

LAPEER TOWNSHIP

Election Inspector
Training

Opening the Polls

1 OATH OF CHAIRPERSON & ELECTION INSPECTORS Precinct # _____

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 Precinct Board Chairperson according to the best of my ability.

Taken, subscribed and sworn to before me on

____ / ____ / ____
Month Day Year

1. X _____
Signature of Chairperson

X _____
Signature of Person Administering Oath

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 Precinct Board Chairperson according to the best of my ability.

2 ELECTION INSPECTORS' PREPARATION CERTIFICATE

BEFORE THE POLLS OPENED, WE COMPLETED THE FOLLOWING:

- 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.
- Completed all preparation steps of the tabulator and voter assist terminal (VAT) and the equipment is in proper working order.
- Verified the ballot by comparing each candidate's name and the placement of any proposals on the ballot with the sample ballot and zero tape..
- Signed below, certifying the above were completed.

3 SIGNATURES OF PERSONS TAKING OATH AND CERTIFYING PREPARATION CERTIFICATE

- | | |
|------------|-------------|
| 2. X _____ | 7. X _____ |
| 3. X _____ | 8. X _____ |
| 4. X _____ | 9. X _____ |
| 5. X _____ | 10. X _____ |
| 6. X _____ | 11. X _____ |

Taken, subscribed and sworn to before me on

____ / ____ / ____
Month Day Year

1. X _____
Signature of Chairperson or Person Administering Oath

4 ADDITIONAL SIGNATURES OF PERSONS TAKING OATH ONLY

If not present at opening of polls

- | | |
|-------------|-------------|
| 12. X _____ | 15. X _____ |
| 13. X _____ | 16. X _____ |
| 14. X _____ | 17. X _____ |

Taken, subscribed and sworn to before me on

____ / ____ / ____
Month Day Year

1. X _____
Signature of Chairperson or Person Administering Oath

- Swear in all election inspectors
- Sign oaths
- Complete Election Inspectors' Preparation Certificate

Opening the Polls



- Prepare the tabulator
- Prepare E-pollbook
- Prepare the Voter Assist Terminal (VAT)



Opening the Polls

- Follow your Clerk's instructions making sure that the flag is displayed
- Required voting postings are hung and visible
- At 7:00 a.m. announce that the polls are open
- No less than three (3) inspectors must be in the precinct at all times
- Work in pairs, of opposite party preferences



Maintaining Order in the Polls

- Watching television is prohibited
- Inspectors **cannot** have cell phones in the precinct
- Use of cell phones in the voting booth is restricted to taking photos of the voter's ballot only
- Other use of recording features on devices (photo, video, and audio included) is not allowed except by credentialed media
- Voters are prohibited from taking “selfies” of themselves, either in the voting booth or anywhere within the area where people are voting
- Voters are prohibited from sharing images of a voted ballot within 100' of the polling place

Processing Voters

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.

ELECTION INSPECTOR COMPLETES

ID AFFIDAVIT ON REVERSE COMPLETED

Ballot Style _____

Ballot No. _____

Voter No. (POLL BOOK) _____

ELECTION INSPECTOR INITIALS ▶ _____


Date of Election _____ Ward _____ Precinct _____

PRINT NAME: _____ DATE OF BIRTH: ____/____/____

RESIDENCE ADDRESS: _____

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

 X _____
SIGNATURE OF VOTER

AFFIDAVIT OF VOTER NOT IN POSSESSION OF PICTURE IDENTIFICATION

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

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

SIGNATURE OF VOTER: X _____

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

To be completed by Election Inspector

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

X _____
Signature of Election Inspector

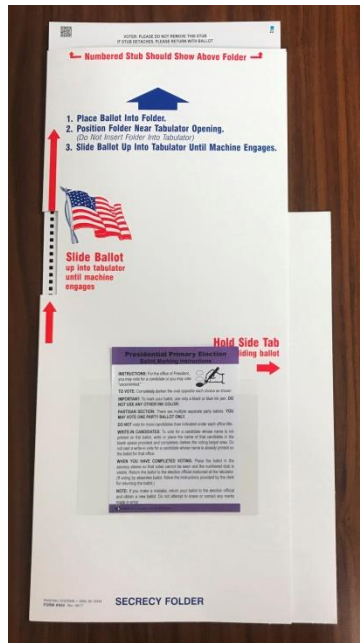
- Have voters complete an application to vote
- Verify every voters ID, **check name and picture**
- If they do not have their ID – they may sign the affidavit on the back of the application to vote ** If they state that they have ID but refuse to show it or sign the affidavit, do not issue a ballot
- Verify voter eligibility and process voter in ePollbook
- Initial application to vote

