



Michigan Association of Municipal Clerks

RECEIVING BOARD TRAINING

JUNE 23, 2022

RECEIVING BOARD:

PURPOSE— WHY HAVE ONE?

- Required by Michigan Election Law - MCL 168.679
- Purpose of a Receiving Board is to double check precinct records (including AVCB) to ensure recountability
- May help to eliminate questions by the board of canvassers
- Receiving Board checklists are part of the post-election audits conducted by the County or Bureau of Elections

RECEIVING BOARD:

ESTABLISHING A RECEIVING BOARD

- MCL 168.679a(1) – States that the Election Commission of a city or township shall, by resolution, provide that 1 or more additional boards of election inspectors be appointed to serve as Receiving Boards

RECEIVING BOARD:

ESTABLISHING A RECEIVING BOARD

- Election Commission shall appoint the Receiving Board members
- Receiving Board shall consist of 2 or more election inspectors, with an equal number appointed from each major political party
- Receiving Board inspectors must take an Oath – this Oath is separate from the Oath provided at the precinct or absent voter counting board

RECEIVING BOARD:

Who can serve on the Receiving Board?

- Election day or absent voter counting board inspectors – should not use the same two inspectors that signed paperwork from their precinct
- Deputy Clerk (or office staff) may serve, but they must meet qualifications of an election inspector, have an application on file and be appointed by the Election Commission
- The local Clerk cannot serve as a member of the Receiving Board

RECEIVING BOARD:

Delivery from the Precincts to Receiving Board

Not less than two election inspectors from the precinct, each representing a different major political party, shall deliver to the Receiving Board:

- A sealed ballot container with voted ballots
- A sealed transfer container or sealed envelope with the tabulator and EPB memory devices, if removed
- In a separate sealed envelope or in the sealed transfer container, the poll book and statement of votes with totals tapes - *MCL 168.679a(2)*

(Make sure the ballot containers and transfer containers used are approved by the State and have been certified by the County Board of Canvassers)

RECEIVING BOARD:

Responsibilities of Receiving Board members

Opening the sealed envelope to review the poll book and statement of votes to determine the following:

- The ballot container is properly sealed and the seal number is properly recorded in the poll book
- If an approved transfer container was used to return the tabulator and EPB memory devices, that seal number should also be properly recorded in the poll book
- The number of voters according to the poll book equals the number of ballots cast according the statement of votes totals tape
–*MCL 168.679a(3)*

(The list of voters, ballot summary and remarks reports are required to be printed and inserted in the poll books)

RECEIVING BOARD:

Corrective Actions

What if . . . the ballot container is not properly sealed or there is a discrepancy in the seal number recorded in the poll book?

- The election inspectors and the Receiving Board shall together take the necessary steps to correct the discrepancy and the correction must be noted in the remarks section of the poll book and all should sign the notation
- MCL 168.679a(3)(a)

RECEIVING BOARD:

Corrective Actions

What if . . . the number of voters recorded in the poll book does not equal the number of ballots as shown on the statement of votes totals tape?

- Verify if there is a remark in the poll book stating the reason for the discrepancy. If not, ask the election inspectors to make a notation in the remarks section of the poll book providing the reason for the discrepancy and all should sign the notation
- MCL 168.679a(3)(b)

RECEIVING BOARD:

Corrective Actions

What if . . . the poll book or statement of votes totals tape has been inadvertently sealed in the ballot container?

- The election inspectors may open the ballot container and remove the poll book or statement of votes with totals tape and then reseal the ballot container. A note should be made in the remarks section of the poll book and all should sign the notation.

MCL 168.679a(4)

THIS IS THE ONLY REASON THAT THE ELECTION INSPECTORS MAY OPEN THE BALLOT CONTAINER

RECEIVING BOARD:

Corrective Actions

What if . . . a voted ballot was discovered not to be sealed in the ballot container.

