



**AGENDA**  
CHARTER TOWNSHIP OF MERIDIAN  
ELECTION COMMISSION  
FEBRUARY 24, 2021 – 6 pm

---

1. CALL MEETING TO ORDER
2. APPROVAL OF MINUTES
  - A. October 8, 2020
3. REVIEW THE POST-ELECTION PROCEDURAL FINDINGS FROM INGHAM COUNTY
4. DISCUSS AND TAKE ACTION ON CONSOLIDATING PRECINCTS AND PRECINCT LOCATIONS FOR THE UPCOMING MAY 4, 2021 OKEMOS SCHOOLS SPECIAL ELECTION (DUE TO CLERK BYRUM BY MARCH 5, 2021)
5. SCHEDULE DATE FOR PUBLIC ACCURACY TEST (THURSDAY, APRIL 15, 2021)
6. SCHEDULE FUTURE ELECTION COMMISSION MEETING DATE TO DISCUSS:
  - A. Scheduling date for Approval of Ballots for May 4, 2021 Special Election
  - B. Appoint Precinct Inspectors and Chairs, subject to adjustments as necessary, for the May 4, 2021 Special Election
  - C. Establish Receiving Board and appoint Inspectors, subject to adjustments as necessary, for the May 4, 2021 Special Election
  - D. Establish Absentee Voter Counting Board (AVCB) and appoint Inspectors, subject to adjustments as necessary, for the May 4, 2021 Special Election
7. OTHER BUSINESS
8. PUBLIC REMARKS
9. ADJOURNMENT

CHARTER TOWNSHIP OF MERIDIAN  
ELECTION COMMISSION MEETING MINUTES  
THURSDAY, OCTOBER 8, 2020 4:00 PM - DRAFT  
VIRTUAL MEETING – MERIDIAN MUNICIPAL BUILDING  
5151 MARSH ROAD, OKEMOS MI 48864-1198

**Meridian Township**  
5151 Marsh Road  
Okemos, MI 48864

P 517.853.4000  
F 517.853.4096

**Township Board:**

**Ronald J. Styka**  
*Township Supervisor*

**Brett Dreyfus**  
*Township Clerk*

**Phil Deschaine**  
*Township Treasurer*

**Patricia Herring  
Jackson**  
*Township Trustee*

**Dan Opsommer**  
*Township Trustee*

**Kathy Ann Sundland**  
*Township Trustee*

**Courtney Wisinski**  
*Township Trustee*

**Frank L. Walsh**  
*Township Manager*

**(1) CALL TO ORDER**

Clerk Dreyfus called the meeting to order at 4:00 PM

MEMBERS PRESENT: Clerk Brett Dreyfus, Commissioner Phil Deschaine, Commissioner Kathy Sundland.

**(2) APPROVAL OF MINUTES**

1. Approval of minutes from the September 27, 2020 Election Commission Meeting

Motion was made by Commissioner Deschaine and seconded by Commissioner Sundland to approve the minutes of the September 27, 2020 meeting.

Motion passed 3-0

**(3) ESTABLISH ABSENTEE VOTER COUNTING BOARD (AVCB) AND APPOINT INSPECTORS, SUBJECT TO ADJUSTMENT AS NECESSARY, FOR THE NOVEMBER 3, 2020 ELECTION.**

Motion was made by Commissioner Deschaine and seconded by Commissioner Sundland to establish an Absent Voter Counting Board, subject to adjustments as necessary, and appoint inspectors for the November 3, 2020 election.

Motion Passed 3-0

**(4) ESTABLISH RECEIVING BOARD AND APPOINT INSPECTORS, SUBJECT TO ADJUSTMENTS AS NECESSARY, FOR THE NOVEMBER 3, 2020 ELECTION.**

Motion was made by Commissioner Deschaine and seconded by Commissioner Sundland to establish a Receiving Board, subject to adjustments as necessary, for the November 3, 2020 election.

Motion passed 3-0

CHARTER TOWNSHIP OF MERIDIAN  
ELECTION COMMISSION MEETING MINUTES  
THURSDAY, OCTOBER 8, 2020 4:00 PM - DRAFT  
VIRTUAL MEETING – MERIDIAN MUNICIPAL BUILDING  
5151 MARSH ROAD, OKEMOS MI 48864-1198

**(5) APPOINT PRECINCT INSPECTORS, SUBJECT TO ADJUSTMENTS AS NECESSARY, FOR THE NOVEMBER 3, 2020 ELECTION.**

Motion was made by Commissioner Deschaine and seconded by Commissioner Sundland to appoint precinct inspectors, subject to adjustments as necessary, for the November 3, 2020 election.

Motion passed 3-0

**(6) OTHER BUSINESS**

**(7) ADJOURNMENT**

Motion was made by Commissioner Deschaine and seconded by Commissioner Sundland to adjourn the meeting at 4:17 pm.

Motion passed 3-0



**To: Election Commission**  
**From: Deborah Guthrie, Clerk**  
**Date: February 18, 2021**  
**Re: Review the Post-Election Procedural Findings from Ingham County**

---

Meridian Township had 15 discrepancies noted during the County Audit of Precinct 6 on December 9, 2020. Meridian Township received the most number of discrepancies out of any other jurisdiction in Ingham County.

On February 5, 2021, Ingham County reviewed the Post-Election Procedural Findings with the Meridian Township Clerk. While the audit found a large number of administrative issues with how Meridian administers elections, the vote count was accurate and found zero discrepancies.

In an effort of being fully transparent, listed below is a full listing of all Meridian Township November 4, 2020 General Election discrepancies noted during the audit on Precinct 6: (Ingham County Clerk Barb Byrum's notes from the review are in blue)

- 1. Notice of Registration published less than 30 days before election & missing instructions of where to find full proposal text.**  
Election Date booklet dictates publication date; examples of the public notices are included in the Appendix of the Election Officials' Manual.
- 2. No proof of publication of Notice of Election & missing listing of all offices to be elected and statewide proposal information.**  
Election Date booklet dictates publication date; examples of the public notices are included in the Appendix of the Election Officials' Manual.
- 3. No proof of election inspector appointments sent to parties.**  
Chapter 13 of Election Officials' Manual (specifically page 2) lays out requirements for when proof of appointment needs to be sent to political parties. This usually is done via email, which provides a proof of date that the appointments were sent. Election Date booklet describes when these appointments should take place.
- 4. Clerk's Preparation Certificate serial & seal number for tabulator does not match what is on T&S Certificate.**  
Attention to detail – I can't fully recall, but this might have been a switch between the serial numbers for the machines for two different precincts, or it could have been off by one or two digits. Either way, it does not prove that the machine tested before Election Day is what was used on Election Day.



**5. Seal number for test deck is not recorded on T&S Certificate.**

Attention to detail – We cannot prove that the test deck was not tampered with before it was opened again. Even if they need to be reopened, the original seal should stay in the bag so it can be traced back. Any change in seal number should be noted on the container certificate.

**6. VAT T&S Certificate is missing seal number.**

Attention to detail – The VAT should be sealed after the programming has been loaded and tested. The Testing & Security Certification Form should prove that the machine has not been tampered with leading up to Election Day.

**7. No VAT test deck present.**

VAT testing procedures are included in the Test Procedure Manual (pages 32-34). It is recommended that these be tested at the same time as preliminary (Private) testing is performed on the tabulators, to verify that ALL machines are properly working. There have been instances in the past where only one or a few machines are not working properly, or there is something wrong with the programming in one precinct, and it could have been caught before Election Day if every VAT was fully tested ahead of the election.

**8. VAT serial number on T&S Certificate does not match Poll Book.**

Attention to detail – I can't fully recall, but this might have been a switch between the serial numbers for the machines for two different precincts, or it could have been off by one or two digits. Either way, it does not prove that the machine tested before Election Day is what was used on Election Day.

**9. No VAT Test ballot was produced on Election Day.**

This is something we stress in our training, and you might want to include in documentation/checklist provided to your precinct chairs as part of the pre-7 a.m. duties. The test ballot is to make sure the VAT is functioning properly (the printer cord is hooked up, the correct precinct is loaded on the machine, etc.) and it SHOULD NOT go through the tabulator, but rather should go in the Local Clerk's Envelope.

**10. Voted VAT ballot was placed in VAT storage envelope, not with rest of voted ballots.**

Any ballot voted by a voter should remain with the rest of the ballots voted, save for Provisional Ballots.

**11. Clerk's Preparation Certificate was completed and signed on Election Day by Precinct Chair, not clerk/staff.**

The Clerk's Preparation Certificate states that the Clerk or their Authorized Assistant (i.e. Deputy Clerk) should complete the Preparation Certificate. This should be done after the testing is completed, but before Election Day. It should not be the Precinct Chair completing this portion the morning of the Election, as they would only be inputting the equipment serial and seal numbers that were provided to them at that point, not checking that the serial and seal numbers match what had been tested prior to Election Day.

**12. Did not verify oaths were completed on Receiving Board checklist.**

Attention to detail – the Receiving Board Checklist should be fully completed by the time the Precinct Inspectors leave.

**13. Person who verified seal numbers of ballot container did not sign in Poll Book.**

Attention to detail – if not completed at the precinct, it should be caught during Receiving Board review.

**14. Certificate of Election Inspectors missing check for seal/verify container seal numbers.**

See above.

**15. FWABs processed in precinct were not identified as Dup/Original, no way to verify correctness of duplication or identify ballots.**

Any duplicated ballot should be able to be matched with its original. The process is to write “Original – 1” on the first original and “Dup – 1” on the first duplicate, and so on. This way upon review, it can be confirmed if the duplicate properly matches the original, save for any mistakes the voter might have communicated on their ballot. It is also important to note that the originals and the duplicates should not be able to be traced back to the voter, to the extent possible (for example, the original ballots should not be placed with the envelope or voter certificate in the Original Ballot envelope, the envelope/certificate should be placed with the rest of the AV envelopes).

Other general recommendations:

- Thoroughly review the election calendar, to ensure that there is enough time to complete the tasks assigned to local clerks properly before the deadline. For instance, making sure publications are submitted in time to make it in print by the deadline, and the process for public accuracy testing is followed (including having all members of the Election Commission present and holding the public test no later than 5 days before an election).
- Hire more staff/volunteers to conduct preliminary testing, and assist with AV organization (especially MOVE ballots).
- Have multiple Receiving Boards on Election Night (and, if possible, fresh eyes) to speed up the processes and ensure completion of all necessary materials.

Attached is the documentation from Ingham County:

- May 4, 2021 Election Calendar Dates
- August 3, 2021 Election Calendar Dates
- November 2, 2021 Election Calendar Dates
- Post-Election Audit Manual
- Post-Election Audit Printable Worksheet
- Post-Election Audit AVCB Printable Worksheet
- Test Procedure Manual for Tabulators and Voter Assist Terminals (VAT)

- Clerk's Preparation Certificate for Optical Scan Tabulator and Voter Assist Terminal
- Election Officials Manual Appendix
- Receiving Board Guide

Upon review, and with careful thought and consideration, the Clerk's Office immediately began working towards resolving these discrepancies in the audit by discussing with staff and creating the following plan of action:

- Develop an extensive election calendar timeline for when work needs to get done so state mandated requirements are not missed on their due dates
- Work with former East Lansing City Clerk Marie Wicks and current East Lansing City Clerk Jennifer Schuster on developing new training materials and classes for all Meridian Township election workers; including returning workers
- Create a budget spreadsheet and develop an inventory list
- Reach out to former Election Workers for feedback and to assist with raising the level of service provided by Meridian Township
- Assess polling locations, feasibility and accessibility



STATE OF MICHIGAN  
JOCELYN BENSON, SECRETARY OF STATE  
DEPARTMENT OF STATE  
LANSING

**MAY 4, 2021 ELECTION  
CALENDAR OF DATES**

<b>By 4:00 p.m. January 19</b>	Partisan and nonpartisan candidates file nominating petitions and Affidavits of Identity. ( <a href="#">168.322</a> )
<b>By 4:00 p.m. January 22</b>	Partisan and nonpartisan candidates who wish to withdraw file written requests to do so. ( <a href="#">168.322a</a> )
<b>By January 25</b>	City clerk forwards names and addresses of partisan and nonpartisan candidates to county clerk. ( <a href="#">168.321</a> )
<b>By 5:00 p.m. January 26</b>	Petitions to place proposals on ballot filed with county and local clerks. ( <a href="#">168.646a</a> )
<b>By 5:00 p.m. January 29</b>	Last day a recall petition can be filed for May election. (Local offices only face recall in May & November) ( <a href="#">168.963</a> )
<b>By 4:00 p.m. February 9</b>	Ballot wording of proposals qualified to appear on ballot certified to county and local clerks. ( <a href="#">168.646a</a> )
<b>By March 20</b>	Clerks shall electronically transmit or mail (as requested) an absent voter ballot to each absent UOCAVA (uniformed services or overseas) voter who applied for an absent voter ballot 45 days or more before the election. (MOVE deadline) ( <a href="#">168.759a</a> )
<b>By March 20</b>	Absent voter ballots must be available for issuance to voters. ( <a href="#">168.714</a> )
<b>March 25 through April 13</b>	Precinct inspectors appointed by local election commission for election. ( <a href="#">168.674</a> )
<b>By April 5</b>	Notice of voter registration for election published. One notice required. ( <a href="#">MCL 168.498</a> )
<b>By April 5</b>	Clerk shall post and enter into QVF the hours the clerk's office will be open on the Saturday or Sunday or both immediately before the election to issue and receive absent voter ballots. ( <a href="#">168.761b</a> )

<b>By April 5</b>	Clerk shall post and enter into QVF any additional locations and hours that clerk will be available to issue and receive absent voter ballots, if applicable. ( <a href="#">168.761b</a> )
<b>April 19</b>	Last day to register in any manner other than in-person with the local clerk for the May election. ( <a href="#">168.497</a> )
<b>April 20 through 8:00 p.m. May 4</b>	In-person registration with local clerk with proof of residency. ( <a href="#">168.497</a> )
<b>By 4:00 p.m. April 23</b>	Write-in candidates file Declaration of Intent forms. ( <a href="#">168.737a</a> )
<b>By April 27</b>	Notice of election published. One notice required. ( <a href="#">168.653a</a> )
<b>By April 29</b>	Public accuracy test must be conducted by local election commission. ( <a href="#">R 168.778</a> ) Notice of test must be published at least 48 hours before test. ( <a href="#">168.798</a> )
<b>Up to 5:00 p.m. April 30</b>	Electors may obtain an absent voter ballot via First Class mail. ( <a href="#">168.759</a> )
<b>Up to 5:00 p.m. April 30</b>	Electors may submit a written request to spoil their absent voter ballot receive a new ballot by mail. ( <a href="#">168.765b</a> )
<b>Up to 10 a.m. May 3</b>	Electors who have returned their absent voter ballot may submit a written request in person to spoil their absent voter ballot and receive new ballot in the clerk's office. ( <a href="#">168.765b</a> )
<b>Up to 4:00 p.m. May 3</b>	Electors may obtain an absent voter ballot in person in clerk's office. ( <a href="#">168.761</a> )
<b>Up to 4:00 p.m. May 3</b>	Electors who have lost their absent voter ballot or not yet received their ballot in the mail may submit a written request in person to spoil their absent voter ballot and receive a new ballot in the clerk's office. ( <a href="#">168.765b</a> )
<b>Up to 4:00 p.m. May 4</b>	Emergency absentee voting for May election. ( <a href="#">168.759b</a> )
<b>Up to 8:00 p.m. May 4</b>	Election day registrants may obtain and vote an absent voter ballot in person in clerk's office or vote in person in the proper precinct. ( <a href="#">168.761</a> )
<b>May 4</b>	<b>ELECTION</b>
<b>By 9:00 a.m. May 6</b>	Boards of County Canvassers meet to canvass election. ( <a href="#">168.821</a> )



STATE OF MICHIGAN  
JOCELYN BENSON, SECRETARY OF STATE  
DEPARTMENT OF STATE  
LANSING

**AUGUST 3, 2021 ELECTION  
CALENDAR OF DATES**

<b>By 5:00 p.m. April 27</b>	Petitions to place proposals on ballot filed with county and local clerks. (168.646a)
<b>By 5:00 p.m. April 30</b>	Last day a recall petition can be filed for August election. (Recalls filed against Governor, state-level or countywide office only. Does not apply to local offices; see May & November calendars for applicable deadlines.) (168.963)
<b>By 4:00 p.m. May 11</b>	Ballot wording of proposals qualified to appear on primary election ballot certified to county and local clerks. (168.646a)
<b>By June 19</b>	Clerks shall electronically transmit or mail (as requested) an absent voter ballot to each absent UOCAVA (uniformed services or overseas) voter who applied for an absent voter ballot 45 days or more before the election (MOVE deadline.) (168.759a)
<b>By June 19</b>	Absent voter ballots must be available for issuance to voters. (168.714)
<b>June 24 through July 13</b>	Precinct inspectors appointed by local election commission for election. (168.674)
<b>July 5</b>	Notice of voter registration for election published. One notice required. (168.498)
<b>July 5</b>	Clerk shall post and enter into QVF the hours the clerk's office will be open on the Saturday or Sunday or both immediately before the election to issue and receive absent voter ballots. (168.761b)

<b>July 5</b>	Clerk shall post and enter into QVF any additional locations and hours the clerk will be available to issue and receive absent voter ballots, if applicable. (168.761b)
<b>July 19</b>	Last day to register in any manner other than in-person with the local clerk for the August election. (168.497)
<b>July 20 through 8:00 p.m. August 3</b>	In-person registration with local clerk with proof of residency. (168.497)
<b>By 4:00 p.m. July 23</b>	Write-in candidates file Declaration of Intent forms for August Election. (168.737a)
<b>By July 27</b>	Notice of election published. One notice required. (168.653a)
<b>By July 29</b>	Public accuracy test must be conducted by local election commission. (R 168.778) Notice of test must be published at least 48 hours before test. (168.798)
<b>Up to 5:00 p.m. July 30</b>	Electors may obtain an absent voter ballot via First Class mail. (168.759)
<b>Up to 5:00 p.m. July 30</b>	Electors may submit a written request to spoil their absent voter ballot receive a new ballot by mail. (168.765b)
<b>Up to 10:00 a.m. August 2</b>	Electors who have returned their absent voter ballot may submit a written request in person to spoil their absent voter ballot and receive new ballot in the clerk's office. (168.765b)
<b>Up to 4:00 p.m. August 2</b>	Electors may obtain an absent voter ballot in person in the clerk's office. (168.761)
<b>Up to 4:00 p.m. August 2</b>	Electors who have lost their absent voter ballot or not yet received their ballot in the mail may submit a written request in person to spoil their absent voter ballot and receive a new ballot in the clerk's office. (168.765b)
<b>Up to 4:00 p.m. August 3</b>	Emergency absentee voting for election. (168.759b)



STATE OF MICHIGAN  
JOCELYN BENSON, SECRETARY OF STATE  
DEPARTMENT OF STATE  
LANSING

<b>Up to 8:00 p.m. August 3</b>	Election Day registrants may obtain and vote an absent voter ballot in person in the local clerk's office with proof of residency or vote in person in the proper precinct. (168.761)
<b>August 3</b>	<b>ELECTION</b>
<b>Before 11:00 a.m. August 4</b>	Local clerk delivers results of general election to county clerk. (168.809)
<b>By 9:00 a.m. August 5</b>	Boards of County Canvassers meet to canvass primary election. (168.821)





STATE OF MICHIGAN  
JOCELYN BENSON, SECRETARY OF STATE  
DEPARTMENT OF STATE  
LANSING

**NOVEMBER 2, 2021 ELECTION**

**CALENDAR OF DATES**

<b>By 4:00 p.m. July 20</b>	Partisan and nonpartisan candidates file nominating petitions and Affidavits of Identity. (168.644e) Withdrawal deadline elapses at 4:00 p.m. on July 23.
<b>By 4:00 p.m. July 20</b>	Minor parties that wish to participate in partisan general elections nominate candidates. Parties must notify clerk of nominated candidates within one business day after caucus (Party must have state recognized ballot status.) (168.644e)
<b>By July 26</b>	Local clerk forwards names and addresses of partisan and nonpartisan candidates to county clerk. (168.321)
<b>By 5:00 p.m. July 27</b>	Petitions to place proposals on ballot filed with county and local clerks. (168.646a)
<b>By 5:00 p.m. July 30</b>	Last day a recall petition can be filed for November election. (Local offices only face recall in May & November.) (168.963)
<b>By 5:00 p.m. August 4</b>	Candidates without political party affiliation who seek a partisan office file qualifying petitions and Affidavits of Identity. (168.590c) Withdrawal deadline elapses at 4:00 p.m. on August 9.
<b>By 4:00 p.m. August 10</b>	Ballot wording of proposals qualified to appear on ballot certified to county and local clerks. (168.646a)
<b>By August 12</b>	Local clerk forwards names and addresses of candidates without political party affiliation who seek a partisan office to county clerk. (168.321)
<b>By September 18</b>	Clerks shall electronically transmit or mail (as requested) an absent voter ballot to each absent UOCAVA (uniformed services or overseas) voter who applied for an absent voter ballot 45 days or more before the election (MOVE deadline.) (168.759a)
<b>By September 18</b>	Absent voter ballots must be available for issuance to voters. (168.714)

<b>September 23 through October 12</b>	Precinct inspectors appointed by local election commission for election. (168.674)
<b>By October 4</b>	Notice of voter registration for general election published. One notice required. (168.498)
<b>By October 4</b>	Clerk shall post and enter into QVF the hours the clerk's office will be open on the Saturday or Sunday or both immediately before the election to issue and receive absent voter ballots. (168.761b)
<b>By October 4</b>	Clerk shall post and enter into QVF any additional locations and hours the clerk will be available to issue and receive absent voter ballots, if applicable. (168.761b)
<b>October 18</b>	Last day to register in any manner other than in-person with the local clerk for the November election. (168.497)
<b>October 19 through November 2</b>	In-person registration with the local clerk with proof of residency. (168.497)
<b>By 4:00 p.m. October 22</b>	Write-in candidates file Declaration of Intent forms for election. (168.737a)
<b>By October 26</b>	Notice of election published. One notice required. (168.653a)
<b>By October 28</b>	Public accuracy test must be conducted by local election commission. (R 168.778) Notice of test must be published at least 48 hours before test. (168.798)
<b>Up to 5:00 p.m. October 29</b>	Electors may obtain an absent voter ballot via First Class mail. (168.759)
<b>Up to 5:00 p.m. October 29</b>	Electors may submit a written request to spoil their absent voter ballot receive a new ballot by mail. (168.765b)
<b>Up to 10:00 a.m. November 1</b>	Electors who have returned their absent voter ballot may submit a written request in person to spoil their absent voter ballot and receive new ballot in the clerk's office. (168.765b)
<b>Up to 4:00 p.m. November 1</b>	Electors may obtain an absent voter ballot in person in the clerk's office. (168.761)
<b>Up to 4:00 p.m. November 1</b>	Electors who have lost their absent voter ballot or not yet received their ballot in the mail may submit a written request in person to spoil their absent voter ballot and receive a new ballot in the clerk's office. (168.765b)
<b>Up to 4:00 p.m. November 2</b>	Emergency absentee voting for general election. (168.759b)

<b>Up to 8:00 p.m.</b> <b>November 2</b>	Election Day registrants may obtain and vote an absent voter ballot in person in the local clerk's office with proof of residency or vote in person in the proper precinct. (168.761)
<b>November 2</b>	<b>ELECTION</b>
<b>Before 11:00 a.m.</b> <b>November 3</b>	Local clerk delivers results of general election to county clerk. (168.809)
<b>By 9:00 a.m.</b> <b>November 4</b>	Boards of County Canvassers meet to canvass election. (168.821)

# Post-Election Audit Manual



Michigan Department of State  
Bureau of Elections

January 2020

# Post-Election Audits Manual - Table of Contents

This manual is designed to assist with the conduct of post-election audits.

Introduction to Post-Election Audits .....	3
Selection Process .....	3
Clerk Preparation .....	4
Conducting the Post-Election Audit .....	4
Pre-Election Requirements .....	4
ePollbook Evaluation .....	5
Voting System Review – Test Procedure Manual for Tabulators & Voter Assist Terminals .....	6
Test Deck Completion .....	6
Voter Assist Terminal .....	7
Application to Vote & Military and Overseas Voter Review .....	8
Absent Voter Information Posting .....	8
Receiving Board Checklist .....	8
Paperwork Assessment .....	8
Provisional Ballot Form Review .....	11
Ballot Container Examination .....	11
Voted Ballot Hand Count Audit .....	12
Final Review .....	12
Appendix .....	13
Additional Test Deck Charts .....	13

## Introduction to Post-Election Audits

MCL 168.31a instructs the Secretary of State to develop an election audit program that details the documents to be inspected and the procedures used in preparation for and during an election. The post-election audit process will thoroughly review procedures performed before, during, and after the conduct of an election, including a review of voted ballots with a hand tally of select contests. The review of voted ballots will verify the equipment used to count votes worked properly and yielded the correct result. Information collected as part of the post-election audit process will be used as an educational tool for all levels of election administration. Assignments will be made in the eLearning Center to reinforce deficiencies found of the local and/or county clerks.

### Key Points

#### ☆ *Audit Process*

Following the canvass of an election, counties and Bureau of Elections staff will conduct a thorough review of pre-election and election day documents to determine if procedures were properly followed according to state law and established procedure.

#### ☆ *Selection Process*

The Bureau of Elections will randomly select precincts and contests for counties following each election and may select additional precincts and contests to be audited at the state level.

#### ☆ *Focus of the Audit*

Election notices, election inspector appointments and training, ePollbook security, test deck procedures, military and overseas voter applications, and a review of the *Pollbook* and ballot containers used on election day will be the primary focus of the audit. In addition, an audit of the results of up to three contests in a General election and one contest in other elections on the ballot in each precinct will be conducted.

