November 5, 2024 Statewide Primary AVCB Training

Ann Arbor City Clerk's Office

Jackie Beaudry – City Clerk

Early Processing
Sunday, November 3

- Inspectors arrive at their assigned Absent Voter Count Board (AVCB) at **10:00 a.m. at the Ann Arbor Election Headquarters, 3021 Miller Rd.**

- Please do not arrive earlier than 9:45 a.m.

- Brunch and an early dinner will be provided; please bring your own water bottle.

- We will have 5 teams for this Election.

- Jeff Micale and Joan Liebeck will be supervising the AVCB teams.

- Nicole Gerhart will be on hand to liaison with the Clerk's Office.

- Three high speed tabulators will be used to process ballots.

- Early Processing is suspended at 8:00 p.m. No results are printed!

10:00 A.M.!

Election Day Background

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- Lunch and dinner will be provided; please bring your own water bottle.

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- Three high speed tabulators will be used to process ballots.

- Work continues from the Early Tabulation ending point.

10:00 A.M.!

AVCB Assignment

AVCB 1   Ward 1

AVCB 2   Ward 2

AVCB 3   Ward 3

AVCB 4   Ward 4

AVCB 5   Ward 5

High Speed   Ballot tabulation

Due to the volume of ballots in AVCBs 3 & 5, additional workers have been assigned to allow for the boards to have two processing tables.

Nature of the AVCB

- Challengers and Poll watchers may observe AVCB on Election Day.
  - Affidavit (*and oath*) must be completed by all persons that are present at the AVCB once "processing" begins.
  - Poll watchers must always remain in "public viewing area" while Challengers may observe the AV process up close but cannot touch any election materials.
  - Two challengers per party per AVCB. Total challengers per party is 10.
    - For Early Tabulation, the rule is 1 challenger per 8 workers with a maximum of 7 challengers total.
  - Challengers will take oath affirming they will not communicate in any way information pertaining to any ballots or the tabulation of ballots.
- Cell phones are now allowed at AVCB.
  - Please be mindful to step out of the processing area if you must take a phone call.
  - No discussing politics or results.
- Prohibition remains for poll workers and challengers prohibiting photography, audio or video recording.

Preparation of AVCB Precinct

▶ The AVCB room will be arranged for each team prior to the arrival of the inspectors – e.g., high-speed scanners, poll books and supplies will be at designated stations. All teams will share the high-speed ballot tabulators. **One** Poll Book will be issued to **each AVCB**. It will be used to record the information for **all** of the precincts within the AVCB.

▶ Each AVCB Poll Book will contain:

  ▶ **1** Clerk's Preparation Certificate (in AVCB 1 Book only, to be completed by High Speed Teams)

  ▶ **1** Election Inspectors' Preparation Certificate

  ▶ 1 Challenged Voters page

  ▶ 1 Certificate of Election Inspectors form

  ▶ **Multiple** tabbed sections (**one** for each precinct) containing 3 forms

    ▶ *Remarks* page

    ▶ *Write-Ins Only/Statement of Votes*

    ▶ *Ballot Summary*

▶ The following items will also be delivered to each of your work areas:

  ▶ AV ballot returned envelopes for <u>each</u> precinct

  ▶ *AV List* (*printed on 3-hole paper*) showing the names of all voters in your precincts who applied for AV ballots. Keep in mind that not all applicants return their ballots, so you may not have a ballot for every name on your AV lists.

  ▶ AV ballot applications for all returned envelopes for <u>each</u> precinct will be available if needed for review.

▶ **PLEASE NOTE: ADDITIONAL BALLOTS WILL BE DELIVERED FROM THE CLERK'S OFFICE MULTIPLE TIMES DURING THE DAY.**

Oath of Election Inspectors

- The first order of business is for <u>all</u> AVCB inspectors to take and sign the *"Oaths of Election Inspectors"* in the *Absent Voter Poll Book*.

Processing AV Ballots

▶ Each AVCB team will process ballots for multiple precincts.

