



January 2024

**ANN ARBOR CITY CLERK'S
OFFICE**



**ELECTION
INSPECTOR'S MANUAL**

301 E. Huron Street, Ann Arbor, MI 48104
recruiters@a2gov.org
734-794-6140
734-794-6149
(Election Day Only)

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ELECTION INSPECTOR'S MANUAL

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CITY OF ANN ARBOR, MICHIGAN

301 EAST HURON, ANN ARBOR, MI 48104

Fax: (734) 994-8296

24-Hr. Elections message line: (734) 794-6142

E-mail: Recruiters@A2gov.org

Dear Election Inspector:

The Ann Arbor City Clerk's Office and the voters of the City of Ann Arbor appreciate your effort to serve as an election inspector on Election Day. Your work is a critical part of the process to ensure fair, open and honest elections. This manual was designed to guide you in your preparation and training to serve in this role for our community. It is a compilation of materials from the Michigan Department of State (Bureau of Elections), Washtenaw County Clerk (Elections Division) and the City Clerk's Office. This manual will be a resource to you, providing the information you need to perform your duties and responsibilities as an election inspector (poll worker) on Election Day.

You play an essential role in our democratic process -- a role that upholds the integrity of our elections and instills confidence among our electorate. Your diligent and thorough effort will ensure the Board of Canvassers can certify that our election was conducted properly under Michigan and Federal election law.

On behalf of the City Clerk's Office and the registered voters of the City of Ann Arbor, thank you for participating in this important community service. We truly could not do it without you!

Sincerely,

JACQUELINE BEAUDRY
City Clerk

STEVE GERHART
Chief Deputy City Clerk

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Arriving at the Precinct

Election inspectors must arrive at the precinct by 6:00 AM on Election Day. The chairperson (or their designate) will arrive with a laptop (Electronic Poll Book - EPB) and a zippered notebook. A paper Poll Book will be in the carrying case of the laptop.

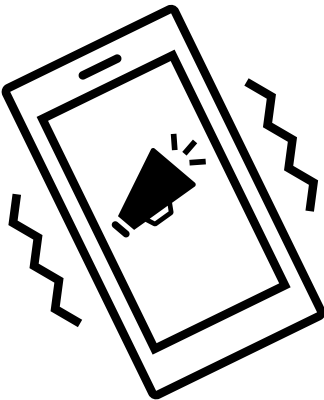


**MAKE SURE
YOUR CELL
PHONE
VOLUME IS
TURNED ON!**

The Zippered Notebook contains:

- ⇒ Paper Poll Book
- ⇒ Tabulator and other Precinct Keys
- ⇒ Pens
- ⇒ Wire cutter to cut seals
- ⇒ Paper & Plastic Seals
- ⇒ Ballot Bag & Supply Box Certificates
- ⇒ Large Envelopes
- ⇒ List of Precinct Election Inspectors
- ⇒ Parking Passes (if applicable)
- ⇒ Election Inspector Manual
- ⇒ Precinct Coordinator Contact Information,
- ⇒ “Opening” and “Closing” Checklists
- ⇒ Voter Registration Problem sheet
- ⇒ Time Sheet
- ⇒ Example of Election Forms
- ⇒ “Managing Your Precinct on Election Day” flipchart
- ⇒ Miscellaneous Election Materials

Zippered Notebook: The Zippered Notebook is for the use of all election workers at the precinct. It is not the property of the Chairperson.



Please Note: Anyone who is interested in observing your precinct before the polls open has the right to do so. Therefore, once you arrive at the precinct you must keep the doors **unlocked**. Observers (or voters) may not help setup or in any way interfere or delay the setup of the polls by the precinct election inspectors (*aka* election workers or poll workers).

Supplies

The City Clerk's Office will have delivered (in addition to tables and chairs) the following equipment to the precinct prior to Election Day:

INSIST that your precinct use the Opening Checklist and Closing Checklist found in the Zippered Notebook!

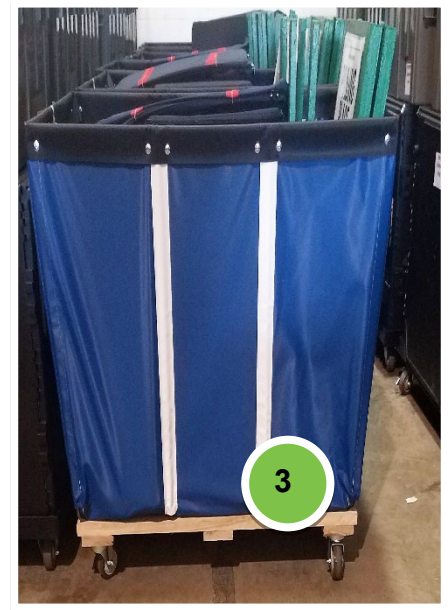
- 1) Large black ballot box with the tabulator (Verity Scan) on the top of it. Your ballots will be locked inside the ballot box, sealed in a ballot bag;
- 2) **Voter Assist Terminal** (Verity Touch Writer or VAT);
- 3) Blue rolling supply bin containing all your other supplies, such as an emergency "Precinct List" (QVF print-out) in a secured bag, pens, pencils, "Applications to Vote," etc.;
- 4) Voting booths that you will set up;
- 5) Polling place signs (*for outside the building*).



1



2



3



4



5

Electronic Poll Book (EPB) Set-Up



The laptop or Electronic Poll Book (EPB) will be delivered to the precinct by the chairperson. The chairperson will pick up the laptop the night before the election as directed by the Clerk's Office. The election inspector assigned to set up the EPB may work independently at set-up on Election Day morning and may not be involved in the set-up and checking of all the other equipment and paperwork. **However, they will sign the tabulator tape, Voter Assist Terminal (VAT) Tape and the Election Inspectors' Preparation Certificate.**

If your precinct is using DUAL EPB laptops see Appendix L for more information.

If your EPB does not start OR it your EPB fails:
CALL THE CLERK'S OFFICE IMMEDIATELY!
734-794-6149

- 1.) Check the precinct sticker located in the upper left-hand corner of the laptop screen to ensure that you have the correct EPB laptop. Unpack the laptop (EPB) and all components from the carrying case (laptop computer, mouse, mouse pad, flash drive, card reader, surge protector and power cord).
- 2.) Passwords, paper Poll Book and other additional information/instructions can be located in the laptop carrying case in a separate large envelope. **Be sure to open this envelope immediately!**
- 3.) Position laptop near electrical outlet. Plug laptop power cord into surge protector. Plug surge protector into wall outlet and turn surge protector on. Use extension cord (in supply box) if necessary.
- 4.) Plug mouse and card reader into appropriate USB ports (see labels on laptop).
- 5.) Turn laptop on and wait until it is fully booted up before proceeding to the next step.
- 6.) Once the laptop has booted up, insert the **encrypted flash drive** into the appropriate USB port (see label on laptop). **When the flash drive is properly inserted into the port on the computer, a window will open displaying the USB Drive.**

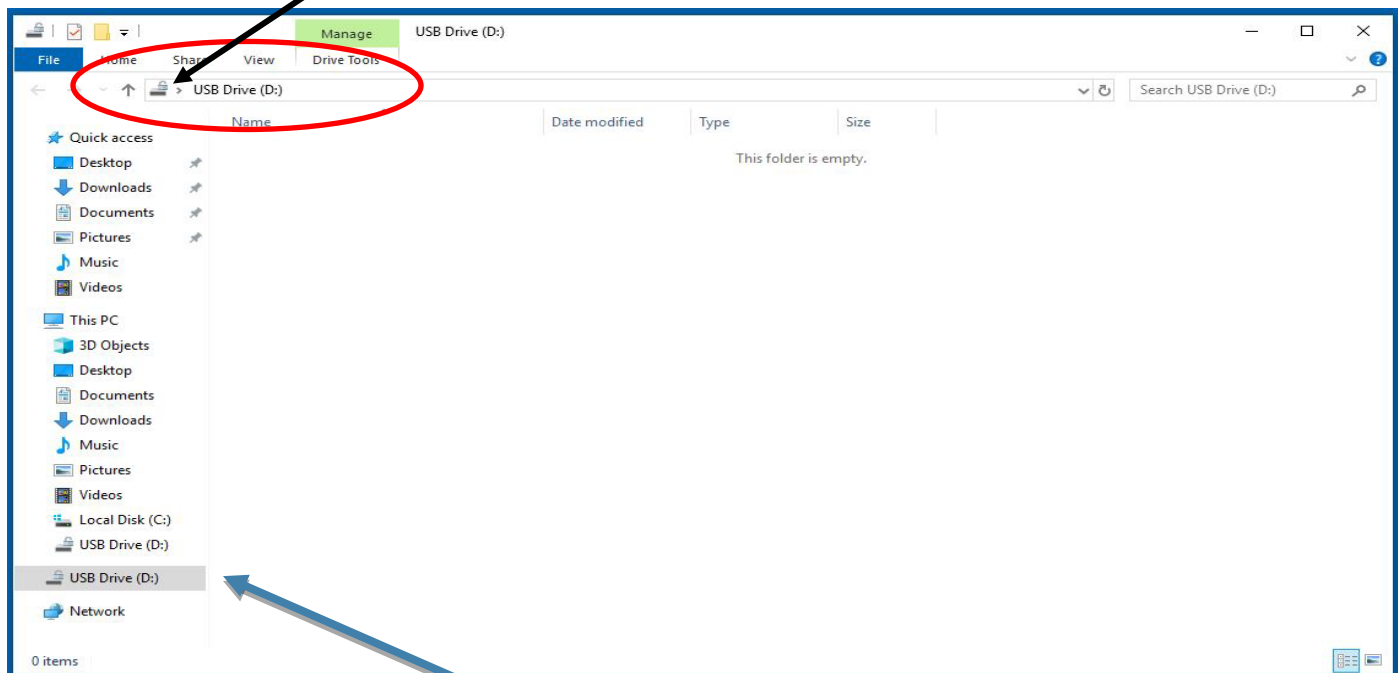
Login to the Encrypted Flash Drive

The encrypted flash drive is a vital component of the EPB software program. The encrypted flash drive is a password protected file storage device. This means that while there is no password for you to enter, the flash drive is set up so that it only works with a designated computer. It keeps voter data protected and is the storage medium for your backup files as well as all the other reports and files you will save on Election Day. The City Clerk's Office will use this flash drive to update voter history and print precinct reports.

NOTE

The flash drive is programmed to automatically unlock when plugged into its corresponding EPB. When unplugged, it will automatically log out and it won't work with any other computer. This ensures the protection of voter information.

When you insert the flash drive into the appropriate USB port, a new window should automatically appear and indicate the presence of the encrypted flash drive. The faint grey padlock indicates that the drive is encrypted.



Note:

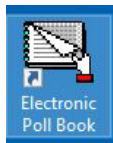
- On the above screen, the **USB Drive** is highlighted (on the left side of the screen). The letter (D:) may not match your screen. It can be D, E, F, G, etc. That's OK.
- When you first open the flash drive in the morning, the drive will be blank. When you back up the EPB throughout the course of the day and save your reports at the end of the night, the files will be saved on the drive.

Starting and Logging into the EPB Software

Once the encrypted flash drive has been plugged in and you have confirmed that the flash drive is encrypted, minimize the USB Drive Window, and the EPB software can be opened.



To login to the EPB software:



1. From the computer's main desktop, double click on the **Electronic Poll Book** icon.
2. Enter the **Encryption Password** (case sensitive) and click **Enter**.
3. Enter your Username and Password.
(Each election inspector operating the EPB computer must use their specific **Username** and **Password** (case sensitive) as provided by the City Clerk's Office. (EPB passwords will be provided for EPB Certified inspectors only.))

A screenshot of the EPB login interface. It features two main input sections. The first section is labeled '1' and asks for an 'Encryption Password' with an 'Enter' button. The second section is labeled '2' and asks for 'User Name' and 'User Password', also with an 'Enter' button. Below these sections is a 'Shutdown' button and a scrollable area containing a 'State of Michigan Logon Notice - PLEASE READ CAREFULLY'.

4. Click on the **Enter** button.

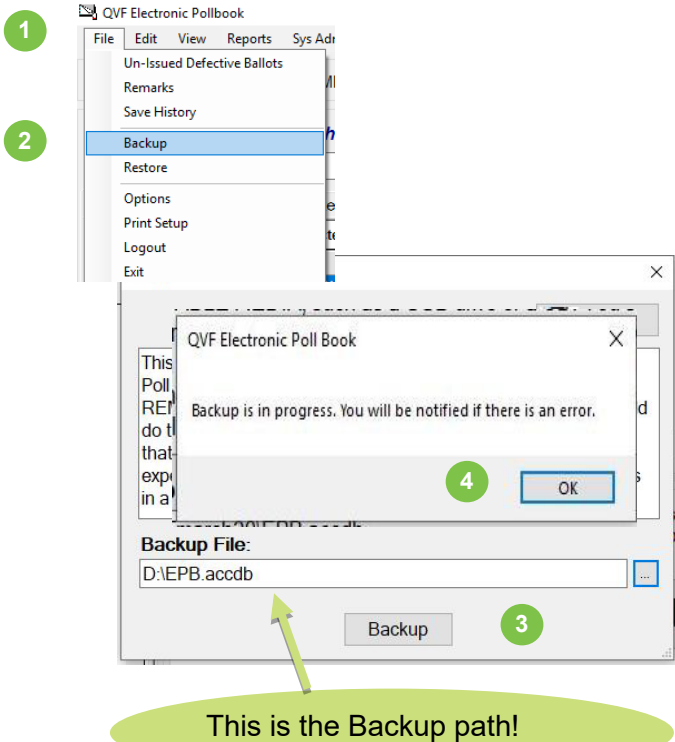
The Main EPB Screen will appear:

Verify that the election date, election type, the name of the jurisdiction (Ann Arbor City) and your precinct number are accurately displayed at the top of the screen.

A screenshot of the main EPB software interface. At the top, it displays 'Precinct: 00001'. Below this is a 'Voter Search' section with a table of voters. The first voter, 'ALEXANDRA ARI FINE', is highlighted. To the right is a 'Voter Details' section for the selected voter, showing name, address, gender, polling location, and registration information. A prominent button labeled 'Lock this voter record' is visible. At the bottom, there is a 'List of Voters' section with a table for assigning voters to a ballot.

Perform the First EPB Backup

The encrypted flash drive must stay plugged into the laptop all day. Throughout the day, a **Backup** will be performed to save the election work you are doing. This ensures the data will not be lost if there is a hardware failure.

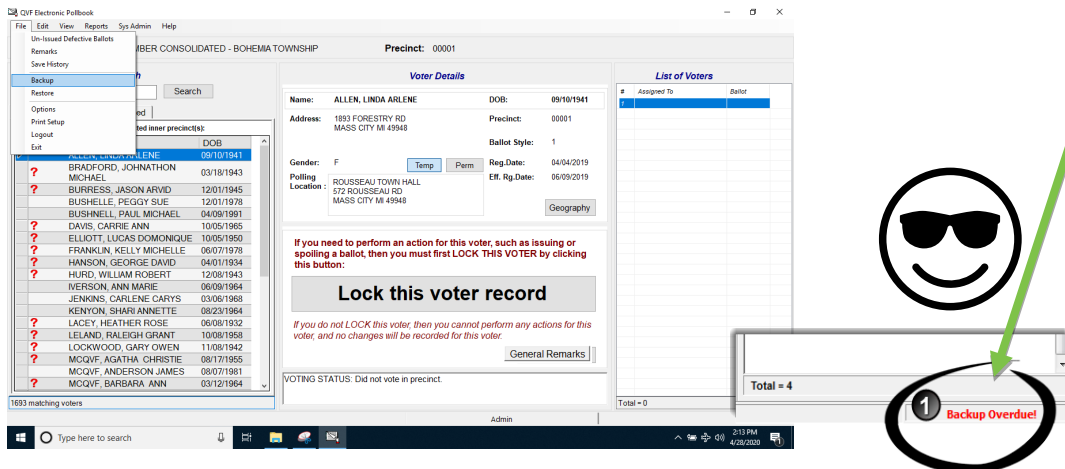


From the computer's main EPB screen, look up the existing Backup Path.

- 1 Click "File."
- 2 Click "Backup."
Read the "Backup File:" path.
It should read: D: epb.accdb
Reminder: the Drive letter (D) may be different on your screen, that is OK.
- 3 Click "Backup." After a few seconds, the "Backup is in progress. You will be notified if there is an error." screen will pop up.
- 4 Click "OK."
The EPB is now ready for voters!

AFTER YOUR FIRST BACKUP, YOU CAN USE THIS SHORTCUT METHOD!

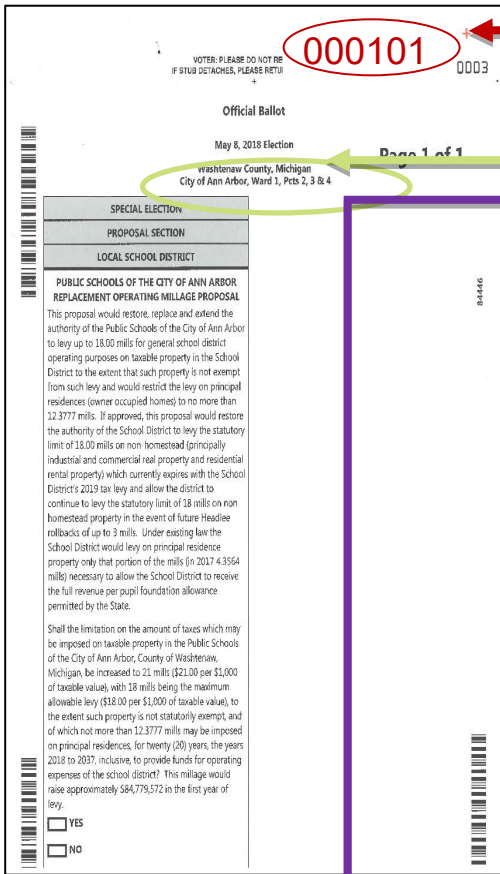
It is important to back-up the data throughout Election Day. A flashing red **Backup Overdue!** Message will appear on the information bar in the lower right corner of the EPB screen every 30 minutes as a reminder to back up your data. To back-up *at any time*, you may click on this flashing reminder, or you may click the blank area where the flashing reminder would appear.



Ballots

Verify that the ballots in your precinct's Ballot Bag correspond to the **ballot numbers** recorded on the last page of your **paper** Poll Book ("Receiving Board Instructions" page) and that the ballots are for your **Ward/Precinct**. The ballot numbers can also be found in the Electronic Poll Book (EPB) in the "**Ballot Summary**" report (**Reports > Ballot Summary**).

Make note of any discrepancies in the ballot numbers in the "**General Remarks**" section of the Electronic Poll Book (EPB) and contact the City Clerk's Office. If the ballots are for a different precinct, call the City Clerk's Office at 734-794-6149 **immediately**.



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

Lock this voter record

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

General Remarks

VOTING STATUS: Did not vote in precinct.

Ballot Summary Report

NUMBER OF BALLOTS DELIVERED TO PRECINCT:

A: Number of unvoted ballots delivered to precinct:

Style	Starting No.	Ending No.	Count
1	00000101	00000500	400

Total = 400

B: Number of AV return envelopes received by board: 0

C: Total: 400

NUMBER OF BALLOTS AT CLOSE OF POLLS:

D: Number of ballots tabulated (Enter Tabulator Public Counter reading): 0

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

F: Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots): 0

G: Number of ballots rejected: 0

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

I: Number of provisional envelope ballots issued: 0

J: Number of UNUSED BALLOTS: 0

Preview

RECEIVING BOARD INSTRUCTIONS

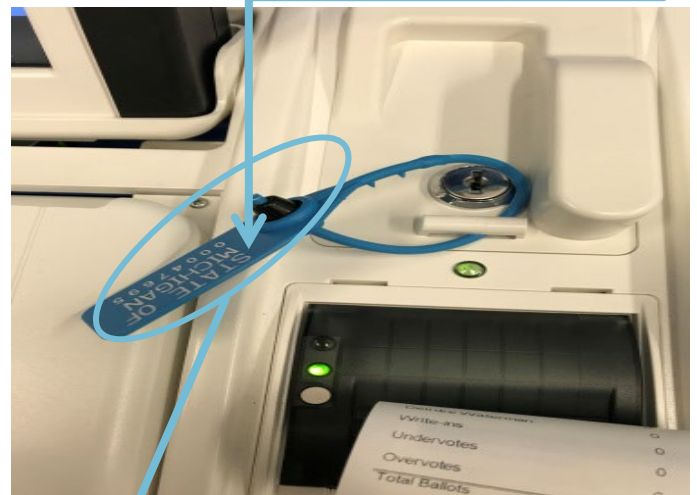
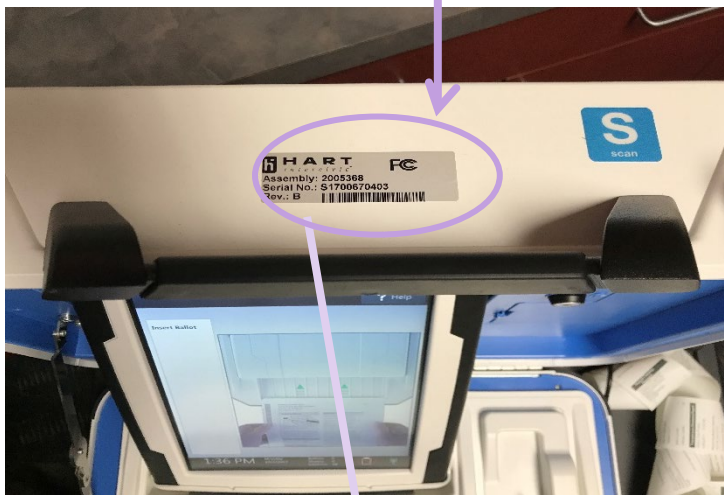
INSERT THE FOLLOWING THREE (3) REPORTS BEFORE THIS PAGE:

1. **BALLOT SUMMARY REPORT**
2. **LIST OF VOTERS REPORT**
3. **REMARKS REPORT**

1-09
BALLOT #'s: 101 - 500
TOTAL: 400

Tabulator Serial & Seal Numbers

Verify that the serial and seal numbers on the tabulator are the same as listed on the cover (*Clerk's Preparation Certificate*) of your paper Poll Book. The **Serial Number** is found on the lid of the Verity Scan. The **Seal Number** is located on the blue pull-tight seal that is on the top of the tabulator securing the memory device. Notify the City Clerk's Office (734-794-6149) if the serial or seal numbers do not match what is recorded in your Paper Poll Book. **Do NOT remove the seal until the close of polls.**



ELECTRONIC POLL BOOK (EPB) AT THE ELECTION

Held On _____, 20____ In the _____
Month and Day Year Ward/Precinct

Of the City of Ann Arbor
Jurisdiction

County of Washtenaw, State of Michigan

DUTIES OF THE ELECTION INSPECTORS

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

**CLERK'S PREPARATION CERTIFICATE
FOR
TABULATOR AND VOTER ASSIST TERMINAL (VAT)**

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

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

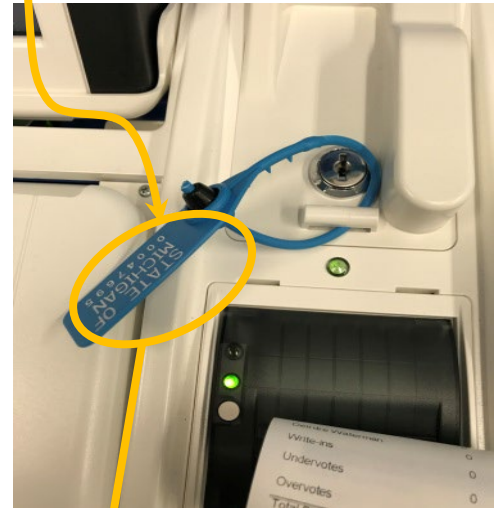
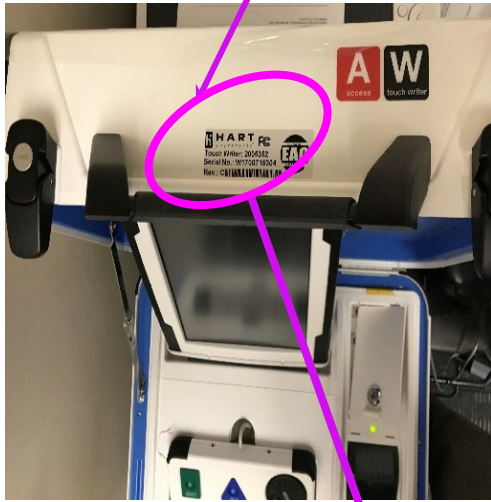
Signature of Clerk or Authorized Assistant _____ Date

RETURN COMPLETED ELECTRONIC POLL BOOK IN THE MANILA ENVELOPE TO COUNTY CLERK

www.PollingSystems.us (800) 95-1246 FORM #480 (Rev. 02/15)

Voter Assist Terminal (VAT or Verity Touch Writer) Serial & Seal Numbers

Verify the **serial** and **seal** numbers on the Verity Touch Writer Voter Assist Terminal (VAT) are the same as those listed on the cover (*Clerk's Preparation Certificate*) of your paper Poll Book. Notify the City Clerk's Office (734-794-6149) if the serial or seal numbers do not match what is recorded in your paper Poll Book. Please note: If two precincts are located in the same location, the precincts will share the use of the VAT equipment. **Do NOT remove the seal until the close of polls.**



ELECTRONIC POLL BOOK (EPB) AT THE ELECTION

Held on _____, 20____ In the _____
Month and Day Year Ward/Precinct

Of the **City of Ann Arbor**
Jurisdiction

County of **Washtenaw**, State of Michigan

DUTIES OF THE ELECTION INSPECTORS

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

CLERK'S PREPARATION CERTIFICATE FOR TABULATOR AND VOTER ASSIST TERMINAL (VAT)

Tabulator Serial No. _____ Voter Assist Terminal Serial No. _____

Tabulator Seal No. _____

Tabulator Seal No. _____

I certify that the precinct tabulator and voter assist terminal have been properly prepared and tested for the election in accordance with law, and that the programs were installed and tested on the tabulator and voter assist terminal and sealed with seals bearing the seal numbers recorded.

Signature of Clerk or Authorized Assistant _____ Date _____

RETURN COMPLETED ELECTRONIC POLL BOOK IN THE MANILA ENVELOPE TO COUNTY CLERK

www.PricingSystems.com (800) 95-1234 FORM #490 (Rev. 02/15)

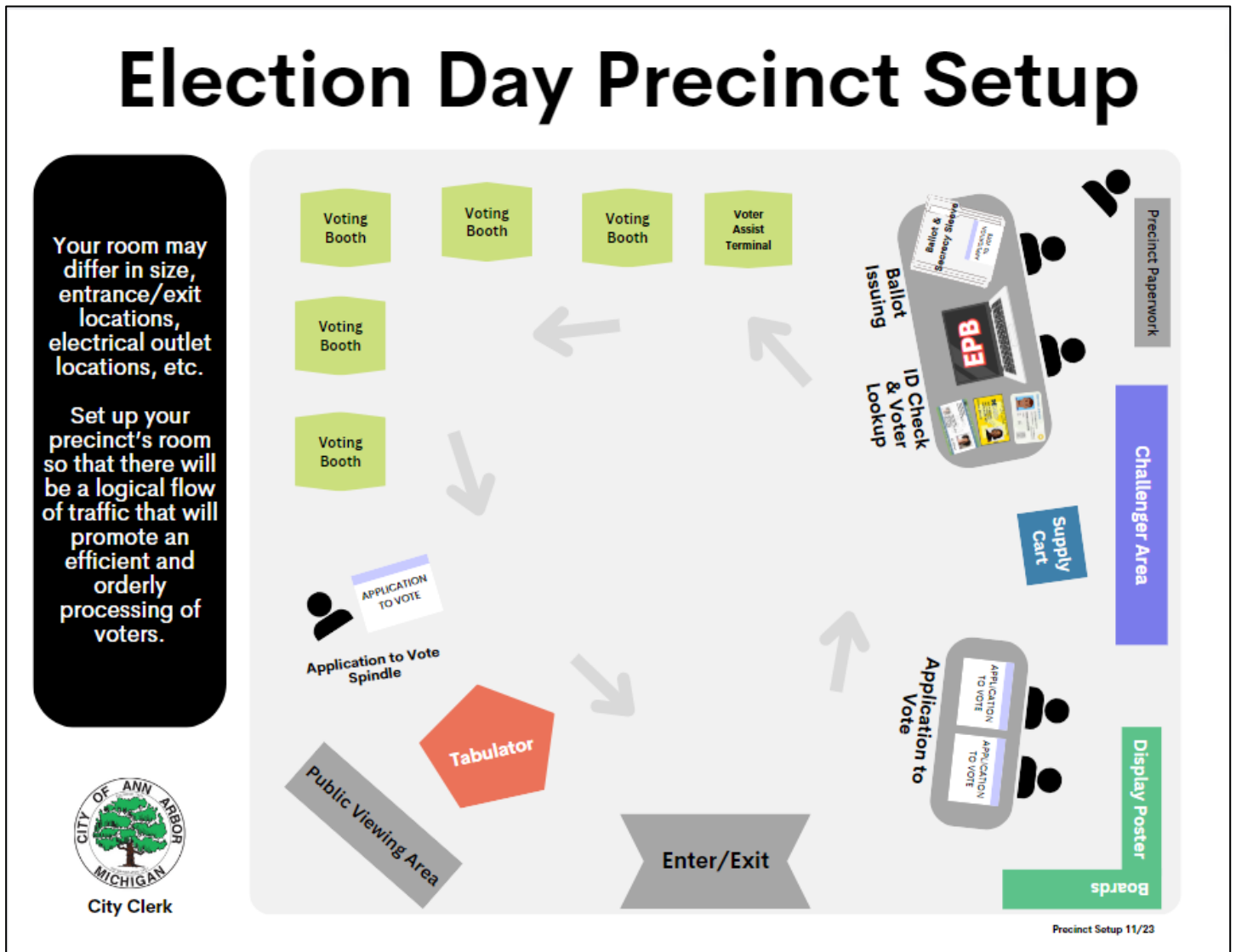
Black Ballot Box

From the front of the black ballot box (*use black key*), check the interior of the box to make sure that there are no **BALLOTS** inside and from the rear of the ballot box, check the nylon pouch hanging from the top of the tabulator to ensure the **Auxiliary Compartment** is empty. *Note:* In the morning your unvoted ballots will be locked inside a sealed ballot bag in the main compartment. You will need to remove them at this time. Lock all ballot box doors. It is not necessary to seal the doors of the black ballot box, as you may need to access the box during the day.



Precinct Set-up

Keep in mind that your precinct room may differ in size, entrance and exit locations, electrical outlet locations, etc. Set up your precinct's room so that there will be a logical flow of traffic that will promote an efficient and orderly processing of voters.



Assembling and Starting the Tabulator

Determine the best location for the tabulator (see *diagram on previous page.*).

The tabulator will already be securely attached to the black ballot container. Unlock the suitcase containing the tabulator using the small silver key located inside the pencil pouch in the zippered notebook, then unlatch the two latches and pull the top to open.



Remove the power brick and power cord from the storage compartment. Close the compartment and case. Plug the power cord into the power brick. **Important: Do not plug the power brick into the wall yet!**

Plug the power brick into the back of the Verity Scan (flat part up). **Important: Do not plug the power brick into the wall yet!**

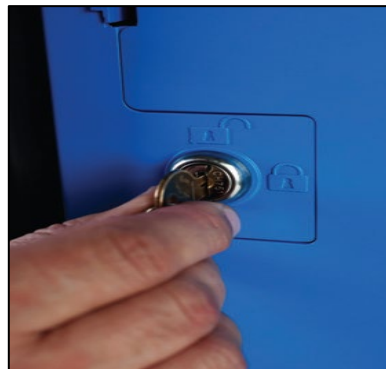


Assembling and Starting the Tabulator Continued

Open the Verity Scan case and push the lid brace to lock it into place.



Using the blue key, unlock the tablet and open the latch to remove the tablet from the storage compartment.



Remove the tablet from the storage compartment. Place the tablet into the cradle and tilt back as shown below.



Assembling and Starting the Tabulator Continued

Using the **blue key**, lock the tablet into place. Important! The tabulator will not function unless the lock is engaged.



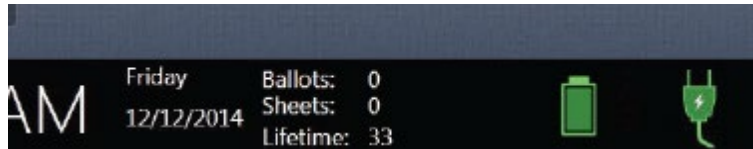
Plug the tabulator into an outlet. If properly docked and plugged into a working power source, a small **green light** will display above the tape printer.

Power on the tabulator by pushing the red power button on the back of the tabulator. The tabulator will take approximately 6 minutes to power on. A ***Power-On Self-Test Report*** will print.



Assembling and Starting the Tabulator Continued

Confirm the tabulator is running on power and not the battery. Check to ensure the green “power plug” icon on the bottom right hand side of the screen is visible.



When powered-on, the tabulator screen will display an option to “Print Zero Report”. Press “Print Zero Report” to generate your **zero tape**. Compare the precinct and candidates on the zero report to a sample ballot, confirming the precinct, races, names of candidates, and proposals are matching and correct. If discrepancies are found, contact the City Clerk’s Office immediately at 734-794-6149. A difference in the candidate name rotation (order) is ok. **Do not tear-off zero report from tabulator.**

After the Zero Report is printed, the screen should display “Ready to Open Polls”. Press “Open the Polls”.

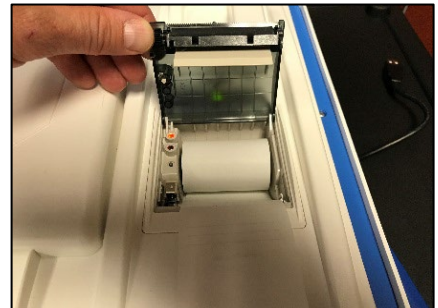


Assembling and Starting the Tabulator Continued

You will be prompted to enter an “Open Polls Code”. This code will be in your important information envelope. It may take 1-2 minutes for the tabulator to load after you enter the “Open Polls Code”.



