

August 6, 2024 Statewide 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 August 5th at Election HQ (3021 Miller Rd.) from 5-7 PM
- ▶ Call all workers including co-chairs by Sunday, August 4th
- ▶ 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 worker between the various stations so everyone gets experience;
- ▶ Preparation for November;
- ▶ Total of Absentee Ballots modest - 20,438 issued, 9,041 returned.
 - ▶ AV Ballots being processed at HQ!

Changes to City Precincts

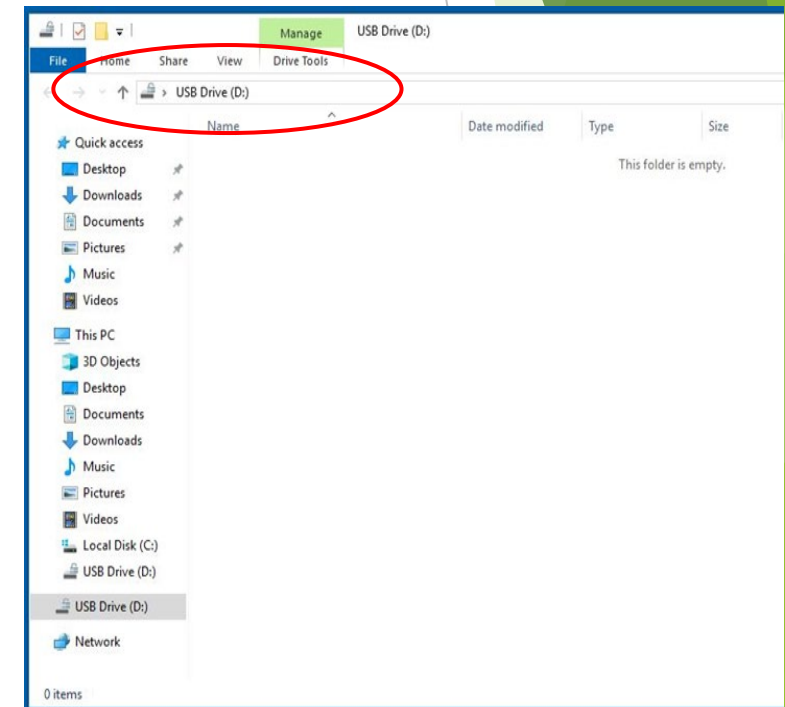
- ▶ Precincts that have temporarily relocated for August:
 - ▶ 1-5 and 1-6 A2 STEAM at Northside to Clague Middle School
 - ▶ 5-44 Ann Arbor Open to Wines Elementary School
 - ▶ 5-50 Haisley School to Skyline High School
 - ▶ 5-51 Abbot School to Skyline High School

Dual EPB Locations

- ▶ 1-1 Michigan Union
- ▶ 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
- ▶ 5-43 Bach Elementary School
- ▶ 5-45 Slauson Middle School
- ▶ 5-46 Slauson Middle School
- ▶ 5-51 Abbot 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.



What's on the Ballot?

Voting for candidates seeking nomination to following offices:

- U.S. Senator
- Representative in Congress
- Representative in State Legislature
- County
 - Prosecuting Attorney
 - Sheriff
 - Clerk and Register of Deeds
 - Treasurer
 - Water Resources Commissioner
 - County Commissioner
- City Council Member - Ward 4
- Electing delegates to the county convention of the Democratic and Republican Parties

Non- Partisan

- 3 County Proposals

A Closer Look at the Ballots

PLEASE NOTE: For the primary voters can't cross-over.

Preview Ballot
06/05/2024 14:05:03
Primary Election, Tuesday, August 6, 2024

Page 1 of 2

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

Partisan Section Vote Only 1 Party Section	Partisan Section Vote Only 1 Party Section	Proposal Section County
Democratic Party Section	Republican Party Section	Washtenaw County Proposal A THIS PROPOSAL WILL AUTHORIZE THE COUNTY OF WASHTENAW TO LEVY 0.5000 MILL FOR THE PURPOSE OF PROVIDING FUNDING TO MAINTAIN, CONSTRUCT, RESURFACE, RECONSTRUCT OR PRESERVE ROADS, BIKE LANES, STREETS AND PATHS. OF THE 0.5000 MILL, 0.4098 REPRESENTS A RENEWAL OF THE 0.5000 AUTHORIZATION APPROVED BY THE ELECTORS IN 2020, WHICH WILL EXPIRE WITH THE 2023 TAX LEVY, AND 0.0902 REPRESENTS A RESTORATION OF THAT PORTION OF THE SAME AUTHORIZATION WHICH HAS BEEN REDUCED BY APPLICATION OF THE HEADLEE AMENDMENT. *Shall the limitation on the amount of taxes which may be imposed on taxable property in the County of Washtenaw be increased by a period of four (4) years, 2024 to 2027, inclusive, as a renewal of that portion of a 0.5000 mill authorization previously approved by electors in 2020 as reduced by operation of the Headlee amendment, which was 0.005 mill in 2023, plus new additional millage representing a restoration of the amount equal to the amount reduced by operation of the Headlee amendment, which was 0.005 mill in 2023, to provide funding to the Washtenaw County Road Commission, Washtenaw County Parks and Recreation Commission, and the various cities, villages, and townships of Washtenaw County to maintain, construct, resurface, reconstruct or improve roads, bike lanes, streets and paths in Washtenaw County? If approved and levied in full, this millage will raise an estimated \$10,586,947 when first levied in 2024. <input type="checkbox"/> Yes <input type="checkbox"/> No
Congressional United States Senator Vote for not more than 1 <input type="checkbox"/> Hill Harper <input type="checkbox"/> Elissa Slotkin	Congressional United States Senator Vote for not more than 1 <input type="checkbox"/> Justin Amash <input type="checkbox"/> Sherry O'Donnell <input type="checkbox"/> Sandy Penster <input type="checkbox"/> Mike Rogers	Washtenaw County Proposal B THIS PROPOSAL WILL AUTHORIZE THE COUNTY OF WASHTENAW TO LEVY 0.02 MILLS FOR THE PURPOSE OF PROVIDING FUNDING FOR THE WASHTENAW COUNTY CONSERVATION DISTRICT. OF THE 0.02 MILL, 0.0197 REPRESENTS A RENEWAL OF THE 0.02 MILL AUTHORIZATION APPROVED BY THE ELECTORS IN 2020, WHICH WILL EXPIRE WITH THE 2025 LEVY AND 0.0003 MILL REPRESENTS A RESTORATION OF THAT PORTION OF THE SAME AUTHORIZATION WHICH HAS BEEN REDUCED BY APPLICATION OF THE HEADLEE AMENDMENT. *Shall the limitation on the amount of taxes which may be imposed on taxable property in the County of Washtenaw, Michigan, be increased by 0.020 mill (\$2.02 per thousand dollars of taxable value) of the taxable value for a period of six (6) years, 2026 through 2031, inclusive, as a renewal of that portion of a 0.020 mill authorization previously authorized by the electors in 2020 as reduced by the operation of the Headlee amendment, which was 0.0197 mill in 2023, plus new additional millage representing a restoration of the amount equal to the amount reduced by operation of the Headlee amendment, which was 0.0003 mills in 2023, to provide funds to Washtenaw County for the sole purpose of funding the operation of the Washtenaw County Conservation District, including programs to assist residents in the protection of surface- and groundwater quality, increasing wildlife habitat, woodland management, reforestation and tree planting, invasive species removal and soil erosion reduction, and providing conservation resources, education and assistance to residents, and strengthening the local food system by promoting sustainable agricultural practices throughout the County of Washtenaw? If approved and levied in full, this millage will raise an estimated \$449,818 when first levied in 2026. <input type="checkbox"/> Yes <input type="checkbox"/> No
Representative in Congress 6th District Vote for not more than 1 <input type="checkbox"/> Debbie Dingell	Representative in Congress 6th District Vote for not more than 1 <input type="checkbox"/> Heather Smiley	
Legislative Representative in State Legislature 23rd District Vote for not more than 1 <input type="checkbox"/> Jason Morgan	Legislative Representative in State Legislature 23rd District Vote for not more than 1 <input type="checkbox"/> Miriam Corvino	
County Prosecuting Attorney Vote for not more than 1 <input type="checkbox"/> Eli Savit	County Prosecuting Attorney Vote for not more than 1 <input type="checkbox"/>	
Sheriff Vote for not more than 1 <input type="checkbox"/> Alyshia M. Dyer <input type="checkbox"/> Derrick Jackson <input type="checkbox"/> Ken Magee	Sheriff Vote for not more than 1 <input type="checkbox"/>	
Clerk and Register of Deeds Vote for not more than 1 <input type="checkbox"/> Shelly Brock <input type="checkbox"/> Lawrence Kestenbaum	Clerk and Register of Deeds Vote for not more than 1 <input type="checkbox"/> Adam de Angeli <input type="checkbox"/> Samantha Strayer	
Treasurer Vote for not more than 1 <input type="checkbox"/> Latitia Lamelle Sharp	Treasurer Vote for not more than 1 <input type="checkbox"/> Brian Bennett <input type="checkbox"/> Robert F. Zimmerman	
Water Resources Commissioner Vote for not more than 1 <input type="checkbox"/> Gretchen D. Driskell	Water Resources Commissioner Vote for not more than 1 <input type="checkbox"/> Lisa Guback-Roos	
County Commissioner 8th District Vote for not more than 1 <input type="checkbox"/> Yousef Rabhi	County Commissioner 8th District Vote for not more than 1 <input type="checkbox"/> Leslie Kay Shannon	

