

Absentee Voter Counting Board Election Day User Guide!




**Please note any changes made to this document will be discussed and available during training.*

As you are aware, Election Law changes on a regular basis, new procedures are implemented, old ones are removed, etc.

This manual is a Living Document, ever evolving.

You are on the Front Line and we depend on your input! We cannot change overall procedure; however, we have flexibility in changing the supplies and training material. We have provided a note pad for any notes that you would like to relay to us. We will take each suggestion into consideration. Place notes in the City Clerk's Envelope at the end of the night. Remember, we give credit where credit is due. We can't give credit if we don't know who made the suggestion!



Table of Contents	Page
1. Election Day Basics	3
2. Opening the Polls	4
 Tabulator Zero Tape Verification	4
3. The Process	6
 Stations 1 – 3	6
 Stations 4 – 6	7
4. Duplicating Ballots	10
5. Challenged Ballots	13
6. Closing the Polls	14
7. Challenger/Poll Watcher	17
8. “What If”	18

Appendix

A. Supply Check List	19
B. Processing Layout	20
C. Validity of Ballot Markings	21
D. Handling Ballot Error Messages	22
E. Invalid Write-In Cannot Cause an Overvote	24
F. Duplication Process	27
G. Poll Book Sheets	28
H. ImageCase Central	33
I. Seals	35
J. Closing Envelopes - RECEIVING BOARD	36
K. Container Certificates	39
L. Challenger/Watcher Quick Reference Sheet	40
M. Election Polling Location Evacuation Plan/Checklist.....	41

Election Day Basics

- 🔊 Clerk Phone Number – 343-9945
- 🔊 Public Safety Phone Number – 343-2410
- 🔊 Ring Bell for Assistance from the Clerk's Office
- 🔊 Arrival time on Election Day will be determined before each Election, times vary based on amount of work.
- 🔊 Remember that you are a Sequestered Board! No one may leave the room after work has begun. (Necessary restroom breaks are the exception, with a member of the opposite political party.)
- 🔊 Also Note – Members of the Clerk's Office may enter and leave the room to respond to inquiries or submit ballots.
- 🔊 Ballots may be delivered to the Clerk until 8 p.m. Election Day.
- 🔊 Ballots may be delivered to the Counting Board after 8 p.m.
- 🔊 Preserve Ballot Secrecy whenever possible, follow workflow guideline!
- 🔊 No campaign material/campaigning within 100 feet from the entrance of an AVCB.
- 🔊 **Absolutely no Candidate/Race discussion!!**
- 🔊 **Absolutely no commenting on voted Ballots!!**
- 🔊 All Inspectors must wear name tags at all times.



Opening the Polls

Chair/Co-Chair

- ◆ Set-Up – Do you have all required equipment?
 - High Speed Scanner, Printer, and Computer with Accessories
 - Absentee Ballots
 - Supplies
- ◆ Administer Constitutional Oaths.
- ◆ Assign Inspectors to mark off Election Supply Checklist.
- ◆ Turn on the equipment in the following order:
 - Cannon DR G1130 Scanner – The Power Button is located in the front bottom left of the scanner.
 - Printer – Power button is located on top of the printer on the left side.
 - Computer/Monitor containing Imagecast Central Software – Power Button is located on the lower right edge of the screen.
- ◆ To log into the computer press Ctrl+Alt+Delete then enter the following information:
 - Username: *****
 - Password: *****
- ◆ Once logged in ***double click*** the ImageCast Central icon in the top left hand corner of the screen.
- ◆ ImageCast Central will start to load then ask “Please apply Administrator Security Key.” Connect the iButton to the iButton receptacle to continue logging in. Leave the iButton connected.
- ◆ Once the iButton is connected you will be prompted for an Administrator password. The password is *****. ***Click*** “OK” to complete the log in process.
- ◆ Once logged in you will need to generate the zero report prior to tabulating any ballots. To generate this report:
 - ***Click*** Status along the left side of the screen;
 - Then ***click*** Show Results;

- From the Display Batch Results Screen *click* the box labeled Breakdown Results and make sure "by precinct" is selected;
- Then *click* OK to generate your Zero Report.
- Once the report has loaded *click* file in the top left hand corner and select print;
- Print the Zero Report
- Once you have printed the Zero Report verify:
 - Election
 - Date
 - Precincts
 - The total number of scanned and voters is zero
 - Races
 - Candidates
 - Certification (All Inspectors must sign)
- ◆ Close the Zero Report by *clicking* the red x in the top right hand corner of the screen;
- ◆ Have all inspectors sign the Zero report then place into the poll book.
- ◆ Then *click* on "Scanning" in the left hand column to begin tabulating ballots.
- ◆ You are now ready to Tabulate Ballots

The Process

All Inspectors



How Absentee Ballots are processed on Election Day!

Station #1

(Two Inspectors)

- ➡ Count all Ballots and compare the result to the Poll List.
 - Discrepancies – Call Clerk Immediately!
 - DO NOT PROCESS!
 - No Discrepancies – continue to Process.
- ➡ Note in Poll Book if assistance was received.

Station #2

(One Inspector)








- ➡ Slit open envelopes with Electric Envelope Opener.
 - Tap envelope on table to ensure Ballots are not slit.

Station #3




(One Inspector)

- ➡ Take Ballot out of envelope (in secrecy sleeve) and verify that the Ballot number on the stub matches Ballot number listed on the label of the envelope (top right).
 - Do Not Match – Call Clerk Immediately!
 - DO NOT PROCESS!
 - Match – continue to Process.
 - **If there is NO BALLOT – STOP! – Call Clerk Immediately!**
 - **If there is MORE than ONE Ballot – STOP! – Call Clerk!!!**
- ➡ Place empty envelope in a designated container.
- ➡ Carefully tear off Ballot Stub.
- ➡ While still in secrecy sleeve, place Ballot in a designated container – Make sure they are NOT in order, at this point they must be mixed up.

Station #4 & 5 Combined (One Inspector)

-  Remove Ballot from secrecy envelope and stack envelope in a designated container.
-  Unfold, flatten and stack Ballot.
-  Inspect Ballots/Markings.
 -  Place in a separate pile - Ballots with Write-In votes.
 -  Place in another separate pile for Duplication the following:
 - 1 Defective/Damaged Ballots
 - Ballots ripped, stained, etc.
 - 2 Improperly marked Ballots (See Appendix C)
 - Marked with an improper Pen.
 - Corrections on Ballot creating a False Read.
-  Place Ballots to be Processed in piles of 50.
 -  Crisscrossed – to aid the next Station.

Station #6 (One Inspector)

-  Gently tap the stack of 50 ballots on the table to ensure that they are nicely aligned with each other.
-  Insert the stack of ballots into the feeder at the top of scanner, and make sure that the guide tray is firmly pushed against the edges of the ballots, to prevent ballots from being scanned on an angle.
-  Once the ballots are in the feeder, *click* scan to begin the process of tabulating the ballots.
 - When scanning, the Batch Number indicates the current set of ballots you are working on. After each 50 scanned ballots you will be starting a new batch. For example ballots 51-100 would be Batch 2.
 - The Batch Size indicates how many ballots have been scanned in the current session. Remember this number should never exceed 50.

- Total Ballots Accepted is the number of ballots that has been scanned and accepted into the system, this number only will increase when you hit accept batch. This number will always go up by 50.
- Average Ballots/Batch if you accept after every batch of 50, this number will display that your average batch size is 50.



When scanning, the ballot will automatically stop on certain ballot conditions, such as overvotes, write-in votes, crossover votes, and ambiguous markings. In the event of the scanner stopping during a batch, follow these steps:

- The screen will display a message stating that the scanner is resetting, this is your warning that an error has occurred.
- The screen will then display a message saying the cause of the error and how many ballots were not counted. The reason that it does not stop automatically is the scanner is going at such a high rate of speed it takes a second to catch up (typically 4-5 ballots.)
- Count back the number of ballots it stated was not counted to determine the cause of the stoppage. You also have the option of *clicking* on view ballot on the computer screen to compare the physical ballot with the scanned image.
- Set the ballot that caused the error to the side to be reviewed for possible duplication.
 - On the computer screen *click* "Discard batch", to reset the batch you are working on.
 - Take all the ballots in the batch including the ones that were previously scanned and place into the feeder to rescan the batch, this way you ensure that all the ballots are counted. Make sure to add an extra ballot to the stack to account for the ballot that was removed.
 - Alternatively to starting the batch over in the event of an error you count back the number of ballots that were not scanned to find the problem. Set the ballot that caused the error to the side to be reviewed for possible duplication. Take the

ballots that were not scanned and one additional ballot to replace the problem ballot, then add them back to pile of ballots waiting to be scanned.

