

The Ballot Chain of Command & Ballot Processing

Voter registration information is extracted from our system 60 days prior to any given election and sent to the printer. The information on your registration at that time is what is used to generate your ballot.

If you make a change to your registration after voter the information has been pulled- our system will generate a new ballot for you with your updated information, which automatically voids the previous ballot. There are never two active ballots at the same time.

Once your ballot is cast, it is collected from the USPS or local drop sites by teams of election workers. Each team member is a trained member of our staff, the clerk included.

Each team consists of two deputized election workers from opposite party affiliations. Each team member has taken an oath to perform election duties according to law and to prevent the violation of any provision of law in conducting any one election.

Our teams travel together with identification (official badges & Letters of Authorization signed by the County Clerk & stamped with the County Clerk's Official Seal) at all times.

Dates and times of ballot collections are not publicized for safety purposes.

Collected ballots are placed and secured in portable locked bins, labeled and brought back to the County Clerk's Office where they are secured until being signature verified and counted. Your ballot never leaves our custody.

When ballots arrive at our office, they are counted and signature verified against what we have on file for the voter.

If signatures are missing or don't match, they are taken off our count and set aside so that letters can go out to the voter to cure or fix their ballot.

Voters have 21 days from the election deadline to cure the ballot issue.

After the issued is cured and we have accurate information, the ballot is then counted.

Once they are signature verified, they are taken into our processing room, where the election workers count them again, open and separate the ballot from the signature envelope (so voting remains anonymous) they are then ready to be processed according to election law. Each ballot is visually screened to make sure they will be readable for the tally machine.

After processing they are put into a locked box, until the clerk runs them through our **High-Speed Scanner and Tabulator, the DS 950**. Please note...Our tabulation machine is not and never has been connected to the internet.

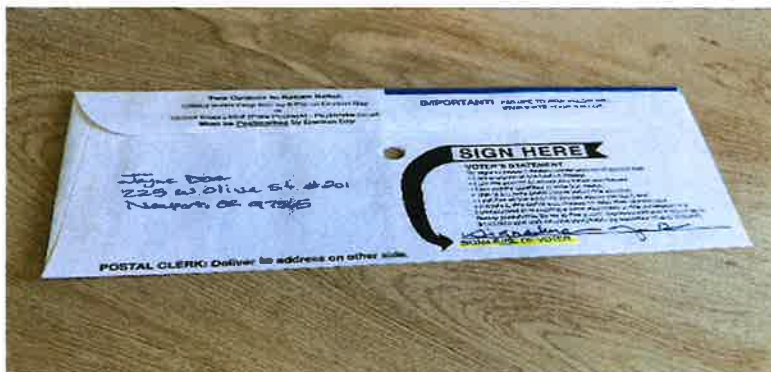


Once the clerk is ready to scan ballots, she places them in the tabulator to be counted. She ensures that the number of ballots that she scanned, matches what was signature verified and also processed by the election team, before she saves and records any ballots. The number must match in all places.

Results or reports of races are not looked at or counted until right before 8pm on election night. We run reports on how many ballots we've received, but never on any given race before the deadline. The clerk does not even know the outcome of races, until election night. The clerk follows a schedule of release of election results as follows (per Oregon statute): 8:00pm Election night, 5:00pm the next day, 5:00pm three days post-election, 5:00pm, seven days post-election. 21 days post-election, the Unofficial Results are posted and the last and Final Report of Election are posted 3 days later.

The black boxes that hold the ballots are always locked in the election room, with the election room being locked at all times unless the clerk and/or workers are in there processing ballots. No personnel besides the clerk's office, has access to that room.

After the election each "signature envelope" (the blue one) is matched up to a report of who voted. All envelopes must be precincted and accounted for.



The envelopes and ballots are stored and maintained in a locked storage cage for 2 years according to state law.

Important note:

The Clerk's Office will continue to accept ballots with a valid post mark by the election date for 7 days after the election.

Please make sure that they are hand stamped by someone at the post office to ensure they have the proper date on them. Drop boxes are the safest and best way to ensure that we will receive your ballot on time!

Thank you for voting and please feel free to reach out to countyclerk@co.lincoln.or.us, if you have any additional questions about the voting process and the County Clerk will respond as soon as she can.

~ Amy A Southwell, Lincoln County Clerk