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Dear Election Inspector:

The Ann Arbor City Clerk’s Office and the voters of the City of Ann Arbor appreciate your effort to provide fair, open and honest elections. This manual has been arranged to facilitate your preparation as an Election Inspector for the City of Ann Arbor. It is a compilation of materials from the Michigan Department of State (Bureau of Elections), Washtenaw County Clerk (Elections Division) and the City Clerk’s Office of Ann Arbor. This manual will provide you with the information you require to perform your duties and responsibilities as an election inspector (poll worker) on Election Day.

Furthermore, you are an essential element in our democratic process -- a role that upholds the integrity of our elections and instills confidence among our electorate. Without your diligent and thorough effort, the Board of Canvassers cannot certify that an election was conducted properly under Michigan and Federal election law.

On behalf of the City Clerk’s Office and the registered voters of the City of Ann Arbor, thank you for participating in this important community service.

Sincerely,

JACQUELINE BEAUDRY
City Clerk

STEVE GERHART
Deputy City Clerk - Elections
Arriving at the Precinct

Election workers must arrive at the precinct by 6:00 AM on Election Day unless special arrangements have been made with the City Clerk’s Office. The Chairperson (or their designate) will arrive with a laptop (Electronic Poll Book - EPB) and a precinct packet (The Zippered Notebook). A paper Poll Book will be in the carrying case of the laptop.

The Zippered Notebook contains:

- Tabulator and other Precinct Keys,
- Pens,
- Wire cutter to cut seals,
- Paper & Plastic Seals,
- Ballot Bag & Supply Box Certificates,
- Large Envelopes,
- List of Precinct Election Inspectors,
- Parking Passes (if applicable),
- Procedure Manual,
- Custodian/Bldg. Contact Information,
- “Opening” and “Closing” Check-off Lists,
- Voter Registration Problems sheet,
- Time Sheet,
- Example of Election Forms,
- “Managing Your Precinct on Election Day” manual,
- Miscellaneous Election Materials.

“The Zippered Notebook”: The Zippered Notebook is for the use of all the election workers at the precinct. It is not the property of the Chairperson.

Please Note: Anyone who is interested in observing your precinct before the polls open has the right to do so. Therefore, once you arrive at the precinct you must not lock the doors. Observers (or voters) may not help setup or in any way interfere or delay the setup of the polls by the precinct election inspectors (aka election workers or poll workers).

TURN ON YOUR CELL PHONE AS SOON AS YOU GET TO THE PRECINCT!!!
DON’T SET IT TO VIBRATE!
THE CLERK’S OFFICE MAY NEED TO REACH YOU FIRST THING IN THE MORNING.

CAN YOU HEAR ME??

TURN ON YOUR CELL PHONE AS SOON AS YOU GET TO THE PRECINCT!!!
DON’T SET IT TO VIBRATE!
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DON’T SET IT TO VIBRATE!
THE CLERK’S OFFICE MAY NEED TO REACH YOU FIRST THING IN THE MORNING.

CAN YOU HEAR ME??
Upon arrival at the precinct (6:00AM) on Election Day, every election inspector must take the “Oath of Election Inspectors”. Inside cover of the paper Poll Book. Note your Chairperson will have already taken the oath and signed their portion of the Poll Book prior to Election Day.

On Election Day, the Chairperson administers the “Oath of Election Inspectors” to ALL of the election workers, including any Co-Chairperson. The procedure to take the “Oath of Election Inspectors” entails raising the right hand and repeating out loud the oath.

Note: Any election worker initially arriving after initial 6:00 AM oath must immediately be administered the “Oath” and sign the in the “Additional Signatures of Persons Taking Oath:” section on the inside front cover of the paper Poll Book. Their arrival time should be noted as a comment in the “General Remarks” of the Electronic Poll Book (EPB).
The City Clerk’s Office will have delivered (in addition to tables and chairs) the following equipment to the precinct prior to Election Day:

1) Large black ballot box with the tabulator (Verity Scan) on the top of it, your ballots will be inside the ballot box, sealed in a ballot bag;

2) **Voter Assist Terminal (Verity Touch Writer or VAT)**;

3) Blue rolling supply bin - containing all your other supplies, such as an emergency “Precinct List” (QVF print-out) in secured bag, pens, pencils, “Applications to Vote,” etc.;

4) Voting booths that you will set up;

5) Polling place signs (for outside the building).

**INSIST** that your precinct use the “Opening” and “Closing” Check Lists found in the Zippered Notebook! It will make your opening and closing much easier and accurate.
Electronic Poll Book (EPB) Set-Up

The laptop or Electronic Poll Book (EPB) will be delivered to the precinct by the chairperson. The chairperson will pick up the laptop the night before the election at City Hall. The election worker assigned to set up the EPB will work independently at set-up on Election Day morning. They may not be involved in the set-up and checking of all the other polling place machines and paperwork. However, they will sign the tabulator tape, Voter Assist Terminal Tape (VAT), and the Election Inspectors’ Preparation Certificate.

1.) Check the precinct sticker located in the upper left hand corner of the laptop screen to ensure that you have the right EPB laptop. Unpack laptop (EPB) and make sure that all components are in the carrying case (laptop computer, mouse, mouse pad, flash drive, surge protector and power cord).

2.) Passwords, paper Poll Book and other additional information/instructions will be put into the laptop carrying case in a separate envelope or packet. Be sure to open it immediately!

3.) Position laptop near electrical outlet. Plug laptop power cord into surge protector. Plug surge protector into wall outlet and turn surge protector on. Use extension cord (in supply box) if necessary.

4.) Plug mouse and card reader into appropriate USB ports (see labels on laptop).

5.) Turn laptop on and wait until it is fully booted up before proceeding to next step.

6.) Once the laptop has booted up, insert the encrypted flash drive into the appropriate USB port (see label on laptop). If the flash drive is properly inserted into the port, a window will open displaying the USB Drive.

If the EPB does not start OR fails during Election Day! CALL THE CLERK’S OFFICE IMMEDIATELY!!! 734-794-6149

If your precinct is using DUAL EPB laptops see pages 133-134 for more information and helpful hints.
Login to the Encrypted Flash Drive

The encrypted flash drive is a vital component of the EPB software program. The encrypted flash drive is a password protected file storage device. It keeps voter data protected and is the storage medium for your backup files as well as all the other reports and files you will save on Election Day. The City Clerk’s Office will use this flash drive to update voter history and print precinct reports. The flash drive is designed to automatically unlock when plugged into its corresponding EPB. You no longer need to enter a password to login into the flash drive on Election Day.

When you insert the flash drive into the appropriate USB port a new window should automatically appear indication the presence of the encrypted flash drive. The faint grey padlock indicates that the drive is encrypted.

The Flash Drive will automatically unlock and be ready for use.

Note:

- On the above screen the “USB Drive” is highlighted (on the left side of the screen). The letter (G:) may not match your screen. It can be D, E, F, G, etc. That’s OK.
- When you first open the flash drive in the morning the drive will be blank as you back up the EPB throughout the course of the day and add save your reports at the end of the night the files will be saved here.

For security reasons, every time the encrypted flash drive is unplugged or dislodged from the computer, the flash drive will be logged out. When the flash drive is plugged back into the USB port, the flash drive will automatically relogging. This ensures the security of voter information stored on the flash drive.
Starting and Logging into the EPB Software

Once the encrypted flash drive has been plugged in and you have confirmed that you are that flash is encrypted and you have minimized the previous window, the EPB software can be opened.

To login to the EPB software

1. From the computer’s main desk top, double click on the **Electronic Poll Book** icon.
2. Enter the **Encryption Password** (case sensitive) and click on the **Enter** button.
3. Enter your **User Name** and **User Password**. Each election inspector operating the EPB computer must use his/her specific **User Name** and **User Password** (case sensitive) as provided by the City Clerk’s office.
4. Click on the **Enter** button.

The Main EPB Screen will appear:

You must verify that the election date, election type, the name of the jurisdiction (Ann Arbor City) and your precinct number are accurately displayed at the top of the screen.
Perform the First EPB Backup (See below for Instant Shortcut!)

The encrypted flash drive must stay plugged into the laptop all day. Throughout the day a Backup will be performed to save voters that have been processed. This ensures the data will not be lost if there is a hardware failure.

First, from the computer’s main EPB screen, look up the existing Backup Path. 

1. Click “File”
2. Click “Backup”
3. Read the “Backup File:” path.
   - It should read: D: epb.accdb
   - Note: Drive letter (D) may be different on your screen.
4. Click “Backup”
   - After a few seconds, the “Backup is in progress. You will be notified if there is an error” screen will pop up.
5. Click “OK”
   - The EPB is now ready for voters!

INSTANT SHORTCUT! INSTANT SHORTCUT! INSTANT SHORTCUT!

It is important that the data be backed up throughout Election Day. A flashing red message (Backup Overdue!) will appear on the information bar (lower right) every 30 minutes as a reminder that it is time to back up your data. To back up at any time, you may click on this flashing reminder or you may click the blank area where the flashing reminder should appear.
Verify that the ballots in your precinct’s Ballot Bag correspond to the ballot numbers recorded on the last page of your paper Poll Book (“Receiving Board Instructions” page) and that the ballots are for your Ward/Precinct. The ballot numbers can also be found in the Electronic Poll Book (EPB) in the “Ballot Summary” report.

Make note of any discrepancies in the ballot numbers in the “Remarks” section of the Electronic Poll Book (EPB) and contact the City Clerk’s Office. If the ballots are for a different precinct, call the City Clerk’s Office at 734-794-6149 immediately.
Tabulator Serial & Seal Numbers

Inspectors verify that the serial and seal numbers on the tabulator are the same as listed on the cover (Clerk’s Preparation Certificate) of your paper Poll Book. The Serial Number is found on the lid of the Verity Scan. The Seal Number is located on the blue pull-tight seal that is on the top of the tabulator securing the memory device. Notify the City Clerk's Office (734-794-6149) if the serial or seal numbers do not match what is recorded in your paper Poll Book. **Do Not** remove the seal until the close of polls.
Voter Assist Terminal (VAT or Verity Touch Writer)
Serial & Seal Numbers

The election inspectors verify the serial and seal numbers on the Verity Touch Writer Voter Assist Terminal (VAT) are the same as those listed on the cover (Clerk’s Preparation Certificate) of your paper Poll Book. Notify the City Clerk’s Office (734-794-6149) if the serial or seal numbers do not match what is recorded in your paper Poll Book. Please note: If two precincts are located in the same room, the precincts will share the use of the VAT equipment. Do Not remove the seal until the close of polls.
Black Ballot Box

From the front of the black ballot box (use black key), check the interior to make sure that there are no REGULAR BALLOTS and from the rear of the ballot box check the nylon pouch hanging from the top of the tabulator to ensure the Auxiliary Compartment is empty. Lock all ballot box doors. It is not necessary to seal the doors of the black ballot box as you may need to access the box during the day.
Precinct Set-up

Keep in mind that your precinct room may differ in size, entrance and 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.
Determine the best location for the tabulator (see diagram on previous page).

The tabulator will already be securely attached to the black ballot container. Open the suitcase containing the tabulator by unlatching the two latches and pulling the top to open.

Remove the power brick and power cord from the storage compartment. Close the compartment and case. Plug the power cord into the power brick. Important: Do not plug the power brick into the wall yet!

Plug the power brick into the back of the Verity Scan (flat part up) (do not plug the power brick into the wall yet.)
Open the Verity Scan case and push the lid brace to lock it into place.

Using the blue key unlock the tablet and open the latch to remove the tablet from the storage compartment.

Remove the tablet from the storage compartment.

Seat the tablet in its cradle and tilt it back.
Assembling and Starting the Tabulator Continued

Using the blue key, lock the tablet into place. Important! The tabulator will not function unless the lock is engaged.

Plug tabulator into power outlet. Power on the tabulator by pushing the red power button on the back of the tabulator. Device will take approximately 6 minutes to start. A Power-On Self-Test Report will print.
Confirm the tabulator is running on AC power and not the battery. Check to ensure the green “power plug” icon on the bottom right hand side of the screen is visible.

When powered-on, the tabulator screen will display “Print Zero Report”. Press “Print Zero Report” to generate your zero tape. Verify the precinct and candidates on the zero report against a sample ballot, confirming that precinct, races, names of candidates, and proposals are correct. If discrepancies are found contact the City Clerk’s Office immediately at 734-794-6149. A difference in the candidate name rotation (order) is ok. Do not tear-off zero report from tabulator.

After the Zero Report is printed, the screen should display “Ready to Open Polls”. Press “Open the Polls”.

You will be prompted to enter an “Open Polls Code”. This code will be in your important information envelope. Wait for ballot tabulator to open the polls. This may take 1-2 minutes.
Assembling and Starting the Tabulator Continued

Conceal the Zero Report under the thermal printer lid. Open the thermal printer lid by lifting the black lever, re-roll the tape back onto its spool and place the paper back into the printer compartment.

Ballot Tabulator set-up is complete, and the tabulator is ready for use by voters when the screen displays “Insert Ballot”.

![Image of Ballot Tabulator](image-url)
Final Tabulator Prep

Remember to post the “Procedure for Ensuring Secrecy...” sign on the front of the tabulator and the “Rejected Ballots” script on the side of the tabulator.
Determine the best location for the Voter Assist Terminal (VAT) and Printer (see diagram page 12). Keep in mind the routing of the power cords so that they cannot be tripped over.

The VAT will already be securely attached to its black accessible booth. Open the suitcase containing the VAT by unlatching the two latches and pulling the top to open.

Remove the power brick and power cord from the storage compartment. Close the compartment and case. Plug the power cord into the power brick. **Important: Do not plug the power brick into the wall yet!**

Plug the power brick into the back of the VAT (flat part up) **(do not plug the power brick into the wall yet.)**
Assembling and Starting Voter Assist Terminal (VAT) and Printer Continued

Insert the flat end of the USB printer cord into the back of the VAT. Insert the square end of the USB printer cord into the printer.

Insert the power cord into the back of the printer, then plug the power cord in. Then turn the printer on using the power button located in the front right corner of the printer.

Open the Verity Scan case and push the lid brace to lock it into place.
Assembling and Starting Voter Assist Terminal (VAT) and Printer Continued

Using the blue key unlock the tablet and open the latch to remove the tablet from the storage compartment.

Remove the tablet from the storage compartment. Eat the tablet in its cradle and tilt it back.

Using the blue key, lock the tablet into place. Important! The Voter Assist Terminal will not function unless the lock is engaged.
Plug Voter Assist Terminal (VAT) into power outlet. Power on the VAT by pushing the red power button on the back of the VAT. Device will take approximately 6 minutes to start. A Power-On Self-Test Report will print. This report will indicate any hardware or connection issues: if any issues are noted, check connections and restart the device using the red power button. If issue persist on second restart contact Clerk’s Office immediately.

Confirm the tabulator is running on AC power and not the battery. Check to ensure the green “power plug” icon on the bottom right hand side of the screen is visible. On the VAT the number of ballots indicates the number of ballots printed for current election. Since, the VAT must be tested prior to Election Day this number may not be zero. That is okay, the VAT does not record votes.
Final Set-Up of the Touch Writer

When powered on the Touch Writer will land at the “Print Zero Report” screen. **Press “Print Zero Report”**. Check that the City of Ann Arbor is listed in the heading of the report. Then remove the Zero Report / Power On Self-Test Report tapes and store them in the “Local Clerk Receiving Board Envelope”.

It is important to note that due to testing procedures used before the Touch Writer is deployed to the precinct on Election Day, it is likely that the zero report may show that ballots have been printed. This is OK! Remember that the Touch Writer does not tabulate the ballots. It is simply a tool to mark a ballot.

After the Zero Report is printed, the screen should display “Ready to Open Polls”. **Press “Open the Polls”**.

You will be prompted to **“Enter Open Polls Code”**, this code will be located in your important forms envelope in your supply box. Wait for the device to open the polls. This may take 1-2 minutes.

**When the screen displays “Ready for use” it is ready for voters. A Poll Worker will need to ready the machine by generating the “Access Code” prior to each voter.**

Remember there is no longer a need for a test ballot to be printed on the Touch Writer.
Voting Booths & Tables

Open up voting booths, arrange tables and chairs, post instructions (including directional signs leading voters to the polling location), and set out “Applications to Vote”, ballots, secrecy sleeves & other election materials (see page 12 for suggested precinct set-up). Don’t forget to correctly assemble the voting booth designed for voters with a disability.
Opening the Polls

At 7:00 AM, you must announce: “The polls are now open!” The voting may begin at your precinct. On big elections, Presidential or Gubernatorial Elections, there will probably be a line of voters waiting to complete an “Application to Vote.” Voters can complete an “Application to Vote” prior to 7:00 AM however, no one can be issued a ballot before 7:00 AM.
Application to Vote
Checking Voter’s Name,
Photo ID (State Requirement)

Every voter must complete an “Application to Vote” and present a valid Photo ID (or sign an affidavit if not in possession of a valid photo ID). Use pen not pencil for this.

