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NOTES AND UPDATES / VOTING ISSUES

August 6, 2024

1. We have consolidated precincts down from seven to four with two polling locations.
 - a. Precincts 1 & 2 vote in the Baraga Gym
 - b. Precincts 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		

While most of the City's voters have new precinct numbers, nearly everyone is voting in the same physical location. The only voters that will be voting somewhere new are those in Precinct 4 that previously voted at the Municipal Service Center and will now vote at the YMCA.

Before directing a voter to a different polling location, double check the precinct they are registered in by looking under the "Other" tab if they are not in your precinct. Many voters will say they are registered in a certain precinct that may have changed since consolidation.

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 on ballots (not the BIC ballpoint pens).
5. 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 is crucial.
6. There are 3 proposals on this ballot and it is double sided. There is a partisan and non-partisan section of the ballot. Voters may not cross vote on the partisan section of the ballot.
7. Kyle or Rachel will let you know if there are any valid write-ins.

8. 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.
9. 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 some candidates have dropped out of the race.
10. Applications to Vote must 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.
11. 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 laptop 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 of lost or spoiled ballot attesting that they do not have their AVB (essentially saying they will not try to vote twice). Once they have signed this affidavit they can vote in the poll. If a voter comes in and needs an affidavit, call the Clerk's office. Prior to issuing a ballot, we need to verify that the ballot has not been returned to our office on Election Day.
12. If the voter has their AVB with them, they have two options:
 - a. 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 at one of the City drop boxes (City Hall, Lakeview Arena, Municipal Service Center) Alternatively, the voter can leave it with the Precinct Chair, who should immediately call the Clerk's office to retrieve the ballot.
 - b. (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 and 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 them to a voting booth.

- i. If the ballot number cannot be verified the voter must 'surrender' the AVB
 - ii. 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. As 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 (in _____). 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 every voter. Applications to vote have a signature line on them, as do the affidavits on the backs of those forms. You 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, 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 see their ballot.

19. Make sure the phone assigned to your polling location is turned on and everyone knows where to find it if they need to use it.
20. Supply boxes have been stocked and supplied to make it easier for you to retrieve items. The list of contents of the supply box is in a manilla folder inside the box. Please go over this list and ensure all materials are in the supply box at the beginning of the day. Also, check the purple folder inside your canvas tote to review the forms provided, there is a checklist for this as well on the outside of the folder.
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. 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. Make sure to double check it.
26. 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 saying either "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 my 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 at 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

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. **Be sure to go through your checklist in the morning to determine you have everything you need. This checklist is in the outside pocket of your black transfer case.**

This is intended to be a quick overview of the timeline for Election Day. Make sure to review the following chapters for detailed instructions on opening and closing the polls.

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.
- Have workers sign time sheets.
- Start computer and log in – instructions in this book contain assistance and passwords (found on page 4:1)
- 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. (Call Kyle or Rachel for help)

City Phones + Chargers	
Gym	(Pct. 1 & 2) [REDACTED]
YMCA	(Pct. 3 & 4) [REDACTED]

7 a.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 voter immediately upon opening the polls. For an overview of processing voters, see section 5.

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 laptop 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 your reports are saved to the flash drive.
 - Reports will be printed at the Receiving Board: Have flash drive and Envelopes 1-3 (County Canvas Board, County Clerk, and Local Clerk) in hand as soon as you arrive.

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 should 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 the 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 Clerk's 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 3:4/5
 - The 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 second 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 ballot box into the back of the tabulator. There are two holes on the back of the tabulator, the lower whole 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. There should be:
 - 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 (VAT) – 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 VAT test ballot before the polls open by inserting a Poll Worker Card, type in ballot activation code and create a ballot. Write “TEST” across the printed ballot, cross out QR code and place Test ballot in Local Clerk envelope.
- Call any workers on you list who have not shown up at this point (6:30 or so)
- Verify that all laptops, 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 laptop. 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.

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

Ballot Box Key Lock Locations



Starting Up the Tabulator



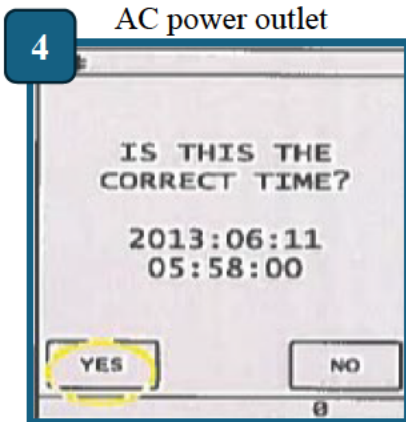
1 – Unwind the power cord and plug it into an AC power outlet



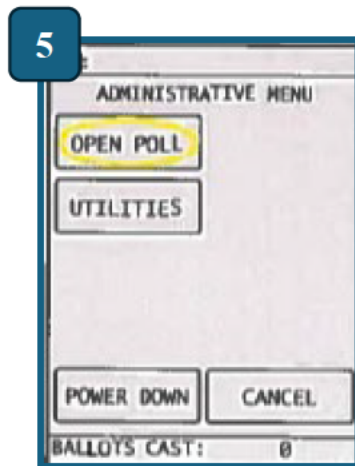
2 – Insert the security key into the security keypad and hold it there firmly until it is accepted



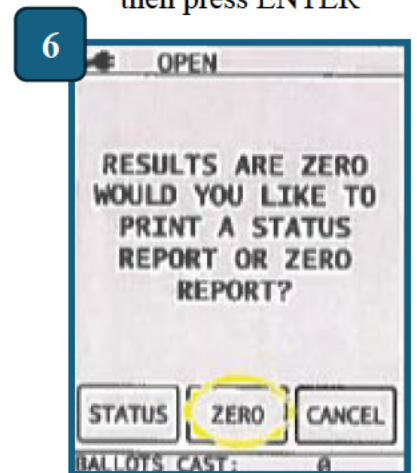
3 – Enter the password, then press ENTER



4 – Correct the time if necessary



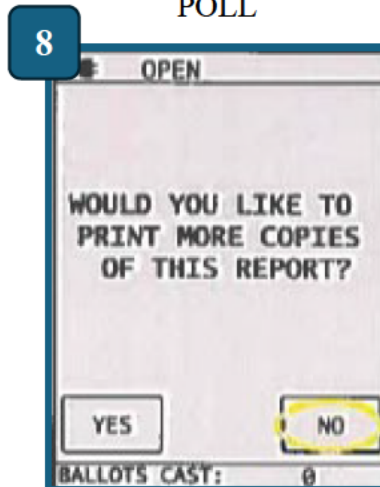
5 – Select OPEN POLL



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, select [REDACTED]
 - When asked for a password, enter: [REDACTED]
 - Click "Enter"
- 1. On the desktop, you will see an icon for the "E-Poll Book"
 - Double-click the icon to start the EPB



EPB Login:

2. You will immediately be prompted to enter an "Encryption Password"
 - a. Type in: [REDACTED]
3. You will then be prompted to enter your username and password for the EPB. Each election inspector has their own unique password.
 - a. Your **User Name** will be the first letter of your first name and your full last name, no spaces, and all lower case.
 - b. Your **Password** will be your [REDACTED]
 - i. Example: Rachel Quayle is an election worker in precinct 3.
 1. Username: [REDACTED]
 2. Password: [REDACTED]
4. Note: Passwords are **limited** to 16 characters

- a. If an election worker's [REDACTED] are longer than 16 characters the last letters of their last name will be dropped to equal 16 characters including precinct number.
 - i. Example: Kristin Mcilhagga is an election worker in precinct 2
 1. Username: [REDACTED]
 2. Password: [REDACTED]
 - a. (the last name drops one letter to ensure the password is only 16 characters)
5. If you are unable to login, call the Clerk's office, 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!

Backing up the EPB:

- 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 need to 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.

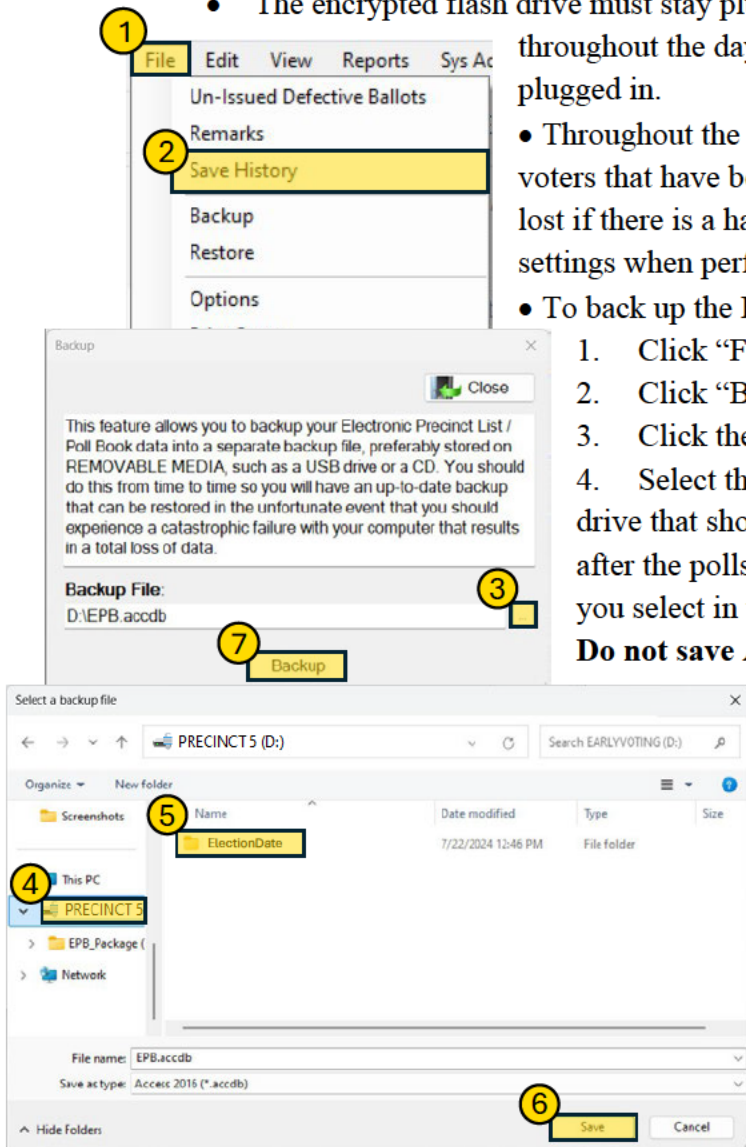
- To back up the EPB the first time:

1. Click "File" in the upper right corner
2. Click "Backup"
3. Click the "--" 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.

