



Long Beach City Clerk Department Election Recount Procedures

Under state and municipal law, there exists the possibility that a recount could be conducted in connection with any election. If such a recount does occur, it will be conducted in accordance with all existing election laws. While those laws bind the City in how it can proceed, the City Clerk Department is publishing this guide as a courtesy to the public to explain how recounts are conducted.

WHO REQUESTS A RECOUNT?

- **Long Beach Municipal Code Section 1.21.030 Officially Ordered Recount**
According to the Long Beach Municipal Code, "The city clerk shall order a full recount of the ballots in any municipal election wherein the difference between the two (2) candidates receiving the most votes is one-half (1/2) of one percent (1%) or less and the difference in the absolute vote is fifty (50) votes or less. The city shall pay all attendant costs."
- **Mandatory Manual Tally**
Pursuant to California Elections Code § 15360, a random sample of ballots from every election contest must be recounted manually to verify the computer count. A minimum of all votes cast in one percent (1%) of the precincts is included in this process. The Mandatory Manual Tally is open to the public.
- **Voter Requested Recount**
Additionally, any voter may request a recount. (California Elections Code § 15620; all further cites are to the Elections Code unless indicated otherwise.) The voter must pay the full cost of a recount that he or she has requested, as discussed below. Any voter who desires a recount should immediately contact the City Clerk Department for further details.

WHAT IS THE DEADLINE FOR REQUESTING A RECOUNT?

A recount may be requested within five days of the certification of the election results. (§ 15620)

FORMAT OF REQUEST

- The request must be made in writing with the City Clerk.
- The request must specify the contest(s)/measure(s) to be recounted.
- The request must state on behalf of which candidate or position on a measure (affirmative or negative) it is filed.
- The request may specify the order in which precincts shall be recounted.
- The request may specify the method of counting to be used (manual or voting system used, or both).
- The request may specify any other relevant materials to be examined.

COST AND PAYMENT

- The City Clerk shall determine the amount of deposit necessary to cover costs of the recount each day.
- The voter filing the request for recount must deposit, before the recount commences and at the beginning of each day following, such sums as required by the City Clerk to cover the cost of the recount for that day.
- If, upon completion of the recount, the results are reversed, all the deposit shall be returned.

COST BREAKDOWN FOR MANUAL TALLY*	
No. of Boards	Cost per day
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
*Cost will include labor, equipment, material and personnel. If computer recount is requested, costs will vary.	

NOTICE OF RECOUNT

A notice stating the date/time/place of the recount will be posted by the City Clerk at least one day prior to the recount and the following persons will be notified in person or by telegram, facsimile, or any other electronic means approved by the City Clerk: (1) all candidates for the office being recounted, and (2) proponents of any initiative or referendum or persons filing ballot arguments for or against any initiative, referendum, or measure to be recounted. (§ 15628)

PROCESS OF RECOUNT

- The recount is open to the public.
- The recount shall start no later than seven days following the receipt of the request and shall be continued daily for not less than six hours each day until completed (Saturdays/Sundays/Holidays not included).
- A manual recount shall be conducted by recount boards under the supervision of the City Clerk. A recount board consists of four persons appointed by the City Clerk (one caller, one verifier, two markers).

MUST A RECOUNT INVOLVE ALL CAST BALLOTS, OR CAN A SUBSET BE EXAMINED?

A recount may involve a subset of the total votes cast for an office. For example, a voter may only request that the votes for a specific precinct be recounted. However, note that a recount is void unless every vote in every precinct in which the contest appeared is recounted. (§ 15632) During this recount or for 24 hours thereafter, any voter may request the recount of any precincts not recounted as a result of the original request. (§ 15623)

RESULTS OF RECOUNT

- The results of a recount are declared null and void unless every vote in every precinct in which the contest appeared is recounted. (§ 15632)
- Upon completion of a recount, if a different candidate, or position on a measure changed, the results of the official canvass shall be changed and the election results re-certified.
- A copy of the results of any recount conducted shall be posted conspicuously in the office of the City Clerk.

ADDITIONAL INFORMATION

For additional information about recounts, call the City Clerk Department at (562) 570-6101 or log on to our website at www.longbeach.gov/cityclerk.