



**Michigan Bureau of Elections**

# **2023-24 Train the Trainer Presentation**

# What we will be covering:

## **Training Points:**

- Cover key procedural points to train
- Provide updates on procedures affected by implementation of Proposal 2022-2
- Identify and expand on specific procedural concepts to focus on in 2024

## **Training Resources:**

- Identify resources related to each topic
- Reintroduce eLearning Playlist
- Quick Guide Appendix

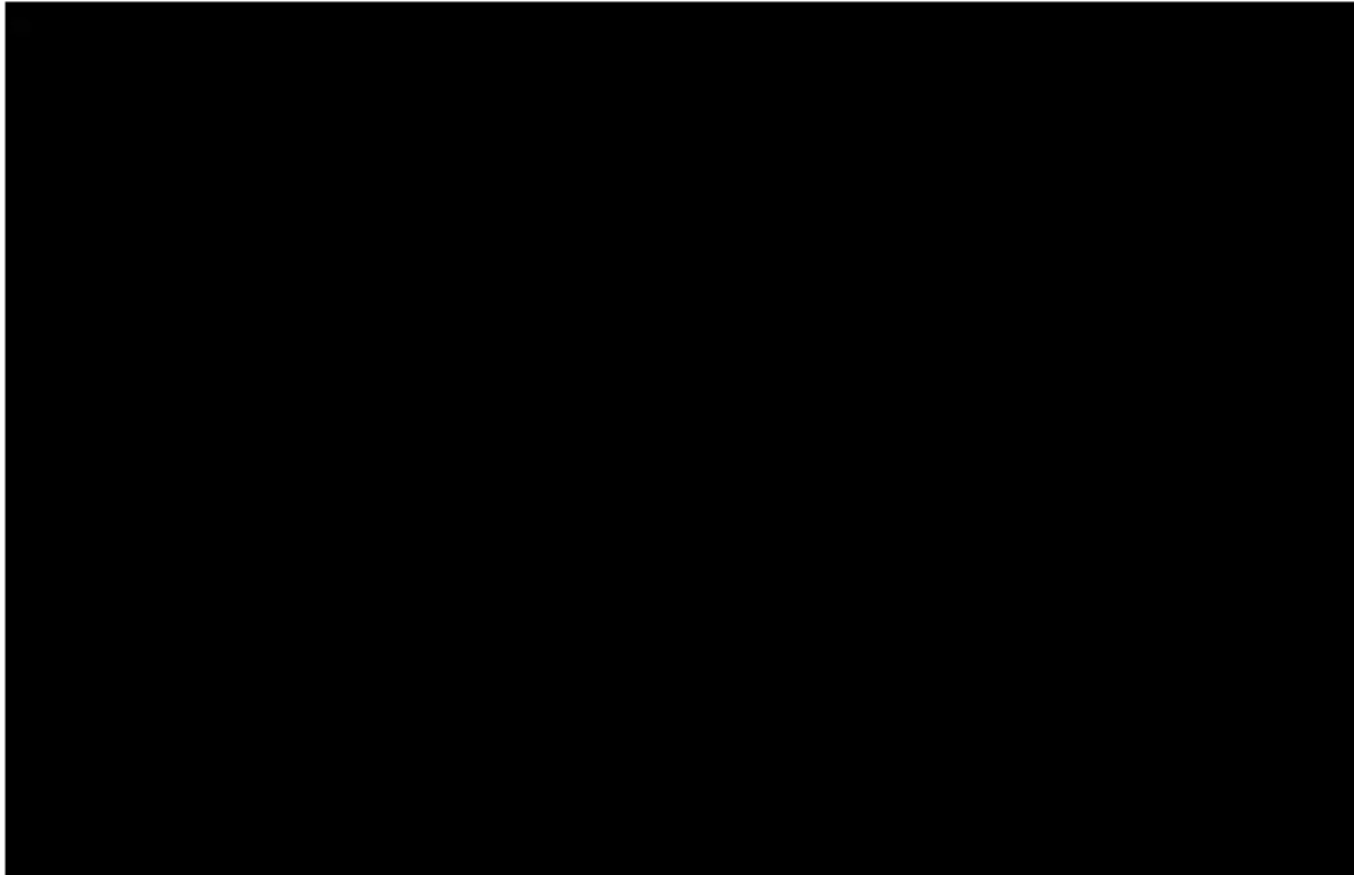
# Opening the Polls – Key Points

Notes:

## **Opening the Polls Procedure Overview:**

- Swear in all election inspectors
- Sign oaths
- Complete Election Inspectors' Preparation Certificate
- Prepare Tabulator
- Prepare ePollbook (EPB)
- Prepare Voter Assist Terminal (VAT)
- All postings must be hung and visible
- Display an American flag inside or outside
- Clear and barrier free layout
- Announce 7 a.m. opening

# Opening the Polls – Video



[Opening the Polls Video Download \(csod.com\)](http://csod.com)

# Opening the Polls - ePollbook

QVF Electronic Pollbook

File Edit View Reports Sys Admin Help

Election: 11/05/2019 - NOVEMBER CONSOLIDATED - BOHEMIA TOWNSHIP      Precinct: 00001

### Voter Search

DLN / Name:  Search

This Precinct  Other  Unlisted

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

	Voter Name	DOB
	ALLEN, LINDA ARLENE	09/10/1941
? REG	BRADFORD, JOHNATHON MICHAEL	03/18/1943
? REG	BURRESS, JASON ARVID	12/01/1945
REG	BUSHELLE, PEGGY SUE	12/01/1978
	BUSHNELL, PAUL MICHAEL	04/09/1991
? REG	DAVIS, CARRIE ANN	10/05/1965
? REG	ELLIOTT, LUCAS DOMONIQUE	10/05/1950
? REG	FRANKLIN, KELLY MICHELLE	06/07/1978
? REG	HANSON, GEORGE DAVID	04/01/1934
? REG	HURD, WILLIAM ROBERT	12/08/1943
REG	IVERSON, ANN MARIE	06/09/1964
REG	JENKINS, CARLENE CARYS	03/06/1968
	KENYON, SHARI ANNETTE	08/23/1964
? REG	LACEY, HEATHER ROSE	06/08/1932
? REG	LELAND, RALEIGH GRANT	10/08/1958
? REG	LOCKWOOD, GARY OWEN	11/08/1942
? REG	MCQVF, AGATHA CHRISTIE	08/17/1955
	MCQVF, ANDERSON JAMES	08/07/1981
? REG	MCQVF, BARBARA ANN	03/12/1964
? REG	MCQVF, BENJAMIN LEVI	07/24/1981
	MCQVF, C CAMPBELL	06/03/1980
? REG	MCQVF, CACHE CORINA	07/14/1980
	MCQVF, CADIE CONRAD	07/03/1980
	MCQVF, CAIRENA CALL	07/12/1980
REG	MCQVF, CAITLIN CHAD	06/18/1980
	MCQVF, CAITLYN CARLOS	06/22/1980
REG	MCQVF, CALEB CECIL	08/01/1980
? REG	MCQVF, CALEY CHEHATA	08/18/1980
	MCQVF, CALVIN CLAUDE	04/23/1980
	MCQVF, CAMERON COVEN	04/27/1980
? REG	MCQVF, CANDACE CLARENCE	04/29/1980
	MCQVF, CANDICE CLARA	06/06/1980
REG	MCQVF, CAPRI CASIMER	07/05/1980
? REG	MCQVF, CAREAL CASCIANI	07/01/1980

1693 matching voters

### Voter Details

Name: ALLEN, LINDA ARLENE      DOB: 09/10/1941

Address: 1893 FORESTRY RD      Precinct: 00001  
MASS CITY MI 49948

Gender: F                  Ballot Style: 1

Reg.Date: 04/04/2019      Eff. Rg.Date: 06/09/2019

Polling Location: ROUSSEAU TOWN HALL        
572 ROUSSEAU RD

MASS CITY MI 49948

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

**Lock this voter record**

*If you do not LOCK this voter, then you cannot perform any actions for this voter, and no changes will be recorded for this voter.*

VOTING STATUS: Did not vote in precinct.

