

ELECTION CHAIR TRAINING

MARQUETTE CITY
CLERK'S OFFICE

February 27, Presidential Primary

- Intro
- Sign in / Direct Deposit
- Future Dates
- Thank you

WELCOME

- State Law: Training every other year
- Changes to laws, equipment, processes
- Elections are not a daily occurrence

WHY ARE YOU HERE?

- You are the face of the City and the Clerk's Office
- Positive attitude in the face of voter confusion, apprehension

“CUSTOMER” SERVICE

- Recent changes and the impact on election day
- Opening polls
- Processing voters
- AV ballot in precincts
- Assisting voters
- Spoiled ballots and “What If”
- Voters who have moved
- Missing registrations
- Challengers and watchers
- Campaigners and pollsters
- Closing polls
- Write-in Votes
- Ballot Security

TONIGHT’S AGENDA

- AV - Absentee Voters/Absentee Ballots
- ICP - ImageCast Precinct - Tabulator
- ICX/VAT - Voter Assist/Touchscreen Terminal
- Ballot Bag - Canvas Bag for voted ballots
- Transfer Container - Black Cart for all materials
- EPB - Electronic Poll Book - laptop used in precinct

DEFINITIONS

- Workers report to precinct by 6 a.m.
- Oath of Office
- Prepare the precinct
- Polls open at 7 a.m.
- Voting
- Polls close at 8 p.m.
- Clean up precinct

ELECTION DAY: A BRIEF OVERVIEW

Election Day Impacts

- Type of Election
- Early Voting
- Tabulation of AV ballots in person
- Precinct Consolidation

Steady In Precincts

Turnout vary based on the type of election. State Primaries are busier than local, State General higher voter turn out than Primaries. Presidential Primary and General, every 4 years

Presidential Primary -Turnout

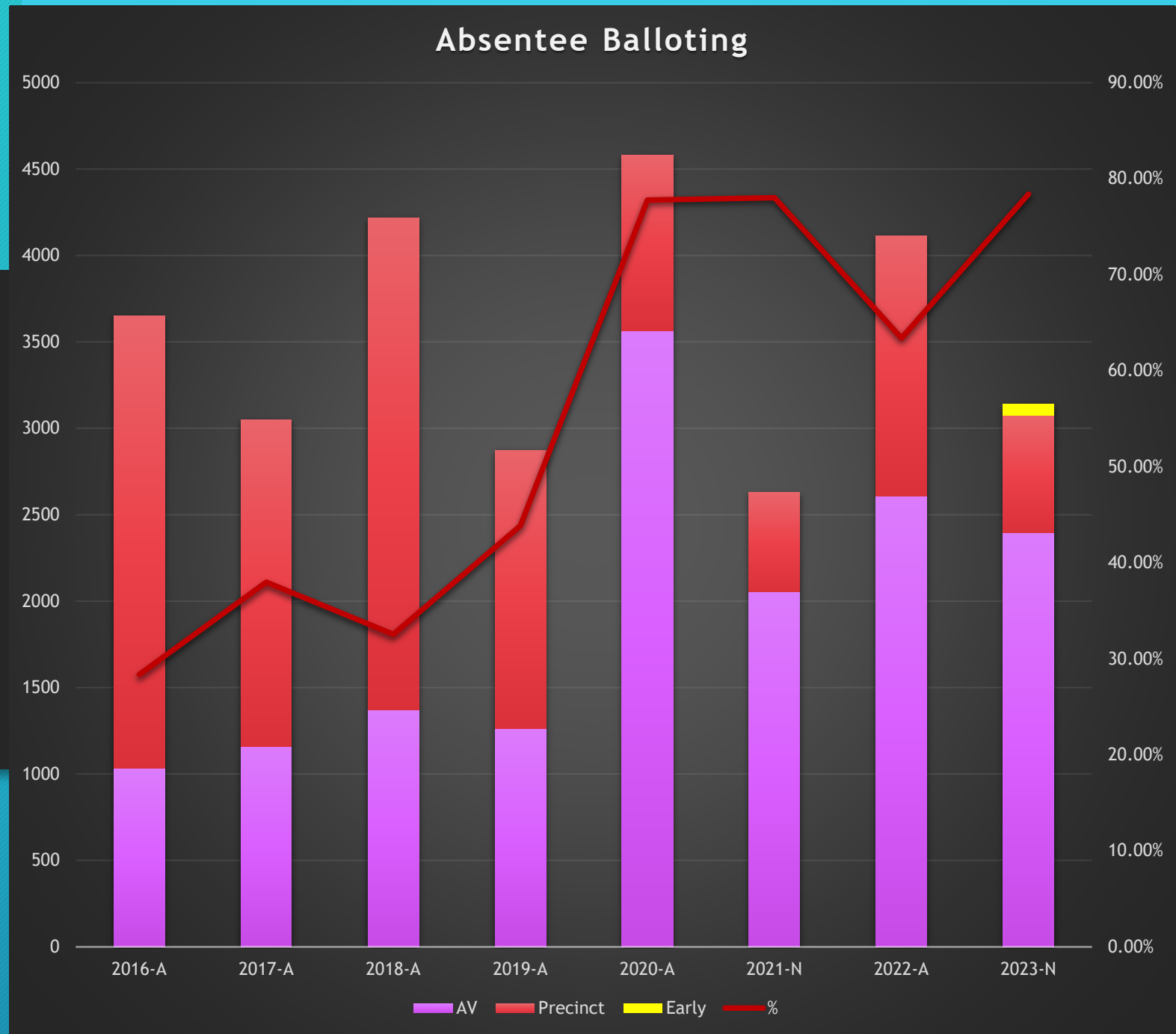
2024: Early Voting + AV in person =?
2020: 35.45% (Higher AV due to COVID)
2016: 40.89%

Presidential Election -Turnout

2024: Early Voting + AV in person =?
2020: 70.43%
2016: 68.48%

No-reason absentee took effect after 2018.

Moderate
in-person
turnout



AV Comparison 2020 v. 2024

- Ballot size impacts turnout
- March 2020 Presidential Primary
 - 14,202 residents were registered to vote
 - 5,035 35.45 %voter turnout
 - Absentee Voters
 - 1,845 Absentee Ballots Sent
 - 1,729 Ballots Returned - 93.71% return rate
- February 2024 Presidential Primary
 - 14,718 residents are registered to vote
 - Absentee Voters
 - Ballots Sent: 2,672
 - Ballots Returned:

3,306 Total In-person
Voters, Across 7 precincts

Addition of Early Voting
and AV Tabulation In
Precinct, and Precinct
Consolidation



Early Voting - Election Day Impact

- Proposal 22-2
- City of Marquette participated in statewide pilot program
 - 68 voters across 4 days
- An additional option for voters
 - Vote Early
 - Vote by Absentee Ballot
 - Vote In-person on Election Day

What does this mean for in-person turnout on election day?

Precinct Consolidation -Election Day Impact

- Change in state law allows for up to 4,999 registered voters per precinct
- Polling Locations
 - 1 and 2 at Baraga Gym
 - 3 and 4 at the YMCA

Benefits

Staffing

Reduced Costs

Clerks will be more easily accessible

Old Precinct

New Precinct

1 & 3



1

2



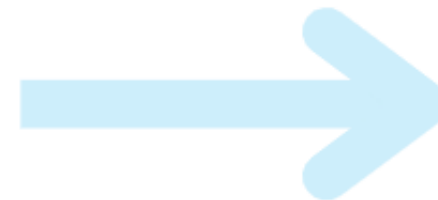
2

4 & 5



3

6 & 7



4

- Take *and sign* the oath of office
- Check all forms and supplies
- Verify physical voting area > eye to ballot secrecy
- Inspect ballot box - three compartments
- Verify ICP serial and seal # against certificate
- Power on ICP and EPB

OPENING THE POLLS

E-Poll Book Log In Screen

- Encryption Password is found in the Chair book
- This then brings you down to the Username/Password area



The screenshot shows a Windows-style application window titled "Login". In the top-left corner, there is a small icon of a document with a pencil and a red checkmark, labeled "Electronic Poll Book" with a circled "1" next to it. The main content area is divided into two sections:

1 Please enter the encryption password selected when this software was setup:
Encryption Password:

2 Please enter a username and password to login:
User Name:
User Password:

Note: This application shuts down automatically after four unsuccessful login attempts.

- Each election worker will have their own unique login.
- UN: first letter of your first name and your full last name
- PW: first and last name and the precinct number you are in. The first letter of your first and last name is capitalized, and there are no spaces.

Example: Rachel Quayle is an election worker in precinct 3.

Username: rquayle

Password: RachelQuayle3

Individual Logins

ICP Ballot Box



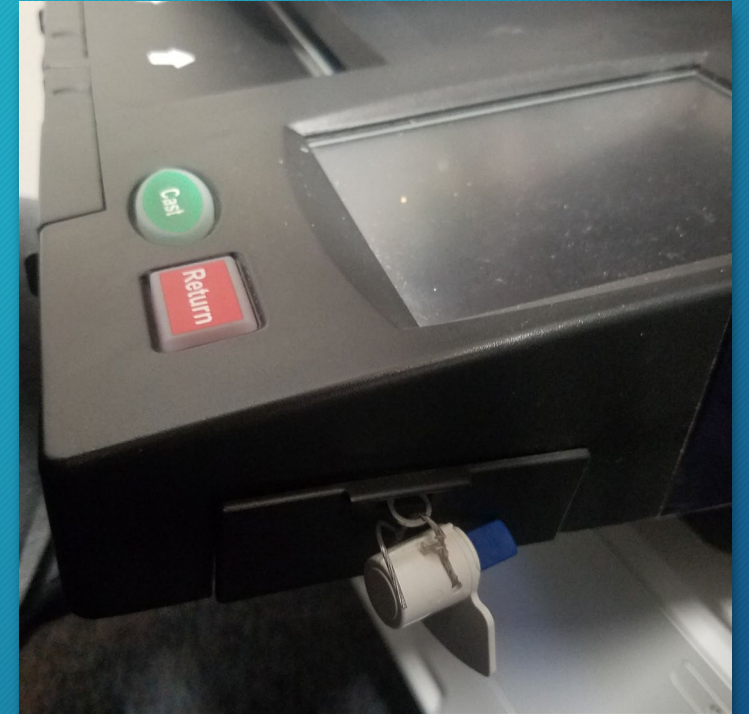
COMPARTMENTS

MAIN WRITE-IN AUXILIARY

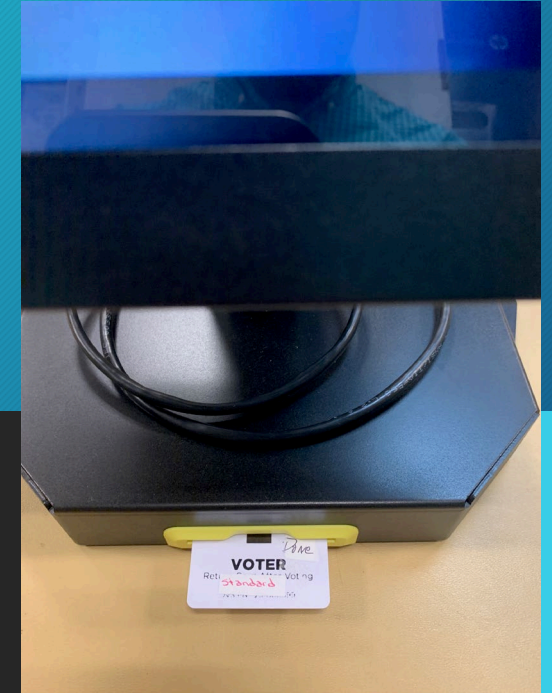
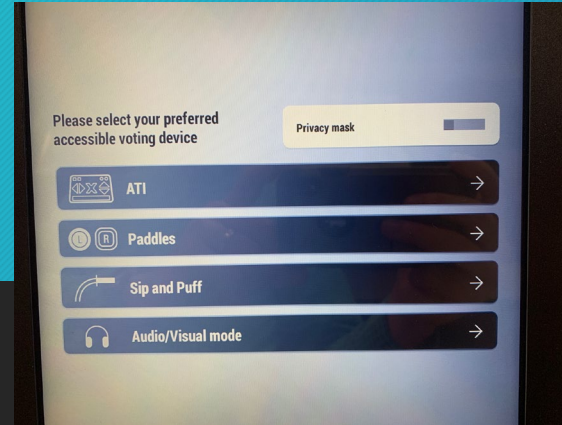
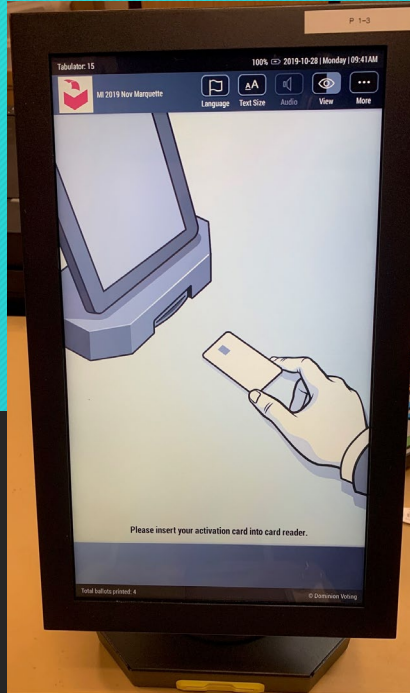
Make
Sure
Slot
is
closed
and
door
is
locked



