November 8, 2022
Statewide General Chairperson Meeting

Ann Arbor City Clerk’s Office
Jackie Beaudry – City Clerk
Steve Gerhart – Chief Deputy City Clerk
· Chairs you will be picking up the zippered notebooks along with EPB on Monday, November 7th.
  · Reminder email will be sent from Signup Genius

· Call all workers including Co-Chairs by Sunday, Sunday, November 6th.
  · Be sure to leave a message including precinct room location, parking, any special notes, and your contact information.
Precinct Assignments

• All 53 Precincts Open;
• Precincts will have 9-12 workers;
  • Majority of inspectors must be present at all times (Minimum 3 if 5 workers)
  • If you have minors, they must take 11 Am – 12 PM and 5 PM – 6 PM breaks.
• Rotate worker between the various stations so everyone gets experience;
• Total of Absentee Ballots – 29,415 issued, 12,145 returned.
  • AV Ballots being processed at Justice Center beginning at 8 AM
Dual EPB Locations

- 1-1 Michigan Union
- 1-2 Community High School
- 1-9 Logan Elementary School
- 1-10 Arrowwood Hills
- 1-12 Michigan Union
- 2-14 Palmer Commons
- 2-19 King School
- 2-21 Thurston School
- 3-22 Michigan League
- 3-23 Michigan League
- 3-26 University Townhouse Center
- 4-31 U-M Coliseum
- 4-33 U-M Coliseum
- 4-34 Pioneer High School
- 4-37 Dicken School
- 4-41 Michigan Union
- 5-43 Bach School
- 5-45 Slauson Middle School
- 5-46 Slauson Middle School
- 5-51 Abbot School
• 1-1 Michigan Union
• 1-3 Community High School
• 1-4 City Hall
• 1-5 Northside School
• 1-7 Pierpont Commons
• 1-9 Logan Elementary School
• 1-12 Michigan Union
• 2-14 Palmer Commons
• 2-16 Angell School
• 3-23 Michigan League
• 3-24 Tappan School
• 3-25 Allen School
• 3-27 Scarlett Middle School
• 4-31 U-M Coliseum
• 4-34 Pioneer High School
• 4-37 Dicken School
• 4-39 Lawton School
• 5-46 Slauson Middle School
• 5-52 Forsythe Middle School
The new secure flash drives are automatically paired with your Electronic Poll Book. As soon as you plug them in you are logged into an encrypted drive and ready to process.

The presence of a faint grey padlock indicates the drive is secure.

Reminder no precincts start with ballot 1. First ballot number will be on a sheet of paper on the laptop keyboard and should auto populate when issuing first voter ballot.

IT is on call for support with EPB during election day.
Voting Options

**Voting a Straight Party Ticket** - this will award votes up to the maximum allowed for each partisan race for the voter’s chosen party. Voters can only pick one option in the Straight Party Ticket section of the ballot.

**Voting a Split Ticket** – voters can fill in one box in the Partisan/Straight Party Ticket section AND vote for individual candidates of their choice. As with straight ticket voting, this will award votes for the maximum allowed for each partisan race except where the voter casts a vote for a candidate of a different political party/no party/write in.

**Mixed Ticket** - Voters decline to mark the Straight Party Ticket section of the ballot, and instead vote the individual candidates of their choice in each office.

- Nonpartisan and Proposal Sections of the ballot must be voted separately.
- The ballot is double-sided.
Precinct Display Board
Arriving at the Precinct and Administering the Oath of Office

- Election Inspectors **must** arrive at the precinct by 6:00 AM on Election Day;
- Make sure to have your cell phone on and set to ring when you get to the precinct;
  - Cell phone stipend form is available online and can be emailed to Recruiters@a2gov.org. Only needs to be submitted once!
- Remember to ensure that the doors to the precinct are unlocked at 6:00 AM as anyone interested in observing the set-up of the precinct has the right to do so;
- Start the day by administering the oath of Election Inspectors to all election workers.
  - Make sure if you haven’t already signed that you took your oath as well.
Signing Oath in Paper Poll Book
Each precinct will be provided with:

- Sanitizing Wipes (Gorilla Wipes),
- Alcohol Wipes for VAT, Tabulator, Pens, and EPB
- Hand sanitizer,
- Masks,
- Gloves

Please make sure your hands are completely dry after using the hand sanitizer before touching a ballot or the EPB;

In addition, the precinct will have “Sneeze Guards” to place in between the workers and voters at the EPB and at the Application to Vote Spindle workstation;
Sample Precinct Layout

**Safe Precinct Setup** [Use with safety/accessibility guidelines]

As voters use voting booths:
- Keep booths spaced so voters will be 6 ft apart
- Distinct use / provide new pens for voters
- Distinct booths after each voter

As voters move around the precinct:
- Keep voters 6 ft apart while they move stations to station
- Distinct surfaces after each voter
- Place markings/cones across on the ground to direct voters

As voters enter the precinct:
- Keep voters 6 ft apart while they await processing
- Distinct use / provide new pens for voters
- Distinct surfaces after each voter
- Have greater reminded voters to keep 6 ft apart, remind voters they should wear masks if possible, and help with accessibility needs

**Remember** - ensure that each station has sanitation equipment and supplies and hand sanitizer is available for public use at Stations 1 and 2.

Mark spaces on the ground 6ft apart to allow for proper social distancing

Ensure that all stations/processing 6ft apart

Arrange space and staff to minimize people in one area.
To further enhance the security of the election, the lid of the Tabulator and Voter Assist Terminal will be locked.

- Use the set of silver keys to unlock both devices.
Verify Tabulator and Voter Assist (VAT) Serial & Seal Number

- The Tabulator and VAT cases will be locked on Election Day, use the set of silver key to unlock.

- Compare the serial and seal number on the tabulator and VAT against the numbers recorded on the cover of the poll book;

- The Serial Number is found in the silver sticker on lids of both devices;

- Tabulator serial numbers start with S, VAT with W.

- The Seal Numbers are located on the red seals that secure the lids inside devices;

- DO NOT cut the seals off until the close of polls.
To ensure the integrity of the election it is important that the zero tape generated by the tabulator is attached to the totals tape generated after 8 PM.

Open the Black printer compartment and roll the tape up to ensure it is not accidently ripped off during the day.
  
  - The orange light is fine

At closing, pull the tape past the last line of signatures and close the lid to allow for printing to resume.
Challengers for this Election

Reminder the Republican and Democratic Parties are also authorized to have challengers in precinct.
Challengers

- Will be carrying credentials
- No more than two per political party or organization can be present and actively challenging in a precinct.

- Challengers have the ability to:
  - Challenge the Election Inspectors compliance on election law
  - Challenge a voter's qualifications to vote prior to the voter receiving a ballot if the challenger has a good reason to believe the voter is:
    - Not a resident of the City of Ann Arbor;
    - Under the age of 18;
    - Not a United States Citizen;
    - Not Registered to vote in the precinct;

- Can also challenge voters that have been issued absentee ballots and are choosing to vote in precinct.
Election Inspectors Responsibility to Challengers

- Administer the Oath to any voter that is challenged;
  - “I swear (or affirm) that I will truthfully answer all questions put to me concerning my qualifications as a voter.”
  - Not required when challenging individuals who received an absentee ballot.
- Prepare Challenged Ballots;
- Record in the Paper Poll Book the result of each Challenge;
- Issue ballot as challenged in the EPB;
- Provide them enough space to work, including behind the processing table;
- Allow for the examination of voting equipment, they are not allowed to touch.
Preparing a Challenged Ballot

- The Election Inspector next to the EPB Inspector writes the ballot number located on the ballot stub on the back of the ballot in pencil;
- Cover the ballot number with a piece of white Post-It tape located in supply box;
- Voter tabulates their ballot as normal.
Exit Polling

- Exit pollsters may survey voters after they have voted, can not question voters going into the precinct;
- No closer than 20 feet from exit to the building;
- May not enter the building.
  - Asian American Legal Defense Fund at Clague Middle School.
  - UM Students surveying other students at campus locations.
Voters are now permitted to take a photo of their voted ballot in the voting booth;

- The voter **cannot** appear in photo along with their ballot;
- The photo cannot be shared until outside the 100’ no campaigning buffer;
- Does not affect other prohibitions on photography in voting location;
- We have “Selfie” stations available in each precinct. Set up in the hallway lead to the precinct so not in the voting area, to allow voters to take a picture before or after voting without their ballots.
Voters Who Have Moved - Form

Election Day Change of Address/Authorization to Transfer Voter Registration

- Provided in precinct kit supplies as ½ sheet pad (Bright Pink Paper)
- Intended to be forwarded to voter’s new clerk versus cancellation
You can now record the number of “Voters Not In Possession of Photo ID” directly in the EPB.

