



Brighton Central School District
Procedures for Counting Votes in Response to Executive Orders 202.26 and 202.39

1. The District engaged 8 independent election inspectors certified by Monroe County Board of Elections to oversee the ballot counting procedures.
2. As required by Governor Cuomo's executive order 202.39, ballots may be picked up in person and/or hand delivered at the Administration Building, 2035 Monroe Ave. on June 9 until 5 p.m. Qualified voters are asked to place completed ballots in the secure dropbox in the reception area. The reception area will be open from 8 a.m. to 5 p.m. on Tuesday, June 9.
 - a. A dropbox is available inside the main door to the District Office, 2035 Monroe Ave, Rochester, New York for deposit of ballots. The main door is open from 8 a.m. to 4 p.m. on Monday June 8, and 5 p.m. on June 9. The dropbox will be checked at 5:01 p.m. and all ballots will be removed.
3. Per the Executive Order, school districts are required to accept all absentee ballots received by mail through June 16, 2020. Districts are not permitted to accept ballots through alternative means such as drop off boxes after 5 p.m. on June 9, 2020. Any receptacles used for the hand delivery of ballots must be closed and secured at this time.
4. **The counting of all ballots shall begin at 5 p.m. on June 16, 2020.**
5. The chairperson of the vote will declare the start of the challenge period and procedures for challenging votes as soon as possible after 5 p.m. The challenge period will be from 5:01 p.m. to 5:15 p.m.
6. Challenges may be phoned in to the District Clerk's Office at 585-242-5200 ext 5502. Specifics of the challenge will be played over speakerphone so that all Election inspectors may hear. Challenges will not be live-streamed, but will be recorded.
7. The video-only live stream will begin after the challenge period.
8. The election inspectors will open all ballots under the supervision of a chief inspector who is trained and approved by the Monroe County Board of Elections.
9. All ballots will be scanned into the Docuware software.

- a. The District Clerk and election inspectors will review ballots prior to scanning in order to ensure that all ballots meet validity requirements.
 - b. The ballots will then be electronically scanned and counted using the Toshiba Docuware software by the District Clerk. The software was engineered by Toshiba to read the ballots for duplicate votes, tabulate preliminary results and run exception/edit report for ballots that are flagged by the software.
 - c. All ballots flagged by the software will be reexamined by one or more election inspectors.
10. Votes will be counted in teams of two tellers. The team will count 50 ballots at a time.
11. Each ballot will be counted independently by both tellers. If the tellers' counts do not agree, each teller will count independently for a second time. This process will continue until both tellers agree on the count.
12. Votes will be cast if a voter's intent can be determined.
13. Completed groups of 50 ballots will be recorded in spreadsheets by District Clerk Kim Lanzafame and Vote Chairperson.
14. A final vote count will be posted on the web site when it is available.
15. An interim vote count as of 9 p.m., if not complete, will be posted on the web site at 9:30 p.m.
16. A recount will be triggered by a vote differential of less than 0.5% of the total votes cast for the following:
 - a. General Fund Budget
 - b. Proposition #1 – Capital Reserve Withdrawal
 - c. Proposition #2 – Technology Reserve Withdrawal
 - d. Between the candidate receiving the largest number of votes and the candidate receiving the second largest number of votes
 - e. Between the candidate receiving the third largest number of votes and the candidate receiving the fourth largest number of votes
17. A recount may also be ordered by the Board of Education, the District Clerk or the Superintendent of Schools.
18. A recount will be conducted under the supervision of the District Clerk and the Chairperson of the vote using procedures designed to ensure the accuracy of the count.
19. A recount of the General Fund Budget will begin as soon as is practical but no later than 9 a.m. on Wednesday, June 17, 2020.
20. A recount for members of the Board of Education may begin following good faith attempts to notify affected candidates but no later than Thursday, June 18, 2020.
21. All ballots and tally sheets used in vote counting will be preserved in accordance with the law.

There are strict voting protocols governed by New York State law that will be adhered to by all school districts, including Brighton Central School District. No current board member or board candidates will be present as ballots are counted. Additionally, Governor Cuomo has suspended the open meetings law during the COVID-19 pandemic. In order to keep all vote workers' safety a priority, all workers will be positioned six feet apart from each other, wear masks, and no member of the public will be permitted to attend the ballot count administered by the chief election inspector.

Everything related to the annual budget vote and board of education is public and occurs according to New York State law. Please be assured that it matters to all of us who have been tirelessly working through this unique process over the past few months that the integrity of the election is maintained and enforced by all means possible.