- A message will display how many ballots have already been scanned into the batch and ask if you are certain you wish to add to it. **Click** "Yes" to proceed scanning the remainder of the batch.

- 🔵 Once you complete the stack of ballots, ensure that the computer displays a batch size of 50, **click** accept batch to save the results.
- 🔵 Take the stack of fifty ballots and place by precinct in the black canvas ballot bag as they have been tabulated.
- 🔵 Ballots that were not scanned during the course of the day that do not require duplication, such as overvotes that are not caused by an invalid write in will be scanned towards the end of the evening after the City Clerk's Staff has changed the settings on the scanner to permit this ballots to be tabulated.



*After all that work,
maybe we won't have to
Duplicate Any Ballots...
But just in case... See next section!*

Duplicating Ballots

Chair/Co-Chair
(Or Assigned Inspectors)



- ➡ Two Inspectors of differing political parties perform the following:

First Inspector – Pile to be Duplicated

1. On first Ballot – Write "1"

OFFICIAL BALLOT

General Election
Tuesday, November 4, 2008
Wayne County, Michigan
City of Grosse Pointe Woods, Precinct 1

TO VOTE: Completely darken the oval opposite each choice as shown: ●.

IMPORTANT: To mark your ballot, use only a black or blue ink pen. **DO NOT USE ANY OTHER INK COLOR!**

PARTISAN SECTION: To vote the partisan section of the ballot, you may cast a "straight ticket," a "split ticket" or a "mixed ticket."

2. Read to the *Second Inspector* every vote that is to be Duplicated.
 - Please review Appendix F for additional clarification.

3. On second Ballot – Write "2"

OFFICIAL BALLOT

General Election
Tuesday, November 4, 2008
Wayne County, Michigan
City of Grosse Pointe Woods, Precinct 1

TO VOTE: Completely darken the oval opposite each choice as shown: ●.

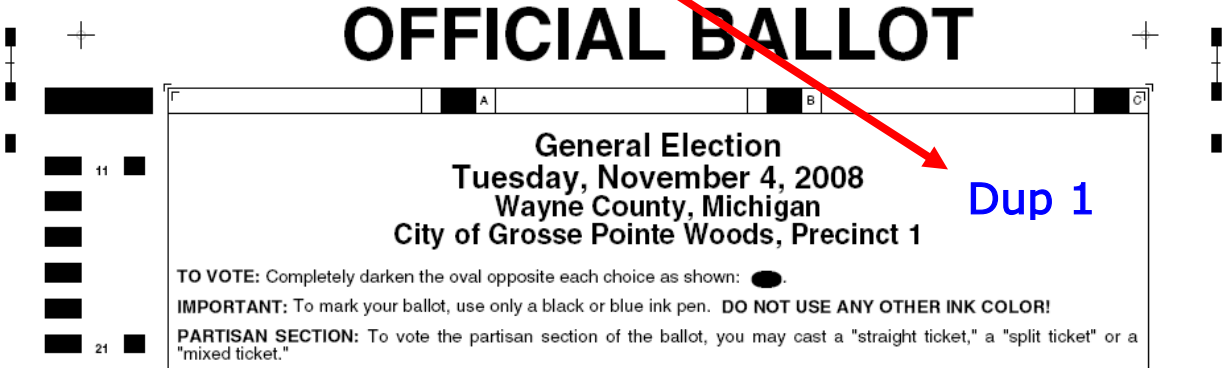
IMPORTANT: To mark your ballot, use only a black or blue ink pen. **DO NOT USE ANY OTHER INK COLOR!**

PARTISAN SECTION: To vote the partisan section of the ballot, you may cast a "straight ticket," a "split ticket" or a "mixed ticket."

4. Repeat this process until all Ballots have been Duplicated.

Second Inspector – Pile of Blank Ballots

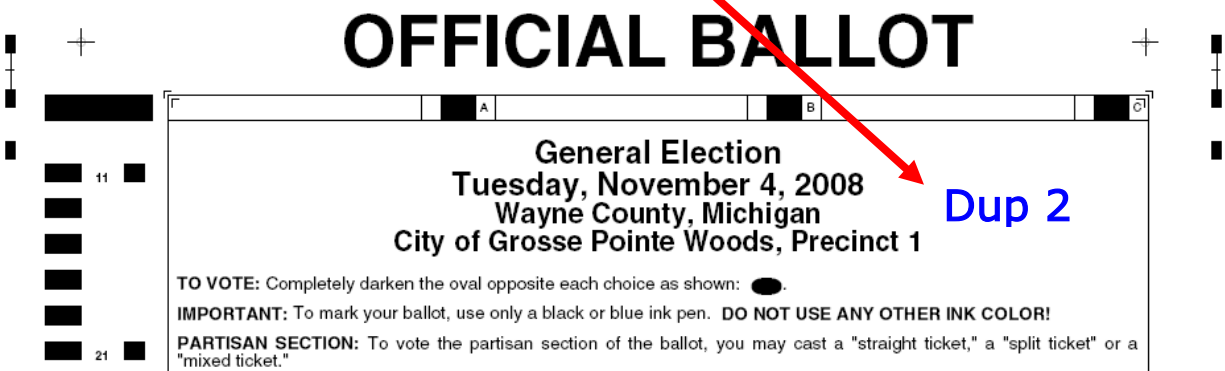
1. On first Ballot – Write “Dup 1”



2. Mark Ballot as instructed by the *First Inspector* for every vote that is to be Duplicated.

○ Please review Appendix F for additional clarification.

3. On second Ballot – Write “Dup 2”



4. Repeat this process until all Ballots have been Duplicated.

➡ As a double check, two new inspectors (of differing parties) now perform the following:

First Inspector – Pile of Duplicated Ballots

1. Verify that each Ballot is marked with a “Dup #”
2. Read to the *Second Inspector* every vote that is marked.

Second Inspector – Pile of Original Ballots

1. Verify that each Ballot is marked with a “#”
2. Verify that every vote read is accurate.
3. Place Original Ballots in Original Ballot Envelope.

Inspector at Station 6 Tabulates Duplicated Ballots

Remember:

- ➡ Mark every vote that is valid, including overvotes, undervotes, blank write-ins, etc.
- ➡ The purpose of duplicating is to ensure the tabulator processes the ballots – not to *Correct* the Ballot.
- ➡ If write-in is marked with no name, it must be duplicated.
- ➡ If write-in is marked with a name, whether valid or invalid, it must be duplicated.

Exception (only one circumstance):

- ➡ Do not record Invalid write-ins that cause an Overvote!

Questions:

- ➡ Unsure? – **DO NOT GUESS!** – Call the Clerk Immediately!

See why we prefer to not Duplicate! 😊



Challenged Ballots

Chair/Co-Chair

🧐 Issued if a voter comes in to receive their absentee ballot and does not have photo ID. *(See Appendix L, Quick Reference Sheet, for Challenger guidelines)*

1. The Clerk's Office will give "Oath of a Voter who is being Challenged".
2. The Clerk's Office will complete the Challenges Section of the hardcopy Poll Book.
3. The inspector at Station #3 will write the Ballot # on the back of the ballot and cover using the provided Post-It tape.
4. Remove the stub and process the ballot as normal.



Closing the Polls

Chair/Co-Chair

- ✓ Voters may submit their Absentee Ballots until 8:00 p.m.
- ✓ Ballots may be received by the Counting Board after 8:00 p.m.
- ✓ Do **Not** begin Closing Paperwork until the Clerk has verified that all Ballots have been delivered to the Board.
- ✓ Verify Number of Total Ballots Accepted matches the Number of Voters listed in the Poll Book.
 - If they Do Not Match – cease work and locate the discrepancy!
 - If unable to locate the discrepancy call the Clerk!
- ✓ To Close the polls and print the totals reports:
 - On the left side of the screen *click* "Configuration."
 - Then at the bottom of the screen *click* "Close Tabulator."
 - A warning message will appear stating "Are you sure you want to close the tabulator? No further ballots will be read and the TABULATOR CANNOT BE RE-OPENED."
 - *Click* "OK" to close the poll.
 - Then on the left side of the screen *click* on "Status."
 - Then in the middle of the screen *click* "Show Results."
 - Make sure the box for breakdown results is *clicked* and that it is set to "By Precinct"
 - *Click* "OK" to run the report.
 - Once the Report is run, *click* on file in the upper left hand corner of the screen then *click* print.
 - Set the number of copies to 3 then *click* print.
 - Once the report has printed, *click* the red X in the upper right hand corner of the screen to close the report.
- ✓ Verify Number of Voters on Totals Report to the Poll Book.