▶ Work on only <u>one</u> precinct's ballots at a time. **<u>IMPORTANT</u>**: Make sure you have <u>no</u> ballots, envelopes or applications from any other precinct except the one you are working on at your workstation. NEVER have more than <u>one</u> precinct's material at your AVCB's work area.

▶ Place precinct's ballot trays (*with ballots in returned envelopes*) at station #1. Again, make absolutely sure no envelopes, ballots, etc. are left out from another precinct. **<u>Work on only one precinct at a time</u>**.

▶ Make a physical count of the precinct's AV ballot return envelopes. Now, verify it matches the total number of AV ballots returned that is printed on your *AV List* (look on the specific precinct's TOTALS line for "Ballots Returned"). Please note that the GRAND TOTALS line is for the entire AVCB (there are multiple precincts in an AVCB).

▶ Note: Any precincts that were started during Early Tabulation would have been completed on Sunday. However, you may have more ballots from these precincts as more batches are delivered throughout the day.

Anatomy of an AV Ballot

CLERK'S RECORD AREA

AV BALLOT RETURN ENVELOPE

VOTER'S SIGNATURE

VOTER'S ASSISTANT

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

...ress listed.

...without showing it to anyone.
...by delivering it myself or a
...or sending it by public postal,
express mail, or parcel post service, or other common carrier.
I understand that knowingly making a false statement is a misdemeanor.

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

X _____ 7/23/24
Signature of Absent Voter   Date
This box must be signed or your vote will not be counted.

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

Signature of Person Assisting Voter

Print Name of Person Assisting Voter

Address of Person Assisting Voter   City   State   Zip
A person who assists an absent voter and who knowingly makes a false statement is guilty of a felony.

Returned:
Date and Time _____
Precinct No. _____
Ballot No. _____

☐ Voter signature verified (Initials) _____
☐ Rejected? Reason _____

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

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

08/05/2014 3-7 AVCB 3 00000008

THOMAS JEFFERSON
548 S. STATE ST.
ANN ARBOR, MI 48104

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

Penalty:
$1,000.00

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

X _____
Signature of Election Inspector

WARD/PRECINCT

BALLOT #

IF AN AFFIDAVIT IS COMPLETED & ATTACHED TO THE ENVELOPE, YOU MUST PROCESS THIS BALLOT AS A "CHALLENGED" BALLOT.

08/05/2014 5-42 AVCB 3 00000008

THOMAS JEFFERSON
548 S. STATE ST.
ANN ARBOR, MI 48104

Inspectors at Station #1

- Check to ensure the ballot is completely filled out:
  - Signed by voter
  - Initialed and dated received by Clerk's Office
- Check return envelopes to determine if voters received assistance in voting the ballot:
  - If envelope indicates that assistance was received, in the remarks page for that precinct notate the name of the voter and the name of the individual who provided assistance.
- Once you have verified the envelopes are in good order, proceed to using the paper jogger for 30 seconds per batch, to reduce risk of cutting ballots. Then run envelopes through the high-speed letter opener.
- Return opened envelopes to processing station and remove the ballot in its secrecy sleeve from the outer envelope.

Inspectors at Station #1 Continued

- Once you remove the secrecy sleeve from the outer envelope, verify the ballot number on the stub against the label on the envelope.
  - Do not unfold the ballot unless the voter has folded it so the numbered stub is not visible.
  - Make every effort to maintain the secrecy of the vote.
- Tear off stub and retain it in a secure location, grouped only with other stubs of the same precinct. (*You keep stubs as a precautionary check on the number of ballots processed.*)
- Immediately place ballot, **still in its secrecy envelope**, in a plastic green storage tub. As the ballots accumulate, they will be ready to be processed by election worker(*s*) at station #2.
- Place empty returned ballot envelopes in clear plastic tubs. Group the returned empty envelopes with that of the same precinct in groups of 50. Rubber bands and precinct dividers will be provided in your supplies.
- To assist with the balancing of precincts, we will be providing removable labels to match your bundles of 50 envelopes to 50 ballots, for each precinct.

