**AHC Ranked Choice Vote Procedure**

**Creating Ballots**

The election judges shall create more ballots than the expected number of voters. The ballots shall be generated in sets that allow each candidate an equal number of listings at each vertical position in the list. The ballots shall be shuffled for distribution.

**Voting**

There will be two (or more) election judges.

Each election judge shall keep a roster of eligible voters.

One election judge shall lock the ballot box and keep custody of the key. Another election judge shall maintain custody of the ballot box and supply of blank ballots.

Votes my only be accepted into the ballot box in the presence of at least two election judges.

Before a ballot may be accepted into the ballot box, each election judge shall verify the name of the voter appears on their roster of eligible voters as having not yet voted. If the name does not appear, it may be added if the requirements to become an eligible voter have been met. Each judge shall mark the voter as having cast a ballot after the voter places their ballot in the ballot box.

In the event an absentee ballot is received, two designated judges shall complete and deposit a paper ballot together to verify that the voter choices are accurately transcribed onto the ballot on the voter’s behalf and then destroy their records tying the voter name to their selected choice or choices.

**Counting Votes**

The election judges shall each tabulate from their roster of eligible voters the number of votes that are expected to be present in the ballot box.

The election judge with the key shall then unlock the ballot box. The ballots shall be removed and counted together by the judges to verify the actual number of ballots is the expected number.

The judges shall then transcribe votes into the CSV file. Each ballot is transcribed to one row in the CSV file.

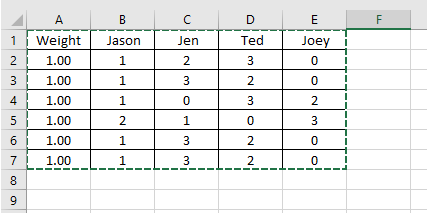
Notes:

1. Prior to entering ballots, a header line will be made in the CSV file. Election judges shall place each candidate name on a piece of paper which is then put in a “hat”. Names shall be drawn at random one-by-one. The first name drawn will have the “best“ first-round tiebreak position in the event such tiebreak is required. This is implemented by entering the names in the order drawn from left-to-right on the consolidated ballot CSV file header row (see below).
2. Each ballot counts equally for the first round. The Weight column should be set uniformly to 1.00.
3. A first choice shall be marked with a 1, second choice with 2, and so on. If during the analysis of a ballot, no clear rank is evident because multiple or no choice is marked for a particular ranking, the ballot shall be deemed recorded in full and the election judges shall record no further choices from that ballot in the CSV file. A ballot with no clear first choice indicated shall be declared invalid and excluded altogether. (But the number of invalid ballots shall be recorded.)

INSERT HERE SPECIFIC BALLOT DECISIONS IF ISSUES ACTUALLY ARISE IN COUNTING

1. On each line of the CSV file, any candidate with no ranking on the corresponding ballot shall be indicated with the number zero.

Example of CSV Vote File:



Once the CSV file is complete, it will be named rc\_votes\_1.csv and placed in the same folder as the python script which can then be run to tabulate results.

Notes on using Python script:

1. The seat\_count and ballot\_count constants should be set one time only prior to vote processing.

*seat\_count is the # of positions being elected*

*ballot\_count is the # of valid paper ballots received (at least a 1st choice indicated)*

1. The python script will generate an additional CSV output file at the conclusion of each round (rc\_votes\_2.csv, … , rc\_votes\_n.csv). In the event the election result is contested, these files shall be made available along with the original input file for round #1.

**Cleaning Up**

Election judges shall notify winners and announce and/or publish names as well as the number of ballots counted, and number of ballots declared invalid.

Election judges shall each maintain a copy of round-by-round CSV files for at least two weeks.

Paper ballots shall be discarded in a secure manner.