

# Partial Manual Count and other Post-Election Activities

November 2022



# Topics

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  - Requirements
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- Reasonable Impediment Declarations (RIDs)
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# PARTIAL MANUAL COUNT



# Partial Manual Count

- The partial manual count is a post-election audit of our electronic voting system.
- It is conducted to “ensure the accuracy of the tabulation of electronic voting system results.”
- This makes sure that equipment tabulated the votes properly.



# Partial Manual Count

- The PMC has to be conducted after every election that uses paper ballots that are counted with an electronic voting system. **This includes voter marked paper ballots and paper ballots generated by a ballot marking device.**
  - **Ballots Counted with:**
    - Precinct Scanner
    - Central Scanner
  - **Types of Ballots**
    - Early Voting in Person
    - Early Voting by Mail
    - Election Day Ballots



# Partial Manual Count

- **General Rule:**
  - The General Custodian of Election Records shall conduct a manual count of all races in at least one percent of the election or three precincts, whichever is greater.
- **General Election for State and County Officers, Primary Election, or Constitutional Amendment Elections:**
  - The SOS shall designate not more than three offices and not more than three propositions to be counted in the selected precincts.
  - The SOS shall notify the General Custodian of Election Records of the selected races/precincts.



# Partial Manual Count

- **Notice Requirements**

- The General Custodian of Election Records shall post in the custodian's office a notice of the date, hour, and place of the count.

- **Candidates and Poll Watchers**

- Each candidate is entitled to be present at the count and is entitled to have a representative present. Representative must deliver a certificate of appointments when they report to service.



# Partial Manual Count

- Reporting to the SOS
  - This is done through our Partial Manual Count System.

The screenshot shows the Texas Secretary of State website header with the star logo and the name John B. Scott. Below the header is a navigation menu with links for Main Site, News, Site Index, Help, and Contacts. The main content area is titled "November 8 2022 Primary Election Manual Count- Sign on". Below the title, there is a prompt: "Provide User ID and Password and click Submit". There are two input fields: "User ID:" and "Password:". Below the password field is a "Submit" button. At the bottom of the page, there is a footer with a list of links: SOSDirect - Business Filings, Business Copies and Certificates, Uniform Commercial Code, Texas Businesses Against Trafficking, Texas.gov, VoteTexas.gov - Voter Information, Register to Vote & Voter I.D., Website Policies, Open Records, Contact us, Statewide Search, Texas Homeland Security, Where the Money Goes, Fraud Reporting, and Texas Veterans Portal. At the very bottom, there are social media icons for Facebook, Instagram, Twitter, YouTube, RSS, and Email.





# Partial Manual Count

- Log-in Information
  - User Name = county name in all lowercase letters
  - EX: San Jacinto County =sanjacinto
- Password
  - Temporary Password sent in an email
  - You **MUST** reset password when you log-in the first time.



# Partial Manual Count

## November 8th Election

### Partial Manual Count - Data Entry for HAYS COUNTY

- The race and precincts you are required to report on are listed below.
- For the selected race, all optical/digital scan devices used by this county are listed.
- If the optical/digital scan device was used by a precinct/polling place for Election Day voting, please provide the results of the electronic and manual counts for the selected race.

**Electronic Count:** Report all election day and early voting (in-person and by mail) totals obtained using a precinct or central scanner. **DO NOT** include any ballots that **were not** run through a precinct or central scanning device in this total. Add the numbers to the appropriate column labeled Early Voting By Mail Electronic County or Election Day Electronic Count.

**Partial Manual Count:** Hand count all applicable electronically tabulated votes for the assigned precincts. You should be hand counting all ballots that were counted by a precinct or central scanner. Add the numbers to the column labeled Early Voting By Mail Hand County or Election Day Hand Count.

**For Counties using DRE voting Machines for either Early Voting in Person or Election Day:** Please place zeros in the columns (Early Voting or Election Day) in which you used DREs and you did not have paper ballots that were counted using a precinct or central scanner.

**For Counties using the Texas Specific Definition of a DRE Voting System:** If your county is part of the countywide polling place program, AND you are using a paper based system (EX: ExpressVote/DS200 or Verity Duo/Verity Scan combination) for your election, please list the name of your assigned polling place in the box labeled "Alternate Precinct."

