November 5, 2024 General Election Chairperson Meeting

Ann Arbor City Clerk's Office Jackie Beaudry, City Clerk



Ann Arbor Police and Other Partners

- City Attorneys
 - campus and other key locations
- Law students at polling places
- Ann Arbor Police
 - AVCB
 - Responding to polling sites only if called.



Election Basics



Chairs make sure you have your zippered notebook.



Sign up for EPB and Chair Notebook Pick-Up, Monday November 4th at Election HQ (3021 Miller Rd.) from 5-7 PM



Call all workers including cochairs by Sunday, November 3.



Be sure to leave a message including precinct room location, parking, any special notes, and your contact information if they have questions.

Precinct Assignments

- All 47 Precincts open
- Precincts will have 10-12 workers
 - Majority of inspectors must be present at all times (Minimum 6 if 11 workers for example)
 - If you have minors working, they must take 11 AM 12 PM and 5 PM 6 PM breaks. Minors must be released by 10 PM.
- Rotate workers between the various stations so everyone gets experience
- Absentee Ballots and Early Voting Turnout is very good!
 - 35,000 Absentees issued and over 6000 Early Votes as of today.
 - AV Ballots being processed at HQ!

100-Foot Campaigning

100-Foot Rule (From Building Entrance)

- Individuals cannot post, display, or distribute any electionrelated materials.
- Violation is a misdemeanor.

Election Inspectors' Authority

- No clothing or accessories with election information.
- Slate cards to help voters must be concealed and not left behind. Be mindful of the trash cans.

Check the floor and voting booths frequently for campaign material.

• Be mindful of trash can spillover.

Vehicles bearing campaign info can be parked inside the 100' buffer but only while the driver and passengers are voting.

Changes to City Precincts

- All temporary assignments from August have returned to their permanent locations.
- 2-14 Palmer Commons has moved to Angell Elementary, 1608 S. University.

Dual EPB Locations

- 1-2 Community High
- 1-9 Logan Elementary
- 1-10 Arrowwood Hills -
- 2-14 Angell Elementary
- 2-21 Thurston School
- 3-26 University Townhouses
- 4-37 Dicken School
- 4-39 Lawton School
- 5-51 Abbot School
- 5-52 Forsythe Middle

NEW:

- 3-28 Allen School
- 3-29 Pittsfield Elementary
- 3-30 Scarlett Middle
- 4-35 St. Clare Church
- 4-36 Cobblestone Farm
- 5-50 Haisley School

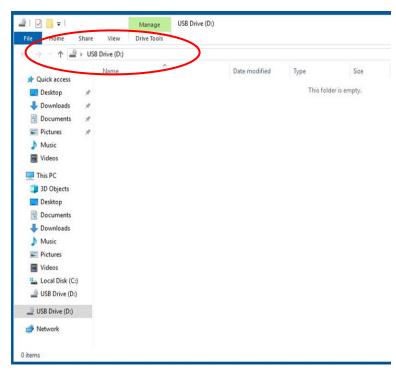
New Secure Flash Drive

The new secure flash drives are automatically paired with your Electronic Poll Book. As soon as you plug them in, you are logged into an encrypted drive and ready to start.

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

IT is on call for support with EPB during Election Day.





A Closer Look at the Ballots

Partisan Section

Straight Party voting is an option for voters.

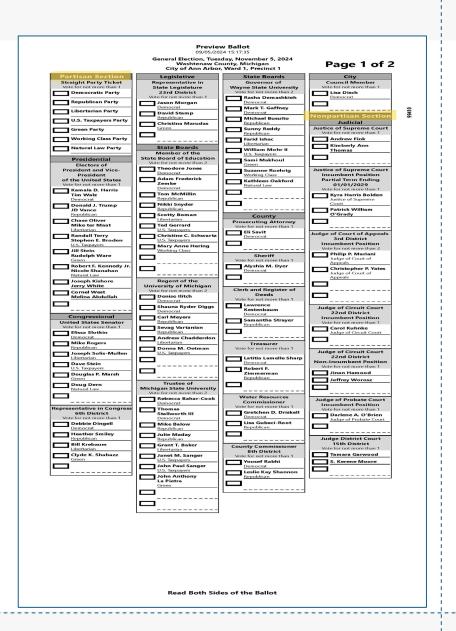
Straight Ticket: Vote the party of your choice. Nothing further needs to be done in the partisan section.

