

# August 6, 2024 Statewide Primary 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.
  - ▶ Cell phone stipend form is available after class. Only needs to be submitted once!
- ▶ 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 5-7 workers



University of Michigan is on break



Rotate workers between the various stations so everyone gets experience



Preparation for November



Official appointment emails sent July 18th

# 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

# 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

Washtenaw County, Michigan City of Ann Arbor, Ward 1, Precinct 1	
<p><b>Partisan Section</b> Vote Only 1 Party Section</p> <p><b>Democratic Party Section</b></p> <p><b>Congressional</b> United States Senator Vote for not more than 1</p> <p><input type="checkbox"/> Hill Harper</p> <p><input type="checkbox"/> Elissa Slotkin</p> <hr/> <p><b>Representative in Congress</b> 6th District Vote for not more than 1</p> <p><input type="checkbox"/> Debbie Dingell</p> <hr/> <p><b>Legislative</b> <b>Representative in State Legislature</b> 23rd District Vote for not more than 1</p> <p><input type="checkbox"/> Jason Morgan</p> <hr/> <p><b>County</b> <b>Prosecuting Attorney</b> Vote for not more than 1</p> <p><input type="checkbox"/> Eli Savit</p> <hr/> <p><b>Sheriff</b> Vote for not more than 1</p> <p><input type="checkbox"/> Alyshia M. Dyer</p> <p><input type="checkbox"/> Derrick Jackson</p> <p><input type="checkbox"/> Ken Magee</p> <hr/> <p><b>Clerk and Register of Deeds</b> Vote for not more than 1</p> <p><input type="checkbox"/> Shelly Brock</p> <p><input type="checkbox"/> Lawrence Kestenbaum</p> <hr/> <p><b>Treasurer</b> Vote for not more than 1</p> <p><input type="checkbox"/> Latitia Lamelle Sharp</p> <hr/> <p><b>Water Resources Commissioner</b> Vote for not more than 1</p> <p><input type="checkbox"/> Gretchen D. Driskell</p> <hr/> <p><b>County Commissioner</b> 8th District Vote for not more than 1</p> <p><input type="checkbox"/> Yousef Rabhi</p>	<p><b>Partisan Section</b> Vote Only 1 Party Section</p> <p><b>Republican Party Section</b></p> <p><b>Congressional</b> United States Senator Vote for not more than 1</p> <p><input type="checkbox"/> Justin Amash</p> <p><input type="checkbox"/> Sherry O'Donnell</p> <p><input type="checkbox"/> Sandy Penster</p> <p><input type="checkbox"/> Mike Rogers</p> <hr/> <p><b>Representative in Congress</b> 6th District Vote for not more than 1</p> <p><input type="checkbox"/> Heather Smiley</p> <hr/> <p><b>Legislative</b> <b>Representative in State Legislature</b> 23rd District Vote for not more than 1</p> <p><input type="checkbox"/> Miriam Corvino</p> <p><input type="checkbox"/> David Stamp</p> <hr/> <p><b>County</b> <b>Prosecuting Attorney</b> Vote for not more than 1</p> <p><input type="checkbox"/></p> <hr/> <p><b>Sheriff</b> Vote for not more than 1</p> <p><input type="checkbox"/></p> <hr/> <p><b>Clerk and Register of Deeds</b> Vote for not more than 1</p> <p><input type="checkbox"/> Adam de Angeli</p> <p><input type="checkbox"/> Samantha Strayer</p> <hr/> <p><b>Treasurer</b> Vote for not more than 1</p> <p><input type="checkbox"/> Brian Bennett</p> <p><input type="checkbox"/> Robert F. Zimmerman</p> <hr/> <p><b>Water Resources Commissioner</b> Vote for not more than 1</p> <p><input type="checkbox"/> Lisa Guback-Roos</p> <hr/> <p><b>County Commissioner</b> 8th District Vote for not more than 1</p> <p><input type="checkbox"/> Leslie Kay Shannon</p>

Read Both Sides of the Ballot

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

Washtenaw County, Michigan City of Ann Arbor, Ward 1, Precinct 1	
<p><b>Partisan Section</b> Vote Only 1 Party Section</p> <p><b>Democratic Party Section</b></p> <p><b>Delegate</b> Delegate to County Convention Vote for not more than 2</p> <p><input type="checkbox"/> Alec Hughes</p>	<p><b>Partisan Section</b> Vote Only 1 Party Section</p> <p><b>Republican Party Section</b></p> <p><b>Delegate</b> Delegate to County Convention Vote for not more than 1</p> <p><input type="checkbox"/></p>
<p><b>Proposal Section</b> County</p> <p><b>Washtenaw County Proposal A</b> THIS PROPOSAL WILL AUTHORIZE THE COUNTY OF WASHTEENAW 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.</p> <p>*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.</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p><b>Proposal Section</b> County</p> <p><b>Washtenaw County Proposal C</b> THIS PROPOSAL WILL AUTHORIZE THE COUNTY OF WASHTEENAW TO LEVY 0.2500 MILLS FOR THE PURPOSE OF ACQUIRING, DEVELOPING, MAINTAINING AND OPERATING PARK LANDS AND RECREATION FACILITIES FOR THE BENEFIT OF WASHTEENAW 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.</p> <p>*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 mill 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.</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

