

Maryland State Board of Elections

Comprehensive Audit Guidelines

Revised: February 2018

The purpose of the Comprehensive Audit is ensure that local boards of elections (“local boards”) are adequately performing tasks as required by election law and State regulations (COMAR). The goal of the Comprehensive Audit is to ensure fair and accessible elections for all voters and to protect the integrity of the election process.

This document describes the topics and areas of inquiry that staff members at the State Board of Elections (SBE) will investigate when conducting comprehensive audits on each of the local boards of elections (local board). After each election, SBE will send an Audit Report to each local board. Findings from inquiries will determine local boards’ compliance with election laws and regulations prior to and following elections.

SBE’s audits will be conducted through reviews of data and information available through State databases or through required submissions of information by local boards. In addition, SBE staff members may visit local boards offices to inspect records, observe office operations, observe voting equipment testing, and attend and evaluate election judges’ training.

There are four topics with areas of inquiry under each topic.

1. Voting System
 - A. Logic and Accuracy testing
 - B. Voting unit and electronic pollbook allocation
 - C. On-time opening of the polls
 - D. Voting System Verification
 - E. Issuance of “offline” provisional ballots
2. Polling Place Operations
 - A. Election judge training
 - B. Polling place evaluation program
 - C. Accessibility
 - D. Ballot accounting
3. Canvassing and Post Election Reconciliation and Audits
 - A. Post-Election Audit – Precinct Audit
 - B. Post-Election Audit – Absentee and Provisional
 - C. Voters with Multiple Voting Credit
 - D. Canvassing minutes
 - E. Provisional data review
 - F. Absentee data review

SBE will compile for each local board the findings for all areas of inquiry and where appropriate, make recommendations, and draft a Comprehensive Audit Report. SBE will provide this report to each election director and members of the local board.

Each local board must respond to its Comprehensive Audit Report by the deadline specified in the report’s cover page. The response must include whether the local board agrees or disagrees with the findings in the Comprehensive Audit Report. If a local board disagrees with

information in the report, a local board should explain the basis of the disagreement. The election director and president of the local board must sign the response. The local board may also provide more explanation of the issues identified in the report.

SBE will review the local boards' responses to the Comprehensive Audit Report and issue a Comprehensive Audit Final Report to each local board. There may need to be additional communications between SBE and the local boards before SBE issues the final report. This final report will summarize agreements between SBE and local boards as to findings and action items.

Based on the audit and findings, SBE may conduct a more intensive audit, including site visits.

Following each audit cycle, SBE will assess the feasibility and effectiveness of the audit plan, make necessary adjustments, and determine the guidelines for the next audit period.

Audit Topics

1. Voting System

A. Pre-election Logic and Accuracy (L&A) Testing of voting units and electronic pollbooks

Citation	COMAR 33.10.01.14 ¹
Why it's important?	Ensures that voting units are tabulating votes correctly and electronic pollbooks are working properly before an election and that the local boards are properly preparing and securing the voting equipment.
Background Information	<p>The L&A process consists of several phases:</p> <ul style="list-style-type: none"> • Downloading the election to DS200 and DS850 ballot scanners and the ExpressVote ballot marking device; • Testing the DS200 and DS850 ballot scanners, ExpressVote ballot marking devices, and electronic pollbooks; • Uploading L&A test results into the voting' system election results manager (ERM) and ElectionWare; • Generating L&A test results reports; • Resetting election equipment for an election; • Conducting a public demonstration; • Securing and preparing the DS200 scanners, ExpressVote ballot marking devices, and electronic pollbooks for delivery; and • Securing the DS200 and DS850 ballot scanners for use during the absentee and provisional canvasses. <p>L&A is performed on the Statewide Election Management (SWEM) network servers and workstations, DS200 and DS850 ballot scanners, electronic pollbooks, and ExpressVote ballot marking devices to ensure that:</p> <ul style="list-style-type: none"> • All equipment is fully functional and free from operational problems; • All polling place equipment contains the appropriate ballot styles available for voting in each polling place and early voting center; • Results are tabulated accurately on each election tabulating component; • Results can be uploaded accurately to the election database on the SWEM network; and • The SWEM network correctly tabulates results from all voting units that undergo the L&A process.
What are we looking for?	<p>SBE will review a sample of field observation reports completed by each Regional Manager during L&A testing and a sample of L&A Checklists to determine if local boards complied with policies and procedures required by COMAR and SBE's <i>Conducting the Election (CTE)</i> Guide. SBE's Regional Managers will focus on:</p> <ul style="list-style-type: none"> • CARE, CUSTODY, AND CONTROL OF MEMORY DEVICES:

