

EARLY VOTING

ELECTION INSPECTOR TRAINING

MARQUETTE CITY
CLERK'S OFFICE

Election Day: August 6, 2024 State Primary Election

Early Voting Dates:

Saturday, July 27 - Sunday, August 4

8 a.m. - 4 p.m.

- Proposal 22-2 - Amended State Constitution
- Required:
 - 9 consecutive days ending on the Sunday before Election Day
 - 8+ hours each day
- Optional:
 - Local/Special/School Elections
 - Not bound by the 9-day/8-hour requirement
 - Additional Early Voting
 - Up to 29 days
- City of Marquette participated in 2023 state EV pilot: 68 voters in 4 days

Early Voting Overview

Three Options for Conducting Early Voting

- County-led
- Multi-Municipal Agreement
- **Single Municipality - City of Marquette**

Early Voting Overview

- Early Voting Site - Peter White Public Library
- Encompasses all 4 precincts - All City of Marquette registered voters
- 9 days; Two daily shifts; Open from 8 a.m. to 4 p.m.

Early Voting Overview

- Workers report to Early Voting Site
 - Morning Shift : 7:30 a.m. - Noon
 - Afternoon Shift : Noon - 4:30 p.m.
- Oath of Office
- Prepare the EV site
- Polls open at 8 a.m.
- Voting ends at 4 p.m.
- Clean up and secure materials

EARLY VOTING: A BRIEF OVERVIEW

Three Ways to Vote

- In person voting in an Election Day precinct
- Absentee Balloting - Tabulated in the city's AV Counting Board
- Early Voting - Simply an additional option

- Administer Oath / Sign Oath
- Check tabulator and VAT seals and serial numbers
- Set up early voting location - signage, official postings / notices
- Set up tabulators, VAT, Early Voting Tool

**OPENING THE POLLS - DAY ONE and
FOLLOWING DAYS**

Oath and Preparation Certificate

Done Daily

1

Oath of Chairperson

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 Board Chairperson according to the best of my ability.

Signature of Chairperson Date

Taken, subscribed and sworn to before me on,

Signature

 Signature of Person Administering Oath Date

2

Election Inspectors' Preparation Certificate & Oath

On the 1st Day of Early Voting, before opening polls, we completed the following:

- Administered the Oath of Office to all present
- Verified the serial & seal numbers on the tabulator(s), VAT(s), and BOD(s) are the same as recorded on the Clerk's Preparation Certificate
- Completed all preparation steps of the tabulator(s), VAT(s), and BOD(s)
- 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 (performed on the first day of Early Voting only).
- Signed below certifying the above were completed

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.

3

Signatures of Persons Taking Oath & Certifying Preparation Certificate

| | |
|------------------------|---|
| X DEMOCRATIC INSPECTOR | X |
| X REPUBLICAN INSPECTOR | X |
| X | X |
| X | X |
| X | X |

Signatures

Taken, subscribed and sworn to me on / /

Signature of Chairperson or Person Administering Oath

Additional Signatures of Persons Taking Oath ONLY
 (NOT Present at Opening of Poll and arrived later)

| | |
|---|---|
| X | X |
| X | X |

Signature

 Taken, subscribed and sworn to me on / /

 Signature of Chairperson or Person Administering Oath

Tabulator and VAT

- Serial and Seal Numbers
- No Ballot on Demand

| CLERK'S PREPARATION CERTIFICATE | | | |
|---------------------------------|--------------|--------------|--------------|
| TABULATORS | | | |
| | Tabulator #1 | Tabulator #2 | Tabulator #3 |
| Device Serial No. | | | |
| Device Seal No. | | | |
| Device Seal No. | | | |
| Device Seal No. | | | |
| | | | |
| BALLOT ON DEMAND (BOD) | | | |
| | Tabulator #1 | Tabulator #2 | Tabulator #3 |
| Device Serial No. | | | |
| Device Seal No. | | | |
| Device Seal No. | | | |
| Device Seal No. | | | |
| | | | |
| VOTER ASSIST TERMINAL (VAT) | | | |
| | Tabulator #1 | Tabulator #2 | Tabulator #3 |
| Device Serial No. | | | |
| Device Seal No. | | | |
| Device Seal No. | | | |
| Device Seal No. | | | |

I certify that the above Early Voting tabulator, BOD 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.