Every time a voter completes the “Affidavit of Voter Without Photo ID” on the backside of the Application to Vote utilize the ticker above the Voter Details box of the EPB.

Paper form in Zipper Notebook is optional!
Remind Cell Phone Inspectors to bring fully charged phones on Election Day with ringer on.
Election Inspector Use – Link and password will be emailed the night prior to election:
https://www2.a2gov.org/electionlinecount
Line Tracker Website

Election Inspector Use:

Voter Use:
A voter who wishes to register to vote and obtain a ballot may do so until 8:00 PM on Election Day:
- Send to City Clerk Office or Satellite Office (UMMA or Dude) to register
  - Must have proof of residency – Michigan Driver License or Personal Identification Card listing current address, utility bill, pay stub, bank statement, government form/letter – These documents can be shown to the Clerk’s Office electronically.
- Voter will have the option to vote an absentee ballot at the City Clerk’s Office OR
- May return to the polls and vote in precinct, will be issued a receipt from the Clerk’s Office telling you what ballot type to issue:
  - Regular Ballot
  - Challenged Ballot
Only issued within 14 days;

October 25th & After for this Election;

Voters who register after 4:00 p.m. on November 7th will need to be added to Unlisted Tab;

Will indicate Regular or Challenged Ballot is to be Issued;

Place receipt in “Return to Local Clerk” Envelope.
Casting Ballots at Tabulator

- Reminder: Instructions now located in the secrecy sleeve!
- After the voter marks their ballot, they bring the ballot in the ballot secrecy sleeve and application to vote to the election inspector stationed at the tabulator;
- The inspector compares the ballot stub with the application to vote to ensure they match;
- The inspector removes the stub and retains it until the end of the night. Do Not remove the ballot from the secrecy sleeve;
- Place the application to vote face up on the spindle;
- Remain at least 10 feet away while the voter inserts ballot into tabulator.
Tabulator Rejects a Ballot

- Note for this election the County has programmed the ballot to reject a ballot if blank on one side!
- This is to ensure that voters do not accidentally miss a side of the ballot.
- Stress when handing voter the ballot, it is a two-sided ballot.
- Voters only wishing to vote a single side will need to select “Cast ballot as-is”.

![Tabulator Rejects a Ballot](image)
Absentee Ballots in Precinct

- Reminder: voters cannot turn absentee ballots into you for processing. Voters wishing to vote using their absentee ballot must return ballot by 8 PM to our office, a satellite office, or one of our drop boxes. Maps of drop boxes are in zippered notebooks.

- Voters wishing to vote in precinct instead of by absentee ballot, must either surrender their absentee ballot or sign affidavit that they never received ballot or lost/destroyed ballot.
  - Call Clerk’s Office prior to issuing ballot!
  - Return affidavit in “Return to Local Clerk Envelope”
Closing the Polls

- At 8:00 PM you must announce that the polls are now closed;
- Anyone in line at that moment is permitted to vote;
- Helpful Hint: At 8:00 PM issue an application to vote to all eligible voters in line;
- Once the last voter has tabulated their ballot you can begin the process of closing the polls;
- Reminder to keep the doors to the polling location unlocked during the entire closing.
- Leave Public Service Signs in place. They will be collected after the election.
New for 2022!

Closing the VAT

Poll Worker Code

Closing the Touch Writer VAT - UPDATED FOR NOVEMBER 8, 2022

Push blue poll worker button on back of the touch writer. Main menu will load.

1 ) At the top of the screen select Menu.

2 ) Then enter the VAT Poll Worker Code. This code will be provided in your important document envelope.

3 ) Select “Close Polls”.

