRUCCIONES**  
 Clasifique los candidatos en la orden que desee. Marque el ovalo en la columna "1a opción" para el candidato de su primera opción. Marque el ovalo en la columna "2da opción" para el candidato de su segunda opción, etcétera.  
 Para clasificar un candidato cuyo nombre no está impreso en la papeleta, marque un ovalo a la casilla marcada "candidato por escrito" y escriba el nombre en el área de espacio reservado, manteniéndose adentro de la casilla. Puede marcar tantos o tan pocos candidatos tal como permitan las columnas numeradas, pero no marque más de un ovalo por candidato. Candidato de primera opción, candidato de tercera opción, etcétera no hará daño a su candidato de primera opción. No marque más de un ovalo en ninguna columna. Si lo hace, es posible que su voto no cuente. Cuantos ovalos se escribiera anular la papeleta por completo. Usted tiene derecho a una papeleta de reemplazo. Si hace un error, o desea cambiar su voto, pídale a un trabajador electoral una papeleta nueva.

**說明**  
 按您選擇的順序將候選人進行排名。請在標有"第一選擇"的欄位內為您的第一選擇候選人標記。請在標有"第二選擇"的欄位內為您的第二選擇候選人標記，以此類推。  
 如果您選擇的候選人名單中沒有您想投票的人，請在標有"寫入候選人"的欄位內標記，並在該欄位內清楚地寫出候選人的姓名。您可以標記一個或多個候選人，但每個候選人只能標記一個圈。標記第二選擇候選人、第三選擇候選人等並不會影響您的第一選擇候選人。標記多個圈或在任何一欄位內標記多個圈，您的投票可能會無效。如果您標記錯誤，或想更改您的投票，請向工作人員索取一張新的選票。如果您標記錯誤，或想更改您的投票，請向工作人員索取一張新的選票。

Council Member Rank up to 5 choices. Mark no more than 1 oval in each column.		市議員 最多可選擇五個候選人 每項候選人的投票標記一個圈	寫入 1st Choice Option	寫入 2nd Choice Option	寫入 3rd Choice Option	寫入 4th Choice Option	寫入 5th Choice Option
Miembro del Consejo Clasifique hasta 5 opciones. Marque no más de un ovalo en cada columna.							
Moumita Ahmed Mo For The People	慕蜜塔 阿麥德 慕為人民黨	A	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Deepti Sharma A Better Queens	蒂緹 夏爾馬 更好的皇后區黨	B	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dilip Nath Your Voice Matters	迪立普 納斯 您的聲音很重要黨	C	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Neeta Jain Community First	妮塔 簡恩 社區優先黨	D	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Michael Earl Brown United Citizens	邁克 厄爾 布朗 團結公民黨	E	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mujib U. Rahman Unity	穆吉卜 U. 拉赫曼 團結黨	F	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
James F. Gennaro Queens Strong	詹姆斯 F. 簡內若 皇后區強大黨	G	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Soma S. Syed Soma for Queens	索瑪 S. 賽義德 索瑪為皇后區黨	H	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Write-in candidate por escrito 寫入未列名候選人			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## **RCV BALLOT SAMPLES AND FORMS**

See the following samples of Worksheets and ballots for Election Day canvass activities:

**Skipped ranking** – voter leaves a ranking blank and ranks a candidate at a subsequent ranking

**Round** – a tabulation stage of a ranked voting contest in which votes may be counted, candidates elected or eliminated

- PROPERLY MARKED
- OVER-VOTED 1<sup>ST</sup> RANKING
- OVER-VOTED 2<sup>ND</sup> RANKING
- DUPLICATE RANKING
- EXHAUSTED BALLOT
- SKIPPED RANKING #1
- SKIPPED RANKING #2



## PROPERLY MARKED

Directions: Only One Choice Per Column

Fill In The Circle(s) To Mark Your Choice(s) ●

MAYOR (4 year term)	Vote 1 <sup>st</sup> Choice Here	Vote 2 <sup>nd</sup> Choice Here	Vote 3 <sup>rd</sup> Choice Here	Vote 4 <sup>th</sup> Choice Here	Vote 5 <sup>th</sup> Choice Here
Thomas Jefferson	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Benjamin Franklin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Alexander Hamilton	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
John Adams	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Write in: _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- First choice vote will be counted
- Second choice vote will only be counted after the voter's first choice candidate is eliminated
- Third choice vote will only be counted after the voter's first and second choice candidates is eliminated, and so on

## OVER-VOTED 1<sup>ST</sup> RANKING

Directions: Only One Choice Per Column

Fill In The Circle(s) To Mark Your Choice(s) ●

MAYOR (4 year term)	Vote 1 <sup>st</sup> Choice Here	Vote 2 <sup>nd</sup> Choice Here	Vote 3 <sup>rd</sup> Choice Here	Vote 4 <sup>th</sup> Choice Here	Vote 5 <sup>th</sup> Choice Here
Thomas Jefferson	●	○	○	○	○
Benjamin Franklin	●	○	○	○	○
Alexander Hamilton	○	●	○	○	○
John Adams	○	○	●	○	○
Write in: _____	○	○	○	○	○

- First choice vote will not be counted – Unable to determine voter intent due to over vote
- Second choice vote cannot be counted
- Third choice vote cannot be counted