- ✓ Place Voted, Unvoted, and Spoiled Ballots in the Black Canvas Ballot Bag. (Provisional Envelope ballots are placed in the fluorescent orange nylon zipped bag and returned to Clerk.)
- ✓ All Inspectors must sign each Totals Report.
- ✓ Assign Inspectors to:
 - Check off Supply Checklist
 - Repack Supply Box
 - Clean up Polling Location
- ✓ Turn the Computer off by *clicking* the windows icon in the lower left corner of the screen, then *clicking* the power button located in the upper right hand corner of the screen. Make sure to select Shut down from the dropdown menu.
- ✓ Once the computer is shut off, remove the Memory Card from the external USB memory card slot, fill out and insert certificate inside plastic sleeve, and seal it in the Black Canvas Bag, using the **yellow** certificate.
- ✓ Place the Sealed Original Ballots Envelopes in Blue Canvas Ballot Bag.
- ✓ Fill out and insert certificate inside plastic sleeve, and seal the Black Canvas Ballot Bag, using the **green** certificate.
- ✓ Fill out Statement of Votes in the back of the Poll Book.
 - Record discrepancies in the Remarks Section.
- ✓ All Inspectors must sign Statement of Votes.
- ✓ Insert ALL paperwork into the Closing Package Envelope and seal with a Red Paper Seal.

(The Receiving Board will separate paperwork at end of night)

- ✓ **Call Public Safety** to bring the following **1 (one)** to the Clerk's Office:

1. Black Canvas Ballot Bag(s) **(With all ballots)**

- ✓ Bring the following **3 (three)** items to the City Clerk's Office:

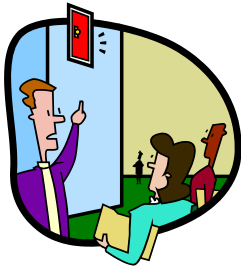
1. Black Canvas Bag **(With memory card)**
2. iButton
3. Closing Packet Envelope (SEALED)

- ✓ Leave all other containers, envelopes, etc. in room. Someone will retrieve them at a later time.
- ✓ Make sure room is locked before leaving for the night.

NO BALLOTS ARE TO BE RETURNED UNSEALED!
NO ENVELOPES ARE TO BE RETURNED UNSEALED!
NO EXCEPTIONS!!

- ✓ You have just survived another Election!
- ✓ Great Job!





Challenger -v- Poll Watcher










All Inspectors










May, May Not's, Must, and Must Not's!

****Challengers and Watchers must take an Oath
and are Sequestered with the Board!**

Challenger:

-  Must possess and display credentials by appointing authority.
-  May observe the processing of voters and ballots from inside the processing area.
-  May visually examine all equipment, forms, and records.
-  May challenge a person's qualifications to vote – must have "good reason to believe".
-  May challenge the actions of Inspectors.
-  May serve in more than one precinct (no more than two per precinct per political party or group).
-  Must not interfere with the Election Process or handle Election Material.
-  Must not campaign or display campaign materials.
-  May not question voters.

Poll Watcher:

-  Must remain in Public Area.
-  May examine the Poll Book with the Chair's permission.
-  Must not interfere with the Election Process or handle Election Material.
-  Must not campaign or display campaign materials.
-  May not challenge a person's qualifications to vote.
-  May not sit or stand behind the processing area.
-  May not question voters.

Inspectors are authorized and expected to uphold the rules!

See Appendix L for Quick Reference Sheet!



“What If”

All Inspectors

What Are You Going To Do?

We are sure you can all come up with endless “What If” situations. The following scenarios and recommended actions represent exceptions to the general procedures that are carried out at the polls on Election Day. It is important to note that regardless of the situation, the **polls must remain open for voting.**

When in Doubt – CALL 343-9945.

🔴 Computer Equipment Failure

Contact the Clerk Immediately!

🔴 Power Outage

Contact the Clerk Immediately!

🔴 Ballot Summary Does Not Balance

A. The total number of Ballots tabulated is **less than** the total number of Voters recorded in the Poll Book:

- Recount all ballots.
- If that does not solve the discrepancy, call the Clerk.

B. The total number of Ballots tabulated is **more than** the total number of Voters recorded in the Poll Book (e.g., jammed Ballot was inadvertently tabulated twice):

- Conduct a physical count of the Ballots tabulated (count twice, sort into stacks of 25). Conducted by a team of two inspectors of different political parties.
 - If count is **same as** the number of Voters in the Poll Book, the Ballots must be re-tabulated. **Contact the Clerk.**
 - If count is **more than** the number of Voters in the Poll Book, **Call the Clerk immediately.**