- Verify the count on the ICP is 0 - Each ballot adds 1
- Print a test ballot on the ICX/VAT
- Sign the bottom of the ICP tape (zero tape) and sign the certificate -
 - **Zero tape = REMOVED + attached to EV Poll Book**
- Check *all of the boxes*
- Announce the opening the polls at 8 a.m.

OPENING THE POLLS - DAY ONE

DAY ONE ONLY - ICP ZERO TAPE

1

Compare the offices listed with those listed on your ballots

After signing this tape up, secure it to the tape. Do not tear the tape off at this time.

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

Name

Signature

Name

Signature

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

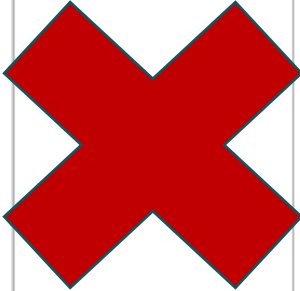
FAVORITE SPORTS

- Tabulator turned on, Status Tape will print
 - Sign the bottom of the tape
 - Tape removed + and attached to EV Poll Book
- Verify public count on ICP against previous day closing summary sheet
- Announce the opening of the polls at 8 a.m.

OPENING THE POLLS - FOLLOWING DAYS

Opening

- Day One: Zero Tape
- Following Days: Status Tape
- Writing in the EV Day #

| Opening Reports on this Tab <i>Attach the following with a paperclip or staple (DO NOT USE TAPE)</i> | | |
|--|---|--|
|  | Start of Day Tabulator Status/Interrupt Report | Start of Day VAT Daily Report (If applicable) |

EV Day # _____
(Simulated TAB)

Early Voting Tool

- Web-based program that connects to State's Qualified Voter File
 - QVF is used in the Clerk's office
- Real-time reporting
- Limited capabilities compared to the EPB
 - Records the person has voted
 - Does not record remarks
 - Does not record ballot number

Starting up the Early Voting Tool

- The website will be linked from the desktop and will also be saved under favorites
- On each day of the early voting period, the first attempt to log into the EV Tool will have multiple authentication steps
- This protects QVF and voter data
- Once the computer is granted access to the Early Voting website, subsequent logins that day should only require the worker's username and password

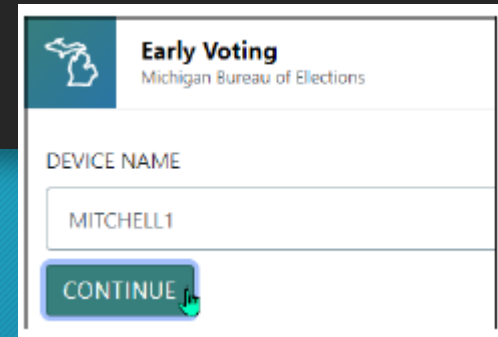
First Login of the Day

4 Step Security
Method

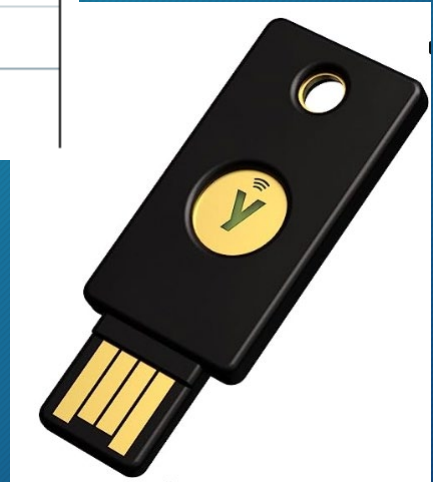
- Four things needed
 - Device Name
 - YubiKey
 - Grid Card
 - Username/Password

First Login of the Day

- Device Name - provided in chair book
- Once the device name is entered you will need to authenticate with your YubiKey
- Insert your YubiKey into your laptop, with the gold button facing up



The screenshot shows a web interface for "Early Voting" by the Michigan Bureau of Elections. It features a header with the Michigan state logo and the text "Early Voting" and "Michigan Bureau of Elections". Below the header is a form with a label "DEVICE NAME" and a text input field containing "MITCHELL1". At the bottom of the form is a green button labeled "CONTINUE" with a mouse cursor hovering over it.