Do not save ANYTHING to the Desktop

5. The "ElectionDate" folder shown in the photo below will not exist when you go to the drive. You will save directly into the "PRECINCT __ (D:)" drive.

6. Click "Save"
7. Click "Backup"
8. After a few seconds the "Backup finished successfully." Screen will pop up. Click "OK"



Processing Voters

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

Station 1 (Applications):

See Appendix D for an example of an Application to Vote

- 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
- Upon display of the 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 voter has written the correct name and birth date on their Application to Vote (these align with the photo ID) pass the application to whoever is working station 2 (the E-Poll Book Laptop) and continue to the next voter.

DO NOT TELL A VOTER THEY NEED AN ID TO VOTE!

- 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:
 - 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 with this.
- If someone registered to vote on Election Day, they may show up to the precinct with a registration receipt. When this happens, have them fill out an Application to Vote like normal and hand the registration receipt, with the Application to vote, to the worker at Station 2.

Station 2 (E-Poll Book Laptop):

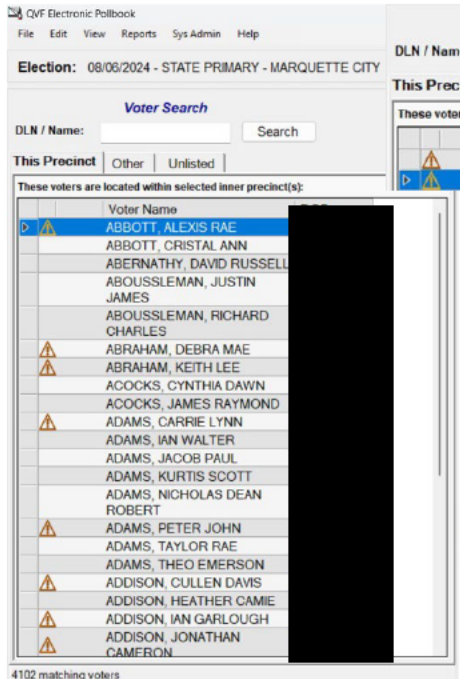


Figure 5.2

- To pull up the voter's record, the precinct worker should scan the MI driver's license.
- If the voter has no ID (see previous page) or if they have an

ID other than a Michigan driver's license, the precinct worker should use the EPB search function (Figure 5.2) 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 voter, verbally verify information from their record.

- Voters sometimes get their precincts wrong. If you can't initially find a voter in the EPB, ensure you are spelling their name correctly, and ask if they may be registered under another name.

Figure 5.1

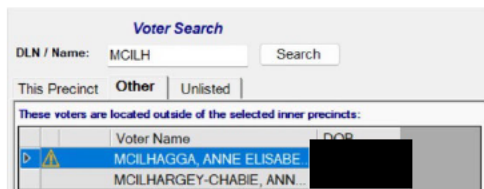


Figure 5.3

- If the voter still doesn't show up, 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 the voter to the correct precinct/polling location (see Figure 5.3).

- If a person is not listed anywhere in the EPB, but the voter insists they are registered to vote, have them go to "Mi.gov/vote" on their cellphone. Here they can click "Am I registered" under the "Your voter information" section and enter their information to find out where they are registered to vote.
- If this does not work, contact your chair who may reach out to the Clerk's Office for assistance.
- If the voter registered to vote on Election Day, they will have a registration receipt with them. To learn how to process a voter with a registration receipt, see page 5:8__

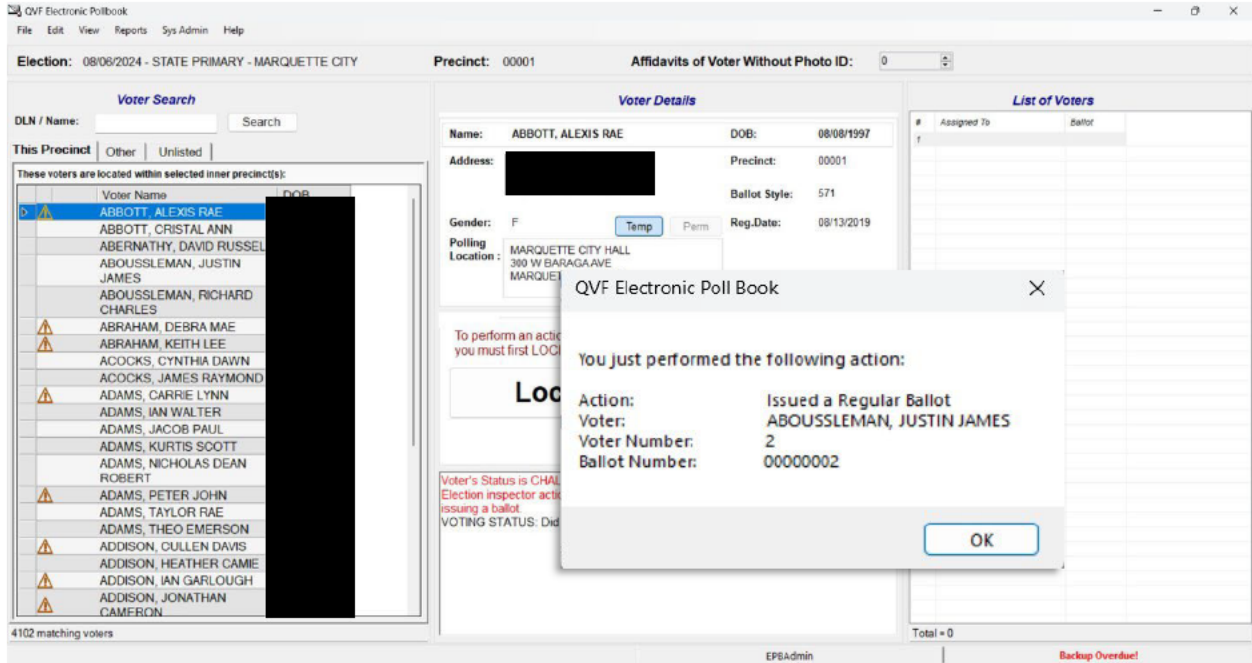


Figure 5.4

- If the voter has a warning triangle by their name as shown in Figure 5.1, this means they have a status flag. Before continuing the process of issuing a ballot, you must handle the voter's status flag. You can find more information about status flags and how to handle them on page 5:10.
- 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. Make sure not to confuse the ballot number and voter number on the application.
- After scanning or otherwise locating the voter in the EPB, check that the DOB, address, and name all match what the voter wrote on their Application to Vote (their name may be different, but close enough to verify their identity) you will check this in section 2 as shown in Figure 5.2.
 - If the birthdate does not match, you have selected the wrong voter! Some voters have the same name and even address so ensure that the birthdate also matches.
 - See "Voter Changes" on page 5:12 for the process if the address on the Application to Vote and the address in the EPB do not match up.
- After ensuring you have selected the correct voter, click "Lock This Voter Record."
- As long as there are no status flags, you can now select "Regular ballot"
- Confirm the voter's information once again and then enter the next available ballot number in the "This ballot number will be assigned" box (4 on Figure 5.2). Click "OK" (5 on Figure 5.2)

- After you select “OK”, the voter’s name, voter number, and ballot number should appear on the right-hand side of the screen, under “List of Voters” And a popup will appear saying “You just performed the following action:”
 - Verify that the ballot has been issued by checking in these places as seen in Figure 5.3

DON'T FORGET: Your first voter in the door will be voter #1, but your first ballot out will **not** be ballot #1. ALWAYS DOUBLE CHECK YOUR NUMBERS.

- Hand the Application to Vote to the worker at Station 3.

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 EPB.
- 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 on the EPB and Application to Vote
- Place the completed Application to Vote in the secrecy sleeve to travel with the voter to the tabulation station.
- Hand the ballot/secrecy sleeve to the voter and instruct them to proceed to an open voting booth

Station 4 (Tabulator/Voting Booths)

- As voters complete ballots, this person should be meeting them as they exit the voting booth and explaining the ballot scanning process.
 - Take the Application to Vote from the secrecy sleeve 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 jam in the tabulator.

- If there is an issue at the tabulator, ask the voter what the screen says and help them through the process. Attempt to help them without approaching the tabulator first. 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 will also be checking periodically with Station 2 and 3 to ensure that the number of ballots counted by the tabulator matches the number of ballots issued
- Once the ballot is successfully voted, hand the voter a sticker and tell them “Thank you for voting!”

Correcting Mistakes:

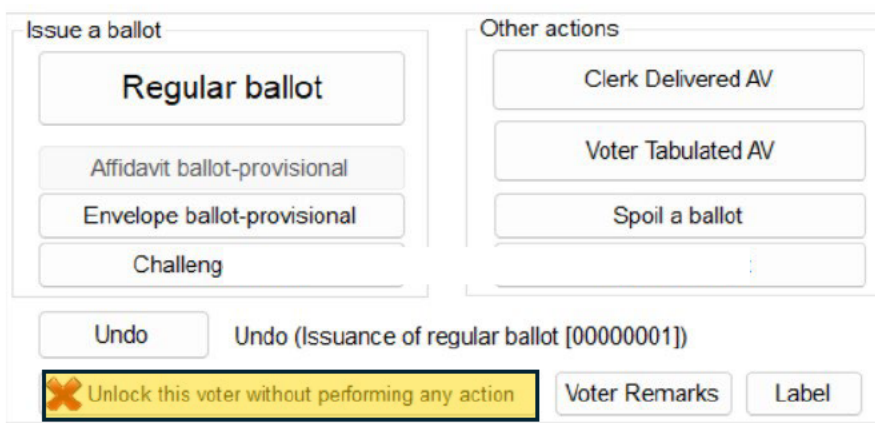
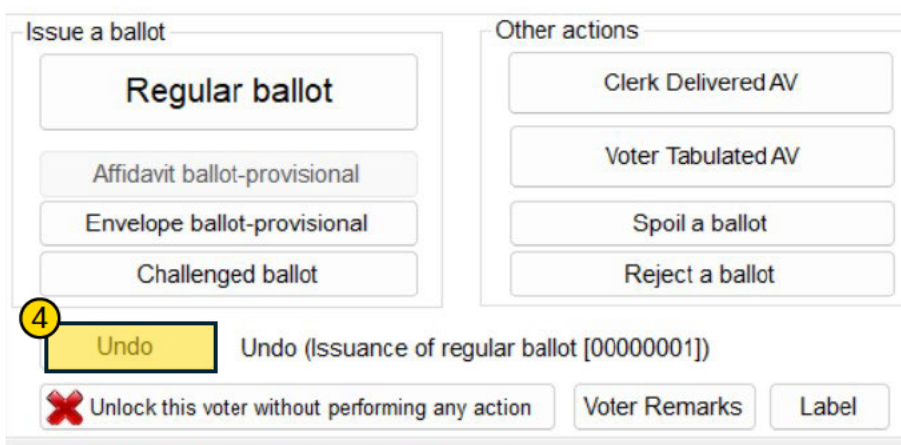


Figure 5.5

- 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 a mistake.
- To correct a mistake (as seen in Figure 5.6):



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

Figure 5.6

- If a voter is selected in error, simply click “Unlock this voter without performing any action” as seen in Figure 5.5 to return to the main screen.

