

# Election Inspector Training

Meredith Place:: County Clerk & Register of Deeds

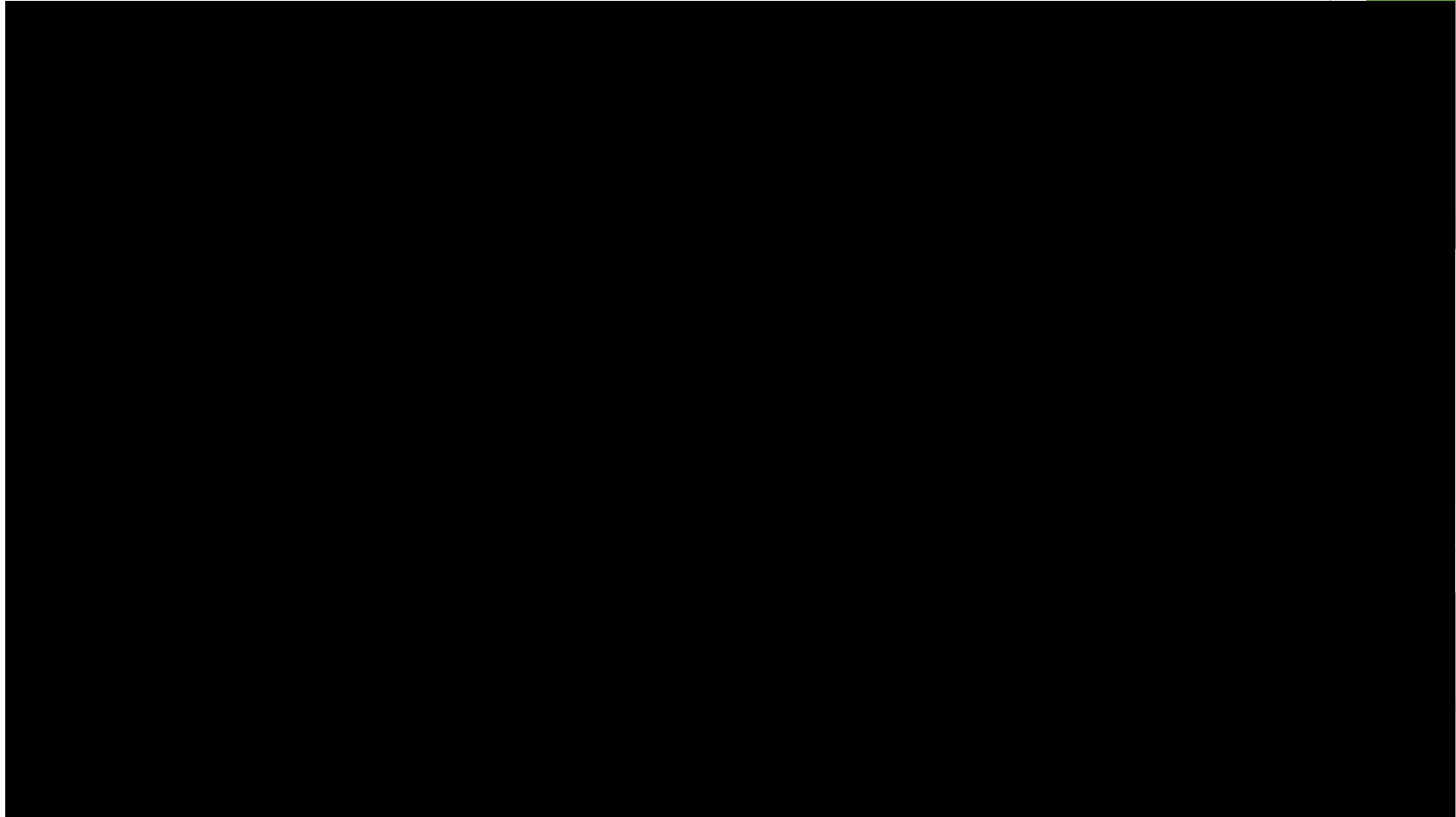
Shardae Chambers:: Elections Coordinator

# Welcome & Agenda

- ▶ Opening the Polls
- ▶ Election Day Procedures
- ▶ Closing the Polls
- ▶ Contact Information
- ▶ Additional resources

# Opening the Polls

# Opening the Polls Video



# What to do when you first arrive:

- Take and sign the Constitutional Oath of Office and complete the Election Inspector's Preparation Certificate in the Pollbook (or on a form provided by the clerk)
- Check all forms and supplies against the list furnished by the clerk. Contact the clerk if any of the supplies are missing
- Post only the following official election materials provided by the clerk and remove any outdated signage from your supplies:
  - "Election Day Voter Information" poster, 2 copies.
  - Proposal language posters (if applicable).
- Place sample ballots in places where voters can review them prior to voting.
- Put up "Vote Here," directional and barrier-free signage.

CLERK'S PREPARATION CERTIFICATE	
Tabulator Serial No. <u>21351</u>	Tabulator Seal No. <u>16411</u>
I certify that the above precinct tabulator has been properly prepared and tested for this election in accordance with law, and, that at the completion of the test the program was inserted into the tabulator and sealed with a seal bearing the seal number recorded above.	
<u>13</u> Ward/Precinct No.	<u>X</u> <u>Donald Z. Hall</u> Signature of Clerk or Authorized Assistant
	<u>8-1-06</u> Date

ELECTION INSPECTORS' PREPARATION CERTIFICATE	
<input checked="" type="checkbox"/> WE CERTIFY BY SIGNING BELOW THAT THE FOLLOWING WAS COMPLETED PRIOR TO THE OPENING OF THE POLLS.	
<input checked="" type="checkbox"/> The oath of office was administered to and signed by all election inspectors present.	
<input checked="" type="checkbox"/> Verified that the serial number of the Precinct Tabulator and the number on the seal used to secure the Precinct Tabulator was the same as the serial and seal numbers recorded on the Clerk's Preparation Certificate above.	
<input checked="" type="checkbox"/> All preparation tests of the Precinct Tabulator were completed and the equipment was found to be in proper working order.	
<input checked="" type="checkbox"/> The ballot was verified by comparing each candidate's name and the placement of any propositions on the ballot with the precinct instruction ballot, and the zero tape generated from the precinct tabulator.	

OATHS OF CHAIRPERSON AND ELECTION INSPECTORS	
STATE OF MICHIGAN, } SS.	
COUNTY OF <u>Kalamazoo</u>	
I Do Solemnly Swear (or affirm) that I will support the Constitution of the United States and the Constitution of this State, and that I will faithfully discharge the duties of the Office of Precinct Board Chairperson at the Election held on <b>Tuesday</b> , the <u>8</u> day of <u>August</u> , 20 <u>06</u> , according to the best of my ability.	
<u>X</u> <u>Morathy Chairperson</u> Signature of Chairperson	
Taken, subscribed and sworn to before me this <u>1</u> day of <u>August</u> , 20 <u>06</u> .	
<u>X</u> <u>Donald Z. Hall</u> Signature of Person Administering Oath	

OATHS OF CHAIRPERSON AND ELECTION INSPECTORS	
STATE OF MICHIGAN, } SS.	
COUNTY OF <u>Kalamazoo</u>	
I Do Solemnly Swear (or affirm) that I will support the Constitution of the United States and the Constitution of this State, and that I will faithfully discharge the duties of the Office of Inspector of Elections at the Election held on <b>Tuesday</b> , the <u>8</u> day of <u>August</u> , 20 <u>06</u> , according to the best of my ability.	
Signatures of Persons Taking Oath and Certifying Preparation Certificate	
<u>X</u> <u>Ann L. Smith</u>	<u>X</u>
<u>X</u> <u>John B. Davis</u>	<u>X</u>
<u>X</u> <u>Nancy Adams</u>	<u>X</u>
<u>X</u> <u>Sue Bennett</u>	<u>X</u>
<u>X</u>	<u>X</u>
Taken, subscribed and sworn to before me this <u>8</u> day of <u>August</u> , 20 <u>06</u> .	
<u>X</u> <u>Morathy Chairperson</u> Signature of Person Administering Oath	

# Precinct Setup

## Clear and barrier free layout

- Maintain voter privacy
- Arrange orderly traffic flow
- Create a public area
- 10-foot rule around tabulator

### *Don't Forget:*

- No signs in precinct that say “must show ID” or “have ID ready”
- Blue and White Election Day Voter Information Poster explains picture ID requirement - two per precinct
- Display an American flag inside or outside

