

Please Sign In - There are two sign in sheets

- City of Marquette Workers
- Other Jurisdictions

# ELECTION INSPECTOR TRAINING -Election Day

November 5 Presidential Election

MARQUETTE CITY  
CLERK'S OFFICE

- Intro
- Sign in / Direct Deposit / Indicate if working for another jurisdiction
- Future Dates
- Thank you

**WELCOME**

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

**WHY ARE YOU HERE?**

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

**“CUSTOMER” SERVICE**

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

## TONIGHT’S AGENDA

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

## DEFINITIONS

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

## **ELECTION DAY: A BRIEF OVERVIEW**

# Election Day Impacts

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



# What to expect? 2020 v. 2024

- Ballot size impacts turnout
- November 2020
  - 15,119 residents were registered to vote
  - 10,649 voter turnout
  - Absentee Voters
    - 7,434 Absentee Ballots Sent
    - 7,199 Ballots Returned - 96.84 %return rate

3,450 Total In-person Voters, Across 7 precincts

Unique Election  
-First Presidential with No Reason Absentee  
-COVID

- November 2024
  - 15,141 residents are registered to vote
  - Absentee Voters
    - Ballots Sent: 4,564
    - Perm Ballot List

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



# Early Voting - Election Day Impact

- Proposal 22-2
- Feb. 2024
  - 107 across 9 days
- Aug. 2024
  - 174 across 9 days
- An additional option for voters
  - Vote Early
  - Vote by Absentee Ballot
  - Vote In-person on Election Day

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

# Precinct Consolidation -Election Day Impact

- Change in state law allows for up to 4,999 registered voters per precinct
- Polling Locations
  - 1 and 2 at Baraga Gym
  - 3 and 4 at the YMCA
  - Municipal Service Center is no longer a polling location

## Benefits

Staffing

Reduced Costs

Clerks will be more easily accessible

## Old Precinct

## New Precinct

1 & 3



1

2



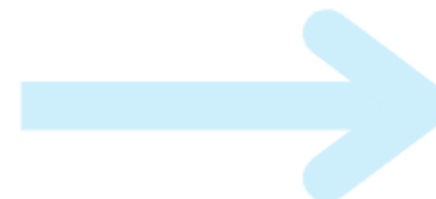
2

4 & 5



3

6 & 7



4

Northern Michigan  
University Students

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

## OPENING THE POLLS

## E-Poll Book Log In Screen

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

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:

User Password: 3  Enter

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

Shutdown

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

Example:

Username:

Password:

## Individual Logins

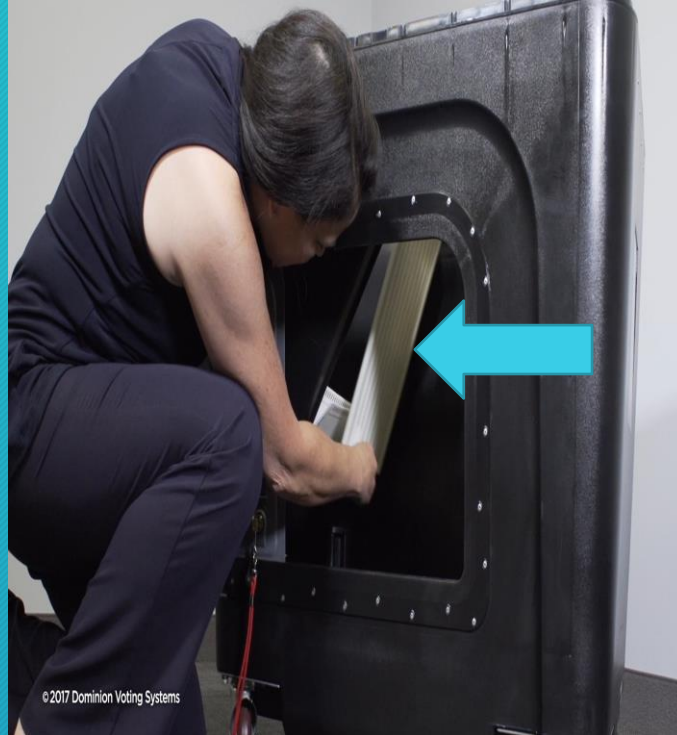
# ICP Ballot Box



# COMPARTMENTS

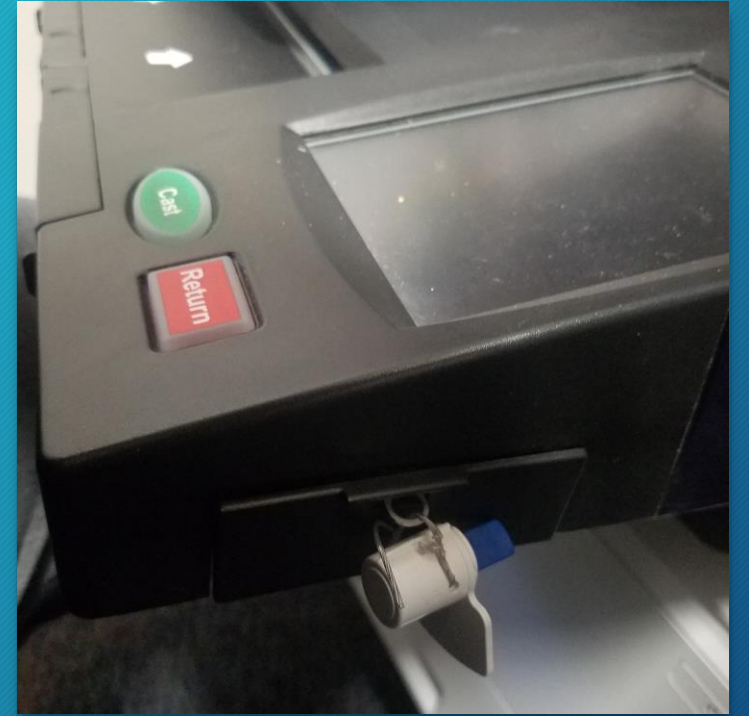
## MAIN WRITE-IN AUXILIARY

Make  
Sure  
Slot  
is  
closed  
and  
door  
is  
locked

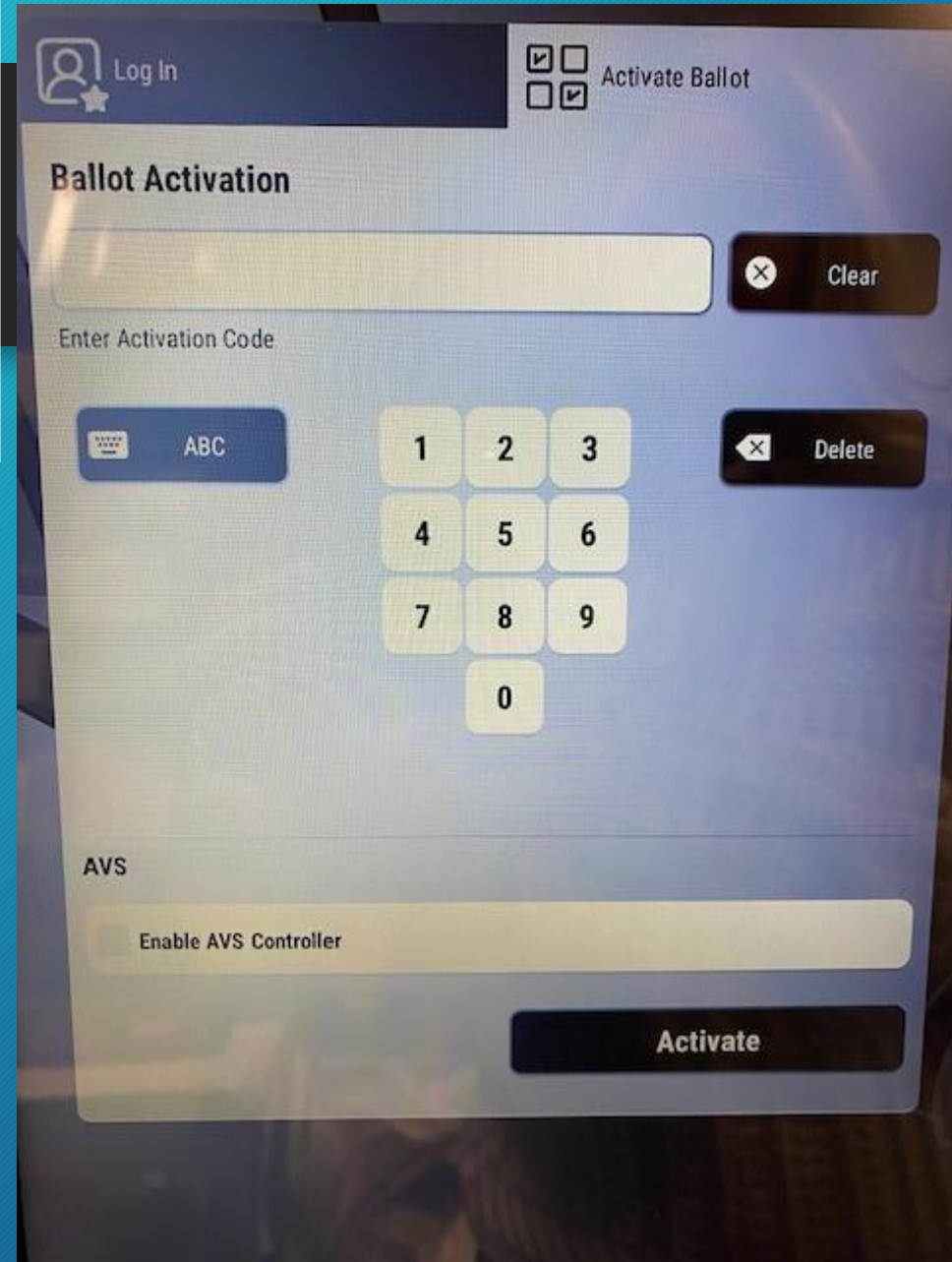
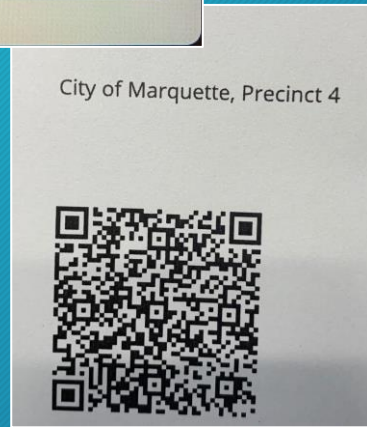
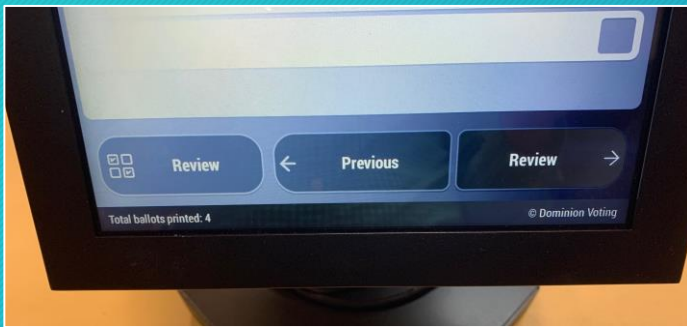
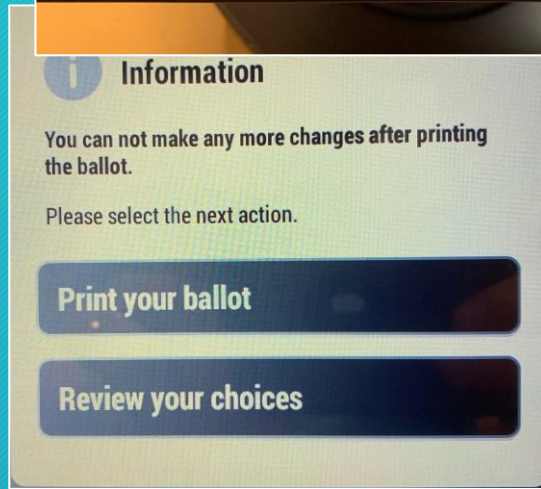
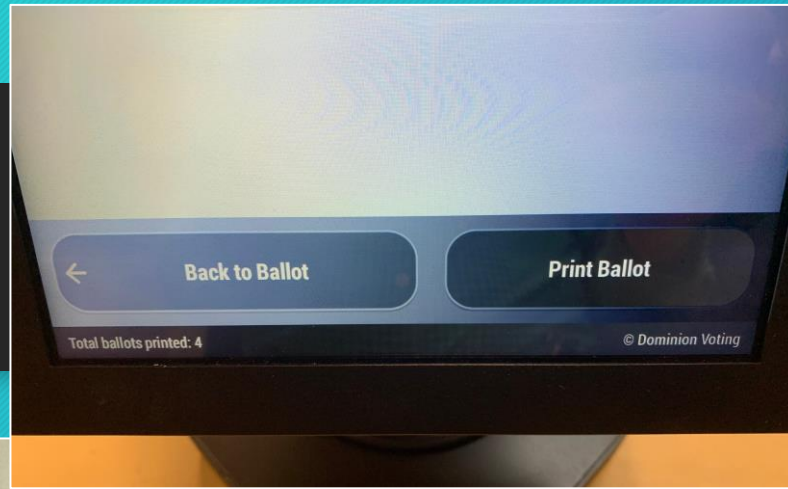
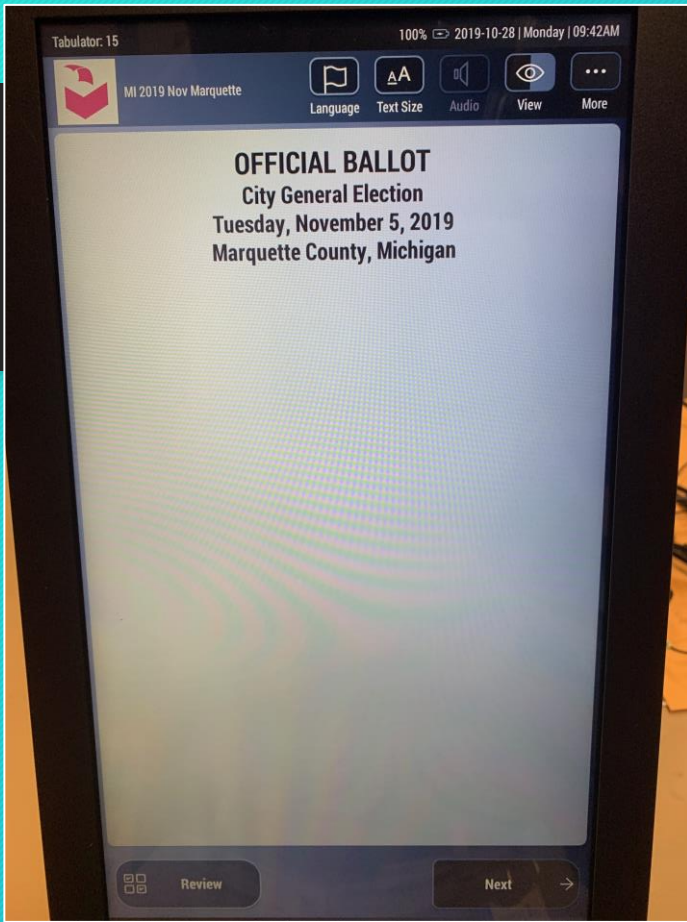


If there are valid write-in candidates, make sure this door is CLOSED





SEALS ON  
THE ICP



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

## OPENING THE POLLS

# ICP ZERO TAPE

1

Compare the offices listed with those listed on your ballots

2

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

3

**Do not** tear the Zero Tape off at this time

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

-----  
Name

-----  
Signature

-----  
Name

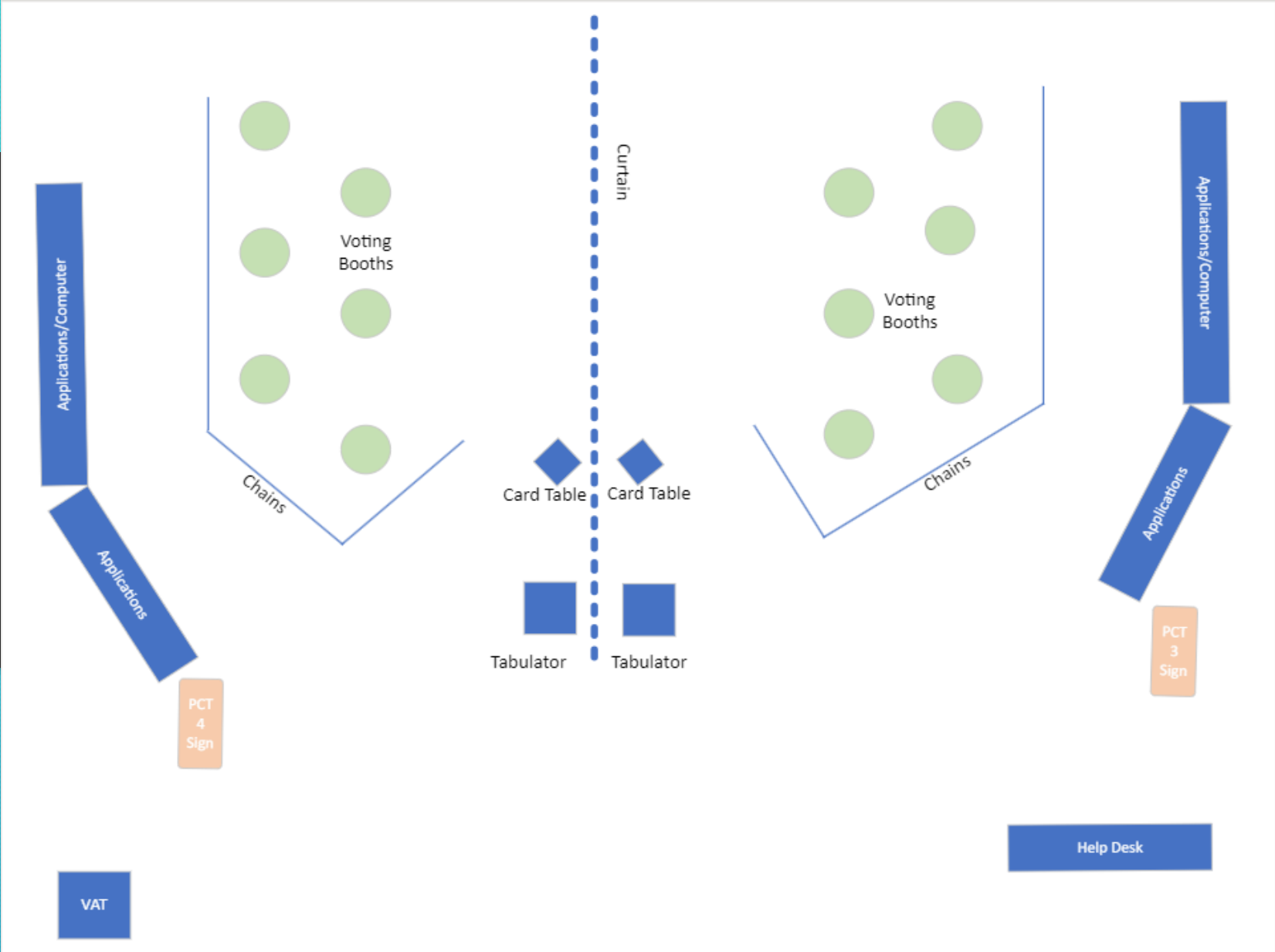
-----  
Signature

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

FAVORITE SPORTS

# Processing Voters: Sample Polling Location

YMCA



# APPLICATION TO VOTE

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

New: Application travels with voter to tabulation station!

