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NOTES AND UPDATES; VOTING ISSUES

Early Voting July 27- August 4, 2024

1. Precincts have been consolidated from 7 to 4.
 - a. Old Precinct 1 & 3 = New Precinct 1
 - b. Precinct 2 remains the same
 - c. Old Precinct 4 & 5 = New Precinct 3
 - d. Old Precinct 6 & 7 = New Precinct 4
2. **Voters can now register up to and on Election Day.** If there are registration questions, contact the Clerk's office. New voters can register in the Clerk's office.
3. **Voters** should use the new **Paper Mate Flair Markers** provided and should be held at the front tables, and sanitized before handing to the voter. We will provide a labeled "jar" for the pens to be returned to so they can be continually sanitized.
4. All 4 precincts will run through a single tabulator.
5. 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.
6. There are multiple proposals on the ballot.
7. 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."
 - a. Voters may ask who the write-in candidates are.
 - b. You may direct them to mi.gov/vote or Vote 411 to review what is on their ballot.
 - c. Sample ballots are available for viewing.
8. This ballot is double sided.
9. Voters must stick to a single party when voting in the partisan section of the ballot, cross over votes will be rejected by the tabulator.
 - a. If a voter crosses parties, they have the option to spoil that ballot and try again.
 - b. If they choose not to spoil their ballot the entire partisan section of the ballot will be discounted.

10. With the large number of absentee ballots (AVB) issued, expect voters to come to the polls who have already been issued an AVB – the computer will notify you. Determine the status of the absentee ballot (it will be either SENT or RECEIVED):
 - a. If the AVB is marked as received, the voter has already returned an AV ballot to the clerk.
They may not vote in the polls.
 - b. If the AVB is listed as sent, this means the voter has not yet returned it:
 - i. If the voter does not have their AVB with them, they must sign an Affidavit attesting that they do not have it (essentially saying they will not vote and return that AVB). Once they sign this affidavit, they can vote in the poll.
If a voter comes in and needs an affidavit, call our office. Prior to issuing a ballot, we need to verify that the ballot has not been returned to our office.
 - ii. If the voter has their AVB with them, they have two options.
 - They can submit a voted absentee ballot for tabulation in the Absent Voter Counting Board. The envelope should be sealed and signed, and the voter should either deliver it to the Clerk's office or deposit it in one of the City dropboxes (City Hall, Lakeview Arena, Municipal Service Center).
 - **(NEW in 2024)** The voter can tabulate their absentee ballot in the early voting or Election Day precinct. If the voter wishes to put their AVB into the tabulator, direct them to complete an Application to Vote. Ask the voter to carefully expose their ballot number on the ballot stub. Verify ballot numbers against the information in the computer. Once the ballot is verified, provide the voter with a secrecy sleeve and direct to a voting booth.
 - The voter also has the option to surrender their AVB and vote a new ballot in person
 - If the ballot number cannot be verified the voter must "surrender" the AVB
11. Applications to Vote will travel with the voter through the entire process
 - a. Once the ballot has been issued, place the completed Application to Vote in the pouch on the 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.
 - c. Spindle the application face down, to not expose it to future voters
12. There is a valid write-in. Be sure the write-in bin is closed each morning and checked each night.
 - a. Review the Materials Storage section of the chair book for the process of storing write-in ballots each day.

13. **Ballots may stick together.** This can happen, and we need to keep an eye on it. For every ballot that goes out, make sure you are only putting one ballot into a secrecy sleeve. Double check the next ballot number on the stack every time you issue a ballot.
14. Like usual, if you must open the ballot box for any reason, **two workers of different parties must be present.**
15. The Early Voting Tool is a web based program which you will use to track voters coming through the door. This tool is similar to the E Poll Book which is used on election day. However, for the Early Voting Tool will have limited capacities and some things will need to be tracked manually.
 - a. The Early Voting Tool does not have the ability to assign ballot numbers. You will manually record the ballot number on the application to vote.
 - b. The tool has been updated to include general remarks and voter specific remarks.
16. **The Early Voting Tool times out at 7 minutes. You must search a name in order to stay logged in.**
17. **Affidavit of Voter Not in Possession of Picture Identification : NEW**
 - 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 Voters Without Photo ID*. This is to be used any time a voter signs one of these affidavits. We no longer need to track the individual; only account for the number of people. This sheet is used to keep a tally.**
 - d. There is no spot in the Early Voting Tool to track this.
18. **At the very least, you must obtain a signature for each and every voter.** Applications to vote have a signature line on them, as do the affidavits on the backs of those forms. We must ensure applications are filled out correctly before voters are issued a ballot.
19. If you have a voter who is in a wheelchair, or someone who prefers to sit to cast their ballot, please make sure to provide an area that is turned away from the public. **If a voter is seated, make sure someone walking by will not be able to look over their shoulder and see their ballot.**
20. **Make sure the phone assigned to your polling location is turned on** and everyone knows where it is if they need to use it.

21. Supply boxes have been stocked and supplied to make it easier for you to retrieve items. **Please check the folder inside your green canvas tote and review all supply box contents.** Most of the forms you will need during the day are in there. **Return the box in an organized manner.**
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. -This is done at the start of each day.
 - a. Write on the printed VAT test ballot, "VAT TEST BALLOT DAY #"
 - b. Print a VAT Report daily
23. **Do not place any adhesives on the floor**, including tape. Use cord covers instead.
24. **NEW:** The blue and pink change of address/ cancellation form have been replaced with a single small blue form –“Election Day Change of Address Authorization to Transfer Voter Registration”
 - a. The voter will check a box: “I have moved within the same city or township, please update my record.” Or “I have moved to a new city or township within the last 60 days, please forward this form to a the new clerk.”
 - b. These completed forms will be placed in the “Local Clerk Envelope”
25. At the end of the night, **be sure you have cleared all ballots** from the ballot box. Even after you open the door to the write-in chamber, ballots can remain in there. Please check.
26. End of night procedures can be found in Chapter 7.



ELECTION TIMELINE

Early Voting is open from 8:00 a.m. to 4:00 p.m.

DAY ONE Saturday!

7:30 a.m.

- Arrive at Early Voting site.
- Ensure your precinct phone is turned on.
- Start up the tabulator - Day One: Inspectors run and sign zero tapes.
 - **Remove** Zero Tape and attached to Early Voting Poll Book
- Administer Oaths and have all workers sign Early Voting Poll Book.
- Utilize help of co-workers for any heavy lifting.
- Have workers sign time sheets.
- Start computer and log in – instructions in this book contain assistance and passwords – check contents page for page number.
- **Delegate** someone to go over Supplies & Equipment checklists by going through the blue 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 and print a VAT Report.

8 a.m.

- One person must announce the opening of the polls to the public.
- Begin issuing ballots to voters.

9 a.m.

- Your day should be well under way. Continue overseeing routine activities.
- There are three shifts, individuals working all day will have the opportunity to for a lunch break.
- Manually write in the "Remarks" section to make note of unusual happenings throughout the day.
- Be sure you are recording ballot numbers on the application to vote.

Early Voting Tool Problems?

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

4 p.m.

- Remember that anyone at the main door or in line at 4 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.
- **You will NOT be printing a closing tape, this is done by the Receiving Board at 8 p.m. on Election Day.**

Packing up at the end of the night

When election reports are complete and the results balance out, all workers must help pack up the precinct. All materials will be stored in the closet for the following day. Ensure the closet is locked before leaving.

Workers can be released once their assistance is no longer needed. Be sure they have filled out their time sheets.

Kyle or Rachel will be there to assist with closing.



ELECTION TIMELINE

Early Voting is open from 8:00 a.m. to 4:00 p.m.

DAY TWO-NINE Sunday-Sunday!

7:30 a.m.

- Arrive at Early Voting site.
- Ensure your precinct phone is turned on.
- Verify voting equipment storage security seal numbers against previous day's closing summary.
- Start up the tabulator. When the tabulator powers on, you will need to select OPEN POLL. The machine will automatically print a Status Tape, which all inspectors present will sign. (There is no zero tape – this only prints on the first day of opening the polls.)
- Enter the number on the tabulator and number of voters on the list of voters printed from the Early Voting Tool the previous day in the place specified on the Election inspectors Preparation Certificate.
 - Note: The number of voters and number on tabulator will accumulate across days.
- Verify the number on the tabulator is equal to the previous days' Daily Reconciliation and Ballot Summary.
- Print VAT Test Ballot and VAT Report
- Administer Oaths and have all workers sign Early Voting Poll Book.
- Utilize help of co-workers for any heavy lifting.
- Have workers sign time sheets.
- Start computer and log in – instructions in this book contain assistance and passwords – check contents page for page number.
- **Delegate** someone to go over Supplies & Equipment checklists by going through the blue 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.

8 a.m.

- One person must announce the opening of the polls to the public.
- Begin issuing ballots to voters.

9 a.m.

- Your day should be well under way. Continue overseeing routine activities.
- There are three shift, individuals working all day will have the opportunity to take a lunch break.
- Manually write in the "Remarks" section to make note of unusual happenings throughout the day.

Early Voting Tool Problems?

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

4 p.m.

- Remember that anyone at the main door or in line at 4 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.
- **You will NOT be printing a closing tape, this is done on Election night by the Receiving Board.**

Packing up at the end of the night

When election reports are complete and the results balance out, all workers must help pack up the precinct. All materials will be stored in the closet for the following day. Ensure the closet is locked before leaving.

Workers can be released once their assistance is no longer needed. Be sure they have filled out their time sheets.

Kyle or Rachel will be there to assist with closing.

