

# Hendersonville County IRV Tabulation Procedures

Determine if there are any candidates that have received the 50% threshold to be declared winner(s). Use document - **Henderson County IRV Tabulation – Threshold.pdf**.

To tabulate a runoff election follow these procedures:

1. Announce the two (2) candidates that are in the Instant Runoff.
2. Print document - **Hendersonville IRV-Ballot Position Numbers.pdf** to determine the voting positions for each candidate in the Instant Runoff.
3. Remove the “Compact Flash Cards” from the iVotronic voting devices in the City of Hendersonville precincts.
4. Capture the Election Data in ERM;
  - a. Clear Audit Data in ERM.
  - b. Import Compact Flash Audit Data
  - c. Collect Audit Data - From Specified Drive – c:\elecdata\7GNCHEND\GNGFLASH\ADT.
  - d. Select machines from Armory Precinct only.
  - e. Consolidate Audit Data.
  - f. Create Vote Image Log.
  - g. Print Vote Image Log – Select Contest/Precinct, Numbers Only, Printer.
  - h. Select EL155 from the Report File Utility and click on Copy – Name the file IRV\_Armory.txt and copy to a location that you can retrieve from (desktop, portable flash drive, etc).
  - i. Clear Audit Data in ERM.
  - j. Collect Audit Data - From Specified Drive – c:\elecdata\7GNCHEND\GNGFLASH\ADT.
  - k. Select machines from Southwest Precinct only.
  - l. Consolidate Audit Data.
  - m. Create Vote Image Log.
  - n. Print Vote Image Log – Select Contest/Precinct, Numbers Only, Printer.
  - o. Select EL155 from the Report File Utility and click on Copy – Name the file IRV\_Southwest.txt and copy to a location that you can retrieve from (desktop, portable flash drive, etc).
  - p. Clear Audit Data in ERM.
  - q. Collect Audit Data - From Specified Drive – c:\elecdata\7GNCHEND\GNGFLASH\ADT.
  - r. Select machines from all remaining Hendersonville precinct machines.
  - s. Consolidate Audit Data.

- t. Create Vote Image Log.
- u. Print Vote Image Log – Select Contest/Precinct, Numbers Only, Printer.
- v. Select EL155 from the Report File Utility and click on Copy – Name the file IRV\_All and copy to a location that you can retrieve from (desktop, portable flash drive, etc).

5. Open a blank Excel Spreadsheet and import.

- a. Change “files of type” to **All Files** - Select file IRV\_Armory.txt to import – Click on OK.
- b. Select Fixed width and click on Next.
- c. Place separators at 10, 15, 20, 25, 30, 35, 40, 45 and 50.
- d. Press Next and then Finish. Save the Excel File with the name IRV\_Armory.xls and a location that you can retrieve.

6. Open a blank Excel Spreadsheet and import.

- a. Change “files of type” to **All Files** - Select file IRV\_Southwest.txt to import – Click on OK.
- b. Select Fixed width and click on Next.
- c. Place separators at 10, 15, 20, 25, 30, 35, 40, 45 and 50.
- d. Press Next and then Finish. Save the Excel File with the name IRV\_Southwest.xls and a location that you can retrieve.

7. Open a blank Excel Spreadsheet and import.

- a. Change “files of type” to **All Files** - Select file IRV\_All.txt to import – Click on OK.
- b. Select Fixed width and click on Next.
- c. Place separators at 10, 15, 20, 25, 30, 35, 40, 45 and 50.
- d. Press Next and then Finish. Save the Excel File with the name IRV\_All.xls and a location that you can retrieve.

8. Open file Hendersonville IRV Tabulation Form.xls.

9. Open the Excel file that you created in Step 5d.

- a. Delete Column B
- b. Sort data on Column A
- c. Delete all rows without machine numbers.
- d. Highlight all the data for Armory Precinct and copy.
- e. Copy the data into Hendersonville IRV Tabulation Form.xls in the **RED Tab 1<sup>st</sup>-2<sup>nd</sup> Choice** – click in Cell A9 and then copy.
- f. Highlight the imported data (A9 to the end) and sort on Column B
- g. Using the file created in Step 5d, highlight all the data for Southwest Precinct and copy.
- h. Copy the data into Hendersonville IRV Tabulation Form.xls in the **BLUE Tab 1<sup>st</sup>-2<sup>nd</sup> Choice** – click in Cell A9 and then copy.
- i. Highlight the imported data (A9 to the end) and sort on Column B

- j. Using the file created in Step 5d, highlight all the data for all the other precincts in the City of Hendersonville (excluding Armory and Southwest) and copy.
- k. Copy the data into Hendersonville IRV Tabulation Form.xls in the **BLACK Tab 1<sup>st</sup>-2<sup>nd</sup> Choice** – click in Cell A9 and then copy.
- l. Highlight the imported data (A9 to the end) and sort on Column B.

10. Verify that the vote totals for the candidates match the ERM Report.

- a. Click on **Yellow Tab Grand Totals** – Totals for each candidate should match the report on ERM.
- b. Print copy of **YELLOW Tab Grand Totals**.

11. Click on **BLACK Tab 3<sup>rd</sup> Choice** – Remove all votes for Runoff candidates from 1<sup>st</sup> & 2<sup>nd</sup> Choice.