## Stations

1

**Station 1**  
Applications  
to vote

2

**Station 2 e-**  
Pollbook (EPB)  
& Ballots

3

**Station 3 Help**  
Desk

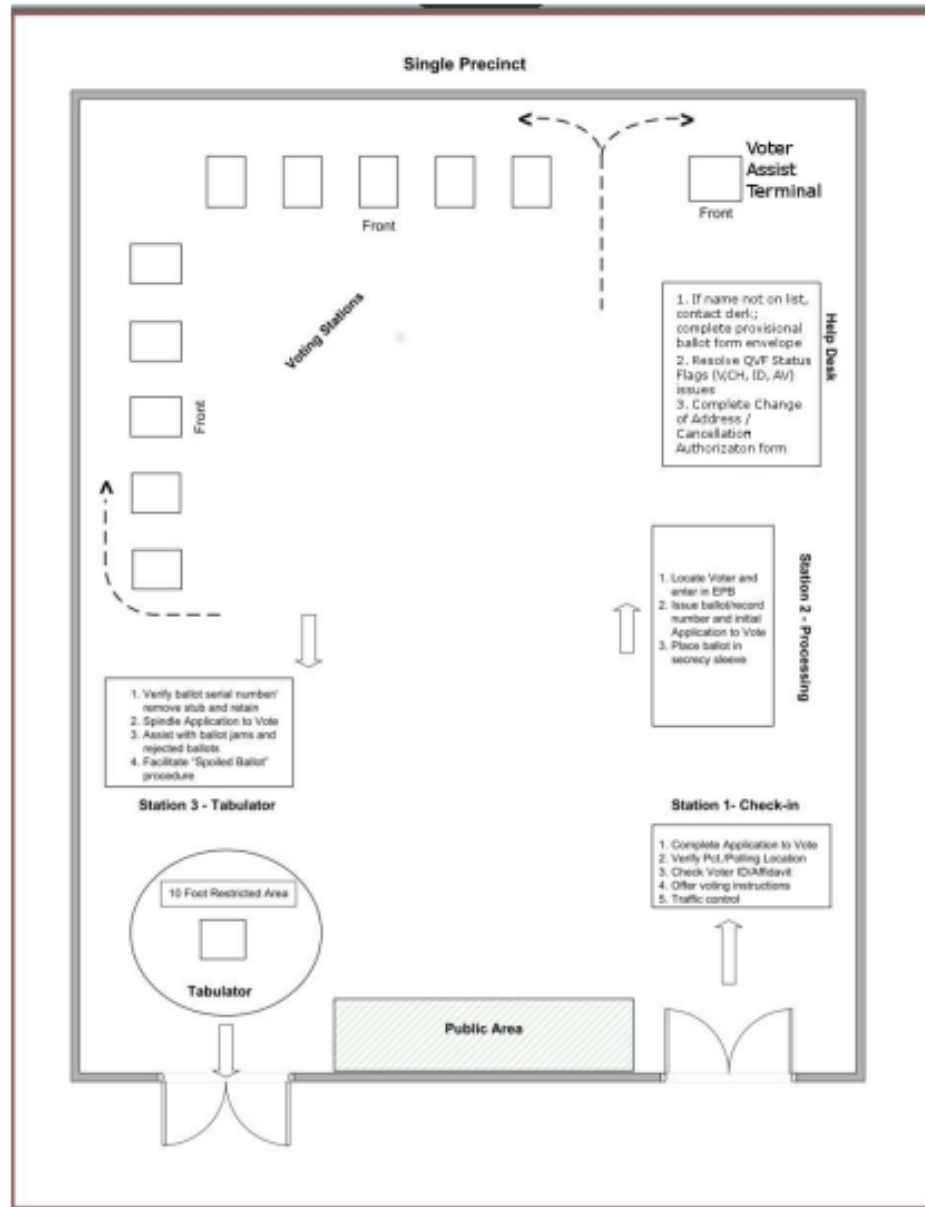
4

**Station 4**  
Voting Booths

5

**Station 5**  
Tabulator and  
Express Vote

# Example of Polling Place Layout




# Station 1: Application To Vote

- Typically, one inspector will be assigned to set-up the applications to vote.
- Use the date stamp found in the supply kit to complete the “Date of the Election” and hand write the precinct number

**APPLICATION TO VOTE – POLL LIST**

**Picture identification requirement:** All Michigan voters must show a Michigan driver's license, a Michigan personal identification card or some other acceptable form of picture identification before voting. A voter who is unable to show picture identification can vote after signing an affidavit attesting that he/she is not in possession of picture identification.

I certify that I am a United States citizen and a registered and qualified elector in this precinct, and hereby make application to vote at this election.

**SIGN HERE**  **X** Steve Westerman  
Signature of Voter

Print Name: Steve Westerman

Date of Birth: 6-12-49

Residence Address: 8946 N. 17<sup>th</sup> St

**FOR INSPECTORS USE ONLY**

11-8-22  
Date of Election

8  
Precinct No.

R  
Ballot Style

☐ Affidavit on reverse completed

Approved to Vote by: mm  
Election Inspector

374  
Ballot Number Issued

518  
Voter No. (Poll Book)

Michigan Election Resources  
Form No. 801 (Rev. 2/2013)



# Stations 2 - 4

2

## Station 2 e-Pollbook (EPB) & Ballots

### Local Clerk will assign specific inspector

#### To Set-Up:

- Power on and insert encrypted flash drive (may use bitlocker)
- Open ePollbook program
- Perform first back up to establish correct path ensuring data is properly saved.
- Add any additional users, as necessary

3

## Station 3 Help Desk

### *Help Desk/Chairperson will:*

- If name not on list, contact clerk; complete provisional ballot form envelope
- Resolve QVF Status Flags
- Complete Change of Address/ Cancellation Authorization form

4

## Station 4 Voting Booths

### *Set-up Voting Booths to ensure:*

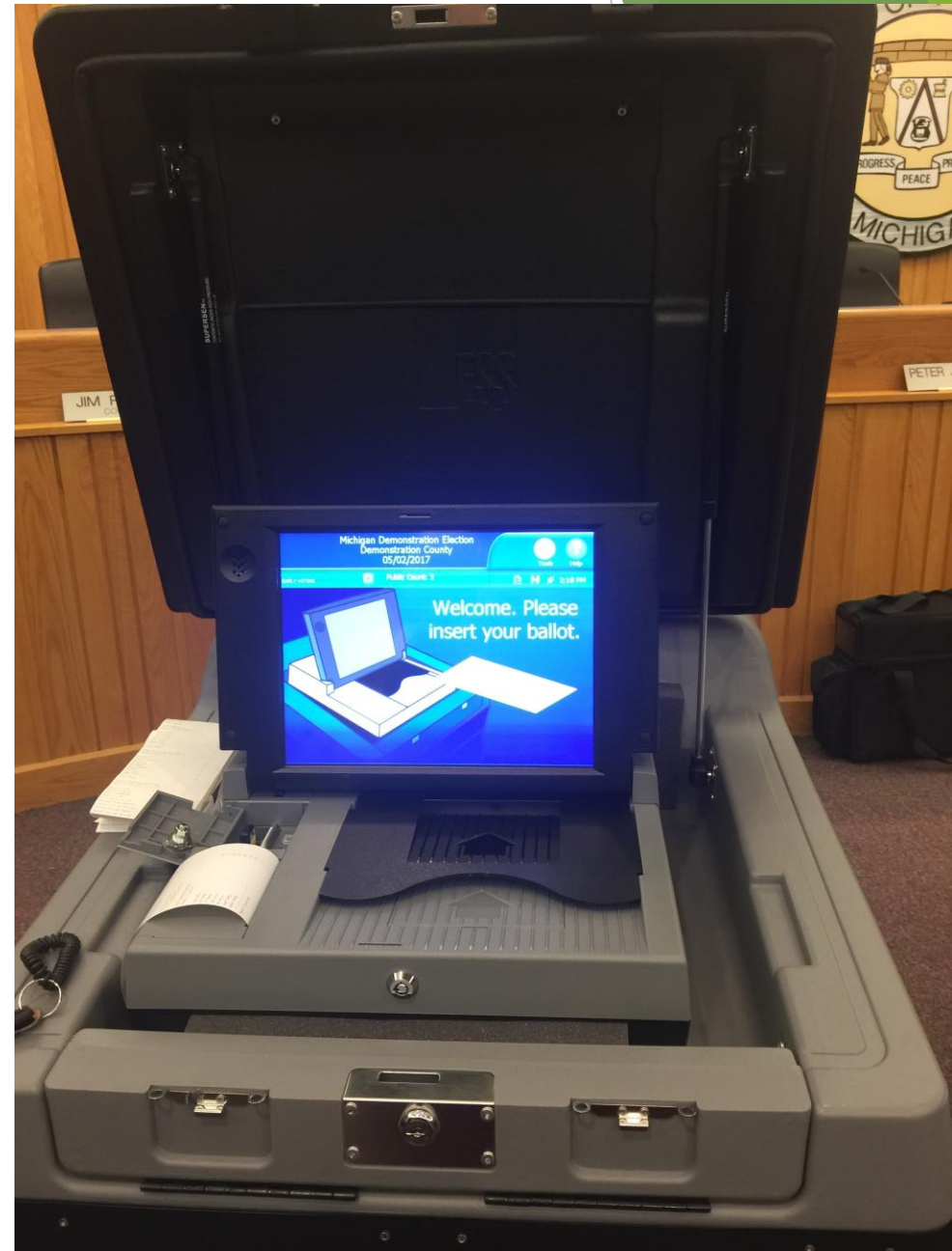
- *privacy*
- *spacing between stations*
- *part of overall flow of precinct*

