

SECRETARY OF STATE
CONTINGENT PLAN
FOR PUBLICLY FUNDED RECOUNT
MINNESOTA HOUSE DISTRICT 6A
November 24, 2020

Recount Scope

The votes cast at the November 3, 2020 State General Election for the office of House District 6A for Robert Farnsworth (R) and Julie Sandstede (DFL) in Itasca and St. Louis counties meet the requirements under Minnesota Statutes section 204C.35 Subd. 1, clause (b) for a publicly funded recount if requested in writing by the losing candidate before 5:00 p.m. on the second day following the canvass.

The recount is limited in scope to the determination of the number of votes cast for the candidates to be recounted. Only the ballots cast in the election and the summary statements certified by the election judges may be considered in the recount process. "Original ballots from which duplicates are to be or were made" envelopes are not to be opened and original ballots that have been duplicated are not to be reviewed during the recount proceedings.

State Recount Official

David Maeda, Director of Elections, Office of the Minnesota Secretary of State is hereby designated State Recount Official. The State Recount Official shall notify the candidate of the option to request a recount at no cost to the candidate immediately following the canvassing board meeting.

Designated Recount Officials

The State Recount Official will designate Deputy Recount Officials to perform a recount of all ballots cast for House District 6A. See the attached schedule for the individuals designated as Deputy Recount Officials and for the number of teams of Table Officials at each recount starting date, time and location.

Recount Schedule

Deputy Recount Officials are directed to commence recounting the ballots at the dates and times in the attached schedule pursuant to the authority of the Deputy Recount Officials as described in the Recount Procedures.

The Deputy Recount Official may alter the schedule if a recount location becomes unavailable, or alter the number of tables or daily starting times if, in the opinion of the Deputy Recount Official, the change is necessary to permit the recount to proceed promptly and efficiently. The change must not unnecessarily delay the progress of the overall recount. If a change is necessary, the following applies:

- a) A change to time, location, or number of tables must be clearly posted in the office of the Deputy Recount Official and at the originally scheduled location.
- b) The Deputy Recount Official must immediately notify the State Recount Official of the change.

Recount Process

The recount shall be open to the public.

The recount shall proceed according to *Minnesota Statutes* §204C.35 and *Minnesota Rules Chapter 8235*, and to the Recount Procedures attached to this Plan and adopted by the State Canvassing Board.

Deputy Recount Officials will print and use the recount summary statement (worksheet) as provided by the State Recount Official. A template of the recount summary statement is attached to this Plan.

All county and local election officials are hereby directed to provide the sealed election materials, including voted ballots and precinct summary statements from the 2018 state general election to the Deputy Recount Official designated for that jurisdiction.

The Deputy Recount Officials shall forward the completed recount summary statement, the incident log, and all challenged ballots to the State Recount Official. These materials shall be sent in a secure manner as directed by the State Recount Official. The State Recount Official shall secure the challenged ballots, compile the results and prepare the recount report for the State Canvassing Board.

Meeting of the State Canvassing Board

The State Canvassing Board will meet to resolve the disposition of the challenged ballots and to canvass the results of the recounts at a time to be determined.

The meeting will continue until the reports of the recounts authorized in this plan are completed and may recess from time to time.

Administrative Recount Procedures For the State General Election, November 3, 2020

The recount is an administrative recount held pursuant to Minnesota Statutes, section 204C.35 and Minnesota Rules, section 8235. All of the functions listed in this Plan must be conducted in a manner consistent with the COVID-19 Addendum below.

Everyone in the recount room **MUST** wear a mask.

1. Recount locations are open to the public and the media and there will be a public viewing area in each recount location. Candidates may have additional representatives in the public viewing area of the room, subject to COVID-19 room capacity limits. Cell phones and video cameras may be used in the public viewing area, as long as their use is not disruptive and does not show any individual ballot.
2. The State Recount Official may designate Deputy Recount Officials for each recount location throughout the state. A Deputy Recount Official may designate one or more Assistant Deputy Recount Officials to preside whenever he or she needs to leave the room. The Deputy Recount Official or a designated Assistant Deputy Recount Official must be in the room at all times while ballots are being counted. The Deputy Recount Official shall appoint as many Table Officials as he or she deems appropriate. Only the Deputy Recount Official, the Assistant Deputy Recount Official, and the appointed Table Officials may touch the ballots. The Deputy Recount Official shall determine and publicly announce the schedule for the recount, including the start and end times and all breaks within each day, and any changes in the schedule, location or number of tables. The candidates' Lead Representatives may make requests to the Deputy Recount Official for modifications to the schedule, location or number of tables.
3. All ballots cast on Election Day, and all accepted absentee ballots cast will be counted. The polling place ballots will be combined with the absentee ballots to be counted for each precinct, and all ballots for the precinct will be counted and reported together as one total.
4. All candidate representatives must present written credentials to the Deputy Recount Official and each candidate must designate one representative as his Lead Representative at each counting location.
5. Ballots, as defined in paragraph 3, will be sorted and counted by teams of at least two Table Officials, who shall be designated by the Deputy Recount Official. The sealed materials must be unsealed and resealed in public view. If not already sorted by precinct, absentee ballots will first be sorted by precinct. When a precinct is to be recounted, the polling place and absentee ballots will be counted and reported

together as one total. An incident log shall be used to record any activity that the Table Officials believe should be recorded.

6. Each candidate may have one representative who is authorized to challenge ballots at each counting table, in the manner described in the COVID-19 addendum.
7. One of the Table Officials will sort the ballots into three piles, based upon the principles of voter intent outlined in Minnesota Statutes, section 204C.22: one pile for Candidate A, one for Candidate B, and one for all other ballots (those for other candidates, undervotes, overvotes, or otherwise disqualified ballots). The Table Official must make it clear into which pile he or she is placing the ballot and allow both candidates' representatives to view the ballot. Candidate representatives are not allowed to touch or otherwise handle a ballot.
8. If during the sorting, a candidate's representative disagrees with the recount official's determination of for whom the ballot should be counted and whether there are any identifying marks on the ballot, he or she may challenge the decision of which of the three piles the Table Official has placed a ballot and must describe why the decision is being challenged. A challenge must be made in accordance with Minnesota Statutes, section 204C.22. Challenges may not be made for an entire precinct or group of ballots. Challenges may not be automatic or frivolous. A challenge is frivolous if it is based upon an alleged identifying mark other than a signature or an identification number written anywhere on the ballot or a name written on the ballot completely outside of the space for the name of a write-in candidate. The absence of election judge initials on a ballot cannot be the basis of a challenge. The Table Official will reexamine the ballot to determine into which pile it should be placed. Challenged ballots shall be recorded on the recount summary statement as part of the pile in which the Table Official intended to place the ballot, and shall also be recorded in a separate challenged ballot column. If either candidate's representative does not agree with the Table Officials' final determination, the ballot will be placed in one of two new piles of challenged ballots. One pile of challenged ballots will be for all ballots challenged by Candidate A's representative; the second pile of challenged ballots will be for all ballots challenged by Candidate B's representative.
9. When all ballots for the precinct have been sorted, each pile will then be counted by creating stacks of 25 ballots, which shall be cross-stacked into five distinct piles – one for Candidate A ballots, one for Candidate B ballots, one for all other non-challenged ballots, one for ballots challenged by the Candidate A Representative and one for ballots challenged by the Candidate B Representative. The Table Officials will each count one of the candidate's piles. After ballots have been sorted into piles, two representatives per candidate may observe the ballots while they are being counted. A candidate or their representative may request to have a specific stack of 25 immediately counted a second time before the next stack of 25 has been counted. The candidate or their representative may not request to have an entire pile counted a second time. Vote counts will be announced and recorded in the candidate and "other" columns on the recount summary statement as they were determined by the

recount official. Ballots will not be withheld from the candidate counts because they are being challenged.

