

# 2018

## Recount Guide



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## 1.0 INTRODUCTION

This guide is for election officials and their staff who may be a participant in an election recount. Please use this guide with the Secretary of State publication “Minnesota Election Laws”. Citations in this guide refer to the Minnesota statutes (M.S. citations) or rules (M.R. citations). If you are using an interactive electronic edition of this guide, you may click on the citations to retrieve current statute or rule.

Portions of this guide contain procedures based on best practices, rather than statute or rule. If employing these portions, do not consider the information to hold the same authority as that information governed by federal and state law.

## 2.0 ELECTION RECOUNTS

Minnesota election law authorizes administrative recounts after the canvassing board certifies the results. Rather than seeking a court order, the election administrator, on behalf of the appropriate canvassing board, may conduct a manual recount. A recount is limited in scope; the sole issue a recount may resolve is whether the election judges arrived at the correct vote total. A recount is performed by a canvassing board or by its staff. ([M.S. 204C.35](#); [204C.36](#); [M.R. 8235](#))

### 2.1 PUBLICLY FUNDED RECOUNTS

A recount of votes at no cost to the candidate may be requested by the candidates in the cases below. The governing body assumes the responsibility for the expenses of the recount. See 3.0 Recount Requests for details of the request process.

#### 2.1.1 Federal and State Offices

A losing candidate for nomination or election to federal or state office may file a written request for a publicly funded recount of the votes cast when the difference between the votes for that candidate and the winning candidate is:

- Less than one-half of one percent of total votes cast, for state legislative offices,
- Less than one-quarter of one percent of total votes cast, for statewide federal office, state constitutional office, statewide judicial office, congressional office or district judicial office, or
- Ten votes or less, when the total number of votes cast is 400 or less, for any federal or state office.

([M.S.204C.35, subd. 1](#))

#### 2.1.2 Local Offices

A losing candidate for nomination or election to a county, municipal or school district office may request a publicly funded recount of the votes cast if the difference between the votes cast for that candidate and the winning candidate is:

- Less than one-half of one percent of the total votes if there are more than 400 but less than 50,000 votes cast for the office,
- Less than one-quarter of one percent of the total votes if there are more than 50,000 votes cast for the office, or
- Ten votes or less if the number of votes cast is 400 or less.

In the case of offices where two or more seats are being filled, the difference is between the elected candidate with the fewest votes and the candidate with the most votes from among the candidates who were not elected.

[\(M.S. 204C.36, subd. 1\)](#)

### **2.1.3 Ballot Questions**

A publicly funded recount of votes cast for a county, school or municipal ballot question may be requested by any person eligible to vote on the question if the difference between the votes cast for the question and against the question is:

- Less than one-half of one percent of the total votes if there are more than 400 but less than 50,000 votes counted for the question,
- Less than one-quarter of one percent of the total votes if there are more than 50,000 votes counted for the question, or
- Ten votes or less if the number of votes counted for the question is 400 or less.

If the difference falls within one of the thresholds above, and a written recount request is received, the recount is conducted by the:

- County Auditor for a county question;
- Governing body of a municipality for a municipal question; and
- School district canvassing board for a school question. When recounting special questions, this canvassing board consists of:
  - The school board clerk
  - A school board member other than the clerk
  - The county auditor of the county with the greatest number of school district residents
  - The district court administrator of the judicial district with the greatest number of school district residents
  - The mayor or town board chair of the school district's most populous municipality

[\(M.S. 204C.36, subd. 3; 205A.10, subd. 5\)](#)

## **2.2 DISCRETIONARY RECOUNTS**

Discretionary recounts are usually at the expense of the person requesting them, unless certain conditions are met. See 3.0 Recount Requests for details about the request process, and 4.0 Recount Expenses for a discussion of how expenses are handled for discretionary recounts.

### **2.2.1 Candidate Recounts**

A losing candidate can request a manual recount, at the losing candidate's expense, when the vote difference is greater than what is described in 2.1 Publicly Funded Recounts.

The candidate requesting the recount may provide the filing officer with a list of up to three precincts that are to be recounted first and may waive the balance of the recount after these precincts have been counted. If the candidate provides a list, the recount official must first determine the expenses for recounting those precincts. ([M.S. 204C.36, subd. 2](#))

### **2.2.2 Ballot Question Recounts**

If the difference between the votes for and the votes against a ballot question is greater than what is described in 2.1 Publicly Funded Recounts above, a recount can still be requested by any person eligible to vote on the ballot question, at their expense, who submits a petition containing the signatures of 25 voters eligible to vote on the question. ([M.S. 204C.36, subd. 3](#))

## **3.0 RECOUNT REQUESTS**

Written requests are required for all recounts. The request should include the office or question for which the recount is requested, and be filed with the filing officer within the time limit specified below. Information specific to certain circumstances is included below.

### **3.1 CANDIDATE REQUESTS**

#### **3.1.1 Publicly Funded Recount Requests**

In the case of federal, state and judicial races which fall within the [publicly funded recount threshold](#) (see 2.1.1 Federal and State Offices), the losing candidate shall be notified by the filing officer, immediately following the canvassing board meeting, that the candidate has the option to request a recount of votes at no cost to the candidate. The written request for such a recount must be received by the filing officer no later than 5:00 p.m. on the second day after the canvass. ([M.S. 204C.35, subd. 1](#))

In the case of local races which fall within the [publicly funded recount threshold](#) (2.1.2 Local Offices), the written request must be filed with the filing officer by 5:00 p.m. on the fifth day after the canvass of a primary or special primary, or by 5:00 p.m. on the seventh day after the canvass of a special or general election. ([M.S. 204C.36, subd. 1](#))

#### **3.1.2 Discretionary Recount Requests**

For all discretionary recounts, candidates must file a written request for the recount with the filing officer, along with a bond, cash or surety in an amount set by the governing body of the jurisdiction for the payment of the recount expenses. These materials must be filed by 5:00 p.m. on the fifth day after the canvass of a primary or special primary, or by 5:00 p.m. on the seventh day after the canvass of a special or general election.

The candidate requesting the recount may provide the filing officer with a list of up to three precincts that are to be recounted first and may waive the balance of the recount after these precincts have been counted. If the candidate provides a list, the recount official must first determine the expenses for recounting those precincts as described in 4.0 Recount Expenses.

A discretionary recount of a primary does not delay delivery of the notice of nomination to the winning candidate. ([M.S. 204C.35, subd. 2](#); [204C.36, subd. 2](#))

## **3.2 BALLOT QUESTION**

In the matter of a ballot question recount, the written request for the recount must be filed with the filing officer of the county, municipality, or school district placing the question on the ballot, and must be accompanied by a petition containing the signatures of 25 voters eligible to vote on the question. If the difference between the votes for and the votes against the question is greater than the difference provided in [M.S.204C.36, subd.1](#), the person requesting the recount shall also file with the filing officer of the county, municipality, or school district a bond, cash, or surety in an amount set by the appropriate governing body for the payment of recount expenses. The written request, and any bond, cash, or surety required must be filed during the time for notice of contest for the election for which the recount is requested. ([M.S. 204C.36, subd. 3](#))

## **3.3 TIME LIMITS**

Requests for a publicly funded recount of federal, state and judicial races must be received by the filing officer no later than 5:00 p.m. on the second day after the primary or general election canvass. Requests for a publicly funded recount for local races must be submitted in writing to the election jurisdiction by 5:00 p.m. on the fifth day after the canvass of the primary or special primary, or by 5:00 p.m. on the seventh day of the canvass of the special or general election. Requests for discretionary recounts or ballot questions must be filed during the time for notice of contest. ([M.S. 204C.35, subd. 2](#); [204C.36](#); [209.021 subd. 1](#))

## **4.0 RECOUNT EXPENSES**

A person or candidate requesting a discretionary recount is responsible for the following expenses: the compensation of the Secretary of State, or designees, and any election judge, municipal clerk, county auditor, administrator, or other personnel who participate in the recount; the costs of necessary supplies and travel related to the recount; the compensation of the appropriate canvassing board and costs of preparing for the canvass of recount results; and any attorney fees incurred in connection with the recount by the governing body responsible for the recount.

