



ELECTION BEST PRACTICES

A Perspective From Both Small and Medium-Large Size Jurisdictions

What Will You Take Away & Implement In 2022?

Rachelle Enbody - Clerk, Pere Marquette

Amy Whipple - Deputy Clerk, Brownstown Township



THANK YOU FOR JOINING US!

- ▶ **Rachelle Enbody, CMC, MiPMC, Township Clerk, Pere Marquette Charter Township**

- ▶ Introduction

- ▶ Mason County - ES&S Equipment

- ▶ Contact Information:

Pere Marquette Charter Township
1699 S. Pere Marquette Hwy.
Ludington, MI 49431

Phone: 231-845-1277 option 3/ext.226

Rachelle@pmtwp.org

Office Hours

Monday-Friday

8:00 a.m. - 5:00 p.m.

Closed Lunch Hour

12:30 - 1:30

- ▶ **Amy Whipple, MMC, MiPMC - Deputy Clerk, Charter Township of Brownstown**

- ▶ Introduction

- ▶ Wayne County - Dominion Voting Equipment

- ▶ **Disclaimer**

- ▶ Contact Information:

Charter Township of Brownstown
21313 Telegraph Road
Brownstown, MI 48183

Phone: 734-675-0910

Amyw@brownstown-mi.org

Office Hours

Monday-Friday

8:00 a.m. - 4:30 p.m.

MI Has Three Different Types Of Election Tabulation Equipment

- ▶ **DOMINION**
 - ▶ **ELECTION SYSTEMS & SOFTWARE (ES&S)**
 - ▶ **HART**
- ▶ MOST of the things we will discuss today will not have a bearing on what type of equipment you have, rather best general practices.



Please Hold Your Questions Till The End

- ▶ We have a lot of material to cover in order to give you a variety of best practices
- ▶ We will be happy to take questions at the end of our presentation or after class



There Is No Wrong Way or Right Way
You Are the Judge For What Best Fits Your Community

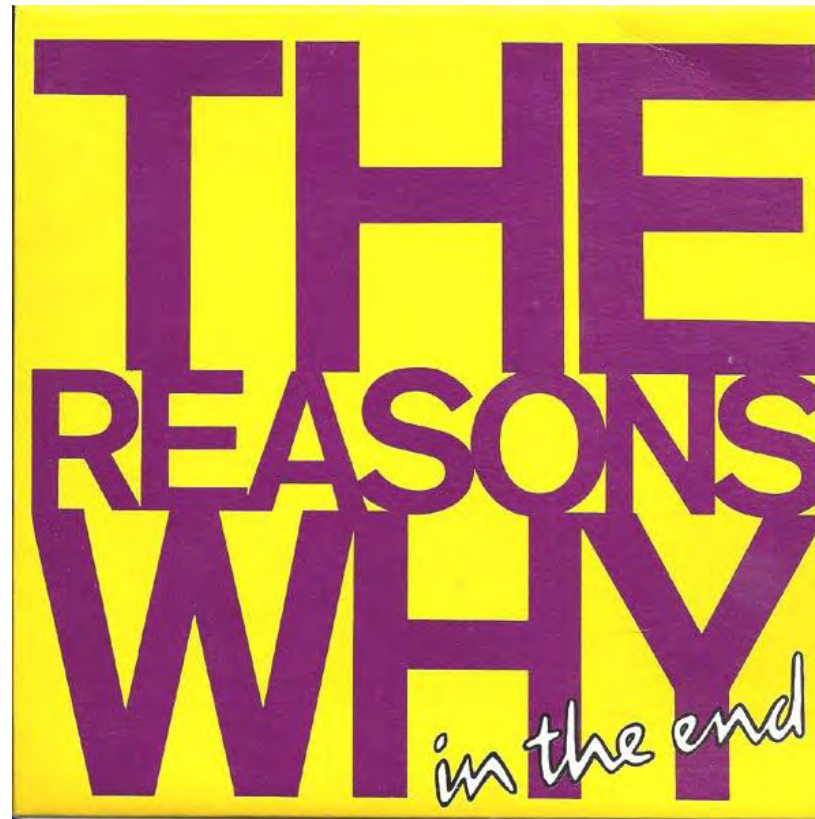
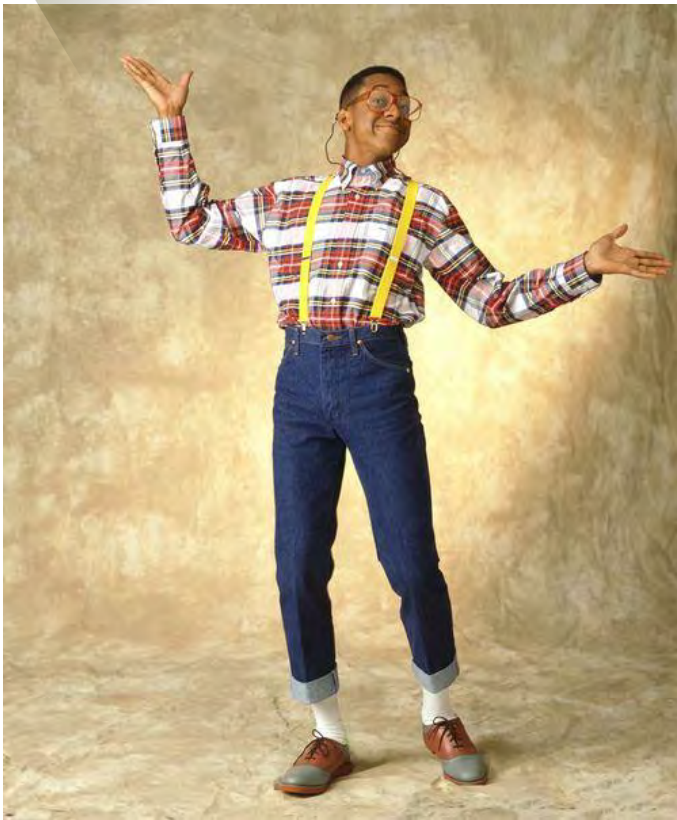




Don't Be Fooled -

“That's The Way We've Always Done It”

Are You Confident You Are Following All Of The Current Laws?



Pre-Election

What Do You Do To Ensure You Are Prepared?



▶ GENERAL BEST PRACTICES:

- ▶ Establish a good rapport with your contacts at your polling locations
- ▶ Firm dates up &/or lease agreements early in the year
- ▶ Ensure you have access to all of your polling locations
- ▶ Get your election inspectors lined up early
- ▶ **Checklists, checklists, checklists are a MUST**
 - ▶ Create or borrow from someone to customize as your own
- ▶ Post sign board in your city/twp. with front & back of a sample ballot & information how to view their specific precinct ballot
- ▶ Order supplies ahead of time (marking devices, envelopes, thermal tape, various labels, pct. kits, etc.)
- ▶ Pack precinct supply bags (*checklist is handy*)
- ▶ Prepare publications
- ▶ Prepare & update checklist to assign duties to employees
- ▶ Get organized with carts & bins
- ▶ Postage funds & or PERMIT # funds available
- ▶ Update manuals & receiving board docs.
- ▶ Hire additional full time temporary staff
- ▶ **Check your ballots for defects before you send AV's out or send your ballots to the pct.**

Test Decks



Do You Do Your Own or Hire a Vendor?

Always make sure you are using the most current rules - www.Michigan.gov/sos

▶ IN-HOUSE:

- ▶ Many Clerk's still do test decks in house
- ▶ Ever try using a calligraphy pen or chisel marker?

In one easy swipe, you have filled in the oval. No more filling in the circles!

- ▶ Order a “**TEST #**_____” stamp instead of writing it on every ballot
- ▶ Complete one test deck and test it in your programming before you “copy” the rest of your precincts
- ▶ *Remember you CAN'T necessarily copy your precinct delegate positions. The #'s vary
- ▶ You will most likely have a different chart for every precinct this election

▶ VENDOR:

- ▶ Some jurisdictions contract with vendors like Spectrum or Election Source
- ▶ **Be sure you add or change out at least three hand marked ballots in testing & at the public accuracy test**
- ▶ **If the same vendor completes both your tabulator programming (or county programming) and your test decks - you MUST complete the election commission certification form at the public accuracy test (*sample next slide*)**
- ▶ Some jurisdictions even hire these companies to perform their pre-accuracy testing

Election Commission Certification Public Accuracy Test-Required If -Vendor Completed Programing & Tabulator Testing

- ▶ https://www.michigan.gov/sos/-/media/Project/Websites/sos/01vanderroest/Election_Commission_Certification.pdf?rev=589f0e7b922f4cd0a7ff16eea5b76bce&hash=970C1A89236609E2B79DE1E24C9D3920

**ELECTION COMMISSION CERTIFICATION
PUBLIC ACCURACY TEST**
(to be completed if same vendor has completed both tabulator programming and testing)

NOTE: This certification form must be completed as an addendum to the TABULATOR PROGRAM TESTING AND SECURITY CERTIFICATION FORM (both forms are required when a vendor is used to complete both tabulator programming and testing)

Name of City or Town: _____ County: _____

Primary General Special Regular Date of Election: _____

In jurisdictions that have used the same vendor to conduct testing as the county used to program memory devices, election officials must take extraordinary care and exercise the necessary level of oversight during the entire testing process. **The Election Commission bears the ultimate responsibility for certifying that the testing process complies with applicable laws, is rigorous, and yields reliable results; clerks remain solely and completely responsible for the proper conduct of the election.**

We, the Election Commission certify:

- that we examined the test deck chart created by the vendor and verified that it was prepared in compliance with the 'Test Procedure Manual for Tabulators and Voter Assist Terminals' manual issued by the Bureau of Elections; and
- that we personally compared the predetermined totals from the test deck chart prepared by the vendor with the tabulator totals for each candidate, write-in position, and proposal, and verified that all totals agree; and
- that an errorless test was successfully completed; and
- that the Public Accuracy test was performed using tabulator(s) owned by our jurisdiction that will be used on Election Day.

