



MANAGING YOUR PRECINCT ON ELECTION DAY

ELECTION INSPECTORS' PROCEDURE MANUAL

**A Quick Reference Guide to the State and Federal Laws
Governing the Operation of Polling Places**

Michigan Department of State
Bureau of Elections
January 2020

Dear Election Inspector,

Thank you for working as an election inspector on Election Day. We commend you for your spirit of service to your community and appreciate your willingness to take on this important task.

You are part of a team of dedicated individuals who are working diligently to ensure that every vote is counted accurately, that procedures are fairly and impartially followed, and that voters can cast their ballots with confidence. Your knowledge and skills will be tested on Election Day, but your hard work and training have prepared you to perform at your best.

This guide is designed as a quick reference for operating your polling place in compliance with state and federal election laws. It has been updated to reflect new rights and procedures required by Proposal 18-3. You will notice some blank spaces on some of the pages in this guide. As new procedures continue to be implemented, these spaces have been included to allow for the inclusion of additional material.

If questions remain after reviewing this material, please address your questions first to local officials using the contact information below.

Clerk Name: _____
Office / Cell Phone: _____
Authorized Deputy: _____
Office / Cell Phone: _____
Other Contact Information: _____

As you know from your training, Michigan elections are conducted under a rigorous check-and-balance system where polling places and absent voter counting boards are operated by bi-partisan teams of election inspectors. Under our system, individuals always work together on everything from assisting voters to sealing ballot containers and reporting results; these tasks are completed by (at least) two election inspectors who affiliate with different political parties. Michigan uses paper ballots, vote tabulation software and electronic poll books that are not connected to the Internet, tamper-evident ballot container seals, redundant result-reporting to different government agencies, a 14-day post-election canvass period for manually reviewing and verifying individual precinct results at the county level, recounts, and post-election audits. These features and more work to safeguard our elections.

On Election Day, we hope that voters will leave your polling place satisfied with their experience, confident that their vote counts, and with a deeper appreciation of your attention to detail and long hours of hard work. We couldn't do it without you.

Sincerely,
Michigan Department of State
Bureau of Elections

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OPENING THE POLLS/MAINTAINING ORDER/CLOSING THE POLLS

At least 3 election inspectors must be at the polling place throughout Election Day, and a majority of the precinct board must be there at all times during the election (for example, if the board has 6 inspectors, at least 4 must always be on duty). An election inspector can leave the polling place as long as there are enough election inspectors remaining on duty, and his or her absence does not disrupt the orderly operation of the polling place.

As you administer the polls throughout the day, it is important to employ a “check and balance” procedure to protect the integrity of the election and eliminate any appearance of impropriety. The following duties must be performed by 2 election inspectors who have expressed preferences for different political parties:

- Assisting voters who request instruction after entering a voting station.
- Opening any electronic tabulating equipment during the day to resolve issues or remove ballots (if necessary).
- Sealing electronic voting devices or any other election materials.
- After polls close, sealing ballot containers and transporting and delivering sealed ballot containers and sealed documents.
 - Note: Ballot container seals must be applied by 1 precinct inspector who has expressed a preference for the Democratic Party and 1 whose preference is the Republican Party. Additionally, the transport and delivery of all sealed materials after polls close must be performed by 1 Democratic Party and 1 Republican Party precinct inspector. All other tasks listed here may be performed by precinct inspectors who affiliate with any combination of two political parties, including minor parties.

Preparation for Opening the Polls

The following tasks must be completed prior to the opening of the polls:

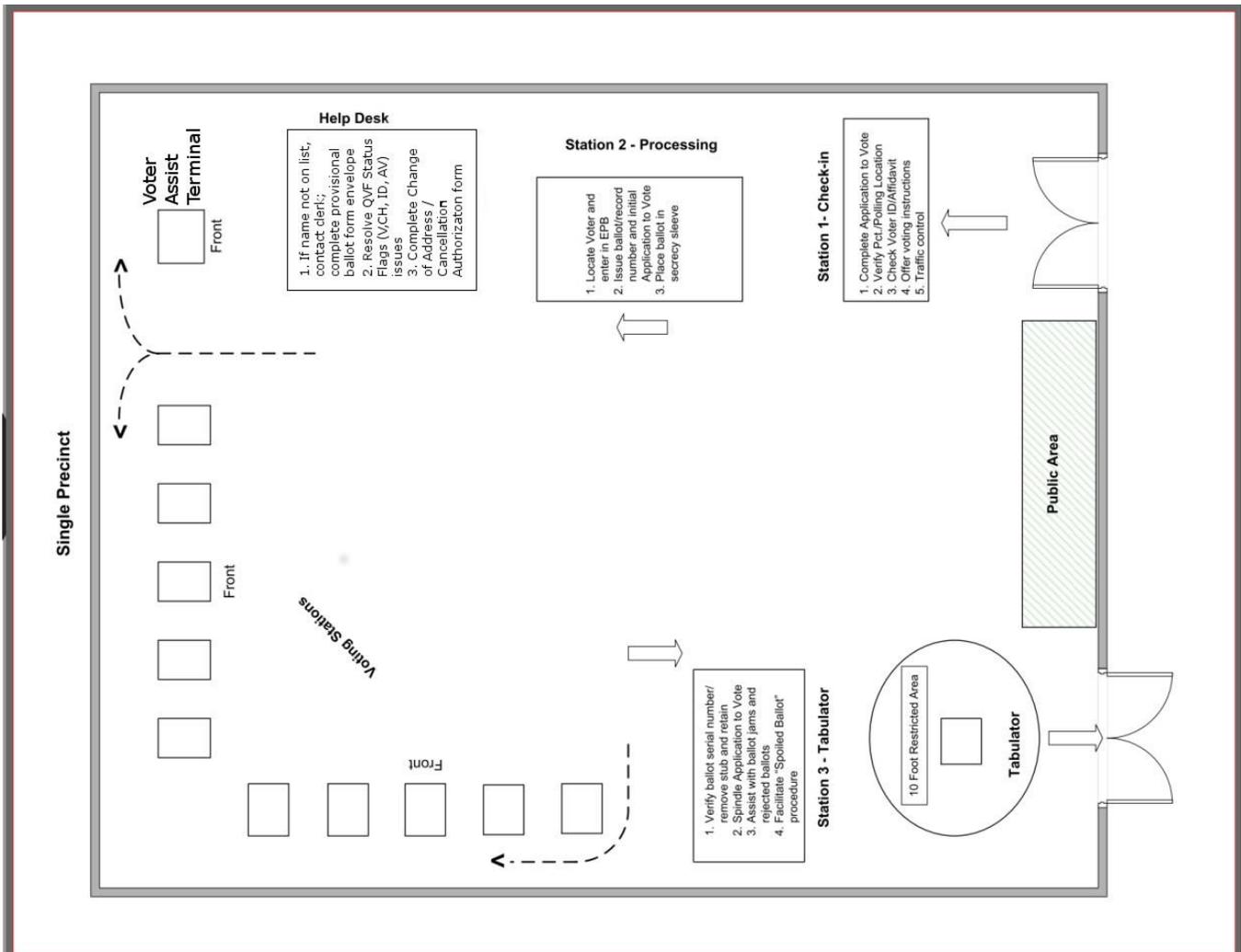
- Take and sign the *Constitutional Oath of Office* and complete the *Election Inspector's Preparation Certificate* in the Pollbook (or on a form provided by the clerk).
- Display all the following:
 - A United States flag inside or outside of the polling place.
 - Sample ballots in places where voters can review them prior to voting.
 - "Vote Here," directional and barrier-free signage.
- 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).
- Check all forms and supplies against the list furnished by the clerk. Contact the clerk if any of the supplies are missing.
- Prepare the ePollbook and tabulator for proper operation. (Refer to the instructions provided by your clerk and contact the clerk immediately if there are problems.)
- Set up the voter assist terminal (VAT) and privacy screens, and ensure the VAT is ready to use. (Refer to the instructions provided by your clerk.)
- Set up and arrange the polling place, ensuring:
 - Voter privacy in the voting stations, including any seated voting stations. Ensure at least one voting station is available at seated height. Be mindful of voter foot traffic and exterior windows when arranging the room.
 - Workstations are arranged to process voters in an orderly manner.
 - A public area for poll watchers is clearly marked and distinguishable from the voting area; the public area must provide ample space to observe the election without disrupting the voting process.
 - A ten-foot privacy perimeter around the tabulator.
- Outside of the building where the polling place is located, measure and identify the 100-foot line where individuals who wish to solicit voters outside of the polls may conduct their activities. (For additional information, see "Campaigning at Polls/Exit Pollsters" section.)
- Outside of the building where the polling place is located, ensure that either:
 - The main entrances to the building and the polling place are fully accessible to the elderly and disabled, **OR**
 - If the accessible entrance to either the building or the polling place is different from the main entrance, ensure that the separate entrance is clearly marked as an accessible entrance. If the accessible entrance is not clearly visible from the main entrance, ensure there is a sign providing clear direction to the accessible entrance.

Establishing Polling Place “Greeters”

If there are a sufficient number of election inspectors available, you should consider assigning some election inspectors as polling place “greeters” that can communicate with and assist voters while they are approaching the polling place or in line. These greeters can assist with the following functions:

- Ensuring voters are at the correct polling place or precinct.
- Ensuring voters have already registered to vote (and if not, directing them to the clerk’s office).
- Helping voters with disabilities or others needing assistance in voting.
- Ensuring proper enforcement of regulations outside the polling place.
- Answering questions and other functions as necessary.

Example Polling Place Layout



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.