Read Both Sides of the Ballot

Preview Ballot
06/05/2024 14:05:03
Primary Election, Tuesday, August 6, 2024

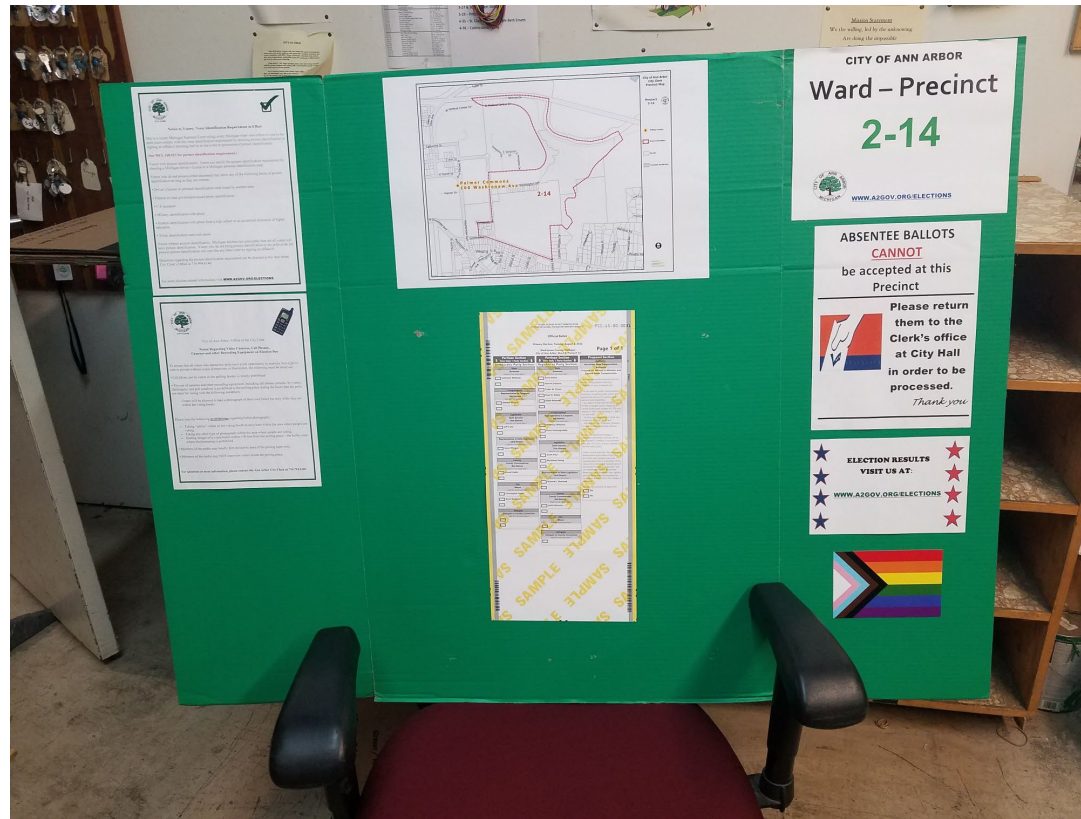
Page 2 of 2

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

Partisan Section Vote Only 1 Party Section	Partisan Section Vote Only 1 Party Section	Proposal Section County
Democratic Party Section	Republican Party Section	Washtenaw County Proposal C THIS PROPOSAL WILL AUTHORIZE THE COUNTY OF WASHTENAW TO LEVY 0.2500 MILLS FOR THE PURPOSE OF ACQUIRING, DEVELOPING, MAINTAINING AND OPERATING PARK LANDS AND RECREATION FACILITIES FOR THE BENEFIT OF WASHTENAW COUNTY CITIZENS. OF THE 0.2500 MILLS, 0.2387 MILLS REPRESENTS A RENEWAL OF THE 0.2500 MILL AUTHORIZATION APPROVED BY THE ELECTORS IN 2014 WHICH WILL EXPIRE WITH THE 2026 TAX LEVY AND 0.0113 MILLS REPRESENTS A RESTORATION OF THAT PORTION OF THE SAME AUTHORIZATION WHICH HAS BEEN REDUCED BY APPLICATION OF THE HEADLEE AMENDMENT. *Shall the limitation on the amount of taxes which may be imposed each year for all purposes on taxable property in Washtenaw County, Michigan, be increased by 0.2500 mill (\$0.25 per thousand dollars of taxable value) for a period of ten (10) years, 2027 to 2036 inclusive, as a renewal of the 0.2387 mill previously authorized by the electors which expires with the 2026 tax levy as reduced by the operation of the Headlee amendment, plus additional new millage representing a restoration of the amount equal to the amount reduced by the operation of the Headlee amendment, which was 0.0113 mills in 2023, for the purposes of acquiring, developing, operating, and maintaining park lands and recreational facilities for County citizens? If approved and levied in full, this millage will raise an estimated \$5,606,962 when first levied in 2027. <input type="checkbox"/> Yes <input type="checkbox"/> No
Delegate Vote for not more than 2 <input type="checkbox"/> Alec Hughes	Delegate Vote for not more than 1 <input type="checkbox"/>	

