Conducting a Risk-Limiting Audit

Agenda

- Overall Plan
- Detailed County-level Procedures
- Preparation
- How to Create a Ballot Manifest

Overall Plan

General Information

Conducted by general custodian of election records

Open to poll watchers

Notice must be posted in office and on website

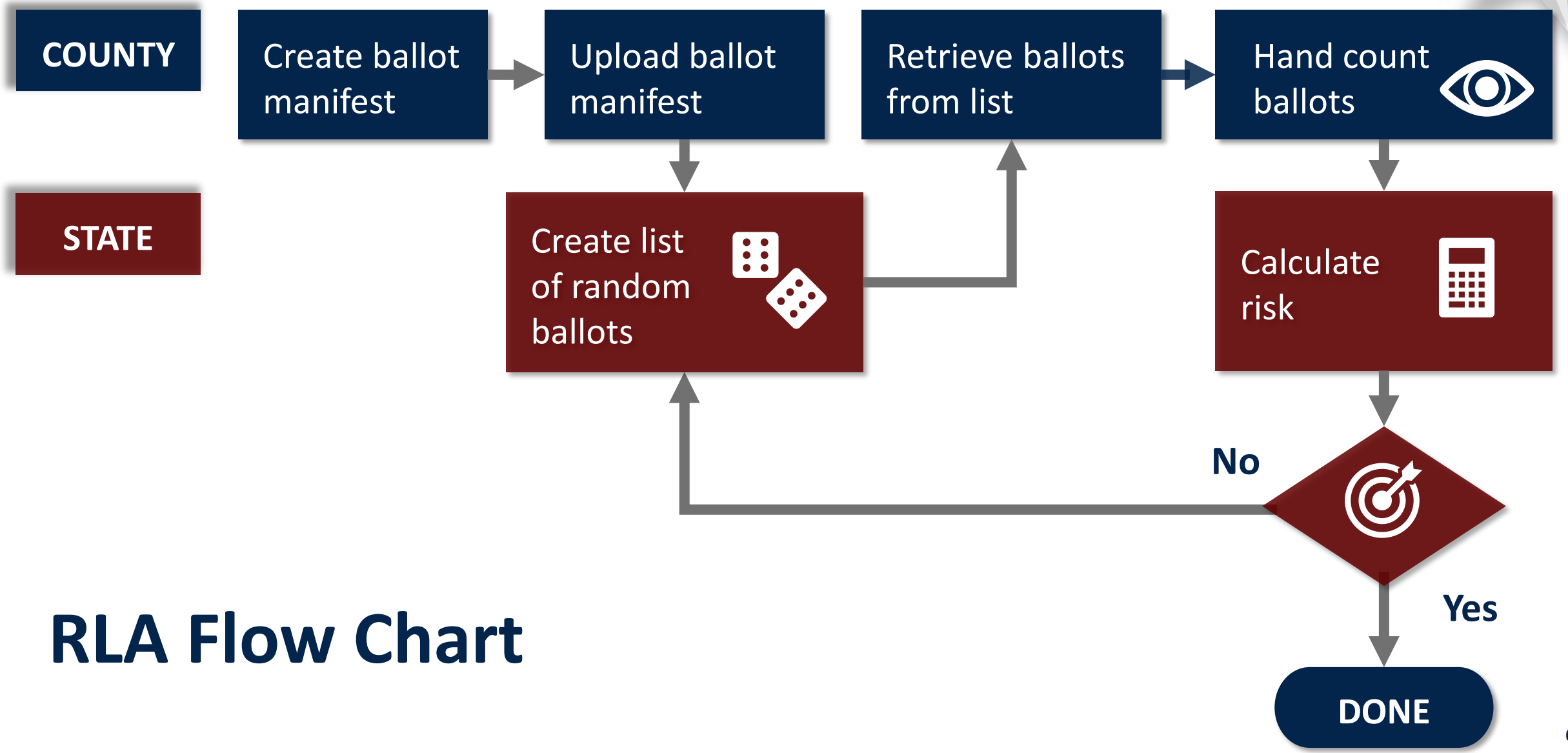
What is a Risk-Limiting Audit?



Checks outcome of an election

1. Retrieve randomly selected ballots 
2. Hand count ballots 
3. Calculate risk  

RLA Flow Chart



Schedule

Tuesday, November 10	First day that counties can submit their ballot manifest
Thursday, November 12	Deadline to submit county jurisdiction managers
Monday, November 16	Deadline for counties to submit ballot manifest
Wednesday, November 18	Date that the dice roll will be conducted
Wednesday, November 18	Deadline for counties to submit final canvassed election results in TEAM
Thursday, November 19	Date that the RLA will begin
The RLA may continue through **Friday, November 20, 2026** and any subsequent days as needed to complete the audit	

RLA and PEHCA

The Post-Election Hand Count Audit must begin not later than the first business day after the SOS certifies completion of the risk-limiting audit

PEHCA must be completed no later than the 30th day after election or by the deadline designated by the SOS whichever is later

Estimated Workload - 1,250 Ballots Statewide

County Ballot Sheets Cast	Estimated Number of Ballots to Retrieve
1,000	0.11
10,000	1.14
50,000	5.68
100,000	11.36
200,000	22.73
300,000	34.09
500,000	56.82
750,000	85.23
1,000,000	113.64
1,500,000	170.45

How Random Ballots are Determined



Range

Seed

Pseudo-random Number Generator

Support During the RLA

Phone: Legal Line – 1-800-252-2216 (Option 2)

Email: ElectionSecurity@sos.texas.gov

Detailed County-level Procedures

RLA Roles

Jurisdiction Manager - county level coordinator of the audit; uploads and downloads files

Audit Boards - teams of 2-3; retrieve ballots and enter ballot information into the audit software

Create a Ballot Manifest

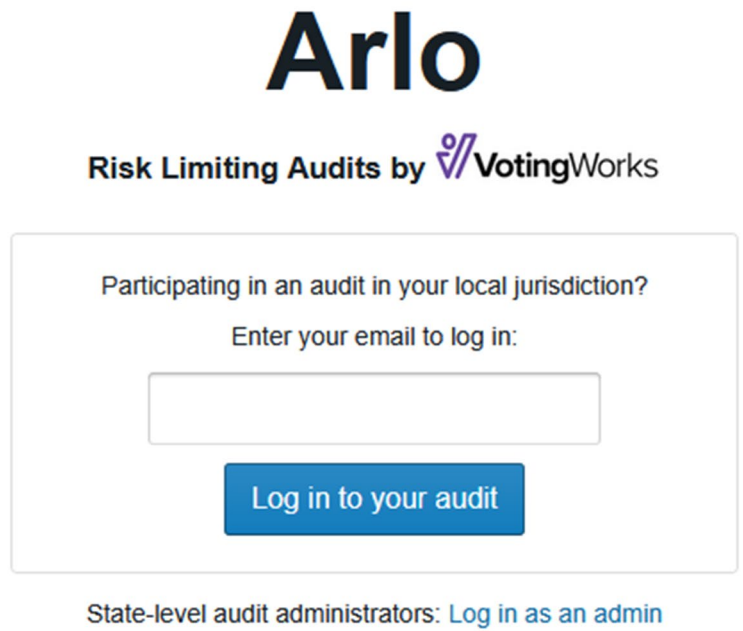
	A	B
1	Batch Name	Number of Ballots
2	EV Library	762
3	EV City Hall	244
4	EV Main Office, Bag 1	2357
5	EV Main Office, Bag 2	1549
6	ED Library	285
7	ED Main Office	963
8	ED City Hall	174
9	ED NW Community Center	189
10	Mail	102