Morning Election Checklist

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

- Arrive at the early voting site no later than 7:30 a.m.
- Ensure the phone in your polling location is turned on
- Set up the tabulator and ballot box. Instructions are below
 - Ballot box need to be wheeled out from the closet and placed in an easily accessible area, check your surroundings, as **everyone must be at least 10 feet from the tabulator** when a voter is running a ballot through. (Kyle or Rachel will be there to help open.)
 - There should be a blue tape line on the floor near the box, as well as a second line 10 feet away. Keep everyone behind the line when votes are being cast.
 - The ballot boxes are on locking wheels. Ensure all wheel locks are engaged.
 - Insert the tabulator into the slot on the ballot box, and plug the power cord on the box into the back of the machine. There are two holes on the back of the tabulator. The lower hole is where you plug the power cord in. The upper hole is a reset button – do not push this unless the Clerk's office directs you to do so.
 - **DAY ONE:** Verify the serial number and the two seal numbers on the tabulator against the Clerk's Preparation Certificate found in your Early Voting Poll book binder
 - **FOLLOWING DAYS:** Verify voting equipment storage security seal numbers against previous day closing summary.
 - 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.
 - **DAY ONE:** 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 or proposal names listed on the Zero Total against the official ballot
 - All totals must be zero
 - **REMOVE ZERO Tape , attached to Early Voting Poll Book**
 - **FOLLOWING DAYS:** Turn on the tabulator, and select "Open Polls" a status tape will print
 - Verify the tabulator ballot total against the total the previous day closing summary
 - When asked if you would like to print more copies of the report, select NO
 - All election inspectors must sign the bottom of the tape on the blank lines. If there are not enough printed lines, create your own
 - **REMOVE Status Tape, attached to Early Voting Poll Book**
- Review your list of workers to make sure everyone has arrived.
- Find your Early Voting Poll Book binder and gather all workers
 - Swear in all election inspectors, using the oaths in the front of the binder

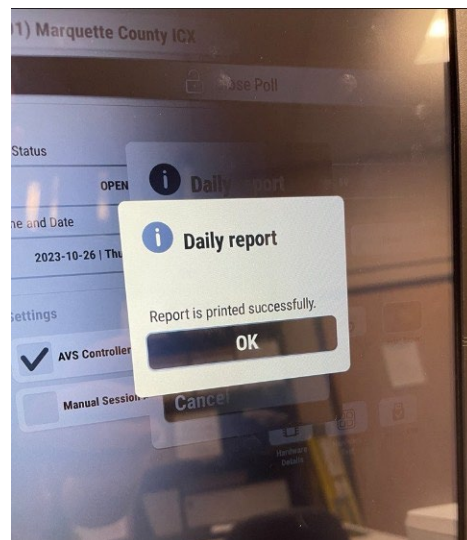
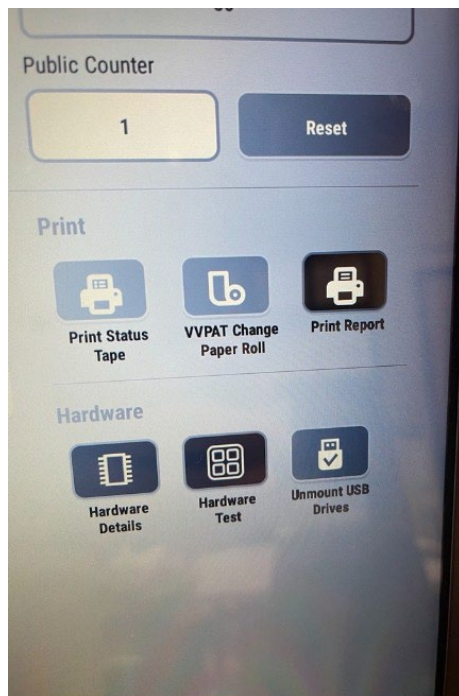
- Sign the poll book indicating that you administered the oaths
- Sign time sheets
- Ensure all workers have (and are wearing) their photo ID badge
- Survey the polling location, and check for:
 - Sufficient tables and chairs
 - Adequate lighting, heating and ventilation
 - Appropriate signs and materials
 - “No Campaigning Within 100 Feet” signs outside
 - Additional signage will be provided and set up for you
 - An American Flag on display inside the polling location
 - The proper setup of voting booths, ensuring votes will be secret
- Call any workers on your list who have not shown up at this point (7:45 or so)
- Verify that all computers, etc. are plugged in and ready to go
- Arrange your work area to have the best flow for your workers and to make the process simple for voters
 - Voting booths should be separated from the public space by barriers
 - Tables, chairs and stanchions should form barriers so no voters entering or exiting are able to walk behind the workers’ tables
- Set up and turn on the laptop and log into the Early Voting Tool. For an Early Voting Tool walk through, see Chapter 4.
 - This is a web-based program and there is no flash drive.
- All inspectors must sign the “Election Inspectors Preparation Certificate” inside the front cover of the Early Voting 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 8 a.m.** by making the proper announcement opening the polls. Proper opening procedure is included in this book (check contents page for page number)

No ballots are to be issued until the polls officially open at 8 a.m.

VAT and Tabulator Setup

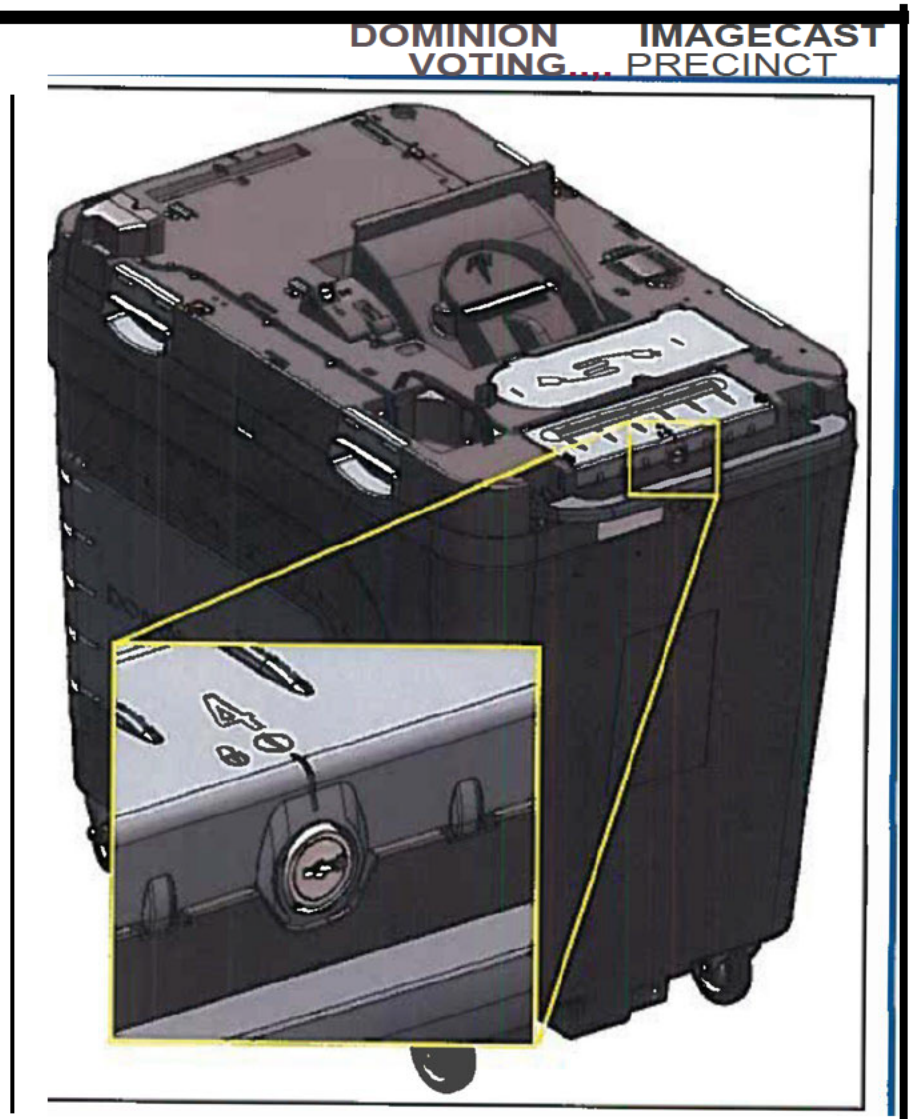
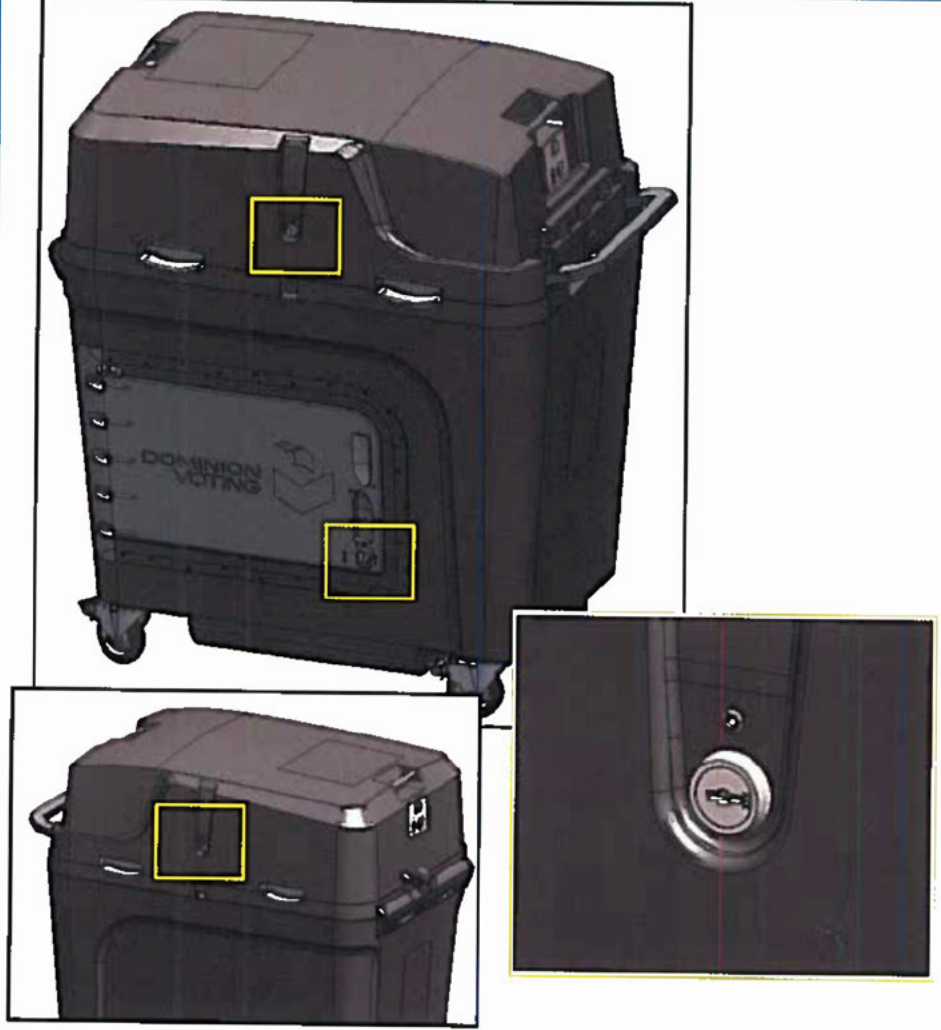
☐ Voter Assist Terminal -VAT