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”
- The action you are undoing is in brackets next to the undo button and in the confirmation box. Use the Application

to Vote to ensure you are making the proper correction

- 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.

NOTE: The undo function is NOT for spoiling ballots (See spoiled ballots on page 5:7). If you have questions as to when the Undo function is appropriate to use, call Kyle or Rachel.

Processing a Spoiled Ballot:

When a voter requests a new ballot, 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 them both in the Spoiled Ballot Envelope. The Application to Vote should be changed to not the new ballot number. In addition, the new ballot must be recorded in the EPB software.

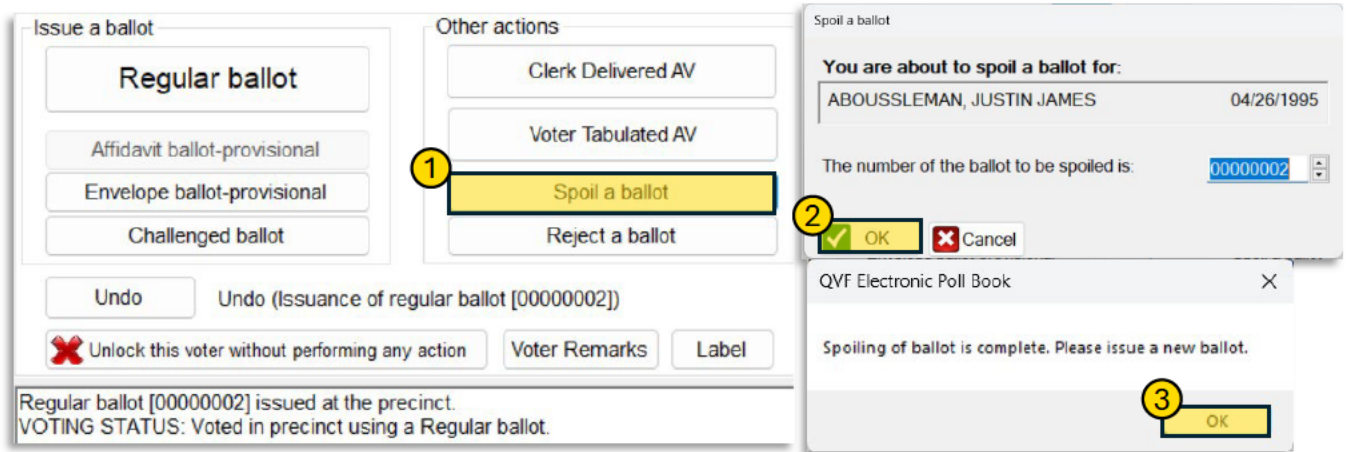


Figure 5.7

To spoil a ballot:

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

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.**

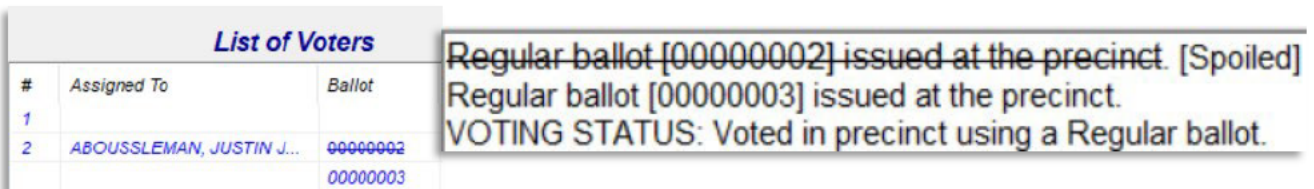
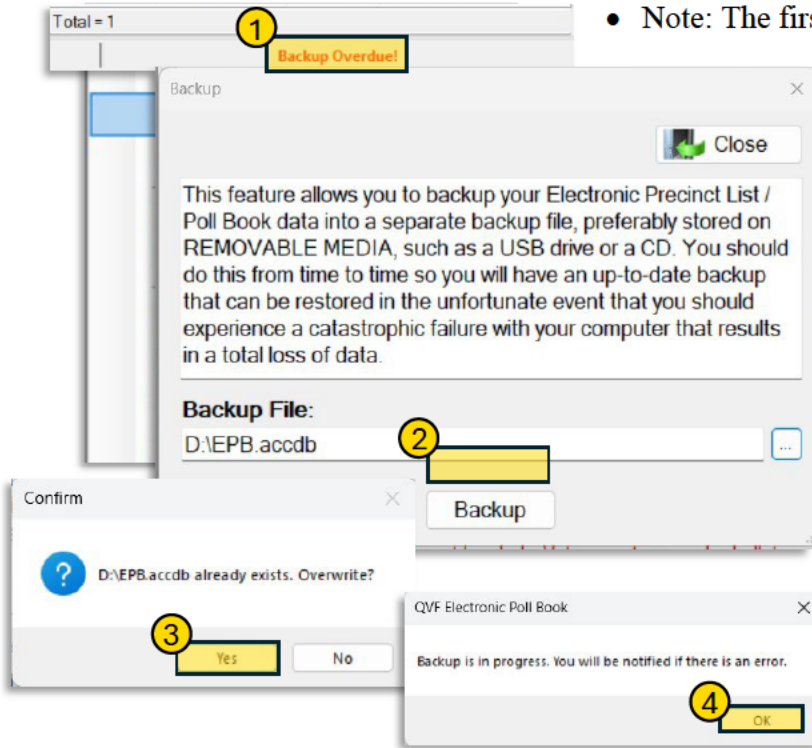


Figure 5.8

Once the process is complete, verify the recording was done properly by looking at the Voter Status screen and the List of Voters (Figure 5.8).

EPB Backups:

- 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.



- Note: The first back up performed will differ slightly. For instructions on how to perform the first backup see page 4:2

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”

Processing Voters with Registration Receipts:

- When a voter arrives to your precinct with a registration receipt from the Clerk’s office, 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:
 - Click the “Unlisted” tab.
 - Click “New”
 - Enter the voter’s information.

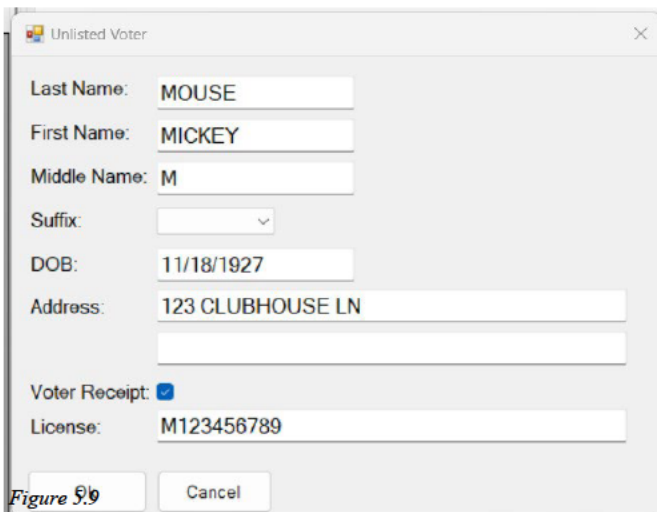


Figure 5.9

- a. When entering the voter’s address, DO NOT include “Marquette, MI”. Only include the street address and apartment number if there is one.

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

Remarks:

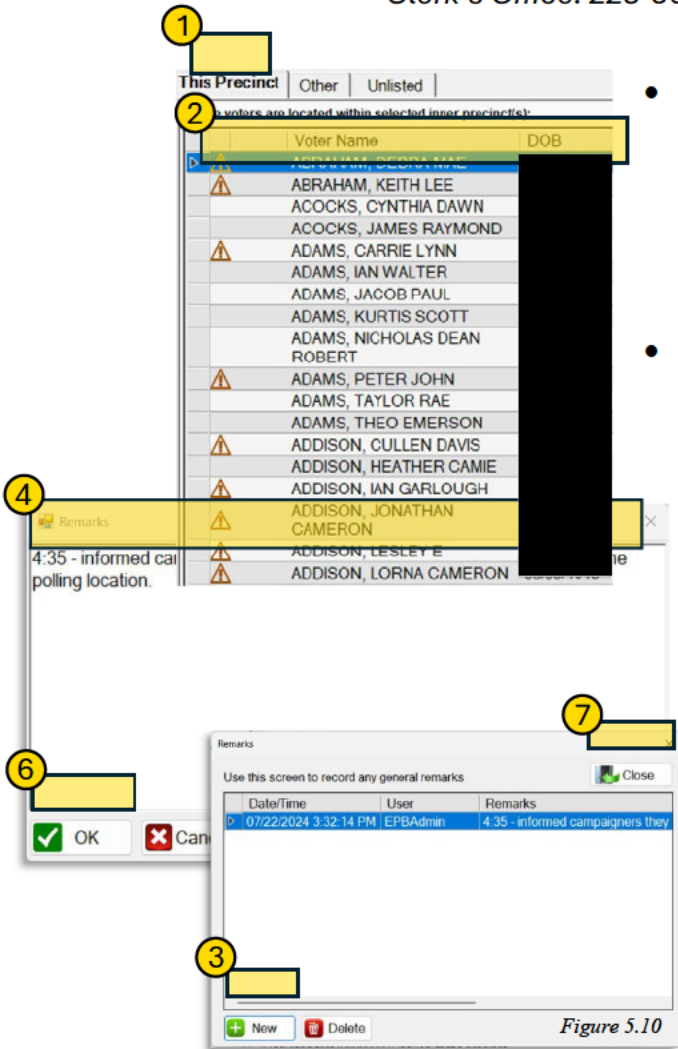


Figure 5.10

- 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. There are two types of remarks. Be sure to use the correct type based on the comment you make.
- Make a General Remark when you verify with the worker at Station 4 that the number of ballots issued matches the number reflected on the tabulator.
 - If something unusual occurs with a specific voter, add a remark on that voter's profile. For example, if you handle a Status Flag, you can leave that as a remark on the voter's profile.
 - 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"

