ELECTION INSPECTOR TRAINING –Election Day

February 27 Presidential Primary

MARQUETTE CITY CLERK'S OFFICE

- 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

TONIGHT'S AGENDA

- Recent changes and the impact on election day
- Opening polls
- Processing voters
- AV ballots 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

DEFINITIONS

- 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

ELECTION DAY: A BRIEF OVERVIEW

- 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 Impacts

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

Steady In Precincts

Turnout varies based on the type of election. State Primaries are busier than local elections. State Generals have higher voter turnout than primaries. Presidential Primaries and Presidential Elections are every 4 years and are unique.

Presidential Primary -Turnout

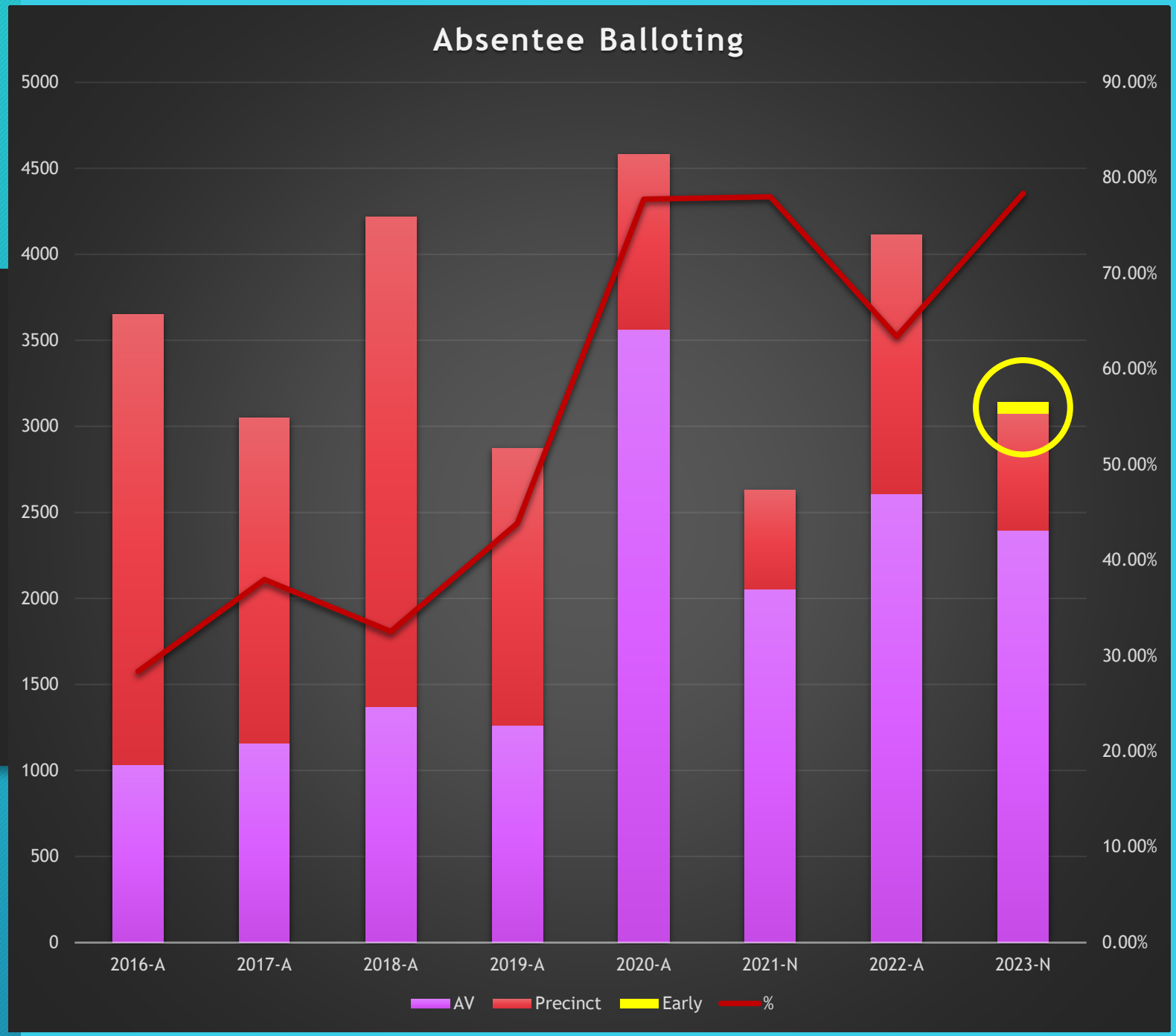
2024: Early Voting + AV in person = ?
2020: 35.45%
2016: 40.89%

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

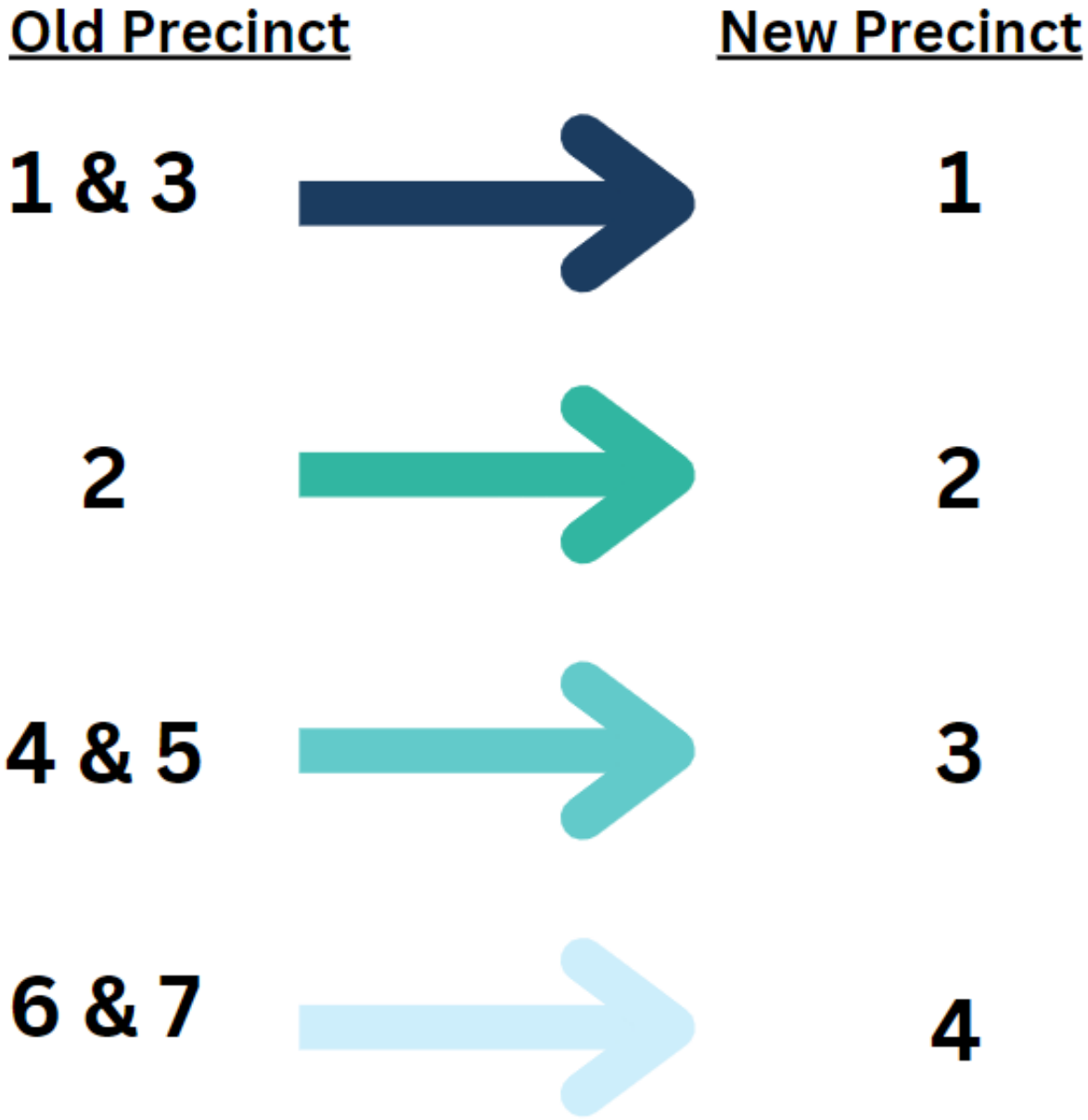
- Change in state law allows for up to 4,999 registered voters per precinct
- Polling Locations
  - 1 and 2 at Baraga Gym
  - 3 and 4 at the YMCA