Number of Ballot Sheets

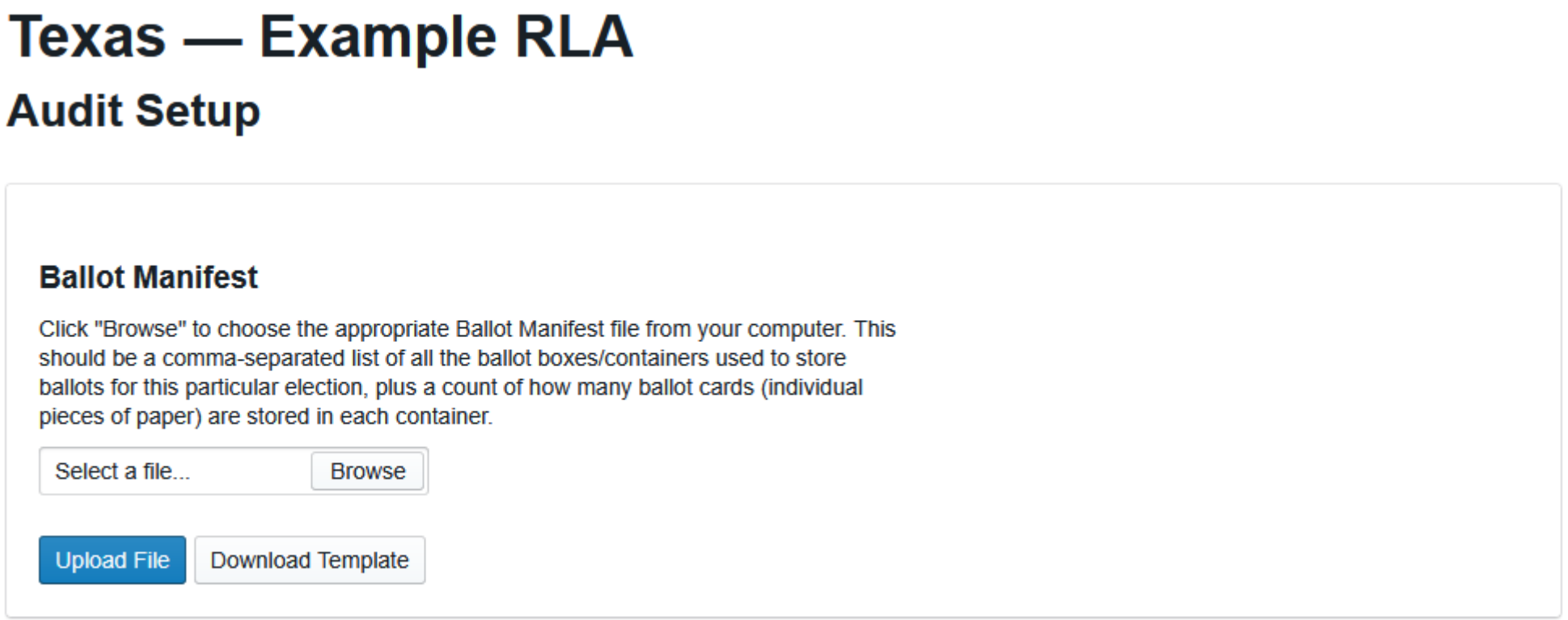
All Ballots Cast (Late mail, limited, provisional, etc.)

