

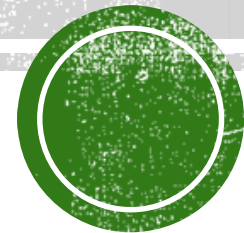


# ABSENTEE VOTER COUNTING BOARD (AVCB) BEST PRACTICES

*Presented by:*

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City of Rochester Hills*

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City of Grand Rapids*





# **THINGS TO CONSIDER**

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- How long it will take to open and process the number of absentee ballots received
- Staffing / Training
- Type of equipment: high speed vs. individual scanners
- Other helpful equipment/supplies



# BALLOTS ISSUED / RETURNED



## VOTING EQUIPMENT



District 1	Precinct	Issued	Returned
	6	650	325
	8&26	925	491
	14	548	275
	17	585	307
	22	367	204
	23	277	148
	29	232	130
		<b>3584</b>	<b>1880</b>

District 2	Precinct	Issued	Returned
	4	339	187
	7	221	123
	9	577	338
	10	351	169
	18&25	1010	562
	19	365	198
	21&32	765	407
		<b>3628</b>	<b>1984</b>

District 3	Precinct	Issued	Returned
	1	504	263
	2	171	85
	3&13	566	279
	12&24	977	499
	16	368	154
	31	242	111
		<b>2828</b>	<b>1391</b>

District 4	Precinct	Issued	Returned
	5&11	650	303
	15&27	649	324
	20	302	158
	28	255	141
	30	528	240
		<b>2384</b>	<b>1166</b>





# TRAINING OUTLINE

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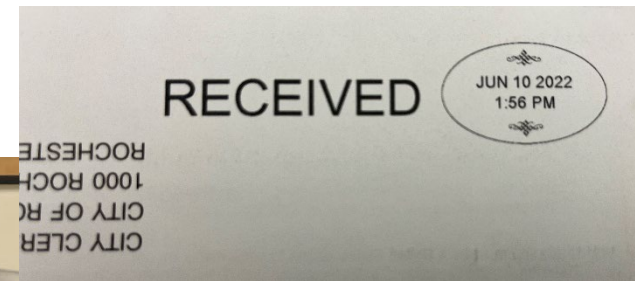
- Pre-Election Organization Quick Tips
  - *Date/Time Stamp AV Ballots Received.*
  - *Filing/Storage of AV Ballots*
  - *Reconciliation*
- Ballot Processing
  - *Staffing / Training*
  - *Workflow Chart*
  - *High Speed vs. Tabulators*
- Closing Procedures
  - *Utilize Chair People / Table Captains*
  - *Paperwork*
  - *Storage of AV Ballots*



# PRE-ELECTION ORGANIZATION QUICK TIPS

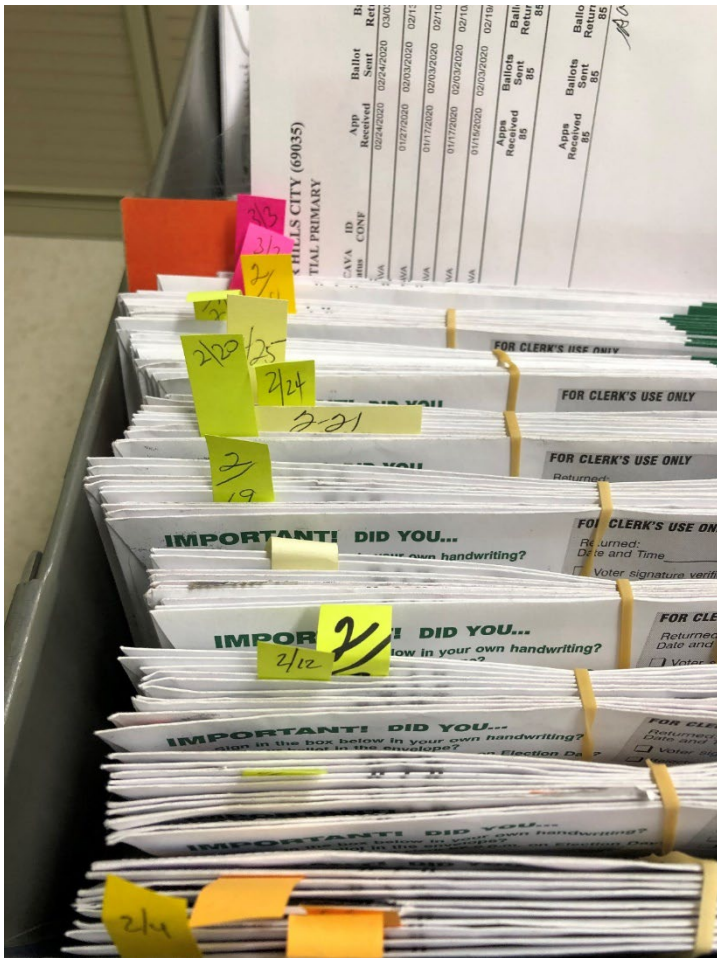
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- *Date/Time Stamp AV Applications and Ballots Received*





