

# ELECTION INSPECTOR TRAINING

*City of Westland, Michigan ~ 2020*  
Dominion Election System  
ImageCast Precinct Tabulator ~ ICP

Updated: 1/2020

**Election Day  
Supplies Picked-  
up prior to the  
election by the  
Chairperson  
and/or CoChair.**

- Rolling Supply Case
- 3-Ring Binder
- Electronic Poll Book



## Election Day Equipment delivered to the precinct by the City the day prior to the election.

- ICP Tabulator
- Precinct Ballots
- Voting Surrounds
- ICX – ADA Voter Assist Terminal with cart
- *(Large precinct signs are stored at your precinct location.)*



## Opening the Polls



- ❖ Arrive no later than 6:00 a.m. at your precinct location
- ❖ Dress in appropriate clothing
  - ☐ Business casual
  - ☐ No rips or tears
  - ☐ Not too short or revealing
  - ☐ Be comfortable, not sloppy
  - ☐ Dress in layers

## Opening the Polls (Continued)



The following tasks must be performed prior to the opening of the polls

- Confirm that you have the correct ballots and equipment for your precinct.
- The Chairperson administers the Oath to all inspectors and all inspectors sign the paper pollbook.
- Sign the Payroll Time Sheet

## Opening the Polls (Continued)

### Completing the Poll Book Pages

- The cover will be completed for you. Compare Seal numbers with your equipment.

All items on this page have been completed by the Clerk.

### ELECTRONIC POLL BOOK (EPB)

AT THE ELECTION

Held On August 7, 2018 In the 10  
Month Day Year Ward/Precinct

Of the City of Westland  
Jurisdiction

County of Wayne, State of Michigan

#### DUTIES OF THE ELECTION INSPECTORS

- Prior to assuming any Election Inspector duties All Election Inspectors shall:
  - Take and sign the Oath of Office.
  - Complete and Certify the Election Inspectors' Preparation Certificate by signing the Oath of Office.
- Election Inspectors shall record:
  - All comments in the Remarks section.
  - All challenged procedures/votes on the Challenges page.
  - All valid write-in votes on the Write-In page.
  - All valid precinct delegate write-in votes for the August Primary in the "Precinct Delegate Statement of Votes" booklet.
- Two (2) Election Inspectors of different political parties shall:
  - Initial all red paper seals used to seal envelopes.
  - Abstain to the sealing of all used and unused ballots into an approved ballot storage container after the close of the polls by signing the designated area on the Certificate of Election Inspectors page and the Ballot Storage Container Certificate attached to the ballot storage container.
  - Abstain to the sealing of the Tabulator Program Card and EPB-4358 Flash Drive in an approved transfer container after the close of the polls by signing the designated area on the Certificate of Election Inspectors page.

#### CLERK'S PREPARATION CERTIFICATE FOR TABULATOR AND VOTER ASSIST TERMINAL (VAT)

AAFAJHE0077 00A000200011 00155503443647  
Tabulator Serial No. Voter Assist Terminal Serial No. Voter Assist Terminal Serial No.

43546  
Tabulator Seal No.

Modem: 0015562  
Modem Seal No.

I certify that the above precinct tabulator and voter assist terminal have been properly prepared and tested by the clerk in accordance with law, and that all the components of the both the programs were inserted into the tabulator and terminal and tested with seals bearing the seal numbers recorded above.

X Reblan 7-20-18  
Signature of Clerk Date

RETURN COMPLETED TO COUNTY CLERK



## Opening the Polls (Continued)

## Completing the Poll Book Pages

- The Chairperson administers the Oath and all Election Inspectors sign the Election Inspectors Preparation Certificate.
- Checkmark the boxes at the top of this form.

1 OATH OF CHAIRPERSON & ELECTION INSPECTORS		Packet # 10										
<p>I Do Solemnly Swear (or affirm) that I will support the Constitution of the United States and the Constitution of this State, and that I will faithfully discharge the duties of the Office of <b>President Board Chairperson</b> according to the best of my ability.</p>												
<p>Taken, subscribed and sworn to before me on</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>8 / 6 / 18</p> <p>Month Day Year</p> </div> <div style="text-align: center;"> <p><i>Chair Person</i></p> <p><i>Randy Webb</i></p> <p>Signature of Person Administering Oath</p> </div> </div>												
<p>I Do Solemnly Swear (or affirm) that I will support the Constitution of the United States and the Constitution of this State, and that I will faithfully discharge the duties of the Office of <b>Election Inspector</b> according to the best of my ability.</p>												
<p><b>2 ELECTION INSPECTORS' PREPARATION CERTIFICATE</b></p>												
<p>✓ BEFORE THE POLLS OPENED, WE COMPLETED THE FOLLOWING:</p>												
<p>2 All Boxes should be checked</p>	<p>✓ Administered the Oath of Office to all present.</p> <p>✓ Verified the serial and seal numbers on the tabulator and voter-assist terminal (VAT) are the same as recorded on the Clerk's Preparation Certificate.</p> <p>✓ Completed all preparation steps of the tabulator and voter-assist terminal (VAT) and the equipment is in proper working order.</p> <p>✓ Verified the ballot by comparing each candidate's name and the placement of any proposals on the ballot with the sample ballot and tape tape.</p> <p>✓ Signed online, verifying the above were completed.</p>											
<p><b>3 SIGNATURES OF PERSONS TAKING OATH AND CERTIFYING PREPARATION CERTIFICATE</b></p>												
<p>3. Signed by all Election Inspectors.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <p>Inspector 1</p> </td> <td style="width: 50%; padding: 5px;"> <p>7. _____</p> </td> </tr> <tr> <td style="padding: 5px;"> <p>Inspector 2</p> </td> <td style="padding: 5px;"> <p>8. _____</p> </td> </tr> <tr> <td style="padding: 5px;"> <p>Inspector 3</p> </td> <td style="padding: 5px;"> <p>9. _____</p> </td> </tr> <tr> <td style="padding: 5px;"> <p>Inspector 4</p> </td> <td style="padding: 5px;"> <p>10. _____</p> </td> </tr> <tr> <td style="padding: 5px;"> <p>_____</p> </td> <td style="padding: 5px;"> <p>11. _____</p> </td> </tr> </table>		<p>Inspector 1</p>	<p>7. _____</p>	<p>Inspector 2</p>	<p>8. _____</p>	<p>Inspector 3</p>	<p>9. _____</p>	<p>Inspector 4</p>	<p>10. _____</p>	<p>_____</p>	<p>11. _____</p>
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<p><b>4 ADDITIONAL SIGNATURES OF PERSONS TAKING OATH ONLY</b></p> <p style="text-align: center; font-size: small;">If not present at opening of polls</p>												
<p>12. _____</p> <p>13. _____</p> <p>14. _____</p>	<p>15. _____</p> <p>16. _____</p> <p>17. _____</p>											
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## Opening the Polls (Continued)



## Hang and Place Signage

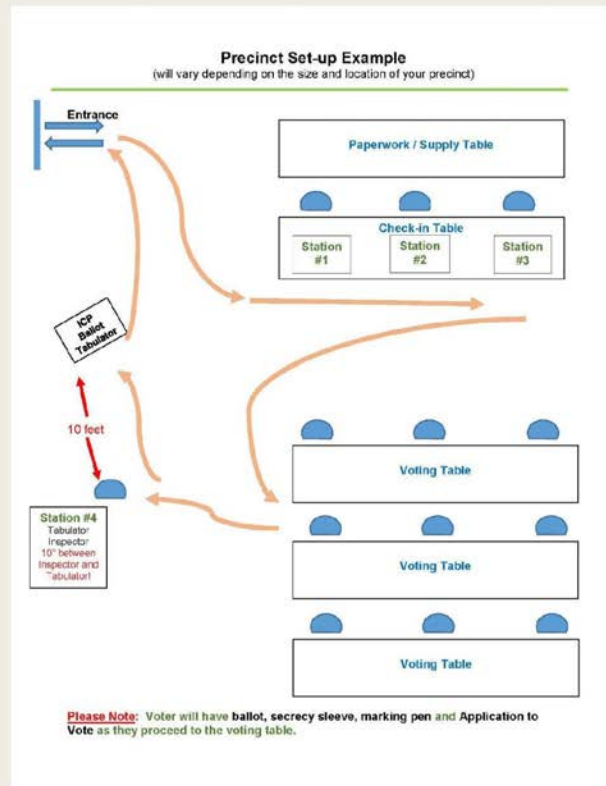
- ★ Place Large Metal Sign outside the entrance to the Precinct
- ★ Post Precinct Signs
- ★ Post Directional Arrows
- ★ Display Sample Ballots
- ★ Display the “What Every Voter Should Know” printed directions
- ★ Display/hang any other signs given you by the Clerk that are particular to this election

# Setting up the Precinct

The set-up at each location will vary depending on entry doors, size etc.

Keep the following in mind when setting up your precinct:

- 1) Privacy of all voters, including the ADA equipment
- 2) Set up enough voting stations, this will change depending on the type of election
- 3) There **must** be 10 feet between the Tabulator Inspector and the Tabulator.



## Precinct Work Stations

### **STATION #1** (Application to Vote)

- Instructs the voter to complete an **Application to Vote**.
- Enters the **Precinct Number** and **stamps the Date** onto the Application to Vote.
- Verifies that voter has completed all sections.
- Offers voting instructions.
- Pass the Application to Vote to Station #2

### **STATION #3** (Ballot, Secrecy Sleeve, Pen)

- Verify that the Application to Vote has the correct Ballot No., Voter No., and Ballot Style (if applicable) and **Initials** the Application to Vote.
- Place the ballot into the secrecy sleeve and paperclip the Application to Vote to the outside of the secrecy sleeve or tuck it into the plastic sleeve.
- Direct the voter to an open voting booth and hand him/her the ballot and **marking pen**.