¹ In these audit topics, there are various citations. All references to the Election Law Article are in the *Annotated Code of Maryland*. COMAR is the Code of Maryland Regulations.

	<p>Security of the memory devices is a critical element in the integrity of the election process.</p> <ul style="list-style-type: none"> • L&A PREPARATION: L&A preparation is performed to ensure all requirements for performing the L&A processes are accomplished prior to the L&A test execution. • L&A EQUIPMENT PREPARATION: Proper preparation of voting equipment is necessary for a smooth L&A process. • L&A TEST: The L&A test is performed on all voting equipment to confirm that the equipment has the correct election information and the voting equipment functions properly. It also confirms that the ElectionWare server is tabulating and generating reports correctly. • L&A CLOSEOUT: This is the process of verifying the L&A test results, backing up the L&A test results, printing the results reports, and re-setting the election database in ElectionWare. • DISPLAY PUBLIC TEST: After L&A testing is complete and before any voting units are delivered to an early voting center, the documentation is made available for public inspection (per COMAR 33.10.01.16).
<p>How we will test it?</p>	<p><u>DS200 Precinct Tabulators</u> For at least 5 DS200 precinct tabulators in each county, SBE's Regional Managers will observe the L&A testers to ensure testing is performed correctly, compare the reports data to the L&A database to ensure the results are correct, and, as necessary, cross reference with the L&A checklists.</p> <p><u>Electronic Pollbooks</u> For at least 5 electronic pollbooks in each county, SBE's Regional Managers will observe the L&A testers to ensure testing is performed correctly and review the completed forms for completeness and accuracy. SBE may require more auditing if deficiencies are discovered in the audit.</p> <p><u>Ballot Marking Devices</u> For a minimum of 5 ballot marking devices in each county, SBE's Regional Managers will observe the L&A testers to ensure testing is performed correctly, and review the completed forms for completeness and accuracy. SBE may require more auditing if deficiencies are discovered in the audit.</p> <p><u>DS850 High-Speed Tabulators</u> For the local boards with DS850 tabulators, SBE's Regional Managers will observe the L&A testers to ensure testing is performed correctly and review the completed forms for completeness and accuracy. SBE may require more auditing if deficiencies are discovered in the audit.</p>
<p>Thresholds</p>	<p>100% of the equipment selected for audit must be shown to have L&A testing conducted according to SBE procedures.</p>
<p>Auditor</p>	<p>SBE's Voting System Division</p>
<p>Timeline</p>	<p>During L&A testing as determined by the local board.</p>
<p>Follow-up</p>	<p>SBE staff reviews the information forwarded by SBE's Regional</p>

	Managers and other data and reports. If issues are identified, a second sample will be tested. If necessary, SBE will notify the appropriate election director about recommended corrective actions.
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B. Voting Unit and Pollbook Allocation

Citation	COMAR 33.09.06.03 and 33.17.04.03A and B
Why it's important?	The correct number of voting units and electronic pollbooks at each voting location provides a uniform and efficient voting experience for Maryland voters.
Background Information	For a regularly scheduled primary or general election, the local board shall provide each voting location with the voting equipment determined by the State Administrator. For purposes of determining the voting unit allocation, a local board shall reduce the number of registered voters assigned to a precinct by the overall percentage of voters the State Administrator estimates will turn out during early voting.
What are we looking for?	That the proper number of voting units and electronic pollbooks were allocated and deployed for voting.
How we will test it?	<i>DS200 Precinct Tabulators</i> <ul style="list-style-type: none"> Compare the number of voting unit memory devices allocated against the number determined by the State Administrator and compare the number of memory devices allocated against the number of memory devices with votes. Cross reference with the transportation logs containing the serial numbers of every voting unit delivered to each precinct or early voting center as necessary. <i>Electronic Pollbooks</i> <ul style="list-style-type: none"> Prior to each election, SBE approves the number of pollbooks to be deployed for each voting location. Post election, the log files from the electronic pollbooks will be evaluated to verify that the actual number deployed to each voting location was equal to or greater than the planned number.
Thresholds	100% of polling places must be in conformance.
Auditor	Voting System Division
Timeline	Beginning from the end of L&A testing and five days prior to election day.
Follow-up	SBE staff will review reports and logs to determine if the local boards are in compliance with allocation requirements for voting units and electronic pollbooks. If necessary, SBE will notify the appropriate election director about recommended corrective actions.