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. \_\_\_\_\_

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**

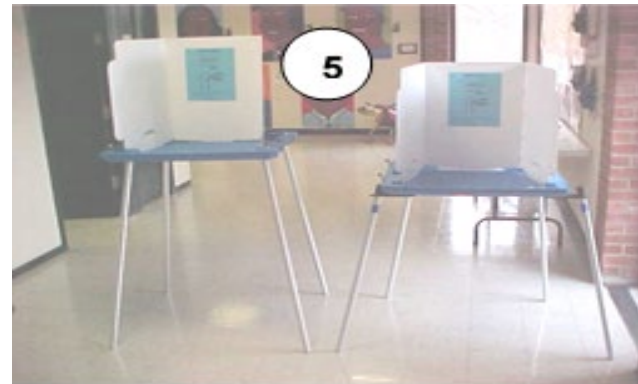
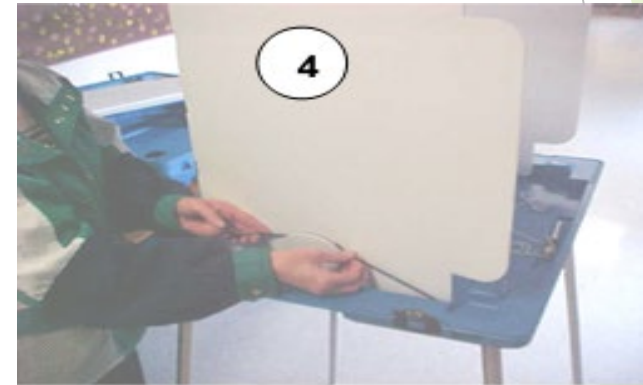
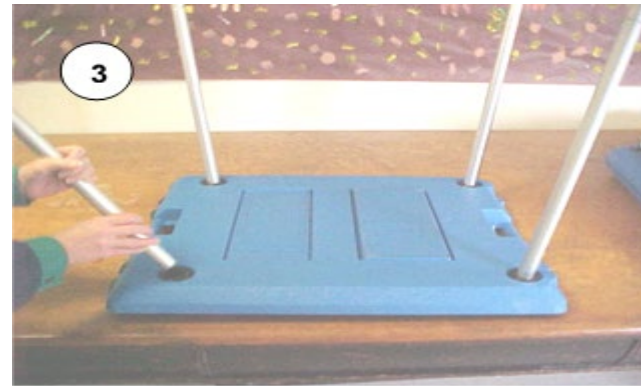
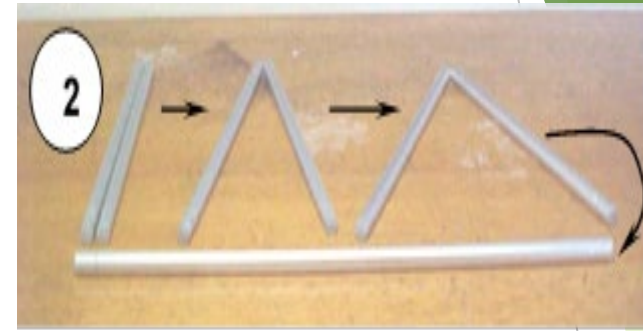
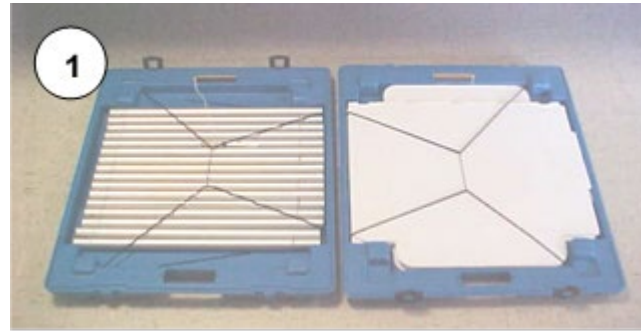
www.PollingSystems.ca (800) 99-1246 FORM #890 (Rev. 02/15)

