

Poll Inspector Manual



Ottawa County

Clerk | Register of Deeds

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Revised: July 2024

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Introduction

Everyone who owns a copy of this manual has taken on a tremendously laudable responsibility. Whether you are a clerk, a precinct chairperson, or a poll inspector, you have sworn to uphold the integrity of our election process. In many ways, there is no task more important to our republic than the job you all perform during Early Voting and on Election Day.

On Election Day most of our precinct workers report for duty at six in the morning, and they typically work fourteen (or more) hours. The day can be long and stressful, and it can be easy to forget proper procedures in the heat of the moment. Unfortunately, we never know how a quick decision may affect a voter. In some instances, a voter's right to cast a ballot may be, unintentionally, jeopardized by the actions of a poll inspector.

This manual is intended to help you in the performance of your duties as an election official. The units are separated by time of day, so that you can quickly determine where a certain procedure is located. The Appendices contains useful checklists, referred to in the chapters, to help you perform standard procedures.

Thank you for everything you do for the citizens of Ottawa County!

Common Election Terms and Phrases

- **Absentee Voting** – Also known as “voting by mail” or “voting at home,” voters who receive an absentee ballot are issued a ballot in the mail, and may return their ballots to their local clerk’s offices by mail or in person until 8pm on Election Day.
- **AV** – Absentee Voter
- **AVCB** – Absentee Voter Counting Board
- **AVR (Automatic Voter Registration)** – All Michigan citizens who meet the requirements to become a registered voter will be registered to vote if they conduct certain business at a Secretary of State branch office, unless they specifically decline to register to vote.
- **BOD/POD** – Ballot-on-Demand/Print-on-Demand, this machine is a ballot printing device used in vote centers during Early Voting to limit the number of physical ballots needed on-site.
- **Early Voting** – The period of time before Election Day when voters can cast their ballot (9 days in Ottawa County), votes are not tabulated until Election Night at 8pm.
- **Poll inspectors** - All people who are working during an election are considered “poll inspectors.” This includes precinct workers, precinct chairs, receiving board members, and any other staff member who is working at the polls on Election Day.
- **EPB** – Electronic Poll Book (Paper copy serves as a back-up)
- **Rejected Ballot** – A ballot that has been discarded and not replaced.
- **Remarks Section** – The Remarks Section is a portion of the E-Poll Book that should be used to record any voting-related issues throughout the day.
- **Same Day Registration** – Voters may register to vote in person, at their local clerk’s office, between 14 days before the election and 8pm on Election Day.
- **Scan** – This machine tabulates all voted ballots. Sometimes referred to as ‘tabulator’.
- **Spoiled Ballot** – A ballot that has been damaged or mismarked. A new ballot always replaces a spoiled ballot.
- **Touch Writer** – This machine is a ballot marking device for voters with disabilities. The Touch Writer is connected to a printer, and this device prints a full ballot. Any ballot that is marked on this device must also be run through **Scan** to be counted.
 - **Voter Assist Terminal (VAT)** – This is the term used by the state for all ADA compliant devices. Ottawa County’s version of the **VAT** is the **Touch Writer**.
- **vDrive** – USB stick that stores all election and ballot data. There are two vDrives in each precinct, one in the **Scan** and one in the **Touch Writer**.
- **Write-ins** – Votes for candidates where voters write the name of the candidate in the space provided on the ballot.

Unit 1 – Before the Polls Open

Oath of Office

Poll Inspectors must arrive at the polls at the time designated by your Clerk. This is usually 6 AM. Once you arrive at your scheduled polling location, you must take the **Oath of Office** (usually administered by the Chair) and sign the front cover of the poll book stating that you have taken the oath.

The Oath of Office states:

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 Poll inspector at the Election as indicated on the front cover of this Poll Book, according to the best of my ability.

Once everyone has signed the poll book, you may begin setting up the precinct.

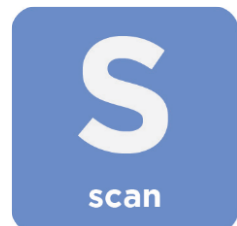
Be sure to **verify the number of ballots** delivered to the precinct. Maintaining an accurate record of your ballots is one of the most essential functions of poll inspectors.

The **Precinct Kit** contains important materials for the election.

Supplies

Each precinct will have supplies delivered to the precinct. A typical precinct will require the following materials:

- Ballots
- Ballot Box
- Ballot Container
- **Scan**
- **Touch Writer**
- **POD – Print-on-Demand (early voting only)**
- Printer
- Voting Booths
- Dividers
- E-Poll Book Laptop
- Precinct Kit
- American Flag (must be displayed inside the precinct or outside of the building)
- Any additional materials provided by your local clerk



Checking Seal and Serial Numbers

The Scan and Touch Writer are both tested prior to the election by Ottawa County staff. As part of the public accuracy test, the USB stick (a.k.a. vDrive) is sealed into a compartment on each of these devices. Prior to opening the polls, it is important to verify two things:

- The correct devices have been delivered to the proper precinct.
- These devices have not been tampered with prior to the election.

In order to verify this information, we must check the seals and serial numbers listed on each device. The correct numbers are pre-written in the poll book (the full front page of the poll book is listed in Appendix G):

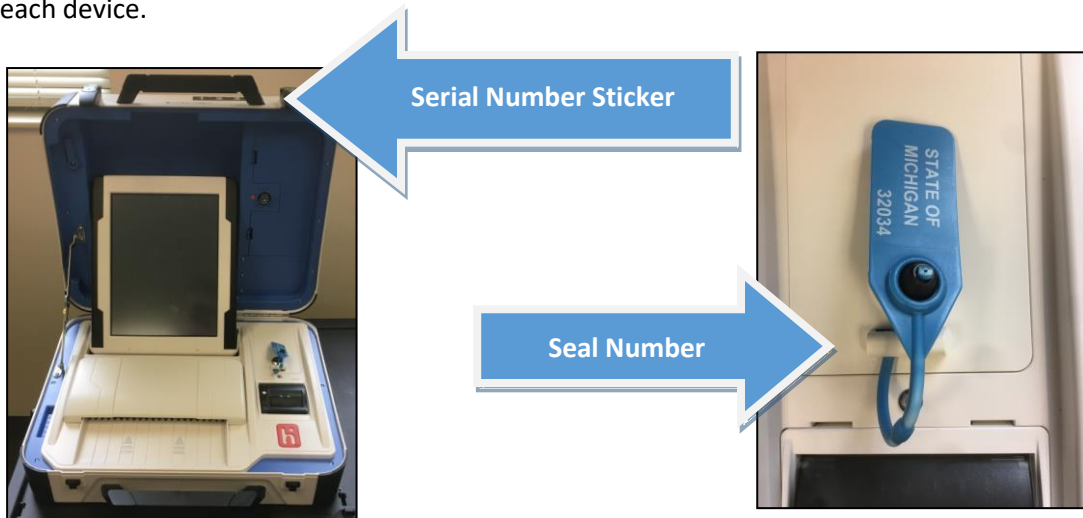
CLERK'S PREPARATION CERTIFICATE FOR TABULATOR AND VOTER ASSIST TERMINAL (VAT)		
<input type="text"/>	<input type="text"/>	<input type="text"/>
Tabulator Serial No.	Voter Assist Terminal Serial No.	Voter Assist Terminal Seal No.
<input type="text"/>	I certify that the precinct tabulator and voter assist terminal have been properly prepared and tested for this 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.	<input type="text"/>	
<input type="text"/>	<input type="text"/>	
Tabulator Seal No.	<input type="text"/>	<input type="text"/>
	X Signature of Clerk or Authorized Assistant	Date

These numbers are then compared to the numbers listed on the Scan and Touch Writer. The serial number is located on a sticker on each device, just below the handle.

Note: All Scan units have a serial number beginning with S, and all Touch Writers have a number beginning with W.



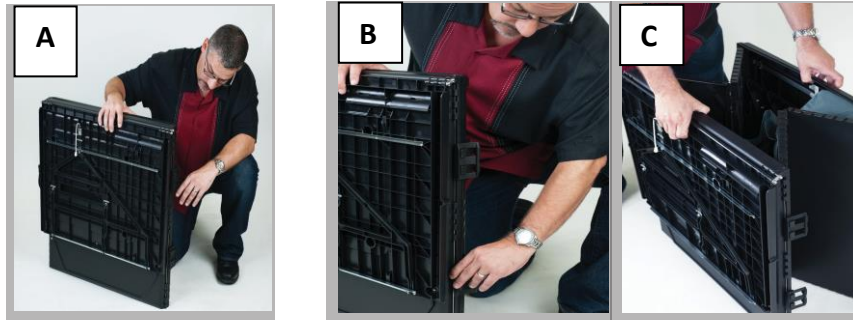
The seal number can be found on the **blue** plastic seal, located on the USB stick door on each device.



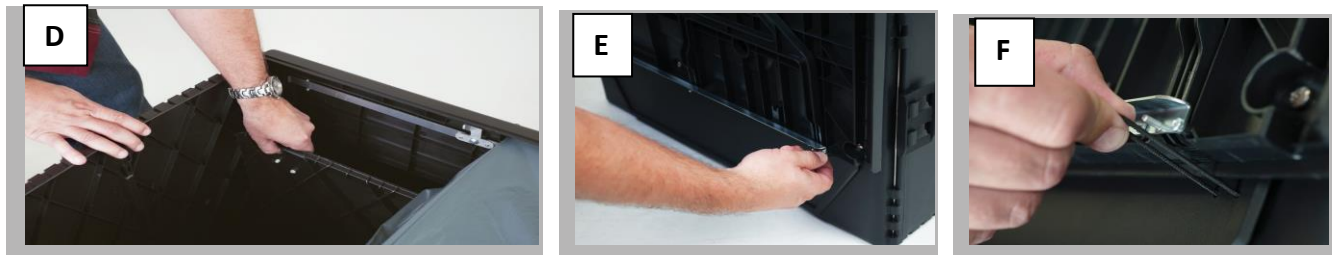
Equipment Setup

Setting Up the Ballot Box

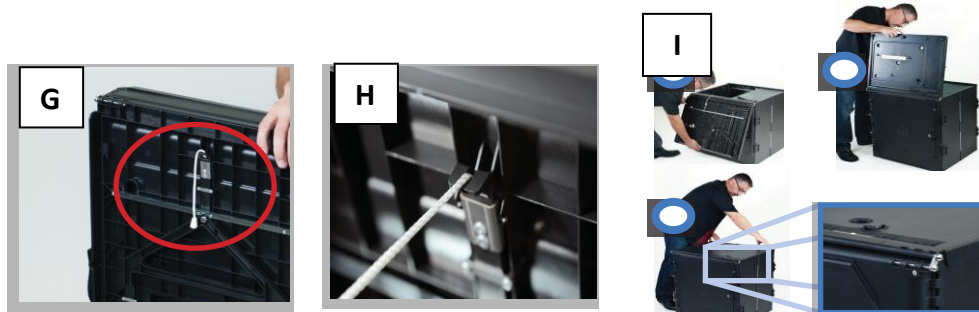
1. Position the folded ballot box as shown. **(A)** Unlatch the four clips **(B)** (two on each side)
2. Pull open the ballot box **(C)**
3. Press the side panels outward until they are flat, being careful not to pinch your hands or fingers



4. Lower the bottom panel but do not press down **(D)**
5. Release the lid by unhooking the three bungee cords looped around the small metal pegs **(E/F)**.

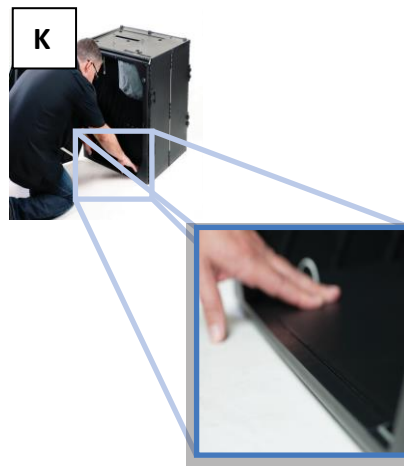


6. Ensure that the string (on the underside of the lid) is in the unlocked position. The string should be pulled forward. **(G/H)**.
7. Lift the lid while gently pulling upward and outward, ensuring that the double hinge is fully extended. Lay the lid across the top of the ballot box and press down. Do not force. **(I)**.



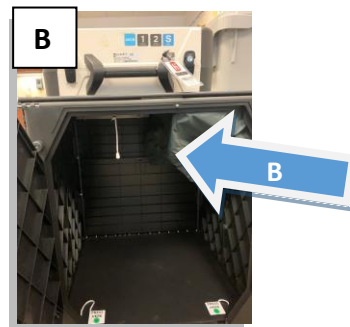
8. Unlock the front door with the ballot box key **(J)**.

9. Press firmly on the bottom panel to lock it in place (K).

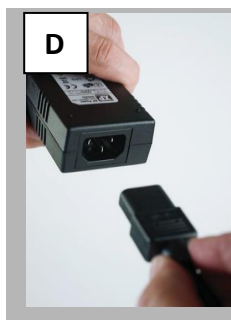


Setting Up the Scan

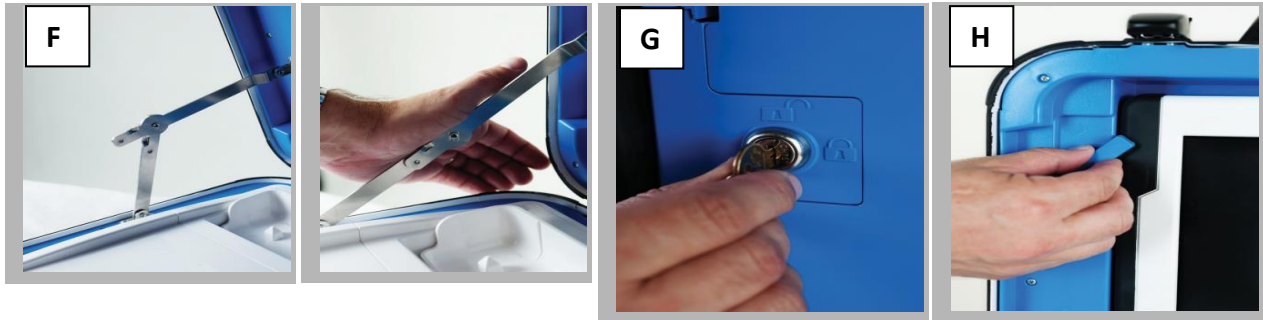
1. Set Scan on top of the ballot box, aligning the footpads with the indentations (A)
2. Reach inside the ballot box and push the latch away from you to lock the lid and Scan in place (B).
3. Close and lock the front ballot box door.



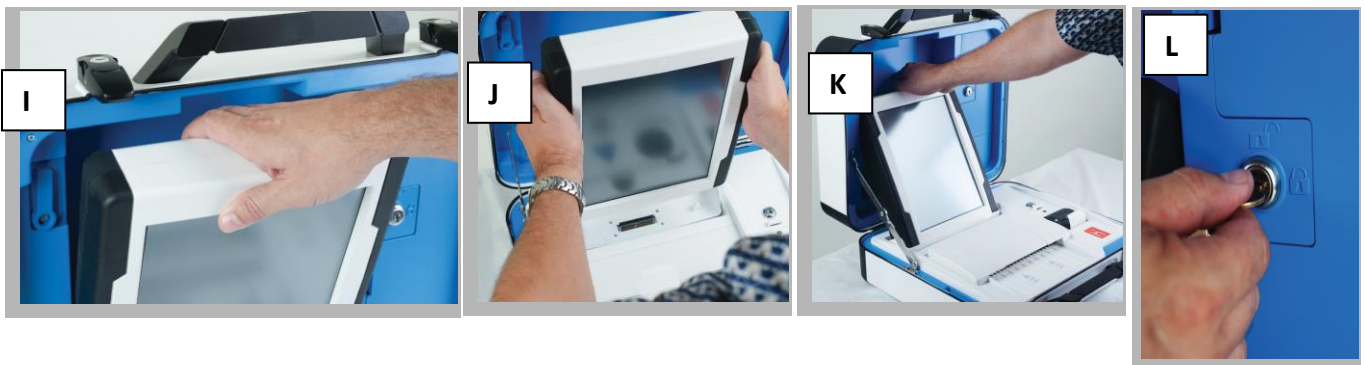
4. Open the case and remove the power brick and power cord from the storage compartment. Close the compartment and the case (C).
5. Plug the power cord into the power brick (D).
6. Plug the power brick into the back of Scan, flat side up (do not yet plug the power brick into the wall) (E).



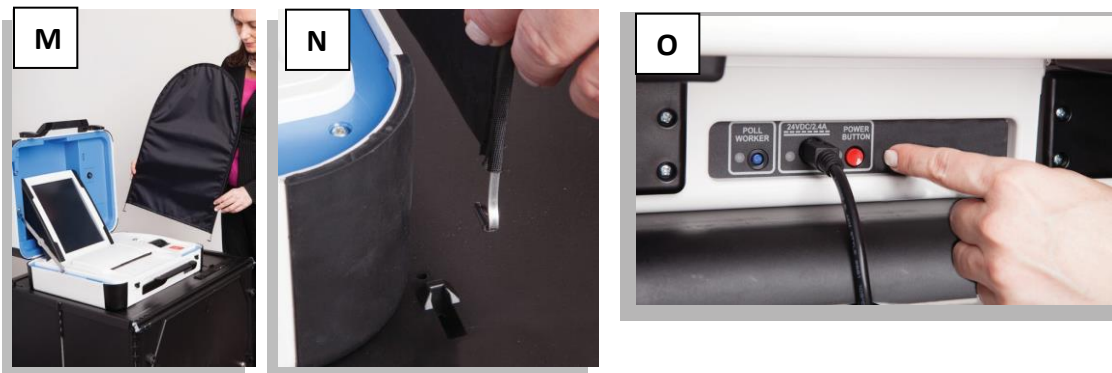
7. Open the Scan case and push the lid brace to lock it into place **(F)**.
8. Unlock the tablet **(G)**.
9. Open the latch **(H)**.



10. Remove the tablet from the storage compartment **(I/J)**.
11. Seat the tablet in the cradle and tilt it back **(K)**.
12. Lock the tablet in place (Scan will not function unless the tablet is locked in place) **(L)**.
13. Plug the power cord into a power strip or wall outlet.

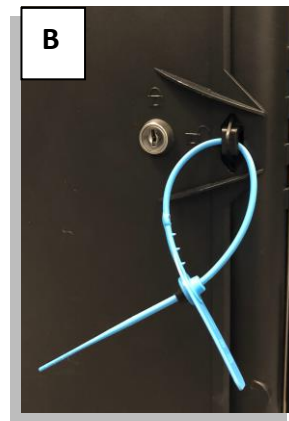
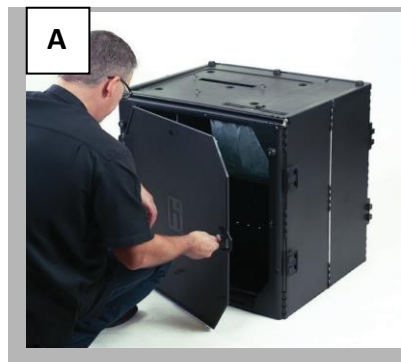


14. Verify the seal number on the Scan and attach privacy screens **(M/N)**.
15. Power on Scan by pressing the **red** power button on the back of the device **(O)**.

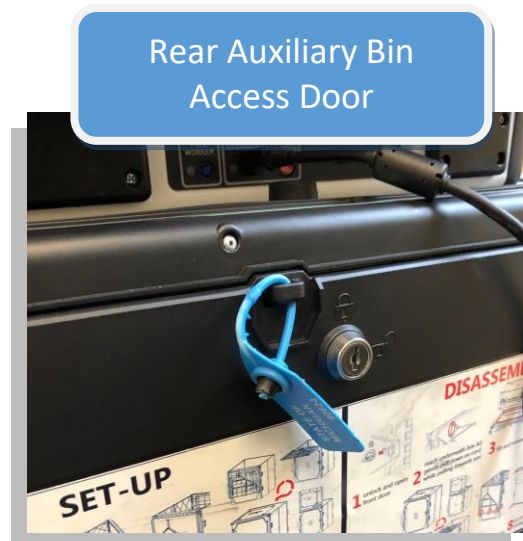


Sealing the Ballot Box

1. Once the scan is installed, check the ballot box for any ballots (remove and contact the clerk if found), the front door of the ballot box should be locked into place. **(A)**.
2. After locking the door, place a blue plastic seal through the loop on the front door of the ballot box as shown. **(B)**.
3. Record this seal number in the remarks section of the poll book. If this seal needs to be broken during Election Day, both a Republican and Democrat Poll Inspector must be present to make a note of the time the seal was broken and the replacement seal number in the remarks section of the poll book.



4. Verify that the **Auxiliary Bin Flap** and **Rear Auxiliary Bin Access Door** are also properly sealed before the polls open on Election Day. If you need to seal either of these doors, leave a remark in the poll book with the date and time the doors were sealed, and the correct seal numbers. If these doors do not need to be accessed during Election Day, they may remain sealed when the box is stored for future use.



Touch Writer

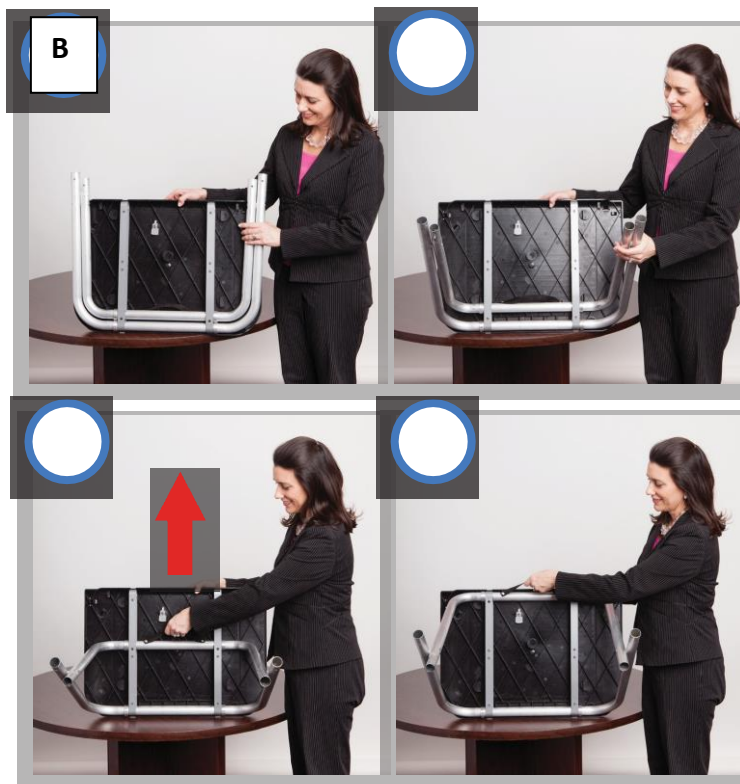
The **Touch Writer** is an ADA compliant, ballot marking device that allows voters with disabilities or impairments to vote independently. It has braille controls, can read an audio version of the ballot to the voter, and uses a touchscreen to vote. The Touch Writer is connected to a printer that will print a fully marked ballot for a voter. This ballot will then have to be read through Scan to be tabulated.

