

Table of Contents

Section 1: Notes and Updates

Section 2: Election Day Timeline

Section 3: Morning Checklist – Opening the Polls

Section 4: EPB Setup

Section 5: Processing Voters

Section 6: Tabulator/VAT

Section 7: Evening Checklist – Closing the Polls

Section 8: Closing the EPB

Section 9: Processing Write-in Votes

Section 10: Seals and Forms

Section 11: Arriving to the Receiving Board

Appendix A: Quick Reference/Election Day Issues

Appendix B: Pollbook How-to

Appendix C: Closing, Receiving Board, Next Steps

Index

NOTES AND UPDATES; VOTING ISSUES

February 27, 2024

1. Precincts have been consolidated to four, at two polling locations
 - a. 1 & 2 vote in the Baraga Gym
 - b. 3 & 4 vote in the YMCA

The chart below details the impacts on voters registered in each precinct:

Old Precinct	New Precinct	Polling Location
1	1	Marquette City Hall; 300 W. Baraga Avenue; Marquette, MI 49855
3		
2	2	Marquette City Hall; 300 W. Baraga Avenue; Marquette, MI 49855
4	3	YMCA; 1420 Pine Street; Marquette, MI 49855
5		
6	4	YMCA; 1420 Pine Street; Marquette, MI 49855
7		

It's important to note that while most of the City's voters have new precinct numbers this year, nearly everyone is voting in the same physical location. The only voters that will be going somewhere new are those in Precinct 4 – they previously voted at the Municipal Service Center, and will now be voting at the YMCA.

2. Be sure to go through your Election Day Checklist first thing in the morning (previously the "Monday Night Checklist" The checklist will be placed in your black transfer case.
3. **Voters can register up to and on Election Day.** If there are registration questions, contact the Clerk's office. New voters will be registering in the Baraga gym at the Clerk's satellite office.
4. Voters should use the new **Paper Mate Flair Fine Point Markers.**
5. **Voters must select either a Democrat or Republican ballot.** The voter makes this selection on their Application to Vote.
6. When processing a voter, workers should say the ballot number out loud when asking the worker at the next station for a ballot. Double and triple checking ballot numbers will be crucial. **When requesting a ballot, do not say the party/type of ballot.**
 - a. Democratic ballots begin in the hundreds
 - b. Republican ballots begin in the 3,000s
7. There are no proposals on this ballot and it is single-sided.

8. Kyle or Rachel will let you know if there are any valid write-ins.
9. If a voter needs assistance with a ballot (they may have a question or need to process a spoiled ballot), **move them to the front of the line**. Workers at the table should finish with the current voter, and immediately move to help the person needing assistance.
10. By law, you **cannot discuss ballot issues with voters**. The only real response you can give to other ballot questions is “I can’t offer any information or advice on what is on the ballot.” This may come up as many candidates have dropped out of the race.
11. **New:** Applications to Vote will travel with the voter through the entire process
 - a. Once the ballot has been issued, place the completed Application to Vote in the pouch on the outside of the secrecy sleeve
 - b. The Application to Vote will be collected at the Tabulation Station. The worker at this station will take the Application to Vote and verify the ballot number written on the application to the ballot number on the stub. The worker can then remove the stub and spindle the Application to Vote.
12. With the large number of absentee ballots (AVB) issued, expect voters to come to the polls who have already been issued an AVB – the EPB computer will notify you. Determine the status of the absentee ballot (it will be either SENT or RECEIVED):
 - a. If the AVB is marked as received in the EPB, the voter has already returned an AV ballot to the clerk. *They may not vote in the polls.*
 - b. If the AVB is listed as sent, this means the voter has not yet returned it:
 - i. If the voter does not have their AVB with them, they must sign an Affidavit attesting that they do not have it (essentially saying they will not vote and return that AVB). Once they sign this affidavit, they can vote in the poll.
If a voter comes in and needs an affidavit, call our office. Prior to issuing a ballot, we need to verify that the ballot has not been returned to our office on Election Day.
 - ii. If the voter has their AVB with them, they have two options.
 - They can submit a voted absentee ballot for tabulation in the Absent Voter Counting Board. The envelope should be sealed and signed, and the voter should either deliver it to the Clerk’s office or deposit it in one of the City dropboxes (City Hall, Lakeview Arena, Municipal Service Center). Alternately, the voter can leave it with the Precinct Chair, who should immediately call the Clerk's office to retrieve the ballot.
 - **(NEW in 2024)** The voter can tabulate their absentee ballot in the precinct. If the voter wishes to put their AVB into the tabulator, direct them to complete an Application to Vote. Ask the voter to carefully expose their ballot number on the ballot stub. Verify ballot numbers against the information in the EPB. Once the ballot is verified, provide the voter with a secrecy sleeve and direct to a voting booth.
 - If the ballot number cannot be verified the voter must “surrender” the AVB
 - The voter also has the option to surrender their AVB and vote a new ballot in person

13. **Ballots may stick together.** This can happen, and we need to keep an eye on it. For every ballot that goes out, make sure you are only putting one ballot into a secrecy sleeve. Double check the next ballot number on the stack every time you issue a ballot.
14. Like usual, if you must open the ballot box for any reason, **two workers of different parties must be present.** If you don't have two parties available in your precinct, you can share workers with nearby precincts for specific things like this.
15. In addition to General Remarks in your E-Poll Book laptop, you can add voter-specific remarks. After locking a voter's record, there is a button titled "Voter Remarks" – only use this function when **adding remarks specific to a voter.** Also include your initials whenever you enter a remark, in the event the Receiving Board or Canvass Board has a question.
16. Affidavit of Voter Not in Possession of Picture Identification
 - a. If a voter receives a ballot but does not have ID, they must complete and sign the *Affidavit of Voter Not in Possession of Picture Identification*, which can be found on the reverse side of the *Application to Vote*. The affidavit must be **completed and signed by both the voter and an election inspector.**
 - b. Inspectors need to pay attention to the affidavits; **when one is completed, stick a flag on that application.** Also, if one is completed unnecessarily, the inspector should draw a line through it to help with our record-keeping.
 - c. Additionally, you have a form titled *Tally of Voters Without Photo ID*. **This is to be used any time a voter signs one of these affidavits.** We no longer need to track the individual; only account for the number of people. This sheet is used to keep a tally.
 - d. In the top right corner of the EPB there is a ticker button to count voters without IDs. This number will automatically be reported to the State.
17. **At the very least, you must obtain a signature for each and every voter.** Applications to vote have a signature line on them, as do the affidavits on the backs of those forms. We must ensure applications are filled out correctly before voters are issued a ballot.
18. If you have a voter who is in a wheelchair, or someone who prefers to sit to cast their ballot, please make sure to provide an area that is turned away from the public. **If a voter is seated, make sure someone walking by will not be able to look over their shoulder and see their ballot.**
19. **Make sure the phone assigned to your polling location is turned on** and everyone knows where it is if they need to use it.
20. Supply boxes have been stocked and supplied to make it easier for you to retrieve items. **Please check the folder inside your canvas tote and review all supply box contents.** Most of the

forms you will need during the day are in there. **Return the box in an organized manner.**

21. When packing up at the end of the night, **please take care with computers.** All cords should be disconnected and wound up.
22. The electronic Voter Assistance Terminals (VATs) have screens that **must be turned away from the public** and/or blocked in a way that the selections being made are secret. Remember to print off a test VAT ballot before polls open.
23. **NEW:** There is no longer a “Voter Card” for the VAT. You will instead use the “Poll Worker” card and input a passcode to start the process.
24. **Do not place any adhesives on the floor,** including tape. Use cord covers instead.
25. At the end of the night, **be sure you have cleared all ballots** from the ballot box. Even after you open the door to the write-in chamber, ballots can remain in there. Please check.
26. **NEW:** The blue and pink change of address/ cancellation form have been replaced with a single small blue form –“Election Day Change of Address Authorization to Transfer Voter Registration”
 - a. The voter will check a box: “I have moved within the same city or township, please update my record.” Or “I have moved to a new city or township within the last 60 days, please forward this form to a the new clerk.”
 - b. These forms will be placed in the “Local Clerk Envelope”
27. End-of-night reports are now being printed at the Receiving Board. When you arrive to the end-of-night staging area in the Baraga Gym, please be ready with your flash drive (with all reports saved on it) and with your Closing Envelopes numbered 1-3.

Phone Assignments:

Baraga Gym-Judy Provost / YMCA- JoAnn Olivier



ELECTION TIMELINE

~~Monday~~—~~Election Eve~~

Remember – we are no longer doing a Monday night pick up. Your supplies will be waiting for you at your precinct on Tuesday morning. Oaths will be given at the Chair training or immediately on Election Day. **Still be sure to go through your checklist in the morning to determine you have everything you need. This checklist is located in the outside pocket of your black transfer case.**

6 a.m.

- Arrive at Precinct.
- Ensure your precinct phone is turned on.
Start up the tabulator
- Administer Oaths and have all workers sign Poll Book.
- Utilize help of co-workers for any heavy lifting.
- Have workers sign time sheets.
- Start computer and log in – instructions in this book contain assistance and passwords – check contents page for page number.
- **Delegate** someone to go over Supplies & Equipment checklists by going through the supply box (give them the copy from your book if there is not a copy in the supply box). If there are missing supplies call the Clerk's office ASAP.
- Test the VAT by printing a ballot. See page 6:3/4

City Phones + Chargers

Gym	(Pct. 1 & 2)	██████████
YMCA	(Pct. 3 & 4)	██████████

7a.m.

- One person in each polling location must announce the opening of the polls to the public.
- Begin issuing ballots to voters.
- You will likely have voters immediately upon opening the polls. For an overview of processing voters, see those sections (check contents page for page number).

8 a.m.

- Your day should be well under way. Continue overseeing routine activities.
- Schedule breaks and lunches: Make use of the “Lunch and Dinner sign out sheet” in the front cover of your instruction books.
- Use the E-Poll Book's “Remarks” function to make note of unusual happenings throughout the day. If the remark is specific to a voter, you can lock that voter's record, and then select “Voter Remarks”.

EPB Problems?

A quick overview of the EPB computer setup, and the process for logging voters, can be found later in this book (check contents page for page number). If any computer issues arise, and you can't figure out what to do, contact the Clerk's Office immediately. If you need help looking up additional information for a specific voter, you must call the office.

8 p.m.

- Remember that anyone at the main door or in line at 8 p.m. is still able to vote!
- Review/begin the Evening Checklist in Section 7.
- **Delegate duties.** At this point, every worker should be helping to wrap up the precinct.
- Be sure all of your reports are saved to the flash drive.
 - Reports will be printed at the Receiving Board: Have in hand flash drive and Envelopes 1-3 (County Canvas Board, County Clerk, and Local Clerk)

Packing up at the end of the night

When election reports are complete and the results balance out, all workers must help pack up precincts and assist in bringing materials back to City Hall. Materials should be brought to the Baraga Gym, where everything will be processed and sorted, and where the Receiving Board will be waiting.

Envelopes remain unsealed as their contents will be reviewed by the Receiving Board.

Workers can be released once their assistance is no longer needed. Only Co-Chairs need to remain for the Receiving Board's review.

When arriving at City Hall at the end of the night, please use the lower parking lot entrance, near the police station (there is access from Baraga Avenue and from Fifth Street). **Bring the materials through the doors near the City Police Department**, through that hallway past the police and down the incline to the gym. The Spring Street access includes a steep set of stairs, which can be bad news for both workers and election equipment.

Morning Election Checklist

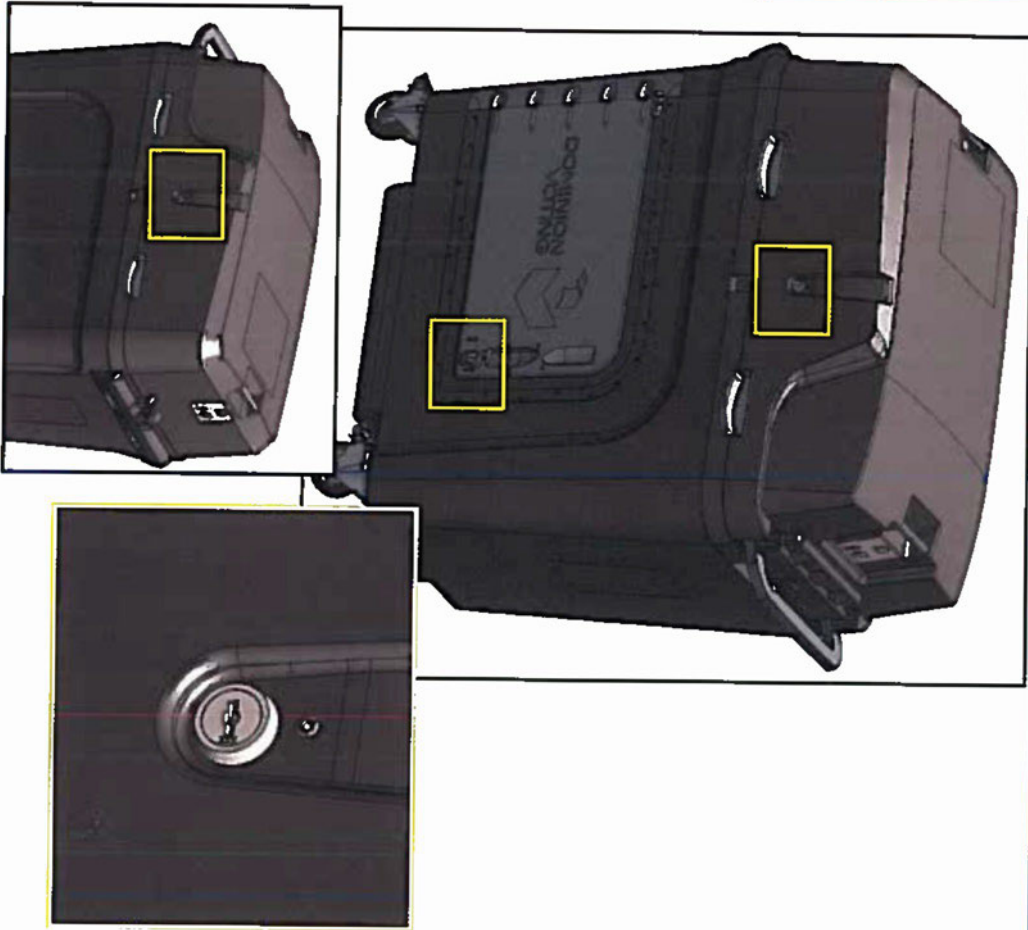
Refer to the Election Timeline for additional information. If you have any problems or questions, call the office, or call Kyle or Rachel directly.

- Arrive at your polling location no later than 6 a.m.
- Ensure the phone in your polling location is turned on
- Set up the tabulator and ballot box. Instructions are below – for reference visuals, see page 3:3/4:
 - Ballot box will be in place when you arrive, in an easily accessible area, but check your surroundings, as **everyone must be at least 10 feet from the tabulator** when a voter is running a ballot through.
 - There should be a blue tape line on the floor near the box, as well as a second line 10 feet away. Keep everyone behind the line when votes are being cast.
 - The ballot boxes are on locking wheels. Ensure all wheel locks are engaged.
 - Insert the tabulator into the slot on the ballot box, and plug the power cord on the box into the back of the machine. There are two holes on the back of the tabulator. The lower hole is where you plug the power cord in. The upper hole is a reset button – do not push this unless the Clerk's office directs you to do so.
 - Verify the serial number and the two seal numbers on the tabulator against the Clerk's Preparation Certificate found in your E-Poll book binder.
 - Unlock and **slide open** the side door of the ballot box, ensuring that all compartments are empty and that the ballot path is clear.
 - Slide the main door closed and lock it
 - Unwind the power cord and plug it into an outlet or extension cord
 - The cord should not be on the floor in an area where voters will be walking, unless it is covered by a cord protector
 - Insert the security key into the keypad and hold it firmly until it is accepted
 - Using the touchscreen, enter the password to unlock the device, and press ENTER
 - Your small blue zip pouch contains the yellow card with passwords
 - Correct the time if necessary:
 - These machines recognize military time, so there will be no a.m. or p.m. choice to make.
 - Select OPEN POLL
 - When asked if you would like to print a status report or zero report, select ZERO – the zero tape should begin printing
 - Compare the races, sections and candidate/proposal names listed on the Zero Tape against the official ballot
 - All totals must be zero
 - **Do not tear the zero tape off or remove it from the machine.**
 - All election inspectors present must sign the bottom of the tape on the blank lines. If there are not enough printed lines, create your own
 - Open the small door over the tape, pull the tape back through the slot, roll it up and tuck it into the compartment, closing the door. **Do not tear the tape off**
 - When asked if you would like to print more copies of the report, select NO
 - On the bottom of the screen, verify that the BALLOTS CAST total is at 0 – the count will increase by 1 with each ballot run through
- Review your list of workers to make sure everyone has arrived.
- Find your E-Poll Book binder and gather all workers
 - Swear in all election inspectors, using the oaths in the front of the binder

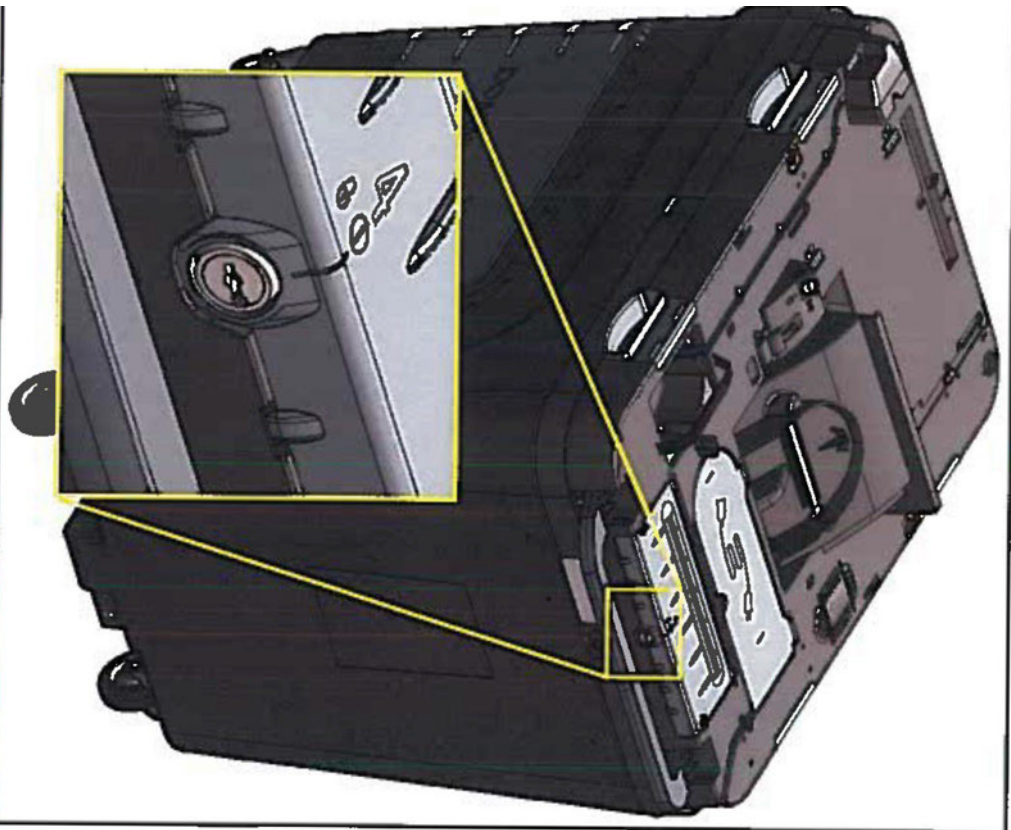
- Sign the poll book indicating that you administered the oaths
- Sign time sheets
- Ensure all workers have (and are wearing) their ID badge
- Survey the polling location, and check for:
 - Sufficient tables and chairs
 - Adequate lighting, heating and ventilation
 - Appropriate signs and materials: We have reduced the number of signs in precincts and replaced them with more uniform banners
 - Precinct number signs
 - “No Campaigning Within 100 Feet” signs outside
 - Trifold plastic “Vote” signs with individual precincts listed
 - An American Flag on display inside the polling location
 - The proper setup of voting booths, ensuring votes will be secret
 - Proper positioning of the Voter Assistance Terminal – facing away from the public and/or shielded by cardboard guards. Kyle will be coming through to ensure the VAT is functioning correctly.
 - Print a test ballot before the polls open by inserting a Poll Worker Card and creating ballot. Write "TEST" across the printed ballot and place in Local Clerk envelope.
- Call any workers on your list who have not shown up at this point (6:30 or so)
- Verify that all computers, etc. are plugged in and ready to go
- Arrange your work area to have the best flow for your workers and to make the process simple for voters
 - Voting booths should be separated from the public space by barriers
 - Tables, chairs and stanchions should form barriers so no voters entering or exiting are able to walk behind the workers’ tables
- Set up and turn on the E-Poll book computer. For an E-Poll book walk through, see Chapter 4.
- All inspectors must sign the “Election Inspectors Preparation Certificate” inside the front cover of the E-Poll Book binder. Read the statements and verify that each task has been done, making sure to check each related box
- **Open the polls promptly at 7 a.m.** by making the proper announcement opening the polls. Proper opening procedure is included in this book (check contents page for page number)

**No ballots are to be issued until the
polls officially open at 7 a.m.**

Ballot Box Key Lock Locations



DOMINION VOTING  IMAGECAST PRECINCT



Password found on yellow card

STARTING UP THE TABULATOR

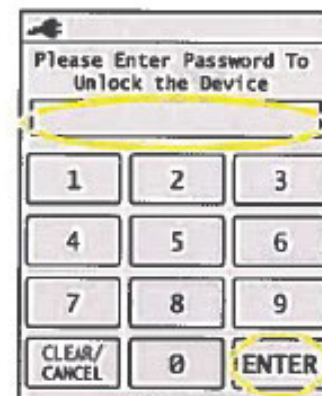
DOMINION VOTING 



1 Unwind the power cord and plug it into an AC power outlet



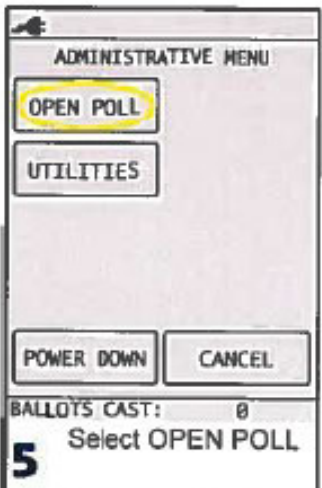
2 Insert the security key into the security keypad and hold it there firmly until it is accepted.



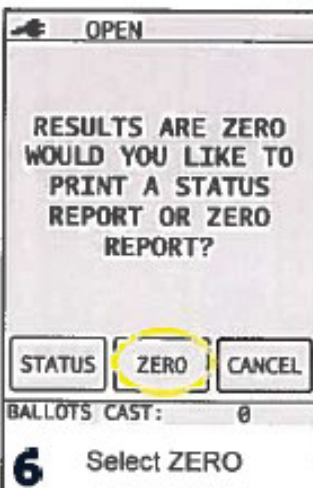
3 Enter the password, then press ENTER.