- Proper positioning of the Voter Assistance Terminal – facing away from the public and/or shielded by cardboard guards. Kyle will be coming through to ensure the VAT is functioning correctly.
- **Done Daily:** Before the open of polls
 - **Print a VAT Report Daily**
 - Insert the Poll Worker Card and type in the password found on the yellow password card
 - Press "Print Report"
 - A report will print off the VAT printer
 - **Print a VAT Test Ballot**
 - Insert the Poll Worker card
 - You will be prompted to enter a passcode to access a ballot.
 - The passcode is located in the red pouch
 - Cast a ballot and print
 - Strike through the QR Code
 - Write on the VAT Test Ballot, "EARLY VOTING VAT TEST, DAY #"
 - Place in Local Clerk Envelope



Ballot Box Key Lock Locations

Clerk's Office: 225-8657 / Kyle: 250-3960 / Rachel: 235-2059





DOMINION VOTING... IMAGECAST PRECINCT

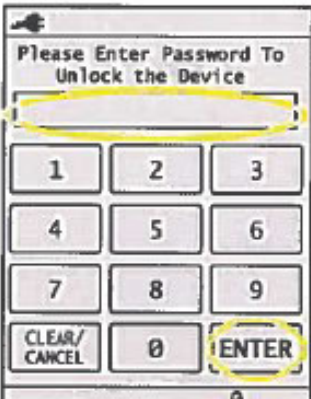
Password found on yellow card

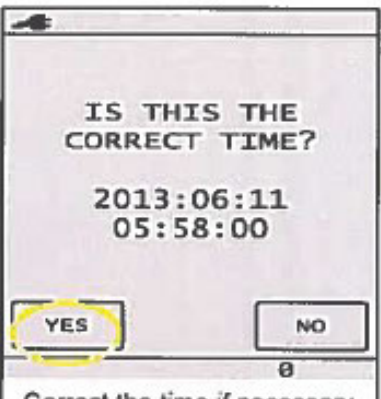
STARTING UP THE TABULATOR

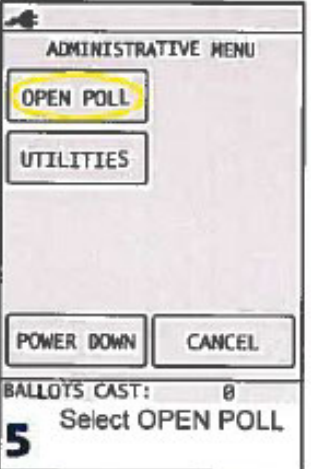
DOMINION VOTING IMAGECAST PRECINCT

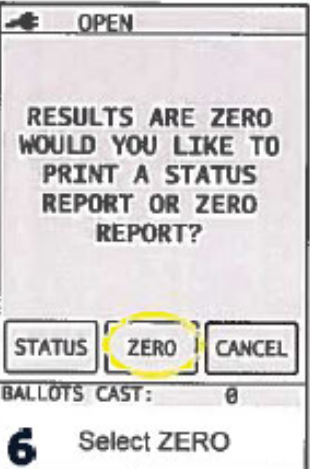
- 


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


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


3 Enter the password, then press ENTER.
- 

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

5 Select OPEN POLL
- 

6 Select ZERO
- 

7 The zero tape will begin printing
- 

8 Select NO if you are done printing copies.
- 

9 The tabulator can now scan ballots.

*Remember a zero tape is only printed on day one

Early Voting Poll Book

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

Computer Setup:

- Plug in the computer and turn it on. The power button is above the keyboard, on the left.
- You will see a start-up screen
 - If prompted to select a login, click "clerk"
 - When asked for a password, enter: **elections**
 - Click Enter

Early Voting Tool Login:

-
- This is a web-based program. The early voting tool will be accessible through a web link and will have live connection to the Qualified Voter File.
- Open a Microsoft web browser, the website is saved under bookmark/favorites.

STEP ONE: Only done the first log in of the day.

- Verifying Device/Laptop:** At the beginning of each day, you will need to sign into the device. You will need to enter the name in the **Device Name box:** [REDACTED]



Once the device name is entered, your Site Name will populate, and you will need to authenticate with your YubiKey.

- Insert your YubiKey into your laptop, with the gold button facing up
 - Be sure the cursor is selected in YubiKey Output, then place finger on the gold YubiKey button.
- After the YubiKey authenticates, you will then authenticate by typing in the Grid Card information and click CONTINUE
- You will be prompted to enter a username and create a password
 - Username has been generated by the state: [REDACTED]
 - EX: [REDACTED]
 - Password: unique to voter
 - Authenticate through Grid Card authentication.
- The first login, you will be prompted to reset password and to enter Grid Card authentication at the same time.
 - Password Requirements:
 - 16 characters or more
 - One uppercase
 - One lowercase
 - One digit
 - One special character
- You will find a daily grid card with your supplies.
 - In an envelope with a red seal, labeled with the current date
- Grid Card entry is time sensitive, you will always need to enter a set of three characters.

A screenshot of the 'Early Voting Michigan Bureau of Elections' login page. It shows a 'DEVICE NAME' dropdown menu with a value of '2' and a redacted field below it. Below that is a text input field for 'DEVICE NAME' containing 'MITCHELL1'. At the bottom is a blue 'CONTINUE' button with a green checkmark.

Early Voting
Michigan Bureau of Elections

DEVICE NAME
TESTSITE
SITE NAME
CALEDONIA TWP. HALL
PLACEHOLDER FOR YUBIKEY
GRID CARD AUTHENTICATION
Time Remaining: 07:19

H6 G4 F5 B7

CONTINUE

Example Grid Card PDF:

Grid Card Authentication

Serial Number: [REDACTED]

Valid on October 11, 2023

	A	B	C	D	E	F	G	H	I
1	J65	8X6	6RA	AM2	9Q9	QKB	5QE	5CK	3YP
2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
3	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

- You cannot use one day's Grid Card numbers for a different day.
- If you are unable to authenticate, verify that the date on your card corresponds with the current date and that you have entered the characters from the grid card correctly.
- If you get an error message, "THIS SITE IS CURRENTLY UNAVAILABLE TO LOGIN", this indicates that the site does not have an active grid card. Contact the Clerk to remedy.

Early Voting Tool Layout



Early Voting Tool Figure 19

- A. Early Voting Site information – This indicates the early voting device location. This is based on QVF data and set by the EV controller.
- B. Voter Search box – This is where you search for a voter.
- C. Voter Count – This gives you the total number of voters that have voted.
- D. Early Voting Activity - This gives you more specific voter activity for your early voting site.
- E. Log Out – Click this button to log out every time you are closing for the night or stepping away from your machine for extended periods of time.

Voter Registration Check

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

Voter Changes

- People changing their address or canceling their registration should use the small [blue](#) "Election Day Change of Address Authorization to Transfer Voter Registration" form.
- People **moving within the City**
 - Can vote one last time using their current precinct assignment
- People **moving outside of the City**
 - Moved less than 60 days - Allowed to vote one last time in their current precinct (
 - Moved more than 60 days - Must go to new clerk and register
- Name changes** must be made at the Secretary of State's office **after** the election.

Registration Verification

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

- Upon the display of photo ID, check the photo and name appearing on the ID to verify the voter's identity. Confirm that the name appearing on the photo ID matches the name entered by the voter on the Application to Vote. The names do not have to match exactly but must be similar enough to confidently verify the voter's identity.
- Pass the application to the worker using the Early Voting Tool, pull up the voter and ensure the address written on the Application to Vote matches the address in the Early Voting Tool.
- In some cases, voter profiles will be flagged in your computer. For more information on these notes, see the appropriate section in this book.

Federal ID Flags

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

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

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

If there are any issues, call Kyle or Rachel.

- All 4 precincts are included in the Early Voting Tool
 - If the person does not appear when searched
 - Double check the spelling of their name
 - Ask if they may be registered under another name
 - If they still do not appear, call the Clerks office, they may need to register to vote.
- If the person insists they are registered to vote, but has no proof of registration, **phone the Clerk's Office.**

Processing Voters

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

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

- Review the application to vote for proper completion
- Ask the voter for a current and valid photo ID – a driver's license is the easiest and most common, but other acceptable forms include:
 - State-issued photo ID (any state)
 - Government-issued photo ID card
 - Passport
 - Student ID card with photo
 - Tribal ID
 - Credit or ATM card with photo
 - Military ID with photo
 - Employee ID with photo
 - **New: Local government ID (employee ID and concealed weapon permit)**

IMPORTANT

DO NOT TELL A VOTER THEY NEED AN ID TO VOTE

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

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

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

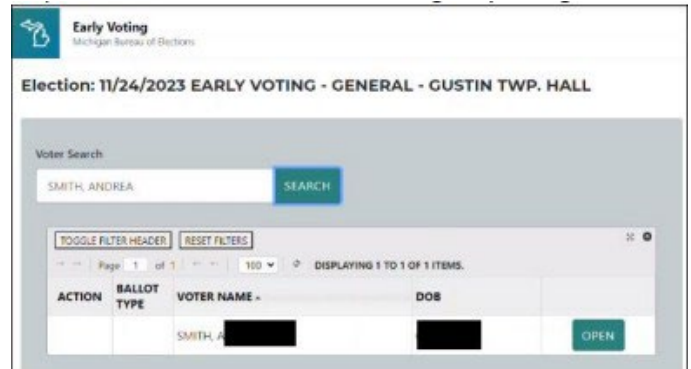
Once the voter's profile has been pulled up in the EPB, you will also need to verify the individual's identity, using address and date of birth information.

