



# **ABSENT VOTER COUNTING BOARD INSTRUCTIONS**

**August 2, 2022**

**ANN ARBOR CITY CLERK'S OFFICE**

301 E. Huron Street, Ann Arbor, MI 48104

***Office: (734) 794-6149***

[use on Election Day]

# BACKGROUND

- Inspectors arrive at their assigned Absent Voter Counting Board (AVCB) at the pre-arranged time: **1:00 p.m. at the Ann Arbor Justice Center, 301 E. Huron St.**;
- Election inspectors are grouped into **five** processing teams and **four** high speed tabulator teams for this election;
- Each processing team will be responsible for ensuring the number of ballots for each precinct matches absent voter “Returned Ballots” total, the envelopes are completed, opening the ballots and ensuring the secrecy of them as they are bundled into stacks of 50 for processing at the high-speed tabulator station.
- Each AVCB has multiple precincts. Below are the list of teams with the AVCBs (and precincts) they will process:
  - AVCB 1** Ward 1
  - AVCB 2** Ward 2
  - AVCB 3** Ward 3
  - AVCB 4** Ward 4
  - AVCB 5** Ward 5
- Work is generally performed in groups with representation from at least two different political parties – sometimes requiring at least *one Democrat* and *one Republican*, such as when sealing ballot containers;
- AVCB work is performed in a two-step procedure done by separate teams;
  - “Processing”; *followed by*
  - “Counting” (*or sometimes referred to as “Tabulating”*);
- Any individual (*inspector, challenger, poll watcher*) present at the AVCB once “counting” begins is sequestered until the polls close (8:00 PM); Challengers/poll watchers may not leave the room.
  - Only exceptions are election officials – *generally, City Clerk staff and AVCB Supervisors*;
  - Challengers and Poll watchers may observe AVCB on Election Day;
    - Affidavit (*and oath*) must be completed by all persons that are present at the AVCB once “processing” begins;
    - Poll watchers must remain in “public viewing area” at all times while Challengers may observe the AV process up close but cannot touch any election materials.
  - AVCB inspectors must IMMEDIATELY contact the City Clerk’s Office if any person attempts to leave AVCB room once “counting” begins;
- No cell phones allowed at AVCB;
  - Pertains to inspectors, challengers and poll watchers.
  - AVCB Supervisor will have a cell phone or city phone in order to contact the Clerk’s Office for guidance regarding processing and counting. If by accident, an individual brings a cell phone to the AVCB Processing Room, they will be required to surrender their cell phone to the AVCB Supervisor.

# PREPARATION OF AVCB PRECINCT

- The AVCB room will be arranged for each team prior to the arrival of the inspectors – e.g., poll books and supplies will be located in designated stations. High speed tabulators will be stationed to ensure proper flow of ballots throughout Election Day. Each AVCB inspector shall be comfortably situated at their designated work station by the pre-arranged time.
- **One** Poll Book will be issued to **each AVCB**. It will be used to record the information for **all** of the precincts within the AVCB. The Clerk's Preparation Certificate will be contained within AVCB 1's Pollbook only and is to be completed by members of the high-speed team at the beginning of the day.

Each AVCB Poll Book will contain:

- 1 Oath Page – to be signed by all AVCB members including any duplicators assigned to that team;
  - 1 Challenged Voters page;
  - 1 Certificate of Election Inspectors form, to be completed at the close of the end of the night by each team (note: with the high-speed tabulators, there will be only one team responsible for sealing and recording the Tabulator Program Container (small blue bag) seal. If your team did not seal the memory card, write NA for the seal number,;
  - **Multiple** tabbed sections (**one** for each precinct) containing 3 forms;
    - 1) *Remarks* page;
    - 2) *Write-Ins Only/State of Votes*;
    - 3) *Ballot Summary*.
- The following items will also be delivered to each of your work areas;
    - AV ballot returned envelopes (*still sealed*) for each precinct;
    - *AV List (printed on 3-hole paper)* showing the names of all voters in your precincts who applied for AV ballots. Keep in mind that not all applicants return their ballots, so you may not have a ballot for every name on the *AV Lists*;
    - AV ballot applications for all returned envelopes for each precinct will be available in the City Clerk's Office if needed for review.
  - **PLEASE NOTE: ADDITIONAL BALLOTS WILL BE DELIVERED FROM THE CLERK'S OFFICE DURING THE DAY.**
  - For processing the absent voter (AV) ballots, arrange your working station so as not to interfere with the other AVCB teams/precincts. Make sure the AV process can be observed by any authorized challengers who are present, if they wish to observe. *Remember, challengers may not touch ANY election documents other than the oath form that they must sign.*
    - *The public should also be able to view the process from a distance while they are in the designated public viewing area in your precinct.*

# FIRST ORDER OF BUSINESS

## Oath of Election Inspectors

- The first order of business is for all AVCB inspectors to take and sign the “*Oaths of Election Inspectors*” in the *Absent Voter Poll Book*. It has slightly different wording than the oath at a polling place precinct.

## Challenger/Observer Oath (if applicable)

- Once the “processing” of ballots has begun at an AVCB, any challenger or other person in attendance (*poll watcher*) must take and sign the following oath:
  - “I do solemnly swear (or affirm) that I shall not communicate in any way any information relative to the processing or tallying of votes that may come to me while in this counting place until after the polls are closed.”
- The completed *Absent Voter Counting Board Affidavit* (see **A-29** of Instructions) and other precinct documents are sealed in the Receiving Board envelope at the end of Election Day with a completed red paper seal.

## High-Speed Tabulator Teams

- Complete *Election Inspectors’ Preparation Certificate* located in AVCB 1 pollbook.;
- Check off (✓) all boxes in this section;
  - ✓ Oath of Office was administered;
  - ✓ Seal and Serial Numbers verified against Clerk’s Preparation Certificate (Located on Inside Cover of Poll Book);
  - ✓ Tabulator was tested and is in working order;
  - ✓ Verified the ballot by comparing each candidate’s name and the placement of any proposals on the ballot with the sample ballot and zero tape; (Note the Ballot Cast Report Serves as the Zero Tape)
  - ✓ Signed below, certifying the following were completed.
- With the assistance of the AVCB Supervisors, generate a Ballot Cast report on the “Count” computer and on the “Central Scan” computer. This report serves as the zero report and must be signed by all inspectors assigned to the high-speed tabulator teams.

**OATH OF ELECTION INSPECTORS**

OATHS OF ELECTION INSPECTORS  
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 at the Election as indicated on the front cover of this Poll Book, according to the best of my ability. Further I swear (or affirm) that I shall not communicate in any way any information relative to the processing or tallying of votes that may come to me while in this counting place until after the polls are closed.

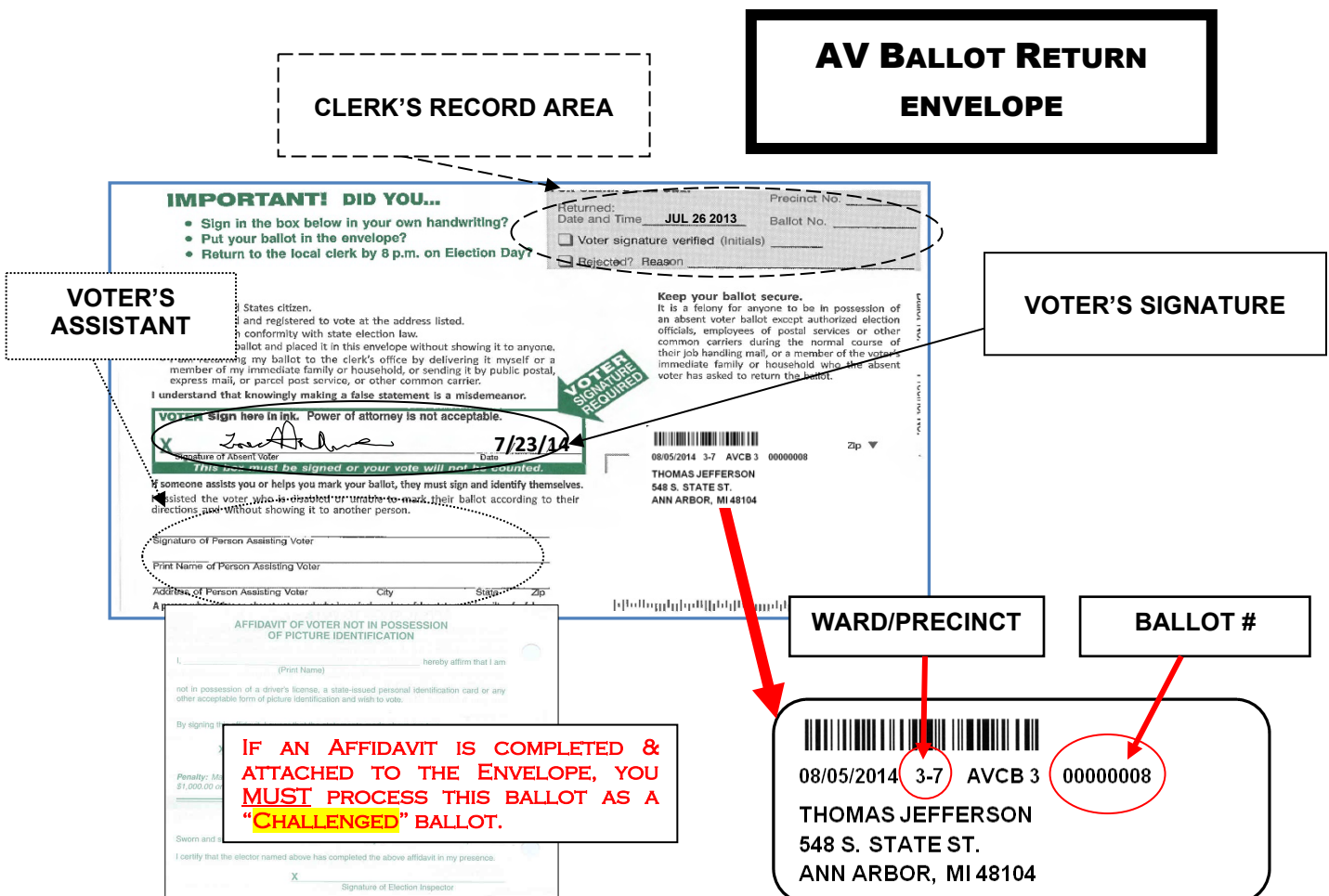
1. \_\_\_\_\_  
2. \_\_\_\_\_  
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12. \_\_\_\_\_  
13. \_\_\_\_\_  
14. \_\_\_\_\_  
15. \_\_\_\_\_

Taken, subscribed and sworn to before me this day of \_\_\_\_\_, 20\_\_\_\_

X \_\_\_\_\_  
Signature of Chairperson or Person Administering Oath

# “PROCESSING” OVERVIEW

- Each AVCB will have separate work areas with several teams of election inspectors, *with at least one Democrat and one Republican per team*;
- **Each AVCB team will process ballots for multiple precincts.**
- All ballots will be processed in the same manner, but the ballots for each precinct must be processed and taken for tabulation separately.
- Care should be taken by each team to keep the individual precinct’s ballots and paperwork separated. Special care should be taken with ballots delivered from the Clerk’s Office during the day.
- Steps to “Processing” **each** precinct’s ballots (*there are several within an AVCB*):
  - Election worker(s) take AV ballot return envelopes to high speed letter opener to be opened. Return opened ballots to your processing area. Without removing ballot from return envelope, verify the ballot number on the stub against the ballot number on the label on the return envelope. If correct, remove ballot (*still in secrecy envelope*) from return envelope and detach stub. Place ballot (*still in secrecy envelope*) into bin to be processed by election worker(s) at station #2.
  - Election worker(s) at station #2 remove ballots from secrecy envelopes, flattens them and then forwards them (*in recommended batches of 50*) to election worker(s) at high speed tabulators (station #3).
  - Election workers at high-speed tabulator station #3 tabulate ballots.



