

Date, Time and Location	Task	Project_mgr
Wednesday, March 27, 2019 at 9:00 AM: LL05 BOE Conference Room A	Preparation and processing of vote by mail ballots w/header cards (Day 1)	Sandra Aspera and Shaun Simpson
Thursday, March 28, 2019 at 10:00 AM: 6th Floor Central Office	Public test of voting equipment and central computer system procedures for canvass of election results	Charles Holiday and IT Department
Friday, March 29, 2019 at 9:00 AM: LL05 BOE Conference Room A	Preparation and process/scanning of vote by mail ballots 1st Run 400C (no tabulation of results until after 7:00 PM Election Day) (Day 1)	Sandra Aspera and Shaun Simpson
	Replace damaged/defective ballots (Day 1)	Sandra Aspera and Shaun Simpson
Sunday, March 31, 2019 at 9:00 AM: LL05 BOE Conference Room A	Preparation and process/scanning of vote by mail ballots through 400C (no tabulation of results until after 7:00 PM Election Day), if necessary	Sandra Aspera and Shaun Simpson
	Review of appeals of rejected vote by mail ballots (if available) (Day1)	Sandra Aspera and Shaun Simpson
	Replace damaged/defective ballots (Day 2)	Sandra Aspera and Shaun Simpson
Monday, April 1, 2019 at 7:00 PM: 6th Floor Central Office	Commence copying and uploading data from early voting/grace period voting touchscreen memory sticks used at early voting sites to WinEDS (no tabulation of results until after 7:00 P.M. Election Day)	IT Department
Tuesday, April 2, 2019 at 8:00 AM: LL05 BOE Conference Room A	Preparation and processing vote by mail ballots (Nursing Home ballots and vote by mail ballots received before 3 P.M. on Monday, April 1) w/header cards and begin scanning ballots through the 400C (No results will be available, tabulated or merged until after 7:00 PM)	Sandra Aspera and Shaun Simpson
	Preparation and process/scanning of vote by mail ballots through 400C (no tabulation of results until after 7:00 PM Election Day), if necessary	Sandra Aspera and Shaun Simpson
	Review of appeals of rejected vote by mail ballots, if available	Sandra Aspera and Shaun Simpson
	Replace damaged/defective ballots, if necessary	Sandra Aspera and Shaun Simpson

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Tuesday, April 2, 2019 at 7:00 PM: 8th Floor Central Office	Board convenes and adopts Rules of Procedure for Canvass	General Counsel
Tuesday, April 2, 2019 at 7:00 PM: 6th Floor Central Office	Begin tabulation of grace period and early voting ballots	IT Department
	Begin tabulation of vote by mail ballots from 400C results cartridge	IT Department
Wednesday, April 3, 2019 at 9:00 AM: 6th Floor Central Office	Begin entry of Provisional voters' information	Jim Carli
Wednesday, April 3, 2019 at 1:00 PM: 2nd Floor Warehouse	Retabulation of ballots in precinct where check of totals indicates obvious discrepancies, if necessary (Day 1)	Charles Holiday and Ron Boyd
Wednesday, April 3, 2019 at 2:00 PM: LL07 BOE	Check vote by mail ballots arriving in mail for timeliness (if necessary)	Steve Cieslicki
Thursday, April 4, 2019 at 9:00 AM: 2nd Floor Warehouse	Retabulation of ballots in precinct(s) where check of totals indicates obvious discrepancies, if necessary (Day 2)	Charles Holiday and Ron Boyd
Thursday, April 4, 2019 at 2:00 PM: LL07 BOE	Check vote by mail ballots arriving in mail for timeliness (if necessary)	Steve Cieslicki
Friday, April 5, 2019 at 9:00 AM: 2nd Floor Warehouse	Retabulation of ballots in precinct(s) where check of totals indicates obvious discrepancies, if necessary (Day 3)	Charles Holiday and Ron Boyd
Friday, April 5, 2019 at 9:00 AM: 6th Floor Central Office	Begin validation of provisional ballots (Day 1)	Jim Carli, Delilah Smith and Christopher Tomecek
Friday, April 5, 2019 at 9:00 AM: LL05 BOE Conference Room A	Process the Nursing Home ballots and any vote by mail ballots received after 3 P.M. from Monday, April 1 and Tuesday, April 2 along with valid ballots from Wednesday, April 3 with header cards	Sandra Aspera and Shaun Simpson
	Insert valid vote by mail ballots into 400C and tabulate results (if necessary)	Sandra Aspera and Shaun Simpson
	Review of appeals of rejected vote by mail ballots, if available	Sandra Aspera and Shaun Simpson
	Replace defective/damaged ballots, if necessary	Sandra Aspera and Shaun Simpson
Friday, April 5, 2019 at 2:00 PM: LL07 BOE	Check vote by mail ballots arriving in mail for timeliness (if necessary)	Steve Cieslicki