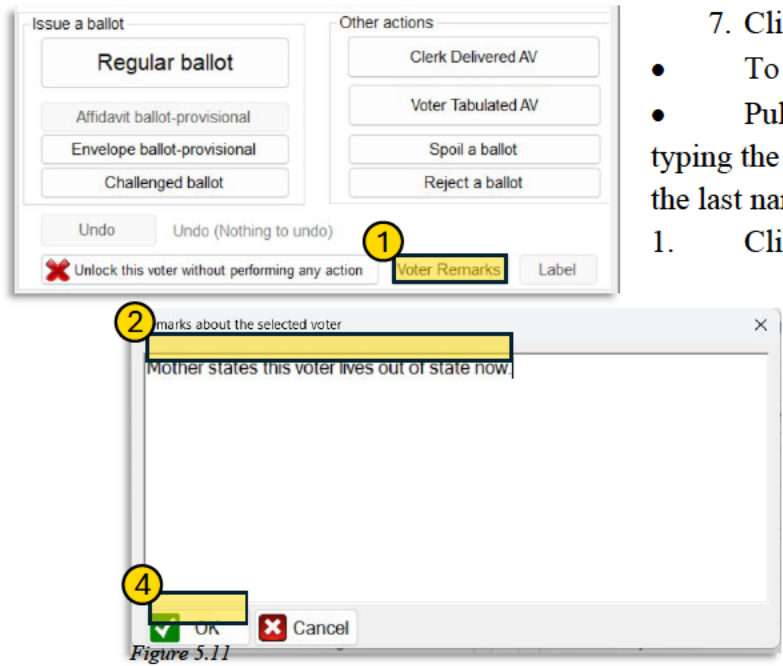


Figure 5.11

- 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.
 3. Initial your remark
 4. Click "OK"

Status Flags

- Once you search/scan the voter in the EPB, their name will show up on the left-hand side of the screen in the Voter Search. If the voter has a warning triangle next to their name, this is called a status flag (as shown in *Figure 5.12*)
- Status flags will need to be addressed prior to issuing a ballot. Generally something happened in their registration process that needs follow-up.
- When you see a status flag next to a voter's name, you can go into the Voter Status window at the bottom of the Voter Details screen to determine the issue.
- Below is a list of possible issues:

Figure 5.12

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. See "AV Voters" for next steps.

Absentee Ballot [00000025] sent by clerk--Voter must surrender ballot or submit affidavit.
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.

Absentee Ballot [00000028] sent/received by clerk--Do not issue ballot.
VOTING STATUS: Did not vote in precinct.

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.

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 (see "Voter Changes")

Voter's Status is TO BE VERIFIED: CONFIRM ADDRESS
VOTING STATUS: Did not vote in precinct.
Voter's Status is TO BE VERIFIED: SURRENDERED LICENSE
VOTING STATUS: Did not vote in precinct.

Voter's Status is V: Confirm Citizenship

This voter must complete a voter registration card (located in your supply box) and mark yes on the citizenship box. If the voter marks no, DO NOT issue a ballot.

Voter's Status is TO BE VERIFIED: CONFIRM CITIZENSHIP
VOTING STATUS: Did not vote in precinct.

Voter 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 location in your supply box.

Voter's Status is TO BE VERIFIED: SIGN REGISTRATION CARD
VOTING STATUS: Did not vote in precinct.

Must show ID before voting (Federal Requirement)

When this status flag comes up read the following statement to the voter:

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

“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 EPB, and permit the individual to vote. If necessary, the voter can leave the polling location and return with proper documentation. If the voter doesn't have a photo ID but provides one of the documents listed above, they must sign the *Affidavit of Voter Not in Possession of Photo ID* as well.

Timeout:

For security reasons, the EPB 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 section 4) and click “Enter”

Voter Changes:

- Voters that need to change their address will use a single BLUE form, regardless of whether they have moved within the City or outside of it.

- People **changing their address within the City** can vote one last time in their old 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 their new clerk and register (Moved before **June**)
- **Name changes** must be made at the Secretary of State's office **after** the election.

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. *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.

AV Voters:

Absentee voters now have the option to tabulate their absentee ballot in the polls.

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

There are two possible status flags that may appear in the EPB that are associated with a voter already being issued an AV ballot: "AV Sent" or "AV Received" (see pages 5:12-14).

If the status flag is "AV Sent"

- Let the voter know that they have 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 AV ballot you must call the Clerk's office to confirm their absent voter ballot has not yet been returned. After confirming with the Clerk's office, direct the voter to sign the *Affidavit of Lost or Destroyed AV Ballot*.
 - If the voter possesses their AV ballot they have two options:
 1. Vote their AV ballot in person
 2. Surrender their AV ballot and be issued an in-person ballot

A. If the voter wishes to tabulate their AV ballot:

1. Direct them to complete an Application to Vote and confirm their identity either through a valid photo ID or have them fill out an Affidavit of Voter Not in Possession of Photo ID.
2. At the EPB station, pull up the voter's profile like normal.
3. Lock the voter record

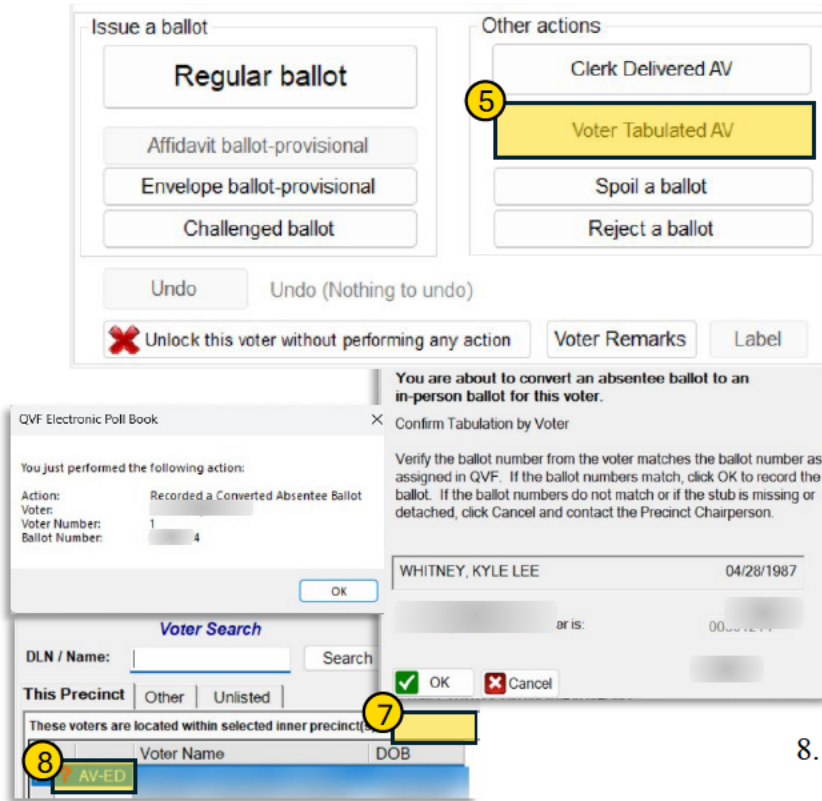


Figure 5.11

4. Ask the voter to expose only the numbered stub of their AV ballot, and confirm that the number on the stub matches the number in the "Absentee Ballot sent" status flag in that voter's EPB record.

5. Once the ballot number is verified, select "Voter Tabulated AV" if it cannot be verified see step B

6. Ask the voter to carefully expose their ballot number on the ballot stub. Verify that ballot number against the EPB. Once the ballot is verified provide the voter with a secrecy sleeve and direct them to a voting booth and on to the tabulator.

7. Select "OK"

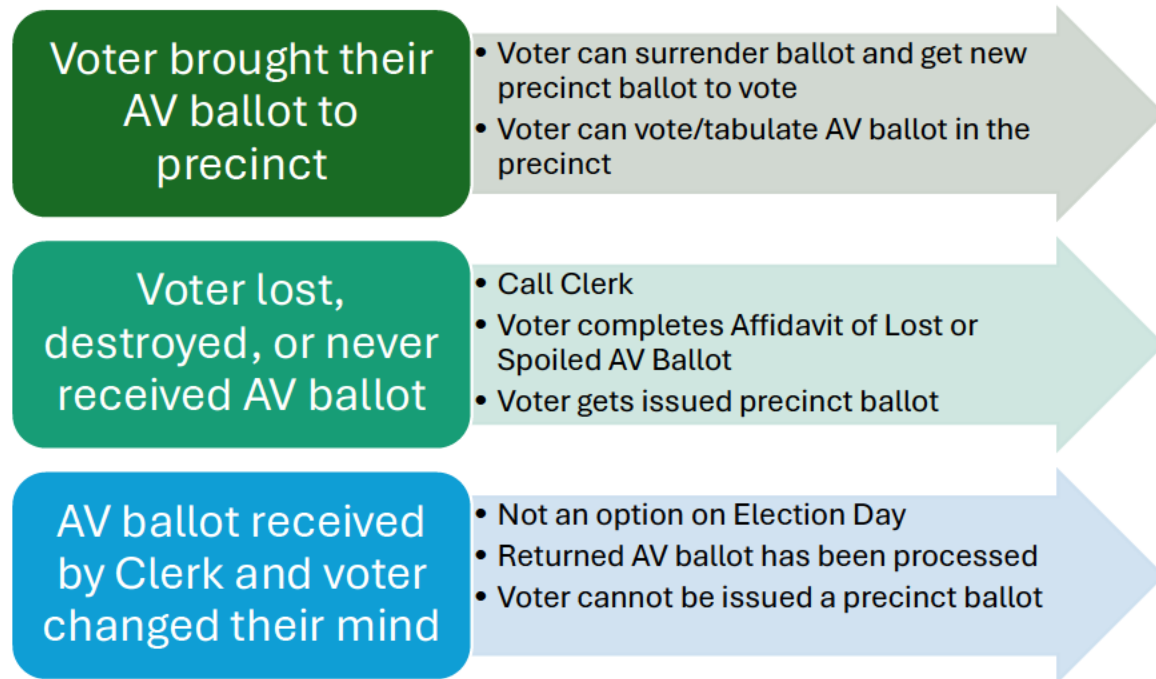
8. Verify that the voter's conversion was properly recorded by searching for the voter's name in the Voter Search on the left side of the page and confirming that "AV-ED" appears by their name.

B. If the voter does not wish to tabulate their AV ballot or the ballot number cannot be verified, instruct the voter to surrender their AV ballot. Write "Surrender" on the envelope. Store the surrendered ballot in the Local Clerk envelope – do not process it. You may then proceed with the normal procedures for a voter (Application to Vote and issue a regular ballot, etc.)