4 Correct the time if necessary. Refer to Modem guide to test the Modem, if needed



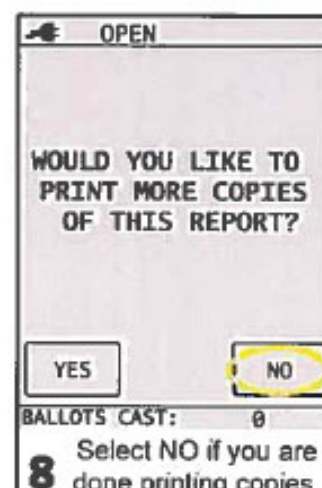
5 Select OPEN POLL



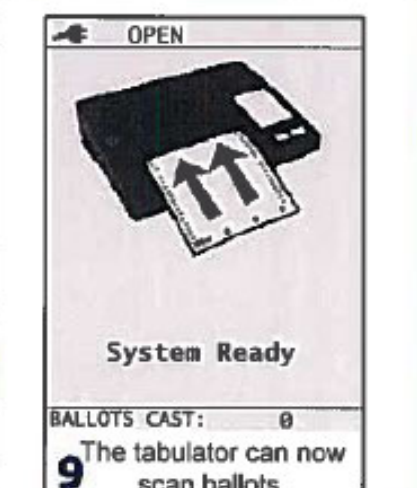
6 Select ZERO



7 The zero tape will begin printing



8 Select NO if you are done printing copies.



9 The tabulator can now scan ballots.

Electronic Poll Book

Refer to your Election Timeline for additional information. If you have any problems or questions, call the office, or call Kyle or Rachel.

Computer Setup:

- Plug in the computer and turn it on. The power button is above the keyboard, on the left.
- You will see a start-up screen
 - If prompted to select a login, click [REDACTED]
 - When asked for a password, enter: [REDACTED]
 - Click Enter
- On the desktop, you will see an icon for the "E-Poll Book"
 - Double-click the icon to start the EPB

EPB Login:

- You will immediately be prompted to enter an "Encryption Password"
 - Type in: [REDACTED]
- You will then be prompted to enter your username and password for the EPB, each election inspector has their own unique password.
 - **User Name** [REDACTED]
 - **Password** [REDACTED]
 - Example: Rachel Quayle is an election worker in precinct 3.
 - Username: [REDACTED]
 - Password: [REDACTED]
- Note: Passwords are **limited** to 16 characters
 - If an election worker's first and last name, plus precinct number are longer than 16 characters the last letters of their last name will be dropped to equal 16 characters including precinct number.
- If you are unable to login call the Clerk's office (906-225-8657), they have access to all usernames and passwords and will be able to assist with login information.

You are now in the E-Poll Book!

Starting and logging in to the EPB software

Once the encrypted flash drive has been plugged in and the PRECINCT (D:) is opened, the EPB software can be opened.

To login to the EPB software:

1. Double click on the Electronic Poll Book icon on the desktop
2. Refer to the previous page for the Encryption Password, User Name and Password for this election
3. Enter Encryption Password and click Enter
4. Enter User Name and User Password and click Enter

1

Electronic Poll Book

Login

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

Encryption Password: 2 ***** Enter

2 Please enter a username and password to login:

User Name: JOHNSMITH

User Password: 3 ***** Enter


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

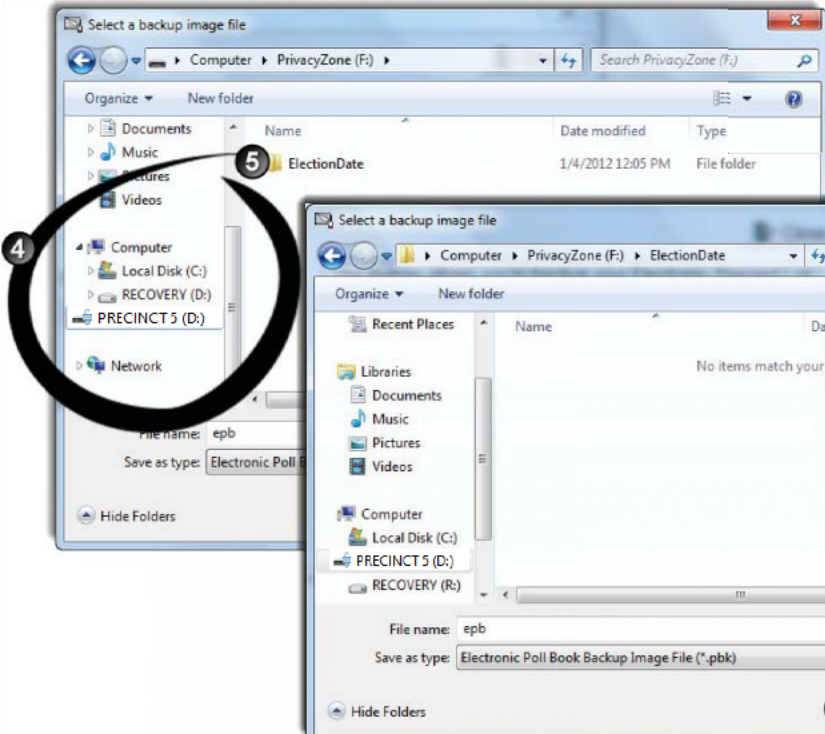
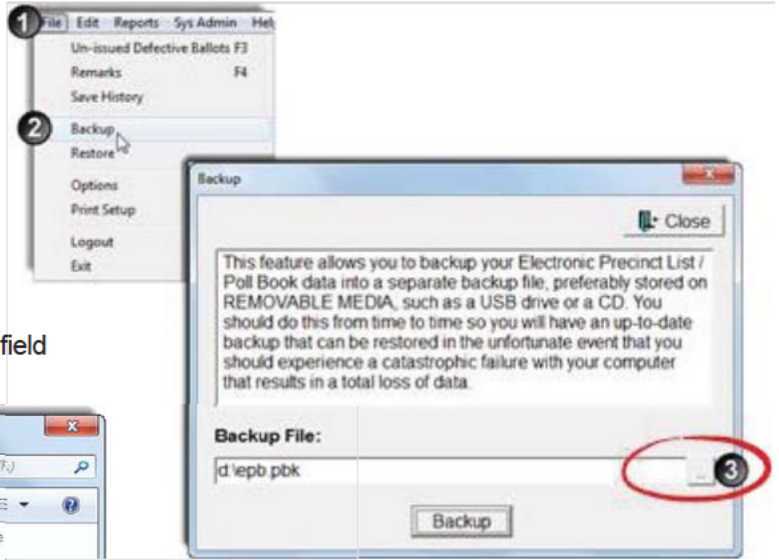
Shutdown

Perform the first EPB Backup

The encrypted flash drive must stay plugged into the laptop all day. Check occasionally throughout the day to ensure the flash drive remains **securely plugged in**. Throughout the day a **Backup** will be performed to save voters that have been processed. This ensures the data will not be lost if there is a hardware failure. Pay attention to your laptop's settings when performing the initial **Backup**.

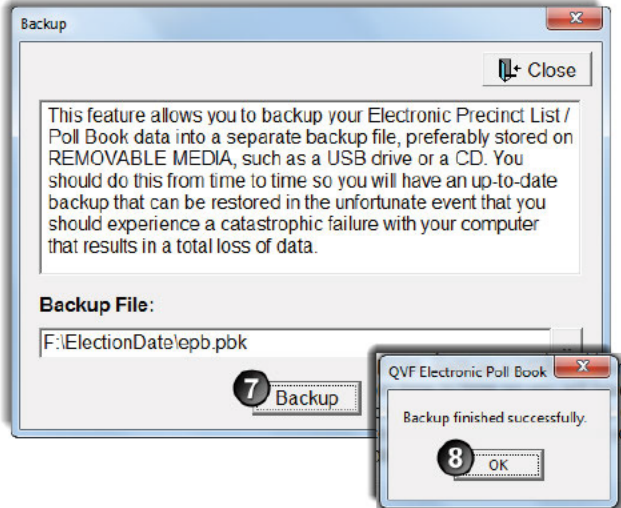
To Backup the EPB:

1. Click File
2. Click Backup
3. Click this button  at the end of the path field



4. Select the drive that says **PRECINCT (D:)** This is the drive that should be used to save files throughout the day and after the polls close. Future backups should remember the drive you select in this step.
5. This ElectionDate folder will not exist. You will save directly into the **PRECINCT (D:)**
6. Click Save

7. Click Backup
8. After a few seconds, the "Backup finished successfully" screen will pop up. Click OK.



Voter Registration Check

Refer to your Election Timeline for additional information. If you have any problems or questions, call the office, or call Kyle or Rachel directly.

Voter Changes

- Voters that need to change their address will now use a single **BLUE** form, regardless of whether they have moved within in the City or outside of it.
 - People **changing their address within the City** can vote one last time in that precinct.
 - People **moving outside of the City, who:**
 - Moved less than 60 days ago: complete the form and are able to vote one last time in their current precinct.
 - Moved more than 60 days ago: Must go to new clerk and register (Moved before September)
- Name changes** must be made at the Secretary of State's office **after** the election.

Registration Verification

For a list of acceptable identification, see the "Processing Voters" section - check contents page for page number.

- Upon the display of photo ID, check the photo and name appearing on the ID to verify the voter's identity. Confirm that the name appearing on the photo ID matches the name entered by the voter on the Application to Vote. The names do not have to match exactly, but must be similar enough to confidently verify the voter's identity.
- If the person is on your list and they have written the correct address and birth date on the voter application, initial the application, pass it down to whoever is working on the E-Poll Book laptop, and continue to the next voter.
- In some cases, voter profiles will be flagged in your computer. For more information on these notes, see the appropriate section in this book.
- If the person is not listed in your precinct:
 - Double check the spelling of their name, if typed in manually
 - Ask if they may be registered under another name
 - Use the "Other" tab in the E-Poll Book to see if they are registered elsewhere in the City
- If the person is not listed as a registered voter anywhere in the City call the Clerk's Office.
- If the person insists they are registered to vote, but has no proof of registration, **phone the Clerk's Office.**



MICHIGAN- DRIVER LICENSE
S 100 100 100 100
JUNE SAMPLE
MICHIGAN STATE ID
Lic Type D
Restrictions
DOB

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 identification before voting. A voter who is unable to show picture identification signs an affidavit asserting that he/she is not in possession of picture identification.
I certify that I am a United States citizen and a registered and 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
FOR INSPECTORS USE ONLY
Date of Election
Precinct No.
Ball Box
 Affidavit on reverse completed

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: June Sample
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.

Signature of Election Inspector

Federal ID Flags

If the voter is marked in the E-Poll Book laptop with a question mark (?), and there is a notation related to a federal ID requirement, read the following statement:

“Our records show you are subject to the federal ID requirement. This applies to anyone who registered to vote by mail and has NEVER voted in Michigan. To meet this requirement, you must show a copy of any current and valid photo ID or a copy of a paycheck, government check, utility bill, bank statement or government document which lists your name and address.”

If the voter meets the requirement, record the interaction, as well as the type of document produced, as a remark in the E-Poll Book laptop, and permit the individual to vote.

If necessary, the voter can leave the polling location and return with proper documentation.

If there are any issues, call Kyle or Rachel.

Processing Voters

If you have any problems or questions, call the office, or call Kyle or Rachel directly.

Once you log into the E-Poll, verify that you are in the correct precinct. You may then begin processing voters. Voters must first complete an application to vote.

Station 1 (Applications): *There is an example of an Application to Vote later in this document*

- Review the application to vote for proper completion
- Ask the voter for a current and valid photo ID – a driver’s license is the easiest and most common, but other acceptable forms include:
 - State-issued photo ID (any state)
 - Government-issued photo ID card
 - Concealed Weapon Permit
 - Employee ID
 - Passport
 - Student ID card with photo
 - Tribal ID
 - Credit or ATM card with photo
 - Military ID with photo

IMPORTANT

DO NOT TELL A VOTER THEY NEED AN ID TO VOTE

State law (Reference: MCL 168.523) reads that a voter must show a photo ID if they are currently in possession of one. If a voter does not have an acceptable photo ID on their person, they can still vote.

However, they **MUST** fill out and sign the “Affidavit of Voter Not in Possession of Picture Identification” (Found on the back of the Application to Vote).

Use the "Tally Voter Without ID Listing" to keep a tally of the number of individuals without ID. Additionally, increase the EPB counter by one, located in the top right corner of the EPB.

Once the voter’s profile has been pulled up in the EPB, you will also need to verify the individual’s identity, using address and date of birth information.

The **only reason** a person may be denied a ballot is if they tell you they have a photo ID in their possession, **and then refuse to show it**. This is extremely rare, but has happened.

Contact Kyle or Rachel if there is any issue in this regard.

Station 2 (E-Poll Book laptop):

- To pull up the voter's record, the precinct worker should scan the MI driver's license.
 - If the voter has no ID (see box on previous page) or if they have an ID other than a Michigan driver's license, the precinct worker uses the EPB search function to find that individual. Begin typing their last name to bring up a list of registered voters (typically, after you enter just the first three or four letters, the program will provide a short enough list of possible matches that you should be able to find the voter). Once you locate the person, verbally verify information from their record
 - Voters sometimes get their precincts wrong. If you can't initially find a voter in the EPB, click the tab labeled "Other" – this shows you all voters in the City that are **not in your precinct**, and the information will allow you to direct a voter to the correct precinct/polling location
 - If a person is not listed anywhere in the EPB, contact your chair, who may reach out to the Clerk's Office for assistance.
- Once you find the person in the computer, initial the Application to Vote and write in the **number of the next ballot** (be sure to clearly communicate with your coworkers at nearby stations) on the application. **Write the voter number** on the application, as well. Be sure you don't transpose the ballot number and voter number on the application.
- After scanning or otherwise locating the voter in the EPB, click "Lock This Voter Record"
- This should bring up a screen asking what action you would like to take. Select "Issue Regular Ballot"
- Confirm the voter's information once again and then enter the ballot number and voter number into the EPB. Click "OK"
 - The voter's name, voter number and ballot number should appear on the right-hand side of the screen, under "List of Voters"

For the Presidential Primary Election, the voter must make a party selection on their Application to Vote - Do not state this selection out loud

DOUBLE CHECK YOUR WORK

On the application to vote, be careful you don't transpose the voter number and ballot number, as the boxes are very similar.

It's important to note that many absentee ballots have already been mailed and returned by the time polls open on Election Day. Your first voter in the door will be Voter #1 but your first ballot out will **not** be Ballot #1.

Please – always double check your numbers.

- Hand the application to vote to the worker at Station 3

- If a voter invalidates a ballot by voting incorrectly or damaging the ballot in some way, you can spoil the ballot and issue a new one. **Any voter with a spoiled ballot should move to the front of the line.** To spoil a ballot:
 - Pull up the voter record again, by either searching for the name, or scanning an ID. **You cannot access their record using the List of Voters**
 - Lock the voter record
 - Click “Spoil a Ballot”
 - You will then be prompted to enter information for a replacement ballot – use the next available ballot. The List of Voters will indicate the spoiled ballot
 - At this point, you must also go back to that voter’s physical application to vote and change the ballot number there. Using a single line, strike out the original ballot number and write the new one. Be sure the original number remains visible

REMARKS

You can add remarks in the E-Poll Book Computer. The person at Station 2 is also responsible for making remarks, when necessary.

Throughout the day, as you verify with the worker at Station 4 that the number of ballots issued matches the number reflected on the tabulator, make a remark using the General Remarks button in the bottom right of the screen. Also, include your initials whenever you enter a Remark.

If something unusual occurs, add a remark in the Poll Book Computer.

Station 3 (Ballots):

- Always communicate with the person on the EPB laptop. For every voter, make sure the ballot in your hand matches the number being recorded in the computer
- As you pick a ballot up, **check the next number**. The ballots have been known to stick together, and we need to be sure we’re only handing one ballot to each voter
- Place the appropriate ballot in a secrecy sleeve
- Verify, again, that your number matches with the numbers recorded at Station 2
- Hand the ballot to the voter and instruct them to proceed to an open voting booth
- NEW:** The completed Application to Vote will be placed in the secrecy sleeve and travel with the voter to the tabulation station

Station 4 (Tabulator/Voting Booths):

- As voters receive ballots, the worker at this station should be directing them to open voting booths
- At the same time, as voters complete ballots, this person should be meeting them as they exit the voting booth, and explaining the ballot scanning process; Remind voters they don’t need to press “Cast” in order to vote.

- Take the Application to Vote and compare the ballot number written on the application to the ballot number on the ballot stub. Place the Application to Vote on the spindle
- Remove the numbered stub – sticking out of the secrecy sleeve – from the ballot and direct the voter to the tabulator. Be sure to tell each voter that they can insert their ballot into the tabulator; they do not need to press the Cast button prior to inserting a ballot
- While a voter is at the tabulator voting, everyone else should be at least 10 feet away from the tabulator, but the worker should keep an eye on the voter and the tabulator. If the two buttons on the machine light up, that means there is an issue with the ballot: Either the vote is invalid for some reason, or there was a misread or a jam at the tabulator.
- If there is an issue at the tabulator, ask the voter what the screen says and help them through the process. If you need to approach the tabulator, ask the voter to cover the entry slot with their secrecy sleeve – **You must protect the secrecy of the ballot at all times.** Keep an extra secrecy sleeve on the back of the ballot box, in case you need to cover the voter's ballot.
- This worker should also be checking periodically with Station 2 and 3 to ensure that the number of ballots counted by the tabulator matches with the number of ballots issued

APPLICATION - FRONT

Application to Vote - Poll List

Picture identification requirement: All Michigan voters must show a Michigan driver's license, a Michigan personal identification card or some other acceptable form of picture identification before voting. A voter who is unable to show picture identification can vote after signing an affidavit attesting that he/she is not in possession of picture identification.

Date of Election _____ Precinct _____

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. <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">SIGN HERE</div> <div style="margin-right: 5px;">✎</div> <div style="border-bottom: 1px solid black; flex-grow: 1;"></div> <div style="margin-left: 5px;">X</div> </div> <p style="text-align: center; margin-top: 5px;">SIGNATURE OF VOTER</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">ELECTION INSPECTOR COMPLETED</td></tr> <tr><td><input type="checkbox"/> AFFIDAVIT ON REVERSE COMPLETED</td></tr> <tr><td>ELEC. INSP. INITIAL</td></tr> <tr><td>BALLOT STYLE</td></tr> <tr><td>BALLOT NO.</td></tr> <tr><td>VOTER NO.</td></tr> </table>	ELECTION INSPECTOR COMPLETED	<input type="checkbox"/> AFFIDAVIT ON REVERSE COMPLETED	ELEC. INSP. INITIAL	BALLOT STYLE	BALLOT NO.	VOTER NO.
ELECTION INSPECTOR COMPLETED							
<input type="checkbox"/> AFFIDAVIT ON REVERSE COMPLETED							
ELEC. INSP. INITIAL							
BALLOT STYLE							
BALLOT NO.							
VOTER NO.							

CBS FORM # 1444

APPLICATION - BACK

AFFIDAVIT OF VOTER NOT IN POSSESSION OF PICTURE IDENTIFICATION

_____, (Print Name) 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 that the statements made above are true.

SIGNATURE OF VOTER: X _____

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

To be completed by Election Inspector

Sworn and subscribed to before me this _____ day of _____, _____.
 I certify that the elector named above has completed the above affidavit in my presence.

X _____
 Signature of Election Inspector

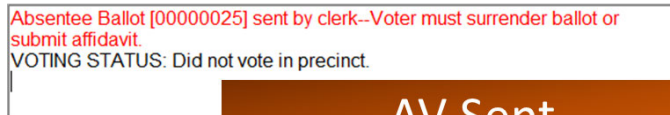
IMPORTANT CHANGES: READ CAREFULLY!

Absentee Voters at the Polls – Now have the option to tabulate their absentee ballot in the polls

With the increase in absentee voters this election, there is a strong possibility that a voter who has been issued an absentee voter (AV) ballot will appear at the polls on election day.

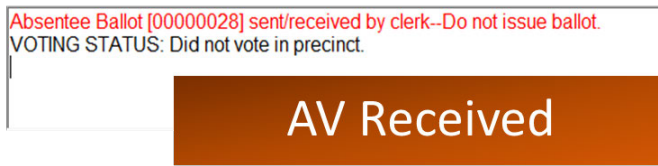
There are two possible “status flags” that may appear in the Electronic Poll Book (EPB) that are associated with a voter already being issued an AV ballot:

The first possibility is the “**AV Sent**” flag:



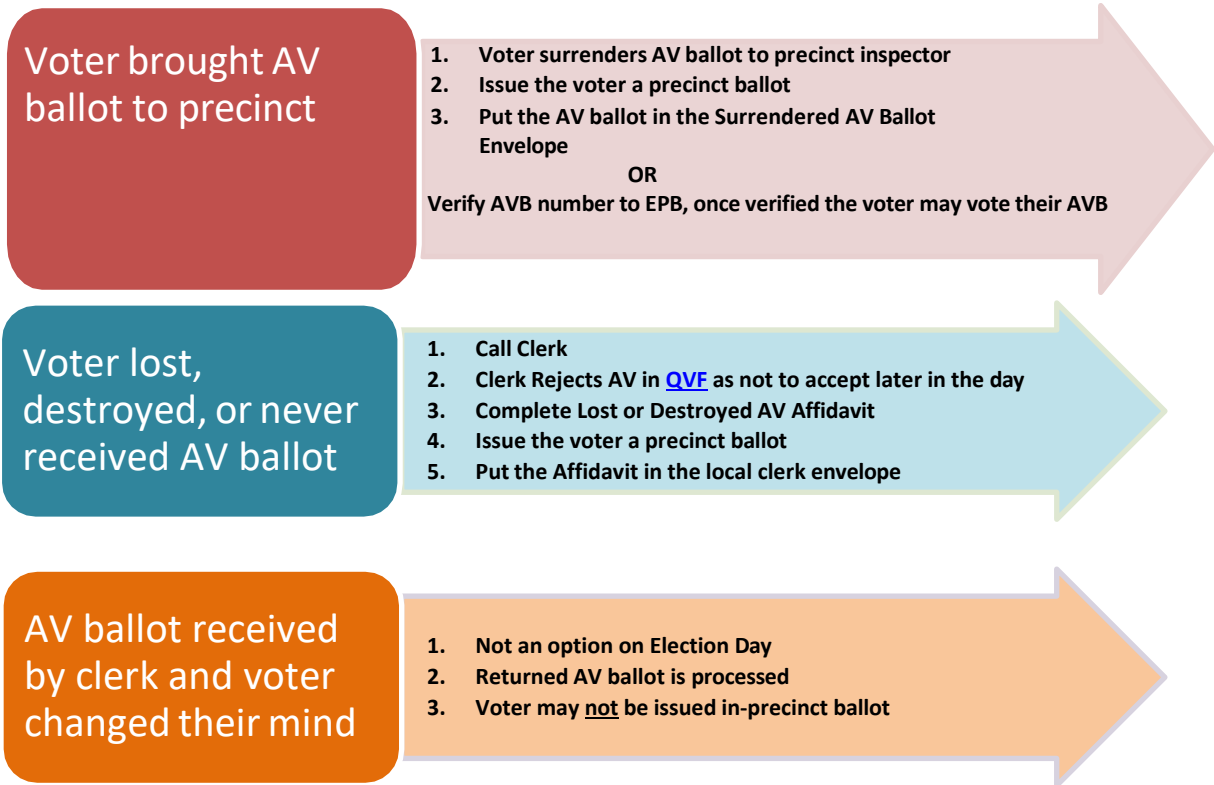
- This flag indicates that the voter has been sent an AV ballot, but has **NOT** returned it yet – thus making them still eligible for an in-precinct ballot.
- Let the voter know that they had been issued a ballot by the clerk and ask the voter if they have their absentee ballot with them.
 - If the voter does not possess their absent voter ballot direct the voter to sign *Affidavit of Lost or Destroyed AV Ballot*. Before issuing them a new ballot, you must call the Clerk’s office to confirm their absent voter ballot has not yet been returned.
 - If the voter possesses their absent voter ballot they have two options:
 - 1. Vote their absent voter ballot in-person
 - 2. Surrender their absent voter ballot and be issued an in-person ballot
- 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. Verify ballot number against EPB. Once ballot is verified, provide the voter with secrecy sleeve and direct to voting booth and onto a tabulator.
- 2. If the voter does not wish to tabulate their AV ballot or the ballot number cannot be verified, instruct the voter to surrender their absentee ballot. Write “surrender” on the envelope. Store in local clerk envelope- do not process. You then may proceed to issue the voter a regular precinct ballot.

