The Minneapolis Method
Ranked Choice Voting
Hand Count Process

General Election November 3, 2009

Minneapolis
City of Lakes

Thank you

- You will participate in the historic application of **The Minneapolis Method** of hand-counting single and multiple seat offices using Ranked Choice Voting
- Hand-counting will provide precinct level data
- Precinct level data used to establish office threshold for winners, defeat losers, consider subsequent choices, elect winner(s)

Minneapolis Method for Hand-Counting RCV

- **15 Counting Precinct Pods**
  - 6 person team/pod
  - Pods A through L – 12 pods – warehouse
  - Pods M, N & O – 3 pods – penthouse next door

- **6 Data Entry & Analysis Stations** - warehouse
  - 2 person team/station
  - 4 person analyst team

- **Single Shifts/Full or Half Days; Option to increase as needed**

- **Six Workdays per Week: Mon – Sat 9 a.m. to 5:30 p.m.**

- **Count complete week of Dec. 21st**

First Day of Hand-Counting RCV

- Wednesday November 4
- 11 a.m. to 5:30 p.m.
- Color-coded nametags to indicate EJ name & political party
- Establish pod staffing system for counting starting at 9 a.m. for future days
- Counters assigned to Teams at Precinct Pods using political party balance

Typical RCV Days

- Monday - Saturday 9 a.m. to 5:30 p.m.
- Counters assigned to Teams at Precinct Pods using political party balance
- Counting starts at 9 a.m.
- Paid time: Two – 15 minute breaks; not paid if not used
- Unpaid time: 30 minute lunch
- Overtime over 40 hours/week – but avoid burnout

Scheduling

- Individual timesheet example
- Check in with Carol today if you have not already
- Give prior notice if you need to change your schedule: Call Carol
- Please sign up for more hours!

Creature Comforts & Tidiness

Dress warmly for warehouse

- Clothing layers & insulated shoes/boots

Food & Beverages = ballot protection

- No eating at tables
- No liquids on counting tables, only on floor
- Wash/wipe up your own spills
- No liquids in the garbage, pour liquids into sink