### List of Voters

#	Assigned To	Ballot
1	BRADFORD, JOHNATHON...	00000004
2	JANE, DOE K	00000006
3	MCQVF, JOE L	00000019
4	MCQVF, CAITLIN CHAD	00000007
5	MCQVF, CAPRI CASIMER	00000008
6	IVERSON, ANN MARIE	00000009
7	MCQVF, CALEB CECIL	00000010
8	IVERSON, ANN MARIE	00000011
9	JENKINS, CARLENE CARYS	00000013
10	BUSHELLE, PEGGY SUE	00000015
11	HURD, WILLIAM ROBERT	00000018
12	SALLY, MCQVF JONES	00000020
13	JOHNSON, JOHN J	00000021

Total = 12

Admin

4:35 PM 6/10/2021

# Opening the Polls – Election Day

## **Preparing the Tabulator on election morning:**

- Refer to specific vendor instructions to start tabulator
- Inspect the tabulator serial number and memory seal; confirm numbers match those recorded on Clerk's Preparation Certificate on front cover of poll book
- Inspect inside the tabulator to ensure it is empty (including auxiliary bin)
- Print Zero tape
- Two election inspectors compare zero tape to sample ballot/s to ensure all races are included on the tape, the correct ballots were delivered to the precinct and all totals equal zero
- Verify the date and time are correct on the zero tape
- Inspectors present sign the zero tape
- Zero tape remains with the tabulator (do not tear off)

Don't forget:

Must be completed before 7am.

Challengers may be present and observe this process.

Notes:

# Opening the Polls – Early Voting 1

## **Preparing the Tabulator on the first day of early voting:**

- Refer to specific vendor instructions to start tabulator
- Inspect the tabulator serial number and memory seal to confirm match against serial and seal numbers recorded on Clerk's Preparation Certificate.
- Inspect inside the tabulator to ensure it is empty (including auxiliary bin)
- Print Zero tape
- Two workers compare zero tape to sample ballot/s to ensure all races are included on the tape, the correct ballots were delivered to the precinct and all totals equal zero
- Verify date and time are correct on the zero tape
- Day 1 Inspectors present sign the zero tape
- Zero tape removed from tabulator and secured in physical pollbook

Don't forget:

Challengers may be present and observe this process.

Notes:





# Opening the Polls – Early Voting 1

Opening Reports on this Tab <i>Attach the following with a paperclip or staple (DO NOT USE TAPE)</i>		
<b>Start of Day BOD Daily Report (If applicable)</b>	<b>Zero Results Report from Tabulator Produced before Polls Opened</b>	<b>Start of Day VAT Daily Report (If applicable)</b>

**1 Oath of Chairperson**

I Do Solemnly Swear (or affirm) that I will support the Constitution of the United States and the Constitution of this State, and that I will faithfully discharge the duties of the Office of Board Chairperson according to the best of my ability.

\_\_\_\_\_  
**Signature of Chairperson** **Date**

*Taken, subscribed and sworn to before me on,*

\_\_\_\_\_  
signature **Signature of Person Administering Oath** **Date**

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**2 Election Inspectors' Preparation Certificate & Oath**

On the 1<sup>st</sup> Day of Early Voting, before opening polls, we completed the following:

- Administered the Oath of Office to all present
- Verified the serial & seal numbers on the tabulator(s), VAT(s), and BOD(s) are the same as recorded on the Clerk's Preparation Certificate
- Completed all preparation steps of the tabulator(s), VAT(s), and BOD(s)
- Verified the ballot by comparing each candidate's name and the placement of any proposals on the ballot with the sample ballot and zero tape (performed on the first day of Early Voting only).
- Signed below certifying the above were completed

I Do Solemnly Swear (or affirm) that I will support the Constitution of the United States and the Constitution of this State, and that I will faithfully discharge the duties of the Office of Election Inspector according to the best of my ability.

**3 Signatures of Persons Taking Oath & Certifying Preparation Certificate**

x	DEMOCRATIC INSPECTOR	x	
x	REPUBLICAN INSPECTOR	x	
x		x	

## Notes:

Tabulator Zero Tape is detached from tabulator and secured in the pollbook.

# Opening the Polls – Early Voting 2

## **Preparing the Tabulator on each early voting start of day:**

- Refer to specific vendor instructions to start tabulator
- Inspect the tabulator serial number and memory seal number to confirm numbers match serial and seal numbers recorded on the Clerk's Preparation Certificate in the physical pollbook
- Inspect inside the tabulator to ensure it is empty (including auxiliary bin)
- Record the Number of Ballots Cast according to tabulator public counter
- Record Number of Voters According to Early Voting EPB
- Verify Public Counter on Tabulator is equal to the number on previous day's reconciliation summary, and previous day's status/interrupt report

Don't forget:

Challengers may be present and observe this process.

It is important to verify the number of voters reflected in the Early Voting EPB at the start of each day matches the number of ballots tabulated according to the public counter to attest that the chain of custody has not been broken or compromised from day to day of early voting.

Notes:

# Opening the Polls – Early Voting 2

Notes:

## Opening Reports on this Tab

Attach the following with a paperclip or staple (DO NOT USE TAPE)

Start of Day  
BOD  
Daily Report  
(If applicable)

Start of Day  
Tabulator  
Status/Interrupt  
Report

Start of Day  
VAT  
Daily Report  
(If applicable)

<b>1</b>	<b>Oath of Chairperson</b>	
<p>I Do Solemnly Swear (or affirm) that I will support the Constitution of the United States and the Constitution of this State, and that I will faithfully discharge the duties of the <b>Office of Board Chairperson</b> according to the best of my ability.</p>		
<p>_____ Signature of Chairperson</p>		<p>_____ Date</p>
<i>Taken, subscribed and sworn to before me on,</i>		
Signature →	<p>_____ Signature of Person Administering Oath</p>	<p>_____ Date</p>
<b>2</b>	<b>Election Inspectors' Preparation Certificate &amp; Oath</b>	
<p><b>Prior to Opening the Polls for Today, We Completed the Following:</b></p>		
<p><input type="checkbox"/> Administered the Oath of Office to all present</p>		
<p><input type="checkbox"/> Verified the serial &amp; seal numbers on the tabulator(s), VAT(s), and BOD(s) are the same as recorded on the Clerk's Preparation Certificate</p>		
<p><input checked="" type="checkbox"/> Number of <b>Ballots</b> Cast According to Tabulator Public Counter(s)</p>		<p>→ <input type="text"/></p>
<p><input checked="" type="checkbox"/> Number of <b>Voters</b> According to Early Voting EPB</p>		<p>→ <input type="text"/></p>
<p><input type="checkbox"/> Verified Public Counter on Tabulator is <b>EQUAL</b> to the Number Previous Day's Reconciliation. <i>If not equal, there must be an explanation in the "Remarks" section. Call Clerk if there is not a remark present</i></p>		
<p><input type="checkbox"/> Completed all preparation steps of the tabulator and voter assist terminal (VAT)</p>		
<p><input type="checkbox"/> Signed below certifying the above were completed</p>		
<p>I Do Solemnly Swear (or affirm) that I will support the Constitution of the United States and the Constitution of this State, and that I will faithfully discharge the duties of the <b>Office of Election Inspector</b> according to the best of my ability.</p>		
<b>3</b>	<b>Signatures of Persons Taking Oath &amp; Certifying Preparation Certificate</b>	
X	DEMOCRATIC INSPECTOR	X
X	REPUBLICAN INSPECTOR	X

# Opening the Polls - VAT

## **Starting the Voter Assist Terminal on election morning and each early voting day start:**

- Use the vendor specific instructions to start the VAT
- Inspect the VAT memory seal and compare to the VAT seal number recorded in the poll book
- Print a blank test ballot using the VAT to ensure the VAT and the printer are functioning correctly
- Label the blank test ballot “ELECTION DAY TEST BALLOT” and insert the ballot into the local clerk envelope (this ballot will not be tabulated)

