

ELECTION INSPECTOR CERTIFICATION 2020



City of Battle Creek Clerk's Office

WELCOME!

Thank you for attending the 2020 Election Inspector
Certification Training

2020 has been a very busy Election Year

March 10, 2020 – Presidential Primary Election

May 5, 2020 – Special Election – State/Local/School proposals

August 4, 2020 – State Primary Election

November 3, 2020 – General Election

Housekeeping

- Training will be about 2 – 2.5 hours
- Remember to Sign In and to Sign Out – payroll \$\$
- Absentee Ballots – Make Sure You Vote!
- Learning Environment – Please ask Questions ???
- Restrooms
- Cell Phone Use on Election Day
- Dual Polling – Work together

Definitions: ICP = Tabulator, ICC = AV Counting Board equipment, ICX = ADA Voter Assist Terminal (VAT)

Presentation Overview



Today's training will include:

■ Presentation

- 2020 Elections
- Proposal 18-3 Changes
- Election Day Procedures & Challenges

■ Equipment Demonstration

So Much to Learn!

We cannot cover everything in one training session! Resources will be provided to you for reference on Election Day.

1. Checklist of Operations
2. Training Power Point Presentation
3. Flow Chart
4. Informational Resources - handouts

Additional Resources are available on the Bureau of Election website:

https://www.michigan.gov/sos/0,4670,7-127-1633_11976---,00.html

And Election Day videos: https://www.michigan.gov/sos/0,4670,7-127-1633_11976-287561--,00.html

2020 ELECTIONS

AUGUST 4, 2020: PRIMARY ELECTION

- To determine candidates to appear on November 3, 2020 General Election
- Voter must vote in only ONE Party Section: Republican or Democratic – **Voter is not allowed to cross-over parties – Advise voters to stay in one column!**
- Candidates include
 - US Senator
 - 3rd District Representative to Congress
 - 62nd District State Representative
 - **Calhoun County Candidates:** County Prosecutor, Clerk/Register of Deeds, Treasurer, Water Resource Commissioner, County Commissioner and Delegate to County Convention
 - **Township Candidates:** Supervisor, Clerk, Treasurer, Trustee
 - Proposals – Senior Millage Renewal & Parks Millage

2020 ELECTIONS

■ NOVEMBER 3, 2020: GENERAL ELECTION

- Straight Party Voting reinstated on General Election ballots
- Candidates include:
 - **President/Vice President of the US**
 - **3rd District Representative to Congress**
 - **62nd District State Representative**
 - **Calhoun County Candidates:** County Prosecutor, Sheriff, Clerk/Register of Deeds, Treasurer, Water Resource Commissioner, County Commissioner and Delegate to County Convention
 - **Township Candidates:** Supervisor, Clerk, Treasurer, Trustee
 - **State Boards:** State Board of Education, Regent of the University of Michigan, Trustee of Michigan State University, Governor of Wayne State University
 - **Non-Partisan Section/Judicial:** Supreme Court Justice, 3rd District Court of Appeals, 37th District Circuit Court Judge, Probate Court Judge, 10th District Court Judge
 - **City Council/Commission:** Albion, Battle Creek, Marshall and Springfield
 - **Community College Board of Trustees:** Kellogg Community College and Kalamazoo Valley Community College
 - **Local School District Board Members:** Lakeview, Battle Creek, Harper Creek, Pennfield and Climax-Scotts

PROPOSAL 18-3: Promote the Vote

A Constitutional Amendment passed November 6, 2018

- NO Reason Absentee! All registered voters now have the right to vote an absentee ballot without giving a reason. The request for an absentee ballot must be in writing.
- The last day to issue an absentee ballot by mail has been changed from 2:00 pm the Saturday prior to an election, to 5:00 pm the Friday prior to the election.
- Voters may request and vote an absentee ballot at the Clerk's office until 4:00 pm the Monday prior to an election.
- AV Emergency Voting is now allowed from 5:00 pm the Friday prior to Election day until 4:00 pm on Election day.

PROPOSAL 18-3 (continued)

- Straight Party Voting – back on the ballot for General Elections!
- Precinct Delegates – Canvass and Certification done by Canvassing Board now
- Pictures in the polling place – picture of own ballot in voting booth allowed – Voter not allowed to take picture with the ballot!
- Voters who moved more than 60 days prior to Election Day may register with local clerk in new jurisdiction, with proof of residency

Election Move Deadline

Voters who **moved out** of your jurisdiction 60 days prior to the following election dates

Election Date	Type of Election	Move Deadline
March 10, 2020	Presidential Primary	January 20, 2020
May 5, 2020	Special Elections	March 6, 2020
August 4, 2020	Primary Election	June 5, 2020
November 3, 2020	General Election	September 4, 2020

- Are no longer eligible to vote in your municipality.
- They are now eligible to vote in their new jurisdiction!
- Direct them to their new local clerk's office to register so that they will be able to vote in this election.

PROPOSAL 18-3 (continued)

- Automatic Voter Registration for eligible citizens when conducting business with the SOS office for driver's licenses or state identification cards, unless the citizen declines such registration.
- Eliminates 30 day voter registration deadline – now 15 days and 0-14 days
- Citizens may now register to vote and be eligible to vote if registration takes place in person, by mail or online, up to 15 days prior to an election.
- Citizens may also register to vote and be eligible to vote if registration takes place in person **at a local clerk's office** after the 15 day deadline, including on Election day, with proof of residency. **Not at the precinct!**
- Voters registered after the 15 day deadline and on Election day without proof of residency will be issued a challenged ballot.

Voter Registration Changes

■ Up through 15th day prior to Election Day

Voter may register in person at an SOS branch office, local clerk's office or designated state agency or by mail

Starting 14th day prior to an election

- Voter must register **in person** with local clerk with residency verification in order to vote in the next election
- Mail-in registrants must be notified to apply in person

Election Day

- Voter **MUST** register in person with the local clerk with residency verification in order to obtain a ballot for this election – If they come to the precinct – send them to the local clerk's office
- Can register and obtain a ballot until 8:00 pm with local clerk – will be offered Absentee Ballot
- Proof of Residency can include State of Michigan ID or DL, utility bill, pay stub, bank statement or government document – Can be Electronic.

Voter Registration Changes

If a newly registered voter chooses to vote in the precinct, they will be provided a Voter Registration Receipt that will indicate if the voter should be issued a regular ballot or a challenged ballot. Receipt will include Application to Vote with instructions for Precinct Inspectors

Regular Ballot: may be issued through the regular process, but their name must be added to the “Unlisted” tab in the E Poll Book

Challenged Ballot: first add the voter to the “Unlisted” tab as above, then prepare the physical ballot as challenged by writing the stub number on the ballot, covering the ballot # with a piece of paper and tape

Note the Challenged Ballot in E Poll Book – Allow voter to place ballot in Tabulator

*Refer to Flow Chart for Voter not listed in the E Poll Book

Voter Registration Changes

Voter Registration Receipt – Regular Ballot to be issued

Clerk's Office Voter Registration Receipt

TERESA ROYAL - CITY CLERK
SALINE CITY
100 N. HARRIS STREET
SALINE MI 48176

Registration approved by: _____

ELECTION: 5/7/2019

The following voter was registered to vote on 4/30/2019 and should be issued a regular ballot:

JAMIE ANN KATANSKI
705 N HARRIS ST
SALINE MI 48176

Note to election inspector:

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.

Issuing the voter a Regular ballot with the ballot style noted below.

Retain this receipt in the local clerk envelope

Application to Vote

00002

5/7/2019

Ballot Style: 58

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

JAMIE ANN KATANSKI , 705 N HARRIS ST SALINE MI 48176, 9/17/1987

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

Voter Registration Changes

Voter Registration Receipt – Challenged Ballot to be issued

Clerk's Office Voter Registration Receipt

TERESA ROYAL - CITY CLERK
SALINE CITY
100 N. HARRIS STREET
SALINE MI 48176

Registration approved by: _____

ELECTION: 5/7/2019

The following voter was registered to vote on 4/30/2019 and should be issued a challenged ballot:

JAMIE ANN KATANSKI
705 N HARRIS ST
SALINE MI 48176

Note to election inspector:

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.