Our vendor's name and contact information is: _____

Signed: _____

_____ Clerk or authorized assistant

_____ Member of Election Commission or authorized assistant

_____ Member of Election Commission or authorized assistant

_____ Date

*Note: A vendor is not an authorized assistant within the meaning of the Election Law or corresponding administrative rules.

Pere Marquette Applications & Ballots

- ▶ Stored in a secure file drawer
- ▶ Blank applications
- ▶ Completed applications
- ▶ Ballots to be issued



Pere Marquette Returned Ballots

- ▶ Mobile ballot cart easily wheeled to desk or workstation to work on ballots
- ▶ Effortlessly moved to a secure locked storage area when done processing ballots at the end of each day



Brownstown Township

Color Coded Bins For Applications & Ballots

- ▶ Small Bins - 13 ½” Long - Applications - Holds Approximately 500 applications in each bin



- ▶ Large Bins - 25” Long - AV Ballots to be Issued & Additional Carts & Bins for AV Ballots Returned -Qty 200



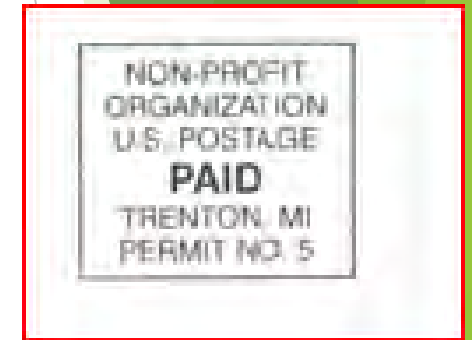
How Do You Mail Your Apps & Ballots?



- ▶ SMALL JURISDICITON -2,000 Voters
- ▶ 650 Perm AV
- ▶ 2 Polling locations -2 precincts
- ▶ All mailings completed in house
- ▶ Run through in house postage machine
- ▶ Process 1,000 AV ballots



- ▶ LARGE JURISDICITON - 27,000 Voters
- ▶ 10,000 Perm AV
- ▶ 6 Polling locations - 12 precincts
- ▶ Outsource applications to vote through a vendor (Spectrum, PSI)
- ▶ Obtains a designated mailing permit number from local post office - \$150.00 year
- ▶ Custom print permit # on AV Apps & outer AV envelopes
- ▶ Use in house postage machine when under 300 pieces for mailing
- ▶ Processed 12,500 AV ballots in 2020
New to perm AV - pervious court order



Do You Have A Drop Box Inside? This Helps Eliminate Oodles of Interruptions




Office of the Township Clerk
Charter Township of Brownstown
21313 Telegraph Rd.
Brownstown Twp., MI 48183-1399

PRESORTED
FIRST CLASS
U.S. POSTAGE
PAID
MI
J. 107

**OFFICIAL ELECTION MATERIAL
ABSENTEE VOTER APPLICATION**

1. Did you select an election date(s)?
2. Did you sign your name?
3. Did you list your DOB, phone number or email?

YES – Please Deposit Into Bin

Thank You 

DO NOT DETACH - RETURN ENTIRE FORM

APPLICATION FOR ABSENTEE VOTER'S BALLOT SEE REVERSE SIDE FOR INSTRUCTIONS

	BOTH ELECTION DATES	PRIMARY ELECTION	GENERAL ELECTION
1 Check One	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		DATE: AUG. 2, 2022	DATE: NOV. 8, 2022

I certify that I am a United States citizen and a qualified and registered elector in the CHARTER TOWNSHIP OF BROWNSTOWN, County of WAYNE, State of Michigan, and I apply for an official ballot, to be voted by me in the election(s) checked above, and the statements in this application are true.

WARNING: A PERSON WHO MAKES A FALSE STATEMENT IN THIS DECLARATION IS GUILTY OF A MISDEMEANOR.

I certify that I am a United States citizen and that the statements in this Absentee Voter Ballot application are true.

2 Sign Date **VOTER SIGN HERE** *Your name* Date _____
Power of attorney is not acceptable

3 Complete **DATE OF BIRTH** *7/11/50* **4 Complete** **VOTER CONTACT INFORMATION** *734 222-2122 email*

NOTE: Michigan law requires that A.V. Ballots be sent to your registered address unless you are hospitalized, institutionalized, or at an address outside of your community. Complete the following ONLY if you want your ballot sent to an address outside of your community or to a hospital or other institution. Absentee ballots will not be forwarded by USPS.

Complete Only If You Want Your Ballot Sent To A Temporary Address. USPS will not forward your ballot. We can mail it to you where you are. If additional addresses are needed or phone change, contact your city/township clerk.

FOR CLERK'S USE ONLY	
PRIMARY	GENERAL
Filed	
Mailed	
Ballot #	
Returned	
Vote Pct. #	
Check	

5 Complete **SEND PRIMARY BALLOT TO:** Date Leaving For Temporary Address _____ Temporary Address _____ State _____ Zip _____
SEND GENERAL BALLOT TO: Date of Return _____ City _____

Do You Have A Drop Box Outside?

Who Has Access To The Drop Box?

- ▶ Is your drop box under video surveillance?
- ▶ Are you keeping a log when the drop box is being emptied?
- ▶ How frequently are you checking the drop box?
- ▶ Is your drop box capable of holding & storing AV ballots for an ENTIRE WEEKEND? What about an added holiday? July 4th!
- ▶ Drop boxes installed **AFTER** October 1, 2020 are now required to be under video surveillance

[http://www.legislature.mi.gov/\(S\(cuy33y0mwlvsxpslnv3os5e4\)\)/mileg.aspx?page=getObject&objectName=mcl-168-761d](http://www.legislature.mi.gov/(S(cuy33y0mwlvsxpslnv3os5e4))/mileg.aspx?page=getObject&objectName=mcl-168-761d)



Where Can I Purchase These Drop Boxes?

American Security Cabinets - Large = 1,642 Ballots - Direct Voter to PUSH Designation

PROUDLY MANUFACTURED IN THE USA



f t i y in MAILING LIST CONTACT US

American Security Cabinets

Search for products

LOGIN / REGISTER \$0.00

BROWSE CATEGORIES ABOUT ASC ADVANTAGE SHOP NOW



Large Ballot Drop Box (710) with Plastic Collection Tote

\$2,195.00

This low-maintenance, brushed stainless steel ballot drop is used to collect ballots safely, securely, and efficiently. Choose from one of our vinyl themes or create your own custom design. The Large Ballot Drop Box holds approximately 1,642 ballots.

Included with this model is a plastic collection tote that fits perfectly in your cabinet to make collection of your ballots easy and efficient.

For capacity, dimensions, and more, [Click Here To View Our Product Specs](#) tab below.

Vinyl Theme: X Clear

What Do You Do With Your FPCA, FWAB, MOVE Applications?

- ▶ SMALL JURISDICTION
- ▶ Keep in file folder for each election
- ▶ Record ballot information & create label to place on application



What Do You Do With Your FPCA, FWAB, MOVE Applications?



Voter Registration and Absentee Ballot Request
Federal Post Card Application (FPCA)

Print clearly in blue or black ink, please see back for instructions.

1. Who are you? Pick one.
I request an absentee ballot I am on active duty in the Uniformed Services or Merchant Marine **OR** I am an eligible spouse or dependent, in which I am eligible I am a U.S. citizen living outside the country, and I intend to return.
to vote AND: I am a U.S. citizen living outside the country, and my intent to return is uncertain.
 I am a U.S. citizen living outside the country, I have never lived in the United States.

Last name _____ Suffix (Jr., II) _____ Mr. Miss
 Mrs. Ms.

First name _____ Previous names (if applicable) _____
Middle name _____ Birth date (MM/DD/YYYY) _____
Social Security Number _____ Driver's license or State ID# _____

2. What is your address in the U.S. state or territory where you are registering to vote and requesting an absentee ballot?
Your voting materials will not be sent to this address. See instructions on the other side of form.

Street address _____ Apt # _____
City, town, village _____ State _____
County _____ ZIP _____

3. Where are you now? You MUST give your CURRENT address to receive your voting materials.
Your mailing address. (Different from above) _____ Your mail forwarding address. (If different from mailing address) _____

4. What is your contact information? This is so election officials can reach you about your request.
Provide the country code and area code with your phone and fax number. Do not use a Defense Switched Network (DSN) number.

Email: _____ Phone: _____
Alternate email: _____ Fax: _____

5. What are your preferences for upcoming elections?
A. How do you want to receive voting materials from your election office? (Select One) Mail Email or online Fax
B. What is your political party for primary elections? _____

6. What additional information must you provide?
Puerto Rico and Vermont require more information, see back for instructions. *Additional state guidelines* may be found at FVAP.gov. You may also use this space to clarify your voter information.

7. You must read and sign this statement.
I swear or affirm, under penalty of perjury, that:
■ The information on this form is true, accurate, and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.
■ I am a U.S. citizen, at least 18 years of age (or will be by the day of the election), eligible to vote in the requested jurisdiction, and
■ I am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I been adjudicated mentally incompetent, or if so, my voting rights have been reinstated; and
■ I am not registering, requesting a ballot, or voting in any other jurisdiction in the United States, except the jurisdiction cited in this voting form.

