

Procedure to verify eligibility of absentee ballots.

1. Verifiers open large envelope and discard it.
2. Small, unopened envelope is given to Sign-in people who check the sign in sheet for eligibility.
3. If eligible the ballot in small envelope goes back to the verifiers for completion of processing.
4. If ineligible, the ballot in its small envelope, is carried by two election people (could be a verifier or the election chair or admin assistant) to the Treasurer's table.
5. The ballot is opened with two people and the Treasurer watching. The ballot remains in the envelope. If it contains a check that pays in full the Treasurer fills out a payment receipt. The payment receipt and ballot envelope are taken back to the Sign in Table where it is signed in as an eligible absentee ballot.
6. The small envelope is then given to the Verifiers Table where completion of processing takes place.

New procedure after November 12, 2016 election