INSPECTOR TRAINING

Presented by:
Suzie Roehm, County Clerk
• Must have new application for each Inspector.
• Cannot work if on the Ballot or relative is on the ballot.
• Cannot work if person in same household is on the ballot.

State of Michigan Election Inspector Application

<table>
<thead>
<tr>
<th>personal information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name ____________________________</td>
</tr>
<tr>
<td>Date of Birth <strong>/</strong>/____ Email Address ____________________________</td>
</tr>
<tr>
<td>Home Address __________________________________________________________</td>
</tr>
<tr>
<td>Phone #’s Home: ____________________________ Work: ____________________________ Cell: ____________________________</td>
</tr>
<tr>
<td>Registered in ☐ City or ☐ Township of ____________________________ Pct # ________ Ward # ________</td>
</tr>
<tr>
<td>County of ____________________________</td>
</tr>
</tbody>
</table>

| Political Party Affiliation (REQUIRED; must be a recognized state party & may not be Independent): ☐ Republican ☐ Democratic ☐ Libertarian ☐ U.S. Taxpayers ☐ Green ☐ Natural Law ☐ Working Class |
| Have you ever been convicted of a felony or election crime? ☐ Yes ☐ No |

<table>
<thead>
<tr>
<th>education and experience information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Background (include highest grade completed or degree held) ____________________________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employment Background (Include current or last place of employment and type or work performed)</th>
</tr>
</thead>
</table>

| Languages other than English that you speak (if any) ________________________________________________ |

| Please rate your computer experience (data look-up, database processing, creating .pdfs, etc.): 1 = not experienced, 5 = very experienced |
| ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 |

| Past experience as an election Inspector, if any (Include name of jurisdiction) ____________________________ |

| Do you have transportation? ☐ Yes ☐ No |
| Will you work at any polling place? ☐ Yes ☐ No ☐ If not, explain: ____________________________________________ |

<table>
<thead>
<tr>
<th>signature and certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>I CERTIFY THAT I am not a member or a known active advocate* of a political party other than the party identified above. I FURTHER CERTIFY THAT the foregoing statements are true to the best of my knowledge and belief.</td>
</tr>
</tbody>
</table>

| Signature of Applicant ____________________________ Date __/__/____ |

---

* "A 'known active advocate' of another political party is defined to mean a person who 1) is a delegate to the convention or an officer of another party; 2) is affiliated with another party through an elected or appointed government position or; 3) has made documented public statements specifically supporting by name another political party or its candidates in the same calendar year as the election at which the person will serve as an inspector. "Documented public statements" means statements reported by the news media or written statements with a clear and unambiguous attribution to the applicant.

ANY FALSE STATEMENTS MADE ON THIS APPLICATION WILL DISQUALIFY THE APPLICANT.

Approved by State Director of Elections (August 2017)
ICP = Image Cast Precinct (Tabulator)

ICX = Image Cast X (VAT)

EPB = Electronic Pollbook
ICP Memory Cards

Green Primary & Red Backup
SEALS ON ICP

Seal on Memory Card Doors Recorded In Pollbook

Modem Portal must also be sealed while polls are open.

Only to be removed by Service Technician.
VERIFY BALLOT BIN IS EMPTY

Unlock and Slide Open – Verify it is Empty from Prior Testing
• Slide Write-In door UP to let door swing OPEN
• Verify that bin is empty by feeling for ballots
• **DO NOT** leave door open – Won’t Separate Ballots then
Unlock bin door on the rear of the base
Open and verify bin is empty
This bin is used if ICP malfunctioned and waiting on Technician
Plug in Machine – or Turn on Surge Protector

- Turn on tabulator.
- Place security key on the security dock.
- Enter the password for the current election
- Your input is confirmed when each key is darkened.

- Confirm Date & Time by Pressing “YES”
  If incorrect, adjust by “NO” and + or - function
TOUCHSCREEN AND MENU DRIVE

Press

ADMINISTRATIVE MENU

- OPEN POLL
- UTILITIES

POWER DOWN  CANCEL

BALLOTS CAST:  0
Select a “ZERO” results tape
• This will print each candidate/voting position with a zero in the result column.
Candidates will be in alpha order.

**DO NOT TEAR OFF TAPE - ROLL AND CLIP WITH PAPER CLIP**
ZERO TAPE

- **Purpose**: Inspectors proof the tape to a ballot. Note: Candidates are in Alpha Order and most likely not in order on ballot because of rotation.
- Inspectors present during opening polls must sign the zero tape without tearing off.
- **Destination at the End of the Night**: Place in Local Clerk’s Envelope. Board of Canvassers do not need this for any purpose.
After Zero tape has printed the system is ready to accept ballots.
Public Counter should display ZERO Ballots Cast

If there is number on Ballots Cast – STOP – and contact Local Clerk to clear machine totals.
ICX SYSTEM

TOUCHSCREEN VOTING
VAT – VOTER ASSISTED TERMINAL

Cannot Cross-Vote and Cannot Over-Vote – Reduce the amount of Ballots to re-issue to Voters
POWER ON THE PRINTER **BEFORE** ICX IS TURNED ON

Verify that Paper Tray is **EMPTY**
Once the power cord has been plugged in, CUT the seal on the bottom door to access the POWER BUTTON