Responsibility of expenses can change in certain circumstances. If the winner of a race is changed by a discretionary recount, the cost of the recount is paid by the jurisdiction conducting the recount. The jurisdiction conducting the recount is also responsible for the cost of the recount when the result of a manual recount is different from the result

reported on Election Day by a margin greater than the standard for acceptable performance of voting systems, which is a variation of one-half of one percent.

[\(M.S. 204C.35, subd. 3; 204C.36, subd. 2; 204C.36, subd.4; 206.89, subd. 4\)](#)

## **5.0 RECOUNT OFFICIALS**

### **5.1 STATE, COUNTY, MUNICIPAL AND SCHOOL DISTRICT RECOUNTS**

The secretary of state or secretary of state's designee is the recount official for recounts conducted by the State Canvassing Board. The county auditor or auditor's designee is the recount official for recounts conducted by the county canvassing board. The municipal clerk or clerk's designee is the recount official for recounts conducted by the municipal canvassing board. The school district clerk or clerk's designee is the recount official for recounts conducted by the school district canvassing board.

### **5.2 ALTERNATIVE RECOUNT ASSIGNMENTS**

The recount official may delegate the duty to conduct a recount to a county auditor or municipal clerk as long as both parties agree to the delegation.

When the person who would otherwise serve as recount official is a candidate or related to a candidate for the office to be recounted, per [M.R. 8235.0200](#) the appropriate canvassing board shall select an election official from another jurisdiction to conduct the recount. ([M.R. 8235.0200](#))

## **6.0 GIVING NOTICE**

Within 24 hours after determining that a publicly funded recount is authorized or requested or within 48 hours of receipt of a written request for a discretionary recount and filing of a security deposit if one is required, the official in charge of the recount shall send notice to the candidates for the office to be recounted and the county auditor of each county wholly or partially within the election district. The notice must include the date, starting time, and location of the recount, the office to be recounted, and the name of the official performing the recount. The notice must state that the recount is open to the public. ([M.S. 204C.361](#); [M.R. 8235.0300](#))

Notification is also critical in securing the public perception of valid and accurate recount proceedings. It should extend well beyond specified requirements. Specific effort should be made to contact all interested parties in a ballot question recount. There is also value in being able to state that these parties were requested to be present at the recount in the event that persons are unhappy with the outcome of a recount.

## **7.0 RECOUNT SCOPE**

The scope of all publicly funded and discretionary recounts is limited to the determination of the number of votes validly cast for the office being recounted. Only the ballots cast and

the summary statements for the precinct(s) being recounted are considered during the recount proceedings. Envelopes that were not opened and original ballots that have been duplicated are not reviewed during the recount proceedings. These ballots are only examined as part of an election contest. ([M.S. 204C.35](#); [204C.36](#); [M.R. 8235.0700](#))

## **8.0 SECURING ELECTION MATERIALS**

The official who has custody of the voted ballots is responsible for keeping secure all election materials. Registration cards of voters who registered on Election Day may be processed as required by part [M.R. 8200.2700](#). All other election materials must be kept secure by precinct as returned by the election judges until all recounts have been completed and until the time for contest of election has expired. ([M.R. 8235.0400](#))

## **9.0 FACILITIES, ACCESSIBILITY, AND EQUIPMENT**

All recounts must be accessible to the public. In a multi-county recount the secretary of state may locate the recount in one or more of the election jurisdictions or at the site of the canvassing board. Each election jurisdiction where a recount is conducted shall make available without charge to the recount official or body conducting the recount adequate accessible space and all necessary equipment and facilities. ([M.S. 8235.0600](#))

## **10.0 GENERAL PROCEDURES**

At the opening of a recount, the recount official or legal adviser must present the procedures for the process, such as those contained in this section.

A recount official must be in the room at all times. If the recount official must leave the room, they must delegate a deputy recount official to preside over the proceedings during their absence. ([M.R. 8235.0700](#))

### **10.1 ELECTION MATERIALS**

The custodian of the ballots shall make available to the recount official the precinct summary statements, the sealed precinct boxes or containers containing the voted ballots, and any other election materials requested by the recount official. No ballots or election materials may be handled by candidates, their representatives, or members of the public. The sealed materials must be unsealed and resealed in public view. ([M.R. 8235.0700](#))

### **10.2 PREPARE AND ORGANIZE**

#### **10.2.1 Prior to the Recount**

Prior to the recount, prepare a recount packet with a checklist and a recount calendar. Have all forms, supplies, badges identifying roles, and contact information organized to ensure that all information given to individuals is provided in a consistent format. This will save time and allow the focus of a recount to be on election specific issues. Determine how

results will be released - as counting progresses or at completion. Determine how many original copies of recount results are needed.

Recount worksheets for federal, state and county recounts can be printed from the OSS Election Reporting System (ERS) after the state canvassing board has certified the original federal or state results, or the county canvassing board has certified the county office results. A generic recount worksheet template for other recounts is included in the Appendix.

**Recount WorkSheet**

Filter  
Recount: U.S. Representative District 3 \*

Back View Report

1 of 9 100% Find | Next

**Recount Worksheet**  
STATE GENERAL  
Tuesday, November 06, 2012  
County - Hennepin, Recount - U.S. Representative District 3

Printed: 06/21/2012 10:54 AM  
Printed By: electadmin

Precinct	Nov 6 Votes for FONZARELLI	Nov 6 Votes for CUNNINGHAM	Recount Votes for FONZARELLI	Recount Votes for CUNNINGHAM	Recount All OTHER Ballots	Ballots Challenged by CUNNINGHAM	Ballots Challenged by FONZARELLI	Ballots Challenged by BOTH	Recount Team Initials	Date Precinct Counted
0005-BLOOMINGTON W-1 P-07	0	0								
0010-BLOOMINGTON W-1 P-08	0	0								
0015-BLOOMINGTON W-1 P-09	0	0								
0020-BLOOMINGTON W-1 P-10	0	0								

After the canvassing board has met, OSS will mark the offices to be recounted in ERS. Then, counties can print the Recount Worksheets by selecting “Recount” in the County User menu, then selecting the Print Recount Worksheet option, selecting the office to be recounted from the drop-down list, and clicking on the View Report button.

The first two columns of the worksheet will be pre-filled with the canvassed result and contains spaces for the recount results for the candidates and challenged ballots to be recorded for each precinct. Officials for other local recounts may prepare their own recount worksheet in a similar format.

Print the report by clicking on the export icon, and selecting a format such as a pdf file. The worksheet can then be printed from the window which has opened in the selected format.



