November 8, 2022
Statewide General Training
Ann Arbor City Clerk’s Office
Steve Gerhart – Chief Deputy City Clerk
Precinct Assignments

- All 53 Precincts Open;
- Precincts will have 8-12 workers;
- Rotate worker between the various stations so everyone gets experience;
- Official appointment emails sent October 20th.
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 email to Recruiters@a2gov.org. Only needs to be submitted once!
- The Chairperson will arrive with the EPB Laptop and the Zipper Notebooks;
- 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;
- The Chairperson will start the day by administering the oath of Election Inspectors to all election workers.
Each precinct will be provided with:
- Sanitizing Solution,
- 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, ballots, and at the Application to Vote Spindle workstation;
SamplePrecinct Lay Out

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

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

**As voters move around the precinct:**
- Keep voters 6 ft apart while they move station to station
- Disinfect surfaces after each voter
- Place markings/creating arrows on the ground to direct voters

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

**Public Area**

**Tabulator**

**Voting Booth**

**Volunteer / Poll Worker**

**Challenger Area**

**Continue line outside**

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

**Ensure that all stations/processes 6 ft apart**

**Arrange space and staff to minimize people in one area.**

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

**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.
Verify Tabulator Serial & Seal Number

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

• The Serial Number is found on the lid of the tabulator;

• The Seal Number is located on the red seal that secures flash drive;

• **DO NOT** cut the seal off until the close of polls.
Set-Up Voting Booths
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.
Every voter must complete an “Application to Vote” and present a valid Photo ID or sign an affidavit that they do not have Photo ID before being issued a ballot;

Acceptable Photo ID must be current, with exception of Michigan Driver License or State ID, and include:

- Driver’s License or Personal Identification card from any State;
- Federal or State government-issued ID;
- U.S. Passport or Passport card;
- Student Identification from high school, college or university (Mcard);
- Military ID card;
- Tribal ID card.
Voters Who Have Moved

Within the jurisdiction

- Eligible to vote at old precinct – complete Election Day Change of Address
- If voter wishes to vote at new precinct – register to vote at City Hall with residency verification

To a new jurisdiction

- Less than 60 days before the election:
  - Eligible to vote at old precinct – complete Authorization to Transfer Voter Registration
  - If voter wishes to vote at new precinct – register with local clerk with residency verification
- More than 60 days before the election:
  - Vote at new precinct – register with local clerk with residency verification
**Voter Who Have Moved - Form**

<table>
<thead>
<tr>
<th><strong>Election Day Change of Address/Authorization to Transfer Voter Registration</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Michigan driver license/state personal ID #</strong></td>
</tr>
<tr>
<td>□ I do not have a Michigan driver license/state personal ID # or it is not in my possession</td>
</tr>
<tr>
<td><strong>address change</strong></td>
</tr>
<tr>
<td>□ I have moved within the same city or township, please update my record</td>
</tr>
<tr>
<td>□ I have moved to a new city or township within the last 60 days, please forward this form to the new clerk</td>
</tr>
<tr>
<td><strong>personal information</strong></td>
</tr>
<tr>
<td><em>required information</em></td>
</tr>
<tr>
<td>last name* first* middle* suffix</td>
</tr>
<tr>
<td>date of birth*</td>
</tr>
<tr>
<td>new address: house number &amp; street name* apt/for # city* zip</td>
</tr>
<tr>
<td>phone* email*</td>
</tr>
<tr>
<td><strong>authorization</strong></td>
</tr>
<tr>
<td>By signing below, I authorize the transfer of my voter registration record to the new address listed above. I understand that this address may be in a new jurisdiction and that I will receive a new voter registration card confirming the transaction.</td>
</tr>
<tr>
<td>X signature date</td>
</tr>
</tbody>
</table>

**NOTE:** Voters who moved outside of the jurisdiction more than 60 days prior to the election should be directed to their new clerk to register on Election Day.