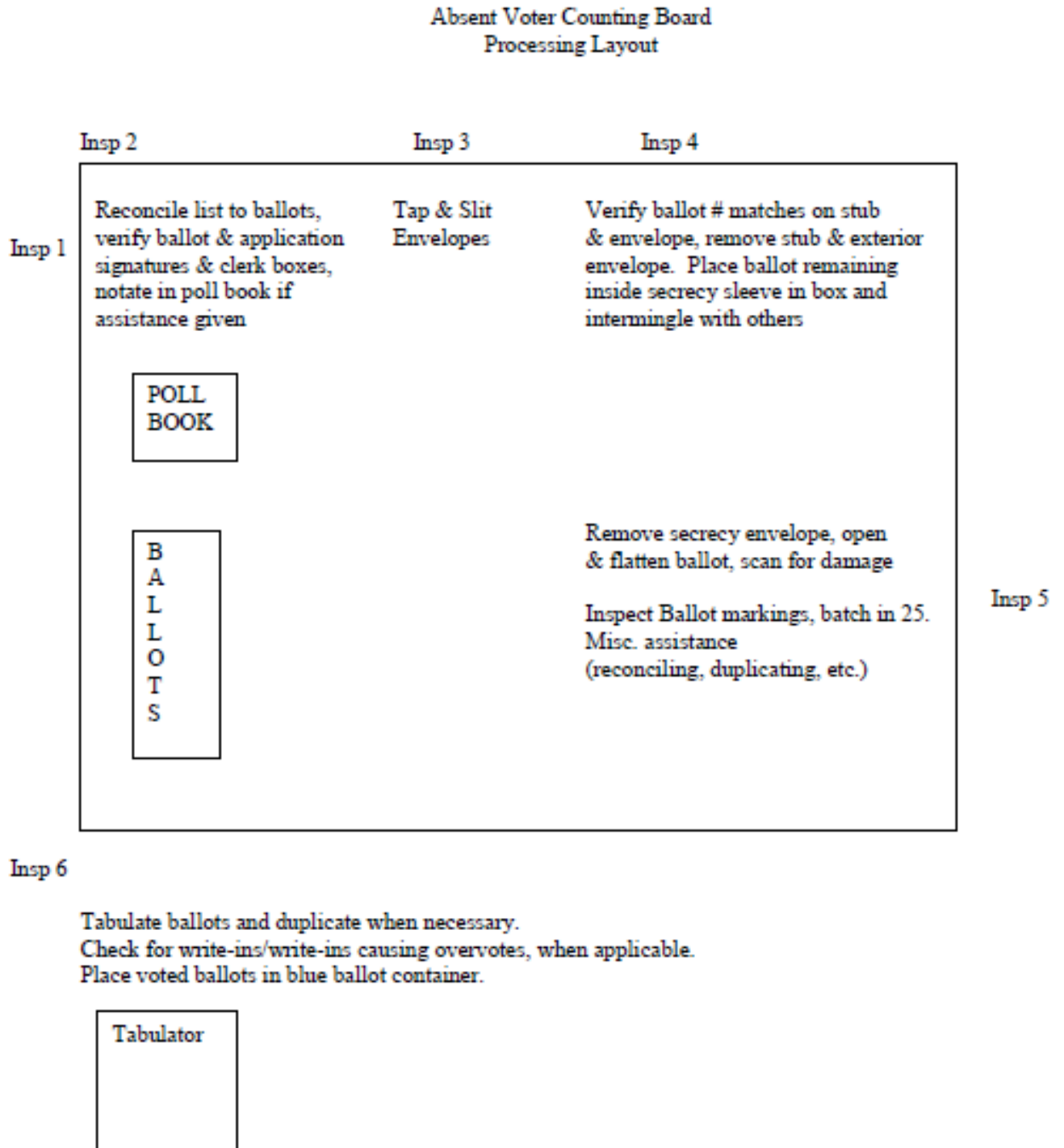
Appendix A

Supply Check List

A.M. Check	Qty	AVCB Item	P.M. Check
	1-4	Black Ballot Cases - containing Absentee Ballots	
	1	Electric Letter Openers	
	1	Name badges w/ printed names affixed (complete set)	
	1	Blue canvas Ballot bag (containing stock of ballots)	
	1	Absentee Voter List Binder	
	1	Name badges w/ printed names affixed (complete set)	
	1	Note Pad	
	3	Garbage Bags	
	1	Election Day User Guide	
	1	Poll Book	
	1	Hand Sanitizer	
	1	Small Box - (contents listed below)	
	1	White Forms Binder - (contents listed below)	
	1	Closing Package - (contents listed below)	
White Forms & Information Binder			
	1	Registered Challengers List (if any)	
	1	"What Ever Voter Should Know" - (there is also one on the bulletin board)	
	1	Precinct Inspectors List / Inspector Evaluation Form	
	1	Election Inspector's Procedure Manual - (blue/beige flip chart)	
	1	Rights and Duties of Challengers and Poll Watchers (sheet and pamphlet)	
	1	Emergency Procedure	
Clear Supply Box			
	1	Scotch Tape	
	1	Strip of Hole Reinforcements	
	1	Stapler w/ Staples	
	1	Scissors	
	1	Wire Cutters	
	1	Masking Tape (to post signs)	
	1	Self-inking date stamp	
	1	Highlighter	
	1	Box of Paperclips	
	2	Pair of Latex Gloves	
	2	Rubber fingers	
	2	Handheld Letter Openers	
	3	Black felt tip markers	
	6	Band-aids	
	6	Pencils	
	20	Rubberbands	
	10	Ball point ink pens	
Closing Package			
	1	Black Canvas Memory Card Pouch	
	5	White "vampire" Seals	
	8	Red Paper Seals - (to seal all used envelopes)	
	2	Yellow Certificates - (for Memory Card Pouch)	
	2	Green Certificates - (for Blue Ballot Container)	
	1	#2 Envelope - Judge of Probate - (Seal in envelope: 1 Closing Paperwork; 1 Totals Tape; 1 Proposal Language)	
	1	#3 Envelope - County Clerk - (Seal in envelope: Poll Book; 1 Totals Tape; 1 Proposal Language)	
	1	City Clerk Envelope - (Seal in envelope: 1 Closing Paperwork; 1 Totals Tape w/Zero Tape; 1 Proposal Language)	
	1	Original Ballot Envelope - (For Ballots that are Duplicated - Seal in Blue Ballot Container)	

Appendix B

Processing Layout



Appendix C

Validity of Ballot Markings

DETERMINING THE VALIDITY OF MODEL 100 BALLOT MARKINGS

While Michigan is not a “voter intent” state, on occasion, it will be the responsibility of boards of election inspectors to rule on the validity of ballot markings. Such rulings will be necessary when absent voter ballots are being processed and when the board is required to duplicate defective ballots. The following standards are provided to assist election inspectors determine the validity of votes cast on M100 ballots. It merits emphasis that the proper way to indicate a vote on an optical scan ballot is to make a mark **within the “target area” designated for casting a vote**. Thus, any markings that are inconsistent with this standard are not counted as votes.

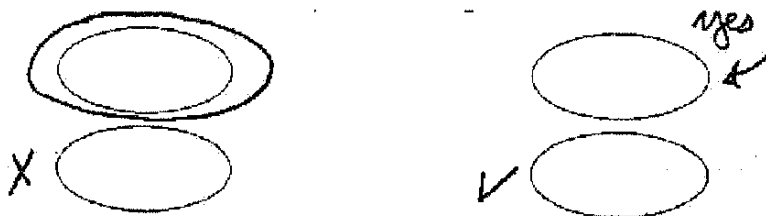
Valid Model 100 Ballot Markings

STANDARD: There is a mark within the “target area” designated for casting a vote and (if applicable) the mark is consistent with other marks made on the same ballot.



Invalid Model 100 Ballot Markings

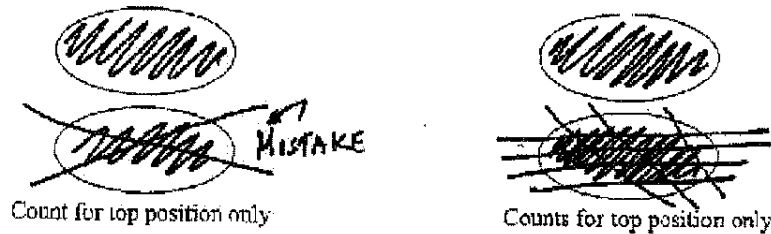
STANDARD: There is no mark within the “target area” designated for casting a vote or (if applicable) there is a mark within the “target area” but it is inconsistent with the other marks made on the same ballot.



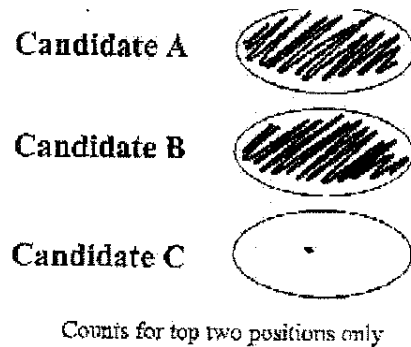
False Reads

Marks made inadvertently on a ballot may be mistaken for votes by the tabulator. When these inadvertent marks are read as votes by the tabulator they are referred to as "False Reads". Attempted corrections and stray marks are the two most common causes of false reads. When an AV ballot is rejected because of a false read, the ballot will need to be duplicated, eliminating the correction or stray mark.

Attempted corrections



Stray Marks



BALLOT SECURITY

Under the Rules for Electronic Voting Systems, all ballots and programs (Memory Cartridges/Prom Packs, if removed from the tabulator) used in the election must be sealed into an approved ballot container where they will remain for 30 days after the official canvass and certification of the election results. The security period may be extended if a recount is in progress; a defect in the ballot or ballot count programming or equipment is being investigated, if ordered by the court, or if prescribed by the Secretary of State. This final responsibility must be carried out by two election inspectors of different party affiliations and attested to in writing in the Poll Book, Statements of Votes and Ballot Container Certificate. The following examples are provided to demonstrate the proper method for sealing a ballot container.

Appendix D

Handling Ballot Error Messages

Procedures for Handling Ballot Error Messages When Processing Absentee Ballots

If an absentee ballot is rejected by the tabulator it will be necessary to visually inspect the ballot to determine the appropriate course of action. If the rejection is due to a "false read," deposit the ballot into the auxiliary bin for **duplication after the close of the polls**. The following "false reads" require duplication:

False "overvote" created by ballot correction

Ballot instructs voter to "Vote for not more than 1." Voter 1) casts vote by completing the arrow or filling in the oval, 2) changes his or her mind and strikes vote and, 3) votes for preferred candidate by completing a second arrow or filling in a second oval. The tabulation equipment is programmed to identify and reject "overvoted" ballots. As a result, the ballot will be rejected due to the appearance of two marks in the race. This affords the election inspector an opportunity to visually inspect the ballot to verify the reason for the rejection. If it is determined that the rejection occurred due to a false read, the ballot must be duplicated. If it is determined that the office or proposal is overvoted, the rejection must be overridden.