Read Both Sides of the Ballot

Precinct Display Board



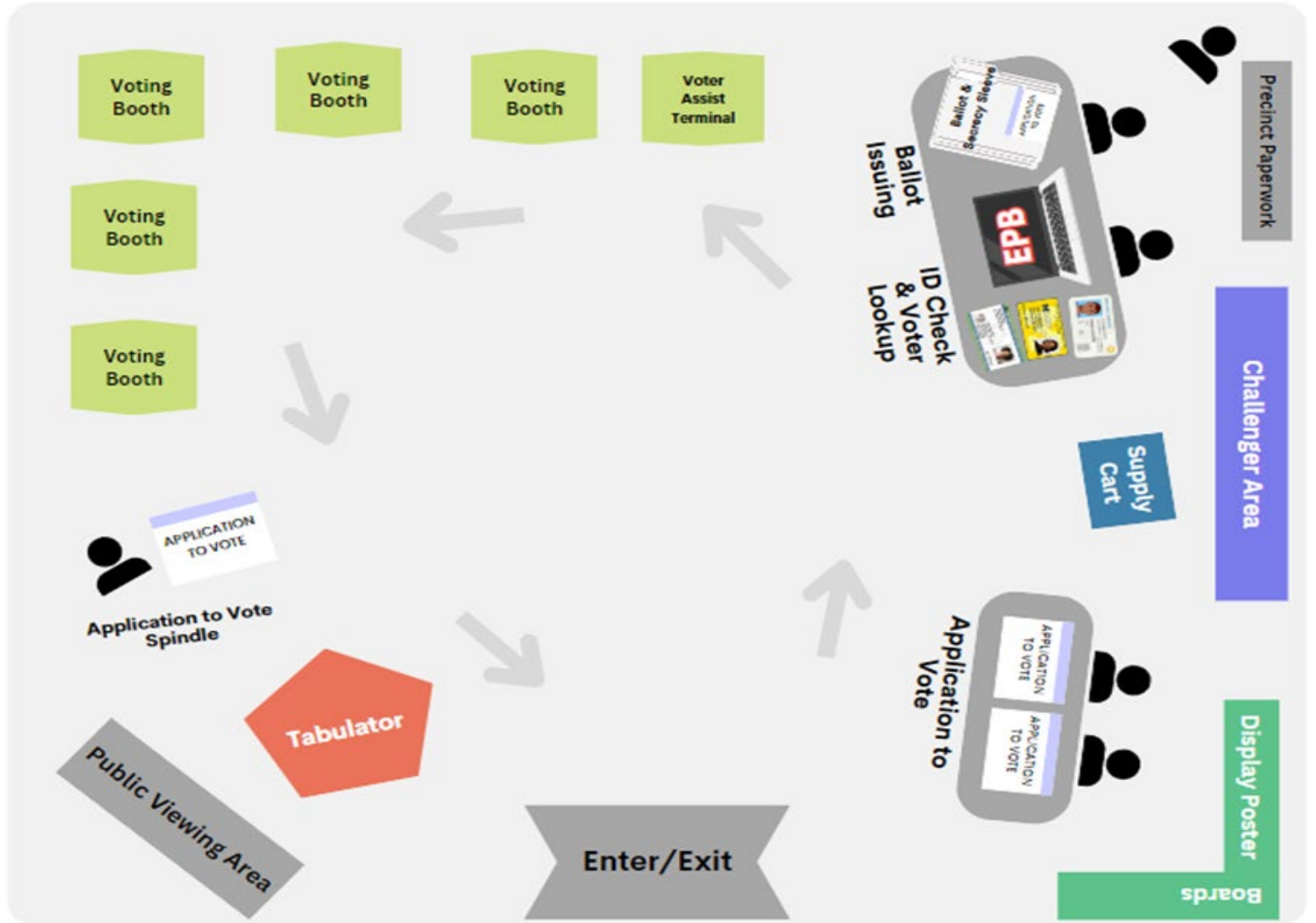
Arriving at the Precinct and Administering the Oath of Office

- ▶ Election Inspectors must 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.

Election Day Precinct Setup

Your room may differ in size, entrance/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.



Sample
Precinct
Setup



City Clerk

Challengers for this Election

- ▶ Promote the Vote Election Integrity Fund, and Detroit Disability Power authorized to challenge this election. Samples of each credentials in notebook.
- ▶ Republican and Democratic Party always authorized.
- ▶ All challenges must be directed to the Chair or their designee.
- ▶ Challenges to voter eligibility must occur before the voter has ballot in their hands.
- ▶ 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 off 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 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. _____

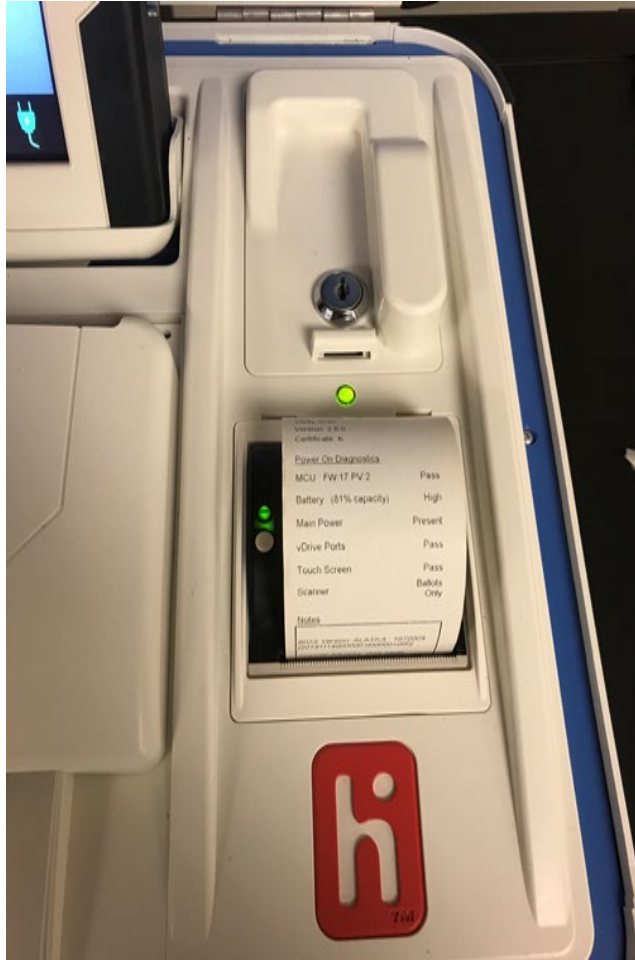
I certify that the precinct tabulator and voter assist terminal have been properly prepared and tested for the election in accordance with law, and, that at the completion of the tests the programs were inserted into the tabulator and terminal and sealed with seals bearing the seal numbers recorded.