Challenged ballot labels, if available, may be printed through a Recount menu option. Otherwise a pdf of challenged ballot labels will be made available for federal and state offices. The labels contain a challenged ballot number that is sequential within a county for

each office being recounted. Officials for other local recounts may prepare their own challenged ballot labels in a similar format.

U.S. Representative District 3	
Precinct:	Bloomington W-1 P-7
Challenged ballot #:	5
Challenged by:	Fonzarelli By Tom Jones
Challenge reason:	Not Cunningham is Overvote

### 10.2.2 Facilities

Setting up the facilities is important. In addition to setting up the room where the recount takes place, remember to consider security needs and parking availability for those involved in the process. The required number of counting tables should be set up. Be aware of logistics as you set up the room (e.g., bringing and removing election materials; bathrooms unlocked). Any tables or work space provided for the candidates, with places for the candidates' counsels or representatives, should be separate from the tables where the counting takes place. Set up the room so there is a "staging area" that can be seen from the viewing area, a counting area, and a viewing area for the public and members of the media.

Only those people directly involved in the recount are allowed within the recount area (the staging and counting areas). These individuals are limited to the recount official and legal adviser, and candidates or the candidates' representatives. The public and the press are only allowed in the public viewing area to observe the proceedings. Cell phones, cameras, and video cameras may be used in the public viewing area provided that they are not disruptive. Badges should be provided which identify the people present and their different capacities. ([M.R. 8235.0700](#))

### 10.2.3 Staffing and Training

Bring as many staff as you will need. Require name badges for all authorized personnel. Establish firm guidelines for release of all information both to the media and staff members. Schedule the training/information dissemination session for staff. Keep your team informed.

## 10.3 OBSERVATION

The recount official shall arrange the counting of the ballots so that the candidates or the candidates' representative may observe the ballots as they are sorted. After they have been sorted, one additional representative per candidate may observe the ballots while they are being counted. If other election materials are handled or examined by the recount officials, the candidates and their representatives may observe them. The recount official must ensure that public observation does not interfere with the counting of the ballots and preparation of a summary of the recount vote by precinct.

Candidates may have additional representatives in the public viewing area of the room.  
([M.R. 8235.0700](#))

## 10.4 MANAGING THE PROCESS

The recount official or their designee is in charge. Acknowledge everyone present (your team, candidates, legal counsels, election officials, public, and press). Everyone has a role. Always explain what is about to occur and explain why. Be completely thorough and transparent. Never hold a private conversation with only one of the parties. Always appear in control of yourself and the situation.

The recount official provides detailed instructions both orally and in writing:

- Roles of recount officials, observers and staff.
- General procedures for the recount.
- Sealed containers only opened when recount team and observers are present.
- All ballots and materials will be in public view.
- Sorting process
- Counting process
- Challenge ballot process

If candidates or their representatives have concerns or suggestions, listen. Make sure everything you do and that occurs during the recount fills the process with accountability, credibility and trust. Make a defensible decision and carry it out consistently.

## 11.0 EXAMPLE INSTRUCTIONS

### 11.1 HAND COUNT INSTRUCTIONS

This is an **administrative** recount held pursuant to [M.S. 204C.35](#) and [M.R. 8235](#). It is **not** to determine who was eligible to vote. It is **not** to determine if campaign laws were violated. It is **not** to determine if absentee ballots were properly accepted. It is simply to physically recount the ballots **for this race!**

If we find a difference in the vote count, you need to be aware that this is not unusual and that this is why we have the recount law. Normally any errors by the judges or the machine are random errors and generally offset one another. Characteristically what we find is that a slight change one way in one precinct is balanced off by a corresponding change in the other direction in another precinct. Normally the results of the election are not changed by these adjustments, but it does happen.

I am the recount official. **No one else touches the ballots** once they are out of the sealed cases unless I specifically allow it. Make any concerns regarding the process known immediately to me. Ballots will be recounted by precinct. We will count one precinct at a time as provided in [M.S. 204C.361 \(b\)](#). This means that a recount official shall maintain the segregation of ballots by precinct but the recount official may recount more than one

precinct at a time in physically separate locations within the room in which the recount is administered.

Ballots (precinct and absentee) will be removed from the sealed case(s). If the absentee precinct results were originally reported as a separate absentee total for the precincts, then absentee ballots for the precincts will be counted and reported separately from the precinct ballots. If the absentee precinct results were originally included in the precinct results (as required for state primary and state general elections), the precinct ballots will be combined with the ballots from the appropriate absentee precinct, and all ballots for the precinct will be recounted and reported together as one total. Prior to counting any ballots for a precinct, staff will turn all ballots to be facing in the same direction. I will separate the ballots into three piles: One for candidate A to my left, one for candidate B to my right, and a third pile for all other ballots. Voter's intent will be determined pursuant to [M.S. 204C.22](#).

The candidate or candidate's representative has the right to challenge which piles I have decided to place the specific ballot in. Challenges may not be automatic or frivolous. Staff will count the ballots by piling the ballots crosswise in groups of 25. A candidate or their representative may immediately request to have a specific stack of 25 counted a second time, but not the entire pile. Vote counts for each candidate will be announced. For challenged ballots, the challenger needs to describe why they challenge the decision. I may decide they are right. If I do not agree and the challenge is not withdrawn, I will write why it is challenged on the ballot and place it in an envelope marked "Challenged Ballots". The challenged ballots will be brought to the canvass board and they will examine them and make a final decision how to count them.

Counts will be recorded for each precinct on the recount summary statement. Counts for federal and state offices will be recorded on the summary statement with the votes as determined by the recount official for either of the two candidates or "Other". Counts recorded for challenged ballots on the summary statement are a subset of the totals for the candidates. *{Change this statement if challenged ballots will be recorded differently for local offices.}* The ballots will be resealed in the cases. At the end of the recount, I will write on the front of the challenged ballot envelope which precinct(s) and how many ballots are in the envelope, seal it and have staff assisting with the recount sign over the flap of the envelope. The recount summary statement and challenged ballots will be presented to the canvass board. After completing the recount in each precinct, I will furnish a report of the recount results of all precincts at the conclusion of the recount. After the recount is finished here today, the ballots, other than challenged ballots, will be resealed and returned to the County Auditor. The State (or County/Municipal/School District if applicable) Canvassing Board will declare the winning nominee after reviewing the summary statement of the recount vote prepared by the Recount Official, and resolving any ballot challenges.

## **12.0 COUNTING AND CHALLENGING BALLOTS**

Ballots must be recounted by precinct and only ballots from one precinct at a time can be on a table at one time. Recount teams of at least 2 recount staff conduct the counting for a precinct. This means that a recount official shall maintain the segregation of ballots by

precinct but may recount more than one precinct at a time in physically separate locations within the room in which the recount is administered. The recount official recounts ballots in accordance with [M.S. 204C.22](#). Ballot containers must always be opened and resealed in public view. The sorting, counting, and review of ballots for a precinct must be completed and all ballots must be securely stored before breaks for meals can be taken or counting is finished for the day. ([M.R. 8235.0700](#))

## **12.1 PREPARING BALLOTS FROM ABSENTEE PRECINCTS**

The recount official opens the ballot containers from the absentee precincts (including any write-ins). One member of the recount team sorts the absentee ballots by precinct. A second member of the recount team then reviews the sorted ballots to verify that the ballots have in fact been properly sorted by precinct. When completed, the absentee ballots are sealed in separate envelopes by precinct.

