

FINAL PREPARATION and TRAINING

for MAY 7, 2019 Special Elections

FIRST ELECTION IMPLEMENTING PROP 18-3

May 7th Election ~

- Emmett Charter Twp. Local Road Improvement Bond Proposal (2 precincts: 1/3 and 2/4)
- Leroy Twp. Road Improvements Bond Proposal (2 precincts)
- Village of Burlington Proposal to Restore Authorized Operating Millage
- Climax-Scotts Community Schools Operating Millage Renewal Proposal (Battle Creek City Pct. 20, Leroy Twp. Pct.1)
- Hastings Area School System Bonding Proposal (Bedford Charter Township Pct. 1 electors will vote at Johnstown Township in Barry County on Election Day. Absentee voters must contact Bedford Charter Township Clerk)

6 Calhoun County precincts open, 7 ballot styles, 5 local clerks, 6 ICP's, 5 ICX's

Processing Registrations: Review the Election Officials' Manual [Chapter 2](#) Updated February 2019

MAIL-IN Registrations

Mail-in registrations must be **POSTMARKED by/on April 22, 2019** for elector to be eligible to vote Election Day, May 7, 2019. When processing mail-in registrations in the QVF (or a form submitted by a third party voter registration drive), use the postmark date **and** the 'Mail Registration' option in the Registration Location drop down.

If **POSTMARKED after April 22, 2019**, local clerk **must send** the voter a mailed [QVF Notice](#) informing the voter their registration is not effective for the upcoming election, and they must take additional steps if they wish to be eligible to vote at the May 7, 2019 election (they must re-register in-person at their local clerk's office). This notice is generated from the QVF by clicking the **Voter Notice Button** found under the dymo label button. The notice can be placed in to a windowed envelope for mailing. There are 2 versions of the notice depending on whether the voter is brand new to Michigan or was previously registered in another jurisdiction.

Additionally, the local clerk is encouraged to contact the voter by email or phone

If **No POSTMARK** is stamped on the Mail-in registration, it is considered received on time if it is received by April 29, 2019 and is dated by the voter April 22, 2019 or earlier.

IN-PERSON Registrations April 22nd through May 7th

in the local clerk's office (not the polling location) **and** voter must provide proof of residency. NOTE: this is the only time the voters must provide residency verification.

When registering an elector within 14 days of Election Day, the clerk must use the QVF in real time before voter leaves your office or an AV ballot is issued. Perform a quick match to see if the voter is already registered in the State of Michigan, and if an AV ballot has been issued.

If already registered click 'Move In' and update the record with address in your jurisdiction.

If elector is not found, click on 'Register New Voter' and enter the information. The system will also request the type of residency verification that was provided.

(Continued)

Proof of Residency

First request picture identification – this can be a MI Driver's License or MI Personal ID. If the voter does not have picture ID, he/she can sign the Affidavit of Voter Not in Possession of picture ID.

In the final 14 days, the voter **must also provide documentation with his/her name & address.**

If the voters DL or PID has the voter's current address, this voter will likely already be in the QVF. If so, the administrator will need to update the voter's record with the residency verification of the DL or PID, and the voter will be eligible to vote a **Regular Ballot**.

If the voters DL or PID does NOT have the current address where he/she wishes to register, the voter will need to provide some other document with the voter's name and current address on it. A list of acceptable documents include:

- * Current utility bill
- * Bank statement
- * Paycheck
- * Government issued check
- * Other government document

If voter does not have a hardcopy, they are allowed to produce this information electronically. This voter will be issued a **Challenged Ballot**.

If the voter cannot produce residency verification, you may still register the voter BUT the registration will not be in effect for the May 7, 2019 election. NOTE: the voter can return to your office prior to 8:00p with the proper documentation, and qualify to vote on Election Day.

Issue an AV Ballot or a Receipt ...

If the voter is not requesting an AV Ballot, the clerk will print a [Voter Receipt](#) from the QVF to give to voter. The QVF will only allow one registration change on Election Day.

NOTE during these final 14 days, the SoS Branch Offices and Agencies of DHHS will provide customers who register with a [Notice \(ED-76 3/19\)](#) informing the voter that he/she needs to take additional steps to be eligible to vote in the upcoming election.