C. On time opening

Citation	Election Law Article, § 10-301
Why it's important?	Any delays in opening early voting centers or polling places may result in voters not being able to vote or may cause lines. In many

	polling places, the hour between 7:00 a.m. and 8:00 a.m. is the peak turnout hour of the day, and in heavy-turnout elections, there are often voters waiting in line for polls to open. If polling places are not ready for an on-time opening, it will result in longer lines, longer wait times and inconvenienced voters.
Background Information	During early voting, voting hours are 10 am until 8 pm. On election day, voting hours are 7 am until 8 pm.
What are we looking for?	That early voting centers and polling places opened on time.
How we will test it?	Electronic pollbook log files contain time-stamped records of “poll opened.” The log files will be evaluated to measure on-time compliance for 100% of the early voting centers and polling places in each jurisdiction in the State.
Thresholds	95% or more of the precincts opening on-time.
Auditor	Voting System Division
Timeline	Beginning the day after election day.
Follow-up	SBE staff will determine if the local boards are in compliance with on-time opening requirements for early voting centers and polling places. If necessary, SBE will notify the appropriate election director about recommended corrective actions.

D. Voting System Verification

Citation	COMAR 33.08.05.03
Why it’s important?	This voting system verification demonstrates that the agency’s election management system (AEMS), election reporting manager (ERM), and the precinct and or central scanner all reflect the same aggregated results and that the voting system statistics match the post-election audit.
Background Information	<p>After each election in which the voting system is used, the local boards must verify the system's vote-counting capabilities. The local boards must verify a defined number of the precincts.</p> <p>After 8 pm on election day, the local board determines the number of precincts to be verified. The local board must randomly select the greater of 3 precincts with at least 300 registered voters or 5% of all precincts.</p> <p>To perform the post-election verification for the selected precincts and Absentee 1 canvass, the local board shall:</p> <ol style="list-style-type: none"> 1. Obtain the total tapes from each precinct tabulator deployed to the precinct or used in the Absentee 1 canvass; 2. Obtain the total tape from each precinct tabulator or central count scanner used during Absentee 1 canvass; 3. Aggregate for each precinct (including Absentee 1) the results reported on the totals tapes; 4. Compare those aggregated precinct results against the results for that precinct as reported by ERM; and 5. Provide to SBE both sets of totals. <p>This verification shall be completed before the local board</p>

	certifies the results of an election.
What are we looking for?	That the local boards have performed the required voting system verification prior to certifying the election, that the verification results match the election results for the selected precincts, and timely submitted the audit and verification workbook.
How we will test it?	SBE will review paperwork submitted by the local boards.
Thresholds	Any discrepancy must be investigated.
Auditor	Voting System Division
Timeline	The local boards must complete this verification and submit to SBE the audit and verification workbook before the local board of canvassers certifies the results of the election. The workbook must be submitted with the certified election results. SBE must review before the final State certification of the election the submitted documents and compare the verification results against the results from the selected precincts.
Follow-up	SBE staff will provide a summary of its review to election directors. If necessary, SBE will notify the appropriate election director about recommended corrective action.