Election Workers at Station #2

▶ Take each anonymous (*stubs have already been removed*) ballot out of its secrecy envelope, unfold it and lay it flat. **FLATTEN BALLOTS (PERFORMING ANY NECESSARY BACK FOLDING) TO ENSURE EASE OF SCANNING.** Check for ballots that might be unreadable by scanner (e.g. voted with crayon, highlighter, or barcodes damaged).

▶ Once a stack of 50 ballots has accumulated, place a removeable sticker indicating the batch on the top ballot and rubber band the stack and place in black mail bin. Completed stacks will be taken to election workers at station #3 (high speed tabulator).

Overview of Process

STATION #2

2B

2A

Ballots Flattened Out

Empty Secrecy Envelopes

Empty Secrecy Envelopes

Ballots Flattened Out

Red arrow represents flow of ballot being processed.

Green arrow represents an additional flow of ballot, if needed.

Tabulated Ballots Folder

High Speed Tabulator

(3)

3

Ballots in Secrecy Envelopes

Ballot Stubs

Ballot Stubs

Unopened Envelopes

Empty Return Envelopes

Empty Return Envelopes

STATION #3

Separate Station with Own Assigned Workers.

1A

1B

STATION #1

Ballots Delivered During the Day

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

▶ Keep track of <u>how many</u> ballots were sent to you during the day for each precinct using the AVCB Ballot Delivery Tally Sheet.

▶ Note: Individuals registering to vote on Election Day now have the ability to tabulate their ballot! This will greatly reduce the late-night absentee ballot delivery to the AVCB!

Potential Problems and Solutions During Processing

- *Unsigned ballot envelope:*

  - <u>REJECT</u>   **Do not open envelope.** Return AV ballot IMMEDIATELY to the City Clerk's Office. <u>Make a note on *AV List*, "Unsigned ballot envelope"</u>.

- *Wrong ballot number:*

  - <u>**ACCEPT**</u> if it seems apparent that there was an inadvertent switch between members of the same household. Set aside the envelope along with the other empty envelopes from the precinct.

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

Potential Problems and Solutions During Processing Continued

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

  ▸ <u>ACCEPT</u>.	Set aside the empty envelope.

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

  ▸ <u>ACCEPT.</u>	On *AV List*, to the right of the voter's name, write, "**Challenged, stub missing.**" Process the ballot as a "challenged" ballot. When writing the concealed ballot number (*with tape covering it*) on the back of the ballot, use the ballot number that was issued to the voter (see *AV List*). Set aside the envelope.

▸ *Envelope empty, no ballot returned:*

  ▸ Write "**Envelope empty**" on *AV List* to the right of the voter's name and on the *AV Ballot Return Envelope*. In the "Remarks" page of the appropriate tabbed section of the Poll Book, write the name of the voter and a note that NO ballot was included in the returned AV Ballot Envelope. Set aside the envelope.

Inspectors at Station #3

▶ Scan ballots in multiples of 50 and verify that the batch contains only ballots from one precinct before accepting the batch.

▶ When scanning, it is important to ensure that ballots are as flat as possible going through the scanner to minimize the risk of jams.

▶ Ballots that have been successfully scanned are bundled with the batch report and placed in the blue mail trays for ballot runners to place in ballot bags.

▶ Batches that need to be returned to the AVCB teams for any reason can be bundled and placed in the green mail tray for return to AVCB.

Duplicating Ballots

- For each precinct:

  - Be sure all original ballots are labeled **ORIG** at the top. (If flawed because it was the wrong ballot for the voter, write ORIG – WRONG BALLOT at the top and note the correct precinct for duplication. Example: ORIG#1 – WRONG BALLOT Precinct 1-1

  - Number the original ballots consecutively next to **ORIG** at the top of the ballot (*e.g.*, ORIG#1, ORIG#2, ORIG#3, etc.).

  - Count out the same number of new ballots from the correct precinct's supply of ballots as the number of original ballots that will be duplicated. Be careful to use ballots from the correct precinct!

