

# GUIDELINES FOR DUPLICATION PROCESS

- Take a numbered duplication envelope & ask for the corresponding duplication worksheet and blank ballots
- Determine who will: ❶ read from original ballot & record on Duplication Team Log and ❷ who will duplicate onto the new blank ballot & assign the unique control number.
- Verify original ballot type to new blank ballot type • stamp "Duplicate" on top middle of blank ballot.
- Mark off the control number on the Duplication Number Sequence sheet.
- Record the ballot on the Duplication Team Log with its control number.
- Initial both ballots and mark them with the same control number.
- Mark the ballot with corresponding responses from the original ballot.
- Duplicate Write-in votes exactly as written including any misspellings  
\* Write-in Exceptions: ❶ Fill in oval when a name is written on write-in line & oval is empty, ❷ Write-in is for a candidate already on the ballot for that position, duplicate filling in the candidate's oval only **no write-in**, ❸ Mark only the candidates oval when his/her oval is filled in and write-in vote is also for the same candidate \* **Do Not Overvote the candidate\***, ❹ Leave write-in oval blank when no name is written on the write-in line. \* Write-in Overvotes: ❶ Overvote the ballot when both ovals are filled for a candidate & the write-in is a different name (includes nobody, mom, Mickey Mouse & etc.) ❷ Overvote when the write-in oval is not filled in & the name written is not the candidate whose oval is also filled in
- Exchange ballots & read back duplicated responses
- Spoil original ballot by marking through 4 or 5 timing marks
- All questions regarding responses, whether marked with post-it or not, ask a supervisor before marking or outstacking. **Outstack ballots only when instructed to by a supervisor.**
- Slash envelope & worksheet; write control numbers used & one member initial
- Ballot placement in tray, ❶ duplicated ballots, ❷ write-in, overvoted & blank ballots crisscrossed on top, ❸ duplication envelope, ❹ duplication work sheet & ❺ Outstacked ballots
- Date stamp today's date in upper right hand corner of duplication envelope & worksheet

## GUIDELINES FOR DUPLICATION TEAMS

- Process only one duplication envelope at a time
- Your table should be completely cleared except for supplies
- Work with ballots only when both team members are present
- Double check that all work has been completed correctly
- Complete your duplication envelope before leaving for break or lunch, unless otherwise instructed
- Never leave ballots unattended
- No food or drinks on table
- No purses, bags or cell phones at tables
- Only speak as loudly as **IT IS Necessary** for your partner to be able to Duplicate the ballot correctly
- Limit discussions to the ballots
- Problems, seek a supervisor's advice
- When breaking return all supplies to a supervisor
- Before leaving for break when Observers are present at your table; inform them you are breaking and offer to seat them at another table or suggest they break with your team
- **DIRECT OBSERVERS QUESTIONS TO A SUPERVISOR**