If the status flag is "AV Received"

- The Clerk's office has already received back the voter's ballot and they cannot vote in the precinct.
- If there is doubt from the voter that this happened, call the Clerk's office and have them confirm the information, the voter may have sent the AV ballot back several days ago and has simply forgotten.
- If the voter still insists they have not returned an AV ballot, have them contact the Clerk's office.

See graphic below for a quick guide on how to process AV Voters in the precinct:



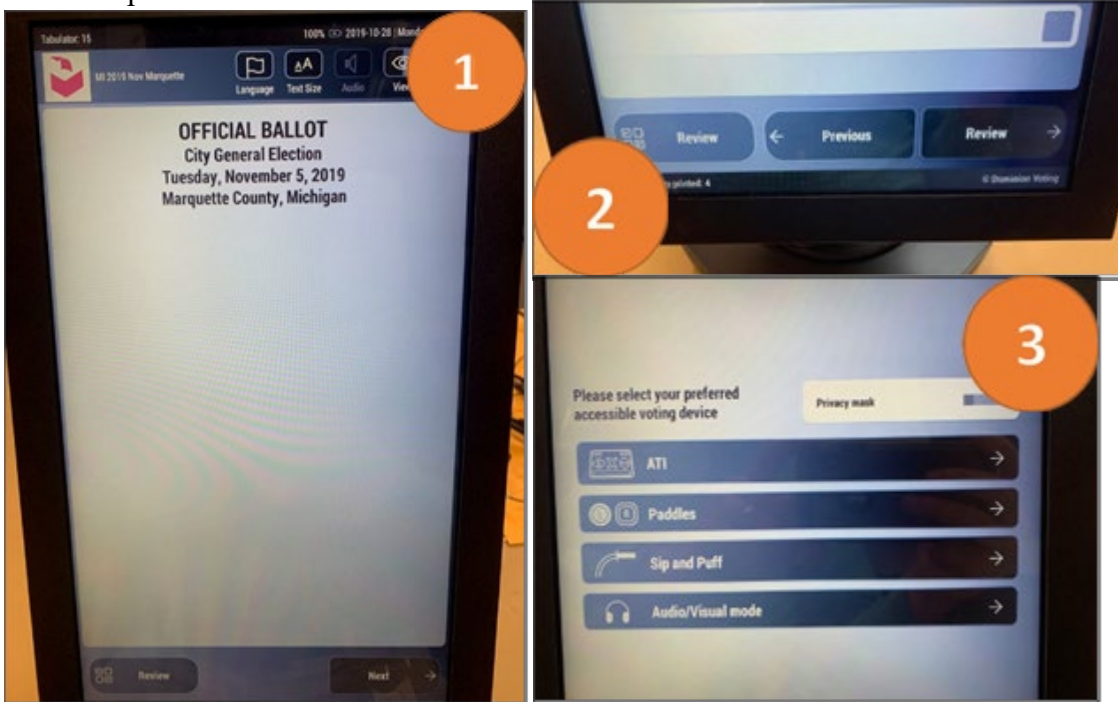
Processing Ballots

Tabulator Procedures:

- Feed the ballot into the tabulator (it doesn't matter which direction it is facing)
- 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.
- If the ballot does not go through properly there will be a Tabulator Warning Message, examples are below:
 - **"Blank Ballot Warning"** The tabulator does not detect any voter selections on the scanned ballot. Make sure the ballot was voted using a proper marking pen. The voter can press the "Cast" button to process the ballot as blank. The voter can press the "RETURN" button to return the ballot. Give the Voter the option to remark the ballot or spoil it and issue a new ballot if a non-standard marking pen was used.
 - **"Overvote Warning"** One or more contests have too many votes. The voter can press the "cast" button to cast the ballot as-is, contests with too many votes will not be counted. The voter can press the "RETURN" button to return the ballot. Spoil the overvoted ballot and issue a new ballot, instruct the voter on proper ballot marking processes.
 - **"Ambiguous Marks Warning"** The tabulator detected marks on the ballot, but the selections are not clear. The ballot will be returned automatically. 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 voter's intent. Spoil the ballot and issue a new one.
 - **"Misread Ballot Warning"** The tabulator cannot detect all the identifying features of the ballot. Check the ballot for stray markings or damage. If the ballot looks OK then reinsert the ballot into the tabulator, trying different orientations. If the tabulator still is unable to read the ballot, then spoil it and issue a new one. Instruct the voter on proper ballot marking processes.
 - **"Crossover Ballot Warning"** In a primary election the tabulator has detected a vote in more than one party column.
- Don't forget that if you need to approach the tabulator while the voter/ballot is still there, make sure to have the voter cover their ballot with a secrecy sleeve.
- If a voter needs to spoil a ballot and be issued a new one, they should move to the front of the line.

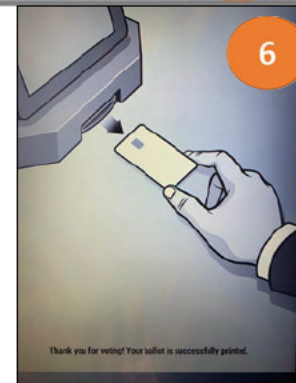
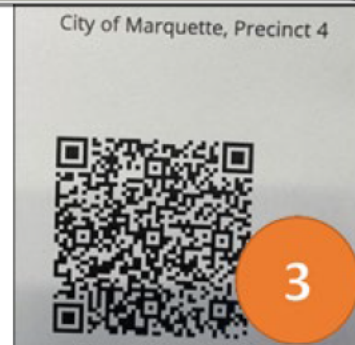
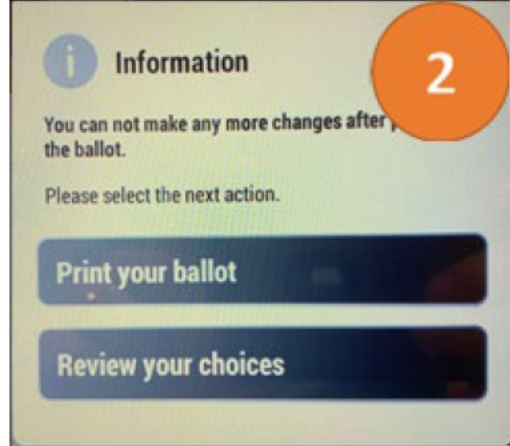
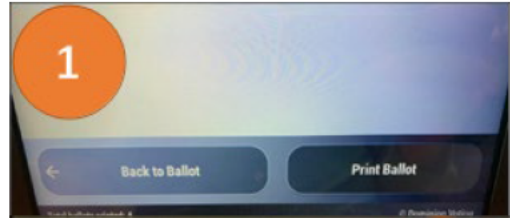
VAT Procedures:

- You no longer need to use Voter Cards when operating the VAT, instead there are passcodes to access the ballot. These passcodes are in the red zipper pouch and are specific to each precinct and ballot type. Insert the 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" which will prompt screen (3) to show up.



- 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 (found in red zipper pouch). This brings the voter to the "Official Ballot" screen (1). 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 at all times.
- The voter can move through the ballot using the "Previous" "Next" and "Review" buttons (2)

- After reviewing their selections, the voter should select “Print Ballot” (1)
- 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.
- 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)
- 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.
- Once the ballot has been printed successfully the message “Thank you for voting! Your ballot is successfully printed” will pop up (6)
- If you have any questions or difficulties using the VAT or tabulator reach out to Kyle or Rachel.



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.
- There are some valid write-ins for this election. You will be provide with a list of the valid 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 form 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 the number of voters in the Poll Book/List of Voters (above) are the same as the Public Counter number for 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”
 - The password can be found on the yellow 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 of the results tape. 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
- After tapes have been printed, 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 write-in area, behind the closed door – see page 3:4 for 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 8:3 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 the 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. You will notice that you will not have envelopes #1 or #2, these will be at the Receiving Board when you get there. Each envelope should have the flap folded down and be 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) (you will only have envelope #3)
 - Envelopes #4-6
 - Envelope #4 should contain spoiled and defective ballots with stubs removed
 - Envelope #5 should contain original ballots which have been duplicated (this will most likely be empty)
 - Envelope #6 should contain AV surrendered ballots
- Seal the 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 on
 - This seal will be cut when you arrive at the receiving board.
- Check the box that states “We, further certify that the Tabulator Program Card, and/or the ESP/USB Flash Drive, if removed, were properly sealed into an approved TRANSFER CONTAINER by affixing seals:”
 - Put the Flash Drive from the laptop 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.)
- Before releasing election inspectors and going to the Baraga Gym, ensure all inspectors have filled out and signed their time-sheets.

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 easily accessible in the canvas 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 zipper 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, and they have signed their time sheets, they may go. Only the co-chairs must stay for the Receiving Board's canvass.

EPB End-of-Night Procedures

One Final Backup:

- After the close of polls on Election Day, data processed in the EPB must be saved one last time to the encrypted flash drive and reports must be generated to complete the E-Poll Book binder
- After all voters have been processed in the EPB, perform one last backup to ensure all data is saved to the flash drive. (Follow directions listed on 4:2)

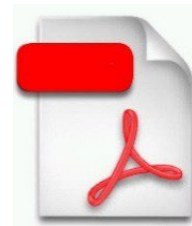
Saving Reports:

There are 4 files that must be saved to your flash drive (not the desktop):


- **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.
- **Ballot Summary:** The ballot summary accounts for everything that happened with all the ballots you were given at the beginning of the day. It ensures your numbers are balanced.
- **Remarks:** Documents anything unusual that happens throughout the day, that can be accounted for with another paper trail.
- **List of Voters:** Represents all of the voters that tabulated a ballot in your precinct.