Next, conceal the Zero Tape/Zero Report under the thermal printer lid. Open the thermal printer lid by lifting the black lever, re-roll the tape back onto the spool and place the paper roll back into the printer compartment. The light on the printer will switch to orange. Orange means that the paper is not properly loaded to print, which is good because you do not need to print again until the end of the night.

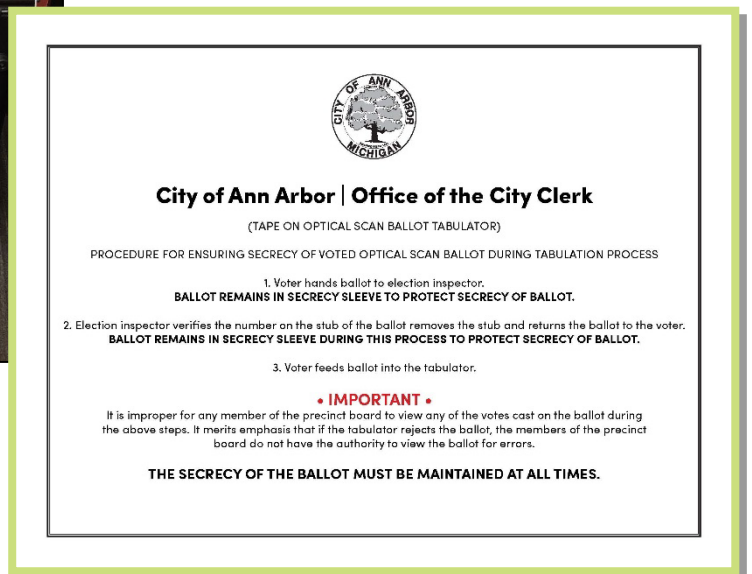
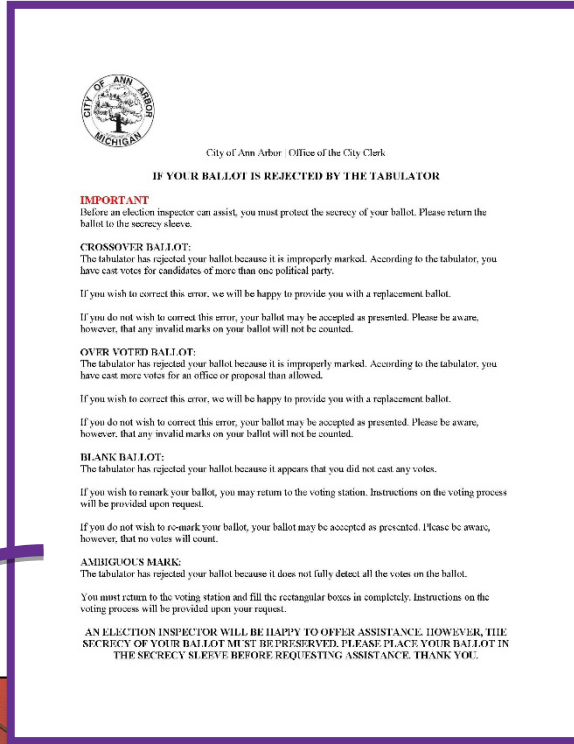


The Ballot Tabulator set-up is complete, and the tabulator is ready for use by voters when the screen displays “Insert Ballot”.



Final Tabulator Prep

Remember to post the “Procedure for Ensuring Secrecy . . .” sign on the front of the tabulator and the “Rejected Ballots” script on the side of the tabulator. Both forms are located in box two in your supply cart.



Assembling and Starting Voter Assist Terminal (VAT) and Printer

Determine the best location for the Touch Writer, aka the Voter Assist Terminal (VAT) and Printer (see *diagram page 12*). The VAT location must provide the voter privacy. Be sure to route the power cords so that they do not cause a tripping hazard.



The VAT will already be securely attached to its black accessible booth. Open the suitcase containing the VAT by unlatching the two latches and pulling the top to open.

Remove the power brick and power cord from the storage compartment. Close the compartment and case. Plug the power cord into the power brick. **Important: Do not plug the power brick into the wall yet!**



Plug the power brick into the back of the VAT (flat part up) **Important: Do not plug the power brick into the wall yet!**



Assembling and Starting Voter Assist Terminal (VAT) and Printer Continued

Insert the flat end of the USB printer cord into the back of the VAT. Insert the square end of the USB printer cord into the printer.



Insert the power cord into the back of the printer, then plug the power cord in. Next, turn the printer on using the power button located in the front right corner of the printer.



Open the Verity Scan case and push the lid brace to lock it into place.



Assembling and Starting Voter Assist Terminal (VAT) and Printer Continued

Using the **blue key**, unlock the tablet and open the latch to remove the tablet from the storage compartment.



Remove the tablet from the storage compartment. Seat the tablet in the cradle and tilt back.



Using the **blue key**, lock the tablet into place. Important! The Voter Assist Terminal will not function unless the lock is engaged. If properly docked and plugged into a working power source, a **small green light** will display above the tape printer.



Assembling and Starting Voter Assist Terminal (VAT) and Printer Continued

Plug Voter Assist Terminal (VAT) into power outlet. Power on the VAT by pushing the red power button on the back of the VAT.

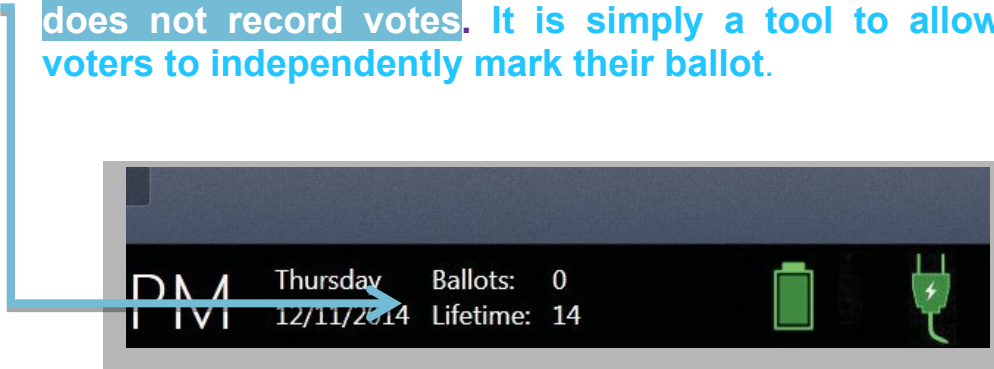
The VAT helps ensure all voters can vote a secret ballot!



The VAT includes a number of audio, visual, and mobility tools to assist voters in a number of ways to successfully mark and cast a secret ballot! The VAT can be utilized by any and all voters!

Device will take approximately 6 minutes to start. A Power-On Self-Test Report will print. This report will indicate any hardware or connection issues: if any issues are noted, check connections and restart the device using the red power button. If issues persist on second restart, contact Clerk’s Office immediately.

Confirm the tabulator is running on AC power and not the battery. Check to ensure the green “power plug” icon on the bottom right-hand side of the screen is visible. On the VAT, the ballot counter indicates the number of ballots that have been printed on the device each election. **Since, the VAT must be tested prior to Election Day, this number may not be zero. This is okay, as the VAT does not record votes. It is simply a tool to allow voters to independently mark their ballot.**



Final Set-Up of the Touch Writer



When powered on, the Touch Writer will land at the “Print Zero Report” screen. **Press “Print Zero Report”**. Check that the City of Ann Arbor is listed in the heading of the report. Then remove the Zero Report / Power On Self-Test Report tapes and store them in the “Local Clerk Receiving Board Envelope”.

Due to testing procedures used before the VAT is delivered to the precinct on Election Day, the zero report may show ballots printed. This is OK. Remember, the VAT is a tool to allow voters to mark their ballots.

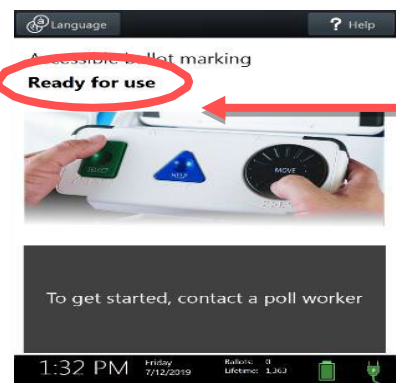


After the Zero Report is printed, the screen should display “Ready to Open Polls”. **Press “Open the Polls.”**



You will be prompted to “Enter Open Polls Code.” This code will be located in your important forms envelope in your laptop case. Wait for the device to open the polls. This may take 1-2 minutes.

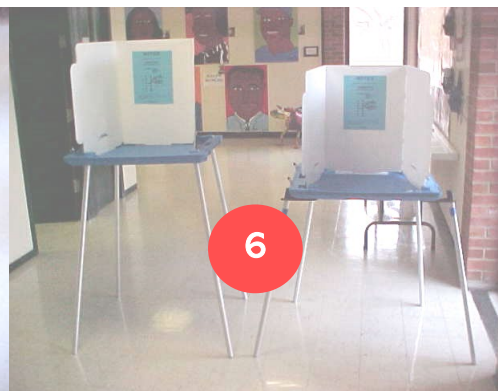
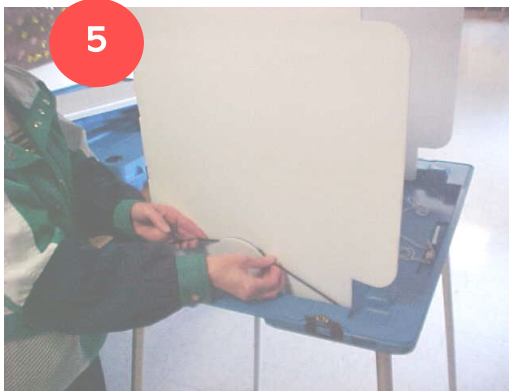
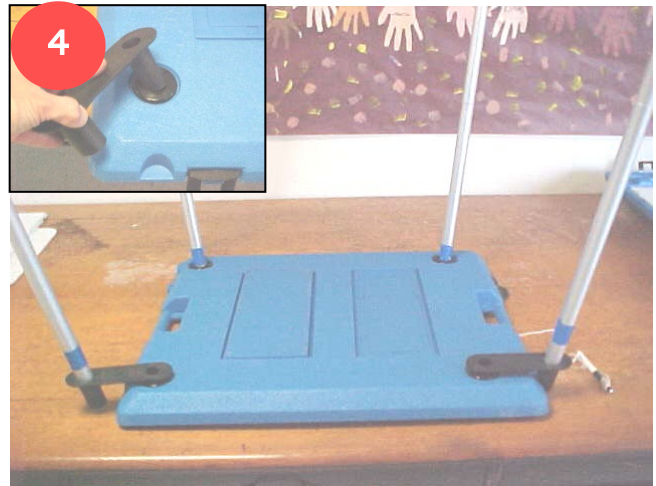
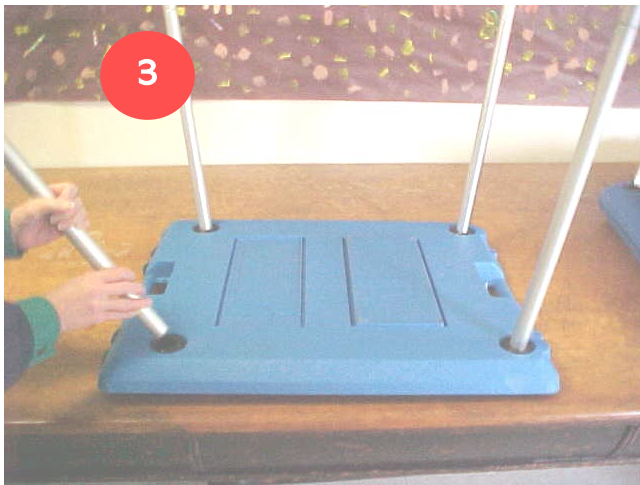
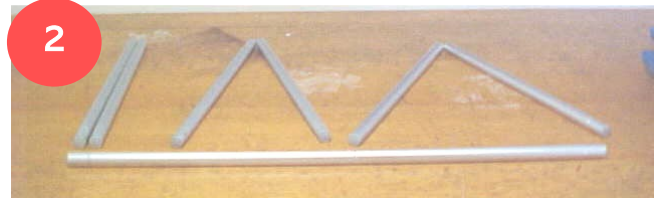
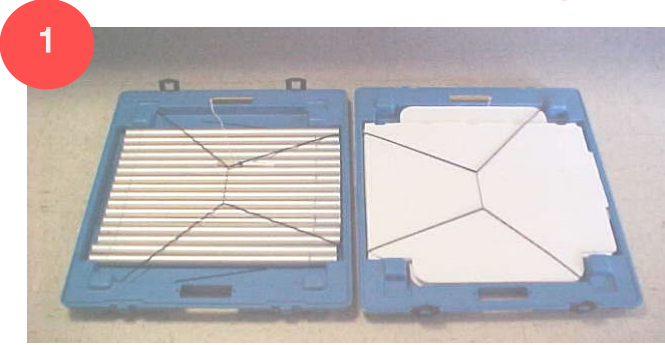
When the screen displays “Ready for use.” it is ready for voters. For locations sharing a VAT, a Poll Worker will need to create the proper ballot style on the VAT prior to each voter.



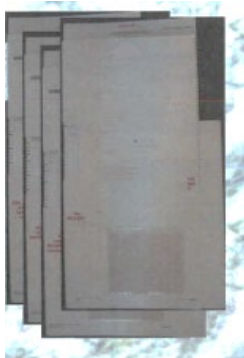
Remember there is no longer a need for a test ballot to be printed on the Touch Writer.

Voting Booths & Tables

Open up voting booths, arrange tables and chairs, post instructions (including directional signs leading voters to the polling location), and set out “Applications to Vote,” ballots, secrecy sleeves & other election materials (see [page 12](#) for suggested precinct set-up).



Don't forget to set up the accessible voting booth! This booth is shorter in height and must be assembled and be available to all voters.



Ballots and the EPB

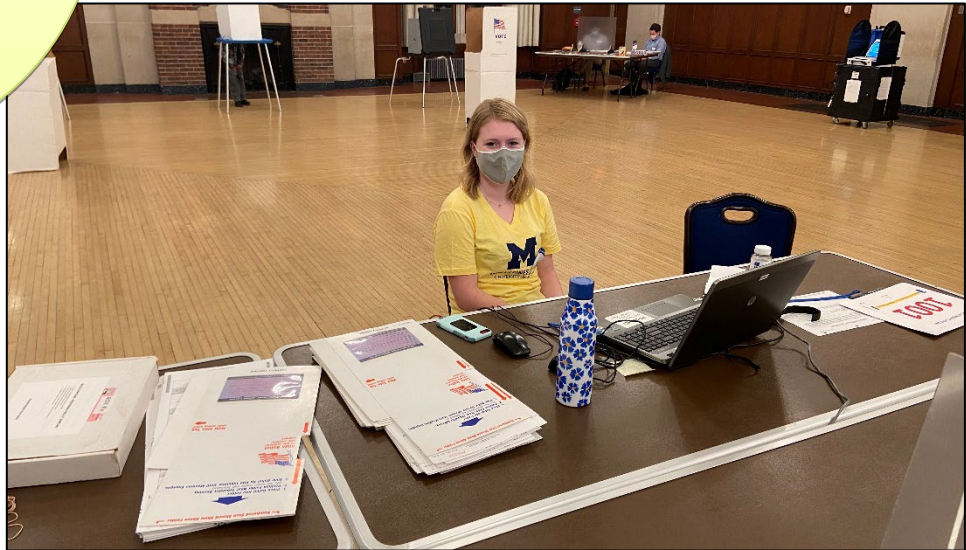


Application to Vote Table

Opening the Polls

At 7:00 AM, you must announce: “The polls are now open!” Then voting may begin at your precinct. During major elections, such as Presidential or Gubernatorial Elections, there will probably be a line of voters waiting to complete an **Application to Vote**. Voters can complete an **Application to Vote** prior to 7:00 AM, however, no one can be issued a ballot before 7:00 AM.

“THE
POLLS ARE
NOW
OPEN!”



Application to Vote, Checking Voter's Name, Photo ID (State Requirement)

Every voter must complete an **Application to Vote** and present a valid Photo ID (or sign an affidavit if not in possession of a valid photo ID). Voters must complete their application to vote in pen.

The election worker at the **Electronic Poll Book (EPB)** must ask EVERY voter who presents an **Application to Vote** to show photo identification. Any of the following listed below are acceptable:

- Driver's license or Personal ID Card (any state)
- Expired Michigan Driver's License or State ID
- Federal or State government-issued ID
- County or Local government-issued ID – New!
- U.S. Passport
- Student ID (high school, college or university)
- Military ID card
- Tribal ID card

If a voter completes the Affidavit, election inspectors can record this activity directly in EPB! Utilize the ticker above the Voter Details box to keep a digital tally. Paper form is now optional!

If the voter states that they do not have any of the above acceptable **forms of identification**, the voter must sign an **Affidavit of Voter Not in Possession of Picture Identification** in front of at least one election inspector. This affidavit is located on the back of the **Application to Vote**.

A ballot cannot be issued to a voter unless the voter either displays an acceptable photo ID or **signs the affidavit**. There are no exceptions. (Please see **Appendix C** for more details).

If a voter has their photo ID and refuses to show it to an Election Inspector, the voter must not be issued a ballot and cannot vote.

<p>AFFIDAVIT OF VOTER NOT IN POSSESSION OF PICTURE IDENTIFICATION</p> <p>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.</p> <p>By signing this affidavit, I swear/affirm that the statements made above are true.</p> <p>_____ Making a false statement in this affidavit is perjury, punishable by a fine up to \$500 and imprisonment for up to 5 years, or both.</p> <p>To be completed by Election Inspector</p> <p>Sworn and subscribed to before me this _____ day of _____, 20____.</p> <p>I certify that the elector named above has completed the above affidavit in my presence.</p> <p><input checked="" type="checkbox"/> _____ Signature of Election Inspector</p>	<p>Application to Vote – Poll List</p> <p>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.</p> <p>ELECTION INSPECTOR COMPLETES <input type="checkbox"/> AFFIDAVIT ON REVERSE COMPLETED</p> <p>Ballot Style _____ Ballot No. _____ Voter No. _____ ELECTION INSPECTOR INITIALS _____</p> <p>Date of Election _____ Ward _____ Precinct _____</p> <p>PRINT NAME _____ DATE OF BIRTH _____ RESIDENCE ADDRESS _____</p> <p>I certify that I am a United States citizen and a registered and qualified elector in this precinct, and hereby make application to vote at this election.</p> <p>SIGN HERE <input checked="" type="checkbox"/> _____ SIGNATURE OF VOTER</p> <p><small>FORM NO. 577 (2/13) PRINTING SERVICES • 480-96-2945</small></p>
--	---

Application to Vote, Checking Voter's Name, Photo ID Continued

It is acceptable if the voter only provides day and month of birth. Year of birth is not required.

Voters can NOT leave the precinct with their completed Application to Vote or a blank application to vote. Applications to vote should never leave the precinct.

The inspector verifies the voter's identity by comparing the voter's name and picture on the photo ID to the name provided on the "Application to Vote" and the voter standing before them.

The name on the ID does not have to exactly match the name appearing on the "Application to Vote"; however, the names must be similar enough to verify the voter's identity. For example, "Bill" is adequate for "William" and initials for the first and middle names are also acceptable.

The picture ID does not have to display the voter's address, but the ID must be CURRENT unless it's a Michigan Driver License or State ID.

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.

FORM NO. 677 (2/13)
 PRINTING SYSTEMS • 1-800-95-12345

ELECTION INSPECTOR COMPLETES
 AFFIDAVIT ON REVERSE COMPLETED

Ballot Style _____
 Ballot No. _____
 Voter No. (POLL BOOK) _____
 ELECTION INSPECTOR INITIALS ▶ _____

Date of Election Nov. 5, 2013 Ward 2 Precinct 06

PRINT NAME: Franklin D. Roosevelt DATE OF BIRTH: 1/30/82
 RESIDENCE ADDRESS: 555 White House Dr.
Ann Arbor, MI

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

SIGN HERE Franklin D. Roosevelt
 SIGNATURE OF VOTER

AFFIDAVIT OF VOTER NOT IN POSSESSION OF PICTURE IDENTIFICATION

I, Franklin D. Roosevelt (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/affirm that the statements made above are true.

SIGNATURE OF VOTER: Franklin D. Roosevelt

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

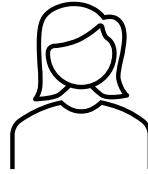
Sworn and subscribed to before me this 5 day of November 2013
 I certify that the elector named above has completed the above affidavit in my presence.

Mae I. Vera-Fye
 Signature of Election Inspector

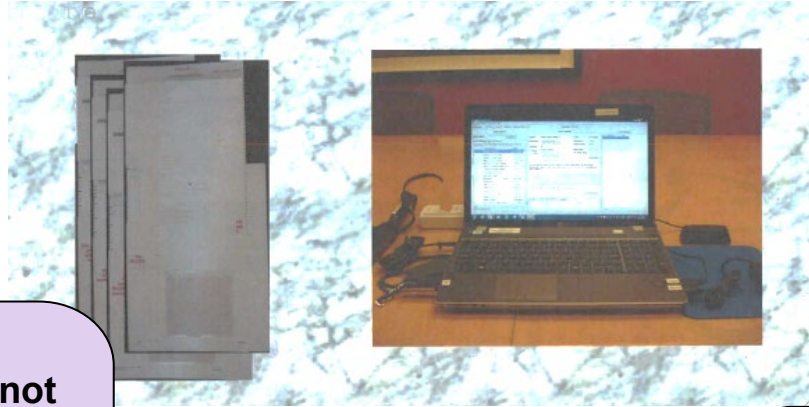
What if The voter's photo does not resemble the voter?

If a voter shows you an acceptable photo ID that DOES NOT resemble the voter and the voter is unable to show another acceptable photo ID with a picture that DOES resemble them, see **page 47**.

Working at the EPB



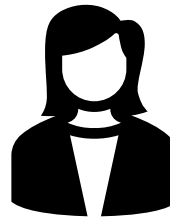
I've completed my application to vote, and I'm displaying my photo ID. I'm ready for my ballot!



WAIT! The EPB ballot number is not correct! The correct next ballot is 26! They were stuck together, but I caught it just in time!



I'm going to issue ballot 27!



Duties of inspector at the ballots:

- **Record** Voter # and Ballot # on Application to Vote
- **Verify** Ballot # is the next available ballot (look at ballot stub)
- **Issue** voter ballot in secrecy sleeve
- **Prepare** "challenged" ballot, if necessary
- **Provide** voter with brief instruction on marking ballot

Duties of inspector at the EPB:

- **Compare** information on the Application to Vote to EPB
- **Verify** resemblance of voter & name to photo ID
- **Check** voter status on EPB
- **Issue** voter ballot on EPB
- **Tell** Inspector 2, the Voter # and Ballot #, *and style if split precinct*

Helpful Hint: Many Election Day problems can be eliminated if ballots are placed individually and sequentially into secrecy sleeves in groups of 20 or 30 at a time – well before they are issued to the voter. After ballots are placed into the secrecy sleeves, go back and re-count the ballots, paying close attention to the numbers on the ballot stubs. In this way, ballots sticking together, skipped, or missing will be easily caught and corrected. For example: 22,23,24,25,27. Oops! **26** is missing. It is probably stuck to ballot 25.

EPB Timeout

- For security reasons, the EPB software will logout a user after thirty minutes of inactivity.
- This can be avoided by moving the mouse and/or clicking into the DLN/Name field if there are long periods of inactivity.
- If the EPB software logs out the user, simply re-enter the **User Name** and **User Password**. (No need to re-enter the Encryption Password).
- Click **Enter**.

Login

1 *Please enter the encryption password selected when this software was setup:*

Encryption Password:

2 *Please enter a username and password to login:*

User Name:

User Password:

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

State of Michigan Logon Notice – PLEASE READ CAREFULLY

This information system is the property of the State of Michigan and is restricted to authorized users. By agreeing to this notification, you are consenting to monitoring and recording of all activities conducted within this information system. This information system may be monitored and information examined, recorded, copied and used for authorized purposes. Unauthorized use of the system is prohibited and violators may be subject to criminal and civil penalties. I certify that the information and statements made with this account are true, correct, and comply with the provisions of state. I certify that I am the

Logout/Login

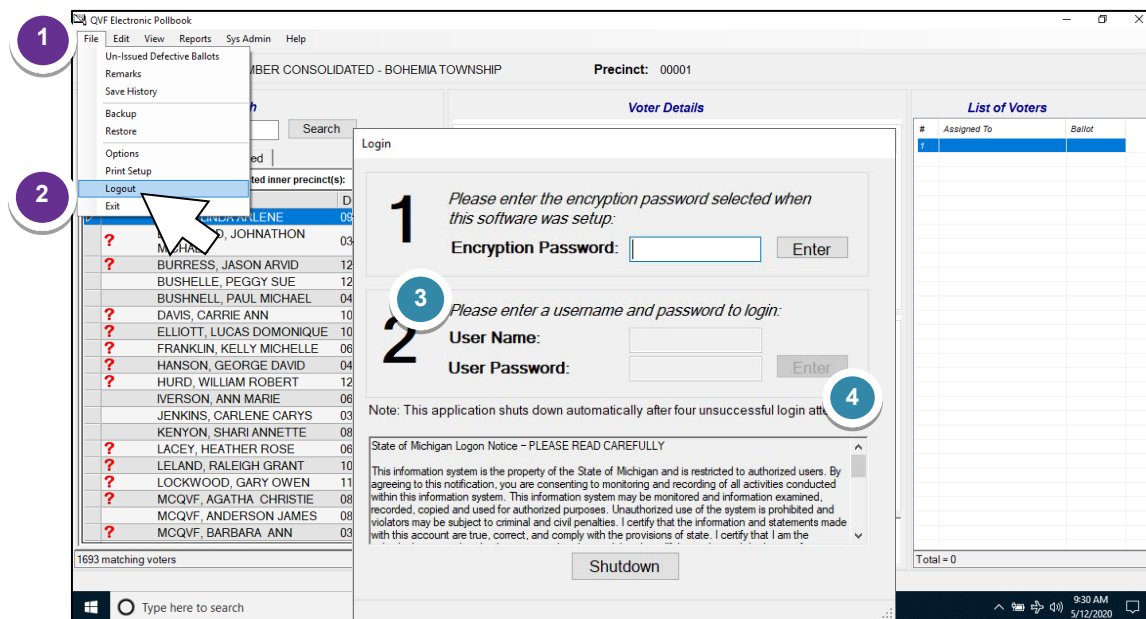
For security reasons, every time a new election inspector takes over at the EPB, the previous election inspector **MUST** logout of the EPB.

To Logout:

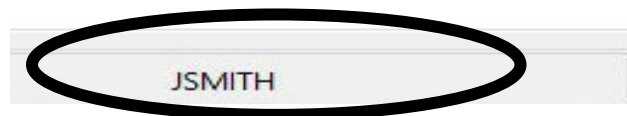
- 1 Click **File**.
- 2 Click **Logout**.

To Login:

- 3 The new inspector simply enters their User Name and User Password in the Login window.
- 4 Click **Enter**.



The current user is listed in the lower right-hand corner of the screen as illustrated below.



NOTICE! It is important for all users to remember that there is a difference between “logging out” and “exiting.”

- “Logout” will log out the current user and a different user can log in.
- “Exit” will shut down the EPB program, requiring the Encryption Password to be entered again to reactivate the application. In addition, using the Windows close button - the small red X at the upper right side of the window - is the same as “exiting” the program. While “exiting” rather than “logging out” is not a fatal error, it should be avoided.

Voter Search In the Electronic Poll Book (EPB)

- The election inspector at the Electronic Poll Book (EPB) performs a voter search in the EPB by swiping the voter's MICHIGAN driver's license through the electronic card reader OR by entering the voter's last name into the 'DLN/Name' field in the 'Voter Search' area of the EPB. See next page for complete instructions.
- The election inspector will compare the voter's date of birth and residential address written on the Application to Vote with information displayed in the Electronic Poll Book (EPB).
- Make sure the Application to Vote is signed by the voter.
- If the information on the Application to Vote matches the information in the EPB and the EPB indicates that no other information is needed from the voter, a ballot may be issued. (*See next page.*)

What if the information on the Application to Vote does NOT match the information in the EPB or the EPB indicates that more information is needed from the voter? Additional steps must be taken before a ballot may be issued.

- If a “?” appears to the left of a voter's name in the EPB...See **pages 37-38**.
- If the voter is unable to satisfy ID requirements ...See **page 39**.
- If the voter is not found in the Electronic Poll Book (EPB)...See **page 40**.
- If the voter has moved...See **page 44**.

Election Day – Processing Voters (Overview)

The EPB main screen is divided into three sections. Take a moment to become familiar with the various parts of the screen. **Make sure the top line lists the correct election and precinct number.**

The screenshot shows the QVF Electronic Pollbook interface. At the top, the Election is set to "11/05/2019 - NOVEMBER CONSOLIDATED - BOHEMIA TOWNSHIP" and the Precinct is "00001". The interface is divided into three main sections:

- a Voter Search:** This section includes a search bar for "DLN / Name:" and a "Search" button. Below it are tabs for "This Precinct", "Other", and "Unlisted". A list of voters is displayed, with "ALLEN, LINDA ARLENE" selected. The list includes names and DOBs for various voters.
- b Voter Details:** This section shows detailed information for the selected voter, Linda Arlene Allen. It includes her name, address (1893 FORESTRY RD, MASS CITY MI 49948), DOB (09/10/1941), gender (F), and registration date (04/04/2019). There is a "Lock this voter record" button and a "General Remarks" field.
- c List of Voters:** This section is a table with columns for "#", "Assigned To", and "Ballot". It is currently empty, showing a "Total = 0".

a Voter Search – The Voter Search section of the screen is the precinct list. All voters in your precinct will be listed under **This Precinct** tab. In addition, access to the lists of other precincts in Ann Arbor can be found listed in the **Other** tab. In certain situations, the **Unlisted** tab is available to add voters not found in either list.

b Voter Details – The Voter Details section of the screen shows the voter's registration information at the top, including **Ballot Style (important for split precincts)** that should be issued to the voter. In addition, the Geography button will provide detailed district information for each voter. The middle of the screen is the **Action Box**. Ballots will be assigned and recorded in this section. The bottom of the screen displays important **Voter Status** flags. This portion of the screen is important to verify before issuing a voter a ballot.

c List of Voters – **The List of Voters** section shows the voter's name, voter # and what ballot # was assigned to each voter in a running list. This section is for reference; use it throughout the day to balance with the tabulator. This section is **NOT interactive** – it is useless to click on names in this section. Think of this as your paper list of names (formerly hand-written in the paper pollbook).

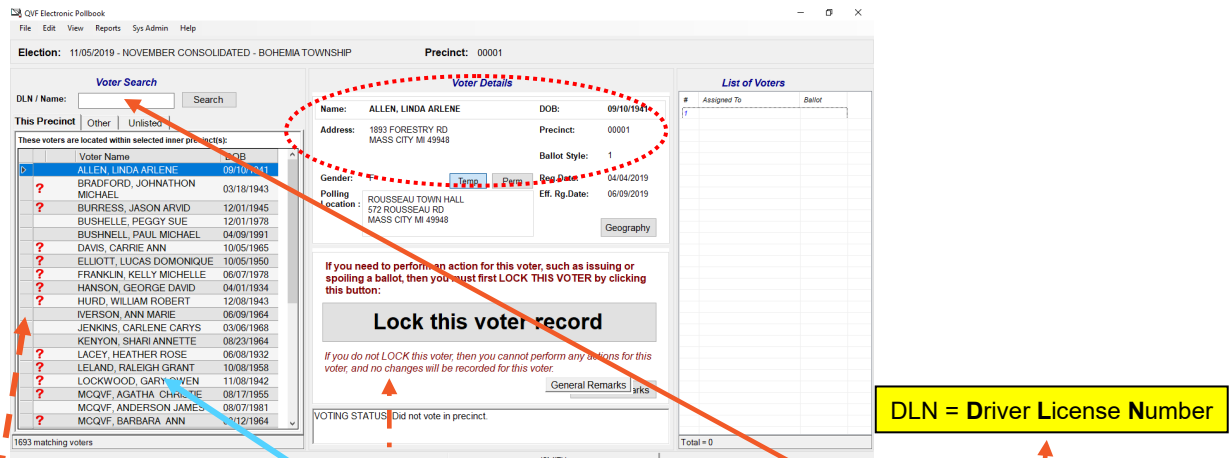
Processing Voters

The EPB software contains the voter list for the precinct. It records the ballots issued and creates the **List of Voters** for the paper back-up record of the precinct. With a few clicks, a voter may be verified and assigned a ballot.

Important Note: If a voter does not wish to have their driver's license scanned, you must type their name into the Voter Search box.

Assigning a Ballot – Regular Ballot

Each voter must complete an “Application to Vote” and their photo identification must be verified or the “Affidavit of Voter Not in Possession of Picture Identification” (*on the back of the Application*) must be completed before processing a voter in the EPB. Once those steps have been taken, process the voter in the EPB as indicated below:



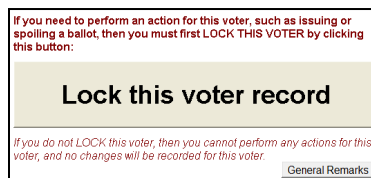
1. In the EPB, locate the voter's name using the Voter Search function. Perform a voter search by entering a voter's name (last name first) in the **Voter DLN/Name** field (top left of illustration above) OR swiping the magnetic strip on the back of the MICHIGAN driver's license. The **voter's name** must be highlighted in the Precinct List (left side) – it will also be listed in the **Voter Details** section (top center of screen).

Helpful Hint! You do not have to type in the entire name of a voter. Each letter of last name typed in the Voter Search area will bring you closer to the chosen voter's name. Start with the last name. When the voter's name appears in the precinct list, CLICK on it and proceed to the next step.

2. Verify the voter's **date of birth** and **residential address** provided on the “Application to Vote” is the same as the information displayed in the **Voter Details** window (top center of screen).
3. A “?” to the left of a voter's name in the Precinct List (left side) indicates that more information regarding the voter's qualifications must be reviewed before a ballot is issued. Check the **Voter Status** window (bottom middle) for details. See **pages 37-38** for additional details.

