ELECTION INSPECTOR TRAINING

MARQUETTE CITY CLERK'S OFFICE

NOV. 3, 2020 PRESIDENTIAL ELECTION

You will be asked to sign in at the end of this training

Moving forward – City Election Dates

November 3, 2020

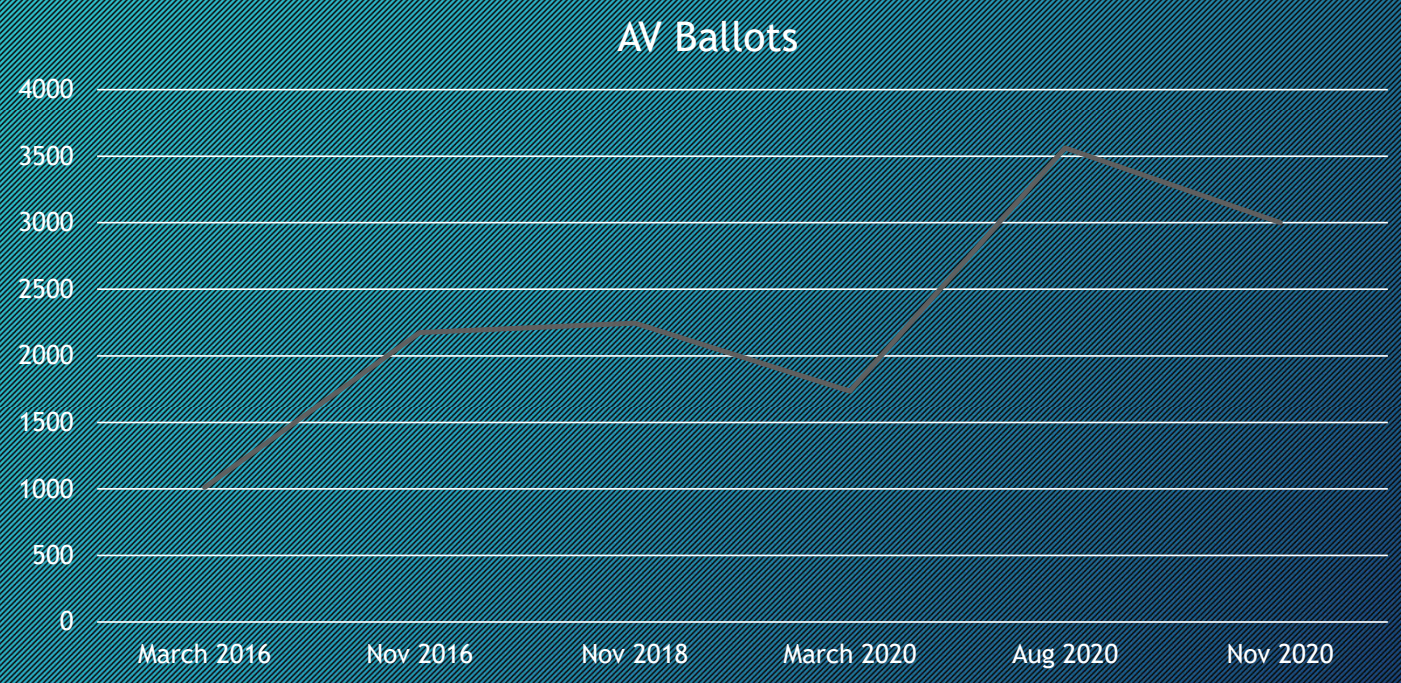
May 4, 2021 (?)
August 3, 2021 (?)
November 2, 2021

ELECTION DATES

Changes – 2018 and beyond

Absentee balloting changes

No-reason AV + statewide AV applications + a global pandemic =



Registration changes

- When eligible citizens who are not already registered to vote complete a driver's license or Personal ID transaction at the SOS Branch Office, the person will be automatically registered to vote unless they affirmatively decline.
- Voters may register in person, by mail or online up to 15 days prior to an election.
- 30-day residency requirement still in place. It is only an attestation by the Voter; proof does not need to be shown.

What happens within 14 days of an Election?

- Voters may register in person with their Local Clerk within 14 days of an election, up to and including Election Day.
- A Voter registering in the final 14 days will need to show proof of residency in addition to proof of identity or an ID that proves both.
- Acceptable Proof of Residency:
  - Current Utility Bill (paper or electronic)
  - Bank Statement (paper or electronic)
  - Paycheck
  - Government Check
  - Other Government Document

Election Day Registration

Clerk or Deputized staff member must be available at the Clerk's Office for Voter Registration Services with access to the QVF system

Upcoming deadlines

- Oct. 19: Last day to register online or by mail.
- Oct. 30: Last day to request an absentee ballot by mail.
- Nov. 2:
  - Last day to request an absentee ballot (must be voted in the office)
  - 10 a.m. – Last opportunity to spoil an absentee ballot

Ballot photographs

USE OF CAMERAS, CELL PHONES AND RECORDING EQUIPMENT IN THE POLLS

While in the voting booth only, voters may use a camera or cell phone to take a photograph of their voted ballot.

Otherwise, the use of video cameras, still cameras and recording devices by voters, challengers and poll watchers is prohibited in the polls during the hours the polls are open for voting. (This includes the video camera, still camera and recording features built into many cell phones and other electronic devices.)

- Voters may use cell phones while waiting in line at the processing table if not disruptive to the voting process.
- Voters must not use cell phones after entering a voting station, except for informational purposes or for taking a photograph of their voted ballot as described below:
  - They may take a photograph only of their ballot and only while in the voting booth.
  - Must direct their camera at the ballot and within the voting booth (voters should leave the ballot flat on the table).
  - Must not take pictures of their ballot outside the voting booth, and must not take pictures of themselves, other voters, other voters' ballots, or anything else within the voting area.
  - Must not share an image of their ballot (including on social media or by other electronic means) until they are at least 100 feet away from any doorway used by voters to enter the building in which a polling place is located.

Display this form in the precinct

- New for this election
- Changes stem from a case re: ballot photos & cell use
- Under settlement, SoS agreed:
  - Laws re: exposing your ballot don't apply to photos shared outside of the 100-foot buffer
  - To issue new instructions permitting voters to take photos of their own ballot, in a voting booth
  - No other pictures – no other locations

Ref: Case No. 1:16-cv-01109

Opening the Polls and Processing Voters

ISSUING A BALLOT TO A VOTER

- ✓Process Voter in the EPB
  - ✓Voter number on app and in EPB must match
- ✓Verify only ONE ballot is issued. Verify the next ballot in the stack is correct (and you didn't grab two).
- ✓Place the ballot in a secrecy sleeve to give to the Voter
- ✓Offer basic instruction on the voting process. (The ballot instruction sheet should already be in the secrecy sleeve)
- ✓Direct the Voter to an available voting station

PROCESSING VOTERS

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 AUG 0 8 2017 **Precinct** _____

PRINT NAME: _____

DATE OF BIRTH: _____

RESIDENCE ADDRESS: _____

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

SIGN HERE X _____ SIGNATURE OF VOTER

ELECTION INSPECTOR COMPLETES

☐ AFFIDAVIT ON REVERSE COMPLETED

ELEC. INSP. INITIAL

BALLOT STYLE

BALLOT NO.

VOTER NO.

Election Source FM-901 • (888) 742-8037/www.electionsource.com

- Voter Completes the Application to Vote
- Verify picture ID matches the Voter
- Pull the Voter up in the EPB
- Verify Name, Birthdate and Address
- Verify the Voter has NOT received an AV ballot
- Verify there are no status flags that need to be addressed
- Initial the Application
- Enter the voter number
- Enter the ballot number in the EPB and on the Application

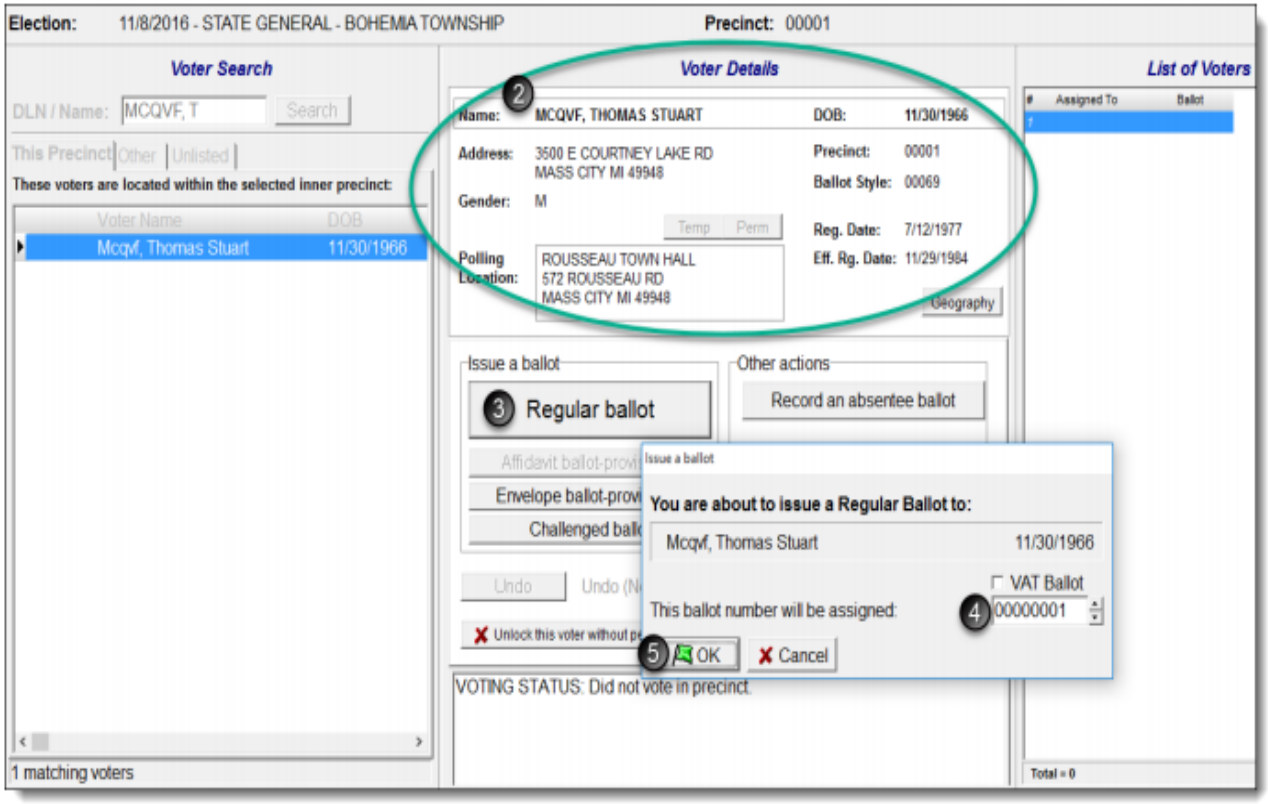
KW1

Assigning a ballot

1. Swipe the voter's driver's license through the magnetic card reader or type the voter's name into the DLN/Name field, entering the last name first. If typing, select the correct voter and then you must click on "Lock this voter record," otherwise skip to Step 2.

   Lock this voter record

2. Verify the voter's information provided on the *Application to Vote* is the same as what is in the EPB.
3. Click Regular ballot
4. Enter the next available ballot number in the **This ballot number will be assigned** box (this number will auto fill after the first number for the ballot style has been entered)
5. Click OK – the voter's name will now be added to the List of Voters



Slide 13

KW1 Use the search bar here, rather than selecting from a long list of options.
Kyle Whitney, 7/16/2019

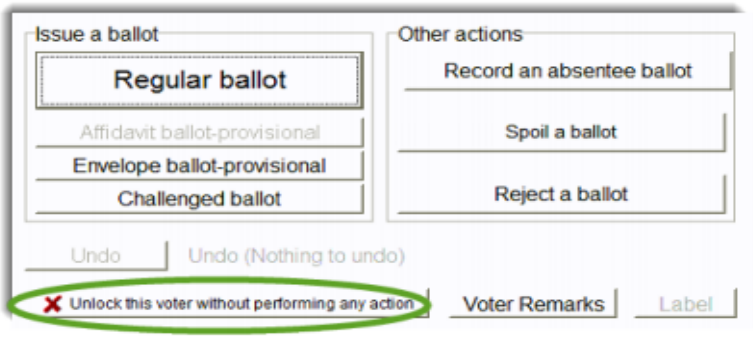
Correcting Mistakes

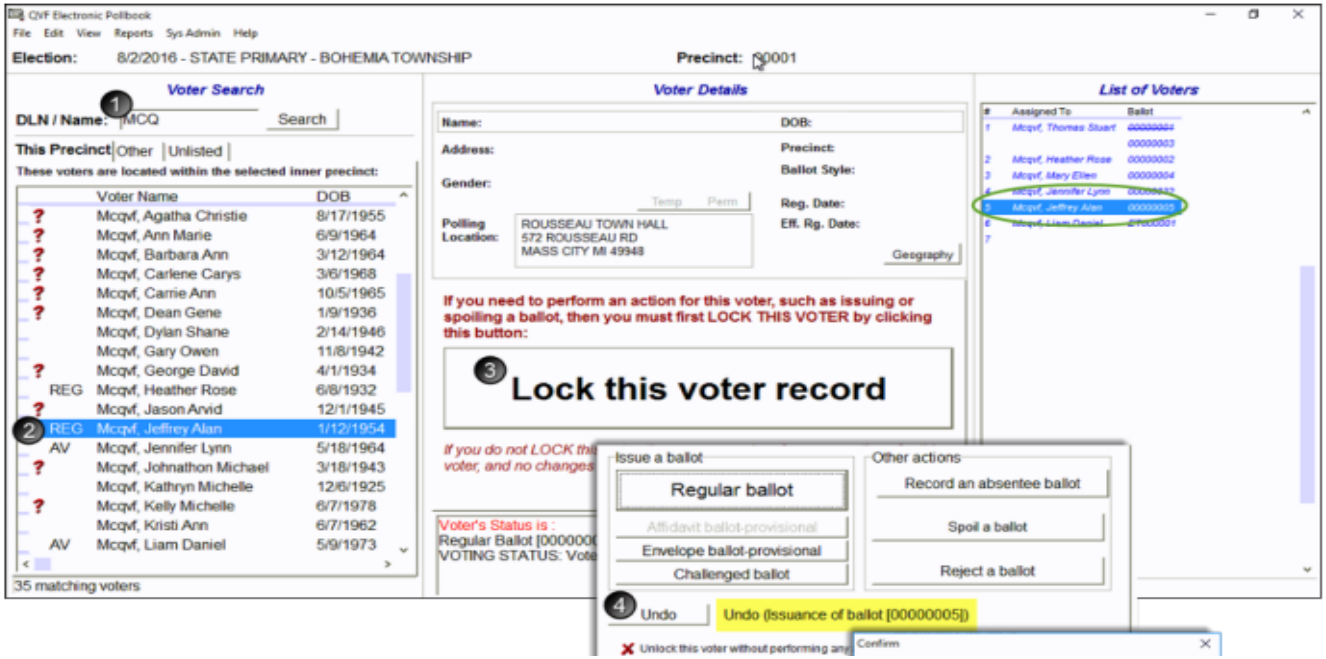
If a voter is selected in error, simply click **Unlock this voter without performing any action** to return to the main screen.

If an entry mistake occurs, whether the wrong ballot number or the wrong voter was issued a ballot, using the **Undo** function will aid in correcting the mistake.

To correct a mistake:

1. Search for the voter, using the DLN/Name search box
2. Select the voter
3. Click Lock this voter record
4. Click Undo
5. Click Yes

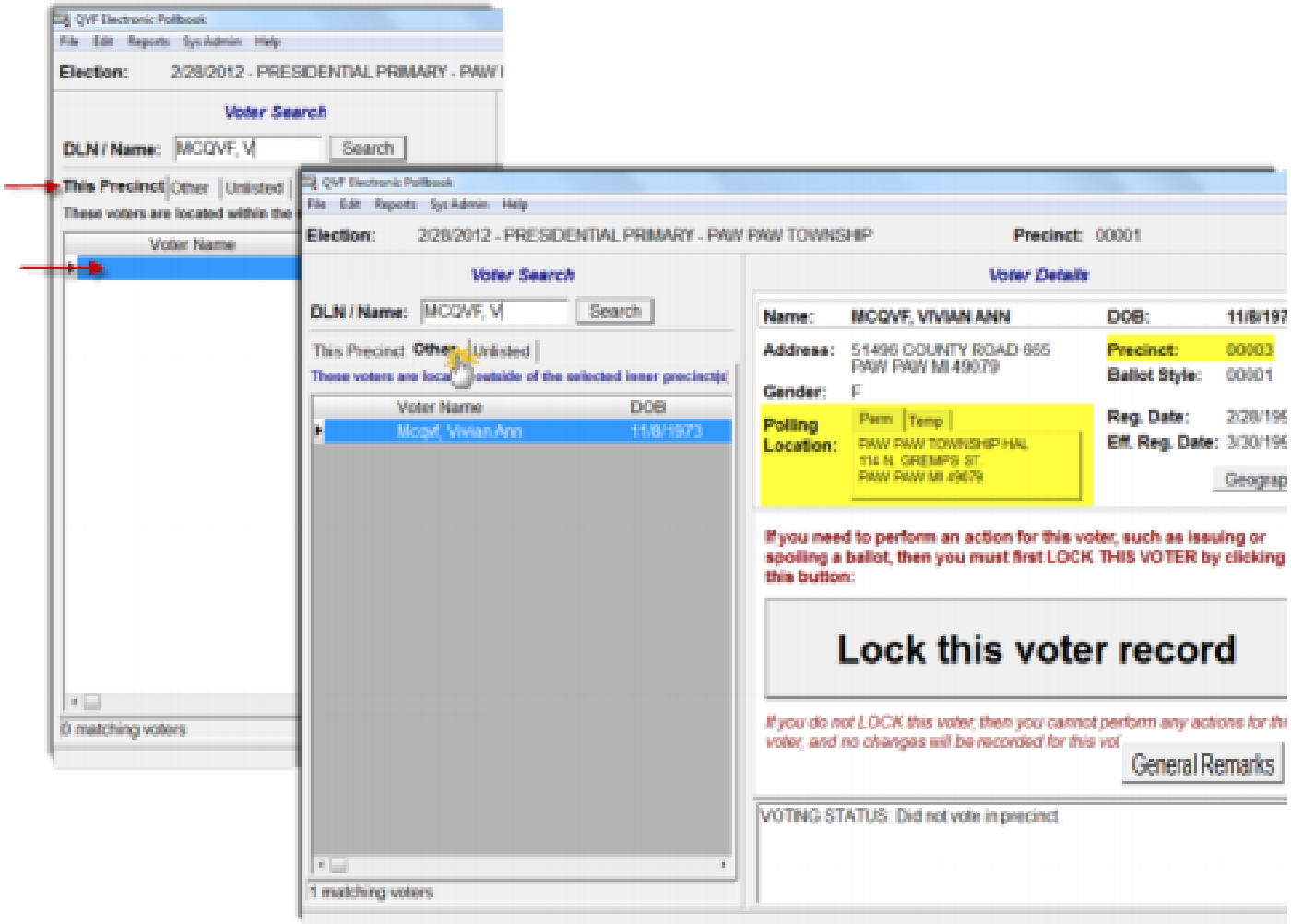




Missing Voters

Other Tab

The EPB software gives election inspectors the ability to look up voters throughout the jurisdiction, not just in the precinct they are working. If the voter does not pop-up after look up, click on the **Other** tab. If the voter is registered to vote within the jurisdiction, click on their name and view their polling location. Explain to the voter that they are registered in a different polling location and/or precinct and direct them to the appropriate location. Be sure to click back to the **This Precinct** tab before processing the next voter.