10. After ballot counting for the precinct is completed, the Deputy Recount Official or designated Assistant Deputy Recount Officials may review the challenged ballots with the candidates or candidates' representatives. They may withdraw challenges to previously challenged ballots. If challenges are not withdrawn, the challenge counts are recorded on the recount summary statement. If the Deputy Recount Official determines it is more expedient, the review and labeling of challenged ballots may be located at a separate table dedicated for this purpose, allowing another precinct to be sorted at the precinct table.
11. A label will be placed on white space on the back of the challenged ballots on which the Deputy Recount Official or designated Assistant Deputy Recount Official must note the precinct, the candidate and name of the representative who made the challenge, and the reason for the challenge. The challenge reason format is "Not {intent determined by sorter}, is {how challenger views intent}" (e.g. "Not Smith, is undervote", "Not Jones, is identifying mark", "Not Smith, is Jones"). Each of the challenges will be given a sequential number (1, 2, 3, etc., **not** Smith 1, 2, 3 and Jones 1, 2, 3) within each county.
12. At the end of each day, the Deputy Recount Official or Assistant Deputy Recount Official will make four copies of the recount summary statement, recount incident logs, and both sides of each challenged ballot. One copy of each item will be retained by the Deputy Recount Official, one will be forwarded to the Office of the Secretary of State, and one copy will be provided to the Lead Representative for each candidate. If the Table Officials must leave the room to make the copies, they will be accompanied by each candidate's representative and the names of everyone who left the room with the ballots will be noted on the incident log.
13. After copies have been made, the Deputy Recount Official or Assistant Deputy Recount Official shall seal the original challenged ballots in one envelope, the Deputy Recount Official's copies in another envelope and the copies for the Office of the Secretary of State in a third envelope. At least two Table Officials will sign over the seal of all 3 envelopes.
14. Challenged ballots must be stored securely during breaks in the counting process, at night if the recount for the County or City has not finished, and after the counting is complete. The sorting, counting, and review of ballots for a precinct must be completed and all ballots must be securely stored before breaks for meals can be taken or counting is finished for the day.

COVID-19 Addendum

This Addendum provides logistical direction for the implementation of the Recount Plan, consistent with Executive Orders and safe indoor interactions.

1. Secure the largest room (gymnasiums, large community rooms) available to allow maximum spacing of the counting teams. Make sure the room is well ventilated.
2. Setup two tables across from each other to allow at least six feet distancing between the election judges and the candidate representatives. If video display is an option, consider how it would be used.
3. Everybody in the recount room is required to wear a mask at all times. Hand sanitizer should be supplied to each counting team. Disinfectant should be used to periodically wipe down surfaces.
4. The recount official will open sealed cases and orient the ballots to be distributed to the tables.
5. Election judges will be on one side of one table. One election judge will hold up the ballot for the candidate representatives to look at. The election judge will show both sides of the ballot for potential identifying marks. The election judge will declare the candidate choice of the voter and put it in the appropriate pile.
6. If a candidate representative challenges the ballot, the election judge will place it in the appropriate pile and an identifying label will be affixed explaining the challenge. The challenger may ask for assistance from their legal adviser or team leader to allow them to view ballots that are in question. This may involve the challenger temporarily stepping back while the legal adviser steps in for a closer look at the ballot.
7. When the election judges/officials have completed a precinct and have resealed the ballots and placed them in the area with other recounted precincts, the summary sheet along with any challenged ballots should be placed in a designated location for the person entering the results to pick-up. The person entering the results will then pick-up the results and enter the recount results into the system located in another room and make the needed copies of any challenged ballots. This allows for less physical contact between the officials.
8. Counting teams and candidate representatives should remain at the same table throughout the recount, reducing contact between different individuals.

These extra precautions will result in the recount process taking longer than in previous years so it is important to build this into the planning process. Fewer precincts will be able to be counted at the same time. More space will be needed and the recount team will need to work more hours. This likely will mean a larger expense. For recounts that are not paid for by law by government, this larger expense should be included in the payment required in advance.

Preparation for the next Canvassing Board Meeting:

- 1 Challenged ballots will be presented to the Canvassing Board for resolution of the challenge on a county by county basis in an order to be determined by the State Recount Official.
2. To facilitate the review of challenged ballots by the Board, the State Recount Official may open the challenged ballot envelopes to remove those challenged ballots which have been withdrawn by each of the two candidates or their representatives after the precincts were recounted but prior to the next Board meeting.

The State Recount Official will arrange for this process to occur in an appropriate room and at an appropriate time and shall inform the candidates and the public of the time and location so that they may observe if they so desire. The State Recount Official may designate any members of the staff of the Office of the Secretary of State to assist in this task. At least two staff members must be present at all times during this process.

The withdrawn challenged ballots shall be sealed into separately labeled envelopes for return to the jurisdiction from which they were received. The remaining challenged ballots shall be sealed into labeled envelopes and be kept secure for review by the board.

3. A representative of the candidate challenging the ballot may present the basis of the challenge to the Board. This presentation may be in written and/or oral form. The opposing candidate's representative may respond to the challenge and state why he or she believes the original determination of the Table Official should be upheld.

