

November 5, 2024 Statewide General Training

Ann Arbor City Clerk's Office

Steve Gerhart - Chief Deputy City Clerk



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.
 - ▶ In exchange for agreeing to allowing us to contact you on Election Day, you will receive a \$5.00 stipend. The form to agree to this in front of you.
- ▶ The Chairperson will arrive with the EPB Laptop and the Zippered Notebook.
- ▶ 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.

Precinct Assignments



All 47 Precincts Open



Precincts will have 10-13 workers



Rotate workers between the various stations so everyone gets experience



Official appointment emails sent October 18th (Note by attending this training you are committing to working in the City of Ann Arbor on Election Day)

A Closer Look at the Ballots

Partisan Section

Straight Party voting is an option for voters.

Straight Ticket: Vote the party of your choice. Nothing further needs to be done in the partisan section.

Split Ticket: Vote a "Straight Ticket" AND the vote for individual candidates of your choice.

Mixed Ticket: Vote for the individual candidates of your choice in each office. Does not mark a straight party choice.

Rest of Ballot

Nonpartisan and Proposal Sections of the ballot must be voted separately.

Preview Ballot
09/05/2024 15:17:35

General Election, Tuesday, November 5, 2024
Washtenaw County, Michigan
City of Ann Arbor, Ward 1, Precinct 1

Page 1 of 2

Partisan Section	Legislative	State Boards	City
Straight Party Ticket Vote for not more than 3. <input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Libertarian Party <input type="checkbox"/> U.S. Taxpayers Party <input type="checkbox"/> Green Party <input type="checkbox"/> Working Class Party <input type="checkbox"/> Natural Law Party	Representative in State Legislature 2nd District Vote for not more than 1. <input type="checkbox"/> Jason Morgan Democrat <input type="checkbox"/> David Stamp Republican <input type="checkbox"/> Christina Marudas Green ----- Member of the State Board of Education Vote for not more than 2. <input type="checkbox"/> Theodore Jones Democrat <input type="checkbox"/> Adam Frederick Zenke Democrat <input type="checkbox"/> Tom McMillin Republican <input type="checkbox"/> Nikki Snyder Republican <input type="checkbox"/> Scotty Boman Libertarian <input type="checkbox"/> Ted Gerrard U.S. Taxpayers <input type="checkbox"/> Christine C. Schwartz U.S. Taxpayers <input type="checkbox"/> Mary Anne Hering Working Class ----- Regent of the University of Michigan Vote for not more than 2. <input type="checkbox"/> Denise Hitch Democrat <input type="checkbox"/> Shauna Ryder Diggs Democrat <input type="checkbox"/> Carl Meyers Republican <input type="checkbox"/> Savag Vartanian Republican <input type="checkbox"/> Andrew Chadderdon Libertarian <input type="checkbox"/> Donna M. Oetman U.S. Taxpayers ----- Trustee of Michigan State University Vote for not more than 2. <input type="checkbox"/> Rebecca Bahar-Cook Democrat <input type="checkbox"/> Thomas Stallworth III Democrat <input type="checkbox"/> Mike Balow Republican <input type="checkbox"/> Julie Maday Republican <input type="checkbox"/> Grant T. Baker Republican <input type="checkbox"/> Janet M. Sanger U.S. Taxpayers <input type="checkbox"/> John Paul Sanger U.S. Taxpayers <input type="checkbox"/> John Anthony La Pietra Green ----- <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Governor of Wayne State University Vote for not more than 2. <input type="checkbox"/> Rasha Demashkieh Democrat <input type="checkbox"/> Mark T. Gaffney Democrat <input type="checkbox"/> Michael Busuito Republican <input type="checkbox"/> Sunny Reddy Republican <input type="checkbox"/> Farid Ishac Libertarian <input type="checkbox"/> William Mohr II U.S. Taxpayers <input type="checkbox"/> Sami Makhoul Green <input type="checkbox"/> Suzanne Roehrig Working Class <input type="checkbox"/> Kathleen Oakford Natural Law ----- Prosecuting Attorney Vote for not more than 1. <input type="checkbox"/> Eli Savit Democrat ----- Sheriff Vote for not more than 1. <input type="checkbox"/> Alyshia M. Dyer Democrat ----- Clerk and Register of Deeds Vote for not more than 1. <input type="checkbox"/> Lawrence Kestenbaum Democrat <input type="checkbox"/> Samantha Strayer Republican ----- Treasurer Vote for not more than 1. <input type="checkbox"/> Latitta Lamelle Sharp Democrat <input type="checkbox"/> Robert F. Zimmerman Republican ----- Water Resources Commissioner Vote for not more than 1. <input type="checkbox"/> Gretchen D. Driskell Democrat <input type="checkbox"/> Lisa Gubaci-Root Republican ----- County Commissioner 8th District Vote for not more than 1. <input type="checkbox"/> Yousef Rabhi Democrat <input type="checkbox"/> Leslie Kay Shannon Republican <input type="checkbox"/>	Council Member Vote for not more than 1. <input type="checkbox"/> Lisa Dieh Democrat <input type="checkbox"/>
			Judicial Nonpartisan Section Justice of Supreme Court Vote for not more than 1. <input type="checkbox"/> Andrew Fink Libertarian <input type="checkbox"/> Kimberly Ann Thomas ----- Justice of Supreme Court Incumbent Position Partial Term Ending 01/01/2029 Vote for not more than 1. <input type="checkbox"/> Kyra Harris Bolden Justice of Supreme Court <input type="checkbox"/> Patrick William O'Grady ----- Judge of Court of Appeals 3rd District Incumbent Position Vote for not more than 2. <input type="checkbox"/> Philip P. Mariani Judge of Court of Appeals <input type="checkbox"/> Christopher P. Yates Judge of Court of Appeals ----- <input type="checkbox"/> Judge of Circuit Court 22nd District Incumbent Position Vote for not more than 1. <input type="checkbox"/> Carol Kuhne Judge of Circuit Court <input type="checkbox"/>
			Judge of Circuit Court 22nd District Incumbent Position Vote for not more than 1. <input type="checkbox"/> Robert F. Zimmerman Republican <input type="checkbox"/> Jeffrey Worosz ----- Judge of Circuit Court 22nd District Non-Incumbent Position Vote for not more than 1. <input type="checkbox"/> Jinan Hamood Republican <input type="checkbox"/> Jeffrey Worosz ----- Judge of Probate Court Incumbent Position Vote for not more than 1. <input type="checkbox"/> Darlene A. O'Brien Judge of Probate Court <input type="checkbox"/>
			Judge District Court 15th District Vote for not more than 1. <input type="checkbox"/> Tamara Garwood <input type="checkbox"/> S. Kerene Moore <input type="checkbox"/> Leslie Kay Shannon Republican <input type="checkbox"/>