# Station 5: Setting up Tabulator

- ▶ Two inspectors (D & R) will plug in and power up tabulator, refer to ES&S instructions
- ▶ Inspect inside the tabulator to ensure it is empty (including auxiliary bin)
- ▶ Next initialize the tape on the tabulator.
- ▶ Select “open poll” button on the screen
- ▶ Check the zero tape against the ballot making sure all items on the ballot match.
- ▶ Have all inspectors sign the zero tape.
- ▶ Place zero tape in local clerk envelope (Green Font)

## *Don't Forget:*

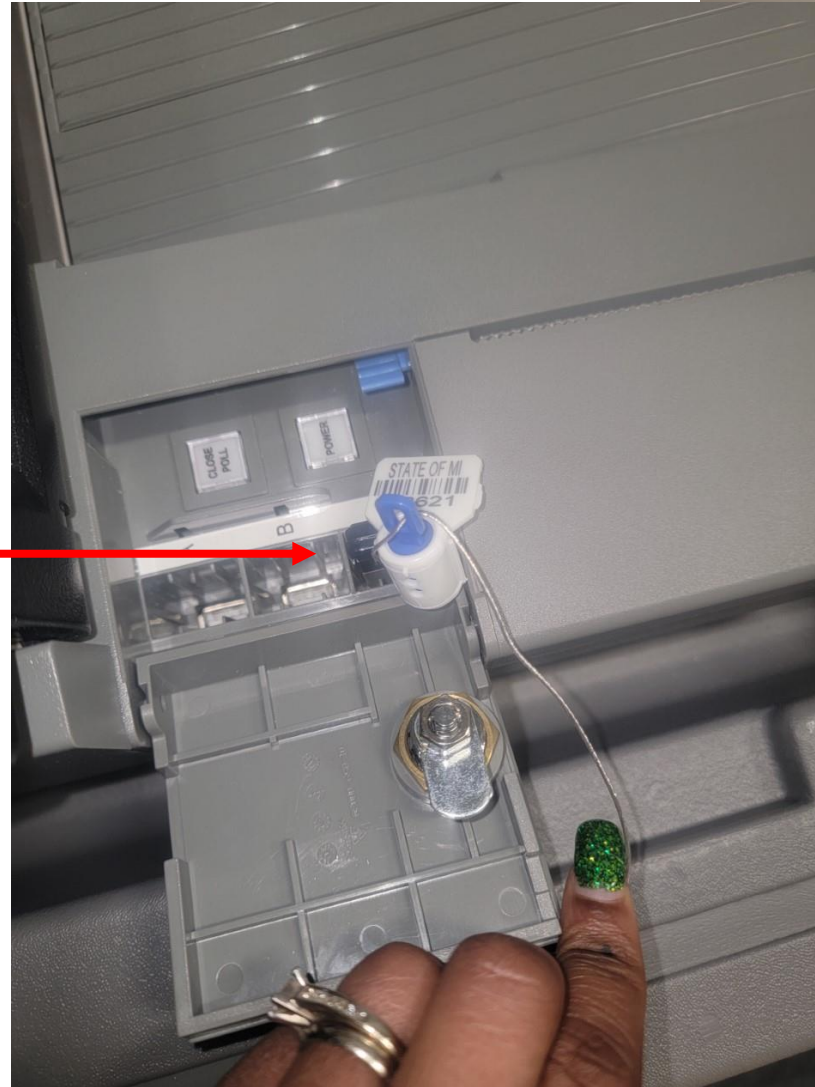
- ▶ *Must be completed before 7am.*
- ▶ *Challengers may be present and observe this process.*



## Station 5: Setting up Tabulator

Inspect the tabulator memory seal and confirm seal number matches seal recorded on Clerk's Preparation Certificate on front cover of poll book

TOTAL VOTERS <u>415</u>	
<b>POLL BOOK</b>	
— FOR THE ELECTION —	
Held on <u>August 7</u> , 20 <u>18</u> in Ward/Precinct # <u>8</u>	
of the <u>Charter Township of Cooper</u>	
County of <u>Kalamazoo</u>	
<b>STATE OF MICHIGAN</b>	
<b>ELECTION INSPECTOR INFORMATION</b>	
<ul style="list-style-type: none"><li>All inspectors must take and subscribe to the Oath of Office in the front of this Poll Book prior to assuming any duties as an inspector.</li><li>All inspectors must sign the Election Inspectors' Preparation Certificate located on the back of this page.</li><li>Tally write-in votes in the Write-In Tally Section located in the back of this Poll Book. (Do not tally write-in votes cast for precinct delegate candidates at the August Primary in this Poll Book. Write-in votes cast for precinct delegate candidates are tallied in the Precinct Delegate Statement.)</li><li>All inspectors must sign the Certificate of Election Inspectors in the back of this Poll Book when completing the precinct's records after the polls close.</li><li>Two (2) inspectors must initial all red paper seals used to seal envelopes.</li><li>Two (2) inspectors must attest to the sealing of the ballots in an approved storage container after the close of the polls.</li><li>Two (2) inspectors must attest to the sealing of the tabulator program in an approved container after the close of the polls.</li></ul>	
RETURN COMPLETED POLL BOOK IN ENVELOPE NO. 1 TO COUNTY CLERK	
<b>CLERK'S PREPARATION CERTIFICATE</b>	
Tabulator Serial No. <u>23781</u>	Voter Assist Terminal (VAT) Serial No. <u>181732</u>
Tabulator Seal No. <u>4568</u>	Voter Assist Terminal (VAT) Seal No. <u>8654</u>
Tabulator Seal No. _____	
(Additional Seal No. required for Dominion Voting System only.)	
I certify that the above tabulator and Voter Assist Terminal (VAT) have been properly prepared and tested for this election in accordance with law, and that at the completion of the tests, the programs were inserted into the tabulator and Voter Assist Terminal (VAT) and sealed with seals bearing the seal numbers recorded above.	
<input checked="" type="checkbox"/> <u>Jane Clerk</u>	<u>8-1-18</u>
Signature of Clerk or Authorized Assistant Date	
Michigan Election Resources Form No. 40-B-G Rev. 2017	





## Station 5: Setting Up Express Vote

- Express Vote is ES&S's a Voter Assist Terminal requirement of federal
- Use the election inspection for Express Vote include precinct supplies.
- Inspect the serial number Express Vote make sure match what is recorded Paper Poll book
- Set up to ensure the voter privacy and accessibility.

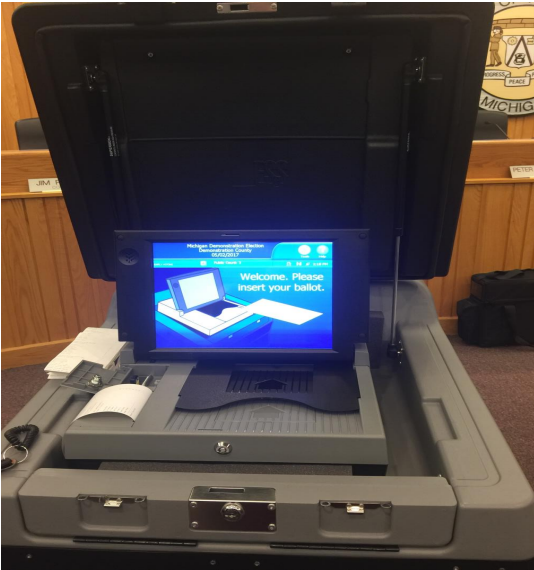


# Express Vote Video



# Sanitizing the Election Equipment

- ▶ Only use alcohol pads to clean screen and q-tips. Don't use any other sprays or cleaners on these machines.



# Opening the Polls

- ▶ The precinct chairperson must publicly announce the opening of the polls by declaring, “The polls are now open,” promptly at 7:00 a.m.

## Maintaining Order in the Polls

- ▶ Michigan election law authorizes the precinct board to “maintain peace, regularity and order at the polling place.” Precinct inspectors possess this authority because voters have a right to vote a secret ballot in a secure, orderly environment free of distractions.