## **12.2 COUNTING**

The recount official opens the precinct ballot containers (including any write-ins) and the absentee ballot containers for the precinct. For the state primary and state general, the precinct ballots (including write-ins) are combined with the ballots from the appropriate absentee ballots and recounted and reported as one total.

Note: If the absentee ballot results for non-state primary or non-state general elections were originally reported as a separate absentee total as its own precinct, then absentee ballots are recounted and reported separately from the precinct ballots.

The recount team faces the ballots so they are all facing in the same direction, and then the recount sorter examines the ballots to determine (using [M.S. 204C.22](#)) for whom the ballot was cast. The recount sorter places ballots for candidate A in one pile to their left, one pile for candidate B to their right, and all other ballots in a third pile (includes ballots for other candidates, overvotes, undervotes, etc). A candidate or their representative has the right to challenge in which pile a specific ballot is placed, and whether there are identifying marks on that ballot.

The canvassing board/recount official will provide instructions on how challenged ballots will be reported on the recount worksheet. The two options are:

Option 1. Vote totals in candidate and “Other” column reflect the recount official’s determination of the voter’s intent, including ballots that have been challenged by a candidate’s representative. Challenged ballots are also reported in the challenged ballot columns. Under this option, if the canvass board rejects all challenges and affirms the recount official’s determination, the recount vote totals reported in the candidate columns would not change. If the canvass board disagrees with the recount official’s determination and reallocates the vote on a challenged ballot, the vote totals reported in the candidate/other columns would be adjusted by the canvassing board. ERS is programmed using this option for federal, state or county recounts.

Option 2. Vote totals in candidate and “Other” column reflect only the recount official’s determination of the voter intent only for non-challenged ballots. Challenged ballots are only reported in the challenged ballot columns. Votes on challenged ballots are only assigned to a candidate or “Other” after a decision on the challenge is made by the canvassing board.

After all ballots have been placed in the appropriate piles, the recount team counts the ballots in each and stacks them crosswise in groups of 25. A candidate or their representative may immediately request that a specific pile of 25 be recounted a second time, not the entire pile.

When finished, the vote counts for each pile are announced, the recount official reviews any challenged ballots with the candidates or their representatives and any needed adjustments to the pile counts are made, and the counts are also recorded on the recount worksheet.

All ballots except the challenged ballots must then be resealed in the ballot containers and returned with the other election materials to the custodian of the ballots. The recount official may make copies of the challenged ballots, but must be accompanied by another individual if leaving the room to make copies. After the count of votes for all precincts has been determined each day, the challenged ballot envelope must be sealed and kept secure along with the recount worksheet for later presentation to the canvassing board. ([M.S. 204C.361](#); [M.R. 8235.0800](#))

## **12.3 CHALLENGES**

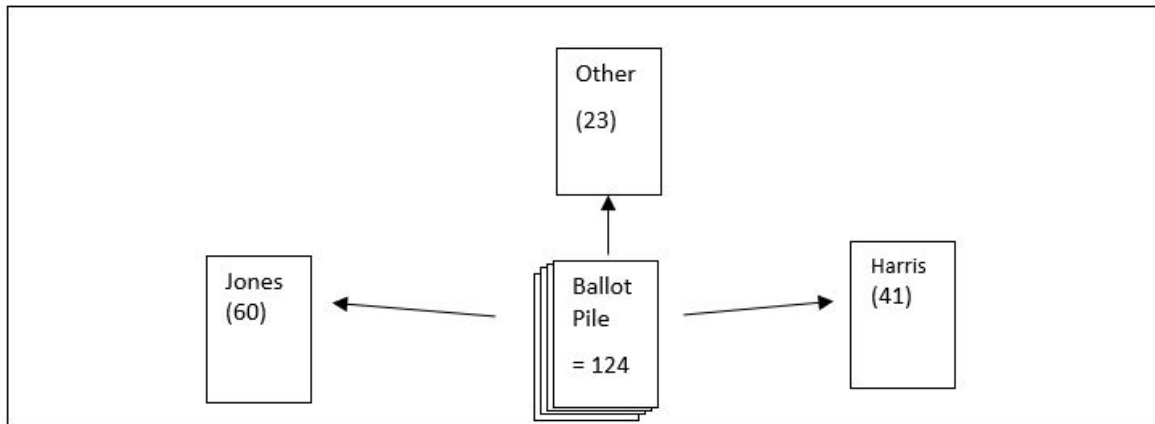
A candidate or candidate's representative has the right to challenge in which pile a specific ballot is placed, and whether there are identifying marks on that ballot. Challenges cannot be for an entire precinct or group of ballots. The challenger needs to describe why they are challenging the decision. Challenges may not be automatic or frivolous and is frivolous if based on an identifying mark other than a signature or identifying number written on the ballot, or a name written completely outside a write-in space. Also, the absence of election judge initials on a ballot cannot be the basis of a challenge. Challenged ballots are placed in separate piles for ballots challenged by each candidate. Challenged ballots may be withdrawn by the candidate or candidate's representative.

After counting for the precinct is completed, the recount official may review challenged ballots with the candidates or candidates' representatives. They may withdraw previously challenged ballots. If challenged ballots are withdrawn, the ballots are added to the pile as determined by the recount official and the counts for those piles are adjusted. Counts are recorded on the recount worksheet based on the option of reporting described in 12.2 Counting above. All remaining challenged ballots must be labeled on the back of the ballot. The label must include the precinct name, reason for the challenge, the name of the candidate and name of representative initiating the challenge (or candidate represented), numbered sequentially (1, 2, 3, etc not Smith 1, 2, 3 and Jones 1, 2, 3), and placed in the "Challenged Ballots" envelope for that day. The challenge reason format is "Not {intent

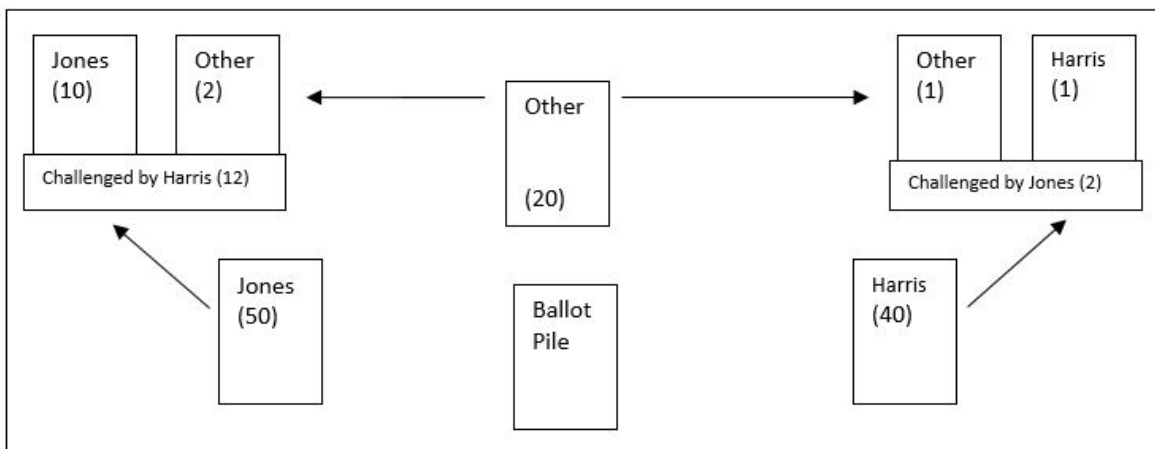
determined by sorter}, is {how challenger views intent}" (e.g. "Not Smith, is undervote", "Not Jones, is identifying mark"). ([M.R. 8235.0800](#))