**Election Inspector:** Place this form in the Local Clerk Envelope.

- Provided in precinct kit supplies as ½ sheet pad (Bright Pink Paper)
- Intended to be forwarded to voter’s new clerk versus cancellation
- If the EPB tells you that a voter has already been issued an absentee ballot, call the Clerk’s Office to find out if they’ve returned their ballot.
  - If the voter has not returned their absentee ballot, they can complete an Affidavit of Absent Voter and then vote at the precinct
  - A voter **cannot** vote at the precinct if the Clerk’s Office tells you that they’ve already returned their ballot
  - A voter **cannot** drop their Absentee Ballot off at the precinct
Working at the EPB

- Duties of inspector at the EPB:
  - Compare the information on the “Application to Vote” to EPB;
  - Verify resemblance of voter and name to photo ID;
    - If voter is wearing a mask it isn’t required to remove it to confirm ID;
  - Check voter status in EPB;
  - Issue voter ballot in EPB;
  - Tell Inspector at Ballots the Voter # and Ballot #, and style if split precinct.

- Duties of inspector at ballots:
  - Record Voter # and Ballot # on “Application to Vote”;
  - Verify Ballot # is the next available ballot (look at the ballot stub);
  - Issue voter ballot in secrecy sleeve;
  - Prepare a “challenged” ballot if necessary;
  - Provide voter with brief verbal instructions on marking ballot. Stressing that the ballot is double-sided.

Helpful Hint: Pre-fill the ballot secrecy sleeves with ballots in groups of 20-30, to ensure a voter isn’t accidently issued two ballots. After ballots are placed into secrecy sleeves, go back and re-count the ballots, paying close attention to ballot number on stub.
You can now directly 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.
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 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.
Use this Handout if:

- Voter is not found on Precinct List;
- Voter is not found listed in “Other”;
- All possible variations of names have been tried;
- When in doubt call the Clerk’s Office.
Casting Ballots at Tabulator

- 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 till 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

- The tabulator will reject a ballot for two reasons:
  - Over Voted Ballot – more votes than the number to vote for in the office or proposal section detected;
  - Blank Ballot – no votes detected on the ballot;
- The Clerk’s Office has provided scripts for assisting voters with errors.
Note for this election the County has also 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 voter a single side will need to select “Cast ballot as-is”.
Assisting Voters on Election Day

- **Voter Assist Terminal (VAT):**
  - Allows ballot secrecy and independent assistance in marking ballot
  - Guide voter to Voter Assist Terminal (VAT)
  - Explain Voter Assist Terminal (VAT) is a ballot marker, not a tabulator
  - Voter takes ballot to tabulator when finished

- **Precinct Worker Assistance:**
  - If voter prefers personal assistance, two inspectors with different political affiliation shall assist

Any individual brought by voter to assist:

- Are you requesting assistance to vote by reason of blindness, disability or inability to read or write? = YES
- Are you the voter’s employer or agent of that employer or an officer or agent of a union to which the voter belongs? = NO

Assistant allowed
• 100 Foot Rule (From Building Entrance)
  • Individuals cannot post, display, or distribute any election related materials.

• Election Inspectors’ Authority
  • No clothing or accessories with election information
  • Slate cards to help the voter must be concealed and not left behind, be mindful of the trash cans.

• Check the floor and voting booths frequently throughout the day for campaign materials.

• Vehicles bearing Campaign Info can be parked inside the 100’ buffer but only while the driver and passenger are voting.
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.
Poll Watchers

- Anyone may be a “poll watcher” present in the polling location to observe, except for a candidate on the ballot;
- Poll watchers are required to remain in the “Public Area” of the precinct and cannot sit behind election inspectors;
- May only view the Electronic Poll Book at the discretion of the Precinct Chairperson at times when doing so would not be disruptive to the operation of the precinct;
- Photography in the precinct is limited to:
  - Credentialed members of the press from the “Public Area”
  - Voters taking a photo of their own ballot in the voting booth.
• Must be appointed by a Political Party or Interest Group
• 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 voters 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;
Election Inspectors Responsibility to Challengers