### **STATION #2** (EPB Computer)

- Assists in scanning the voter's driver's license.
- Issues a ballot to the voter using the EPB.
- Enters the **Ballot No.** and the **Voter No.** on the Application to Vote.
- Pass the Application to Vote to Station #3

### **STATION #4** (Tabulator Inspector)

- Stands at least 10 Feet from the tabulator
- When the voter has finished voting, removes the numbered stub from the ballot while leaving the ballot in the secrecy sleeve.
- Collects the Application to Vote, verifies that the numbered stub on the ballot and the ballot number on the Application to Vote are the same.
- Places the Application to Vote on the spindle, in ballot number order.
- Directs the voter the feed their ballot into the tabulator.
- Hands out an "I Voted" sticker and **collects the marking pen**.

# Electronic Poll Book



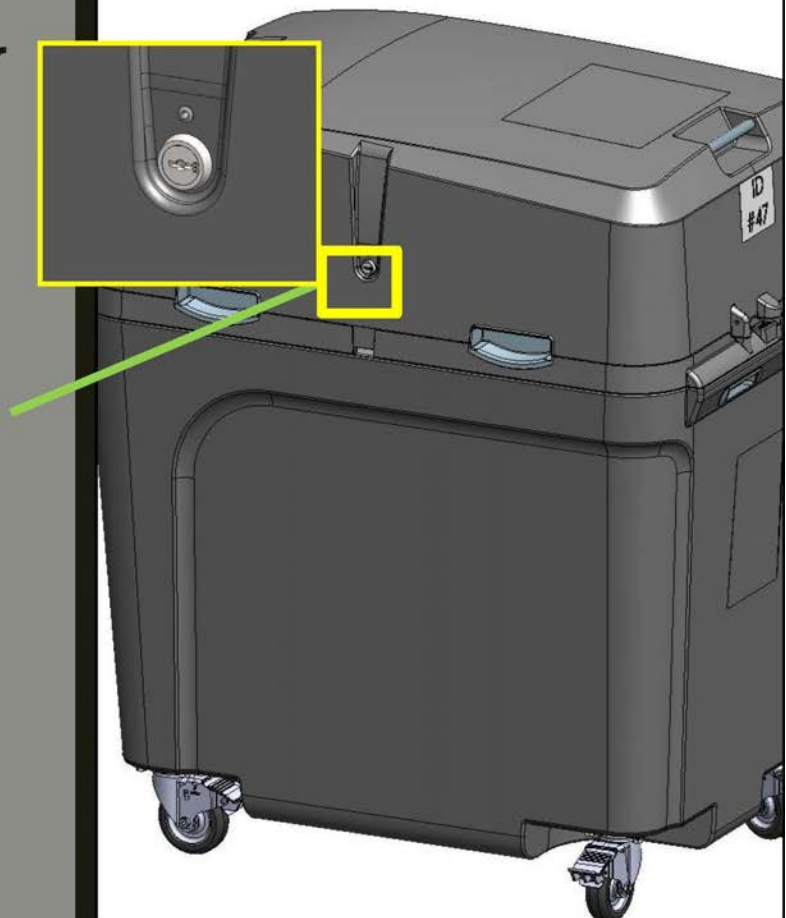
- Set up your Electronic Poll Book on the check-in table
- Be sure your power strip is **“On”** so the computer is not running on battery power
- Enter passwords and proceed to do your first back-up of the day
- Check your ballot numbers and be prepared to enter the correct starting number.

## The ICP Tabulator

### Removing the Protective Cover

Remove the cover by unlocking both sides with your key.

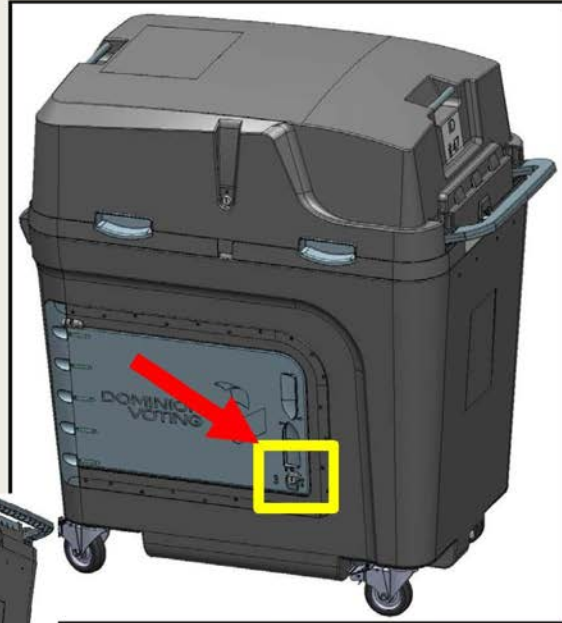
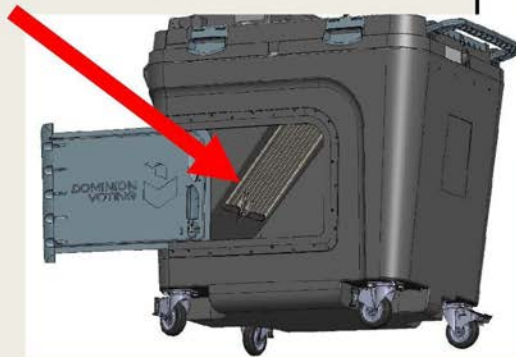
Place the cover under your supply table for safe keeping during the day.





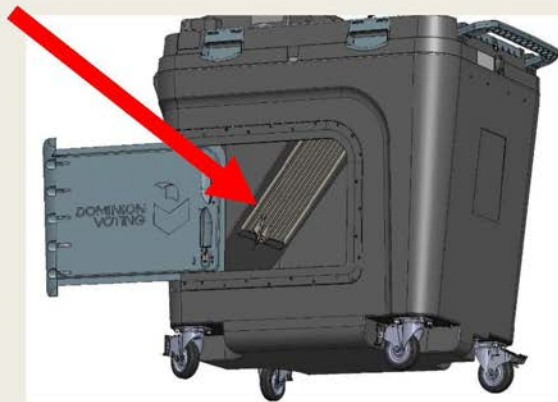
## Inspect & Empty Your Ballot Box

- Using the key, open the main door to the ballot containment area.
- Your Precinct Ballots and Secrecy Sleeves will be stored here. Remove ALL of them.
- Keep the ballots with the lowest numbers on your check-in table. Store the rest in your blue ballot bag.



## Inspect & Empty Your Ballot Box

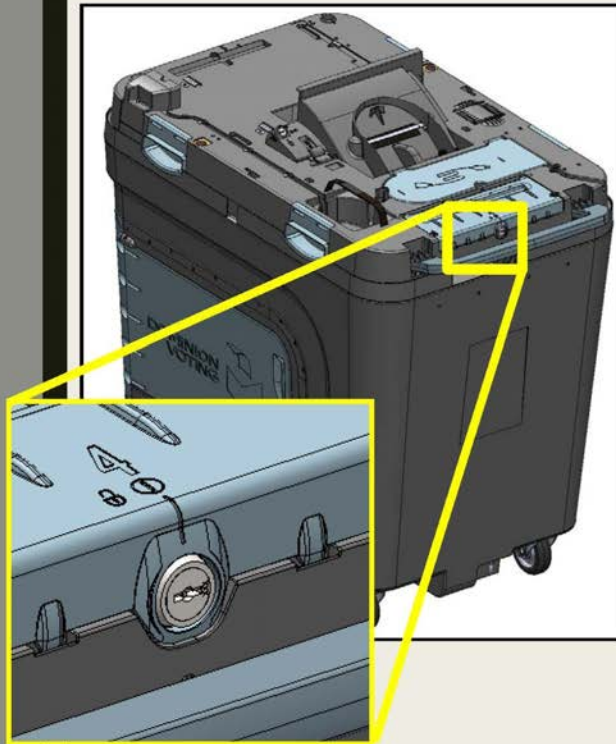
- Open the Write-in bin door by lifting up on it and letting it swing open.
- Verify that no ballots have been left in during testing.
- Close the door so it fits snugly into place.



- Slide the main door into the closed position and lock the door with your key!

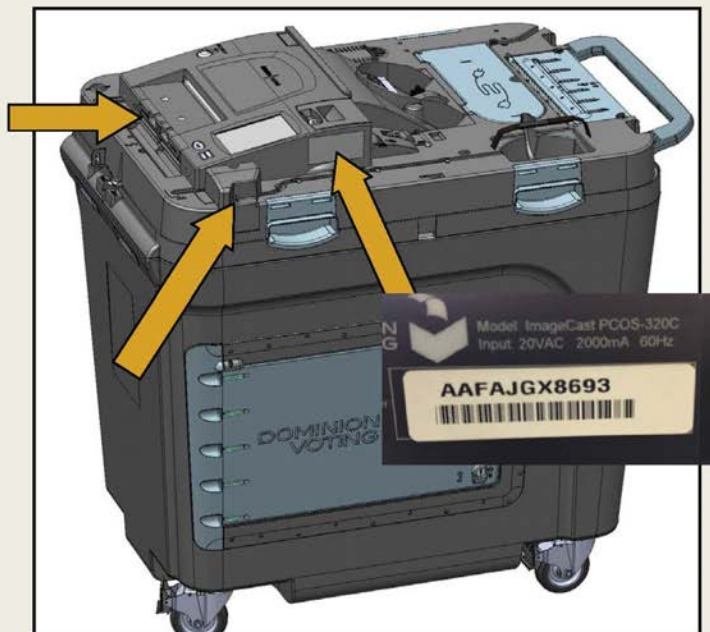
# The Auxiliary Bin

- Using your key, open the door of the Auxiliary Bin.
- Verify that it is empty. (It is quite deep.)
- Close and lock the Auxiliary Bin.