# Questions on Opening the Polls?



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# Election Day

- ▶ Procedures

# The Basics

- Polls open at 7am, must report at 6am
- Dress appropriately
- Always communicate with you Chairperson
- 3 Inspectors in the Precinct always
- Please do not talk politics
- Eating and/or Breaks should be discussed between Chairperson and team
- Cell phones should not be seen, minimum use

# November 8, 2022 General Election

## What's on the ballot

### PARTISAN OFFICES TO BE ELECTED:

- Governor
- Lt. Governor
- Secretary of State
- Attorney General
- Representative in Congress, 4th District & 5th District
- State Senator, 18th & 19th Districts
- Representative in State Legislature, 40th, 41st, 42nd & 45th Districts
- County Commissioners, Districts 1-9
- State Board of Education
- Regent of the University of Michigan
- Trustee of Michigan State University
- Governor of Wayne State University

### The following offices from all townships within Kalamazoo County:

- Township Supervisor
- Township Clerk
- Township Trustee

### The following offices from all villages within Kalamazoo County:

- Trustee
- President

### NONPARTISAN OFFICES TO BE ELECTED:

- Justice of Supreme Court
- Judge of Court of Appeals - 1st District
- Judge of Circuit Court - 9th Circuit
- Judge of Probate Court
- Judge of District Court - 8th District
- Glen Oak Community College Board of Trustees
- Kalamazoo Valley Community College Board of Trustees
- Kellogg Community College Board of Trustees

### NONPARTISAN OFFICES TO BE ELECTED

- Athens Area School Board
- Climax-Scotts Community School Board
- Colon Community School Board
- Comstock Public School Board
- Galesburg-Augusta Community School Board
- Gull Lake Community School Board
- Kalamazoo Public School Board
- Lawton Community School Board
- Mattawan Consolidated School Board
- Mendon Community School Board
- Otsego Public School Board
- Parchment School Board
- Plainwell Community School Board
- Portage Public School Board
- Schoolcraft Community School Board
- Vicksburg Community School Board
- Kalamazoo Public Library District Trustee
- Parchment Community Library District Trustee
- Portage District Library Trustee

# November 8, 2022 General Election

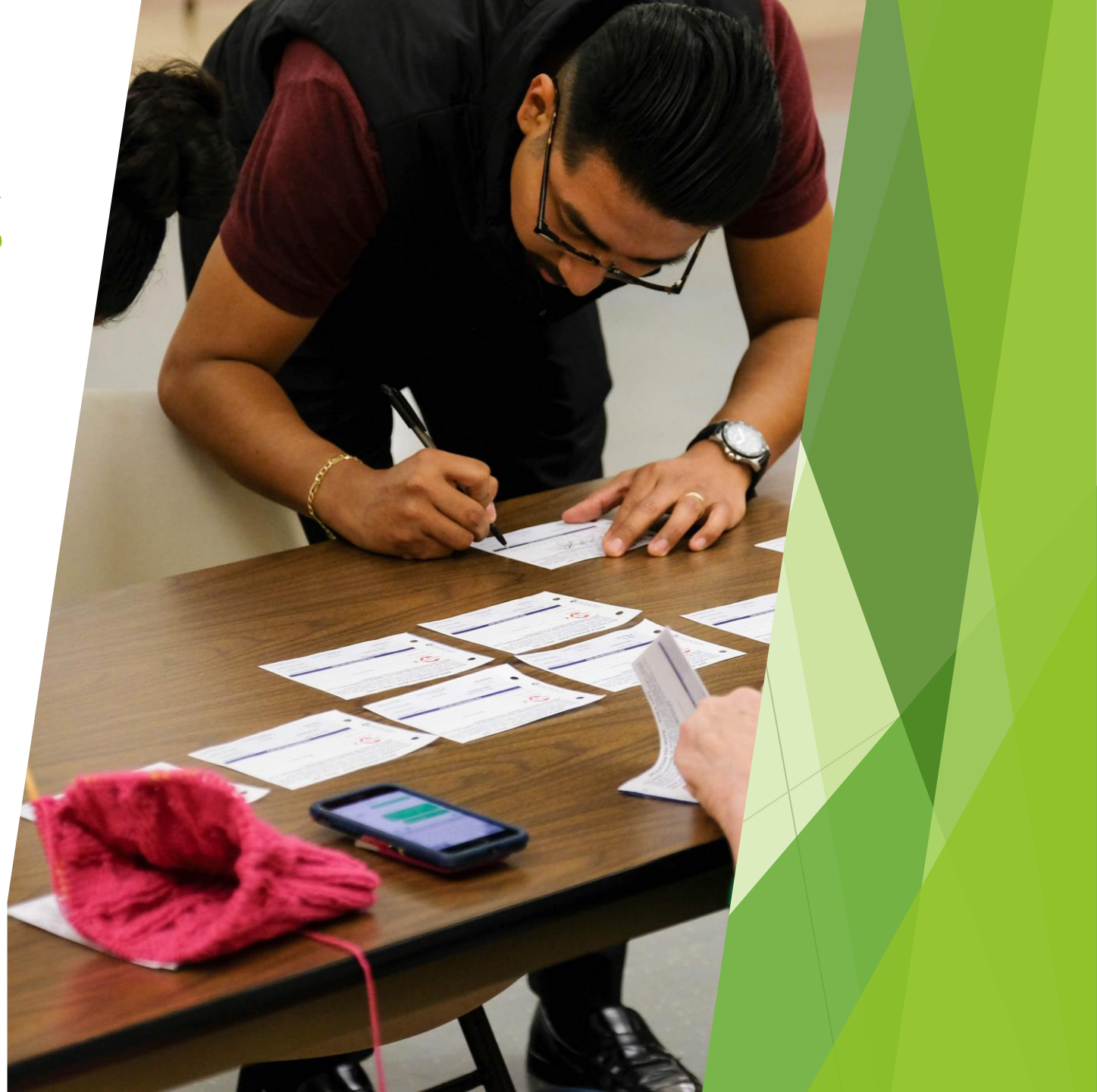
## What's on the ballot

- **PROPOSALS:**

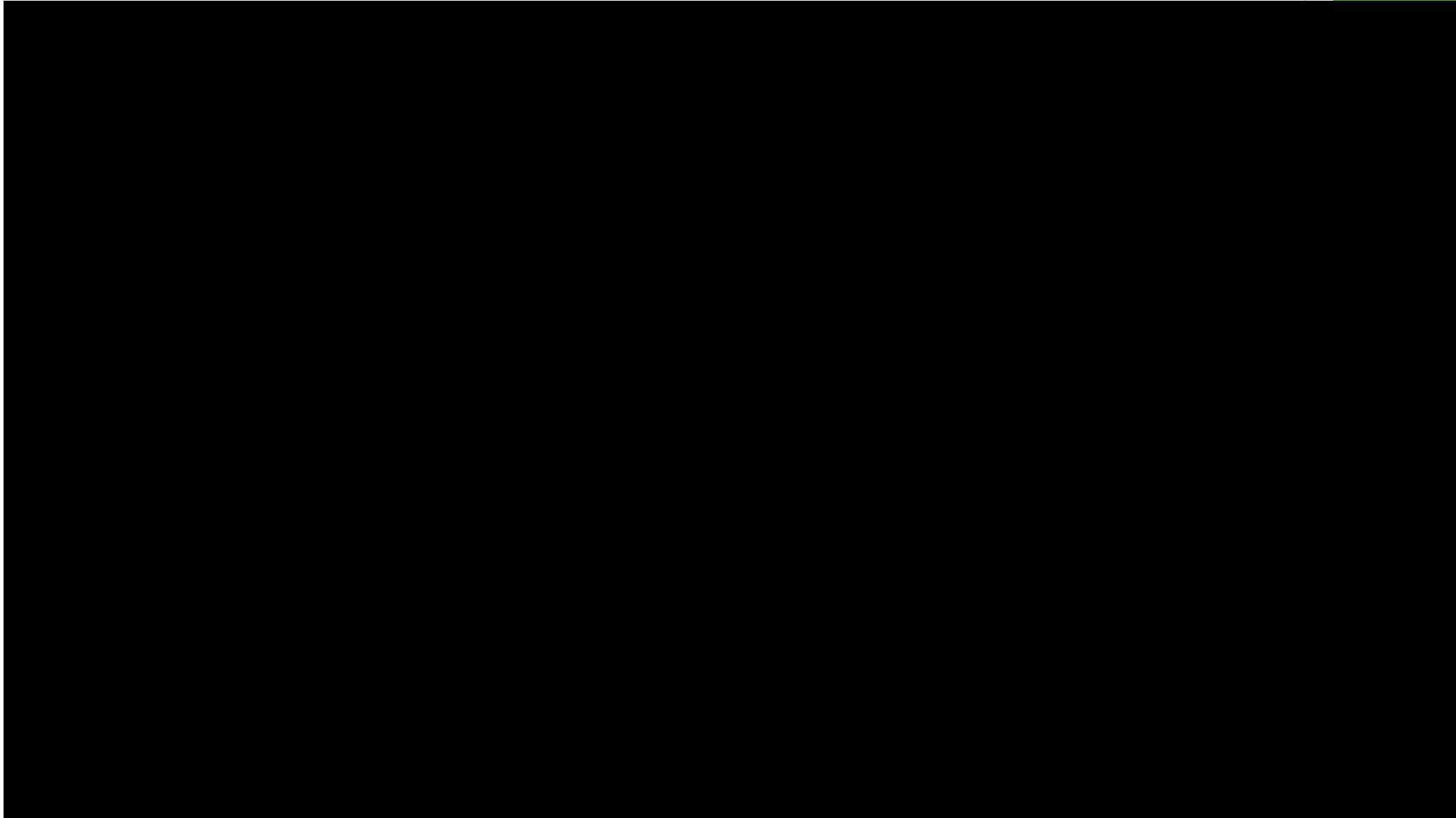
- State Proposals 22-1, 22-2, 22-3
- Kalamazoo County Proposal to Offset Millage Rollback of County Operating Tax Level
- Lawton Community Schools Operating Millage Proposal
- Plainwell Community Schools Operating Millage Proposal