The second type of flag that may appear is the “**AV Received**” flag:



- This flag indicates that the voter was sent an AV ballot **and subsequently returned it**. Therefore, the voter has already cast a ballot for this election, and they are ineligible for an in-precinct ballot.
- If there is doubt from the voter, contact the local clerk and have them confirm the information within the QVF – the voter may have sent the AV ballot a number of days ago and has simply forgotten.
- If the voter insists that have not returned an AV ballot, have them contact the clerk.

Please reference the chart below as a quick guide on how to best assist these voters:



AFFIDAVIT OF ABSENT VOTER

I, _____ affirm that I am a resident
(Full Name)

of _____, Michigan, and I reside
(City or Township,)

at _____
(Street Address)

I further affirm that I submitted an application for an absent voter ballot for this election to the

(City or Township) Clerk.

And that:

- I did not receive the absent voter ballot that I applied for
- I lost or destroyed the absent voter ballot I received.

I desire to vote in person.

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

Signature of Elector: X _____

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 in my presence and is eligible to vote.

X _____
Signature of Election Inspector

Note to Inspector: This form does not have to be completed if the voter turns in his/her absent voter ballot and votes in person. You **MUST** call the clerk's office prior to permitting the elector to vote to make sure the absent voter ballot has not been returned to the clerk's office and to let the clerk know the voter will be voting in person at the polling location.

Return this form in Local Clerk Envelope

ELECTION DAY – PROCESSING VOTERS

Overview

The EPB main screen is divided into three sections. Take a moment to become familiar with the various parts of the screen. **Make sure the top line lists the correct election and precinct number.**

The screenshot shows the QVF Electronic Pollbook interface for the 2/28/2012 - PRESIDENTIAL PRIMARY - PAW PAW TOWNSHIP, Precinct: 00001. The interface is divided into three main sections:

- a Voter Search:** Includes a search bar with 'MCQ' entered, tabs for 'This Precinct', 'Other', and 'Unlisted', and a list of 18 voters with columns for Voter Name and DOB. The first voter, 'Mcqvf, Alexander Jon', is selected.
- b Voter Details:** Displays registration information for 'MCQVF, ALEXANDER JON' (DOB: 12/11/1928), address (313 PINE ST, PAW PAW MI 49079), gender (M), and polling location (PAW PAW TOWNSHIP HAL, 114 N. GREMPS ST, PAW PAW MI 49079). It also shows 'Reg. Date: 7/29/2010' and 'Eff. Reg. Date: 8/28/2010'. A prominent 'Lock this voter record' button is visible, along with a warning: '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.' A 'General Remarks' field contains the text: 'Must show ID before voting (Federal Requirement). VOTING STATUS: Did not vote in precinct.'
- c List of Voters:** A table with columns for '#', 'Assigned To', and 'Ballot'. The table is currently empty.

a – Voter Search - The Voter Search section of the screen is the precinct list. All voters in your precinct will be listed under **This Precinct** tab. In addition, access to the lists of other precincts in the jurisdiction can be found listed in the **Other** tab. In certain situations, the **Unlisted** tab is available to add voters not found in either list.

b – Voter Details – The Voter Details section of the screen shows the voter’s registration information at the top. The middle of the screen is the action box. Ballots will be assigned and recorded in that section. The bottom of the screen displays voting status flags. This portion of the screen is important to verify before issuing a voter a ballot.

c – List of Voters – The List of Voters section records the voter’s name and what ballot number was assigned to them in a running list. This section is for reference; use it throughout the day to balance with the tabulator.

The EPB software contains the voter list for the precinct, records the ballots issued and creates the List of Voters for the permanent record of the precinct. With a few clicks, a voter may be verified and assigned a ballot.

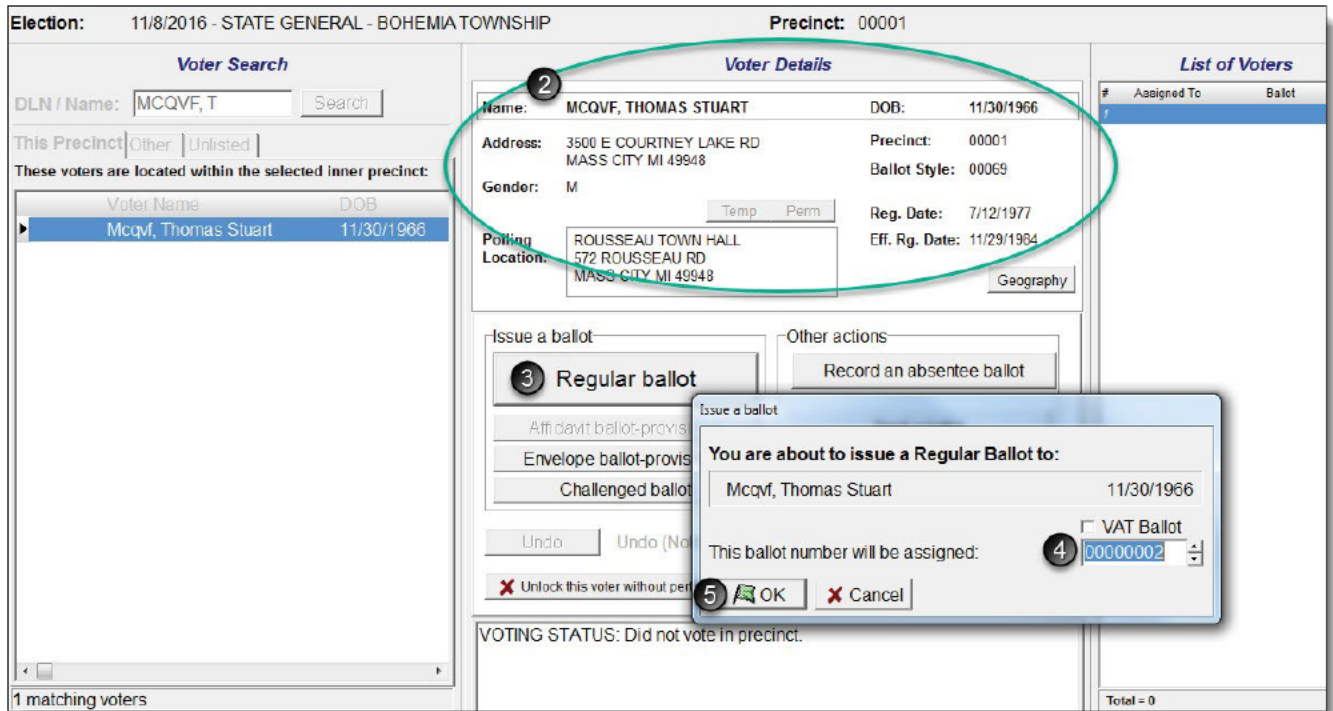
Assigning a Ballot

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 in the EPB software. Once those steps have been taken, process the voter in the EPB by following these steps:

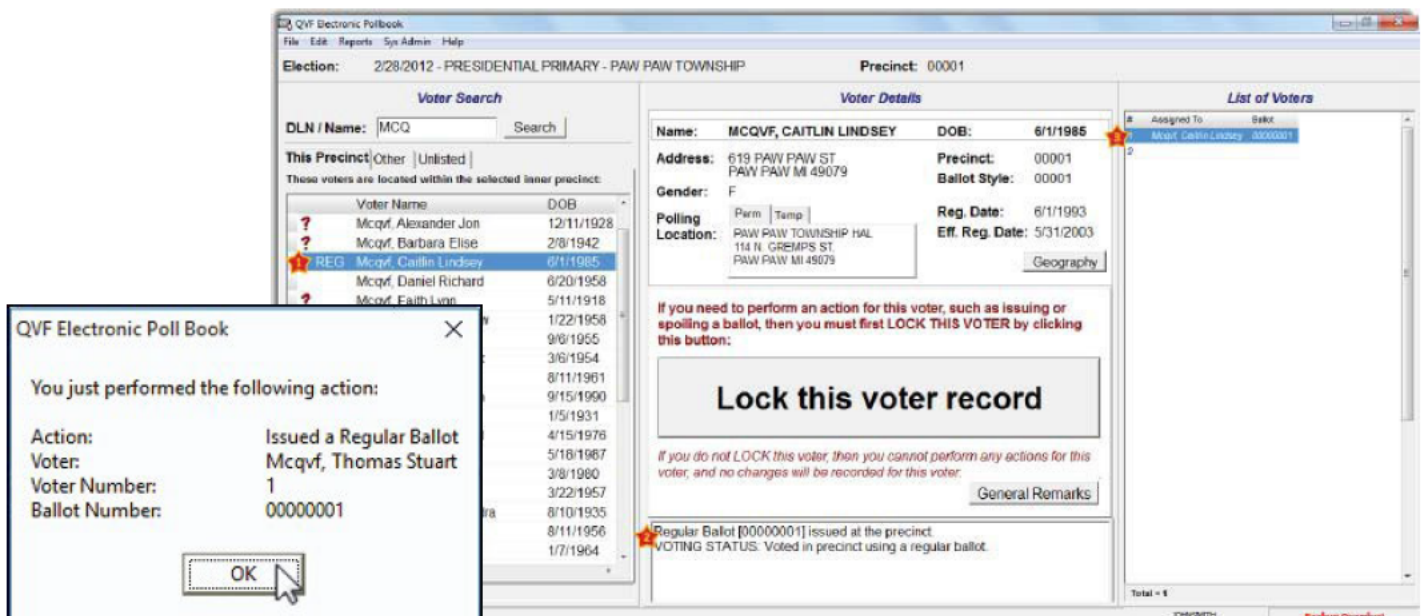
1. Swipe the voter's driver's license through the magnetic card reader or type the voter's name into the DLN/ Name field, entering the last name first. If typing, select the correct voter and then you must click on "Lock this voter record," otherwise skip to Step 2.

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.
5. Click OK – the voter's name will now be added to the List of Voters



Verify the ballot was issued – The main screen will return after the ballot is assigned. There are three places (shown below) to verify the ballot was processed in the EPB software. Be sure to complete the Election Inspector Completes portion of the *Application to Vote* and provide the voter a ballot in a secrecy sleeve. These duties may be divided amongst election inspectors. The voter will then go to a voting booth to vote their ballot and return the ballot to the tabulator.



VOTERS WITH STATUS FLAGS

Some voters will have status flags that need to be addressed prior to issuing a ballot. Generally, something happened in the registration process that needs follow-up. For example, a signature was not obtained, the voter missed checking an answer to the citizenship question, an absentee ballot was issued, information was obtained that the voter may have moved, etc.

A voter has a status flag if he or she has a red question mark next to his or her name. When a red question mark is found, look to the Voter Status window at the bottom of the Voter Details screen to determine the issue.

This Precinct Other Unlisted		
These voters are located within the selected inner precinct:		
	Voter Name	DOB
?	Mcqvf, Alexander Jon	12/11/1928
?	Mcqvf, Barbara Elise	2/8/1942
	Mcqvf, Caitlin Lindsey	6/1/1985
	Mcqvf, Daniel Richard	6/20/1958
?	Mcqvf, Faith Lynn	5/11/1918
	Mcqvf, George Andrew	1/22/1958
?	Mcqvf, Harry Ray	9/6/1955
	Mcqvf, Jonathan Clark	3/6/1954
?	Mcqvf, Justin Andrew	8/11/1961
	Mcqvf, Kathryn Lauren	9/15/1990
	Mcqvf, Martha Carol	1/5/1931
	Mcqvf, Matthew David	4/15/1976
?	Mcqvf, Paul Robert	5/18/1987
	Mcqvf, Philip Carter	3/8/1980
	Mcqvf, Ray Ellen	3/22/1957
	Mcqvf, Rebecca Sandra	8/10/1935
?	Mcqvf, Richard Trent	8/11/1956
	Mcqvf, Shannon Ann	1/7/1964

Absentee Ballot sent by clerk –

This voter was sent an absentee ballot. Do not issue them a ballot yet. Call the Clerk's office to see if the ballot has been returned or contact Kyle or Rachel to discuss next steps.

Absentee Ballot [0000025] sent by clerk--Voter must surrender ballot or submit affidavit.
VOTING STATUS: Did not vote in precinct.

Absentee Ballot [0000028] sent/received by clerk--Do not issue ballot.
VOTING STATUS: Did not vote in precinct.

Absentee Ballot sent/received by clerk –

This voter was sent an absentee ballot and returned it to the Clerk. **DO NOT** issue this voter a ballot as they have already voted.

Voter's status is CH – Age, Citizenship or Residency

This voter has been formally challenged and must complete the challenge process before being issued a challenged ballot. Seek assistance from the precinct chairperson or clerk to complete this process.

Voter's Status is CHALLENGED: AGE
VOTING STATUS: Did not vote in precinct.

Voter's Status is CHALLENGED: CITIZENSHIP
VOTING STATUS: Did not vote in precinct.

Voter's Status is CHALLENGED: RESIDENCY
VOTING STATUS: Did not vote in precinct.

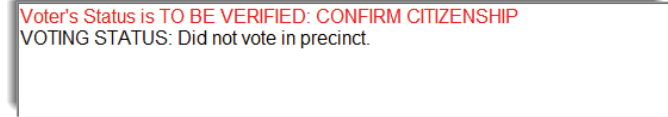
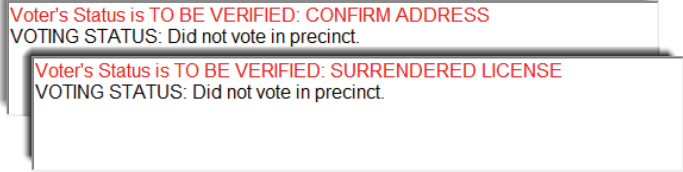
Must show ID before voting (Federal Requirement).
VOTING STATUS: Did not vote in precinct.

Must show ID before voting (Federal Requirement) -

This voter must show photo ID or a paycheck, government check, utility bill, bank statement, or a government document which lists his or her name and address (if no photo ID but provides one of the documents listed above, must sign the Affidavit of Voter Not in Possession of Photo ID as well) prior to being issued a ballot.

Voter's Status is V: Confirm Address or Surrendered License

This voter must confirm the address listed in the EPB. If the voter does not confirm the address, the procedure for voters that have moved must be taken.



Voter's Status is V: Confirm Citizenship

This voter must complete a voter registration card and mark yes on the citizenship box. If the voter marks no, DO NOT issue a ballot.

Voter's Status is V: Sign Registration Card

This voter must provide a signature prior to being issued a ballot. Have them sign a registration card, which are located in your supply box.



PROCESSING A SPOILED BALLOT

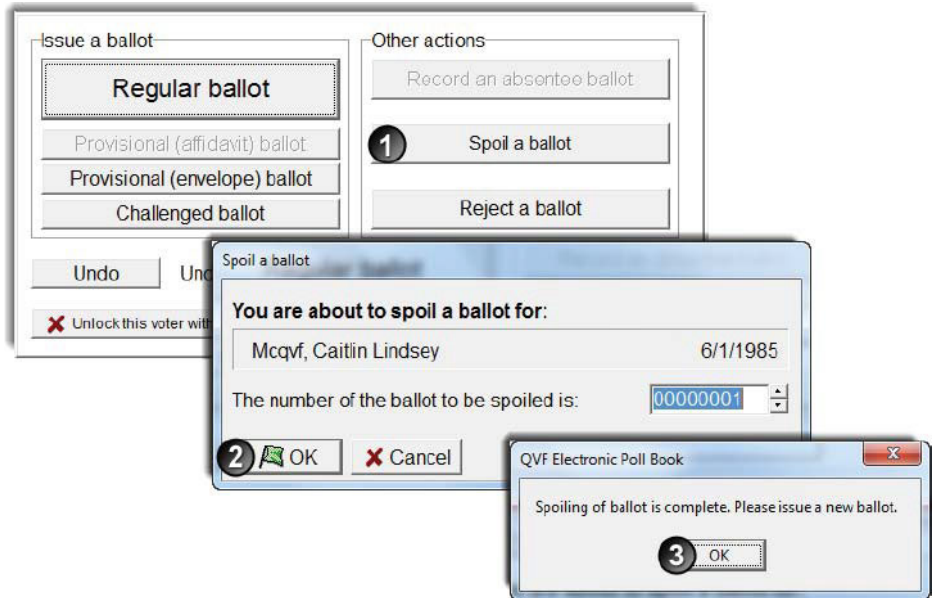
A voter may request a new ballot if needed and a new ballot must be issued, no matter how many times the voter requests a new one. The voter should write "SPOILED" at the top of their ballot, remove the ballot stub, and place in the Spoiled Ballot Envelope. The *Application to Vote* should be changed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

To spoil a ballot:

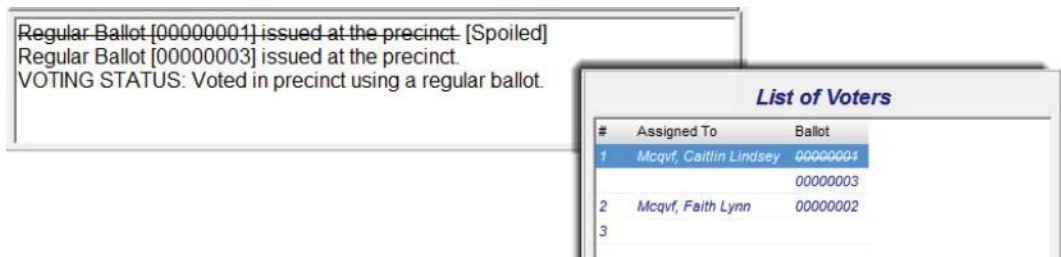
Pull the voter's record up in the EPB software by typing the voter's name into the DLN/Name field, entering the last name first, select the voter's name, click Lock this Voter Record and:

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.

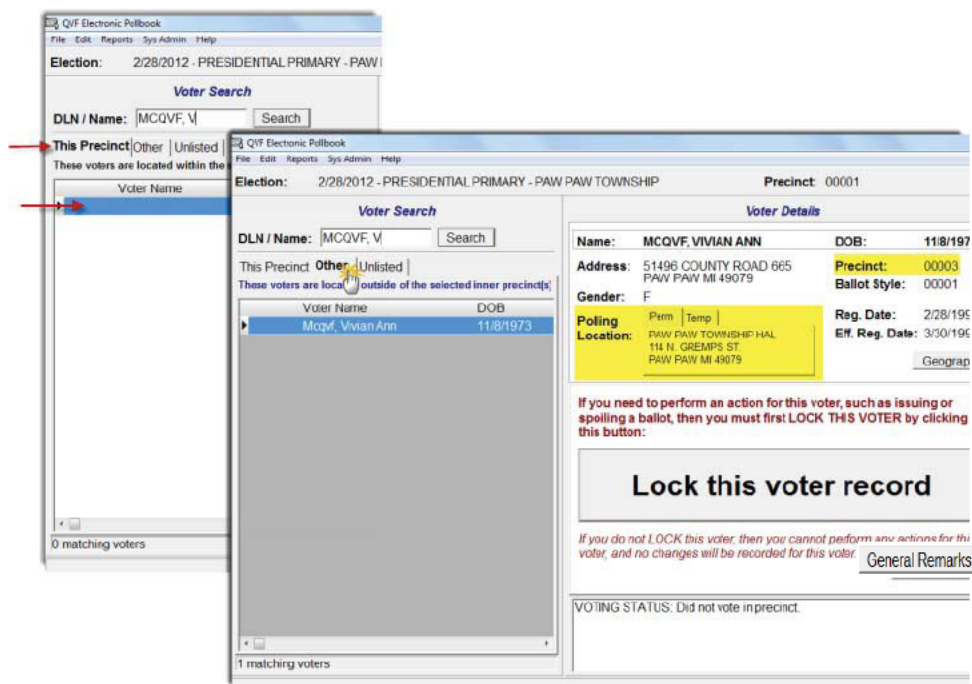


MISSING VOTERS

OTHER TAB

The EPB software gives election inspectors the ability to look up voters throughout the City, 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 City, 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.

If a voter is not found under the **This Precinct** tab or the **Other** tab, the citizen is not registered to vote in the Qualified Voter File (QVF) for the City. The chairperson, with the assistance of the Clerk, should determine whether the citizen is eligible to vote. The voter will need to go to the Clerk's Office to register to vote. If the voter chooses to vote at the polls the Clerk's office will issue the voter a **registration receipt**. You will use the receipt to add the voter to your precinct under the **Unlisted** tab.



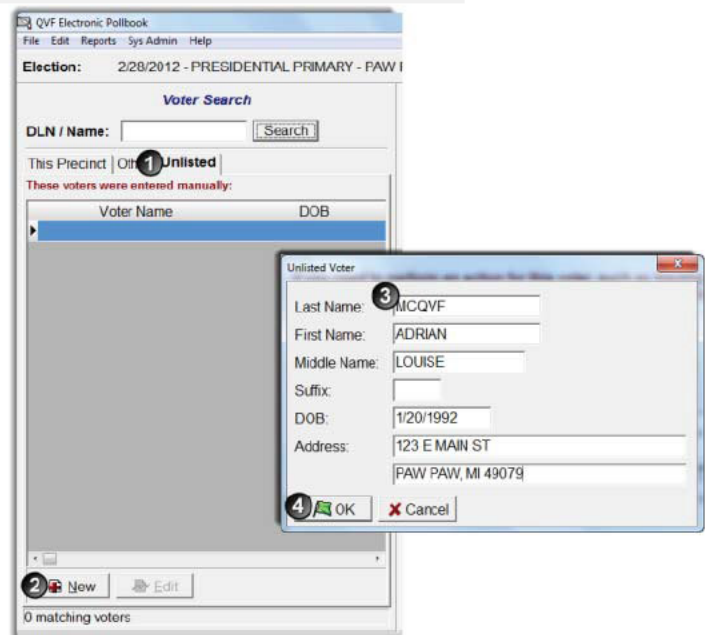
UNLISTED

When a voter arrives to your precinct with a registration receipt you will need to add them as a voter in your precinct. Using the receipt type the voter information exactly how it is written.

