February 27, 2024
Presidential Primary
AVCB Training

Ann Arbor City Clerk’s Office
Jackie Beaudry – City Clerk
Steve Gerhart – Chief Deputy City Clerk
Inspectors arrive at their assigned Absent Voter Count Board (AVCB) at 10:00 a.m. at the Ann Arbor Election Headquarters, 3021 Miller Rd.

Please do not arrive earlier than 9:45 a.m.

Lunch and dinner will be provided, please bring your own water bottle.

We will have 5 teams for this Election.

Jeff Micale will be Supervising the AVCB teams.

Nicole Gerhart will be on hand as a liaison with the Clerk’s Office.

Three high-speed tabulators will be used to process ballots.
AVCB Assignment

AVCB 1  Ward 1
AVCB 2  Ward 2
AVCB 3  Ward 3
AVCB 4  Ward 4
AVCB 5  Ward 5
Challengers and Poll watchers may observe AVCB on Election Day

- Affidavit (and oath) must be completed by all persons that are present at the AVCB once “processing” begins.
- Poll watchers must remain in “public viewing area” at all times while Challengers may observe the AV process up close but cannot touch any election materials.
- Only one challenger per 8 inspectors per political party or interest group. (Maximum of 7 challengers per political party or interest group.)
- Challengers will take oath affirming they will not communicate in any way information pertaining to any ballots or the tabulation of ballots.

- Cell phones are now allowed at AVCB
  - Please be mindful to step out of the processing area if you must take a phone call.
  - No discussing politics or results.
- Prohibition remains for poll workers and challengers prohibiting photography, audio, or video recording.
Preparation of AVCB Precinct

- The AVCB room will be arranged for each team prior to the arrival of the inspectors – e.g., high-speed scanners, poll books, and supplies will be at designated stations. All teams will share the high-speed ballot tabulators. **One** Poll Book will be issued to each AVCB. It will be used to record the information for **all** of the precincts within the AVCB.

- Each AVCB Poll Book will contain:
  - 1 Clerk’s Preparation Certificate (in AVCB 1 Book only, to be completed by High-Speed Teams)
  - 1 Election Inspectors’ Preparation Certificate
  - 1 Challenged Voters page
  - 1 Certificate of Election Inspectors form
  - **Multiple** tabbed sections (one for each precinct) containing 3 forms
    - Remarks page
    - Write-Ins Only/Statement of Votes
    - Ballot Summary

- The following items will also be delivered to each of your work areas:
  - AV ballot returned envelopes for each precinct
  - AV List *(printed on 3-hole paper)* showing the names of all voters in your precincts who applied for AV ballots. Keep in mind that not all applicants return their ballots, so you may not have a ballot for every name on the AV Lists
  - AV ballot applications for all returned envelopes for each precinct will be available if needed for review.

- **PLEASE NOTE:** ADDITIONAL BALLOTS WILL BE DELIVERED FROM THE CLERK’S OFFICE MULTIPLE TIMES DURING THE DAY.
Oath of Election Inspectors

- The first order of business is for all AVCB inspectors to take and sign the "Oaths of Election Inspectors" in the Absent Voter Poll Book.
Each AVCB team will process ballots for multiple precincts.

Work on only one precinct’s ballots at a time. IMPORTANT: Make sure you have no ballots, envelopes, or applications from any other precinct except the one you are working on at your workstation. NEVER have more than one precinct’s material at your AVCB’s work area.

Place precinct’s ballot trays (with ballots in returned envelopes) at station #1. Again, make absolutely sure no envelopes, ballots, etc. are left out from another precinct. Work on only one precinct at a time.

Make a physical count of the precinct’s AV ballot return envelopes. Verify it matches the total number of AV ballots returned that is printed on your AV List (look on the specific precinct’s TOTALS line for “Ballots Returned.”) Please note that the GRAND TOTALS line is for the entire AVCB (there are multiple precincts in an AVCB.)
Anatomy of an AV Ballot

**AV BALLOT RETURN ENVELOPE**

- **CLERK’S RECORD AREA**
  - **VOTER’S SIGNATURE**
  - **7/23/14**
  - **VOTER’S ASSISTANT**

If an Affidavit is completed & attached to the Envelope, you MUST process this ballot as a "Challenged" ballot.

**WARD/PRECINCT**

**BALLOT #**

**08/05/2014 5 42 AVCB 3 00000008**

THOMAS JEFFERSON
548 S. STATE ST.
ANN ARBOR, MI 48104
Inspectors at Station #1

- Check to ensure the ballot is completely filled out:
  - Signed by voter
  - Initialed and dated received by Clerk’s Office

- Check return envelopes to determine if voters received assistance in voting the ballot:
  - If envelope indicates that assistance was received, in the remarks page for that precinct notate the name of the voter and the name of the individual who provided assistance.