Minnesota Secretary of State

House District 6A Official Designations and Locations December 2x 2020

County	Name of Deputy Recount Official	Title of Deputy Recount Official	Phone Number	Start Date	Start Time	Recount Address	Room Name or Number	Number of Teams
Itasca	Jeff Walker	Auditor Treasurer	218-327-2860	TBD	TBD	Courthouse 123 NE 4th St Grand Rapids, MN	Boardroom	10
St. Louis	Nancy Nilsen	County Auditor	218-726-2385	TBD	TBD	Courthouse 100 N 5th Ave W Duluth, MN	Boardroom	5

Sample Recount Summary Statement [Office]

Precinct	Nov 6 Votes for Farnsworth	Nov 6 Votes for Sandstede	Recount Votes for Farnsworth (as recounted)	Recount Votes for Sandstede (as recounted)	Recount All OTHER Ballots (as recounted)	Ballots Challenged by Sandstede	Ballots Challenged by Farnsworth	Ballots Challenged by BOTH	Precinct Complete
Precinct 1									
Precinct 2									
Total	0	0	0	0	0	0	0	0	

SECRETARY OF STATE
CONTINGENT PLAN
FOR PUBLICLY FUNDED RECOUNT
MINNESOTA HOUSE DISTRICT 19A
November 24, 2020

Recount Scope

The votes cast at the November 3, 2020 State General Election for the office of House District 19A for Susan Akland (R) and Jeff Brand (DFL) in Blue Earth, LeSueur and Nicollet counties meet the requirements under Minnesota Statutes section 204C.35 Subd. 1, clause (b) for a publicly funded recount if requested in writing by the losing candidate before 5:00 p.m. on the second day following the canvass.

The recount is limited in scope to the determination of the number of votes cast for the candidates to be recounted. Only the ballots cast in the election and the summary statements certified by the election judges may be considered in the recount process. "Original ballots from which duplicates are to be or were made" envelopes are not to be opened and original ballots that have been duplicated are not to be reviewed during the recount proceedings.

State Recount Official

David Maeda, Director of Elections, Office of the Minnesota Secretary of State is hereby designated State Recount Official. The State Recount Official shall notify the candidate of the option to request a recount at no cost to the candidate immediately following the canvassing board meeting.

Designated Recount Officials

The State Recount Official will designate Deputy Recount Officials to perform a recount of all ballots cast for House District 19A. See the attached schedule for the individuals designated as Deputy Recount Officials and for the number of teams of Table Officials at each recount starting date, time and location.

Recount Schedule

Deputy Recount Officials are directed to commence recounting the ballots at the dates and times in the attached schedule pursuant to the authority of the Deputy Recount Officials as described in the Recount Procedures.

The Deputy Recount Official may alter the schedule if a recount location becomes unavailable, or alter the number of tables or daily starting times if, in the opinion of the Deputy Recount Official, the change is necessary to permit the recount to proceed promptly and efficiently. The change must not unnecessarily delay the progress of the overall recount. If a change is necessary, the following applies:

- a) A change to time, location, or number of tables must be clearly posted in the office of the Deputy Recount Official and at the originally scheduled location.
- b) The Deputy Recount Official must immediately notify the State Recount Official of the change.

Recount Process

The recount shall be open to the public.

The recount shall proceed according to *Minnesota Statutes* §204C.35 and *Minnesota Rules Chapter 8235*, and to the Recount Procedures attached to this Plan and adopted by the State Canvassing Board.

Deputy Recount Officials will print and use the recount summary statement (worksheet) as provided by the State Recount Official. A template of the recount summary statement is attached to this Plan.

All county and local election officials are hereby directed to provide the sealed election materials, including voted ballots and precinct summary statements from the 2018 state general election to the Deputy Recount Official designated for that jurisdiction.

The Deputy Recount Officials shall forward the completed recount summary statement, the incident log, and all challenged ballots to the State Recount Official. These materials shall be sent in a secure manner as directed by the State Recount Official. The State Recount Official shall secure the challenged ballots, compile the results and prepare the recount report for the State Canvassing Board.

Meeting of the State Canvassing Board

The State Canvassing Board will meet to resolve the disposition of the challenged ballots and to canvass the results of the recounts on a date to be determined.

The meeting will continue until the reports of the recounts authorized in this plan are completed and may recess from time to time.

Administrative Recount Procedures For the State General Election, November 3, 2020

The recount is an administrative recount held pursuant to Minnesota Statutes, section 204C.35 and Minnesota Rules, section 8235. All of the functions listed in this Plan must be conducted in a manner consistent with the COVID-19 Addendum below.

Everyone in the recount room **MUST** wear a mask.

1. Recount locations are open to the public and the media and there will be a public viewing area in each recount location. Candidates may have additional representatives in the public viewing area of the room, subject to COVID-19 room capacity limits. Cell phones and video cameras may be used in the public viewing area, as long as their use is not disruptive and does not show any individual ballot.
2. The State Recount Official may designate Deputy Recount Officials for each recount location throughout the state. A Deputy Recount Official may designate one or more Assistant Deputy Recount Officials to preside whenever he or she needs to leave the room. The Deputy Recount Official or a designated Assistant Deputy Recount Official must be in the room at all times while ballots are being counted. The Deputy Recount Official shall appoint as many Table Officials as he or she deems appropriate. Only the Deputy Recount Official, the Assistant Deputy Recount Official, and the appointed Table Officials may touch the ballots. The Deputy Recount Official shall determine and publicly announce the schedule for the recount, including the start and end times and all breaks within each day, and any changes in the schedule, location or number of tables. The candidates' Lead Representatives may make requests to the Deputy Recount Official for modifications to the schedule, location or number of tables.
3. All ballots cast on Election Day, and all accepted absentee ballots cast will be counted. The polling place ballots will be combined with the absentee ballots to be counted for each precinct, and all ballots for the precinct will be counted and reported together as one total.
4. All candidate representatives must present written credentials to the Deputy Recount Official and each candidate must designate one representative as his Lead Representative at each counting location.
5. Ballots, as defined in paragraph 3, will be sorted and counted by teams of at least two Table Officials, who shall be designated by the Deputy Recount Official. The sealed materials must be unsealed and resealed in public view. If not already sorted by precinct, absentee ballots will first be sorted by precinct. When a precinct is to be recounted, the polling place and absentee ballots will be counted and reported

together as one total. An incident log shall be used to record any activity that the Table Officials believe should be recorded.