SITE NAME

PETER WHITE PUBLIC LIBRARY

YUBIKEY

YUBIKEY SERIAL NUMBER: XXXXXXXXXX

- Insert your Yubikey into any USB port with the gold "Y" button facing up. The "Y" button should begin flashing green when inserted.
- In the textbox directly below press the "Y" button on the Yubikey once.
- Wait for text to complete generating in the textbox.
- Remove Yubikey and place in a secure location.

GRID CARD AUTHENTICATION

Time Remaining: 09:13

E9

I3

A5



First Login of the Day

Place your finger on the gold button


First Login of the Day - Username and Password

Password Requirements:
16 characters or more
One uppercase
One lowercase
One digit
One special character

- You will be prompted to enter a username and create a password
- Username has been generated by the state: Lastnamefirstinitial1@EV

EX: Quayler1@EV

(The number may change based on people with the same name throughout the state)

- Password: unique to voter -DOUBLE CHECK 
- Enter a strong password and Grid Card authentication numbers and hit CONTINUE
- Once the password is accepted, the user will be asked to reenter their new password and continue

You made it into
the Voting Tool!

ISSUING A BALLOT TO A VOTER

The screenshot shows the Michigan Early Voting interface. At the top, it says "Early Voting Michigan Bureau of Elections". Below that, the election is identified as "Election: 11/24/2023 EARLY VOTING - GENERAL - GUSTIN TWP. HALL". A "Voter Search" section contains a text input field with "SMITH, ANDREA" and a "SEARCH" button. Below the search is a table with columns: ACTION, BALLOT TYPE, VOTER NAME, and DOB. The table contains one row for "SMITH, A" with redacted information. A green "OPEN" button is circled in red in the bottom right corner of the table.

Two ways to search a voter

1. Type in their last name, first name as written on their application to vote
2. Scan their driver's license

DOUBLE CHECK INFO

| | | | | |
|--|--|---------------------------|------------|----------------------|
| | | SMITH, CLAIRE LINDSEY | 09/07/2001 | OPEN |
| | | SMITH, CLAIRENE ELIZABETH | 07/07/1989 | OPEN |
| | | SMITH, CLARE ELIZABETH | 11/16/1956 | OPEN |
| | | SMITH, CODY ROBERT | 10/12/1985 | OPEN |
| | | SMITH, COLIN DAVID | 01/26/1990 | OPEN |
| | | SMITH, COLIN MICHAEL | 04/24/1993 | OPEN |

ISSUING A BALLOT

VOTER DETAILS



Name: WHITNEY, KYLE LEE
DOB: 4/28/1987
Address: 926 WILSON ST
MARQUETTE, MI 49855
Gender: M
Polling Location: NOVEMBER CONSOLIDATED
Jurisdiction: MARQUETTE CITY
Precinct: 00001
Ballot Style: A
Reg Date: 4/26/2017

Record Voter History

Voter Status

Voter has an Absentee Ballot sent and received by clerk—Do not issue ballot.

Voting Status: Has not voted.

1. Write in the precinct on the application to vote
2. Double check the date of birth to the application to vote

ISSUING A BALLOT

- You will be recording the ballot number on the application to vote
- Before recording voter history and providing the voter a ballot review “Voter Status”
 - Confirm they have not already voted early or have not voted by absentee ballot

VOTER DETAILS

Name: WHITNEY, KYLE LEE
DOB: 4/28/1987
Address: 926 WILSON ST
MARQUETTE, MI 49855
Gender: M
Polling Location: NOVEMBER CONSOLIDATED
Jurisdiction: MARQUETTE CITY
Precinct: 00001
Ballot Style: A
Reg Date: 4/26/2017

Record Voter History

Voter Status

Voter has an Absentee Ballot sent and received by clerk—Do not issue ballot.
Voting Status: Has not voted.