To add a voter to the list:

1. Click the Unlisted tab
2. Click New
3. Enter the voter's information
4. Click OK

After the voter is added, a ballot number must be assigned. Occasionally, a **Regular** or **Challenged** ballot may be issued.



OTHER VOTER TYPES

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. Contact Kyle or Rachel for anything related to challengers or challenged ballots.

RECORDING ABSENTEE BALLOTS

You will not have to record absentee ballots.

Beginning with the 2018 August Primary Election, the City is implementing an Absent Voter Counting Board. This means that no absentee ballots will be processed or handled in the Precinct on Election Day.

If a voter attempts to return an absentee ballot to the Precinct on Election Day, contact Kyle or Rachel.

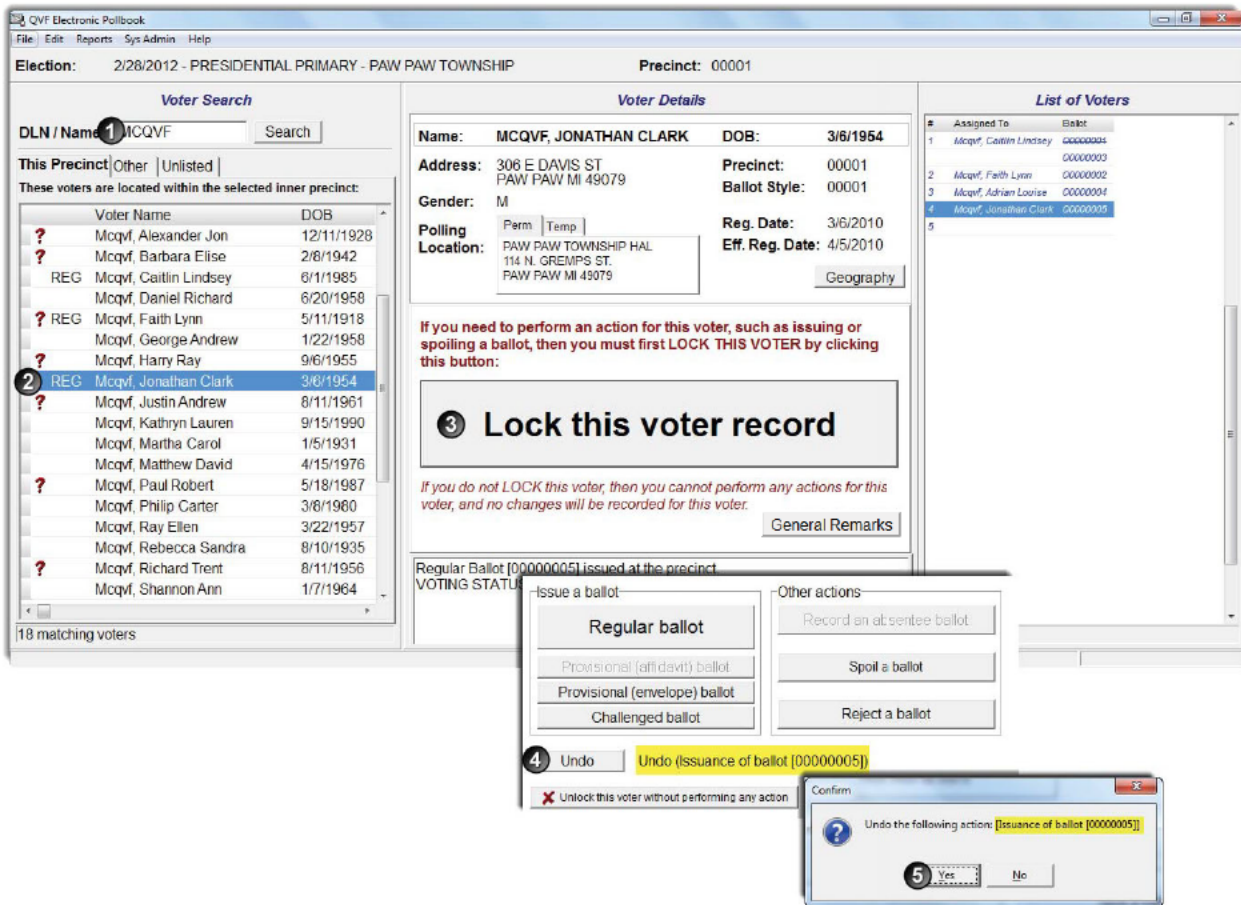
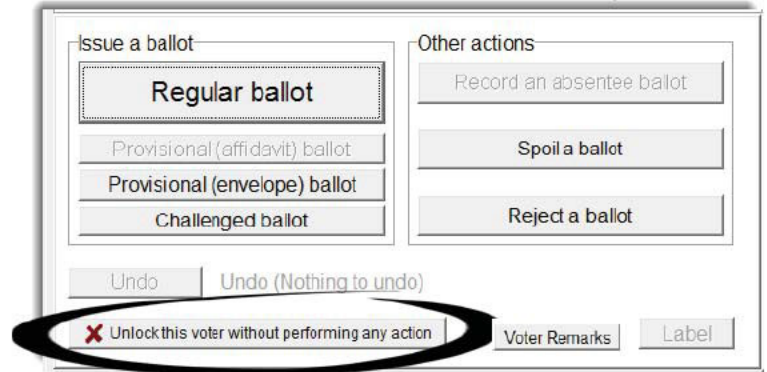
CORRECTING MISTAKES

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



Notice the action you are undoing is in brackets next to the Undo button and in the confirmation box. Use the *Application(s) to Vote* to ensure you are making the correction properly. **The Undo function should not be used to attempt to fix major mistakes.** If several ballots have been issued out of sequence, correct this type of error with a remark and by ensuring the next voter is correct from that point forward.

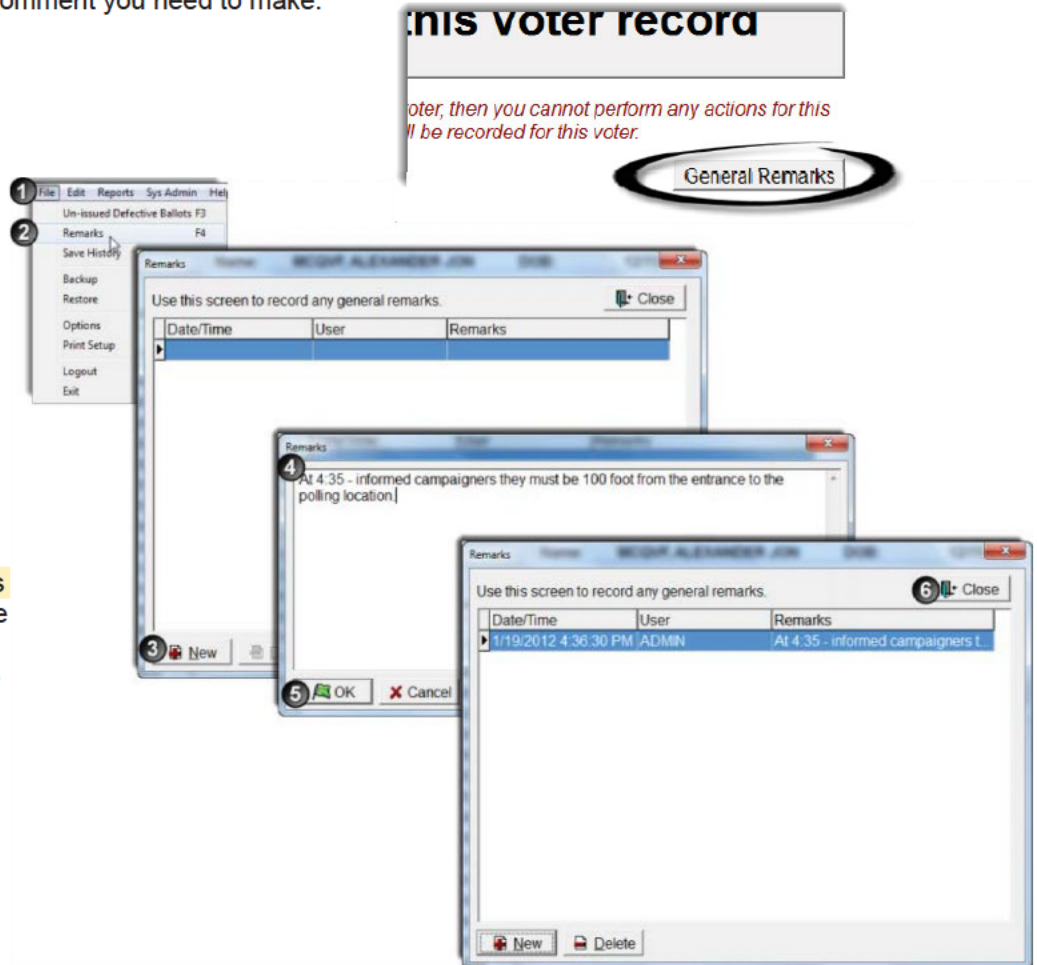
Important note: The **Undo** feature is **NOT** for spoiling ballots (see Spoiled Ballots on page 22). If you have questions as to when the **Undo** function is appropriate to use, call Kyle or Rachel.

REMARKS

Any time a correction is made, a remark should be entered. In addition, remarks should be made throughout the day to document events that happened in the polling place that are significant. Providing this information aids the Clerk in understanding what took place throughout the day. There are two types of remarks. Be sure to use the correct type based on the comment you need to make.

To enter a General Remark:

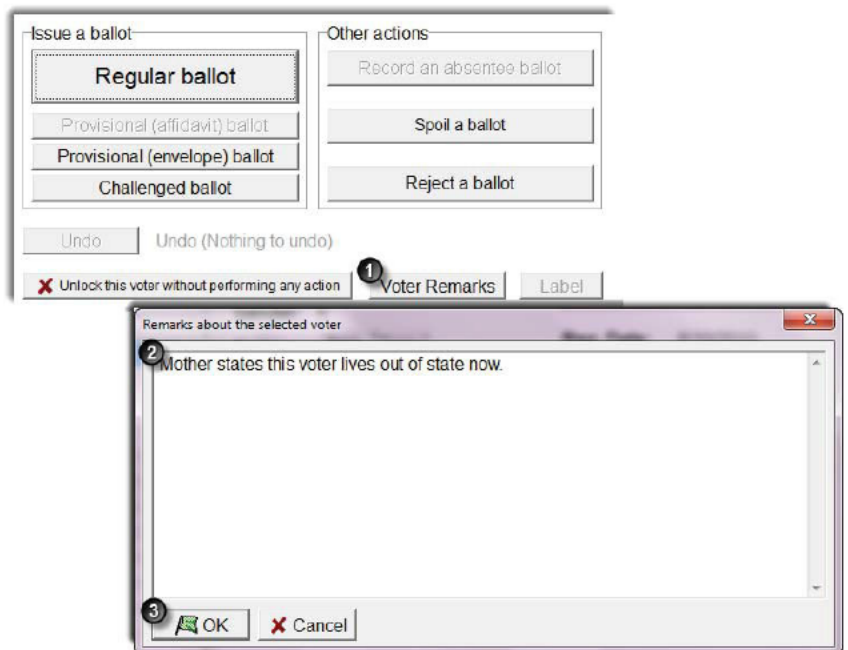
1. Click File (or the *General Remarks* button and skip to step 3)
2. Click Remarks
3. Click New
4. Enter Remark, the EPB automatically records the date and time of the entry, however, adding the time is recommended, as notes are often taken in a notebook and then added to the EPB at a later time.
5. Initial your remark.
6. Click OK
7. Click Close



To tie a Remark to a specific voter:

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, click Lock this Voter Record and:

1. Click Voter Remarks
2. Enter Remark, the EPB automatically records the date and time of the entry, however, adding the time is recommended, as notes are often taken in a notebook and then added to the EPB at a later time event took place.
3. Initial your remark
4. Click OK



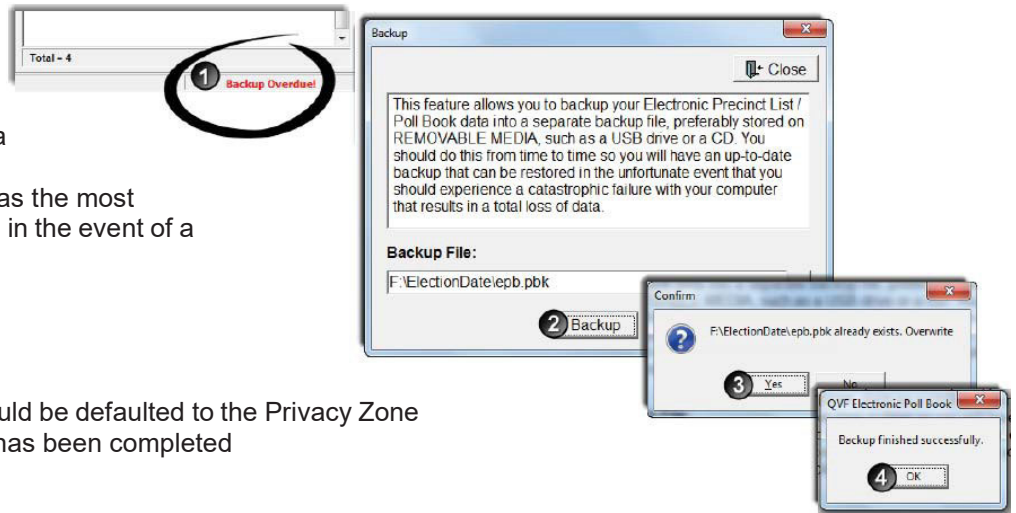
BACKUP THROUGHOUT THE DAY

Approximately every half hour, the EPB software will notify the user that a backup is overdue. It is important to take a moment after processing a voter to update the backup.

This will ensure the flash drive has the most recent data entered into the EPB in the event of a hardware failure.

To Backup:

1. Click Backup Overdue
2. Click Backup – the drive should be defaulted to the Privacy Zone folder once the first backup has been completed
3. Click Yes
4. Click OK

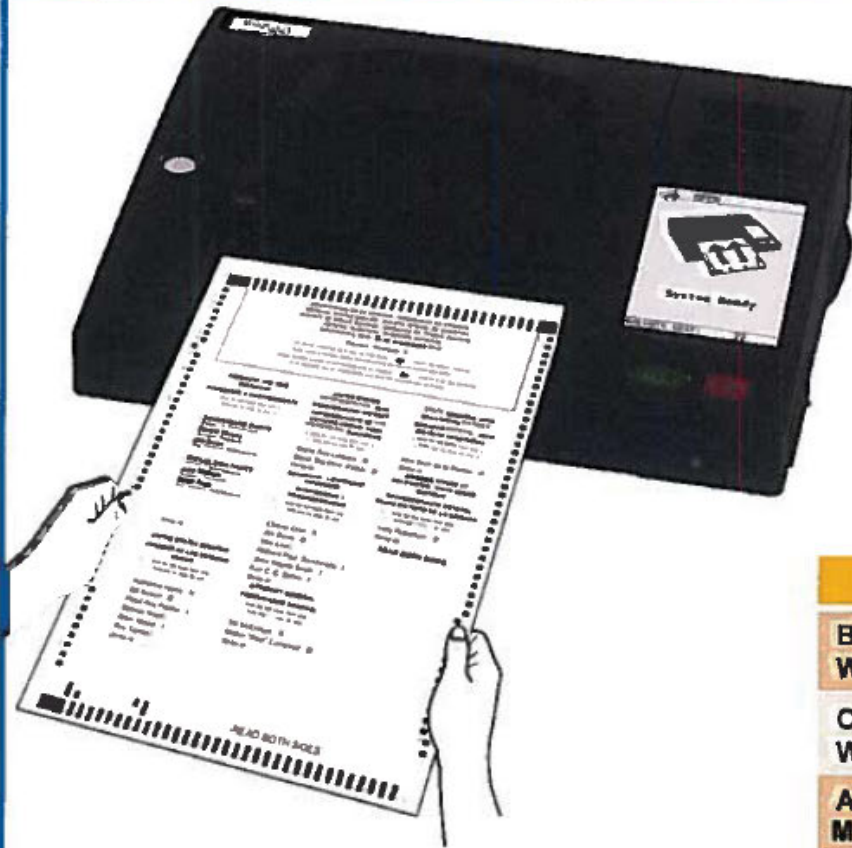


TIMEOUT

For security reasons, the EPB software will logout a user after thirty minutes of inactivity. This can be avoided by moving the mouse and/or clicking into the DLN/Name field if there are long periods of inactivity. If the EPB software logs out the user, simply reenter the User Name and User Password (see Page 10) and click Enter.



SCANNING A BALLOT



Feed your ballot into the tabulator.

When a valid ballot is scanned, the screen will display the messages "Casting Ballot" and "Ballot Successfully Cast".

Once the ballot is in the ballot box, the "System Ready" screen will reappear and the "BALLOTS CAST" counter at the bottom of the screen will have increased by one.

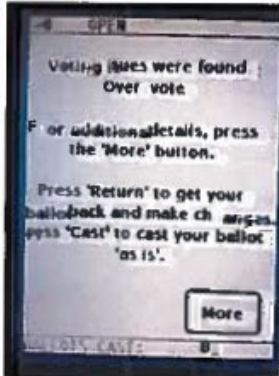


Tabulator Warning Messages

Blank Ballot Warning	The tabulator does not detect any voter selections on the scanned ballot. Please ensure you used a proper marking pen.
Overvote Warning	One or more contests have too many votes. If you choose to cast the ballot as-is, contests with too many votes will not be counted.
Ambiguous Marks Warning	The tabulator detected marks on the ballot but the selections are not clear. The ballot will be returned automatically.
Misread Ballot Warning	The tabulator cannot detect all of the identifying features of the ballot. Check the ballot for stray markings or damage.
Crossover Ballot Warning	In a primary election the tabulator has detected a vote in more than one party column.

BALLOT MESSAGES

1 OVER VOTE

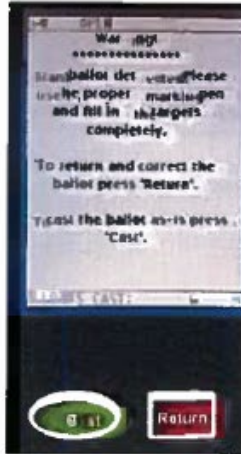


The Voter has the following options:

Press Cast button to process the ballot with the over vote

Press RETURN button to return the ballot. Issue a new ballot for the voter to mark then spoil the over voted ballot. Instruct the voter on proper ballot marking process

2 BLANK



The Voter has the following options:

Press Cast Button to process the ballot as blank

Press RETURN button to return the ballot. Give the Voter the option to remark the ballot or issue a new ballot if a non standard writing utensil was used.

3 MISREAD

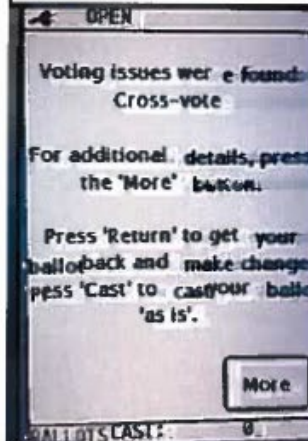


The ballot will return to the voter.

Inspect the ballot for physical damage. If it's ok then reinsert the ballot into the ICP, try different orientations.

If unable to read the ballot then issue a new ballot and spoil the misreading ballot. Instruct the voter on proper ballot marking process

4 CROSSOVER



The ballot will return to the voter.

Try to scan the ballot again. If unable to read the ballot then issue a new ballot and spoil the crossover ballot. Instruct the voter on proper ballot marking process

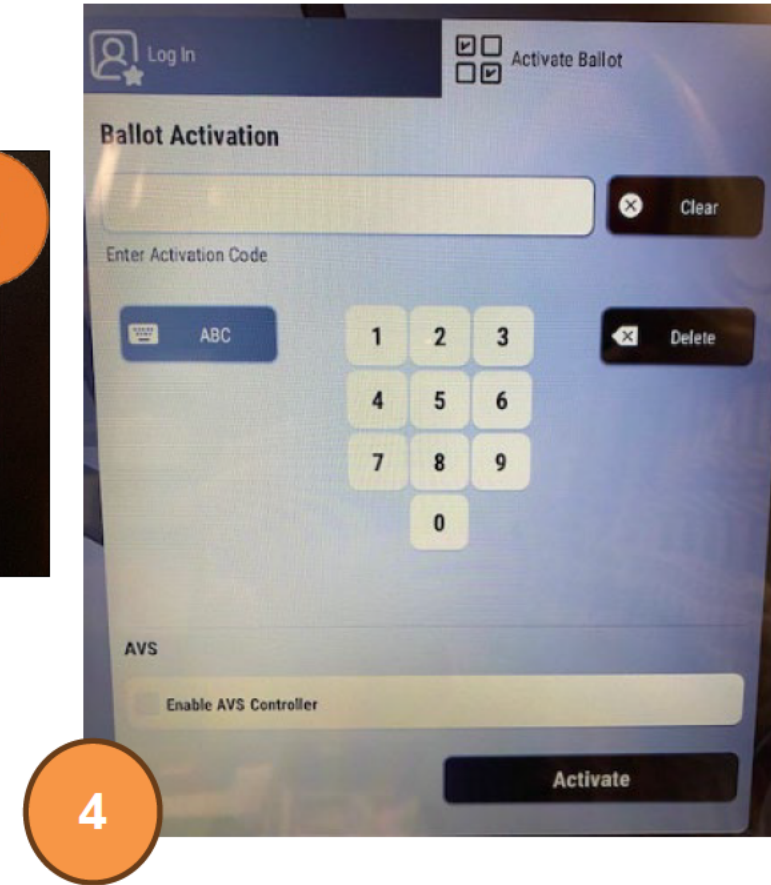
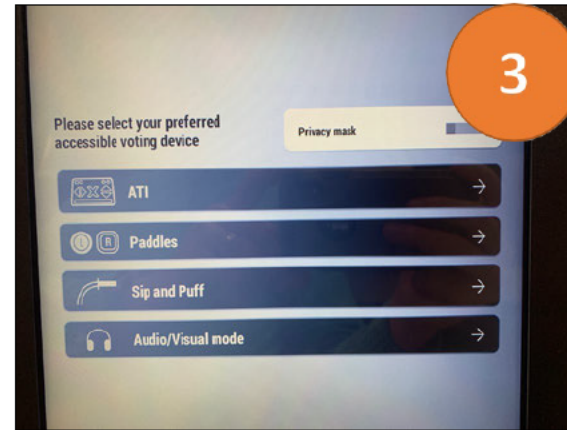
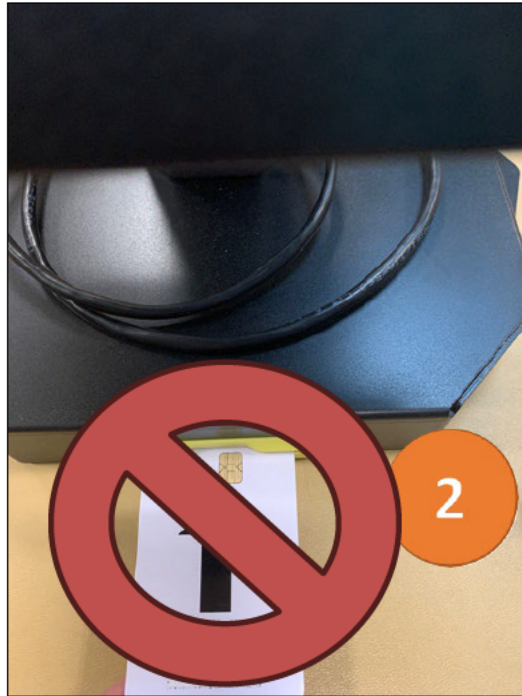
5 AMBIGUOUS MARK



The ballot will return to the voter.