The election worker at the Electronic Poll Book (EPB) must ask EVERY voter who presents an “Application to Vote” to show any of the following non-expired PHOTO ID’s:

- Driver’s license or Personal ID Card (any state)
- Federal or State government-issued ID
- U.S. Passport
- Student Identification (high school, college OR university students only…not staff or faculty)
- Military ID card
- Tribal ID card

If the voter states that they do NOT have any of the above acceptable PHOTO ID’s, the voter must sign in the presence of the election inspector, an “Affidavit of Voter Not in Possession of Picture Identification” on the reverse side (back) of the “Application to Vote”.

NOTE: A ballot cannot be issued to a voter unless the voter either displays an acceptable photo ID or signs the affidavit. There are NO exceptions! (Please see Appendix C on page 101 for more details).

IF A VOTER IS IN POSSESSION OF THEIR PICTURE IDENTIFICATION AND REFUSES TO SHOW IT TO AN INSPECTOR THEY CANNOT VOTE!
The inspector verifies the voter’s identity by comparing the voter’s name and picture on the photo ID to the name provided on the “Application to Vote” and the voter standing before them. Does the face generally resemble the picture?

The name on the ID does not have to exactly match the name appearing on the “Application to Vote”; however, the names must be similar enough to verify the voter’s identity. For example, “Bill” is adequate for “William” and initials for the first and middle names are also acceptable.

The picture ID does not have to display the voter’s address, but the ID must be CURRENT.

What if …. The voter’s photo does not resemble the voter?

If a voter shows you an acceptable photo ID that DOES NOT resemble the voter and the voter is unable to show another acceptable photo ID with a picture that DOES resemble them, see page 48.
Helpful Hint: Many Election Day problems can be eliminated if ballots are placed individually and sequentially into secrecy sleeves in groups of 20 or 30 at a time – well before they are issued to the voter. After ballots are placed into the secrecy sleeves, go back and re-count the ballots, paying close attention to the numbers on the ballot stubs. In this way, ballots sticking together, skipped or missing will be easily caught and corrected. For example: 22,23,24,25,27. Oops! 26 is missing. It is probably stuck to ballot #25.
Timeout

- For security reasons, the EPB software will logout a user after thirty minutes of inactivity.

- This can be avoided by moving the mouse and/or clicking into the DLN/Name field if there are long periods of inactivity.

- If the EPB software logs out the user, simply re-enter the User Name and User Password

- Click “Enter”.

![Login screen with circled fields for Encryption Password and User Name and Password]
Logout/Login

For security reasons, every time a new election inspector takes over at the EPB, the previous election inspector MUST logout of the EPB.

To Logout:
① Click on “File”.
② Click on “Logout”. Walk away! Nothing more!

To Login:
③ The new inspector simply enters their User Name and User Password in the Login window.
④ Click on “Enter”.

The current user is listed in the lower right-hand corner of the screen as illustrated below.

WARNING! It is important for all users to remember that there is a difference between “logging out” and “exiting”.

• “Logout” will log out the current user and a different user can log in.
• “Exit” will shut down the EPB program, requiring the Encryption Password to be entered again to reactivate the application. In addition, using the Windows close button - the small “X” at the upper right side of the window - is the same as “exiting” the program. While “exiting” rather than “logging out” is not a fatal error, it can be a nuisance during a busy election.
Voter Search In the Electronic Poll Book (EPB)

- The election inspector at the Electronic Poll Book (EPB) performs a voter search in the EPB by swiping the voter’s MICHIGAN driver’s license through the electronic card reader OR by entering the voter’s last name into the ‘DLN/Name’ field in the ‘Voter Search’ area of the EPB. See next page for complete instructions.

- At this point, the election inspector will compare the voter’s date of birth and resident address written on the “Application to Vote” with information displayed in the Electronic Poll Book (EPB).

- Make sure the “Application to Vote” is signed by the voter.

- If the information on the “Application to Vote” matches the information in the EPB and the EPB indicates that no other information is needed from the voter, a ballot may be issued. (See next page.)

What if the information on the “Application to Vote” does NOT match the information in the EPB or the EPB indicates that more information is needed from the voter? Additional steps must be taken before a ballot may be issued.

- If a “?” appears to the left of a voter’s name in the EPB…See pages 37-38.

- If the voter is unable to satisfy ID requirements …See page 39.

- If the voter is not found in the Electronic Poll Book (EPB)...See page 40.

- If the voter has moved…See page 45.
Election Day – Processing Voters (Overview)

The EPB main screen is divided into three sections. Take a moment to become familiar with the various parts of the screen. **Make sure the top line lists the correct election and precinct number.**

- **Voter Search** – The Voter Search section of the screen is the precinct list. All voters in your precinct will be listed under **This Precinct** tab. In addition, access to the lists of other precincts in Ann Arbor can be found listed in the **Other** tab. In certain situations, the **Unlisted** tab is available to add voters not found in either list.

- **Voter Details** – The Voter Details section of the screen shows the voter’s registration information at the top, including **Ballot Style** (important for split precincts) that should be issued to the voter. In addition, the Geography button will provide detailed district information for each voter. The middle of the screen is the **Action Box**. Ballots will be assigned and recorded in that section. The bottom of the screen displays **Voter Status** flags. This portion of the screen is important to verify before issuing a voter a ballot.

- **List of Voters** – The **List of Voters** section shows the voter’s name, voter # and what ballot # was assigned to them in a running list. This section is for reference; use it throughout the day to balance with the tabulator. This section is **NOT interactive** – it is useless to click on names in this section. Think of this as your paper list of names (formerly hand-written in the poll book).
Processing Voters

The EPB software contains the voter list for the precinct. It records the ballots issued and creates the **List of Voters** for the permanent record of the precinct. With a few clicks, a voter may be verified and assigned a ballot.

**Important Note:** If a voter does not wish to have their driver’s license scanned, you must type their name into the Voter Search box.

**Assigning a Ballot – Regular Ballot**

Each voter must complete an “Application to Vote” and their photo identification must be verified or the “Affidavit of Voter Not in Possession of Picture Identification” *(on the back of the Application)* must be completed before processing a voter in the EPB. Once those steps have been taken, process the voter in the EPB by following these steps:

1. In the EPB, locate the voter’s name using the Voter Search function. Perform a voter search by entering a voter’s name (last name first) in the **Voter DLN/Name** field (top left of illustration above) OR swiping the magnetic strip on the back of the MICHIGAN driver’s license. The voter’s name must be highlighted in the Precinct List (left side) – it will also be listed in the **Voter Details** section (top center of screen).

   **Helpful Hint!** You do not have to type in the entire name of a voter. Each letter typed in the Voter Search area will bring you closer to the chosen voter’s name. Start with the last name. When the voter’s name appears in the precinct list, CLICK on it and proceed to the next step.

2. Verify the voter’s **date of birth** and **residential address** provided on the “Application to Vote” is the same as the information displayed in the **Voter Details** window (top center of screen).

3. A “?” to the left of a voter’s name in the Precinct List (left side) indicates that more information regarding the voter’s qualifications must be reviewed before a ballot is issued. Check the **Voter Status** window (bottom middle) for details. See pages 37-38 for additional details.
4. If the voter is eligible to receive a ballot, click the "Lock this voter record" button (middle of screen). You cannot continue until the voter’s name is highlighted and locked. **Note:** If the voter search is carried out by scanning the magnetic strip on the back of the voter’s Michigan driver license, the voter’s record is automatically locked.

5. From the Action Box section (middle of screen), you will assign a ballot number to this specific voter.

6. Assuming there is no extenuating issue, click on “Regular ballot”

7. Enter the next available ballot number in the “This ballot number will be assigned” box. This number will auto fill after the first number has been assigned. Be careful to verify that this number matches the number on the stub of the physical ballot you are issuing to the voter.

8. Click the “OK” button to complete the process.

The voter’s name will now be added to the List of Voters. See next page to verify process was done correctly.
9. **Verify the ballot was issued.** The main screen will return after the ballot is assigned. There are three places (see above) to verify the ballot was processed in the EPB.
   
   1) The letters **REG** will appear to the left of the voter’s name in the QVF Precinct List window indicating that the voter was issued a regular ballot.
   
   2) The Voter Status window now reflects that a **Regular Ballot [#]** was issued at the precinct.
   
   3) The voter’s name, voter # and ballot # are automatically added to the **List of Voters** window/report (right side of screen) which will become part of the Poll Book following the close of the polls.

   **Remember! This List of Voters is NOT interactive.**

10. Once the ballot number has been recorded in the Electronic Poll Book (EPB), the inspector issuing the ballots (not the inspector at the EPB) will record the ballot # and voter # on the voter’s “Application to Vote”. This inspector will also initial the “Application to Vote”.

   **Important:** Two election inspectors must work together when issuing ballots at the EPB. **One inspector** will verify the information on the “Application to Vote”, perform a voter search and issue ballots in the EPB. **The other inspector** will verify that the ballot # recorded in the EPB is the same as the number on the physical ballot, record the ballot and voter numbers on the “Application to Vote” and give the physical ballot to the voter. It is important that these two inspectors **verbally** confirm each step of the process! Depending on the type of ballot issued, the auto advance feature may not function and will have to be manually adjusted by the EPB election inspector.
• At this time, the inspector issuing the ballots (working next to the inspector at the EPB) gives the ballot (in a **secrecy sleeve** with the ballot stub exposed) and the “Application to Vote” to the voter.

• The inspector offers the voter a cursory explanation on properly marking an optical scan ballot. The inspector tells the voter to take the ballot and “Application to Vote” to the next available voting booth and to use the pen (black or blue ink, but never red) in the booth to mark the ballot. The inspector also informs the voter to bring their completed (voted) ballot in the **secrecy sleeve** (with the ballot stub exposed) and the “Application to Vote” to the election inspector working near the tabulator.

• Please note that once the voter has a ballot in his/her hand, a “challenger” (see page 49) may no longer challenge this voter’s right to vote.
Status Flags “?” in the EPB

Some voters will have status flags in the EPB that need to be addressed prior to issuing a ballot. A voter has a status flag if they have a red question mark (?) next to their name in the ‘Voter Search’ area of the EPB. When a red question mark (?) is found, look to the ‘Voter Status’ window at the bottom of the ‘Voter Details’ screen in the EPB to determine the issue and the appropriate additional steps to be taken.

If necessary, you should contact the City Clerk’s Office (734-794-6149) for guidance. If appropriate, write a general or voter specific Remark in the EPB or on the paper “Voter Registration Problems” form (1). Use the paper form, if typing your remark will take too long while there is a line of voters.

Voter’s status is CHALLENGED: AGE or CITIZENSHIP or RESIDENCY

This voter has been formally challenged and must complete the challenge process before being issued a challenged ballot. Seek assistance from the precinct chairperson or the City Clerk’s Office (794-6149) to complete this process. The EPB processing is the same as a regular voter except “Challenged ballot” is selected in the “Issue a ballot” box. CHAL will appear next to the voter’s name after processed (see very bottom of page 50 for instructions on “Preparing ‘Challenged’ Ballot”).

Absentee Ballot sent by clerk --
Voter must surrender ballot or submit affidavit.

The voter was already issued an Absentee Voter ballot. Call the Clerk’s Office 734-794-6149 to verify the voter has not returned ballot before proceeding. Voter completes Affidavit of Absent Voter if they did not receive ballot or it was lost or destroyed. A voter cannot drop off an AV ballot at your precinct to be cast; however, they can forfeit an AV ballot. All AV ballots that are intended to be cast must be delivered by the voter to the Clerk’s Office by 8 pm on Election Day.
The voter was sent an absentee ballot and returned it to the Clerk. The voter may NOT receive another ballot. DO NOT issue this voter a ballot as they have already voted.

Voter's status is TO BE VERIFIED: ADDRESS UNCLEAR

The voter must verbally confirm the address listed in the EPB. If the voter confirms the address issue a Regular ballot. If the voter does not confirm the address, the procedure for voters that have moved must be taken (see page 45).

Voter's status is TO BE VERIFIED: CONFIRM CITIZENSHIP

The voter must verify their citizenship by completing the Application to Vote. If the voter does not complete the Application to Vote, do NOT issue this voter a ballot.

Voter's status is TO BE VERIFIED: SIGN REGISTRATION CARD

No signature is on file for this voter. This voter must sign a voter registration form prior to being issued a regular ballot. No additional remarks necessary.
Status Flags in the EPB (cont’d)

Must show ID before voting (Federal Requirement)

This means the voter did not register to vote at any of the following locations: Secretary of State Branch Office; County, City or Township Clerk’s Office. The voter is subject to the Federal ID requirement imposed on first-time mail registrants as mandated by the Help America Vote Act [HAVA] of 2002. Consequently, the voter must show an acceptable photo ID to the election inspector before the inspector can issue a ballot. (For more detail on acceptable documents, see Appendix C, “Identification and Residence Verification Requirements: Listings of Acceptable Documents”, (page 101). The following current PHOTO ID’s are acceptable:

- Driver’s License (any state)
- Personal ID Card (any state)
- Any Federal or State issued ID
- U.S. Passport
- Student ID card
- Credit or automated teller card
- Military ID card
- Employee ID
- Tribal ID

OR any of the following non-photo current documents that include voter’s name & address in your precinct:

- utility bill
- bank statement
- any government document
- paycheck or government check

Note: If the voter is unable to provide the required documentation, you must issue the voter a “Provisional (envelope) ballot” without completing a Provisional Ballot Instructions form. Mark the ballot as a “challenged” ballot (see bottom of page 50). Issue ballot in a Provisional Ballot Form & Ballot Security Envelope and give voter two notices, Notice to Voters Issued an “Envelope” Ballot and Notice to Voters Unable to Satisfy State and/or Federal Identification Requirement. After the voter has marked their ballot, seal the ballot (still in secrecy sleeve) in a Provisional Ballot Form & Ballot Security Envelope. Properly complete the outside of the envelope and store in the Provisional Ballot Storage Envelope. Write a Voter Remark in EPB or complete the “Voter Registration Problems” form appropriately (see example on left). If necessary, call the City Clerk’s Office at 734-794-6149 for assistance.
Voter Search – Voter Not Found

When performing a voter search in the Electronic Poll Book (EPB), if the voter’s name cannot be located in the “This Precinct” tab, click on the “Other” tab to see if the voter is registered in a different precinct within the City of Ann Arbor.

If the voter’s name is found under the “Other” tab, refer to the “Voter Details” window to direct the voter to their proper precinct. Click on “Perm” or “Temp” tabs if location does not immediately appear. No additional steps or notes are required. It is not necessary to call the Clerk’s Office or write a remark.

If the voter insists that a ballot be issued in your precinct, contact the Clerk’s Office (734-794-6149) for instructions.

If the voter’s name is not found under the “Other” tab…SEE NEXT PAGE.
Voter Search – Voter Not Found (cont’d)

If the voter’s name does not appear in the “This Precinct” or “Other” tabs…

In the zippered notebook, consult the “Election Inspector Flow Chart for a Voter Not Listed in E-Pollbook” (see Appendix P page 145). Reminder that voters that are listed in the E-Pollbook have the ability to register at the City Clerk’s Office with proof of residency on Election Day. If the voter does not want to come to the City Clerk’s Office or it is late in the day and there is a chance remember that the voter can go through the Provisional Ballot process, call the City Clerk’s Office at 734-794-6149. If the Clerk’s Office informs you that the individual should vote at your precinct, have the voter complete the front side of the Provisional Ballot Form and Ballot Security Envelope. The election inspector completes the back of the Provisional Ballot Form and Ballot Security Envelope. Ask the voter to provide proof of identification and record the information. Enter the name, address and any other available information for this voter under the “Unlisted Tab” of the EPB.

Now, you may issue the voter a ballot.