## Verify Seal Numbers

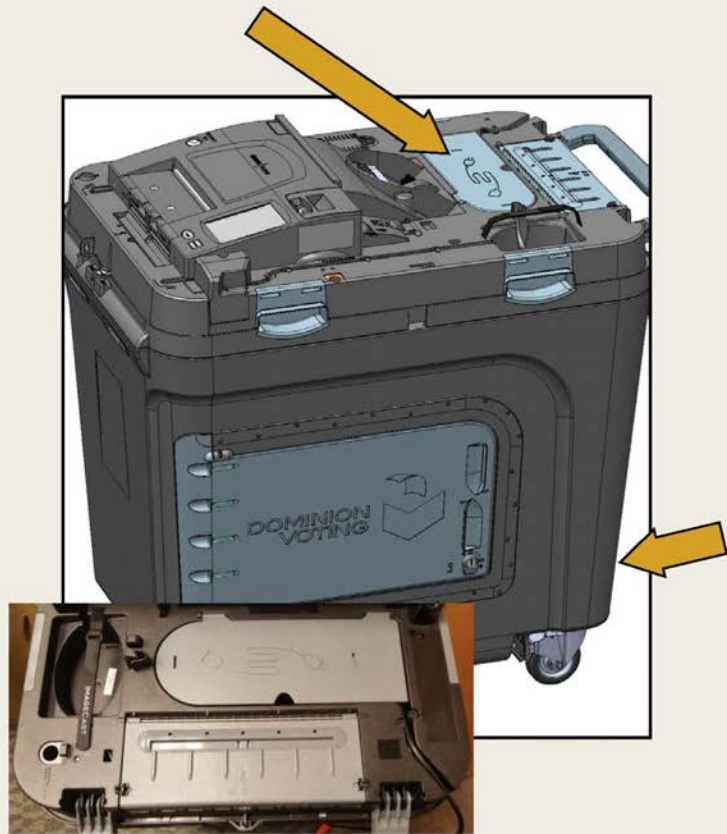
- Verify that the tabulator serial number (*on the right side of tabulator*) and tabulator seal numbers agree with the “Clerks’ Preparation Certificate”
- Seals are located at the front (memory cards) and top, right side (modem) (*see arrows*)
- (**Do not** remove the tabulator seals until the end of the day!)





## Plug in your ICP Tabulator

- The cord will be located in the marked compartment or “trunk”. (see photo)
- Open the compartment and uncoil the cord.
- There is a silver hook at the bottom, back of the tabulator. If you thread the cord through the hook, it will help to avoid trip hazards in the precinct
- Plug your tabulator into an outlet.

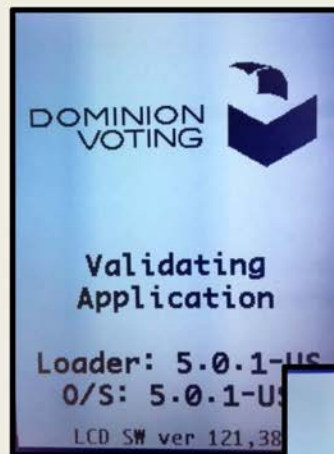


- The Modem will be delivered in the “trunk” of your black ballot container.
- Store the Modem in the “trunk” for the duration of the day. You will use this when you close.



## Boot Process

- After you plug in the tabulator, it will start the boot process automatically. You will see a few different screens:
- Validating Application
- Election Firmware Being Loaded
- **This process will take a few minutes.**



Insert the security key (iButton) into the security keypad and hold it there firmly until it is accepted. The LCD screen will change to the screen in picture "2" below.



### 1. Opening Screen



### 2. Password Screen

Please Enter Password To Unlock the Device

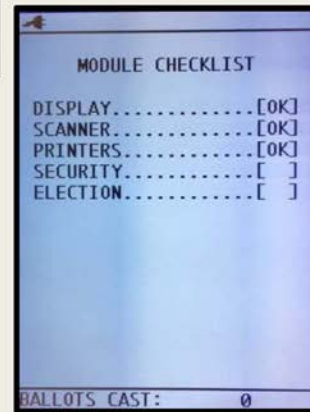
1	2	3
4	5	6
7	8	9
CLEAR/ CANCEL	0	ENTER

0

Enter the password, (see Chairperson Instructions, password will change with each election, it will be an 8-digit number) then press the ENTER button.

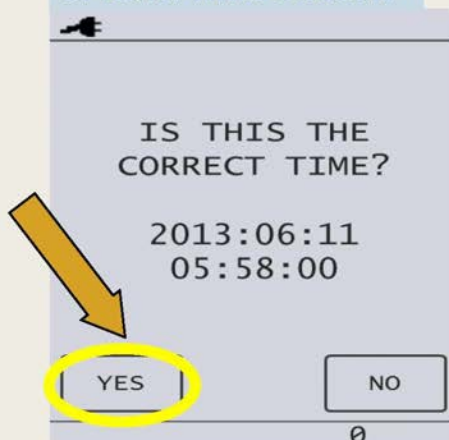
## Boot Process

- You will see the screens pictured here as the tabulator continues to load the election.
- **Watch for the “Is this the correct time?” screen.**
- **You will then have to follow the prompts (pictures 3-8) on the next pages to complete opening.**

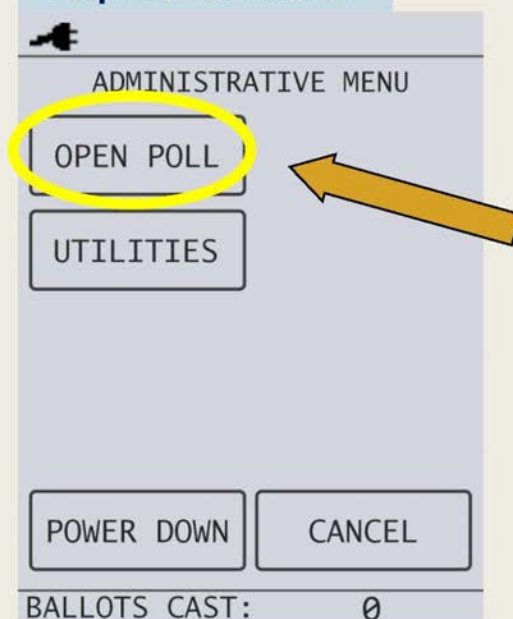


- The Date & Time should be correct. Verify that it is. (*Note: It is military time.*)
- If it is not, please call City Hall and note the discrepancy in the “Remarks” section of the Electronic Poll Book (EPB)
- **Select “Yes”**

### 3. Date/Time Screen



### 4. Open Poll Screen



- **Select “OPEN POLL”**





## Opening Reminders ~

- All inspectors must sign the bottom of the Zero tape and complete and sign the "Election Inspectors Preparation Certificate" (paper Poll Book)
- Verify that "Ballots Cast" reads zero at the open of polls. "Ballots Cast" will increase by 1 for each ballot tabulated.
- The polls **must** be ready and open for voting at **7:00 a.m.**
- **Remember:** Your Electronic Poll Book computer is for Precinct use only!! **No** other activity should be done on the laptop.

## Other duties of Election Inspectors:

- Post all Notices
- Post Sample Ballot
- Display directional signs
- Set up Voting Surrounds on tables.
- Have the first package of ballots on the EPB table (lowest numbered ballot first)



## Processing Voters (Station #1)

**Each voter must complete an Application to Vote as follows:** (MCL 168.523)

### Voter:

- Signature - Any variation of the legal name is acceptable; the printed name is optional
- Present Street Address – Not necessarily the registration address
- Day and month of birth should be completed – Year of birth is optional if voter has privacy concerns.

**Application to Vote – Poll List**

**Picture Identification requirement:**  
All Michigan voters must show a Michigan driver's license, a Michigan personal identification card or some other acceptable form of picture identification before voting. A voter who is unable to show picture identification can vote after signing an affidavit attesting that he/she is not in possession of picture identification.

FORM NO. 677 (3/16)  
PRINTING SYSTEMS • 1-800-95-12345

Date of Election 11-6-2018 Ward \_\_\_\_\_ Precinct 1

NAME: Voter DATE OF BIRTH: 01.02.1950

RESIDENCE ADDRESS: 1234 Main Street  
Westland

I certify that I am a United States citizen and a registered and qualified elector in this precinct, and hereby make application to vote at this election.

SIGN HERE  Voter Signature  
SIGNATURE OF VOTER

**ELECTION INSPECTOR COMPLETES**  
☐ ID AFFIDAVIT ON REVERSE COMPLETED

Ballot Style \_\_\_\_\_  
Ballot No. 001  
Voter No. 1  
(POL. BOOK)  
ELECTION INSPECTOR INITIALS RL

## Processing Voters (Station #2)

**Election Inspectors must complete an Application to Vote as follows:** (MCL 168.523)

### Election Inspector:

- The Date of Election
- The Precinct Number
- The Ballot Number
- The Voter Number
- Initials of the Election Inspector

**Application to Vote – Poll List**

**Picture Identification requirement:**  
All Michigan voters must show a Michigan driver's license, a Michigan personal identification card or some other acceptable form of picture identification before voting. A voter who is unable to show picture identification can vote after signing an affidavit attesting that he/she is not in possession of picture identification.

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NAME: Voter DATE OF BIRTH: 01.02.1950

RESIDENCE ADDRESS: 1234 Main Street  
Westland

I certify that I am a United States citizen and a registered and qualified elector in this precinct, and hereby make application to vote at this election.

SIGN HERE  Voter Signature  
SIGNATURE OF VOTER

**ELECTION INSPECTOR COMPLETES**  
☐ ID AFFIDAVIT ON REVERSE COMPLETED

Ballot Style \_\_\_\_\_  
Ballot No. 001  
Voter No. 1  
(POL. BOOK)  
ELECTION INSPECTOR INITIALS RL



## Processing Voters (Station #2)

- ☐ Compare the day and month of birth and present residential address on the Application to Vote to the information in your Electronic Poll Book.
- ☐ Initial the Application to Vote to indicate that approval to vote has been granted.
- ☐ You will then process the voter using the Electronic Poll Book.
- ☐ Record the ballot number on the Application to Vote.
- ☐ Enter the correct ballot number into the Electronic Poll Book, always being careful to compare your actual ballot with the number on the screen.