Processing Voters Continued

- If the voter is eligible to receive a ballot, click the **“Lock this voter record”** button (middle of screen). You cannot continue until the voter’s name is highlighted and locked. **Note:** If the voter search is carried out by scanning the magnetic strip on the back of the voter’s Michigan driver license, the voter’s record is automatically locked.

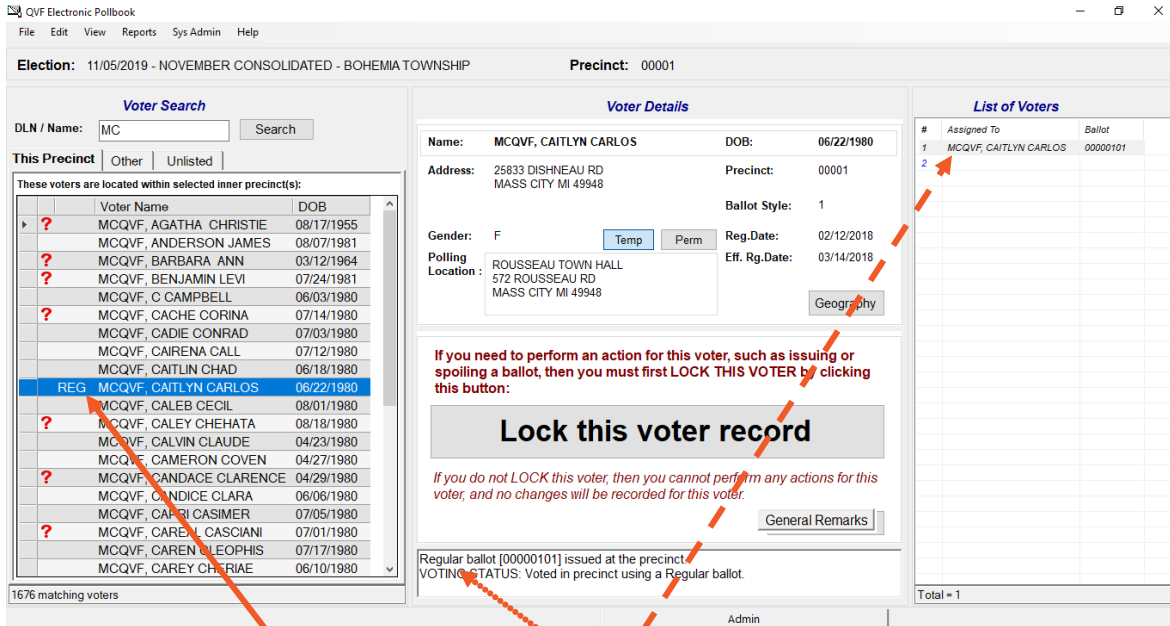


- From the **Action Box** section (middle of screen), you will assign a ballot number to this specific voter.

- Assuming there are no issues with the voter, click on **“Regular ballot”** **A**
- Ensure the next available ballot number matches with the **“This ballot number will be assigned”** box. This number will autofill. Be careful to verify that this number matches the number on the stub of the physical ballot you are issuing to the voter. **B**
- Click the **“OK”** button to complete the process. **C**

The voter’s name will now be added to the **List of Voters**. See next page to verify that the process was done correctly.

Processing Voters Continued



9. **Verify the ballot was issued.** The main screen will return after the ballot is assigned. There are three places (see above) to verify the ballot was processed in the EPB.

- 1) The letters **REG** will appear to the left of the voter's name in the QVF Precinct List window indicating that the voter was issued a regular ballot.
- 2) The Voter Status window now reflects that a **Regular Ballot [#]** was issued at the precinct.
- 3) The voter's name, voter # and ballot # are automatically added to the **List of Voters** window/report (right side of screen) which will become part of the Poll Book following the close of the polls.
Remember! This List of Voters is NOT interactive.

The form is titled 'Application to Vote - Poll List'. It includes a section for 'ELECTION INSPECTOR COMPLETES' with a checkbox for 'AFFIDAVIT ON REVERSE COMPLETED'. The form contains the following information:

- Ballot No.:** 89
- Voter No.:** 88
- ELECTION INSPECTOR INITIALS:** JTC
- Date of Election:** Nov 5, 2013
- Ward:** 2
- Precinct:** 06
- NAME:** Franklin D. Roosevelt
- RESIDENCE:** 555 White House Dr, Ann Arbor, MI
- DATE OF BIRTH:** 1/30/82
- SIGN HERE:** Franklin D. Roosevelt

10. Once the ballot number has been recorded in the Electronic Poll Book (EPB), the inspector issuing the ballots (not the inspector at the EPB) will record the ballot # and voter # on the voter's "Application to Vote." This inspector will also initial the "Application to Vote."

Important: Two election inspectors must work together when issuing ballots at the EPB. **One inspector** will verify the information on the "Application to Vote", perform a voter search and issue ballots in the EPB. **The other inspector** will verify that the ballot # recorded in the EPB is the same as the number on the physical ballot, record the ballot and voter numbers on the "Application to Vote" and give the physical ballot to the voter. It is important that these two inspectors **verbally** confirm each step of the process! Depending on the type of ballot issued, the auto advance feature may not function and will have to be manually adjusted by the EPB election inspector.

Processing Voters Continued

- At this time, the inspector issuing the ballots (working next to the inspector at the EPB) places the ballot (in a **secrecy sleeve** with the ballot stub exposed). The “Application to Vote” is tucked in the clear pouch on the cover of the secrecy sleeve and the sleeve (with ballot inside) is handed to the voter.
- The inspector offers the voter a cursory explanation on properly marking an optical scan ballot. The inspector tells the voter to take the ballot and “Application to Vote” to the next available voting booth and to use the pen (black or **blue** ink, but **never red**) in the booth to mark the ballot. The inspector also informs the voter to bring their completed (voted) ballot **in the secrecy sleeve** (with the ballot stub exposed) **and** the “Application to Vote” to the election inspector working near the tabulator.
- Please note that once the voter has a ballot in his/her hand, a “challenger” (see **page 48**) may no longer challenge this voter’s right to vote.

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.

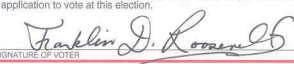
ELECTION INSPECTOR COMPLETES
 AFFIDAVIT ON REVERSE COMPLETED

Ballot Style _____
Ballot No. **89**
Voter No. **88**
ELECTION INSPECTOR INITIALS **JFC**

Date of Election **Nov. 5, 2013** Ward **2** Precinct **06**

PRINT NAME: **Franklin D. Roosevelt** DATE OF BIRTH: **1/30/82**
RESIDENCE ADDRESS: **555 White House Dr.
Ann Arbor MI**

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

SIGN HERE

SIGNATURE OF VOTER

FORM NO. 677 (2/13)
PRINTING SYSTEMS - 1 (601) 951-1048

000055 +
VOTER: PLEASE DO NOT REMOVE STUB
IF STUB DETACHES, PLEASE RETURN WITH BALLOT
PSI-06-00-0003

Official Ballot
May 8, 2018 Election
Washtenaw County, Michigan
City of Ann Arbor, Ward 1, Pcts 2, 3 & 4
Page 1 of 1

SPECIAL ELECTION
PROPOSAL SECTION
LOCAL SCHOOL DISTRICT

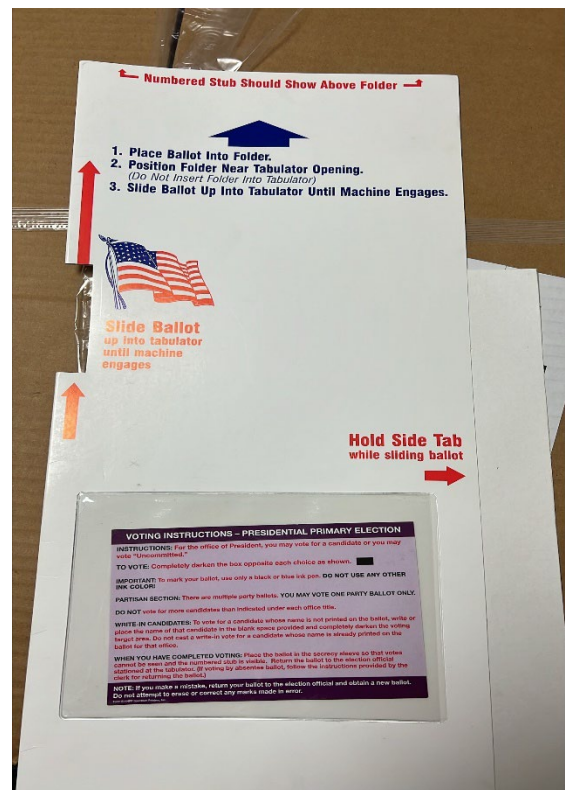
**PUBLIC SCHOOLS OF THE CITY OF ANN ARBOR
REPLACEMENT OPERATING MILLAGE PROPOSAL**

This proposal would restore, replace and extend the authority of the Public Schools of the City of Ann Arbor to levy up to 18.00 mills for general school district operating purposes on taxable property in the School District to the extent that such property is not exempt from such levy and would restrict the levy on principal residences (owner occupied homes) to no more than 12.3777 mills. If approved, this proposal would restore the authority of the School District to levy the statutory limit of 18.00 mills on non-homestead (principally industrial and commercial real property and residential rental property) which currently expires with the School District's 2019 tax levy and allow the district to continue to levy the statutory limit of 18 mills on non-homestead property in the event of future Headlee rollbacks of up to 3 mills. Under existing law the School District would levy on principal residence property only that portion of the mills (in 2017 4.3564 mills) necessary to allow the School District to receive the full revenue per pupil foundation allowance permitted by the State.

Shall the limitation on the amount of taxes which may be imposed on taxable property in the Public Schools of the City of Ann Arbor, County of Washtenaw, Michigan, be increased to 21 mills (\$21.00 per \$1,000 of taxable value), with 18 mills being the maximum allowable levy (\$18.00 per \$1,000 of taxable value), to the extent such property is not statutorily exempt, and of which not more than 12.3777 mills may be imposed on principal residences, for twenty (20) years, the years 2018 to 2037, inclusive, to provide funds for operating expenses of the school district? This millage would raise approximately \$84,779,572 in the first year of levy.

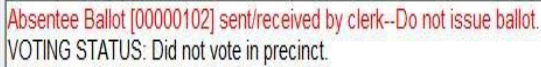
YES
 NO

8446



Status Flags in the EPB Continued

ABSENTEE BALLOT SENT/RECEIVED BY CLERK: DO NOT ISSUE BALLOT.

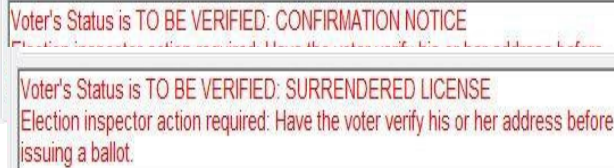


Absentee Ballot [00000102] sent/received by clerk--Do not issue ballot.
VOTING STATUS: Did not vote in precinct.

The voter was **sent** an absentee ballot **and returned it** to the Clerk. The voter may **NOT** receive another ballot. **DO NOT** issue this voter a ballot as they have already voted.

Voter's status is TO BE VERIFIED:

ADDRESS UNCLEAR, CONFIRMATION NOTICE, OR SURRENDERED LICENSE



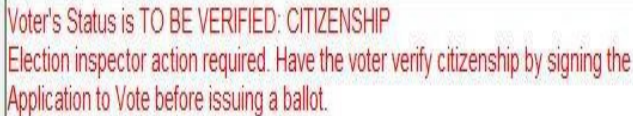
Voter's Status is TO BE VERIFIED: CONFIRMATION NOTICE
Election inspector action required: Have the voter confirm the address before issuing a ballot.

Voter's Status is TO BE VERIFIED: SURRENDERED LICENSE
Election inspector action required: Have the voter verify his or her address before issuing a ballot.

The voter must **verbally** confirm the address listed in the EPB. If the voter confirms the address, issue a Regular ballot. If the voter does not confirm the address, the procedure for voters who have moved must be taken (see [page 44](#)).

Voter's status is TO BE VERIFIED:

CONFIRM CITIZENSHIP



Voter's Status is TO BE VERIFIED: CITIZENSHIP
Election inspector action required. Have the voter verify citizenship by signing the Application to Vote before issuing a ballot.

The voter must verify their citizenship by completing the Application to Vote. If the voter does not complete the Application to Vote, **DO NOT** issue this voter a ballot.

Voter's status is TO BE VERIFIED:

SIGN REGISTRATION CARD



Voter's Status is TO BE VERIFIED: SIGN REGISTRATION CARD
Election inspector action required: Have the voter sign a voter registration form before issuing a ballot.

No signature is on file for this voter. This voter must sign a voter registration form prior to being issued a regular ballot. No additional remarks necessary. Voter registration forms can be found in your supply carts in box #2.

NEW STATUS FOR 2024:

VOTER VOTED AT EARLY VOTING CENTER

A status will indicate if this voter already cast a ballot at the Early Voting Center during the 9-day early voting period. **DO NOT** issue this voter a ballot on Election Day.

Voter Search – Voter Not Found

When performing a voter search in the Electronic Poll Book (EPB), if the voter's name cannot be located in the **This Precinct** tab, click on the **Other** tab to see if the voter is registered in a different precinct within the City of Ann Arbor.

If the voter's name is found under the **Other** tab, refer to the **Voter Details** window to direct the voter to their proper precinct. Click on "Perm" or "Temp" tabs if a location does not immediately appear. No additional steps or notes are required. It is not necessary to call the Clerk's Office or write a remark.

If the voter insists that a ballot be issued in your precinct, contact the Clerk's Office (734-794-6149) for instructions.

If the voter's name is not found under the **Other** tab...SEE NEXT PAGE.

Tabs

The screenshot shows the QVF Electronic Pollbook interface. The top navigation bar includes 'File', 'Edit', 'View', 'Reports', 'Sys Admin', and 'Help'. The main header displays 'Election: 11/8/2016 - STATE GENERAL - BOHEMIA TOWNSHIP' and 'Precinct: 00001'. The 'Voter Search' section has a search bar with 'DLN Name: V' and a 'Search' button. Below the search bar, there are three tabs: 'This Precinct', 'Other', and 'Unlisted'. The 'Other' tab is selected, and a list of voters is displayed. The voter 'Mcqvf, Kelly Michelle' with DOB '6/7/1978' is highlighted. A red dashed line points from the 'Other' tab to the 'Lock this voter record' button in the 'Voter Details' window. The 'Voter Details' window shows the following information: Name: MCQVF, KELLY MICHELLE; DOB: 6/7/1978; Address: 5783 PENEGOR RD, MASS CITY MI 49948; Precinct: 00001; Ballot Style: 00023; Gender: F; Reg. Date: 4/30/2008; Eff. Rg. Date: 5/30/2008; Polling Location: ROUSSEAU TOWN HALL, 572 ROUSSEAU RD, MASS CITY MI 49948. A large button labeled 'Lock this voter record' is prominently displayed. Below the button, a warning message states: 'If you need to perform an action for this voter, such as issuing or spoiling a ballot, then you must first LOCK THIS VOTER by clicking this button:'. Another warning message below reads: 'If you do not LOCK this voter, then you cannot perform any actions for this voter, and no changes will be recorded for this voter.' The 'Voter's Status' is 'TO BE VERIFIED: DOB' and 'VOTING STATUS: Did not vote in precinct.' The bottom of the interface shows '37 matching voters' on the left and 'Total = 0' on the right.

Voter Search – Voter Not Found Continued

If the voter’s name does not appear in the “This Precinct” or “Other” tabs...

In the zippered notebook, consult the **Election Inspector Flow Chart for a Voter Not Listed in E-Pollbook** (see **Appendix P**). Reminder that voters who are not listed in the E-Pollbook can register at the City Clerk’s Office with proof of residency on Election Day. If the voter does not want to come to the City Clerk’s Office, or it is late in the day and there is a chance they will not make it to City Hall before 8 PM, remember that the voter can go through the Provisional Ballot process at the precinct. Call the City Clerk’s Office at 734-794-6149 for further assistance. If the Clerk’s Office informs you that the individual should vote at your precinct, have the voter complete the front side of the **Provisional Ballot Form and Ballot Security Envelope**. The election inspector completes the back of the **Provisional Ballot Form and Ballot Security Envelope**. Ask the voter to provide proof of identification and record the information. Enter the name, address and any other available information for this voter under the “Unlisted Tab” of the EPB.

Now, you may issue the voter a ballot.

Following the directions in the **Election Inspector Review Checklist** on the **Provisional Ballot Form**, issue the voter a **Challenged Ballot** (see *the bottom of page 49*). If all three questions are “YES”, the voter will cast a **Provisional Affidavit Ballot** at your precinct, and the voter can tabulate their ballot. However, if any question in the **Election Inspector Review Checklist** is answered “NO”, the voter will be issued a **Provisional Envelope Ballot**. The inspector makes sure the *Notice to Voters Who Do Not Appear on the Precinct’s Registration List* (located in Supply Box #4) is completed and gives it to the voter. Your precinct will return all the completed **Provisional Ballot Form and Ballot Security Envelops** for both Affidavit and Envelope ballots in the **Provisional Ballot Storage Envelope** (see **Appendix J**) to the City Clerk’s Office at the end of the day.

Unlisted Voters

To add a voter to the list (ONLY for voters who have a receipt showing they registered to vote at the City Clerk's Office since 4:00 pm the day prior to Election or Provisional Ballot):

The screenshot shows the 'Voter Search' interface. At the top, there is a search bar with 'DLN / Name: MCQVF' and a 'Search' button. Below this, there are tabs for 'This Precinct', 'Other', and 'Unlisted' (marked with a circled 1). A red banner states 'These voters are entered manually:'. Below the banner is a table with columns for 'Voter Name' and 'DOB'. At the bottom left, there is a '+ New' button (marked with a circled 2) and a status '0 matching voters'. An 'Unlisted Voter' form is overlaid on the screen, containing fields for 'Last Name', 'First Name', 'Middle Name', 'Suffix', 'DOB', 'Address', 'Voter Receipt' (checkbox), and 'License'. The 'OK' button is marked with a circled 4.

- 1 Click the **Unlisted** tab in the **Voter Search** section of the main screen.
- 2 Click **New** (at the bottom left of the screen).
- 3 Enter the voter's information
 - a. Name,
 - b. Address,
 - c. Date of birth.

Date of birth must be entered as MM/DD/YYYY.
Example: 11/20/1992
- 4 Click **OK** to complete and save the Unlisted Voter record.

Unlisted Voter with a Receipt

Enter the voter's information as described in the above instructions.

The receipt is titled 'Clerk's Office Voter Registration Receipt'. It includes the following text: 'JACQUELINE BEAUDRY - CITY CLERK', 'ANN ARBOR CITY', '301 E. HURON ST.', 'ANN ARBOR MI 48107-8647'. On the right side, it says 'Registration approved by: _____'. At the bottom, it states 'ELECTION: 4/12/2019'. A small note at the very bottom reads: 'The following voter was registered to vote on 4/5/2019 and should be issued a CHALLENGED ballot:'.

- 5 Click the **Voter Receipt** box to enable the option and the cursor automatically moves to the License field.
- 6 If the voter has a DL/PID, swipe the DL/PID to add the ID number and the Unlisted Voter window will automatically close. The ID number can also be hand-typed and saved by clicking OK when finished.

Caution: After the voter is added, you will need to issue them a ballot. Be very careful when issuing a ballot to an "unlisted voter." Do not depend on the auto advance feature of the EPB to assign the correct ballot. **PAY ATTENTION!**

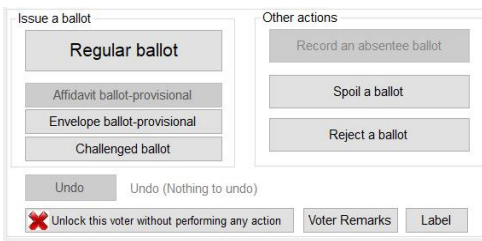
This screenshot shows the 'Unlisted Voter' form filled out with the following information: 'Last Name: MCQVF', 'First Name: JOHN', 'Middle Name: DOE', 'Suffix: ', 'DOB: 4/1/2000', 'Address: 123 MAIN ST, MASS CITY, MI 49948'. The 'Voter Receipt' checkbox is checked (marked with a circled 5), and the 'License' field contains 'M123456789999' (marked with a circled 6). The 'OK' and 'Cancel' buttons are visible at the bottom.

Unlisted Voters Continued

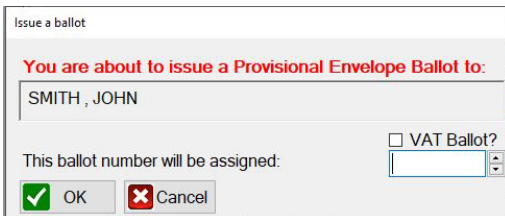
Issuing a Ballot

To issue a ballot to an unlisted voter, proceed as follows:

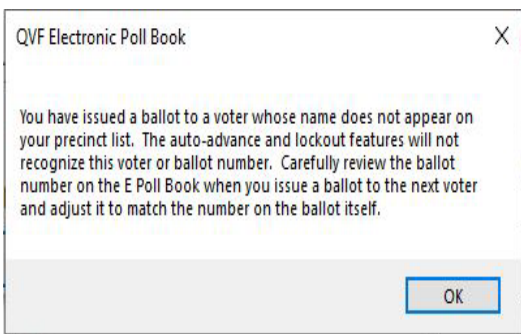
- You should already have the **Unlisted** tab open. If the unlisted voter's name is not already highlighted in the Voter Search area (*left side of screen*), click on the name of the unlisted voter to highlight it.
- Click on **Lock this voter record**.
 - Click on the appropriate ballot type for each voter:



- Voters who present a receipt from the Clerk's Office indicating they registered in person in the last 14 days prior to the Election, or on Election Day, will be issued a **Regular** ballot, depending on the instructions on the receipt.



- The City Clerk's Office will provide guidance, but usually an unlisted voter will be issued a **Provisional (envelope) ballot** or a **Provisional (affidavit) ballot** if they have not previously registered at the Clerk's Office. When issuing a Provisional envelope or affidavit ballot, the EPB software will remind you with a bold red comment, **"You are about to issue a Provisional Envelope (or Affidavit) Ballot to:"** see *example on the left*. Process this ballot as **Challenged**. (See [page 49](#)).



- Enter the correct ballot number. Ballot numbers **MUST** be manually entered for unlisted voters. **Be very careful! The auto advance feature will not assign the ballot number for you. The next regular ballot issued after an Unlisted Voter ballot will also need to be manually adjusted, as the computer does not recognize ballot numbers issued to unlisted voters. The EPB auto advance function will not work in this situation.**
- Click **OK**.

Voters Who Have Moved

1

If the voter’s name appears in the Electronic Poll Book (EPB) but the voter’s address on the Application to Vote does not match the EPB:

• **MOVED WITHIN CITY OF ANN ARBOR**

If the address on the Application to Vote is a City of Ann Arbor address, the voter is entitled to vote one last time at your precinct. You might need to call the City Clerk’s Office (734-794-6149) to verify this address (e.g., a Scio Township resident might have an Ann Arbor mailing address). However, the voter must complete a Election Day Change of Address/Authorization to Transfer Voter Registration form^①. The election inspector may issue a regular ballot to this voter. Place the completed form in the white RECEIVING BOARD envelope. The voter also has the option of coming to City Hall with proof of residency and reregistering on Election Day.

• **MOVED OUTSIDE CITY OF ANN ARBOR BUT WITHIN MICHIGAN**

If the address on the Application to Vote is outside the City of Ann Arbor, but within Michigan, the voter is entitled to vote at your precinct one last time if the voter moved within 60 days of the Election. Ask the voter “When did you move to this address?” as you are pointing to the address on the Application to Vote. If the voter is entitled to vote at your precinct, they must complete a new Election Day Change of Address/Authorization to Transfer Voter Registration ^① with their new address. The inspector may now issue a regular ballot to this voter. Place the completed registration form in the white TO LOCAL CLERK: RECEIVING BOARD envelope. If the voter moved more than 60 days prior to the Election, or wishes to vote in their new jurisdiction, direct them to visit their local clerk’s office with proof of residency prior to 8:00 PM.

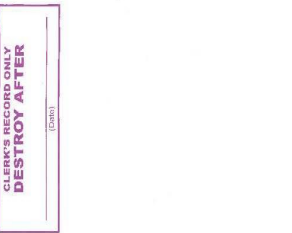
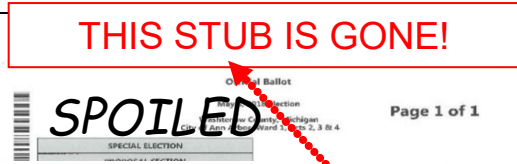
• **MOVED OUTSIDE STATE OF MICHIGAN**

If the address on the Application to Vote is outside the State of Michigan, the voter is **NOT** entitled to vote at your precinct. Complete the Voter Registration Problem form ^② stating voter moved outside Michigan. Inspector writes appropriate note on the person’s Application to Vote and places it in the white TO LOCAL CLERK: RECEIVING BOARD envelope. (Do **NOT** place application on Application to Vote Spindle!)

2

If a voter who has recently moved out-of-state insists on voting at your precinct, call the Clerk’s Office for further instruction.

Spoiled Ballot



A voter who makes a mistake on their ballot may apply for a new ballot as follows:

- 1) Have the voter return the spoiled ballot in the secrecy sleeve with the stub exposed.
- 2) Verify the ballot was issued to this voter – compare the Application to Vote to the ballot number on the stub of the ballot. (In the rare event that the numbers do not match, you must confiscate the ballot, but do not re-issue a new ballot.)
- 3) With the spoiled ballot still inside the secrecy sleeve, remove the stub and have the voter write in ink the word **SPOILED** at the top of the ballot.
- 4) Instruct the voter to remove the spoiled ballot from the secrecy sleeve and have the voter place it into the Spoiled or Defective Ballots envelope. Make sure no election inspectors can see the exposed ballot.
- 5) The election inspector at the EPB finds the voter's name in the **Voter Search** section again, spoils the original ballot and reissues another ballot to the voter. (See next page for complete instructions on SPOILING a ballot in the EPB).

- 6) Record the new ballot number on the Application to Vote. Draw a line through the number first issued. (Re-initial the application if you are a different election inspector from when the first ballot was issued).

FORM NO. 677 (5/13)
PRINTING SYSTEMS • 1-800-95-1245

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.

ELECTION INSPECTOR COMPLETES
 AFFIDAVIT ON REVERSE COMPLETED
 Ballot Style _____
 Ballot No. 89 93
 Voter No. 88
 ELECTION INSPECTOR INITIALS JFC

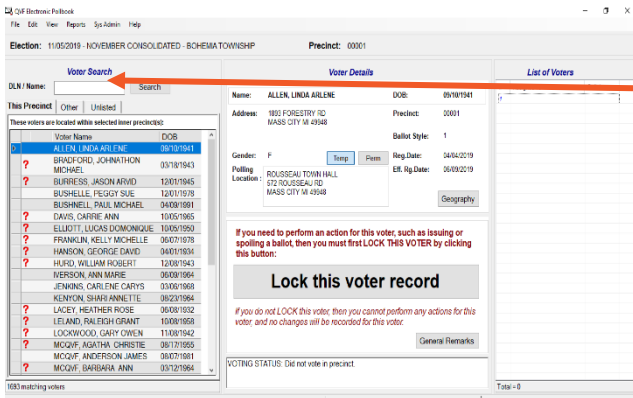
Date of Election Nov. 5, 2013 Ward 2 Precinct 06

PRINT NAME: Franklin D. Roosevelt DATE OF BIRTH: 1/30/82
 RESIDENCE ADDRESS: 555 White House Dr.
Ann Arbor MI

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

SIGN HERE
 SIGNATURE OF VOTER: Franklin D. Roosevelt

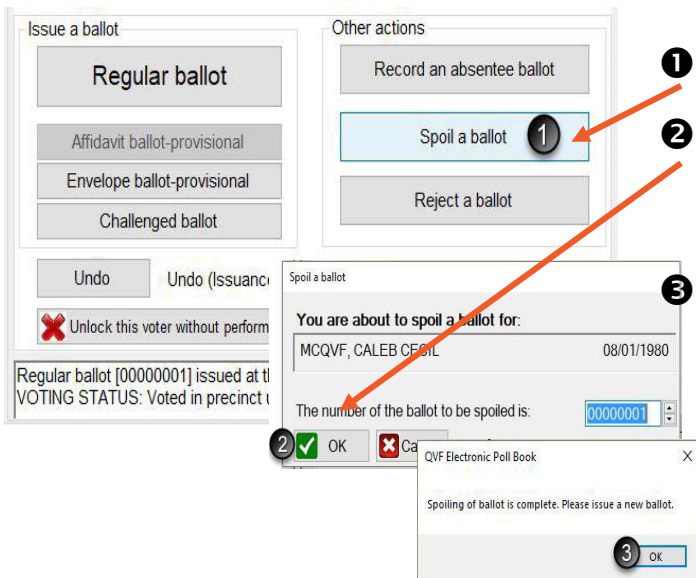
Spoiling a Ballot in the EPB



Pull the voter's record up in the main screen of the EPB by typing the voter's name into the **DLN/Name** field of the Voter Search section, entering the last name first. Click on the voter's name to highlight.

Click the **Lock this voter record** button.

From the Voter Action section (*middle of the screen*) you will spoil the ballot.



1 Click **Spoil a ballot**.

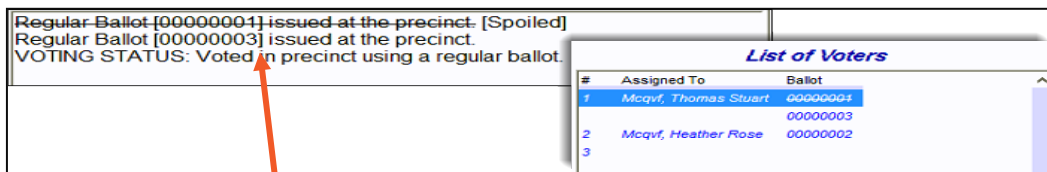
2 Click **OK** – you will notice that the EPB software automatically enters the correct ballot number to be spoiled.

3 Click **“OK”**.

After the ballot is spoiled, the regular ballot process must be used to issue a new ballot to the voter.

Verify the Process was done correctly:

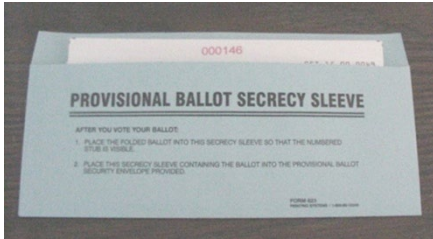
Once the process is complete, verify the recording of the new ballot number was done properly by looking at the main screen. Notice the Voter Status (bottom middle of screen) and the List of Voters (right side of screen).



1. In the Voter Status window (bottom of screen) the new and old (crossed-out) ballot numbers will appear along with a [Spoiled] notation.
2. In the List of Voters window, the voter's old ballot number will be crossed-out and the new ballot number will be listed below it.

What if...Voter's Photo ID Does Not Resemble Voter?

If a voter shows you an acceptable photo ID that does NOT resemble the voter and the voter is unable to show another acceptable photo ID with a photo that does resemble them, the inspector must issue the voter an **Envelope Ballot without** having the voter complete the Provisional Ballot Form and Ballot Security Envelope form. On the back of the Provisional Ballot form and Ballot Security envelope, you will complete the Other Envelope Ballot Reason portion of the envelope. The ballot will be marked as a "challenged" ballot on the back of the ballot (see **page 49** for process).



The screenshot shows the EPB interface with a green circle highlighting the 'Other Envelope Ballot Reason' field in the 'ELECTORAL REGISTER RECORD' section.

Issue the ballot in a Provisional Ballot Security Sleeve and give voter two notices, **Notice to Voters Issued an Envelope Ballot** and **Notice to Voters Unable to Satisfy State and/or Federal Identification Requirement**. After the voter has marked their ballot, seal the ballot (still in secrecy sleeve) in a Provisional Ballot Form and Ballot Security Envelope. See **Appendix C** for additional Photo ID requirement questions.

In the Electronic Poll Book (EPB) the voter is issued a **Provisional (envelope) Ballot**.

STATE OF MICHIGAN
TERRILL LYNN LAND, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

NOTICE TO VOTERS ISSUED AN "ENVELOPE" BALLOT

(Notice must be issued to all voters who are issued an "envelope" ballot including 1) voters who did not appear on (I/F list 2) voters unable to satisfy Michigan's voter identification requirements and 3) voters unable to satisfy the federal voter identification requirements.)

As you were unable to satisfy an applicable identification requirement and/or residence verification requirement in the polling place, special procedures were followed when issuing you a ballot.

To assure that your ballot counts, you must provide your local city or township clerk with the required information no later than the week ending the day after the election. Except as noted below, you can appear in person in your city or township clerk's office to show this information, fax the information to the clerk or mail a copy of the information to the clerk. If you do not satisfy the information requirement within six calendar days after the election, your ballot will not count. The following lists the types of documents you can use to satisfy the information requirement:

Documents which satisfy identification requirements if your name did not appear on registration list: A Michigan Driver License, a Michigan Personal Identification Card, any other type of government issued identification card which shows your photo, or an identification card issued by a Michigan university or college which shows your photo.

Documents which satisfy residency requirements if your name did not appear on registration list: A Michigan Driver License, a Michigan Personal Identification Card, government issued photo identification card, photo identification issued by a Michigan university or college, current utility bill, current bank statement, current paycheck or government check, or any other government document.* The document must show your name and your address. The address shown on the document must be in the precinct where you voted.

Documents which satisfy federal voter identification requirements imposed on first-time mail registrants who have never previously voted in Michigan: A copy of any current and valid photo identification or a copy of a paycheck, government check, utility bill, bank statement or a government document* which lists your name and address.

Documents which satisfy Michigan voter identification requirements imposed on all voters who attend the polls on vote: A Michigan Driver License, a Michigan Personal Identification Card, driver's license or personal identification card issued by another state, a federal or state-government issued photo identification, a U.S. passport, a military identification card with photo, a student identification with photo from a high school or an accredited institution of higher education, or a tribal identification with photo. In all cases, the picture identification must be current. To satisfy the Michigan voter identification requirement, you must appear in person in your city or township clerk's office.