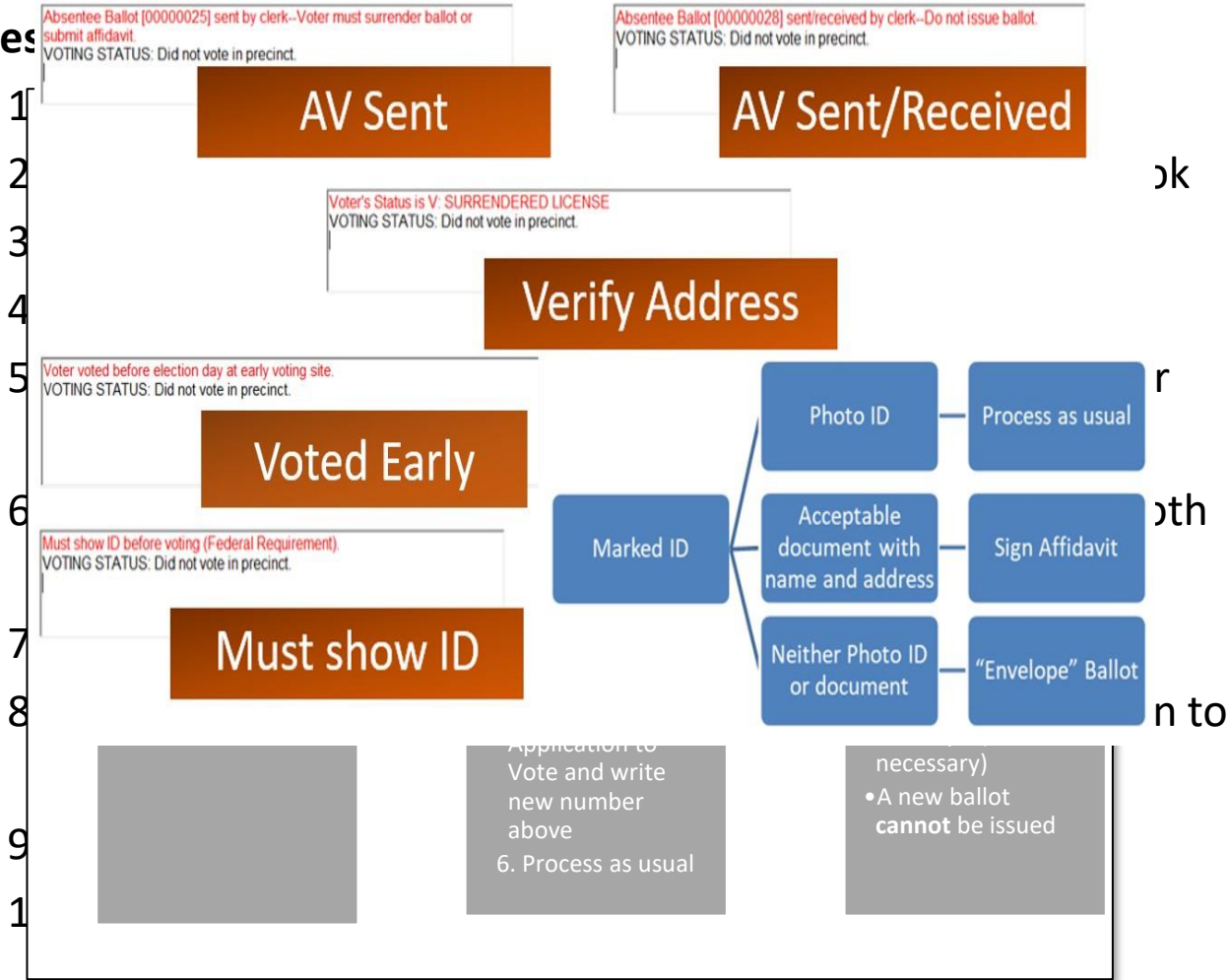
Don't forget:

Refer to vendor specific guidance for equipment setup

Notes:

# Processing Voters – Key Points

Process



Don't forget:

Status flags in the EPB may require a voter to take additional steps before being issued a ballot

Notes:



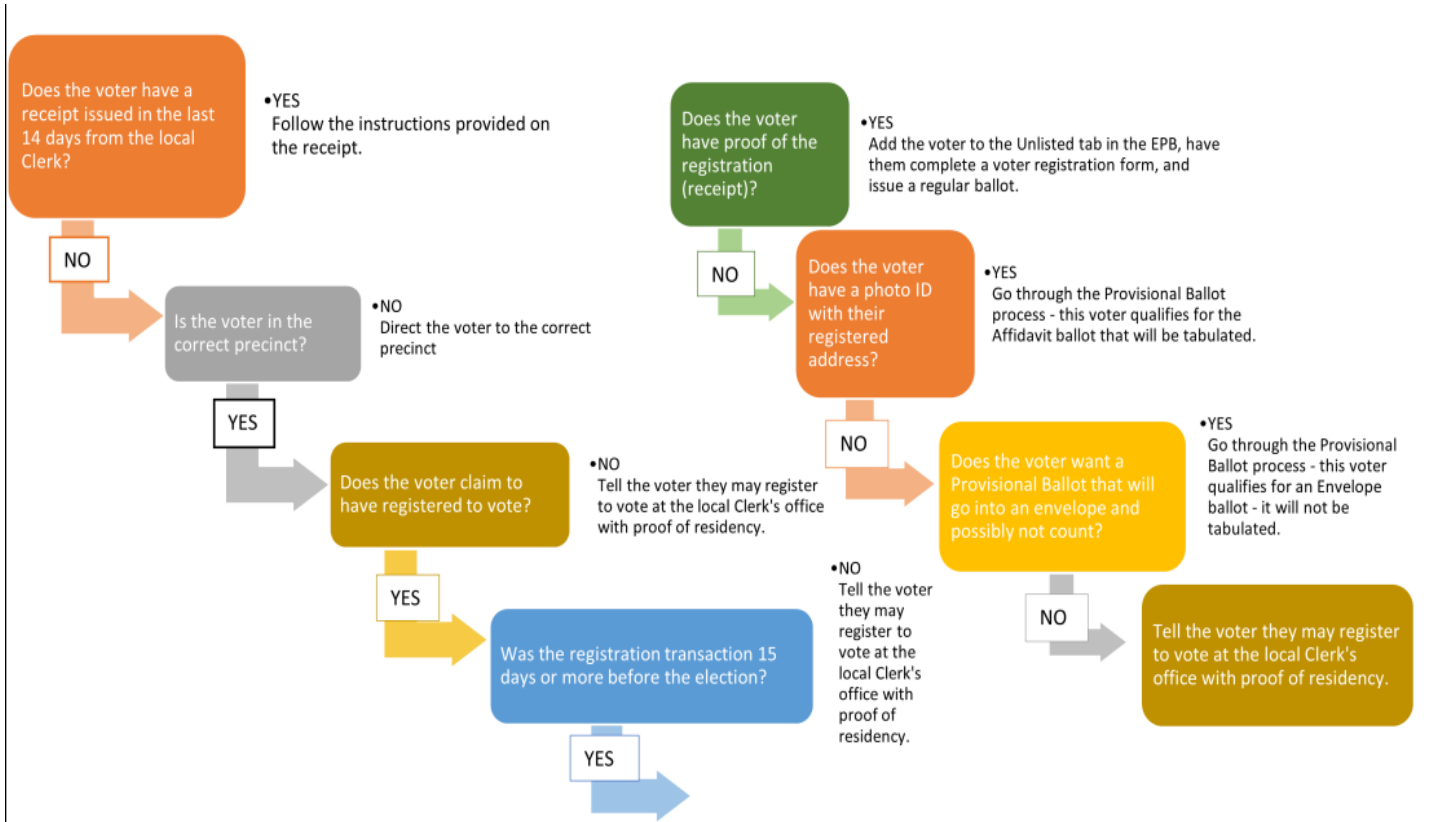
# Processing Voters – VIDEO



# Processing Voters – Missing Voter

## Voter not listed in ePollbook?

1. Check “Other” tab
2. Ask if registered under different name
3. Consult Flowchart for voter options



Don't forget:

If the voter indicates that they have not previously registered to vote or changed their address, they must be directed to the clerk's office.

If a voter claims to have already registered to vote, the Provisional ballot process is still available; utilize the Provisional Ballot form as guide.