**False Overvote -
Ballot Correction**

GOVERNOR AND LIEUTENANT GOVERNOR
(Vote for not more than ONE)

DICK POSTHUMUS
LOREN BENNETT
REPUBLICAN ☒ ☒

JENNIFER M. GRANHOLM
JOHN D. CHERRY, JR.
DEMOCRATIC ☐

DOUGLAS CAMPBELL
ADRIANNA BUCNARROTTI
GREEN ☐

JOSEPH M. PILCHAK
CLARA C. PILCHAK
U.S. TAXPAYERS ☐

WRITE-IN ☐

Properly Duplicated

GOVERNOR AND LIEUTENANT GOVERNOR
(Vote for not more than ONE)

DICK POSTHUMUS
LOREN BENNETT
REPUBLICAN ☐

JENNIFER M. GRANHOLM
JOHN D. CHERRY, JR.
DEMOCRATIC ☒

DOUGLAS CAMPBELL
ADRIANNA BUCNARROTTI
GREEN ☐

JOSEPH M. PILCHAK
CLARA C. PILCHAK
U.S. TAXPAYERS ☐

WRITE-IN ☐

GOVERNOR AND LIEUTENANT GOVERNOR
(Vote for not more than ONE)

DICK POSTHUMUS
LOREN BENNETT
REPUBLICAN ☒ ☒

JENNIFER M. GRANHOLM
JOHN D. CHERRY, JR.
DEMOCRATIC ☐

DOUGLAS CAMPBELL
ADRIANNA BUCNARROTTI
GREEN ☐

JOSEPH M. PILCHAK
CLARA C. PILCHAK
U.S. TAXPAYERS ☐

WRITE-IN ☐

GOVERNOR AND LIEUTENANT GOVERNOR
(Vote for not more than ONE)

DICK POSTHUMUS
LOREN BENNETT
REPUBLICAN ☐

JENNIFER M. GRANHOLM
JOHN D. CHERRY, JR.
DEMOCRATIC ☒

DOUGLAS CAMPBELL
ADRIANNA BUCNARROTTI
GREEN ☐

JOSEPH M. PILCHAK
CLARA C. PILCHAK
U.S. TAXPAYERS ☐

WRITE-IN ☐

Appendix E

Invalid Write-In Cannot Cause an Overvote

False "overvote" created by invalid write-in

Ballot instructs voter to "Vote for not more than 1." Voter 1) casts vote by completing the arrow or filling in the oval, 2) records an "invalid" write-in under the same office and, 3) completes the corresponding arrow or oval. The write-in vote is "invalid" if it contains 1) a fictitious name 2) the name of a candidate who already appears on the ballot for the same office or 3) the name of a person who did *not* submit a "Declaration of Intent" declaring his or her interest in seeking nomination or election to the office as a write-in candidate. The tabulation equipment is programmed to identify and reject "overvoted" ballots. As a result, the ballot will be rejected due to the appearance of two marks in the race. This affords the election inspector an opportunity to visually inspect the ballot to verify the reason for rejection. If it is determined that the rejection occurred due to a false read, the ballot must be duplicated. If it is determined that the office or proposal is overvoted, the rejection must be overridden.

**False Overvote -
Invalid Write-In**

**STATE SENATOR
10th DISTRICT**
(Vote for not more than ONE)

REPUBLICAN	STEVE RICE	<input checked="" type="radio"/>
DEMOCRATIC	MICHAEL SWITALSKI	<input type="radio"/>
LIBERTARIAN	SCOTT W. ALLEN	<input type="radio"/>
	CAROLYN CELETTI	<input type="radio"/>
NO PARTY AFFILIATION		<input type="radio"/>
	<u>Mickey Mouse</u>	<input checked="" type="radio"/>
	Write-In	

Properly Duplicated

**STATE SENATOR
10th DISTRICT**
(Vote for not more than ONE)

REPUBLICAN	STEVE RICE	<input type="radio"/>
DEMOCRATIC	MICHAEL SWITALSKI	<input type="radio"/>
LIBERTARIAN	SCOTT W. ALLEN	<input type="radio"/>
	CAROLYN CELETTI	<input type="radio"/>
NO PARTY AFFILIATION		<input type="radio"/>
	<u>Write-In</u>	

**REPRESENTATIVE
IN STATE LEGISLATURE
19TH DISTRICT**
(Vote For Not More Than ONE (1))

REPUBLICAN	JOHN R. PASTOR	<input checked="" type="radio"/>
DEMOCRATIC	KERRY L. LOWRY	<input type="radio"/>
LIBERTARIAN	MIKE SHESTERKIN	<input type="radio"/>
	<u>Mickey Mouse</u>	<input checked="" type="radio"/>

**REPRESENTATIVE
IN STATE LEGISLATURE
19TH DISTRICT**
(Vote For Not More Than ONE (1))

REPUBLICAN	JOHN R. PASTOR	<input type="radio"/>
DEMOCRATIC	KERRY L. LOWRY	<input type="radio"/>
LIBERTARIAN	MIKE SHESTERKIN	<input type="radio"/>
	<u>Write-In</u>	

"Blank" ballot which contains valid votes

Ballot instructs voter: "To mark your ballot, use only a black or blue ink pen. DO NOT USE ANY OTHER INK COLOR!" The tabulation equipment is programmed to identify and reject "blank" ballots. As a result, the ballot will be rejected due to the tabulator's inability to read any of the votes cast on the ballot. This affords the election inspector an opportunity to visually inspect the ballot to verify the reason for rejection. If it is determined that the rejection occurred due to a false read, the ballot must be duplicated. If it is determined that the office or proposal is a blank ballot, the rejection must be overridden.

False "crossover" vote created by ballot correction

Partisan primary ballot advises voters: "...IF YOU VOTE IN MORE THAN ONE PARTISAN SECTION, YOUR PARTISAN BALLOT WILL BE REJECTED." Voter 1) casts a vote in one of the party columns appearing on the ballot, 2) changes his or her mind and strikes vote and, 3) votes one or more offices in another party column. The tabulation equipment is programmed to identify and reject partisan primary ballots that contain a "crossover" vote. As a result, the ballot will be rejected due to the appearance of marks in more than a single party column. This affords the election inspector an opportunity to visually inspect the ballot to verify the reason for rejection. If it is determined that the rejection occurred due to a false read, the ballot must be duplicated. If it is determined that the office or proposal is crossover voted, the rejection must be overridden.

**False Crossover Vote -
Ballot Correction**

REPUBLICAN PARTY SECTION	DEMOCRATIC PARTY SECTION
STATE	STATE
GOVERNOR (Vote for one name only)	GOVERNOR (Vote for one name only)
RICK POSTMA	JAMES J. BLANCHARD
JOHN JOE SCHWARTZ	DAVID E. BOMER
	JENNIFER M. GRUNDLOM
CONGRESSIONAL	CONGRESSIONAL

Properly Duplicated

REPUBLICAN PARTY SECTION	DEMOCRATIC PARTY SECTION
STATE	STATE
GOVERNOR (Vote for one name only)	GOVERNOR (Vote for one name only)
RICK POSTMA	JAMES J. BLANCHARD
JOHN JOE SCHWARTZ	DAVID E. BOMER
	JENNIFER M. GRUNDLOM
CONGRESSIONAL	CONGRESSIONAL

REPUBLICAN PARTY	DEMOCRATIC PARTY
STATE	STATE
GOVERNOR (Vote for one name only)	GOVERNOR (Vote for one name only)
RICK POSTMA	JAMES J. BLANCHARD
JOHN JOE SCHWARTZ	DAVID E. BOMER
	JENNIFER M. GRUNDLOM
CONGRESSIONAL	CONGRESSIONAL

REPUBLICAN PARTY	DEMOCRATIC PARTY
STATE	STATE
GOVERNOR (Vote for one name only)	GOVERNOR (Vote for one name only)
RICK POSTMA	JAMES J. BLANCHARD
JOHN JOE SCHWARTZ	DAVID E. BOMER
	JENNIFER M. GRUNDLOM
CONGRESSIONAL	CONGRESSIONAL

False "crossover" vote created by invalid write-in

Partisan primary ballot advises voters: "...IF YOU VOTE IN MORE THAN ONE PARTISAN SECTION, YOUR PARTISAN BALLOT WILL BE REJECTED." Voter 1) enters an "invalid" write-in in one of the party columns on the ballot, 2) completes the arrow or oval and, 3) votes one or more offices in another party column. The write-in vote is "invalid" if it contains 1) a fictitious name 2) the name of a candidate who already appears on the ballot for the same office or 3) the name of a person who did *not* submit a "Declaration of Intent" declaring his or her interest in seeking nomination or election to the office as a write-in candidate. The tabulation equipment is programmed to identify and reject partisan primary ballots that contain a "crossover" vote. As a result, the ballot will be rejected due to the appearance of marks in more than a single party column. This affords the election inspector an opportunity to visually inspect the ballot to verify the reason for rejection. If it is determined that the rejection occurred due to a false read, the ballot must be duplicated. If it is determined that the office or proposal is crossover voted, the rejection must be overridden.

