



# Recounts Manual

August 2024

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# **I. The Recount Process**

A recount is the process by which the final precinct and county vote totals reported at the completion of the canvass may be once again retabulated and checked for accuracy. Recounts can be petitioned for by any candidate for office who believes that the county or precinct vote totals reported for that office are incorrect due to fraud or error. Additionally, a registered voter of a city, township, or village where a proposed charter amendment or other city, township, or village ballot question appears on the ballot may petition for a recount of the votes cast on that local charter amendment or ballot question, if the voter believes that the precinct vote totals reported for the ballot question are incorrect due to fraud or error.

## **Authority to Conduct a Recount**

The Board of Canvassers with authority to conduct a requested recount depends on the office or ballot question for which a recount is sought. The Board of County Canvassers is responsible for conducting recounts of:

- County, city, township, village, and school district elections;
- Probate Judge elections in single county districts;
- Municipal Court Judge elections; and
- County, city, township, village, and school ballot proposal results.

The Board of State Canvassers is responsible for conducting recounts of:

- Statewide elections;
- United States Senator elections;
- United States Representative elections;
- State Legislature elections;
- Judicial elections, except for Probate Judge in single county districts and Municipal Court Judge elections; and
- Statewide ballot proposals.

## **Petitioning to Conduct a Recount**

A person seeking a recount must submit a petition requesting that recount. The petition must be filed with the clerk of the jurisdiction whose Board of Canvassers certified the results of the election or ballot question. A petition



for a recount by the Board of State Canvassers must be received no later than 48 hours following the completion of the state canvass. A petition for a recount by a Board of County Canvassers must be received on or before the sixth day following the completion of the county canvass. If a recount petition is filed with a Board of County Canvassers, a copy of the petition must be forwarded to the Secretary of State within 48 hours of filing the petition with the county clerk.

The petition must include a written, notarized statement which specifies:

- The office or ballot question for which a recount is sought;
- The reason that the person believes that the County and/or Precinct Statement of Votes produced by the county canvass is incorrect;
- The precinct or precincts for which the recount is sought; and
- If the person seeking a recount is a candidate, an affirmation that the candidate has a good-faith belief that, but for the errors alleged in the recount petition, the candidate would have had a reasonable chance of winning the election.

In addition to the written, notarized statement explained above, the person seeking a recount must also submit a deposit for each precinct that the person requests be recounted. If the person seeking the recount is a candidate, the deposit scales with the difference between the votes that the candidate was reported to receive and the person elected to office was reported to receive after the canvass. If multiple candidates are elected to the office sought, the deposit scales with the difference between the votes that the candidate requesting the recount was reported to receive and the votes that the person who was elected to office with the fewest votes was reported to receive. If a person is seeking a recount regarding a ballot question, the deposit scales with the difference between the votes cast for the losing outcome and the votes cast for the winning outcome. The deposit amount is the smallest of the following applicable amounts:

- If the official canvass of votes shows that the number of votes separating the winning candidate or winning ballot question outcome is the larger of (1) 75 votes or (2) more than 5% of the total number of votes cast in the election, the deposit is \$250 per precinct where a recount is sought.
- If the official canvass of votes shows that the number of votes separating the winning candidate or winning ballot question outcome is the larger of (1) 50 votes or (2) more than 0.5% of the total number



of votes cast in the election, the deposit is \$125 per precinct where a recount is sought.

- If the official canvass of votes shows that the number of votes separating the winning candidate or winning ballot question outcome is
- both less than (1) 50 votes and (2) 0.5% of the total number of votes cast in the election, the deposit is \$25 per precinct where a recount is sought.

If more than one candidate is elected to an office, the percentage referred to in the above deposit thresholds is calculated by comparing the number of votes received by the candidate to the number of votes received by the person who was elected to office with the fewest votes.

If the recount results in the candidate seeking the recount being elected to office, or results in the results of the ballot question being changed, the deposit is refunded. If the recount does not result in a change in the election or ballot question's outcome, the deposit is retained by the county. If a precinct is unrecountable, as explained below, the deposit for that precinct is refunded. Finally, if a petition for a recount is withdrawn, the deposit for any precincts for which the recount process has not yet begun is refunded.

## **Recount Notice and Opportunity for Counter Petition**

Within 24 hours of receiving a recount petition filed by a candidate, the county clerk receiving the petition must give notice of the petition's filing to the two candidates who were nominated or elected with the lowest number of votes and to the two candidates who received the largest number of votes without being nominated or elected. It is good practice, but not required, that the county clerk also notify any other candidates involved in the election.