Handling Missing Voter Registrations Issuing Provisional Ballots

Voters whose registration record cannot be located must be processed as follows:

- The Voter is allowed to vote, if Voter presents a registration application receipt validated on or before the 15th day prior to the Election at a Branch office, County Clerk office, registration agency or Local Clerk. **Clerk must first verify that no later registration was submitted by searching for the voter in the QVF. If a more recent record is NOT found, the Inspector shall direct the voter to complete and submit a new voter registration application before issuing a ballot
- A Voter is allowed to vote if the Voter presents a voter registration application receipt from the Local Clerk validated between the 14th day prior to the election and 8 p.m. on Election Day. The receipt will inform the precinct board whether to issue the voter a regular or challenged ballot.
- If a Voter is unable to produce a validated voter registration application receipt, but insists they registered to vote in that precinct, an Inspector should follow the steps of a Provisional Ballot.

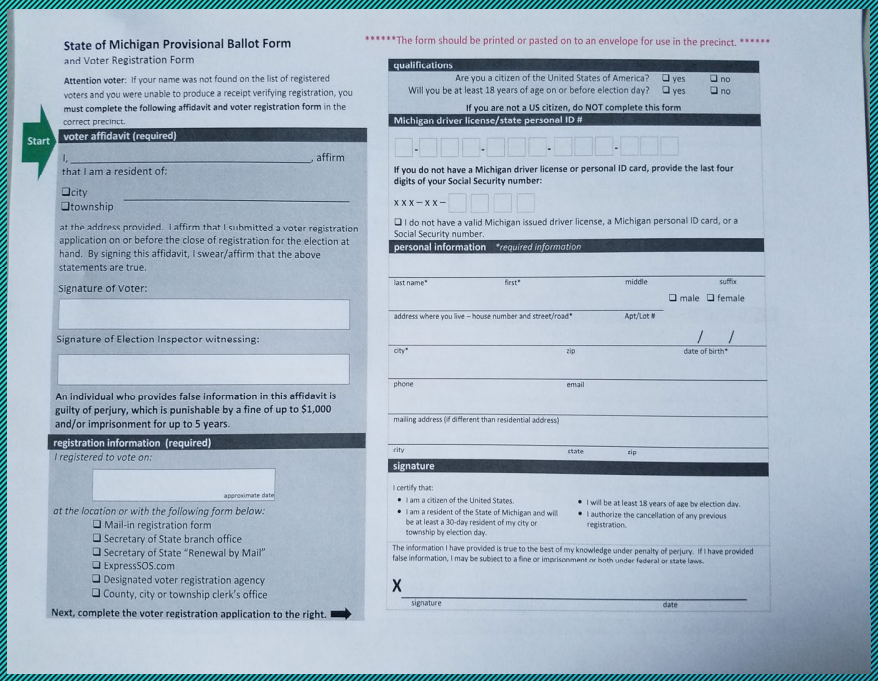
Provisional Ballots continued…. Complete the Provisional Ballot Form carefully with assistance from the Clerk

- Affidavit Ballot *Yes* to Question 3
- Prepare the ballot as Challenged Enter voter & issue ballot in EPB as an Affidavit Ballot
- Record as challenged voter in Poll Book
- Complete the election inspector record on the Provisional Form
- Give voter the Notice to Voter
- Voter votes the ballot and places in tabulator
- Place completed/empty provisional ballot envelope in the Provisional Ballot Storage Envelope (blue)

- Envelope Ballot *No* to Question 3
- Prepare the ballot as Challenged
- Enter voter & issue ballot in EPB as an Envelope Ballot
- Record as challenged voter in Poll Book
- Complete the election inspector record on the Provisional Form
- Give voter the Notice to Voter
- Allow voter to vote
- Instruct voter to place the ballot into the secrecy sleeve and then into the provisional envelope after voting. The ballot must NOT be tabulated and must be returned in the envelope to election inspector
- Seal the ballot inside the provisional envelope
- Place the envelope in the Provisional Ballot Storage Envelope (blue)

Provisional Envelope Ballot

Make note in the Remarks section of the EPB that a Provisional Envelope Ballot was processed. This will cause the balance between the number of Applications to Vote, number of Voters processed in the EPB and number of ballots tabulated to be “off”.



State of Michigan Provisional Ballot Form
and Voter Registration Form

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

Start

voter affidavit (required)

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

❑ city
❑ township _____

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

Signature of Voter:

Signature of Election Inspector witnessing:

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

registration information (required)

I registered to vote on:

approximate date

at the location or with the following form below:

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

Next, complete the voter registration application to the right.

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

qualifications

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

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

Michigan driver license/state personal ID #

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

x x x – x x –

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

personal information **required information*

last name* first* middle suffix

❑ male ❑ female

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

city* zip date of birth*

phone email

mailing address (if different than residential address)

city state zip

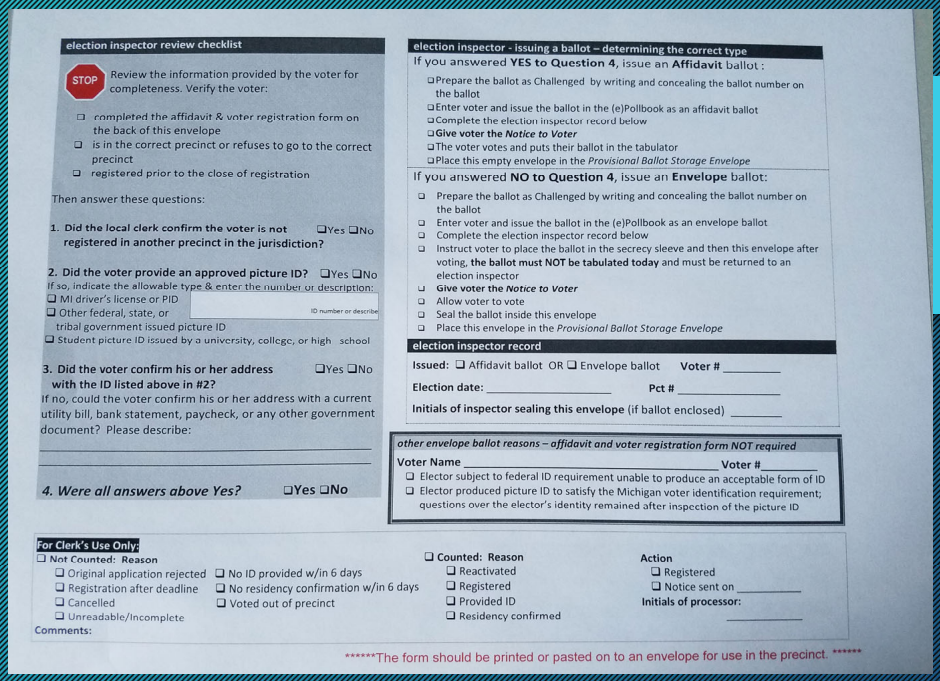
signature

I certify that:

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

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

X _____
signature date



election inspector review checklist

STOP Review the information provided by the voter for completeness. Verify the voter:

- ❑ completed the affidavit & voter registration form on the back of this envelope
- ❑ is in the correct precinct or refuses to go to the correct precinct
- ❑ registered prior to the close of registration

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?** ❑Yes ❑No
If so, indicate the allowable type & enter the number or description:
❑ MI driver's license or PID
❑ Other federal, state, or tribal government issued picture ID
❑ Student picture ID issued by a university, college, or high school
ID number or describe

3. **Did the voter confirm his or her address with the ID listed above in #2?** ❑Yes ❑No
If no, could the voter confirm his or her address with a current utility bill, bank statement, paycheck, or any other government document? Please describe:

4. ***Were all answers above Yes?*** ❑Yes ❑No

election inspector - issuing a ballot – determining the correct type

If you answered **YES to Question 4**, issue an **Affidavit** ballot :

- ❑ 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***
- ❑ The voter votes and puts their ballot in the tabulator
- ❑ Place this empty envelope in the *Provisional Ballot Storage Envelope*

If you answered **NO to Question 4**, issue an **Envelope** ballot:

- ❑ 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
- ❑ Instruct voter to place the ballot in the secrecy sleeve and then this envelope after voting, **the ballot must NOT be tabulated today** and must be returned to an election inspector
- ❑ **Give voter the *Notice to Voter***
- ❑ Allow voter to vote
- ❑ Seal the ballot inside this envelope
- ❑ Place this envelope in the *Provisional Ballot Storage Envelope*

election inspector record

Issued: ❑ Affidavit ballot OR ❑ Envelope ballot **Voter #** _____

Election date: _____ **Pct #** _____

Initials of inspector sealing this envelope (if ballot enclosed) _____

other envelope ballot reasons – affidavit and voter registration form NOT required

Voter Name _____ **Voter #**_____

- ❑ Elector subject to federal ID requirement unable to produce an acceptable form of ID
- ❑ Elector produced picture ID to satisfy the Michigan voter identification requirement; questions over the elector's identity remained after inspection of the picture ID

For Clerk's Use Only:

❑ **Not Counted: Reason**
- ❑ Original application rejected
- ❑ Registration after deadline
- ❑ Cancelled
- ❑ Unreadable/Incomplete
- ❑ No ID provided w/in 6 days
- ❑ No residency confirmation w/in 6 days
- ❑ Voted out of precinct

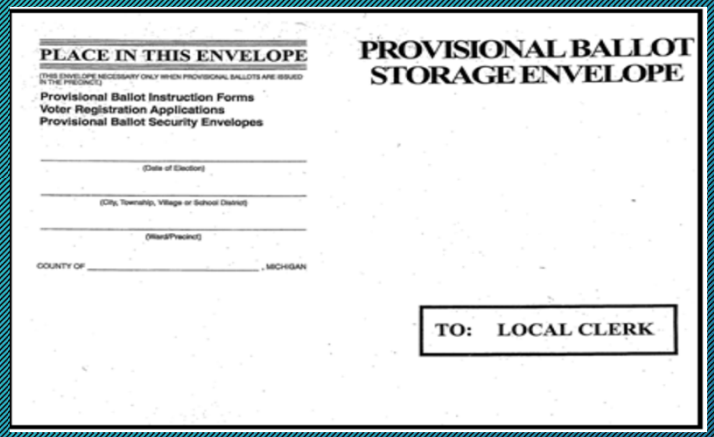
❑ **Counted: Reason**
- ❑ Reactivated
- ❑ Registered
- ❑ Provided ID
- ❑ Residency confirmed

Action
- ❑ Registered
- ❑ Notice sent on _____

Initials of processor: _____

Comments:

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



PLACE IN THIS ENVELOPE

(THIS ENVELOPE NECESSARY ONLY WHEN PROVISIONAL BALLOTS ARE ISSUED IN THE PRECINCT)

Provisional Ballot Instruction Forms
Voter Registration Applications
Provisional Ballot Security Envelopes

_____
(Date of Election)

_____
(City, Township, Village or School District)

_____
(Ward/Precinct)

COUNTY OF _____, MICHIGAN

PROVISIONAL BALLOT STORAGE ENVELOPE

TO: LOCAL CLERK

Give to Local Clerk
At the end of the night

How to prepare a Challenged Ballot

1. Inspector writes the ballot number in pencil in the header of the ballot
2. Inspector conceals the number with tape and/or slip of paper
3. Inspector enters the voter's name in the EPB
4. Record as Affidavit-ballot Provisional; Envelope-ballot Provisional; Challenged ballot
5. Record in the Poll Book under Challenged Voter

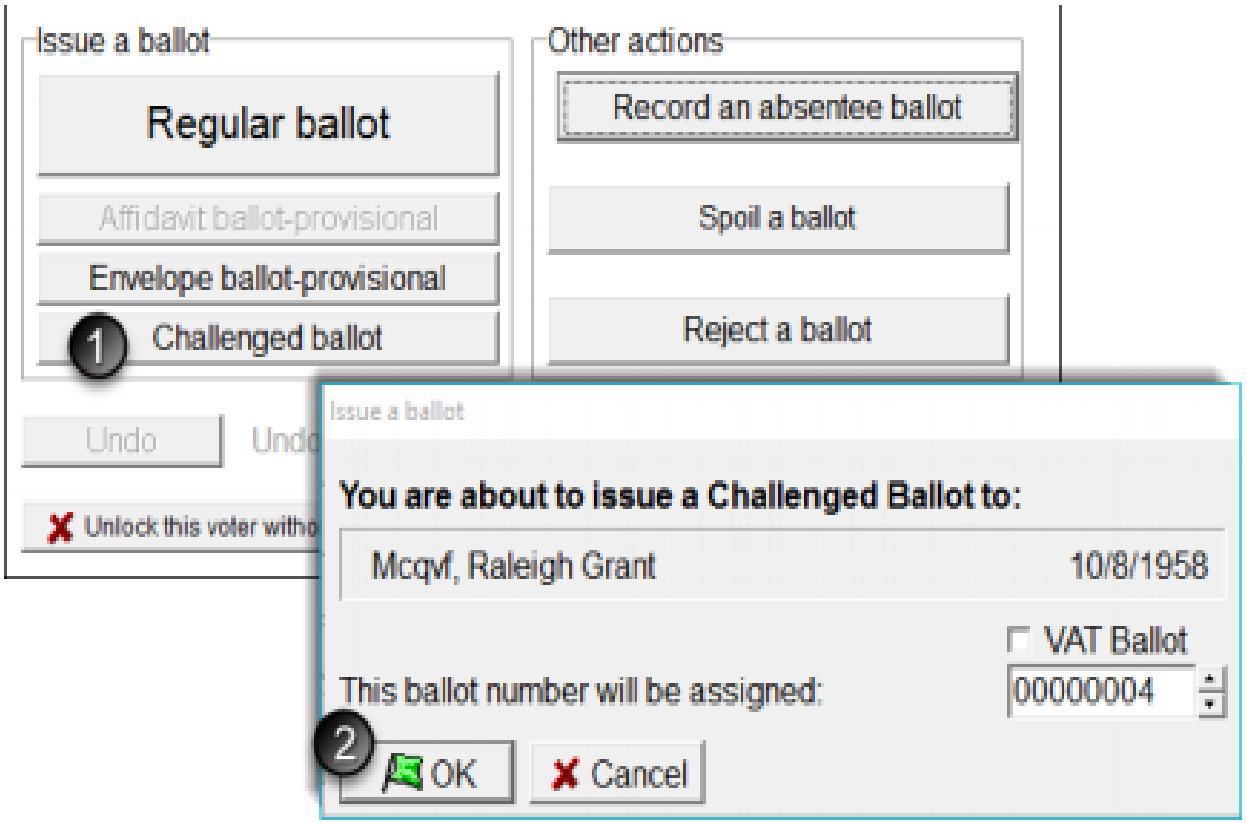
Challenged Voters

If a voter is challenged by a Challenger the voter must be issued a Challenged ballot and that Challenged ballot must be recorded in the EPB. Please note, the Challenge must be directed to the chairperson and all steps must be carried out prior to issuing the challenged ballot. Follow the instructions below to issue a challenged ballot in the EPB software.

To issue a Challenged ballot:

Pull the voter's record up in the EPB software, lock it in if necessary and:

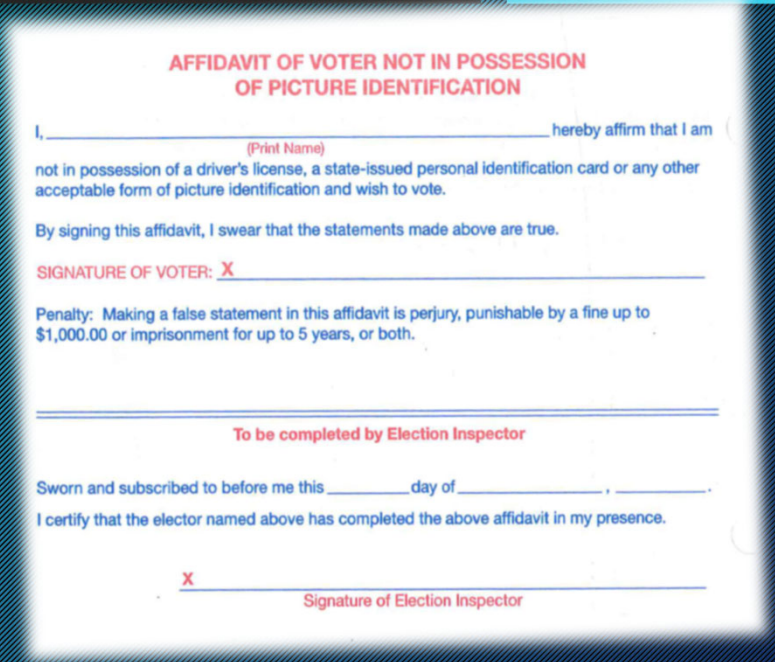
1. Click Challenged ballot
2. Verify the ballot number being issued is correct or enter the ballot number and Click OK



Important note: The ballot number must be written on the physical ballot and covered with a piece of paper or post-it tape. In addition, full documentation of the challenge must be recorded in the <u>paper</u> binder pollbook.