  - Number the new ballots consecutively **below** the stub: DUP#1, DUP#2, DUP#3, etc. **REMOVE AND DISCARD THE STUBS!** You now have prepared blank ballots for duplication.

  - Keep in mind with the high-speed scanners, you will have less ballots to duplicate as many issues (stray marks, wrong marking device, etc.) can be adjudicated by the high-speed teams.

Duplicating Ballots Continued

► Assemble a team of two workers *(with different political party preferences)*, one to read and the other to mark the new ballot. (ONCE THE NEW BALLOT IS MARKED, EXCHANGE THE BALLOTS AND RE-READ TO CHECK FOR ACCURACY.) Using the proper marking tool, make a duplicate of each original ballot by marking the duplicate ballot. Use the following options where appropriate:

  ► If the ballot was FLAWED in some way and unreadable by the high-speed scanner, you may have to duplicate true overvotes.

  ► Consider invalid overvotes and duplicate to correct the error.

  ► Wrong Precinct – the voter may have races on the new ballot that were not included on the ballot issued, such as County Commissioner, State Rep, City Council, etc. Duplicate only races that are an exact match for the voter. DO NOT MARK A VOTE FOR CANDIDATES NOT ON THE BALLOT.

After 8:00 PM on Election Night

- ► Make sure the AVCB Supervisor has given you permission to close.

- ► Ensure there are no ballots left to process.

- ► High-Speed Teams Verify: BALLOT COUNTER FOR THE THREE HIGH-SPEED TABULATORS = BALLOTS RECEIVED BY AVCB (all precincts)

  - ► If YES, proceed to close the AVCB.

  - ► If NO:

    - ► IMMEDIATELY contact the AVCB Supervisor, who will probably ask you to:

      - ► Verify if a returned AV Ballot Envelope did <u>NOT</u> contain a ballot.

      - ► Make a physical count of tabulated ballots. (*It is possible that an election inspector left a ballot inside a secrecy envelope*).

      - ► Compare the number of returned AV Ballot Envelopes to your final *AV List*. It is possible that your precinct failed to verify that the number of envelopes delivered to your AVCB was the same as the reported number on the *AV List*.

Complete the Ballot Summary Report for Each Precinct

▶ Complete **Line A** with the number of absentee envelopes delivered at the opening of the AVCB:

▶ Complete **Line B** with the total number of additional ballots delivered during the course of the day.

▶ Add **Lines A and B** to get **Line C.**

Complete the Ballot Summary Report for Each Precinct Continued

- Complete **Line D** with the number of ballots tabulated for each precinct. Use the Ballot Cast Report provided by the high-speed scanner to get this number.

- **Line E** is the number of ballot envelopes delivered without a ballot.

- **Line F** is the number of ballot envelopes without a signature or otherwise invalid.

- Add **Lines D, E and F** to get **Line G.**

- If Line C does not match Line G, record an explanation in Remarks Section of Poll Book explaining the discrepancy.

Disposition of Ballots

- ▶ Place any unused blank ballots (for duplication) back in the blue supply cart.

- ▶ Gather together all tabulated ballots from one precinct and rubber band together. Place all of your tabulated ballots neatly in a canvas ballot bag.

- ▶ Seal each precinct's original ballots that you duplicated. The ballots should already be in the "ORIGINAL BALLOTS (THAT HAVE BEEN DUPLICATED)" envelope for that respective precinct.

- ▶ Place the "ORIGINAL BALLOTS (THAT HAVE BEEN DUPLICATED)" envelopes in a canvas ballot container with voted ballots and zip it closed.

Sealing Ballot Containers

- Each bag will be sealed with a blue plastic flexible/pull-tight seal and a *Ballot Container Certificate* in a plastic sleeve. Use one blue pull tight seal for each bag.

- Remove the *Ballot Container Certificate* from its plastic sleeve.

- Completely fill out the certificate using the appropriate seal number.