Following the directions in Election Inspector Review Checklist on the Provisional Ballot Form, the voter is issued a “challenged” ballot (see the bottom of page 50). If all three questions are “YES”, the voter will cast a “Provisional (affidavit) ballot” at your precinct. However, if any question in the Election Inspector Review Checklist is answered “NO”, the voter will be issued a “Provisional (envelope) ballot”. The inspector makes sure the “Notice to Voters Who Do Not Appear on the Precinct’s Registration List” (located in Supply Box #4) is completed and gives it to the voter. Your precinct will return all the completed Provisional Ballot Form and Ballot Security Envelopes for both Affidavit and Envelope ballots in the Provisional Ballot Storage Envelope (see Appendix J page 127) to the City Clerk’s Office at the end of the day.
Unlisted Voters

To add a voter to the list (Voter has receipt showing they registered to vote at Clerk’s Office since 4:00 pm the day prior to Election or Provisional Ballot):

1. Click the Unlisted tab in the Voter Search section of the main screen.
2. Click “New” (at the bottom left of the screen).
3. Enter the voter’s information
   a. - name,
   b. Address,
   c. Date of birth.
   Date of birth must be entered as MM/DD/YYYY.
   Example: 1/20/1992
4. Click “OK” to complete creating an Unlisted Voter.

For Unlisted Voter with a Receipt
Enter the voter’s information like above.

5. Click the “Voter Receipt” box to enable the option and the cursor automatically moves to the License field.
6. If the voter has a DL/PID, swipe the DL/PID to add the id number and the Unlisted Voter window will automatically close. The ID number can also be hand-typed, then click OK.

Caution: After the voter is added, you will need to issue them a ballot. Be very careful when issuing a ballot to an “unlisted voter”. Do not depend on the auto advance feature of the EPB to assign the correct ballot. PAY ATTENTION!
Continued on next page.
To issue a ballot to an unlisted voter, proceed as follows:

- You should still be in the “Unlisted” tab. If the unlisted voter’s name is not already highlighted in the Voter Search area (left side of screen), click on the name of the unlisted voter to highlight it.

- Click on “Lock this voter record”

- The City Clerk’s Office will provide guidance but usually an unlisted voter will be issued a **Provisional (envelope) ballot** or a **Provisional (affidavit) ballot** if they have not previously registered at the Clerk’s Office. Voters who present a receipt from the Clerk’s Office indicating they registered in the last 14 days prior to the Election will be issued a Regular or Challenged ballot depending on what the receipt instructs you to issue. When issuing a Provisional envelope or affidavit ballot, the EPB software will remind you with a bold red comment, “**You are about to issue a Provisional Envelope (or Affidavit) Ballot to:**” see example ⑤ on the left.

- Click on the appropriate ballot type for this voter.

- Enter the correct ballot number. Ballot numbers MUST be manually entered for unlisted voters. Be very careful! The auto advance feature will not assign the ballot number for you. The next regular ballot issued after an Unlisted Voter ballot will also need to be manually adjusted, as the computer does not recognize ballot numbers issued to unlisted voters. The EPB auto advance function will not work in this situation. PAY ATTENTION!

- Click “OK”
• The EPB inspector’s partner prepares a “challenged” ballot for all provisional ballots and voters whose receipt indicate they should be issued a challenged ballot. (see very bottom of page 50).
Voters Who Have Moved

If the voter’s name appears in the Electronic Poll Book (EPB) but the voter’s address on the “Application to Vote” does not match the EPB, proceed as described below:

• **MOVED WITHIN CITY OF ANN ARBOR**

If the address on the “Application to Vote” is a City of Ann Arbor address, the voter is entitled to vote one last time at your precinct. You might need to call the City Clerk’s Office (734-794-6149) to verify this address (e.g., a Scio Township resident might have an Ann Arbor mailing address). However, the voter must complete a “Voter Registration Application” form. The election inspector may issue a regular ballot to this voter. Place the completed “Voter Registration Application” form in the white “RECEIVING BOARD” envelope. The voter also has the option of coming to City Hall with proof of residency and reregistering on Election Day.

• **MOVED OUTSIDE CITY OF ANN ARBOR BUT WITHIN MICHIGAN**

If the address on the “Application to Vote” is outside the City of Ann Arbor, but within Michigan – you might need to call the Clerk’s Office to verify the address is outside the City of Ann Arbor – the voter is entitled to vote at your precinct one last time if the voter moved within 60 days of the Election. Ask the voter “When did you move to this address?” as you are pointing to the address on the “Application to Vote.” If the voter is entitled to vote at your precinct, he/she must complete a new “Voter Registration Application” with his/her new address. The inspector may now issue a regular ballot to this voter. Place the completed “Voter Registration Application” in the white “TO LOCAL CLERK: RECEIVING BOARD” envelope. If the voter moved more than 60 days prior to the Election, or wishes to vote in their new jurisdiction, direct them to visit their local clerk’s office with proof of residency prior to 8:00 PM.

• **MOVED OUTSIDE STATE OF MICHIGAN**

If the address on the “Application to Vote” is outside the State of Michigan, the voter is **NOT** entitled to vote at your precinct. Complete the “Voter Registration Problem” form stating voter moved outside Michigan. Inspector writes appropriate note on the person’s “Application to Vote” (do **NOT** put on spindle with other “Applications to Vote”) and places it in the white “TO LOCAL CLERK: RECEIVING BOARD” envelope.
A voter who makes a mistake on their ballot may apply for a new ballot as follows:

1) Have the voter return the spoiled ballot in the secrecy sleeve with the stub exposed.

2) Verify the ballot was issued to this voter – compare the “Application to Vote” to the ballot number on the stub of the ballot. (In the rare event that the numbers do not match, you must confiscate the ballot, but do not re-issue a new ballot.)

3) With the spoiled ballot still inside the secrecy sleeve, remove the stub and have the voter write in ink the word “SPOILED” at the top of the ballot.

4) Instruct the voter to remove the spoiled ballot from the secrecy sleeve and have the voter place it into the “Spoiled or Defective Ballots” envelope. Make sure no election inspectors can see the exposed ballot.

5) The election inspector at the EPB finds the voter’s name in the ‘Voter Search’ section again, spoils the original ballot and reissues another ballot to the voter. (See next page for complete instructions on SPOILING a ballot in the EPB).

6) Record the new ballot number on the “Application to Vote”. Draw a line through the number first issued. (Re-initial the application if you are a different election inspector from when the first ballot was issued).
To Spoil a Ballot in the EPB:

Pull the voter’s record up in the main screen of the EPB by typing the voter’s name into the “DLN/Name” field of the Voter Search section, entering the last name first. Click on the voter’s name to highlight.

Click on the “Lock this voter record” button.

From the Voter Action section (middle of the screen) you will spoil the ballot.

1. Click “Spoil a ballot”
2. Click “OK” – you will notice that the EPB software automatically enters correct ballot number you are spoiling.
3. Click “OK”

After the ballot is spoiled, the regular ballot process must be used to issue a new ballot to the voter.

Verify the Process was done right

Once the process is complete, verify the recording was done properly by looking at the main screen. Notice the Voter Status (bottom middle of screen) and the List of Voters (right side of screen).

1. In the “Voter Status” window (bottom of screen) the new and old (crossed-out) ballot numbers will appear along with a [“Spoiled”] notation.
2. In the “List of Voters” window, the voter’s old ballot number will be crossed-out and the new ballot number will be listed below it.
What if…Voter’s Photo ID Does Not Resemble Voter?

If a voter shows you an acceptable photo ID that does NOT resemble the voter and the voter is unable to show another acceptable photo ID with a picture that does resemble him/her, the inspector must issue the voter an “Envelope Ballot” without having the voter completing the “Provisional Ballot Form and Ballot Security Envelope”. On the back of the Provisional Ballot Form and Ballot Security envelope, you will complete the “Other Envelope Ballot Reason” portion of the envelope. The ballot will be marked as a “challenged” ballot on the back of the ballot (see page 50 for process).

Issue the ballot in a ‘Provisional Ballot Secrecy Sleeve’ and give voter two notices, Notice to Voters Issued an “Envelope Ballot” and Notice to Voter Unable to Satisfy State and/or Federal Identification Requirement. After the voter has marked their ballot, seal the ballot (still in secrecy sleeve) in a ‘Provisional Ballot Form and Ballot Security Envelope’. See Appendix C on page 101 for additional Photo ID requirement questions.

In the Electronic Poll Book (EPB) the voter is issued a Provisional (envelope) Ballot.
Election challengers are appointed by political parties or qualified interest groups to observe the election process. They serve a vital role in the election process. However, it is the Election Inspectors who ultimately must make decisions concerning voting and keeping order at the precinct.

A challenger must have in his/her possession a “challenger card” issued by the political party or organization that they represent. The challenger must show the card to the chairperson (or their designee) upon arrival at the precinct. Please note that the challenger’s credentials should stipulate where they may serve as a challenger.

**Challengers are permitted to:**
- Observe the processing of voters and ballots from behind the Electronic Poll Book;
- 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 per precinct per political party or group).

**Challengers are not permitted to:**
- Interfere with the Election Process or handle Election Material;
- Campaign or display campaign material;
- Question the voters directly.

See next page for Challenge Procedure.
Challenge Procedure

If a challenger has reason to believe that a person who applies to vote is not qualified to vote in the precinct, a challenge may be made immediately after the voter completes an “Application to Vote” but before the voter receives a ballot. The challenge must be directed to the Chairperson (or designee) not to the voter. The Election Inspectors must ensure that the challenge is conducted promptly and courteously.

- The Election Inspector administers the following oath to the challenged voter (have the voter raise their right hand):

  “I swear (or affirm) that I will truly answer all questions put to me concerning my qualifications as a voter.”

- After the oath has been administered, the Election Inspector begins to question the challenged voter, confining the questions to the person’s qualifications as a voter (i.e. citizenship, age, residency and date of voter registration).

- The election inspector must complete the “Challenged Voters” page in the paper Poll Book.

- A challenged voter is permitted to vote a specially prepared “challenged” ballot (see below) if the answers given under oath prove that they are qualified to vote in the precinct. A challenged voter may not vote if the voter:
  (a) refuses to take the oath;
  (b) does not answer the election inspector’s questions; or
  (c) is proven not to be qualified to vote based on their answer(s).

See next page for instructions on issuing a “Challenged Ballot” in the EPB.

Preparing “Challenged” Ballot

The election inspector (next to the EPB inspector) writes the number appearing on the voter’s ballot stub on the back of the ballot in pencil, then conceals the number with a piece of white post-it tape (in supply box #1). EPB Inspector issues a “Challenged ballot” in the EPB. Finally, inspector gives the voter the ballot in appropriate secrecy sleeve.
To issue a Challenged ballot in the EPB:

Pull the voter’s record up in the EPB software by entering the voter’s name (last name first) in the DLN/Name field of the main screen OR swiping the magnetic strip on the back of the Michigan driver’s license. The voter’s name must be highlighted in the Precinct List (left side of screen) before continuing. If necessary, lock it in (click on “Lock this voter record”).

1. Click “Challenged ballot”
2. Verify the ballot number being issued is correct or enter the correct ballot number and Click “OK”
After marking the ballot, the voter brings the ballot in the secrecy sleeve and the “Application to Vote” to the election inspector stationed at the tabulator. The inspector compares the ballot number on the “Application to Vote” with the number on the stub of the ballot to make sure they match. In the extremely unlikely event that the ballot numbers do not match, first check the EPB to verify that an error was not made by the inspector that wrote the ballot number on the application. If the numbers still do not match, contact the City Clerk’s Office (734-794-6149) for further instruction.
The inspector removes the ballot stub (and retains it in a secure location) without removing the ballot from the secrecy sleeve. Do not give stub to voter – you might need the stub to reconcile your paperwork at the end of the election. The election inspector retains the voter’s “Application to Vote” placing it face up on the spindle. The inspector then directs the voter to insert the ballot into the tabulator. The election inspector should remain at least 10 feet from the tabulator so as not to compromise the secrecy of the ballot. See photos on this page.
Use of Video Cameras, Cell Phones, Cameras, Televisions, and Recording Equipment in the Polls

While in the voting booth only, voters may use a camera or cell phone to take a photograph of their voted ballot. Otherwise the use of video cameras, still cameras and recording devices by voters, challengers, and poll watchers is prohibited during the hours the polls are open for voting.

To allow for voters to better express their love of voting. The Clerk’s Office has created selfie backdrops for each precinct. These backdrops must be set up outside of the voting location (e.g. in the hallway leading into your precinct). We encourage voters to share their photos using #A2Votes.

Voters may only use their cell phones in the voting booth for the purpose of taking a photo of their ballot, they can not be talking, to allow fellow voters to vote in relative quiet. Voters however may use their cell phone in line in the precinct prior to getting to the EPB, provided it is not disruptive. Similarly, poll watchers and challengers are also permitted to use their phones in the precinct provided it is not disruptive.

Broadcast stations and news media representatives may be permitted to briefly film from the public area of the polling room (typically the entryway to the precinct). In no case can personnel working for broadcast stations or the news media set up a camera in the voting area of the polling room.

The use of televisions and radios is prohibited in the polls during the hours the polls are open for voting.
Ballot Rejections

If a ballot is rejected, the tabulator will partially eject the ballot. A portion of the ballot will be held in the scanner should a voter wish to over-ride the reason for the rejection and cast the ballot as-is.

An Election Inspector cannot view a voter’s ballot in an attempt to identify the voting error. Instead, look at the screen on the tabulator. Ballots are generally rejected for one of the following reasons:

- **Blank Voted Ballot** – tabulator does not recognize any votes in the target area.
- **Over Voted Ballot** – more votes than the number to vote for in the office or proposal are detected by the tabulator.
- **Cross Over Voted or Split Ticket (Primary Elections Only)** – Votes are detected in more than ONE party section.

To ensure the proper handling of voters who have their ballot rejected, the following “scripts” are offered.

**STEP 1:** Election Inspectors reads the following statements to any voter who experiences the rejection of his or her ballot due to a voting error:

<table>
<thead>
<tr>
<th>SCENARIO</th>
<th>RESPONSE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Over-voted Statement –</strong></td>
<td>The tabulator has rejected your ballot because it is improperly marked. According to the tabulator, you have cast more votes for an office or proposal than allowed.</td>
</tr>
<tr>
<td>The voter has “over-voted” one or more offices or proposals on the ballot:</td>
<td>• If you wish to correct this error, we will be happy to provide you with a replacement ballot.</td>
</tr>
<tr>
<td></td>
<td>• If you do not wish to correct this error, your ballot may be accepted as presented. Please be aware, however, that any invalid marks on your ballot will not be counted.</td>
</tr>
<tr>
<td><strong>Crossover Statement –</strong></td>
<td>The tabulator has rejected your ballot because it is improperly marked. According to the tabulator, you have cast votes for candidates of more than one political party.</td>
</tr>
<tr>
<td>The voter has “crossover” voted in a partisan primary:</td>
<td>• If you wish to correct this error, we will be happy to provide you with a replacement ballot.</td>
</tr>
<tr>
<td></td>
<td>• If you do not wish to correct this error, your ballot may be accepted as presented. Please be aware, however, that any invalid marks on your ballot will not be counted.</td>
</tr>
</tbody>
</table>
Blank Ballot Statement –

The voter has not cast any votes (“blank” ballot):

- The tabulator has rejected your ballot because it appears that you did not cast any votes.
  - If you wish to re-mark your ballot, you may return to the voting station. Instructions on the voting process will be provided upon your request.
  - If you do not wish to re-mark your ballot, your ballot may be accepted as presented. Please be aware, however, that no votes will count.

**Step 2:** If the voter wishes to have their ballot cast as presented, the Election Inspector should re-emphasize how the ballot will be counted and afford the voter a second opportunity to spoil their ballot or return to the voting booth.

If the voter wishes to receive a replacement ballot, follow the instructions to spoil a ballot on page 46.

If the voter wishes to cast the ballot as-is, instruct the voter to override the tabulator by pushing “Cast ballot as-is”.

![Image of ballot rejection screen](image)
Correcting Mistakes in the EPB

Mistakes are very easy to correct in the EPB. Use the correct tools for correction and you will have a trouble-free Election Day. Election inspectors must pay close attention to the voter name and ballot numbers when attempting to correct a mistake.

Described below are two procedures for correcting mistakes.

- The first (Unlock) allows the election inspector to simply “get out” of a voter’s record without making any changes to it.
- The second procedure (Undo) allows the election inspector to change information previously put into the EPB. Be very careful! This second procedure is a very powerful tool! Pay close attention to the ballot numbers assigned to the voter throughout this procedure. If you have any questions or are unsure as to how to proceed when using these tools, call the City Clerk’s Office at 734-794-6149 for help!

The Unlock button

If a voter is selected in error, simply click “Unlock this voter without performing any action” to return to the main screen.

Clicking on this button will not change any information in the voter’s record.
Correcting Mistakes in the EPB (Cont’d)

The Undo button

Some important information about the **Undo** button.

Read this section carefully.

- If an entry mistake occurs, whether the wrong ballot number or the wrong voter was issued a ballot, using the **Undo** function will aid in correcting the mistake.

