February 27, 2024
Presidential Primary Training
Ann Arbor City Clerk’s Office
Steve Gerhart – Chief Deputy City Clerk
Precinct Assignments

• All 47 Precincts Open*
• Precincts will have 5-8 workers
• University of Michigan is on break
• Rotate workers between the various stations so everyone gets experience
• Preparation for November
• Official appointment emails sent February 7th
Changes to City Precincts

• Precincts that have permanently relocated:
  • 2-20 to King School from First United Methodist
  • 3-24 to Ann Arbor Senior Center from Tappan Middle School
  • 4-32 to UM Coliseum from Mary Street Polling Place
  • 4-33 to Ann Arbor Senior Center from UM Coliseum

• Precincts that have been permanently consolidated:
  • 1-1 and 1-12 Michigan Union
  • 1-2 and 1-3 Community High School
  • 1-9 and 1-11 Logan Elementary School
  • 2-14 and 2-15 Angell Elementary School (now vote at Palmer Commons)
  • 4-39 and 4-40 Lawton School
  • 5-52 and 5-53 Forsythe Middle School
State Law requires the Secretary of State to issue a list of individuals “generally advocated by the national news media as potential presidential candidates” for the Republican and Democratic parties for the Presidential Primary Election.

Democratic Party
- Joe Biden
- Dean Phillips
- Marianne Williamson

Republican Party
- Ryan Binkley
- Chris Christie
- Ron DeSantis
- Nikki Haley
- Asa Hutchinson
- Vivek Ramaswamy
- Donald J. Trump

Voters may also choose “uncommitted” as an option.

You cannot instruct or assist voters by suggesting to them to vote for “Uncommitted.”
  - This is illegal for election inspectors to do.
  - However, you can explain what “uncommitted” means:
    "A vote for 'uncommitted' is a vote to send delegates to the National Convention who are not committed or pledged to any candidate. Those delegates can vote for any candidate they choose at the Convention."
A Closer Look at the Ballots

### Democratic Party Ballot

**President of the United States**
- Joe Biden
- Donald Trump

**Michigan Governor**
- Gretchen Whitmer
- Bill Schuette

### Republican Party Ballot

**President of the United States**
- Joe Biden
- Donald Trump

**Michigan Governor**
- Gretchen Whitmer
- Bill Schuette

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**PLEASE NOTE:** The order of candidate names rotate by precinct.
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.
- The Chairperson will arrive with the EPB Laptop and the Zippered Notebook.
- 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.
Sample Precinct Setup

Your room may differ in size, entrance/exit locations, electrical outlet locations, etc.

Set up your precinct’s room so that there will be a logical flow of traffic that will promote an efficient and orderly processing of voters.
Verify Tabulator Serial & Seal Number

- Compare the serial number 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 the flash drive.
- **DO NOT** cut off the seal until the close of polls.
Verify the Serial Number and Seal Number of the Verity Touch Writer Voter Assist Terminal (VAT)

- Compare the serial number and seal number of the VAT against the numbers recorded on the poll book cover.
  - The Serial Number is found on the lid of the VAT.
  - The Seal Number is located on the red seal that secures flash drive.
- **DO NOT** cut off the seal until the close of polls.
- If your serial number or seal numbers do not match on either the Tabulator or VAT, contact the Clerk’s Office immediately.
Black Ballot Box

- Verify that both the main ballot box and the auxiliary bin are empty first thing in the morning.
- The auxiliary bin is the grey nylon pouch that is accessible from the rear of the ballot container.

Auxiliary bin
Set-Up Voting Booths

1. Assembly of the booth base.
2. Installation of the frame.
3. Attaching the seat and backrest.
4. Attachment of the voting screen.
5. Final setup of the voting booth.
The Presidential Primary is conducted as a “closed” primary. This means that each voter must indicate on the Application to Vote if they wish to receive the Democratic Party ballot or the Republican Party ballot.

A ballot cannot be issued if a voter does not select a ballot style.
Voter MUST choose between **Democratic** or **Republican** Ballot Type.

Every voter is allowed one ballot! The voter MUST declare which ballot they want.
What should inspectors do if a voter refuses to select a ballot type?

- A voter who refuses to complete the ballot type selection **CANNOT** receive a ballot.

- Refer any questions from voters (not willing to complete the ballot type selection) to the City Clerk. This would be the same for any voter who refused to complete and sign an Application to Vote or had questions about the law or procedures.

- City Clerk’s Office is located on 2nd floor of Larcom City Hall (301 E. Huron Street) and the telephone number is (734) 794-6140.
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* and include:
- Michigan Driver's License of Personal ID* (*can be expired)
- Driver’s License or Personal Identification card from any State
- Federal or State government-issued ID
- U.S. Passport or Passport card
- Photo Identification from high school, college or university
- Military ID card
- Tribal ID card
ID Cards issued by county or local governments can be used as voter photo identification. This includes Concealed Pistol Licenses.