A candidate who receives notice of a recount petition may submit a counter petition requesting that additional precincts be recounted. A counter petition must be received within 48 hours of the submission of the original recount petition, and is subject to all the same requirements as the original recount petition. The deposit for the counter-petition is calculated using the vote totals of the candidate originally seeking the recount, not the vote totals of the candidate filing the counter-petition. If a counter-petition for a recount is filed, and the original recount does not change the results of the election, the counter-petitioner's deposit is refunded.



## Conducting the Recount

The manner in which a recount is conducted depends on both the type of recount requested and all recounts arising from the same election that might affect the county. If part or all of a county's precincts are part of a recount supervised by the Board of State Canvassers, Bureau of Elections staff will supervise all state and local recounts in the county. If no precinct in a county is part of a recount supervised by the Board of State Canvassers, the recount is handled by the county clerk's staff.

### *Timing of the Recount*

Because the staff carrying out a recount cannot be determined until both the deadline for statewide recounts and for local recounts has passed, a recount cannot commence until all of the following conditions are met:

- Six days have elapsed since the end of the county canvass;
- If any local recounts have been requested, 48 hours have elapsed since those recount petitions were received; and
- 48 hours have elapsed since the end of the state canvass.

If, after all three timing conditions have been satisfied, no precincts in the county are involved in a statewide recount, the Board of County Canvassers may direct the county clerk's staff to begin the recount.

### *Recount Process*

The Board of County Canvassers is responsible for laying out the specific recount process to be followed in the county. The Board must ensure that all interested parties, or representatives of those parties, are present at the recount. The Board should determine:

- Which assistants or staff members will conduct the recount;
- Whether the recount will be conducted by hand, by electronic tabulation, or by a combination of the two methods;
- Who will answer procedural questions from either staff or interested parties; and
- How challenges to the determination of assistants or staff will be recorded and resolved.

Because the Board of County Canvassers is responsible for adjudicating disputes or challenges concerning the recount, Board members should not



take part in the physical handling or tabulation of ballots. Instead, Board members should be present to supervise the process and available to adjudicate disputes or challenges as they arise.

For more information regarding best practices for conducting recounts, please contact the Bureau of Elections.

### *Unrecountable Precincts*

There are three scenarios that can cause a precinct to be unrecountable:

- The ballot container's seal is not placed on the ballot container in such a way as to ensure that ballots could not have been inserted or removed without breaking the seal or damaging the ballot container.
- The number on the ballot container seal is not the seal number recorded in either or both the Pollbook or the completed Statement of Votes.
- The total number of ballots, as reflected by a physical count, is not the same as the number of voters recorded in the Pollbook, and an acceptable explanation for the discrepancy cannot be identified. Before determining that the total number of ballots and the total number of voters do not match, the Board of County Canvassers should account for any discrepancy caused by (1) spoiled or defective ballots; (2) ballots that were duplicated for proper reasons using procedures mandated by the local clerk; (3) any provisional envelope ballots not included in the ballot container; (4) and any other notes or remarks in the pollbook explaining another source of discrepancy.
- If a precinct is deemed unrecountable, staff must report the vote totals from that precinct as included in the original canvass.

If a two-page ballot was used in an election, the recountability of a precinct is determined by counting only the page on which the election or ballot question appears. If the number of pages on which the election or ballot question to be recounted appears corresponds to the number of voters recorded in the Pollbook, and neither a seal issue or seal number issue is present, the precinct is recountable even if the precinct has an unexplained difference in the number of the ballot pages where the race to be recounted does not appear and the number of voters recorded in the Pollbook.



## **Cost of the Recount**

If a Board of County Canvassers recounts the votes cast on a city, township, village or school office or on a question, the expense of conducting the recount is charged back to the local unit. The local unit is then responsible for paying the expenses to the county treasurer.





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## PETITION FOR A RECOUNT

I, \_\_\_\_\_, the petitioner reside at \_\_\_\_\_, petition the \_\_\_\_\_ (County) Board of Canvassers for a recount of the votes cast for the \_\_\_\_\_ (Office/District/Party or Question) at the \_\_\_\_\_ election. I have a good-faith belief that but for fraud or mistake committed by the precinct election inspectors in their canvass of returns of the votes cast at the above referenced election, I had a reasonable chance of winning the election. An additional explanation of the fraud or error is provided (optional):

\_\_\_\_\_

I request that the following precinct(s) and/or absent voter counting board (AVCB) precinct(s) within the listed jurisdictions be recounted:

Precinct/AVCB    Name of Jurisdiction

Number

_____	_____
_____	_____
_____	_____

(List additional precincts on the back or attach additional sheets)

My deposit of \$ \_\_\_\_\_ is enclosed.

