Election Reconciliation Forms

February 2022 Webinar

Secretary of State – Elections Division

Reconciliation

The Texas Election Code now requires that the presiding judge of the central counting station attest to a written reconciliation of votes and voters (127.131f):

- At the close of tabulation on election day
- Again after counting late mail/provisional ballots (canvass)
- For primaries conducted jointly, you may either combine parties or have a form for each
- Post completed forms on your county website

Reconciliation

Compares the number of voters who cast valid ballots with the number of votes counted by your tabulation system

PRELIMINARY ELECTION RECONCILIATION – UNOFFICIAL TOTALS

Election Day

Overview

- Top group gathers election statistics

1. Voters (from election rosters)	
A. In person voters	
B. By mail voters	
C. Total voters (A+B)	

2. Rejected or pending ballots (pending review, pending voter action, or rejected)	
D. Provisional ballots rejected or pending	
E. Mail ballots rejected or pending	
F. Total ballots rejected or pending (D+E)	

3. Counted ballots (from tabulation software)	
G. In person ballots counted	
H. Mail ballots counted	
I. Total ballots counted (G+H)	

Overview (continued)

- Middle group compares those statistics
  - Voters minus rejected/pending ballots minus counted ballots

4. Comparison of voters and counted ballots	
J. Difference between voters and ballots (C-F-I) _____	**K.** Difference as percentage of voters (J÷(C-F)*100) _____ %
L. Notes:	

Overview (continued)

- Bottom group gathers the number of ballots that may be added between election day and canvass

6. Ballots that could be added to the final count			
Disclaimer: These numbers typically change as information is verified after election day			
N. Mail ballots not returned or pending voter action		O. Estimated Provisional ballots	

Preliminary Election Reconciliation

Section details

1 - Voters

1. Voters	
(from election rosters)	
A. In person voters	
B. By mail voters	
C. Total voters (A+B)	

Fill in the number of voters who participated in your election

- **In person**: from reports in TEAM, ePollbooks, voter history software, or rosters
  - o Include provisional ballots if they are on your election night results reports

- **By Mail**: from the ballot transmittal form
  - o Include any other ballots you report with mail ballots

2 – Rejected or pending ballots

2. Rejected or pending ballots
(pending review, pending voter action, or rejected)

D. Provisional ballots rejected or pending	
E. Mail ballots rejected or pending	
F. Total ballots rejected or pending (D+E)	

Fill in the number of ballots not accepted for counting

- **Provisional ballots**
  - Rejected by the Early Voting Ballot Board (EVBB)
  - Pending voter action (no ID voters)
  - Provisional ballots awaiting EVBB review
- **Mail ballots**
  - Rejected by the EVBB
  - Pending voter action (corrective action process)

3 – Counted ballots

3. Counted ballots
(from tabulation software)

G. In person ballots counted	
H. Mail ballots counted	
I. Total ballots counted (G+H)	

Fill in the number of ballots counted by your tabulation software

- If provisional ballots are included in your results reports, include them in box G

- Box I should match the total number of ballots cast on your results report

- Consider creating any custom reports you may need in advance

4 – Comparison of voters and counted ballots

- Compare the number of voters with the number of ballots counted

4. Comparison of voters and counted ballots	
J. Difference between voters and ballots (C-F-I) _____	**K.** Difference as percentage of voters (J÷(C-F)*100) _____ %
L. Notes:	

4 - Comparison (continued)

- Box C minus Box F gives you the number of voters who cast valid ballots

- Then subtract box I to compare the number of valid ballots to the number of ballots counted

- If there is a discrepancy, try to identify and resolve before central count adjourns

4 - Comparison (continued)

- Calculate the percentage to put the discrepancy into context

- Start with inner parentheses (Box C – box F)

- Divide Box J by that number

- Multiply by 100

4 - Comparison (continued)

- Add any notes that you think will help explain the difference between voters and votes
  - Attach explanation if needed

5 - Attestation

- Signed by the presiding judge of central count

5. Attestation

M. "I certify that the information contained in this preliminary election reconciliation document accurately reflects the unofficial votes and voters as known to me on election night. The information will likely change based on provisional votes, mail ballots, and additional reconciliation efforts by election personnel."

| Presiding judge signature | Print name | Date |

6 – Ballots that could be added

- List ballots that may be added to the count between election day and canvass

- Gives the public a clear idea of what may change

6. Ballots that could be added to the final count			
Disclaimer: These numbers typically change as information is verified after election day			
N. Mail ballots not returned or pending voter action		**O.** Estimated Provisional ballots	

6 – Ballots that could be added (continued)

- Mail ballots either not returned or pending voter action

- Provisional ballots not yet reviewed by EVBB or pending voter action

6. Ballots that could be added to the final count				
Disclaimer: These numbers typically change as information is verified after election day					
N. Mail ballots not returned or pending voter action		**O.** Estimated Provisional ballots	

Preliminary Election Reconciliation

Example

1. Voters (from election rosters)	
A. In person voters	12,000
B. By mail voters	1,000
C. Total voters (A+B)	13,000

2. Rejected or pending ballots (pending review, pending voter action, or rejected)	
D. Provisional ballots rejected or pending	100
E. Mail ballots rejected or pending	50
F. Total ballots rejected or pending (D+E)	150

3. Counted ballots (from tabulation software)	
G. In person ballots counted	11,899
H. Mail ballots counted	948
I. Total ballots counted (G+H)	12,847

4. Comparison of voters and counted ballots

J. Difference between voters and ballots (C-F-I)	3	K. Difference as percentage of voters (J÷(C-F)*100)	0.02 %

L. Notes:

In person: further research required

Mail: two secrecy envelopes did not contain ballots

Election Reconciliation – Official Totals

Canvass

Canvass

- In person category is separated into early voting, election day, and provisional ballot totals

- Section 2 only lists rejected ballots

- Future webinar will cover differences in more detail

Canvass (continued)

1. Voters (from election rosters and lists)		2. Rejected ballots		3. Counted ballots (from tabulation software)	
A. Early voting in person check-ins				**I.** Early voting ballots counted	
B. Election day in person check-ins				**J.** Election day ballots counted	
C. Mail ballots received		**F.** Mail ballots rejected		**K.** Mail ballots counted	
D. Provisional ballots submitted		**G.** Provisional ballots rejected		**L.** Provisional ballots counted	
E. Total voters (A+B+C+D)		**H.** Total ballots rejected (F+G)		**M.** Total ballots counted (I+J+K+L)	

Questions?

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