- Once you have verified the envelopes are in good order, proceed to using the paper jogger for 30 seconds per batch, to reduce risk of cutting ballots. Next, run envelopes through the high-speed letter opener.

- Return opened envelopes to processing station and remove the ballot in its secrecy sleeve from the outer envelope.
• Once you remove the secrecy sleeve from the outer envelope, verify the ballot number on the stub against the label on the envelope.
  • Do not unfold the ballot unless the voter has folded it so the numbered stub is not visible.
  • Make every effort to maintain the secrecy of the vote.

• Tear off stub and retain it in a secure location, grouped only with other stubs of the same precinct. *(You keep stubs as a precautionary check on the number of ballots processed.)*

• Immediately place ballot, _still in its secrecy envelope_, in a green plastic storage tub. As the ballots accumulate, they will be ready to be processed by election worker(s) at station #2.

• Place empty returned ballot envelopes in clear plastic tubs. Group the returned empty envelopes with that of the same precinct in groups of 50. Rubber bands and precinct dividers will be provided in your supplies.

• To assist with the balancing of precincts, we will be providing removable labels to match your bundles of 50 envelopes to the corresponding 50 ballots, for each precinct.
Election Workers at Station #2

- Take each anonymous (stubs have already been removed) ballot out of its secrecy envelope, unfold it, and lay it flat. FLATTEN BALLOTS (PERFORMING ANY NECESSARY BACK FOLDING) TO ENSURE EASE OF SCANNING and check for ballots that might be unreadable by scanner (e.g., voted with crayon, highlighter, or barcodes damaged.)

- Once a stack of 50 ballots has accumulated, place a removeable label indicating the batch on the top ballot and rubber band the stack and place in black mail bin. Completed stacks will be taken to election workers at station #3 (high speed tabulator.)
Overview of Process

Red arrow represents flow of ballot being processed.

Green arrow represents an additional flow of ballot, if needed.

STATION #1

Separate Station with Its Own Assigned Workers.

STATION #2

STATION #3

Overview of Process
Ballots Delivered During the Day

- During the day, more ballots will be delivered to you from the City Clerk’s Office. Another AV List will accompany the new ballots. Before processing these ballots, read the envelope label(s) and new AV List. Are they for your precinct? If they are, immediately place new AV List with the original AV List (in the 3-ring binder.)

- Keep track of how many ballots were sent to you during the day for each precinct using the AVCB Ballot Delivery Tally Sheet.
Potential Problems and Solutions During Processing

- **Unsigned ballot envelope:**
  - **REJECT** Do not open envelope. Return AV ballot IMMEDIATELY to the City Clerk’s Office. Make a note on AV List, “Unsigned ballot envelope.”

- **Wrong ballot number:**
  - **ACCEPT** if it seems apparent that there was an inadvertent switch between members of the same household.
  - **ACCEPT** if it is not a member of the same household; however, process as a “challenged” ballot. On AV List, to the right of the voter’s name, write “Challenged, wrong number #______” (write the number of the ballot returned by the voter in the blank.) Use the ballot number issued to the voter (see AV List) when writing the concealed ballot number (with tape covering it) on back of the ballot, not the number on the stub of the returned ballot.
Potential Problems and Solutions During Processing, Continued

- **Correct ballot stub torn off, but still in envelope with ballot:**
  - ACCEPT

- **Ballot stub torn off and NOT in the envelope:**
  - ACCEPT On AV List, to the right of the voter’s name, write, “Challenged, stub missing.” Process the ballot as a “challenged” ballot. Use the ballot number issued to the voter (see AV List) when writing the concealed ballot number (with tape covering it) on back of the ballot.

- **Envelope empty, no ballot returned:**
  - Write “Envelope empty” on AV List to the right of the voter’s name and on the AV Ballot Return Envelope. In the “Remarks” page of the appropriate tabbed section of the Poll Book, write down the name of the voter and that NO ballot was included in the returned AV Ballot Envelope.
Inspectors at Station #3

- Scan ballots in multiples of 50 and verify that the batch contains only ballots from one precinct before accepting the batch.
- When scanning, it is important to ensure that ballots are as flat as possible when you put them through the scanner, to minimize the risk of jams.
- Ballots that have been successfully scanned are bundled with the batch report and placed in the blue mail trays for ballot runners to place in ballot bags.
- Batches that need to be returned to AVCB for any reason can be bundled and placed in the green mail tray for return to AVCB.
Duplicating Ballots