Also during these final 14 days, the County will hand this [Notice \(ED-76 County\)](#) to voters who come and register in-person at the County office that informs the voter that he/she needs to take additional steps to be eligible to vote in the upcoming election.

Watch the QVF Refresh Voter Registration 14 Days Prior [VIDEO](#) in the eLearning Center.

SATURDAY and/or SUNDAY, May 4-5, 2019

Local clerks or other authorized personnel appointed by the clerk must be available in the clerk's office for at least 8 hours. Voters may register to vote with residency verification. Enter the registration in to the QVF in **REAL TIME**, and a receipt will be printed to give to the elector.

MONDAY, May 6, 2019

Electors may register in YOUR office up until 5:00p (Those who qualify can receive an absent voter ballot up until 4:00p but must vote in your office. The AV ballot cannot leave your office.) Enter the registration in to the QVF in **REAL TIME**, and print a receipt.

TUESDAY, ELECTION DAY May 7, 2019

The local clerk or a deputized staff member (not an election inspector) must be available in the clerk's office 7:00a until 8:00p on Election Day. Electors may register, clerk will issue a receipt or AV ballot. These electors may vote at the precinct before 8:00p **or** may vote absentee in YOUR office up until 8:00p.

Election Day Preparation:

Election Inspectors -

Prior to Election Day

- Must be appointed by Local Election Commission between March 28th and April 16th.
- Be certain your inspectors are certified to work this election (attended Part 1 and 2 training or successfully completed 80-question test, and certification date is entered into QVF).
- Be certain all inspectors have access to the Managing Your Precinct on Election Day, Election Inspectors' Procedure Manual ([Flip Chart](#)) **with 3 updates** January 2016
- Have extra inspectors trained/certified as 'Back-ups'
- Inspectors assigned to the EPB: hands-on review of screens; be certain everyone has a **NEW user name and password** set-up; and practice, practice, practice!
- ~~Notify the Republican and Democrat Chairman with a list of inspectors (name, party, precinct assigned) w/ 2 days of appointment.~~ **Not necessary, but please send a copy to the County to have on file!**
- If inspectors change (or you add more), send a revised list to the ~~chairmen and county.~~

Election Notices

Notice of Registration and Notice of Election were published on/prior to April 8th and April 30th. (All published in the Battle Creek Shopper; Burlington Village also published in the Marshall Advisor Chronicle)

These notices are also posted on our [Elections web page](#), and on my office window.

YOU should also post the appropriate Notice(s) in at least 2 locations in each open precinct.

ImageCast Precinct (ICP) (ElectionSource direct #1.888.742.8037)

- Reference red Dominion ImageCast Precinct Poll Worker User Guide manual (*dated April 16, 2017*), [ICP User Guide](#), and/or [YouTube ICP Training Videos](#). (use Google Chrome)
- Be sure to modem results to the County during your Preliminary and Public Tests.
- Public Accuracy test must be concluded by Thursday, May 2nd (requires 48 hour notice in newspaper of general circulation).
- Check and [set time and date](#) on each ICP.
- Start the day with a **FULL thermal paper roll**.
- After Public Test:
 - 1) Seal front Compact Flash Card door (using 1 or 2 seals, if you prefer the pull-tite seal use the white one), record in Poll Book in the Clerk's Preparation Certificate.
 - 2) Also seal INSIDE modem door ... if sending results via Cellular Modem, use an easy twist seal, luggage tag or blue spring-loaded seal, also record the seal number in the Clerk's Preparation Certificate.
If using RTM, this door can be permanently sealed with a luggage tag seal, record this number on your letterhead stationary and keep in a safe place in your office (same procedure as sealing the Tamper Resistant seals)!
 - 3) Send a copy of your [Tabulator Program Testing and Security Certification](#) to county.