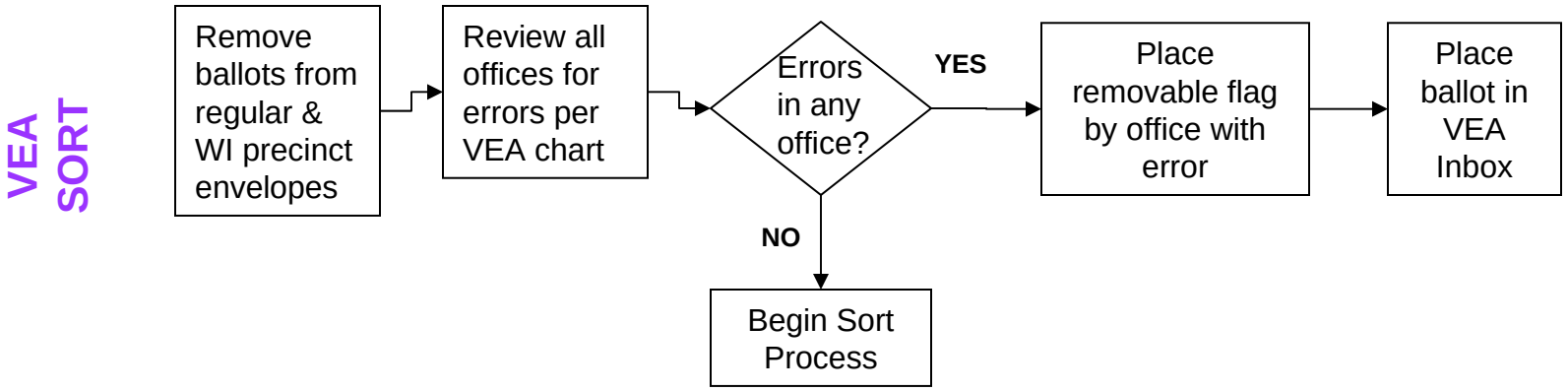
Health & Comfort

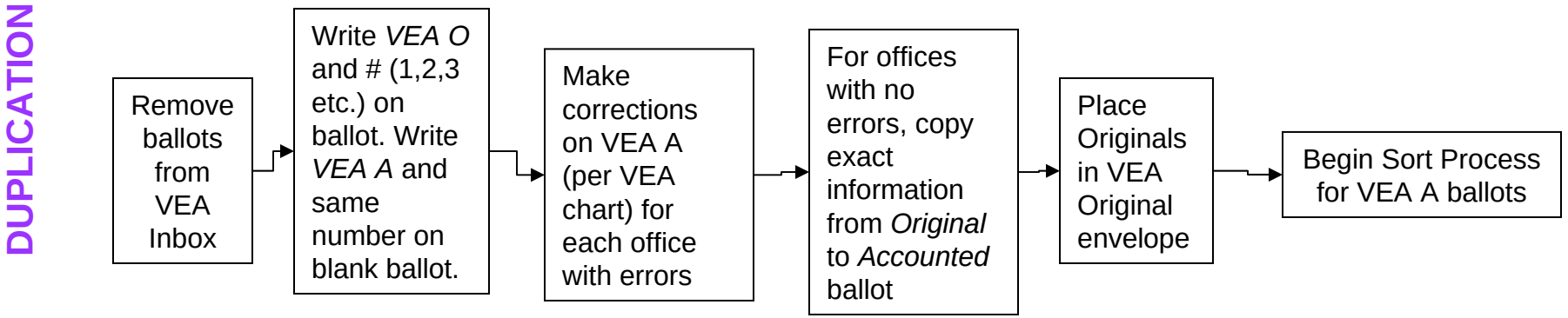
- Your personal health
  - Have you had your flu shot?
  - Habits to support health
- Comfort/Sound level in the counting area
  - Speak to your team mate
  - Speak to your pod
  - Other pods should not hear the details
- Personal items in box under table
- Cell phones on vibrate; used only at break

Results & Data & Results

- Unverified First Round Results: from election night tapes
- Ballot Summaries: Precinct level data
- Unofficial Results: Data team uses Ballot Summaries of each precinct for each office to determine
- Official Results: Unofficial Results as canvassed by the City Council
  - Fri 11/6/09: Ballot question
  - Mon 12/21/09 (tentative): All offices

Voter Error Accounting Process Steps





Triple Sort & Count Ballots, & Summary Creation

FIRST SORT

- Take ballot from either VEA Sort process or In Process Box
- Identify 1st Choice Candidate for CURRENT OFFICE
- Sort ballot to pile for Candidate, Write-in or Blank (if no candidate name selected) WIs to Team 3
- Combine piles created for same candidate and move to center space
- For every pile complete color-coded summary form with precinct number and first three letters of candidate name in first box

SECOND SORT

- For each 1st choice pile Identify 2st Choice Candidate for CURRENT OFFICE
- Sort ballot to pile for Candidate, or Write In or Blank (if no candidate name selected) WIs to Team 3
- Create new summary forms so that there is one for each 2nd choice pile by copying all the information on the 1st choice summary form.
- Add the three letters of each 2nd choice candidate name to the second box of each summary.

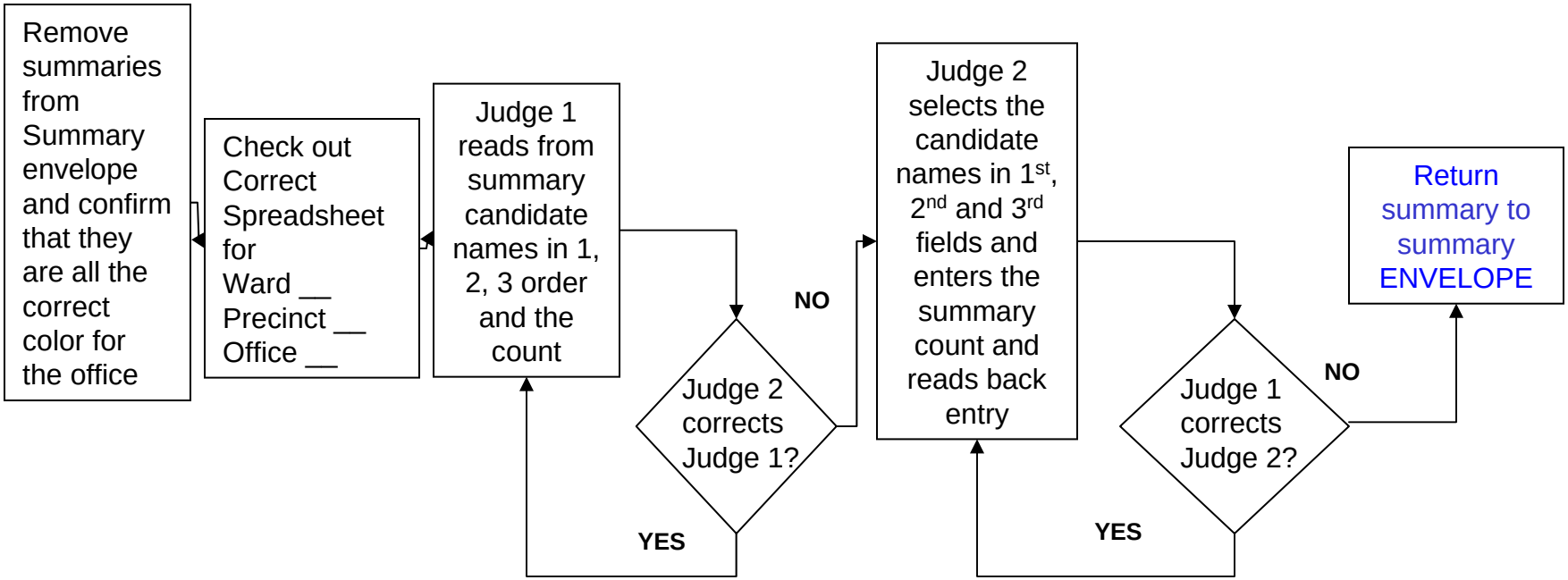
THIRD SORT

- For each 2nd choice pile Identify 3rd Choice Candidate for CURRENT OFFICE
- Sort ballot to pile for Candidate, or Write In or Blank (if no candidate name selected) WIs to Team 3
- Create new summary forms so that there is one for each 3rd choice pile by copying all the information on the 2st choice summary form.
- Add the three letters of each 3rd choice candidate name to the third box of each summary.

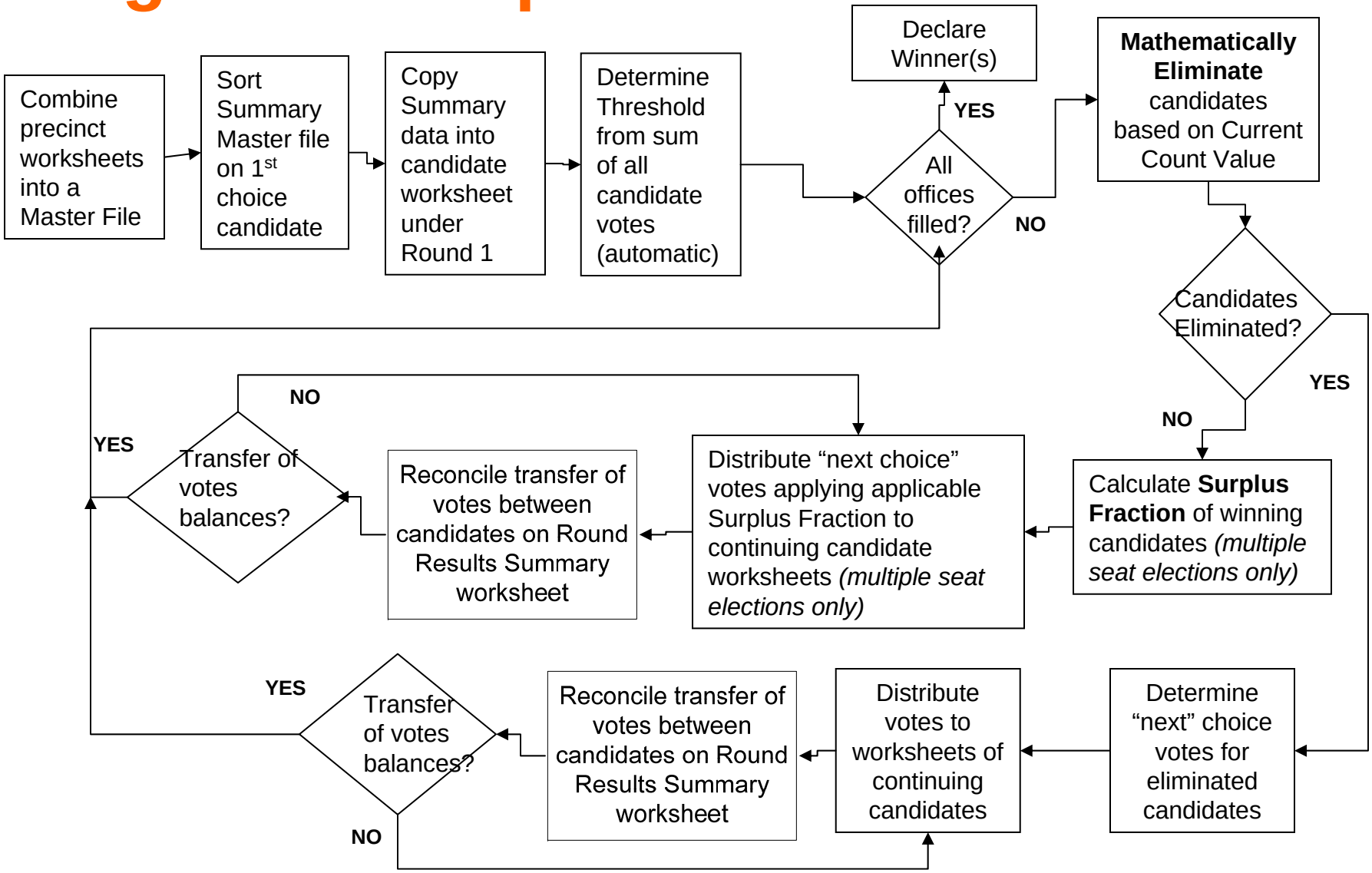
SUMMARY

- Count the ballots in each pile and write the number in the Count box of each summary.
- Complete Color - Coded Office Summary Envelope with Precinct and insert summaries.
- Place Office Summary Envelope in Outbox
- Return Ballots to In Process for NEXT OFFICE

Data Input – Digitizing Summary Data



Data Analysis – Single or Multiple Seat Elections



Error-proofing and Process Integrity

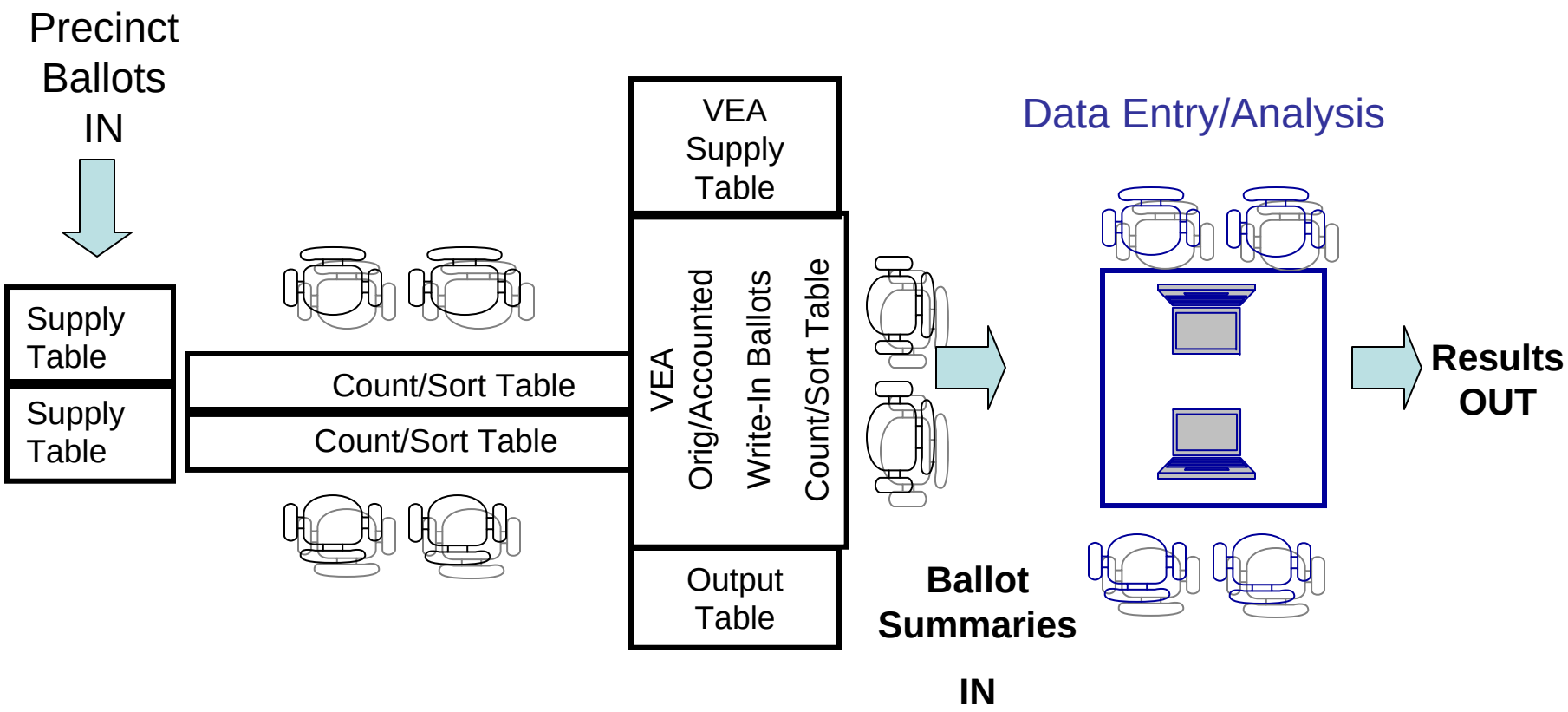
- **Error proofing**
  - Two-person teams at every step to catch & correct errors
  - Reconciliation points along the way to catch & correct errors
    - Number of votes counted reconciled with ballot scanner count
    - Number of votes redistributed during rounds of calculation balanced
    - Total number of votes reconciled after every round of calculation

- **Process Integrity**
  - All count staff are Election Judges and/or City staff
  - Party balance in every two-person team
  - Ballot security: envelopes from precincts sealed, observers remain in observer gallery, warehouse security system
  - Computer security: unique user IDs and passwords, all data stays in City's secure network (never goes through the Internet)
  - Records: Daily seating chart, Content management system

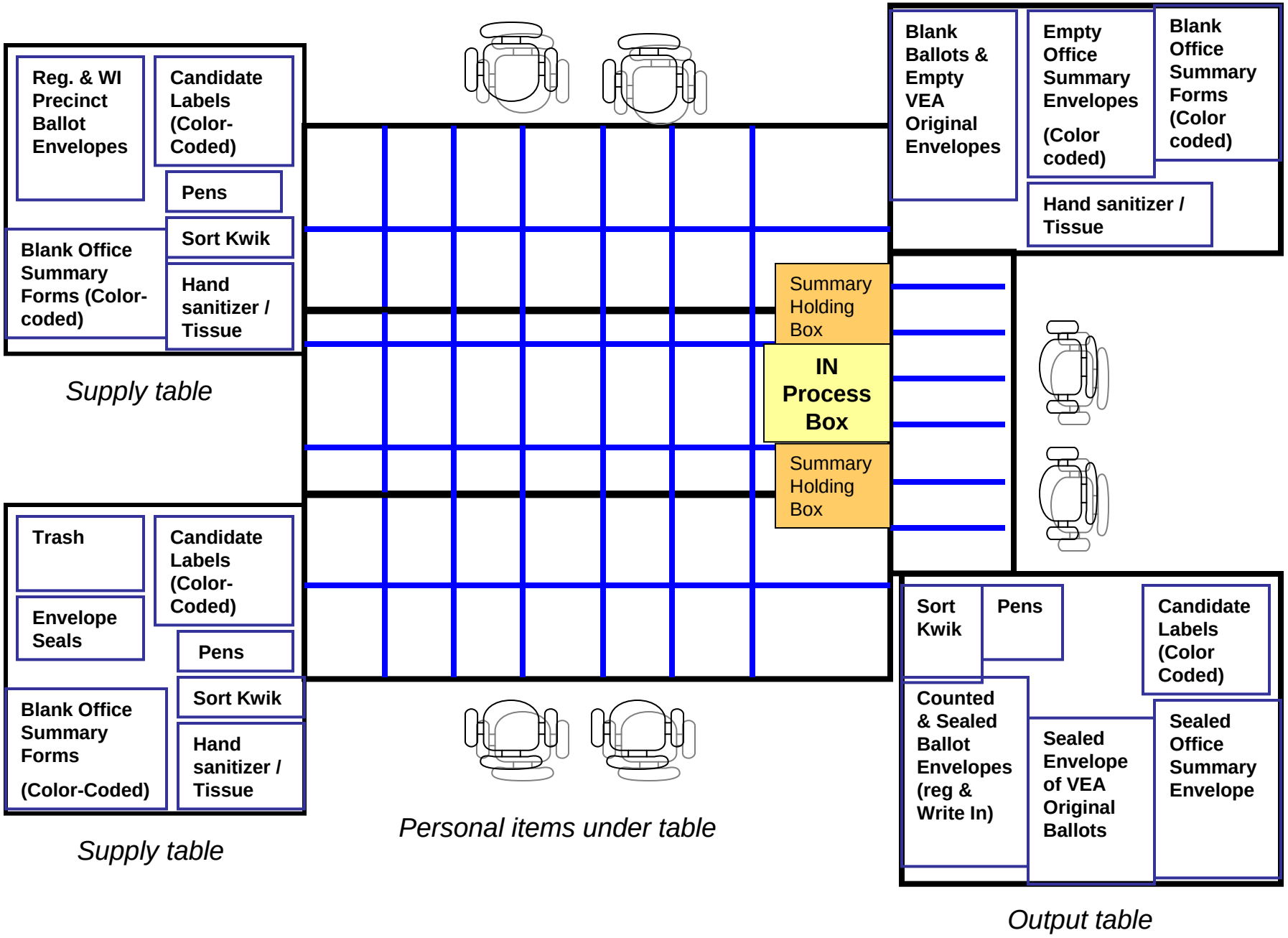
Minneapolis Method of Hand-Counting RCV

- Confirm Absentee Ballots are counted
- Transport to pod: Precinct ballots & supplies
- Hand-count each precinct at Precinct Pods
  - Stage ballots as necessary
  - Voter Error Accounting
    - Inspection
    - VEA O = Originals
    - VEA A = Accounted
  - For each office on ballot
    - Triple Sort each candidate including specific write-ins
    - Count ballots & complete **Precinct Office Ballot Summaries**
- Data entry & analysis to determine winners

Precinct Pods & Data Entry



Detailed Layout of Precinct Pod



Tasks by Team

Teams 1 & 2; Team 3

- Sort ballots for Voter Error Accounting – VEA
- Sort ballots by office/candidate combinations

Team 3 – additional responsibilities

- VEA Original & VEA Accounted
- Sorts all ballots that have any Write-Ins

Voter Error Accounting Chart

Problem	Problem Columns	Requires Duplication	1st Before	2nd Before	3rd Before	1st After	2nd After	3rd After
Overvote	1	Y	A/B	C	D	Blank	Blank	Blank
Overvote	2	Y	A	B/C	D	A	Blank	Blank
Overvote	3	Y	A	B	C/D	A	B	Blank
Repeat candidate	1 & 2	Y	A	A	B	A	Blank	Blank
Repeat candidate	1 & 3	Y	A	B	A	A	B	Blank
Repeat candidate	2 & 3	Y	A	B	B	A	B	Blank
Repeat candidate	1, 2, & 3	Y	A	A	A	A	Blank	Blank
Skipped ranking	1	Y	Blank	A	B	A	B	Blank
Skipped ranking	2	Y	A	Blank	B	A	B	Blank
Skipped ranking	3	**N**	A	B	Blank	A	B	Blank
Skipped ranking	1 & 2	Y	Blank	Blank	A	Blank	Blank	Blank
Skipped ranking	1 & 3	Y	Blank	A	Blank	A	Blank	Blank
Skipped ranking	2 & 3	**N**	A	Blank	Blank	A	Blank	Blank
Undervote	1, 2, & 3	**N**	Blank	Blank	Blank	Blank	Blank	Blank

Write-In Votes

- Done by Team 3

- Count as part of each unique Ballot Summary

Source Documents

- MS 204C.22 - Voter Intent

- Minneapolis Ordinance Title 8.5 chapter 167

Write-In Votes

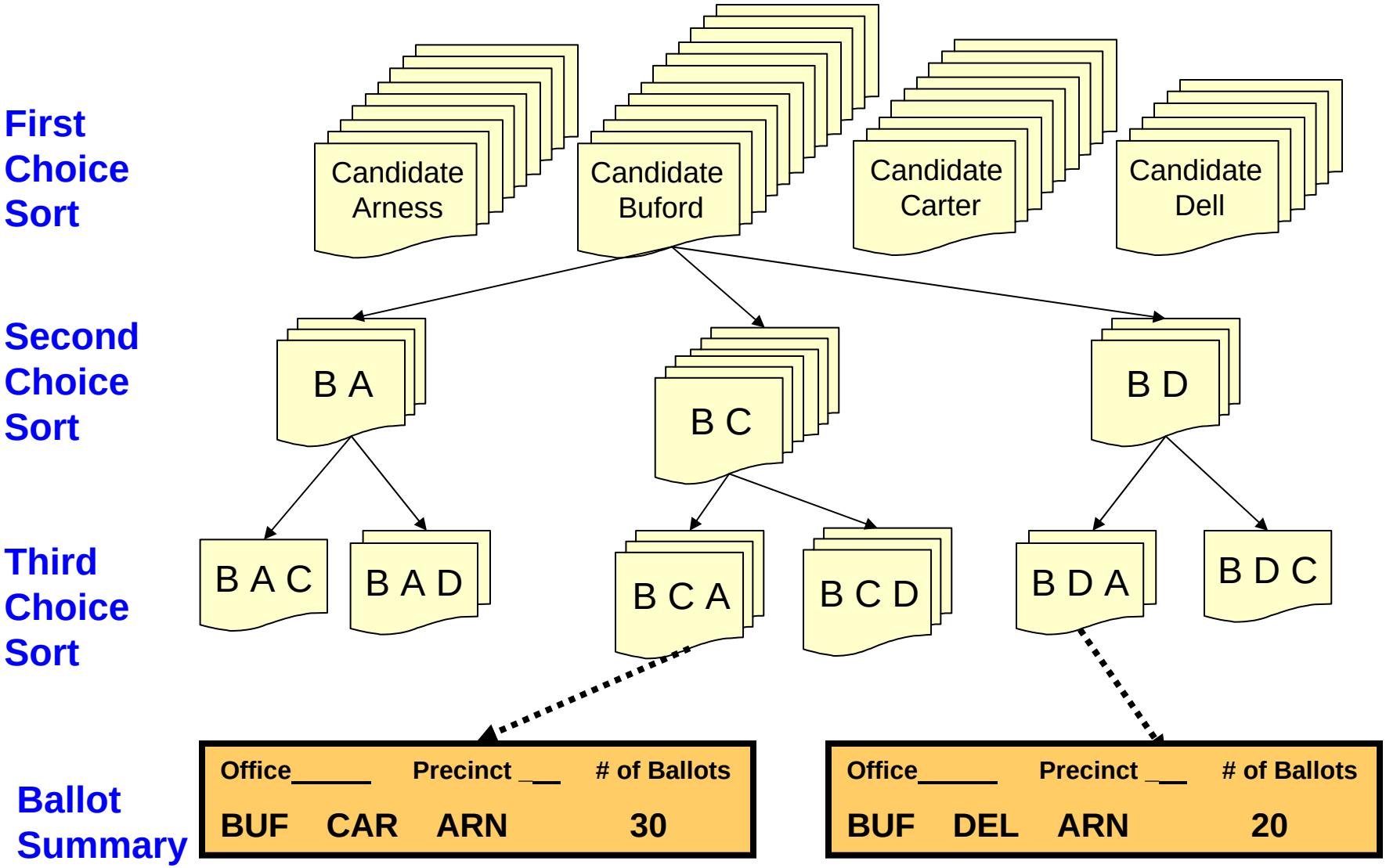
MS 204C.22 & Minneapolis Ordinance Title 8.5 Chapter 167

Votes for more than one candidate/column	Ballot is defective for that column & to the right
Name filled in but WI oval not filled in	Count the vote - unless it is an overvote
Mark out of place/different marks	Determine voter intent
Misspelling or abbreviations	Determine voter intent – count as written
Voter already voted for that candidate in column at left	Treat as Repeat Candidates
Filled in oval but no name	Count as blank

Precinct Ballot Summaries

- **Group ballots with the same 1st, 2nd and 3rd choices**
- **Give all ballots with Write-Ins to Team 3**
- **Hand count and record information on Ballot Summaries for each unique combination**
- **Hand-count method: 2 EJs are looking at office side of ballot.**
  - **Confirm each ballot has exact same combination**
  - **Move ballot to side – do NOT flip ballot**
  - **Count to 25 & stagger piles of 25**

Precinct Ballot Summary



Sample Ballot Summary forms

Ward _____ **MAYOR**
Precinct _____

1st Choice	2nd Choice	3rd Choice	Number of Ballots
_____	_____	_____	_____

Ward _____ **COUNCIL MEMBER Ward** _____
Precinct _____

1st Choice	2nd Choice	3rd Choice	Number of Ballots
_____	_____	_____	_____

Ward _____ **BD of EST & TAX**
Precinct _____

1st Choice	2nd Choice	3rd Choice	Number of Ballots
_____	_____	_____	_____

Ward _____ **PARK DISTRICT**_____
Precinct _____

1st Choice	2nd Choice	3rd Choice	Number of Ballots
_____	_____	_____	_____

Ward _____ **PARK AT LARGE**
Precinct _____

1st Choice	2nd Choice	3rd Choice	Number of Ballots
_____	_____	_____	_____

Thank you so much!

- You are part history for your role in implementing the Minneapolis Method of Hand-counting RCV ballots!