** Note: there are several styles of application to vote

Identification to Vote

- All voters must be asked to show ID
- If no ID, voter must sign Affidavit of Voter not in Possession of Picture ID
- Verify that the identity of the voter and name matches the application to vote
- Acceptable forms of ID:
 - MI drivers license or MI personal ID card
 - Personal ID card or personal ID issued by another state
 - Current federal or state government issued picture ID
 - Current US passport
 - Current Student ID with picture – from a high school or an accredited institution of higher education
 - Current Military ID card with picture
 - Current tribal ID card with picture

Processing Voters



- Ballots are to be placed into the provided secrecy sleeve
- Verify the ballot number assigned and write it on the application to vote
- Give voting directions to the voter
- Prior to the voter inserting their ballot into the tabulator, the ballot number stub should be torn off

Processing Voters

- Ballots rejected by the tabulator should be read to identify the problem
- Allow the voter to correct or accept their error
 - to correct follow the procedure for spoiling and reissuing a ballot
 - to accept as voted the voter should press the CAST button on the tabulator

Processing Voters

- Any ballots deliberately shown to another person (with the exception of minor children) or abandoned must not be tabulated
- Write “REJECTED FOR EXPOSURE” on ballot and put into a rejected ballot envelope
- Reject the ballot in the ePollbook
- A new ballot can't be reissued

Processing Voters

- Same day voter registration is available in the Clerk's office with proper ID
- Minor Children are allowed in the voting booth with a parent
- Voters should not have a ballot unless there is an open booth
- Voter must put their own ballot into the tabulator
- Maintain ballot secrecy at all times
- If possible maintain a 10' distance from the tabulator
- Remember – this is an open primary, give instruction they can only vote one party **DO NOT SPLIT YOUR TICKET**

Campaigning - Pollsters

- Campaigning must be conducted 100 ft. from the outside entrance used by voters
- Voter's cannot wear campaign materials into the polls
- Check the booth throughout the day for campaign materials, and use remarks in the poll book
- Bumper stickers are allowed within 100' while a voter is voting
- Exit pollsters survey electors after they vote
 - They must remain 20' outside any entrance
 - Must not enter the building
 - Must not question anyone entering the building

Poll Watchers & Challengers

- Poll watchers are interested in observing
 - They do not have to be registered to vote
 - Cannot challenge
 - May not be behind inspector tables
 - Must be in the public area
- Challengers are appointed by political parties
 - 2 allowed per party, only 1 may challenge
 - May challenge a voter's right to vote
 - May challenge inspectors if proper procedure is not followed
 - Must carry credentials
 - May be behind the poll worker table
 - May use a cell phone, tablet etc in polling place
 - May view the pollbook

Poll Watchers & Challengers

NOTES

- Neither poll watchers or challengers are allowed to touch materials used by inspectors
- They are not allowed to talk or approach voters
- Candidates should not be in the precinct other than to vote
- Challengers are allowed in AV counting boards. Must not have phones or electronics

Assisting Voters

- Voter Assist Terminal (VAT) allows secrecy and independence in marking ballot
- Guide voter to the VAT – remember it is a ballot marker NOT a tabulator
- Voter takes the ballot to tabulator when finished
- VAT can be used for all voters ** there are standard voter cards & accessible cards - *be discreet in determining what voter card an elector wishes*

Assisting Voters

- If a voter prefers personal assistance, 2 inspectors from different political affiliation shall assist
- A blind, disabled or voter unable to read or write may be assisted by someone else, but that person cannot be:
 - Voters employer
 - Officer or agent of employer
 - Officer or agent of a union that the voter belongs too
- The voter must be asked: “Are you requesting assistance by reason of blindness, disability, or inability to read or write?” The assistant must be asked: “Are you the voter’s employer, or agent of that employer or officer or agent of a union to which the voter belongs?”
- Record assistance in REMARKS

Assisting Voters

If a voter was issued an absent voter ballot, but it has not been recorded as received by the clerk.

1. Ask the voter to surrender the absent voter ballot, or
2. Contact the clerk to verify that the voted ballot has not been returned and require voter to complete the Affidavit of Lost or Destroyed Absentee Ballot. Issue a ballot under the regular procedure. After issuing a ballot, place the surrendered ballot or Affidavit of Lost or Destroyed Absentee Ballot in the local clerk's envelope.

If a voter was issued an absent voter ballot and has already returned it to the clerk. Do not issue the voter a ballot because he or she has already voted.

