

# Election Reconciliation Forms

April 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 (127.131(f)):

- 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
- Only required if using a central counting station



# Reconciliation

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



# PRELIMINARY ELECTION RECONCILIATION – UNOFFICIAL TOTALS

# Election Day

**Preliminary Election Reconciliation - Unofficial Totals**

Disclaimer: These numbers are subject to change as information is verified after election day

County \_\_\_\_\_ Election Name \_\_\_\_\_  
 Registered Voters \_\_\_\_\_ Election Date \_\_\_\_\_

1. Voters <small>(from election rosters)</small>		2. Rejected or pending ballots <small>(pending review, pending voter action, or rejected)</small>		3. Counted ballots <small>(from tabulation software)</small>	
A. In person voters		D. Provisional ballots rejected or pending		G. In person ballots counted	
B. By mail voters		E. Mail ballots rejected or pending		H. Mail ballots counted	
C. Total voters (A+B)		F. Total ballots rejected or pending (D+E)		I. Total ballots counted (G+H)	

**4. Comparison of voters and counted ballots**

J. Difference between voters and ballots (C-F) \_\_\_\_\_ K. Difference as percentage of voters  $(\frac{C-F}{I} \times 100)$  \_\_\_\_\_ %

L. Notes:

**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 may 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 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



# Overview

- Top group gathers election statistics

1. Voters (from election rosters)		2. Rejected or pending ballots (pending review, pending voter action, or rejected)		3. Counted ballots (from tabulation software)	
A. In person voters		D. Provisional ballots rejected or pending		G. In person ballots counted	
B. By mail voters		E. Mail ballots rejected or pending		H. Mail ballots counted	
C. Total voters (A+B)		F. Total ballots rejected or pending (D+E)		I. Total ballots counted (G+H)	



# Overview (continued)

- Middle group compares those statistics

4. Comparison of voters and counted ballots	
<p>J. Difference between voters and ballots (C-F-I) _____</p>	<p>K. Difference as percentage of voters (J÷(C-F)*100) _____ %</p>
<p>L. Notes:</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	



# Overview (continued)

- Bottom group records 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

Fill in the number of voters who participated in your election

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

- **In person:** reports from ePollbooks, TEAM, voter history software, or hand counted rosters
  - Include provisional ballots if they are on your election night results reports
  
- **By Mail:** from the ballot transmittal form
  - Marked ballots returned by voters
  - Include any other ballots you report with mail ballots



# 2 – Rejected or pending ballots

Fill in the number of ballots not accepted for counting

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)	

- **Provisional ballots – only if also included in Box A**
  - Finally rejected by the Early Voting Ballot Board (EVBB)
  - Awaiting EVBB review
  - Awaiting voter action (no ID voters)
  
- **Mail ballots**
  - Finally rejected by the EVBB
  - Awaiting voter action (corrective action process)



# 3 – Counted ballots

Fill in the number of ballots counted by your voting system

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

- 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:	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>



## 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

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J. Difference between voters and ballots  
(C-F-I)

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## 4 - Comparison (continued)

- If there is a discrepancy, stop and try to identify and resolve the issue before central count adjourns
  - Positive vs. negative discrepancies
    - Positive - more voters checked in than ballots counted
    - Negative - more ballots counted than voters checked in
  - Verify that all media has been read
  - Use ballot transmittal form to verify the number of mail ballots



## 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

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K. Difference as percentage of voters  
 $(J \div (C - F) * 100)$  \_\_\_\_\_ %



## 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		
<p>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."</p>		
_____	_____	_____
Presiding judge signature	Print name	Date



# 6 – Ballots that could be added to the final count

- Record all ballots that may be added to the count between election day and canvass
- Gives the public a clear idea of how many ballots may still be counted

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:	<p>In person: further research required</p> <p>Mail: two secrecy envelopes did not contain ballots</p>		



# ELECTION RECONCILIATION – OFFICIAL TOTALS

Canvass

**Election Reconciliation - Official Totals**

County \_\_\_\_\_ Election Name \_\_\_\_\_  
 Registered Voters \_\_\_\_\_ Election Date \_\_\_\_\_

1. Voters <small>(From election returns and lists)</small>		2. Rejected ballots		3. Counted ballots <small>(From tabulation software)</small>	
A. Early voting in person voters				I. Early voting ballots counted	
B. Election day in person voters				J. Election day ballots counted	
C. Mail ballot voters		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)	

