

Appendix 14 BALLOT PICK UP PROTOCOL AND LOG

Here is the ballot pick up protocol. You may want to begin this upcoming week. Remember you will need to go with witnesses to the POBOX and you must keep a log of each visit (I have attached the format to be used). These logs will be hard copies to be faxed and or scanned as they require witness signatures. This is key because come the day of the count the very first step will be to compare the log against the stored ballots before we unwrap any of the ballots.

With respect to Ballot storage some stations will have to open storage units. You should bill this to the business office of your station. I am finding the best rates (online) and will make these suggestions. If you have an office which locks and is not shared with anyone - then you can keep the ballots at the station itself. Let me know the situation at your station. At KPFA and WPFW I know that you will need to store off site in storage units.

Ballot Pick Up Protocol

- 1. Starting the first week of September the LES together with 2 witnesses will make visits to the Ballot POBOX. These visits are public and will be announced. You may want to begin this upcoming week - especially KPFA and KPFK as you may have already received ballots.**
- 2. They will NOT open any envelopes.**
- 3. They will count envelopes and organize into packs of 50 or 100**
- 4. They will seal the packs with tape vertically and horizontally**
- 5. They will sign and date each package across the tape**
- 6. Each package will be coded**
 - for example, they picked up 223 ballots which were organized into 4 packs of 50 plus 1 pack of 23 for a total of 5 packs)
 - the code will be as follows - Date (month/day/time), pack number (1/5, 2/5 3/5 etc) and quantity per pack (50 or 23 in this specific case)
- 7. The LES will keep a log of each POBOX visit and mark down the date, number of packs, total number of envelopes collected (which is a proxy for the total number of ballots collected albeit sometimes there are 2 ballots per envelop) and all witnesses will sign.**
- 8. Every pick up will be then enclosed in a box (cardboard box/shoe box) marked with the same information contained in the log**
- 9. The Ballots will be secured by the LES in a lock box to which only the LES and the NES has the key. They will not be moved until the day of the ballot count**
- 10. Come the day of the ballot count, the opening of boxes, verifying against the LES log will be done with witnesses**

Date and Time	Listener Ballots Total number Amount of packets	Staff Ballots Total number Amount of packets	Witnesses Printed Name Signature

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