E. Issuance of “offline” provisional ballots

Citation	COMAR 33.07.05.03; Election Judges’ Manual
Why it’s important?	Election judges must issue a provisional ballot to voters who believe they are properly registered but whose names are not in the electronic pollbook (precinct register). In some cases voters who are listed in the pollbook are issued provisional ballots because the election judge could not locate the voter’s name in the precinct register. Compared with regular ballots, provisional ballots are less convenient for the voter, and add significantly to the workload for election judges and elections officials.
Background Information	<p>If a voter is listed in the electronic pollbook but must, for whatever reason, vote a provisional ballot, the election judge must check in this voter on the electronic pollbooks as a provisional voter. (This is the procedure established in the Election Judges’ Manual.) Checking in this voter on the pollbook means that this voter is flagged as having been issued a provisional ballot and generates voter authority card for the voter to sign and for the election judges to use for reconciliation.</p> <p>There are situations where the election judge is unable to find the voter in the electronic pollbook but the voter’s name is there. This results in more provisional ballots than necessary.</p>
What are we looking for?	Voters who were issued provisional ballots and whose information is in the electronic pollbook database but were not checked in using the electronic pollbook.
How we will test it?	Information for each provisional ballot issued (including voter name, address, and date of birth) is entered into the MDVOTERS system by the local boards. SBE will compare information about provisional voters in MDVOTERS to information about provisional voters in the electronic pollbook log files to determine whether

	voters were issued provisional ballots only because the voters' names were not found by the election judges during the voter check-in process.
Thresholds	An error of rate of 0.5% or less in a precinct is acceptable.
Auditor	Voting System Division
Timeline	Beginning after election day.
Follow-up	SBE staff will provide a summary of its review to election directors. If necessary, the summary report will include recommended corrective actions.

2. Polling Place Operations

A. Election Judge Training

Citation	Election Law Article, § 10-206; COMAR 33.02.03 & 33.17.05.03
Why it's important?	Election judges must receive training, reference materials, and other information to ensure compliance with State election policies and procedures.
Background Information	<p>Each local board is required to use the Election Judge Manual, instruction sheets, and curricula approved by the State Administrator for training election judges. Each election director is required to ensure that training classes for election judges are prepared and conducted:</p> <ul style="list-style-type: none"> • Before primary and general elections in a presidential election year; • Before a primary election in a gubernatorial election year; and • Before a general election in a gubernatorial election year or before a special primary or general election if the State Administrator considers it necessary. <p>The training class must be long enough to cover all of the training requirements and include hands-on practice with any technology that will be used by election judges at a voting location.</p>
What are we looking for?	That each local board prepares and conducts training classes for election judges as required and that SBE's mandated language is included and remains unaltered.
How we will test it?	<p>Require all the local boards to develop and submit election judge training schedules to SBE prior to the primary and general elections. Require that all local boards submit their Election Judge Manual and Early Voting Manual/Supplement for approval by SBE and that all chapters of the manuals have been approved by SBE in advance of the local board's printing schedule.</p> <p>SBE staff will select and attend election judge training sessions. When practical, SBE staff will attend at least six election judge training sessions during each presidential election year and each gubernatorial election year. SBE will visit all local boards' training sessions on a rotating basis so that all local boards are eventually visited. SBE will use a checklist of items pertaining to</p>

	election judge training to determine if the local board is in compliance with the training content and time requirements.
Thresholds	Local boards must: (1) submit Election Judge Manual and Early Voting Manual/Supplement to SBE for approval; (2) use instruction sheets and training curricula approved by SBE; and (3) comply with the requirements for election judges training contained in COMAR 33.02.03 and 33.17.05.03.
Auditor	Election Reform Division
Timeline	SBE staff will observe election judge training conducted by the local boards prior to the primary and general elections. SBE will select the training sessions to observe and will notify the selected local boards at least one week in advance of the scheduled training.
Follow-up	SBE staff will offer to discuss findings with local board staff immediately after the conclusion of the training or within one week of the training class. SBE staff will provide a summary report to election directors. If necessary, SBE will notify the appropriate election director about recommended corrective actions.