**False Crossover Vote -
Invalid Write-In**

REPUBLICAN PARTY SECTION	DEMOCRATIC PARTY SECTION
STATE	STATE
GOVERNOR (Mark for one person only)	GOVERNOR (Mark for one person only)
DICK POSTHUMUS	JAMES J. BLANCHARD
JOHN JOE SCHWARTZ	DAVID E. BOMER
<i>Mickey Mouse</i>	JENNIFER M. GRANTHOLM
CONGRESSIONAL	CONGRESSIONAL

Properly Duplicated

REPUBLICAN PARTY SECTION	DEMOCRATIC PARTY SECTION
STATE	STATE
GOVERNOR (Mark for one person only)	GOVERNOR (Mark for one person only)
DICK POSTHUMUS	JAMES J. BLANCHARD
JOHN JOE SCHWARTZ	DAVID E. BOMER
	JENNIFER M. GRANTHOLM
CONGRESSIONAL	CONGRESSIONAL

REPUBLICAN PARTY	DEMOCRATIC PARTY
STATE	STATE
GOVERNOR (Mark for one person only)	GOVERNOR (Mark for one person only)
DICK POSTHUMUS	JAMES J. BLANCHARD
JOHN JOE SCHWARTZ	DAVID E. BOMER
<i>Mickey Mouse</i>	JENNIFER M. GRANTHOLM
CONGRESSIONAL	CONGRESSIONAL

REPUBLICAN PARTY	DEMOCRATIC PARTY
STATE	STATE
GOVERNOR (Mark for one person only)	GOVERNOR (Mark for one person only)
DICK POSTHUMUS	JAMES J. BLANCHARD
JOHN JOE SCHWARTZ	DAVID E. BOMER
	JENNIFER M. GRANTHOLM
CONGRESSIONAL	CONGRESSIONAL

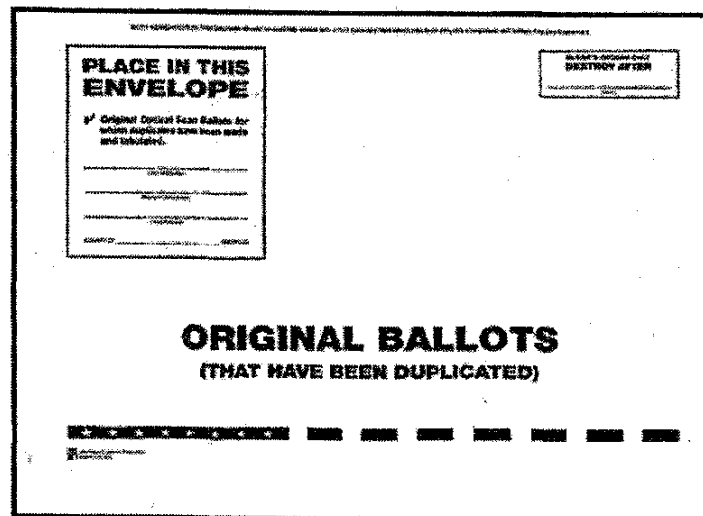
Appendix F

Duplication Procedure

Duplication Procedure

Ballots may not be duplicated until **after the close of the polls!** The procedures for duplicating ballots that contain false “overvotes,” ballots which cannot be scanned by the tabulator due to the voter’s use of an improper marking implement, attempted corrections, and ballots which contain false “crossover” votes (if a partisan primary) are detailed below:

- A. After identifying the ballots that must be duplicated, count out an equal number of unused ballots. At the top of the first ballot to be duplicated write “1.” At the top of the replacement ballot write “Dup 1.” Follow the same numbering system for the remaining ballots which must be duplicated, i.e.: “2” – “Dup 2”; “3” – “Dup 3”; etc.
- B. Duplicate the ballots using a reader-checker process with two election inspectors who have expressed different political party preferences. One election inspector calls the valid votes from the original ballot as the second election inspector records the votes on the duplicate ballot. After the completion of the duplication process, the election inspectors who handled the procedure double-check the duplicated ballot against the original ballot.
- C. After the completion of the double-check, the duplicated ballot is tabulated. The original ballot is secured inside the “Original Ballots Envelope.”



The diagram shows a rectangular envelope with a border. At the top left, there is a box labeled "PLACE IN THIS ENVELOPE" with a checkmark and the text "Original Optical Scan Ballots for which duplicates have been made and tabulated." Below this box are several lines for handwritten information: "COUNT", "DATE", "BY", "FOR", and "OFFICE". At the top right, there is a small box labeled "DO NOT REMOVE AND DESTROY AFTER". In the center of the envelope, the text "ORIGINAL BALLOTS" is printed in large, bold letters, with "(THAT HAVE BEEN DUPLICATED)" printed below it in smaller letters. At the bottom of the envelope, there is a horizontal line of small, dark rectangular marks.

NOTE: If a mistake occurs when duplicating a ballot, place the ballot used for duplication in the Original Ballots envelope and obtain a new blank ballot for duplication. Make a notation on the top of the ballot in which the mistake occurred and be sure to include it in the number of ballots used for duplication for the ballot summary.

Appendix G

Poll Book Sheets

OPTICAL SCAN	
ABSENT VOTER POLL BOOK	
— FOR THE —	
GENERAL	ELECTION
Primary, General or Special	
Held On	NOVEMBER 5 2013
Month and Date	Year
In the Absent Voter Counting Board No.	07
Of the	CITY OF GROSSE POINTE WOODS
City, Township or Village	
County of	WAYNE, State of Michigan

NO PERSON IN ATTENDANCE AT THE ABSENT VOTER COUNTING BOARD SHALL LEAVE AFTER THE TALLYING HAS BEGUN AND BEFORE THE POLLS CLOSE.

ELECTION INSPECTOR INFORMATION

- All inspectors must take and subscribe to the Oath of Office in the front of this Poll Book prior to assuming any duties as an inspector.
- All inspectors must complete and sign the Election Inspectors' Preparation Certificate in the front of this Poll Book.
- Record any comments or clarifications on the Remarks Page in this Poll Book.
- Record write-in votes in the Write-In Section located in the back of this Poll Book. Do not record write-in votes cast for precinct delegate candidates at the August Primary in this Poll Book. Write-in votes cast for precinct delegate candidates are recorded in the precinct delegate statement.
- All inspectors must complete and sign the Certificate of Election Inspectors in the back of this Poll Book when completing the precinct's records after the polls close.
- Two (2) inspectors must initial all red paper seals used to seal envelopes.
- Two (2) inspectors must attest to the sealing of the ballots in an approved storage container after the close of the polls.
- Two (2) inspectors must attest to the sealing of the program in an approved container after the close of the polls.

RETURN COMPLETED POLL BOOK IN MANILA ENVELOPE TO COUNTY CLERK

PRINTING SYSTEMS, INC. • FORM #583 • (800) 89-1234 • (Rev. 8/07)

OPTICAL SCAN CLERK'S PREPARATION CERTIFICATE

Tabulator Serial No. 25141

Tabulator Seal No. 099892

I certify that the above precinct tabulator has been properly prepared and tested for this election in accordance with law, and, that at the completion of the test the program was inserted into the tabulator and sealed with a seal bearing the seal number recorded above.

AVCB-07
Ward / Precinct No.

Clerk Signature
Signature of Clerk or Authorized Assistant

10-30-2013
Date

ELECTION INSPECTORS' PREPARATION CERTIFICATE

☒ WE CERTIFY BY SIGNING BELOW THAT THE FOLLOWING WAS COMPLETED PRIOR TO THE OPENING OF THE POLLS.

- ☒ The oath of office was administered to and signed by all election inspectors present.
- ☒ Verified that the serial number of the Precinct Tabulator and the number on the seal used to secure the Precinct Tabulator was the same as the serial and seal numbers recorded on the Clerk's Preparation Certificate above.
- ☒ All preparation tests of the Precinct Tabulator were completed and the equipment was found to be in proper working order.
- ☒ The ballot was verified by comparing each candidate's name and the placement of any propositions on the ballot with the precinct instruction ballot, and the zero tape generated from the precinct tabulator.

OATHS OF INSPECTORS OF ELECTION

STATE OF MICHIGAN, } SS.
COUNTY OF Wayne

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 held on Tuesday the 5th day of November 2013 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.

Taken, subscribed and sworn to before me this
31st day of
October, 2013.

X Chair
Signature of Chairperson
X Clerk
Signature of Person Administering Oath

STATE OF MICHIGAN, } SS.
COUNTY OF Wayne

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 Inspector of Elections at the Election held on Tuesday the 5th day of November 2013 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.

Taken, subscribed and sworn to before me this 5th day of November, 2013.