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

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

Station 2 (Early Voting laptop):

Voter Search and Issuing a Ballot



- Using the search bar, type in the voters name or use the scanner to scan their driver's license
- The cursor will focus to the voter search box automatically
- Double check the Date of Birth to ensure you have the correct voter**
- Click the OPEN button next to their name.
- The cursor will focus to the voter search box automatically
- Double check the Date of Birth to ensure you have the correct voter**
- By clicking the OPEN button the Voter Details will pop-up (similar to locking in the voter in the EPB on election day)
- Once you are in the Voter Details again, double check the DOB and the address.
- Be sure, each application to vote has the correct precinct number written on it, the precinct is found in the Voter Details.
- The Pilot version of the Early Voting tool does not have the ability to assign ballots, ballot numbers will be recorder on the application to vote.
- There will 7 application to vote spindles, one for each precinct located at Station 4
- Before recording voter history and providing the voter their ballot be sure to read any comments indicating they may have been issued /returned an absentee ballot already
- Once you have recorded a ballot number on their application to vote, you may now click the button
"Record Voter History"
- If you brought up the screen in error or should not record history, click CANCEL
- If you record voting history in error, you can remove/undo the voting history if the voting history has been saved.
- Hand the application to vote to the worker who is placing the ballot in the secrecy
 - This worker should verify the ballot is the correct precinct and ballot number as written on the application.
 - The application to vote will go with the voter through the rest of the voting process

DOUBLE CHECK YOUR WORK

On the application to vote, be careful you don't transpose the voter number and ballot number, as the boxes are very similar. Be sure the precinct is written on the application.

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

Please- always check your numbers.

Spoiling a Ballot

- If a voter invalidates a ballot by voting incorrectly or damaging the ballot in some way, you can spoil the ballot and issue a new one. **Any voter with a spoiled ballot should move to the front of the line.** To spoil a ballot:
 - Have the voter write spoiled across their ballot
 - Have them place their spoiled ballot in the spoiled envelope
 - You will not be spoiling a ballot in the Early Voting Tool - The early voting tool only tracks if the person voted.**
 - Go back to that voter's physical application to vote and change the ballot number there. Using a single line, strike out the original ballot number and write the new ballot number.

REMARKS

Remarks will be added manually to the Early Voting Poll Book -There is not an option to make remarks in the Early Voting Tool

Throughout the day, as you verify with the worker at Station 4 that the number of ballots issued matches the number reflected on the tabulator, make a remark

Also, include your initials whenever you enter a Remark.

If something unusual occurs, add a remark.

Station 3 (Ballots):

- Ballots will be located on a table behind you, in 4 individual trays - separated by precinct.
- Always communicate! For every voter, make sure the ballot in your hand matches the number being recorded on the application to vote. and that you have the correct precinct.
- As you pick a ballot up, **check the next number and the PRECINCT.** The ballots have been known to stick together, and we need to be sure we're only handing one ballot to each voter
- Verify, again, that your number and precinct matches with the numbers recorded
- Hand the ballot to the voter and instruct them to proceed to an open voting booth
- NEW: Hand the application to vote back to the voter
 - The application will travel with them to the tabulator

Station 4 (Tabulator/Voting Booths):

- As voters receive ballots, the worker at this station should be directing them to open voting booths
- At the same time, as voters complete ballots, this person should be meeting them as they exit the voting booth, and explaining the ballot scanning process; Remind voters they don't need to press "Cast" in order to vote.
 - **NEW:** Take the application to vote from the voter and compare the ballot number on the application to the number on the ballot, place the application on the appropriate precinct 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 the ballot.
- If a voter spoils their ballot, find their application to vote and hand it back to them and direct them back to Station 1.
- While a voter is at the tabulator voting, everyone else should be at least 10 feet away from the tabulator, but the worker should keep an eye on the voter and the tabulator. If the two buttons on the machine light up, that means there is an issue with the ballot: Either the vote is invalid for some reason, or there was a misread or a jam at the tabulator.
- If there is an issue at the tabulator, ask the voter what the screen says and help them through the process. If you need to approach the tabulator, ask the voter to cover the entry slot with their secrecy sleeve – **You must protect the secrecy of the ballot at all times.** Keep an extra secrecy sleeve on the back of the ballot box, in case you need to cover the voter's ballot.
- This worker should also be checking periodically with Station 2 and 3 to ensure that the number of ballots counted by the tabulator matches with the number of ballots issued

Application to Vote - Poll List

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

Date of Election _____ Precinct _____

PRINT NAME _____ DATE OF BIRTH: _____ RESIDENCE ADDRESS: _____ _____ I certify that I am a United States citizen and a registered and qualified elector in this precinct, and hereby make application to vote at this election.	ELECTION INSPECTOR COMPLETES <input type="checkbox"/> AFFIDAVIT ON REVERSE COMPLETED ELEC. INSP. INITIAL _____ BALLOT STYLE _____ BALLOT NO. _____ VOTER NO. _____
SIGN HERE X _____ SIGNATURE OF VOTER	

APPLICATION TO VOTE - FRONT

APPLICATION - BACK

AFFIDAVIT OF VOTER NOT IN POSSESSION OF PICTURE IDENTIFICATION

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

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

SIGNATURE OF VOTER: **X** _____

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

To be completed by Election Inspector

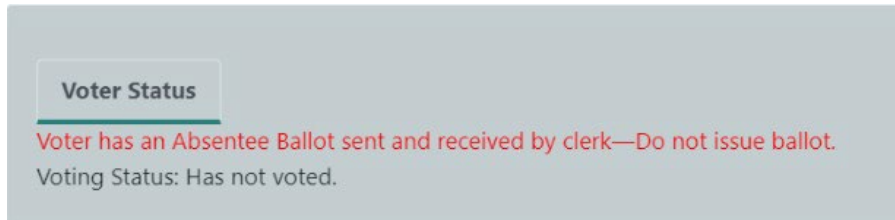
Sworn and subscribed to before me this _____ day of _____, _____.

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

X _____
 Signature of Election Inspector

Absentee Voters at the Polls

Always review the Voter Status prior to issuing the voter a ballot



Voter Possess their Absent Voter Ballot: Two Options

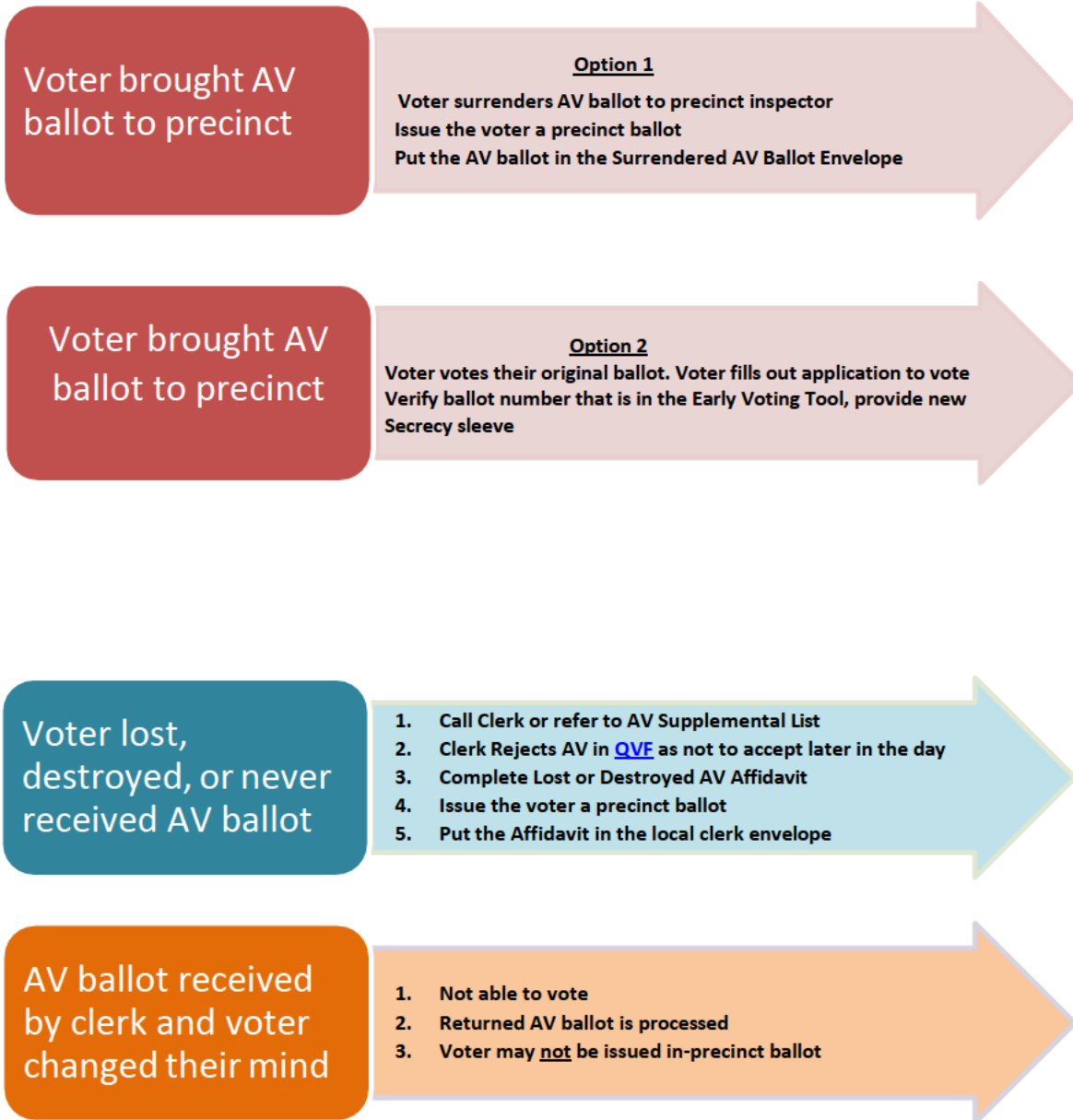
1. The voter may wish to tabulate their AV ballot, direct them to complete an Application to Vote. Ask the voter to carefully expose their ballot number on the ballot stub. Verify ballot number against Early Voting Tool. Once ballot is verified, provide the voter with secrecy sleeve and direct to a voting booth and onto the tabulator.
2. If the voter does not wish to tabulate their AV ballot or the ballot number cannot be verified, instruct the voter to surrender their absentee ballot. Write “surrendered” on the envelope. Store in local clerk envelope. Then proceed to issue the voter a regular precinct ballot.