- **Caution**: The undo function will remove the ballot assigned to a voter. It is the equivalent of erasing the voter and the ballot assigned to him/her from the List of Voters on the right-hand side of the main screen.

- Be very careful to keep track of the ballot numbers when using this tool. The auto advance function of the EPB will not work correctly when using the Undo function. The next ballot number issued after an “undo” will need to be adjusted.

- Use the *Application(s) to Vote* to ensure you are making the correction properly.

- The **Undo** function should **not** be used to attempt to fix major mistakes. If several ballots have been issued out of sequence, correct this type of error with a General remark and by ensuring the next voter is correct from that point forward.

**Important note:** The **Undo** feature is **NOT** for spoiling ballots (see *Processing a Spoiled Ballots* on page 46 of this manual). If you have questions as to when the **Undo** function is appropriate to use, call the City Clerk’s Office, **734-794-6149**.
The Undo Function (Cont’d)

To correct a mistake using the Undo Function:

1. Pull the voter’s record up in the EPB software by entering the voter’s name (last name first) in the DLN/Name field of the main screen.

2. Select (click on to highlight) the voter. The voter’s name must appear highlighted in the Precinct List (left side of screen) before continuing.

3. Click “Lock this voter record”. Make a note of ballot # in the List of Voters (right hand side of screen). It is about to disappear from the screen.

4. Click “Undo”. Notice the action you are undoing is in brackets next to the Undo button.

5. Click “Yes”. The action you are undoing is shown again in brackets.

The voter’s entry/record has now been removed from the List of Voters.
Un-issued Defective Ballots

If a ballot becomes unusable and it is within the number range being used, it must be recorded as defective in the EPB software to ensure balancing at the end of the night.

To record defective ballots:

1. Click File.
2. Click Un-issued Defective Ballots.
3. Click Render Ballots Defective.
4. Select the ballot style, enter the ballot number range, and record the reason the ballot is defective.
5. Click OK.
6. Click Close.
Ballot Jams

Occasionally ballots will get caught in the ballot path of the tabulator. When this occurs, two election inspectors with different political party affiliation will need to open the front ballot box access door and either push down the already tabulated ballots or remove some of the ballots (more likely when experiencing increased voter turnout).

When ballots are removed from the ballot box during the day, they will need to be stored in ballot bag and sealed using a blue pull-tight seal. It is important that you make a remark under General Remarks in the Electronic Poll Book, noting the time and the seal number used to seal the ballot container.

**STEPS FOR REMOVING A JAMMED BALLOT**

1. Instruct the voter to put their secrecy sleeve over the ballot as you approach the ballot tabulator.
2. Follow the instructions on the screen of the tabulator to resolve the error. The tabulator will tell you if the ballot was scanned and tabulated or not. If the ballot was not tabulated, depending on the condition of the ballot when you remove it, you may need to spoil the ballot and issue the voter a new ballot.
3. If the tabulator states the ballot has been counted once you remove the jam, deposit the ballot into the ballot container with the rest of the voted ballots, and ensure the voter that their vote has counted.
Auxiliary Compartment

In case of a power outage or a jammed ballot, voting must continue uninterrupted. Follow the instructions below if your tabulator is temporarily “out of order” for any reason.

1.) One of the election inspectors from the precinct should immediately contact the Election Technician (listed on your precinct contact information sheet in your precinct’s Zippered Notebook). You should also inform the City Clerk’s Office (734-794-6149) about the problem.

2.) Next, the poll worker stationed at the tabulator instructs each voter to lift the flap covering the Auxiliary Compartment located in the top right-hand corner of the ballot compartment and insert their ballot.

3.) Voting proceeds as usual except that the voter places their ballot in the Auxiliary Compartment, not through the tabulator. The election worker at the tabulator continues to verify the ballot stub number against the “Application to Vote” and places the application on the spindle as explained in “Casting Ballot at Tabulator” (see pages 52-53).

4.) Don’t forget to continue to remove the stub from the ballot. This ensures the secrecy of the ballot.

5.) After the polls close at 8:00 PM the Auxiliary Compartment can be opened, and the ballots removed and tabulated using the tabulator.
Remarks
Any time a correction is made, a remark should be entered into the EPB. In addition, remarks should be made throughout the day to document events that happened in the polling place that are significant. Providing this information aids the City Clerk in understanding what took place throughout the day.

All Remarks entries are automatically date/time-stamped and are attributed to the specific inspector logged into EPB. There are two types of Remarks: **General Remarks** and **Voter Remarks**.

**To enter a General Remark:**
1. Click “File” (or the **General Remarks** button and skip to step 3).
2. Click “Remarks”
3. Click “New”
4. Enter your remark. Always identify **WHO**, **WHAT** and **WHEN** in every one of your remarks. Remember: **General Remarks** are **not** linked to a specific voter. If appropriate, type the full name of the person the General Remark is about. Include the time of the event – EPB automatically records the time of the remark entry but that is probably not the time that the event took place.
5. Click “OK”
6. Click “Close”

**WRONG:** “John threw a fit and left in a huff after we talked to him about campaigning.”

**CORRECT:** “At 10am, John Smith was told to campaign outside the 100-foot designation. He was very vocal and left in a huff.”
To tie a Remark to a specific voter (Voter Remarks):

Pull the voter’s record up in the EPB software, by typing the voter’s name into the DLN/Name filed, entering the last name first. Then click on “Lock this Voter Record” then:

1. Click “Voter Remarks”

2. Enter your remark. The EPB software automatically records the voter name, voter number, and date/time of entry; however, adding the time is recommended as the EPB is not always available for remark entry at the time the event took place. Remember to provide as much detail as necessary for the City Clerk’s Office to properly investigate and update the records if necessary.

   **WRONG**: “Daughter states mother is dead.”

   **CORRECT**: “Daughter (Vera Mae) states mother died on May 22, 2011 in Atlanta, GA.”

3. Click “OK”
Reject a Ballot

A ballot is rejected only in a situation where a voter will not be issued a new ballot (*the ballot will be confiscated*). Valid reasons for rejection are:

1. **Exposure** – A voter intentionally exposed their marked ballot to others at the polling place.
2. **Missing stub/ballot number does not agree** – It is discovered during the ballot serial number verification process that the stub on the ballot that was issued to the voter at the polls is missing or bears a different number than the number recorded on the voter’s *Application to Vote*.
3. **Ballot was left in booth/voter did not tabulate** – A voter neglected or refused to tabulate their ballot.

If any of these situations arise, a voter may not be issued a replacement ballot. The ballot must be rejected.

To Reject a ballot:

Pull the voter’s record up in the EPB software, by typing the voter’s name into the DLN/Name field, entering the last name first, click “Lock this Voter Record” and:

1. Click “Reject a ballot”.
2. Verify ballot number is the same as assigned - Click “OK”.
3. Click “OK”.
4. Record a voter specific remark (see *Voter Remarks* on previous page) that includes the reason for rejecting a ballot.

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**Call the Clerk’s Office BEFORE rejecting a ballot!**
Assisting Voters

All voters are entitled to assistance by election inspectors; however, if an elector indicates that they are in need of voting assistance from the election inspectors or other person, the following statement must be read to the voter:

“If you are requesting assistance to vote by reason of blindness, disability, inability to read or write, or for any other reason, be advised that a type of ballot marking device is available that can be used to mark your ballot. The ballot-marking device is specifically designed for use by voters who might otherwise require assistance to vote their ballot. Would you like to use this device to mark your ballot?”

If the voter answers “yes,” follow the procedure on the next page regarding issuing a ballot and preparing the Touch Writer and then direct the voter to the Touch Writer (VAT). Never record a “Remark” in the EPB or on the problem sheet that a specific voter used the VAT – persons using the VAT must always remain anonymous.

If a voter wants a companion to assist in voting, an election inspector must ask the voter: “Are you requesting assistance to vote by reason of blindness, disability or inability to read or write?”

If the voter answers “no,” then election inspectors – not the voter’s companion -- must assist the voter (see “Election Inspectors Assisting Voter” section below). If the voter answers “yes,” the person accompanying the voter is asked: “Are you the voter’s employer or agent of that employer or an officer or agent of a union to which the voter belongs?”

If the answer is “no,” this person may assist the voter; however, record a Remark in EPB stating the companion’s name. If the companion answers “yes” to your question, then election inspectors must assist the voter (see “Election Inspectors Assisting Voter” section page 67).
Follow these directions when issuing a ballot to be used at the Touch Writer Voter Assist Terminal:

1) Issue ballot at EPB following normal procedures. Never enter a remark in the Remarks section of EPB regarding a voter using the Touch Writer VAT;

2) Record ballot number, voter number and inspector’s initials on the “Application to Vote”;

3) **Remove the ballot stub** (ballot number is on it) cleanly from the ballot and place it in the clear plastic pouch on the secrecy sleeve, on the ballot write VAT and place it into the VAT Ballot Storage Envelope to be sealed into the ballot container at the end of the night;

4) Place the “Application to Vote” in the clear plastic pouch on the secrecy sleeve;

5) Give the voter the secrecy sleeve containing the application to vote and ballot stub;

6) At the Touch Writer VAT generate an access code for the voter by pressing and holding your finger on the “Ready for Use” button on the screen (or alternatively, press the blue poll worker button on the back of the Touch Writer;

7) Enter the Poll Worker Code, found in your Important Document folder and select Accept.

8) Select **Activate Ballot**.

9) Choose the correct precinct and ballot style from the list.

10) Confirm the selection you have made, and then select **Yes, activate this ballot**;

11) Allow the voter privacy as they mark their ballot using the Touch Writer VAT.

* Verbally instructing a voter on how to mark a ballot is NOT “assisting” a voter. There is no need to enter a comment in the “Remarks” report of the Electronic Poll Book (EPB) when providing “instruction.”
Election Inspectors Assisting Voter

When assisting a voter, **TWO** election inspectors who have expressed a preference for different political parties must assist that voter at the same time.

Note 1: With the exception of a minor (under 18 years old), only an approved assistant can accompany a voter as they vote. However, the minor cannot be a part of the voter’s union or an employer/agent of the employer.

Note 2: Never enter a remark in the Remarks section of EPB regarding a voter using the Touch Writer VAT.

Note 3: A complete record of any “assistance” must be entered as a “Remark” section in the Electronic Poll Book (EPB) – include the name of voter and the person(s) providing the assistance.

Note 4: If a voter asks about “Write-in Candidates,” you cannot give the names of any candidates – tell them to contact the City Clerk’s Office for more information. While you can explain to the voter how to mark the ballot in order to vote for a “Write–in Candidate,” you cannot provide them with the name of any candidate even if the voter gives you part of the name of the candidate. Sorry, but that is a violation of Michigan election law!
At 8:00 PM, you must announce: “The polls are now closed!” DO NOT LOCK DOORS! Any individual has the right to witness election workers “Tabulating the Vote.” If you lock doors, it is impossible for observers to enter the polling place and watch you tabulate the vote.

PLEASE NOTE: Any voter in line for an “Application to Vote” (or in the precinct room) at 8:00 PM is entitled to receive a ballot.

Helpful Hint: At 8:00 PM pass out applications to vote to everyone standing in line that is eligible to vote. That way you don’t have to stand and watch the end of the line. Only those with applications can vote.

After the polls have closed and the last in-person voter has cast their ballot, the inspectors remove the ballots from the Auxiliary Compartment (rear of tabulator, if it was used during the day) and insert the ballots one at a time into the tabulator.

If a ballot is rejected during this procedure, two election workers with different political party preferences should determine if the ballot can be duplicated (see “Ballot Duplication Instructions” in Appendix G page 119). If the ballot cannot be duplicated, the two election inspectors must “Accept” the ballot as voted (see page 55).

After the ballots have been processed as stated above, the inspectors close the slot and lock the Auxiliary Compartment. The election workers should then explain in the ‘Remarks’ section of the EPB how many ballots were overridden and the circumstances.
Verify the Tabulator Count

After **all** the ballots have been inserted into the tabulator the election workers must verify the tabulator count. To do this, take the number of “in-person” voters (found in EPB “List of Voters”) and subtract from this number the “envelope” ballots that you will return to the Clerk’s Office at the end of the day. This number should be the same as the total displayed on the bottom left of the Verity Scan screen. If the number of “envelope” ballots inside the **Provisional Ballot Storage Envelope** does not equal the number recorded on the EPB “Ballot Summary” report (line 1), your precinct made a mistake issuing ballots during the day. Call the Clerk’s office IMMEDIATELY.

Make a note of the total count from the bottom left of the Verity Scan screen, as you will need to input it when completing the “Ballot Summary” report in the EPB.

Only compare Ballots against the List of Voters.

If the numbers are the same...proceed to the next page.

If the numbers are different, Contact the Clerk’s Office IMMEDIATELY! 734-794-6149
Election Day – Close of Polls
After the close of polls on Election Day, data processed in the EPB software must be saved one last time to the encrypted flash drive and reports must be generated to complete the paper Poll Book.

One Final Backup

After all voters have been processed in the EPB, perform one last Backup to ensure all data is saved to the encrypted flash drive.

1. Click “File”.
2. Click “Backup”.
3. Click “Backup”.
4. Click “Yes”. (It will take a few seconds before the next dialogue box appears.)
5. Click “OK”.

Creating Reports

The EPB software generates the three reports necessary for completion of the paper Poll Book (official record of the precinct) in just a few steps. Those reports include the Ballot Summary, the List of Voters, and the Remarks report. In addition, voter history is also saved in a manner that can easily be uploaded into the Qualified Voter File (QVF) in a matter of seconds, ensuring accurate recording of voters in the master voter registration database.
The “Ballot Summary” report is prepared in the Electronic Poll Book.

To complete the ballot summary:
1. Click “Reports”
2. Click “Ballot Summary”

3. The Ballot Summary report is designed to account for multiple ballot styles (Line A). Verify the Number of ballots delivered to precinct for each ballot style was correctly entered. The ballot numbers are listed on your paper poll books, which you should have verified at the open of polls.

4. (Line B) This window will automatically show “0” as AV ballots are not being processed in the precinct.

(Line C) The total number of ballots which must be accounted for this is automatically calculated.

5. (Line D) Enter the total number of ballots tabulated. This number is taken directly from the tabulator. Do not worry about the Sheets or Lifetime, record the number of ballots.

6. (Line E) This window will automatically show “0” as AV ballots are not being processed in the precinct.

(Line F) The total number of ballots re-issued to voters who spoiled their ballot at the polling place (spoiled or defective ballots). This number is automatically calculated.
(Line G) The total number of ballots rejected by election inspectors at the polling location. This number is automatically calculated.

7. (Line H) Count the number of ballots in the “Original Ballots that have been Duplicated” Envelope. The only time you will need to duplicate a ballot is in the event the auxiliary bin was used and a ballot needs duplicated at end of night.

(Line I) The total number of provisional envelope ballots issued to voters. This number is automatically calculated based on “the number Envelope Ballot assigned to voters in the EPB”. You can double check this number by comparing the number of Provisional Ballot Envelopes containing ballots you have in your Provisional Ballot Storage Envelope.

8. (Line J) – Enter the Number of UNUSED BALLOTS for each ballot style. Working with the unused ballots, enter the first “style” followed by the “Starting Number”, the ballot number you would have issued to the next voter. Next, enter the “Ending Number” which is the same as line A above. Complete this process for each ballot style assigned to the precinct.

(Line K) – Will automatically calculate the totals of Lines D, E, F, G, H, I and J. In order to get this number to calculate, click in any of the white boxes on the Ballot Summary.

STOP! (Line L) must be 0. If Line L is not 0, double check items 3-8 and ensure everything was entered correctly. If there is a known reason for not balancing, consult with the City Clerk’s Office to determine if a re-tabulation of the ballots is necessary. If unresolved, make a General Remark explaining to the County Board of Canvassers the reason the precinct does not balance.
9. Click “Preview” – This is at the bottom of the dialogue box. You likely will have to scroll down to see it.

The Ballot Summary report will pop-up after clicking “Preview. Be sure to review the summary to ensure all the information was entered correctly and the summary balances (Line L = 0).

At this point, the ballot summary is ready to be saved on the encrypted flash drive. The Ballot Summary, along with the List of Voters and Remarks, will be printed at the Receiving Board when you return to the City Clerk’s Office.
To save the Ballot Summary:

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

4. Click PDF from the drop-down menu.

5. The computer will default to saving on the flash drive. Just 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 OK. Then...

4. Click Save.

After the Ballot Summary has been saved, close out of the Report Preview screen, and close the Ballot Summary Report screen as well.
Produce Final Reports on the EPB and Shutdown Laptop

After the “Ballot Summary” report is completed two more reports and a file must be saved before the laptop can be shut down and packed away. Paper copies of the reports will be printed at City Hall when you return your election materials in the evening.