Setting up the Touch Writer Voting Booth

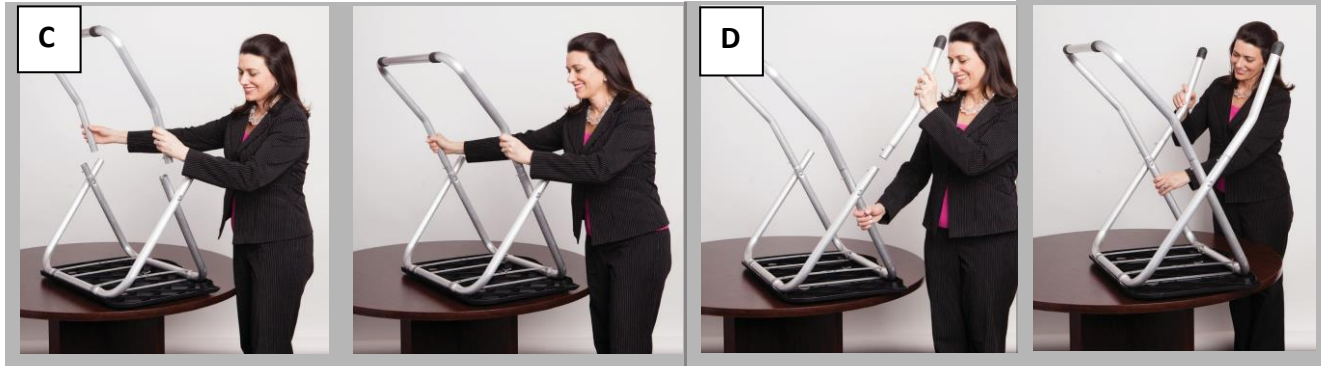
1. Remove booth parts from the transport bag. A complete set of parts includes the booth table, rear leg bar, front legs and privacy screens. **(A)**.



2. Unfold the legs from the booth table. Pull on the handle and lift to lock the legs in place.



3. Attach the rear leg bar. Press the metal buttons to attach and lock into place. **(C)**.
4. Attach the front legs. Press the metal buttons to attach and lock into place. **(D)**.

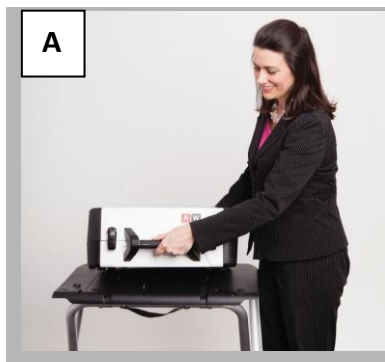


5. Turn the booth over to install the Touch Writer. **(E)**.

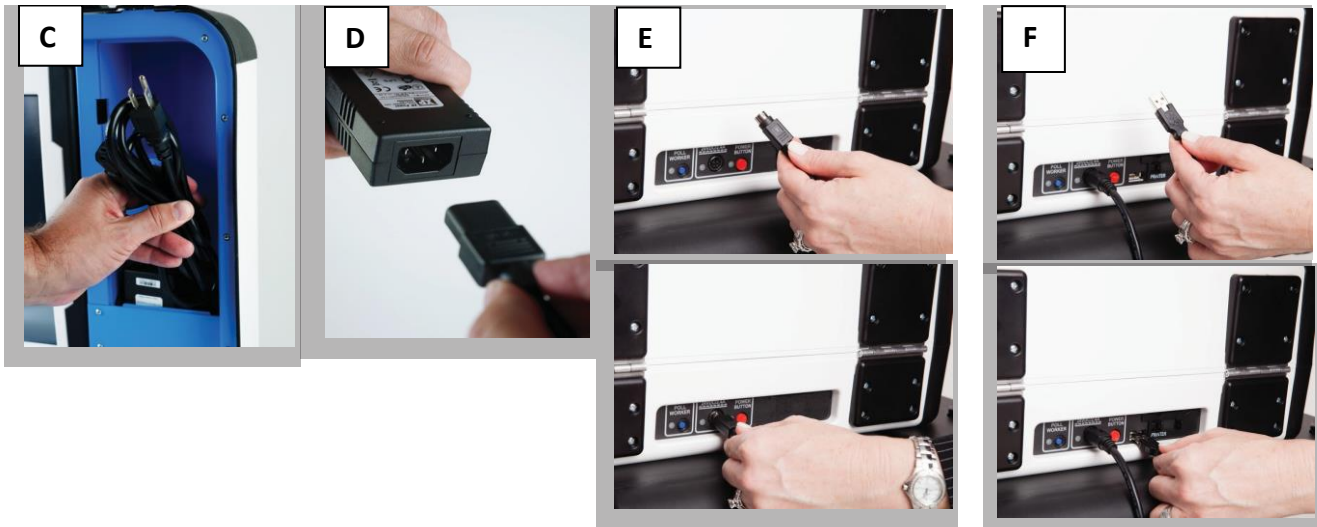


Setting Up Touch Writer

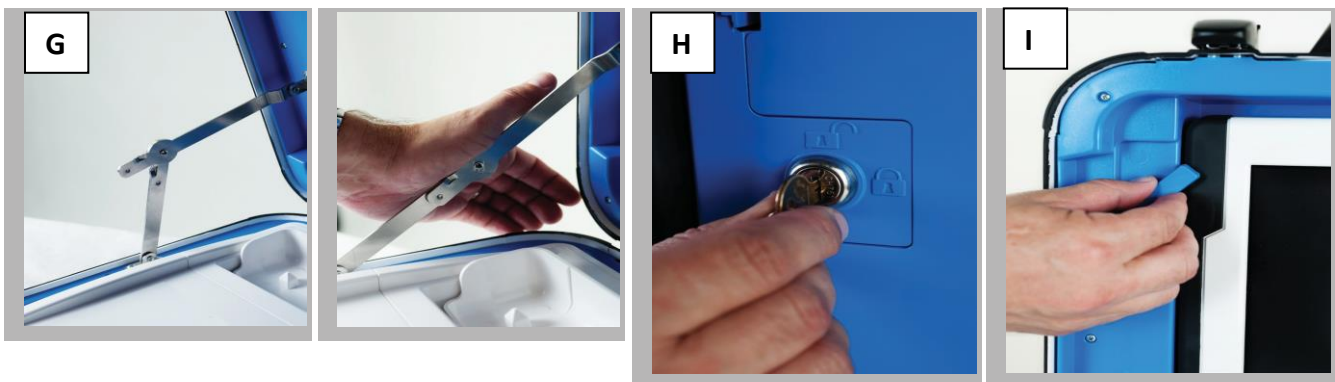
1. Set the Touch Writer on top of the booth, aligning the footpads with the indentations (the handle on the front of the Touch Writer should face the same direction as the handle on the booth). **(A)**.
2. Reach under the front of the booth and push the latch in the direction of the back of the booth to lock in place. **(B)**.



3. Open the case and remove the power brick and power cord. Close the compartment and the case. **(C)**.
4. Plug the power cord into the power brick **(D)**.
5. Plug the power brick into the back of the Touch Writer, flat side up (do not yet plug the power brick into the wall) **(E)**.
6. Insert the flat end of the USB printer cable to the back of the Touch Writer (the notch faces up) **(F)**.



7. Open the Touch Writer case and push the lid brace to lock it into place. **(G)**.
8. Unlock the tablet. **(H)**.
9. Open the latch. **(I)**.



10. Remove the tablet from the storage compartment. **(J)**.

11. Seat the tablet in the cradle and tilt it back. **(K)**.



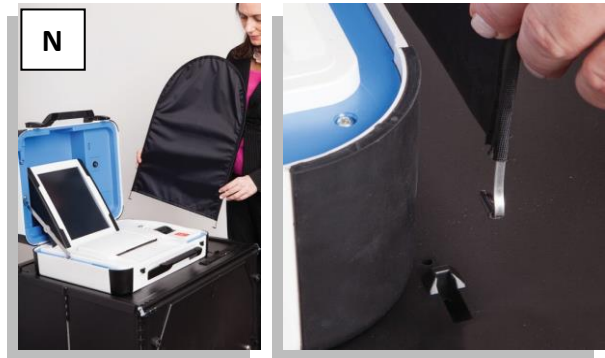
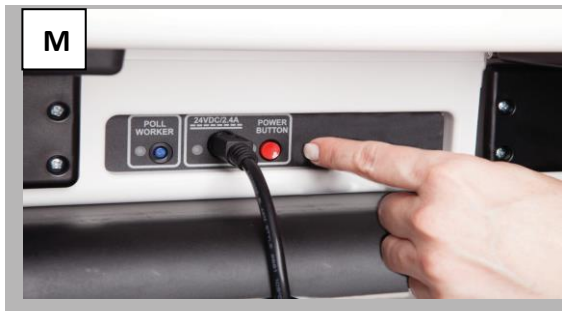
12. Lock the tablet in place (Scan will not function unless the tablet is locked in place). **(L)**.



13. Plug the power cord into a power strip or wall outlet. **(M)**

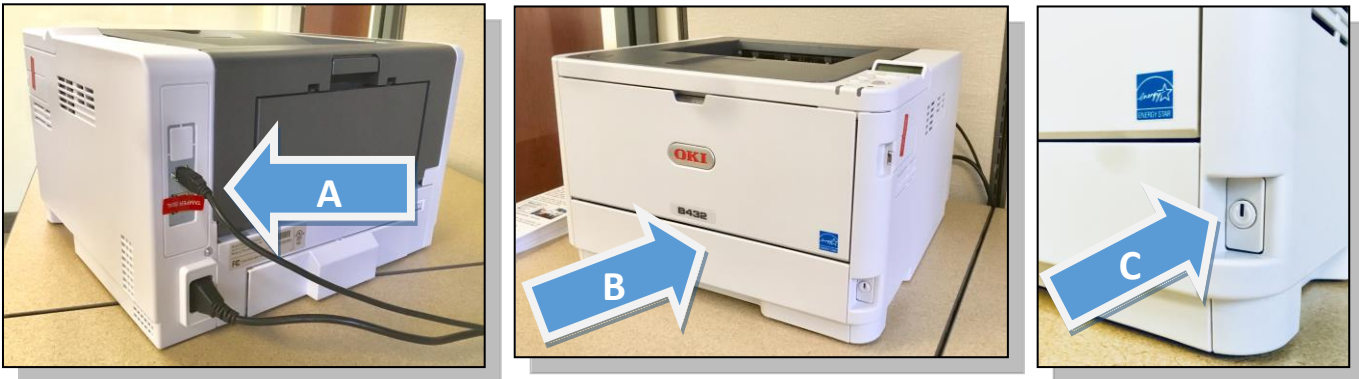
14. Power on Scan by pressing the **red** power button on the back of the device. **(M)**.

15. Verify the seal number on the Touch Writer and attach privacy screens. **(N)**.



Printer Setup

1. Place the ballot printer on the printer table.
2. Insert the square end of the printer cable into the printer. **(A)**.
3. Insert the printer power cord into the printer and the other end into an outlet.
4. Load the ballot printer with the appropriate ballot paper. **(B)**.
5. Turn on the printer by pressing and holding the power button on the lower front corner of the printer (hold power button for about 2-3 seconds). **(C)**.



Note: Many elections will use nonstandard paper sizes (ballots longer than 8 ½" x 11"). Blank paper of the appropriate size will be available. However, this paper must be loaded into the manual feed tray of the printer.

To print using the manual feed tray:

1. Make sure that regular paper (8 ½" x 11") is loaded in the regular paper tray.
 - a. If no paper is present, an "out of paper" error message will display.
2. Open the manual feed tray.
 - a. If using 17" or 20" paper, insert printer extender tray here.
3. Print the ballot from the **Touch Writer**.
4. An error message will appear on the printer. Press the "OK" button on the top of the printer.



Opening the Polls –Scan

Once all of the seals and serial numbers have been verified, it's time to open the polls. Both the Scan and Touch Writer take about 10 minutes to fully boot up, so it is important to turn the equipment on as soon as possible.

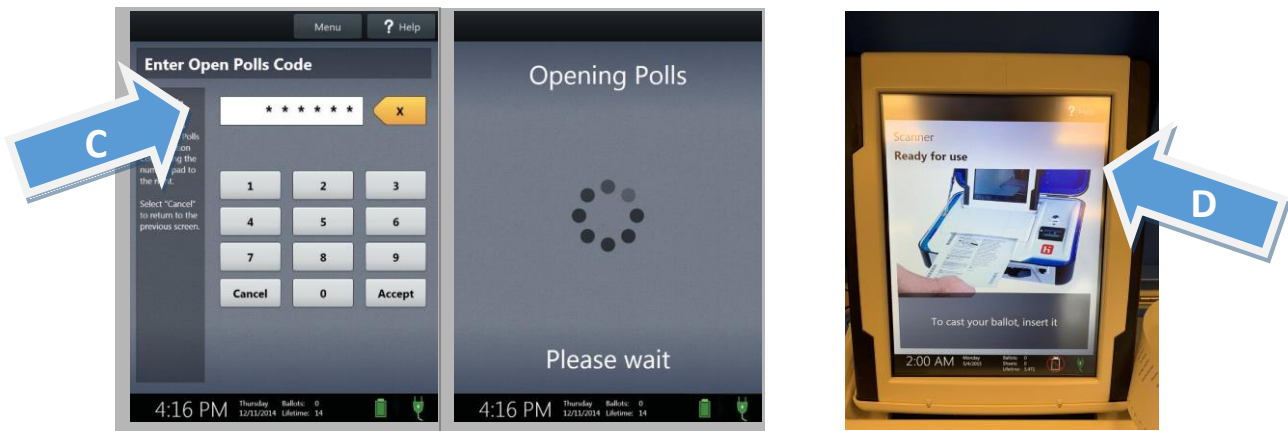
If the Scan or Touch Writer is not turning on or is running on battery power, check that the power cord and brick are properly plugged in. If you continue to have issues contact your local clerk or troubleshooter right away.

To open the polls on the **Scan**:

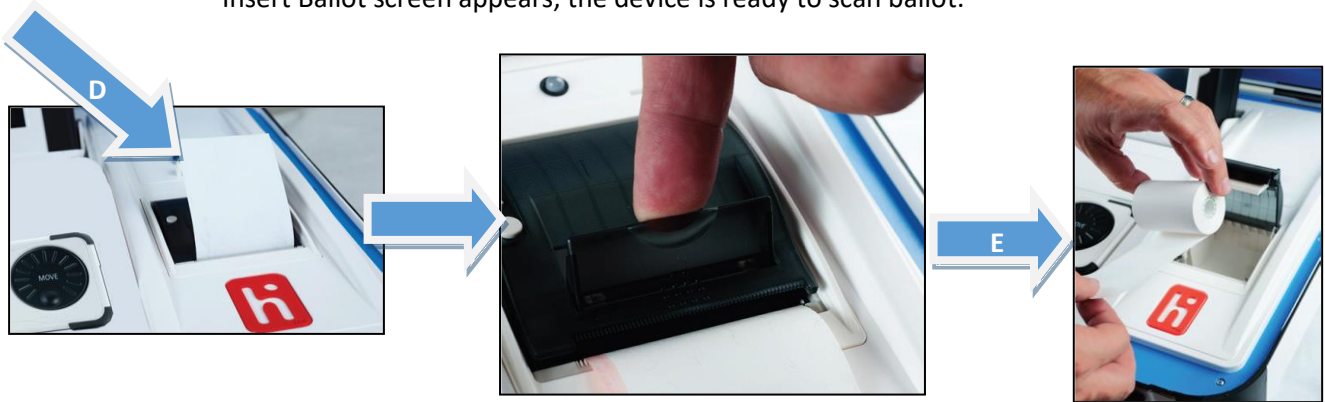
1. Select **Print Zero Report (A)**.
2. Verify the following on the printed Zero Report:
 - a. The total ballot count should equal **zero**.
 - b. Verify that the precinct listed is correct.
3. All Poll Inspectors present must **sign** the Zero Report
 - a. **Note: Do not remove or rip the Zero Report.**
4. Verify that the clock is displaying the correct time.
5. Select **Open the Polls (B)**.



6. Enter the **Open Polls Code** and select **Accept (C)**.
7. Let the Open Polls Report print. There is no need to sign this report. You will then see the **“Ready for use”** screen and can begin casting ballots. **(D)**.



8. Remove the entire tape roll from the compartment, re-roll tape, and place back into the compartment. **(D)**.
Note: The tape will have to be unrolled at the end of the day, prior to closing the polls. **(E)**.
9. Wait until the Scan completes processing the Open Polls Command, when the Insert Ballot screen appears, the device is ready to scan ballot.



Open the Polls –Touch Writer

Like the Scan, all Touch Writers will be tested prior to Election Day during the Public Accuracy Test.

To open the polls for Election Day:

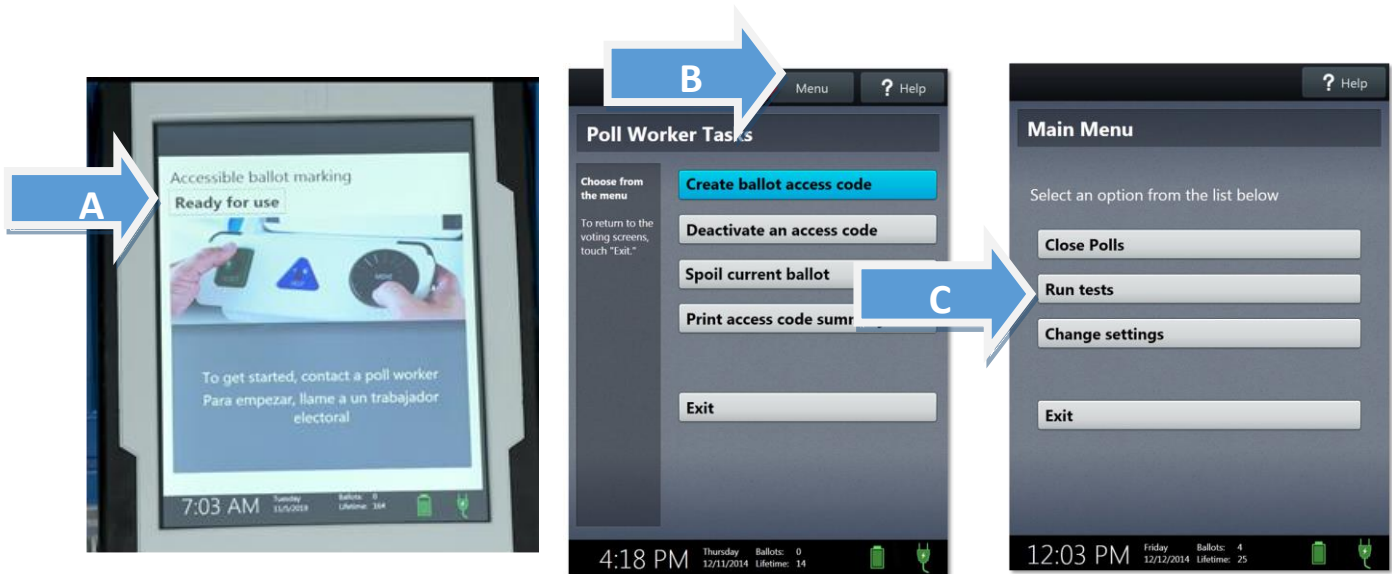
1. Set up the ballot printer and place on the printer table (See page 15).
2. Power on the Touch Writer.
3. Connect the printer to the Touch Writer by inserting the flat end of the USB printer cable to the back of the Touch Writer (the notch faces up).
4. When prompted, select **Open the Polls**. **(A)**.
5. Enter the **Open Polls Code** and select **Accept** (the open polls report will print; this can be discarded). **(B)**.
6. When the **Ready for Use** screen appears, the Touch Writer is ready for voters. **(C)**.



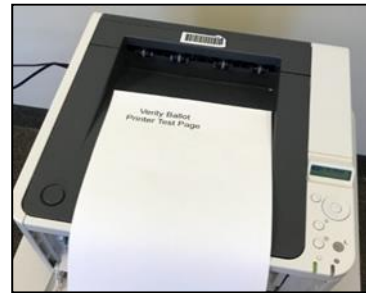
Touch Writer Test Page

Each precinct is **required** to test the Touch Writer by printing a **Test Page**. To print the test page:

1. Once the Touch Writer is on, click the “Ready for Use” button. **(A)**.
2. Push Menu on the top of the “Poll Inspector Tasks” screen. **(B)**.
3. Push the Run Test button. **(C)**.



4. Push Print Laser Test Page.
5. If using paper that is longer than regular printer paper, an error message will appear on the printer. Insert the proper paper into the manual feed tray and select the OK button.
6. The printer will begin printing the test page.



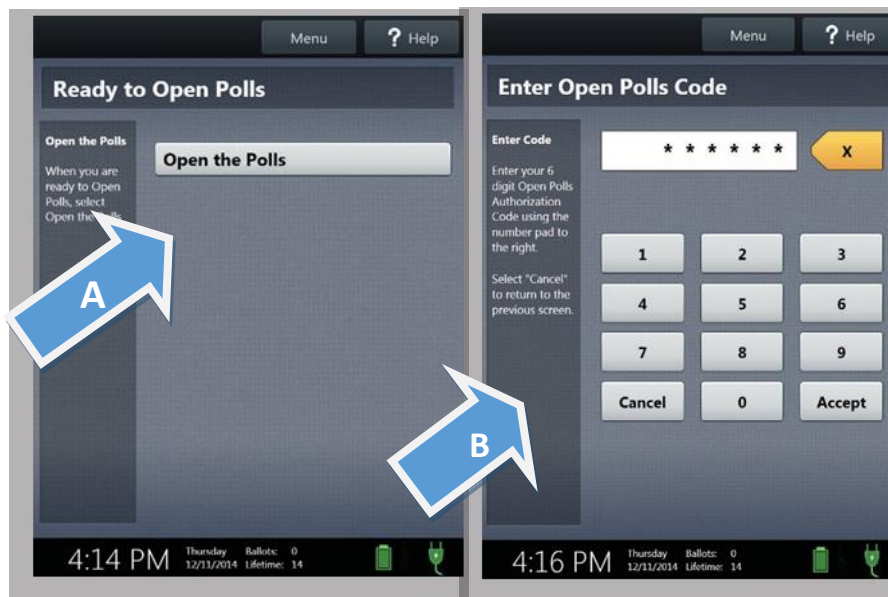
7. Push Exit to go back to the Ready for Use” screen.
8. Remove the test page, and place in the **Local Clerk Envelope**.

Opening the polls for Print-on-Demand Device

Like the Scan, all **Print-on-Demands** will be tested prior to Early Voting during the Public Accuracy Test. However, unlike Scan, the Print-on-Demand may not be cleared of data after the test. The other major difference is the POD device is not voter-facing, poll inspectors are the only users.