Benefits

Staffing

Reduced Costs

Clerks will be more easily accessible

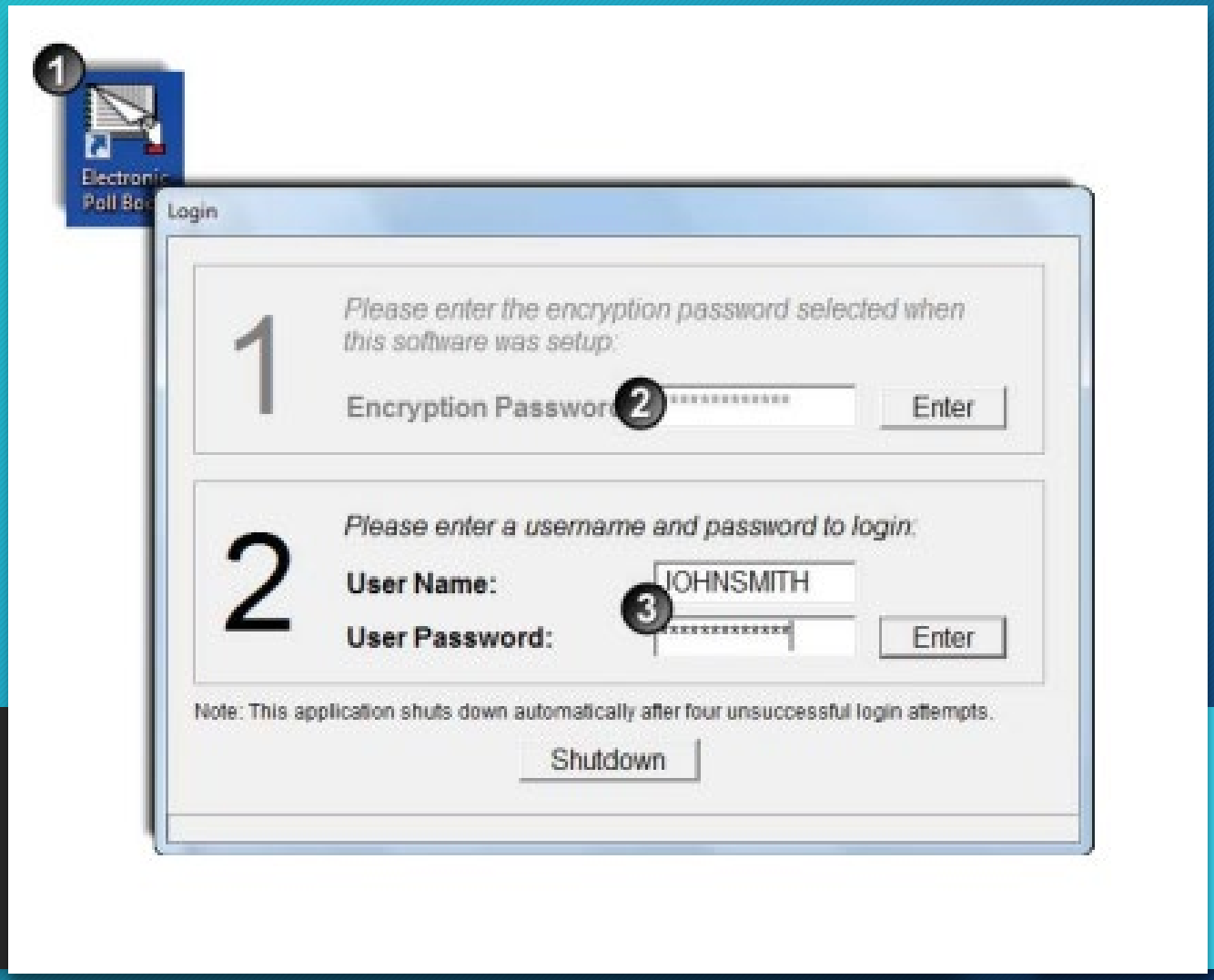


OPENING THE POLLS

- 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

E-Poll Book Log In Screen

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



Individual Logins

- 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

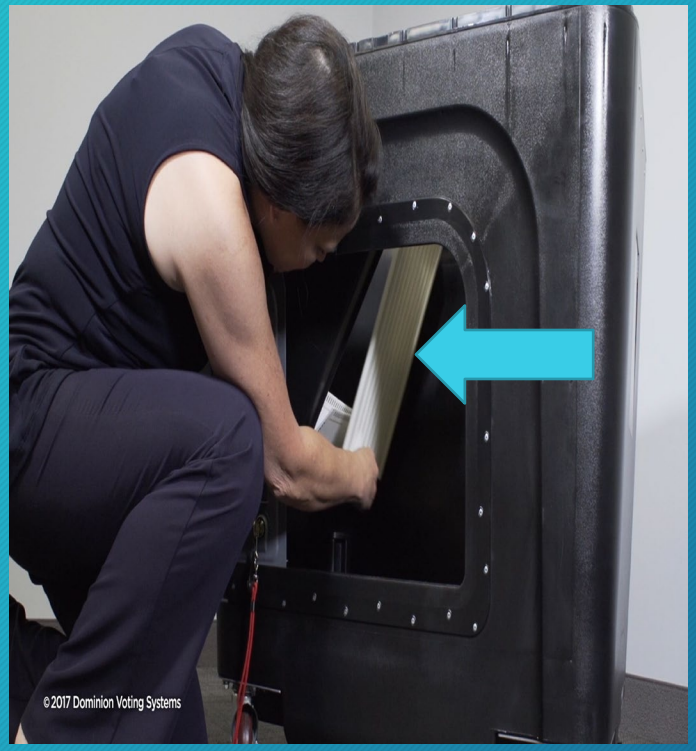
Password: RachelQuayle3

ICP Ballot Box

COMPARTMENTS

MAIN

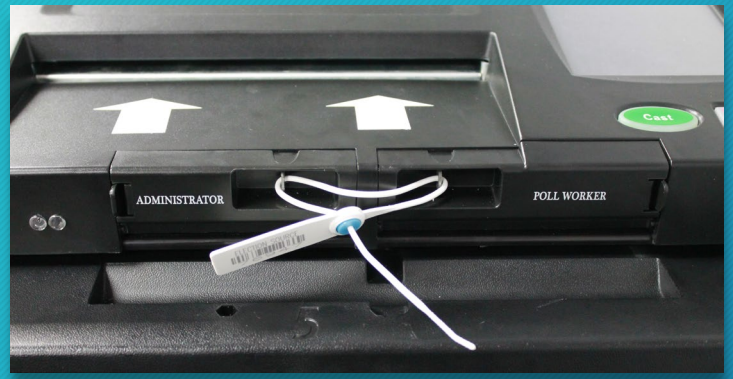
WRITE-IN



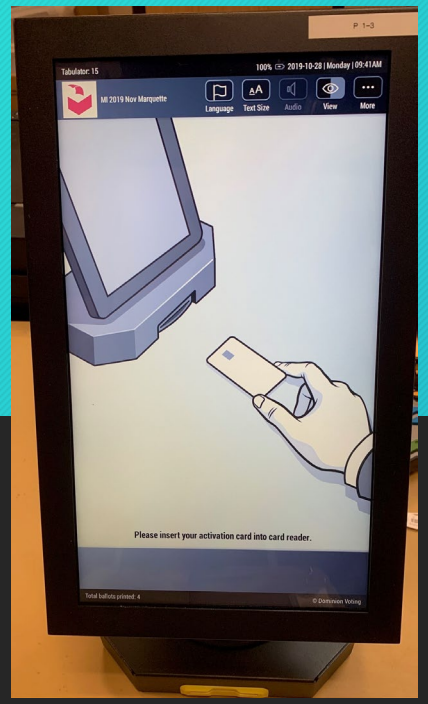
AUXILIARY

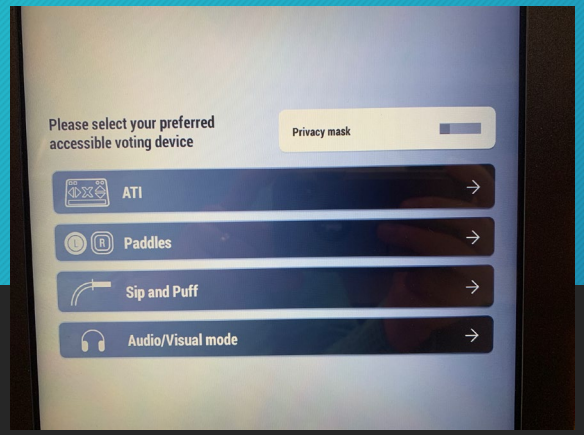
Make Sure Slot is closed and door is locked

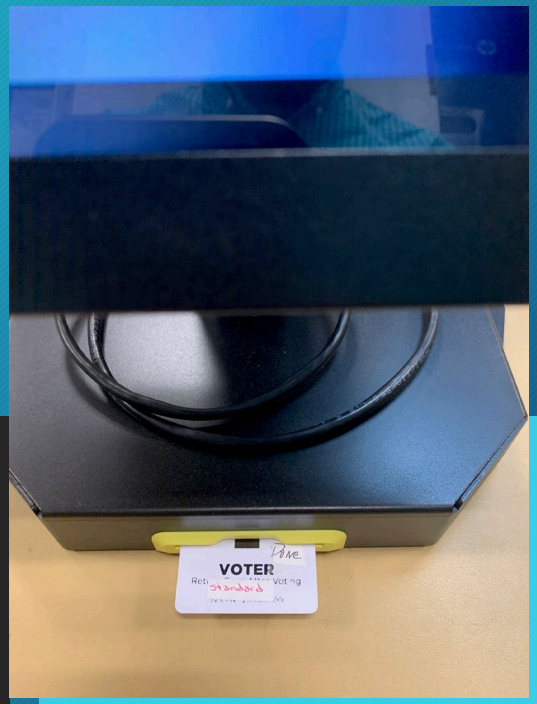
If there are valid write-in candidates, make sure this door is CLOSED



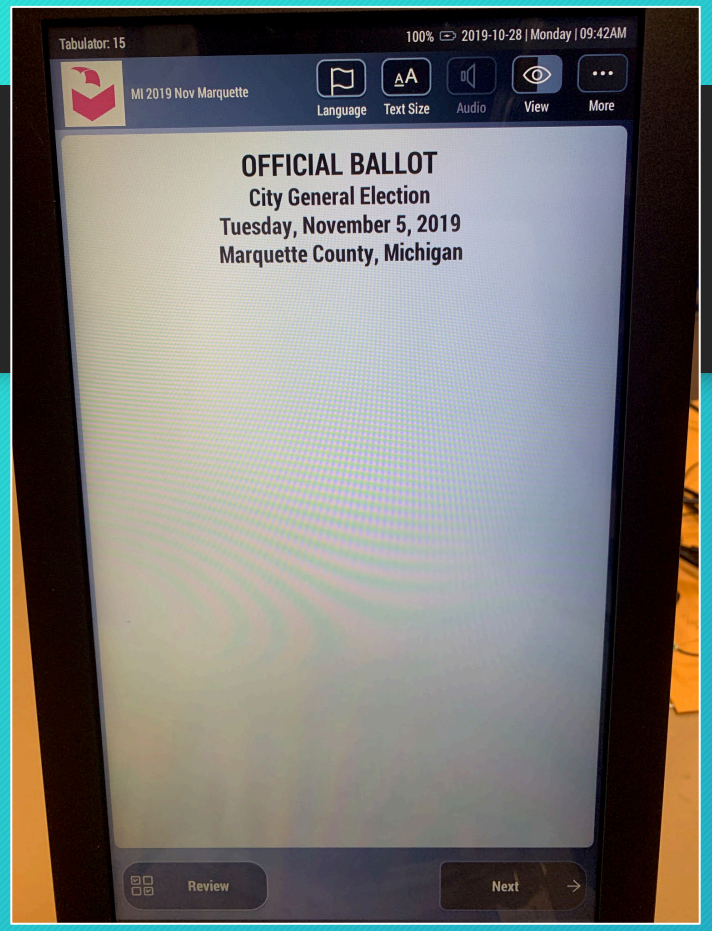
SEALS ON THE ICP

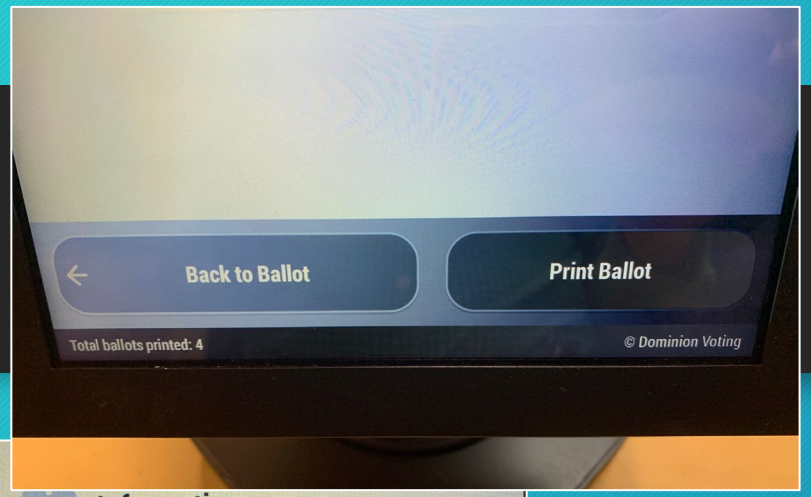


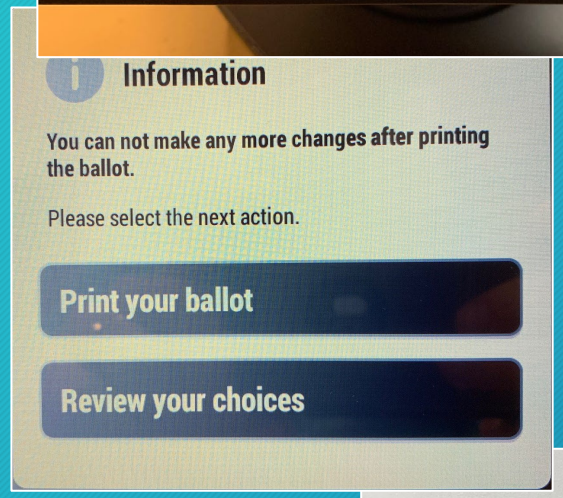


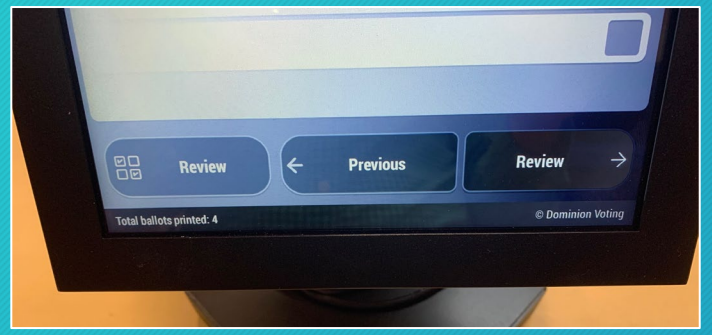


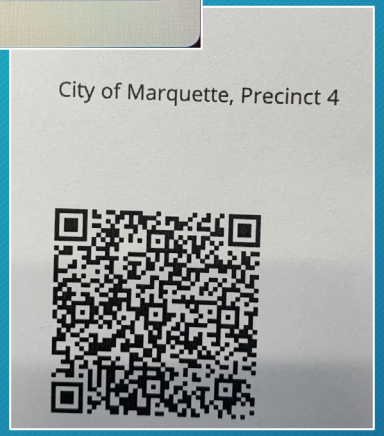
Card marked “Accessible” provides various voting options.
“Standard” will take you straight to a ballot.

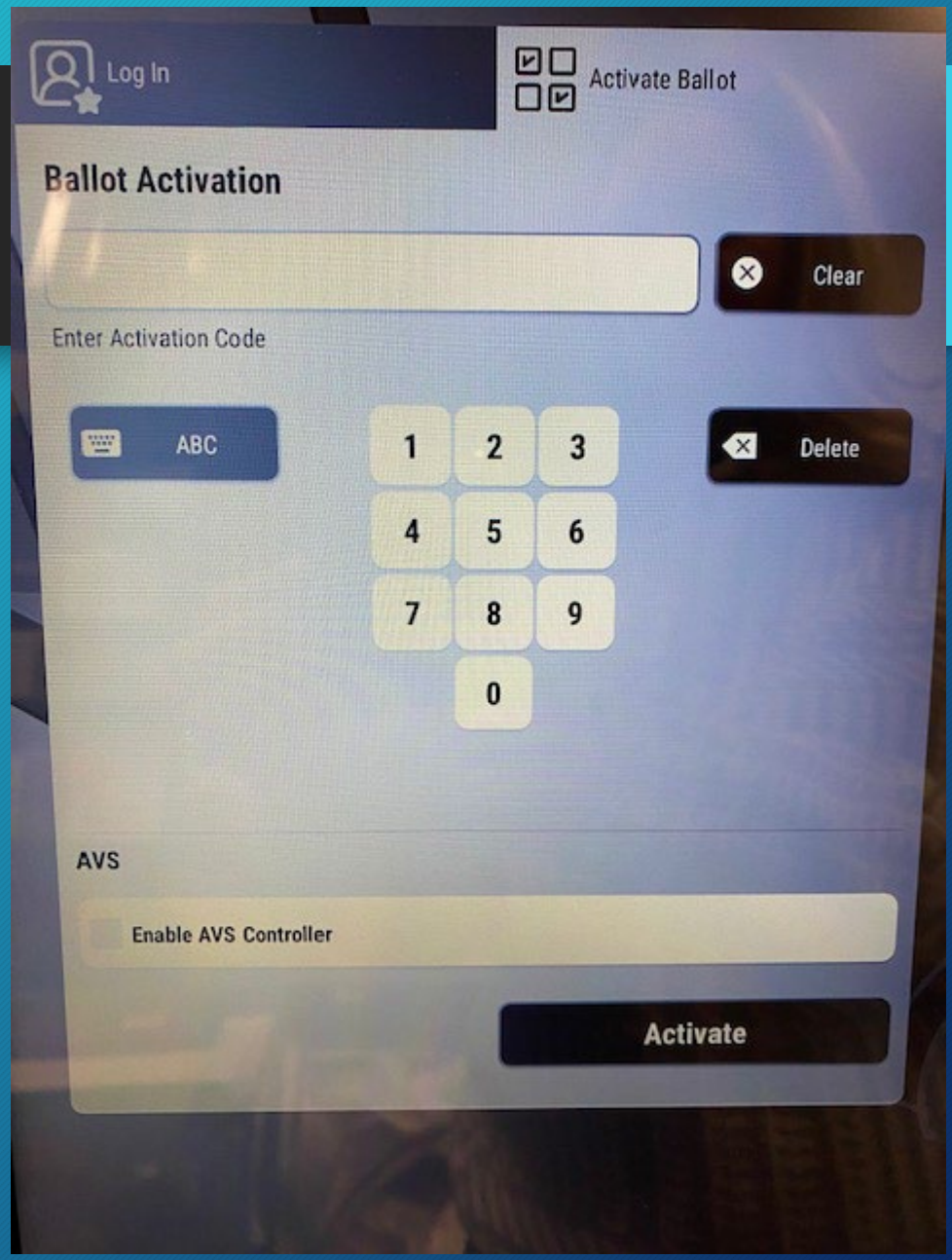

Tabulator: 15
100% 2019-10-28 | Monday | 09:42AM
MI 2019 Nov Marquette
Language
Text Size
Audio
View
More
OFFICIAL BALLOT
City General Election
Tuesday, November 5, 2019
Marquette County, Michigan
Review
Next


Back to Ballot
Print Ballot
Total ballots printed: 4
© Dominion Voting


Information
You can not make any more changes after printing the ballot.
Please select the next action.
Print your ballot
Review your choices


Review
Previous
Review
Total ballots printed: 4
© Dominion Voting


City of Marquette, Precinct 4


Log In
Activate Ballot
Ballot Activation
Clear
Enter Activation Code
ABC
1
2
3
Delete
4
5
6
7
8
9
0
AVS
Enable AVS Controller
Activate

OPENING THE POLLS

- 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.