Read Both Sides of the Ballot



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.	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.	
Tabulator Seal No.	X	Date

Signature of Clerk or Authorized Assistant

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

www.PollingSystems.com (800) 99-1234 FORM #80 (Rev. 02/15)



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.

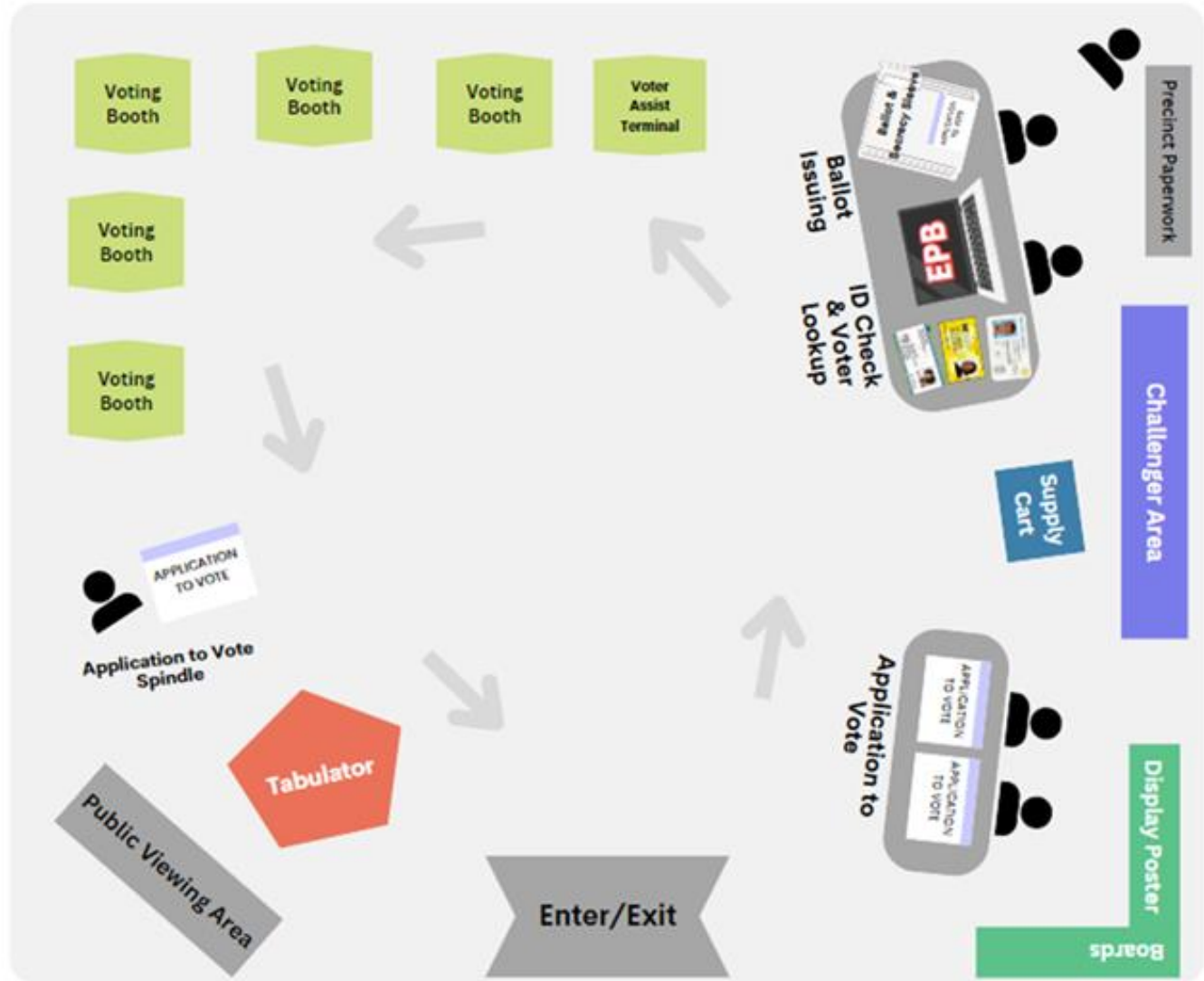


Sample Precinct Lay Out

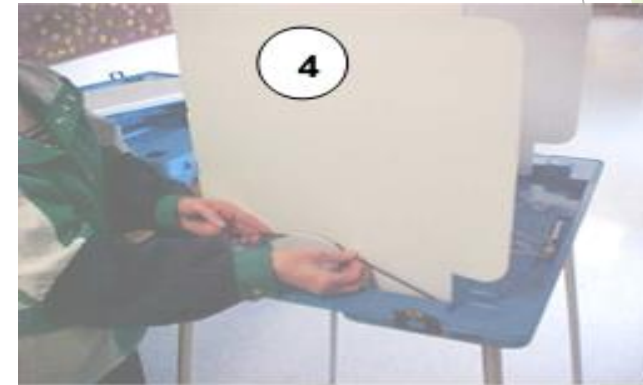
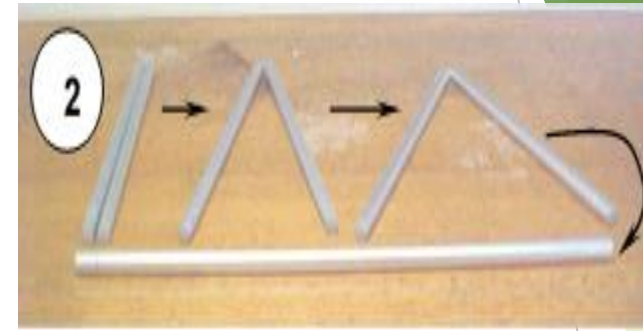
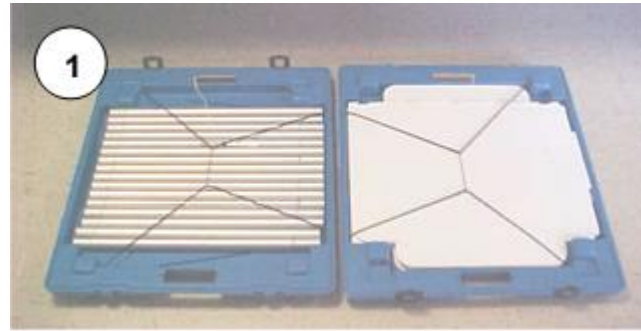
Election Day Precinct Setup

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.



Set-Up Voting Booths



Opening the Tabulator and Voter Assist Terminal (VAT)

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

- ▶ Every voter must complete an “Application to Vote” and present a valid Photo ID or sign an affidavit that they do not have Photo ID before being issued a ballot.
- ▶ Acceptable Photo ID must be current* and include:
 - ▶ Michigan Driver's License of Personal ID* (*can be expired)
 - ▶ Driver's License or Personal Identification card from any State
 - ▶ Federal or State government-issued ID
 - ▶ U.S. Passport or Passport card
 - ▶ Photo Identification from high school, college or university
 - ▶ Military ID card
 - ▶ Tribal ID card.



The image displays three forms related to voting in Michigan:

- MICHIGAN DRIVER LICENSE:** A sample license for June Marie Sample, born 5/11/1984, residing at 123 North State St. The license number is S 100 100 100 100. It includes fields for sex, height, eye color, and license type (D).
- APPLICATION TO VOTE – POLL LIST:** A form where the voter certifies they are a United States citizen and a registered and precinct voter. It includes fields for Print Name (June Sample), Date of Birth (5/11/1984), and Residence Address (123 North State St). There is a "SIGN HERE" area with a signature and a "FOR INSPECTORS USE ONLY" section with fields for Date of Election, Precinct No., and Ballot Style.
- AFFIDAVIT OF VOTER NOT IN POSSESSION OF PICTURE IDENTIFICATION:** A form where the voter swears/affirms that they are not in possession of a driver's license, state-issued personal identification card, or any other acceptable form of picture identification. It includes fields for Print Name, Signature of Voter (with a checkmark), and Signature of Election Inspector (with a checkmark). A penalty clause states: "Penalty: Making a false statement in this affidavit is perjury, punishable by a fine up to \$1,000.00 or imprisonment for up to 5 years, or both."



