February 27, 2024 Presidential Primary Chairperson Meeting

Ann Arbor City Clerk's Office

Jackie Beaudry – City Clerk

Steve Gerhart – Chief Deputy City Clerk

Election Basics

- Chairs make sure you have your zippered notebook.
- [Sign up](#) for EPB Pick-Up, Monday February 26th at Election HQ (3021 Miller Rd.) from 5-7 PM.
- Call all workers including co-chairs by Sunday, February 25th.
  - Be sure to leave a message including precinct room location, parking, any special notes, and your contact information.

Precinct Assignments

- All 47 Precincts Open
- Precincts will have 5-8 workers.
  - Majority of inspectors must be present at all times (Minimum 3 if 5 workers)
  - If you have a minor they must take 11 Am – 12 PM and 5 PM – 6 PM breaks.
- Rotate workers between the various stations so everyone gets experience.
- Preparation for November
- Total of Absentee Ballots modest – 14,790 issued, 9,016 returned.
  - AV Ballots being processed at HQ!

Changes to City Precincts

- Precincts that have permanently relocated:
  - 2-20 to King School from First United Methodist
  - 3-24 to Ann Arbor Senior Center from Tappan Middle School
  - 4-32 to UM Coliseum from Mary Street Polling Place
  - 4-33 to Ann Arbor Senior Center from UM Coliseum

- Precincts that have been permanently consolidated:
  - 1-1 and 1-12 Michigan Union
  - 1-2 and 1-3 Community High School
  - 1-9 and 1-11 Logan Elementary School
  - 2-14 and 2-15 Angell Elementary School (Now Vote at Palmer Commons)
  - 4-39 and 4-40 Lawton School
  - 5-52 and 5-53 Forsythe Middle School

Dual EPB Locations

- 1-2 Community High School
- 1-9 Logan Elementary School
- 1-10 Arrowwood Hills
- 2-14 Palmer Commons
- 2-19 King School
- 2-21 Thurston School
- 3-22 Michigan League
- 3-23 Michigan League
- 3-26 University Townhouse Center
- 4-31 U-M Coliseum
- 4-33 Ann Arbor Senior Center
- 4-34 Pioneer High School
- 4-37 Dicken School
- 4-39 Lawton Elementary School
- 5-43 Bach Elementary School
- 5-45 Slauson Middle School
- 5-46 Slauson Middle School
- 5-51 Abbot School
- 5-52 Forsythe Middle School

New Secure Flash Drive

- The new secure flash drives are automatically paired with your Electronic Poll Book. As soon as you plug them in, you are logged into an encrypted drive and ready to process.

- The presence of a faint grey padlock indicates the drive is secure.

- Reminder no precincts start with ballot 1. First ballot number for both parties will be on a sheet of paper on the laptop keyboard.

- IT is on call for support with EPB during Election Day.
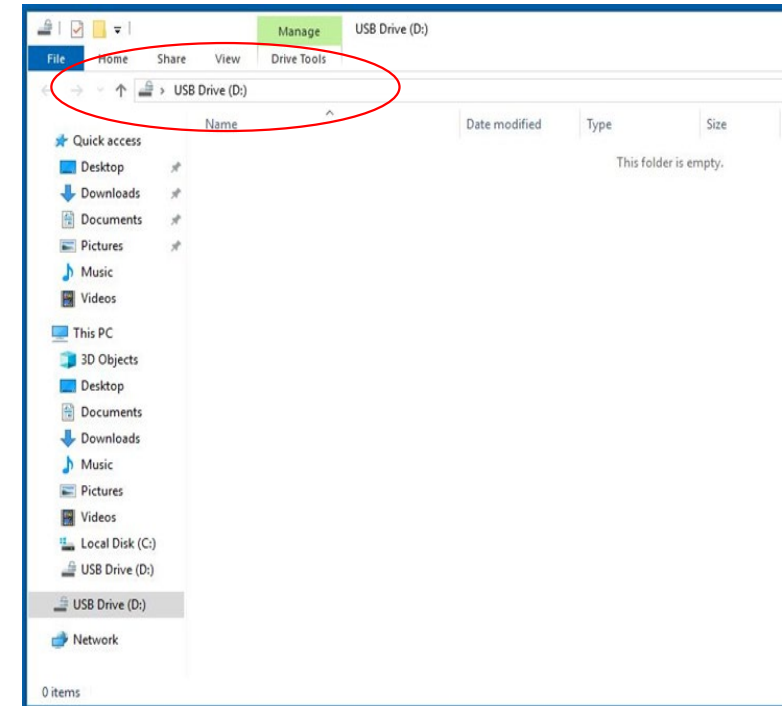
A Closer Look at the Ballots

Preview Ballot
12/19/2023 08:46:28
Democratic Party Ballot
Tuesday, February 27, 2024 Presidential Primary Election