6. Each candidate may have one representative who is authorized to challenge ballots at each counting table, in the manner described in the COVID-19 addendum.
7. One of the Table Officials will sort the ballots into three piles, based upon the principles of voter intent outlined in Minnesota Statutes, section 204C.22: one pile for Candidate A, one for Candidate B, and one for all other ballots (those for other candidates, undervotes, overvotes, or otherwise disqualified ballots). The Table Official must make it clear into which pile he or she is placing the ballot and allow both candidates' representatives to view the ballot. Candidate representatives are not allowed to touch or otherwise handle a ballot.
8. If during the sorting, a candidate's representative disagrees with the recount official's determination of for whom the ballot should be counted and whether there are any identifying marks on the ballot, he or she may challenge the decision of which of the three piles the Table Official has placed a ballot and must describe why the decision is being challenged. A challenge must be made in accordance with Minnesota Statutes, section 204C.22. Challenges may not be made for an entire precinct or group of ballots. Challenges may not be automatic or frivolous. A challenge is frivolous if it is based upon an alleged identifying mark other than a signature or an identification number written anywhere on the ballot or a name written on the ballot completely outside of the space for the name of a write-in candidate. The absence of election judge initials on a ballot cannot be the basis of a challenge. The Table Official will reexamine the ballot to determine into which pile it should be placed. Challenged ballots shall be recorded on the recount summary statement as part of the pile in which the Table Official intended to place the ballot, and shall also be recorded in a separate challenged ballot column. If either candidate's representative does not agree with the Table Officials' final determination, the ballot will be placed in one of two new piles of challenged ballots. One pile of challenged ballots will be for all ballots challenged by Candidate A's representative; the second pile of challenged ballots will be for all ballots challenged by Candidate B's representative.
9. When all ballots for the precinct have been sorted, each pile will then be counted by creating stacks of 25 ballots, which shall be cross-stacked into five distinct piles – one for Candidate A ballots, one for Candidate B ballots, one for all other non-challenged ballots, one for ballots challenged by the Candidate A Representative and one for ballots challenged by the Candidate B Representative. The Table Officials will each count one of the candidate's piles. After ballots have been sorted into piles, two representatives per candidate may observe the ballots while they are being counted. A candidate or their representative may request to have a specific stack of 25 immediately counted a second time before the next stack of 25 has been counted. The candidate or their representative may not request to have an entire pile counted a second time. Vote counts will be announced and recorded in the candidate and "other" columns on the recount summary statement as they were determined by the

recount official. Ballots will not be withheld from the candidate counts because they are being challenged.

10. After ballot counting for the precinct is completed, the Deputy Recount Official or designated Assistant Deputy Recount Officials may review the challenged ballots with the candidates or candidates' representatives. They may withdraw challenges to previously challenged ballots. If challenges are not withdrawn, the challenge counts are recorded on the recount summary statement. If the Deputy Recount Official determines it is more expedient, the review and labeling of challenged ballots may be located at a separate table dedicated for this purpose, allowing another precinct to be sorted at the precinct table.
11. A label will be placed on white space on the back of the challenged ballots on which the Deputy Recount Official or designated Assistant Deputy Recount Official must note the precinct, the candidate and name of the representative who made the challenge, and the reason for the challenge. The challenge reason format is "Not {intent determined by sorter}, is {how challenger views intent}" (e.g. "Not Smith, is undervote", "Not Jones, is identifying mark", "Not Smith, is Jones"). Each of the challenges will be given a sequential number (1, 2, 3, etc., **not** Smith 1, 2, 3 and Jones 1, 2, 3) within each county.
12. At the end of each day, the Deputy Recount Official or Assistant Deputy Recount Official will make four copies of the recount summary statement, recount incident logs, and both sides of each challenged ballot. One copy of each item will be retained by the Deputy Recount Official, one will be forwarded to the Office of the Secretary of State, and one copy will be provided to the Lead Representative for each candidate. If the Table Officials must leave the room to make the copies, they will be accompanied by each candidate's representative and the names of everyone who left the room with the ballots will be noted on the incident log.
13. After copies have been made, the Deputy Recount Official or Assistant Deputy Recount Official shall seal the original challenged ballots in one envelope, the Deputy Recount Official's copies in another envelope and the copies for the Office of the Secretary of State in a third envelope. At least two Table Officials will sign over the seal of all 3 envelopes.
14. Challenged ballots must be stored securely during breaks in the counting process, at night if the recount for the County or City has not finished, and after the counting is complete. The sorting, counting, and review of ballots for a precinct must be completed and all ballots must be securely stored before breaks for meals can be taken or counting is finished for the day.

COVID-19 Addendum

This Addendum provides logistical direction for the implementation of the Recount Plan, consistent with Executive Orders and safe indoor interactions.

1. Secure the largest room (gymnasiums, large community rooms) available to allow maximum spacing of the counting teams. Make sure the room is well ventilated.
2. Setup two tables across from each other to allow at least six feet distancing between the election judges and the candidate representatives. If video display is an option, consider how it would be used.
3. Everybody in the recount room is required to wear a mask at all times. Hand sanitizer should be supplied to each counting team. Disinfectant should be used to periodically wipe down surfaces.
4. The recount official will open sealed cases and orient the ballots to be distributed to the tables.
5. Election judges will be on one side of one table. One election judge will hold up the ballot for the candidate representatives to look at. The election judge will show both sides of the ballot for potential identifying marks. The election judge will declare the candidate choice of the voter and put it in the appropriate pile.
6. If a candidate representative challenges the ballot, the election judge will place it in the appropriate pile and an identifying label will be affixed explaining the challenge. The challenger may ask for assistance from their legal adviser or team leader to allow them to view ballots that are in question. This may involve the challenger temporarily stepping back while the legal adviser steps in for a closer look at the ballot.
7. When the election judges/officials have completed a precinct and have resealed the ballots and placed them in the area with other recounted precincts, the summary sheet along with any challenged ballots should be placed in a designated location for the person entering the results to pick-up. The person entering the results will then pick-up the results and enter the recount results into the system located in another room and make the needed copies of any challenged ballots. This allows for less physical contact between the officials.
8. Counting teams and candidate representatives should remain at the same table throughout the recount, reducing contact between different individuals.

These extra precautions will result in the recount process taking longer than in previous years so it is important to build this into the planning process. Fewer precincts will be able to be counted at the same time. More space will be needed and the recount team will need to work more hours. This likely will mean a larger expense. For recounts that are not paid for by law by government, this larger expense should be included in the payment required in advance.

Preparation for the next Canvassing Board Meeting:

- 1 Challenged ballots will be presented to the Canvassing Board for resolution of the challenge on a county by county basis in an order to be determined by the State Recount Official.
2. To facilitate the review of challenged ballots by the Board, the State Recount Official may open the challenged ballot envelopes to remove those challenged ballots which have been withdrawn by each of the two candidates or their representatives after the precincts were recounted but prior to the next Board meeting.

The State Recount Official will arrange for this process to occur in an appropriate room and at an appropriate time and shall inform the candidates and the public of the time and location so that they may observe if they so desire. The State Recount Official may designate any members of the staff of the Office of the Secretary of State to assist in this task. At least two staff members must be present at all times during this process.

The withdrawn challenged ballots shall be sealed into separately labeled envelopes for return to the jurisdiction from which they were received. The remaining challenged ballots shall be sealed into labeled envelopes and be kept secure for review by the board.

3. A representative of the candidate challenging the ballot may present the basis of the challenge to the Board. This presentation may be in written and/or oral form. The opposing candidate's representative may respond to the challenge and state why he or she believes the original determination of the Table Official should be upheld.