**Application to Vote - Poll List**

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

Date of Election AUG 08 2017 Precinct \_\_\_\_\_

<p>PRINT NAME: _____</p> <p>DATE OF BIRTH: _____</p> <p>RESIDENCE ADDRESS: _____</p> <p>_____</p> <p>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 _____</p> <p><b>SIGN HERE</b>  _____</p> <p style="text-align: right;">SIGNATURE OF VOTER</p>	<p>ELECTION INSPECTOR COMPLETES</p> <p><input type="checkbox"/> AFFIDAVIT ON REVERSE COMPLETED</p> <p>ELEC. INSP. INITIAL</p> <p>BALLOT STYLE</p> <p>BALLOT NO.</p> <p>VOTER NO.</p>
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# ACCEPTABLE PHOTO ID

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

- (i) An operator's or chauffeur's license issued under the Michigan vehicle code, 1949 PA 300, MCL 257.1 to 257.923, or an enhanced driver license issued under the enhanced driver license and enhanced official state personal identification card act, 2008 PA 23, MCL 28.301 to 28.308.
- (ii) An official state personal identification card issued under 1972 PA 222, MCL 28.291 to 28.300, or an enhanced official state personal identification card issued under the enhanced driver license and enhanced official state personal identification card act, 2008 PA 23, MCL 28.301 to 28.308.
- (iii) A current operator's or chauffeur's license issued by another state.
- (iv) A current state personal identification card issued by another state.
- (v) A current state government issued photo identification card.
- (vi) A current United States passport or federal government issued photo identification card.
- (vii) A current military photo identification card.
- (viii) A current tribal photo identification card.
- (ix) A current photo identification card issued by a local government.**
- (x) A current student photo identification card issued by an educational institution.

# PHOTO ID VERIFICATION



**MICHIGAN- DRIVER LICENSE**

5 100 100 100 100

**KINE BEARD SAMPLE**

**123 NORTH STATE ST**

Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Restrictions: \_\_\_\_\_

*Kine Sample*

**APPLICATION TO VOTE – POLL LIST**

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

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

**SIGN HERE** *Kine Sample*

Print Name: Kine Sample

Date of Birth: 5/11/1984

Residence Address: 123 North State St

**FOR INSPECTOR'S USE ONLY**

Date of Election: \_\_\_\_\_

Ballot Type: \_\_\_\_\_

Precinct No.: \_\_\_\_\_

Affidavit on reverse completed

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

I, \_\_\_\_\_ hereby affirm that I am \_\_\_\_\_ (Print Name) not in possession of a driver's license, a state-issued personal identification card or any other acceptable form of picture identification and wish to vote.

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

SIGNATURE OF VOTER: X

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

**To be completed by Election Inspector**

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_

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

X \_\_\_\_\_  
Signature of Election Inspector



# ADDRESS VERIFICATION

**Application to Vote - Poll List**

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

Date of Election AUG 08 2017 Precinct \_\_\_\_\_

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

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

**SIGN HERE** \_\_\_\_\_ SIGNATURE OF VOTER

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

Lock this voter record

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

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

**Voter Search** DLN / Name: [MCQVF, T] Search

**Voter Details**

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

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

Ballot Style: 00069

Gender: M Reg. Date: 7/12/1977

Eff. Reg. Date: 11/29/1984

Rolling location: ROUSSEAU TOWN HALL  
572 ROUSSEAU RD  
MASS CITY MI 49948

Issue a ballot

**Regular ballot** Record an absentee ballot

Affidavit ballot provided

Envelope ballot provided

Challenged ballot

Undo Undo (N)

Unlock this voter without ballot

**You are about to issue a Regular Ballot to:**

Mcqvf, Thomas Stuart 11/30/1966

This ballot number will be assigned: 00000001  VAT Ballot

**OK** **Cancel**

VOTING STATUS: Did not vote in precinct

1 matching voters Total = 0

# VOTERS WITHOUT PHOTO ID

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

**A registered voter gets a ballot unless they:**

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

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

I, \_\_\_\_\_ hereby affirm that I am  
(Print Name)

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

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

**SIGNATURE OF VOTER:** X \_\_\_\_\_

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

\_\_\_\_\_  
**To be completed by Election Inspector**

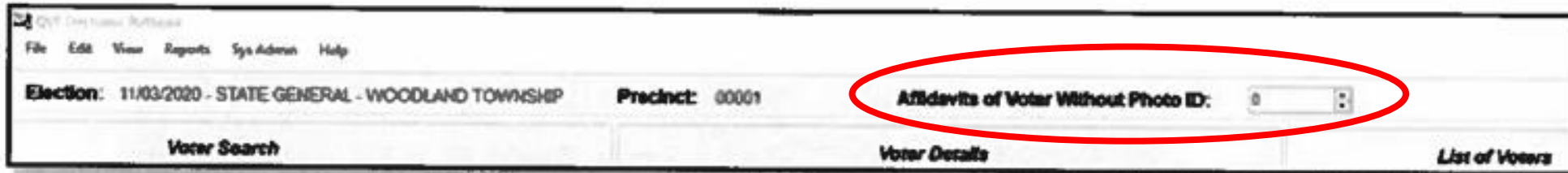
Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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

X \_\_\_\_\_  
Signature of Election Inspector

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

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



**VOTERS WITHOUT ID REPORTING**

# ISSUING A BALLOT TO A VOTER

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

# ISSUING A BALLOT

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

Lock this voter record

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

The screenshot displays the 'Voter Search' and 'Voter Details' sections of a software interface. The 'Voter Search' section shows a search for 'MCQVF, T' and a list of voters with 'Mcqvf, Thomas Stuart' selected. The 'Voter Details' section shows information for 'MCQVF, THOMAS STUART' including DOB (11/30/1966), Address (3500 E COURTNEY LAKE RD, MASS CITY MI 49948), Gender (M), and Polling Location (ROUSSEAU TOWN HALL, 572 ROUSSEAU RD, MASS CITY MI 49948). A green circle highlights the 'Voter Details' section. Below the details, the 'Issue a ballot' section has 'Regular ballot' selected. A dialog box titled 'You are about to issue a Regular Ballot to:' is open, showing the voter's name and DOB, and a field for 'This ballot number will be assigned:' with the value '00000001'. The dialog box has 'OK' and 'Cancel' buttons. The 'VOTING STATUS' is 'Did not vote in precinct.' and the 'Total' is 0.

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

**Voter Search**      **Voter Details**      **List of Voters**

DLN / Name: MCQVF, T      Search

This Precinct: Other      Unlisted

These voters are located within the selected inner precinct:

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

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

**Address:** 3500 E COURTNEY LAKE RD  
MASS CITY MI 49948      **Precinct:** 00001

**Gender:** M      **Ballot Style:** 00069

**Polling Location:** ROUSSEAU TOWN HALL  
572 ROUSSEAU RD  
MASS CITY MI 49948      **Reg. Date:** 7/12/1977

**Eff. Rg. Date:** 11/29/1984

Issue a ballot      Other actions: Record an absentee ballot

**Regular ballot**

Affidavit ballot-prov      Issue a ballot

Envelope ballot-prov

Challenged ballot

Undo      Undo (N)

Unlock this voter without ballot

**You are about to issue a Regular Ballot to:**

Mcqvf, Thomas Stuart      11/30/1966

This ballot number will be assigned: 00000001

VAT Ballot

OK      Cancel

VOTING STATUS: Did not vote in precinct.

1 matching voters      Total = 0

# DOUBLE CHECK INFO

**Voter Search**

DLN / Name:

**These voters are located outside of the selected inner precincts:**

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

# CORRECTIONS

## Correcting Mistakes

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

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

To correct a mistake:

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

Issue a ballot

Regular ballot

Affidavit ballot-provisional

Envelope ballot-provisional

Challenged ballot

Other actions

Record an absentee ballot

Spoil a ballot

Reject a ballot

Undo Undo (Nothing to undo)

Unlock this voter without performing any action

Voter Remarks Label

QVF Electronic Pollbook

File Edit View Reports Sys Admin Help

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

Voter Search

DLN / Name: [MCQ] Search

This Precinct [Other] [Unlisted]

These voters are located within the selected inner precinct:

Voter Name	DOB
Mcqyl, Agatha Christie	8/17/1955
Mcqyl, Ann Marie	6/9/1964
Mcqyl, Barbara Ann	3/12/1964
Mcqyl, Carlene Carys	3/8/1968
Mcqyl, Carrie Ann	10/5/1985
Mcqyl, Dean Gene	1/9/1936
Mcqyl, Dylan Shane	2/14/1946
Mcqyl, Gary Owen	11/8/1942
Mcqyl, George David	4/1/1934
REG Mcqyl, Heather Rose	6/8/1932
Mcqyl, Jason Aavid	12/1/1945
REG Mcqyl, Jeffrey Alan	1/12/1954
AV Mcqyl, Jennifer Lynn	5/18/1964
Mcqyl, Johnathon Michael	3/18/1943
Mcqyl, Kathryn Michelle	12/6/1925
Mcqyl, Kelly Michelle	6/7/1978
Mcqyl, Kristi Ann	6/7/1962
AV Mcqyl, Liam Daniel	5/9/1973

35 matching voters

Voter Details

Name: DOB:

Address: Precinct:

Gender: Ballot Style:

Temp Perm Reg. Date:

Polling Location: 752 ROUSSEAU RD MASS CITY MI 49948 Etl. Rg. Date:

Geography

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

Lock this voter record

If you do not LOCK this voter, and no changes

Voter's Status is: Regular Ballot [0000000] VOTING STATUS: Vote

List of Voters

Assigned To	Ballot
Mcqyl, Thomas Stuart	00000001
Mcqyl, Heather Rose	00000002
Mcqyl, Mary Ellen	00000004
Mcqyl, Jennifer Lynn	00000005
Mcqyl, Jeffrey Alan	00000005
Mcqyl, Liam Daniel	00000007

Issue a ballot

Regular ballot

Affidavit ballot-provisional

Envelope ballot-provisional

Challenged ballot

Other actions

Record an absentee ballot

Spoil a ballot

Reject a ballot

Undo Undo (Issuance of ballot [00000005])

Unlock this voter without performing any Confirm

# In-person Voters with AV Ballots Issued & Not Returned

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

**Voter Search**

DLN / Name: WHITNEY Search

This Precinct Other Unlisted

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

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

**Voter Details**

Name: WHITNEY, KYLE LEE DOB: 04/28/1987

Address: 1003 ALTAMONT ST  
MARQUETTE MI 49855 Precinct: 00002

Ballot Style: 100

Gender: M Temp Perm Reg.Date: 04/26/2017

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

Issue a ballot

Regular ballot

Affidavit ballot-provisional

Envelope ballot-provisional

Challenged ballot

Undo Undo (Nothing to undo)

Unlock this voter without performing any action Voter Remarks Label

Absentee Ballot [00000187] sent by clerk--Voter must surrender ballot or submit affidavit.