What if Voter does not have picture ID with them on Election Day?

- Verify Voter is on the List of Voters
- Have Voter complete & sign the Affidavit on the back of the Application to Vote
- The Voter and Inspector MUST BOTH SIGN
- Check the box on the front of the app indicating the affidavit is completed
- Place a sticky flag on the app
- Process the Voter and Issue a ballot



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 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

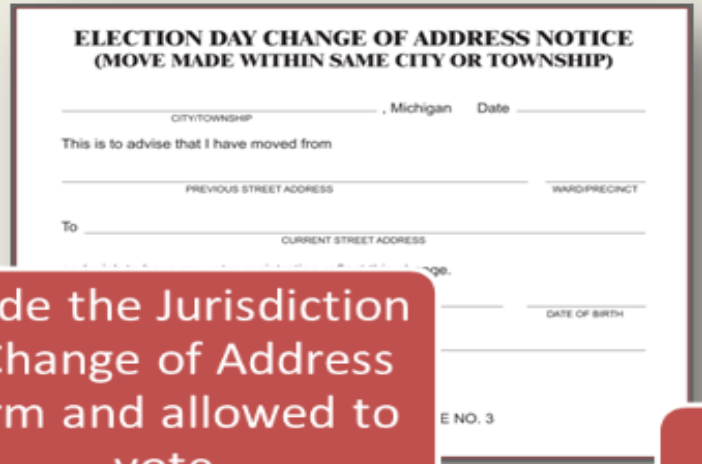
When a registration record cannot be found

- If the voter's registration is unlisted, ask when and where they registered, and call the Clerk.
- It is likely that the voter will need to head to the Clerk's office and register in person. At that point, they will be able to either cast an AV ballot or return to the precinct to vote.
- If the voter registers with the Clerk, and wants to vote in the precinct, they will need to be added to the EPB laptop. The Clerk will assist in this process.

Voter Registration
0-14 Days Residency Verification

Residency Verification	MI DL/ID with current address	MI DL/ID without current address & other Residency Verification	Other picture ID and Residency Verification	No Picture ID (Affidavit Required) with Residency Verification	No Residency Verification
Type of Ballot	Regular Ballot	Challenged Ballot	Challenged Ballot	Challenged Ballot	Ineligible for this Election

Polling Place Process Changes
Voters Who Have Moved


ELECTION DAY CHANGE OF ADDRESS NOTICE
(MOVE MADE WITHIN SAME CITY OR TOWNSHIP)

CITY/TOWNSHIP, Michigan Date

This is to advise that I have moved from

PREVIOUS STREET ADDRESS WARD/PRECINCT

To

CURRENT STREET ADDRESS

DATE OF BIRTH

E NO. 3

Voter Moved from Address Listed on Registration List

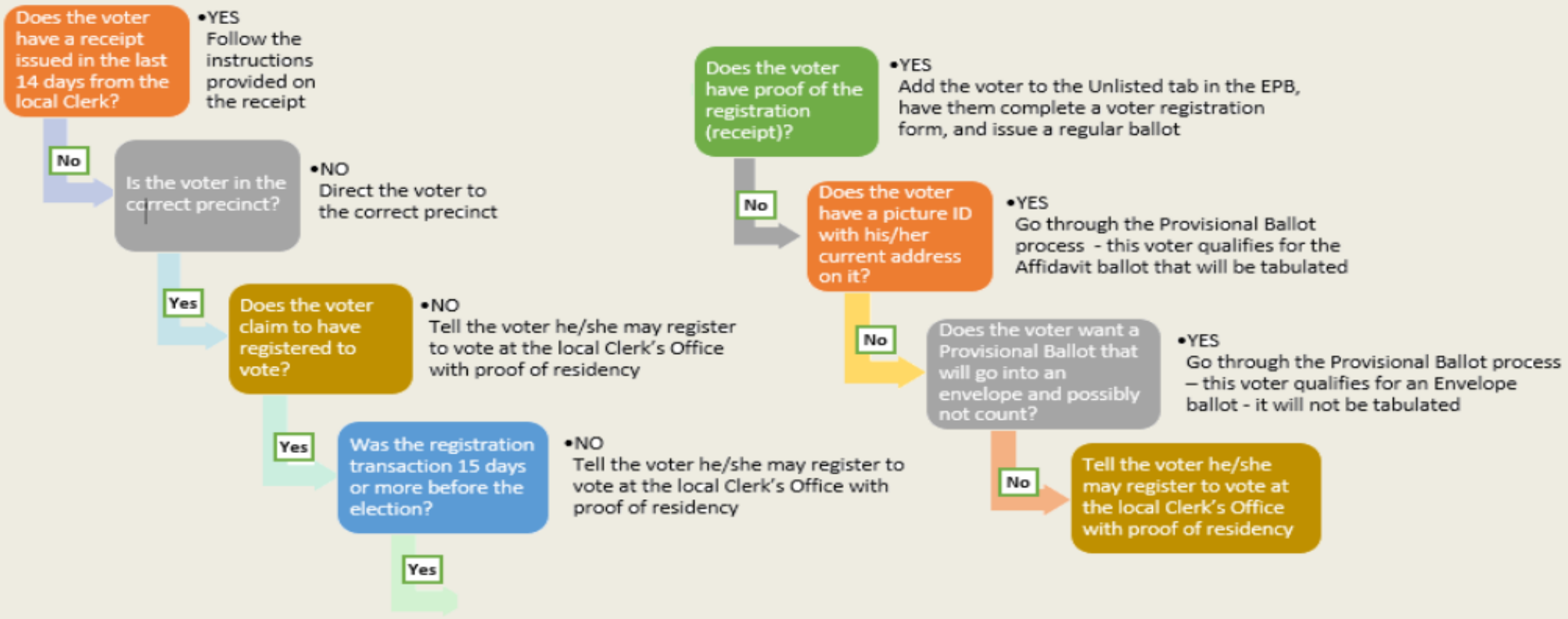
Inside the Jurisdiction – Change of Address Form and allowed to vote

Outside the Jurisdiction

Less than 60 days – Cancellation Form and allowed to vote

60 days or more – go to new clerk and register on ED

Polling Place Process Changes
Voter Not on the List



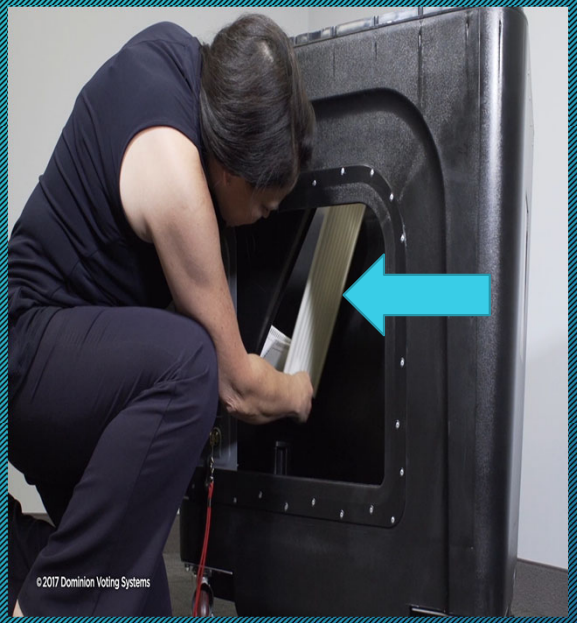
Equipment Overview

ICP Ballot Box

BALLOT COMPARTMENTS

MAIN

WRITE-IN



Make Sure Door is CLOSED

AUXILIARY

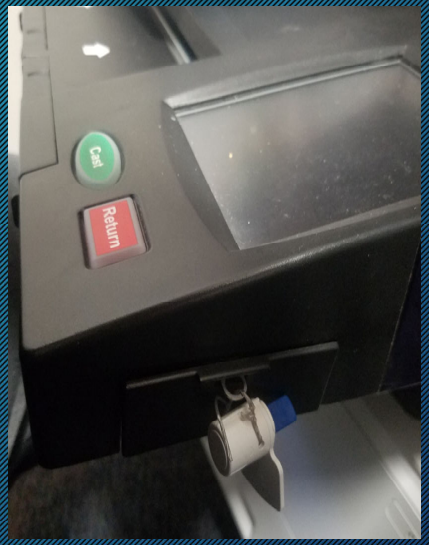
Make Sure Slot is closed and door is locked

Flash Cards should already be sealed in ICP

SEALS ON THE ICP

Memory Card Seals – Recorded in Poll Book; removed by the Clerk at the end of Election Day

Seals each side of the ICP – recorded and retained in Clerk's Office

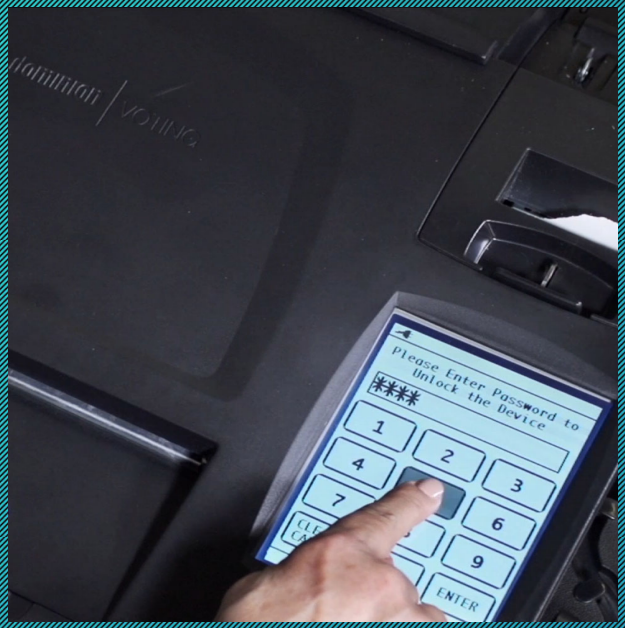


Sealing Modem Port – recorded and retained in Clerk's Office

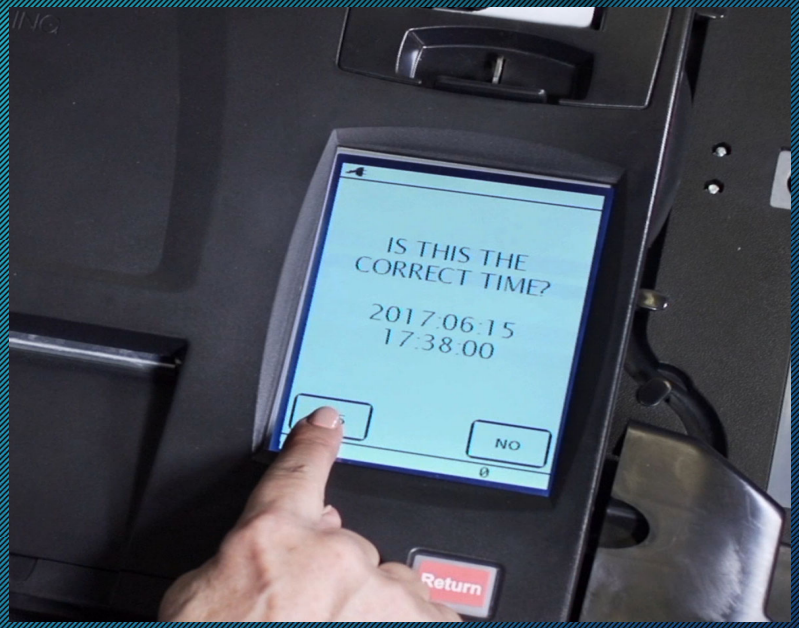
I-BUTTON SECURITY KEY

-Firmly press security key onto silver security dock
-If error occurs, simply reposition security key
-Security key must be flat when positioned

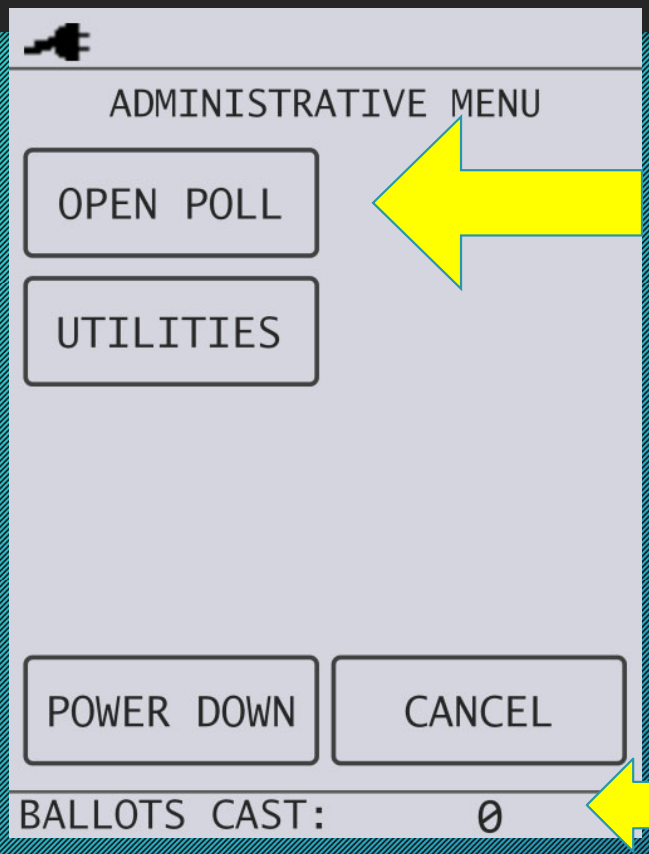
Keypad is pressure sensitive



Enter password for current election



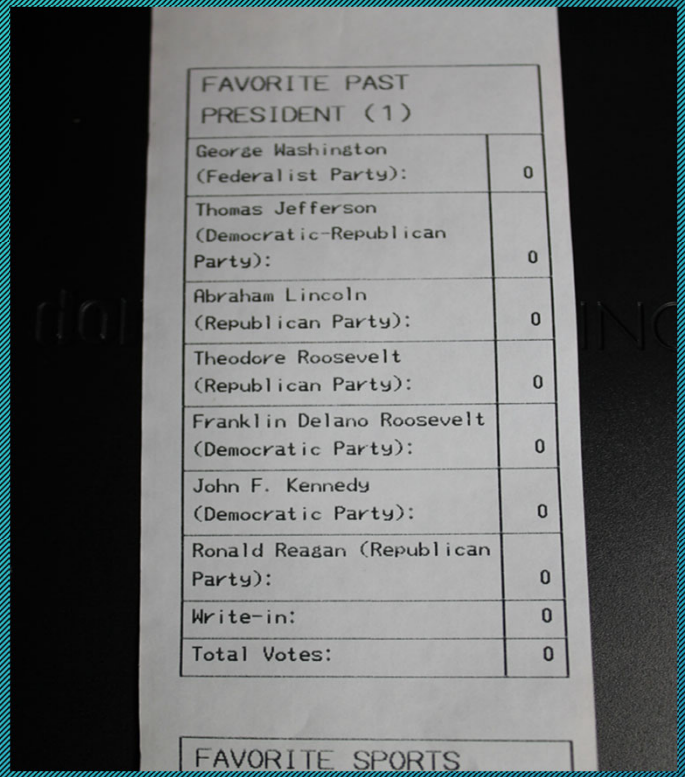
Confirm Date & Time ~ Yes if correct
No if incorrect adjust using + OR -



VERIFY AT ZERO!

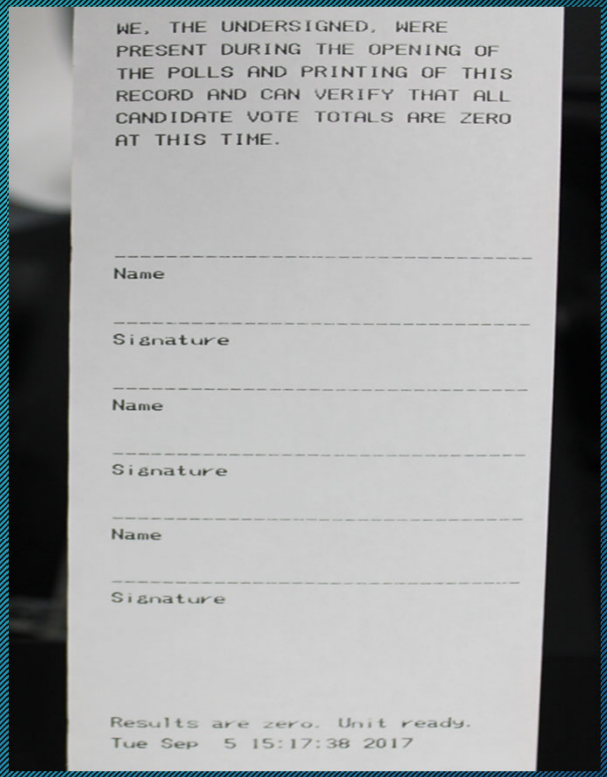
Print ZERO tape, sign, leave attached to ICP

Zero Report Tape stays attached to the ICP during Election Day and is placed in the Local Clerk Envelope at the end of the night



FAVORITE PAST PRESIDENT (1)	
George Washington (Federalist Party):	0
Thomas Jefferson (Democratic-Republican Party):	0
Abraham Lincoln (Republican Party):	0
Theodore Roosevelt (Republican Party):	0
Franklin Delano Roosevelt (Democratic Party):	0
John F. Kennedy (Democratic Party):	0
Ronald Reagan (Republican Party):	0
Write-in:	0
Total Votes:	0

FAVORITE SPORTS



WE, THE UNDERSIGNED, WERE PRESENT DURING THE OPENING OF THE POLLS AND PRINTING OF THIS RECORD AND CAN VERIFY THAT ALL CANDIDATE VOTE TOTALS ARE ZERO AT THIS TIME.