Notes:



# Processing Voters – Provisional Ballots

If after com  
**Envelope B**  
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3. Ente
4. Whe
5. Give
6. Issue
7. Place

**election inspector review checklist**

**STOP** Review the information provided by the voter for completeness. Verify the voter:

- completed the affidavit & voter registration form on the back of this envelope
- is in the correct precinct or refuses to go to the correct precinct
- registered prior to the close of registration

Then answer these questions:

1. Did the local clerk confirm the voter is not registered in another precinct in the jurisdiction?  Yes  No
2. Did the voter provide an approved picture ID?  Yes  No  
If so, indicate the allowable type & enter the number or description:  
 MI driver's license or PID   
 Other federal, state, or tribal government issued picture ID  ID number or description  
 Student picture ID issued by a university, college, or high school
3. Did the voter confirm his or her address with the ID listed above in #2?  Yes  No  
If no, could the voter confirm his or her address with a current utility bill, bank statement, paycheck, or any other government document? Please describe:
4. Were all answers above Yes?  Yes  No

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Don't forget:

Envelope ballots are not tabulated and must be sent to the clerk at the end of the night

Notice must be provided to voter instructing them on steps to get their ballot counted

Notes:

# Processing Voters – Provisional Ballots

## Provisional Ballot

A Provisional Ballot is processed at the ePollbook and then at the 15<sup>th</sup> day and Election Day. The ballot is placed in the Provisional Ballot Envelope.

If after completing the Affidavit Ballot, the voter proceeds as follows:

1. Write the name of the voter being sure to include the last name.
2. Conceal the name of the voter.
3. Enter the name of the voter on the ballot.
4. Give the voter the Provisional Ballot Envelope.
5. Issue the Provisional Ballot Envelope to the voter.
6. Place the Provisional Ballot Envelope in the Provisional Ballot Envelope.

**election inspector review checklist**

**STOP** Review the information provided by the voter for completeness. Verify the voter:

- completed the affidavit & voter registration form on the back of this envelope
- is in the correct precinct or refuses to go to the correct precinct
- registered prior to the close of registration

Then answer these questions:

1. Did the local clerk confirm the voter is not registered in another precinct in the jurisdiction?  Yes  No

2. Did the voter provide an approved picture ID?  Yes  No  
If so, indicate the allowable type & enter the number or description:

- MI driver's license or PID
- Other federal, state, or tribal government issued picture ID
- Student picture ID issued by a university, college, or high school

3. Did the voter confirm his or her address with the ID listed above in #2?  Yes  No  
If no, could the voter confirm his or her address with a current utility bill, bank statement, paycheck, or any other government document? Please describe: \_\_\_\_\_

4. Were all answers above Yes?  Yes  No

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Don't forget:

Affidavit ballots are  
tabulated on election  
day

Notes:



# Processing Voters – AV Voters at EV Site and Election Day

If the voter **has not returned** their ballot, their voter details in EPB will indicate “*AV sent*”. Before issuing a precinct ballot, consider the following:

- **If the voter possesses their absent voter ballot:**
  1. The voter may wish to tabulate their AV ballot, direct them to complete an Application to Vote. Ask the voter to carefully expose their ballot number on the ballot stub. Verify ballot number against EPB. Once ballot is verified, provide the voter with secrecy sleeve and direct to a voting booth and onto tabulator.
  2. If the voter does not wish to tabulate their AV ballot or the ballot number cannot be verified, instruct the voter to surrender their absentee ballot. Write “surrendered” on the envelope. Store in local clerk envelope - do not process!
  3. Proceed to issue the voter a regular precinct ballot.

Don't forget:

Previously issued AV ballots that have not been returned to the clerk or surrendered in the precinct are rejected in the QVF to ensure that only a single ballot is tabulated for the voter.

Notes:

# Processing Voters – AV Voters at EV Site and Election Day

If  
a

Voter brings AV ballot to in-person voting site and wishes to tabulate AV ballot.

- Confirm AV ballot number in EV EPB/EPB, record on Application to Vote and in EV EPB/EPB.
- Ask voter to provide photo ID/sign Affidavit.
- Provide voter with in-person voting secrecy sleeve.
- Direct voter to voting booth and tabulator station.

Voter brings AV ballot to in-person voting site and wishes to surrender AV ballot.

- Voter surrenders AV ballot to election inspector.
- Issue voter an in-person ballot.
- Place surrendered AV ballot in local clerk envelope.

Voter never received AV ballot or AV ballot was lost or destroyed.

- Call clerk to confirm AV ballot was not returned. Clerk rejects AV ballot in QVF.
- Direct voter to complete Lost or Destroyed AV Affidavit
- Issue the voter an in-person ballot
- Put the Affidavit in the local clerk envelope

AV ballot received by clerk and voter changed their mind.

- No longer an option by the first day of mandatory early voting.
- Returned AV ballot is processed and tabulated.
- Voter may **not** be issued in-person ballot.

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# Processing Voters – Assisting Voters



# Processing Voters – Assisting Voters

## Voter Assist Terminal (VAT):

<p> <b>Physical Disabilities</b></p> <ol style="list-style-type: none"><li>1. Do not push a person's wheelchair, or grab the arm of someone walking with difficulty, without asking if you can be of assistance.</li><li>2. Personal space includes a person's wheelchair, crutches, or other mobility aid. Never move someone's crutches, walker, cane, or other mobility aid without permission.</li><li>3. When speaking with someone using a wheelchair for more than a few minutes, try to find a seat for yourself</li></ol>	<p>  <b>Assisting Senior Citizens &amp; Voters with Disabilities</b></p> <p> </p> <ol style="list-style-type: none"><li>1. State and federal law permits voters with disabilities to be accompanied and to receive assistance by another person in the voting booth.</li><li>2. Remember that all voters deserve courteous attention in exercising their right as citizens to vote.</li><li>3. Be considerate of the extra time it might take for a person with a disability or an elderly person to get things done.</li><li>4. Always ask if the person would like assistance, accept the idea that they may decline.</li><li>5. Speak directly to the person who has a disability rather than just to a companion who may be accompanying him or her.</li><li>6. A good habit is to act kindly and considerately towards everyone; do not make assumptions about what a person can or cannot do. You can't know someone's situation by just looking at them.</li><li>7. Provide a guiding device such as a ruler or a signature guide for signing forms.</li><li>8. Animals that assist people with disabilities must be admitted into the building. Never pet or otherwise distract a guide dog unless the owner has given permission.</li><li>9. Offer voters with canes or walkers a chair.</li></ol>	<p> <b>Cognitive Disabilities</b></p> <ol style="list-style-type: none"><li>1. Listen and pay attention to a person who has difficulty speaking.</li><li>2. Speak calmly, slowly, and directly to a person who may need you to repeat instructions due to short-term memory deficits. Try using different wording and allow time to be understood.</li><li>3. Provide information gradually. Some people may experience "sensory overload" and become disorientated or confused if there is too much to absorb at once.</li></ol>
<p> <b>Hearing Disabilities</b></p> <ol style="list-style-type: none"><li>1. Listen and pay attention to a person who has difficulty speaking.</li><li>2. Speak calmly, slowly, and directly to a person who is hard of hearing. Your facial expressions, gestures, and body movements will help in understanding. Don't shout or speak in the person's ear. Someone who needs you to speak louder, will ask. If full understanding is doubtful, try writing a note.</li><li>3. Pre-printed signs or a notepad should be available to assist communication with deaf or hard-of-hearing voters.</li></ol>	<p> <b>Visual Disabilities</b></p> <ol style="list-style-type: none"><li>1. Greet a person who is visually impaired by letting the person know who and where you are. If a new person approaches, introduce him or her.</li><li>2. When offering walking assistance, allow the person to take your arm and tell him or her if you are approaching steps or inclines or are turning right or left. Use dock cues ("the door is at two o'clock.")</li><li>3. Alert people who are blind or visually impaired to posted information.</li></ol>	

Don't forget:

Refer to flipchart for scripts in offering assistance

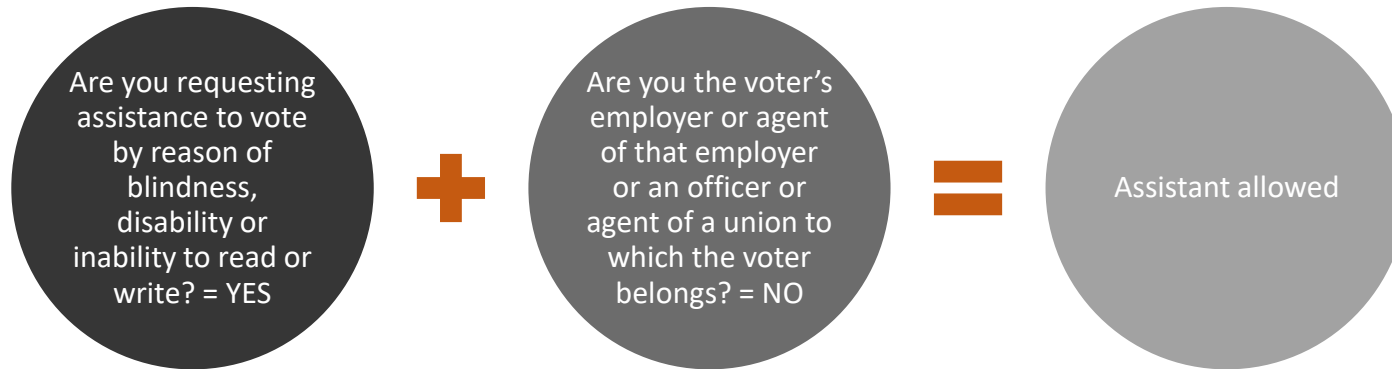
Record *Assisted Voter* in EPB Remarks unless voter utilizing VAT.