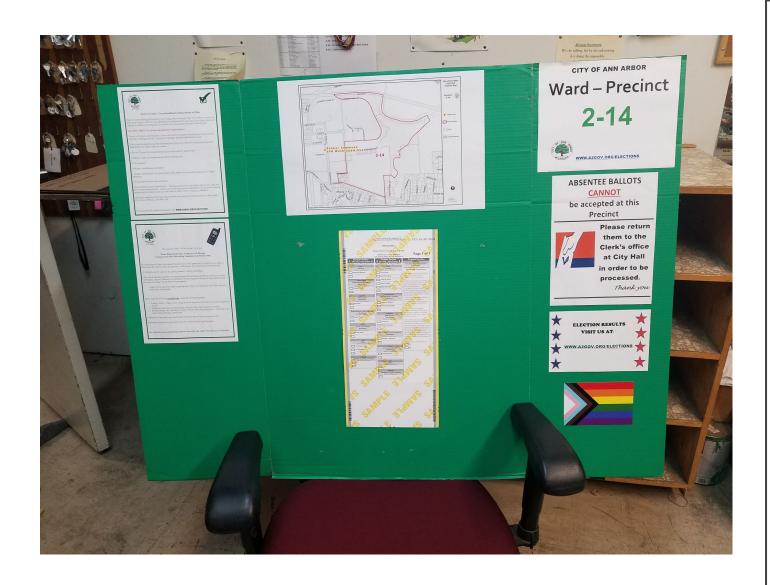
Split Ticket: Vote a "Straight Ticket" AND the vote for individual candidates of your choice.

Mixed Ticket: Vote for the individual candidates of your choice in each office. Does not mark a straight party choice.

Rest of Ballot

Nonpartisan and Proposal Sections of the ballot must be voted separately.





Precinct Display Board

Arriving at the Precinct and Administering the Oath of Office

- Election Inspectors <u>must</u> arrive at the precinct by 6:00 AM on Election Day.
- Make sure to have your cell phone on and set to ring when you get to the precinct.
 - Cell phone stipend form is available online and can be emailed to Recruiters@a2gov.org. Only needs to be submitted once!
- Remember to ensure that the doors to the precinct are unlocked at 6:00 AM as anyone interested in observing the set-up of the precinct has the right to do so.
- Start the day by administering the oath of Election Inspectors to all election workers.

Election Day Voting Accessibility

- Accessible parking area with clear pathway into the building
- Accessible entrance into the building
- A fully accessible Voter Assist Terminal (VAT)
 - Plugged in (ensure cord not a hazard)
 - Powered On
 - Headphones available
 - Paper loaded into the printer
- An accessible booth for voting a paper ballot
 - Ensure the accessible booth available to voters at 7 AM when the polls open

We expect advocacy
organizations to be auditing
polling locations on Election Day.
Call the Clerk's Office ASAP if
you believe your site doesn't
meet these requirements.