Faculty and staff can now use their M-Card as an acceptable form of photo identification.
AFFIDAVIT OF VOTER NOT IN POSSESSION
OF PICTURE IDENTIFICATION

I, ________________________________, hereby affirm that I am
(Print Name)
not in possession of a driver’s license, a state-issued personal identification card or any
other acceptable form of picture identification and wish to vote.

By signing this affidavit, I swear/affirm that the statements made above are true.

SIGNATURE OF VOTER:  X

Penalty: Making a false statement in this affidavit is perjury, punishable by a fine up to
$1,000.00 or imprisonment for up to 5 years, or both.

To be completed by Election Inspector

Sworn and subscribed to before me this ________ day of ________________, ______
I certify that the elector named above has completed the above affidavit in my presence.

X __________________________
Signature of Election Inspector
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
Voters Who Have Moved - Form

Election Day Change of Address/Authorization to Transfer Voter Registration

- Provided in precinct kit supplies as ½ sheet pad
- Intended to be forwarded to voter’s new clerk versus cancellation

**Election Inspector:** Place this form in the Local Clerk Envelope.
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.
- Check voter status in EPB.
- Issue voter ballot in EPB.
- Tell Inspector at Ballots the Voter # and Ballot #.
- Note: The Democratic and Republican ballots are numbered differently. There is no reason to verbally state what ballot style. (e.g. Republican ballots start at #10,001.)

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.)
- Republican Ballots have green numbering and Democratic Ballots have purple numbering.
- Issue voter ballot in secrecy sleeve.
- Prepare a “challenged” ballot if necessary.
- Provide voter with brief verbal instructions on marking ballot.

Helpful Hint: Pre-fill the ballot secrecy sleeves with ballots of both styles in groups of 10-15 to ensure a voter isn’t accidently issued two ballots. Make sure to keep both styles separate. After ballots are placed into secrecy sleeves, go back and re-count the ballots, paying close attention to the ballot numbers on stubs.
Two Ballot Types

- Make sure you have the correct ballots:
  - Verify the ballot ranges are correct for each ballot type (Democratic; Republican).
  - Verify that your precinct is printed on the top of each ballot type.
  - The two card stock dividers will be in zipper notebooks.

Verify ballots are for your precinct and ballot ranges are correct!
Arrange the Ballot Station

- Use right/left arrangement and red/blue cards as memory tools to arrange the ballots:
  - Republican Party ballots (use the red card on the right side to distinguish them from the other ballots, ballot numbers will be Green).
  - Democratic Party ballots (use the blue card on the left to identify these ballots, ballot numbers will be Purple).

Arrange the ballots so that you ensure you give the correct ballot to the voter!
The Ballot Inspector places the *Application to Vote* in the clear plastic sleeve on the front of the ballot secrecy sleeve. Inspector provides brief general instructions on how to mark a ballot. Inspectors **cannot** provide names of candidates including who is still running. Finally, direct the voter to the next available voting booth.
What if a voter wants to switch ballot types?

1) Never look at a voted ballot.
2) Ask voter to put their ballot in the secrecy sleeve.
3) Expose only enough of the ballot to write “SPOILED” on the top of ballot.
4) Remove ballot stub if it has not been removed yet.
5) Have voter place the spoiled ballot in the SPOILED BALLOT envelope.
6) Have voter cross off original ballot type selection on Application to Vote and have them indicate new ballot type choice. Also, ask the voter to initial the Application near the new ballot type selection.
7) Spoil the ballot in the EPB.
8) In the EPB, choose the new ballot type and enter the new ballot number into the appropriate box.
9) Record new ballot number (of different ballot type) on the Application to Vote.
10) Give voter the new ballot in the secrecy sleeve and place the Application to Vote in the front pouch.
What if a voter wants to switch ballot types?

Ballot station inspector amends Application to Vote.

Make sure voter crosses off original ballot type selection and indicates new choice. Have voter initialize the change.
Returning and Tabulating Absentee Ballots at the Precinct – New!

- Voters may now bring their AV ballot to their polling location on Election Day to vote and tabulate it.
- The voter will complete a precinct application to vote.
- The ballot number will be verified with the AV information already recorded in the EPB.
  - If the ballot number does not match, the ballot is missing a stub, or if the stub is detached, the voter must surrender the ballot and issued a new ballot. Contact the Clerk’s Office for guidance.
  - If everything matches and the voter chooses to cast the absentee ballot, a call to the Clerk’s Office is not necessary!
- Direct the voter to discretely unfold their absentee ballot and place it in a precinct secrecy sleeve.
- Voter can be directed to a voting booth to mark their ballot (if needed,) then the ballot is tabulated as normal.
AV Ballots Returned to Precinct – EPB Process

- Verify the absentee ballot number and record on the application to vote.
- Lock the voter’s record.
- Select “Voter Remarks” and type “AV to ED” indicating Absent Voter to Election Day. This will document the conversion on the Remarks page for later reference.
- Ballot will be issued as a “Regular Ballot.”
The “Ballot Number” should be issued as: “V” followed by the AV ballot number.