• The power button is under the ICX unit’s screen and on the right-hand side
• Briefly HOLD the power button, and it will turn green once it has been activated
SEAL THE BOTTOM DOOR ON ICX

The top door will already be sealed by your clerk.
The ICX will take about 30 seconds to turn on
 • Insert POLL WORKER card, when asked to insert ‘authorization” card
 • Enter password
OPEN POLLS ON ICX

• Select the Tabulator in drop down if not populated
• Ensure that both boxes are checked: AVS Controllers and Manual Session Activation
• After both items selected: “OPEN POLL”
POLLs ARE NOW OPEN

This Screen will be Displayed Waiting for Voter Card
Write “TEST” ON TOP OF BLANK PAPER BEFORE LOADING PRINTER.

Scroll through contests and Do Not cast any votes. Print Ballot – Proof Contest Order to Ballot. Do Not Put in Tabulator – Place in LOCAL CLERK’S ENVELOPE.
PREPARING THE EPOLLBOOK

Sign on Epollbook (EPB) – Flash Drive must remain in laptop and laptop must be in airplane mode.

Remember to switch unique username and password when/if a new inspector is at this station.
BALLOT SUMMARY

Each Ballot Style & ICX STOCK

Only list numbers of physical ballots at the polling location, do not account for ballots used for Absentees.
• Review: File – Options

Box checked for recording of absentee ballots if you are not using an AVCB or addendum list.
Remember to back up file!

File - Backup

This feature allows you to backup your Electronic Precinct List / Poll Book data into a separate backup file, preferably stored on REMOVABLE MEDIA, such as a USB drive or a CD. You should do this from time to time so you will have an up-to-date backup that can be restored in the unfortunate event that you should experience a catastrophic failure with your computer that results in a total loss of data.

Backup File: E:\EPB.accdb

If you do not LOCK this voter, then you cannot perform any action on voters, and no changes will be recorded for this voter.
Ready to Open the Polls @ 7:00 a.m.

- Swear in all Election Inspectors
- Sign Oaths in Poll Book
- Complete Preparation Certificate
- Prepare ICP, Print Zero Tape & Check Bins
- Sign the Zero tape and leave on ICP
- Prepare E-Pollbook
- Prepare ICX Station, Test Ballot Printed
- Display Notices, Sample Ballot & AV Posting
- Clear and Barrier Free Layout Available
- Display American Flag
- Have a Public Place Designated
- Announce 7 a.m. Opening
At a Minimum, the following protocols should be done:
• Sanitize Pens at Processing Table and Voting Booths between Voters. You may consider purchasing enough pens so that each voter is given one to use for the entire process and does not have to return it.
• Sanitize Voting Booth between Voters
• Acknowledge Social Distancing – Markings
• Face masks/shields, gloves, sanitizer for workers

• CANNOT DENY VOTER FOR NO FACE MASK
PROHIBITED AT POLLS

• VIDEO CAMERAS
• CAMERAS
• TELEVISIONS
• RECORDING EQUIPMENT
CELLPHONE USAGE

Cell-phone and Text Messaging are prohibited in polls by election workers. They are to be used for Official Election Functions Only and to be done discreetly out-of-sight of voters.

Voters can use Cell Phones, until they enter Voting Booth, so long as they are not being disruptive. No ballot selfies.
Recommendation for Processing Voters

• **1st Inspector:** Give Instructions & Application to Vote. (Get Photo ID Ready)

• **2nd Inspector:** Locate Voter in EPB & View Photo ID.

• **3rd Inspector:** Issue Ballot, Record Ballot #, Ballot Style and Initial Application.

• **4th Inspector:** Verify ballot stub # to number on Application to Vote. Remove Stub and place Application on spindle.

• **Other Inspectors:** Assist with VAT if needed, sanitize between voters.
Consider Establishing “Help Desk”

- Solve Registration Issues
- Find out why voter is not found in the E-Pollbook or QVF
- Complete forms needed to change address
- Eliminates congestion/backlog at Processing Table
- Provides privacy to voter about issue
INSTRUCTIONS TO VOTERS

• Primary Election – Cannot Split Ticket, must stay within one Political Party.

• Democratic First Column – Republican Second Column – Non-Partisan and Proposals Third Column.

• Note: If voter splits ticket and tabulator rejects it, they can be issued another ballot. If voter decides not to vote another ballot, they may choose “cast” button on tabulator. Only non-partisan and proposal votes will count.
• Each Voter should receive instructions that contests continue on the back of the ballot.
Application to Vote

• Ask voter to print & sign name
• Provide current address
• Day and Month of birth required

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.

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

Signature of Voter

Print Name: ____________________________

Date of Birth: ____________________________

Residence Address: ____________________________

FOR INSPECTORS USE ONLY

Approved to Vote by:

Date of Election

Election inspector

Precinct No.