- Record precinct numbers that are contained within each bag. Avoid splitting precincts amongst multiple bags if possible.

- Record seal number to be used to seal the bag.

- Certificate must be signed by sealer <u>and</u> verifier (must be a Democrat and a Republican).

Use this opening!

Complete the Certificate of Election Inspectors

▶ Record *Ballot Container Certificate* for all ballot bags.

▶ Tabulator Program seal is only recorded on one pollbook by the final team who sealed the program in the Blue County Pouch.

▶ Sealer and Verifier sign where indicated.

▶ All inspectors present at the close sign the final lines.

Local Clerk Receiving Board Envelope

- Place proper forms in Receiving Board Envelope:
  - *AV List* – make sure to insert it inside the precinct Poll Book. (Grand total of all AV ballots tabulated should be indicated on the last page of the *AV List*.)
  - *Absent Voter Counting Board Affidavit of Oath (if separate from pollbook)*
  - *Notes to Jackie, Kristen, & Steve*
  - Complete Timesheet

Heading to Receiving Board

- One Republican and One Democrat will take the ballot bag and the Receiving Board Envelope to the Receiving Board located in the next hallway.

Thank you for your commitment to the City of Ann Arbor Elections!

High Speed Scanner Teams

Assignment

- High Speed Team 1
  - Abby Loe and Sherry Graham
- High Speed Team 2
  - Alison Ulicny and Valerie Brader
- High Speed Team 3
  - Susan Pollay and Erik Brown
- High Speed Team 4
  - Kent Griffith and Jacob Roberson

Getting Started

Server and Client Configurations

Server

Client 1

Client 2

overview: scanning ballots

In the **Scan** tab, you can:

- Scan batches/ballots.

- Manage scanned batches.

- Search scanned ballots.

- Make scanning settings.

saving your work

Verity prompts you to save or discard batches once scanning is complete. If you choose to discard a batch, it cannot be retrieved and the ballots must be rescanned.
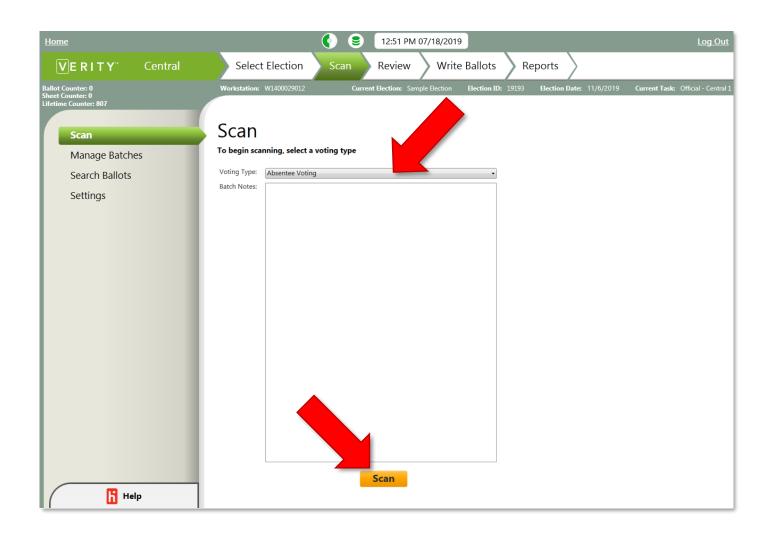
scanning ballots

In the **Scan** menu, select a voting type for the batch, and then click **Scan** to begin scanning ballots.
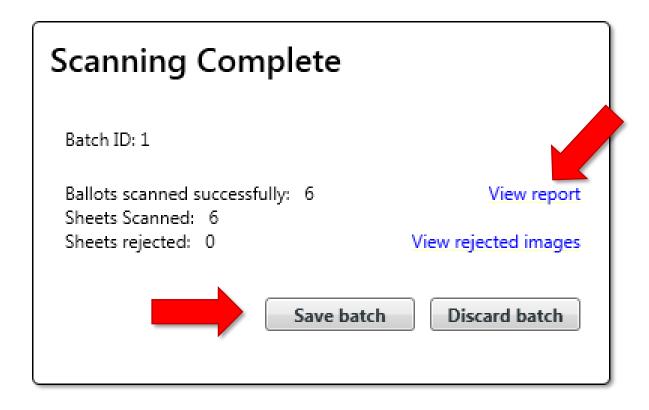
- You'll be prompted to print a Zero report before you begin scanning.