ImageCast X Ballot Marking Device (ICX) (ElectionSource direct #1.888.742.8037)

- Reference Dominion ImageCast X Ballot Marking Device Poll Worker Guide (*dated April 16, 2017*), [ICX User Guide](#) (starting on Page 9) and/or [YouTube ICX Training Videos](#). (use Google Chrome)

(Continued)

- Be certain to include ICX ballots in your Preliminary and Public Tests. Refer to Test Procedure Manual (dated January 2019), page 32 for [VAT test procedures](#). Add #4 ballots to your Test Deck.
- Be sure to **test each ballot style**.
- Check and [set time and date](#) on each ICX.
- Be certain to order and use numbered Blank Ballot Stock paper (save unused stock for next election).
- After Public Test:
 - 1) On the back of the ICX remove the flash drive, seal top door closed with white pull-tite seal, record seal number in the Poll Book in the Clerk's Preparation Certificate. The ICX flash drive stays in your office.
 - 2) Also seal bottom door closed with a white pull-tite seal, record seal number in the Poll Book in the Clerk's Preparation Certificate.
 - 3) Send a copy of your [VAT Testing and Security Certification](#) to me.
 - 4) Do not place Privacy Shield around screen at this time.

Security Stickers for ICP

The intent of this procedure is to secure the electronics of the ICP tabulator to insure nothing is tampered with from testing through Election Day. A State Security Tamper Resistant Seal should be permanently placed on both sides of the Tabulator placing the # on the sides where it can be seen. Note: these seals will only be broken during maintenance.

Be certain to record the date, seal numbers and witness the information on your city/township letterhead. Keep this in your office. If the seal is broken at the polls on Election Day, the seal numbers must be recorded in the poll book.

Extra seals are available at the County Clerk-Elections office.

Voter Information Posters, Audio and Braille versions

2 voter information posters need to be posted in each precinct. You must also have a cassette tape/CD and the Braille information available in the precinct. You can access and print these 8½" x 14" '[What Every Voter Should Know](#)' posters from our [website](#) (8 pages).

Supplies

- Additional supplies available in the County Clerk-Elections office: election seals, 'sign here' stickers, inspector name stickers, Emergency AV applications, blue and yellow highlighters – feel free to stop by and take any supplies that you may need.
- We can no longer use Post-it-Note Tape for Challenged ballots; instead, have white paper/scotch tape or Avery labels available.
- Monday before the election, but after the 4p AV deadline, print out a **Precinct List as a back-up**. See [separate file for Cover Page](#), and [Notes](#) (cross out the MVIP option as it no longer exists, it is scheduled to be removed from this list) **Print from QVF Legacy!**
- Have an **extra Regular Poll Book** in your Precinct Supply Kit **as a back-up**.
- Be sure your Precinct and/or Receiving Board has 3-hole punched paper OR a 3-hole punch for EPB reports.
- Be certain your Managing Your Precinct on Election Day, Election Inspectors' Procedure Manual ([Flip Chart](#)) *January 2016* is readily available on Election Day (laid-out on table), AND Inspectors are familiar with where to find answers to problems that arise during Election Day.
- Be certain your 'Important Dates' are on the table to reference when needed.
- Refer to links on [Precinct Supply Order](#) form for **additional supply items**.
- Have additional white pull-tite seals available for inspectors to reseal the bottom door on the back of the ICX on Election morning.

Electronic Poll Book Users

- Be certain your laptop is prepared for Election Day ([EPB Laptop Preparation and Maintenance Instructions](#) *October 2017*):
- Ensure your voters private information remains secure:
 - ▶ Always **use the encrypted flash drive**.
 - ▶ Always **save files in the Privacy zone**.
 - ▶ Create a new encryption password for every election.
 - ▶ Create usernames and passwords for each EBP election inspector.
 - ▶ Do not allow use of the ADMIN username and password.
 - ▶ Keep username and password information separate from the laptop and flash drive.
- Review the EPB User Manual *June 2017*:
For [Windows 7 & Verbatim Flash Drives](#) and For [Windows 10 & BitLocker Flash Drives](#)
- If you have more than 1 ballot style, be certain to adjust your Geography **PRIOR to downloading** the QVF to your memory stick.
- When exporting software be sure to manually select WARD PRECINCT as the pct. type.
- If processing AV's in the EPB, be certain to check “*Allow the recording of AV ballots*” under File/Options AFTER installing the software.
- [Recording VAT Ballots in the EPB, Ballot Summary, Page 21](#).
- If you have more than 1 ballot style, be certain to replace the first character in the ballot number with the Ballot Style identifier ‘A’, ‘B’, etc. **NOTE:** the Local Clerk can enter information in the **A1** section in the Ballot Summary BEFORE Election Day (to assist their inspectors) – make certain to hit the Tab key before closing to calculate the number of ballots delivered to the precinct.
- Be certain each inspector using the EPB has **their own user name** and **password** AND USE IT – EACH PERSON should LOG IN when starting and LOG OUT when finished.
- PRACTICE, PRACTICE, PRACTICE BEFORE ELECTION DAY!
- Be prepared with either 3-hole punched paper OR a 3-hole punch.
- Compile your pages into your EPB Notebook in the proper section.