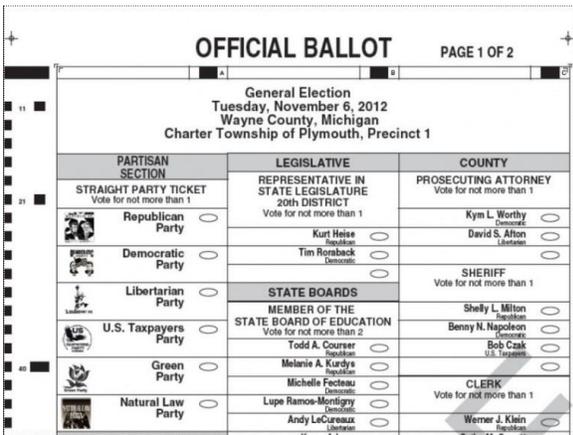
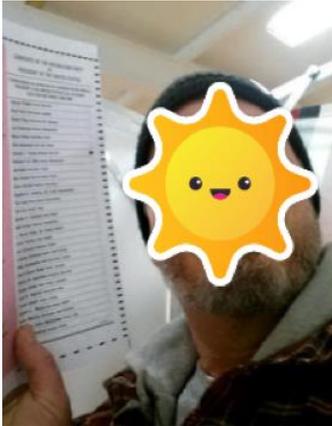
Maintaining Order in the Polls

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.

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

To ensure that all voters have an opportunity to exercise their right to vote in private without undue distractions or discomfort, the following must be observed:

- Voters may use mobile devices while waiting in line at the processing table if not disruptive to the voting process.
- ***NEW* Voters who have entered a voting station to vote may take a photo of their own ballot only, while they are within the voting booth.**
 - Voters are prohibited from taking “selfies” of themselves, either in the voting booth or anywhere within the area where people are voting.
 - Voters are prohibited from taking any other type of photograph within the area where people are voting.
 - Voters may not share images of a voted ballot within 100 feet from the polling place.

ALLOWED	PROHIBITED
	

- **Challengers and poll watchers are prohibited from taking photos or recording** in the polling place during the hours the polls are open for voting. (Note, however, that challengers and poll watchers may use other applications on mobile devices if not disruptive or intrusive.)
- **Broadcast stations and news reporters are permitted to briefly take photos or record from the public area** of the polling room only.
 - News reporters, photographers and videographers can't use cameras in the voting area.
 - If the public area of the polling room is too small to allow recording without disrupting the voting process, the camera must be put in the entryway to the polling room. Ensure that recording does not obstruct voters entering or exiting the polling room.
 - Reporters must not interview voters inside the polling place.
 - The precinct chairperson must supervise the recording process to ensure that ballot secrecy is fully protected, and no voters are inconvenienced by recording.
- **Television watching is prohibited** in the polling room during voting hours.

Actions to Take if Problems Occur

If a voter, challenger or poll watcher is disruptive or refuses to observe all applicable standards of conduct, warn the individual that he or she will be ejected from the polls if problems persist. If problems continue, eject the individual from the polling place. If the individual refuses to leave, contact the clerk and if necessary, local law enforcement for assistance. Be sure to document the incident and any remedial actions taken in the Remarks section of the ePollbook. Remember that if an individual *appears* to be disruptive, it may be because of a mental health condition or disability. Precinct inspectors should remain calm and provide reasonable accommodations as necessary to ensure voting access.

Closing the Polls

The polling place must remain open for voting until 8:00 p.m. At 8:00 p.m., the precinct chairperson must 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, and a precinct inspector should advise those in line that they may stay in line and vote.**

The public is permitted to observe the closing procedure. Access doors to the polling place must remain unlocked until the closing procedure is concluded.

After the closing process is complete and precinct inspectors have obtained the vote totals, the results must be made available to any interested person who may be present in the polling place by posting one copy of the totals tape.

Persons observing the closing of the polls must not enter the processing area and must conduct themselves in an orderly manner. The precinct board's authority to maintain order continues through the closing procedure, and if necessary, precinct inspectors may eject unruly observers to complete the precinct's records without disruption or distraction.

Final Closing Procedures

After all voters are processed and have voted, verify:

- ❑ All ballots (except provisional envelope ballots) have been tabulated, including absent voter ballots or ballots requiring duplication (if applicable), and ballots that may have been placed in the auxiliary bin due to an emergency. Generate at least 3 totals tapes.
- ❑ The number of ballots tabulated **plus** the number of provisional envelope ballots equals the number of voters according to the List of Voters. If these numbers do not match, ensure that a written explanation is provided in the Remarks section of the ePollbook to explain the reason for the discrepancy.

Procedure for Reconciling a Discrepancy

If the total number of ballots tabulated and total number of voters who were issued a ballot (according to the List of Voters) *do not agree*, attempt to identify the reason for the discrepancy.

Review the Remarks section of the ePollbook for any discrepancies among the number of ballots counted, the number of names on the List of Voters, the number of *Applications to Vote*, and the number of ballots tabulated as indicated on the totals tape.

If absent voter ballots were processed in the precinct, verify that all absent voter ballots were removed from their envelopes and tabulated by inspecting all the *Absent Voter Ballot Return Envelopes*. Confirm that the names of all absent voters are included in the ePollbook or AV Addendum List. Check whether all ballots requiring duplication were removed from the auxiliary bin, duplicated and tabulated.

Verify that all missing voters were added to the “Unlisted” tab.

Determine whether any provisional envelope ballots were issued. The number of ballots tabulated will be one less than the number of voters listed on the List of Voters for each envelope ballot issued. For example: **500** voters in the ePollbook, **499** ballots tabulated, **1** envelope ballot.

Compare the number of *Applications to Vote* to the number of voters on the List of Voters. Next, review the applications one by one and compare them to the names of voters listed on the List of Voters. Manually count the total number of ballots tabulated, including any ballots removed from the main and write-in bins, into stacks of 25. The count should be carried out by teams of two election inspectors, with one inspector placing the ballots into the piles while the second inspector visually verifies the count.

Document all steps taken to reconcile the discrepancy in the Remarks section of the ePollbook.

- ❑ All valid write-in votes have been tallied in the Pollbook.
- ❑ All *Provisional Ballot Forms* are properly recorded and sealed in the *Provisional Ballot Storage Envelope*.
- ❑ The *Ballot Summary Report* is completed, and any discrepancies are recorded in the Remarks section of the ePollbook.
- ❑ The *Election Inspectors Completion Certificate* in the Pollbook is complete, including the signatures of all election inspectors present at the close of polls.
- ❑ Signed tabulator tapes are attached to each copy of the *Statement of Votes*.
- ❑ All used and unused ballots, VAT ballots, spoiled and original ballot envelopes (but **not** the provisional ballot storage envelope) are sealed in an approved container, and the seal number is correctly recorded on the *Ballot Container Certificate* and in the Pollbook by two election inspectors representing different political parties.
- ❑ Three copies of the *Statement of Votes* and Pollbook have been placed in the appropriate envelopes.
- ❑ The tabulator and/or EPB memory device, if removed, were properly sealed into an approved transfer container, and the seal number is correctly recorded in the Pollbook.
- ❑ Materials are transported and delivered to the Receiving Board by 1 precinct inspector who affiliates with the Democratic Party and 1 precinct inspector who affiliates with the Republican Party.

PROCESSING VOTERS

The instructions in this section apply to voters who are already registered to vote in the precinct and require no special processing. Procedures for voters whose records are marked with status flags or who have recently moved are addressed in the “Voters with Status Flags/Voters Who Have Moved” section. Instructions for individuals who wish to become registered to vote on Election Day or whose names are not in the ePollbook are provided in the “Missing Registration/Provisional Ballots” section.

There are five basic steps that must be followed when issuing ballots: (1) Identifying the voter; (2) offering instruction; (3) recording the voter in the ePollbook, (4) issuing a ballot; and, (5) verifying and casting the ballot.

STEP 1: Identify Voter

- A. Ask the voter to print and sign his or her name, current residential address, and day and month of birth on the *Application to Vote*.
- B. Compare the day and month of birth and address on the *Application to Vote* with the voter’s birthdate and address in the ePollbook. (Note: The year of birth is not required.)

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.

Date of Election _____ Precinct _____

ELECTION INSPECTOR COMPLETES	PRINT NAME: _____
<input type="checkbox"/> AFFIDAVIT ON REVERSE COMPLETED	DATE OF BIRTH: _____
ELEC. INSP. INITIAL	RESIDENCE ADDRESS: _____
BALLOT STYLE	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.
BALLOT NO.	SIGN HERE  X _____
VOTER NO.	SIGNATURE OF VOTER

- C. Ask the voter to show acceptable picture ID. Be sure to ask all voters for picture ID, including voters you personally know, because all voters must be treated equally. **Note: voters without picture ID may still vote a regular ballot by signing an affidavit. See below.**

Acceptable Picture ID

Note: The **address** on the ID does **not** need to match the voter registration address.

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:

Every voter who states that he or she does not have acceptable picture ID or did not bring acceptable picture ID may vote a **regular** ballot by signing an *Affidavit of Voter Not in Possession of Picture ID*, located on the reverse side of the Application to Vote, before voting. Ensure that the precinct inspector completes the section “To be completed by Election Inspector.”

**AFFIDAVIT OF VOTER NOT IN POSSESSION
OF PICTURE IDENTIFICATION**

I, _____ hereby affirm that I am
(Print Name)

not in possession of a driver’s license, a state-issued personal identification card or any other acceptable form of picture identification and wish to vote.

By signing this affidavit, I swear/affirm that the statements made above are true.

SIGNATURE OF VOTER: X _____

Penalty: Making a false statement in this affidavit is perjury, punishable by a fine up to \$1,000.00 or imprisonment for up to 5 years, or both.

