



ELECTION OBSERVERS

- **Observers are a very important part of the political process! Thank you for volunteering to be one!**
- Observer sign up will be available week prior to ballots being mailed. *Number of observers can be limited by available space.*
- Observer trainings conducted at least once per year.

Observers are encouraged to watch any part of the election process.

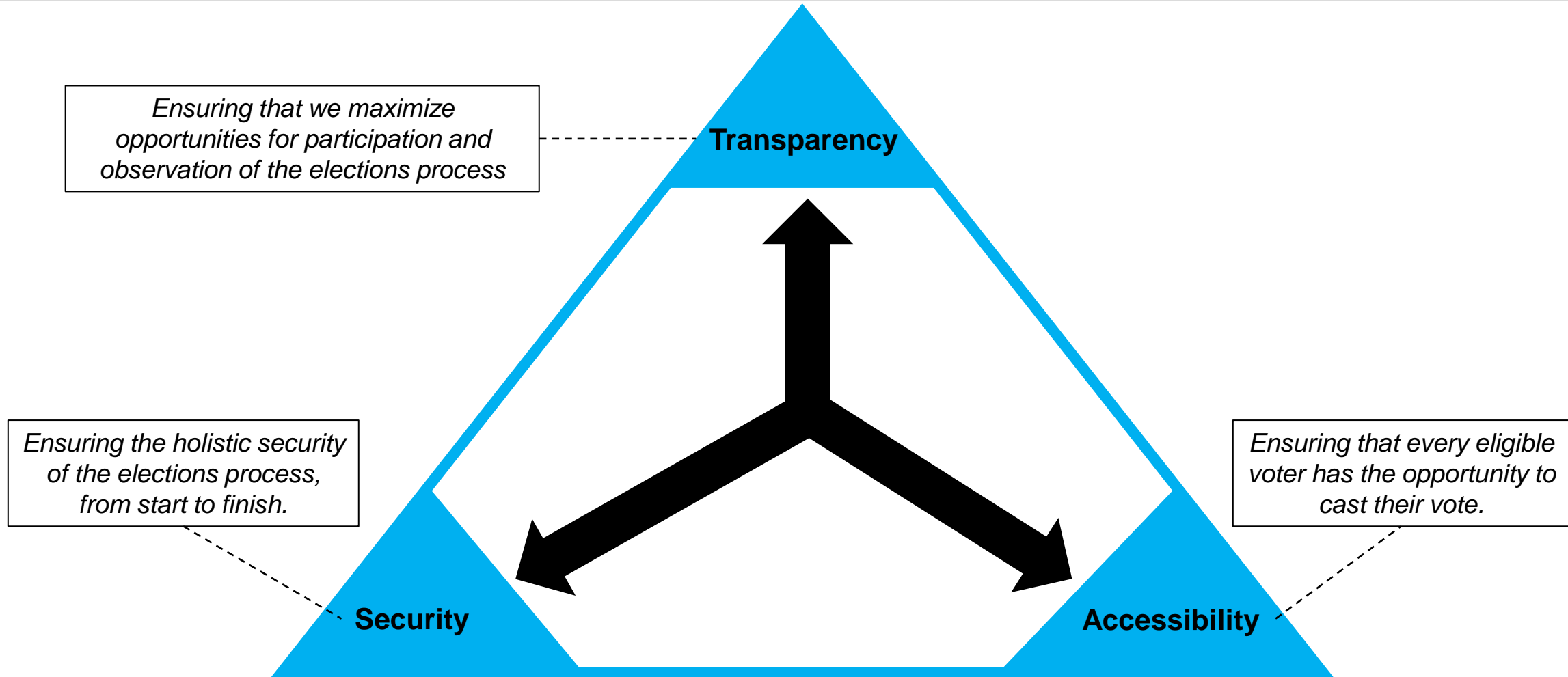
- ◆ Programming and Printing of ballots
- ◆ Ballot assembly
- ◆ Logic and accuracy test
- ◆ Pick up at Ballot [box](#)
- ◆ Signature comparison, opening and inspection of [ballots](#)
- ◆ Scanning/Resolution of ballots/Tabulation of ballots
- ◆ Election Day procedures
- ◆ Election Night procedures
- ◆ Ballot duplication
- ◆ Storing and securing the ballots
- ◆ Processing of provisional ballots
- ◆ Canvassing board meetings
- ◆ Reconciliation of ballots and ballot totals
- ◆ Certification of the election

Rules for Observers

- To protect the secrecy of the ballot, **Observers are not allowed to: Photograph or otherwise document any ballot, ballot image, or envelope**
- No campaign materials allowed: Shirts, Hats, Buttons, etc...and No discussing candidates/issues/campaigns (**No Electioneering**)
- If you have any symptoms of illness, please do not attend
- You are not allowed to touch any ballot or elections equipment and you are not allowed to hinder the process in any way.
 - Speaking with staff hinders the process. Please direct all questions to the Auditor or Elections Supervisor (Sue)
- Cell phones must be put on silent. If you must make or take a call, please find a quiet location.
- Names of voters with signature issues (unsigned or mismatched signature) are public but are not available until the end of the day.
- The Auditor's Office reserves the right to excuse Observers who do not comply with these rules.



