

## RTK Ballot Supply Checklist

May 17<sup>th</sup>, 2022 Primary Cycle

### Ballot Supply

1. <i>General Election Management</i>	<i>Documents Requested</i>
<p><u>Reference:</u></p> <p><b>Election Preparation Checklist</b>  <u>General Election Management</u>            Review your county’s procedures for ensuring that each polling place is properly equipped.</p> <p>Review your county’s procedures for coordinating the delivery of supplies, materials, signage and voting equipment to each polling place.</p> <p>Review your county’s plans for responding to emergencies that arise on Election Day, including power outages, fire or physical damage to polling places, and last-minute vacancies in local election boards.</p> <p><b>Election Preparation Checklist</b>  <u>Ballot Preparation and Review</u>            Review your county’s ballot preparation process, including . . . printing of ballots . . .</p> <p>(Pennsylvanian DOS Election Directives and Guidance (November 2014))</p>	<p><i>Policy, Procedure, Manuals, and or Memorandum addressing:</i></p> <p>County’s procedures for ensuring that each polling place is properly equipped with ballots.</p> <p>County’s procedures for coordinating the delivery of ballots to each polling place.</p> <p>County’s plan for responding to ballot shortages.</p> <p>County’s ballot preparation process including the printing of ballots.</p>

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2. <i>Ballot Supply</i>	<i>Documents Requested</i>
<p><u>Reference:</u></p> <p><b>§ 2967. Number of ballots to be printed; specimen ballots</b></p> <p>(a) The county board of each county shall provide for each election district a supply of official election ballots for:</p> <p>(1) The general primary election held in even-numbered years in which candidates for the office of President of the United States are not nominated in an amount of at least ten per centum greater than the highest number of ballots cast in the election district in any of the previous three general primary elections at which candidates for the office of President of the United States were not nominated;</p> <p>(b) The county board of each county shall also, in addition to the number of ballots required to be printed for general distribution, maintain a sufficient supply of such ballots at the office of the county board for the use of absentee electors or mail-in electors and for the use of any district, the ballots for which may be lost, destroyed or stolen.</p> <p>25 Pa. Uncons. Stat. § 2967 Number of ballots to be printed; specimen ballots (Pennsylvania Unconsolidated Statutes (2022 Edition))</p>	<p>Formula used to calculate of the number of ballots to be printed in the May 17, 2022 Primary.</p> <p>Completed formula for each precinct in the county.</p> <p>Data used in completing formula: number of ballots cast per party, per precinct, in the three previous nonpresidential general primary elections.</p> <p>Total number of ballots ordered per precinct and party.</p> <p>Delivery date, time, and number of ballots per party for each precinct.</p> <p>Total number of ballots maintained at the county office per precinct and party.</p>

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<b>3. <i>Instances of Ballot Shortages</i></b>	<b><i>Documents Requested</i></b>
	<p>Date and time of initial notification of insufficient ballot supply from precinct(s).</p> <p>Date and time of county's response to precinct(s).</p> <p>Time at which precinct(s) ran out of ballots.</p> <p>Time at which precinct(s) received additional ballots.</p> <p>Number and type of additional ballots provided to precinct(s).</p> <p>Notification of insufficient ballots to public on site and online.</p> <p>Notification of resupply of ballots to public on site and online.</p>
<b>4. <i>Quality Management</i></b>	<b><i>Documents Requested</i></b>
	<p><i>Policy, Procedure, Manuals, and or Memorandum addressing:</i></p> <p>Ballot shortage corrective actions to be taken in preparation of November 2022 election and beyond.</p>