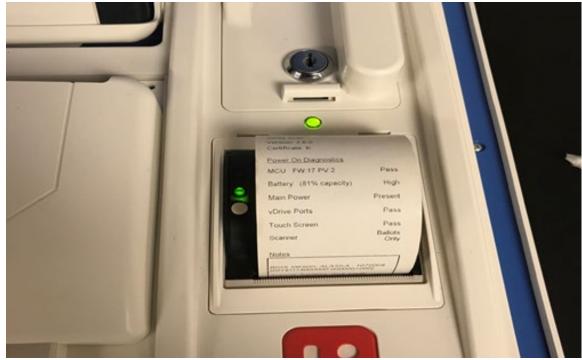
Challengers for this Election

- Citizens for Fair Elections, Election Integrity Fund, NAACP, and Promote the Vote are authorized to challenge this election. Samples of credentials for each group in notebook.
- Republican and Democratic Party always authorized.
- All challenges must be directed to the Chair or their designee.
- Challenges to voter eligibility must occur before the voter has ballot in their hands.
- Challenges to absentee voters in precinct is permissible.
 - Only if the voter is not surrendering the physical ballot in precinct.
 - Voter would have to swear they never received or lost/destroyed their ballot before being issued a ballot.
- Signing an "Affidavit of Voter Not in Possession of ID" is not challengeable.



Verify Tabulator Serial & Seal Number

- Compare the serial and seal number on the tabulator against the numbers recorded on the cover of the poll book.
- The Serial Number is found on the lid of the tabulator.
- The Seal Number is located on the red seal that secures the flash drive.
- DO NOT cut the seal off until the close of polls.







Tabulator Tape Storage

Do not tear the morning zero tape. This tape should remain attached the 1st Totals Tape printed at Closing.

Open the black printer compartment and roll the tape up and tuck away to ensure it is not accidently ripped off during the day.

The orange light is fine.

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





Verify the Serial Number and Seal Number of the Verity Touch Writer Voter Assist Terminal (VAT)

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

Prop-2 New Acceptable Identification

ID Cards issued by county or local governments can be used as voter photo identification. This includes Concealed Pistol Licenses.

Faculty and staff can now use their M-Card as an acceptable form of photo identification.



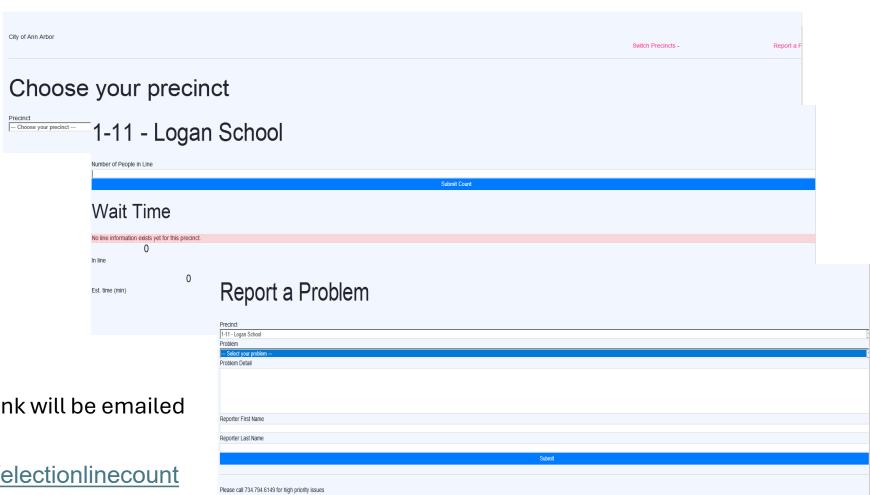


EPB Tool for Recording Voters Not in Possession of Photo ID

- You can now record the number of "Voters Not In Possession of Photo ID" directly in the EPB.
- Every time a voter completes the "Affidavit of Voter Without Photo ID" on the backside of the Application to Vote, utilize the ticker above the Voter Details box of the EPB.



Line Tracker Website

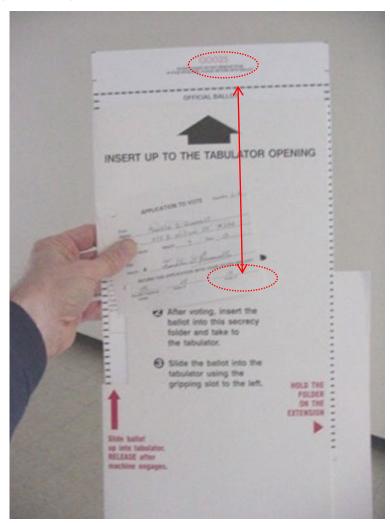


Election Inspector Use – Link will be emailed the night prior to election:

https://www2.a2gov.org/electionlinecount

Casting Ballots at Tabulator

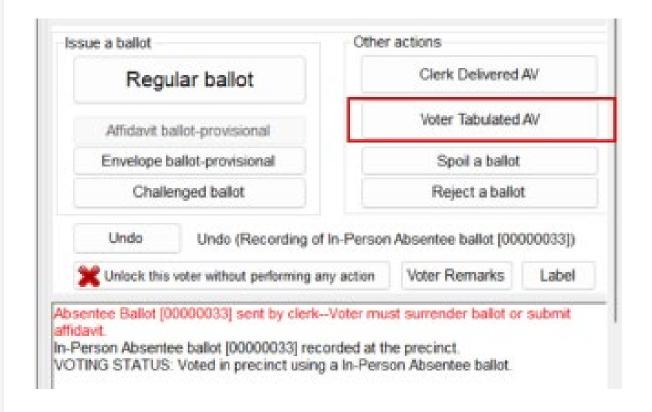
- Reminder: Instructions now located in the secrecy sleeve!
- After the voter marks their ballot, they bring the ballot in the ballot secrecy sleeve and application to vote to the election inspector stationed at the tabulator.
- The inspector compares the ballot stub with the application to vote to ensure they match.
- The inspector removes the stub and retains it until the end of the night. Do not remove the ballot from the secrecy sleeve.
- Place the application to vote face up on the spindle.
- Remain at least 10 feet away while the voter inserts ballot into tabulator.
- Early Voters are taking up to 30 minutes in the voting booth. You have temporary booths!



Returning and **Tabulating** Absentee Ballots at the Precinct – New!

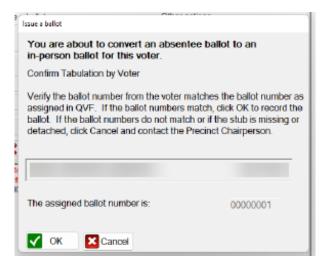
- Voters may now bring their AV ballot to their polling location for tabulation.
- Voter should bring the ballot in a secrecy sleeve or have a new secrecy provided to them if they do not have one.
- The voter will complete a precinct application to vote.
- Their photo identification along with the ballot number will be verified with what is recorded in the EPB.
 - If the ballot number does not match, the ballot is missing a stub, or if the stub is detached, the voter must surrender the ballot and be given a new ballot. Contact our office for guidance.
- Voter can be directed to a voting booth to mark their ballot (if needed), then the ballot is tabulated as normal.

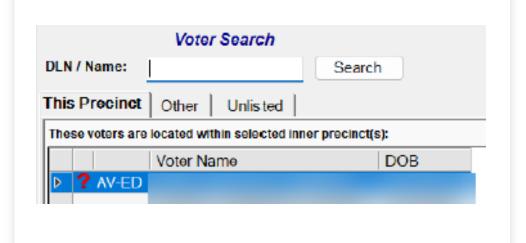
- 1. Search for the voter's last name in the search bar or scan their driver's license (if that is used as their method of photo ID).
- 2. Select "Lock Voter Record."
- 3. Ask the voter to expose only the numbered stub of their AV ballot and confirm that the number on the stub matches the number in the "Absentee Ballot sent" status flag in that voter's EPB record.
- 4. Once the ballot number is verified, select "Voter Tabulated AV."



- 5. Confirm you want to continue to issue ballot.
- 6. You can verify that the conversion was done properly by noticing the AV-ED next to the voter's name in the Voter List.

IMPORTANT – This is NOT an option for voter's who have already returned an absentee ballot.





Closing the Polls

At 8:00 PM you must announce that the polls are now closed.

Anyone in line at that moment is permitted to vote.

Helpful Hint: At 8:00 PM, issue an application to vote to all eligible voters in line.