Sign here X _____ Today's date (MM/DD/YYYY) _____

This information is for official use only. Any unauthorized release may be punishable by law. Previous address for ballot: Standard Form 76 (REV-03-2021), OMB No. 0301-0202, NSN 7540-05-443-3033

- ▶ LARGE JURISDICITON
- ▶ Keep all originals in a file by year
- ▶ Keep a spreadsheet in front of the folder
- ▶ Copy the originals onto RED paper so they are easily located for every election
- ▶ The copies are documented with a label that lists precinct, ballot number or ET #, then filed with the other applications & placed under record retention until the final election of the year when the originals are filed under retention.
- ▶ Easy to find to validate FWAB signature certification

How Will You Designate Your Dual AV Applications?

- ▶ SMALL JURISDICTION
- ▶ File All apps together by precinct and then either in alphabetical order or numerical order
- ▶ Issue the ballots marked for the August election
- ▶ Make a color copy of the application for November or Issue November from the same original application

- ▶ Store the applications in files in a file drawer, or in binders

MI Absent Voter Ballot Application – Aug. 2, 2022 Primary/Nov. 8, 2022 General
I am a **United States citizen** and a qualified and registered elector of the County and jurisdiction in the State of Michigan listed below, and I apply for an official ballot, to be voted by me at the election(s) listed below.

Voter's Registration Information:

Last Name		First Name	M.I.	County
Street Address		MI		<input type="checkbox"/> City <input type="checkbox"/> Township
City	Zip	Year of Birth		()
Email Address			Phone #	

Your e-mail address and phone number will be used only for official election purposes.

Select election(s) to receive ballot (required):

August 2, 2022 Primary and November 8, 2022 General or August 2, 2022 Primary only or November 8, 2022

1 Complete

How Will You Designate Your Dual AV Applications?

Office of the Township Clerk
Charter Township of Brownstown
21313 Telegraph Rd.
Brownstown Twp., MI 48183-1399

OFFICIAL ELECTION MAIL
As required by state M.S.P. Postal Service

PRESORTED
FIRST CLASS
U.S. POSTAGE
PAID
TAYLOR, MI
PERMIT NO. 107

OFFICIAL ELECTION MATERIAL
ABSENT VOTER APPLICATION

B

DO NOT DETACH - RETURN ENTIRE FORM

APPLICATION FOR ABSENT VOTER'S BALLOT SEE REVERSE SIDE FOR INSTRUCTIONS

1 BOTH PRIMARY ELECTION GENERAL ELECTION
ELECTION DATES DATE: AUG. 2, 2022 DATE: NOV. 8, 2022

I certify that I am a United States citizen and a qualified and registered elector in the CHARTER TOWNSHIP OF BROWNSTOWN, County of WAYNE, State of Michigan, and I apply for an official ballot to be voted by me in the election(s) checked above, and the statements in this application are true.

2 **VOTER SIGN HERE** Signature of Absent Voter _____ State _____
Power of attorney is not acceptable

3 **DATE OF BIRTH** _____

4 **VOTER CONTACT INFORMATION**
Name _____ State _____
City _____ State _____ Zip _____

5 **SEND PRIMARY BALLOT TO:**
Date Leaving For Temporary Address _____
Temporary Address _____
Date of Return _____
City _____ State _____ Zip _____

SEND GENERAL BALLOT TO:
Date Leaving For Temporary Address _____
Temporary Address _____
Date of Return _____
City _____ State _____ Zip _____

NOTE: Michigan law requires that A.V. Ballots be sent to your registered address unless you are hospitalized, institutionalized, or at an address outside of your community. Complete the following ONLY if you want your ballot sent to an address outside of your community or to a hospital or other institution. Absentee ballots will not be forwarded by USPS.

FOR CLERK'S USE ONLY
PRIMARY GENERAL
Filed _____
Mailed _____
Balied # _____
Returned _____
Wtd./Pct # _____
Clerk _____

- ▶ LARGE JURISDICTION
- ▶ Notate A, N or B at the top of every application
- ▶ A - August only - Ballot issued for August and pulled for record retention after the August election
- ▶ N - November only - Apps are placed in a designated bin until November filed by pct. & date
- ▶ B - Both election ballots - Issue for August and then use again to issue for November & then placed under record retention
- ▶ Use same technique in March Presidential Primary's - "D" or "R"

Designate & Organize Applications By Pct. BEFORE Issuing Ballots



Sorting & Filing Absentee Applications

What will work best for you?

▶ SMALL JURISDICTION

- ▶ File by precinct, by last name, & then by first name (alphabetical)
- ▶ OR
- ▶ File by precinct & ballot number (numerical)



▶ LARGE JURISDICTION

- ▶ File by precinct & by date & then by ballot number
- ▶ Designated colored coded bins (only work in one pct. bin at a time - no interfiling 😊)
- ▶ Balance daily & through current date
 - *Watch online AV's may throw you off!
- ▶ Buddy system



Designate Separate Space for Applications - Ballots Issued
*Run QVF reports daily & validate before they are merged
with other applications in another designated balance area or room



How Do You Manage Your Problem Apps & Ballots?

- ▶ Use an organizer to sort them by precinct
- ▶ Use a basket designated for spoiled ballots
- ▶ Use a tray with precinct dividers for problem ballots, missing signatures, etc.
- ▶ REVIEW the problem apps & ballots daily or at a minimum weekly
- ▶ DOCUMENT your actions (letters, phone calls, messages, in person attempts)
- ▶ Returned AV apps:
 - Move inside jurisdiction - send new app to new address
 - Outside jurisdiction - send QVF postcard notice



How Do You Handle Spoiled Ballot Applications?

- ▶ Have the voter confirm in writing they are requesting to spoil their ballot
- ▶ Pull the original application and draw a line through the original ballot number
- ▶ Spoil the ballot in QVF
- ▶ Assign the voter a new ballot in QVF
- ▶ Document the new ballot number on the application & affidavit of absent voter
- ▶ Make a copy onto color paper
- ▶ Place the color copy in the original ballot number assignment
- ▶ File the original with the new ballot number assignment
- ▶ Use in precincts as well

Charter Township of Brownstown

AFFIDAVIT OF ABSENT VOTER

I, _____ hereby affirm that I reside
(PLEASE PRINT NAME)

at _____
(PRINT PRESENT ADDRESS)

I further affirm that I submitted an application for an absent voter ballot for this election and I:

- HAVE NOT RECEIVED THE BALLOT I APPLIED FOR.
- HAVE LOST OR DESTROYED THE BALLOT I RECEIVED.
- SURRENDERED / HAVE SPOILED THE BALLOT I RECEIVED.

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

SIGNED: _____

FOR OFFICE USE ONLY

DATE: _____ RETURNED BALLOT #: _____

PRECINCT: _____ ISSUED NEW BALLOT #: _____

CLERK'S OFFICE AUTHORIZATION: _____

NOTATION ON ORIGINAL APPLICATION | |

If You Are A Newer Clerk - Be Cautious In November



- ▶ Voters return old election ballot envelopes
- ▶ QVF will accept and scan the barcode since the barcode is voter driven, not election driven
- ▶ You **MUST** pay attention to the election date on the envelope or you will have a mess in your precinct or AV board
- ▶ The envelope is marked received in QVF but the ballot **CAN'T** be tabulated or duplicated



IMPORTANT! DID YOU...

- Sign in the box below in your own handwriting?
- Put your ballot in the envelope?
- Return to the local clerk by 8 p.m. on Election Day?

FOR CLERK'S USE ONLY

Returned: _____ Precinct No. _____
Date and Time _____ Ballot No. _____

Voter signature verified (initials) _____
 Rejected? Reason _____

I assert that:

- I am a United States citizen.
- I am qualified and registered to vote at the address listed.
- I am voting in conformity with state election law.
- I marked my ballot and placed it in this envelope without showing it to anyone.
- I am returning my ballot to the clerk's office by delivering it myself or a member of my immediate family or household, or sending it by public postal, express mail, or parcel post service, or other common carrier.

I understand that knowingly making a false statement is a misdemeanor.

VOTER sign here in ink. Power of attorney is not acceptable.

Signature of Absent Voter _____
This box must be signed or your vote will not be counted.

Keep your ballot secure.
It is a felony for anyone to be in possession of an absent voter ballot except authorized election officials, employees of postal services or other common carriers during the normal course of their job handling mail, or a member of the voter's immediate family or household who the absent voter has asked to return the ballot.

VOTER SIGNATURE REQUIRED

▼ Voter Name, Address, City, State, Zip ▼

822022 03010 0000000
BRYAN CHRISTOPHER PETERS
23508 STACEY DR
BROWNSTOWN TOWNSHIP NJ 08183

Ballot No. _____
Precinct No. _____

Signature of Person Assisting Voter _____
Print Name of Person Assisting Voter _____
Address of Person Assisting Voter: _____ City _____ State _____ Zip _____
A person who assists an absent voter and who knowingly makes a false statement is guilty of a felony.

Sorting & Filing Absentee Ballots

What Will Work Best For You?

Daily Procedures

IMPORTANT! DID YOU...

- Sign in the box below in your own handwriting?
- Put your ballot in the envelope?
- Return to the local clerk by 8 p.m. on Election Day?

FOR CLERK'S USE ONLY

Returned: _____ Precinct No. _____
Date and Time _____ Ballot No. _____

Voter signature verified (Initials) _____
 Rejected? Reason _____

I assert that:

- I am a United States citizen.
- I am qualified and registered to vote at the address listed.
- I am voting in conformity with state election law.
- I marked my ballot and placed it in this envelope without showing it to anyone.
- I am returning my ballot to the clerk's office by delivering it myself or a member of my immediate family or household, or sending it by public postal, express mail, or parcel post service, or other common carrier.