# “PROCESSING” AV BALLOTS

- Each AVCB team will process ballots for multiple precincts.
- Work on only one precinct’s ballots at a time. **IMPORTANT:** Make sure you have no ballots, envelopes or applications from any other precinct except the one you are working on at your work station. NEVER have more than one precinct’s material at your AVCB’s work area.
- Place precinct’s ballot tray (*with ballots in sealed returned envelopes*) at station #1. Again, make absolutely sure no envelopes, ballots, etc. are left out from another precinct. Work on only one precinct at a time.
- Make a physical count of the precinct’s AV ballot return envelopes. Now, verify it matches the total number of AV ballots returned that is printed on your *AV List* (look on the specific precinct’s TOTALS line for “Ballots Returned”). Please note that the GRAND TOTALS line is for the entire AVCB (there are multiple precincts in an AVCB).

For **each** precinct, process the absentee ballots as follows:

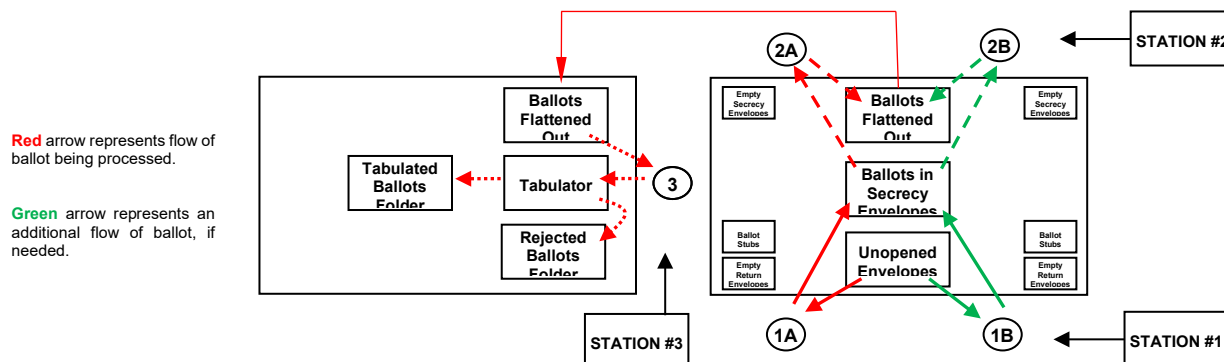
**Election worker(s) at station #1** work on each return envelope individually – workers at station #1 work independently on their envelopes, not together;

1. Examine the return envelope:
  - A. Make sure the envelope has been signed by the voter.
    - Do not open unsigned envelopes; return them to the City Clerk’s Office immediately. (*It is okay if the envelope is signed by the voter but not dated.*)
  - B. Verify that the Clerk’s record area of the return envelope was completed – initials and date.
    - If not completed, immediately contact the AVCB Supervisor/City Clerk’s Office to get permission to open the envelope;
  - C. Check the return envelope to determine if the voter received assistance in voting the ballot:
    - If envelope indicates that assistance was provided, make a notation on the “Remarks” page in the appropriate precinct’s tabbed area of the Poll Book. The remark should include:
      - name of the voter;
      - name of the person who provided the assistance.
2. If return envelope is in good order, put aside for batch opening. Using the high-speed letter opener to open the envelope, make sure to run the envelopes through letter jogger for 30 seconds prior to opening to ensure not to sever the enclosed ballot.
3. Return opened ballots to processing station. Remove ballot from outer (*return*) envelope but make sure to leave the ballot in its secrecy envelope. Verify the ballot number on the stub against the number on the label of the return envelope. Do not unfold the ballot unless the voter has folded it so the numbered stub is not visible. Make every effort to maintain the secrecy of the vote.

4. If a completed “Affidavit of Voter Not in Possession of Picture Identification” is attached to the AV return envelope, you **MUST** process this ballot as a “Challenged ballot” (see **A-30**). On the **Challenged Voters** page in Poll Book, write “Photo ID” for reason of challenge.
5. Tear off stub and retain it in a secure location, grouped only with other stubs of the same precinct. (*You keep stubs as a precautionary check on the number of ballots processed.*)
6. Immediately place ballot, **still in its secrecy envelope**, in a plastic storage tub. As the ballots accumulate, they will be ready to be processed by election worker(s) at station #2.
7. Place empty returned ballot envelopes in another marked plastic tray. Group only with other empty envelopes of the same precinct in batches of 50. Rubber bands and labels to number your batches will be provided in your supplies.

**Election worker(s) at station #2** (inspectors work independently at this station)

8. Take each anonymous (*stubs have already been removed*) ballot out of its secrecy envelope, unfold it and lay it flat. **FLATTEN BALLOTS (PERFORMING ANY NECESSARY BACK FOLDING) TO PREVENT JAMMING DURING TABULATION.**
9. Once a stack of 50 ballots has accumulated, rubber band the stack, place a label indicating the batch number on it and then the stack can be placed in a black mail tray to indicate it is ready for high speed tabulator.
10. Repeat for each precinct until all ballots have been sent to the high-speed teams.



**BALLOTS DELIVERED DURING THE DAY**

During the day, more ballots may be delivered to you from the City Clerk’s Office. Another AV List will accompany the new ballots. Before processing these ballots, read the envelope label(s) and new AV List. Are they for your precinct? If they are, immediately place new AV List with the original AV List (in the 3-ring binder).

Make sure to keep track of how many ballots were sent to you during the day for each precinct. You will need these totals for the *Ballot Summary* report for each precinct. Use *AVCB Ballot Delivery Tally Sheet* to help track your count. Place this tally sheet with the AV List (in the 3-ring binder).

As you process each “late delivery” for a specific precinct, be sure to combine it with all the other documents (*ballots, envelopes, applications, etc.*) from the “original delivery” of the same precinct. This will save time and effort later in the evening because all documents must be marked and separated by precinct before they are returned to the Clerk’s Office.

# POTENTIAL PROBLEMS AND SOLUTIONS DURING “PROCESSING”

## *Unsigned ballot envelope:*

**REJECT** Do not open envelope. Return AV ballot IMMEDIATELY to the City Clerk’s Office. Make a note on AV List, “Unsigned ballot envelope”.

## *Wrong ballot number:*

**ACCEPT** if it seems apparent that there was an inadvertent switch between husband and wife or members of the same household. Set aside the envelope along with the other empty envelopes from the precinct.

**ACCEPT** if it is not a member of the same household; however, process as a “challenged” ballot (see **A-30**). On *AV List*, to the right of the voter’s name, enter “**Challenged, wrong number # \_\_\_\_\_**” (*write the number of the ballot returned by the voter in the blank*). When writing the concealed ballot number (*with tape covering it*) on back of the ballot, use the ballot number issued to the voter (see *AV List*) not the number on the stub of the returned ballot. Set aside the envelope.

## *Correct ballot stub torn off, but still in envelope with ballot:*

**ACCEPT**. Set aside the empty envelope.

## *Ballot stub torn off and NOT in the envelope:*

**ACCEPT** On *AV List*, to the right of the voter’s name, write, “**Challenged, stub missing.**” Process the ballot as a “challenged” ballot (see **A-30**). When writing the concealed ballot number (*with tape covering it*) on the back of the ballot, use the ballot number that was issued to the voter (see *AV List*). Set aside the envelope.

## *Envelope empty, no ballot returned:*

Write “**Envelope empty**” on *AV List* to the right of the voter’s name and on the *AV Ballot Return Envelope* (*for an illustration, see **A-28** of Instructions*). In the “Remarks” page of the appropriate tabbed section of the Poll Book write down the name of the voter (see *envelope label*) and that NO ballot was included in the returned AV Ballot Envelope. Set aside the envelope.



### ***Wrong ballot for the precinct.***

Make sure this voter's name is on your *AV List*. If yes, assume wrong ballot was issued to the voter because of an error by the Clerk's Office. Make a duplicate ballot using the correct ballot style for your precinct (see *top of A-9 of Instructions*). The new ballot may have different candidates. Be alert to these differences when you make the duplicate ballot. **DO NOT MARK A VOTE FOR ANY CANDIDATE NOT ON THE ORIGINAL BALLOT.** You should also write a note on the form titled "*Notes to Jackie, Jennifer, & Steve*."

## **MOVE BALLOTS**

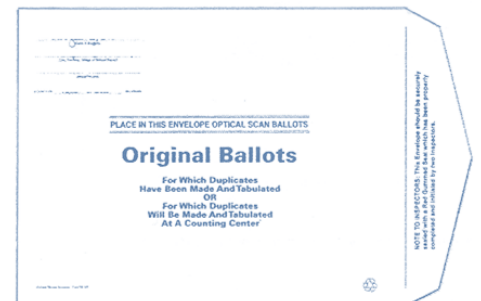
Your precinct(s) may also receive a number of voted MOVE (military and overseas voter empowerment) ballots (transmitted to voters overseas via email). These ballots have been placed in an absentee ballot envelopes and marked "MOVE" where the voter's signature would normally be found. The overseas voter has printed the e-ballot and marked it, and then mailed back the printed marked copy. Included in the MOVE ballot materials is a voter signature page, which must be signed in order for the ballot to be counted. MOVE ballots will require the same duplication procedures identified for flawed ballots to allow for tabulation of an actual official ballot.