# Opening the Tabulator and Voter Assist Terminal (VAT)





# Set-Up Voting Booths

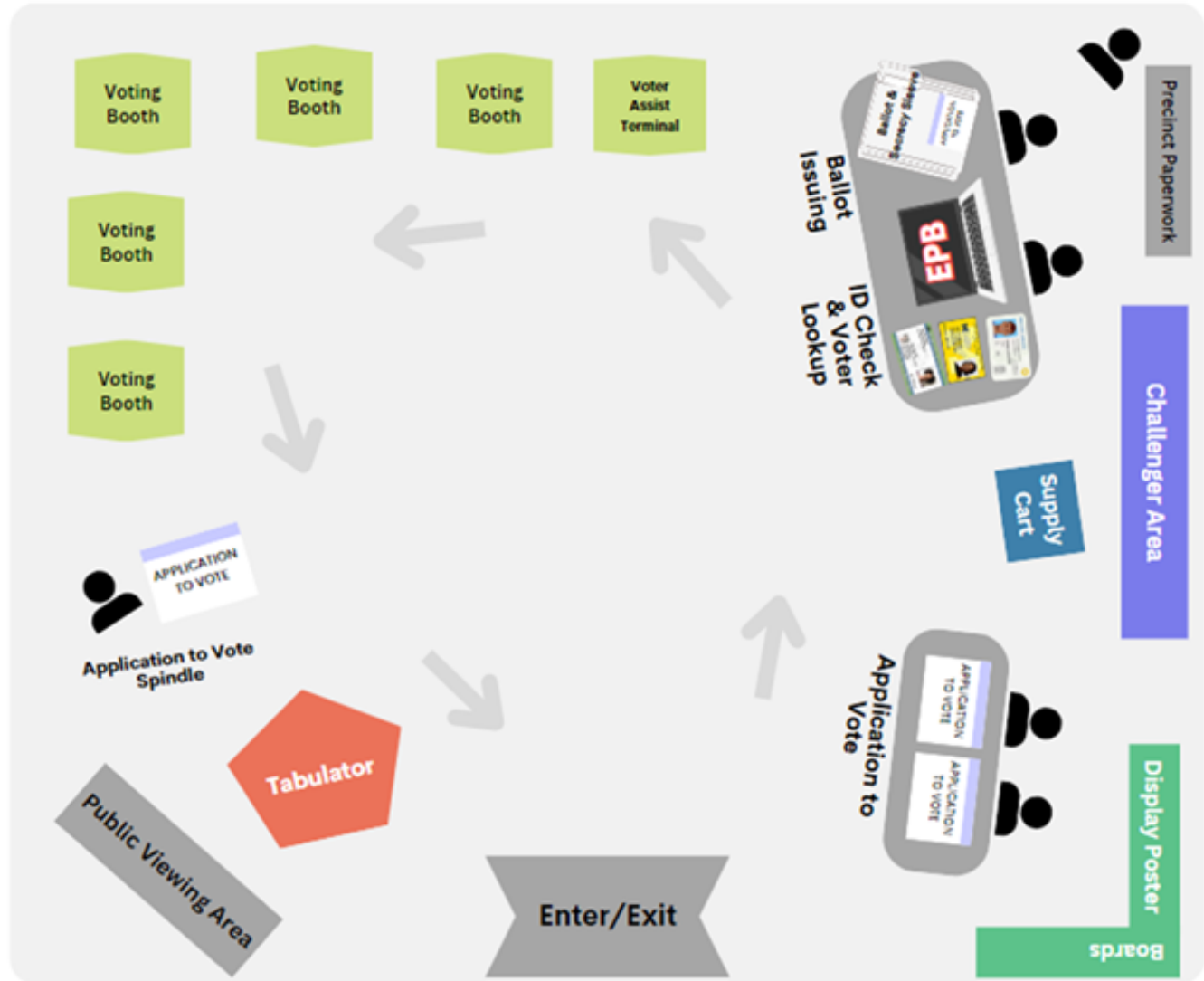


# Sample Precinct Lay Out

# 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.



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

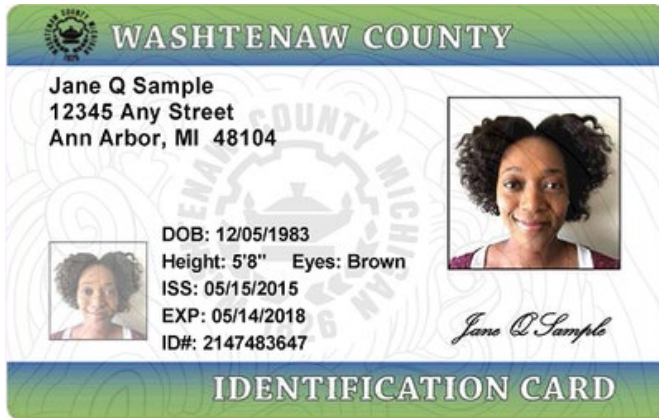
- ▶ Every voter must complete an “Application to Vote” and present a valid Photo ID or sign an affidavit that they do not have Photo ID before being issued a ballot.
- ▶ Acceptable Photo ID must be current\* and include:
  - ▶ Michigan Driver's License of Personal ID\* (\*can be expired)
  - ▶ Driver's 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.



**MICHIGAN DRIVER LICENSE**  
S 100 100 100 100  
JUNE MARIE SAMPLE  
123 NORTH STATE ST  
LIC Type D  
Restrictions none  
DD 81300245678

**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 must sign an affidavit attesting that he/she is not in possession of picture identification.  
I certify that I am a United States citizen and a registered and precinct, and hereby make application to vote at this election.  
SIGN HERE  June Sample  
Print Name: June Sample  
Date of Birth: 5/1/1984  
Residence Address: 123 North State St

**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:  June Sample  
Penalty: Making a false statement in this affidavit is perjury, punishable by a fine up to \$1,000.00 or imprisonment for up to 5 years, or both.  
**To be completed by Election Inspector**  
Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_  
I certify that the elector named above has completed the above affidavit in my presence.  
 \_\_\_\_\_  
Signature of Election Inspector



# 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.

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.

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### 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

<b>Michigan driver license/state personal ID #</b>			
□ - □ □ □ - □ □ □ - □ □ □ - □ □ □			
<input type="checkbox"/> I do not have a Michigan driver license/state personal ID # or it is not in my possession			
<b>address change</b>			
<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.			
<b>personal information *required information</b>			
last name*	first*	middle	suffix
□ □ - □ □ - □ □ □ □			
date of birth*			MI
new address – house number & street name*		apt/lot #	city* zip
(      )			
phone	email		
<b>authorization</b>			
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.			
<b>X</b>			
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