I understand that knowingly making a false statement is a misdemeanor.

VOTER sign here in ink. Power of attorney is not acceptable.

Signature of Assent Voter _____

This box must be signed or your vote will not be counted.

Keep your ballot secure.

It is a felony for anyone to be in possession of an absent voter ballot except authorized election officials, employees of postal services or other common carriers during the normal course of their job handling mail, or a member of the voter's immediate family or household who the absent voter has asked to return the ballot.

Voter's Name, Address, City, State, Zip _____

Signature of Person Assisting Voter _____

First Name of Person Assisting Voter _____

Address of Person Assisting Voter _____ City _____ State _____ Zip _____

A person who assists an absent voter and who knowingly makes a false statement is guilty of a felony.

VOTER SIGNATURE REQUIRED

▶ SMALL JURISDICTION

- ▶ File by precinct, by last name, & then by first name (alphabetical)
- ▶ OR
- ▶ File by precinct & ballot number (numerical)
- ▶ Balance daily

▶ LARGE JURISDICTION

- ▶ File by precinct & by date
- ▶ No need to alphabetize or file by #
- ▶ Designated color coded bins
(only work in one pct. bin at a time 😊)
- ▶ Use worksheets or tabs to divide dates within each precinct
- ▶ Balance daily
- ▶ Balance through current date
- ▶ Track in spreadsheet
- ▶ Buddy system for filing into bins

Sample of Daily Filing Worksheet & Balance Worksheet

Pct. 1

Date: _____

QTY: _____

1

DATE: _____

Number of Ballots Received

TOTAL # OF BALLOTS

1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

How Many of You Have Hoarded Dozens of These US Mail Trays?



GET ORGANIZED

Where Can I Buy These Bins & Carts?

▶ **US Mail Supply**

▶ www.usmailsupply.com

▶ 1-800-571-0147

▶ **ULINE**

▶ www.uline.com

▶ 1-800-295-5510

▶ ****We ordered two extra shelves per cart****



25-Inch Long Corrugated Mail Tray
(Minimum Order 10)
1575R

\$15.00

[Details](#)



13.5-Inch Long Plastic Mail Tray
(Minimum Order 10)
1573R

\$11.00

[Details](#)



AV - BIG Balance - Prepare 1st Delivery

Balance = Success



▶ SMALL JURISDICTION

- ▶ Run QVF precinct reports (alphabetical or numerical)
- ▶ Single person - confirms the precinct ballots are filed in the correct precinct, listed in order and marked returned on the QVF report
- ▶ Buddy system - one person reads from QVF reports and the other person confirms the ballots are in the correct precinct, listed in order and marked returned on the QVF report

▶ LARGE JURISDICTION

- ▶ Run QVF reports (report style doesn't matter)
- ▶ Buddy system - one person counts and adds up the daily worksheet return counts and compares it to the other person's QVF reports
- ▶ If total numbers agree, you balance
- ▶ If numbers don't agree, you compare the daily worksheet counts with the spreadsheet counts. Locate the date error, and run the QVF report for that particular day. Resolve the issue
- ▶ **MUST be aware of voters who move or marked deceased - these effect your numbers daily. You MUST make adjustments to counts. Check QVF daily.**



Additional AV Deliveries

Conduct An Audit & Balance For EVERY Delivery of Ballots Before Sending Them To The Counting Board



▶ BEST PRACTICES

- ▶ Log ballots that are picked up from other drop box locations
- ▶ Use the date time stamp in the QVF report to track your batches
- ▶ Assign ONE-TWO people in the dept. to have oversight of the ballots, confirm balanced & deliver ballots to board
- ▶ Assign specific precinct numbers or counting boards to employees to manage
 - Joe - Precincts 1-6 or counting board 1
 - Cali - Precincts 7-12 or counting board 2
- ▶ Use delivery sheets
 - Yellow -First delivery (AM)
 - Pink - Deliveries throughout the day
 - Red - Last delivery
- ▶ ****These help complete the ballot summary worksheets in the poll book & problem solve**

AV Delivery Sheets- Sample

Morning Delivery

**RECEIPT FOR BALLOTS DELIVERED TO
AV COUNTING BOARD FROM LOCAL CLERK**

PRECINCT NO. 4

Received from _____ CHARTER TOWNSHIP OF BROWNSTOWN

BRIAN C. PETERS, Clerk, County of WAYNE, State of Michigan, ballots

for the STATE PRIMARY ELECTION held on AUGUST 4, 2020

764 BALLOTS DELIVERED TO AV BOARD # 913 AT 6AM 8/4/20

Delivered by: BP

Signed: [Signature] CHAIRPERSON OF AV COUNTING BOARD

Signed: [Signature] CO-CHAIRPERSON OF AV COUNTING BOARD

PLACE IN WHITE LOCAL CLERK ENVELOPE

JURISDICTION: Brownstown township AVCB #: AV913 PCT #s: 4

BALLOT SUMMARY

NUMBER OF BALLOTS DELIVERED TO AVCB:	NUMBER OF BALLOTS AT THE CLOSE OF THE AVCB:
A. Number of absentee ballot envelopes received at opening of AVCB: <u>764</u>	D. Number of absentee ballots tabulated: <u>797</u>
B. Number of additional absentee ballot envelopes delivered by close of AVCB: <u>33</u>	E. Number of absentee ballot envelopes delivered to the Board which did not contain a ballot: <u>0</u>
C. Total number of absentee envelopes ballots delivered to the AVCB: (Total of A & B) <u>797</u>	F. Number of absentee ballot envelopes delivered to the Board without a signature or otherwise invalid: <u>0</u>
	G. Total ballots processed: (Total of D, E & F) <u>797</u>

↑ 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.

WHITE - Place in Envelope to LOCAL CLERK
PINK - Place in Envelope to CANVASS BOARD / PROBATE JUDGE
GREEN - Remains in Poll Book; Which is Placed in Envelope to COUNTY CLERK

AV Delivery Sheets- Sample Mid day & Close

RECEIPT FOR BALLOTS DELIVERED TO AV COUNTING BOARD FROM LOCAL CLERK

Received from _____ CHARTER TOWNSHIP OF BROWNSTOWN

PRECINCT NO. 4

Brian C. Peters, Clerk, County of WAYNE, State of Michigan, ballots for the STATE PRIMARY ELECTION held on AUGUST 4, 2020

22 BALLOTS DELIVERED TO AV BOARD # 913 AT 5 PM 8/4/20

Delivered by: [Signature] CHAIRPERSON OF AV COUNTING BOARD

Signed: [Signature] CO-CHAIRPERSON OF AV COUNTING BOARD

PLACE IN WHITE LOCAL CLERK ENVELOPE

***FINAL RECEIPT FOR BALLOTS DELIVERED TO AV COUNTING BOARD FROM LOCAL CLERK**

Received from _____ CHARTER TOWNSHIP OF BROWNSTOWN

PRECINCT NO. 4

Brian C. Peters, Clerk, County of WAYNE, State of Michigan, ballots for the STATE PRIMARY ELECTION held on AUGUST 4, 2020

THIS IS THE LAST BATCH TO BE DELIVERED FROM THE CLERK'S OFFICE

11 BALLOTS DELIVERED TO AV BOARD # 913 AT 5:30 PM 8/4/20

Delivered by: [Signature] CHAIRPERSON OF AV COUNTING BOARD

Signed: [Signature] CO-CHAIRPERSON OF AV COUNTING BOARD

PLACE IN WHITE LOCAL CLERK ENVELOPE

JURISDICTION: Brownstown township AVCB #: AV913 PCT #s: 4

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: <u>764</u>	D. Number of absentee ballots tabulated: <u>797</u>
B. Number of additional absentee ballot envelopes delivered by close of AV: <u>33</u>	E. Number of absentee ballot envelopes delivered to the Board which did not contain a ballot: <u>0</u>
C. Total number of absentee envelopes ballots delivered to the AVCB: (Total of A & B) <u>797</u>	F. Number of absentee ballot envelopes delivered to the Board without a signature or otherwise invalid: <u>0</u>
	G. Total ballots processed: (Total of D, E & F) <u>797</u>

↑ 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.

WHITE - Place in Envelope to LOCAL CLERK
PINK - Place in Envelope to CANVASS BOARD / PROBATE JUDGE
#EN16 - Remains in Poll Book Which is Placed in Envelope to COUNTY CLERK

Processing Absentee Ballots

What's The Best Fit For Your Jurisdiction?

▶ SMALL JURISDICTION

- ▶ Process absentees in precincts
- ▶ Use an AV team
- ▶ Ensure your precinct workers are trained & can complete the last delivery at the end of the night

▶ LARGE JURISDICTION

- ▶ Multiple absentee counting boards
- ▶ Chairs for multiple positions (paperwork, scanners/tabulators, adjudication)
- ▶ Count & process ballots in bins
 - It's easier to count envelopes than ballots!
 - Dominion ICC - High speed scanners use batches of 50*
- ▶ Electric letter openers - Martin Yale

IMPORTANT! DID YOU..

- Sign in the box below in your own handwriting?
- Put your ballot in the envelope?
- Return to the local clerk by 8 p.m. on Election Day?

FOR CLERK'S USE ONLY

Returned: _____ Precinct No. _____
Date and Time _____ Ballot No. _____
 Voter signature verified (Initials) _____
 Rejected? Reason _____

I assert that:

- I am a United States citizen.
- I am qualified and registered to vote at the address listed.
- I am voting in conformity with state election law.
- I marked my ballot and placed it in this envelope without showing it to anyone.
- I am returning my ballot to the clerk's office by delivering it myself or a member of my immediate family or household, or sending it by public postal, express mail, or parcel post service, or other common carrier.