Washtenaw County,
City of Ann Arbor, Ward

Partisan Section
Presidential
Democratic Party **Presidential Primary**
President of the United States Vote for not more than 1
☐ Joseph R. Biden Jr.
☐ Dean Phillips
☐ Marianne Williamson
☐ Uncommitted
☐

Preview Ballot
12/19/2023 08:48:14
Republican Party Ballot
Tuesday, February 27, 2024 Presidential Primary Election

Washtenaw County, Michigan
City of Ann Arbor, Ward 1, Precinct 1

Partisan Section
Presidential
Republican Party **Presidential Primary**
President of the United States Vote for not more than 1
☐ Ryan L. Binkley
☐ Chris Christie
☐ Ron DeSantis
☐ Nikki Haley
☐ Asa Hutchinson
☐ Vivek Ramaswamy
☐ Donald J. Trump
☐ Uncommitted
☐

10240

PLEASE NOTE: The order of candidate names rotates by precinct.

Precinct Display Board
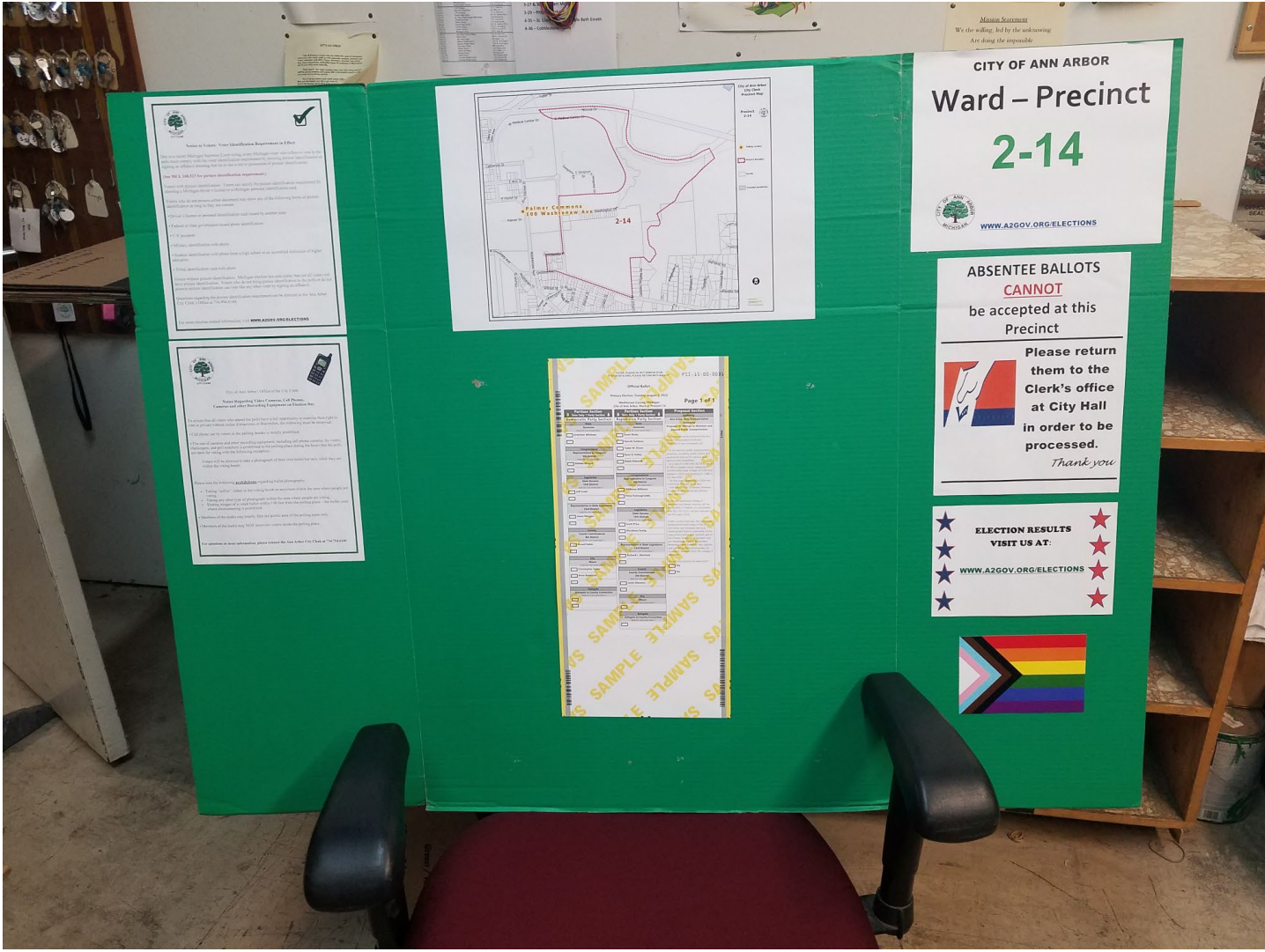
# Arriving at the Precinct and Administering the Oath of Office

- Election Inspectors <u>must</u> arrive at the precinct by 6:00 AM on Election Day.

