

**RULES
OF
SECRETARY OF STATE
STATE COORDINATOR OF ELECTIONS**

**CHAPTER 1360—2—8
PROCEDURE AFTER POLLS HAVE CLOSED**

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1360—2—8—.01 TRANSPORTING THE BALLOT BOX TO THE COUNTING CENTER. Immediately upon the last voter having voted and the polls being closed, the envelope with spoiled ballots and the envelope containing rejected ballots shall be sealed. The officer of election and one judge of the opposite party shall sign their names across the flap and the sealed envelopes shall be deposited in the ballot box. The top of the ballot box shall then be sealed with the adhesive sign provided for this purpose. In the alternative, if the ballot box has a metal flap that covers the opening through which ballots are deposited, a prenumbered seal provided by the county election commission may be placed in the hasp securing the flap over the opening. Without any delay of any kind, one judge of the majority party and one judge of the minority party shall then sign the payroll roster and shall IMMEDIATELY take the ballot box to the counting center. They shall travel in the same automobile and the ballot box shall be carried inside such automobile. It is not permitted to carry the ballot box in an open truck or any other means of conveyance open to the elements or to theft. The said two judges shall not be permitted to carry any ballot boxes to the counting center other than the one from their own precinct. They shall not be permitted to carry other passengers. They shall not be permitted to stop except for emergency. In the event of an emergency stop, the judge who is not the driver of the car shall remain inside the car with the ballot box until other transportation is secured or emergency repairs are completed. At no time shall the ballot box be left unattended.

Authority: T.C.A. §§2—910, 2—11—201(c). *Administrative History:* Original rule filed April 19, 1974; effective May 19, 1974. Amendment filed June 4, 1974; effective July 4, 1974. Amendment filed March 13, 1980; effective April 26, 1980. Repeal and new rule filed August 19, 1994; effective December 29, 1994.

1360—2—8—.02 CLOSING AND SEALING VOTING MACHINES. Upon the voting of the last voter, the remaining officials of the election still remaining at the precinct shall immediately fold all voting machines, place them in their carriers and seal each carrier with the plastic padlock seals provided by the election commission.

Authority: T.C.A. §§2—910, 2—11—201(c). *Administrative History:* Original rule filed April 19, 1974; effective May 19, 1974. Repeal and new rule filed August 19, 1994; effective December 29, 1994.

1360—2—8—.03 DESTRUCTION OF UNUSED BALLOTS. While the officer of election and judge are folding the election machines, the poll book clerks, the demonstration clerk and the ballot clerk shall be disposing of all unused ballots as provided in T.C.A. §2—7—129, the portion of the ballot with the stub attached shall be returned with other materials to the location designated by the county election commission.

Authority: T.C.A. §§2—910, 2—11—201(c). *Administrative History:* Original rule filed April 19, 1974; effective May 19, 1974. Repeal and new rule filed August 19, 1994; effective December 29, 1994.

1360—2—8—.04 REPORT SHEET. The officer of election shall then fill out a report sheet, which shall be substantially similar to Figure 2 of these Regulations, provided by the county election commission which shall indicate, among other things, the number of ballots issued, the number of ballots used, with their serial numbers (e.g., Ballots 1893 through 2472), the number of spoiled ballots, the number of signatures on the poll books or signature list and the seal numbers attached to the ballot box and to the voting machines. The report sheet shall contain space for the officer of election to write in any explanation of challenges to voters with the results thereof; explanations of any unusual occurrences or discrepancies; and remarks in general for the improvement of the

(Rule 1360-2-8-.04, continued)

voting process. The officer of election and one judge of the opposite party shall sign the reconciliation form. An example of an approved reconciliation form is included as Figure 2.

Authority: T.C.A. §§2—910, 2—11—201(c). *Administrative History:* Original rule filed April 19, 1974; effective May 19, 1974. Amendment filed June 4, 1974; effective July 4, 1974. Amendment filed March 13, 1980; effective April 26, 1980. Repeal and new rule filed August 19, 1994; effective December 29, 1994.

1360—2—8—.05 RETURN OF MACHINES AND MATERIALS TO ELECTION COMMISSION. Upon the completion of all duties herein provided for and all duties provided by the Election Code, the officer of election accompanied by either a judge or precinct registrar of another political party, shall immediately return all election materials, including all items described in T.C.A. §2—7—137 and the reconciliation form required by 1360-2-8-.04 of these Regulations, to the location prescribed by the county election commission. Voting machines shall be returned either the night of the election or within twenty-four (24) hours after the polls close.

Authority: T.C.A. §§2—910, 2—11—201(c). *Administrative History:* Original rule filed April 19, 1974; effective May 19, 1974. Repeal and new rule filed August 19, 1994; effective December 29, 1994.