Signatures of Persons Taking Oath and Certifying Preparation Certificate

X <u>Co Chair</u>	X
X <u>Inspector 1</u>	X
X <u>Inspector 2</u>	X
X <u>Inspector 3</u>	X
X <u>Inspector 4</u>	X
X <u>Inspector 5</u>	X
X <u>Inspector 6</u>	X
X	X
X	X
X	X
X	X

Signature of Person Administering Oath

JURISDICTION: Grosse Pointe Woods

WARD #:

PRECINCT #: AV-07**CERTIFICATE OF ELECTION INSPECTORS****✓ WE CERTIFY TO THE FOLLOWING:****AT THE CLOSE OF THE POLLS** (Except as noted on the Remarks Page of this Poll Book)

- ☒ Checked the serial number(s) of the ballot(s) issued to each voter against the serial number(s) of the ballot(s) received from each voter.
- ☒ Removed, from each ballot, the detachable stub which bears the ballot serial number.
- ☒ Recorded all challenges, if any, and properly identified any challenged ballots.
- ☒ Counted and recorded all valid write-in votes.
- ☒ Accurately duplicated the ballots that required duplication.
- ☒ Tabulated all valid ballots, including all duplicate ballots.

BALLOT SUMMARY**NUMBER OF BALLOTS
DELIVERED TO PRECINCT:**A. The number of voters
who were issued absent
voter ballots (according
to this Poll Book):A = 2150

A. Total (from above)

= 2150**NUMBER OF BALLOTS AT THE CLOSE OF THE POLLS:**B. The number of absent voter ballot return
envelopes received by Board:2100C. The number of INVALID absent voter ballot
return envelopes that clerk did not deliver
to Board (according to this Poll Book):5D. The number of voters who did not return their absent
voter ballots to clerk (according to this Poll Book):45

E. Total of Lines B, C and D

= 2150

↑ THESE TOTALS MUST AGREE ↑

CHECK YOUR TOTALS! THE TOTAL RECORDED ON LINE A MUST EQUAL THE TOTAL RECORDED ON LINE E.
IF THESE TOTALS DO NOT AGREE, PLEASE EXPLAIN THE REASON IN THE REMARKS SECTION OF THIS POLL BOOK.

- ☒ By signing below, we, the undersigned members of the Board of
Election Inspectors, certify that all ballots (used and unused) except envelope ballots
were properly sealed into an approved BALLOT STORAGE CONTAINER by affixing seal

NO. 099946

- ☒ We further certify that if the Tabulator Program (Memory Card/PROM Pack) has been removed
from the tabulator it was properly sealed in an approved STORAGE CONTAINER by affixing seal

NO. 079624**X** Chain SignatureSignature of member who sealed the BALLOT STORAGE CONTAINER
and TABULATOR PROGRAM STORAGE CONTAINER**X** Co-Chain SignatureSignature of member who verified these sealings. (May not represent
same political party as member who sealed both storage containers.)**ALL INSPECTORS PRESENT AT THE CLOSE OF THE POLLS MUST SIGN BELOW**

(Any Inspectors Leaving Prior to the Close of the Polls must make a Notation in the REMARKS Section of this Poll Book)

Chairperson	Phone
X <u>Chain</u>	#
X <u>Co-Chain</u>	#
X <u>Inspector 1</u>	#
X " <u>2</u>	#
X " <u>3</u>	#
X " <u>4</u>	#
X " <u>5</u>	#
X " <u>6</u>	#
X	Phone
X	Phone
X	Phone
X	Phone
X	Phone



	Phone
X	Phone
X	Phone
X	Phone
X	Phone
X	Phone
X	Phone
X	Phone
X	Phone
X	Phone
X	Phone
X	Phone

PLACE IN WHITE ENVELOPE TO LOCAL CLERK

PRESS FIRMLY!

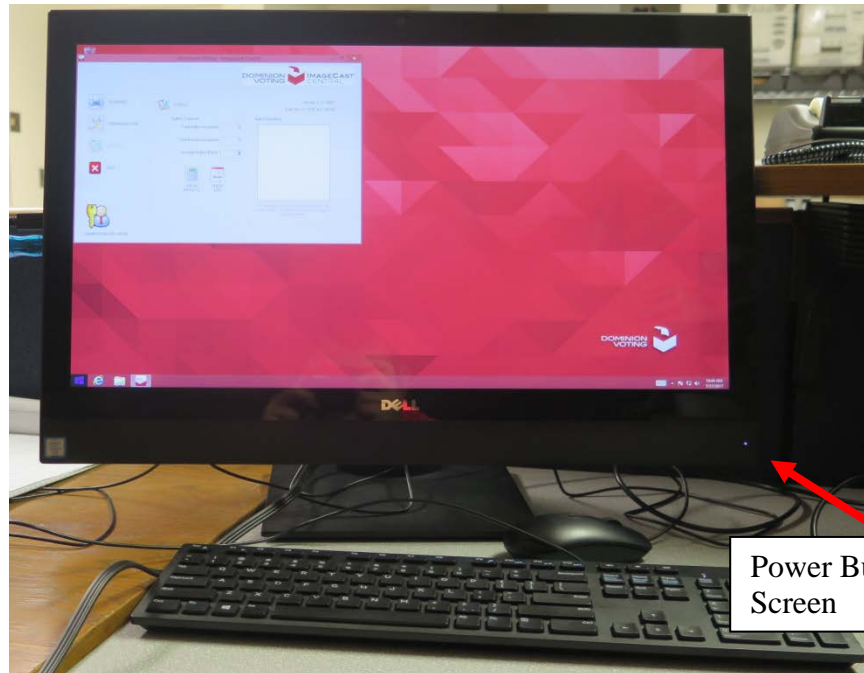
DETACH ONLY THE WHITE AND PINK COPIES AT PERFORATIONS

Reverse Side of the Statement of Votes
Proposal Language and Total Tape must be attached.

 <p>ENTER OR ATTACH PROPOSAL LANGUAGE HERE.</p>	 <p>ATTACH TABULATOR TOTAL TAPE HERE.</p>
---	---

Appendix H

ImageCast Central



Power Button located on Edge of Screen

Canon DR-G1130 Scanner



Output Tray

Power Button

Input Tray

ImageCast Central Accessories

iButton and iButton Receptacle



Lexar USB Card Read

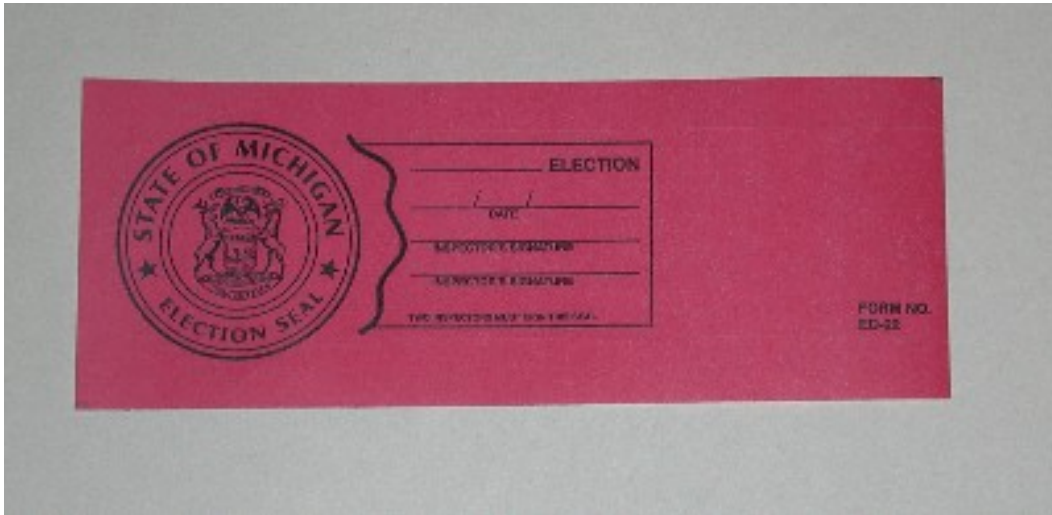


Appendix I

Seals

Red Seal

Used to seal every envelope.




White Plastic Seals

Used to seal the blue canvas ballot bag and the black canvas memory card security bag.



Appendix J
Closing Envelopes
RECEIVING BOARD
What goes Where?

All paperwork will be sent in the Closing Packet Envelope to the Receiving Board. The Receiving Board will separate paperwork and put into appropriate envelopes.

