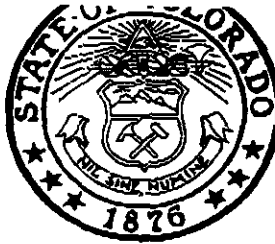


**STATE OF COLORADO**  
**Department of State**  
Civic Center Plaza  
1560 Broadway, Suite 200  
Denver, CO 80202-5169



**Donetta Davidson**  
Secretary of State

**William C. (Billy) Compton**  
Director, Elections Division

March 2, 2005

The Honorable Alisa Lewis  
City Clerk  
City of Boulder  
1777 Broadway  
Boulder, Colorado 80302

**Re: Approval of Addendum to the Mail Ballot Plan for the City of Boulder**

Dear Ms. Lewis:

This office has received the proposed addendum to the mail ballot plan for the City of Boulder that you submitted to our office on March 2, 2005. The mail ballot election is to be held on March 8, 2005.

Upon review of the information sent to this office, it would appear that the addendum to your plan is in compliance with Title 1, Article 7.5 of the Colorado Revised Statutes and the Secretary of State Rules Section 12. Therefore, your addendum is approved.

If this office can be of further assistance to you, please call me at 303-894-2200, ext. 6311.

Sincerely,

Rose A. Sanchez  
Elections Division

Transmitted via facsimile with hard copy to follow

Addendum to the City of Boulder Mail Ballot Plan – March 8, 2005 Special Election to provide for a post election sample hand audit per approval by the Secretary of State on Monday, February 28, 2005.

### **BATCH SELECTION/ELECTRONIC TALLY PROCESS FOR POST ELECTION AUDIT**

1. Three batches of voted ballots shall be randomly selected, from batches created by the envelope/ballot separation team, by the City Clerk to be scanned, resolved, and tallied.
2. The City Clerk shall witness and document the resolution process for each batch for comparison to the post election hand count. City Clerk shall document all resolution of ballots by recording the ballot sequential number, track the ballot issue or race and specify the resolution outcome.
3. These three numbered batches of voted ballots will be logged and processed in the same manner as all other official voted ballots.
4. Each batch will be recorded on a separate MBB (Mobile Ballot Box). Before and after each MBB is tallied, a cumulative vote report will be generated in order to determine the electronic vote count for each batch.
5. Each batch will be secured in a separate blue ballot bag which will contain the voted ballots, the MBB and the sealed envelope containing the cumulative reports for each batch.
6. After the canvass of the election has been completed, each designated batch will be retrieved and a hand count will be performed to validate the electronic results of the three batches.

### **HAND COUNT PROCESS FOR THE POST ELECTION AUDIT**

1. The City Clerk will appoint three teams of two people to conduct the hand count audit. No individuals with any vested interest in the election shall serve on the audit team as determined by the City Clerk.
2. The Audit will take place in a secured room. No black or blue ink pens or pencils will be allowed in the room. Personal effects of the audit teams will be secured in a separate location. All portions of the hand count audit will be documented in red ink.
3. All regulations/guidelines established for media and watchers for the conduct of the March 8, 2005 special election shall pertain to the hand count audit as well.
4. The hand count will consist of the sum total of votes cast for each candidate, under-votes, and over-votes for all ballots.
5. Ballots shall be counted into groups of 25 to ensure that the number of ballots recounted matches the number originally counted.
6. Votes shall be counted by individual hash marks in 25-count sections by two different judges.
7. Each team will have one member of their team read the votes to the other member who will track by hash marks. Team member reading ballots will exchange ballots and tally sheet and repeat process.
8. Teams must resolve all hand count ballots following original election procedures, including the examination of ballots (Rule 14.3; C.R.S. 1-10.5-108). Teams will use the Audit Trail Report in conjunction with City Clerk's resolution audit log to ensure resolution action follows original resolution during election process (14.8.3 recount rules). If there is a discrepancy in the hand count after comparison to the resolution information, a third count will take place. This process will continue until two matching tallies are produced for each batch.
9. During the hand count process, the teams shall resolve and document questionable ballots in the same manner as the resolution teams for the election.

10. The electronic tallies shall be compared to the hand count tallies and a final audit report will be produced.
11. If the electronic and hand tallies do not match, the original resolution from the electronic count will be compared to the resolution of the hand count.
12. The final audit report will include the separate batch tallies from the electronic count and the hand tallies, and shall document any discrepancies.