#### ☆ *Audit Findings*

Discrepancies and deficiencies found as a result of the post-election audit will be used as training points for the local clerk who is participating in the audit as well as aid in the determination of future training needs to be provided at both the county and state level. The audit of voted ballots will reinforce accuracy and security of the voting system.

### Important Considerations

Those subject to a post-election audit should continue to maintain the security of their election day materials until the post-election audit has been conducted. The goal of the post-election audit process is to enhance election administrators' understanding of required elections procedures and practices and ensure the accuracy of the voting system and tabulation process.

## Selection Process

The Bureau of Elections will randomly select precincts and contests for county audits the day after an election. The Bureau of Elections may select additional precincts to be audited at the state level as well. Participants will be contacted by their County Clerk or the State depending on who is conducting the audit. The list of those being audited will also be announced in a News Update following the election.

Participants must maintain security on all of their election day materials until the post-election audit has been conducted. Further, the participants should ensure the ePollbook (EPB) and associated encrypted flash drive for the precinct selected are kept secure and data is ***not*** deleted until the audit is completed. (Note: Per the EPB user agreement, data must be deleted seven days post canvass; this deadline is extended for precincts involved in post-election audits.

## Clerk Preparation

County clerks conducting audits will coordinate the scheduling of the audit with the local jurisdiction. The audit should take place in a public location and when possible in a location agreeable to the local clerk. As a subject of the audit, the local clerk and county clerk must provide all materials needed to conduct the audit of the specified precinct **and** associated absent voter counting board.

Materials needed to conduct a Post-Election Audit	
<input type="checkbox"/>	Noticer of Registration (Affidavit of Publication)
<input type="checkbox"/>	Election Notice (Affidavit of Publication)
<input type="checkbox"/>	Public Accuracy Test Notice (Affidavit of Publication)
<input type="checkbox"/>	Election Commission's election inspector appointment record (minutes or signed resolution from meeting)
<input type="checkbox"/>	Listing of appointed election inspectors
<input type="checkbox"/>	Election Inspector applications for all inspectors appointed
<input type="checkbox"/>	Confirmation that election inspectors attended training (dated or signed certificate or sign in sheet)
<input type="checkbox"/>	Confirmation that election inspector appointments were sent to the major political parties (fax or email verification or certified mail receipt) [partisan elections only]
<input type="checkbox"/>	ePollbook laptop used in the precinct and encrypted flash drive
<input type="checkbox"/>	Absent Voter Ballot Posting [partisan elections only]
<input type="checkbox"/>	Sealed container that contains all testing materials; including: <ul style="list-style-type: none"><li><input type="checkbox"/> Test deck</li><li><input type="checkbox"/> Chart of pre-determined results</li><li><input type="checkbox"/> Tabulator zero and results tapes</li></ul>
<input type="checkbox"/>	Tabulator Testing and Security Certification Form (may be sealed in the test container)
<input type="checkbox"/>	Election Commission Certification - Public Accuracy Test (if applicable)
<input type="checkbox"/>	Voter Assist Terminal Preparation Checklist and Test Certification Form
<input type="checkbox"/>	<i>Pollbook</i>
<input type="checkbox"/>	Applications to Vote
<input type="checkbox"/>	Affidavits of Voter Not in Possession of Picture Identification
<input type="checkbox"/>	AV apps for Military and Overseas Voters and confirmation of ballot sent (e.g., email or fax receipt, proof of mailing if available)
<input type="checkbox"/>	Sealed ballot container with ballots
<input type="checkbox"/>	Program container certificate (if applicable)
<input type="checkbox"/>	Provisional Ballot Forms
<input type="checkbox"/>	Master card for any voter issued an Affidavit or Envelope ballot
<input type="checkbox"/>	Final Canvass Report
<input type="checkbox"/>	Receiving Board Checklist

## Conducting the Post-Election Audit

The post-election audit must be conducted *within 30 days of Canvass completion unless a recount has been ordered*. The post-election audit will require the inspection of election documents and the procedures used prior to the election and on election day. A comprehensive worksheet will be used to uniformly conduct the post-election audit for precincts throughout the state. Detailed instructions on the use of the worksheet follow. All discrepancies should be documented on the back side of the worksheet. **Note:** If the Board of Canvassers corrected any item reviewed during the conduct of the post-election audit at the Canvass, the information provided by the election inspectors should be used to answer the appropriate questions. Corrections made by the Board of Canvassers should be noted on the reverse side of the worksheet.

### Pre-Election Requirements

#### *Public Notices*

Michigan Election Law requires a number of notices to be published in a local newspaper prior to an upcoming election. The newspaper should supply an Affidavit of Publication to the publisher to confirm publication. Review the following notices:

#### *Notice of Registration (MCL 168.498(3) – Ch. 16. Election Officials' Manual)*

- Publication date must be no later than 30 days before the election.

- Must include: name of the jurisdiction, date of the election, listing of the offices to be elected/nominated, a brief description of ballot proposals and where to find the full text, locations where registrations will be accepted, and days and hours when an authorized person will be available to accept the registration.

*Notice of Election (MCL 168.653a – Ch. 16. Election Officials’ Manual)*

- Publication date must be no later than the seventh calendar day before the election.
- Must include: date of the election and polling place hours, listing of the offices to be elected/nominated, a brief description of ballot proposals and where to find the full text, a listing of polling place locations, a statement regarding accessibility in the polling place, and if a millage increase is on the ballot, a tax rate limitation statement.

*Public Logic and Accuracy Test (MCL 168.798(1) Ch. 16 Election Officials’ Manual)*

- Publication date must be at least 48 hours prior to the conduct of the test.
- Test date must be conducted no later than the fifth day prior to the election.
- Must include: date of the election, date, time, and location of the test and a statement regarding the purpose of the test.

When reviewing these items, place a checkmark in the Yes box when all of the above criteria are met. If a component is missing, place a checkmark in the No box and explain the discrepancy on the backside of the worksheet.

*Weekend Hours in QVF*

Using QVF, verify the eight hours the clerk’s office is required to be open the Saturday and/or Sunday prior to the election was entered into the Clerk Contacts tab (MCL 168.761b).

*Election Inspectors – Ch. 13 Election Officials’ Manual*

The Election Commission of each jurisdiction must appoint precinct and receiving board inspectors at least 21 days but not more than 40 days before each election (MCL 168.674). Review Election Commission minutes and/or resolutions to ensure these appointments took place. Place a checkmark in the appropriate box to indicate if the Election Commission made the appointments. Ensure at least one Republican and one Democrat was appointed to the precinct.

Next, review the Election Inspector applications provided. Ensure there is an application for every inspector appointed (MCL 168.677). Place a checkmark in the appropriate box to indicate if all applications are available. Then verify each election inspector attended a training class (MCL 168.683). Place a checkmark in the appropriate box to indicate if proof was provided for each inspector appointed. Lastly, place a checkmark in the appropriate box to indicate if proof that the election inspector appointments were sent to the local major political parties if evaluating a partisan election (MCL 168.674).

**ePollbook Evaluation (if applicable)**

Certain security features must be employed in the ePollbook software and on the encrypted flash drive in order to maintain security of sensitive voter information (Reference User Agreement and ePollbook User Manual). Using the laptop and flash drive used in the precinct on election day, evaluate the following:

1. Open the EPB software and verify the encryption password is a strong password and not QVFSecure08. *A strong password contains a combination of at least eight upper and lower case characters with at least one number or symbol.*
2. Login to the software using the ADMIN username. Click on Sys Admin and User Administration. Verify additional usernames were created. Check Yes or No next to “Unique User/Pwd” on the worksheet.
3. Plug the encrypted flash drive in and ensure the V-Safe100 software is listed or Bitlocker is installed (check the BL box and skip to step 4 if the latter). If V-Safe 100 was used, double click on V-Safe 100. If a password is requested, answer Yes to the

File Name	File Type
EPB Back Up	ACCDB file
EPB_History	CSV file
rptBallot Summary	PDF file
rptRemarks	PDF file
rptVoter List	PDF file



“PrivacyZone Active” question on the worksheet. Otherwise answer *No*.

4. Request the Password from the local Clerk and enter into the V-Safe 100 or Bitlocker pop-up box. Verify the five files listed in the image to the right were saved. You may need to open a folder to verify. If all seven files are listed, mark *Yes* on the worksheet for “Docs Saved in PZ.” If some of the files are listed but not all, indicate which files are missing on the back side of the worksheet.
5. Record the date the hostservice.zip file was modified.

**Voting System Review – Test Procedure Manual for Tabulators & Voter Assist Terminals**

A vital component to a successful election is the conduct of the preliminary and public Logic and Accuracy Testing prior to the election. All Logic and Accuracy Testing materials should have been placed under seal in an approved ballot container (separate from the precinct container) after testing was completed. Verify the container containing the testing material is sealed and indicate *Yes or No* on the worksheet. Verify that the seal number on the container is the seal number that was recorded on the *Tabulator Program Testing and Security Certification Form* (which may be sealed in the container) and record the answer on the worksheet.

A record of the tabulator serial number and the seal number must also be recorded on the *Tabulator Program Testing and Security Certification* form after the preliminary accuracy test. When performing this portion of the audit, verify that the *Tabulator Program Testing and Security Certification Form* lists the seal and serial number for the tabulator. Verify the seal and serial numbers listed on the *Tabulator Program Testing and Security Certification Form* match the seal and serial numbers listed in the corresponding precinct’s Clerk’s Preparation Certificate portion of the *Pollbook*. Place appropriate checkmarks on the worksheet to indicate whether these seals and serial numbers matched. If the jurisdiction used a vendor for testing and that same vendor programmed the memory cards, verify that the *Election Commission Certification* form was also completed and place a checkmark in the appropriate EC Addendum box. If the ballot marks were printed by a vendor using non-precinct ballot stock, ensure at least three ballots were hand marked and place a checkmark in the appropriate Pre-printed TD – HM box.

Next write the dates the Preliminary and Public Tests were conducted on the appropriate line of the worksheet. Public Tests should have been conducted at least five days prior to the election. Preliminary tests should be conducted as soon after receiving ballots as possible and well before the public test.

**Test Deck Completion**

Next review the Logic and Accuracy Testing “test deck” and chart of pre-determined results. There are initially thirteen ballot creation instructions required to be marked on to test ballots and then additional test ballots must be created to ensure the vote totals are different for each candidate in a race. Place a checkmark in the appropriately numbered box on the checkbox to indicate proper completion of each test ballot. (*MCL 168.798(1), R 168.773 and R 168.776*). See Appendix for other election type charts.

Instruction	Pre-determined result – General Election
<b>1</b>	All positions on the ballot voted.
<b>2</b>	All unused positions on the ballot voted.
<b>3</b>	A blank ballot.
<b>4</b>	One straight party vote cast (no other partisan votes).
<b>5</b>	Two straight party votes cast resulting in an overvote (no other partisan votes).
<b>6</b>	In a different office for each instruction: (a) One straight party vote, plus: (b) In a “vote for 1” partisan office, 1 vote for 1 candidate of the same party used in (a) (c) In a “vote for 1” partisan office, 1 vote for 1 candidate of a different party than used in (a) (d) In a “vote for 2” partisan office, 1 vote for 2 candidates, each from different parties (e) No votes in a partisan office where a candidate appears under the party selected in (a) (f) A vote for 1 write-in candidate in either a partisan or non-partisan office (g) Non-partisan offices and proposals voted
<b>7 (Ballot 1)</b>	No straight party vote and votes correctly voted in the partisan section with overvotes in the non-partisan and proposal sections

<b>7 (Ballot 2)</b>	No straight party vote and votes correctly voted in the non-partisan section with overvotes in the partisan and proposal sections
<b>7 (Ballot 3)</b>	No straight party vote and votes correctly in the proposal section with overvotes in the partisan and non-partisan sections
<b>8</b>	In a different office for each instruction: (a) Two straight party votes cast (b) In two "vote for 1" offices, 1 vote for 1 candidate listed under the first party selected in (a) and a vote for 1 candidate listed under second party selected in (a) (c) In two "vote for 1" offices, 1 vote for 1 candidate of the first party selected (d) In a "vote for 1" office, 1 vote for 1 candidate of the second party selected *Additional ballots may be required to complete (c) and (d).
<b>9</b>	In a different office for each instruction: (a) One straight party vote where 2 candidates of that party are in a "vote for 2" partisan race (b) In the first "vote for 2" office, where there are 2 candidates from the party used in (a), 2 votes for candidates of a different party than used in (a) (c) In a second "vote for 2" office, where there are 2 candidates from the party used in (a), 2 votes for candidates of two different parties than used in (a) *if a ballot contains a "vote for 3" office and there are 3 candidates from that party running, an additional test ballot must be included following this same instruction but subbing 3 for 2.
<b>10</b>	In a different office for each instruction: (a) One straight party vote where 2 candidates of that party are in a "vote for 2" partisan race (b) In the first "vote for 2" office, where there are 2 candidates from the party used in (a), 1 vote for a candidate of a different party than used in (a) (c) In a second "vote for 2" office, where there are 2 candidates from the party used in (a), 1 vote for a candidate of the party used in (a) and 1 vote for a candidate of a different party (d) In a third "vote for 2" office, where there are 2 candidates from the same party used in (a), 1 vote for a candidate of the same party used in (a) *Additional ballots may be required to complete this test
<b>11</b>	(a) One straight party vote where only 1 candidate of the same party is in a "vote for 2" partisan race (b) In a second "vote for 2" office, where there is only 1 candidate from the party used in (a), 1 vote for a candidate of a different party than used in (a) *Additional ballots may be required to complete this test
<b>12</b>	One straight party vote and individual votes for each candidate in that same party. Repeat for each party.
<b>13</b>	A ballot voted from a different precinct (if applicable).
<b>Dif. Totals</b>	Additional ballots voted to ensure at least 2 straight party votes have been cast for each party and a different total number of valid votes are cast for each party in the straight party section, each candidate within an office, and for and against each proposal.

Once each ballot and the chart of pre-determined results have been reviewed, compare the chart of pre-determined results with the tabulator tape. Check *Yes or No* on the worksheet provided to indicate whether the results from the chart of pre-determined results matched the tabulator tape or not. Lastly, indicate on the worksheet whether or not a zero tape for the test was provided.

### Voter Assist Terminal

1. Review the *Voter Assist Terminal Preparation Checklist and Test Certification Form* and verify it was properly completed.
2. Locate the VAT Test Deck to verify the VAT was tested before the Election.
3. Locate the blank "test" ballot used to test the VAT on Election Day (if any).
4. Count the number of voters that used the VAT by:
  - a. Reviewing the precinct list for an alternate ballot number (if stubbed stock was used); or by
  - b. Opening the VAT envelope used to invalidate precinct ballots (if regular ballot numbers were used); or by
  - c. Counting the number of VAT ballots found in the ballot container

## Application to Vote & Military and Overseas Voter Review

Review the *Applications to Vote*. Physically count the *Applications to Vote* and determine if there is the same number of *Applications to Vote* as voters in the *Pollbook*. Next, spot check the *Applications to Vote* to ensure they were properly completed by voters and election inspectors. Check *Yes or No* on the worksheet provided to indicate the answers to these questions.

Record the number of *Affidavits of Voter Not in Possession of Picture Identification* completed.

If absentee ballots were processed in the precinct, use the *AV Applications to Vote* to determine whether the precinct processed any Military or Overseas voters. Then review the applications to ensure those ballots were sent within 24 hours of receipt of the application or if the application was received more than 45 days prior to the election the ballot was sent by the 45<sup>th</sup> day prior to the election (e.g., email or fax receipt, proof of mailing if available). Answer the appropriate questions on the worksheet and note any discrepancies on the backside of the worksheet. **NOTE:** In a precinct with no or minimal military and overseas absentee ballots, the local Clerk should bring all military and overseas absent voter ballot applications for the jurisdiction. Conduct a thorough review of those applications using the guidelines above. (*MCL 168.759a and Military and Overseas Voter for Election Administrators Manual*)

## Absent Voter Information Posting

If auditing an election with a state or federal office, review the absent voter information posting required to be posted before and on election day. Prior to 8 a.m. on election day the number of AV ballots distributed to absent voters, the number of absent voter ballots returned, and the number of absent voter ballots being delivered must be recorded and posted. Before 9 p.m. the number of absent voter ballots issued to same day registrants on election day, returned on election day, number of absent voter ballots returned and delivered for processing on election day and the grand totals for each must be recorded and posted. Finally, once all returns are complete, the total number of absent voter ballots returned by voters and the total number processed should be recorded and posted. Indicate completion on the worksheet. (*MCL 168.765(5) and Ch. 6 Election Officials' Manual*).

## Receiving Board Checklist

Verify the completion of a Receiving Board checklist on election day. Indicate completion of the worksheet. (*MCL 168.679a and Receiving Board Guide*)

## Paperwork Assessment

Finally, review the remaining components of the *Pollbook*. The following images are examples of properly completed *Pollbooks*. Please note, there are many styles of *Pollbooks* in use throughout the state and the layout may be different from what is displayed below.

### Pollbook

Items 1-4 are generally found on the front and inside cover of the *Pollbook*.

The image shows two examples of completed preparation certificates from a Michigan Pollbook. The top certificate is the 'CLERK'S PREPARATION CERTIFICATE' for Tabulator Serial No. 12345 and AutoMARK Serial No. 23456. It includes a signature and date before election. The bottom certificate is the 'ELECTION INSPECTORS' PREPARATION CERTIFICATE' for the same tabulator and AutoMARK. It includes a signature and date before election. Both certificates include a section for 'OATHS OF CHAIRPERSON AND ELECTION INSPECTORS' with signatures and dates.

1. Review the Clerk's Preparation Certificate. A completed Clerk's Preparation Certificate includes serial and seal numbers for both the tabulator and the Voter Assist Terminal. In addition, a signature and date prior to the election should be included.
2. Ensure all checkboxes are completed in the Election Inspectors' Preparation Certificate and that the inspectors signed. Many *Pollbooks* combine the signatures with step 3.
3. Ensure all inspectors (including the chairperson) subscribed to the Constitutional Oath of Office.
4. Ensure the oath administrator signed in the appropriate location(s).
5. Compare the signatures of the election inspectors with the Election Commission appointments to ensure all that signed the oath were appointed.
6. If applicable, ensure the write-in portion of the *Pollbook* was completed. Votes should be properly totaled after the tally marks.

**6** PRESS FIRMLY  
 ONE MACHINE 2 COPIES DETACH ONLY THE WHITE AND INK COPIES AT PERFORATIONS

**WRITE-INS ONLY** OPTICAL SCAN **STATEMENT OF VOTES**

Precinct # 3 Name of City, Township, Village or School District: ACME Date of Election: 11/7/07

CANDIDATE'S NAME	OFFICE	PARTY	TALLY OF VOTES										TOTAL WRITE-IN VOTES			
			5	10	15	20	25	30	35	40	45	50				
William Smith	Township Clerk	Republican	11													12
W. Smith	Township Clerk	Republican	11													2
Bill Smith	Township Clerk	Republican	11													2
Judith Jones	Township Clerk	Democrat	11													7
Judy Jones	Township Clerk	Democrat	11													3
Judith Jones	Township Clerk	Democrat	1													1
Judy Johns	Township Clerk	Democrat	1													1
Jim Taylor	State Rep- 33rd Dist	Republican	11													6
Jimmy Taylor	State Rep- 33rd Dist	Republican	11													2

**7** ATTACH PRECINCT TABULATOR STATEMENT OF VOTES TAPE HERE.

W-05 Mandatory School Funding Levels

YES 0  
 NO 0  
 Over Votes 0  
 Under Votes 0  
 Total Votes 0

Grassroots Public Safety By Amendment

YES 0  
 NO 0  
 Over Votes 0  
 Under Votes 0  
 Total Votes 0

IF THE UNDERSIGNED SO HEREBY CERTIFY THAT THE ABOVE RESULTS ARE A TRUE AND ACCURATE RECORD OF ALL VOTES CAST AND THAT ALL CONSTITUTIONAL PROVISIONS WHEN THE POLLS CLOSED AND THAT THE ELECTION WAS HELD TRANSPARENTLY WITHIN THE LAWS OF THE STATE OF MICHIGAN.

*Judy Jones*  
 PRECINCT CHAIRPERSON

*Miss Williams*  
 PRECINCT INSPECTOR

*John Smith*  
 PRECINCT INSPECTOR

*Bob Carrick*  
 PRECINCT INSPECTOR

*Sam Best*  
 PRECINCT INSPECTOR

PRECINCT INSPECTOR

PRECINCT INSPECTOR

PRECINCT INSPECTOR

7. Ensure the tabulator tape/statement of votes (should be affixed to the Statement of Votes signature page in the back of *Pollbook*) was signed by all election inspectors.
8. Ensure the number of ballots tabulated on the totals tape matches the number of voters listed in the *Pollbook*.

**BALLOT SUMMARY**

**WE CERTIFY THE FOLLOWING:**

**NUMBER OF BALLOTS DELIVERED TO PRECINCT:**

A. Number of official ballots delivered to precinct:

Ballot Style	Starting No.	Ending No.	Count
[None]	00000001	00000200	200
			200

B. Number of absent voter return envelopes received by board: 2

**C. Total of lines A and B (Must match Line K below):** 202

---

**NUMBER OF BALLOTS AT CLOSE OF POLLS:**

D. Number of ballots tabulated: 15

E. Number of AV ballot envelopes delivered to precinct which did not contain ballot or were not processed for any reason: 0

F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots): 2

G. Number of ballots rejected: 0

H. Number of ballots used by election inspectors for ballot duplications: 0

I. Number of PROVISIONAL "envelope" ballots issued: 1

J. Number of UNUSED BALLOTS (excess ballots):

Ballot Style	Starting No.	Ending No.	Count
[None]	00000017	00000200	184
			184

**K. Total of Lines D, E, F, G, H, I, and J (Must match Line C above):** 202

L. Difference: 0

9. Ensure the Ballot Summary (found in the *Pollbook*) is completed, balanced, and totals are accurate. The **Difference** should always be zero. If there is a valid discrepancy, was it remarked? If so, check the Remark box.

Items 10-13 are usually found on the last page or two in the *Pollbook*.

10. Ensure all checkboxes are completed in the Election Inspectors' Completion Certificate and that the inspectors signed.
11. Ensure the ballot container seal number is properly recorded. Most containers only require one seal.
12. Ensure the program container seal number is properly recorded (if applicable).
13. Ensure one inspector of each major political party signed the seal certification.

STATEMENT OF VOTES - CERTIFICATE OF ELECTION INSPECTORS		
JURISDICTION: <b>Jurisdiction</b>	WARD/PRECINCT: #	DATE OF ELECTION: <b>Election Date</b>
<b>WE CERTIFY THE FOLLOWING:</b>		
<b>10</b>	<b>AT THE CLOSE OF THE POLLS</b> (Except as noted on the Remarks Page of this Poll Book)	
<input checked="" type="checkbox"/>	The number of voters according to this Poll Book is (Include absent voter ballots if processed in precinct and the number of voters in addendum poll book(s) if any). Record on cover of poll book.):	<input type="text" value="###"/>
<input checked="" type="checkbox"/>	The number of ballots tabulated is: .....	<input type="text" value="###"/>
<input checked="" type="checkbox"/>	Verified that the number of ballots tabulated equals the number of voters according to this Poll Book and that no discrepancies exist between the Poll Book and Applications to Vote. If they do not agree, make a notation in the Remarks Section of this Poll Book.	
<input checked="" type="checkbox"/>	Listed the challenged voters, if any, in this Poll Book and properly identified the challenged ballots.	
<input checked="" type="checkbox"/>	Verified that all valid absent voter ballots have been tabulated (if absent voter ballots processed in precinct).	
<input checked="" type="checkbox"/>	Verified that any ballots requiring duplication have been accurately duplicated and tabulated.	
<input checked="" type="checkbox"/>	Verified that all valid write-in votes have been tallied and the totals recorded to the Statements of Votes in this Poll Book.	
<input checked="" type="checkbox"/>	Verified that all provisional "envelope" ballots issued, if any, were properly recorded, identified and sealed in provisional ballot security envelopes.	
<input checked="" type="checkbox"/>	Verified that the tabulator statement of votes tape and proposal language are attached to the appropriate copies.	
<input checked="" type="checkbox"/>	Verified that the number of ballots issued to the precinct, the number of ballots issued to voters, the number of spoiled ballots and the number of unused ballots are accurately reflected in the Ballot Summary Report.	
<input checked="" type="checkbox"/>	Verified that if the number of ballots tabulated does not agree with the number of voters according to the List of Voters report, the discrepancy is noted in the Remarks section.	
<b>11</b>	<b>By signing below, we, the undersigned members of the Board of Election Inspectors, certify that all ballots (used and unused) except envelope ballots were properly sealed into an approved BALLOT STORAGE CONTAINER(S) by affixing seal(s):</b>	
	Seal No. <input type="text" value="#####"/>	Seal No. <input type="text" value="Possible"/>
<b>12</b>	<b>We further certify that if the Tabulator Program (Pron Pack/Memory Card) has been removed from the tabulator it was properly sealed in an approved STORAGE CONTAINER by affixing Seal No. <input type="text" value="#####"/></b>	
<b>13</b>	<b>X</b> <u>Inspector Signature Party #1</u> <small>Signature of member who sealed the BALLOT STORAGE CONTAINER and TABULATOR PROGRAM STORAGE CONTAINER.</small>	<b>X</b> <u>Inspector Signature Party #2</u> <small>Signature of member who verified these sealings. (May not represent same political party as member who sealed both storage containers.)</small>
<b>ALL INSPECTORS PRESENT AT THE CLOSE OF THE POLLS MUST SIGN BELOW</b> <small>(Any Inspectors Leaving Prior to the Close of the Polls must make a Notation in the Remarks Section of this Poll Book)</small>		
<b>10</b>	<b>X</b> <u>Signature</u> <small>Chairperson Phone</small>	<b>X</b> _____ <small>Phone</small>
	<b>X</b> <u>Signature</u> <small>Phone</small>	<b>X</b> _____ <small>Phone</small>
	<b>X</b> <u>Signature</u> <small>Phone</small>	<b>X</b> _____ <small>Phone</small>
	<b>X</b> <u>Signature</u> <small>Phone</small>	<b>X</b> _____ <small>Phone</small>
	<b>X</b> <u>Signature</u> <small>Phone</small>	<b>X</b> _____ <small>Phone</small>
	<b>X</b> <u>Signature</u> <small>Phone</small>	<b>X</b> _____ <small>Phone</small>
<small>DETACH CERTIFICATE OF ELECTION INSPECTORS (RED AND WRITE-IN SECTION (GREEN), AFFIX TOTALS TAPE AND ENTER OR ATTACH PROPOSAL LANGUAGE TO APPROPRIATE COPIES AND SEAL IN DESIGNATED ENVELOPES. WHITE - DO NOT DETACH!! THIS PART REMAINS IN POLL BOOK!!</small>		

*Program Container Certificate (if applicable)*  
 Finally, the Program Container Certificate should be reviewed.  
 Ensure proper completion by:

1. Verifying the seal number was properly recorded.
2. Verifying one inspector of each major political party signed the seal certification.