## Processing Voters (Station #2)

### ■ Voter ID

- Every voter is required by State law to show a valid photo ID before being issued a ballot.
- You are verifying that the person in the photo is the person voting. The address does not have to match. It may or may not be on the back of the ID if they have recently changed it.
- Acceptable forms of ID include:
  - Drivers License (including out-of-state) or current Michigan ID
  - Federal or State ID
  - U.S. Passport
  - Current Student ID – High School or University
  - Military ID
  - Tribal ID Card

## Processing Voters (Station #2)

- If a voter is unable to show ID, he/she will be required to sign an affidavit before being allowed to vote.
- Use the Affidavits found in your Precinct 3-Ring Binder. Do **not** use the affidavit on the back of the Application to Vote.
- All completed Affidavits should be returned to the City Clerk in the envelope at the end of the day.
- The voter that completes the Affidavit will be issued a ballot and processed normally.
- If a voter has ID and refuses to show it, they **cannot** be issued a ballot. (MCL 168.523)

**AFFIDAVIT OF VOTER NOT IN POSSESSION  
OF PICTURE IDENTIFICATION**

I, \_\_\_\_\_ hereby affirm that I reside at  
(Print Name)

\_\_\_\_\_  
(Present Street Address)

I further affirm that I am not in possession of a driver's license, a state-issued personal identification card or any other form of picture identification and wish to vote.

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

SIGNATURE OF VOTER **X** \_\_\_\_\_

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

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**To be completed by Election Inspector**

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_.

I certify that the elector named above has completed the above affidavit in my presence.

**X** \_\_\_\_\_  
Signature of Election Inspector

**Return this form in Local Clerk Envelope**

## Processing Voters (Station #2)

- If a voter has a “?” by the voter’s name – look at the lower center portion of your EPB screen *(also written in red)*
  - If an absent voter ballot has been issued, the ballot must be surrendered; write “Canceled – Voted in Person” on the AV envelope and make a notation in the Remarks Section of the Electronic Poll Book
  - If the voter is unable to surrender the absent voter ballot **contact the clerk for instruction**
- **DO NOT**, under any circumstances, issue a ballot to a voter that has been issued and has returned an absentee ballot!

**This Precinct** | Other | Unlisted |

These voters are located within the selected inner precinct:

	Voter Name	DOB
?	Mcqvf, Alexander Jon	12/11/1928
?	Mcqvf, Barbara Elise	2/8/1942
	Mcqvf, Gail Lindsey	8/7/1988
	Mcqvf, Daniel Richard	6/20/1958
?	Mcqvf, Faith Lynn	5/11/1918
	Mcqvf, George Andrew	1/22/1958
?	Mcqvf, Harry Ray	9/6/1955
	Mcqvf, Jonathan Clark	3/6/1954
?	Mcqvf, Justin Andrew	8/11/1961
	Mcqvf, Kathryn Lauren	9/15/1990
	Mcqvf, Martha Carol	1/5/1931
	Mcqvf, Matthew David	4/15/1976
?	Mcqvf, Paul Robert	5/18/1987
	Mcqvf, Philip Carter	3/8/1980
	Mcqvf, Ray Ellen	3/22/1957
	Mcqvf, Rebecca Sandra	8/10/1935
?	Mcqvf, Richard Trent	8/11/1956
	Mcqvf, Shannon Ann	1/7/1964

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

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



## Processing Voters (Station #2)

- Refer to your Electronic Poll Book instructions to process voters with various status flags. Contact the Clerk's office with any and all questions.
- **Never** issue a voter more than one ballot.

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

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

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

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

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

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

This Precinct		Other	Unlisted
These voters are located within the selected inner precinct:			
Voter Name		DOB	
?	Mcqvf, Alexander Jon	12/11/1928	
?	Mcqvf, Barbara Elise	2/8/1942	
	Mcqvf, Cullen Lindsey	8/1/1985	
	Mcqvf, Daniel Richard	6/20/1958	
?	Mcqvf, Faith Lynn	5/11/1918	
	Mcqvf, George Andrew	1/22/1958	
?	Mcqvf, Harry Ray	9/6/1955	
	Mcqvf, Jonathan Clark	3/6/1954	
?	Mcqvf, Justin Andrew	8/11/1961	
	Mcqvf, Kathryn Lauren	9/15/1990	
	Mcqvf, Martha Carol	1/5/1931	
	Mcqvf, Matthew David	4/15/1976	
?	Mcqvf, Paul Robert	5/18/1987	
	Mcqvf, Philip Carter	3/8/1980	
	Mcqvf, Ray Ellen	3/22/1957	
	Mcqvf, Rebecca Sandra	8/10/1935	
?	Mcqvf, Richard Trent	8/11/1956	
	Mcqvf, Shannon Ann	1/7/1964	

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

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

## Processing Voters (Station #3)

- ❑ Place the ballot into a secrecy sleeve so that the stub is exposed and hand to voter. The Application to Vote should go with the voter! (see photo)
- ❑ A secrecy sleeve must be provided with every ballot issued.
- ❑ Give the voter a ballot marking pen.
- ❑ Direct the voter to a voting station.
- ❑ After completing the ballot the voter will proceed to the tabulator.





## Processing Voters (Station #4)

- The Tabulator Inspector verifies the number on the ballot stub against the ballot number recorded on the Application to Vote
- The Application to Vote is collected on the “spindle.” (see next slide)
- The Tabulator Inspector collects the ballot marking pen.
- Direct the voter to the tabulator.
  - **Remove the numbered ballot stub** and instruct the voter to feed the ballot into the tabulator. **If the stub is left on it will cause the ballot to jam!**

## Processing Voters (Station #4)

- At the start of the day, complete the front cover of the Application To Vote Binder with the Date of the Election, your Precinct Number and the City of Westland, Wayne County.
- Keep all applications in ballot number order on the metal spindle by placing them upside down onto the spindle, with the cover at the bottom.

THIS BOOK TO BE RETURNED TO THE  
LOCAL CLERK

Date of Election 11-6-2019

**APPLICATIONS TO VOTE**  
(POLL BOOK)

Ward \_\_\_\_\_ Precinct No. 1

City of Westland  
City, Township, or Village

County of Wayne

PLACE IN ENVELOPE AND RETURN TO LOCAL CLERK

PRINTING SYSTEMS • TAYLOR, MI • (800) 95-12345 • FORM #448 (1/10)

# Processing Voters (Station #4)

## ■ Preserving ballot secrecy

- ☐ Inspectors must remain **at least 10 feet away** from the tabulator while votes are exposed
- ☐ If a ballot is rejected, inspectors may not approach the tabulator until the ballot is concealed
- ☐ Always refer to the “script” provided by the Bureau of Elections when explaining the reason(s) for rejection to a voter (A copy is included in your precinct supplies, in the 3-Ring Binder)
- ☐ The Tabulator Inspector then collects the Secrecy Sleeves and returns them to the check-in table.
- ☐ Offer the Voter an “I Voted” sticker.



## Remarks



- It is extremely important that you document activity in the precinct by using the “Remarks” section of the Electronic Poll Book (EPB).
- **Examples of Remarks:**
  - ☐ Problems encountered with voters
  - ☐ Voters receiving assistance
  - ☐ Challengers & Poll Watchers
  - ☐ Election inspectors having to leave early
  - ☐ Election inspectors arriving late
  - ☐ If an error occurs – in which case you would give as complete an explanation of the whole situation as possible.

## Voting on the ImageCast Tabulator (ICP)



There will be approximately a 10 second delay between each ballot.

The voter should be instructed to watch the LCD screen for the words **“Ballot Successfully Cast”** before leaving the precinct.

Once the ballot is in the ballot box, the **“System Ready”** screen will reappear and the **“BALLOTS CAST”** counter at the bottom of the screen will have increased by one.

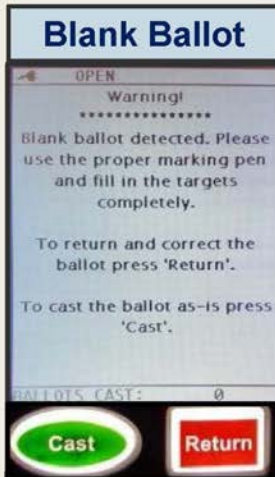
## Voter Error Messages

(see following pages for proper responses to these messages)

Voter Error Messages	
<b>Blank Ballot Warning</b>	The tabulator does not detect any voter selections on the scanned ballot. Please ensure you used a proper marking pen.
<b>Overvote Warning</b>	One or more contests have too many votes. If you choose to cast the ballot as-is, contests with too many votes will not be counted.
<b>Ambiguous Marks Warning</b>	The tabulator detected marks on the ballot but the selections are not clear. The ballot will be returned automatically.
<b>Misread Ballot Warning</b>	The tabulator cannot detect all of the identifying features of the ballot. Check the ballot for stray markings or damage.
<b>Crossover Ballot Warning</b>	In a primary election the tabulator has detected a vote in more than one party column.



### Blank Ballot



The Voter has the following options:

Press **Cast** Button to process the ballot as blank

Press **RETURN** button to return the ballot. Give the Voter the option to remark the ballot or issue a new ballot if a non standard writing utensil was used.

### Overvote




The Voter has the following options:

Press **Cast** button to process the ballot with the over vote

Press **RETURN** button to return the ballot. Issue a new ballot for the voter to mark then spoil the over voted ballot. Instruct the voter on proper ballot marking process

### Ambiguous Marks

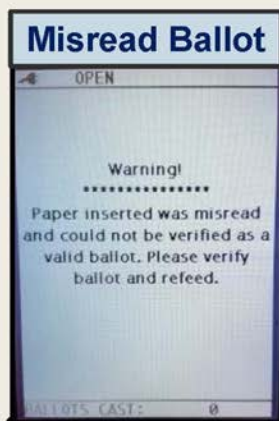


The ballot will return to the voter.