*If the voter has their absent voter return envelope place the envelope inside the large envelope labeled for such

Voter does not possess their Absent Voter Ballot

- If the Voter Status indicates that the voter has been sent an AV ballot, but has **NOT** returned it yet – thus making them still eligible for an in-precinct ballot.
- Let the voter know that they had been issued a ballot by the clerk and ask the voter if they are able to surrender the ballot.
 - If the voter is not in possession of their issued AV ballot, or it has been lost/destroyed, have them fill out the Affidavit of Lost or Destroyed Absentee Ballot (sample attached below)
- Place the surrendered ballot or completed affidavit in the Local Clerk Envelope.
- Call the clerk to confirm that the ballot has not been received in the clerk’s office

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



AFFIDAVIT OF ABSENT VOTER

I, _____ affirm that I am a resident
(Full Name)
of _____, Michigan, and I reside
(City or Township,)
at _____
(Street Address)

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

(City or Township) Clerk.

And that:

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

I desire to vote in person.

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

Signature of Elector: X _____

To be completed by Election Inspector

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

I certify that the elector named above has completed the above in my presence and is eligible to vote.

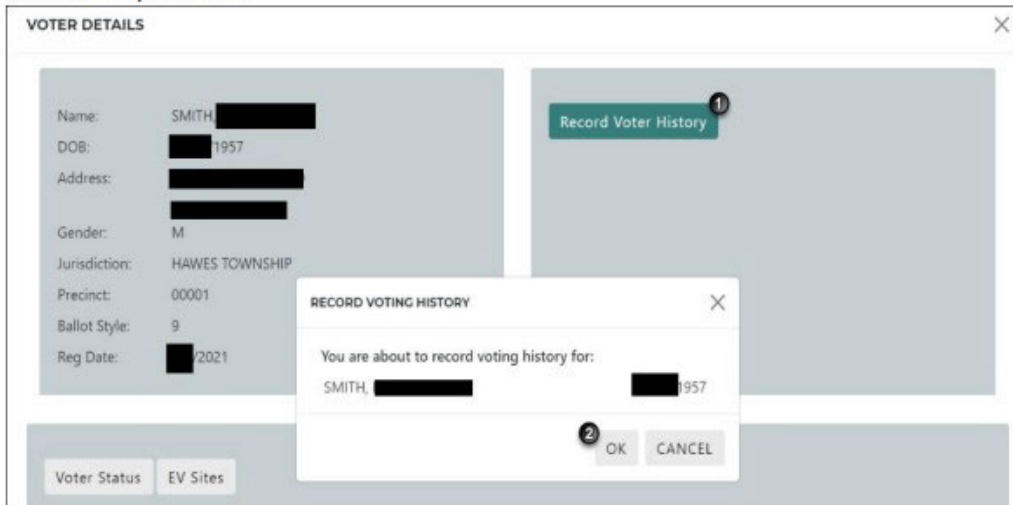
X _____
Signature of Election Inspector

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

Return this form in Local Clerk Envelope

Recording Voting History

The Pilot version of the Early Voting tool does not have the ability to assign ballots (regular, challenged, provisional, etc.). That functionality will be available in 2024; in the meantime, the Tool will allow an election inspector to search for a voter, select the record (like "locking-in" a record in the Election Day Electronic Pollbook) and click a button to record that the person voted once the ballot has been issued and manually recorded.



Early Voting Tool Figure 21

To record voter history for a voter, click the record voter history (1). You will receive a prompt to confirm you would like to record voting history. If you would like to continue to record history, click OK (2). The tool will indicate the voting history has saved. (Early Voting Figure 22)



List of Voters:

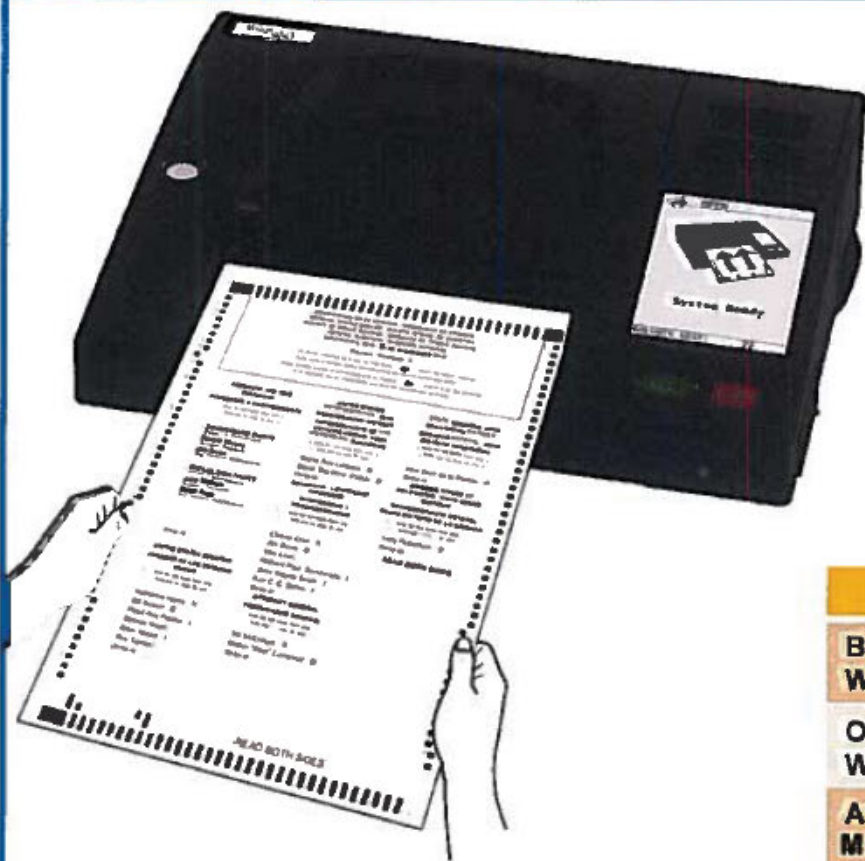
- The grid on the right-side of the screen will display the name of the voter that was marked as voting, their "voter number", and timestamp of the transaction
- The most recent transaction will always appear at the top
- If voter history is removed to correct an error, the display will show the name with strike through text.
- The List of Voter grid will only show the voting activity from the current day, However, the voter number assigned to each voter will be a continuation from the previous day voter count

Voter 8
Count:

VOTER NUM	VOTER NAME	TRANSACTION DATE
10	SMITH, ABIGAIL GRACE	10/18/2023 12:49:40 PM
9	JACKSON, CADE ADI	10/18/2023 12:48:24 PM
8	JACKSON, ADINA MARIE	10/18/2023 12:48:12 PM
7	BAMMERT, MATTHEW SUTTON	10/18/2023 12:39:12 PM
6	SMITH, JENNIFER ANN	10/18/2023 12:27:12 PM
5	HOBBS, SEAN PATRICK	10/18/2023 12:26:14 PM
4	BAMMERT, CARL RAYMOND	10/18/2023 12:24:48 PM
3	JACKSON, ADAM	10/18/2023 12:23:16 PM
2	WHITNEY, KYLE LEE	10/18/2023 9:08:11 AM
1	WHITNEY, KYLE LEE	10/18/2023 7:50:54 AM

SCANNING A BALLOT

DOMINION VOTING  IMAGECAST PRECINCT



Feed your ballot into the tabulator.

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

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



Tabulator Warning Messages

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

BALLOT MESSAGES

1 OVER VOTE

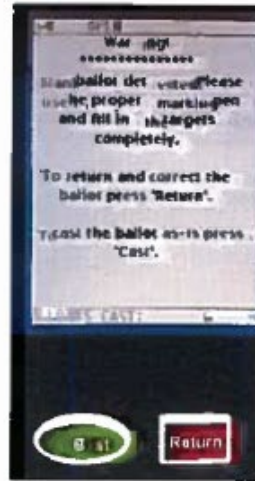


The Voter has the following options:

Press Cast button to process the ballot with the over vote

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

2 BLANK



The Voter has the following options:

Press Cast Button to process the ballot as blank

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

3 MISREAD

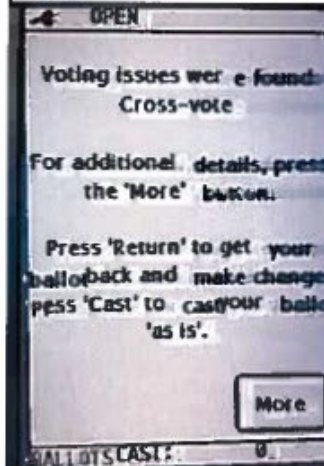


The ballot will return to the voter.

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

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

4 CROSSOVER



The ballot will return to the voter.