B. Polling Place Evaluation Program

Citation	COMAR 33.07.03.04
Why it's important?	The Polling Place Evaluation (PPE) Program provides SBE and election directors valuable information about activities in voting locations.
Background Information	Each Election Director shall develop and, with the approval of the State Administrator, establish and implement a polling place evaluation program using the polling place evaluation form issued by the State Administrator.
What are we looking for?	<p>That:</p> <ol style="list-style-type: none"> 1. Each Election Director has established and implemented a polling place evaluation program using the polling place evaluation form issued by the State Administrator; 2. There were unannounced early voting and election day visits to voting locations to assess the election judges' compliance with applicable procedures and their general performance. 3. When requested by the State Administrator, a report of the results of that election's evaluations were submitted and in the form that the State Administrator requests. <p>During early voting, local boards are required to evaluate each early voting center at least twice.</p> <p>On election day, if a county has 150 or fewer polling places, the local board must evaluate at least 50% of the precincts each election. If a county has 151 or more polling places, the local board must evaluate at least 25% of the precincts each election.</p>
How we will test it?	SBE will request submission of complete PPE forms and summary reports and review forms or reports for completion.
Thresholds	The minimum number of polling places and early voting centers

	have been evaluated as required in Polling Place Evaluation Guidelines. Local boards use SBE-approved evaluation form.
Auditor	Election Reform Division
Timeline	Within 2 months of each election, the local boards shall submit to SBE completed PPE forms and a summary report in the form that the State Administrator requests.
Follow-up	SBE will review completed PPE forms and the summary reports submitted by all local boards. SBE staff will provide a summary of its review to election directors. If necessary, the summary report will include recommended corrective actions.

C. Accessibility by Individuals with Disabilities

Citation	Election Law Article, § 10-101; COMAR 33.15.03
Why it's important?	Local boards must attempt to provide voting locations that meet State standards for accessibility. The voting process must be accessible to people with disabilities.
Background Information	Except in an emergency, a local board cannot use an early voting center or polling place in any election: <ul style="list-style-type: none"> • Until the local board uses SBE's Polling Place Accessibility Survey Form to fully survey the voting location; and • If the building has been substantially modified after it was last surveyed, until the local board uses SBE's Polling Place Accessibility Survey Form to fully survey the modified voting location.
What are we looking for?	SBE staff will check to ensure that an accessibility survey is conducted for all early voting centers and polling places. SBE also requires accessibility surveys be included in requests for new polling places.
How we will test it?	SBE will review the SBE polling place database to ensure that accessibility surveys have been completed for all existing and proposed polling places and that the local boards have requested any temporary measures that will improve accessing during voting hours.
Thresholds	100% of early voting centers and polling places have been surveyed by the local board.
Auditor	Election Reform Division
Timeline	Local boards are required to have submitted completed accessibility forms for all early voting centers and polling places prior using the voting locations for elections.
Follow-up	SBE will request from the local boards accessibility surveys that have not been submitted for all early voting centers and polling places.

D. Ballot Accounting

Citation	Election Law Article, § 9-216; COMAR 33.10.01.18
Why it's important?	To ensure that all pre-printed ballots are accounted for.
Background Information	Election judges shall prepare a complete accounting of the ballots

	<p>issued to the polling place, in accordance with written procedures and on forms that the local board, with the approval of the State Board, adopts.</p> <p>The accounting shall include the number of ballots:</p> <ol style="list-style-type: none"> 1. Furnished to the polling place; 2. Issued to voters; 3. Voted; 4. Spoiled; and 5. Not used.
What are we looking for?	That each local board has evidence of a system that ensures that election judges follow procedures to account for, and maintain control over, the pre-printed ballots in each voting location.
How we will test it?	<p><u>For Election Day</u>, each local board shall use the same precincts randomly selected for Voting System Verification (section 1.D. of these guidelines (page 6) that requires the greater of 3 precincts with more than 300 registered voters or 5% of all election day precincts).</p> <p><u>For Early Voting</u>, each local board shall select one early voting center (randomly selected where more than one early voting center operates).</p> <p>Within <u>30</u> days of selecting the precincts, the local board shall forward to SBE documents showing that election judges properly accounted for all pre-printed ballots issued to the precincts. These documents are:</p> <p><u>For Early Voting</u>: Completed and signed <i>Ballot Opening Certificate</i>, <i>Provisional Ballot Certificate</i> (if applicable), and <i>Ballot Closing Certificate</i> for each day of Early Voting. This includes page 1 and page 2+ that includes the opening information and closing information for each ballot style.</p> <p><u>For Election Day</u>: Completed and signed <i>Ballot Opening Certificate</i>, <i>Provisional Ballot Certificate</i> (if applicable), and <i>Ballot Closing Certificate</i> for the randomly selected precincts.</p> <p>SBE will review the documents to determine if election judges properly accounted for all pre-printed ballots issued to the voting locations. SBE may require the local board to forward documents on additional precincts.</p>
Thresholds	Local boards must submit documentation as required by SBE.
Auditor	Election Reform Division
Timeline	Within 30 days of an election, each local board shall submit the documents that demonstrate that election judges properly accounted for all pre-printed ballots issued to voting centers.
Follow-up	SBE staff will provide a summary of its review to election