To be completed by Election Inspector

Sworn and subscribed to before me this _____ day of _____,

I certify that the elector named above has completed the above affidavit in my presence.

X _____
Signature of Election Inspector

Important Notes

- A voter not in possession of picture ID **who refuses to sign** the *Affidavit of Voter Not in Possession of Picture ID* cannot vote and should be referred to the clerk. The procedure is the same as that used for voters who refuse to complete an *Application to Vote*: No ballot is issued, and the voter is not eligible for a provisional ballot.
- A voter who **claims to have picture ID but refuses to show it** cannot vote and should be referred to the clerk. The voter does not have the option of signing the *Affidavit of Voter Not in Possession of Picture ID* as the affidavit is for voters who can truthfully state that they are not in possession of picture ID. The voter is not eligible for a provisional ballot.
- **The voter's current address does not need to appear on the picture ID.** Picture ID is only used to verify the voter's identity.
- **A voter cannot be challenged simply because he or she is not in possession of acceptable picture ID,** provided the voter signs the *Affidavit of Voter Not in Possession of Picture ID*. A voter who is unable to show acceptable picture ID can be challenged only if there is "good reason to believe" that the person is not qualified to vote in the precinct, independent of the voter's inability to provide acceptable picture ID. Refer to the section on "Challengers/Types of Challenges/Poll Watchers" for further information.

- D. If the voter provides acceptable picture ID, check the picture and name to verify the voter's identity. Confirm that the name on the ID matches the name on the *Application to Vote*, keeping in mind that commonly used abbreviated names are acceptable (i.e., Bill for William or Kathy for Kathryn). An initial for the voter's first name is also acceptable. The address does **not** need to match.
- E. Check the ePollbook to see if the voter's record includes a status flag indicating he or she needs to fix a registration issue, satisfy the federal ID requirement, or received an absent voter ballot. Refer to the section on "Voters with Status Flags/Voters Who Have Moved" for further instructions.
- F. After the voter has been identified and resolves any status flags, the election inspector in charge of processing voters initials the *Application to Vote*.

Important Notes

- If the name on the *Application to Vote* does not match the name in the ePollbook, determine the reason. The difference may be attributable to a spelling correction, court order, marriage, or other circumstance. A voter whose name has changed must complete and sign the *Application to Vote* in the name used at the time of registration.
- If the voter shows an acceptable picture ID and questions over the voter's identity remain, refer to "Special Procedure if Picture ID Leave Voter's Identity in Question" in this section.
- If the voter has a status flag, or if the address on the *Application to Vote* does not match the address in the ePollbook, refer to the section on "Voters with Status Flags/Voters Who Have Moved."
- If the voter's registration cannot be found in the ePollbook, refer to the section on "Missing Registration/Election Day Registration/Provisional Ballots."

Special Procedure if Picture ID Leaves the Voter's Identity in Question: First, consider the age of the picture and any explanation the voter may offer (weight gain or loss, hairstyle or facial hair alterations, different eyeglass frames, etc.). If questions over the voter's identity remain, ask to view other acceptable forms of picture ID that the voter may be carrying.

If doubt persists, contact the clerk. Refer to the *Provisional Ballot Form* and in the area of the form that is designated "Other Envelope Ballot Reasons," record the voter's name, voter number, and mark the "Elector produced picture ID to satisfy the Michigan voter identification requirement ..." box. Next, give the voter a copy of the *Notice to Voters Unable to Satisfy State and/or Federal Identification Requirement*.

STEP 2: Record the Voter in the ePollbook

Once you determine that the voter is qualified to vote, process the voter in the ePollbook and enter the ballot number issued to the voter. (Refer to the Electronic Pollbook User's Manual.) In addition, record the ballot number and voter number next to the voter's name on the *Application to Vote*.

STEP 3: Offer Instruction

Offer instructions to each voter on the voting process. **Never attempt to influence the voter's choices.**

Always offer to give instruction on all aspects of the voting process including instruction on the procedure for casting a write-in vote. You may limit your instruction to the procedure for casting a write-in vote if requested by the voter; otherwise, instruction on all aspects of the voting process must be offered to avoid any appearance that the precinct board is promoting write-in candidates.

If a voter requests information about any write-in candidates, advise him or her to contact the clerk. **Do not display the names of write-in candidates** inside the polling place or provide the names of write-in candidates while processing voters.

Warn that votes cannot be cast for more candidates than the number stated in the office heading. For example, if the ballot states, "Vote for not more than 1," do not vote for more than one candidate for the office; if the ballot states, "Vote for not more than 2," vote for up to two candidates for that office.

In a partisan primary, remind voters that they must vote for candidates under a single party heading. Voters cannot "split their ticket" in a partisan primary (but split ticket voting is permitted in general elections), they must choose a party in the voting booth and only vote for candidates of that party.

If the voter asks for additional instruction after entering the voting station, two election inspectors who have expressed a preference for different political parties must approach the voting station to provide the requested instruction. After instructing the voter, leave the voting station to allow him or her to vote in private. **Note:** A voter who is blind, disabled or unable to read or write may be assisted with his or her ballot by any person of the voter's choice, other than the voter's employer or agent of that employer or an officer or agent of a union to which the voter belongs. If the voter requests assistance in marking the ballot, refer to the section on "Assisting Voters."

STEP 4: Issue Ballot

Double-check that the appropriate ballot style was issued.

Give the voter the ballot, ballot secrecy sleeve, and the completed *Application to Vote*. Direct the voter to the next available voting station to vote the ballot.

STEP 5: Verify Ballot Number and Instruct Voter to Insert Ballot into Tabulator

Maintain a ten-foot privacy perimeter around the tabulator. The precinct inspector who monitors the tabulator must position himself or herself at least 10 feet away from the tabulator to protect ballot secrecy and voter privacy.

Verify Ballot Number: After voting, the voter must insert the ballot into the ballot secrecy sleeve with only the numbered ballot stub exposed and present the ballot and the *Application to Vote* to an election inspector for verification. Ensure that the voted ballot remains inside the sleeve showing only the numbered stub during the verification step. If necessary, instruct the voter to insert the ballot into the secrecy sleeve. Verify that the number on the stub of the voter's ballot matches the ballot number recorded on the *Application to Vote*.

Instruct Voter to Insert Ballot into Tabulator: If the numbers match, tear off the stub, spindle the *Application to Vote*, and instruct the voter to feed the ballot into the tabulator. Retain or dispose of stubs as directed by the clerk.

If the ballot is rejected by the tabulator, refer to the section on "Tabulator Rejected Ballots/Spoiled Ballots/Exposed Ballots."

Special Procedure if Voter is Issued a Provisional Envelope Ballot: A provisional envelope ballot is not inserted into the tabulator. After completing the "Verify Ballot Number" procedure, instruct the voter to place the voted ballot inside the *Provisional Ballot Form* envelope, seal the envelope, and return the sealed envelope to the election inspector. The election inspector places the *Provisional Ballot Form* envelope inside the *Provisional Ballot Storage Envelope* for delivery to the clerk. Do not place the *Provisional Ballot Storage Envelope* in the ballot container. **Note: Do not put provisional affidavit ballots into sealed envelopes. Provisional affidavit ballots are inserted into the tabulator.**

Important Notes

- If the number on the ballot stub does not match the number of the ballot issued to the voter, verify with the election inspector that the number was accurately recorded, then if necessary, question the voter and enter the facts in the Remarks section of the ePollbook. If the voter cannot give a satisfactory answer, contact the clerk for instruction.
- If the ballot stub is missing and cannot be accounted for, reject the ballot. Enter a notation in the Remarks section of the ePollbook and contact the clerk for further instruction.
- A voter is prohibited from leaving the polling place with his or her *Application to Vote*, ballot or ballot stub. If a voter attempts to leave the polls with any of these materials, instruct him or her to return them. If the voter refuses to comply, record the facts in the Remarks section of the ePollbook and contact the clerk.

Protecting the Secrecy of the Ballot: Only minor children and those persons who are duly authorized to provide voting assistance may be present in the voting station when the voter marks his or her ballot. For more information, see “Assisting Voters” chapter below.

If a voter deliberately shows any person in the polling place how he or she voted, reject the ballot, refer to the “Tabulator Rejected Ballots/Spoiled Ballots/Exposed Ballots” section.

CAMPAIGNING AT THE POLLS/EXIT POLLSTERS

Campaigning at the Polls

Michigan law prohibits a person from posting, displaying, or distributing inside a polling place or any hallway used by voters to enter or exit a polling place, or within 100 feet of an entrance to a building in which a polling place is located, “any material that directly or indirectly makes reference to an election, a candidate, or a ballot question.” Note, while this restriction applies to candidates and ballot proposals appearing on the ballot at this election, it does not apply to official election materials that are required by law to be posted, displayed, or distributed in a polling place on Election Day.

The following activities are prohibited:

- Displaying “pro and con” information or “vote for/against” materials regarding the candidates or proposals that appear on the ballot. This does not include school gear that does not say “vote for/against.”
- Approaching voters to verbally encourage them to vote for or against any person or question on the ballot.
- Distributing any type of campaign literature or write-in stickers.
- Displaying campaign signs, posters, or bumper stickers.
- Collecting petition signatures.
- Requesting donations, selling tickets or engaging in similar activities.

Election inspectors must direct voters entering the polls to remove campaign buttons or cover up clothing that refers to a candidate, campaign slogan, or political party or interest group. Instruct voters to conceal campaign literature or other campaign materials brought into the polling room. A voter may discreetly refer to their own personal notes, campaign literature or “slate cards” when voting, but the materials must not be left behind in the voting station. Election inspectors must periodically check each voting station for campaign literature or materials left by voters and discard any that is found.