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.

ELECTION DAY

Application to Vote – Poll List

Picture Identification Requirement:

All Michigan voters must show a Michigan driver's license, a Michigan personal identification card or some other acceptable form of picture identification before voting. A voter who is unable to show picture identification can vote after signing an affidavit attesting that the voter is not in possession of picture identification.

Election Date _____

Precinct _____

ELECTION INSPECTOR COMPLETES

ABSENT VOTER BALLOT SURRENDERED

ABSENT VOTER BALLOT VOTED

Absent Ballot No. _____ Verified

Ballot Style _____

Ballot No. _____

Voter No. _____
(POLL BOOK)

ELECTION INSPECTOR INITIALS ► _____

ID AFFIDAVIT ON REVERSE COMPLETED

PRINT NAME: _____ / /
DATE OF BIRTH

RESIDENCE ADDRESS: _____

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

SIGN HERE



SIGNATURE OF VOTER

Worker Completes Voter Completes

AFFIDAVIT OF VOTER NOT IN POSSESSION OF PICTURE IDENTIFICATION

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

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

SIGNATURE OF VOTER: **X** _____

Penalty: Making a false statement in this affidavit is perjury, punishable by a fine up to \$1,000.00 or imprisonment for up to 5 years, or both.

To be completed by Election Inspector

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

X _____
Signature of Election Inspector

Voters Who Have Moved

Within the jurisdiction

- Eligible to vote at old precinct - complete Election Day Change of Address
- If voter wishes to vote at new precinct - register to vote at City Hall with residency verification

To a new jurisdiction

- Less than 60 days before the election:
 - Eligible to vote at old precinct - complete Authorization to Transfer Voter Registration
 - If voter wishes to vote at new precinct - register with local clerk with residency verification
- More than 60 days before the election:
 - Vote at new precinct - register with local clerk with residency verification