Name

Signature

Name

Signature

Name

Signature

Results are zero. Unit ready.
Tue Sep 5 15:17:38 2017

COMPARE OFFICES ON TAPE TO BALLOT AND VERIFY ALL RESULTS ARE AT ZERO. ROLL UP TAPE AND SECURE WITH A PAPER CLIP DURING ELECTION DAY.

System Ready = ICP ready to tabulate ballots

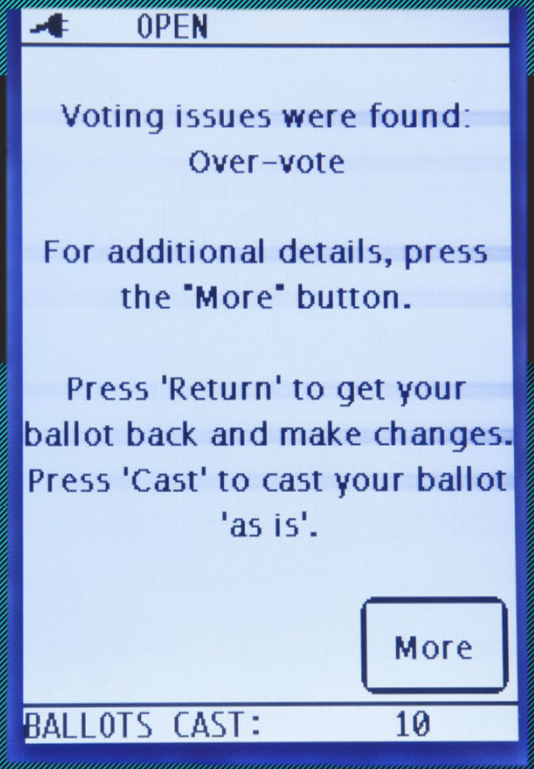
Errors that can occur with processing a Ballot through the Tabulator.

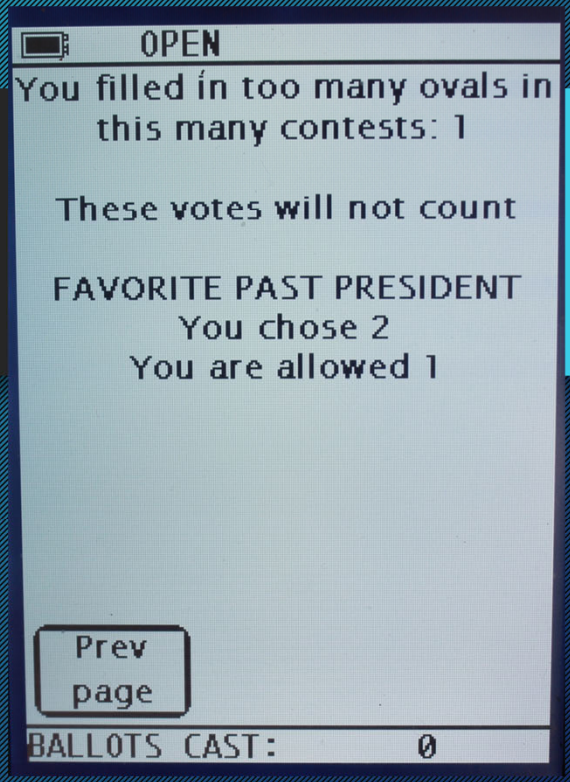
OVER-VOTED BALLOT

Voter filled in more ovals than a contest allows for.

The voter has two options available.

1. Return – Ballot is returned to voter to allow for changes to be made or ballot spoiled.
2. Cast – Ballot will be cast as is and only valid votes will be counted.





Errors that can occur with processing a Ballot through the Tabulator.

CROSS-VOTED BALLOT

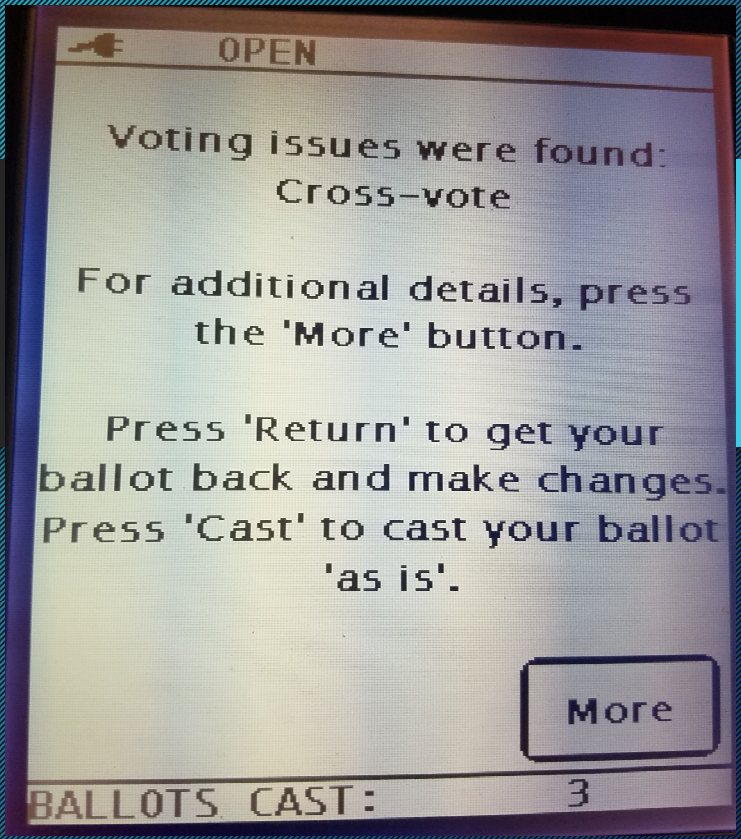
Happens in Primary Elections ONLY.

Voter choose candidates from different political parties. In a Primary Election, voter MUST vote party lines (straight ticket).

The voter has two options.

1.Return – Ballot is returned to voter to allow for changes to be made or ballot spoiled.

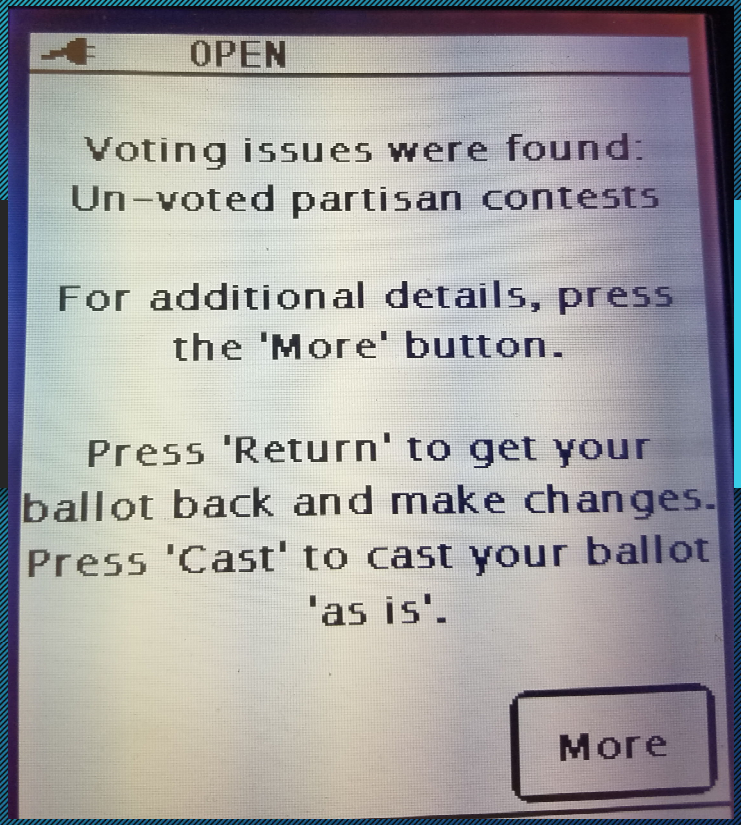
2.Cast – Ballot will be cast as is and only valid votes will be counted.



Errors that can occur with processing a Ballot through the Tabulator.

➢PROPOSALS ONLY VOTED

- Voter did not vote any partisan offices; they only voted the proposal portion of the ballot.



The voter has two options.

1. Return – Ballot is returned to voter to allow for changes to be made or ballot spoiled.
2. Cast – Ballot will be cast as is and only valid votes will be counted.

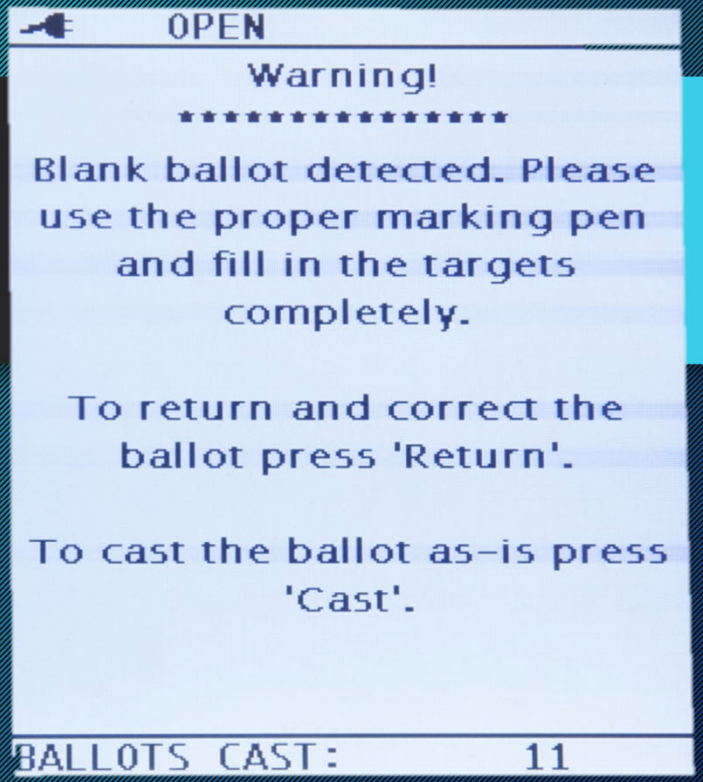
Errors that can occur with processing a Ballot through the Tabulator.

UN-VOTED BALLOT

Voter did not mark any contests or the mark was not made dark enough or in the target area.

The voter has two options.

1. Return – Ballot is returned to voter to allow for changes to be made or ballot spoiled.
2. Cast – Ballot will be cast as is and only valid votes will be counted.

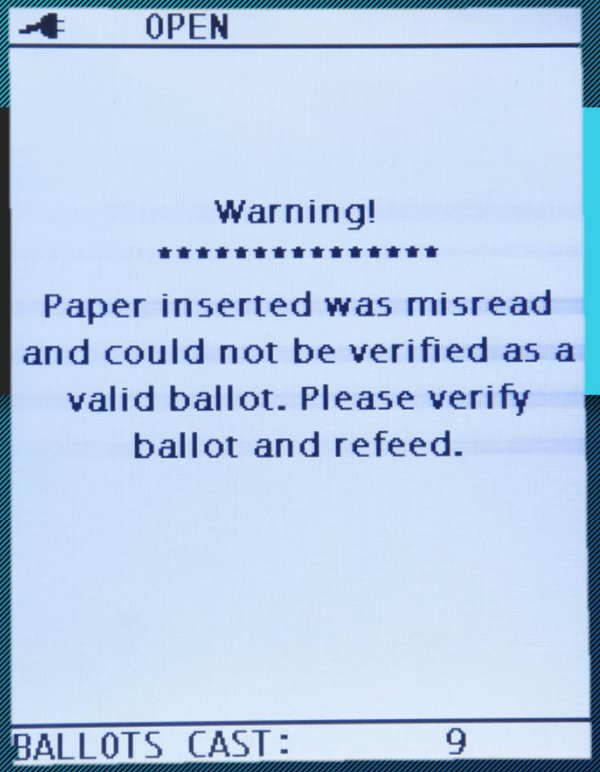


Errors that can occur with processing a Ballot through the Tabulator.

Ballot Misread ~

There are various reasons the tabulator could be reading a defective ballot.

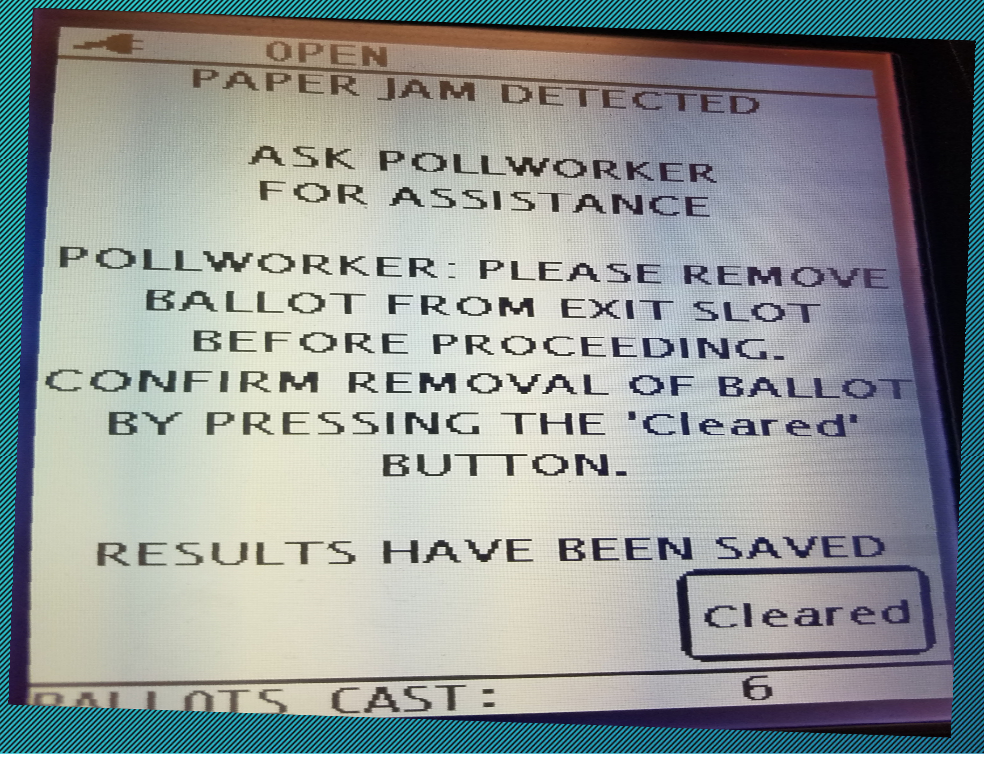
- Have voter remove ballot from tabulator and try inserting the alternate end of the ballot or flip the ballot over to try again. If ballot is truly defective, ballot will need to be properly spoiled and a new ballot issued to the voter.

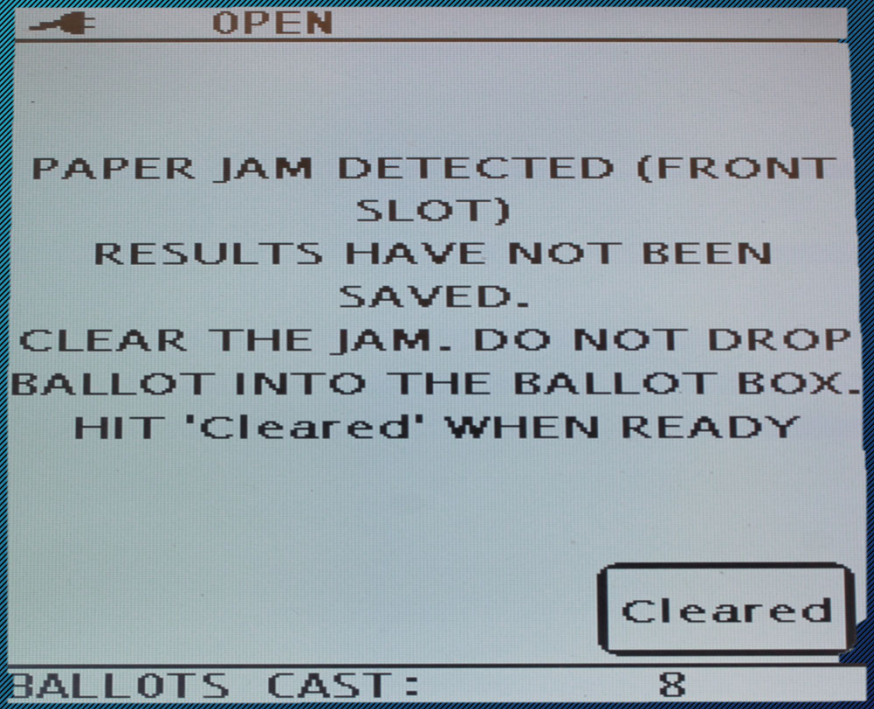


Have Voter Press the Cast or Return Button

Errors that can occur with processing a Ballot through the Tabulator.

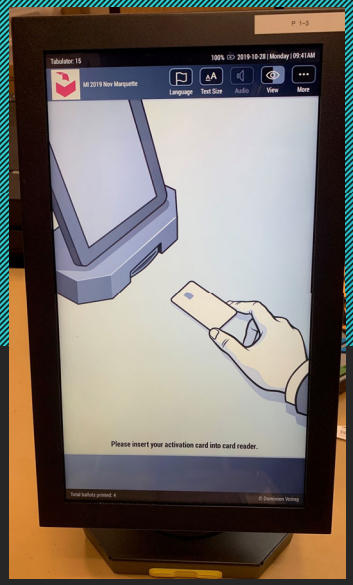
- BALLOT JAMMED – BUT DID IT PROCESS??????????

