SALT LAKE CITY
2015 Municipal Election

1. Ballots are mailed to every active voter in Salt Lake City 28 days before Election Day.
    a. An active voter is a voter that has voted at least once in the last four years.
    b. An inactive voter is a voter that has not voted in the last four years or a voter that the County believes has moved and not updated their voter registration record.
        i. A voter is categorized as "inactive" because the County received returned mail saying the voter no longer lives at the adress on file.
    c. For inactive voters or voters that the County believes may have moved, a postcard will be mailed to confirm their address. A ballot will be sent upon receiving an updated address.
    d. The County can update an address via phone call with proper identifying information, the Salt Lake County Clerk's office can be reached at (385) 468-7400.
    e. The County does not forward ballots. If they receive a ballot back with a forwarding address within Salt Lake County, they will spoil the returned ballot, update the address and send a new ballot for the voter's identified new precinct.
2. The County will mail ballots weekly to newly registerd voters and those with address updates.
3. Ballots must be transmitted to Military and overseas voters that have requested a ballot 45 days before Election Day.
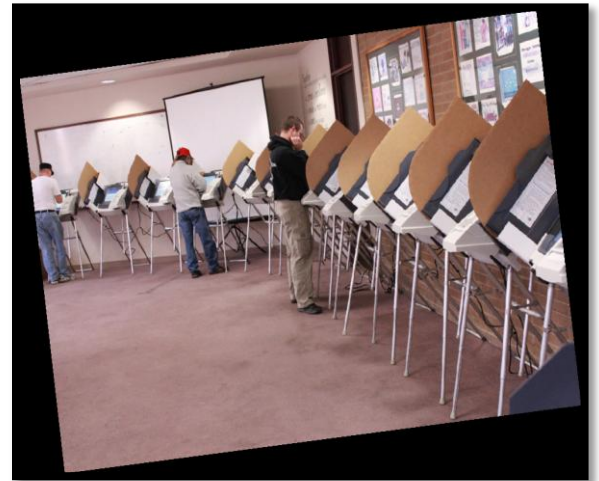
4. Voters have the opportunity to review the Candidates and issues from the comfort and privacy of their home.

5. A voter makes their selection and signs an affidavit on the ballot return envelope (the voter's affidavit and signature are not visible until the folded portion of the envelope is opened).

6. For voters who need assistance or did not receive a ballot, there will be four ADA accessible Vote Centers available on Election Day in each quadrant of the City. Vote Centers will offer electronic voting machines. Ballot drop locations will be available at the City and County offices.

7. Ballots can be postmarked up until Monday before Election Day or dropped off in person at designated locations. Outstanding ballots will be arriving after Election Day. Those ballots are eligible to be counted and included in the results at the Board of Canvassers meeting held one week after the Primary on August 18th and two weeks after the General Election on November 17th

8. Ballots received at Salt Lake County by mail are secured until the signature verification process.

9. Signature Verification Process - the County compares the signature on the affidavit to the voter's registration record. The ballot remains sealed inside the envelope during this process. The County will notify the voter if the signature does not match or is forgotten and give the voter the opportunity to resolve the discrepancy.

10. Ballots are removed from the signature-verified envelopes.
11. Envelopes are placed flat, signature side down.
12. Ballots are separated from the bar-coded envelopes, separating any voter identification from the ballot so the voter of that ballot is no longer identifiable.

14. Envelopes are secured and boxed before ballot review begins.

15. Salt Lake County Staff manually reviews ballots for over-votes, partial ovals, and damaged ballots that cannot be scanned.
16. If it is determined that enough of an oval is not filled in to ensure that the vote will be counted on the scanner, staff will enhance the vote using a highlighter. This allows the voter intent to remain clear and ensure their vote will count.
17. Damaged ballots are duplicated by a team under supervision.
    a. The County uses two-person teams to review and resolve the ballots.

18. Ballots are staged for ballot scanning and ballot resolution in batches of approximately 150.

19. Ballots are brought into the secure ballot scanning room to be processed.

20. If the batch is not scanned successfully, the batch will be rescanned.

21. If a batch contains a rejected ballot, that ballot is removed from the batch and rescanned. If it cannot be scanned it will be sent for duplication.

22. When the batch is scanned successfully, the operator ends/saves the batch.

23. After the batch has been through this entire process, it is secured in a sealed box and prepared for storage.

(Final signatures and verification of ballots)
These boxes will not be opened again, unless a recount is deemed necessary.