VOTING STATUS: Did not vote in precinct.



Issue a ballot

Regular ballot

Affidavit Confirm

Envelope

Challenged

Undo

Unlock this voter without performing any action Voter Remarks Label

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

Yes No

Absentee Ballot [00000187] sent by clerk--Voter must surrender ballot or submit affidavit.

VOTING STATUS: Did not vote in precinct.



# AV Ballot at in Precinct - Voter possesses their ballot

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

1. The voter may wish to tabulate their AV ballot, direct them to complete an Application to Vote. Ask the voter to carefully expose their ballot number on the ballot stub. Once ballot number is verified, provide the voter with secrecy sleeve and direct them to voting booth. The EPB will have a button to mark the voter voted AVB in person

1. If the number cannot be verified, the voter will surrender the ballot.

2. If the voter does not wish to vote their AVB they will surrender their ballot.

1. Have voter place ballot in their AVB envelope, sign the envelope and write surrender

2. Have voter fill out application to vote and process as normal

The screenshot displays a software interface for ballot management. It is divided into two main sections: 'Issue a ballot' and 'Other actions'. The 'Issue a ballot' section contains buttons for 'Regular ballot', 'Affidavit ballot-provisional', 'Envelope ballot-provisional', and 'Challenged ballot'. The 'Other actions' section contains buttons for 'Clerk Delivered AV', 'Voter Tabulated AV' (which is highlighted with a red border), 'Spoil a ballot', and 'Reject a ballot'. Below these sections are buttons for 'Undo' and 'Undo (Recording of In-Person Absentee ballot [00000033])'. There is also a red 'X' icon next to the text 'Unlock this voter without performing any action', and buttons for 'Voter Remarks' and 'Label'. At the bottom, a status message reads: 'Absentee Ballot [00000033] sent by clerk--Voter must surrender ballot or submit affidavit. In-Person Absentee ballot [00000033] recorded at the precinct. VOTING STATUS: Voted in precinct using a In-Person Absentee ballot.'

# AV Ballot in Precinct - Voter does not possess their ballot

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

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

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

# In-person Voters with AV Ballots Issued & Returned

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

**Voter Search**

DLN / Name:  Search

This Precinct | Other | Unlisted

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

	Voter Name	DOB
?	ABBOTT, CHRISTOPHER MICHAEL	06/13/1988
?	ABENDROTH, LORI SUSAN	11/17/1959
	ABRAM, MARJORIE ANNE	09/21/1929
	ABRAMSON, DENISE KRISTINE	01/03/1987
	ABRAMSON, JOHN RAYMOND	09/13/1984
▶ ?	ABROMOWITZ, LUCAS DOMINIC	11/04/1991
	ADAMS, BEAU HENRICH	08/28/1992
	ADAMS, JACOB LYLE DIEHL	02/21/1995
	ADAMS, KURTIS SCOTT	01/09/1949
	ADAMS, SHELBY LYNNE	10/03/1994
?	ADOLPHS, THOMAS CLARENCE	03/23/1986
?	AHO, ARNOLD ARCHIE	02/27/1933
?	AHO, GARY ELIAS	05/26/1942
	AHO, JERRY PAUL	03/02/1978
?	AHO, MARY PELISSIER	01/26/1944
	AHO, NATHAN TAIT	01/02/1976
	AHO, ROBIN LYNN	05/11/1981
	AHONEN, JULIE MARIE	07/03/1980
	AHONEN, THOMAS JOHN	07/08/1983
?	AIRD, PAULA RUTH	03/27/1952
	AKINS, ROGER BRIAN	06/01/1965
?	ALA, TERRY WALTER	07/09/1956
?	ALAGON, ALEXA ISABELLE	08/18/1995
?	ALBASHIAN, RYAN MICHAEL	08/28/1979
?	ALBERT, GRACE EDITH	03/23/1956
?	ALBERTS, PATRICIA LOUISE	03/30/1957
?	ALBERTS, WILLIAM ROBERT	07/31/1950
?	ALBRECHT, JENNIFER RENEE	11/03/1981
	ALDRICH, CHLOE KATHLEEN	06/30/2002

**Voter Details**

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

Address: [REDACTED] Precinct: 00002

Ballot Style: 100

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

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

Geography

Issue a ballot

Regular ballot

Affidavit ballot-provisional

Envelope ballot-provisional

Challenged ballot

Undo Undo (Nothing to undo)

Other actions

Record an absentee ballot

Spoil a ballot

Reject a ballot

Undo this voter without performing any action Voter Remarks Label

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

Issue a ballot

Regular ballot

Affidavit

Envelope

Cha

Undo

Other actions

Record an absentee ballot

Confirm

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

Yes No

Undo this voter without performing any action Voter Remarks Label

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

# OFFERING INSTRUCTION

- Offer instructions on the entire ballot
- For November this will include an explanation of:
  - Double-sided ballot -Front is Partisan and Back is Non-Partisan
  - Straight Party Option
  - Darken ovals completely
  - Read instructions carefully
- If a voter needs instruction after entering the booth, it must come from two inspectors of different party affiliation

# AT THE TABULATOR

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Instruct Remove the ballot stub and take application to vote - verify the ballot number. Then instruct the voter to feed the ballot into the tabulator

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Always Remain 10 feet away

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

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

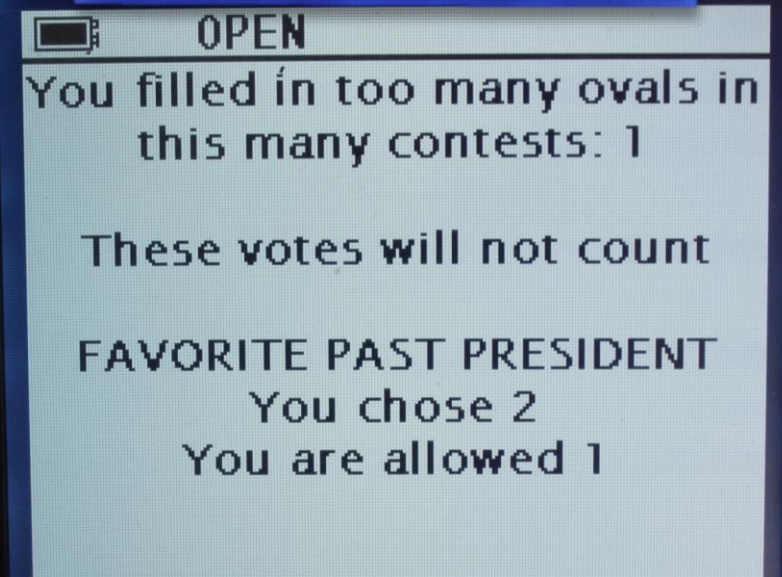
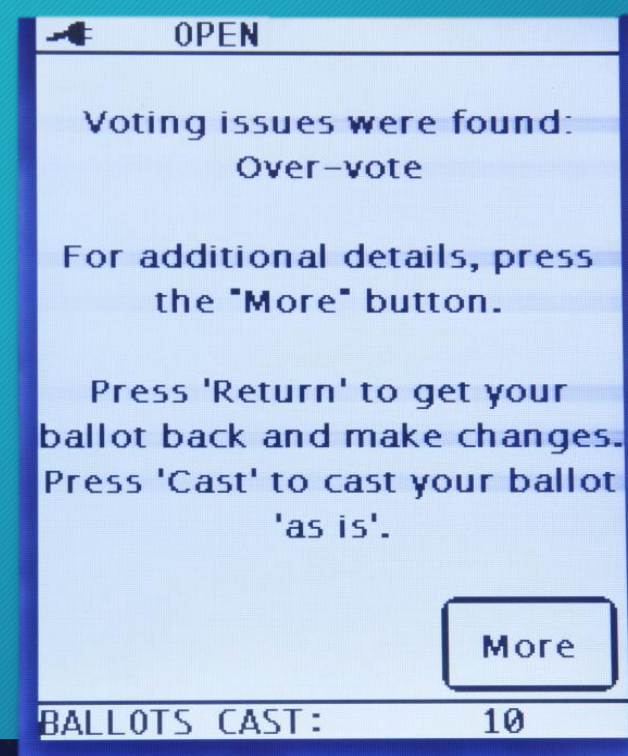
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# TABULATOR REJECTIONS