# Processing Voters: Check-in/Processing

- ▶ Welcome all voters
- ▶ All voters must complete Application to Vote
- ▶ Keep an eye for campaign gear this isn't allowed in the precincts
- ▶ Direct voters to Station 2, e-Pollbook and ballots



# Processing Voters Video



# Step 1: Identify Voter

- ▶ Voters can satisfy the ID requirement with the following forms of identification:
  - ▶ • Michigan driver's license or personal ID card (may be expired)
  - ▶ • Other state's driver's license or personal ID card
  - ▶ • Federal or state government issued ID -including US passport and military ID
  - ▶ • Student ID from a high school or accredited institution of higher education
  - ▶ • Tribal ID
- ▶ Voters unable to show acceptable picture ID may vote a regular ballot by signing affidavit





## Processing Voters: e-Pollbook and Ballots

- ▶ Step 2: Record the Voter in the ePollbook
- ▶ Step 3: Offer Instruction
- ▶ Step 4: Issue Ballot
  - ▶ Confirm voter number, ballot style and ballot number *before* issuing ballot
- ▶ **Direct voters to Voting Booth then Tabulator**



# Election Day Participants

## Poll watchers

- Any person interested in observing voting process
- Restricted to Public Area
- May not approach voters
- May not be a candidate
- May look at the pollbook at the Chairperson's discretion
- Not required to be a registered voter

## Challengers

- Appointed by political parties; must carry credentials
- Two allowed per party, only one challenger per party has authority to challenge - must declare an authority change
- May challenge a voter's qualifications to vote
- May challenge election procedures
- May be expelled for being disorderly
- May be behind the voter processing tables
- Must be registered to vote in Michigan
- May view pollbook and election equipment

## Campaigners

- Prohibited within 100 ft. of any polling place entrance on Election Day
- Encouraging voters to vote for or against a candidate or issue
- Distributing campaign materials
- Soliciting petition signatures
- Requesting donations, selling tickets, etc.
- Wearing of campaign materials by voters

# Processing Voters - Voters Who Have Moved

## Move within Jurisdiction

- May vote in last registered precinct or register at the Clerk's office in new precinct
- Must complete Election Day Change of Address/Authorization to Transfer form
- Process as usual

### Special Points of Interest:

- Don't offer eligibility information, make the voter provide accurate information
- Be ready with voter's information when calling Clerk

## Move outside Jurisdiction

- Eligible to vote in last registered precinct if move was within 60 days of the election
- Must complete an Election Day Change of Address/Authorization to Transfer form
- Process as usual
- If moved more than 60 days prior, voter is ineligible to vote at old jurisdiction but can register on Election Day in their new jurisdiction

# Processing Voters - Provisional Ballots, Same-day Registrants, Challenged Ballots

- ▶ **A Provisional Ballot** is an option if the voter's name is not listed in the ePollbook and the voter claims to have previously registered to vote before the 15<sup>th</sup> day and is unable to go to the clerk's office to register to vote on Election Day. There are two types of Provisional Ballots- Affidavit (tabulated) and Envelope.
  - ▶ *Only issue a provisional ballot with Clerk's authorization or if the voter claims to have previously registered to vote and refuses or is unable to go to the Clerk's office with residency verification*
- ▶ **Same-Day Registration** Same-day registration is available to all eligible voters
  - ▶ Voter must register at Clerk's office with residency Election Day

If a voter appears with a Clerk's Office Voter Registration Receipt, follow the instructions provided on the receipt to enter the voter in to the ePollbook and issue a ballot
- ▶ **A challenged ballot** may be the result of a formal challenge, a flag for that voter in the EPB, or a receipt from the clerk's office indicating a challenged ballot must be issued
  - ▶ Challenged ballots are still tabulated

# Processing Voters - AV Voters on Election Day

## Brought AV Ballot to Precinct

- Voter surrenders AV ballot to precinct inspector
- Issue the voter a precinct ballot
- Put the blank AV ballot in the “Spoiled or Defective Ballot envelope
- AV Voter shows up with ballot completed have them take it to the local clerk.

## Lost, Destroyed, or Never Received AV Ballot

- Call Clerk or check pile to verify not returned
- Clerk Rejects AV in QVF as not to accept later in the day
- Complete Lost or Destroyed AV Affidavit
- Issue the voter a precinct ballot
- Put the Affidavit in the local clerk envelope

## AV Ballot Received and Voter Changed Their Mind

- Not an option on Election Day
- Returned AV ballot is processed
- Voter may not be issued in-precinct ballot

# Processing Voters - Assisting Voters

## Express Vote:

- Allows ballot secrecy and independent assistance in marking ballot
- Guide voter to the Express Vote or Voter Assist Terminal (VAT)
- Explain Express Vote is a ballot marker, not a tabulator
- When finished marking ballot, the voter takes printed ballot to tabulator for tabulation

## Curbside:

- Curbside voting should be made available to voters unable to enter the polling location
- Utilize two inspectors who express a preference for different political parties
- The inspectors must take the ballot and secrecy sleeve to the voter and return to the polling place to cast the voter's ballot on their behalf.
- The voter must comply with all regular processing procedures

## Precinct Worker Assistance:

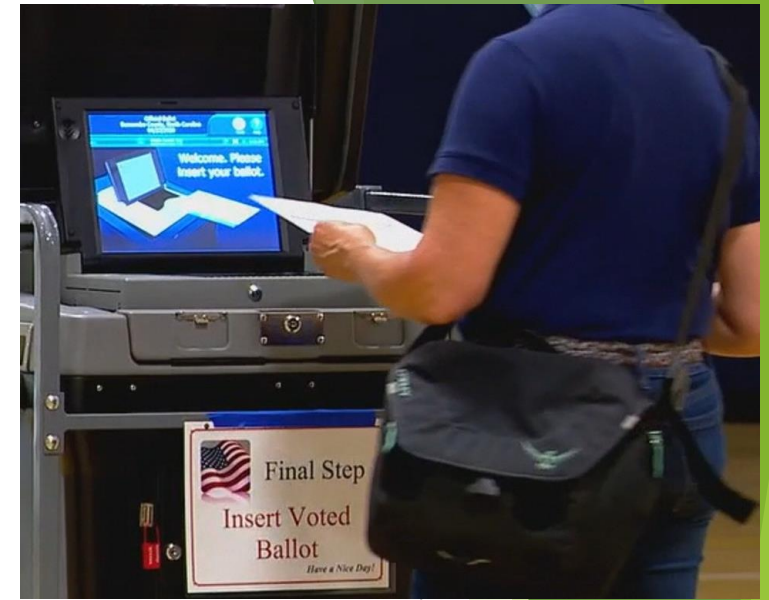
- If voter prefers personal assistance, two inspectors with different political affiliation shall assist.
  - Record assistance in the remarks section in the e-pollbook. Please write in what election workers assisted the voter, or if any individual brought by voter to assist them.

Assisting Senior Citizens & Voters with Disabilities	
 <b>Physical Disabilities</b> <ol style="list-style-type: none"><li>1. Do not push a person's wheelchair, or grab the arm of someone walking with difficulty, without asking if you can be of assistance.</li><li>2. Personal space includes a person's wheelchair, crutches, or other mobility aid. Never move someone's crutches, walker, cane, or other mobility aid without permission.</li><li>3. When speaking with someone using a wheelchair for more than a few minutes, try to find a seat for yourself</li></ol>	 <b>Cognitive Disabilities</b> <ol style="list-style-type: none"><li>1. Listen and pay attention to a person who has difficulty speaking.</li><li>2. Speak calmly, slowly, and directly to a person who may need you to repeat instructions due to short-term memory deficits. Try using different wording and allow time to be understood.</li><li>3. Provide information gradually. Some people may experience "sensory overload" and become disorientated or confused if there is too much to absorb at once.</li></ol>
 <b>Hearing Disabilities</b> <ol style="list-style-type: none"><li>1. Listen and pay attention to a person who has difficulty speaking.</li><li>2. Speak calmly, slowly, and directly to a person who is hard of hearing. Your facial expressions, gestures, and body movements will help in understanding. Don't shout or speak in the person's ear. Someone who needs you to speak louder, will ask. If full understanding is doubtful, try writing a note.</li><li>3. Pre-printed signs or a notepad should be available to assist communication with deaf or hard-of-hearing voters.</li></ol>	 <b>Visual Disabilities</b> <ol style="list-style-type: none"><li>1. Greet a person who is visually impaired by letting the person know who and where you are. If a new person approaches, introduce him or her.</li><li>2. When offering walking assistance, allow the person to take your arm and tell him or her if you are approaching steps or inclines or are turning right or left. Use clock cues ("the door is at two o'clock.")</li><li>3. Alert people who are blind or visually impaired to posted information.</li></ol>