A voter may park a vehicle displaying campaign signs or bumper stickers within 100 feet of the polling place during the time he or she is voting. In any other circumstance, vehicles with campaign signs or bumper stickers must be parked at least 100 feet from any entrance to the building in which the polling place is located.

Candidates appearing on the ballot cannot remain in the polling place after voting and are subject to the 100-foot restriction.

Exit Pollsters

“Exit pollsters” are persons employed to survey voters **after** they have voted. While Michigan law does not specifically regulate exit polling, the Bureau of Elections recommends that exit pollsters:

1. Remain at least 20 feet away from the exterior building entrance or exit in which the polling place is located,
2. Refrain from entering the building in which the polling place is located, and
3. Refrain from questioning any person entering the building in which the polling place is located.

All exit polling must be conducted discreetly to ensure that voters who have not yet entered the polling place to vote are not influenced by what they hear during another voter’s exit polling interview.

Handling Violations

If a person persists in violating any of the above restrictions on Election Day, contact the clerk or, if necessary, a local law enforcement agency.

CHALLENGERS AND POLL WATCHERS/TYPES OF CHALLENGES

Challengers and Poll Watchers

The election is an open and transparent process that may be observed by any interested person. A person who wishes to observe but is not a qualified election challenger is commonly called a “poll watcher.” Election challengers may be appointed by political parties and qualified interest groups to observe the election process. There are a number of important distinctions between poll watchers and challengers:

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 Michigan.	Yes	No
Has the 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 ePollbook and other election materials.	Yes	Yes – but only as permitted by precinct chairperson and when voting process will not be delayed.
May touch or handle the ePollbook and other election materials.	No	No
May use a camera or recording device in polling place, or the camera or recording features of a smart phone or tablet.	No	No
May otherwise use a smart phone, tablet, laptop, or other electronic device in polling place.	Yes – if not disruptive.	Yes – if not disruptive.
May use a smart phone, tablet, laptop, camera or other electronic device in absent voter counting board.	No	No
May wear clothing, button, arm band, vest, etc. that identifies organization he or she represents.	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 after the close of polls until the election inspectors complete their work.	Yes	Yes
May view the vote results generated in the precinct after the polls close.	Yes	Yes

Challenger Credentials, Conduct Standards and Rights

A challenger has the right to challenge: 1) A person's qualifications to vote if the challenger has "good reason to believe" that the person is not qualified to vote in the precinct, and 2) The actions of the election inspectors if the challenger believes that the election law is not being followed. An official challenger:

- May be appointed to serve in more than one precinct.
- Must represent a recognized political party or an interest group which is authorized to appoint election challengers at the election. (While a qualified organization may rotate challengers in a precinct, it cannot have more than two challengers present in the precinct at any time.)
- Must **not** represent a candidate, candidate committee, or other type of organization expressly formed for the purpose of supporting or opposing candidates.
- Must **not** be a candidate for any elective office in the election (except in the even-year August primary, when a candidate for precinct delegate may serve as a challenger in a precinct where he or she is **not** a candidate.)
- Must **not** serve as an election inspector in the election.
- Must **not** campaign, distribute campaign material or wear campaign apparel in the precinct.

If two challengers are representing a political party or an organization in the precinct, only one of the challengers is authorized to challenge at any given time. The challengers may alternate who possesses the authority to challenge, but must advise the precinct board each time the authority is transferred.

Credentials: A challenger must have in his or her possession a "challenger identification card" issued by the political party or organization he or she represents. When entering the precinct, the challenger must show the card to the chairperson of the precinct board. It is recommended that a challenger wear a badge with the words "ELECTION CHALLENGER," but the badge cannot refer to the challenger's political party or organization.

Conduct standards: Challengers must conduct themselves in an orderly manner at all times. A challenger can be expelled from the precinct for unnecessarily obstructing or delaying the work of the election inspectors; touching ballots, election materials or voting equipment; campaigning; or acting in a disorderly manner.

- A challenger is prohibited from threatening or intimidating voters entering the polling place, applying to vote, entering a voting station, voting, or leaving the polling place.
- Challengers cannot campaign, distribute literature or display any campaign material in the polls or within 100 feet of any doorway used by voters to enter the building where the polling place is located.
- A challenger is prohibited from wearing a button, armband, vest, shirt, hat or similar item which identifies the organization he or she represents.
- **Challengers are not authorized to approach voters or talk to voters for any reason.** Challengers are also prohibited from wearing, displaying, or saying anything that suggests or implies they are available to assist voters in any way or answer questions that voters may have.
- Challengers are not authorized to place tables in the polls.

- Challengers are prohibited from using video cameras or recording devices in the polling place, including the camera or recording features of a smart phone or tablet.
- Challengers who serve in an absent voter counting board are required to remain in the room where the absent voter counting board is working until polls close at 8:00 p.m., and must take and sign the following oath: “I (name) do solemnly swear (or affirm) that I shall not communicate in any way information relative to the processing or tallying of votes that may come to me while this counting place until after the polls are closed.”

Rights of Challengers: The precinct board must provide space for challengers to enable them to observe all election procedures. Challengers may position themselves behind the election inspectors’ table, but must give election inspectors ample room to work. Those present in the polls (including election inspectors and voters) are prohibited from threatening or intimidating any challengers present in the polling place. Election challengers have the right to:

- Examine the voting equipment before the polls open and after the polls close.
- Observe the processing of voters.
- Observe each person offering to vote. (Challengers must not monitor voters while voting.)
- Inspect the *Applications to Vote*, ePollbook, and any other materials used to process voters at the polling place. (When exercising this right, challengers must not touch any of these materials.)
- Take notes on the persons offering to vote, the election procedures being carried out, and the actions of the precinct board. (In the polling place, notes may be kept or recorded on a smart phone or tablet, but challengers are otherwise prohibited from using the camera or recording features of any electronic device.)
- Notify the precinct board of any improper handling of a ballot by a voter or an election inspector; that the 100-foot campaign restriction is being violated (see “Campaigning at Polls/Exit Pollsters” section); or that any other election law or procedure is being violated.
- Remain in the precinct until precinct inspectors complete their work.

<p>Types of Challenges and Procedures to Follow</p>
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A challenger cannot challenge a voter’s right to vote unless the challenger has good reason to believe that the voter is not qualified to vote in the precinct. **A challenge must not be based on an “impression” that the voter is ineligible due to his or her manner of dress; inability to read or write English; the voter’s perceived race, ethnic background, physical or mental disability, support for or opposition to a candidate or political party; or the voter’s need for assistance with the voting process.**

Every effort must be made to ensure that challenge procedures are properly carried out. Abuse of the challenge process can have serious consequences including the disenfranchisement of qualified voters, criminal violations, and legal challenges over the election results. The precinct chairperson has the authority to expel challengers who abuse the challenge process.

There are six types of challenges that may be made on Election Day: unqualified voter, absentee voter in the polls, precinct board’s failure to issue a challenged ballot when required, challenge against an

absent voter ballot (if absent voter ballots are processed in the precinct), precinct board's failure to comply with election laws, or precinct board's administration of the voter identification requirement.

Preparing and Issuing Challenged Ballots

Some types of challenges may result in the issuance of a specially prepared "challenged ballot." Before issuing a challenged ballot:

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.
4. Make a record of the challenge in the Remarks section of the ePollbook.

After completing these steps, issue the ballot to the voter and direct him or her to the next available voting station. **After voting, the voter deposits the ballot in the tabulator under the regular procedure. Challenged ballots are not placed in provisional ballot envelopes unless the voter is required to vote a provisional envelope ballot for some other reason.**

Unqualified Voter/Voter Lacks Qualifications to Vote: A challenger has the right to challenge a voter if the challenger has **good reason to believe** that a person who offers to vote: 1) is not a resident of the city or township, 2) is under 18 years of age, 3) is not a United States citizen, or 4) is not registered to vote. Generally, these challenges are based on research conducted before Election Day by the challenger or organization he or she represents. In other cases, the voter may make a statement regarding his or her age, residency, registration or citizenship status when offering to vote that gives the challenger good reason to believe that the voter is not qualified to vote in the precinct.

Challenges must be directed to the precinct chairperson before the voter is issued a ballot. After the challenge is made, the chairperson (or an election inspector designated by the chairperson as responsible for supervising the challenge) must ensure it is conducted promptly and courteously. If there are other voters waiting in line, the challenged voter can be taken aside for questioning to avoid processing delays. The challenge proceeds as follows:

1. After the challenge is made, the precinct chairperson or designated election inspector administers the following oath to the voter: ***"I swear (or affirm) that I will truthfully answer all questions put to me concerning my qualifications as a voter."***
2. After the voter takes the oath, the precinct chairperson or designated election inspector questions the voter, confining the inquiry to the person's qualifications to vote (age, residency, citizenship or registration status).
3. If the answers given under oath prove that the challenged voter is qualified to vote in the precinct, he or she is allowed to vote a specially prepared challenged ballot. A challenged voter cannot vote if he or she refuses to take the oath, refuses to answer appropriate questions under oath, or is found to be not qualified to vote through the answers given under oath.

4. A complete record of the challenge must be entered on the Challenged Voters page in the Pollbook. The record must include the name of the person making the challenge; the reason for the challenge; the time of the challenge; the name, address and telephone number of the person challenged; and any other pertinent information.

Absentee Voter at Polls: A challenger has the right to challenge any voter issued an absentee ballot who appears at the polls to vote on Election Day claiming that he or she never received the absent voter ballot, or that the absent voter ballot was lost or destroyed.

If this type of challenge is made, instruct the voter to either: 1) Surrender the absent voter ballot, or 2) Complete the *Affidavit of Lost or Destroyed Absent Voter Ballot*; an election inspector must contact the clerk to verify that the absent voter ballot was not returned. Allow the voter to vote a specially prepared challenged ballot and enter a complete record of the challenge on the Challenged Voters page in the Pollbook. It is not necessary to question the voter under oath.