ELECTION INSPECTORS MAY NOT OPEN THE BALLOT CONTAINER TO INCLUDE THE VOTED BALLOT

If a voted ballot was discovered at this point not to be sealed in the ballot container (inside a secrecy sleeve, etc.), it must be placed in an envelope and sealed with a red paper seal and taped to the top of the container. Same with spoiled ballot envelope, if they were not sealed in the ballot container, the envelope must be taped to the top of the container

RECEIVING BOARD:

Ensuring a clean canvass

- Sealed transfer container should contain the EPB and tabulator USB drives and any additional items required of the Clerk or County (VAT drives, tabulator keys, etc.)
- EPB returned to Clerk

RECEIVING BOARD:

Ensuring a clean canvass

ADDITIONAL ITEMS TO REVIEW:

Verify the following in the poll book:

- a. Tabulator and VAT seal/serial numbers were recorded
- b. Poll book signed and dated by the Clerk
- c. The Oath and Election Inspector Preparation Certificate are complete (boxes checked) and signed by all inspectors
- d. Challenges recorded or the word "NONE" written across those pages
- e. Write-ins are recorded on the statement of votes and write-in totals tapes were provided or "NONE" written across the statement of votes page to show there were no valid write-ins
- f. The Certificate of Election Inspectors Page is complete (boxes checked, numbers recorded, questions answered, seal numbers recorded) and signed by all inspectors
- g. All reports were inserted in the poll book

Review totals tapes (including write-in tapes if applicable) to verify all inspectors signed all copies

RECEIVING BOARD:

Final Steps

After review of the documents and taking any corrective actions, the Receiving Board shall place the poll book and one statement of votes with totals tape in the appropriate envelopes and seal them with a red or white paper seal containing the election date and initials or signatures of the Receiving Board members.

-MCL 168.679a(5)

RECEIVING BOARD:

Final Steps

County Clerk envelope:

- Poll Book
- One copy of totals tape attached to the statement of votes
- Precinct Delegate Write-In forms completed in the precinct on election day

Probate Judge/Board of Canvassers envelope:

- One copy of the statement of votes with totals tape attached

Local Clerk Envelope:

- One copy of statement of votes with zero and totals tape attached
- Completed applications to vote
- Voter Assist Terminal test ballot
- Other forms required by the clerk or completed on election day for the clerk

RECEIVING BOARD:

LOGISTICS – THINGS TO CONSIDER

- HOW MANY TEAMS OF TWO DO YOU NEED AND WHAT ARE THEIR ROLES?
- WHAT STEPS DO YOU DO FIRST?
- LOGISTICS – LAYOUT OF YOUR RECEIVING BOARD FOR EASY FLOW WHEN ELECTION INSPECTORS RETURN
- SUPPLIES NEEDED – SCISSORS, EXTRA SEALS, PAPER CLIPS, CONTAINERS FOR KEYS, V-DRIVES, ETC.
- WHO DO RECEIVING BOARD INSPECTORS REPORT TO WITH QUESTIONS
- EASY PORTABLE SNACKS AND/OR WATER FOR INSPECTORS

RECEIVING BOARD

PRECINCT # _____

- ___ Obtain EPB laptop from Chair
- ___ Verify seal # on transfer container matches certificate. If matches, cut seal and toss in bag and give Chair the certificate. If seal # does not match, question the reason, have the two Inspectors from opposite political parties fix the error if possible and initial. Make a notation of reason and actions taken on remarks page in the poll book and all sign.
- ___ Remove from transfer container:
 - ___ Vdrive (black USB)
 - ___ VAT Vdrive (black USB marked VAT)
 - ___ Keys
 - ___ Laptop USB drive
- ___ Confirm the spoiled ballot envelope is **sealed** in black ballot container; check transfer container. If not sealed, it must be taped to the outside of the ballot container and a notation put in the remarks page of the poll book and all sign.
- ___ Print reports to insert in the poll books and provide to inspectors or receiving board members.

RESULTS TAPES AND WRITE-IN TAPES

- ___ All Precincts should have 3 copies of the Results tapes and 3 copies of the Write-In tapes with # of signatures provided by Clerk.

