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ELECTIONS DIVISION
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September 20, 2021

County Clerk/Registrar of Voters (CC/ROV) Memorandum # 21153

TO: All County Clerks/Registrars of Voters

FROM: /s/ Susan Lapsley
Deputy Secretary of State, HAVA Director and Counsel

RE: 1% Manual Tally of the September 14, 2021, Gubernatorial Recall Election

Pursuant to California Elections Code section 15360, elections officials are required to conduct a public manual tally of the ballots cast in 1 percent of the precincts chosen at random by the elections official that were tabulated using a voting system (1% Manual Tally). This law specifically includes vote-by-mail ballots, and provisions also exist for including provisional ballots. The selection of precincts to tally must come after the close of polls on Election Day and must be noticed publicly for at least five days. Elections officials are required to report the results of the manual tally to the Secretary of State in their certification of the official canvass of the vote.

To assist elections officials and to bring uniformity across the state in reporting the results of the manual tally, our office has created a reporting template for elections officials to use that meets the reporting requirements of Elections Code section 15360(f), including some recommended information to provide in support of the results of the manual tally.

Please note that Elections Code section 15360 allows a county elections official, at his or her discretion, to select additional precincts or batches of ballots for the manual tally, which may include vote by mail and provisional ballots.

Please include the completed reporting template with your official canvass report for the Statement of Vote. The Secretary of State will post the 1% Manual Tally reports on our website.

If you have any questions regarding the reporting template or the 1% Manual Tally, please contact votingsystems@sos.ca.gov or (916) 695-1680.

If you have any questions regarding the submission of the reporting template to our office, please contact candidate-filings@sos.ca.gov or (916) 653-9154

REPORT OF 1% MANUAL TALLY

[Elections Code section 15360]

County: _____

Election: _____

Manual tally method used: ____ One Part [section 15360(a)(1)]

____ Two Part [section 15360(a)(2)]

Date and time notice provided (attach copy of the notice):

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Internet website where additional information about the manual tally is posted, if applicable:

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Date and time the manual tally commenced, beginning with the random selection of precincts and batches (must be after the close of the polls on Election Day):

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Date and time the manual tally finished:

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Estimated number of members of the public who observed the process:

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Total number of ballots counted in this election (official canvass numbers):

Polling place / vote center ballots (including provisionals)	
Vote-by-mail ballots	

Total number of ballots manually tallied:

Polling place / vote center ballots (including provisionals)	
Vote-by-mail ballots	

Precincts in the county for this election (attach list describing all precincts with the number of ballots in each, indicating whether ballots are polling place / vote center, vote-by-mail, or provisional):

Total number of precincts in the election	
Total number of precincts selected for the manual tally	

Batches of vote-by-mail or provisional ballots (attach list describing each batch with the number of ballots in each, indicating whether ballots are polling place / vote center, vote-by-mail, or provisional):

Total number of batches in the election	
Total number of batches selected for the manual tally	

Method used to choose precincts and batch of ballots to manually tally (include description of random selection method):

attach additional pages if necessary

Description of any discrepancies noted (include details about each discrepancy and how each was resolved; also include anything unusual observed during the manual tally process or anything that may improve the manual tally process):

attach additional pages if necessary

This report is submitted pursuant to Elections Code section 15360(f).

Submitted on this date: _____ **by:**

Elections Official Name: _____ **Signature:** _____