



---

## Rush-Henrietta Central School District

[www.rhnet.org](http://www.rhnet.org)

### Vote Ballot Counting Procedures June 16, 2020

1. As required by Governor Cuomo's executive order of June 8, 2020, no mailed ballots may be accepted after 5:00 p.m. on Tuesday, June 16, 2020 while the deadline for drop box ballots to be received continues to be June 9, 2020.
  - a. A drop box is available outside of the main entrance of the District Office located at 2034 Lehigh Station Road, Henrietta, New York. The drop box will be emptied at 5:00 p.m. on June 9<sup>th</sup> and all ballots removed. Ballots deposited in the lockbox after 5:00 p.m. on June 9<sup>th</sup> will not be counted. Mailed ballots will continue to be received and collected for counting through 5:00 p.m. June 16, 2020.
  - b. District voters may attend the opening of the ballots in the High School Gym, beginning at 5:00 p.m. on June 16<sup>th</sup>. A section of bleachers, with room for appropriate social distancing, will be open for those who want to observe the process. **Anyone who attends must wear a mask and must sit in the bleachers only.** Please note that it will take several hours to hand count the votes.
  - c. Ballot counting will be conducted at the High School gymnasium, located on the rear, west side of the High School at 1799 Lehigh Station Road, Henrietta, New York. The counting process commences at 5:00 p.m. on June 16<sup>th</sup> and continues until complete (if not complete by 10 p.m. on June 16<sup>th</sup> the count will be paused and resumed at the same location at 9 a.m. on June 17<sup>th</sup>).
2. Prior to 5:00 p.m. on June 16<sup>th</sup>, as ballots are returned to the district, the oath envelope with the ballot sealed inside is removed from the postage paid return envelope. The name and address on the oath envelope are entered into a comprehensive listing of all absentee ballots. This is performed ongoing as ballots are received.
3. The ballots remain inside the unopened oath envelopes are kept in a secure location at the Administration Building.
4. Any challenges to the absentee ballots must be received by the district clerk prior to 5:00 p.m. on June 16<sup>th</sup>. If a challenge is made the election inspectors, in consultation with the school district attorney, will review the challenge and make a determination to either accept or deny the ballot.
5. On June 16<sup>th</sup>, the ballots will be taken to the High School Gym for counting by teams of election inspectors. Tables will be separated to maintain social distancing. Teams will consist of a counter and a verifier. Pre-numbered tally sheets will be assigned to each count team (20 sheets per team). A log will be maintained to track which tally sheets are distributed to each team.



---

## Rush-Henrietta Central School District

[www.rhnet.org](http://www.rhnet.org)

6. At 5:00 pm on June 16th, election inspectors will commence slitting open the oath envelopes and remove the folded ballots. The folded ballots and the envelopes will be separated, with the ballots remaining folded, grouped into batches of 30 for counting, and distributed to count teams. Since the ballots are separated from the envelopes there is no way to determine how individual people voted.
7. Election inspectors will hand count the votes on the budget, propositions and candidates. They will use the pre-numbered tally sheets to record the vote of each ballot. There are spaces to count 30 ballots per tally sheet. The ballots and tally sheet will be passed to a second inspector who will confirm the counts on the tally sheet. Both the counter and verifier will sign the tally sheet to maintain a record of who performed the count.
8. If a voter's intent cannot be determined, the chief election inspector and school district attorney will be consulted before a ballot is voided.
9. After each tally sheet is completed it will be placed in a folder which the district clerk will accumulate periodically and take to a table where the results will be entered into the vote tally spreadsheet. Bundles of the 30 counted tally sheets will be placed in a separate box with the counting team placing their names on that box. When the box is full it will be taken to a secure room and a new box provided.
10. At the end of the evening all tally sheets will be counted to ensure all sheets have been accounted for. If a sheet isn't found, the team to where it was assigned will attempt to track down the missing sheet. They may have to look in the boxes of the ballots they had counted (hence the requirement to put their names on the boxes).
11. A list of all persons from whom absentee ballots were received will be available at the Gym for public review.
12. If all ballots are not counted by 10 p.m. on June 16th, the remaining ballots will be placed in an "uncounted" box which will be placed in a secure room. Counting will resume at 9 a.m. the next morning, utilizing the same place and process.
13. Every envelope, return and oath envelope will be separately stored and maintained until the election is concluded and any appeal period has passed.