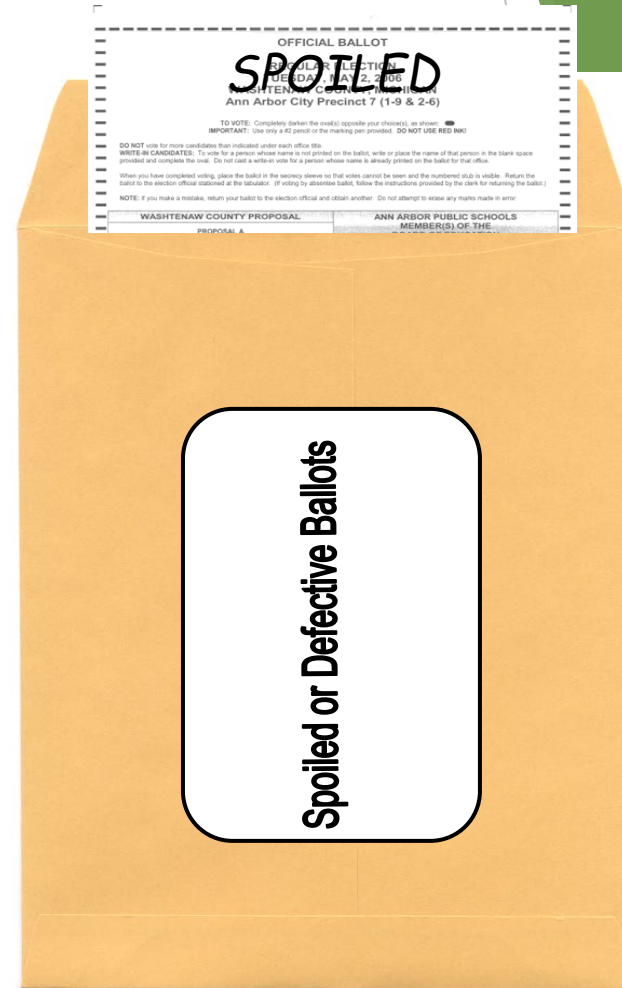
# Working at the EPB

- ▶ 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.
  - ▶ Prepare a “challenged” ballot if necessary.
  - ▶ Provide voter with brief verbal instructions on marking ballot. Stressing not to crossover.

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 re-count 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 - 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.

# 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

City of Ann Arbor Switch Precincts - Report a Problem

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## Choose your precinct

Precinct  
— Choose your precinct — **1-11 - Logan School**

Number of People In Line

Submit Count

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## 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

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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>



# 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	0
In line	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	0
In line	Est. time (min)

[« Choose a different precinct](#)



# Prop 3 - Voter Registration Changes

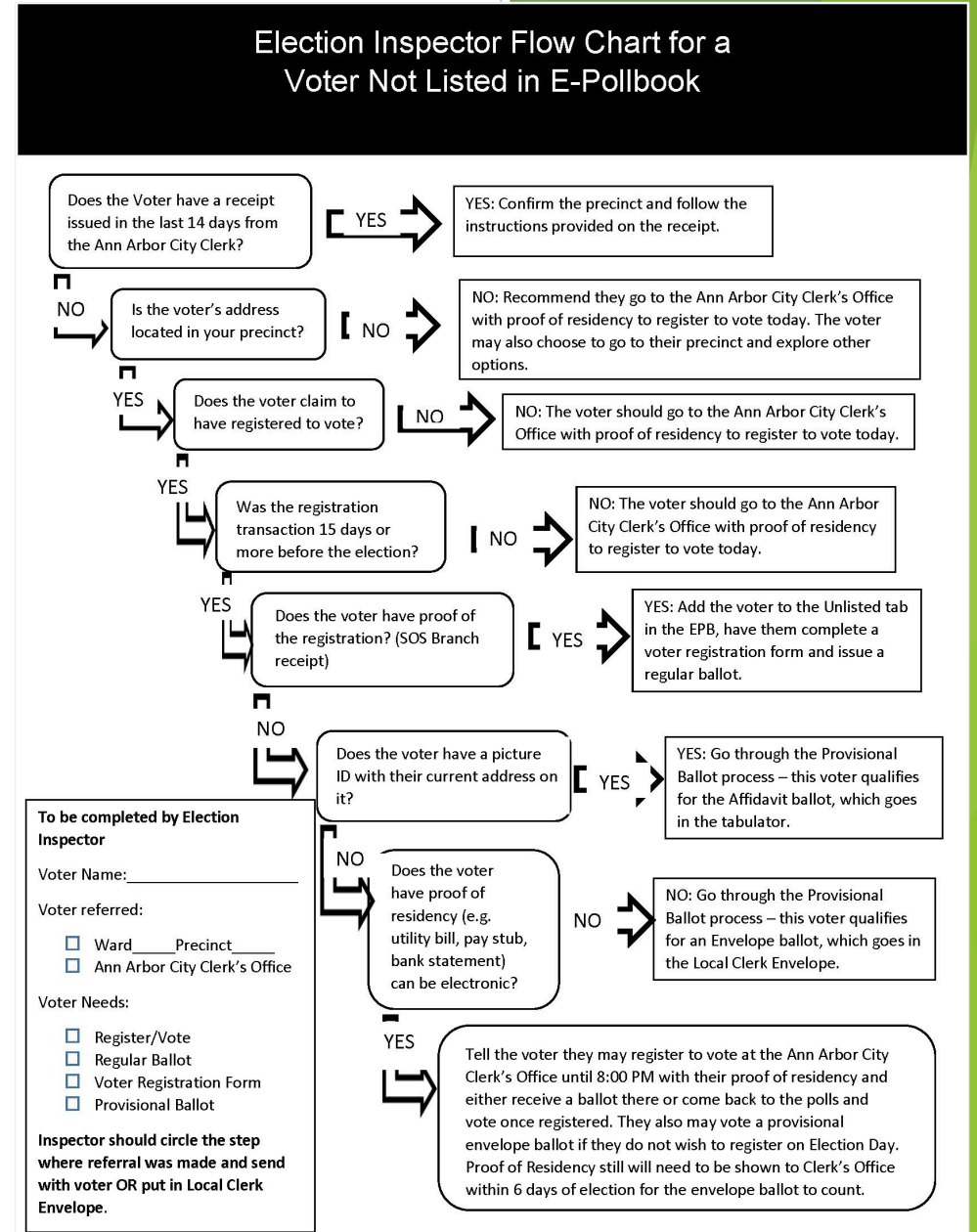
- ▶ A voter who wishes to register to vote and obtain a ballot may do so until 8:00 PM on Election Day:
  - ▶ Send to City Clerk Office to register
    - ▶ Must have proof of residency - Michigan Driver License or Personal Identification Card listing current address, utility bill, pay stub, bank statement, 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 City Hall 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