Explain to the voter that the ballot cannot be processed because one or more unclear marks were detected and the machine cannot be certain of the voters intent.

Spoil this ballot and a new ballot should be issued.

### Misread Ballot

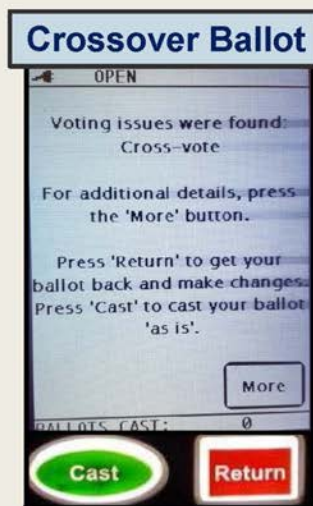


The ballot will return to the voter.

Inspect the ballot for physical damage. If it's ok then reinsert the ballot into the ICP, try different orientations.

If unable to read the ballot then issue a new ballot and spoil the misreading ballot. Instruct the voter on proper ballot marking process

### Crossover Ballot



The ballot will be accepted and those portions that are voted correctly will count if "Cast" is selected.

The ballot will return to the voter "Return" is pressed.

Issue a new ballot and spoil the crossover ballot. Instruct the voter on proper ballot marking process

## If a voter needs another ballot:

*(overvoted or otherwise spoiled)*

- Instruct the voter to press the "Return" button on the tabulator. Ballot must be placed back inside the secrecy sleeve.
- Retrieve their Application to Vote.
- Take them back to the table where ballots are issued.
- Voter folds ballot in half. Voter writes "spoiled" on ballot. Voter places spoiled ballot in the "Spoiled Ballots" envelope.
- Cross out the old ballot number and write the new one on the Application to Vote. Issue new ballot in the computer and send voter to the voting booths.

## Check and Balance Procedure

- The following duties must be performed by two inspectors of different political party affiliations:
  - Assisting voters after they have entered the voting booth
  - Opening the tabulator or the Black Ballot Box while the polls are open
  - Sealing ballot containers, programs/memory units and special envelopes
  - Delivering ballot containers programs/memory units and special envelopes after the close of the polls
  - During lunch hours or other times when both parties may not be present, you may borrow a worker from a precinct at the same location



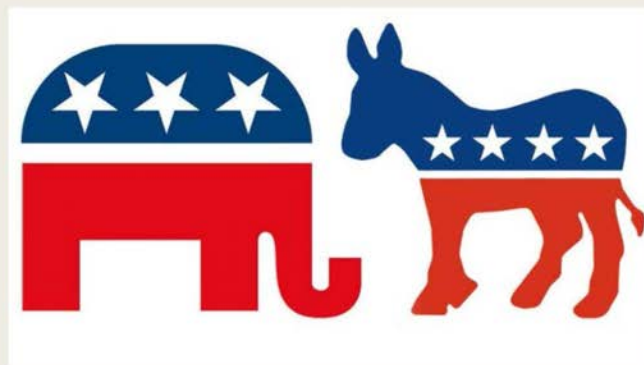
## Campaigning at Polls



- Campaigning, circulating petitions, soliciting donations or selling baked goods is not allowed within 100 feet from any exterior entrance to the building that is used by voters *(Mark 100' from entrance with chalk and the measuring tape if time and weather allows. Both are located in the precinct supply bin)*
- Vehicles bearing campaign information may park within 100 feet only while the driver and passengers are voting
- Inspectors have the right to ask voters inside the precinct to remove campaign buttons and conceal literature or clothing bearing campaign information
- Voters may use literature or electronic devices to assist them in voting, but it must remain concealed unless in the voting station.

## Challengers, Poll Watchers, Exit Pollsters

- Consult your “Managing Precinct on Election Day” manual for information on what is allowed for each of the above
- Call the Clerk’s office with any specific questions or problems on Election Day





# Election Day Issues

- It is important to enforce the 100' rule for all campaigning at the precinct.
- Chairs and CoChairs should have their cell phones with them at all times.
- If a voter or those campaigning become adversarial when instructed in Election Law, call the Clerk's office immediately for assistance.
- If you are concerned for your safety, call 911 first, and then call the Clerk's office to inform us of the situation.



# Election Day Issues

- The use of phones or other recording devices are prohibited in the precinct during the hours of voting. *(except when using it for information while in the voting station)*
- Selfies should never include other voters in the background and should be taken outside the precinct. Photos of ballots must be of ballots only. They cannot be posted to social media until the voter is 100 feet from the entrance to the precinct..
- News media representatives are permitted to briefly film from the public area. Ballot secrecy and voter rights must be protected!



# Assisting Voters Cast Ballots

- A complete record must be made on the remarks page whenever a voter receives assistance
- Under state law two inspectors of different political parties must assist the voter
- Under federal law a voter who is blind, disabled or unable to read or write may designate a person to assist him or her



## “WHAT IF’S”

- Power Outage
  - Unlock the Auxiliary Compartment (*back top*), open ballot slot and relock
  - Continue issuing ballots;
  - Ballots placed into the Auxiliary Compartment are not tabulated until after 8:00 p.m.
  - Your EPB will work on battery for a time. Be sure to back-up.
  - Take out your paper Poll Book and Precinct List so you will be able to process voters after the battery on the EPB is depleted.

# “WHAT IF’S” (Continued)

## ■ Ballot Jam

- Instruct the voter to return his/her ballot to the secrecy envelope; approach the tabulator and compare public counter total to poll book total to determine if the ballot has been counted
- If the ballot has not been tabulated, re-insert or issue a replacement ballot if the first ballot is damaged
- If the ballot has been tabulated, no further action is required
- If the ballot is truly “jammed” in the ImageCast tabulator, call the Clerk’s office immediately. **Use the Auxiliary Compartment**
- Once the ballot is no longer jammed the tabulator will tell you if it has been counted
- If you are busy and cannot compare the tabulator number to the Poll Book number, **DO NOT feed the ballot through**. Hold the ballot in the Auxillary Bin until the end of the day.

## Missing Registration

- There are four reasons why a voter’s name may not appear in the Electronic Poll Book
  1. *Voter did not register before Election Day*
  2. *Voter is at the wrong polling place*
  3. *Voter’s record is lost or misfiled*
  4. *Voter’s registration has been cancelled*
- Take the following actions:
  - *Confirm that the voter is at the correct polling location by contacting the City Clerk’s Office*
  - *Ask the voter if he/she registered at City Hall in the last 15 days*
    - If yes, ask to see the voters registration receipt
    - **If no, the voter can register to vote at Westland City Hall and receive an Absentee Ballot at the same time if they wish.**

**Call the Clerk’s office to confirm any information!**



# Missing Registration



## Registration Receipt

- If a voter registered with our office in the last 14 days, the voter will have a "Voter Registration Receipt" similar to the one shown here.
- If the voter registered before 4:00 p.m. on the Monday prior to Election Day, the voter will be on the EPB list.
- If the voter registered on Election Day, you will have to enter the voter onto the "Unlisted" tab on the Electronic Poll Book (EPB). See next page.

**Clerk's Office Voter Registration Receipt**

[clerk address] Registration approved by: \_\_\_\_\_

**[election date] Election**

The following voter was registered to vote on [reg.date] and should be issued a [reg/ch] ballot:  
[voter name and address]

**Note to election inspector:**

The voter listed on this receipt registered to vote with the local clerk today or within the last 14 days.

- Have the voter sign and detach the Application to Vote below.
- If the voter is not found in the ePollbook, you must add them to the Unlisted Tab.
- Be sure to enter the voter's First and Last Name, and the Voter's ID number by scanning the bar code or typing in the number on the Application to Vote below.

[Issuing 1 for Challenged ballot]  
Prepare the ballot as Challenged.

**CH**

1. Write the ballot number in pencil on the upper left hand corner of the ballot, being sure to avoid any barcodes or timing marks (not on the ballot stub).
2. Conceal this number with a small piece of white paper taped over the number.
3. Use the Challenged ballot button to enter the voter's ballot number into the ePollbook. If your precinct has more than one ballot style, issue the ballot style noted below.
4. The voter will then vote the ballot and place the ballot in the tabulator as usual.

[Issuing 2 for Regular ballot]  
Issue the voter a Regular ballot with the ballot style noted below.

**Retain this receipt in the local clerk envelope.**

Application to Vote	
[ward/pct number] [bar code]	[election date mm/dd/yyyy]
<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">Sign</div> <div style="flex-grow: 1;"> <p>I certify that I am a United States citizen and a registered and qualified elector in this precinct and hereby make application to vote at this election.</p> <p>Ballot Style: [populate]            Ballot No: _____            Voter No: _____            Inspector Initials: _____</p> </div> </div>	
[voter name/address/DOB]	

Election Inspector: Have voter sign and place with other Applications to Vote.

## Registration Receipt (cont.)

- From the main screen of your Electronic Poll Book, click on the "Unlisted" tab.
- The Unlisted Voter screen will pop up when you click "New."
- Enter all of the voters data as indicated in the picture including selecting the check box indicating that the voter had a receipt from our office.

The screenshot shows the 'QVF Electronic Pollbook' application. At the top, it says 'Election: 11/2/2010 - STATE GENERAL - PAW PAW TC'. Below this is a 'Voter Search' section with a 'DLN / Name' field and a 'Search' button. There are two tabs: 'Unlisted' (which is selected and circled in red) and 'Unlisted'. Below the tabs, it says 'These voters were entered manually'. There is a table with columns 'Voter Name' and 'DOB'. Below the table, there are buttons for 'New', 'Edit', and 'Print'. A red arrow points to the 'New' button. Below the main interface, a 'Unlisted Voter' form is shown. It has fields for 'Last Name' (TEST3), 'First Name' (LICENSE), 'Middle Name' (TEST), 'Suffix' (empty), 'DOB' (1/1/1982), 'Address' (7654 TEST STREET, EAST LANSING, MI 48823), 'Has Receipt' (checked), and 'License' (D444888000333). There are 'Ok' and 'Cancel' buttons at the bottom. A red arrow points to the 'Has Receipt' checkbox.