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

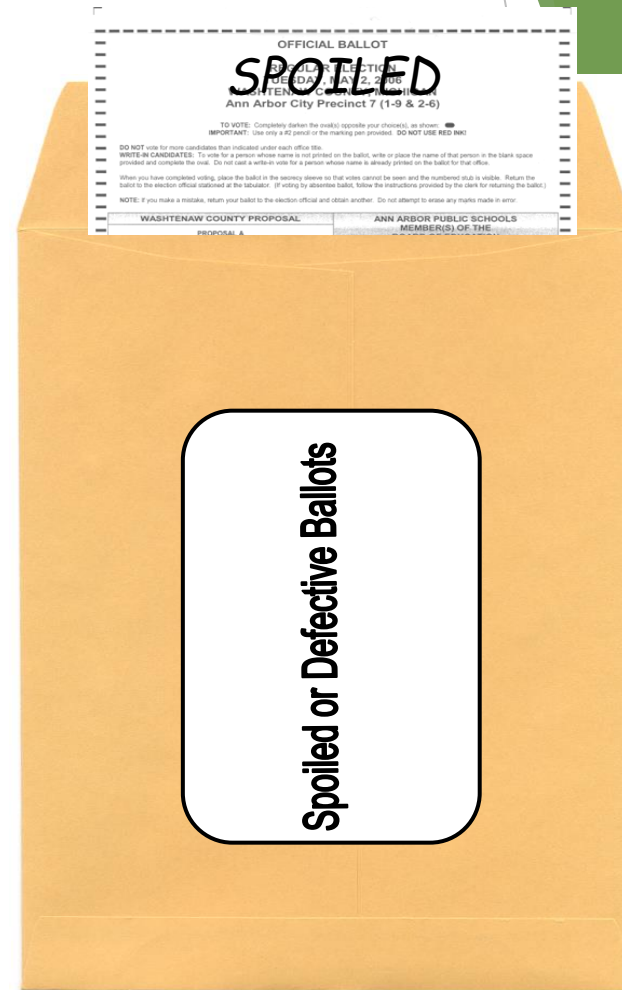
Working at the EPB

- ▶ Duties of inspector at the EPB:
 - ▶ Compare the information on the “Application to Vote” to EPB.
 - ▶ Verify resemblance of voter and name to photo ID.
 - ▶ Check voter status in EPB.
 - ▶ Issue voter ballot in EPB.
 - ▶ Tell Inspector at Ballots the Voter # and Ballot #.
- ▶ Duties of inspector at ballots:
 - ▶ Record Voter # and Ballot # on “Application to Vote.”
 - ▶ Verify Ballot # is the next available ballot (look at the ballot stub).
 - ▶ Issue voter ballot in secrecy sleeve.
 - ▶ Provide voter with brief verbal instructions on marking ballot.

Helpful Hint: Pre-fill the ballot secrecy sleeves with ballots in groups of 10-15 to ensure a voter isn't accidentally issued two ballots. After ballots are placed into secrecy sleeves, go back and recount the ballots, paying close attention to the ballot numbers on stubs.

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.



Returning and Tabulating Absentee Ballots at the Precinct

- ▶ 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.

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.

Line Tracker Website

The screenshot displays the City of Ann Arbor Line Tracker website interface. At the top left, it says "City of Ann Arbor". On the top right, there are links for "Switch Precincts -" and "Report a Problem". The main heading is "Choose your precinct". Below this is a dropdown menu for "Precinct" with the selected option "1-11 - Logan School". A blue "Submit Count" button is visible. The "Wait Time" section shows "No line information exists yet for this precinct." with a "0" in line and "0" estimated time in minutes. The "Report a Problem" section includes a dropdown for "Precinct" (1-11 - Logan School), a dropdown for "Problem" (Select your problem), a "Problem Detail" text area, and input fields for "Reporter First Name" and "Reporter Last Name". A blue "Submit" button is at the bottom of the form. A footer note says "Please call 734.794.6149 for high priority issues" and a "Home" link is present.

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

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

Line Tracker Website

Election Inspector Use:

City of Ann Arbor [Switch Precincts](#) - [Report a Problem](#)

1-2 - Community High School

Number of People in Line

[Submit Count](#)

Wait Time

No line information exists yet for this precinct.

0 In line 00 Est. time (min)

Voter Use:


Elections

- [A2Votes](#)
- [Requests for Automatic Mailing of Absent Voter Ballot Applications](#)
- [Election Inspectors](#)
- [Filing Petitions](#)
- [Election Commission](#)
- [Voting](#)
- ["I Voted" Sticker Design Contest](#)

Election Day Line Tracker

[Home](#) » [Departments](#) » [City Clerk](#) » [Elections](#) » Election Day Line Tracker

1-2 - Community High School



[401 N. Division, Ann Arbor, MI](#)

Wait Time

No line information exists yet for this precinct.

0 In line 00 Est. time (min)

[Choose a different precinct](#)