Explain to the voter that the ballot cannot be processed because one or more unclear marks were detected and the machine cannot be certain of the voters intent.

VOTING ON THE ICX/VAT

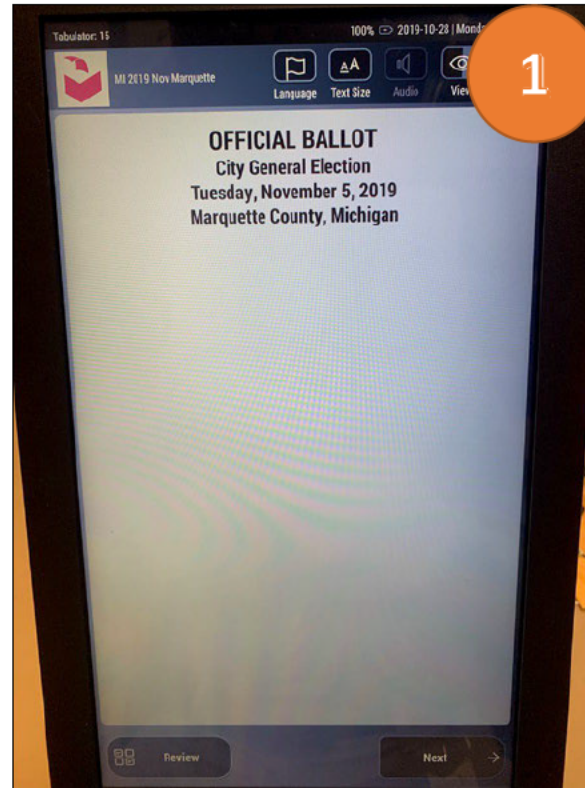


- **NEW:** Voter cards are no longer, instead there are passcodes to access the ballot. These passcodes are placed in the red zipper pouch. The passcode is specific to precinct and ballot type. Insert Poll Worker Card to activate the ballot.
- When a voter requests to use the VAT, log them in the EPB as you would any voter, and assign them the next ballot number. Tear the numbered stub off that ballot and give it to the voter. On the blank ballot, write “VAT” and place it in the VAT Ballot Storage Envelope. Proceed to the VAT machine with the voter.
- When the VAT is ready for use, the ready screen will be shown. If the voter would like to use the accessibility features of the machine (audio-visual assistance, braille), there is a check box to select on the screen – “Enable AVS Controller”

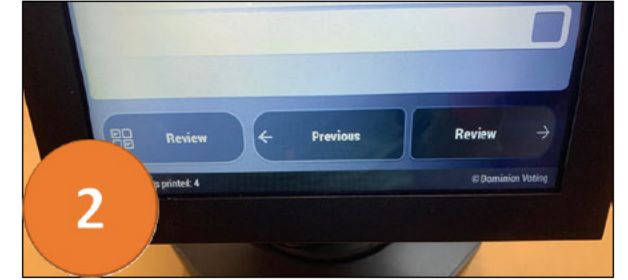
VOTING ON THE ICX/VAT

- A co-chair should take the voter to the VAT and should insert the Poll Worker Card, a login page will appear, type in the ballot passcode. This brings the voter to the “Official Ballot” screen (1), before stepping away. The co-chair should stand on the opposite side of the machine, in view of the printer, but away from the screen and voter. Be sure to keep a secrecy sleeve near the printer always.
- When the ballot prints, engage the voter, and ask them to take the ballot and place it in the secrecy sleeve.
- Take the Poll Worker Card from the machine and hang on to it. These are re-usable.
- The voter, now holding their newly-printed ballot, in a secrecy sleeve, should be directed to the tabulator. The printed ballot will be read by the machine.

Official Ballot Screen



Ballot Review Options



1: Regardless of whether a voter is using the “Standard” or “Accessible” method, they should be greeted by an Official Ballot screen, like this one.

2: As a voter moves through the screens, they can cast votes for various races. The buttons at the bottom allow for a quick review, as well as navigation forward and back.

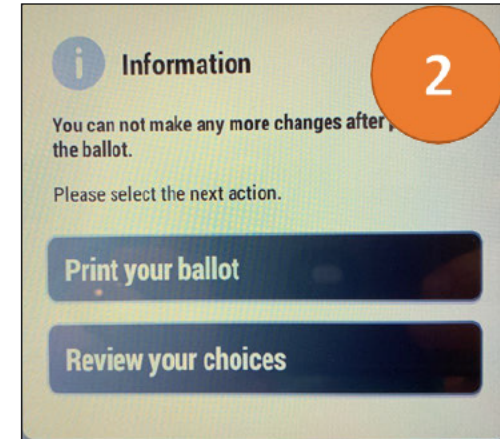
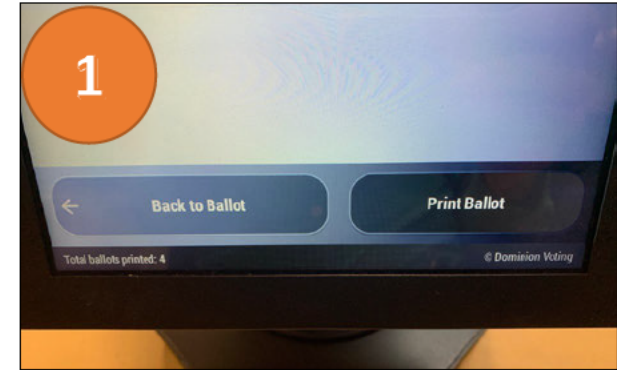
VOTING ON THE ICX/VAT

1: After reviewing the selections made on the ballot, the voter should select Print Ballot.

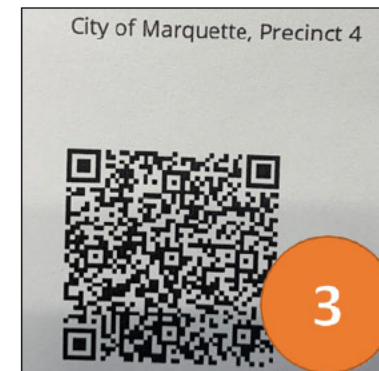
2: This will bring up a final print menu. This is the final chance for a voter to go back and review their ballot choices prior to the ballot being printed.

3: Once a voter selects “Print your ballot” (2), the ballot should print from the attached printer on 8.5x11-inch paper. The ballot will contain a list of votes cast by the voter, as well as a QR Code, pictured at (3).

Select “Print Ballot”



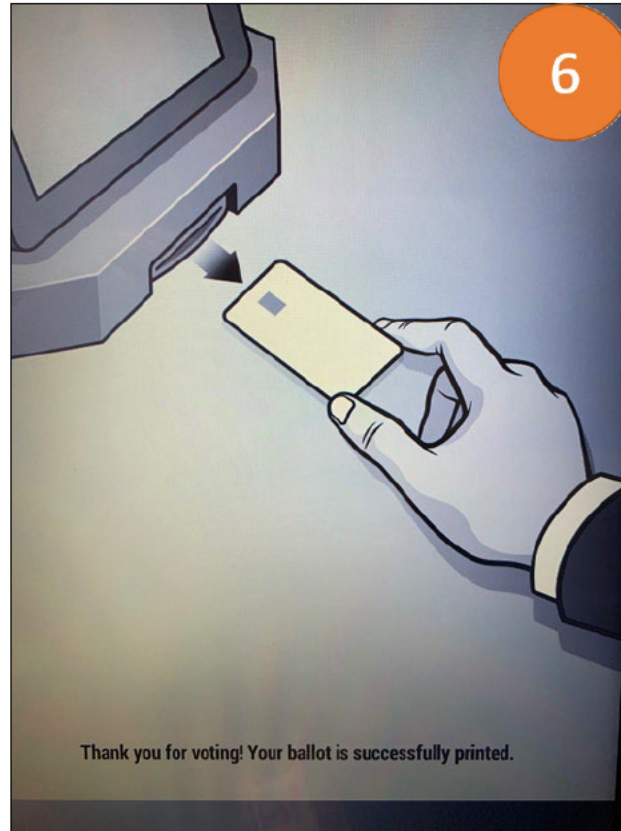
Final
Chance
to Review



QR Code on
Ballot

VOTING ON THE ICX/VAT

Successful Ballot Cast Message



Evening Election Checklist

Refer to your Election Timeline for additional information. If you have any problems or questions, call the office, or call Kyle or Rachel directly.

- Close all polls promptly at 8 p.m.; **only those in line or at the main door at 8 p.m. can vote**
- After all voters have completed voting, verify that all ballots have been tabulated. This includes:
 - Any ballots requiring duplication
 - Any ballots that could not be tabulated and were put in the emergency manual compartment in the ballot box
- Strike through write-in page, there are no write-ins.
- Before you, as a co-chair, begin verifying vote totals and balancing reports for the night, ensure that precinct workers are moving, completing duties and packing materials up to return to City Hall.
- Moving on to final reports, determine that the number of voters in the poll book (List of Voters) is the same as the number of ballot applications. **If they do not match, you must determine why not. Do not proceed until these lists agree, and contact Kyle or Rachel if you cannot document why a discrepancy exists**
- Write the number from the List of Voters Report on the first line in the upper right hand corner of the Certificate of Election Inspectors in the back of the Poll Book and check box at the end of the line
- Determine that the number of voters in Poll Book/List of Voters (above) are the same as the Public Counter number on the tabulator. **If the numbers are not the same, you must account for the difference in the “Remarks Report” on the EPB. If there is a discrepancy, you must make a remark in the EPB, and it must be your final Remarks entry for the day prior to printing reports**
- Write the number of ballots tabulated (from the tabulator) on the second line in the upper right corner of the Certificate of Election Inspectors in the back of the E-Poll Book binder and check the box at the end of the line

Closing out the Tabulator:

- Insert the security key and hold firmly until the Administrative Menu appears
- From the touch screen, select “CLOSE POLL”
- Enter the password and then press “ENTER”
 - Password is found on the tan card in your small blue zip pouch
- When asked if you are certain you want to close the poll, select “YES”
 - The results tape should begin printing
- You will be asked if you’d like to print additional copies. Select “YES” – Repeat this step **until you have four copies of the results tape**
- The zero tape – printed when polls opened in the morning – must remain connected to one copy of the results tape. You should remove the additional copies

- Select “POWER DOWN”
- When asked to verify that you want to shut the tabulator down, select “YES”
- Have all election workers present sign three of the results tapes; you do not need to sign the fourth, but it should be given to Kyle or Rachel
- Remove all ballots from the ballot box, place them in a ballot bag and then in the rolling transfer case. Place the transfer case in a secure location
- Double check the ballot box, including the write-in area, behind the closed door – see page 7:6 for a visual reference. Make sure no ballots are left behind

Envelopes and End-of-Night:

- Save the ballot summary report (*For a more detailed walk through of saving reports see E-Poll Book Reports in this book*)
 - Fill in three boxes at the top of the triplicate form
 - Jurisdiction: “City of Marquette”
 - Ward: “1” (All of The City is “1”)
 - Precinct: List your precinct number here
 - “Sealing Inspectors” must sign triplicate form and enter transfer case and seal number (this will be done at the Receiving Board)
 - All inspectors must sign and put phone numbers on triplicate form
 - The carbonless forms will be separated at the Receiving Board into two pages, and one original will be left in the E-Poll Book binder
 - Attach a tabulator tape to each of the three sheets. The longest sheet, with the morning’s zero totals still attached, is placed with the corresponding sheet (Local Clerk Envelope)
- Check the number of ballots against the number on the line in the upper right hand corner of “Certificate of Election Inspectors” in the Poll Book. If the number is different than the first box, **you must explain why in your remarks.**
- Depending on the election, you will have up to eight numbered envelopes that may have materials in them at the end of the night. Some will include reports for the City and County Clerk, but some will also contain spoiled ballots, completed applications to vote, etc. Each envelope should have the flap folded down and secured in the transfer case. **Do not place seals on the envelopes or secure the closures with adhesive.** This will be done by the Receiving Board.
- Put the following in the black rolling transfer case:
 - Voted ballots in a sealed canvas bag
 - Unvoted ballots (not in a bag)
 - Extra canvas bag, if applicable
 - Ballot sleeves
 - Envelope containing manual poll book
 - Numbered envelopes (open)
 - Envelopes #4-6

- Seal black rolling transfer case (unless you are located at the Baraga Gym) with a temporary blue seal.
 - Two inspectors (from separate political parties) should use the blue ballot box certificate, plastic card holder, and blue seal to complete this process. Visuals of the seals are located later in this book
 - This seal will be cut when you arrive at the Receiving Board.
- After the Receiving Board reviews the materials in the transfer case
 - Reseal the black rolling transfer case as you did previously, however, this time:
 - The same inspectors should put the seal number on the triplicate “Certificate of Election Inspectors” form, and then date and sign
 - Place the number from the blue seal you will use on the provided line
 - Sign the form and then seal the case
- Check the box that states “We, further certify that the Tabulator Program Card, and/or the EPB-USB Flash Drive, if removed, were properly sealed into an approved TRANSFER CONTAINER by affixing seals:”
 - Put the Flash Drive from the computer into the marked envelope and seal it with a (completed and initialed) adhesive paper seal
 - Write this seal number on the second blank line here – ignore the other line
 - **Do not seal this envelope in any container; it must be handed in to Clerk’s Office staff at the end of the night**
- Verify that the front cover of the E-Poll Book binder is filled in
 - Verify that all required inspectors have signed all forms requiring signatures (e.g. three totals tapes, Certificate of Election Inspectors, etc.)

Envelope Contents

At the end of the night, you will have a collection of large envelopes filled with election materials. Envelopes 1-3 should be left out and readily available, paired with your flash drive. You will need these as soon as you arrive to the Receiving Board. The three reports needed will be printed for you when arriving to the Receiving Board. Envelopes clearly list what should be included in each, but a summary follows:

#1 Envelope (Gray)– County Clerk

One (1) Poll Book
One (1) Statement of Votes with Tabulator Tape Attached
One (1) Precinct Delegate Write-In Statement of Votes (Only ever in even-year August elections)
Reports: List of Voters, Remarks, Ballot Summary

#2 Envelope (Red) – County Board of Canvassers

One (1) Statement of Votes with Tabulator Tape Attached
Certificate of Election Inspectors
Reports: List of Voters, Remarks, Ballot Summary

#3 Envelope (Green) – Local Clerk

One (1) Statement of Votes
One (1) Tabulator Tape with Zero Tape (from morning) with the attached
Certificate of Election Inspectors
NEW: Applications to Vote – on spindle
Reports: List of Voters, Remarks, Ballot Summary
Blue -Election Day Change of Address Authorization to Transfer Voter Registration
List of Voters without ID form
VAT Test ballot
Sample Ballot

At the bottom of the triplicate forms it is noted which envelope each form belongs to.

Envelope Contents Continued

Envelopes 4-6 may be placed in the **black transfer case**. There is a possibility some of these envelopes will remain unused and empty.

#4 Envelope (blue)

Spoiled and defective ballots with stubs removed

#5 Envelope (purple)

Original ballots which have been duplicated
-This will most likely be empty

#6 Envelope

AV Surrendered Ballots

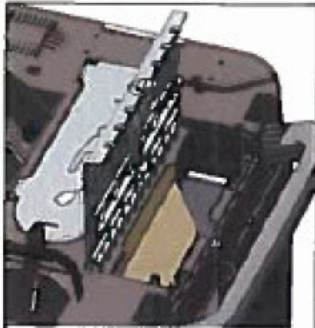
Returning to City Hall (Reports Completed):

- Kyle or Rachel will remove the data card from the tabulator. Once that's done, unplug the power cord from the tabulator and place the tabulator in the carrying case
 - Be sure to strap it down in the case
 - Co-chairs are responsible for returning tabulators at the end of the night
- Prepare all materials for return to City Hall. When you return, the following items must be accessible in the canvass tote (except for the tabulator):
 - Tabulator, packed back in the zip-up case
 - Flash drive and VAT cards, sealed in the small envelope with a red paper seal
 - Ballot box keys and tabulator security key in red bag
 - Cell phone, if applicable – Turned off
 - Signed and dated worker time sheets
 - Worker identification badges
- All regular supplies should be returned to the supply box
- Food or drink items should be taken with you when you leave. Don't leave anything behind that wasn't there when you arrived in the morning
- Return to the election preparation area, in the Baraga Gym at City Hall. Once your workers are no longer needed to assist in this process, they may go. Only the co-chairs must stay for the Receiving Board's canvass.

Passwords are on yellow card in red pouch

CLOSING THE POLLS

DOMINION VOTING IMAGECAST
PRECINCT



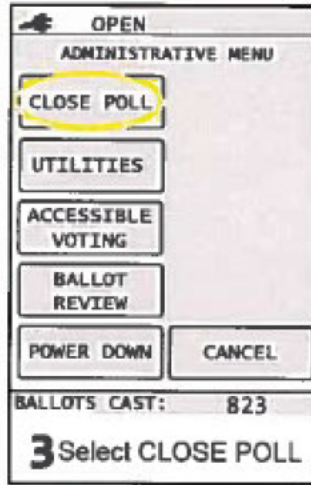
Before closing the polls scan any ballots from the Auxiliary ballot box if used.

1

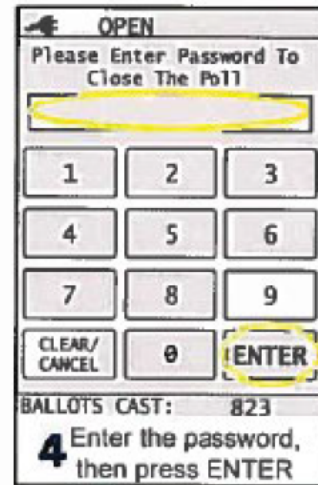


Insert the Security Key until the Administrative Menu appears

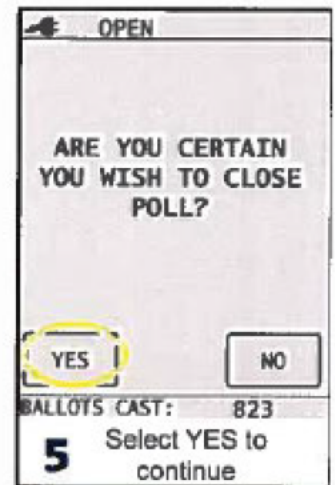
2



3 Select CLOSE POLL



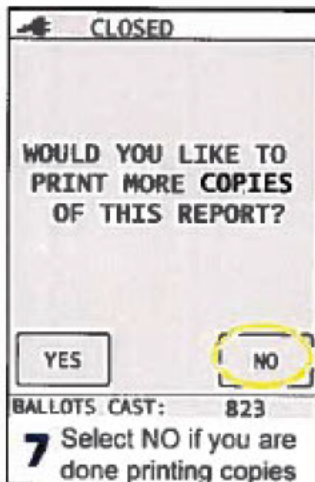
4 Enter the password, then press ENTER



5 Select YES to continue

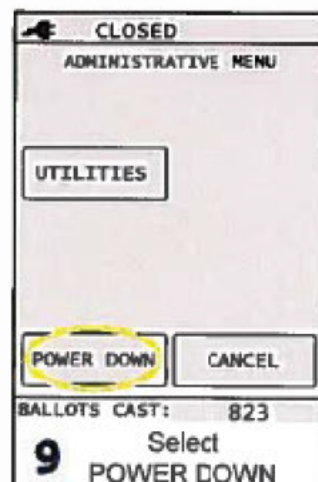


6 The Results Tape will begin printing.

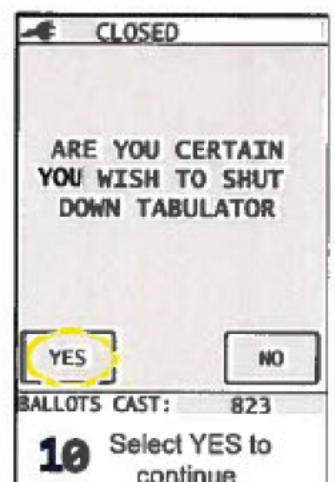


7 Select NO if you are done printing copies

Print four copies of the results tape.
Sign 3 of 4.



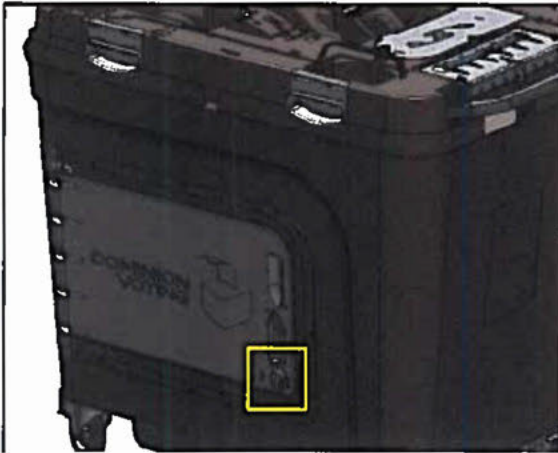
9 Select POWER DOWN



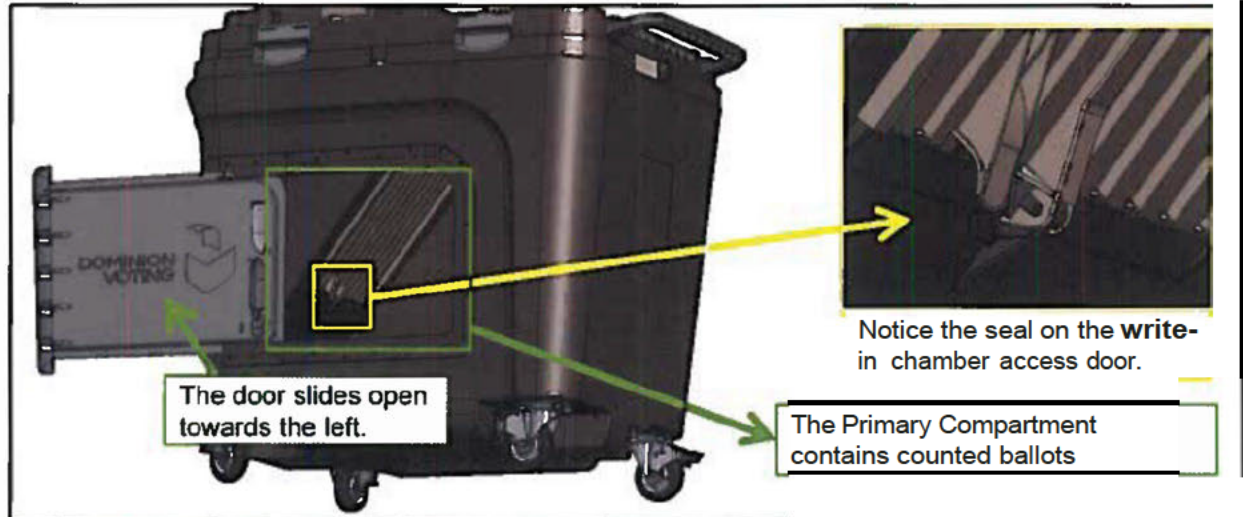
10 Select YES to continue.