Signature of Candidate/Voter: \_\_\_\_\_

Subscribed and sworn to before me this      Name of Notary: \_\_\_\_\_

\_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

County: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Notary Public)      Commission Expires \_\_\_\_\_



# RECOUNT DEPOSIT WORKSHEET

Name of Recount Petitioner: \_\_\_\_\_

Office Sought: \_\_\_\_\_

Date of Election: \_\_\_\_\_

USE THIS SECTION IF MORE THAN ONE CANDIDATE IS TO BE NOMINATED OR ELECTED

FORMULA	Enter Data Here	Line
<b>Section I</b>		
Votes cast for the winning candidate with the least number of votes:	<input type="text"/>	
Plus votes cast for the Petitioner: +	<input type="text"/>	
EQUALS total of the two candidates:	<input type="text"/>	(A)
Multiplied by 0.05 (5%) X	<input type="text" value="0.05"/>	
EQUALS 5% of votes cast for the two candidates (round up): =	<input type="text"/>	(B)
Is Line B greater than 75? If YES, enter Line B's value. If NO, enter 75 on Line C.	<input type="text"/>	(C)
Votes cast for the winning candidate with the least number of votes:		
Minus total votes cast for Petitioner: -	<input type="text"/>	
EQUALS vote differential between the two candidates: =	<input type="text"/>	(D)
Is Line D greater than Line C? If YES, enter Line D's value and STOP. The per-precinct deposit of \$250.00 applies. If NO, proceed to Section II.	<input type="text"/>	
<b>Section II</b>		
Enter the total votes of both candidates (enter value from Line A):	<input type="text"/>	
Multiplied by 0.005 (1/2 of 1%) X	<input type="text" value="0.005"/>	
EQUALS 1/2 of 1% of total votes cast in this race (round up): =	<input type="text"/>	(E)
Is Line E greater than 50? If YES, enter Line E's value. If NO, enter 50 on Line F.	<input type="text"/>	(F)
Is Line D greater than Line F? If YES, enter number here and STOP. The per-precinct deposit of \$125.00 applies. If NO, proceed to Section III.	<input type="text"/>	
<b>Section III</b>		
In all other cases, the per-precinct deposit is \$25.00.		
Recount Deposit	# of ED precincts	+ # of AVCBs requested
	=	Total Number of
	X	Per-Precinct Amount
	=	Total Recount Deposit



## RECOUNT DEPOSIT WORKSHEET

Name of Recount Petitioner: \_\_\_\_\_  
 Office Sought: \_\_\_\_\_  
 Date of Election: \_\_\_\_\_

**USE THIS SECTION IF ONLY ONE CANDIDATE IS TO BE NOMINATED OR ELECTED**

Formula	Enter Data Here	Line
<b>Section I</b>		
Total number of votes cast in this race:	<input style="width: 100px;" type="text"/>	(A)
Multiplied by 0.05 (5%)	X <u>0.05</u>	
EQUALS 5% of total votes cast in this race (round up):	= <input style="width: 100px;" type="text"/>	(B)
Is Line B greater than 75? If YES, enter Line B's value. If NO, enter 75 on Line C.	<input style="width: 100px;" type="text"/>	(C)
Total votes cast for Winner:	<input style="width: 100px;" type="text"/>	
Minus total votes cast for Petitioner:	- <u>                    </u>	
EQUALS vote differential between Winner and Petitioner:	= <input style="width: 100px;" type="text"/>	(D)
Is Line D greater than Line C? If YES, enter Line D's value and STOP. The per-precinct deposit of \$250.00 applies. If NO, proceed to Section II.	<input style="width: 100px;" type="text"/>	
<b>Section II</b>		
Total number of votes cast in this race: (enter value from Line A)	<input style="width: 100px;" type="text"/>	(E)
Multiplied by 0.005 (1/2 of 1%)	X <u>0.005</u>	
EQUALS 1/2 of 1% of total votes cast in this race (round up):	= <input style="width: 100px;" type="text"/>	(F)
Is Line F greater than 50? If YES, enter Line F's value. If NO, enter 50 on Line G.	<input style="width: 100px;" type="text"/>	(G)
Is Line D greater than Line G? If YES, enter Line D's value and STOP. The per-precinct deposit of \$125.00 applies. If NO, proceed to Section III.	<input style="width: 100px;" type="text"/>	
<b>Section III</b>		
In all other cases, the per-precinct deposit is \$25.00.		