* Contact your local city or township clerk if you wish to obtain information on the government documents which can be used to satisfy the requirements.

BUREAU OF ELECTIONS
461 E. FULTON • 401 W. ALLEGAN • LANSING, MICHIGAN 48219
www.Michigan.gov/eas • (617) 375-2644

STATE OF MICHIGAN
TERRILL LYNN LAND, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

NOTICE TO VOTERS UNABLE TO SATISFY STATE AND/OR FEDERAL IDENTIFICATION REQUIREMENT

(Notice must be issued to any voter who is required to vote an "envelope" ballot because he or she is unable to satisfy Michigan's voter identification requirements and/or the federal voter identification requirements.)

Check applicable box below:

As questions over your identity remained after an inspection of the picture identification you produced to satisfy Michigan's voter identification requirement, special procedures were followed when issuing you a ballot.

As you are subject to the federal voter identification requirement and have not satisfied the requirement to date, special procedures were followed when issuing you a ballot. The federal voter identification requirement applies to voters who 1) have never previously voted in Michigan 2) registered to vote by mail and 3) are not exempted from the ID requirement under federal law.

For information on whether your ballot can be counted or not, contact your city or township clerk's office in person or by phone. If your ballot cannot be counted, the clerk will explain why. Contact information:

Alternative language for third paragraph if a written notice will be mailed to the elector:
A notice will be mailed to you to inform you on whether your ballot can be counted or not. If your ballot cannot be counted, the clerk will explain why. Contact information:

BUREAU OF ELECTIONS
461 E. FULTON • 401 W. ALLEGAN • LANSING, MICHIGAN 48219
www.Michigan.gov/eas • (617) 375-2644

Challengers

Under the authority invested by statute, I hereby appoint and designate Ane Hayes
NAME
representing the Michigan Democratic Party, as a Challenger in the 3rd Ward 4 Precinct of the (City) (Village) (Township) of Ann Arbor, County of Washtenaw, Michigan to act in the that capacity according to law at the November 5, 2002 General Election.

Signed
Patricia Scribner County/District Chair
Mark Brewer Mark Brewer Democratic State Chair

Election challengers are appointed by political parties or qualified interest groups to observe the election process. They serve a vital role in the election process. However, it is the Election Inspectors who ultimately must make decisions concerning voting and keeping order at the precinct.

A challenger must have in their possession a **Challenger Card** issued by the political party or organization that they represent. The challenger must show the card to the chairperson (or their designee) upon arrival at the precinct. Please note that the challenger's credentials should stipulate where they may serve as a challenger.

Challengers are permitted to:

- Observe the processing of voters and ballots from behind the Electronic Poll Book;
- Visually examine all equipment, forms, and records;
- Challenge a person's qualification to vote – the challenge must be based on a "good reason to believe";
- Challenge the actions of Election Inspectors;
- Serve in more than one precinct (no more than two per precinct per political party or group).

Challengers are not permitted to:

- Interfere with the Election Process or handle Election material;
- Campaign or display campaign material;
- Question the voters directly.

See next page for Challenge Procedure.

Challenge Procedure

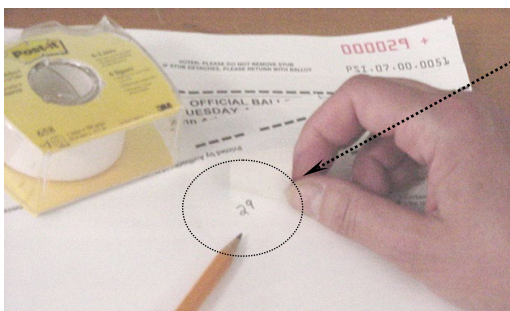
If a challenger has reason to believe that a person who applies to vote is not qualified to vote in the precinct, a challenge may be made immediately after the voter completes an Application to Vote, but before the voter receives a ballot. The challenge must be directed to the Chairperson (or designee) not to the voter. The election inspectors must ensure that the challenge is conducted promptly and courteously. **Note:** for individuals being challenged on the basis of being issued an absentee ballot and coming to vote in the precinct, skip to next page and proceed to preparing the ballot as Challenged.

- The election inspector administers the following oath to the challenged voter (have the voter raise their right hand):

“I swear (or affirm) that I will truly answer all questions put to me concerning my qualifications as a voter.”

- After the oath has been administered, the election inspector begins to question the challenged voter, limiting the questions to the person’s qualifications as a voter (i.e. citizenship, age, residency and date of voter registration).
- The election inspector must complete the **Challenged Voters** page in the paper Poll Book.
- A challenged voter is permitted to vote a specially prepared “challenged” ballot (*see below*) if the answers given under oath prove that they are qualified to vote in the precinct. A challenged voter may **not** vote if the voter:
 - (a) refuses to take the oath;
 - (b) does not answer the election inspector’s questions; or
 - (c) is proven not to be qualified to vote based on their answer(s).

Preparing “Challenged” Ballot



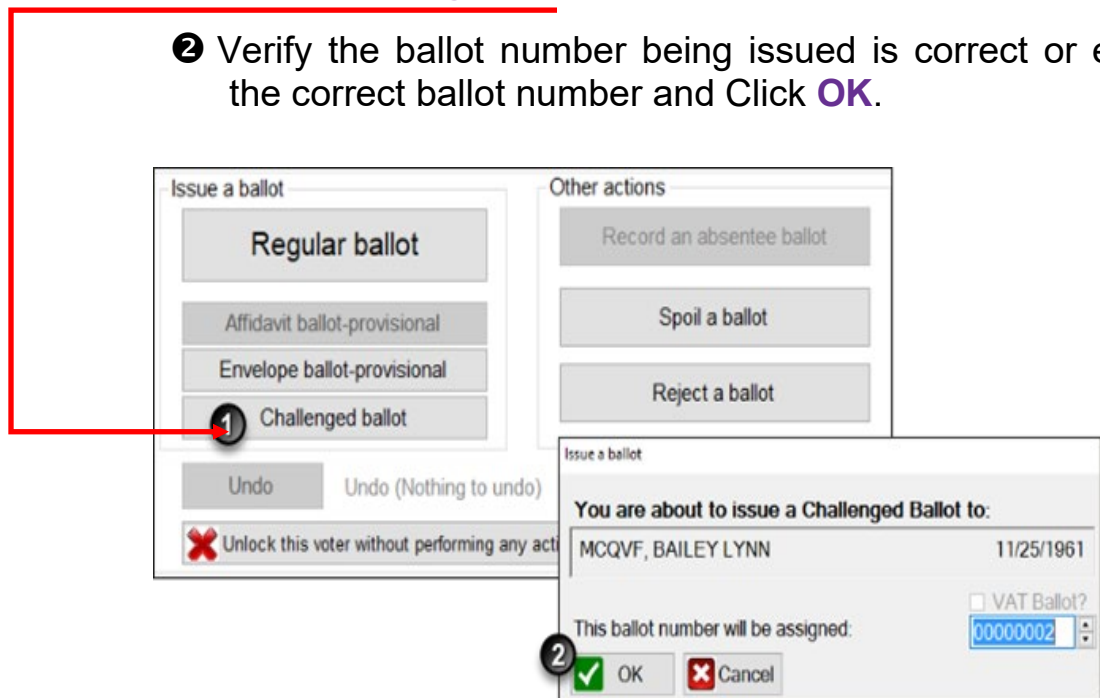
The election inspector (next to the EPB inspector) writes the number appearing on the voter’s ballot stub on the back of the ballot in **pencil**, then conceals the number with a piece of white post-it tape (*in supply box #1*). EPB inspector issues a **Challenged ballot** in the EPB. Finally, inspector gives the voter the ballot in appropriate secrecy sleeve.

Issuing a Challenged ballot in the EPB:

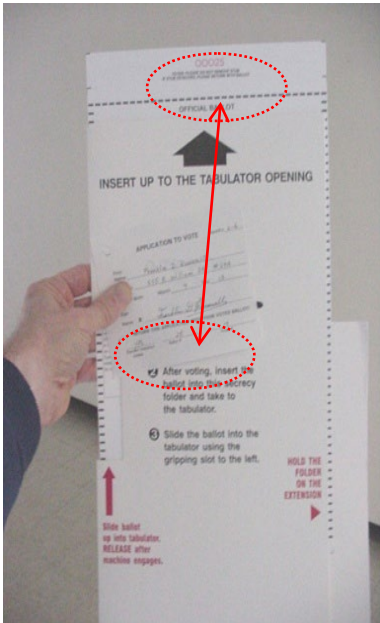
Pull the voter's record up in the EPB software by entering the voter's name (last name first) in the DLN/Name field of the main screen OR swiping the magnetic strip on the back of the Michigan driver's license. The voter's name must be highlighted in the Precinct List (left side of screen) before continuing. If necessary, lock it in (click on **Lock This Voter Record**).

❶ Click **Challenged ballot**.

❷ Verify the ballot number being issued is correct or enter the correct ballot number and Click **OK**.



Casting Ballot at Tabulator



After marking the ballot, the voter brings the ballot in the secrecy sleeve and the Application to Vote to the election inspector stationed at least 10 feet away from the tabulator. The inspector compares the ballot number on the Application to Vote with the number on the stub of the ballot to make sure they match. In the extremely unlikely event that the ballot numbers do not match, first check the EPB to verify that an error was not made by the inspector who wrote the ballot number on the application. If the numbers still do not match, contact the City Clerk's Office (734-794-6149) for further instruction.

VOTER: PLEASE DO NOT REMOVE STUB
IF STUB DETACHES, PLEASE RETURN WITH BALLOT

00089 +
PSI-06-00-0003

Official Ballot
May 8, 2018 Election
Washtenaw County, Michigan
City of Ann Arbor, Ward 1, Pcts 2, 3 & 4

Page 1 of 1

84446

SPECIAL ELECTION

PROPOSAL SECTION

LOCAL SCHOOL DISTRICT

**PUBLIC SCHOOLS OF THE CITY OF ANN ARBOR
REPLACEMENT OPERATING MILLAGE PROPOSAL**

This proposal would restore, replace and extend the authority of the Public Schools of the City of Ann Arbor to levy up to 18.00 mills for general school district operating purposes on taxable property in the School District to the extent that such property is not exempt from such levy and would restrict the levy on principal residences (owner occupied homes) to no more than 12.3777 mills. If approved, this proposal would restore the authority of the School District to levy the statutory limit of 18.00 mills on non-homestead (principally industrial and commercial real property and residential rental property) which currently expires with the School District's 2019 tax levy and allow the district to continue to levy the statutory limit of 18 mills on non-homestead property in the event of future Headlee rollbacks of up to 3 mills. Under existing law the School District would levy on principal residence property only that portion of the mills (in 2017 4.3564 mills) necessary to allow the School District to receive the full revenue per pupil foundation allowance permitted by the State.

Shall the limitation on the amount of taxes which may be imposed on taxable property in the Public Schools of the City of Ann Arbor, County of Washtenaw, Michigan, be increased to 21 mills (\$21.00 per \$1,000 of taxable value), with 18 mills being the maximum allowable levy (\$18.00 per \$1,000 of taxable value), to the extent such property is not statutorily exempt, and of which not more than 12.3777 mills may be imposed on principal residences, for twenty (20) years, the years 2018 to 2037, inclusive, to provide funds for operating expenses of the school district? This millage would raise approximately \$84,779,572 in the first year of levy.

YES
 NO

Application to Vote - Poll List

ELECTION INSPECTOR COMPLETES
 AFFIDAVIT ON REVERSE COMPLETED

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.

Ballot Style: 89
Ballot No.: 88
Voter No. (POLL BOOK):
ELECTION INSPECTOR INITIALS: JFL

Date of Election: Nov. 5, 2013 Ward: 2 Precinct: 06

PRINT NAME: Franklin D. Roosevelt DATE OF BIRTH: 1/30/82
RESIDENCE ADDRESS: 555 White House Dr.
Ann Arbor, MI

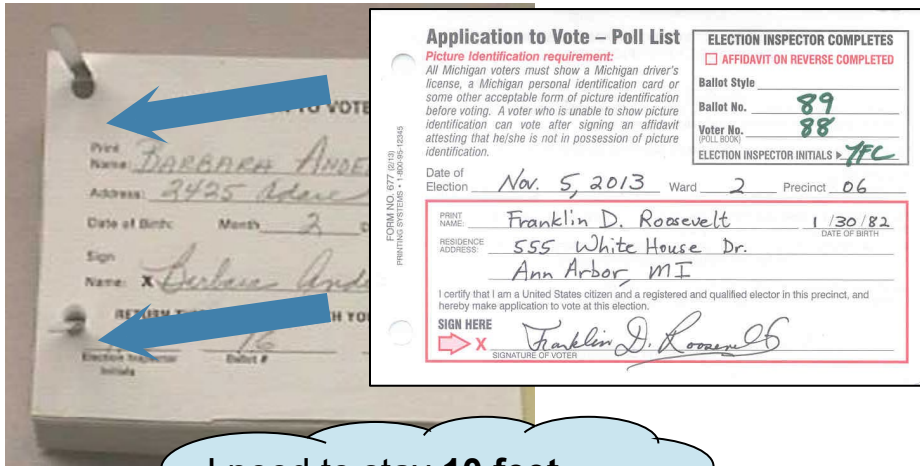
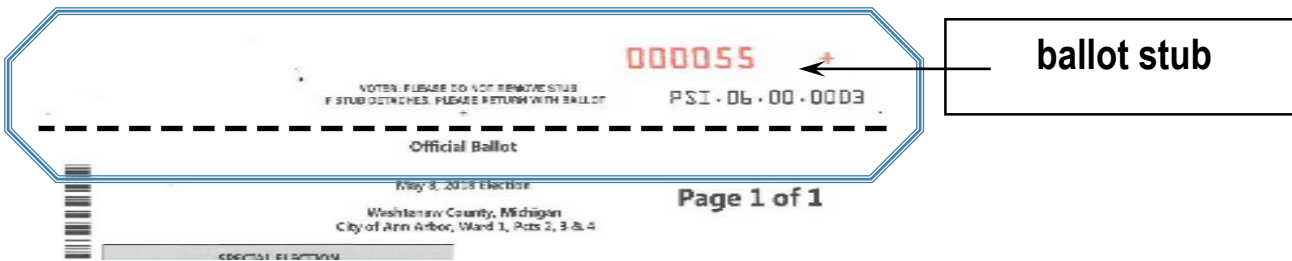
I certify that I am a United States citizen and a registered and qualified elector in this precinct, and hereby make application to vote at this election.

SIGN HERE
 SIGNATURE OF VOTER: Franklin D. Roosevelt

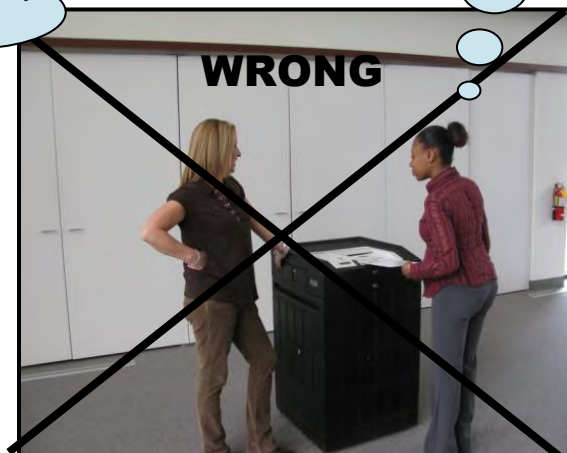
Casting Ballot Continued



The inspector removes the ballot stub (and retains it in a secure location) without removing the ballot from the secrecy sleeve. Do not give the stub to voter – you might need the stub to reconcile your paperwork at the end of the night. The election inspector retains the voter's Application to Vote, placing it face up on the spindle. The inspector then directs the voter to insert the ballot into the tabulator. The election inspector should remain at least 10 feet from the tabulator so as not to compromise the secrecy of the ballot. See photos on this page.



I need to stay 10 feet from the tabulator!!



Use of Video Cameras, Cell Phones, Cameras, Televisions, 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. Note that the voter cannot appear in the photo along with their ballot or take a “selfie” style photo due to the risk of accidentally photographing other voters. Otherwise, the use of video cameras, still cameras and recording devices by voters, challengers, and poll watchers is **prohibited** during the hours the polls are open for voting.

The Clerk’s Office has created selfie backdrops for each precinct to allow voters to take Election Day photos for social media and/or sharing. These backdrops must be set up outside of the voting location (e.g., in the hallway leading into your precinct). We encourage voters to share their photos on social media using #A2Votes.



Voters may only use their cell phones in the voting booth for the purpose of taking a photo of their ballot or to look up information, if desired. They cannot, however, use the phone for conversation while in the voting booth. Voters may use their cell phone in line in the precinct prior to getting to the EPB, provided they are not disruptive. Similarly, poll watchers and challengers are also permitted to use their phones in the precinct, provided they are not disruptive.



Broadcast stations and news media representatives may be permitted to briefly film from the public area of the polling room (typically the entryway to the precinct). In no case can personnel working for broadcast stations or the news media set up a camera in the voting area of the polling room. Any questions regarding media can be directed to the City’s Clerk’s Office.

The use of televisions and radios is **prohibited** in polling locations during the hours the polls are open for voting.

Rejected Ballots



If a ballot is rejected by the tabulator, the tabulator will partially eject the ballot with a message stating the reason. A portion of the ballot will be held inside the tabulator. The voter should be asked whether they want to pull the ballot out to correct or to “Cast Ballot As-Is.” The reason for the rejection may assist the voter in making their decision.

An Election Inspector cannot view a voter’s ballot in an attempt to identify the voting error. Instead, inspectors should look at the screen on the tabulator to help explain the reason for the rejection.

Ballots are generally rejected for one of the following reasons:

-Blank Voted Ballot – tabulator does not recognize any votes in the target area. **Note:** for a two-sided ballot, the tabulator will also reject a ballot if one side of the ballot is completely blank, to ensure the voter did not accidentally miss marking one side.

-Over Voted Ballot – more votes detected by the tabulator than the number allowed for a particular office or proposal.

-Cross Over Voted or Split Ticket (Primary Elections Only) – Votes are detected in more than ONE party section.

Ballot Rejections Scripts

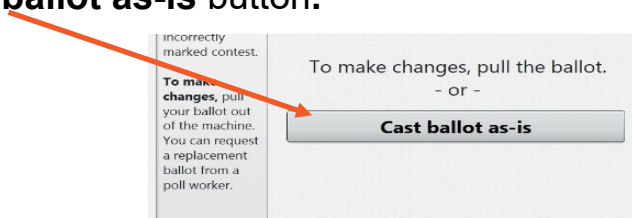
To ensure the proper handling of voters who have their ballot rejected, the following “scripts” are offered.

STEP 1: Election inspector reads the following statements to any voter who experiences the rejection of his or her ballot due to a voting error:

SCENARIO	RESPONSE
<p><u>Over-voted Statement –</u></p> <p>The voter has “over-voted” one or more offices or proposals on the ballot:</p>	<p>The tabulator has rejected your ballot because it is improperly marked. According to the tabulator, <i>you have cast more votes for an office or proposal than allowed.</i></p> <ul style="list-style-type: none"> • <i>If you wish to correct this error, we will be happy to provide you with a replacement ballot.</i> • <i>If you do not wish to correct this error, your ballot may be accepted as presented. Please be aware, however, for any races in which you have voted for more than the allowed number of candidates, your vote will not be counted in that race.</i>
<p><u>Crossover Statement –</u></p> <p>The voter has “crossover” voted in a partisan primary:</p>	<p>The tabulator has rejected your ballot because it is improperly marked. According to the tabulator, <i>you have cast votes for candidates of more than one political party.</i></p> <ul style="list-style-type: none"> • <i>If you wish to correct this error, we will be happy to provide you with a replacement ballot.</i> • <i>If you do not wish to correct this error, your ballot may be accepted as presented. Please be aware, however, that only non-partisan and proposal votes would be counted. No partisan primary votes can be accepted.</i>
<p><u>Blank Ballot Statement –</u></p> <p>The voter has not cast any votes (“blank” ballot):</p>	<p>The tabulator has rejected your ballot because it appears that <i>you did not cast any votes.</i> Alternatively, you may also have forgotten to vote one side or page of your ballot.</p> <ul style="list-style-type: none"> • <i>If you wish to re-mark your ballot, you may return to the voting station. Instructions on the voting process will be provided upon your request.</i> • <i>If you do not wish to re-mark your ballot, your ballot may be accepted as presented. Please be aware, however, that no votes will count.</i>

Step 2: If the voter wishes to have their ballot cast as presented, the election inspector should re-emphasize how the ballot will be counted and afford the voter a second opportunity to spoil their ballot or return to the voting booth. If the voter wishes to receive a replacement ballot, follow the instructions to spoil a ballot on **page 45**.

If the voter wishes to cast the ballot as-is, instruct the voter to override the tabulator by selecting the **Cast ballot as-is** button.



Correcting Mistakes in the EPB

Mistakes are very easy to correct in the EPB. Use the correct tools for correction and you will have a trouble-free Election Day. Election inspectors must pay close attention to the voter name and ballot numbers when attempting to correct a mistake.

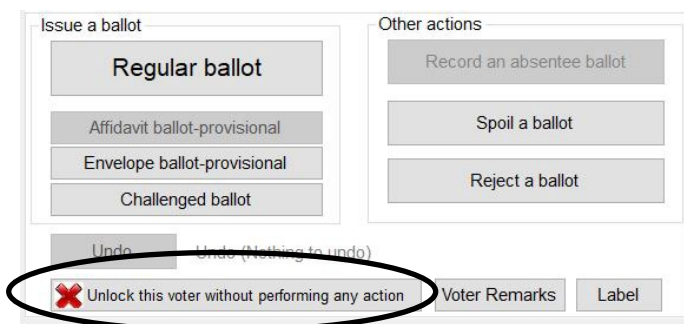
Described below are two procedures for correcting mistakes.

- **Unlock** allows the election inspector to simply “get out” of a voter’s record without making any changes to it.
- **Undo** allows the election inspector to change information previously put into the EPB. Be very careful! This procedure is a very powerful tool! Pay close attention to the ballot numbers assigned to the voter throughout this procedure. If you have any questions or are unsure as to how to proceed when using these tools, call the City Clerk’s Office at **734-794-6149** for help!

The Unlock button

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

Clicking on this button will not change any information in the voter’s record.



Correcting Mistakes in the EPB Continued

The Undo button

Some important information about the **Undo** button.

Read this section carefully.

- If an entry mistake occurs, whether the wrong ballot number issued in the EPB, or the wrong voter was issued a ballot, using the **Undo** function *may* aid in correcting the mistake.
- **Caution:** The **Undo** function will remove the ballot assigned to a voter. It is the equivalent of erasing the voter and the ballot assigned to them from the List of Voters on the right-hand side of the main screen.
- Be very careful to keep track of the ballot numbers when using this tool. The auto advance function of the EPB will not work correctly when using the Undo function. The next ballot number issued after an “undo” will need to be adjusted.
- Use the *Application(s) to Vote* to ensure you are making the correction(s) properly.
- The **Undo** function should not be used to attempt to fix major mistakes. If several ballots have been issued out of sequence, correct this type of error with a General Remark and by ensuring the next voter is correct from that point forward.

Important Note: The **Undo** feature is **NOT** for spoiling ballots (see **Processing Spoiled Ballots** on **page 45** of this manual). If you have questions as to when the **Undo** function is appropriate to use, call the City Clerk’s Office, **734-794-6149**.

The Undo Function Continued

To correct a mistake using the Undo Function:

- 1 Pull the voter's record up in the EPB software by entering the voter's name (last name first) in the **DLN/Name** field of the main screen.
- 2 Select (click on to highlight) the voter. The voter's name must appear highlighted in the **Precinct List** (*left side of screen*) before continuing.
- 3 Click **Lock this voter record**. Make a note of the **ballot #** in the **List of Voters** (*right hand side of screen*). It is about to disappear from the screen.
- 4 Click **Undo**. Notice the action you are undoing is in brackets next to the **Undo** button.
- 5 Click **Yes**. The action you are undoing is shown again in brackets.

The voter's entry/record has now been removed from the List of Voters.

Voter Details

Name:	MCQVF, RANDALL RUDOLPH	DOB:	05/08/1993
Address:	2258 STATE HIGHWAY M38 MASS CITY MI 49948	Precinct:	00001
Gender:	M	Temp	Perm
Polling Location:	ROUSSEAU TOWN HALL	Reg.Date:	05/12/2016
		Eff. Rg.Date:	06/11/2016

Ballot Style: 1B

Confirm

Undo the following action:(Issuance of regular ballot [00090001])

Yes No

Undo (Issuance of regular ballot [00090001])

Unlock this voter without performing any action Voter Remarks Label

Regular ballot [00090001] issued at the precinct.
VOTING STATUS: Voted in precinct using a Regular ballot.

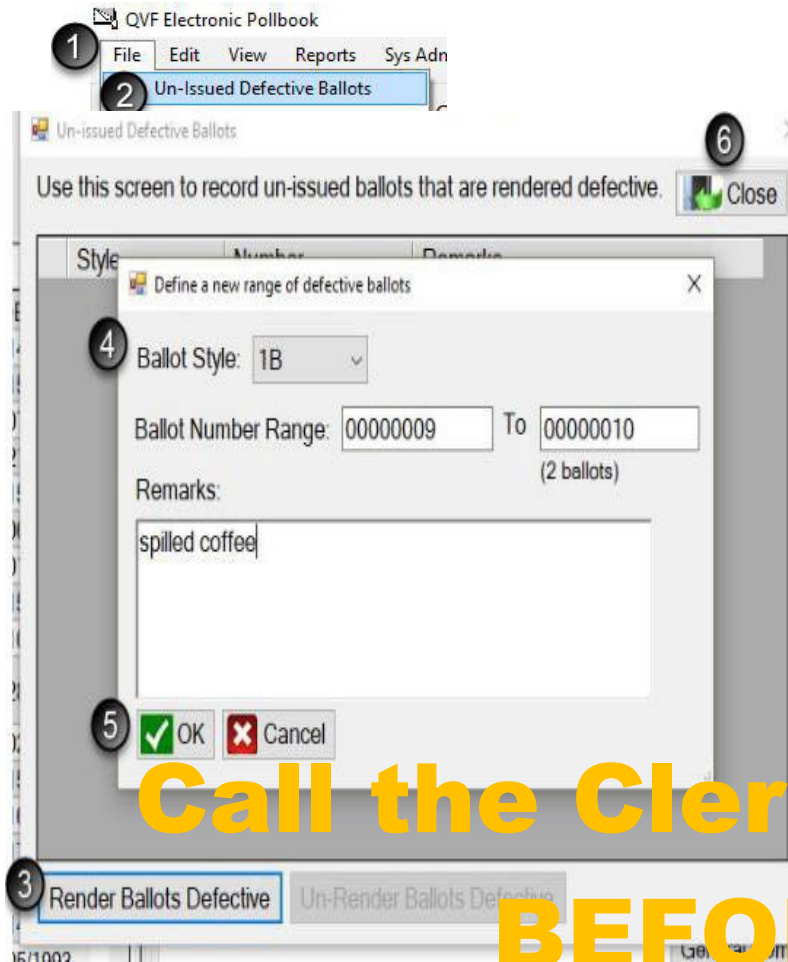
JOHNSMITH

Un-issued Defective Ballots

If a ballot becomes unusable and it is within the number range being used, it must be recorded as defective in the EPB software to ensure balancing at the end of the night.

To record defective ballots:

- 1 Click File.
- 2 Click Un-issued Defective Ballots.
- 3 Click Render Ballots Defective.
- 4 Select the ballot style, enter the ballot number range, and record the reason the ballot is defective.
- 5 Click OK.
- 6 Click Close.



**Call the Clerk's Office
BEFORE
recording defective
ballots.**

Ballot Jams

Occasionally ballots will get caught in the ballot path of the tabulator. When this occurs, two election inspectors with different political party affiliation will need to open the front ballot box access door and either push down the already tabulated ballots or remove some of the ballots (more likely when experiencing increased voter turnout).

When ballots are removed from the ballot box during the day, they will need to be stored in an approved ballot container and sealed using a blue pull-tight seal. It is important that you make a remark under General Remarks in the Electronic Poll Book, noting the time that the ballots were removed from the tabulator ballot box and the seal number used to seal the ballot container.

STEPS FOR REMOVING A JAMMED BALLOT

1. Instruct the voter to put their secrecy sleeve over the ballot as you approach the ballot tabulator.
2. Follow the instructions on the screen of the tabulator to resolve the error. The tabulator will tell you if the ballot was scanned and tabulated or not. If the ballot was not tabulated, depending on the condition of the ballot when you remove it, you may need to spoil the ballot and issue the voter a new ballot.
3. If the tabulator states the ballot was counted, after you remove the jam, deposit the ballot into the ballot container with the rest of the voted ballots. Ensure the voter that their vote has counted.

Auxiliary Compartment



**Place Voted
Ballots in the
Auxiliary Bin
when the
Tabulator is not
working.**

In case of a power outage or a jammed ballot, voting must continue uninterrupted. Follow the instructions below if your tabulator is temporarily “out of order” for any reason.

One of the election inspectors from the precinct should immediately contact the Precinct Coordinator (listed on your precinct contact information sheet in your precinct’s Zippered Notebook). You should also inform the City Clerk’s Office (734-794-6149) about the problem.

Next, the election inspector stationed at the tabulator instructs each voter to lift the flap covering the Auxiliary Compartment located in the top right-hand corner of the ballot compartment and insert their voted ballot for later tabulation.

Voting proceeds as usual except that voters place their ballots in the Auxiliary Compartment, not through the tabulator. The election worker at the tabulator continues to verify the ballot stub number against the Application to Vote and places each application on the spindle as explained in **Casting Ballot at Tabulator** (see [pages 51-52](#)).

Don’t forget to continue to remove the stub from the ballot. This ensures the secrecy of the ballot.

After the polls close at 8:00 PM, the Auxiliary Compartment can be opened, and the ballots removed and tabulated by two inspectors of opposite political parties using the tabulator.

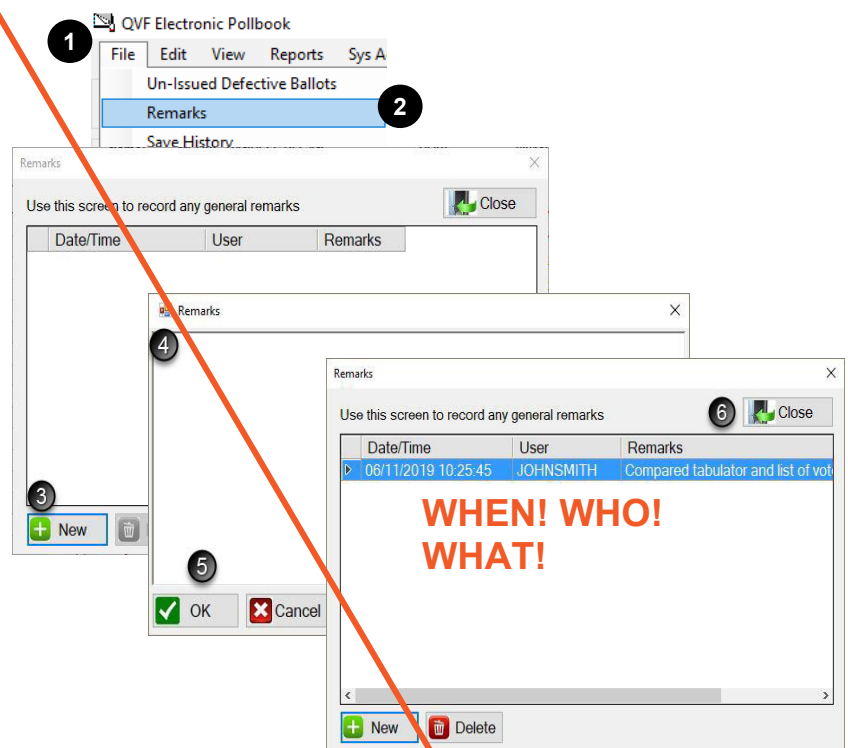
Remarks

Any time a correction is made, a remark should be entered in the EPB. In addition, remarks should be made throughout the day to document events that happened in the polling place that are significant. Providing this information aids the City Clerk and the Board of Canvassers in understanding what took place throughout the day.

All Remarks entries are automatically date/time-stamped and are attributed to the specific inspector logged into EPB. There are two types of Remarks: **General Remarks** and **Voter Remarks**.

To enter a General Remark:

- 1 Click **File** (or the General Remarks button and skip to step 3).
- 2 Click **Remarks**.
- 3 Click **New**.
- 4 Enter your remark. Always identify **WHO, WHAT and WHEN** in every one of your remarks. Remember: **General Remarks** are not linked to a specific voter. If appropriate, type the full name of the person the General Remark is about. Include the time of the event – EPB automatically records the time of the remark entry, but that is probably not the time that the event took place.
- 5 Click **OK**.
- 6 Click **Close**.



WRONG: “John threw a fit and left in a huff after we talked to him about campaigning.”

😊 **CORRECT:** “At 10am, John Smith was told to campaign outside the 100-foot designation. He was very vocal and left while still upset.”

THIS voter record
If a voter has a voter record, then you cannot perform any actions for this voter. It will be recorded for this voter.

General Remarks

Just click on **General Remarks** button!

Voter Remarks (Tied to a Specific Voter)

Open the voter's record in the EPB software, by typing the voter's name into the DLN/Name field, entering the last name first. Click on **Lock this Voter Record**.

❶ Click **Voter Remarks**.

