

**RESOLUTION TO APPROVE POLICY ON ELECTION DAY BALLOT COUNTING FOR TIMING, LOCATIONS AND RESOURCES FOR TABULATION AND UPLOADING OF EARLY VOTING BALLOT RESULTS FROM MEMORY CARDS**

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WHEREAS, The Shelby County Election Commission will establish a policy for Election Day ballot counting for, timing, locations and resources for the expeditious tabulation and reporting of Early Voting ballot results, and


WHEREAS, The Staff of the Shelby County Election Commission surmised the amount of time and resources necessary to tabulate and upload Early Voting memory cards and established procedures for uploading and reporting of Early Voting ballot results.

THEREFORE BE IT RESOLVED, That the number of touch screen units utilized in the process shall equal the number of Early Voting sites and set up no later than three days before Election Day to allow ample time for testing of the touch screen units and.

BE IT FURTHER RESOLVED, That the number of technicians utilized in the process shall equal the number of Early Voting sites shall be assigned to zone central for the purpose of ending election on each memory card, accumulate and upload Early Voting ballot results to the GEMS server.


BE IT FURTHER RESOLVED, Start time to began the process of reading Early Voting memory cards shall be based on task completion times and available resources as delineated in the document "Absentee and Early Vote Tabulation Process" in order to initiate uploading of results to the GEMS server.


BE IT FURTHER RESOLVED, That the Shelby County Election Commission hereby approves the policy for Election Day Ballot Counting for the tabulation and uploading of ballot results from Early Voting memory cards as set out above.

  
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Bill Giannini, Chairman

  
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Myra Stiles, Secretary

  
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Robert D. Meyers, Member

  
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Brian Stephens, Member

  
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Shep Wilbun, Jr., Member

Adopted: 8-19-2009

**Shelby County**  
**Election Commission**

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# **Election Commission Information Services**

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Absentee and Early Vote Tabulation Process  
July 21, 2009

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# Tabulation Process

## Overview

### Requirements:

1. Tabulation hardware must be setup 72 hours before Counting Board is assembled.
2. Two (2) technicians will setup and test the Tabulation hardware.

### Setup Production Time

Optical Scanners and Network	1 Hours
Touch Screens and Network	2 Hours
Total Setup Production Time	3 Hours

## Election Day Activity

### Absentee Tabulation:

Before the Counting Board scans the Absentee Ballots, the Optical Scanner's dedicated network must be setup and tested. This requires connecting the GEMS server to the OS Network.

OS Network Connection and Test	.25 Hours
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### Early Vote Tabulation:

#### Phase I – Starts at 5:45 PM

<b>Open and Close Card Burner Memory Cards</b>	<b>.1 Hours</b>
Set each card for election use by "open the polls" process; print a zero tape, then "close the polls" process minus printing of the results tapes. The zero tapes are given to the auditor.	21 Readers 21 EV Sites @ 5 min per card
<b>Close Voting Machine Memory Cards</b>	<b>.8 Hours</b>
This "closing" process will be repeated for all TSX memory cards.	21 Reader 210 cards @ 5 min. per card
<b>Accumulation and Hold</b>	<b>.1 Hours</b>
Each card is loaded into the TSX accumulator and held until the Administrator gives approval to send results to the GEMS server	21 Readers 21 EV Sites @ 5 min per TSX
<b>Grand Total Time for Phase I</b>	<b>1 Hours</b>

**Phase II – Starts at 7:00 PM**

<b>Summary Tape Printing</b>	<b>.1 Hours</b>
Print a summary tape for each EV Site	21 Readers 21 Sites @ 5 min per tape
<b>Uploading Results Process</b>	<b>.3 Hours</b>
Note: Upload Time depends on size of ballot and number of ballot styles	
TSX Network Connection and Test	<b>.09 Hours</b>
Early Vote Results are transferred to the GEMS Server	21 Readers 21 TSX @ 20 min per TSX
<b>Grand Total Time for Phase II</b>	<b>.5 Hours</b>

**Central Zone Activity:**

Results are printed for Absentee and Early Voting individually and combined then given to the Commission for approval to release to the website	<b>Based on Commission Approval</b>
Results are release to the website	<b>After Commission Approval</b>
Monitors are turned on the GEMS Display	<b>After Commission Approval</b>

The number of resources will depend on the number of EV Sites. This process was based on having 21 Early Voting Sites including Downtown, hence, the need for 21 Readers. This would be considered a County Wide Election. For Memphis Elections, Early Voting uses 15 sites including downtown, thus the need for 15 Readers and etc. This will maintain the "Grand Total Time for Phase I" at 1 hour and the start time at 5:45 PM. The "Grand Total Time for Phase II will remain constant as well.