<b>Recount Deposit</b>	+ <u>                    </u>	= <u>                    </u>	X <u>                    </u>	= <u>                    </u>
	# of ED precincts requested	# of AVCBs requested	Total Number of Precincts	Per-Precinct Amount
<b>Total:</b>				<b>Total Recount Deposit</b>



## RECOUNT DEPOSIT WORKSHEET

Name of Recount Petitioner: \_\_\_\_\_

Proposal: \_\_\_\_\_

Date of Election: \_\_\_\_\_

### USE THIS SECTION FOR A BALLOT QUESTION

Formula	Enter Data Here	Line
<b>Section I</b>		
Total number of votes cast in this race:	<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>	(A)
Multiplied by 0.05 (5%)	<div style="display: inline-block; text-align: right;">X</div> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto; text-align: center;">0.05</div>	
EQUALS 5% of total votes cast in this race (round up):	= <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>	(B)
Is Line B greater than 75? If YES, enter the Line B's value. If NO, enter 75 on Line C	<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>	(C)
Total "YES" votes cast:	<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>	
Minus total "NO" votes cast:	- <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>	
EQUALS vote differential:	= <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>	(D)
Is Line D greater than Line C? If YES, enter Line D's value and STOP. The per-precinct deposit of \$250.00 applies. If NO, proceed to Section II		<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>
<b>Section II</b>		
Total number of votes cast in this race: (enter value from Line A)	<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>	(E)
Multiplied by 0.005 (1/2 of 1%)	<div style="display: inline-block; text-align: right;">X</div> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto; text-align: center;">0.005</div>	
EQUALS 1/2 of 1% of total votes cast in this race (round up):	= <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>	(F)
Is Line F greater than 50? If YES, enter Line F's value. If NO, enter 50 on Line G	<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>	(G)
Is Line D greater than Line G? If YES, enter Line D's value and STOP. The per-precinct deposit of \$125.00 applies. If NO, proceed to Section III		<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>
<b>Section III</b>		
In all other cases, the per-precinct deposit is \$25.00		

Recount Deposit		+		=		X		=	
Total:	# of ED precincts requested		# of AVCBs requested		Total Number of Precincts		Per-Precinct Amount		Total Recount Deposit



## PRE-RECOUNT MEETING AGENDA

- I. Call to Order; meeting of the \_\_\_\_\_ County Board of Canvassers
  - A. This meeting is being held in accordance with the provisions of the Open Meetings Act.
  - B. *Question to County Clerk:* Has the meeting notice been posted?
  - C. Introductions:
    1. Members of the County Board of Canvassers.
    2. County Clerk and other Representatives of the County Board of Canvassers.
  - D. *Question to all in attendance:* Have all candidates and their representatives signed the sign-in sheet and been provided with a name tag? *Explain:* There will be a separate sign-in sheet for each day; please sign in. Name tags are color coded by candidate or pro/con on proposal. We ask that name tags be worn at all times throughout these proceedings.
- II. Statement of Purpose
  - A. (PRIMARY) We are here to recount the votes cast for the \_\_\_\_\_ party nomination to the office of \_\_\_\_\_ in the \_\_\_\_\_ ward/district/circuit.  
  
(GENERAL) We are here to recount the votes cast for the office of \_\_\_\_\_ in the \_\_\_\_\_ ward/district/circuit.  
  
(ELECTION TYPE) We are here to recount the votes cast on the \_\_\_\_\_ proposal.
  - B. Authority - This recount is being conducted under the authority of the \_\_\_\_\_ County Board of Canvassers.
- III. Instructions to Recountability and Recount Team Members (Note: As an option, the duties defined under A may be carried out by the Recount Team.)
  - A. Role of Recountability Team - To determine the recountability of each precinct.
    1. Recountability team members will direct *any and all* procedural questions to a representative of the County Board of Canvassers.
    2. Recount Process: The ballots will be recounted via (hand count, electronic count or combination).
    3. Recountability Standards: Refer to ITEM II - "Recount Statement of Returns" form.



- If precinct is recountable – Complete Columns A and B under ITEM VII. Return all ballots and special envelopes to the ballot container and deliver to Recount

Team along with “Recount Statement of Returns” form, Poll Book, Statement of Votes and Canvass Report.