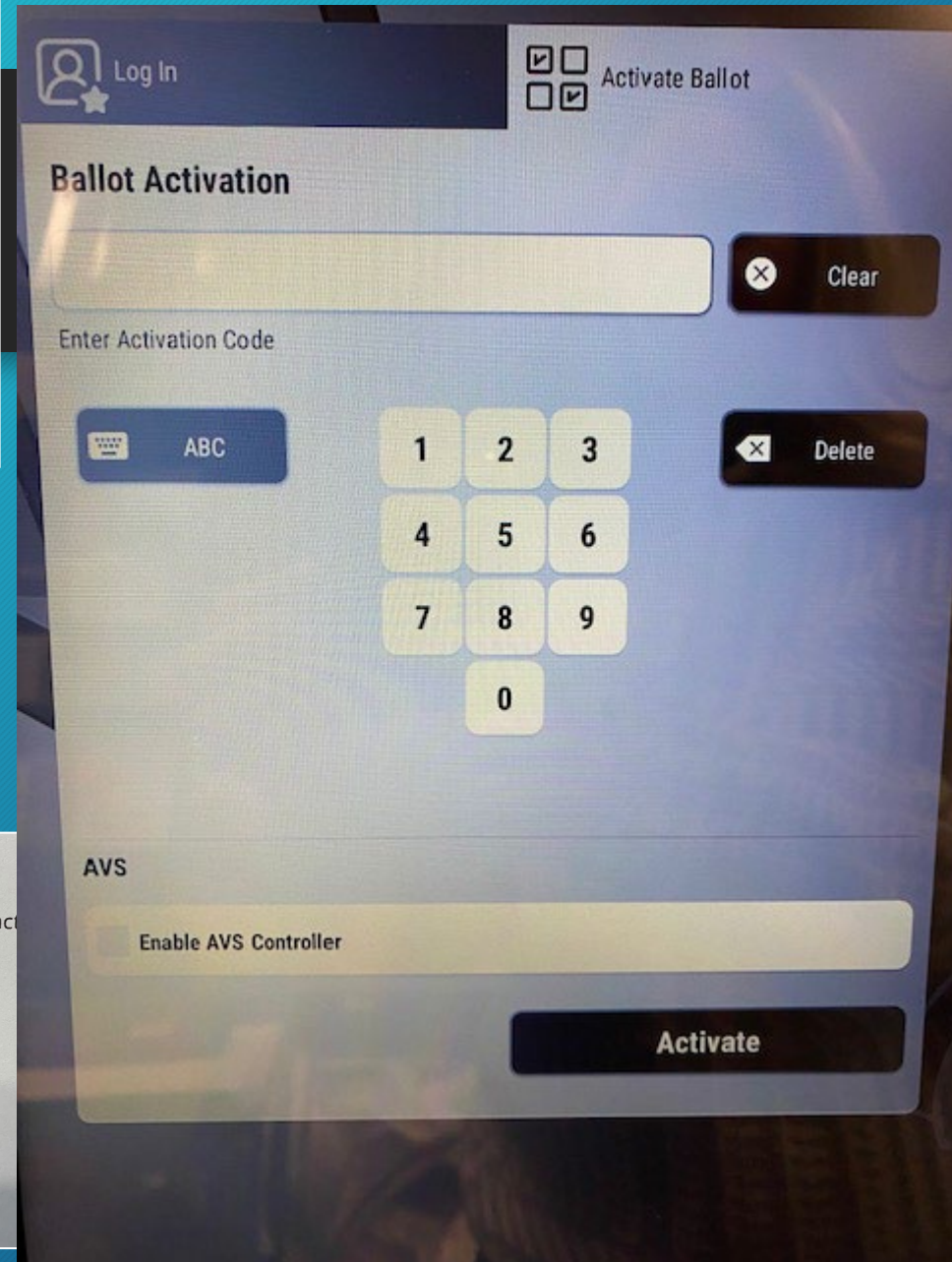
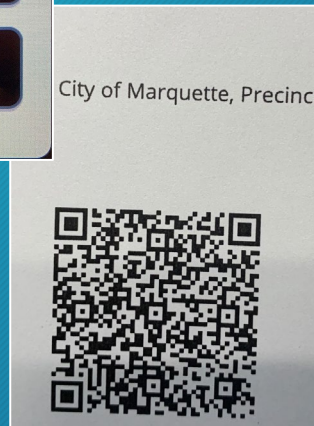
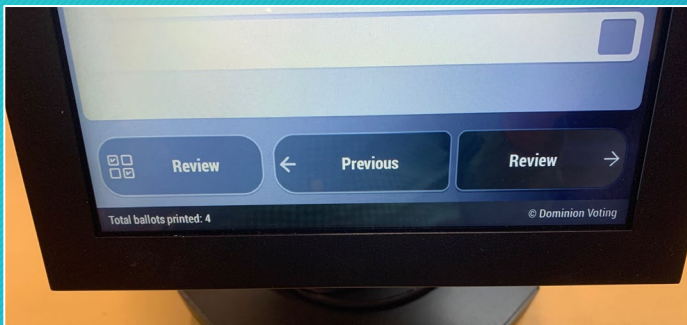
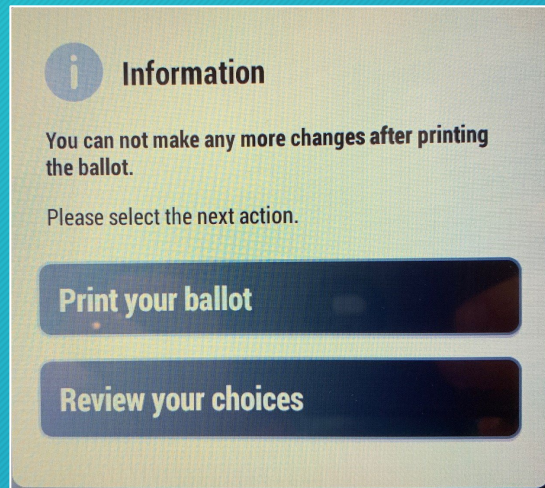
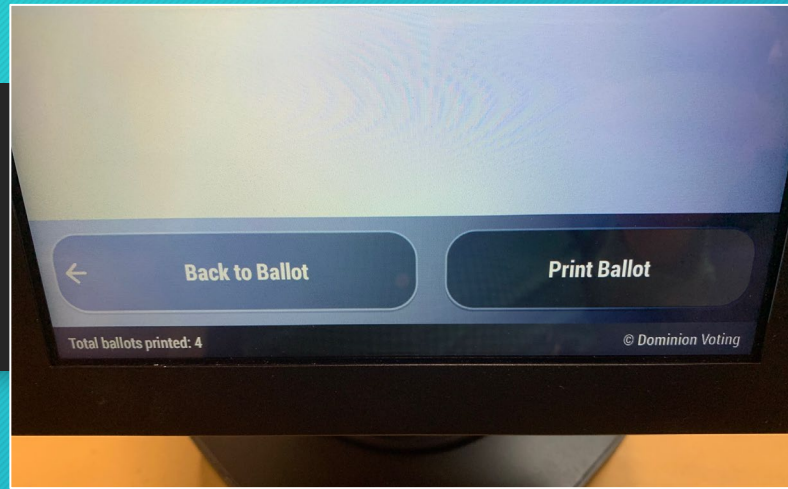
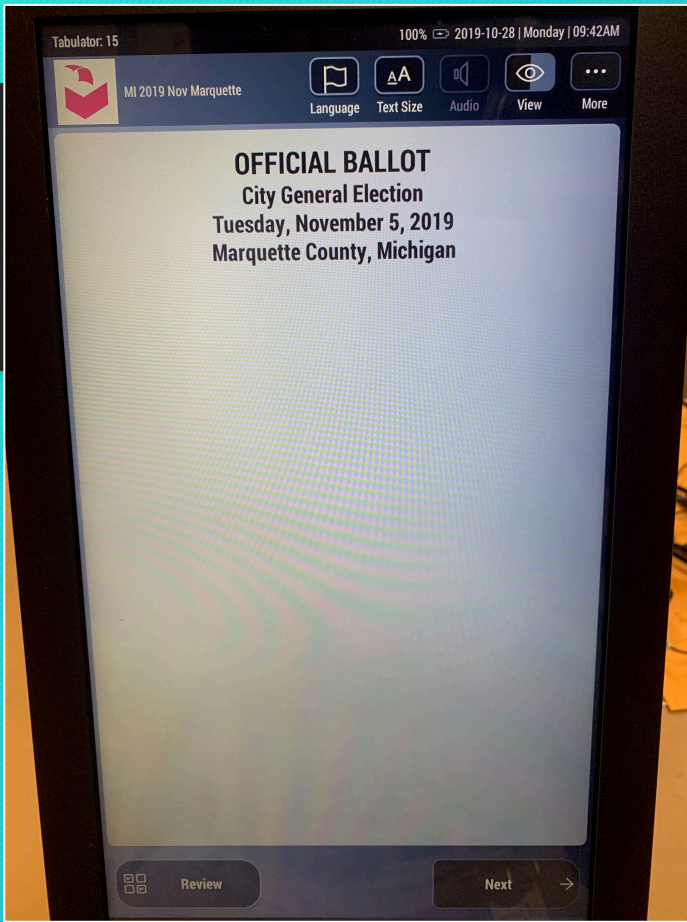
There are no official write-ins



SEALS ON
THE ICP



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



- Verify the public count on the ICP is 0 - Each ballot adds 1
- Print a test ballot on the ICX
- Sign the bottom of the ICP tape (zero tape) and sign the certificate
- Check *all of the boxes*
- Open the polls at 7 a.m.

OPENING THE POLLS

ICP ZERO TAPE

1

Compare the offices listed with those listed on your ballots

2

After signature, roll this tape up and secure it behind the tabulator door

3

Do not tear the Zero Tape off at this time

THE POLLS AND PRINTING OF THIS RECORD AND CAN VERIFY THAT ALL CANDIDATE VOTE TOTALS ARE ZERO AT THIS TIME.

Name

Signature

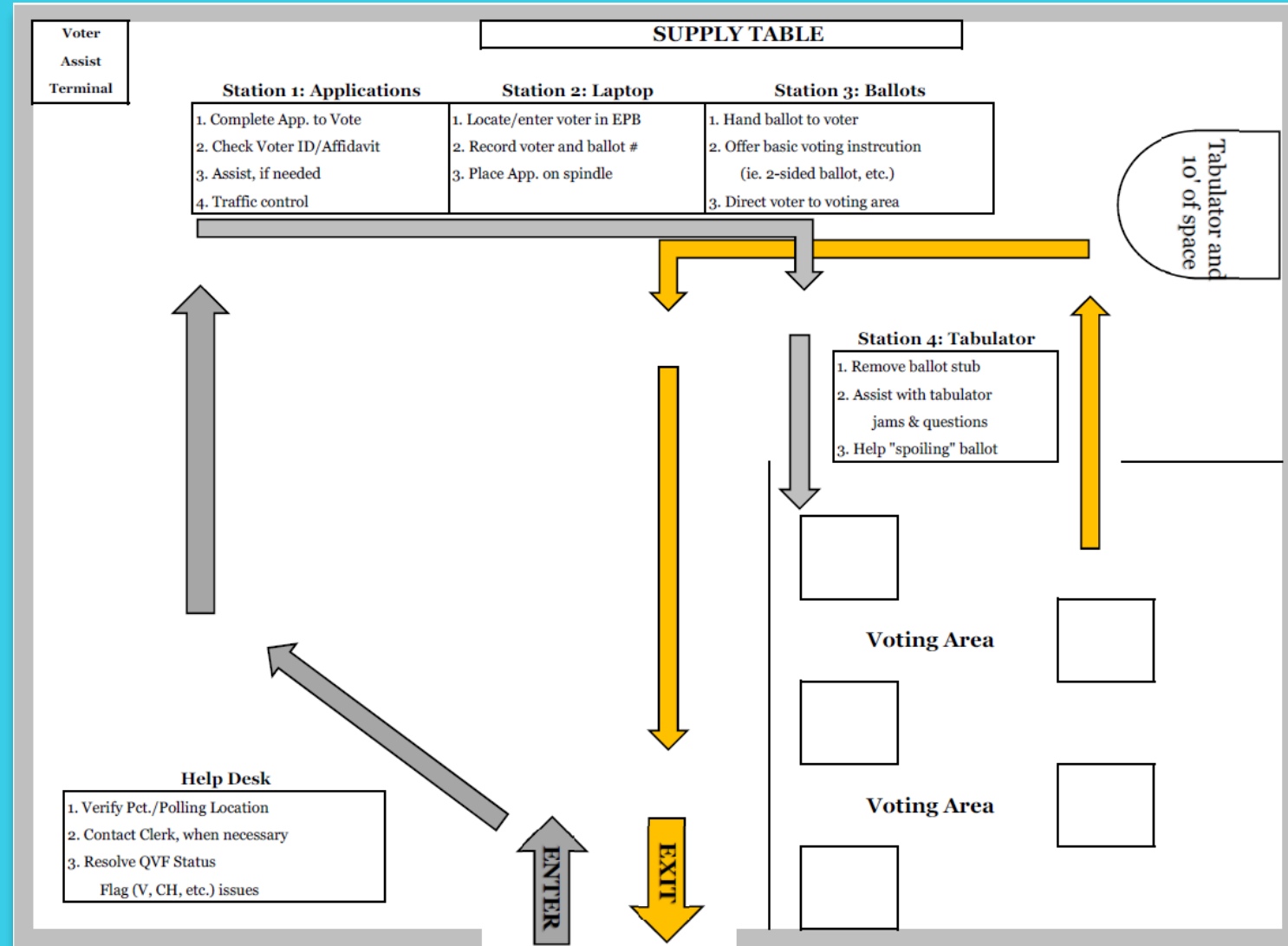
Name

Signature

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

Processing Voters: Sample Precinct



APPLICATION TO VOTE

- Application = Ballot
- Review the Voter's Application
 - Applicant face to Photo ID
 - Check application against EPB for birth day/month and address
 - Verify voter was not issued AV ballot
 - Verify there are no status flags to be addressed
 - Enter the Voter No.
 - Enter the Ballot No.
 - Initial the application

New: Application travels with voter to tabulation station!