BALANCING THE ELECTION TRIANGLE

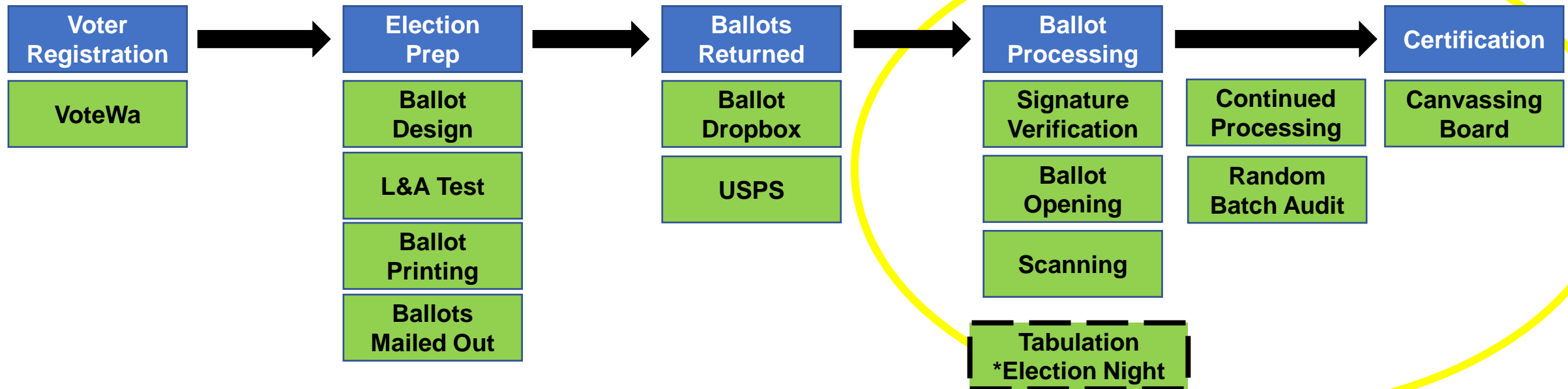




ELECTIONS PROCESS OVERVIEW

***Washington is an all vote by mail state (RCW 29A.40.10)**

*Each active registered voter of the state, overseas voter, and service voter shall automatically be issued a mail ballot for each general election, special election, or primary. Overseas voters and service voters are authorized to cast the same ballots, including those for special elections, as a registered voter of the state would receive under this chapter. Each active registered voter shall continue to receive a ballot by mail until **the death or disqualification of the voter, cancellation of the voter's registration, or placing the voter on inactive status.***