NOTE: If the Certificate is not available, the *Pollbook* may be used.

### TABULATOR PROGRAM(S) STORAGE CONTAINER CERTIFICATE

We, the undersigned Election Officials, certify that the transfer container for this precinct was properly sealed and the seal number agreed with the seal number recorded on the Precinct Transfer Container Certificate.

We further certify that the Program (Memory Unit) and the original seal(s) were returned to the transfer container **1** which was properly sealed by affixing seal .

**2** Inspector Signature Party #1  
Signature of member who sealed the container.

**X** Inspector Signature Party #2  
Signature of member who verified the sealing.  
(May not represent same political party as member who sealed transfer container.)

**Election date**

Date of Election

**Jurisdiction**

**#**

City, Township, Village or School District

Ward/Precinct No.



## Provisional Ballot Form Review

Review the *Provisional Ballot Forms* with the *Pollbook* to ensure the number issued matches the number in the Ballot Summary.

- For a voter issued an Affidavit ballot, review the *Provisional Ballot Form* and verify the election inspector marked Question 3 *Yes*.
- For a voter issued an Envelope ballot, review the *Provisional Ballot Form* and verify the election inspector marked Question 3 *No*.

Without researching the registration of each voter, review the uncounted Envelope ballot *Provisional Ballot Forms*.

- Determine based on the information provided on the form if the Envelope ballot was appropriately processed by the election inspector and/or the local Clerk.

Ensure a master card is available for each voter issued an Affidavit or Envelope ballot verifying the voter was registered to vote after the election. Finally, if an envelope ballot was counted, verify it was sealed in an approved ballot container.

Answer the appropriate questions on the worksheet after review of all *Provisional Ballot Forms*. Explain any discrepancies on the backside of the worksheet (*MCL 168.523a and Ch. 11 Election Officials' Manual*).

## Ballot Container Examination

Locate the ballot container seal number recorded in the *Pollbook* and enter it on to the worksheet. Then examine the ballot container. Record the seal number found on the *Ballot Container Certificate* (below left) and then the seal number on the actual container on to the worksheet. Indicate on the worksheet whether the *Ballot Container Certificate* was signed by one election inspector of each major political party. Now verify the container was properly sealed. A properly sealed container is one in which the seal has been affixed securely and the ballot container is unable to be opened. The last check in this section is to ensure the Board of Canvassers approval certificate (below right) is affixed to the ballot container. Record the answer to these questions on the worksheet by selecting the appropriate *Yes or No* boxes. (*Ch. 12 Election Officials' Manual*).

Ballot Container Certificate	
Date of Election: _____	
City, Township, or Village _____	Ward/Pct # _____
<b>This ballot container contains:</b>	
<input type="checkbox"/> Voted Ballots	
<input type="checkbox"/> Unvoted Ballots	
<input type="checkbox"/> Spoiled Ballot Envelope	
<input type="checkbox"/> Original Ballot Envelope	
We, the undersigned members of the Board of Election Inspectors, certify that the ballot container was properly sealed by affixing seal # _____.	
<input checked="" type="checkbox"/> DEMOCRATIC INSPECTOR	<input checked="" type="checkbox"/> REPUBLICAN INSPECTOR
<small>Signature of member who sealed/verified the ballot container.</small>	<small>Signature of member who sealed/verified the ballot container.</small>

<b>THIS BALLOT CONTAINER HAS BEEN APPROVED UNTIL MAY 31, 2022</b>	
By the _____ County Board of Canvassers for the storage of ballots in accordance with the provisions of Public Act 207 of 2000.	
Date _____	
_____	
_____	
<small>ED 4 (12/17) Authority Granted By P.A. 116 of 1954</small>	<small>MICHIGAN DEPT. OF STATE</small>

### ***Spoiled & Duplicated Ballots***

Open the ballot container and pull out the Spoiled and Original Ballot Envelopes. Does the number of spoiled ballots in the *Spoiled Ballot Envelope* equal the number of spoiled ballots listed in the *Pollbook*? Answer the appropriate question on the worksheet. Next, open the Original Ballot Envelope. If the envelope contains ballots, attempt to locate the matching duplicate with the voted ballots in the ballot container. Verify the ballots were properly duplicated and indicate that verification on the worksheet. Finally, indicate whether any of the duplicated ballots were electronic (MOVE) or FWAB ballots and if they were duplicated properly as well on the worksheet. Do this in a manner which avoids identifying the voter. (*Ch. 12 Election Officials' Manual*).

### **Voted Ballot Hand Count Audit**

The final step in the post-election audit is a review of voted ballots with a hand tally of select contests. As done in a recount, two people should count to ensure the number of ballots matches the number tabulated and/or the number of voters. One person will count the ballots, placing them in a stack while the second person looks on to ensure two ballots aren't stuck together and the count is accurate. Count ballots one at a time and place them in stacks of 25 as you count. Then ballots should be separated into piles based on the vote cast in the contest being audited. This should be done in the same manner as the initial count and the vote cast should be determined based on Michigan Validity Standards. Add up the totals for:

Each Candidate (if applicable)  
Yes (if applicable)  
No (if applicable)  
Write-ins (if applicable)  
Overvotes  
Undervotes

Record both the hand counted totals and the totals provided in the Board of Canvassers Report on the Worksheet (attach additional pages if necessary). Note any changes from the tabulator tape totals. Repeat these steps for other contests if applicable.

### **Final Review**

Ensure all aspects of the worksheet have been completed and that any discrepancies have been explained on the backside of the worksheet. Once the verification is complete, replace the *Pollbook* and Statement of Votes into the appropriate envelopes and reseal as necessary. Each auditor should sign the backside of the worksheet verifying the completion of the process. After the post-election audit is conducted, the worksheet should be reviewed with the local Clerk.

The worksheet data must then be entered electronically in the eLearning Center using the Post-Election Audit Online Form within two days of audit completion. Auditors should retain the worksheet for 2 years post-election in case clarification is needed. Once the data has been submitted electronically, the Bureau of Elections will make assignments in the eLearning Center to those jurisdictions with deficiencies. The assignments could be a manual, reference document, online course, and/or video tutorial reinforcing proper procedures.

## Appendix

### Additional Test Deck Charts

<b>Instruction</b>	<b>Pre-determined result – Proposal Only Election</b>
<b>1</b>	All positions on the ballot voted.
<b>2</b>	All unused positions on the ballot voted.
<b>3</b>	A blank ballot.
<b>4</b>	One ballot voted correctly
<b>5</b>	A ballot voted from a different precinct.
<b>Dif. Totals</b>	Additional ballots voted to ensure a different total number of valid votes are cast for and against each proposal.



# Post-Election Audit Printable Worksheet

Updated as of 1.15.2020

County \_\_\_\_\_ Jurisdiction \_\_\_\_\_ Precinct \_\_\_\_\_ Audit Date \_\_\_\_\_

<p><b>NOTE:</b> All discrepancies should be explained on the reverse side of this checklist.</p> <p><b>Pre-Election Requirements:</b></p> <p><i>Notices:</i></p> <p>Notice of Registration      <input type="checkbox"/>Yes <input type="checkbox"/>No          Election                              <input type="checkbox"/>Yes <input type="checkbox"/>No          Public Accuracy Test      <input type="checkbox"/>Yes <input type="checkbox"/>No          Weekend Hours in QVF    <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p><i>Election Inspectors:</i></p> <p>Appointed by Election Commission      <input type="checkbox"/>Yes <input type="checkbox"/>No          At least 1 R &amp; 1 D              <input type="checkbox"/>Yes <input type="checkbox"/>No          Apps available                      <input type="checkbox"/>Yes <input type="checkbox"/>No          Proof of Training                  <input type="checkbox"/>Yes <input type="checkbox"/>No          Proof sent to parties <input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A</p> <p><b>E-Pollbook:</b> <input type="checkbox"/>N/A</p> <p>Encryption Pwd:      <input type="checkbox"/>Yes <input type="checkbox"/>No          Unique User/Pwd:    <input type="checkbox"/>Yes <input type="checkbox"/>No          PrivacyZone Active: <input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>BL          Docs Saved:              <input type="checkbox"/>Yes <input type="checkbox"/>No          Date hostservice.zip modified: _____</p>	<p><b>Voting System &amp; Test Deck:</b></p> <p>Test Deck Sealed:              <input type="checkbox"/>Yes <input type="checkbox"/>No          Seal # Recorded:              <input type="checkbox"/>Yes <input type="checkbox"/>No          Test Deck &amp; T&amp;S Certification Seal # Match:              <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>Tab Seal # Match w/T&amp;S Certification &amp; Pollbook      <input type="checkbox"/>Yes <input type="checkbox"/>No          Tab Serial # Match              <input type="checkbox"/>Yes <input type="checkbox"/>No          w/T&amp;S Certification &amp; Pollbook EC Addendum      <input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A          Pre-printed TD- HM      <input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A</p> <p>Prelim Test Date: _____          Public Test Date: _____</p> <p>Test Deck Properly Created:  <input type="checkbox"/>1 <input type="checkbox"/>2 <input type="checkbox"/>3 <input type="checkbox"/>4 <input type="checkbox"/>5 <input type="checkbox"/>6 <input type="checkbox"/>7 <input type="checkbox"/>8  <input type="checkbox"/>9 <input type="checkbox"/>10 <input type="checkbox"/>11 <input type="checkbox"/>12 <input type="checkbox"/>13 <input type="checkbox"/>Dif Totals</p> <p>Tab Tape &amp; Predetermined Results Match:              <input type="checkbox"/>Yes <input type="checkbox"/>No          Zero Tape Printed:              <input type="checkbox"/>Yes <input type="checkbox"/>No</p>	<p><b>Voter Assist Terminal</b></p> <p>Test Certification Form:      <input type="checkbox"/>Yes <input type="checkbox"/>No          Tested before Election:      <input type="checkbox"/>Yes <input type="checkbox"/>No          Tested on Election:          <input type="checkbox"/>Yes <input type="checkbox"/>No          Number of voters: _____</p> <hr/> <p><b>Applications to Vote Review:</b></p> <p># apps to vote matches # of voters:              <input type="checkbox"/>Yes <input type="checkbox"/>No          Apps to vote properly completed :              <input type="checkbox"/>Yes <input type="checkbox"/>No          Number of ID Affidavits: _____          Military/Overseas apps:      <input type="checkbox"/>Yes <input type="checkbox"/>No          Ballots sent on time: <input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A</p> <hr/> <p><b>AV ballot posting:</b> <input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A</p> <p><b>Receiving Bd checklist:</b> <input type="checkbox"/>Yes <input type="checkbox"/>No</p>
---	--	---

**Paperwork Assessment:**

**Poll Book & Statement of Votes**

1. Clerk's Preparation Certificate completed and signed      Yes No
2. Election Inspectors Preparation Certificate completed and signed by inspectors present when polls opened      Yes No
3. All inspectors (including chair) subscribed to the Constitutional Oath of Office      Yes No
4. Oath administrator signed      Yes No
5. All election inspectors that signed the oath were appointed by the Election Commission      Yes No
6. All spoiled, affidavit, envelope, challenged, and AV ballots noted      Yes No
7. Challenges recorded (if nec.)      Yes No N/A
8. Write-in votes totaled (if nec.)      Yes No N/A
9. Totals tape signed by inspectors present when poll closed      Yes No
10. Number of ballots tabulated on totals tape matches the number of voters listed in the pollbook.      Yes No
11. Ballot summary is completed, balanced, and totals are accurate      Yes No  Remark

12. Certificate of Election Inspectors completed and signed by inspectors present when polls closed      Yes No
13. Ballot container seal number is properly recorded in pollbook      Yes No
14. Program container seal number is properly recorded in pollbook      Yes No
15. Seal number verification signed by one inspector of each major political party in pollbook      Yes No

**Program Container Certificate**

1. Seal number properly recorded      Yes No N/A
2. Signed by one election inspector of each major political party      Yes No N/A

**Provisional Ballot Forms**

1. Affidavit ballot Question 3 PB form marked Yes      Yes No N/A
2. Envelope ballot Question 3 PB form marked No      Yes No N/A
3. Envelope ballots were processed appropriately      Yes No N/A
4. Affidavit & Envelope Voters were registered to vote      Yes No N/A
5. Counted envelope ballots sealed in an approved container      Yes No N/A

**Ballot Container & Voted Ballot Hand Count Audit:**

<b>Ballot Container:</b>	<b>Contest Candidates or Y/N</b>	<b>Hand Count</b>	<b>Canvass Total</b>
Ballot Container Seal #:			
In Pollbook: _____			
On Certificate: _____			
Actual Seal: _____			
Certificate signed by one inspector of each major political party: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Properly Sealed: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Container Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Number of spoiled ballots matches			
Pollbook: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Duplicated ballots properly			
duplicated: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Electronic ballots properly	Write-in vote		
duplicated: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Over votes		
Number of ballots matches number	Under votes		
of ballots tabulated: <input type="checkbox"/> Yes <input type="checkbox"/> No			

Notes – all discrepancies should be noted below

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**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 Audit Board, hereby certify the completion of the items checked above.

\_\_\_\_\_  
County/State Audit Inspector

\_\_\_\_\_  
County/State Audit Inspector

**NOTE:** Worksheet data must then be entered electronically in the eLearning Center using the Post-Election Audit Online Form within two days of audit completion.

# Post-Election Audit AVCB Printable Worksheet

Updated as of 5.9.2019

County \_\_\_\_\_ Jurisdiction \_\_\_\_\_ AVCB \_\_\_\_\_ Audit Date \_\_\_\_\_

<p><b>NOTE:</b> All discrepancies should be explained on the reverse side of this checklist.</p> <p><b>Pre-Election Requirements:</b>  <i>Election Inspectors:</i>                  Appointed by Election Commission <input type="checkbox"/>Yes<input type="checkbox"/>No                  At least 1 R &amp; 1 D <input type="checkbox"/>Yes<input type="checkbox"/>No                  Apps available <input type="checkbox"/>Yes<input type="checkbox"/>No                  Proof of Training <input type="checkbox"/>Yes<input type="checkbox"/>No                  Proof sent to parties <input type="checkbox"/>Yes<input type="checkbox"/>No<input type="checkbox"/>N/A</p>	<p><b>Voting System &amp; Test Deck:</b>                  Test Deck Sealed: <input type="checkbox"/>Yes <input type="checkbox"/>No                  Seal # Recorded: <input type="checkbox"/>Yes <input type="checkbox"/>No                  Test Deck &amp; T&amp;S Certification Seal # Match: <input type="checkbox"/>Yes <input type="checkbox"/>No                  Tab Seal # Match w/T&amp;S Certification &amp; Pollbook <input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A                  Tab Serial # Match <input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A                  w/T&amp;S Certification &amp; Pollbook                  EC Addendum <input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A                  Pre-printed TD- HM <input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A                  Prelim Test Date: _____                  Public Test Date: _____                  Test Deck Properly Created:  <input type="checkbox"/>1 <input type="checkbox"/>2 <input type="checkbox"/>3 <input type="checkbox"/>4 <input type="checkbox"/>5 <input type="checkbox"/>6 <input type="checkbox"/>7 <input type="checkbox"/>8  <input type="checkbox"/>9 <input type="checkbox"/>10 <input type="checkbox"/>11 <input type="checkbox"/>12 <input type="checkbox"/>13 <input type="checkbox"/>Dif Totals                  Tab Tape &amp; Predetermined Results Match: <input type="checkbox"/>Yes <input type="checkbox"/>No                  Zero Tape Printed: <input type="checkbox"/>Yes <input type="checkbox"/>No</p>	<p><b>Applications to Vote Review:</b>                  # apps to vote matches # of voters: <input type="checkbox"/>Yes<input type="checkbox"/>No                  Apps to vote properly completed : <input type="checkbox"/>Yes<input type="checkbox"/>No                  Number of ID Affidavits: _____                  Military/Overseas apps: <input type="checkbox"/>Yes<input type="checkbox"/>No                  Ballots sent on time: <input type="checkbox"/>Yes<input type="checkbox"/>No<input type="checkbox"/>N/A</p> <hr/> <p><b>Receiving Bd checklist:</b> <input type="checkbox"/>Yes<input type="checkbox"/>No</p>
---	--	---

**Paperwork Assessment:**

<p><b>Poll Book &amp; Statement of Votes</b></p> <ol style="list-style-type: none"> <li>1. Clerk's Preparation Certificate completed and signed <input type="checkbox"/>Yes <input type="checkbox"/>No</li> <li>2. Election Inspectors Preparation Certificate completed and signed by inspectors present when polls opened <input type="checkbox"/>Yes <input type="checkbox"/>No</li> <li>3. All inspectors (including chair) subscribed to the Constitutional Oath of Office <input type="checkbox"/>Yes <input type="checkbox"/>No</li> <li>4. Oath administrator signed <input type="checkbox"/>Yes <input type="checkbox"/>No</li> <li>5. All election inspectors that signed the oath were appointed by the Election Commission <input type="checkbox"/>Yes <input type="checkbox"/>No</li> <li>6. All spoiled, affidavit, envelope, challenged, and AV ballots noted <input type="checkbox"/>Yes <input type="checkbox"/>No</li> <li>7. Challenges recorded (if nec.) <input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A</li> <li>8. Write-in votes totaled (if nec.) <input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A</li> <li>9. Totals tape signed by inspectors present when poll closed <input type="checkbox"/>Yes <input type="checkbox"/>No</li> <li>10. Number of ballots tabulated on totals tape matches the number of voters listed in the pollbook. <input type="checkbox"/>Yes <input type="checkbox"/>No</li> <li>11. Ballot summary is completed, balanced, and totals are accurate <input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/> Remark</li> </ol>	<ol style="list-style-type: none"> <li>12. Certificate of Election Inspectors completed and signed by inspectors present when polls closed <input type="checkbox"/>Yes <input type="checkbox"/>No</li> <li>13. Ballot container seal number is properly recorded in pollbook <input type="checkbox"/>Yes <input type="checkbox"/>No</li> <li>14. Program container seal number is properly recorded in pollbook <input type="checkbox"/>Yes <input type="checkbox"/>No</li> <li>15. Seal number verification signed by one inspector of each major political party in pollbook <input type="checkbox"/>Yes <input type="checkbox"/>No</li> </ol> <p><b>Program Container Certificate</b></p> <ol style="list-style-type: none"> <li>1. Seal number properly recorded <input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A</li> <li>2. Signed by one election inspector of each major political party <input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A</li> </ol>
---	--

**Ballot Container & Voted Ballot Hand Count Audit:**

<b>Ballot Container:</b>	<b>Contest Candidates or Y/N</b>	<b>Hand Count</b>	<b>Canvass Total</b>
Ballot Container Seal #: In Pollbook: _____ On Certificate: _____ Actual Seal: _____			
Certificate signed by one inspector of each major political party: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Properly Sealed: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Container Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Duplicated ballots properly duplicated: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Electronic ballots properly duplicated: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Number of ballots matches number of ballots tabulated: <input type="checkbox"/> Yes <input type="checkbox"/> No	Write-in vote		
	Over votes		
	Under votes		

Notes – all discrepancies should be noted below

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**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 Audit Board, hereby certify the completion of the items checked above.

\_\_\_\_\_  
County/State Audit Inspector

\_\_\_\_\_  
County/State Audit Inspector

**NOTE:** Worksheet data must then be entered electronically in the eLearning Center using the Post-Election Audit Online Form within two days of audit completion.



**TEST PROCEDURE MANUAL FOR  
TABULATORS  
AND  
VOTER ASSIST TERMINALS (VAT)**

**MICHIGAN DEPARTMENT OF STATE  
Bureau of Elections**

**January 2019**

## Contents

<b>PREPARATION OF VOTING EQUIPMENT .....</b>	<b>3</b>
<b>Pre-Election Logic and Accuracy Testing of Tabulators and Voter Assist Terminals:.....</b>	<b>3</b>
<b>Tabulator Programming: .....</b>	<b>4</b>
<b>TESTING OF TABULATORS AND ELECTRONIC VOTING SYSTEMS.....</b>	<b>5</b>
<b>PREPARING A CHART OF PREDETERMINED RESULTS .....</b>	<b>6</b>
<b>PREPARING A TEST DECK .....</b>	<b>6</b>
<b>DEFINITIONS .....</b>	<b>7</b>
<b>RULES RELATING TO ELECTRONIC VOTING SYSTEMS .....</b>	<b>8</b>
<b>TEST PROCEDURES FOR PARTISAN PRIMARY ELECTION .....</b>	<b>11</b>
<b>TEST PROCEDURES FOR GENERAL ELECTION .....</b>	<b>18</b>
<b>TEST PROCEDURES FOR NON-PARTISAN ELECTION WITH PROPOSALS.....</b>	<b>26</b>
<b>TEST PROCEDURES FOR SPECIAL PROPOSAL ELECTION.....</b>	<b>29</b>
<b>TEST PROCEDURES FOR THE VOTER ASSIST TERMINAL (VAT).....</b>	<b>32</b>
<b>APPENDIX .....</b>	<b>35</b>

## PREPARATION OF VOTING EQUIPMENT

### PRE-ELECTION LOGIC AND ACCURACY TESTING OF TABULATORS AND VOTER ASSIST TERMINALS:

The conduct of Pre-election Logic and Accuracy Testing of all tabulators and voter assist terminals (VAT) prior to each election is the responsibility of the local election commission.

A **preliminary** accuracy test is required for all tabulators and VAT prior to each election. In addition a **public** test of one or more selected tabulators must be performed as discussed below. A public test of the voter assist terminal is not required.

The **preliminary** accuracy test should be conducted for both the tabulator and the VAT as soon as the program(s) and ballots are received by the clerk. The **public** accuracy test for the tabulator must be conducted no later than five days before the election. In addition, a notice of the test must be published in a newspaper or journal of general circulation at least 48 hours prior to the conduct of the test.

All election materials used to conduct the pre-election logic and accuracy testing (including the test deck, chart of predetermined results, zero tape and accuracy test results) must be secured in an approved ballot container for the duration of the retention period.

- The number on the seal used to secure the pre-election test materials must be recorded on the Tabulator Test Certification form, Voter Assist Terminal Preparation Checklist and Test Certification form, and the Ballot Container Certificate.
- The serial numbers on the seals used to seal the programs into the tabulator and terminal following successful testing must be recorded in the Poll Book (Clerk's Preparation Certificate).

It is acceptable to use the same ballot container for the preliminary and public tests (but **not** Election Day), provided that the following steps are taken to ensure proper security:

- A. The test materials from the preliminary accuracy test are sealed into an approved container directly following the test and the seal number is documented on the proper test certification forms and ballot container certificate.
- B. Prior to the conduct of the public accuracy test, the original ballot container seal is broken, verified and deposited into the container. The tabulator test deck is removed and used to conduct the public accuracy test.
- C. The test materials from the public accuracy test are deposited into the ballot container directly following the test and a new seal is affixed.

- D. The new seal number is documented on the test certification form and on the ballot container certificate.

Detailed instruction on pre-election logic and accuracy testing of tabulators and voter assist terminals can be requested for groups and associations depending on the availability of BOE representatives.

### **TABULATOR PROGRAMMING:**

To ensure an accurate vote count, all tabulators must be programmed to reject blank ballots, ballots containing overvotes and partisan primary ballots which are invalid due to crossover voting. If this programming feature is not employed as required, inaccurate vote results can occur due to ballots that contain false blank reads; ballots containing votes which cannot be scanned by the tabulator due to the voter's use of an improper marking implement; false overvotes; and false crossover votes (if a partisan primary).

Proper programming affords the election inspector assigned to the tabulator the opportunity to offer the voter a replacement ballot. When the tabulator rejects these ballots, without looking at the ballot, the election inspector discretely explains the reason for the rejection to the voter and steps away from the tabulator while the voter visually inspects his or her ballot. If it is determined that the error is a false read, a replacement ballot is issued.

If the tabulator is not programmed to identify and reject overvoted ballots, no vote will count in the race due to the false overvote which will, in turn, result in an inaccurate vote total.

An explanation of how false blank ballots, false overvotes and false crossover votes can result in inaccurate vote totals is provided below:

**False overvote created by ballot correction:** Ballot instructs voter to "Vote for not more than 1." Voter: 1) records a vote by filling in the oval or box 2) changes his or her mind and crosses out or attempts to erase the mark and 3) votes for a different candidate by filling in a second oval or box.

