

ABSENTEE BALLOT PROCESSING

- Process absentee ballots whenever you have time during election day or immediately after the polls close.
- The person in charge of the election will provide you with all of the applications for absentee ballots and all of the returned absentee ballots sealed in their individual envelopes. No absentee ballot may be accepted after the close of the polls.
- Compare the signature on the ballot envelope with the signature on the application.
- In-person voted absentee ballots are in a combined application/envelope with only one signature from the voter. You will have no signatures to compare for these absentee ballots since these were voted in person at the election official's office.
- A voter is not allowed to deliver their absentee ballot to the polling location. Only an authorized messenger is allowed to do so **ONLY** if there was no time to deliver the ballot to the person in charge of the election in time for that person to get it to the polling location.

ABSENTEE BALLOT PROCESSING *cont'd*

If you are satisfied that:

- The ballot was voted by the voter whose name appears on the ballot envelope; and
- The voter is registered in your precinct (if the voter is registered as “inactive”, a completed voter registration card must accompany the absentee ballot); and
- The application and ballot envelope or the in-person combined application/envelope were signed by the voter; then...
- **Mark** the registration list and **enter** the name in the pollbook.
- **Remove** the ballots from the envelope **without unfolding them**.
- **Place** the official ballot **stamp** on the ballot.
- **Place** the ballot **in the ballot box**.
- If an **absentee voter dies** before election day, the ballot is not processed.
- If you determine that an **absentee ballot cannot be counted**, the **envelope** should **not be opened** and the **reason for not counting** should be indicated on the envelope.



CLOSING THE POLLS IN OPTICAL SCAN BALLOT PRECINCTS

- If you use hand-counted paper ballots, these instructions are not for you. Skip this slide and the next four slides.
- The poll closing process must be open to the public. No one may be excluded from watching the closing process provided there is no interference with the process.
- Complete the recap sheet as shown on the next screen. **This DOES NOT require opening the ballot box.**



Use this for
Optical
Scan
Ballots

RECAPITULATION SHEET

E-50—Recapitulation Sheet—5:02:09:16—12-18-32

McLEOD'S—E-50

RECAP SHEET: PRECINCT _____ Type of ballot: _____
(date and name of election)

1. Official Ballots Received from Auditor _____ +
2. Additional Ballots Received During the Day _____ +
3. Absentee Ballots Received _____ +
4. Total Ballots Received (add lines 1, 2 and 3) = _____ (Line 4 Total)

5. Ballots Spoiled _____ +
6. Ballots Unvoted at End of the Day _____ +
7. Absentee Ballots not Opened _____ +
8. Total (add lines 5,6 and 7) = _____ (Line 8 Total)

9. Ballots Voted (Line 4 minus Line 8) _____ (Line 9 Total)

10. Provisional Ballots Voted _____

11. Ballots To Be Counted (Line 9 minus Line 10) _____

12. Enter Number of voters from Pollbook for this Type of Ballot _____
If Line 9 and 12 are not the same, compare the voters in the pollbook and the registration list and correct any mistakes.

Signed: _____

Precinct Officials

PLACE INSIDE BALLOT BOX OR TRANSFER CASE WITH VOTED BALLOTS

Discrepancies noted by resolution board: _____
(fill in only if there is a different total than above)

Signed: _____

Resolution Board

Printer's note: In central count optical scan precincts, lines 10 and 11 may be completed by tabulation center employees. The printed form may be changed to reflect this option.