Ballot Style

Ballot Number Issued

Affidavit on reverse completed

Voter No. (Poll Book)
**PHOTO IDENTIFICATION**

- **MUST ASK EACH VOTER** – even your Parents, Spouse or Children.
- Photo ID can be expired
- The following types of photo ID are acceptable:
  - Michigan driver's license or state-issued ID card
  - Driver's license or personal identification card issued by another state
  - Federal or state government-issued photo identification
  - U.S. passport
  - Military ID with photo
  - Student identification with photo from a high school or accredited institution of higher learning
  - Tribal identification card with photo
- The ID does not need your address.
Voter has Photo ID – Just Forgot It?

What if Voter does not have picture ID with them on Election Day?

- Verify Voter is on the List of Voters.
- Have Voter complete & sign the Affidavit on the back of the Application to Vote.
- The Inspector MUST sign the bottom of the Affidavit.
- Place a flag on the App for reporting purposes at the end of the night. The total number of Affidavits processed will need to be reported to the Clerk at the end of the night.
- Process the Voter and Issue a ballot.
VOTER CANNOT VOTE IF:

• Voter does not possess Photo ID and **refuses** to sign the affidavit.
• Voter claims to have Photo ID but refuses to show it.
There are proposals on this election, therefore creating multiple ballot styles within some jurisdictions. EPB will indicate which ballot style the voter should be issued. Verify with other inspector the ballot style and number.
Overview

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

Search and locate Voter – Lockdown – Input Ballot # - OK. Be sure to select the correct kind of ballot. (regular, challenged, etc.)
### CONFIRM BALLOT ISSUED

#### Voter Search

<table>
<thead>
<tr>
<th>Voter Name</th>
<th>DCB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mcqf, Alexander Jon</td>
<td>12/11/1923</td>
</tr>
<tr>
<td>Mcqf, Barbara Elsa</td>
<td>2/8/1942</td>
</tr>
<tr>
<td>Mcqf, Caitlin Lindsey</td>
<td>6/1/1985</td>
</tr>
<tr>
<td>Mcqf, Daniel Richard</td>
<td>6/20/1958</td>
</tr>
<tr>
<td>Mcqf, Faith Lynn</td>
<td>5/11/1918</td>
</tr>
<tr>
<td>Mcqf, George Andrew</td>
<td>1/22/1958</td>
</tr>
<tr>
<td>Mcqf, Harry Ray</td>
<td>9/6/1955</td>
</tr>
<tr>
<td>Mcqf, Jonathan Clark</td>
<td>3/6/1954</td>
</tr>
<tr>
<td>Mcqf, Justin Andrew</td>
<td>8/11/1981</td>
</tr>
<tr>
<td>Mcqf, Kathryn Lauren</td>
<td>9/15/1990</td>
</tr>
<tr>
<td>Mcqf, Nathan Carol</td>
<td>1/5/1931</td>
</tr>
<tr>
<td>Mcqf, Nathan David</td>
<td>4/15/1976</td>
</tr>
<tr>
<td>Mcqf, Paul Robert</td>
<td>5/18/1987</td>
</tr>
<tr>
<td>Mcqf, Ray Ellen</td>
<td>3/22/1957</td>
</tr>
<tr>
<td>Mcqf, Rebecca Sandra</td>
<td>6/10/1935</td>
</tr>
<tr>
<td>Mcqf, Richard Trent</td>
<td>8/11/1956</td>
</tr>
<tr>
<td>Mcqf, Shannon Ann</td>
<td>1/7/1964</td>
</tr>
</tbody>
</table>

#### Voter Details

- **Name**: Mcqf, Caitlin Lindsey
- **DCB**: 6/1/1985
- **Gender**: F
- **Address**: 619 Paw Paw St, Paw Paw MI 49079
- **Precinct**: 00001
- **Polling Location**: Paw Paw Township Hall, 114 N. Gremps St, Paw Paw MI 49079
- **Reg. Date**: 6/1/1993
- **Eff. Reg. Date**: 5/31/2003

If you need to perform an action for this voter, such as issuing or spoiling a ballot, then you must first LOCK THIS VOTER by clicking this button:

**Lock this voter record**

If you do not LOCK this voter, then you cannot perform any actions for this voter, and no changes will be recorded for this voter.

**Regular Ballot [0000000001] issued at the precinct:**

**VOTING STATUS**: Voted in precinct using a regular ballot.
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.

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.

Absentee Ballot sent by clerk –

This voter was sent an absentee ballot. The voter must surrender the absentee ballot or complete the Affidavit of Lost or Destroyed Absentee Ballot after approval from the Clerk.

Process as a Regular ballot. Place the AV ballot in the Local Clerk envelope.
Voter Who Has Moved

**ELECTION DAY CHANGE OF ADDRESS NOTICE**
(MOVE MADE WITHIN SAME CITY OR TOWNSHIP)

This is to advise that I have moved from

PREVIOUS STREET ADDRESS

To

CURRENT STREET ADDRESS

and wish to have my voter registration reflected

IN ENVELOPE NO. 3

NOTE TO INSPECTOR: RETURN FORM

**AUTHORIZATION TO CANCEL REGISTRATION**

DATE OF ELECTION: 

VOTER: PLEASE PRINT INFORMATION REQUESTED BELOW.