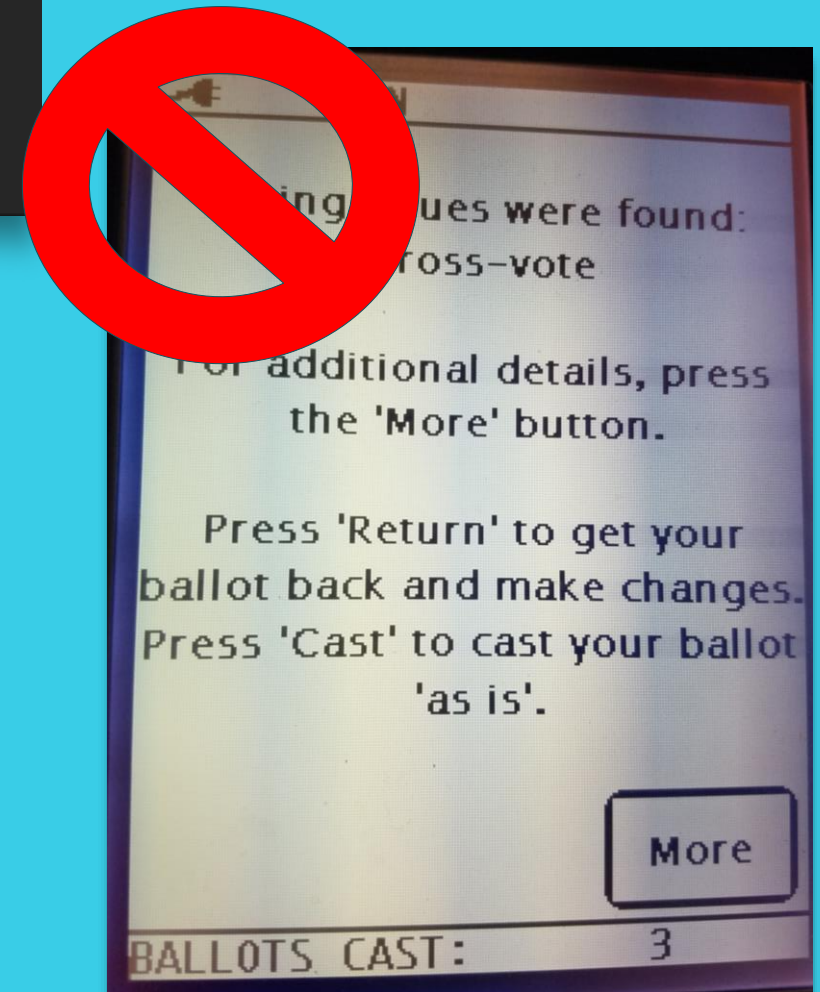
# TABULATOR REJECTIONS

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



# TABULATOR REJECTIONS

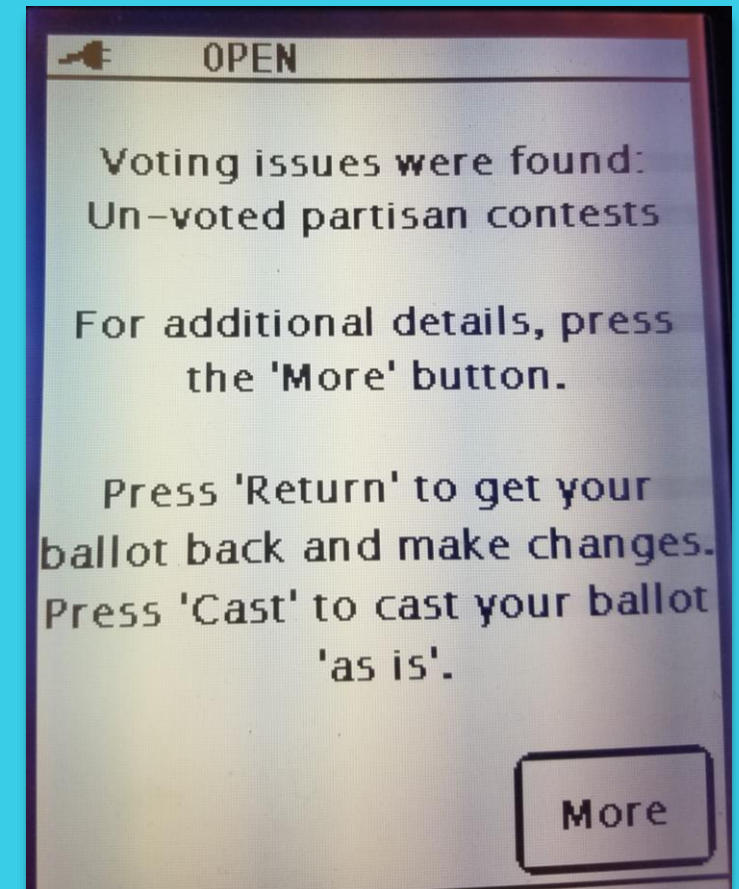
- Cross-voted Ballot: Voter has selected candidates from more than one party
- The voter has two options available:
  - Cast: Ballot will be cast as is and only valid votes will be counted
  - Return: Ballot is returned to voter to allow for changes to be made or ballot spoiled
- If the ballot is cast,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