Notes:

# Processing Voters – Assisting Voters

## Any individual brought by voter to assist:

- **A voter may be assisted by a person of the voter's choice**, as long as the person rendering assistance does not represent the voter's employer labor union. If a voter wishes to receive voting assistance from another person:



Don't forget:

Language and physical assistance are examples of when a voter may wish to bring a person of their choosing to assist them.

Notes:



# Processing Voters – Maintaining Order

## Poll watchers

- Any person interested in observing voting process
- Restricted to Public Area
- May not approach voters
- May not be a candidate
- May look at the pollbook at the Chairperson's discretion
- Not required to be a registered voter

## Challengers

- Appointed by political parties; must carry credentials
- Two allowed per party, only one challenger per party has authority to challenge – must declare an authority change
- May challenge a voter's qualifications to vote
- May challenge election procedures
- May be expelled for being disorderly
- May be behind the voter processing tables
- Must be registered to vote in Michigan
- May view pollbook and election equipment

## Campaigners

- Prohibited within 100 ft. of any polling place entrance on Election Day
- Encouraging voters to vote for or against a candidate or issue
- Distributing campaign materials
- Soliciting petition signatures
- Requesting donations, selling tickets, etc.
- Wearing of campaign materials by voters

Don't forget:

Challengers are not authorized to approach voters or talk to them for any reason. All challenges must be directed to precinct inspectors.

Challengers who serve in an AV counting board must take and sign the oath.

Notes:

# Processing AV Ballots in Precinct-Key Points

## Election Inspector Duties:

- Signature verification between AV Application and AV Return Envelope—NO LONGER REQUIRED!! AV Applications will no longer be provided to precinct inspectors, as signature verification authority resides with the clerk.
- To track AV ballots processed in the precinct, use AV List of Voters report from QVF

AV LIST FOR LANSING CITY (46000)

COMBINED PRECINCT 01001				UOCAVA	ID	App	Ballot	Ballot	Res.
Voter #	Ballot #	Spoiled #	Surrender#	Status	CONF	Received	Sent	Returned	Ver.
1	00000000			NONE		08/17/2020	08/20/2020	09/01/2020	
2	00000000			NONE		08/20/2020			
3	00000000			NONE		10/21/2020			
<b>TOTALS:</b>						<b>Apps</b>	<b>Ballots</b>	<b>Ballots</b>	
<b>Voters</b>	<b>Ballots</b>	<b>Spoiled</b>	<b>Surrendered</b>		<b>Received</b>	<b>Sent</b>	<b>Returned</b>	<b>Rejected</b>	
3	0				3	0	1	0	

- Use no less than 2 election inspectors of differing political parties to open AV Return Envelopes, verify ballot number on stub with AV List
- Duplication of AV ballots processed in the precinct cannot occur until after 8 p.m. Ballots requiring duplication should be held in the auxiliary bin of the tabulator until that time.

Don't forget:

Important remarks while processing:  
Wrong election ballot,  
two ballots in one envelope, empty envelope/missing ballot

Secondary List of Voters spindle of Apps to Vote + AV List of Voters (reflecting returned AV ballots)

# Absent Voter Counting Boards – Key Points

## Absent Voter Counting Boards:

- AV Counting Board specific Pollbook required with oaths, ballot summary, remarks, etc.
- Challengers: each political party, each incorporated organization or organized committee of interested citizens may designate 1 challenger for every 8 election inspectors serving at the absent voter counting site. If there are 7 or fewer election inspectors serving at an absent voter counting place, each political party, and each incorporated organization or organized committee of interested citizens may designate 1 challenger.
- Specialized teams/training:
  - Duplication
  - Adjudication
  - Help Desk/Troubleshooting
- Important remarks while processing:
  - Wrong election ballot
  - Two ballots in one envelope
  - Empty envelope/missing ballot

Don't forget:

Ballots should be bundled by precinct within the container. Document what precincts are in each container using the container certificate.

Pre-processing AV ballots through tabulation may occur with an established AVCB up to 8 days prior to an election for jurisdictions larger than 5,000 and 1 day prior to Election Day for jurisdictions smaller than 5,000.

# Closing the Polls – Election Day

## **Closing the Polls Procedure Overview:**

- Announce the close of polls at 8 p.m., all eligible voters in line at the close of polls can still vote
- Check Auxiliary Bin for any ballots requiring duplication and duplicate ballots using two election inspectors of differing political parties
- Tabulate all remaining ballots; Close the Polls on the tabulator to print totals tapes
- Complete Ballot Summary and perform final ePollbook backup
- Save and print all ePollbook reports
- Complete Election Inspectors' Completion Certificate & Statement of Votes
- Secure final Statement of Votes records in appropriate envelopes
- Seal approved ballot & transfer containers

Don't forget:

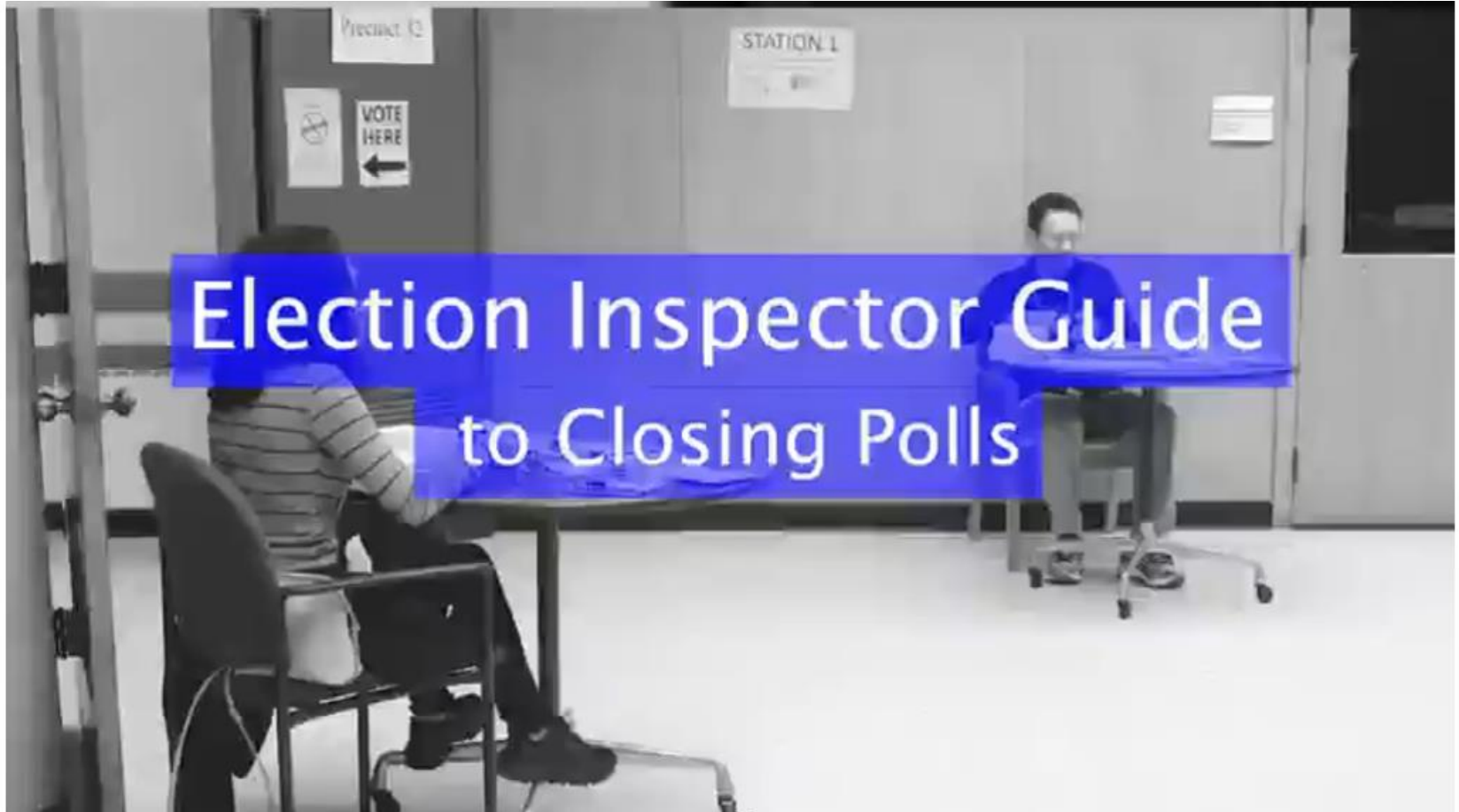
Doors to the precinct remain unlocked through the process

Challengers may remain in the processing area for closing procedures.