• For each precinct:
  • Be sure all original ballots are labeled ORIG at the top. (If flawed because it was the wrong ballot for the voter, write ORIG – WRONG BALLOT at the top and note the correct precinct it is being duplicated on to.)
  • Number the original ballots consecutively next to ORIG at the top of the ballot (e.g., ORIG#1, ORIG#2, ORIG#3, etc.)
  • Count out the same number of new ballots from the correct precinct's supply of ballots as the number of original ballots that will be duplicated. Be careful to use ballots from the correct precinct!
  • Number the new ballots consecutively below the stub: DUP#1, DUP#2, DUP#3, etc. REMOVE AND DISCARD THE STUBS! You now have prepared blank ballots for duplication.
  • Keep in mind with the high-speed scanners, you will have fewer ballots to duplicate because many issues (stray marks, wrong marking device, etc.) can be adjudicated by the high-speed teams.
Duplicating Ballots, Continued

- Assemble a team of two workers (*with different political party preferences,* one to read and the other to mark the new ballot. Using the proper marking tool, make a duplicate of each original ballot by marking the duplicate ballot. **ONCE THE NEW BALLOT IS MARKED,** EXCHANGE THE BALLOTS AND RE-READ TO CHECK FOR ACCURACY. Use the following procedures where appropriate:

  - If the ballot itself was in some way flawed, mark the new ballot exactly as the voter marked their original ballot, *including true “crossover” votes or “overvotes.”* Take into account any invalid (where the voter changed their mind) crossover votes or overvotes and do not duplicate them. The new ballot can now be processed by the high-speed tabulator.

  - If the voter was issued the wrong ballot for the precinct, the duplicate ballot may have different candidates. Be alert to these differences when you make the duplicate ballot. **DO NOT MARK A VOTE FOR ANY CANDIDATE NOT ON THE ORIGINAL BALLOT.**
• Make sure the AVCB Supervisor has given you permission to close.
• Ensure there are no ballots left to process.
• High-Speed Teams verify the BALLOT COUNTER FOR THE THREE HIGH-SPEED TABULATORS = BALLOTS RECEIVED BY AVCB (all precincts)
  • If YES, proceed to close the AVCB.
  • If NO:
    • IMMEDIATELY contact the AVCB Supervisor, who will probably ask you to:
      • Verify if a returned AV Ballot Envelope did NOT contain a ballot.
      • Make a physical count of tabulated ballots. (*It is possible that an election inspector left a ballot inside a secrecy envelope.*)
      • Compare the number of returned AV Ballot Envelopes to your final AV List. It is possible that your precinct failed to verify that the number of envelopes delivered to your AVCB was the same as the reported number on the AV List.
Complete the Ballot Summary Report for Each Precinct

- Complete **Line A** with the number of absentee envelopes delivered at the opening of the AVCB.
- Complete **Line B** with the total number of additional ballots delivered during the course of the day.
- Add **Lines A and B** to get **Line C**.
Complete the Ballot Summary Report for Each Precinct, Continued

- Complete **Line D** with the number of ballots tabulated for each precinct; use the Ballot Cast Report provided by the high-speed scanner to get this number.

- **Line E** is the number of ballots delivered without a ballot.

- **Line F** is the number of ballots without a signature or are otherwise invalid.

- Add **Lines D, E, and F** to get **Line G**.

- If Line C does not match Line G, put an explanation in Remarks Section of Poll Book explaining why.
Disposition of Ballots

- Place any unused blank ballots (for duplication) back in the blue supply cart.
- Gather together all tabulated ballots from one precinct and rubber band together. Place all of your tabulated ballots neatly in a canvas ballot container.
- Seal each precinct’s original ballots that you duplicated. They should be in the “ORIGINAL BALLOTS (THAT HAVE BEEN DUPLICATED)” envelope for that respective precinct.
- Place the “ORIGINAL BALLOTS (THAT HAVE BEEN DUPLICATED)” envelopes in a canvas ballot container with voted ballots.
Disposition of Ballots, Continued

- Remove the removable batch labels from the bundles of empty ballot envelopes. Envelopes should remain banded together.
- Place the bundles of empty ballot envelopes in the canvas ballot container corresponding with ballots of the same precinct.
- Zip the canvas ballot container closed.
Sealing Ballot Containers

- Each bag will be sealed with a blue plastic flexible/pull-tight seal and a *Ballot Container Certificate* in a plastic sleeve. Use one blue pull tight seal for each bag.

- Remove the *Ballot Container Certificate* from its plastic sleeve.

- Completely fill out the certificate using the appropriate seal number.

- Record precinct numbers that are contained within each bag. Avoid splitting precincts amongst multiple bags if possible.