Jurisdiction Manager - Log in to Arlo

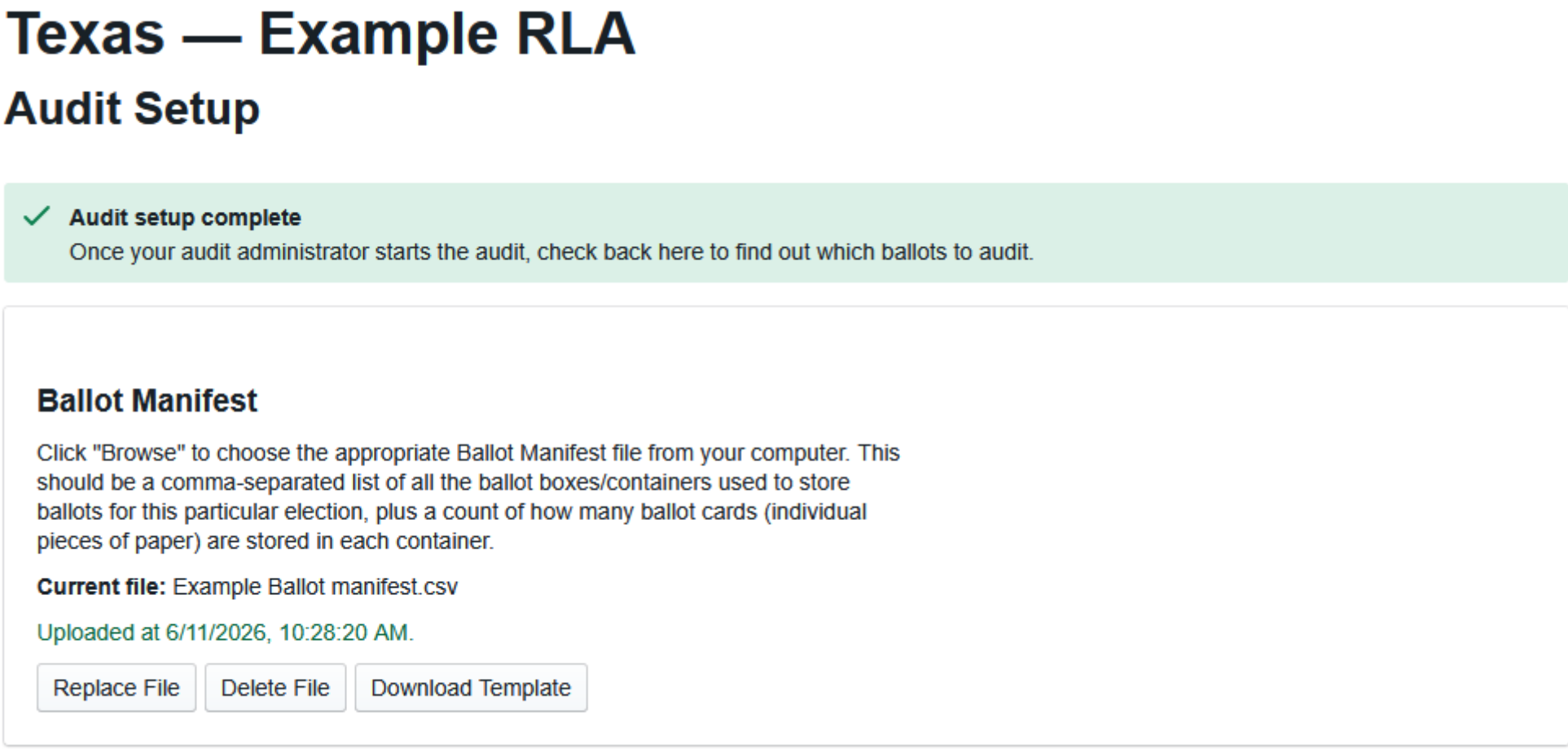
Go to:
Arlo.voting.works



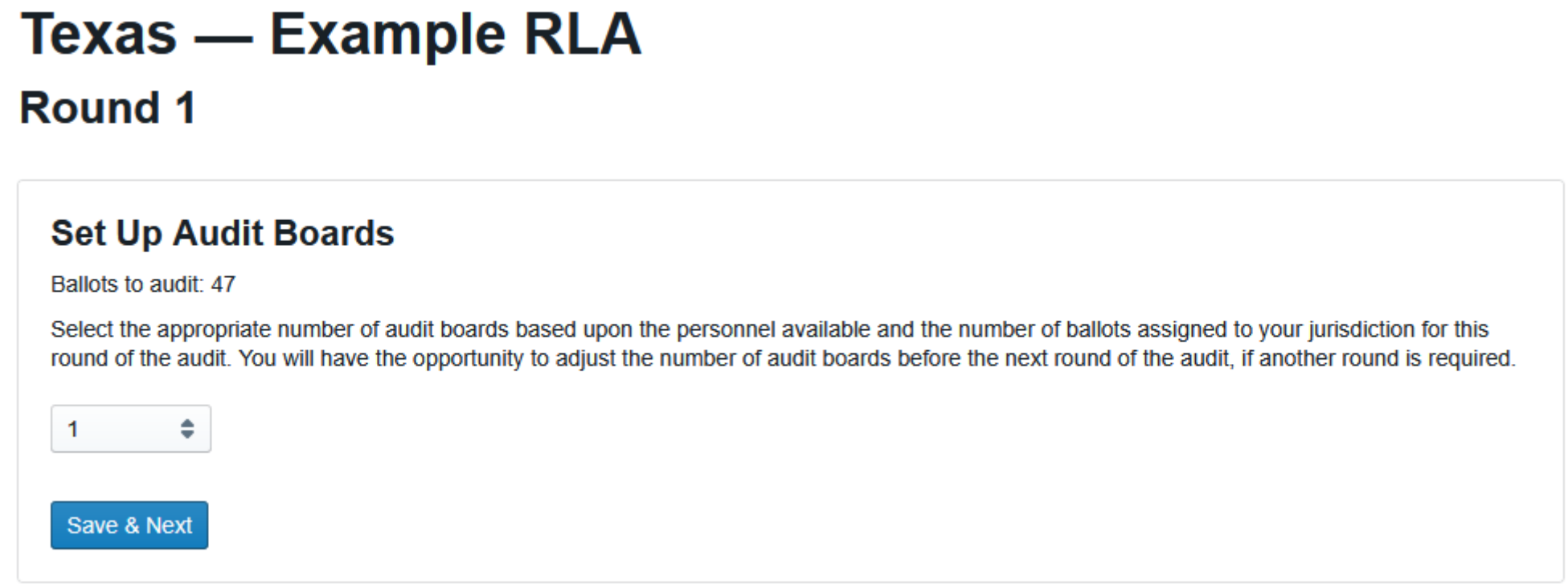
Jurisdiction Manager - Upload the Ballot Manifest



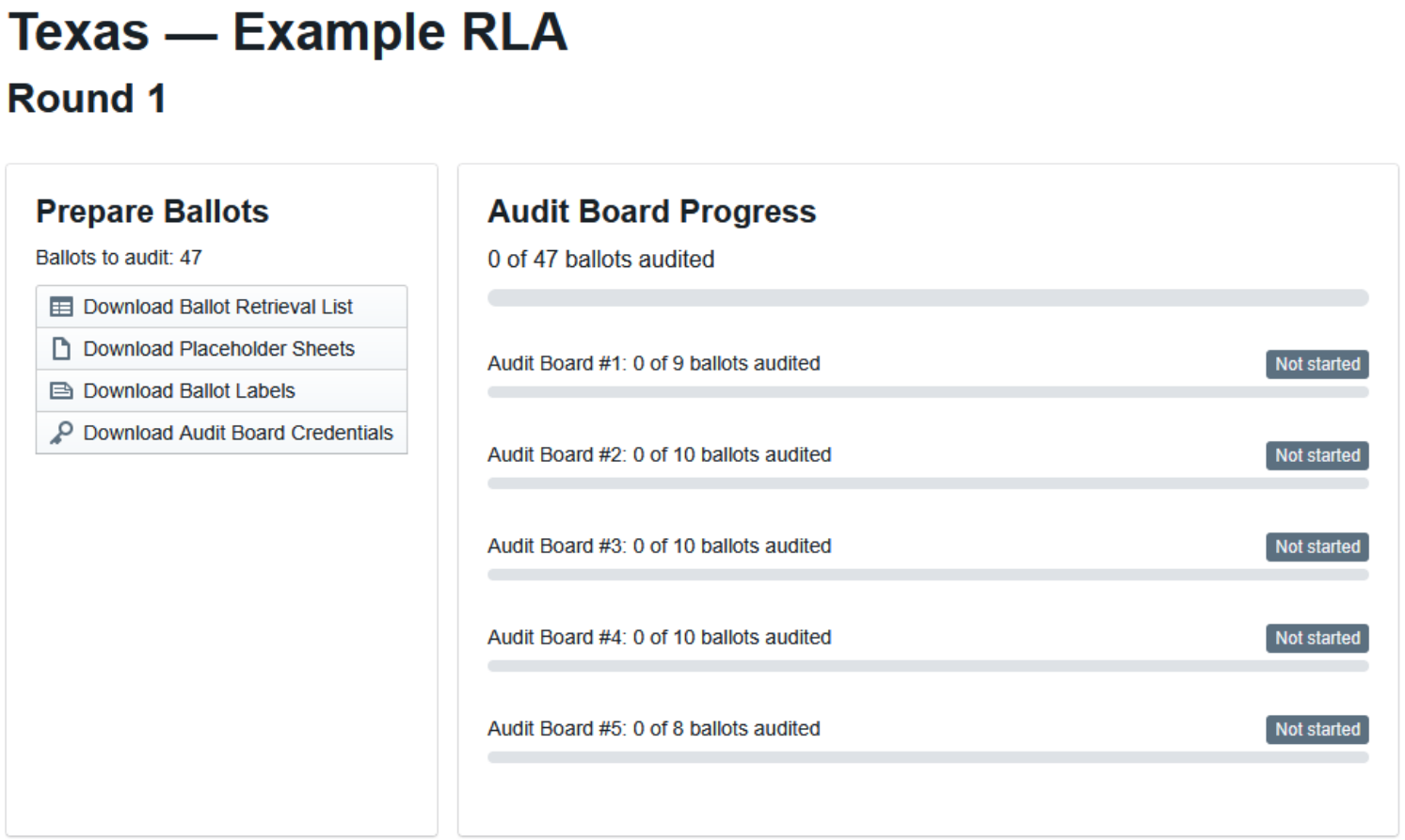
Jurisdiction Manager - Upload the Ballot Manifest