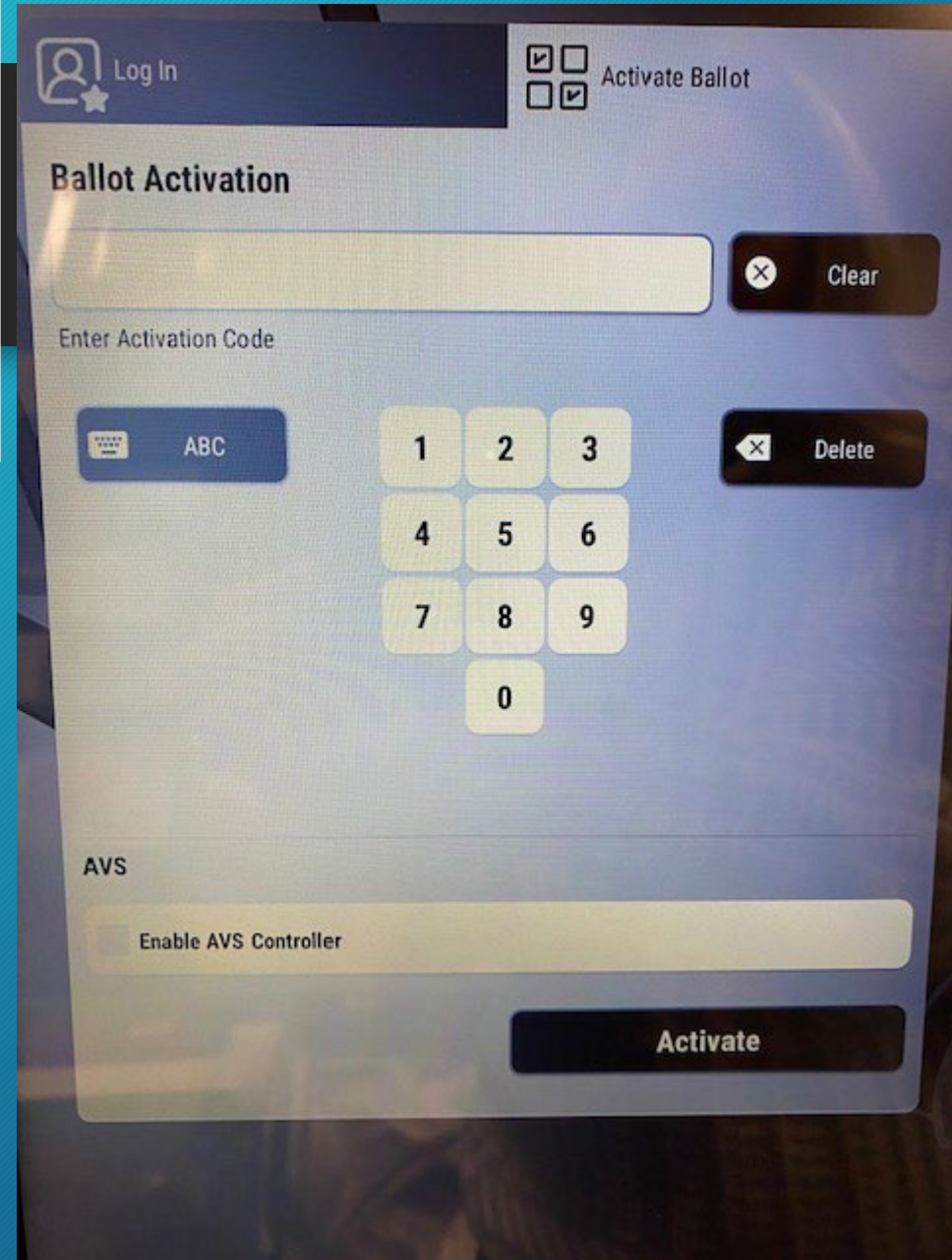
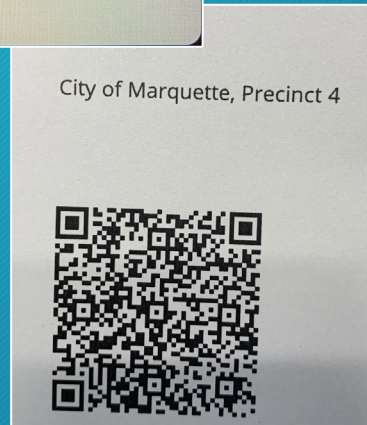
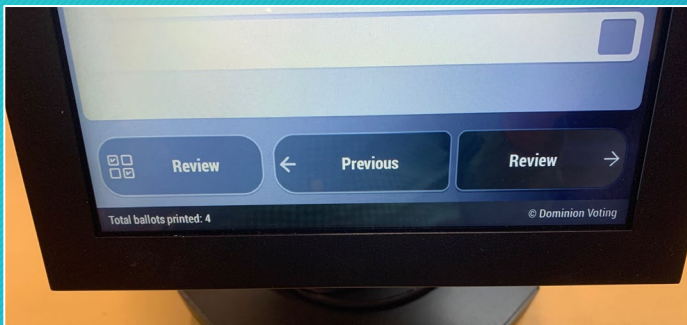