Provisional Ballots

- Before completing the process, a voter whose name does not appear on the registration list should instead consider re-registering at the clerk's office on Election Day.
- **Review and know how to use the [envelope](#).**
- Prepare [Notice](#) with clerk contact information, place notices in envelope.

Challengers:

Review procedures with your Chairperson/Inspectors (State booklet ED-2, [Appt. Rights and Duties of Election Challengers](#)), and the [Challenge Process Q & A](#).

No groups filed with the County between the 20-30 day deadline; however, remember political parties may appoint Challengers at any time through the Election Day. Review [Challenge's](#) video (4.33 minutes)

- Emmett Twp. has a Ballot Question Committee known as “*Committee for Better Roads*”

Challenged Ballots:

We can no longer use Post-it-Note Tape for Challenged ballots; instead, have white paper and scotch tape OR Avery labels available. Write the Ballot Number on the ballot (not the stub), cover with a small piece of white paper using scotch tape or an Avery label. Be certain to cover and smooth down all edges so it will not catch in the voting machine. Do not write on or cover up any of the timing marks or ballot identifies (bar code or ovals, etc.)

Signage: ([EN #97](#))

- Identify polling location with curb signs.
- Measure off and mark 100' of any doorway used by voters to enter the building
- Measure off and mark 20' from the doorway used by voters to enter the polling place
- Post signs outside for safest route into the polls for wheelchair users
- Multiple precincts at same location – post clear directional signs to guide voters.

Parking:

Check all parking lots to confirm that parking spaces for disabled voters are available and appropriately identified.

Voting Booths

Be certain the proper [Ballot Marking Instructions](#) are posted in each Voting Station (page 5). [Special Election Ballot Marking Instructions](#).

Polling Place Greeting Application Guide (October 2016)

A tool used mainly in voting locations that hosts multiple precincts. This is an electronic application used to improve the voting experience by helping Election Inspectors direct voters to the appropriate precinct.

Processing Voters: ([EN #97](#), Page 3) ([BoE PPT slide](#))

- Establish a 'Help Desk' of election inspectors who are specially trained to assist voters.
- Use 'Line Chasers' to verify that voters standing in line are in the proper location!
- Precinct Chairperson should be free to roam around and assist with questions/problems.

FRIDAY, May 3, 2019

Electors may obtain an absent voter ballot via First Class mail up to 5:00p. Your office must process all AV requests for absentee ballots placing the AV ballot in Friday's mail.

SATURDAY and/or SUNDAY, May 4-5, 2019

Local clerks or other authorized personnel appointed by the clerk must be available in the clerk's office for at least 8 hours. Voters may register to vote with residency verification and/or request an absentee ballot in person. Voters may take the AV ballot with them.

2:00p SATURDAY: deadline for issuing a ballot to military or overseas voters OR to MAIL another AV ballot to replace a spoiled AV ballot (remember request needs to be in writing).

MONDAY, May 6, 2019

Electors may register and those who qualify to obtain an absent voter ballot may vote in person in YOUR office up until 4:00p (the AV ballot cannot leave your office). Enter the registration in to the QVF in **REAL TIME**, and a receipt will be printed to give to the elector.

An AV voter may provide a written request to spoil their original AV ballot; however, the replacement AV ballot cannot leave the local clerk's office.

Between 4:00p and 5:00p the local clerk can only register electors (there is no provision in current law to issue AV ballots between 4:00p Monday and 7:00a Tuesday).

AFTER 4:00p download all registered voters from QVF Legacy to your encrypted flash drive, and print a back-up Precinct List.

BALLOTS

You will need to keep some ballots in your office for individuals registering and choosing to vote absentee on Election Day, or for Emergencies.