Jurisdiction Manager - Start the Audit



Jurisdiction Manager - Download and Print Materials



Audit Board – Retrieve Ballots

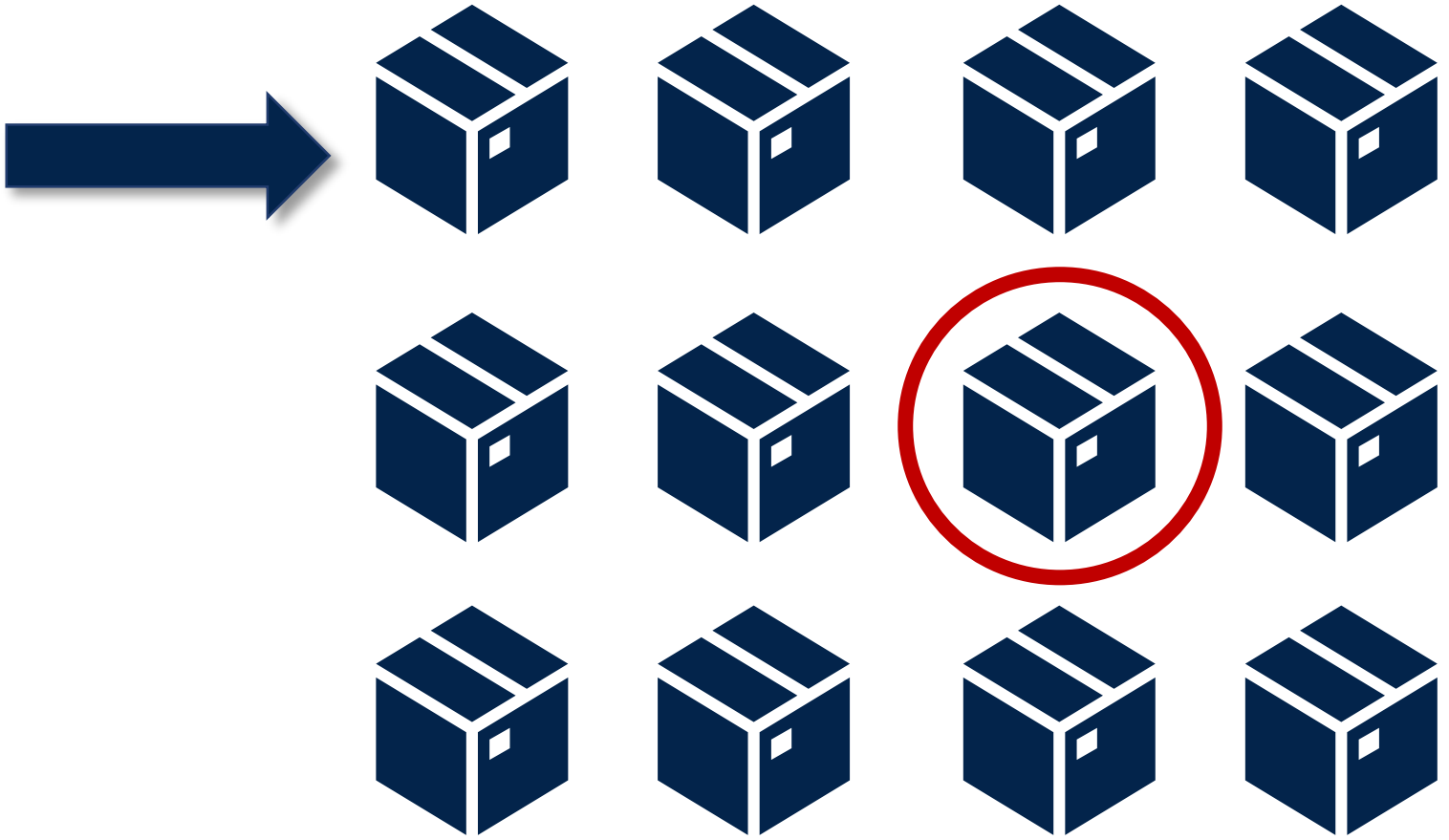
Audit Board #1
Batch: EV Library
Ballot Number: 538



Audit Board #1 - Ballot Number: 1 Batch: Election Day 4	Audit Board #1 - Ballot Number: 5 Batch: Election Day 4	Audit Board #1 - Ballot Number: 19 Batch: Election Day 4
Audit Board #1 - Ballot Number: 24 Batch: Election Day 4	Audit Board #1 - Ballot Number: 28 Batch: Election Day 4	Audit Board #1 - Ballot Number: 39 Batch: Election Day 4
Audit Board #1 - Ballot Number: 23 Batch: Election Day 6	Audit Board #1 - Ballot Number: 36 Batch: Election Day 6	Audit Board #1 - Ballot Number: 50 Batch: Election Day 6
Audit Board #2 - Ballot Number: 15 Batch: Ballot by Mail	Audit Board #2 - Ballot Number: 29 Batch: Ballot by Mail	Audit Board #2 - Ballot Number: 42 Batch: Ballot by Mail
Audit Board #2 - Ballot Number: 2 Batch: Early Voting 2	Audit Board #2 - Ballot Number: 22 Batch: Early Voting 2	Audit Board #2 - Ballot Number: 25 Batch: Early Voting 2
Audit Board #2 - Ballot Number: 41 Batch: Early Voting 2	Audit Board #2 - Ballot Number: 48 Batch: Early Voting 2	Audit Board #2 - Ballot Number: 8 Batch: Early Voting 3
Audit Board #2 - Ballot Number: 24 Batch: Early Voting 3	Audit Board #3 - Ballot Number: 24 Batch: Early Voting 4	Audit Board #3 - Ballot Number: 35 Batch: Early Voting 4
Audit Board #3 - Ballot Number: 51 Batch: Early Voting 4	Audit Board #3 - Ballot Number: 30 Batch: Election Day 1	Audit Board #3 - Ballot Number: 36 Batch: Election Day 1
Audit Board #3 - Ballot Number: 13 Batch: Election Day 5	Audit Board #3 - Ballot Number: 15 Batch: Election Day 5	Audit Board #3 - Ballot Number: 20 Batch: Election Day 5
Audit Board #3 - Ballot Number: 35 Batch: Election Day 5	Audit Board #3 - Ballot Number: 37 Batch: Election Day 5	Audit Board #4 - Ballot Number: 24 Batch: Election Day 2

Ballot Retrieval

Audit Board #1
Batch: EV Library
Ballot Number: 538

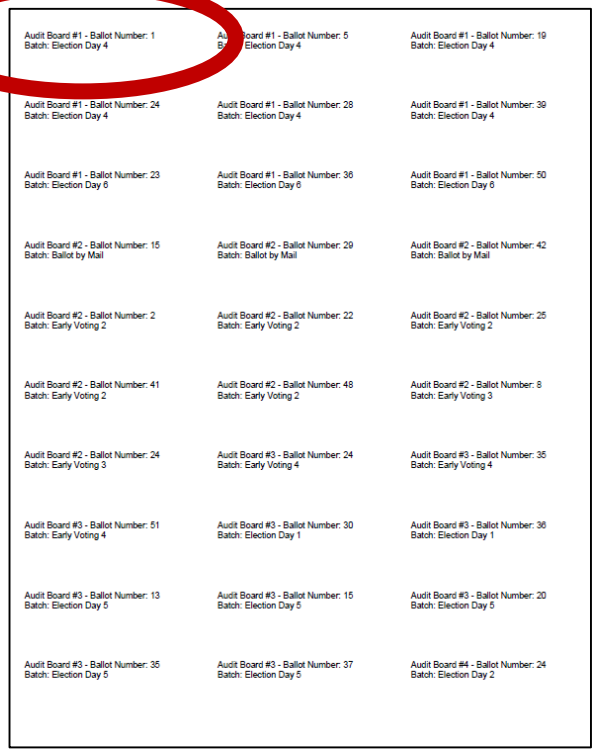


Ballot Retrieval

Audit Board #1
Batch: EV Library
Ballot Number: 538

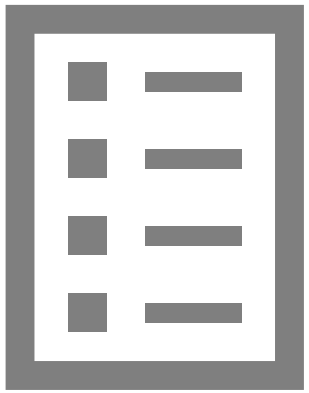


Ballot Retrieval



Audit Board #1 - Ballot Number: 1 Batch: Election Day 4	Audit Board #1 - Ballot Number: 5 Batch: Election Day 4	Audit Board #1 - Ballot Number: 19 Batch: Election Day 4
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Audit Board #1 - Ballot Number: 23 Batch: Election Day 6	Audit Board #1 - Ballot Number: 36 Batch: Election Day 6	Audit Board #1 - Ballot Number: 50 Batch: Election Day 6
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Audit Board #3 - Ballot Number: 35 Batch: Election Day 5	Audit Board #3 - Ballot Number: 37 Batch: Election Day 5	Audit Board #4 - Ballot Number: 24 Batch: Election Day 2

