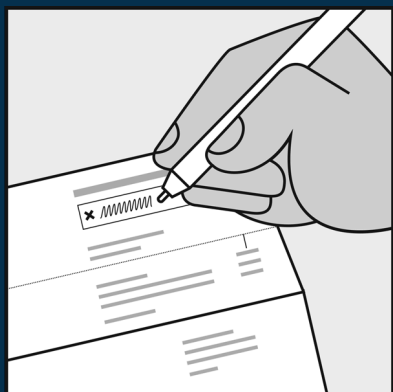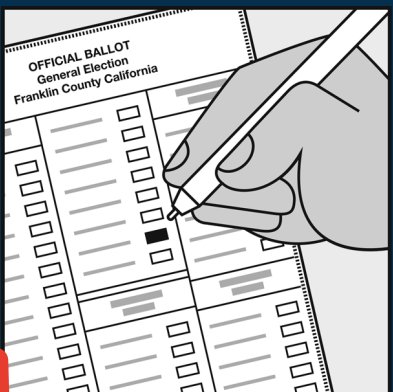# Ballot Lifecycle

WEBER ELECTIONS

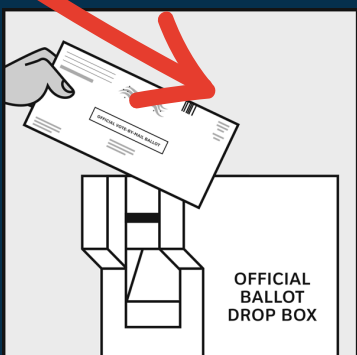## 1 — 70 days before Election Day ballots are prepared

3 weeks before Election Day ballots are mailed to active registered Weber County voters.
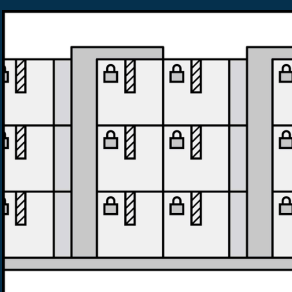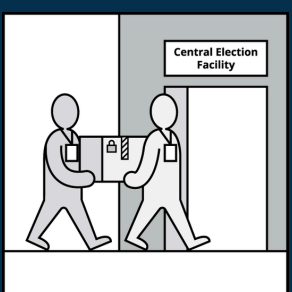
Voter fills out ballot and signs envelope.

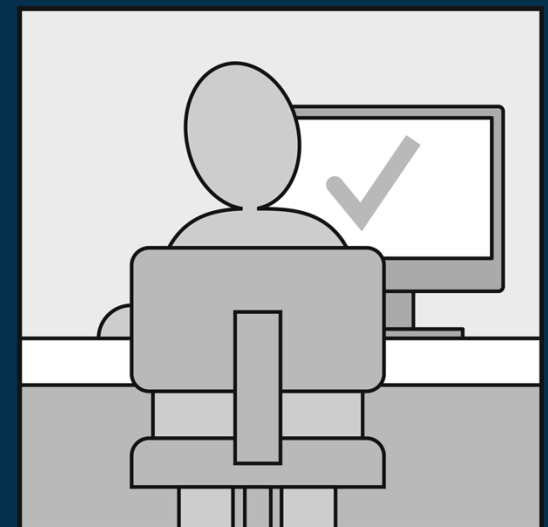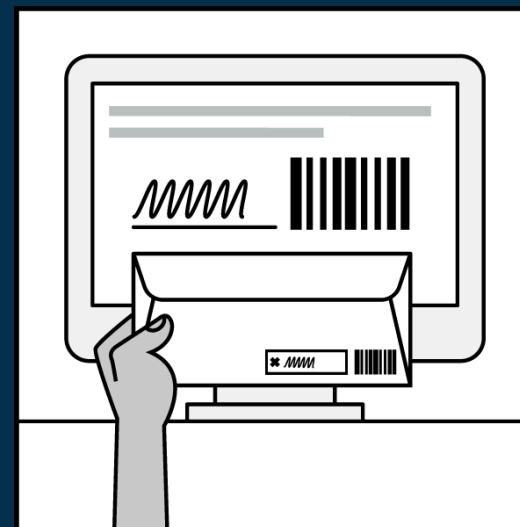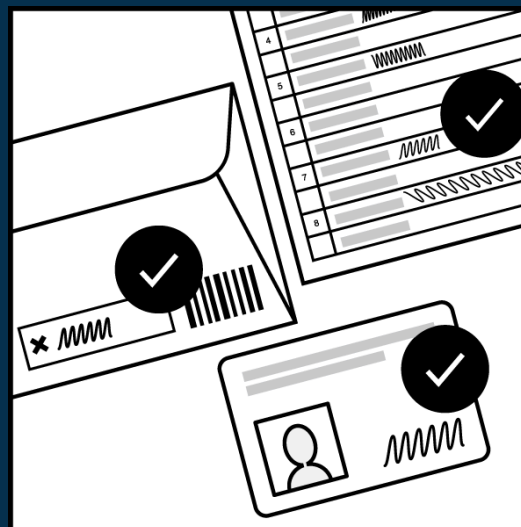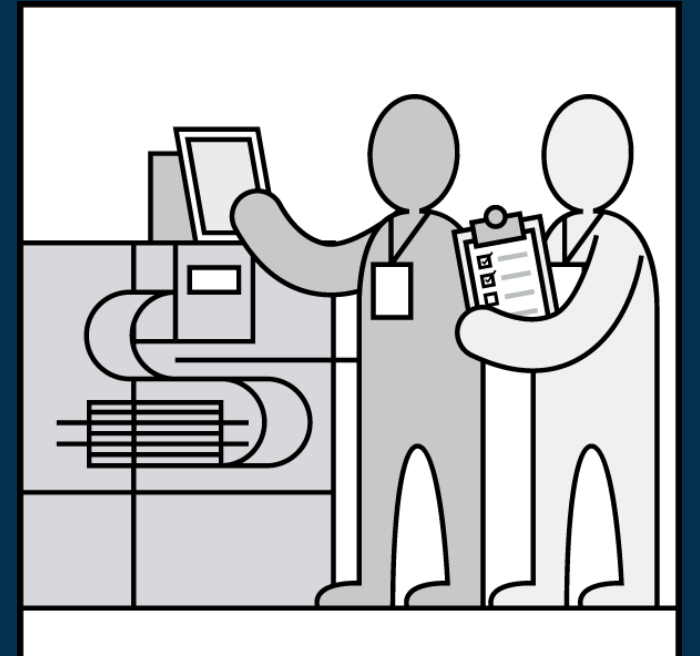**Ballots are returned by mail OR secure dropbox.**