4 ) The Touch Writer will ask you to verify that you want to close the polls. Press “Yes, Close the Polls.”

5 ) Enter Close Polls Code. This code will be provided in your important document envelope.

6 ) Remove report tapes, sign and store in To Local Clerk Receiving Board Envelope.

7 ) Press red power button to power-off the Voter Assist Terminal.

8 ) Using a pair of scissors or wire cutters, cut and remove the blue pull-tight seal on the memory device lid. Using the black key unlock the lid.

9 ) Hold the black USB drive firmly and gently pull it from the device. Place the USB Drives in the small blue vinyl transfer pouch labeled “Washtenaw County”

10 ) Close the unit up by reversing the directions on page 19.

11 ) Leave the Touch Writer VAT and printer where you found them in the morning.
There are write-in candidates for Governor and other races. As a result, print a Write-In Report. To generate this report:

- From the main screen press **Print Write-In Report**.

Once this report is done generating, power off the tabulator by pressing the red power button on the back of the device.

You no longer need to record write-in candidates but **MUST** print the Write-In report!
Write-Ins Only / Statement of Votes

- Since you generate a tape of all the write-in votes, you **DO NOT** need to record write-ins anymore, the County Election Office will handle processing.
To Local Clerk Receiving Board Envelope

Place the following items in the return to Local Clerk Receiving Board Envelope:

1) Poll Book (do not detach any forms)
2) Zero tapes with 3 totals tapes attached signed by all inspectors (do not cut any of the tapes);
3) Write-In Report Tape
4) “Opening” Check-Off List;
5) Voter ID Affidavit Tally Sheet;
6) Problem Sheets;
7) Notes to Jackie, Kristen; & Steve;
8) Precinct Reconciliation Form;
9) Completed Voter Registration Applications;
10) Completed Provisional Ballot Form and Ballot Security Envelope for voter who were issued either provisional envelope or affidavit ballots stored inside a Provisional Ballot Storage Envelope;
11) Completed Election Inspector Flow Chart for a Voter Not Listed in E-Pollbook;
12) Completed Applications to Vote on spindle (s);
13) Completed “Closing” Check-Off Lists.

Pay Date is December 8th
Depositing of Ballots at the End of the Night

- All unused ballots can be placed into a vinyl ballot container;
- Place all voted ballots into a second vinyl ballot container;
- Using red paper seals, seal the following envelopes if used and place in blue vinyl ballot container containing your voted ballots:
  - Spoiled or Defective Ballot Envelope
  - Original Ballot Envelope
  - Surrendered AV Ballot Envelope
  - VAT Ballot Envelope
- The only ballots not to be sealed in the ballot bag are provisional ballots which need to be return to the City Clerk’s Office separately.
Removing Flash Drives from Tabulator and VAT

- Using a pair of wire cutters or scissors, cut and remove the red padlock seals covering the memory device lids on both the tabulator and VAT;
- Using the black key, unlock the lid covering the USB drive;
- Hold the black USB drive firmly and gently pull it from the device (Do not remove the blue wireless modem from the lid of the ballot tabulator).
- Seal these flash drives along with the flash drive from the EPB in the small blue vinyl transfer pouch labeled “Washtenaw County”
Delivering Documents

- One Democratic and One Republican election inspector (not necessarily including the Chairperson) shall deliver the following documents to City Hall:
  - Sealed To Local Clerk Receiving Board Envelope;
  - Zippered Notebook with keys to tabulator and room/building; sealed small blue vinyl pouch containing flash drives from EPB, Tabulator and VAT;
  - Sealed large blue vinyl canvas Ballot Bag(s) containing voted ballots;
  - EPB Laptop(s).
Building Keys

- 2-17 Ann Arbor Assembly of God
- 2-20 First United Methodist Church
- 3-26 University Townhouse – Will be included with EPB on Monday
- 4-32 Mary Street
- 4-35 St. Clare Church/Temple Beth Emeth
- 4-36 Cobblestone Farms
5-42 H23S14 Ballot
5-42 H23S15 Ballot
5-42 H47 Ballot
In box J: Number of UNUSED BALLOTS You must type starting number for each ballot Style. This is the next ballot number you would have issued for each ballot style.