CH

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

00002

5/7/2019

Ballot Style : 58 _____

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

Sign

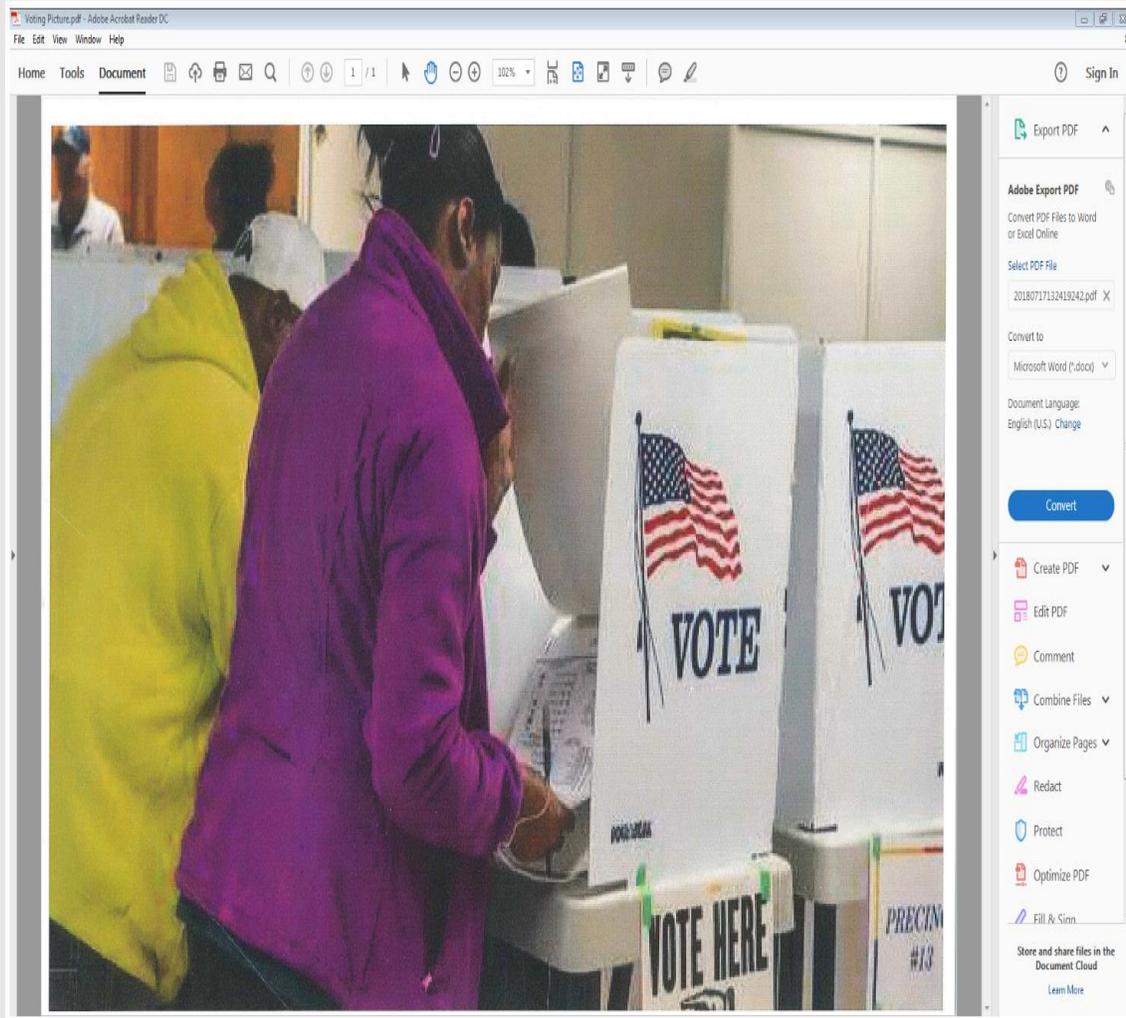
JAMIE ANN KATANSKI , 705 N HARRIS ST SALINE MI 48176, 9/17/1987

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

Ballot “Selfie” Law Update

- Voters are now permitted to take a photo of their voted ballot in the voting booth
- The voter cannot appear in photo along with their ballot
- The photo cannot be shared until outside the 100 ft. “No Campaigning” buffer
- Does not affect other prohibitions related to photography in a voting location
- Voters waiting in line, and challengers and poll watchers may use cell phones as long as they are not disruptive to the voting process – but not to film or take pictures!

Photographing & Video Taping



Make sure you are setting up your voting booths to prevent this type of picture being taken!

- Credentialed media may be permitted to briefly film from the **Public Area** of the polling room, or from the **Entryway** if the public area is too small to allow filming without interfering with the voting process
- NOT allowed to set up a camera in the voting area of the polling room
- Precinct Chairperson **must** supervise the filming process to ensure the secrecy of the ballot and not inconvenience the voters
- It is OK to capture a picture of a voter in the voting booth
- **However they cannot take a picture exposing the votes on the ballot!**
- Not permitted to interview voters inside the polling location
- Television viewing is prohibited in the polls

Election Day

- ✓ Arrive at Polling Location no later than 6:00 AM
- ✓ Doors to remain open/unlocked to allow interested persons to observe
- ✓ All Precinct Inspectors must take the **Oath of Office** – sworn in by Chairperson
- ✓ Determine Assignments for the Day – try to rotate to become familiar with all duties
- ✓ Complete opening tasks and set-up of Polling Location before 7:00 AM
- ✓ Sign Preparation Certificate at front of Poll Book
- ✓ Complete “Preparing and Opening Polls” checklist
- ✓ Chairperson, or designee, announce

“The polls are now open” at 7:00 AM

*MCL 168.722



Voting Equipment

Two Key Pieces of Equipment

1. Tabulator— counts the votes when the ballots are submitted
2. Voter Assist Terminal (VAT) – designed for ADA purposes, but may be used by everyone – helpful for voters who are visually impaired, physically disabled, illiterate or do not read English – includes printer, touch screen, headphones and touch pad



Preparing the Tabulator (ICP)

1. Verify Tabulator Seal Numbers with Clerk's Preparation Certificate
2. Unlock/Open ballot container – remove everything
3. Remove ballots from ballot bin and verify the ballot numbers delivered to the precinct – Lock Ballot bin once ballots are removed!
4. EPB Operator to record ballot #s and ballot styles, if any, in the ballot summary – EPB to be covered during computer operator training
5. Complete “Receipt of Election Supplies and Ballots,” place in Envelope #3
6. Open/Turn on Tabulator programming – Run ZERO report – **ALL** inspectors must sign ZERO report
7. Compare candidates and proposals on ZERO report with precinct ballot
8. Sign Clerk's Preparation Certificate in the Poll Book

*Refer to the Dominion Quick Reference Guide – Starting up the Tabulator

**CLERK'S PREPARATION CERTIFICATE
FOR
OPTICAL SCAN TABULATOR AND VOTER ASSIST TERMINAL**

Tabulator Serial # <u>13579</u>	Tabulator Seal # <u>24680/97531</u>
Terminal Serial # <u>123456</u>	Terminal Seal # <u>98765/43210</u>

I certify that the above tabulator and voter assist terminal 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 terminal and sealed with seals bearing the seal numbers recorded above.

Precinct # _____	Signature of Clerk or Authorized Assistant _____	Date _____
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ADA Voting Station - ICX

- Verify serial number with Clerk's Preparation Certificate
- Set up the ADA Voting Station on a separate table, position to ensure the secrecy of the ballot
- Provide 5 foot space for voters to navigate safely around the device
- Print a test ballot for each precinct in the polling location
- Inspect the test ballot to ensure all votes are properly printed
- Place test ballot in Envelope #3 – Local Clerk

**CLERK'S PREPARATION CERTIFICATE
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Precinct #	Signature of Clerk or Authorized Assistant	Date
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*Refer to Dominion Quick Reference Guides – Setting up the ICX

*Post Accessibly Sign

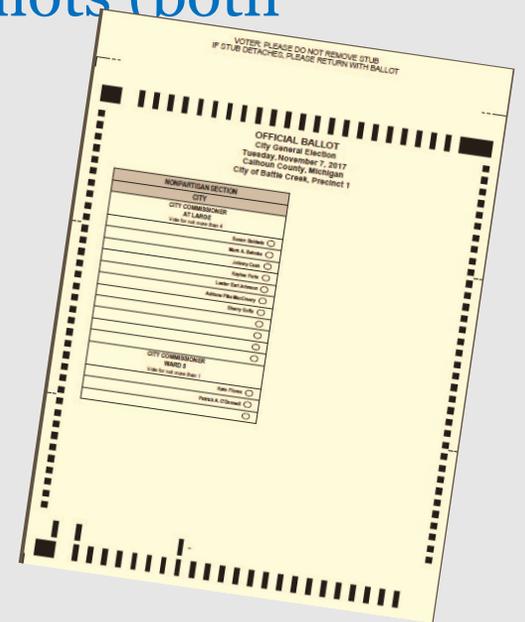
Preparing the Polling Place (outside)

