



Appendix 14: Election Closing Procedures

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1.0 Consolidated Closing Procedures

1.1 Introduction

This document provides further details on the voting closure of the tabulators and internet voting channels and the closing procedures to generate the consolidated results report.

It should be noted that this document is complemented with the following Appendixes:

- Appendix I: Pre-election: Establish Digital Lockbox Credentials: How to create Electoral Board Credentials
- Appendix II: Voatz Election Day procedures, which specifically describes the following:
 - Confirm the Ballot Box is Empty Before Election Starts.
 - Tabulation and Consolidation Process.
 - Review and Report of Voatz Online Voting Statistics.
- Appendix III: DS200 Open and Close Procedures: It includes the Open and Close Procedures of the proposed tabulator from ES&S.

This document aims at providing further details (step-by-step process) on the consolidation of results from the internet voting channel and from the vote tabulators, in order to generate the final consolidated results report.

To avoid any delays in results reporting, Voatz prepares the results report templates and Cast Vote Record (“CVR”) data extract templates ahead of time. Voatz then creates test/sample data and conducts dry runs with ES&S and the Town, while preparing a plan to handle any contingencies.

1.2 Internet Voting results mixing and tally

1. Once polls have closed, the mixing and tabulation process of the Internet Voting results can be executed on the Voatz platform.
 - 1.1. At least two individuals (this count is customizable) appointed by the Town act as the Electoral Board (e.g. the Town clerk and another jurisdiction official) and log in to open the digital lockbox.
 - 1.2. The mixing and tally process is then executed on the Voatz Online Voting platform, which:
 - 1.2.1. validates the identity of the voters that have cast the ballots (and executes the mixing process to dissociate the IDs of the voters of the actual ballots cast), and
 - 1.2.2. decrypts the cast ballots for tallying.

- 1.3. As a result of the mixing and tally process, the Voatz Online Voting System generates an election results file (for the internet voting part) in a .csv format.
2. At that time, results for the Internet Voting channel are available for election officials on the Voatz Admin Portal and can be emailed to the Municipality team. This is not available to anyone else until the Town Clerk decides that the results can be published.

1.3 Tabulators results consolidation process

It should be noted that the steps listed in the previous section (generation of internet voting results) and this section (generation of tabulators voting results) are not sequential, as they can be executed both at the same time.

3. Once polls have closed, the closing procedures on each DS200 tabulator unit should be executed (as detailed in the Appendix IX: ES&S DS200 Open and Close Procedures).
4. The results of each DS200 unit are in the USB file of the unit. The content of each USB unit is then transferred to the ES&S ElectionWare solution that is responsible for consolidating all the tabulator results.
5. Once the tabulators' results consolidation process is complete, the ES&S ElectionWare system generates an election results file (only for the tabulator processed ballots) in a .csv format.
6. The tabulator election results (generated in the form of a CSV/XML file) are then available for a secure transmission to the Voatz reporting system.
 - 6.1. A secure communication channel will have been established beforehand for that purpose.
7. The ES&S ElectionWare is also capable of generating printable reports that will contain the details of the election results (tabulator processed ballots only) that can be used by the election officials to review and validate the overall consolidated results internally.

1.4 Consolidated results consolidation steps

8. As previously written, once the mixing process has been executed, results for the Internet Voting channel are available for election officials on the Voatz Admin Portal.
9. The CSV/XML with the tabulators' results are uploaded once they are available into the Voatz Admin Portal.
10. Once that information has been uploaded and processed, the consolidated results are then shown via the Voatz Admin Portal screen.
 - 10.1. If a recount is required or if a new CSV/XML from ES&S is imported, the consolidated results can be overwritten with the updated information.

11. Election officials can then review the separate results and the consolidated.
 - 11.1. If they are deemed valid and correct, Election officials can formally approve the consolidated results.
12. Once results are approved, the Voatz Admin Portal generates a final report with the results that can be posted on the Town website.
13. In order to publish the results, there are the following options:
 - 13.1. Results are available via an API that will allow the Town's website to get the results in a JSON format and then display the results on the Town's website.
 - 13.2. A web-ready HTML can be generated as well that will be available for posting or embedding. The Town can then post the HTML results on the Town's website and/or on the landing page of the Town (to be discussed and agreed with the Town which mechanism is the most convenient way and website to post the results).
14. At this time, results are publicly available.

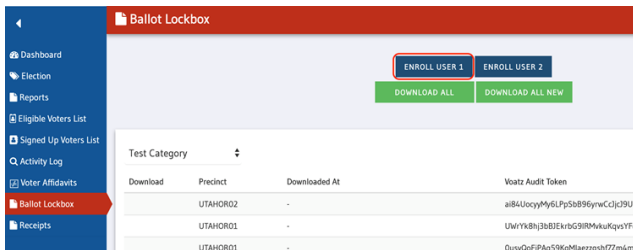
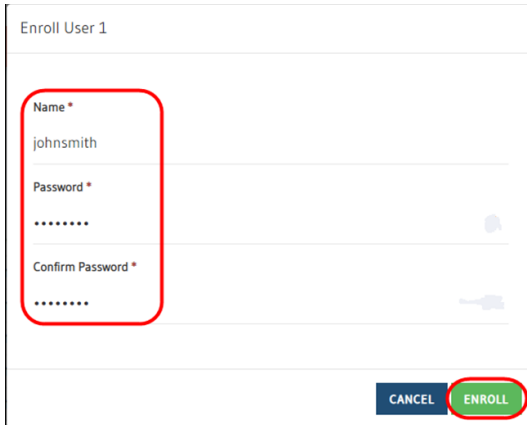
Appendix I: Pre-election: Establish Digital Lockbox Credentials

The jurisdiction must:

- Designate two trusted individuals who will access the digital lockbox on election day to download ballots or to tabulate them.
- Set up lockbox login credentials for these individuals.