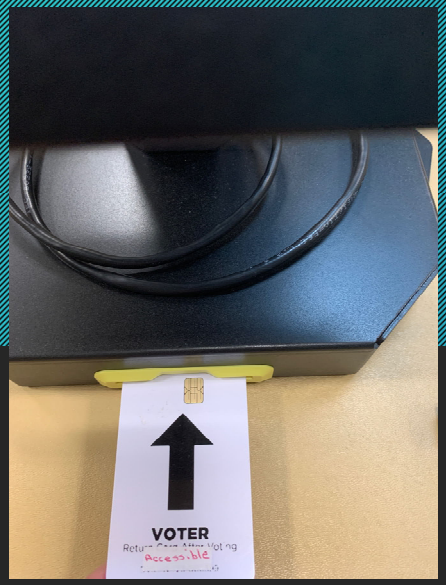


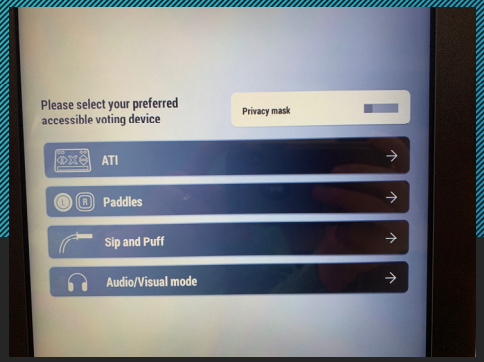


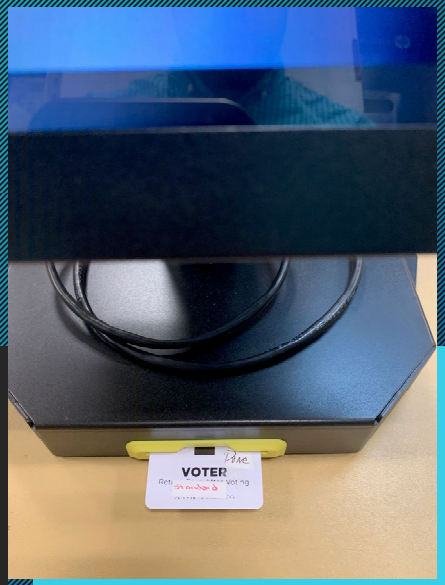
Ballot Bin becomes full during Election Day…what to do next?

- Two Election Inspectors of differing parties will open the door of the ballot bin to remove the ballots.
- Place the removed ballots in the Blue Ballot Container. The Ballot Container will remain next to the tabulator during the day.
- Make a remark in the EPB of the time and names of the Inspectors completing the task.
- If write-in bin needs to be emptied, empty the general bin first. Then empty the write-in bin, placing those ballots is a separate ballot container for end of the night processing.
  - NOTE: This task will need to be completed more often with longer ballots as the bins will fill up more quickly. It is recommended to check this often during a busy election.

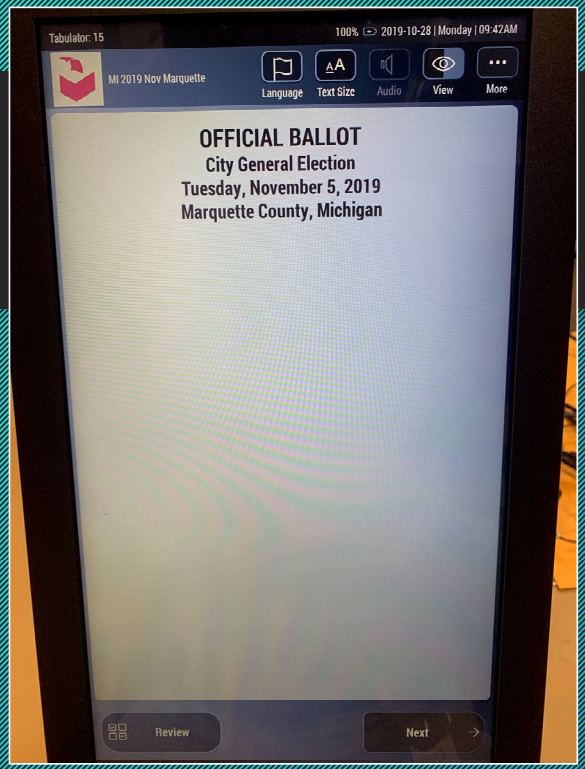


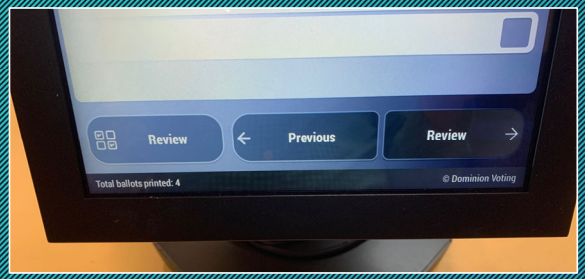


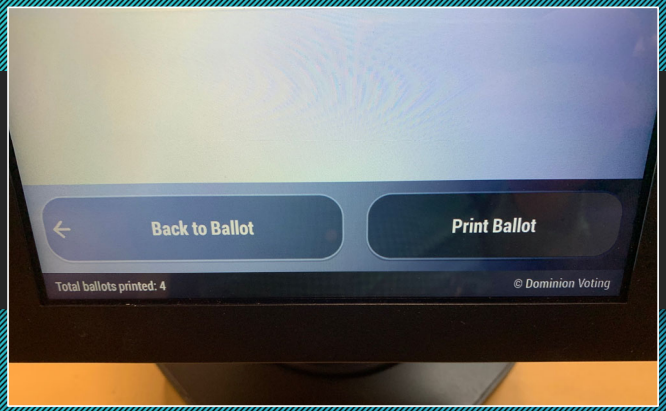


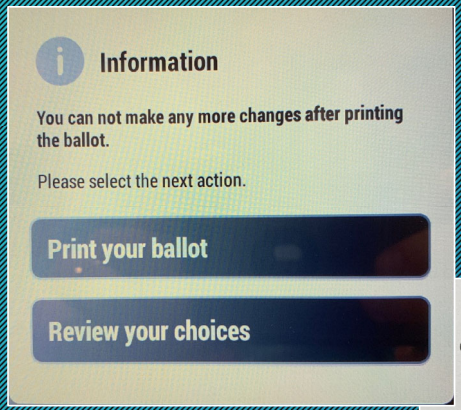


Card marked “Accessible” provides various voting options.
“Standard” will take you straight to a ballot.

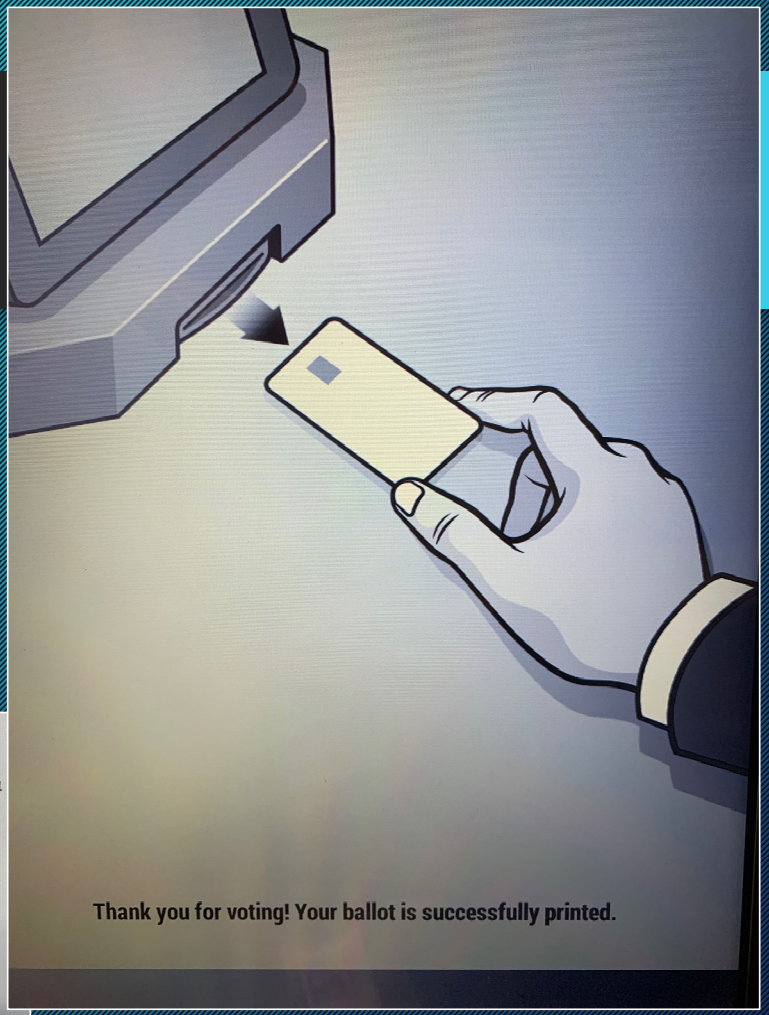




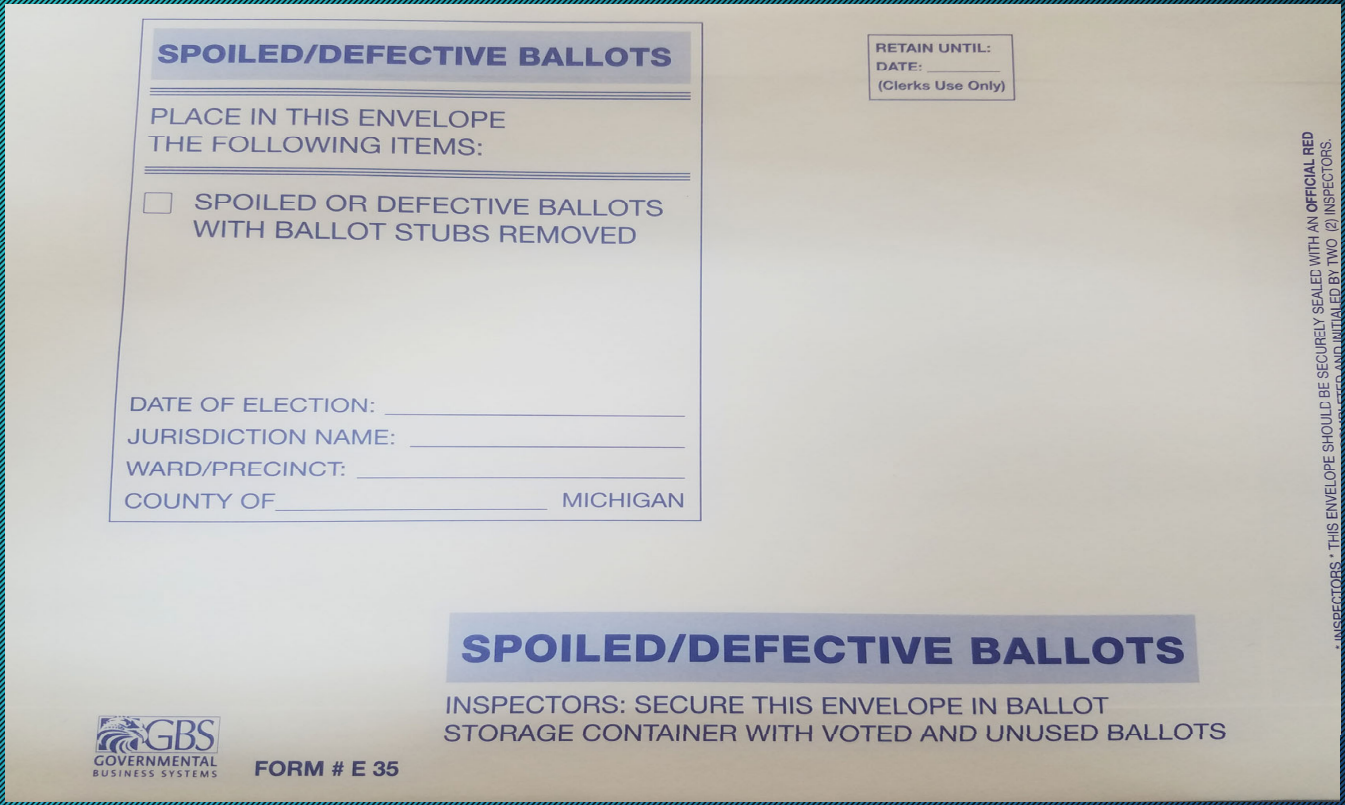




City of Marquette, Precinct 4



How does an Inspector Spoil a Ballot?



SPOILED/DEFECTIVE BALLOTS

PLACE IN THIS ENVELOPE
THE FOLLOWING ITEMS:

☐ SPOILED OR DEFECTIVE BALLOTS
WITH BALLOT STUBS REMOVED

DATE OF ELECTION: _____
JURISDICTION NAME: _____
WARD/PRECINCT: _____
COUNTY OF_____ MICHIGAN

RETAIN UNTIL:
DATE: _____
(Clerks Use Only)

SPOILED/DEFECTIVE BALLOTS

INSPECTORS: SECURE THIS ENVELOPE IN BALLOT
STORAGE CONTAINER WITH VOTED AND UNUSED BALLOTS

GBS GOVERNMENTAL BUSINESS SYSTEMS

FORM # E 35

* INSPECTORS: * THIS ENVELOPE SHOULD BE SECURELY SEALED WITH AN OFFICIAL RED

Steps to take to Spoil a Ballot

NOTE: At the close of the polls, this envelope is sealed in Blue Ballot Container.

- 1. Direct the voter to return the ballot to be spoiled (in a secrecy sleeve) and the ballot stub to the ballot processing table.
- 2. Have the voter write "SPOILED" across the ballot and detach the ballot stub (if already detached, voter will need the stub from tabulator station).
- 3. Place the "Spoiled" ballot and detached ballot stub in the envelope labeled "SPOILED or DEFECTIVE BALLOTS".
- 4. Pull the voter up in the EPB and record the ballot as spoiled in the EPB.
- 5. Record the new ballot number in the EPB and on the Application to Vote by drawing a line through the previous ballot number issued and make note spoiled.
- 6. Issue the new ballot to the voter
  (verify you have the correct ballot style).

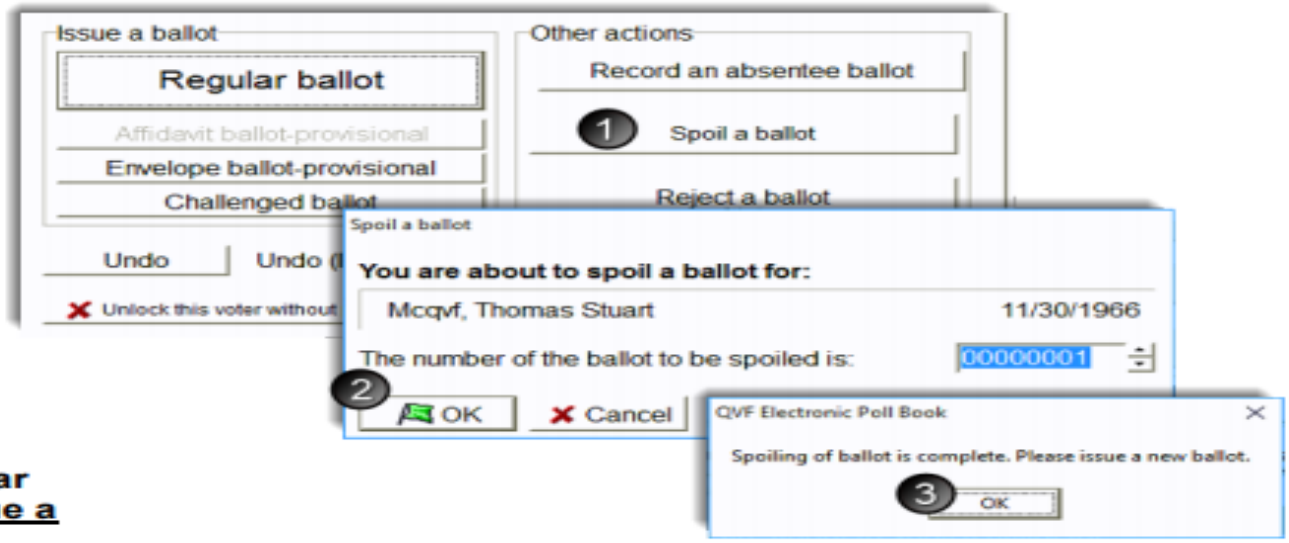
Processing a Spoiled Ballot

A voter may request a new ballot if needed and a new ballot must be issued, no matter how many times the voter requests a new one. The voter should write "SPOILED" at the top of their ballot, remove the ballot stub, and place in the Spoiled Ballot Envelope. The *Application to Vote* should be changed to note the new ballot number. In addition, the new ballot must be recorded in the EPB software.