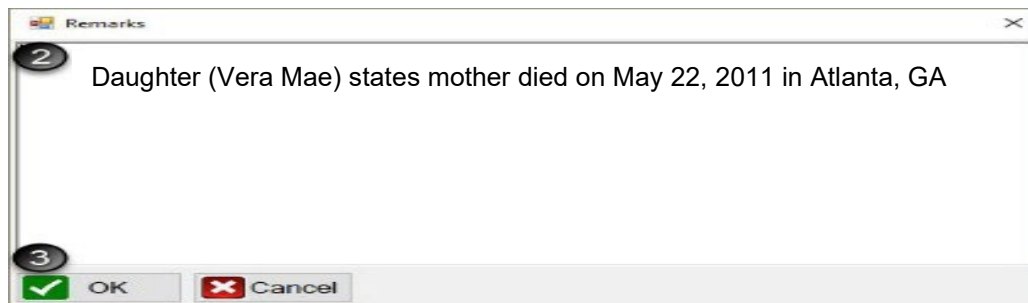
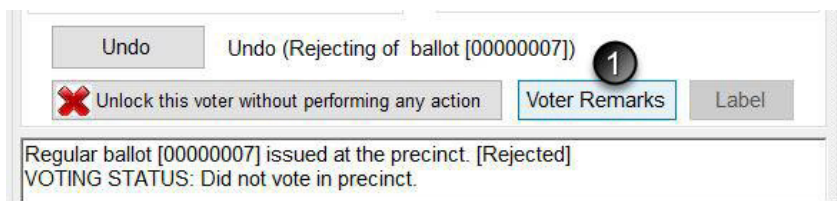
❷ Enter your remark. The EPB software automatically records the voter name, voter number, and date/time of entry; however, adding the time that the event took place may be helpful if this is different than the time of entry in EP or relevant to the information being recorded. Remember to provide as much detail as necessary for the City Clerk's Office to properly investigate and update the records if necessary.

WRONG: "Daughter states mother is dead."



CORRECT: "Daughter (Vera Mae) states mother died on **May 22, 2011 in Atlanta, GA.**"

❸ Click **OK**.



Rejecting a Ballot



Call the Clerk's Office
BEFORE rejecting a
ballot!

A ballot is rejected only in a situation where a voter will not be issued a new ballot (*the ballot will be confiscated*). Valid reasons for rejection are:

1. Exposure – A voter intentionally exposed their marked ballot to others at the polling place.
2. Missing stub/ballot number does not agree – It is discovered during the ballot serial number verification process that the stub on the ballot that was issued to the voter at the polls is missing or bears a different number than the number recorded on the voter's *Application to Vote*.
3. Ballot was left in booth/voter did not tabulate – A voter neglected or refused to tabulate their ballot.

If any of these situations arise, a voter may not be issued a replacement ballot. The ballot must be rejected.

To Reject a ballot:

Open the voter's record in the EPB software by typing the voter's name into the **DLN/Name** field, **entering the last name first**. Click **Lock this Voter Record** and:

- 1 Click **Reject a ballot**.
- 2 Verify ballot number is the same as assigned - Click **OK**.
- 3 Click **OK** to confirm the rejection.
- 4 Record a voter specific remark (see **Voter Remarks** on previous page) that includes the reason for rejecting the ballot.

Voter Details

Name: MCQVF, RAYMOND RAY DOB: 04/05/1993
Address: 2225 STATE HIGHWAY M38 MASS CITY M: 49948 Precinct: 00001
Ballot Style: 1B
Gender: M Temp Perm Reg. Date: 04/05/2016
ER. Rg. Date: 05/05/2016
Polling Location: ROUSSEAU TOWN HALL Geography

Other actions

Record an absentee ballot
Spoil a ballot
1 Reject a ballot

Undo Undo (issuance of regular ballot [00000007])
Unlock this voter without performing any action Voter Remarks Label

Regular ballot [00000007] issued at the precinct.
VOTING STATUS: Voted in precinct using a Regular ballot.
2) missing stub/# does not agree, or
3) Ballot was left in booth/voter did not tabulate.
PLEASE NOTE THE REASON THE BALLOT WAS REJECTED IN REMARKS

OK

Assisting Voters



All voters are entitled to assistance by election inspectors; however, if an elector indicates they need voting assistance from the election inspectors or other person, the following statement must be read to the voter:

“If you are requesting assistance to vote by reason of blindness, disability, inability to read or write, or for any other reason, be advised that a type of ballot marking device is available that can be used to mark your ballot. The ballot-marking device is specifically designed for use by voters who might otherwise require assistance to vote their ballot. Would you like to use this device to mark your ballot?”

If the voter answers “yes,” follow the procedure on the next page regarding issuing a ballot and preparing the Touch Writer and then direct the voter to the Touch Writer (VAT). Never record a Voter Remark in the EPB or on the problem sheet identifying a specific voter for using the VAT – persons using the VAT must always remain anonymous.

If a voter wants a companion to assist in voting, an election inspector must first ask the voter: ***“Are you requesting assistance to vote by reason of blindness, disability or inability to read or write?”***

If the voter answers “no”, election inspectors – not the voter’s companion -- must assist the voter (see [Election Inspectors Assisting Vote](#) section below). If the voter answers “yes,” the person accompanying the voter is asked: ***“Are you the voter’s employer or agent of that employer or an officer or agent of a union to which the voter belongs?”***

If the answer is “no,” this person may assist the voter. Record a Remark in the EPB stating the companion’s name. If the companion answers “yes” to your question, then election inspectors must assist the voter (see [Election Inspectors Assisting Voter](#) section [page 67](#)).



Touch Writer Prep



Prior to setting up the Touch Writer for use, first issue the voter a ballot in the EPB following normal procedures. Never enter a remark in the Remarks section of the EPB regarding a voter using the Touch Writer VAT.

Record ballot number, voter number and inspector's initials on the *Application to Vote*.

Remove the ballot stub (ballot number is on it) cleanly from the ballot and place it in the clear plastic pouch on the secrecy sleeve. On the ballot, write VAT and place it into the VAT Ballot Storage Envelope to be sealed into the ballot container at the end of the night.

Place the *Application to Vote* in the clear plastic pouch on the secrecy sleeve.

Give the voter the secrecy sleeve containing the application to vote and ballot stub.

At the Touch Writer VAT generate an electronic ballot for the voter by pressing and holding your finger on the **Ready for Use** button on the screen (or alternatively, press the blue poll worker button on the back of the Touch Writer.

Enter the Poll Worker Code found in your Important Document folder (found in Laptop Bag) and select **Accept**.

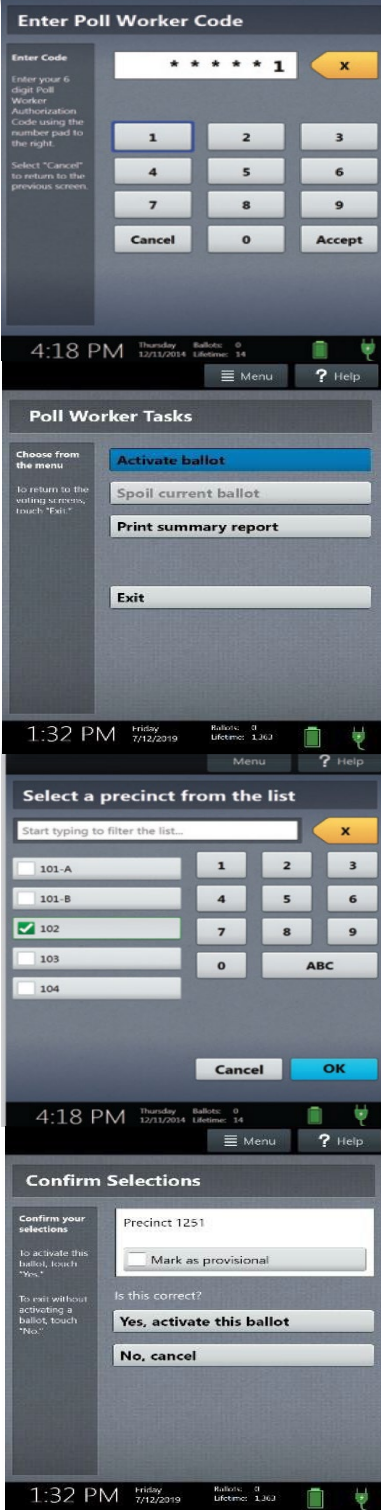
Select **Activate Ballot**.

Choose the correct precinct and ballot style from the list.

Confirm the selection you have made, and then select **Yes, activate this ballot**.

Allow the voter privacy as they mark their ballot using the Touch Writer VAT.

*Verbally instructing a voter on how to mark a ballot or how to use the VAT is NOT considered *assisting* a voter.



Election Inspectors Assisting Voter

When assisting a voter, **TWO** inspectors of opposite political parties must assist the voter at the same time.

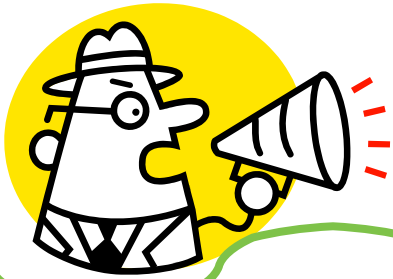
Note 1: With the exception of a minor (under 18 years old), only an approved assistant can accompany a voter in the voting booth as they vote. However, the minor cannot be a part of the voter's union or an employer/agent of the employer.

Note 2: Never enter a remark in the Remarks section of EPB regarding a voter using the Touch Writer VAT.

Note 3: A complete record of any *assistance* must be entered in the **Remarks** section in the Electronic Poll Book (EPB) – include the name of voter and the person(s) providing the assistance.

Note 4: If a voter asks about **Write-in Candidates**, you cannot give the names of any candidates – tell them to contact the City Clerk's Office for more information. While you can explain to the voter how to mark the ballot to vote for a **Write-in Candidate**, you cannot provide them with the name of any candidate even if the voter gives you part of the name of the candidate. Sorry, but that is a violation of Michigan election law!

Closing the Polls



Insist that your precinct use the **Closing Check-Off List!** Your closing will be smoother, and you will be less likely to make errors or skip a step.

At 8:00 PM, you must announce: “The polls are now closed!” **DO NOT LOCK DOORS!** Any individual has the right to witness election workers “Tabulating the Vote” and closing up the precinct. If you lock doors, it is impossible for observers to enter the polling place and watch you finalize your work and tally the vote.

PLEASE NOTE: Any voter in line for an Application to Vote (or in the precinct room) at 8:00 PM is entitled to receive a ballot.

Helpful Hint: At 8:00 PM, pass out Applications to Vote to everyone standing in line who is eligible to vote. If you pass out applications to be used as a “ticket,” you don’t have to stand and watch the end of the line. Only those with applications can vote.

Auxiliary Compartment

Ballots Out



After the polls have closed and the last in-person voter has cast their ballot, two inspectors of different political parties remove the ballots from the Auxiliary Compartment at the rear of the tabulator (if it was used during the day) and insert the ballots one at a time into the tabulator to be tallied.

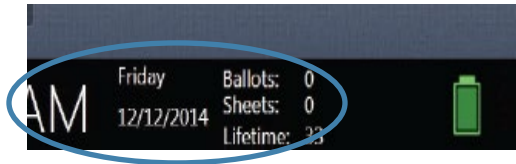
If a ballot is rejected during this procedure, two inspectors with different political party preferences should determine if the ballot can be duplicated (see **Ballot Duplication Instructions** in **Appendix G**). If the ballot cannot be duplicated, the two election inspectors must **Accept** the ballot as voted (see **page 55**).



After the ballots have been processed as stated above, the inspectors close the slot and lock the Auxiliary Compartment. The election workers should then explain in the **Remarks** section of the EPB how many ballots were overridden and the circumstances.

Verify the Tabulator Count

After **all** the ballots have been inserted into the tabulator, the election inspectors must verify the tabulator count. To do this, take the number of “in-person” voters (found in EPB [List of Voters](#)) and subtract from this number the Provisional “envelope” ballots that you will return to the Clerk’s Office at the end of the day. This number should be the same as the total displayed on the bottom left of the Verity Scan screen. If the number of “envelope” ballots inside the **Provisional Ballot Storage Envelope** does not equal the number recorded on the EPB [Ballot Summary report](#) (line I), your precinct made a mistake issuing ballots during the day. Call the Clerk’s office IMMEDIATELY for assistance.



Make a note of the total count from the bottom left of the Verity Scan screen, as you will need to input it when completing the Ballot Summary report in the EPB.

Only compare Ballots against the List of Voters.

If the numbers are the same...proceed to the next page.

If the numbers are different, Contact the Clerk’s Office IMMEDIATELY! 734-794-6149

Election Day – Close of Polls

After the close of polls on Election Day, data processed in the EPB software must be saved one last time to the encrypted flash drive and reports must be generated to complete the paper Poll Book.

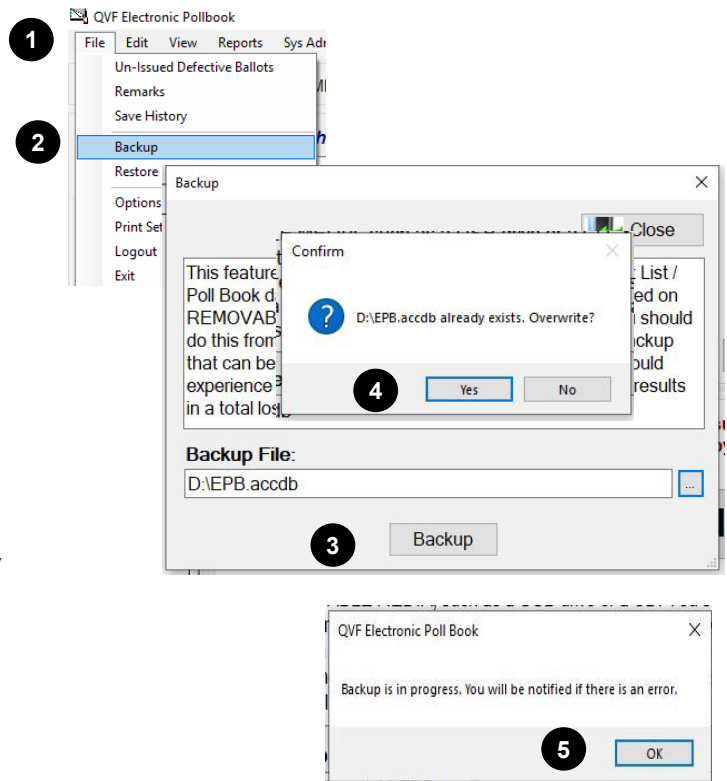
One Final Backup

After all voters have been processed in the EPB, perform one last **Backup** to ensure all data is saved to the encrypted flash drive.

- 1 Click **File**.
- 2 Select **Backup** from the list.
- 3 A dialogue box will open. Click **Backup**.
- 4 Click **Yes**. (*It will take a few seconds before the next dialogue box appears.*)
- 5 Click **OK**.

Creating Reports

The EPB software generates the three reports necessary for completion of the paper Poll Book (*official record of the precinct*) in just a few steps. The reports include the *Ballot Summary*, the *List of Voters*, and the *Remarks* report. In addition, voter history is also saved in a manner that it can later be easily uploaded into the Qualified Voter File (QVF), ensuring accurate recording of voters in the Statewide voter registration database.



Ballot Summary Report

The Ballot Summary report is prepared in the Electronic Poll Book.

To complete the ballot summary:

1. Click **Reports**.
2. Select **Ballot Summary** from the list.
3. The *Ballot Summary* report is designed to account for multiple ballot styles (Line A). Verify the Number of ballots delivered to precinct for each ballot style was correctly entered. The ballot numbers are listed on your paper poll book, which you should have verified at the open of polls.
4. (Line B) This window will automatically show “0” as AV ballots are not processed in the precinct. (Line C) The total number of all ballots delivered to your precinct. This number is automatically calculated.
5. (Line D) Enter the total number of ballots tabulated. This number is taken directly from the tabulator. Do not worry about the Sheets or Lifetime counts, just enter the number for **Ballots**.
6. (Line E) This box will automatically show “0” as AV ballots are not being processed in the precinct. (Line F) The total number of ballots re-issued to voters who spoiled their ballot at the polling place (spoiled or defective ballots). This number is automatically calculated based on the information you entered throughout the day.

QVF Electronic Pollbook

File Edit **View** Reports Sys Admin Help

Election: 11/05

DLN / Name: M...

Reports

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

A: Number of unvoted ballots delivered to precinct:

Style	Starting No.	Ending No.	Count
1	00000101	00001000	900

Total = 900

B: Number of AV return envelopes received by board 0

C: Total 900

NUMBER OF BALLOTS AT CLOSE OF POLLS:

D: Number of ballots tabulated (Enter Tabulator Public Counter reading) 9

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

F: Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots) 0

G: Number of ballots rejected 1

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

I: Number of provisional envelope ballots issued 2

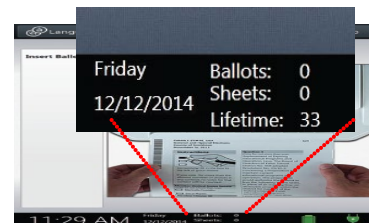
J: Number of UNUSED BALLOTS:

Style	Starting No.	Ending No.	Count
	00000113	00001000	888

Total = 888

K: Total of Lines D, E, F, G, H, I and J 900

L: Difference 0



Ballot Summary Report (Continued)

Ballot Summary Report

Close

NUMBER OF BALLOTS DELIVERED TO PRECINCT:

A: Number of unvoted ballots delivered to precinct:

Style	Starting No.	Ending No.	Count
1	00000101	00001000	900

Delete

Total = 900

B: Number of AV return envelopes received by board

C: Total

NUMBER OF BALLOTS AT CLOSE OF POLLS:

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

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

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

G: Number of ballots rejected

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

I: Number of provisional envelope ballots issued

J: Number of UNUSED BALLOTS:

Style	Starting No.	Ending No.	Count
	00000113	00001000	888

Delete

Total = 888

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

L: Difference

Preview

(Line G) The total number of ballots rejected by election inspectors at the polling location. This number is automatically calculated.

7. (Line H) Count the number of ballots in the **Original Ballots that have been Duplicated Envelope**. It is very likely that this will be 0. The only time you should need to duplicate a ballot is in the event the auxiliary bin was used and a ballot needed to be duplicated at the end of night.

(Line I) The total number of provisional envelope ballots issued to voters. This number is automatically calculated based on “the number Envelope Ballot assigned to voters in the EPB”. You can double check this number by comparing the number of Provisional Ballot Envelopes containing ballots you have in your Provisional Ballot Storage Envelope.

8. (Line J) – Enter the Number of UNUSED BALLOTS for each ballot style. Working with the unused ballots, enter the first “style” followed by the “Starting Number”. This is the ballot number you would have issued to the next voter. Next, enter the “Ending Number” – the last number of the remaining ballots. This is the same ending number from A above. Complete this process for each ballot style assigned to the precinct.

9. (Line K) – This box will automatically calculate the totals of Lines D, E, F, G, H, I and J. In order to get this number to calculate and update, click in any of the white boxes on the Ballot Summary.

STOP! (Line L) must be 0. If Line L is not 0, double check items 3-8 and ensure everything was entered correctly. Contact the City Clerk’s Office for further assistance and make a General Remark with explanation why the precinct does not balance.

Ballot Summary Report Continued

J: Number of UNUSED BALLOTS:

Style	Starting No.	Ending No.	Count
	00000113	00001000	888

Delete

Total =

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

L: Difference

Preview

10. Click **Preview**. This is at the bottom of the dialogue box. You likely will have to scroll down to see it.

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

At this point, the ballot summary is ready to be saved to the encrypted flash drive. The Ballot Summary, along with the List of Voters, and Remarks, will be printed at the Receiving Board when you deliver your precinct materials at the end of the evening.

11/05/2019 - NOVEMBER CONSOLIDATED - BOHEMIA
TOWNSHIP
Precinct 00001

BALLOT SUMMARY

WE CERTIFY THE FOLLOWING:

NUMBER OF BALLOTS DELIVERED TO PRECINCT:

A. Number of unvoted official ballots delivered to precinct:

Ballot Style	Starting No.	Ending No.	Count
1	00000101	00001000	900
			900

B. Number of absentee voter return envelopes received by board: 0

C. Total of lines A and B (Must match Line K below): 900

NUMBER OF BALLOTS AT CLOSE POLLS:

D. Number of ballots tabulated: 9

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

F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots): 0

G. Number of ballots rejected: 1

H. Number of ballots used by election inspectors for ballot duplications: 0

I. Number of provisional envelope ballots issued: 2

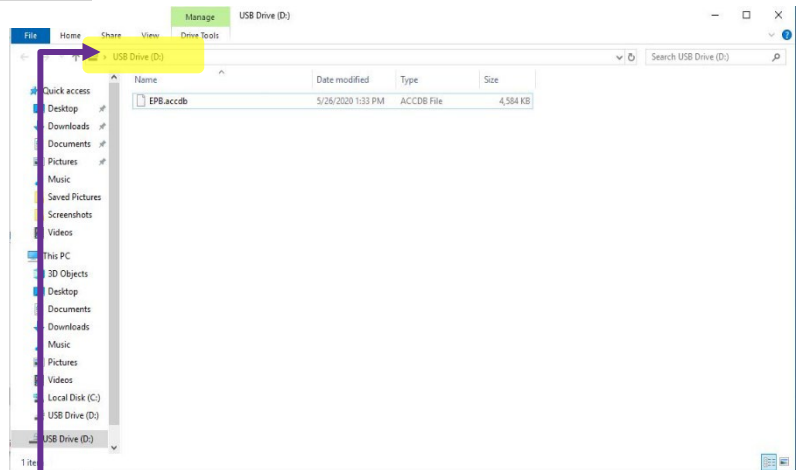
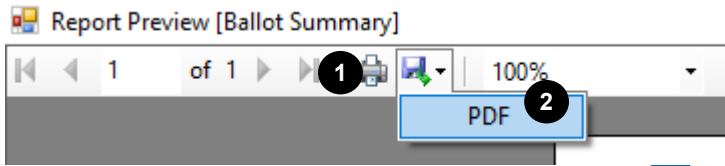
J. Number of UNUSED BALLOTS (excess ballots):

Ballot Style	Starting No.	Ending No.	Count
[None]	00000113	00001000	888
			888


K. Total of Lines D, E, F, G, H, I and J (Must match Line C above): 900

L. Difference: 0

Ballot Summary Report Continued



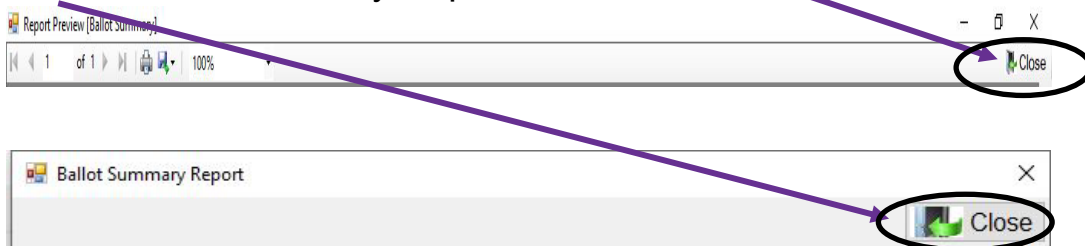
To save the Ballot Summary:

1. Click the disk icon  in the upper left-hand corner of the screen.
2. Click PDF from the drop-down menu.
3. The computer will default to saving on the flash drive. Just confirm that the pathway is correct:

This PC ► USB Drive (D:). The letter (D:) may not match your screen. It can be D, E, F, G, etc. That's OK. Then...

4. Click Save.

After the **Ballot Summary** has been saved, **close** out of the Report Preview screen, and **close** the Ballot Summary Report screen as well.

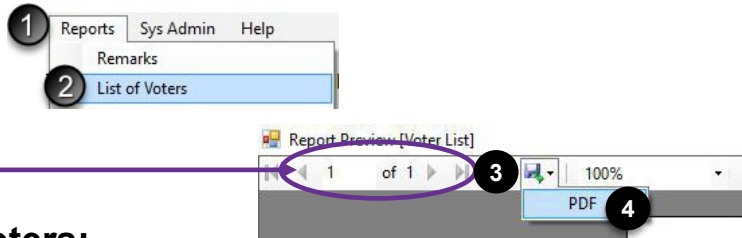


Produce Final Reports on the EPB and Shutdown Laptop


After the **Ballot Summary** report is completed, two more reports and a file must be saved before the laptop can be shut down and packed away. Paper copies of the reports will be printed at City Hall when you return your election materials in the evening.

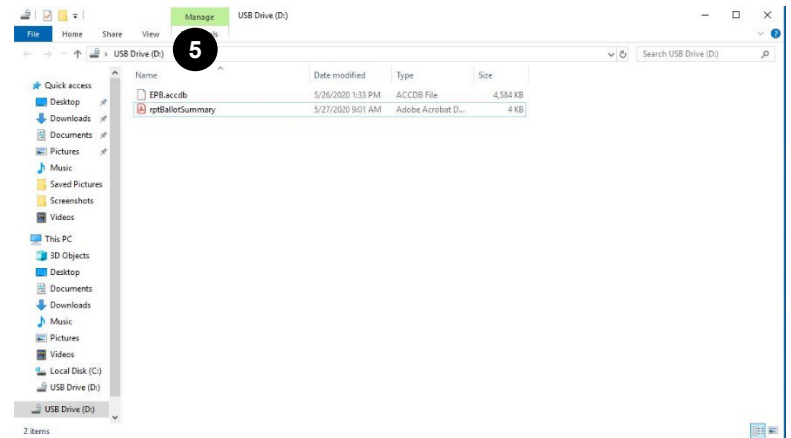
List of Voters (Report)

The **List of Voters** is created by the EPB Software and must be saved to the encrypted flash drive. Use the triangle buttons next to the page number, to view the report. Remember to view the number of voters in order to record that number in the paper poll book.



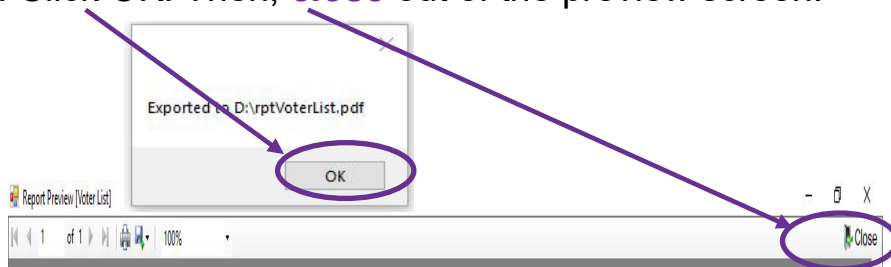
To save the List of Voters:

1. Click **Reports**.
2. Click **List of Voters**.
3. Click the disk icon  in the upper left-hand corner of the screen.
4. Click PDF from the drop-down menu.
5. The computer will default to saving on the flash drive. Just confirm that the pathway is correct:



This PC ► USB Drive (D:). The letter (D:) may not match your screen. It can be D, E, F, G, etc. That's OK. Then click save...

6. Once the file saves, a pop-up window will appear notifying you the file has been exported. Click OK. Then, **close** out of the preview screen.

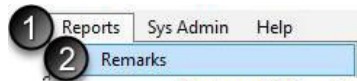


Remarks Report

Remarks recorded in the EPB software are also saved in a report and must be saved to the encrypted flash drive.


To save the Remarks Report:

1. Click **Reports**.



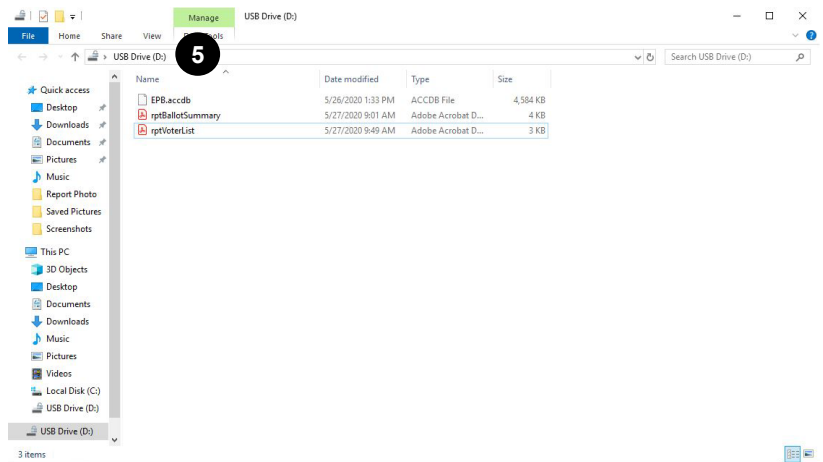
2. Select **Remarks**.



3. Click the disk icon  in the upper left-hand corner of the screen.

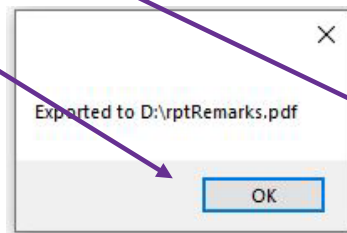
4. Click PDF from the drop-down menu.

5. The computer will default to saving on the flash drive. Just confirm that the pathway is correct:



This PC ► USB Drive (D:). The letter (D:) may not match your screen. It can be D, E, F, G, etc. That's OK. Then click save...

6. Once the file saves, a pop-up window will appear notifying you the file has been exported. Click OK. Then, **close** out of the preview screen.



Important note: There must be one recorded **Remark** for the report to save. If you have not recorded any remarks during the day, enter a remark like *“No problems throughout Election Day.”*

Save Voter History File

After all other reports are saved, save the voter history file to the encrypted flash drive. This file records who voted on Election Day and will be used later to update the voter registration files in the Qualified Voter File (QVF).

To save Voter History:

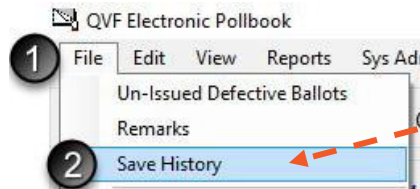
1. Click **File**.

2. Click **Save History**.

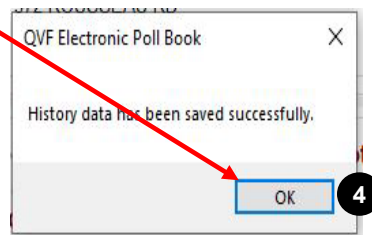
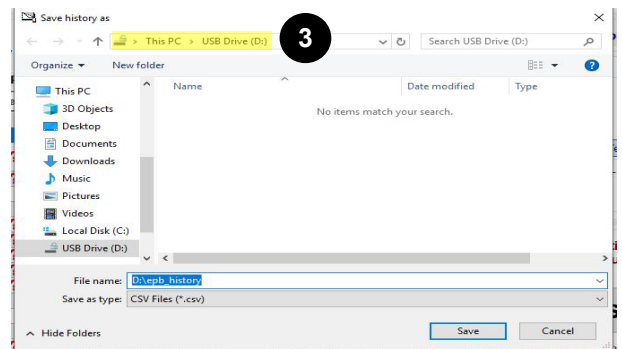
3. The computer will default to saving on the flash drive. Just confirm that the pathway is correct:

This PC ► USB Drive (D:). The letter (D:) may not match your screen. It can be D, E, F, G, etc. That's OK. Then click save...

4. Once the file saves, a pop-up window will appear notifying you the file has been exported. Click OK.

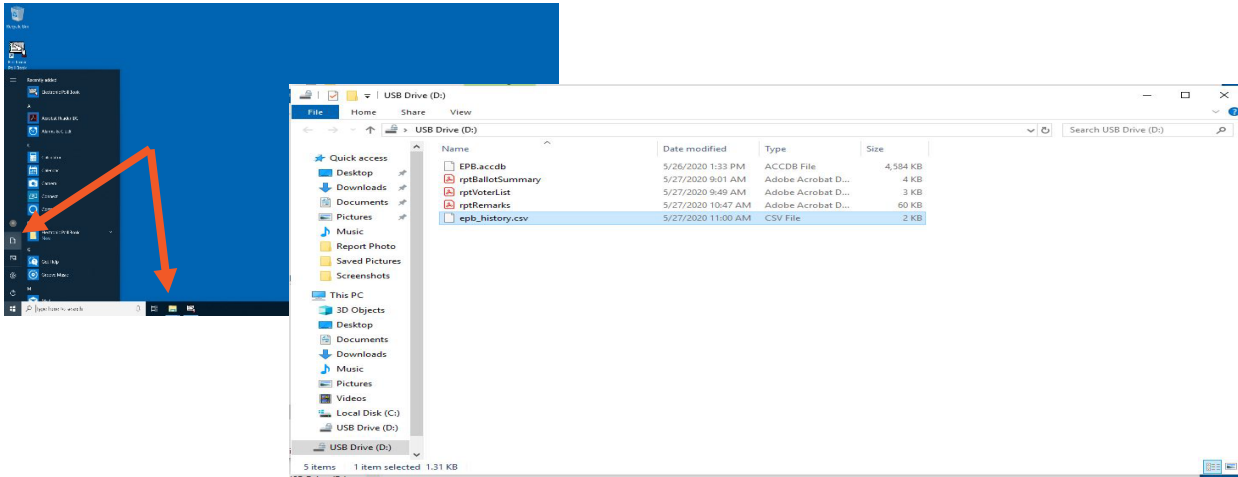


This is a **File**,
not a Report!




Ensure Files are on Secure Flash Drive

Verifying that all files have been saved on the encrypted flash drive is an important last step.



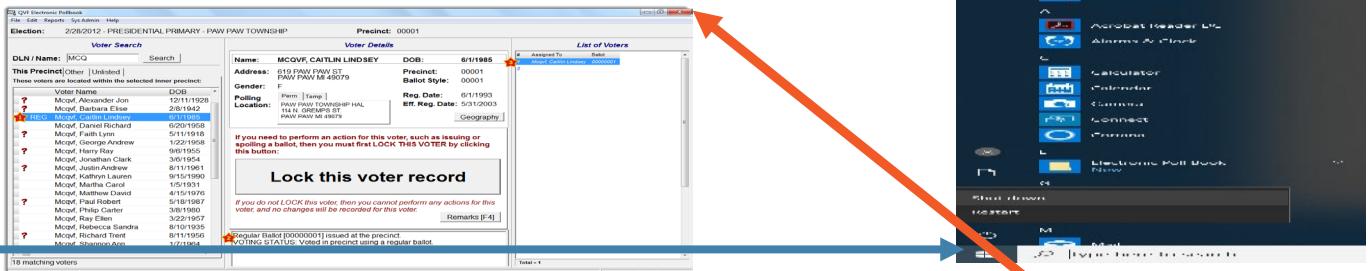
To verify files have been saved on the encrypted flash drive and in the Privacy Zone:

Click on Windows Home Button.  Alternatively click on the file folder icon  in the lower left-hand corner of the screen and skip to step 3.