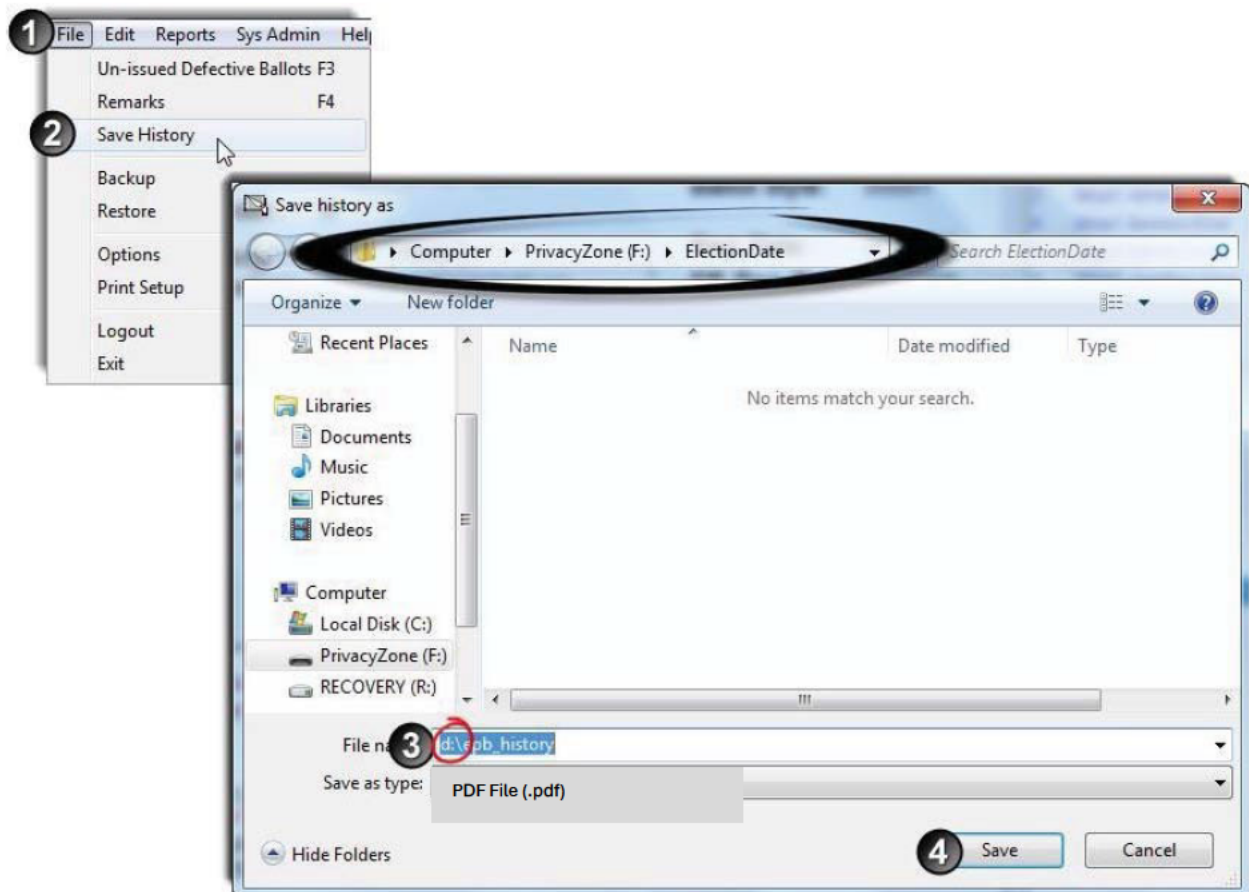
***Do NOT save or print the
"Activity Log" Report.
We don't need that.***

*When talking about a
"PDF icon" this is what
we're referring to:*



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
 - o 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:).
 - o The first part of the file name should autofill to "d:\\" indicating that it is in the PrivacyZone. If it is not, in the left-hand section of the screen click on PrivacyZone and double click on the election folder.
 - o Make sure that the "save as type" underneath the file name is PDF, NOT Text files.
4. Click "Save"
5. You may be asked if you want to replace an existing file of the same name, click "yes"



1 Reports Sys Admin Help

Remarks
List of Voters
2 Ballot Summary
Defective Un-Issued B
Activity Log Report

Ballot Summary Report

Close

3

NUMBER OF BALLOTS DELIVERED TO PRECINCT:
A. Number of ballots delivered to precinct:

Style	Starting No.	Ending No.	Count	Delete
	00000001	00000200	200	

Total = 200

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

C. Total 202

5

NUMBER OF BALLOTS AT CLOSE OF POLLS:

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

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

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

G. Number of ballots rejected 0

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

I. Number of PROVISIONAL "envelope" ballots issued 1

J. Number of UNUSED BALLOTS:

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

Total = 184

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

L. Difference 0

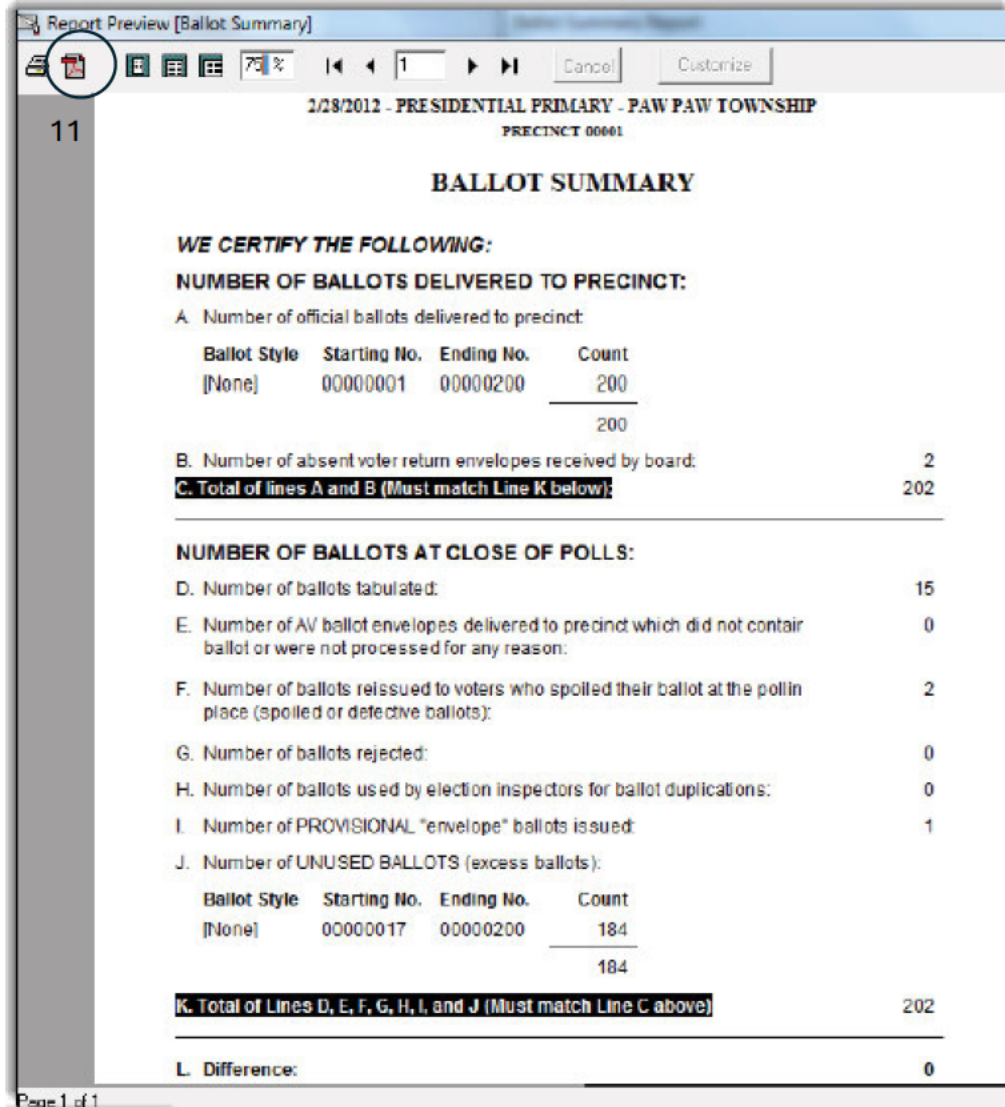
9 Preview

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. (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 an AV Counting Board, this number will be 0.
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"



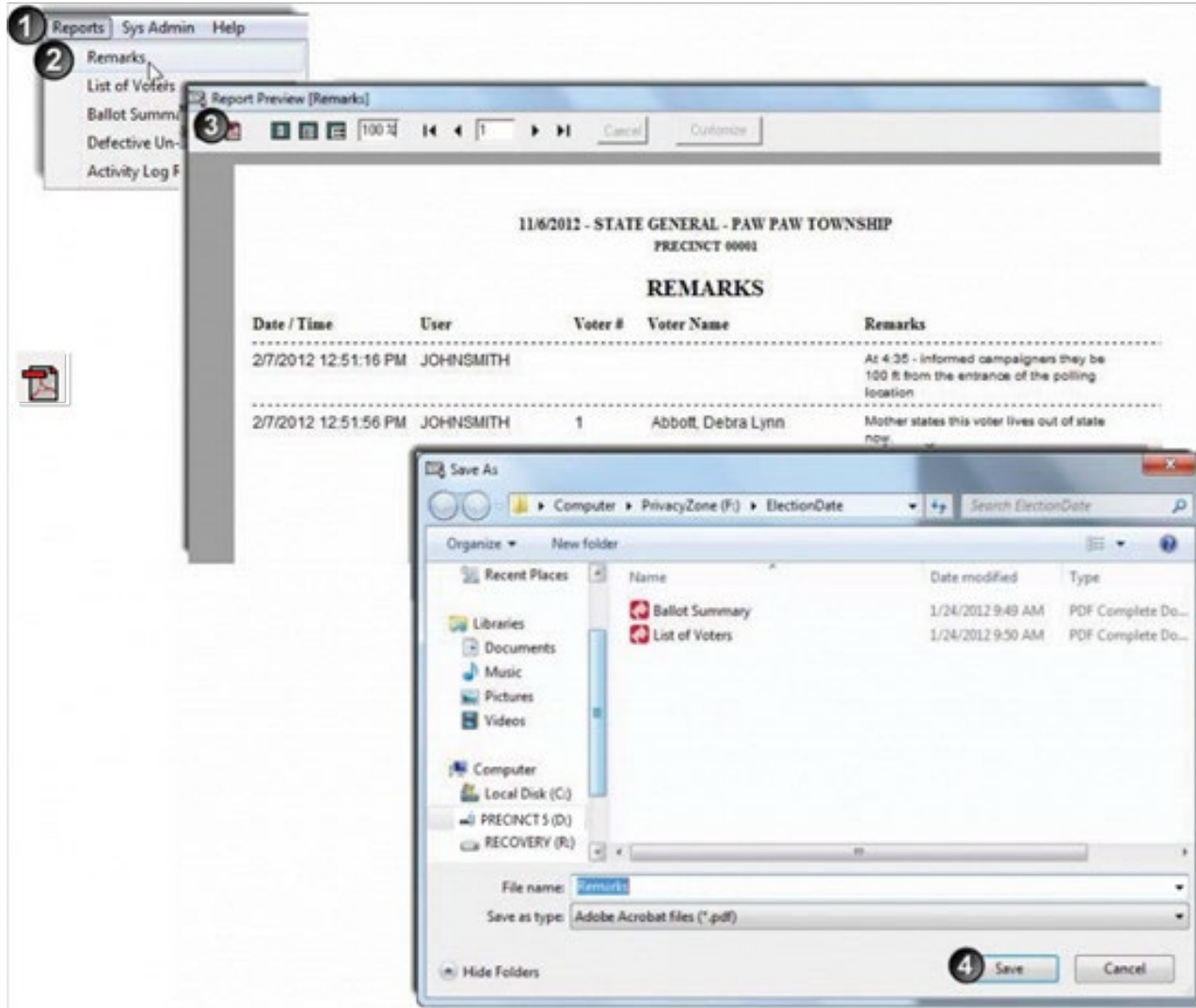
10. The ballot summary report will pop-up after clicking Preview. Be sure to review the summary to ensure all information was entered correctly and that the summary balances (Line L = 0)