I understand that knowingly making a false statement is a misdemeanor.

VOTER sign here in ink. Power of attorney is not acceptable.

Signature of Absent Voter _____

This box must be signed or your vote will not be counted.

If someone assists you or helps you mark your ballot, they must sign and identify themselves.
I assisted the voter who is disabled or unable to mark their ballot according to their directions and without showing it to another person.

Signature of Person Assisting Voter _____
Print Name of Person Assisting Voter _____
Address of Person Assisting Voter: _____ City _____ State _____ Zip _____

A person who assists an absent voter and who knowingly makes a false statement is guilty of a felony.

Keep your ballot secure.
It is a felony for anyone to be in possession of an absent voter ballot except authorized election officials, employees of postal services or other common carriers during the normal course of their job handling mail, or a member of the voter's immediate family or household who the absent voter has asked to return the ballot.

NO VOTER SIGNATURE REQUIRED

Ballot No. _____
Precinct No. _____

Best Practices For Small - Large AV Quantities

Martin Yale® Desktop Letter Opener, 1632

Item #: WRB685820

Not Yet Rated


Enter [zip code](#) for delivery date estimate



~~\$889.53~~ up to 50% OFF

Price: \$441.95

or

 Save \$22.10 with 5% off when you use your Global Industrial Credit Card.

[Save 5%†](#) | [Apply Now](#)

1

ADD TO CART

Quantity

Martin Yale® High-Speed Letter Opener

Item #: WRB685822

Not Yet Rated


Enter [zip code](#) for delivery date estimate



~~\$3,482.39~~ up to 41% OFF

Price: \$1,998.00

or

 \$333.00/mo suggested payments with 6 month special financing OR Save 5% on Purchase.

[Learn How](#) | [Apply Now](#)

1

ADD TO CART

Quantity

ADD TO LIST

 Email  Print



Letter Openers - WARNING -POST INSTRUCTIONS You Don't Want Ripped/Torn Ballots = Duplication



Envelopes MUST be entered as shown below:

Official Ballot Return Envelope

To be opened only by the Precinct or Absent Voter Ballot Counting Station

Don't forget to sign on the back.

Drop off or mail your ballot so that it is returned by 8 p.m. on Election Day.

Thank you ballot@mi.gov/vote

FORM #555
© 2004 MI EDS

Charter Township of Brownstown
Clerk
21313 Telegraph Rd.
Brownstown, MI 48113

WALL

SIGN BACK OF ENVELOPE

OFFICIAL ELECTION MAIL

FIRST CLASS POSTAGE REQUIRED

**CHARTER TOWNSHIP OF BROWNSTOWN
CLERK
21313 TELEGRAPH RD.
BROWNSTOWN TWP, MI 48183-1399**

POSTNET barcode

IMPORTANT! DID YOU...

- Sign in the box below in your own handwriting?
- Put your ballot in the envelope?
- Return to the local clerk by 8 p.m. on Election Day?

WALL

VOTER SIGNATURE REQUIRED

CLERK'S USE ONLY

Precinct No. _____
Ballot No. _____
Verified (initials) _____

38

VOTER SIGNATURE REQUIRED

VOTER signs here in ink. Power of attorney is not acceptable.

X *Robert William Colegrove* *312 Ave*

38

Voter's Name, Address, City, State, Zip

38004
ROBERT WILLIAM COLEGROVE
2828 HIGGINS WAY
BROWNSTOWN TOWNSHIP MI 48134

09020182

Signature of Person Assisting Voter _____
Print Name of Person Assisting Voter _____
Address of Person Assisting Voter _____ City _____ State _____ Zip _____

A person who assists an absent voter and who knowingly makes a false statement is guilty of a felony.

Best Practices For AV Poll Books



AUGUST 4, 2020 STATE PRIMARY ELECTION
CERTIFICATION

Brownstown Township AV913 Counting Board
Precincts: 1, 4, 5, 7, 8, & 11

The signatures of the absent voters on the envelopes have been checked and found to agree with the signatures of the voters on the registration cards or the digitized signatures of voters contained in the qualified voter file.


Amy Whipple
Deputy Clerk


Alison FitzGerald
Elections Clerk

- ▶ When in doubt - document it
- ▶ Remarks should be made in applicable precinct remarks pages
- ▶ Nothing is too inconsequential
- ▶ Document the comments like you are writing an instruction manual so the events are clear and concise

Dominion ICC Travel Worksheets

A MUST - Batch 12 - Corrupt File

REGULAR BALLOTS

(Ballots that passed thru the scanner the first time with no problems)

Precinct # _____

Poll ID # _____

Batch # _____

of Ballots _____

Tabulator Count _____

DUPLICATED BALLOTS

(Ballots that contained a voter error and required duplication for ballots to count and pass thru scanner)

Precinct # _____

Poll ID # _____

Batch # _____

of Ballots _____

Tabulator Count _____

REJECTED BALLOTS

(Ballots that contain voter errors that cannot be duplicated or blank ballots)

Precinct # _____

Poll ID # _____

Batch # _____

of Ballots _____

Tabulator Count _____

Dominion Adjudication - ALL Poll Books

PAGE 1

ADJUDICATION STATION

OATHS OF ELECTION INSPECTORS

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 at the Election as indicated on the front cover of this Poll Book, according to the best of my ability. I further swear (or affirm) that I shall not communicate in any way any information relative to the processing or tallying of votes that may come to me while in this counting place until after the polls are closed.

1. X Dick Salts
Signature of Chairperson

2. X _____
Signature of Chairperson

Taken, subscribed and sworn to before me this
4 day of August, 2020

X Amy Whipple
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 Precinct Board Chairperson at the Election as indicated on the front cover of this Poll Book, according to the best of my ability. I further swear (or affirm) that I shall not communicate in any way any information relative to the processing or tallying of votes that may come to me while in this counting place until after the polls are closed.

Signatures of Persons Taking Oath and Certifying Preparation Certificate

3. X Drew Siering
4. X Dick Salts
5. X Kaye Siering
6. X Hayden
7. X Lynda Dieroff

8. X Henry Siering
9. X William Galentine
10. X Gregory St. Paul
11. X Raymond Reynolds
12. X Cheryl Young

Taken, subscribed and sworn to before me this
4 day of August, 2020

X Dick Salts
Signature of Person Administering Oath

PAGE 1

Adjudication Log

Start Time	End Time	Inspector Name	Party	AV Board
1:15	2:12	Paula Selby	D	AV914
1:15	2:12	Drew Siering	R	AV913
Start Time	End Time	Inspector Name	Party	AV Board
2:12	3:00	Kaye Siering	D	AV913
2:12	3:00	Hayden	R	AV914

Chain of Custody & Perception

Can You Defend Your Actions?

Perception is Their Reality!



▶ SMALL JURISDICTION

- ▶ Seal AV ballots for delivery to precincts
- ▶ Document seal numbers in poll book, make remarks with time of delivery
- ▶ What if you were in an accident?
- ▶ Be flexible & ready for plan B

▶ LARGE JURISDICITON

- ▶ Some AV counting boards are on campus & some are off campus- Give it some thought!
- ▶ Republican & Democrat staff members transport ballots to AV counting boards with receipts for each precinct notating the number of ballots in the delivery
- ▶ AV board validates precinct ballot counts and R & D sign receipts
- ▶ Use sealed & documented transfer bags for envelopes
- ▶ Use sealed & documented transfer bag for media cards, flash drive -*Required*
- ▶ Locked & secured area - Video surveillance

Election Inspector Recruitment

How Will You Find Your Workers?



- ▶ Recruit high school & college students - Government classes
- ▶ Work with organizations like churches, booster clubs
- ▶ Ask your election inspectors to help recruit workers
- ▶ Ask your city/township employees to work
- ▶ Talk to your city/twp. manager about closing the city/twp. for the day to have additional support
- ▶ Recruit at your counter
- ▶ Recruit at your community center
- ▶ Recruit in your community

How Will You Train Your Workers?



▶ SMALL JURISDICTION

- ▶ Less than 10,000 Registered Voters, County Clerk Conducts Training
- ▶ Perform your own training in addition to the County Clerk's mandatory training
- ▶ Network with other Clerks
- ▶ Trade or Share Election Inspectors

▶ LARGE JURISDICITON

- ▶ Offer evening & weekend trainings in addition to daytime trainings
- ▶ Conduct trainings in specialty focused groups; Chair training, Inspector training, EPB, VAT, AV, (Adjudication -Dominion) & Receiving Board
- ▶ Create video instructions & make trainings available online so they can be reviewed
- ▶ Provide hands on instructions, offer open labs, give visual aids, be interactive, give take home materials, binders, & handouts
- ▶ Assign Chairs and Co-Chairs in EACH Precinct - Pay them additional money so you aren't left in a lurch
- ▶ Give tests to confirm knowledge & know who has the understanding to chair or co-chair

Election Day

Be Prepared



▶ BEST PRACTICES

- ▶ Plan ahead - How will you get your equipment set up?

Yourself, family, staff members?

- ▶ Do you need a back up plan if there is rain, snow, high winds to transport equipment?

- ▶ Prepare your staff

Especially new or temporary employees

- ▶ Carry your training materials & manuals with you

- ▶ Take extra supplies with you

(ballot marking devices, applications to vote, seals, extra voting machine, card cleaner, thermal tape, keys, extension cords)

- ▶ Be prepared for the unknown

(can you get into all of your polling locations?, line up police support, plan for an emergency-electricity goes out, etc.)