Accessing counted ballots

DOMINION VOTING... IMAGECAST PRECINCT



1 Unlock the ballots door.



2 Push the door up about 1 inch until it hits the top stop.



3 Swing the door open to access write-in ballots

Electronic Poll Book End-of-Night

SAVING REPORTS

There are four files that must be saved on your flash drive


1. **EPB history:** This file is compatible with the State's Qualified Voter File and will be used to upload voter history into the State's database.
2. **Ballot Summary:** The ballot summary accounts for everything that happened with all the ballots you were given at the beginning of day. It ensures your numbers are balanced.
3. **Remarks:** Documents anything unusual that happens throughout the day, that can be accounted for with another paper trail
4. **List of Voters:** Represents all of the voters that tabulated a ballot in your precinct.

*Do NOT save or print the
"Activity Log" Report.
We don't need that.*

**Also, when "PDF Icon" is mentioned
below, we're talking about this:**




Saving the EPB history

1. Click "File" at the top left of the screen
2. On the drop-down, click "Save History"
3. A window will pop up allowing you to select a save location
 - a. In the left-hand pane of the new window, find the drive you have been backing up to; it should be titled "PRECINCT_" (Your precinct number) and will be drive D: or F:  PRECINCT 5 (D:)
 - b. Click "Save"
 - c. You may be asked if you want to replace an existing file of the same name: "Yes"


Saving the Ballot Summary - Printing will take place at the Receiving Board

1. Click "Reports" at the top of the screen
2. On the drop-down, click "Ballot Summary" to open the ballot summary window
3. Assuming all information is entered correctly and that totals are balanced, click "Preview" at the bottom center of the screen; this opens a final version of your summary
4. In the top left of the summary window, click on the PDF Icon
5. A new window will pop up allowing you to select a save location
 - a. In the left-hand pane of the new window, find the drive you have been backing up to; it should be titled "Precinct1" (Your precinct number) and will be drive D: or F:
 - b. Click "Save" and you will be returned to the summary window
6. Click "Close" in the top right corner of the summary window

Saving the Remarks - Printing will take place at the Receiving Board

1. Click "Reports" at the top of the screen
2. On the drop-down, click "Remarks" to open the remarks window
3. In the top left of the remarks window, click on the PDF Icon
4. A new window will pop up allowing you to select a save location
 - a. In the left-hand pane of the new window, find the drive you have been backing up to; it should be titled "PRECINCT_" (Your precinct number) and will be drive D: or F:  PRECINCT 5 (D:)
 - b. Click "Save" and you will be returned to the remarks window
5. Click "Close" in the top right corner of the remarks window

Saving List of Voters - Printing will take place at the Receiving Board

1. Click "Reports" at the top of the screen
2. On the drop-down, click "List of Voters" to open the remarks window
3. In the top left of the List of Voters window, click on the PDF Icon
4. A new window will pop up allowing you to select a save location
 - a. In the left-hand pane of the new window, find the drive you have been backing up to; it should be titled "PRECINCT_" (Your precinct number) and will be drive D: or F:  PRECINCT 5 (D:)
 - b. Click "Save" and you will be returned to the List of Voters window
5. Click "Close" in the top right corner of the List of Voters window

Verifying your saves

As a checkpoint here, you can verify that everything has saved in the correct location.

1. Minimize the E-Poll Book by clicking on the small horizontal line in the top right of the window; you should now see the main Desktop.
2. Double click on the "Computer" icon found on the Desktop
3. Double click on the "PRECINCT_" (Your precinct number) drive
4. Verify that there are copies of your Ballot Summary, List of Voters and Remarks visible in there, as well

Safely Removing the Flash Drive

1. In the bottom right of your computer screen, find a small icon that looks like this:



2. Click the icon; a small menu will pop up
3. Click “Eject Store n’ Go”; a message should state that it is “safely removed hardware”
4. Remove the flash drive, place it in the small manila envelope marked “Flash Drive” and seal it with an adhesive paper seal. For a visual of this seal, see page 54
5. The envelope must be turned in to the Receiving Board at the end of the night
6. The Receiving Board will use the Flash Drive to print reports

Printing Reports at the Receiving Board : **NEW PROCESS**

At the Receiving Board, Kyle or Rachel will be helping the Chairs print reports. There will be a laptop and printer available. Chairs will be called up one at a time, to the table.

Chairs will need to have in hand

- Flash Drive with saved reports
- County Clerk Envelope #1
- County Board of Canvassers Envelope #2
- Local Clerk Envelope #3

At the end of the night, please put the laptop and all related components, cords and accessories back into the laptop carrying case for transport back to City Hall.

Additionally, be sure to put the tabulator back in the zip-up case, and to secure it with the Velcro strap.

These machines are all fragile.

PLEASE BE CAREFUL.

TIPS FOR TABULATING THE BALLOT SUMMARY AT THE END OF THE NIGHT

- Keep the GOLD sheet you signed when you picked up your ballots on Monday. You'll need this at the end of the night, as it shows your starting ballot numbers (Item "A" in the Ballot Summary).
- Item "B" is ZERO. You will not have any AV ballots delivered.
- Have your "Long" totals tape ready. This is the tape that includes your 'zero tape' from the morning and your totals tape from the close of polls. It shows your "Total Ballots Cast" (Item "D").
- You need to know the next UNISSUED ballot number. This is the number you will need for the bottom of the ballot summary sheet (Item "J").

Keep these items/tips at the ready and the end-of-night Ballot Summary will be MUCH EASIER.

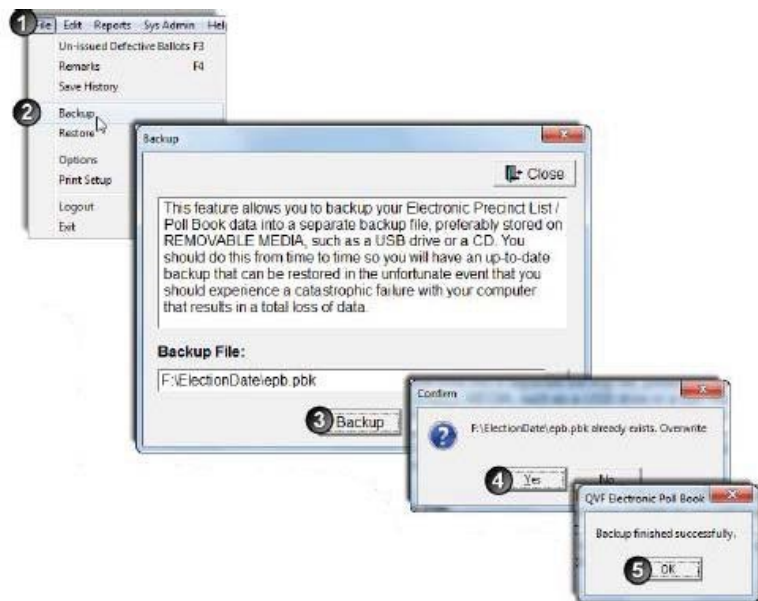
ELECTION DAY – CLOSE OF POLLS

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

ONE FINAL BACKUP

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

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



CREATING REPORTS

The EPB software generates the three reports necessary for completion of the paper binder pollbook/official record of the precinct in just a few steps. Those reports include the Ballot Summary, the List of Voters, and the Remarks report. In addition, voter history is also saved in a manner that can easily be uploaded into the Qualified Voter File (QVF) or Elections Management Portal (EMP) in a matter of seconds, ensuring accurate recording of voters in the master voter registration database.

BALLOT SUMMARY

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

To complete the Ballot Summary:

1. Click Reports
2. Click Ballot Summary

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

3. *(A) Enter the Starting number and the Ending number of ballots.
4. (B) Enter the Number of AV return envelopes received and processed. As we have a AV Counting Board, this number will be 0.

Enter the Number of ballots at close of polls:

5. (D) Enter the Number of ballots tabulated. This number is found on your tabulator.
6. (E) Enter the Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason. (This number will be 0).

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

8. *(J) Enter the Number of Unused Ballots by entering the Starting Number (the next ballot that would be issued) and the Ending Number of the unused ballots.

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

9. Click Preview

*The Ballot Summary for this election will have two runs for the starting No. & Ending No. (One for democrat and one for republic ballot run)

NUMBER OF BALLOTS DELIVERED TO PRECINCT:

A. Number of ballots delivered to precinct:

Style	Starting No.	Ending No.	Count	Delete
3	0000001	00000200	200	

Total = 200

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

C. Total: 202

NUMBER OF BALLOTS AT CLOSE OF POLLS:

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

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

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

G. Number of ballots rejected: 0

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

I. Number of PROVISIONAL "envelope" ballots issued: 1

J. Number of UNUSED BALLOTS:

Style	Starting No.	Ending No.	Count	Delete
8	00000017	00000200	184	

Total = 184

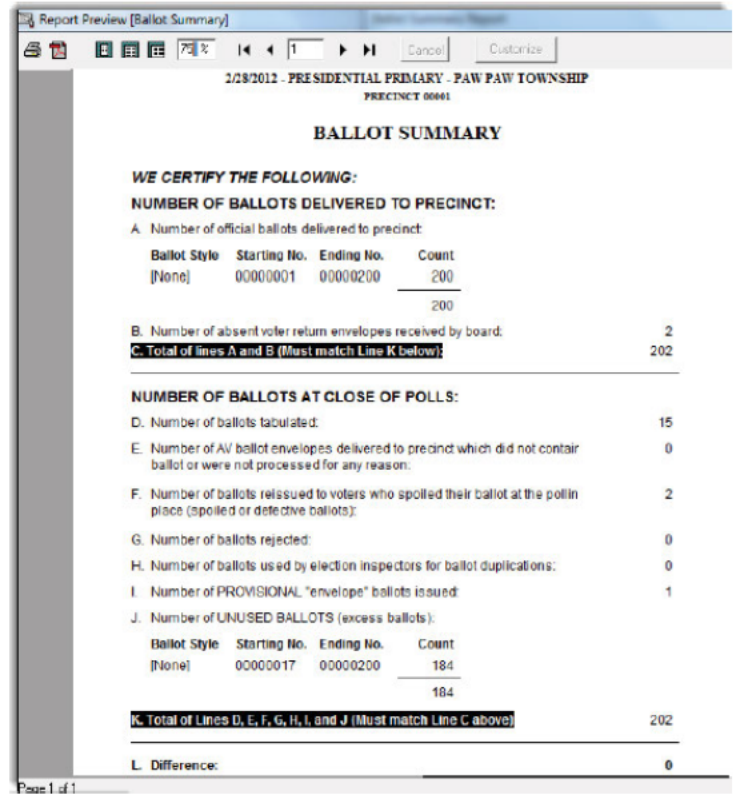
K. Total of Lines D, E, F, G, H, I and J: 202

L. Difference: 0

9 Preview


The **Ballot Summary** report will pop-up after clicking **Preview**. Be sure to review the summary to ensure all information was entered correctly and that the summary balances (Line L = 0).

At this point, the **Ballot Summary** must be saved to the encrypted flash drive.



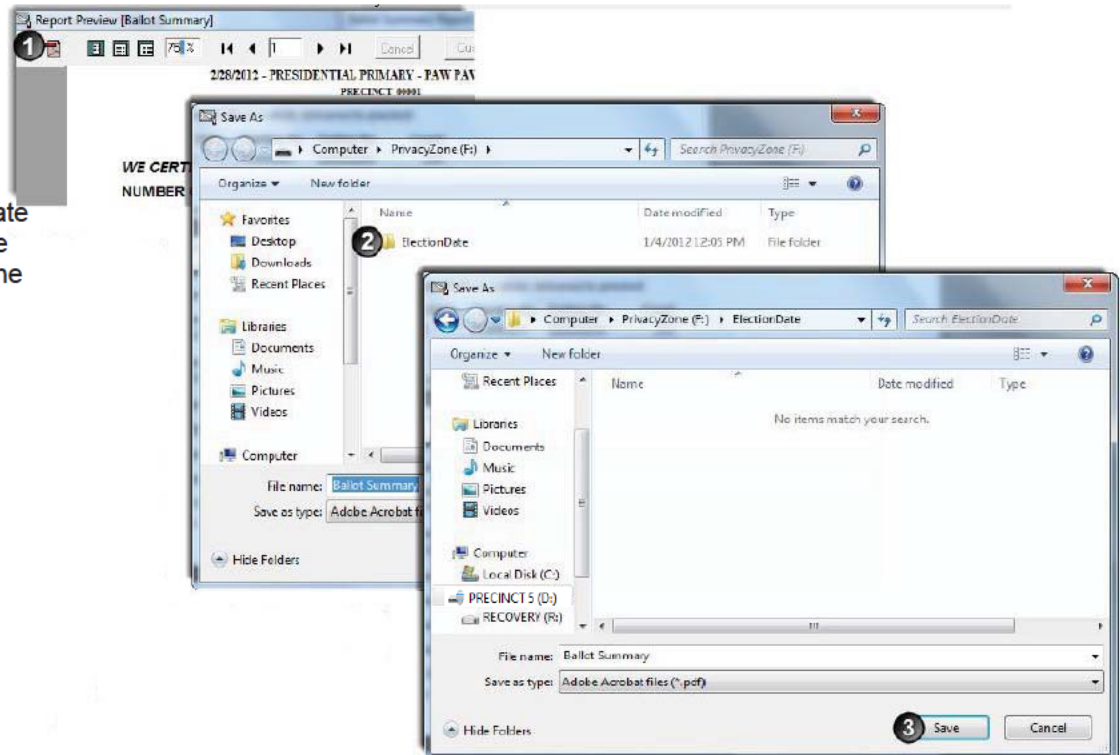
To save the **Ballot Summary**:

1. Click the .pdf button

 in the upper left hand corner of the screen.

2. Again, this Election Date folder will not exist. Save your reports directly to the flash drive.


3. Click Save

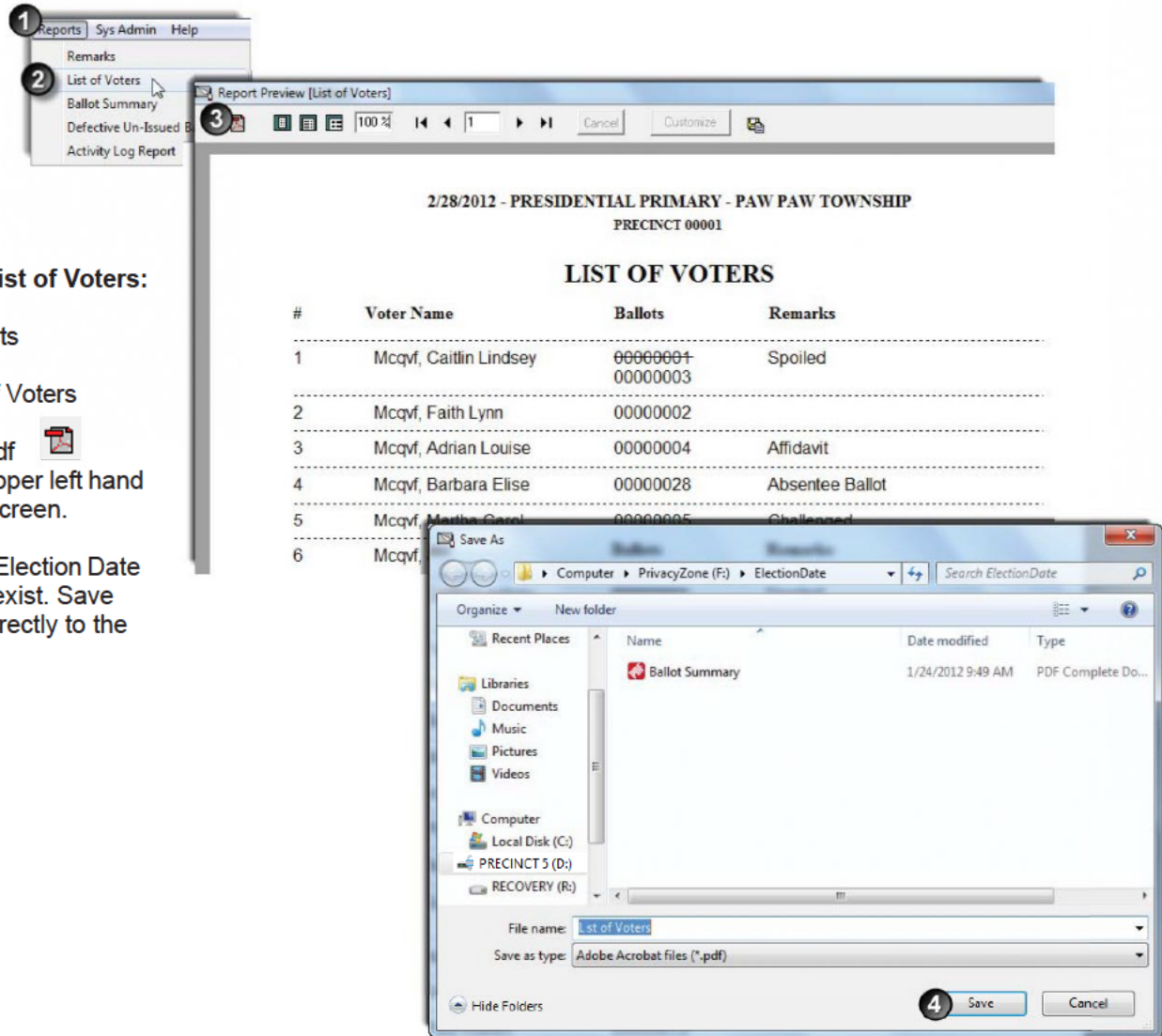


LIST OF VOTERS

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

To save the List of Voters:

1. Click Reports
2. Click List of Voters
3. Click the .pdf  button in the upper left hand corner of the screen.
4. Again, this Election Date folder will not exist. Save your reports directly to the flash drive.



The screenshot shows the EPB software interface. A menu is open with 'List of Voters' selected. The 'Report Preview [List of Voters]' window displays the following report:

**2/28/2012 - PRESIDENTIAL PRIMARY - PAW PAW TOWNSHIP
PRECINCT 00001**

LIST OF VOTERS

#	Voter Name	Ballots	Remarks
1	Mcqvf, Caitlin Lindsey	00000004 00000003	Spoiled
2	Mcqvf, Faith Lynn	00000002	
3	Mcqvf, Adrian Louise	00000004	Affidavit
4	Mcqvf, Barbara Elise	00000028	Absentee Ballot
5	Mcqvf, Martha Carol	00000005	Challenged
6	Mcqvf,		

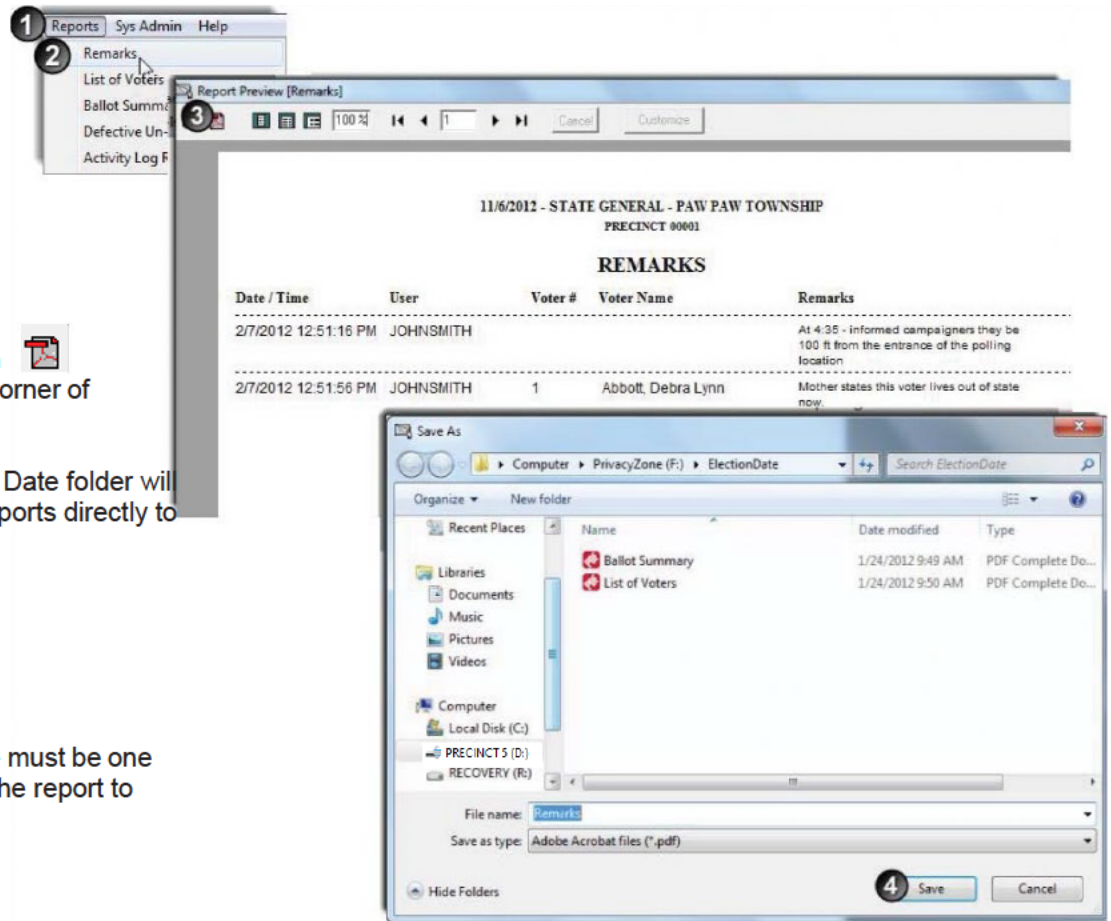
A 'Save As' dialog box is open, showing the file name 'List of Voters' and the save type 'Adobe Acrobat files (*.pdf)'. The dialog box is set to save to the 'ElectionDate' folder on the 'PRECINCT 5 (D:)' drive.