11. Click the PDF Icon in the Upper Right-hand corner

12. A new window will pop up allowing you to select a Save location

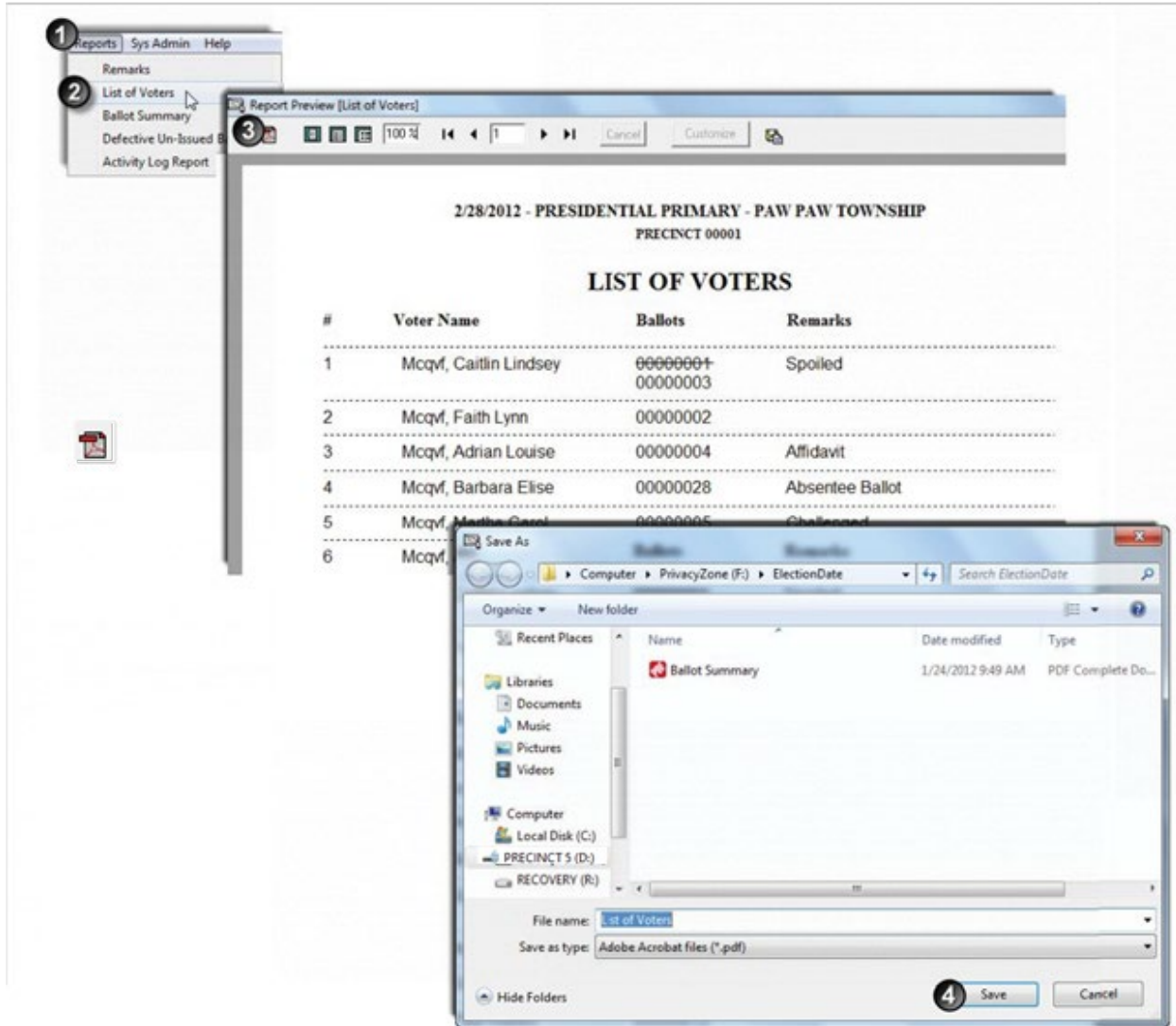
- o In the left-hand pane of the new window, find the drive you have been backing up to; it should be titled "PRECINCT __" (your precinct number) and will be drive D: or F: PRECINCT 5 (D:)
- o Click "save" and you will be returned to the summary window

13. 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
 - o 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:)**
 - o 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 new 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
 - o 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:)**
 - o 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 to exit out.

Verifying Saves:

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

- 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.
- Double click on the "Computer" icon found on the Desktop
- Double click on the "PRECINCT __" (your precinct number) drive
- Verify there are copies of your Ballot Summary, List of Voters, and Remarks visible in there as PDFs.

Safely Removing the Flash Drive

- In the bottom right of your laptop screen, find a small icon that looks like this:
- Click the icon; a small menu will pop up
- Click "Eject Store n' Go"; a message should state that it is "safe to remove hardware"
- Remove the flash drive, place it in the small manila envelope marked "Flash Drive" and seal it with a red adhesive paper seal.
- The envelope must be turned in to the Receiving Board at the end of the night
- The receiving board will use the flash drive to print reports.



Printing Reports at the Receiving Board:

At the Receiving Board, someone from the Clerk's office will be helping the Chairs print reports. There will be a computer and printer available. Chairs will be called up one at a time to the table.

Chairs will need to have in hand:

- The flash drive with saved reports
- Local Clerk Envelop #3

Note: Envelopes #1 and #2 will be provided at the Receiving Board.

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 that was with the ballots in the morning. 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 read. 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

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 tabulator. You will find these ballots behind the white trapdoor 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-Pollbook binder.
 - a. Each variation of a name should be on a new line.
 - b. After 50 marks go to a 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>	<i>HHH</i>	<i>HHH</i>	<i>II</i>			<i>12</i>
<i>W. Smith</i>	<i>Twp Clerk</i>	<i>R</i>	<i>II</i>					<i>2</i>
<i>Bill Smith</i>	<i>Twp Clerk</i>	<i>R</i>	<i>HHH</i>	<i>HHH</i>	<i>HHH</i>	<i>IIII</i>		<i>19</i>
<i>Judith Jones</i>	<i>Twp Clerk</i>	<i>D</i>	<i>HHH</i>	<i>II</i>				<i>7</i>
<i>Judy Jones</i>	<i>Twp Clerk</i>	<i>D</i>	<i>III</i>					<i>3</i>
<i>Judyth Jones</i>	<i>Twp Clerk</i>	<i>D</i>	<i>I</i>					<i>1</i>
<i>Judy Johns</i>	<i>Twp Clerk</i>	<i>D</i>	<i>I</i>					<i>1</i>

End of Day Materials

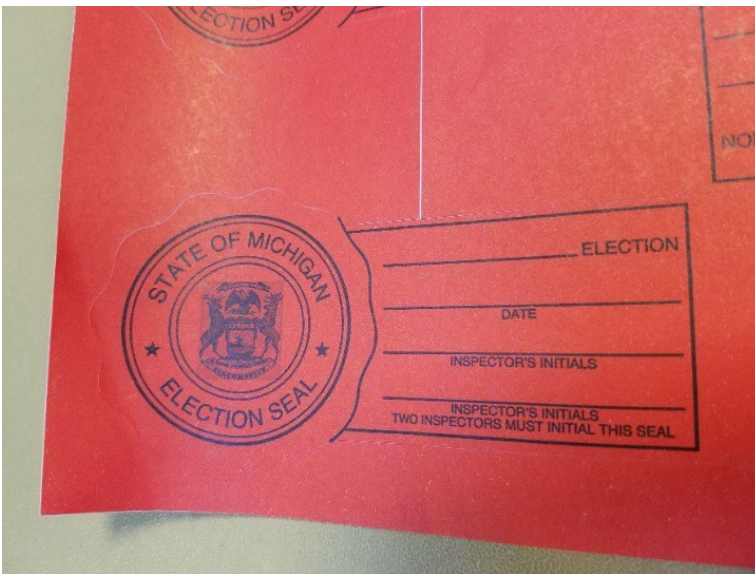


Blue or White Plastic Seal:

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 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. Make sure to 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 canvas ballot bag.
- Be sure to fill out the 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



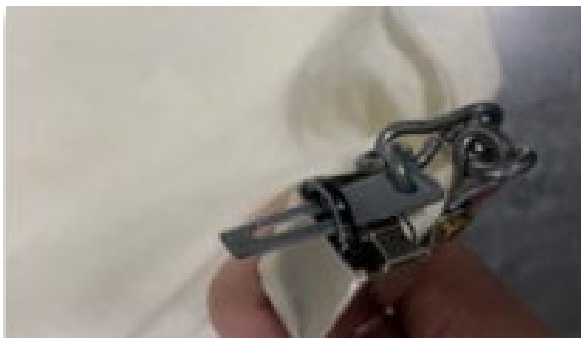
Canvas Ballot Bag



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 a permanent seal until after the contents have been reviewed by the Receiving Board.

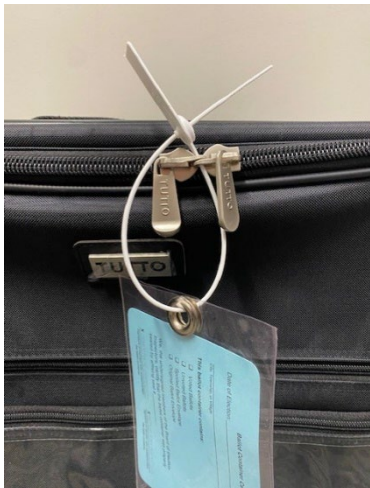
Be sure the seal number has been recorded on the transfer case certificate and ensure a member from each party has signed the certificate. This is done prior to sealing the transfer case.

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



Align both zipper holes.

Fish the blue/white seal through both zippers.



Attach the completed certificate to the seal.

To secure the seal, thread the end back through the hole, pulling the end through will lock the seal.