ICP ZERO TAPE

1

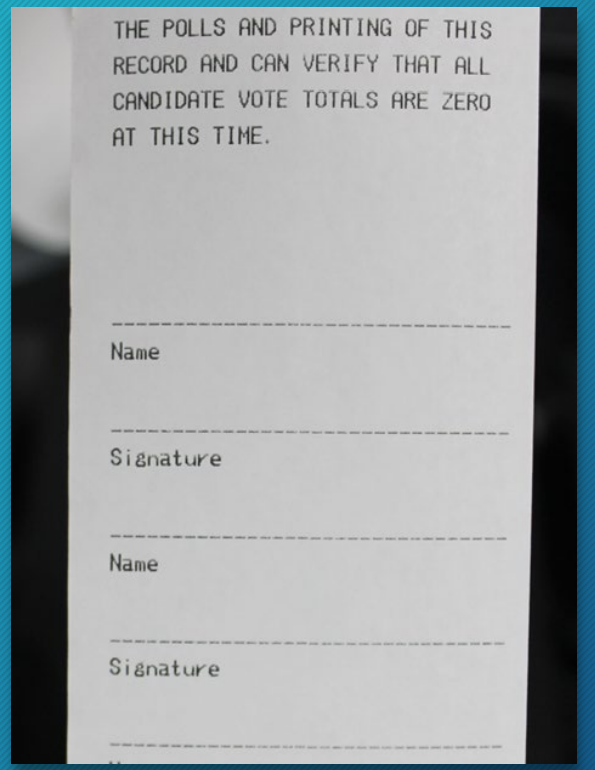
Compare the offices listed with those listed on your ballots

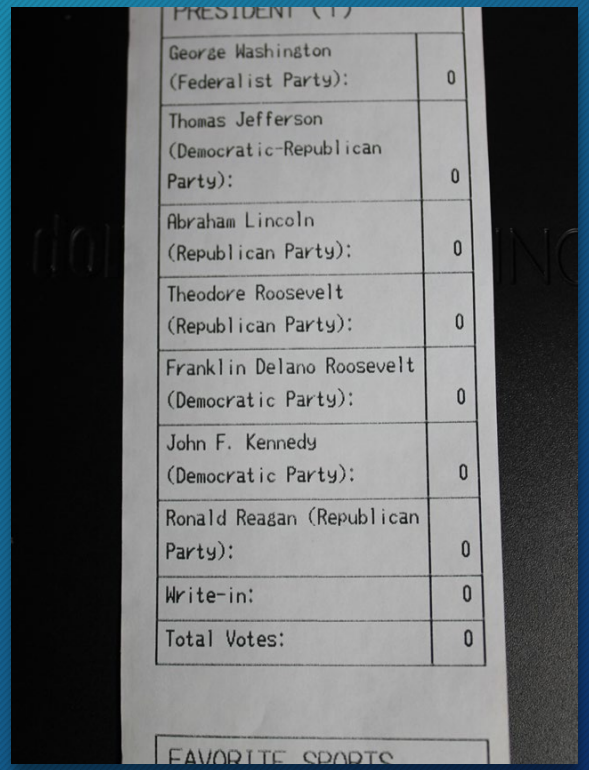
2

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

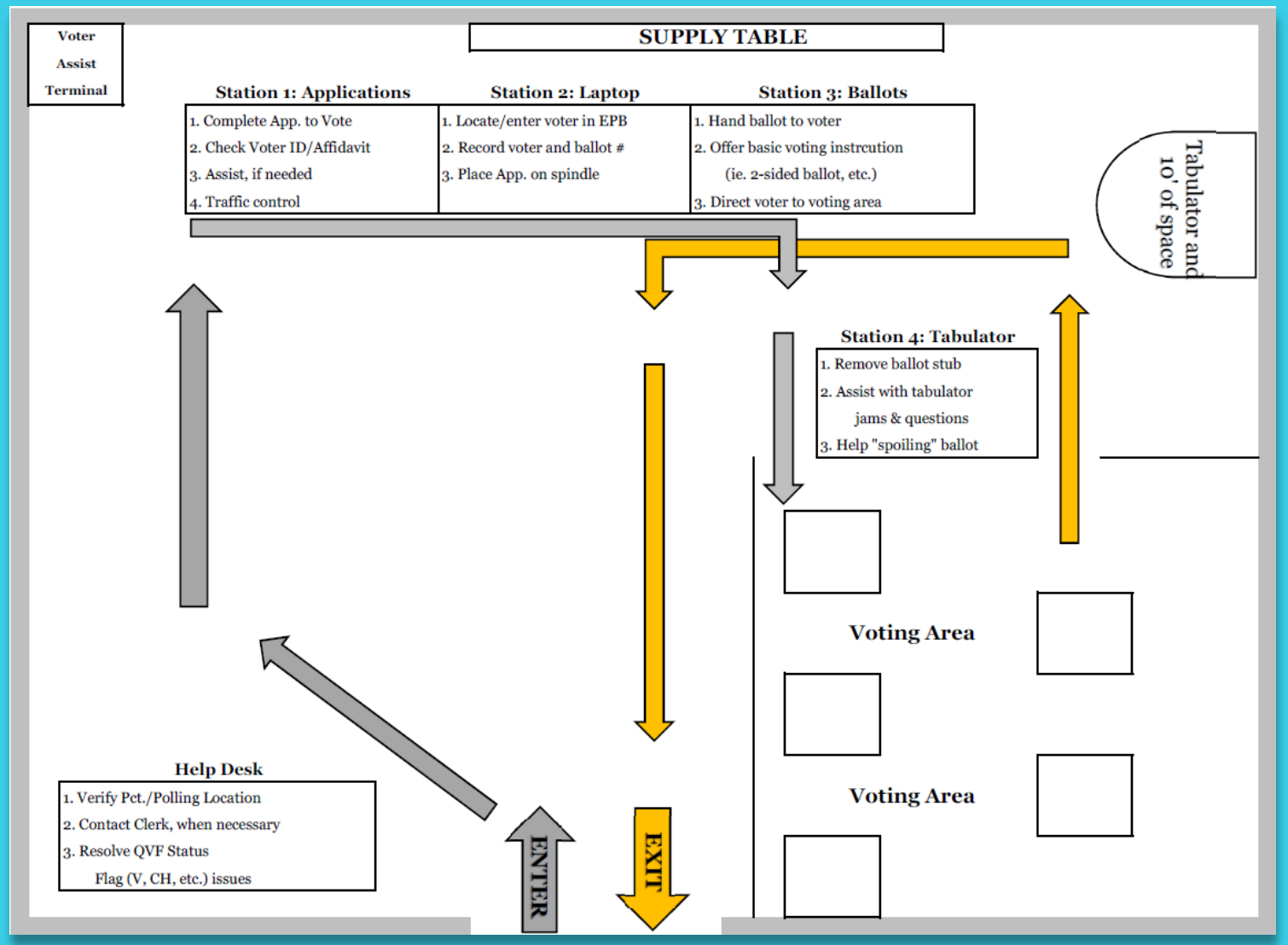
3

Do not tear the Zero Tape off at this time





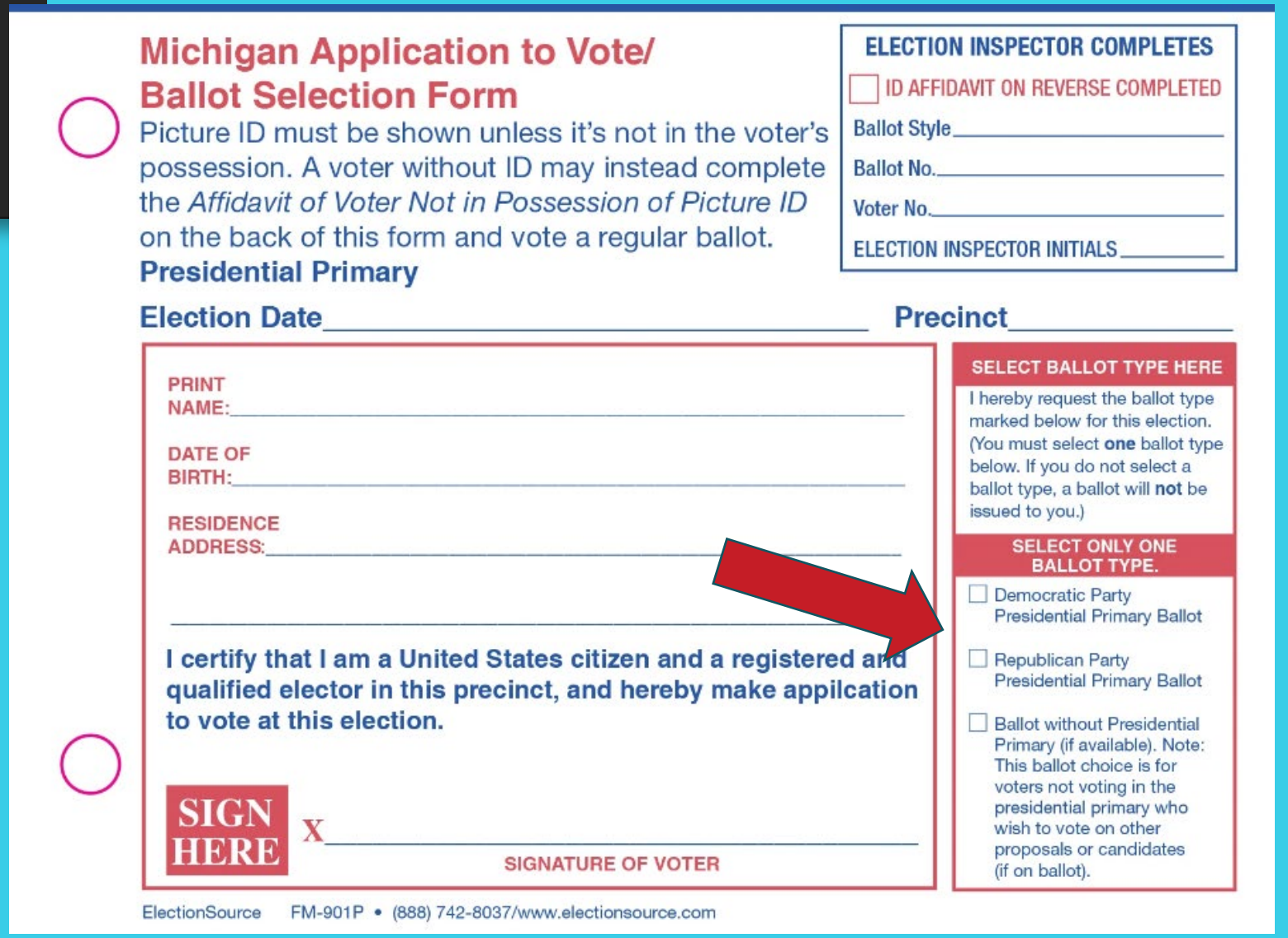
Processing Voters:
Sample Precinct



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 INSPECTOR COMPLETES

☐ ID AFFIDAVIT ON REVERSE COMPLETED

Ballot Style_____

Ballot No._____

Voter No._____

ELECTION INSPECTOR INITIALS_____

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 appilcation to vote at this election.

SIGN HERE X_____

SIGNATURE OF VOTER

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).

ElectionSource FM-901P • (888) 742-8037/www.electionsource.com

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.

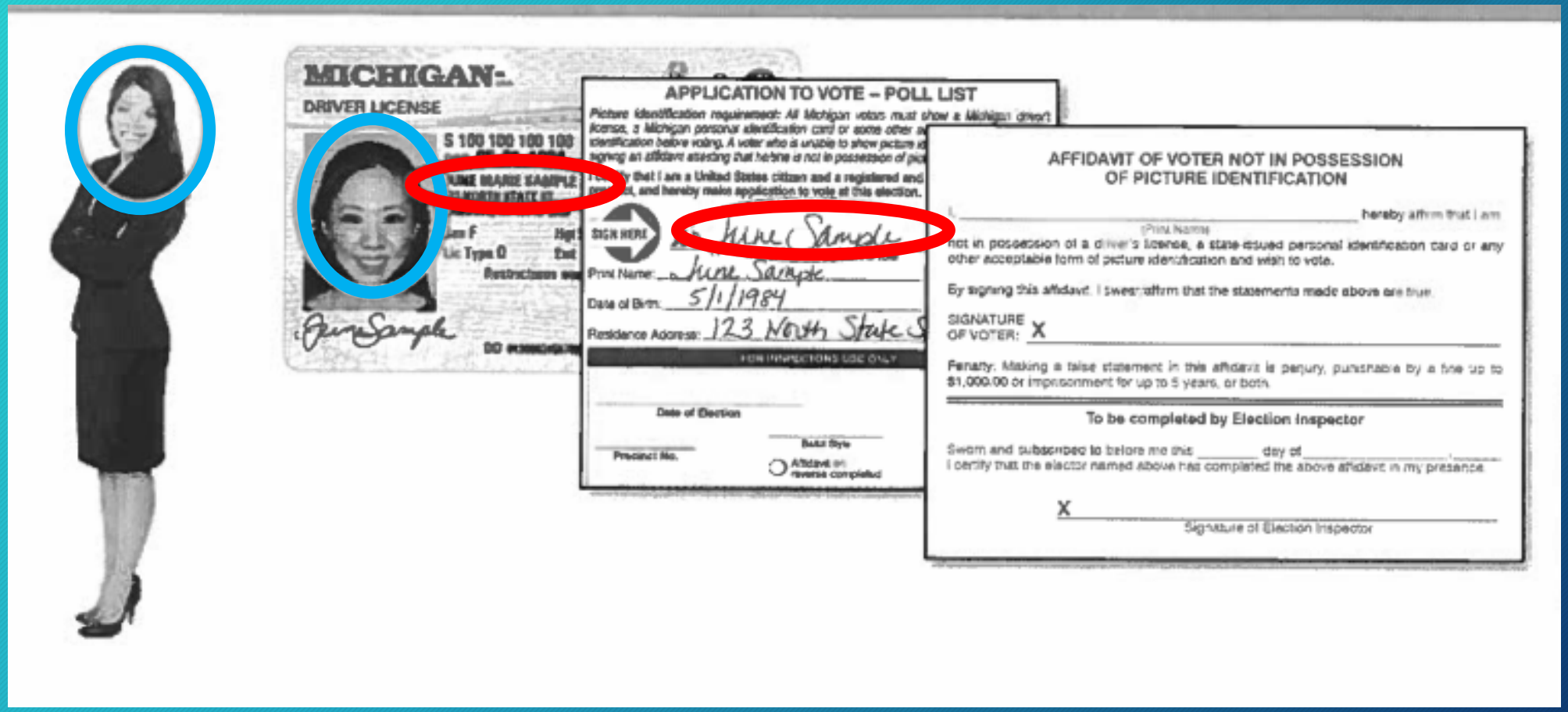
(vii) A current military photo identification card.

(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.

PHOTO ID VERIFICATION



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 INSPECTOR COMPLETES

☐ ID AFFIDAVIT ON REVERSE COMPLETED

Ballot Style_____

Ballot No._____

Voter No._____

ELECTION INSPECTOR INITIALS_____

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 appilcation to vote at this election.