-
-  **Local Clerk Envelope:**
- Statement of Votes
 - Long Totals Tape (Zero Tape attached to a Totals Tape)
 - Proposal Language
 - Election Day Forms and Notes (if any)

PLACE IN ENVELOPE

ONE (1) **STATEMENT OF VOTES** with Original Tabulator Tape and Proposal Language attached
ZERO TOTALS TAPE
APPLICATIONS TO VOTE and Misc. Forms to Clerk
CERTIFICATE OF ELECTION INSPECTORS (White Copy)

CLERK'S RECORD ONLY DESTROY AFTER <small>(DATE)</small>
--

(DATE OF ELECTION)

(CITY, TOWNSHIP, VILLAGE OR SCHOOL DISTRICT)

WARD _____

PRECINCT _____

COUNTY OF _____, MICHIGAN

To: LOCAL CLERK
(City - Township - Village)

RETURN TO THE CLERK



Envelope # 2:

- Statement of Votes
- Totals Tape
- Proposal Language

ENVELOPE No. 2

CITY or TOWNSHIP _____
PRECINCT _____

**PLACE
ELECTION RETURNS
No.2
ONLY
IN THIS ENVELOPE**

Deliver this envelope SEALED to your City
or Township Clerk who will forward it to the

JUDGE of PROBATE



Envelope # 3:

- Poll Book (with
Statement of Votes)
- Totals Tape
- Proposal Language

ENVELOPE No. 3

CITY or TOWNSHIP _____
PRECINCT _____

**FOR
ELECTION RETURNS**

(SEE INSTRUCTIONS ON RETURNS BOOK)
AND THE BOUND POLL BOOK

ONLY

Deliver this envelope SEALED to your City
or Township Clerk who will forward it to the

COUNTY CLERK

- Delegate Return: **(For Even Year Primary Elections ONLY!)**
- Precinct Delegate Return Form – Write-in Candidates Only

City or
Township _____ Precinct _____

DELEGATE RETURNS

DELIVER TO

WAYNE COUNTY CLERK

502 COLEMAN A. YOUNG MUNICIPAL CENTER - DETROIT, MICHIGAN

WAYNE COUNTY ELECTIONS
AUGUST 3, 2010
PRIMARY ELECTION

**PRECINCT DELEGATE RETURN FORM
WRITE-IN CANDIDATES ONLY**

COMMUNITY NAME: _____ PRECINCT NUMBER: _____

REPUBLICAN PARTY

CANDIDATE NAME	AV BOARD	PRECINCT	TOTAL VOTES

DEMOCRATIC PARTY

CANDIDATE NAME	AV BOARD	PRECINCT	TOTAL VOTES

STATE OF MICHIGAN §
COUNTY OF WAYNE §

We hereby certify that the foregoing is a correct statement and return of the votes cast in the aforesaid precinct. IN WITNESS WHEREOF, We hereunto set our hands this 3rd day of August 2010.

_____ Signature	_____ Signature
_____ Signature	_____ Signature
_____ Signature	_____ Signature

ATTACH 1 COPY OF THE RETURN TAPE TO THIS FORM

PLACE THIS FORM IN THE PINK PRECINCT DELEGATE ENVELOPE

Addressed to WAYNE COUNTY CLERK

Appendix K

Container Certificates

Make sure that all Certificates are filled out properly and proper Seal numbers are recorded on the Certificate and in the Poll Book.

Ballot Container Certificate to be used for the Blue Canvas Ballot Bag. (Certificate is **GREEN**)

BALLOT CONTAINER CERTIFICATE	
DATE OF ELECTION: _____	
CITY, TOWNSHIP, VILLAGE OR SCHOOL DISTRICT _____	WARD/PRECINCT NO. _____
This Ballot Container contains: (Check One or More)	
<input type="checkbox"/> Partisan Candidate Ballots	<input type="checkbox"/> Local Proposal Ballots
<input type="checkbox"/> Nonpartisan Candidate Ballots	<input type="checkbox"/> State Proposal Ballots
We, the undersigned members of the Board of Election Inspectors, certify that seal # _____ was properly affixed to the ballot container.	
Signature of member who sealed the container.	Signature of member who verified the sealing. (May not represent same political party as member who sealed ballot container.)
Michigan Election Resources - Form No. 830 - Rev. 1996	

Ballot Container Certificate to be used for the Black Canvas Memory Card Security Bag. (Certificate is **YELLOW**)

Memory Card Security Bag Certificate
Date of Election _____
City of Grosse Pointe Woods -- Precinct _____
Number of Cards in Security Bag -- <u>One (1)</u>
We, the undersigned members of the Board of Election Inspectors, certify that seal # _____ was properly affixed to the Memory Card Security Bag.
Signature of member who sealed the container (Chair).
Signature of member who verified sealing (Co-Chair). (Must be of a different political party affiliation.)

Appendix L

Challenger -v- Poll Watcher Quick Reference Sheet

REMEMBER: They must take an Oath and they are Sequestered!

	Challengers	Poll Watchers
Must carry credentials issued by appointing authority.	Yes	No
Must be registered to vote in Michigan.	Yes	No
Has the right to challenge a person's eligibility to vote.	Yes	No
Has the right to challenge the actions of election inspectors.	Yes	No
May stand or sit behind processing table.	Yes	No – must remain in public area.
Has the right to look at the Poll Book and other election materials.	Yes	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.	No	No
May use a video camera or recording device in polling place.	No	No
May wear clothing, buttons, arm bands, vests, etc. that name organization he or she represents.	No	No
Has the right to approach and question voters.	No	No
May remain in the polling place until the election inspectors complete their work.	Yes	Yes
May obtain the vote results generated in the precinct after the polls close.	Yes	Yes

Appendix M

Election Polling Location Evacuation Plan/Checklist

Election Day Polling Location Evacuation Plan/Checklist

Chair:

- _____ **Announce** to the workers and general public that the Precinct is being evacuated and the substitute location.
- _____ Ask all voters who are in the polling location and have not deposited their voted ballots into the tabulator; to **place their ballots into the secrecy sleeve with their applications to vote**. The Chair should collect these and place them in the blue ballot container. Have the voter immediately evacuate the building.
- _____ **Take possession of the laptop** containing the poll book and accessories to new polling location.

Co-Chair:

- _____ Co-Chair will be responsible for **moving the tabulator** in its entirety, including voted ballots locked inside grey metal ballot box.

Inspector duties assigned by Chair:

- _____ **One** precinct inspector mans the blue ballot container. The following items are placed in the blue ballot container:
 - _____ **Spindled application to vote slips;**
 - _____ **Voted ballots** removed earlier in the day from the gray ballot container;
 - _____ **Un-voted, spoiled, and provisional envelope ballots** from another inspector;
 - _____ **Laptop** containing the **poll book, and accessories;**
 - _____ **Miscellaneous applications to vote** from yet another inspector.
 - _____ **Issued, un-voted ballots with applications to vote slips inside secrecy sleeves** from the Chair.
- _____ **One** precinct inspector gathers and places all **un-voted, spoiled, and provisional envelope ballots** into the blue ballot container.
- _____ **One** precinct inspector gathers and places the **laptop** containing the **poll book, accessories, and miscellaneous applications to vote** into blue ballot container.
- _____ **One** precinct inspector **gathers supplies** and places in supply box. **Give one vampire seal (white plastic with two teeth) to the inspector** responsible for sealing the blue ballot container.
- _____ **PRIOR TO SEALING: Two precinct inspectors of opposite parties verify contents of blue ballot container**, which includes all voted, unvoted, spoiled, and provision envelope ballots, and ballots w/attached application to vote slip placed inside a secrecy sleeve. Re-seal for transportation to the substitute location.

NOTE: Politely decline assistance from the general public. Only Election Inspectors handle election equipment.

Secure all workers and exit the building with the following items only:

- Tabulator sealed in ballot box
- Sealed Blue Ballot Container(s)
 - Containing:
 - Voted ballots
 - Un-voted ballots
 - Retrieved voter ballots w/application to vote slips in the secrecy sleeve
 - Spoiled ballots
 - Provisional Envelope ballots
 - Laptop containing poll book (including accessories)
- Supply Box

Meet at the Chair's vehicle. Precinct Chair and Vice Chair will transport supplies and equipment to the new location. All other precinct inspectors will report to the alternate location.

Arrival at new location:

- Chair – Boot up lap top to access poll book. Notate in poll book:
 - New location and time of arrival
 - Seal number used to seal all ballots and verify remained sealed in transport
 - Tabulator remained sealed and tabulator number
- Inspectors – Set-up precinct
- Pull ballots housed in secrecy sleeve and coordinating application to vote slip. Verify identification, and allow these voters to vote first.
- Resume election operations. Additional instructions will be provided as necessary.