- Example: AV ballot 10001 should be marked as Ballot V10001.

- Select the political party ballot indicated on their “Application to Vote.”
- Select “OK.”
Ballot “Selfie” Law

• Voters are now permitted to take a photo of their voted ballot in the voting booth.
• The voter **cannot** appear in the photo along with their ballot.
• The photo cannot be shared until outside the 100-foot “no campaigning” buffer.
• This does not affect other prohibitions on photography in voting location.
• We have “selfie” stations available in each precinct. Set up the selfie station in the hallway leading to the precinct room away from the voting area. These stations allow voters to take a selfie photo before or after voting without their ballots.
Election Inspector Use – Link will be emailed the night prior to election:

https://www2.a2gov.org/electionlinecount
Election Inspector Use:

Voter Use:

Line Tracker Website
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
Voter Registration Receipt

- Only issued within 14 days.
- February 13th & after for this Election.
- Voters who register after 4:00 PM on February 26th 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.

Clerk’s Office Voter Registration Receipt

[clerk address] Registration approved by:

**[election date] Election**

The following voter was registered to vote on [election date] and should be issued a [regular/challenged] ballot: [voter name and address]

**Note to election inspector:**

The voter listed on this receipt is registered to vote with the local clerk today in [election date] and must be added to Unlisted Tab.

- Place receipt in “Return to Local Clerk” envelope.
- Verify that a UM ballot is assigned and a registered and qualified voter in registration, and verify that the voter is registered to vote on this election.
- Place receipt in “Return to Local Clerk” envelope.
- Place receipt in “Return to Local Clerk” envelope.
Prop 3 – Flow Chart

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.
• After the voter marks their ballot, they bring their ballot in the ballot secrecy sleeve and the 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.
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 are detected.
- Blank Ballot – no votes are detected on the ballot.

The Clerk’s Office has provided scripts for assisting voters with errors.
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
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.
• Do not begin breaking down items in the precinct until the last voter has tabulated their ballot.
• Reminder to keep the doors to the polling location unlocked during the entire closing.
After all the ballots have been processed, including any from the auxiliary compartment, confirm the tabulator shows the correct number of ballots processed.

To determine the total, take the number of “in-person” voters from the EPB and subtract the number of provisional envelope ballots. This number should match the number displayed on the tabulator.

Make a note of this number as you will need it when completing the Ballot Summary Report.

If the numbers do not match, call the City Clerk’s Office immediately.
The first step in closing the polls in the Electronic Poll Book is to complete one last backup.

Once the backup is complete, you can move on to saving the three reports and one file that will be needed at the Receiving Board.

The four items are:
- Ballot Summary Report
- List of Voters
- Remarks
- Voter History
To complete the Ballot Summary Report:
  1. Click “Reports.”
  2. Click “Ballot Summary.”

3. Line A – The number of ballots delivered at the open of polls; this number will be set for you. There will be two ranges - one Democratic and one Republican. (Ann Arbor does not have an “L” ballot style.)

You will also manually add a row for the AV ballots voted:
  - **Ballot Style** = “V”
  - **Party** = “AVED” (short for “Convert Absent Voting to Election Day”)
  - “Starting No.” = “V00001”
  - “Ending No.” = “V” followed by the number of AV-ED ballots tabulated by voters.
  - In the example, only 3 AV ballots were tabulated by voters, so the “Starting No.” is “V0000001” and the “Ending No.” is “V0000003.”
  - Use the “Remarks” Report to count the AV to ED notations.
Ballot Summary Report – Continued

- Line B – This number will be 0 as absentee ballots are not processed in the precinct.
- Line C – The total number of ballots accounted for in the precinct. This number will automatically calculate.
- Line D – The number of ballots tabulated. Take this number directly from the tabulator.
- Line E – This window will automatically show 0 as AV ballots are not processed in the precinct.
- Line F – The total number of ballot re-issued to voters who spoiled their ballot. This number is automatically calculated.
- Line G – The total number of ballots rejected at precinct. This number will be automatically calculated.
7. Line H – The number of ballots used for duplication. This line is typically 0.

8. Line I – The number of provisional envelope ballots issued. This number is automatically calculated.

8. Line J – Unused Ballots. Fill in the next ballot number a voter would have received for both ballot styles (Republican and Democratic) along with the ending number (i.e. the remaining numbers of used ballots – ex. 17 – 200.

Line K – Will automatically calculate the number of ballots used during the day. Click in any white box to generate this number.