## Registration Receipt (cont.)

- The Receipt will provide you with the ballot type to be issued:
  - Regular
  - Challenged
- The voter should sign the Application to Vote that is attached to the Receipt.
- The Application to Vote will be spindled with all of the other regular Application to Vote forms from your precinct.

The form is titled 'Clerk's Office Voter Registration Receipt'. It has a header section with '[clerk address]' and 'Registration approved by: \_\_\_\_\_'. Below this is a box for '[election date] Election'. The text says 'The following voter was registered to vote on [reg date] and should be issued a [reg/ch] ballot: [voter name and address]'. There is a 'Note to election inspector:' section with instructions: 'The voter listed on this receipt registered to vote with the local clerk today or within the last 34 days. Have the voter sign and detach the Application to Vote below. If the voter is not found in the ePollbook, you must add them to the Unlisted Tab. Be sure to enter the voter's first and last name, and the voter's ID number by scanning the bar code or typing in the number on the Application to Vote below.' There are two sections: 'Issuing 1 for Challenged ballot' and 'Issuing 2 for Regular ballot'. The 'Issuing 1 for Challenged ballot' section has a 'CH' icon and instructions: '1. Write the ballot number in pencil on the upper left hand corner of the ballot, being sure to avoid any barcodes or timing marks (not on the ballot stub). 2. Conceal this number with a small piece of white paper taped over the number. 3. Use the Challenged ballot button to enter the voter's ballot number into the ePollbook. If your precinct has more than one ballot style, issue the ballot style noted below. 4. The voter will then vote the ballot and place the ballot in the tabulator as usual.' The 'Issuing 2 for Regular ballot' section has instructions: 'Issue the voter a Regular ballot with the ballot style noted below.' There is a 'Retain this receipt in the local clerk envelope.' section. Below this is the 'Application to Vote' section. It has fields for '[ward/pct number]', '[bar code]', '[election date mm/dd/yyyy]', 'Ballot Style: [populate]', 'Ballot No: \_\_\_\_\_', 'Voter No: \_\_\_\_\_', 'Inspector Initials: \_\_\_\_\_', and '[voter name/address/DOB]'. There is a 'Sign' button and a line for the signature. At the bottom, it says 'Election Inspector: Have voter sign and place with other Applications to Vote.'

# Registration Receipt (cont.)

- If the Receipt tells you to issue the voter a regular ballot, you will proceed using the same process as all other voters.
- If the Receipt tells you to prepare the ballot as **Challenged**, you must follow the process as recorded on the Receipt.
- Challenge materials are located in your Provisional Ballot envelope.

**Clerk's Office Voter Registration Receipt**

[clerk address] Registration approved by: \_\_\_\_\_

**[election date] Election**

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

**Note to election inspector:**

The voter listed on this receipt registered to vote with the local clerk today or within the last 14 days.

- Have the voter sign and detach the Application to Vote below.
- If the voter is a **Challenged** voter, you must use the Challenged Tab.

For the voter to enter the voter's First and Last Name, and the Voter's ID number, use the bar code or typing in the number on the Application to Vote below.

[ording 1 for Challenged ballot]  
**Prepare the ballot as Challenged.**

**Ch**

1. Write the ballot number in pencil on the upper left-hand corner of the ballot, being sure to avoid any barcodes or timing marks (not on the ballot stub).
2. Conceal this number with a small piece of white paper taped over the number.
3. Use the Challenged ballot button to enter the voter's ballot number into the ePollbook. If your precinct has more than one ballot style, consult the ballot style noted below.
4. The voter will then vote the ballot and place the ballot in the Tabulator as usual.

[ording 2 for Regular ballot]  
Issue the voter a Regular ballot with the ballot style noted below.

**Retain this receipt in the local clerk envelope**

**Application to Vote**

[ward/pct number] [election date mm/dd/yyyy]  
[bar code]

I certify that I am a United States citizen and a registered and qualified elector in this precinct and hereby make application to vote at this election.

**Sign** \_\_\_\_\_

Ballot Style: [populate]  
Ballot No: \_\_\_\_\_  
Voter No: \_\_\_\_\_  
Inspector Initials: \_\_\_\_\_

\_\_\_\_\_ [voter name/address/DOB]

**Election Inspector:** Have voter sign and place with other Applications to Vote.

# Preparing a Challenged Ballot

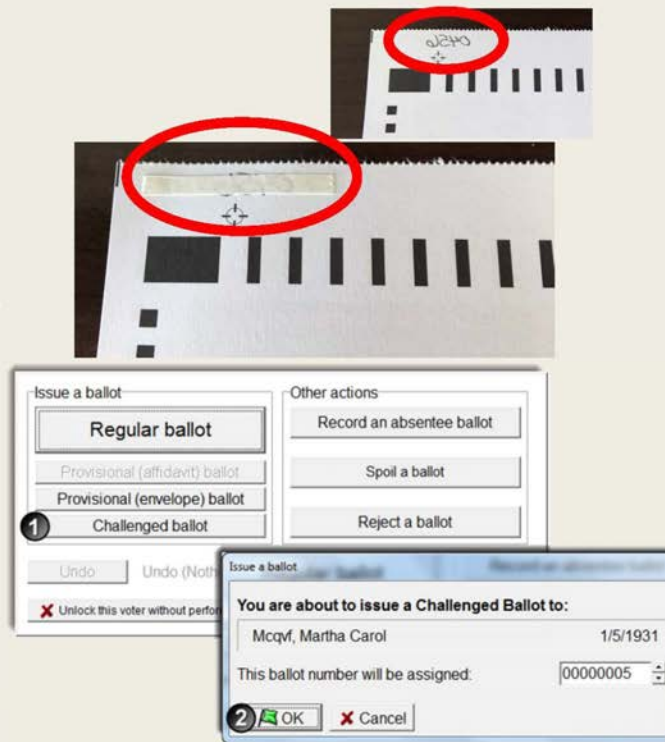
- A large number of voters who have registered in the 15 days up to and including Election Day will require a Challenged Ballot.
- You will need to use these materials. Have them ready on your check-in table.
- Inside your Provisional Ballot Envelope you will find a pouch under the "Challenge Ballot" tab.
- The pouch contains pencils, concealing tape and directions.





# Preparing a Challenged Ballot (cont.)

- 1) Write the ballot number in pencil on the upper left corner of the ballot, being sure to avoid any barcodes or timing marks (not on the ballot stub).
- 2) Conceal the number with the Post-It concealing tape provided for you in the case. Press down firmly onto the tape so the seal is tight.
- 3) Use the Challenged ballot button to enter the voter's ballot number into the EPB.
- 4) The voter will then vote the ballot and place the ballot in the tabulator as usual.



## Provisional Ballot

- If an elector, who completes an Application to Vote, does not appear on the Electronic Poll Book, and is not otherwise qualified to vote, the Provisional Ballot form must be completed before a ballot can be issued
- ★ **Election Law passed in 2018 will make this process virtually obsolete.** Voters may register to vote at the City Clerk's office on Election Day. (7 a.m. – 8 p.m.)
- **Call the Clerk's Office for direction!**

When it goes in the tabulator - **Provisional (affidavit) ballot:** (as indicated on the EPB)

- Voter not on the registration list.
- Voter not registered at another address in your jurisdiction.
- Voter signs affidavit that he/she was registered.
- Voter provides Picture ID with proof of residency.

When it goes to the Clerk in the Provisional Ballot Envelope - **Provisional (envelope) ballot:** (as indicated on the EPB)

- All other scenarios.

# Provisional Ballot

## State of Michigan Provisional Ballot Form and Voter Registration Form

Attention voter: If your name was not found on the list of registered voters and you were unable to produce a receipt verifying registration, you must complete the following affidavit and voter registration form in the correct precinct.

### START - VOTER AFFIDAVIT (required)

I, \_\_\_\_\_, at the address provided, I affirm that I am a resident of the \_\_\_\_\_ City/Township of \_\_\_\_\_, Michigan, and I am at least 18 years of age on or before the close of registration for the election at hand. By signing this affidavit, I swear/affirm that the above statements are true.

**VOTER SIGN HERE**

Signature of voter

Signature of election inspector witnessing

An individual who provides false information in this affidavit is guilty of perjury, which is punishable by a fine of up to \$1,000 and/or imprisonment for up to 5 years.

### REGISTRATION INFORMATION (required)

I registered to vote on \_\_\_\_\_ at the location or with the following form: ☐ Mail-in registration form ☐ Express/OCB.com ☐ Designated voter registration agency ☐ Secretary of State "Returned by Mail" ☐ County, city or township clerk's office

### Complete the voter registration application below.

### QUALIFICATIONS

Are you a citizen of the United States of America? ☐ Yes ☐ No **If you are not:**

Michigan Driver License/STATE PERSONAL ID # \_\_\_\_\_ If you do not have a Michigan or personal ID card, provide 4 digits of your Social Security # \_\_\_\_\_

### PERSONAL INFORMATION (required information)

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_ Nickname: \_\_\_\_\_  
Address where you live: House number and Street Name: \_\_\_\_\_ Apt./Unit # \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex: ☐ Male ☐ Female

### SIGNATURE

I certify that:   
• I am a citizen of the United States.   
• I am a resident of the State of Michigan and will be at least a 30-day resident of my address on election day.   
• I have at least 18 years of age by election day.   
• I authorize the completion of my previous registration.   
The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be subject to a fine or imprisonment or both under federal or state laws.

**VOTER SIGN HERE**

Signature of voter

Signature of election inspector witnessing

If any of the above are not checked, the voter cannot vote a provisional ballot. Do not continue.