EMERGENCY BALLOTS

A voter may make an 'emergency' request for an AV ballot if they cannot attend the polls because of personal injury or illness, or a family death or illness that requires him/her to leave your community for the entire time the polls are open on Election Day.

The emergency must have occurred after 5:00p on Friday May 3rd.

Use an [Emergency Application](#) and issue an AV ballot from your local clerk's office. (if you do not have an Emergency Application, simply use a regular AV application, write EMERGENCY at the top of the form, and have applicant indicate 'person to transfer' the AV ballot. The local clerk may, but is not required to, transport the AV ballot. Local clerk should consider having standards in writing for transporting the AV ballot Example: the clerk and/or deputy clerk will deliver an emergency ballot to an address within 5 minutes of the office.

Proper Processing of MOVE, FPCA, FWAB ballots [Impt. Points to Remember in BoE Election News 10/21/16](#)

Refer to [Military and Overseas Voters Manual for Election Administrators](#). **March 2018**

Electronic or Federal Write-in ballots are recorded in the AV Module (Example: ET1).

These unopened AV ballot envelopes are sent to the precinct for processing ... they are accounted for in Item B on the Ballot Summary.

The ballots will need to be Duplicated after the polls close at 8:00p. Your inspectors should NOT know the identity of the voter whose ballot they are duplicating. The number of ballots used for Duplicating is recorded on the Ballot Summary, Item H. The ballot used for Duplication is entered into the ICP (Item D on the Ballot Summary), while the original AV ballot/envelope goes into the large #5 envelope.

Election Day Reminders:

- Post and update A.V. information throughout Election Day ([AV Posting Form](#)) – *optional for local elections*. **New form** beginning with May election.
- Check post office, drop box, etc. after last mail delivery, before polls close.
- Remember that your inspectors Remarks are a diary of **anything unusual** that happened Election Day.
- Keep ballots shrink-wrapped as long as possible (if rejected try a different orientation).
- Inspectors should check voting stations OFTEN for literature, stickers, voter guides, etc. left by voters, and notate time in the Remarks section.
- If voter objects to having their DL swiped, their name can be entered manually in the EPB.
- Have Emergency AV ballot applications on hand to use if the situation arises.
- Keep an eye on the parking lot to make certain vehicles bearing campaign signs or bumper stickers within 100' are not there longer than the person is voting.

TUESDAY, ELECTION DAY May 7, 2019

The local clerk or a deputized staff member (not an election inspector) must be available to the clerk's office 7:00a until 8:00p on Election Day. Electors may register, clerk will issue a receipt. These electors may vote at the precinct before 8:00p **or** may vote absentee in YOUR office up until 8:00p.

NOTE: only issue AV ballots to electors who register after 4:00p on Monday.

NOTE: keep a supply of ballots in your office.

AV's arriving on Election Day

Absentee ballots must be returned by 8:00p on Election Day. Check the post office after normal delivery for late arriving ballots (**make necessary arrangements** to obtain these late arriving absent voter ballots).

AV ballots issued on Election Day must be delivered to the precinct for processing as soon as polls close, along with an Addendum AV List. It is recommended these AV ballot envelopes be sealed in some manner - an approved ballot container or box or envelope sealed with a red paper seal is sufficient.

In addition, it is very important to run the Canceled/Rejected/Moved Out Ballot List Report in QVF before AV's are sent to the Precinct (this report provides information on AV ballots that were rejected b/c the voter has moved out of the jurisdiction or where the voter status changed to either canceled or rejected).

Remember ***Do NOT send spoiled AV ballots to the precinct!!!***

ImageCast Precinct (ICP) (ElectionSource direct #1.888.742.8037)

- Use the Dominion Quick Reference Guide [Starting up the ICP Tabulator](#).
- Verify, and if necessary set, time and date.
- Compare Zero Tape to Ballot to verify election date, precinct, offices, candidates, proposals, etc. Do not tear off Tape, all inspectors' present sign Tape.
- Confirm the seals number(s) on the front compartment door to the number(s) recorded in the Clerk's Preparation Certificate.
- If sending results via cellular modem, confirm the seal number on the inside modem door to the number recorded in the Clerk's Preparation Certificate.
- Start the day with a FULL thermal paper roll.