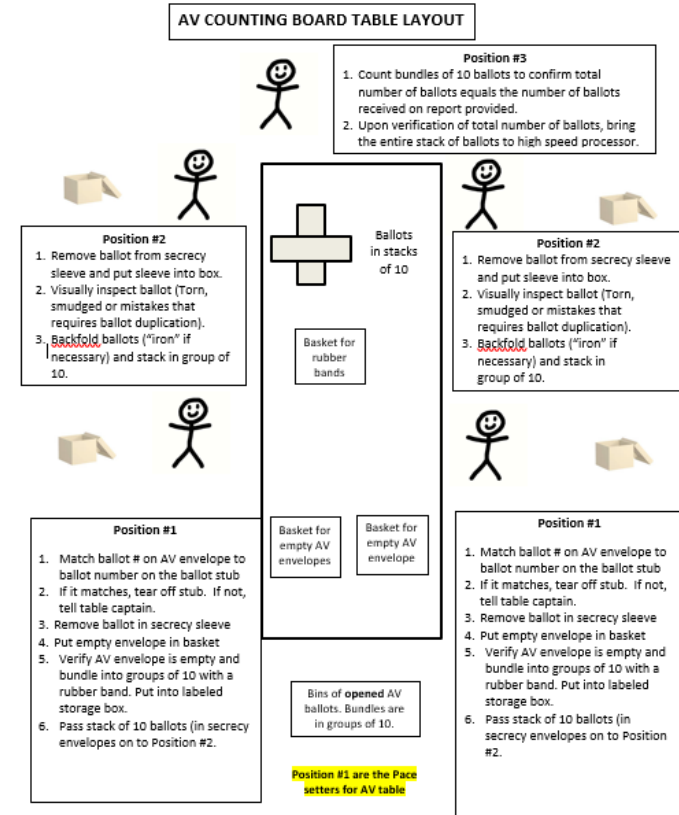
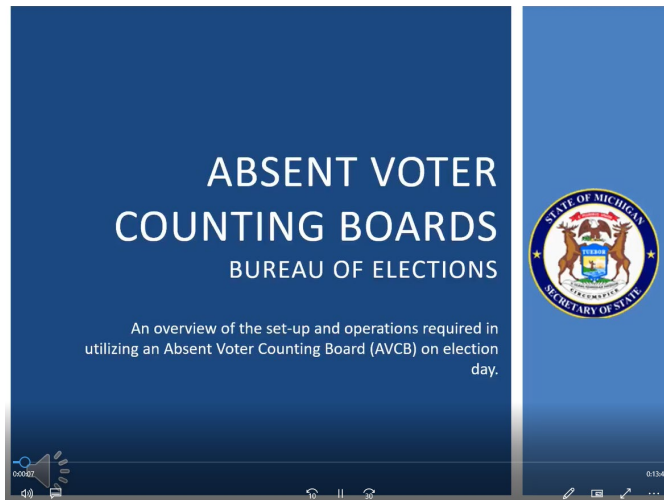
- *Filing/Storage of AV Ballots*
  - *Reconciliation (Daily)*



# BALLOT PROCESSING

- *Workflow Chart*
- *Staffing / Training*

Ballot No.	Voter Name	Wrong Ballot No.	Empty Envelope	No Stub on Ballot
0001	John Doe	✘		
0002	Bob Jones		✘	







# DIST. 1

PCTS 1, 2, 3, 4, 5, 6, & 7

DIST. 1

# DIST. 2

PCTS 8, 9, 10, 11,  
12, 13, 14, & 15

# DIST. 3

PCTS 16, 17, 18, 19,  
20, 21, 22, 23 & 24

# DIST. 4

PCTS 25, 26, 27, 28, 29,  
30, 31 & 32





■ *High Speed vs. Tabulators*





# CLOSING PROCEDURES

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- *Utilize Chair People / Table Captains*
- *Paperwork*
- *Storage of AV Ballots*