To open the polls for Early Voting:

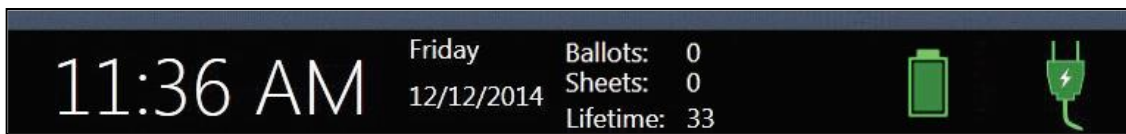
1. Set up the ballot printer and place on the table with the POD machine.
2. Power on the POD.
3. Connect the printer to the POD by inserting the flat end of the USB printer cable to the back of the POD (the notch faces up).
4. When prompted, select **Open the Polls. (A)**.
5. Enter the **Open Polls Code** and select **Accept** (the open polls report will print; this can be discarded). **(B)**.
6. When the **Ready for Use** screen appears, the POD is ready to print ballots.



Screen Orientation

The tablet screen of the devices (including Scans, Touch Writers, and PODs) supplies information about the device in use. It is important to verify the machine's status and information upon set-up.

- **Ballots:** The number of ballots printed using the device for the current election. For a POD, this number may include all ballots printed during the Public Accuracy Test. For a Scan and Touch Writer, **this number should always be zero at the start of the day.**
- **Lifetime Count:** The number of ballots printed using the Touch Writer or scanned using the Scan for the lifetime of the device (for all elections).
- **Battery and AC power indicators:** A green battery icon indicates the battery is connected; a green plug icon indicates AC power is connected.
- **Date and Time:** the date and time should be verified at the beginning of the day. Make sure to check day, month, and year, as well as the exact time and AM/PM designation.

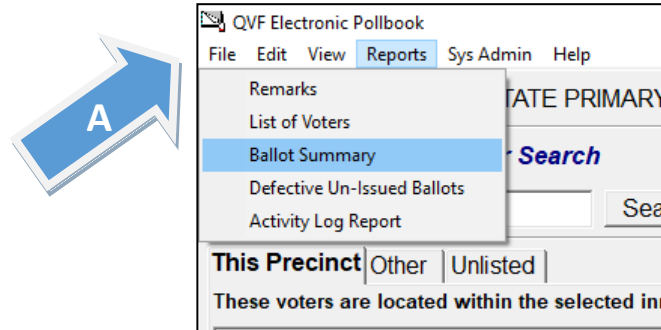


EPB Ballot Summary

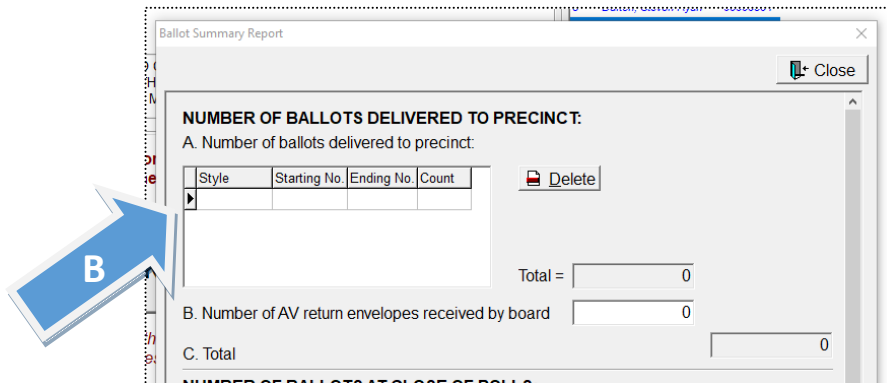
It is important to accurately enter the starting and ending numbers of ballots that are delivered to the precinct. **NOTE: It is very likely that the starting number will not be one (1).**

To enter this number into the poll book:

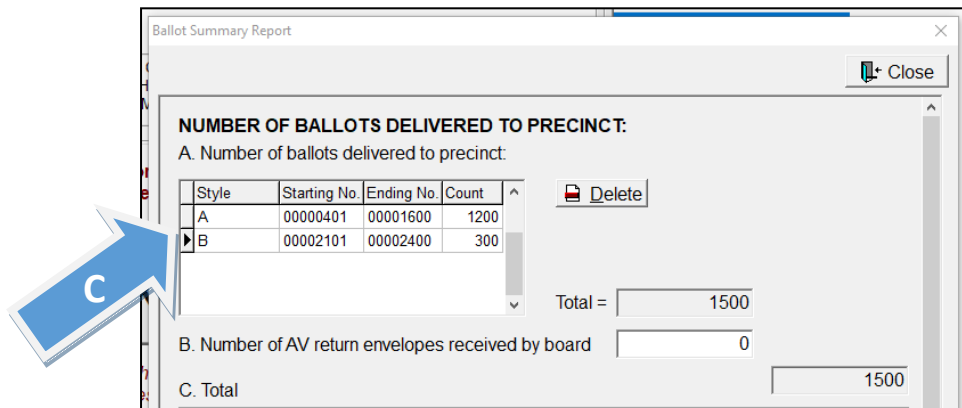
1. Log into the EPB application. Go to Reports, then Ballot Summary. **(A).**



2. Verify and enter the Starting and Ending numbers for the ballots that were delivered to your precinct. The total number of ballots will automatically appear in the "Count" field. **(B).**



3. If your precinct has multiple ballot styles, verify and enter each style separately. Use the "tab" button to move to the next field. A new line will appear once the ending number for the first ballot style has been entered. **(C).**



Precinct Setup

Post **two** sample ballots and voter information posters. If there are contests on the back of the ballot, please post both the front and back of the ballot twice (you will need four sample ballots). An American flag should also be displayed.

Your polling location should be arranged to help facilitate the smooth flow of voters through the precinct. Some precinct stations may vary, but every precinct will need the following stations (See **Appendix B**):

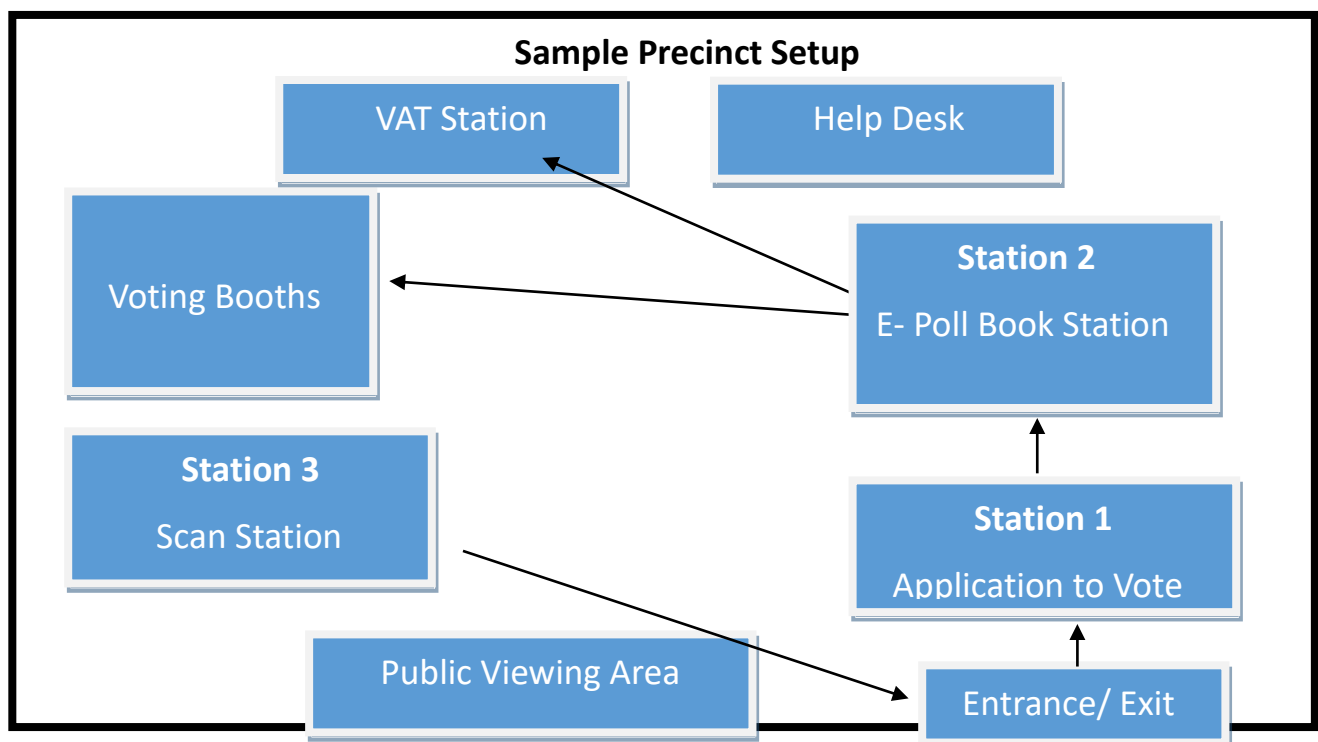
- Station 1 – Check-in – Applications to Vote
- Station 2 – Processing – E-Poll Book and ballots
 - Help Desk
 - VAT Station
 - Voting Booths/ Table Dividers
- Station 3 – Scan – Applications to Vote checked and ballots cast.

The **Application to Vote** should have plenty of pens available. This is also a good location to help direct traffic in the precinct. Every voter must fill out an application to vote at this station. (See **Appendix A**)

Voters will take their Applications to Vote to the **E-Poll Book**. The Poll inspectors at this station will check voters in and issue voters' ballots. Poll inspectors at this station will also "spoil" ballots in the EPB and enter comments in the remarks section of the poll book.

If voters need assistance with filling out their ballots, you may direct them to use the **Touch Writer**. If voters need assistance from Poll inspectors, both a Democrat and a Republican must be available to assist voters. It is helpful to have a **Help Desk** to adjudicate issues with voters in a space that is separated from the rest of the precinct. (See **Appendix B** for a sample precinct setup.)

Your clerk will provide **Voting Booths** for the precinct. Once voters have finished voting, they will take their ballots, enclosed in a secrecy sleeve, over to the **Scan**. The Poll inspector at this station will remove the stub from the ballot (without removing the ballot from the secrecy sleeve) and instruct the voter on how to vote the ballot in the scan. The Poll Inspector at this station will also receive the **Application to Vote** from the voter and collect it on the spindle.



Unit 2 – Election Day Procedures

The polls are officially open from 7 am to 8 pm for every election. Promptly open the polls at 7 am by announcing “Hear Ye, Hear Ye, the Polls are now open!”

Processing Voters

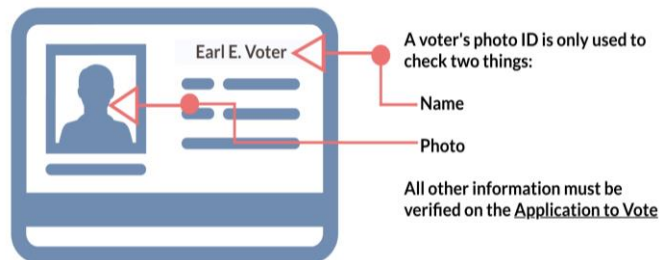
Once voters start entering the polling place, they must first complete the **Application to Vote** (See **Appendix A**). The Application to Vote must have the following information filled in:

- Name
- Signature
- Date of Birth
- Current Address

*This section only applies to voters who are currently registered to vote. For voters who are not registered, please refer to **Unit 4 – Special Procedures**.

Photo ID

The voter brings the completed Application to the EPB station. The Poll inspectors at this station will then ask to see the voter’s photo ID. The photo ID is only used to identify the voter’s name and photo. **Keep in mind that voters’ appearances may change over time.**



How to ask a voter for identification:

- May I swipe/scan your ID?
- Can I verify your ID?

If a voter is wondering why swiping/scanning the ID is necessary, explain that this process helps verify the voter’s identity to make sure no one receives someone else’s ballot.

Scenario 1 – The voter has a Drivers' License or State ID

If the voter has a Michigan Drivers' License or State ID, swipe or scan the card in the card reader. This will pull up the voter's voter registration record in the EPB. (**Note:** The only information that is obtained by swiping the drivers' license is the voter's name and address.)

Once the voter record is displayed in the EPB, compare the voter's name, address, and date of birth to the Application to Vote. If all this information matches, lock the voter record, and follow the procedures for issuing the voter a ballot.

Scenario 2 – The voter has a different form of photo ID

If the voter does not have a drivers' license or state ID, you may accept one of the following forms of photo identification instead:

- U.S. Passport
- Military ID card with photo
- Student ID with photo (issued by a high school or an accredited institution of higher education)
- Tribal ID card with photo
- Federal, State, County, or Local government issued photo ID

Type the voter's name into the search bar. Once the voter record is displayed in the EPB, compare the voter's name, address, and date of birth to the Application to Vote. If all this information matches, lock the voter record, and follow the procedures for issuing the voter a ballot.

Scenario 3 – The voter does not have a valid form of photo ID

If the voter does not have a photo ID, he or she may complete the back of the Application to Vote and sign the affidavit stating that they are not in possession of a photo ID (See **Appendix A**). Every precinct must keep track of the total number of voters who signed the affidavit, but they may not keep that list by voter number. Check with your Clerk for directions on how to keep track of the number of voters who signed the affidavit.

Type the voter's name into the search bar. Once the voter record is displayed in the EPB, compare the voter's name, address, and date of birth to the Application to Vote. If all this information matches, lock the voter record, and follow the procedures for issuing the voter a ballot.

*If the voter has a photo ID but refuses to show it to a Poll Inspector, then that voter cannot receive a ballot.

*Some voters have the same name and address as another voter (typically a father and son who live in the same home). Checking the date of birth will ensure that you select the correct voter.

Issuing Ballots

1. After you have pulled up the voter's record, click "Lock this voter record."

The screenshot shows the QVF Electronic Pollbook interface. The 'Voter Search' section on the left lists voters for precinct 00001, with 'Aamoth, Benjamin Wayne' selected. The 'Voter Details' section on the right shows information for Benjamin Wayne Aamoth, including his address, DOB, and polling location. A blue arrow points to a button labeled 'Lock this voter record' in the 'Voter Details' section. Below the button, there is a warning: '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.' The 'List of Voters' section on the far right shows a list of voters assigned to the ballot, with 'Austin, Amanda June' and 'Ovenway, Robin R.' listed.

2. Then select "Regular ballot."

The screenshot shows the QVF Electronic Pollbook interface with the 'Voter Details' section expanded. A blue arrow points to the 'Regular ballot' button in the 'Issue a ballot' section. Other buttons in this section include 'Affidavit ballot-provisional', 'Envelope ballot-provisional', and 'Challenged ballot'. The 'Other actions' section includes 'Record an absentee ballot', 'Spoil a ballot', and 'Reject a ballot'. The 'List of Voters' section on the right shows the same list of voters as in the previous screenshot, with 'Austin, Amanda June' and 'Ovenway, Robin R.' listed.

3. The window below will pop up. On most EPBs, the ballot number will increment up by one, per ballot style, after each voter is issued a ballot. In all other situations, you can type the correct ballot number in the box. Remember: **always issue the lowest ballot number first.**
4. Click “OK”.

5. Once the ballot has been issued, the voter will appear in the List of Voters on the right side of the screen.
6. Mark the voter’s Voter Number and Ballot Number on the Application to Vote. Hand the voter the Application to Vote, and a ballot inside a secrecy sleeve. Make sure the number on the ballot stub matches the ballot number in the EPB.

*If a voter needs instruction on filling out his or her ballot, use a small yellow demonstration ballot to instruct the voter. **Never use a real ballot to demonstrate how to vote (see sample - Appendix E).** The voter should then proceed to the next available voting booth.

Issuing Ballots –Touch Writer

To issue a ballot to a voter who would like to use the Touch Writer, use the following procedure:

- Voter arrives at EPB station and requests to use the VAT.
- Voter is issued a regular ballot in the EPB.
- The ballot number on this ballot’s stub is issued to the voter.
- Hand only the ballot stub to the voter, to be returned to the poll inspector at the Scan Station with the voter’s application to vote.
- Write “TW” on the top right corner of the regular ballot.
- Place the unused regular ballot in the **VAT Ballot Envelope**.

Voter

- Ballot Stub with number
- Secrecy Sleeve
- Application to Vote

Poll Inspector

- Original Ballot without stub
(Place in VAT envelope)

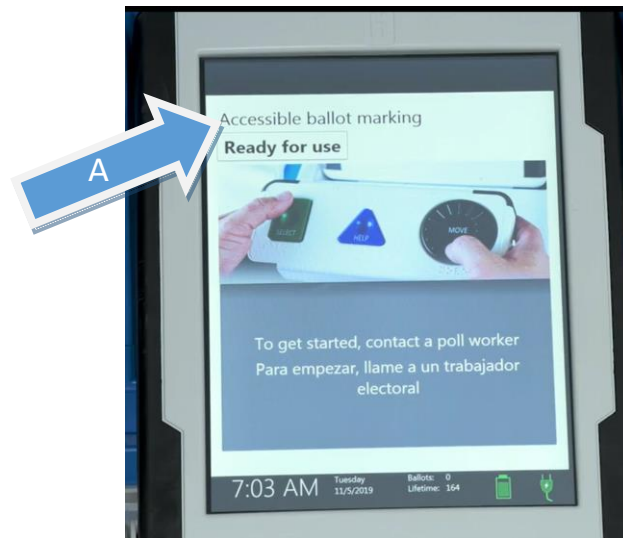
Voting with Touch Writer

The Touch Writer is an accessible ballot marking device. Voters can use several features of the device to assist them with casting a ballot. The Touch Writer has an audio recording of each item on the ballot and will read a ballot to a voter through the provided headphones. Voters can also use an accessible device controller to mark their ballots, or they can operate the Touch Writer via the touch screen.

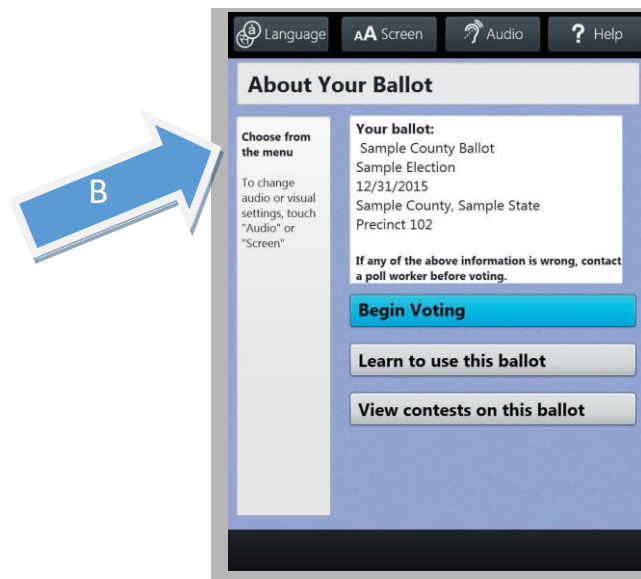
Once a ballot is marked, the Touch Writer will print a full, double-sided, copy of the ballot on the connected printer. This ballot then must be taken to the scan station, where the voter may cast this ballot using the Scan.

When a voter is ready to cast their ballot, follow these steps in order to **activate a ballot**:

1. Touch the **“Ready for use”** button on the screen. **(A).**



2. Enter your 6-digit **Poll Inspector code**.
3. Select the correct **precinct or precinct split** for the voter, using the information on their Application to Vote.
4. Follow the prompts until you see the **“About Your Ballot”** screen – at this point, the voter can use the device independently. **(B).**



Marking Ballots with Touch Writer

1. Once the Poll Inspector has activated the ballot, the voter will select **“Begin Voting”**.
 - a. From here, voters can start voting (by selecting **“Begin Voting”**), learn how to use the ballot, or view a list of contests on the ballot.
 - b. Voters can also change the **Screen** settings and adjust the **Audio Volume** using the buttons at the top of this screen
2. Voters can make choices by using the touch screen, or by using the controller’s **Move Wheel** and **Select Button. (A)**.
 - a. A selected choice will display a **green box** with a check mark to the left of the choice (voters will not be able to over vote their ballot). **(B)**.
 - b. The voter can review ballot choices by selecting **“Review your choices”**.
 - c. The **Next** button advances to the next contest on the ballot.



3. When a voter has reached the end of the ballot, the **“Review your ballot”** screen appears. **(C)**.
4. After reviewing and confirming their choices, the voter selects **“Print”** to print the ballot. **(C)**.
5. The voter then selects **“Yes, print my ballot”**. **(D)**.
6. The voter retrieves their printed ballot from the **printer** next to the Touch Writer and proceeds to take the ballot over to the **Scan** to cast their ballot (**Note:** Ballot printing may take approximately 1 minute to complete).

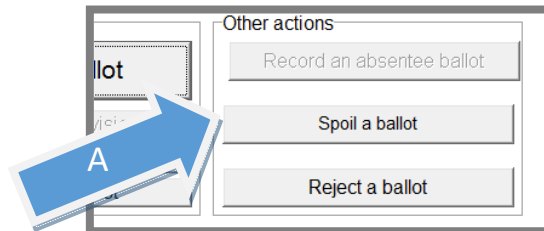


Touch Writer – Write-In Votes

1. To vote for a write-in candidate on the ballot, select the candidate option: **“To enter a write in, touch here”**.
2. The voter then types the name of the write-in candidate and selects **“Accept”**.
3. The write-in will appear with a green box with a check mark to its left, along with the write-in candidate name that the voter typed.

Spoiled Ballots

Voters may choose to **spoil** a ballot if they make a mistake while filling out the ballot. To spoil a ballot, search for the voter in the EPB. Click on **“Lock this voter record”**. Then select **“Spoil a ballot.” (A)** You will then be prompted to issue a new ballot to the voter. The voter’s name will appear in the list of voters with the spoiled ballot number crossed out and the new ballot issued below. Remember to **strike a line** through the original ballot number on the voter’s Application to Vote and write the new ballot number on the application. See **Checklist 6** for a list of EPB procedures, and **Checklist 7** for Spoiled Ballot procedures.



Remarks Section

Remarks are an important tool for Poll Inspectors. This allows Poll Inspectors to note anything unusual and elaborate on a situation for the local clerk and Board of Canvassers.

To make a new remark, click on **General Remarks** on the main screen, or **Voter Remarks** on the voter record screen. Click **New** to write your remark.

Scan Station

As voters finish filling out their ballots, they will then take their ballots to the scan station. Their ballots must be enclosed in the secrecy sleeve with only the ballot stub visible. The Poll Inspector at the scan station will **remove the ballot stub** and **collect the voter’s Application to Vote**. The Application to Vote should be secured on the provided spindle. Collect the ballot stubs, your local clerk will instruct the precinct on where to put removed stubs. Voters should then be instructed to place their ballots in the scan. Unless a voter requires assistance, **it is very important that no one other than the voter be within 10 feet of the scan.**

Common Ballot Scan Errors

It is important for the Poll Inspector at the scan station to be aware of voters who are at the scan, a difficult task when you have to be 10 feet away. If there is a problem at the **Scan**, the device will beep and return the ballot. **Do not go over to the device unless the voter asks for assistance.** The screen will display a message that states the nature of the problem and ask the voter if they would like to **cast their ballot as-is**. If not, voters should return to the EPB station to spoil their ballot.