# DUPLICATING BALLOTS

(The term "flawed" is used for convenience to denote any ballot to be duplicated. With the high-speed tabulators, processing teams will need to focus on duplicating the following ballot types: MOVE Ballots sent from voters who received their ballots electronically, any voter who received the wrong ballot style, and any ballot that is damaged and will not be able to go through the scanner. To determine the validity of ballot markings, see the Department of State's memorandum on pp. **A-23-26** of Instructions.)

**Two workers (with different political party preferences) duplicate ballots as follows:**

1. Be sure all original ballots are labeled **ORIG** at the top. (If flawed because it was the wrong ballot for the voter, write ORIG – WRONG BALLOT at the top and indicate the correct precinct it is being duplicate on as well to avoid later confusion.)
2. Number the original ballots consecutively for each precinct next to **ORIG** at the top of the ballot (e.g., ORIG#1, ORIG#2, ORIG#3, etc.).
3. Count out the same number of new ballots from the correct precinct's supply of ballots as the number of original ballots that will be duplicated. Be careful to use ballots from the correct precinct!
4. Number the new ballots consecutively for each precinct below the stub: DUP#1, DUP#2, DUP#3, etc. REMOVE AND DISCARD THE STUBS! You now have prepared blank ballots for duplication.
5. Assemble a team of two workers (*with different political party preferences*), one to read and the other to mark the new ballot. (ONCE THE NEW BALLOT IS MARKED, EXCHANGE THE BALLOTS AND RE-READ TO CHECK FOR ACCURACY.) Using the proper marking tool, make a duplicate of each original ballot by marking the duplicate ballot. Use the following options where appropriate
  - a. If the ballot itself was in some way flawed, mark the new ballot exactly as the voter marked their original ballot, **including true "crossover" votes or "overvotes."** Take into account any **invalid** (where the voter changed their mind) crossover votes or overvotes and do not duplicate them. The new ballot can now be processed by the high-speed tabulator.
  - b. If the voter was issued the wrong ballot for the precinct, the duplicate ballot may have different candidates. Be alert to these differences when you make the duplicate ballot. DO NOT MARK A VOTE FOR ANY CANDIDATE NOT ON THE ORIGINAL BALLOT.
6. The original ballots, marked **ORIG** on the top of ballots, are placed in a special envelope labeled for duplicate ballots for that precinct. At the end of the night these envelopes will be sealed using red paper seals signed by two election inspectors of opposite political parties and placed in the ballot bag with all the other voted ballots for that precinct.



# **“COUNTING” (OR TABULATING)**

## **Election Workers at High Speed Tabulators Station #3**

- Only take bundles of ballots from one precinct at a time. The tabulator is capable of processing ballots for each precinct, so it is important that you keep the bundles separate when processing. It is important to check the batch report to ensure that the scanned batch doesn't contain ballots from ballots precincts. If it does reject the batch, and set it in the green mail tray with a note of the wrong ballot. The AVCB team will need to duplicate the ballot onto the correct ballot style in order to ensure the numbers are correct at the end of the night.
- Tabulate ballots in the bundles from the processing teams, typically in batches of 50, and verify that the batch count matches the count according to the processing team. If there are any discrepancy from either a jam or a miscount, discard the batch on the scanner and rescan the batch of ballots.;
  - Make sure stack of ballots are as flat as possible when you put them through the high-speed scanner.
- If discarding a batch of ballots as a result of the count not agreeing with the expected count, attempt to rescan one additional time. If the count still disagrees with the expected count from the processing team after a second scan, send the ballots back to the processing team for a double check of the numbers of ballots contained within the batch. Discarded batches can be placed in the green mail trays to be returned to AVCBs by runners;
- **IMPORTANT!** When you are finished tabulating a batch of ballots from one precinct, rubber band the printed batch report around that batch and place them in the correct ballot bag for that precinct. Finished batches can be placed in blue mail trays to be placed in ballot bags by runners. Remember, you must keep the ballots and paperwork for each precinct separated throughout the day.

**IMPORTANT! At the end of Election Day, you are not done processing ballots until the last ballot has been received from the Clerk's Office! Make sure to ask the AVCB supervisor if any other ballots are being sent from the Clerk's Office.**

## **Reviewing Ballots Flagged by the Scanners**

- The batches that you save from the high-speed scanner aren't finalized until the ballots are reviewed using Verity Central to ensure that any resolvable issues with a ballot have been adjudicated. These ballots will appear in red in the "Review" tab of Verity Central. Two election inspectors of opposite political parties will be responsible for reviewing these ballots and in line with the "*Determine the Validity of Optical Scan Ballot Markings*" determine which markings need to be adjudicated using the computer and which must be accepted as is. This process removes the need to duplicate the majority of ballots with the exception of Military and Overseas ballots that which were sent to voters electronically and those ballots which are too damaged to be run through the high-speed scanner. Ballots that fall into these two categories will be duplicated by the processing team prior to being sent to the high-speed tabulator.

Adjudication and duplication of ballots should be done throughout the course of the day (do not wait until 8:00PM).

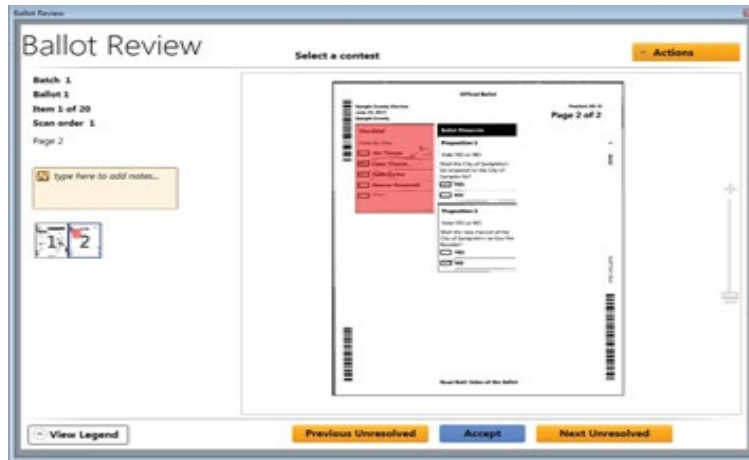
- Adjudication is done in place of absentee voter being present to cast their ballot at their polling place on Election Day, they would have had the opportunity to cure any issue (*the “spoiled” ballot procedure*). Consequently, at an AVCB, election inspectors must determine if a flagged ballot is due to a “false” reading by the scanner;
- In the Review tab, two inspectors (*with different political party preferences*) will carefully examine each ballot that is flagged in red, and proceed as indicated in the section titled “Rejected Ballots” (see **p. A-11-15** of *Instructions*);
- Review flagged ballots from each batch and scrutinize each flagged ballot carefully:
  - If ballot was rejected because it is truly “blank” or “overvoted” (or “cross-over” in a primary), then the inspectors must “Accept” as is (see **top of A-12** of *Instructions*).
    - Read “*Determine the Validity of Optical Scan Ballot Markings*” to understand what markings should be adjudicated (see **A-23-26** of *Instructions*);
  - If ballot was flagged because of a ‘false read’ (see **A-23-26** of *Instructions* for examples) by the high-speed scanner, then adjudicate the ballot so that only the valid votes are read (see **A-13** of *Instructions*):
    - False “overvote” – ballot correction (see **A-25** of *Instructions*);
    - False “overvote” – invalid write-in (see **A-25** of *Instructions*);
    - False “crossover” vote – ballot correction (see **A-26** of *Instructions*);
    - False “crossover” vote – invalid write-in (see **A-26** of *Instructions*);
- **REMEMBER!** When you are finished tabulating the batch ballots from one precinct, place them rubber banded along with the batch report in a blue mail tray for runners to place in ballot bags. At the end of the night the ballots and paperwork for each precinct must be kept separated.
- If additional ballots (late arrivals or duplicated ballots) are tabulated for a precinct later in the day, those ballots must be placed immediately after tabulating into the appropriate ballot bag for that precinct.

## BALLOTS FLAGGED FOR ADJUDICATION

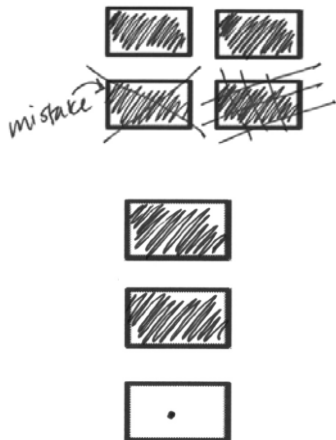
### 1. Overvoted ballots

**If it is truly “overvoted”** (*the voter clearly voted for more candidates for an office than allowed*) you will need to “accept” the ballot. Open a batch of ballots to view all ballots that require adjudication, those contests which have overvotes which must be reviewed will be highlighted on the ballot in red. To “accept,” click on the contest, ensure that it is a valid overvote and click the blue accept button at the bottom of the screen. Your work will

automatically be saved, and you can proceed to the next issue by clicking the “Next Unresolved” button.



A ballot may not be a true overvote, however. If the voter made an error or changed their mind, they may have marked a new vote by:

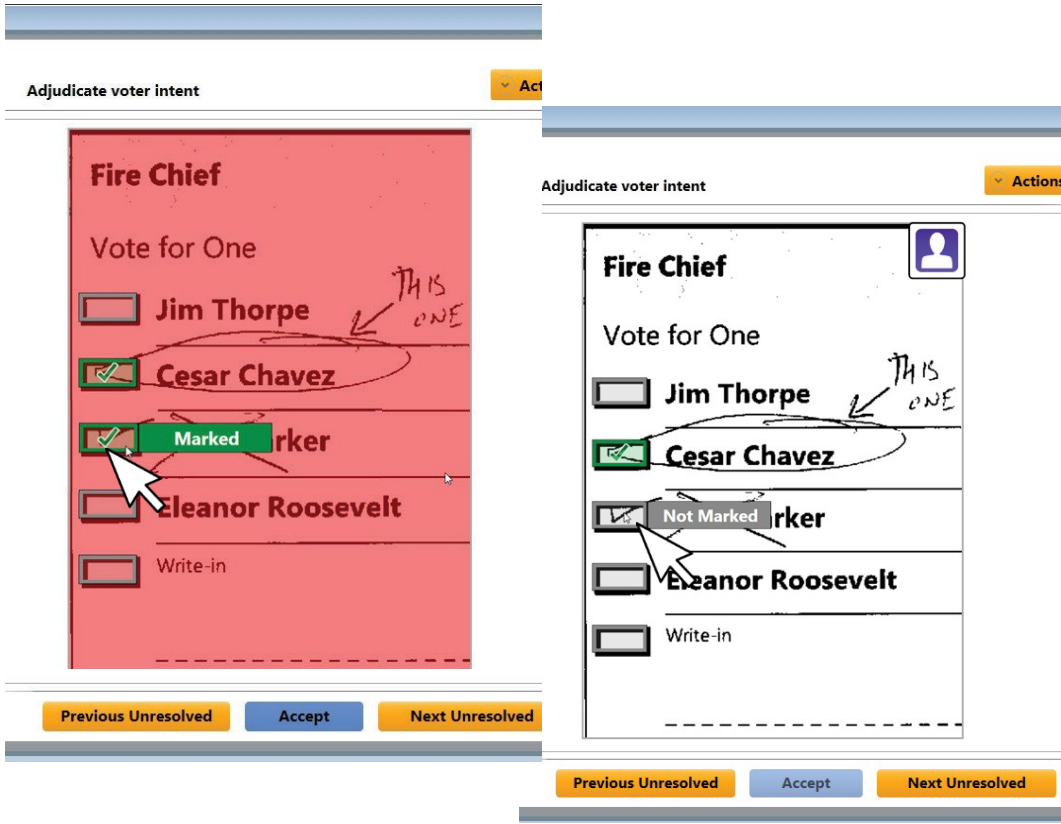


crossing out or attempting to erase a mark,

or

starting, then stopping and marking another candidate.