PREVIOUS ADDRESS

CITY OR TOWNSHIP

DATE OF BIRTH

OUTEND

LESS THAN 60 DAYS

Eligible to vote

60 DAYS OR MORE

NOT eligible to vote

Inside the Jurisdiction

Change of Address Form

Eligible to vote

Outside the Jurisdiction

Cancellation Form
• Voters can register with the Local Clerk on election day up until 8:00 pm.
• Voter can choose to vote AV with the Local Clerk, rather than coming into the Polling Location.
• If Voter comes to the Polls, they will provide a printed receipt that will instruct which type of ballot to issue: Regular or Challenged.
## Registering with Local Clerk

### Voter Registration

**0-14 Days Residency Verification**

<table>
<thead>
<tr>
<th>Residency Verification</th>
<th>MI DL/ID with current address</th>
<th>MI DL/ID without current address &amp; other Residency Verification</th>
<th>Other picture ID and Residency Verification</th>
<th>No Picture ID (Affidavit Required) with Residency Verification</th>
<th>No Residency Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Ballot</td>
<td>Regular Ballot</td>
<td>Challenged Ballot</td>
<td>Challenged Ballot</td>
<td>Challenged Ballot</td>
<td>Ineligible for this Election</td>
</tr>
</tbody>
</table>
NEW REGISTRATION RECEIPT ON ELECTION DAY

Will Indicate REGULAR BALLOT OR CHALLENGED BALLOT
ISSUE CHALLENGED BALLOT

Election: 8/2/2016 - STATE PRIMARY - SANDUSKY CITY
Precinct: 00001

Voter Search

D LN / Name: [ ] Search

This Precinct Other Unlisted

These voters were entered manually:

Voter Name DOB
Voter, Jane Doe 4/21/1960

Voter Details

Name: VOTER, JANE DOE
Address: 282 CUSTER STREET
         SANDUSKY, MI 48471

List of Voters

# Assigned To Ballot

Issue a ballot
Regular ballot
Affidavit ballot-provisional
Envelope ballot-provisional
Challenged ballot

Other actions
Record an absentee ballot
Spoil a ballot
Reject a ballot

Undo Undo (Nothing to undo)

Unlock this voter without performing any action
Voter Remarks Label
SUPPLIES NEEDED TO MARK CHALLENGE

Either Item Needed
Prepare Ballot for Later Retrieval Purposes, if necessary

WRITE BALLOT # BELOW STUB AREA – NOT NEAR SECURITY MARKS
CONCEAL BALLOT NUMBER
Secrecy Folder is Required with ballot marking instructions.
ERROR MESSAGES

- **CROSSVOTED**: Voted both partisan offices.
- **OVERVOTED**: Voted for too many candidates than Vote for.
- **BLANK BALLOT**: ballot markings may not be in the target area.
- **MISREAD BALLOT**: Try upside down or turn over ballot and if it does not read, spoil and re-issue ballot.
- **AMBIGUOUS MARK**: One or more unclear marks were detected, and the machine cannot determine voter’s intent.
INSPECTOR NEVER TOUCHES A VOTED BALLOT
If there are no marks detected in any of the voting positions, the ballot will be considered to be blank.

• The voter may have incorrectly made their choice and not completed the bubble of their preference.
• The voter may have intentionally left their ballot blank, if this is their intention, they may select “CAST” to have their ballot counted, but no votes recorded.
• The **Voter** should either select “CAST” or “RETURN”, **NOT** the Pollworker.
An “Ambiguous Marks” message could mean that the voter has not completely filled in their selection.
• The voter should take their ballot back to the voting booth to fully mark their choices.
• The ballot will automatically return to the voter.
• If the voter would like further details on their “Ambiguous Mark”, selecting “MORE” will let them know where this error has occurred.
MISREAD ERROR

- If the ballot inserted was misread, have the voter try inserting their ballot again, in a different orientation.
- If the voter has tampered with the security around the perimeter of the ballot, the tabulator will not accept this ballot.
- Treat as Defective Ballot.
Read the message FIRST to determine if the ballot has been counted or not

• DO NOT ATTEMPT TO REMOVE A JAM UNTIL THIS MESSAGE IS UNDERSTOOD

• Unlatch tabulator
• Slide tabulator forward to reveal enough of the jammed ballot
• Remove ballot and do NOT drop into ballot box
• Select “Cleared”
Read the message FIRST to determine if the ballot has been counted or not

- **DO NOT ATTEMPT TO REMOVE A JAM UNTIL THIS MESSAGE IS UNDERSTOOD**
- Unlatch tabulator
- Slide tabulator forward to reveal enough of the jammed ballot
- Remove ballot and drop into the same bin it was originally depositing into
- Select “Cleared”

**MUST KNOW IF IT READ OR NOT**
When issuing a new ballot to voter remember to record new number on the application to vote.
CORRECT MISTAKES

To correct a mistake:

1. Search for the voter, using the DLN/Name search box
2. Select the voter
3. Click Lock this voter record
4. Click Undo
5. Click Yes
Complete Ballot Style on Application to Vote according to Epollbook, Issue Numbered Stub Paper into Secrecy Sleeve and Direct Voter to the ICX Station. Must have type of ballot if jurisdiction has multiple ballot styles.