List of Voters (Report)
The List of Voters is created by the EPB Software and must be saved to the encrypted flash drive. Use the triangle buttons next to the page number, to view the report. Remember to view the number of voters in order to record that number in the paper poll book.

To save the List of Voters:

1. Click “Reports”
2. Click “List of Voters”
3. Click the disk icon in the upper left-hand corner of the screen.
4. Click PDF from the drop-down menu.
5. The computer will default to saving on the flash drive. Just 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 OK. Then click save...
6. 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.
Remarks (Report)

Remarks recorded in the EPB software are also saved in a report and must be saved to the encrypted flash drive.

To save the Remarks report:

1. Click “Reports”
2. Click “Remarks”
3. Click the disk icon in the upper left-hand corner of the screen.
4. Click PDF from the drop-down menu.
5. The computer will default to saving on the flash drive. Just 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 OK. Then click save...

6. 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 note: There must be one recorded Remark for the report to save. If you have not recorded any remarks during the day, enter a remark like “No problems throughout Election Day.”
Save Voter History (File)
After all other reports are saved, save the voter history file. This file records who voted on Election Day and will update the voter registration files in the Qualified Voter File (QVF).

To save Voter History:

1. Click “File”

2. Click “Save History”

3. The computer will default to saving on the flash drive. Just 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 OK. Then click save...

4. Once the file saves a pop-up window will appear notifying you the file has been exported. Click OK.
Ensure Files are on Secure Flash Drive

Verifying all files have been saved on the encrypted flash drive is an important last step.

To verify files have been saved on the encrypted flash drive and in the Privacy Zone:

1. Click on Windows Home Button. Alternatively click on the three-file folder icon in the lower left-hand corner of the screen and skip to step 3
2. Click Documents.
3. Double Click the USB Drive.
4. Verify there are 5 files listed in the folder. Those files should be the rptBallotSummary.pdf, EPB.accdb, epb_history.csv, rptVoterList.pdf, and rptRemarks.pdf. If those files are not found on the flash drive, repeat the steps outlined for saving reports.

Once all reports have been saved, the EPB program can be closed and the laptop shut down. Return all items to the carrying case, except the encrypted flash drive. The encrypted flash drive must be placed in the small blue vinyl pouch along with the USB drives from both the tabulator and VAT, sealed with a flexible plastic seal, and returned to the City Clerk’s Office on election night along with your EPB laptop.
Inspectors first open the thermal printer lid, un-roll the paper until just after the signatures of the poll workers who signed the report at the opening of the polls, close the lid so that the printer will begin printing right after the last report. The printer light will turn green when ready to print.

Push the blue poll worker button on the back of the ballot tabulator. The main menu will load. Select “Close Polls”. The tabulator will ask you to confirm you wish to close the polls, press “Yes, Close the Polls”.

Enter Close Polls Password. Your password will be located in the important forms envelope in the supply box.

Wait while the Close Polls and Tally Report print. The tabulator will attempt to send results via the wireless modem. This may take 1-3 minutes. If the modem transmission fails, try to re-send once. If the transmission fails a second time proceed with the closing procedure, as normal.

All Election Inspector present at the close of polls must sign the bottom of all reports printed. Remove the reports and place in City Clerk envelope to be taken back to the Receiving Board. DO NOT separate the tapes, the Receiving Board will separate the tapes back at City Hall.
Once the Close Polls and Tally Reports have printed, check the write-in statement of votes page of the poll book to determine if you have any valid write-ins. With the exception for an even-year August primary, where precinct delegates can file in your precinct on Election Day, the list of valid write-in candidates will be provided to you by the City Clerk’s Office. If there are any valid write-in candidates, from the main screen press **Print Write-in Report**, to generate a tape that shows each write-in vote that was recorded. Follow the instructions on *page 82* to properly record these votes in the Poll Book.

Turn tabulator off with red power button (back of unit) and then unplug tabulator.

**IMPORTANT:** Wait for the Verity Scan to be completely powered down and showing a black screen if you will be unlocking and removing the tablet.
Delegates Elected to County Convention

The **DELEGATES ELECTED TO COUNTY CONVENTION** is only to be completed in even-numbered years (e.g. 2020, 2022, 2024 etc.) at the August Primary.

Check Republican, and Democratic sections of your tabulator tape under Candidates to County Convention, if there are any write-in votes recorded in either party, print a Write-In report tape prior to powering off the tabulator (See page 81). This Write-In Report tape is return to the City Clerk’s Office in your To Local Clerk Receiving Board Envelope, you do not need to record the Write-In Candidates for Precinct Delegate on your “Statement of Votes” page.

Individuals Wishing to File as Precinct Delegate on Election Day

Individuals wishing to file to run for Precinct Delegate on Election Day, may do so in the precinct up until the time the polls close. To do so the voter completes the Precinct Delegate Write-In Candidate Declaration of Intent form located in Supply Box #2. Once the voter completes the form, an election inspector signs in place of the notary in Section 4 of the form. Contact the City Clerk’s Office once the form is complete at (734) 794-6149 so we can record the voter’s information. File the completed application in the Return to Local Clerk Receiving Board Envelope.

Do NOT suggest to any voter that they should declare themselves as a Precinct Delegate Write-in Candidate – this is viewed as campaigning within the 100-foot rule.
When processing Write-in ballots, all the election inspectors should be present – with at least two workers of expressly different political party preferences.

Using a pen (INK, not pencil) complete the “WRITE-IN ONLY / STATEMENT OF VOTES” page of the paper Poll book. On the “Write-Ins Only” side of that page, enter each valid write-in candidate’s name and the office for which he/she is running. Enter names exactly as the voters wrote the names on the ballot, making a separate entry for each variation in a candidate’s name.

Remember that you only need to tally valid write-in votes – candidates who have properly filed their declaration of write-in candidacy. A list of those names will be provided to you before the close of the polls.

Proceed to tally the valid write-in votes.

Please note that the tabulator tape itemizes the number of write-ins for each candidacy. Make sure that you can account for all write-in votes for each candidacy with valid and invalid write-in votes.

Please note: if there are no valid write-in candidates, write “NONE” where you would normally write the candidate names.

Please note that you should include the total invalid votes on the Statement of Votes form (see first line in the illustration below). Notice in the example below that there are a total of 20 tallies for the office of “Rep in Congress.” This concurs with the tabulator tape that 20 ballots had a box filled in for the write-in position of “Rep in Congress.” Election inspectors must read each individual name printed on the write-in tape and tally up all valid write-ins in each race that has a valid write-in candidate (look inside your supply box or the envelope that came with your EPB to confirm the valid write-in candidates for your precinct).

Please note that you should include the total invalid votes on the Statement of Votes form (see first line in the illustration below). Notice in the example below that there are a total of 20 tallies for the office of “Rep in Congress.” This concurs with the tabulator tape that 20 ballots had a box filled in for the write-in position of “Rep in Congress.” Election inspectors must read each individual name printed on the write-in tape and tally up all valid write-ins in each race that has a valid write-in candidate (look inside your supply box or the envelope that came with your EPB to confirm the valid write-in candidates for your precinct).

![Image of the "Write-Ins Only/ Statement of Votes" form]

Please note that you should include the total invalid votes on the Statement of Votes form (see first line in the illustration below). Notice in the example below that there are a total of 20 tallies for the office of “Rep in Congress.” This concurs with the tabulator tape that 20 ballots had a box filled in for the write-in position of “Rep in Congress.” Election inspectors must read each individual name printed on the write-in tape and tally up all valid write-ins in each race that has a valid write-in candidate (look inside your supply box or the envelope that came with your EPB to confirm the valid write-in candidates for your precinct).
Depositing of Ballots

1) Put all **unused** ballots back in one of the two **vinyl canvas ballot container** and zip closed.

2) Remove **ALL** voted ballots using the front door of ballot box and place them neatly in the other **vinyl canvas ballot container**.

3) **Check again** that **NO** ballots are left in the black ballot box – **every** inspector should check **both** the bins.

4) Seal spoiled and defective ballots in the “**SPOILED OR DEFECTIVE BALLOTS**” envelope using a red paper seal. Seal the original ballots that you duplicated from – **assuming your precinct had to duplicate ballots** – in the “**ORIGINAL BALLOTS (THAT HAVE BEEN DUPLICATED)**” envelope using a red paper seal.

5) Place the **SPOILED OR DEFECTIVE BALLOTS**, the **ORIGINAL BALLOTS (THAT HAVE BEEN DUPLICATED)**, the VAT BALLOT envelope sealed with a red paper seal, and the SURRENDERED AV BALLOTS envelope sealed with a red paper seal in the **vinyl canvas ballot container containing the voted ballots** and zip it closed.

**IMPORTANT!** Except for the “envelope” ballots in the **PROVISIONAL BALLOT STORAGE ENVELOPE** that will be returned to the City Clerk’s Office at the end of the evening, **ALL USED BALLOTS** will be sealed in one **vinyl canvas ballot container** and all **UNUSED BALLOTS** will be sealed in the second **vinyl canvas ballot container**.
Sealing Ballot Container

In the front pocket of the Zippered Notebook, you will find two plastic sleeve one containing a blue card (Ballot Container Certificate) and one white card (Unused Ballot Container Certificate) and four plastic pull-tight seals with serial numbers imprinted on their end tabs. ONE pull-tight seal will be used to properly seal each of the vinyl canvas ballot bag containing ballots. Use the second set of plastic seal ONLY if you have to replace the first.

1) **Complete the Voted Ballot Container Certificate** Remove the **blue card** (Ballot Container Certificate) from its plastic sleeve. Record the following on the appropriate line:

1. The number of tabulated ballots (the number of ballots contained in the bag);
2. The seal number of the pull-tight seal that is being used to seal the bag;
3. The signature of the person who will seal the blue ballot container AND the signature of the person who will verify the sealing of the blue ballot container. The inspectors sealing and verifying the pouch must be a Democrat and a Republican (no minor political party inspectors) – whoever seals, then have the other major political party election inspector verify.

The information from items 1, 2, and 3 from above will also be entered into the “Certificate of Election Inspectors” form in the paper Poll Book. *(See page 88).*
Sealing Ballot Container (cont’d)

2) Complete the Unvoted Ballot Container Certificate. Remove the white card (Unvoted Ballot Container Certificate) from its plastic sleeve. Record the following on the appropriate line.
   1. The seal number of the pull-tight seal that is being used to seal the bag;
   2. The signature of the person who will seal the blue ballot container AND the signature of the person who will verify the sealing of the blue ballot container. The inspectors sealing and verifying the pouch must be a Democrat and a Republican (no minor political party inspectors) – whoever seals, then have the other major political party election inspector verify.

3) Seal the Ballot Container
   Put the Ballot Container Certificate card back into the plastic sleeve. Now attach it with the proper blue pull-tight seal (make sure you use the seal whose seal number is recorded on the Certificate). See left for proper sealing technique. Pull it tight! Use the correct holes!

Remember…if you must break these seals for any reason, a new seal must be used and the new seal number must be recorded on the “Ballot Container Certificate” and “Certificate of Election Inspectors” in the paper Poll Book.
Closing the Touch Writer VAT

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.) Select **“Close Polls”**.

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

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

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

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

7.) 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.

8.) 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”.

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

10.) Leave the Touch Writer VAT and printer where you found them in the morning.
Closing the Tabulator

1.) Unplug the tabulator, if you haven’t already done so.

2.) Using a pair of scissors or wire cutters, cut and remove the blue pull-tight seal on the memory device lid of the ballot tabulator.

3.) Using the black key, unlock the lid covering the USB drive.

4.) 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.

5.) Place the USB Drive in the small blue vinyl transfer pouch labeled “Washtenaw County”

6.) Record the date of the election; Ward/Precinct; seal number; affix signatures of the person sealing and the person verifying the sealing on the “Tabulator Program Transfer Container Certificate” (see picture to the left). The inspectors sealing and verifying the pouch must be a Democrat and a Republican (no minor political party inspectors) – whoever seals, then have the other major political party election inspector verify.

7.) Place the sealed small blue vinyl transfer pouch labeled “Washtenaw County” in the Zippered Notebook. The Zippered Notebook will be returned to City Hall at the end of the night.
Certificate of Election Inspectors

Complete the “Certificate of Election Inspectors” form in the paper Poll Book in ink.

1. “Insert the number of voters according to the EPB List of Voters Report” - This is the total number of people that voted at your precinct as shown on the last line of the “List of Voters” report (in the EPB).

2. “Insert the number of ballots tabulated according to the Public Counter of the Tabulator” - This number must be taken directly from the bottom left corner of the tabulator screen. It is also Line D on the ‘Ballot Summary’ report in the EPB and on the printed tabulator tape.

3. Check off the pink shaded boxes to indicate that each task listed has been completed.

4. Record the appropriate seal number(s) for the “BALLOT STORAGE CONTAINERS” (the large zippered canvas bag(s) used to store and transport the voted and unvoted ballots).

5. Record the appropriate seal number from the “TRANSFER CONTAINER” (the small zippered blue bag used to store the EPB flash drive and the flash drives from the tabulator and VAT).

6. The election inspector who SEALED the “BALLOT STORAGE CONTAINER” and the “TRANSFER CONTAINER” must sign in the appropriate pink space (must be a Democrat and a Republican).

7. The election inspector who VERIFIED the sealing of the “BALLOT STORAGE CONTAINERS” and the “TRANSFER CONTAINER” must sign in the appropriate pink space (inspector must be of the other major political party than the sealer).

8. ALL election inspectors present at the “closing” must sign the “Certificate of Election Inspectors” form in INK. Keep in mind, the Board of Canvassers may summon any inspector for failure to sign any election documents.

See next page for large size illustration of this report.
The difference between these two numbers must be "envelope" and confiscated ballots. This number is recorded on the middle line.
Relax! You are on the home stretch!
Now is the time to put things in their final location.

Packing up Supplies

**EPB Laptop Carrying Case:**
- Laptop, surge protector, mouse, mouse pad, magnetic card reader, and the computer power cord.

**Blue Rolling Supply Bin:**
- Unused “Application to Vote” forms;
- Unused “Voter Registration” forms;
- Unused “Provisional Ballot Form and Ballot Security Envelopes”;
- Secrecy Sleeves;
- Posted signs and other election materials that you put up in the morning. Don’t forget the flag *(if applicable)*;
- Other miscellaneous supplies such as pens, paper clips and tape.

- You may now dispose *(or preferably, recycle)* the ballot stubs.
- Break down the voting booths.
- Leave large white curbside and street signs in place. They will be picked up by City Staff later.

Misc. Supplies
Tidying Up Precinct

- Return the blue rolling supply bin and voting booths to the location where you found them in the morning.

- Leave the Black Ballot Box with tabulator in place with front ballot door **unlocked** at the end of the night.

- Please **DO NOT REMOVE** large signs, sawhorses or other markers on the outside of the precinct building unless you, an election inspector, placed them outside. These signs and markers were set up by City workers and they will be collected by City workers after the election as well. If you move them, the workers may not be able to find them.
Receiving Board Envelope

Place the following items into the large white envelope marked "TO LOCAL CLERK: RECEIVING BOARD". This envelope will be delivered to City Hall on the night of the election.

1.) 2-ring 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.) Voter ID Affidavit Tally Sheet;
5.) Problem Sheets;
6.) Notes to Jackie, Jennifer, & Steve;
7.) Precinct Reconciliation Form;
8.) Completed Voter Registration Applications;
9.) 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 (see Appendix J);
10.) Completed Flow Charts for Voters not in EPB;
11.) Voter Registration Receipts (from voters who registered with last 14 days at Clerk’s Office);
12.) Completed Applications to Vote on spindle(s);
13.) Completed Time Sheet (times will be amended for individuals returning election materials to City Hall);
14.) Completed “Closing” Check-Off Lists;

Seal the envelope with a paper seal and affix proper initials on it.

Make sure to properly complete paper seal!
Depositing of Keys

Place the tabulator, VAT, padlock and room/building keys in the black zippered pouch (inside front) of Zippered Notebook. Make sure to put the orange handled metal cutters in the black zippered pouch also.

The Zippered Notebook is not a garbage bag. Please don’t put everything that is left at the precinct in this notebook. Make sure to close the rings and don’t force the zipper closed.

Delivering Documents

One Democratic election inspector and one Republican election inspector (not necessarily including the Chairperson) shall deliver the following election documents to the Receiving Board at City Hall:

- Sealed TO LOCAL CLERK RECEIVING BOARD envelope;
- Zippered Notebook with keys to the tabulator and room/building; sealed small blue vinyl pouch containing EPB Flash drive and flash drives from tabulator and VAT;
- Sealed large vinyl canvas Ballot Container(s) containing all voted ballots;
- EPB Laptop(s).