Ballots can also be returned to official drop boxes at city offices, county libraries, the Weber Center or Weber State University. Drop boxes are regularly emptied and stored securely by teams of election workers.

2 — Signature Review

Once ballots arrive at the Elections Office. The privacy tab is removed from the envelope and the envelope is run through a sorting machine and grouped into batches. The machine also verifies that the voter is qualified to vote in this election and hasn't already vote.
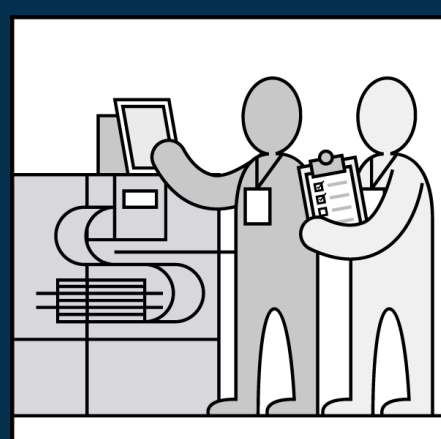
The voter's signature is compared to additional voter signatures kept on file, to determine if the signatures match. If they don't match, the voter is notified to correct the mismatch.

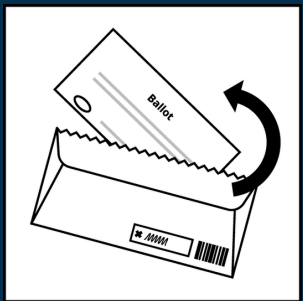## 3 — Mail Sorter & Cure Process

Ballots still in their envelopes are sent back through the mail sorter. Batches of 250 good signature groups are created. Then, the mail sorter separates any signatures with issues that will need to go through additional process.