- If precinct is **not** recountable – Original election results stand. Complete Columns A and B under ITEM VII. Complete and sign “Precinct Not Recountable Determination” form. Staple completed form to “Recount Statement of Returns” form. Return all ballots and special envelopes to ballot container (if removed) and reseal container. Record new seal number and initial 1) Ballot Container Certificate 2) ITEM VI of “Recount Statement of Returns” and 3) Poll Book.

B. Role of Recount Team – To recount the votes.

1. Recount team members will direct *any and all* procedural questions to a representative of the County Board of Canvassers.
2. Ballot will be recounted via:
  - Hand Count - Sort and count method or tally method.
  - Retabulation – Using special program.
  - Retabulation – Using original program.
3. All duplicated ballots and ballots containing one or more write-in votes for the office being recounted will be brought to the attention of a representative of the County Board of Canvassers.

C. Validity Standards

1. Optical Scan – Review Handout

IV. Challenge Process

- A. Two representatives will be allowed to observe the work of each recountability/ recount team, one of which will be designated as the spokesperson.
1. Candidates and their representatives may not touch ballots, seals, poll books, statements of votes or recount documents.
  2. It is the responsibility of the designated spokesperson to voice his/her intent to challenge to a decision made by a recountability/recount team *at the time that the decision is made*.
  3. Decisions made by a recountability/recount team will not be revisited for the purpose of entering a challenge.
- B. All challenges will be fully documented at the time that the challenge is made.



1. At that time, a “Challenge Exhibit” form will be completed by a member of the recountability/recount team and will contain the following information:
  - ☐ Team decision that is the basis of the challenge
  - ☐ Office or Proposition
  - ☐ Township or City of
  - ☐ Ward/Precinct #
  - ☐ Exhibit #
  - ☐ Reason for Challenge (description of challenge)
  - ☐ Challenged by
2. The completed “Challenge Exhibit” form is reviewed by the challenger for accuracy.
  - ☐ If the challenger agrees with the information he/she will be asked to sign the form on the designated line
  - ☐ If the challenger disagrees with any of the information the necessary corrections will be made and the challenger will be asked to sign the form on the designated line
3. Each challenged ballot shall be secured inside an exhibit envelope with the completed and signed “Challenge Exhibit” form affixed to the outside. The envelope will be sealed with an official red paper seal that has been initialed by two recount team members. The sealed exhibit envelope will then be placed along with the other ballots cast according to the recount teams decision.
4. All “Challenge Exhibit” forms and envelopes will be retained by the representative of the County Board of Canvassers.
5. All challenges will be presented to the County Board of Canvassers at the conclusion of the recount.





## CHALLENGE EXHIBIT ENVELOPE/FORM

EXHIBIT #: \_\_\_\_\_ COUNTY: \_\_\_\_\_ DATE: \_\_\_\_\_

Township/City or Village of: \_\_\_\_\_ Precinct #: \_\_\_\_\_  
(Circle one)

OFFICE OR PROPOSAL: \_\_\_\_\_

TEAM DECISION: \_\_\_\_\_

REASON FOR CHALLENGE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Challenger

Date: \_\_\_\_\_

Representing: \_\_\_\_\_  
(Candidate/Yes or No of Proposal)

RULING BY COUNTY BOARD OF CANVASSERS: \_\_\_\_\_

\_\_\_\_\_



## RECOUNT STATEMENT OF RETURNS FORM INSTRUCTIONS

**ITEM I – GENERAL INFORMATION:** Enter information requested for question 1 and 2.

**ITEM II –RECOUNTABILITY CHECKS:** Answer questions 1 and 2. If the answer to question 1 and 2 is "Yes," proceed to question 3. If the answer to question 1 or 2 is "No," refer to "[Recountability Note #1](#)" below.

**Recountability Note #1:** If the ballot container is not properly sealed, or the seal number does not agree with the seal of record (Poll Book, Statement of Votes or Ballot Container Certificate), the precinct is not recountable. **It is important to note that in this case, the precinct is not recountable even if the ballots inside the ballot container are sealed inside an unapproved ballot container (e.g. white canvass bag).**

If the precinct is not recountable, proceed to question 4. Answer "No" to question 4, sign where indicated and complete the following: 1) enter a detailed explanation for the determination on the "DETERMINATION – PRECINCT NOT RECOUNTABLE" form and 2) complete **ITEMS V and VII**, Column A and B.