REMARK IN THE EPOLLBOOK

AFFIDAVIT OF ABSENT VOTER
(Please Print)

I, _____ affirm that I am a resident
(Full Name)
of _____, Michigan, and I reside
(City or Township)
at _____
(Street Address)

I further affirm that I submitted an application for an absent voter ballot for this election to the _____ Clerk.
(City or Township)

And that: I did not receive the absent voter ballot that I applied for.
 I lost or destroyed the absent voter ballot I received.

I desire to vote in person.

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

X

Signature of Elector (Voter)

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 in my presence and is eligible to vote.

X

Signature of Election Inspector

Note to Inspector: This form does not have to be completed if the voter turns in his/her absent voter ballot and votes in person. You **MUST** call the clerk's office prior to permitting the elector to vote to make sure the absent voter ballot has not been returned to the clerk's office and to let the clerk know the voter will be voting in person at the polling location.

Return this form in Local Clerk Envelope.

www.PrintingSystems.us (800) 95-12345 (R 03/19) FORM #443

Assisting Voters – Curbside Voting

- Allows a voter unable to enter the polling location assistance
- 2 inspectors of different party affiliation should assist
- Deliver ballot inside secrecy sleeve to voter
- Deposit ballot inside secrecy sleeve into the tabulator
- Voter must comply with all other regular procedures

ALL STATIONS SHOULD OFFER INSTRUCTION OR ASSISTANCE TO EVERY VOTER

Rejected & Spoiled Ballots

REMEMBER - spoiled ballots need secrecy maintained

- Ballots should be spoiled if the voter has marked their ballot in error. *Do not delete the ballot, spoil the ballot in the ePollbook and issue a new ballot*
- Change the ballot number issued on the application to vote by **crossing out** the old number and writing beside it the new ballot number
- This is a Open Primary, voters cannot split (cross vote) their ticket. This often leads to many spoiled ballots
- Abandoned ballots must not be tabulated

***NOTE – the more remarks made during the day, the smoother it goes closing the polls at the end of the day

Proposal 18-3

Same day voter registration

- Is available to all eligible voters
- Voter must register at the Clerk's office with residency verification in the 0-14 day before, and up to election day
- If a voter appears with a Clerk's Office (signed) Voter registration receipt, follow the instructions provided to enter the voter into the ePollbook and issue a ballot

Write-In Candidates

- Only votes cast for write-in candidates who have submitted a Declaration of Intent may be counted
- A Declaration of Intent must be filed by 4pm on the 2nd Friday before the election
- The Clerk will provide a list of valid write-ins
- Election inspectors may not provide write-in candidate names to voters

Write-In Candidates

- EXCEPTION: Precinct delegates may complete a Declaration of intent at the precinct on election day, these will be in your precinct kits
- Informing voters that write-in candidates have filed could be misconstrued as campaigning unless specifically asked
- If asked, direct voters to call the Clerk for names of valid write-ins

Closing the Polls

- Announce the 8:00 P.M. close – remember any voters in line at the close of the polls must be allowed to vote.
- Keep the polling location open – the public is allowed to observe at the end of the night

Closing the Polls

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.
- Follow direction for duplication of ballots
- Generate your totals tapes according direction given by your local clerk
- The number of ballots tabulated equals the number of voters according to the list of voters, if not make sure that a remark has been made to explain the discrepancy

Closing the Polls

- 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 ePollbook

Closing the Polls

- 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

Closing the Polls

- 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 2 inspectors representing different political parties
- Place the three copies of the Statement of Votes and Pollbook in the appropriate envelopes

Closing the Polls

- Prepare all election day materials to be taken to the Receiving Board
- All inspectors NOT completing a task as given by the Chairperson should be helping to clean the polling location and pack up supplies

Thank you everyone

A good election depends on all workers!

Receiving Boards

- Must take a separate “receiving board oath”.
- The electronic poll book flash drive must be immediately provided to clerks office /staff for printing purposes
- If the remarks, list of voters and ballot summary were not printed in the polls, the clerks office will then print these reports

Receiving Boards



Receiving board responsibilities

- Confirm the poll book and statement of votes are not sealed in the ballot container
- Confirm the ballot container is sealed properly
- Confirm the seal number was recorded properly
- Confirm that the number of names listed in the Poll book equals the number of ballots tabulated on the tabulator tape and recorded on the Statement of Votes

Receiving Boards

- Correction of any of the above items requires the Receiving Board to direct the election inspectors returning the items to make the necessary corrections. Once corrections (if any) are made, full documentation of the corrective action must be written in the remarks of the Poll book, signed by the election inspectors and witnessed by the Receiving Board inspectors

Resources

- [MigovBOE YouTube Video Website](#)
- [Election Inspectors' Manual Flipchart](#)
- [Receiving Board checklist and instructions](#)
- [Procedure for Handling Ballots Rejected in the Polls](#)