Date, Time and Location	Task	Project_mgr
Saturday, April 6, 2019 at 9:00 AM: 2nd Floor Warehouse	Retabulation of ballots in precinct(s) where check of totals indicates obvious discrepancies, if necessary (Day 4)	Charles Holiday and Ron Boyd
Saturday, April 6, 2019 at 9:00 AM: LL05 BOE Conference Room A	Process Nursing Home ballots with header cards, if necessary	Sandra Aspera and Shaun Simpson
	Preparation and process/scanning of vote by mail ballots through 400C and tabulate results, if necessary	Sandra Aspera and Shaun Simpson
	Review of appeals of rejected vote by mail ballots, if available	Sandra Aspera and Shaun Simpson
	Replace defective/damaged ballots, if necessary	Sandra Aspera and Shaun Simpson
Saturday, April 6, 2019 at 2:00 PM: LL07 BOE	Check vote by mail ballots arriving in mail for timeliness (if necessary)	Steve Cieslicki
Monday, April 8, 2019 at 9:00 AM: LL05 BOE Conference Room A	Begin verification of preliminary and unofficial vote totals (Day 1)	Jim Carli, Delilah Smith and Christopher Tomecek
Monday, April 8, 2019 at 2:00 PM: LL07 BOE	Check vote by mail ballots arriving in mail for timeliness (if necessary)	Steve Cieslicki
Tuesday, April 9, 2019 at 9:00 AM: LL05 BOE Conference Room A	Process Nursing Home ballots with header cards, if necessary	Sandra Aspera and Shaun Simpson
	Preparation and process/scanning of vote by mail ballots through 400C and tabulate results, if necessary	Sandra Aspera and Shaun Simpson
	Review of appeals of rejected vote by mail ballots, if available	Sandra Aspera and Shaun Simpson
	Replace defective/damaged ballots, if necessary	Sandra Aspera and Shaun Simpson
	Continue verification of preliminary and unofficial vote totals, if necessary (Day 2)	Jim Carli, Delilah Smith and Christopher Tomecek
Tuesday, April 9, 2019 at 9:00 AM: 2nd Floor Warehouse	Start the test of ballots cast in 5% of the precincts on Election Day and 5% of Early Voting ballots (Day 1)	Charles Holiday
Tuesday, April 9, 2019 at 2:00 PM: LL07 BOE	Check vote by mail ballots arriving in mail for timeliness (if necessary)	Steve Cieslicki

Date, Time and Location	Task	Project_mgr
Wednesday, April 10, 2019 at 9:00 AM: 8th Floor Conference Room C	Provisional ballot resolution - Compare Provisional voters' list to list of vote by mail and Early Voting voters to prevent counting more than one ballot from same individual (Day 1)	John Powell
Wednesday, April 10, 2019 at 9:00 AM: 2nd Floor Warehouse	Continue the test of ballots cast in 5% of the precincts on Election Day and 5% of Early voting ballots (Day 2)	Charles Holiday
Wednesday, April 10, 2019 at 2:00 PM: LL07 BOE	Check vote by mail ballots arriving in mail for timeliness (if necessary)	Steve Cieslicki
Thursday, April 11, 2019 at 9:00 AM: 2nd Floor Warehouse	Continue the test of ballots cast in 5% of the precincts on Election Day and 5% of Early voting ballots (Day 3)	Charles Holiday
Thursday, April 11, 2019 at 2:00 PM: LL07 BOE	Check vote by mail ballots arriving in mail for timeliness (if necessary)	Steve Cieslicki
Friday, April 12, 2019 at 9:00 AM: LL05 BOE Conference Room A	Preparation and process/scanning of vote by mail ballots through 400C and tabulate results, if necessary	Sandra Aspera and Shaun Simpson
	Review of appeals of rejected vote by mail ballots, if available	Sandra Aspera and Shaun Simpson
	Replace damaged/defective ballots, if necessary	Sandra Aspera and Shaun Simpson
Friday, April 12, 2019 at 9:00 AM: 2nd Floor Warehouse	Continue test of ballots cast in 5% of the precincts on Election Day and 5% of Early voting ballots (Day 4)	Charles Holiday
Friday, April 12, 2019 at 2:00 PM: LL07 BOE	Check vote by mail ballots arriving in mail for timeliness (if necessary)	Steve Cieslicki
Saturday, April 13, 2019 at 9:00 AM: 2nd Floor Warehouse	Continue the test of ballots cast in 5% of the precincts on Election Day and 5% of Early voting ballots (Day 5)	Charles Holiday
Saturday, April 13, 2019 at 2:00 PM: LL07 BOE	Check vote by mail ballots arriving in mail for timeliness (if necessary)	Steve Cieslicki