Click Documents. 

Double Click the USB Drive.

Verify there are **5** files listed in the folder. Those files should be the rptBallotSummary.pdf, EPB.accdb, epb_history.csv, rptVoterList.pdf, and rptRemarks.pdf. If those files are not found on the flash drive, repeat the steps outlined for saving reports.



Once all reports have been saved, the EPB program can be **closed** and the laptop **shut down**. Return all items to the carrying case, except the encrypted flash drive.

The encrypted flash drive must be placed in the small blue vinyl pouch along with the USB drives from both the tabulator and VAT, sealed with a flexible plastic seal, and returned to the Receiving Board with your EPB laptop.

Closing the Tabulator



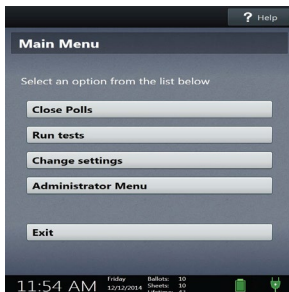
Before closing the tabulator, open the thermal printer lid, un-roll the paper until just after the signatures of the poll workers who signed the report at the opening of the polls. Close the lid so that the printer will begin printing right after the last report. The printer light will turn green to indicate it is ready to print.



Push the blue poll worker button on the back of the ballot tabulator. The main menu will load. Select **Close Polls**. The tabulator will ask you to confirm you wish to close the polls, press **Yes, Close the Polls**.

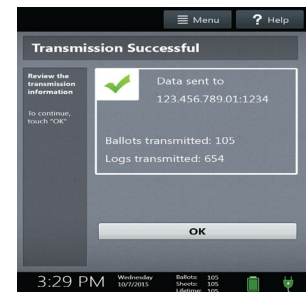
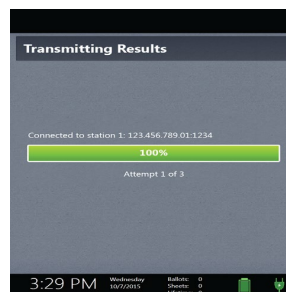
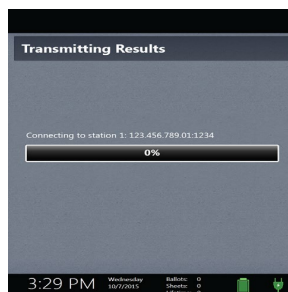
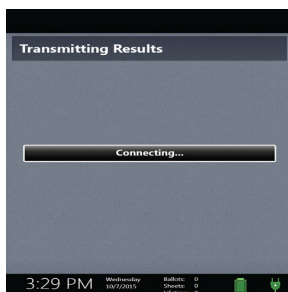
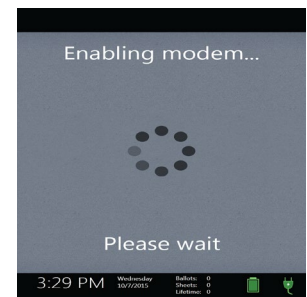
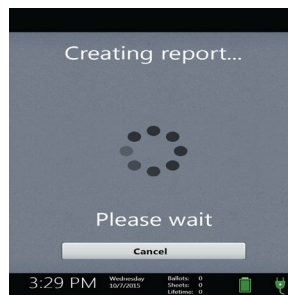
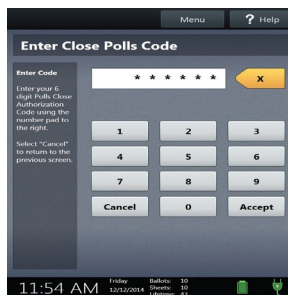
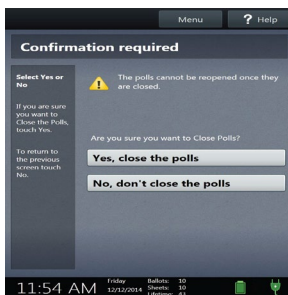


Enter Close Polls Password. Your password will be located in the important forms envelope in the supply box.

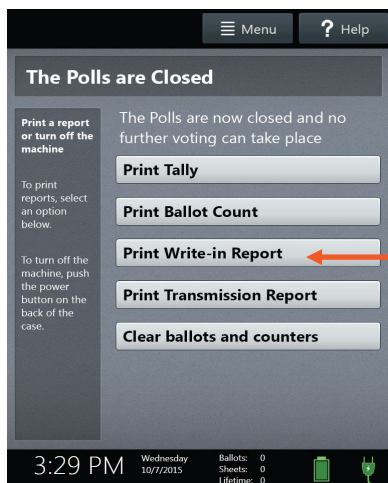


Wait while the **Close Polls and Tally Report** print. The tabulator will attempt to send results via the wireless modem. This may take 1-3 minutes. If the modem transmission fails, try to re-send once. If the transmission fails a second time, proceed with the closing procedure, as normal.

All Election Inspectors present at the close of polls must sign the bottom of all reports printed. Remove the reports and place in the City Clerk envelope to be taken back to the Receiving Board. **DO NOT separate the tapes;** the Receiving Board will separate the tapes during their review.



Closing the Tabulator Continued



Once the Close Polls and Tally Reports have printed, check the write-in statement of votes page of the poll book to determine if you have any valid write-ins. With the exception for an even-year August primary, where precinct delegates can file in your precinct on Election Day, the list of valid write-in candidates will be provided to you by the City Clerk's Office. If there are any valid write-in candidates, from the main screen, press **Print Write-in Report**, to generate a tape that shows each write-in vote that was recorded. The Write-In Report tape should be placed in the Local Clerk envelope to the Receiving Board. It is no longer necessary to hand-tally write-ins or record on in the pollbook.

Turn the tabulator off using the red power button (back of unit) and then unplug the tabulator.



IMPORTANT: Do not remove the Verity Scan from the docking station before it is completely powered down and showing a black screen (powered off).

Delegates Elected to County Convention

The **DELEGATES ELECTED TO COUNTY CONVENTION** booklet is only to be completed in even-numbered years (e.g., **2024, 2026, 2028**, etc.) at the August Primary.

*Check Republican and Democratic sections of your tabulator tape under Candidates to County Convention. If there are any write-in votes recorded in either party, print a Write-In report tape prior to powering off the tabulator (See **previous page**). This Write-In Report tape is returned to the City Clerk's Office in your To Local Clerk Receiving Board Envelope. You **do not** need to record the Write-In Candidates for Precinct Delegate on your "Statement of Votes" page of the pollbook.*

Individuals Wishing to File as Precinct Delegate on Election Day

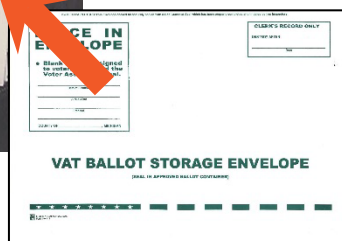
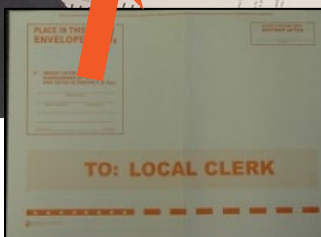
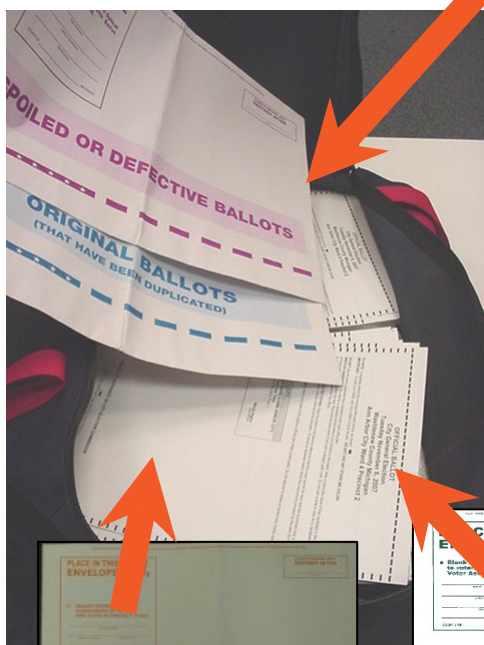
Precinct Delegate Write-In Candidate Declaration of Intent	
write-in candidate information	1 first name middle last residential address city / zip <input type="checkbox"/> I am registered and qualified to vote at this address.
additional information	2 phone number date of birth email address campaign website
office information	3 Precinct Delegate political party: <input type="radio"/> Democratic party <input type="radio"/> Republican party office name jurisdiction ward/precinct
statement	4 By signing this affidavit, I swear the statements made above are true and do hereby declare my intent to seek the precinct delegate position identified above as a write-in candidate. sign here date here notary signature notary name subscribed and sworn to me on the day of notary public, state of Michigan, county of my commission expires acting in the county of
NOTES: A precinct inspector may witness the signature in lieu of a notary on Election Day.	
for office use only	received by date of filing
how to file & complete the form	
how to file You may file in person or by mail. when and where to file By 4 p.m., the Friday prior to the Primary with your County Clerk or on Election Day with the precinct board.	completing the form 1. write-in candidate information Print your information legibly. Fill in the circle to indicate you are registered to vote at the address listed. 2. additional information A phone number, date of birth, email address, or website is not required, but recommended.
	3. office information Print the jurisdiction and precinct number. 4. statements Read, sign, and date the attestation. The affidavit is not complete until signed and notarized. NOTE: A precinct inspector may witness the signature in lieu of a notary on Election Day.

Individuals wishing to file to run for Precinct Delegate on Election Day may do so in the precinct up until the time the polls close. To file in the precinct, the voter completes the Precinct Delegate Write-In Candidate Declaration of Intent form located in Supply Box #2. Once the voter completes the form, an election inspector signs the form in place of the notary in Section 4 of the form. Once the form is completed, contact the City Clerk's Office at (734) 794-6149 so we can update our records with the new candidate. File the completed application in the Return to Local Clerk Receiving Board Envelope.

*Do **NOT** suggest to any voter that they should declare themselves as a Precinct Delegate Write-in Candidate – this is viewed as campaigning within the 100-foot prohibition in the polling location.*

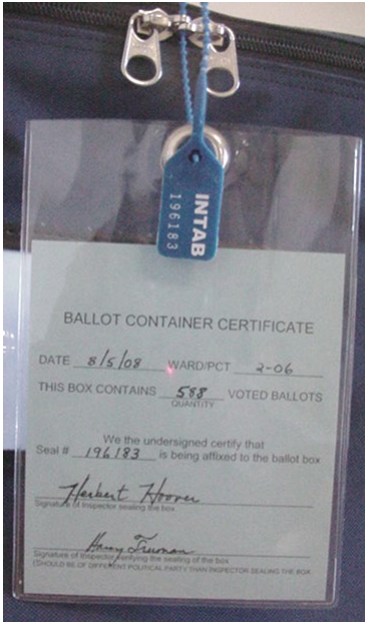
Depositing of Ballots

- 1) Put all unused ballots back in one of the two vinyl canvas ballot containers and zip closed.
- 2) Remove ALL voted ballots using the front door of the ballot box and place them neatly in the other vinyl canvas ballot container.
- 3) **Check again** that **NO** ballots are left in the black ballot box – every inspector should check both the auxiliary bin and main compartment of the box.
- 4) Seal spoiled and defective ballots in the SPOILED OR DEFECTIVE BALLOTS envelope using a red paper seal. Seal the original ballots that you duplicated from – *assuming your precinct had to duplicate ballots* – in the ORIGINAL BALLOTS (THAT HAVE BEEN DUPLICATED) envelope using a red paper seal.
- 5) Place the SPOILED OR DEFECTIVE BALLOTS envelope, the ORIGINAL BALLOTS envelope, the VAT BALLOT envelope sealed with a red paper seal, and the SURRENDERED AV BALLOTS envelope sealed with a red paper seal in the vinyl canvas ballot container containing the voted ballots and zip it closed.



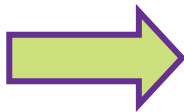
IMPORTANT! Except for the envelope ballots in the **PROVISIONAL BALLOT STORAGE ENVELOPE** that will be returned to the City Clerk's Office at the end of the evening, **ALL USED BALLOTS** will be sealed in one vinyl canvas ballot container and all **UNUSED BALLOTS** will be sealed in the second vinyl canvas ballot container.

Sealing the Ballot Container



In the front pocket of the Zippered Notebook, you will find two plastic sleeves - one containing a blue card (Ballot Container Certificate) and one white card (Unused Ballot Container Certificate) and four plastic pull-tight seals with serial numbers imprinted on their end tabs. ONE pull-tight seal will be used to properly seal each of the **vinyl canvas ballot bags containing ballots**. Use the second set of plastic seals ONLY if you have to replace the first.

- 1) **Complete the Voted Ballot Container Certificate.** Remove the blue card (Ballot Container Certificate) from its plastic sleeve. Record the following on the appropriate line:
 - a. The number of tabulated ballots (the number of ballots contained in the bag).
 - b. The seal number of the pull-tight seal that is being used to seal the bag.
 - c. 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*) – one will seal, and the other major political party election inspector will verify.



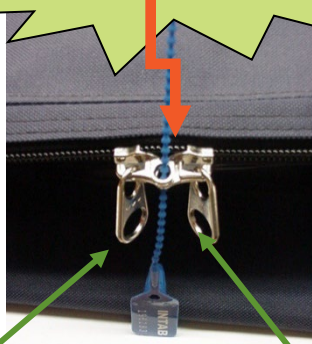
The information from items a, b and c above will also be entered into the Certificate of Election Inspectors form in the *paper* Poll Book. (**See page 87**).

Sealing the Ballot Container Continued

2) Complete the Unvoted Ballot Container Certificate.

Remove the white card (Unvoted Ballot Container Certificate) from its plastic sleeve. Record the following on the appropriate line:

Use this opening!



Not these holes!

Not these holes!

- a. The seal number of the pull-tight seal that is being used to seal the bag.
- b. 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) – one will seal, and the other major political party election inspector will verify.

3) Seal the Ballot Containers.

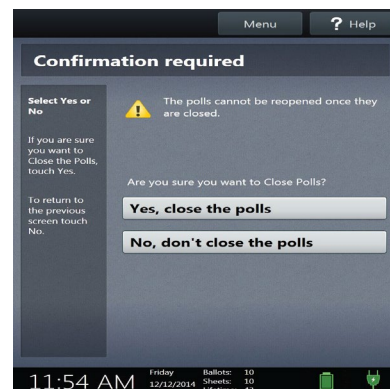
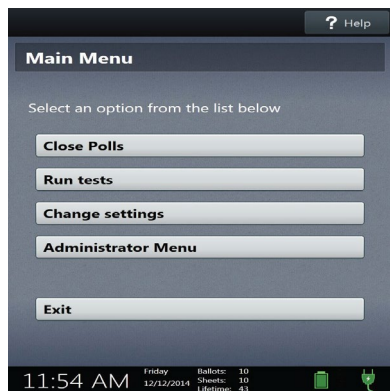
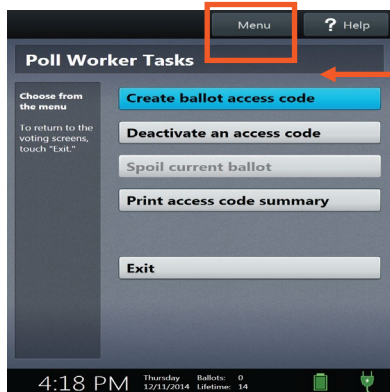
Put the Ballot Container Certificate card back into the plastic sleeve. Now attach it with the proper blue pull-tight seal (make sure you use the seal with the seal numbers you recorded on the Certificate). See left for proper sealing technique. Pull it tight! Use the correct holes! Repeat this step for both the Voted and Unvoted containers.



Remember...if you break these seals for any reason, a new seal must be used and the new seal number must be recorded on the Ballot Container Certificate and Certificate of Election Inspectors in the *paper* Poll Book.

Closing the Touch Writer VAT

Push blue poll worker button on back of the touch writer. Main menu will load.



- 1.) At the top of the screen select **Menu**.
- 2.) Enter the **VAT Poll Worker Code**. This code will be provided in your important document envelope.
- 3.) Select **Close Polls**.
- 4.) The Touch Writer will ask you to verify that you want to close the polls. Press **“Yes, Close the Polls.”**
- 5.) Enter **Close Polls Code**. This code will be provided in your important document envelope.
- 6.) Remove report tapes, sign and store in *To Local Clerk Receiving Board Envelope*.
- 7.) Press the red power button on the back of the unit to power-off the Voter Assist Terminal.
- 8.) Using a pair of scissors or wire cutters, cut and remove the blue pull-tight seal on the memory device lid. Using the black key, unlock the lid.
- 9.) Hold the black USB drive firmly and gently pull it from the device. Place the USB Drives in the small blue vinyl transfer pouch labeled “Washtenaw County.”
- 10.) Close up the unit by reversing the directions on **page 19**.
- 11.) Leave the Touch Writer VAT and printer where you found them in the morning.

Closing the Tabulator



- 1.) Unplug the tabulator if you haven't already done so.
- 2.) Using a pair of scissors or wire cutters, cut and remove the blue pull-tight seal on the memory device lid of the ballot tabulator.
- 3.) Using the black key, unlock the lid covering the USB drive.
- 4.) Hold the black USB drive firmly and gently pull it from the device. (DO NOT REMOVE the blue wireless modem from the lid of the ballot tabulator).



- 5.) Place the USB Drive in the small blue vinyl transfer pouch labeled "Washtenaw County."
- 6.) Record the date of the election; Ward/Precinct; and seal number; affix signatures of the person sealing and the person verifying the sealing on the **Tabulator Program Transfer Container Certificate** (see picture to the left). The inspectors sealing and verifying the pouch must be a **Democrat** and a **Republican** (no minor political party inspectors) – one will seal, and the other major political party election inspector will verify.
- 7.) Place the sealed small blue vinyl transfer pouch labeled "Washtenaw County" in the Zippered Notebook. The Zippered Notebook will be returned to the Receiving Board at the end of the night.

Certificate of Election Inspectors

Complete the **Certificate of Election Inspectors** form in the *paper* Poll Book in ink.

Statement of Voters - CLIP or ATTACH Divider Page to this Page

JURISDICTION: _____ PRECINCT #: _____

1. ELECTION INSPECTORS' COMPLETION CERTIFICATE

After the Polls closed, we completed the following:

- Recorded the number of ballots tabulated according to the public counter of the tabulator as: _____
- Sealed all provisional envelope ballots for delivery to the Clerk, and recorded the number as: _____
- Recorded the number of voters according to the List of Voters (including AV List if used) as: _____
- Verified the number of ballots tabulated plus provisional envelope ballots equals the number of voters and that if they do not, no discrepancies exist between the List of Voters and Applications to Vote. If they do not agree and a valid discrepancy exists, a notation was made in the Remarks Section. Yes N/A
- Completed and balanced the Ballot Summary Report. If the Ballot Summary Report did not balance and a valid discrepancy exists, a notation was made in the Remarks Section. Yes N/A
- Recorded all formal challenges made in the precinct. If any, on the Challenged Page.
- Tabulated all valid absent voter ballots (if processed in the precinct).
- Duplicated and tabulated ballots requiring duplication, if any.
- Tallyed all valid write-in votes, if any, and recorded the totals on the Write-In Statement of Votes.
- Attached a signed tabulator total tape to all three copies of this page.

2. SEAL VERIFICATION

WE, the undersigned members of the Board of Election Inspectors, certify that all used and unused ballots, voter assist terminal (VAT) ballots, Spoiled and Original ballot envelopes, but not the provisional ballot storage envelope, were properly sealed into an approved Ballot Storage Container by affixing seal(s): No Yes. If ballot container requires two (2) seals

WE further certify that the Tabulator and/or EPB Memory Device(s), if removed, were properly sealed into an approved Transfer Container by affixing seal: No Yes

3. SIGNATURES OF ALL PERSONS PRESENT AT THE CLOSE OF POLLS & CERTIFYING COMPLETION CERTIFICATE

Make a note on the Remarks page if an inspector left before the polls closed.

Signature	Phone #	Signature	Phone #
1. X CHANDERSON		7. X	
2. X		8. X	
3. X		9. X	
4. X		10. X	
5. X		11. X	
6. X		12. X	

NOTES: Place in Envelope in LOCAL CLERK
Place in Envelope in CIVILIAN BOARD / PROBATE JUDGE
Remains in Poll Book Which is Placed in Envelope in COUNTY CLERK

See next page for large size illustration of this report.

1. **Insert the number of voters according to the EPB List of Voters Report** - This is the total number of people that voted at your precinct as shown on the last line of the List of Voters report (in the EPB).
2. **Insert the number of ballots tabulated according to the Public Counter of the Tabulator** - This number must be taken directly from the bottom left corner of the tabulator screen. It is also Line D on the Ballot Summary report in the EPB and on the printed tabulator tape.
3. Check off the pink shaded boxes to indicate that each task listed has been completed.
4. Record the appropriate seal number(s) for the **BALLOT STORAGE CONTAINERS** (the large zippered canvas bag(s) used to store and transport the voted and unvoted ballots).
5. Record the appropriate seal number from the **TRANSFER CONTAINER** (the small zippered blue bag used to store the EPB flash drive and the flash drives from the tabulator and VAT).
6. The election inspector who **SEALED** the **BALLOT STORAGE CONTAINER** and the **TRANSFER CONTAINER** must sign in the appropriate pink space (must be a **Democrat** or a **Republican**).
7. The election inspector who **VERIFIED** the sealing of the **BALLOT STORAGE CONTAINERS** and the **TRANSFER CONTAINER** must sign in the appropriate pink space (inspector must be of the other major political party than the sealer).
8. ALL election inspectors present at the closing must sign the Certificate of Election Inspectors form in **INK**.

Don't forget!
Verify this
information is
correct!

Statement of Votes... **CLIP or ATTACH Tabulator Tape to this Page**

JURISDICTION: _____

PRECINCT #: _____

1 ELECTION INSPECTORS' COMPLETION CERTIFICATE

After the Polls closed, we completed the following:

- Recorded the **number of ballots tabulated** according to the public counter of the tabulator as: _____
- Sealed all provisional **envelope** ballots for delivery to the Clerk, and recorded the number as: _____
- Recorded the **number of voters** according to the List of Voters (including AV List if used) as: _____
- Verified the **number of ballots tabulated plus provisional envelope ballots equals the number of voters** and that if they do not, no discrepancies exist between the List of Voters and Applications to Vote. If they do not agree and a valid discrepancy exists, a notation was made in the **Remarks Section**. Yes N/A
- Completed and balanced the **Ballot Summary Report**. If the Ballot Summary Report did not balance and a valid discrepancy exists, a notation was made in the **Remarks Section**. Yes N/A
- Recorded all formal **challenges** made in the precinct, if any, on the Challenged Page.
- Tabulated all valid **absent voter** ballots (if processed in the precinct).
- Duplicated and tabulated ballots requiring **duplication**, if any.
- Talled all valid **write-in votes**, if any, and recorded the totals on the Write-In Statement of Votes.
- Attached a **signed tabulator total tape** to all three copies of this page.

2 SEAL VERIFICATION

WE, the undersigned members of the Board of Election Inspectors, certify that all used and unused ballots, voter assist terminal (VAT) ballots, Spoiled and Original ballot envelopes, but **not** the provisional ballot storage envelope, were properly sealed into an approved **Ballot Storage Container** by affixing seal(s): _____ No. _____
If ballot container requires two (2) seals

WE, further certify that the Tabulator and/or EPB Memory Device(s), if removed, were properly sealed into an approved **Transfer Container** by affixing seal: _____ No. _____

DEMOCRATIC INSPECTOR
Signature of Election Inspector who sealed/verified the Ballot Storage Container and the Transfer Container.

REPUBLICAN INSPECTOR
Signature of Election Inspector who sealed/verified the Ballot Storage Container and the Transfer Container.

3 SIGNATURES OF ALL PERSONS PRESENT AT THE CLOSE OF POLLS & CERTIFYING COMPLETION CERTIFICATE

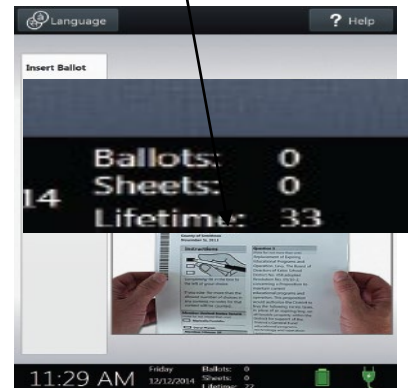
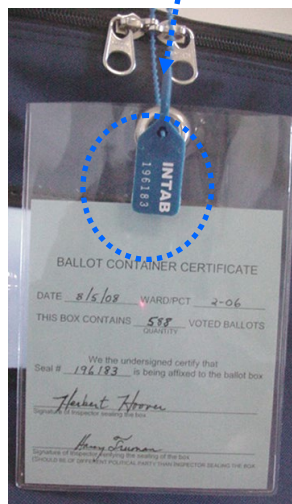
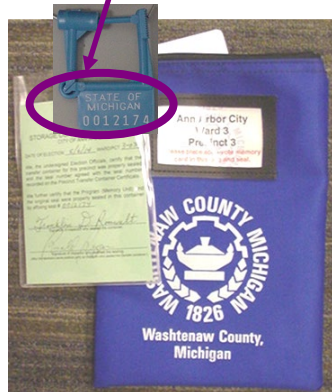
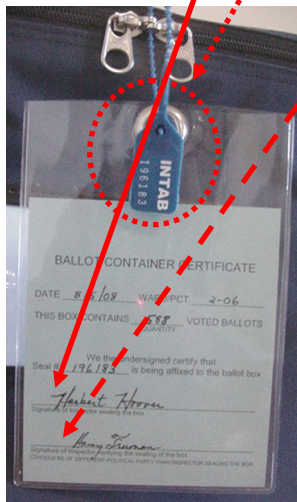
Make a note on the Remarks page if an inspector left before the polls closed.

Signature	Phone #	Signature	Phone #
1. <input checked="" type="checkbox"/> _____		7. <input checked="" type="checkbox"/> _____	
2. <input checked="" type="checkbox"/> _____		8. <input checked="" type="checkbox"/> _____	
3. <input checked="" type="checkbox"/> _____		9. <input checked="" type="checkbox"/> _____	
4. <input checked="" type="checkbox"/> _____		10. <input checked="" type="checkbox"/> _____	
5. <input checked="" type="checkbox"/> _____		11. <input checked="" type="checkbox"/> _____	
6. <input checked="" type="checkbox"/> _____		12. <input checked="" type="checkbox"/> _____	

WHITE - Place in Envelope to LOCAL CLERK
PINK - Place in Envelope to CANVASS BOARD / PROCLATE JUDGE

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

The difference between these two numbers must be the number of "envelope" and confiscated ballots. This number is recorded on the middle line.





Relax! You are on the home stretch!
Now is the time to put things in their final location.

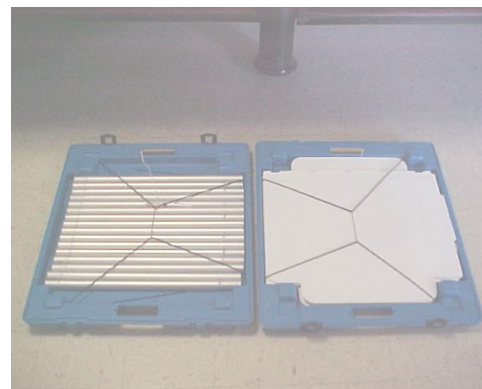
Packing up Supplies

EPB Laptop Carrying Case:

- Laptop, surge protector, mouse, mouse pad, magnetic card reader, and the computer power cord.

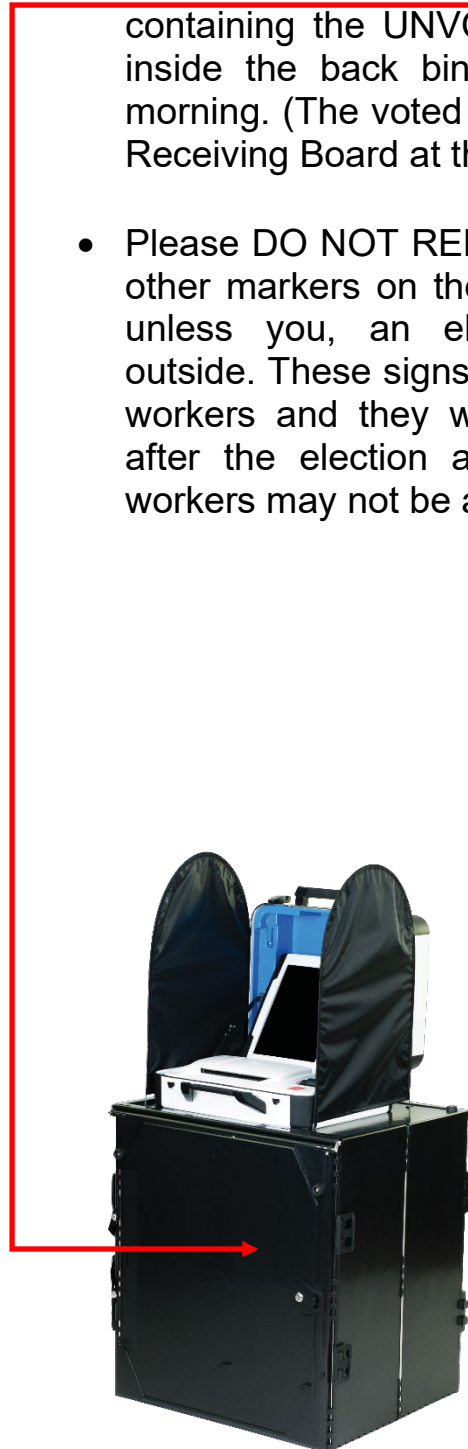
Blue Rolling Supply Bin:

- Unused Application to Vote forms
 - Unused Voter Registration forms
 - Unused Provisional Ballot Form and Ballot Security Envelopes
 - Secrecy Sleeves
 - Posted signs and other election materials that you put up in the morning. Don't forget the flag (*if applicable*).
 - Other miscellaneous supplies such as pens, paper clips and tape.
- You may now dispose of (*or preferably, recycle*) the ballot stubs.
 - Break down the voting booths.
 - Leave large white curbside and street signs in place. They will be picked up by City Staff later.



Tidying Up the Precinct

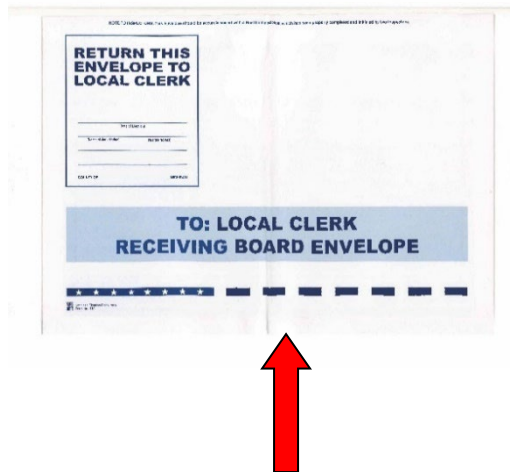
- Return the blue rolling supply bin and voting booths to the location where you found them in the morning.
- Leave the Black Ballot Box with tabulator in place and the front ballot door **unlocked**. The sealed ballot bag containing the UNVOTED BALLOTS may be placed inside the back bin where you found them in the morning. (The voted ballot bag will be delivered to the Receiving Board at the end of the night.)
- Please DO NOT REMOVE large signs, sawhorses, or other markers on the outside of the precinct building unless you, an election inspector, placed them outside. These signs and markers were set up by City workers and they will be collected by City workers after the election as well. If you move them, the workers may not be able to find them.



Receiving Board Envelope

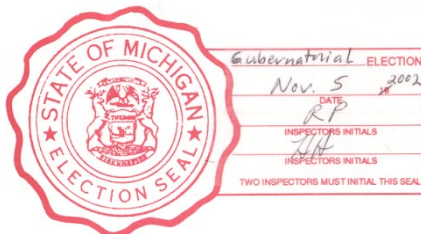
Place the following items into the large white envelope marked **TO LOCAL CLERK: RECEIVING BOARD**. This envelope will be delivered to the Receiving Board on the night of the election.

- 1.) *2-ring Poll Book (do not detach any forms)*
- 2.) *Zero tapes with 3 totals tapes attached signed by all inspectors (do not cut any of the tapes)*
- 3.) *Opening Check-Off List*
- 4.) *Voter ID Affidavit Tally Sheet*
- 5.) *Problem Sheet*
- 6.) *Notes to Jackie, Kristen; & Steve*
- 7.) *Precinct Reconciliation Form*
- 8.) *Completed Voter Registration Applications*
- 9.) *Completed Provisional Ballot Form and Ballot Security Envelope for voters who were issued either provisional envelope or affidavit ballots stored inside a *Provisional Ballot Storage Envelope* (see Appendix J)*
- 10.) *Completed Flow Charts for Voters not in EPB*
- 11.) *Voter Registration Receipts (from voters who registered with last 14 days at Clerk's Office)*
- 12.) *Completed Applications to Vote on spindle(s)*
- 13.) *Completed Time Sheet (times will be amended for individuals returning election materials to the Receiving Board)*
- 14.) *Completed Closing Check-Off Lists*



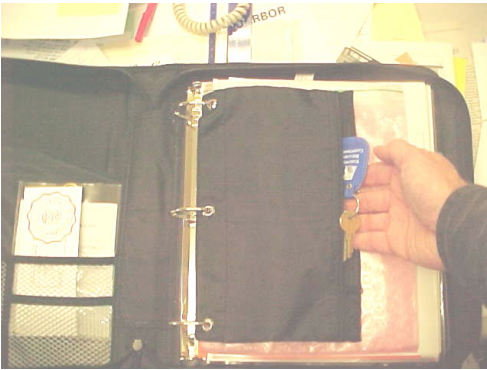
BIG WHITE ENVELOPE!

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



Make sure to properly complete paper seal!