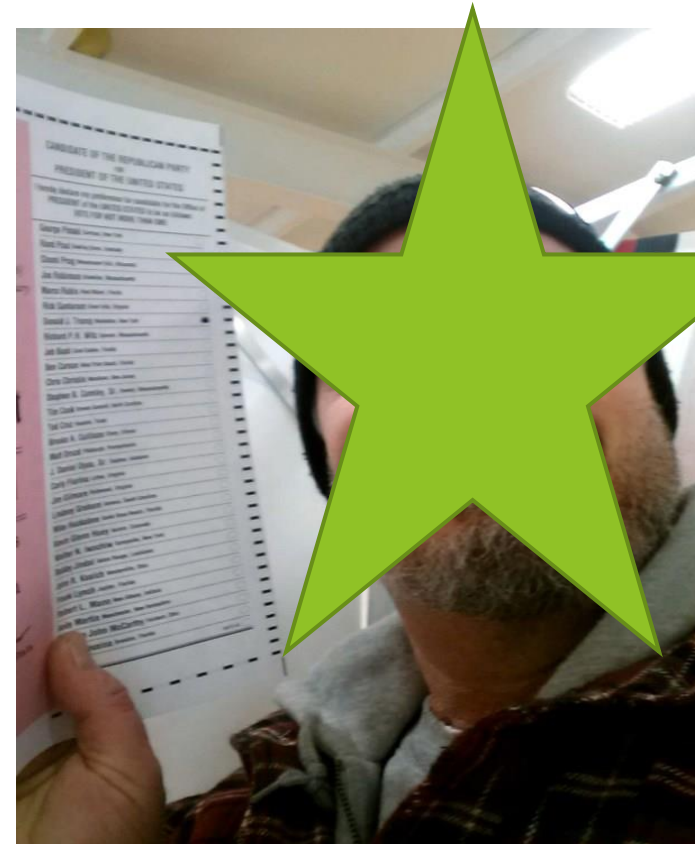
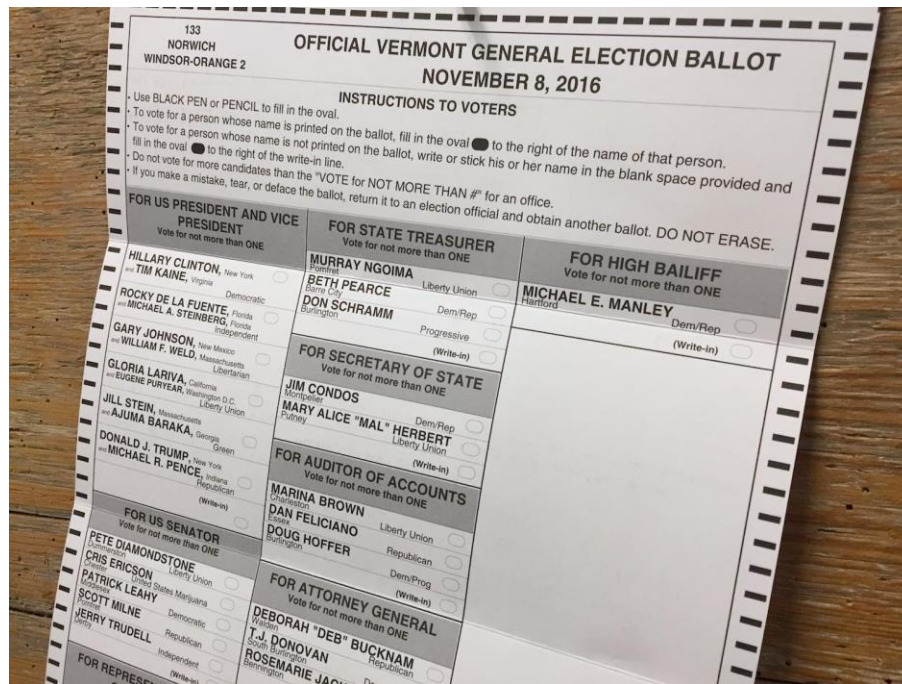
# Processing Voters: Tabulator Station

- ▶ Keep finished voters in line and 10 feet from tabulator
- ▶ Verify ballot number on Application to Vote with ballot
- ▶ Remove the ballot stubs, place them into a ballot stub container keep them in order, and instruct voter to insert ballot into the tabulator
- ▶ Collect the Application to Vote from voter, place in order of voter number on spindle
- ▶ Collect secrecy sleeves and give “I Voted” sticker
- ▶ Instruct the voter to wait at tabulator until a successful tabulation message displays. If a tabulator rejects a ballot; use provided scripts to explain why ballot was returned and their option for a new ballot. Direct voter to Station 2 if they require a new ballot
- ▶ Do not allow voter to leave with their ballot or ballot stub
- ▶ Two inspectors of different party affiliation, may open tabulator occasionally to make sure ballots aren’t backing up



# Use of Cameras, Mobile Devices, Television and Recording Equipment in the Polls

- You can take a picture of the ballot
- Selfies with ballots not allowed



# Questions on Election Day Procedures?

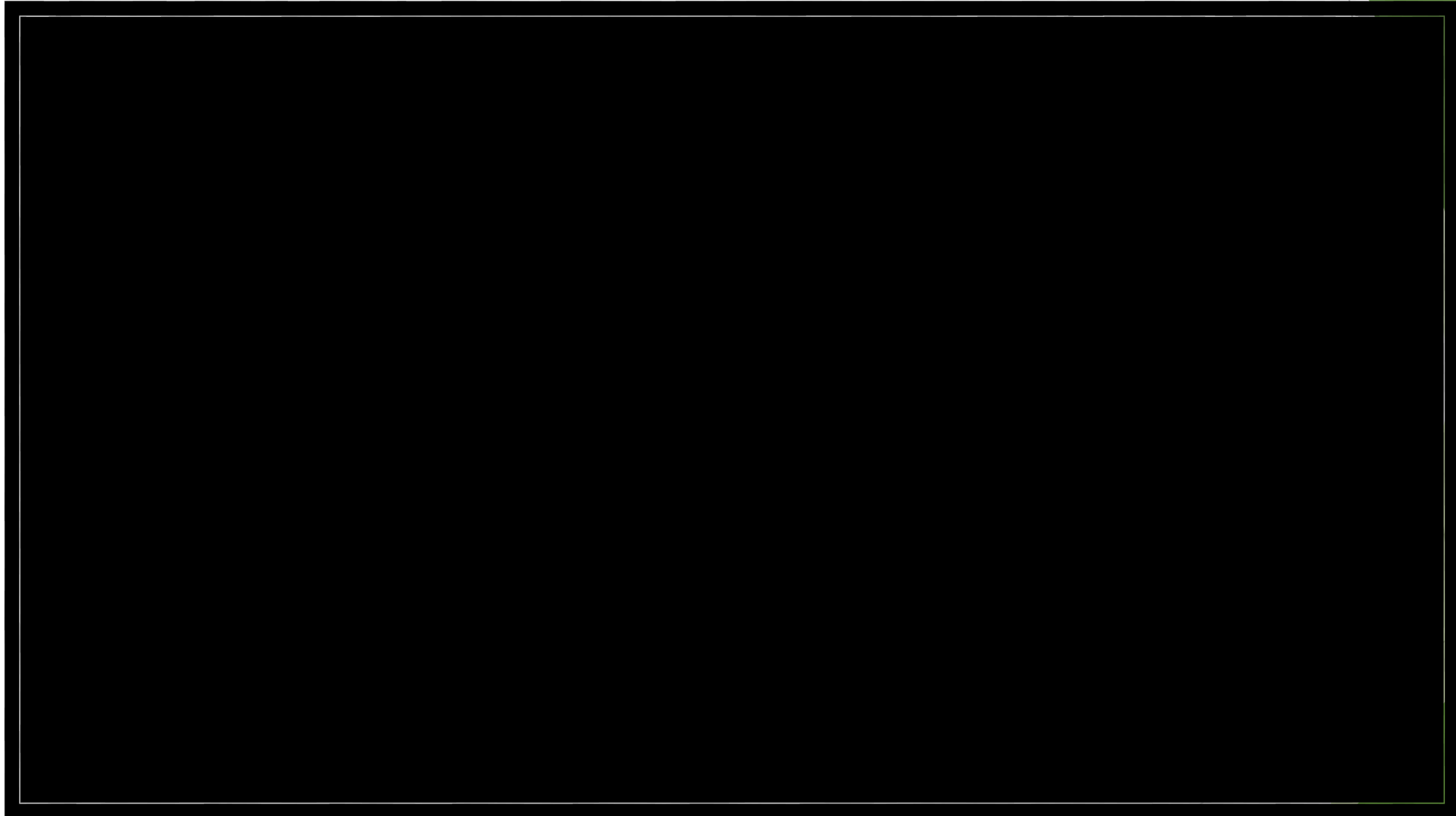




# ► Closing The Polls

8:00pm: Election Night

# Closing the Polls Video



# Steps for Closing

Announce close of polls at 8:00 pm

If you have voters in the precinct by 8pm they can still vote

Chair/ Vice Chair assign closing task

Wait for last voters to tabulate ballots still outstanding; Close the Polls on the tabulator to print totals tapes