## OVER-VOTED 2<sup>ND</sup> RANKING

Directions: Only One Choice Per Column

Fill In The Circle(s) To Mark Your Choice(s) ●

MAYOR (4 year term)	Vote 1 <sup>st</sup> Choice Here	Vote 2 <sup>nd</sup> Choice Here	Vote 3 <sup>rd</sup> Choice Here	Vote 4 <sup>th</sup> Choice Here	Vote 5 <sup>th</sup> Choice Here
Thomas Jefferson	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Benjamin Franklin	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Alexander Hamilton	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
John Adams	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Write in: _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- First choice vote will be counted
- Second choice vote will not be counted – unable to determine voter intent due to over vote
- Third choice vote will not be counted

## DUPLICATE RANKING

Directions: Only One Choice Per Column

Fill In The Circle(s) To Mark Your Choice(s) ●

MAYOR (4 year term)	Vote 1 <sup>st</sup> Choice Here	Vote 2 <sup>nd</sup> Choice Here	Vote 3 <sup>rd</sup> Choice Here	Vote 4 <sup>th</sup> Choice Here	Vote 5 <sup>th</sup> Choice Here
Thomas Jefferson	●	●	●	●	●
Benjamin Franklin	○	○	○	○	○
Alexander Hamilton	○	○	○	○	○
John Adams	○	○	○	○	○
Write in: _____	○	○	○	○	○

- First choice vote will be counted
- If the first choice candidate is eliminated, the 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> choices are meaningless

## UN-USED RANKING/EXHAUSTED BALLOT

Directions: Only One Choice Per Column

Fill In The Circle(s) To Mark Your Choice(s) ●

MAYOR (4 year term)	Vote 1 <sup>st</sup> Choice Here	Vote 2 <sup>nd</sup> Choice Here	Vote 3 <sup>rd</sup> Choice Here	Vote 4 <sup>th</sup> Choice Here	Vote 5 <sup>th</sup> Choice Here
Thomas Jefferson	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Benjamin Franklin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Alexander Hamilton	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
John Adams	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Write in: _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- First choice vote will be counted
- Second choice vote will only be counted after the voter's first choice candidate is eliminated
- Third choice vote is blank, so it will not be counted

## SKIPPED RANKING #1

Directions: Only One Choice Per Column

Fill In The Circle(s) To Mark Your Choice(s) ●

MAYOR (4 year term)	Vote 1 <sup>st</sup> Choice Here	Vote 2 <sup>nd</sup> Choice Here	Vote 3 <sup>rd</sup> Choice Here	Vote 4 <sup>th</sup> Choice Here	Vote 5 <sup>th</sup> Choice Here
Thomas Jefferson	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Benjamin Franklin	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Alexander Hamilton	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
John Adams	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Write in: _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- First choice vote will be counted
- Third choice vote will be counted in the second round if the first choice candidate is eliminated

## SKIPPED RANKING #2

Directions: Only One Choice Per Column

Fill In The Circle(s) To Mark Your Choice(s) ●

MAYOR (4 year term)	Vote 1 <sup>st</sup> Choice Here	Vote 2 <sup>nd</sup> Choice Here	Vote 3 <sup>rd</sup> Choice Here	Vote 4 <sup>th</sup> Choice Here	Vote 5 <sup>th</sup> Choice Here
Thomas Jefferson	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Benjamin Franklin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Alexander Hamilton	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
John Adams	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Write in: _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- This ranking will be counted in the first round

## UNDERVOTE/BLANK BALLOT

Directions: Only One Choice Per Column

Fill In The Circle(s) To Mark Your Choice(s) ●

MAYOR (4 year term)	Vote 1 <sup>st</sup> Choice Here	Vote 2 <sup>nd</sup> Choice Here	Vote 3 <sup>rd</sup> Choice Here	Vote 4 <sup>th</sup> Choice Here	Vote 5 <sup>th</sup> Choice Here
Thomas Jefferson	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Benjamin Franklin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Alexander Hamilton	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
John Adams	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Write in: _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- This is a blank ballot; it will not count toward the majority



## INCONSISTENT ORDERING

Directions: Only One Choice Per Column

Fill In The Circle(s) To Mark Your Choice(s) ●

MAYOR (4 year term)	Vote 1 <sup>st</sup> Choice Here	Vote 2 <sup>nd</sup> Choice Here	Vote 3 <sup>rd</sup> Choice Here	Vote 4 <sup>th</sup> Choice Here	Vote 5 <sup>th</sup> Choice Here
Thomas Jefferson	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Benjamin Franklin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Alexander Hamilton	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
John Adams	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Write in: _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- First choice vote will be counted
- Second choice vote will ONLY be counted after the voter's first choice candidate is eliminated
- If the first choice candidate is eliminated, the 3<sup>rd</sup> choice vote is meaningless and will not be counted  
The ballot is defective at the third round.

**RCV MANUAL CANVASS WORKSHEET – for BALLOT KIND:** \_\_\_\_\_

EARLY VOTING/ELECTION DAY/ABSENTEE/AFFIDAVIT

**BIN# or ABSENTEE/AFFIDAVIT ED/AD:** \_\_\_\_\_ **Begin Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**ROUND #:** \_\_\_\_\_ **Dem Name:** \_\_\_\_\_ **Rep Name:** \_\_\_\_\_

**CONTEST:** \_\_\_\_\_ **BALLOT COUNT:** \_\_\_\_\_

TALLY MARKS { ### ## } in sets of ten									
10	20	30	40	50	60	70	80	90	100
110	120	130	140	150	160	170	180	190	200
210	220	230	240	250	260	270	280	290	300
310	320	330	340	350	360	370	380	390	400
410	420	430	440	450	460	470	480	490	500
510	520	530	540	550	560	570	580	590	600