POLL BOOK – FRONT COVER – CLERK'S PREPARATION CERTIFICATE FOR TABULATOR AND VOTER ASSIST TERMINAL

- ___ Election date, ward/precinct, municipality and county are complete
- ___ Tabulator & VAT serial & seal numbers are recorded
- ___ Signature of Clerk and date is complete

POLL BOOK - INSIDE FRONT COVER

1. Oath of Chairperson and Election Inspectors

- ___ Chair signed Oath of Office and person administering the oath signed and date is complete and precinct number recorded

2. Election Inspectors' Preparation Certificate

- ___ ALL boxes are checked. **If not, note on remarks page of poll book and all sign.**

1 OATH OF CHAIRPERSON & ELECTION INSPECTORS Precinct # 1

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 _____ | 7. X _____ |
| 3. X _____ | 8. X _____ |
| 4. X _____ | 9. X _____ |
| 5. X _____ | 10. X _____ |
| 6. 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 _____ | 15. X _____ |
| 13. X _____ | 16. X _____ |
| 14. X _____ | 17. X _____ |

Taken, subscribed and sworn to before me on

Month / Day / Year

1. X _____
Signature of Chairperson or Person Administering Oath

RECEIVING BOARD ABSENT VOTER COUNTING BOARD

- Verify that Ballot Containers are sealed properly (verify signatures, seal number recorded matches seal number on container).
- If the seal needs to be changed (not sealed properly, etc.), have the two inspectors of different political parties properly seal the container and record the new seal number on the certificate and on the back page of the poll book. Make a notation in the remark section of the poll book and all should sign.
- There should be 3 totals tapes and 3 write-in tapes for each precinct if using tabulators – verify all are signed by inspectors.
- High-speed users will place have a final results report signed by all inspectors – you will need 3 copies of this report.

POLL BOOK - FRONT COVER (More than one Poll Book may be used)

____ Election date, Ward/Precincts, municipality, county and AVCB #, if applicable, are completed.

POLL BOOK - INSIDE COVER

CLERK'S PREPARATION CERTIFICATE

- ____ List all tabulator serial and seal numbers or high-speed scanner serial numbers (both from scanner and PC) in appropriate poll book.
- ____ Ward/Precincts numbers, signature of Clerk and date are completed.

POLL BOOK – ELECTION INSPECTORS' PREPARATION CERTIFICATE - 3 PART FORM

1. ELECTION INSPECTORS' PREPARATION CERTIFICATE

____ ALL boxes are checked at top of page.

2. OATHS OF ELECTION INSPECTORS

- ____ Signature of Chairperson
- ____ Signature of Person Administering Oath and date
- ____ Signature of All Inspectors
- ____ Signature of Person Administering Oath and date

1. 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.

2. 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 _____
Signature of Chairperson

Taken, subscribed and sworn to before me this _____ day of _____, 20____. 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 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

- | | |
|--------------------|--------------------|
| 11. <u>X</u> _____ | 12. <u>X</u> _____ |
| 2. <u>X</u> _____ | 13. <u>X</u> _____ |
| 3. <u>X</u> _____ | 14. <u>X</u> _____ |
| 4. <u>X</u> _____ | 15. <u>X</u> _____ |
| 5. <u>X</u> _____ | 16. <u>X</u> _____ |
| 6. <u>X</u> _____ | 17. <u>X</u> _____ |
| 7. <u>X</u> _____ | 18. <u>X</u> _____ |
| 8. <u>X</u> _____ | 19. <u>X</u> _____ |
| 9. <u>X</u> _____ | 20. <u>X</u> _____ |
| 10. <u>X</u> _____ | |

Taken, subscribed and sworn to before me this _____ day of _____, 20____. X _____
Signature of Person Administering Oath

RECEIVING BOARD:

RESOURCES

Michigan Election Law
MCL 168.679a

Michigan Bureau of Elections
Election Officials Manual

Michigan Bureau of Elections
2022 Train the Trainer