

ABSENTEE VOTER COUNTING BOARD (AVCB) BEST PRACTICES

Presented by:

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THINGS TO CONSIDER

 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
		3584	1880

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
		3628	1984

District 3	Precinct	Issued	Returned
	1	504	263
	2	171	85
	3&13	566	279
	128.24	977	499
	16	368	154
	31	242	111
		2828	1391

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





TRAINING OUTLINE

- 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

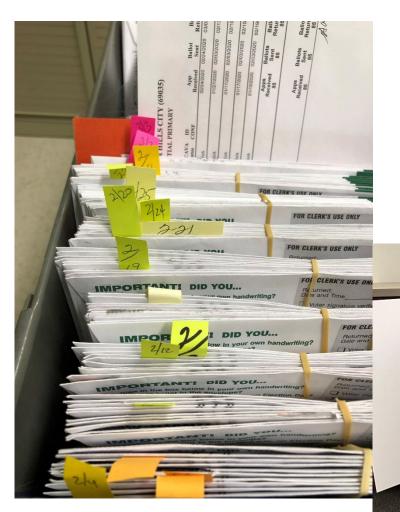
Date/Time Stamp AV Applications and Ballots Received





• Filing/Storage of AV Ballots

• Reconciliation (Daily)





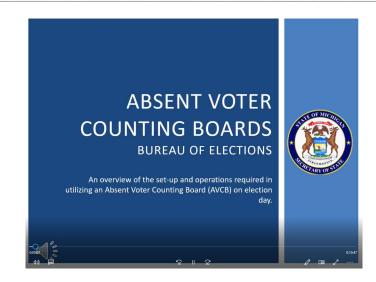




BALLOT PROCESSING

- Workflow Chart
- Staffing / Training

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



AV COUNTING BOARD TABLE LAYOUT



- . Count bundles of 10 ballots to confirm total number of ballots equals the number of ballots received on report provided.
- 2. Upon verification of total number of ballots, bring the entire stack of ballots to high speed processor.



Position #2 1. Remove ballot from secrecy

- sleeve and put sleeve into box. 2. Visually inspect ballot (Torn, smudged or mistakes that requires ballot duplication).
- 3. Backfold ballots ("iron" if necessary) and stack in group of







of 10

Basket for



Position #2 1. Remove ballot from secrecy sleeve

- and put sleeve into box 2. Visually inspect ballot (Torn,
- smudged or mistakes that requires ballot duplication).
- 3. Backfold ballots ("iron" if necessary) and stack in group of 10.





- Match ballot # on AV envelope to ballot number on the ballot stub 2. If it matches, tear off stub. If not,
- tell table captain. Remove ballot in secrecy sleeve
- 4. Put empty envelope in basket
- 5. Verify AV envelope is empty and bundle into groups of 10 with a rubber band. Put into labeled storage box.
- . Pass stack of 10 ballots (in secrecy envelopes on to Position #2.

Basket for empty AV envelopes Basket for empty AV

Bins of opened AV

ballots. Bundles are

in groups of 10.

Position #1 are the Pace setters for AV table

4. Put empty envelope in basket

tell table captain.

- 2. If it matches, tear off stub. If not, 8. Remove ballot in secrecy sleeve
- 5. Verify AV envelope is empty and bundle into groups of 10 with a rubber band. Put into labeled storage box.

Position #1

L. Match ballot # on AV envelope to

ballot number on the ballot stub

5. Pass stack of 10 ballots (in secrecy envelopes on to Position





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

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





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

Table Total

Precinct 6 8 14 17 22 23 26 29

District 1	2nd De livery 3rd										-
ŧΙ	Delivery										-
ă	4th										
-	Delivery										
	Subtotal	0	0	0	0	0	0	0	0		-
	Total	0		0	0		0	0	0		
		-					·	Ü			
	Precinct	4	7	9	10	18	19	21	25	32	Table Total
	Opening										-
~	2nd Delivery										-
District 2	3rd Delivery										
<u> </u>	4th										
-	Delivery										
	Subtotal	0	0	0	0	0	0	0	0	0	-
	Total	0	0	0	0	0	0	0	0	0	-
	Precinct	1	2	3	12	13	16	24	31		Table Total
	Opening										-
ı	2nd										
# I	De livery 3rd										
District 3	Delivery										-
ž [4th Delivery										
Ī	Subtotal	0	0	0	0	0	0	0	0		-
	Total			0	0	0	0	o	0		
		0	0								
							28				Table Total
	Precinct Opening	5	11	15	20	27	28	30			Table Total
	Precinct Opening 2nd						28				
ict 4	Precinct Opening 2nd Delivery 3rd						28				-
strict 4	Precinct Opening 2nd Delivery 3rd Delivery						28				
District 4	Precinct Opening 2nd Delivery 3rd Delivery 4th						28				-
District 4	Precinct Opening 2nd Delivery 3rd Delivery						28				-
District 4	Precinct Opening 2nd Delivery 3rd Delivery 4th Delivery	5	11	15	20	27		30			-
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District 4	Precinct Opening 2nd Delivery 3rd Delivery 4th Delivery Subtotal	0	0	0	20	27	0	0 Opening D Second De	elivery livery ery livery		-

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	Precinct	6	8 & 26	14	17	22	23	26	29	Table Total
	Batch Starting # Batch	B#	B#	B# B#	B#	B#	B#	8# 8#	B# B#	
	Opening	436	628	374	398	261	199		168	2,464
	Batch Starting # Batch	B#	B#	B#	B#	B#	B#	3# 3#	B#	
1	2nd Delivery	42	62	32	46	25	17		11	235
District	Batch Starting • Batch	B#	B#	B#	B#	B#	B#	8# 8#	B#	
Ö	3rd Delivery	8	30	15	14	11	13		7	98
	Starting # Batch	B#	B#	B#	B#	B#	B#	84 84	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	Ø	186	2,827
								Opening I	Delivery	2,464
								Second D	elivery	235
								Third Deli	very	98
								Fourth De	livery	30
							District	t 1 Grand	Total =	2,827

Election: November 2, 2021 General Election

Jurisdiction: AVCB #. Precinct #'s: City of Rochester Hills District #1 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

E. Number of absentee ballot envelopes d to the Board which did not contain a ballot

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

F. Number of absentee ballot envelopes d to the Board without a signature or otherw invalid:

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

G. Total ballots processed:

(Total of A & B)

487

51

(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?