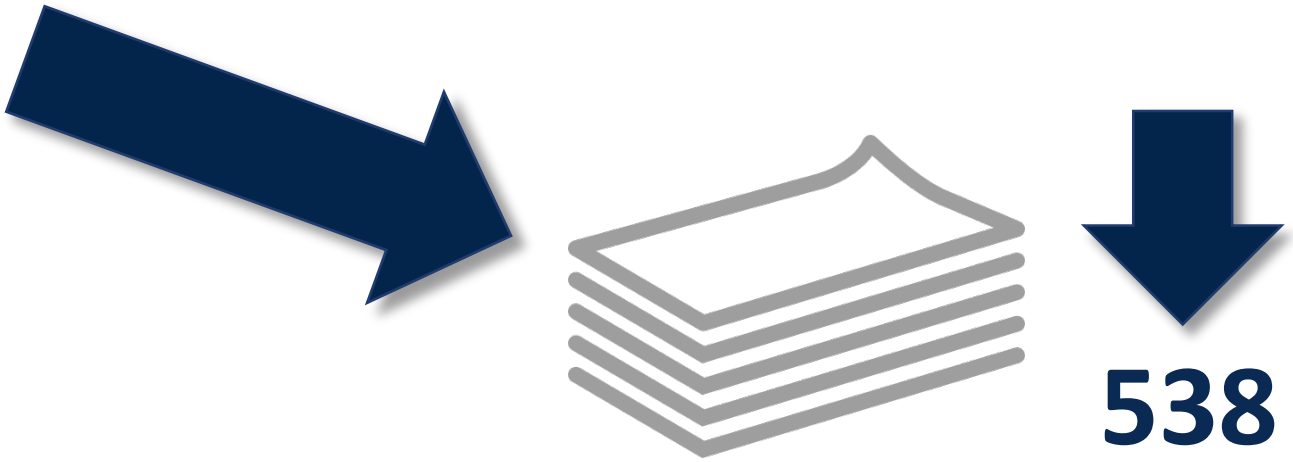




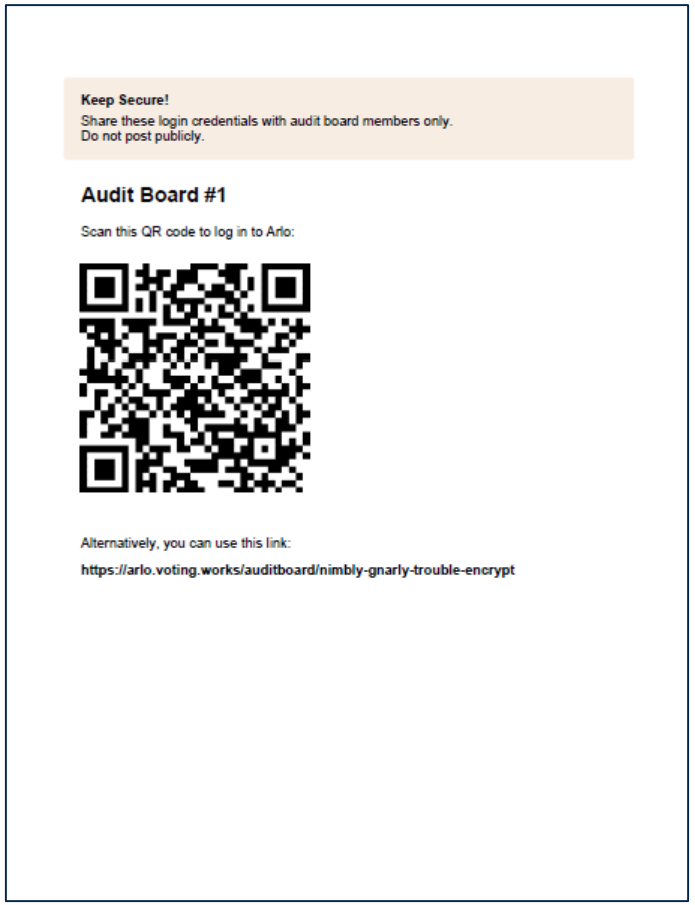
538

Ballot Retrieval

Audit Board #1
Batch: EV Library
Ballot Number: 538



Ballot Inspection – Audit Board Credentials



Keep Secure!
Share these login credentials with audit board members only.
Do not post publicly.

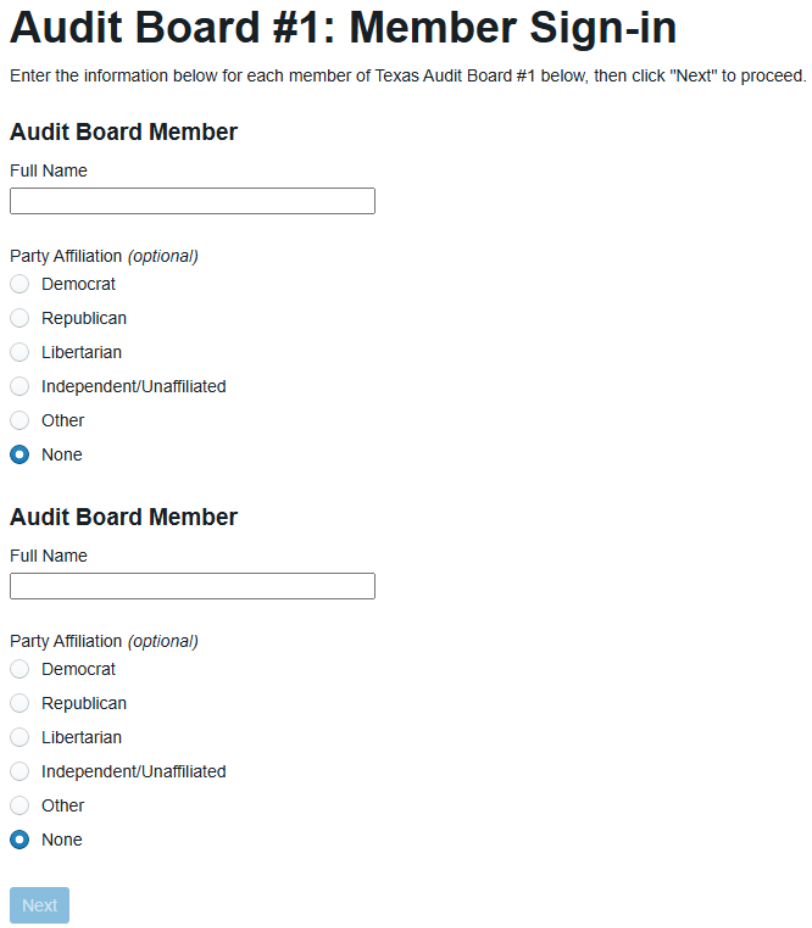
Audit Board #1

Scan this QR code to log in to Arlo:

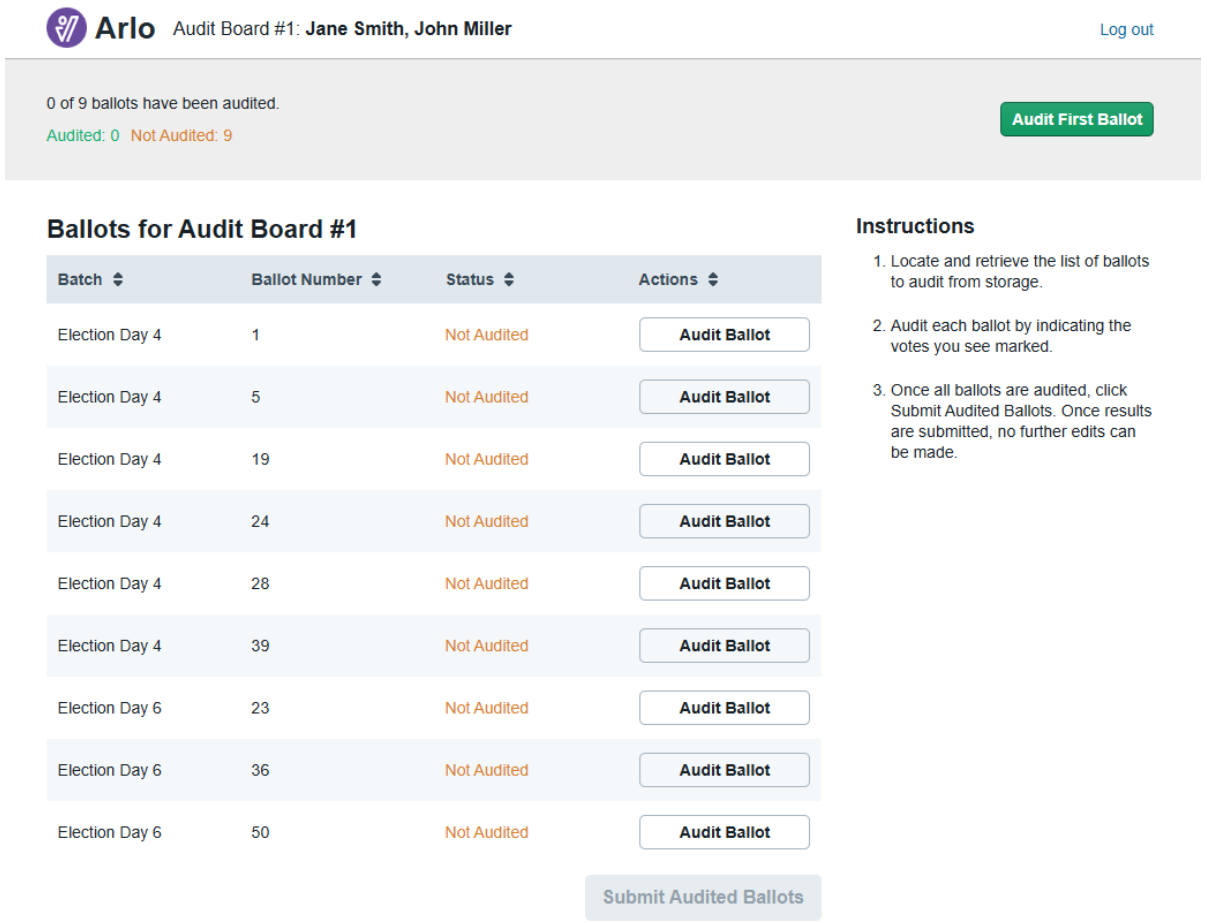
Alternatively, you can use this link:

https://arlo.voting.works/auditboard/nimbly-gnarly-trouble-encrypt

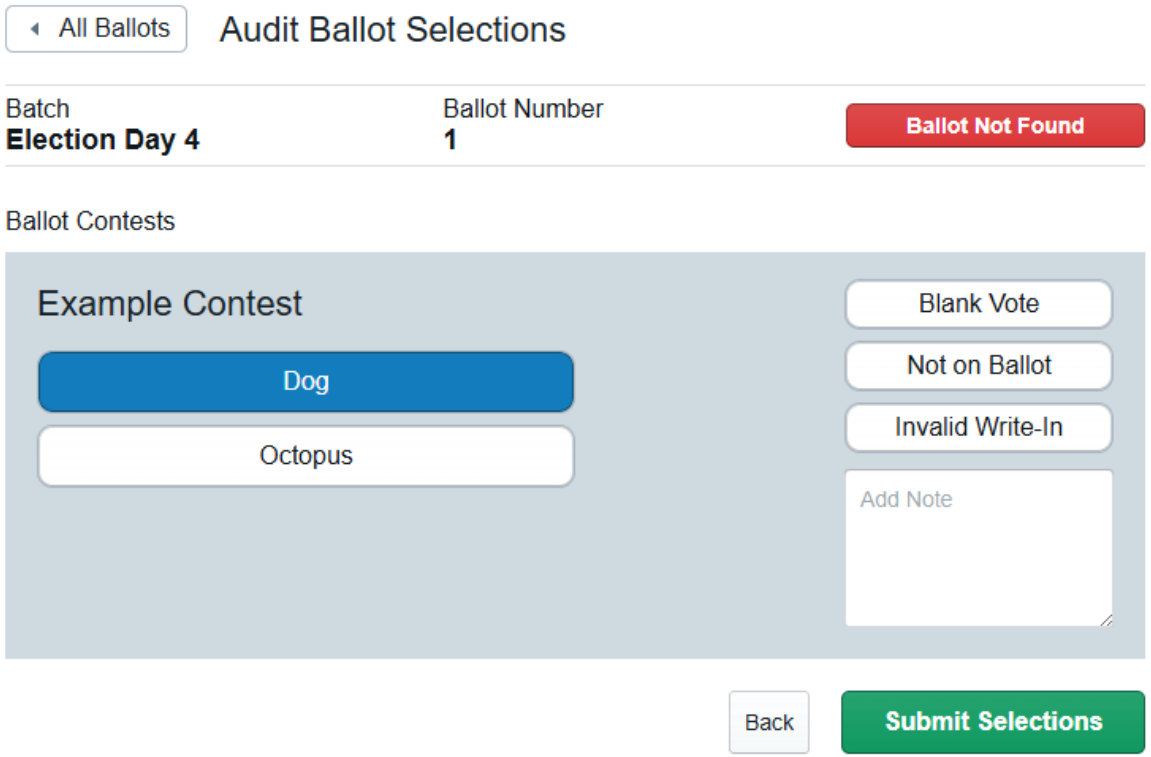
Ballot Inspection – Audit Board Sign-in



Ballot Inspection – Audit Board Dashboard



Ballot Inspection – Ballot Entry



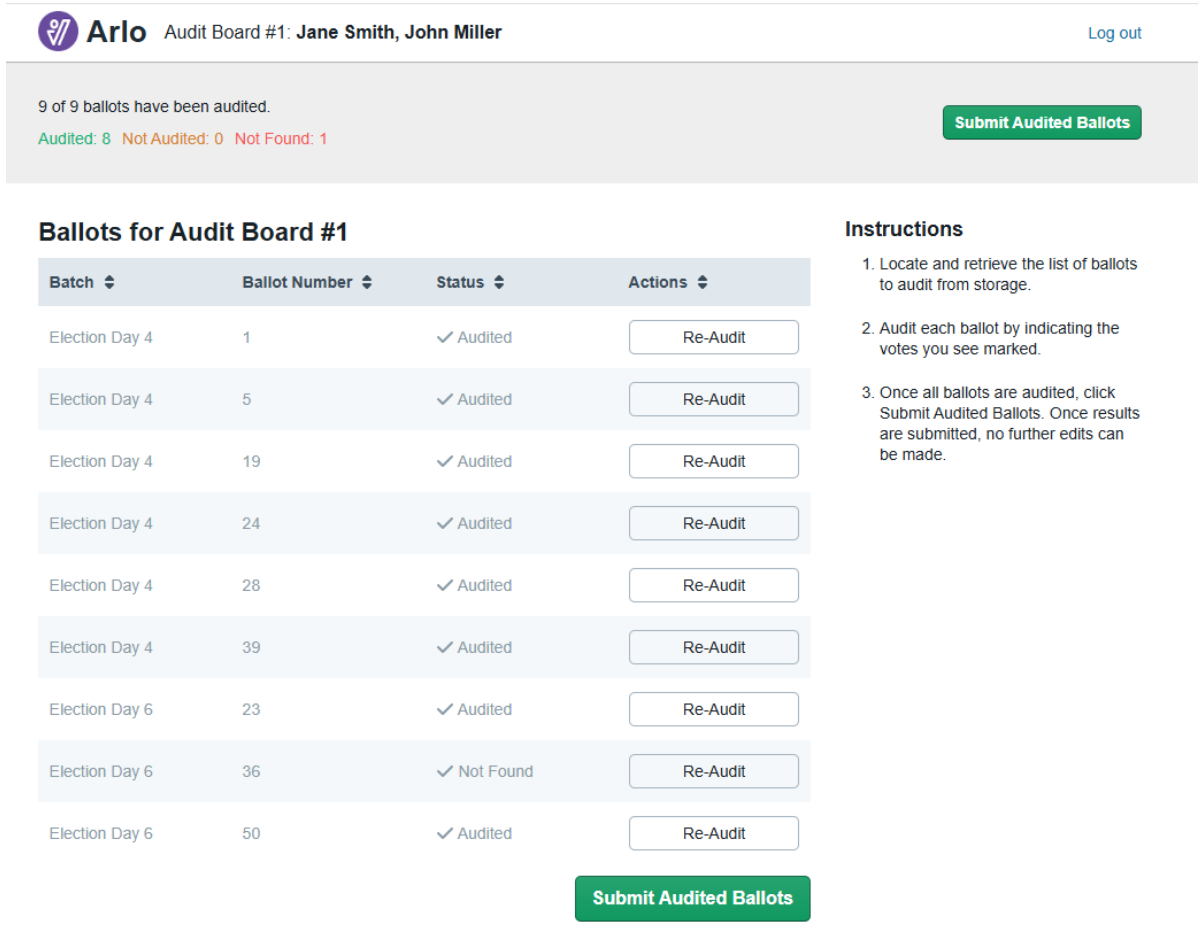
Instructions

1. Confirm that you are looking at the correct ballot for the batch and position. If the ballot was not located, select **Ballot Not Found** at the top of the screen.

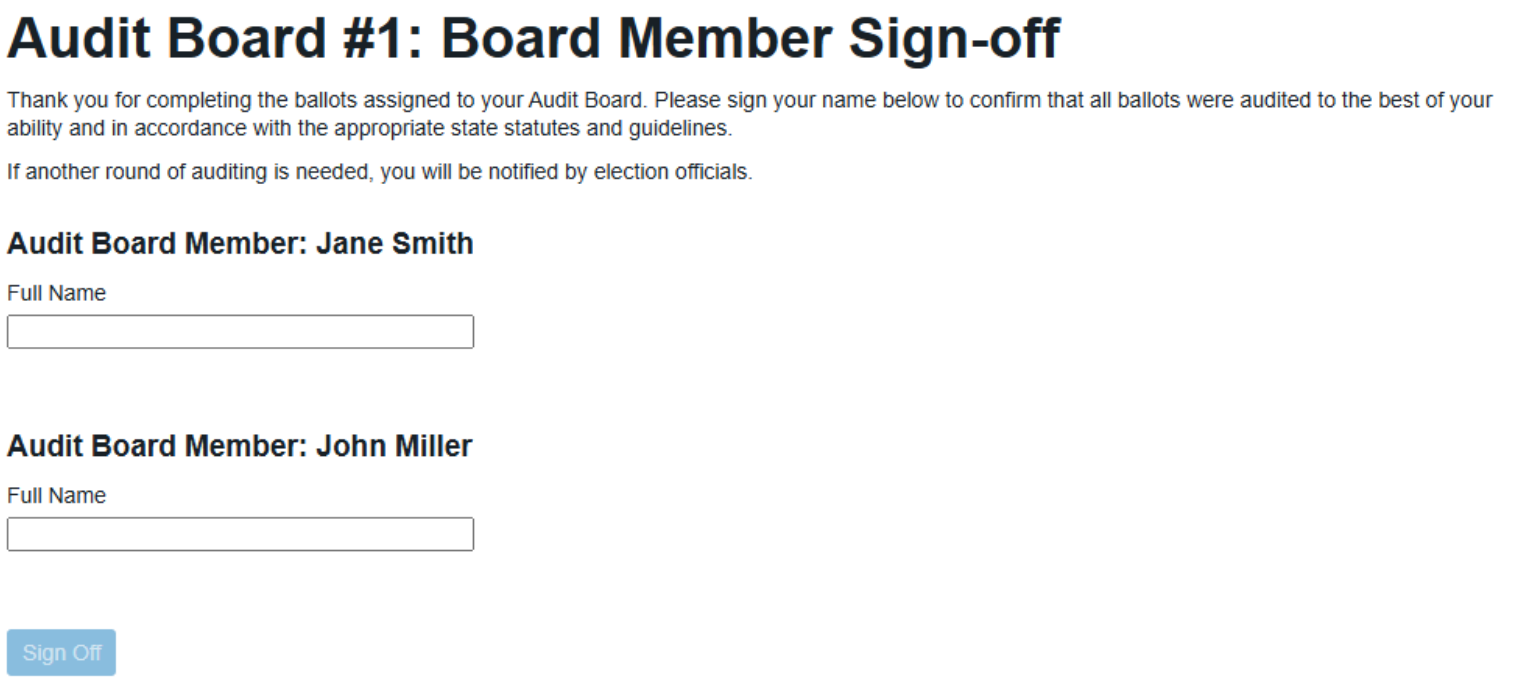
2. For each contest, select all the candidate/choices which you see marked on the paper ballot. Select **Blank Vote** if the voter did not make any selections. Select **Not on Ballot** if the contest does not appear on the ballot. Select **Invalid Write-In** for a write-in adjudicated as invalid.

3. Once all votes are recorded, **Submit Selections** and proceed to the next ballot until all ballots have been audited.

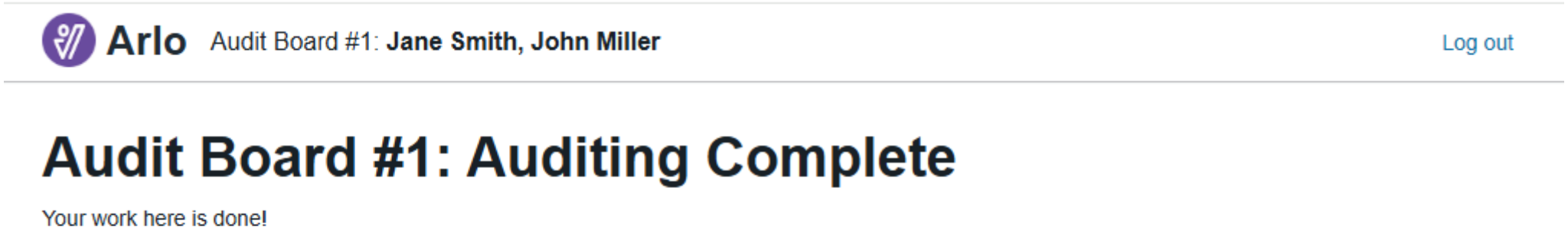
Ballot Inspection – Submit Audited Ballots