**False overvote created by invalid write-in:** Ballot instructs voter to "Vote for not more than 1." Voter: 1) records a vote by filling in the oval or box 2) enters the name of an individual who *is not a declared write-in candidate* in the write-in position assigned to the office and 3) records a vote for the write-in candidate by filling in the oval or box assigned to the write-in position. (A write-in vote is invalid if it is cast for an individual who is not a declared write-in candidate for the office and political party (if a partisan primary) involved.)

**Blank ballot which contains valid votes:** Ballot instructions direct the voter to: "...use only a black or blue ink pen. DO NOT USE ANY OTHER INK COLOR!" The voter does not read the instructions and uses an unacceptable marking tool to mark his or her ballot or makes a mark that is not large enough or dark enough to be read.



**False crossover vote created by ballot correction:** The partisan primary ballot instruction advises voters: "IF YOU VOTE IN MORE THAN ONE PARTY SECTION, YOUR PARTISAN BALLOT WILL BE REJECTED." Voter: 1) records a vote in one of the party columns appearing on the ballot 2) changes his or her mind and crosses out or attempts to erase the mark and 3) records a vote in one or more offices in another party column.

**False crossover vote created by invalid write-in:** The partisan primary ballot instructions advise voters: "IF YOU VOTE IN MORE THAN ONE PARTY SECTION, YOUR PARTISAN BALLOT WILL BE REJECTED." Voter: 1) enters an "invalid" write-in in one of the party columns on the ballot 2) records the vote by filling in the oval or box assigned to the write-in position and 3) records votes in one or more offices in another party column. (A write-in vote is invalid if it is cast for an individual who is not a declared write-in candidate for the office or political party (if a partisan primary) involved.)

## TESTING OF ELECTRONIC VOTING SYSTEMS

Prior to each election all electronic tabulating equipment must be tested to verify that 1) the equipment is performing properly, 2) the ballots have been properly prepared for each precinct, and 3) that the programs will accurately count votes. It is the responsibility of the election commission to conduct a preliminary and public accuracy test where a "test deck" of voted ballots is tabulated by the electronic equipment and the results are verified against predetermined results.

This manual contains step-by-step procedures for creating test decks and charts of predetermined results for partisan primary, general and non-partisan elections. The procedures reflect the requirements established by Michigan Election Law (MCL 168.1 - 168.992) and the Electronic Voting Systems Promulgated Rules (R 168.771 - 168.793). Electronic voting system users are prohibited from using testing procedures which do not meet the requirements of the statute and promulgated rules.

Certain test considerations, such as split tickets (crossover votes), are only applicable to partisan primary elections and are not considered when preparing test decks and charts for general elections or non-partisan elections. Likewise, straight party voting applies only to partisan general elections and is not a consideration when preparing tests decks and charts for partisan primary elections and non-partisan elections.

While the laws and rules contained in this manual apply to all electronic voting systems, they were originally written for punch card. Therefore, all references to "punch" and "card" should be read as "mark" and "ballot" when being applied to voting systems and the voter assist terminal.

MCL 168.798(1) states in part:

Before beginning the count of ballots, the board of election commissioners shall test the electronic tabulating equipment to determine if the electronic tabulating equipment will accurately count the votes cast for all offices and on all questions.... The test shall be conducted in the manner prescribed by rules promulgated by the secretary of state pursuant to the administrative procedures act of 1969.... In the test, a different number of valid votes shall be assigned to each candidate for an office, and for and against each question.

R 168.776 provides:

- (1) The election commission providing the program or its authorized assistant shall prepare a test deck with predetermined results.
- (2) The test deck shall consist of ballot cards of the same type to be used in the election with the word "TEST" stamped, printed, or written on each card.

## **PREPARING A CHART OF PREDETERMINED RESULTS**

It is recommended that the chart of predetermined results be prepared as early as possible prior to the election. The following information will be needed to complete this task: 1) a complete listing of all offices that will appear on the ballot 2) the total number of candidates whose names will appear under each office 3) the total number of votes allowed under each office and 4) the total number of proposals that will appear on the ballot. Preparing the chart of predetermined results as early as possible will help to ensure that the required tests and any needed repairs to voting equipment or corrections to ballots or programs may be carried out in a timely manner.

## **PREPARING A TEST DECK**

Once the official ballots are received, a test deck is prepared that mirrors the chart of predetermined results. Once the program is received, the program edit listing (tabulator zero report tape) must be checked against the ballot to verify that all office titles, candidate names, maximum number of votes allowed, number of write-in positions and proposals agree. After this check is successfully completed the preliminary test may be conducted.

While a single chart of predetermined results may be used for multiple precincts, a separate test deck must be prepared for each precinct to ensure that the program prepared for each tabulator and the unique code or precinct identifier contained in each ballot style will be recognized and accepted by the tabulator and that all votes will be properly awarded. Split precincts (precincts in which two or more

ballot styles will be issued) require a similar procedure. A separate test deck must be created for each ballot style.

Since test decks should always be made using the same ballots printed for use at the polls on Election Day, you will want to increase the number of ballots ordered for each precinct to be used for this purpose. It is also recommended that all ballots included in the test deck be marked using a black or blue ink pen and that a certain number of test ballots be folded to simulate the tabulation of absent voter ballots.

**NOTE:** If a test deck includes ballots marked by a printer and those ballots did not come from the stock that will be used on Election Day, at least three should be replaced and hand marked with Election Day ballots. This ensures testing of both the program and Election Day ballots.

**Rejection of Blank or Overvoted Ballots** - Tabulators must be programmed to inform the voter if their voted ballot contains one or more races or issues that are overvoted or their ballot is blank. In such cases, the voter must be offered an opportunity to revote the ballot. The test deck will include ballots designed to test for these requirements. It should be noted, however, that in an office where no candidates are running, it will not be possible to overvote the office because the write-in positions will always be equal to the maximum number of votes allowed. This exception is noted throughout the instructions.

**Write-in Votes** - The test deck will include ballots which contain marks in the write-in positions. While the tabulator will identify that a write-in vote was cast under a given office on the ballot, it will not be possible to verify the specific write-in position(s) used. The actual tallying of write-in votes for declared write-in candidates is carried out by the board of election inspectors following the close of the polls. If the ballots are processed in an absent voter counting center, write-in votes may be tallied throughout Election Day as time permits.

## **DEFINITIONS**

**Overvote**--vote for more than the number of candidates to be elected or nominated to an office or vote both yes and no on a proposal. No votes will be counted.

**Undervote**--vote for less than the number of candidates to be elected or nominated to an office or do not cast any vote on a proposal. Votes cast for candidates will be counted.

**Split Ticket (primary election ballot only)**--vote for candidates of more than one political party. No partisan section votes will be counted.

Straight Party Ticket (general election ballot only)--vote for all candidates of a single party by virtue of the straight party vote option. Each candidate under the party selected will receive a vote.

Split Ticket (general election ballot only)--straight party vote combined with direct votes for candidates of other political parties. Each candidate under the party selected will receive a vote except where superseded by a direct vote for a candidate.

Mixed Ticket (general election ballot only)-- no straight party vote is cast. Voter casts direct votes for candidates of multiple political parties.

Non-partisan candidate--candidate seeking a non-partisan office. Party affiliation is not considered, i.e., judicial candidates.

Partisan candidate--candidate seeking a partisan office under a recognized political party or a candidate seeking a partisan office with no party affiliation (NPA.), i.e., State Representative, DEM. or State Representative, NPA.

Party affiliation--political party represented by a candidate seeking a partisan office under a party, i.e., County Clerk, REP.

## **RULES RELATING TO ELECTRONIC VOTING SYSTEMS**

### **R168.773 PREPARATION OF PROGRAM**

#### **RULE 3**

(10) The vote tabulation portion of the program shall be written:

(a) To reflect the rotation sequence of the candidates' names and ballot position numbers as they appear on the ballot labels in the various precincts.

(b) To count valid votes cast by a voter for candidates for an office.

(c) To count valid votes cast by a voter for or against any question.

(d) So as not to count votes cast by a voter for an office or question if the number of votes cast by a voter exceeds the number which the voter is entitled to vote for on that office or question.

(e) To ignore punches in a ballot card in positions where a candidate's name or questions do not appear on the official ballot. These punches shall not have effect on the ballot.

(f) So that the partisan, nonpartisan, and proposal sections of the ballot are considered separate sections of the ballot. The action of a voter in 1 section of the ballot shall not affect the voter's action on another section of the ballot.

RULE 3 (11) NO LONGER RELEVANT – Party Qualification Section no longer appears on the primary ballot

(12) For a partisan general election, the vote tabulation section of the program shall be written as follows:

(a) A vote shall be counted for each candidate of the political party indicated by the voter's straight ticket vote, if any other vote does not appear on the partisan portion of the ballot.

(b) A vote shall not be counted if the voter has voted more than 1 straight ticket vote and another vote does not appear on the partisan section of the ballot.

(c) When only 1 candidate is to be elected to an office and the voter has voted a straight party ticket and voted for individual candidates, a vote shall be counted for each of the individual candidates voted for, and for each candidate of the party for which the straight party vote was voted and individual votes for candidates of other parties were not voted.

(d) When 1 or more candidates are to be elected to an office and the voter has voted 2 or more straight party tickets and the [sic] individual votes for partisan candidates, a vote shall be counted for each individual candidate voted for when the number of votes for that office does not exceed the number for which the voter is entitled to vote.

(e) When 2 partisan candidates are to be elected to the same office and the voter has voted a straight party ticket for 1 political party and has voted individually for 2 candidates of a different political party for that office, a vote shall be counted for each of the candidates for whom the individual votes were voted, but votes shall not be counted for the candidates of the party indicated by the voter's straight party selection for that office.

(f) When 2 partisan candidates are to be elected to the same office and the voter has voted a straight party ticket for 1 political party and that party has 2 candidates for that office, and the voter has voted an individual vote for 1 candidate for that office in a different political party, a vote shall be counted only for the candidate for whom the individual vote was made. Under these conditions, a vote shall not be counted for a candidate for that office by virtue of the voter's straight party selection.

(g) When 2 partisan candidates are to be elected to the same office and the voter has voted a straight party ticket for 1 political party and that party has only 1 candidate for that office, a vote shall be counted for the party candidate for that office and if the voter has voted for a candidate of a different political party for that office, that vote shall be counted.

(h) When a voter has voted a straight party ticket for a political party and has voted individual votes for members of that party only, a vote shall be counted for each candidate of that party. These conditions do not constitute an overvote.

#### R168.776 PREPARATION OF OFFICIAL TEST DECK

##### RULE 6

(1) The election commission providing the program or its authorized assistant shall prepare a test deck with predetermined results.

(2) The test deck shall consist of ballot cards of the same type to be used in the election with the word "TEST" stamped, printed, or written on each card.

(3) A document, record, chart, or listing shall be prepared indicating the punches recorded in the test ballot card. This documentation shall indicate each valid or invalid vote.

(4) In addition to other requirements of the act, a ballot card for use in the test deck for a partisan general election shall be prepared:

(a) So that each political party receives not less than 2 straight ticket votes and so that any 2 parties do not receive the same number of straight ticket votes.

(b) So that 2 or more parties receive straight ticket votes on 1 ballot.

(c) So that at least 1 of the ballots with a straight ticket vote for a party shall be individual punches for candidates of the same party, candidates of a different party, candidates for the same office of different parties, and nonpartisan candidates and proposals.

(d) In which punches appear in positions other than those used for candidates, proposals, or to indicate straight party voting.

(e) In which a punch does not appear.

- (f) In which a punch appears in each position where a candidate or proposal appears on the ballot.
- (5) In addition to other requirements of the act, a ballot card for use in the test deck for a partisan primary shall be prepared:
  - (a) So that punches appear on the same ballot card for candidates of different political parties, along with candidates for nonpartisan offices and votes for proposals.

RULE 6(5)(b-c) NO LONGER RELEVANT – Party Qualification Section no longer appears on the primary ballot

RULE 6 (6-7) NO LONGER RELEVANT – applies to obsolete mainframe computer hardware used for punch card tabulation only.

## TEST PROCEDURES FOR PARTISAN PRIMARY ELECTION

Working with the ballot to be tested, prepare a chart that reflects each political party, office, candidate, write-in position (the number of write-in positions will be equal to the number of candidates to be nominated or elected), and a position for the "yes" and "no" for each proposal. Enter the total number of votes allowed for each office and proposal under each office or proposal heading. Following the instructions below, use a "1" to show votes that count and a "0" to show votes that do not count due to an overvote within an office or proposal. Where instructed to "vote correctly" vote for the maximum number of candidates allowed and vote "yes" or "no" on all proposals. (See sample ballot on page 15 and sample chart on page 17.)

To create a test deck, vote ballots as follows.

1. FOR EACH PARTY, vote all positions that are used on the ballot for partisan offices, non-partisan offices, write-ins, and proposals. EXCEPTION: If no candidates are running for an office, skip the office; overvoting will not be possible.

R168.773 - Rule 3(10) (d). Will not count any votes.

See sample chart on page 17 - Test Ballots #1 and #2

2. Using 1 ballot, vote all positions that are not used on the ballot for candidates, write-ins, and proposals. To complete this step, mark the unused vote positions. (NOTE: Do not make marks in between the used vote positions.)

R168.733 - Rule 3(10)(e). Will not count any votes.

See sample chart on page 17 – Test Ballot #3

3. Insert 1 blank ballot into the test deck.

No applicable Law or Rule. Will not count any votes and ensures a blank ballot will be properly rejected. See sample chart on page 17 - Test Ballot #4

4. FOR EACH PARTY, vote the following:

- (a) Vote 1 ballot correctly in the partisan section and overvote the non-partisan and proposal sections of the ballot



- (b) Vote 1 ballot correctly in the non-partisan section and overvote the partisan and proposal sections of the ballot
- (c) Vote 1 ballot correctly in the proposal section and overvote the partisan and non-partisan sections of the ballot

EXCEPTION: If no candidates are running for an office, skip the office; overvoting will not be possible.

R168.773 - Rule 3(10)(b)(c) and (f). Will only count votes cast in the partisan section in (a). Will only count votes cast in the non-partisan section in (b). Will only count votes cast in the proposal section in (c).

See sample chart on page 17 - Test Ballot #5, #6, #7, #8, #9, and #10

5. Using 1 ballot, vote the following: DO NOT OVERVOTE; VOTE A SPLIT TICKET.

- (a) Vote for candidates under each different party section in the partisan section of the ballot. Vote the non-partisan and proposal sections of the ballot.

R168.773 - Rule 3(11)(a) and R168.776 - Rule 6(5)(a). Will count votes in the non-partisan and proposal sections of the ballot. Will not count votes in the partisan section.

See sample chart on page 17 - Test Ballot #11

6. Vote correctly one or more ballots from a different precinct. These ballots will be rejected because the precinct code is improper for the program and tabulator being tested. No votes will count. You should not be able to override the tabulator's rejection of this ballot.

See sample chart on page 17 - Test Ballot #12

WHEN INSTRUCTIONS 1 THROUGH 6 ARE COMPLETED, PERFORM THE FOLLOWING:

- (1) Subtotal all columns on the chart to determine the total number of votes cast for each candidate and proposal that should be counted when the test deck is tabulated.

Vote additional ballots as necessary so that a different total number of valid votes are cast for each candidate within an office, and for and against each proposal. NOTE: It is **not** required that each write-in position show a different total number of votes.

R168.773 - Rule 3(10)(a) and MCL168.798. None of the candidates, write-in positions, or proposals shall have an accumulated vote total of zero.

See sample chart on page 17 - Test Ballots #13 - #31

(3) Tabulate all ballots included in the test deck **overriding all rejected ballots so they are accepted by the tabulator**. (You should not be able to override the wrong precinct ballot.) Print out the vote totals as tabulated. Only properly cast votes will be counted.

(4) Compare the predetermined totals with the tabulator totals for each candidate, write-in position, and proposal.

(5) If the totals BALANCE, the test is complete.

If the totals DO NOT BALANCE, the errors must be found and corrected. Errors may be in the chart of predetermined results, how the test deck was marked, the programming, or due to a flaw in the ballots. Once the error or problem is identified and corrected the test must be re-run. Once the totals balance the test is complete.

**OFFICIAL BALLOT  
 PRIMARY ELECTION  
 TUESDAY, AUGUST 7, 2012**



PARTISAN SECTION		NON-PARTISAN SECTION
<b>VOTE ONLY ONE SECTION</b>		<b>JUDICIAL</b>
<b>REPUBLICAN PARTY SECTION</b> ↓ <b>STATE</b> <b>GOVERNOR</b> <b>4 YEAR TERM</b> Vote for not more than 1	<b>DEMOCRATIC PARTY SECTION</b> ↓ <b>STATE</b> <b>GOVERNOR</b> <b>4 YEAR TERM</b> Vote for not more than 1	<b>JUDGE OF CIRCUIT COURT</b> <b>1<sup>ST</sup> CIRCUIT</b> <b>6 YEAR TERM</b> <b>INCUMBENT POSITION</b> Vote for not more than 1
Lloyd C. Jenkins <input type="radio"/>	Peter Johanson <input type="radio"/>	James B. Sweeny <input type="radio"/>
John L. Stark <input type="radio"/>	Wendell Todd <input type="radio"/>	Randall Calloway <input type="radio"/>
<input type="radio"/>	Michael Pitts <input type="radio"/>	Steve Mix <input type="radio"/>
	Marie Randolph <input type="radio"/>	Jason Daniels <input type="radio"/>
	<input type="radio"/>	Mitch Van Slyke <input type="radio"/>
	<input type="radio"/>	<input type="radio"/>
<b>CONGRESSIONAL</b>	<b>CONGRESSIONAL</b>	<b>PROPOSAL SECTION</b>
<b>REPRESENTATIVE IN CONGRESS</b> <b>18<sup>TH</sup> DISTRICT</b> <b>2 YEAR TERM</b> Vote for not more than 1	<b>REPRESENTATIVE IN CONGRESS</b> <b>18<sup>TH</sup> DISTRICT</b> <b>2 YEAR TERM</b> Vote for not more than 1	<b>COUNTY PROPOSAL</b>
Maurice Berg <input type="radio"/>	Wilbur Stanley <input type="radio"/>	<b>PROPOSAL 1</b>
Tom Moore <input type="radio"/>	<input type="radio"/>	<b>A proposal to raise revenue for the paving of main street by establishing a tax on running shoes.</b>
<input type="radio"/>		The proposal would:
<b>LEGISLATIVE</b>	<b>LEGISLATIVE</b>	<ul style="list-style-type: none"> <li>establish a .2 cent tax on all running shoes sold in the county</li> <li>Obligate all funds raised by the "running shoe tax" to be spent on paving main street</li> </ul>
<b>REPRESENTATIVE IN STATE LEGISLATURE</b> <b>120<sup>TH</sup> DISTRICT</b> <b>2 YEAR TERM</b> Vote for not more than 1	<b>REPRESENTATIVE IN STATE LEGISLATURE</b> <b>120<sup>TH</sup> DISTRICT</b> <b>2 YEAR TERM</b> Vote for not more than 1	
Alan Tubbs <input type="radio"/>	Rebecca Parker <input type="radio"/>	
<input type="radio"/>	<input type="radio"/>	
<b>PRECINCT DELEGATE</b>	<b>PRECINCT DELEGATE</b>	
<b>DELEGATE TO THE COUNTY CONVENTION</b> Vote for not more than 1	<b>DELEGATE TO THE COUNTY CONVENTION</b> Vote for not more than 1	Should this proposal be adopted?
Alan Tubbs <input type="radio"/>	Nathan Larkin <input type="radio"/>	<b>YES</b> <input type="radio"/>
Michelle Watkins-Jones <input type="radio"/>	<input type="radio"/>	<b>NO</b> <input type="radio"/>
<input type="radio"/>		

Note: Sample ballot is an example only and does not abide fully by Ballot Production Standards

Sample Ballot Chart  
Primary Election

A. The row numbers in the first column correspond to the numbers assigned to the test ballots included in the test deck  
 B. The number recorded below each office title, i.e., (1), indicates the total vote allowed for the office or proposal  
 C. Vote positions are listed vertically as follows: candidates (CAN1 - CAN4), write-ins (WI), and proposal options (YES and NO).  
 D. Suggested symbols for recording the votes cast on test ballots:  
 1= vote that counts  
 0= vote that does not count due to an overvote or split ticket

	Partisan												Non Partisan					Prop							
	Republican						Democrat						Circuit Court												
	Governor		Cong.		S.R.		Del.		Governor		Cong.		S.R.		Del.		C		C		A				
B	C	C	W	C	C	W	C	C	W	C	C	W	C	C	W	C	C	W	C	C	W	Y	N		
A	A	A	I	A	A	I	A	A	I	A	A	I	A	A	I	A	A	I	A	A	I	E	O		
L	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	S			
#	1	2	1	1	2	1	1	1	2	1	1	1	1	2	3	4	1	1	1	1	2	3	4	5	1
1																									
2																									
3																									
4																									
5																									
6																									
7																									
8																									
9																									
10																									
11																									
12																									
Sub																									
13																									
14																									
15																									
16																									
17																									
18																									
19																									
20																									
Total																									

Sample Ballot Chart  
 Primary Election

		Partisan												Non Partisan												Prop										
		Republican						Democrat						Non Partisan																						
		Governor			Cong.			S.R.			Del.			Governor			Cong.			S.R.			Del.													
		(1)			(1)			(1)			(1)			(1)			(1)			(1)			(1)													
		C	C	W	C	C	W	C	C	W	C	C	W	C	C	W	C	C	W	C	C	W	C	C	W	C	C	W	C	C	W	Y	N			
		A	A	I	A	A	I	A	A	I	A	A	I	A	A	I	A	A	I	A	A	I	A	A	I	A	A	I	A	A	I	A	A	I	E	O
		N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	S	
		#	1	2	1	1	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1				
1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
2																																				
3	S	T	R	A	Y		M	A	R	K	S																									
4	B	L	A	N	K		B	A	L	L	O	T																								
5	1						1																													
6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
8																																				
9																																				
10																																				
11	0																																			
12	0																																			
Sub	1	0	0	1	0	0	1	0	0	1	0	0	1	0	0	1	0	1	0	1	0	2	1	0	0	0	0	0	0	2	1					
13	1						1																													
14	1						1																													
15	1																																			
16	1																																			
17																																				
18																																				
19																																				
20																																				
21																																				
22																																				
23																																				
24																																				
25																																				
26																																				
27																																				
28																																				
29																																				
30																																				
31																																				
Total	3	2	1	3	2	1	2	1	1	2	1	3	2	1	5	4	3	2	1	2	1	2	1	6	5	4	3	2	1	2	1					

## TEST PROCEDURES FOR GENERAL ELECTION

Working with the ballot to be tested, prepare a chart that reflects each political party, office, candidate, write-in position (the number of write-in positions will be equal to the number of candidates to be nominated or elected), and a position for the "yes" and "no" for each proposal. Enter the total number of votes allowed for each office and proposal under each office or proposal heading.

Following the instructions below, use a "1" to show votes that count, and a "0" to show votes that do not count due to an overvote within an office or proposal. Use a "(1)" to show votes that are awarded to candidates of a political party by virtue of a straight party vote. Where instructed to "vote correctly" vote for the maximum number of candidates allowed and vote "yes" or "no" on all proposals. (See *sample ballot on page 23 and sample chart on page 25.*)

To create a test deck, vote ballots as follows:

1. Using 1 ballot, vote all positions that are used on the ballot for candidates, write-ins, proposals, and straight parties. EXCEPTION: If no candidates are running for an office, skip the office; overvoting will not be possible.

R168.773 - Rule 3(10)(d) and R168.776 - Rule 6(4)(f). Will not count any votes.

See sample chart on page 25 - Test Ballot #1

2. Using 1 ballot, vote all positions that are not used on the ballot for candidates, write-ins, proposals, and straight parties. To complete this step, mark the unused vote positions. (NOTE: Do not make marks in between the used vote positions.)

R168.773 - Rule 3(10)(e) and R168.776 - Rule 6(4)(d). Will not count any votes.

See sample chart on page 25 – Test Ballot #2

3. Insert 1 blank ballot into the test deck.

R168.776 - Rule 6(4)(e). Will not count any votes.

See sample chart on page 25 - Test Ballot #3

4. Using 1 ballot, vote a straight party ticket. Do not cast any other partisan votes on this ballot.

R168.773 - Rule 3(12)(a). Will count votes for all candidates within political party selected by virtue of the straight party ticket vote.

See sample chart on page 25 - Test Ballot #4

5. Using 1 ballot, vote 2 or more straight party tickets. Do not cast any other partisan votes on this ballot.

R168.776 - Rule 6(4)(b) and R168.773 - Rule 3(12)(b). Will not count any votes.

See sample chart on page 25 - Test Ballot #5

6. Using 1 ballot, and a different office for each instruction, vote the following:

- (a) Vote a straight party ticket
- (b) In a "vote for 1" partisan office, vote for 1 candidate of the same party used in (a)
- (c) In a "vote for 1" partisan office, vote for 1 candidate of a different party than used in (a)
- (d) In a "vote for 2" partisan office, vote for 2 candidates, from two different parties than used in (a)
- (e) Do not vote in a partisan office where a candidate appears under the party selected in (a)
- (f) Vote for 1 write-in candidate in either a partisan or non-partisan office (if applicable)
- (g) Vote non-partisan offices and proposals

R168.776 - Rule 6(4)(c) and R168.773 - Rule 3(12)(c). Will count votes in all of above including (b). Will count a vote in (e) by virtue of the straight party ticket vote.