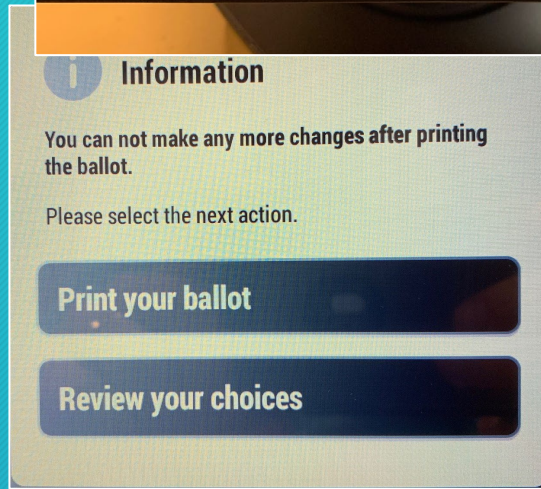
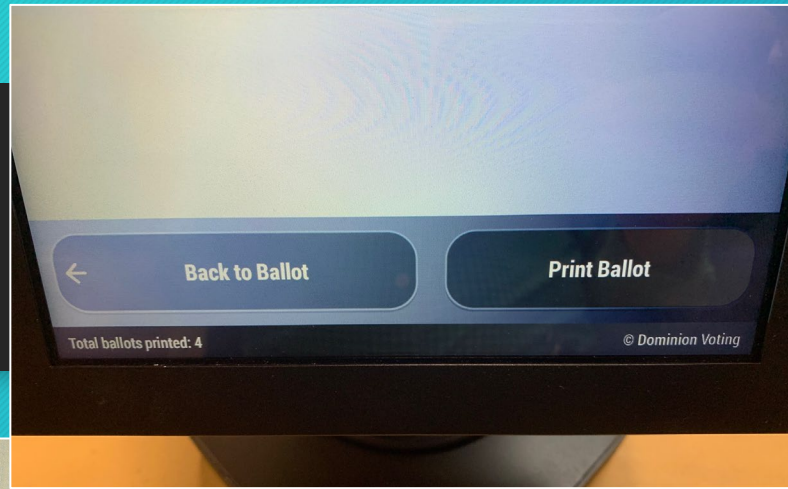
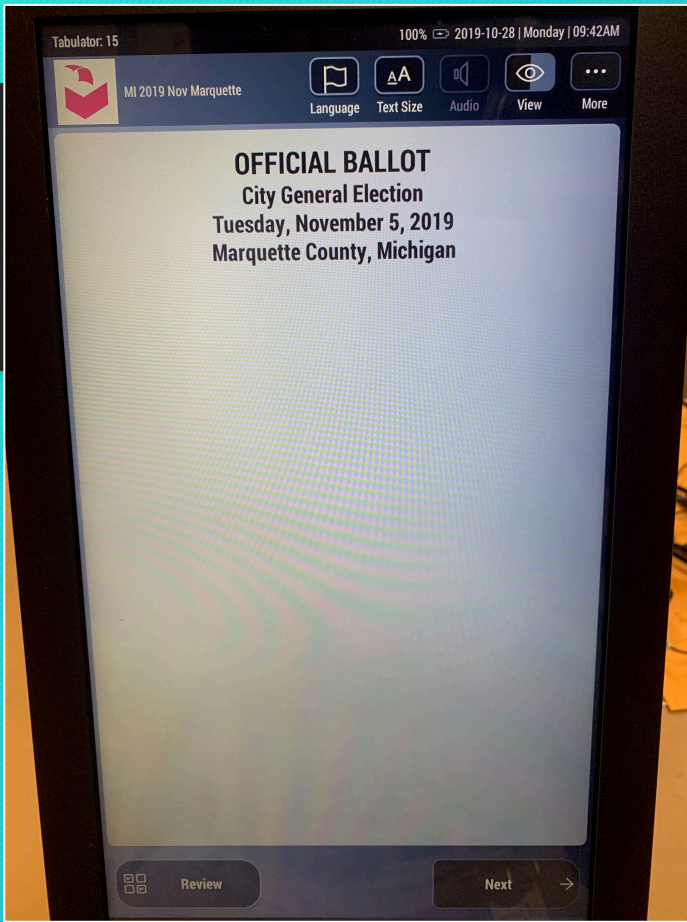
CORRECTIONS