Most ballot errors are due to voters improperly marking their ballots. Occasionally, there is an issue with the Scan itself. If this is the case, the Precinct Chair should call the Local Clerk and the designated Election Day Troubleshooter immediately.

The scan will show three numbers on the bottom display: ballots, sheets, and lifetime counter. Periodically **check that the number of ballots cast matches the number of voters listed on the EPB.**

Assisting Voters

Some voters may request assistance while voting. According to Michigan Law, voters may request assistance by reason of blindness, disability, or the inability to read or write. **Voters may be assisted by anyone of their choice (often a friend or family member) except they may not be assisted by their employer or an agent of their union.**

If any voter requests the assistance of a Poll Inspector, **two inspectors, one Democrat and one Republican**, must assist the voter. A record should be made in the **Remarks Section** of the EPB for anyone who receives assistance. Include the name of the voter, and the name(s) of the person who assisted that voter.

Campaigning / Exit Polling

Campaigning is allowed at the polling place, but all campaigning on Election Day must be **at least 100 feet from any entrance** to the polling location. This rule includes everything from candidates asking for votes to voters wearing political buttons. Voters must remove any political buttons or pins before entering the polling location. Hats should be removed, and t-shirts should be turned inside out. Cars with political bumper stickers can be parked within 100ft if the owner is voting.

Some precincts will have exit pollsters stationed outside the building. **Exit polling** is the practice of surveying voters **after they have voted**. All exit pollsters must notify clerks' offices prior to Election Day. Anyone conducting an exit poll must be **at least 20 feet away** from any entrance to the building. Exit pollsters may not enter the building, and they may not ask any questions to voters who are entering the building. Voters are not required to participate in any exit polls.

Poll Watchers and Challengers

Poll watchers are members of the public who are interested in the election process and wish to observe the precinct. There is no requirement to allow poll watchers to see the EPB or any other election materials, however, the Precinct Chair may allow poll watchers to view election materials at his or her discretion.

At no point can poll watchers or poll challengers handle election materials. There is no limit on the number of poll watchers that may be in the precinct so long as their presence does not disrupt the election process.

Poll challengers, unlike poll watchers, do have certain rights and requirements under Michigan law. Challengers may be appointed by political parties or organized interest groups to observe the integrity of the election. Challengers must be:

- Registered to vote in Michigan.
- Show a credential that lists their name, assigned precinct, the group they represent, and the signature of the group's chair.

No more than two challengers from any one party or group are permitted in the polling location at any one time.

Unlike poll watchers, challengers have the right to see all election materials, including the EPB. Space must be provided within the voting area so the challenger can see and hear all election proceedings, however a challenger may not go anywhere that would allow him or her to see a voted ballot. While most electronic devices are prohibited in the polling location, challengers are permitted to use a phone or tablet for the express purpose of comparing their voter lists to the list of voters. Challengers do this in order to contact supporters of their organizations who have not yet voted.

	 Poll Watchers	 Poll Challengers
Rights and Duties		
Must Carry Credentials		
Must be Registered to vote in MI		
Has the right to challenge a persons eligiblity to vote		
Has the right to challenge the actions of election inspectors		
May sit or stand behind processing table		
	Must remain in public area	
Has the right to look at the Poll Book and other elections materials		
	Yes, but only as permitted by precinct board and when voting process will not be delayed	
May handle the Poll Book and other election materials		
May use a video camera or recording device in polling place		
May use a cell phone in polling place		
	Yes, If not disruptive	Yes, If not disruptive
May remain in the polling place until the election inspectors complete their work		
May place tables in the polls		
May wear clothing, button, arm band, vest, mask, etc. that identifies the organization they represent		
Has the right to approach and question voters		
Can offer assistance to voters		
May obtain the vote results generated in the precinct after the polls close		

Polling Place Management

Polling places can be extremely busy on Election Day. Most precincts in Ottawa County can accommodate as many as 40 voters at a time, not to mention the number of voters waiting in line to receive a ballot. These polling places are usually staffed by 5-7 Poll Inspectors, consisting of:

- A Precinct Chair (or two co-chairs)
- A worker at the Application to Vote station
- Two workers at the EPB station
- A worker at the scan station
- A greeter (especially in buildings that house multiple precincts)

Every Poll Inspector has an important job to do, and one of our most critical tasks is to maintain order in the polling place so that our voters feel confident and safe in the process of going to the polls. Our primary focus is to provide the citizens of Ottawa County with the best possible experience when they go to the polls.

Poll Inspectors may face multiple challenges when conducting an election. Many of these challenges come from voter confusion on what is or isn't allowed in a polling place. For example, we often receive questions from voters and poll inspectors asking whether or not firearms are allowed in polling places.

Guns in the polling place

Michigan Election Law does not cover whether or not someone can legally carry a firearm in a polling place.

Many of our polling places are in churches. Under Michigan law (MCL 750.234d), churches and houses of worship are gun-free zones. However, a person with a concealed pistol license can open-carry a firearm in houses of worship and other gun-free zones (MCL 28.4250).



Potential Disruptions

It is the right of every voter to participate in an environment that is free from intimidation, coercion or disruption.

If anyone in the precinct becomes disruptive to the voting process, immediately alert your Chair person, Local Clerk, and/or Local Law Enforcement as applicable.




What is (or is not) allowed in the polling place


We also regularly receive questions about other prohibited items in the polling place. Some common items or actions are described below:

What's allowed in the polling place?

Use this quick reference guide to see what is allowed (or not allowed) inside your polling place on Election Day:






Inside the Precinct









100 ft. Away






▶ Campaigning

 Campaign Materials	 Campaign materials showing a candidate's name is prohibited in the polling place	 Campaign materials are allowed if they are more than 100 ft. from the entrance
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▶ Electronic Devices

 Cell Phones	 Voters can not use their phones in the precinct*	 Voters can use their phones 100 ft. away*
 Poll Challengers	 Challengers can use an app to check names off a list	 Challengers can use these devices 100 ft. away from the entrance

▶ Ballot Selfies

 Selfie	 Taking a picture of anything other than your voted ballot is not allowed	 Taking selfies are allowed outside of the polling place
 Pictures of Ballots	 Pictures of voted ballots are allowed in the polling place	 Voted ballots must not leave the polling place for any reason

* Phones

- Phones cannot be used for talking on, photography, or videography in the polling location.
- Phones cannot be used while moving around the polling location.
- Phones can be used by voters to look up information while in the voting booth.
- Phones can be used and people can talk about candidates on the phone if they are least 100ft. from the polling location.

Check with your Local Clerk or Chairperson for specific circumstances.

Emergency Procedures

The last two pages of this manual include a **Safety Plan** for managing emergencies on election day. Consult with your local city or township clerk to verify information that is specific to your jurisdiction. However, some general information is provided below:

Facility Issues

- If you have trouble entering your precinct on Election Day, contact your clerk immediately. Your clerk's phone number is available on the back page of this manual. If your polling place is housed at a church, community center, or other facility, you may also need to contact the building manager for the facility.
- If there is a power outage, report this to your clerk immediately. However, you may be able to continue to process voters as normal. The **Scan** can function for approximately 2 hours on battery power. **Note:** The **Touch Writer** will not be able to function until power is restored, unless there is backup power available to the ballot printer.

Medical

- For life threatening emergencies, dial **9-1-1**
- For non-emergency medical issues, dial **1-800-249-0911**

Fire

- Dial **9-1-1** immediately
- If a fire extinguisher is available, only use for putting out small fires.
- Begin evacuation procedures.

Evacuation Procedures

Before Election Day, establish an assembly area that is easily accessible to all Poll Inspectors. On election day, make sure you know how many people are working in the precinct so that you can account for all poll inspectors.

Once these steps are taken, in the case that the precinct needs to be evacuated, follow these steps:

- Move to the nearest exit away from danger.
- If not on the ground floor, use the stairs to proceed to ground floor exits (**do not use elevators**).
- Proceed to pre-determined assembly area.
- Account for all staff.
- Remain calm and await further instruction from emergency personnel and your local clerk.

Please note: Michigan Election Law requires that in the case of an emergency, the **poll book** needs to be in the possession of the poll inspectors in the case of an evacuation. **Prior to leaving the precinct, the Precinct Chair should unplug the EPB and EPB flashdrive and exit the polling place with those items.** While our ballots are extremely important, only the EPB is specified under law as needing to be removed from the precinct. **And above all, it is important for you to remain safe.**

For other emergencies, please consult the **Safety Plan** on pages 79 and 80.

Unit 3: After the Polls Close

Closing the Polls

The Precinct Chair should announce that the polls are closed at 8:00 p.m. Anyone in line at 8:00 p.m. should be given an Application to Vote and be allowed to cast a ballot.

After the last vote has been cast, **compare the number of ballots cast**. All of the following numbers **must match**:

- Number of **ballots cast** on the scan
- Number of **voters** in the EPB
- Number of **Applications to vote**

(If you are processing AV ballots in the precinct, make sure that all of your AV ballots have been run through the scan **before** closing the polls.)

*Any difference in the number of voters between the scan and EPB may result in a re-tabulation of all ballots cast in the precinct before the Board of County Canvassers.

Once every ballot has been cast, close the polls on the scan. Press the **blue Poll Inspector button** on the back of the scan and follow the procedures on the screen for closing the polls. (See “Closing the Polls –Scan”).

The scan will print one copy of the totals tape. **Sign this tape. Note:** The first results tape will be attached to the **Zero Report, Open Polls Report, and the Totals Report**. This unbroken tape must be placed in the **Local Clerk envelope**.

Two additional totals tapes will then print automatically. Sign these two additional copies of the totals tapes and place one copy in the **Board of Canvassers** envelope and one copy in the **County Clerk** envelope. If applicable, print out the write-in report and complete the write-in section of the poll book. Once all of the totals tapes have been signed and the results have been sent successfully, press the **red power button** on the back of the device. This will shut down the scan.

Cut and remove the seal on the memory card door. Remove the **USB stick (or vDrive)** from the Scan. Place the vDrive in the **green GPS transfer bag**. Complete the certificate and chain of custody form.

To close the polls on the **Touch Writer**, press “Ready for Use” button. Select **Menu**, then select **Close Polls**. Enter the **Close Polls Code** and select **Accept**. The polls are now closed. Press the **red power button** on the back of the device to power down (there is no need to print or sign any reports from the Touch Writer).

Remove the **USB stick (or vDrive) from the Touch Writer** by cutting and removing the seal on the memory card door. Place this USB stick in the **green GPS transfer bag** with the USB stick from the Scan.

Closing the Polls –Scan

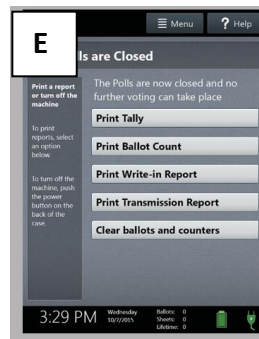
1. Open the receipt tape compartment. Unroll tape until blank and return to the compartment.
2. Press the **blue** Poll Inspector button. **(A)**.



3. Select **Close Polls**. **(B)**.
4. Select **Yes, close the polls**. **(C)**.
5. Enter your **Close Polls Code** and select **Accept**. **(D)**. The **first results tape** will then print. Sign this tape.



6. The polls are now closed; **two additional copies of the results tape** will print automatically. Sign and place these tapes into the **Board of Canvassers** envelope and **County Clerk** envelope.
7. If there are any valid write-in candidates, print the **Write-in Report** (additional totals tapes can also be printed from this screen by selecting **Print Tally**). **(E)**.



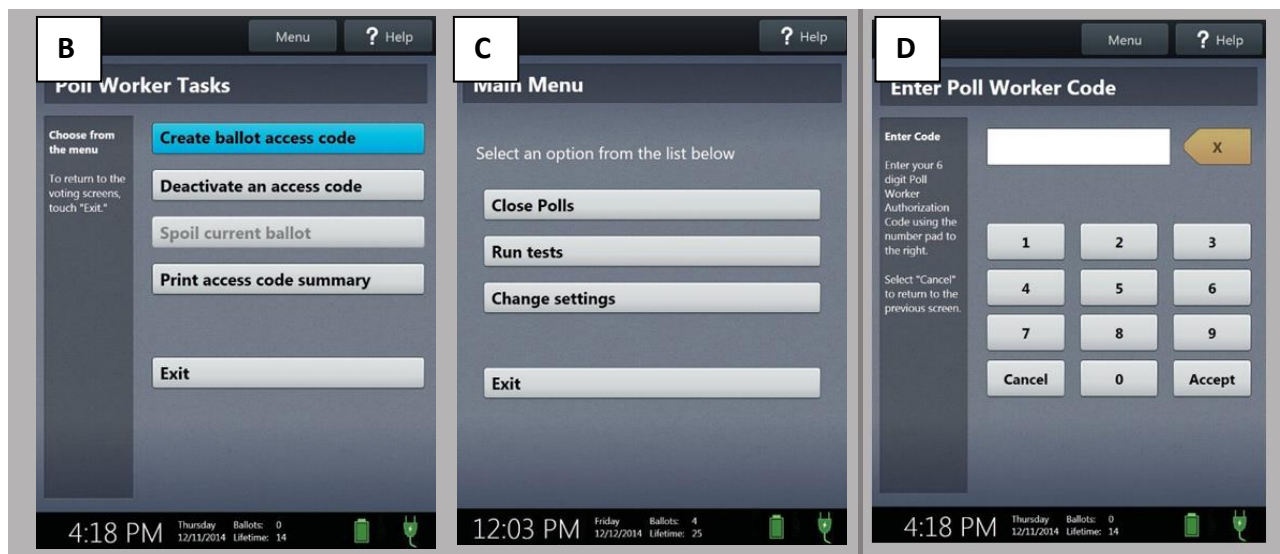
8. Press the **red** power button on the back of Scan to power down.
9. Break the seal on the memory device door. Remove the **vDrive** and place in the **green GPS transfer bag**; remove all **ballots** from the **ballot box** and place in an approved ballot container.

Closing the Polls –Touch Writer

1. Press the **blue** Poll Inspector button. (A).



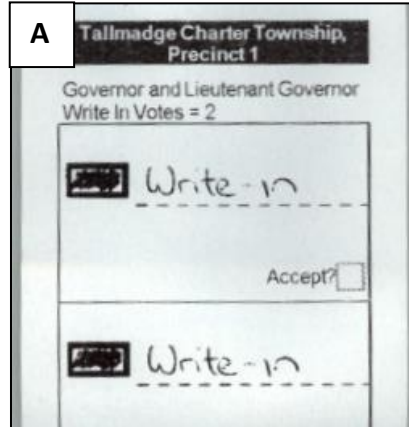
2. Select **Menu**. (B).
3. Select **Close Polls**. (C).
4. Select **Yes, close the polls**.
5. Enter your **Close Polls Code** and select **Accept**. (D).



6. Press the **red** power button on the back of the Touch Writer to power it down.
 - a. Wait for the Touch Writer to completely power down before unlocking the tablet and removing it from the cradle.
 - b. After stowing the tablet, make sure to lock it in with the key and pull the blue latch down to secure it in place.
7. Remove the **vDrive** and place in the **green GPS transfer bag** with the vDrive from Scan.

Write-in Votes

Voters have the option to “write-in” a candidate’s name on the ballot. You will receive a list of **valid write-in candidates** from your clerk on Election Day.



Poll Inspectors do not have to sift through ballots to count these votes. Instead, any write-in votes can be printed from the scan. To print this report, select the **Write-In Report** after the polls are closed. A tape will print with an image of each write-in vote cast, organized by contest. **(A)**. Print three **Write-In Reports** if your precinct has any valid write-in candidates.

If any valid write-in votes have been cast, tally those votes in the paper portion of the Poll Book. Put the write-in tape into the **Local Clerk envelope**.

The **Write-In Statement of Votes** in the Pollbook is on carbon-copy paper. Attach these three printed reports, one each, to each of the Write-In Statement of Votes pages. Remove the copies, and place one in the **Local Clerk envelope**, and one in the **Board of Canvassers envelope**. The **County Clerk envelope** should contain the copy that will remain with the Poll Book.

Sealing Containers

There are several different styles of ballot containers, but all of them have some common features. They must contain **all voted ballots**, the **Spoiled Ballot Envelope**, and the **Original Ballot envelope** (if any ballots had to be duplicated). They must then be sealed properly with a **green ballot container certificate (A)** that has been signed by two Poll Inspectors of different political parties.

A

BALLOT CONTAINER CERTIFICATE

Date of Election: _____

City, Township or Village _____ Ward / Precinct # _____

This ballot container contains:

Voted Ballots Spoiled Ballot Envelope

Unvoted Ballots Original Ballot Envelope

We, the undersigned members of the Board of Election Inspectors, certify that the ballot container was properly sealed by affixing seal # _____

X _____ X _____
Signature of member who sealed/verified the ballot container. Signature of member who sealed/verified the ballot container.

FORM NO. #556 (01/15) PRINTING SYSTEMS, INC. • (800) 95-1294

Remove all ballots from the **ballot box** and put them in the **ballot container**. Place the envelopes containing Spoiled Ballots and Duplicated Ballots in the ballot container alongside the ballots. Seal the ballot container so that no ballots can be placed into the ballot container without breaking or damaging the seal.

C

TABULATOR PROGRAM(S) STORAGE CONTAINER CERTIFICATE

DATE OF ELECTION _____

CITY OR TOWNSHIP _____ WARD/PRECINCT NO. _____

We, the undersigned Election Officials, certify that the transfer container for this precinct was properly sealed and the seal number agreed with the seal number recorded on the Precinct Transfer Container Certificate.

We further certify that the Program(s) [Memory Unit(s)], the Precinct Transfer Container Certificates, and the original seals were properly sealed in this container by affixing seal # _____

X _____ X _____
Signature of Member who sealed/verified the container. Signature of Member who sealed/verified the container.

FORM NO. #429 (01/15) PRINTING SYSTEMS, INC. • (800) 95-1294

Two Poll Inspectors, one Republican and one Democrat, must record the **ballot container seal number** on the **back page** of the poll book. **(B) The tan tabulator program(s) storage container certificate (C)** will be used at the end of the night to hold the vDrives from the Scan and the Touch Writer as well as the encrypted flash drive from the laptop.

B

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. _____

We further certify that the Tabulator and/or EPB Memory Device(s), if removed, were properly sealed into an Transfer Container by affixing seal:

No. _____

VDRIVE SEAL NO. (FOR TRANS) _____

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

Ballot Container Seal

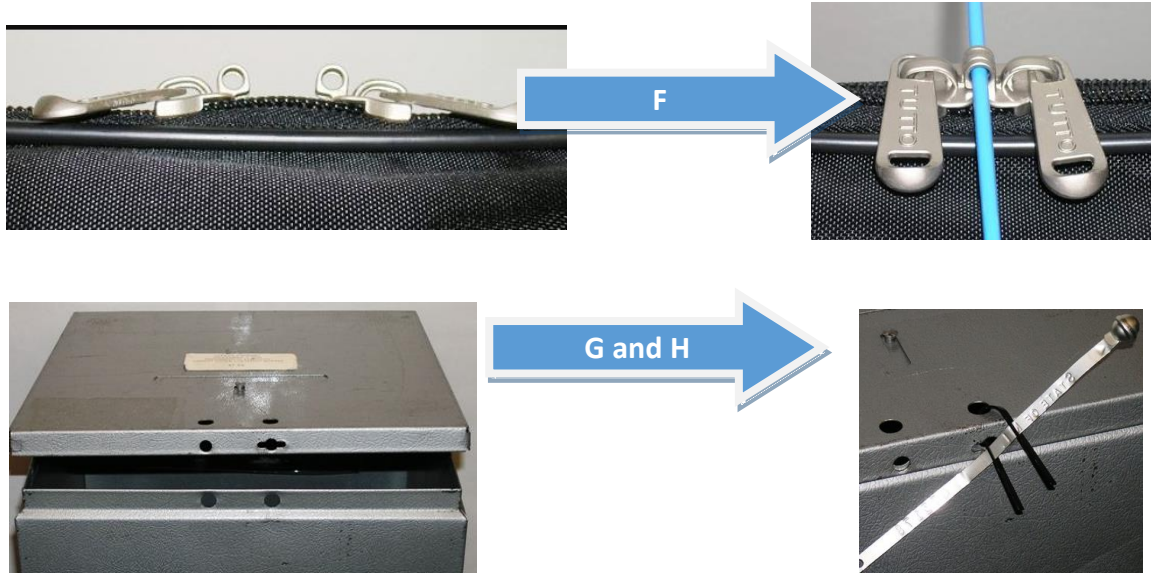
Seal # for EPB USB stick container (blue nylon bag)

Seal # for vDrive container (Green GPS_bag) Seal

When securing a certificate to a ballot container or transfer bag you will use a **blue State of Michigan plastic seal (D)**. After writing the seal number on the certificate and recording in the poll book, you will place the certificate in a clear plastic sleeve. The blue plastic seal will then be looped through the hole of the plastic sleeve and the container holes or zipper eyelets **(E)**.



Two common types of ballot containers are either a) canvass bag with interlocking zippers, or b) a square metal container. A blue plastic seal can be used for either container. For the canvass bag, this type of seal should go through both eyelets (**F**). For the metal container, a blue plastic seal can be used to secure the lid, so long as it is synched tightly so that the lid cannot be opened (**G**). A flat metal seal can also be used, along with a metal horseshoe attachment (**H**).



All large envelopes will be sealed with red paper seals (**I**). These seals must be signed by two Poll Inspectors of different political parties.



Signature Requirements

Poll Inspectors are required to verify and sign in multiple places in the paper copy of the poll book. Remember to sign all of the following:

- Front cover of the poll book, if **administering the Oath of Office** (Chair)
- Front cover of the poll book, after **taking the Oath of Office**
- The bottom of the **Zero Report Tape**, if present for the opening of the polls
- **All three** Result Report Tapes, if present at the end of the night
- All **ballot container** certificates (Republican and Democrat)
- **Back cover** of the poll book to verify seal numbers (Republican and Democrat)
- **Back cover** of the poll book if present at the close of polls

EPB Ballot Summary

Once all voters have cast their ballots, Poll Inspectors can begin entering data into the **Ballot Summary** on the EPB. At the beginning of the day, the starting and ending numbers for our ballots were entered. At the end of the day the **total number of voters** and the **ballot numbers for any remaining ballots** must be entered into the EPB.

To start, go to the Reports menu in the EPB. Then select **“Ballot Summary”**.

Line **B** should auto-populate with the AV ballots which were either brought to the precinct, if not using an AVCB, or AV ballots voters cast in-person at the precinct.