ImageCast X Ballot Marking Device (ICX) (ElectionSource direct #1.888.742.8037)

- Use the Dominion Quick Reference Guide [Setting up the ICX](#), turn printer ON prior to powering on the ICX. On the back of the ICX, confirm the **top door** seal number with the number recorded in the Clerk's Preparation Certificate – this seal will not be broken.

The white pull-tite seal on the **bottom door** should also be verified to the number recorded in the Clerk's Preparation Certificate. Once confirmed, remove seal, press and hold the Power button 3-5 seconds. Reseal with a white pull-tite seal and record the new seal number in the Remarks Page of the Poll Book.

- Place Privacy Shield around the screen, position hooks in the top to adjust sides for maximum privacy.
- Use the Dominion Quick Reference Guide Loading the ICX.
- Verify, and if necessary set, time and date (refer to Calhoun County [Time Adjustment Instructions](#) to continue). Remove Poll Worker card.
- Insert **one** VOTER card, tabbing through each screen, print one BLANK Test Ballot (we are making certain the machine and printer are working!). This BLANK ballot should be placed in to the #3 Local Clerk envelope.
- Use numbered Blank Ballot Stock paper (save unused stock for next election).

Reference to [ICP and ICX Easy Opening and Closing reminders](#). Print on colored paper/laminate!

Maintaining Order in the Polls [Impt. Points to Remember in BoE Election News 10/21/16](#)

There has been NO CHANGE in the way we enforce the use of video cameras, cell phones, cameras, televisions, and recording equipment in the polls. Review and remind inspectors of these procedures in the [Flipchart](#), Maintaining Order section (page 4/5).

Michigan photo and Federal ID requirements

- [Reference Flow Charts](#)
- [Election Day Procedures Q & A](#); and [Notice to Voters for Posting](#)

Provisional Ballots and Federal ID requirements

- **Review procedures** and forms **with your inspectors** – watch the BoE [video!](#) (6:03)
- If voter's name does not appear in the EPB (or the Registration List), tell the voter that he/she may register to vote at the local Clerk's Office with proof of residency.
- If they choose not to register, then inspectors may use the [Provisional form/envelope](#) – this voter qualifies for an Envelope ballot ... it will not be tabulated.
- Prepare [Notice](#) with clerk contact information, place notices in envelope.
- **Reminder:** you must compile the total number of voters who sign the "Affidavit of Voter Not in Possession of Picture ID" form ASAP after the Election. Either ...
 - ▶ Instruct your inspectors to gather this data at close of polls and submit with other paperwork, OR
 - ▶ Go through the green applications yourself AFTER the election.

Election Law Crimes (published 10/31/16 by BoE)

[Actionable Election Day Offenses](#) / Violations of MI Election Law and Duty to Act
[Election Law Crimes](#) (Addendum)

Election Night Details:

Duplicating Ballots **AFTER 8p** (refer to Page 5 in Poll Book, "Ballots Requiring Duplication")

- Process MOVE Electronic Ballots
- Process FWAB (Federal Write-in Absentee Ballots)
- Ballot Summary will balance ... the MOVE or FWAB ballot will be included in your 'B' total at the top: absentee ballots. Since you are duplicating after the polls close, your lowest ballot number will be the one AFTER duplication, and Item H is also the # of ballots used for duplication.
- Also have the [Validity of Optical Scan Ballot Markings](#) sheet available for inspectors who are duplicating ballots.

ImageCast Precinct (ICP) (ElectionSource direct #1.888.742.8037)

- [Closing the Polls](#) (ICP Tabulator)
- The Tabulator will automatically print 3 Results Tapes.
- If using **Cellular Modem**: Confirm seal number on inside modem door to the number recorded in the Clerk's Preparation Certificate in the Poll Book. Break seal and connect the **yellow end** of the Cellular Modem device into the modem jack. It is not necessary to reseal modem door.
- IF instructed by the Local Clerk: Confirm seal number on the front Compact flash drive door to the number recorded in the Clerk's Preparation Certificate in the Poll Book. Break seal(s), remove both compact flash cards, seal both flash cards into State-approved container, TWO precinct inspectors from opposing parties may transport sealed container to clerk's office. It is not necessary to reseal the front compartment door.