Good Job!

Thank you for your help!!

Elections are possible only because of people like yourself. Congratulations!
Appendix A
Trouble shooting at the EPB!

**Laptop won’t turn on**

- Unplug power cord from the left side of the laptop.
- Re-plug power cord back into laptop.
- Press “ON” button.
- “ON” button that you just pressed will light up.

**Passwords**

- PASSWORDS ARE CASE SENSITIVE!!! ONLY PASSWORDS ARE CASE SENSITIVE!!!

**Screen goes blank**

- Wiggle mouse. EPB screen will re-appear.

**Screen goes blue**

- If the screen goes blue except for the two icons in the upper left hand corner, you minimized the EPB Screen.
- Look at the bottom of the computer screen to see the minimized button.
- Click on this minimized button to maximize EPB screen.

**Can’t perform first BACKUP.**

- Minimize the EPB screen so you can see the blue screen with two icons at upper left-hand corner.
- Unplug flash drive.
- Put flash drive back into the proper port (marked with an arrow) ensuring the flash drive is completely plugged in.
- Wait for the pop-up to appear displaying the USB Drive. Be patient!!
- See page 5 for complete instructions.
- Once you are sure that the flash drive is detected, minimize that screen.
- Maximize EPB button at the bottom of the computer screen.
- Try to BACKUP again.
Hint to clear DLN/Name search box quickly

• Double click anywhere on the string of characters (whether name or driver license number [DLN]) inside the search box.
• While the string of characters (name or DLN) is highlighted in blue, hit the backspace button. This will clear the search box of all characters. Remember, driver license numbers have too many characters to quickly erase by using the backspace button.

Screen appears frozen OR Can’t put in new voter name

• First, check to see if you have a voter’s record locked in. If so, you must click the “Unlock this voter without performing any action” button.
• Next, check to see if the DLN/Name search box is completely empty. Look closely in the box for any periods (.), commas (,) or spaces ( ) from last voter’s driver license you swiped.
• You must remove ALL stray characters from the search box before you can continue.
• If the above doesn’t work, click “Lock this voter record” button. If voter action buttons appear (Regular ballot, Provisional ballots, Challenged ballot, Spoil a ballot, etc.), then click on “Unlock this voter without performing any action” button. Now you can use the DLN/Name search box again.
• If your computer locked up (see picture below), then you need to enter the password Elections inside the password box.
Other IMPORTANT Hints

- Do NOT use the Caps Lock key. Use the Shift key for all capital letters.
- If you want to use the numeric keypad on the right side of your keyboard, make sure that the “NumLock” button is “on”.
- Dates are to be entered in this way: 4/2/1956. The computer will not recognize month names if they are spelled out. Use numbers to indicate dates separated by slashes.
- Use the Table of Contents in your Manual, to easily find things!
- Read all the words in a dialogue box when they appear on your screen. Don’t be afraid!
- **Do not** attempt to use the EPB laptop for anything other than recording election information.
- **Do not** have food or beverages near the EPB laptop! **Do not** eat or drink while you are working at the EPB laptop!
- Be patient with the computer especially when first setting up the EPB (e.g., Privacy Zone) and “backing up”. Randomly clicking and re-clicking on icons or buttons will only slow the computers processing.
- The Back-up procedure takes just a bit longer as you go through the day. **Be Patient**!
- Use the one-page guides! There is a *Provisional Ballot Quick Guide* (bifold) in your zippered notebook and checklist for opening and closing the polls.
- Remember to use **Helpful Hint** (page 28) when preparing ballots for voters.
- Don’t forget that the auto advance of the EPB will be off if you issue a voter a ballot from the “Other” tab or from the “Unlisted” tab. **Listen for the ballot number the inspector at the ballot station tells you!**

INSPECTORS AT THE EPB & BALLOT STATIONS SHOULD CONSTANTLY COMMUNICATE WITH EACH OTHER! Make sure the EPB ballot number matches the ballot number on the physical ballot given to that voter. Look and read the number on the ballot stubs!
### Appendix B
**Voter Status Note Reference Guide**

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
<th>Actions to Implement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Challenged</td>
<td>Age</td>
<td>Voter is given oath, and answers questions regarding eligibility. Complete the challenged portion of the poll book. Write ballot number on the back of and cover with post-it tape. Let voter tabulate ballot.</td>
</tr>
<tr>
<td></td>
<td>Citizenship</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Residency</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
<th>Actions to Implement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verify</td>
<td>Confirm Address</td>
<td>Have voter verbally confirm the information in question. Let voter tabulate ballot.</td>
</tr>
<tr>
<td></td>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Citizenship</td>
<td>Have voter complete the application to vote. As long as the application is signed, let voter tabulate ballot.</td>
</tr>
<tr>
<td></td>
<td>Sign Registration Card</td>
<td>Have voter complete voter registration form in binder. Let voter tabulate ballot.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Actions to Implement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absentee Ballot Sent</td>
<td>Call the 734-794-6149 to confirm a ballot was not received. If voter does not have the ballot have them complete affidavit of voter not in possession and vote as normal. If the voter has ballot place the absentee ballot into the AV ballot envelope and let vote as normal.</td>
</tr>
<tr>
<td>Absentee Ballot Sent/Received</td>
<td>Inform the voter they have previously completed a ballot and the ballot is being counted at City Hall. Do not allow them to vote in precinct.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Actions to Implement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must show ID before voting (Federal Requirement)</td>
<td>Refer to Appendix C for acceptable forms of ID. If voter does not have ID they must vote a provisional envelope ballot.</td>
</tr>
</tbody>
</table>
Appendix C
ID Requirements Information Sheet

State ID Requirement – Everyone!!

The following are acceptable forms of identification:

- Driver’s License or photo ID from MI or another state
- Federal or state government-issued photo ID
- U.S. Passport
- Military photo ID
- Student photo ID from a High School or accredited college
- Tribal photo ID

NO ID = must fill out Affidavit on back of Application to Vote

NO Affidavit = NO Ballot

Federal ID Requirement – Voters with “Must show ID before voting (Federal Requirement)” in the Voter Status window

Voter must supply an acceptable form of picture ID (above), or:

- Read the following to the voter:

“Our records indicate that you are subject to the Federal ID Requirement. This applies to any voters who have registered by mail and have never voted. Therefore, in addition to signing the Affidavit (above) you must provide one of the following:”

Dated/issued within the last year and must have voter name and address

- Paycheck/Pay Stub
- Social Security Check
- Tax Return Check or Statement issued by IRS or State
- Gas, Phone, Electric, Water, Cable or other utility bill
- Bank Statement
- Vehicle Registration
- Electronic Benefit Transaction (EBT) Card
- Department of Social Services (DSS) Card

- Medicare or Medicaid Card
- Veteran’s ID Card
- Public Housing Lease Agreement
- Tuition Statement (public college/university)
- Bill/Correspondence from Federal, State or Local Government
- Resolution of a Criminal Case Document (contact Clerk’s office)
- Public Transportation Discount Card
- Marriage License

NO ID = Provisional “Envelope” Ballot
# Appendix D
## Challenger -v- Poll Watcher Quick Reference Sheet

<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 Poll Book and other election materials.</td>
<td>Yes</td>
<td>Yes – but only as permitted by precinct board and when voting process will not be delayed.</td>
</tr>
<tr>
<td>May handle the Poll Book 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 in polling place.</td>
<td>Yes – if not disruptive.</td>
<td>Yes – if not disruptive.</td>
</tr>
<tr>
<td>May wear clothing, buttons, arm bands, vests, etc. that name organization he or she represents.</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Has the right to approach and question voters.</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>
Appendix E
The Appointment, Rights and Duties of Election Challe ngers

THE APPOINTMENT, RIGHTS AND DUTIES OF
ELECTION CHALLENGERS
AND POLL WATCHERS

Michigan Department of State
Bureau of Elections
September, 2008

www.Michigan.gov/sos
The Appointment, Rights and Duties of Election Challengers and Poll Watchers

The law allows “election challengers” and “poll watchers” to monitor the election process as a safeguard against election fraud. Challengers, appointed by political parties and qualified groups and organizations, enjoy special rights and privileges. While poll watchers are not extended the same rights and privileges, there is no appointment process associated with the placement of poll watchers in the polls or on absent voter counting boards.

This publication is a summary of the laws and rulings which govern election challengers and poll watchers; it is not intended as a complete interpretation of the law. Questions may be directed to the Michigan Department of State, Bureau of Elections, P.O. Box 20126, Lansing, Michigan 48901. Phone: (517) 373-2540. E-mail: <Elections@Michigan.gov>. Fax: (517) 373-0941.

ELECTION CHALLENGERS

Election challengers may be appointed by:

• A state-recognized political party.
• An incorporated organization.
• An organized group of citizens interested in the adoption or defeat of a proposal on the ballot.
• An organized group of citizens interested in preserving the purity of elections and in guarding against the abuse of the elective franchise.

It merits note that a candidate does not have the authority to appoint challengers. Similarly, a Candidate Committee registered under Michigan’s Campaign Finance Act or any other type of organization expressly formed to support or oppose a candidate does not have the authority to appoint challengers.

Election challengers have the right to:

• Observe the election process in voting precincts and absent voter counting board precincts.
• Challenge a person’s right to vote if the challenger has good reason to believe that the person is not eligible to vote in the precinct.
• Challenge the actions of the election inspectors serving in the precinct if the challenger believes that election law is not being followed.
GENERAL INFORMATION

- A challenger must be a registered voter in the state of Michigan.
- A challenger may not be a candidate for any elective office in the election. (Exception: a candidate for precinct delegate may serve as a challenger in a precinct other than the precinct in which he or she is a candidate.)
- A person appointed as an election inspector at the election may not act as a challenger at any time throughout the course of the day.
- A challenger may be assigned to serve in any precinct or absent voter counting board established in the state. In addition, a challenger may be assigned to serve in any number of precincts.
- A political party, group or organization may not have more than two challengers present in a voting precinct or more than one challenger present in an absent voter counting board at any time throughout the course of the day.
- A political party, group or organization may rotate challengers assigned to a voting precinct; a challenger assigned to an absent voter counting board must remain in the room in which the absent voter counting board is working until the close of the polls (8 p.m.).
- All challengers must carry an identification card issued by the appointing political party, group or organization. The identification card must show the challenger’s name; the name of the appointing political party, group or organization; and the precinct or precincts in which the challenger is authorized to serve. It is recommended that challengers wear an identification badge which bears the words “ELECTION CHALLENGER.” Upon entering a precinct, the challenger must exhibit the identification card to the precinct chairperson.
- A challenger appointed to serve in an absent voter counting board is required to take and sign the following oath: “I (name) do solemnly swear (or affirm) that I shall not communicate in any way information relative to the processing or tallying of voters that may come to me while in this counting place until after the polls are closed.” The oath may be administered by any member of the absent voter counting board.

THE APPOINTMENT OF ELECTION CHALLENGERS

Political parties may appoint election challengers to serve at partisan and nonpartisan elections. The appointments may be made at any time through the date of the election. A political party is not required to follow an application process to appoint election challengers.

An incorporated organization, a group interested in the adoption or defeat of a proposal on the ballot or a group interested in preserving the purity of elections and in guarding against the abuse of the elective franchise may appoint election challengers if authorized to do so under an application process. To apply for appointment authorization, the organization or group must file, not less than 20 days nor more than 30
days prior to the election, the two items below with the clerk of the county, city, township or village where the election will be held.

1) A statement which sets forth the organization’s or group’s intention to appoint election challengers and the reason why the right to make the appointments is claimed. The statement must be signed under oath (notarized) by the chief presiding officer, secretary or any other officer of the group or organization.

2) A copy of the identification card which will be carried by the challengers appointed by the group or organization. The identification card must have entry spaces for the challenger’s name, the group’s or organization’s name, the precinct or precincts in which the challenger is authorized to serve and the signature of a recognized officer of the group or organization.

APPOINTMENT AUTHORIZATION APPLICATIONS SUBMITTED BY GROUPS AND ORGANIZATIONS: PROCESSING STEPS

A clerk receiving a challenger appointment authorization application from an organization or group is required to approve or deny the request and notify the group or organization of the decision within two business days. A clerk has the authority to deny a challenger appointment authorization application if the group or organization fails to demonstrate that it is qualified to appoint challengers.

If the application is denied, the group or organization may appeal the decision to the Secretary of State within two business days after the receipt of the denial. Upon the receipt of an appeal, the Secretary of State is required to render a decision on the appeal and notify the organization or group of the decision within two business days. Notification of the decision is also forwarded to the clerk who issued the application denial.

Before the opening of the polls, the clerk is required to notify all precincts in the jurisdiction of the groups and organizations that have gained the right to appoint challengers at the election.

CONDUCT STANDARDS

* Challengers must conduct themselves in an orderly manner at all times. A challenger can be expelled from the precinct for unnecessarily obstructing or delaying the work of the election inspectors; touching ballots, election materials or voting equipment; campaigning; or acting in a disorderly manner.

* A challenger is expressly prohibited from threatening or intimidating voters 1) entering the polling place 2) applying to vote 3) entering a voting station 4) voting or 5) leaving the polling place.

* Challenges may not be made indiscriminately or without good cause.
• Challengers cannot campaign, distribute literature or display any campaign material (including campaign buttons) in the polls or within 100 feet of any doorway being used by voters to enter the building in which the polling place is located.
• Challengers do not have the authority to approach voters or talk to voters for any reason. Similarly, challengers are prohibited from wearing anything, displaying anything or saying anything that suggests or conveys that they are available to assist voters in anyway or answer questions that voters may have.
• Challengers do not have the right to use video cameras or recording devices in the polling place.
• A challenger is prohibited from wearing or otherwise displaying a button, armband, vest, shirt, hat or any similar items which identifies the organization he or she represents.
• Challengers do not have the authority to place tables in the polls.

RIGHTS OF CHALLENGERS

It is the duty of the precinct board to provide space for challengers which will enable them to observe all election procedures being carried out. In a voting precinct, challengers are permitted to position themselves behind the election inspectors’ table. Those present in the polls (including all election inspectors and voters) are expressly prohibited from threatening or intimidating any challengers assigned to serve in the polling place.

Challengers have the right to:
• Examine the voting equipment before the polls open and after the polls close.
• Observe each person offering to vote. (Challengers may not observe electors voting.)
• Observe the processing of voters.
• Bring to the precinct board’s attention the improper handling of a ballot by a voter or an election inspector; that the 100 foot campaign restriction is being violated; or that any other election law or prescribed election procedure is being violated.
• Inspect the Applications to Vote, Poll Books, registration list and any other materials used to process voters at the polling place. (When exercising this right, challengers may not touch the Applications to Vote, Poll Books, registration list or other materials being used by the precinct board.)
• Keep notes on the persons offering to vote, the election procedures being carried out and the actions of the precinct board.
• Remain in the precinct until the precinct board completes its work.

If two challengers are representing a political party, group or organization in the precinct, only one of the challengers may hold the authority to challenge at any give time. The challengers may alternate the authority to challenge at their discretion. The challengers must advise the precinct board each time the authority is alternated.
CHALLENGE PROCEDURE: “UNQUALIFIED VOTER”

A challenger has the right to challenge a voter if the challenger has good reason to believe that a person who offers to vote is not qualified to vote in the precinct. For example, the voter 1) is not a true resident of the city or township 2) has not yet attained 18 years of age 3) is not a United States citizen or 4) did not register to vote on or before the “close of registration” for the election at hand.

Generally, such challenges are based on research conducted in advance of the election by the challenger or the organization the challenger represents. In other cases, the voter may make a statement regarding his or her age, residency status, registration date or citizenship status when offering to vote that gives the challenger “good reason to believe” that the voter is not qualified to vote in the precinct.

Challenges issued against voters must be directed to the chairperson of the precinct board before the voter is issued a ballot. After the challenge is issued, the chairperson of the precinct board or an election inspector designated by the chairperson is responsible for supervising the challenge to make sure that it is conducted promptly and courteously. (If there are other voters present, the challenged voter can be removed from the line to avoid processing delays.) The challenge proceeds as follows:

1) After the challenge is made, the challenged person takes the oath printed below. The oath is administered by the chairperson of the precinct board or a designated election inspector.

“I swear (or affirm) that I will truly answer all questions put to me concerning my qualifications as a voter.”

2) After the oath has been administered, the precinct chairperson or a designated election inspector may question the challenged voter. Election law stipulates that the questions be confined to the person’s qualifications as a voter (citizenship, age, residency and date of registration).

