

Guide to Proofing Ballots

The first thing to realize is that none of the data is duplicated in GEMS. Each race and header is entered only once into GEMS. In the case of a primary election, each race and header is entered 3 times since there are 3 sets of candidates. For example, if you see that John Doe is misspelled in the race for Treasurer, you only need to indicate that correction once in your review. Also, once a change is made, you do not need to make sure that change “stuck” with any subsequent sets of proofs. We understand this may have been an issue in years past but our procedures have changed and do not allow for this to happen any longer.

What you need:

1. Race listing
2. Candidate listing for each race
3. Report showing ballot styles with races
4. Report showing precincts with ballot styles

Proofing Sequence:

1. Review and proof Ballot Header(s)
 - a. General Election: single header – check one time
 - b. Partisan Primary: separate for each party plus Nonpartisan – check each header one time
2. Review each race one time proofing the following:
 - a. Candidate sequence and spelling
 - b. Race and “vote for” text
 - c. Race header blocks (shaded and/or unshaded)
3. Once 1 and 2 are complete review each ballot and proof the following:
 - a. Precinct Name
 - b. Ballot Style Number (reference above listed report)
 - c. Races
 - i. Make sure the proper races are on each ballot (reference above listed reports)
 - ii. Make sure races in proper order
4. Other items
 - a. No Candidate
 - i. Make sure there are no ovals before any “No Candidate” positions
 - b. Party Endorsements (General Elections only)
 - i. Not automated, need to be typed in for each candidate
 - ii. Must verify spelling of party when proofing candidate name
 - c. Registered Write-ins
 - i. Make sure oval and line exists for any race with a registered write-in candidate