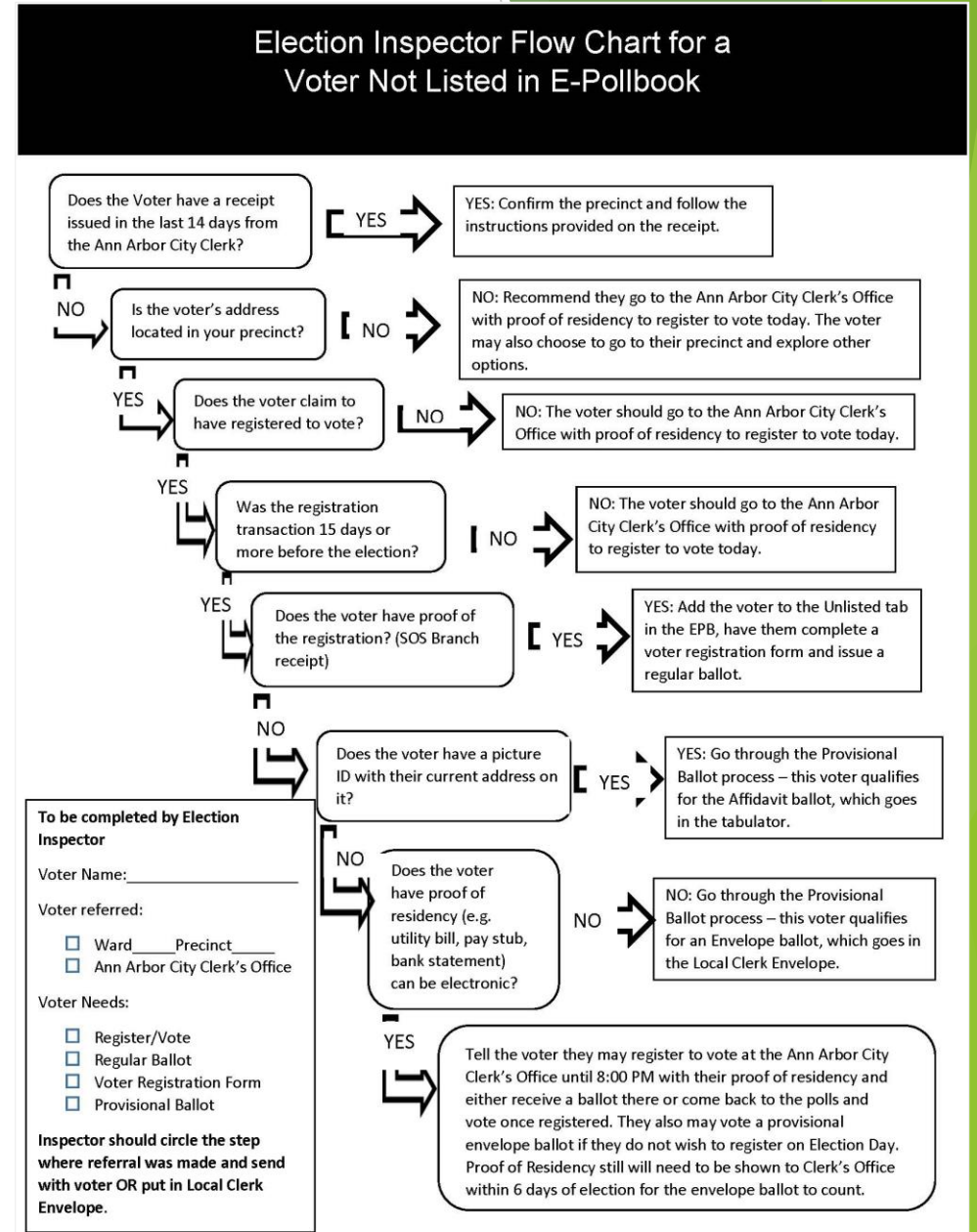
Prop 3 - Voter Registration Changes

- ▶ A voter who wishes to register to vote and obtain a ballot may do so until 8:00 PM on Election Day:
 - ▶ Send to City Clerk Office or one of our satellite offices to register
 - ▶ Must have proof of residency - Michigan Driver License or Personal Identification Card listing current address, utility bill, pay stub, bank statement, government form/letter - These documents can be shown to the Clerk's Office electronically.
 - ▶ Voter will have the option to vote a ballot at the Election Day Vote Location OR
 - ▶ May return to the polls and vote in precinct, will be issued a receipt from the Clerk's Office telling you what ballot type to issue:
 - ▶ Regular Ballot
 - ▶ Challenged Ballot

Prop 3 - Flow Chart

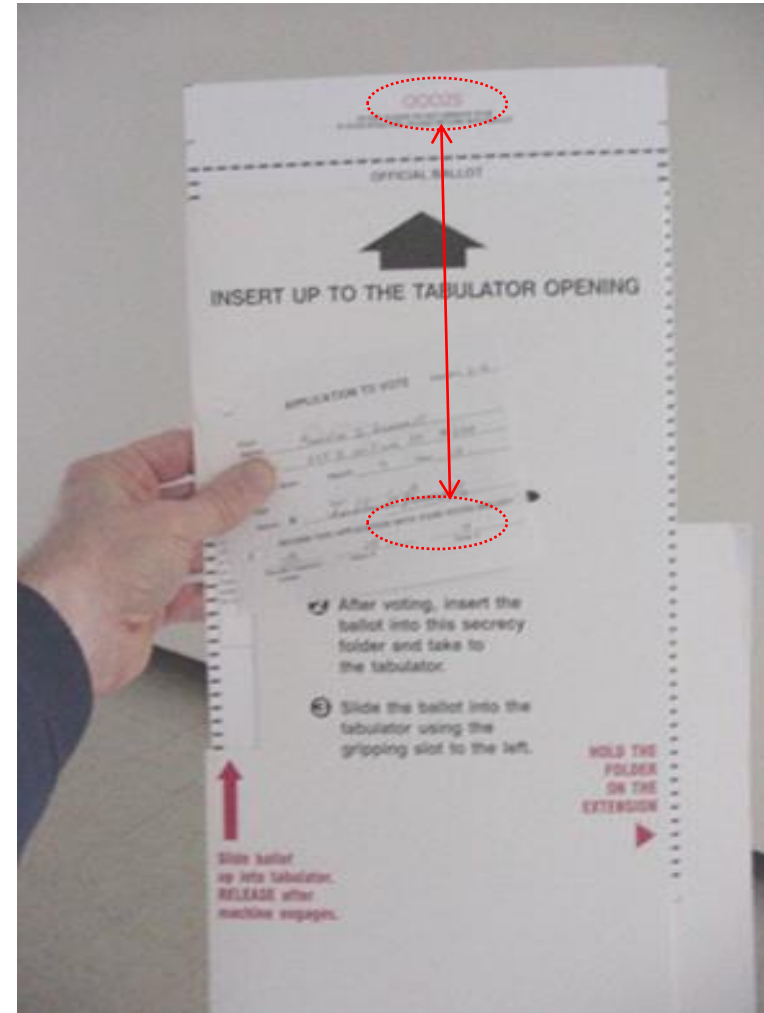
Use this Handout if:

- ❑ Voter is not found on Precinct List.
- ❑ Voter is not found listed in “Other”.
- ❑ All possible variations of names have been tried.
- ❑ When in doubt call the Clerk’s Office.



Casting Ballots at Tabulator

- ▶ After the voter marks their ballot, they bring the ballot in the ballot secrecy sleeve and the 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.