SIGN HERE X_____

SIGNATURE OF VOTER

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

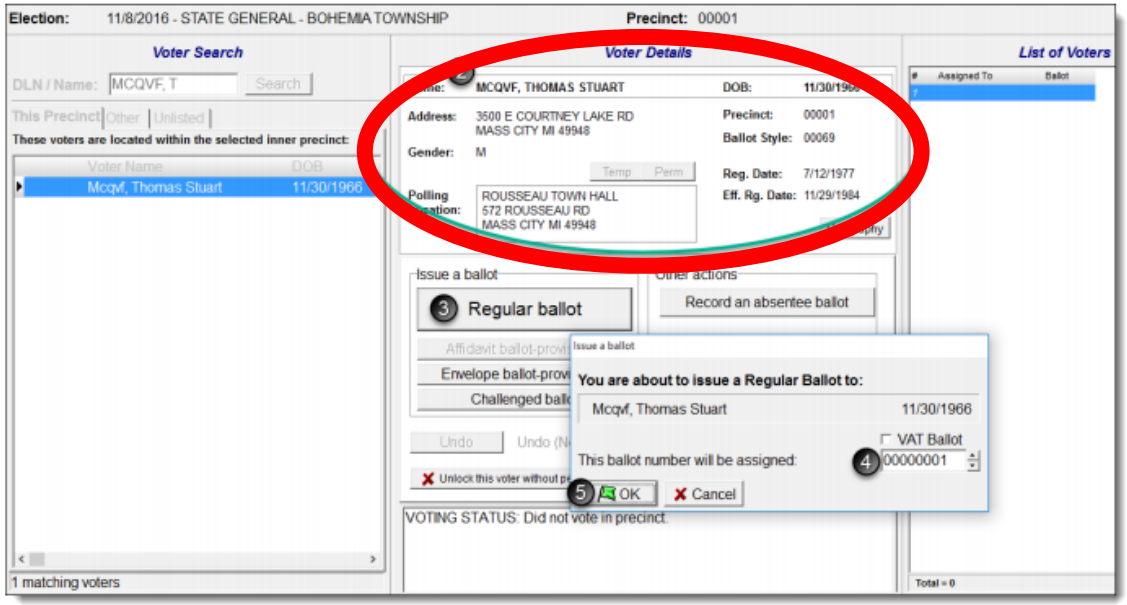
☐ Republican Party Presidential Primary Ballot

☐ 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).

ElectionSource FM-901P • (888) 742-8037/www.electionsource.com

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.

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

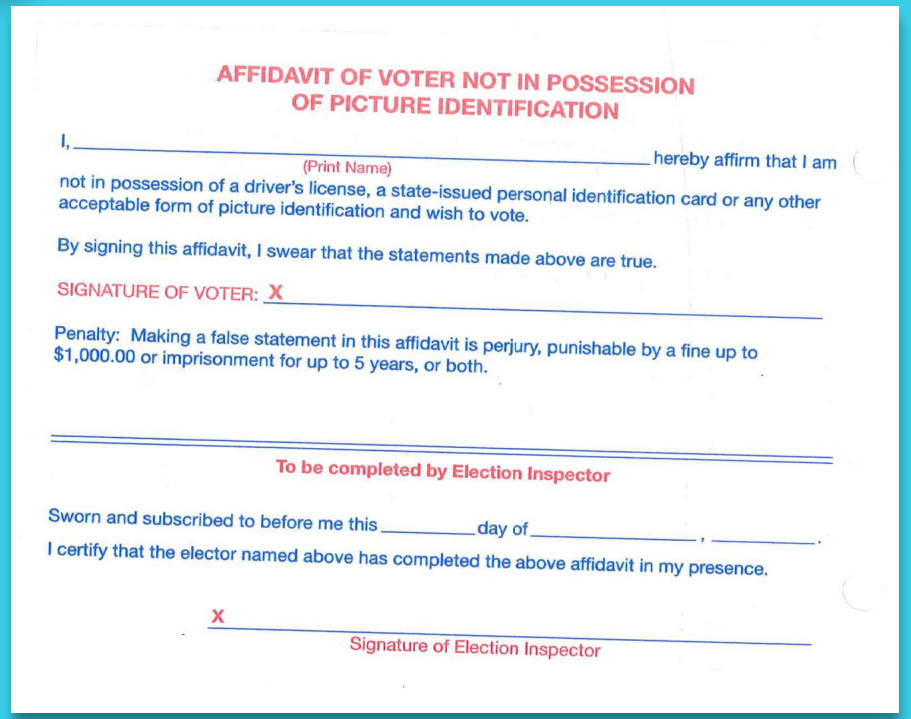


VOTERS WITHOUT PHOTO ID

- 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

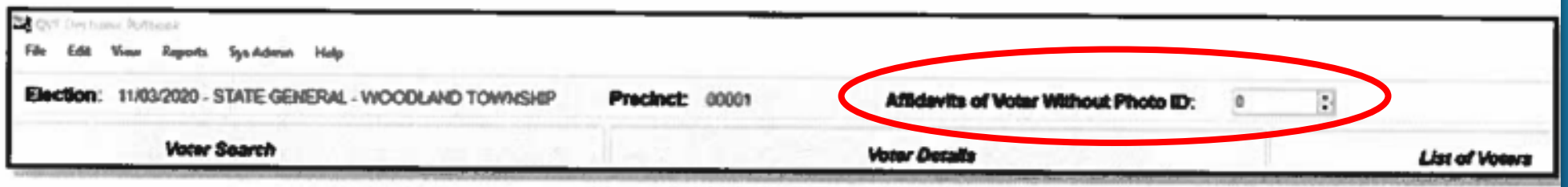
Sworn and subscribed to before me this _____ day of _____, _____.

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

- Form is used as an inspector reminder

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)

PLACE IN LOCAL CLERK ENVELOPE #3
Revised 9/2022

ISSUING A BALLOT TO A VOTER

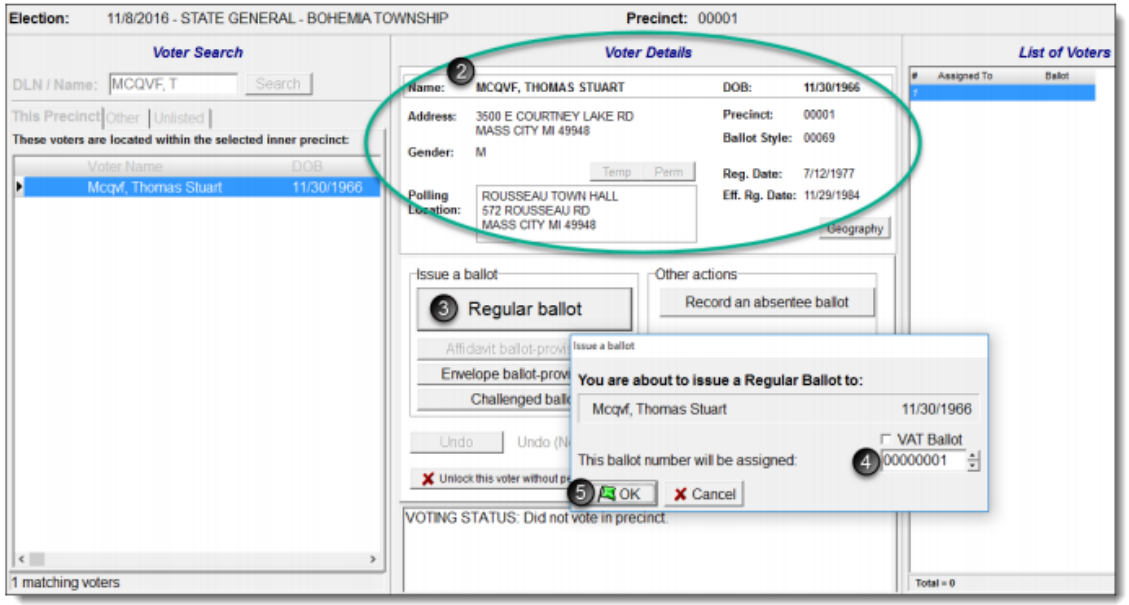
- Upon verifying the voter's information:
  - Record the ballot number on the application, and in the EPB
- Place the ballot in a secrecy sleeve to give to the Voter
- Offer instruction on the voting process.
  - Single sided ballot
  - Darken the ovals in completely
- Direct the Voter to an available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

ISSUING A BALLOT

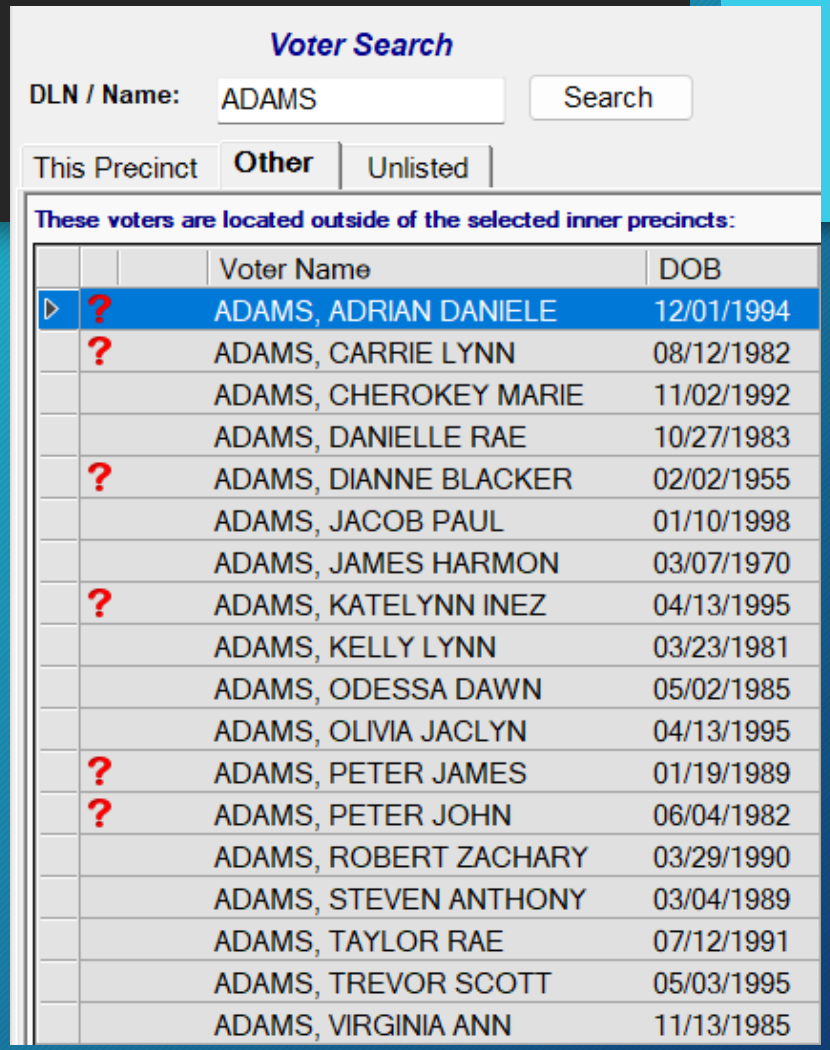
1. Swipe the voter's driver's license through the magnetic card reader or type the voter's name into the DLN/Name field, entering the last name first. If typing, select the correct voter and then you must click on "Lock this voter record," otherwise skip to Step 2.

   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



DOUBLE CHECK INFO

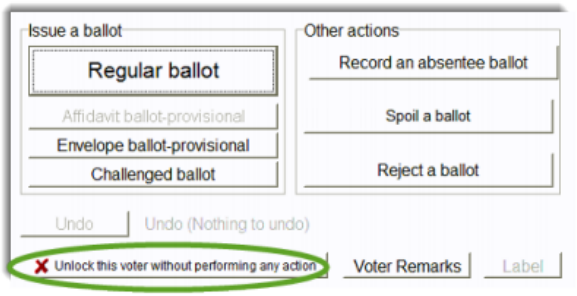


CORRECTIONS

Correcting Mistakes

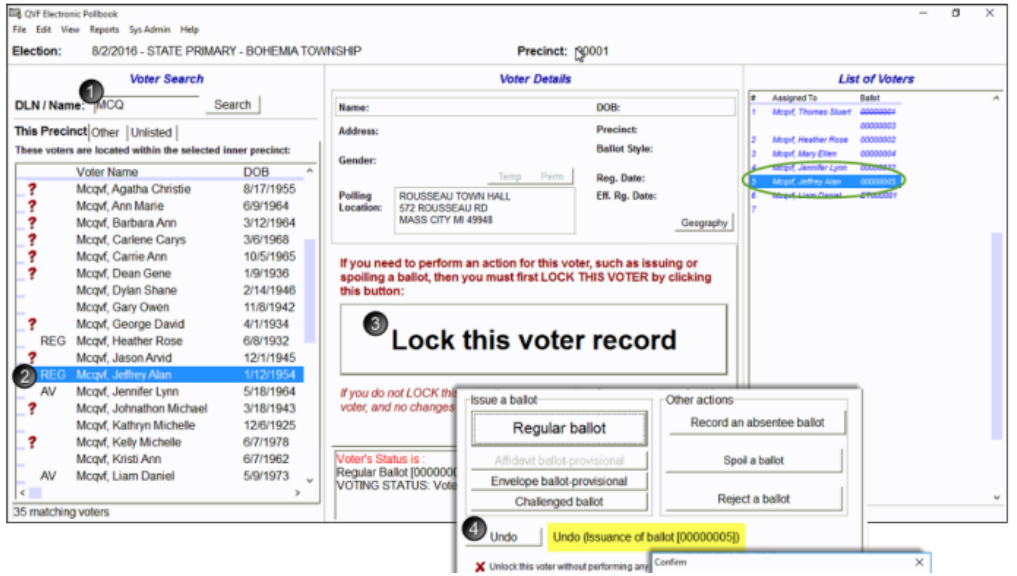
If a voter is selected in error, simply click **Unlock this voter without performing any action** to return to the main screen.

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



AV Ballots in the Precinct

1. Voter does not possess their AVB
2. Voter possess their AVB
    1. Surrender AVB and vote new ballot
    2. Tabulate AVB

Read Status Flag (options)

- Voter has been sent an AVB
- Voter has been sent/returned AVB

AV Ballots in the Precinct – Voter does not possess their ballot

The status flag will indicate voter has been sent an AVB but has not yet returned it.

1. Worker asks if the voter has their AVB. If no, then…
2. Worker calls Clerk's office to verify ballot remains unreturned
3. Worker has voter fill out form: *Affidavit of Lost or Destroyed AV Ballot*
4. Voter may vote; worker issues ballot as normal

AV Ballots in the Precinct – Voter possesses their ballot

The status flag will indicate voter has been sent an AVB but has not yet returned it.

1. The voter may tabulate their AV ballot. Direct them to complete an Application to Vote as normal. Ask the voter to carefully expose their ballot number on the ballot stub. Once ballot number is verified, provide the voter with a secrecy sleeve and direct them to a voting booth. The EPB will have a button to mark the voter as having voted an AVB in the precinct.
    a. If the number cannot be verified, the voter should surrender the ballot and get a new one.