On line **D**, enter the total number of ballots tabulated (this number should be the number of ballots tabulated on the scan). If tabulating absentee ballots in the precinct, enter the number of empty AV ballot envelopes in line **E**.

Lines **F, G, and I**, will automatically populate with the number of spoiled, rejected, or provisional envelope ballots that were issued throughout the day. If counting AV ballots in the precinct, enter the number of ballots used for duplication in line **H**.

Close

NUMBER OF BALLOTS DELIVERED TO PRECINCT:

A. Number of ballots delivered to precinct:

Style	Starting No.	Ending No.	Count		
A	00000401	00001600	1200	^	Delete
B	00002101	00002400	300	v	

Total =

B: Number of AV return envelopes received by board

Number of AV ballots tabulated in person by voters

C. Total

NUMBER OF BALLOTS AT CLOSE OF POLLS:

D: Number of ballots tabulated (Enter Tabulator Public Counter reading)

E. Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason

F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots)

G. Number of ballots rejected

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

I. Number of provisional envelope ballots issued

J. Number of UNUSED BALLOTS:

Preview

Scroll down to line **J** and enter the starting and ending numbers of any remaining ballots.

Style	Starting No.	Ending No.	Count		
A	00001202	00001600	399	^	Delete
B	00002254	00002400	147	v	

Total =

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

L. Difference

The total number of ballots cast, plus any spoiled, rejected, or provisional envelope ballots, is added to the total number of unused ballots in line L. **If the number in line L is equal to zero, then all ballots have accurately been accounted for. If this number is not zero, double check that all ballot numbers entered were correct, then contact your clerk's office immediately for assistance.**

Once you have entered this information, select the "Preview" button at the bottom of the summary screen. When the ballot summary document opens, save this file in the privacy zone of the EPB flash drive.

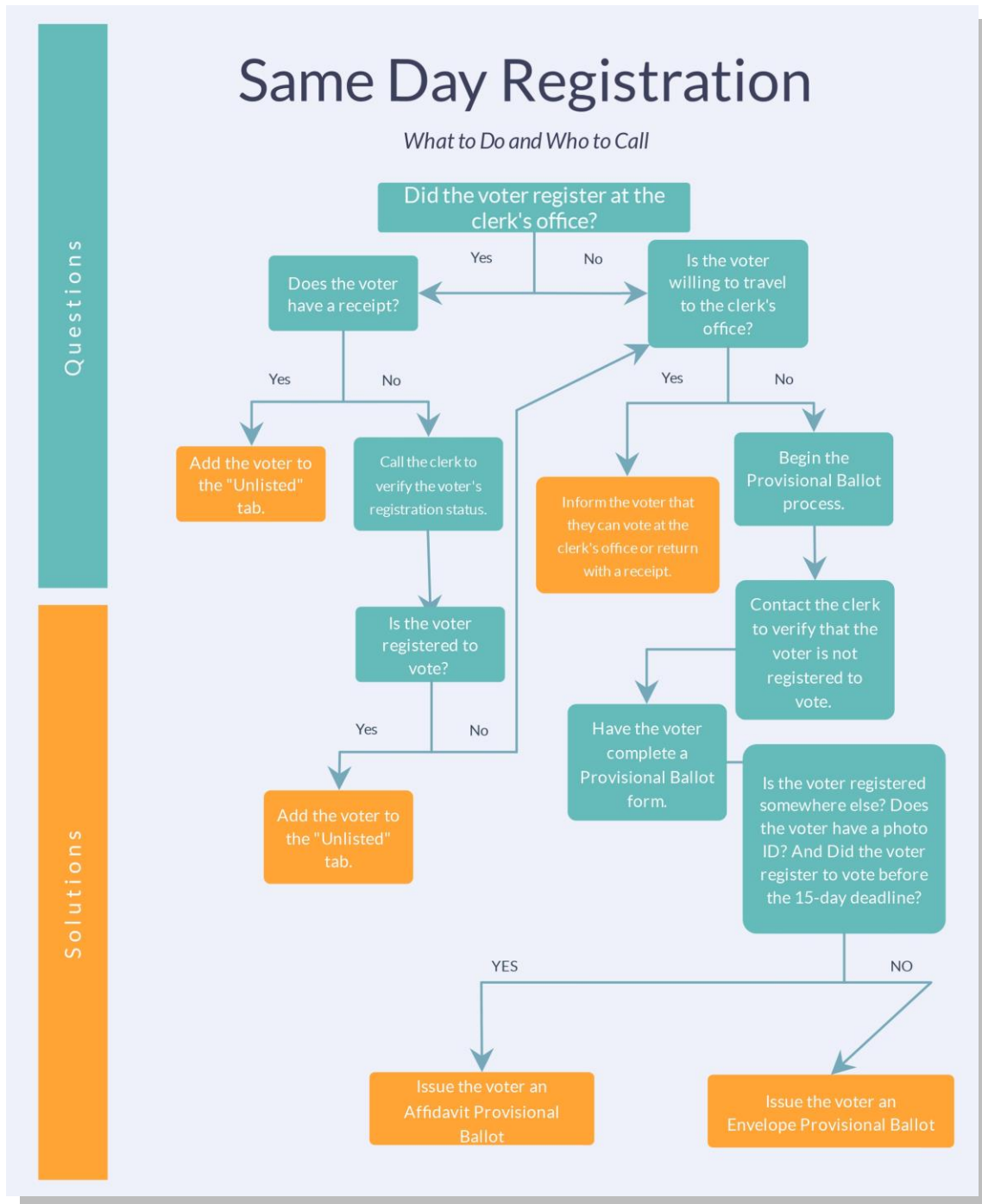
8/7/2018 - STATE PRIMARY - BLENDON TOWNSHIP			
PRECINCT 00001			
BALLOT SUMMARY			
WE CERTIFY THE FOLLOWING:			
NUMBER OF BALLOTS DELIVERED TO PRECINCT:			
A. Number of official ballots delivered to precinct:			
Ballot Style	Starting No.	Ending No.	Count
A	00000401	00001600	1,200
B	00002101	00002400	300
			1,500
B. Number of absent voter return envelopes received by board:			0
C. Total of lines A and B (Must match Line K below):			1,500
<hr/>			
NUMBER OF BALLOTS AT CLOSE OF POLLS:			
D. Number of ballots tabulated:			952
E. Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason:			0
F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots):			1
G. Number of ballots rejected:			0
H. Number of ballots used by election inspectors for ballot duplications:			0
I. Number of provisional envelope ballots issued:			1
J. Number of UNUSED BALLOTS (excess ballots):			
Ballot Style	Starting No.	Ending No.	Count
A	00001202	00001600	399
B	00002254	00002400	147
			546
K. Total of Lines D, E, F, G, H, I, and J (Must match Line C above):			1,500
<hr/>			
L. Difference:			0
9/20/2018 3:28:50 PM			
			1

Unit 4: Special Procedures

Same Day Registration

Anyone who registers to vote on Election Day will not be listed in the EPB. These voters must appear in-person at their local city or township clerk’s office in order to register to vote. Once registered, these voters have two options for casting a ballot: they can either vote at the clerk’s office by absentee ballot, or they can be issued a receipt and vote in-person at the precinct.

If a voter arrives at the precinct and is not registered to vote, follow the flowchart below to determine this voter’s next steps.



Clerk's Office Receipts

If a voter is not listed in the poll book, but they do have a receipt from the local clerk's office showing that they registered to vote within two weeks of Election Day (up to and including Election Day itself), then the voter should be listed in the **Unlisted Tab** of the poll book.

If the voter registered to vote at the clerk's office with a valid photo ID that also lists the voter's address, then the receipt from the clerk's office will instruct the poll inspectors to issue a **regular ballot**.

If a voter registered to vote at the clerk's office with a photo ID without the voter's current address, but with a document showing proof of residency or a signed affidavit with a document showing proof of residency. The receipt from the clerk's office will instruct the poll inspectors on how to issue a **regular ballot**.

Clerk's Office Voter Registration Receipt

[clerk address]

Registration approved by: _____

[election date] Election

The following voter was registered to vote on [reg date] and should be issued a [reg/ch] ballot:
[voter name and address]

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 First and Last Name, and the Voter's ID number by scanning the bar code or typing in the number on the Application to Vote below.

[wording 1 for Challenged ballot]

Prepare the ballot as Challenged.

CH

1. Write the ballot number in pencil on the upper left-hand corner of the ballot, being sure to avoid any barcodes or timing marks (**not** on the ballot stub).
2. Conceal this number with a small piece of white paper taped over the number.
3. Use the Challenged ballot button to enter the voter's ballot number into the ePollbook. If your precinct has more than one ballot style, issue the ballot style noted below.
4. The voter will then vote the ballot and place the ballot in the tabulator as usual.

[wording 2 for Regular ballot]

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

Retain this receipt in the local clerk envelope.

Application to Vote

[ward/pct number]
 [bar code]

[election date mm/dd/yyyy]

Ballot Style: [populate]

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

Sign

 [voter name/address/DOB]

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

Voter Not Listed on Registration List

If a voter is not listed on the Registered Voters Tab in the EPB, first look for the voter's name in the "Other" tab:

QVF Electronic Pollbook
File Edit View Reports Sys Admin Help

Election: PRIMARY - BLENDON TOWNSHIP Precinct: 00001

Click Here

DLN / Name: Search

This Precinct: Other | Unlisted

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

Voter Name	DOB
Daniels, Brittany Isabella	3/12/1993
Daniels, Kayla Mae	1/3/1992
Daugherty, Conner McClain	6/18/1996
Daugherty, David Charles	7/11/1962
Daugherty, Dawn Michelle	9/30/1965
Daugherty, Drew Alexander	12/28/1994
Daugherty, Tyler James	5/15/1992
Davis, Shannon Kenneth	3/21/1982
Day, Elaine Kae	3/11/1954
Day, Keith Lewis	2/2/1955
Deback, David Philip	8/16/1962
Dehaan, Carson Lee	9/26/1948
Dehaan, Matthew Anthony	9/6/1988
Dehaan, Patricia Joan	8/16/1949
Dejong, Brent Joel	1/21/1992
Dejong, Cynthia Lynne	12/22/1956
Dejong, Donald Lee	11/5/1954
Dejong, Jeremy Dean	7/17/1985

Voter Details

Name: DANIELS, BRITTANY ISABELLA DOB: 3/12/1993

Address: 8981 TYLER ST ZEELAND MI 49464 Precinct: 00001
Ballot Style: 03856

Gender: F Reg. Date: 4/5/2012
Eff. Rg. Date: 5/5/2012

Polling Location: BORCULO COMM. CENTER 6550 - 96TH AVE ZEELAND MI 49464

Lock this voter record

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:

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.

General Remarks

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

If the voter lives in your jurisdiction, but is not in the correct precinct, his or her precinct number will appear here:

QVF Electronic Pollbook
File Edit View Reports Sys Admin Help

Election: 8/2/2016 - STATE PRIMARY - BLENDON TOWNSHIP Precinct: 00001

Precinct

Voter Search

DLN / Name: D Search

This Precinct: Other | Unlisted

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

Voter Name	DOB
Daniels, Brittany Isabella	3/12/1993
Daniels, Kayla Mae	1/3/1992
Daugherty, Conner McClain	6/18/1996
Daugherty, David Charles	7/11/1962
Daugherty, Dawn Michelle	9/30/1965
Daugherty, Drew Alexander	12/28/1994
Daugherty, Tyler James	5/15/1992
Davis, Shannon Kenneth	3/21/1982
Day, Elaine Kae	3/11/1954
Day, Keith Lewis	2/2/1955
Deback, David Philip	8/16/1962
Dehaan, Carson Lee	9/26/1948
Dehaan, Matthew Anthony	9/6/1988
Dehaan, Patricia Joan	8/16/1949
Dejong, Brent Joel	1/21/1992
Dejong, Cynthia Lynne	12/22/1956
Dejong, Donald Lee	11/5/1954
Dejong, Jeremy Dean	7/17/1985

Voter Details

Name: DANIELS, BRITTANY ISABELLA Precinct: 00001

Address: 8981 TYLER ST ZEELAND MI 49464 Ballot Style: 03856

Gender: F Reg. Date: 4/5/2012
Eff. Rg. Date: 5/5/2012

Polling Location: BORCULO COMM. CENTER 6550 - 96TH AVE ZEELAND MI 49464

Lock this voter record

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:

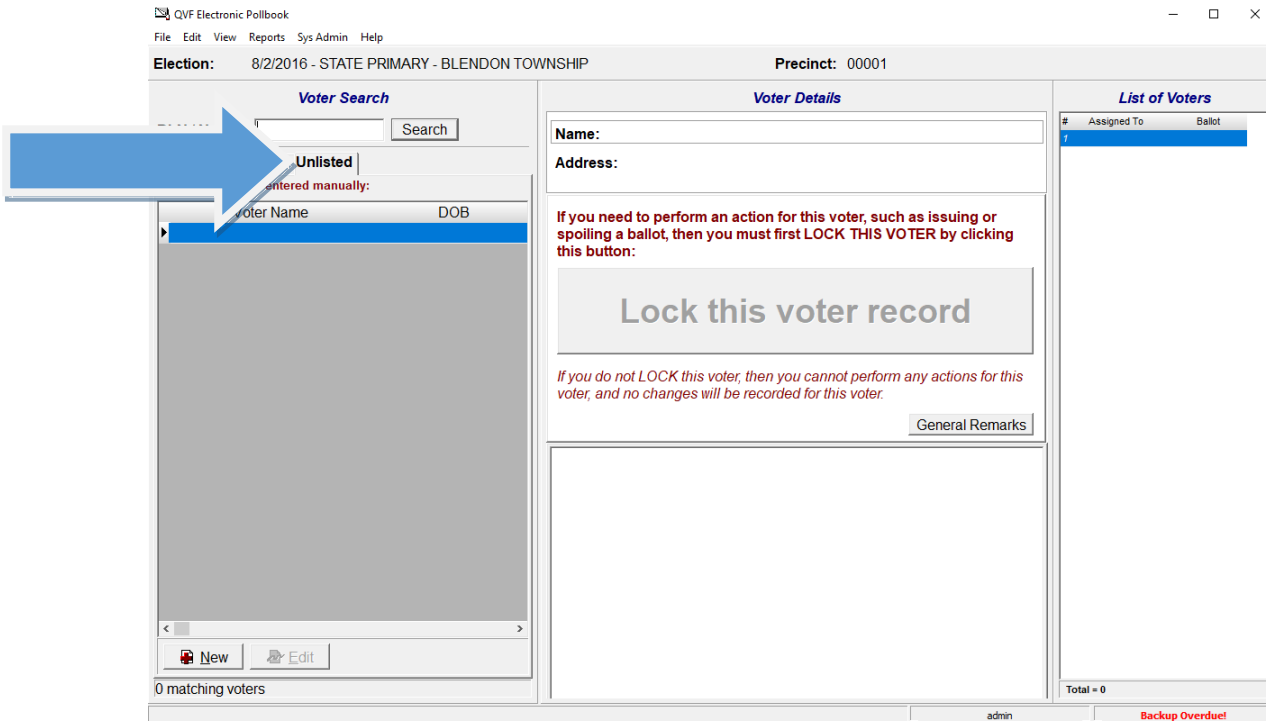
If you do not LOCK this voter, then you cannot perform any actions for this voter, and no changes will be recorded for this voter.

General Remarks

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

If a voter does not appear on your voter list, and does not appear on the "Other" tab, call the clerk's office right away. The local clerk will then look up the voter in the statewide voter registration database.

If a voter presents a voter registration receipt from the local clerk's office, add the voter to the "Unlisted" tab.



QVF Electronic Pollbook

File Edit View Reports Sys Admin Help

Election: 8/2/2016 - STATE PRIMARY - BLENDON TOWNSHIP Precinct: 00001

Voter Search

Search

Unlisted

entered manually:

Voter Name	DOB

0 matching voters

Voter Details

Name:

Address:

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.

General Remarks

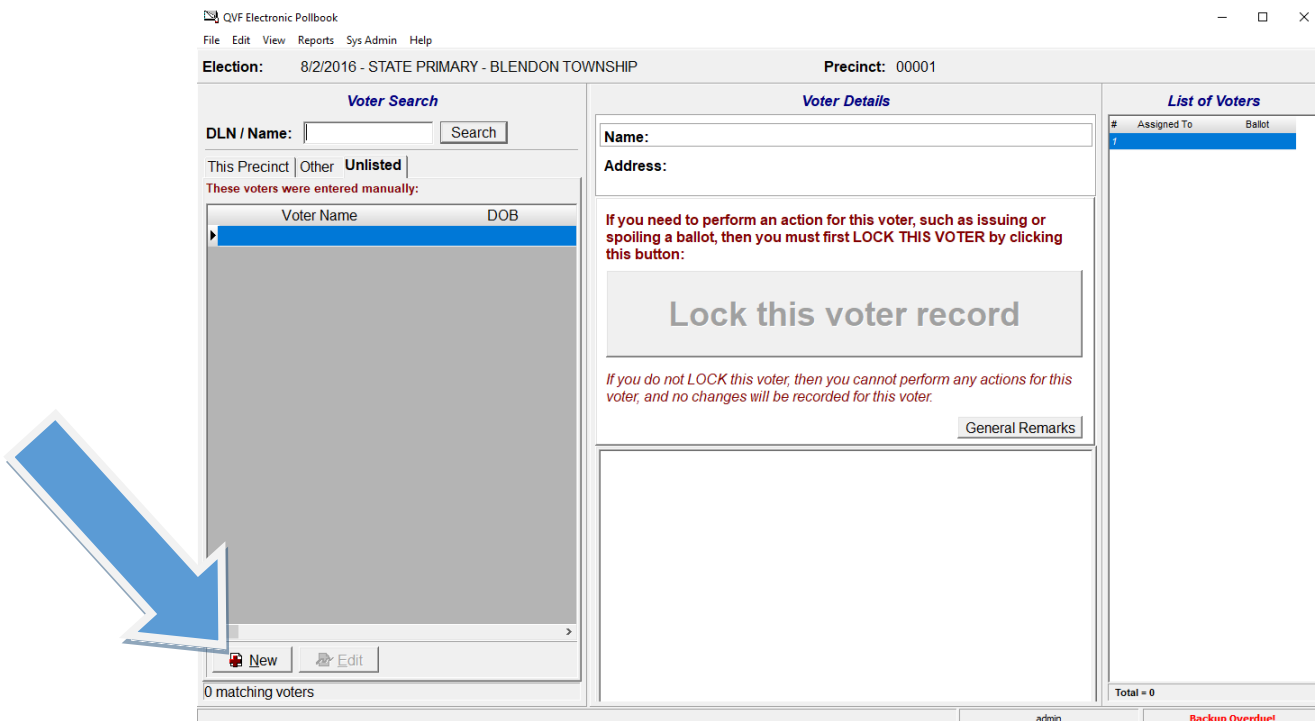
List of Voters

#	Assigned To	Ballot
1		

Total = 0

admin Backup Overdue!

Click the "New" button, and enter the voter's information in the popup window.



QVF Electronic Pollbook

File Edit View Reports Sys Admin Help

Election: 8/2/2016 - STATE PRIMARY - BLENDON TOWNSHIP Precinct: 00001

Voter Search

DLN / Name: Search

This Precinct | Other **Unlisted**

These voters were entered manually:

Voter Name	DOB

0 matching voters

New Edit

Voter Details

Name:

Address:

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.

General Remarks

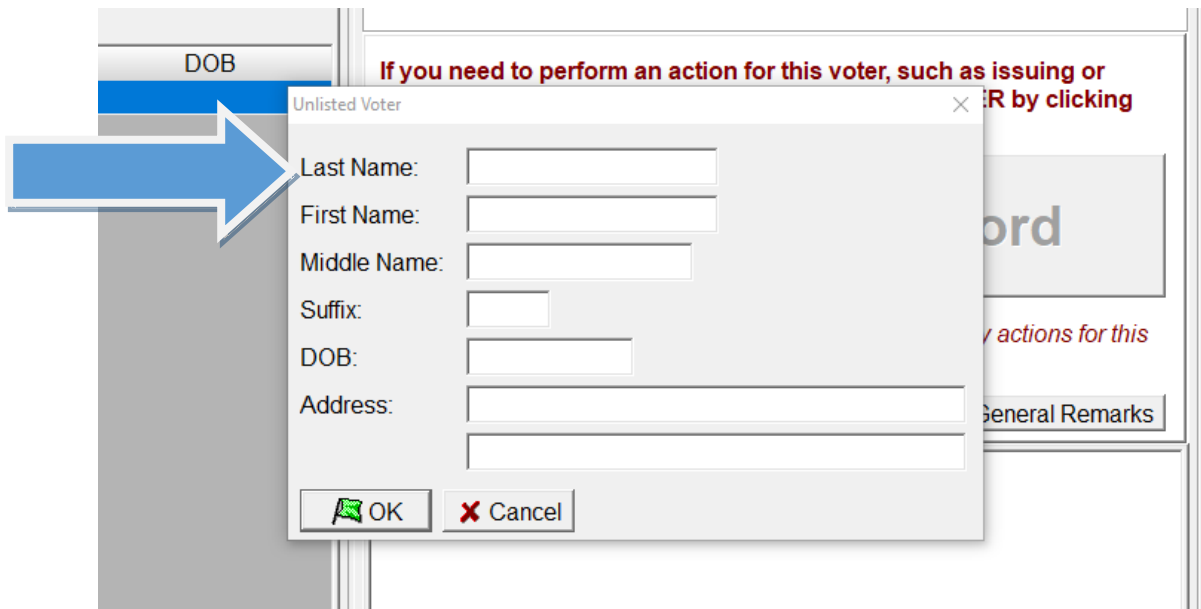
List of Voters

#	Assigned To	Ballot
1		

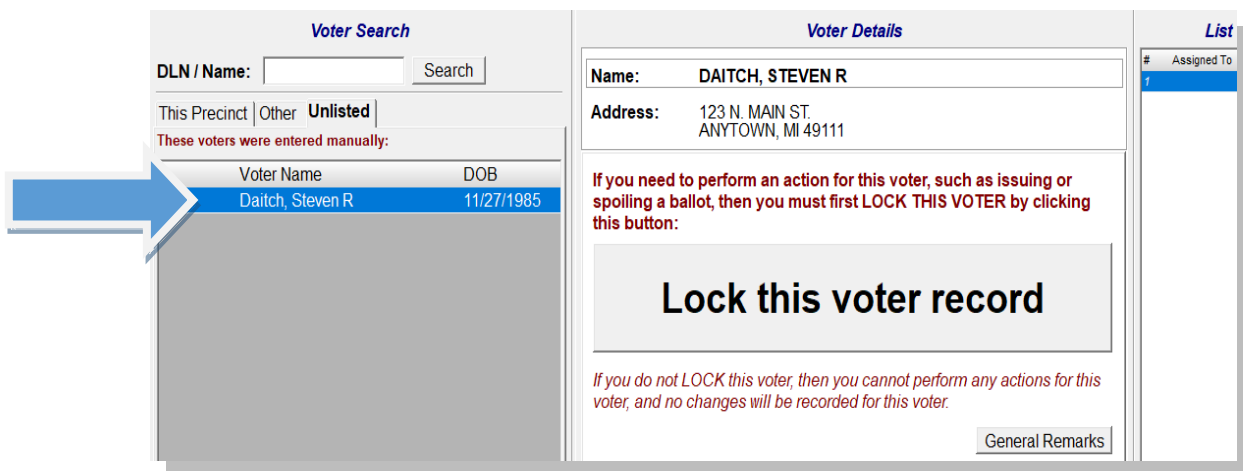
Total = 0

admin Backup Overdue!

