

# COUNTING THE BALLOTS

- **Sort** ballots according to ballot type if you have more than one type.
- **Count** the number of ballots in each ballot type.
- **Check your ballot count** against the number of voters in the **pollbook** who voted that type of ballot.
  - If the numbers are the **same, proceed with vote counting.**
  - If there are more ballots than voters voting that type of ballot, place those ballots back in the box, mix them up and withdraw (unopened) the number of excess ballots. These excess ballots are not counted and are marked as “Excess ballot not counted” (**ARSD 05:02:16:09.01**).
  - If the number of voters **exceeds the number of ballots, proceed with vote counting.**
- Examine each ballot for the official ballot stamp. **Remove any ballots without the stamp and mark “Unstamped Ballot”.**



# COUNTING THE BALLOTS

- At least two precinct deputies shall examine each ballot to determine how each vote is cast. If the election is a primary or general election the precinct deputies must be of opposite political parties. If there is a dispute, the precinct superintendent will break the dispute.
- A voting mark that is in or touches the circle or square shall be counted. A mark that does not touch the circle or square and is not on or in the circle or square, may not be counted.
- If a write-in vote is found on the ballot, that vote is not counted but all other votes on the ballot for which the voter's intent can be determined shall be counted.
- Two tally sheets are used for vote tabulating. One is in the pollbook and the other is a separate sheet called the duplicate tally sheet. A sample is shown on the following page.
- The names of the candidates will be written in the proper place in the pollbook tally sheet and the duplicate tally sheet.





- Votes are recorded on the tally sheet in the pollbook by one precinct worker and on the duplicate tally sheet by another precinct worker.
- As each vote is determined, a hash mark will be placed next to the candidate's name on both tally sheets.
- When all ballots have been processed, the hash marks are totaled and the result placed on the tally sheets.
- The precinct workers will sign the statement on the bottom of the tally sheets as shown below.

We hereby certify that the above is one of the Tally Sheets used by us in the canvassing of the ballots cast at the election described; that all ballots cast for each candidate and on each question submitted at said election are correctly tallied by the tally marks in the squares at the right of the names of each candidate and of each question so submitted, and that the total of all such ballots is correctly carried out and state in columns at the right headed "Totals."



- Complete the official precinct vote count sheet found in the back of the pollbook

<b>OFFICIAL VOTE COUNT</b>			
General Authority: SDCL 12-1-9, 12-16-28. Law Implemented: SDCL 12-16-28			
TITLE OF OFFICE	NAME OF CANDIDATE	No. of Votes in Figures	NUMBER OF VOTES RECEIVED (Write Number of Votes in Words)



- Place the vote totals for each candidate and question on the *Immediate Unofficial Returns of Precinct Vote* form.

ARSD 05:02:16:25

- Complete the ballot recapitulation sheet shown below.

**5:02:16:36. Recapitulation sheet.** A recapitulation sheet in the following form shall be filled out indicating the disposition of the ballots:

Ballots received from auditor	_____	
Ballots received after polls open	_____	
Absentee ballots received	_____	
Total ballots received	_____	
Regular voted ballots	_____	
Provisional ballots	_____	
Unused ballots	_____	
Spoiled ballots	_____	
Total ballots returned	_____	
Total ballots received and total ballots returned should be the same number.		

This recapitulation sheet, together with the spoiled and unused ballots, shall be returned to the person in charge of the election. It shall not be placed in the ballot box.



- Seal the pollbook in the envelope provided (ARSD 05:02:16:40).

12-20-21A – Envelope for Poll Books (SDCL 12-20-21)

**Poll Book Envelope**

This envelope contains the Poll Book, Duplicate Tally Sheet (s) and Ballot Box Seals from

\_\_\_\_\_ Precinct

\_\_\_\_\_ County

from the Election held on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Rule 5:02:16:40 PRINTED BY BROWN & SAENGER, SIOUX FALLS, SD