2. If the voter does not wish to vote their AVB, but wants to vote in the precinct, they will surrender their ballot.
    a. Have voter place ballot in their AVB envelope, sign the envelope and write surrender
    b. Have voter fill out application to vote and process as normal

OFFERING INSTRUCTION

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

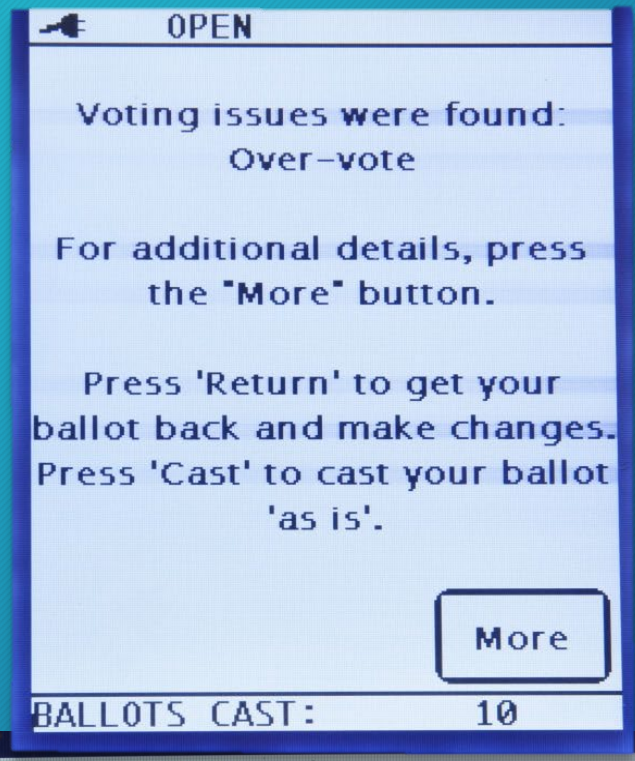
AT THE TABULATOR

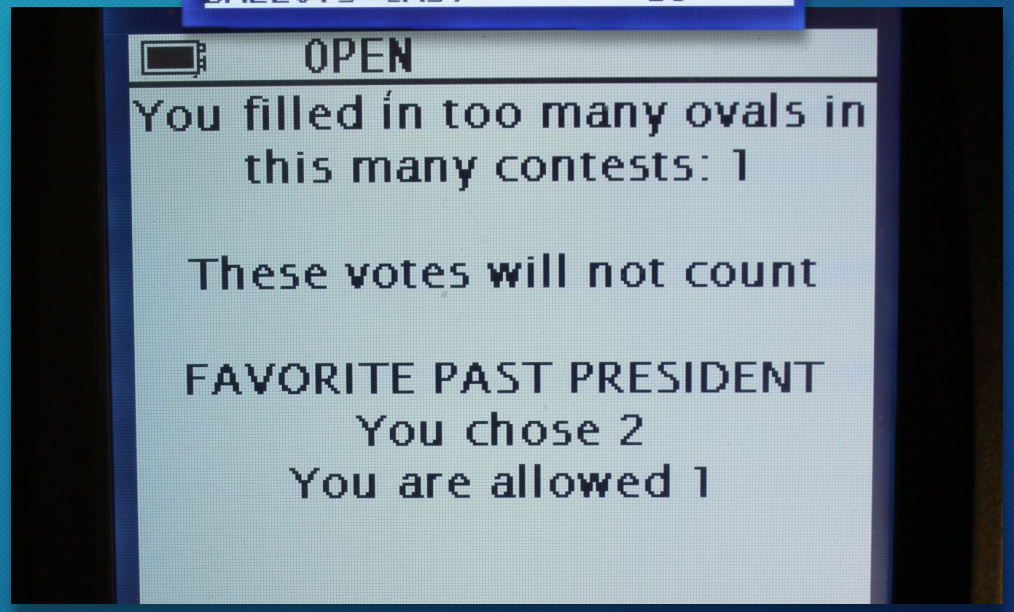
Instruct	**Remove the ballot stub and take application to vote** – verify the ballot number. Then instruct the voter to feed the ballot into the tabulator
Always	Remain 10 feet away
Problems	If the ballot is rejected, direct the voter to read the ICP screen
Reference	Chair books will contain explanations to help explain the issue in the case of a rejection

TABULATOR REJECTIONS

TABULATOR REJECTIONS

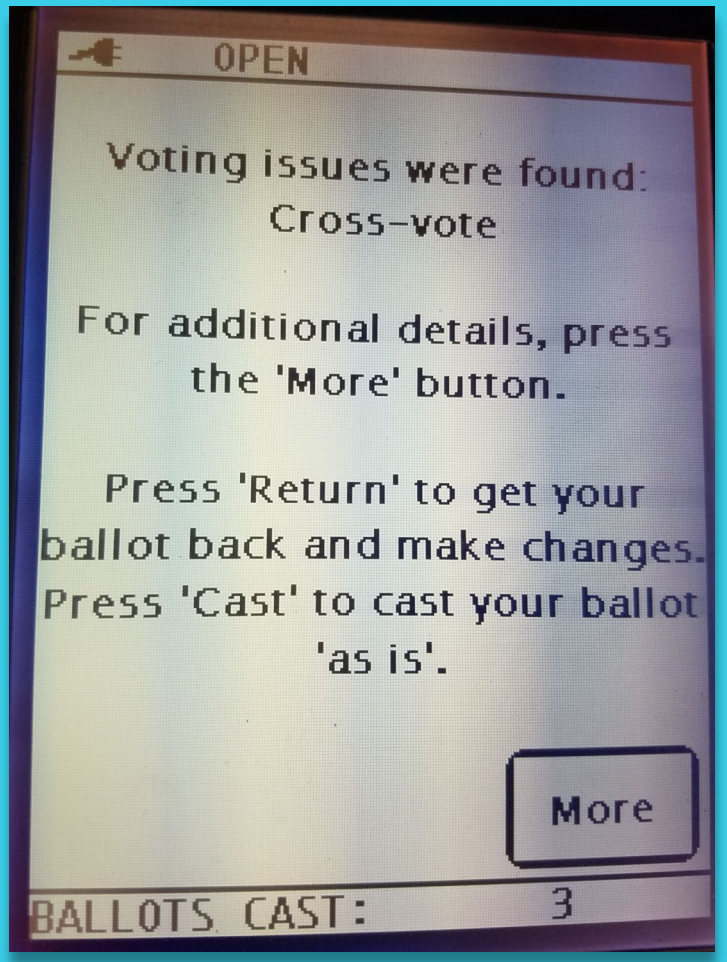
- Over-voted Ballot: Voter has selected more options than the contest allows for
- The voter has two options available:
  - Cast: Ballot will be cast as is and only valid votes will be counted
  - Return: Ballot is returned to voter to allow for changes to be made or ballot spoiled
- If the ballot is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





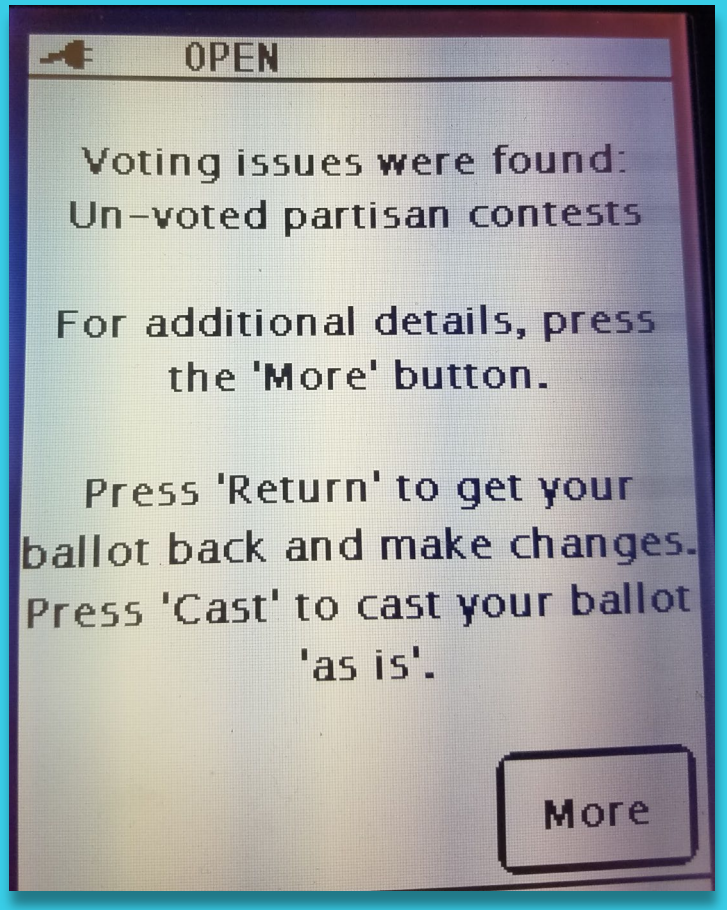
TABULATOR REJECTIONS

- 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



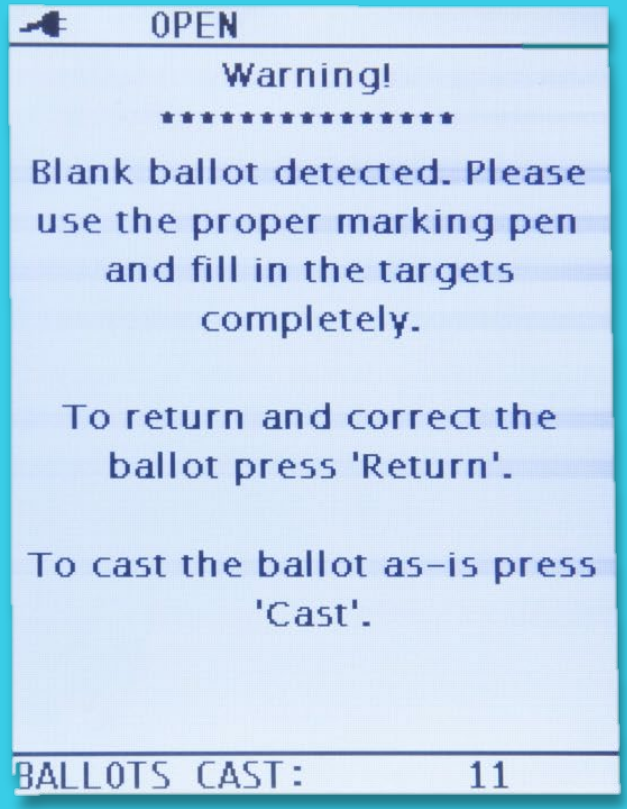
TABULATOR REJECTIONS

- 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.



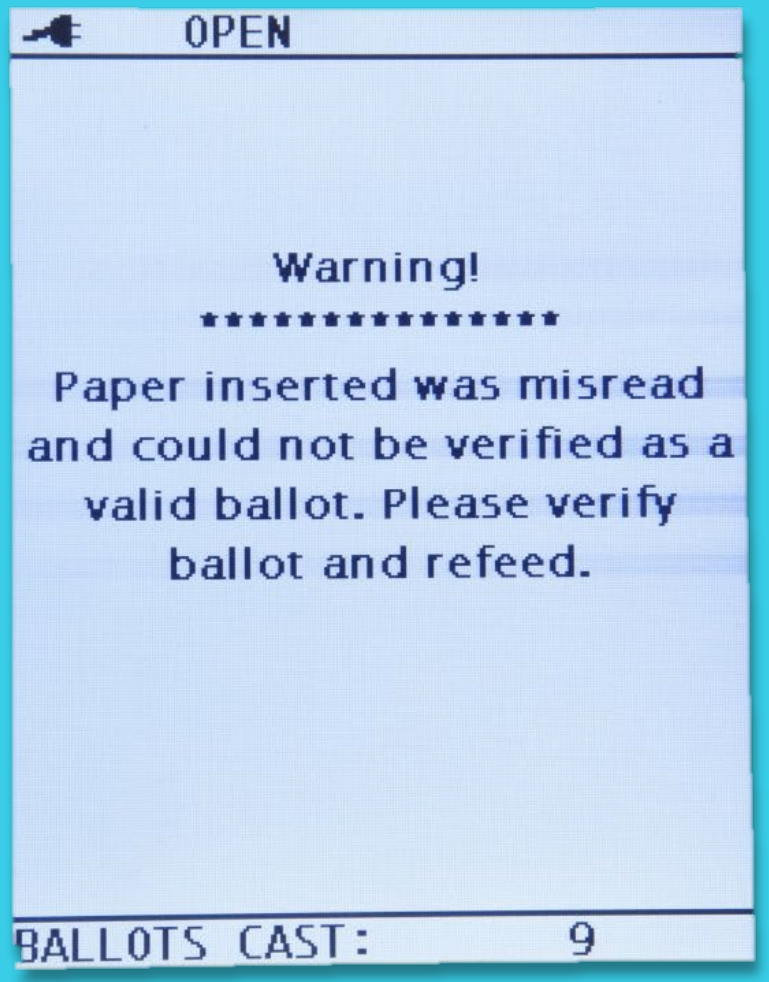
TABULATOR REJECTIONS

- 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.



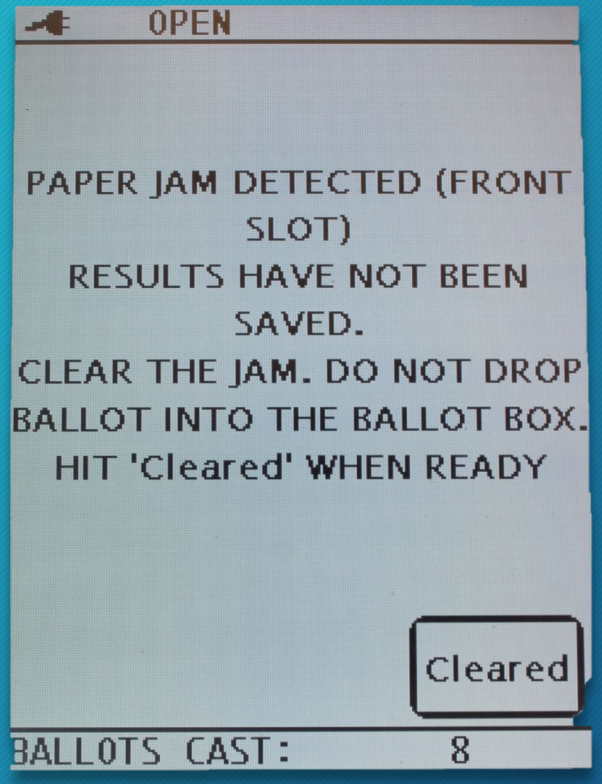
TABULATOR REJECTIONS

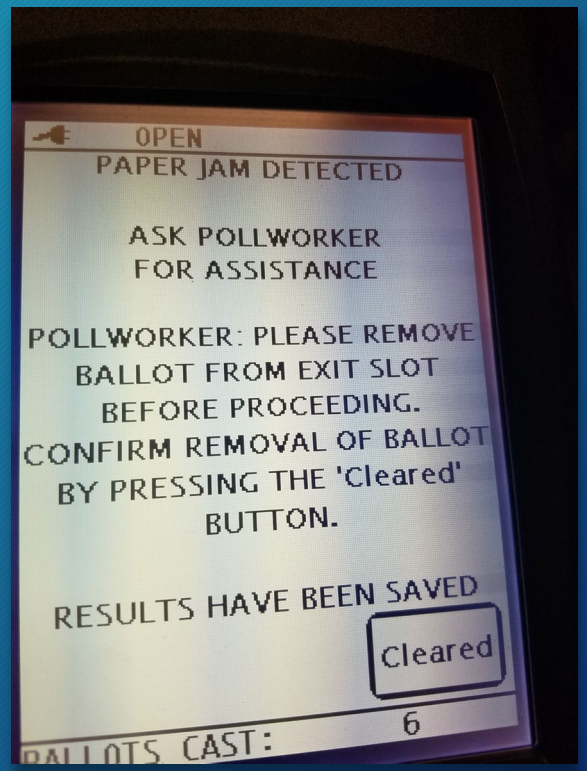
- Ballot misread: Tabulator doesn't recognize the ballot
- The ballot will kick back out almost immediately and the ICP will offer no options.
- Have voter insert the alternate end of the ballot or flip the ballot over to try again. If ballot is truly defective, ballot will need to be properly spoiled and a new ballot issued to the voter.