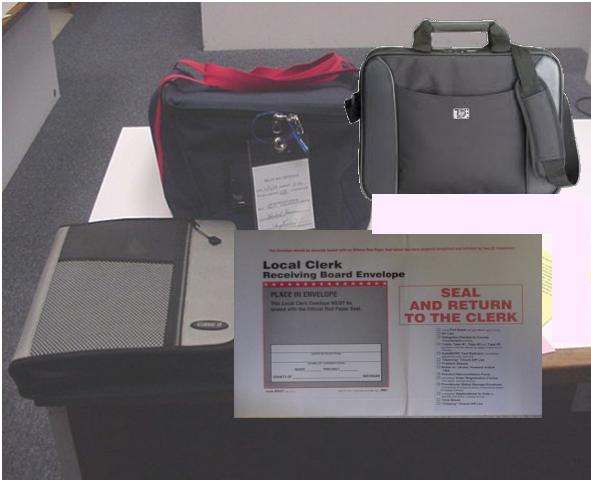
Depositing of Keys



Place the tabulator, VAT, and room/building keys in the black zippered pouch (*inside front*) of Zippered Notebook. Make sure to put the orange handled metal cutters in the black zipper pouch also.

The Zippered Notebook is not a garbage bag. Please don't put everything that is left at the precinct in this notebook. Make sure to close the rings and don't force the zipper closed.

Delivering Documents



One **Democratic** election inspector and one **Republican** election inspector (*not necessarily including the Chairperson*) shall deliver the following election documents to the Receiving Board at City Hall:

- Sealed TO LOCAL CLERK RECEIVING BOARD envelope
- Zippered Notebook with keys to the tabulator and room/building; sealed small blue vinyl pouch containing EPB Flash drive and flash drives from tabulator and VAT
- Sealed large vinyl canvas Ballot Container(s) containing all **VOTED BALLOTS**
- EPB Laptop(s).

Good Job!



Thank you for your help!!

Elections are possible only because of people like you! Congratulations!

Appendix A - Trouble shooting at the EPB!

Laptop won't turn on

- Unplug power cord from the left side of the laptop.
- Re-plug power cord back into laptop.
- Press "ON" button.
- "ON" button that you just pressed will light up.


Passwords

- PASSWORDS ARE CASE SENSITIVE!!! **ONLY** PASSWORDS ARE CASE SENSITIVE!!!


Screen goes blank

- Wiggle mouse. EPB screen will re-appear.

Screen goes blue

- If the screen goes blue except for the two icons in the upper left hand corner, you minimized the EPB Screen.
- Look at the bottom of the computer screen to see the minimized button. 
- Click on this minimized button to maximize EPB screen.

Can't perform first BACKUP.

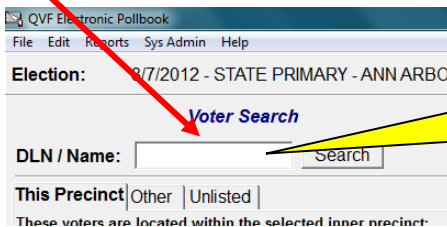
- Minimize the EPB screen so you can see the blue screen with two icons at upper left-hand corner.
- Unplug flash drive.
- Put flash drive back into the proper port (marked with an arrow ←) ensuring the flash drive is completely plugged in.
- Wait for the pop-up to appear displaying the USB Drive. Be patient!!
- See [page 5](#) for complete instructions.
- Once you are sure that the flash drive is detected, minimize that screen.
- Maximize EPB  button at the bottom of the computer screen.
- Try to BACKUP again.

Hint to clear DLN/Name search box quickly

- Double click anywhere on the string of characters (whether name or driver license number [DLN]) inside the search box.
- While the string of characters (name or DLN) is highlighted in blue, hit the backspace button. This will clear the search box of all characters. Remember, driver license numbers have too many characters to quickly erase by using the back space button.

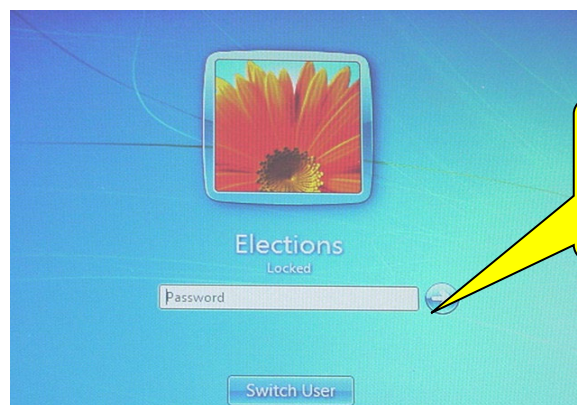
Screen appears frozen OR Can't put in new voter name

- First, check to see if you have a voter's record locked in. If so, you must click the "Unlock this voter without performing any action" button.
- Next, check to see if the DLN/Name search box is completely empty. Look closely in the box for any periods (.), commas (,) or spaces () from last voter's driver license you swiped.
- You must remove **ALL** stray characters from the search box before you can continue.



Having trouble? I bet there is a period or comma inside this box! Make sure to erase everything inside the search box.

- If the above doesn't work, click "Lock this voter record" button. If voter action buttons appear (Regular ballot, Provisional ballots, Challenged ballot, Spoil a ballot, etc.), then click on "Unlock this voter without performing any action" button. Now you can use the DLN/Name search box again.
- If your computer locked up (see picture below), then you need to enter the password **Elections** inside the password box.



Type **Elections** inside the password box. Remember, passwords are case sensitive! Then, hit the enter key on the keyboard.

Other IMPORTANT Hints

- Do NOT use the Caps Lock key. Use the Shift key for all capital letters.
- If you want to use the numeric keypad on the right side of your keyboard, make sure that the “NumLock” button is “on”.
- Dates are to be entered in this way: **4/2/1956**. The computer will not recognize month names if they are spelled out. Use numbers to indicate dates separated by slashes.
- Use the Table of Contents in your Manual, to easily find things!
- Read all the words in a dialogue box when they appear on your screen. Don't be afraid!
- **Do not** attempt to use the EPB laptop for anything other than recording election information.
- **Do not** have food or beverages near the EPB laptop! **Do not** eat or drink while you are working at the EPB laptop!
- Be patient with the computer especially when first setting up the EPB (e.g., Privacy Zone) and “backing up”. Randomly clicking and re-clicking on icons or buttons will only slow the computers processing.
- The Back-up procedure takes just a bit longer as you go through the day. **Be Patient!**
- Use the one-page guides! There is a *Provisional Ballot Quick Guide* (bi-fold) in your zippered notebook and checklist for opening and closing the polls.
- Remember to use **Helpful Hint** (page 28) when preparing ballots for voters.
- Don't forget that the auto advance of the EPB will be off if you issue a voter a ballot from the “Other” tab or from the “Unlisted” tab. **Listen for the ballot number the inspector at the ballot station tells you!**

INSPECTORS AT THE EPB & BALLOT STATIONS SHOULD CONSTANTLY COMMUNICATE WITH EACH OTHER! Make sure the EPB ballot number matches the ballot number on the physical ballot given to that voter. Look and read the number on the ballot stubs!

Appendix B - Voter Status Note Reference Guide

Status	Description	Actions to Implement
Challenged	Age	Voter is given oath, and answers questions regarding eligibility. Complete the challenged portion of the poll book. Write ballot number on the back of and cover with post-it tape. Let voter tabulate ballot.
	Citizenship	
	Residency	

Status	Description	Actions to Implement
Verify	Confirm Address	Have voter verbally confirm the information in question. Let voter tabulate ballot.
	Date of Birth	
	Citizenship	Have voter complete the application to vote. As long as the application is signed, let voter tabulate ballot.
	Sign Registration Card	Have voter complete voter registration form in binder. Let voter tabulate ballot

Description	Actions to Implement
Absentee Ballot Sent	Call 734-794-6149 to confirm a ballot was not received. If voter does not have the ballot, have them complete affidavit of voter not in possession and vote as normal. If the voter has their ballot, they may choose to cast that ballot or receive a new one.
Absentee Ballot Sent/Received	Inform the voter they have previously returned a ballot and the ballot is being counted at the AVCB. Do not allow them to vote in precinct.

Description	Actions to Implement
Must show ID before voting (Federal Requirement)	Refer to Appendix C for acceptable forms of ID. If voter does not have ID, they must vote a provisional envelope ballot.

Appendix C - ID Requirements Information Sheet

State Photo ID Requirement – Everyone!!

The following are acceptable forms of identification:

- Driver's License or photo ID from MI or another state
- Federal or state government-issued photo ID
- U.S. Passport
- Military photo ID
- Student photo ID
- Tribal photo ID
- Local photo ID (e.g., a Washtenaw County ID Card) – *not for federal ID*

NO ID = must fill out Affidavit on back of Application to Vote

NO ID and NO Affidavit = NO Ballot

Federal ID Requirement – Voters with “Must show ID before voting (Federal Requirement)” in the Voter Status Window

Voter must supply an acceptable form of picture ID (above) **OR**

- Read the following to the voter:

“Our records indicate that you are subject to the Federal ID Requirement. This applies to any voters who have registered by mail and have never voted. Therefore, in addition to signing the Affidavit (above) you must provide one of the following”

These must be dated/issued within the last year and have the voter's name and address:

- Paycheck/paystub
- Social Security Check
- Tax Return Check or Statement issued by the IRS or State
- Gas, Phone, Electric, Water, Cable or other utility bill
- Bank Statement
- Vehicle Registration
- Electronic Benefit Transaction (EBT) Card
- Department of Social Services (DSS) Card
- Medicare/Medicaid Card
- Veteran's ID Card
- Public Housing Lease Agreement
- Tuition Statement (public college/university)
- Bill/Correspondence from Federal, State, or Local Government
- Resolution of a Criminal Case Document (contact Clerk's office)
- Public Transportation Discount Card
- Marriage License

Appendix D - Challenger -v- Poll Watcher Quick Reference Sheet

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

Appendix E - The Appointment, Rights and Duties of Election Challengers



THE APPOINTMENT, RIGHTS AND DUTIES OF ELECTION CHALLENGERS AND POLL WATCHERS

Michigan Department of State
Bureau of Elections
September 2020

This publication is designed to familiarize election inspectors, voters, interested organizations, and others with the rights and duties of election challengers and poll watchers. Election challengers and poll watchers who follow the guidance provided in this publication can play a constructive role in verifying that the election is conducted openly and fairly.

Challenges must not be based on an “impression” that the voter is ineligible due to his or her manner of dress; inability to read or write English; the voter’s perceived race, ethnic background, physical or mental disability, support for or opposition to a candidate or political party; or the voter’s need for assistance with the voting process. A challenger cannot challenge a voter’s right to vote unless the challenger has “good reason to believe” that the voter is not eligible to vote in the precinct.

A voter cannot be challenged simply because he or she does not have or is not in possession of acceptable picture ID, as long as the voter signs the *Affidavit of Voter Not in Possession of Picture ID*. However, a voter who is unable to show picture identification can be challenged if a challenger has good reason to believe that the person is not qualified to vote in the precinct, independent of the voter’s inability to provide acceptable picture ID.

NOTE for November 2020 general election: Pursuant to Governor Whitmer’s Executive Order 2020-153 (and any subsequent orders replacing it), all challengers and poll watchers must wear a face covering over their nose and mouth when in a polling location.

Abuse of the challenge process can have serious consequences including the disenfranchisement of qualified voters, criminal violations, and legal challenges over the election results. The precinct chairperson has the authority to expel challengers who abuse the challenge process.

Voters who have questions regarding election challengers or poll watchers must seek assistance from election inspectors or the city or township clerk. Election inspectors should direct any inquiries regarding this publication to their clerk.

Challengers and poll watchers requiring additional information should direct their inquiries to their sponsoring organization and/or legal counsel.

Introduction

Each election is an open and transparent process that may be observed by any interested person. Election challengers may be appointed by political parties and qualified interest groups to observe the election process. A person who wishes to observe but is not a qualified election challenger is commonly called a poll watcher. There are a number of important distinctions between challengers and poll watchers:

ELECTION CHALLENGERS AND POLL WATCHERS: SUMMARY OF RIGHTS AND DUTIES		
	Challengers	Poll Watchers
Must carry credentials issued by appointing authority.	Yes	No
Must be registered to vote in Michigan.	Yes	No
Has the right to challenge a person's eligibility to vote.	Yes	No
Has the right to challenge the actions of election inspectors.	Yes	No
May stand or sit behind processing table.	Yes	No – must remain in public area.
Must wear a face covering over their nose and mouth at all times while inside.	Yes	Yes
Has the right to look at the Pollbook and other election materials.	Yes	Yes – but only as permitted by precinct chairperson and when voting process will not be delayed.
May touch or handle the Pollbook and other election materials.	No	No
May use a video camera or recording device, or the camera or recording features of a smart phone or tablet in polling place or clerk's office.	No	No
May otherwise use a smart phone, tablet, laptop, or other electronic device in polling place or clerk's office.	Yes – if not disruptive.	Yes – if not disruptive.
May use a smart phone, tablet, laptop, camera or other electronic device in absent voter counting board.	No	No
May wear clothing, button, arm band, vest, etc. that identifies organization he or she represents.	No	No
May place tables in the polls.	No	No
Has the right to approach and question voters.	No	No
Can offer assistance to voters.	No	No

May remain in the polling place after the close of polls until the election inspectors complete their work.	Yes	Yes
May obtain the vote results generated in the precinct after the polls close.	Yes	Yes

ELECTION CHALLENGERS

Challenger Eligibility

All election challengers must be registered to vote in Michigan. Additionally, a challenger must not serve as an election inspector in the election, and must not be a candidate for any elective office in the election (except that during the August even-year election, a candidate for precinct delegate may serve as a challenger in a precinct where he or she is not a candidate.)

Appointment of Challengers

Election challengers may be appointed by:

- A political party that is eligible to appear on the ballot in Michigan.
- An organized group of citizens interested in the passage or defeat of a ballot proposal being voted on at the election.
- An organized group interested in preserving the purity of elections and guarding against the abuse of the elective franchise.
- An incorporated organization.

Note that candidates, candidate committees, or any other types of organizations expressly formed to support or oppose candidates are not authorized to appoint challengers.

Political parties may appoint election challengers to serve at partisan and nonpartisan elections, and the appointments may be made at any time through the date of the election. A political party is not required to follow the application process described below in order to appoint election challengers.

However, other sponsoring organizations must successfully complete the appointment authorization application process to appoint challengers. An incorporated organization, a group interested in the adoption or defeat of a proposal on the ballot, or a group interested in preserving the purity of elections and in guarding against the abuse of the elective franchise must file the following with the clerk of the county, city or township where the election will be held, between the 20th and 30th day prior to Election Day:

- A written statement indicating the organization's or group's intention to appoint election challengers and the reason why the right to make the appointments is claimed. The statement must be signed under oath (notarized) by the chief presiding officer, secretary or any other officer of the group or organization; and

- A copy of the challenger identification card which will be carried by the group's or organization's appointed challengers. The identification card must have entry spaces for the challenger's name, the group's or organization's name, the precinct or precincts in which the challenger is authorized to serve, and the signature of a recognized officer of the group or organization.

The county, city or township clerk receiving a challenger appointment authorization application must approve or deny the request **and** notify the group or organization of the decision within two business days. If the application is approved, the clerk must notify all precincts in the jurisdiction of the groups and organizations that have gained the right to appoint challengers at the election before the opening of the polls.

The clerk may deny a challenger appointment authorization application if the group or organization fails to demonstrate that it is qualified to appoint challengers, or the application is not timely filed. If the application is denied, the group or organization may appeal the decision to the Secretary of State within two business days after receipt of the denial. Upon the receipt of an appeal, the Secretary of State must render a decision and notify the organization or group of the decision within two business days. Notice of the decision is also forwarded to the clerk who issued the application denial.

Challenger Identification Cards

A challenger must have in his or her possession a challenger identification card issued by the political party, organization or group he or she represents.

When entering the precinct, the challenger must show the card to the chairperson of the precinct board.

It is recommended that a challenger also wear a badge with the words "ELECTION CHALLENGER," but the badge cannot refer to the challenger's political party or organization.

Challenger Conduct Standards

Challengers must conduct themselves in an orderly manner at all times. A challenger can be expelled from the precinct for unnecessarily obstructing or delaying the work of the election inspectors; touching ballots, election materials or voting equipment; campaigning; or acting in a disorderly manner.

NOTE: If a challenger violates these standards of conduct, an election inspector will ask them to leave. If they refuse to leave, an election inspector will call law enforcement.

- A challenger is prohibited from threatening or intimidating voters entering the polling place, applying to vote, entering a voting station, voting, or leaving the polling place.
- A challenger must have challenger credentials and have in his or her possession a challenger identification card issued by the political party, organization, or group that he

or she represents. If someone shows up without challenger credentials, then they are a poll watcher. See “POLLWATCHERS” section below. If they do not comply with the requirements of a poll watcher, they will be asked to leave. If they do not, law enforcement will be called.

- Challenges must not be made indiscriminately or without good cause.
- Challengers cannot campaign, distribute literature wear campaign apparel or display any campaign material in the polls or within 100 feet of any doorway used by voters to enter the building where the polling place is located.
- A challenger is prohibited from wearing a button, armband, vest, shirt, hat or similar item which identifies the organization he or she represents.
- **Challengers are not authorized to approach voters or talk directly to voters for any reason.**
- Challengers are prohibited from wearing, displaying, or saying anything that suggests or implies they are available to assist voters in any way or answer questions that voters may have.
- Challengers are not authorized to place tables in the polls.
- Challengers may stand behind the processing table, but must give precinct workers ample space to perform their duties and must not hinder or impede voters.
- Challengers are prohibited from using video cameras or recording devices in the polling place, including the camera or recording features of a smart phone or tablet.
- Challengers are prohibited from using phones, laptops, tablets or other electronic devices in an absent voter counting board.

In the polling place. Note that a challenger may be appointed to serve in more than one precinct. Up to two challengers appointed by the same political party or sponsoring organization may simultaneously serve in the same precinct. If two challengers are representing a political party or an organization in the precinct, only one of the challengers is authorized to challenge at any given time. The challengers may alternate who possesses the authority to challenge, but must advise the precinct board each time the authority is transferred.

In the absent voter counting board. Only one challenger per political party or sponsoring organization may serve in an absent voter counting board. Note that all electronic devices, including phones, laptops, tablets, cannot be used in an absent voter counting board. Additionally, any challenger who serves in an absent voter counting board is required to remain in the room where the absent voter counting board is working until polls close at 8:00 p.m., and must take and sign the following oath:

“I (name) do solemnly swear (or affirm) that I shall not communicate in any way information

relative to the processing or tallying of voters that may come to me while in this counting place until after the polls are closed.”

Rights of Challengers

Election challengers have the right to:

- Observe the election process in voting precincts and absent voter counting boards at a reasonable distance, allowing precinct workers sufficient room to perform their duties.
- Challenge a person's right to vote if the challenger has good reason to believe that the person is not eligible to vote in the precinct.
- Challenge the actions of the election inspectors if the challenger believes that election laws are not being followed.
- Examine the voting equipment before the polls open and after the polls close.
- Observe the processing of voters, but in a manner that does not hinder or impede voters.
- Observe each person offering to vote. (Challengers must respect the voter's right to a secret ballot and cannot monitor voters marking their ballots.)
- Inspect the Applications to Vote, Pollbook, registration list and any other materials used to process voters at the polling place. (When exercising this right, challengers cannot touch any of these materials.)
- Take notes on the persons offering to vote, the election procedures being carried out, and the actions of the precinct board. (Notes may be kept or recorded on a smart phone or tablet, but challengers are prohibited from using the camera or recording features of any electronic device in the polling place.)
- Notify the precinct board of any improper handling of a ballot by a voter or an election inspector; that the 100-foot campaign restriction is being violated; or that any other election law or procedure is being violated.
- Remain in the precinct until precinct inspectors complete their work.

The precinct board must provide space for challengers to enable them to observe all election procedures. Challengers may position themselves behind the election inspectors' table but must give election inspectors sufficient space to work.

Those present in the polls (including election inspectors and voters) are prohibited from threatening or intimidating any challengers present in the polling place.

Types of Challenges

Against a practice or procedure. In addition, challengers may challenge the actions of election inspectors if the challenger believes that election laws are not being followed.

Against a voter. A challenger cannot challenge a voter's right to vote unless the challenger has good reason to believe that the voter is not eligible to vote in the precinct. Challenges must not be based on an "impression" that the voter may be ineligible due to his or her manner of dress; inability to read or write English; the voter's perceived race, ethnic background, physical or mental disability, or support for or opposition to a candidate or political party; or the voter's need for assistance with the voting process.

A voter cannot be challenged simply because he or she does not have or is not in possession of acceptable picture ID, as long as the voter signs the *Affidavit of Voter Not in Possession of Picture ID*. However, a voter who is unable to show picture identification can be challenged if a challenger has good reason to believe that the person is not qualified to vote in the precinct, independent of the voter's inability to provide acceptable picture ID.

Every effort must be made to ensure that challenge procedures are properly carried out. Abuse of the challenge process can have serious consequences including the disenfranchisement of qualified voters, criminal violations, and legal challenges over the election results. The precinct chairperson has the authority to expel challengers who abuse the challenge process.

There are six types of challenges that may be made on Election Day: unqualified voter, absentee voter in the polls, precinct board's failure to issue a challenged ballot when required, challenge against an absent voter ballot, precinct board's failure to comply with election laws, or precinct board's administration of the voter identification requirement.

Unqualified Voter/Voter Lacks Qualifications to Vote. A challenger has the right to challenge a voter if the challenger has good reason to believe that a person who offers to vote: 1) is not a resident of the city or township, 2) is under 18 years of age, 3) is not a United States citizen, or 4) is not registered to vote in the precinct. Generally, these challenges are based on research conducted before Election Day by the challenger or organization he or she represents. In other cases, the voter may make a statement regarding his or her age, residency, registration or citizenship status when offering to vote that gives the challenger good reason to believe that the voter is not qualified to vote in the precinct.

Challenges must be directed to the precinct chairperson before the voter is issued a ballot. After the challenge is made, the chairperson (or an election inspector designated by the chairperson as responsible for supervising the challenge) must ensure it is conducted promptly and courteously. If there are other voters waiting in line, the challenged voter can be taken aside for questioning to avoid processing delays. The challenge proceeds as follows:

1. After the challenge is made, the precinct chairperson or designated election inspector administers the following oath to the voter:

"I swear (or affirm) that I will truthfully answer all questions put to me concerning

my qualifications as a voter.”

2. After the voter takes the oath, the precinct chairperson or designated election inspector questions the voter, confining the inquiry to the person’s qualifications to vote (age, residency, citizenship or registration status).
3. If the answers given under oath prove that the challenged voter is qualified to vote in the precinct, he or she is allowed to vote a specially prepared challenged ballot. **After voting, the voter deposits the ballot in the tabulator under the regular procedure. Challenged ballots are not placed in provisional ballot envelopes unless the voter is required to vote a provisional envelope ballot for some other reason.** However, a challenged voter cannot vote if he or she refuses to take the oath, refuses to answer appropriate questions under oath, or is found to be not qualified to vote through the answers given under oath.
4. A complete record of the challenge must be entered on the Challenged Voters page in the Pollbook. The record must include the name, address and telephone number of the person making the challenge; the reason for the challenge; the time of the challenge; the name, address and telephone number of the person challenged; and any other pertinent information.

Absentee Voter at Polls. A challenger has the right to challenge any voter issued an absentee ballot who appears at the polls to vote on Election Day claiming that he or she never received the absent voter ballot, or that the absent voter ballot was lost or destroyed.

If this type of challenge is made, instruct the voter to either: 1) Surrender the absent voter ballot, or 2) Complete the *Affidavit of Lost or Destroyed Absent Voter Ballot*; an election inspector must contact the clerk to verify that the absent voter ballot was not returned. Allow the voter to vote a specially prepared challenged ballot and enter a complete record of the challenge on the Challenged Voters page in the Pollbook. It is not necessary to question the voter under oath.

Precinct Board’s Failure to Issue a Challenged Ballot When Required: Under the circumstances described below, precinct inspectors must automatically issue a challenged ballot:

1. A voter who refuses to enter the day and month of birth or enters an incorrect birthdate on the *Application to Vote* form is required to vote a challenged ballot.
2. All provisional ballots must be prepared as challenged ballots.
3. If absent voter ballots are processed in the precinct, an absent voter ballot must be prepared as a challenged ballot if the ballot stub is missing or the ballot number does not match the number recorded.
4. A person who registers to vote in the 14 days immediately preceding Election Day without providing a driver’s license or state-issued personal identification card is required to vote a

challenged ballot. (The precinct list or voter registration receipt will indicate whether a challenged ballot is required.)

If a challenger has reason to believe that the precinct board is not issuing a challenged ballot when required, he or she must direct the challenge to the precinct chairperson. If the chairperson rejects the challenge, the challenger may contact the clerk to resolve the matter. The election inspectors must enter a complete record of the challenge on the Challenged Voters page in the Pollbook.

Challenge Against an Absent Voter Ballot. If an absent voter ballot is challenged, prepare the ballot as a challenged ballot and make a notation on the Challenged Voters page in the Pollbook. Proceed with routine processing and tabulation of the ballot.

Precinct Board's Failure to Comply with Election Laws. If a challenger has reason to believe that the precinct board is not following applicable election laws, the actions of the precinct board may be challenged by consulting with the precinct chairperson. If the chairperson rejects the challenge, the challenger may contact the clerk to resolve the matter. The election inspectors must enter a complete record of the challenge in the Pollbook.

Precinct Board's Administration of the Voter Identification Requirement. Every voter who attends the polls must show acceptable picture ID or sign an *Affidavit of Voter Not in Possession of Picture ID*. A challenge may be made if an election inspector attempts to issue a ballot to a voter who has not shown acceptable picture ID nor signed an *Affidavit of Voter Not in Possession of Picture ID*. A challenge may also be made if the challenger has good reason to believe that a person is not qualified to vote in the precinct (i.e., if a voter provides acceptable picture ID with an address that is different than the address in the Pollbook).

A voter cannot be challenged simply because he or she does not have or is not in possession of acceptable picture ID, **as long as** the voter signs the *Affidavit of Voter Not in Possession of Picture ID*. However, a voter who is unable to show picture identification can be challenged if a challenger has good reason to believe that the person is not qualified to vote in the precinct, independent of the voter's inability to provide acceptable picture ID.

Penalties

Michigan election law provides penalties in the event of the following:

- A person submits a challenger appointment authorization application on behalf of a group or organization that is not authorized to appoint challengers.
- A clerk knowingly fails to perform the duties related to the challenger appointment process.
- A person challenges a qualified elector for the purpose of annoying or delaying the voter.
- A challenged elector gives false information regarding his or her qualifications to vote.

- An election official or precinct board prevents a challenger from being present in the polls or refuses to provide a challenger with any conveniences needed for the performance of his or her duties.

POLL WATCHERS

A person who wishes to observe the election process but who is not a qualified election challenger is commonly called a poll watcher. Poll watchers must conduct themselves in an orderly manner at all times. A poll watcher can be expelled from the precinct for acting in a disorderly manner, including by campaigning; threatening or intimidating voters or election inspectors; touching any election equipment; or disrupting the administration of the election.

NOTE: If a poll watcher violates these standards of conduct, an election inspector will ask them to leave. If they refuse to leave, an election inspector will call law enforcement.

Poll watchers:

- Are not required to be registered to vote in Michigan.
- Are subject to the same conduct standards as challengers.
- Cannot be candidates for an elective office to be voted on at the election.
- Are not authorized to challenge a person's right to vote or the actions of the precinct board.
- Are not permitted to position themselves or sit behind the election inspectors' processing table.
- Must sit or stand in the "public area" of the polling place where they will not interfere with the voting process.
- Are not authorized to approach or talk to voters for any reason.
- Are allowed to view the Pollbook at the discretion of the precinct board chairperson.

Poll watchers who wish to be present in an absent voter counting board must remain in the room in which the absent voter counting board is working until close of the polls at 8:00 p.m., and are required to take and sign the following oath:

"I (name) do solemnly swear (or affirm) that I shall not communicate in any way information relative to the processing or tallying of voters that may come to me while in this counting place until after the polls are closed."

Appendix F - Campaigner -v- Exit Pollster



Campaigning – Basic Rules:

- **No** Campaigning Material/Campaigning within 100 feet of any doorway used by voters to enter the building in which a polling place is located.
- **No** posting/displaying campaign items on public or personal property within 100 feet:
 - **No** displaying “pro and con” info on the proposals on the ballot.
 - **No** approaching voters to encourage who or what to vote for.
 - **No** distributing any type of campaign literature or write-in stickers.
 - **No** displaying signs, posters or bumper stickers.
 - **No** attempting to collect petition signatures.
- **No** requesting donations, selling tickets or engaging in similar activities.
- Voters entering the polls **must** remove campaign buttons or cover up clothing bearing a campaign slogan or a candidate’s name.
- There is nothing to prohibit a voter from referring to campaign literature or “slate cards” when voting.
 - Voters **must** conceal campaign literature or other campaign materials brought into the polls.
 - Such materials **may not** be left behind in the voting station.

Inspectors are authorized and expected to uphold the rules!

Exit Polling – Basic Rules:

*Exit polling is the questioning of voters after they have left the polls.

- **No** exit polling within 20 feet of any doorway used by voters to enter the building in which a polling place is located.
- Exit Pollsters may **not** enter the building in which the polling place is located.
- **No** interviewing Voters before they enter the polling place.

Appendix G - Ballot Duplication

After 8:00 PM, two Election Inspectors of different political party affiliation will determine if ballots need to be duplicated. There are only two reasons a ballot would have to be duplicated:

- The ballot is defective and the voter was unwilling to re-vote a new ballot;
- Ballots were cast while the tabulator was inoperable and could not be tabulated due to defect or improper markings.

Process of Duplicating Ballots

- Remove all ballots from Auxiliary Bin. (Access from rear of ballot box);
- Count out a number of unused ballots equal to the number of ballots to be duplicated;
- At the top of the first ballot to be duplicated write “ORG 1”. At the top of the replacement ballot write “DUP 1”. The next ballot to be duplicated would be “ORG 2” and then “DUP 2” and so on until all remaining ballots have been duplicated;
- One Election Inspector calls the valid votes from the original ballot as the second Election Inspector marks the votes on the duplicate ballot. Following the standards for “Valid” and “Invalid” ballot markings see Appendix H, record all “Valid” ballot marks on duplicated ballot even if those marks results in an over vote or crossover voter, (Only except is in the event an invalid write in would create an overvote, see Appendix H for additional information);
- Once the ballots have been duplicated switch, so that the person that marked the ballot reads the duplicated ballots to the person as the other Election Inspector checks them against the original ballots;
- Insert ballots into tabulator accepting ballots rejected for overvotes and crossovers as needed.

Appendix H - Determining the Validity of Optical Scan Ballot Markings

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):

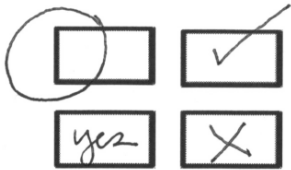
If an electronic voting system requires that the elector place a mark in a predefined area on the ballot in order to cast a vote, the vote shall not be considered valid unless there is a mark within the predefined area. A stray mark made within a predefined area is not a valid vote. In determining whether 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.

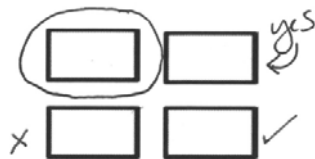
Valid markings: Each of the examples provided below is a **valid vote** as there is a mark within the predefined target area for casting a vote.

For ballots with boxes:

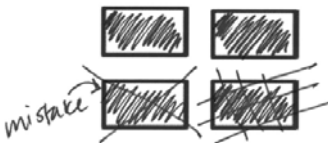


Invalid markings: Each of the examples provided below is an **invalid vote** as a mark does not appear within the predefined target area designated for casting a vote.

For ballots with boxes:



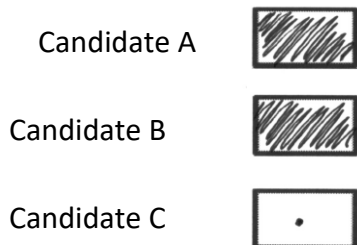
Corrections: A correction that causes a false tabulator read does not count as a valid vote. For ballots with boxes:



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 boxes:



In all three 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:

GOVERNOR
AND
LIEUTENANT GOVERNOR
Vote For Not More Than ONE (1)

<input checked="" type="checkbox"/>	DICK POSTHUMUS LOREN BENNETT REPUBLICAN
<input checked="" type="checkbox"/>	JENNIFER M. GRANHOLM JOHN D. CHERRY, JR. DEMOCRATIC
<input type="checkbox"/>	DOUGLAS CAMPBELL ADRIANNA BUONARROTI GREEN
<input type="checkbox"/>	JOSEPH M. PILCHAK CLARA C. PILCHAK US TAXPAYERS
<input type="checkbox"/>	

Proper Duplication:

GOVERNOR
AND
LIEUTENANT GOVERNOR
Vote For Not More Than ONE (1)

<input type="checkbox"/>	DICK POSTHUMUS LOREN BENNETT REPUBLICAN
<input checked="" type="checkbox"/>	JENNIFER M. GRANHOLM JOHN D. CHERRY, JR. DEMOCRATIC
<input type="checkbox"/>	DOUGLAS CAMPBELL ADRIANNA BUONARROTI GREEN
<input type="checkbox"/>	JOSEPH M. PILCHAK CLARA C. PILCHAK US TAXPAYERS
<input type="checkbox"/>	

False overvote created by invalid write-in

False Overvote/
Invalid Write-in:

REPRESENTATIVE
IN STATE LEGISLATURE
19TH DISTRICT
Vote For Not More Than ONE (1)

<input checked="" type="checkbox"/>	JOHN R. PASTOR REPUBLICAN
<input type="checkbox"/>	KERRY L. LOWRY DEMOCRATIC
<input type="checkbox"/>	MIKE SHESTERKIN LIBERTARIAN
<input checked="" type="checkbox"/>	Mickey Mouse

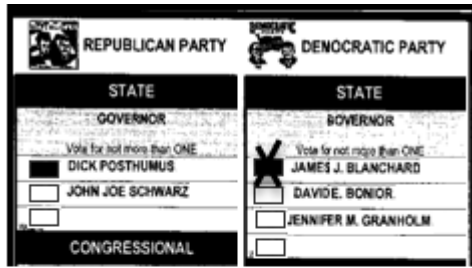
Proper Duplication:

REPRESENTATIVE
IN STATE LEGISLATURE
19TH DISTRICT
Vote For Not More Than ONE (1)

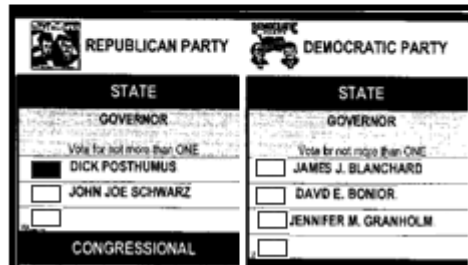
<input checked="" type="checkbox"/>	JOHN R. PASTOR REPUBLICAN
<input type="checkbox"/>	KERRY L. LOWRY DEMOCRATIC
<input type="checkbox"/>	MIKE SHESTERKIN LIBERTARIAN
<input type="checkbox"/>	

False crossover vote created by ballot correction

False Crossover/
Ballot Correction:

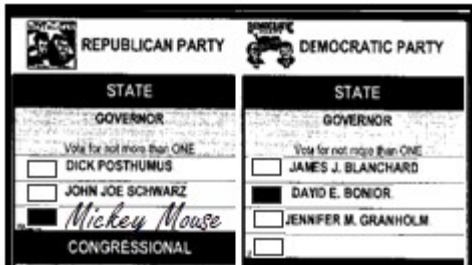


Proper Duplication:

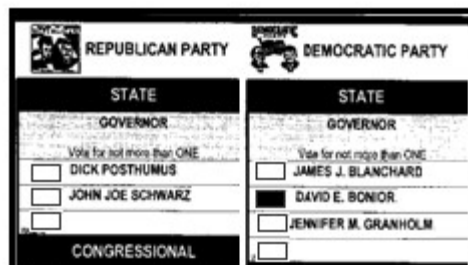


False crossover vote created by invalid write-in

False Overvote/
Invalid Write-in:



Proper Duplication:



Appendix I - Application to Vote

FRONT

Voter must complete an Application to Vote to get a ballot

Election inspectors will complete these items

FORM NO. 677 (2/13)
PRINTING SYSTEMS • 1-800-95-12345

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.