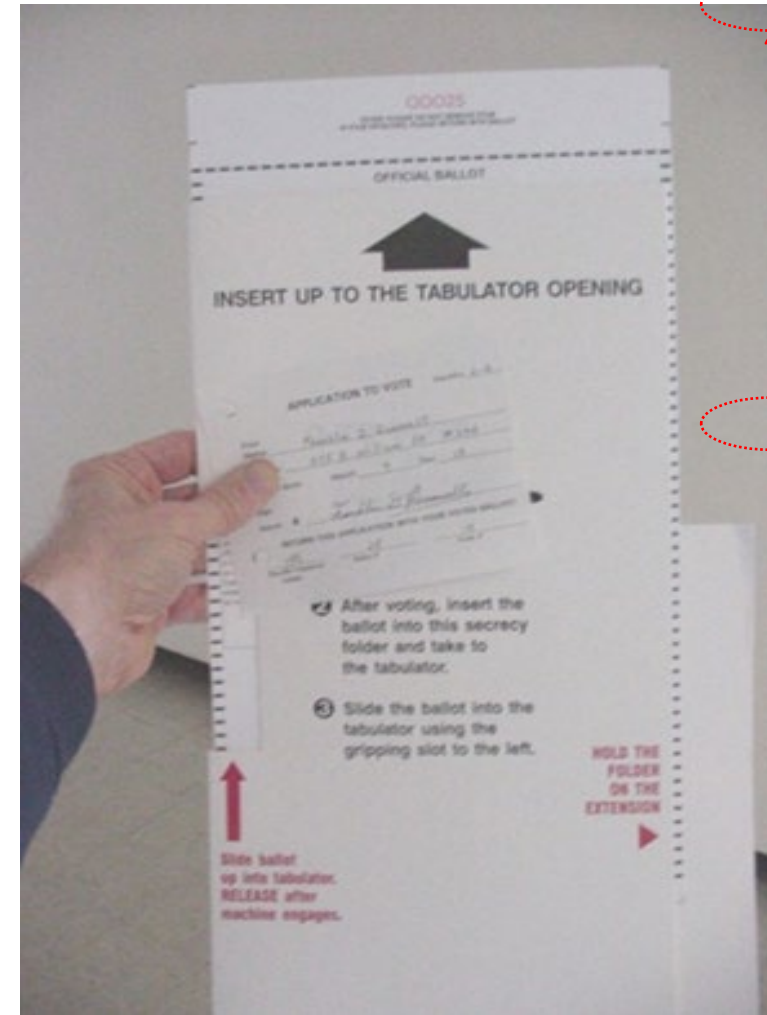
Use this Handout if:

- ❑ 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.