Michigan Application to Vote/ Ballot Selection Form

Picture ID must be shown unless it's not in the voter's possession. A voter without ID may instead complete the *Affidavit of Voter Not in Possession of Picture ID* on the back of this form and vote a regular ballot.

Presidential Primary

Election Date _____ 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

ID AFFIDAVIT ON REVERSE COMPLETED

Ballot Style _____

Ballot No. _____

Voter No. _____

ELECTION INSPECTOR INITIALS _____

SELECT BALLOT TYPE HERE

I hereby request the ballot type marked below for this election. (You must select **one** ballot type below. If you do not select a ballot type, a ballot will **not** be issued to you.)

SELECT ONLY ONE BALLOT TYPE.

Democratic Party
Presidential Primary Ballot

Republican Party
Presidential Primary Ballot

Ballot without Presidential Primary (if available). Note: This ballot choice is for voters not voting in the presidential primary who wish to vote on other proposals or candidates (if on ballot).

PHOTO ID VERIFICATION



MICHIGAN- DRIVER LICENSE

5 100 100 100 100

JUNE BRANE SAMPLE
NORTH STATE ST

Sex F Hgt 5'00" Wgt 120 lbs
Lic Type D Exp 12/31/2014
Restrictions

June Sample

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 must sign an affidavit attesting that he/she is not in possession of picture identification.

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

SIGN HERE *June Sample*

Print Name: June Sample
Date of Birth: 5/1/1984
Residence Address: 123 North State St

AFFIDAVIT OF VOTER NOT IN POSSESSION OF PICTURE IDENTIFICATION

I, _____ hereby affirm that I am 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 _____, 20____.
I certify that the elector named above has completed the above affidavit in my presence.

X _____
Signature of Election Inspector

ACCEPTABLE PHOTO ID

- ✓ Michigan driver's license or Michigan PID card
- ✓ Current DL or PID from another state or federal
- ✓ Current U.S. Passport
- ✓ Current student photo ID - high school or accredited institute of higher education
- ✓ Current military photo ID
- ✓ Current tribal photo ID
- ✓ **NEW: Government ID**
 - ✓ Concealed Weapons Permit
 - ✓ Employee Badge

(i) An operator's or chauffeur's license issued under the Michigan vehicle code, 1949 PA 300, MCL 257.1 to 257.923, or an enhanced driver license issued under the enhanced driver license and enhanced official state personal identification card act, 2008 PA 23, MCL 28.301 to 28.308.

(ii) An official state personal identification card issued under 1972 PA 222, MCL 28.291 to 28.300, or an enhanced official state personal identification card issued under the enhanced driver license and enhanced official state personal identification card act, 2008 PA 23, MCL 28.301 to 28.308.

(iii) A current operator's or chauffeur's license issued by another state.

(iv) A current state personal identification card issued by another state.

(v) A current state government issued photo identification card.

(vi) A current United States passport or federal government issued photo identification card.

(vii) A current military photo identification card.

(viii) A current tribal photo identification card.

(ix) A current photo identification card issued by a local government

(x) A current student photo identification card issued by an educational institution.



VOTERS WITHOUT PHOTO ID

- Verify Voter is on the List of Voters
- Voter completes and signs the Affidavit
- Inspector ALSO SIGNS the Affidavit
- Check the box on the front of the app indicating the affidavit is completed
- Continue the process as normal

A registered voter gets a ballot unless they:

- Have an ID and refuse to show it
- Don't have an ID and refuse to sign the affidavit

**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

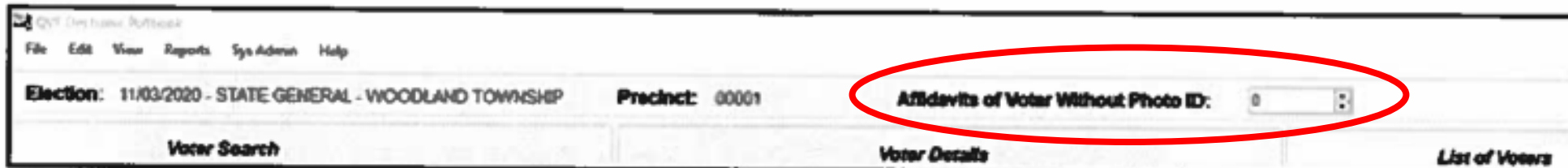
Sworn and subscribed to before me this _____ day of _____, _____.

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

X _____
Signature of Election Inspector

***NEW EPB TOOL* Voter Not in Possession of Photo ID Report:**

- Not tied to individual voters
- Election inspectors should utilize the “Affidavits of Voter Without Photo ID” ticker located above the Voter Details box of the EPB:



VOTERS WITHOUT ID REPORTING

Tally of Voters Not in Possession of Photo ID Form

DATE: _____

PRECINCT: _____

TALLY OF VOTERS NOT IN POSSESSION OF PHOTO ID

RECORD THE NUMBER OF VOTERS THAT HAVE BEEN RECORDED IN THE E-POLL BOOK AS NOT IN POSSESSION OF PHOTO ID

EPB Instructions:

Record a Voter Not in Possession of Photo ID

The voter must complete an *Application to Vote*, and their photo identification must be verified or the *Affidavit of Voter Not in Possession of Picture Identification* must be completed before processing a ballot in the EPB software. When a voter uses the *Affidavit of Voter Not in Possession of Picture Identification*, click the up arrow to increment the *Affidavits of Voter Without Photo ID* counter, or click into the box, delete the number, and type in the new total. This count is not tied to an individual voter but is the running total for the precinct for the election.

This number will be uploaded to the Qualified Voter File with voting history, and clerk's office staff will be able to review and correct this number in QVF after the election.

To record a Voter Not in Possession of Photo ID:

1. Click the up arrow button next to the *Affidavits of Voter Without Photo ID* (or, click in the field, delete the number that's there, and type the new total)

The screenshot shows a software window titled "EPB Software Interface". At the top, there are menu options: "File", "Edit", "View", "Reports", "System", and "Help". Below the menu, the interface displays the following information: "Election: 11/03/2020 - STATE GENERAL - WOODLAND TOWNSHIP", "Precinct: 00001", and "Affidavits of Voter Without Photo ID: 0". There are two input fields: one for "Voter Search" and one for "Voter Details". A "List of Voters" link is visible at the bottom right of the interface.

PLACE IN LOCAL CLERK ENVELOPE #3
Revised 9/2022

ADDRESS VERIFICATION

Michigan Application to Vote/ Ballot Selection Form

Picture ID must be shown unless it's not in the voter's possession. A voter without ID may instead complete the *Affidavit of Voter Not in Possession of Picture ID* on the back of this form and vote a regular ballot.

Presidential Primary

Election Date _____

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

ID AFFIDAVIT ON REVERSE COMPLETED

Ballot Style _____

Ballot No. _____

Voter No. _____

ELECTION INSPECTOR INITIALS _____

SELECT BALLOT TYPE HERE

I hereby request the ballot type marked below for this election. (You must select **one** ballot type below. If you do not select a ballot type, a ballot will **not** be issued to you.)

SELECT ONLY ONE BALLOT TYPE.

Democratic Party
Presidential Primary Ballot

Republican Party
Presidential Primary Ballot

Ballot without Presidential Primary (if available). Note: This ballot choice is for voters not voting in the presidential primary who wish to vote on other proposals or candidates (if on 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

Election: 11/8/2016 - STATE GENERAL - BOHEMIA TOWNSHIP Precinct: 00001

Voter Search DLN / Name: MCQVF, T Search

This Precinct: Other | Unlisted

These voters are located within the selected inner precinct:

Voter Name	DOB
Mcqvf, Thomas Stuart	11/30/1966

Voter Details

Name: MCQVF, THOMAS STUART DOB: 11/30/1966

Address: 3500 E COURTNEY LAKE RD
MASS CITY MI 49948 Precinct: 00001
Ballot Style: 00069

Gender: M Reg. Date: 7/12/1977
Eff. Rg. Date: 11/29/1984

Polling Location: ROUSSEAU TOWN HALL
572 ROUSSEAU RD
MASS CITY MI 49948

Issue a ballot: **3** Regular ballot Record an absentee ballot

Affidavit ballot-prov Issue a ballot

Envelope ballot-prov

Challenged ballot

Undo Undo (N)

Unlock this voter without p

5 OK Cancel

You are about to issue a Regular Ballot to:

Mcqvf, Thomas Stuart 11/30/1966

This ballot number will be assigned: **4** 00000001 VAT Ballot

VOTING STATUS: Did not vote in precinct.

1 matching voters Total = 0

ISSUING A BALLOT TO A VOTER

- Upon verifying the voter's information:
 - Record the ballot number on the application, and in the EPB
- Place the ballot in a secrecy sleeve to give to the Voter
- Offer instruction on the voting process.
 - Single sided ballot
 - Darken the ovals in completely
- Direct the Voter to an available voting station

OFFERING INSTRUCTION

- Offer instructions on the entire ballot
- For February this will include an explanation of:
 - How to avoid overvotes
 - Single sided ballot
 - Darken the oval completely
- If a voter needs instruction after entering the booth, it must come from two inspectors of different party affiliation

ISSUING 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

The screenshot displays the 'Voter Search' and 'Voter Details' sections of an election management system. The 'Voter Search' section shows a search for 'MCQVF, T' with one matching voter listed: 'Mcqvf, Thomas Stuart' with a DOB of 11/30/1966. The 'Voter Details' section for this voter is circled in green and includes fields for Name, Address, Gender, Polling Location, DOB, Precinct, Ballot Style, Reg. Date, and Eff. Reg. Date. A 'Regular ballot' button is highlighted with a red circle and the number 3. A dialog box titled 'You are about to issue a Regular Ballot to:' is open, showing the voter's name and DOB, and a field for the ballot number '00000001' with a red circle and the number 4. An 'OK' button is highlighted with a red circle and the number 5. The 'List of Voters' section on the right shows a table with columns for '#', 'Assigned To', and 'Ballot', and a 'Total = 0' at the bottom.