Candidates and members of the public may observe the closing procedures from the public area.

Notes:

# Closing the Polls – Video



[Closing the Polls Video Downloadable from eLearning Here](#)

# Closing the Polls – Final Paperwork

QVF Electronic Pollbook

File Edit View Reports Sys Admin Help

Election: 11/05/2019 - NOVEMBER CONSOLIDATED - BOHEMIA TOWNSHIP      Precinct: 00001

### Voter Search

DLN / Name:  Search

This Precinct  Other  Unlisted

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

	Voter Name	DOB
REG	ALLEN, LINDA ARLENE	09/10/1941
? REG	BRADFORD, JOHNATHON MICHAEL	03/18/1943
? REG	BURRESS, JASON ARVID	12/01/1945
	BUSHELLE, PEGGY SUE	12/01/1978
	BUSHNELL, PAUL MICHAEL	04/09/1991
? REG	DAVIS, CARRIE ANN	10/05/1965
? REG	ELLIOTT, LUCAS DOMONIQUE	10/05/1950
? REG	FRANKLIN, KELLY MICHELLE	06/07/1978
? REG	HANSON, GEORGE DAVID	04/01/1934
? REG	HURD, WILLIAM ROBERT	12/08/1943
	IVERSON, ANN MARIE	06/09/1964
	JENKINS, CARLENE CARYS	03/06/1968
	KENYON, SHARI ANNETTE	08/23/1964
? REG	LACEY, HEATHER ROSE	06/08/1932
? REG	LELAND, RALEIGH GRANT	10/08/1958
? REG	LOCKWOOD, GARY OWEN	11/08/1942
? REG	MCQVF, AGATHA CHRISTIE	08/17/1955
	MCQVF, ANDERSON JAMES	08/07/1981
? REG	MCQVF, BARBARA ANN	03/12/1964
? REG	MCQVF, BENJAMIN LEVI	07/24/1981
	MCQVF, C CAMPBELL	06/03/1980
? REG	MCQVF, CACHE CORINA	07/14/1980
	MCQVF, CADIE CONRAD	07/03/1980
	MCQVF, CAIRENA CALL	07/12/1980
REG	MCQVF, CAITLIN CHAD	06/18/1980
	MCQVF, CAITLYN CARLOS	06/22/1980
	MCQVF, CALEB CECIL	08/01/1980
? REG	MCQVF, CALEY CHEHATA	08/18/1980
	MCQVF, CALVIN CLAUDE	04/23/1980
	MCQVF, CAMERON COVEN	04/27/1980
? REG	MCQVF, CANDACE CLARENCE	04/29/1980
	MCQVF, CANDICE CLARA	06/06/1980
REG	MCQVF, CAPRI CASIMER	07/05/1980
? REG	MCQVF, CAREAL CASCIANI	07/01/1980

1693 matching voters

### Voter Details

Name: MCQVF, CAPRI CASIMER      DOB: 07/05/1980

Address: 25846 DISHNEAU RD      Precinct: 00001  
MASS CITY MI 49948

Gender: F                  Reg.Date: 02/25/2018

Ballot Style: 1

Eff. Rg.Date: 03/27/2018

Polling Location: ROUSSEAU TOWN HALL  
572 ROUSSEAU RD  
MASS CITY MI 49948     

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

**Lock this voter record**

If you do not LOCK this voter, then you cannot perform any actions for this voter, and no changes will be recorded for this voter.

Regular ballot [00000009] issued at the precinct.  
VOTING STATUS: Voted in precinct using a Regular ballot.

### List of Voters

#	Assigned To	Ballot
1	BRADFORD, JOHNATHON...	00000004
		00000006
2	ALLEN, LINDA ARLENE	00000005
3	MCQVF, JOEL	00000007
4	MCQVF, CAITLIN CHAD	00000008
5	MCQVF, CAPRI CASIMER	00000009
6		

Total = 5

Admin

Type here to search

3:18 PM 6/3/2021

# Closing the Polls – Envelopes

## “TO COUNTY CLERK”:

- Pollbook with statement of votes and totals tape

## “TO COUNTY BOARD OF CANVASSERS”:

- Statement of Votes (copy) with totals tape attached

## “TO LOCAL CLERK”:

- Statement of Votes (copy) with zero tape and totals tape attached
- Applications to Vote
- Blank test VAT ballot
- Any surrendered absentee ballots

## “LOCAL CLERK ABSENTEE”:

- AV applications
- AV envelopes
- AV list of voters

## “PROV BALLOT STORAGE” (if applicable)

Don't forget:

Envelopes provide checklist of documents to be included

Statement of Votes pieces: Election Inspector Completion Certificate w/signatures, Seal Verification, Write-in Statement of Votes, Totals Tape

Envelopes must be sealed with paper seal

Envelopes may be organized at Receiving Board

# Closing the Polls – Envelopes



[Closing the Polls Video Downloadable from eLearning Here](#)



# Closing the Polls – Containers

## **Secure Approved Ballot Containers:**

The ballot container should be sealed with specific items inside:

- All voted ballots (including VAT)
- All unused ballots
- “SPOILED BALLOT” envelope
- “ORIGINAL” ballot envelope

Note: If in an AVCB, ballots should be separated and bundled by precinct with documentation of which precincts are secured in each container

## **Secure Approved Transfer Containers:**

The transfer container should be sealed with specific items inside:

- Tabulator memory device/s
- VAT memory device
- ePollbook flash drive (if directed)

Don't forget:

Provisional Ballot Envelope is sent to the local clerk.

ePollbook flash drive in envelope w/red paper seal to Local Clerk or transfer container as directed

Ballot container and transfer container seals must be recorded in the pollbook

Notes:

# Closing the Polls – Containers



[Closing the Polls Video Downloadable from eLearning Here](#)

# Closing the Polls – Early Voting

## **Closing the Polls Procedure Overview:**

- Announce the close of polls at close of early voting hours for the day; all eligible voters in line at the close of polls can still vote
- Check Auxiliary Bin for any ballots requiring duplication and duplicate ballots using two election inspectors of differing political parties
- Tabulate all remaining ballots; Execute End of Day Tabulator Status/Interrupt Reports on the tabulator
- Complete Daily Reconciliation Summary
- Print EV ePollbook reports
- Complete Seal Verification/Chain of Custody documentation; signed by all election inspectors present at close
- Seal approved ballot containers

Don't forget:

Doors to the early vote site remain unlocked through the process

Challengers may remain in the processing area for closing procedures.

Candidates and members of the public may observe the closing procedures from the public area.