Setting Up the Digital Lockbox User Credentials

An Admin Portal user with appropriate Admin privileges sets up the digital lockbox login credentials for the two users. Ensure the digital lockbox users are present before setting up the login credentials, so that they can create their own passwords.

Task	Screen
<p>In the Ballot Lockbox screen, click Enroll User 1.</p>	
<p>In the Enroll User screen:</p> <ol style="list-style-type: none"> 1. In the Name field, create a user Name for User 1. 2. Ask User 1 to enter a password and confirm it. 3. Click Enroll. 	

Click **Enroll User 2** and repeat the process with User 2. Ensure that User 2 uses a different password than User 1.

Appendix II: Voatz Election Day procedures

This section describes the procedures election officials follow on election to process ballots submitted via the Voatz Online Voting system.

Election day tasks include:

1. Check the ballot box is empty before election starts
2. Tabulation and consolidation process
3. Review/report on the Voatz Online Voting System data.

1. Check the Ballot Box is Empty Before Election Starts

All actions performed in the Voatz System, including ballot submission by voters, are tracked and logged in the system. Since each log is timestamped, the Town can have proof, in the form of a zero totals report, that no ballots were cast prior to the start of the election.

2. Tabulation and Consolidation Process

Once the voting period has finished, the Opening Board uses the Admin Portal to access the digital lockbox where the submitted ballots are stored. Two individuals, typically the Municipality clerk and another jurisdiction official, must log in to open the digital lockbox.

Voter ballot selections are written in aggregate to the Cast Vote Record, a secure, encrypted data file from which election results are tabulated. This feature supports a fully digital tallying and results preparation within the system.

To ensure security, the unlocking of the digital lockbox is configured to use the two-person principle so two Town staff members have to simultaneously present their security keys to initiate the tabulation and consolidation process.

The Voatz Online Voting System can provide election results in a .csv format that can be imported into the Town's election results display system and be integrated with the results of the Optical Scan Vote Tabulation System.

In order to avoid any delays in results reporting, Voatz prepares the results report templates and CVR data extract templates ahead of time, tests them using the test/sample data using a few dry runs and prepares a plan to handle any contingencies.

3. Review and Report on Voatz Online Voting Statistics

Following the election, election officials can use the Voatz Admin Portal to review Voatz Online Voting summary use data for the election. The summary statistics include data such as:

- Ballots submitted
- Votes by device
- Votes by ward/area

Note that the Voatz Platform does NOT store data, nor in any way make available information, on how voters voted.

Appendix III: ES&S DS200 Open and Close Procedures

DS200 Open Procedures



Before you begin, be sure you have the Election Code, barrel key and ballot box key.



1. Using the ballot box key, unlock the back door and plug in the power cord. Using the ballot box key, unlock and confirm the auxiliary and main ballot compartments are empty. Lock the auxiliary and main ballot compartments.
2. Using the ballot box key, unlock and open the ballot box lid. Using the barrel key, unlock and gently lift the screen. The DS200 will power up automatically.
Note: If the DS200 does not power up upon lifting the screen, use the barrel key to unlock the left side access door and press the Power button.
3. Using the barrel key, unlock and open the left side access door and insert the Election Definition flash drive. When prompted, enter the Election Code.
4. The Configuration Report will automatically print. Green check marks will confirm that the Election Definition is found, and that the unit is connected to power. Then touch **Open Poll**.
Note: If the Election Definition shows "not found" and doesn't have a green check mark, make sure the Election Definition flash drive is pushed in all the way.
5. Status and Zero Totals reports will automatically print. If you need to print additional reports, or a report does not print correctly, touch **Report Options**.
Note: Follow your procedures for securely handling the Zero Totals report.
6. Confirm the Public Count is zero.
Note: Call Election Central for assistance if Public Count is not zero. Confirm the date, time, election and poll names are correct. Touch **Go to Voting Mode**.

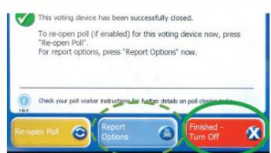
The DS200 is now open.

***DISCLAIMER: These procedures are guidelines. Any requirements outlined by the jurisdiction must be followed.

DS200 Close Procedures



Before you begin, be sure you have the Election Code, barrel key and ballot box key. If applicable, check the auxiliary ballot compartment for ballots, and follow your jurisdiction's rules on handling those ballots.



1. Using the barrel key, unlock the left side access door and press the **Close Poll** button. It will blink red.
On screen, touch **Close Poll**.
Close and lock the left side access door.
2. Depending on the configuration of the Election Definition flash drive inserted, Voting and Write-In Results may automatically print.
If you need to print additional reports, touch **Report Options**.
Touch **Finished - Turn Off** after reports are done printing.
3. Using the barrel key, unlock the left side access door.
The power button will change from green to red.
When it is no longer lit, remove the Election Definition flash drive and lock left side access door.
Note: Do not remove the Election Definition flash drive when the power button is still lit.
4. Follow your procedures to securely store the Election Definition flash drive and any printed reports.
5. Unplug and return the power cord.
Using the ballot box key, close and lock the back door.
Close the screen and using the ballot box key, lock the ballot box lid.

The DS200 is now closed.

***DISCLAIMER: These procedures are guidelines. Any requirements outlined by the jurisdiction must be followed.