### FOR CLERK'S USE ONLY

☐ Not Counted: Reason ☐ Counted: Reason   
☐ Signed application rejected ☐ Rejected   
☐ Registration after deadline ☐ Registered   
☐ Cancelled ☐ Privacy ID   
☐ Incomplete/Incomplete ☐ Residency confirmed   
☐ No ID provided within 6 days   
☐ No residency confirmation within 6 days   
☐ Listed out of precinct   
Action: ☐ Registered ☐ Notice sent on \_\_\_\_\_   
Comments: \_\_\_\_\_ Initials of Processor: \_\_\_\_\_

Next, complete the appropriate ballot section to the right.

### ELECTION INSPECTOR REVIEW CHECKLIST

Review the information provided by the voter for completeness. Verify this voter:

☐ completed the affidavit and voter registration form on the other side of this envelope   
☐ is in the correct precinct or refuses to go to the correct precinct   
☐ registered prior to the close of registration (see date on the other side)

If any of the above are not checked, the voter cannot vote a provisional ballot. Do not continue.

### ELECTION INSPECTOR - Issuing a ballot - determining the correct type

If you answered YES to Question 3, issue an **Affidavit** ballot:

☐ Enter ID type and # \_\_\_\_\_   
☐ Prepare the ballot as Challenged by writing and concealing the ballot number on the back   
☐ Enter voter and issue the ballot in the (x)Pollock as an affidavit ballot   
☐ Complete the election inspector record below   
☐ Give voter the Affidavit to Voter   
☐ Allow voter to mark the ballot and put their ballot in the tabulator   
☐ Place this empty envelope in the Provisional Ballot Storage Envelope

If you answered NO to Question 3, issue an **Envelope** ballot:

☐ Enter ID type and # \_\_\_\_\_ or ☐ Not provided   
☐ Enter residency proof \_\_\_\_\_ or ☐ Not provided   
☐ Prepare the ballot as Challenged by writing and concealing the ballot number on the back   
☐ Enter voter and issue the ballot in the (x)Pollock as an Envelope ballot   
☐ Complete the election inspector record below   
☐ Give voter the Envelope to Voter   
☐ Instruct voter to place the ballot in the secrecy sleeve and then this envelope after voting, the ballot must NOT be put into the tabulator today and must be returned to an election inspector   
☐ Allow voter to mark the ballot and seal the ballot made this envelope   
☐ Place this envelope in the Provisional Ballot Storage Envelope

### ELECTION INSPECTOR RECORD

Issued: ☐ Affidavit ballot ☐ Envelope ballot Election date: \_\_\_\_\_ Voter # \_\_\_\_\_ Pct # \_\_\_\_\_

Initials of inspector sealing this envelope (if ballot enclosed) \_\_\_\_\_

Comments: \_\_\_\_\_

OTHER ENVELOPE BALLOT REASONS - affidavit and voter registration form NOT required. Do not use this box unless instructed by the local Clerk.

Voter Name \_\_\_\_\_ Voter # \_\_\_\_\_

**Call the Clerk's Office for direction!**

## Closing the Polls

- The polls officially close at 8:00 p.m.
- **STEP 1** – One Election Inspector will go to the back of the line of voters and hand out Applications to Vote to each person that has arrived before the 8:00 p.m. closing time. That worker will remain at the back of the line to inform anyone entering the building after 8:00 p.m. that the polls are closed.
- **STEP 2** - After all voters have left, check to see that all ballots have been removed from the Auxiliary Compartment if applicable. Duplicate any ballots that require duplication using two election inspectors.

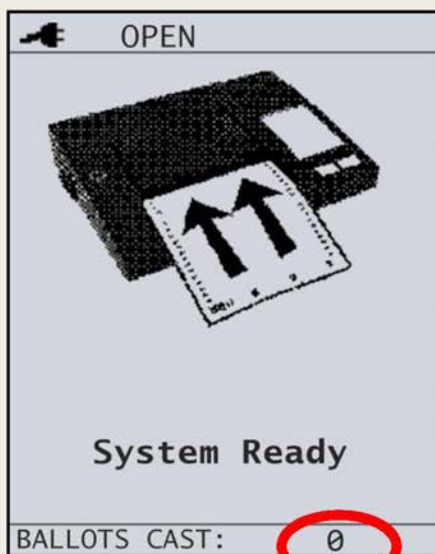


# Closing the Polls (Continued)

- **STEP 3** – Compare the “Ballots Cast” on the tabulator to the total number of voters according to the poll lists. (*Electronic Poll Book and Applications to Vote*) **The three numbers must agree!**
  - Note: During this time, inspectors can be packing away supplies into the supply bin, disassembling and storing voting surrounds and removing signage from the precinct.

## Public Counter Must Agree with the Electronic Poll Book and Applications to Vote

Checking these numbers throughout the day will make closing easier!



ICP Tabulator (LCD Screen)



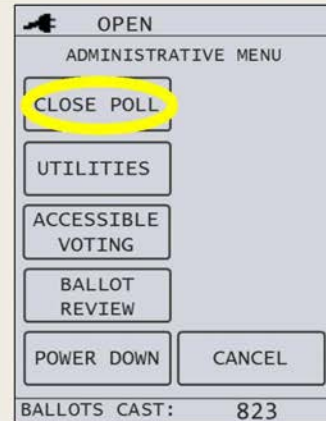
Electronic Poll Book (EPB)



## Closing the Polls (Continued)

- **STEP 4** – Print Totals Tapes

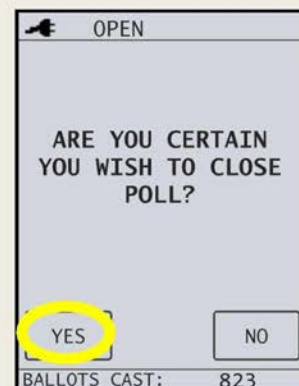
- Insert the Security Key (iButton). The Administrative Menu will appear.
- Select CLOSE POLL from the menu.



## Closing the Polls (Continued)

- **STEP 4** (cont.) – Print Totals Tapes

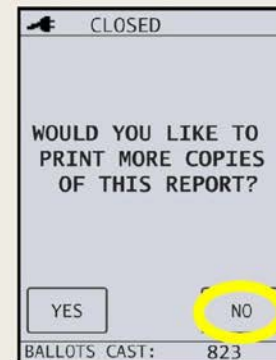
- Enter the password (8-digit code given to your chairperson, changes with each election), Press **ENTER**
- Select **YES** in answer to the question "Are you certain you wish to close poll?"



## Closing the Polls (Continued)

- **STEP 4** (cont.) – Print Totals Tapes

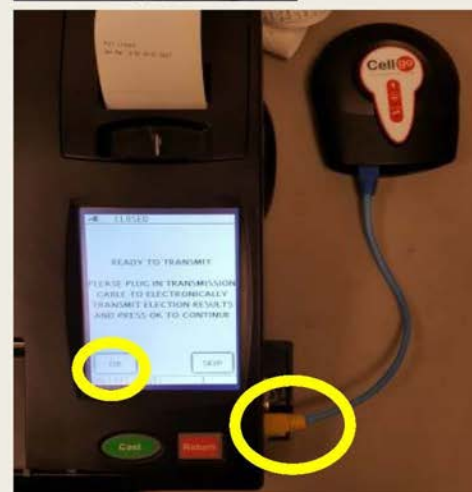
- If 3-4 copies of the totals tape print with no problems, select **NO** in answer to the question *“Would you like to print more copies of this report?”*



## Closing the Polls (Continued)

- **STEP 5** – Modem Results

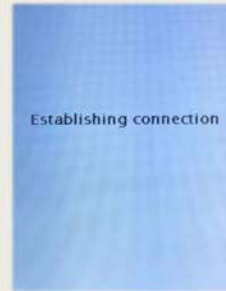
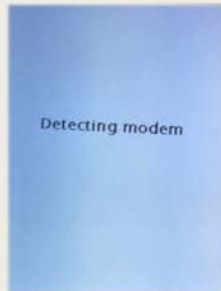
- Cut the seal on the Modem compartment. (look for yellow tape)
- Remove the Modem from the storage “trunk.”
- Connect the yellow end of the blue cord into the modem outlet. **DO NOT force the clip. It will snap in like an old fashioned phone cord.**
- From the “Ready to Transmit” screen, select “OK” on the screen.



# Closing the Polls (Continued)

## STEP 5 (cont.) – Modem Results

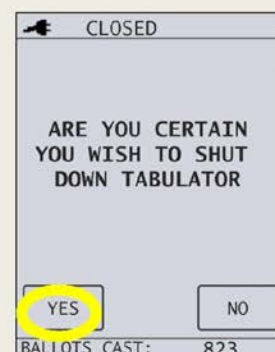
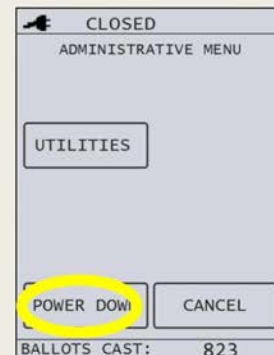
- The screens pictured here will appear as the transmission takes place.
- When you see “**File successfully transmitted to server...**” you know the files have been sent.
- It will transmit **twice** –
  - ✓ **1<sup>st</sup> to Wayne County**
  - ✓ **2<sup>nd</sup> to the City of Westland**
- The screen will return to the Administrative menu.



# Closing the Polls (Continued)

## • STEP 6 – Power Down

- From the Closed menu, select **POWER DOWN**.
- “Are you certain you wish to shut down tabulator?,” select **YES**.
- Unplug the modem, store in the “trunk” of your black ballot box.
- Unplug the tabulator, wind the cord neatly into the “trunk.”





# Closing the Polls (Continued)

## ■ **STEP 7 – Empty the Ballot Box**

- Using the key, open the main door to the ballot containment area.
- Two election inspectors, a Democrat and a Republican, will empty all voted ballots into the blue ballot bag.
- **ALL BALLOTS in the main area should be removed before proceeding to the next step!**



## The Write-In Compartment

### **STEP 8 - Empty the Write-In Compartment**

- **After** removing all ballots in the main area and placing them in the ballot bag, open the write-in compartment.
- Access the compartment by lifting up on the door, using the finger groove, about 1 inch until it hits the top stop.
- The door will swing open.