The scanner may read both marks and consider it an overvoted ballot. This is classified as a “false read.” To adjudicate these instances from the Ballot Review screen you can uncheck the green box next to the candidate the voter clearly indicated they did not mean to vote for, removing the vote from that candidate.



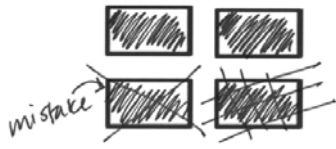
(A more detailed explanation on the validity of ballot markings is stated in the Department of State’s memorandum, see **A-23-26** of Instructions.)

It is possible for a write-in vote to cause an overvote. If the write-in vote is for a valid candidate (*check with the Clerk’s Office if you are unsure if a write-in candidate is a “valid” written-in candidate*), then it is considered a true overvote, and you must “cast the ballot as is” as described above. If the write-in vote is not valid, this is a “false read.” You must adjudicate the ballot removing the vote for the invalid writing that is causing the overvote.

## 2. Crossover (cross voted) ballot - PRIMARY ELECTIONS ONLY

If it is truly cross-voted (the voter **clearly voted** for candidates in more than one column) you must “Accept” (see *top of prior page, A-12 Instructions*). These contests requiring adjudication for this reason will appear in purple in the Review Screen. The scan of the ballot will be process as is, but no party votes will be recorded. (If there are proposals and non-partisan races on the ballot, those votes will be counted.)

**It may not be a true crossover, however.** If the voter made an error or changed his mind, he may have marked a new vote and then:



crossed out or attempted to erase a mark,

or



started, then stopped and marked another candidate.

The tabulator may read both marks (a “false read”) and consider it a cross-voted ballot. In this case, the voter’s clearly correct mark should be counted. Again, adjudicate the voter’s ballot to unselect the incorrect markings and ensure that **only the voter’s clearly correct vote have green checkmarks on the screen.** (A more detailed explanation on the validity of ballot markings is stated in the Department of State’s memorandum, see **A-23-26** of Instructions.)

It is possible that a write-in vote causes the crossover. If the write-in vote is for a valid candidate (*check with the Clerk if you are unsure if a write-in candidate is a “valid” write-in candidate*), this is considered a true crossover vote, and you must accept the ballot as is, as described on the top page (**A-12**). If the write-in vote is not valid, this is a “false read.” You must adjudicate the ballot following instructions on **A-13**, but ensuring to deselect the invalid write-in that created the crossover.

### 3. **Blank (unvoted) ballot**

If no votes are marked on the ballot, the ballot must be accept as is. These ballots will appear in teal in the Review Screen. Ballot will be tabulated, but no votes will be recorded.

If the ballot has obviously been marked in the pre-defined area (inside box), the voter probably used the wrong marker (e.g. a highlighter). The scanner could not "read" the marks, and saw the ballot as blank (a "false read"). Adjudicate the ballot selecting all valid marks on the ballot (see *top of A-13 of Instructions*).

## WHEN YOU HAVE FINISHED TABULATING BALLOTS FOR EACH PRECINCT

- 1) Throughout the *AV List*, you will see TOTALS for each precinct within your AVCB. You will eventually record the numbers on the TOTALS line under the 'Ballots Returned' column on that precinct's Ballot Summary in the Poll Book. See *A-28 of Instructions for an example of an AV List*.

Please note: the GRAND TOTALS on the last page of the *AV List*) is for the entire AVCB (the total of all the precincts within that AVCB).

- 2) Secure all AV returned envelopes in separate storage container. At the end of the Election Day they will also be placed in a ballot bag, separated by precinct.
- 3) Place all ballot stubs in a storage container (envelope, folder, bin, etc.). You might need them during "closing" to assist in reconciling if your numbers are off.

NEVER LEAVE BALLOTS (*or other election documents*) UNATTENDED. ALWAYS STORE THEM SECURELY.

YOU ARE NOW READY FOR "CLOSING."



## AFTER 8:00PM

### Closing the AVCB

- Make sure the AVCB Supervisor has given you permission to close the AVCB.
- High-Speed Teams Verify: BALLOT COUNTER FOR THE THREE HIGH-SPEED TABULATORS = BALLOTS RECEIVED BY AVCB (all precincts)
  - If YES, proceed to close the AVCB;
  - If NO:
    - IMMEDIATELY contact the AVCB Supervisor, who will probably ask you to:
      - Verify if a returned AV Ballot Envelope did NOT contain a ballot;
      - Make a physical count of tabulated ballots. (*It is possible that an election inspector left a ballot inside a secrecy envelope*);
      - Compare the number of returned AV Ballot Envelopes to your final AV List. It is possible that your precinct failed to verify that the number of envelopes delivered to your AVCB was the same as the reported number on the AV List;
    - If number of returned AV Ballot Envelopes (*minus envelopes not containing a ballot or without a signature*) equals the number of tabulated ballots, the AVCB precinct may be required to re-tabulate all the ballots (*this will be done under the direction of a City Clerk's Office employee or the AVCB Supervisor*);
- Tabulate the Vote
  - Following the scanning of the last ballot, with the assistance of the AVCB Supervisor, the flash drives from the three high speed tabulators will be collected and taken to the "Count" computer in the AVCB for tabulation.
  - A Ballot Cast Report will be generated to show how many ballots were cast for each precinct, this report will be distributed to each team to allow them to compare the number of ballots that were processed with the number of ballots that were tabulated for each precinct to ensure the numbers agree.
  - The high-speed processing teams will be responsible for signing the three copies of the City of Ann Arbor AVCB Result Report, which shows the detailed breakdown of the votes cast.

## Prepare the Ballot Summary reports – see next page for illustration

- Complete top of form – City of Ann Arbor / AVCB # / Precinct #
- Complete a “Ballot Summary” for each precinct within your AVCB, lines A - G;

### NUMBER OF BALLOTS DELIVERED TO AVCB

- A. Number of absentee ballot envelopes delivered at opening of AVCB:
- On the first AV List delivered to AVCB, use **TOTALS – Ballots Returned** for each precinct throughout the AV List. Please note: the GRAND TOTALS is for the entire AVCB.
- B. Number of additional absentee ballot envelopes delivered by the Clerk’s Office before the close of AVCB (from the “AVCB Delivery Tally Sheet”):
- C. Total number of absentee envelope ballots delivered to the AVCB:
- Add box A to box B.

### NUMBER OF BALLOTS AT THE CLOSE OF THE AVCB

- D. Number of absentee ballots tabulated:
- Use the Ballot Cast Report to determine total for each precinct.
- E. Number of absentee ballot envelopes delivered to the Board which did not contain a ballot.
- F. Number of absentee ballot envelopes delivered to the Board without a signature or otherwise invalid.
- G. Total ballots processed:
- Add boxes D, E & F

**TOTAL NUMBER DELIVERED (C) = TOTAL NUMBER PROCESSED (G)**

**If the totals DO NOT AGREE, put explanation in REMARKS SECTION of Poll Book.**

WARD PRECINCT		02009		AV LIST FOR ANN ARBOR CITY (03000)				25
11/04/2008 - STATE GENERAL ELECTION - ANN ARBOR CITY								
Voter #	Ballot #	Spoiled #	Voter Name / Mailed To Address	Date App Received	Date Ballot Mailed/Issued	Date Ballot Returned	Invalid	
433	00000189		WRIGHT-OCKLEBERRY, VICTOR ANDRE II 2980 BARCLAY WAY, ANN ARBOR MI 48105		10/04/2008	10/31/2008		
434	00000382		WUNDER, JENNIFER AMY 2706 WINTER GARDEN CT, ANN ARBOR MI 48105		10/27/2008	10/27/2008		
435	00000320		ZHENG, YING 444 BEDFORD ST, #9M, STAMFORD, CT 06901		10/20/2008	10/31/2008		
436	00000089		ZILL, ROSALIE NASH 2551 PRAIRIE ST, ANN ARBOR MI 48105		08/29/2008	10/31/2008		
<b>TOTALS:</b>				<b>Apps Received</b>	<b>Ballots Mailed/Issued</b>	<b>Ballots Returned</b>	<b>Invalid</b>	
<b>Voters</b>	<b>Ballots</b>	<b>Spoiled</b>						
436	436	6		32	436	419	2	
<b>GRAND TOTALS:</b>				<b>Apps Received</b>	<b>Ballots Mailed/Issued</b>	<b>Ballots Returned</b>	<b>Invalid</b>	
<b>Voters</b>	<b>Ballots</b>	<b>Spoiled</b>						
436	436	6		32	436	419	2	

JURISDICTION:

City of Ann Arbor

AVCB #:

1

PCT #'s:

1-03

### BALLOT SUMMARY

**NUMBER OF BALLOTS DELIVERED TO AVCB:**

A. Number of absentee ballot envelopes delivered at opening of AVCB:

255

B. Number of additional absentee ballot envelopes delivered by close of AVCB:

45

C. Total number of absentee envelopes ballots delivered to the AVCB:  
(Total of A & B)

300

**NUMBER OF BALLOTS AT THE CLOSE OF THE AVCB:**

D. Number of absentee ballots tabulated:

297

E. Number of absentee ballot envelopes delivered to the Board which did not contain a ballot:

1

F. Number of absentee ballot envelopes delivered to the Board without a signature or otherwise invalid:

2

G. Total ballots processed:  
(Total of D, E & F)

300

↑ THESE TOTALS MUST AGREE ↓

**CHECK YOUR TOTALS! THE TOTAL RECORDED ON LINE 'C' MUST EQUAL THE TOTAL ON LINE 'G'.**

**IF THESE TOTALS DO NOT AGREE, PLEASE EXPLAIN THE REASON IN THE REMARKS SECTION OF THIS POLL BOOK.**

PRESS FIRMLY!