Signature of Clerk or Authorized Assistant _____ Date _____

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

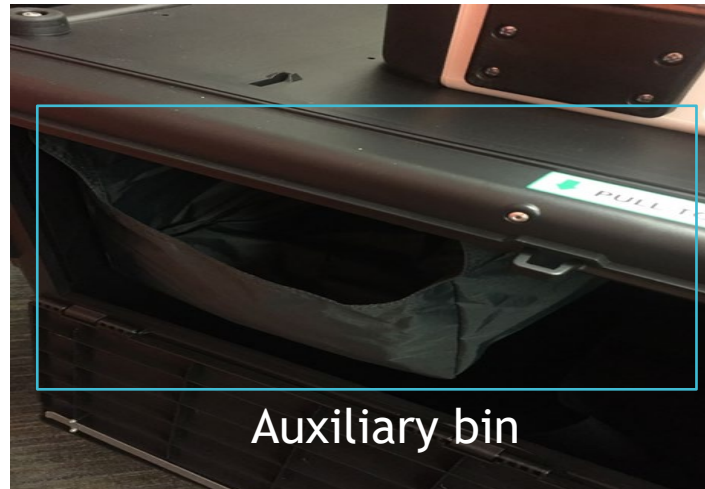
www.PollingSystems.com (800) 99-1246 FORM #890 (Rev. 02/15)

Tabulator Tape Storage



Black Ballot Box

- ▶ Verify that both the main ballot box and the auxiliary bin are both empty first thing in the morning.
- ▶ The auxiliary bin is the grey nylon pouch that is accessible from the rear of the ballot container.



Auxiliary bin



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.
- ▶ **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 the 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 the selfie station in the hallway leading to the precinct room away from the voting area. These stations allow voters to take a selfie photo before or after voting without their ballots.

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 #			
□ - □ □ □ - □ □ □ - □ □ □ - □ □ □			
<input type="checkbox"/> I do not have a Michigan driver license/state personal ID # or it is not in my possession			
address change			
<input type="checkbox"/> I have moved within the same city or township, please update my record.			
<input type="checkbox"/> 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.

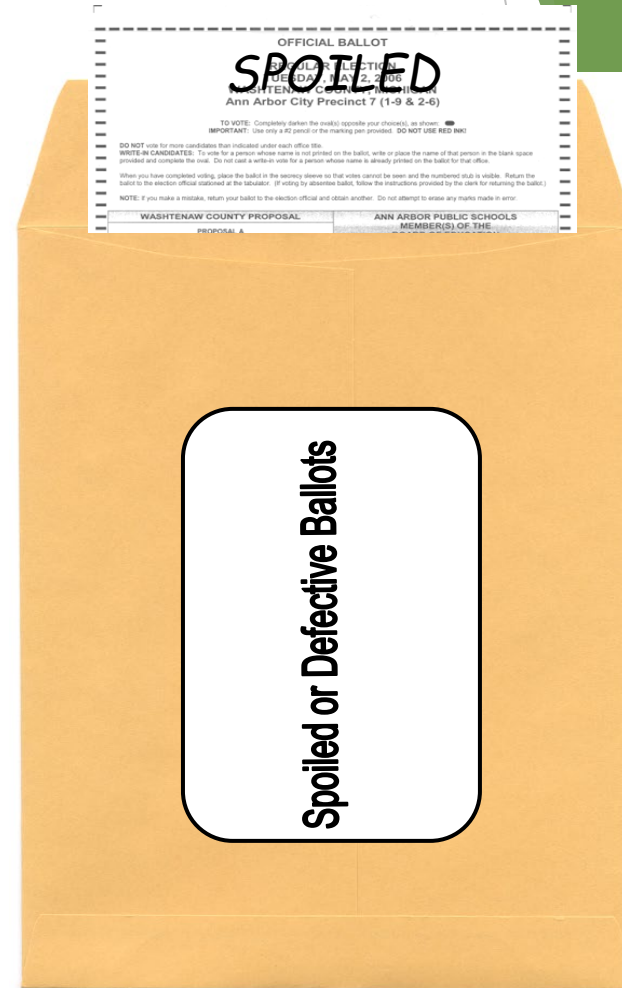
Election Day Change of Address/ Authorization to Transfer Voter Registration

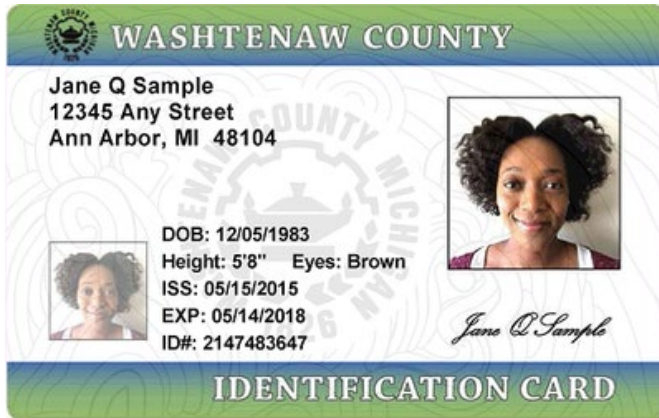
- Provided in precinct kit supplies as ½ sheet pad
- Intended to be forwarded to voter’s new clerk versus cancellation
- Place in “Return to Local Clerk” Envelope when complete

Voters Who Have Moved - Form

What if a voter spoils their ballot?

- 1) Never 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) Spoil the ballot in the EPB.
- 7) Record new ballot number on the *Application to Vote*.
- 8) Give voter the new ballot in the secrecy sleeve and place the *Application to Vote* in the front pouch.





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.

EPB Tool for Recording Voters Not in Possession of Photo ID

- ▶ 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.



The screenshot displays the 'CVI Electronic Pollbook' interface. At the top, there is a menu bar with 'File', 'Edit', 'View', 'Reports', 'Sys Admin', and 'Help'. Below the menu, the current election is identified as '11/03/2020 - STATE GENERAL - WOODLAND TOWNSHIP' and the precinct as '00001'. A prominent feature is the 'Affidavits of Voter Without Photo ID' field, which is a numeric input box currently showing the value '0'. At the bottom of the interface, there are three navigation buttons: 'Voter Search', 'Voter Details', and 'List of Voters'.

Line Tracker Website

City of Ann Arbor Switch Precincts - Report a Problem

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.

In line: 0

Est. time (min): 0

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

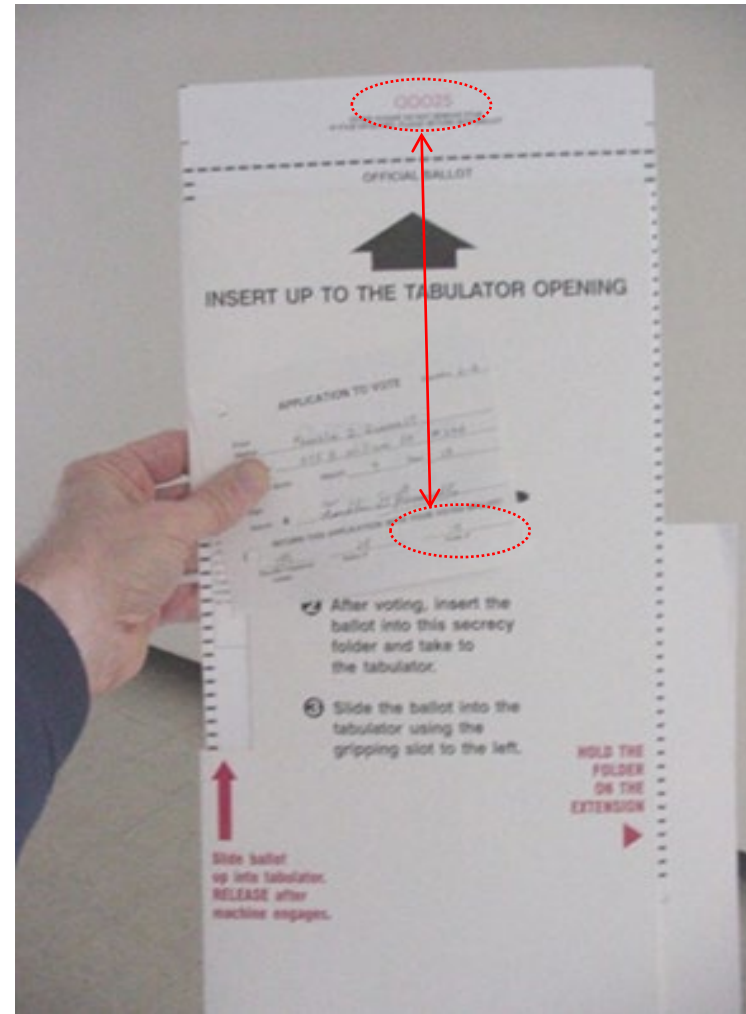
[← Home](#)