- Zero report is an initial copy of the Configuration Report.

- Enter notes in the Batch Notes field, for each batch enter the precinct and the batch number.

scanning ballots

After the batch is finished scanning:

- Click **View report** to view and print the batch report.

- Review the report to ensure that all ballots in batch are from same precinct, if not discard batch.

- **View rejected images** (if any)

- Click **Save batch** or **Discard batch**.

Scanning Complete

Batch ID: 1

Ballots scanned successfully: 6   View report
Sheets Scanned: 6
Sheets rejected: 0   View rejected images

Save batch   Discard batch

Scanning ballots

Once you have reviewed the report to Ensure all the ballots are from only one precinct. Print the Scanned Batch Report, this report will be rubber banded around the ballots.

Scanned Batch Report
Sample Task 1

Run Time   5:34 PM
Run Date   9/28/2020

SAMPLE COUNTY, MICHIGAN

GENERAL ELECTION

11/3/2020

Page 1 of 1

Batch ID: 1
Workstation: D1500026603

Voting Type: Absentee Voting

Scan Order	Precinct Name	Page	Unique ID	Var. #	Language	Status	Party	Rejection Reason
1	City of Sample, Precinct 1	1		0	English	Scanned		
1	City of Sample, Precinct 1	2		0	English	Scanned		
2	City of Sample, Precinct 22	1		0	English	Scanned		
2	City of Sample, Precinct 22	2		0	English	Scanned		
3	City of Sample, Precinct 5	1		0	English	Scanned		
3	City of Sample, Precinct 5	2		0	English	Scanned		
4	City of Sample, Precinct 3	1		0	English	Scanned		
4	City of Sample, Precinct 3	2		0	English	Scanned		
5	City of Sample, Precinct 1	1		0	English	Scanned		
5	City of Sample, Precinct 1	2		0	English	Scanned		
6	City of Sample, Precinct 5	1		0	English	Scanned		
6	City of Sample, Precinct 5	2		0	English	Scanned		
7	City of Sample, Precinct 12	1		0	English	Scanned		
7	City of Sample, Precinct 12	2		0	English	Scanned		
8	City of Sample, Precinct 7	1		0	English	Scanned		
8	City of Sample, Precinct 7	2		0	English	Scanned		
9	City of Sample, Precinct 14	1		0	English	Scanned		
9	City of Sample, Precinct 14	2		0	English	Scanned		

Total images scanned:	18	Total ballots accepted:	9
Total images accepted:	18		
Total images rejected:	0		

overview: reviewing ballots

In the **Review** tab, you can:

- Filter and review ballot images.

- Accept or resolve ballots, pages, and contests for voter intent.

- **Write-ins – We will not be Adjudicating Write-ins. The County handles this task!**

Accepted vs. Resolved

- A ballot, page, or contest is "Accepted" when the voter intent determination of the Verity Central software is confirmed; A ballot, page, or contest is "Resolved" when a Central user manually resolves a voter intent issue (by interpreting a mismark, for instance).

saving your work

Verity Central automatically saves ballot, page, and contest resolutions.

reviewing images

Activity under the **Review Images** menu follows a general workflow:

1) Select a batch for review.

2) Accept ballot(s) or select a ballot for review.

3) Accept or Resolve ballot pages and contests following the State of Michigan Ballot Marking Validity guidelines.

