

STAGE-1 OPENING GUIDELINES

1. Take a tray from the rack and verify that the precinct group on the opening sheet matches the precinct group on the tray tag
2. Count the envelopes – if the number does not match the piece count on the opening sheet – STOP!

Troubleshooting counts that don't match –

Go thru tray again looking for envelopes without a date and envelopes with precincts that don't match the precinct group – go slow and be aware of possible ballots sticking together

If none of these 3 things are found- write the plus or minus variance on a post-it along with your initials and place on Opening Sheet & put tray on the table designated by a supervisor

3. Open envelopes – whether you cut the top or bottom is personal preference
4. Start separating security envelopes from outside declaration envelope. Keep outside envelopes in the same order as the security envelopes. Be sure there is only one ballot and nothing else other than the ballot inside the return envelope (Place ballot in security envelope when received without one) *If voter returned an empty security envelope – place a **No Ballot** card with the security envelope back into outside envelope and Outstack as **No Ballot** – If multiple ballots in an envelope– see Supervisor. If there is a disqualifying note in ballot – Outstack the outside envelope with the security inside*
5. Count number of security envelopes being sent to Stage 2 – if count is not correct stop and notify a supervisor

Count Outstacks: write the number of outstacks on the Opening Sheet • subtract from Ballots Received For Opening & write that number on the Security Envelopes Sent for Stage 2 Opening line. Complete the Outstack portion on the back of the Opening Sheet by filling in the quantity of Outstacks by reason – No Ballot – Disqualifying Note or Other

6. Place completed Opening sheet in tray with security envelopes & any Outstacks with a folded Outstack form paperclipped to the ballot to the side.
7. Copy any envelope with an address change • put copy in tray labeled “Address Changes” • write a large “C” by address indicating a copy has been made
8. Scan the outside envelopes looking at the hole to be sure they are empty • rubber band empty outside envelopes together • initial tray tag and place under rubber band • Return banded and tagged empty outer envelopes to mail trays on designated rack by Leg
9. Take a new tray and repeat the process until directed otherwise

Note: *MyBallots might have multiple pages – all multi-page ballots will need to be outstacked.*

GUIDELINES FOR STAGE 1

- No food or drinks on tables
- No purses, bags or cell phones in the work area
- Your table should be completely cleared except for supplies
- Work with the ballots only when there is more than one staff member present in that area
- Double check that all paper work has been completed correctly
- You must take your break at your assigned time. Pack your tray up and put it on the cart while at break
- Never leave ballots unattended
- If assigned to Stage-2 assist your assigned team member in completing their batch before going to Stage 2 work area or break
- **Please keep voices down & limit conversations to work related topics**
- **DIRECT OBSERVER'S QUESTIONS TO A SUPERVISOR**

10/10/2023