Do You Have An Emergency Response Plan?



- ▶ eLearning center has a template
- ▶ What would you do if you are in a school gym with no windows, power or lights?
- ▶ How will voters vote?

A screenshot of a website. The header features a golden eagle emblem on the left and the text "Michigan Elections eLearning Center" in white on a dark blue background. Below the header is a navigation menu with links for "Home", "Connect", "Learning", "Catalog", and "Reports". The main content area displays "MATERIAL" in all caps, followed by the title "Election Day Emergency Response Plan Template" in a large font. At the bottom of the content area, it says "Last Updated 10/20/2021 Duration 5 minutes".

TIPS & TRICKS FOR ELECTION DAY-PRECINCT

The more proactive you are, the less reactive you will have to be on Election Day!



- ▶ Awesome detailed instructions with pictures
 - ▶ Fill out closing envelopes, certificates, & labels EARLY on
 - ▶ Cheat sheets
 - ▶ Small clipboards for applications
 - ▶ Date stamp
 - ▶ **SPOILED** ballot stamp
 - ▶ **VAT** ballot stamp
 - ▶ Tablets help with dual precincts and getting voters in the right lines
 - ▶ Send emergency paper poll books and printed precinct lists to each precinct in case EPB crashes
 - ▶ Assign alternates or add an additional Republican & Democrat to your worker list - advise them they are a floater - *You won't be short staffed if someone calls off
 - ▶ Have an "Important Papers" folder (write-in's, challengers, pay sheet, worker list, call in totals, pct. delegate write in's, etc.)
 - ▶ Place different colored labels on the 0-14 day registration receipts for challenged ballot, regular ballot
 - ▶ Post 100 foot mark from the main entry/exit door & sign **NO CAMPAINING** if possible
 - ▶ **ALWAYS** budget for elections!
- Use unallocated or leftover money from your budget to order supplies to better support you and your staff



Successful Precinct Tips



- ▶ **GENERAL PRECINCT TIPS:**
- ▶ Train your election inspectors that the VAT is their friend in a primary election, it will NOT allow the voter to split or cross vote.
- ▶ Remember when training election inspectors - everyone learns differently (audio, visual, hands on, repetition, repetition)
- ▶ Mirror your election inspectors on election day (or have your chair mirror)- Ensure workers are carrying out the correct election law procedures

- ▶ **LARGE JURISDICITON**
- ▶ Some jurisdictions have “super chairs” or “roving chairs” that move from precinct to precinct to assist the Clerk/Deputy Clerk
- ▶ Offer an AWARD to all precincts that come back balanced and their paperwork properly completed - pizza party, picnic, bragging rights
- ▶ PATIENCE, PATIENCE, PATIENCE
You can't fix it overnight!
How do you eat an elephant?



Easily Manage Your Applications To Vote

Voters Not In Possession of ID

- ▶ Place a label on the side of the applications to vote

FORM NO. 677 (3/16)
PRINTING SYSTEMS • 1-800-95-12345

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.

Date of Election _____ Ward _____ Precinct _____

ELECTION INSPECTOR COMPLETES	
<input checked="" type="checkbox"/>	ID AFFIDAVIT ON REVERSE COMPLETED
Ballot Style	_____
Ballot No.	_____
Voter No. (POLL BOOK)	_____
ELECTION INSPECTOR INITIALS ▶ _____	

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.

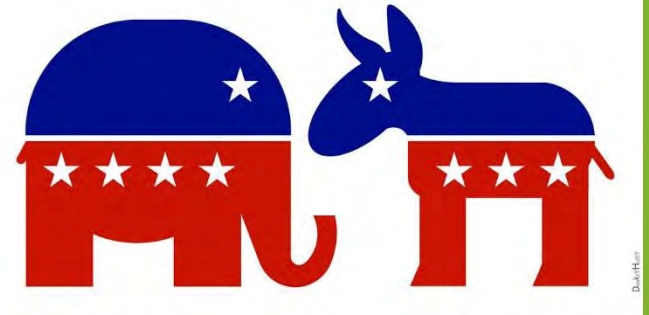
SIGN HERE

SIGNATURE OF VOTER

- ▶ Easy to review and confirm the back of the application is accurately completed
- ▶ Easy to verify and confirm total number is accurately recorded in EPB
- ▶ Easy to locate when a FOIA request is made

Precinct Delegates - August 2, 2022

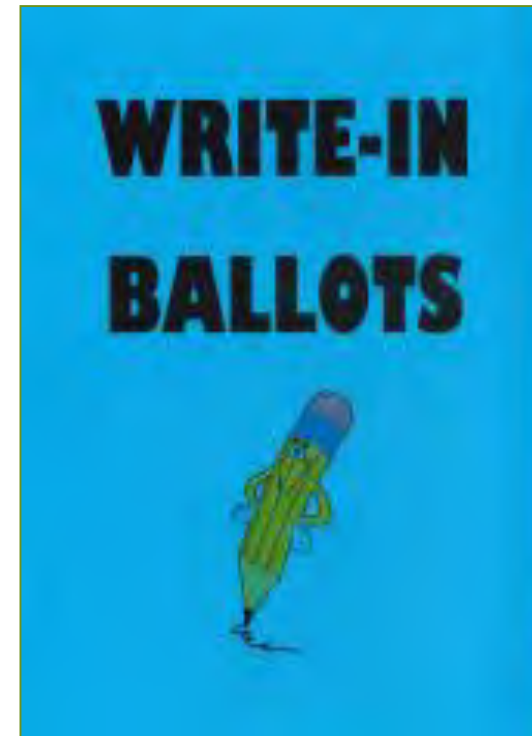
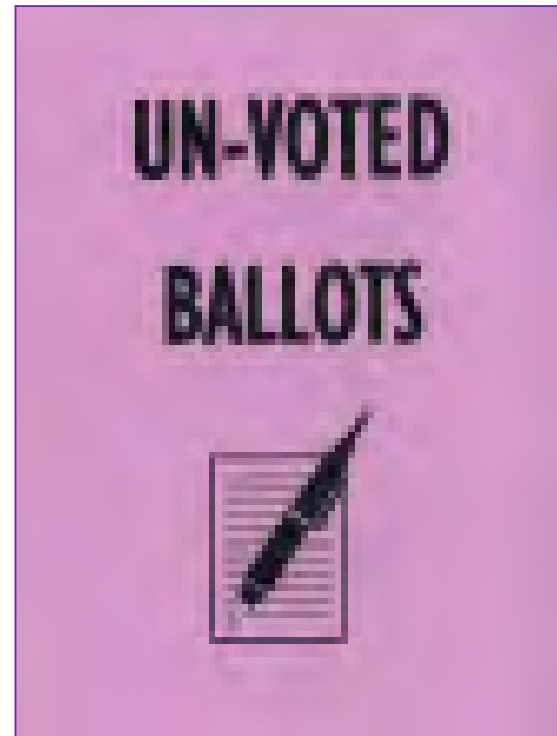
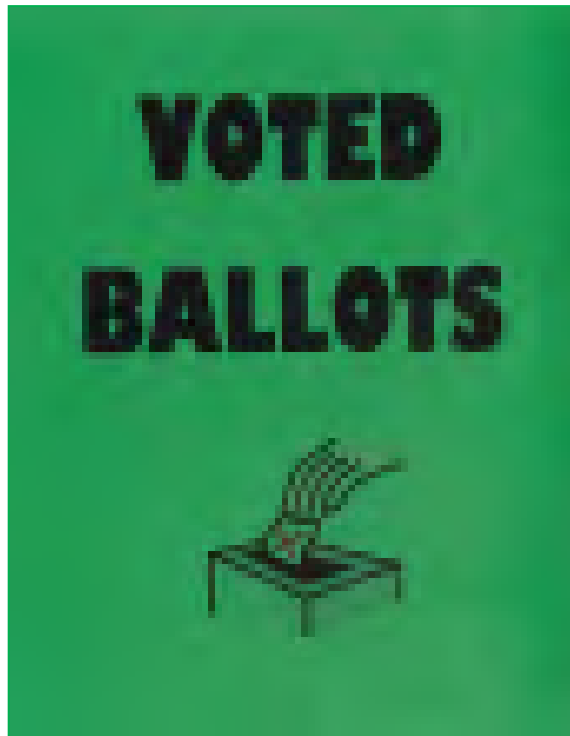
Have You Thought It Through?



- ▶ Reminder - Precinct Delegates can file in the precincts as a Write-In on Election Day
- ▶ Send Write -In forms to each precinct (use a colored paper)
- ▶ Your chair can act as a notary for election purposes only on Election Day
- ▶ Do your closing instructions state each precinct must review these delegate write-in's for validity?
- ▶ Where should the votes be recorded? Verify with your County Clerk
- ▶ If you have an AV board(s), do your instructions state the pct's. must call your office at 8pm to advise if they had any write ins?
- ▶ How will you notify your AV boards?
- ▶ What procedures will your AV boards follow to handle precinct delegate write-in's throughout the day?
- ▶ Various equipment types - Ballots must be reviewed and recorded at the close of polls
- ▶ **Provide your Inspectors detailed instructions, include it in your training!**

Organize Ballot Bags At The Close of Polls

Easy Identification For a Recount, & Simple Transition to Record Retention



Election Day

Be The **CALM** THROUGH The Storm



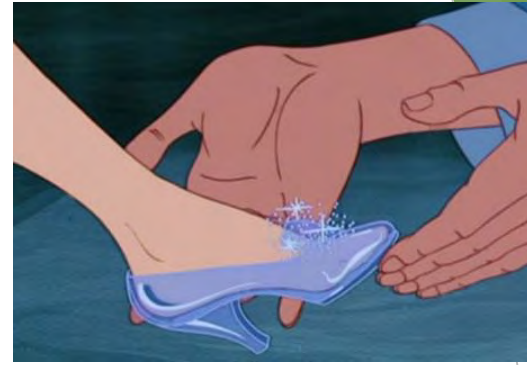
ALWAYS Be In Control - Even When You Are Not Sure!