### **Physical Count Instructions:**

**Count #1** - Count the number of ballots tabulated and compare the total with the total number of voters according to the Poll Book (**ITEM 1**). If the total number of ballots tabulated agrees with the total number of voters (**ITEM 1**), the precinct is recountable. Answer "Yes" to question 3 and 4, and sign where indicated. Proceed to **ITEM III**. However, if the first count does not agree, check the following:

- Refer to the Ballot Summary - Were one or more ballots duplicated? If "Yes," are all "duplicate" and corresponding "original" ballots accounted for? (Check the special envelope) Are all "duplicate" ballots included in the number of ballots counted and are all "original" ballots secured inside the special envelope? "Original" ballots should not be included in the physical count.
- Refer to the Ballot Summary - Were one or more ballots "Spoiled"? (Check the special envelope) Are all "spoiled" ballots secured inside the special envelope? "Spoiled" ballots should not be included in the physical count.
- Refer to the Remarks Page - Is there an acceptable explanation for the discrepancy?
- Refer to the Statement of Votes (Totals Tape) – Does the number of ballots tabulated according to the physical count agree with the number of ballots tabulated according to the Statement of Votes (Totals Tape)?

If after a review of the above items it is determined that the first count agrees with the total number of voters according to the Poll Book and/or the total number of ballots tabulated according to the Statement of Votes (Totals Tape) the precinct is recountable. Answer "Yes" to question 3, sign where indicated and proceed to **ITEM III**. However, if the first count does not agree and a reasonable explanation for the discrepancy cannot be identified, the ballots must be counted a second time; proceed to **Count #2** below.

**Count #2** - Count the ballots a second time. If the total number of ballots tabulated agrees with the total number of voters according to the Poll Book and/or Statement of Votes (Totals Tape), the ballots must be counted a third time to verify the count; proceed to **Count #3**. However, if the second count does not agree, the precinct is not recountable. Answer "No" to question 3 and 4, sign where indicated and complete the following: 1) enter a detailed explanation for the determination on the "DETERMINATION – PRECINCT NOT RECOUNTABLE" form and 2) complete **ITEMS IV, V, VI and VII**.



**Count #3** – Count the ballots a third time. If the total number of ballots tabulated agrees with the total number of voters (as verified with Count #2) the precinct is recountable; answer “Yes” to question 3 and 4, sign where indicated and proceed to **ITEM III**. However, if the third count does not agree with Count #2, the precinct is not recountable. Answer “No” to question 3 and 4, sign where indicated and complete the following: 1) enter a detailed explanation for the determination on the “DETERMINATION – PRECINCT NOT RECOUNTABLE” form and 2) complete **ITEMS IV, V, VI and VII**.

**Physical Count – Summary:** The number of ballots tabulated (per the physical count) must agree with (1) the Poll Book and/or Statement of Votes (Totals Tape) total on the first count or (2) the Poll Book and/or Statement of Votes (Totals Tape) total on the second and third counts. If the number of ballots and the number of voters do not agree, and an acceptable explanation for the discrepancy cannot be identified, the precinct is not recountable.

**ITEM III – ENVELOPE BALLOTS:** (Complete only if one or more “Envelope” ballots were counted during the 6 days immediately following the election.) Answer questions 1 and 2. If the answer to question 1 and 2 is “Yes,” answer “Yes” to question 3; the envelope ballots are recountable – place the envelope ballots with the other ballots to be recounted. However, if the answer to question 1 or 2 is “No,” answer “No” to question 3; the envelope ballots are not recountable. Proceed to **ITEM IV**. (NOTE: A determination that the envelope ballots are not recountable, has no bearing on the recountability of the precinct.)

**ITEM IV – DUPLICATED BALLOTS:** Answer question 1. If the answer is “Yes,” match each “original” ballot to the corresponding “duplicate.” Verify that all “valid marks” recorded by the voter on the “original” ballot, for the office or proposal being recounted, are reflected on the corresponding “duplicate” ballot. If errors are identified, make the necessary corrections and proceed to **ITEM V**. If the answer is “No,” proceed to **ITEM V**.

**ITEM V – CHALLENGES:** Answer question 1. If the answer is “Yes,” review all documentation recorded on the CHALLENGE EXHIBIT ENVELOPE(S) for completeness and accuracy, answer “Yes” to question 2 and proceed to **ITEM VI**. If the answer to question 1 is “No,” proceed to **ITEM VI**.

**ITEM VI – BALLOT CONTAINER RESEALING:** Return all ballots to the ballot container. Re-seal the container and record the new seal number under **ITEM VI**, in the Poll Book and on the Ballot Container Certificate. Initial and date the entries in the Poll Book and on the Ballot Container Certificate. (NOTE: Do not seal CHALLENGE EXHIBIT ENVELOPE(S) containing ballots in the ballot container.)