- Post Precinct Identifiers, Vote Here sign/flag where clearly visible to voters from the road
- Doors to Polling location open/unlocked at 6:00 am – interested parties are allowed to observe set up
- Measure and Post the 100 foot mark, No Campaigning Beyond this Point
- Be certain the inside and outside area is clear for disabled voters
- Display the Flag – if not already outside, place small flag on processing tables



Preparing the Polling Place (inside)

- Establish a proper barrier to separate the voting area from the rest of the room
- Prepare voting stations including one for voters who are disabled
- Verify contents of Precinct Kit and check supplies - *Only call the Clerk's Office for items that are needed immediately*
- Post Instruction Ballot Notices, Disability Signs, Voter ID requirements, Election Inspector Certificate, Sample Ballots (both sides), etc.
- Be prepared with Audio and Braille Voter information
- Prepare a Demonstration area
- Arrange workstations to ensure orderly processing



Election Day Reminders

- Set up all voting booths provided: Minimum requirement of 1 voting booth for every 300 registered voters (this is required by MI Election Law)
- Post Ballot Marking Instructions in all booths – Verify type of election
- Check Voting Booths throughout the day to ensure ink pens are working and to remove campaign literature
- Clean up polling locations

Remember a Republican and Democratic Election Inspector are needed:

- Whenever the Tabulator is opened
- When assisting a voter with their ballot
- Removing ballots due to a machine jam/malfunction/over crowding

Roles of a Precinct Board Team

- Make sure Voter is in correct precinct/ polling location
- Direct voter to Application Inspector
- Show voters Sample Ballot

Greeter

Application

- Stamp Date & Precinct # on Applications to Vote
- Hand out Application to Vote
- Request Voter ID
- Show resources
- Reminder of 2-sided ballot

- Work with E Poll Book operator to issue ballot
- Verify Ballot # - Initial application
- Direct Voter to open booth
- Acts as Spoiled Ballot Coordinator

Ballot Issuance

E Poll Book

- Look up Voters
- Review ID –verify DOB, address, name
- Check for Status Flags
- Fill in Voter # and Ballot # on application

Processing Voters

Greeter/Floater

1. Greet every voter
2. Remind Voters they will need their photo ID
 - *If voter doesn't have photo ID, offer Affidavit (green form)*
3. Complete the Line Survey every hour (if participating in survey)
4. Monitor Voting Booths
 1. New Pens??
 2. Campaign items – REMOVE!
5. Assist other areas as needed or directed by the Chairperson



Processing Voters

Station #1 – Check-In

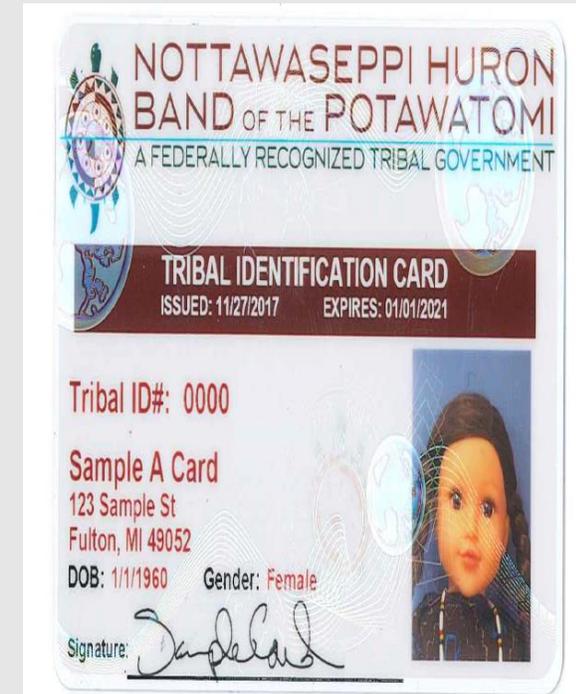
1. Stamp the date & precinct number on Applications to Vote – prepare several in advance
2. Instruct Voters to print their name, DOB and current address and then sign the application
3. Ask Voters for Photo Identification
 - *If they do not have photo ID with them, offer the **Affidavit of Voter Not in Possession of Picture Identification** form – green pad*
 - *Once the Affidavit is complete, you must complete the bottom section*
4. Instruct the Voter to give the Application to Vote and Photo ID/
Affidavit to the computer operator



Acceptable Forms of Photo ID: MI Drivers License or Personal ID card and other alternatives on next slide

*Refer to “Photo Identification at Polls” handout and “New Voter Identification Requirement” posting

Other forms of Identification: must be current, non-expired



Voters who do not have a MI Drivers License or Personal ID may show current, non-expired:
Drivers License or Personal ID from another state: US Passport: Federal or State government issued photo ID:
Military ID with photo: Student photo ID (high school or college): Tribal photo ID

Processing Voters

Station #2 – E Poll Book Operator

1. Receive Application to Vote and Photo ID/Affidavit from Voter
2. Look up Voter in E Poll Book
3. Look for Status Flags
 - *Call Local Clerk's office for assistance if needed*
4. Verify Voter's picture, DOB and address
5. Process Voter in E Poll Book – assign ballot style and number
6. Write Voter number and ballot number on Application to Vote
7. Return the Photo ID to the Voter
8. Pass Application to Vote to Station #3



Processing Voters

Station #3 – Ballot Issuance

1. Take Application to Vote from EPB operator
2. Verify Ballot Style and Number
3. Initial Application to Vote once information verified
4. Place the ballot inside the Secrecy Sleeve
5. Place completed Application to Vote in plastic sleeve on Secrecy Sleeve
6. Remind Voter if there are 2 sides to the ballot, or in a Primary Election, that they are not to “Cross-over” their votes – must stay in one column
7. Remind Voter to place ballot back into Secrecy Sleeve once voted
8. Direct Voter to available voting stations



Tabulator Inspector

1. Maintain the “10-Foot Rule” – unless assisting a voter
2. Verify ballot stub # against Application to Vote
3. If they match, remove and save the stub
4. Advise Voter to insert ballot into Tabulator once available
5. If voter is experiencing difficulty, approach the Tabulator if invited by voter – and only after they have covered the ballot!
6. If error occurs, have voter read the screen to determine the error
7. Instruct voters of their options – Spoil Ballot or Accept ballot
8. Allow Voter to press “Cast” or “Return”
9. Collect Secrecy Sleeve, placing Application to Vote on spindle
10. Hand out the “I Voted” sticker, thanking voter for coming in

*Refer to “Script for Handling Ballots Rejected in the Precinct” resource



Chairperson

On-site Supervisor

Collect ADA Voting Device “Voter Card” after the voter has printed their ballot

Ensure Precinct runs smoothly

- Assist Voters who do not appear in E Poll Book
- Assist Voters who have questions or need to spoil their ballot
- Assist with Provisional Ballots

Ensure Voters have a positive experience

Assist all precinct board staff throughout the day

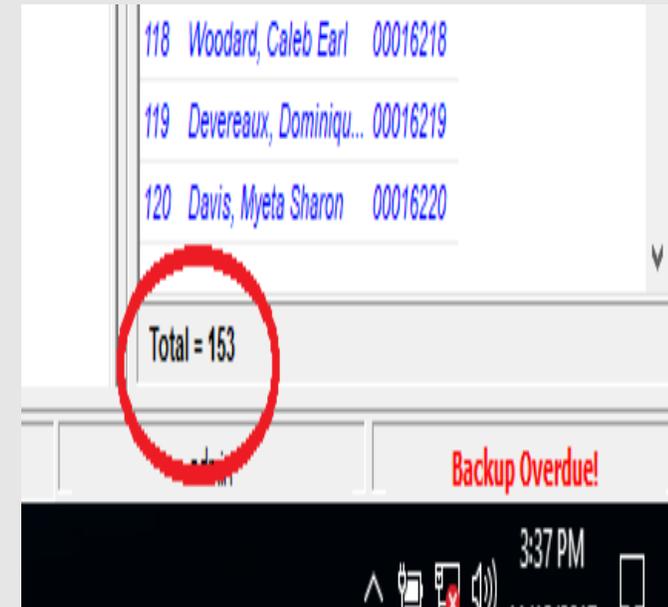
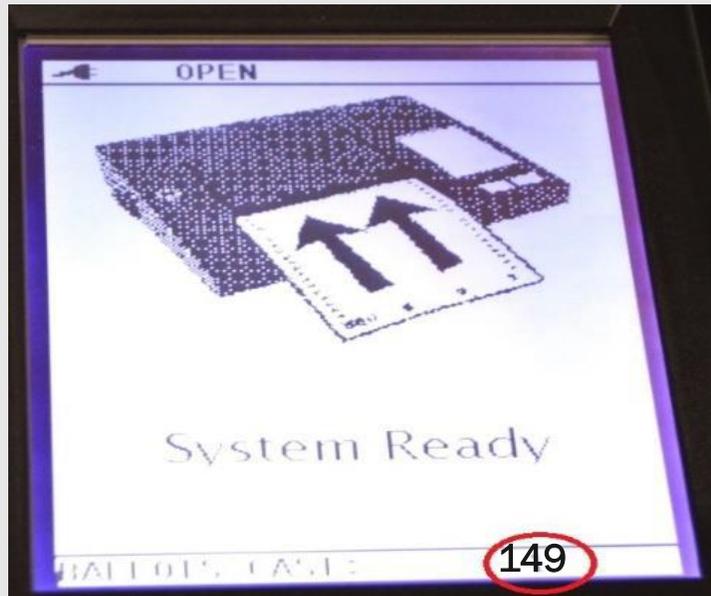
Help to solve issues