- ▶ If you “freak out” and show you are not in control of a difficult or challenging situation, you are likely to lose both the voter’s confidence and your employee’s confidence
- ▶ Once the staff has lost their solid ground, it’s hard to come back from on Election Day because you don’t typically get down time to regroup
- ▶ Expect the unexpected, it’s election day, you will more than likely be faced with a challenge or two
- ▶ Remember we are all human and make mistakes. How would you want someone to react if it was you that made the mistake?



Election Night Receiving Boards

What shoe fits you?



▶ SMALL JURISDICTION

- ▶ Conduct receiving boards at the precincts
- ▶ They go to the precincts, review paperwork and validate ballot box sealed correctly
- ▶ Once validated, workers released
- ▶ Identify WHO returns envelopes & data cards.

▶ LARGE JURISDICTION

- ▶ Conduct receiving boards at Township/City hall
- ▶ Set up series of check in stations to validate equipment returned, run reports, empty contents from local clerk envelope, validate paperwork, confirm ballot box sealed correctly
- ▶ Hire a person to unload election supplies from R & D election workers returning from precincts

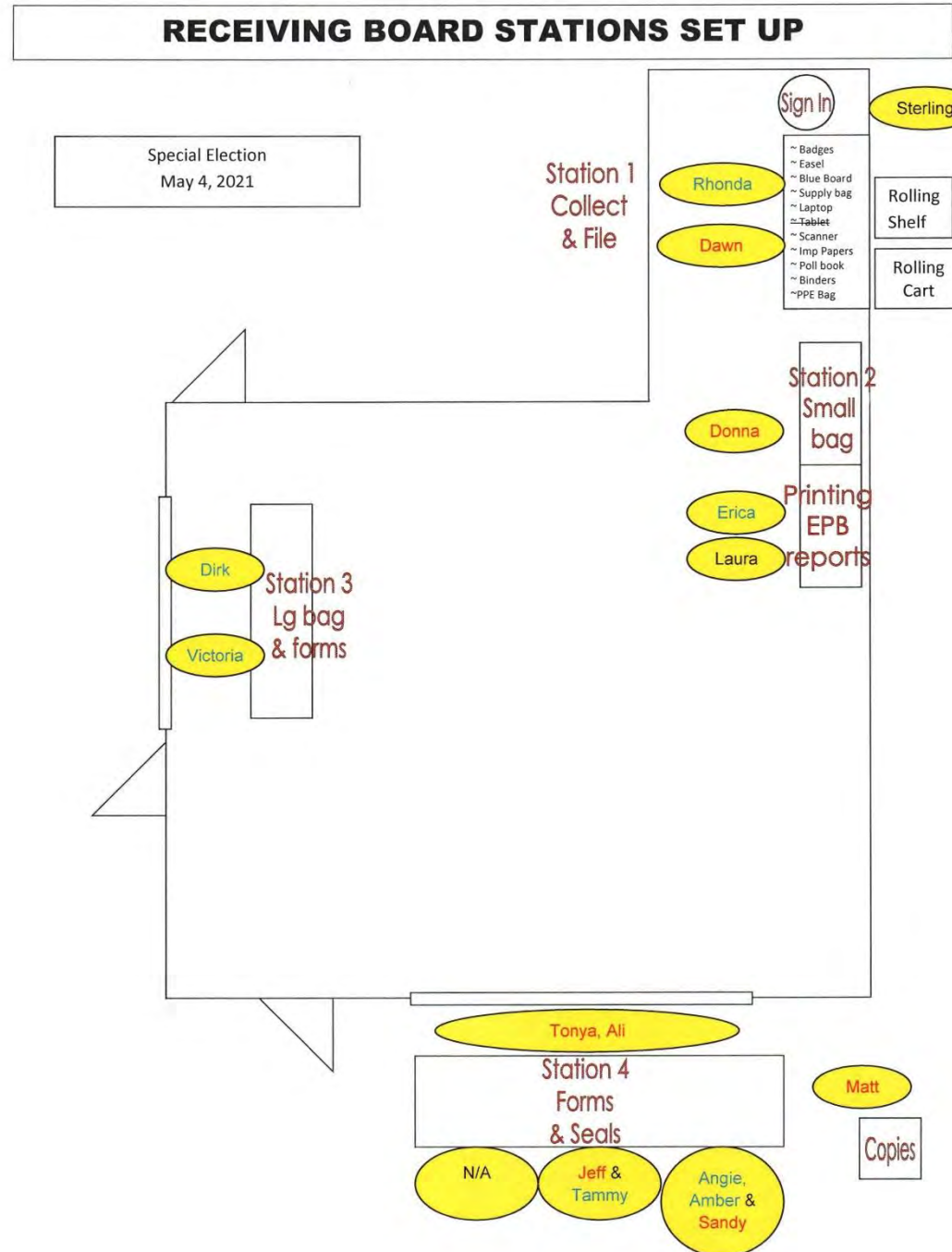
Take the Weight Off Your Workers

Hire Someone To Lift the Load

- ▶ Garden Wagon
- ▶ Complete Audit
- ▶ Collect:
 - EPB
 - Scanners
 - Supply Bag
 - Ballot Bag
 - Manuals
 - Flag
 - Sign Boards



Brownstown Check In Stations Smooth Sailing



Receiving Boards

Who Can Serve on Receiving Boards?



▶ SMALL JURISDICTION

- ▶ Two members of the precinct board R & D that did NOT sign the certificate of election workers certificate ballot sealer - Can perform receiving board duties
- ▶ Have a rover team go to the precincts & perform the receiving board responsibilities

▶ LARGE JURISDICTION

- ▶ Hire additional inspectors to serve
- ▶ Utilize staff members
- ▶ All receiving board members Must attend training - (the same guidelines as your election inspectors)
- ▶ Use visual aids and examples

Receiving Boards Main Purpose

Ensure Your Jurisdiction Is Recountable

- ▶ **Required by law**
- ▶ **Appoint receiving board members at local election commission meeting**
- ▶ Confirm the poll book & statement of votes are NOT sealed in the ballot container.
- ▶ Confirm the ballot container is PROPERLY SEALED
- ▶ Confirm the seal number was recorded properly on the certificate card & the certificate of election inspectors form
- ▶ Confirm the number of names listed in the poll book = the number of ballots tabulated on the tabulator tape & recorded on the statement of votes
- ▶ R & D election inspectors should make corrections
- ▶ Corrections need to be made on ALL of the copies
- ▶ Corrections need to be made on the certificate cards
- ▶ Corrections need to be documented in the poll book - REMARKS - even if they are handwritten on the EPB remarks print out
- ▶ Corrections should be signed by the R & D election inspectors & the R & D receiving board members



Post Election Duties

Be Prepared For An Audit

POST-ELECTION AUDITS

[Post-Election Audit Manual](#)

[Post-Election Audit Printable Worksheet - AVCB](#)

[Post-Election Audit Printable Worksheet - Precinct](#)

Post-Election Audit Manual



Michigan Department of State
Bureau of Elections

January 2020

- ▶ www.Michigan.gov/sos
Information for Election Administrators, Post-Election Audits
- ▶ Review the most recent manual (January 2020) before the upcoming election
- ▶ Make sure you are keeping the necessary documents - example receiving board check list
- ▶ Print the materials check list and worksheets
- ▶ Label everything & be organized if you are selected for an audit

POST-ELECTION AUDITS

[Post-Election Audit Manual](#)

[Post-Election Audit Printable Worksheet - AVCB](#)

[Post-Election Audit Printable Worksheet - Precinct](#)

Post Election Duties

Print & Review Audit Checklists

Materials needed to conduct a Post-Election Audit

- Noticer of Registration (Affidavit of Publication)
- Election Notice (Affidavit of Publication)
- Public Accuracy Test Notice (Affidavit of Publication)
- Election Commission's election inspector appointment record (minutes or signed resolution from meeting)
- Listing of appointed election inspectors
- Election Inspector applications for all inspectors appointed
- Confirmation that election inspectors attended training (dated or signed certificate or sign in sheet)
- Confirmation that election inspector appointments were sent to the major political parties (fax or email verification or certified mail receipt) [partisan elections only]
- ePollbook laptop used in the precinct and encrypted flash drive
- Absent Voter Ballot Posting [partisan elections only]
- Sealed container that contains all testing materials; including:
 - Test deck
 - Chart of pre-determined results
 - Tabulator zero and results tapes
- Tabulator Testing and Security Certification Form (may be sealed in the test container)
- Election Commission Certification - Public Accuracy Test (if applicable)
- Voter Assist Terminal Preparation Checklist and Test Certification Form
- Pollbook*
- Applications to Vote
- Affidavits of Voter Not in Possession of Picture Identification
- AV apps for Military and Overseas Voters and confirmation of ballot sent (e.g., email or fax receipt, proof of mailing if available)
- Sealed ballot container with ballots
- Program container certificate (if applicable)
- Provisional Ballot Forms
- Master card for any voter issued an Affidavit or Envelope ballot
- Final Canvass Report
- Receiving Board Checklist