Minnesota Secretary of State

House District 19A Official Designations and Locations December x , 2020

County	Name of Deputy Recount Official	Title of Deputy Recount Official	Phone Number	Start Date	Start Time	Recount Address	Room Name or Number	Number of Teams
Blue Earth	Michael Stalberger	Director Property and Environmental Resources	507-304-4341	TBD	TBD	Blue Earth County Historic Courthouse 204 S 5th Street Mankato, MN	TBD	TBD
Le Sueur	Carol Blaschko	Election Administrator	507-357-8223	TBD	TBD	Courthouse 88 S Park Ave LeCenter,, MN	TBD	2
Nicollet	Jaci Kopet	Public Services Manager	507-934-7800	TBD	TBD	Govt Center 501 S Minnesota Ave St. Peter, MN	EOC Room	10

Sample Recount Summary Statement [Office]

Precinct	Nov 6 Votes for Akland	Nov 6 Votes for Brand	Recount Votes for Akland (as recounted)	Recount Votes for Brand (as recounted)	Recount All OTHER Ballots (as recounted)	Ballots Challenged by Brand	Ballots Challenged by Akland	Ballots Challenged by BOTH	Precinct Complete
Precinct 1									
Precinct 2									
Total	0	0	0	0	0	0	0	0	

SECRETARY OF STATE
CONTINGENT PLAN
FOR PUBLICLY FUNDED RECOUNT
MINNESOTA HOUSE DISTRICT 38B

November 24, 2020

Recount Scope

The votes cast at the November 3, 2020 State General Election for the office of House District 38B for Elliott Engen (R) and Ami Wazlawik (DFL) in Ramsey and Washington counties meet the requirements under Minnesota Statutes section 204C.35 Subd. 1, clause (b) for a publicly funded recount if requested in writing by the losing candidate before 5:00 p.m. on the second day following the canvass.

The recount is limited in scope to the determination of the number of votes cast for the candidates to be recounted. Only the ballots cast in the election and the summary statements certified by the election judges may be considered in the recount process. "Original ballots from which duplicates are to be or were made" envelopes are not to be opened and original ballots that have been duplicated are not to be reviewed during the recount proceedings.

State Recount Official

David Maeda, Director of Elections, Office of the Minnesota Secretary of State is hereby designated State Recount Official. The State Recount Official shall notify the candidate of the option to request a recount at no cost to the candidate immediately following the canvassing board meeting.

Designated Recount Officials

The State Recount Official will designate Deputy Recount Officials to perform a recount of all ballots cast for House District 38B. See the attached schedule for the individuals designated as Deputy Recount Officials and for the number of teams of Table Officials at each recount starting date, time and location.

Recount Schedule

Deputy Recount Officials are directed to commence recounting the ballots at the dates and times in the attached schedule pursuant to the authority of the Deputy Recount Officials as described in the Recount Procedures.

The Deputy Recount Official may alter the schedule if a recount location becomes unavailable, or alter the number of tables or daily starting times if, in the opinion of the Deputy Recount Official, the change is necessary to permit the recount to proceed promptly and efficiently. The change must not unnecessarily delay the progress of the overall recount. If a change is necessary, the following applies:

- a) A change to time, location, or number of tables must be clearly posted in the office of the Deputy Recount Official and at the originally scheduled location.
- b) The Deputy Recount Official must immediately notify the State Recount Official of the change.

Recount Process

The recount shall be open to the public.

The recount shall proceed according to *Minnesota Statutes* §204C.35 and *Minnesota Rules Chapter 8235*, and to the Recount Procedures attached to this Plan and adopted by the State Canvassing Board.

Deputy Recount Officials will print and use the recount summary statement (worksheet) as provided by the State Recount Official. A template of the recount summary statement is attached to this Plan.

All county and local election officials are hereby directed to provide the sealed election materials, including voted ballots and precinct summary statements from the 2018 state general election to the Deputy Recount Official designated for that jurisdiction.

The Deputy Recount Officials shall forward the completed recount summary statement, the incident log, and all challenged ballots to the State Recount Official. These materials shall be sent in a secure manner as directed by the State Recount Official. The State Recount Official shall secure the challenged ballots, compile the results and prepare the recount report for the State Canvassing Board.

Meeting of the State Canvassing Board

The State Canvassing Board will meet to resolve the disposition of the challenged ballots and to canvass the results of the recounts on a date to be determined.

The meeting will continue until the reports of the recounts authorized in this plan are completed and may recess from time to time.

Administrative Recount Procedures For the State General Election, November 3, 2020

The recount is an administrative recount held pursuant to Minnesota Statutes, section 204C.35 and Minnesota Rules, section 8235. All of the functions listed in this Plan must be conducted in a manner consistent with the COVID-19 Addendum below.

Everyone in the recount room **MUST** wear a mask.

1. Recount locations are open to the public and the media and there will be a public viewing area in each recount location. Candidates may have additional representatives in the public viewing area of the room, subject to COVID-19 room capacity limits. Cell phones and video cameras may be used in the public viewing area, as long as their use is not disruptive and does not show any individual ballot.
2. The State Recount Official may designate Deputy Recount Officials for each recount location throughout the state. A Deputy Recount Official may designate one or more Assistant Deputy Recount Officials to preside whenever he or she needs to leave the room. The Deputy Recount Official or a designated Assistant Deputy Recount Official must be in the room at all times while ballots are being counted. The Deputy Recount Official shall appoint as many Table Officials as he or she deems appropriate. Only the Deputy Recount Official, the Assistant Deputy Recount Official, and the appointed Table Officials may touch the ballots. The Deputy Recount Official shall determine and publicly announce the schedule for the recount, including the start and end times and all breaks within each day, and any changes in the schedule, location or number of tables. The candidates' Lead Representatives may make requests to the Deputy Recount Official for modifications to the schedule, location or number of tables.
3. All ballots cast on Election Day, and all accepted absentee ballots cast will be counted. The polling place ballots will be combined with the absentee ballots to be counted for each precinct, and all ballots for the precinct will be counted and reported together as one total.
4. All candidate representatives must present written credentials to the Deputy Recount Official and each candidate must designate one representative as his Lead Representative at each counting location.
5. Ballots, as defined in paragraph 3, will be sorted and counted by teams of at least two Table Officials, who shall be designated by the Deputy Recount Official. The sealed materials must be unsealed and resealed in public view. If not already sorted by precinct, absentee ballots will first be sorted by precinct. When a precinct is to be

recounted, the polling place and absentee ballots will be counted and reported together as one total. An incident log shall be used to record any activity that the Table Officials believe should be recorded.