REMARKS REPORT

Remarks recorded in the EPB software using the General Remarks and/or Voter Remarks are saved in a report also and must be saved to the encrypted flash drive. The **Remarks** should be printed as well.

To save the Remarks report:

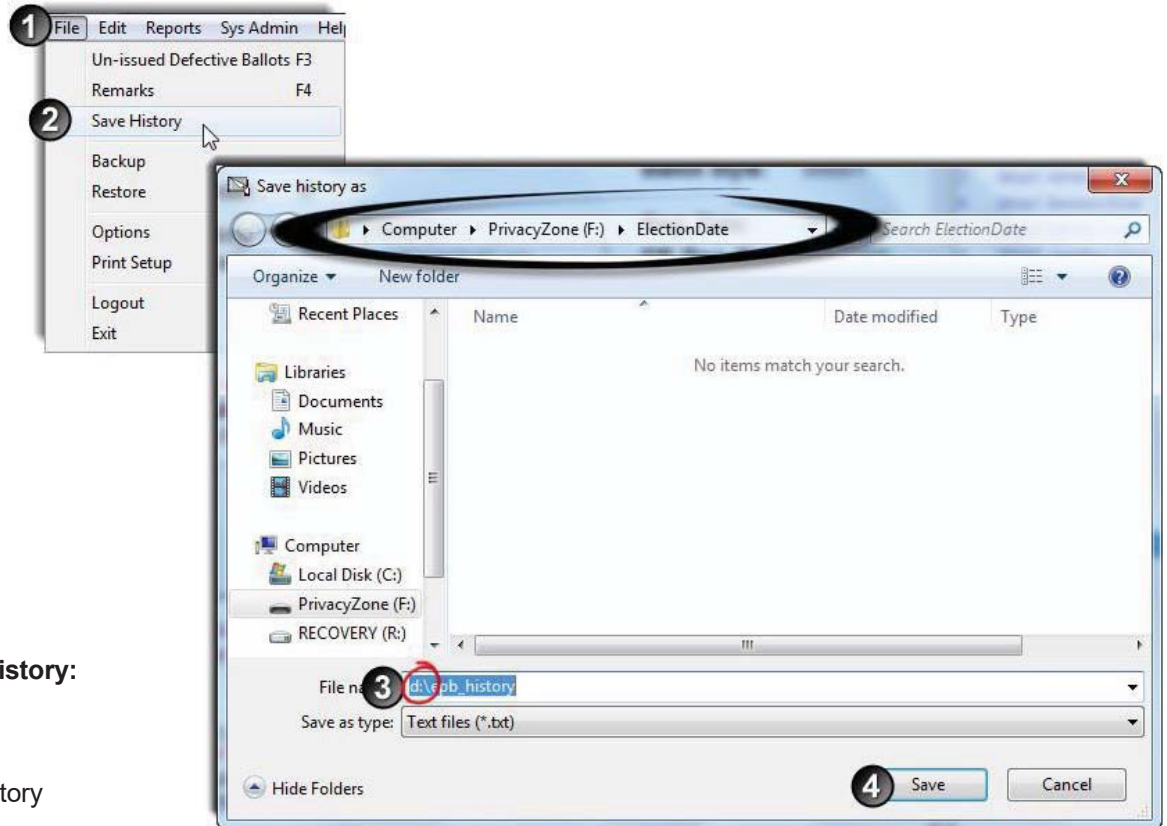
1. Click Reports
2. Click Remarks
3. Click the .pdf button in the upper left hand corner of the screen.
4. Again, this Election Date folder will not exist. Save your reports directly to the flash drive.



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

SAVE VOTER HISTORY

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

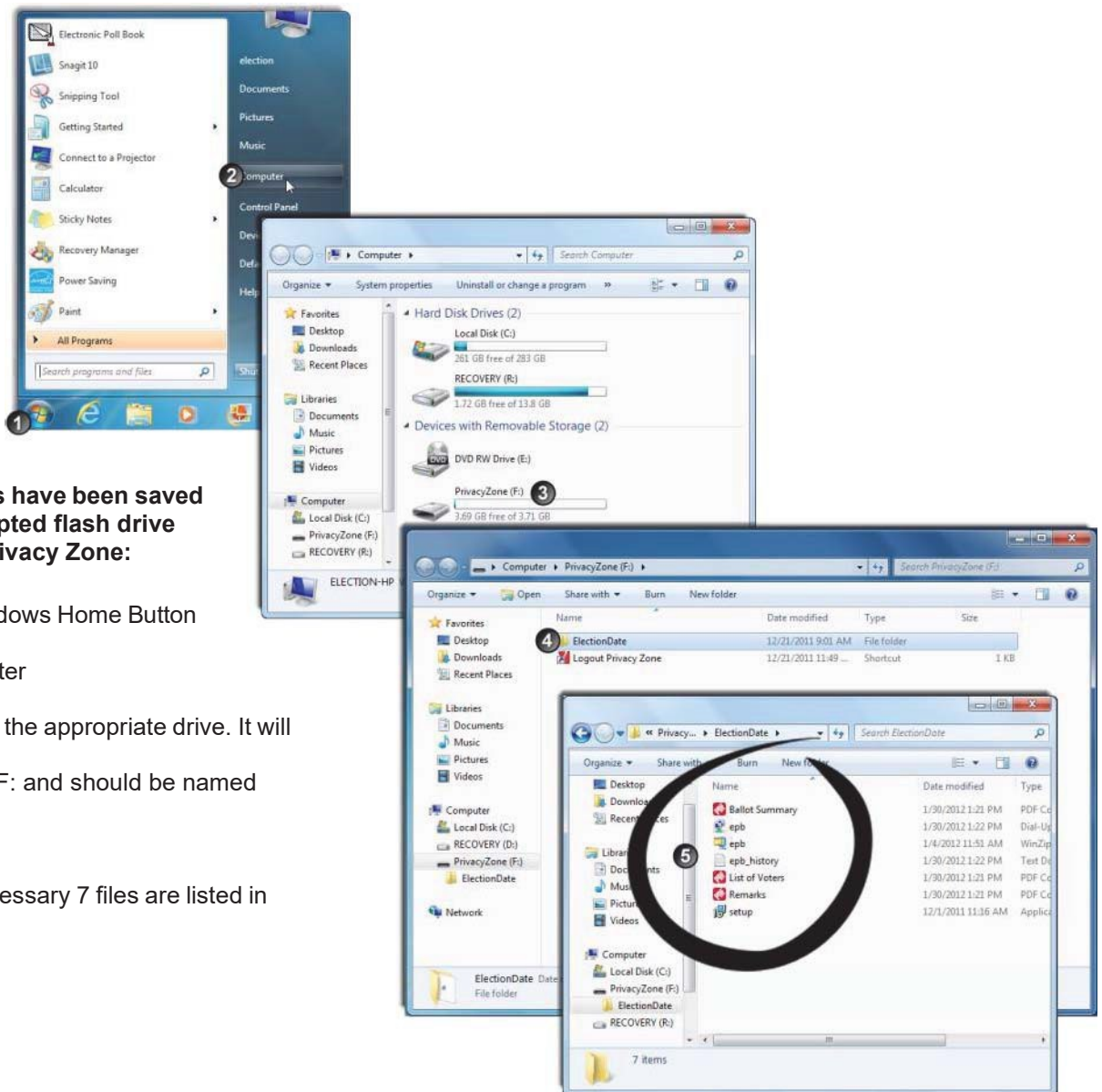


To save Voter History:

1. Click File
2. Click Save History
3. Verify you are in the D: Drive and the **PrivacyZone**.
If not, in the left hand section of the screen (under Computer) click on Privacy Zone and then double click on the election folder.
4. Click Save

ENSURE FILES ARE ON FLASH DRIVE AND SAVED IN THE PRIVACY ZONE

Verifying all files have been saved on the encrypted flash drive and in the Privacy Zone is an important last step.



To verify files have been saved on the encrypted flash drive and in the Privacy Zone:

1. Click on Windows Home Button
2. Click Computer
3. Double Click the appropriate drive. It will be either D: or F: and should be named PrivacyZone
4. Verify all necessary 7 files are listed in the folder.

Once all reports have been saved, all programs can be closed and the laptop shut down. Return all items to the case, except the encrypted flash drive. **The encrypted flash drive must be placed into the small labeled manila envelope, and sealed with an adhesive paper seal (to see a visual of this seal, view page 56).**

Processing Write-in Votes

Only Valid Write-In Candidates Are Considered

At the end of the night, Election Inspectors will need to count and record any valid write-in votes by hand. However, only write-in votes for valid candidates – those that filed prior to the State’s deadline can be tallied.

If there are no valid write-in candidates for a given election, Inspectors can skip this step of the process.

Precinct Chairs will receive an updated list of any write-in candidates prior to the election.

Write-in candidate names don’t have to be spelled exactly right. To count the vote, though, it should be obvious to you, as an inspector, what the voter’s intent was

Tallying Write-in Votes

1. At least 2 workers must take part, and they cannot share a party affiliation.
2. All ballots with write-in boxes marked should have been diverted by the machine. You will find these ballots behind the white trap-door mounted into the top of the ballot chamber. Once the polls close, open this door and retrieve the ballots.
3. The machine diverts all ballots with write-in votes, even if those races have no valid candidates. Review your ballots and separate out those with write-ins in the valid races.
 - a. While this is being done, someone must also review the general pile of ballots – those that were not diverted into the write-in chamber. You need to be sure none of these ballots have valid write-ins that were missed by the tabulator.
4. In your E-Pollbook binder, locate the triplicate form, which is used to tally write-in votes
5. One worker should now go through the ballots, reading the valid votes and calling them to a second worker, who records them on the triplicate form in your E-Poll Book binder.
 - a. Each variation of a name should be on a new line.
 - b. After 50 marks = new line.
6. At the conclusion of the process, follow the instructions on the bottom of each sheet
 - a. Red: To #2 Board of Canvassers envelope
 - b. Green: To #3 Local Clerk envelope
 - c. Black: Remains in binder

Candidate's Name	Office	Party	Tally of Votes					Total Write In Votes
			5	10	15	20	25	
<i>William Smith</i>	<i>Twp Clerk</i>	<i>R</i>	HHH	HHH	II			12
<i>W. Smith</i>	<i>Twp Clerk</i>	<i>R</i>	II					2
<i>Bill Smith</i>	<i>Twp Clerk</i>	<i>R</i>	HHH	HHH	HHH	IIII		19
<i>Judith Jones</i>	<i>Twp Clerk</i>	<i>D</i>	HHH	II				7
<i>Judy Jones</i>	<i>Twp Clerk</i>	<i>D</i>	III					3
<i>Judyth Jones</i>	<i>Twp Clerk</i>	<i>D</i>	I					1
<i>Judy Johns</i>	<i>Twp Clerk</i>	<i>D</i>	I					1



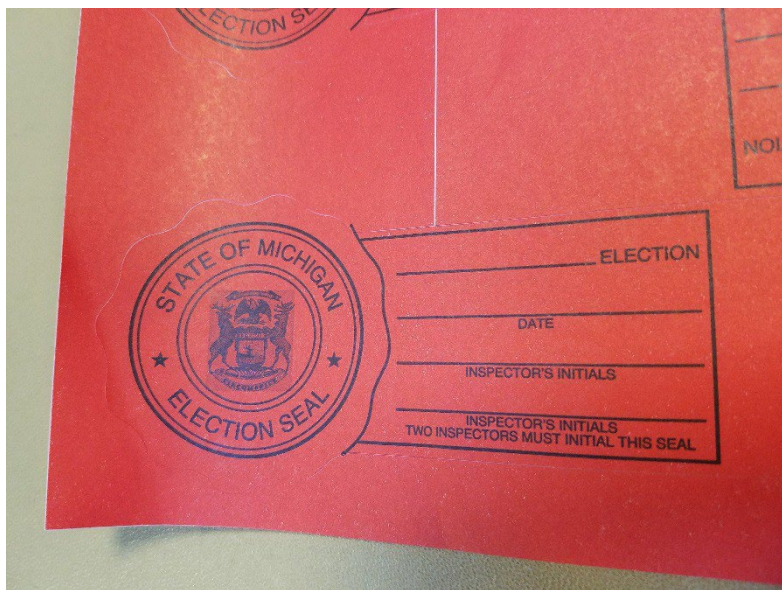
Blue or White Plastic Seal

Place a blue or white seal on the **black transfer case and canvas ballot bag** at the end of the night.

The blue or white seal will now also be used to seal the **canvas ballot bag**. To seal, zip the ballot bag closed and pull metal hood over zipper. Run the small end of the seal through the zipper pull, then feed the point through the back of the numbered panel, as pictured to the left.

After all closing procedures are complete at the end of the night, zip the transfer case closed. To seal, run the small end of this seal through both zipper pulls, then feed the point through the back of the numbered panel, as pictured to the left.

Pull the seal tight.



Adhesive Paper Seal

You should only use one of these seals, on the envelope with your flash drive in it. Leave all other envelopes unsealed, as they will be opened by the receiving board and sealed upon inspection. The receiving board will have red seals.

Sealing Ballot Bags



- Place all voted ballots inside of the ballot bag.
- Be sure to fill out gold ballot bag certificate before sealing the ballot container.
- Record the seal number from the blue or white seal onto the gold ballot bag certificate.
- Have a member from each party sign the gold ballot bag certificate.



Three Parts
Zipper
Hood
Metal Insert



Zipped
Zipper end sticks through
the hood



Insert
Metal insert goes through
zipper end

Sealing Black Transfer Case

If you are at the YMCA affix a temporary seal to maintain chain of custody to the Baraga Gym.
DO NOT use permanent seal until after contents have been reviewed by the Receiving Board.

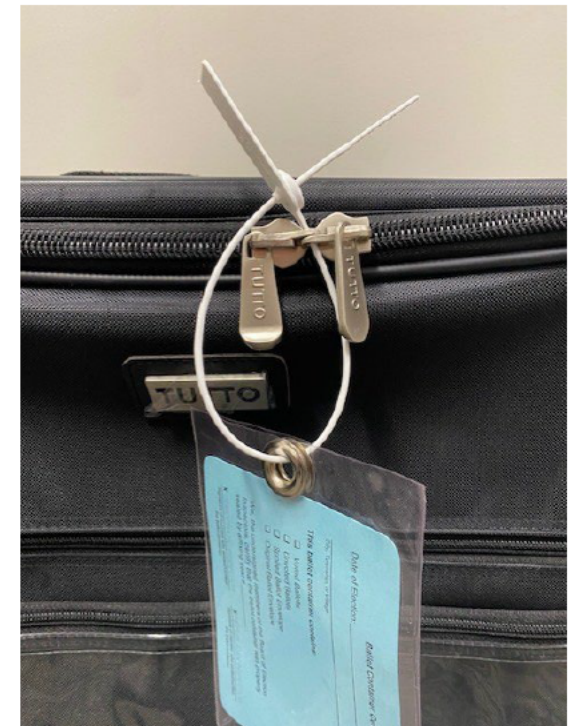
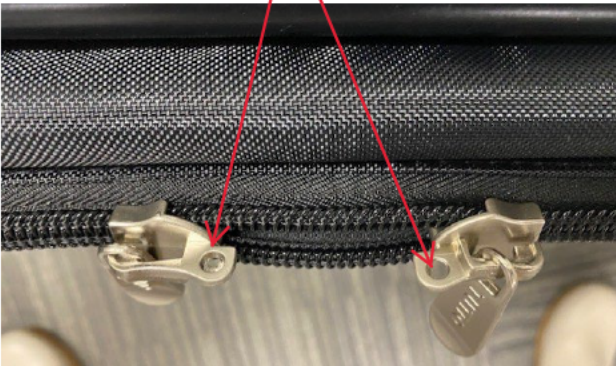
Be sure the seal number has been recorded on the transfer case certificate and ensure a member from each party has signed the certificate. This is done prior to sealing the transfer case.

Note: Both sides of the black transfer case has zippers, double check that you are sealing the ballot storage side and not the extra pocket.

- Fish the blue seal through both zippers

- Attach completed certificate to the seal
- To secure the seal thread the end back through the hole, pulling the end through will lock the seal.

- Align both zipper holes



Election Day Change of Address Authorization to Transfer Voter Registration

for use by voters that are listed in the ePollbook with an address change

Michigan driver license/state personal id

□ □ □ □	-	□ □ □ □	-	□ □ □ □	-	□ □ □ □
---------	---	---------	---	---------	---	---------

I do not have a Michigan driver license/state personal ID # or it is not in my possession

address change

- I have moved within the same city or township, please update my record.
- I have moved to a new city or township within the last 60 days, please forward this form to the new clerk.

personal information **required information*

last name*	first*	middle	suffix						
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 25%; text-align: center;">□ □ □</td><td style="width: 5%; text-align: center;">-</td><td style="width: 25%; text-align: center;">□ □ □ □</td><td style="width: 5%; text-align: center;">-</td><td style="width: 25%; text-align: center;">□ □ □ □</td><td style="width: 20%;"></td></tr></table>				□ □ □	-	□ □ □ □	-	□ □ □ □	
□ □ □	-	□ □ □ □	-	□ □ □ □					
date of birth*									

			MI	
new address house number & street name*	apt/lot #	city*	zip	

()	
phone	email

authorization

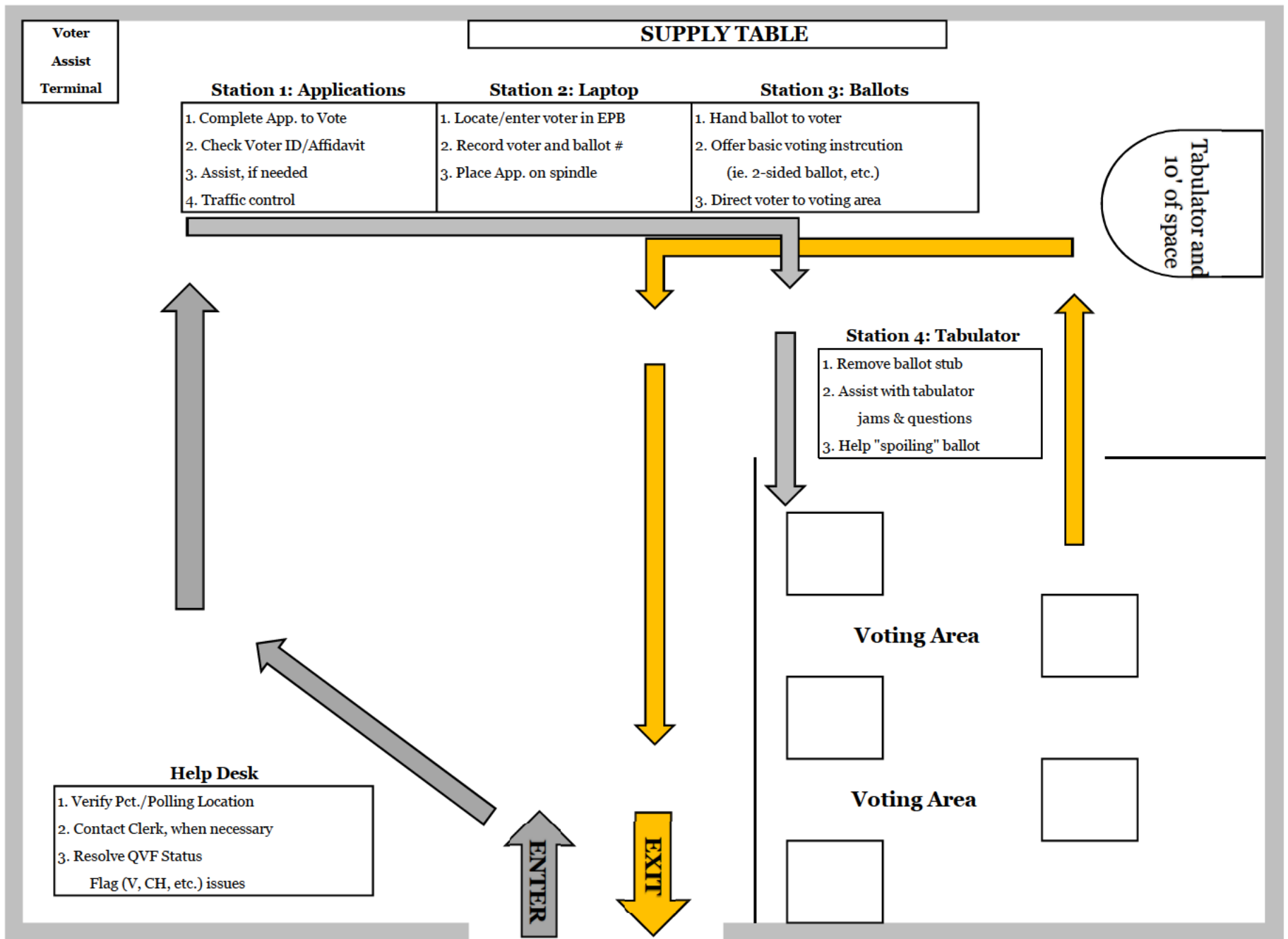
By signing below, I authorize the transfer of my voter registration record to the new address listed above. I understand that this address may be in a new jurisdiction and that I will receive a new voter registration card confirming the transaction.

X

signature	date
-----------	------

NOTE: Voters who moved outside of the jurisdiction more than 60 days prior to the election should be directed to their new clerk to register on Election Day.

Election Inspector: Place this form in the Local Clerk Envelope.



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.

Arriving to the Receiving Board

IT IS IMPORTANT TO DO THIS IN AN ORDERLY FASHION TO ALLOW STAFF TO EFFICIENTLY MOVE YOU THROUGH EACH STATION

There are three stations you will be making your way through.

1. Report Printing: Have your flash drive and three closing envelopes available to you.
2. Material and Equipment Check In: Located to the right of the gym entrance.
3. Receiving Board: The final stop in your election day and the most important station. Located to the left of the gym entrance.

Two people from each precinct will deliver the end-of-night materials to the Baraga Gym. When each precinct pair arrives, one person should go directly to Station One, and the other will go to Station Two. Following the completion of the first two stations, both members can be seated to wait for the Receiving Board to call you up.

Station One - Print Reports

One person will provide a staff member with the flash drive and staff will begin printing reports.

In addition to the flash drive, this person should have three envelopes:

1. The Local Clerk Envelope – #3
2. The County Clerk Envelope – #2
3. The County Canvas Board Envelope – #1

As the staff member prints your reports, place one copy of each report into the three envelopes. After the reports have been printed, have a seat and wait for your precinct team member to complete their part at Station Two.

Station Two- Material and Equipment Check In

While one precinct member is getting your reports printed the other member will head to station two. A staff member will be checking in your materials and equipment.

Please wait for the staff member to ask you for the item before placing it on the appropriate cart or into the correct container – we are using a checklist, to ensure each item is received.

You will be turning in the following items:

1. Canvas Tote
2. Chair Book
3. EPoll Book Computer
4. Keys & VAT cards with blue zipper pouch
5. Name Badges and Time Sheets
6. Tabulator

Station Three – The Receiving Board

Following Station One and Two the precinct pair will wait to be called to the Receiving Board.