Adding filters for adjudication:

Add filters in the following order:
1. **Blank ballots**
2. **Damaged ballots**
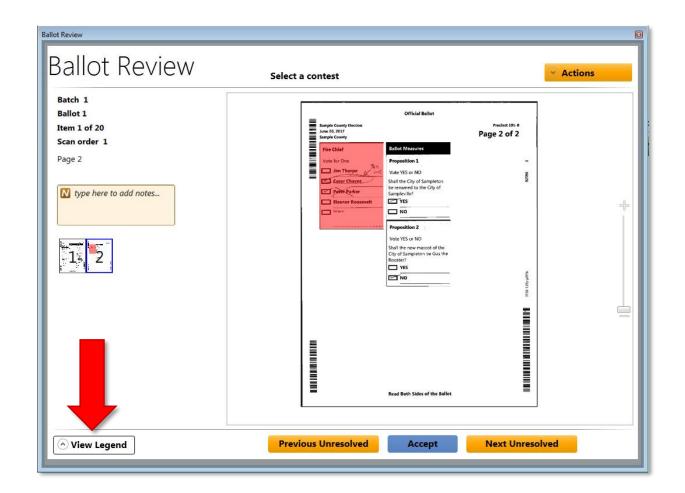3. *Crossovers (Not needed for November General!)*
4. **Overvotes** (an invalid write-in cannot create an overvote)
5. **Undervotes**

reviewing pages and contests

Selecting **Review Ballot** opens the ballot review window.

- Contests requiring adjudication are color coded (click **View Legend**).

reviewing pages and contests
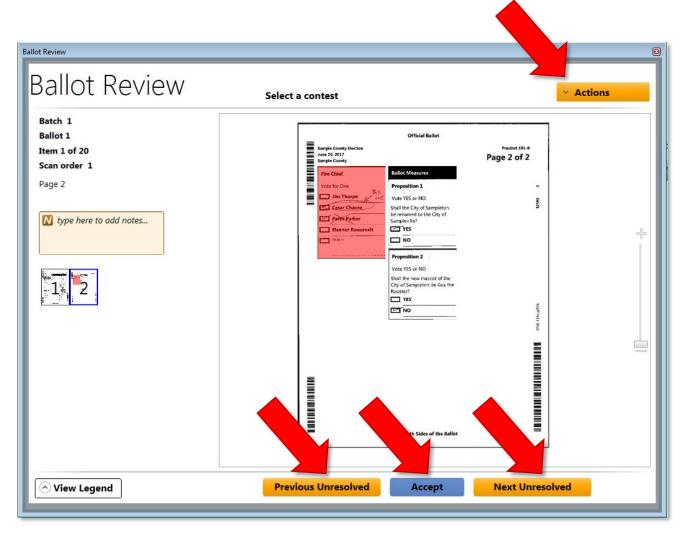
At the page-level view, click **Actions** to:

- **Accept** or **Revert** current page.

Click **Accept** to accept the page as-is, and **Previous Unresolved** or **Next Unresolved** to view the previous or next page with unresolved contests.
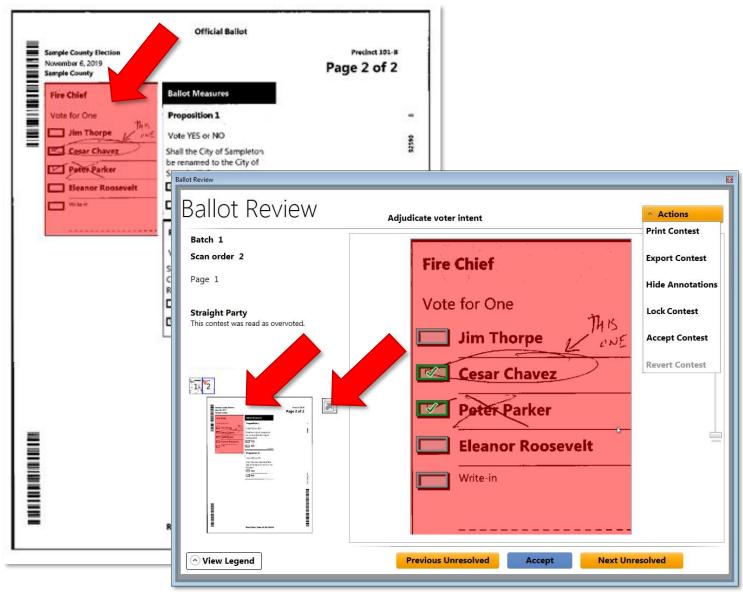
reviewing pages and contests