Date, Time and Location	Task	Project_mgr
Monday, April 15, 2019 at 9:00 AM: 8th Floor Conference Room A	Prepare and process/scanning of vote by mail ballots through 400C and tabulate results, if necessary	Sandra Aspera and Shaun Simpson
	Review of appeals of rejected vote by mail ballots, if available	Sandra Aspera and Shaun Simpson
	Process replacement UOCAVA ballots (Day 1)	Sandra Aspera and Shaun Simpson
	Replace defective ballots, including military/overseas ballots, if necessary	Sandra Aspera and Shaun Simpson
Monday, April 15, 2019 at 9:00 AM: 2nd Floor Warehouse	Continue the test of ballots cast in 5% of the precincts on Election Day and 5% of Early voting ballots (Day 6)	Charles Holiday
Monday, April 15, 2019 at 9:00 AM: LL05 BOE Conference Room A	Insert valid Provisional ballots into 400C and tabulate results, if feasible (Day 1)	Jim Carli, Delilah Smith and Christopher Tomecek
Monday, April 15, 2019 at 2:00 PM: LL07 BOE	Check vote by mail ballots arriving in mail for timeliness (if necessary)	Steve Cieslicki
Tuesday, April 16, 2019 at 9:00 AM: LL05 BOE Conference Room A	Insert valid Provisional ballots into 400C and tabulate results, if feasible (Day 2)	Jim Carli, Delilah Smith and Christopher Tomecek
Tuesday, April 16, 2019 at 11:00 AM: LL07 BOE	Check vote by mail ballots arriving in mail for timeliness (if necessary)	Steve Cieslicki
Tuesday, April 16, 2019 at 12:00 PM: 8th Floor Conference Room A	Prepare and Process/scanning of valid vote by mail ballots through 400C (Final Run 400C) and tabulate results	Sandra Aspera and Shaun Simpson
	Process Nursing Home ballots with header cards, if necessary	Sandra Aspera and Shaun Simpson
	Review of appeals of rejected vote by mail ballots, if available	Sandra Aspera and Shaun Simpson
	Process replacement UOCAVA ballots, if necessary	Sandra Aspera and Shaun Simpson
	Replace defective ballots, including military/overseas ballots, if necessary	Sandra Aspera and Shaun Simpson

Date, Time and Location	Task	Project_mgr
Tuesday, April 16, 2019 at 5:00 PM: 6th Floor Central Office	Upload remaining valid Provisional ballots results into central computer for tabulation	IT Department
Thursday, April 18, 2019 at 2:00 PM: 8th Floor Conference Room A	Proclamation of official election results	IT Department
	<p>* The Board may, in its discretion, modify the date and time for performing any activity described herein, except that the Board may not extend the last day for proclaiming the final totals and results of the election beyond April 23, 2019. If you wish to receive email notification of schedule or schedule changes, please email your request to tsheehy@chicagoelections.net.</p> <p>LOCATION references to the: "Central Office" mean the Board's offices at 69 West Washington Street, Chicago, Illinois "Warehouse" mean the Board's warehouse facilities at 1869 West Pershing Road, Chicago, Illinois "LL05 BOE Conference Room A" refers to the Board's conference room on the Lower Level of the Central Office "LLB - Lower Level B Conference Room" refers to the Central Office Building's conference room across from the Secretary of State's office "LL07 BOE" refers to the room in the lower level of the central office where the Agilis equipment is located. "8th Floor Conference Room A" refers to the Board's largest conference room on the 8th floor of the Central Office.</p>	