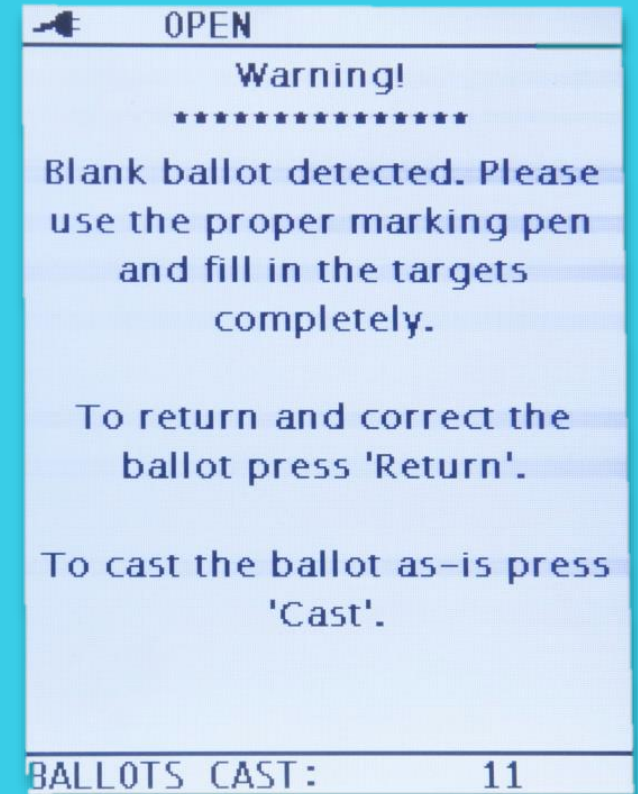
# TABULATOR REJECTIONS

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



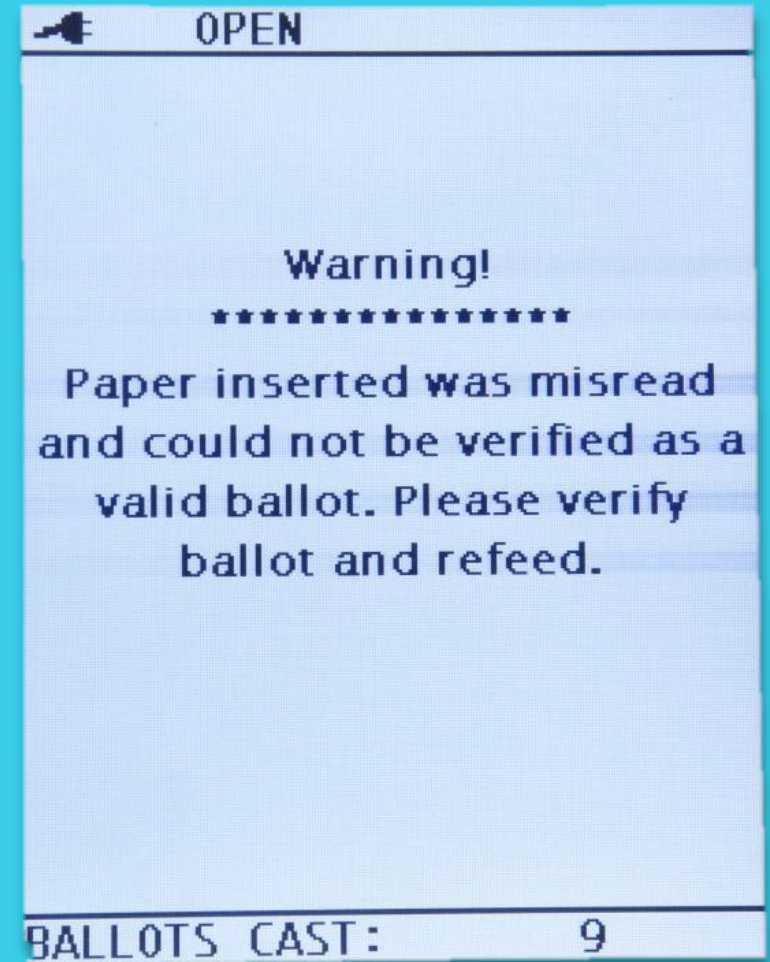
# TABULATOR REJECTIONS

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



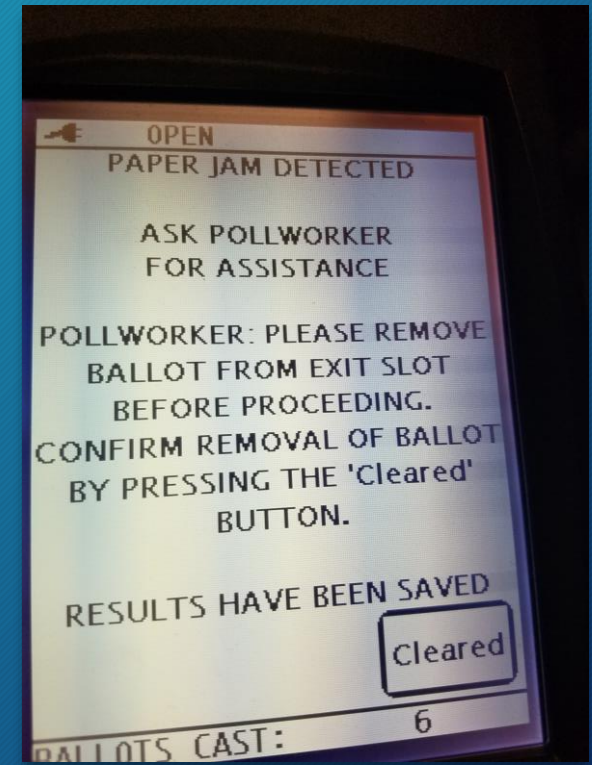
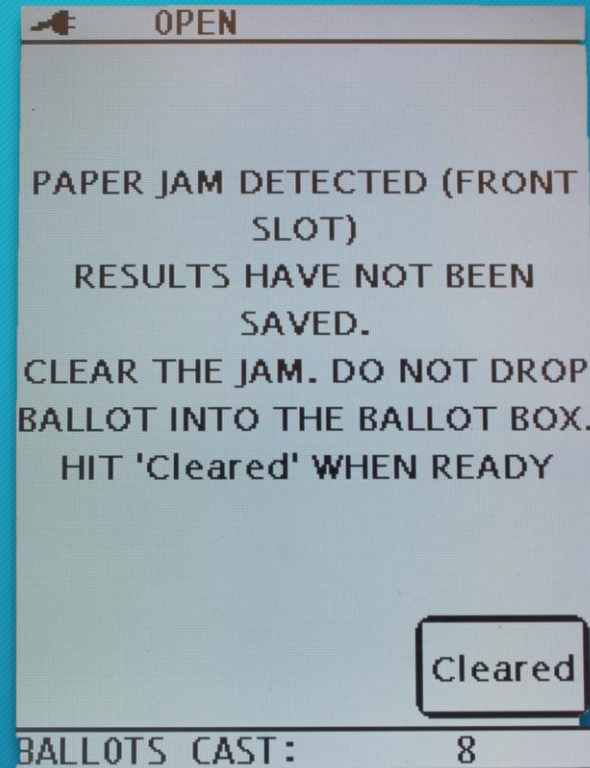
# TABULATOR REJECTIONS

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



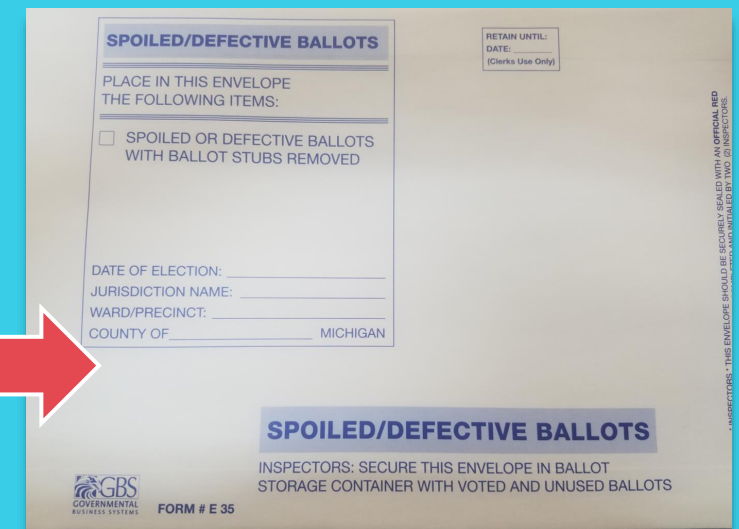
# TABULATOR JAM

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



# SPOILED BALLOTS

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



The image shows a form titled "SPOILED/DEFECTIVE BALLOTS" used for reporting spoiled or defective ballots. The form is divided into several sections:

- Header:** "SPOILED/DEFECTIVE BALLOTS" in a blue box.
- Retention:** "RETAIN UNTIL: DATE: (Clerks Use Only)" in a small box.
- Instructions:** "PLACE IN THIS ENVELOPE THE FOLLOWING ITEMS:"
- Checklist:** A checkbox labeled "SPOILED OR DEFECTIVE BALLOTS WITH BALLOT STUBS REMOVED".
- Fields:** "DATE OF ELECTION:", "JURISDICTION NAME:", "WARD/PRECINCT:", and "COUNTY OF \_\_\_\_\_ MICHIGAN".
- Footer:** "SPOILED/DEFECTIVE BALLOTS" in a blue box, "INSPECTORS: SECURE THIS ENVELOPE IN BALLOT STORAGE CONTAINER WITH VOTED AND UNUSED BALLOTS", and "FORM # E 35".

A red arrow points from the text "this purpose" in the list to the checkbox on the form.

# SPOILED BALLOTS

## Application to Vote - Poll List

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

Date of Election AUG 08 2017 Precinct \_\_\_\_\_

PRINT NAME: _____	ELECTION INSPECTOR COMPLETES
DATE OF BIRTH: _____	<input type="checkbox"/> AFFIDAVIT ON REVERSE COMPLETED
RESIDENCE ADDRESS: _____	ELEC. INSP. INITIAL
	BALLOT STYLE
I certify that I am a United States citizen and a registered and qualified elector in this precinct, and hereby make application to vote at this election.	BALLOT NO. <span style="border: 2px solid red; border-radius: 50%; padding: 2px;"> </span>
<b>SIGN HERE</b> _____	VOTER NO.
SIGNATURE OF VOTER	

## 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.

The screenshot shows the EPB software interface. On the left, under 'Issue a ballot', the 'Regular ballot' option is selected. On the right, under 'Other actions', the 'Spoil a ballot' option is highlighted with a circled '1'. A dialog box titled 'Spoil a ballot' is open, showing the voter's name 'Mcqvf, Thomas Stuart' and date '11/30/1966'. Below this, it asks for the ballot number to be spoiled, with '00000001' entered. A circled '2' is next to the 'OK' button. Another dialog box titled 'You are about to spoil a ballot for:' is open, showing the same voter information and the entered ballot number. A circled '3' is next to the 'OK' button. A third dialog box titled 'QVF Electronic Poll Book' is open, showing the message 'Spoiling of ballot is complete. Please issue a new ballot.' with an 'OK' button.

Regular Ballot [00000001] issued at the precinct. [Spoiled]  
Regular Ballot [00000003] issued at the precinct.  
VOTING STATUS: Voted in precinct using a regular ballot.

List of Voters		
#	Assigned To	Ballot
1	Mcqvf, Thomas Stuart	00000001
		00000003
2	Mcqvf, Heather Rose	00000002
3		

# DEFECTIVE BALLOTS

- Same process, but replace SPOILED with DEFECTIVE

**SPOILED/DEFECTIVE BALLOTS**

PLACE IN THIS ENVELOPE  
THE FOLLOWING ITEMS:


SPOILED OR DEFECTIVE BALLOTS  
WITH BALLOT STUBS REMOVED

DATE OF ELECTION: \_\_\_\_\_  
JURISDICTION NAME: \_\_\_\_\_  
WARD/PRECINCT: \_\_\_\_\_  
COUNTY OF \_\_\_\_\_ MICHIGAN

RETAIN UNTIL:  
DATE: \_\_\_\_\_  
(Clerks Use Only)

**SPOILED/DEFECTIVE BALLOTS**

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

 **FORM # E 35**

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

# EXPOSED BALLOTS

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



Two inspectors of different political parties must assist the voter

A voter may designate a person to assist them

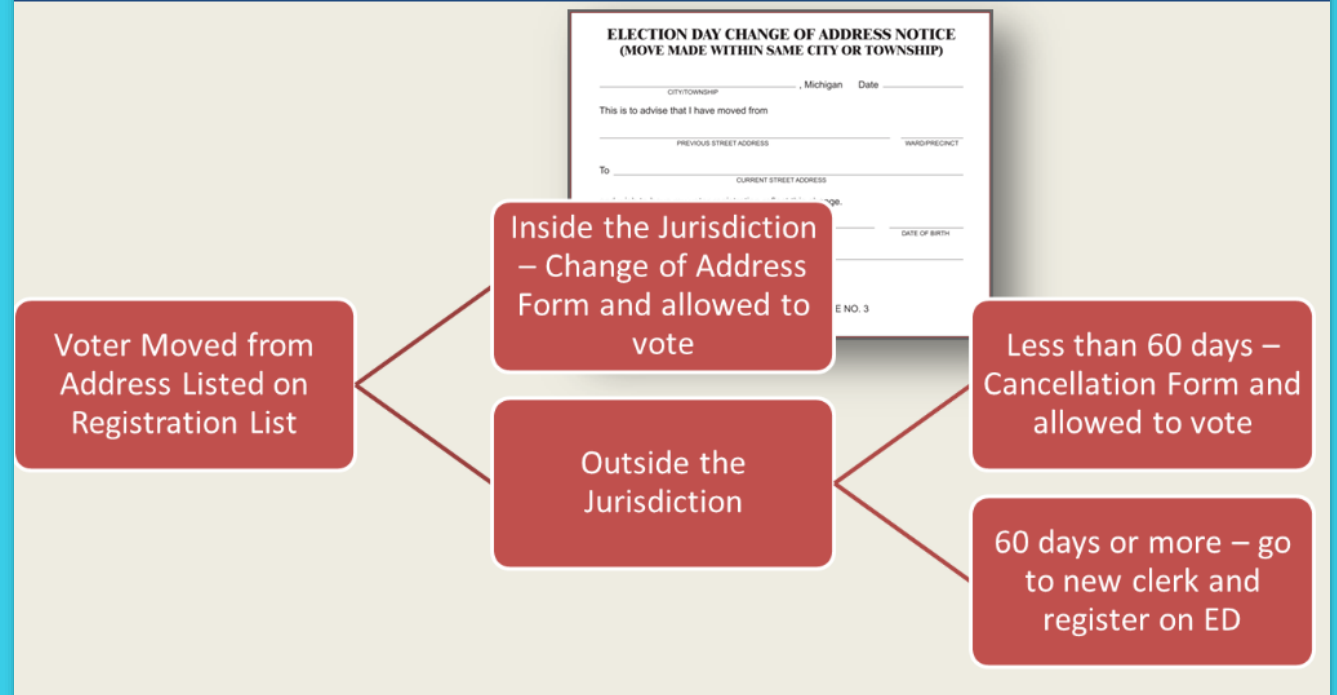
Must not be the voter's employer, agent of their employer or agent of their union