**For Counties that opted to count all of their Early Voting by Mail Ballots as part of the partial manual count:** Please contact the SOS for reporting instructions.

Please provide counts and click Save. You can leave this screen and return later by clicking the Log Off button below.

Assigned Race: Assigned Race: LT. GOVERNOR

Polling Place	Candidate	Voting System	Early Voting By Mail Electronic Count	Early Voting By Mail Hand Count	Early Voting In Person Electronic Count	Early Voting In Person Hand Count	Elect Day Electronic Count	Elect Day Hand Count
226	DAN PATRICK	HART VERITY CENTRAL	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
			Alternate Precinct (if any): <input type="text"/>					
400	DAN PATRICK	HART VERITY CENTRAL	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
			Alternate Precinct (if any): <input type="text"/>					



# Partial Manual Count

- **Countywide Polling Place Program**
  - Election Day Locations
    - SOS will send you an email that contains selected polling locations
    - You may use this in lieu of the selected precincts for your election day counts.
  - Early Voting In-Person and by Mail
    - This is not determined by location. This must be conducted by precinct which means you will have to open your ballot boxes for all locations to pull the selected precincts.
  - **Results from PMC may be submitted on the spreadsheet that was emailed out to you or through the PMC system.**



# Partial Manual Count

- Local Entities (Cities, Schools, Other Non-County Political Subdivisions)
  - If you conducted the election for them and had a joint ballot, your partial manual count is all you have to do.
  - If the entity has a separate ballot and/or conducted an election on their own, they will still have to conduct a partial manual count. **It is a different web application that is used for this.** Instructions will be sent out for this other application.



# PRECINCT BY PRECINCT REPORTS



# Precinct by Precinct

- All counties are required to submit **electronic** precinct by precinct reports no later than the 30<sup>th</sup> day after the election. (TEC 67.017)
- All reports for the November 8, 2022 General Election are due by **Thursday, December 8<sup>th</sup>**.
- Precinct results for local elections are **no longer required** to be submitted to our office.



# Precinct by Precinct

- The report is meant to capture your final election results. Please do not submit your report until all results have been canvassed.
- You must include both the early votes and election day votes by precinct for all races.



# Precinct by Precinct

## Required Information:

- Political Subdivision/County Name
- Election Date
- Election Name
- Total Provisional Ballots
- Total Provisional Ballots Counted
- Precinct Number
- Total Number of Registered Voters
- Race Name
- Candidate Name
- Early Vote Totals
- Election Day Vote Totals





# Precinct by Precinct


Three options for submitting your report:

- Upload a county generated file through the SOS Vote Count application using an **Excel, PDF, or ASC formatted file**.
- Upload a **vendor generated** file through the application using an Excel, PDF, or ASC formatted file **but it must contain all required information**.
- You can **manually input** your precinct returns directly in the application.



# Precinct by Precinct

- Reporting to the SOS
  - This is done through our Vote Count System.


Texas Secretary of State  
John B. Scott

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**WARNING:** Unauthorized use of this system is prohibited and may be subject to criminal prosecution. The System Administrator may monitor any activity or communication on the system and retrieve any information stored within the system. By accessing this system, you are consenting to such monitoring and information retrieval. You should have no expectation of privacy as to any communication or information stored within this system except as explicitly stated in officially approved system policies. Unauthorized or improper use of this system is a violation of the law and may be prosecuted resulting in criminal, civil, and/or administrative penalties.

### Vote Count - Signon

- Pick from list of political subdivisions, provide password, and click Submit.
- Entries are listed by city/county/etc name first (ex: RIVERSIDE, CITY OF). You may need to click the button with a beginning letter range that matches your political subdivision for it to appear in the list.
- If you cannot locate your political subdivision, please contact the Secretary of State at 1-800-252-8683.
- [Vote Count System Instructions \(PDF, 627k\)](#)

Political Subdivision:

Password:

A-C
D-G
H-L
M-P
Q-T
U-Z



# Precinct by Precinct

- Detailed Instructions (PDF) are accessible on the main menu screen.
- Log-in Information
  - Select county name from the dropdown menu.
- Password
  - Temporary Password will be sent in an encrypted email.
  - You **MUST** reset password when you log-in the first time.