DETACH ONLY THE WHITE AND PINK COPIES AT PERFORATIONS

7897784F (6/13)

WHITE - Place in Envelope to LOCAL CLERK

PINK - Place in Envelope to CANVASS BOARD / PROBATE JUDGE

MANILA - Remains in Poll Book Which is Placed in Envelope to COUNTY CLERK

## Disposition of Ballots (see **A-31**)

- **IMPORTANT FOR AVCB BALLOTS!** For each AVCB team, secure each precinct's ballots separately (with each batch contain it's batch report rubber banded) before placing ballots in the large blue or black canvas ballot bag. Make sure that each precinct's ballots remain separated by precinct.
- If you cannot fit all the ballots within the AVCB in one bag, use an additional canvas bag, just make sure you place an entire precinct's ballots in the same bag. Follow instructions below (**Sealing Ballot Container**) to perform this task correctly.
  - Make sure to seal each bag appropriately;
  - Record seal number attached to each ballot bag on the *Certificate of Election Inspectors* form (see illustration, **A-21 of Instructions**).
  - Record the individual precinct numbers that are stored in each ballot bag on the *Certificate of Election Inspectors* form (see illustration, **A-21 of Instructions**).

## Disposition of AV Return Envelopes and AV Ballot Applications

- For each AVCB team, secure each precinct's AV Return Envelopes separately with a large rubber band before placing them in the large canvas ballot bag.
- Use additional canvas bags as needed for your AVCB. However, keep an individual precinct's ballots, return envelopes and applications together in the same bag.
- Follow instructions below (**Sealing Ballot Container**) to perform this task correctly.



DO **NOT** PUT THE AV LIST OR POLL BOOK IN THE SEALED BALLOT BAG!



## Sealing Ballot Container

- Establish within your AVCB team who will be the **sealer** and who will be the **verifier** in sealing the large canvas ballot container. One person must be a Republican and the other must be a Democrat.
- Each bag will be sealed with a blue plastic flexible/pull-tight seal and a *Ballot Container Certificate* in a plastic sleeve. Use one blue pull tight seal for each bag.
- Remove the *Ballot Container Certificate* from its plastic sleeve.
  1. Completely fill out the certificate using the appropriate seal number.
  2. Record precinct numbers that are contained within each bag.
  3. Certificate must be signed by sealer and verifier (must be a Democrat and a Republican).
- Record the seal number(s) from each ballot container on the "*Certificate of Election Inspectors*" in the Poll Book (see illustration, **A-21 of Instructions**).
- Record precinct numbers that are stored in each bag(s) on the "*Certificate of Election Inspectors*" in the Poll Book (see illustration, **A-21 of Instructions**).
- Complete sealing of bag using the appropriate blue plastic flexible/pull-tight seal. Make sure the seal goes through the two small holes of the adjoining zippers where they meet (see pictures on **A-32**). Don't forget to attach the certificate in the clear plastic sleeve.
- Sealer and verifier each sign *Certificate of Election Inspectors* form.

**Sealing the Tabulator Program Transfer Container** (*small blue vinyl storage pouch*) to be completed by **only one AVCB**.

- Sealer and verifier must complete this task (one Democrat and one Republican);
- Place USB flash drives from the high tabulators in small blue vinyl storage pouch;
- The pouch will be sealed with blue plastic flexible/pull-tight seal and a *Tabulator Program Transfer Container Certificate* in a clear plastic sleeve;
- Remove the *Tabulator Program Transfer Container Certificate* from its plastic sleeve:
  - 1) Complete the certificate using the appropriate seal number;
  - 2) Certificate must be signed by sealer and verifier.
- Record seal number from the blue vinyl storage pouch on the “*Certificate of Election Inspectors*” in the Poll Book (see illustration on next page);
- Complete sealing of bag using the appropriate blue plastic flexible/pull-tight seal.;
- Sealer and verifier each sign *Certificate of Election Inspectors* form.
- Remember – if your team did not seal the Tabulator Transfer Container in the paper pollbook, you will record N/A for the Transfer Container Seal Number.

### **Complete *Certificate of Election Inspectors* form**

- Check off (✓) all boxes on *Certificate of Election Inspectors* form.
- All inspectors present at the close of the polls sign the bottom of the form.

### **Did You Sign Everything?**

- ✓ Certificate(s) on Ballot Transfer container(s) (*large canvas ballot bag(s)*);
- ✓ *Certificate of Election Inspectors* form -- signer and sealer sign in the middle of the form. All election inspectors (*including the signer and sealer*) sign on the bottom.



# Certificate of Election Inspectors

- Jurisdiction (Ann Arbor), AVCB Number and Precinct numbers counted by board
- Check off (✓) all boxes
- Seal number on Ballot Storage Container (large blue ballot bag)
- Precinct numbers that are stored in each container
- Seal number or Program/Memory Card Transfer Container (small blue vinyl bag) one AVCB otherwise enter N/A
- Signature of sealer and verifier (must be one Republican and one Democrat)
- Signature and phone number of all inspectors present at the close of the polls

JURISDICTION: \_\_\_\_\_ AVCB #: \_\_\_\_\_ PCT #'s: \_\_\_\_\_

## CERTIFICATE OF ELECTION INSPECTORS

**WE CERTIFY TO THE FOLLOWING:**  
**AT THE CLOSE OF THE AVCB** (Except as explained on the Remarks page of this Poll book)

- Checked the serial number(s) of the ballot(s) issued to each voter against the serial number(s) of the ballot(s) received from each voter.
- Removed from each ballot, the detachable stub which bears the ballot serial number.
- Recorded all challenges, if any, and properly identified any challenged ballots.
- Counted and recorded all valid write-in votes.
- Accurately duplicated the ballots that required duplication.
- Tabulated all valid ballots.

**BY SIGNING BELOW: we, the undersigned members of the Board of Election Inspectors, certify that all ballots (used and unused) EXCEPT envelope ballots were properly sealed into an approved BALLOT STORAGE CONTAINER by affixing seal(s):**

If ballot container requires two (2) seals  
 If using multiple storage containers, enter precinct number(s) that are stored in each container.

Original Storage Container	No. _____	No. _____	PCT # 's _____
Second Storage Container if needed	No. _____	No. _____	PCT # 's _____
Third Storage Container if needed	No. _____	No. _____	PCT # 's _____
Fourth Storage Container if needed	No. _____	No. _____	PCT # 's _____
Fifth Storage Container if needed	No. _____	No. _____	PCT # 's _____

We further certify that the **Tabulator Program** (Memory card/PROM Pack) has been removed from the tabulator and was properly sealed into an approved **STORAGE CONTAINER** by affixing seal:

No. Seal # or N/A \_\_\_\_\_

**Signature of sealer and verifier**

Signature of member who sealed/verified the BALLOT STORAGE CONTAINER and TABULATOR PROGRAM TRANSFER CONTAINER (bag).      Signature of member who sealed/verified the BALLOT STORAGE CONTAINER and TABULATOR PROGRAM TRANSFER CONTAINER (bag).

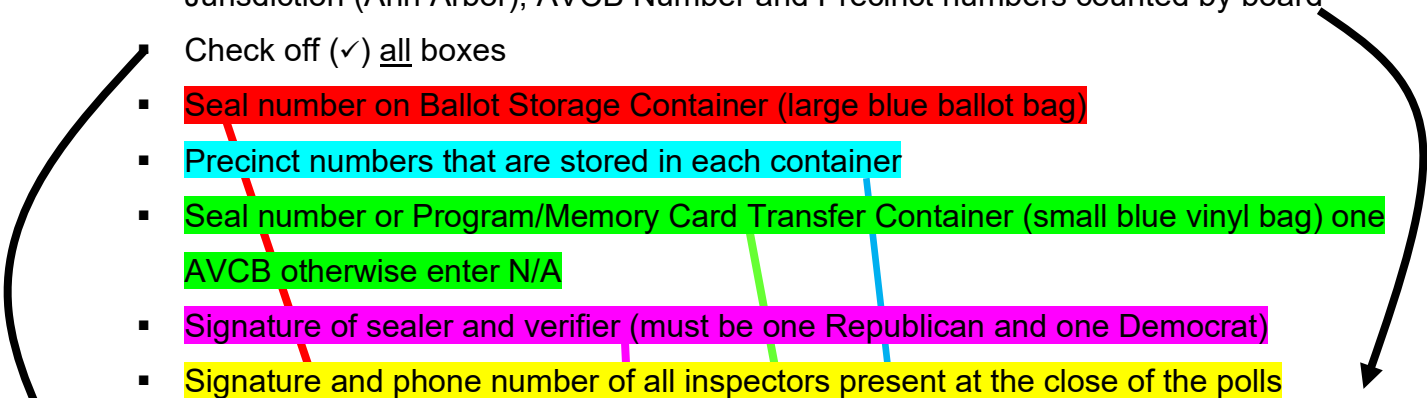
**ALL INSPECTORS PRESENT AT THE CLOSE OF THE POLLS MUST SIGN BELOW**  
 (Any inspectors leaving prior to the close of the polls must make a notation in the REMARKS Section of this Poll Book)

Signature		Signature	
Chairperson	Phone # _____		Phone # _____
1. <input checked="" type="checkbox"/>	Phone # _____	11. <input checked="" type="checkbox"/>	Phone # _____
2. <input checked="" type="checkbox"/>	Phone # _____	12. <input checked="" type="checkbox"/>	Phone # _____
3. <input checked="" type="checkbox"/>	Phone # _____	13. <input checked="" type="checkbox"/>	Phone # _____
4. <input checked="" type="checkbox"/>	Phone # _____	14. <input checked="" type="checkbox"/>	Phone # _____
5. <input checked="" type="checkbox"/>	Phone # _____	15. <input checked="" type="checkbox"/>	Phone # _____
6. <input checked="" type="checkbox"/>	Phone # _____	16. <input checked="" type="checkbox"/>	Phone # _____
7. <input checked="" type="checkbox"/>	Phone # _____	17. <input checked="" type="checkbox"/>	Phone # _____
8. <input checked="" type="checkbox"/>	Phone # _____	18. <input checked="" type="checkbox"/>	Phone # _____
9. <input checked="" type="checkbox"/>	Phone # _____	19. <input checked="" type="checkbox"/>	Phone # _____
10. <input checked="" type="checkbox"/>	Phone # _____	20. <input checked="" type="checkbox"/>	Phone # _____

782784 (6/15)  
 WHITE - Place in Envelope to LOCAL CLERK  
 PINK - Place in Envelope to CANVASS BOARD / PROBATE JUDGE  
 MANILA - Remains in Poll Book Which is Placed in Envelope to COUNTY CLERK

**Don't Forget!**  
 1) Jurisdiction  
 2) AVCB #  
 3) Precinct #'s

**Don't Forget!**  
 Seal number on Memory Card Transfer Container (little blue bag)  
 Reminder only one team is responsible for recording the seal number.