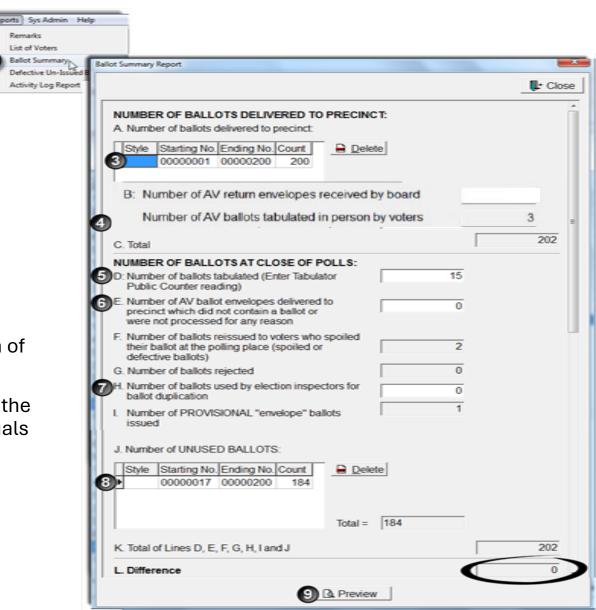
Once the last voter has tabulated their ballot, you can begin the process of closing the polls.

Do not begin breaking down items in the precinct until the last voter has tabulated their ballot.

Reminder to keep the doors to the polling location unlocked during the entire closing.

Ballot Summary Report

- To complete the ballot summary:
 - Click "Reports"
 - Click Ballot Summary
- Line A The number of ballots delivered at the open of polls. This number will already be recorded for you.
- Line B This number will show both AV delivered to the precinct for tabulation 0 and the number of individuals who tabulated their absentee ballots in precinct.
- Line C The total number of ballots which must be accounted for (Lines A and B) will automatically calculate here.

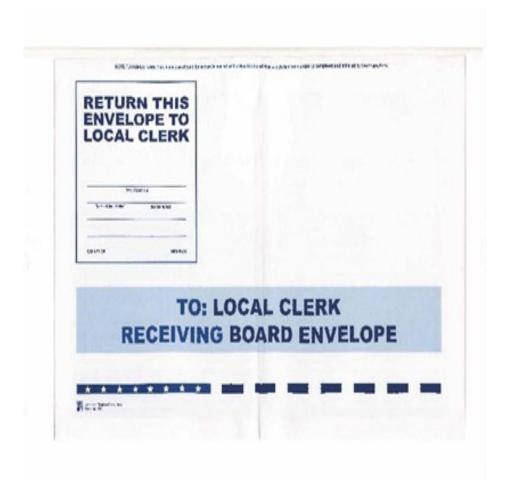


To Local Clerk Receiving Board Envelope

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

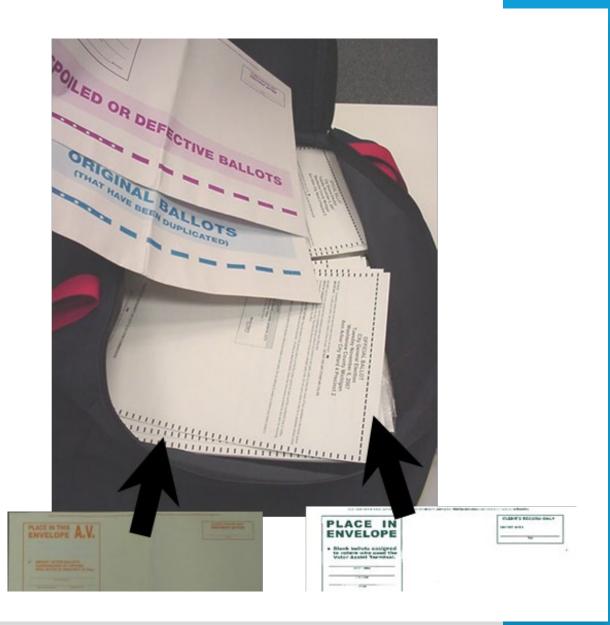
- Poll Book (do not detach any forms)
- Zero tapes with 3 totals tapes attached signed by all inspectors (do not cut any of the tapes)
- 3) Write-In Report Tape
- 4) "Opening" Check-Off List
- 5) Problem Sheets
- Notes to Jackie, Sarah and Kristen
- 7) Precinct Reconciliation Form
- 8) Completed Voter Registration Applications