3) A challenged voter is permitted to vote a specially prepared “challenged ballot” if the answers given under oath prove that he or she is qualified to vote in the precinct. A challenged voter may not vote if he or she refuses to take the oath, refuses to answer appropriate questions under oath or is found to be not qualified to vote through the answers given under oath.

4) A complete record of the challenge must be entered on the “CHALLENGED VOTERS” page in the Poll Book. The record must include the name of the person making the challenge; the reason for the challenge; the time of the challenge; the name, address and telephone number of the person challenged; and any other pertinent information.

A challenger is not permitted to challenge a voter’s right to vote unless the challenger has good reason to believe that the elector is not eligible to vote in the precinct. A challenger does not have the right to issue a challenge based on an “impression” that the voter may not be eligible to vote in the precinct due to the voter’s manner of dress, inability to read or write English, perceived race or ethnic background
or need for assistance with the voting process. Similarly, a challenger does not have the
right to issue a challenge due to any physical or mental disability the voter may have or is
perceived to have.

Every effort must be made to ensure that the challenge procedures are properly carried
out in the polls as the abuse of the process can have serious consequences including the
disenfranchisement of qualified electors, criminal violations and legal challenges over
the election results. The precinct chairperson has the authority to expel challengers who
abuse the challenge process.

CHALLENGE PROCEDURE: ABSENTEE VOTER
AT POLLS

A challenger has the right to challenge any voter issued an absentee ballot who appears
at the polls to vote on election day claiming that he or she never received the absentee
ballot, lost the absentee ballot or destroyed the absentee ballot.

If such a challenge is made, the precinct inspector handling the challenge issues the
voter a ballot which has been prepared as a “challenged ballot” and enters a record of
the challenge on the “CHALLENGED VOTERS” page in the Poll Book; the questioning
of the voter is not required. (Note: A voter issued an absentee ballot who appears at the
polls to vote on election day claiming that he or she never received an absentee ballot,
lost his or her absentee ballot or destroyed his or her absentee ballot is required to sign
an affidavit to that effect before voting in person. This requirement applies regardless of
whether the voter is challenged.)

THE PREPARATION AND ISSUANCE OF
CHALLENGED BALLOTS

A challenged voter must vote on a specially prepared optical scan ballot as explained
below:

• The election inspector handling the challenge writes the number appearing on the
voter’s ballot in pencil on the back of the ballot.

• After the ballot number is recorded in pencil on the ballot, the number is concealed
with tape and/or a slip of paper as directed by the election official administering the
election.

• The election inspector enters the voter’s name in the Poll Book.

If the voter is present in the polls, the election inspector issues the specially prepared
ballot to the voter. The voter then votes the ballot in a voting station. After the voter has
voted the ballot, the ballot is deposited in the tabulator under routine procedure.

If an absentee ballot is involved, the election inspector deposits the specially prepared
ballot in the tabulator under routine procedure.
A challenged ballot cannot be retrieved for examination after the election without an appropriate court order.

**CHALLENGE PROCEDURE: PRECINCT BOARD FAILS TO AUTOMATICALLY ISSUE A CHALLENGED BALLOT WHEN REQUIRED**

Under the circumstances outlined below, precinct boards are required to *automatically issue* a voter who attends the polls a ballot prepared as a “challenged ballot” and enter a record of the challenge on the “CHALLENGED VOTERS” page in the Poll Book:

1) A voter who refuses to enter his or her birthdate on the Application to Vote form is required to vote a ballot prepared as a “challenged ballot.”

2) A voter who enters a birthdate on the Application to Vote form which does not correspond to the birthdate recorded for the voter on the precinct’s QVF list is required to vote a ballot prepared as a “challenged ballot.”

3) A voter who is issued a “provisional ballot” is required to vote a ballot prepared as a “challenged ballot.” (In such an instance, the ballot issued to the voter must be prepared as a “challenged ballot” regardless of whether the ballot will be tabulated in the polls or preserved as an “envelope ballot” and held for evaluation after the election.)

4) An absentee ballot must be prepared as a “challenged ballot” if the ballot stub is missing or the ballot serial number does not match the serial number recorded for the absentee voter.

If a challenger has reason to believe that the precinct board is not preparing a ballot as a “challenged ballot” when required, the challenger must direct the challenge to the precinct chairperson. If the chairperson rejects the challenge, the challenger has the right to contact the election official in charge of the election to resolve the matter at issue. The election inspectors must enter a complete record of the challenge on the “CHALLENGED VOTERS” page in the Poll Book.

**CHALLENGE PROCEDURE: ABSENTEE BALLOTS**

If a challenger has reason to believe that an absentee ballot has been submitted by a person who is not qualified to vote in the precinct, a challenge may be made as the ballot is being processed. If such a challenge is made, the election inspector handling the challenge writes the number appearing on the voter’s ballot in pencil on the back of the ballot; conceals the number with tape or a slip of paper as directed by the election official administering the election; enters a record of the challenge on the “CHALLENGED VOTERS” page in the Poll Book; and proceeds with the routine processing and counting of the ballot.
CHALLENGE PROCEDURE: ACTIONS OF THE PRECINCT BOARD

If a challenger has reason to believe that the precinct board is not following election law, the actions of the precinct board may be challenged by consulting with the board chairperson. If the chairperson rejects the challenge, the challenger has the right to contact the election official in charge of the election on the matter at issue. The election inspectors must enter a complete record of the challenge in the Poll Book.

CHALLENGE PROCEDURE: ADMINISTRATION OF VOTER IDENTIFICATION REQUIREMENT

Every Michigan voter who offers to vote at the polls must show picture identification or sign an affidavit attesting that he or she is not in possession of picture identification.

As a challenger may challenge election procedures that are not being properly performed, a challenge may be made if an election inspector attempts to issue a ballot to a voter who has not shown picture identification or signed an affidavit. Also, a challenger may challenge the ballot of a voter if the challenger has good reason to believe the person is not properly registered. Consequently, a challenge may be issued if a voter provides picture identification with an address that is different than the address on the precinct’s QVF list.

A voter cannot be challenged just because he or she is not in possession of picture identification or did not bring picture identification to the polls and signs the affidavit in order to vote. Of course, as is the case with any voter, a voter who is unable to show picture identification can be challenged if a challenger has good reason to believe that the person is not qualified to vote in the precinct.

PENALTIES

Michigan election law provides penalties for the following infractions:

- A person who submits a challenger appointment authorization application on behalf of a group or organization that is not authorized to appoint challengers.
- A clerk who knowingly fails to perform the duties related to the challenger appointment process.
- A person who challenges a qualified elector for the purpose of annoying or delaying the voter.
- A challenged elector who gives false information regarding his or her qualifications to vote.
- An election official or precinct board that prevents a challenger from being present in the polls or refuses to provide a challenger with any conveniences needed for the performance of his or her duties.
POLL WATCHERS

An election is an open process that may be observed by any interested person. (However, note that candidates may not remain in the polling place after they have voted because of the possible conflict with the provisions which prohibit campaigning within 100 feet of the polls.) A person who wishes to observe the election process -- who is not a qualified election challenger -- is commonly called a “poll watcher.” The qualifications, rights and duties of poll watchers and challengers are contrasted below:

- A challenger must be registered to vote in the state of Michigan; poll watchers do not have to meet this requirement.
- Poll watchers are subject to the same “conduct standards” as challengers.
- A challenger has the right to challenge a person’s right to vote and the actions of the precinct board; a poll watcher does not have this authority.
- A challenger may sit behind the processing table; a poll watcher does not have this privilege. (Poll watchers must sit or stand in the “public area” of the polling place where they will not interfere with the voting process.)
- Challengers have a right to look at the Poll Book; poll watchers may look at the Poll Book at the discretion of the precinct board chairperson. A challenger or a poll watcher may not touch the Poll Book or any other voting records.
- A poll watcher who wishes to be present in an absent voter counting board must remain in the room in which the absent voter counting board is working until close of the polls (8 p.m.).
- A poll watcher who wishes to be present in an absent voter counting board is required to take and sign the following oath: “I (name) do solemnly swear (or affirm) that I shall not communicate in any way information relative to the processing or tallying of voters that may come to me while in this counting place until after the polls are closed.” The oath may be administered by any member of the absent voter counting board.
# ELECTION CHALLENGERS AND POLL WATCHERS: SUMMARY OF RIGHTS AND DUTIES

<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 Poll Book and other election materials.</td>
<td>Yes</td>
<td>Yes (But only as permitted by precinct board and when voting process will not be delayed)</td>
</tr>
<tr>
<td>May handle the Poll Book 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 in polling place.</td>
<td>Yes (If not disruptive)</td>
<td>Yes (If not disruptive)</td>
</tr>
<tr>
<td>May wear clothing, button, arm band, vest, etc. that identifies organization he or she represents.</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.</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Can offer assistance to voters.</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>
Appendix F
Campaigner -v- Exit Pollster

Campaigning – Basic Rules:

- No campaigning material/campaigning within 100 feet of any doorway used by voters to enter the building in which a polling place is located.
- No posting/displaying campaign items on public or personal property within 100 feet:
  - No displaying “pro and con” info on the proposals on the ballot.
  - No approaching voters to encourage who or what to vote for.
  - No distributing any type of campaign literature or write-in stickers.
  - No displaying signs, posters or bumper stickers.
  - No attempting to collect petition signatures.
- No requesting donations, selling tickets or engaging in similar activities.
- Voters entering the polls must remove campaign buttons or cover up clothing bearing a campaign slogan or a candidate’s name.
- There is nothing to prohibit a voter from referring to campaign literature or “slate cards” when voting.
  - Voters must conceal campaign literature or other campaign materials brought into the polls.
  - Such materials may not be left behind in the voting station.

Inspectors are authorized and expected to uphold the rules!

Exit Polling – Basic Rules:

*Exit polling is the questioning of voters after they have left the polls.

- No exit polling within 20 feet of any doorway used by voters to enter the building in which a polling place is located.
- Exit Pollsters may not enter the building in which the polling place is located.
- No interviewing Voter before they enter the polling place.
Appendix G
Ballot Duplication

After 8:00 PM two Election Inspectors of expressly different political affiliation will determine if ballots need to be duplicated. There are only two reasons a ballot would have to be duplicated:

- The ballot is defective and the voter was unwilling to re-vote a new ballot;
- Ballots were cast while the tabulator was inoperable and could not be tabulated due to defect or improper markings.

**Process of Duplicating Ballots**

- Remove all ballots from Auxiliary Bin. (Access from rear of ballot box);
- Count out a number of unused ballots equal to the number of ballots to be duplicated;
- At the top of the first ballot to be duplicated write “ORG 1”. At the top of the replacement ballot write “DUP 1”. The next ballot to be duplicated would be “ORG 2” and then “DUP 2” and so on until all remaining ballots have been duplicated;
- One Election Inspector calls the valid votes from the original ballot as the second Election Inspector marks the votes on the duplicate ballot. Following the standards for “Valid” and “Invalid” ballot markings see Appendix H, record all “Valid” ballot marks on duplicated ballot even if those marks results in an over vote or crossover voter, (Only except is in the event an invalid write in would create an overvote, see Appendix H for additional information);
- Once the ballots have been duplicated switch, so that the person that marked the ballot reads the duplicated ballots to the person as the other Election Inspector checks them against the original ballots;
- Insert ballots into tabulator accepting ballots rejected for overvotes and crossovers as needed.
Appendix H
Determining the Validity of Optical Scan Ballot Markings

DETERMINING THE VALIDITY OF BALLOT MARKINGS

Michigan election law, MCL 168.799a (3), provides the following direction on recounting ballots:

If the electronic voting system requires that the elector place a mark in a predefined area on the ballot in order to cast a vote, the vote shall not be considered valid unless there is a mark within the predefined area. A stray mark made within a predefined area is not a valid vote. In determining whether a mark within a predefined area is a stray mark, the board of canvassers or election official shall compare the mark subject to recount with other marks appearing on the ballot. The secretary of state shall issue instructions, subject to the approval of the board of state canvassers, relevant to stray marks to ensure the fairness and uniformity of determinations made under this subsection. A secretary of state's instruction relevant to stray marks shall not be applied to a ballot unless the secretary of state issued the instruction not less than 63 days before the date of the election.

Similar direction is provided under Michigan election law, MCL 168.803(2):

If an electronic voting system requires that the elector place a mark in a predefined area on the ballot in order to cast a vote, the vote shall not be considered valid unless there is a mark within the predefined area. A stray mark made within a predefined area is not a valid vote. In determining whether a mark within a predefined area is a stray mark, the board of canvassers or election official shall compare the mark with other marks appearing on the ballot. The secretary of state shall issue instructions, subject to the approval of the board of state canvassers, relevant to stray marks to ensure the fairness and uniformity of determinations made under this subsection. A secretary of state's instruction relevant to stray marks shall not be applied to a ballot unless the secretary of state issued the instruction not less than 63 days before the date of the election.

The above provisions of law were enacted to accommodate those situations where the tabulating equipment employed to count ballots cast at an election is unable to recognize a properly cast vote. Such situations generally stem from the voter not making a mark in the predefined target area. They can also occur if the ballot marking is too light or small for the tabulator to recognize the presence of a vote.

The proper way to indicate a vote on a ballot is to make a mark within the predefined area designated for casting a vote. Markings that are inconsistent with this standard cannot be counted as votes.
**Valid markings:** Each of the examples provided below is a **valid vote** as there is a mark within the predefined target area for casting a vote.

For ballots with boxes:

![Valid markings example]

**Invalid markings:** Each of the examples provided below is an **invalid vote** as a mark does not appear within the predefined target area designated for casting a vote.

For ballots with boxes:

![Invalid markings example]

**Corrections:** A correction that causes a false tabulator read does not count as a valid vote. For ballots with boxes:

![Correction example]

In each example above, count the top position only.

**Stray Marks:** A stray mark made within a predefined target area is not a valid vote. In determining whether a mark within a predefined target area is a stray mark, the board of canvassers or election official (or board of election inspectors, when visually inspecting an absentee ballot rejected by the tabulator) shall compare the mark with other marks appearing on the ballot. Note, a cross or checkmark appearing in the predefined target area is not considered a stray mark and is a **valid vote** even if the voter does not consistently mark the entire ballot with a cross or checkmark.

For ballots with boxes:

Candidate A

Candidate B

Candidate C

In all three examples above, count the top two positions only.
Examples of false read situations requiring duplication of the ballot:

*False overvote created by ballot correction*

False Overvote/Ballot Correction:

Proper Duplication:

*False overvote created by invalid write-in*

False Overvote/Invalid Write-in:

Proper Duplication:
False crossover vote created by ballot correction

False Crossover/ Ballot Correction:

Proper Duplication:

False crossover vote created by invalid write-in

False Overvote/ Invalid Write-in:

ProperDuplication:
Appendix I
Application to Vote

FRONT

Voter must complete an “Application to Vote” to get a ballot.

Election inspectors will complete these items.

BACK

If voter does not have an acceptable photo ID then he/she should complete the Affidavit (top half).

Election inspector would then complete the bottom half of the form.
Appendix K
FREQUENTLY ASKED QUESTIONS

Q: What is an Election Inspector?
A: Election inspectors (a.k.a. election workers or poll workers) are individuals who are paid to assist voters at the polls on Election Day. A City of Ann Arbor election inspector must be a registered voter of Michigan. They cannot be a challenger, candidate, or a member of a candidate’s immediate family. Anyone convicted of a felony or an elections crime may not serve either.

Q: What is the rate of pay for election inspectors?
A: Election inspectors receive $13.00 per hour. Floaters are paid a $15.00 stipend, while Chairpersons are compensated $17.00 per hour. The City of Ann Arbor pays workers to attend all training sessions.

Q: What are Floaters?
A: Floaters are election inspectors who can be moved from their initial precinct assignment. Even on Election Day we may instruct a floater to drive to another precinct to work. For this reason, a floater must have their own motor vehicle to get from one precinct to another on Election Day.

Q: Is the precinct Chairperson the boss?
A: No. All workers are equally responsible for the work conducted at the polls. This is why you will be signing documents in the morning and evening along with the Chairperson. Having a Chairperson does not relieve you of any responsibility. The Chairpersons duty is to attend a meeting prior to Election Day. At this meeting, the Chairperson will pick up the precinct packet and verify everything is in order within the packet. We might impart some last minute information that the Chairperson needs to share with their co-workers prior to the opening of the polls. The Chairperson must make sure they arrive on time at the precinct (with the packet) so the precinct workers can prepare the precinct for the opening of the polls. It is the final responsibility of the Chairperson to make sure the precinct packet and election documents return back to the City Clerk’s Office at the end of Election Day.