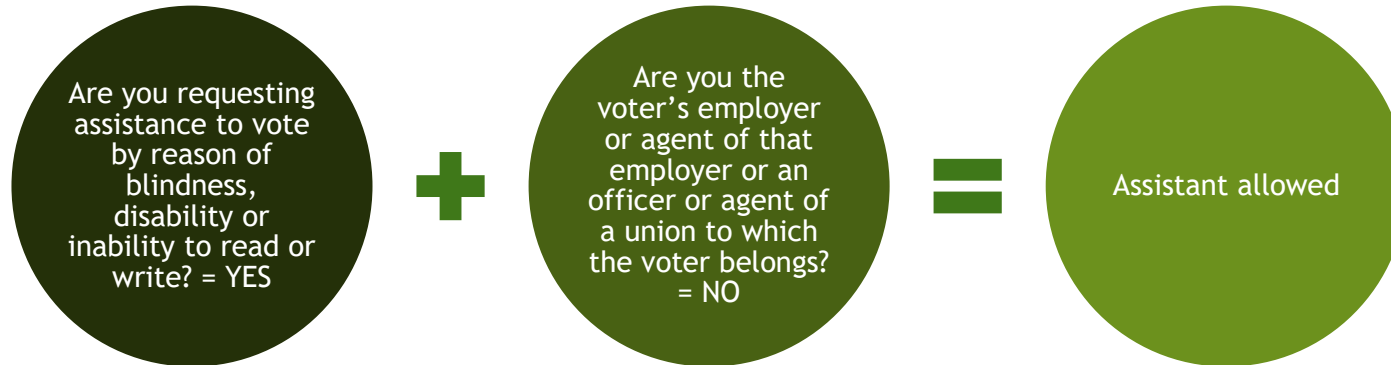
Tabulator Rejects a Ballot

- ▶ The tabulator will reject a ballot for three reasons:
 - ▶ Over Voted Ballot - more votes than the number to vote for in the office or proposal section detected.
 - ▶ Blank Ballot - no votes detected on the ballot.
 - ▶ Blank Page - no votes detected on a single side of the ballot.
- ▶ The Clerk's Office has provided scripts for assisting voters with errors.



Assisting Voters on Election Day

Any individual brought by voter to assist:



▶ Voter Assist Terminal (VAT):

- Allows ballot secrecy and independent assistance in marking ballot.
- Guide voter to Voter Assist Terminal (VAT).
- Explain Voter Assist Terminal (VAT) is a ballot marker, not a tabulator.
- Voter takes ballot to tabulator when finished.

▶ Precinct Worker Assistance:

- If voter prefers personal assistance, two inspectors with different political affiliation shall assist.

Campaigning



100 Foot Rule (From Building Entrance)

Individuals cannot post, display, or distribute any election related materials.



Election Inspectors' Authority

No clothing or accessories with election information. Slate cards to help voters must be concealed and not left behind, be mindful of the trash cans.



Check the floor and voting booths frequently for campaign material.



Vehicles bearing campaign info can be parked inside the 100' buffer but only while the driver and passengers are voting.

Exit Polling



Exit pollsters may survey voters after, they have voted, can not question voters as they enter the precinct;



No closer than 20 feet from the entrance to the building;



May not enter the building.

Poll Watchers

- ▶ Anyone may be a “poll watcher” present in the polling location to observe, except for a candidate on the ballot;
- ▶ Poll watchers are required to remain in the “Public Area” of the precinct and cannot sit behind election inspectors;
- ▶ May only view the Electronic Poll Book at the discretion of the Precinct Chairperson. This must be done at times when doing so would not be disruptive to the operation of the precinct;
- ▶ Photography in the precinct is limited to:
 - ▶ Credentialed members of the press from the “Public Area”
 - ▶ Voters taking a photo of their voted ballot in the voting booth.

Challengers

- ▶ Must be appointed by a Political Party or Interest Group;
- ▶ Will be carrying credentials (Sample Credentials will be in Zippered Notebook);
- ▶ No more than two per political party or organization can be present in a precinct with one individual actively challenging;
- ▶ Must work directly with the chairperson or their designee;
- ▶ Challengers have the ability to:
 - ▶ Challenge the Election Inspectors compliance with Election Law
 - ▶ Challenge a voters qualification to vote prior to the person receiving a ballot, only if the challengers has a good reason to believe the voter is:
 - ▶ Has not resided in Ann Arbor at least 30 days;
 - ▶ Not a Citizen of the United States;
 - ▶ Not Registered to vote in the Precinct;
 - ▶ Under the Age of 18.

Election Inspectors Responsibility to Challengers



Provide them with enough space to work, including behind the processing table;



Allow for the examination of voting equipment;

They are not allowed to touch the equipment.



Administer the oath to any voter that is challenged;



Prepare Challenged Ballots;



Record in the Paper Poll Book the result of each challenge;

Preparing a Challenged Ballot



- ▶ The Election Inspector next to the EPB Inspector writes the ballot number located on the ballot stub on the back of the ballot in pencil;
- ▶ Cover the ballot number with a piece of white Post-It tape located in supply box;
- ▶ Voter tabulates their ballot as normal.

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.

