



MANAGING YOUR PRECINCT ON ELECTION DAY

ELECTION INSPECTORS' PROCEDURE MANUAL

**A Quick Reference Guide to the State and Federal Laws
Which Govern the Operation of Polling Places**

**Michigan Department of State
Bureau of Elections
January 2016**

OPENING THE POLLS/CLOSING THE POLLS/MAINTAINING ORDER

A majority of the precinct board must be in attendance at the polling place at all times during the election. For example, if the board consists of six inspectors, at least four must remain on duty at all times (no fewer than three at any time). A member of the precinct board can leave the polling place, if necessary, as long as his or her absence does not interrupt the orderly operation of the polling place.

As you administer the polls throughout the day, it is important to employ a “check and balance” process provided under the law to protect the integrity of the election process and remove any appearance of impropriety. This process requires the precinct board to **handle the following duties by two election inspectors who have expressed a preference for different political parties:**

- Assisting voters who request instruction after entering a voting station.
- Opening any electronic tabulating equipment during the day to ensure its proper operation.
- Sealing ballot containers, electronic voting devices or any other election materials.
- Delivering sealed documents and sealed ballot containers after the polls close.

Preparation For Opening The Polls

The following tasks must be completed prior to the opening of the polls:

- ❑ Take and sign the constitutional oath of office and complete the *Election Inspector's Preparation Certificate* found in the Pollbook or on a form provided by the clerk.
- ❑ Display the following (removing any old instructions displayed in the room):
 - A flag of the United States inside or outside of the polling place
 - Sample ballots in places where the voters will have an opportunity to examine them prior to voting
 - Two 2 copies of the *What Every Voter Should Know* poster
 - *Notice to Voters: Voter Identification Requirement in Effect*
 - Vote here, directional & barrier free signage
 - Proposal language posters (if applicable)

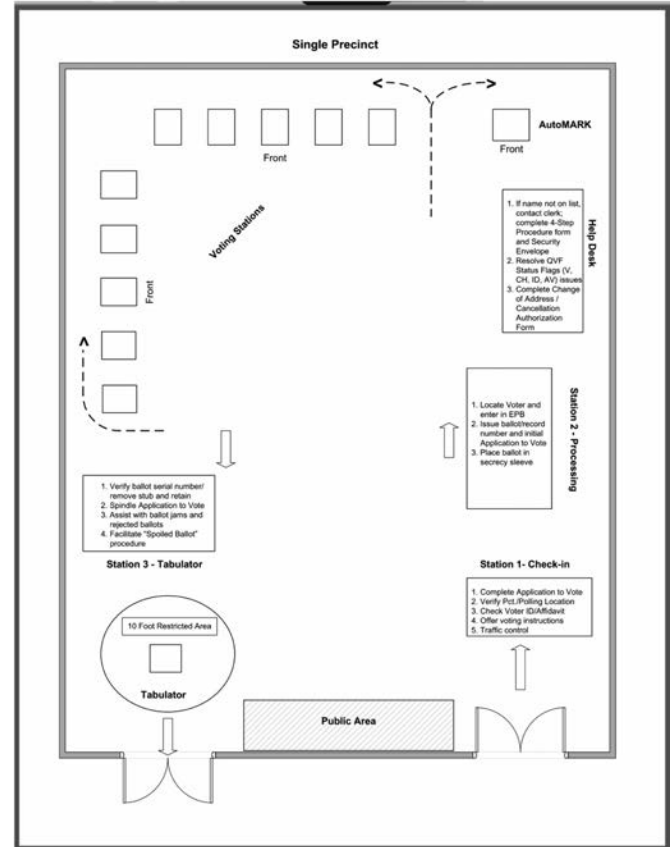
Preparation for Opening the Polls (cont.)

- ❑ Check all forms and supplies against the list furnished by the clerk. Contact the clerk if any of the supplies are missing.
- ❑ Prepare the ePollbook, tabulator, and disability device for proper operation. (Complete information on this aspect of your duties will be provided by the clerk.)
- ❑ Set up and arrange the voting room, ensuring:
 - voter privacy in the voting stations (including a sit-down voting station) and disability device (screen should face away from the processing area)
 - workstations are arranged to process voters in an orderly manner
 - a public area for poll watchers to observe without disrupting the process
 - a ten foot perimeter around the tabulator

Opening the Polls

At 7:00 a.m., it is the duty of the precinct chairperson to publicly announce the opening of the polls by declaring, "The polls are now open."

Polling Place Layout Example:



Closing The Polls

The polling place must remain open for voting until 8:00 p.m. At 8:00 p.m., it is the duty of the precinct chairperson to publicly announce the closing of the polls by declaring, "The polls are now closed." Every voter standing in the line at 8:00 p.m. **must be permitted to vote.**

As interested persons have the right to observe the closing of the polls, the door to the polling place must remain unlocked until the board of election inspectors completes its work.

As soon as the precinct board has obtained the precinct's vote totals after the polls have closed, the results must be made available to any interested person who may be present in the polling place.

Persons observing the closing of polls may not cross the barrier that separates the voting area from the rest of the room. In addition, persons observing the closing of the polls must conduct themselves in an orderly manner; the board of election inspectors may clear the polls if necessary to assure the orderly completion of the precinct's records.

Final Closing Procedures

After all voters are processed and have voted, verify:

- ❑ all ballots are tabulated, including absentee ballots (if applicable) and ballots that may have been placed in the auxiliary bin requiring duplication or due to an emergency. Generate at least 3 totals tapes.
- ❑ the number of ballots tabulated equals the number of voters according to the List of Voters; if not, a remark has been made to explain the discrepancy.
- ❑ all valid write-in votes are tallied in the Pollbook.
- ❑ all *Provisional Ballot Forms* are properly recorded and sealed in the *Provisional Ballot Storage Envelope*.
- ❑ the Ballot Summary is completed and any discrepancies are recorded in the Remarks section of the (e)Pollbook.
- ❑ the *Certificate of Election Inspectors*, including signatures of all election inspectors present at the close of polls is completed.
- ❑ tabulator tapes are attached to each copy of the *Statement of Votes*.
- ❑ all ballots (except provisional envelope) are sealed in an approved container and the seal number is recorded on the *Ballot Container Certificate* and the Pollbook by two inspectors representing different political parties.
- ❑ Place the three copies of the *Statement of Votes* and Pollbook in the appropriate envelopes.

Maintaining Order In The Polls

Michigan election law extends the precinct board full authority to “maintain peace, regularity and order at the polling place” Precinct boards are extended such authority as voters have a right to vote a secret ballot in a secure, orderly environment which is free of distractions. To ensure the orderly management of the polls, precinct boards are urged to take the following actions **before the polls open**:

- Inside the room where the polling place will be established, clearly mark the “public area” of the room. The “public area” of the polling place must be clearly distinguishable from the “voting area” of the room. All poll watchers and news media must remain in the “public area” of the polling place at all times.
- Outside of the building where the polling place will be located, measure and mark where individuals who wish to solicit votes outside of the polls may conduct their campaign activities. (Michigan election law stipulates that no person is permitted to solicit votes or engage in any type of campaigning within 100 feet of any doorway used by voters to enter the building in which a polling place is located. As an exception, “exit pollsters” may position themselves as close as 20 feet from the doorway used by voters to enter the polling place. For additional information, see “Campaigning at Polls/Exit Pollsters.”)

Use of video cameras, cell phones, cameras, televisions, and recording equipment in the polls:

To ensure that all voters who attend the polls have a full opportunity to exercise their right to vote in private without undue distractions or discomfort, the following must be observed:

- The use of video cameras, still cameras and recording devices by voters, challengers and poll watchers is **prohibited** in the polls during the hours the polls are open for voting. (This includes the video camera, still camera and recording features built into many cell phones.)
- Broadcast stations and news reporters may be permitted to briefly film from the public area of the polling room. **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.** In an instance where a broadcast station or media representative wishes to film a polling room and the public area is too small to accommodate the film crew without interfering with the voting process, the film crew must film from the entryway to the polling room. Regardless of whether a film crew is in the public area of the polling place or the entryway to the polling room, the precinct chairperson **must** supervise the filming process to **ensure that the secrecy of the ballot is fully protected and no voters are inconvenienced** by the filming process.

- News reporters are not permitted to interview voters inside the polling place.
- The use of cell phones by voters **who have entered a voting station to vote is prohibited**. Voters may be permitted to use cell phones while waiting in line at the processing table if not disruptive to the voting process. Similarly, challengers and poll watchers may use cell phones if not disruptive or intrusive. (Of course, as noted above, the video camera, still camera and recording features built into many cell phones can never be used in the polls.)
- Television watching is **prohibited** in the polls during the hours the polls are open for voting.

Actions to take if problems occur: If a voter, challenger or poll watcher is disruptive or refuses to observe all applicable conduct standards, caution the individual that he or she will be ejected from the polls if problems persist.

If problems with the voter, challenger or poll watcher continue, eject the individual from the polling place. If the individual refuses to leave the polling place, contact the clerk, and if necessary, local law enforcement for assistance.

PROCESSING VOTERS

STEP ONE: Identify Voter

Before permitting a person to vote, you must do the following:

1. Ask the voter to print and sign his or her name, current residential address, and day and month of birth on an *Application to Vote* and sign. (The year of birth is not required.)

APPLICATION TO VOTE - POLL LIST	
I certify that I am a United States citizen and a registered and qualified elector in the precinct, and hereby make application to vote at this time.	
Sign Here:	<u>Jane Doe</u>
Print Name	<u>Jane Doe</u>
Date of Birth:	<u>01/20/1958</u>
Residence Address:	<u>123 E Main St</u>
FOR INSPECTOR USE ONLY	
Approved to Vote by: _____	
Date of Election: _____	Election Inspector: _____
Precinct Number: _____	Ballot Number Issued: _____
Ballot Style: _____	Voter No: _____

2. Next, compare the birthdate and address on the *Application to Vote* with the voter's birthdate and address in the ePollbook or QVF list AND ask the voter to show acceptable picture ID. Be sure to ask **all** voters for picture ID. This includes those voters you personally know as the equal treatment of all voters is important!

Acceptable Forms of Picture ID (all forms must be current, except a Michigan DL or PID):

- Michigan driver's license or personal identification card
- Driver's license or personal identification card issued by another state
- Federal or state government-issued picture identification
- U.S. passport
- Military identification card with picture
- Student identification with picture from a high school or an accredited institution of higher education
- Tribal identification card with picture

Voters unable to show acceptable picture ID: A voter who states that he or she 1) does not have acceptable picture ID or 2) did not bring acceptable picture ID to the polls must sign an *Affidavit of Voter Not in Possession of Picture Identification* before voting. Be sure to advise all voters who do not possess acceptable picture ID that they must sign the *Affidavit of Voter Not in Possession of Picture ID* before voting.

AFFIDAVIT OF VOTER NOT IN POSSESSION OF PICTURE ID
I, _____ (Name) hereby affirm that I am not in possession of a driver's license, a state-issued personal identification card or any other acceptable form of picture identification and wish to vote.
By signing this affidavit, I swear/affirm that the statements made above are true.
Sign Here: _____
Penalty: Making a false statement in this affidavit is perjury, punishable by a fine up to \$1,000.00 or imprisonment for up to 5 years, or both.
FOR INSPECTOR USE ONLY
Sworn and subscribed to before me this _____ day of _____
I certify that the elector named above has completed the above affidavit in my presence.
Signature of Election Inspector: _____

Any *Affidavit of Voter Not in Possession of Picture Identification* forms completed by voters must be returned to the clerk (in the local clerk's envelope) after the polls close. Be prepared to advise the clerk on the total number of voters who completed the *Affidavit of Voter Not in Possession of Picture Identification* form.

3. If the voter shows an acceptable form of picture ID, check the picture and name appearing on the picture ID to verify the voter's identity. Confirm that the name appearing on the picture ID matches the name entered by the voter on the *Application to Vote*. The name appearing on the picture ID does **not** have to exactly match the name on the *Application to Vote* or the name in the ePollbook or QVF list. For example, commonly used abbreviated names are acceptable such as Bill for William or Kathy for Kathryn. An initial for the voter's first name is also acceptable.
4. Check the ePollbook or QVF list to see if the voter needs to clear up a registration issue or received an absent voter ballot. If the records show a status flag indicating a registration issue, go through the steps provided under "Voters with Status Flags" to remedy the issue. If the voter was issued an absent voter ballot for the election, the person cannot vote unless he or she surrenders the ballot at the polls. (In this case, note this in the Remarks section of the (e)Pollbook and write "CANCELED - VOTED IN PERSON" on the envelope containing the AV ballot. Forward the envelope to the clerk, in the local clerk envelope, after the polls close. If the person claims the absent voter ballot was lost, destroyed or never received, he or she may vote after signing an *Affidavit of Lost or Stolen Absent Voter Ballot* attesting to his or her claim. In such an instance, first contact the clerk to verify the absent voter ballot was not returned and for further direction.
5. If the voter is satisfactorily identified, resolves any registration issues, and was not issued an absent voter ballot for the election, the election inspector in charge of the registration records initials the *Application to Vote*. Initial only after checks have been made!

Key points to remember when administering Michigan's Picture ID requirement:

- A voter not in possession of picture ID who refuses to sign the *Affidavit of Voter Not in Possession of Picture ID* cannot vote and should be referred to the clerk. The procedure is the same as that used for voters who refuse to complete an *Application to Vote* - no ballot is issued. Such a voter would not be eligible for a provisional ballot.
- A voter who claims to have picture ID but refuses to show it cannot vote and should be referred to the local clerk. The voter does not have the option of signing the *Affidavit of Voter Not in Possession of Picture ID* as the affidavit is designed for voters not in possession of picture ID. Such a voter would not be eligible for a provisional ballot.
- A picture ID that does not show the voter's residential address is **acceptable**. Picture ID is only used to verify the voter's identity.
- A voter cannot be challenged just because he or she is not in possession of picture ID and signs the *Affidavit of Voter Not in Possession of Picture ID*. As is the case with any voter, a voter who is unable to show picture ID can be challenged if a challenger or an election inspector has "good reason to believe" that the person is not qualified to vote in the precinct.
- A challenge may be made if election procedures are not being properly performed, if an election inspector attempts to issue a ballot to a voter who has not shown picture ID or signed an *Affidavit of Voter Not in Possession of Picture ID*, or 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 ID with an address that is different than the address in the ePollbook or QVF list.

Special Procedure If Picture ID Leaves Voter's Identity In Question

- First, consider the age of the picture and any explanations the voter may offer (weight gain or loss, hair style or facial hair alterations, different eyeglass frames, etc.). If that resolves the matter, issue a ballot to the voter. If questions over the voter's identity remain, ask to view other acceptable forms of picture

IMPORTANT NOTES

If the name on the *Application to Vote* does not match the name in the ePollbook or QVF list, determine the reason. A person's name may be different because of a spelling correction, a court order, marriage, or some other reason. A voter whose name has changed must sign the *Application to Vote* with the name he or she used to register.

If the address on the *Application to Vote* does not match the address on the registration list, refer to "Voters Who Have Moved."

If the voter shows an acceptable form of picture ID and questions over the voter's identity remain, refer to "Special Procedure If Picture ID Leaves Voter's Identity in Question".

If the voter's registration cannot be found in the ePollbook or QVF list, refer to "Missing Registration/Provisional Ballot."

If the voter has a status flag, refer to "Voters with Status Flags."

If the ePollbook or QVF list tells you that the voter must satisfy the federal identification requirement, refer to "Special Procedure If Voter Is Subject To Federal ID Requirement".

identification that the voter may be carrying. If this is not resolved, contact the clerk and issue the voter a provisional envelope ballot.

- Full completion of the *Provisional Ballot Form* is **not** necessary when issuing a provisional envelope ballot for this reason. (Full completion of the *Provisional Ballot Form* is only necessary in instances where a voter's name does not appear on the QVF list.)
- When issuing the provisional envelope ballot in this manner, you must 1) add the Voter Name and Voter # in the other envelope ballot reasons box 2) check the "elector produced photo ID..." box on the backside of the *Provisional Ballot Form* envelope and 3) give the voter the required provisional balloting notice.

Special Procedure If Voter Is Subject To Federal ID Requirement

Federal law stipulates that a voter who 1) has never voted in Michigan and 2) registers to vote by mail must meet a federal ID requirement. If the voter does not meet the requirement when registering to vote, the voter must satisfy the federal ID requirement before voting in the first election in which he or she wishes to participate. The federal ID requirement does not apply if the voter is disabled.

Voters required to satisfy the federal ID requirement before voting are coded "Must show ID before voting (Federal Requirement)" in the ePollbook or "ID" in the QVF list. If the voter is flagged in the ePollbook or QVF list, the voter must present one of the following documents to participate: 1) an acceptable form of picture identification or 2) a paycheck, government check, utility bill, bank statement or a government document which lists the voter's name and address.

Three situations can emerge when a voter is subject to the federal ID requirement:

- **Voter displays picture identification:** Satisfies both the federal ID requirement and Michigan's voter ID requirement. Give the voter a ballot.
- **Voter displays paycheck, government check, utility bill, bank statement or a government document which lists his or her name and address:** Satisfies the federal ID requirement. Voter must display picture ID to satisfy Michigan's voter ID requirement. If voter does not possess picture ID, he or she must sign the *Affidavit of Voter Not in Possession of Picture ID* before voting. After the voter displays picture ID or signs the *Affidavit of Voter Not in Possession of Picture ID*, give the voter a ballot.
- **Voter does not possess picture identification and is unable to produce a paycheck, government check, utility bill, bank statement or a government document which lists his or her name and address:** Voter must sign *Affidavit of Voter Not in Possession of Picture ID* before voting. As the voter is unable to satisfy the federal ID requirement, issue the voter a provisional envelope ballot. When issuing the provisional envelope ballot you must 1) add the Voter Name and Voter # in the other envelope ballot reasons box 2) check the "elector produced photo ID..." box on the backside of the *Provisional Ballot Form* envelope and 3) give the voter the required provisional balloting notice. Full completion of the *Provisional Ballot Form* is **not** necessary. (Full completion of the *Provisional Ballot Form* is only necessary if a voter's name does not appear in the ePollbook or QVF list.)

STEP TWO: Offer Instruction

Offer instructions to each voter on the voting process. The following must be observed:

- Always offer to give instruction on all aspects of the voting process including instruction on the procedure for casting a write-in vote. If a voter states that he or she wishes to only receive instruction on the procedure for casting a write-in vote, it is permissible to limit your instruction to the write-in process; otherwise, instruction on all aspects of the voting process must be offered to avoid any appearance that the precinct board is promoting write-in candidates. If a voter requests information on the write-in candidates who are seeking the offices on the ballot, advise the voter to contact the clerk. Do not provide the names of write-in candidates while processing voters or display the names of write-in candidates inside the polling place.
- Warn that votes cannot be cast for more candidates than the number stated in the office heading. (If the ballot states, "Vote for not more than 1," do not vote for more than one candidate for the office; if the ballot states, "Vote for not more than 2," do not vote for more than two candidates for that office.)
- If a partisan primary, remind voters that they must vote for candidates under a single party heading. **You cannot "split your ticket" in a partisan primary.** (Split ticket voting is permitted in general elections.)
- **Never attempt to influence the voter's choices.**

If the voter asks for additional instruction after entering the voting station, two election inspectors who have expressed a preference for different political parties may approach the voting station to give the requested instruction. After giving the needed instruction, leave the voting station to allow the voter to vote in private. If the voter requests assistance in casting the ballot, refer to "Assisting Voters Cast Ballots."

STEP THREE: Record The Voter's Participation & Issue A Ballot

As soon as it has been determined that the voter is qualified to vote, process the voter in the ePollbook, entering the ballot number being issued to the voter. (Refer to the Electronic Pollbook User's Manual.)

If using the QVF list clearly indicate on the registration list by highlighting that the voter voted in the election. Then list the voter's name in the Pollbook and enter the ballot number next to the voter's name.

Enter the voter number and ballot number appearing in the (e)Pollbook next to the voter's name on the Application to Vote.

STEP FOUR: Issue Optical Scan Ballot

After completing the *Application to Vote* entries, give the voter the ballot, a ballot secrecy sleeve, ballot marking instructions, and the *Application to Vote*. Direct the voter to the next available voting station to vote the ballot.

STEP FIVE: Verifying & Depositing Voted Ballots

After voting, the voter is required to 1) insert the ballot into the ballot secrecy sleeve with the ballot stub and number exposed and 2) take the ballot in the sleeve and the *Application to Vote* to an inspector for verification. If the ballot is not properly inserted into the sleeve, instruct the voter to insert the ballot in the sleeve properly. An inspector then checks to see if the number on the stub of the voter's ballot matches the number of the ballot recorded on the *Application to Vote*.

If the numbers match, the election inspector tears off the stub, places the *Application to Vote* in the *Application Binder*, and instructs the voter to feed the ballot into the tabulator. The stubs may be discarded after the polls close.

IMPORTANT NOTES

If the number on the ballot stub does not match the number of the ballot issued to the voter, question the voter and enter the facts in the Remarks section of the (e)Pollbook. If the voter cannot give a satisfactory answer, contact the clerk for instruction.

If the ballot stub is missing and cannot be accounted for, the ballot is rejected. Enter a notation of the instance in the Remarks section of the (e)Pollbook and contact the clerk for further instruction.

Under no circumstances is a voter allowed to leave the polling place with his or her *Application to Vote*, ballot or ballot stub. If a voter attempts to leave the polls with his or her *Application to Vote*, ballot or ballot stub, request its return. If the voter refuses to comply with your request, record the facts in the Remarks section of the (e)Pollbook and contact the clerk.

Points To Remember When Processing Voters

Secrecy of the ballot must be strictly maintained throughout the above process! Only those persons duly authorized to provide voting assistance may be present in the voting station when the voter makes his or her ballot choices. (An exception is provided for minors; see explanation below.) For more information, see “Assisting Voters.”

If a voter **deliberately** shows any person in the polling place how he or she voted, the voter’s ballot is void. For further information, see “Exposed Ballots.”

Children allowed in voting station: The law provides that a “minor child” may accompany a voter in the voting station. The law further provides that a ballot viewed by a minor child accompanying a voter or in the voting station is not subject to rejection for “exposure.” For these purposes, anyone under 18 years of age should be regarded as a “minor child.”

CAMPAIGNING AT POLLS/EXIT POLLSTERS

Campaigning At The Polls

Michigan election law stipulates that “a person shall not post, display, or distribute in a polling place, in any hallway used by voters to enter or exit a polling place, or within 100 feet of an entrance to a building in which a polling place is located any material that directly or indirectly makes reference to an election, a candidate, or a ballot question.” The prohibition does not apply to official material that is required by law to be posted, displayed, or distributed in a polling place on election day.

The following activities are included under this restriction:

- Displaying “pro and con” information on the proposals appearing on the ballot.
- Approaching voters to encourage them to vote for or against a candidate or ballot question.
- Distributing any type of campaign literature or write-in stickers.
- Displaying signs, posters, or bumper stickers.
- Attempting to collect petition signatures.
- Requesting donations, selling tickets or engaging in similar activities.

Election inspectors must request that voters entering the polls remove campaign buttons or cover up clothing which bears any reference to a political party or interest group, campaign slogan or a candidate(s) name. In addition, voters must be told to conceal campaign literature or other campaign materials brought into the polls. While there is nothing to prohibit a voter from referring to campaign literature or “slate cards” when voting, the materials may not be left behind in the voting station. Election inspectors should periodically check each voting station for campaign literature left by voters and discard any that is found.

A voter may park a car or other vehicle bearing campaign signs or bumper stickers within 100 feet of the polling place during the time he or she is voting. Under any other circumstances, vehicles bearing campaign signs or bumper stickers must be parked at least 100 feet from any entrance to the building in which the polling place is located.

Handling Violations

If a person persists in violating any of the above restrictions on election day, contact the clerk or, if necessary, a local law enforcement agency.

For information on Exit Pollsters, flip the page>>

Exit Pollsters

“Exit pollsters” are persons employed to survey voters **after** they have voted. While Michigan election law does not specifically regulate exit polling, the Department of State’s Bureau of Elections recommends that exit pollsters

- 1) must remain at least **20 feet** away from the entrance of the building in which the polling place is located
- 2) not enter the building in which the polling place is located and
- 3) not question any person **entering** the building in which the polling place is located.

It is important to note that exit polling is the questioning of voters **after they have left the polls.**

CHALLENGERS/POLLWATCHERS

Challengers

Election challengers may be appointed by political parties and qualified interest groups to observe the election process in voting precincts and absent voter counting board precincts. A challenger has the right to challenge a person's qualifications to vote if the challenger has reason to believe that the person is not qualified to vote in the precinct. A challenger has the right to challenge the actions of the election inspectors operating the precinct if the challenger believes that the election law is not being followed. An official challenger:

- May be appointed to serve in more than one precinct.
- Must represent a recognized political party or an interest group which is authorized to appoint election challengers at the election. (While a political party or interest group may rotate challengers in a precinct, a political party or interest group may not have more than two challengers present in the precinct at any time throughout the course of the day.)
- May **not** be a candidate for any elective office in the election. EXCEPTION: A candidate for precinct delegate may serve as an election challenger in a precinct other than the one in which he or she is a candidate.
- May **not** serve as an election inspector in the election.
- May **not** campaign, distribute campaign material or wear campaign buttons in the precinct.

If two challengers are representing a political party or an organization in the precinct, only one of the challengers may hold the authority to challenge at any given 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.

Credentials: A challenger must have in his or her possession a "challenger card" issued by the party or organization he or she represents. Upon entering the precinct, the challenger must show the card to the chairperson of the precinct board. It is recommended that a challenger also wear a badge which bears the words "ELECTION CHALLENGER."

Absent Voter Counting Board Oath: 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.

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.

Conduct Standard (cont.)

- 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.
- 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, displaying, or saying anything that suggests or conveys that they are available to assist voters in any way 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. Election 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 voters 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 (see "Campaigning at Polls/Exit Pollsters" for restriction); or that any other election law or prescribed election procedure is being violated.
- Inspect but not touch the *Applications to Vote*, (e) Pollbook, registration list and any other materials used to process voters at the polling place.
- Keep notes on the persons offering to vote, the election procedures being carried out and the actions of the board.
- Remain in the precinct until the board completes its work.

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 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 for questioning 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 truly will 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. (See below for instruction on preparing a "challenged ballot.") 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 Pollbook. 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 voter 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 voters, 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, permit the voter to vote a specially prepared "challenged ballot" and enter a complete record of the challenge on the "CHALLENGED VOTERS" page in the Pollbook; the questioning of the voter is not required. (See below for instruction on preparing a "challenged ballot.")

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

- Write the number appearing on the voter’s ballot in pencil on the back of the ballot.
- Conceal the number with tape and/or a slip of paper as directed by the election official administering the election.
- Enter the voter’s name in the (e)Pollbook.

After completing the above steps, issue the 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.

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 Pollbook:

- (1) A voter who refuses to enter the day and month of 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.”
(Note: The ballot issued to the voter must be prepared

as a “challenged ballot” regardless of whether the ballot will be tabulated in the polls as an affidavit ballot or preserved as an envelope ballot and held for evaluation after the election.)

- (4) An absent voter 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 Pollbook.

Absentee Voter Challenge: If an absentee ballot being processed in the precinct is challenged, identify the ballot in the same way regular challenged ballots are identified, make a proper notation on the “CHALLENGED VOTERS” page in the Pollbook, and proceed with routine processing and tabulation 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 Pollbook.

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 of Voter Not in Possession of Picture ID* if 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 of Voter Not in Possession of Picture ID*. 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 in the ePollbook or on the 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 of Voter Not in Possession of Picture ID* 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.

Poll Watchers

An election is an open process that may be observed by any interested person. (However, note that candidates cannot 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 – but who is not a qualified election challenger – is commonly called a “poll watcher.” It is important to clearly understand the distinction between poll watchers and challengers:

- 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 (e)Pollbook; poll watchers may look at the (e)Pollbook at the discretion of the precinct board chairperson. A challenger or a poll watcher may not touch the (e) Pollbook or any other voting records.

See Election Challengers & Poll Watcher Chart on next page>>

**ELECTION CHALLENGERS AND POLL WATCHERS:
SUMMARY OF RIGHTS AND DUTIES**

	Challengers	Poll Watchers
Must carry credentials issued by appointing authority.	Yes	No
Must be registered to vote in Michigan.	Yes	No
Has the right to challenge a person's eligibility to vote.	Yes	No
Has the right to challenge the actions of election inspectors.	Yes	No
May stand or sit behind processing table.	Yes	No – must remain in public area.
Has the right to look at the (e)Pollbook and other election materials.	Yes	Yes – but only as permitted by precinct board and when voting process will not be delayed.
May handle the (e)Pollbook and other election materials.	No	No
May use a video camera or recording device in polling place.	No	No
May use a cell phone, tablet, laptop, or other electronic device in polling place.	Yes – if not disruptive.	Yes – if not disruptive.
May wear clothing, button, arm band, vest, etc. that identifies organization he or she represents.	No	No
May place tables in the polls.	No	No
Has the right to approach and question voters.	No	No
Can offer assistance to voters.	No	No
May remain in the polling place until the election inspectors complete their work.	Yes	Yes
May obtain the vote results generated in the precinct after the polls close.	Yes	Yes

ASSISTING VOTERS

Advise voters who indicate that they will need help to cast their ballot that a disability device is available in the polling place that they can use to vote independently without assistance.

If the voter maintains that he or she wishes to cast his or her ballot with assistance, proceed as explained below. A voter who receives voting assistance can vote in a regular voting station or through the use of a disability device as the voter prefers.

Assistance Procedure

Whenever a voter receives help to vote his or her ballot, a complete record of the matter must be entered into the Remarks section of the (e)Pollbook. The record must include the name of the assisted voter and the person or persons who gave the assistance.

- Under state law, when a voter asks the precinct board for voting assistance, a reason for the needed assistance does not have to be stated. When a voter asks the precinct board for voting assistance, **two** inspectors who have expressed a preference for different political parties must assist.
- Under federal law, a voter who is blind, disabled or unable to read or write may be assisted with his or her ballot by any person of the voter's choice, other than the voter's employer or agent of that employer or an officer or agent of a union to which the voter belongs.

If a voter indicates that he or she wants to receive voting assistance from another person, the following question must be asked of the voter:

“Are you requesting assistance to vote by reason of blindness, disability or inability to read or write?” A “yes” or “no” answer to this question is sufficient.

If the answer to the question is “yes,” the person who will provide assistance 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 to this question is “no,” the voter may be assisted by the person.

The person assisting the voter may be of any age. If it is determined that the voter is not requesting assistance to vote by reason of blindness, disability or inability to read or write or if the person who has accompanied the voter to the polls to provide assistance is not eligible to provide assistance, **two** inspectors who have expressed a preference for different political parties must assist the voter.

Curbside Voting

If a voter is unable to enter the polling location and asks the precinct board for voting assistance, the needed help must be provided by two inspectors who have expressed a preference for different political parties. The two inspectors deliver the ballot inside the secrecy sleeve to the voter and deposit the ballot into the tabulator after it is marked by the voter. It merits note that the voter must comply with all regular processing procedures including the completion of an Application to Vote, registration verification, and photo ID verification.

TABULATOR REJECTED BALLOTS/SPOILED BALLOTS/EXPOSED BALLOTS

Ballots Rejected By The Tabulator

It is improper for an election official or any member of a board of election inspectors to view a voter's marked ballot if the identity of the voter is known. Issues regarding ballot secrecy typically involve the mishandling of ballots that are rejected by the tabulator. To ensure the secrecy of all marked ballots, the election inspector assigned to monitor the tabulator must remain at least *10 feet away* from the tabulator whenever it is in use. This policy is referred to as the "10-foot rule." In addition, it is important that the instructions and options that are offered to a voter whose ballot is rejected by the tabulator are accurate and consistent.

The following "script" is offered to ensure uniformity in the interactions that take place between election inspectors and voters whose ballots have been rejected by the tabulator. The script is designed to be read to any voter who experiences the rejection of his or her ballot due to a voting error.

STEP I: An election inspector reads one of the following statements to a voter whose ballot has been rejected by the tabulator due to a voting error:

Overvoted Statement – The voter has "overvoted" one or more offices or proposals on the ballot:

- 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*.
- *If you wish to correct this error*, we will be happy to provide you with a replacement ballot.
- *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.

Crossover Statement – The voter has "crossover" voted in a partisan primary:

- 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*.
- *If you wish to correct this error*, we will be happy to provide you with a replacement ballot.
- *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.

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 II: If the voter requests that his or her ballot be accepted as presented, the election inspector should re-emphasize that one or more votes will not be counted and offer the voter a second opportunity to obtain a replacement ballot:

Overvoted Statement – The voter has "overvoted" one or more offices or proposals on the ballot:

- *If your ballot is accepted as marked*, no votes cast for *any office or proposal* that is "overvoted" will count. *Are you certain* that you do not wish to receive a replacement ballot?

Crossover Statement – The voter has “crossover” voted (voted for candidates of more than one political party):

- If your ballot is accepted as marked, no votes which appear in the *partisan section* of your ballot will count. Are you certain that you do not wish to receive a replacement ballot?

Blank Ballot Statement – The voter has not cast any votes (“blank” ballot):

- If your ballot is accepted as marked, *no votes* will count for any offices or proposals. Are you certain that you do not wish to return to the voting station?

Spoiled Ballots

A voter who spoils his or her ballot may obtain a new ballot.

Spoiled ballot procedure:

1. Direct the voter to return the spoiled ballot.
2. Record the ballot as spoiled in the (e)Pollbook
3. Record the new ballot number in the (e)Pollbook and on the voter’s *Application to Vote*.
4. Draw a line through the first ballot number recorded on the *Application to Vote* and note that the ballot was “SPOILED.”
5. Issue the voter a new ballot.
6. Maintaining voter privacy, write the word “SPOILED” on the ballot, remove the stub and place the ballot and stub in the envelope labeled “SPOILED BALLOTS.” (If you were not supplied with an envelope reserved for this purpose, create your own.)
7. Seal the spoiled ballot envelope in the ballot container after the polls close.

Exposed Ballots

If a voter **deliberately** shows any person in the polling place how he or she voted, the voter’s ballot is void and must be rejected. (An exception is made for a minor child who accompanies a voter in the voting station. For further information, see “Children allowed in voting station” under “Processing Voters.”)

To reject the ballot, take the actions described below. DO NOT PERMIT THE VOTER TO VOTE AGAIN IN THE ELECTION. In all cases, enter a complete account of the matter in the Remarks section of the (e)Pollbook.

Exposed ballot procedure:

- Mark the ballot, “REJECTED FOR EXPOSURE.” Do not give the voter another ballot to replace the rejected one.
- Reject the ballot in the ePollbook or write “REJECTED” next to the voter’s name in the Pollbook.
- Put the rejected ballot in the envelope labeled “REJECTED.”
- Write the reason for the rejection on the outside of the labeled envelope. (If you were not supplied with an envelope reserved for this purpose, create your own.)
- Seal the rejected ballot envelope in the ballot container after the polls close.

VOTERS WITH STATUS FLAGS

Some voters will have status flags that need to be addressed prior to issuing a ballot. Generally, something happened in the registration process that needs follow-up. For example, a signature was not obtained, the voter missed checking an answer to the citizenship question, an absentee ballot was issued, information was obtained that the voter may have moved, etc.

In the ePollbook, a voter has a status flag if he or she has a red question mark next to his or her name. When a red question mark is found, look to the Voter Status window at the bottom of the Voter Details screen to determine the issue. If using the QVF list the voter will have a code next to their name in the "St" column and/or the "Notes" column.

Absentee Ballot Sent by Clerk or av-s

This voter was sent an absentee ballot. The voter must surrender the absentee ballot or complete the *Affidavit of Absent Voter* **after approval from the Clerk.**

Absentee Ballot [00000025] sent by clerk--Voter must surrender ballot or submit affidavit.
VOTING STATUS: Did not vote in precinct.

Absentee Ballot sent/received by clerk or av-r

This voter was sent an absentee ballot and returned it to the Clerk. **DO NOT** issue this voter a ballot as they have already voted.

Absentee Ballot [00000028] sent/received by clerk--Do not issue ballot.
VOTING STATUS: Did not vote in precinct.

Voter's Status is CH – Age, Citizenship or Residency or CH1, CH3, or CH5

This voter has been formally challenged and must complete the challenge process before being issued a challenged ballot. Seek assistance from the precinct chairperson to complete this process. The ePollbook processing is the same as a regular voter except Challenged ballot is selected in the Issue a ballot box. A CHAL will appear next to the voter's name after processed. If using the traditional Pollbook, write Challenged in the Remarks column of the List of Voters.

Voter's Status is CH: AGE
VOTING STATUS: Did not vote in precinct.

Voter's Status is CH: CITIZENSHIP
VOTING STATUS: Did not vote in precinct.

Voter's Status is CH: RESIDENCY
VOTING STATUS: Did not vote in precinct.

Must Show ID Before Voting (Federal Requirement) or ID

This voter must show picture ID or a paycheck, government check, utility bill, bank statement, or a government document which lists his or her name and address (if no picture ID but provides one of the documents listed above, must sign the *Affidavit of Voter Not in Possession of Picture ID* as well) prior to being issued a ballot. **See "Federal ID Requirement"** for full details

Must show ID before voting (Federal Requirement).
VOTING STATUS: Did not vote in precinct.

Voter's Status is V: Confirm Address or Surrendered License or V21 or V30

This voter must verbally confirm the address listed in the ePollbook or QVF list. If the voter does not confirm the address, the procedure for voters that have moved must be taken. See ***"Voters Who Have Moved."***

Voter's Status is V: CONFIRM ADDRESS
VOTING STATUS: Did not vote in precinct.

Voter's Status is V: SURRENDERED LICENSE
VOTING STATUS: Did not vote in precinct.

Voter's Status is V: Confirm Citizenship or V25

This voter must complete a voter registration application and mark yes on the citizenship box. If the voter marks no, DO NOT issue a ballot.

Voter's Status is V: CONFIRM CITIZENSHIP
VOTING STATUS: Did not vote in precinct.

Voter's Status is V: Sign Registration Card or V24

This voter must sign a voter registration application prior to being issued a ballot.

Voter's Status is V: SIGN REGISTRATION CARD
VOTING STATUS: Did not vote in precinct.

MVIP – Must Vote in Person (QVF list only)

If a MVIP code appears next to a voter's name on the QVF list, the voter must vote in person. Special handling is not required.

VOTERS WHO HAVE MOVED

If the residential address entered by the voter on the *Application to Vote* shows that the voter no longer resides at the address recorded on his or her registration record, proceed as described below.

Move Within City or Township

A registered voter who moves from one precinct to another precinct within the same city or township, but fails to change addresses prior to election day, can vote one last time in the precinct where registered. Proceed as follows:

1. Have the voter complete an *Election Day Change of Address Notice*. If address change notices are not available in the precinct, write corrected information on a plain piece of paper.
2. Make the proper check to identify the voter.
3. If the voter is satisfactorily identified by the check, initial the *Election Day Change of Address Notice* and the *Application to Vote* and permit the applicant to vote.
4. Following the election, forward the *Election Day Change of Address Notice* to the clerk in the local clerk's envelope. The clerk completes the address change on the voter's registration record. The voter must vote in the new precinct in the next election.

Move to a Different City or Township

A registered voter who moves from one Michigan city or township to another Michigan city or township, but fails to reregister in the new city or township, can vote one last time in the precinct where registered if the move was made within 60 days of the election. Proceed as follows:

1. Have the voter complete a *Cancellation Authorization* and an *Application to Vote*.
2. Make the proper check to identify the voter.
3. If the voter is satisfactorily identified by the check, initial the *Cancellation Authorization* and the *Application to Vote* and permit the applicant to vote.
4. Following the election, forward the *Cancellation Authorization* to the clerk in the local clerk's envelope. The clerk cancels the voter's registration in the city or township. The voter must register in his or her new city or township of residence in order to vote in the next election.

NOTE: If the move was made more than 60 days before the election, the voter should be directed to appear in person at their new local clerk's office to register to vote and cast a ballot on election day. Do not issue the voter a ballot.

PROCESSING ABSENTEE BALLOTS

The following procedures apply if absentee ballots have been forwarded to your precinct for processing. (Absentee ballots will not be forwarded to your precinct for processing if the jurisdiction has established an absent voter counting board to handle the absentee ballots.) The absentee ballots may be processed throughout the day as time permits.

To ensure voter anonymity, absentee **ballots must always be processed in multiples**. Using at least two election inspectors who have expressed a preference for different political parties, proceed as follows:

- Determine the legality of the ballot:
Check the signature on the absentee ballot return envelope against the voter's absent voter ballot application.
Check the ePollbook or QVF list to confirm that the voter has not voted in person at the election.
- If it is determined by a **majority of the board** that the ballot is illegal and should not be counted for any reason (including the death of the voter), do **not** open the absentee ballot return envelope. Write "REJECTED AS ILLEGAL" on the envelope along with the reason for the rejection and record the board's action in the Remarks section of the (e)Pollbook. The reason for the rejection entered on the absentee ballot return envelope must be initialed by the chairperson.
- If the clerk indicated the ballot should be processed as a "challenged" ballot, the ballot must be specially prepared as follows:
While maintaining secrecy, the election inspector handling the challenge writes the number appearing on the voter's ballot in pencil on the ballot (not on the stub)
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 local clerk.

1. Remove the ballot from the absentee ballot return envelope.
 - If the voter did not return the ballot, make a notation in the Remarks section of the (e) Pollbook.
 - If the voter did not return the secrecy sleeve, insert the ballot in a secrecy sleeve obtained from your supplies. If the ballot is not properly inserted in the secrecy envelope, reinsert the ballot in the proper manner.
 - Check to see if the number on the ballot stub matches the number of the ballot as recorded on the absent voter application. If the stub is missing or the ballot number does not match, enter a notation in the Remarks section of the (e)Pollbook and prepare the ballot as a "challenged" ballot.
2. If it is determined that the absentee ballot is legal and should be counted, indicate that the ballot was accepted in the (e)Pollbook, QVF list or AV list as directed by the local clerk. If using the traditional Pollbook, enter the voter's name, the ballot number, and the letters "AV" on the next voter line.
3. Spindle the AV Application to Vote with the precinct applications to vote. The election inspector who checked the legality of the ballot initials the application.
4. Remove the ballot stub and secure the ballot until several AV ballots have been processed.
5. Remove multiple ballots from their secrecy envelopes and place them all together into one secrecy sleeve until ready for tabulation.
6. Tabulate the ballots.

If an absentee ballot is received from a person who does not appear in the ePollbook or QVF list, do not open the absentee ballot return envelope. Instead, contact the clerk for instructions. Return all absentee ballot envelopes – whether opened or not – to the clerk after the polls close.

Duplication Procedure

Some ballots may need to be duplicated by election inspectors when they:

- contain false “overvotes”
- cannot be scanned by the tabulator due to the voter’s use of an improper marking tool
- contain corrections
- contain false “crossover” votes (if a partisan primary)
- are an electronic MOVE ballots
- are Federal Write-In Absentee Ballots (FWAB).

The procedures for duplicating ballots are as follows:

- After the polls close at 8 p.m., identify the ballots that must be duplicated. Count out an equal number of unused ballots. At the top (but **not** on the stub) of the first original ballot write “1.” On the replacement ballot write “Dup 1.” Follow the same numbering system for the remaining ballots which must be duplicated, i.e.: “2” – “Dup 2”; “3” – “Dup 3”; etc.
- Duplicate the ballots using a reader-checker process with two election inspectors who have expressed different political party preferences. One election inspector calls the valid marks from the original ballot as the second election inspector records the marks on the duplicate ballot. After the completion of the duplication process, the election inspectors who handled the procedure double-check the duplicated ballot against the original ballot.
- After the completion of double-checking, the duplicated ballot is tabulated. The original ballot, electronic MOVE ballot, or FWAB is secured inside the *Original Ballots Envelope*.

NOTE: If a mistake occurs when duplicating a ballot, note the error on the ballot and place it into the *Original Ballots Envelope*. Obtain a new unused ballot from your supplies. If duplicating ballots in a precinct, be sure to include this ballot in the count when reporting the total number of ballots duplicated in the Ballot Summary.

Validity Standards

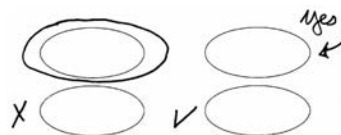
For an optical scan ballot marking to be ruled valid, the following two standards must be met:

- There must be a mark within the “target area.”
- The mark must be consistent with all of the other marks on the ballot.

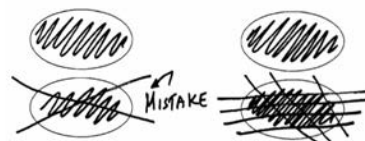
Valid Markings: Each of the examples provided below is a valid vote as there is a mark within the “predefined area” for casting a vote.



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

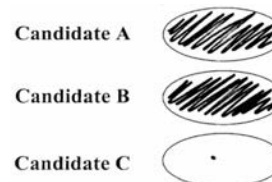


Corrections: A correction that causes a “false” tabulator read does not count as a valid vote.



In these examples, votes would count for the top position only.

Stray Marks: 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 precinct board or election official shall compare the mark with other marks appearing on the ballot.



In these examples, votes count for the top two positions only.

WRITE-IN CANDIDATES

Providing Information

When processing voters, always offer to give instruction on **all** aspects of the voting process, including the procedure for casting write-in votes. If a voter states that he or she wishes to only receive instruction on the procedure for casting a write-in vote, it is permissible to limit your instruction to the write-in process; otherwise, instruction on all aspects of the voting process must be offered to avoid any appearance that the precinct board is promoting write-in candidates.

If a voter asks for information on the write-in candidates who are seeking the offices on the ballot, advise the voter to contact the clerk. Do **not** provide the names of write-in candidates while assisting voters or display the names of write-in candidates inside the polling place.

Declaration Of Intent Requirement

An individual who wishes to seek nomination or election to a federal, state, county, city, township, village, or school office with write-in votes is required to file a *Declaration of Intent* with the appropriate election official by 4:00 p.m. on the second Friday preceding the election, except precinct delegates. See “Declaration of Intent Requirement: Precinct Delegate Positions” for further information.

- The local clerk is responsible for notifying the precinct board of any write-in candidates who filed a *Declaration of Intent* prior to the election.
- A write-in vote cast for an individual who has **not** filed a *Declaration of Intent* **does not count**. Similarly, a write-in vote cast for an individual who filed a *Declaration of Intent* does not count unless the office for which the write-in vote was cast corresponds to the office identified on the *Declaration of Intent*; if a partisan primary, a write-in vote cast for an individual who filed a *Declaration of Intent* does not count unless the **office and party** correspond.
- The *Declaration of Intent* requirement is **waived** if a candidate appearing on the ballot for the office involved dies or is otherwise disqualified on or after 4 p.m. the second Friday preceding the election. If the waiver is invoked, all write-in votes cast for the office

must be counted including any write-in votes cast for candidates who have not filed a *Declaration of Intent*. (The waiver does **not** apply to precinct delegate positions. See “Declaration of Intent Requirement: Precinct Delegate Positions” for further information.)

Declaration Of Intent Requirement: Precinct Delegate Positions

An individual who wishes to seek a precinct delegate position with write-in votes is required to file a *Declaration of Intent* with the city or township clerk by 4:00 p.m. on the first Friday preceding the August primary. **As an alternative, such candidates may file a *Declaration of Intent* with their board of election inspectors on the date of the August primary anytime prior to the close of the polls.**

Individuals seeking precinct delegate positions with write-in votes are the only persons permitted to file a *Declaration of Intent* with the board of election inspectors on election day.

- The local city or township clerk is responsible for notifying the precinct board of any precinct delegate write-in candidates who filed a *Declaration of Intent* prior to the August primary. If an individual interested in seeking a precinct delegate position with write-in votes asks for a *Declaration of Intent* form on election day, provide the requested form. If *Declaration of Intent* forms were not included with your supplies, advise the individual to contact the local city or township clerk.
- A write-in vote cast for a precinct delegate candidate who has not filed a *Declaration of Intent* **does not count**. Write-in votes cast for a precinct delegate candidate who filed a *Declaration of Intent* **do not count** unless the write-in vote was cast under the political party column identified on the *Declaration of Intent*.
- The *Declaration of Intent* “waiver” does not apply to precinct delegate positions.

More on next page>>