Inspector MUST indicate which Precinct Style Ballot (if applicable) on Application to Vote – ICX Station will not have this info.
POLL WORKER LOADS PRINTER INTO BYPASS TRAY

MUST BE FACE UP AND STUB AT THE END
VOTER CARDS FOR ICX

Do not need one for each voter – Good from voter to voter

Voter cards are designated with post-it note whether it is a Standard Session (S) which is Touchscreen only or for an AVS Session (A) which uses ADA Controllers / Headphones etc.
Poll Worker inserts Voter Card into slot and Voter proceeds with the Screen prompts.
ATTACH ACCESSIBLE DEVICE

Be sure to connect the ATI (Audile Tactile Interface) cable from the ICX device into the ATI.

• The headphones will also need to be inserted into the back of the ATI device. UNPLUG IF VOTER DOES NOT NEED, IT READS CHOICES.
SELECT ACCESSIBLE DEVICE

When Voter Card is inserted, an option needs to be selected.
• From here the voter is ready to begin using the ATI device.
• The voter will follow the audio prompts to navigate and complete their ballot.
VOTER PROCEEDS VOTING

- The voter will make their choices by pressing the preferred candidate.
- Once the “Vote For” number is satisfied, all other candidate options become unavailable.
- If a change is needed, the voter will deselect their choice, then select their new preference.
- The ballot can be navigated by selecting the “Next”, “Back” or the “Review” option at anytime.
- Have the voter make their selections by following prompts on the ICX. Once the voter is finished voting in a particular race, they should hit next. Continue voting and selecting next till the end of the ballot is reached.
After reviewing the ballot, the voter may select races to re-visit and change or the “Print Ballot” option to commit their choices to paper.

• Once the “Print Ballot” option has been selected, another chance to review the ballot will be given before the voter selects “Print Your Ballot”
The ballot will print and remain face-down for the voter to retrieve.

The ballot will then be placed in a Secrecy Sleeve.
• The printed ICX ballot # should be compared to Application to Vote, Inspector will process same as printed ballot, then Voter places into the tabulator.
Processing Absentee Ballots

- Conducted in pairs/opposing parties
- Determine legality of the ballot
  - Outside Envelope Completed
- Remove ballot from envelope
  - If not in Secrecy Sleeve – Provide one.
- Lookup Voter in EPB
- Verify Ballot number with issued number
  - If Ballots were switched in household, prepare as Challenged Ballot and process
- Process Voter in EPB
- Complete Application to Vote / EI Initial
- Process should be done in multiples and save last batch for end of night in case clerk has more to deliver from election day.
- Remove stubs and place in tabulator
OPEN AV BALLOT ENVELOPES TROUBLESHOOTING

No Ballot
- Note the missing ballot on the Remarks page (do not use Voter’s name).
- Include in Ballot Summary.

Two Ballots
- Determine cause.
- Document in Pollbook.
- If two signatures, verify both.
- Contact Clerk to accept or reject.

Damaged
- Must be duplicated after 8:00 p.m.

No Secrecy Env.
- Place ballot in extra secrecy sleeve, as to not expose the voted ballot.
To record an absentee ballot:

Pull the absent voter's record up in the EPB software, lock it in if necessary and:

1. Click Record an absentee ballot
2. Verify ballot number (enter if not auto filled) is the same as assigned - Click OK

Once the process is complete, verify the recording was done properly by looking for AV next to the voter's name, the Voter Status screen and the List of Voters.
CURBSIDE VOTING

• All assistance recorded in Remarks Section - indicate the two inspectors who helped.

• Refer voter to use ICX, if interested. Unless unable to come into the polls.

Curbside voting – Available with 2 inspectors delivering ballot and application to voter. Voter must complete application, photo ID verification, and vote the ballot.
Remarks

Any time a correction is made, a remark should be entered. In addition, remarks should be made throughout the day to document events that happened in the polling place that are significant. Providing this information aids the Clerk in understanding what took place throughout the day. There are two types of remarks. Be sure to use the correct type based on the comment you need to make.

To enter a General Remark:

1. Click File (or the General Remarks button and skip to step 3)
2. Click Remarks
3. Click New
4. Enter Remark, the EPB automatically records the date and time of the entry, however, adding the time is recommended as the EPB is not always available for remark entry at the time the event took place.
5. Click OK
6. Click Close
*The Precinct MUST remain in balance throughout Election Day. *IMPORTANT – Track every 30 to 60 minutes – Note in Remarks

3 AREAS NEED TO MATCH

Exception: Might Need to add Provisional Ballots if processed any.
CHECKING & EMPTYING BINS

- ICP Can hold 3,000 ballots in Main Compartment and 300 in Write-In Bin.

- Document emptying out and seal placed on bag in the Remarks Section in the epollbook.
• 100-Feet Restriction from all entrances
• Ask voters to remove buttons and cover clothing that displays campaigning
• Check voting booths periodically
Poll Watchers

• Any person interested in observing
• Does not have to be registered to vote
• Cannot challenge
• May not be behind Election Inspector tables
• Must remain in “Public Area”
• May view pollbook at Chair’s discretion
Challengers

- Appointed by political party
- Two allowed per party
- May challenge voter’s right to vote
- May challenge if proper procedure being followed
- Must carry credentials issued by party
- May be expelled for being disorderly
- May be behind election inspector tables
- Must be registered in Michigan
- May view pollbook
VOTER BRINGS IN ABSENTEE BALLOT

Voter may bring in an absentee ballot for 3 reasons:

(1). **Voted and want to turn it in** – CANNOT ACCEPT – DIRECT TO THEM TO THE LOCAL CLERK.

