TALLY SHEET

Place five tallies in each square
Example

County	Jane Doe	卌	卌	III
Clerk	Joe Blow	卌	II	

Pct. No.	Name of Presiding Judge
Date of Election	Type of Election

OFFICE OR "FOR" AND "AGAINST"	Name of Candidates Or Propositions	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100	TOTAL

See Reverse Side for Instructions

I hereby certify that the within and foregoing is a true and correct tally list kept by me for the above described election.

Signature of person who kept list _____

INSTRUCTIONS

1. There must be three original sets of tally sheets kept. (Sec. 65.004)

2. Each tally sheet must include:

   name and offices of candidates and/or for and against measure(s)
   date of election
   precinct number
   type of election
   name of presiding judge
   signature of person keeping the tally sheet

3. Periodically, the tally sheets must be compared for any errors or discrepancies, and if they are found, the ballots must be recounted and the necessary corrections made.

4. In all elections where straight party voting is allowed, it is necessary to list the name of each political party under the column for candidates. A straight party vote is one in which the party box is marked and no other individual boxes for candidates for other parties are marked. Count a straight ticket ballot by tallying for the political party receiving the vote instead of tallying for each candidate of that political party to avoid duplication of votes. (See below)

   After all ballots are counted and the election judge is making out the returns, the election judge must add the total number of straight party votes to the total for each candidate of that political party. (Sec. 65.007)

5. A ballot on which the party box is marked but individual boxes for other candidates are marked is not considered a straight party vote and must be tallied as a split ticket. Tally a vote for each candidate of the political party for which a straight party vote is indicated except for any candidate of that party opposed by a candidate for whom a vote is individually indicated. Tally a vote for each candidate individually indicated.

EXAMPLE

OFFICE OR "FOR" AND "AGAINST"	Name of Candidates or Propositions	5	10	15	20	25	30	35	40	45	50	55
	Big Party	THL	THL	II								
	Little Party	THL	THL	III								

6. For valid write-in votes for candidates whose names do not appear on the ballot, the name of the write-in candidate shall be entered on the tally list and the votes shall be tallied in the same manner as votes for a candidate whose name appears on the ballot. (Sec. 65.008)

7. When a member of the counting team must be replaced, correct any existing discrepancies in the tally lists. The officer being replaced certifies to the accuracy of that tally list by signing at that time and indicating the final vote tallied by him/her for each candidate or proposition.

8. On completing the count, each counting officer computes the total number of votes cast for each candidate and for or against each proposition and enters the totals on the tally list. After verifying that all three lists are in agreement, each counting officer signs that officer's list.