  

4. Comparison of voters and counted ballots	
N. Difference between voters and ballots (E-M)	O. Difference as percentage of voters (N÷(E-H) 100) %
P. Explanation for difference, if any	

  

5. Attestation	
Q. "I certify that the information contained in this document accurately reflects the official reconciliation of votes and voters from the above stated election"	
Presiding judge signature _____	Print name _____ Date _____

  

6. Mail ballots		7. Provisional ballots	
R. Mail ballots sent		U. Provisional ballots deemed incomplete	
S. Mail ballots not returned by voter			
T. Mail ballots surrendered			



# Overview

- Top group gathers election statistics

1. Voters (from election rosters and lists)	
A. Early voting in person voters	
B. Election day in person voters	
C. Mail ballot voters	
D. Provisional ballots submitted	
E. Total voters (A+B+C+D)	

2. Rejected ballots	
F. Mail ballots rejected	
G. Provisional ballots rejected	
H. Total ballots rejected (F+G)	

3. Counted ballots (from tabulation software)	
I. Early voting ballots counted	
J. Election day ballots counted	
K. Mail ballots counted	
L. Provisional ballots counted	
M. Total ballots counted (I+J+K+L)	



# Overview (continued)

- Middle group compares those statistics

4. Comparison of voters and counted ballots	
N. Difference between voters and ballots (E-H-M)	_____
O. Difference as percentage of voters (N÷(E-H)*100)	_____ %
P. Explanation for difference, if any	<div style="border: 1px solid black; height: 60px;"></div>





# Overview (continued)

- Bottom group records statistics about mail and provisional ballots

6. Mail ballots		7. Provisional ballots	
R. Mail ballots sent		U. Provisional ballots deemed incomplete	
S. Mail ballots not returned by voter			
T. Mail ballots surrendered			



# Election Reconciliation – Official Totals

## Section details



# 1 - Voters

1. Voters (from election rosters and lists)	
A. Early voting in person voters	
B. Election day in person voters	
C. Mail ballot voters	
D. Provisional ballots submitted	
E. Total voters (A+B+C+D)	

Fill in the number of voters who participated in your election

- Separate in person voters into Early Voting, Election Day, and Provisional categories
- Do not include provisional ballots with Early Voting and Election Day



# 2 – Rejected ballots

2. Rejected ballots	
F. Mail ballots rejected	
G. Provisional ballots rejected	
H. Total ballots rejected (F+G)	

Fill in the number of ballots not accepted for counting

- Provisional ballots finally rejected
- Mail ballots finally rejected



# 3 – Counted ballots

3. Counted ballots (from tabulation software)	
I. Early voting ballots counted	
J. Election day ballots counted	
K. Mail ballots counted	
L. Provisional ballots counted	
M. Total ballots counted (I+J+K+L)	

Fill in the number of ballots counted by your voting system

- Boxes I, J, and L may differ from results reports based on how you report provisional ballots
- Box M should match the total number of ballots cast on your results report



# 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	
N. Difference between voters and ballots (E-H-M)	_____
O. Difference as percentage of voters (N÷(E-H)*100)	_____ %
P. Explanation for difference, if any	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>



## 4 - Comparison (continued)

- Explain the difference between voters and votes
  - Clearly distinguish between what you know happened vs. what you think probably happened
  - Attach explanation if you need more space



## 4 - Comparison (continued)

- Tracking down discrepancies
  - Look at each row to find which category a discrepancy is in
  - Compare votes and voters for each polling location
  - Think about how the parts of your voting system work together





# 5 - Attestation

- Signed by the presiding judge of central count

5. Attestation		
Q. "I certify that the information contained in this document accurately reflects the official reconciliation of votes and voters from the above stated election"		
_____	_____	_____
Presiding judge signature	Print name	Date



# 6 – Mail ballots

- Record statistics about mail ballots
- Box S includes any mail ballots returned as undeliverable

6. Mail ballots	
R. Mail ballots sent	
S. Mail ballots not returned by voter	
T. Mail ballots surrendered	



## 7 – Provisional ballots

- Provide the number of provisional check-ins that were not completed
  - Accounts for any difference in the number of provisional ballots between election day and canvass reconciliation forms



# Website posting

- Post on your website along with results reports
- We recommend keeping posted for at least 22 months



# Questions?

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