See sample chart on page 25 - Test Ballot #6

7. Vote the following: **DO NOT VOTE THE STRAIGHT PARTY SECTION**

- (a) Vote 1 ballot correctly in the partisan section and overvote the non-partisan and proposal sections of the ballot
- (b) Vote 1 ballot correctly in the non-partisan section and overvote the partisan and proposal sections
- (c) Vote 1 ballot correctly in the proposal section and overvote the partisan and non-partisan sections

EXCEPTION: If no candidates are running for an office, skip the office; overvoting will not be possible.

R168.773 - Rule 3(10)(b)(c) and (f). Will only count votes cast in the partisan section in (a). Will only count votes cast in the non-partisan section in (b). Will only count votes cast in the proposal section in (c).

See sample chart on page 25 - Test Ballot #7, #8 and #9

8. Using 1 ballot, vote two or more straight party tickets. Using a different office for each instruction, vote the following:

- (a) In a "vote for 1" office, cast a vote for the candidates listed under the first and second party selected above
- (b) Repeat step (a)
- (c) In two "vote for 1" offices, cast a vote for the candidates listed under the first party selected
- (d) In a "vote for 1" office, cast a vote for the candidate listed under the second party selected above

R168.773 - Rule 3(12)d. Will count a vote for the candidates selected under (c) and (d). NOTE: Additional ballots may be required to complete instructions (c) and (d).

See sample chart on page 25 - Test Ballots #10

9. Using 1 ballot and a different office for each instruction, vote the following:

- (a) Vote a straight party ticket for a party where in a "vote for 2" partisan office there are 2 candidates from that party running
- (b) In the first "vote for 2" office, where there are 2 candidates from the party used in (a) running, cast two votes for candidates of a different party than used in (a)
- (c) In a second "vote for 2" office, where there are 2 candidates from the party used in (a) running, cast two votes for candidates of two different parties than used in (a)

R168.773 - Rule 3(12)(e). Will count a vote for all candidates within the political party selected in (a) by virtue of the straight party vote except for the offices used in (b) and (c). In those offices will count a vote for the individual candidates under the other parties selected. NOTE: Additional ballots may be needed to complete this test.

See sample chart on page 25 - Test Ballots #11



NOTE: If the ballot contains a "vote for 3" office and there are 3 candidates from that party running, an additional test ballot must be included following this same instruction. To do so, change all references to "two candidates" to "three candidates."

10. Using 1 ballot and a different office for each instruction, vote the following:

- (a) Vote a straight party ticket for a party where in a "vote for 2" partisan office there are 2 candidates from that party running
- (b) In the first "vote for 2" office, where there are 2 candidates from the party used in (a) running, vote for a candidate of a different party than used in (a)
- (c) In a second "vote for 2" office, where there are 2 candidates from the party used in (a) running, vote for a candidate of the party used in (a) and vote for a candidate of a different party
- (d) In a third "vote for 2" office, where there are 2 candidates from the same party used in (a) running, vote for a candidate of the same party used in (a)

R168.773 - Rule 3(12)(f). Will count a vote for all candidates within the political party selected in (a) by virtue of the straight party vote except for the offices used in (b) and (c). In those offices will only count a vote for the individual candidates selected. In (d), will count the individual vote and award the second vote by virtue of the straight party vote. NOTE: Additional ballots may be required to complete this test.

See sample chart on page 25 - Test Ballots #12

11. Using 1 ballot, vote the following:

- (a) Vote a straight party ticket where in a "vote for 2" partisan office there is only 1 candidate from that same party running
- (b) In that partisan "vote for 2" office, where there is only 1 candidate from the party used in (a) running, vote for a candidate of a different party than used in (a)

R168.773 - Rule 3(12)(g). Will count votes for all candidates within the political party selected in (a) by virtue of the straight party vote except for the office used in (b). In that office will count a vote for the straight party candidate and the individual candidate under the other party selected. NOTE: An additional ballot may be required to complete instruction (b).

See sample chart on page 25 - Test Ballots #13

12. FOR EACH PARTY, vote a straight party ticket and vote individually for candidates of the same party.

R168.773 - Rule 3(12)(h). Will count votes for all candidates within the political party selected by virtue of the individual votes cast. A vote shall not be counted for a candidate by virtue of the straight party vote. This condition does not constitute an overvote.

See sample chart on page 25 - Test Ballot #14, #15, and #16

13. Vote correctly one or more ballots from a different precinct. These ballots will be rejected because the precinct code is improper for the program and tabulator being tested. No votes will count. You should not be able to override the tabulator's rejection of this ballot.

See sample chart on page 25 - Test Ballot #17

WHEN INSTRUCTIONS 1 THROUGH 13 ARE COMPLETED, PERFORM THE FOLLOWING:

Subtotal all columns on the chart to determine the total number of votes cast for each party, candidate and proposal that should be counted when the test deck is tabulated.

(2) Vote additional ballots as necessary so that each party receives not less than 2 straight party votes and a different total number of valid votes are cast for each party in the straight party section, each candidate within an office, and for and against each proposal. NOTE: It is not required that each write-in position show a different total number of votes.

R168.773 - Rule 3(10)(a), R168.776 - Rule 6(4)(a) and MCL168.798. None of the parties, candidates, write-ins, or proposals shall have an accumulated vote total of zero.

See sample chart on page 25 - Test Ballots #18-28

(3) Tabulate all ballots included in the test deck **overriding all rejected ballots so they are accepted by the tabulator**. (You should not be able to override the wrong precinct ballot.) Print out the vote totals as tabulated. Only properly cast votes will be counted.

(4) Compare the predetermined totals with the tabulator totals for each party, candidate, write-in position, and proposal.

(5) If the totals BALANCE, the test is complete.

If the totals DO NOT BALANCE, the errors must be found and corrected. Errors may be in the chart of predetermined results, how the test deck was marked, the programming, or due to a flaw in the ballots. Once the error or problem is identified and corrected the test must be re-run. Once the totals balance the test is complete.

OFFICIAL BALLOT GENERAL ELECTION NOVEMBER 6, 2012		
PARTISAN SECTION	LEGISLATIVE	STATE BOARDS
<b>STRAIGHT PARTY TICKET</b> Vote for not more than 1	<b>REPRESENTATIVE IN STATE LEGISLATURE</b> Vote for not more than 1	<b>TRUSTEE OF MICHIGAN STATE UNIVERSITY</b> Vote for not more than 2
<b>REPUBLICAN PARTY</b> <input type="radio"/>		
<b>DEMOCRATIC PARTY</b> <input type="radio"/>	<b>Carlene Smith</b> <input type="radio"/> Republican	<b>John Williams</b> <input type="radio"/> Republican
<b>TISCH PARTY</b> <input type="radio"/>		<b>Darla Scott</b> <input type="radio"/> Republican
<b>STATE</b>		<b>David Dutia</b> <input type="radio"/> Democratic
<b>GOVERNOR AND LIEUTENANT GOVERNOR</b> Vote for not more than 1	<b>STATE BOARDS</b>	<b>Anne Quinlan</b> <input type="radio"/> Democratic
<b>James Bradford and Linda Kasmerski</b> <input type="radio"/> Republican	<b>MEMBER OF THE STATE BOARD OF EDUCATION</b> Vote for no more than 2	
<b>Al Lerner and Bill Preston</b> <input type="radio"/> Democratic	<b>Kelly Williams</b> <input type="radio"/> Republican	
<b>Andy Prentis and Julia Wagner</b> <input type="radio"/> Tisch	<b>Kim Waters</b> <input type="radio"/> Republican	
	<b>Don Singleton</b> <input type="radio"/> Democratic	<b>NONPARTISAN SECTION</b>
	<b>Emily Strauss</b> <input type="radio"/> Democratic	<b>JUDGE OF COURT OF APPEALS 1ST DISTRICT INCUMBENT POSITION</b> Vote for not more than 1
<b>SECRETARY OF STATE</b> Vote for not more than 1	<b>Bill Deets</b> <input type="radio"/> Tisch	<b>Roy Bean</b> <input type="radio"/> Judge of Court of Appeals
<b>Amanda Bixby</b> <input type="radio"/> Republican	<b>Mike Mallory</b> <input type="radio"/> No Party Affiliation	<b>Alyce Comley</b> <input type="radio"/>
<b>James Q MacDonald</b> <input type="radio"/> Democratic	<b>Judith Suggs</b> <input type="radio"/> No Party Affiliation	
<b>Lori Scanlon</b> <input type="radio"/> Tisch		
		<b>PROPOSAL SECTION</b>
		<b>STATE</b>
<b>ATTORNEY GENERAL</b> Vote for not more than 1	<b>REGENT OF THE UNIVERSITY OF MICHIGAN</b> Vote for no more than 2	<b>Proposal 1 A PROPOSAL TO BAN BASS SPEAKERS IN AUTOMOBILES</b>
<b>Roger Overstreet</b> <input type="radio"/> Republican	<b>Garth Wrenfrow</b> <input type="radio"/> Republican	The proposal would: Make it a felony to install bass speakers, or any peaker loud enough to cause a vehild to bounce as it travels down the road, in automobiles and trucks. Should this proposal be adopted?
<b>Arnie Schmidt</b> <input type="radio"/> Democratic	<b>Grace Charles</b> <input type="radio"/> Republican	
<b>Claude R. Raines</b> <input type="radio"/> No Party Affiliation	<b>Brad Barr</b> <input type="radio"/> Democratic	
	<b>Michael Gavagan</b> <input type="radio"/> Democratic	
<b>LEGISLATIVE</b>	<b>Kimberly Herrera</b> <input type="radio"/> Tisch	<b>Yes</b> <input type="radio"/>
<b>STATE SENATOR</b> Vote for not more than 1		<b>No</b> <input type="radio"/>
<b>Bob Jones</b> <input type="radio"/> Republican		
<b>Renee Wheaton</b> <input type="radio"/> Democratic		

Note: Sample ballot is an example only and does not abide fully by Ballot Production Standards

Blank Sample Chart for Practice

	Partisan											Non Partisan Ct of Appeals	Prop. A						
	Straight Party (1)	Governor (1)	Sec. of State (1)	Atty General (1)	St Senator (1)	St Rep (1)	State Bd of Ed (2)	UoM Bd of Regents (2)	MSU Board of Trustees (2)	Ct of Appeals (1)									
	B	R	D	T	W	R	D	N	W	R	D	D	W	C	C	W	Y	N	
A	E	I	E	I	E	I	E	I	E	I	E	E	E	I	A	A	I	E	O
L	P	M	S	P	M	S	P	M	A	P	M	M	M	S	P	M	M	N	S
#	1	1	1	1	1	1	1	1	1	1	1	2	1	2	1	2	1	2	
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
11																			
12																			
13																			
14																			
15																			
16																			
17																			
Sub																			

Straight Party (1)	Partisan											Non Partisan Ct of Appeals (1)	Prop. (1)																
	Governor (1)	Sec. of State (1)	Atty General (1)	St Senator (1)	St Rep (1)	State Bd of Ed (2)			Univ Bd of Regents (2)					MSU Board of Trustees (2)															
B	R	D	T	R	D	N	W	R	D	N	W	R	D	T	R	D	N	W	R	D	N	W	C	C	W	Y	N		
A	E	I	E	I	E	P	I	E	E	E	I	E	E	E	E	E	E	I	E	E	E	E	I	I	A	A	I	E	O
L	P	M	S	P	M	S	P	M	P	M	S	P	M	S	P	M	S	P	M	S	P	M	S	P	M	N	N	S	S
#	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
2	S	T	R	A	Y	M	A	R	K	S																			
3	B	L	A	N	K	B	A	L	L	O	T																		
4	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
6	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
7	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
11	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
12	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
13	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
14	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
15	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
16	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Sub	3	3	2	4	3	2	0	3	4	2	0	4	3	1	0	3	4	1	4	1	3	2	4	2	3	1	0	0	1
18	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
19																													
20																													
21																													
22																													
23																													
24																													
25																													
26																													
27																													
28																													
Total	4	3	2	4	3	2	1	3	4	2	1	4	3	2	1	3	4	1	4	1	8	7	6	5	4	3	2	1	2

## TEST PROCEDURES FOR NON-PARTISAN ELECTION WITH PROPOSALS

Working with the ballot to be tested, prepare a chart that reflects each office, candidate, write-in position (the number of write-in positions will be equal to the number of candidates to be nominated or elected), and a position for the "yes" and "no" for each proposal. Enter the total number of votes allowed for each office and proposal under each office or proposal heading. Where instructed to "vote correctly" vote for the maximum number of candidates allowed and vote "yes" or "no" on all proposals.

Following the instructions below, use a "1" to show votes that count, and a "0" to show votes that do not count due to an overvote in an office or proposal. *(See sample ballot and sample chart on page 28.)*

To create a test deck, vote ballots as follows:

1. Using 1 ballot, vote all positions that are used on the ballot for candidates, write-ins, and proposals. EXCEPTION: If no candidates are running for an office, skip the office; overvoting will not be possible.

R168.773 - Rule 3(10)(d). Will not count any votes.

See sample chart on page 28 – Test Ballot #1

2. Using 1 ballot, vote all positions that are not used on the ballot for candidates, write-ins, and proposals. To complete this step, mark the unused vote positions. (NOTE: Do not make marks in between the used vote positions.)

R168.773 - Rule 3(10)(e). Will not count any votes.

See sample chart on page 28 – Test Ballot #2

3. Insert 1 blank ballot into the test deck.

R168.776 - Rule 6(4)(e). Will not count any votes.

See sample chart on page 28 – Test Ballot #3

4. Vote the following:

Vote 1 ballot correctly in the non-partisan section and overvote the proposal section of the ballot

(b) Vote 1 ballot correctly in the proposal section and overvote the non- partisan section of the ballot

R168.773 - Rule 3(10)(b)(c) and (f). Will only count votes cast in the non-partisan section in (a). Will only count votes cast in the proposal section in (b).

See sample chart on page 28 – Test Ballot #4 and #5

5. Vote correctly one or more ballots from a different precinct. These ballots will be rejected because the precinct code is improper for the program and tabulator being tested. No votes will count. You should not be able to override the tabulator’s rejection of this ballot.

See sample chart on page 28 – Test Ballot #6

WHEN INSTRUCTIONS 1 THROUGH 5 ARE COMPLETED, PERFORM THE FOLLOWING:

(1) Subtotal all columns on the chart to determine the total number of votes cast for each candidate, write-in position, and proposal that should be counted when the test deck is tabulated.

(2) Vote additional ballots as necessary so that a different total number of valid votes are cast for each candidate within an office, and for and against each proposal. Note: It is not required that each write-in position show a different total number of votes.

R168.773 - Rule 3(10)(a). None of the candidates, write-in positions, or proposals shall have an accumulated vote total of zero.

See sample chart on page 28 – Test Ballots #7, #8, #9, #10, #11, #12, #13, #14 and #15

(3) Tabulate all ballots included in the test deck **overriding all rejected ballots so they are accepted by the tabulator**. (You should not be able to override the wrong precinct ballot.) Print out the vote totals as tabulated. Only properly cast votes will be counted.

(4) Compare the predetermined totals with the tabulator totals for each candidate, write-in position, and proposal.

(5) If the totals BALANCE, the test is complete.

If the totals DO NOT BALANCE, the errors must be found and corrected. Errors may be in the chart of predetermined results, how the test deck was marked, the programming, or due to a flaw in the ballots. Once the error or problem is identified and corrected the test must be re-run. Once the totals balance the test is complete.

NON-PARTISAN SECTION		PROPOSAL SECTION	
LOCAL SCHOOL DISTRICT		LOCAL SCHOOL DISTRICT	
LOCAL SCHOOL DISTRICT BOARD MEMBER Vote for not more than 4		SCHOOL DISTRICT NAME	
Bill Wendt	<input type="radio"/>	<b>SPECIAL MILLAGE REQUEST</b>  This proposal would institute a special 1 mill levy, monies raised to be spent recruiting better high school football players.  Should this millage be adopted?	
Jill Collingsworth	<input type="radio"/>		
Morton A. Harrison	<input type="radio"/>		
Elsa Klein	<input type="radio"/>		
Calvin Lutz	<input type="radio"/>		
Wendy Preston	<input type="radio"/>		
Kris Stevenson	<input type="radio"/>		
	<input type="radio"/>		
	<input type="radio"/>	NO	<input type="radio"/>

Note: Sample ballot is an example only and does not abide fully by Ballot Production Standards

Sample Ballot Chart														
Non-Partisan Election with a Proposal														
NonPartisan												Prop.		
City Council												Millage		
(4)												(1)		
B	C	C	C	C	C	C	C	C	W	W	W	W	Y	N
A	A	A	A	A	A	A	A	A	I	I	I	I	E	O
L	N	N	N	N	N	N	N	N	1	2	3	4	S	
#	1	2	3	4	5	6	7							
Sub	0	1	0	1	0	1	0	1	0	1	0	0	0	1
7	1	1	1	1									1	
8	1	1	1	1									1	
9	1	1	1	1										
10	1	1	1	1										
11	1	1	1			1								
12	1	1	1			1								
13	1					1	1	1						
14	1					1	1	1						
15										1	1	1		
Total	8	7	6	5	4	3	2	1	1	1	1	1	2	1



## TEST PROCEDURES FOR SPECIAL PROPOSAL ELECTION

Working with the ballot to be tested, prepare a chart that reflects a position for the "yes" and "no" for each proposal. Enter the total number of votes allowed under each proposal heading.

Following the instructions below, use a "1" to show marks that count and a "0" to show marks that do not count. Where instructed to "vote correctly" vote "yes" or "no" on all proposals. *(See sample ballot and sample chart on page 31)*

To create a test deck, vote ballots as follows:

1. Using 1 ballot, vote all positions that are used on the ballot.

R168.773 - Rule 3(10)(d). Will not count any votes.

See sample chart on page 31 – Test Ballot #1

2. Using 1 ballot, vote all positions that are not used on the ballot. To complete this step, mark the unused vote positions. (NOTE: Do not make marks in between the used vote positions.)

R168.773 - Rule 3(10)(e). Will not count any votes.

See sample chart on page 31 – Test Ballot #2

3. Insert 1 blank ballot into the test deck.

R168.776 - Rule 6(4)(e). Will not count any votes.

See sample chart on page 31 – Test Ballot #3

4. Vote 1 ballot correctly.

R168.773 - Rule 3(10)(b). Will count all votes cast.

See sample chart on page 31 – Test Ballot #4

5. Vote correctly one or more ballots from a different precinct. These ballots will be rejected because the precinct code is improper for the program and tabulator being tested. No votes will count. You should not be able to override the tabulator's rejection of this ballot.

See sample chart on page 31 – Test Ballot #5

WHEN INSTRUCTIONS 1 THROUGH 5 ARE COMPLETED, PERFORM THE FOLLOWING:

- (1) Subtotal all columns on the chart to determine the total number of votes cast for each proposal that should be counted when the test deck is tabulated.
- (2) Vote additional ballots as necessary so that a different total number of valid votes are cast for and against each proposal.

R168.773 - Rule 3(10)(a). None of the vote positions shall have an accumulated vote total of zero.

See sample chart on page 31 – Test Ballots #6 and #7

- (3) Tabulate all ballots included in the test deck **overriding all rejected ballots so they are accepted by the tabulator**. (You should not be able to override the wrong precinct ballot.) Print out the vote totals as tabulated. Only properly cast votes will be counted.
- (4) Compare the predetermined totals with the tabulator totals for each vote position.
- (5) If the totals BALANCE, the test is complete.

If the totals DO NOT BALANCE, the errors must be found and corrected. Errors may be in the chart of predetermined results, how the test deck was marked, the programming, or due to a flaw in the ballots. Once the error problem is identified and corrected the test must be re-run. Once the totals balance the test is complete.

**OFFICIAL BALLOT  
 SPECIAL ELECTION  
 TUESDAY, MAY 5, 2015**

PROPOSAL SECTION	
STATE	
<p><b>Proposal 1</b>  <b>A PROPOSAL TO BAN BASS SPEAKERS IN AUTOMOBILES</b></p> <p>The proposal would:</p> <p>Make it a felony to install bass speakers, or any speaker loud enough to cause a vehicle to bounce as it travels down the road, in automobiles or trucks.                      Should this proposal be adopted?</p> <p>Yes <input type="radio"/>                      No <input type="radio"/></p>	

Note: Sample ballot is an example only and does not abide fully by Ballot Production Standards

Prop.		
(1)		
B A L #	Y E S	N O
1	0	0
2	Stray	Marks
3	Blank	Ballot
4		1
5	Wrong Pct	0
Sub	0	1
6	1	
7	1	
Total	2	1

Alternate Charting Method

Prop.		
(1)		
Alternate Method		
B A L #	Y E S	N O
1	0	0
2	Stray	Marks
3	Blank	Ballot
4		1
5	Wrong Pct	0
Sub	0	1
6	2	
Total	2	1

## TEST PROCEDURES FOR THE VOTER ASSIST TERMINAL (VAT)

Promulgated Rule R168.775 deals with the preparation of voting devices to be used in Michigan elections. Subsection (7) directs, “An assembled voting device shall be tested to determine if it is operating properly.” The following test procedures must be carried out prior to each election as directed, for programs, ballot styles and Voter Assist Terminals (VAT) that will be used at the election to ensure that the equipment is functioning properly.

Documentation of the completion of the required preliminary accuracy test is demonstrated through the test ballots created and the Voter Assist Terminal Preparation and Test Certification form which must be attested to by the local election commission or their authorized representatives and retained as a public record under the provisions of Michigan election law.

All test ballots must be numbered sequentially and marked “TEST.” It is further recommended that a notation be made on each test ballot that describes the condition being tested. While all test decks and programs must be retained in accordance with the provisions of Michigan election law, these materials are not subject to Federal retention requirements.

The VAT testing procedures are divided into three steps. The first step is designed to verify the accuracy of the programs that will be used to mark ballots. Because the programs installed into each terminal within the jurisdiction will be identical, only one memory device will need to be fully tested in this step. The second step is designed to ensure that all hardware is functioning properly. This step must be performed on every VAT. The third step is designed to verify that choices made on the terminal are what is printed on the ballot. This step must be completed for one ballot style. If more than one ballot style is needed within the jurisdiction (due to differences in candidates, offices or proposals), each additional ballot style will need to be tested.

It is not required that VATs be demonstrated or tested at a public accuracy test. Election officials who wish to include a demonstration of the VAT at a public accuracy test may do so at their discretion.

**Step One - Program Testing** Within each jurisdiction, the program must be completely tested for one ballot style. If more than one ballot style is needed within the jurisdiction (due to differences in candidates, offices or proposals), only those instructions, offices, candidates and proposals that are unique to each additional ballot style will need to be tested.

1. Insert a test ballot into the VAT. Use either the touch screen or keypad to complete this step. Navigate through the ballot comparing the audio presentation of the ballot (instructions, offices, candidates etc.) and the visual presentation of the ballot against the official ballot. Pay particular attention to the pronunciation of each word and the names of all candidates. If

adjustments are needed, contact the persons responsible for programming.

Create a blank ballot. Write the words "Test 1 - Blank Ballot" at the top of this test ballot.

**Promulgated Rule 168.775(5) This step is used to ensure that a voter can record a blank ballot.**

2. Insert a test ballot into the VAT. Cast the maximum number of votes in each office. In each "Vote for one office," the selection of a second choice should de-select the previous choice. In offices where more than one selection is allowed, once the maximum number of choices has been made, a candidate must be manually de-selected before another choice can be made. To complete this step, it will be necessary to test each vote position to ensure that it is functioning properly; this means that all vote positions must be selected and de-selected.

Next, using the same ballot style, record the maximum number of votes allowed for each office and proposal. Print the ballot with the maximum number of votes marked for each office. Write the words "Test 2 - Program Validation and Maximum Votes" at the top of this test ballot.

**Promulgated Rule R168.773 (10)(d) This step is used to verify that over voting will not be permitted and that voters will be able to cast the maximum number of votes allowed for each office. This step is also used to proof the audio and visual presentation of the ballot.**

**Step Two - Hardware Testing** Performed on all VATs within the jurisdiction to ensure that all elements of the terminal are working properly and that the memory device is properly prepared for the election at hand.

1. Insert a ballot into the VAT
  - a. Test all keys on the keypad, such as Volume, Select, Forward, Back, etc.
  - b. Test all buttons on the touch screen, such as Next, Back, Mark, More, etc.
  - c. Test the headphones.
  - d. Eject the blank ballot.
  - e. Mark this ballot "Test 3 – Hardware Test Ballot."

Repeat this step on all terminals to be used on Election Day.

**Step Three – Vote Position Testing** Within each jurisdiction, the vote position printing and tabulation must be completely tested for one ballot style. If more than one ballot style is needed within the jurisdiction (due to differences in candidates, offices or proposals), each additional ballot style will need to be tested.

On one ballot cast valid votes for the first candidate of every office on the ballot and the “Yes” position for all proposals on the ballot. Label this “Test 4 – 1st Vote Positions.” On a second ballot, cast valid votes for the second candidate of every office on the ballot and the “No” position for all proposals on the ballot. Label this “Test 4-2nd Vote Positions.” On a third ballot cast valid votes for the third candidate of every office on the ballot. Label this ballot “Test 4-3rd Vote Positions.” Continue in this manner until votes have been cast for all candidates and proposal options on the ballot.

Once all the vote positions have been exercised prepare a tabulator to open polls and run a Zero Tape. Tabulate the ballots generated by the VAT in Test 4 and run a totals tape. All candidates and the “Yes” and “No” for each proposal should show one vote.

For a General Election, Straight Party Choices must be exercised separately and tabulated separately. On one ballot choose the first straight party option. Continue the ballot numbering from where you left off above. Once ballots have been created with votes cast for each of the straight party options, ensure the tabulator has been zeroed and tabulate this new test deck. The totals tape should show one vote for each party choice and for each party representative.