PRESS FIRMLY!

DETACH ONLY THE WHITE AND PINK COPIES AT PERFORATIONS

CERTIFICATE OF ELECTION INSPECTORS

**Local Clerk/Receiving Board Envelope** – just one envelope (see **A-33**)

- Place proper forms in Receiving Board Envelope;
  - *AV List* – make sure to insert it inside the precinct Poll Book. (Grand total of all AV ballots tabulated should be indicated on the last page of the *AV List*.)
- Make sure to place *Absent Voter Counting Board Affidavit* (see **A-29** of *Instructions for facsimile*) and *Notes to Jackie, Jennifer & Steve* in the envelope;
- Place three signed copies of the City of Ann Arbor AVCB Result Report, signed by members of the high-speed processing team in envelope and Write-In report if applicable. **(Note this report will only be placed in AVCB Ones Envelope)**
- Complete Timesheets and place in envelope
  - AVCB election inspectors should start at the same time on Election Day but might finish at various times in the evening (*supervisor will make decision when AVCB inspectors can leave*).

## DETERMINING THE VALIDITY OF BALLOT MARKINGS

Michigan election law, MCL 168.799a(3), provides the following direction on recounting ballots:

If the electronic voting system requires that the elector place a mark in a predefined area on the ballot in order to cast a vote, the vote shall not be considered valid unless there is a mark within the predefined area. A stray mark made within a predefined area is not a valid vote. In determining whether a mark within a predefined area is a stray mark, the board of canvassers or election official shall compare the mark subject to recount with other marks appearing on the ballot. The secretary of state shall issue instructions, subject to the approval of the board of state canvassers, relevant to stray marks to ensure the fairness and uniformity of determinations made under this subsection. A secretary of state's instruction relevant to stray marks shall not be applied to a ballot unless the secretary of state issued the instruction not less than 63 days before the date of the election.

Similar direction is provided under Michigan election law, MCL 168.803(2):

If an electronic voting system requires that the elector place a mark in a predefined area on the ballot in order to cast a vote, the vote shall not be considered valid unless there is a mark within the predefined area. A stray mark made within a predefined area is not a valid vote. In determining whether a mark within a predefined area is a stray mark, the board of canvassers or election official shall compare the mark with other marks appearing on the ballot. The secretary of state shall issue instructions, subject to the approval of the board of state canvassers, relevant to stray marks to ensure the fairness and uniformity of determinations made under this subsection. A secretary of state's instruction relevant to stray marks shall not be applied to a ballot unless the secretary of state issued the instruction not less than 63 days before the date of the election.

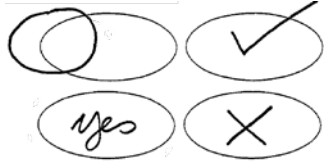
The above provisions of law were enacted to accommodate those situations where the tabulating equipment employed to count ballots cast at an election is unable to recognize a properly cast vote. Such situations generally stem from the voter not making a mark in the predefined target area. They can also occur if the ballot marking is too light or small for the tabulator to recognize the presence of a vote.

The proper way to indicate a vote on a ballot is to make a mark **within the predefined area designated for casting a vote**. Markings that are inconsistent with this standard cannot be counted as votes.

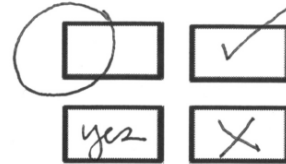


**Valid markings:** Each of the examples provided below is a **valid vote** as there is a mark within the predefined target area for casting a vote.

For ballots with ovals:

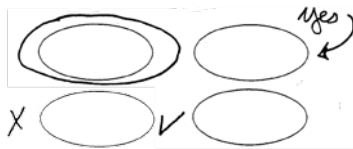


For ballots with boxes:

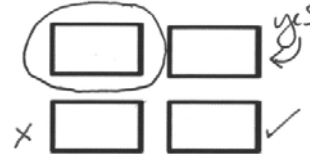


**Invalid markings:** Each of the examples provided below is an **invalid vote** as a mark does not appear within the predefined target area designated for casting a vote.

For ballots with ovals:



For ballots with boxes:

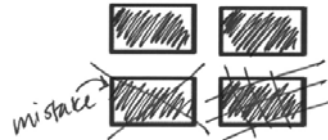


**Corrections:** A correction that causes a false tabulator read does not count as a valid vote.

For ballots with ovals:



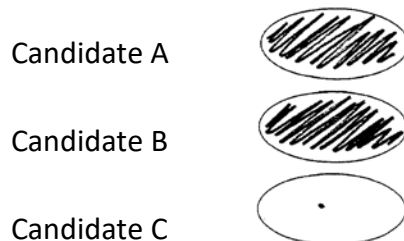
For ballots with boxes:



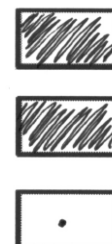
In each example above, count the top position only.

**Stray Marks:** A stray mark made within a predefined target area is not a valid vote. In determining whether a mark within a predefined target area is a stray mark, the board of canvassers or election official (or board of election inspectors, when visually inspecting an absentee ballot rejected by the tabulator) shall compare the mark with other marks appearing on the ballot. Note, a cross or checkmark appearing in the predefined target area is not considered a stray mark and is a **valid vote** even if the voter does not consistently mark the entire ballot with a cross or checkmark.

For ballots with ovals:



For ballots with boxes:

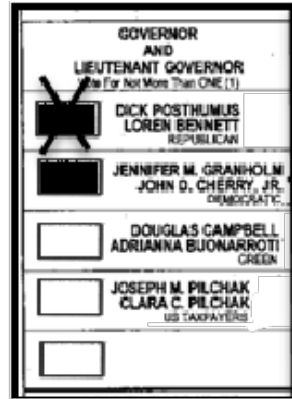
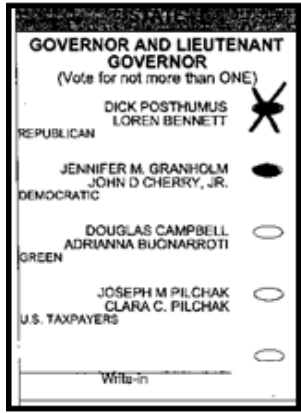


In each examples above, count the top two positions only.

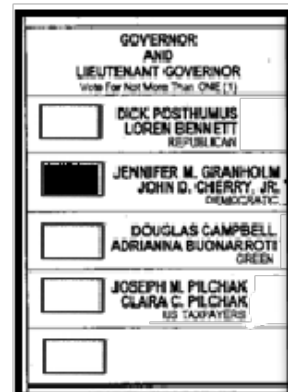
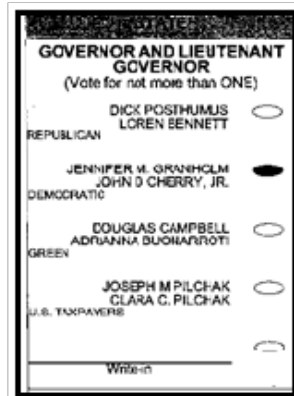
Examples of false read situations requiring duplication of the ballot:

**False overvote created by ballot correction**

False Overvote/  
Ballot Correction:

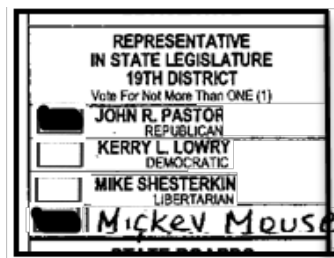
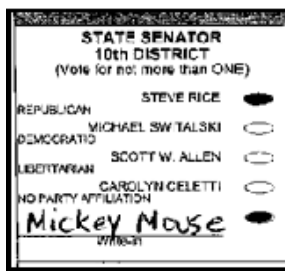


Proper Duplication:

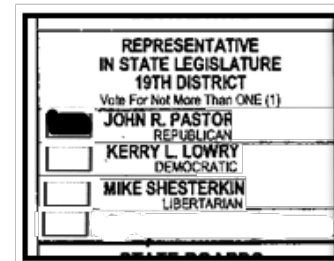
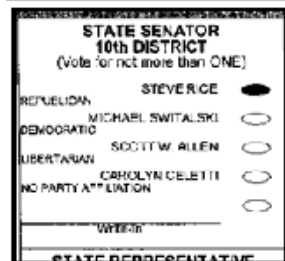


**False overvote created by invalid write-in**

False Overvote/  
Invalid Write-in:



Proper Duplication:



**False crossover vote created by ballot correction**

False  
Crossover/  
Ballot  
Correction:

This ballot shows two columns: 'REPUBLICAN PARTY SECTION' and 'DEMOCRATIC PARTY SECTION'. Under the Republican section, 'JOHN JOE SCHWARZ' is selected with a radio button. Under the Democratic section, 'DAVID E. BONIOR' is selected with a radio button. This represents a crossover vote.

This ballot shows two columns: 'REPUBLICAN PARTY SECTION' and 'DEMOCRATIC PARTY SECTION'. Under the Republican section, 'JOHN JOE SCHWARZ' is selected with a radio button. Under the Democratic section, 'DAVID E. BONIOR' is selected with a radio button. This represents a crossover vote.

Proper  
Duplication:

This ballot is a duplicate of the one above, showing 'JOHN JOE SCHWARZ' selected in the Republican section and 'DAVID E. BONIOR' selected in the Democratic section.

This ballot is a duplicate of the one above, showing 'JOHN JOE SCHWARZ' selected in the Republican section and 'DAVID E. BONIOR' selected in the Democratic section.