- Make sure to have your cell phone on and set to ring when you get to the precinct.
  - Cell phone stipend form is available online and can be emailed to Recruiters@a2gov.org. Only needs to be submitted once!

- Remember to ensure that the doors to the precinct are unlocked at 6:00 AM as anyone interested in observing the set-up of the precinct has the right to do so.

- The Chairperson will start the day by administering the oath of Election Inspectors to all election workers.

Sample Precinct Setup
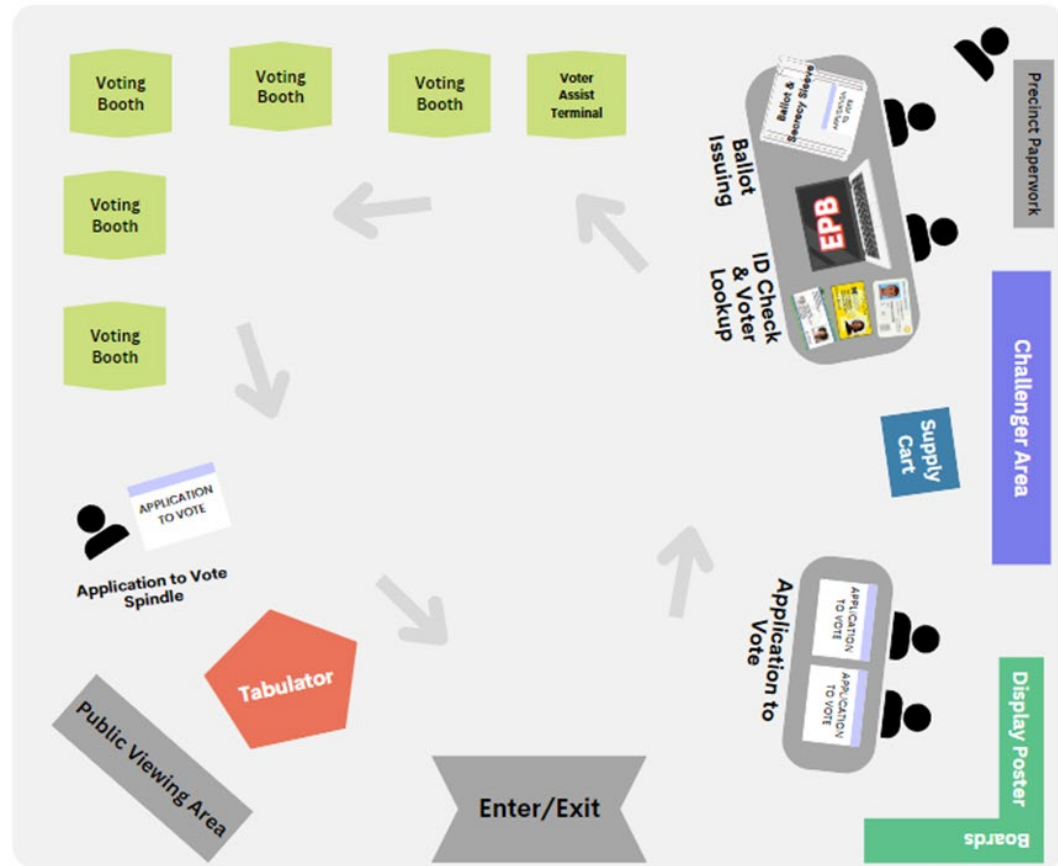
Challengers for this Election

- Promote the Vote and Election Integrity Fund are authorized to challenge this election. Samples of each credential is in notebook.

- Republican and Democratic Party always authorized.
  - Note that Republican Challenger credentials may be signed by either Kristina Karamo or Peter Hoekstra.

- All challenges must be directed to the Chair or their designee.

- Challenges to voter eligibility must occur before the voter has been issued a ballot.

- Challenges to absentee voters in precinct is permissible:
  - Only if the Voter is not surrendering the physical ballot in precinct.
  - Voter would have to swear they never received or lost/destroyed their ballot before being issued a ballot.

- Signing an "Affidavit of Voter Not in Possession of ID" is not challengeable.

Verify Tabulator Serial & Seal Number

- Compare the serial and seal number on the tabulator against the numbers recorded on the cover of the poll book.

- The Serial Number is found on the lid of the tabulator.

- The Seal Number is located on the red seal that secures the flash drive.

- **DO NOT** cut the seal until the close of polls.

Tabulator Tape Storage

o To ensure the integrity of the election, it is important that the zero-tape generated by the tabulator is attached to the totals tape generated after 8 PM.

o Open the Black printer compartment and roll the tape up to ensure it is not accidently ripped off during the day.