- 9) Completed Provisional
 Ballot Form and Ballot
 Security Envelope for voters
 who were issued either
 provisional envelope or
 affidavit ballots stored
 inside a Provisional Ballot
 Storage Envelope
- 10) Completed Election Inspector Flow Chart for a Voter Not Listed in E-Pollbook
- 11) Completed Applications to Vote on spindle (s)
- 12) Completed Time Sheets
- 13) Completed "Closing" Check-Off Lists.



Depositing of Ballots at the End of the Night

- All unused ballots can be placed into a vinyl ballot container.
- Place all voted ballots into a second vinyl ballot container – no white ballot bags!
- Using red paper seals, seal the following envelopes if used and place in blue vinyl ballot container containing your voted ballots:
 - Spoiled or Defective Ballot Envelope
 - Original Ballot Envelope
 - Surrendered AV Ballot Envelope
 - VAT Ballot Envelope
- The only ballots not to be sealed in the ballot bag are provisional ballots which need to be return to the City Clerk's Office separately.



Removing Flash Drives from Tabulator and VAT

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



Delivering Documents

- One Democratic and One Republican election inspector (not necessarily including the Chairperson) shall deliver the following documents to Election HQ (3021 Miller Rd):
 - Sealed To Local Clerk Receiving Board Envelope
 - Zippered Notebook with keys to tabulator and room/building
 - Sealed small blue vinyl pouch containing flash drives from EPB, Tabulator and VAT
 - Sealed large blue vinyl canvas Ballot Bag(s) containing voted ballots
 - EPB Laptop(s)



Building Keys

- 1-10 Arrowwood Hills Community Center (Door Code)
- 2-17 Ann Arbor Assembly of God
- 3-24 Ann Arbor Senior Center
- 3-26 University Townhouse
- 4-33 Ann Arbor Senior Center
- 4-35 St. Clare Church/Temple Beth Emeth Annette?
- 4-36 Cobblestone Farm

Thank you

Questions?

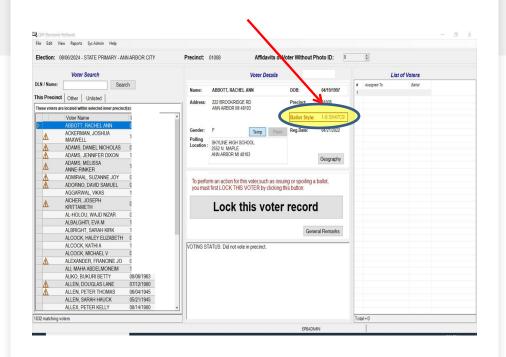
Recruiters@a2gov.org



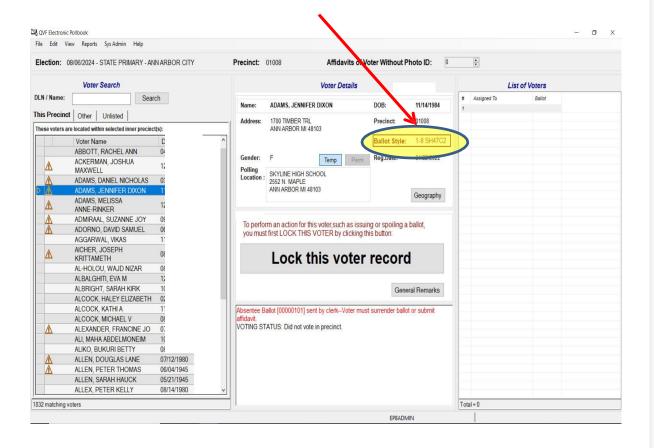
Skyline High School 1-08 Split Precinct Guidebook

City of Ann Arbor City Clerk's Office Election Day Help Desk: (734) 794-6149

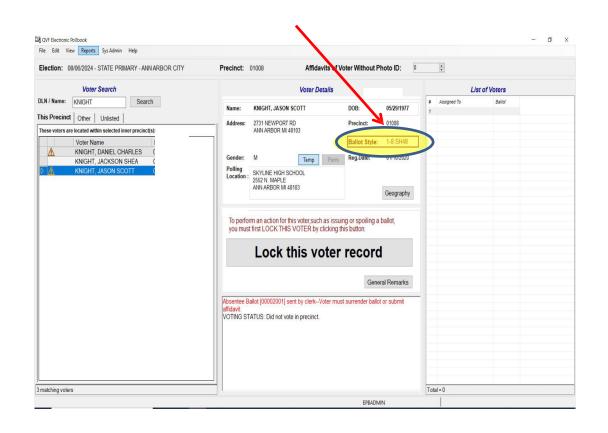
1-08 **SH47CC9** Ballot



1-08 **SH47CC2** Ballot

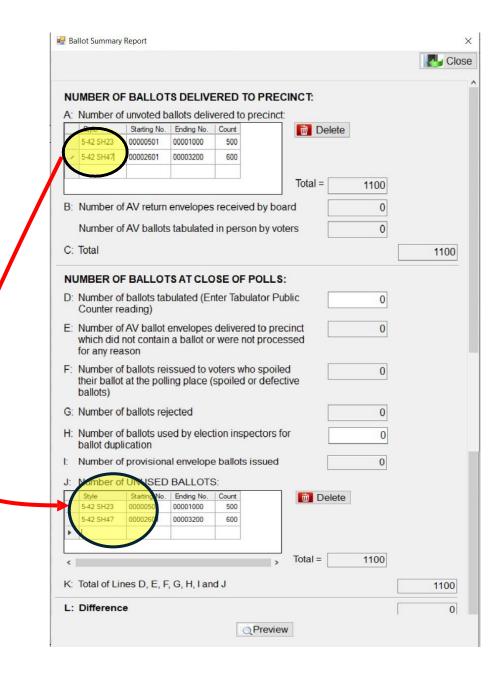


1-08 **SH48** Ballot



EPB Ballot Summary

You must type in the ballot Style as well as the Starting & Ending numbers of your UNUSED BALLOTS.

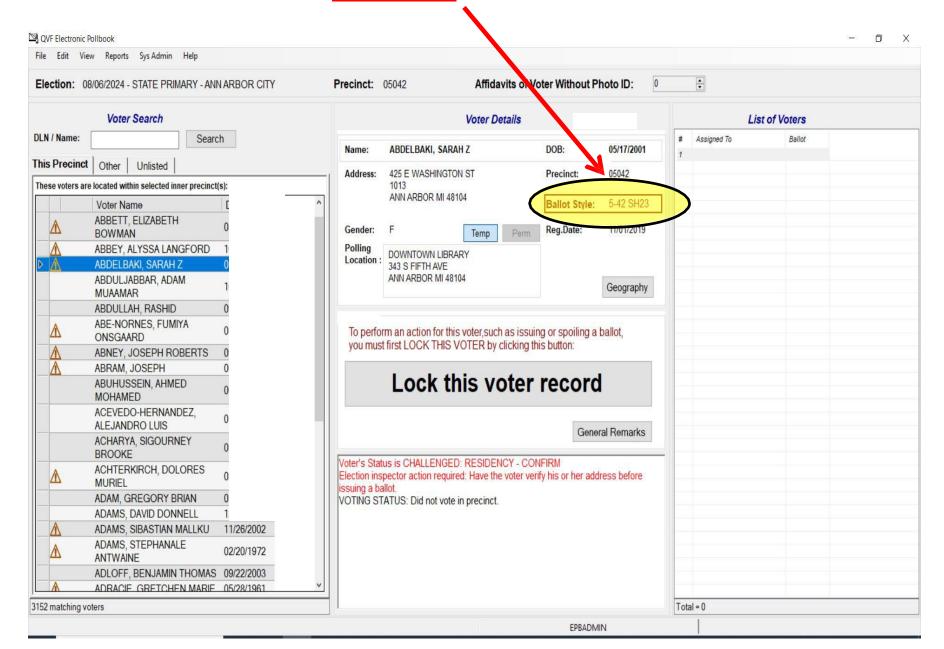




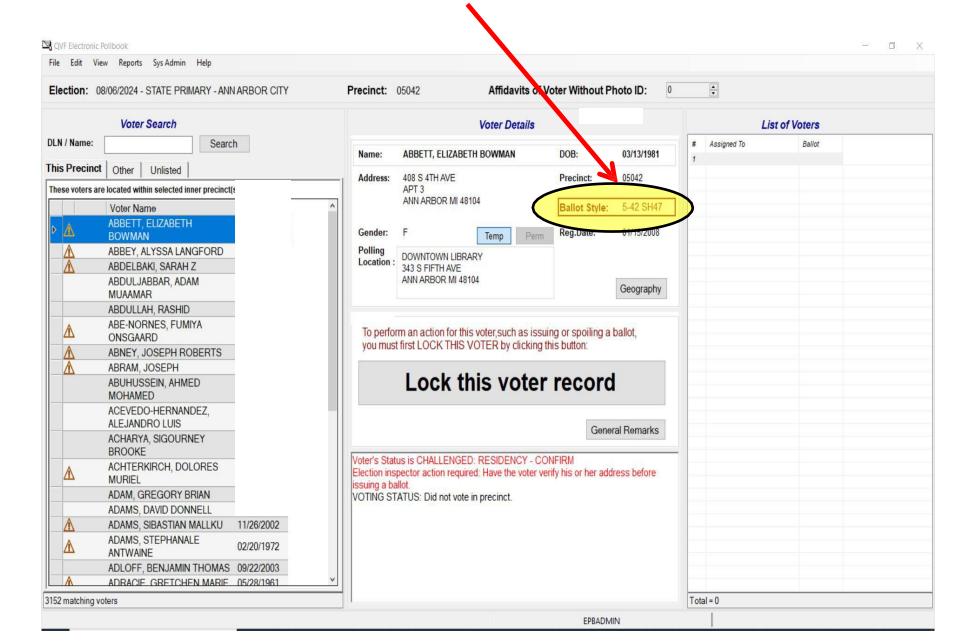
Ann Arbor District Library 5-42 Split Precinct Guidebook

City of Ann Arbor City Clerk's Office Election Day Help Desk: (734) 794-6149

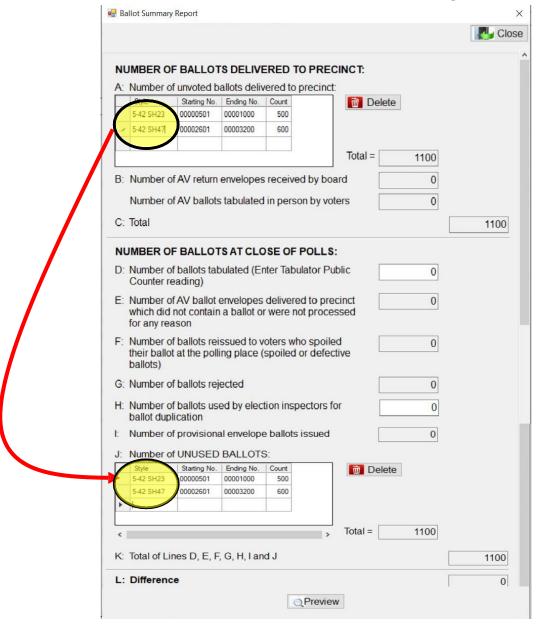
5-42 **SH23** Ballot



5-42 **SH47** Ballot



EPB Ballot Summary



You must type in the ballot Style as well as the Starting & Ending numbers of your UNUSED BALLOTS.