Notes:

# Closing the Polls—Early Voting 1

## Ballot Reconciliation Summary

EV Name or Number	Day #	Date: / /	
<b>1</b> Daily Reconciliation			
<b>End of Day Reports on this Sheet</b> <i>Attach the following with a paperclip or staple (DO NOT USE TAPE)</i>			
	<b>End of Day BOD Daily Report (If applicable)</b>	<b>End of Day Tabulator Status/Interrupt Report</b>	<b>End of Day VAT Daily Report (If applicable)</b>
Equipment Type	Seal No.		
<b>3</b> DEMOCRATIC INSPECTOR Who verified OR sealed      REPUBLICAN INSPECTOR Who verified OR sealed Signatures of ALL Remaining Inspectors Present During Daily Reconciliation			

Don't forget:

Emphasis on balancing at close of Early Voting Day is Number of Ballots Cast According to Tabulator Public Counter vs. Number Voters According to List of Voters in Early Voting EPB and Number of Provisional Ballots issued but **not** tabulated

Notes:

# Closing the Polls – Early Voting 1

## **Securing Ballots and Physical Pollbooks and Supplies:**

At the conclusion of each day of early voting, the approved ballot container should be sealed with specific items inside:

- All voted ballots (including VAT)
- “SPOILED BALLOT” envelope
- “ORIGINAL” ballot envelope

Note: Any unvoted ballot stock along with physical pollbook may be placed in a box under red paper seal and secured in the locked early voting site/supply closet

**Option 1:** Separate approved ballot container for each day of early voting. Seal number recorded in pollbook

**Option 2:** Single approved ballot container used throughout early voting. Seal number recorded in pollbook each night, verify previous day’s seal, seal is dropped into container, new seal affixed and recorded in pollbook, voted ballots should be sorted by day

Don’t forget:

Provisional Ballot Envelope is sent to the local clerk.

Ballot seals must be recorded in the pollbook each night

Notes:

# Closing the Polls – Early Voting Final

<b>1</b>	<b>Final Reconciliation &amp; Ballot Summary</b> <i>(Closing of EV poll and producing results of election is not permitted until <u>after</u> 8:00 PM Election Night)</i>
	Number of <b>Ballots Cast</b> According to Tabulator Public Counter(s)
	Number of <b>Provisional Ballots Issued but NOT Tabulated</b>
	Number of <b>Ballots</b> Issued to <b>Ballot</b> voters
	Do the <b>Ballot</b> voters
	If pr of t "Re
<b>2</b>	<b>EV Close Reports on this Side</b> <i>Attach the following with a paperclip or staple (DO NOT USE TAPE)</i>
	<input type="checkbox"/> <b>End of Day BOD Daily Report(s)</b> (If applicable)
	<input type="checkbox"/> <b>Close of Poll Tabulator Results Report(s)</b>
	<input type="checkbox"/> <b>End of Day VAT Daily Report(s)</b> (If applicable)
	<input type="checkbox"/> Attached a <b>signed tabulator result tape</b> to the EV Poll Book
	<input type="checkbox"/> Included at least 2 additional <b>signed tabulator result tapes</b>

Notes:

Write-In Accumulation completed on final day using totals tapes with images attached to write-in statement of votes  
OR

write-in statement of votes is completed by Early Voting Closing Inspectors following review of ballots containing write-in votes. If this option is required (no images on totals tape), election inspectors at close of each day may be directed to bundle ballots containing write-in votes separately.

# Receiving Boards – Key Points

## Receiving Board Priorities:

- Verify the pollbook & statement of votes are not sealed in the ballot bag
- Confirm container was properly sealed
- Confirm seal number was properly recorded
- Number of voters in pollbook equals number of ballots tabulated

## Receiving Board Structure:

- Minimum two members (Democrat and Republican)
- Appointed by Election Commission
- Must take Oath

## Correcting Mistakes:

- Election inspectors should make corrections at the direction of the receiving board
- Document corrections in the pollbook remarks

Don't forget:

Purpose of receiving boards is to double check precinct records and ensure recountability

If using election day election inspectors as receiving board members, additional receiving board specific guidance should be provided

Notes:

# Training Resources

The Bureau has organized resources to be utilized in election inspector training:

- [Playlist within eLearning](#) for training inspectors:
  - This presentation
  - Election Inspector Training PowerPoint
  - [EPB Video Download Packet](#)
  - [AV Voters in the Precinct Guide](#)
  - [Training Points Booklet](#)
  - [Election Inspector Procedural Manual \(Flipchart\)](#)
  - [Opening the Polls Video](#)
  - [Processing Voters Video](#)
  - [Closing the Polls Video](#)
    - [Ballot Container Video](#)
    - [Envelopes Video](#)
  - [Processing AV Ballots in Precinct](#)
  - [Processing AVs in an AVCB Video](#)
  - [Duplicating Ballots Video](#)

Notes:



# Questions?



Don't forget:

- Procedural, EPB, Training and eLearning Questions for election administrators:  
[EASupport@michigan.gov](mailto:EASupport@michigan.gov)
- General Questions from voters:  
[elections@michigan.gov](mailto:elections@michigan.gov)

Notes:

# Appendix 1 – Returned/Spoiled/Exposed Ballots



## Tabulator Rejected Ballots

- Ballot returned by the tabulator – refer to screen for return reason
- Maintain ballot secrecy
- Read appropriate script to the voter
- Allow voter to correct or accept their error



## Spoiled Ballots

- Ballots marked in error
- Procedure:
  1. Write SPOILED on ballot and remove stub
  2. Place ballot in spoiled envelope
  3. Spoil old ballot in ePollbook
  4. Issue new ballot in ePollbook
  5. Draw line through old ballot number on Application to Vote and write new number above
  6. Process as usual



## Abandoned/Exposed Ballots

- Ballot abandoned by voter or deliberately shown to another person (exception for minor children)
- Must not be tabulated
- Write REJECTED FOR EXPOSURE on ballot
- Reject ballot in ePollbook and provide clear remark on Remarks Page
- Place ballot in a rejected ballot envelope (create as necessary)
- A new ballot **cannot** be issued

# Appendix 2 – Status Flags

## Status Flags

- A red question mark **?** by voter's name in ePollbook
- Follow up as needed with the voter
- Obtain necessary information from the voter before issuing a ballot

Absentee Ballot [00000025] sent by clerk--Voter must surrender ballot or submit affidavit.  
VOTING STATUS: Did not vote in precinct.

**AV Sent**

Absentee Ballot [00000028] sent/received by clerk--Do not issue ballot.  
VOTING STATUS: Did not vote in precinct.

**AV Sent/Received**

Voter's Status is V: SURRENDERED LICENSE  
VOTING STATUS: Did not vote in precinct.

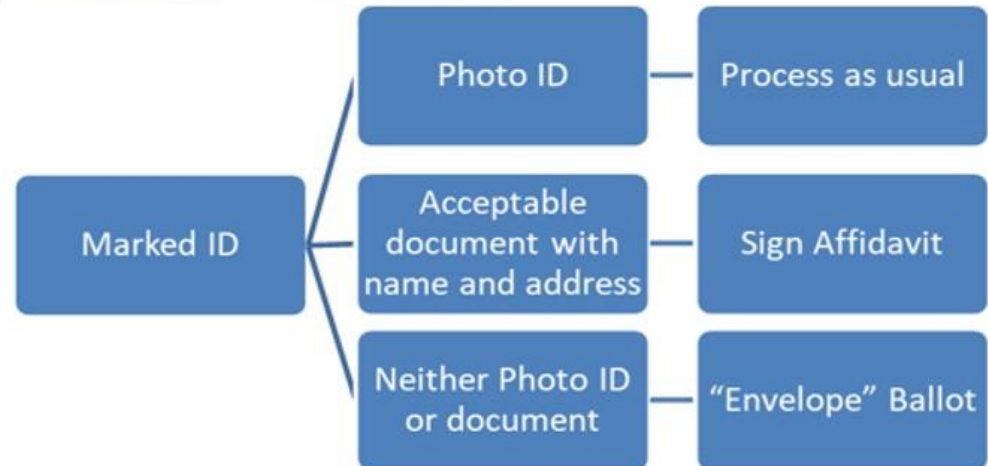
**Verify Address**

Voter voted before election day at early voting site.  
VOTING STATUS: Did not vote in precinct.

**Voted Early**

Must show ID before voting (Federal Requirement).  
VOTING STATUS: Did not vote in precinct.

**Must show ID**



# Appendix 3 – Regular Ballot Receipt

## Clerk's Office Voter Registration Receipt

CHRIS SWOPE - LANSING CITY CLERK  
LANSING CITY  
CITY CLERK'S OFFICE  
114 W. MICHIGAN AVE., 9TH FLOOR  
LANSING MI 48933

Registration approved by: \_\_\_\_\_

ELECTION: 4/22/2022

The following voter was registered to vote on 6/12/2006 and should be issued a **REGULAR** ballot:

MARSHA STACHWICK MACHOLZ  
2028 WEBSTER ST  
LANSING MI 48911

PRECINCT 03026  
ALFREDA SCHMIDT SOUTHSIDE COMM CTR  
5825 WISE ROAD  
LANSING

### Note to election inspector:

The voter listed on this receipt registered to vote with the local clerk today or within the last 14 days

- Have the voter sign and detach the Application to Vote below.
- If the voter is not found in the ePollbook, you must add them to the Unlisted Tab.
- Be sure to enter the voter's information, check the "voter receipt" box, and swipe the driver's license, if provided.