	directors. If necessary, the summary report will include recommended corrective actions.
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3. Canvassing and Post-Election Reconciliation

A. Post-Election Audit – Precinct Audit

Citation	COMAR 33.08.05.06
Why it’s important?	This audit confirms the accuracy of the election judges’ statements. It includes auditing signed voter authority cards, reports from the pollbooks, and official returns.
Background Information	<p>For each precinct, SBE will provide a report showing the number of voters who checked in to vote (from the electronic pollbook), the number of ballots cast (from ERM), and the difference between the two numbers. If the difference is 5 or more, the election director shall conduct a manual audit.</p> <p>An election director must conduct a manual audit for each precinct selected under COMAR 33.08.05.04 and for any precinct where the difference between check-ins and ballots cast is greater than 5. To conduct the manual audit, the local board must hand count the signed VACs and compare the number of signed VACs with the number of ballots cast (from ERM).</p>
What are we looking for?	Each local board performed the post-election audit for the voting units and timely submitted the audit and verification workbook.
How we will test it?	SBE will review audit and verification workbook and verify that results of post-election audit reconcile with the results of the system verification.
Thresholds	A manual audit must be conducted by the Election Director if the difference is 5 or more.
Auditor	Voting Systems
Timeline	The post-election audit must be performed before the local board certifies the election.
Follow-up	SBE staff will provide a summary of its review to election directors. If necessary, SBE will notify the appropriate election director about recommended corrective action. If SBE provides comments on the post-election audit procedures, the election director shall respond accordingly.

B. Post-Election Audit – Absentee and Provisional

Citation	COMAR 33.08.05.07
Why it’s important?	This audit confirms the accuracy of the local boards’ actions related to absentee and provisional results. It includes the absentee ballot applications, absentee ballots, provisional ballot applications (regular and special), and other relevant documents.
Background Information	<p>The local board shall randomly select and review:</p> <ol style="list-style-type: none"> 1. Accepted absentee ballots to confirm that there was a timely request, the ballot was timely received, and the oath was signed

	<ol style="list-style-type: none"> 2. Rejected absentee ballots to confirm that the ballot was untimely, oath was not received, or it was rejected for another valid reason 3. Accepted provisional ballots to confirm that the voter was registered to vote, voted the ballot for the voter’s residence, and all other requirements were met 4. Partially accepted provisional ballots to confirm that the voter was registered to vote, voted a ballot for a precinct where the voter does not reside, and all other requirements were met. 5. Rejected provisional ballots to confirm that the voter was not registered to vote or the ballot was rejected for a valid reason. <p>In the <i>Election Audit and Verification Procedures</i> manual, SBE established the number of absentee and provisional ballots to audit.</p> <ul style="list-style-type: none"> • 50 accepted absentee ballots • 50 rejected absentee ballots • 50 accepted provisional ballots <ul style="list-style-type: none"> ○ 25 accepted in full ○ 25 accepted in part • 50 rejected provisional ballots <p>If a local board does not have enough ballots of any one category, the local board shall audit all of the ballots in that category.</p> <p>To randomly select absentee and provisional ballots, the election director shall:</p> <ol style="list-style-type: none"> 1. Determine the total number of ballots in each category above (e.g., 1500 accepted absentee ballots) 2. Divide the total number of ballots in that category by 50 (e.g., 1500 divided by 50 = 30) 3. The result in the selection interval. Select every 30th accepted absentee ballot application from the bin where they are stored.
What are we looking for?	Each local board performed the post-election audit for the absentee and provisional ballots and timely submits the absentee and provisional workbook and the person who performed the audit is not the person who performed the associated data entry.
How we will test it?	SBE will review absentee and provisional workbook and verify that local boards’ actions on the tested absentee and provisional ballots were correct.
Thresholds	<ol style="list-style-type: none"> 1. Local boards must review the minimum number of randomly selected ballots (from each category) and use the SBE spreadsheet to capture the results; and 2. 100% of absentee and provisional ballots selected for audit must be accurate.