- a. Column B should already be sorted.
- b. Highlight all rows that have a vote for the runoff candidates from 1<sup>st</sup> & 2<sup>nd</sup> Choice (Voting positions 3 thru 7 – example: Caldwell=3, Caraker=4, etc.).
- c. Delete the selected rows.
- d. The votes for the runoff candidates should now reflect the votes cast for the runoff candidates that were a 3<sup>rd</sup> Choice but not a 1<sup>st</sup> or 2<sup>nd</sup> choice (Voting positions 13 thru 17).
- e. Highlight the remaining data (A8 to the end) and copy.

12. Click on **BLACK Tab 4<sup>th</sup> Choice** – Remove all votes for Runoff candidates from 3<sup>rd</sup> Choice.

- a. Paste the data from Step 9e into cell 9a.
- b. Highlight all rows that have a vote for the runoff candidates from 3<sup>rd</sup> Choice (Voting positions 13 thru 17 – example: Caldwell=13, Caraker=14, etc.).
- c. Delete the selected rows.
- d. The votes for the runoff candidates should now reflect the votes cast for the runoff candidates that were a 4<sup>th</sup> Choice but not a 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> choice.
- e. Highlight the remaining data (A8 to the end) and copy.

13. Click on **BLACK Tab 5<sup>th</sup> Choice** – Remove all votes for Runoff candidates from 4<sup>th</sup> Choice.

- a. Paste the data from Step 10e into cell 9a.
- b. Highlight all rows that have a vote for the runoff candidates from 4<sup>th</sup> Choice (Voting positions 20 thru 24 – example: Caldwell=20, Caraker=21, etc.).
- c. Delete the selected rows.
- d. The votes for the runoff candidates should now reflect the votes cast for the runoff candidates that were a 5<sup>th</sup> Choice but not a 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> choice.

14. Click on **RED Tab 3<sup>rd</sup> Choice** – Remove all votes for Runoff candidates from 1<sup>st</sup> & 2<sup>nd</sup> Choice in Armory Precinct.

- Column B should already be sorted.
- Highlight all rows that have a vote for the runoff candidates from 1<sup>st</sup> & 2<sup>nd</sup> Choice (Voting positions 16 thru 20 – example: Caldwell=16, Caraker=17, etc.).
- Delete the selected rows.
- The votes for the runoff candidates should now reflect the votes cast for the runoff candidates that were a 3<sup>rd</sup> Choice but not a 1<sup>st</sup> or 2<sup>nd</sup> choice (Voting positions 26 thru 30).
- Highlight the remaining data (A8 to the end) and copy.

15. Click on **RED Tab 4<sup>th</sup> Choice** – Remove all votes for Runoff candidates from 3<sup>rd</sup> Choice.

- Paste the data from Step 12e into cell 9a.
- Highlight all rows that have a vote for the runoff candidates from 3<sup>rd</sup> Choice (Voting positions 26 thru 30 – example: Caldwell=26, Caraker=27, etc.).
- Delete the selected rows.
- The votes for the runoff candidates should now reflect the votes cast for the runoff candidates that were a 4<sup>th</sup> Choice but not a 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> choice.
- Highlight the remaining data (A8 to the end) and copy.

16. Click on **RED Tab 5<sup>th</sup> Choice** – Remove all votes for Runoff candidates from 4<sup>th</sup> Choice.

- Paste the data from Step 13e into cell 9a.
- Highlight all rows that have a vote for the runoff candidates from 4<sup>th</sup> Choice (Voting positions 33 thru 37 – example: Caldwell=33, Caraker=34, etc.).
- Delete the selected rows.
- The votes for the runoff candidates should now reflect the votes cast for the runoff candidates that were a 5<sup>th</sup> Choice but not a 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> choice.

17. Click on **BLUE Tab 3<sup>rd</sup> Choice** – Remove all votes for Runoff candidates from 1<sup>st</sup> & 2<sup>nd</sup> Choice in Armory Precinct.

- Column B should already be sorted.
- Highlight all rows that have a vote for the runoff candidates from 1<sup>st</sup> & 2<sup>nd</sup> Choice (Voting positions 11 thru 15 – example: Caldwell=11, Caraker=12, etc.).
- Delete the selected rows.
- The votes for the runoff candidates should now reflect the votes cast for the runoff candidates that were a 3<sup>rd</sup> Choice but not a 1<sup>st</sup> or 2<sup>nd</sup> choice (Voting positions 21 thru 25).

- e. Highlight the remaining data (A8 to the end) and copy.

18. Click on **BLUE Tab 4<sup>th</sup> Choice** – Remove all votes for Runoff candidates from 3<sup>rd</sup> Choice.

- a. Paste the data from Step 15e into cell 9a.
- b. Highlight all rows that have a vote for the runoff candidates from 3<sup>rd</sup> Choice (Voting positions 21 thru 25 – example: Caldwell=21, Caraker=22, etc.).
- c. Delete the selected rows.
- d. The votes for the runoff candidates should now reflect the votes cast for the runoff candidates that were a 4<sup>th</sup> Choice but not a 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> choice.
- e. Highlight the remaining data (A8 to the end) and copy.

19. Click on **BLUE Tab 5<sup>th</sup> Choice** – Remove all votes for Runoff candidates from 4<sup>th</sup> Choice.

- a. Paste the data from Step 16e into cell 9a.
- b. Highlight all rows that have a vote for the runoff candidates from 4<sup>th</sup> Choice (Voting positions 28 thru 32 – example: Caldwell=28, Caraker=29, etc.).
- c. Delete the selected rows.
- d. The votes for the runoff candidates should now reflect the votes cast for the runoff candidates that were a 5<sup>th</sup> Choice but not a 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> choice.

20. Click on **YELLOW Tab Grand Totals** – The votes displayed in the grand totals for the Runoff Candidates should be the final results.