- Remove **all** Write-in Ballots and tally votes of **valid** write-in candidates on the Statement of Votes form.

## Closing the Polls (Continued)

## • **STEP 9** – Processing Write-in Votes

- All ballots containing write-in votes must be visually reviewed to determine whether the write-in vote is valid
- If the write-in vote is valid, tally the vote on the Statement of Votes in the Poll Book
  - When tallying valid write-in votes, the name of each write-in candidate must be recorded in the Poll Book on the Statement of Votes as written by the voter; a separate record is made for each variation:
    - Barry Sanders, President, 2 votes
    - Barrie Sanders, President, 7 votes
    - B. Sanders, President, 13 votes
    - B.J. Saunders, President, 1 vote

## Closing the Polls (Continued)

- Sample of the “**Statement of Votes**” with valid candidates recorded.

[illegible]

## Closing the Polls (Continued)

Sample of the  
**“Statement of  
 Votes”** when  
 there are no  
 valid write-in  
 candidates.

FORM #204 (6-11) DETACH ONLY THE WHITE AND PINK COPIES AT PERFORATIONS **PRESS FIRMLY!**

Ward # \_\_\_\_\_ **WRITE-INS ONLY** **STATEMENT OF VOTES**

Precinct # 1D Name of City or Township: City of Westland Date of Election: 8-7-2018

CANDIDATE'S NAME	OFFICE	PARTY	TALLY OF VOTES								TOTAL WRITE-IN VOTES
			5	10	15	20	25	30	35	40	
<p>No Valid Write-Ins</p>											

If no valid write-in candidates have filed with our office, this is how the Statement of Votes should look.

WHITE - Place in Envelope to LOCAL CLERK      PINK - Place in Envelope to CANVASS BOARD / PROBATE JUDGE      MARBLES - Stamping in Poll Book Which is Placed in Envelope to COUNTY CLERK

## Closing the Polls (Continued)

- **STEP 10** – Complete the closing process on the Electronic Poll Book
  - Save the three .pdf files
    - List of Voters
    - Remarks
    - Ballot Summary
  - Perform a final Back-up of the data
  - Save the Voter History



# Closing the Polls (Continued)

## STEP 11 – Completing the Certificate of Election Inspectors

- Complete Check boxes at the top of the form
- All seal numbers must be entered.
- Two election inspectors sign the ballot sealing verification
- All election inspectors sign the bottom

**WESTLAND** PRECINCT # **ID**

**1. All Boxes should be checked and Voter/Ballot numbers recorded**

After the Polls closed, we completed the following:

- Recorded the number of ballots tabulated according to the public counter of the tabulator as: **256**
- Sealed all provisional envelope ballots for delivery to the Clerk, and recorded the number as: **0**
- Recorded the number of voters according to the List of Voters (including AV List if used) as: **256**
- Verified the number of ballots tabulated plus provisional envelope ballots equals the number of voters and that if they do not, no discrepancies exist between the List of Voters and Applications to Vote. If they do not agree and a valid discrepancy exists, a notation was made in the Remarks Section. ☐ Yes ☒ N/A
- Completed and balanced the Ballot Summary Report. If the Ballot Summary Report did not balance and a valid discrepancy exists, a notation was made in the Remarks Section. ☐ Yes ☒ N/A
- Recorded all formal challenges made in the precinct, if any, on the Challenged Page.
- Tabulated all valid absent voter ballots (if processed in the precinct).
- Duplicated and tabulated ballots requiring duplication. If any.
- Tallied all valid write-in votes. If any, and recorded the totals on the Write-In Statement of Votes.
- Attached a signed tabulator total tape to all three copies of this page.

**2. All seal numbers recorded and 2 signatures in place.**

WE, the undersigned members of the Board of Election Inspectors, certify that all used and unused ballots, voter assist terminal (VAT) ballots, Spoiled and Original ballot envelopes, but not the provisional ballot storage envelope, were properly sealed into an approved Ballot Storage Container by affixing seal(s): **0012389** ☒ No. If ballot container requires two (2) seals.

WE, further certify that the Tabulator and/or EPS Memory Device(s), if removed, were properly sealed into an approved Transfer Container by affixing seal: **12356** ☒ No.

Signatures of Election Inspectors who sealed/verified the Ballot Storage Container and the Transfer Container:

**3. The Chairperson and all Inspectors sign and record phone numbers.**

Signatures of all persons present at the close of polls & certifying completion certificate. Make a note on the Remarks page if an Inspector left before the polls closed.

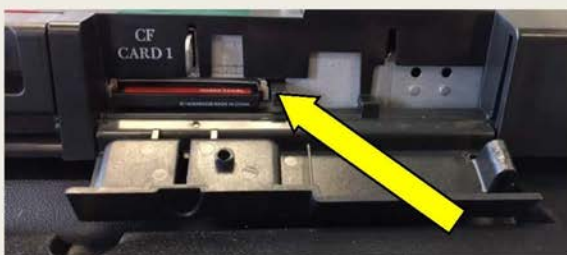
Signature	Phone #	Signature	Phone #
<i>Chairperson</i>	<b>111-2222</b>		
<i>Inspector 1</i>	<b>333-4444</b>		
<i>Inspector 2</i>	<b>555-6666</b>		
<i>Inspector 3</i>	<b>777-8888</b>		
<i>Inspector 4</i>	<b>999-1001</b>		

WRITE - Place in Envelope in LEADEN CLERK  
FIRM - Place in Envelope in CAPSULE BOARD - PRIMARY JURY  
TABLE - Remove to Ball Box Which is Placed in Envelope in COUNTY CLERK

# Closing the Polls (Continued)

## STEP 12 – Removing the Memory Card

- With your scissors, cut the white seal on the ICP. Remove and discard.
- Open both small doors by the red and green tape.
- Push the little black buttons, the Memory Cards will pop out.



- **IMPORTANT!** Both memory cards must be returned to City Hall!

## Closing the Polls (Continued)

### **STEP 13** – Seal Memory Cards into the Black Memory Card Transfer Bag

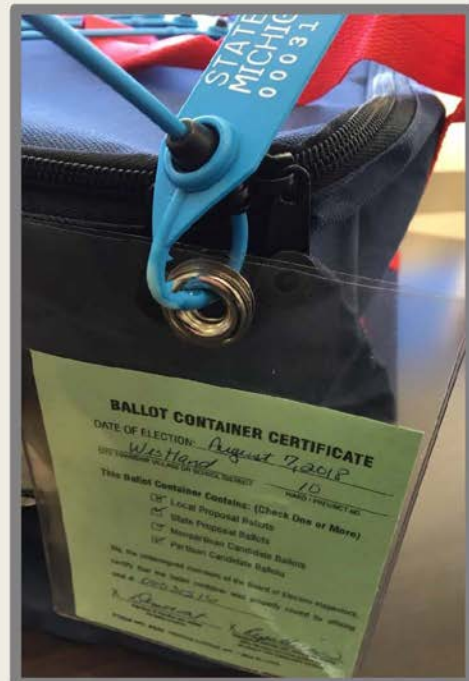
- Place both memory cards (2) in the white envelope and then the Black Memory Card Transfer Bag.
- A “vampire” seal and a White Card will be in your bag (see *directions on envelope*)
- Sign the White Card (2 Inspectors) and record the seal number on the card and the last page of the paper Poll Book.
- Seal with a “vampire” seal



## Closing the Polls (Continued)

### **STEP 14** – Sealing your Ballot Bag

- Sign the Green Card (2 Inspectors) provided for you in the white envelope.
- Record the seal number from the blue pull-tight seal on the card and the last page of the paper Poll Book.
- Place the Green Card in the plastic protector
- Seal with a blue pull-tight seal.





## Closing the Polls (Continued)

### **STEP 14** – Sealing your Ballot Bag

Sealing your bag is very important.

Pictured below are examples of what you **SHOULD NOT DO!**



**No Green Certification card**  
with signatures  
and seal number in  
the plastic holder.



**Green card taped to the bag.** - Should  
be in plastic holder  
and attached with  
the pull-tight seal.



**Green card in pocket of bag.** - Should be in  
plastic holder and  
attached with the pull-  
tight seal.

## Closing the Polls (Continued)

- Close and lock the door.
- **ALL BALLOTS should be sealed into the blue ballot bag!**
- The **only exception** will be a **voted but not tabulated Provisional Ballot.**
- Seal the bag, being careful to complete the green card and seal correctly.
- A bag that is sealed correctly will speed up your check out time at City Hall!





## Closing the Polls (Continued)

### ■ **STEP 15** – Preparing Materials for Return to the Clerk

- Follow the closing Checklist located in the 3-ring binder.
- All envelopes are labeled with directions of what paperwork goes in each one.
- Programming cards and all paperwork are returned to the clerk by the Chairperson and the Co-Chairperson

## Closing the Polls (Continued)

• It is important to put your keys into the zippered pocket in your 3-Ring binder!

- The iButton must be programmed for each election. It must be returned to us.



## Final Knowledge Check

1. Election inspectors should never turn a voter away just because they are not in the Electronic Poll Book. Voters not on the list have many options to obtain a ballot on Election Day, including registering to vote with their local clerk.  
☐ True  
☐ False
2. Voters should never be issued two ballots.  
☐ True  
☐ False
3. Always call the City Clerk's office if the Electronic Poll Book shows that a voter has received an Absentee Ballot.  
☐ True  
☐ False
4. Polls are required by State Law to open at 7:00 a.m. and close at 8:00 p.m. Anyone standing in line at 8:00 p.m. still has the right to vote.  
☐ True  
☐ False

Thank you for agreeing to  
serve as an election  
inspector. We hope that your  
experience on election day  
will be positive.

The following link will take you to the State of  
Michigan YouTube videos regarding working a  
precinct on Election Day:

<https://www.youtube.com/user/MigovBOE/playlists>