Click the “New” button, and enter the voter’s information in the popup window.



The voter’s name will then appear in the “voter search” menu. From this screen, you can lock the voter’s record and issue the voter a ballot. **Note:** If the voter presents a voter registration receipt from the clerk’s office, they will be issued a **regular ballot**. Voters without this receipt will either be issued an **affidavit ballot** or an **envelope ballot** depending on their answers on the Provisional Ballot form.



Provisional Ballots

Most voters will not need to cast a provisional ballot. If a voter has not registered to vote, they may register on Election Day, and then vote at the clerk's office. If the voter is not registered, and refuses to register at the clerk's office, then the voter may be issued a provisional ballot.

Voters must swear that they are registered to vote, and that they registered to vote by mail prior to the close of registration deadline (15 days prior to the election, or up to 8pm on Election Day if registering to vote in person). Local clerks must check the voter's address to make sure that the address provided is in the precinct where the voter is attempting to vote.

If all of these steps are taken, follow the steps listed on the Provisional Ballot Envelope (See **Appendix D**). The front of the envelope is a voter registration form. If the voter is not registered to vote, this will ensure that the voter can vote at the next election. The back of the envelope lists the procedures for casting an **affidavit** or **envelope** ballot.

An **affidavit ballot** must be voted if the voter:

1. Is not registered in another jurisdiction.
2. Provided a photo ID.
3. Verified his or her address.

An **envelope ballot** must be issued if the voter could not provide any of the information above. For a detailed checklist of provisional ballot procedures, see **Checklist 4**.

Ottawa County Poll Inspector Training

Provisional Ballot Scenario

John Q. Public, Jr., a voter, is not on your precinct list. You've contacted the Clerk and they confirmed that the voter is not registered anywhere else. The voter insists that he registered to vote, and refuses to leave the precinct and register at the clerk's office. The election is August 2nd and the last day to register to vote by mail was July 19th. The voter has provided valid photo ID and that ID has 241 W South St. as his address. Completing the Poll inspector Review Checklist, determine what type of Provisional Ballot the voter should receive.

Hint: Use the completed Provisional Ballot form on the next page to determine whether the voter will be issued an **affidavit** ballot or an **envelope** ballot. Also, see **Checklist 4** and **Appendix D** for additional information.

Absentee Voters

There are two methods for tabulating **absentee ballots**: tabulating **in the precinct** and tabulating at the **Absent Voter Counting Board (AVCB)**. See **Checklist 5** for step-by-step instructions for processing absentee ballots in the precinct.

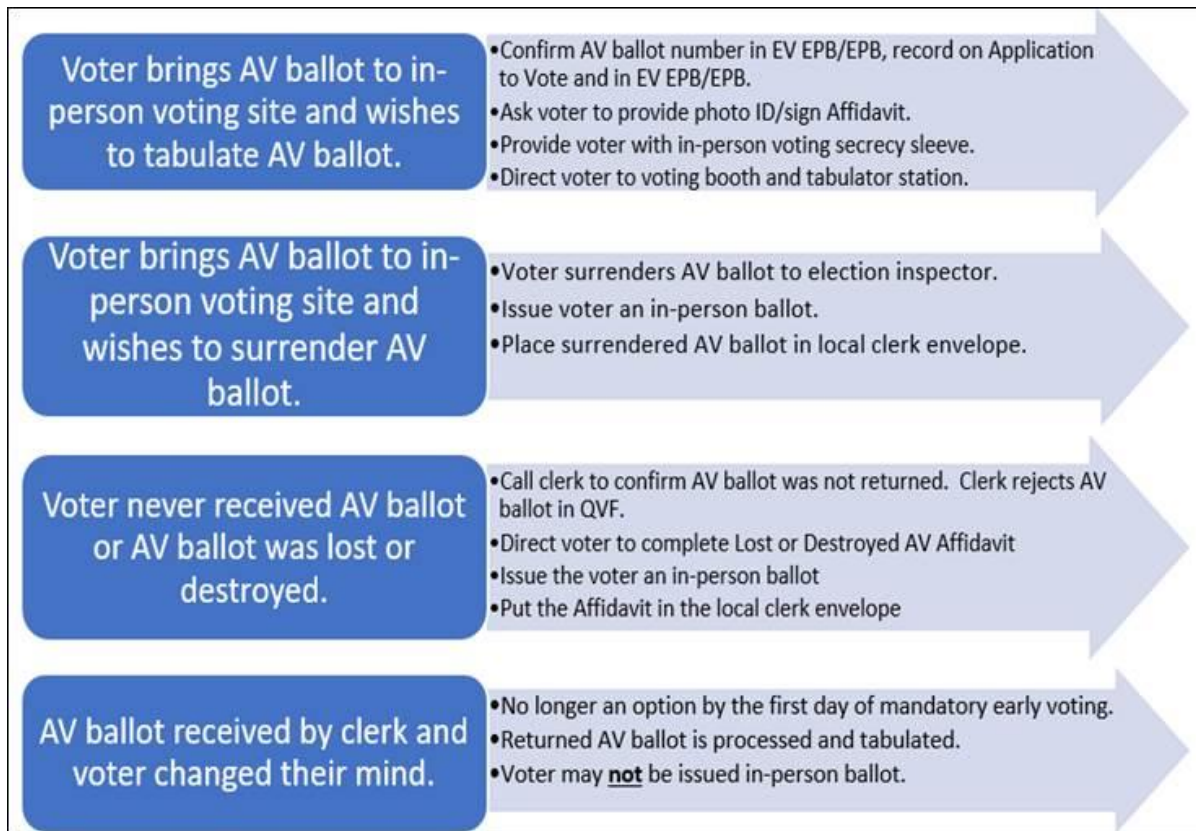
When the Clerk (or a deputy clerk) delivers absentee ballots to the polling location, be sure to count the ballots, and record the number of ballots received. You will also receive the **Absent Voter Poll List** when AV ballots are delivered. This list contains the names of all voters who have **received** absentee ballots, whether they have been returned to the Clerk's office or are still in the hands of voters. Your Clerk may update this list throughout the day as AV ballots are returned. All ballots returned by 8:00 PM must be counted. At the end of the day, strike a line through the names of all voters who did not return a ballot, and update the total number of voters at the bottom of the **AV Poll List**.

AV ballots will be enclosed in **AV ballot envelopes**. Open the envelope and verify that the **ballot stub** matches the number on the AV envelope. Remove the stub, and separate the ballot from the envelope without viewing any of the votes cast. This is easier when multiple people assist with this process. Have one Poll Inspector open the outer envelope. Remove the ballot (if enclosed in a secrecy sleeve) and hand to another worker who will remove the stub. At this point, the ballot is now anonymous.

As you process AV ballots, place all AV ballot envelopes into the large envelope marked **AV Envelopes and Applications**.

With the passage of Proposal 22-2, voters can now cast their AV ballot in the precinct on Election Day or at an early voting center. If a voter brings in an AV ballot to cast, please verify the following:

- The voter should have an **AV ballot with the stub** still attached (if stub is removed, they will need to spoil their AV ballot and receive a ballot at the voting location).
- The voter should have the AV secrecy sleeve and envelope, but these are not required.
- Make sure the voter has their AV ballot secured in the secrecy sleeve or provide them a precinct secrecy sleeve.
- Have the voter complete an **Application to Vote**.
- Verify, using the EPB or EVEPB, that the voter was sent an AV ballot, that it has not been returned to the clerk, and that the AV ballot number brought in by the voter matches the ballot number listed in QVF.
- In the Precinct, select **"Voter Tabulated AV"** in the EPB to convert the AV ballot.
- The voter may then proceed to cast their ballot at the polling location.



Issue a ballot

Regular ballot

Affidavit ballot-provisional

Envelope ballot-provisional

Challenged ballot

Other actions

Clerk Delivered AV

Voter Tabulated AV

Spoil a ballot

Reject a ballot

Undo

Undo (Recording of In-Person Absentee ballot [00000033])

✖
Unlock this voter without performing any action

Voter Remarks

Label

Absentee Ballot [00000033] sent by clerk--Voter must surrender ballot or submit affidavit.

In-Person Absentee ballot [00000033] recorded at the precinct.

VOTING STATUS: Voted in precinct using a In-Person Absentee ballot.

Duplicating Ballots

Occasionally, absentee ballots will be rejected by the scan. Unlike a regular precinct voter, absentee ballots cannot be spoiled and reissued. In this case, one **Democrat** and one **Republican** must examine the ballot to determine if it should be **duplicated**.

*Ballots cannot be duplicated until after the polls close at 8:00pm.

Michigan does not permit Poll Inspectors to interpret voter intent. If a bubble does not have a mark in it, then no vote will be cast in that contest (See **Appendix C** for valid vote markings). To properly duplicate a ballot:

- Write **Original #1** on the first ballot to be duplicated.
- Write **Duplicate #1** on the new ballot. Remove the stub.
- Mark the same ballot position(s) that were marked on the original ballot.
- Place the duplicated ballot into the scan.
- Place the original ballot in the envelope marked **“Original Ballots For Which Duplicates Have Been Made”**.
- Make a note in the remarks section of the poll book to account for the ballot number(s) used for duplication.

Precinct Delegates

Precinct Delegates are elected to serve as political party officers. During each State Primary Election, delegates representing the two major political parties (Republican and Democratic) are elected to serve at their respective county political party conventions.

Precinct Delegates vote on matters directly related to the county political parties, such as election of the executive committee and any decisions related to the county political party platform. Becoming a Precinct Delegate is also the first step to becoming a State or National delegate to the Republican and Democratic Conventions.

Precinct Delegates are unlike any other office on the ballot. Candidates can apply to be **write-in candidates** on Election Day, in the precinct in which they vote. Also, due to the large number of delegate positions available, many Precinct Delegates win their offices as write-in candidates.

Your Clerk will provide you with a list with any candidates who filed as write-in candidates prior to Election Day. Candidates can also file as write-in candidates on Election Day. If a write-in candidate files in your precinct:

- Notify your Clerk.
- The Precinct Chair signs the notary portion of the form (unless otherwise notarized).
- Check to make sure that voter is registered to vote in your precinct (this voter should be listed in the EPB).
- Add the candidate's name to the **Write-In Statement of Votes** or the included **Precinct Delegate Write-In Statement of Votes** in the paper poll book.
- After 8:00pm, print the **write-in tape**. Use this tape to assign write-in votes to all Precinct Delegate write-in candidates (if no votes for the candidate appears, write "**none**" next to the candidate's name).
- Paperclip the write-in tape to the Write-In Statement of Votes.

Note: Beginning in August of 2020, Poll Inspectors are no longer required to certify the results of Precinct Delegate elections.

Appendices

Appendix A – Application to Vote

Front

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 he/she is not in possession of picture identification.

FORM NO. 677 (04/24)
 PRINTING SYSTEMS - 1-800-95-12345

Election Date _____

Ward _____ Precinct _____

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

X _____
 SIGNATURE OF VOTER

ELECTION INSPECTOR COMPLETES

ABSENT VOTER BALLOT VOTED

ABSENT VOTER BALLOT SURRENDERED

Absent Ballot No. _____ Verified

Ballot Style _____

Ballot No. _____

Voter No. _____
(POLL BOOK)

ELECTION INSPECTOR INITIALS ▶ _____

ID AFFIDAVIT ON REVERSE COMPLETED



Back

* Poll Inspectors need to complete the **Election Inspector sections** as applicable (**A and B**).

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** _____

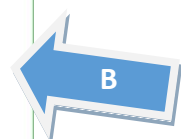
Penalty: Making a false statement in this affidavit is perjury, punishable by a fine up to \$1,000.00 or imprisonment for up to 5 years, or both.

To be completed by Election Inspector

Sworn and subscribed to before me this _____ day of _____,

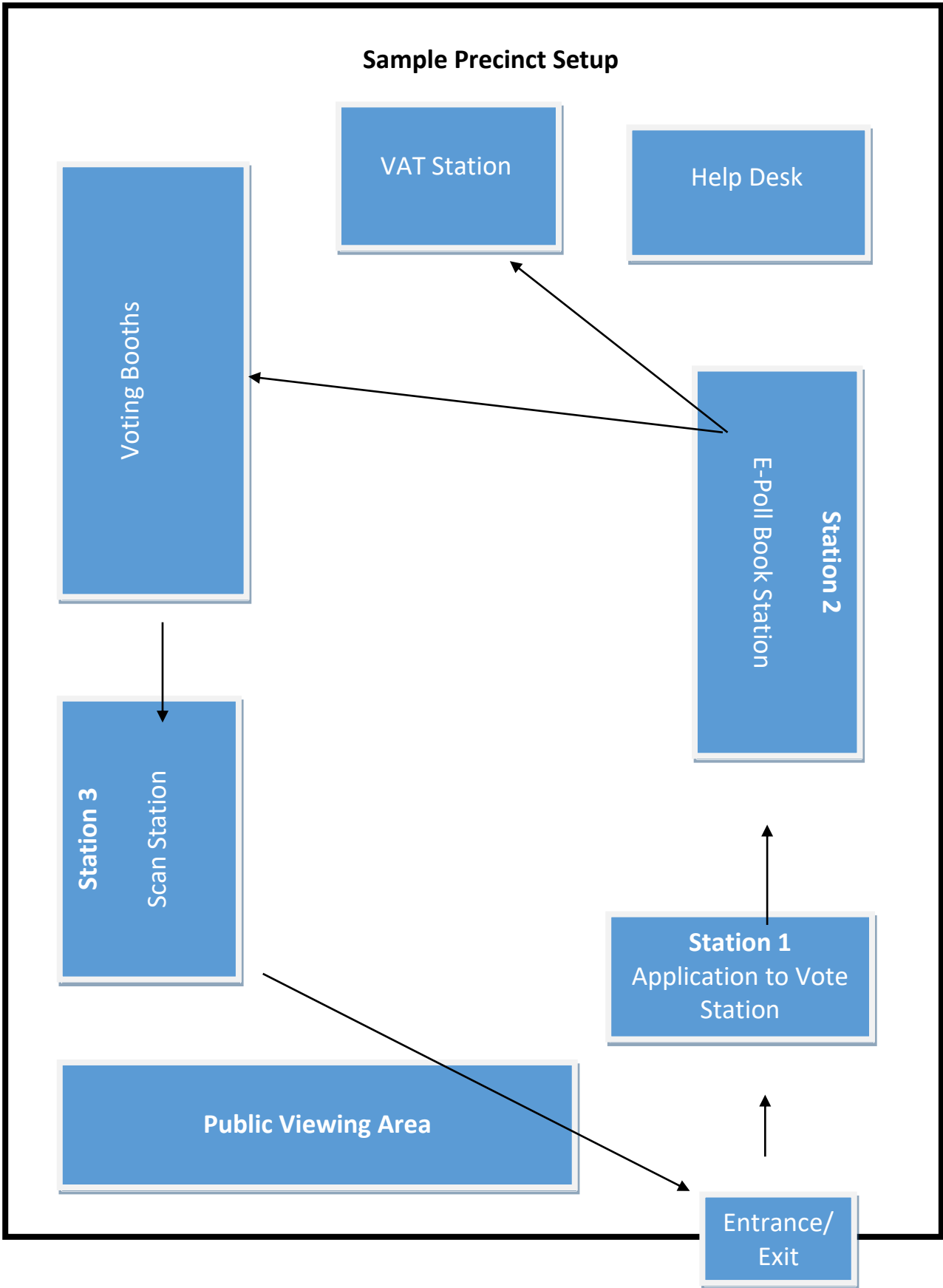
I certify that the elector named above has completed the above affidavit in my presence.

X _____
 Signature of Election Inspector



Appendix B – Sample Precinct Setup

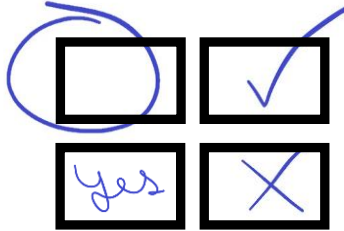
*Station 3 (Scan) needs to be 10 ft (minimum) away from every other station.



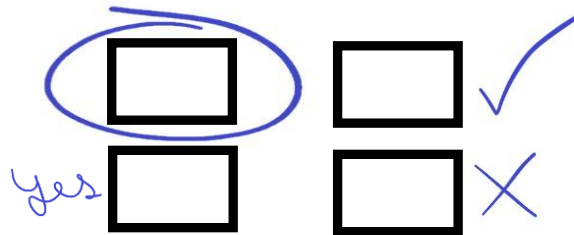
Appendix C – Valid Ballot Markings

Determining the Validity of Ballot Markings

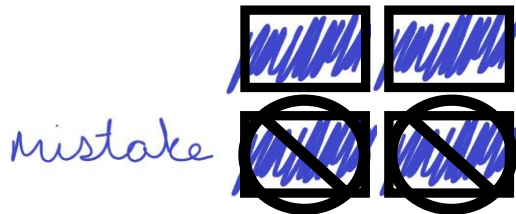
Valid markings: Each of the examples provided below is a **valid vote** as there is a mark within the predefined target area for casting a vote.



Invalid markings: Each of the examples provided below is an **invalid vote** as a mark does not appear within the predefined target area designated for casting a vote.

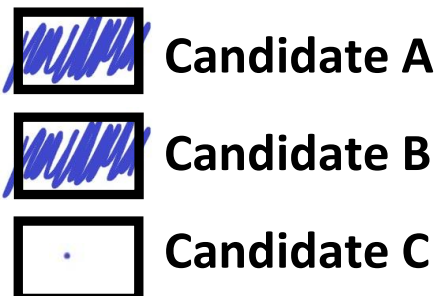


Corrections: A correction that causes a false scan read does not count as a valid vote.



Stray Marks: A stray mark made within a predefined target area is not a valid vote. In determining whether a mark within a predefined target area is a stray mark, the board of canvassers or election official (or board of Poll Inspectors, when visually inspecting an absentee ballot rejected by the scan) shall compare the mark with other marks appearing on the ballot. Note, a cross or checkmark appearing in the predefined target area is not considered a stray mark and is a valid vote even if the voter does not consistently mark the entire ballot with a cross or checkmark.

Counts for top two positions only:



Appendix D – Provisional Ballot Envelope

State of Michigan Provisional Ballot Form and Voter Registration Form

Attention voter: if your name was not found on the list of registered voters and you were unable to produce a receipt verifying registration, you must complete the following affidavit and voter registration form in the correct precinct.

START VOTER AFFIDAVIT (required)

I, _____, affirm that I am a resident of the City Township of _____ at the address provided. I affirm that I submitted a voter registration application on or before the close of registration for the election at hand. By signing this affidavit, I swear/affirm that the above statements are true.

VOTER SIGN HERE **X**

Signature of Voter

Signature of Election Inspector Witnessing

An individual who provides false information in this affidavit is guilty of perjury, which is punishable by a fine of up to \$1,000 and/or imprisonment for up to 5 years.

REGISTRATION INFORMATION (required)

I registered to vote on _____ / _____ / _____ at the location or with the following form:
 Mail-in registration form ExpressSOS.com
 Secretary of State branch office Designated voter registration agency
 Secretary of State "Renewal by Mail" County, city or township clerk's office

Complete the voter registration application below.

QUALIFICATIONS

Are you a citizen of the United States of America? Yes No
Will you be at least 18 years of age on or before election day? Yes No

If you are not a US citizen, do NOT complete this form

MICHIGAN DRIVER LICENSE/STATE PERSONAL ID

- - - - -
 I do not have a valid Michigan issued driver license, a Michigan personal ID card, or a Social Security number.

If you do not have a Michigan driver license or personal ID card, provide the last four digits of your Social Security number X X X - X X -

PERSONAL INFORMATION * required information

Last Name* _____ (_____) Phone _____ Email _____
 Address where you live - House number and Street/Road* _____ Mailing Address (if different than residential address) _____
 City* _____ Zip _____ City _____ State _____ Zip _____
 Middle _____ Suffix _____
 Date of Birth* _____ / _____ / _____
 Male Female
 Apt/L or # _____

SIGNATURE

I certify that:
• I am a citizen of the United States.
• I am a resident of the State of Michigan and will be at least a 30-day resident of my city or township by election day.
• I will be at least 18 years of age by election day.
• I authorize the cancellation of any previous registration.

The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be subject to a fine or imprisonment or both under federal or state laws.

VOTER SIGN HERE

X _____ / _____ / _____
Applicant's Signature Date

www.FilingSystems.us (800) 95-12345 FORM #620 (R 02/19) P 09/19

ELECTION INSPECTOR REVIEW CHECKLIST

Review the information provided by the voter for completeness.

Verify the voter:

- completed the affidavit & voter registration form on the other side of this envelope
- is in the correct precinct or refuses to go to the correct precinct
- registered prior to the close of registration (see date on the other side)



If any of the above are not checked, the voter cannot vote a provisional ballot. Do not continue.

Ask the voter for picture ID and proof of their current address. 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 that confirms his or her address in the precinct? Yes No
3. Were all answers above Yes? Yes No

Next, complete the appropriate ballot section to the right.