6. Each candidate may have one representative who is authorized to challenge ballots at each counting table, in the manner described in the COVID-19 addendum.
7. One of the Table Officials will sort the ballots into three piles, based upon the principles of voter intent outlined in Minnesota Statutes, section 204C.22: one pile for Candidate A, one for Candidate B, and one for all other ballots (those for other candidates, undervotes, overvotes, or otherwise disqualified ballots). The Table Official must make it clear into which pile he or she is placing the ballot and allow both candidates' representatives to view the ballot. Candidate representatives are not allowed to touch or otherwise handle a ballot.
8. If during the sorting, a candidate's representative disagrees with the recount official's determination of for whom the ballot should be counted and whether there are any identifying marks on the ballot, he or she may challenge the decision of which of the three piles the Table Official has placed a ballot and must describe why the decision is being challenged. A challenge must be made in accordance with Minnesota Statutes, section 204C.22. Challenges may not be made for an entire precinct or group of ballots. Challenges may not be automatic or frivolous. A challenge is frivolous if it is based upon an alleged identifying mark other than a signature or an identification number written anywhere on the ballot or a name written on the ballot completely outside of the space for the name of a write-in candidate. The absence of election judge initials on a ballot cannot be the basis of a challenge. The Table Official will reexamine the ballot to determine into which pile it should be placed. Challenged ballots shall be recorded on the recount summary statement as part of the pile in which the Table Official intended to place the ballot, and shall also be recorded in a separate challenged ballot column. If either candidate's representative does not agree with the Table Officials' final determination, the ballot will be placed in one of two new piles of challenged ballots. One pile of challenged ballots will be for all ballots challenged by Candidate A's representative; the second pile of challenged ballots will be for all ballots challenged by Candidate B's representative.
9. When all ballots for the precinct have been sorted, each pile will then be counted by creating stacks of 25 ballots, which shall be cross-stacked into five distinct piles – one for Candidate A ballots, one for Candidate B ballots, one for all other non-challenged ballots, one for ballots challenged by the Candidate A Representative and one for ballots challenged by the Candidate B Representative. The Table Officials will each count one of the candidate's piles. After ballots have been sorted into piles, two representatives per candidate may observe the ballots while they are being counted. A candidate or their representative may request to have a specific stack of 25 immediately counted a second time before the next stack of 25 has been counted. The candidate or their representative may not request to have an entire pile counted a second time. Vote counts will be announced and recorded in the candidate and

“other” columns on the recount summary statement as they were determined by the recount official. Ballots will not be withheld from the candidate counts because they are being challenged.

10. After ballot counting for the precinct is completed, the Deputy Recount Official or designated Assistant Deputy Recount Officials may review the challenged ballots with the candidates or candidates' representatives. They may withdraw challenges to previously challenged ballots. If challenges are not withdrawn, the challenge counts are recorded on the recount summary statement. If the Deputy Recount Official determines it is more expedient, the review and labeling of challenged ballots may be located at a separate table dedicated for this purpose, allowing another precinct to be sorted at the precinct table.
11. A label will be placed on white space on the back of the challenged ballots on which the Deputy Recount Official or designated Assistant Deputy Recount Official must note the precinct, the candidate and name of the representative who made the challenge, and the reason for the challenge. The challenge reason format is "Not {intent determined by sorter}, is {how challenger views intent}" (e.g. "Not Smith, is undervote", "Not Jones, is identifying mark", "Not Smith, is Jones"). Each of the challenges will be given a sequential number (1, 2, 3, etc., **not** Smith 1, 2, 3 and Jones 1, 2, 3) within each county.
12. At the end of each day, the Deputy Recount Official or Assistant Deputy Recount Official will make four copies of the recount summary statement, recount incident logs, and both sides of each challenged ballot. One copy of each item will be retained by the Deputy Recount Official, one will be forwarded to the Office of the Secretary of State, and one copy will be provided to the Lead Representative for each candidate. If the Table Officials must leave the room to make the copies, they will be accompanied by each candidate's representative and the names of everyone who left the room with the ballots will be noted on the incident log.
13. After copies have been made, the Deputy Recount Official or Assistant Deputy Recount Official shall seal the original challenged ballots in one envelope, the Deputy Recount Official's copies in another envelope and the copies for the Office of the Secretary of State in a third envelope. At least two Table Officials will sign over the seal of all 3 envelopes.
14. Challenged ballots must be stored securely during breaks in the counting process, at night if the recount for the County or City has not finished, and after the counting is complete. The sorting, counting, and review of ballots for a precinct must be completed and all ballots must be securely stored before breaks for meals can be taken or counting is finished for the day.

COVID-19 Addendum

This Addendum provides logistical direction for the implementation of the Recount Plan, consistent with Executive Orders and safe indoor interactions.

1. Secure the largest room (gymnasiums, large community rooms) available to allow maximum spacing of the counting teams. Make sure the room is well ventilated.
2. Setup two tables across from each other to allow at least six feet distancing between the election judges and the candidate representatives. If video display is an option, consider how it would be used.
3. Everybody in the recount room is required to wear a mask at all times. Hand sanitizer should be supplied to each counting team. Disinfectant should be used to periodically wipe down surfaces.
4. The recount official will open sealed cases and orient the ballots to be distributed to the tables.
5. Election judges will be on one side of one table. One election judge will hold up the ballot for the candidate representatives to look at. The election judge will show both sides of the ballot for potential identifying marks. The election judge will declare the candidate choice of the voter and put it in the appropriate pile.
6. If a candidate representative challenges the ballot, the election judge will place it in the appropriate pile and an identifying label will be affixed explaining the challenge. The challenger may ask for assistance from their legal adviser or team leader to allow them to view ballots that are in question. This may involve the challenger temporarily stepping back while the legal adviser steps in for a closer look at the ballot.
7. When the election judges/officials have completed a precinct and have resealed the ballots and placed them in the area with other recounted precincts, the summary sheet along with any challenged ballots should be placed in a designated location for the person entering the results to pick-up. The person entering the results will then pick-up the results and enter the recount results into the system located in another room and make the needed copies of any challenged ballots. This allows for less physical contact between the officials.
8. Counting teams and candidate representatives should remain at the same table throughout the recount, reducing contact between different individuals.

These extra precautions will result in the recount process taking longer than in previous years so it is important to build this into the planning process. Fewer precincts will be able to be counted at the same time. More space will be needed and the recount team will need to work more hours. This likely will mean a larger expense. For recounts that are not paid for by law by government, this larger expense should be included in the payment required in advance.

Preparation for the next Canvassing Board Meeting:

- 1 Challenged ballots will be presented to the Canvassing Board for resolution of the challenge on a county by county basis in an order to be determined by the State Recount Official.
2. To facilitate the review of challenged ballots by the Board, the State Recount Official may open the challenged ballot envelopes to remove those challenged ballots which have been withdrawn by each of the two candidates or their representatives after the precincts were recounted but prior to the next Board meeting.

The State Recount Official will arrange for this process to occur in an appropriate room and at an appropriate time and shall inform the candidates and the public of the time and location so that they may observe if they so desire. The State Recount Official may designate any members of the staff of the Office of the Secretary of State to assist in this task. At least two staff members must be present at all times during this process.

The withdrawn challenged ballots shall be sealed into separately labeled envelopes for return to the jurisdiction from which they were received. The remaining challenged ballots shall be sealed into labeled envelopes and be kept secure for review by the board.