> o The orange light is fine.

o At closing, pull the tape past the last line of signatures and close the lid to allow for printing to resume.
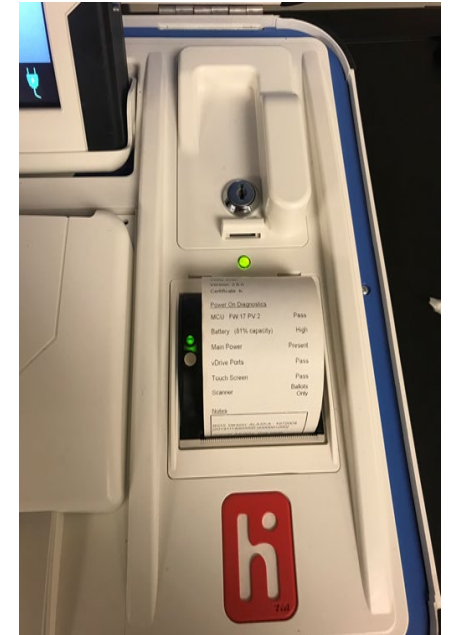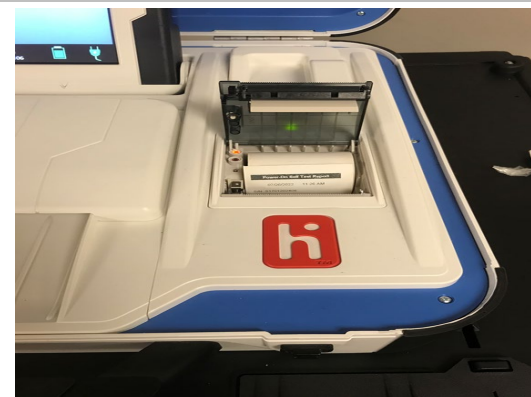
Verify the Serial Number and Seal Number of the Verity Touch Writer Voter Assist Terminal (VAT)

- Compare the serial number and seal number of the VAT against the numbers recorded on the poll book cover.

- The Serial Number is found on the lid of the VAT.

- The Seal Number is located on the red seal that secures flash drive.

- Reminder one VAT per building.

- **DO NOT** cut the seal off until the close of polls.

- If your serial number or seal numbers do not match on either the Tabulator or VAT, contact the Clerk's Office Immediately.

Ballot "Selfie" Law

- Voters are now permitted to take a photo of their voted ballot in the voting booth.

- The voter **cannot** appear in photo along with their ballot.

- The photo cannot be shared until outside the 100' no campaigning buffer.

- Does not affect other prohibitions on photography in voting location.

- We have "Selfie" stations available in each precinct. Set up in the hallway leading to the precinct, to allow voters to take a picture before or after voting without their ballots.

Voters Who Have Moved - Form

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

Michigan driver license/state personal ID

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

address change

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

personal information   *required information

last name*   first*   middle   suffix

date of birth*

MI

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

(   )
phone   email

authorization

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

X
_____
signature   date

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

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

Election Day Change of Address/ Authorization to Transfer Voter Registration

- Provided in precinct kit supplies as ½ sheet pad (Bright Pink Paper)
- Intended to be forwarded to voter's new clerk versus cancellation

Presidential Primary Application to Vote

- The Presidential Primary is conducted as a "closed" primary. This means that each voter must indicate on the Application to Vote if they wish to receive the Democratic Party ballot or the Republican Party ballot.

- A ballot cannot be issued if a voter does not select a ballot style.

Michigan Application to Vote/ Ballot Selection Form

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

Presidential Primary

Election Date **2-27-24**

ELECTION INSPECTOR COMPLETES

☐ ID AFFIDAVIT ON REVERSE COMPLETED

Ballot Style_____

Ballot No._____

Voter No._____

ELECTION INSPECTOR INITIALS_____

Precinct_____

PRINT NAME: Ralph Nader

DATE OF BIRTH: 2   27   34

RESIDENCE ADDRESS: 100 Green St., Ann Arbor MI 48104

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

SIGN HERE x *Ralph Nader*

SIGNATURE OF VOTER

ElectionSource   FM-901P • (888) 742-8037/www.electionsource.com

SELECT BALLOT TYPE HERE

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

SELECT ONLY ONE BALLOT TYPE.

X Democratic Party Presidential Primary Ballot

☐ Republican Party Presidential Primary Ballot

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

Voter MUST choose between Democratic or Republican *Ballot Type.*

Every voter is allowed <u>one</u> ballot! The voter MUST declare which ballot they want.

What if a voter wants to switch ballot types?