Election Inspector Use - Link will be emailed the night prior to election:

<https://www2.a2gov.org/electionlinecount>

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 ballot into tabulator.



Precinct Delegates

- ▶ 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.
- ▶ Voter completes the Precinct Delegate Write-In Candidate Declaration of Intent
- ▶ Once the voter completes the form, an election inspector signs in place of the notary in Section 4.
- ▶ Contact the City Clerk's Office once the form is complete.
- ▶ 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 rule.

Precinct Delegate Write-In Candidate Declaration of Intent

write-in candidate information	1	first name	middle	last
		residential address		city / zip
additional information	2	phone number		date of birth
		email address		campaign website
		political party: <input type="radio"/> Democratic party <input type="radio"/> Republican party		
office information	3	Precinct Delegate		
		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			
NOTE: 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

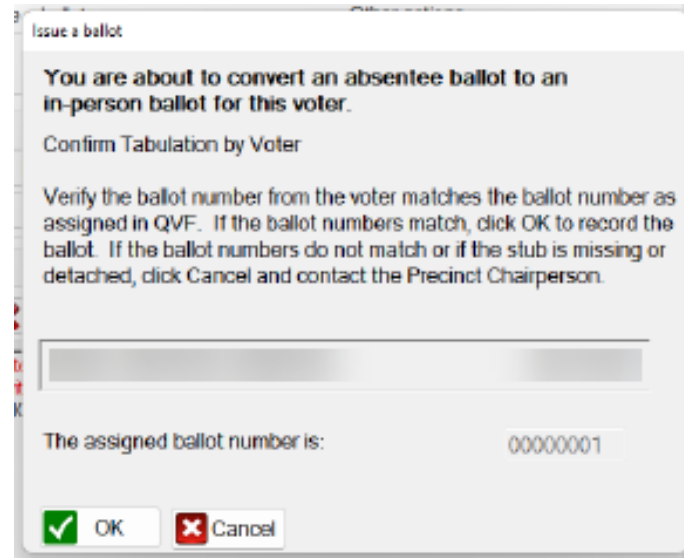
Returning and Tabulating Absentee Ballots at the Precinct - New!

- ▶ Voters may now bring their AV ballot to their polling location for tabulation.
- ▶ Voter should bring the ballot in a secrecy sleeve or have a new secrecy provided to them if they do not have one.
- ▶ The voter will complete a precinct application to vote.
- ▶ Their photo identification along with the ballot number will be verified with what is 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 be given a new ballot. Contact our office for guidance.
- ▶ Voter can be directed to a voting booth to mark their ballot (if needed), then the ballot is tabulated as normal.

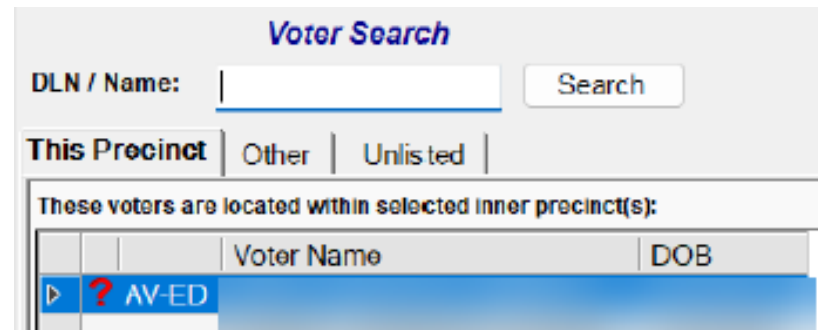
1. Search for the voter's last name in the search bar or scan their driver's license (if that is used as their method of photo ID).
2. Select "Lock Voter Record".
3. Ask the voter to expose only the numbered stub of their AV ballot and confirm that the number on the stub matches the number in the "Absentee Ballot sent" status flag in that voter's EPB record.
4. Once the ballot number is verified, select "Voter Tabulated AV"

The screenshot displays a software interface for ballot management. It is divided into two main sections: "Issue a ballot" on the left and "Other actions" on the right. The "Issue a ballot" section contains four buttons: "Regular ballot", "Affidavit ballot-provisional", "Envelope ballot-provisional", and "Challenged ballot". The "Other actions" section contains four buttons: "Clerk Delivered AV", "Voter Tabulated AV", "Spoil a ballot", and "Reject a ballot". The "Voter Tabulated AV" button is highlighted with a red rectangular border. Below these sections are two "Undo" buttons, one of which is labeled "Undo (Recording of In-Person Absentee ballot [00000033])". At the bottom of the interface, there are three buttons: "Unlock this voter without performing any action" (with a red 'X' icon), "Voter Remarks", and "Label". A status message at the bottom reads: "Absentee Ballot [00000033] sent by clerk--Voter must surrender ballot or submit affidavit." Below this, it says "In-Person Absentee ballot [00000033] recorded at the precinct." and "VOTING STATUS: Voted in precinct using a In-Person Absentee ballot."

5. Confirm you want to continue to issue ballot.



6. You can verify that the conversion was done properly by noticing the AV-ED next to the voter's name in the Voter List.



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

- ▶ To complete the ballot summary:
 - ▶ Click “Reports”
 - ▶ Click Ballot Summary
- ▶ Line A - The number of ballots delivered at the open of polls, this number will be set for you.
- ▶ Line B - This number will show both AV delivered to the precinct for tabulation 0 and the number of individuals who tabulated their absentee ballots in precinct.
- ▶ Line C - The total number of ballots which must be accounted for, this number will automatically calculate.

The screenshot shows the 'Ballot Summary Report' window. A menu is open at the top left with 'Reports' selected. The main form contains the following sections:

- NUMBER OF BALLOTS DELIVERED TO PRECINCT:**
 - A. Number of ballots delivered to precinct:
 - Table with columns: Style, Starting No., Ending No., Count, Delete. Row 1: 00000001, 00000200, 200.
 - B. Number of AV return envelopes received by board:
 - Number of AV ballots tabulated in person by voters:
 - 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:
 - Table with columns: Style, Starting No., Ending No., Count, Delete. Row 1: 00000017, 00000200, 184.
 - Total =
 - K. Total of Lines D, E, F, G, H, I and J:
 - L. Difference:

Callouts 1-9 point to: 1. Reports menu, 2. Ballot Summary menu item, 3. Row 1 of table A, 4. Number of AV ballots tabulated in person by voters, 5. Line D input, 6. Line E input, 7. Line H input, 8. Row 1 of table J, 9. Preview button.

