

## SAMPLE MINI-COUNT MODEL

### The Key Stages

The key stages associated with a mini-count are outlined below:

- the count centre is organised with a number of counting tables, each with say 4 counting assistants
- a ballot box is passed to the counting table via a Supervisor and the number of papers therein counted and recorded on a simple form which is returned to and retained by the “control table”. If the number of papers counted agrees with the previously checked Ballot Paper Account (BPA) a further box is allocated to the table and the process repeated for each subsequent box. If the count does not reconcile with the BPA the papers should be counted again until the same number is obtained on two successive occasions. **Counted ballot papers are retained in a ballot box or other receptacle at the table.**
- the count control staff maintain a record of the ballot box numbers and number of papers being accumulated at each table
- when a table has completed all boxes allocated to them, the count control staff can ascertain the total number of papers at that table. This process is repeated for each table and an overall count centre total calculated from the individual table totals
- when authorised to do so, the counting assistants move to the count stage and begin separating papers into parties/candidates/answer to question/doubtful depending on the nature of the electoral event. The results from this stage are recorded on a pre-prepared form and returned by the Supervisor to the control table who can compare the numbers recorded with the number of papers previously ascertained. Any discrepancy can be investigated and the checking is confined to the papers allocated to the specific count table and not the overall count as is associated with the “breadboard” approach
- adjudication of doubtful papers is undertaken at the counting table and the above form annotated to reflect the adjudication decisions
- staff from tables which have completed counting all ballot papers can be deployed to assist other tables as required. **Crucially, it is the staff that move within the count centre and not the ballot papers.**
- when all tables are complete, count control staff can calculate the overall result.