Election: 11/8/2016 - STATE GENERAL - BOHEMIA TOWNSHIP Precinct: 00001

Voter Search
DLN / Name: MCQVF, T Search
This Precinct: Other | Unlisted
These voters are located within the selected inner precinct:

Voter Name	DOB
Mcqvf, Thomas Stuart	11/30/1966

Voter Details
Name: MCQVF, THOMAS STUART DOB: 11/30/1966
Address: 3600 E COURTNEY LAKE RD Precinct: 00001
MASS CITY MI 49948 Ballot Style: 00069
Gender: M Reg. Date: 7/12/1977
Polling Location: ROUSSEAU TOWN HALL Eff. Reg. Date: 11/29/1984
572 ROUSSEAU RD
MASS CITY MI 49948

Issue a ballot: Regular ballot (3) Record an absentee ballot
Affidavit ballot-prov Envelope ballot-prov Challenged ballot
Undo Undo (N)
Unlock this voter without p (X) OK (5) Cancel (X)

You are about to issue a Regular Ballot to:
Mcqvf, Thomas Stuart 11/30/1966
This ballot number will be assigned: 00000001 (4) VAT Ballot

VOTING STATUS: Did not vote in precinct. Total = 0

DOUBLE CHECK INFO

Voter Search

DLN / Name:

These voters are located outside of the selected inner precincts:

		Voter Name	DOB
▶	?	ADAMS, ADRIAN DANIELE	12/01/1994
	?	ADAMS, CARRIE LYNN	08/12/1982
		ADAMS, CHEROKEY MARIE	11/02/1992
		ADAMS, DANIELLE RAE	10/27/1983
	?	ADAMS, DIANNE BLACKER	02/02/1955
		ADAMS, JACOB PAUL	01/10/1998
		ADAMS, JAMES HARMON	03/07/1970
	?	ADAMS, KATELYNN INEZ	04/13/1995
		ADAMS, KELLY LYNN	03/23/1981
		ADAMS, ODESSA DAWN	05/02/1985
		ADAMS, OLIVIA JACLYN	04/13/1995
	?	ADAMS, PETER JAMES	01/19/1989
	?	ADAMS, PETER JOHN	06/04/1982
		ADAMS, ROBERT ZACHARY	03/29/1990
		ADAMS, STEVEN ANTHONY	03/04/1989
		ADAMS, TAYLOR RAE	07/12/1991
		ADAMS, TREVOR SCOTT	05/03/1995
		ADAMS, VIRGINIA ANN	11/13/1985

CORRECTIONS

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

Issue a ballot

Regular ballot

Affidavit ballot-provisional

Envelope ballot-provisional

Challenged ballot

Undo Undo (Nothing to undo)

Unlock this voter without performing any action

Voter Remarks Label

Other actions

Record an absentee ballot

Spoil a ballot

Reject a ballot

QVF Electronic Pollbook

File Edit View Reports Sys Admin Help

Election: 8/2/2016 - STATE PRIMARY - BOHEMIA TOWNSHIP Precinct: 0001

Voter Search

DLN / Name: JMCQ Search

This Precinct Other Unlisted

These voters are located within the selected inner precinct:

Voter Name	DOB
Mcqf, Agatha Christie	8/17/1955
Mcqf, Ann Marie	6/9/1964
Mcqf, Barbara Ann	3/12/1964
Mcqf, Carlene Carys	3/6/1968
Mcqf, Carrie Ann	10/5/1965
Mcqf, Dean Gene	1/9/1936
Mcqf, Dylan Shane	2/14/1946
Mcqf, Gary Owen	11/8/1942
Mcqf, George David	4/1/1934
REG Mcqf, Heather Rose	6/8/1932
Mcqf, Jason Aavid	12/1/1945
REG Mcqf, Jeffrey Alan	11/2/1954
AV Mcqf, Jennifer Lynn	5/18/1964
Mcqf, Johnathon Michael	3/18/1943
Mcqf, Kathryn Michelle	12/6/1925
Mcqf, Kelly Michelle	6/7/1978
Mcqf, Kristi Ann	6/7/1962
AV Mcqf, Liam Daniel	5/9/1973

35 matching voters

Voter Details

Name: DOB:

Address: Precinct:

Gender: Temp Perm Ballot Style:

Reg. Date: EIR. Rg. Date:

Polling Location: ROUSSEAU TOWN HALL 572 ROUSSEAU RD MASS CITY MI 49948 Geography:

If you need to perform an action for this voter, such as issuing or spoiling a ballot, then you must first LOCK THIS VOTER by clicking this button:

Lock this voter record

If you do not LOCK this voter, and no changes

Voter's Status is Regular Ballot [000000] VOTING STATUS: Vote

List of Voters

Assigned To	Ballot
1 Mcqf, Thomas Stuart	00000000
2 Mcqf, Heather Rose	00000002
3 Mcqf, Mary Ellen	00000004
4 Mcqf, Jennifer Lynn	00000005
5 Mcqf, Jeffrey Alan	00000005
6 Mcqf, Jason Aavid	00000007
7	

Issue a ballot

Regular ballot

Affidavit ballot-provisional

Envelope ballot-provisional

Challenged ballot

Undo Undo (Issuance of ballot [00000005])

Unlock this voter without performing any action Confirm

Other actions

Record an absentee ballot

Spoil a ballot

Reject a ballot

In-person Voters with AV Ballots Issued & Returned

This voter was sent an AV ballot and it has been returned to our office. They cannot vote in person.

Voter Search

DLN / Name: Search

This Precinct | Other | Unlisted

These voters are located within selected inner precinct(s):

	Voter Name	DOB
?	ABBOTT, CHRISTOPHER MICHAEL	06/13/1988
?	ABENDROTH, LORI SUSAN	11/17/1959
	ABRAM, MARJORIE ANNE	09/21/1929
	ABRAMSON, DENISE KRISTINE	01/03/1987
	ABRAMSON, JOHN RAYMOND	09/13/1984
▶	ABROMOWITZ, LUCAS	11/04/1991

Voter Details

Name: ABROMOWITZ, LUCAS DOMINIC DOB: 11/04/1991

Address: [REDACTED] Precinct: 00002

Ballot Style: 100

Gender: M Temp Perm Reg.Date: 02/12/2021

Polling Location: BARAGA GYM
300 W. SPRING STREET
MARQUETTE MI 49855

Geography

Issue a ballot

Regular ballot

Affidavit ballot-provisional

Envelope ballot-provisional

Challenged ballot

Other actions

Record an absentee ballot

Spoil a ballot

Reject a ballot

Undo Undo (Nothing to undo)

✖ Unlock this voter without performing any action Voter Remarks Label

Absentee Ballot [00000752] sent/received by clerk--Do not issue ballot.
VOTING STATUS: Did not vote in precinct.



Issue a ballot

Regular ballot

Affidavit

Envelope

Cha

Undo

✖ Unlock this voter without performing any action Voter Remarks Label

Absentee Ballot [00000752] sent/received by clerk--Do not issue ballot.
VOTING STATUS: Did not vote in precinct.

Confirm

⚠ An Absentee Ballot has been sent out and received for this voter. Are you sure you want to continue?

Yes No

Voter Search
 DLN / Name: WHITNEY Search

This Precinct Other Unlisted

These voters are located within selected inner precinct(s):

	Voter Name	DOB
	WHITNEY, JAMIE ELISE	03/05/1991
▶ ?	WHITNEY, KYLE LEE	04/28/1987

Voter Details

Name: WHITNEY, KYLE LEE DOB: 04/28/1987
 Address: 1003 ALTAMONT ST MARQUETTE MI 49855 Precinct: 00002
 Ballot Style: 100
 Gender: M Temp Perm Reg.Date: 04/26/2017
 Polling Location: BARAGA GYM 300 W. SPRING STREET MARQUETTE MI 49855 Geography

Issue a ballot: Regular ballot, Affidavit ballot-provisional, Envelope ballot-provisional, Challenged ballot, Undo, Undo (Nothing to undo), Unlock this voter without performing any action, Voter Remarks, Label

Other actions: Record an absentee ballot, Spoil a ballot, Reject a ballot

Absentee Ballot [00000187] sent by clerk--Voter must surrender ballot or submit affidavit.
 VOTING STATUS: Did not vote in precinct.

In-person Voters with AV Ballots Issued & Not Returned



This voter was sent an AV ballot but has not yet returned it.

Issue a ballot: Regular ballot, Affidavit, Envelope, Cha, Undo, Unlock this voter without performing any action, Voter Remarks, Label

Other actions: Record an absentee ballot

Confirm

An Absentee Ballot has been sent out for this voter. Are you sure you want to continue?

Yes No

Absentee Ballot [00000187] sent by clerk--Voter must surrender ballot or submit affidavit.
 VOTING STATUS: Did not vote in precinct.

AV Ballot in Precinct -Voter does not possess their ballot

The status flag reads they have been sent an AVB but has not yet returned it.

1. Workers asks if the voter has their AVB, if no then...
2. Worker calls Clerk's office
3. Worker has voter fill out form : *Affidavit of Lost or Destroyed AV Ballot*
4. Voter may vote and issue ballot as normal

Not in possession = Phone call to Clerk before issuing a ballot and voter signs *Affidavit of Lost or Destroyed AV Ballot*

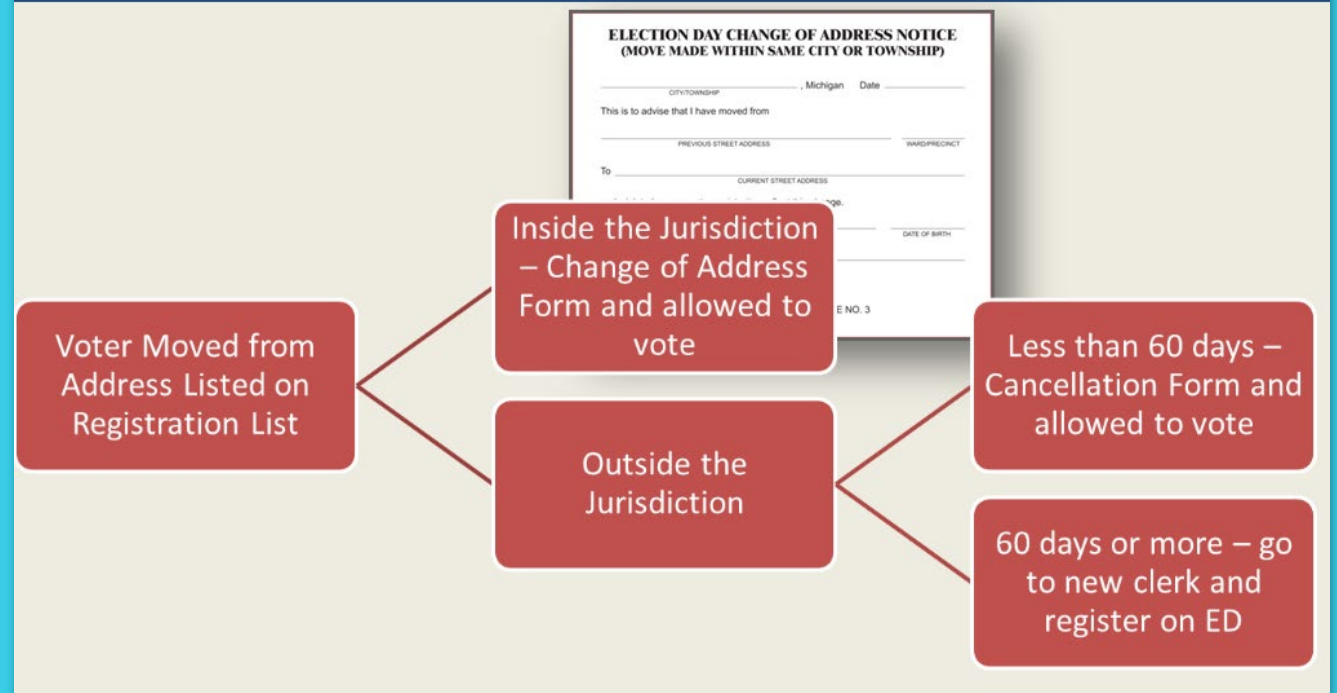
AV Ballot at in Precinct -Voter possesses their ballot

The status flag reads they have been sent an AVB but has not yet returned it.

1. The voter may wish to tabulate their AV ballot, direct them to complete an Application to Vote. Ask the voter to carefully expose their ballot number on the ballot stub. Once ballot number is verified, provide the voter with secrecy sleeve and direct them to voting booth. The EPB will have a button to mark the voter voted AVB in person
 1. If the number cannot be verified, the voter will surrender the ballot.
2. If the voter does not wish to vote their AVB they will surrender their ballot.
 1. Have voter place ballot in their AVB envelope, sign the envelope and write surrender
 2. Have voter fill out application to vote and process as normal

VOTERS THAT HAVE MOVED

Polling Place Process Changes Voters Who Have Moved



Handling Missing Voter Registrations

(or: Calling the Clerk's Office When you Have Questions)

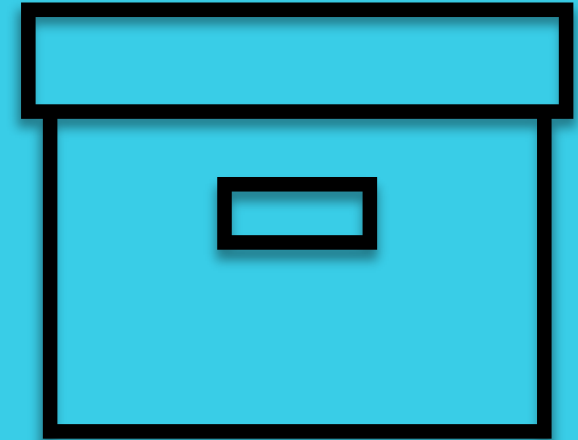
REASONS FOR MISSING REGISTRATIONS

The voter is in the wrong precinct

The voter's record is lost or mis-filed

The voter's registration has been canceled

The voter is not yet registered



HANDLING MISSING REGISTRATIONS

1

Confirm that the voter is in the right precinct. Check the OTHER tab in the EPB

2

Call the Clerk

Unregistered voters can still register on Election Day.