TABULATOR JAM

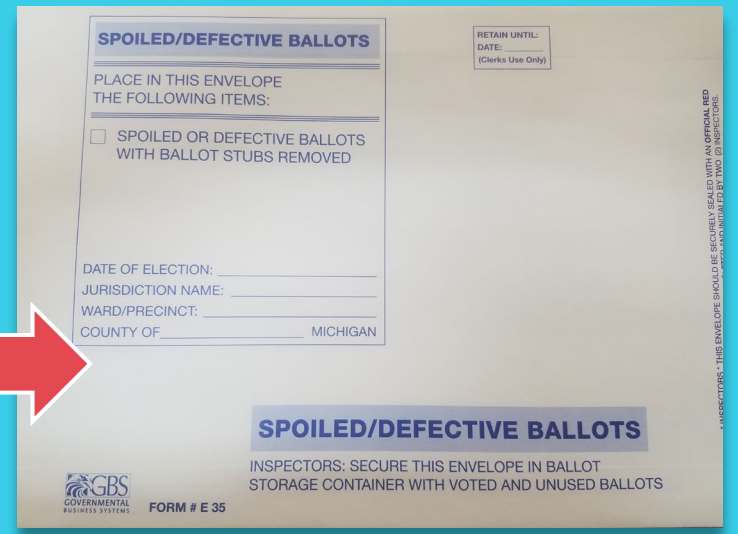
- Can happen at three points
  - Input/Front slot
  - Exit slot
  - Diverter slot
- Two workers/two parties
- Have the results been saved?
- Must hit *Cleared*





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



SPOILED BALLOTS

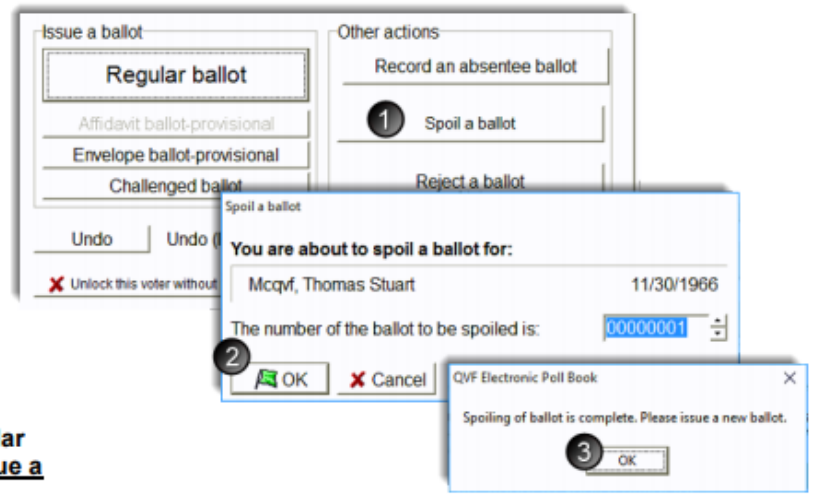
Processing a Spoiled Ballot

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:

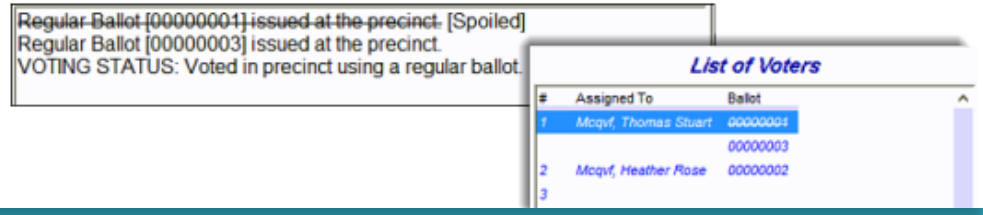
Pull the voter's record up in the EPB software by typing the voter's name into the DLN/Name field, entering the last name first, select the voter's name, click Lock this Voter Record and:

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



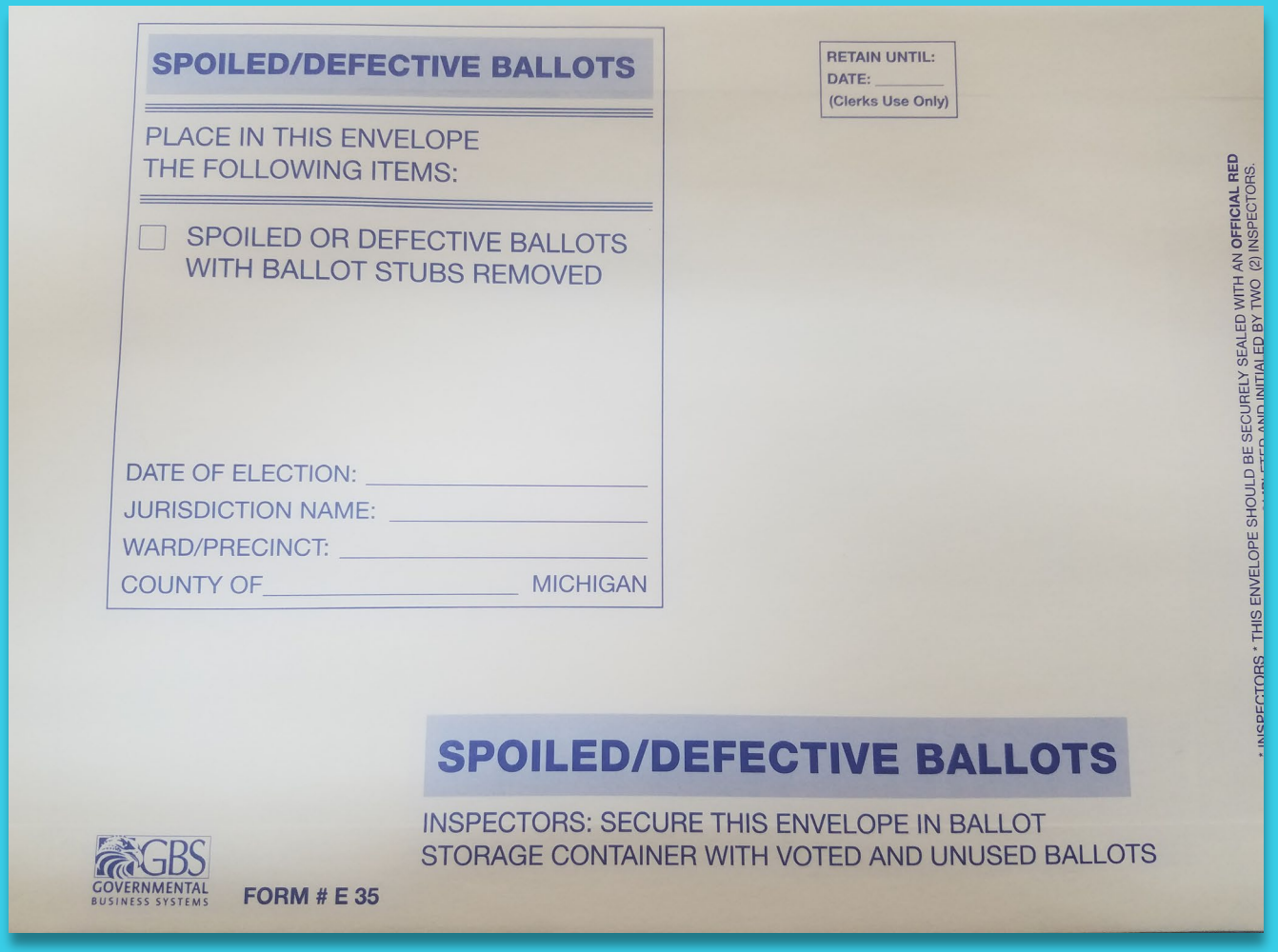
After the ballot is spoiled, the regular ballot process must be used to <u>issue a new ballot to the voter.</u>

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



DEFECTIVE BALLOTS

- Same process, but replace SPOILED with DEFECTIVE



EXPOSED BALLOTS

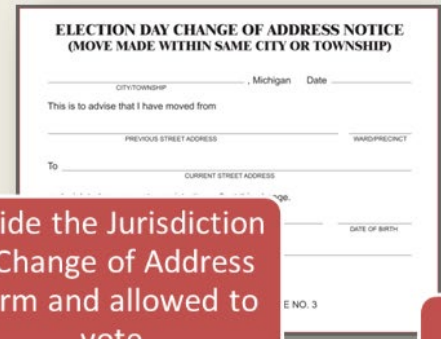
- If a voter deliberately shows any person in the polling places how they voted, the ballot is declared void and is rejected
  - Exception: Minor children, who may accompany the voter into the booth
- Write REJECTED FOR EXPOSURE across the header
- Place the ballot in an envelope and write the reason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

VOTERS REQUESTING ASSISTANCE

- 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 THAT HAVE MOVED

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

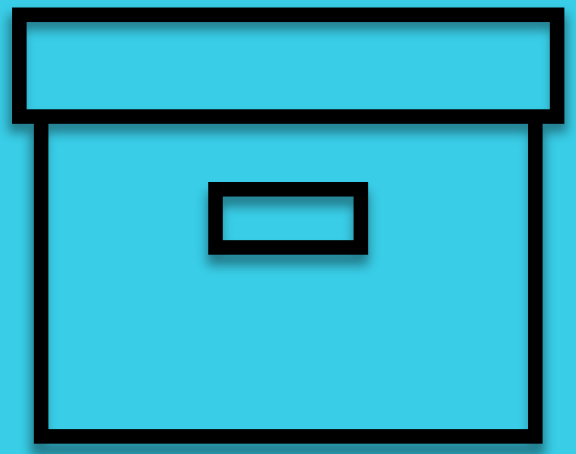
60 days or more – go to new clerk and register on ED

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

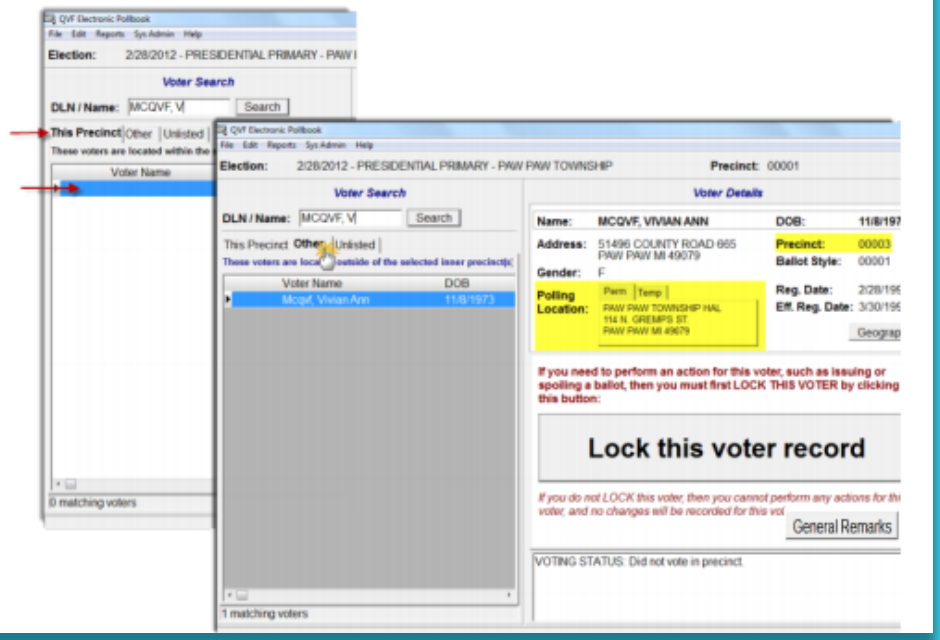
Unregistered voters can still register on Election Day.

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.

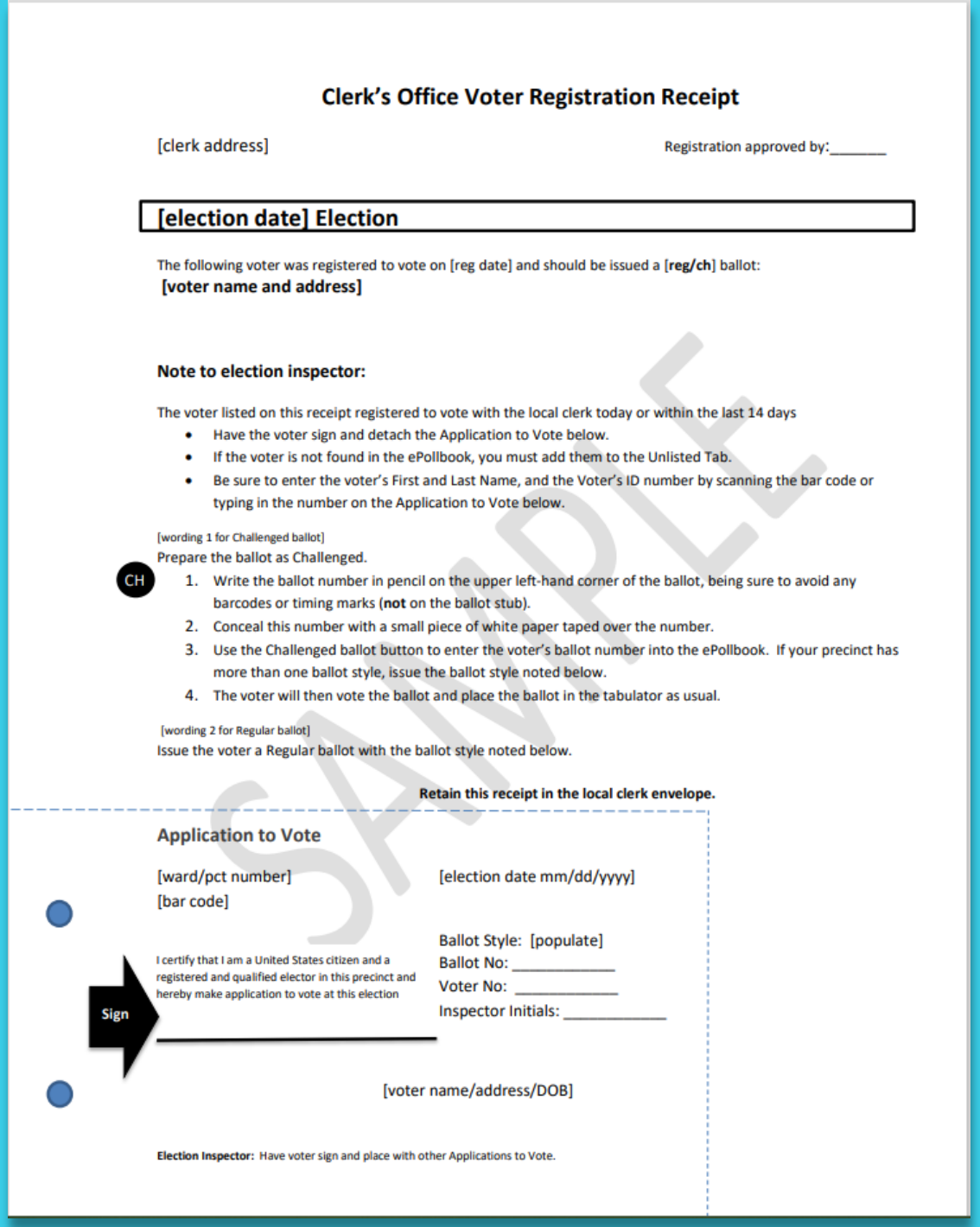


ELECTION DAY REGISTRATION

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

Voter Registration Receipt

- Use to create a voter in EPB
- Unlisted Tab



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.