- Challengers
- Poll Watchers
- Unregistered voters

Fill in positions during staff breaks and lunches

Ballot Balance Check

Complete Tabulator Balance Check every few hours: This will allow the Precinct Board to discover imbalances as quickly as possible and work to resolve any discrepancies. Everyone can do this!



TABULATOR TOTAL



PEOPLE VOTING IN BOOTHS



E POLL BOOK TOTAL COUNT

Assisting a Voter

Voters may need assistance for the following reasons:

- How to mark a ballot – use the demonstration ballots
- Read a ballot – use the Sample ballots
- Mark a ballot – can be assisted by person of their choice or 2 precinct inspectors of different political parties
- How to put a ballot into the Tabulator – make sure the ballot is covered, ensure secrecy of the ballot!
- How to return/spoil a ballot

Remember: A complete record of the voter requesting assistance and the persons providing the assistance must be recorded in the Remarks section of the EPB.

Also the Voter Assist Terminal (VAT) is available – do not force the voter to use this – You are there to assist all voters!

Voters with Disabilities

- Treat them with the same respect you give to all Voters
- A reason for assistance **does not** need to be given
- Always offer assistance, but wait until they accept your offer of assistance
- If they need assistance, two inspectors must help – Republican/Democrat
- If the voter wants to receive assistance from someone other than an Election Inspector, they are allowed to receive assistance from:
 - A family member, friend or acquaintance
 - **NOT** an Employer/Agent of Employer or an Officer/Agent of a union to which the voter belongs
- For assistance from someone other than an Election Inspector, the following questions must be asked:
 - Ask the Voter: “Are you requesting assistance to vote by reason of blindness, disability or inability to read, write or mark the ballot?”
 - Ask the person who will assist: “Are you the voter’s employer or agent of the employer or an officer or agent of a union to which the voter belongs?” This answer must be NO for someone other than precinct staff to assist the voter.

**Refer to ADA Disability Etiquette handout*



Physical Disabilities

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.
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.
3. When speaking with someone using a wheelchair for more than a few minutes, try to find a seat for yourself



Hearing Disabilities

1. Listen and pay attention to a person who has difficulty speaking.
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.
3. Pre-printed signs or a notepad should be available to assist communication with deaf or hard-of-hearing voters.



Assisting Senior Citizens & Voters with Disabilities

1. State and federal law permits voters with disabilities to be accompanied and to receive assistance by another person in the voting booth.
2. Remember that all voters deserve courteous attention in exercising their right as citizens to vote.
3. Be considerate of the extra time it might take for a person with a disability or an elderly person to get things done.
4. Always ask if the person would like assistance, accept the idea that they may decline.
5. Speak directly to the person who has a disability rather than just to a companion who may be accompanying him or her.
6. A good habit is to act kindly and considerately towards everyone; do not make assumptions about what a person can or cannot do. You can't know someone's situation by just looking at them.
7. Provide a guiding device such as a ruler or a signature guide for signing forms.
8. Animals that assist people with disabilities must be admitted into the building. Never pet or otherwise distract a guide dog unless the owner has given permission.
9. Offer voters with canes or walkers a chair.



Cognitive Disabilities

1. Listen and pay attention to a person who has difficulty speaking.
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.
3. Provide information gradually. Some people may experience "sensory overload" and become disorientated or confused if there is too much to absorb at once.



Visual Disabilities

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.
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.")
3. Alert people who are blind or visually impaired to posted information.

Campaigning



- Must be 100 feet or more from any entrance to the building being used by voters – Post “No Campaigning” sign
- No person shall distribute stickers, solicit donations or display election materials within 100 feet of entrance to building
- Inspectors must ask voters to remove or conceal all campaign materials: hats, buttons, clothing, stickers, pamphlets
- Yard and campaign signs cannot be on the precinct/polling location property on Election Day, regardless of distance – REMOVE them if necessary
- Vehicles bearing campaign information may park within 100 feet **ONLY** while the driver/passenger is voting
- Repeated violations of illegal campaigning are to be reported to the Clerk or law enforcement.

Campaigning



Prohibited Campaigning Activities:

- Approaching Voters before voting to influence their vote
- Distributing literature, stickers, etc.
 - *Informational materials to inform voters on pros & cons of candidates or proposals*
- Displaying signs, posters, etc.
- Circulating petitions
- Soliciting donations, selling tickets, or any similar activity
- Voters may refer to literature they bring while voting, but it must remain concealed and must be removed from voting booths when they are done voting
- Voters may use electronic devices for election research for themselves – must be concealed and not shared with other voters

Exit Pollsters

Exit Pollsters are people employed to survey voters after they have voted.

- They cannot talk with Voters before they have voted!
- They must remain at least 20 feet from the entrance to the building
- They cannot enter the building in which the polling place is located
- They must have ID badges from their employer
- May only question voters when they are leaving the polling location

Poll Watchers

- Can be anyone
- Do not have to be registered to vote
- May not wear clothing, buttons, etc. identifying the organization they represent
- Cannot approach voters with questions or to offer assistance
- Cannot challenge a Voter's right to vote
- Only permitted in the Public Area of the polling location – not behind processing table
- May not touch any election material
- May see the E Poll Book with the permission of the Chairperson when voting process will not be interrupted
- May NOT use a video camera or recording device
- May use cell phone, iPad, laptop, etc. if not disruptive

*Refer to “Election Challengers & Poll Watchers: Summary of Rights & Duties”

Challengers

- Appointed by Political Parties, incorporated organizations or group of citizens
- Must be registered to vote in Michigan
- Must have letters or ID badges authorizing them to be a challenger
- Maximum of 2 challengers per party or organization per precinct
- Only one may challenge at a time – must indicate challenger
- May only challenge a person's right to vote – **MUST** have reliable information
- May be behind the staff processing stations
- May view, **but not touch**, the E Poll Book or election materials
- May use a cell phone/iPad/laptop, etc. for data collection
- May be in the polling location before and after the polls close
- May challenge the activities of the election inspectors

Challengers

What a Challenger cannot do:

- Cannot Approach voters to ask questions or offer assistance
- Cannot Challenge a person's right to vote without reliable information
- Cannot be a candidate for any elective office in the election
 - *Exception: Precinct Delegate candidates may serve as challengers, but they may not serve in a polling location where they are on the ballot*
- Cannot Campaign for any political party, candidate or proposal
- Cannot Hand out promotional material
- Cannot Touch any materials at the staff processing table or in the precinct
- Cannot Wear any identifying buttons, shirts, hats, etc. indicating political party or candidate/proposal preference
- Cannot use a video camera or recording device in the polling place

*Refer to “Election Challengers & Poll Watchers: Summary of Rights & Duties”

Challengers

Challenge Procedure

Challenge must be made to the Chairperson

Chairperson must:

1. Administer Oath to Voter
2. Question Voter on Eligibility – must be confined to qualifications as a voter
 - 1) *Citizenship*
 - 2) *Age*
 - 3) *Residency*
 - 4) *Date of Registration*
3. Prepare Challenged Ballot
 - 1) *With pencil, write ballot stub # on ballot*
 - 2) *Conceal the number with paper and tape*
4. Have EPB Operator record voter as “Challenged Voter”