OTHER PRECINCTS

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.

The screenshot displays two overlapping windows from the 'QVF Electronic Pollbook' application. The background window shows a 'Voter Search' interface with the search criteria 'DLN / Name: MCQVF, V' and a search button. Below the search bar, there are tabs for 'This Precinct', 'Other', and 'Unlisted'. The 'Other' tab is selected, and a list of voters is shown with 'MCQVF, Vivian Ann' selected. The foreground window shows the 'Voter Details' for this voter, including their name, address, gender, and polling location. A 'Lock this voter record' button is visible, along with a 'General Remarks' field and a 'VOTING STATUS' field.

Voter Search

Election: 2/28/2012 - PRESIDENTIAL PRIMARY - PAW PAW TOWNSHIP

DLN / Name: MCQVF, V Search

This Precinct Other Unlisted

These voters are located within the

Voter Name

0 matching voters

Voter Search

Election: 2/28/2012 - PRESIDENTIAL PRIMARY - PAW PAW TOWNSHIP Precinct: 00001

DLN / Name: MCQVF, V Search

This Precinct Other Unlisted

These voters are located outside of the selected (inner precinct):

Voter Name	DOB
MCQVF, Vivian Ann	11/8/1973

1 matching voters

Voter Details

Name: MCQVF, VIVIAN ANN DOB: 11/8/1973

Address: 51495 COUNTY ROAD 655 Precinct: 00003
PAW PAW MI 49079 Ballot Style: 00001

Gender: F

Polling Location: Perm Temp Reg. Date: 2/28/196
PAW PAW TOWNSHIP HAL EM. Reg. Date: 3/30/196
116 N. GREMPIS ST
PAW PAW MI 49079 Geograp

If you need to perform an action for this voter, such as issuing or spoiling a ballot, then you must first LOCK THIS VOTER by clicking this button:

Lock this voter record

If you do not LOCK this voter, then you cannot perform any actions for this voter, and no changes will be recorded for this voter.

General Remarks

VOTING STATUS: Did not vote in precinct.

SAME-DAY REGISTRATION RECEPITS

Clerk's Office Voter Registration Receipt

[clerk address]

Registration approved by: _____

[election date] Election

The following voter was registered to vote on [reg date] and should be issued a [reg/ch] ballot:
[voter name and address]

Note to election inspector:

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

- Have the voter sign and detach the Application to Vote below.
- If the voter is not found in the ePollbook, you must add them to the Unlisted Tab.
- Be sure to enter the voter's First and Last Name, and the Voter's ID number by scanning the bar code or typing in the number on the Application to Vote below.

[wording 1 for Challenged ballot]

Prepare the ballot as Challenged.

CH

1. Write the ballot number in pencil on the upper left-hand corner of the ballot, being sure to avoid any barcodes or timing marks (**not** on the ballot stub).
2. Conceal this number with a small piece of white paper taped over the number.
3. Use the Challenged ballot button to enter the voter's ballot number into the ePollbook. If your precinct has more than one ballot style, issue the ballot style noted below.
4. The voter will then vote the ballot and place the ballot in the tabulator as usual.

[wording 2 for Regular ballot]

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

Retain this receipt in the local clerk envelope.

CHALLENGED BALLOT PREPARATION

Inspector writes the ballot number in pencil in the header of the ballot

Inspector conceals the number with tape and/or slip of paper

Inspector enters the voter's name in the EPB

Record as Affidavit-ballot Provisional; Envelope-ballot Provisional; Challenged ballot

Record in the Poll Book under Challenged Voter

CHALLENGED VOTERS

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 paper binder pollbook.

The screenshot shows the EPB software interface. On the left, under 'Issue a ballot', there are buttons for 'Regular ballot', 'Affidavit ballot-provisional', 'Envelope ballot-provisional', and 'Challenged ballot'. A red circle with the number '1' is placed over the 'Challenged ballot' button. Below these buttons are 'Undo' buttons and a red 'X' icon with the text 'Unlock this voter with...'. On the right, under 'Other actions', there are buttons for 'Record an absentee ballot', 'Spoil a ballot', and 'Reject a ballot'. A dialog box is open in the foreground, titled 'Issue a ballot'. It contains the text 'You are about to issue a Challenged Ballot to:' followed by the name 'Mcqvf, Raleigh Grant' and the date '10/8/1958'. There is a checkbox for 'VAT Ballot' which is unchecked. Below this, it says 'This ballot number will be assigned:' followed by a text box containing '00000004' and a dropdown arrow. At the bottom of the dialog are 'OK' and 'Cancel' buttons. A red circle with the number '2' is placed over the 'OK' button.

PROVISIONAL BALLOTS

Make note in the Remarks section of the EPB that a Provisional Ballot was processed. This may cause an imbalance between the number of Applications to Vote, number of Voters processed in the EPB and number of ballots tabulated.



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 ID number or describe
- Other federal, state, or tribal government issued picture ID
- Student picture ID issued by a university, college, or high school

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

For Clerk's Use Only:

- | | |
|--|--|
| <input type="checkbox"/> Not Counted: Reason | |
| <input type="checkbox"/> Original application rejected | <input type="checkbox"/> No ID provided w/in 6 days |
| <input type="checkbox"/> Registration after deadline | <input type="checkbox"/> No residency confirmation w/in 6 days |
| <input type="checkbox"/> Cancelled | <input type="checkbox"/> Voted out of precinct |
| <input type="checkbox"/> Unreadable/Incomplete | |

- | | |
|---|---|
| <input type="checkbox"/> Counted: Reason | Action |
| <input type="checkbox"/> Reactivated | <input type="checkbox"/> Registered |
| <input type="checkbox"/> Registered | <input type="checkbox"/> Notice sent on _____ |
| <input type="checkbox"/> Provided ID | Initials of processor: _____ |
| <input type="checkbox"/> Residency confirmed | |

Comments: _____

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

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

State of Michigan Provisional Ballot Form

and Voter Registration Form

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

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

voter affidavit (required)

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

- city _____
- township _____

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

Signature of Voter:

Signature of Election Inspector witnessing:

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

registration information (required)

I registered to vote on:

_____ approximate date

at the location or with the following form below:

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

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

qualifications

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

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

Michigan driver license/state personal ID

_____ - _____ - _____ - _____

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

XX XX - XX - _____

- 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

PROVISIONAL ENVELOPES

AT THE TABULATOR

Instruct

Remove the ballot stub and instruct the voter to feed the ballot into the tabulator

Always

Remain 10 feet away

Problems

If the ballot is rejected, direct the voter to read the ICP screen

Reference

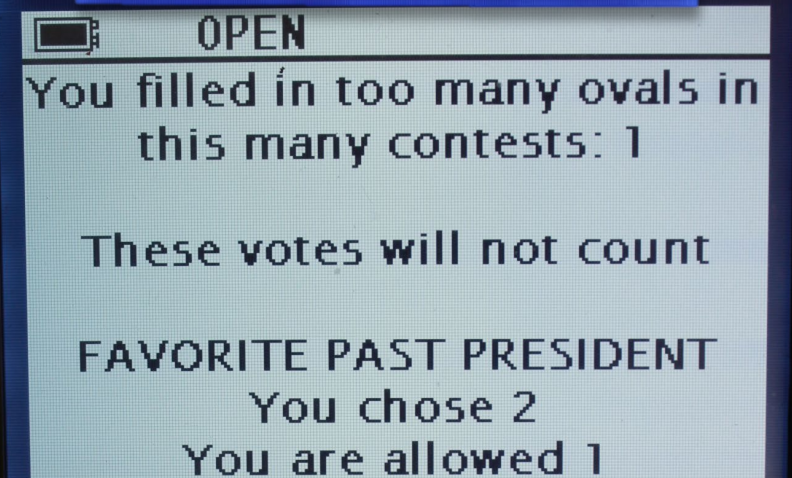
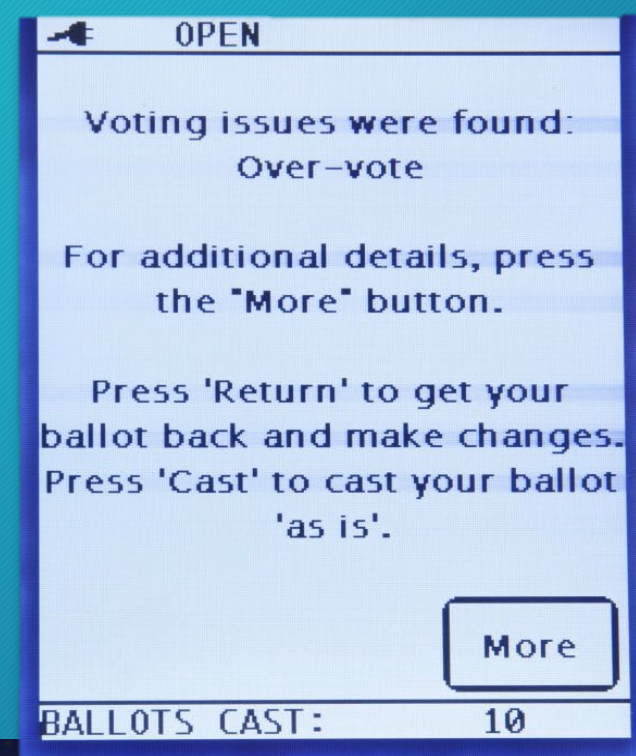
Chair books will contain explanations to help explain the issue in the case of a rejection

TABULATOR REJECTIONS



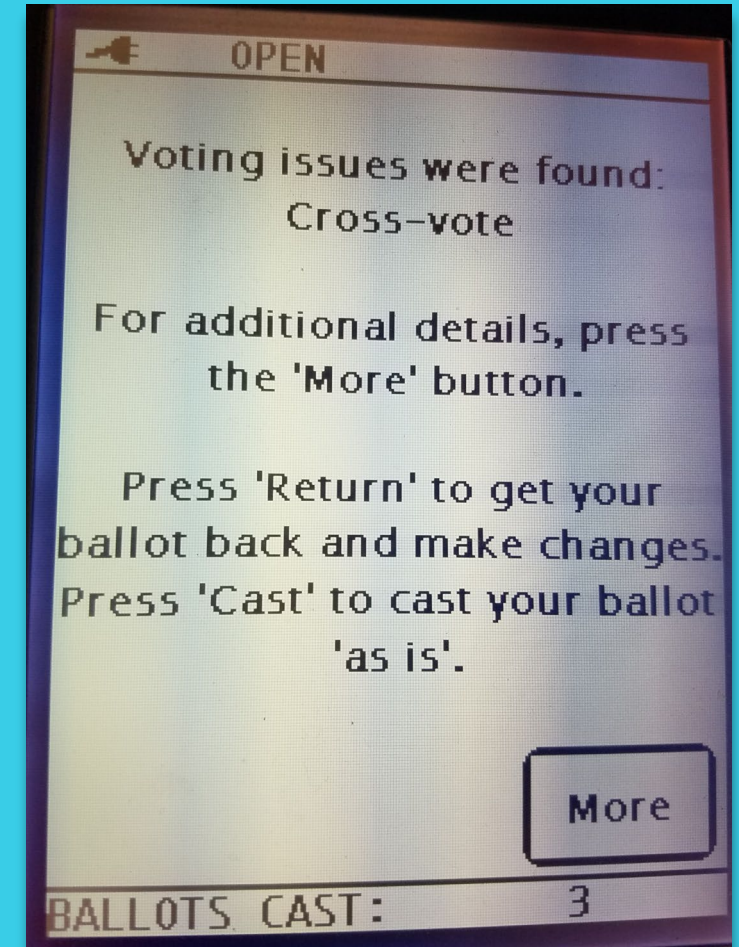
TABULATOR REJECTIONS

- Over-voted Ballot: Voter has selected more options than the contest allows for
- The voter has two options available:
 - Cast: Ballot will be cast as is and only valid votes will be counted
 - Return: Ballot is returned to voter to allow for changes to be made or ballot spoiled
- If the ballot is cast, no votes are counted in the over-voted races