**ITEM VII – RECOUNT RETURNS:**

If the precinct is recounted, complete COLUMN A, B and C **and sign in the designated area**.

If the precinct is not recounted, complete COLUMN A and B **and sign in the designated area**.



## RECOUNT STATEMENT OF RETURNS

Office/Proposal \_\_\_\_\_ District/Circuit \_\_\_\_\_ Political Party \_\_\_\_\_

County \_\_\_\_\_ City/Township \_\_\_\_\_ Precinct \_\_\_\_\_

### ITEM I GENERAL INFORMATION

- 1) Number of voters per Poll Book: *(Minus Envelope Ballots)* \_\_\_\_\_
- 2) Ballot container seal number: \_\_\_\_\_  
*(From Poll Book/Statement of Votes and/or Ballot Container Certificate)*

### ITEM II RECOUNTABILITY CHECKS

#### Ballot Security

- 1) Is the seal placed on the ballot container so that ballots cannot be removed or added without breaking the seal or damaging the container? ☐ Yes ☐ No
- 2) Does the number on the seal agree with the Poll Book, Statement of Votes and/or Ballot Container Certificate? ☐ Yes ☐ No

#### Physical Ballot Count

- 3) Does the number of ballots agree with the number of voters shown in the Poll Book and/or Statement of Votes? ☐ Yes ☐ No

#### Determination

- 4) Is the precinct recountable? ☐ Yes ☐ No

If "Yes" – Sign below and proceed to **ITEM III**.

If "No" – Sign below and complete: 1) "DETERMINATION – PRECINCT NOT RECOUNTABLE" form 2) **ITEM V** 3) **ITEM VI** and 4) **ITEM VII, Items A and B**.

X \_\_\_\_\_ X \_\_\_\_\_  
*(Recount Team Member/Board of Canvasser Asst.) (Recount Team Member/Board of Canvasser Asst.)*

### ITEM III ENVELOPE BALLOTS *(Complete only if one or more "envelope" ballots were counted during the 6 day review period)*

- 1) Is the seal placed on the ballot container so that ballots cannot be removed or added without breaking the seal or damaging the container? ☐ Yes ☐ No
- 2) Does the number on the seal found on the container agree with the number recorded on the Ballot Container Certificate? ☐ Yes ☐ No
- 3) Are the "envelope" ballots recountable? ☐ Yes ☐ No

### ITEM IV DUPLICATE BALLOTS

- 1) Were one or more ballots duplicated? ☐ Yes ☐ No

If "Yes", refer to FORM INSTRUCTIONS - DUPLICATED BALLOTS.



If "No", proceed to **ITEM V**.

**ITEM V CHALLENGES**

- 1) Were any decisions of the recount/recountability team challenged? ☐ Yes ☐ No
- 2) If "Yes" were all challenges properly documented? ☐ Yes ☐ No

**ITEM VI BALLOT CONTAINER RESEALING** - Return all ballots to the ballot container. Record the new seal number below, in the Poll Book and on the Ballot Container Certificate. (NOTE: Do not seal CHALLENGE EXHIBIT ENVELOPE(S) containing ballots in the ballot container.)

Ballot container resealed with seal number\_\_\_\_\_.

**ITEM VII RECOUNT RETURNS**

<b>COLUMN A</b> <i>Enter names of candidates below or "Yes" and "No" if a proposal</i>	<b>COLUMN B</b> <b>ENTER ORIGINAL TOTALS</b>	<b>COLUMN C</b> <b>ENTER RECOUNT TOTALS</b>

X\_\_\_\_\_X\_\_\_\_\_  
(Recount Team Member/Board of Canvasser Asst.) (Recount Team Member/Board of Canvasser Asst.)



**DETERMINATION – PRECINCT NOT RECOUNTABLE**

Office/Proposal \_\_\_\_\_ District/Circuit \_\_\_\_\_ Political Party \_\_\_\_\_

County \_\_\_\_\_ City/Township \_\_\_\_\_ Precinct \_\_\_\_\_

On        /        / 20 the above referenced precinct was found to be not recountable for the

following reason(s): \_\_\_\_\_

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X \_\_\_\_\_ X \_\_\_\_\_  
(Recount Team Member/Board of Canvasser Asst.) (Recount Team Member/Board of Canvasser Asst.)

X \_\_\_\_\_  
(Recount Team Member/Board of Canvasser Asst.)