To spoil a ballot:

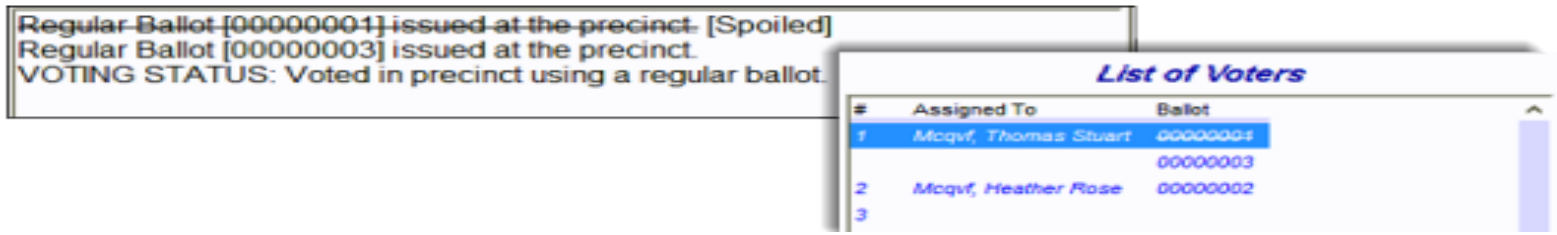
Pull the voter's record up in the EPB software by typing the voter's name into the DLN/Name field, entering the last name first, select the voter's name, click Lock this Voter Record and:

1. Click Spoil a ballot
2. Click OK – the software will automatically enter the ballot number you are spoiling.
3. Click OK



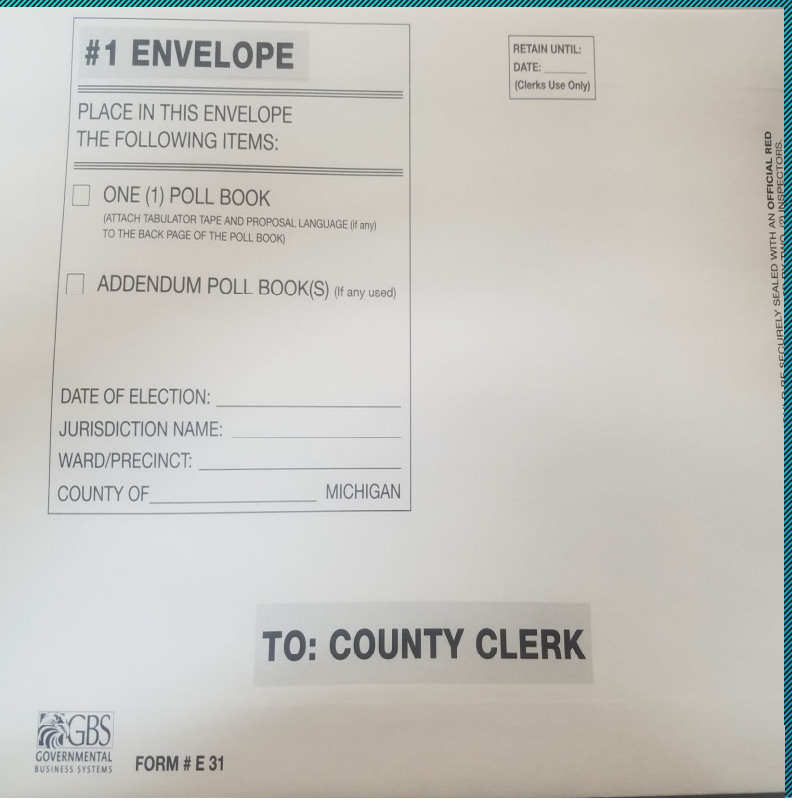
After the ballot is spoiled, the regular ballot process must be used to <u>issue a new ballot to the voter.</u>

Once the process is complete, verify the recording was done properly by looking at the Voter Status screen and the List of Voters.



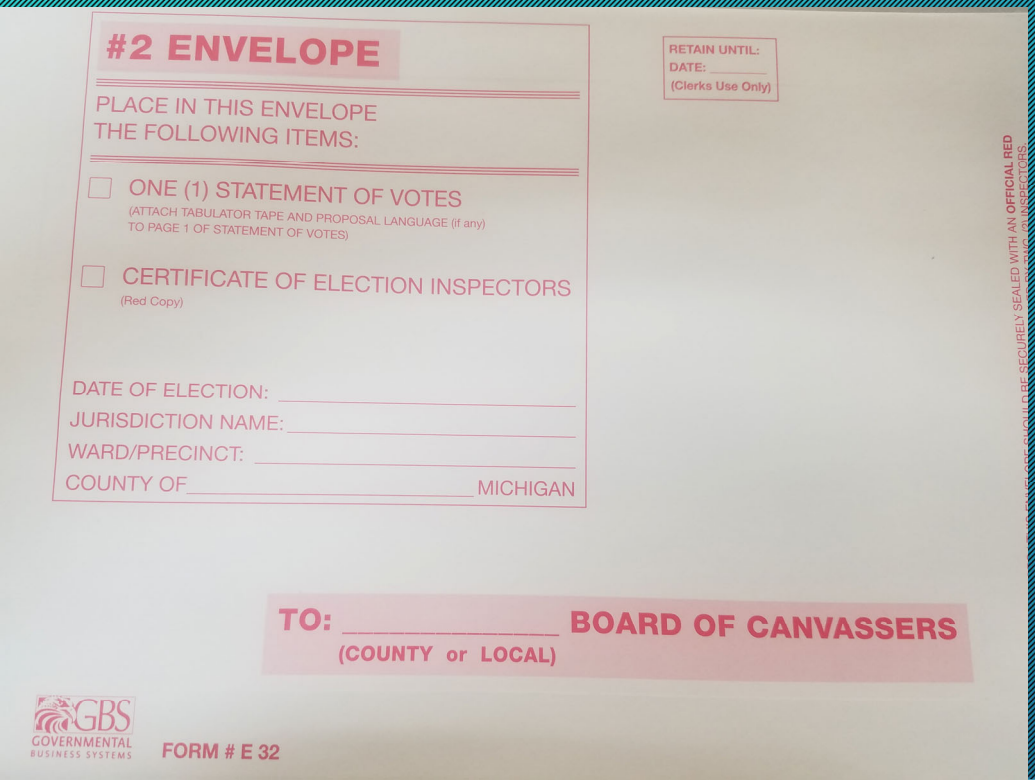
What are all of these envelopes for?

County Clerk - Envelope #1



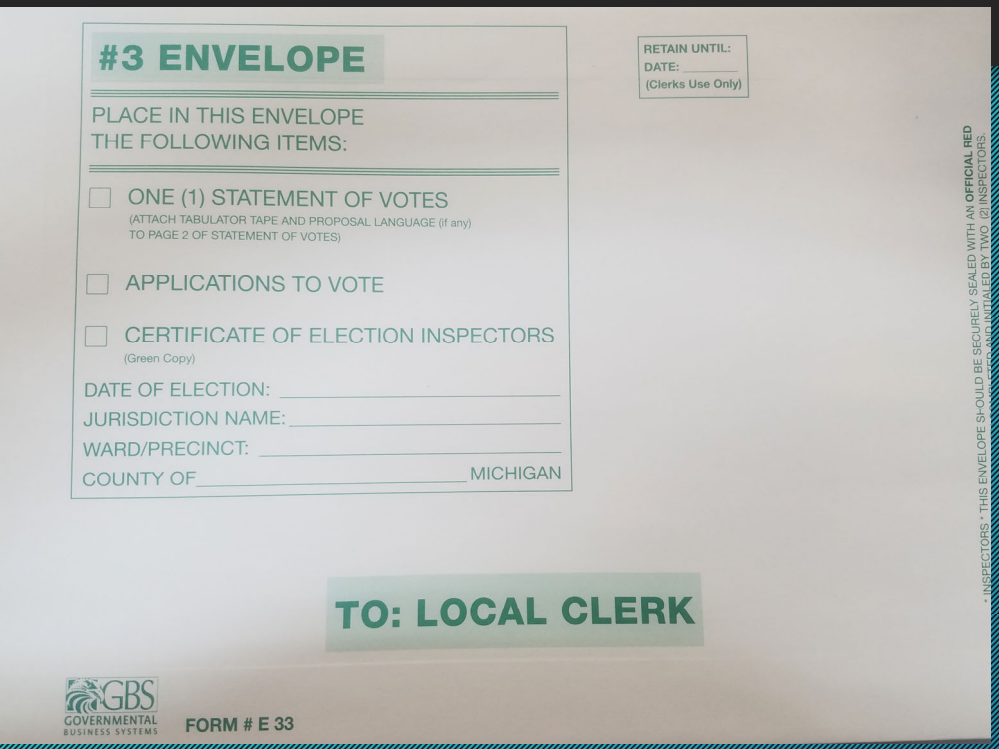
- Completed Poll Book
  - Complete Statement of Vote page with write-in candidates properly recorded or the word "None" written across
  - Signed Totals Tape and Write-in Report paper clipped to Write-in Statement of Votes
  - List of Voters
  - Remarks
  - Completed Challenged Voter and Procedure page or write "None" across
  - Ballot Summary
  - Complete Certificate of Election Inspector (does ballot container seal number match?)
- Totals Tape
- Receiving Board Checklist
- Sealed with red paper seal

Board of Canvassers – Envelope #2



- Red Copy of Statement of Votes
- Red Copy Certificate of Election Inspectors
- Signed Totals Tape
- Seal with a red paper seal

Local Clerk – Envelope #3

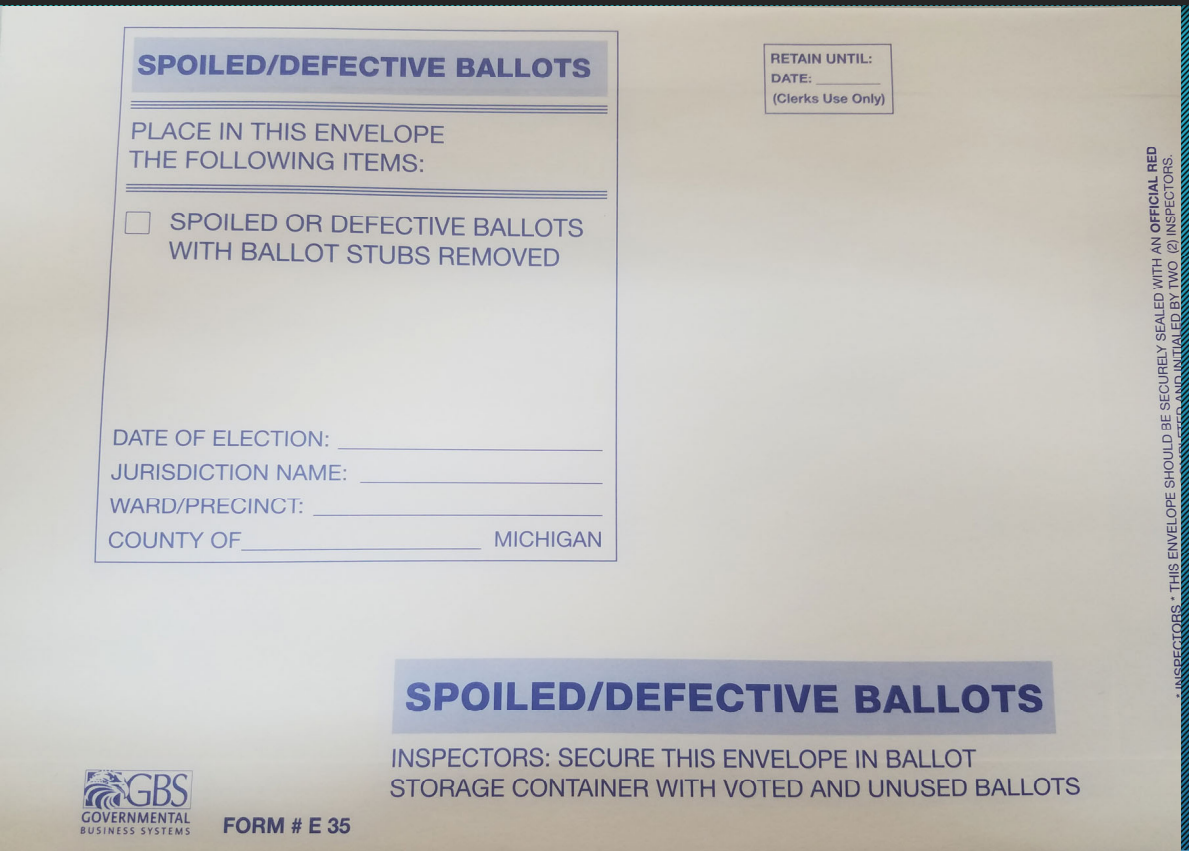


- Green copy of Statement of Votes
- Green copy of Certificate of Election Inspectors
- Zero Report from Open of Polls with Signed Totals Tape attached at Close of Polls
- Applications to Vote on spindle
- Address Change Forms
- Authorization to Cancel Forms
- Remarks printed from EPB
- List of Voters printed from EPB
- Ballot Summary printed from EPB

- Sealed with red paper seal

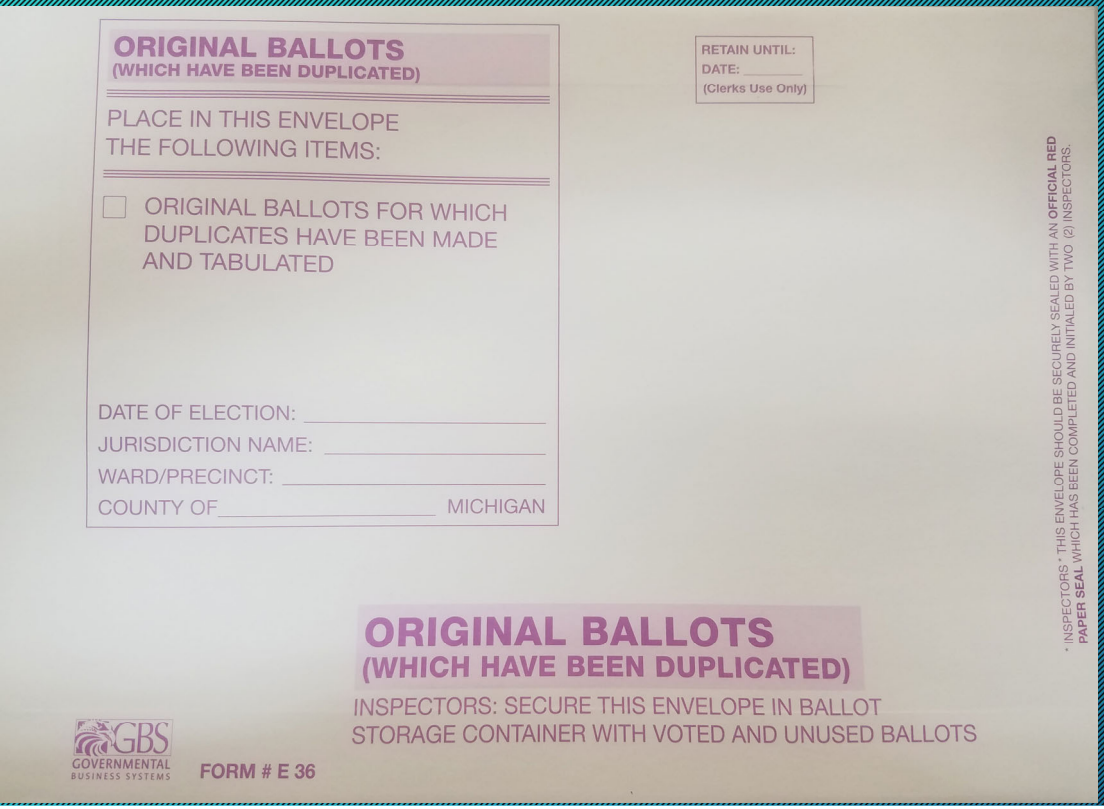
EPB Flash Card goes to Local Clerk – does not get sealed in this envelope

Spoiled Ballots - Envelope #4



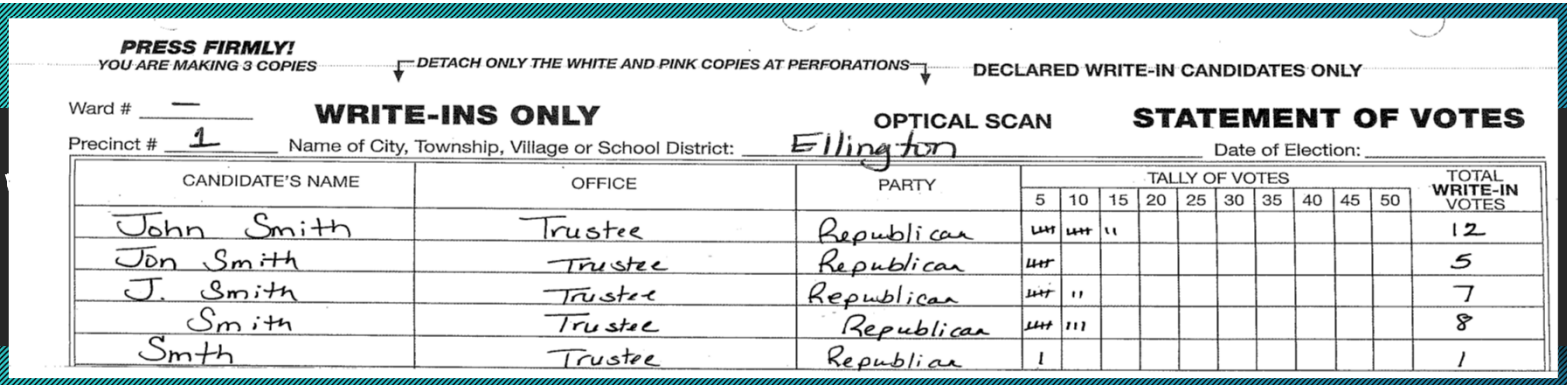
- Ballots spoiled by voters during Election Day are placed in here
- Sealed with a red paper seal
- Stored in the Blue ballot container prior to container being sealed during close of the polls

Duplicated Ballots – Envelope #5



- Original Ballots that were duplicated during processing are placed in this envelope.
- Sealed with a red paper seal
- Stored in the Blue ballot container prior to being sealed during close of the polls

PROCESSING WRITE-IN CANDIDATES



PRESS FIRMLY!
YOU ARE MAKING 3 COPIES

DETACH ONLY THE WHITE AND PINK COPIES AT PERFORATIONS

DECLARED WRITE-IN CANDIDATES ONLY

Ward # —

WRITE-INS ONLY

OPTICAL SCAN

STATEMENT OF VOTES

Precinct # 1 Name of City, Township, Village or School District: Ellington Date of Election:

CANDIDATE'S NAME	OFFICE	PARTY	TALLY OF VOTES 5	10	15	20	25	30	35	40	45	50	TOTAL WRITE-IN VOTES
John Smith	Trustee	Republican	𝍸	𝍸	II								12
Jon Smith	Trustee	Republican	𝍸										5
J. Smith	Trustee	Republican	𝍸	II									7
Smith	Trustee	Republican	𝍸	III									8
Smth	Trustee	Republican	I										1

- Declaration of Intent filed by 4:00 p.m. on the 2nd Friday preceding the election.
- Election Inspector can not provide write-in candidates to a voter. Refer the voter to the Clerk for assistance.
- A write-in vote cast for an individual who has not filed a Declaration does not count.
- The office and/or party on the Declaration must match the office or party for which the write-in vote was cast in order to count. Party is during a primary election.
- At the end of the night, print the write-in report from the ICP. Utilities; Reports; Write-In Report. This is should be attached to the Statement of Votes page in the Poll Book.
- Board of Canvassers will make final determination if a name variation is valid and countable.
- Board of Canvassers will make final determination if a candidate is elected to office sought.