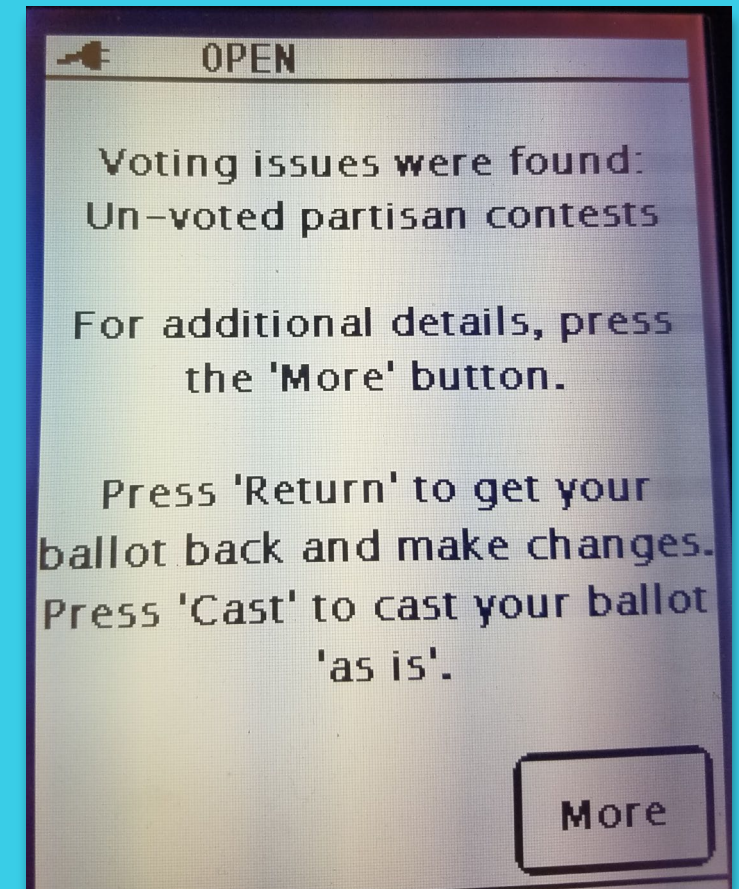
TABULATOR REJECTIONS

- Cross-voted Ballot: Voter has selected candidates from more than one party
- The voter has two options available:
 - Cast: Ballot will be cast as is and only valid votes will be counted
 - Return: Ballot is returned to voter to allow for changes to be made or ballot spoiled
- If the ballot is cast, no votes will be counted in any partisan race



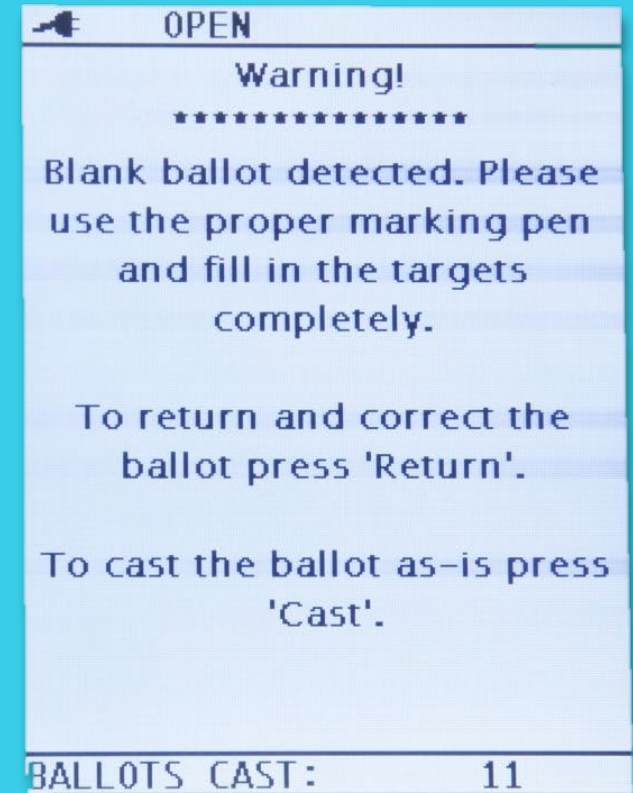
TABULATOR REJECTIONS

- Un-voted partisan contests: Voter has not voted in any partisan contests
- The voter has two options available:
 - Cast: Ballot will be cast as is
 - Return: Ballot is returned to voter to allow for changes to be made or ballot spoiled
- If the ballot is cast, votes will count. This is really just a reminder that will make voters mad.



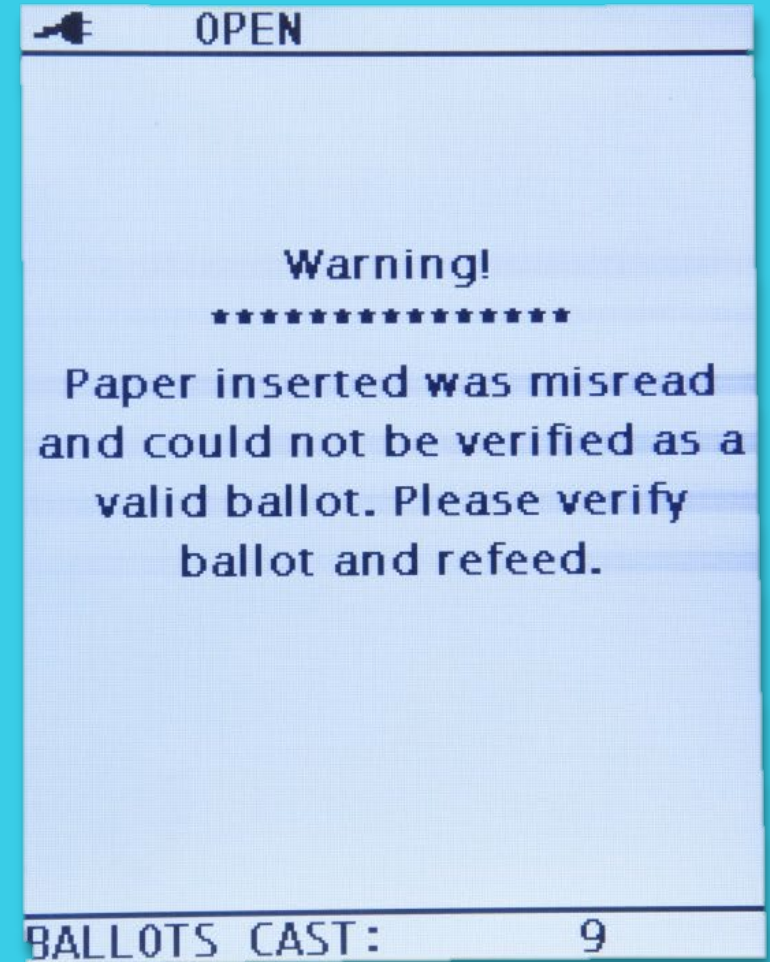
TABULATOR REJECTIONS

- Blank ballot: Voter has not made any selections
- The voter has two options available:
 - Cast: Ballot will be cast as is
 - Return: Ballot is returned to voter to allow for changes to be made or ballot spoiled
- If the ballot is cast, no votes will be tabulated, but it will count as a ballot cast.



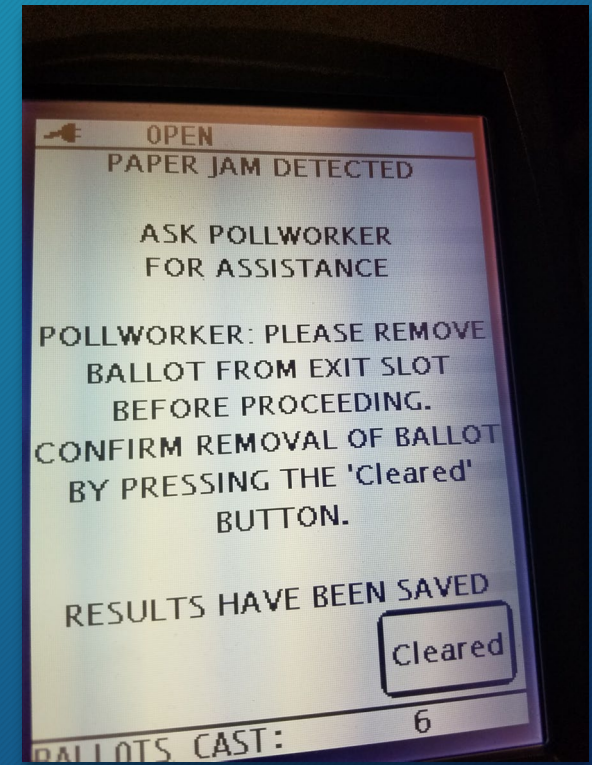
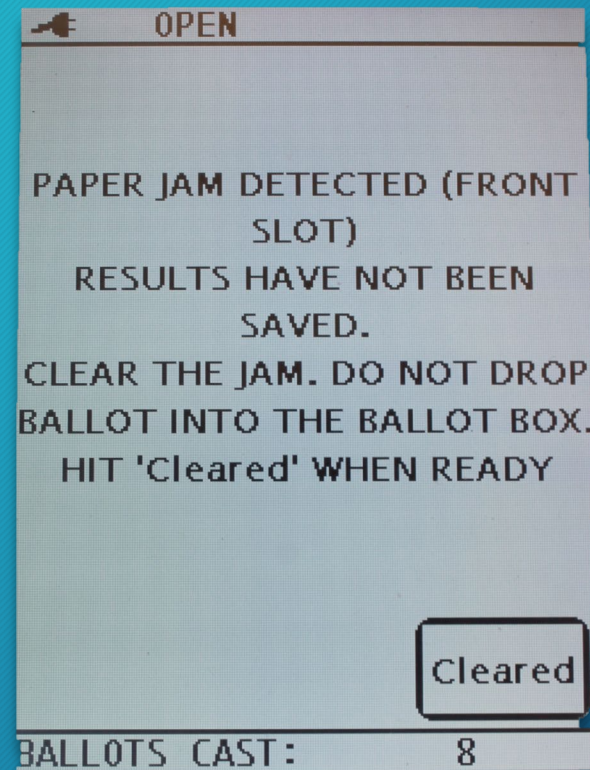
TABULATOR REJECTIONS

- Ballot misread: Tabulator doesn't recognize the ballot
- The ballot will kick back out almost immediately and the ICP will offer no options.
- Have voter insert 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.




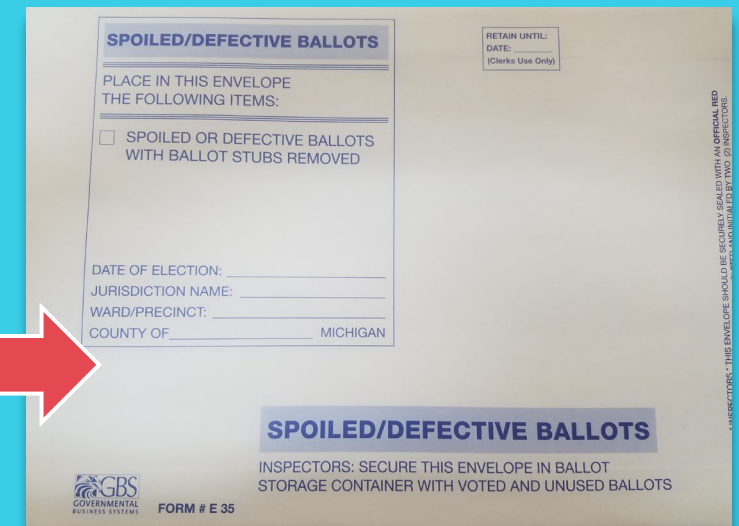
TABULATOR JAM

- Can happen at three points
 - Input/Front slot
 - Exit slot
 - Diverter slot
- Two workers/two parties
- Have the results been saved?
- Must hit *Cleared*



SPOILED BALLOTS

- Instruct the voter to return the ballot to the secrecy sleeve and return to the EPB station
 - Move this voter to the front of any line that exists
- Write SPOILED across the header of the ballot
- Place the ballot and stub in the envelope for  this purpose
- EPB inspector spoils ballot in the system and issues a new ballot to the voter
- Find the voter's physical application, cross out the original ballot number and write in the new number



The image shows a form titled "SPOILED/DEFECTIVE BALLOTS" used for reporting spoiled ballots. The form includes a section for "PLACE IN THIS ENVELOPE THE FOLLOWING ITEMS:" with a checkbox for "SPOILED OR DEFECTIVE BALLOTS WITH BALLOT STUBS REMOVED". It also has fields for "DATE OF ELECTION:", "JURISDICTION NAME:", "WARD/PRECINCT:", and "COUNTY OF" (with "MICHIGAN" pre-filled). A "RETAIN UNTIL:" section with "DATE:" and "(Clerks Use Only)" is in the top right. At the bottom, it says "INSPECTORS: SECURE THIS ENVELOPE IN BALLOT STORAGE CONTAINER WITH VOTED AND UNUSED BALLOTS". The logo for "GBS GOVERNMENTAL BUSINESS SYSTEMS" and "FORM # E 35" are at the bottom left. A vertical note on the right edge reads "INSPECTORS - THIS ENVELOPE SHOULD BE SECURELY SEALED WITH AN OFFICIAL RED SEAL AND INITIALED BY TWO (2) INSPECTORS."