ImageCast X Ballot Marking Device (ICX) (ElectionSource direct #1.888.742.8037)

- Insert Poll worker smart card, select **Close Polls**.
- Verify the seal placed on the back, bottom door to the number recorded on Remarks Page in Poll Book. Once confirmed, break the seal, open door and Power down the ICX. It is not necessary to reseal the bottom door.

Electronic Poll Book Users

- Review page 11 'Election Inspectors Completion Certificate'
- On the EPB Ballot Summary, if your precinct has more than one Ballot Style, indicate the ballot type in the first column as well as the low and high ballot numbers of each ballot style.
- Be certain your Ballot Summary BALANCES / Item L should be ZERO!
- At the end of Election Day SAVE 3 reports to the Flash Drive in the Privacy Zone.
- At the end of Election Day PRINT 3 reports, and insert into the EPB Notebook, either in the precinct or at a receiving board. **Either hole-punch these reports OR print them on 3-hole punched paper, AND INSERT them into the proper place in the EPB book.** Place printed Ballot Summary **BEFORE** page 11.
- DO NOT enclose a Sample ballot in each of the appropriate #1, #2 and #3 envelopes.
- Remember, **NO election materials can leave the Precinct unsealed!**
- Remove the EPB pages from your Notebook including the Cover. The Local Clerk will keep the Notebook for next election (do NOT try to put it into the #1 envelope!). Place ring or brass fasteners in the top hole of your EPB pages with the cover on the top, and seal into the #1 County Clerk envelope.

Checklist:

Instruct your inspectors and/or Receiving Board to follow it to a “T” (read it AND verify every detail!), **INCLUDING PROPER SEALING** instructions and everything will be perfect! There are sealing instructions in the ‘Final Check’ tab, and numerous BoE videos.

- Review Board of Canvasser Checklist ([separate file](#))

Remind Inspectors

- they **cannot duplicate ballots during the day** (must be AFTER all voters have cast their ballot)
- the Results Tape with the Zero Report goes in the #3 Local Clerk envelope, the shorter TOTALS tapes with results only go in the #1 and #2 envelopes.
- proper method for sealing materials into ballot bag/container – the inspector verifying the sealing **MUST VERIFY** that it was done properly (not just sign their name!). Inspectors should not use initials, but rather sign their first and last name.
- In the Poll Book at the bottom of Page 1: this section is **ONLY** for inspectors who leave **PRIOR** to the polls closing!
- It is the **INSPECTORS** responsibility to Balance their Voters, Ballots, and Applications (not the Board of Canvassers responsibility)!

Properly Sealing Devices and Ballot Containers

- [Reference Chart for recommended seal for each device / container](#)
- [Properly Sealing Containers](#)
- [Sealing Process for New Voting Systems](#)
- [Election Day Transfer & Ballot Storage Containers with Seals \(pages 72-74\)](#)

Receiving Board (last line of defense!)

Every Precinct is **MANDATED** to have a [Receiving Board](#). The Receiving Board is made-up of 2 people, opposing major political parties, who have been trained as Election Inspectors (cannot be the Clerk, but may be a Deputy Clerk). Their job is to make certain the Precinct is **RECOUNTABLE**. It is very important to have 2 fresh set of eyes to **REVIEW** and **CHECK** all important details! [RB Training materials](#) (PPT, application, oath/cert., Q&A, etc.).

- Oath: only needs to be taken/completed once by all Receiving Board members.
- Certificate: used if a seal needs to be broken by the Receiving Board – so you may need to make copies. ([separate file](#))
- Single jurisdiction precincts: if Receiving Board is in the precinct, it is **NOT** necessary to seal envelopes until **AFTER** Receiving Board has done their review.
- Multiple-precinct jurisdictions: all materials must be sealed prior to leaving the polls!
- A printer is necessary to print the 3 reports from the EPB.
- Review the BoE [Receiving Board Checklist](#) OR the BoE [County Canvasser Checklist](#)

Transfer Container Certificate

- Separate [Certificates](#) to use for sealing your Compact Flash Cards, ICX flash drive, etc. This certificate requires 2 inspectors’ signatures of different political parties, and can be folded to fit in the Chamber Bag pouch.