# Precinct by Precinct

## Vote Count - Election Setup/Selection

- If your election has been built, select the election you are providing counts for from the drop-down list below

Elections:

- If you are uploading an SOS-approved transmittal file, click Upload
- If the election you need to report counts for is not in the drop-down list, it will need to be added. Provide the information below and click Add

- To enter results manually, select the November election from the dropdown menu. Elections has been added for you.
- To upload a formatted report, select the upload icon.



# Precinct by Precinct

## Vote Count - Entry

- Step 1 - Select the Race, Candidate, and Precinct from the drop-down lists
- Step 2 - Select either Early Voting or Election Day
- Step 3 - Enter the vote count and click Save
- Use this screen for entry of counts only. If you need to correct anything that has already been entered, click Correct

Race 
 Early Voting
 Election Day

Candidate 
Count

Precinct

● If you need to set up another Race, Candidate, or Precinct, click RCP	<input type="button" value="RCP"/>
● Your ten most recent entries appear in the list below. For a full listing for this election, click List	<input type="button" value="List"/>
● If you are finished entering vote counts for an election, follow the instructions for Finalizing on the election setup/selection screen. To return to that screen now, click Elections	<input type="button" value="Elections"/>
● You can stop entering precinct counts at any time and continue later. To stop entering and return to the election setup/selection screen, click Stop For Now	<input type="button" value="Stop For Now"/>

Race	Party	Candidate	Precinct	Type	Count
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# Precinct by Precinct

● To set up/correct Races, Candidates, and Precincts, or to enter/correct vote counts, click RCP/Counts	RCP / Counts
● If an election appears in the drop-down list that is incorrect or is no longer needed, select it and click Edit	Edit
● If all vote counts have been entered for this election, click Finalize	Finalize
● If this election was cancelled, click Cancelled	Cancelled
● For a printable list of all entry done for this election, click List. If you prefer, you can get the list in Microsoft Excel format by clicking Excel	List    Excel

- Once all results have been entered, please remember to **Finalize** your county results.
- You may also print a copy of all data for your review/record retention.
- If you need to be unlocked or need assistance, please contact us at (800) 252-8683.



# REASONABLE IMPEDIMENT DECLARATIONS



# Reasonable Impediment Declarations

- The SOS asks that county election officials send us copies of the reasonable impediment declarations that were submitted as part of the check-in process.
- RIDs can be submitted via email to [elections@sos.texas.gov](mailto:elections@sos.texas.gov)





# CANVASS & LEGISLATIVE CANVASS



# Canvass

- Commissioners court must canvass the returns for the **November 8, 2022 General Election** not earlier than Friday, November 11, 2022 or later than Tuesday, November 22, 2022. (TEC 67.003)
- County Clerk/Elections Administrator must certify the county returns as canvassed by the commissioners court and deliver those returns to the Secretary of State **not later than 24 hours after the completion of the canvass.**
- Official canvass returns must be uploaded through TEAM **no later than Tuesday, November 22, 2022.**
- Instructions are located on the DocShare site as a reference.



# Legislative Canvass

- County Clerk/ Elections Administrator shall prepare **separate county election returns of an election for the office of Governor or Lieutenant Governor** that contain the same information as the returns for those offices prepared under Section 67.007 of the Texas Election Code. (TEC 67.008)
- Governor/Lt. Governor canvass documents should be submitted **electronically** to our office by **Tuesday, November 22, 2022**.
- Official Canvass Statement forms must include official signature and a county seal and must be mailed to our office immediately following the canvass. A template will be provided.
- Detailed instructions will be sent out on Monday to all counties.



# Voting History/Reconciliation

- All election day voting history/participation files should already be submitted. If you have not done so, please provide your election reporting information as soon as possible.
- Final voter participation records should be submitted by the 30<sup>th</sup> day after the election which December 8, 2022.
- We **highly recommend** all counties review the canvass comparison report available in TEAM to make sure your voting history records are reconciled with your election vote totals.