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

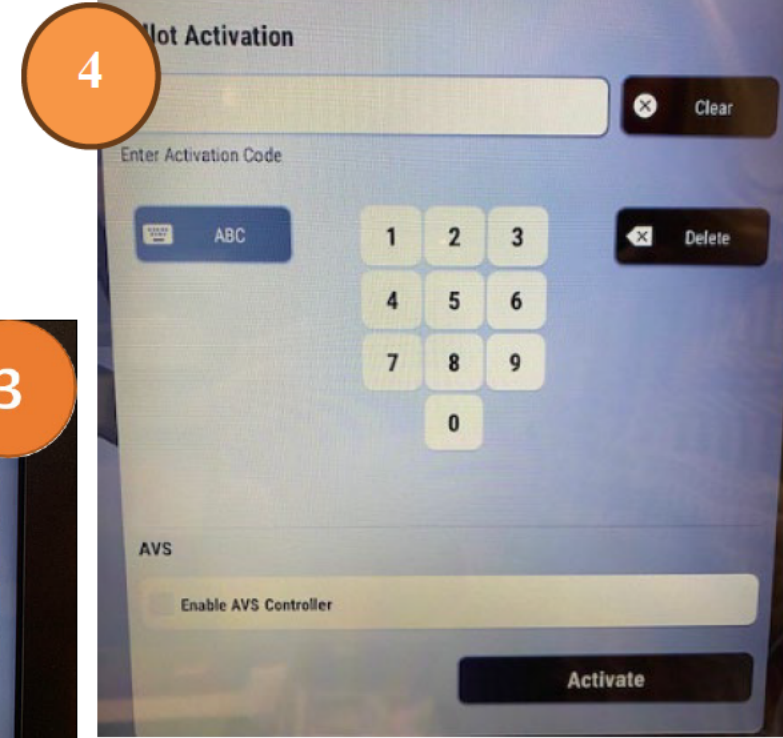
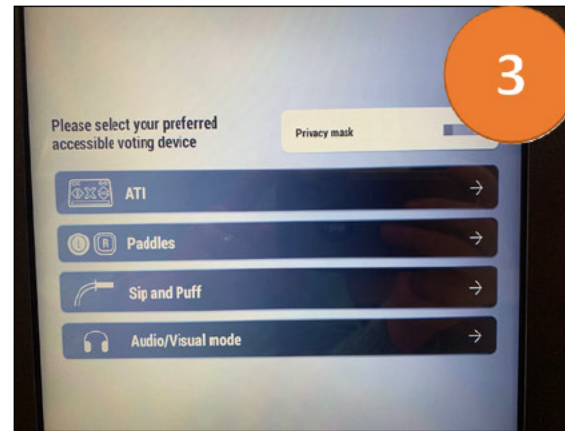
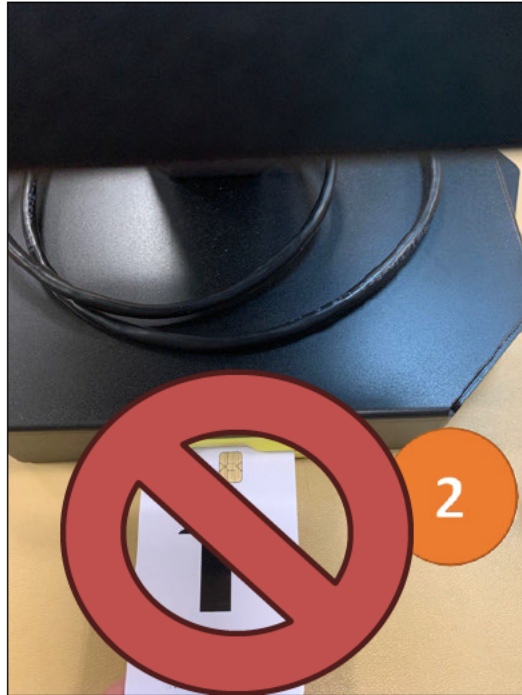
5 AMBIGUOUS MARK



The ballot will return to the voter.

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

VOTING ON THE ICX/VAT

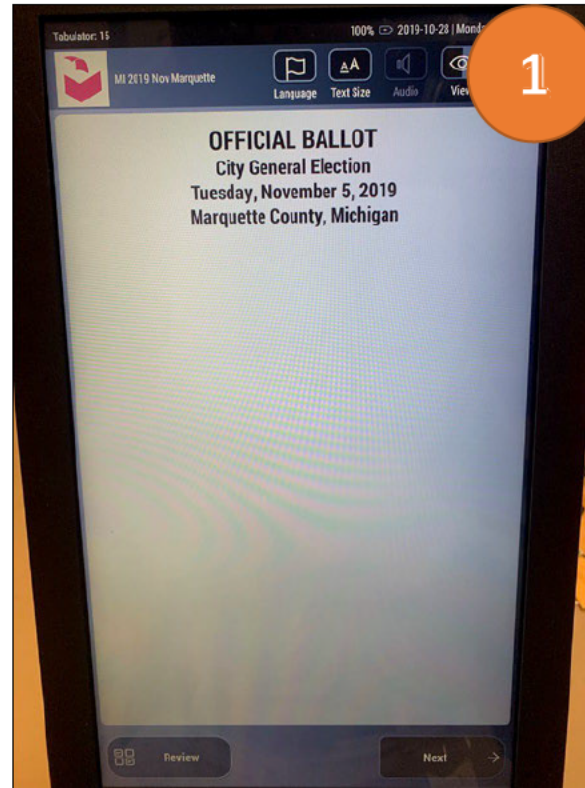


- **NEW:** Voter cards are no longer, instead there are passcodes to access the ballot. These passcodes are placed in the red zipper pouch. The passcode is specific to precinct and ballot type. Insert Poll Worker Card to activate the ballot.
- When a voter requests to use the VAT, log them in the EPB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

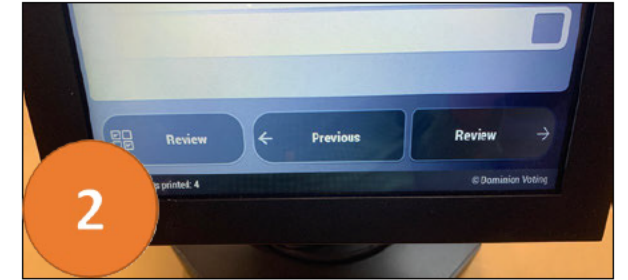
VOTING ON THE ICX/VAT

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

Official Ballot Screen



Ballot Review Options



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

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

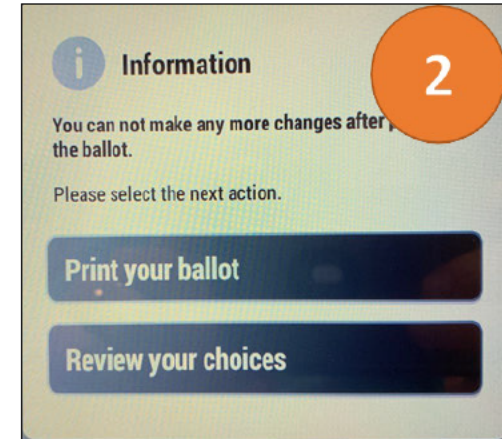
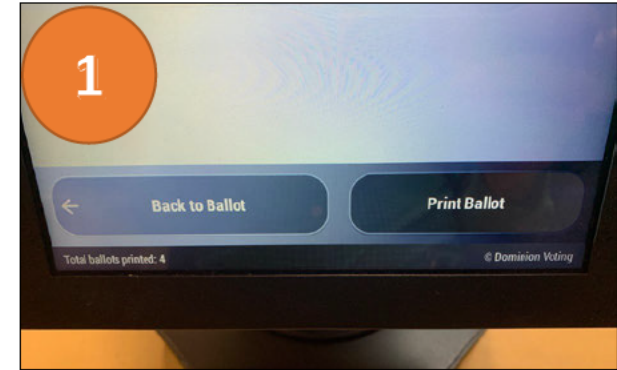
VOTING ON THE ICX/VAT

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

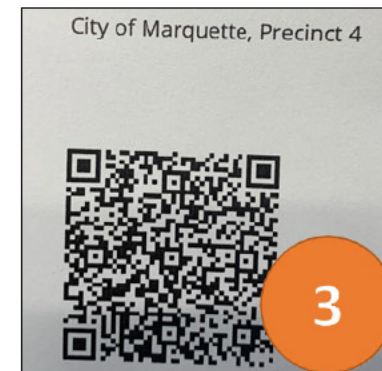
2: This will bring up a final print menu. This is the final chance for a voter to go back and review their ballot choices prior to the ballot being printed.

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

Select "Print Ballot"



Final
Chance
to Review



QR Code on
Ballot

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 4 p.m.; **only those in line or at the main door at 4 p.m. can vote**
- After all voters have completed voting, verify that all ballots have been tabulated. This includes:
 - Any ballots requiring duplication
 - Any ballots that could not be tabulated and were put in the emergency manual compartment in the ballot box
- Strike through write-in page, there are no write-ins.
- Before you, as a co-chair, begin verifying vote totals and balancing reports for the night, ensure that precinct workers are moving, completing duties and packing materials for the day.

Closing out the Tabulator

- DO NOT CLOSE POLLS (This will be done at 8 p.m. on Election Day) ...instead,
- Print a Status Tape by going through the following steps:
 - Insert the security key and hold firmly until the Administrative Menu appears – enter the password found on the yellow pass card in your red pouch
 - Press Utilities → Reports → Election Report
 - Print one copy
 - Then Power down
- Two workers from different parties should open the ballot box and remove all voted ballots for the day and secure in the green ballot container, note seal numbers on daily reconciliation summary
- The tabulator may remain on the black ballot box as it will be used the following day. Seal the ballot box lid, note seal number on daily reconciliation summary and lock the lid.

Complete Daily Reconciliation Summary

- Tabulator scanned ballot count
- Total number of voters listed, listed as the "Voter Count" in the Early Voting Tool
- Number of Provisional Envelope Ballots - most certainly going to be zero
- Inspectors required to complete one election inspector completion certificate for each day of early voting, to placed in the back of the pollbook bind under the appropriate daily tab.

Closing FINAL DAY

- Following the last day Kyle or Rachel will deliver the electronic voting equipment, ballot containers, and other election materials to the clerk's office.
- All final closing procedures will be done at 8 p.m. on Election Day by the Early Voting Receiving Board

Material Storage Through the Nine Days

- Place the laptop in its carrying case. The laptop will then be stored on top of the tabulator. At this point the tabulator is still secured to the tabulator/ballot box. Both the laptop and the tabulator will be sealed inside the tabulator/ballot box.
- Place lid onto the black tabulator/ballot box. Lock the lid. Seal both sides of the tabulator/ballot box and record seal numbers on daily reconciliation summary.
- Voted ballots in green ballot bag -sealed with gold certificate attached.
 - Record seal number on daily reconciliation summary.
 - Each day of early voting will have its own green ballot bag
- NEW PROCESS:** Write-in ballots
 - Remove write-in ballots from write-in bin
 - Do not look at the ballots
 - Place the write-in ballots into the brown envelope labeled write-in ballots
 - Complete the information on the envelope
 - Seal the envelope with red seal – signed by two people of two different parties
 - Place sealed envelope into a second green ballot bag
 - This bag will remain unsealed across the nine days
 - A seal will be added on the final day of early voting for chain of custody purposes until close of polls on election night.
- Blue or black transfer case overnight storage:
 - Sealed green bag with voted ballots
 - Unvoted ballots - placed in accordion folder
 - Sample Ballots
 - Spoiled ballot envelope
 - Duplicated ballot envelope
 - Early Voting Pollbook -Sealed with red seal in envelope
 - Red Zipper Pouch -VAT cards and Tabulator Keys and password cards
- The blue or black transfer case will be sealed with a white certificate attached.
- The same white certificate will be used across the nine days.