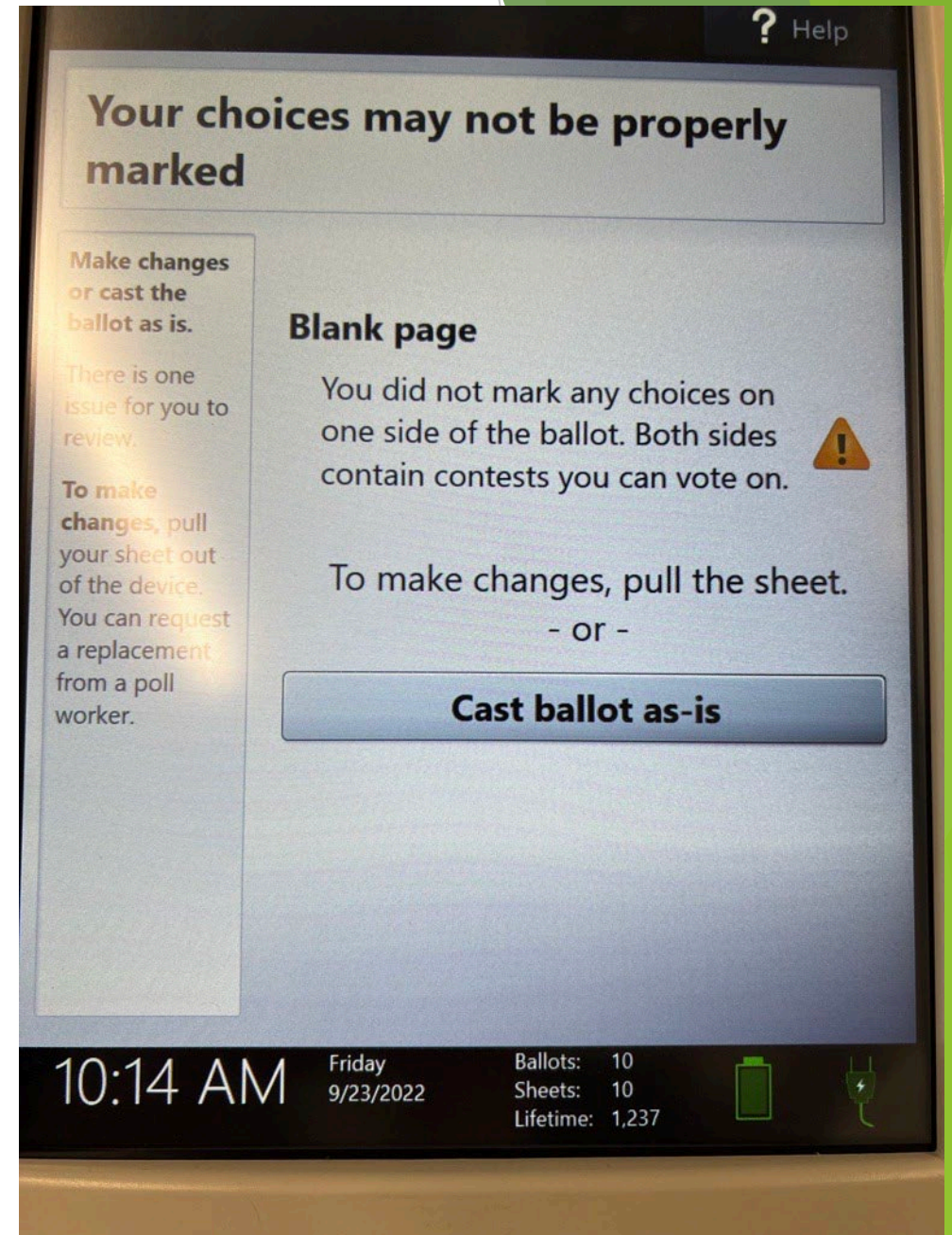
# Tabulator Rejects a Ballot

- ▶ The tabulator will reject a ballot for three reasons:
  - ▶ Cross-Over Ballot - votes detected in more than one political party;
  - ▶ 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.
- ▶ The Clerk's Office has provided scripts for assisting voters with errors.



# Tabulator Rejects a Ballot

- ▶ Note for this election the County has programmed the ballot to reject a ballot if blank on one side!
- ▶ This is to ensure that voters do not accidentally miss a side of the ballot.
- ▶ Stress when handing voter the ballot, it is a two-sided ballot.
- ▶ Voters only wishing to vote a single side will need to select “Cast ballot as-is”.





# Assisting Voters on Election Day

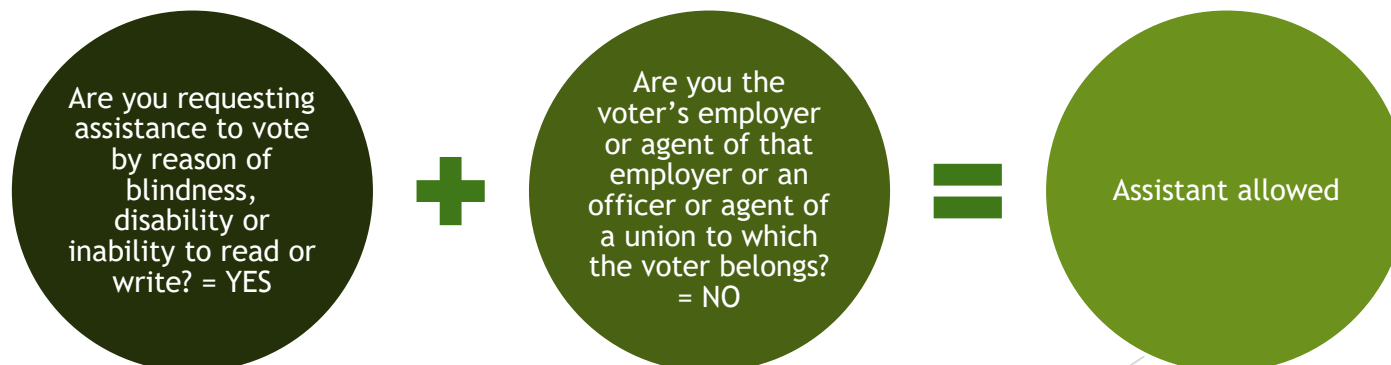
## ▶ Voter Assist Terminal (VAT):

- 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.

Any individual brought by voter to assist:





# 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.

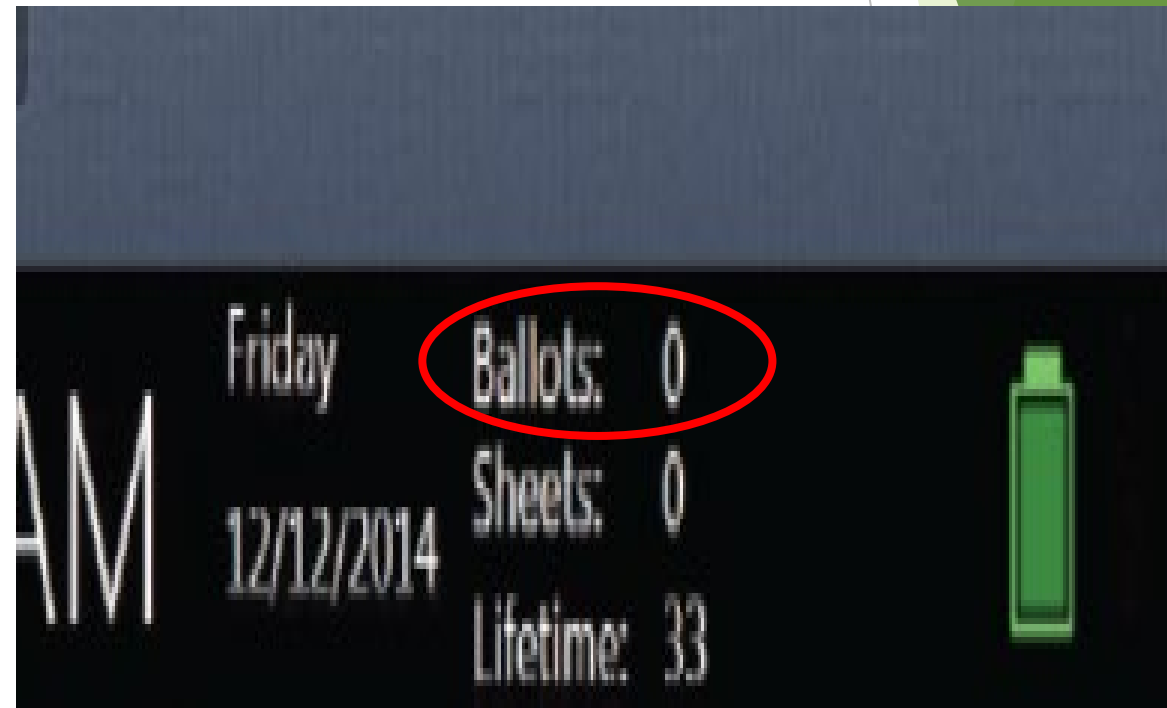
Once the last voter has tabulated their ballot, you can begin the process of closing the polls.