## TABULATOR PROGRAM TESTING AND SECURITY CERTIFICATION

\_\_\_\_\_ Jurisdiction \_\_\_\_\_ County \_\_\_\_\_ Election Date: \_\_\_\_\_

**PRELIMINARY ACCURACY TEST:** (The Preliminary test is the responsibility of the Election Commission. The Election Commission may delegate the administration of the Preliminary test to an authorized assistant.) The undersigned certifies that the listed precinct tabulators have been tested using the test deck prepared under the direction of the Election Commission, the tabulator results agree with the predetermined test deck results and the official ballots have been compared and agree with the zero tape.

Precinct #	Tabulator Serial #	Memory Device Seal #	Memory Device Seal # (Dominion Only)	Prelim Test Date	Public Test Date (if Tabulator was tested at Public Test)

Further the zero tapes, test deck, program predetermined results, and the results of the Preliminary Test were secured and sealed in an approved ballot container with seal number \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_.

\_\_\_\_\_ / \_\_\_\_\_  
 Member(s) of Election Commission or Authorized Assistant(s)

**PUBLIC ACCURACY TEST:** We, the Election Commission, hereby certify that notice of this test was published in accordance with Michigan Election Law prior to the conduct of the test and the container holding the testing materials was sealed with the seal recorded on the Preliminary Accuracy Test Certificate. The precincts listed above were tested at the Public Accuracy Test using the test deck prepared under the direction of the Election Commission and the results agree with the predetermined test deck results. In addition, the tabulators were reset to zero and memory devices were sealed with the seal numbers recorded on this form and on the Clerk's Preparation Certificate in the Poll Book of the precinct to which the tabulator was assigned.

Further the zero tapes, test deck, program predetermined results, and results of the Public Accuracy Test were secured and sealed in an approved ballot container following the test with seal number \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_.

\_\_\_\_\_ / \_\_\_\_\_  
 Member(s) of Election Commission

**NOTE:** If a vendor completed the preliminary testing and that vendor also programmed the election, the Election Commission Certification form is required to be completed.

**CLERK'S PREPARATION CERTIFICATE  
 FOR  
 OPTICAL SCAN TABULATOR AND VOTER ASSIST TERMINAL**

Tabulator Serial No.  Tabulator Seal No.   
 Terminal Serial No.  Terminal Seal No.

I certify that the above precinct tabulator and voter assist terminal have been properly prepared and tested for this election in accordance with law, and, that at the completion of the tests the programs were inserted into the tabulator and terminal and sealed with seals bearing the seal numbers recorded above.

**X**  
 Ward / Precinct No. \_\_\_\_\_ Signature of Clerk or Authorized Assistant \_\_\_\_\_ Date \_\_\_\_\_

**ELECTION INSPECTORS' PREPARATION CERTIFICATE**

- WE CERTIFY BY SIGNING BELOW THAT THE FOLLOWING WAS COMPLETED PRIOR TO THE OPENING OF THE POLLS.
- The oath of office was administered to and signed by all election inspectors present.
  - Verified that the serial number of the tabulator and terminal and the seals used to seal the tabulator and terminal were the same as the serial and seal numbers recorded on the Clerk's Preparation Certificate above.
  - All preparation tests of the tabulator and terminal were completed and the equipment was found to be in proper working order.
  - The ballot was verified by comparing each candidate's name and the placement of any propositions on the ballot with the precinct instruction ballot, tabulator zero tape and terminal test ballot.

**OATHS OF INSPECTORS OF ELECTION**

STATE OF MICHIGAN, }  
 COUNTY OF \_\_\_\_\_ } ss.

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 at the Election held on Tuesday the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ according to the best of my ability.

Taken, subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
**X** \_\_\_\_\_ Signature of Chairperson  
**X** \_\_\_\_\_ Signature of Person Administering Oath

STATE OF MICHIGAN, }  
 COUNTY OF \_\_\_\_\_ } ss.

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 Inspector of Elections at the Election held on Tuesday the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ according to the best of my ability.

**Signatures of Persons Taking Oath and Certifying Preparation Certificate**

<b>X</b> _____	<b>X</b> _____
<b>X</b> _____	<b>X</b> _____
<b>X</b> _____	<b>X</b> _____
<b>X</b> _____	<b>X</b> _____
<b>X</b> _____	<b>X</b> _____

Taken, subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
**X** \_\_\_\_\_ Signature of Person Administering Oath



## Voter Assist Terminal (VAT) TESTING & SECURITY CERTIFICATION FORM

\_\_\_\_\_ Election Date: \_\_\_\_\_  
Jurisdiction \_\_\_\_\_ County \_\_\_\_\_

---

**VAT ACCURACY TEST:** (This test is the responsibility of the Election Commission. The Election Commission may delegate the administration of the test to an authorized assistant.) The undersigned certifies that the listed terminals were properly tested as required by Promulgated Rule and prescribed by the Bureau of Elections. Further, the program was completely tested for each ballot style and matches the official ballot, the hardware was found to be fully functioning, and the Vote Position Test results agree with the predetermined results. Finally, the proper program was installed into each terminal using the seal number recorded below and on the Clerk's Preparation Certificate in the Poll Book of the precinct(s) to which the terminal was assigned.

Precinct #	Terminal Serial #	Memory Device Seal #	Date of Test

Further the test ballot(s) were secured and sealed in an approved ballot container with seal number \_\_\_\_\_  
on \_\_\_\_/\_\_\_\_/\_\_\_\_.

\_\_\_\_\_  
Member(s) of Election Commission or Authorized Assistant(s)

# Public Notice

## Sample Township

NOTICE IS HEREBY GIVEN that the  
Public Accuracy Test for the  
May 6, 2008 Election  
has been scheduled for Thursday  
May 1, 2008 at 10:00 AM in the  
Township Hall Meeting Room,  
24821 Front Ave.  
Mattawan, Michigan.

The Public Accuracy Test is conducted  
to demonstrate that the program  
and computer that will be used  
to tabulate the results of the  
election, counts the votes in  
the manner prescribed by law.

Mary Smith  
Sample Township Clerk



# CLERK'S PREPARATION CERTIFICATE FOR OPTICAL SCAN TABULATOR AND VOTER ASSIST TERMINAL

Tabulator Serial No. \_\_\_\_\_

Tabulator Seal No. \_\_\_\_\_

Voter Assist Terminal Serial No. \_\_\_\_\_

Voter Assist Terminal Seal No. \_\_\_\_\_

I certify the above tabulator and voter assist terminal have been properly prepared and tested for this election in accordance with law, and that at the completion of the tests, the programs were inserted into the tabulator and terminal and sealed with the seals bearing the seal numbers recorded above.

Precinct No. \_\_\_\_\_

Signature of Clerk or Authorized Assistant \_\_\_\_\_

Date \_\_\_\_\_

## ELECTION INSPECTORS' PREPARATION CERTIFICATE



**WE CERTIFY BY SIGNING BELOW THAT THE FOLLOWING WAS COMPLETED PRIOR TO THE OPENING OF POLLS:**

- The oath of office was administered to and signed by all election inspectors present.
- Verified that the serial number of the tabulator and terminal and the seals used to seal the tabulator and terminal were the same as the serial and seal numbers recorded on the Clerk's Preparation Certificate above.
- All preparation tests of the tabulator and terminal were completed and the equipment was found to be in proper working order.
- The ballot was verified by comparing each candidate's name and the placement of any propositions on the ballot with the precinct instruction ballot, tabulator zero tape and terminal test ballot.

## OATHS OF CHAIRPERSON AND INSPECTORS OF ELECTION

STATE OF MICHIGAN

COUNTY OF \_\_\_\_\_

} SS.

**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 at the Election held on \_\_\_\_\_ the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ according to the best of my ability.

Taken, subscribed and sworn to before me this

\_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_.

X

Signature of Chairperson

X

Signature of Person Administering Oath

STATE OF MICHIGAN

COUNTY OF \_\_\_\_\_

} SS.

**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 Inspector of Elections at the Election held on \_\_\_\_\_ the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ according to the best of my ability.

Taken, subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

### Signature of Persons Taking Oath and Certifying Preparation Certificate

X

X

X

X

X

X

X

X

X

X

Signature of Person Administering Oath

## Appendix I

Resource	Page(s)
Master Card	3
Voter Information Card	4
Mail-In Voter Registration Application Form	5-6
Reliable Information Charts	7-8
Rejection Notice	10-11
Confirmation Notice Move Within Jurisdiction	11-12
Confirmation Notice Move to Different Jurisdiction	13-14
Backside of Petition Forms	15
Nominating Petition (City/Township Partisan)	16
Nominating Petition (Countywide Partisan)	17
Nominating Petition (Village Nonpartisan)	18
Nominating Petition (City/Township Nonpartisan)	19
Nominating Petition (Countywide Nonpartisan)	20
Qualifying Petition (City/Township)	21
Qualifying Petition (Countywide)	22
Recall Petition (front and back)	23-24
Affidavit of Identity	25-26
Precinct Delegate Affidavit of Identity	27
Supplemental Filing Receipt	28
Record of Nominating Petitions Filed	29
Write-In Candidate Declaration of Intent	30
Precinct Delegate Write-In Candidate Declaration of Intent	31
Absent Voter Ballot Application	32-33
Mandated Ballot Marking Instructions	34-38
Emergency Absent Voter Application	39
Absent Voter Outgoing Envelope	40-41
Absent Voter Return Envelope	42-43
Absent Voter Information Posting	44
Federal Post Card Application	45-46
Federal Write-In Absentee Ballot	47-48
Absent Voter Counting Board Affidavit	49
Tabulator Testing and Security Certification Form	50
Election Commission Certification – Public Accuracy Test	51
Voter Assist Terminal Testing & Security Certification Form	52
Procedures & Scripts for Handling Ballots Rejected in the Polls	53
Application to Vote	54

Resource	Page(s)
Missing Voters Flow Chart	55
Provisional Ballot Form	56-57
Notice to Voters Who Do Not Appear on the Precinct's Registration List	58
Notice to Voters Unable to Satisfy State and/or Federal ID Requirement	59
Procedure for Handling Envelope Ballots Returned to Clerk's Office	60-62
Provisional Ballot Report (City/Township) Worksheet	63-64
Precinct List Notes	65
Change of Address Form/Authorization to Cancel	66
Affidavit of Voter Not in Possession of Picture Identification	67
Michigan Identification – Questions and Answers	68-72
Photo Identification Flow Charts	73-74
Election Inspector Application	75
Polling Place Diagram	76
Receiving Board Guide & Checklist	77-80
Sample – Notice of Registration	81
Sample – Notice of Election	82
Sample – Notice of Public Accuracy Test	83
Document Retention Schedule	84-97

**MCQVF, ANDERSON JAMES**

4654 KEMPPA RD  
 TOIVOLA MI 49865

Name (Last, First, Middle) Wtd/Pct 00002

DL No: M456664456654

Birth Date: 08/07/1981

Reg Date: 10/05/2000

Gender: M

County: ONTONAGON

City/Twp: BOHEMIA TOWNSHIP

School: ADAMS TOWNSHIP SCHOOL  
 District

Village:

Mailing Address School Pct 00001

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 city or township by election day. I will be 18 years of age by election day. I authorize cancellation of any previous registration. The information I have furnished is true to the best of my knowledge and belief. I understand that providing false information, I may be subject to a fine or imprisonment of both under Federal or State laws.

Telephone:

Applicant Signature or Mark

Transfer to New Address		Former Name	
No.	Street	Date	Wtd/Pct

Cancel Date Cause Note

\*004003985503\*

MCQVF, ANDERSON JAMES

ELSIE SULKANEN - CLERK  
BOHEMIA TOWNSHIP  
572 ROUSSEAU RD  
MASS CITY MI 49948-9738

RETURN SERVICE REQUESTED

**VOTER IDENTIFICATION CARD**

City/Twp: BOHEMIA TOWNSHIP  
County: ONTONAGON  
Ward: 00 Precinct: 002 Date: 6/5/2015  
Listed below are the various districts in which you reside:  
US Congressional: 01  
State Senate: 38  
State Representative: 110  
County Comm: 02  
School District: ADAMS TOWNSHIP SCHOOL DISTRICT

ELSIE SULKANEN - CLERK

Polling Location:  
MISERY BAY TOWN HALL  
MISERY BAY ROAD

ANDERSON JAMES MCQVF  
4654 KEMPPA RD  
TOIVOLA MI 49965

FOLD





## State of Michigan Voter Registration Application and Michigan Driver's License/State Identification Card Address Change Form Instructions

<b>qualifications</b>	<b>registering by mail – special requirements for first-time voters</b>
<p><b>To register to vote in Michigan you must be:</b></p> <ul style="list-style-type: none"> <li>• A Michigan resident (at the time you register) and a resident of your city or township for at least 30 days (when you vote).</li> <li>• A United States citizen.</li> <li>• At least 18 years of age (when you vote).</li> <li>• Not currently serving a sentence in jail or prison.</li> </ul>	<p><b>Are you registering to vote in Michigan for the first time?</b></p> <p>If you have never voted in Michigan and choose to submit this form by mail or through a voter registration drive, you must meet the federal identification requirement as explained below.</p>
<b>residential &amp; mailing address</b>	<b>federal requirement – provide identification</b>
<p>You may only register to vote in one place. If you have more than one place of residence, you may register to vote in the place where you are currently located or the place you intend to return. For example, students attending college may register in their hometown or at their campus address, and temporary in-patient residents of nursing homes may register at their home address or at the medical facility.</p> <p>If you would prefer to receive mail related to your voter registration or driver's license/state identification card at an address other than your residential address (ex. PO Box), you may provide a mailing address where indicated on the form. If you provide a mailing address, it won't appear on your voter information card or driver's license/state identification card.</p>	<p>To comply with the identification requirement, you must:</p> <ol style="list-style-type: none"> <li>(1) Enter your Michigan-issued driver's license number or Michigan-issued state ID card number where requested on this form.</li> </ol> <p style="text-align: center;"><b>or</b></p> <ol style="list-style-type: none"> <li>(2) If you do not have a Michigan-issued driver's license or Michigan-issued state ID card, provide the last four digits of your Social Security number.</li> </ol> <p style="text-align: center;"><b>or</b></p> <ol style="list-style-type: none"> <li>(3) Send one of the following forms of identification when mailing this form to your county, city or township clerk: a COPY of a current and valid photo identification (such as a driver's license or state ID card from any state) or a COPY of a paycheck stub, utility bill, bank statement or a government document that lists your name and address.</li> </ol> <p style="text-align: center;"><b>***DO NOT SEND ORIGINAL ID DOCUMENTS BY MAIL***</b></p> <p>If this requirement applies to you and you don't provide the information identified above, you must provide an acceptable form of identification before you vote in the first election in which you wish to participate.</p> <p><b>Note:</b> The identification requirement <b>doesn't</b> apply if you: (1) personally hand-deliver this form to your county, city or township clerk's office instead of mailing this form or submitting it through a voter registration drive, (2) are disabled or (3) are eligible to vote under the federal Uniformed and Overseas Citizens Absentee Voting Act.</p>
<b>criminal convictions and registering to vote</b>	<b>questions?</b>
<p>If you have a past criminal conviction and are no longer in jail or prison, you <b>can</b> register and vote. You also can register and vote if you are in jail and awaiting trial or sentencing. If you are currently serving a sentence in jail or prison you <b>can't</b> register or vote.</p>	<p><b>Contact your city or township clerk if you have any questions.</b></p> <p>Your application isn't valid until accepted by your city or township clerk. If your application is accepted, your clerk will mail you a voter information card within 3 weeks. You can verify your voter registration status by going to <a href="http://Michigan.gov/Vote">Michigan.gov/Vote</a>.</p>
<b>deliver to your city or township clerk</b>	ED-121 (1-2020)
<p>Mail or deliver this completed application directly to your city or township clerk. Find your city or township clerk's address at <a href="http://Michigan.gov/Vote">Michigan.gov/Vote</a>.</p>	

Track your registration status, find your city/township clerk, view your polling location, and more at [Michigan.gov/Vote](http://Michigan.gov/Vote).

**instructions**

If you have a Michigan driver's license or state ID card, **you can register to vote online.** Start the process at Michigan.gov/Vote.

Complete this form to register to vote or update your registration information<sup>1</sup>.

- 1** Please print all information clearly using black or blue pen.
- 2** Sign the form.
- 3** Mail or drop off the form to your city/township clerk.

Find your city/township clerk and more information at Michigan.gov/Vote.

Phone number/email provided will be used for official election purposes only.

<sup>1</sup>Name changes must be completed at an SOS branch office.



The voter registration deadline is **15 days** before election day, **IF** you submit this form through a voter registration drive or deliver it to a county clerk or secretary of state office. If you mail the form, it must be postmarked at least 15 days before the election.



**You can register any time up through Election Day by going to your city or township clerk office** with residency verification.

If you have a Michigan driver's license (DL) or state identification card (SID), you must use the same address for voter registration and DL/SID.

This form will also change your DL/SID address. You'll be mailed a sticker with your new address to put on your DL/SID.

If you have never voted in person in Michigan and choose to submit this form by mail or through a voter registration drive, **review the instructions on page 1.** You might need to provide additional ID.

More instructions can be found on page 1.

**State of Michigan Voter Registration Application and Michigan Driver's License/State Identification Card Address Change Form**

**qualifications**

- yes  no I am a United States citizen.  
 yes  no I am at least 17.5 years old and will vote only after I turn 18.

**! If you are not a US citizen, DON'T complete this form**

**Michigan-issued driver's license/Michigan-issued state ID card #**

-    -     -     -

If you don't have a Michigan-issued driver's license or Michigan-issued state ID card, provide the last four digits of your Social Security number:

X X X X - X X -

I don't have a valid Michigan-issued driver's license, a Michigan-issued state ID card, or a Social Security number.

**personal information** \*required information

last name\* first\* middle suffix

-   -

male  female

date of birth\*

address where you live - house number & street name\*

apt/lot #

**MI**

city\*

zip

(  )

phone

email

mailing address (if different than where you live)

city

state

zip

**Complete to join permanent absent voter application list:**

- I want to vote absentee in all future elections.  
 Automatically send me an application for every election.

**signature**

I certify that:

- I am a United States citizen.
- I am at least 17.5 years old and will vote only after I turn 18.
- I am a Michigan resident and will vote only after I have lived in my city or township for at least 30 days.
- I authorize the cancellation of any 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.

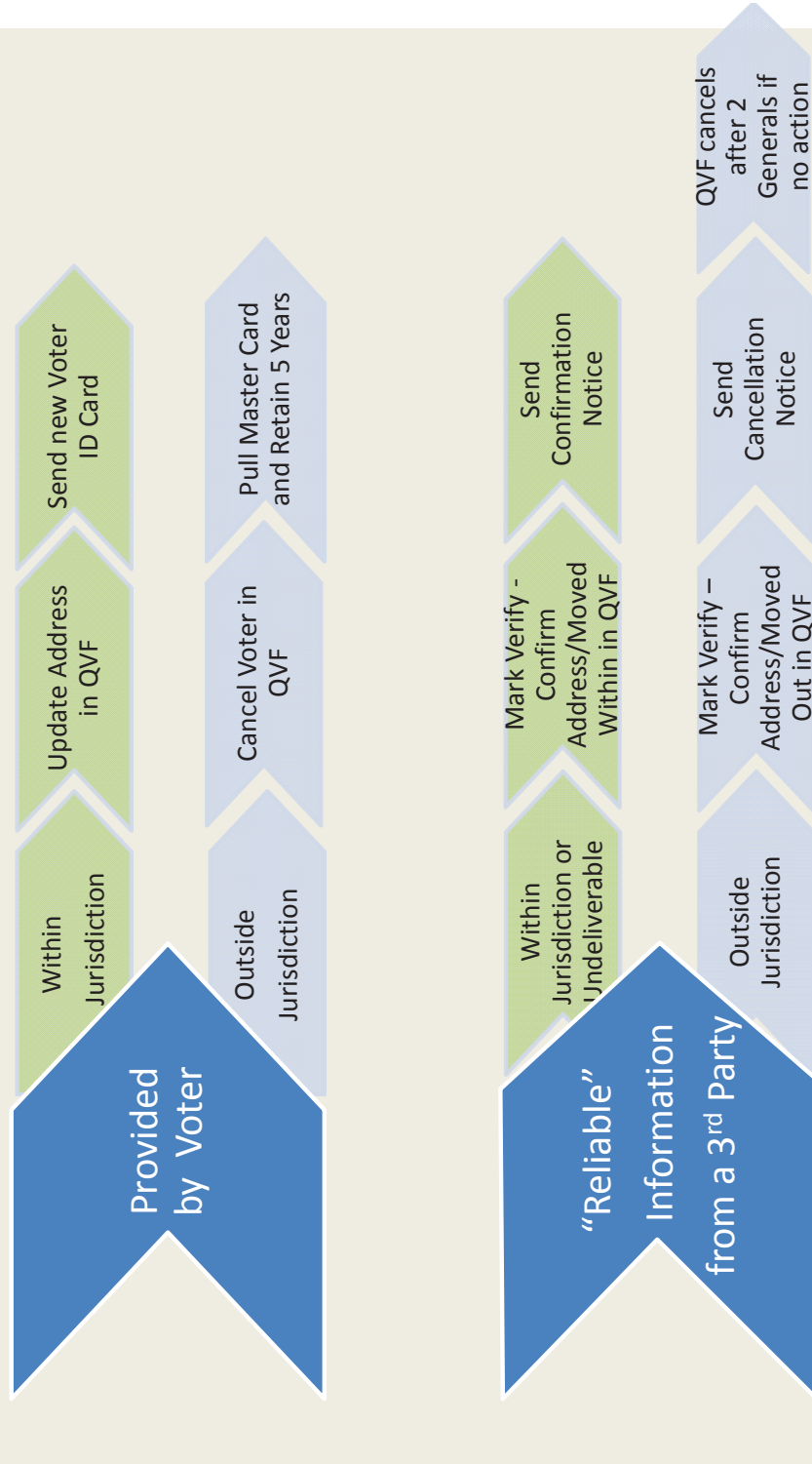
**X**

signature

date

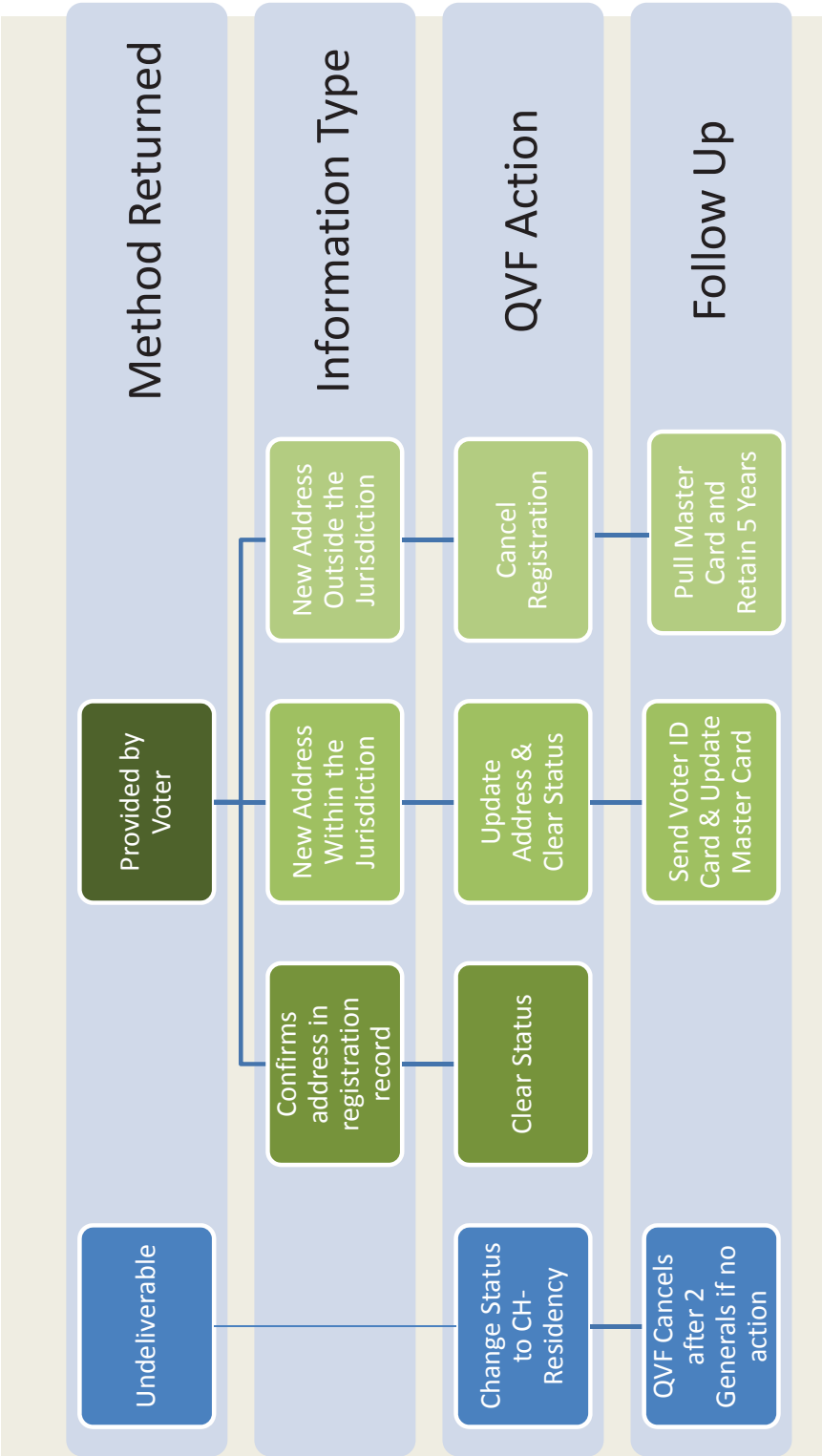
2-13

# VOTER REGISTRATION CHANGE OF ADDRESS



2-17

# VOTER REGISTRATION RETURNED CONFIRMATION/CANCELLATION NOTICES





ELSIE SULKANEN  
CLERK  
BOHEMIA TOWNSHIP  
572 ROUSSEAU RD  
MASS CITY MI 49948-9738

ZACHARY LUCAS MCQVF  
2021 M 38 HWY  
NISULA CITY MI 49952

### NOTICE OF REJECTION

This is to inform you that your voter registration application has been voided for the following reason(s):

#### NO SIGNATURE

The reason for rejection was for missing or incomplete information, please detach, complete and return the reply card if you wish to have your voter registration application reconsidered.