Ballot Summary Report Continued

- ▶ Line D - Take this number directly from the tabulator.
- ▶ 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.

1 Reports | Sys Admin | Help

2 Ballot Summary

Ballot Summary Report

Close

NUMBER OF BALLOTS DELIVERED TO PRECINCT:

A. Number of ballots delivered to precinct

Style	Starting No.	Ending No.	Count	Delete
3 00000001	00000200	200		

Total = 200

4 B. Number of AV return envelopes received by board 2

C. Total 202

NUMBER OF BALLOTS AT CLOSE OF POLLS:

5 D. Number of ballots tabulated (Enter Tabulator Public Counter reading) 15

6 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) 2

G. Number of ballots rejected 0

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

I. Number of PROVISIONAL "envelope" ballots issued 1

J. Number of UNUSED BALLOTS:

Style	Starting No.	Ending No.	Count	Delete
8 00000017	00000200	184		

Total = 184

K. Total of Lines D, E, F, G, H, I and J 202

L. Difference 0

9 Preview

Ballot Summary Report Continued

- ▶ 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.
- ▶ Line J - Fill in the next ballot number a voter would have received along with the ending numbers from Line A.
- ▶ 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.

1 Reports Sys Admin Help

2 Ballot Summary

Ballot Summary Report

Close

NUMBER OF BALLOTS DELIVERED TO PRECINCT:

A. Number of ballots delivered to precinct:

Style	Starting No	Ending No	Count	Delete
3	0000001	0000200	200	

Total = 200

4 B. Number of AV return envelopes received by board 2

C. Total 202

NUMBER OF BALLOTS AT CLOSE OF POLLS:

5 D. Number of ballots tabulated (Enter Tabulator Public Counter reading) 15

6 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) 2

G. Number of ballots rejected 0

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

I. Number of PROVISIONAL "envelope" ballots issued 1

J. Number of UNUSED BALLOTS:

Style	Starting No	Ending No	Count	Delete
8	0000017	0000200	184	

Total = 184

K. Total of Lines D, E, F, G, H, I and J 202

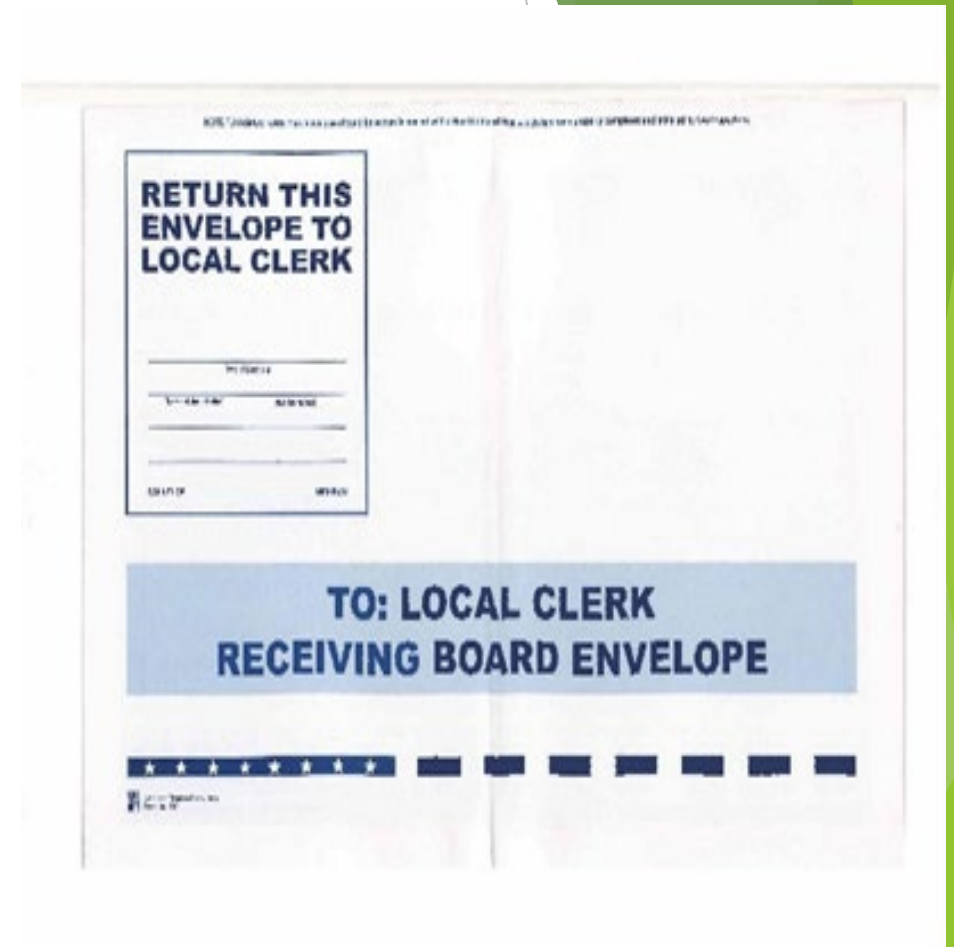
L. Difference 0

9 Preview

To Local Clerk Receiving Board Envelope

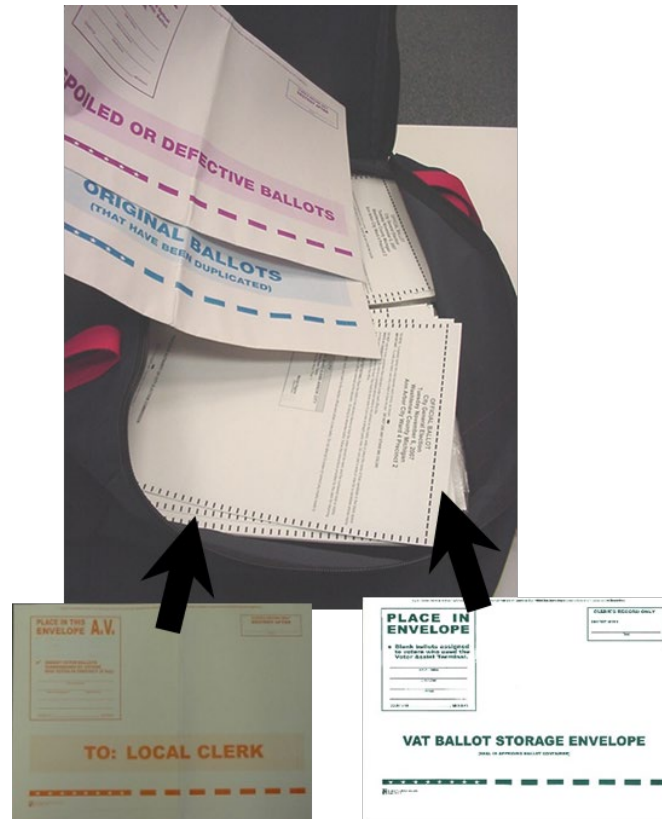
Place the following items in the return to Local Clerk Receiving Board Envelope:

- 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) Write-In Report Tape
- 4) "Opening" Check-Off List
- 5) Problem Sheets
- 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
- 10) Completed Election Inspector Flow Chart for a Voter Not Listed in E-Pollbook
- 11) Completed Applications to Vote on spindle (s)
- 12) Completed Time Sheets
- 13) 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 City Clerk's Office separately.