Undo Voter History

Voter has voted on 10/18/2023

Simply click CANCEL if you have not yet recorded voter history

If voter history was already recorded click Undo Voter History



Step one of issuing a ballot

APPLICATION TO VOTE


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

New: Application travels with voter to tabulation station!

Application to Vote/Ballot Selection Form

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

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

SIGN HERE 

(SIGNATURE OF VOTER) _____

Presidential Primary February 27, 2024 Precinct: _____

Early Voting Date: ____ / ____ / ____

PRINT NAME: _____

BIRTH DATE: _____

RESIDENCE ADDRESS: _____

VOTER MUST SELECT A BALLOT TYPE BELOW

SELECT BALLOT TYPE HERE: I hereby request the ballot type marked below for this election. (You must select one ballot type below. If you do not select a ballot type a ballot will not be issued to you.)

SELECT ONLY ONE BALLOT TYPE:

Democratic Party Presidential Primary Ballot

Republican Party Presidential Primary Ballot

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

ELECTION INSPECTOR COMPLETES

Election Insp. Initials

Ballot No. Issued

Voter No.

Ballot Style

Affidavit on Reverse Completed

FORM #M444PP rev. 12/2023 Spectrum Printers, Inc. 1 800-225-7947

PHOTO ID VERIFICATION



MICHIGAN- DRIVER LICENSE

5 100 100 100 100

NAME: MAURIE SAMPLE
RESIDENCE: 123 NORTH STATE ST

Sex: F Age: 34
Lic Type: D Restrictions: None

Maurie Sample

APPLICATION TO VOTE – POLL LIST

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

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

SIGN HERE Maurie Sample

Print Name: Maurie Sample
Date of Birth: 5/11/1984
Residence Address: 123 North State St

AFFIDAVIT OF VOTER NOT IN POSSESSION OF PICTURE IDENTIFICATION

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

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

SIGNATURE OF VOTER: X

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

To be completed by Election Inspector

Sworn and subscribed to before me this _____ day of _____, 20____.
I certify that the elector named above has completed the above affidavit in my presence.

X _____
Signature of Election Inspector

Tally of Voters Not in Possession of Photo ID Form

- No option to mark in Early Voting Tool

DATE: _____

PRECINCT: _____

TALLY OF VOTERS NOT IN POSSESSION OF PHOTO ID

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

EPB Instructions:

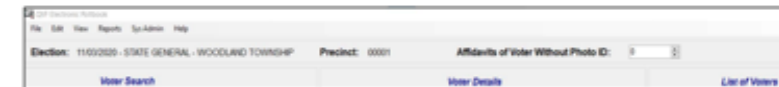
Record a Voter Not in Possession of Photo ID

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

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

To record a Voter Not in Possession of Photo ID:

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



The screenshot shows the EPB software interface. At the top, there are menu options: File, Edit, View, Reports, System, Help. Below that, the election information is displayed: Election: 11/02/2020 - STATE GENERAL - WOODLAND TOWNSHIP, Precinct: 0001. The field for Affidavits of Voter Without Photo ID is currently set to 0. There are buttons for Voter Search, Voter Details, and List of Voters.