- Provide them enough space to work, including behind the processing table;
- Allow for the examination of voting equipment, they are not allowed to touch;
- Administer the Oath to any voter that is challenge;
  - “I swear (or affirm) that I will truthfully answer all questions put to me concerning my qualifications as a voter.”
- Prepare Challenged Ballots;
- Record in the Paper Poll Book the result of each Challenge
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.
### Challengers

Challengers are permitted to:

- Observe the processing of voters and ballots from behind the EPB;
- May visually examine all equipment, forms, and records;
- May challenge a person’s qualification to vote – must have “good reason to believe”;
- May challenge the actions of election inspectors;
- May serve in more than one precinct (no more than two challengers per precinct per political party or group).

Challengers are not permitted to:

- Interfere with the Election Process;
- Handle Election Material;
- Campaign or display campaign material;
- Question the voter directly, all challenges must be directed through the chair or their designee;
- Challenge a voter once the ballot is in the voter’s hand.

### Challengers vs Poll Watchers

<table>
<thead>
<tr>
<th></th>
<th>Challengers</th>
<th>Poll Watchers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must carry credentials issued by appointing authority</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Must be registered to vote in Michigan</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Has the right to challenge a person’s eligibility to vote</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Has the right to challenge the actions of election inspectors</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>May stand or sit behind processing table</td>
<td>Yes</td>
<td>No - Must remain in public area</td>
</tr>
<tr>
<td>Has the right to look at the (e)Pollbook and other election materials.</td>
<td>Yes</td>
<td>Yes - Only as permitted by precinct board (no delays)</td>
</tr>
<tr>
<td>May handle the (e)Pollbook and other election materials</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>May use a video camera or recording device in polling place.</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>May use a cell phone, tablet, laptop, or other electronic device in polling place.</td>
<td>Yes - If not disruptive</td>
<td>Yes - If not disruptive</td>
</tr>
<tr>
<td>May wear clothing, buttons, etc. that identifies organization they represent.</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>May place tables in the polls.</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Has the right to approach and question voters and/or offer assistance.</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>May remain in the polling place until the election inspectors complete their work.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>May obtain the vote results generated in the precinct after the polls close.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
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.
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.
Depositing of Ballots at the End of the Night

- All unused ballots can be placed into a vinyl ballot container;
- Place all voted ballot into a second vinyl ballot container;
- Using red paper seals, seal the following envelope 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.
Sealing the Ballot Containers

• In the front pocket of the zippered notebook, you will find two plastic sleeves one containing a blue card for your voted ballots and two plastic pull tight seals, and one containing a white card for your unvoted ballots and two pull tight seals. You only need one set of seals the second is in case of emergency;

• Complete both cards with:
  • The Seal Number that will be used to seal the bag;
  • A signature from a Republican and Democrat who sealed the bag.

• The Blue Card will need to indicate the number of voted ballots sealed inside.

• Place the cards back into their pouches and seal using one blue pull tight seal per bag.

Use this opening!

No DUCT TAPE!

Not these holes!

Not this hole!

Not these holes!
Removing Flash Drives from Tabulator and VAT

- Using a pair of wire cutters or scissors, cut and remove the blue pull-tight 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”
• In the paper poll book complete the “Certificate of Election Inspectors” form in ink;
• Insert the number of voters according to tabulator on the top line;
• Insert the number of voters according to the EPB List of Voters on the third line;
• Any difference between these two lines should be envelope ballots or ballots which were rejected and not reissued to the voter;
• Check off the pink shaded boxes as you complete each task;
• Record the seal numbers from the ballot bags and the memory card transfer container;
• All inspectors present sign the certificate;
• Note the Republican and Democratic inspectors who seal ballot bag will sign this page in two locations!
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 & 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 8.
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;
    • Sealed ballot container contained unvoted ballot will be locked in the black ballot box.
  • EPB Laptop(s).