	3. The person who performed the audit is not the person who performed the associated data entry.
Auditor	Election Reform Division
Timeline	The post-election audit must be performed before the election is certified.
Follow-up	SBE staff will provide a summary of its review to election directors. If necessary, SBE will notify the appropriate election director about recommended corrective action. If SBE provides comments on the post-election audit procedures, the election director shall respond accordingly.

C. Voters with Multiple Voting Credit

Citation	<i>LBE Canvass Instructions</i> issued by SBE.
Why it's important?	This audit confirms the accuracy of the local boards' actions related to voters with multiple voting credit. It includes the absentee ballot applications, signed absentee oaths, voter authority cards (regular and provisional), provisional ballot applications (regular and special), and other relevant documents.
Background Information	Using the E-40 Report generated by MDVOTERS and the Multiple Status Report (MSR) generated daily by SBE from the electronic pollbook server, local boards must prepare for the absentee 1, provisional, and absentee 2 canvasses by researching voters who have more than one voting status for the election.
What are we looking for?	Each local board performs the tasks required by SBE and researches voters who have more than one voting status for the election. Local boards submit to SBE the required documentation for voters who have more than one voting status and remove incorrect voting credit, if applicable.
How we will test it?	SBE will review the E-40 Report, MSR, and documentation submitted by each local board to ensure the canvassing outcomes are correct and that research was performed by each local board.
Thresholds	Local boards must: <ol style="list-style-type: none"> 1. Conduct the research to determine whether a voter who has more than one voting status for each election is accurate; 2. Perform the correct canvassing outcome; and 3. Submit to SBE all documentation for voters who have more than one voting status.
Auditor	Election Reform Division
Timeline	The research on voters with multiple voting credit must be performed before the election is certified.
Follow-up	SBE staff will provide a summary of its review to election directors. If necessary, the summary report will include recommended corrective actions. If SBE provides comments on the post-election audit procedures, the election director shall respond accordingly.

D. Canvassing Minutes

Citation	<i>SBE's Provisional Voting: Training Guide for Processing and</i>
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	<i>Canvassing Provisional Ballots</i>
Why it's important?	Provides a summary of the canvasses and statistics and reconciliations for each canvass.
Background Information	Canvassing minutes serve as an official record of each canvassing session of the local board of canvassers. Information provided in the canvassing minutes can be used to validate data from the voting system and MDVOTERS.
What are we looking for?	Copies of canvassing minutes have been submitted, include the required parts of the canvass, and provide relevant statistics.
How we will test it?	SBE will review the canvassing minutes to determine whether the minutes reflect the required activities during the canvass and compare statistics in the minutes with statistics from the Statewide voter registration system and the voting system. SBE will compare the data reported in the minutes against data from the statewide voter registration system (MDVOTERS) and the voting system (ERM) to identify any discrepancies between the three data sources.
Thresholds	Where the variance between data in the canvassing minutes and either MDVOTERS or ERM is greater than 1%, the variance will be included in the Comprehensive Audit Report.
Auditor	SBE Administration
Timeline	Local boards shall promptly prepare canvassing minutes for each canvass and within 60 days of the election, present to the local board of canvassers draft minutes for approval. Within 10 days of approval, the local boards shall forward to SBE a copy of the approved canvassing minutes. Within 60 days of receipt, SBE shall review and provide comment on the canvassing minutes. If draft canvassing minutes are submitted, SBE shall review and within 10 days of receipt, provide comments on the draft minutes.
Follow-up	SBE staff will provide a summary of its review to election directors. If necessary, the summary report will include recommended corrective actions.