## 12.4 SORTING AND COUNTING VOTES EXAMPLE

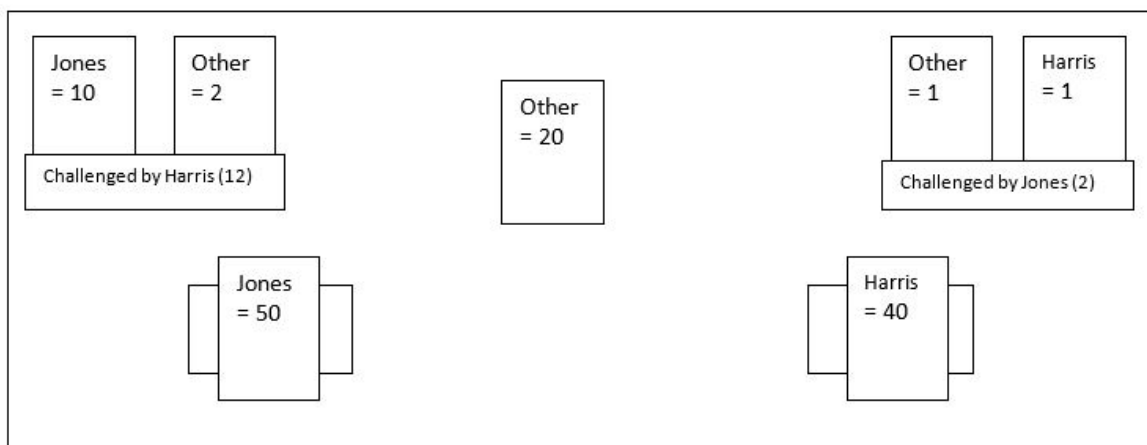
### 12.4.1 Ballots sorted into piles



### 12.4.2 Challenged ballots placed in separate piles

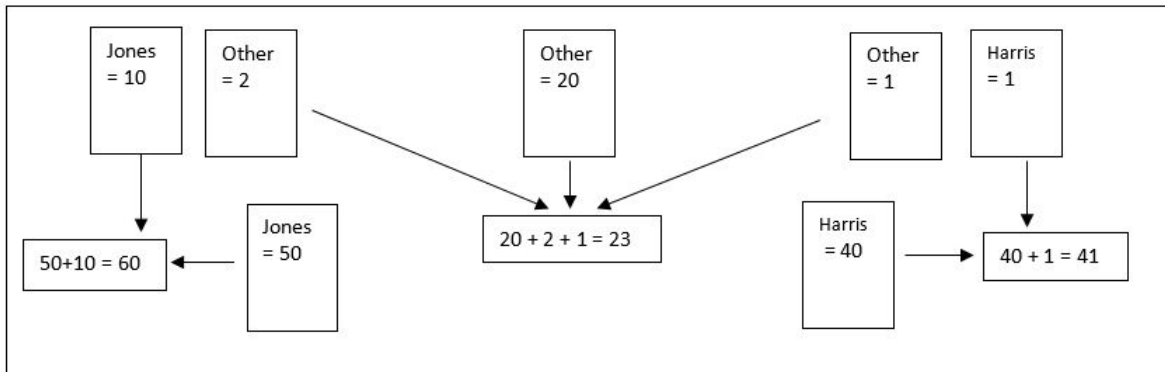


### 12.4.3 Piles counted in stacks of 25

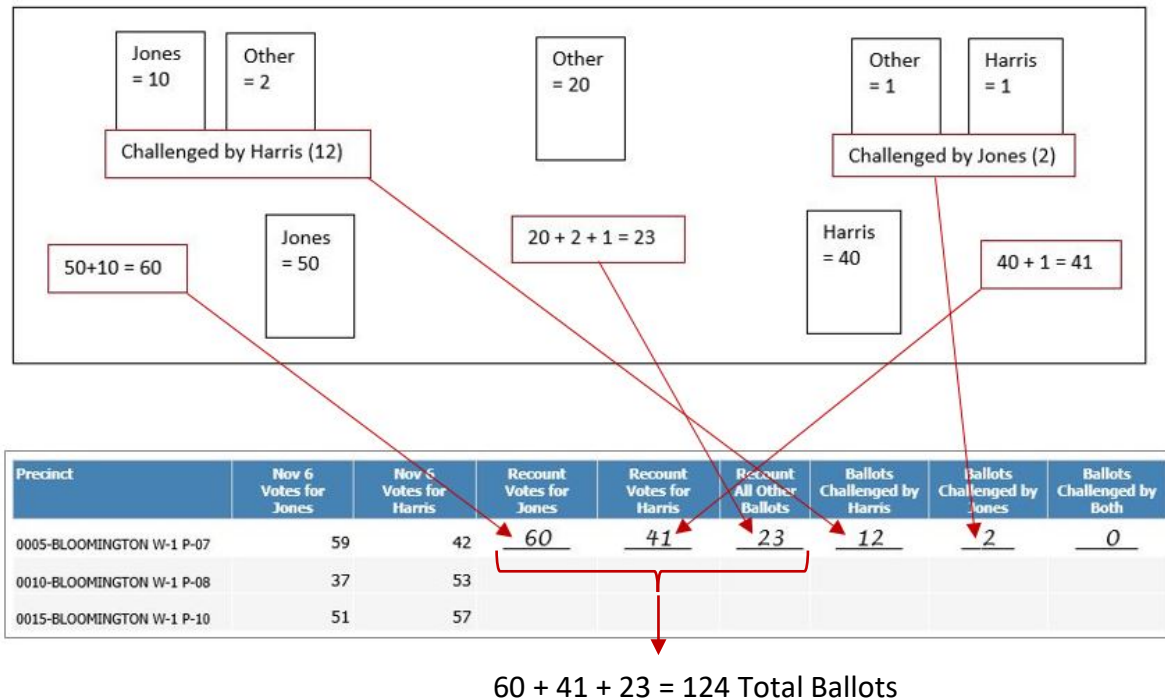


## 12.5 COUNTING AND RECORDING VOTES EXAMPLE

### 12.5.1 Candidate vote counts combined



### 12.5.2 Counts recorded on worksheet



## 13.0 DETERMINING VOTER INTENT

Minnesota law requires that every effort be made to accurately count all votes on a ballot. This means that a ballot or vote must not be rejected for a technicality if it is possible to decide what the voter intended, even though the voter may have made a mistake or the ballot is damaged. Intent is determined only from the face of the ballot. Use the following rules to decide what a voter intended:

## 13.1 COUNTED

- If a name is written in the proper place but write-in not marked, count the voter for that individual whether or not write-in target is marked to the left of the written in name.

FEDERAL OFFICES	
U.S. SENATOR	
VOTE FOR ONE	
<input type="radio"/>	ROBERT FITZGERALD <small>Independence Party</small>
<input type="radio"/>	MARK KENNEDY <small>Republican</small>
<input type="radio"/>	AMY KLOBUCHAR <small>Democratic-Farmer-Labor</small>
<input type="radio"/>	MICHAEL JAMES CAVLAN <small>Green Party</small>
<input type="radio"/>	BEN POWERS <small>Constitution Party</small>
<input type="radio"/>	<u>John Smith</u> <small>Write-in, if any</small>

- A mark made out of place but close enough to a name or line to determine voter intent are counted.