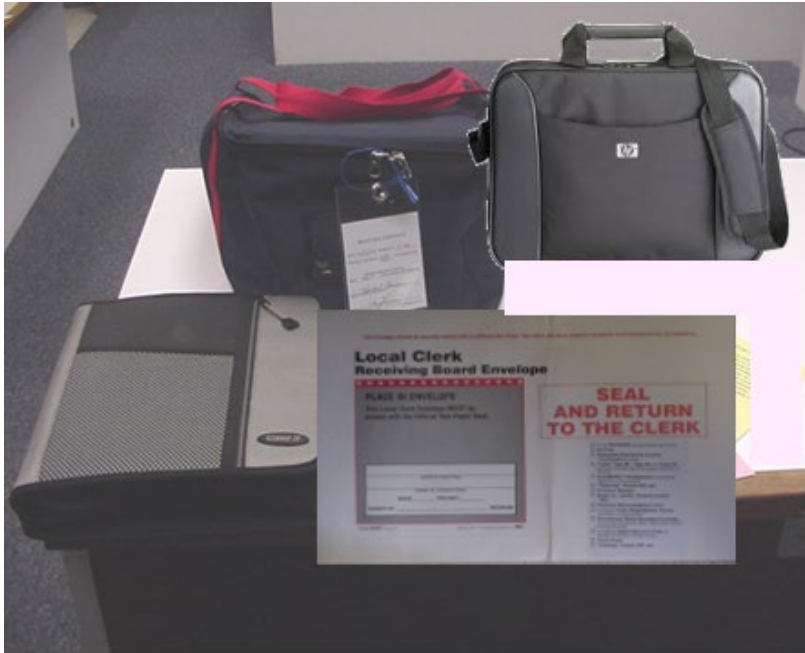


Removing Flash Drives from Tabulator and VAT

- ▶ 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 (Door Code)
- ▶ 2-17 Ann Arbor Assembly of God
- ▶ 3-24 Ann Arbor Senior Center
- ▶ 3-26 University Townhouse
- ▶ 4-33 Ann Arbor Senior Center
- ▶ 4-35 St. Clare Church/Temple Beth Emeth - Annette?
- ▶ 4-36 Cobblestone Farms



Skyline High School

1-08

Split Precinct Guidebook

City of Ann Arbor

City Clerk's Office

Election Day Help Desk:

(734) 794-6149

1-08 SH47CC9 Ballot

QVF Electronic Pollbook

File Edit View Reports Sys Admin Help

Election: 08/06/2024 - STATE PRIMARY - ANN ARBOR CITY Precinct: 01008 Affidavits of Voter Without Photo ID: 0

Voter Search

DLN / Name: Search

This Precinct | Other | Unlisted

These voters are located within selected inner precinct(s):

	Voter Name	
▶	ABBOTT, RACHEL ANN	0
⚠	ACKERMAN, JOSHUA MAXWELL	1
⚠	ADAMS, DANIEL NICHOLAS	0
⚠	ADAMS, JENNIFER DIXON	1
⚠	ADAMS, MELISSA ANNE-RINKER	1
⚠	ADMIRAAL, SUZANNE JOY	0
⚠	ADORNO, DAVID SAMUEL	0
	AGGARWAL, VIKAS	1
⚠	AICHER, JOSEPH KRITTAMETH	0
	AL-HOLOU, WAJD NIZAR	0
	ALBALGHITI, EVA M	1
	ALBRIGHT, SARAH KIRK	1
	ALCOCK, HALEY ELIZABETH	0
	ALCOCK, KATHI A	1
	ALCOCK, MICHAEL V	0
⚠	ALEXANDER, FRANCINE JO	0
	ALI, MAHA ABDELMONEIM	1
	ALIKO, BUKURI BETTY	08/06/1963
⚠	ALLEN, DOUGLAS LANE	07/12/1980
⚠	ALLEN, PETER THOMAS	06/04/1945
	ALLEN, SARAH HAUCK	05/21/1945
	ALLEX, PETER KELLY	08/14/1980

1832 matching voters

Voter Details

Name: ABBOTT, RACHEL ANN DOB: 04/19/1997

Address: 222 BROOKRIDGE RD Precinct: 01008

ANN ARBOR MI 48103

Gender: F Temp Perm Reg.Date: 04/21/2022

Polling Location: SKYLINE HIGH SCHOOL
2552 N. MAPLE
ANN ARBOR MI 48103

Geography

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

Lock this voter record

General Remarks

VOTING STATUS: Did not vote in precinct.

List of Voters

#	Assigned To	Ballot
1		

Total = 0

EPBADMIN

1-08 SH47CC2 Ballot

QVF Electronic Pollbook

File Edit View Reports Sys Admin Help

Election: 08/06/2024 - STATE PRIMARY - ANN ARBOR CITY Precinct: 01008 Affidavits of Voter Without Photo ID: 0

Voter Search

DLN / Name: Search

This Precinct Other Unlisted

These voters are located within selected inner precinct(s):

	Voter Name	D
	ABBOTT, RACHEL ANN	04
⚠	ACKERMAN, JOSHUA MAXWELL	12
⚠	ADAMS, DANIEL NICHOLAS	03
▶ ⚠	ADAMS, JENNIFER DIXON	11
⚠	ADAMS, MELISSA ANNE-RINKER	12
⚠	ADMIRAAL, SUZANNE JOY	09
⚠	ADORNO, DAVID SAMUEL	06
	AGGARWAL, VIKAS	11
⚠	AICHER, JOSEPH KRITTAMETH	08
	AL-HOLOU, WAJD NIZAR	08
	ALBALGHITI, EVA M	12
	ALBRIGHT, SARAH KIRK	10
	ALCOCK, HALEY ELIZABETH	02
	ALCOCK, KATHI A	11
	ALCOCK, MICHAEL V	08
⚠	ALEXANDER, FRANCINE JO	07
	ALI, MAHA ABDELMONEIM	10
	ALIKO, BUKURI BETTY	08
⚠	ALLEN, DOUGLAS LANE	07/12/1980
⚠	ALLEN, PETER THOMAS	06/04/1945
	ALLEN, SARAH HAUCK	05/21/1945
	ALLEX, PETER KELLY	08/14/1980

1832 matching voters

Voter Details

Name: ADAMS, JENNIFER DIXON DOB: 11/14/1984

Address: 1700 TIMBER TRL
ANN ARBOR MI 48103 Precinct: 01008

Gender: F Temp Perm Reg.Date: 04/22/2022

Polling Location: SKYLINE HIGH SCHOOL
2552 N. MAPLE
ANN ARBOR MI 48103 Geography

Ballot Style: 1-8 SH47C2

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

Lock this voter record

General Remarks

Absentee Ballot [00000101] sent by clerk--Voter must surrender ballot or submit affidavit.
VOTING STATUS: Did not vote in precinct.