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 1, and the other will go to Station 2. Following the completion of the first two stations, both members can be seated to wait for the Receiving Board to call you up.

Station 1 – 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 the Local Clerk Envelope #3:

Note: The following envelopes will be provided by the Receiving Board

1. The County Clerk Envelope #2
2. 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 2.

Station 2 – Material and Equipment Check In

While one precinct member is getting your reports printed, the other member will head to station 2. 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. E-Pollbook Laptop
4. Keys & VAT cards with blue zipper pouch
5. Name Badges and Time Sheets
6. Tabulator

Station 3 – The Receiving Board

Following Station 1 and 2 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 E-Pollbook 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. E-Pollbook
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 voters 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

Station 2

The E-Pollbook

- Verify name and photo with voter ID (may be completed at Station 1) or have them sign affidavit
- Look the voter up in the E-Pollbook and verify eligibility
- Process voter in E-Pollbook
- Initial and record ballot number and voter number on Application to Vote

Station 3

The Ballots & Voting Booths

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

Station 4

The Tabulator

- Keep finished voters in line and 10 feet away 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 and collect secrecy sleeves
- Do not allow voter to leave with their ballot or ballot stub

Notes

Don't Forget

- Have a help desk for registration issues, a voter not showing up in the E-Pollbook, if the voter needs to register with the Clerk, or needs a provisional ballot.
- Same day registration is available for voters who qualify – this will be in the Baraga Gym
- Maintain ballot secrecy at all times
- Voters should not be handed a ballot until there is an open booth

Quick Guide – Tabulator Rejected/Abandoned/Spoiled Ballots

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:
 - Write "SPOILED" on ballot and remove stub
 - Place ballot in spoiled envelope
 - Spoil old ballot in EPB
 - Issue new ballot in EPB
 - Draw line through old ballot number on application to Vote and write new number above
 - Process as usual

Abandoned/Exposed Ballots

- Ballot abandoned by voter or deliberately shown to another person (except 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

Quick Guide – Election Day Participants

Poll Watchers

- Any person interested in observing the 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 the 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 Appendix C.

All blue boxes will be filled out before the Election

ELECTRONIC POLLBOOK

- AT THE -

ELECTION HELD ON [Month and Date], 20 [Year]

In Ward/Precinct # [City or Township] of the

County of [State of Michigan]

DUTIES OF THE OFFICE OF INSPECTOR OF ELECTIONS

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

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

CLERK'S PREPARATION CERTIFICATE

Tabulator Serial No. []	Voter Assist Terminal Serial No. []
Tabulator Seal No. []	Voter Assist Terminal Seal No. []
Tabulator Seal No. []	Voter Assist Terminal Seal No. []

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

[] [] []
 WARD / PRECINCT # SIGNATURE of CLERK or AUTHORIZED ASSISTANT DATE

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 **Chairperson Signature**
Signature of Chairperson

Taken, subscribed and sworn to before me on **Date** X **Signature**
Signature of Person Administering Oath

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

2 ELECTION INSPECTORS' PREPARATION CERTIFICATE

Before the Polls opened, we completed the following:

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

3 SIGNATURES OF PERSONS TAKING OATH & CERTIFYING PREPARATION CERTIFICATE

X **Election Inspector Signature**
X **Election Inspector Signature**
X **Election Inspector Signature**
X **Election Inspector Signature**
X

All workers present at the open of polls must sign here and sign the zero tape

Taken, subscribed and sworn to before me on **Date**

X
X
X **Chairperson Signature**
Signature of Chairperson or Person Administering Oath

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

X **Afternoon Shift Inspector Signature**
X **Afternoon Shift Inspector Signature**
X

X **Afternoon Shift Inspector Signature**
X
X
X **Chairperson Signature (Again)**
Signature of Chairperson or Person Administering Oath

Taken, subscribed and sworn to before me on **Date**

2024 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	

If no precinct delegate write-ins were made, you can strike through this page.

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	

ELECTION INSPECTORS

Record in next section



CHALLENGED VOTERS



CHALLENGED PROCEDURES



DECLARED WRITE-INS

CHALLENGED VOTERS

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 _____

If no official challenges were made, you can strike through this page.

Time _____
Name of Challenger _____
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

CHALLENGED PROCEDURES

Time _____ Name of Challenger _____
Description of Challenged Procedure _____

Result _____

Time _____ Name of Challenger _____
Description of Challenged Procedure _____

Result _____

Time _____ Name of Challenger _____
Description of Challenged Procedure _____

Result _____

If no procedures were challenged, you can strike through this page.

Time _____ Name of Challenger _____
Description of Challenged Procedure _____

Result _____

Time _____ Name of Challenger _____
Description of Challenged Procedure _____

Result _____

Time _____ Name of Challenger _____
Description of Challenged Procedure _____

Result _____

PREPARE FIRMLY!
YOU ARE MAKING 3 COPIES

DETACH ONLY THE RED AND GREEN COPIES AT PERFORATIONS

DECLARED WRITE-INS ONLY

STATEMENT OF VOTES

WARD/PRECINCT: **1** JURISDICTION: **City of Marquette** DATE: **Election Date**

CANDIDATE'S NAME	OFFICE	PARTY	TALLY OF VOTES											TOTAL WRITE-IN VOTES	
			5	10	15	20	25	30	35	40	45	50			
K. Whitney	City Clerk	Nonpartisan	IIII												4
Kyle Whitney	City Clerk	Nonpartisan	IIII	IIII	III										13
Kyle Witny	City Clerk	Nonpartisan	II												2

If no valid write-ins were recorded, you can strike through this page.

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

Instructions for Completion of Electronic Poll Book

- Complete Certificate of Election Inspectors.
- Print all EPB reports: List of Voters Report, Remarks Section Report and Ballot Summary Report..
- Insert all reports behind Certificate of Election Inspectors page.
- Please Record Anything Unusual or Important that occurred on Election Day.

INSERT IN NEXT SECTION



LIST OF VOTERS REPORT



REMARKS SECTION REPORT



BALLOT SUMMARY REPORT

TIME

REMARKS SECTION

Please record anything unusual or important that occurred on Election Day

Time am/pm	Detailed Remarks (can go on multiple lines) – Inspector Initials
4:30 pm	Tabulator jammed and resolved itself - AM

Statement of Votes - Clip or Attach Tabulator Tape Here

Jurisdiction: City of Marquette Precinct #: 1

PRESS HERE TO DETACH

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)
- Duplicated and tabulated any ballots requiring **duplication**
- Tallied all valid **write-in votes**, if any, and recorded
- Attached a **signed tabulator total tape** to the upper

Be sure to check each box to acknowledge it has been reviewed.

DETACH ONLY THE RED AND GREEN COPIES AT PERFORATIONS

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. Seal Number (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. *There will not be a seal number for the EPB memory device*

Democrat who sealed signature Republican who sealed signature

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.)

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

All workers present at the close of polls must sign here and sign the tabulator totals tapes

Appendix C

Preparing 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.

The below mages provide a visual explanation of 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 checklist the Receiving Board will be using to review your election material. The following pages then break down each item on the checklist.

Receiving Board Checklist

Jurisdiction _____ Precinct _____ Election Date _____

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

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

Ballot Container Certificate

- Dated and signed by two election inspectors of differing party affiliation
- Seal number properly recorded

Program Container Certificate

- Dated and signed by two election inspectors of differing party affiliation
- Seal number properly recorded

Statement of Votes (3 copies required)

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

After completion of the above, replace the Poll Book and Statement of Votes into the appropriate envelopes and initial and seal with a red paper seal. Then sign below.

We, the undersigned members of the Receiving Board, hereby certify the completion of the items checked above.

 Republican Receiving Board Inspector

 Democratic Receiving Board Inspector

Exhibit A

Poll Book:

To view how to properly fill out the Poll Book, see Appendix B

- Clerk's Preparation Certificate completed and signed
- Election Inspectors Preparation Certificate completed and signed by inspectors present when polls opened
- All inspectors subscribed to the Constitutional Oath of Office
- Oath Administrator Signed
- No lines skipped on the List of voters
 - Ensure the totals match on the summary report and list of voters
- All spoiled, affidavit, envelope, challenged, and AV ballots noted
 - Be sure the 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.
- Ensure proper recording of write-in votes
- Ensure proper recording of challenges
- Ensure remarks were recorded
- Certificate of Election Inspectors completed and signed by inspectors present when polls closed
- Ballot summary is completed, and totals are accurate

Ballot Container Certificate:

- Ballot container seal number is properly recorded
- The blue seal number should be the same on the blue certificate and on the statement of votes
- Be sure that
 - a. The certificate is dated and signed by two election inspectors of differing party affiliation
 - b. The seal number is properly recorded
 - c. Do not seal any containers until the Receiving Board has reviewed all contents, this will avoid crossing out seal numbers on the certificate

Ballot Container Certificate

Date of Election: a. 8-6-2024

City or Township Marquette City Ward/Pct # 1

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 # b. 09318

DEM a. Democrat Signature TOR
Signature of the undersigned, verified the ballot container.

REP a. Republican Signature TOR
Signature of the undersigned, verified the ballot container.



Statement of Votes (3 Copies)

- Confirm the Poll Book and Statement of Votes are not sealed in the blue ballot transfer case
- Statement of Votes is complete with:
 - Tabulator Tape
 - Total number of votes received for declared write-ins
 - Seal number of ballot container recorded properly
 - Seal number signed by two inspectors of differing party affiliation
 - Signatures of all inspectors present when polls closed

Program Container Certificate:

- a. Dated and signed by two election inspectors of differing party affiliation
- b. Seal number properly recorded
 - The seal number on the front of the tabulator is the seal number that is written on the green certificate
 - The seal number is recorded in the statement of Votes, #2
- c. 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.
 - The card and original seal will be placed in in a red leather zip pouch
 - The pouch will be sealed with a new seal
 - 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)
 - The green certificate will be sealed with the red pouch
 - 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: b. 09318

a. Democrat Signature
X _____
Signature of official who SEALED the container

a. Republican Signature
X _____
Signature of official who SEALED the container

8-6-2024

Date of Election: 1 _____

Jurisdiction: Marquette City _____

Ward/Precinct: _____

Appendix D

The images on the following page explain how the Application to Vote relates to a voter's photo ID and their address in the EPB.



1 (points to photo on license)

2 (points to name on application)

3 (points to address on application)

3 (points to voter details)

4 (points to ballot number)

5 (points to Regular ballot button)

1. The voter's face matches the face on the photo ID.
2. The name on the photo ID matches the name written on the application to vote.
3. The address written on the application to vote matches the address in the EPB.