FEDERAL OFFICES		FEDERAL OFFICES		FEDERAL OFFICES		FEDERAL OFFICES	
UNITED STATES SENATOR		UNITED STATES SENATOR		UNITED STATES SENATOR		UNITED STATES SENATOR	
VOTE FOR ONE		VOTE FOR ONE		VOTE FOR ONE		VOTE FOR ONE	
<input checked="" type="radio"/>	JACK SHEPARD	<input type="radio"/>	JACK SHEPARD	<input type="radio"/>	JACK SHEPARD X	<input type="radio"/>	JACK SHEPARD
<input type="radio"/>	NORM COLEMAN	<input type="radio"/>	NORM COLEMAN	<input type="radio"/>	NORM COLEMAN	<input type="radio"/>	NORM COLEMAN
CONTINUE VOTING ON THE NONPARTISAN BALLOT		CONTINUE VOTING ON THE NONPARTISAN BALLOT		CONTINUE VOTING ON THE NONPARTISAN BALLOT		CONTINUE VOTING ON THE NONPARTISAN BALLOT	

- If two or more different marks used, count those, provided the marks do not mark the ballot with distinguishing characteristics where the voter's intent is to identify the ballot.

SUPREME COURT	
ASSOCIATE JUSTICE 3 VOTE FOR ONE	
<input checked="" type="checkbox"/>	ALAN LAWRENCE NELSON
<input type="checkbox"/>	PAUL H. ANDERSON <small>Incumbent</small>
<input type="checkbox"/>	TIM TINGELSTAD
ASSOCIATE JUSTICE 4 VOTE FOR ONE	
<input checked="" type="checkbox"/>	LORIE SKJERVEN GILDEA <small>Incumbent</small>
<input type="checkbox"/>	DEBORAH HEDLUND
<input type="checkbox"/>	JILL CLARK
<input type="checkbox"/>	F. RICHARD GALLO, JR.
2ND DISTRICT COURT	
JUDGE 21 VOTE FOR ONE	
<input checked="" type="checkbox"/>	JOY D. BARTSCHER
<input type="checkbox"/>	CONNIE S. IVERSEN
<input type="checkbox"/>	JOHN P. GUZIK

- If marks are made next to two candidates and an attempt was made to erase one of the two, vote is counted for the remaining marked candidate.

UNITED STATES SENATOR VOTE FOR ONE	UNITED STATES SENATOR VOTE FOR ONE
<input checked="" type="radio"/> DARRYL STANTON	<input checked="" type="radio"/> DARRYL STANTON
<input checked="" type="radio"/> <del>BILL DAHN</del>	<input checked="" type="radio"/> BILL DAHN
<input type="radio"/> STEPHEN WILLIAMS	<input type="radio"/> STEPHEN WILLIAMS
<input type="radio"/> JACK ULDRICH	<input type="radio"/> JACK ULDRICH
<input type="radio"/> KURT MICHAEL ANDERSON	<input type="radio"/> KURT MICHAEL ANDERSON
<input type="radio"/> DOUG WILLIAMS	<input type="radio"/> DOUG WILLIAMS
<input type="radio"/> DEAN BARKLEY	<input type="radio"/> DEAN BARKLEY
CONTINUE VOTING ON THE NONPARTISAN BALLOT	CONTINUE VOTING ON THE NONPARTISAN BALLOT

- If an attempt is made to obliterate a write-in name a vote is counted for the remaining write-in name or marked candidate.

FEDERAL OFFICES U.S. SENATOR VOTE FOR ONE
<input checked="" type="radio"/> ROBERT FITZGERALD <small>Independence Party</small>
<input type="radio"/> MARK KENNEDY <small>Republican</small>
<input type="radio"/> AMY KLOBUCHAR <small>Democratic-Farmer-Labor</small>
<input type="radio"/> MICHAEL JAMES CAVLAN <small>Green Party</small>
<input type="radio"/> BEN POWERS <small>Constitution Party</small>
<input type="radio"/> <del>John Smith</del>
<input type="radio"/> <del>John Smith</del>

- A write-in for governor without lieutenant governor is counted as a vote for the team of candidates including lieutenant governor.
- Count all printed names with a mark made opposite them and all names written-in, not exceeding the number to be elected for that office.
- Misspellings for names written-in are ok provided that voter intent can be determined.
- If voter's choice can only be determined for some of the offices on the ballot, only count those offices on the ballot.
- If voter uniformly uses same mark to mark the ballot, count if possible.
- A ballot cannot be rejected because it is slightly soiled or defaced.
- A ballot that has one or more blank offices is not defective.

## 13.2 NOT COUNTED

- Marks more candidates than to be elected or nominated ballot is defective for that office.
  - All other offices on the ballot are counted if possible.

UNITED STATES SENATOR	
VOTE FOR ONE	
<input checked="" type="radio"/>	DARRYL STANTON
<input checked="" type="radio"/>	BILL DAHN
<input type="radio"/>	STEPHEN WILLIAMS
<input checked="" type="radio"/>	JACK ULDRICH
<input type="radio"/>	KURT MICHAEL ANDERSON
<input type="radio"/>	DOUG WILLIAMS
<input type="radio"/>	DEAN BARKLEY
CONTINUE VOTING ON THE NONPARTISAN BALLOT	

- For a primary, if the voter marks candidates from more than one party, the ballot is totally defective for the partisan offices.

INDEPENDENCE PARTY	REPUBLICAN PARTY	DEMOCRATIC-FARMER- LABOR PARTY
FEDERAL OFFICES	FEDERAL OFFICES	FEDERAL OFFICES
UNITED STATES SENATOR VOTE FOR ONE	UNITED STATES SENATOR VOTE FOR ONE	UNITED STATES SENATOR VOTE FOR ONE
<input checked="" type="radio"/> DARRYL STANTON <input type="radio"/> BILL DAHN <input type="radio"/> STEPHEN WILLIAMS <input type="radio"/> JACK ULDRICH <input type="radio"/> KURT MICHAEL ANDERSON <input type="radio"/> DOUG WILLIAMS <input type="radio"/> DEAN BARKLEY	<input checked="" type="radio"/> JACK SHEPARD <input type="radio"/> NORM COLEMAN CONTINUE VOTING ON THE NONPARTISAN BALLOT	<input checked="" type="radio"/> "DICK" FRANSON <input type="radio"/> AL FRANKEN <input type="radio"/> BOB LARSON <input type="radio"/> PRISCILLA LORD FARIS <input type="radio"/> OLE SAVIOR <input type="radio"/> ROB FITZGERALD <input type="radio"/> ALVE ERICKSON CONTINUE VOTING ON THE NONPARTISAN BALLOT
CONTINUE VOTING ON THE NONPARTISAN BALLOT		CONTINUE VOTING ON THE NONPARTISAN BALLOT

- If the voter used an identifying mark or mark with the intent to identify the ballot, the entire ballot is defective.

his: *John Smith*

COUNTY OFFICES
CONSERVATION DISTRICT SUPERVISOR DISTRICT 2 VOTE FOR ONE

Write-in, if any

CONSERVATION DISTRICT SUPERVISOR DISTRICT 5 VOTE FOR ONE
<input checked="" type="radio"/> MARGARET A. BEHRENS
Write-in, if any

7432

- If a voter has voted yes and no on a ballot question, that question is not counted but the rest of the ballot must be counted if possible.
- No write-in votes counted for a primary or a special primary.
  - Any names written on a primary or special primary ballot are an indentifying mark and no votes on the ballot would be counted.
- If marks are made opposite of more printed candidate names or write-ins allowed for an office, the ballot is defective for that particular office.