1) <u>Never</u> look at a voted ballot.
2) Ask voter to put ballot in the secrecy sleeve.
3) Expose only enough of the ballot to write "*SPOILED*" on the top of ballot.
4) Remove ballot stub if it has not been removed yet.
5) Have voter place the spoiled ballot in the SPOILED BALLOT envelope.
6) Have voter cross off original ballot type selection on **Application to Vote** and have them indicate new ballot type choice. Also, ask the voter to initial the **Application** near the new ballot type selection.
7) Spoil the ballot in the EPB.
8) In the EPB, choose the new ballot type and enter the new ballot number into the appropriate box.
9) Record new ballot number (*of different ballot type*) on the **Application to Vote.**
10) Give voter the new ballot in the secrecy sleeve and place the **Application to Vote** in the front pouch.

# What if a voter wants to switch ballot types?

Ballot station inspector amends *Application to Vote*.

Make sure voter crosses off original ballot type selection and indicates new choice. Have voter initial the change.

Prop-2 New Acceptable Identification

ID Cards issued by county or local governments can be used as voter photo identification. This includes Concealed Pistol Licenses.

Faculty and staff can now use their M-Card as an acceptable form of photo identification.
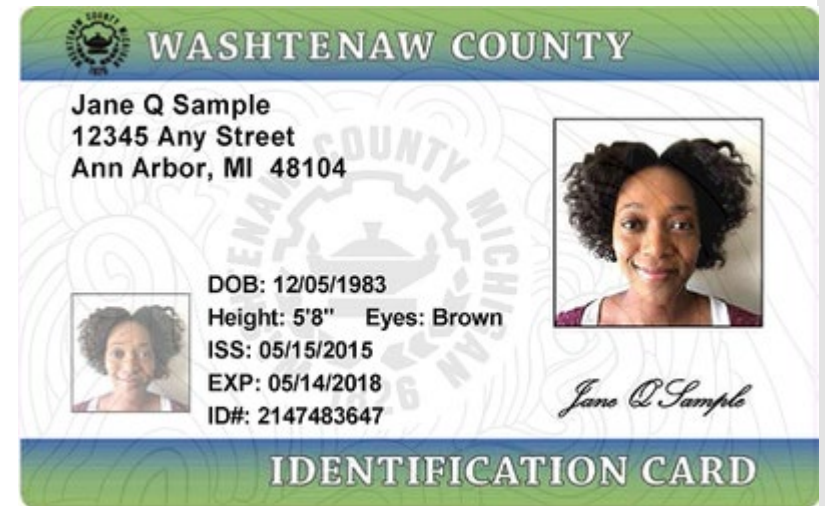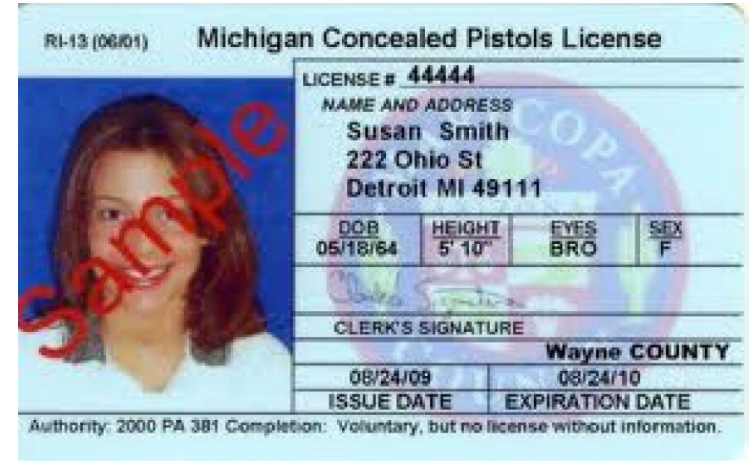
New EPB Tool

- You can now record the number of "Voters Not In Possession of Photo ID" directly in the EPB.

- Every time a voter completes the "Affidavit of Voter Without Photo ID" on the backside of the Application to Vote utilize the ticker above the Voter Details box of the EPB.

Line Tracker Website

Remind Cell Phone Inspectors to bring fully charged phones on Election Day with ringer on.

Election Inspector Use – Link and password will be emailed the night prior to election:

https://www2.a2gov.org/electionlinecount

City of Ann Arbor

Switch Precincts -   Report a P

Choose your precinct

Precinct
-- Choose your precinct --

1-11 - Logan School

Number of People in Line

Submit Count

Wait Time

No line information exists yet for this precinct.

0

In line

0

Est. time (min)

Report a Problem

Precinct
1-11 - Logan School
Problem
-- Select your problem --
Problem Detail

Reporter First Name

Reporter Last Name

Submit

Please call 734.794.6149 for high priority issues

« Home

Casting Ballots at Tabulator

- Reminder: Instructions now located in the secrecy sleeve!

- After the voter marks their ballot, they bring the ballot in the ballot secrecy sleeve and application to vote to the election inspector stationed at the tabulator.

- The inspector compares the ballot stub with the application to vote to ensure they match.

- The inspector removes the stub and retains it until the end of the night. Do Not remove the ballot from the secrecy sleeve.

- Place the application to vote face up on the spindle.