Voter proceeds as normal to cast vote and tabulate ballot

ELECTION CHALLENGERS AND POLL WATCHERS: SUMMARY OF RIGHTS AND DUTIES

	CHALLENGERS	POLL WATCHERS
Must carry credentials issued by appointing authority	Yes	No
Must be registered to vote in MI	Yes	No
Right to challenge a person's eligibility to vote	Yes	No
Has the right to challenge the actions of election inspectors	Yes	No
May stand or sit behind processing table	Yes	No, must remain in public area
Has the right to look at the Poll Book and other election material	Yes	Yes, but only as permitted by precinct not delaying voters
May handle the Poll Book and other election material	No	No
May use a video camera or recording device in polling location	No	No
May use a cell phone in poll location	Yes, if not disruptive	Yes, if not disruptive
May wear clothing or materials identifying organization representing	No	No
May place tables in the polls	No	No
Has the right to approach and question voters	No	No
Can offer assistance to voters	No	No
May remain in the polling place until the precinct staff complete their work	Yes	Yes
May obtain the vote results generated after the polls close	Yes	Yes

Provisional Ballots

Only issued with authorization from Clerk's Office – will not be used often with new registration opportunities approved in Proposal 18-3

Provisional Ballots may be issued if the voter has a status flag of “Must Show ID” but does not have identification or if their photo ID does not confirm identity

- 4-step procedural form
 - Voter completes steps 1 & 2
 - Election inspector completes step 3
 - If all are “Yes”, Affidavit Ballot will be issued and tabulated after voting
 - If any are “No”, ballot **will not** tabulated at this point! An Envelope Ballot will be issued. Voter will fold ballot & place in the Provisional Ballot envelope after voting
 - Station #2 EPB adds voter to the “Unlisted” tab in the EPB and marks voter as challenged & issues the ballot in the EPB
 - Chair prepares ballot as challenged ballot – for both Affidavit and Envelope ballots
 - Provide voter with “Notice to Provisional Voter” (in the provisional envelope)
 - Voter casts vote and takes appropriate action (from step 3 of procedure) – either tabulating or placing ballot in #11 ProvisionalEnvelope

*Ballots that are placed in the envelope should be put in the large Provisional Ballot Envelope by the Chair

Provisional Ballots (cont.)

*****The form should be printed or pasted on to an envelope for use in the precinct. *****

Steps 1 & 2 of
Provisional
Ballot
Procedure



State of Michigan Provisional Ballot Form and Voter Registration Form

Attention voter: If your name was not found on the list of registered voters and you were unable to produce a receipt verifying registration, you **must complete the following affidavit and voter registration form** in the correct precinct.

voter affidavit (required)

I, _____, affirm that I am a resident of:

- city _____
 township _____

at the address provided. I affirm that I submitted a voter registration application on or before the close of registration for the election at hand. By signing this affidavit, I swear/affirm that the above statements are true.

Signature of Voter:

Signature of Election Inspector witnessing:

An individual who provides false information in this affidavit is guilty of perjury, which is punishable by a fine of up to \$1,000 and/or imprisonment for up to 5 years.

registration information (required)

I registered to vote on:



approximate date

at the location or with the following form below:

- Mail-in registration form
 Secretary of State branch office
 Secretary of State "Renewal by Mail"
 ExpressSOS.com
 Designated voter registration agency
 County, city or township clerk's office

Next, complete the voter registration application to the right. ➡

qualifications

- Are you a citizen of the United States of America? yes no
Will you be at least 18 years of age on or before election day? yes no

If you are not a US citizen, do NOT complete this form

Michigan driver license/state personal ID

 - - -

If you do not have a Michigan driver license or personal ID card, provide the last four digits of your Social Security number:

x x x - x x -

I do not have a valid Michigan issued driver license, a Michigan personal ID card, or a Social Security number.

personal information *required information

last name* first* middle suffix
 male female

address where you live - house number and street/road* Apt/Lot #

city* zip date of birth*

phone email

mailing address (if different than residential address)

city state zip

signature

I certify that:

- I am a citizen of the United States.
- I will be at least 18 years of age by election day.
- I am a resident of the State of Michigan and will be at least a 30-day resident of my city or township by election day.
- I authorize the cancellation of any previous registration.

The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be subject to a fine or imprisonment or both under federal or state laws.

X

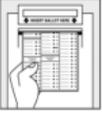
signature

date

Next, election inspector complete the review checklist on the other side. ➡

Provisional Ballots (cont.)

Step 3 of Provisional Ballot Procedure

election inspector review checklist	election inspector - issuing a ballot – determining the correct type				
<p>Review the information provided by the voter for completeness. Verify the voter:</p> <ul style="list-style-type: none"> <input type="checkbox"/> completed the affidavit & voter registration form on the other side of this envelope <input type="checkbox"/> is in the correct precinct or refuses to go to the correct precinct <input type="checkbox"/> registered prior to the close of registration (see date box  on the other side) <p> If any of the above are not checked, the voter cannot vote a provisional ballot. Do not continue.</p> <p>Ask the voter for picture ID and proof of their current address. Then answer these questions:</p> <p>1. Did the local clerk confirm the voter is not registered in another precinct in the jurisdiction? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Did the voter provide an approved picture ID that confirms his or her address in the precinct? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. Were all answers above Yes? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Next, complete the appropriate ballot section to the right. ➡</p>	<p>If you answered YES to Question 3, issue an Affidavit ballot :</p>  <ul style="list-style-type: none"> <input type="checkbox"/> Enter ID type and #: _____ <input type="checkbox"/> Prepare the ballot as Challenged by writing and concealing the ballot number on the ballot <input type="checkbox"/> Enter voter and issue the ballot in the (e)Pollbook as an Affidavit ballot <input type="checkbox"/> Complete the election inspector record below <input type="checkbox"/> Give voter the Notice to Voter <input type="checkbox"/> Allow voter to mark the ballot & put their ballot in the tabulator <input type="checkbox"/> Place this empty envelope in the <i>Provisional Ballot Storage Envelope</i> <hr/> <p>If you answered NO to Question 3, issue an Envelope ballot:</p>  <ul style="list-style-type: none"> <input type="checkbox"/> Enter ID type and # _____ or <input type="checkbox"/> Not provided <input type="checkbox"/> Enter residency proof (current utility bill, bank statement, paycheck, or any other government document) : _____ or <input type="checkbox"/> Not provided <input type="checkbox"/> Prepare the ballot as Challenged by writing and concealing the ballot number on the ballot <input type="checkbox"/> Enter voter and issue the ballot in the (e)Pollbook as an Envelope ballot <input type="checkbox"/> Complete the election inspector record below <input type="checkbox"/> Give voter the Notice to Voter <input type="checkbox"/> Instruct voter to place the ballot in the secrecy sleeve and then this envelope after voting, the ballot must NOT be put in to the tabulator today and must be returned to an election inspector <input type="checkbox"/> Allow voter to mark the ballot & seal the ballot inside this envelope <input type="checkbox"/> Place this empty envelope in the <i>Provisional Ballot Storage Envelope</i> 				
election inspector record					
<p>Issued: <input type="checkbox"/> Affidavit ballot OR <input type="checkbox"/> Envelope ballot Voter # _____ Pct # _____</p> <p>Election date: _____ Initials of inspector sealing envelope (if ballot enclosed) _____</p> <p>Comments: _____</p>					
<p>For Clerk's Use Only:</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p><input type="checkbox"/> Not Counted: Reason</p> <ul style="list-style-type: none"> <input type="checkbox"/> Original application rejected <input type="checkbox"/> Registration after deadline <input type="checkbox"/> Cancelled <input type="checkbox"/> Unreadable/Incomplete </td> <td style="vertical-align: top;"> <p><input type="checkbox"/> No ID provided w/in 6 days</p> <p><input type="checkbox"/> No residency confirmation w/in 6 days</p> <p><input type="checkbox"/> Voted out of precinct</p> </td> <td style="vertical-align: top;"> <p><input type="checkbox"/> Counted: Reason</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reactivated <input type="checkbox"/> Registered <input type="checkbox"/> Provided ID <input type="checkbox"/> Residency confirmed </td> <td style="vertical-align: top;"> <p>Action</p> <ul style="list-style-type: none"> <input type="checkbox"/> Registered <input type="checkbox"/> Notice sent on _____ <p>Initials of processor: _____</p> </td> </tr> </table> <p>Comments: _____</p>		<p><input type="checkbox"/> Not Counted: Reason</p> <ul style="list-style-type: none"> <input type="checkbox"/> Original application rejected <input type="checkbox"/> Registration after deadline <input type="checkbox"/> Cancelled <input type="checkbox"/> Unreadable/Incomplete 	<p><input type="checkbox"/> No ID provided w/in 6 days</p> <p><input type="checkbox"/> No residency confirmation w/in 6 days</p> <p><input type="checkbox"/> Voted out of precinct</p>	<p><input type="checkbox"/> Counted: Reason</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reactivated <input type="checkbox"/> Registered <input type="checkbox"/> Provided ID <input type="checkbox"/> Residency confirmed 	<p>Action</p> <ul style="list-style-type: none"> <input type="checkbox"/> Registered <input type="checkbox"/> Notice sent on _____ <p>Initials of processor: _____</p>
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<p><i>other envelope ballot reasons – affidavit and voter registration form NOT required – do not use this box unless instructed by the local Clerk</i></p> <p>Voter Name _____ Voter # _____</p> <ul style="list-style-type: none"> <input type="checkbox"/> Elector subject to federal ID requirement unable to produce an acceptable form of ID <input type="checkbox"/> Elector produced picture ID to satisfy the Michigan voter identification requirement; questions over the elector's identity remained after inspection of the picture ID 					