Issuing the voter a Regular ballot with the ballot style noted below.

Retain this receipt in the local clerk envelope.

### Application to Vote

03026

4/22/2022

Ballot Style: 1828 \_\_\_\_\_

Ballot No: \_\_\_\_\_

Voter No: \_\_\_\_\_

Inspector Initials: \_\_\_\_\_

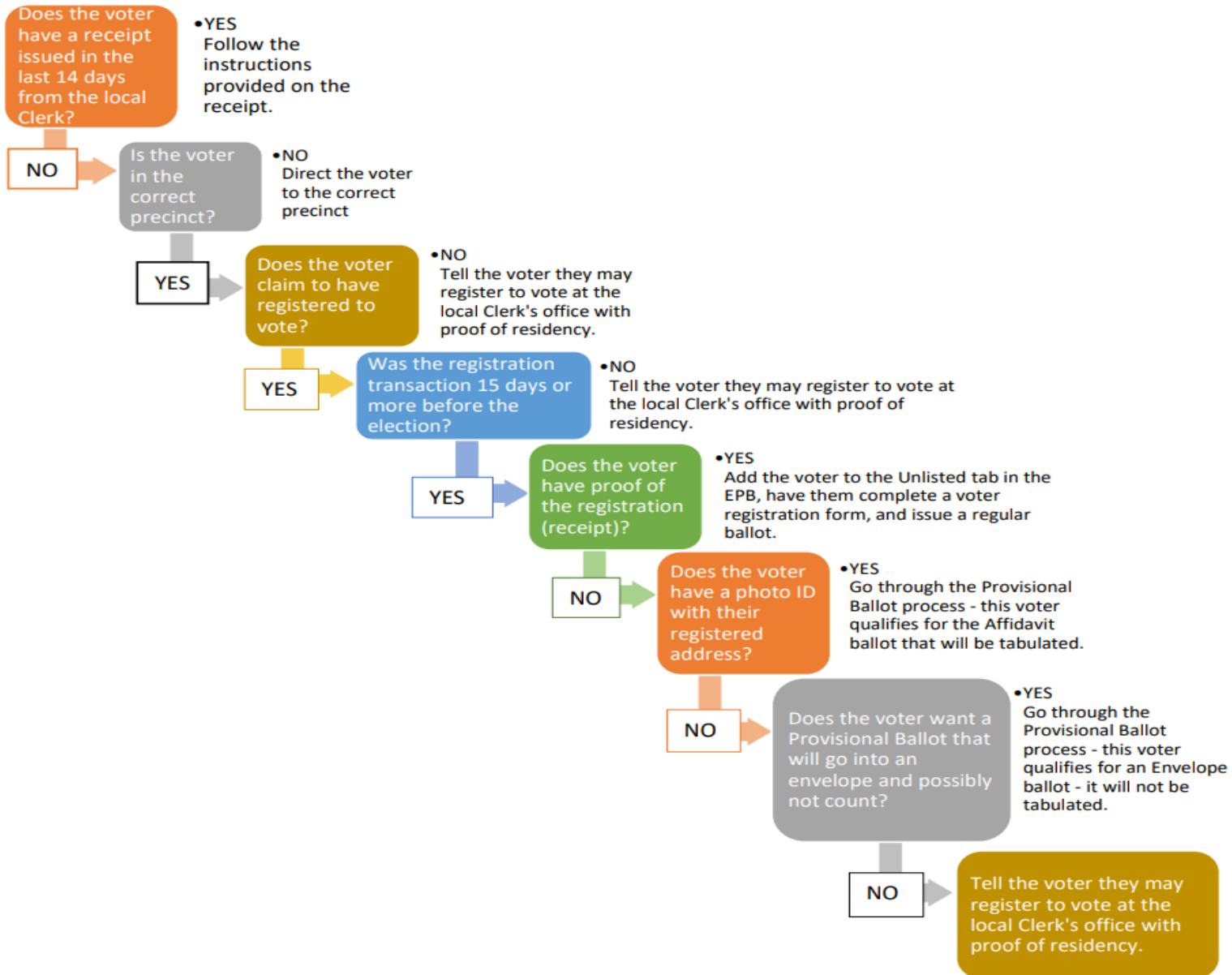
I certify that I am a United States citizen and a registered and qualified elector in this precinct and hereby make application to vote at this election



MARSHA STACHWICK MACHOLZ, 2028 WEBSTER ST LANSING MI 48911, 9/6/1948

Election Inspector: Have voter sign and place with other Applications to Vote.

# Appendix 4 – Missing Voter Flowchart



# Appendix 5 – AV Voter in the Precinct

Voter brings AV ballot to in-person voting site and wishes to tabulate AV ballot.

- Confirm AV ballot number in EV EPB/EPB, record on Application to Vote and in EV EPB/EPB.
- Ask voter to provide photo ID/sign Affidavit.
- Provide voter with in-person voting secrecy sleeve.
- Direct voter to voting booth and tabulator station.

Voter brings AV ballot to in-person voting site and wishes to surrender AV ballot.

- Voter surrenders AV ballot to election inspector.
- Issue voter an in-person ballot.
- Place surrendered AV ballot in local clerk envelope.

Voter never received AV ballot or AV ballot was lost or destroyed.

- Call clerk to confirm AV ballot was not returned. Clerk rejects AV ballot in QVF.
- Direct voter to complete Lost or Destroyed AV Affidavit
- Issue the voter an in-person ballot
- Put the Affidavit in the local clerk envelope

AV ballot received by clerk and voter changed their mind.

- No longer an option by the first day of mandatory early voting.
- Returned AV ballot is processed and tabulated.
- Voter may **not** be issued in-person ballot.

# Appendix 6 – Assisting Voters



## Physical Disabilities

1. Do not push a person's wheelchair, or grab the arm of someone walking with difficulty, without asking if you can be of assistance.
2. Personal space includes a person's wheelchair, crutches, or other mobility aid. Never move someone's crutches, walker, cane, or other mobility aid without permission.
3. When speaking with someone using a wheelchair for more than a few minutes, try to find a seat for yourself



## Hearing Disabilities

1. Listen and pay attention to a person who has difficulty speaking.
2. Speak calmly, slowly, and directly to a person who is hard of hearing. Your facial expressions, gestures, and body movements will help in understanding. Don't shout or speak in the person's ear. Someone who needs you to speak louder, will ask. If full understanding is doubtful, try writing a note.
3. Pre-printed signs or a notepad should be available to assist communication with deaf or hard-of-hearing voters.



## Assisting Senior Citizens & Voters with Disabilities

1. State and federal law permits voters with disabilities to be accompanied and to receive assistance by another person in the voting booth.
2. Remember that all voters deserve courteous attention in exercising their right as citizens to vote.
3. Be considerate of the extra time it might take for a person with a disability or an elderly person to get things done.
4. Always ask if the person would like assistance, accept the idea that they may decline.
5. Speak directly to the person who has a disability rather than just to a companion who may be accompanying him or her.
6. A good habit is to act kindly and considerately towards everyone; do not make assumptions about what a person can or cannot do. You can't know someone's situation by just looking at them.
7. Provide a guiding device such as a ruler or a signature guide for signing forms.
8. Animals that assist people with disabilities must be admitted into the building. Never pet or otherwise distract a guide dog unless the owner has given permission.
9. Offer voters with canes or walkers a chair.



## Cognitive Disabilities

1. Listen and pay attention to a person who has difficulty speaking.
2. Speak calmly, slowly, and directly to a person who may need you to repeat instructions due to short-term memory deficits. Try using different wording and allow time to be understood.
3. Provide information gradually. Some people may experience "sensory overload" and become disorientated or confused if there is too much to absorb at once.



## Visual Disabilities

1. Greet a person who is visually impaired by letting the person know who and where you are. If a new person approaches, introduce him or her.
2. When offering walking assistance, allow the person to take your arm and tell him or her if you are approaching steps or inclines or are turning right or left. Use clock cues ("the door is at two o'clock.")
3. Alert people who are blind or visually impaired to posted information.