- Remain at least 10 feet away while the voter inserts their ballot into the tabulator.
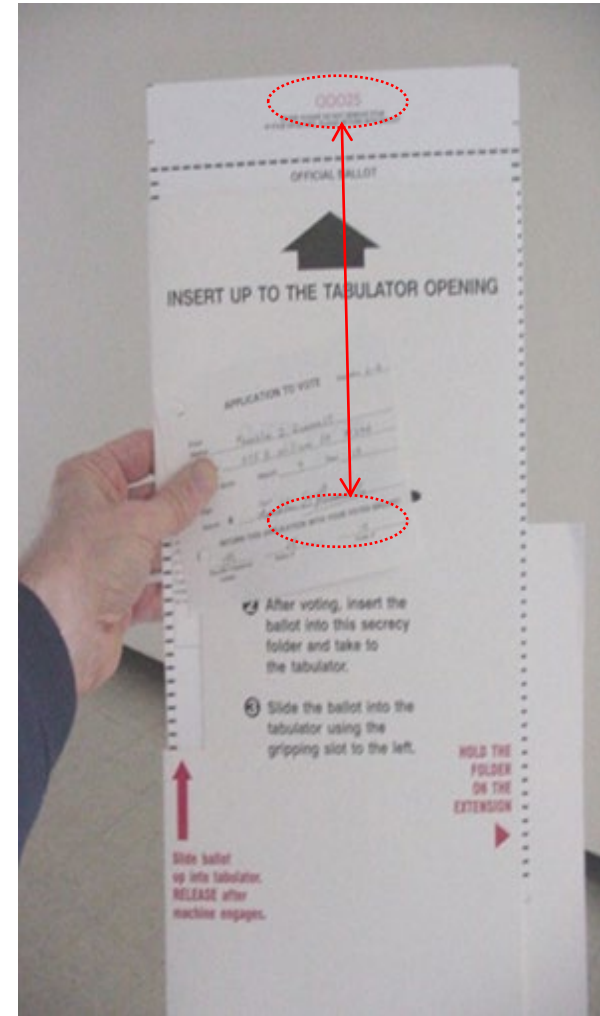
Returning and Tabulating Absentee Ballots at the Precinct – New!

- Voters may now bring their AV ballot to their polling location on Election Day to vote and tabulate it.

- The voter will complete a precinct application to vote.

- The ballot number will be verified with the AV information already recorded in the EPB.
  - If the ballot number does not match, the ballot is missing a stub, or if the stub is detached, the voter must surrender the ballot and issued a new ballot. Contact the Clerk's Office for guidance.
  - If everything matches and the voter chooses to cast the absentee ballot, a call to the Clerk's Office is not necessary!

- Direct the voter to discretely unfold their absentee ballot and place it in a precinct secrecy sleeve.

- Voter can be directed to a voting booth to mark their ballot (if needed,) then the ballot is tabulated as normal.

AV Ballots Returned to Precinct – EPB Process

- Verify the absentee ballot number and record on the application to vote.

- Lock the voter's record.

- Select "Voter Remarks" and type "AV to ED" indicating Absent Voter to Election Day. This will document the conversion on the Remarks page for later reference.

- Ballot will be issued as a "Regular Ballot."

AV Ballots Returned to Precinct – EPB Process – Continued

- The "Ballot Number" should be issued as:
  "V" followed by the AV ballot number.
  - Example: AV ballot 10001 should be marked as Ballot V10001.

- Select the political party ballot indicated on their "Application to Vote."

- Select "OK."

Issue a ballot

You are about to issue a Regular Ballot to:

☐ VAT Ballot?

This ballot number will be assigned: V10001

Which ballot type is being issued :
- ○ Democratic
- ○ Republican
- ○ Ballot Without Presidential Primary

✔ OK   ✖ Cancel

QVF Electronic Poll Book   ✕

You just performed the following action:

Action:	Issued a Regular Ballot
Voter:	
Voter Number:	10
Ballot Number:	V0010001

OK

Closing the Polls

- At 8:00 PM, you must announce that the polls are now closed.

- Anyone in line at that moment is permitted to vote.

- Helpful Hint: At 8:00 PM issue an application to vote to all eligible voters in line.

- Once the last voter has tabulated their ballot, you can begin the process of closing the polls.

- Do not begin breaking down items in the precinct until the last voter has tabulated their ballot.

- Reminder to keep the doors to the polling location unlocked during the entire closing.

Ballot Summary Report – REVISED

- To complete the Ballot Summary Report:
  - 1. Click "Reports."
  - 2. Click "Ballot Summary."

- 3. Line A – The number of ballots delivered at the open of polls; this number will be set for you. There will be two ranges - one Democratic and one Republican.(Ann Arbor does not have an "L" ballot style.)