PLACE IN LOCAL CLERK ENVELOPE #3
Revised 9/2022

ADDRESS VERIFICATION

Michigan Application to Vote/ Ballot Selection Form

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

Presidential Primary

Election Date _____

Precinct _____

PRINT
NAME: _____

DATE OF
BIRTH: _____

RESIDENCE
ADDRESS: _____

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

**SIGN
HERE**

X _____

SIGNATURE OF VOTER

ELECTION INSPECTOR COMPLETES

ID AFFIDAVIT ON REVERSE COMPLETED

Ballot Style _____

Ballot No. _____

Voter No. _____

ELECTION INSPECTOR INITIALS _____

SELECT BALLOT TYPE HERE

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

SELECT ONLY ONE BALLOT TYPE.

Democratic Party
Presidential Primary Ballot

Republican Party
Presidential Primary Ballot

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

VOTER DETAILS

Name: WHITNEY, KYLE LEE
Date: 4/28/1987
Address: 926 WILSON ST
MARQUETTE, MI 49855
Gender: M
Polling Location: NOVEMBER CONSOLIDATED
Jurisdiction: MARQUETTE CITY
Precinct: 00001
Ballot Style: A
Reg Date: 4/26/2017

Record Voter History

Voter Status

Voter has an Absentee Ballot sent and received by clerk—Do not issue ballot.

Voting Status: Has not voted.

NEW: AV Ballots in the Precinct

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

Read Status Flag (options)

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

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

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

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

AV Ballots in the Precinct - Voter possesses their ballot

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

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

- Voting ends for the day at 4 p.m. - voters in line at 4 p.m. get to vote
- We are not closing the Polls - no total tape is run
- All totals must be reconciled:
 - Tabulator scanned ballots count to total number of voters listed + number of provisional ballots

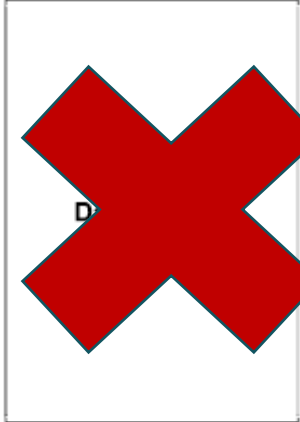
CLOSING THE POLLS

- Remove all ballots from the ballot box
 - Write-in area and auxiliary
- Print Status Tape
- Turn power off on tabulator - do not run results!
- Voted ballots go into the green bag
- All other election forms and materials go into the blue transfer case
- **Print List of Voter Report Daily**

CLOSING THE POLLS DAILY

End of Day Reports

- Status Tape
- Write in EV Day #

| End of Day Reports on this Side <i>Attach the following with a paperclip or staple (DO NOT USE TAPE)</i> | | |
|--|---|--|
|  | End of Day Tabulator Status/Interrupt Report | End of Day VAT Daily Report (If applicable) |

EV Day # _____
(Simulated TAB)

CLOSING: MATERIALS

Green Bag x 2:

- Bag 1: regular voted ballots (seal daily)
- Bag 2: write-in ballots (unsealed)
 - Place write-ins in the brown write-in envelopes daily, seal with red seal
 - Do not review, as this exposes votes
 - Write-ins will be tallied at close of polls on election day.

Blue or Black Transfer Case:

- Sealed green bag
- Unvoted ballots -placed in accordion folder
- Sample Ballots
- Spoiled ballot envelope
- Duplicated ballot envelope
- Early Voting Pollbook
- Red Zipper Pouch with VAT cards and tabulator keys

End of Day Seals and Certificate For Storage

- Ballot box lid - seal both sides
- Laptop case
- Blue/Black Transfer Case

These are recorded on
the daily reconciliation form



QUESTIONS???



Election Inspector Educational Resources



www.marquettemi.gov/electionworkers