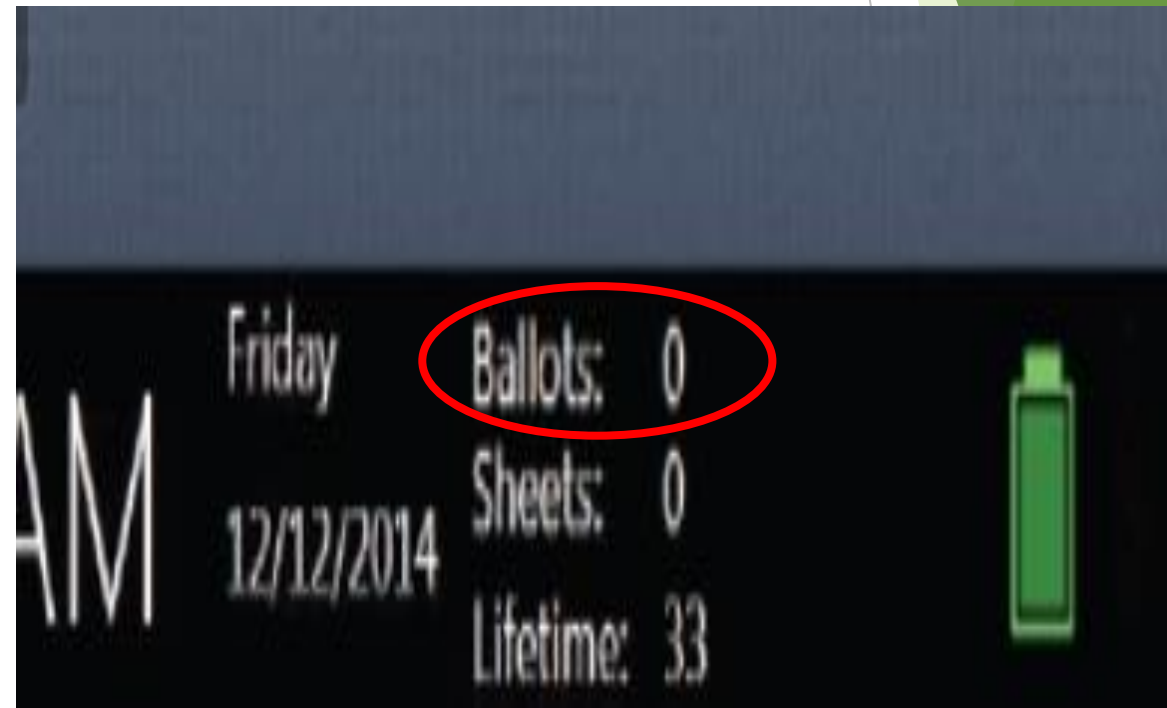
Once the last voter has tabulated their ballot, you can begin the process of closing the polls.

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.

Verify the Tabulator Count

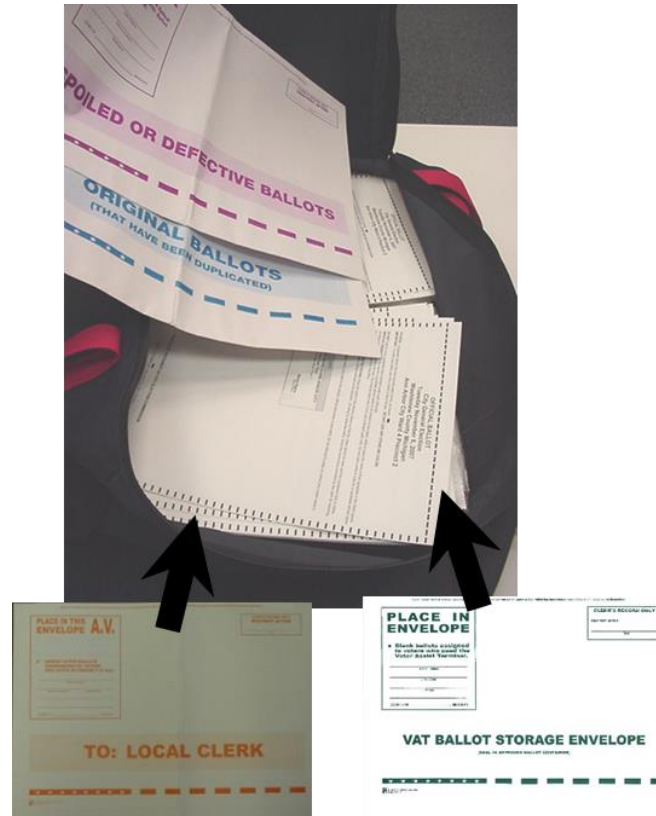
- ▶ After all the ballots have been processed, including any from the auxiliary compartment, confirm the tabulator shows the correct number of ballots processed.
- ▶ To determine the total, take the number of “in-person” voters from the EPB and subtract the number of provisional envelope ballots. This number should match the number displayed on the tabulator.
- ▶ Make a note of this number as you will need it when completing the Ballot Summary Report.
- ▶ If the numbers do not match, call the City Clerk’s Office Immediately.



Closing the Tabulator and Voter Assist Terminal (VAT)

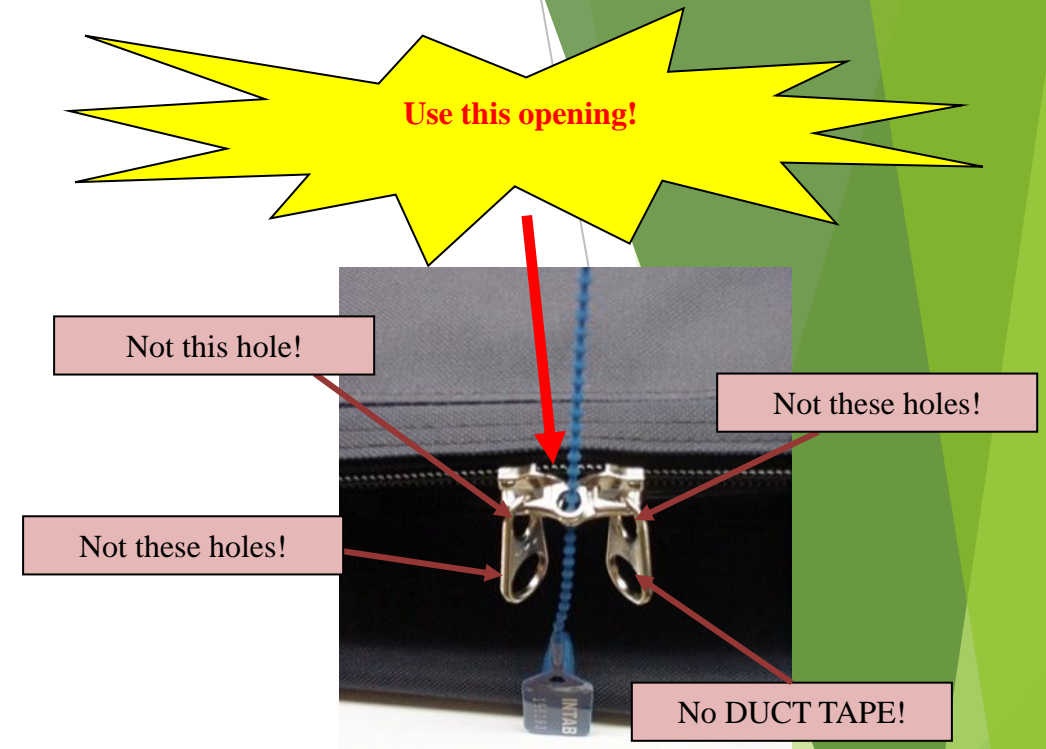
Depositing of Ballots at the End of the Night