Line L – Must be 0.
• Click “Preview” at the bottom of the ballot summary screen. You likely will have to scroll down to see the button.

• The ballot summary report will pop-up. Review ensuring that Line L is 0.

• Click the disk icon in the upper left-hand corner of the screen.

• Click PDF from the drop-down menu.

• The computer will default to saving on the flash drive. Confirm that the pathway is correct:
  • This PC ► USB Drive (D:). The letter (D:) may not match your screen. It can be D, E, F, G, etc. That’s okay! Then click “Save.”
• Click “Reports.”
• Click “List of Voters.”
• Click the disk icon in the upper left-hand corner of the screen.
• Click PDF from the drop-down menu.
• The computer will default to saving on the flash drive. Confirm that the pathway is correct:
  • This PC►USB Drive (D:). The letter (D:) may not match your screen. It can be D, E, F, G, etc. That’s okay! Then click “Save.”
• Once the file saves, a pop-up window will appear notifying you the file has been exported. Click OK, then close out of the preview screen.
• Click “Reports.”
• Click “Remarks.”
• Click the disk icon in the upper left-hand corner of the screen.
• Click PDF from the drop-down menu.
• The computer will default to saving on the flash drive. Confirm that the pathway is correct:
  • This PC→USB Drive (D:). The letter (D:) may not match your screen. It can be D, E, F, G, etc. That’s okay! Then click “Save.”
• Once the file saves, a pop-up window will appear notifying you the file has been exported. Click OK, then close out of the preview screen.
• Important: if there are no remarks, the report will not save.
Save Voter History File

- Click “File.”
- Click “Save History.”
- The computer will default to saving on the flash drive. Confirm that the pathway is correct:
  - This PC ► USB Drive (D:).
    - The letter (D:) may not match your screen. It can be D, E, F, G, etc. That’s okay! Then click “Save.”
- Once the file saves, a pop-up window will appear notifying you the file has been exported. Click OK.
Ensure all the Files are on Flash Drive

- To verify files have been saved on the encrypted flash drive in the Privacy Zone:
  - Click on the Windows Home Button.
  - Click “Documents.”
  - Double click the USB Drive.
  - Verify there are 5 files listed:
    - rptBallotSummary.pdf
    - EPB.accdb
    - epb_history.csv
    - rptVoterList.pdf
    - rptRemarks.pdf
Unspool the thermal tape that was safely tucked away in the morning. Make sure that you have the tape pulled out past the last line you signed on in the morning to prevent the signature lines from being printed over.

Push the blue poll worker button on the back of the tabulator to access the main menu.

From the menu select Close Polls. The tabulator will ask you to confirm that you wish to close the polls. Press “Yes, Close the Polls.”

Enter Close Polls Password. This password is located in your important document envelope.

Wait while the tabulator prints the tapes and sends the results to County via modem.

All Election Inspectors present must sign all of the tapes.

DO NOT separate the tapes. The Receiving Board will handle this when you return to Election HQ.
Closing the Tabulator Continued

- 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.
Write-In Only / Statement of Votes

- Because 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 the final tally.
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 returned to the Receiving Board separately.
In the front pocket of the zipper notebook, you will find two plastic sleeves, one containing a blue card for your voted ballots and two blue plastic pull-tight seals, and one containing a white card for your unvoted ballots and two blue plastic pull-tight seals. You only need one set of seals; the second set 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 a Democrat who sealed the bag.

Write on the blue card the number of voted ballots sealed inside the ballot container.

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

- No DUCT TAPE!
Removing Flash Drives from Tabulator and VAT

- Using a pair of wire cutters or scissors, cut and remove the red 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.”
Certificate of Election Inspectors

- In the paper poll book complete the “Certificate of Election Inspectors” form in ink.
- On the first line, record the number of voters according to tabulator.
- On the third line, record the number of voters according to the EPB List of Voters.
- Any difference between these two lines should be envelope ballots or ballots that 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.
- The Republican and Democratic inspectors who seal the ballot bags will sign this page in two places!
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) "Opening" Check-Off List
4) Problem Sheets
5) Notes to Jackie, Kristen, & Steve
6) Precinct Reconciliation Form
7) Completed Voter Registration Applications
8) Completed Provisional Ballot Form and Ballot Security Envelope for voters who were issued either provisional envelope or affidavit ballots stored inside a Provisional Ballot Storage Envelope
9) Completed Election Inspector Flow Chart for a Voter Not Listed in E-Pollbook
10) Completed Applications to Vote on spindle(s)
11) Completed Time Sheets
12) Completed “Closing” Check-Off Lists
Delivering Documents

- One Democratic and one Republican Election Inspector (not necessarily including the Chairperson) shall deliver the following documents to Election HQ (3021 Miller Rd):
  - Sealed “Return 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)