SPOILED BALLOTS

Processing a Spoiled Ballot

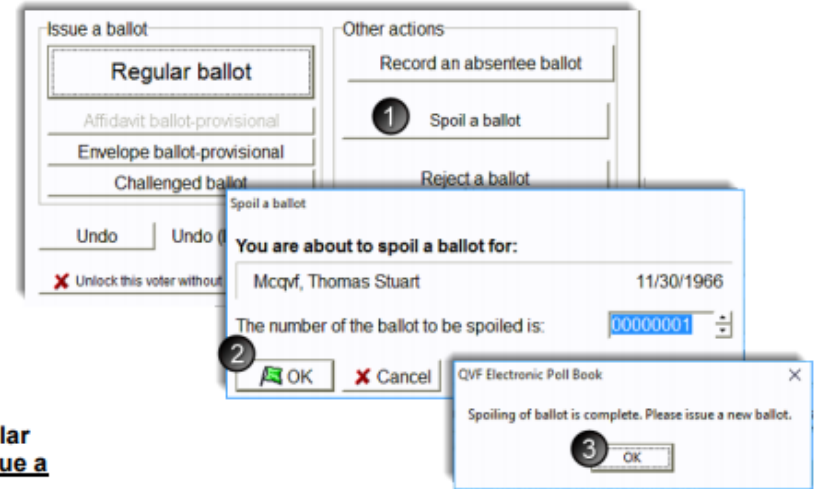
A voter may request a new ballot if needed and a new ballot must be issued, no matter how many times the voter requests a new one. The voter should write "SPOILED" at the top of their ballot, remove the ballot stub, and place in the Spoiled Ballot Envelope. The *Application to Vote* should be changed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

To spoil a ballot:

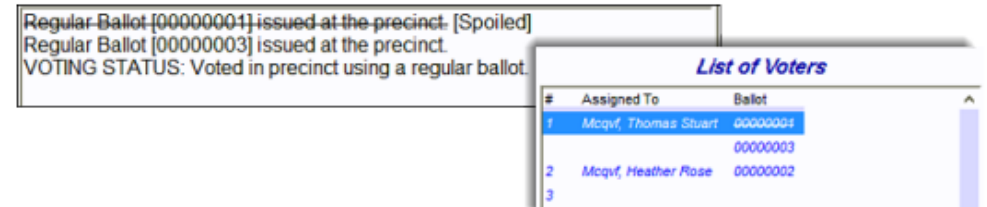
Pull the voter's record up in the EPB software by typing the voter's name into the DLN/Name field, entering the last name first, select the voter's name, click Lock this Voter Record and:

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 issue a new ballot to the voter.



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



DEFECTIVE BALLOTS

- Same process, but replace SPOILED with DEFECTIVE

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

 **FORM # E 35**

INSPECTORS: THIS ENVELOPE SHOULD BE SECURELY SEALED WITH AN OFFICIAL RED
STAMP AND INITIALED BY TWO (2) INSPECTORS.

EXPOSED BALLOTS

- If a voter deliberately shows any person in the polling places how they voted, the ballot is declared void and is rejected
 - Exception: Minor children, who may accompany the voter into the booth
- ALSO: Left in booth
- Write REJECTED FOR EXPOSURE across the header
- Place the ballot in an envelope and write the reason for rejection
- EPB inspector rejects ballot in the system
- Voter does not get a new ballot

Two inspectors of different political parties must assist the voter

A voter may designate a person to assist them

Must not be the voter's employer, agent of their employer or agent of their union

Complete record of the assistance must be made on the remarks page

VOTERS REQUESTING ASSISTANCE

OTHER: PHOTOS

- 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

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.

OTHER: CAMPAIGNING

Must take place 100+ feet from the building entrance.

It is:

- Buttons, clothing, signs bearing campaign, candidate or party information
- Solicitation and petition-gathering

It is not:

- Materials bearing the names of an organization or of a candidate whose name is not on the ballot
- Exit pollsters - these have a 20' limit and we will tell you in advance

OTHER: CAMPAIGNING

Must take place 100+ feet from the building entrance.

It is:

- A shirt advocating a yes/no on Proposal 3.
- A Candidate hat.
- A “Vote for [candidate]” button.

It is not:

- A shirt with a Bible verse on it.
- A BLP or CoM hat.
- A “Vote to protect the Earth” button.

OTHER: CHALLENGERS

Challengers are appointed by parties or third-party interest groups. They must be registered to vote in Michigan and must possess credentials.

They can:

- Observe the processing of voters and ballots in precincts and absent voter counting boards from within the voting area
- Examine all equipment, forms and records
- Challenge a person's qualifications to vote
- Challenge the actions of election inspectors
- Serve in more than one precinct (no more than two per precinct and one at an AV counting board)

They can not:

- Be a candidate (Pct Delegate is fine)
- Be an inspector
- Campaign

OTHER: POLL WATCHERS

They are interested in observing the election process and do not have to be appointed or be registered to vote

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

PROCESSING WRITE-IN VOTES

- 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.
- 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.

At the end of the night place write-in ballots with the other voted ballots in the canvas ballot bag. Insure they are someway separate from the other voted ballots.

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										TOTAL WRITE-IN VOTES			
			5	10	15	20	25	30	35	40	45	50				
John Smith	Trustee	Republican														12
Jon Smith	Trustee	Republican														5
J. Smith	Trustee	Republican														7
Smith	Trustee	Republican														8
Smth	Trustee	Republican														1

Kyle or Rachel will let you know if there are any valid write-ins.

- Polls close at 8 p.m. - voters in line at 8 p.m. get to vote
- All totals must be reconciled:
 - Applications to vote
 - Number of voters
 - Public counter on ICP
- Close the tabulator (chairs have instructions)
- Sign all tapes

CLOSING THE POLLS

- Remove **all ballots** from the ballot box
 - Write-in area and auxiliary
- Complete final page of poll book (signatures)
- Voted ballots go into the canvas bag
- All other election forms and materials go into the black transfer case
- EPB: finalize ballot summary, save all reports

CLOSING THE POLLS

EPB BALLOT SUMMARY

There will be two ballot styles entered for A. Number of unvoted ballots delivered to precinct and for J. Number of UNUSED Ballots

Ballot Summary Report

Close

NUMBER OF BALLOTS DELIVERED TO PRECINCT:

3 A: Number of unvoted ballots delivered to precinct:

Style	Starting No.	Ending No.	Count
1A	00001001	00001100	100
1B	00000001	00000100	100
VAT	00090001	00090100	100

Delete

Total = 300

4 B: Number of AV return envelopes received by board 1

C: Total 301

NUMBER OF BALLOTS AT CLOSE OF POLLS:

5 D: Number of ballots tabulated (Enter Tabulator Public Counter reading) 9

6 E: Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed 0

F: Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots) 3

G: Number of ballots rejected 1

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

I: Number of provisional envelope ballots issued 0

8 J: Number of UNUSED BALLOTS:

Style	Starting No.	Ending No.	Count
1A	00001001	00001100	100
1B	00000012	00000100	89
VAT	00090002	00090100	99

Delete

9 Preview

CLOSING: MATERIALS

Canvas Bag:

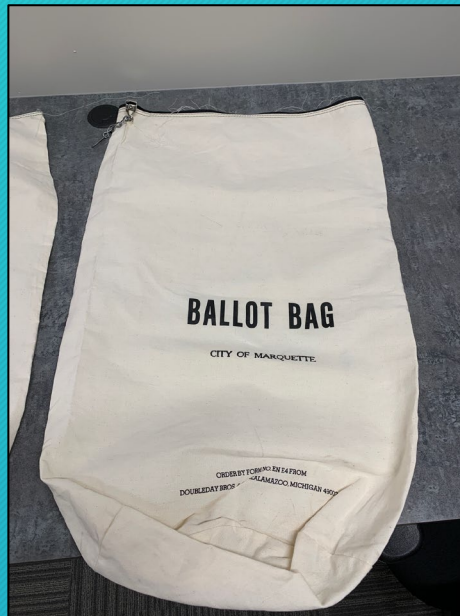
- Voted ballots, including write-ins

Black Transfer Case:

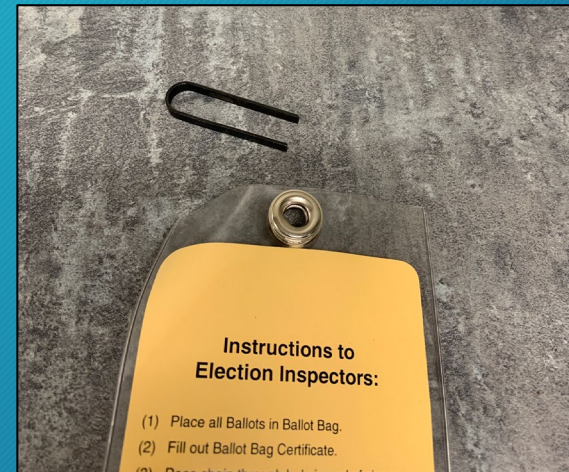
- Sealed canvas bag
- Unvoted ballots
- Sample Ballots
- Three Envelopes:
 - #4 Spoiled or Defective Ballots
 - #5 Original Ballots which were duplicated
 - #6 -AV Surrendered Ballots

Sealing a ballot bag

Ballot Bag



Ballot Bag Certificate



Sealing a ballot bag



Three parts

Zipper

Hood

Metal Insert



Zipped

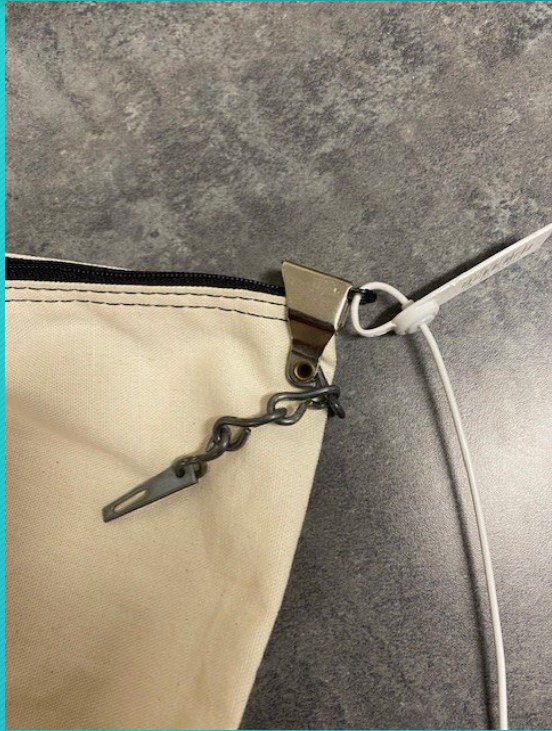
Zipper end sticks through open slot
in the hood



Inserted

Metal insert then goes through the
zipper end

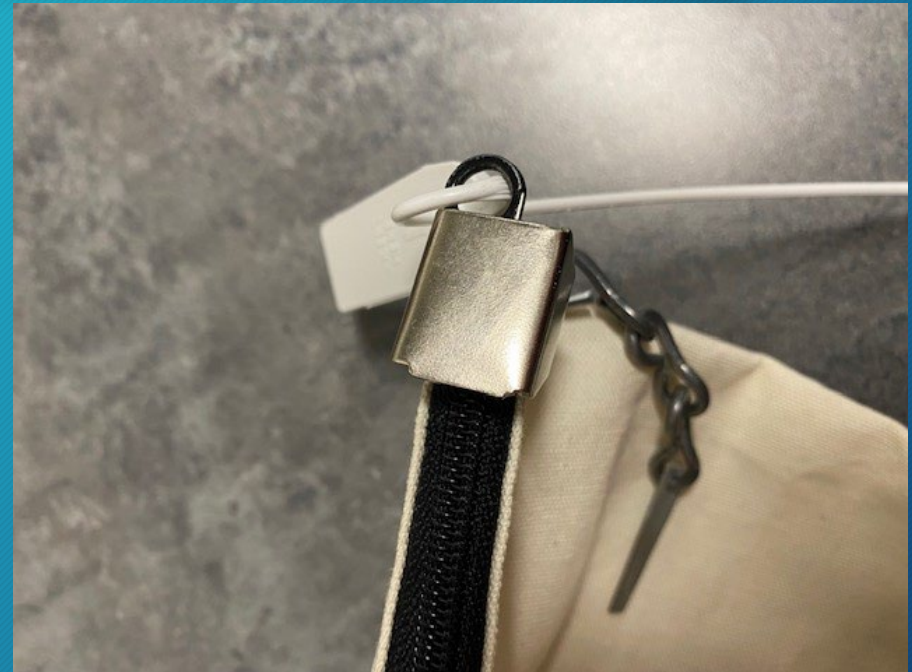
Sealing a ballot bag



Threaded

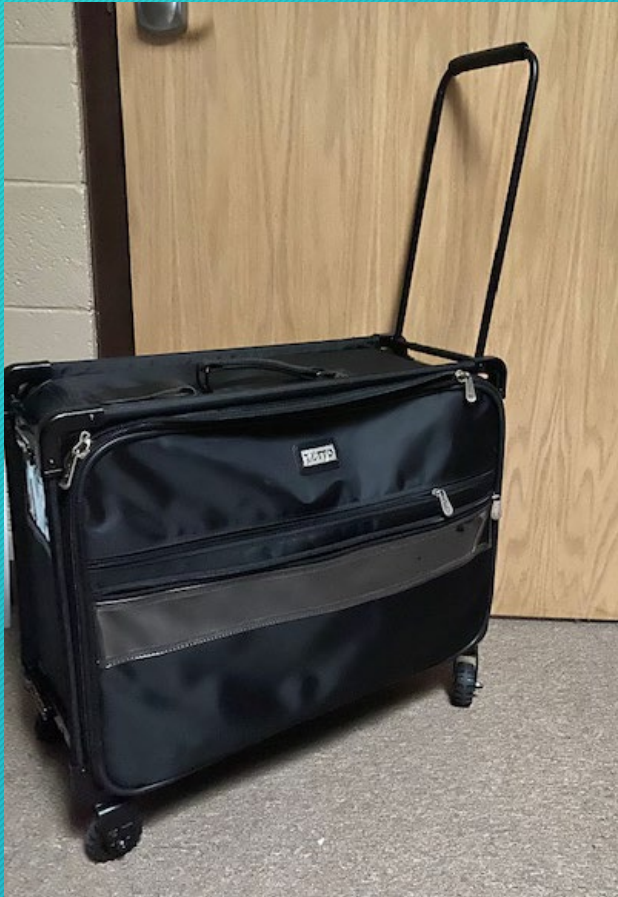


Seal



Secured

Ballot Container - Stays in Jurisdiction



- Voted Ballots -sealed in canvas ballot bag, this includes write-in ballots
- 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 - Final seal number will be recorded at the Receiving Board