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.

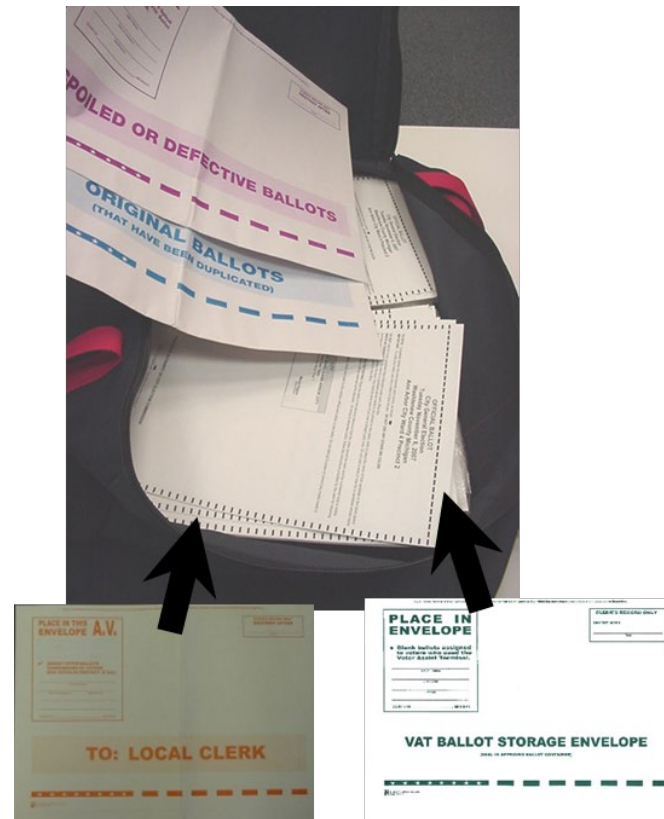




# Closing the Tabulator and Voter Assist Terminal (VAT)

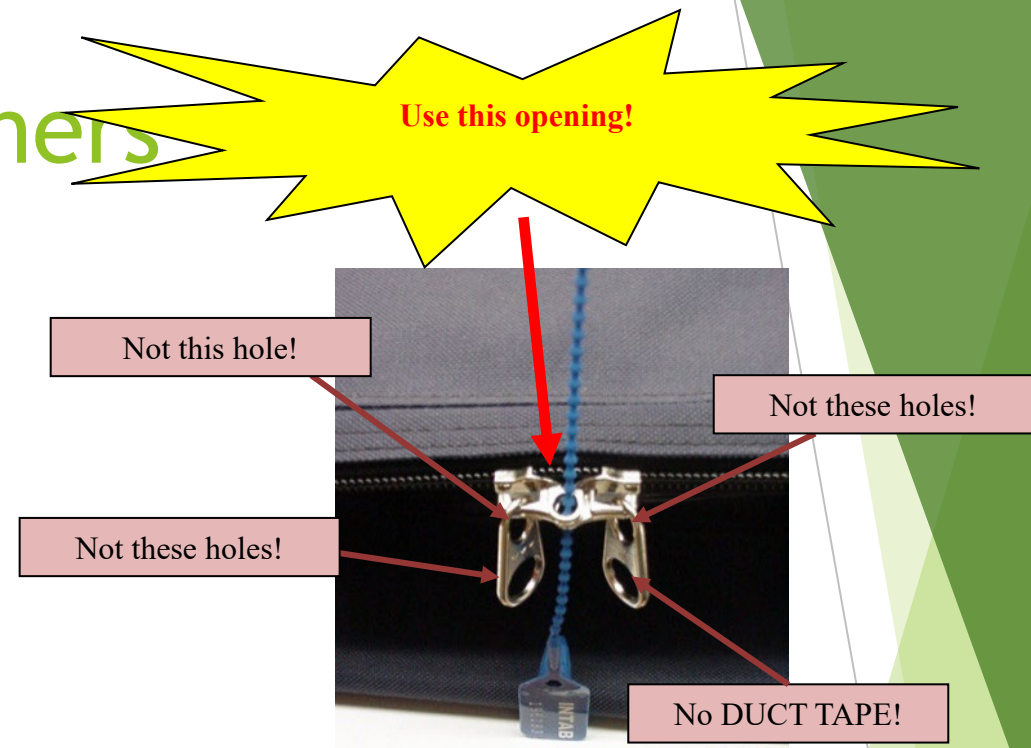
# Depositing of Ballots at the End of the Night

- ▶ All unused ballots can be placed into a vinyl ballot container.
- ▶ Place all voted ballots into a second vinyl ballot container.
- ▶ Using red paper seals, seal the following envelopes if used and place in blue vinyl ballot container containing your voted ballots:
  - ▶ Spoiled or Defective Ballot Envelope
  - ▶ Original Ballot Envelope
  - ▶ Surrendered AV Ballot Envelope
  - ▶ VAT Ballot Envelope
- ▶ The only ballots not to be sealed in the ballot bag are provisional ballots, which need to be return to the Receiving Board separately.