Precinct Board's Failure to Issue a Challenged Ballot When Required: Under the circumstances described below, precinct inspectors must automatically issue a challenged ballot:

1. A voter who refuses to enter the day and month of birth or enters an incorrect birthdate on the *Application to Vote* form is required to vote a challenged ballot.
2. All provisional ballots must be prepared as challenged ballots.
3. An absent voter ballot must be prepared as a challenged ballot if the ballot stub is missing or the ballot number does not match the number recorded.
4. A voter who registered to vote in the 14 days immediately preceding Election Day or on Election Day without providing a driver's license or state-issued personal identification card that includes their registration address is required to vote a challenged ballot. (The ePollbook or voter registration receipt will indicate whether a challenged ballot is required.)

If a challenger has reason to believe that the precinct board is not issuing a challenged ballot when required, he or she must direct the challenge to the precinct chairperson. If the chairperson rejects the challenge, the challenger may contact the clerk to resolve the matter. The election inspectors must enter a complete record of the challenge on the Challenged Voters page in the Pollbook.

Challenge Against an Absent Voter Ballot (if absent voter ballots are processed in the precinct): If an absent voter ballot being processed in the precinct is challenged, prepare the ballot as a challenged ballot and make a notation on the Challenged Voters page in the Pollbook. Proceed with routine processing and tabulation of the ballot.

Precinct Board's Failure to Comply with Election Laws: If a challenger has reason to believe that the precinct board is not following election law, the actions of the precinct board may be challenged by consulting with the precinct chairperson. If the chairperson rejects the challenge, the challenger may contact the clerk to resolve the matter. The election inspectors must enter a complete record of the challenge in the ePollbook.

Precinct Board’s Administration of the Voter Identification Requirement: Every voter who attends the polls must show acceptable picture ID or sign an *Affidavit of Voter Not in Possession of Picture ID*. A challenge may be made if an election inspector attempts to issue a ballot to a voter who has not shown acceptable picture ID or signed an *Affidavit of Voter Not in Possession of Picture ID*. A challenge may also be made if the challenger has good reason to believe that a person is not qualified to vote in the precinct (i.e., if a voter provides acceptable picture ID with an address that is different than the address in the ePollbook).

A voter **cannot** be challenged simply because he or she does not have or is not in possession of acceptable picture ID, as long as the voter signs the *Affidavit of Voter Not in Possession of Picture ID*. However, a voter who is unable to show picture identification can be challenged if a challenger has good reason to believe that the person is not qualified to vote in the precinct, independent of the voter’s inability to provide acceptable picture ID.

Poll Watchers

A person who wishes to observe the election process but who is not a qualified election challenger is commonly called a poll watcher. Poll watchers:

- Are not required to be registered to vote in Michigan.
- Are subject to the same conduct standards as challengers.
- Are not authorized to challenge a person’s right to vote or the actions of the precinct board.
- Are not permitted to position themselves or sit behind the election inspectors’ processing table.
- Must sit or stand in the “public area” of the polling place where they will not interfere with the voting process.
- Are not authorized to approach or talk to voters for any reason.
- Are allowed to view the ePollbook at the discretion of the precinct board chairperson.
- Must not be a candidate for any elective office in the election.

Poll watchers who wish to observe an absent voter counting board must remain in the room in which the absent voter counting board is working until the close of polls at 8:00 p.m., and are required to take and sign the following oath: “I (name) swear (or affirm) that I shall not communicate in any way information relative to the processing or tallying of votes that may come to me while in this counting place until after the polls are closed.”

ASSISTING VOTERS

Election inspectors should maintain a “customer service” approach, especially with regard to voters who may need assistance in casting ballot. Voters may face obstacles in casting ballots because of disability, limited ability to read or write English, or other factors that may not be immediately apparent.

Voters may receive assistance from election inspectors or other person chosen by the voter, as long as the person rendering assistance is not the voter’s employer or an agent of the employer, or an officer or agent of a labor union to which the voter belongs.

Advise voters who indicate that they will need help casting their ballot that a voter assist terminal (VAT) is available in the polling place that can be used to vote independently without assistance. A voter requesting assistance can vote in a regular voting station or by using the VAT, according to his or her preference. If the voter prefers to vote with assistance, proceed as explained below.

Assistance Procedure

Whenever a voter receives help with voting, a record must be entered in the Remarks section of the ePollbook. The record must include the name of the assisted voter and the person or persons who gave the assistance.

When a voter asks the precinct board for voting assistance, he or she does not need to provide a reason for the request. Assistance must be given by two precinct inspectors who have expressed a preference for different political parties.

- Under state law, when a voter asks the precinct board for voting assistance, a reason for the needed assistance does not have to be stated. When a voter asks the precinct board for voting assistance, **two** inspectors who have expressed a preference for different political parties must assist.
- Under federal law, a voter who is blind, disabled or unable to read or write may be assisted with his or her ballot by any person of the voter’s choice, other than the voter’s employer or agent of that employer or an officer or agent of a union to which the voter belongs.

Alternatively, a voter may be assisted by a person of the voter’s choice, as long as the person rendering assistance does not represent the voter’s employer labor union. If a voter wishes to receive voting assistance from another person:

1. Ask, “***Are you requesting assistance with voting by reason of blindness, disability, or inability to read or write?***” A “yes” or “no” answer is sufficient.
2. Ask the person rendering assistance, “***Are you the voter’s employer or an agent of the employer, or are you an officer or agent of a labor union to which the voter belongs?***” If the answer to this question is “no,” the voter may be assisted by the person.

The person assisting the voter may be of any age. If the person who accompanied the voter to the polls is not eligible to assist, two election inspectors who have expressed a preference for different political parties must assist the voter.

Curbside Voting

If a voter is unable to enter the polling location and asks the precinct board for voting assistance, help must be provided by two inspectors who expressed a preference for different political parties. The inspectors must take the ballot and secrecy sleeve to the voter in their vehicle in the parking lot and return to the polling place to deposit the ballot into the tabulator.

Remember that the voter must comply with all regular processing procedures, including completion of the *Application to Vote*, registration verification, and presenting acceptable picture ID or signing the *Affidavit of Voter Not in Possession of Picture ID*.

Disability Etiquette Tips

Disability Etiquette

Provided by the Michigan Bureau of Elections



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.

TABULATOR REJECTED BALLOTS/SPOILED BALLOTS/EXPOSED BALLOTS

Ballots Rejected by the Tabulator

On occasion, a voter may encounter difficulty when attempting to insert the ballot into the tabulator. The secrecy of the ballot may be violated if the election inspector who is assigned to monitor the tabulator fails to observe the “10-foot rule” by remaining at least 10 feet away from the tabulator whenever it is in use. Remember, it is improper for an election inspector to view a voter’s marked ballot if the identity of the voter is known.

Instructions and options offered to a voter whose ballot is rejected by the tabulator must be accurate and consistent. The following script is designed to be read to any voter who experiences the rejection of his or her ballot due to a voting error.

STEP 1: An election inspector reads one of the following statements to a voter whose ballot has been rejected by the tabulator due to a voting error:

- **Overvoted Statement –If the voter has “overvoted” one or more offices or proposals on the ballot, read the following statement:**

The tabulator rejected your ballot because it is improperly marked. According to the tabulator, you have cast more votes for an office or proposal than allowed. If you wish to correct this error, we will be happy to provide you with a replacement ballot. If you do not wish to correct this error, your ballot may be accepted as presented, but please be aware that any invalid marks on your ballot will not be counted. That means your vote will not count for the office or proposal you overvoted.

- **Crossover Statement – If the voter has voted under more than one political party’s heading in a partisan primary, read the following statement:**

The tabulator rejected your ballot because it is improperly marked. According to the tabulator, you have cast votes for candidates of more than one political party. If you wish to correct this error, we will be happy to provide you with a replacement ballot. If you do not wish to correct this error, your ballot may be accepted as presented, but please be aware that any invalid marks on your ballot will not be counted. That means your votes will not count in either partisan primary.

- **Ambiguous Mark Statement – If the voter has not made complete marks, read the following statement:**

The tabulator rejected your ballot because it does not fully detect all the votes on the ballot. According to the tabulator, you did not fully darken the target area for every contest on the ballot. If you wish to re-mark your ballot, you may return to the voting station and fill in the target areas completely and instructions on the voting process will be provided upon request. If you do not wish to re-mark your ballot, your ballot may be accepted as presented, but please be aware that any

invalid marks on your ballot will not be counted. That means that your votes for some office(s) will not count.

- **Blank Ballot Statement – If the voter has not recorded any votes and is attempting to cast a “blank” ballot, read the following statement:**

The tabulator rejected your ballot because it appears that you did not mark any votes. If you wish to re-mark your ballot, you may return to the voting station and instructions on the voting process will be provided upon request. If you do not wish to re-mark your ballot, your ballot may be accepted as presented, but please be aware that no votes will count.

STEP 2: If the voter declines the opportunity to correct the error and requests that his or her ballot be accepted as presented, the election inspector should re-emphasize that one or more votes will not be counted and offer the voter a second opportunity to obtain a replacement ballot.

- In the case of an overvoted ballot, ballot containing crossover votes, or ballot containing ambiguous marks, read this statement to the voter: If your ballot is accepted as presented, any invalid marks will not be counted. Are you certain that you do not want a replacement ballot?
- In the case of a blank ballot, read this statement to the voter: If your ballot is accepted as presented, no votes will be counted. Are you certain that you do not want to return to the voting station?