If YES to all questions, issue an Affidavit ballot

If answered NO to any question, issue an envelope ballot. This ballot goes in Envelope #11 – NOT in the tabulator - and the voter will need to provide proof of residency/registration to the Clerk's office within 6 business days for the ballot to count

Inspector to complete "Election Inspector Record"

*****The form should be printed or pasted on to an envelope for use in the precinct. *****

Spoiled Ballots

❖ Maintain secrecy of the ballot – this includes spoiled ballots!

1. Give voter option of spoiling their ballot and receiving a new ballot
2. EPB operator will mark the ballot spoiled in the EPB
3. Request voter write “Spoiled” across the ballot
4. Place spoiled ballot in Envelope #4 – Spoiled Ballot
5. EPB operator will issue a new ballot
 1. Cross out spoiled ballot number on Application to Vote
 2. Write new ballot number on Application to Vote and initial
6. Allow voter to vote ballot and tabulate as usual

Exposed Ballots

If a voter deliberately shows any person in the polling place how he or she voted, the voter's ballot is void and must be rejected.

Exception: Voter may show ballot to minor child

Exposed Ballot Procedure:

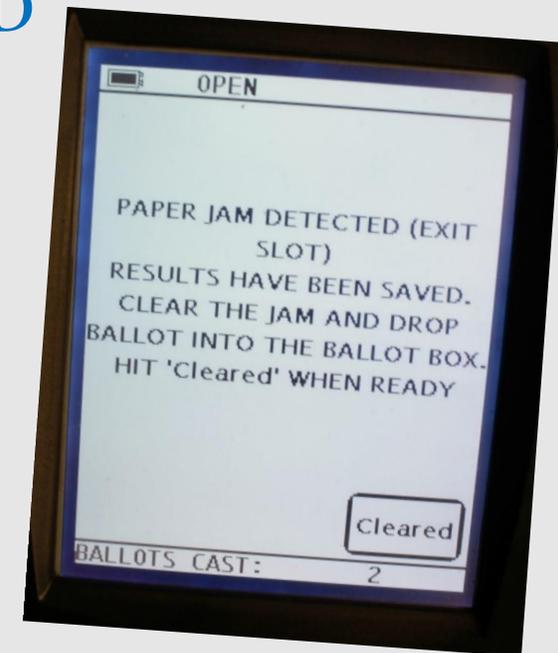
1. Mark the ballot "Rejected for Exposure."
2. Reject the ballot in the EPB
3. Put the ballot in the Envelope labeled REJECTED
4. Write the reason for the rejection on the outside of the envelope
5. Seal the rejected ballot envelope in the ballot container after the polls close
6. Voter is NOT issued a new ballot if they deliberately exposed their ballot.

Electronics in the Precinct

- Quiet talking, while waiting in line, is OK as long as there is no campaign or voting discussions
- No phones should be used after Station #1
 - Exception: device may be used in the voting station for personal voting reference
 - No conversations may take place while voting
- Pictures may NOT be taken of voters
- Voter may take a picture of their own ballot, but not themselves with the voted ballot

Jammed Ballots

- If the Tabulator encounters a paper jam, the machine will display a message on the touch screen indicating where the jam has been detected. Most jams will likely be in the EXIT slot
- Read the message on the touch screen. Follow the instructions given.
- The message will indicate whether the ballot was counted by displaying the message “RESULTS HAVE BEEN SAVED” (counted) OR “RESULTS HAVE NOT BEEN SAVED” (not counted)
- Press the “Cleared” button when finished
- For difficult jam, call the Clerk’s Office for technician.
- Use auxiliary bin on back of tabulator as previously described until technician arrives.



Checks & Balances

- Important for the integrity of the election process
- Removes the appearance of impropriety
- These duties **must** be handled by two election inspectors from different political parties:
 - Assisting voters who are in a voting station
 - Opening the Tabulator during the day to check ballots – jammed or over crowded
 - Sealing the ballot container
 - Sealing the programming/memory cards/sticks
 - Delivering the documents and ballots after the polls close

Remarks

- It is extremely important that you document what happens throughout the day
- The more you explain, the easier it is to investigate a problem or find an error at the end of the night – it is difficult to remember everything after a long day
- Examples of important remarks:
 - Problems encountered with voters
 - Voters receiving assistance
 - Challengers and Poll Watchers
 - Media/Press recordings
 - Balancing of EPB and Tabulator throughout the day – will be important if not balanced
 - Election Inspectors who need to leave the precinct early
 - Election Inspectors arriving late
 - If an error occurs

Closing the Polls

- The Polls must remain open for voting until 8:00 p.m.
- It is the duty of the Chairperson, or designee, to publicly announce the closing of the polls by declaring “The polls are now closed”
- Every voter standing in line at 8:00 p.m. must be permitted to vote
- The doors to the polling location must remain unlocked

DO NOT ZERO THE TABULATOR YET!

- *MCL 168.722

Duplicating Ballots

Duplicating & Tabulating **MUST** be done before running the Tabulator Totals Tape

- Check auxiliary bin for any unprocessed ballots that need to be duplicated. (should only be necessary if a power outage occurred or if the Tabulator was jammed)
- This is also when you will duplicate any Absentee Ballots that were rejected by the Tabulator (Not necessary for jurisdictions with AV Counting Boards)
- Complete duplication process at this time **AFTER** polls close, before running zero tape, with 2 inspectors of differing parties.
- Make a notation in the Remarks Section of the Poll Book for any duplicated ballots.
- Be sure to indicate Original Ballot with an ORG #1 and Duplicated Ballot with a DUP #1. Continue with the ORG and DUP designation, but with increasing numbers, i.e.. ORG #2, DUP #2; ORG #3, DUP #3; ORG #4, DUP#4
- Process the Duplicated Ballots in the Tabulator: Place Original Ballots in the #5 DUPLICATED BALLOT Envelope

Closing and Balancing

Everyone has a job to do – Assign and Delegate

- Remember to work together as a team to ensure all tasks are completed and everyone gets to go home at the same time!
- One Inspector (usually, but not always, the computer operator) will be responsible for bringing the computer, ICX (ADA device) smart cards and the Tabulator memory cards to City Hall immediately after balancing
- Remove all signs and notices posted at the beginning of the day, including outside signs
- Disassemble all voting booths and place on equipment cart
- Remove Ballots from Tabulator, keeping write-in ballots separate to review for valid candidates. Put voted ballots in Blue Ballot Bag
- Place ICX (ADA device) back into the box properly and secure it on the cart/in ballot bin
- Wrap up extension cord and secure on Tabulator bin
- Make sure all cords are properly wrapped and not falling onto floor
- Assist with preparation of documents/envelopes to be delivered to City Hall

ICP Tabulator

Once all Ballots are tabulated:

- Compare the Public Counter total to the number of voters who were issued a ballot according to the EPB
- The Electronic Poll Book total = Applications to Vote
- The total on the public counter (plus provisional ballots) = the number of applications to vote = the number of voters in the EPB
- Access the Administrative menu by applying the security key to the security dock.
- Select **“Close Poll”**
- Enter the password for the current election, Confirm that you are ready to close the polls
- A results tape will automatically print at this time
- The ICP is programmed to print 3 totals tapes
- Each inspector must sign all three (3) tapes

*Refer to the Dominion Quick Reference Guide – Closing the Tabulator

ICP Tabulator (cont.)

