



**LOS ANGELES COUNTY
REGISTRAR-RECORDER/COUNTY CLERK
ELECTION PREPARATION BUREAU**

1% MANUAL TALLY OVERVIEW

Pursuant to Election Code Sections 336.5 and 15360, one percent (1%) of the voting precincts in an election is randomly selected for manual tallying of ballot votes to verify the accuracy of the automated count. Additionally, one precinct for each contest not included in the initial random selection is randomly selected and manually tallied.

California Elections Code:

Section 336.5 – "One percent manual tally" is the public process of manually tallying votes in 1% of the precincts, selected at random by the elections official, and in one precinct for each race not included in the randomly selected precincts. This procedure is conducted during the official canvass to verify the accuracy of the automated count.

Section 15360 – During the official canvass of every election in which a voting system is used, the official conducting the election shall conduct a public manual tally of the ballots tabulated by those devices, including absent voters' ballots, cast in 1% of the precincts chosen at random by the elections official. If 1% of the precincts is less than one whole precinct, the tally shall be conducted in one precinct chosen at random by the elections official. The elections official shall manually count one additional precinct, for each race not included in the initial group of randomly selected precincts. The manual tally shall apply **only** to the race not previously counted. Additional precincts for the manual tally may be selected at the discretion of the elections official.

Random Selection of Precincts:

- 1) Serial numbered drawing tickets or paper slips starting with number 1 representing every voting precinct and Declared Vote by Mail precinct will be included in the 1% random sample. If there are 4500 precincts in the election, serial numbers 0001 to 4500 will be placed inside a box or rotating drum for random selection by public observer or the elections official or designated staff representative.
- 2) Selected precincts for conducting the 1% manual tally are entered on a Manual Tally Control Sheet. Contests within the selected precincts are compared to Semi-Final Official Canvass Election Returns Bulletin to identify contests that were not included in the initial 1% random selection. Additional precincts are selected for other races not included in the initial random selection. This will result in more than 1% of the precincts being manually tallied for the election.

Manual Tally Summary Sheets are produced for entering the manual hand count during the tally process. Staff performs a 1% manual tally of voted precinct (PCT) and vote by mail (VBM) ballots in each precinct and records hand count results for comparison to automated count results. Completed PCT and VBM tally sheets are sent to the Recap Unit and Quality Control Section for summary and tally reconciliation.

Ballots Cast and Votes Cast (+) or (-) differences between automated and manual results are recorded on **1% Manual Tally Recap Summary Sheets**. Ballots and Votes Cast (+) (-) differences are reconciled by determining whether manual or computer count is correct. A different tally board manually recounts the number of ballots and votes to re-verify actual number of ballots processed through system for comparison to roster statement “voted ballot” counts provided by Poll Workers at polling place precinct. Valid votes where clear voter intent can be determined are enhanced or duplicated pursuant to Uniform Vote Counting Standards.

A Daily 1% Manual Tally Recap Summary is prepared indicating automated ballot count and manual tally count differences for completed precincts. A final Summary Recap is provided for Executive Management review and public distribution at the conclusion of the 1% Manual Tally operations. A report on the 1% Manual Tally results identifying discrepancies between automated and manual counts with an explanation of how discrepancies were resolved is submitted to the Secretary of State’s Office.

MTS Card Reader Verification Requirements:

In addition to the 1% Manual Tally of randomly selected precincts, including Vote by Mail ballots, conducted pursuant to E.C. Section 15360, Los Angeles County must conduct a manual tally of one randomly selected precinct for each System card reader used in the Election Night Tally that was not represented in the initial random sample. The manual tally shall apply to contests for the entire ballot.

Post-Election Manual Tally Requirements:

In addition to initial 1% Manual Tally of randomly selected precincts, including Vote by Mail ballots, conducted pursuant to E.C. Section 15360 and MTS Card Reader Verification Requirements, Los Angeles County must conduct a manual tally of randomly selected 10% of the precincts for contests where the margin of victory is less than half of one percent (0.5%). The margin of victory (percentage difference between the first place and the second place candidate or difference between the “Yes” and “No” votes) shall be based on Semi-Final Canvass results as of Election Night pursuant to E.C. Section 353.5. The manual tally shall apply **only** to the contest, not the entire ballot.

Note: For multi-winner contests, the margin of victory is the vote difference between winning candidate and the next candidate based on the maximum number of offices up for election. For a contest with three open seats, the margin of victory would be the vote difference between the third and fourth place candidates.