FOR CLERK'S USE ONLY

- Not Counted: Reason**
 - Original application rejected
 - Registration after deadline
 - Cancelled
 - Unreadable/incomplete
 - No ID provided within 6 days
 - No residency confirmation within 6 days
 - Voted out of precinct
- Counted: Reason**
 - Reactivated
 - Registered
 - Provided ID
 - Residency confirmed
- Action**
 - Registered
 - Notice sent on / /

Comments:

Initials of Processor: _____

ELECTION INSPECTOR - issuing a ballot - determining the correct type

If you answered **YES** to Question 3, issue an **Affidavit** ballot:

- Enter ID type and #
- Prepare the ballot as Challenged by writing and concealing the ballot number on the ballot
- Enter voter and issue the ballot in the (e)Pollbook as an affidavit ballot
- Complete the election inspector record below
- Give voter the **Notice to Voter**
- Allow voter to mark the ballot and put their ballot in the tabulator
- Place this empty envelope in the *Provisional Ballot Storage Envelope*



If you answered **NO** to Question 3, issue an **Envelope** ballot:

- Enter ID type and # _____ or Not provided
- Enter residency proof _____ or Not provided
(current utility bill, bank statement, paycheck, or any other government document)
- Prepare the ballot as Challenged by writing and concealing the ballot number on the ballot
- Enter voter and issue the ballot in the (e)Pollbook as an **Envelope** ballot
- Complete the election inspector record below
- Give voter the **Notice to Voter**
- Instruct voter to place the ballot in the secrecy sleeve and then this envelope after voting, **the ballot must NOT be put into the tabulator today** and must be returned to an election inspector
- Allow voter to mark the ballot and seal the ballot inside this envelope
- Place this envelope in the *Provisional Ballot Storage Envelope*



ELECTION INSPECTOR RECORD

Issued: Affidavit ballot Election date: / / Voter # _____ Pct # _____
 or Envelope ballot Initials of Inspector sealing this envelope (if ballot enclosed) _____

Comments:

*OTHER ENVELOPE BALLOT REASONS - affidavit and voter registration form NOT required
 Do not use this box unless instructed by the local Clerk*

Voter Name _____

Voter # _____

Appendix E – Precinct Delegate Write-In Declaration of Intent

Write-In Candidate Declaration of Intent		
write-in candidate information	1	first name _____ middle _____ last _____ residential address _____ city / zip _____ <input type="checkbox"/> I am registered and qualified to vote at this address.
	2	phone number _____ date of birth ____/____/____ email address _____ campaign website _____
office information	3	office name _____ jurisdiction _____ district/circuit/ward _____ political party, if a partisan office. If running without party affiliation list "No Party Affiliation." term (check one): <input type="checkbox"/> regular term <input type="checkbox"/> partial term expiring ____/____/____ <input type="checkbox"/> recall election (check one): <input type="checkbox"/> primary election ____/____/____ <input type="checkbox"/> general election ____/____/____ judicial candidates only: <input type="checkbox"/> incumbent position <input type="checkbox"/> non-incumbent position <input type="checkbox"/> new judgeship
	4	By signing this affidavit, I swear the statements made above are true and do hereby declare my intent to seek the above elective office as a write-in candidate. sign here _____ date here _____ notary signature _____ notary name _____ subscribed and sworn to me on the _____ day of _____, _____ notary public, state of Michigan, county of _____ my commission expires ____/____/____ acting in the county of _____
for office use only		received by _____ date of filing _____ campaign finance number _____

how to file & complete the form

when to file - by 4 p.m. on the second Friday immediately preceding the election, except precinct delegates. Delegates can file by 4 p.m. on the first Friday immediately preceding the election or on Election Day at the precinct.

where to file
File with the Michigan Bureau of Elections for a federal or state district that includes more than one county (including statewide) and all judicial races except probate or municipal. File with the county clerk for a federal or state district in only one county, a county or probate judge race, and precinct delegates.

You may file in person or by mail.

File with the city or township clerk for all city or township offices.
Contact your county clerk to determine the appropriate filing official for village, school, or library district offices.

campaign finance

You may have additional filing obligations under Michigan's Campaign Finance Act. Ask your filing official.

completing the form

1. write-in candidate information
Print your information legibly. Fill in the circle to indicate you are registered to vote at the address listed.

2. additional information

A phone number, date of birth, email address, or website is not required, but recommended.

3. office information

Print the office name, jurisdiction and any district/circuit/ward defining the office for which you are a candidate. If a delegate candidate, put precinct number.

4. statements

Read, sign, and date the attestation. The affidavit is not complete until signed and notarized.

Appendix F - Affidavit of Absent Voter

ver. 4-9-19

AFFIDAVIT OF ABSENT VOTER

I, _____ affirm that I am a resident
(Full Name)

of _____, Michigan, and I reside
(City or Township,)

at _____
(Street Address)

I further affirm that I submitted an application for an absent voter ballot for this election to the

(City or Township) Clerk.

And that:

- I did not receive the absent voter ballot that I applied for
- I lost or destroyed the absent voter ballot I received.

I desire to vote in person.

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

Signature of Elector: X _____

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 in my presence and is eligible to vote.

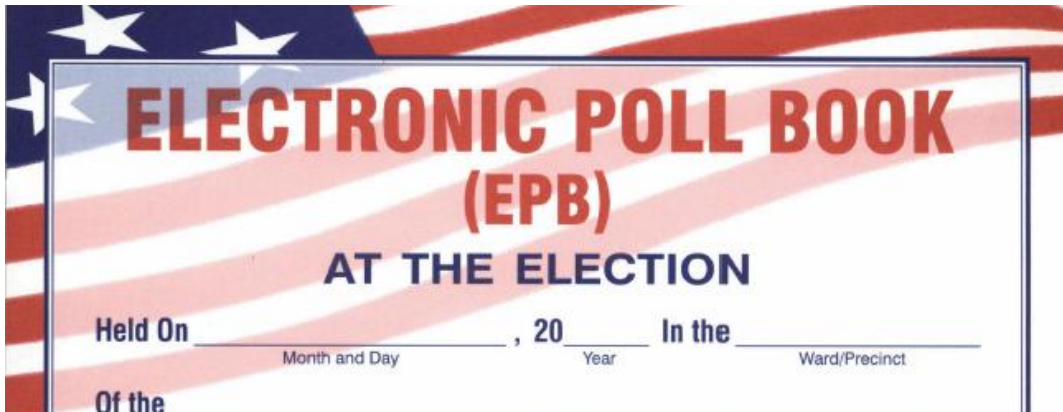
X _____
Signature of Election Inspector

Note to Inspector: This form does not have to be completed if the voter turns in his/her absent voter ballot and votes in person. You **MUST** call the clerk's office prior to permitting the elector to vote to make sure the absent voter ballot has not been returned to the clerk's office and to let the clerk know the voter will be voting in person at the polling location.

Return this form in Local Clerk Envelope

Appendix G – Poll Book

Front Page



ELECTRONIC POLL BOOK (EPB)

AT THE ELECTION

Held On _____, 20____ In the _____
Month and Day Year Ward/Precinct

Of the _____
Jurisdiction

County of _____, 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)**

<input style="width: 90%; height: 20px; border: none;" type="text"/> <small>Tabulator Serial No.</small>	<input style="width: 90%; height: 20px; border: none;" type="text"/> <small>Voter Assist Terminal Serial No.</small>	<input style="width: 90%; height: 20px; border: none;" type="text"/> <small>Voter Assist Terminal Seal No.</small>
<input style="width: 90%; height: 20px; border: none;" type="text"/> <small>Tabulator Seal No.</small>	<p style="font-size: small;">I certify that the precinct tabulator and voter assist terminal have been properly prepared and tested for this 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.</p>	
<input style="width: 90%; height: 20px; border: none;" type="text"/> <small>Tabulator Seal No.</small>	<input style="width: 90%; height: 20px; border: none;" type="text"/>	<input style="width: 90%; height: 20px; border: none;" type="text"/>
	<p style="color: red; font-size: 2em; margin: 0;">X</p> <small>Signature of Clerk or Authorized Assistant</small>	<small>Date</small>

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

www.PrintingSystems.us (800) 95-12345 FORM #490 (Rev. 02/18)

Oath of Office

1 OATH OF CHAIRPERSON & ELECTION INSPECTORS Precinct # _____

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 Precinct Board Chairperson** according to the best of my ability.

Taken, subscribed and sworn to before me on

____ / ____ / ____
Month Day Year

1. **X** _____
Signature of Chairperson

X _____
Signature of Person Administering Oath

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.

2 ELECTION INSPECTORS' PREPARATION CERTIFICATE

BEFORE THE POLLS OPENED, WE COMPLETED THE FOLLOWING:

- Administered the Oath of Office to all present.
- Verified the serial and seal numbers on the tabulator and voter assist terminal (VAT) are the same as recorded on the Clerk's Preparation Certificate.
- Completed all preparation steps of the tabulator and voter assist terminal (VAT) and the equipment is in proper working order.
- 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..
- Signed below, certifying the above were completed.

3 SIGNATURES OF PERSONS TAKING OATH AND CERTIFYING PREPARATION CERTIFICATE

- 2. **X** _____
- 3. **X** _____
- 4. **X** _____
- 5. **X** _____
- 6. **X** _____

- 7. **X** _____
- 8. **X** _____
- 9. **X** _____
- 10. **X** _____
- 11. **X** _____

Taken, subscribed and sworn to before me on

____ / ____ / ____
Month Day Year

1. **X** _____
Signature of Chairperson or Person Administering Oath

4 ADDITIONAL SIGNATURES OF PERSONS TAKING OATH ONLY

If not present at opening of polls

- 12. **X** _____
- 13. **X** _____
- 14. **X** _____

- 15. **X** _____
- 16. **X** _____
- 17. **X** _____

Taken, subscribed and sworn to before me on

____ / ____ / ____
Month Day Year

1. **X** _____
Signature of Chairperson or Person Administering Oath

Statement of Votes – CLIP or ATTACH Tabulator Tape to this Page

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. _____
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. _____
DRIVE SEAL NO. (FOR TRANSFER)

DEMOCRATIC INSPECTOR **REPUBLICAN INSPECTOR**
 Signature of Election Inspector who sealed/verified the **Ballot Storage Container** and the **Transfer Container**. 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 CANVASS BOARD / PROBATE JUDGE
 MANILA - Remains in Poll Book Which is Placed in Envelope to COUNTY CLERK

CERTIFICATE OF ELECTION INSPECTORS

Add into poll book ←

Election Results and GPS Chain of Custody Form

Jurisdiction: _____ Election Date: _____

Ward/Precinct: _____ AVCB: _____

Election Results Chain of Custody Record for GPS Tracked Materials

Poll Inspector Duties:

- Record number on each V-drive:
 V-drive #: _____ V-drive #: _____
- Place all V-drives for the precinct/ward/AVCB in small green bag and complete Tabulator Program Storage Container Certificate.
- Seal bag with the blue plastic seal, affixing the Tabulator Program Storage Container Certificate.
 Record Seal Number: _____
 X _____
 Signature of Election Inspector who sealed the Tabulator Program Storage Container – **Democrat**
- Seal bag with the blue plastic seal, affixing the Tabulator Program Storage Container Certificate.
 X _____
 Signature of Election Inspector who sealed the Tabulator Program Storage Container – **Republican**
- Record seal number from small green bag in paper poll book. See back of paper for example.

Receiving Board/ Election Official Duties:

- Visually inspect green bags to ensure seal has not been broken and v-drive numbers are correct – **DO NOT BREAK SEAL.**
- Ensure seal number on Tabulator Program Storage Container Certificate matches the Poll Book.
- Place sealed green bag aside for County Clerk staff to pick up.
 X _____
 Signature of Receiving Board member/Election Official who verified seals
- Place sealed green bag aside for County Clerk staff to pick up.
 X _____
 Signature of Receiving Board member/Election Official who verified seals

County Clerk Staff Duties:

- Verify that the seal number on the Tabulator Program Storage Container Certificate is accurate.
 - Verify V-drive number(s) by visual inspection of the precinct bag.
- _____
 Name of County Clerk Staff– Printed
- X _____
 Signature

 AM/PM.
 Time Results were handed over - (circle one)

*Give one copy of completed form to County Clerk's Office staff.
 Retain one copy of this form in the Local Clerk's Office.*

Checklist 1 – Opening the Polls

- Take the oath of office and sign the inside front cover of the poll book.
- Plug in and turn on the **Scan** by pressing the **red button**.
- Plug in and turn on the **Touch Writer** by pressing the **red button**.
- Plug in and turn on the ballot printer.
- Display an American flag in the precinct or outside of the building.
- Verify the number of ballots received in the precinct.

Scan

- Verify the serial number and seal number on the scan.
- Check the auxiliary bin and ballot box. Remove any objects.
- Make sure the ballot box is properly locked.
- Check that the date and time is correct.
- Print and sign the **Zero Report tape** (all Poll Inspectors).
- Select **“Open polls”**.
- Do not sign the Open Polls Report. Once this prints, open the receipt tape compartment, roll up the tape, and close the compartment door.
- The total number of ballots listed on the scan should read “0” (except for the lifetime counter) and the green runway lights should be flashing. The polls are now open.

Touch Writer

- Verify the serial number and seal number.
- Connect the printer.
- Once the Touch Writer is on, select the **blue Poll Inspector button**.
- Select **“Menu”**.
- Select **“Run Tests”**.
- Select **“Print Laser Test Page”** (If using paper that is longer than regular printer paper, an error message will appear on the printer. Insert the proper paper into the manual feed tray and select the OK button.)
- The printer will begin printing the test page.
- Push Exit to go back to the **“Ready for Use”** screen.
- Remove the test page, and place in the **Local Clerk Envelope**.

Precinct Setup

- Post Sample Ballots (front and back) and Voter Information Posters.
- Set up each station.
 - Station 1 – **Applications to Vote**
 - Supplies: Application to Vote pads and pens
 - Station 2 – **E-Poll Book**
 - Supplies: EPB laptop, magnetic strip card reader, ballots, and secrecy sleeves
 - Help Desk
 - This station should be set up away from other voters and have enough room for a voter and two Poll Inspectors.
 - VAT Station (**Touch Writer**)
 - Voting Booths
 - Supplies: Dividers, pens
 - Station 3 – **Scan Station**
- Announce that the polls are open at 7 a.m.

Checklist 2 – Processing Voters

- ❑ Voters complete the **Application to Vote** with the following information:
 - Name
 - Date of Birth
 - Current Address
 - Signature
- ❑ Check the voter's ID for name and photo.
 - If a voter does not have an ID, the voter **must** sign the affidavit on the back of the application.
 - Keep track of the number of voters who sign the affidavit by making a tally mark for each voter.
- ❑ Swipe or scan drivers' license or enter last name in the search bar on the EPB.
 - See EPB procedures in **Checklist 6**
- ❑ Check the voter's name, address, and date of birth in the EPB.
- ❑ Lock the voter record.
- ❑ Issue the voter a ballot on the EPB.
- ❑ Write the voter number and ballot number on the **Application to Vote** and initial the Application.
 - If more than one ballot style is being used in your precinct, indicate the ballot style on the Application to Vote.
- ❑ Issue the voter a ballot enclosed in a secrecy sleeve.
- ❑ If necessary, instruct voters on how to complete their ballot by using the yellow demonstration ballot (**Appendix E**).
 - **Never demonstrate how to vote with a real ballot.**

Checklist 3 – Closing the Polls

- ❑ Compare the **number of voters** on the scan, **EPB list of voters**, and **Applications to Vote**.
- ❑ Make sure **all voters have finished** running their ballots through the scan.
- ❑ If processing **AV ballots**, make sure all have been run through the scan, including any duplicates.
- ❑ Unroll receipt tape until blank and reinstall the unbroken tape into the compartment.
- ❑ Close the Polls:
 - On Scan, select the **blue Poll Inspector button** on the back of the device.
 - Select **“Close Polls”**.
 - The Scan will automatically print 3 totals tapes.
 - Sign all three (3) copies.
 - Place one (1) tape in each envelope: **Local Clerk, Board of Canvassers, County Clerk**.
 - If there are any valid write-in candidates, print the **Write-In Report**
 - Use the **Write-in Report** to tally any valid write-in votes in the Poll Book.
 - Attach the **Write-in Report** to the Poll Book.
 - Place one (1) copy of the **Write-In Statement of Votes** in the Local Clerk envelope and Board of Canvassers envelope. The County Clerk envelope will contain the Write-In Statement of Votes that remains in the poll book.
- ❑ Turn Scan off by pressing the **red button** on the back of the device.
- ❑ Remove the **Scan** USB stick (vDrive) and place in green GPS transfer bag.
- ❑ Remove the **Touch Writer** USB stick (vDrive) and place in green GPS transfer bag.
- ❑ Completion of the **back page** of the Poll Book
 - Complete the checklist at the top of the page.
 - Record the seal numbers.
 - Republican and Democrat must sign.
 - Record the seal number used to seal the **blue nylon bag** containing the EPB flash drive.
 - Record the seal number used to seal the **green GPS transfer bag containing** the vDrives from the Scan and Touch Writer.
 - All Poll Inspectors must sign the bottom of the page.
- ❑ Verify that the EPB Ballot Summary is properly completed.
 - Verify and enter the **ending** ballot number.
 - Verify that the **difference** (Line L) is equal to **zero**.
- ❑ Complete final backup of Ballot Summary, Poll List, and Remarks Reports.
- ❑ Save PDF files of each report to the EPB flash drive in the Privacy Zone.

Checklist 4 – Envelopes in the Precinct

Spoiled/Defective Ballots (Pale Pink)

- Only ballots with stubs removed, spoiled by voter, and issued a new ballot should be in this envelope.
- Spoiled Ballots should be folded in half and say ‘spoiled’ on them.

VAT (Green)

- Only non-voted ballots with the removed stub should be in this envelope. These should be original ballots with “TW” written on them. The stub will have been taken with the voter to the VAT device to pair with their electronically-marked, printed ballot.

A.V. Envelopes (Orange)

- Absent Voter envelopes.
- Absent Voter applications.
- List of Absent Voters (if not already added to poll book).
- Absent Voter ballots surrendered by voters who voted in precinct.**

Original Ballots (Gray)

- In this envelope should be original ballots for which **duplicates** have been made and tabulated.

Local Clerk (White)

- At the end of the night after the polls close the following should be in this envelope:
 - One (1) statement of votes with scan tape attached.
 - Zero totals tape.
 - Applications to vote.
 - Certificate of Poll Inspectors (white copy).
 - TW (or VAT) **Test** Page.

County Clerk (Tan)

- At the end of the night after the polls close the following should be in this envelope:
 - One (1) poll book.
 - One (1) statement of votes with scan tape attached.
 - One (1) precinct delegate write-in statement of votes (if applicable).
 - One (1) write-in tape (if applicable).

Probate Judge/ Board of Canvassers (Bright Pink)

- One (1) statement of votes with scan tape attached.
- Certificate of Poll Inspectors (**Pink copy**).

Checklist 5 – Provisional Ballots

To issue a Provisional Ballot, follow the steps listed on the **Provisional Ballot Envelope** (See **Appendix D**). On the front of the envelope is a voter registration form. If the voter is not registered to vote, this will ensure that the voter can vote at the next election. The back of the envelope lists the procedures for casting an **affidavit** or **envelope** ballot.

EPB procedure:

- The voter will not appear in the list of voters.
- Select the “Unlisted” tab.
- Click “New” and enter the voter’s name, date of birth, and address.
- Click “Lock this voter record” and select either **Affidavit** or **Envelope** ballot.

An **affidavit ballot** must be voted if the voter:

1. Is not registered in another jurisdiction.
2. Provided a photo ID.
3. Verified his or her address.

An **envelope ballot** must be issued if the voter cannot provide the information above.

To process an **affidavit ballot**:

- Write the ballot number (in pencil) below the stub.
- Conceal the ballot number by taping a piece of white paper over the number.
- Enter the voter in the EPB, and issue as an **affidavit** ballot.
- Complete the “Poll inspector Record” on the provisional ballot envelope.
- Give the voter the “**Notice to Voter**”.
- The voter then places the ballot in the scan.
- Place the (empty) provisional ballot envelope into the Provisional Ballot Storage Envelope.

To process an **envelope ballot**:

- Write the ballot number (**in pencil**) below the stub.
- Conceal the ballot number by taping a piece of white paper over the number.
- Enter the voter in the EPB, and issue as an **envelope** ballot.
- Complete the “**Poll inspector Record**” on the provisional ballot envelope.
- The voter then places the ballot in the Provisional Ballot Secrecy Sleeve.
- The ballot is then returned to the poll inspector, and it is not run through the scan.**
- Give the voter the “**Notice to Voter**”.
- Seal the ballot inside the provisional ballot envelope.
- Place the provisional ballot envelope into the Provisional Ballot Storage Envelope.

Checklist 6 – Processing AV Ballots in the Precinct

If processing AV ballots in the precinct, AV ballots can be accepted from a Clerk or Deputy Clerk, or voters can bring in their AV ballot and cast it at the polling place.

Processing Ballots

- Count the ballots, record the number of ballots delivered to the precinct.
- Open the envelope and verify that the number on stub matches the number on AV envelope.
- Remove the ballot stub.
- Remove the ballot from the envelope.
- Collect any applications to vote.
 - These should be stored separately from regular precinct applications, on a separate spindle.
- Enter the voter in the Poll Book.
 - **AV List Method** – You will receive a paper list of Absentee Voters from the Clerk. Mark the voters on this list as their ballots are processed.
 - **EPB Method** – All voters who received AV ballots will be marked on the EPB. Find the voter in the EPB and mark the ballot as **“Recorded in Precinct”**.
- Place the processed ballots into the scan.
 - **NOTE:** Make sure to keep close track of all absentee ballots. It is helpful to feed them into the scan in stacks of ten.

Duplicating Ballots

If the ballot is rejected by the scan, it must be examined by one Democrat and one Republican in order to determine if the ballot should be duplicated.

- Write **ORIGINAL #1** on the first ballot to be duplicated.
- Write **DUPLICATE #1** on the new ballot.
 - *A new sequential number should be given to each pair of original and duplicate ballots.
- Mark the same ballot positions that were marked on the original ballot.
- Remove the stub on the duplicate ballot.
- Insert the “duplicate” ballot into the scan.
- Place the original ballot in the manila envelope marked **Original Ballots for Which Duplicates Have Been Made**.

Checklist 6 – E-Poll Book Procedures

Before 7:00 am

- ❑ Refer to your local Clerk’s instructions for the following items:
 - Turning on and logging into the computer.
 - Loading the USB flash drive.
 - Opening the Privacy Zone on the flash drive.
 - Opening and logging in to the E-Poll Book software.

Processing Voters

- ❑ Swipe or scan the voter’s drivers’ license or type the last name into the search bar.
- ❑ Compare the voter’s name, address, and date of birth with the Application to Vote (If the voter does not appear in the EPB, alert the Chair right away).

QVF Electronic Pollbook

File Edit View Reports Sys Admin Help

Election: 8/2/2016 - STATE PRIMARY - BLENDON TOWNSHIP Precinct: 00001

Voter Search **Voter Details** **List of Voters**

DLN / Name: Search

This Precinct: Other Unlisted

These voters are located within the selected inner precinct:

H, BENJAMIN WAYNE DOB: 7/21/1986

9387 80TH AVE Precinct: 00001

ZEELAND MI 49464 Ballot Style: 03856

#	Assigned To	Ballot
1	Austin, Amanda June	00000001
2	Overway, Robin R	00000002
3		

- ❑ Click “Lock this voter record”.

Aguirre, Armando Joe	9/14/1982
Aguirre, Darci Jean	9/30/1988
Alferink, Leon Wesley	4/5/1950
Alferink, Phyllis Ann	10/15/1954
Ammeraal, Lucille	10/20/1947
Ammeraal, Raymond Jon	3/2/1944
Applebach, Jenna Ch	
Applebach, Keith W	
Applebach, Leah Jea	
Arens, Phillip Lee	
Arens, Stacy Michelle	9/16/1977
Ashby, Benjamin Obrien	6/13/1987
Ashby, Kimberly Nicole	9/30/1980
Austhof, Jeffrey Scott	3/15/1957
Austhof, Jesse David	12/24/1991
Austhof, Rita Ann	9/18/1957
REG Austin, Amanda June	12/12/1977

Lock this voter record

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:

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.