Complete e-pollbook ballot summary

Complete Election Inspection Completion Certificate with all election inspector signatures

Record ballot bag and black pouch seal numbers in pollbook

Seal approve ballot bags and transfer containers to be taken to the local clerk

# Closing the Polls - Envelopes

## “TO COUNTY CLERK”:

- Pollbook with statement of votes and totals tape

## “TO COUNTY BOARD OF CANVASSERS”:

- Statement of Votes (copy) with totals tape attached

## “TO LOCAL CLERK”:

- Statement of Votes (copy) with zero tape and totals tape attached
- Applications to Vote
- Blank test VAT ballot
- Any surrendered absentee ballots

NOTE TO INSPECTORS: This Envelope should be securely sealed with a flat (diamond) Seal which has been properly completed and initialed by two inspectors.

**PLACE IN THIS ENVELOPE 1**

✓ **ONE (1) POLL BOOK**  
(With "Secret" Tapes and Personal Logbooks (if any) or State Copy of Statement of Votes (Sections 1 & 2) on Back of Poll Book.)

✓ **ADDENDUM POLL BOOK(S) (if Any)**

\_\_\_\_\_  
(Date of Election)

\_\_\_\_\_  
(Name of Jurisdiction)      (Handwritten)

COUNTY OF \_\_\_\_\_ INDIAN

**CLERK'S RECORD ONLY DESTROY AFTER**

\_\_\_\_\_  
(Date)

**TO: COUNTY CLERK**

★ ★ ★ ★ ★ ★ ★ ★

Michigan Election Administration  
Form No. 100

NOTE TO INSPECTORS: This Envelope should be securely sealed with a flat (diamond) Seal which has been properly completed and initialed by two inspectors.

**PLACE IN THIS ENVELOPE 2**

✓ **ONE (1) STATEMENT OF VOTES**  
(With Statement of Votes and Personal Logbook (if any) attached)

\_\_\_\_\_  
(Date of Election)

\_\_\_\_\_  
(Name of Jurisdiction)      (Handwritten)

COUNTY OF \_\_\_\_\_ INDIAN

**CLERK'S RECORD ONLY DESTROY AFTER**

\_\_\_\_\_  
(Date)

**TO: \_\_\_\_\_ BOARD OF CANVASSERS**  
(County or Local)

★ ★ ★ ★ ★ ★ ★ ★

Michigan Election Administration  
Form No. 100

NOTE TO INSPECTORS: This Envelope should be securely sealed with a flat (diamond) Seal which has been properly completed and initialed by two inspectors.

**PLACE IN THIS ENVELOPE 3**

✓ **ONE (1) STATEMENT OF VOTES**  
(With Statement of Votes and Personal Logbook (if any) attached)

✓ **APPLICATIONS TO VOTE**

✓ **AUTOMARK TEST BALLOTS**

✓ **DESIGNATED ELECTION DAY FORMS & NOTES**  
(Required On Change of Address Forms, Confirmation to Cancel Registration Forms, and Absentee Request to Qualify for Absentee)

\_\_\_\_\_  
(Date of Election)

\_\_\_\_\_  
(Name of Jurisdiction)      (Handwritten)

COUNTY OF \_\_\_\_\_ INDIAN

**CLERK'S RECORD ONLY DESTROY AFTER**

\_\_\_\_\_  
(Date)

**TO: LOCAL CLERK**

★ ★ ★ ★ ★ ★ ★ ★

Michigan Election Administration  
Form No. 100

# Organizing Envelopes Video



The background of the slide is a solid lime green. On the right side, there are several overlapping, semi-transparent geometric shapes in various shades of green, including dark green, medium green, and light green. These shapes are primarily triangles and quadrilaterals, creating a modern, abstract design. A thin, dark green line also runs diagonally across the right side of the slide.

# Questions on

- ▶ Closing the Polls?

# Contact Information:

## **Meredith Place**

Kalamazoo County Clerk | Register of Deeds

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Kalamazoo County Government

201 W. Kalamazoo Avenue | Kalamazoo, MI 49007

P: (269) 384-8141 | E: [mxplac@kalcounty.com](mailto:mxplac@kalcounty.com) | [www.kalcounty.com/clerk](http://www.kalcounty.com/clerk)

## **Shardae Chambers**

Elections Coordinator

Kalamazoo County Clerk | Register of Deeds

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**KALAMAZOO COUNTY GOVERNMENT**

*In the Pursuit of Extraordinary Governance...*

# More resources

- For voter registration, ballots, local clerk hours [www.mi.gov/vote](http://www.mi.gov/vote)
- for instructional videos [www.youtube.com/migovboe](http://www.youtube.com/migovboe)
- Procedural questions: [elections@michigan.gov](mailto:elections@michigan.gov)
- EPB Questions: [qvfhelpdesk@michigan.gov](mailto:qvfhelpdesk@michigan.gov)
- Training and eLearning Questions: [electionselearning@michigan.gov](mailto:electionselearning@michigan.gov)



# Absentee Counting Board

## Absent Voter Counting Boards:

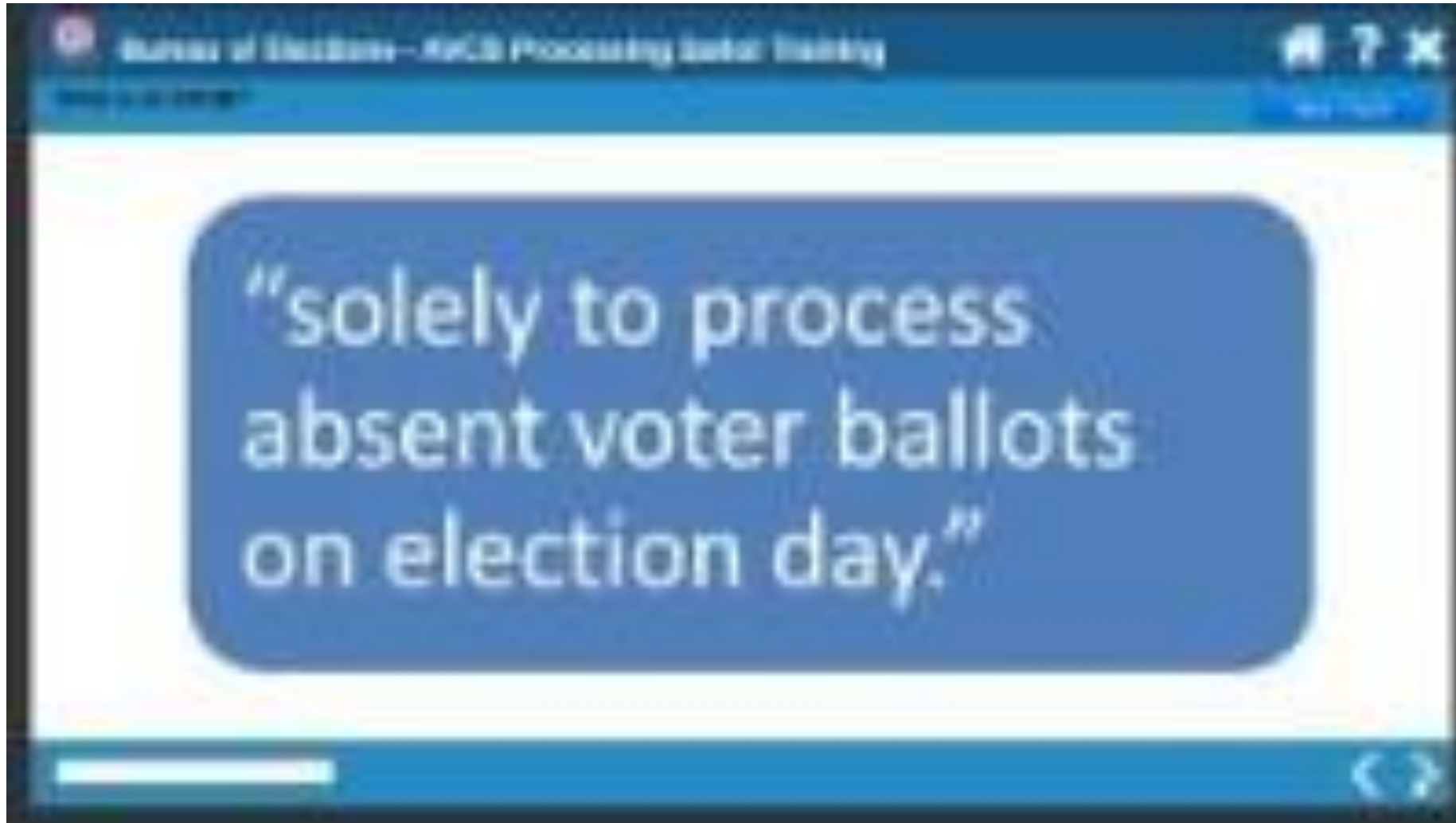
- AV Counting Board specific Pollbook required with oaths, ballot summary, remarks, etc.
- All sequestered until 8 p.m. (including poll watchers and challengers)
- One challenger per political party may be present per precinct and must take separate oath
- Specialized teams/training:
  - Duplication
  - Adjudication
  - Help Desk/Troubleshooting
- Reserve some ballots to process after 8 p.m.
- Important remarks while processing:
  - Wrong election ballot
  - Two ballots in one envelope
  - Empty envelope/missing ballot