Spoiled Ballots

A voter who spoils his or her ballot may obtain a replacement ballot under the following procedure:

1. Direct the voter to return to the check-in station and surrender the spoiled ballot.
2. Record the original ballot as spoiled in the ePollbook.
3. Draw a line through the original ballot number recorded on the *Application to Vote* and note that the ballot was “Spoiled.”
4. Record the new ballot number in the ePollbook and on the voter’s *Application to Vote*.
5. Issue the voter a new ballot and direct him or her to the next available voting station.
6. Maintaining voter privacy, write the word “Spoiled” on the original ballot, remove the stub, and place the ballot and detached stub in the envelope labeled “Spoiled Ballots.”
7. After the close of polls, verify the total number of spoiled ballots and seal the spoiled ballot envelope with a red paper seal before sealing inside the ballot container.

Exposed Ballots

If a voter intentionally exposes his or her voted ballot by showing anyone in the polling place how he or she voted, the voter’s ballot is void and must be rejected. **Do not** permit the voter to vote again in the election.

Note: There is **no violation** if a minor child accompanying a voter in the voting station observes a voted ballot (see section on “Processing Voters”), or if a voter takes a photograph of his or her own ballot inside the voting station (see section on “Opening the Polls/Maintaining Order”).

Reject the ballot using the following procedure:

1. Instruct the voter to surrender the exposed ballot.
2. Write the words, “Rejected for Exposure,” on the ballot. Do not give the voter another ballot to replace the rejected one.
3. Record the ballot as rejected in the ePollbook.
4. Enter a complete description of the event in the Remarks section of the ePollbook.
5. Put the rejected ballot in the envelope labeled “Rejected.”
6. Write the reason for the rejection on the outside of the labeled envelope. (If you were not supplied with an envelope reserved for this purpose, create your own.)
7. After the polls close, seal the rejected ballot envelope in the ballot container.

VOTERS WITH STATUS FLAGS/VOTERS WHO HAVE MOVED

Voters with Status Flags

Some voters will have status flags that need to be resolved prior to issuing a ballot, usually due to incomplete or outdated voter registration information. For example, the voter may have neglected to sign the registration application or answer the citizenship question, or the clerk may have received information indicating that the voter may have moved. Status flags include codes indicating that an absent voter ballot was already issued to the voter; a formal challenge regarding the voter’s age, citizenship or residency has been made; the voter has not satisfied the federal ID requirement; or the voter needs to verify his or her address, citizenship, signature, or date of birth.

In the ePollbook, the status flag appears as a red question mark next to the voter’s name; look to the election inspector action window at the bottom of the Voter Details screen to identify the unresolved issue.

Code	Description	Election Inspector Procedure
Absentee ballot sent by clerk	The voter was issued an absent voter ballot, but it has not been recorded as received by the clerk.	(1) Ask the voter to surrender the absent voter ballot, or (2) Contact the clerk to verify that the voted ballot has not been returned and require voter to complete the <i>Affidavit of Lost or Destroyed Absentee Ballot</i> . Issue a ballot under the regular procedure. (After issuing a ballot, place the surrendered ballot or <i>Affidavit of Lost or Destroyed Absentee Ballot</i> in the local clerk’s envelope.)
Absentee ballot sent/received by clerk	The voter was issued an absent voter ballot and has already returned it to the clerk.	Do not issue the voter a ballot because he or she has already voted.
Election inspector action required: voter challenged for ___ (age, citizenship or residency)	The voter must complete the challenge process before voting.	Seek assistance from the precinct chairperson in administering the challenge process; upon completion, issue a specially prepared challenged ballot. Use the Challenged ballot button to enter the voter’s ballot number into the ePollbook.
Election inspector action required: This voter’s ballot must be prepared as challenged	The voter registered within the last 14 days before Election Day or on Election Day and did not provide a driver’s license or state-issued personal identification card that includes their registration address at the time of registration.	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). Conceal this number with a small piece of white paper taped over the number. Use the Challenged ballot button to enter the voter’s ballot number into the ePollbook.
Election inspector action required: voter must meet the federal ID requirement	Before voting, the voter must show acceptable picture ID or current paycheck, government check, utility bill, bank statement, or other government document listing name and address.	Refer to “Federal ID Requirement” below.

Code	Description	Election Inspector Procedure
Election inspector action required: have voter verify address	The voter's current residence address must be confirmed.	Ask the voter to verbally verify the address listed in the ePollbook; if the address matches, issue a ballot under the regular procedure. If the voter does not confirm the address, refer to "Voters who have Moved" in this section.
Election inspector action required: have voter verify citizenship	The voter did not provide an answer to the citizenship question at the time of registration.	Instruct the voter to complete a <i>Voter Registration Application</i> and mark the citizenship box. If the voter marks "yes", issue a ballot under the regular procedure. If the voter marks "no," do not issue a ballot. (After issuing a ballot, place the <i>Voter Registration Application</i> in the local clerk's envelope.)
Election inspector action required: have voter sign a <i>Voter Registration Form</i>	The voter did not sign the original <i>Voter Registration Application</i> .	Instruct the voter to complete and sign the <i>Voter Registration Application</i> , then issue a ballot under the regular procedure. (After issuing a ballot, place the <i>Voter Registration Application</i> in the local clerk's envelope.)
Election inspector action required: have voter verify date of birth	The voter did not provide a complete date of birth at the time of registration.	Ask the voter to verbally confirm his or her date of birth. If the date of birth is different than what is listed in the ePollbook make a note to the local clerk with the correct date of birth and place in the local clerk's envelope.

Federal ID Requirement. This requirement is in addition to Michigan's picture ID requirement and applies to voters who have never voted in Michigan and registered to vote by mail, through a voter registration drive, or online (because online voter registration requires a Michigan driver's license or personal ID, online registrants will all satisfy the requirement). If the voter does not satisfy the federal ID requirement at the time of registration, he or she must comply before voting. (Note: The federal ID requirement does not apply if the voter is disabled.)

Voters who are required to satisfy the federal ID requirement are flagged in the ePollbook with a red question mark. Before being issued a ballot, the voter must present one of the following documents: 1) an acceptable picture ID, or 2) a current paycheck, government check, utility bill, bank statement, or other government document which lists the voter's name and address.

- **If the voter provides acceptable picture ID**, both the federal ID requirement and Michigan's picture ID requirement are satisfied, and the voter is eligible to vote.
- **If the voter provides a current paycheck, government check, utility bill, bank statement or a government document which lists his or her name and address**, only the federal ID requirement is satisfied. To comply with Michigan's picture ID requirement, the voter must sign the *Affidavit of Voter Not in Possession of Picture ID* before voting. Once the federal ID and Michigan requirements are met, the voter is eligible to vote.
- **If the voter does not possess acceptable picture ID and is unable to produce a current paycheck, government check, utility bill, bank statement or a government document which lists his or her name and address**, he or she is eligible to vote a provisional envelope ballot.

Instruct the voter to sign *Affidavit of Voter Not in Possession of Picture ID* before voting and refer to the *Provisional Ballot Form*. In the area of the form that is designated “Other Envelope Ballot Reasons,” record the voter’s name and voter number, and mark the “Elector subject to federal ID requirement unable to produce an acceptable form of ID” box. Give the voter a copy of the *Notice to Voters Unable to Satisfy State and/or Federal Identification Requirement* and prepare the provisional Envelope ballot.

Voters Who Have Moved

If the residential address entered by the voter on the *Application to Vote* differs from the address in the ePollbook, determine whether the voter’s new/current address is located within the same city or township, or in a different city or township.

- A. **Voter Moved Within Same City or Township.** A voter who moves from one precinct to another precinct within the same city or township but does not report the change of address prior to Election Day, can vote one last time in the precinct where registered.
1. Instruct the voter to complete an *Election Day Change of Address Form*.
 2. Ask the voter to provide acceptable picture ID or sign the *Affidavit of Voter Not in Possession of Picture ID*.
 3. Initial the *Application to Vote* and issue a ballot.
 4. After polls close, forward the *Election Day Change of Address Form* to the clerk in the local clerk’s envelope.

- B. **Voter Moved to a Different City or Township.** A voter who moves from one city or township to another city or township but does not report the change of address prior to Election Day, can vote one last time in the precinct where registered **only if the move was made within 60 days of the election.**
1. Instruct the voter to complete an *Election Day Change of Address/Authorization to Transfer Voter Registration Form*.
 2. Ask the voter to provide acceptable picture ID or sign the *Affidavit of Voter Not in Possession of Picture ID*.
 3. Initial the *Application to Vote* and issue a ballot.
 4. After polls close, forward the *Authorization to Transfer Voter Registration Form* to the clerk in the local clerk’s envelope. (The clerk updates the voter’s history and sends the form to the voter’s new city or township clerk to update the voter’s registration.)