ELECTION INSPECTOR COMPLETES
 AFFIDAVIT ON REVERSE COMPLETED
 Ballot Style _____
 Ballot No. _____
 Voter No. (POLL BOOK) _____
 ELECTION INSPECTOR INITIALS ▶ _____

Date of Election _____ Ward _____ Precinct _____

PRINT NAME _____ / / DATE OF BIRTH _____
 RESIDENCE ADDRESS: _____

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

SIGN HERE
 SIGNATURE OF VOTER

If voter does not have an acceptable photo ID, then they should complete the Affidavit (top half)

BACK

Election inspector would then complete the bottom half of the form

AFFIDAVIT OF VOTER NOT IN POSSESSION OF PICTURE IDENTIFICATION

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

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

SIGNATURE OF VOTER: _____

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.

 Signature of Election Inspector

ELECTION INSPECTOR REVIEW CHECKLIST

Review the information provided by the voter for completeness.

Verify the voter:

- completed the affidavit & voter registration form on the other side of this envelope
- is in the correct precinct or refuses to go to the correct precinct
- registered prior to the close of registration (see date on the other side)



If any of the above are not checked, the voter cannot vote a provisional ballot. Do not continue.

Ask the voter for picture ID and proof of their current address. Then answer these questions:

1. Did the local clerk confirm the voter is not registered in another precinct in the jurisdiction? Yes No
2. Did the voter provide an approved picture ID that confirms his or her address in the precinct? Yes No
3. Were all answers above Yes? Yes No

Next, complete the appropriate ballot section to the right. →

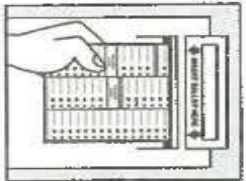
FOR CLERKS USE ONLY

<input type="checkbox"/> Not Counted: Reason	<input type="checkbox"/> Counted: Reason
<input type="checkbox"/> Original application rejected	<input type="checkbox"/> Reactivated
<input type="checkbox"/> Registration after deadline	<input type="checkbox"/> Registered
<input type="checkbox"/> Cancelled	<input type="checkbox"/> Provided ID
<input type="checkbox"/> Unreadable/incomplete	<input type="checkbox"/> Residency confirmed
<input type="checkbox"/> No ID provided within 6 days	Action
<input type="checkbox"/> No residency confirmation within 6 days	<input type="checkbox"/> Registered
<input type="checkbox"/> Voted out of precinct	<input type="checkbox"/> Notice sent on ____/____/____
Comments: _____	Initials of Processor: _____

ELECTION INSPECTOR - Issuing a ballot - determining the correct type

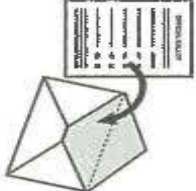
If you answered **YES to Question 3**, Issue an **Affidavit** ballot:

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



If you answered **NO to Question 3**, issue an **Envelope** ballot:

- Enter ID type and # _____ or Not provided
- Enter residency proof _____ or Not provided
(current utility bill, bank statement, paycheck, or any other government document)
- Prepare the ballot as Challenged by writing and concealing the ballot number on the ballot
- Enter voter and issue the ballot in the (e)Pollbook as an Envelope ballot
- Complete the election inspector record below
- Give voter the **Notice to Voter**
- Instruct voter to place the ballot in the secrecy sleeve and then this envelope after voting, the ballot must **NOT** be put into the tabulator today and must be returned to an election inspector
- Allow voter to mark the ballot and seal the ballot inside this envelope
- Place this envelope in the **Provisional Ballot Storage Envelope**



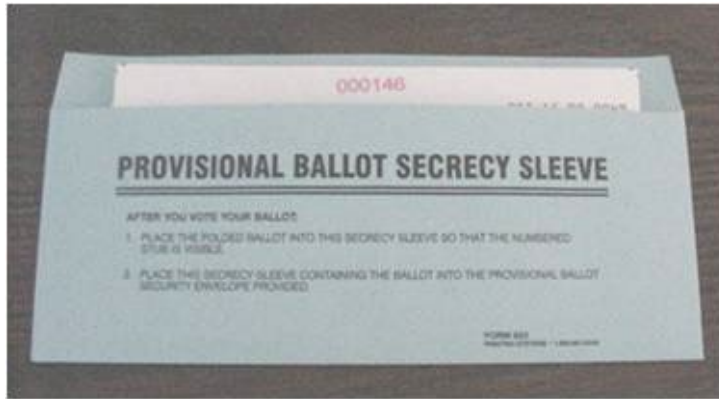
ELECTION INSPECTOR RECORD

Issued: Affidavit ballot Election date: ____/____/____ Voter # _____ Pci # _____
 or Envelope ballot Initials of Inspector sealing this envelope (if ballot enclosed) _____

Comments: _____

OTHER ENVELOPE BALLOT REASONS - affidavit and voter registration form NOT required
 Do not use this box unless instructed by the local Clerk

Voter Name _____ Voter # _____



PROVISIONAL BALLOT STORAGE ENVELOPE

PLACE IN THIS ENVELOPE

- ✓ PROVISIONAL BALLOT INSTRUCTION FORMS
- ✓ PROVISIONAL BALLOT SECURITY ENVELOPES

(Date of Election)

(Name of Jurisdiction) (Ward/Precinct)

COUNTY OF _____, MICHIGAN

TO: LOCAL CLERK

★ ★ ★ ★ ★ ★

MPRI

Appendix K - FREQUENTLY ASKED QUESTIONS

Q: What is an Election Inspector?

A: *Election inspectors (a.k.a. election workers or poll workers) are individuals who are paid to assist voters at the polls on Election Day. A City of Ann Arbor election inspector must be a registered voter of Michigan. They cannot be a challenger, candidate, or a member of a candidate's immediate family. Anyone convicted of a felony, or an elections crime, may not serve either.*

Q: What is the rate of pay for election inspectors?

A: *Election inspectors receive \$18.00 per hour. Floaters are paid a \$15.00 stipend, while Chairpersons are compensated \$22.00 per hour. The City of Ann Arbor pays workers to attend all training sessions.*

Q: What are Floaters?

A: *Floaters are election inspectors who can be moved from their initial precinct assignment. Even on Election Day, we may instruct a floater to drive to another precinct to work. For this reason, a floater must have their own vehicle to get from one precinct to another on Election Day.*

Q: Is the precinct Chairperson the boss?

A: *No. All workers are equally responsible for the work conducted at the polls. This is why you will be signing documents in the morning and evening along with the Chairperson. Having a Chairperson does not relieve you of any responsibility. The Chairperson's duty is to attend a meeting prior to Election Day. At this meeting, the Chairperson will pick up the precinct packet and verify everything is in order within the packet. We might impart some last-minute information that the Chairperson needs to share with their co-workers prior to the opening of the polls. The Chairperson must make sure they arrive on time at the precinct (with the packet) so the precinct workers can prepare the precinct for the opening of the polls. It is the final responsibility of the Chairperson to make sure the precinct packet and election documents return to the City Clerk's Office at the end of Election Day.*

Q: Where will I be assigned?

A: *All new workers must be willing to work at any City of Ann Arbor precinct we assign them to work. If you live outside the City of Ann Arbor proper, please be aware that you will NOT be working at your voting precinct (nor very close to home). Furthermore, you should understand that Ann Arbor mailing addresses do not necessarily reflect what jurisdiction you live in. Many townships surrounding the City of Ann Arbor have Ann Arbor mailing addresses, but are NOT in the City of Ann Arbor.*

Q: Why can't I work at the precinct that I want to work at?

A: *Many people want to work at the same precinct; however, we only need 4 to 8 workers per precinct (4 for small elections and 8 for Presidential Elections). In addition, we must have at least one Democrat and one Republican at each precinct. And we must balance the number of Democrats and Republicans at each precinct as much as possible. For example, if we have 8 election inspectors at a precinct and 4 are Democrats, then we must try to have 4 Republican workers. Inspectors who continue to work gain seniority over others who want to work at particular precincts, within the constraint of Democrat/Republican balancing. With this in mind, we do strive to assign individuals to precincts that are preferable to them.*

Q: Can I work part time?

A: *Only in limited circumstances do we hire part-time election workers. For example, to encourage student participation, we have made exceptions for class schedules. In rare instances, we allow veteran election inspectors to work part time. But these individuals have provided us with many years of service and have extenuating circumstances that we can accommodate.*

Q: What are the hours of work on Election Day?

A: *All workers must arrive at their assigned precinct no later than 6:00 AM and will work until the paperwork is completed at the end of the evening – an estimate for polling places might be 10:00 PM. (AV Counting can be later.) Election inspectors are entitled (and encouraged) to take 2 one-hour paid breaks on Election Day.*

Q: If I am NOT working at my voting precinct, how can I vote?

A: *We encourage election inspectors to obtain an absentee voter (AV) ballot or vote early at an EV site. In an emergency, any election worker could be asked to move to another precinct so you might not be at your registered precinct.*

Q: How can I find out what jurisdiction I am registered to vote in?

A: *Check Michigan.gov/vote to find your registered jurisdiction and more information about early/absentee voting in your community. Ann Arbor residents can visit A2gov.org/elections*

Q: I don't have my own transportation, is that a problem?

A: *It depends. If you are planning to walk or bike, please let us know so we can see if we can accommodate you at a nearby location. If you are relying on the bus, please confirm early morning and evening route schedules! We **cannot** arrange transportation for you.*

Q: Where can I park near my assigned precinct on Election Day?

A: *Most City precincts have a free parking lot adjacent to the building. Workers assigned to precincts in downtown area or on the U-M campus will be provided parking permits to City meters and/or U-M parking lots. You should have no problem finding parking at any precinct.*

Q: Why can't I work with my friends and family?

A: *Again, we cannot guarantee precinct assignments. You should assume that you will not be working together on Election Day. If things should work out that we can schedule you to work close to (or with) your family, then you will be pleasantly surprised.*

Q: Why do I have to declare a political party preference?

A: *Notice this is not political party "affiliation" but preference. No political party membership is required. Many situations during Election Day require two individuals with different political party preferences to complete the task. Consequently, we must know before Election Day that we have staffed the precincts with individuals who have different political party preferences. In addition, Michigan state election law requires that we have at least one Democrat and one Republican at each precinct and balance the two as equally as possible. Please note, the only choices available are those listed on the application. To qualify as an election inspector, an individual **MUST** choose only one of the listed political parties as their preference.*

Q: What is a "firm" commitment to work an election?

A: *The box on the bottom of the 2nd page of your **Election Inspector Application** provides further detail. When an individual accepts an appointment (whether in writing or orally) to be an election inspector for a specific election, this is a "firm" commitment. We must assure our voters that on Election Day, they will be able to cast their ballots. This requires election inspectors fulfill their commitment to work at the polls except in an emergency. If you have to cancel, you will be required to submit a written documentation verifying your emergency or be subject to a misdemeanor penalty under Michigan election law [MCL§168.931 (1) (f)].*

Q: Do I have to complete a W-4 Form?

A: Yes. As an election inspector, you are classified as a temporary part-time employee. You must complete the Federal W-4 and Michigan W-4 forms. You will have income taxes deducted from your paycheck depending on the allowances that you declare on your W-4 forms.

Q: Will I receive a W-2 Form to file with my income tax returns?

A: Yes, election inspectors receive W-2 forms from the City.

Q: Are earnings as an election official taxable?

A: You should consult with a tax advisor regarding your specific financial situation.

Q: Do I get paid for training?

A: We will pay you for your training along with the hours that you work at the scheduled election on ONE paycheck.

Q: When will I get paid?

A: Generally, paychecks (including any training for that election) are mailed (or direct deposited) to election inspectors on the 3rd Friday following an election.

Q: Can I pick up my paycheck?

A: Absolutely. If you designate on your timesheet at the precinct on Election Day that you want to “pick-up” your paycheck, your check will be withheld from automatic mailing. Assuming you designate “Pick-Up” on your timesheet, your paycheck will then be available for pickup starting at NOON on the 3rd Friday following an election.

Q: Is there a dress code to work at the polls?

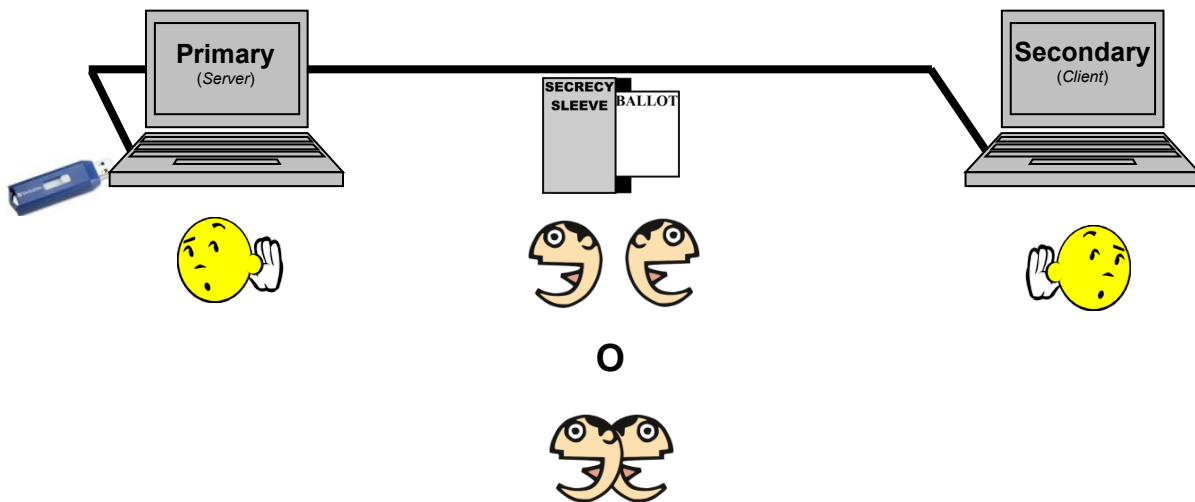
A: There is no official dress code. However, as an election inspector you do represent the City of Ann Arbor and should wear appropriate clothing that reflects the professionalism that is expected of an election official.

Q: Is there a code of conduct that I should be aware of?

A: Absolutely. First of all, there is a level of conduct that you should assume because you are an election official. Any conduct that violates federal, state or local law is prohibited. In addition, as a temporary employee for the City of Ann Arbor you are subject to the City’s code of conduct as detailed in the **Human Resources Policies & Procedures**, Employee Standards of Conduct (Policy #2.1). The City’s Policies & Procedures is available for review at the City Clerk’s Office during office hours. Remember, a good starting point is: “Do not unto others what you would not have them do to you.”

Appendix L - Dual EPB User's Guide

- Each laptop contains a full precinct list.
- One laptop will serve as the Primary laptop (*Server*) and the other will be the Secondary laptop (*Client*). The Primary laptop will have the flash drive and will be used for all back-up procedures, creating and running files and reports, and saving information on the flash drive.
- We suggest that the Primary laptop be used to process the line of voters and the Secondary laptop be used to process “Help Desk” situations (*especially spoiled ballots*). The Secondary laptop can also be used to help process regular voters when it is not being used for “Help Desk” duty (*e.g.*, when the voter line is getting too long).
- **VERY IMPORTANT:** Have voters stand in **ONE** line not two separate lines. The inspectors on each laptop simply ask to serve the “next” person.
- Use **TWO** election workers for **each** EPB team – one inspector working on the EPB laptop and another inspector with the ballots (*in secrecy sleeves*) reading the ballot numbers **ALoud** completing the *Applications to Vote* and handing the ballots to voters. However, a very competent inspector could handle the ballot station by her- or himself in a low-turnout election.



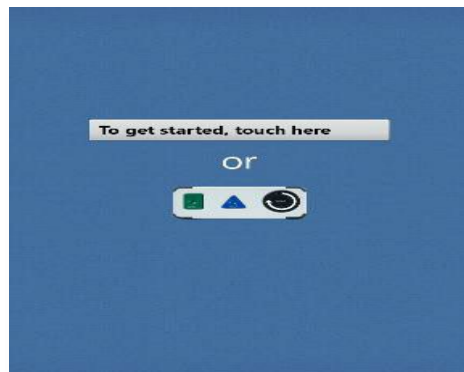
- Use only **ONE** pile of ballots when issuing ballots at the precinct (not two separate piles). Make sure to place the ballots in the secrecy sleeves and count the ballots in the stack before placing the one stack between the two EPB laptops. Remember the Helpful Hint! The inspector assigned to ballots within the EPB team, takes possession of the next available ballot just **before** you assign the number on that team's EPB laptop. Talk to your partner! Pay attention to the ballot number that auto advances on the EPB – it will be wrong if a ballot was just issued by the other EPB team!
- Only one laptop (Primary) will use the flash drive. All backups, reports and files must be completed on the Primary laptop so that the data can be stored in the Privacy Zone on the flash drive.
- The Secondary laptop will not have a flash drive nor does it have the capability to perform a Backup. Under the “File” command, there will be no “Backup” option.
- Each EPB laptop has its own counter that uses the Auto-Advance feature. Unfortunately, it will be easier than ever to mess up the ballot numbers on the EPB if you do not pay attention to the ballot number displayed on the laptop and listen to your partner. **WATCH THOSE BALLOT NUMBERS ON BOTH LAPTOPS!!!**
- A voter cannot be “locked in” or edited from the two laptops at the same time.
- Writing “Voter Remarks”, “General Remarks” or viewing the “Remarks Report” may be a bit slow. Be sure to use the “Remarks” features appropriately or you will be wasting a lot of time. FYI, as long as a picture ID is valid and current (*e.g.*, UM identification card for a student) it does not have to be noted in the Remarks section of the EPB.
- Refresh your EPB laptop by pressing F5, assigning a ballot, or choosing a “View” command (Remarks, List of Voters, Ballot Summary) on that EPB laptop.
- The EPB laptops can only be linked with the assigned cable. They cannot be connected to the web or by any other means...even if you can figure out how to do it at your precinct. You must follow *State of Michigan* regulations regarding the use of the EPB.

Appendix M - Provisional Affidavit –v- Envelope Quick Reference Sheet

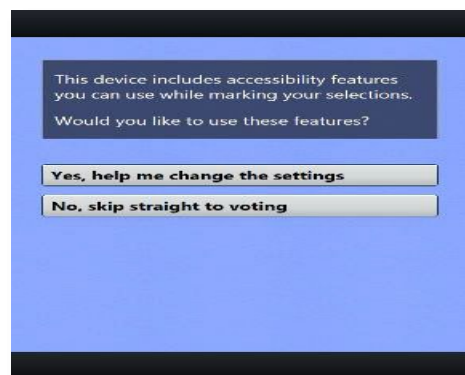
	AFFIDAVIT BALLOT	ENVELOPE BALLOT
Three-Step Procedure	Put completed forms in Provisional Ballot Storage Envelope.	Put completed forms in Provisional Ballot Storage Envelope.
Ballot Issued	Write Ballot Number on back and Conceal with White Post-it Tape.	Write Ballot Number on back and Conceal with White Post-it Tape.
Ballot Stub	Remove Stub (at tabulator).	Stub Remains.
Voted Ballot	Ballot gets tabulated.	Do Not Tabulate! Voter puts Ballot in Blue Provisional Envelope, that envelope is placed in Provisional Ballot Storage Envelope.
Resolution	Valid votes are tabulated.	Clerk determines if vote counts and notifies voter within six (6) days.

Appendix N - Voting Using the Touch Writer

- Once an Election Inspector has activated the ballot, the voter will select **“To get started, touch here”** (or turn the Move wheel on Verity Access clockwise);



- The voter chooses whether they would like to use the Verity Access accessibility features.
 - If the voter chooses, **Yes, help me change the settings**, they will proceed to the next step.
 - If the voter chooses, **No, skip straight to voting**, they will be taken to the About Your Ballot.



- If the voter chooses, “Yes help me change the settings” they will then selection whether to use the screen, audio, or both to complete their ballot.
 - If a voter chooses to use both the screen and audio, they will be walked through the audio settings and screen settings before proceeding. The voter selects, **OK, it sounds good/OK, it looks good** in the bottom right corner of screen to proceed.
 - If the voter chooses to use the screen only and turn off the audio, they be asked to confirm by selecting **Yes, turn it off**. The voter will then be

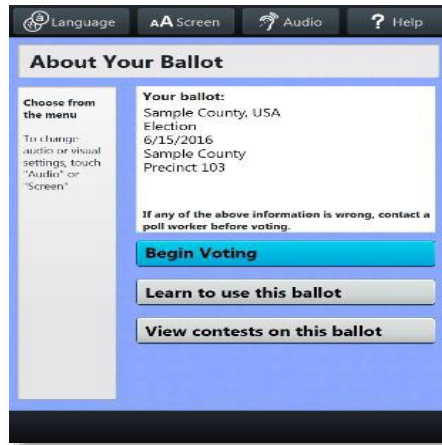
- walked through the screen settings before proceeding. The voter selects **OK, it looks good** in the bottom right corner of the screen to proceed.
- If the voter chooses to use the audio only, they will be asked to confirm before proceeding, by selecting **Yes, turn it off**. The voter will proceed through their ballot using the Access device with headphones. The voter can select **Touch here to enable the screen** to turn the screen display on at any time.



- The voter is presented with three screens of instructions that orient them to the Touch Writer device. The voter can select **Next** to view each instructional page or select **Skip Instructions** to go to their ballot.
- On the last page of instructions, the voter selects Start in the bottom right hand corner of the screen to begin marking their ballot.



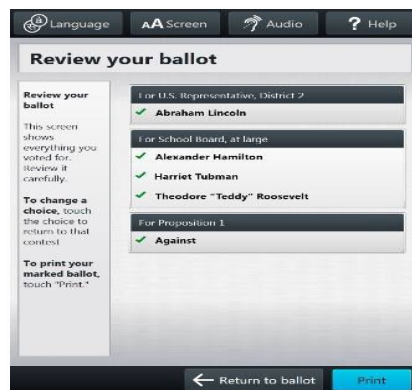
- The voter can start voting (**by selecting Begin Voting**), learn how to use the ballot or view a list of contests on the ballot.;



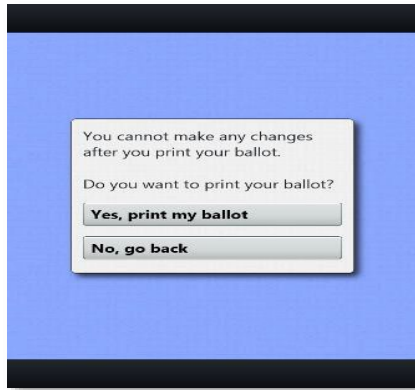
- The voter makes their choices. The voter can make ballot choices using the touchscreen or by using the Move wheel and select button on the Verity Access.
 - A selected choice will display a green box with check mark to the left of the choice.
 - The voter can review ballot choices by selecting **Review your choices**.
 - The **Next** or **Skip** button advances to the next contest on the ballot.;



- When the voter has reached the end of the ballot, the **Review your ballot** screen appears. The voter can select a specific contest to return to that contest, or select **Return to ballot** to go to the last contest viewed.;
- After reviewing and confirming their choices, the voter selects **Print** to print the ballot;



- The voter selects **Yes, print my ballot**.;



- The voter retrieves the printed ballot from the printer next to the Touch Writer and places ballot in a secrecy sleeve.;
- The printed ballot is tabulated as normal.

Appendix O - Touch Writer Additional Information

Marking Write-In Choices

- To vote for a write-in candidate on the ballot:
 - On the screen for that contest, the voter selects **To enter a write-in, touch here.**
 - The voter types the name of the desired write-in, using the touchscreen or Verity Access, and then selects **Accept.**
 - The voter's write-in choice will appear with a green box with a check mark to its left, along with the write in candidates' names they typed.
 - **Note:** if a voter attempts to deselect a marked write-in choice, they will be asked to confirm before proceeding.

Printing Blank Ballots

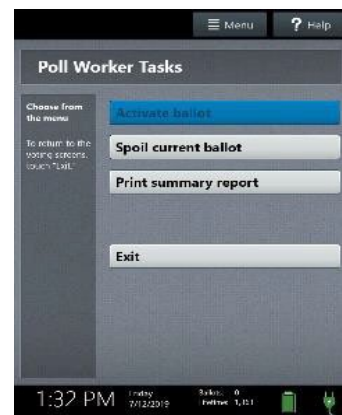
- If the voter has marked no choices and selects the Print button, Verity Touch Writer will ask the voter to confirm before printing the blank ballot.

Substitutions in a “Not More Than” Contest

- In a contest with more than one valid choice (e.g. ‘vote for not more than two’): if the voter has already selected the allowable number of choices, and then selects an additional choice, the Touch Writer will prompt the voter to deselect one of the two choices previously marked.

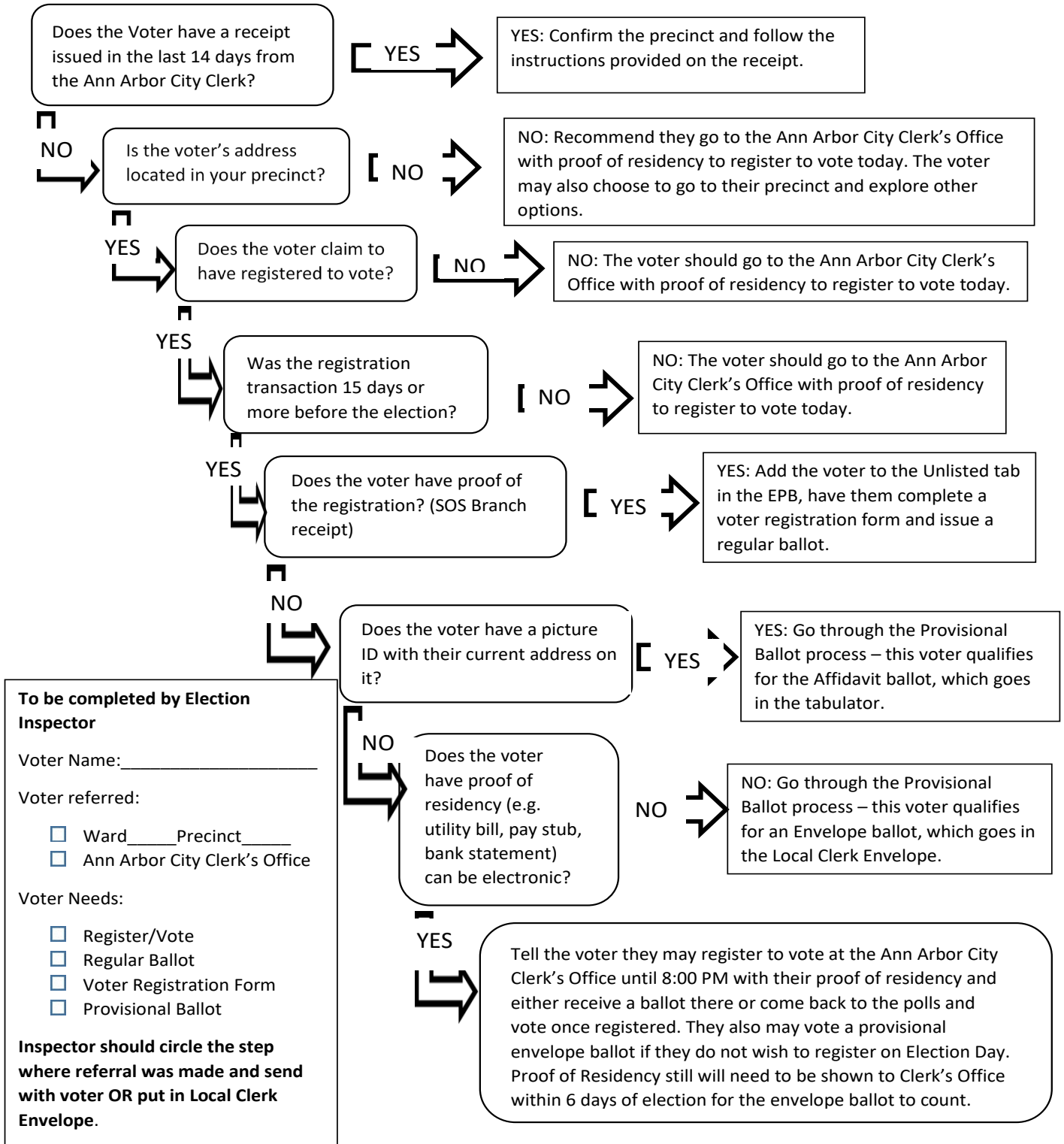
Spoiling a ballot – For Voters Who Decided Not to Use Touch Writer Prior to Printing

- Press the blue poll worker button on the back of the Verity Touch Writer.
- Enter the Poll Worker Code (Found in your Important Document Envelope) and select **Accept.**
- Select **Spoil current ballot.**
- Select **Yes, spoil the ballot.**
- Select **OK.**



Appendix P - Voter Not Listed in EPB Flow Chart

Election Inspector Flow Chart for a Voter Not Listed in E-Pollbook



To be completed by Election Inspector

Voter Name: _____

Voter referred:

- Ward _____ Precinct _____
- Ann Arbor City Clerk's Office

Voter Needs:

- Register/Vote
- Regular Ballot
- Voter Registration Form
- Provisional Ballot

Inspector should circle the step where referral was made and send with voter OR put in Local Clerk Envelope.

Appendix Q - Same Day Voter Registration Voter Hand Out For Election Day Registration

When you come to the Ann Arbor City Clerk's Office to register to vote please bring your Michigan Driver's License or State ID with your current address on it.

If you do not have one, please bring one of the documents that prove identity and one of the documents that prove residency from the lists below. Your proof of residency may be provided electronically. If you do not have photo ID you will need to complete an affidavit for voter not in possession of photo ID.

Documents which prove ID:

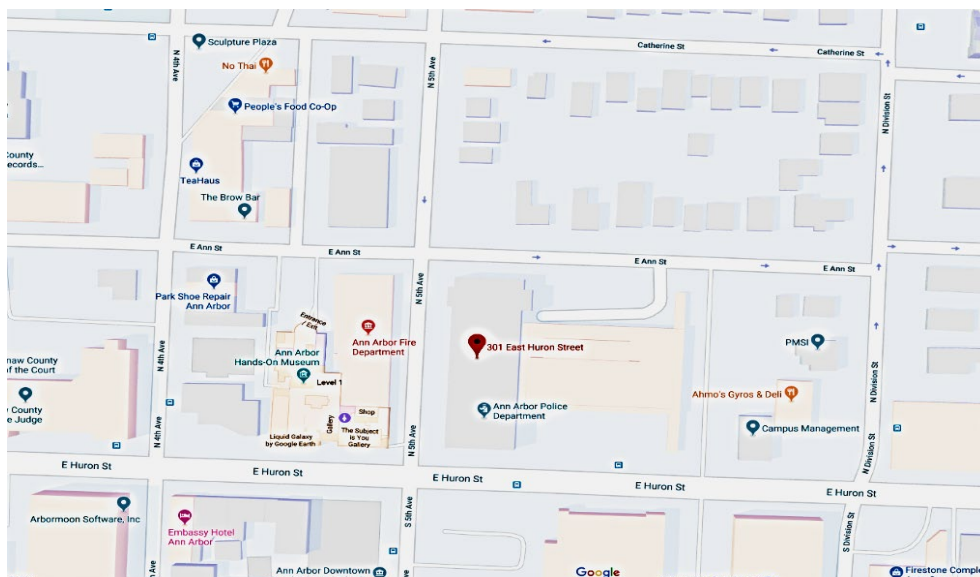
- State of Michigan Driver's License or State ID
- Driver's License or ID from any other state
- Federal or state government issued photo identification
- US Passport or Passport Card
- Military ID with photo
- Student ID with photo from high school or an accredited institution of higher education
- Tribal ID with photo

Documents which prove Residency:

- State of Michigan Driver's License or State ID with address showing you live in the City of Ann Arbor
- Utility Bill with voter's name and current address
- Government issued document with voter's name and current address
- University of Michigan Residency Verification Letter
- Paycheck with voter's name and current address
- Bank Statement with voter's name and current address

Election Day Voter Registration Location

- City Hall – 301 E. Huron – 2nd Floor



(Inside Back Cover)