SAMPLE

Application to Vote

[ward/pct number]
[bar code]

[election date mm/dd/yyyy]

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

Ballot Style: [populate]
Ballot No: _____
Voter No: _____
Inspector Initials: _____

[voter name/address/DOB]

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

CHALLENGED VOTERS

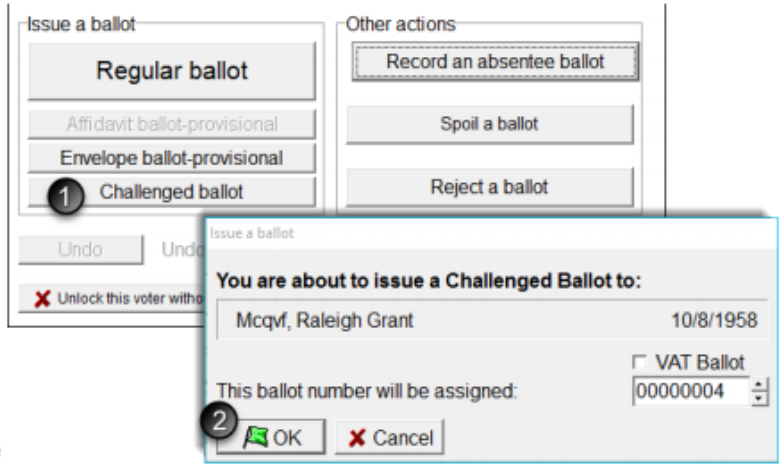
Challenged Voters

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:

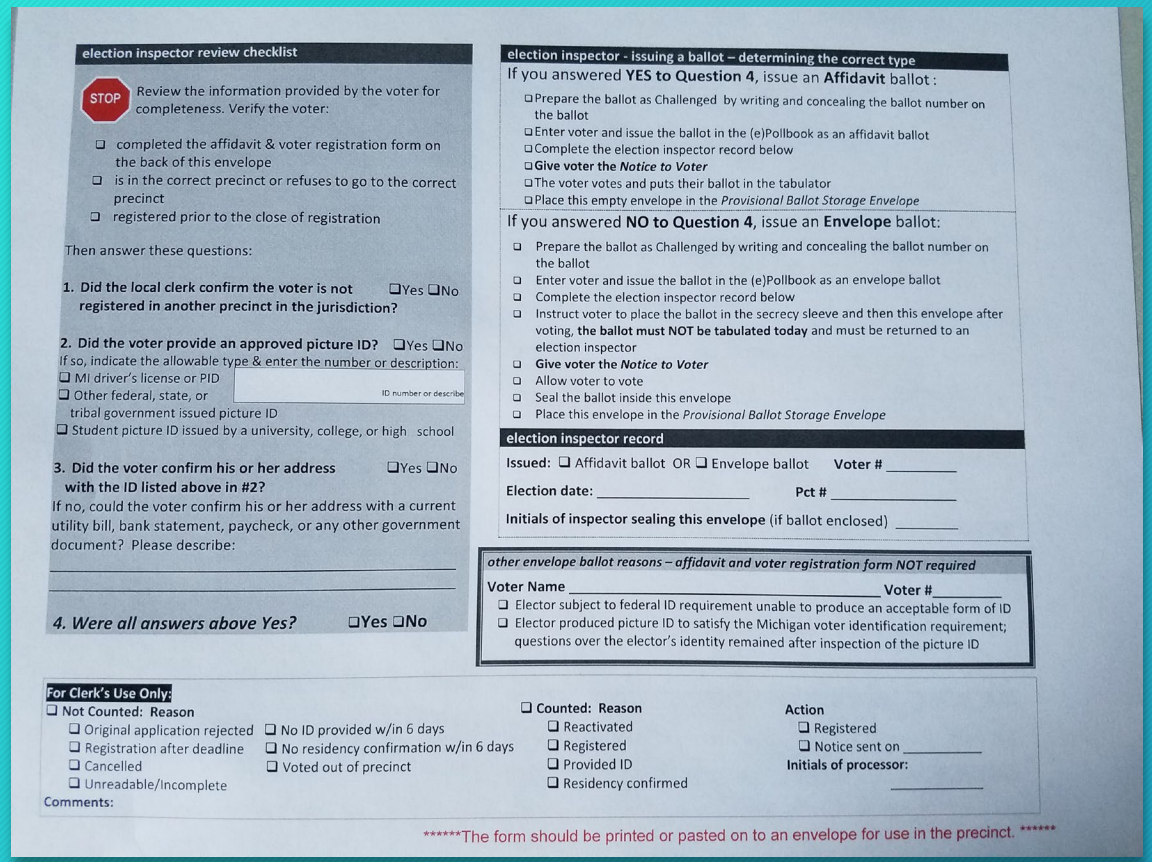
1. Click Challenged ballot
2. Verify the ballot number being issued is correct or enter the ballot number and Click OK



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.

PROVISIONAL ENVELOPE BALLOTS

Make note in the Remarks section of the EPB that a Provisional Envelope Ballot was processed. This will 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
❑ Other federal, state, or tribal government issued picture ID
ID number or describe
❑ 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

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

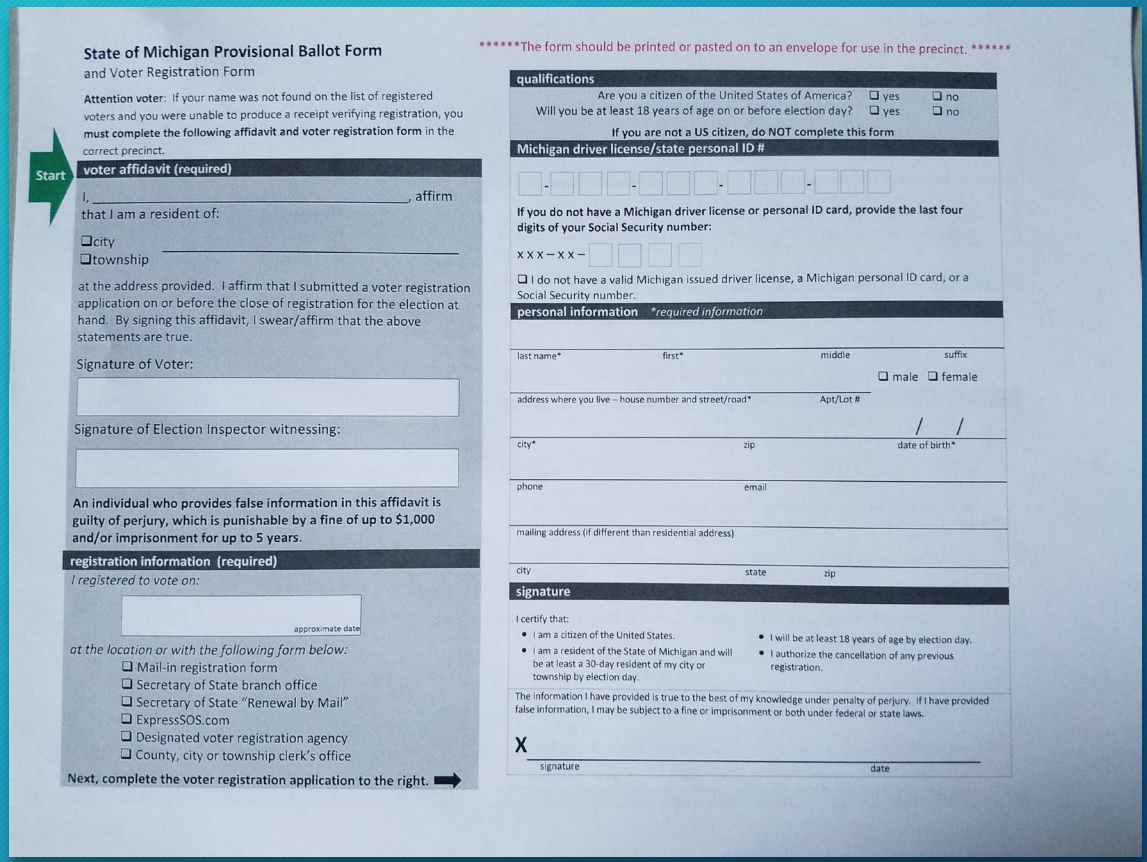
❑ **Counted: Reason**
- ❑ Reactivated
- ❑ Registered
- ❑ Provided ID
- ❑ Residency confirmed

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. ******



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.

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.

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.

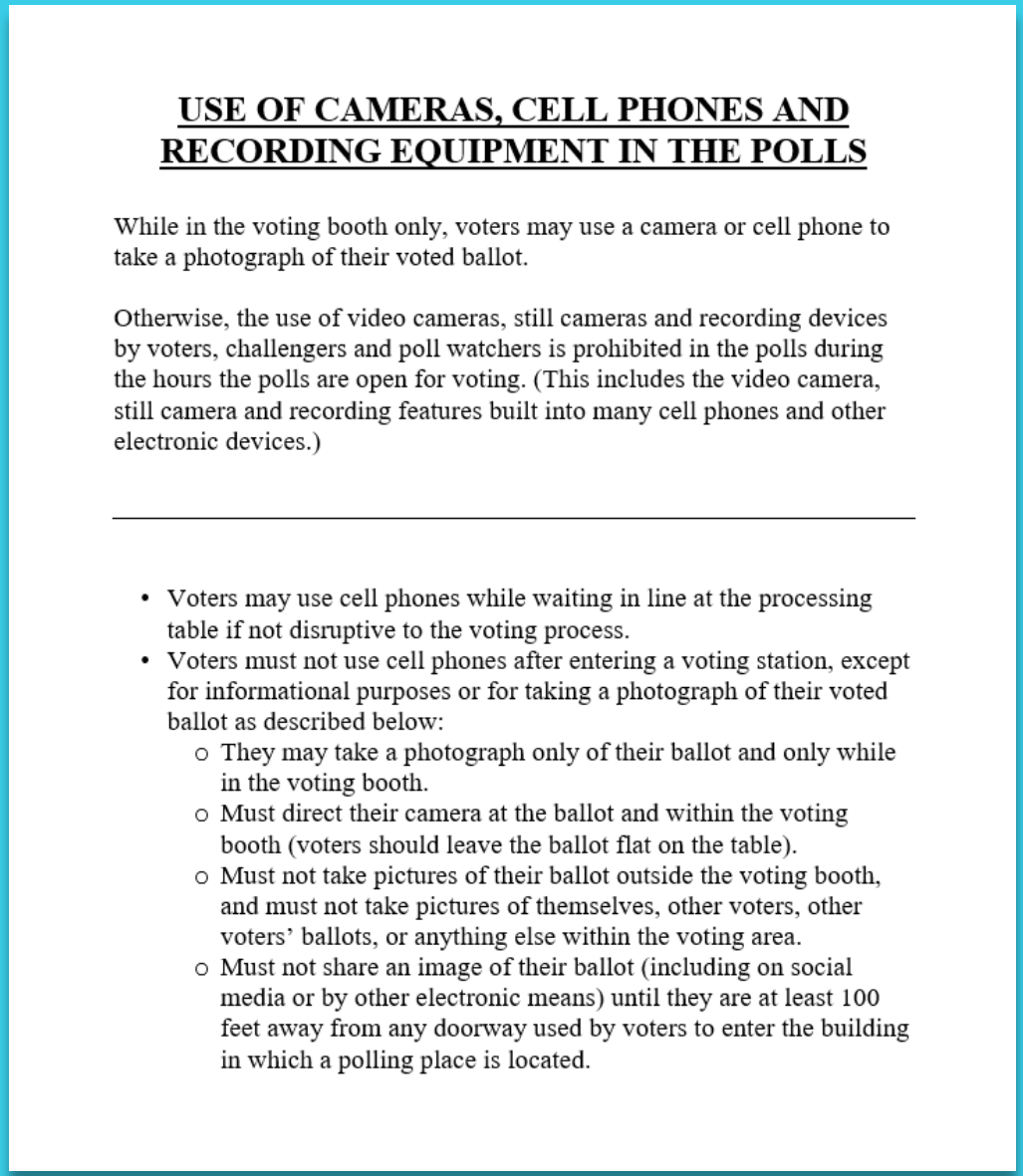
X _____

signature date

PROVISIONAL ENVELOPES

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.

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

OTHER: CAMPAIGNING

Must take place 100+ feet from the building entrance.

It is:	It is not:
• Buttons, clothing, signs bearing campaign or candidate information • Solicitation and petition-gathering	• 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:	It is not:
• A shirt advocating a yes/no on a proposal. • A Candidate hat. • A “Vote for [candidate]” button.	• A shirt with a Bible verse on it. • A BLP or City hat. • A “Vote to protect the Earth” button.