(2). **Voter did not realize the polls were open and does not wish to vote absentee.** They can surrender ballot and be issued a ballot and vote at the polls as long as ballot has not been returned to Local Clerk and indicates in EPB.

(3). **Voter knows they spoiled their ballot and didn’t send it in.** They can surrender the ballot and may be issued new ballot to vote at the polls.
AFFIDAVIT OF LOST OR SURRENDERED BALLOT

AFFIDAVIT OF ABSENT VOTER

I, _______________________________________ affirm that I am a resident of ______________ , Michigan, and I reside ________________________________ at ______________________________________

(City or Township,) (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.
Signature of Elector: __________________________________________________________

To be completed by Election Inspector

Sworn and subscribed to before me this ________ day of ______________________, 2020
I certify that the elector named above has completed the above in my presence and is eligible to vote.

_____________________________________________
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
Close of Polls

- 8:00 p.m. announce that Polls are Closed.
- Contact your Local Clerk to verify all AV Ballots have been delivered before closing polls on tabulator.
- Duplicate necessary ballots
- Leave all doors unlocked.
- Voters standing in line must be allowed to vote.
DUPLICATING BALLOTS

- Trained Team of Two – Different Major Parties
- Use Validity Standards
- All Emailed/MOVE Ballots

Duplication performed using the Reader/Checker method

(Next Slide)

Must include a signed signature certificate to be valid – if none, ballot is Rejected.
State’s Standards for Validity Markings

Valid markings (Inside Target)

Invalid markings (Outside)

Stray Mark – Pen Drop

Mistake - Intent

False Cross-vote by Correction

False Over-vote by Write-in
Duplication Procedure

• Must be done after Closing the Polls
• Write “Dup 1” on an unused ballot
• Write “Orig 1” on the voted ballot
• Use Reader/Checker method to copy
• Place “Dup 1” in tabulator
• Place “Orig 1” in Original Ballot Envelope
• Place on the top of Official Ballots after running them thru the tabulator. (Post-election audits)
• Will need to enter number of ballots used for duplication into ballot summary.
CLOSING POLLS ON ICP

After ALL ballots have been tabulated, apply the Security Key to the Security Dock

• Select the “CLOSE POLL” Option and enter the same password used to open the poll
PRINT RESULTS TAPE

• Print 3 copies of the Totals Tape. All Election Inspectors on the Closing Team must sign the Tapes and Statement of Votes (in pollbook)

1) Attached to **White Copy** of SOV – Place in Local Clerk Envelope.
2) Attached to **Pink Copy** of SOV – Place in Canvasser’s Envelope.
3) Attached to **Manila Copy** of SOV and is retained in Poll Book
Modem Results

1. To access the modem port, break the seal covering the port and open the door.
2. When prompted, plug the modem into the ICP using the configuration below.

3. In the Ready to Transmit screen, tap OK

   a. Blue end plugged in to modem
   b. Yellow end plugged in to ICP
Before accessing the Write-in bin, empty the regular ballots out of the General Bin
Remove Regular Ballots First – BEFORE Opening Write-in Door

Collect all ballots from Write-in bin and tally qualified write-in choices.
Write-Ins

• Write-ins only are valid if a Declaration of Intent has been filed.

• IF YOU HAD VOTER FILE DECLARATION OF INTENT FOR PRECINCT DELEGATE, PLEASE PLACE FORM IN COUNTY CLERK ENVELOPE.

• After close of polls, empty out write-in bin.

• Write-ins should be recorded exactly as cast. Tally sheet in back of Poll Book.

• Write-ins must be for office and party as filed on the Declaration of Intent to count.

• Review Invalid write-in procedures.
WRITE IN TALLY SHEET

### Declared Write-In Candidates Only

<table>
<thead>
<tr>
<th>Candidate's Name</th>
<th>Office</th>
<th>Party</th>
<th>Total Votes</th>
</tr>
</thead>
<tbody>
<tr>
<td>James Webster</td>
<td>Twp. Clerk</td>
<td>Rep.</td>
<td>12</td>
</tr>
<tr>
<td>Jim Webster</td>
<td>Twp. Clerk</td>
<td>Rep.</td>
<td>3</td>
</tr>
<tr>
<td>I Webster</td>
<td>Twp. Clerk</td>
<td>Rep.</td>
<td>1</td>
</tr>
<tr>
<td>Jimmy Webster</td>
<td>Twp. Clerk</td>
<td>Rep.</td>
<td>1</td>
</tr>
<tr>
<td>Sarah Smith</td>
<td>Twp. Treasurer</td>
<td>Dem.</td>
<td>9</td>
</tr>
<tr>
<td>Sara Smyth</td>
<td>Twp. Treasurer</td>
<td>Dem.</td>
<td>1</td>
</tr>
<tr>
<td>S. Smith</td>
<td>Twp. Treasurer</td>
<td>Dem.</td>
<td>1</td>
</tr>
</tbody>
</table>

