2026 GENERAL ELECTION BALLOT CANVASS PROCEDURES

For the November 3, 2026 General Election, the Board anticipates receiving a large number of absentee and mail-in ballots. In order to efficiently process these ballots, the Board hereby deputizes and authorizes its staff, including temporary employees, to comply with the following procedures and to complete the absentee and mail-in ballot pre-canvass and canvass and voting machine ballot pre-canvass in accordance with the Election Code.

Absentee and Mail-in Ballot Receipt and Sorting

Upon receipt by the Board, envelopes containing absentee and mail-in ballots will be stamped with the time and date they are delivered to the Board and preliminarily sorted by sorting machines. The status of the ballots will be updated in the SURE system. Envelopes containing absentee and mail-in ballots will be organized and sorted by Ward and Division to prepare for the Pre-Canvass and by Ward for the Canvass and shall be securely maintained until that time. This process shall include:

- The envelope of any elector for whom the Board has received due proof of death prior to 7 a.m. on Election Day shall be set aside.
- The envelope of any elector whose proof of identification has not been verified by the Board shall be set aside until proof of identification is received and verified.
- The envelope of any elector whose ballot or application has been timely and properly challenged will be set aside until such challenge is finally determined.

Absentee and Mail-in Ballot Pre-Canvass and Canvass Procedures

1. Beginning at 7 a.m. on Election Day at the Board of Elections ballot processing facility, 11311 Roosevelt Blvd., staff will begin the Pre-Canvass of the absentee and mail-in ballots received timely by the Board. In accordance with Act 88 and the terms of the Election Integrity Grant Agreement, staff will Pre-Canvass and Canvass the mail-in and absentee ballots without interruption until each mail-in and absentee ballot has been canvassed.
2. A list of all envelopes that are to be examined during the Pre-Canvass and Canvass shall be posted publicly and/or provided to Observers present.
3. Staff shall examine each envelope and perform the following steps:
    a. Staff shall verify that the elector is entitled to vote by comparing the written information on the declaration envelope with the pre-printed name on the declaration envelope from the list of absentee and mail-in voters.
    b. Staff shall determine if they are satisfied that the declaration is sufficient.
4. The following envelopes shall be set aside for review by the secondary examination staff and/or the Board:
    a. Any envelope whose declaration the examiner is unsure is sufficient for any reason, including because the envelope lacks a signature;
    b. Any envelope whose declaration is not determined to be sufficient upon initial examination; and
    c. Any envelope which was submitted by an elector who was not entitled to vote.

5. Envelopes not set aside shall then be brought to the extraction area and opened. If the secrecy envelope within the declaration envelope contains any text, mark, or symbol which reveals the identity of the voter, the voter's political affiliation, or the voter's candidate preference, or if the ballot is not contained within a secrecy envelope, the secrecy envelope and ballot shall be set aside.
6. Staff shall then open all secrecy envelopes not set aside and scan all ballots contained therein.
7. Results shall be uploaded to vote.phila.gov/results. To the best of their ability, the staff shall post the first results of absentee and mail-in ballots scanned on Election Day immediately after polls close at 8 p.m. and as additional results become available.
8. Staff shall compare the list of mail-in and absentee ballots received with the pollbooks and investigate any instances where the records indicate a voter may have both voted in person and via mail and report such instances to the District Attorney's Office if appropriate.
9. Certificates of election for members of the Ward Executive Committee shall be mailed to winning candidates immediately after the computation of votes has been signed to the best of the staff's ability.
10. In computing the votes cast on irregular ballots, the staff shall cumulate similar variations of write-in names within a contest.
11. In accordance with 25 P.S. § 3155, write-in candidates for Ward Executive Committee will only receive a certificate of election if they receive at least ten (10) votes and a plurality of votes cast.