- ▶ All unused ballots can be placed into a one blue vinyl ballot container to be sealed with the certificate labeled “Unvoted Ballots”.
- ▶ Place all voted ballots into one blue vinyl ballot container to be sealed with the certificate labeled “Voted Ballots”.
- ▶ Using red paper seals, seal the following envelopes if used and place in blue vinyl ballot container labeled “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.



Sealing the Ballot Containers

- ▶ In the front pocket of the zippered notebook, you will find two plastic sleeves, one containing a blue card for your voted ballots and two plastic pull tight seals, and one containing a white card for your unvoted ballots and two pull tight seals. You only need one set of seals; the second is in case of emergency.
- ▶ Complete both cards with:
 - ▶ The Seal Number that will be used to seal the bag.
 - ▶ A signature from a Republican and Democrat who sealed the bag.
- ▶ The Blue Card will need to indicate the number of voted ballots sealed inside.
- ▶ Place the cards back into their pouches and seal using one blue pull tight seal per bag.



JURISDICTION: _____ PRECINCT #: _____

1 ELECTION INSPECTORS' COMPLETION CERTIFICATE

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

2 SEAL VERIFICATION

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

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

DEMOCRATIC INSPECTOR

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

REPUBLICAN INSPECTOR

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

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

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

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

WHITE - Place in Envelope to LOCAL CLERK
 PINK - Place in Envelope to CAREERS BOARD / PROBATE JUDGE
 MARLA - Remains in Poll Book Which is Placed in Envelope to COUNTY CLERK

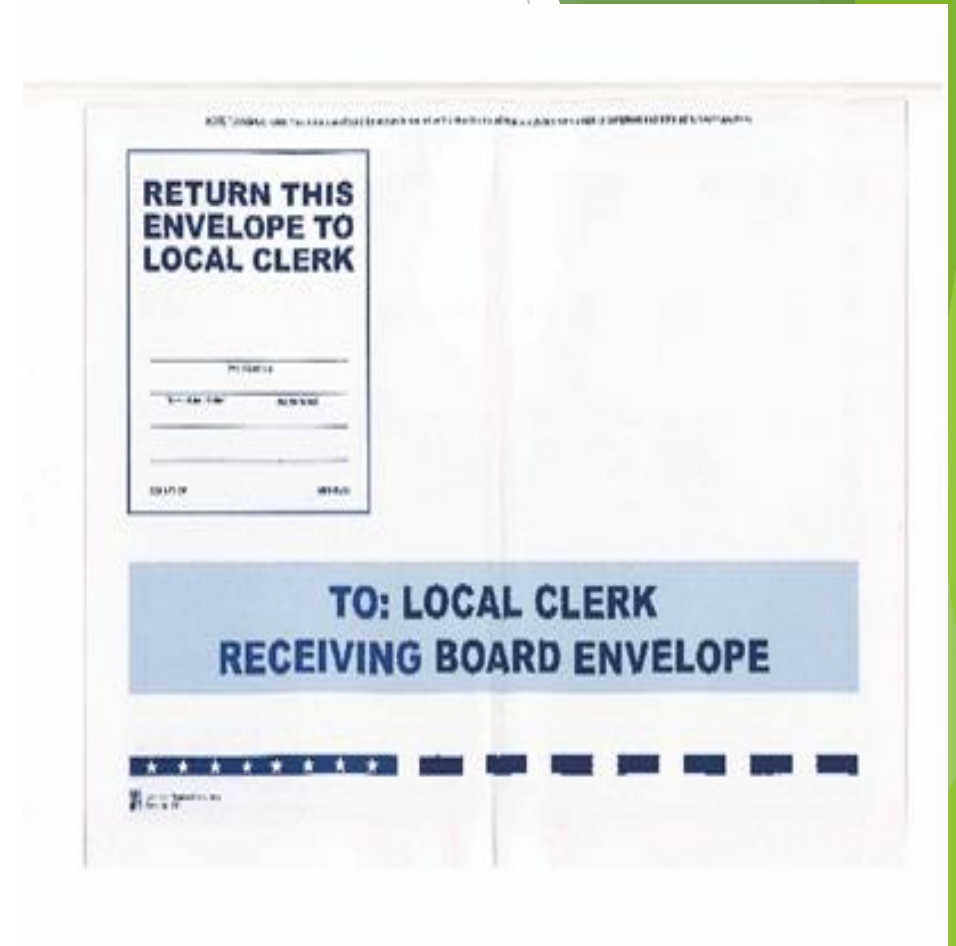
Certificate of Election Inspectors

- ▶ In the paper poll book complete the "Certificate of Election Inspectors" form in ink.
- ▶ Insert the number of voters according to tabulator on the top line.
- ▶ Insert the number of voters according to the EPB List of Voters on the third line.
- ▶ Any difference between these two lines should be envelope ballots or ballots which were rejected and not reissued to the voter.
- ▶ Check off the pink shaded boxes as you complete each task.
- ▶ Record the seal numbers from the ballot bags and the memory card transfer container.
- ▶ All inspectors present sign the certificate.
- ▶ The Republican and Democratic inspectors who seal the ballot bags will sign this page in two locations!

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.



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 “Voted Ballots” blue vinyl canvas Ballot Bag(s)
 - ▶ EPB Laptop(s)