### Tally of Votes

<table>
<thead>
<tr>
<th></th>
<th>10</th>
<th>20</th>
<th>30</th>
<th>40</th>
<th>50</th>
<th>60</th>
<th>70</th>
<th>80</th>
<th>90</th>
<th>100</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Declared Write-In Candidate Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Party</th>
<th>Total Write-In Votes</th>
</tr>
</thead>
<tbody>
<tr>
<td>James Webster</td>
<td>Twp. Clerk</td>
<td>Rep.</td>
<td>12</td>
</tr>
<tr>
<td>Jim Webster</td>
<td>Twp. Clerk</td>
<td>Rep.</td>
<td>3</td>
</tr>
<tr>
<td>I Webster</td>
<td>Twp. Clerk</td>
<td>Rep.</td>
<td>1</td>
</tr>
<tr>
<td>Jimmy Webster</td>
<td>Twp. Clerk</td>
<td>Rep.</td>
<td>1</td>
</tr>
<tr>
<td>Sarah Smith</td>
<td>Twp. Treasurer</td>
<td>Dem.</td>
<td>9</td>
</tr>
<tr>
<td>Sara Smyth</td>
<td>Twp. Treasurer</td>
<td>Dem.</td>
<td>1</td>
</tr>
<tr>
<td>S. Smith</td>
<td>Twp. Treasurer</td>
<td>Dem.</td>
<td>1</td>
</tr>
</tbody>
</table>
No longer required by Election Inspectors, but now is required by the County Clerk to complete and certify election.

Declaration of Intent to Write-In – PLEASE PLACE IN COUNTY CLERK’S ENVELOPE, if applicable.
Unlock the Auxiliary bin and verify there are no ballots.
Ballot Summary

The Ballot Summary documents the total number of ballots assigned to the precinct and how each ballot was used. Throughout the day, the EPB software tracks spoiled (F), rejected (G) and Provisional “envelope” (I) ballots. The remaining ballot types must be inputted by the user and the EPB software will calculate and balance the Ballot Summary.

To complete the Ballot
1. Click Reports
2. Click Ballot Summary

Enter the Number of ballots delivered to precinct for each ballot style:

3. (A) Enter the Starting number and the Ending number of the first ballot style. If using more than one ballot style, tab to create a new line and repeat the process until all styles are listed. The Count will be calculated automatically.

4. (B) Enter the Number of AV return envelopes received by board, if absentee ballots are being processed in the precinct. If absentee ballots are not being processed in the precinct, this box will already be completed with a 0.

Enter the Number of ballots at close of polls:

Summary:
5. (D) Enter Number of ballots tabulated from the Tabulator Public Counter reading

6. (E) Enter the Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason, if absentee ballots are being processed in the precinct. If absentee ballots are not being processed in the precinct, this box will already be completed with a 0.

7. (H) Enter the Number of ballots used by election inspectors for ballot duplication.

8. (J) Enter the Number of Unused Ballots by entering the Starting Number (the next ballot that would be issued) and the Ending Number of the unused ballots. If using more than one ballot style, tab to create a new line and repeat the process until all styles are listed. Tab out of the box or place the cursor in a different box to make the totals calculate.

SCROLL DOWN AND STOP – L must be 0. If L is not 0, double check items 3-8 and ensure everything was entered correctly. If there is a known reason for not balancing and it is unable to be resolved, a detailed Remark must be made to explain to the Board of Canvassers why the precinct does not balance.

BALLOT SUMMARY MUST BE ZERO
RECORDERING # OF AV BALLOTS

If added in Section ‘A’ will not balance.
Only # of Ballots delivered to the Precinct for the Inspectors to Issue.

Absentee Ballots are accounted for in “B” only.
Verify and check all boxes in Section 1

Verify and record ballot storage container and transfer bag seals in Section 2

Signature and phone number of all inspectors present at close of Polls in 3
List of Voters

The List of Voters is created by the EPB Software and must be saved to the encrypted flash drive. If your precinct has the ability to print, the List of Voters should be printed as well. Use the triangle buttons next to the page number, to view the report. Remember to view the number of voters in order to record that number in the paper binder pollbook.

To save the List of Voters:

1. Click Reports
2. Click List of Voters
3. Click the .pdf button in the upper left hand corner of the screen.
4. The [ElectionDate] folder selected for the Ballot Summary should automatically
Remarks Report

Remarks recorded in the EPB software using the General Remarks and/or Voter Remarks are saved in a report also and must be saved to the encrypted flash drive. If your precinct has the ability to print, the Remarks should be printed as well.

To save the Remarks report:

1. Click Reports
2. Click Remarks
3. Click the .pdf button in the upper left hand corner of the screen.
4. The [ElectionDate] folder selected for the last two reports should automatically pop up. Always check to make sure you are in the Privacy Zone and the correct folder before clicking Save

Important note: there must be one recorded Remark for the report to save.
SAVE VOTER HISTORY

Save Voter History

After all other reports are saved, save the voter history. This file will update the voter registration files in the Qualified Voter File (QVF) recording who voted on election day.

To save Voter History:

1. Click File
2. Click Save History
3. Delete "d:\" in the file name by placing the cursor at the beginning of the File name field and using the delete key on the keyboard. Then verify you are in the folder for the election and the PrivacyZone.

