

Standard Operating Procedure



Re-tabulation of Cast Ballots

Department:	City Clerk's Office
Division:	ELE - Elections
Category:	BA – Re-tabulation of cast ballots
SOP Number:	005
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Purpose

To describe the process of re-tabulating cast ballots if there is uncertainty that a ballot cast has been tabulated or counted correctly.

Application

This procedure applies to all eligible electors, candidates, scrutineers, and election officials.

Procedure

- a) All of the ballots in the primary and auxiliary compartments of a ballot box will be re-tabulated if a tabulator provides an error indicating that a ballot has been read incorrectly and there is uncertainty whether the results were counted.
- b) Re-tabulating shall be done to ensure that a ballot is not double counted and that there is certainty that the results reflect the votes and ballots cast.
- c) The following steps will be taken to securely re-tabulate ballots:
 1. The tabulator will be removed from the ballot box and a visual check will be completed to ensure all ballots have been processed through the tabulator and are deposited in the ballot box.
 2. The auxiliary compartment will be opened, and all ballots will be removed and double counted. The number of ballots in the auxiliary compartment will be recorded.
 3. The auxiliary ballots will be cast through the tabulator.
 4. If a ballot fed into the tabulator is returned by the tabulator and cannot be cast because of damage or an ambiguous mark, the procedures in the Tabulator Officer Training Manual will be followed.

5. Once all ballots are cast in the tabulator, a status tape will be run and will remain attached to the tabulator as a record of the final number of the votes cast.
6. The tabulator will be zeroed to delete the record of all previously cast ballots.
7. A zero tape will be printed to confirm the tabulator results are zero. The Tabulator Officer and the Managing Officer, as well as any other City Clerk's Office staff present, will sign the zero tape and this will remain attached to the tabulator.
8. The tabulator will be placed on top of a new, empty ballot box.
9. Ballots will be removed one-by-one from the previous ballot box and fed into the tabulator on the new ballot box.
10. Once all of the ballots have been fed through the tabulator, the number of ballots cast will be recorded on the Tabulator Statement form and the power down procedures in the Tabulator Officer Training Manual will be followed.
11. All re-tabulated ballots will be sealed and the tabulator returned to City Hall, and securely stored.

Definitions

"Auxiliary compartment" means the compartment of the ballot box where elector's ballots are temporarily stored in the event that a vote tabulator fails to operate.

"Ballot" means a ballot prepared under subsections 41(1), 41(2) and 41(6) of the Act.

"Vote tabulator" means a machine that digitally scans the ballots to read the votes and tabulate the results on a memory card.

References

[Municipal Elections Act, 1996.](#)