Your registration was rejected for failure to sign the application, the application cannot be corrected by completing and returning the attached card. In this case it will be necessary to either appear in person and sign the application or submit a new application. See reverse side for information on how and where a person may register to vote or update their voter registration due to a change of address or name.

If you have any questions or wish to obtain information on how to register to vote, please contact your local clerk's office.

If  
a  
If  
c  
e  
f  
r  
If  
c

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*000440001152\*

ELSIE SULKANEN  
CLERK  
BOHEMIA TOWNSHIP  
572 ROUSSEAU RD  
MASS CITY MI 49948-9738

**Information on Registering to Vote and Changing Your Address or Name**

Eligible persons may register to vote, change their voter registration address or name in any of the following manners:

**In Person:**

- At your city or township clerk's office or at the office of any county clerk.
- At any of the Secretary of State Branch offices located throughout the state.
- At the office of the specified agency for clients receiving services through the Family Independence Agency, the Department of Community Health, Michigan Jobs Commission and some offices of the Commission for the Blind.
- At the military recruitment offices for persons enlisting in the armed forces.

**By Mail:**

- By obtaining and completing a Mail Voter Registration Application and forwarding to the election official as directed on the application.

**Online:**

- Voter registration addresses may be changed with a driver's license or personal i.d. number at [www.expresssos.com](http://www.expresssos.com) as well.

**NOTICE OF REJECTION RESPONSE CARD**

(Please Print)

Dear Clerk:

The following is the information needed to complete my voter registration application.

My Full Name is: \_\_\_\_\_

I live at: \_\_\_\_\_  
House Number, Street/Road, Apartment Number  
\_\_\_\_\_  
City, State, Zip Code

Year of Birth \_\_\_\_\_

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Date

ELSIE SULKANEN  
CLERK  
BOHEMIA TOWNSHIP  
572 ROUSSEAU RD  
MASS CITY MI 49948-9738

ANDERSON JAMES MCQVF  
4654 KEMPPA RD  
TOIVOLA MI 49965

**NOTICE OF CHANGE OF ADDRESS**  
(Move made within jurisdiction)

We have been advised that you no longer reside at the address at which you are registered to vote within BOHEMIA TOWNSHIP.

**If you have permanently moved to a different address within BOHEMIA TOWNSHIP**, please detach, complete and return the reply card attached to this notice as soon as possible. Your new Voter Identification Card will be forwarded to you once the completed reply card is received. If the reply card is not returned, affirmation of your current address will be required at the polls on election day.

**If you have not permanently moved to a different address within BOHEMIA TOWNSHIP**, please detach, complete and return the reply card attached to this notice as soon as possible. If the reply card is not returned, affirmation of your current address will be required at the polls on election day.

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*004003985503\*

ELSIE SULKANEN  
CLERK  
BOHEMIA TOWNSHIP  
572 ROUSSEAU RD  
MASS CITY MI 49948-9738

**Information on Registering to Vote and Changing Your Address or Name**

Eligible persons may register to vote, change their voter registration address or name in any of the following manners:

**In Person:**

- At your city or township clerk's office or at the office of any county clerk.
- At any of the Secretary of State Branch offices located throughout the state.
- At the office of the specified agency for clients receiving services through the Department of Human Services, Department of Community Health, and Michigan Rehabilitation Services.
- At the military recruitment offices for persons enlisting in the armed forces.

**By Mail:**

- By obtaining and completing a Mail Voter Registration Application and forwarding to the election official as directed on the application.

**Online:**

- You may also change your voter registration address online in conjunction with an address change to your driver's license or personal identification card at [www.expressos.com](http://www.expressos.com).

**RESPONSE CARD**  
(Please Print)

Full Name: \_\_\_\_\_

Year of Birth: \_\_\_\_\_

I currently reside at: \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



ELSIE SULKANEN  
CLERK  
BOHEMIA TOWNSHIP  
572 ROUSSEAU RD  
MASS CITY MI 49948-9738

ANDERSON JAMES MCQVF  
4654 KEMPPA RD  
TOIVOLA MI 49965

**NOTICE OF CANCELLATION**

The voter registration you currently hold in BOHEMIA TOWNSHIP may be cancelled as we have been advised that you are no longer a resident of this jurisdiction.

**If you have Permanently moved to an address outside of this Jurisdiction**

- \* Detach, complete and return the postage paid reply card at the bottom to confirm your address as soon as possible. See reverse side for information on how and where a person may register to vote or update their voter registration due to change of address or name.
- \* Please note that in order to vote, you must register with the clerk of the jurisdiction where you now reside.

**If you have not permanently moved to an address outside of this Jurisdiction and you wish to remain registered**

- \* Detach, complete, and return the postage paid reply card at the bottom to correct our information as soon as possible.
- \* If this card is not returned, you may be asked to confirm your address at the polls on Election Day.

**Failure to return reply card**

If this card is not returned and you do not vote by the second November General Election held in the even numbered year following this notice, your voter registration will be cancelled.

**Questions? Contact the clerk whose name appears below at 906-883-3466**

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*004003985503\*

ELSIE SULKANEN  
CLERK  
BOHEMIA TOWNSHIP  
572 ROUSSEAU RD  
MASS CITY MI 49948-9738

**Information on Registering to Vote and Changing Your Address or Name**

Eligible persons may register to vote, change their voter registration address or name in any of the following manners:

**In Person:**

- At your city or township clerk's office or at the office of any county clerk.
- At any of the Secretary of State Branch offices located throughout the state.
- At the office of the specified agency for clients receiving services through the Department of Human Services, Department of Community Health, and Michigan Rehabilitation Services.
- At the military recruitment offices for persons enlisting in the armed forces.

**By Mail:**

- By obtaining and completing a Mail Voter Registration Application and forwarding to the election official as directed on the application.

**Online:**

- You may also change your voter registration address online in conjunction with an address change to your driver's license or personal identification card at [www.expresssos.com](http://www.expresssos.com).

Full name: \_\_\_\_\_

Year of Birth: \_\_\_\_\_

currently reside at: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTICE**

This form complies with Michigan election law, MCL 168.488 and 168.544d. Before using this form, you are strongly encouraged to review the provisions of Michigan law which grant you the right to place your proposal on the ballot through a petitioning process to determine if any additional petition formatting requirements are specified. If additional requirements are specified under the governing statutes, this form cannot be used.

**READ BEFORE CIRCULATING PETITION**

Complete the heading of the petition before circulating it.

- Enter the county where the petition will be circulated. **Do not list more than one county.**
- Enter an appropriate description of your proposal.

**Make sure that all signers complete the petition. Have each signer:**

- Sign and print his or her full name on the petition.
- Enter the street address or rural route where registered to vote. A P.O. Box provided in lieu of a residential address is not acceptable.
- Write the city or township of registration, which must be located within the county listed in the petition heading. (Note: for information regarding the signer's entry of the name of a post office or unincorporated place, see MCL 168.552a.)
- Write the zip code and date of signing.

**Complete the circulator's certificate after circulating the petition.**

- Sign and print your full name and enter the date of signing. Signatures on the petition which are dated after the date on the circulator's certificate are invalid.
- Enter your complete residence address (street and number or rural route --do not enter a P.O. Box), city or township, and state.
- If you do not reside in Michigan, check the box located in the lower left corner of the petition sheet and enter your county of registration (if you are registered to vote in your home state).

**Remember:**

- Ask potential signers whether and where they are registered to vote. Voter registration information may be found at [Michigan.gov/Vote](http://Michigan.gov/Vote).
- Review each signer's entry for completeness. If information is omitted, ask the signer to fill in the blank(s).
- Do not leave the petition unattended.

ElectionSource, (888) 742-8037 [www.electionsource.com](http://www.electionsource.com)  
Form No. 840 - Revision 10/18 - NOT Approved by the State Director of Elections

### INSTRUCTIONS ON REVERSE SIDE

## NOMINATING PETITION

### (CITY/TOWNSHIP PARTISAN)

We, the undersigned, registered and qualified voters in the Township of \_\_\_\_\_, City of \_\_\_\_\_, State of \_\_\_\_\_, in the County of \_\_\_\_\_ and State of Michigan, nominate \_\_\_\_\_ as a candidate of the \_\_\_\_\_ (City or Township) \_\_\_\_\_ (Street Address or Rural Route) \_\_\_\_\_ (City or Township) \_\_\_\_\_ (State, if any) to be voted for in the Primary Elections to be held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**WARNING - A PERSON WHO KNOWINGLY SIGNS MORE PETITIONS FOR THE SAME OFFICE THAN THERE ARE PERSONS TO BE ELECTED TO THE OFFICE SIGNS A PETITION MORE THAN ONCE, OR SIGNS A NAME OTHER THAN HIS OR HER OWN, IN VIOLATION OF THE PROVISIONS OF THE MICHIGAN ELECTION LAW.**

SIGNATURE	PRINTED NAME	STREET ADDRESS	CITY/TOWNSHIP	ZIP CODE	DATE OF SIGNING		
					MONTH	DAY	YEAR
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							



**CERTIFICATE OF CIRCULATOR**  
 The undersigned circulator of the above petition hereby certifies that he or she is 18 years of age or older and a United States citizen; that each signature on this petition was signed in his or her presence; that he or she has neither caused nor permitted a person to sign this petition for another person; that he or she is not an elected or appointed official; that he or she is not an agent or representative of any person; and that he or she is not a member of the Michigan State Bar. He or she is not a resident of the City or Township listed in the heading of this petition, and the elector was qualified to sign this petition.

If the circulator is not a resident of Michigan, the circulator shall make a cross (X) or check mark (✓) in the box provided, otherwise each signature on this petition shall be invalid and the signatures will not count by a filing official. By making a cross (X) or check mark (✓) in the box provided, the circulator agrees to accept the jurisdiction of this state for the purpose of any legal proceeding or hearing that concerns a petition, a ballot, or a signature on this petition. This declaration shall be filed with the circulator. Secretary of State or a designated agent of the Secretary of State has the same effect as if personally signed on the circulator.

**WARNING-A CIRCULATOR KNOWINGLY MAKING A FALSE STATEMENT IN THE ABOVE CERTIFICATE, A PERSON NOT A CIRCULATOR WHO SIGNS AS A CIRCULATOR, OR A PERSON WHO SIGNS A NAME OTHER THAN HIS OR HER OWN AS CIRCULATOR IS GUILTY OF A MISDEMEANOR.**

**CIRCULATOR - DO NOT SIGN OR DATE CERTIFICATE UNTIL AFTER CIRCULATING PETITION.**

(Signature of Circulator) \_\_\_\_\_ (Date) \_\_\_\_\_

(Printed Name of Circulator) \_\_\_\_\_

(Complete Residence Address (Street and Number or Rural Route)) - (Do not enter a post office box)

(City or Township, State, Zip Code)

(County of Registration, if Registered to Vote, of a Circulator who is not a Resident of Michigan)

**INSTRUCTIONS ON REVERSE SIDE**

**NOMINATING PETITION**  
 (COUNTYWIDE PARTISAN)

\* The "Countywide" Partisan Petition form may be used by any partisan candidate. Exception: the form may not be used by a partisan candidate who seeks the office of County Commissioner; such candidates must use the "City/Township" Partisan Petition form.

We, the undersigned, registered and qualified voters of the County of \_\_\_\_\_ and State of Michigan, nominate \_\_\_\_\_ (Name of Candidate) \_\_\_\_\_ (Street Address or Rural Route) \_\_\_\_\_ (City or Township) \_\_\_\_\_ (Title of Office/Term Expiration Date) \_\_\_\_\_ (District, if any) as a candidate of the \_\_\_\_\_ Party for the office of \_\_\_\_\_ (Street Address or Rural Route) \_\_\_\_\_ (City or Township) \_\_\_\_\_ (Title of Office/Term Expiration Date) \_\_\_\_\_ (District, if any) to be voted for at the Primary Election to be held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**WARNING – A PERSON WHO KNOWINGLY SIGNS MORE PETITIONS FOR THE SAME OFFICE THAN THERE ARE PERSONS TO BE ELECTED TO THE OFFICE, SIGNS A PETITION MORE THAN ONCE, OR SIGNS A NAME OTHER THAN HIS OR HER OWN IS VIOLATING THE PROVISIONS OF THE MICHIGAN ELECTION LAW.**

SIGNATURE	PRINTED NAME	STREET ADDRESS OR RURAL ROUTE	NAME OF CITY OR TOWNSHIP	ZIP CODE	DATE OF SIGNING
					MONTH DAY YEAR
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

SAMPLE

**CERTIFICATE OF CIRCULATOR**

The undersigned circulator of the above petition asserts that he or she is 18 years of age or older and a United States citizen; that each signature on the petition was signed in his or her presence; that he or she has neither caused nor permitted a person to sign the petition in his or her name without his or her knowledge and belief; each signature is the genuine signature of the person purporting to sign the petition; the person signing the petition was at the time of signing a registered elector of the City or Township indicated preceding the signature; and the elector was qualified to sign the petition.

If the circulator is not a resident of Michigan, the circulator shall make a cross [X] or check mark [✓] in the box provided, otherwise each signature on this petition sheet is invalid and the signatures will not be counted by a filing official. By making a cross or check mark in the box provided, the undersigned circulator asserts that he or she is not a resident of Michigan and agrees to accept the jurisdiction of this state for the purpose of any legal proceeding or hearing that concerns a petition sheet executed by the circulator and agrees that legal process served on the Secretary of State or a designated agent of the Secretary of State has the same effect as if personally served on the circulator.

**WARNING-A CIRCULATOR KNOWINGLY MAKING A FALSE STATEMENT IN THE ABOVE CERTIFICATE, A PERSON NOT A CIRCULATOR WHO SIGNS AS A CIRCULATOR, OR A PERSON WHO SIGNS A NAME OTHER THAN HIS OR HER OWN AS CIRCULATOR IS GUILTY OF A MISDEMEANOR.**

**CIRCULATOR – DO NOT SIGN OR DATE CERTIFICATE UNTIL AFTER CIRCULATING PETITION.**

\_\_\_\_\_  
 (Signature of Circulator) \_\_\_\_\_ (Date)

\_\_\_\_\_  
 (Printed Name of Circulator)

\_\_\_\_\_  
 (Complete Residence Address [Street and Number or Rural Route]) – [Do not enter a post office box]

\_\_\_\_\_  
 (City or Township, State, Zip Code)

\_\_\_\_\_  
 (County of Registration, if Registered to Vote, of a Circulator who is not a Resident of Michigan)



**INSTRUCTIONS ON REVERSE SIDE**  
**NOMINATING PETITION**  
**(CITY/TOWNSHIP NONPARTISAN)**

We, the undersigned, registered and qualified voters of the Township of \_\_\_\_\_, City of \_\_\_\_\_ and State of Michigan, nominate \_\_\_\_\_ (Name of Candidate) \_\_\_\_\_ (Street Address or Rural Route) \_\_\_\_\_ (City or Township) \_\_\_\_\_ as a candidate for the office of \_\_\_\_\_ (Name of Office) \_\_\_\_\_ to be voted for at the Primary Election to be held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**WARNING – A PERSON WHO KNOWINGLY SIGNS MORE PETITIONS FOR THE SAME OFFICE THAN THERE ARE PERSONS TO BE ELECTED TO THE OFFICE, SIGNS A PETITION MORE THAN ONCE, OR SIGNS A NAME OTHER THAN HIS OR HER OWN IS VIOLATING THE PROVISIONS OF THE MICHIGAN ELECTION LAW.**

	SIGNATURE	PRINTED NAME	STREET ADDRESS OR RURAL ROUTE	ZIP CODE	DATE OF SIGNING		
					MONTH	DAY	YEAR
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							



**CERTIFICATE OF CIRCULATOR**  
The undersigned circulator of the above petition asserts that he or she is a resident of Michigan, at least 18 years of age or older and a United States citizen; that he or she is a resident of Michigan at the time of signing the petition and has not moved out of Michigan since he or she signed the petition; that he or she has no knowledge of the name of any person signing the petition more than once and has no knowledge of a person signing the petition more than once; that he or she has no knowledge of any person who signs a name other than his or her own; and that he or she has no knowledge of any person who signs a name other than his or her own more than once. He or she certifies that the petition is signed by persons who are qualified to sign the petition.  
 If the circulator is not a resident of Michigan, he or she certifies that he or she is a resident of Michigan at the time of signing the petition, and the voter who signed the petition is a resident of Michigan.  
 If the circulator is not a resident of Michigan, he or she certifies that he or she is a resident of Michigan at the time of signing the petition, and the voter who signed the petition is a resident of Michigan and has not moved out of Michigan since he or she signed the petition.  
 If the circulator is not a resident of Michigan, he or she certifies that he or she is a resident of Michigan at the time of signing the petition, and the voter who signed the petition is a resident of Michigan and has not moved out of Michigan since he or she signed the petition.  
 If the circulator is not a resident of Michigan, he or she certifies that he or she is a resident of Michigan at the time of signing the petition, and the voter who signed the petition is a resident of Michigan and has not moved out of Michigan since he or she signed the petition.

**CIRCULATOR – DO NOT SIGN OR DATE CERTIFICATE UNTIL AFTER CIRCULATING PETITION.**  
\_\_\_\_\_  
(Printed Name of Circulator)  
\_\_\_\_\_  
(Signature of Circulator)  
\_\_\_\_\_  
(Date)  
\_\_\_\_\_  
(Complete Residence Address (Street and Number or Rural Route) – Do not enter a post office box)  
\_\_\_\_\_  
(City or Township, State, Zip Code)  
\_\_\_\_\_  
County of Registration, if Registered to Vote, of a Circulator who is not a Resident of Michigan

**WARNING-A CIRCULATOR KNOWINGLY MAKING A FALSE STATEMENT IN THE ABOVE CERTIFICATE, A PERSON WHO SIGNS AS A CIRCULATOR WHO SIGNS AS A CIRCULATOR, OR A PERSON WHO SIGNS A NAME OTHER THAN HIS OR HER OWN AS CIRCULATOR IS GUILTY OF A MISDEMEANOR.**



## NOMINATING PETITION (COUNTYWIDE NONPARTISAN)

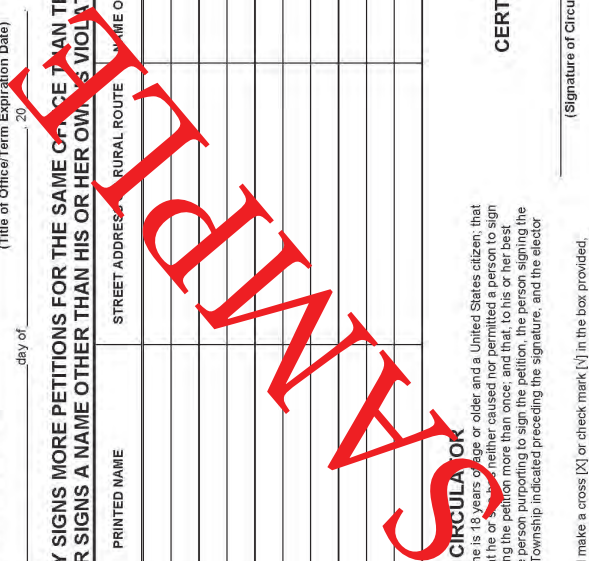
\* The "Countywide" Nonpartisan Petition form may be used by any nonpartisan candidate. Exceptions: the form may not be used by a candidate who seeks a school board position, intermediate school board position, community college trustee position, library board position or a district library board position.

### INSTRUCTIONS ON REVERSE SIDE

We, the undersigned, registered and qualified voters of the County of \_\_\_\_\_ and State of Michigan, nominate \_\_\_\_\_ (Name of Candidate) \_\_\_\_\_ (Street Address or Rural Route) \_\_\_\_\_ (District, if any) \_\_\_\_\_ (City or Township) \_\_\_\_\_ (Title of Office/Term Expiration Date) \_\_\_\_\_ as a candidate for the office of \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ to be voted for at the Primary Election to be held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**WARNING – A PERSON WHO KNOWINGLY SIGNS MORE PETITIONS FOR THE SAME OFFICE THAN THERE ARE PERSONS TO BE ELECTED TO THE OFFICE, SIGNS A PETITION MORE THAN ONCE, OR SIGNS A NAME OTHER THAN HIS OR HER OWN'S VIOLATING THE PROVISIONS OF THE MICHIGAN ELECTION LAW.**

SIGNATURE	PRINTED NAME	STREET ADDRESS, RURAL ROUTE	CITY OR TOWNSHIP	ZIP CODE	DATE OF SIGNING		
					MONTH	DAY	YEAR
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							



### CERTIFICATE OF CIRCULATOR

The undersigned circulator of the above petition asserts that he or she is 18 years of age or older, and a United States citizen; that each signature on the petition was signed in his or her presence; that he or she has neither caused nor permitted a person to sign the petition more than once and has no knowledge of a person signing the petition more than once; and that, to his or her best knowledge and belief, each signature is the genuine signature of the person purporting to sign the petition, the person signing the petition was at the time of signing a registered elector of the City or Township indicated preceding the signature, and the elector was qualified to sign the petition.

If the circulator is not a resident of Michigan, the circulator shall make a cross [X] or check mark [✓] in the box provided; otherwise each signature on this petition sheet is invalid and the signatures will not be counted by a filing official. By making a cross or check mark in the box provided, the undersigned circulator asserts that he or she is not a resident of Michigan and agrees to accept the jurisdiction of this state for the purpose of any legal proceeding or hearing that concerns a petition sheet executed by the circulator and agrees that legal process served on the Secretary of State or a designated agent of the Secretary of State has the same effect as if personally served on the circulator.

**WARNING-A CIRCULATOR KNOWINGLY MAKING A FALSE STATEMENT IN THE ABOVE CERTIFICATE, A PERSON NOT A CIRCULATOR WHO SIGNS AS A CIRCULATOR, OR A PERSON WHO SIGNS A NAME OTHER THAN HIS OR HER OWN AS CIRCULATOR IS GUILTY OF A MISDEMEANOR.**

### CIRCULATOR – DO NOT SIGN OR DATE CERTIFICATE UNTIL AFTER CIRCULATING PETITION.

(Signature of Circulator) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Date)

(Printed Name of Circulator) \_\_\_\_\_

(Complete Residence Address [Street and Number or Rural Route]) – [Do not enter a post office box] \_\_\_\_\_

(City or Township, State, Zip Code) \_\_\_\_\_

(County of Registration, if Registered to Vote, of a Circulator who is not a Resident of Michigan) \_\_\_\_\_



**QUALIFYING PETITION**  
**CANDIDATE WITHOUT PARTY AFFILIATION (CITY/TOWNSHIP)**

**INSTRUCTIONS ON REVERSE SIDE**  
We, the undersigned, registered and qualified electors of the Township of \_\_\_\_\_, and State of Michigan, nominate \_\_\_\_\_ as a candidate without party affiliation for the office of \_\_\_\_\_ in the County of \_\_\_\_\_.

(Name of Candidate) (Street Address or Rural Route) (City or Township) \_\_\_\_\_, \_\_\_\_\_ and State of Michigan, nominate \_\_\_\_\_ as a candidate without party affiliation for the office of \_\_\_\_\_ in the County of \_\_\_\_\_.

(Title of Office/Form Expiration Date) (District, if Any) \_\_\_\_\_ of \_\_\_\_\_, Michigan.

(City or Township) (Street Address or Rural Route) (City or Township) \_\_\_\_\_, \_\_\_\_\_ and State of Michigan, nominate \_\_\_\_\_ as a candidate without party affiliation for the office of \_\_\_\_\_ in the County of \_\_\_\_\_.

**WARNING-A PERSON WHO KNOWINGLY SIGNS MORE PETITIONS FOR THE SAME OFFICE THAN THERE ARE PERSONS TO BE ELECTED TO THE OFFICE OR SIGNS A NAME OTHER THAN HIS OR HER OWN IS VIOLATING THE PROVISIONS OF THE MICHIGAN ELECTION LAWS.**

	SIGNATURE	PRINTED NAME	STREET ADDRESS OR RURAL ROUTE	DATE OF SIGNING		
				MONTH	DAY	YEAR
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						

(Signature of Circulator) \_\_\_\_\_  
(Printed Name of Circulator) \_\_\_\_\_  
(Complete Returnee Address (Street and Number or Rural Route)) (Do not enter a post office box)  
(City or Township), State, Zip Code) \_\_\_\_\_  
(County of Registration, if Registeries to Vote, of a Circulator who is not a Resident of Michigan) \_\_\_\_\_

**CERTIFICATE OF CIRCULATOR**  
The undersigned circulator of the above petition certifies that he or she and all other persons who have signed the petition were present at the time the petition was signed and that each signature is the genuine signature of the person whose name is on the petition. The undersigned circulator certifies that he or she and all other persons who have signed the petition were present at the time the petition was signed and that each signature is the genuine signature of the person whose name is on the petition. The undersigned circulator certifies that he or she and all other persons who have signed the petition were present at the time the petition was signed and that each signature is the genuine signature of the person whose name is on the petition.