3. A representative of the candidate challenging the ballot may present the basis of the challenge to the Board. This presentation may be in written and/or oral form. The opposing candidate's representative may respond to the challenge and state why he or she believes the original determination of the Table Official should be upheld.

Minnesota Secretary of State

House District 19A Official Designations and Locations December x , 2020

County	Name of Deputy Recount Official	Title of Deputy Recount Official	Phone Number	Start Date	Start Time	Recount Address	Room Name or Number	Number of Teams
Ramsey	Josh Kiley	Elections Supervisor	651-266-2206	TBD	TBD	Ramsey County Plato Bldg 90 W Plato Blvd St. Paul, MN	First Floor Conference Room	10-12
Washington	Nicole Freeman	Elections Coordinator	651-430-8271	TBD	TBD	Govt. Center 14949 62nd St N Stillwater, MN	Conference Room LL14	10

Sample Recount Summary Statement [Office]

Precinct	Nov 6 Votes for Engen	Nov 6 Votes for Wazlawik	Recount Votes for Engen (as recounted)	Recount Votes for Wazlawik (as recounted)	Recount All OTHER Ballots (as recounted)	Ballots Challenged by Wazlawik	Ballots Challenged by Engen	Ballots Challenged by BOTH	Precinct Complete
Precinct 1									
Precinct 2									
Total	0	0	0	0	0	0	0	0	

SECRETARY OF STATE
CONTINGENT PLAN
FOR DISCRETIONARY RECOUNT
November 24, 2020

Recount Scope

This recount plan is to be used if a discretionary recount is requested for the votes cast at the November 24, 2020 State General Election for a multi-county state office under Minnesota Statutes section 204C.35 Subd. 2.

The recount is limited in scope to the determination of the number of votes cast for the candidates to be recounted. Only the ballots cast in the election and the summary statements certified by the election judges may be considered in the recount process. "Original ballots from which duplicates are to be or were made" envelopes are not to be opened and original ballots that have been duplicated are not to be reviewed during the recount proceedings.

State Recount Official

David Maeda, Director of Elections, Office of the Minnesota Secretary of State is hereby designated State Recount Official.

Designated Recount Officials

The State Recount Official may designate Deputy Recount Officials to perform a recount of all ballots cast for the office requested to be recounted. Any such designations made will be reported back to the state canvassing board when it reconvenes to resolve the disposition of the challenged ballots and to canvass the results of the recount(s).

Recount Schedule

Recount Officials are directed to commence recounting the ballots at the dates and times as determined by the State Recount Official pursuant to the authority of the Recount Officials as described in the Recount Procedures.

Recount Process

The recount shall be open to the public.

The recount shall proceed according to *Minnesota Statutes* §204C.35 and *Minnesota Rules Chapter* 8235, and to the Recount Procedures attached to this Plan and adopted by the State Canvassing Board.

Recount Officials will print and use the recount summary statement (worksheet) as provided by the State Recount Official. A template of the recount summary statement is attached to this Plan.

All county and local election officials are hereby directed to provide the sealed election materials, including voted ballots and precinct summary statements from the August 11, 2020 State Primary to the Recount Official designated for that jurisdiction.

The Recount Officials shall forward the completed recount summary statement, the incident log, and all challenged ballots to the State Recount Official. These materials shall be sent in a secure manner as directed by the State Recount Official. The State Recount Official shall secure the challenged ballots, compile the results and prepare the recount report for the State Canvassing Board.

Meeting of the State Canvassing Board

The State Canvassing Board will meet at a time to be determined to resolve the disposition of the challenged ballots and to canvass the results of any discretionary recounts.

The meeting will continue until the reports of all discretionary recounts authorized in this plan are completed and may recess from time to time.

Administrative Recount Procedures For the State General Election, November 3, 2020

The recount is an administrative recount held pursuant to Minnesota Statutes, section 204C.35 and Minnesota Rules, section 8235. All of the functions listed in this Plan must be conducted in a manner consistent with the COVID-19 Addendum below.

Everyone in the recount room **MUST** wear a mask.

1. Recount locations are open to the public and the media and there will be a public viewing area in each recount location. Candidates may have additional representatives in the public viewing area of the room, subject to COVID-19 room capacity limits. Cell phones and video cameras may be used in the public viewing area, as long as their use is not disruptive and does not show any individual ballot.
2. The State Recount Official may designate Deputy Recount Officials for each recount location throughout the state. A Deputy Recount Official may designate one or more Assistant Deputy Recount Officials to preside whenever he or she needs to leave the room. The Deputy Recount Official or a designated Assistant Deputy Recount Official must be in the room at all times while ballots are being counted. The Deputy Recount Official shall appoint as many Table Officials as he or she deems appropriate. Only the Deputy Recount Official, the Assistant Deputy Recount Official, and the appointed Table Officials may touch the ballots. The Deputy Recount Official shall determine and publicly announce the schedule for the recount, including the start and end times and all breaks within each day, and any changes in the schedule, location or number of tables. The candidates' Lead Representatives may make requests to the Deputy Recount Official for modifications to the schedule, location or number of tables.
3. All ballots cast on Election Day, and all accepted absentee ballots cast will be counted. The polling place ballots will be combined with the absentee ballots to be counted for each precinct, and all ballots for the precinct will be counted and reported together as one total.
4. All candidate representatives must present written credentials to the Deputy Recount Official and each candidate must designate one representative as his Lead Representative at each counting location.
5. Ballots, as defined in paragraph 3, will be sorted and counted by teams of at least two Table Officials, who shall be designated by the Deputy Recount Official. The sealed materials must be unsealed and resealed in public view. If not already sorted by precinct, absentee ballots will first be sorted by precinct. When a precinct is to be recounted, the polling place and absentee ballots will be counted and reported

together as one total. An incident log shall be used to record any activity that the Table Officials believe should be recorded.