List of Voters

#	Assigned To	Ballot
1		

Total = 0

EPBADMIN

1-08 SH48 Ballot

QVF Electronic Pollbook

File Edit View Reports Sys Admin Help

Election: 08/06/2024 - STATE PRIMARY - ANN ARBOR CITY Precinct: 01008 Affidavits of Voter Without Photo ID: 0

Voter Search

DLN / Name: KNIGHT Search

This Precinct Other Unlisted

These voters are located within selected inner precinct(s):

	Voter Name	
⚠	KNIGHT, DANIEL CHARLES	0
	KNIGHT, JACKSON SHEA	0
▶ ⚠	KNIGHT, JASON SCOTT	0

3 matching voters

Voter Details

Name: KNIGHT, JASON SCOTT DOB: 05/29/1977

Address: 2731 NEWPORT RD
ANN ARBOR MI 48103 Precinct: 01008

Gender: M Temp Perm Reg.Date: 07/10/2020

Polling Location: SKYLINE HIGH SCHOOL
2552 N. MAPLE
ANN ARBOR MI 48103

Geography

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

Lock this voter record

General Remarks

Absentee Ballot [00002001] sent by clerk--Voter must surrender ballot or submit affidavit.
VOTING STATUS: Did not vote in precinct.

List of Voters

#	Assigned To	Ballot
1		

Total = 0

EPBADMIN

EPB Ballot Summary

Ballot Summary Report

Close

NUMBER OF BALLOTS DELIVERED TO PRECINCT:

A: Number of unvoted ballots delivered to precinct:

Style	Starting No.	Ending No.	Count
8SH48	00002041	00002050	10
1-8SH47C2	00001001	00001700	700
8SH47C9	00003601	00004300	700

Delete

Total = 1410

B: Number of AV return envelopes received by board 0

Number of AV ballots tabulated in person by voters 0

C: Total 1410

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:**

Style	Starting No.	Ending No.	Count
1-8SH47C2	00001001	00001700	700
1-8SH48	00002041	00002050	10

Delete

Total = 710

K: Total of Lines D, E, F, G, H, I and J 710

L: Difference 700

Preview

You must type in the ballot Style as well as the Starting & Ending numbers of your UNUSED BALLOTS.



Ann Arbor District Library

5-42

Split Precinct Guidebook

City of Ann Arbor
City Clerk's Office
Election Day Help Desk:
(734) 794-6149

5-42 SH23 Ballot

QVF Electronic Pollbook

File Edit View Reports Sys Admin Help

Election: 08/06/2024 - STATE PRIMARY - ANN ARBOR CITY Precinct: 05042 Affidavits of Voter Without Photo ID: 0

Voter Search

DLN / Name: Search

This Precinct: Other Unlisted

These voters are located within selected inner precinct(s):

	Voter Name	
⚠	ABBETT, ELIZABETH BOWMAN	0
⚠	ABBEY, ALYSSA LANGFORD	1
▶ ⚠	ABDELBAKI, SARAH Z	0
	ABDULJABBAR, ADAM MUAAMAR	1
	ABDULLAH, RASHID	0
⚠	ABE-NORNES, FUMIYA ONSGAARD	0
⚠	ABNEY, JOSEPH ROBERTS	0
⚠	ABRAM, JOSEPH	0
	ABUHUSSEIN, AHMED MOHAMED	0
	ACEVEDO-HERNANDEZ, ALEJANDRO LUIS	0
	ACHARYA, SIGOURNEY BROOKE	0
⚠	ACHTERKIRCH, DOLORES MURIEL	0
	ADAM, GREGORY BRIAN	0
	ADAMS, DAVID DONNELL	1
⚠	ADAMS, SIBASTIAN MALLKU	11/26/2002
⚠	ADAMS, STEPHANALE ANTWAIN	02/20/1972
	ADLOFF, BENJAMIN THOMAS	09/22/2003
⚠	ADRACIE, GRETCHEN MARIE	05/28/1961

3152 matching voters

Voter Details

Name: ABDELBAKI, SARAH Z DOB: 05/17/2001

Address: 425 E WASHINGTON ST
1013
ANN ARBOR MI 48104 Precinct: 05042

Gender: F Temp Perm Reg.Date: 11/01/2019

Polling Location: DOWNTOWN LIBRARY
343 S FIFTH AVE
ANN ARBOR MI 48104

Geography

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

Lock this voter record

General Remarks

Voter's Status is CHALLENGED: RESIDENCY - CONFIRM
Election inspector action required: Have the voter verify his or her address before issuing a ballot.
VOTING STATUS: Did not vote in precinct.

List of Voters

#	Assigned To	Ballot
1		

Total = 0

EPBADMIN

5-42 SH47 Ballot

QVF Electronic Pollbook

File Edit View Reports Sys Admin Help

Election: 08/06/2024 - STATE PRIMARY - ANN ARBOR CITY Precinct: 05042 Affidavits of Voter Without Photo ID: 0

Voter Search

DLN / Name: Search

This Precinct Other Unlisted

These voters are located within selected inner precinct(s)

	Voter Name
▶ ⚠	ABBETT, ELIZABETH BOWMAN
⚠	ABBEY, ALYSSA LANGFORD
⚠	ABDELBAKI, SARAH Z
	ABDULJABBAR, ADAM MUAAMAR
	ABDULLAH, RASHID
⚠	ABE-NORNES, FUMIYA ONSGAARD
⚠	ABNEY, JOSEPH ROBERTS
⚠	ABRAM, JOSEPH
	ABUHUSSEIN, AHMED MOHAMED
	ACEVEDO-HERNANDEZ, ALEJANDRO LUIS
	ACHARYA, SIGOURNEY BROOKE
⚠	ACHTERKIRCH, DOLORES MURIEL
	ADAM, GREGORY BRIAN
	ADAMS, DAVID DONNELL
⚠	ADAMS, SIBASTIAN MALLKU 11/26/2002
⚠	ADAMS, STEPHANALE ANTWAINE 02/20/1972
	ADLOFF, BENJAMIN THOMAS 09/22/2003
⚠	ADRACIE, GRETCHEN MARIE 05/28/1961

3152 matching voters

Voter Details

Name: ABBETT, ELIZABETH BOWMAN DOB: 03/13/1981

Address: 408 S 4TH AVE APT 3 ANN ARBOR MI 48104 Precinct: 05042

Gender: F Temp Perm Reg.Date: 07/15/2008

Polling Location: DOWNTOWN LIBRARY 343 S FIFTH AVE ANN ARBOR MI 48104

Geography

Ballot Style: 5-42 SH47

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

Lock this voter record

General Remarks

Voter's Status is CHALLENGED: RESIDENCY - CONFIRM
Election inspector action required: Have the voter verify his or her address before issuing a ballot.
VOTING STATUS: Did not vote in precinct.

List of Voters

#	Assigned To	Ballot
1		

Total = 0

EPBADMIN

EPB Ballot Summary

Ballot Summary Report

Close

NUMBER OF BALLOTS DELIVERED TO PRECINCT:

A: Number of unvoted ballots delivered to precinct:

Style	Starting No.	Ending No.	Count
5-42 SH23	00000501	00001000	500
5-42 SH47	00002601	00003200	600

Delete

Total = 1100

B: Number of AV return envelopes received by board
Number of AV ballots tabulated in person by voters

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
5-42 SH23	00000501	00001000	500
5-42 SH47	00002601	00003200	600

Delete

Total = 1100

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

L: Difference

Preview

You must type in the ballot Style as well as the Starting & Ending numbers of your UNUSED BALLOTS.