### *Don't forget:*

Applications to vote review and signature check are not required in the AVCB

Ballots should be bundled by precinct within the container. Document what precincts are in each container using the container certificate.

# Absentee Counting Board





## Tabulator Rejected Ballots

- Ballot returned by the tabulator - refer to screen for return reason
- Maintain ballot secrecy
- Read appropriate script to the voter
- Allow voter to correct or accept their error



## Spoiled Ballots


- Ballots marked in error
- Procedure:
  1. Write SPOILED on ballot and remove stub
  2. Place ballot in spoiled envelope
  3. Spoil old ballot in ePollbook
  4. Issue new ballot in ePollbook
  5. Draw line through old ballot number on Application to Vote and write new number above
  6. Process as usual



## Abandoned/Exposed Ballots

- Ballot abandoned by voter or deliberately shown to another person (exception for minor children)
- Must not be tabulated
- Write REJECTED FOR EXPOSURE on ballot
- Reject ballot in ePollbook and provide clear remark on Remarks Page
- Place ballot in a rejected ballot envelope (create as necessary)
- A new ballot **cannot** be issued

## Status Flags

- A red question mark  by voter's name in ePollbook
- Follow up as needed with the voter
- Obtain necessary information from the voter before issuing a

Absentee Ballot [00000025] sent by clerk--Voter must surrender ballot or submit affidavit.  
VOTING STATUS: Did not vote in precinct.

AV Sent

Absentee Ballot [00000028] sent/received by clerk--Do not issue ballot.  
VOTING STATUS: Did not vote in precinct.

AV Sent/Received

Voter's Status is V: SURRENDERED LICENSE  
VOTING STATUS: Did not vote in precinct.

Verify Address

Must show ID before voting (Federal Requirement).  
VOTING STATUS: Did not vote in precinct.

Must show ID

Marked ID

Photo ID

Process as usual

Acceptable document with name and address

Sign Affidavit

Neither Photo ID or document

"Envelope" Ballot

# Appendix 4 - Regular Ballot Receipt

<b>Clerk's Office Voter Registration Receipt</b>																
<b>CHRIS SWOPE - LANSING CITY CLERK</b> LANSING CITY CITY CLERK'S OFFICE 124 W. MICHIGAN AVE., 9TH FLOOR LANSING MI 48903	Registration approved by: _____															
ELECTION: 4/22/2022																
<p>The following voter was registered to vote on 6/12/2006 and should be issued a <b>REGULAR</b> ballot:</p> <table border="0" style="width: 100%;"><tr><td style="width: 50%; vertical-align: top;"><b>MARSHA STACHWICK MACHOLZ</b> 2028 WEBSTER ST LANSING MI 48911</td><td style="width: 50%; vertical-align: top;"><b>PRECINCT 03026</b> ALFREDA SCHMIDT SOUTHSIDE COMM CTR 5825 WISE ROAD LANSING</td></tr></table>		<b>MARSHA STACHWICK MACHOLZ</b> 2028 WEBSTER ST LANSING MI 48911	<b>PRECINCT 03026</b> ALFREDA SCHMIDT SOUTHSIDE COMM CTR 5825 WISE ROAD LANSING													
<b>MARSHA STACHWICK MACHOLZ</b> 2028 WEBSTER ST LANSING MI 48911	<b>PRECINCT 03026</b> ALFREDA SCHMIDT SOUTHSIDE COMM CTR 5825 WISE ROAD LANSING															
<p><b>Note to election inspector:</b></p> <p>The voter listed on this receipt registered to vote with the local clerk today or within the last 14 days</p> <ul style="list-style-type: none"><li>• Have the voter sign and detach the Application to Vote below.</li><li>• If the voter is not found in the ePollbook, you must add them to the Unlisted Tab.</li><li>• Be sure to enter the voter's information, check the "voter receipt" box, and swipe the driver's license, if provided.</li></ul> <p>Issuing the voter a Regular ballot with the ballot style noted below.</p>																
<p style="text-align: center;"><b>Retain this receipt in the local clerk envelope.</b></p> <div style="border: 1px dashed black; padding: 10px;"><p style="text-align: center;"><b>Application to Vote</b></p><table border="0" style="width: 100%;"><tr><td style="width: 30%; vertical-align: top;">03026</td><td style="width: 30%; vertical-align: top;">4/22/2022</td><td style="width: 40%;"></td></tr><tr><td></td><td style="vertical-align: top;">Ballot Style: 1828</td><td></td></tr><tr><td></td><td style="vertical-align: top;">Ballot No: _____</td><td></td></tr><tr><td></td><td style="vertical-align: top;">Voter No: _____</td><td></td></tr><tr><td></td><td style="vertical-align: top;">Inspector Initials: _____</td><td></td></tr></table><div style="text-align: center; margin-top: 10px;"><p>I certify that I am a United States citizen and a registered and qualified elector in this precinct and hereby make application to vote at this election</p><div style="display: flex; align-items: center; justify-content: center;"><div style="text-align: right; margin-right: 10px;"></div><div style="border-bottom: 1px solid black; width: 150px;"></div></div></div><div style="text-align: center; margin-top: 10px;"><p><b>MARSHA STACHWICK MACHOLZ, 2028 WEBSTER ST LANSING MI 48911, 9/6/1948</b></p></div></div> <p style="font-size: small; margin-top: 10px;">Election Inspector: Have voter sign and place with other Applications to Vote.</p>		03026	4/22/2022			Ballot Style: 1828			Ballot No: _____			Voter No: _____			Inspector Initials: _____	
03026	4/22/2022															
	Ballot Style: 1828															
	Ballot No: _____															
	Voter No: _____															
	Inspector Initials: _____															

# Appendix 5 - Challenged Ballot Receipt

**Clerk's Office Voter Registration Receipt**

CHRIS SWOPE - LANSING CITY CLERK  
LANSING CITY  
CITY CLERK'S OFFICE  
124 W. MICHIGAN AVE., 9TH FLOOR  
LANSING MI 48233

Registration approved by: \_\_\_\_\_

ELECTION: 4/23/2022

The following voter was registered to vote on 10/20/2021 and should be issued a **CHALLENGED** ballot:


MIKE MACHI 1826 SUNNYSIDE AVE LANSING MI 48910	PRECINCT 02015 MT HOPE SCHOOL 1215 E MT HOPE AVENUE LANSING
--	--

**Note to election inspectors:**

The voter listed on this receipt registered to vote with the local clerk today or within the last 14 days

- Have the voter sign and detach the Application to Vote below.
- If the voter is not found in the ePollbook, you must add them to the Unlisted Tab.
- Be sure to enter the voter's information, check the "voter receipt" box, and swipe the driver's license, if provided.

Prepare the ballot as **Challenged**.

 1. Write the ballot number in pencil on the upper left-hand corner of the ballot, being sure to avoid any barcodes or timing marks (not on the ballot stub).

2. Conceal this number with a small piece of white paper taped over the number.

3. Use the **Challenged** ballot button to enter the voter's ballot number into the ePollbook. If your precinct has more than one ballot style, issue the ballot style noted below.

4. The voter will then vote the ballot and place the ballot in the tabulator as usual.

Retain this receipt in the local clerk envelope.

**Application to Vote**

02015                      4/21/2022


Ballot Style : 1900 \_\_\_\_\_

Ballot No : \_\_\_\_\_

Voter No : \_\_\_\_\_

Inspector Initials: \_\_\_\_\_

I certify that I am a United States citizen and a registered and qualified elector in this precinct and hereby make application to vote at this election

 \_\_\_\_\_

MIKE MACHI, 1826 SUNNYSIDE AVE LANSING MI 48910, 1/1/1960

Election Inspector: Have voter sign and place with other Applications to Vote.

# Appendix 6 - Missing Voter Flowchart