BALLOT PROCESSING

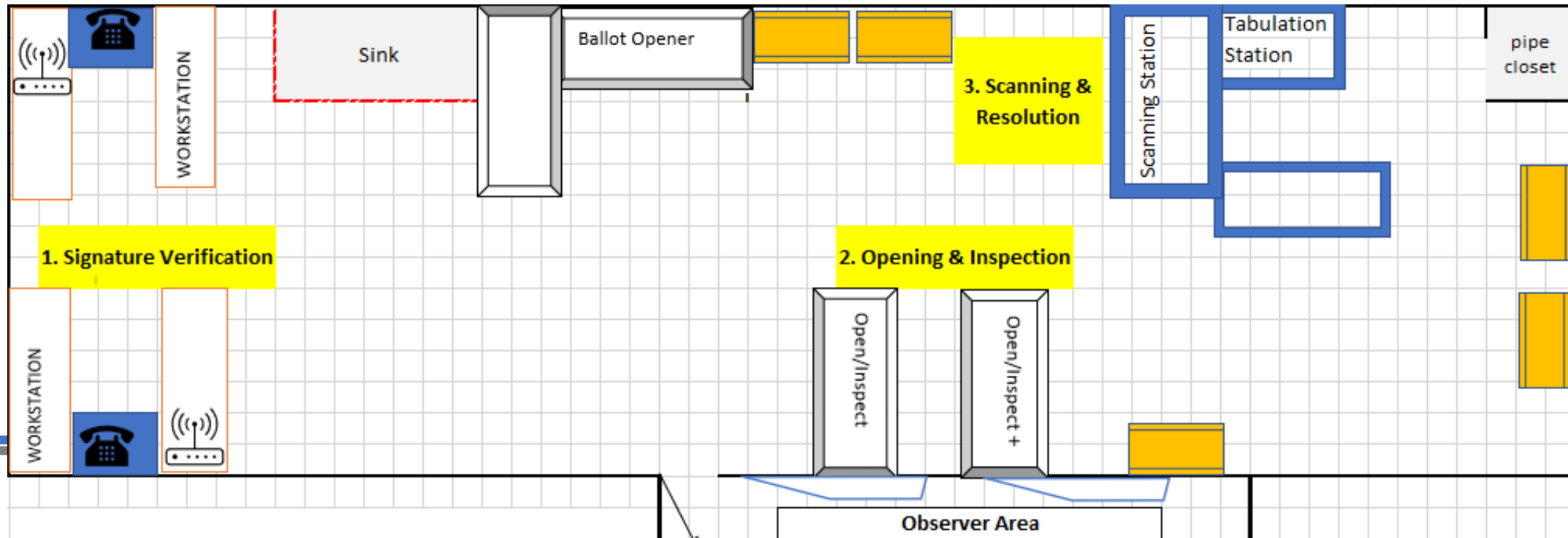
Ballot Received/Processed

- Ballots are secured in the courthouse until it is time to begin processing. Ballot processing includes:
 1. Signature Verification
 2. Opening and Inspection of Ballots
 3. Scanning and Resolution of Ballots

1. Signature verification is performed by trained staff, conducting a comparison of the return ballot envelope to the voters' registration record. If a discrepancy exists, the voters' ballot return status is marked accordingly and a letter is sent to the voter, enabling the voter to make necessary corrections.

2. Opening and Inspection: Ballot opening occurs daily, usually beginning 2 weeks prior to the election. Envelopes are opened and secrecy sleeves are separated from return envelopes. Ballots are then separated from secrecy sleeves, unfolded and placed into a stack. Each ballot is reviewed for stray marks that might not be read properly by the scanner, or other issues that need to be addressed. The review process is verified by another staff member. Ballots are then placed back into a lock-box and sealed until scanning.

3. Scanning/Resolution: Scanning usually begins the week prior to the election, based on volume. Ballots are scanned into the system. Ballot resolution occurs when there are overvotes, or other issues that the scanner is unable to read.



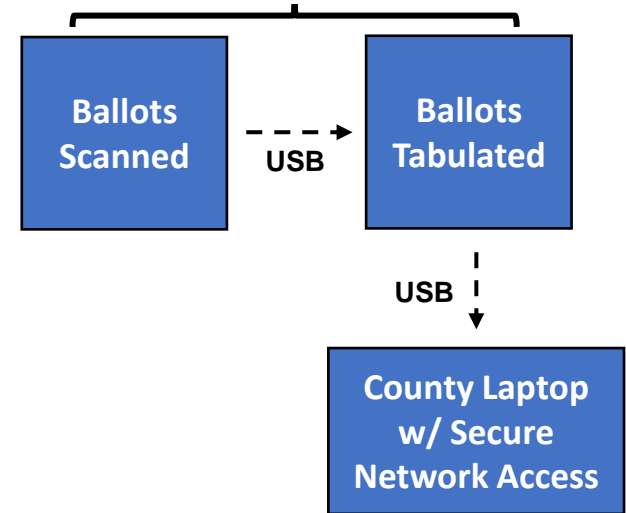


BALLOT PROCESSING CONTINUED

Election Day Activities

- Continued processing of incoming ballots
- At 8:00pm ballot drop boxes in the county are secured by designees of the Auditor's Office, vote centers cease issuing and collecting ballots (however, anyone in line may still be issued a ballot)
- The data from the scanner is transferred via 'V-Drive'(USB) to the Tabulation system.
- ***The system tabulates the data from the scanner and saves the results to the USB. The results are then transferred via the USB to a County laptop for upload to VoteWa. Results are typically available to the public, by 8:30pm.***

***Kittitas County uses Hart Verity election equipment. The Scanner and Tabulator are NOT physically or digitally connected to each other or the internet.**





CERTIFICATION

Final Processing/Tabulation

- Remaining ballots are received in the mail and picked up from Ballot dropboxes. Only Ballots that were postmarked on or before election day or dropped into a box prior to 8PM on Election Day will be counted.
- Remaining ballots are processed, scanned and tabulated (*reference ballot processing*)

Ballot Audit (RBA)

- Post Election Audit conducted within 48 hours of the Election
- Multiple batches of Ballots are hand counted and then scanned/tabulated.
- Results of the hand count are verified against the tabulation system to ensure accuracy of the scanning/tabulation equipment.

Canvassing Board

- The Canvassing Board consists of the County Auditor, the Chair of the Board of County Commissioners, and the Prosecutor (or their delegates)
- The Board meets to review rejected ballots (signatures, unreadable postmark, not signed, etc...) They may choose to count or not count ballots based on a majority vote.

Canvassing Board Meetings are held downstairs in the basement of the courthouse (Elections Center) where members of the public may observe all proceedings.

Certification

- Canvassing Board reviews final results and minutes from previous meetings.
- Board members sign documents certifying the results of the election.



RESOURCES

Washington State Constitution: [WAConstitution.pdf](#)

Washington State Elections RCWs: [Title 29A RCW: ELECTIONS \(wa.gov\)](#)

WAC concerning the Secretary of State's Office: [Title 434 WAC:](#)

Washington Office of Secretary of State: [Elections & Voting - WA Secretary of State](#)

Kittitas County Auditor's Office: [Kittitas County Auditor | Elections](#)