Campaigning at the Polls, Exit Pollsters, Poll Watchers

- Campaigning – 100 feet of any entrance used by voters to a building in which a polling place is located any material that directly or indirectly makes a reference to an election, a candidate or a ballot question.
- Exit Pollsters – Are persons employed to survey voters AFTER they have voted. The Pollster must remain at least 20 feet away from the entrance of the building in which the polling place is located. They are not to question any person entering the building in which the polling location is located.
- Poll-Watchers – Is a person who would like to observe the election process but is not a qualified election challenger. This person does not have to be registered to vote. A poll watcher can not challenge a person's right to vote. Poll Watchers must remain in the public viewing area where they will not interfere with the voting process.

Election Challengers

- Election Challengers must be appointed by political parties or qualified interest groups to observe the election process. A challenger has the right to challenge a person's qualifications to vote, the actions of the election inspectors operating the precinct.
- A Challenger may be appointed to serve in more than 1 precinct. Although, only 2 challengers may be present in the precinct at any time throughout the day.
- May not be a candidate for any elective office in the election.

  EXCEPTION: A Precinct Delegate Candidate may serve as a challenger in a precinct other than the one he/she is a candidate in.

Challengers v. Poll Watchers

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 (e)Pollbook and other election materials.	Yes	Yes – but only as permitted by precinct board and when voting process will not be delayed.
May handle the (e)Pollbook and other election materials.	No	No
May use a video camera or recording device in polling place.	No	No
May use a cell phone, tablet, laptop, or other electronic device in polling place.	Yes – if not disruptive.	Yes – if not disruptive.
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 until the election inspectors complete their work.	Yes	Yes
May obtain the vote results generated in the precinct after the polls close.	Yes	Yes

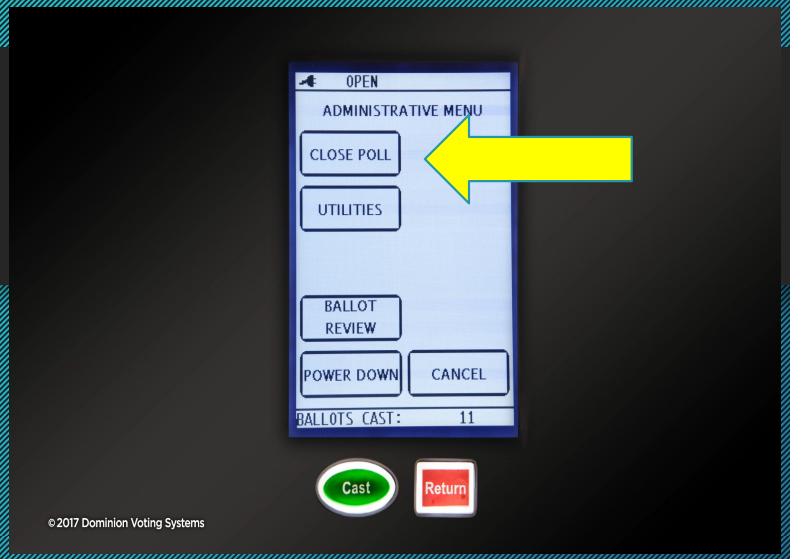
CLOSING THE POLLS

Key Points

- At 8:00 p.m. the Chairperson announces the "Polls are now Closed."
- Every voter in line at 8:00 p.m., MUST be permitted to vote.
- Have all ballots been tabulated including Absentee ballots and ballots placed in the auxiliary bin requiring duplication, ballots received from a consolidated location?
- Count how many voters signed the Affidavit of Voter not in possession of ID (back side of the Application to Vote) ~ Provide number to Clerk.
- The number of ballots tabulated, the number of voters on the List of Voters and the number of Applications to Vote MUST equal. This should be monitored often throughout the day. It is recommended to be completed at least hourly with notation made in the remarks in the EPB
- Close the polls in the ICP and generate 4 totals tapes minimum. Attach a signed totals tape to each copy of the Write-In Statement of Votes page located in the Poll Book. Write UNOFFICIAL at the top of the last totals tape and post in the public viewing area.
- Process Provisional Affidavit or Envelope Ballot and seal in correct envelope.
- Complete Back-up, Save Voter History and Print all reports from the EPB. Verify all reports saved in the privacy zone on the USB Drive. *List of Voters *Remarks *Ballot Summary; Print copy for Poll Book and copy for Local Clerk
- Complete all necessary forms in the Poll Book.
- All ballots, spoiled and duplication envelopes ***properly*** sealed in an approved ballot container.

Unlock the Auxiliary bin and VERIFY there are no ballots there prior to closing the polls

SECURITY KEY
OPEN
System Ready
BALLOTS CAST: 9
Cast
Return
46
©2017 Dominion Voting Systems


OPEN
ADMINISTRATIVE MENU
CLOSE POLL
UTILITIES
BALLOT REVIEW
POWER DOWN
CANCEL
BALLOTS CAST: 11
Cast
Return
©2017 Dominion Voting Systems

OPEN
Please Enter Password to Close the Poll
****
1
2
3
4
6
7
9
ENTER
©2017 Dominion Voting Systems

Steps to Close Polls on EPB

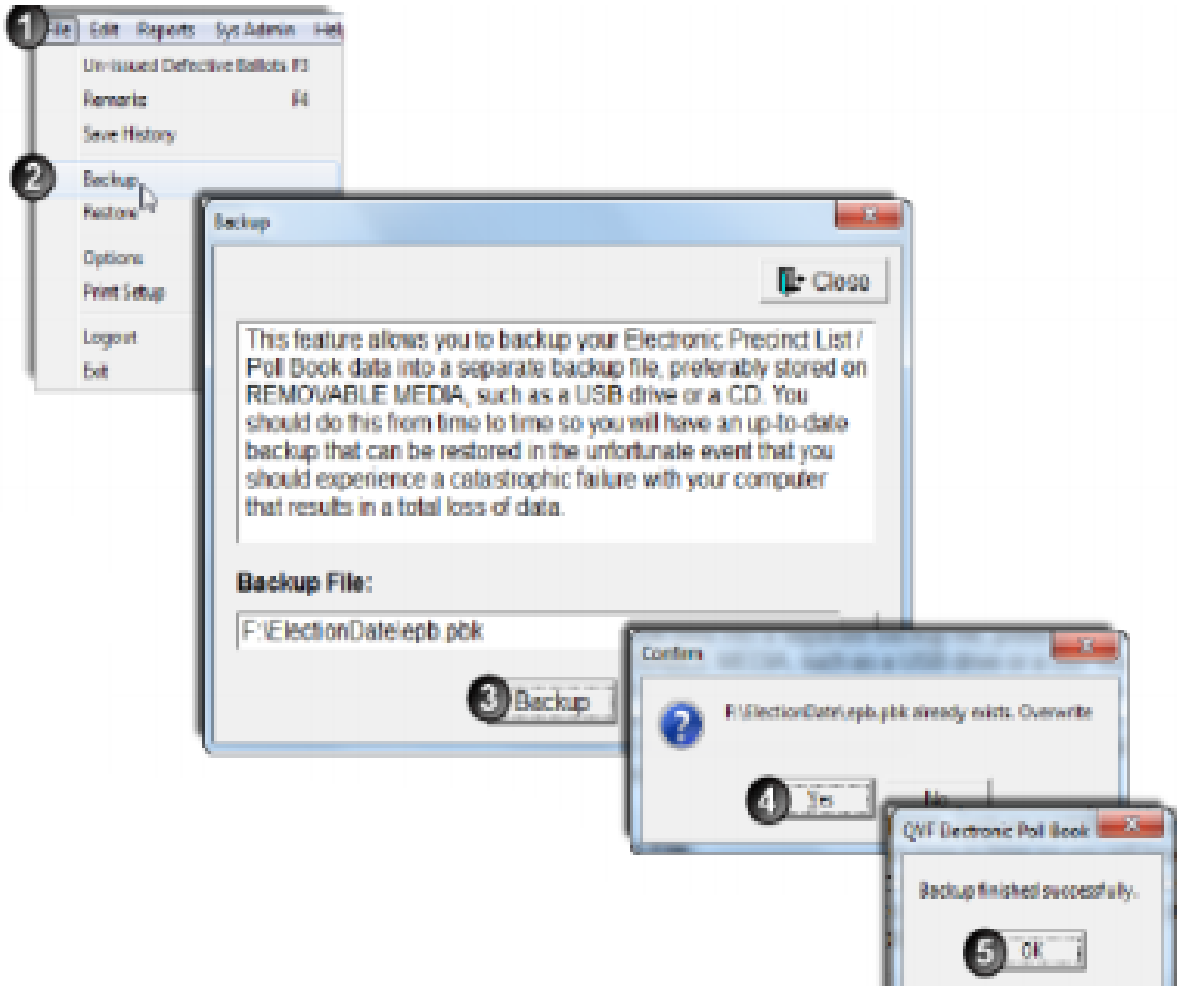
Election Day – Close of Polls

After the close of polls on Election Day, data processed in the EPB software must be saved one last time to the encrypted flash drive and reports must be generated to complete the paper binder pollbook.

One Final Backup

After all voters have been processed in the EPB, perform one last **Backup** to ensure all data is saved to the encrypted flash drive.

1. Click File
2. Click Backup
3. Click Backup
4. Click Yes
5. Click OK



Ballot Summary

The **Ballot Summary** documents the total number of ballots assigned to the precinct and how each ballot was used. Throughout the day, the EPB software tracks spoiled (F), rejected (G) and Provisional "envelope" (I) ballots. The remaining ballot types must be inputted by the user and the EPB software will calculate and balance the **Ballot Summary**.

To complete the Ballot Summary:

1. Click Reports
2. Click Ballot Summary

Enter the Number of ballots delivered to precinct for each ballot style:

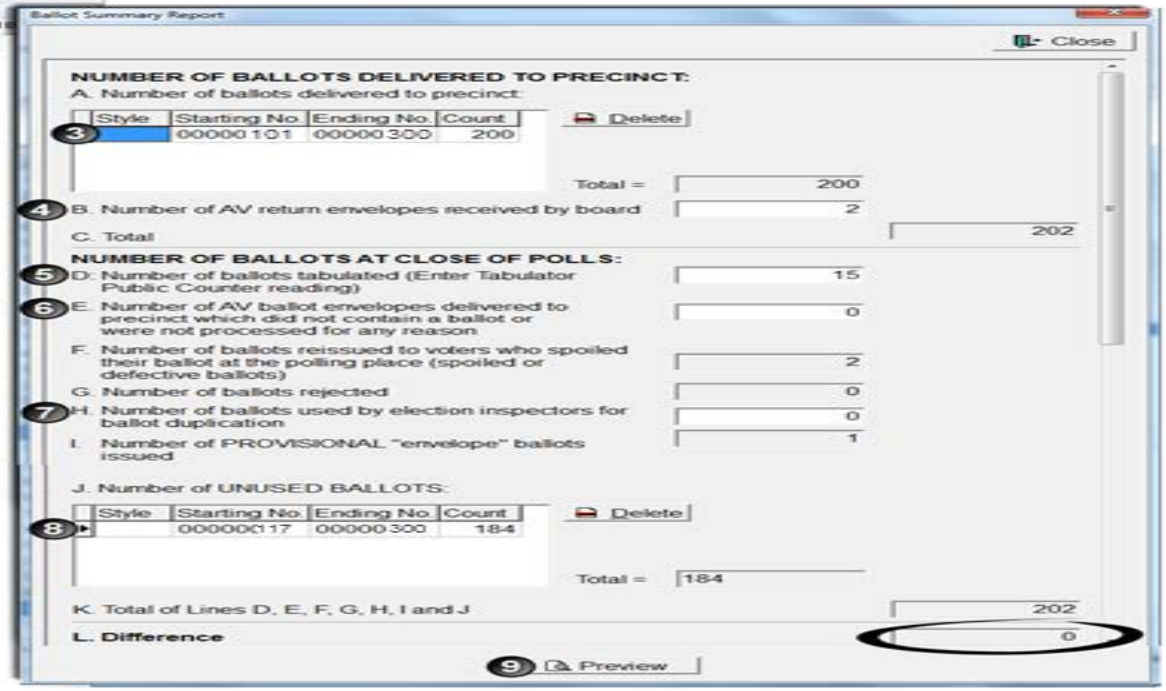
3. (A) Enter the Starting number and the Ending number of the first ballot style. If using more than one ballot style or if any VAT ballots were used, tab to create a new line and repeat the process until all styles are listed. The Count will be calculated automatically.

4. (B) Enter the Number of AV return envelopes received by board, if absentee ballots are being processed in the precinct. If absentee ballots are not being processed in the precinct, this box will already be completed with a 0.

Enter the Number of ballots at close of polls:

5. (D)Enter the Number of ballots tabulated. This number is found on your tabulator.

6. (E)Enter the Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason, if absentee ballots are being processed in the precinct. If absentee ballots are not being processed in the precinct, this box will already be completed with a 0.



7. (H)Enter the Number of ballots used by election inspectors for ballot duplication.

8. (J)Enter the Number of Unused Ballots by entering the Starting Number (the next ballot that would be issued) and the Ending Number of the unused ballots. If using more than one ballot style, tab to create a new line and repeat the process until all styles are listed. Tab out of the box or place the cursor in a different box to make the totals calculate.

STOP – L must be 0. If L is not 0, double check items 3-8 and ensure everything was entered correctly. If there is a known reason for not balancing and it is unable to be resolved, a detailed **Remark** must be made to explain to the Board of Canvassers why the precinct does not balance.

9. Click Preview

Ballot Summary Report

Close

NUMBER OF BALLOTS DELIVERED TO PRECINCT:

A. Number of ballots delivered to precinct:

Style	Starting No.	Ending No.	Count
3	00000101	00000300	200

Delete

Total = 200

4 B. Number of AV return envelopes received by board 2

C. Total 202

NUMBER OF BALLOTS AT CLOSE OF POLLS:

5 D. Number of ballots tabulated (Enter Tabulator Public Counter reading) 15

6 E. Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason 0

F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots) 2

G. Number of ballots rejected 0

7 H. Number of ballots used by election inspectors for ballot duplication 0

I. Number of PROVISIONAL "envelope" ballots issued 1

J. Number of UNUSED BALLOTS:

Style	Starting No.	Ending No.	Count
8	00000117	00000300	184

Delete

Total = 184

K. Total of Lines D, E, F, G, H, I and J 202

L. Difference 0

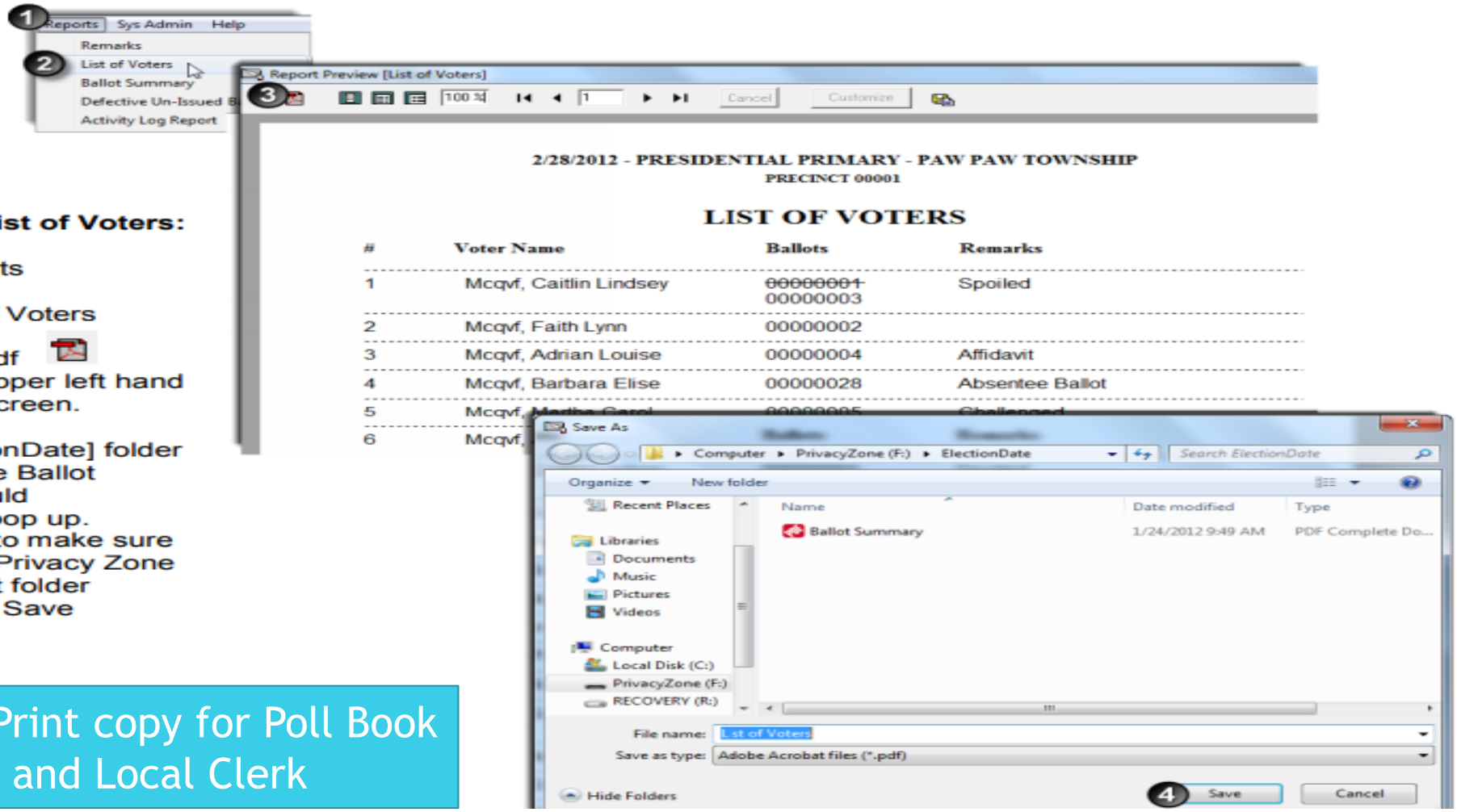
9 Preview

Item L MUST be at zero or have a valid explanation as to why it is off (i.e. Voter left without tabulating a ballot) If the summary is not at zero, call the County Clerk's office for assistance.