ABSENT VOTER COUNTING BOARD  
BALLOT DELIVERY TOTALS  
November 2, 2021 General Election

District 1	Precinct	6	8	14	17	22	23	26	29	Table Total
2nd Delivery	3rd Delivery									
	4th Delivery									
	Subtotal	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

District 2	Precinct	4	7	9	10	18	19	21	25	32	Table Total
2nd Delivery	3rd Delivery										
	4th Delivery										
	Subtotal	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0

District 3	Precinct	1	2	3	12	13	16	24	31	Table Total	
											Opening
2nd Delivery	3rd Delivery										
	4th Delivery										
	Subtotal	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0

District 4	Precinct	5	11	15	20	27	28	30	Table Total	
										Opening
2nd Delivery	3rd Delivery									
	4th Delivery									
	Subtotal	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Opening Delivery  
Second Delivery  
Third Delivery  
Fourth Delivery  
AVCB Grand Total =

##REF1  
##REF1

WE THE UNDERSIGNED DO HEREBY CERTIFY THAT THE ABOVE RESULTS ARE TRUE AND ACCURATE ACCOUNT OF ALL BALLOTS COUNTED AND THAT ALL COUNTERS WERE ZERO (0) WHEN THE POLLS OPENED AND THAT THE ELECTION WAS HELD IN ACCORDANCE WITH THE LAWS OF THE STATE.

1. CHAIRPERSON  
2. COCHAIRPERSON  
3. ELECTION INSPECTOR  
4. ELECTION INSPECTOR  
5. ELECTION INSPECTOR  
6. ELECTION INSPECTOR  
7. ELECTION INSPECTOR  
8. ELECTION INSPECTOR  
9. ELECTION INSPECTOR  
10. ELECTION INSPECTOR  
11. ELECTION INSPECTOR  
12. ELECTION INSPECTOR  
13. ELECTION INSPECTOR  
14. ELECTION INSPECTOR  
15. ELECTION INSPECTOR  
16. ELECTION INSPECTOR  
17. ELECTION INSPECTOR

Precinct	6	8 & 26	14	17	22	23	26	29	Table Total
Batch Starting #	B#	B#	B#	B#	B#	B#	B#	B#	
Batch	B#	B#	B#	B#	B#	B#	B#	B#	
Opening	436	628	374	398	261	199		168	2,464
2nd Delivery	42	62	32	46	25	17		11	235
Batch Starting #	B#	B#	B#	B#	B#	B#	B#	B#	
Batch	B#	B#	B#	B#	B#	B#	B#	B#	
3rd Delivery	8	30	15	14	11	13		7	98
Batch Starting #	B#	B#	B#	B#	B#	B#	B#	B#	
Batch	B#	B#	B#	B#	B#	B#	B#	B#	
4th Delivery	1	5	5	16	3	0		0	30
Subtotal	51	97	52	76	39	30	0	18	363
Total	487	725	426	474	300	229	0	186	2,827
Opening Delivery									2,464
Second Delivery									235
Third Delivery									98
Fourth Delivery									30
District 1 Grand Total =									2,827

Election: November 2, 2021 General Election

Jurisdiction:  
City of Rochester Hills

AVCB #  
District #1

Precinct #s:  
Precinct #6

BALLOT SUMMARY

NUMBER OF BALLOTS  
DELIVERED TO AVCB:

NUMBER OF BALLOTS  
AT THE CLOSE OF THE AVCB:

A. Number of absentee ballot envelopes  
delivered at opening of AVCB:

D. Number of absentee ballots tabulated:

436

487

B. Number of additional absentee ballot  
envelopes delivered by close of AVCB:

0

51

0

C. Total number of absentee envelopes  
ballots delivered to the AVCB:

G. Total ballots processed:

(Total of A & B)  
487

(Total of D, E & F)  
487

↑ THESE TOTALS MUST AGREE ↑

CHECK YOUR TOTALS! THE TOTAL RECORDED ON LINE 'C'  
MUST EQUAL THE TOTAL ON LINE 'G'.

IF THESE TOTALS DO NOT AGREE, PLEASE EXPLAIN THE  
REASON IN THE REMARKS SECTION OF THIS POLL BOOK.





# QUESTIONS?

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