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

## VOTERS REQUESTING ASSISTANCE

# VOTERS THAT HAVE MOVED

## Polling Place Process Changes Voters Who Have Moved



# Handling Missing Voter Registrations

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

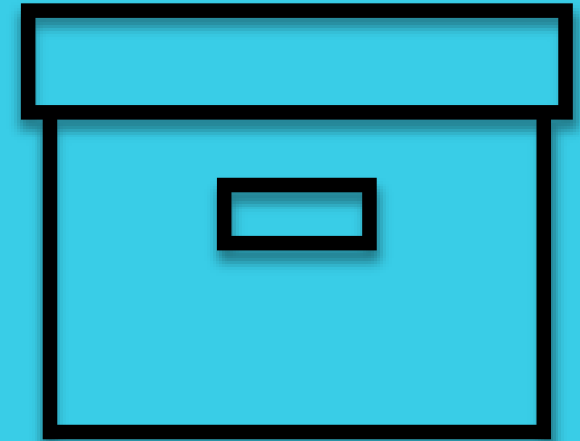
# REASONS FOR MISSING REGISTRATIONS

The voter is in the wrong precinct

The voter's record is lost or mis-filed

The voter's registration has been canceled

The voter is not yet registered



# HANDLING MISSING REGISTRATIONS

1

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

2

Call the Clerk

**Unregistered voters can still register on Election Day.**

# OTHER PRECINCTS

## Missing Voters

### Other Tab

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

The screenshot displays the QVF Electronic Pollbook interface. The top window shows a search for 'MCQVF, V' with '0 matching voters' and tabs for 'This Precinct', 'Other', and 'Unlisted'. The 'Other' tab is selected, and a voter record for 'Mcqvf, Vivian Ann' is highlighted. The bottom window shows the details for this voter, including name, address, gender, and polling location. A 'Lock this voter record' button is visible, along with a 'General Remarks' field containing the text 'VOTING STATUS: Did not vote in precinct'.

**QVF Electronic Pollbook**  
Election: 2/28/2012 - PRESIDENTIAL PRIMARY - PAW  
Voter Search  
DLN / Name: MCQVF, V Search  
This Precinct Other Unlisted  
These voters are located within the jurisdiction.  
Voter Name  
0 matching voters

**QVF Electronic Pollbook**  
Election: 2/28/2012 - PRESIDENTIAL PRIMARY - PAW PAW TOWNSHIP Precinct: 00001  
Voter Search  
DLN / Name: MCQVF, V Search  
This Precinct Other Unlisted  
These voters are located outside of the selected lesser precinct(s).  
Voter Name DOB  
Mcqvf, Vivian Ann 11/8/1973  
1 matching voters

**Voter Details**  
Name: MCQVF, VIVIAN ANN DOB: 11/8/1973  
Address: 51496 COUNTY ROAD 665 Precinct: 00003  
PAW PAW MI 49079 Ballot Style: 00001  
Gender: F  
Polling Location: PAW PAW TOWNSHIP HAL 116 N. GREMP'S ST PAW PAW MI 49079  
Reg. Date: 2/28/196 Eff. Reg. Date: 3/30/196  
Geograp

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

**Lock this voter record**

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

General Remarks

VOTING STATUS: Did not vote in precinct.

# ELECTION DAY REGISTRATION

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

# Voter Registration Receipt

- Use to create a voter in EPB
- Unlisted Tab
- When typing in the address do not add “Marquette, MI”

## Clerk's Office Voter Registration Receipt

[clerk address]

Registration approved by: \_\_\_\_\_

[election date] Election

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

### Note to election inspector:

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

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

[wording 1 for Challenged ballot]

Prepare the ballot as Challenged.

CH

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

[wording 2 for Regular ballot]

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

Retain this receipt in the local clerk envelope.

### Application to Vote

[ward/pct number]  
[bar code]

[election date mm/dd/yyyy]

Ballot Style: [populate]

Ballot No: \_\_\_\_\_

Voter No: \_\_\_\_\_

Inspector Initials: \_\_\_\_\_

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

Sign

[voter name/address/DOB]

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



# PROVISIONAL ENVELOPE BALLOTS

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



### election inspector review checklist

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

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

Then answer these questions:

1. Did the local clerk confirm the voter is not registered in another precinct in the jurisdiction?  Yes  No

2. Did the voter provide an approved picture ID?  Yes  No

If so, indicate the allowable type & enter the number or description:

- MI driver's license or PID  ID number or describe
- Other federal, state, or tribal government issued picture ID
- Student picture ID issued by a university, college, or high school

3. Did the voter confirm his or her address with the ID listed above in #2?  Yes  No

If no, could the voter confirm his or her address with a current utility bill, bank statement, paycheck, or any other government document? Please describe:

4. Were all answers above Yes?  Yes  No

#### For Clerk's Use Only:

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

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

#### Action

- Registered
- Notice sent on \_\_\_\_\_

Initials of processor: \_\_\_\_\_

Comments:

### election inspector - issuing a ballot - determining the correct type

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

- Prepare the ballot as Challenged by writing and concealing the ballot number on the ballot
- Enter voter and issue the ballot in the (e)Pollbook as an affidavit ballot
- Complete the election inspector record below
- Give voter the Notice to Voter
- The voter votes and puts their ballot in the tabulator
- Place this empty envelope in the *Provisional Ballot Storage Envelope*

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

- Prepare the ballot as Challenged by writing and concealing the ballot number on the ballot
- Enter voter and issue the ballot in the (e)Pollbook as an envelope ballot
- Complete the election inspector record below
- Instruct voter to place the ballot in the secrecy sleeve and then this envelope after voting, the ballot must NOT be tabulated today and must be returned to an election inspector
- Give voter the Notice to Voter
- Allow voter to vote
- Seal the ballot inside this envelope
- Place this envelope in the *Provisional Ballot Storage Envelope*

### election inspector record

Issued:  Affidavit ballot OR  Envelope ballot Voter # \_\_\_\_\_

Election date: \_\_\_\_\_ Pct # \_\_\_\_\_

Initials of inspector sealing this envelope (if ballot enclosed) \_\_\_\_\_

### other envelope ballot reasons - affidavit and voter registration form NOT required

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

### State of Michigan Provisional Ballot Form

and Voter Registration Form

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

### voter affidavit (required)

I, \_\_\_\_\_, affirm that I am a resident of:

- city \_\_\_\_\_
- township \_\_\_\_\_

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

Signature of Voter:

\_\_\_\_\_

Signature of Election Inspector witnessing:

\_\_\_\_\_

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

### registration information (required)

I registered to vote on:

\_\_\_\_\_ approximate date

at the location or with the following form below:

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

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

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

### qualifications

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

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

### Michigan driver license/state personal ID #

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

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

X X X - X X - \_\_\_\_\_

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

### personal information \*required information

last name\* first\* middle\* suffix  
 male  female

address where you live - house number and street/road\* Apt/Lot # \_\_\_\_\_

city\* zip \_\_\_\_\_ date of birth\* / /

phone \_\_\_\_\_ email \_\_\_\_\_

mailing address (if different than residential address)

city \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_

### signature

I certify that:

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

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

X

signature \_\_\_\_\_

date \_\_\_\_\_

# PROVISIONAL ENVELOPES

# OTHER: PHOTOS

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

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

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

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

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

# OTHER: CAMPAIGNING

Must take place 100+ feet from the building entrance. (MCL 168.744)

## It is:

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

## It is not:

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

# OTHER: CHALLENGERS

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

## They can:

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

## They can not:

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

# Acceptable Challenges - Voter Challenges

There are four reasons that a challenger may challenge a voter's eligibility; a challenge made for any other reason than those listed below is impermissible. The four permissible reasons to challenge a voter's eligibility are:

1. The person is not registered to vote;
2. The person is less than 18 years of age on Election Day;
3. The person is not a United States citizen; or
4. The person has not lived in the city or township in which they are attempting to vote for 30 or more days prior to the election.

# CHALLENGED VOTERS

## Challenged Voters

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

### To issue a Challenged ballot:

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

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

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

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

Write the ballot number in the blank space in the upper right corner of the ballot , cover with blue painter's tape.

# Acceptable Challenge - To the Process

## Challenges

### To a Process



A challenge to an election process must **state the specific element or elements of the process that the challenger believes are being improperly performed and the basis for the challenger's belief.**

A challenge is impermissible if the challenger cannot identify a specific element believed improper and prohibited by state law.

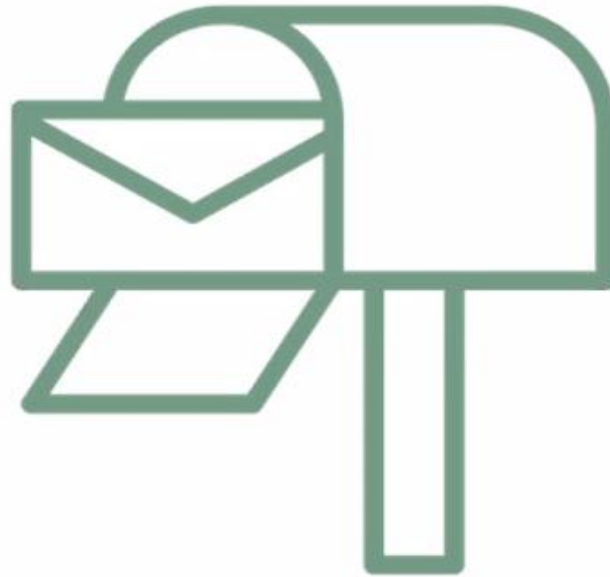
If the challenge is accepted the Liaison shall inform the inspectors how to properly carry out the process and take any other remedial action necessary to correct the error.