Election Day Change of Address/Authorization to Transfer Voter Registration for use by voters that are listed in the ePollbook with an address change

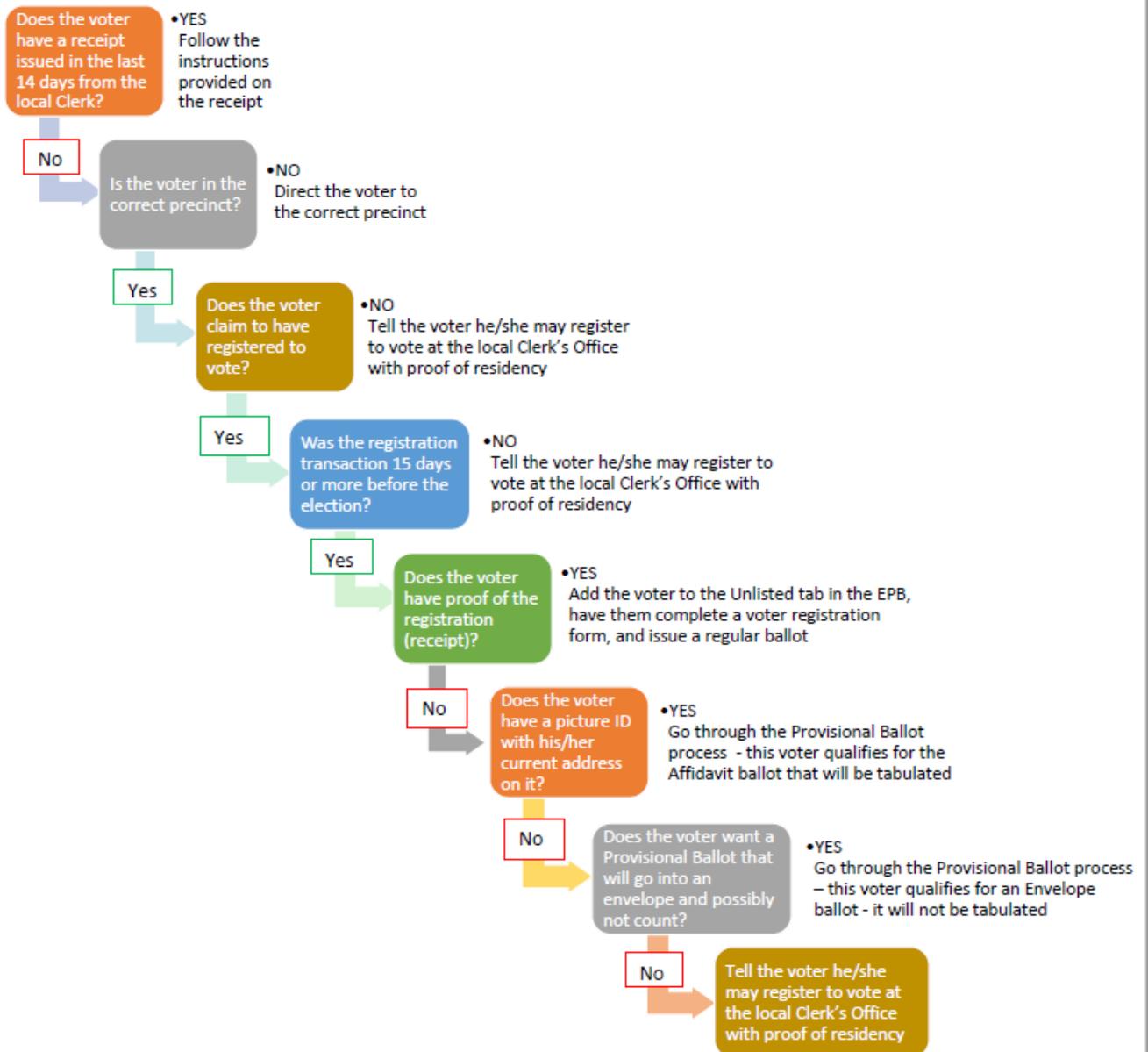
Michigan driver license/state personal ID #			
<input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
<input type="checkbox"/> I do not have a Michigan driver license/state personal ID # or it is not in my possession			
address change			
<input type="checkbox"/> I have moved within the same city or township, please update my record. <input type="checkbox"/> I have moved to a new city or township within the last 60 days, please forward this form to the new clerk.			
personal information *required information			
last name*	first*	middle	suffix
<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>			
date of birth*			MI
new address – house number & street name*		apt/lot #	city* zip
()			
phone		email	
authorization			
By signing below, I authorize the transfer of my voter registration record to the new address listed above. I understand that this address may be in a new jurisdiction and that I will receive a new voter registration card confirming the transaction.			
X			
signature		date	

NOTE: Voters who moved outside of the jurisdiction more than 60 days prior to the election should be directed to their new clerk to register on Election Day.
 Election Inspector: Place this form in the Local Clerk Envelope.

Note: If the voter moved to a different city or township **more than 60 days before the election**, ask the voter whether he or she is willing to travel to the clerk’s office to register and vote today. Inform the voter that he or she must provide proof of residency in the new city or township of residence. Once registered, the voter is eligible to immediately obtain a ballot and vote.

MISSING REGISTRATION/ELECTION DAY REGISTRATION/PROVISIONAL BALLOTS

On occasion, a voter who completes the *Application to Vote* may not be listed in the ePollbook. This could occur if the person is not registered to vote or if an error occurred during the registration process. **Do not turn the voter away.** Instead, use the chart below to determine which of the following options may enable the person to vote. **Because voters may register on Election Day at the city or township clerk's office, it is important to help voters understand their options if they do not appear in the ePollbook.** Depending on the situation, the best option may be go to the correct precinct, register to vote at the clerk's office, or cast a ballot in the current precinct. Contact the local clerk if you have questions.



Provisional Ballots

Complete the *Provisional Ballot Form* to determine which type of provisional ballot to offer the voter. Follow the instructions carefully, paying particular attention to the type of provisional ballot that should be issued – an “affidavit ballot” or “envelope ballot.”

- An **Affidavit** ballot is deposited in the tabulator and counted like any other ballot. It is used when the election inspector answers “yes” to Question 3 on the *Provisional Ballot Form*.
- An **Envelope** ballot is **not** deposited in the tabulator, and instead is delivered to the clerk’s office for further review after polls close. It is used when the election inspector answers “no” to Question 3 on the *Provisional Ballot Form*.

Ask the voter for picture ID and proof of their current address. Then answer these questions:

1. Did the local clerk confirm the voter is not registered in another precinct in the jurisdiction? Yes No
2. Did the voter provide an approved picture ID that confirms his or her address in the precinct? Yes No
3. **Were all answers above Yes?** Yes No

election inspector - issuing a ballot – determining the correct type

If you answered **YES** to Question 3, issue an **Affidavit** ballot :



- Enter ID type and #: _____
- Prepare the ballot as Challenged by writing and concealing the ballot number on the ballot
- Enter voter and issue the ballot in the (e)Pollbook as an **Affidavit** ballot
- Complete the election inspector record below
- Give voter the **Notice to Voter**
- Allow voter to mark the ballot & put their ballot in the tabulator
- Place this empty envelope in the *Provisional Ballot Storage Envelope*

If you answered **NO** to Question 3, issue an **Envelope** ballot:



- Enter ID type and # _____ or Not provided
- Enter residency proof (current utility bill, bank statement, paycheck, or any other government document) : _____ or Not provided
- Prepare the ballot as Challenged by writing and concealing the ballot number on the ballot
- Enter voter and issue the ballot in the (e)Pollbook as an **Envelope** ballot
- Complete the election inspector record below
- Give voter the **Notice to Voter**
- 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
- Allow voter to mark the ballot & seal the ballot inside this envelope
- Place this envelope in the *Provisional Ballot Storage Envelope*

Important Note: if it is determined that the voter would vote an envelope ballot and the voter has proof of residency, the voter should be directed to the local clerk’s office to register to vote. If the voter refuses, continue to issue an envelope ballot.

When completing the *Provisional Ballot Form*, attention to detail is critical. If necessary, ask the precinct chairperson or clerk for assistance. Remember, a provisional ballot should be offered only if the voter is unwilling to travel to the clerk’s office or correct precinct, and unable to produce a voter registration receipt.

- A. **Affidavit Ballot Procedure.** If after completing the *Provisional Ballot Form* it is determined that an Affidavit ballot should be issued and can be tabulated in the precinct, proceed as follows:
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. Enter the voter and ballot number in the ePollbook and record it as an Affidavit ballot.
 4. Give the voter a copy of the *Notice to Voters Who Do Not Appear on the Precinct's Registration List*.
 5. Issue the ballot and instruct the voter to mark the ballot, then **deposit it in the tabulator**.
 6. Place the *Provisional Ballot Form* in the *Provisional Ballot Storage Envelope*.
- B. **Envelope Ballot Procedure.** If after completing the *Provisional Ballot Form* it is determined that an Envelope ballot should be issued and returned to the clerk for further review, proceed as follows:
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. Enter the voter and ballot number in the ePollbook and record it as an Envelope ballot.
 4. When issuing the ballot, explain to the voter that the voted ballot **cannot be deposited in the tabulator**. Additionally, if the voter is attempting to vote in the wrong precinct and declines to travel to the correct precinct to vote, tell the voter that **the provisional ballot will not count if it is confirmed that the person voted in the wrong precinct**.
 5. Give the voter a copy of the *Notice to Voters Who Do Not Appear on the Precinct's Registration List*.
 6. Issue the ballot and instruct the voter to mark the ballot, place it inside the *Provisional Ballot Form* envelope and return it to an election inspector.
 7. Place the *Provisional Ballot Form* envelope containing the voted ballot inside the *Provisional Ballot Storage Envelope* for delivery to the local clerk after polls close.

PROCESSING ABSENT VOTER BALLOTS IN THE PRECINCT

The following procedures apply only if absent voter ballots have been forwarded to your precinct for processing. Absent voter ballots may be processed throughout the day as time permits.

Step 1: Confirm Whether the Ballot Can Be Tabulated

- A. Compare the signature on the *Absentee Ballot Return Envelope* to the signature on *Absent Voter Ballot Application* and check the ePollbook to confirm that the voter has not voted in person at the election.
- B. If the return envelope was not signed by the voter, **promptly** return the unopened *Absentee Ballot Return Envelope* and corresponding *Absent Voter Ballot Application* to the clerk. An absent voter ballot without the voter's signature can be resubmitted for processing if the clerk is able to obtain the voter's signature before the close of polls. **For this reason, you must return the unopened envelope as soon as possible to give the clerk time to contact the voter.**

Note: **Do not** return the *Absentee Ballot Return Envelope* and corresponding *Absent Voter Ballot Application* to the clerk if the voter's date of signing is omitted.