Post Election Duties

Record Retention

- ▶ Election Document Retention Schedule - General Schedule #23
- ▶ www.Michigan.gov or
- ▶ Google - MI Elections Retention Schedule #23

www.michigan.gov > - > media
of #23 Elections Records Item Series Title ... - Michigan



Post Election Duties

Record Retention - Clerk Documents



- ▶ Voter ID Cards - Returned - Until the voter's registration is cancelled
- ▶ Election Notices - until canvass of election completed + 2 years
- ▶ Inspector Applications - While the person is eligible for appointment as an inspector
- ▶ Voter Registrations 14 Days before an election, including election day, who do not provide residency verification with a driver's license or personal ID - **until the election is held plus 6 years**
- ▶ Preliminary Accuracy Testing - Federal offices - until the election is held + 2 years
- ▶ Affidavits of Identity - until the election is held + 2 years
- ▶ Local Election Commission Meeting Materials - Permanent
- ▶ Local Election Results - Permanent record - **Local board of canvass abolished- How are you keeping all of your election results?**

Post Election Duties

Record Retention - Absentee Counting Boards



- ▶ ALL Applications to Vote - until the election is held + 6 years
- ▶ Absentee Ballot Envelopes - until the election is held + 2 years
- ▶ Affidavit of Voter Unable to Meet Photo ID Requirement - until the election is held + 6 years
- ▶ Federal Voted Ballots - until canvass of the election is completed + 22 months
- ▶ Absentee Voter List - until the election is held + 2 years
- ▶ Un-voted Ballots - 30 days after canvass is completed -(Duplication)

Post Election Duties

Record Retention - Precinct Materials



- ▶ ALL Applications to Vote - until the election is held + 6 years
- ▶ Affidavit of Voter Unable to Meet Photo ID Requirement - until the election is held + 6 years
- ▶ QVF Precinct Lists - until the election is held + 2 years
- ▶ Federal Voted Ballots - until canvass of the election is completed + 22 months
- ▶ Un-voted Ballots - 30 days after canvass is completed

How To Retire Election Inspectors With Class - Make it a Celebration



- ▶ We Have All Had One At Some Point - They Just Aren't Ready To Hand Over The Reins
- ▶ It's difficult because they have been there for us, but it's time to give them a slight nudge
- ▶ Throw a party or a picnic to honor them
- ▶ Give a certificate for their years of service
- ▶ Honor them with a proclamation at a board meeting and invite their family and friends



Do You Feel Like This?
You Are **NOT** Alone!



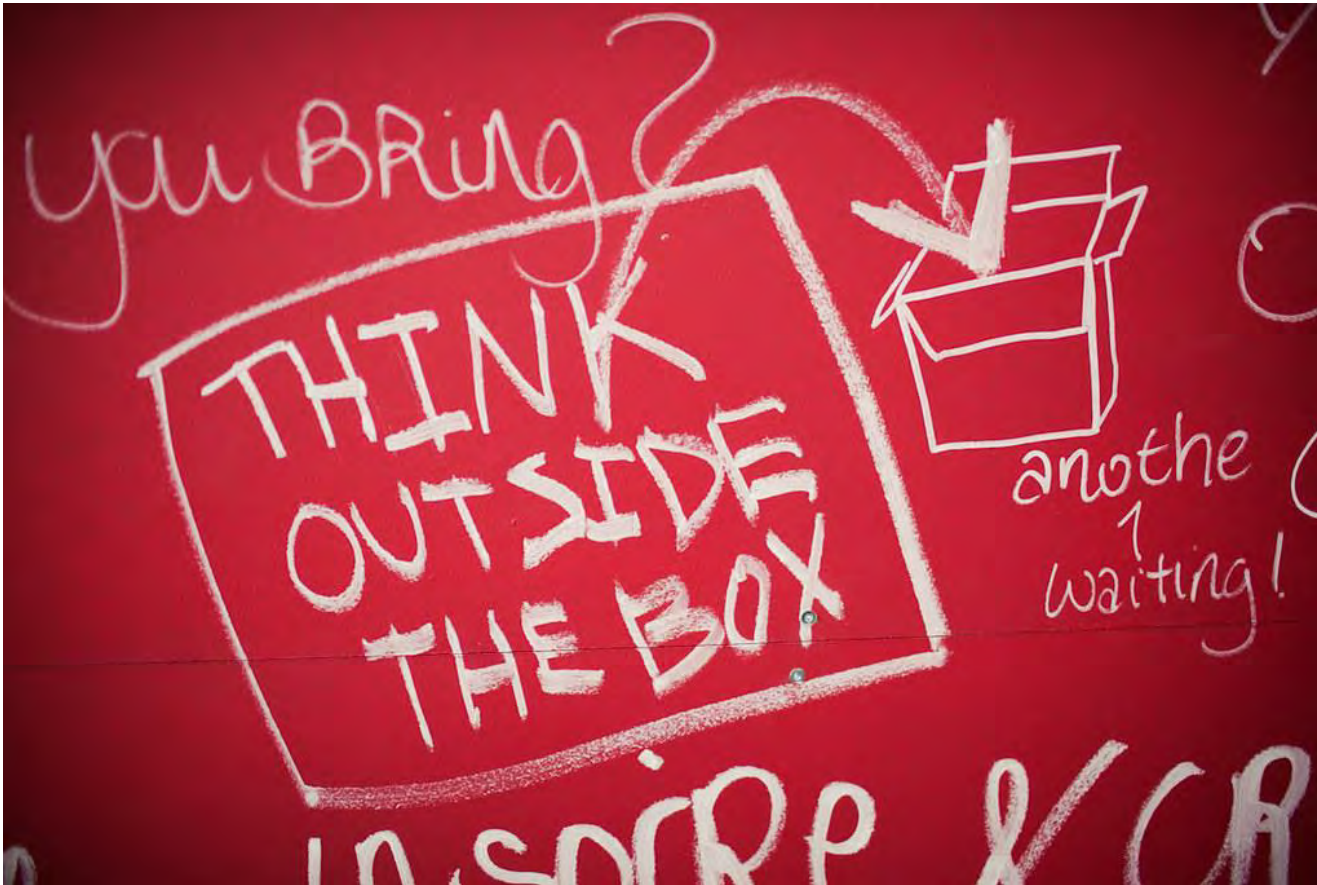
Resources

Who Should You Contact For Help?

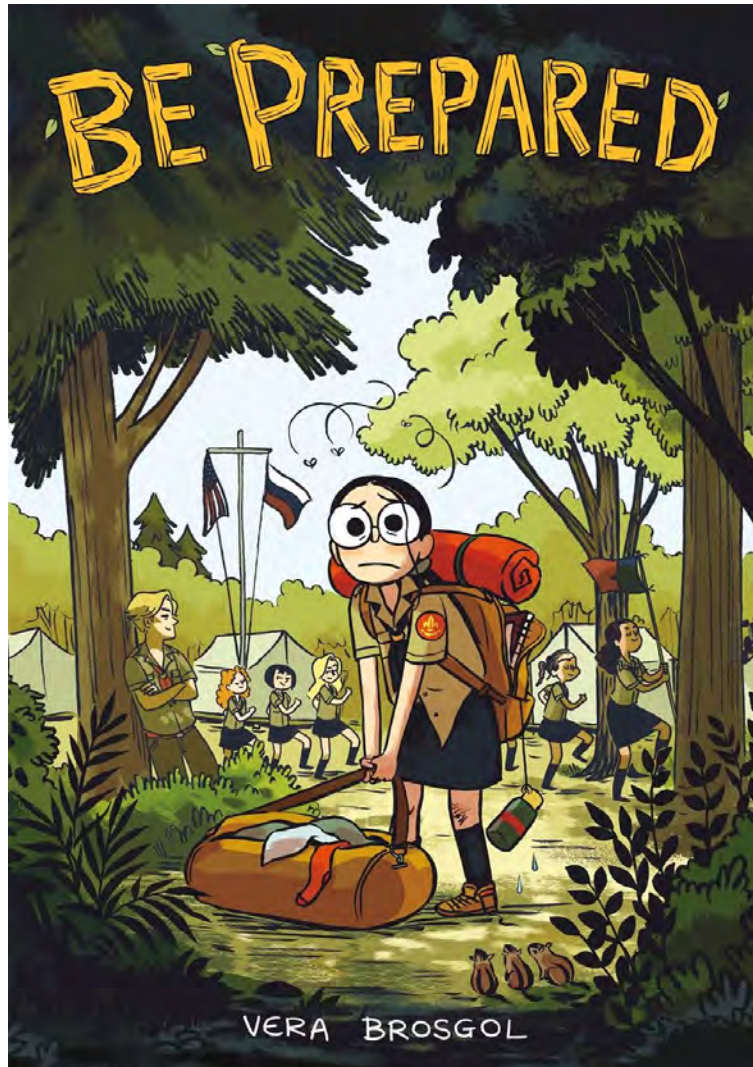
- ▶ Network - make some friends! These people are the best resources. After all, they do what you do!
- ▶ Look the law up - Michigan compiled law - MCL
- ▶ Contact your county clerk
- ▶ Contact the MI Bureau of Elections -BOE
- ▶ Reach out to your legal counsel
- ▶ Ask your predecessor if they would be willing to be a consultant



Don't Be Afraid To Think Outside The Box!



If We Learned Anything Today -
We Should Have Learned It's Critical to be Prepared!



NETWORK

The Best Ideas Come From Conversing



Friends...

*I can't promise to fix...
all your problems
but i can promise...
you won't face them all alone...*



Clerks Uniting For A Stronger Michigan