# Voter Challenges

## Challenges to absent voters in polling places

A voter is subject to challenge as an absent voter in the polling place or early voting site only if the poll book indicates that an absent voter ballot was sent to the voter and only if the voter does not surrender the absent voter ballot at the polling place or early voting site.



## OTHER: POLL WATCHERS

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

### ELECTION CHALLENGERS AND POLL WATCHERS: SUMMARY OF RIGHTS AND DUTIES

	Challengers	Poll Watchers
Must carry credentials issued by appointing authority.	Yes	No
Must be registered to vote in Michigan.	Yes	No
Has the right to challenge a person's eligibility to vote.	Yes	No
Has the right to challenge the actions of election inspectors.	Yes	No
May stand or sit behind processing table.	Yes	No – must remain in public area.
Has the right to look at the (e)Pollbook and other election materials.	Yes	Yes – but only as permitted by precinct board and when voting process will not be delayed.
May handle the (e)Pollbook and other election materials.	No	No
May use a video camera or recording device in polling place.	No	No
May use a cell phone, tablet, laptop, or other electronic device in polling place.	Yes – if not disruptive.	Yes – if not disruptive.
May wear clothing, button, arm band, vest, etc. that identifies organization he or she represents.	No	No
May place tables in the polls.	No	No
Has the right to approach and question voters.	No	No
Can offer assistance to voters.	No	No
May remain in the polling place until the election inspectors complete their work.	Yes	Yes
May obtain the vote results generated in the precinct after the polls close.	Yes	Yes

# PROCESSING WRITE-IN VOTES

- Declaration of Intent filed by 4:00 p.m. on the 2<sup>nd</sup> Friday preceding the election. -Oct. 25
- Election Inspector can not provide write-in candidates to a voter.
- A write-in vote cast for an individual who has not filed a Declaration does not count.
- The office and/or party on the Declaration must match the office or party for which the write-in vote was cast in order to count. Party is during a primary election.
- Board of Canvassers will make final determination if a name variation is valid and countable.
- Board of Canvassers will make final determination if a candidate is elected to office sought.

**PRESS FIRMLY!**  
YOU ARE MAKING 3 COPIES

DETACH ONLY THE WHITE AND PINK COPIES AT PERFORATIONS

DECLARED WRITE-IN CANDIDATES ONLY

Ward # — **WRITE-INS ONLY** OPTICAL SCAN **STATEMENT OF VOTES**

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

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

There may be write-ins to check for in August

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

## CLOSING THE POLLS

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

## CLOSING THE POLLS

# EPB BALLOT SUMMARY

B: Number of AV return envelopes received by board   
Number of AV ballots tabulated in person by voters



Ballot Summary Report

Close

**NUMBER OF BALLOTS DELIVERED TO PRECINCT:**

3 A: Number of unvoted ballots delivered to precinct:

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

Total =

4 B: Number of AV return envelopes received by board

C: Total

**NUMBER OF BALLOTS AT CLOSE OF POLLS:**

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

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

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

G: Number of ballots rejected

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

I: Number of provisional envelope ballots issued

8 J: Number of UNUSED BALLOTS:

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

9

# CLOSING: MATERIALS

## Canvas Bag:

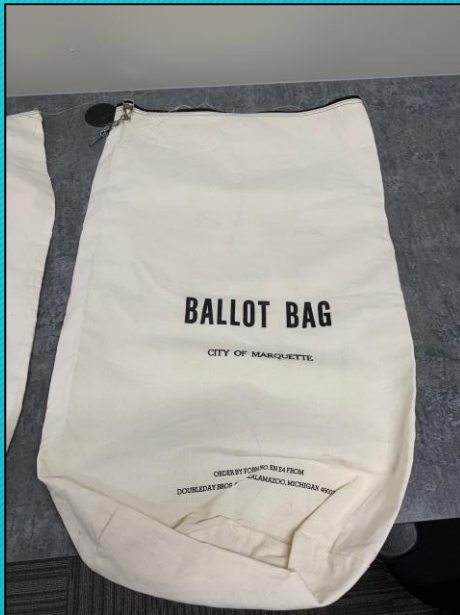
- Voted ballots

## Black Transfer Case:

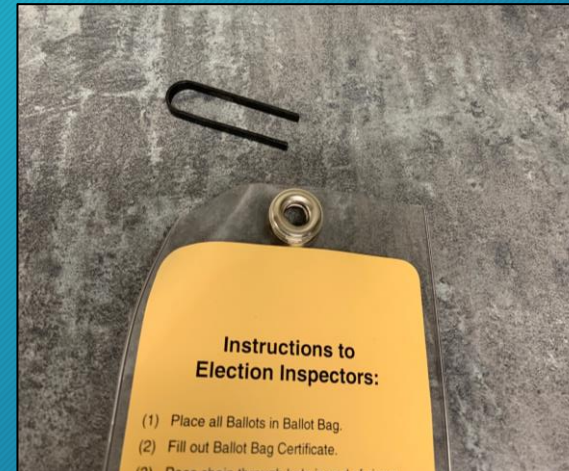
- Sealed canvas bag
- Unvoted ballots
- Sample Ballots
- Spoiled ballot envelope
- Duplicated ballot envelope
- Closing envelopes

# Sealing a ballot bag

## Ballot Bag



## Ballot Bag Certificate





# Sealing a ballot bag

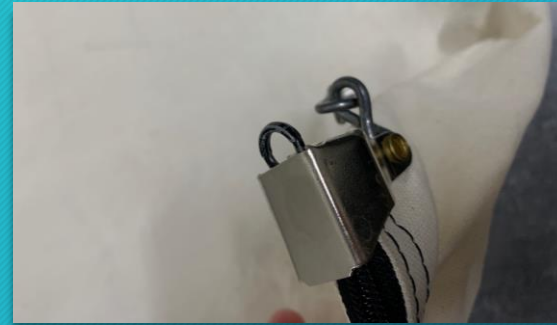


## Three parts

Zipper

Hood

Metal Insert



## Zipped

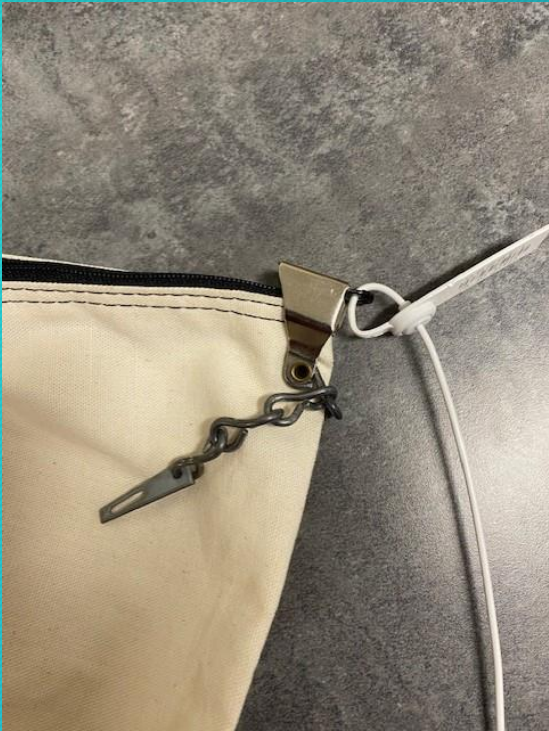
Zipper end sticks through open slot  
in the hood



## Inserted

Metal insert then goes through the  
zipper end

# Sealing a ballot bag



Threaded

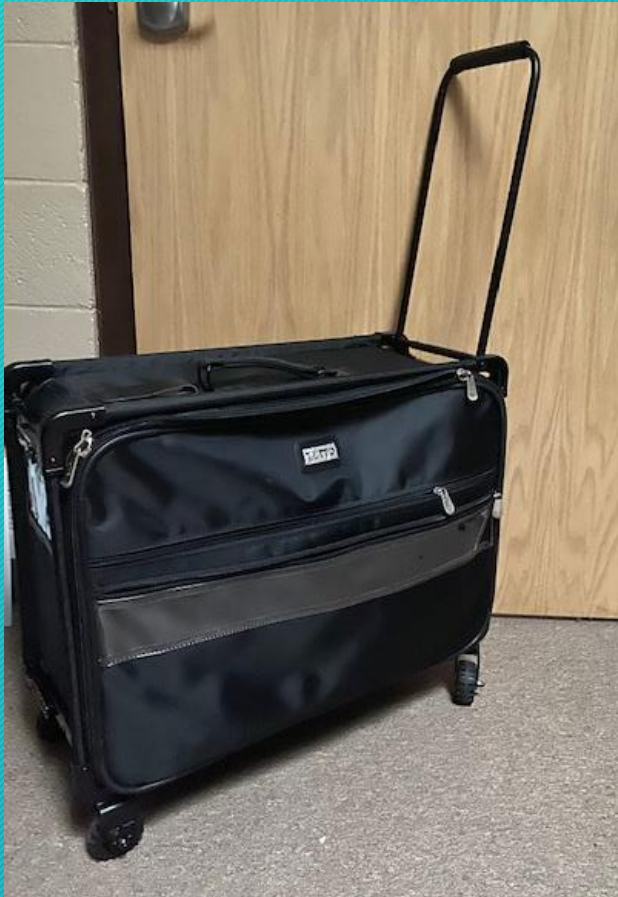


Seal



Secured

# Ballot Container - Stays in Jurisdiction



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

# Ballot Container Certificate

**Ballot Container Certificate**

Date of Election: 8-6-19

Marquette City 5  
City, Township, or Village Ward/Pct #

**This ballot container contains:**

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

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

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

39717  
RA  
MOS

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

This only pertains to Precincts 3 and 4 at the YMCA.

# Sealing a ballot bag



Zipped together



Seal - both eyes



Insert here

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

**CLOSING THE POLLS**

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

**CLOSING THE POLLS**

# QUESTIONS???



Election Inspectors Educational Resources



[www.marquettmi.gov/electionworkers](http://www.marquettmi.gov/electionworkers)