Each voter with a signature discrepancy is contacted by letter and additionally email and text if available. Voters are given the ability to cure their ballot and have their vote count.
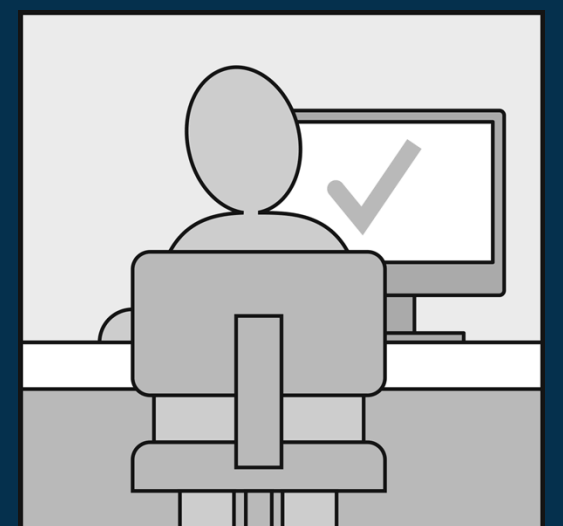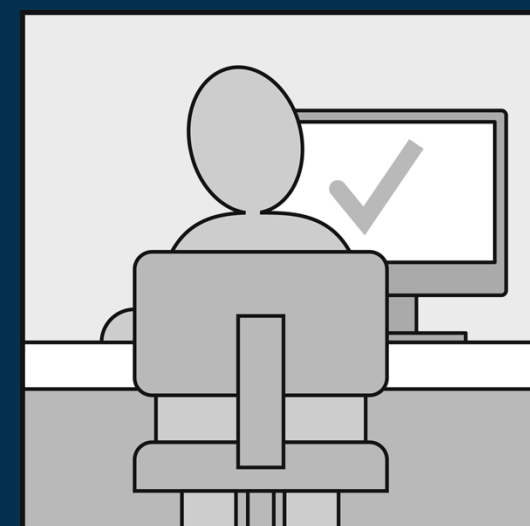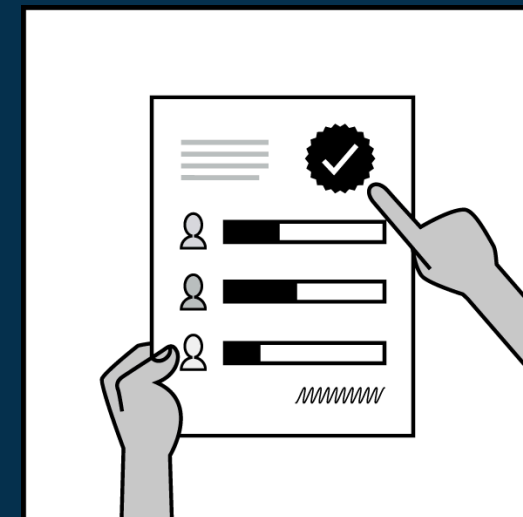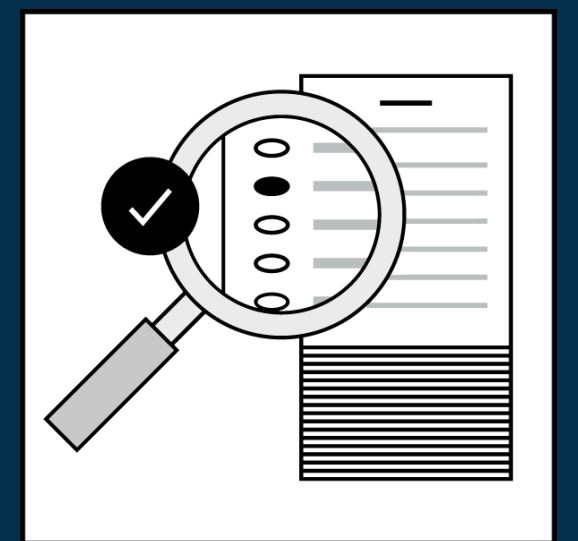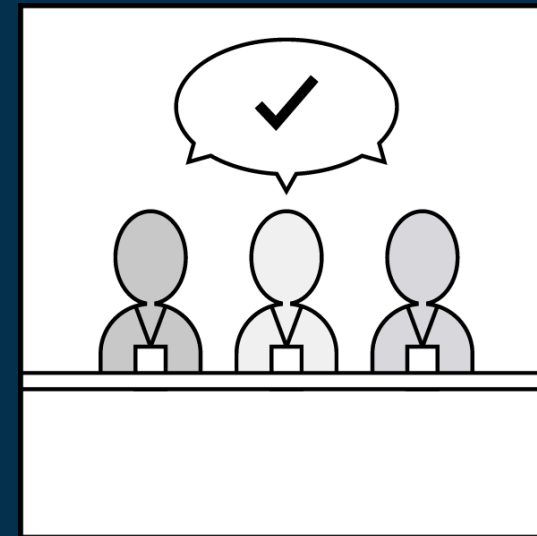
4 Extraction

At this point, the envelopes that have passed all the previous checks are opened, grouped into control batches, of 250. Each batch continues to the ballot extraction process, where ballots are separated from their envelopes and unfolded for tabulation scanning. Each batch is kept with the control number from the mail sorter as it moves from one process to the next.

5 Tabulation & Remakes

Each batch of 250 is run through the scanner. The scanner will take a picture of each ballot as it scans. Ballots with unclear marks are sorted into a bin for adjudication. Ballots that are torn or cannot be scanned are marked with the batch number and a control number. These are logged into a Remake Book, where two election judges will remake the ballot for scanning. Each team of two is also managed by full time election staff member.
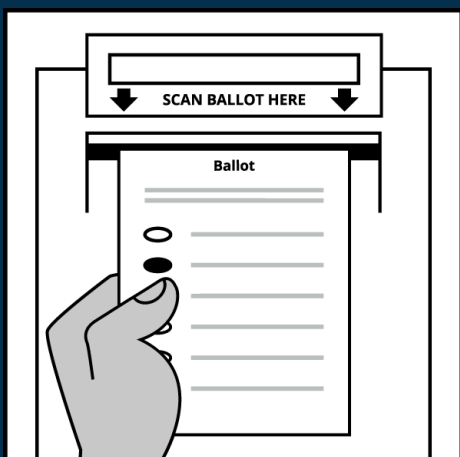
Remake

6 Adjudication

Ballots that have unclear marks are photographed and reviewed by a team of judges. If voter intent is easily determined then the ballot can be counted, if not it is left to however the machine read and counted it.