General Remarks

VOTING STATUS: Did not vote in precinct.

- ❑ Then select “Regular ballot”.

Voter Search **Voter Details** **List of Voters**

DLN / Name: Search

This Precinct: Other Unlisted

These voters are located within the selected inner precinct:

Voter Name	DOB
Aamoth, Benjamin Wayne	7/21/1986
Aamoth, Jennifer Renee	12/13/1983
Aguirre, Armando Joe	9/14/1982
Aguirre, Darci Jean	9/30/1988
Alferink, Leon Wesley	4/5/1950
Alferink, Phyllis Ann	
Ammeraal, Lucille	
Ammeraal, Raymond	

Name: AAMOTH, BENJAMIN WAYNE DOB: 7/21/1986

Address: 9387 80TH AVE Precinct: 00001

ZEELAND MI 49464 Ballot Style: 03856

Gender: M

Polling Location: BORCULO COMM. CENTER 6550 - 96TH AVE ZEELAND MI 49464

Reg. Date: 8/11/2004 Eff. Rg. Date: 9/10/2004

Issue a ballot

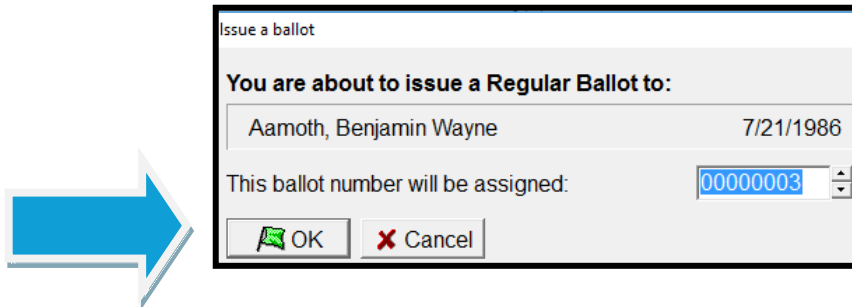
Other actions

Regular ballot Record an absentee ballot

#	Assigned To	Ballot
1	Austin, Amanda June	00000001
2	Overway, Robin R	00000002
3		

Checklist 6 – E-Poll Book Procedures, Continued

- ❑ This window will open:
- ❑ Type in the correct ballot number and hit “OK”.
 - Remember: **always issue the lowest ballot number first.**



- ❑ Once the ballot has been issued, the voter will appear in the “List of Voters” on the right side of the screen.

#	Assigned To	Ballot
1	Austin, Amanda June	00000001
2	Ovenwey, Robin R	00000002
3		

- ❑ Mark the voter’s **Voter Number** and **Ballot Number** on the **Application to Vote** and initial the Application to Vote.
- ❑ Hand the voter the Application to Vote, and a ballot inside a secrecy sleeve.
- ❑ **Remember:** Make sure the ballot number on the ballot stub matches the number in the EPB.

Checklist 7 – Spoiled Ballot Procedures

- ❑ Search for the voter's name in the EPB

QVF Electronic Pollbook

File Edit View Reports Sys Admin Help

Election: 8/2/2016 - STATE PRIMARY - BLENDON TOWNSHIP Precinct: 00001

Voter Search **Voter Details** **List of Voters**

DLN / Name: Search

This Precinct: Other Unlisted

These voters are located within the selected inner precinct:

OTH, BENJAMIN WAYNE DOB: 7/21/1986

9387 80TH AVE
ZEELAND MI 49464

Precinct: 00001
Ballot Style: 03856

#	Assigned To	Ballot
1	Austin, Amanda June	00000001
2	Overway, Robin R	00000002
3		

QVF Electronic Pollbook

File Edit View Reports Sys Admin Help

Election: 8/2/2016 - STATE PRIMARY - BLENDON TOWNSHIP Precinct: 00001

Voter Search **Voter Details** **List of Voters**

DLN / Name: Search

This Precinct: Other Unlisted

These voters are located within the selected inner precinct:

Voter Name	DOB
Aamoth, Benjamin Wayne	7/21/1986
Aamoth, Jennifer Renee	12/13/1983
Aguirre, Armando Joe	9/14/1982
Aguirre, Darci Jean	9/30/1988
Alferink, Leon Wesley	4/5/1950
Alferink, Phyllis Ann	10/15/1954
Ammeraal, Lucille	10/20/1947
Ammeraal, Raymond Jon	3/2/1944
Applebach, Jenna Christine	7/27/1989
Applebach, Keith W	1/3/1957
Applebach, Leah Jean	8/18/1990
Arens, Phillip Lee	11/4/1971
Arens, Stacy Michelle	9/16/1971
Ashby, Benjamin Obrien	6/13/1981
Ashby, Kimberly Nicole	9/30/1980
Austhof, Jeffrey Scott	3/15/1957
Austhof, Jesse David	12/24/1991
Austhof, Rita Ann	9/18/1957

Name: AAMOTH, BENJAMIN WAYNE DOB: 7/21/1986

Address: 9387 80TH AVE
ZEELAND MI 49464

Precinct: 00001
Ballot Style: 03856

Reg. Date: 8/11/2004
Eff. Rg. Date: 9/10/2004

Issue a ballot

Regular ballot

Affidavit ballot-provisional

Envelope ballot-provisional

Challenged ballot

Other actions

Record an absentee ballot

Spoil a ballot

Reject a ballot

Undo Undo (Nothing to undo)

Unlock this voter without performing any action

Voter Remarks Label

VOTING STATUS: Did not vote in precinct.

- ❑ Click “Lock this voter record”.

- ❑ Select “Spoil a ballot”.

QVF Electronic Poll Book

Spoiling of ballot is complete. Please issue a new ballot.

OK

- ❑ Make sure the number of the ballot to be spoiled is correct.

- ❑ Issue the voter a new ballot following the procedures in Checklist 6.

Spoil a ballot

You are about to spoil a ballot for:

Aamoth, Benjamin Wayne 7/21/1986

The number of the ballot to be spoiled is: 00000006

OK Cancel

Checklist 8 – Common Errors

These are errors that are not expected to happen but are common errors throughout Election Day. If an error persists after attempting these resolution methods, contact your troubleshooter or Clerk.

Changing Time and Date on Scan or Touch Writer

Before Opening the Polls, you should verify that the time and date are accurate. If they are not, follow these steps to resolve the issue.

- Press **“Menu”**.
- Change Settings (Enter Maintenance Code).
 - **“Set Clock”**.
 - Change setting to the correct date and time.
- Press **“Exit”** (3 times).
 - Date and time should be accurate now.

How and When to Reboot a Scan or Touch Writer

You CAN reboot a Scan or Touch Write during Election Day without losing any information.

When to reboot a Scan or Touch Writer:

- An error appears first thing in the morning.
- A paper jam where the screen will not resolve itself.

How to Reboot a Scan or Touch Writer:

- Press the **red power button** on the back of the machine.
- Wait a few seconds after the scan shuts off.
- Press the **red power button** again and follow typical scan setup.

If the error persists, contact your troubleshooter or Clerk.

Touch Writer Printer - Sleep Mode

If a voter is attempting to use the Touch Writer and an error message shows ‘Printer Issues’, before calling a troubleshooter or your Clerk, ensure that the printer is not in sleep mode.

To get a printer out of sleep mode

- Press the power button on the printer and wait for it to light up.
- Give the Touch Writer a few seconds and press the **Blue Poll Inspector button** on the back.
- Input your **Poll Inspector code** and attempt to print again.
- If the error persists, and your printer says **“Ready”**, double check the cords.
- If everything else is plugged in, on, and working properly but the error remains, contact the troubleshooter or your Clerk.

How to Use Aux Bin

If there is a **power outage**, the Scan will automatically switch to running on battery power. In the case that the scan is not functioning, ballots may be placed in the **auxiliary ballot bin** on the top of the **ballot box** to be tabulated later.

The Aux Bin may need to be used to keep the line moving if the Scan stops working (paper jam, lost power, etc) and votes cannot be scanned.

- A Democrat and Republican will need to break the seal on the auxiliary bin flap.
- The voter can place their voted ballots in the bin.
- Once the scan is back up and running the Democrat and Republican Poll Inspectors can break the seal on the rear auxiliary bin access door and begin scanning the ballots.
- Voters are welcome to wait and vote their ballot when the scan is running again.
 - Voters are also welcome to watch the ballot scan process from 10 ft away.
- Once all the ballots are scanned, the Democrat and Republican Poll Inspectors will need to re-seal and record the new serial number in the Poll Book.

Customer Service Scenarios- Questions

The Following scenarios are based on common Election Day issues. During training, we will spend some time going over several of these scenarios. For additional information, please consult with your local clerk on how they would recommend handling these situations.

1. A voter walks up to the EPB without a drivers' license. She does happen to be carrying a copy of her latest utility bill, a Concealed Pistol License, and a current drivers' license from Indiana (assume that she is registered to vote at your precinct). Can this voter be issued a ballot?
2. A father is assisting his adult son who has a developmental disability at the polling place. They come up to the EPB station and ask if it's OK for the father to help his son vote. How do you respond?
3. The next voter at the EPB station is not listed in the poll book. What steps should you take? Who should you contact?
4. A voter places her ballot into the scan. The ballot is rejected by the machine due to an error. How do you approach the voter in order to a) find out what the error message says, and b) how to fix the problem?
5. A voter is unsure of where to go vote. She knows that she is registered to vote in your jurisdiction but is unsure about her precinct. What's the best way to help her find her correct polling location?
6. It is 3:00 pm, and your EPB laptop is acting up. You have processed several hundred voters, but you're suddenly not able to use the EPB program to issue ballots. How do you make sure you don't lose any data for the voters you've already entered? Can you continue to issue ballots? If so, how?
7. You ask the next voter at the EPB station to see his ID. The voter indicates that they have an ID, but they will not show it to you. Can this voter be issued a ballot?
8. A poll challenger offers to help out around the precinct. What, if anything, can they assist with?

Customer Service Scenarios - Answers

The Following scenarios are based on common Election Day issues. During training, we will spend some time going over several of these scenarios. For additional information, please consult with your local Clerk on how they would recommend handling these situations.

1. A voter walks up to the EPB without a drivers' license. She does happen to be carrying a copy of her latest utility bill, a Concealed Pistol License, and a current drivers' license from Indiana (assume that she is registered to vote at your precinct). Can this voter be issued a ballot?
 - **Yes.** This voter can use their *current* out of state drivers' license as their photo ID, and they do not have to sign the Affidavit. The CPL license would also be acceptable because it is a County-issued ID. If this voter's drivers' license was expired, then the voter could still be issued a ballot, but they would have to sign the Affidavit on the back of the Application to Vote.
2. A father is assisting his adult son who has a developmental disability at the polling place. They come up to the EPB station and ask if it's OK for the father to help his son vote. How do you respond?
 - First, be courteous, and let both the voter and the voter's father know that the father can help his son vote. Then, ask the voter **"are you requesting this assistance due to a disability, or the inability to read or write?"** If the voter says **"Yes,"** then ask the assistant if they are the voter's employer or an **agent of their union.** If the answer is **"No,"** allow the father to assist the voter in the voting booth.
3. The next voter at the EPB station is not listed in the poll book. What steps should you take? Who should you contact?
 - First, **ask if the voter has recently registered to vote at the city/township Clerk's office.** If the voter has a receipt showing that they registered to vote at the Clerk's office, process the voter's ballot according to the instructions on the receipt.
 - If the voter is not registered to vote, recommend that they register to vote at the city/township clerk's office before 8:00pm.
 - If this is not an option, the voter may be eligible to vote a Provisional Ballot.
 - If a voter has been issued a receipt by the local Clerk, or if the voter is eligible to cast a provisional ballot, add the voter to the **"Unlisted Tab"** of the EPB.
4. A voter places her ballot into the scan. The ballot is rejected by the machine due to an error. How do you approach the voter in order to a) find out what the error message says, and b) how to fix the problem?
 - Make sure to ask the voter if they need assistance before approaching. When the scan rejects a ballot, the ballot will be visible. If the voter does require assistance, make sure that there is a Democratic and Republican Poll Inspector present.
 - Ask the voter to read the error message. If the machine could not read a part of the ballot, ask the voter to simply insert their ballot again – it's likely that the ballot was inserted slightly askew.

- If the voter's ballot is mismarked, the voter should be directed to spoil their current ballot and be reissued a new ballot.
 - **Note:** If the voter removes their ballot, the error message will go away. If the voter inserts their ballot again, the problem will either resolve itself, or the error message will reappear.
5. A voter is unsure of where to go vote. She knows that she is registered to vote in your jurisdiction but is unsure about her precinct. What's the best way to help her find her correct polling location?
- This information is available in the EPB in the "**Other**" tab. Click on this tab and search for the voter's name. If the polling location for the voter's precinct is in another location, you may need to contact your local clerk to receive directions to the voter's correct polling place. (Voters can also find their polling place online at www.michigan.gov/vote.)
6. It is 3:00 pm, and your EPB laptop is acting up. You have processed several hundred voters, but you're suddenly not able to use the EPB program to issue ballots. How do you make sure you don't lose any data for the voters you've already entered? Can you continue to issue ballots? If so, how?
- Your EPB must be backed up to your **flash drive** regularly. All of your voter data from before your last backup will be saved on the flash drive. Any voter data from after your last backup will be lost.
 - To find this missing data, you can refer back to your **Applications to Vote**. You can use these applications to recreate any missing voter data once your EPB is up and running again.
 - If your EPB is down, continue issuing ballots to voters by checking off names on your **physical voter list**. Each precinct should have a hard copy of the voter rolls on hand, just in case voters need to be checked off manually. To issue ballots manually, find the voter's name, match their information on their ID and Application, place a checkmark by their name, and record the voter's ballot and voter numbers next to the voter's name.
7. You ask the next voter at the EPB station to see his ID. The voter indicates that they have an ID, but they will not show it to you. Can this voter be issued a ballot?
- **No.** Michigan law requires that voters present a photo ID if they are in possession of their ID. If the voter is not in possession of their ID, they do not have to show their ID, and can instead sign the Affidavit on the back of the Application to Vote.
8. A poll challenger offers to help out around the precinct. What, if anything, can they assist with?
- Even the friendliest poll challengers are not allowed to handle any election materials. Poll challengers can view the poll book, Applications to Vote, and watch over the operations of the precinct. However, their rights do not extend to handling materials. Anyone handling election materials must have been appointed by the local Clerk to work in that precinct, and they must have taken the oath of office before working in the precinct.

Emergency Procedures

SAFETY PLAN

EMERGENCIES: 9-1-1

NON-EMERGENCIES: 1-800-249-0911



EVACUATION PROCEDURES

Move to the nearest exit away from danger.

Use stairs - do not use elevators – and proceed to 1st floor exits.

Proceed to assembly area. Your assembly areas are:

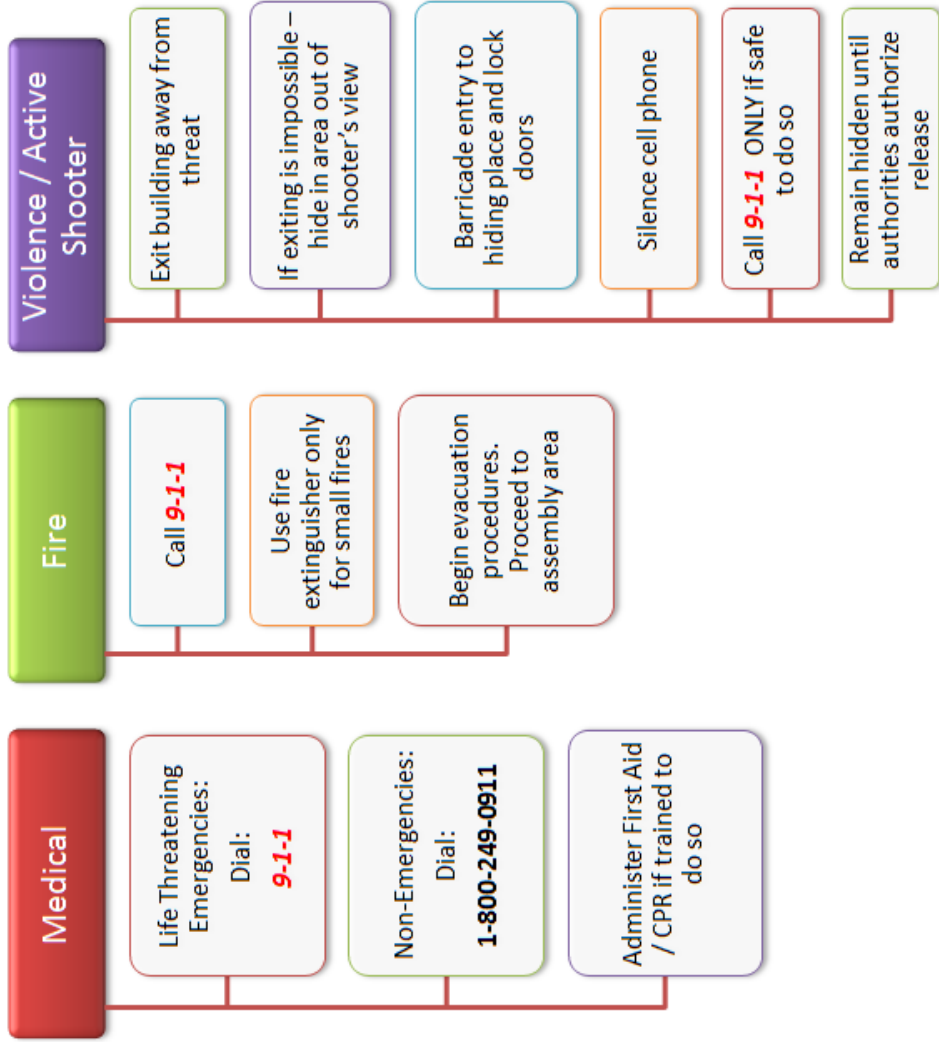
Primary: _____

Secondary: _____

Account for all staff.

In the event of Shelter-in-Place: Proceed to the safest inner area closing all room and office doors.

Remain calm and await further instruction.



See Next Page

Review Date: _____

SAFETY PLAN

EMERGENCIES: 9-1-1

NON-EMERGENCIES: 1-800-249-0911



EVACUATION PROCEDURES

Move to the nearest exit away from danger.

Use stairs - do not use elevators – and proceed to 1st floor exits.

Proceed to assembly area. Your assembly areas are:

Primary: _____

Secondary: _____

Account for all staff.

In the event of Shelter-in-Place:

Proceed to the safest inner area closing all room and office doors.

Remain calm and await further instruction.

Bomb or Terrorist Threat

- Call **9-1-1**
- Report all suspicious objects
- For threats received over phone: obtain as much info as possible
- Begin making emergency notifications to inform and obtain further instructions
- If directed to do so, begin evacuation procedures. Proceed to assembly area.

Tornado

- Monitor media for severe weather warnings
- If a Tornado Watch is issued prepare to seek shelter should it progress to a Tornado Warning
- If a Tornado Warning is issued seek shelter immediately
- Proceed to lowest area of building. Stay away from windows and walls. Protect your head.

Utility (Water/Gas/Electric)

- Report all water, gas or electric problems immediately
- Report **water** emergencies to: _____
- Report **gas line** emergencies to: _____
- Report **electric** emergencies to: _____
- If situation is life-threatening begin evacuation procedures. Proceed to assembly area.

Review Date: _____

Contact Information

JURISDICTION	NAME	TITLE	PHONE
Allendale Charter Twp.	Jody Hansen	Clerk	616-892-3111
	Elizabeth Szymanski	Deputy Clerk	616-895-3111 x1105
Blendon Twp.	Robin Overway	Clerk	616-875-7707 x104
	Jennifer Mokma	Deputy Clerk	616-875-7707
Chester Twp.	Helen Dietrich	Clerk	616-899-5544
	Lorrain Dietrich	Deputy Clerk	616-899-5544
Coopersville City	Kim Borgman	Clerk	616-997-2113
	Lydia Brown	Deputy Clerk	616-997-2110
Crockery Twp.	Kathy Buchanan	Clerk	616-837-6868
	Della Kiser	Deputy Clerk	616-837-6868
Ferrysburg City	Amber Schaner	Clerk	616-842-5803
Georgetown Charter Twp.	Ryan Kidd	Clerk	616-457-2340 x230
	Amber Reagan	Deputy Clerk	616-457-2690 x304
Grand Haven Charter Twp.	Laurie Larsen	Clerk	616-604-6305
	Kristi DeVerney	Deputy Clerk	616-604-6343
Grand Haven City	Maria Boersma	Clerk	616-847-4886
	Anna Darwin	Deputy Clerk	616-847-4886
Holland Charter Twp.	Michael Dalman	Clerk	616-396-2345
	Susan Dalman	Elections Administrator	616-796-9134
Holland City	Brenda Katerberg	Clerk	616-355-1302
	Aaron Nier	Elections Coordinator	616-355-1303
Hudsonville City	Jill Gruppen	Clerk	616-669-0200 x1412
	Andrea Rebineau	Deputy Clerk	616-669-0200 x1436
Jamestown Charter Twp.	Candy DeHaan	Clerk	616-896-8376 x12
	Chele Reagh	Deputy Clerk	616-896-8376
Olive Twp.	Lona Bronkema	Clerk	616-786-9996
	Sharon Smeyers	Elections Clerk	616-786-9996
Park Township	E.O. Keeter	Clerk	616-399-4520
	Daniele Dykens	Deputy Clerk	616-738-4230
Polkton Charter Twp.	Connie Langeland	Clerk	616-837-6876
	Jamie TenBrink	Deputy Clerk	616-837-6876
Port Sheldon Twp.	Meredith Hemmeke	Clerk	616-399-6121 x5
	Sally Bareman	Deputy Clerk	616-399-6121
Robinson Twp.	Chris Saddler	Clerk	616-846-2210
	Jane Longstreet	Deputy Clerk	616-846-2210
Spring Lake Twp.	H. Carolyn Boersma	Clerk	616-844-2101
	Margaret Shay	Deputy Clerk	616-842-1340 x117
Tallmadge Charter Twp.	Lenore Cook	Clerk	616-677-1248 x306
	Wendy Randall	Deputy Clerk	616-677-1248
Wright Twp.	Theresa Frank	Clerk	616-677-3048
	Evelyn Coxon	Deputy Clerk	616-677-3048
Zeeland City	Pam Holmes	Clerk	616-772-6400 x1206
	Cindy Humphrey	Administrative Assistant	616-772-6400 x1200
Zeeland Charter Twp.	Kate Kraak	Clerk	616-772-6701 x105
<p>Ottawa County Clerk's Office (main line) 616-994-4531 Justin F. Roebuck, County Clerk / Register of Deeds (o) 616-994-4537 (c) 616-826-7359 Katie Bard, Elections Supervisor (o) 616-994-4535 (c) 616-850-4638</p>			