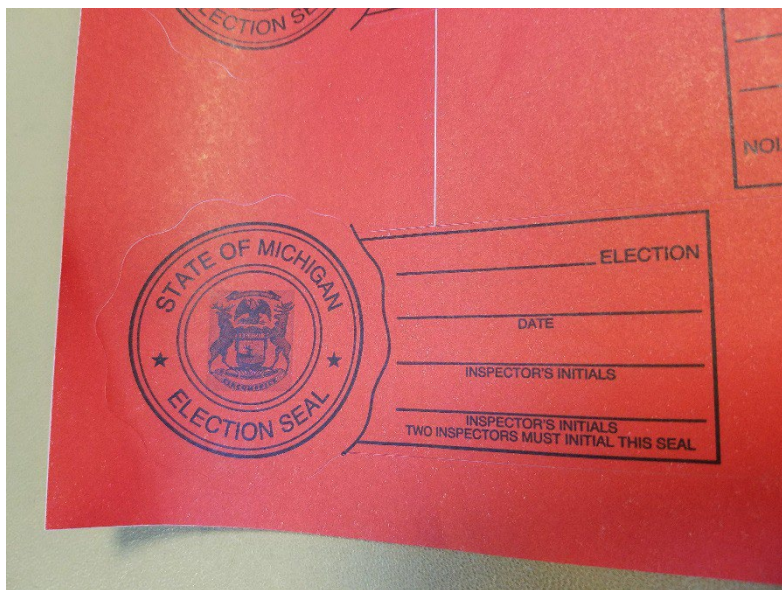
Blue or White Plastic Seal

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

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

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

Pull the seal tight.



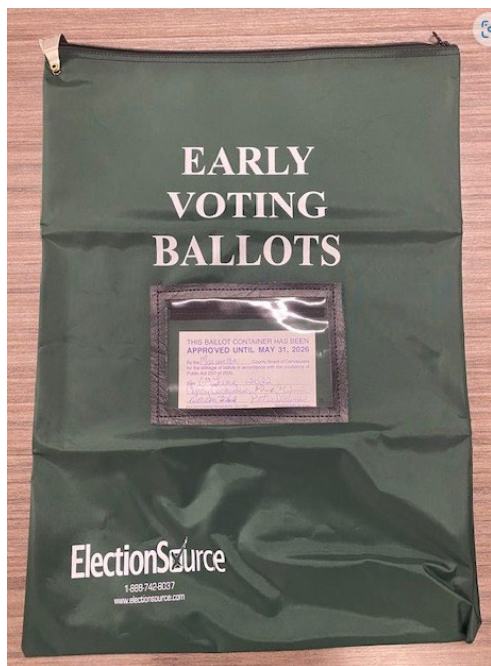
Adhesive Paper Seal

These red seals will be placed on all each daily Grid Card envelope.

There will be a red seal for each brown write-in envelope.

Sealing Ballot Bags

- Place all voted ballots inside of the ballot bag.
(except for write-ins)
- Be sure to fill out ballot bag certificate before sealing the ballot container.
- Record the seal number from the blue or white seal onto the ballot bag certificate.
- Have a member from each party sign the ballot bag certificate.
- Write the ballot bag seal number in the EV Poll book
- One ballot bag per day for voted ballots
- **One separate ballot will be used for all write-in ballots across all nine days.**



Sealing Blue or Black Transfer Case

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.

Write seal number in the EV Poll book, this is done each day and will be verified by the next day openers.

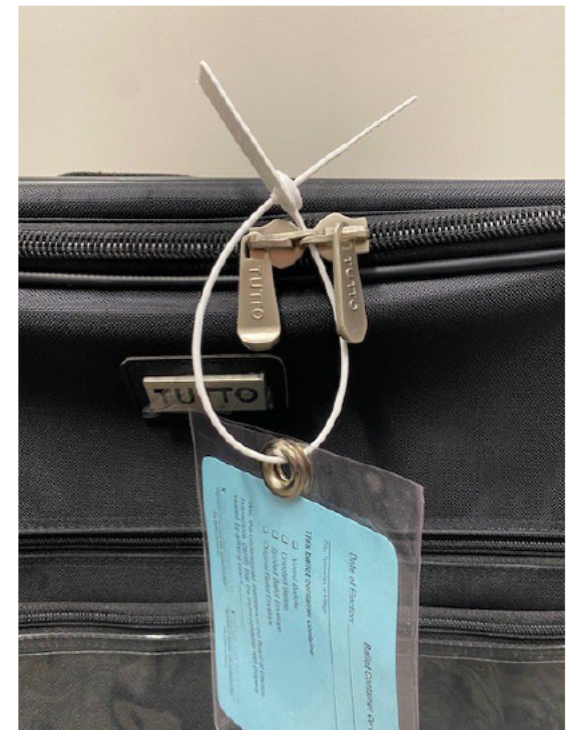
- Align both zipper holes



- Fish the blue/white seal through both zippers



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



Used for voters who have moved within the city and need to update their address and for those who have moved outside the city and need to canceled their voter registration.

**Election Day Change of Address
Authorization to Transfer Voter Registration**
for use by voters that are listed in the ePollbook with an address change

Michigan driver license/state personal id #

- - -

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

address change

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

personal information *required information

last name* first* middle suffix

- -

date of birth*

MI

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

()

phone email

authorization

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

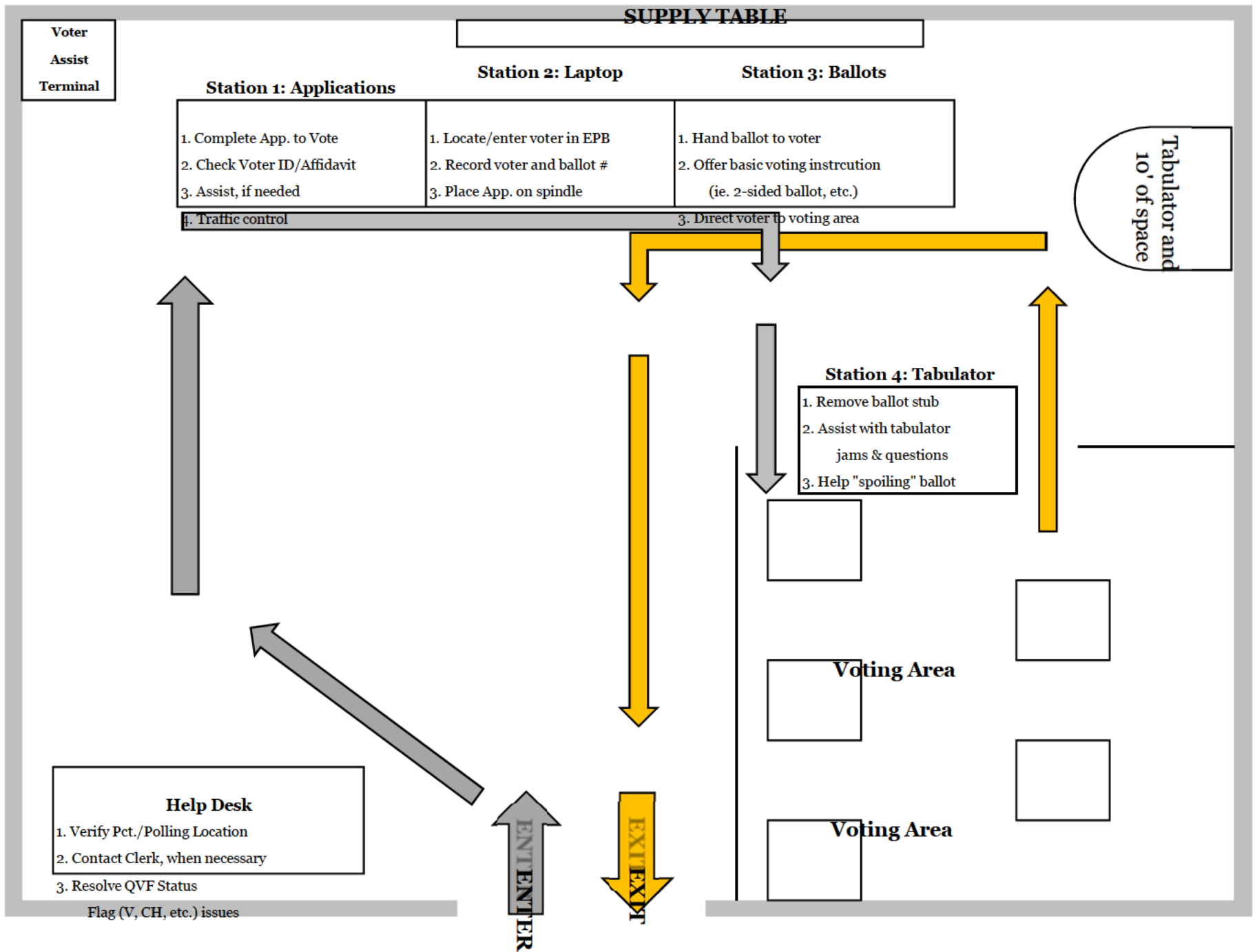
X

signature date

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

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

Spectrum Printers, Inc. - Form E1293A (Revised 10/2019)



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

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

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

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

Appendix A

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

Tabulator Rejected Ballots



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

Spoiled Ballots



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

Abandoned/Exposed Ballots



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

Poll watchers

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

Challengers

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

Campaigners

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

Appendix B

The purpose of this section is to ensure the EV Poll book is filled out correctly. Please review the highlighted areas. It's important the poll book is completely correctly as it will be reviewed by our local Receiving Board and the County Canvas Board.

EARLY VOTING (EV) POLLBOOK

Election Title _____

Date of Election _____, 20

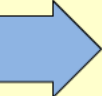
EV Location or # _____

City or Township _____

County _____, Michigan

The cover will be filled out for you

I certify that the election equipment recorded in the Record of Seals on the following page have been properly prepared and tested for this election in accordance with law and that at the completion of the tests, the current election program was inserted into the tabulator(s), VAT(s), and BOD(s) and sealed with seals bearing the unique numbers recorded.