# 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. \_\_\_\_\_

**X DEMOCRATIC INSPECTOR**

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

**X 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. X CHAIRPERSON		7. X	
2. X		8. X	
3. X		9. X	
4. X		10. X	
5. X		11. X	
6. X		12. X	

WHITE - Place in Envelope to LOCAL CLERK  
PINK - Place in Envelope to CAREERS BOARD / PROBATE JUDGE

MAKLA - Remains in Pdf 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!

CERTIFICATE OF ELECTION INSPECTORS

PRESS FIRMLY!

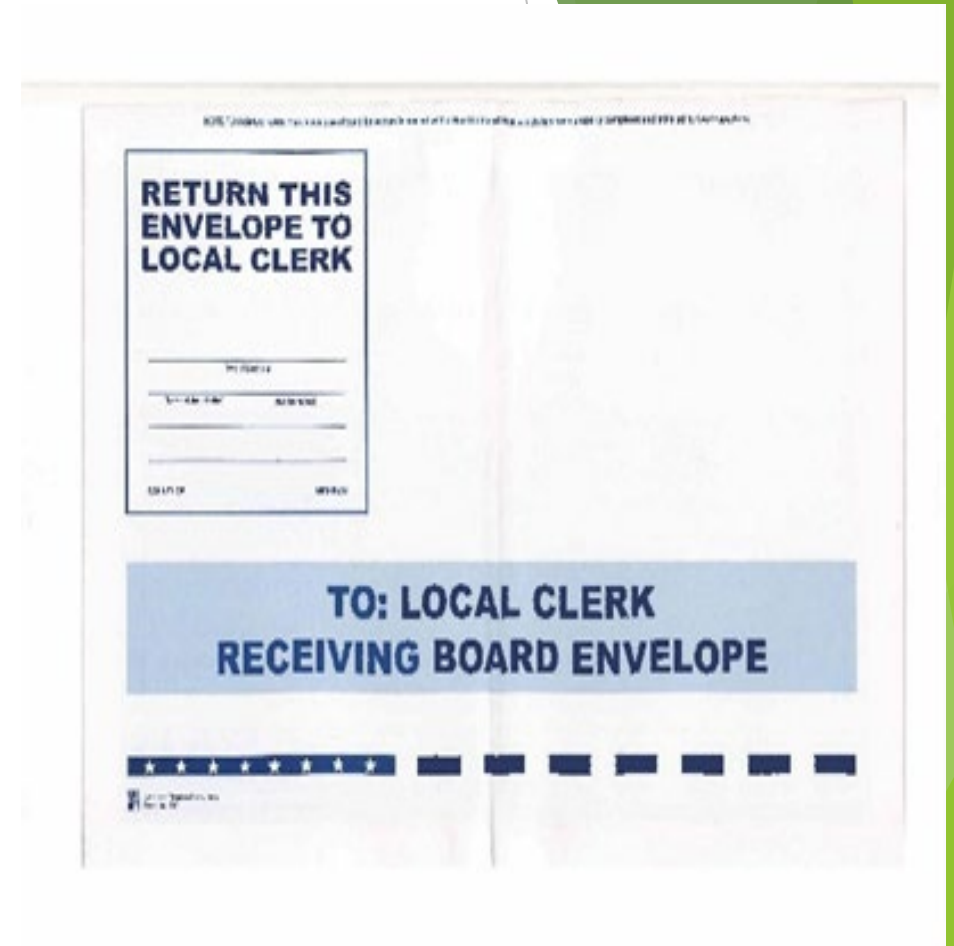
REMOVE ONLY THE WHITE AND PINK COPIES

REMOVE ONLY

# To Local Clerk Receiving Board Envelope

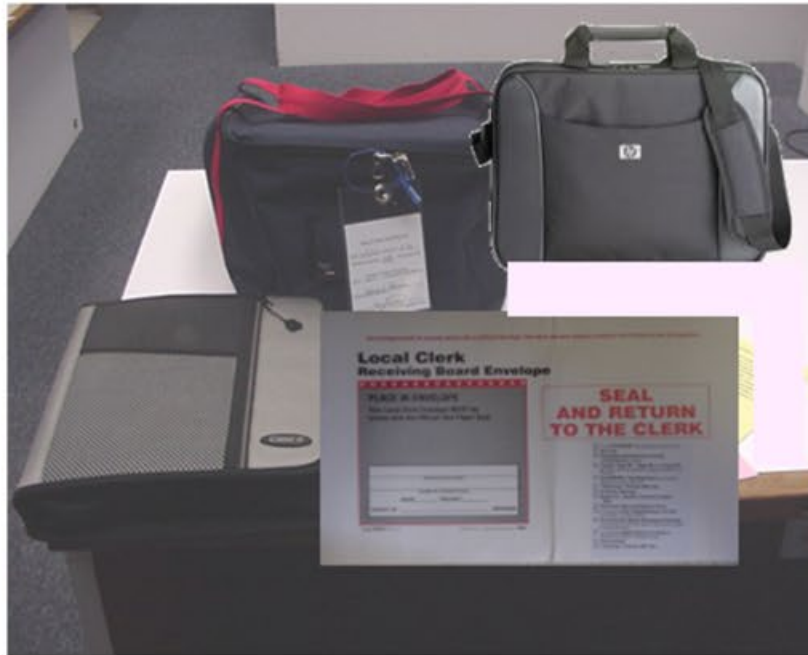
Place the following items in the return to Local Clerk Receiving Board Envelope:

- 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 large blue vinyl canvas Ballot Bag(s) containing voted ballots
  - ▶ EPB Laptop(s).

# EPB Training



ENCRYPTION PASSWORD:  
GreatLakesState1

USER: ADMIN  
PASSWORD: ADMIN



Note: These passwords are for training only, unique user names and passwords will be provided on Election Day to those qualified to work the Electronic Pollbook (EPB)