OTHER: CHALLENGERS

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

They can:	They can not:
• 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)	• Be a candidate (Precinct Delegate is fine) • Be an inspector • Campaign

OTHER: POLL WATCHERS

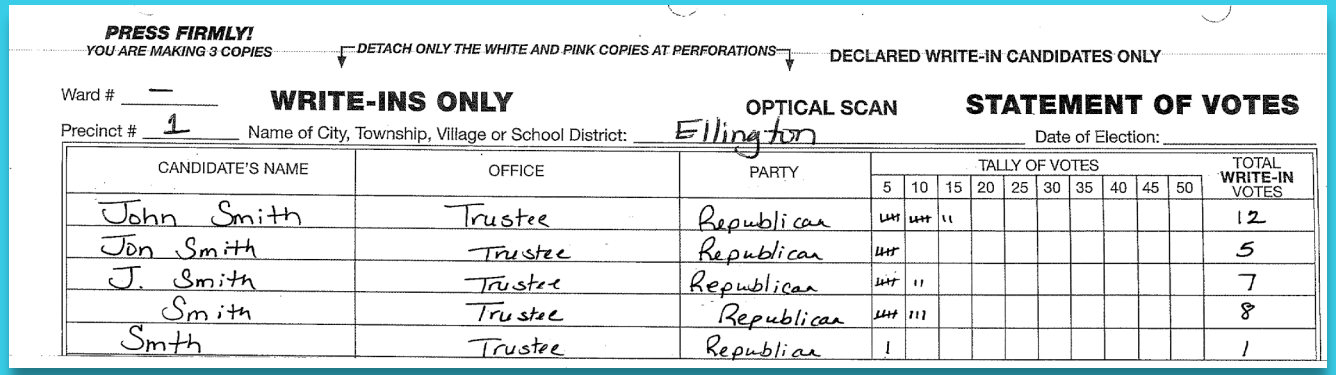
They are interested in observing the election process and do not have to be appointed or be registered to vote

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.



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	11								12
Jon Smith	Trustee	Republican	𝍸										5
J. Smith	Trustee	Republican	𝍸	11									7
Smith	Trustee	Republican	𝍸	111									8
Smth	Trustee	Republican	1										1

There may be write-ins to check for in February

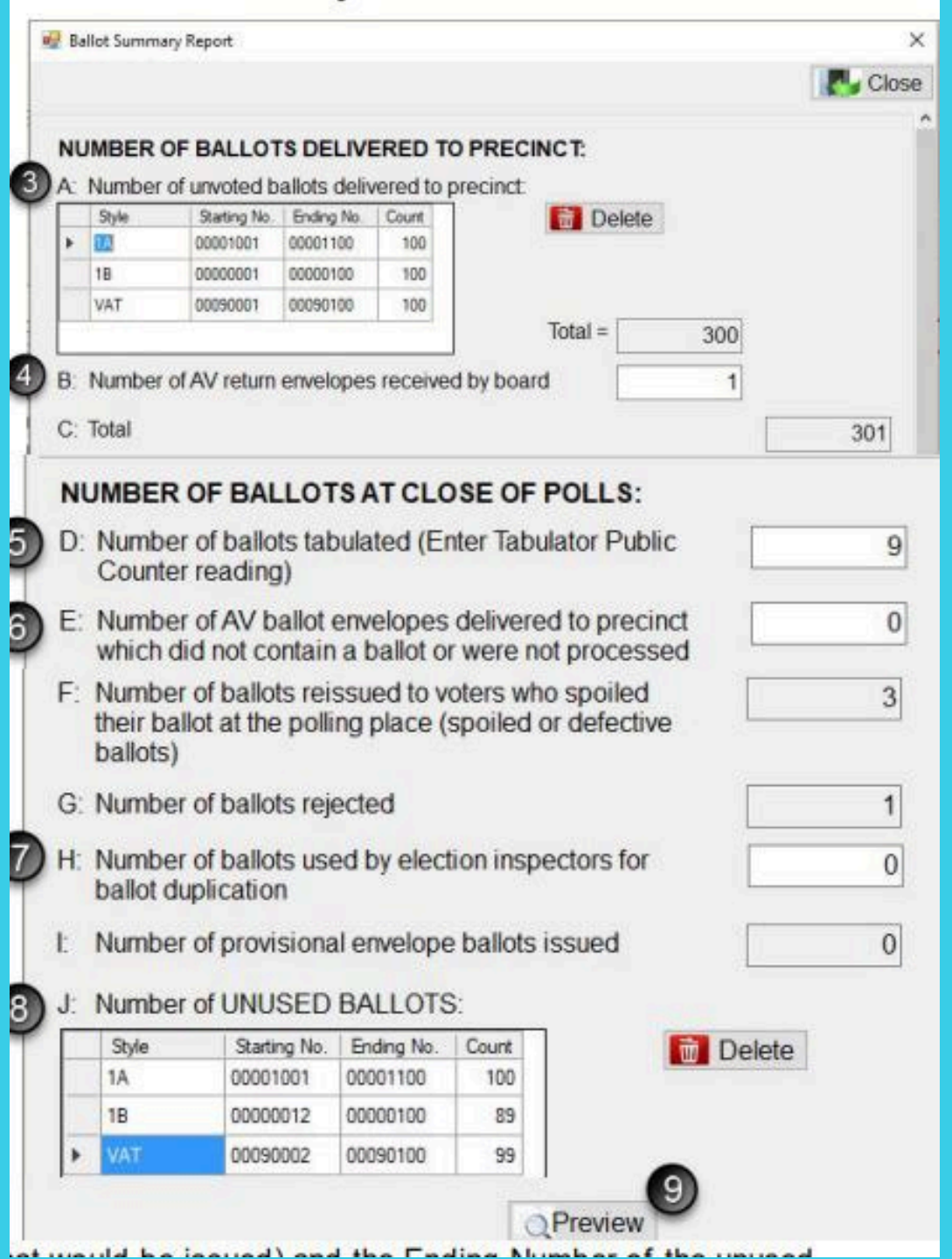
CLOSING THE POLLS

- 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

EPB BALLOT SUMMARY



CLOSING: MATERIALS

Canvas Bag:

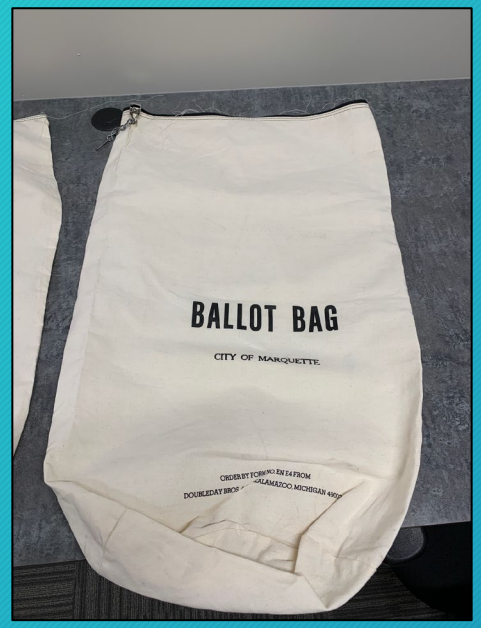
- Voted ballots

Black Transfer Case:

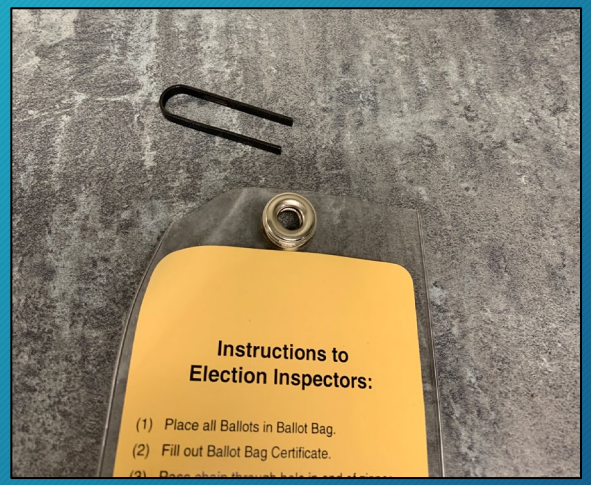
- Sealed canvas bag
- Unvoted ballots
- Sample Ballots
- Spoiled ballot envelope
- Duplicated ballot envelope
- Closing envelopes

Sealing a ballot bag

Ballot Bag



Ballot Bag Certificate



Sealing a ballot bag

Three parts

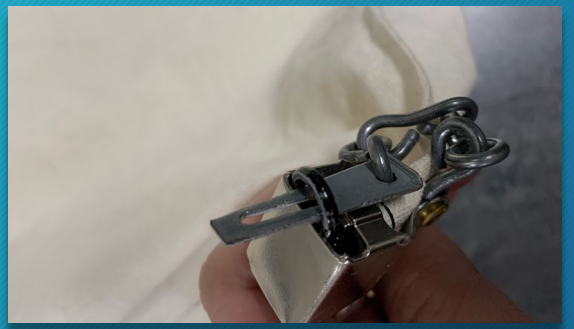
Zipper

Hood

Metal Insert

Zipped

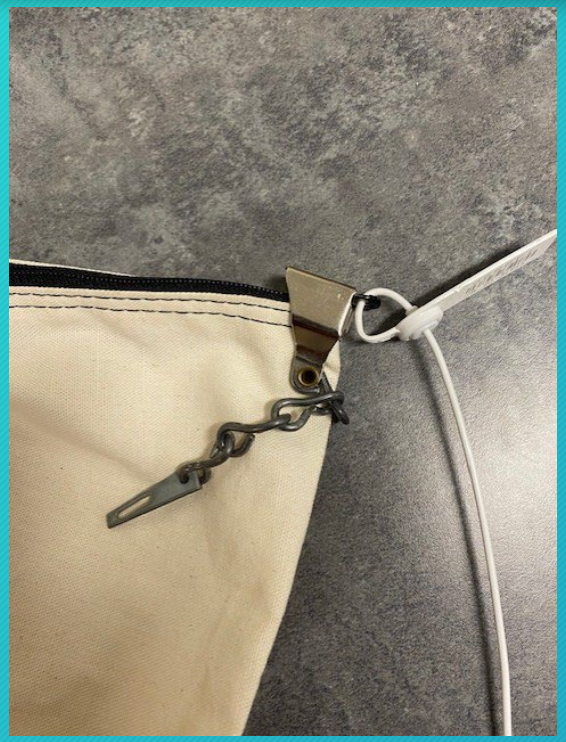
Zipper end sticks through open slot in the hood



Inserted

Metal insert then goes through the zipper end

Sealing a ballot bag

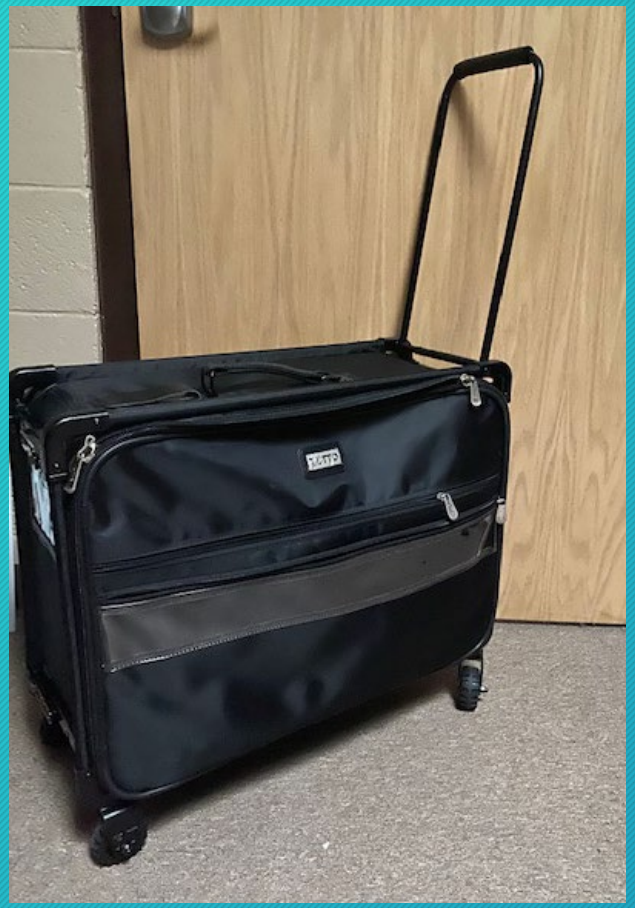


Threaded

Seal

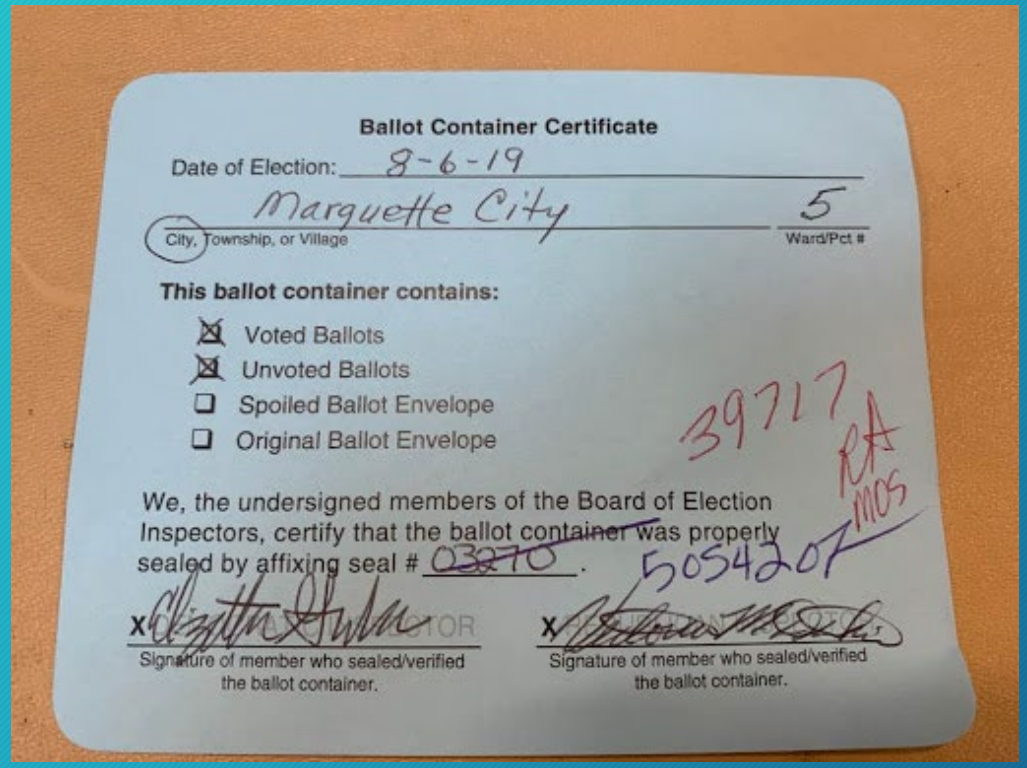
Secured

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 – 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:

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

39717 RA MOS

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 of member who sealed/verified the ballot container.

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

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

QUESTIONS???