- You will also manually add a row for the AV ballots voted:
  - *Ballot Style* = "V"
  - *Party* = "AVED" (short for "Convert Absent Voting to Election Day")
  - "Starting No." = "V00001"
  - "Ending No." = "V" followed by the number of AV-ED ballots tabulated by voters.
  - In the example, only 3 AV ballots were tabulated by voters, so the "Starting No." is "V0000001" and the "Ending No." is "V0000003."
  - Use the "Remarks" Report to count the AV to ED notations.

NUMBER OF BALLOTS DELIVERED TO PRECINCT:

A. Number of unvoted official ballots delivered to precinct:

Ballot Style	Party	Starting No.	Ending No.
▉	D	00010001	00011000
▉	L	00030001	00031000
▉	R	00020001	00021000
V	AVED	V0000001	V0000003

02/27/2024 · PRESIDENTIAL PRIMARY · ▉

Precinct 00005

REMARKS

Date / Time	User	Voter #	Voter Name	Remarks
▉	▉	5	▉	AV to ED

Ballot Summary Report – Continued

- 4. Line B – This number will be 0 as absentee ballots are not processed in the precinct.

- Line C – The total number of ballots accounted for in the precinct. This number will automatically calculate.

- 5. Line D – The number of ballots tabulated. Take this number directly from the tabulator.

- 6. Line E – This window will automatically show 0 as AV ballots are not processed in the precinct.

- Line F – The total number of ballot re-issued to voters who spoiled their ballot. This number is automatically calculated.

- Line G – The total number of ballots rejected at precinct. This number will be automatically calculated.

Ballot Summary Report – Continued

- 7. Line H – The number of ballots used for duplication. This line is typically 0.

- Line I – The number of provisional envelope ballots issued. This number is automatically calculated.

- 8. Line J – Unused Ballots. Fill in the next ballot number a voter would have received for both ballot styles (Republican and Democratic) along with the ending number (i.e. the remaining numbers of used ballots – ex. 17 – 200.

- Line K – Will automatically calculate the number of ballots used during the day. Click in any white box to generate this number.

- Line L – Must be 0.

To Local Clerk Receiving Board Envelope

Place the following items in the return to Local Clerk Receiving Board Envelope:

1) 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) Problem Sheets
5) Notes to Jackie, Kristen; & Steve
6) Precinct Reconciliation Form
7) Completed Voter Registration Applications
8) 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
9) Completed Election Inspector Flow Chart for a Voter Not Listed in E-Pollbook
10) Completed Applications to Vote on spindle (s)
11) Completed Time Sheets
12) Completed "Closing" Check-Off Lists.

Depositing of Ballots at the End of the Night

- All unused ballots can be placed into a vinyl ballot container.

- Place all voted ballots into a second vinyl ballot container.

- Using red paper seals, seal the following envelopes, if used, and place in blue vinyl ballot container containing your voted ballots:
  - Spoiled or Defective Ballot Envelope
  - Original Ballot Envelope
  - Surrendered AV Ballot Envelope
  - VAT Ballot Envelope

- The only ballots not to be sealed in the ballot bag are provisional ballots, which need to be return to the Receiving Board separately.
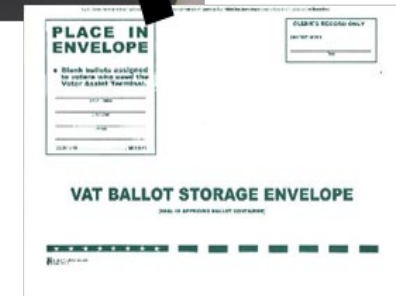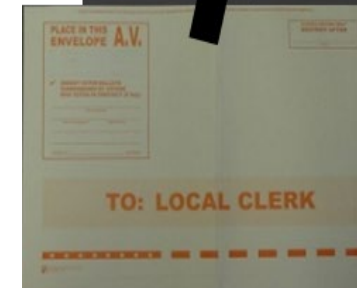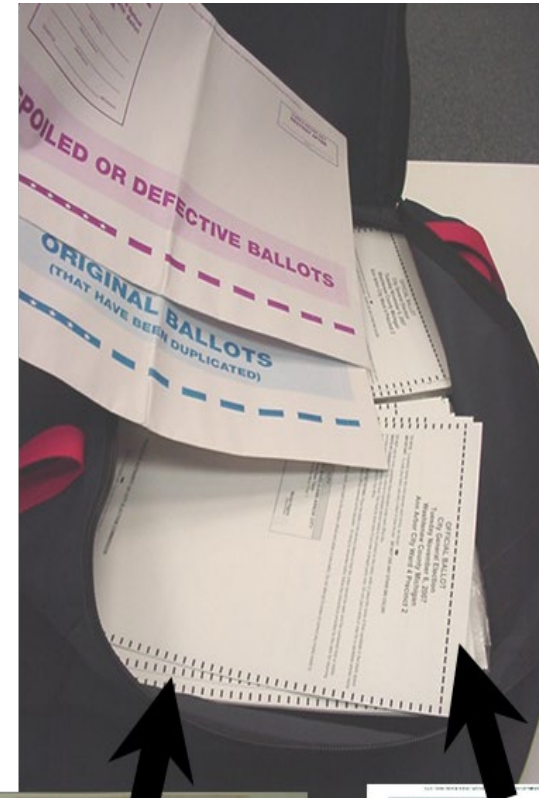
Removing Flash Drives from Tabulator and VAT

- Using a pair of wire cutters or scissors, cut and remove the red seals covering the memory device lids on both the tabulator and VAT.