- If the number of candidates for an office is equal to the number of individuals to be elected to that office, and the voter has not marked any name, no vote is counted for any candidate for that office.
- A specific office is considered blank when no name or response to a question is marked and no name is written-in.

([M.S. 204C.22](#))

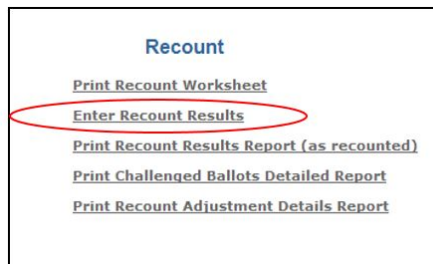
## 14.0 CANVASSING BOARD

The recount official presents the recount worksheet and any challenged ballots to the canvassing board. The candidate or candidate representative who made the challenge may present the basis for the challenge to the canvassing board. The canvassing board rules on the challenged ballots and incorporates the rulings into the canvassing report. The canvassing board certifies the results of the recount. Challenged ballots must be returned to the election official who has custody of the ballots. For general elections, the certificate of election is issued to the winning candidate after the seven days have passed after the canvassing board declared the candidate elected. ([M.R. 8235.1100](#))

### 14.1 ENTERING RECOUNT RESULTS INTO ERS

To generate canvassing board reports (and update web site with daily recount results, if applicable) for federal, state or county recounts, input the results from the Recount Worksheets into ERS.

Select the Enter Recount Results option.



Select the recounted office to be updated from the drop-down list.

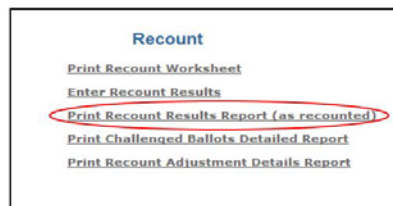
**Enter Recount Results**

Recount:

Precinct	Nov 6 Votes for FONZARELLI	Nov 6 Votes for CUNNINGHAM	Recount Votes for FONZARELLI	Recount Votes for CUNNINGHAM	Recount All OTHER Ballots	Ballots Challenged by CUNNINGHAM	Ballots Challenged by FONZARELLI	Ballots Challenged by BOTH	Precinct Complete
0005-BLOOMINGTON W-1 P-07	0	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>
0010-BLOOMINGTON W-1 P-08	0	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>

Daily throughout the recount, input data from a single or multiple precincts and click Save. (Do not mark the Precinct Complete checkbox until after data is proofed in the next step.) After precinct(s) data has been entered and saved, print the Recount Results report and proof your numbers.

Select the Print Recount Results Report option.



Export and print the report in the same manner as printing the Recount Worksheet.

When data for a precinct(s) has been proofed and is correct, select the Enter Recount Results menu option and check the Precinct Complete checkbox for all precincts which have been proofed. Only precincts with the Precinct Complete checkbox marked will have results displayed on the public recount results web site each evening.

**Enter Recount Results**

Recount: U.S. Representative District 3

**Back**
**Save**
**Reset**

Precinct	Nov 6 Votes for FONZARELLI	Nov 6 Votes for CUNNINGHAM	Recount Votes for FONZARELLI	Recount Votes for CUNNINGHAM	Recount All OTHER Ballots	Ballots Challenged by CUNNINGHAM	Ballots Challenged by FONZARELLI	Ballots Challenged by BOTH	Precinct Complete
0005-BLOOMINGTON W-1 P-07	0	0	0	0	0	0	0	0	<input checked="" type="checkbox"/>
0010-BLOOMINGTON W-1 P-08	0	0	0	0	0	0	0	0	<input type="checkbox"/>

## 14.2 CANVASSING BOARD REPORTS

For county or state offices wholly within one county, recount results are input into ERS, the printed Results Worksheet and Challenged Ballot reports can be used to resolve challenged ballots with the canvassing board. After determinations made by the canvassing board on challenged ballots have been input into ERS, updated state or county abstracts are generated within ERS and presented to the county canvassing board.

For federal offices or state offices in multiple counties, recount results input into ERS will be used to prepare a challenged ballot report for the state canvassing board. After determinations made by the canvassing board on challenged ballots have been input into ERS, an updated canvassing report will be generated and presented to the state canvassing board (or county canvassing board for a state office wholly within a single county or for a county office).

## 15.0 PUBLIC RECOUNT RESULTS

Federal and state office recounts reported in ERS may be publicly reported daily on the OSS website. For local office recounts, the recount official should notify interested parties of the outcome of the recount and cross reference recount findings in all permanent records. File a copy of Report of Recount Canvass in or with:

- Apparent winner
- Apparent loser
- Secretary of State (for state elections)
- Media
- Precinct tally lists
- Canvass book
- Election work folder
- Voting Equipment vendor if recount demonstrated equipment problems

## 16.0 ELECTION CONTESTS

Contests are judicial proceedings which occur following the filing of a lawsuit. A recount is one possible remedy in an election contest. Any voter in the election district (not just a candidate) may file a contest lawsuit. Time for notice of a contest for an office which is recounted pursuant to [M.S. 204C.35](#) or [M.S. 204C.36](#) shall begin to run upon certification of the results of the recount by the canvassing board. An election contest does not delay the timing of issuance of the certificate of election after the canvassing board has declared the results. ([M.S. 209](#))

## **APPENDIX**

### **NOTICE OF RECOUNT**

Date of Notice:

Notice to Candidates:

Notice to Auditor:

Dates of Recount:

Starting Times:

Location:

Office to be recounted:

The recount is open to the public.

## EXAMPLE LOCAL RECOUNT FORM-NOTICE TO CANDIDATES

[insert date]

Name

Address

Address

SUBJECT: OFFICIAL NOTICE OF RECOUNT COUNTY COMMISSIONER [ ]

The purpose of this letter is to officially inform you that pursuant to M.S. § 204C.36, a recount has been requested by candidate [insert candidate name] [at his own expense] or [and must be provided without cost pursuant to state law].

The [Supervisor of Elections or County Auditor] will be conducting a recount of the [insert name of contest and district number] office and will be counting [number of segregated precincts that will be counted at one time] beginning on [insert date] at [insert time] in Room [insert room] of the [insert location and address]. This recount will be open to the public and candidates may be represented by counsel.

If you have any questions or concerns regarding this recount process, please feel free to contact me directly at [insert phone number].