- C. Ensure the voter's name is on the Absent Voter (AV) List of Voters or add the voter to the ePollbook List of Voters by using the "absent voter ballot" to indicate that the absent voter ballot was received by the precinct board for processing.
- D. Initial the *Absent Voter Ballot Application* and retain it with the precinct *Applications to Vote*.
- E. If it is determined that the ballot should not be counted for any reason (including the voter's death), **a majority of the precinct board must concur**. Do not open the *Absentee Ballot Return Envelope*. Check the Rejected box and record the reason on the envelope. Make a record of the board's action in the Remarks section of the ePollbook.

Step 2: Open Absentee Ballot Return Envelope

- A. Check the *Absentee Ballot Return Envelope* to determine whether the voter received assistance in voting the ballot. If the envelope indicates that assistance was provided, make a notation in the Remarks section of the ePollbook.
- B. Without exposing any votes, verify that the number on the ballot stub agrees with the ballot number recorded on the AV list or *Absentee Ballot Return Envelope*. If the ballot was returned in a secrecy envelope, the ballot and secrecy envelope may be removed from the return envelope to make the comparison. If the ballot numbers agree, proceed to "Step 3: Remove Ballot Stub and Tabulate Ballots."

If a ballot was not returned by the voter (i.e., the return envelope was empty), note the missing ballot on the Remarks page of the ePollbook.

If the ballot numbers do not agree or the ballot stub is missing and no explanation for the discrepancy can be found (i.e., voters residing in the same household switched their ballots), the ballot must be prepared as a challenged ballot.

- C. To ensure the secrecy of all votes cast, it is recommended that the processing of several *Absentee Ballot Return Envelopes* be delayed until after 8:00 p.m., which will allow a ballot that is received by the clerk just prior to 8:00 p.m. to be intermingled with other ballots during processing and counting. This preserves the secrecy of the last ballot delivered for processing and counting. **Note, however, that you should not include any ballot return envelopes that are missing signatures in the group of envelopes delayed until 8:00 p.m.** These must be returned to the clerk promptly.

Step 3: Remove Ballot Stub and Tabulate Multiple Ballots

- A. Tear off the numbered ballot stub and retain or dispose of the stub as directed by the clerk.
- B. Remove multiple ballots from their secrecy sleeves and place them all together into one secrecy sleeve until ready for tabulation.
- C. Tabulate absent voter ballots in multiples to preserve ballot secrecy.
- D. If an absent voter ballot is rejected by the tabulator, it must be examined by an election inspector to determine the reason for rejection (overvote, crossover vote, ambiguous mark, stray mark, etc.). If the ballot was rejected because of a false read or a voter correction, place the ballot in the auxiliary bin for duplication after polls close (see “Duplication Procedure” below).

Duplication Procedure

Some absent voter ballots may need to be duplicated by election inspectors, such as those that:

- Cannot be scanned by the tabulator due to the voter’s use of an improper ballot marking tool.
- Contain corrections, overvotes, stray marks or invalid write-in votes (“false reads”).
- Contain false “crossover” votes in a partisan primary.
- Are electronically-generated MOVE ballots or Federal Write-In Absentee Ballots (FWAB).

Duplication cannot begin until polls close. Count the absent voter ballots that must be duplicated, including any that were deposited in the auxiliary bin, then gather an equal number of unused ballots. At the top of the first ballot to be duplicated, write “Orig 1,” and at the top of the first replacement ballot, write “Dup 1.” Follow the same numbering system for the remaining ballots which must be duplicated (i.e., “Orig 2” corresponds to “Dup 2,” etc.).

Two election inspectors who have expressed different political party preferences must duplicate ballots using a reader-checker process: One election inspector reads the valid marks from the original ballot as the second election inspector records the marks on the duplicate ballot. When duplicating ballots, any stray mark, correction or invalid write-in votes must be eliminated to ensure proper tabulation of all valid votes.

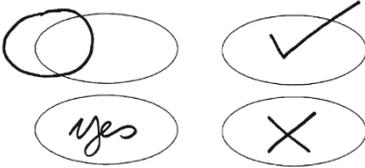
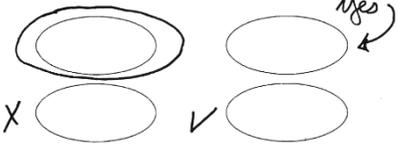
After the ballot has been duplicated, compare the original and replacement ballots to ensure that all valid marks were accurately reproduced. If a mistake occurs during duplication, note the error on the replacement ballot and place it in the *Original Ballots Envelope*. Obtain a new unused ballot from your supplies, number it, and begin the reader-checker process again.

Next, deposit only the duplicated ballots (Dup 1, Dup 2, etc.) into the tabulator. Place all original ballots (Orig 1, Orig 2, etc.), including electronic MOVE ballots and FWABs, inside the *Original Ballots Envelope*.

Ballot Marking Validity Standards
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For a ballot mark to be considered valid, both of the following standards must be met:

- There must be a mark within the “target area.”
- The mark must be consistent with all the other marks on the ballot.

<p>Valid markings: Each of these examples represents a <u>valid vote</u> because a mark has been made within the target area.</p> 	<p>Invalid markings: Each of these examples represents an <u>invalid vote</u> because a mark was not made within the target area.</p> 
<p>Corrections: A correction that causes a false tabulator read does not count as a valid vote; the tabulator recognizes these marks as (false) overvotes. In the following examples, votes count for the top positions only.</p> 	<p>Stray Marks: A stray mark made within a target area is not a valid vote. To determine whether a stray mark exists, compare it to other marks appearing on the ballot. In the following examples, votes count for the top two positions only.</p> <p>Candidate A </p> <p>Candidate B </p> <p>Candidate C </p>

WRITE-IN CANDIDATES

Write-in Candidates

Providing Information: When processing voters, always offer to give instruction on all aspects of the voting process, including the procedure for casting write-in votes. If a voter asks to receive instruction only on the write-in procedure, you may limit your instruction to write-ins; otherwise, you must offer instruction on all aspects of the voting process to avoid any appearance that the precinct board is promoting write-in candidates.

If a voter asks for information about the write-in candidates who are seeking the offices on the ballot, advise the voter to contact the clerk. **Do not display the names of write-in candidates inside the polling place** or provide the names of write-in candidates while assisting voters.

Declaration of Intent Requirement: An individual who wishes to seek nomination or election to a federal, state, county, city, township, village or school office with write-in votes is required to file a *Declaration of Intent* with the appropriate election official by 4:00 p.m. on the second Friday preceding the election, except that a different deadline applies to precinct delegates. (Refer to “Declaration of Intent Requirement for Precinct Delegate Positions Only” in this section.) The local clerk is responsible for notifying the precinct board of any write-in candidates who filed a *Declaration of Intent* prior to the election.

Important Notes

- A write-in vote cast for an individual who did not file a *Declaration of Intent* **does not count**.
- A write-in vote cast for an individual who filed a *Declaration of Intent* does not count unless the office for which the write-in vote was cast corresponds to the office identified on the *Declaration of Intent*.
- In a partisan primary, a write-in vote cast for an individual who filed a *Declaration of Intent* does not count unless the office and political party correspond.
- In the event of the death or disqualification of a candidate whose name appears on the ballot occurring after 4:00 p.m. on the second Friday preceding the election, the *Declaration of Intent* requirement is **waived**. If the waiver applies, all write-in votes cast for the office must be counted, including any write-in votes cast for candidates who did not file a *Declaration of Intent*.

Note for the even-year August Primary – Declaration of Intent Requirement for Precinct Delegate Positions Only: An individual who seeks a precinct delegate position with write-in votes must file a *Declaration of Intent* with the county clerk by 4:00 p.m. on the Friday immediately preceding the August primary. The city or township clerk is responsible for notifying the precinct board of any precinct delegate write-in candidates who filed a *Declaration of Intent* prior to the August primary. The *Declaration of Intent* waiver for deceased or disqualified candidates does not apply to precinct delegate positions.

Additionally, **write-in candidates for precinct delegate positions may file a *Declaration of Intent* in the precinct on the date of the August primary** any time prior to the close of the polls. (Individuals seeking precinct delegate positions with write-in votes are the only persons permitted to file a *Declaration of Intent* with the precinct board on Election Day.) If an individual interested in seeking a precinct delegate position with write-in votes asks for a *Declaration of Intent* form on Election Day, provide the requested form or if forms were not included with your supplies, advise the person to contact the city or township clerk. NOTE: A precinct inspector may witness the signature on the Declaration of Intent form in lieu of a notary on Election Day.

A write-in vote cast for a precinct delegate candidate who has not filed a *Declaration of Intent* does not count. Further, write-in votes cast for a precinct delegate candidate who filed a *Declaration of Intent* do not count unless the write-in vote was cast under the political party column identified on the *Declaration of Intent*.

Validity Standards for Write-In Votes

All the following are required for a valid write-in vote:

- A mark is made within the target area that corresponds with the write-in position.
- The mark is consistent with all other marks on the ballot.
- A person's name is written under the correct office (and correct political party in a partisan primary).
- The named person is a declared write-in candidate.

Recording and Totaling Write-In Votes: Election inspectors must record and total all write-in votes exactly as written after the close of polls, replicating the candidate's name with any name variations or misspellings appearing on ballots, the office for which the vote was cast (and in a partisan primary, the political party). Election inspectors completing this process are creating a record for the Board of Canvassers to use when certifying votes for official write-in candidates.

If the name of a write-in candidate is recorded by the voter under an office or political party that differs from that listed on the *Declaration of Intent*, the write-in vote is invalid and not recorded by election inspectors.