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:

- Voted Ballots
- Unvoted Ballots
- Spoiled Ballot Envelope
- Original Ballot Envelope

We, the undersigned members of the Board of Election Inspectors, certify that the ballot container was properly sealed by affixing seal # 03270 . 5054207

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

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

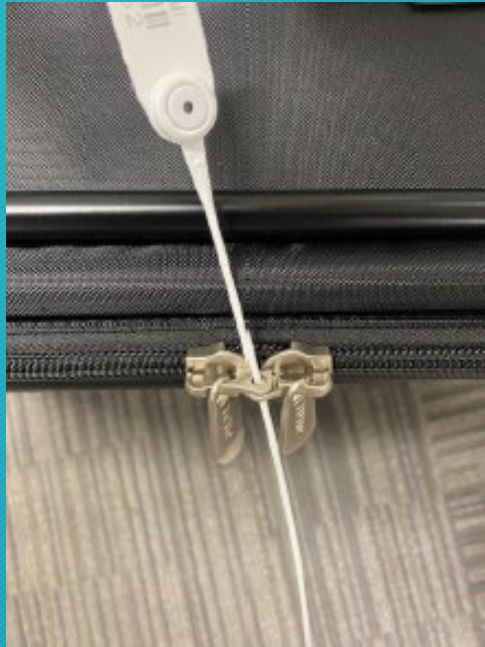
39717
RA
MOS

Temporary seals will be provided to maintain chain of custody. This will eliminate crossing out seal numbers on the certificate.

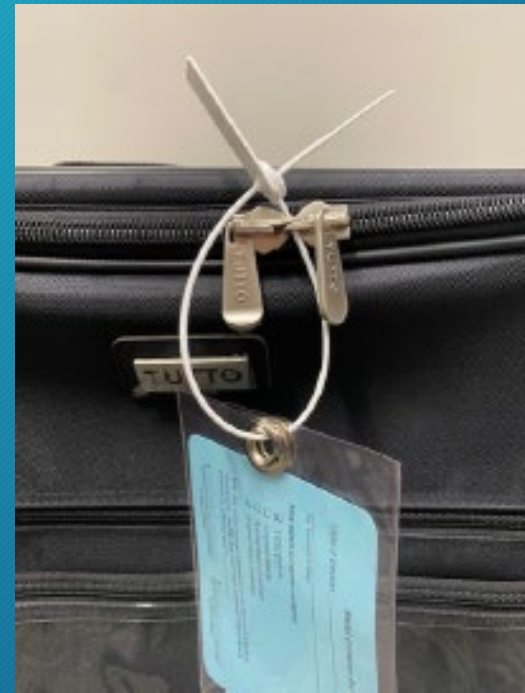
Sealing a ballot bag



Zipped together



Seal - both eyes



Insert here

- This final process must be completed by two workers of different parties and attested to in the Poll Book, Statements of Votes and Container Certificates

CLOSING THE POLLS

- A precinct will very likely be deemed “unrecountable” due to:
 - Missing Signatures
 - Imbalanced numbers
 - Containers being incorrectly sealed

CLOSING THE POLLS

- First reviewed by the Receiving Board
- Distributed to
 - The City Clerk
 - The County Clerk
 - The Board of County Canvassers

Correctly Filling Out Electronic Pollbook Paperwork

Electronic Pollbook

Clerk Preparation Certificate

- Tabulator Serial and Seal Number
- Signed and Dated by Kyle or Rachel

Remember to check off all boxes



ELECTRONIC POLLBOOK
- AT THE -
ELECTION HELD ON _____, 20____
Month and Date Year

In Ward/Precinct # _____ of the _____
City or Township
County of _____, State of Michigan

DUTIES OF THE OFFICE OF INSPECTOR OF ELECTIONS

- Prior to assuming any Election Inspection duties ALL Election Inspectors shall:
 - Take and sign the Oath of Office.
 - Complete and Certify the Election Inspector's Preparation Certificate by signing the Oath of Office.
- Election Inspectors shall record:
 - All comments in the Remarks section.
 - All challenged procedures/voters on the Challenged page.
 - All valid write-in votes on the Write-In page.
 - All valid precinct delegate write-in votes for the August Primary in the "Precinct Delegate Statement of Votes" booklet.
- Two (2) Election Inspectors of different political parties shall:
 - Initial all red paper seals used to seal envelopes.
 - Attest to the sealing of all used and unused ballots into an approved ballot storage container after the close of the polls by signing the designated area on the Certificate of Election Inspectors page and the Ballot Storage Container Certificate attached to the ballot storage container.
 - Attest to the sealing of the Tabulator Program, if removed, and EPB-USB Flash Drive in an approved transfer container after the close of the polls by signing the designated area on the Certificate of Election Inspectors page and Transfer Container Certificate attached to the transfer container.

RETURN COMPLETED POLL BOOK IN #1 ENVELOPE, TO: COUNTY CLERK

CLERK'S PREPARATION CERTIFICATE

Tabulator Serial No. _____	Voter Assist Terminal Serial No. _____
Tabulator Seal No. _____	Voter Assist Terminal Seal No. _____
Tabulator Seal No. _____	Voter Assist Terminal Seal No. _____

I certify that the above precinct tabulator and voter assist terminal have been properly prepared and tested for this election in accordance with law and that at the completion of the tests the programs were inserted into the tabulator and terminal and sealed with the seals bearing the seal numbers recorded above.

WARD / PRECINCT # _____ SIGNATURE of CLERK or AUTHORIZED ASSISTANT _____ DATE _____

Filed out by Clerk's office
Chairs remember to check off each item
Clerk fills out

Electronic Pollbook

- Election Inspectors Preparation Certificate
 - Boxes are checked
 - Oaths are given to chairs at their training
- All Inspectors Subscribed to the Constitutional Oath of Office
 - Completed and signed by inspectors when polls open
 - And those who arrive later in the day

1 OATH OF CHAIRPERSON & ELECTION INSPECTORS PCT#

I Do Solemnly Swear (or affirm) that I will support the Constitution of the United States and the Constitution of this state, and that I will faithfully discharge the duties of the Office of Precinct Board Chairperson according to the best of my ability.

X Signed by Chair
Signature of Chairperson

Taken, subscribed and sworn to before me on ___/___/___ X Signed by Clerk/Deputy
Signature of Person Administering Oath

I Do Solemnly Swear (or affirm) that I will support the Constitution of the United States and the Constitution of this State, and that I will faithfully discharge the duties of the Office of Election Inspector according to the best of my ability.

2 ELECTION INSPECTORS' PREPARATION CERTIFICATE

Before the Polls opened, we completed the following:

- Administered the Oath of Office to all present.
- Verified the serial and seal numbers on the tabulator and voter assist terminal (VAT) are the same as recorded on the Clerk's Preparation Certificate.
- Completed all preparation steps of the tabulator and voter assist terminal (VAT) and the equipment is in proper working order.
- Verified the ballot by comparing each candidate's name and the placement of any proposals on the ballot with the sample ballot and zero tape.
- Signed below, certifying the above were completed.

3 SIGNATURES OF PERSONS TAKING OATH & CERTIFYING PREPARATION CERTIFICATE

X	_____	X	_____
X	_____	X	_____
X	_____	X	_____
X	_____	X	_____
X	_____	X	_____

Taken, subscribed and sworn to before me on ___/___/___ X Signed by Chair
Signature of Chairperson or Person Administering Oath

4 ADDITIONAL SIGNATURES OF PERSONS TAKING OATH ONLY (If not present at opening of polls)

X	_____	X	_____
X	_____	X	_____
X	_____	X	_____

Taken, subscribed and sworn to before me on ___/___/___ X Signed by Chair
Signature of Chairperson or Person Administering Oath

Handwritten notes:
Chairs check each item
Election workers sign who are present at open of polls
Election workers sign who arrive later

Electronic Pollbook

Statement of Votes - Do not separate the three copies

- Totals tape signed by inspectors present when poll closed
- Write-in votes totaled (if necessary)
- Seal number of ballot container recorded properly
- Seal number signed by two inspectors of differing party affiliation
- Signatures and phone numbers of all inspectors present when polls closed

PRESS FILE

Remember to check each box

After the Polls closed, we completed the following:

- Recorded the **number of ballots tabulated** according to the public counter of the tabulator as: Tape
- Sealed all provisional **envelope** ballots for delivery to the Clerk, and recorded the number as: most likely
- Recorded the **number of voters** according to the List of Voters (including AV List if used) as: EPB
- Verified the **number of ballots tabulated plus provisional envelope ballots equals the number of voters** and that if they do not, no discrepancies exist between the List of Voters and Applications to Vote. If they do not agree and a valid discrepancy exists, a notation was made in the **Remarks Section**. Yes N/A
- Completed and balanced the **Ballot Summary Report**. If the Ballot Summary Report did not balance and a valid discrepancy exists, a notation was made in the **Remarks Section**. Yes N/A
- Recorded all formal **challenges** made in the precinct, if any, on the Challenged Page.
- Tabulated all valid **absent voter** ballots (if processed in the precinct). NONE
- Duplicated and tabulated any ballots requiring **duplication**, if any.
- Tallied all valid **write-in votes**, if any, and recorded the totals on the Write-In Statement of Votes.
- Attached a **signed tabulator total tape** to the upper right corner of all three copies of this page.

2 SEAL VERIFICATION

WE, the undersigned members of the Board of Election Inspectors, certify that all used and unused ballots, voter assist terminal (VAT) ballots, Spoiled and Original ballot envelopes, but **not** the provisional ballot storage envelope, were properly sealed into an approved **Ballot Storage Container** by affixing seal(s):

(If container requires two(2))

No. Transfer Case No. _____

Filled out at Receiving Board

WE, further certify that the Tabulator and/or EPB Memory Device(s), if removed, were properly sealed into an approved **Transfer Container** by affixing seal:

No. Memory Card Seal # These get brought to the County on Election night. The Clerk will assist with this.
(red Zipper pouch)

Democratic Inspector Republican Inspector

Signature of Election Inspector who sealed/verified the **Ballot Storage Container** and the **Transfer Container**. Signature of Election Inspector who sealed/verified the **Ballot Storage Container** and the **Transfer Container**.

3 SIGNATURES OF ALL PERSONS PRESENT AT THE CLOSE OF POLLS & CERTIFYING COMPLETION CERTIFICATE
(Make a note on the Remarks page if an inspector left before the polls closed.)

	Phone		Phone
<input checked="" type="checkbox"/> <u>Signed by Chair</u>	<u>phone #</u>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> <u>Election Inspectors</u>	<u>phone #</u>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>		<input checked="" type="checkbox"/>	
<input type="checkbox"/>		<input checked="" type="checkbox"/>	
<input type="checkbox"/>		<input checked="" type="checkbox"/>	
<input type="checkbox"/>		<input checked="" type="checkbox"/>	
<input type="checkbox"/>		<input checked="" type="checkbox"/>	

DETACH ONLY THE RED AND GRN COPIES AT PERFORATION

present at close of polls

RED - DETACH AND PLACE IN #2 ENVELOPE TO: BOARD OF CANVASSERS

- Maintain chain of custody /ballot security
 - Election Board -> Election Day -> Receiving Board -> Board of County Canvassers -> Retention
- Vehicle temperatures and equipment
- Public appearance
- Oaths tonight

Monday Night Pick Up and Oaths

QUESTIONS???

