



OFFICIAL CANVASS TASKS

Listed below are the major components of the official canvass. These components must be performed in a particular order as identified below:

- 1) **Vote by Mail Ballots**: Vote by Mail ballots that are received timely, either by 8:00 pm on Election Day or received by mail no later than seven (7) days after Election Day and are postmarked on or before Election Day are processed and tabulated.
- 2) **1% Manual Tally**: A 1% manual tally of ballots cast in the semi-final official canvass is conducted to verify the tabulation equipment's accuracy. On Wednesday, April 25, 2023, at 9:00 a.m. staff will randomly select 1% of the polling place precincts and 1% of the batches counted on central count machines included in the semi-official results. Staff will then begin a hand tally to confirm that the manual count matches the machine count.
- 3) **Conditional Voter Registration and Provisional Ballots**: Voters that did not register by the close of registration have the option to register and vote a Conditional Voter Registration Provisional Ballot. As these voters registered after the Rosters are printed, they are processed and counted at the end of the canvass period to ensure they did not vote in another county or in San Luis Obispo County.

Provisional ballots are processed by checking the voter registration file to verify the voter's eligibility to cast the ballot, confirming that the signature on the provisional ballot envelope matches the voter's signature on their registration record, confirming the voter cast the ballot in the correct precinct, and confirming the voter has not returned a ballot by any other means. Once verified and approved for opening, the ballot is added to the official count.

- 4) **Damaged Ballots**: Damaged ballots that were unable to be processed by the tabulation equipment, which includes torn ballots, will be duplicated. Once the duplication is completed the ballots will be counted.
- 5) **Unsigned Ballot and Signature Verification Statements**: Process all Unsigned Ballot and Signature Verification Statements, validate vote by mail return status and count ballots for those voters.
- 6) **Certification of the Election**: The certification of the election occurs no later than 30 days following the election and is completed once the tasks above and all other canvass procedures are completed.