Q: How can I assess if I have a good Chairperson?
A: A good Chairperson encourages teamwork. Decisions by consensus impart responsibility onto all election workers. The best Chairperson is a person who can prepare all of their workers to be future Chairpersons. In other words, a Chairperson has done their job well when (for whatever reason) they cannot work an election and a co-worker voluntarily comes forth to replace them for that election as the precinct Chairperson.
Q: Where will I be assigned?
A: All new workers must be willing to work at any City of Ann Arbor precinct we assign them to work. If you live outside the City of Ann Arbor proper, please be aware that you will NOT be working at your voting precinct (nor very close to home). Furthermore, you should understand that Ann Arbor mailing addresses do not necessarily reflect what jurisdiction you live in. Many townships surrounding the City of Ann Arbor have Ann Arbor mailing addresses but are NOT in the City of Ann Arbor.

Q: Why can’t I work at the precinct that I want to work at?
A: Many people want to work at the same precinct; however, we only need 3 to 8 workers per precinct (3 for small elections and 8 for Presidential Elections). In addition, we must have at least one Democrat and one Republican at each precinct. In addition, we must balance the number of Democrats and Republicans at each precinct. For example, if we have 8 election inspectors at a precinct and 4 are Democrats, then we must try to have 4 Republican workers. Inspectors who continue to work gain seniority over others who want to work at particular precincts, within the constraint of Democrat/Republican balancing. With this in mind, we do an admirable job in assigning individuals to precincts that are very reasonable for them.

Q: Can I work part time?
A: No. Only in limited circumstances do we hire part-time election workers. For example, if we hire a student election inspector (16 or 17 year old), they are constrained by Federal labor law to work no more than 10 hours in a day. In rare instances, we allow veteran election inspectors to work part time. But these individuals have provided us with many years of service and have extenuating circumstances that we can accommodate.

Q: What are the hours of work on Election Day?
A: All workers must arrive at their assigned precinct no later than 6:00 AM and will work until the paperwork is completed at the end of the evening – we estimate for this election that might be 10:00 PM. Election inspectors are entitled (and encouraged) to take 2 one-hour paid breaks on Election Day.

Q: If I am NOT working at my voting precinct then how can I vote?
A: We encourage election inspectors to obtain an absentee voter (AV) ballot. In an emergency, any election worker could be asked to move to another precinct. In addition, we want election workers to be fresh and alert when they are working. This means workers should eat and rest during their breaks and not get in long lines to vote. If you are a registered voter of the City of Ann Arbor then you should call 794-6140 to apply for an AV ballot. If you are a registered voter of any other jurisdiction within Washtenaw County then you must contact your local clerk.

Q: How can I find out what jurisdiction I am registered to vote in?
A: You can start by calling the County Clerk’s Office (222-6730). Ask them where you are registered to vote. Once you are told your jurisdiction, make sure to get the telephone number of your Clerk’s Office.
Q: I don’t have my own transportation is that a problem?
A: Yes. We cannot guarantee what your precinct assignment will be on Election Day. If you rely upon AATA buses, they do not run early enough for you to arrive at the precinct by 6:00AM, nor do AATA buses run after 10:00PM when you might still be working at your precinct. You must have your own reliable transportation. We cannot arrange transportation for you.

Q: Where can I park near my assigned precinct on Election Day?
A: Most City precincts have a free parking lot adjacent to the building. Workers assigned to precincts in downtown area or on the U-M campus will be provided parking permits to City meters and/or U-M parking lots. You should have no problem finding parking at any precinct.

Q: Why can’t I work with my spouse?
A: Again, we cannot guarantee precinct assignments. You should assume that you will not be working together on Election Day. If things should work out that we can schedule you to work close to (or with) your spouse, then you will be pleasantly surprised.

Q: Why do I have to declare a political party preference?
A: Notice this is not political party “affiliation” but preference. No political party membership is required. Many situations during Election Day require two individuals with different political party preferences to complete the task. Consequently, we must know before Election Day that we have staffed the precincts with individuals who have different political party preferences. In addition, as we mentioned in question Q, Michigan state election law requires that we have at least one Democrat and one Republican at each precinct as well as balance the two as equally as possible. Please note, the only choices available are those listed on the application. To qualify as an election inspector, an individual MUST choose only one of the listed political parties as their preference.

Q: What is a “firm” commitment to work an election?
A: The box on the bottom of the 2nd page of your Election Inspector Application provides further detail. When an individual accepts an appointment (whether in writing or orally) to be an election inspector for a specific election, this is a “firm” commitment. We must assure our voters that on Election Day they will be able to cast their ballots. This requires election inspectors fulfill their commitment to work at the polls except in an emergency. If you renege on your commitment, you will be required to submit a written documentation verifying your emergency or be subject to a misdemeanor penalty under Michigan election law [MCL§168.931 (1) (g)].

Q: Do I have to complete a W-4 Form?
A: Yes. As an election inspector you are classified as a temporary part-time employee. You must complete the Federal W-4 and Michigan W-4 forms. You will have income taxes deducted from your paycheck depending on the allowances that you declare on your W-4 forms. Election inspector income is not subject to payroll taxes (FICA & Medicare) as long as the calendar year total income is below the $1,600 threshold.
Q: Will I receive a W-2 Form to file with my income tax returns?
A: Yes, election inspectors receive W-2 forms from the City.

Q: Are earnings as an election official taxable?
A: Yes. While the City does not deduct payroll (FICA & Medicare) from election inspector’s pay, election worker earnings are considered taxable income even though income taxes (Federal and/or Michigan) might not be withheld from your paycheck. You should consult with a tax advisor regarding your specific financial situation.

Q: Do I get paid for training?
A: We will pay you for your training along with the hours that you work at that scheduled election on ONE paycheck. Sometimes individuals attend a training class for even though they are not planning to work at the upcoming election. We pay them for this training but only at the very next election assuming they work that election. We do not pay election inspectors that insist on attending the identical class twice in an election cycle.

Q: When will I get paid?
A: Generally, paychecks (including any training for that election) are mailed to election inspectors on the 3rd Friday following an election.

Q: Can I pick up my paycheck?
A: Absolutely. If you designate on your timesheet at the precinct on Election Day that you want to “pick up” your paycheck, your check will be withheld from automatic mailing. Assuming you designate “Pick Up” on your timesheet, your paycheck will then be available for pickup starting at NOON on the 3rd Friday following an election.

Q: Is there a dress code to work at the polls?
A: There is no official dress code. However, as an election inspector you do represent the City of Ann Arbor and should wear appropriate clothing that reflects the high degree of professionalism that is expected of an election official.

Q: Is there a code of conduct that I should be aware of?
A: Absolutely. First of all, there is a level of conduct that you should assume because you are an election official. Any conduct that violates the federal Voting Rights Act (1965), Voting Accessibility for the Elderly and Handicapped Act (1984), Uniformed and Overseas Citizens Absentee Voting Act (1986), National Voter Registration Act (1993), Help America Vote Act (2002), or the Fannie Lou Hamer, Rosa Parks, and Coretta Scott King Voting Rights Act Reauthorization and Amendments Act (2006) is prohibited. In addition, as a temporary employee for the City of Ann Arbor you are subject to the City’s code of conduct as detailed in the Human Resources Policies & Procedures, Employee Standards of Conduct (Policy #2.1). The City’s Policies & Procedures is available for review at the City Clerk’s Office during office hours. Remember, a good starting point is: “Do not unto others what you would not have them do to you.”
Appendix L
Dual EPB User’s Guide

- Each laptop contains a full precinct list.
- One laptop will serve as the Primary laptop (*Server*) and the other will be the Secondary laptop (*Client*). The Primary laptop will have the flash drive and will be used for all back-up procedures, creating and running files and reports, and saving information on the flash drive.
- We suggest that the Primary laptop be used to process the line of voters and the Secondary laptop be used to process “Help Desk” situations (*especially spoiled ballots*). The Secondary laptop can also be used to help process regular voters when it is not being used for “Help Desk” duty (*e.g.*, when the voter line is getting too long).
- VERY IMPORTANT: Have voters stand in ONE line *not* two separate lines. The inspectors on each laptop simply ask to serve the “next” person.
- Use **TWO** election workers for each EPB team – one inspector working on the EPB laptop and another inspector with the ballots (*in secrecy sleeves*) reading the ballot numbers **ALOUD** completing the *Applications to Vote* and handing the ballots to voters. However, a very competent inspector could handle the ballot station by her- or himself in a low-turnout election.
• Use only **ONE** pile of ballots when issuing ballots at the precinct (not two separate piles). Make sure to place the ballots in the secrecy sleeves and count the ballots in the stack before placing the one stack between the two EPB laptops. Remember the Helpful Hint! The inspector assigned to ballots within the EPB team, takes possession of the next available ballot just **before** you assign the number on that team’s EPB laptop. Talk to your partner! Pay attention to the ballot number that auto advances on the EPB – it will be wrong if a ballot was just issued by the other EPB team!

• Only one laptop (Primary) will use the flash drive. All backups, reports and files must be completed on the Primary laptop so that the data can be stored in the Privacy Zone on the flash drive.

• The Secondary laptop will not have a flash drive nor does it have the capability to perform a Backup. Under the “File” command, there will be no “Backup” option.

• Each EPB laptop has **its own** counter that uses the Auto-Advance feature. Unfortunately, it will be easier than ever to mess up the ballot numbers on the EPB if you do not pay attention to the ballot number displayed on the laptop and listen to your partner. **WATCH THOSE BALLOT NUMBERS ON BOTH LAPTOPS!!!**

• A voter cannot be “locked in” or edited from the two laptops at the same time.

• Writing “Voter Remarks”, “General Remarks” or viewing the “Remarks Report” may be a bit slow. Be sure to use the “Remarks” features appropriately or you will be wasting a lot of time. FYI, as long as a picture ID is valid and current (e.g., UM identification card for a student) it does **not** have to be noted in the Remarks section of the EPB.

• Refresh your EPB laptop by pressing F5, assigning a ballot, or choosing a “View” command (Remarks, List of Voters, Ballot Summary) on that EPB laptop.

• The EPB laptops can only be linked with the assigned cable. They cannot be connected to the web or by any other means…even if you can figure out how to do it at your precinct. You must follow **State of Michigan** regulations regarding the use of the EPB.
### Appendix M

**Provisional Affidavit –v- Envelope Quick Reference Sheet**

<table>
<thead>
<tr>
<th>Three-Step Procedure</th>
<th>AFFIDAVIT BALLOT</th>
<th>ENVELOPE BALLOT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Put completed forms</td>
<td>Put completed forms in Provisional Ballot Storage Envelope.</td>
<td>Put completed forms in Provisional Ballot Storage Envelope.</td>
</tr>
<tr>
<td>Ballot Issued</td>
<td>Write Ballot Number on back and Conceal with White Post-it Tape.</td>
<td>Write Ballot Number on back and Conceal with White Post-it Tape.</td>
</tr>
<tr>
<td>Ballot Stub</td>
<td>Remove Stub (at tabulator).</td>
<td>Stub Remains.</td>
</tr>
<tr>
<td>Voted Ballot</td>
<td>Ballot gets tabulated.</td>
<td>Do Not Tabulate! Voter puts Ballot in Blue Provisional Envelope, that envelope is placed in Provisional Ballot Storage Envelope.</td>
</tr>
<tr>
<td>Resolution</td>
<td>Valid votes are tabulated.</td>
<td>Clerk determines if vote counts and notifies voter within six (6) days.</td>
</tr>
</tbody>
</table>
Appendix N
Voting Using the Touch Writer

- Once an Election Inspector has activated the ballot, the voter will select “To get started, touch here” (or turn the Move wheel on Verity Access clockwise);

- The voter chooses whether they would like to use the Verity Access accessibility features.
  - If the voter chooses, Yes, help me change the settings, they will proceed to the next step.
  - If the voter chooses, No, skip straight to voting, they will be taken to the About Your Ballot.

- If the voter chooses, “Yes help me change the settings” they will then selection whether to use the screen, audio, or both to complete their ballot.
  - If a voter chooses to use both the screen and audio, they will be walked through the audio settings and screen settings before proceeding. The voter selects, OK, it sounds good/OK, it looks good in the bottom right corner of screen to proceed.
  - If the voter chooses to use the screen only and turn off the audio, they be asked to confirm by selecting Yes, turn it off. The voter will then be walked through the screen settings before proceeding. The voter selects OK, it looks good in the bottom right corner of the screen to proceed.
  - If the voter chooses to use the audio only, they will be asked to confirm before proceeding, by selecting Yes, turn it off. The voter will proceed
through their ballot using the Access device with headphones. The voter can select **Touch here to enable the screen** to turn the screen display on at any time.

![Image of Access device with headphones]

- The voter is presented with three screens of instructions that orient them to the Touch Writer device. The voter can select **Next** to view each instructional page or select **Skip Instructions** to go to their ballot.
  - On the last page of instructions, the voter selects **Start** in the bottom right-hand corner of the screen to begin marking their ballot.

![Image of instructions screen]

- The voter can start voting (**by selecting Begin Voting**), learn how to use the ballot or view a list of contests on the ballot.
The voter makes their choices. The voter can make ballot choices using the touchscreen or by using the Move wheel and select button on the Verity Access.

- A selected choice will display a green box with check mark to the left of the choice.
- The voter can review ballot choices by selecting Review your choices.
- The Next or Skip button advances to the next contest on the ballot.

When the voter has reached the end of the ballot, the Review your ballot screen appears. The voter can select a specific contest to return to that contest, or select Return to ballot to go to the last contest viewed.

After reviewing and confirming their choices, the voter selects Print to print the ballot;

The voter selects Yes, print my ballot;

The voter retrieves the printed ballot from the printer next to the Touch Writer and places ballot in a secrecy sleeve.

The printed ballot is tabulated as normal.
Appendix O
Touch Writer Additional Information

Marking Write-In Choices
- To vote for a write-in candidate on the ballot;
  - On the screen for that contest, the voter selects **To enter a write in, touch here.**
  - The voter types the name of the desired write in, using the touchscreen or Verity Access, and then selects **Accept.**
  - The voter’s write in choice will appear with a green box with a check mark to its left, along with the write in candidates names they typed.
- **Note:** if a voter attempts to deselect a marked write in choice, they will be asked to confirm before proceeding.

Printing Blank Ballots
- If the voter has marked no choices and selects the Print button, Verity Touch Writer will ask the voter to confirm before printing the blank ballot.

Substitutions in a None More Than Contest
- In a contest with more than one valid choice (e.g. ‘vote for not more than two’): if the voter has already selected the allowed number of choices, and then selects and additional choice, the Touch Writer will indicate which previous choice is being change, and which new selection is being added.

Spoiling a ballot – For Voters Who Decided Not to Use Touch Writer Prior to Printing
- Press the blue poll worker button on the back of the Verity Touch Writer.
- Enter the Poll Worker Code (Found in your Important Document Envelope) and select **Accept.**
- Select **Spoil current ballot.**
- Select **Yes, spoil the ballot.**
- Select **OK.**
Appendix P
Voter Not Listed in EPB Flow Chart

Election Inspector Flow Chart for a Voter Not Listed in E-Pollbook

To be completed by Election Inspector
Voter Name:____________________
Voter referred:
☐ Ward_____Precinct_____  ☐ Ann Arbor City Clerk’s Office
Voter Needs:
☐ Register/Vote  ☐ Regular Ballot  ☐ Voter Registration Form  ☐ Provisional Ballot

Inspector should circle the step where referral was made and send with voter OR put in Local Clerk Envelope.
Appendix Q
Same Day Voter Registration Voter Hand Out
For Election Day Registration

When you come to the Ann Arbor City Clerk’s Office to register to vote please bring your Michigan Driver’s License or State ID with your current address on it.

If you do not have one, please bring one of the documents that prove identity and one of the documents that prove residency from the lists below. Your proof of residency may be provided electronically. If you do not have photo ID you will need to complete an affidavit for voter not in possession of photo ID.

Documents which prove ID:
- State of Michigan Driver’s License or State ID
- Driver’s License or ID from any other state
- Federal or state government issued photo identification
- US Passport or Passport Card
- Military ID with photo
- Student ID with photo from high school or an accredited institution of higher education
- Tribal ID with photo

Documents which prove Residency:
- State of Michigan Driver’s License or State ID with address showing you live in the City of Ann Arbor
- Utility Bill with voter’s name and current address
- Government issued document with voter’s name and current address
- University of Michigan Residency Verification Letter
- Paycheck with voter’s name and current address
- Bank Statement with voter’s name and current address

Election Day Voter Registration Location
- City Hall – 301 E. Huron – 2nd Floor