Then Print copy for Poll Book and Local Clerk

List of Voters

The **List of Voters** is created by the EPB Software and must be saved to the encrypted flash drive. If your precinct has the ability to print, the **List of Voters** should be printed as well. Use the triangle buttons next to the page number, to view the report. Remember to view the number of voters in order to record that number in the paper binder pollbook.



To save the List of Voters:

1. Click Reports
2. Click List of Voters
3. Click the .pdf button in the upper left hand corner of the screen.
4. The [ElectionDate] folder selected for the Ballot Summary should automatically pop up. Always check to make sure you are in the Privacy Zone and the correct folder before clicking Save

Then Print copy for Poll Book and Local Clerk

Remarks Report

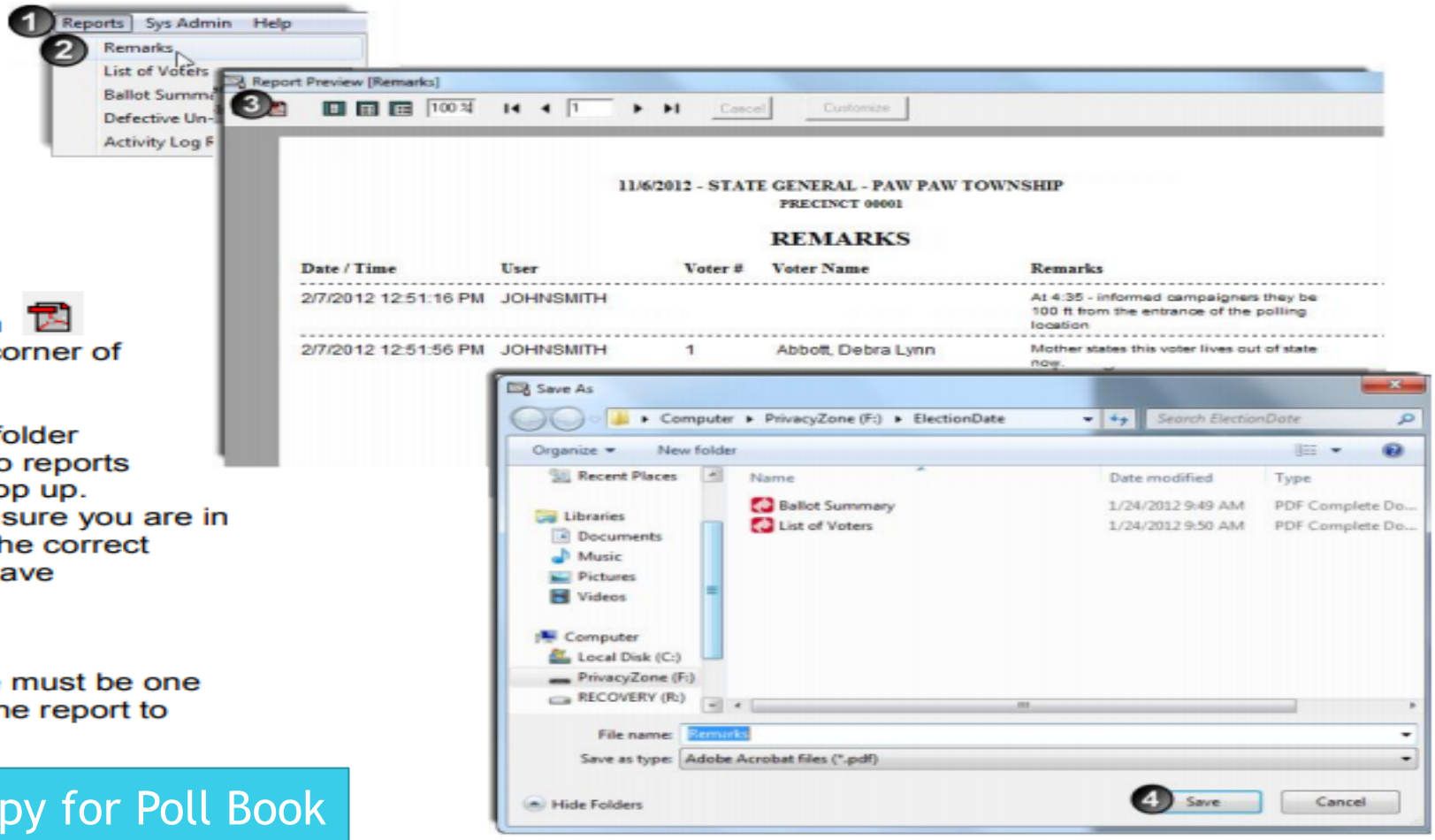
Remarks recorded in the EPB software using the General Remarks and/or Voter Remarks are saved in a report also and must be saved to the encrypted flash drive. If your precinct has the ability to print, the **Remarks** should be printed as well.

To save the Remarks report:

1. Click Reports
2. Click Remarks
3. Click the .pdf button in the upper left hand corner of the screen.
4. The [ElectionDate] folder selected for the last two reports should automatically pop up. Always check to make sure you are in the Privacy Zone and the correct folder before clicking Save

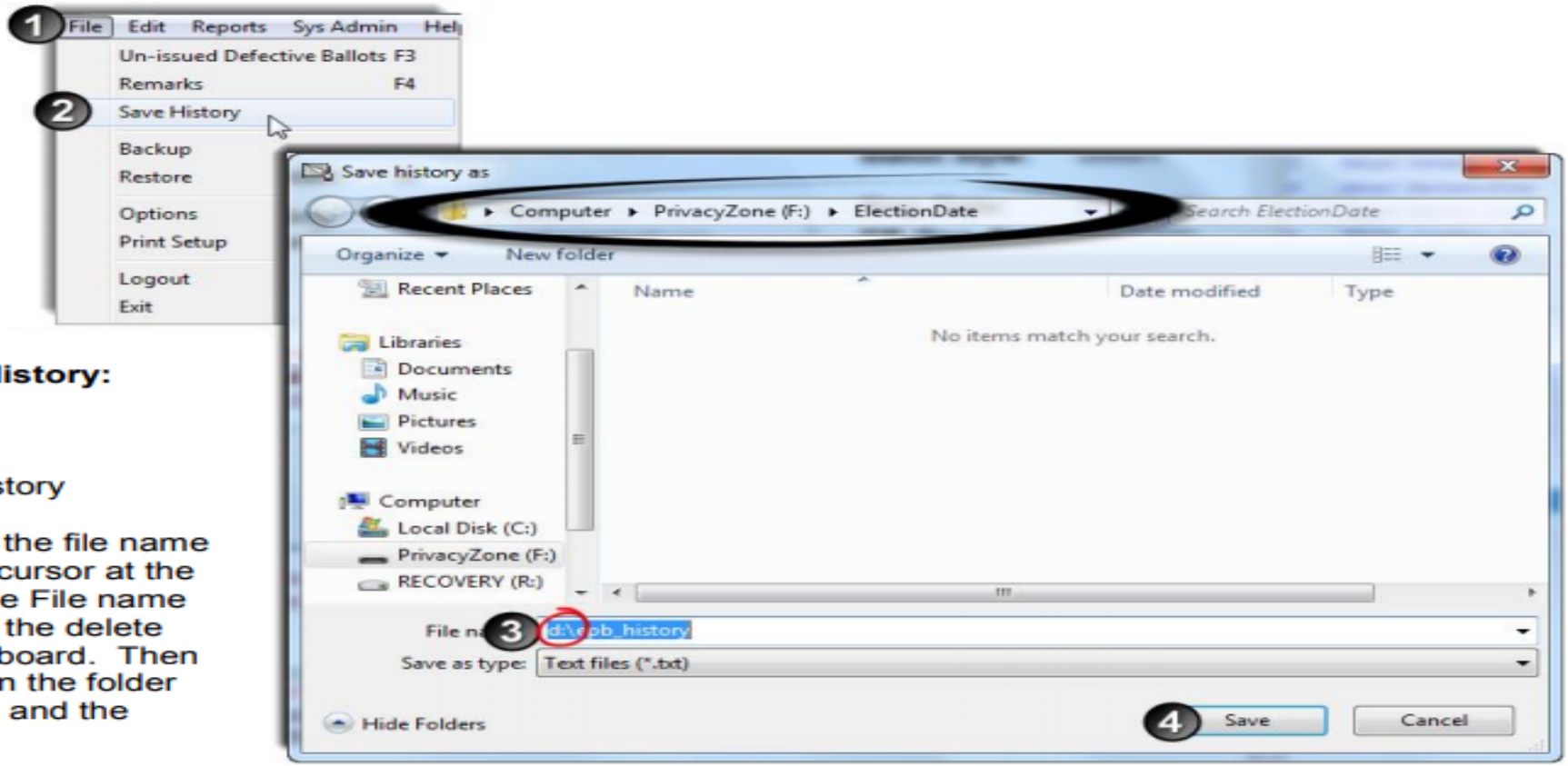
Important note: there must be one recorded **Remark** for the report to save.

Then Print copy for Poll Book and Local Clerk



Save Voter History

After all other reports are saved, save the voter history. This file will update the voter registration files in the Qualified Voter File (QVF) recording who voted on Election Day.



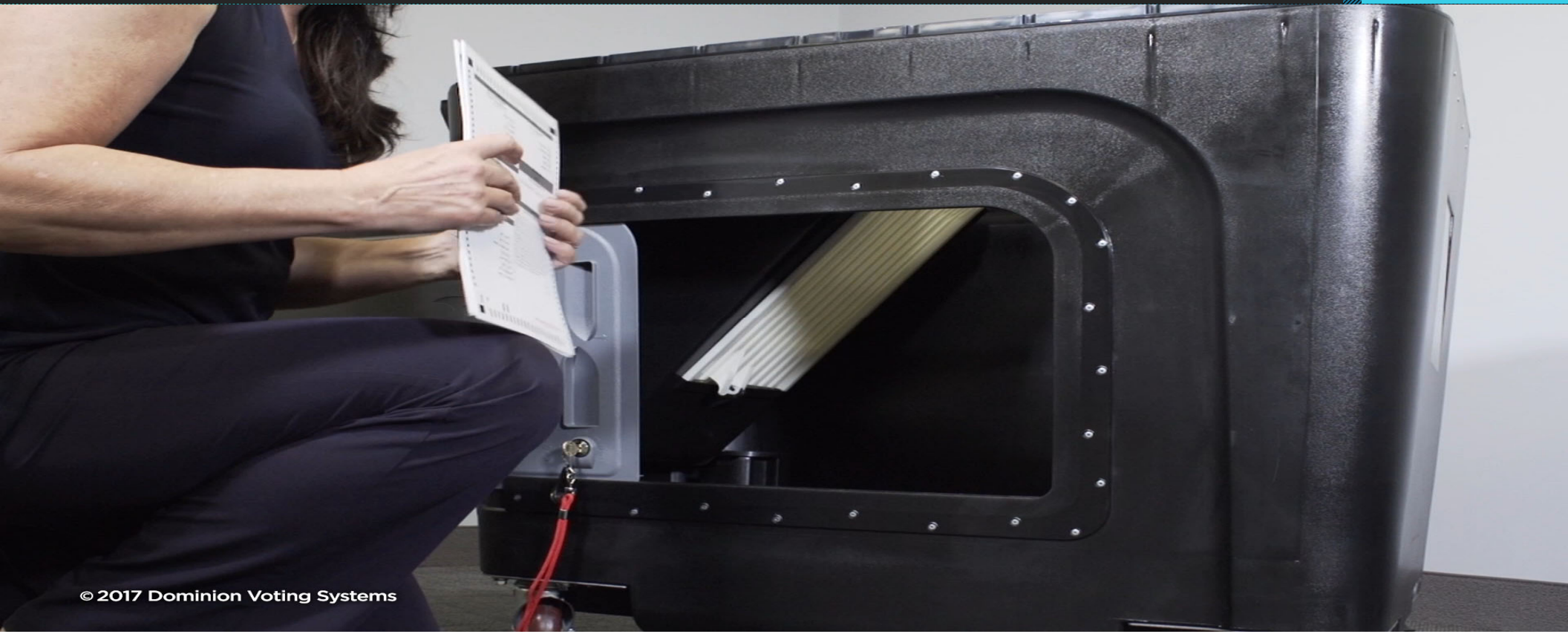
To save Voter History:

1. Click File
2. Click Save History
3. Delete "**d:**" in the file name by placing the cursor at the beginning of the File name field and using the delete key on the keyboard. Then verify you are in the folder for the election and the **PrivacyZone**.

   If not, in the left hand section of the screen (under Computer) click on Privacy Zone and then double click on the election folder.
4. Click Save

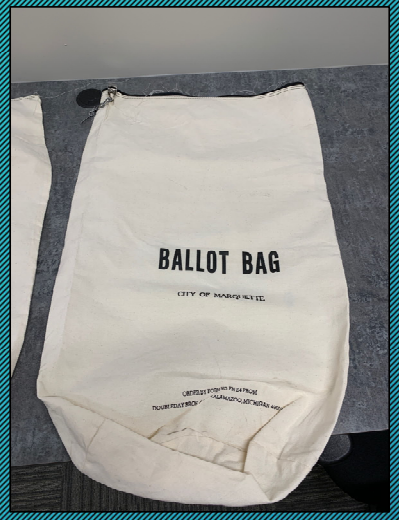
What about the ballots?

Before accessing the Write-In bin, empty the regular ballots out of the General Bin

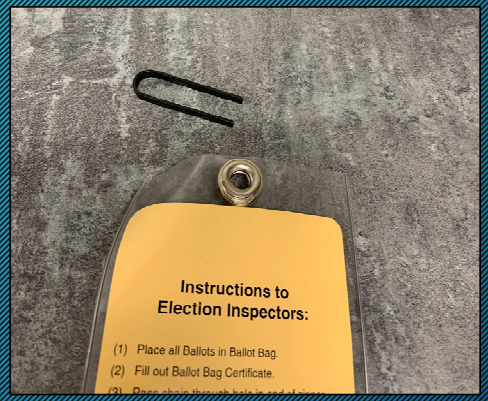


Sealing a ballot bag

Ballot Bag



Ballot Bag Certificate



Sealing a ballot bag

Three parts

Zipper

Hood

Metal Insert

Zipped

Zipper end sticks through open slot in the hood

Inserted

Metal insert then goes through the zipper end

Sealing a ballot bag

Threaded

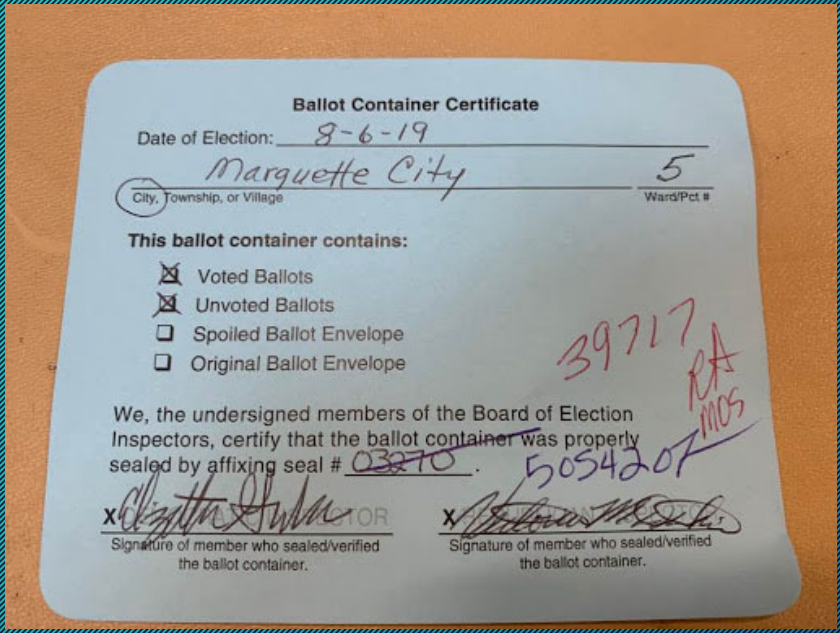
Seal

Secured

Ballot Container – Stays in Jurisdiction

- Voted and Unused ballots
- Sample Ballots
- Spoiled ballot envelope
- Duplicated ballot envelope
- Ballot Container Certificate – with seal number of the seal used to secure the container showing through the window
- Seal number also is recorded in the Poll Book on the Certificate of Election Inspectors

Ballot Container Certificate



Ballot Container Certificate

Date of Election: 8-6-19

Marquette City — 5

City, Township, or Village — Ward/Pct #

This ballot container contains:

- [x] Voted Ballots
- [x] Unvoted Ballots
- [ ] Spoiled Ballot Envelope
- [ ] Original Ballot Envelope

39717

We, the undersigned members of the Board of Election Inspectors, certify that the ballot container was properly sealed by affixing seal # 03270.

505420

RA MOS

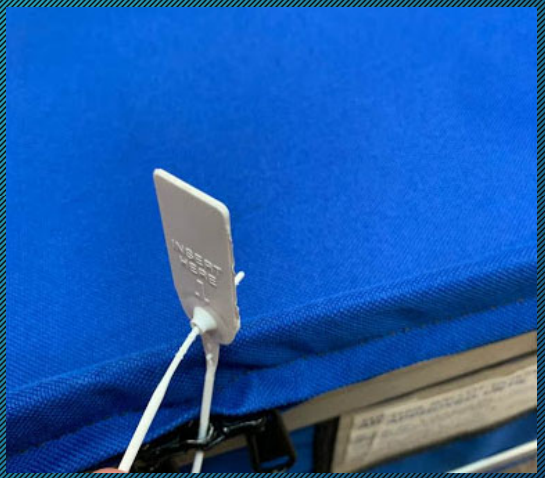
X Signature of member who sealed/verified the ballot container.

X Signature of member who sealed/verified the ballot container.

Sealing a ballot bag

Zipped together

Seal – both eyes



Insert here

QUESTIONS???