Election Night Reporting:

Unofficial Results

- Modem results to the County on election night. DO NOT LEAVE to go home until you are certain we have your results. Check our web site to confirm your results (www.co.calhoun.mi.us).
If your inspectors need to re-run the ballots thru the ICP Tabulator, they/you will first need to CALL the County to let us know (269.781.0988), then Re-Modem results.
- Jurisdictions whose School District is not wholly contained in Calhoun County should contact the out-county clerk for reporting Election Night Results (I will post results on our web-site).

Phone numbers where you can be reached after 8:00p Election Night

Please [confirm 2 phone numbers](#) where I can reach YOU if necessary on Election Night (please provide direct phone numbers ... not switchboards or answering machines!!!)

Balancing Precincts:

If you are NOT in Balance **by 9:30p**, call the office 269.781.0998 to schedule a time on Thursday that all your inspectors will appear before the Brd. of Canvassers with all their sealed ballot containers, compact flash cards, envelopes, etc. (bring everything!).

Modem results to County ASAP on Election Night.

Post-Election Reminders:

Either Election Night before 10:00p OR Wednesday morning before 11:00a

- Be certain the information on the outside of #1, #2 and #3 envelopes are complete.
- Keep your EPB notebook, place the ring or brass fasteners in the top hole in your EPB, and seal into the #1 County Clerk envelope.
- Deliver your #1 and #2 envelopes to our Marshall office.

Supplies

After the election if you don't want to store your left-over supplies, you are welcome to return them to the County for future use. You are also encouraged to return your turquoise colored Election Bag(s) for use the next election!

Canvass

The Board of Canvassers will be meeting Thursday, May 9th beginning at 9:00a. They will convene and reconvene if/as necessary until all results are certified. Be SURE **you and your inspectors** are available in case information is missing, the poll book does not balance, or the canvassers have questions. If they are requested to report to the board of canvassers ASAP, a *majority* of the precinct inspectors must be present, and the clerk is required to accompany them!

Voting History **update in QVF Legacy!**

History in the QVF needs to be updated and balanced ASAP

- The EPB User Agreement and/or laptop Grant Agreement requires Electronic Poll Book users to enter voter history ***within 14 days*** after each election. The User Agreement similarly requires all QVF Lite users to enter voter history in a timely manner.

Be sure to print a Voter Turnout Report after your history is balanced (if you are not a QVF Lite user, you will need to wait 2 replications for figures to appear in this report).

Provisional Ballot Reporting (EVERYONE MUST do)

- Account for Provisional Ballots: voter can satisfy ID and residency requirement during 6 day period; clerk needs to make determination within 6 days and forward to the county.
- The '[City/Township Provisional Ballot Worksheet](#)' must be **completed and submitted On-Line in the eLearning Center within 6 days.**
- Be certain to indicate the number of voters who completed an Affidavit of Voter not in Possession of Picture ID form.

Expenses

The County has coordinated the production and ordering of the ballots, supplies, and notices. These costs, along with Board of Canvasser expenses, will be billed to the local jurisdictions and school district after the election. Local Clerks conducting village/school elections may request reimbursement for additional expenses directly from the village/school district.

Reimbursement from Village or School Districts: all county, city and township clerks can charge the school district for the costs they incur in administering this election. Use this [Generic Invoice](#) to request reimbursement from the village/school district. School addresses are listed at the bottom of the Invoice spreadsheet.

BC City can charge all expenses to Climax-Scotts Community Schools.

Burlington Twp. can charge all expenses to Burlington Village.

Leroy Twp. can only charge the programming (Equipment) costs for Ballot Style 1B to Climax-Scotts Community Schools. All other local costs will be the responsibility of the Township.

Post-Election Audits – refer to: [Worksheet](#), [Manual](#), Audit Lessons Learned, and Interactive online course (both in eLearning Center) to be prepared for a successful Audit if requested by the BoE. The State will make their selections and post the precincts that are required to be audited.

OTHER RESOURCES:

- a. YouTube Migov BOE [Training Video](#) Website
- b. Campaigning reminders: know your 100' mark, watch for and don't allow candidates or statewide initiative petitioners to collect signatures within 100'. '[Campaigning](#)' video. (1.57 min)

Security, Security, Security! [NU 10/18/18 & 10/19/18](#))

- Maintain ballot secrecy at all times
- Spoiled ballots need secrecy maintained too

NOTES: