Forms Used in the Minneapolis Method for Hand-Counting a Ranked Choice Voting Election

Included in this file, in order, are examples of the following forms and supplies:

- Forms used by Supply and Transport Crew
  - **Ballot Sort/Count Preparation Checklist** used to prepare supply boxes for the counting pods
  - **Ballot Sorting Form** used to track assignment of precincts to counting pods
  - **Pod Supplies & Set Up Checklist** used to set supplies for the counting pods
  - **Pod layout map** showing the arrangement of tables and chairs in a counting pod
  - **Pod identifier card** used at the counting pod to show which precinct is assigned to that pod. Prints two to a page.

- Forms used by the counting pods
  - **Defective Ballot Form** used to track number of defective ballots in a precinct
  - **Ballot Summary form** used to record the number of ballots in the precinct marked with each unique three-choice combination (example shown is for Council Member). Printed two per page on colored paper, color-coded by race (i.e. those for Mayor were blue, Council Member were red, etc.)
  - **Placards** used for labeling sorting piles (three examples shown – a placard for a candidate on the ballot, a placard for write-in, and a placard for blank). Printed on colored paper, color-coded by race (i.e. those for Mayor were blue, Council Member were red, etc.)

Ballot Sort/Count Preparation Checklist

Ward: 1 Precinct: 1

Precinct Specific Supplies:

- ☐ Candidate placards (bundled by precinct)

  - ☐ Mayor
  - ☐ City Council
  - ☐ BET
  - ☐ PB At Large
  - ☐ PB District

- ☐ Laminated pod ward & precinct identifier

- ☐ Defective ballot form

General Supplies:

- ☐ Summary ballot form clear envelopes (5)

- ☐ Summary ballot forms

  - ☐ Mayor
  - ☐ City Council
  - ☐ BET
  - ☐ PB At Large
  - ☐ PB District

- ☐ VEA original ballot envelope (1)

Ballot Sorting Form

Ward: 1 Precinct: 1

Ballots:

☐   Voted ballots   # of envelopes:＿＿＿＿

☐   Write-In ballot envelope

☐   Blank ballots for VEA process (1pkg)
       by ward & precinct

☐   Rejected AB ballot envelope

Checked out to pod: pod #:＿＿＿＿

☐   Unseal envelopes   initials:＿＿＿＿

     date:＿＿＿＿＿   time:＿＿＿＿＿

☐   Ballot sorting/counting supplies

Checked in from pod:

☐   Voted ballots

☐   Original VEA ballots

☐   Reseal ballot envelopes   initials:＿＿＿＿

     date:＿＿＿＿＿   time:＿＿＿＿＿

Pod Supplies & Set Up
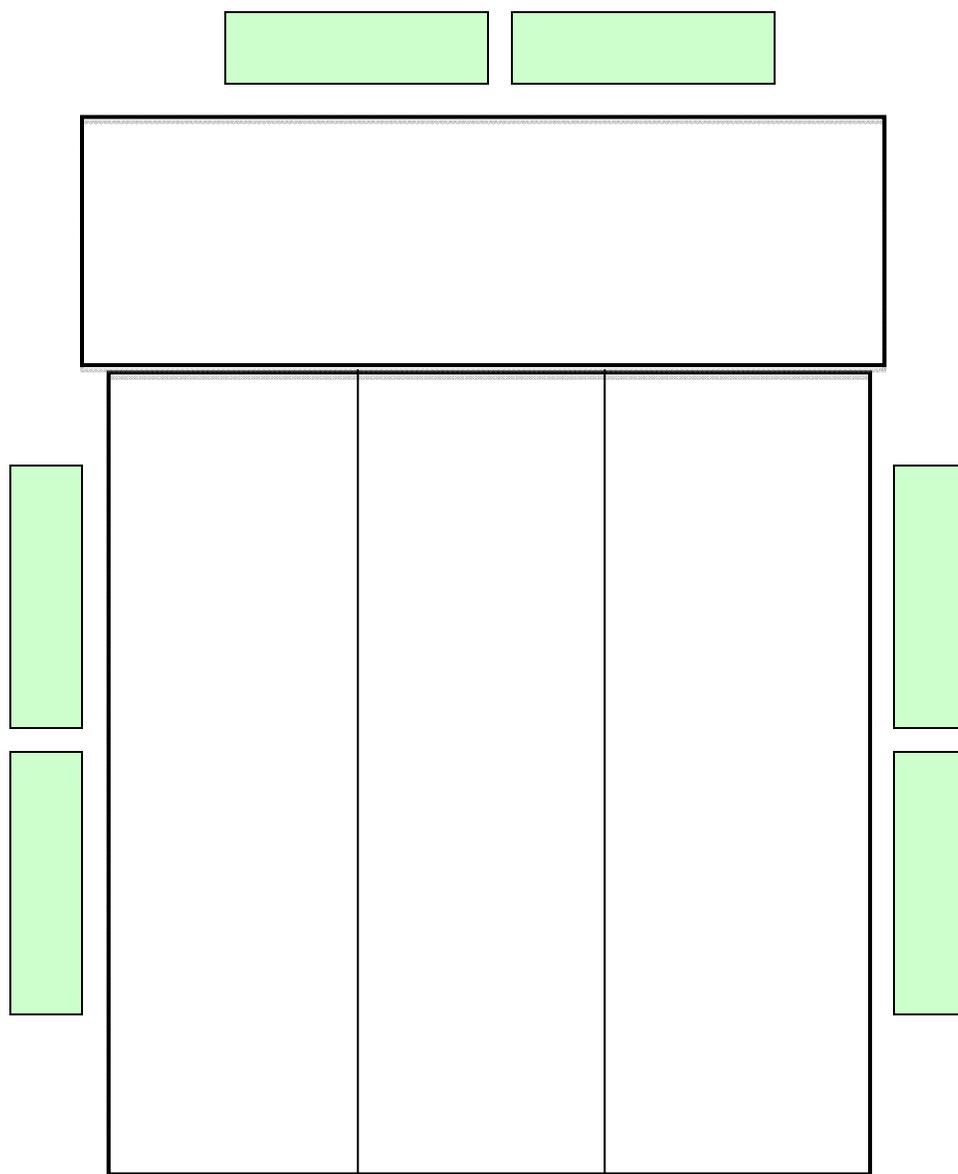# Daily Checklist

Pod: A

On the pod table:

- ☐ Stanchion (1)

- ☐ Area taped out (see backside of sheet)

In the pod supplies box:

- ☐ Baskets (1)

    - ☐ Post-it flags (6)
    - ☐ Sort Kwik (6)
    - ☐ Rubber fingers (6)

- ☐ Pens (6)

- ☐ Hand sanitizer (3)

- ☐ Facial tissue (2)

- ☐ Tape (1)

- ☐ Pink help card (1)

- ☐ Personal items box (6)

Pod Layout:

Ward:

1

Precinct:

1

Pod:

Defective Ballot Form

Ward: _____   Precinct: _____

Totally Defective Ballots: Count:_____

Partially Defective Ballots:

☐   Mayor   Count:_____

☐   Council Member   Count:_____

☐   BET   Count:_____

☐   Park Board At Large   Count:_____

☐   Park Board District   Count:_____

Please place this completed form in the **summary ballot form envelope** of the **last office sorted & counted** for that ward & precinct.

COUNCIL MEMBER

Ward: _____   Precinct: _____

Choice 1:	Choice 2:	Choice 3:	Number of Ballots:

Reich

REI

Reich

REI

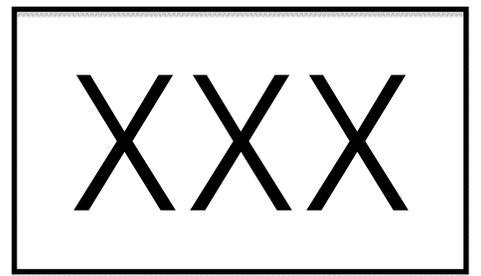# Write-In

Write-in Name

Write-In

Write-in Name

Blank

$$\boxed{XXX}$$

Blank

$$\boxed{XXX}$$