- If your municipality has the CellGo modem, follow the screens to transmit results to the local Clerk. (Albion, Battle Creek and Sheridan will instead push “Skip” on the next screen as the programming cards will be brought to City/Township Hall, and the Clerk staff will transmit to the county)
- From the Administrative Menu select the “**POWER DOWN**” option to fully turn off the Tabulator. Confirm by selecting “YES”
- After the Tabulator has shut down, unplug the Tabulator, wrap cord and secure to top of tabulator – not dragging on floor!
- Unseal the access door on the front of the Tabulator to remove the memory cards – **DO NOT REMOVE THE CARDS UNTIL YOU HAVE “POWERED DOWN”**
- Eject both ICP cards and seal in the transport bag, along with the EPB computer flash drive and ICX smart cards (remember to record the seal number in the Poll Book on **page 11** of Poll Book and on bag certificate, along with 2 signatures from differing parties.)

Write-Ins

- Write-in vote totals will print on the Tabulator tape – Not the names written on the ballot
- Write-in votes count **only** for candidates who file a Declaration of Intent
- A write-in vote for an individual who has not filed a Declaration of Intent does not count
- Deadline is the 2nd Friday before the election
- List of Valid Write-ins will be included in your Poll Book
- Election Inspectors may NOT provide names of valid write-ins to voters – refer to Clerk
- Write-in stickers provided by some candidates are not valid
- Write-ins only count if the office and party correspond to the Declaration of Intent
- DO NOT include Precinct Delegate write-ins in the Poll Book - There is a special booklet for them
- Use the Tally Sheet in the Poll Book to record write-in votes – reflecting the candidate's name with any name variations or misspellings
- Write-in votes are not processed or tallied until after the polls close

Valid Write-Ins

- Remove all write-in ballots from write-in compartment.
- Inspect each ballot for the presence of valid & invalid write-ins
- Determine if the Write-In vote is Valid
 - The vote is for a Candidate who has officially DECLARED their intent to seek the position.
 - The vote was cast by completing the corresponding circle
- If the valid write-in does not create an over-vote/cross-over vote, record the name exactly as it was cast and tally on the 'Write In Statement of Vote' page in Poll book using tick marks
- If the valid write-in causes an over-vote/cross-over vote, do not record or tally it on the Write-In Statement of Votes

Valid Write-Ins (cont.)

Inspecting Write-in Votes

- When reviewing write-in votes:
 - *If the vote is INVALID, determine if it caused an OVER VOTE.*
 - *If the vote is INVALID, determine if it caused a CROSS-OVER vote.*
 - *In either case, an invalid vote cannot take a vote away from a vote cast for a candidate on the ballot.*
- Votes cast for the candidate(s) under the office must be MANUALLY added to the Total vote – **THE TOTALS TAPES MUST BE CORRECTED!**
- **Do not Duplicate or re-tabulate the ballot** (the polls are closed and the Totals Tapes have already been printed).
- Complete the Statement of Votes pages:
- Fill-in heading, and total valid write-in votes cast or write 'NONE'.
- Note: a write-in vote cast for a candidate whose name is already printed on the ballot under the same office is INVALID!

Closing the Polls (cont.)

In the Poll Book:

- Indicate any Challenges on the Challenged Voters page in the Poll Book, or indicate there were 'NONE'.
- Complete page 11 in the Poll Book: balance the number of voters, applications to vote, and the number on the Public Counter + Provisional Envelope Ballots.
 - *If there are multiple ballot styles, indicate the above numbers for each ballot style.*
- White copies of forms remain part of the Poll Book, place in Envelope #1
- Yellow copies of forms go in Board of Canvassers Envelope #2
- Pink copies of forms go in Local Clerk Envelope #3
- Tape a signed Vote Totals Report to each copy (the original Zero tape attaches to the Local Clerk copy in Envelope #3)

Closing the Polls (cont.)

The Computer operator completes the **BALLOT SUMMARY** documenting the total number of ballots assigned to the precinct and how each ballot was used. Throughout the day, the EPB software tracks spoiled (F), rejected (G) and Provisional 'envelope' (I) ballots. The remaining ballot types must be input by the user and the EPB software will calculate and balance the Ballot Summary!

NOTE: If there are multiple ballot styles, indicate the letter 'Style' in #3 and #8 **AND** the first character of the ballot number. i.e.: A00001 and B00001

The screenshot shows a software window titled "Ballot Summary Report" with a "Close" button in the top right corner. The interface is divided into several sections for data entry:

- NUMBER OF BALLOTS DELIVERED TO PRECINCT:**
 - A. Number of ballots delivered to precinct: A table with columns "Style", "Starting No.", "Ending No.", "Count", and a "Delete" button. Row 3 shows "00000001", "00000200", and "200". A "Total =" field shows "200".
 - B. Number of AV return envelopes received by board: Input field "2".
 - C. Total: Input field "202".
- NUMBER OF BALLOTS AT CLOSE OF POLLS:**
 - D. Number of ballots tabulated (Enter Tabulator Public Counter reading): Input field "15".
 - E. Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason: Input field "0".
 - F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots): Input field "2".
 - G. Number of ballots rejected: Input field "0".
 - H. Number of ballots used by election inspectors for ballot duplication: Input field "0".
 - I. Number of PROVISIONAL "envelope" ballots issued: Input field "1".
 - J. Number of UNUSED BALLOTS: A table with columns "Style", "Starting No.", "Ending No.", "Count", and a "Delete" button. Row 8 shows "00000017", "00000200", and "184". A "Total =" field shows "184".
- Summary Totals:**
 - K. Total of Lines D, E, F, G, H, I and J: Input field "202".
 - L. Difference: Input field "0", which is circled in red.

At the bottom right, there is a "Preview" button with a magnifying glass icon, labeled with a circled "9".

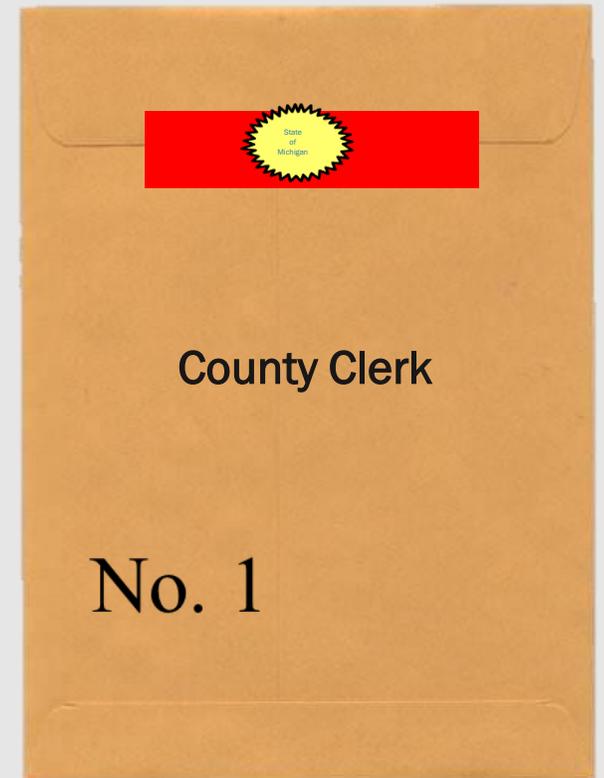
Closing the Polls (cont.)

- EPB operator ensures the following reports are saved on the flash drive in the Privacy Zone which are to be printed at City Hall and inserted into the Poll Book to be reviewed with the Receiving Board.
- You must save:
 - e Poll Book Ballot Summary
 - e Poll Book Remarks Page
 - e Poll Book Voter List
 - e Poll Book Voter History
- Computer operator safely removes flash drive and places it in black canvas bag along with the Tabulator Memory Cards and all ICX voter smart cards. The seal number for the black canvas transport bag must be recorded on the interior card and the bag must be sealed before leaving the precinct.