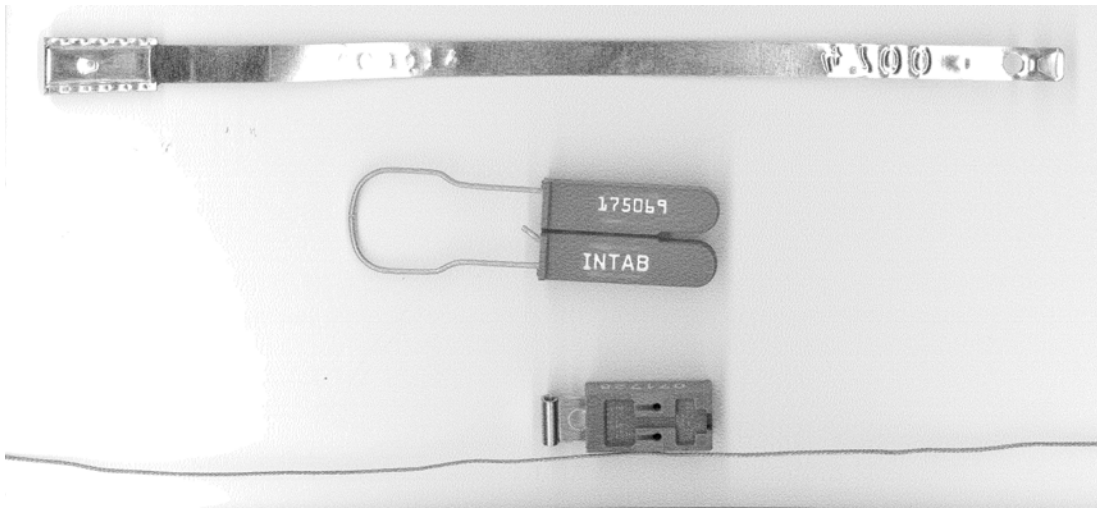
AFTER COMPLETING OF THE RECAP SHEET

Compare the:

- Number of voters from the pollbook (**line 12**); and
- Number of ballots voted (**line 9**)
 - These numbers should be equal.
- If these numbers are not equal, compare the pollbook names with the names marked on the voter registration list. Correct any errors.
- If any corrections are made to the pollbook, the number of voters on **line 12** should also be corrected.



- Seal the ballot box clasps with a metal or plastic seal. Seal any remaining slots with a paper seal.



BALLOT BOX SEAL

Judges of Election or
Canvassing Board
Sign Here
(SDCL 12-20-20)



TRANSPORTING THE BALLOT BOX

- ✓ Transport the sealed ballot box, unvoted ballots, spoiled ballots and all other election supplies to the counting location by the most direct route.
- ✓ The ballot box **MUST** be transported by:
 - Two members of the precinct board, one of each major political party (*this only applies to primary or general elections*); or
 - A sheriff's deputy and two deputy county auditors, one of each major political party; or
 - Two deputy county auditors, one of each major political party.



CLOSING THE POLLS AND COUNTING THE VOTES IN HAND-COUNTED BALLOT PRECINCTS

- The vote counting process must be open to the public. No one may be excluded from watching the vote counting as long as there is no interference with the vote count process.
- Open the ballot box, remove the ballots and if there is more than one type of ballot, sort the ballots by type.
- Place any Provisional Ballot and Uncounted Absentee Ballot envelopes in the large Provisional and Uncounted Absentee Ballot Return Envelope ([ARSD 05:02:16:44](#)):

PROVISIONAL AND UNCOUNTED ABSENTEE BALLOT RETURN ENVELOPE

_____PRECINCT

TO: COUNTY AUDITOR

SOUTH DAKOTA
DO NOT PUT THIS IN BALLOT BOX



- Place the ballot box seal in the envelope provided (**ARSD 05:02:05:09**).

12-20-21B PRINTED BY BROWN & SAENGER, SIOUX FALLS, SD
Rule 5.02:05:09

**THIS ENVELOPE FOR RETURN OF
METAL BALLOT BOX SEALS**

used at the _____ Election held the _____ day of _____, 19____

_____ Precinct _____ County, S. D.

Judges of Election.

To be returned to the Auditor or person in charge of election with Metal Ballot Box Seals inside, sealed and with signatures of Judges affixed.

**DO NOT
PUT IN POLL BOOK
ENVELOPE**