## POST RECOUNT MEETING AGENDA

### A. Meeting of the County Board of Canvassers

1. A summary of the recount proceedings will be presented by a representative of the County Board of Canvassers which will include:
  - ☐ Total number of precincts included in the original petition for recount
  - ☐ Total number of precincts included in the counter-petition (if applicable)
  - ☐ Total number of precincts determined to be recountable
  - ☐ Total number of precincts determined not to be recountable
  - ☐ Original vote results
  - ☐ Recount vote results
2. A representative of the County Board of Canvassers will present any challenges to the Board.
3. Each candidate or representative will be given the opportunity to present oral arguments to support their challenge(s).
4. Once the board renders its decision, each challenged ballot will be returned to the "Challenge Exhibit" envelope which will be resealed using an official Red Paper Seal. The envelope will remain sealed for the remainder of the retention period.
5. Each candidate or representative will be given a final opportunity to enter any final statements or objections into the record.

### B. Request for a "Motion to Accept" - A motion to accept the recount results as entered on the "Recount Statement of Votes" as the official vote for the office or proposal will be made and accepted by the County Board of Canvassers.

### C. Meeting Adjourned.

NOTE: Decisions made by County Board of Canvassers are final and may not be appealed to the Board of State Canvassers. Any appeals must be taken up in Circuit Court.



# RECOUNT STATEMENT OF PRECINCTS

Statement of recount in the County of \_\_\_\_\_ of the votes cast at the \_\_\_\_\_  
 election held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ for the office of \_\_\_\_\_  
*(If partisan Primary, insert party)*

**Step 1)** Enter the name of each candidate or the "Yes" and "No" for the proposal in the boxes at the top of the "RECOUNT RESULTS" columns. **Step 2)** Enter the name of each city/township or village being recounted in the far left column followed by the ward/precinct number. **Step 3)** Enter the recount vote totals for each candidate or the "Yes" and "No" for the proposal. **NOTE:** If the precinct is not recountable, enter the original vote total as reflected on the County Canvass Report.

City or Township of	Ward	Pct.	RECOUNT RESULTS					
TOTAL (or if Sub-total to be carried forward to next page)			0	0	0	0	0	0





County of \_\_\_\_\_ } ss.

We certify that the foregoing is a correct statement of the recount of the votes cast at the  
\_\_\_\_\_ Election held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
for the office of \_\_\_\_\_  
(If Primary, insert party)

(Seal) In witness, we have set our hands at the (City, Township or Village) of \_\_\_\_\_  
\_\_\_\_\_ in said county and state,  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
\_\_\_\_\_) Board of  
\_\_\_\_\_) County  
\_\_\_\_\_) Canvassers  
\_\_\_\_\_)

\_\_\_\_\_  
Clerk of the Board of County Canvassers

STATE OF MICHIGAN }  
County of \_\_\_\_\_ } ss.

We certify that the foregoing copy of the Recount Statement of Precincts in the County of \_\_\_\_\_  
\_\_\_\_\_ of the votes cast at the \_\_\_\_\_ Election held on the  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ for the office of \_\_\_\_\_  
(If Primary, insert party)

and the attached Certificate are correct transcripts of the originals of such statement and certificate which  
are on file in the office of the County Clerk.

(Seal) In witness, we have set our hands and affixed the seal of the Circuit  
Court for the County of \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
Chairman of the Board of County Canvassers

**AFFIX OFFICIAL SEAL WERE INDICATED ABOVE**



County of \_\_\_\_\_ } ss.

We certify that the foregoing is a correct statement of the recount of the votes cast at the  
\_\_\_\_\_ Election held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
for the office of \_\_\_\_\_  
(If Primary, insert party)

In witness, we have set our hands at the (City, Township or Village) of \_\_\_\_\_  
in said county and state,  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
(Seal) \_\_\_\_\_ ) Board of  
\_\_\_\_\_ ) County  
\_\_\_\_\_ ) Canvassers  
\_\_\_\_\_ )

\_\_\_\_\_  
Clerk of the Board of County Canvassers

STATE OF MICHIGAN )  
County of \_\_\_\_\_ ) ss.

We certify that the foregoing copy of the Recount Statement of Precincts in the County of  
\_\_\_\_\_ of the votes cast at the \_\_\_\_\_ Election held on the  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ for the office of \_\_\_\_\_  
(If Primary, insert party)

and the attached Certificate are correct transcripts of the originals of such statement and certificate which  
are on file in the office of the County Clerk.

In witness, we have set our hands and affixed the seal of the Circuit  
(Seal) Court for the County of \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
Chairman of the Board of County Canvassers

**AFFIX OFFICIAL SEAL WHERE INDICATED ABOVE**