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7. One of the Table Officials will sort the ballots into three piles, based upon the principles of voter intent outlined in Minnesota Statutes, section 204C.22: one pile for Candidate A, one for Candidate B, and one for all other ballots (those for other candidates, undervotes, overvotes, or otherwise disqualified ballots). The Table Official must make it clear into which pile he or she is placing the ballot and allow both candidates' representatives to view the ballot. Candidate representatives are not allowed to touch or otherwise handle a ballot.
8. If during the sorting, a candidate's representative disagrees with the recount official's determination of for whom the ballot should be counted and whether there are any identifying marks on the ballot, he or she may challenge the decision of which of the three piles the Table Official has placed a ballot and must describe why the decision is being challenged. A challenge must be made in accordance with Minnesota Statutes, section 204C.22. Challenges may not be made for an entire precinct or group of ballots. Challenges may not be automatic or frivolous. A challenge is frivolous if it is based upon an alleged identifying mark other than a signature or an identification number written anywhere on the ballot or a name written on the ballot completely outside of the space for the name of a write-in candidate. The absence of election judge initials on a ballot cannot be the basis of a challenge. The Table Official will reexamine the ballot to determine into which pile it should be placed. Challenged ballots shall be recorded on the recount summary statement as part of the pile in which the Table Official intended to place the ballot, and shall also be recorded in a separate challenged ballot column. If either candidate's representative does not agree with the Table Officials' final determination, the ballot will be placed in one of two new piles of challenged ballots. One pile of challenged ballots will be for all ballots challenged by Candidate A's representative; the second pile of challenged ballots will be for all ballots challenged by Candidate B's representative.
9. When all ballots for the precinct have been sorted, each pile will then be counted by creating stacks of 25 ballots, which shall be cross-stacked into five distinct piles – one for Candidate A ballots, one for Candidate B ballots, one for all other non-challenged ballots, one for ballots challenged by the Candidate A Representative and one for ballots challenged by the Candidate B Representative. The Table Officials will each count one of the candidate's piles. After ballots have been sorted into piles, two representatives per candidate may observe the ballots while they are being counted. A candidate or their representative may request to have a specific stack of 25 immediately counted a second time before the next stack of 25 has been counted. The candidate or their representative may not request to have an entire pile counted a second time. Vote counts will be announced and recorded in the candidate and "other" columns on the recount summary statement as they were determined by the

recount official. Ballots will not be withheld from the candidate counts because they are being challenged.

10. After ballot counting for the precinct is completed, the Deputy Recount Official or designated Assistant Deputy Recount Officials may review the challenged ballots with the candidates or candidates' representatives. They may withdraw challenges to previously challenged ballots. If challenges are not withdrawn, the challenge counts are recorded on the recount summary statement. If the Deputy Recount Official determines it is more expedient, the review and labeling of challenged ballots may be located at a separate table dedicated for this purpose, allowing another precinct to be sorted at the precinct table.
11. A label will be placed on white space on the back of the challenged ballots on which the Deputy Recount Official or designated Assistant Deputy Recount Official must note the precinct, the candidate and name of the representative who made the challenge, and the reason for the challenge. The challenge reason format is "Not {intent determined by sorter}, is {how challenger views intent}" (e.g. "Not Smith, is undervote", "Not Jones, is identifying mark", "Not Smith, is Jones"). Each of the challenges will be given a sequential number (1, 2, 3, etc., **not** Smith 1, 2, 3 and Jones 1, 2, 3) within each county.
12. At the end of each day, the Deputy Recount Official or Assistant Deputy Recount Official will make four copies of the recount summary statement, recount incident logs, and both sides of each challenged ballot. One copy of each item will be retained by the Deputy Recount Official, one will be forwarded to the Office of the Secretary of State, and one copy will be provided to the Lead Representative for each candidate. If the Table Officials must leave the room to make the copies, they will be accompanied by each candidate's representative and the names of everyone who left the room with the ballots will be noted on the incident log.
13. After copies have been made, the Deputy Recount Official or Assistant Deputy Recount Official shall seal the original challenged ballots in one envelope, the Deputy Recount Official's copies in another envelope and the copies for the Office of the Secretary of State in a third envelope. At least two Table Officials will sign over the seal of all 3 envelopes.
14. Challenged ballots must be stored securely during breaks in the counting process, at night if the recount for the County or City has not finished, and after the counting is complete. The sorting, counting, and review of ballots for a precinct must be completed and all ballots must be securely stored before breaks for meals can be taken or counting is finished for the day.

COVID-19 Addendum

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2. Setup two tables across from each other to allow at least six feet distancing between the election judges and the candidate representatives. If video display is an option, consider how it would be used.
3. Everybody in the recount room is required to wear a mask at all times. Hand sanitizer should be supplied to each counting team. Disinfectant should be used to periodically wipe down surfaces.
4. The recount official will open sealed cases and orient the ballots to be distributed to the tables.
5. Election judges will be on one side of one table. One election judge will hold up the ballot for the candidate representatives to look at. The election judge will show both sides of the ballot for potential identifying marks. The election judge will declare the candidate choice of the voter and put it in the appropriate pile.
6. If a candidate representative challenges the ballot, the election judge will place it in the appropriate pile and an identifying label will be affixed explaining the challenge. The challenger may ask for assistance from their legal adviser or team leader to allow them to view ballots that are in question. This may involve the challenger temporarily stepping back while the legal adviser steps in for a closer look at the ballot.
7. When the election judges/officials have completed a precinct and have resealed the ballots and placed them in the area with other recounted precincts, the summary sheet along with any challenged ballots should be placed in a designated location for the person entering the results to pick-up. The person entering the results will then pick-up the results and enter the recount results into the system located in another room and make the needed copies of any challenged ballots. This allows for less physical contact between the officials.
8. Counting teams and candidate representatives should remain at the same table throughout the recount, reducing contact between different individuals.

These extra precautions will result in the recount process taking longer than in previous years so it is important to build this into the planning process. Fewer precincts will be able to be counted at the same time. More space will be needed and the recount team will need to work more hours. This likely will mean a larger expense. For recounts that are not paid for by law by government, this larger expense should be included in the payment required in advance.

Preparation for the next Canvassing Board Meeting:

- 1 Challenged ballots will be presented to the Canvassing Board for resolution of the challenge on a county by county basis in an order to be determined by the State Recount Official.
2. To facilitate the review of challenged ballots by the Board, the State Recount Official may open the challenged ballot envelopes to remove those challenged ballots which have been withdrawn by each of the two candidates or their representatives after the precincts were recounted but prior to the next Board meeting.

The State Recount Official will arrange for this process to occur in an appropriate room and at an appropriate time and shall inform the candidates and the public of the time and location so that they may observe if they so desire. The State Recount Official may designate any members of the staff of the Office of the Secretary of State to assist in this task. At least two staff members must be present at all times during this process.

The withdrawn challenged ballots shall be sealed into separately labeled envelopes for return to the jurisdiction from which they were received. The remaining challenged ballots shall be sealed into labeled envelopes and be kept secure for review by the board.

3. A representative of the candidate challenging the ballot may present the basis of the challenge to the Board. This presentation may be in written and/or oral form. The opposing candidate's representative may respond to the challenge and state why he or she believes the original determination of the Table Official should be upheld.

Sample Recount Summary Statement

Precinct	August 11 Votes for CANDIDATE A	August 11 Votes for CANDIDATE B	Recount Votes for CANDIDATE A (as recounted)	Recount Votes for CANDIDATE B (as recounted)	Recount All OTHER Ballots (as recounted)	Ballots Challenged by CANDIDATE B	Ballots Challenged by CANDIDATE A	Ballots Challenged by BOTH	Precinct Complete
Precinct 1									
Precinct 2									
Total	0	0	0	0	0	0	0	0	