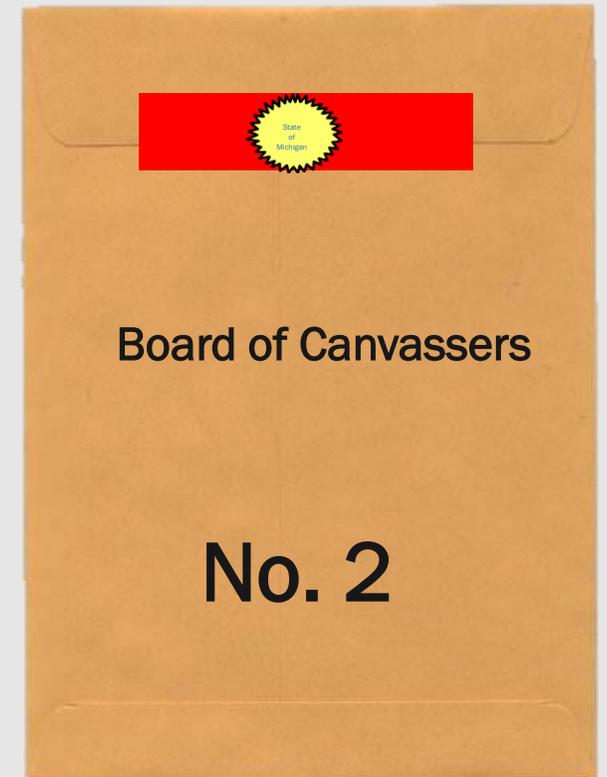
Envelope No. 1

- 2nd copy of “Totals Tape”
- Entire Poll Book, removed from binder (Complete the Certificate of Election Inspectors on page 63 of Poll Book- all must sign)
- Check that each step has been completed
- White copy of “Statement of Votes” for Write-Ins remains in Poll Book (page 10)
- White copy of “Election Inspectors’ Completion” Certificate (Page 11) remains in Poll Book
- Completed Precinct Delegate’s Elected Booklets



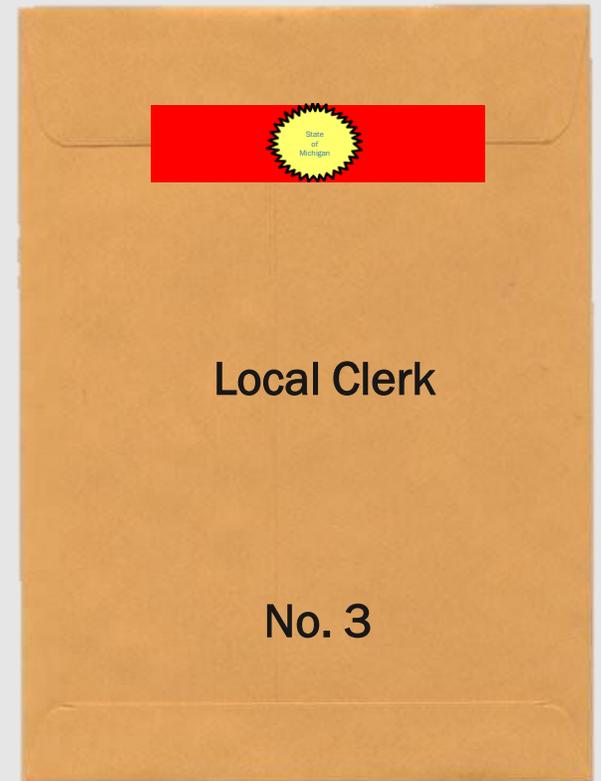
Envelope No. 2

- 3rd copy of "Totals Tape"
- Place the following:
- Yellow copy of "Election Inspectors Completion Certificate" (Pg.11)
- Yellow copy of "Statement of Votes/Write-Ins" (Pg 10)



Envelope No. 3

- 1st copy of "Totals Tape"(with ZERO Tape)
- Applications to Vote
- Election Day Change of Address Notices
- Authorization to Cancel Registration
- Voter Registration Applications
- Receipt from Chairman for Election Supplies
- Certificate of Election Inspectors
- Green Photo ID Affidavits
- Place the following in the envelope at end of day:
 1. Pink copy of "Statement of Votes/Write-Ins"
 2. Pink copies of "Election Inspectors Completion Certificate" (Page 11)



Envelope No. 4, 5, 9

- #4 = Spoiled Ballots
- #5 = Duplicated Ballots
- #9 = Defective Ballots
- These envelopes must be sealed in blue canvas ballot bag with voted ballots.

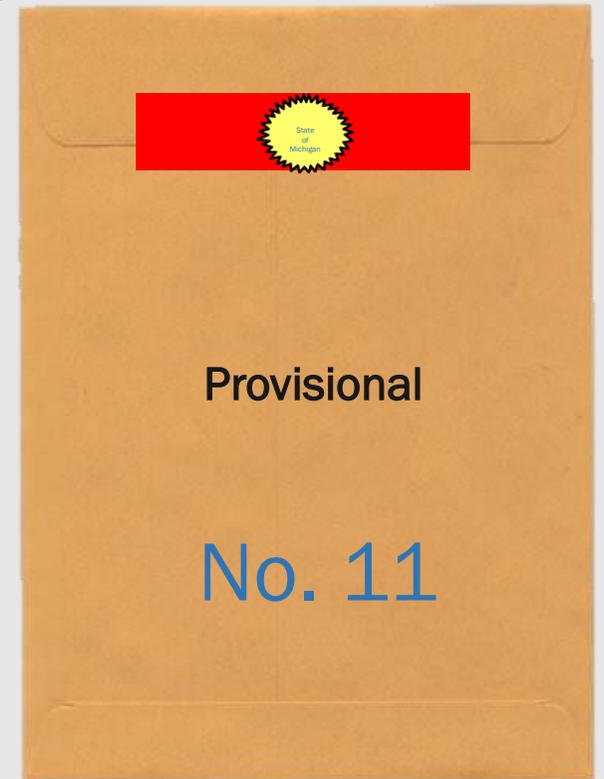
DO NOT include **#11 Provisional Ballot** Envelopes in the Blue Ballot Bag



Use Red paper seals at top of each envelope

Envelope No. 11

- Use this envelope **only if you have voted Provisional Ballots**
- Or if a voter has completed a **Four Step Procedure process** which included issuing a challenged ballot or provisional ballot as instructed by the City Clerk.
- Secure top of envelope with Red paper seal
- Return this envelope to the Clerk's office
- **Do not place this in the BLUE ballot bag**



Securing Ballots

Place the following in blue canvas bag:

1. After reviewing for valid write-in votes/over-votes/cross-over votes, place all voted Write-in ballots in rubber band
2. All voted ballots
3. All unvoted ballots (except for VAT ballots)
4. Envelopes #4, #5, #9 with red seal



Securing Ballots (cont.)

- Complete and sign the ballot container certificate and **place in plastic sleeve.**
- **Attach signed certificate** with blue seal to bag.
- Write Ballot Container seal number in Poll Book (Pg. 11).

Signed
Certificate
In Sleeve



Place on bag



What is Returned to the Clerk

- Tabulator Memory Cards, ADA voter cards and Computer Flash Drive secured under seal in Black Canvas Transport Bag
- Laptop Computer
- Use the Teal Green Bag to carry these items to City Hall
 1. Poll Book removed from Binder and placed in Envelope #1
 2. Red Seal Secured Envelopes #1, #2, #3, #10 & #11
 3. Registration List in Binder
 4. Unused VAT Ballots (do not seal in ballot bag container) in provided envelope
 5. Tabulator & ICX (ADA) device keys
 6. Time Sheets
- Secured Blue Ballot Bag Container (Voted and Un-voted Ballots, Envelopes #4, 5 & 9)

Checklist

Page 12 in the Poll Book

- ✓ Page 12: Check that each step has been completed!
- ✓ Canvassers Checklist: Check that each step has been completed!
(This can be reviewed and checked during the day)
- ✓ Double-check, Triple-check If your figures balance, and your work is completed properly (all signatures and seal numbers recorded), you will not receive a phone call from the Board of Canvassers!

Our **GOAL** is accuracy and efficiency!
(Not Speed!)

What Remains at the Precinct?

- Tabulator & printer returned on gray cart. Properly wrap the cords!
- Be sure to place the ICX Tablet back into the storage box properly. Place in ballot bin for return to Clerk's office
- Voting Stations – unassembled and neatly placed on gray cart
- Place all supplies, including postings, in gray supply container and store on top shelf of the tabulator cart
- Put secrecy sleeves in Tabulator ballot bin
- Place all PPE securely in ballot bin
- Wrap up extension cord and place in the ballot bin
- Place cover back on cart
- Flags and Metal Precinct Signs remain at the precinct (Please check with the church staff to make arrangements to permanently store the signs at the polling location. Update Clerk's Office)

Precinct Clean-up

Please make sure to clean up everything you used
throughout the day.

Do not leave anything for the site/church/school to clean up.