Use Appendix C of the Chair Book to familiarize yourself with the parts of the EPoll Book the Receiving Board will be reviewing.

Have the following items prepared for the Receiving Board:

1. The three envelopes, including the reports printed at Station One
2. Three tabulator tapes
3. EPoll Book
4. Black Transfer Case
 - a. Voted ballots inside the canvas ballot bag sealed with the gold certificate.
 - b. Unvoted ballots
 - c. Sample ballots
 - d. Spoiled ballot envelope
 - e. Duplicated ballot envelope

Appendix A

The purpose of this section is to provide chairs with a quick reference guide on main topics including: processing voters, ballots rejected, spoiled or abandoned, voter status flags, absentee voter in the polls, election day participants.

Quick Guide – Processing Voters

Station 1: Applications to Vote/Greeter

- Stop and Greet Voter
- Enter date and precinct number on Application to Vote
- Have voter complete Application to Vote with current address
- Assist voters who are not in correct precinct
- Direct voters to Station 2

Station 2: The ePollbook

- Verify name & photo with voter ID (may be completed at Station 1) or have sign affidavit
- Look the voter up in the ePollbook
- Verify eligibility
- Direct voter to Help Desk if necessary
- Process voter in ePollbook
- Initial Application to Vote
- Record ballot number and voter number on Application to Vote
- Direct voter to Station 4

Station 3: The Help Desk

- Solve registration issues with resources provided
- Find out why voter is not in the ePollbook
- Determine if registering to vote with the clerk would resolve a registration issue
- Assist with provisional ballot if needed

Station 4: The Ballots & Voting Booths

- Verify issuance of correct ballot style
- Place ballots in secrecy sleeve
- Place Application to Vote in pocket on secrecy sleeve
- Give voter the ballot when a booth opens
- Provide voter with instructions
- Check voting booths for campaign material

Station 5: The Tabulator

- Keep finished voters in line and 10 feet from tabulator
- Verify ballot number on Application to Vote with ballot
- Remove stub and instruct voter to insert ballot into the tabulator
- Place Application to Vote in binder or spindle
- Collect secrecy sleeves
- Do not allow voter to leave with their ballot or ballot stub

Don't forget:

- Same day registration is available for voters who qualify - must be directed to local clerk's office
- Maintain ballot secrecy at all times
- Voters should not be handed a ballot until there is an open booth

Notes:

Bureau of Elections Resources: All of the following found within the eLearning Center: Election Inspectors' Procedure Manual flipchart, Chapter 11 Election Officials' Manual, Election Day Management Training Video "Processing Voters", ePollbook Manuals

Tabulator Rejected Ballots



- Ballot rejected by the tabulator – refer to screen for return reason
- Maintain ballot secrecy
- Read appropriate script to the voter
- Allow voter to correct or accept their error

Spoiled Ballots



- Ballots marked in error
- Procedure:
 1. Write **SPOILED** on ballot and remove stub
 2. Place ballot in spoiled envelope
 3. Spoil old ballot in EPB
 4. Issue new ballot in EPB
 5. Draw line through old ballot number on Application to Vote and write new number above
 6. Process as usual

Abandoned/Exposed Ballots



- Ballot abandoned by voter or deliberately shown to another person (exception for minor children)
- Must not be tabulated
- Write **REJECTED FOR EXPOSURE** on ballot
- Reject ballot in EPB or provide clear remark on Remarks Page
- Place ballot in a rejected ballot envelope (create as necessary)
- A new ballot **cannot** be issued

Poll watchers

- Any person interested in observing voting process
- Restricted to Public Area
- May not approach voters
- May not be a candidate
- May look at the pollbook at the Chairperson's discretion
- Not required to be a registered voter

Challengers

- Appointed by political parties and organizations; must carry credentials
- Two allowed per party, only one challenger per party has authority to challenge – must declare an authority change
- May challenge a voter's qualifications to vote
- May challenge election procedures
- May be expelled for being disorderly
- May be behind the voter processing tables
- Must be registered to vote in Michigan
- May view pollbook and election equipment

Campaigners

- Prohibited within 100 ft. of any polling place entrance on Election Day:
- Encouraging voters to vote for or against a candidate or issue
- Distributing campaign materials
- Soliciting petition signatures
- Requesting donations, selling tickets, etc.
- Wearing of campaign materials by voters

Appendix B

The purpose of this section is to ensure the Electronic Pollbook is filled out correctly. Please review the highlighted areas. More detail of each item and how it relates to the Receiving Board Checklist can be found in the Appendix C.

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

This section is filled out by the Clerk's Office

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.

Remember to check off each item

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 _____

The Clerk fills out this section

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 Chair Signs
Signature of Chairperson

Taken, subscribed and sworn to before me on ___/___/___

X Clerk/Deputy Signs
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:

Remember to check off each item

- 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 Election Inspector Signs
X
X
X
X

X
X
X
X

Election Inspectors sign who are present at open of polls. These names should match the Zero Tape.

Taken, subscribed and sworn to before me on ___/___/___

X Chair Signs
Signature of Chairperson or Person Administering Oath

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

X Election Inspector Signs
X
X

X
X

Election Inspectors sign who arrive later in the day

Taken, subscribed and sworn to before me on ___/___/___

X Chair Signs
Signature of Chairperson or Person Administering Oath

CHALLENGED VOTERS If a voter is challenged fill this section out

Time _____ Name of Challenger _____
Name of Challenged Voter _____ Voter's Phone No _____
Voter's Address _____
Reason for Challenge _____

Result of Challenge: Ballot issued and identified Ballot not issued

Time _____ Name of Challenger _____
Name of Challenged Voter _____ Voter's Phone No _____
Voter's Address _____
Reason for Challenge _____

Result of Challenge: Ballot issued and identified Ballot not issued

Time _____ Name of Challenger _____
Name of Challenged Voter _____ Voter's Phone No _____
Voter's Address _____
Reason for Challenge _____

Result of Challenge: Ballot issued and identified Ballot not issued

Time _____ Name of Challenger _____
Name of Challenged Voter _____ Voter's Phone No _____
Voter's Address _____
Reason for Challenge _____

Result of Challenge: Ballot issued and identified Ballot not issued

Time _____ Name of Challenger _____
Name of Challenged Voter _____ Voter's Phone No _____
Voter's Address _____
Reason for Challenge _____

Result of Challenge: Ballot issued and identified Ballot not issued

Time _____ Name of Challenger _____
Name of Challenged Voter _____ Voter's Phone No _____
Voter's Address _____
Reason for Challenge _____

Result of Challenge: Ballot issued and identified Ballot not issued

2022 Precinct Delegate Write-In Statement of Votes

Precinct # _____ City or Township of: _____

Democratic Party Precinct Delegate Write-In Tally

Name (as written by the voter)	Tally of Votes								Total Write-In Votes
	5	10	15	20	25	30	35	40	

Democratic Precinct Delegates Only

Precinct Delegates can file as a write-in on election day in the precinct-Only in even year August Elections

Republican Party Precinct Delegate Write-In Tally

Name (as written by the voter)	Tally of Votes								Total Write-In Votes
	5	10	15	20	25	30	35	40	

Republican Precinct Delegates Only

PRESS FIRMLY!
YOU ARE MAKING 3 COPIES

DETACH ONLY THE RED AND GREEN COPIES AT PERFORATIONS

Remember to record all variations and tally write-in, or strike through if there are no write-in candidates

STATEMENT OF VOTES

DECLARED WRITE-INS ONLY

WARD/PRECINCT: _____ JURISDICTION: _____ DATE: _____

CANDIDATE'S NAME	OFFICE	PARTY	TALLY OF VOTES								TOTAL WRITE-IN VOTES													
			5	10	15	20	25	30	35	40		45	50											

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

TIME

REMARKS SECTION

Please record anything unusual or important that occurred on Election Day

If anything unusual occurs throughout the day, note it in the section.



Jurisdiction: _____ Precinct #: _____

1 ELECTION INSPECTORS' COMPLETION CERTIFICATE

After the Polls closed, we completed the following:

Remember to check off each item

- 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 0
- Recorded the number of voters according to the List of Voters (including AV List if used) as: From 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):

No. Transfer Case Seal # _____ (If container requires two(2)) Most likely blank
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 # _____ Memory cards are 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
X <u>Chairperson</u> Chair Signs	Phone #	X	
X Election Inspectors Sign	Phone #	X	
X		X	
X Signed by everyone who is present at close of polls. These names should match the names on the Total Tapes.		X	
X		X	
X		X	

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

PRESS FOLD HERE
 DETACH ONLY THE RED AND GRAY COPIES AT PERFORATIONS

Appendix C

The purpose of this section is to help chairs prepare their materials for the Receiving Board.

Please review the following information. By doing so you will help the Receiving Board ensure the final step in Election Day goes smoothly and timely.

The below images provide a visual explanation on exactly what documents the Receiving Board will be reviewing upon close of the polls. The goal in providing this information is to help assist the Chairs in properly filling out paperwork, certificates and having all necessary election inspector signatures.

Exhibit A is the check list the Receiving Board will be using to review your election material. The following pages then breaks down each item on the check list.

Receiving Board Step by Step

Exhibit A

Required:

- Confirm the Poll Book and Statement of Votes are not sealed in the ballot container.
- Confirm the ballot container is sealed properly
- Confirm the seal number was recorded properly
- Confirm the number of names listed in the Poll Book equals the number of ballots tabulated on the tabulator tape and recorded on the Statement of Votes

Correction of any of the above items requires the Receiving Board to direct the election inspectors returning the items to make the necessary corrections. Once corrections are made, full documentation of the corrective action must be written in the remarks of the Poll Book, signed by the election inspectors and witnessed by the Receiving Board inspectors.

Other beneficial items to review for a successful Canvass:

Poll Book

1. Clerk's Preparation Certificate completed and signed
2. Election Inspectors Preparation Certificate completed and signed by inspectors present when polls opened
3. All inspectors subscribed to the Constitutional Oath of Office
4. Oath administrator signed
5. No lines skipped on the List of Voters
6. All spoiled, affidavit, envelope, challenged, and AV ballots noted
7. Ensure proper recording of write-in votes or a notation of none when applicable
8. Ensure proper recording of challenges
9. Ensure remarks were recorded
10. Certificate of Election Inspectors completed and signed by inspectors present when polls closed
11. Ballot summary is completed and totals are accurate
12. Ballot container seal number is properly recorded

Ballot Container Certificate

1. Dated and signed by two election inspectors of differing party affiliation
2. Seal number properly recorded

Program Container Certificate

1. Dated and signed by two election inspectors of differing party affiliation
2. Seal number properly recorded

Statement of Votes (3 copies required)

1. Totals tape signed by inspectors present when poll closed
2. Write-in votes totaled (if necessary)
3. Seal number of ballot container recorded properly
4. Seal number signed by two inspectors of differing party affiliation
5. Signatures of all inspectors present when polls closed

The following is a step by step break down of the above Receiving Board check list

Poll Book

1. Clerk's Preparation Certificate completed and signed ➡
2. Election Inspectors Preparation, Certificate completed and signed by inspectors present when polls opened ➡
3. All inspectors subscribed to the Constitutional Oath of Office ➡
4. Oath administrator signed ➡

CLERK'S PREPARATION CERTIFICATE
(ABSENT VOTER COUNTING BOARD)

Tabulator Serial No. AA2345678
Tabulator Seal No. 9374543

I certify that the above precinct tabulator has been properly prepared and tested for this election in accordance with law, and that at the completion of the test the program was inserted into the tabulator and sealed with a seal bearing the seal number recorded above.

1-7
Ward/Precinct No.
 Kyle Whitney or Rachel Quayle
Signature of Clerk or Authorized Assistant
Election Date _____
Date

ELECTION INSPECTORS' PREPARATION CERTIFICATE
(ABSENT VOTER COUNTING BOARD)

WE CERTIFY BY SIGNING BELOW THAT THE FOLLOWING WAS COMPLETED PRIOR TO THE OPENING OF THE POLLS.

The oath of office was administered to and signed by all election inspectors present.

Verified that the serial number of the Precinct Tabulator and the number on the seal used to secure the Precinct Tabulator was the same as the serial and seal numbers recorded on the Clerk's Preparation Certificate above.

All preparation tests of the Precinct Tabulator were completed and the equipment was found to be in proper working order.

The ballot was verified by comparing each candidate's name and the placement of any propositions on the ballot with the precinct instruction ballot, and the zero tape generated from the precinct tabulator.

OATHS OF CHAIRPERSON AND ELECTION INSPECTORS
(ABSENT VOTER COUNTING BOARD)

STATE OF MICHIGAN,
COUNTY OF Marquette } SS.

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 at the Election held on **Tuesday**, the _____ day of _____, 20____, according to the best of my ability. I further swear (or affirm) that I shall not communicate in any way any information relative to the processing or tallying of votes that may come to me while in this counting place until after the polls are closed.

Taken, subscribed and sworn to before me this _____ day of _____, 20____.
 Chairperson
Signature of Chairperson

Taken, subscribed and sworn to before me this _____ day of _____, 20____.
 Kyle Whitney or Rachel Quayle
Signature of Person Administering Oath

STATE OF MICHIGAN,
COUNTY OF Marquette } SS.

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 Inspector of Elections at the Election held on **Tuesday**, the _____ day of _____, 20____, according to the best of my ability. I further swear (or affirm) that I shall not communicate in any way any information relative to the processing or tallying of votes that may come to me while in this counting place until after the polls are closed.

Signatures of Persons Taking Oath and Certifying Preparation Certificate

<u>Election Inspector</u>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>

Taken, subscribed and sworn to before me this _____ day of _____, 20____.
 Chair Person
Signature of Person Administering Oath

State Election Resources
 Form 5019-G

5. No lines skipped on the List of Voters
 - Ensure the totals match on the summary report and list of voters.
6. All spoiled, affidavit, envelope, challenged, and AV ballots noted
 - Be sure the ballot summary report and envelopes indicate whether there were any spoiled, affidavit or challenged ballots. There will not be any AV ballots in the precincts, only the AV Counting Board.
7. Ensure proper recording of write-in votes

PRES. FIRMLY!
YOU ARE MAKING 3 COPIES

DETACH ONLY THE RED AND GREEN COPIES AT PERFORATIONS

DECLARED WRITE-INS ONLY **STATEMENT OF VOTES**

WARD/PRECINCT: _____ JURISDICTION: _____ DATE: _____

CANDIDATE'S NAME	OFFICE	PARTY	TALLY OF VOTES										TOTAL WRITE-IN VOTES		
			5	10	15	20	25	30	35	40	45	50			

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

REMARKS SET LIST OF VOTERS REPORT

In-person Precinct Poll Book write-in form

8. Ensure proper recording of challenges

CHALLENGED VOTERS	
Time <u>4:35pm</u>	Name of Challenger <u>John McQuif</u>
Name of Challenged Voter <u>Sally Smith</u>	Voter's Phone No. <u>906-555-1212</u>
Voter's Address <u>123 Karoan Ave, Marquette MI 49895</u>	
Reason for Challenge <u>Challenger has reason to believe the voter has moved</u>	
Result of Challenge: <input type="checkbox"/> Ballot issued and identified <input type="checkbox"/> Ballot not issued	
Time _____	Name of Challenger _____
Name of Challenged Voter _____	Voter's Phone No. _____
Voter's Address _____	
Reason for Challenge _____	
Result of Challenge: <input type="checkbox"/> Ballot issued and identified <input type="checkbox"/> Ballot not issued	
Time _____	Name of Challenger _____
Name of Challenged Voter _____	Voter's Phone No. _____
Voter's Address _____	
Reason for Challenge _____	
Result of Challenge: <input type="checkbox"/> Ballot issued and identified <input type="checkbox"/> Ballot not issued	

9. Ensure remarks were recorded

TIME	REMARKS SECTION
	Please record anything unusual or important that occurred on Election Day.
9:04am	Tabulator Jam
9:08am	Tabulator Jam - Issue Resolved
11:45am	Challengers Arrive, Oaths given
2:21pm	Pct. 3, ballot # 203 & 204, husband and wife switch envelopes
3:00pm	Pct. 4 Tabulation complete, numbers balance

- 10. Certificate of Election Inspectors completed and signed by inspectors present when polls closed

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):

No. _____ (if container requires two(2))

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. _____

Democratic Inspector **Republican Inspector**

Signature of Election Inspector who sealed/seals Ballot Storage Container and the Transfer Container. Signature of Election Inspector who sealed/seals 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"/> Chairperson		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	

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

REMARKS SECTION REPORT

BALLOT SUMMARY REPORT

In-person Precincts Poll Book Form

11. Ballot summary is completed, and totals are accurate
- The ballot summary will be printed by Kyle or Rachel at the Receiving Board.

2/24/2012 - PRESIDENTIAL PRIMARY - PAW PAW TOWNSHIP			
PRECINCT 06001			
BALLOT SUMMARY			
WE CERTIFY THE FOLLOWING:			
NUMBER OF BALLOTS DELIVERED TO PRECINCT:			
A. Number of official ballots delivered to precinct:			
Ballot Style	Starting No.	Ending No.	Count
[None]	00000001	00000200	200
			200
B. Number of absent voter return envelopes received by board:			2
C. Total of lines A and B (Must match Line K below)			202
NUMBER OF BALLOTS AT CLOSE OF POLLS:			
D. Number of ballots tabulated:			15
E. Number of AV ballot envelopes delivered to precinct which did not contain ballot or were not processed for any reason:			0
F. Number of ballots released to voters who spoiled their ballot at the polling place (spoiled or defective ballots):			2
G. Number of ballots rejected:			0
H. Number of ballots used by election inspectors for ballot duplications:			0
I. Number of PROVISIONAL "envelope" ballots issued:			1
J. Number of UNUSED BALLOTS (excess ballots):			
Ballot Style	Starting No.	Ending No.	Count
[None]	00000017	00000200	184
			184
K. Total of Lines D, E, F, G, H, I, and J (Must match Line C above)			202
L. Difference:			0

L: Difference must equal 0

Ballot Summary for in-person Precincts

12. Ballot container seal number is properly recorded

- The seal number should be the same on the blue certificate and on the statement of votes

Ballot Container Certificate
Date of Election: 8-6-19
City, Township, or Village: Marquette City Ward/Pct #: 5
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.
X [Signature] Democrat Inspector
X [Signature] Republican Inspector
Handwritten: 39717 RA MOS, 5054207



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):
No. _____ (if container requires two(2))
No. _____
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. _____
 Democrat Inspector Republican Inspector
Inspector who sealed/verified the Ballot Storage Container
Signature of Election Inspector who sealed/verified the Ballot Storage Container and the Transfer Container.
SEALS OF ALL PERSONS PRESENT AT THE CLOSE OF POLLS & CERTIFYING COMPLETION CERTIFICATE
(on the Remarks page if an Inspector left before the polls closed.)

Ballot Container Certificate

This process will be the same for both in-person Precincts and the AVCB

1. Dated and signed by two election inspectors of differing party affiliation
2. Seal number is properly recorded

Ballot Container Certificate
Date of Election: 8-6-19
City, Township, or Village: Marquette City Ward/Pct #: 5
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.
X [Signature] Democrat Inspector
X [Signature] Republican Inspector
Handwritten: 39717 RA MOS, 5054207



Program Container Certificate

1. Dated and signed by two election inspectors of differing party affiliation
2. Seal number properly recorded
 - a. The seal number on the front of the tabulator is the seal number that is written on the green certificate
 - b. The seal number is record in the Statement of Vote, #2 (see image on following page)
3. Kyle or Rachel will come around at the close of polls to cut the seal and remove the card with the witness of one election staff.
 - a. The card and original seal will be placed in a red leather zip pouch
 - b. The pouch will be sealed with a new seal
 - c. The new seal number will be recorded on the green certificate and signed by the election worker and Kyle or Rachel (on the reverse side)
 - d. The green certificate will be sealed with the red pouch
 - e. Kyle or Rachel will transfer the red pouch to the County

PRECINCT INSPECTORS COMPLETE THIS CERTIFICATE
PRECINCT TRANSFER CONTAINER CERTIFICATE

This transfer container contains:
Tabulator Program (Memory Device)

We, the undersigned members of the Board of Election Inspectors, certify that a seal with the following seal number was properly affixed to the transfer container.

Seal Number: 0015358

signed by Kyle or Rachel
Signature of official who SEALED the container

signed by election inspector
Signature of official who VERIFIED the container

Date of Election: Today's Date

Jurisdiction: City of Marquette

Ward/Precinct: 1-7



The purpose of sealing the program card in the red pouch is to maintain chain of custody of the program cards from the City Clerk to the County Clerk.

The County Clerk then uses the program cards to upload the election results.

REMARKS SECTION REPORT

BALLOT SUMMARY REPORT

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):

No. (if container requires two(2))
No.

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.

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 ROLLS & CERTIFYING COMPLETION CERTIFICATE
(Make a note on the Remarks page if an inspector left before the polls closed.)

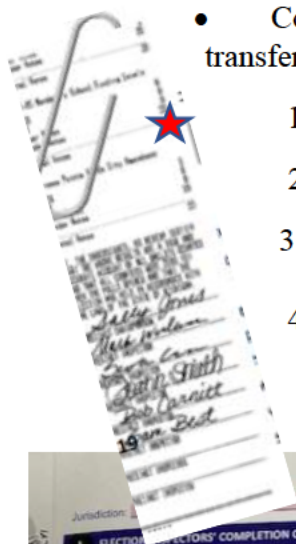
Signature	Phone	Signature	Phone
<input checked="" type="checkbox"/> Chairperson		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	

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

Statement of Votes (3 copies)

In person Precinct Poll Book

- Confirm the Poll Book and Statement of Votes are not sealed in the blue ballot transfer case.



1. Tabulator tape ★
2. Total number of votes received for declared write-ins ★
3. Seal number of ballot container recorded properly ★
4. Seal number signed by two inspectors of differing party affiliation ★
5. Signatures of all inspectors present when polls closed ★

Statement of Votes - Clip or Attach Tabulator Tape Here

Jurisdiction: _____ Precinct #: _____

1. ELECTION INSPECTORS' COMPLETION CERTIFICATE

After the Polls closed, we completed the following:

- Recorded the number of ballots tabulated according to the public counter of the tabulator as: _____
- Sealed all provisional envelope ballots for delivery to the Clerk, and recorded the number as: _____
- Recorded the number of voters according to the List of Voters (including AV List if used) as: _____
- 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).
- Duplicated and tabulated any ballots requiring duplication, if any.
- Talled 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):

No. _____ (If container requires two(2))

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. _____

★
★

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.)

Name	Phone
X _____	X
X _____	X
X _____	X
X _____	X
X _____	X
X _____	X

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

DETACH ONLY THE RED AND GREEN COPIES AT PERFORATIONS

DECLARED WRITE-INS ONLY **STATEMENT OF VOTES**

WARD/PRECICT: _____ JURISDICTION: _____ DATE: _____

CANDIDATE'S NAME	OFFICE	PARTY	TALLY OF VOTES											TOTAL WRITE-IN VOTES		
			5	10	15	20	25	30	35	40	45	50				

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