**False crossover vote created by invalid write-in**

False  
Overvote/  
Invalid  
Write-in:

This ballot shows two columns: 'REPUBLICAN PARTY SECTION' and 'DEMOCRATIC PARTY SECTION'. Under the Republican section, 'JOHN JOE SCHWARZ' is selected with a radio button. Under the Democratic section, 'DAVID E. BONIOR' is selected with a radio button. Additionally, 'Mickey Mouse' is written in the write-in field under the Republican section.

This ballot shows two columns: 'REPUBLICAN PARTY SECTION' and 'DEMOCRATIC PARTY SECTION'. Under the Republican section, 'JOHN JOE SCHWARZ' is selected with a radio button. Under the Democratic section, 'DAVID E. BONIOR' is selected with a radio button. Additionally, 'Mickey Mouse' is written in the write-in field under the Republican section.

Proper Duplication:

This ballot is a duplicate of the one above, showing 'JOHN JOE SCHWARZ' selected in the Republican section, 'DAVID E. BONIOR' selected in the Democratic section, and 'Mickey Mouse' written in the write-in field under the Republican section.

This ballot is a duplicate of the one above, showing 'JOHN JOE SCHWARZ' selected in the Republican section, 'DAVID E. BONIOR' selected in the Democratic section, and 'Mickey Mouse' written in the write-in field under the Republican section.

# EXAMPLE OF DOCUMENTS

## Example of AV Ballot Return Envelope:

### IMPORTANT! DID YOU...

- Sign in the box below in your own handwriting?
- Put your ballot in the envelope?
- Return to the local clerk by 8 p.m. on Election Day?

Returned: Date and Time <b>JUL 26 2013</b>	Precinct No. _____ Ballot No. _____
<input type="checkbox"/> Voter signature verified (Initials) _____	
<input type="checkbox"/> Rejected? Reason _____	

**I assert that:**

- I am a United States citizen.
- I am qualified and registered to vote at the address listed.
- I am voting in conformity with state election law.
- I marked my ballot and placed it in this envelope without showing it to anyone.
- I am returning my ballot to the clerk's office by delivering it myself or a member of my immediate family or household, or sending it by public postal, express mail, or parcel post service, or other common carrier.

I understand that knowingly making a false statement is a misdemeanor.

**VOTER sign here in ink. Power of attorney is not acceptable.**

<b>X</b> 	<b>7/23/20</b>
Signature of Absent Voter	Date

**This box must be signed or your vote will not be counted.**

**VOTER SIGNATURE REQUIRED**

**Keep your ballot secure.**

It is a felony for anyone to be in possession of an absent voter ballot except authorized election officials, employees of postal services or other common carriers during the normal course of their job handling mail, or a member of the voter's immediate family or household who the absent voter has asked to return the ballot.

▼ Voter's Name, Address, City, State, Zip ▼

08/05/2014 3-7 AVCB 3 0000008  
**THOMAS JEFFERSON**  
**548 S. STATE ST.**  
**ANN ARBOR, MI 48104**

If someone assists you or helps you mark your ballot, they must sign and identify themselves. I assisted the voter who is disabled or unable to mark their ballot according to their directions and without showing it to another person.

Signature of Person Assisting Voter \_\_\_\_\_

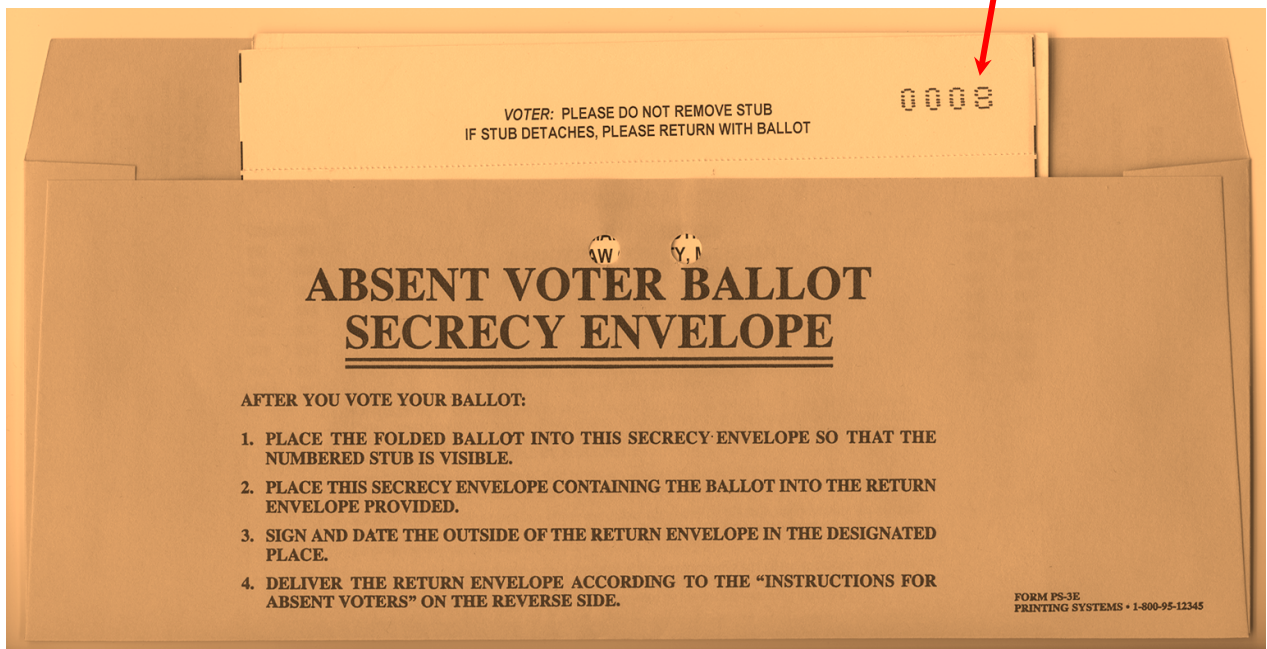
Print Name of Person Assisting Voter \_\_\_\_\_

Address of Person Assisting Voter \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

A person who assists an absent voter and who knowingly makes a false statement is guilty of a felony.



## Example of AV Ballot in Secrecy Envelope:



**Example of AV List:**

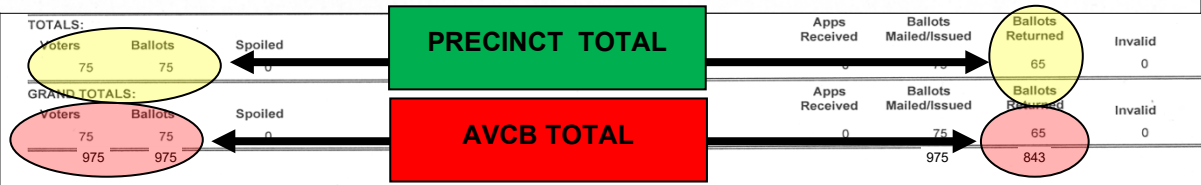
10/21/2002

**AV LIST FOR ANN ARBOR CITY**  
08/06/2002 - STATE PRIMARY

WARD PRECINCT: 03006

Voter #	Ballot #	Spoiled #	Voter Name / Mailed To Address	Date App Received	Date Ballot Mailed/Issued	Date Ballot Returned	Invalid
1	00000001		RENNICKS, JENNIFER STUCKER 2664 PACKARD ST, ANN ARBOR MI 48104		06/25/2002		
2	00000002		CARPENTER, CARI MICHELLE 3020 CHELSEA CIR, ANN ARBOR MI 48108		06/25/2002	08/03/2002	
3	00000003		BOWEN, ERIC NORMAN 3020 CHELSEA CIR, ANN ARBOR MI 48108		06/25/2002	08/03/2002	
4	00000004		CLARK, JAMES CHESTER 3092 WOODMANOR CT, ANN ARBOR MI 48108		06/26/2002	08/01/2002	
5	00000005		CLARK, NANCY EARLE 3092 WOODMANOR CT, ANN ARBOR MI 48108		06/26/2002		
6	00000006		BIRKLE, HELEN WILHELMINA 3277 ROSEDALE ST, ANN ARBOR MI 48108		06/28/2002	07/20/2002	
7	00000007		DEFORGE, RUTH ELIZABETH 2918 MARSHALL ST, ANN ARBOR MI 48108		06/28/2002	07/15/2002	
8	00000008		DEFORGE, DONALD KENNETH 2918 MARSHALL ST, ANN ARBOR MI 48108		06/28/2002	07/15/2002	
9	00000009		HAGEN, HELEN BEVERLY 3123 ROSEDALE ST, ANN ARBOR MI 48108		07/01/2002	07/31/2002	
10	00000010		BILBREY, BESSIE EDWINA 3183 HOMESTEAD COMMONS DR APT 1, ANN ARBOR MI 48108		07/01/2002	07/16/2002	
11	00000011		BELAIRE, ETHEL MARIE 2831 MARSHALL ST, ANN ARBOR MI 48108		07/01/2002	07/15/2002	
12	00000012		ANDREWS, STANLEY 3024 FOREST CREEK CT, ANN ARBOR MI 48108		07/02/2002	07/15/2002	
13	00000013		ANDREWS, MARY ROSE 3024 FOREST CREEK CT, ANN ARBOR MI 48108		07/02/2002	07/15/2002	
14	00000014		DETWEILER, EDITH 3024 CHELSEA CIR, ANN ARBOR MI 48108		07/02/2002	08/02/2002	
15	00000015		STRITE, DONALD ISAAC 2835 MARSHALL ST, ANN ARBOR MI 48108		07/02/2002	07/15/2002	
16	00000016		STRITE, DORIS MAE 2835 MARSHALL ST, ANN ARBOR MI 48108		07/02/2002	07/15/2002	
17	00000017		MILLER, MAURICE AUGUST 3151 BAYLIS DR, ANN ARBOR MI 48108		07/02/2002	07/15/2002	
18	00000018		MILLER, BARBARA AGNES 3151 BAYLIS DR, ANN ARBOR MI 48108		07/02/2002	07/15/2002	

ENVELOPE EMPTY



*1 AV ballot envelope did not have a ballot enclosed*



**ABSENT VOTER COUNTING BOARD AFFIDAVIT**

STATE OF MICHIGAN

COUNTY OF: Washtenaw

(Check one)

City  Township or  Village of: Ann Arbor

AV Counting Board Precinct #: **AVCB 1-5**

Any person in attendance at an absent voter counting board after the processing of ballots has begun shall take and sign the following Oath and shall not leave the counting place after the tallying has begun until the polls close.

I Do Solemnly Swear, (or affirm) that I shall not communicate in any way any information relative to the processing or tallying of votes that may come to me while in this counting place until after the polls are closed.