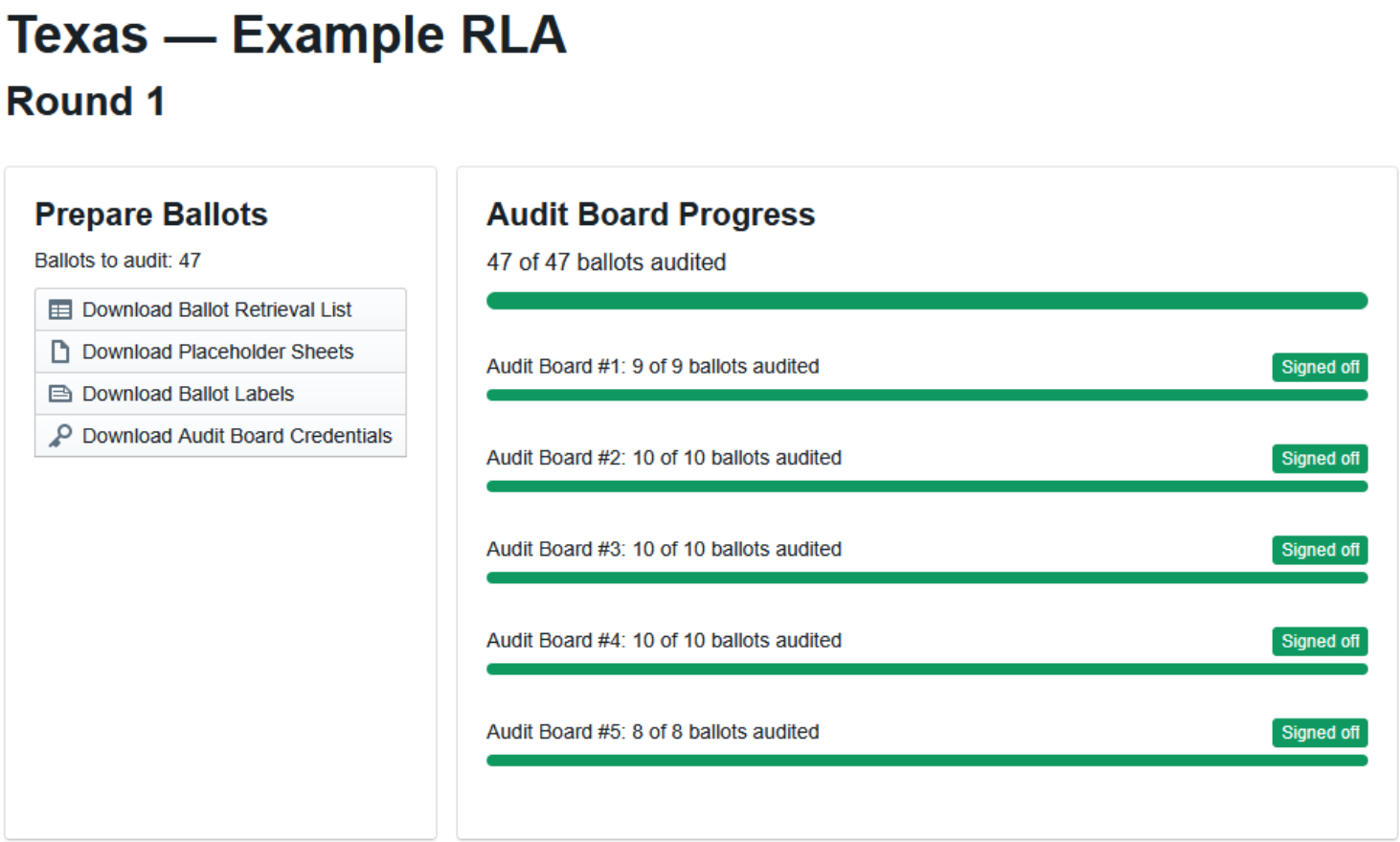
Ballot Inspection – Audit Board Sign-off



Ballot Inspection – Audit Board Complete



Calculating the Risk



Preparation

Staffing – Audit Boards

Anyone eligible to be a poll worker

Can use office staff

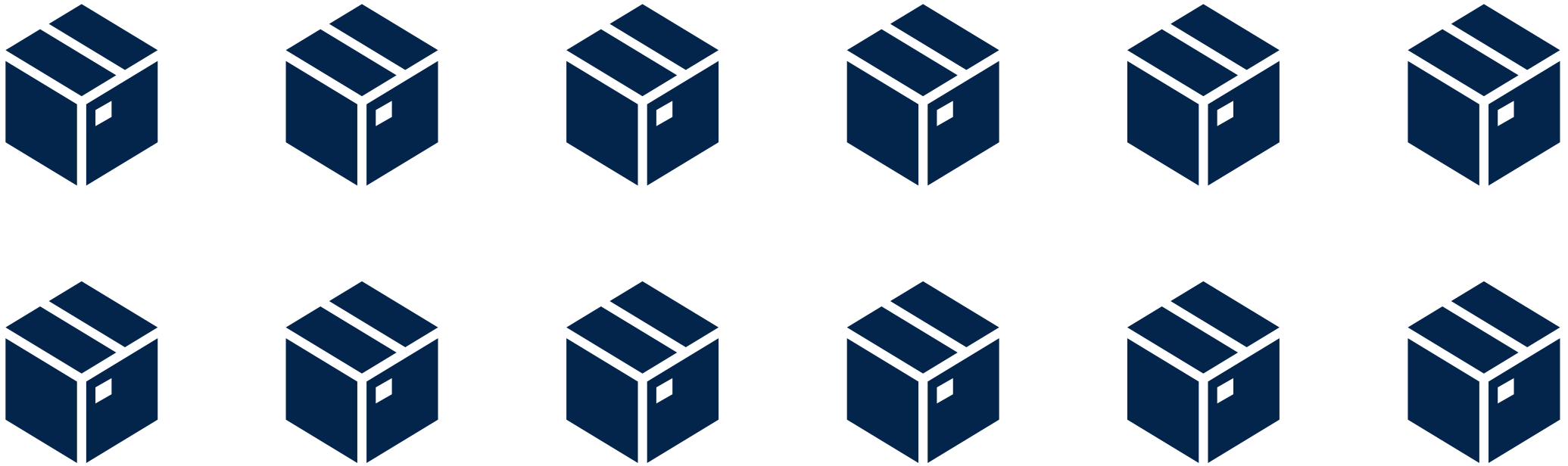
Party parity recommended

Ballot Manifest

	A	B
1	Batch Name	Number of Ballots
2	EV Library	762
3	EV City Hall	244
4	EV Main Office, Bag 1	2357
5	EV Main Office, Bag 2	1549
6	ED Library	285
7	ED Main Office	963
8	ED City Hall	174
9	ED NW Community Center	189
10	Mail	102

Uploaded by Monday, November 16

Organize Ballot Containers



Supplies

- Removable mailing labels 1” x 2 5/8”
- Letter size color paper
- Computer with Chrome or Safari
- Seals, scissors, and chain of custody documents
- Rubber bands, binder clips, sticky notes
- Rubber fingertips

Review

- Create a ballot manifest
- Retrieve random ballots
- Hand count ballots

How to Create a Ballot Manifest

Create a Ballot Manifest

	A	B
1	Batch Name	Number of Ballots
2	EV Library	762
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5	EV Main Office, Bag 2	1549
6	ED Library	285
7	ED Main Office	963
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9	ED NW Community Center	189
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Number of Ballot Sheets





Poll List

Ballot Manifest Sources

- ePollbook reports
- Polling place paperwork
- Ballot container labels

Ballot Manifest – Election Day Locations

	A	B
1	Batch Name	Number of Ballots
2	EV Library	762
3	EV City Hall	244
4	EV Main Office, Bag 1	2357
5	EV Main Office, Bag 2	1549
6	ED Library	285
7	ED Main Office	963
8	ED City Hall	174
9	ED NW Community Center	189
10	Mail	102



Ballot Manifest – Early Voting Locations

	A	B
1	Batch Name	Number of Ballots
2	EV Library	762
3	EV City Hall	244
4	EV Main Office, Bag 1	2357
5	EV Main Office, Bag 2	1549







Ballot Manifest – Mail Ballots

	A	B
1	Batch Name	Number of Ballots
2	Scanner 1, Batch 1	100
3	Scanner 1, Batch 2	100
4	Scanner 1, Batch 3	100
5	Scanner 1, Batch 4	100
6	Scanner 1, Batch 5	47

BBM Batch Sheet

Scanner: #1

Batch: 4

# of Ballots: 100

Ballot Manifest Troubleshooting

- Column names don't match the template
- Empty rows in the middle of the spreadsheet
- Manifest includes a totals row
- Repeated batch names
- File not saved as a csv

Available Support



WEBINARS



TRAINING



RESOURCES

elections@sos.texas.gov

800-252-VOTE • 512-463-5650

sos.texas.gov