Signature 

Signature of Clerk or Authorized Assistant

Date

ElectionSource

FM-401 EVEPB

www.ElectionSource.com

888-742-8037

CLERK'S PREPARATION CERTIFICATE

TABULATORS

	Tabulator #1	Tabulator #2	Tabulator #3
Device Serial No.	This will be filled out for you. Verify Serial No. and Seal No.		
Device Seal No.			
Device Seal No.			
Device Seal No.			

We are not using Ballot on Demand

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.	This will be filled out for you. Verify Serial No. and Seal 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.

EV SITE / Tabulator # _____

SIGNATURE of CLERK or AUTHORIZED ASSISTANT _____

DATE _____

Opening Reports on this Tab

Attach the following with a paperclip or staple (DO NOT USE TAPE)

**Start of Day
BOD
Daily Report
(If applicable)**

**Start of Day
Tabulator
Status/Interrupt
Report**

**Start of Day
VAT
Daily Report
(If applicable)**

**Be sure to fill in day.
Ex. EV Day # 1, Saturday, July
27**

**EV Day # _____
(Simulated TAB)**

End of Day Reports on this Side

Attach the following with a paperclip or staple (DO NOT USE TAPE)

**End of Day
BOD
Daily Report
(If applicable)**

**End of Day
Tabulator
Status/Interrupt
Report**

**End of Day
VAT
Daily Report
(If applicable)**

Be sure to fill in day.

Ex. EV Day # 1, Saturday, July

27

**EV Day # _____
(Simulated TAB)**

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.

New Chair signs each day, may have two signatures if there are different chairs for each shift

Signature of Chairperson

Date

Taken, subscribed and sworn to before me on,

Signature

Kyle or Rachel signs

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

Morning shift people sign this section

Taken, subscribed and sworn to me on / /

Chair Signs

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

Afternoon shift people sign this section

Taken, subscribed and sworn to me on / /

Afternoon shift Chair Signs

Signature of Chairperson or Person Administering Oath

Signature

EV Name or Number

Day #

Date:

/ /

REMARKS

(Record any tabulation, voter or other activity. Include additional sheet of remarks if necessary)

Time (AM or PM)	Event Description	Initials
	Remarks can now be made in the EV Tool, you may also include remarks in this section.	
	-Balance hourly	
	-Voter specific remarks	
	-Tabulator issues	

1

Daily Reconciliation & Ballot Summary

Number of Ballots Cast According to Tabulator Public Counter(s)	
Number of Provisional Ballots Issued but NOT Tabulated <i>(Secured for future review)</i>	Most likely 0
Number of Voter According to " List of Voters " (EPB)	
Do these 3 Number Balance? (" Ballots Counted " + " Provisional Ballots Issued but NOT Tabulated " equal the number of voters according to the " List of Voters ") <input type="checkbox"/> YES <input type="checkbox"/> NO 	
If previous Question is NO and your numbers do not balance, is there an explanation in any of the EV Days "Remarks Section" If NO is selected, <u>an explanation must be recorded in "Remarks" Call your clerk for more assistance.</u> <input type="checkbox"/> YES <input type="checkbox"/> NO 	

2

Seal Verification & Chain of Custody

WE, the undersigned members of the Early Voting Counting Board, 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):

Jurisdiction / Precinct	City of Marquette, PCT 1-4	Seal No.	
Jurisdiction / Precinct		Seal No.	
Jurisdiction / Precinct		Seal No.	
Jurisdiction / Precinct		Seal No.	

WE, further certify that the sealing of the **Tabulator lid or container, laptops, other voting equipment** and materials were properly sealed by affixing seal(s):

Equipment Type	Tabulator	Seal No.	
Equipment Type	Laptop	Seal No.	
Equipment Type	Blue Transfer Case	Seal No.	
Equipment Type		Seal No.	

3

Signature →	DEMOCRATIC INSPECTOR Who verified OR sealed	Signature →		REPUBLICAN INSPECTOR Who verified OR sealed
Signatures of ALL Remaining Inspectors Present During Daily Reconciliation				
X		X		
X All afternoon shift people		X		
X		X		
X		X		
X		X		

Green Ballot Bag

EV Name or Number	Date: / /
--------------------------	---------------------

1

Final Reconciliation & Ballot Summary

(Closing of EV poll and producing results of election is not permitted until after 8:00 PM Election Night)

Number of <u>Ballots Cast</u> According to Tabulator Public Counter(s)	
Number of <u>Provisional Ballots Issued but NOT Tabulated</u> <i>(Secured for future review)</i>	
Number of Voter According to " <u>List of Voters</u> " (EPB)	
Do these 3 Number Balance? (" <u>Ballots Counted</u> " + " <u>Provisional Ballots Issued but NOT Tabulated</u> " equal the number of voters according to the " <u>List of Voters</u> ") <input type="checkbox"/> YES <input type="checkbox"/> NO 	
If previous Question is NO and your numbers do not balance, is there an explanation in any of the EV Days "Remarks Section" If NO is selected, <u>an explanation must be recorded in "Remarks"</u> Call your clerk for more assistance. <input type="checkbox"/> YES <input type="checkbox"/> NO 	

2

Early Vote Closing Checklist

Upon closing this Early Voting Poll Site, We Completed the Following;

- Sealed all **Provisional** ballots for delivery to the Clerk in the **Provisional Ballot Storage Envelope**
- Recorded all formal **Challenges** made in the EV site, if any, on the "**Challenge**" pages
- Accurately duplicated & tabulated any ballots requiring **Duplication**
- Counted and recorded all valid write-in votes on the "**Write-In Statement of Votes**" or attached write-in report from tabulator (must performed only after the polls close on Election Day by the closing board of inspectors)
- Attached a **signed tabulator result tape** to the EV Poll Book
- Included at least 2 additional **signed tabulator result tapes**

Use pressure while using ballpoint pen to ensure clarity on triplicate copies

****Instructions for Receiving Board****
Detach only the white & pink copies and place the;

WHITE	in Envelope to LOCAL CLERK
PINK	in Envelope to CANVASS BOARD / PROBATE JUDGE
MANILLA	remains in Poll Book, which is placed in Envelope to COUNTY CLERK

**Carbon Copy
(Triplicate Including Original)**

Do not fill out

This section is done by the Receiving Board, it is the final seal.

EV Name or Number	Date: / /
--------------------------	----------------------

3

Final Seal Record & Verification

WE, the undersigned members of the Early Voting Counting Board, 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):

Jurisdiction or Precinct		Seal No.	
Jurisdiction or Precinct		Seal No.	
Jurisdiction or Precinct		Seal No.	
Jurisdiction or Precinct		Seal No.	
Jurisdiction or Precinct		Seal No.	
Jurisdiction or Precinct		Seal No.	
Jurisdiction or Precinct		Seal No.	
Jurisdiction or Precinct		Seal No.	
Election Media Storage Bag		Seal No.	

WE, further certify that the sealing of the **Tabulator lid or container, laptops, other voting equipment** and materials were properly sealed by affixing seal(s):

Equipment Type		Seal No.	
Equipment Type		Seal No.	
Equipment Type		Seal No.	
Equipment Type		Seal No.	

Signature → DEMOCRATIC INSPECTOR Who verified OR sealed	Signature →	REPUBLICAN INSPECTOR Who verified OR sealed
---	--	--

Signatures of ALL Remaining Inspectors Present During Daily Reconciliation

X	X
X	X
X	X
X	X
X	X

Use pressure while using ballpoint pen to ensure clarity on triplicate copies

****Instructions for Receiving Board****
Detach only the white & pink copies and place the;

WHITE in Envelope to **LOCAL CLERK**

PINK in Envelope to **CANVASS BOARD / PROBATE JUDGE**

MANILLA remains in Poll Book, which is placed in Envelope to **COUNTY CLERK**

Carbon Copy
(Triplicate Including Original)

Do not fill out

Write-ins will be accounted for by the Receiving Board

Write In Statement of Votes

- If available, staple write-in report from tabulator herein lieu of tallies.
- Otherwise tally all valid **write-in votes**, if any, and record the totals below (*performed after polls close on Election Day by closing board of inspectors*).

Pct.	Candidate Name <i>Declared Write-Ins Only</i> (List each variation separately)	Office Title	Party	TALLY of VOTES											TOTAL											
				5	10	15	20	25	30	35	40	45	50													

Do not fill out

On the end of Day 9 if there are no official challenges strike through this page.

Voter Challenges		
Date	Time	Name of <u>CHALLENGER</u>
Name of Challenged Voter		Voter's Phone #
Voter's Address		
Reason for Challenge		
Result: (Select One) <input type="checkbox"/> Ballot Issued & Identified <input type="checkbox"/> Ballot <u>NOT</u> Issued		
Date	Time	Name of <u>CHALLENGER</u>
Name of Challenged Voter		Voter's Phone #
Voter's Address		
Reason for Challenge		
Result: (Select One) <input type="checkbox"/> Ballot Issued & Identified <input type="checkbox"/> Ballot <u>NOT</u> Issued		
Date	Time	Name of <u>CHALLENGER</u>
Name of Challenged Voter		Voter's Phone #
Voter's Address		
Reason for Challenge		
Result: (Select One) <input type="checkbox"/> Ballot Issued & Identified <input type="checkbox"/> Ballot <u>NOT</u> Issued		
Date	Time	Name of <u>CHALLENGER</u>
Name of Challenged Voter		Voter's Phone #
Voter's Address		
Reason for Challenge		
Result: (Select One) <input type="checkbox"/> Ballot Issued & Identified <input type="checkbox"/> Ballot <u>NOT</u> Issued		
Date	Time	Name of <u>CHALLENGER</u>
Name of Challenged Voter		Voter's Phone #
Voter's Address		
Reason for Challenge		
Result: (Select One) <input type="checkbox"/> Ballot Issued & Identified <input type="checkbox"/> Ballot <u>NOT</u> Issued		

Challenged Procedures

Date Time Name of challenger

Description of Challenged Procedure

Result

Date Time Name of challenger

Description of Challenged Procedure

Result

Date Time Name of challenger

Description of Challenged Procedure

Result

Date Time Name of challenger

Description of Challenged Procedure

Result