Signature of Persons Taking Oath

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Taken, subscribed and sworn to before me on this 2nd day of **November**, 2021

Signature of Chairperson or  
Member of Counting Board Administering Oath

NOTE: Only the local election official who established the absent voter counting board, the deputy or employee of that local official, or an employee of the State Bureau of Elections may enter and leave the counting board for the purpose of responding to an inquiry from an election inspector or a challenger to provide instructions on the operation of the counting board after the tally has begun but before the polls close.

**WARNING: A person who enters an absent voter counting board and who discloses an election result or in any manner characterizes how any ballot being counted has been voted in a precinct before the polls can be legally closed on Election Day is guilty of a felony.**

ELECTION INSPECTORS: Seal this form inside the RECEIVING BOARD envelope at the end of Election Day

# Challenge Procedure

**CHALLENGED VOTERS**

Time \_\_\_\_\_ Name of Challenger \_\_\_\_\_

Name of Challenged Voter \_\_\_\_\_ Voter's Address \_\_\_\_\_

Voter's Telephone # \_\_\_\_\_ Reason for Challenge \_\_\_\_\_

---

Result of Challenge:  Ballot issued and Identified  
 Ballot not issued

---

Time \_\_\_\_\_ Name of Challenger \_\_\_\_\_

Name of Challenged Voter \_\_\_\_\_ Voter's Address \_\_\_\_\_

Voter's Telephone # \_\_\_\_\_ Reason for Challenge \_\_\_\_\_

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Result of Challenge:  Ballot issued and Identified  
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Name of Challenged Voter \_\_\_\_\_ Voter's Address \_\_\_\_\_

Voter's Telephone # \_\_\_\_\_ Reason for Challenge \_\_\_\_\_

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Time \_\_\_\_\_ Name of Challenger \_\_\_\_\_

Name of Challenged Voter \_\_\_\_\_ Voter's Address \_\_\_\_\_

Voter's Telephone # \_\_\_\_\_ Reason for Challenge \_\_\_\_\_

---

Result of Challenge:  Ballot issued and Identified  
 Ballot not issued

---

**CHALLENGED PROCEDURES**

Time \_\_\_\_\_ Name of Challenger \_\_\_\_\_

Description of Challenged Procedure \_\_\_\_\_

---

Result \_\_\_\_\_

---

Time \_\_\_\_\_ Name of Challenger \_\_\_\_\_

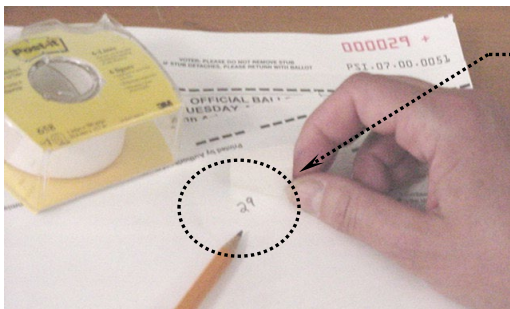
Description of Challenged Procedure \_\_\_\_\_

---

Result \_\_\_\_\_

- **Challengers may be present at the AVCB.**
- **Each challenger must provide appropriate identification.**
- **Any challenger present at the AVCB once “counting” begins is sequestered until the polls close (8:00 PM) and they must sign the AVCB Affidavit (see **A-29** in the Instructions).**
- **Challengers may observe AVCB on Election Day but they may not interfere with the duties of the AVCB.**
- **Direct any questions that you may have about the conduct of an individual challenger to your AVCB supervisor or the Clerk’s Office.**
- **At the AVCB challengers may challenge:**
  - 1. Procedures at the AVCB;**
  - 2. An individual’s ballot, if a challenger has reason to believe that a person who applied for an AV ballot is not qualified to vote in the precinct for a specific reason (i.e., citizenship, age, residency and date of voter registration).**
- **For any challenge the election inspector must complete the “Challenged Voters” page in the Poll Book.**

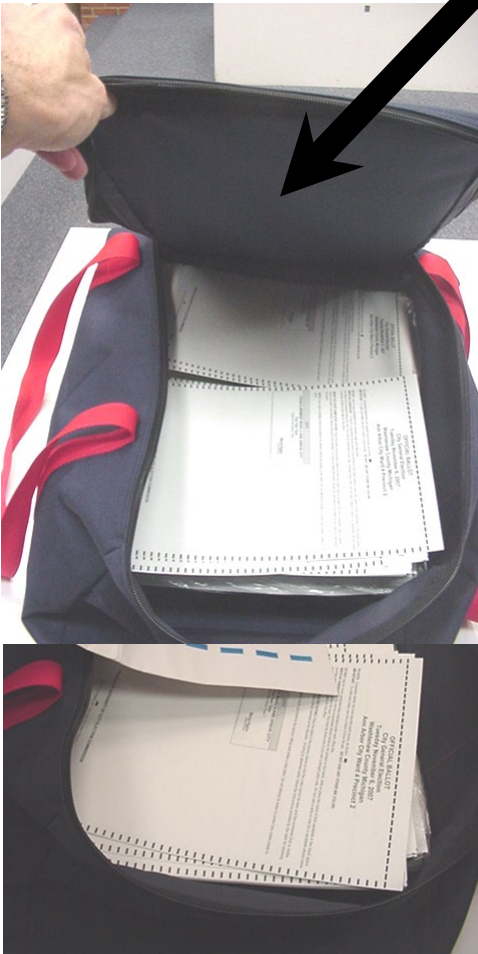
## Preparing “Challenged” Ballot



**The election inspector writes the number appearing on the voter’s ballot stub on the back of the ballot in pencil, then conceals the number with a piece of white post-it tape. This “challenged” ballot is tabulated along with the other voted ballots from the same AVCB precinct.**

## Disposition of Ballots

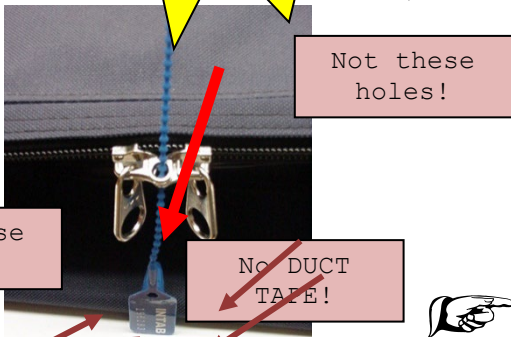
- 1) Put all unused ballots back with your supplies provided to you at the beginning of the day in the blue supply cart.
- 2) Gather together all tabulated ballots from one precinct and bind with large rubber bands. All precincts must be kept separate. Place all tabulated ballots neatly in a vinyl canvas ballot container.
- 3) Gather together all empty AV return envelopes from one precinct and bind with rubber bands. Each precinct's envelopes must be kept separate from the other precincts. Place them neatly in the blue ballot bag with tabulated ballots.
- 4) If Applicable: Check again that NO ballots are left in the black ballot box – every inspector should check the bin.
- 5) Seal each precinct's original ballots that you duplicated. They should be in the "ORIGINAL BALLOTS (THAT HAVE BEEN DUPLICATED)" envelope for that respective precinct.
- 6) Place the "ORIGINAL BALLOTS (THAT HAVE BEEN DUPLICATED)" envelopes in a canvas ballot container and zip it closed.



Use large rubber bands to bind each precinct's ballots together.  
Don't mix them up!!!



## Sealing the Ballot Bag



- In your supplies, you will find a plastic sleeve holder containing a blue card (AVCB Ballot Container Certificate) and two plastic pull seals with serial numbers imprinted on their end tabs. ONE pull-tight seal will be used to properly seal the blue vinyl canvas ballot bag. Use the second plastic seal ONLY if you have to replace the first.
- **Complete the AVCB Ballot Container Certificate**  
Remove the blue card (AVCB Ballot Container Certificate) from its plastic sleeve holder. Record the following on the appropriate line:
  1. The ward/precinct(s) of the ballots, envelopes and applications that are stored in each container;
  2. The seal number of the pull-tight seal that is being used to seal the bag;
  3. The signature of the person who will seal the blue ballot container AND the signature of the person who will verify the sealing of the blue ballot container. The inspectors sealing and verifying the pouch must be a **Democrat** and a **Republican** (*no minor political party inspectors*) – whoever seals, then have the other major political party election inspector verify.

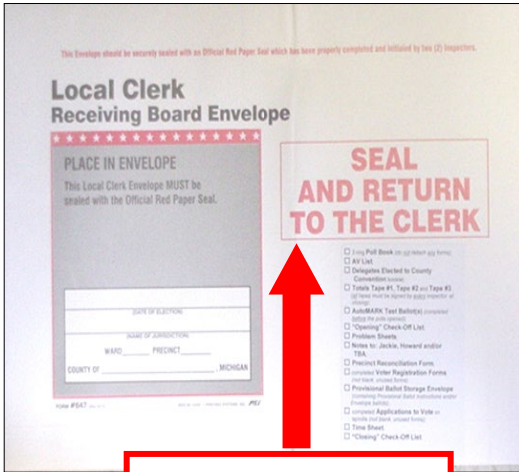
The information from above will also be entered into the “Certificate of Election Inspectors” form in the Poll Book.

- **Seal the Ballot Container**  
Put the AVCB Ballot Container Certificate card back into the plastic sleeve holder. Now attach it with the proper blue pull-tight seal (make sure you use the seal whose seal number is recorded on the Certificate). See pictures on the left for proper sealing technique. Pull seal tight! Use correct holes!

**Remember.** If you must break this seal for any reason, a new seal must be used and the new seal number must be recorded on the “AVCB Ballot Container Certificate” and “Certificate of Election Inspectors” in the Poll Book.

# Receiving Board Envelope

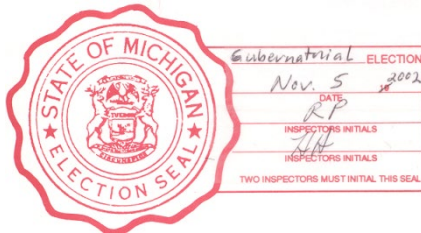
Place the following items into the large white envelope marked **“RECEIVING BOARD”**. This envelope will be delivered to City Hall on the night of the election.



**Big White Envelope**

- 1.) For AVCB 1 Only 3 Copies of the City of Ann Arbor AVCB Result Report;
- 2.) “Notes to Jackie & Steve”;
- 3.) AVCB Ballot Delivery Tally Sheet;
- 4.) Completed Time Sheet (times will be amended for individuals returning election materials to City Hall);
- 5.) Poll Book;
- 6.) AV List

Seal the envelope with a paper seal and affix proper initials on it.



**Make sure to properly complete paper seal !**