- Certificate must be signed by sealer and verifier (must be a Democrat and a Republican.)
Complete the Certificate of Election Inspectors
• Place proper forms in Receiving Board Envelope
  • AV List – make sure to insert it inside the precinct Poll Book. (Grand total of all AV ballots tabulated should be indicated on the last page of the AV List.)
  • Absent Voter Counting Board Affidavit
  • Notes to Jackie, Kristen, & Steve
  • Completed Timesheets
• One Republican and One Democrat will take the ballot bag and the Receiving Board Envelope to the Receiving Board located in the next hallway.
Assignment

- High Speed Team 1
  - Sherry Graham and Alison Ulicny

- High Speed Team 2
  - Shelia Graziano and Kathleen Nickodemus

- High Speed Team 3
  - Matthew Stapleton and Kent Griffith

- High Speed Team 4
  - Shelly Webber and Julie Zhou

- High Speed Team 5
  - Abigail Loe and Jacob Roberson
EV Closers – 8:00 p.m.

- EV Team 1
  - Kirsten Jensen and Virigina Gooding
- EV Team 2
  - Darcy Saffar and John Kerrigan
- EV Team 3
  - Colleen Ryan-Peters and Cindy Schultz
- EV Team 4
  - Virginia Reese and Robert O’Brien
- EV Team 5
  - Angelin Gentles and Janet Riggs
- EV Team 6
  - Abigail Loe and Paul Darling

- EV Supervisor: Nikki Gerhart
High Speed Scanner
Teams
Server and Client Configurations
overview: scanning ballots

In the **Scan** tab, you can:

- Scan batches/ballots.
- Manage scanned batches.
- Search scanned ballots.
- Make scanning settings.

saving your work

Verity prompts you to save or discard batches once scanning is complete. If you choose to discard a batch, it cannot be retrieved and the ballots must be rescanned.
scanning ballots

In the **Scan** menu, select a voting type for the batch, and then click **Scan** to begin scanning ballots.

- You’ll be prompted to print a Zero report before you begin scanning.
- Zero report is an initial copy of the Configuration Report.
- Enter notes in the Batch Notes field, for each batch enter the precinct and the batch number.
scanning ballots

After the batch is finished scanning:

- Click **View report** to view and print the batch report.

- Review the report to ensure that all ballots in batch are from same precinct, if not discard batch.

- **View rejected images** (if any)

- Click **Save batch** or **Discard batch**.
Scanning ballots

Once you have reviewed the report to ensure all the ballots are from only one precinct. Print the Scanned Batch Report, this report will be rubber banded around the ballots.
overview: reviewing ballots

In the **Review** tab, you can:

- Filter and review ballot images.
- Accept or resolve ballots, pages, and contests for voter intent.
- Define write-in candidates.

**Accepted vs. Resolved**

- A ballot, page, or contest is “Accepted” when the voter intent determination of the Verity Central software is confirmed; A ballot, page, or contest is “Resolved” when a Central user manually resolves a voter intent issue (by interpreting a mismark, for instance.)

**saving your work**

Verity Central automatically saves ballot, page, and contest resolutions.
reviewing images

Activity under the **Review Images** menu follows a general workflow:

1) Select a batch for review.

2) Accept ballot(s) or select a ballot for review.

3) Accept or Resolve ballot pages and contests following the State of Michigan Ballot Marking Validity guidelines.
reviewing pages and contests

Selecting **Review Ballot** opens the ballot review window.

- Contests requiring adjudication are color coded (click **View Legend**).
reviewing pages and contests

At the page-level view, click **Actions** to:

- **Accept** or **Revert** current page.

Click **Accept** to accept the page as-is, and **Previous Unresolved** or **Next Unresolved** to view the previous or next page with unresolved contests.
reviewing pages and contests

Click a contest to review and resolve it in contest-level view:

• Click the page thumbnail or maximize button to return to page-level view.
reviewing pages and contests

Click **Actions** to:

- **Accept** or **Revert** current contest.
reviewing pages and contests

Click **Accept** to accept the contest or Click a selection box to mark/unmark a selection (resolve for voter intent). Contest resolution status appears in the upper right. Click **Next Unresolved** to go to the next unresolved contest.
writing ballots

The **Write Ballots** menu allows you to write batches of ballots to a vDrive for tabulation in Verity Count.

1) Insert an unused vDrive for the current election.

2) Select the batch(es) to write.

3) Click **Write**.

4) Click **OK**.

**NOTE:** Only click **Close vDrive** if you no longer wish to write ballots to the vDrive. Once the vDrive is closed, no additional batches can be written.