If not, in the left hand section of the screen (under Computer)
PACK OFFICIAL BALLOT BAG

- Voted and Unused ballots
- Sample Ballots
- Spoiled Ballot Envelope
- Duplicated Ballot Envelope
- Ballot Container Certificate – with seal number of the seal used to secure the container showing through the window.
- Seal number also is recorded in the Poll Book on the Certificate of Election Inspectors.
- Properly Seal Bag with Tag.

Must have valid certificate
Expires 2022
ICX POLLS MUST BE CLOSED – NOT JUST POWERED OFF

The ICX cannot just be powered down as done previously. The new upgrade requires the polls to be closed. Insert Pollworker card and Close Polls on the screen. If not done, equipment will not allow Clerk to load the next election on the unit easily. When Polls are closed, then power down unit.
The poll worker will need to select the “POWER DOWN” option in order to fully turn off the ICP tabulator.
MAKE SURE POWER IS **OFF** BEFORE THE MEMORY CARDS ARE REMOVED

• Cut seal to gain access to memory cards. Put Seal in Transfer Bag
MAKE SURE THE POWER IS OFF
• Press the black button on the right side of each memory card
• This is a button that pushes in, NOT a lever that moves side-to-side or up and down
• REMOVE BOTH MEMORY CARDS
CONTENTS OF TRANSFER BAG TO COUNTY

2 ICP MEMORY CARDS
ICX USB, TECH, POLLWORKER & VOTER CARDS
2 IBUTTON SECURITY KEYS IN PLASTIC LOCKING BOX

SEAL WITH COMPLETED TRANSFER BAG TAG

EPOLLBOOK FLASH DRIVE – LOCAL CLERK
• Must Complete Receiving Board Checklist
• Conducting Pre-Canvasser Review
• Do Complete Audit of Poll Book – nothing left unsigned and assembled after the appropriate tabs.
RECEIVING BOARD CHECKLIST

Receiving Board Checklist
Jurisdiction: _______________ Precinct: _______________ Election Date: _______________

Required:
☐ 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 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

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 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.

Other beneficial items to review for a successful Canvass:

<table>
<thead>
<tr>
<th>Poll Book</th>
<th>Ballot Container Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerk’s Preparation Certificate completed and signed</td>
<td>Dated and signed by two election inspectors of differing party affiliation</td>
</tr>
<tr>
<td>Election Inspectors Preparation Certificate completed and signed by</td>
<td>Seal number properly recorded</td>
</tr>
<tr>
<td>inspectors present when polls opened</td>
<td></td>
</tr>
<tr>
<td>All inspectors subscribed to the Constitutional Oath of Office</td>
<td></td>
</tr>
<tr>
<td>Oath administrator signed</td>
<td></td>
</tr>
<tr>
<td>No lines skipped on the List of Voters</td>
<td></td>
</tr>
<tr>
<td>All spoiled, affidavit, envelope, challenged, and AV ballots noted</td>
<td></td>
</tr>
<tr>
<td>Ensure proper recording of write-in votes or a notation of none when</td>
<td></td>
</tr>
<tr>
<td>applicable</td>
<td></td>
</tr>
<tr>
<td>Ensure proper recording of challenges</td>
<td></td>
</tr>
<tr>
<td>Ensure remarks were recorded</td>
<td></td>
</tr>
<tr>
<td>Certificate of Election Inspectors completed and signed by inspectors</td>
<td></td>
</tr>
<tr>
<td>presented when polls closed</td>
<td></td>
</tr>
<tr>
<td>Ballot summary is completed and totals are accurate</td>
<td></td>
</tr>
<tr>
<td>Ballot container seal number is properly recorded</td>
<td></td>
</tr>
</tbody>
</table>

☐ After completion of the above, replace the Poll Book and Statement of Votes into the
appropriate envelopes and initial and seal with a red paper seal. Then sign below.

We, the undersigned members of the Receiving Board, hereby certify the completion of the items checked above.

Republican Receiving Board Inspector ___________________________ Democratic Receiving Board Inspector ___________________________
CORRECTIVE ACTION NEEDED

• Receiving Board does not correct anything
• 2 Inspectors that Deliver need to correct.
• Corrections Documented in Remarks Section.
• Remarks must be signed by both Inspectors and Receiving Board.
PREPARE ENVELOPES

- **#1 – COUNTY CLERK**
  - Poll Book, 1 Statement of Votes, Totals tape, Precinct Delegate Write-in Forms

- **#2 – COUNTY BOARD OF CANVASSERS**
  - 1 Statement of Votes & Totals Tape

- **#3 – LOCAL CLERK**
  - 1 Statement of Votes
  - Zero Tape and Totals Tape
  - Applications to Vote
  - Receiving Board Checklist
Deliver to Courthouse on Election Night

- Properly Sealed/Certificate Transfer Bag
- County Clerk Envelope
- Board of Canvasser Envelope
Please submit any questions regarding the training to me at roehms@vbco.org.

After completing the training presentation you are required to complete a quiz that is located on the clerk page of our website (vbco.org) under the elections tab.

THANK YOU FOR SERVING AS AN ELECTION INSPECTOR