- Using the black key, unlock the lid covering the USB drive.

- 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).

- Seal these flash drives, along with the flash drive from the EPB, in the small blue vinyl transfer pouch labeled "Washtenaw County."
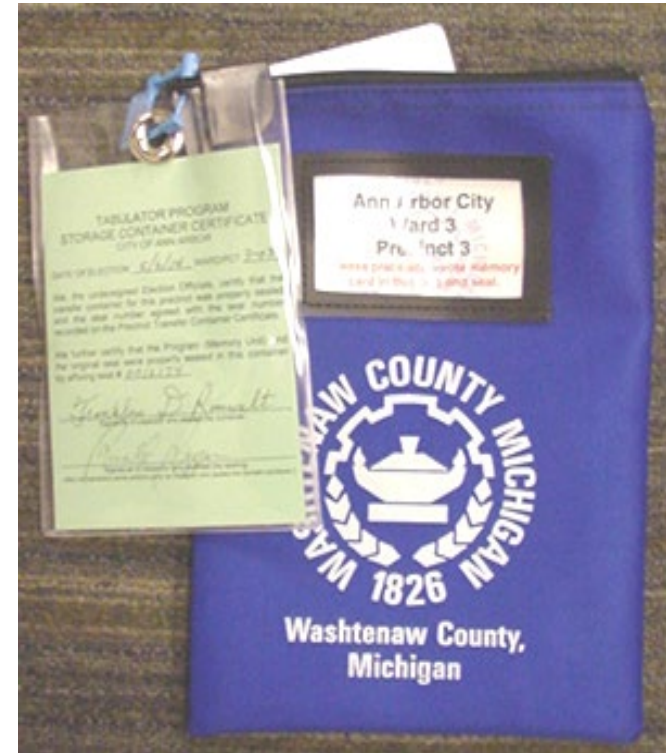
Delivering Documents

- One Democratic and One Republican election inspector (not necessarily including the Chairperson) shall deliver the following documents to Election HQ (3021 Miller Rd):
  - Sealed To Local Clerk Receiving Board Envelope
  - Zippered Notebook with keys to tabulator and room/building
  - Sealed small blue vinyl pouch containing flash drives from EPB, Tabulator and VAT
  - Sealed large blue vinyl canvas Ballot Bag(s) containing voted ballots
  - EPB Laptop(s).
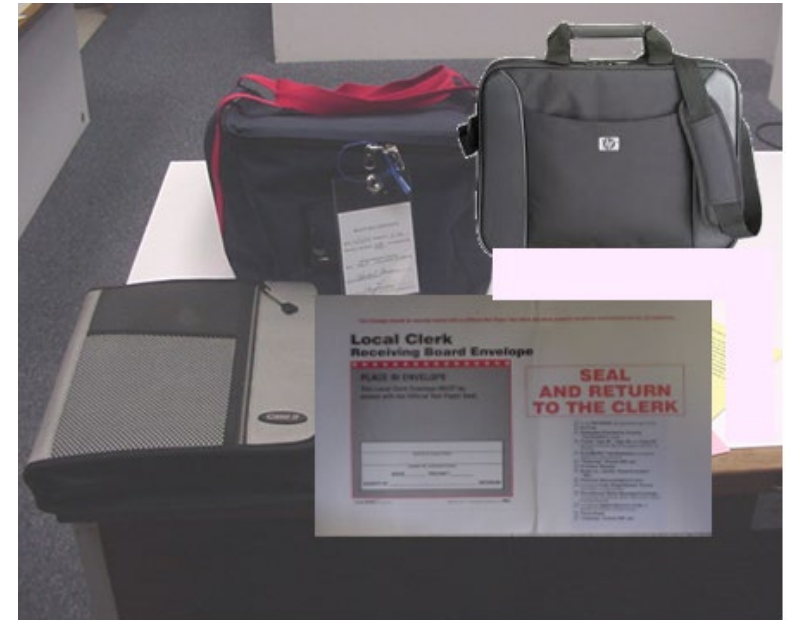
Building Keys

- 1-10 Arrowwood Hills Community Center – New access code is also listed on your Chairperson information sheet.

- 2-17 Ann Arbor Assembly of God

- 3-24 and 4-33 Ann Arbor Senior Center

- 3-26 University Townhouse

- 4-35 St. Clare Church/Temple Beth Emeth – Annette?

- 4-36 Cobblestone Farm