**DO NOT PUT THIS IN BALLOT BOX**

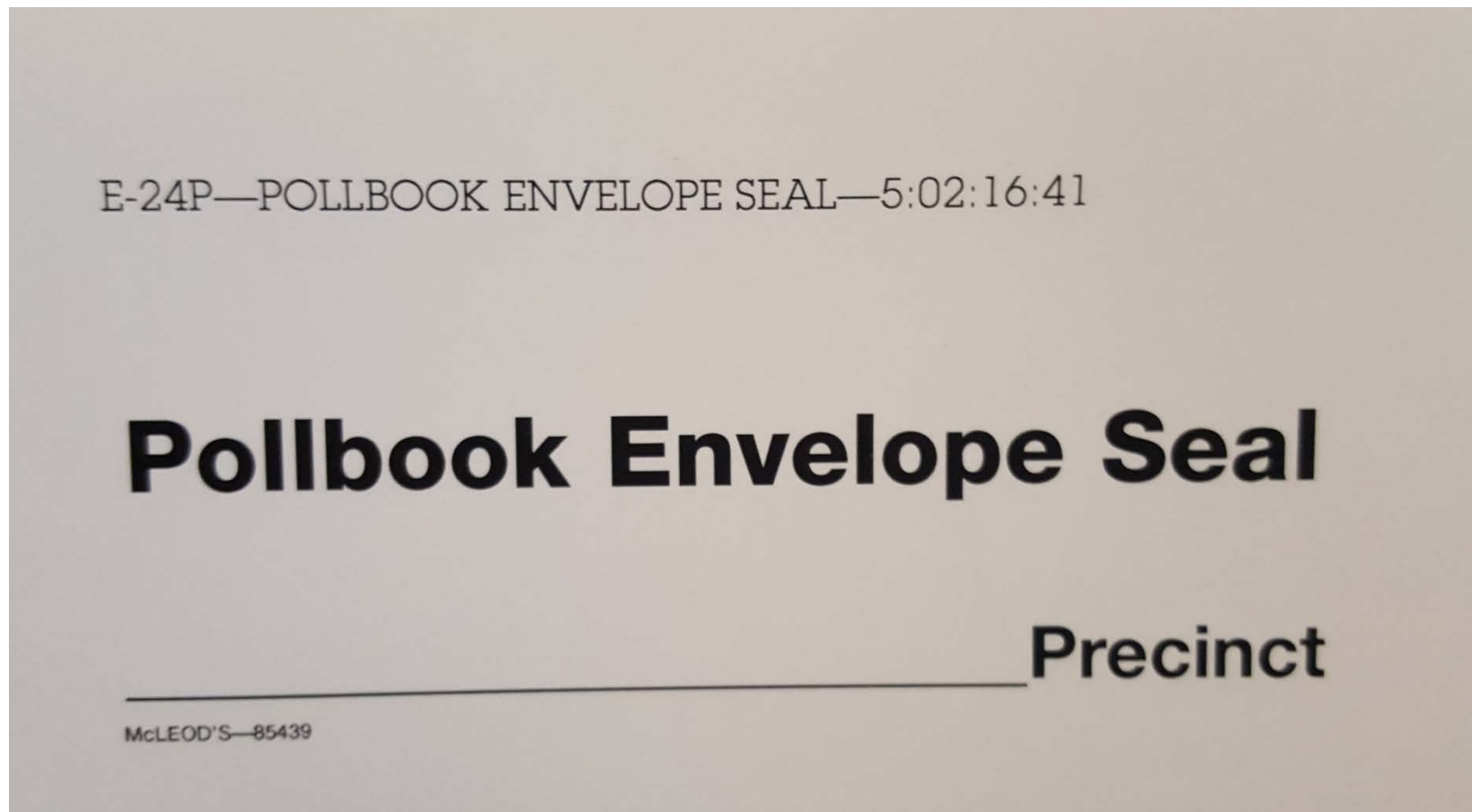
TO \_\_\_\_\_ Auditor,

\_\_\_\_\_

\_\_\_\_\_ County, South Dakota



- Place the pollbook envelope seal on the pollbook envelope (ARSD 05:02:16:41).





- Seal the duplicate tally sheet and official vote count sheet in the envelope provided (**ARSD 05:02:16:40.01**).

DUPLICATE TALLY SHEET AND OFFICIAL VOTE COUNT

\_\_\_\_\_ PRECINCT

TO: COUNTY AUDITOR

\_\_\_\_\_ SOUTH DAKOTA

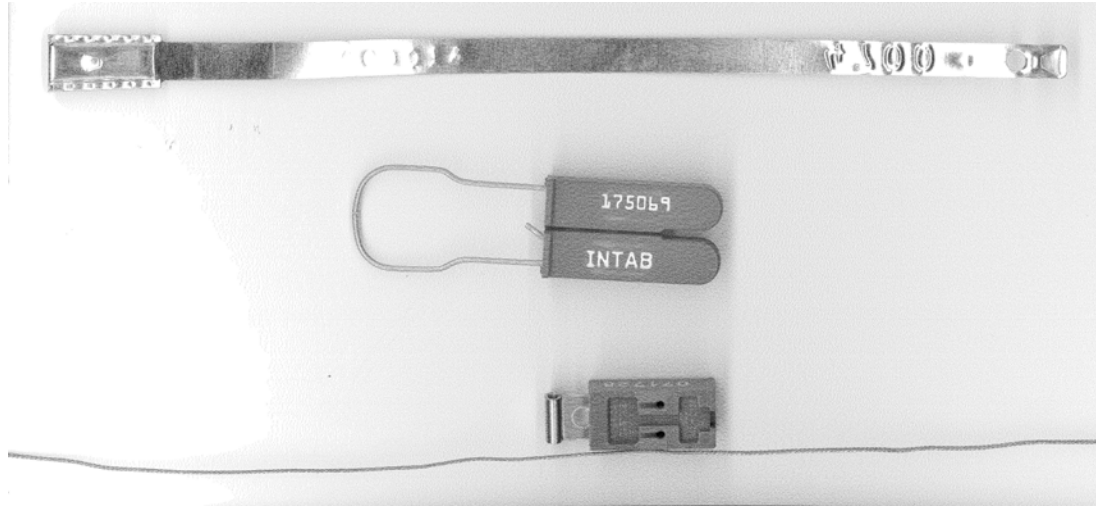


## WHAT GOES IN THE BALLOT BOX:

- Place the voted ballots in an envelope or separated by a wrapper and then place in the ballot box per **ARSD 05:02:16:33**.
- Place any voted ballots but not counted in an envelope or separated by a wrapper with the words “ballots voted but not counted” added to the wrapper or envelope per **ARSD 05:02:16:35**. These are also placed in the ballot box.
- Nothing else goes in the ballot box.



- 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)

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# RETURN THE FOLLOWING TO PERSON IN CHARGE OF THE ELECTION:

- Sealed ballot box
- Unvoted ballots
- Provisional and Uncounted Absentee Ballot Return Envelope for hand-counted precincts only ([ARSD 05:02:16:44](#)). In optical scan precincts these ballots are still in the ballot box.
- Sealed pollbook and duplicate tally sheets
- Voter registration list
- Immediate Unofficial Returns of Precinct Vote form ([ARSD 05:02:16:25](#))
- Absentee voting materials
- All other election supplies



**CONGRATULATIONS!** You have successfully completed the “**Election School**”. You are now ready to serve the voters of South Dakota. If you have additional questions about your responsibilities on election day, please consult the person in charge of your election.