Sincerely,

[insert name]

[Supervisor of Elections or County Auditor]

c: [insert name], \_\_\_\_\_ County Attorney

[insert name], \_\_\_\_\_ County Administrator

County Public Information

County Commissioners

Appropriate Clerks

Candidates

## RECOUNT CHECKLIST

### Forms and Instructions for Recount Team

- ☐ List of duties for recount team
- ☐ Steps in recount procedure
- ☐ Checklist
- ☐ General procedures
- ☐ Oral Instructions
- ☐ Publicly funded recount legal steps
- ☐ Emergency contact numbers
- ☐ Counter training & training schedule
- ☐ Location and date
- ☐ Backup location identified
- ☐ 4 to 8 hours to pull training materials together
- ☐ Training to be 2 hours – 6 sessions
- ☐ Recount official training
- ☐ Develop materials & schedule training
- ☐ Determine number of team leaders
- ☐ State Law
- ☐ With index to recount specific sections

### Recount Events

- ☐ Schedule recount activities
- ☐ Establish calendar of events
- ☐ Notify:
  - ☐ OSS Staff
  - ☐ Candidates
  - ☐ County Auditors
  - ☐ County courthouse security
- ☐ Media –draft media press release
- ☐ Counters and team leads
- ☐ Law Enforcement
- ☐ Canvassing Board
- ☐ Schedule information session for recount team
- ☐ Establish firm guidelines for release for ALL information to media & staff
- ☐ Designate media point of contact
- ☐ Only media point of contact has authority to give recount results
- ☐ Inquires
- ☐ Clearly list individual staff and department duties

## **Ballot Handling**

- ☐ Transportation
- ☐ Identify who will schedule (control) ballot transport
- ☐ Memo to involved jurisdictions of procedure for preparing ballots for transportation
- ☐ Determine delivery schedule
- ☐ Security around ballots
- ☐ Hire security
- ☐ 24/7 security
- ☐ Counting Method (single or multiple stations)
- ☐ Determine ballot workflow on-site

## **Observers and Media**

- ☐ Know and enforce limitation on number of observers
- ☐ Check observers/media in and out. Keep a log
- ☐ Provide easily identifiable name badges & require their use.
- ☐ Provide observer/media packet. Include:
  - ☐ Schedule of Events
  - ☐ Governing Laws, Purposes & processes.
  - ☐ Copy of original results
  - ☐ Contact information

## **Recount Results**

- ☐ Determine how results will be released; as count progresses or at completion?
- ☐ Notify interested parties of recount outcome.
- ☐ Notify Canvassing Board

## **Logistics**

- ☐ Staffing: on-going or in shifts?
- ☐ Identify number for recount team(s)
- ☐ Identify Recount Officials
- ☐ Costs
- ☐ Furniture – Table & Chairs
- ☐ Recount Set Up
- ☐ May need partitions
- ☐ Include an outer walkway for media and observers.
- ☐ Parking for counters
- ☐ Miscellaneous
- ☐ After hours contacts
- ☐ Maps

## **Supplies**

## **HANDCOUNTING BALLOTS IN A RECOUNT**

### **Preparing ballots from AB precincts**

**\*\*If not already completed, ballots from AB precincts must be separated by precinct.**

1. The recount official opens the ballot containers from the absentee precincts (including any write-ins);
2. One member of the recount team sorts ballots from the AB precincts by precinct;
3. Second member of the recount team reviews sorted ballots to verify they have been properly sorted;
4. When completed, absentee ballots are sealed in separate envelopes by precinct.

### **Counting a Precinct**

**\*\*The following steps should be completed by at least one team of 2 recount staff.**

1. Recount official opens precinct ballot containers (including any write-ins) and combines ballots with ballots from the appropriate absentee precinct envelope;
  - a. If the absentee precinct results were originally reported as a separate absentee total for the precinct, then absentee ballots for the precinct are recounted separately from the precinct ballots;
  - b. If the absentee precinct results were originally included in the precinct results (as required for state primary and state general elections), the precinct ballots (including write-ins) are combined with the ballots from the appropriate absentee precinct and all ballots will be counted and reported together as one total.
2. Recount team faces the ballots so they are all facing the same direction.
3. Recount official examines ballots and determines (using M.S. 204C.22) for whom the ballot was cast;
  - a. One pile for candidate A on the left;
  - b. One pile for candidate B on the right;
  - c. Other ballots in a third pile;
    - i. Other candidates, overvotes, undervotes.
4. Candidate or candidate's representative has the right to challenge in which pile a specific ballot is placed, and whether there are identifying marks on that ballot.
5. Keep the challenged ballots separated in piles by the challenging candidate.
6. Count the ballots in the piles as determined by the recount official.
7. When counting a specific pile, ballots must be stacked crosswise in groups of 25;

- a. Candidate or candidate's representative may immediately request that a pile of 25 be recounted a second time.
8. After all ballot piles have been counted, the vote counts for each candidate are announced and recorded in the candidates and "other" column of the Recount Results Worksheet.
9. Recount official reviews challenged ballots with candidate or candidate's representative;
  - a. May withdraw previous challenge
  - b. Record remaining challenged ballots in the "Challenged by columns" of the Recount Results Worksheet
  - c. If using Option 1 counting method, **Do Not** adjust the candidate column totals.
10. Challenged ballots must be labeled;
  - a. Precinct name, reason for the challenge, name of candidate initiating the challenge (or candidate represented and name of representative initiating the challenge);
  - b. Format: "Not {intent determined by sorter}, is {how challenger views intent}";
    - i. i.e. "Not Smith, is undervote", "Not Jones, is identifying mark";
  - c. On back of ballot and numbered sequentially across the county;
    - i. i.e. 1, 2, 3, etc., not Smith 1, 2, 3 and Jones 1, 2, 3.
11. Challenged ballots placed in "Challenged Ballots" envelope for that day;
  - a. Labeled and sealed at the end of the day.
12. The totals are written on the Recount Results Worksheet;
  - a. If ERS and ENR are being used to report results, input results daily;
  - b. Print Recount Results Worksheet to proof input;
  - c. Mark the Precinct Complete checkbox for proofed precincts;
  - d. Only precincts with the Precinct Complete checkbox marked will be displayed on the public recount results web site each evening.
13. Recount official may make copies of challenged ballots;
  - a. 4 copies (Auditor or clerk (if municipal or school election), OSS (if state election), both candidates);
  - b. Accompanied by others if leaving room.
14. Recount official reseals the ballot container for the precinct in public view.
15. Repeat steps for additional precincts.

16. When finished recounting all precincts, the recount official sign completed summary statement (recount worksheet) and sends both the summary statement and "Challenged Ballots" envelope(s) to the appropriate canvassing board.

# RECOUNT WORKSHEET TEMPLATE

## Recount Worksheet

State General Election  
Tuesday, [Month] [##], 20[##]

County – [County], Recount – [Office/Question]

Precinct	Nov 8 Votes for [cand1]	Nov 8 Votes for [cand2]	Recount Votes for [cand1]	Recount Votes for [cand2]	Recount All OTHER Ballots	Ballots Challenged by [cand2]	Ballots Challenged by [cand1]	Ballots Challenged by BOTH	Recount Team Initials	Date Precinct Counted
[Precinct 1 Name/Number]	###	###	—	—	—	—	—	—	—	—
[Precinct 2 Name/Number]	###	###	—	—	—	—	—	—	—	—
<b>Totals:</b>	<b>####</b>	<b>####</b>	—	—	—	—	—	—	—	—

We certify that the numbers entered on this recount summary statement correctly show the recounted number of votes for each candidate in this recount.

\_\_\_\_\_  
\_\_\_\_\_  
Date: \_\_\_\_\_

Signatures of recount official(s) \_\_\_\_\_