Click a contest to review and resolve it in contest-level view:

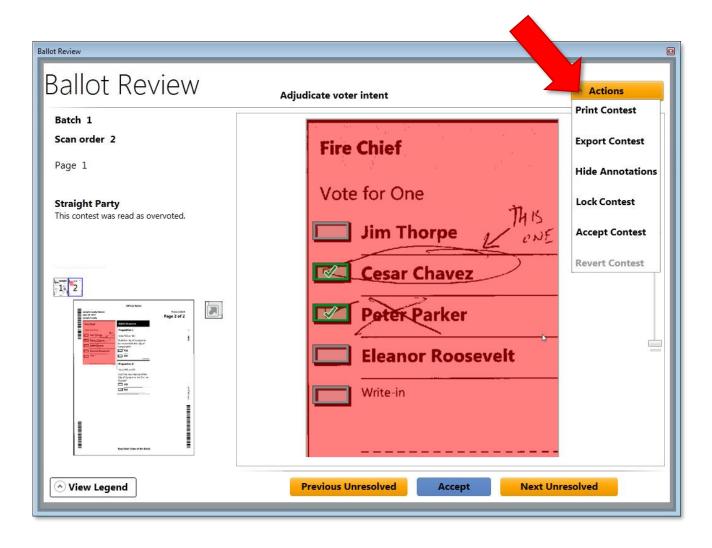- Click the page thumbnail or maximize button to return to page-level view.
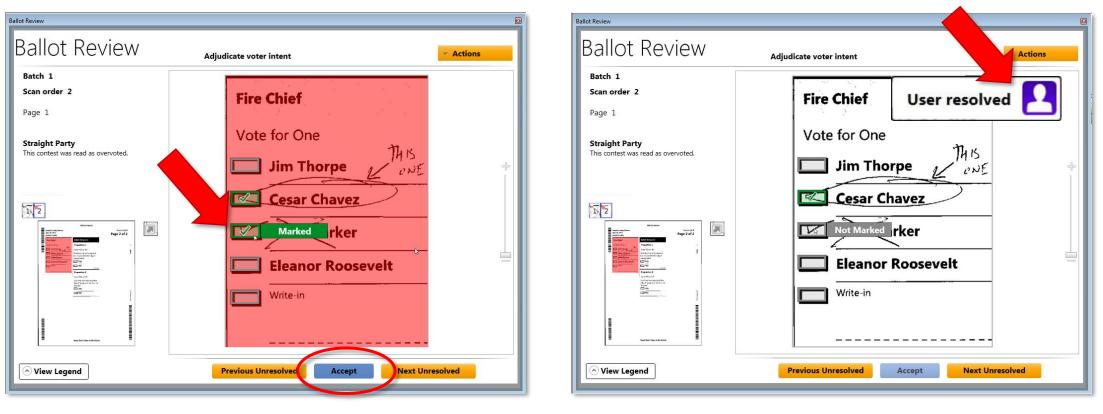
reviewing pages and contests

Click **Actions** to:

- **Accept** or **Revert** current contest.

reviewing pages and contests

Click **Accept** to accept the contest, *or* Click a selection box to mark/unmark a selection (resolve for voter intent). Contest resolution status appears in the upper right. Click **Next Unresolved** to go to the next unresolved contest.

writing ballots

The **Write Ballots** menu allows you to write batches of ballots to a vDrive for tabulation in Verity Count.

1) Insert an unused vDrive for the current election.

2) Select the batch(es) to write.

3) Click **Write**.

4) Click **OK**.

*NOTE: Only click **Close vDrive** if you no longer wish to write ballots to the vDrive. Once the vDrive is closed, no additional batches can be written.*