E. Provisional Data Review

Citation	<i>SBE's Provisional Voting: Training Guide for Processing and Canvassing Provisional Ballots</i>
Why it's important?	Ensure that the legal standards for canvassing provisional ballots were properly applied and that the data entered into MDVOTERS mirrors the actions taken by the local board of canvassers.
Background Information	The local boards enter into MDVOTERS information from the provisional ballot application and the recommended disposition (accept in full, accept in part, or reject and why reject) for each provisional ballot application. Following an election, each local board meets at its designated counting center to canvass the provisional ballots cast in that election in accordance with the regulations and guidelines established by SBE. If the local board of canvassers does not agree with the staff recommendation, the staff must change the information entered into MDVOTERS.

	Changes to the data in MDVOTERS can be made until the election is certified in MDVOTERS. Before the certification in MDVOTERS, SBE will notify the local boards of the required changes. After certification in MDVOTERS, SBE creates a list of needed changes and provides the list to the local boards once the election in MDVOTERS has been uncertified.
What are we looking for?	That the provisional ballots numbers from MDVOTERS and ERM from each local board reconcile and that rejected provisional ballots were rejected appropriately.
How we will test it?	SBE reviews the worksheet or data from MDVOTERS and ERM from each local board. SBE compares the number of voters with “accepted in full” or “accepted in part” provisional credit in MDVOTERS against the number of ballots counted on the provisional canvass memory device. After accounting for absentee ballots that were canvassed in the provisional canvass and provisional ballots that were canvassed in an absentee canvass, the (reconciled) difference between ERM and MDVOTERS should be zero. SBE also reviews (for anomalies) the rejection reasons for provisional ballots.
Thresholds	Any reconciled variance between the data that is greater than 1% will be included in the Comprehensive Audit Report.
Auditor	SBE Administration
Timeline	Once the local boards have entered into MDVOTERS the required information, SBE will review the provisional voting data. The review is typically completed about 2 months after an election.
Follow-up	SBE staff will provide a summary of its review to election directors. If necessary, SBE will notify the appropriate election director about recommended corrective action. This review may also lead to a more thorough audit of provisional voting.

F. Absentee Data Review

Citation	Election Law Article § 11-302; COMAR 33.11.04 and .05
Why it’s important?	Ensure that the legal standards for canvassing absentee ballots were properly applied.
Background Information	The local boards record in MDVOTERS the receipt of voted ballots when voted ballots are received. Following an election, each local board meets at its designated counting center to canvass the absentee ballots cast in that election according to the regulations and guidelines established by the State Board. After the canvass, the local boards record in MDVOTERS the disposition of each voted ballot.
What are we looking for?	That the absentee ballots numbers from MDVOTERS and ERM from each local board reconcile and that rejected absentee ballots were rejected appropriately.
How we will test it?	SBE reviews the worksheet or data from MDVOTERS and ERM from each local board. SBE compares the number of voters with accepted absentee voting credit in MDVOTERS with the number of ballots counted on the absentee canvasses memory card. After accounting for absentee ballots that were canvassed in the

	<p>provisional canvass and provisional ballots that were canvassed in an absentee canvass, the (reconciled) difference between ERM and MDVOTERS should be zero.</p> <p>SBE also reviews (for anomalies) the reasons absentee ballots were rejected.</p>
Thresholds	<p>Any reconciled variance between the data that is greater than 1% will be included in the Comprehensive Audit Report.</p>
Auditor	<p>SBE Administration</p>
Timeline	<p>The local boards must enter in MDVOTERS the disposition reasons for each absentee ballot before the election is certified in MDVOTERS (typically 2-3 weeks after an election). Once certified, SBE will review the disposition reasons. SBE’s review is typically completed about 2 months after an election.</p>
Follow-up	<p>SBE staff will provide a summary of its review to election directors. If necessary, the summary report will include recommended corrective actions. This review may also lead to a more thorough audit of absentee voting.</p>