**CIRCULATOR - DO NOT SIGN OR DATE  
CERTIFICATE UNTIL AFTER CIRCULATING PETITION.**

**CERTIFICATE OF CIRCULATOR**  
The undersigned circulator of the above petition certifies that he or she and all other persons who have signed the petition were present at the time the petition was signed and that each signature is the genuine signature of the person whose name is on the petition. The undersigned circulator certifies that he or she and all other persons who have signed the petition were present at the time the petition was signed and that each signature is the genuine signature of the person whose name is on the petition. The undersigned circulator certifies that he or she and all other persons who have signed the petition were present at the time the petition was signed and that each signature is the genuine signature of the person whose name is on the petition.

**WARNING-A CIRCULATOR KNOWINGLY MAKING A FALSE STATEMENT IN THE ABOVE CERTIFICATE, A PERSON NOT A CIRCULATOR WHO SIGNS AS A CIRCULATOR OR A PERSON WHO SIGNS A NAME OTHER THAN HIS OR HER OWN AS CIRCULATOR IS GUILTY OF A MISDEMEANOR.**

Michigan Election Commission Form No. 2007-01 Rev. 08/2019 - Approved by the Bureau of Elections

**INSTRUCTIONS ON REVERSE SIDE**

## QUALIFYING PETITION CANDIDATE WITHOUT PARTY AFFILIATION (COUNTYWIDE)

\*The "Countywide" Qualifying Petition form may be used by any candidate without political party affiliation who seeks a partisan office. An exception: the candidate for the office of County Commissioner; such candidates must use the "City/Township" Qualifying Petition form.

We, the undersigned, registered and qualified electors of the County of \_\_\_\_\_ and State of Michigan, nominate \_\_\_\_\_ (Name of Candidate) \_\_\_\_\_ (Street Address or Rural Route) \_\_\_\_\_ (City or Township) \_\_\_\_\_ (Type of Office/Term Expiration Date) \_\_\_\_\_ (District, if any) \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**WARNING – A PERSON WHO KNOWINGLY SIGNS MORE PETITIONS FOR THE SAME OFFICE THAN THERE ARE PERSONS TO BE ELECTED TO THE OFFICE OR SIGNS A NAME OTHER THAN HIS OR HER OWN IS VIOLATING THE PROVISIONS OF THE MICHIGAN ELECTION LAW.**

SIGNATURE	PRINTED NAME	STREET ADDRESS OR RURAL ROUTE	NAME OF CITY OR TOWNSHIP	ZIP CODE	DATE OF SIGNING
					MONTH DAY YEAR
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

**CERTIFICATE OF CIRCULATOR**

The undersigned circulator of the above petition asserts that he or she is 18 years of age or older and a United States citizen; that the signature on the petition was signed in his or her presence; that he or she has neither caused nor permitted his or her name to be placed on the petition; that he or she has read the petition and knows the contents thereof; that he or she has personally served the petition on the person purporting to sign the petition, and the elector was at the time of signing a registered elector of the City or Township preceding the signature; and the elector was qualified to sign the petition.

If the circulator is not a resident of Michigan, the circulator shall make a cross (X) or check mark (✓) in the box provided, otherwise each signature on this petition sheet is invalid and the signatures will not be counted by a filing official. By making a cross or check mark in the box provided, the undersigned circulator asserts that he or she is not a resident of Michigan and agrees to accept the jurisdiction of this state for the purpose of any legal proceeding or hearing that concerns a petition sheet executed by the circulator and agrees that legal process served on the Secretary of State or a designated agent of the Secretary of State has the same effect as if personally served on the circulator.

**WARNING-A CIRCULATOR KNOWINGLY MAKING A FALSE STATEMENT IN THE ABOVE CERTIFICATE, A PERSON NOT A CIRCULATOR WHO SIGNS AS A CIRCULATOR, OR A PERSON WHO SIGNS A NAME OTHER THAN HIS OR HER OWN AS CIRCULATOR IS GUILTY OF A MISDEMEANOR.**

**CIRCULATOR – DO NOT SIGN OR DATE CERTIFICATE UNTIL AFTER CIRCULATING PETITION.**

\_\_\_\_\_  
(Signature of Circulator)

\_\_\_\_\_  
(Printed Name of Circulator)

\_\_\_\_\_  
(Complete Residence Address [Street and Number or Rural Route]) - [Do not enter a post office box]

\_\_\_\_\_  
(City or Township, State, Zip Code)

\_\_\_\_\_  
(County of Registration, if Registered to Vote, of a Circulator who is not a Resident of Michigan)

\_\_\_\_\_  
(Date)

## RECALL PETITION

**INSTRUCTIONS ON REVERSE SIDE**

- City  
 Township  
 Village  
 Charter City

We, the undersigned, registered and qualified voters of the \_\_\_\_\_, and State of Michigan, petition for the calling of an election to recall \_\_\_\_\_ for the following reason(s):

(Name of Officer) \_\_\_\_\_ (Title of Office) \_\_\_\_\_ (District, if Any) \_\_\_\_\_

\_\_\_\_\_ from the office of \_\_\_\_\_

(Name of Officer) \_\_\_\_\_

**WARNING—A PERSON WHO KNOWINGLY SIGNS A RECALL PETITION MORE THAN ONCE OR SIGNS A NAME OTHER THAN HIS OR HER OWN IS VIOLATING THE PROVISIONS OF THE MICHIGAN ELECTION LAW.**

/	SIGNATURE	PRINTED NAME	STREET ADDRESS OR RURAL ROUTE	ZIP CODE	DATE OF SIGNING		
					MONTH	DAY	YEAR
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							

Sample

**CERTIFICATE OF CIRCULATOR**

The undersigned circulator of the above petition asserts that he or she is 18 years of age or older, a resident of Michigan, a United States citizen, that each person who has signed the petition is a resident of Michigan, that he or she has no knowledge of any person who has signed the petition more than once, and that, to his or her best knowledge and belief, each signature is the genuine signature of the person purporting to sign the petition, and the circulator was qualified to sign the petition. Signing a registered circulator of the City or Township listed in the heading of this petition, and the circulator was qualified to sign the petition.

If the circulator is not a resident of Michigan, the circulator shall make a cross [X] or check mark [✓] in the box provided, otherwise each signature on this petition sheet is invalid and the signatures will not be counted by a filing official. By making a cross or check mark in the box provided, the circulator certifies that he or she is a resident of Michigan, that he or she has no knowledge of any person who has signed the petition more than once, and that, to his or her best knowledge and belief, each signature is the genuine signature of the person purporting to sign the petition, and the circulator was qualified to sign the petition. Signing a registered circulator of the City or Township listed in the heading of this petition, and the circulator was qualified to sign the petition.

**WARNING—A CIRCULATOR KNOWINGLY MAKING A FALSE STATEMENT IN THE ABOVE CERTIFICATE OF CIRCULATOR IS VIOLATING THE PROVISIONS OF THE MICHIGAN ELECTION LAW. A PERSON NOT A CIRCULATOR WHO SIGNS AS A CIRCULATOR OR A PERSON WHO SIGNS A NAME OTHER THAN HIS OR HER OWN AS CIRCULATOR IS GUILTY OF A MISDEMEANOR.**

**CIRCULATOR – DO NOT SIGN OR DATE CERTIFICATE UNTIL AFTER CIRCULATING PETITION.**

(Signature of Circulator) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Date)

(Printed Name of Circulator) \_\_\_\_\_

(Complete Residence Address (Street and Number or Rural Route)) - (do not enter a post office box)

(City or Township, State, Zip Code)

(County of Registration, if Registered to Vote, of a Circulator who is not a Resident of Michigan)

**TO BE COMPLETED BY CITY OR TOWNSHIP CLERK**

Check the registration of each person whose name appears on the reverse side of this petition sheet **whose name is not coded** in the left-hand column.

If the person was registered to vote in your City or Township on the date he or she signed the sheet, place a check mark before the person's name.

If the person was not registered to vote in your City or Township on the date he or she signed the sheet, enter "NR" (not registered) before the person's name.

If the address listed by the person does not fall within your City or Township, enter "NC" (not in community) before the person's name.

Complete the following certificate after making the registration checks:

I hereby certify that the total number of persons whose names appear on the reverse side of this petition sheet who I identified as being registered in my City or Township on the date of signing the petition sheet is: \_\_\_\_\_.

(Enter Number)

\_\_\_\_\_  
 (Signature of City or Township Clerk)

City or

Township of \_\_\_\_\_

(Name of City or Township)

**READ BEFORE CIRCULATING PETITION**

**The validity of signatures placed on this petition may be affected if the following is not observed.**

**Complete the heading of the petition before circulating it.**

- Enter the city, township or village and county where the petition will be circulated. Indicate whether the jurisdiction listed is a "city", "township", or a "village". Do not list more than one city, township or village.
- Enter the officer's complete name and the office he or she holds. Include the district number of the office if there is one.
- Enter the reason(s) why the recall election is being sought. The language entered must be exactly as approved by the County Election Commission or Board of State Canvassers.

**Make sure that all signers properly complete the petition.**

- Each signer must be registered to vote in the city, township or village listed in the heading.
- Each signer must sign and print his or her first and last name.<sup>1</sup>
- Each signer must enter his or her full address. A rural route number is acceptable. A post office box is not acceptable.
- Each signer must enter his or her Zip Code.<sup>2</sup>
- Each signer must date his or her signature with the month, day, and year.

**Complete the circulator's certificate after circulating the petition.**

- Sign and print your full name and enter the month, day, and year.<sup>1</sup> Signatures on the petition which are dated after the date on the circulator's certificate are invalid.
- Enter your complete residence address (street and number or rural route - do not enter a P.O. Box), city or township, state and zip code.<sup>2</sup>
- If you do not reside in Michigan, enter your county of registration if you are registered to vote in your home state, and make a cross or check mark in the box that precedes the final paragraph of the circulator certificate statement on the left side of the form.

**Circulate the petition properly.**

- Do not fail to question signers on their city or township of registration.
- Do not complete the heading of the petition after signatures have been affixed on the petition.
- Do not fill in a signer's address or a signer's signature date. Both entries must be in the signer's own handwriting. Ditto marks are not acceptable in these two entries.
- Do not leave the petition unattended.

<sup>1</sup> The failure of the circulator or an elector who signs the petition to print his or her name or to print his or her name in the proper location does not affect the validity of the circulator's or signer's signature. However, a printed name located in the space designated for printed names does not constitute the signature of the circulator or elector.

<sup>2</sup> The failure of the circulator or an elector who signs the petition to enter a Zip Code or to enter his or her correct Zip Code does not affect the validity of the circulator's or signer's signature.



## Affidavit of Identity and Receipt of Filing

candidate information	1	first name _____ middle _____ last _____
		residential address _____ city / zip _____
		mailing address, if applicable _____ city / zip _____
additional information	2	phone number _____ date of birth <u>  </u> / <u>  </u> / <u>  </u>
		email address _____ campaign website _____
office sought/ ballot information	3	<input type="radio"/> my name formally changed in the last 10 years for a reason other than marriage or divorce; if checked, print full former name: _____
		office name _____ jurisdiction _____ district/circuit/ward _____
		political party, if a partisan office. if running without party affiliation list "No Party Affiliation." <input type="text"/>
		exact name I would like printed on the ballot (use upper and lower case letters) <input type="text"/>
		term (check one): <input type="radio"/> regular term <input type="radio"/> partial term expiring <u>  </u> / <u>  </u> / <u>  </u> <input type="radio"/> recall election (check one): <input type="radio"/> primary election <u>  </u> / <u>  </u> / <u>  </u> <input type="radio"/> general election <u>  </u> / <u>  </u> / <u>  </u> judicial candidates only: <input type="radio"/> incumbent position <input type="radio"/> non-incumbent position <input type="radio"/> new judgeship
filer's acknowledgment (check one)	4	<input type="radio"/> nominating or qualifying petitions (estimated number of signatures _____) to be <input type="radio"/> destroyed <input type="radio"/> returned in January
		<input type="radio"/> a filing fee of \$100 (if applicable) <input type="radio"/> certification of party nomination and certificate of acceptance (if applicable) judicial candidates only: <input type="radio"/> affidavit of constitutional qualification <input type="radio"/> affidavit of candidacy (incumbents only)
statements and attestation	5	<input type="radio"/> I am a citizen of the United States and I meet the statutory and constitutional requirements for the office sought. I swear, or affirm, that the facts I have provided and the facts contained in the statement set forth below are true. <i>At this date, all statements, reports, late filing fees, and fines due from me or any Candidate Committee organized to support my election to office under the Michigan Campaign Finance Act, PA 388 of 1976, have been filed or paid.</i> I acknowledge that making a false statement in this affidavit is perjury - a felony punishable by a fine up to \$1,000.00 or imprisonment for up to 5 years, or both and may result in disqualification from the ballot (MCL 168.558, 933, and 936).
		sign here [ _____ ] date here [ _____ ] notary signature _____ notary name _____ subscribed and sworn to me on the _____ day of _____, _____. notary public, state of Michigan, county of _____ my commission expires <u>  </u> / <u>  </u> / <u>  </u> acting in the county of _____
for office use only	received by _____ number of petition sheets _____ receipt number _____	
	reviewed by _____ date of filing _____	
	jurisdiction/district of office sought _____ campaign finance number _____	



## Affidavit of Identity and Receipt of Filing

### how to file for elective office

#### when to file

Visit [mi.gov/elections](http://mi.gov/elections) - Information for Candidates to confirm filing dates.

All affidavits must be received by the date and time specified. Affidavits of Identity received after, regardless of the postmark, are invalid.

#### where to file

File with the Michigan Bureau of Elections for a federal or state district that includes more than one county (including statewide) and all judicial races

except probate or municipal.

File with the County Clerk for a federal or state district in only one county, a county or probate judge race, and precinct delegates.

File with the City or Township Clerk for all city or township offices.

Contact your County Clerk to determine the appropriate filing official for village, school, or library district offices.

You may file in person or by mail.

#### withdrawals

The deadline for withdrawing from the ballot is three days after the filing deadline. Verify time at [mi.gov/elections](http://mi.gov/elections)

Once filed, an Affidavit of Identity may not be altered.

If the candidate decides during the filing period to change the Affidavit of Identity, the candidate must submit a new form.

### how to complete the form

#### 1. candidate information

Print your information legibly. Provide a mailing address if you would like to receive mail at an alternate address.

#### 2. additional information

A phone number, date of birth, email address, or website is not required, but recommended.

#### 3. office sought/ballot information

If you are using a name not given at birth, you must complete the full former name field unless your name was formally changed because of marriage or divorce or formally changed for any reason more than 10 years ago (see MCL 168.558 & 560b).

Print the office name, the jurisdiction, and any district/circuit/ward defining the office for which you are a candidate. If a delegate candidate, put precinct number.

Print your name exactly as you wish it to appear on the ballot using upper and lower case letters. Michigan election law says that a candidate may use the following:

- first and middle name
- middle name only
- initials for first and/or middle name
- a name that is a recognized diminutive of given name
- common law name

Do not use a nickname or titles (e.g. Rev, PhD, etc.).

#### Example:

**Affidavit of Identity and Receipt of Filing**

candidate information 1 *John* *Michael* *Doe*  
first name middle last  
residential address *123 Main St*  
*N/A*  
mailing address, if applicable city / zip

additional information 2 *555-555-5555* *01/01/1950*  
phone number date of birth  
*john.doe@email.com* *voteforjohn.com*  
email address campaign website

office sought/ ballot information 3  
office name *Supervisor* *Sample Township* district/circuit/ward  
jurisdiction  
political party, if a partisan office. If running without party affiliation list "No Party Affiliation."  
*Political Party Name*  
exact name I would like printed on the ballot (use upper and lower case letters)  
*John M Doe*  
term  regular term  partial term expiring *1/1*  recall  
election  primary election *8/4/20*  general election *1/1*  
judicial candidates only:  incumbent position  non-incumbent position  new judgeship

filer's acknowledgment 4  
 nominating or qualifying petitions (estimated number of signatures: *72*) to be  destroyed  returned (in person)  
 a filing fee of \$100 (if applicable)  
judicial candidates only:  affidavit of constitutional qualification  affidavit of candidacy (incumbents only)

statements and attestation 5  
I am a citizen of the United States and I meet the statutory and constitutional requirements for the office sought. I swear, or affirm, that the facts I have provided and the facts contained in the statement set forth below are true.  
At this date, all statements, reports, late filing fees, and fines due from me or any candidate committee organized to support my election to office under the Michigan Campaign Finance Act, PA 388 of 1976, have been filed or paid.  
I acknowledge that making a false statement in this affidavit is perjury - a felony punishable by a fine up to \$1,000.00 or imprisonment for up to 5 years, or both and may result in disqualification from the ballot (MCL 16B.356, 935, and 936).  
sign here *John M. Doe* date here *04/01/2020*  
notary signature *Suzie Notary* notary name *Suzie Notary*  
subscribed and sworn to me on the *first* day of *April*  
notary public, state of Michigan, county of *SARASOT* my commission expires *3/19/2022*  
acting in the county of

Fill in the appropriate circles to indicate the term and election and any associated dates.

#### 4. filer's acknowledgement

Fill in the appropriate circle to indicate the items included in your filing. If submitting petitions, indicate the estimated number being submitted and if you'd like them destroyed or returned to you.

#### 5. statements and attestation

Fill in the circle to indicate you meet the statutory and constitutional requirements for the office sought and are a citizen of the United States. Read, sign, and date the attestation. The affidavit is not complete until signed and notarized.

Campaign Finance Act compliance: do not sign or submit this affidavit if the appropriate campaign finance items have not been filed or paid.

## 2020 Precinct Delegate Affidavit of Identity and Receipt of Filing

when to file - by 4 p.m. May 5      where to file - County Clerk      withdrawal - by 4 p.m. May 8

<b>candidate information</b>	1	first name _____ middle _____ last _____ residential address _____ city / zip _____ mailing address, if applicable _____ city / zip _____
<b>additional information</b>	2	phone number _____ date of birth _____ / / email address _____ campaign website _____
<b>ballot information</b>	3	<input type="checkbox"/> my name formally changed in the last 10 years for a reason other than marriage or divorce; if checked, print full former name: _____ <b>Precinct Delegate</b> office name _____ jurisdiction _____ ward/precinct number _____ exact name I would like printed on the ballot (use upper and lower case letters) _____ political party: <input type="checkbox"/> Democratic party <input type="checkbox"/> Republican party
<b>statements and attestation</b>	4	<input type="checkbox"/> I am a citizen of the United States and I meet the statutory and constitutional requirements for the office sought. I swear, or affirm, that the facts I have provided are true. I acknowledge that making a false statement in this affidavit is perjury - a felony punishable by a fine up to \$1,000.00 or imprisonment for up to 5 years, or both - and may result in disqualification from the ballot (MCL 168.558, 933, and 936). sign here _____ date here _____ notary signature _____ notary name _____ subscribed and sworn to me on the _____ day of _____, _____ notary public, state of Michigan, county of _____ my commission expires _____ / / acting in the county of _____
<b>for office use only</b>		received by _____ date of filing _____

### how to complete the form

#### 1. candidate information

Print your information legibly. Provide a complete mailing address if you would like to receive mail at an alternate address.

#### 2. additional information

A phone number, date of birth, email address, or website is not required, but recommended.

#### 3. office sought/ballot information

If you are using a name not given at birth, you must complete the full former name field unless your name was

formally changed because of marriage or divorce or formally changed for any reason more than 10 years ago (see MCL 168.558 & 560b).

Print the jurisdiction and precinct number where you are registered to vote.

Print your name exactly as you wish it to appear on the ballot using upper and lower case letters. Michigan election law says that a candidate may use the following:

- first and middle name
- middle name only

- initials for first and/or middle name
- a name that is a recognized diminutive of given name
- common law name

Do not use a nickname or titles (e.g. Rev, PhD, etc.)

#### 4. statements and attestation

Fill in the circle to indicate you meet the statutory and constitutional requirements for the office sought and are a citizen of the United States. Read, sign, and date the attestation. The affidavit is not complete until signed and notarized.

**SUPPLEMENTAL FILING RECEIPT**

DATE: \_\_\_\_\_

Received of:

Candidate Name (if different than person  
submitting supplemental filing):

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Office: \_\_\_\_\_

District/Circuit: \_\_\_\_\_

Petition Sheets: \_\_\_\_\_

Estimated Signatures: \_\_\_\_\_

Signature of person submitting supplemental  
filing:

Received by:

\_\_\_\_\_

\_\_\_\_\_



**RECORD OF NOMINATING PETITIONS FILED**

Office	Candidate	Date of Filing	Date of Determination	Signatures		Petitions		Date of Election
				No. Required	No. Filed	Destroyed	Returned	

## Write-In Candidate Declaration of Intent

write-in candidate information	1	→ first name _____ middle _____ last _____
		residential address _____ city / zip _____ <input type="checkbox"/> I am registered and qualified to vote at this address.
additional information	2	_____ / / _____ phone number _____ date of birth _____
		_____ _____ email address _____ campaign website _____
office information	3	_____ _____ _____ office name _____ jurisdiction _____ district/circuit/ward _____
		political party, if a partisan office. If running without party affiliation list "No Party Affiliation." term (checkbox:ond): <input type="radio"/> regular term <input type="radio"/> partial term expiring / / <input type="radio"/> recall election (checkbox:ond): <input type="radio"/> primary election / / <input type="radio"/> general election / / judicial candidates only: <input type="radio"/> incumbent position <input type="radio"/> non-incumbent position <input type="radio"/> new judgeship
statement	4	By signing this affidavit, I swear the statements made above are true and do hereby declare my intent to seek the above elective office as a write-in candidate.
		sign here _____ date here _____ notary signature _____ notary name _____ subscribed and sworn to me on the _____ day of _____ notary public, state of Michigan, county of _____ my commission expires / / acting in the county of _____
for office use only		_____ _____ _____ received by _____ date of filing _____ campaign finance number _____

### how to file & complete the form

**when to file** - by 4 p.m. on the second Friday immediately preceding the election, except precinct delegates. Delegates can file by 4 p.m. on the first Friday immediately preceding the election or on Election Day at the precinct.

**where to file**  
File with the Michigan Bureau of Elections for a federal or state district that includes more than one county (including statewide) and all judicial races except probate or municipal. File with the county clerk for a federal or state district in only one county, a county or probate judge race, and precinct delegates.

You may file in person or by mail.

File with the city or township clerk for all city or township offices.

Contact your county clerk to determine the appropriate filing official for village, school, or library district offices.

#### campaign finance

You may have additional filing obligations under Michigan's Campaign Finance Act. Ask your filing official.

#### completing the form

**1. write-in candidate information**  
Print your information legibly. Fill in the circle to indicate you are registered to vote at the address listed.

#### 2. additional information

A phone number, date of birth, email address, or website is not required, but recommended.

#### 3. office information

Print the office name, jurisdiction and any district/circuit/ward defining the office for which you are a candidate. If a delegate candidate, put precinct number.

#### 4. statements

Read, sign, and date the attestation. The affidavit is not complete until signed and notarized.

## Precinct Delegate Write-In Candidate Declaration of Intent

<b>write-in candidate information</b>	→	<b>1</b>	first name _____ middle _____ last _____ residential address _____ city / zip _____ <input type="radio"/> I am registered and qualified to vote at this address.
<b>additional information</b>		<b>2</b>	phone number _____ date of birth _____ / / email address _____ campaign website _____
<b>office information</b>		<b>3</b>	political party: <input type="radio"/> Democratic party <input type="radio"/> Republican party <b>Precinct Delegate</b> office name _____ jurisdiction _____ ward/precinct _____
<b>statement</b>		<b>4</b>	By signing this affidavit, I swear the statements made above are true and do hereby declare my intent to seek the precinct delegate position identified above as a write-in candidate. sign here [ _____ ] date here [ _____ ] notary signature _____ notary name _____ subscribed and sworn to me on the _____ day of _____, _____ notary public, state of Michigan, county of _____ my commission expires _____ / / acting in the county of _____ NOTE: A precinct inspector may witness the signature in lieu of a notary on Election Day.
<b>for office use only</b>			received by _____ date of filing _____

### how to file & complete the form

**how to file**

You may file in person or by mail.

**when and where to file**

By 4 p.m. the Friday prior to the Primary with your County Clerk or on Election Day with the precinct board. vote at the address listed.

**completing the form**

**1. write-in candidate information**

Print your information legibly. Fill in the circle to indicate you are registered to

**2. additional information**

A phone number, date of birth, email address, or website is not required, but recommended.

**3. office information**

Print the jurisdiction and precinct number.

**4. statements**

Read, sign, and date the attestation. The affidavit is not complete until signed and notarized. NOTE: A precinct inspector may witness the signature in lieu of a notary on Election Day

## Michigan Absent Voter Ballot Application

I am a **United States citizen** and a qualified and registered elector of the County and jurisdiction in the State of Michigan listed below, and I apply for an official ballot, to be voted by me in the following election(s):

[ELECTION DATE]

**1**  
Complete

### Voter's Registration Information:

First Name		M.I.	Last Name		County
Street Address		MI		Jurisdiction	
City		Zip		Year of Birth	
Email Address				Phone #	

Your e-mail address and phone number will be used only for official election purposes.

**2**  
Sign

### Voter's Signature (Power of attorney is not acceptable):

I certify that I am a **United States citizen** and that the statements in this absent voter ballot application are true.

**X** \_\_\_\_\_ / /  
 Signature Date

**WARNING:** You must be a **United States citizen** to vote. If you are not a United States citizen, you will not be issued an absent voter ballot. A person making a false statement in this absent voter ballot application is guilty of a misdemeanor. It is a violation of Michigan election law for a person other than those listed in the instructions to return, offer to return, agree to return, or solicit to return your absent voter ballot application to the clerk. An assistant authorized by the clerk who receives absent voter ballot applications at a location other than the clerk's office must have credentials signed by the clerk. Ask to see his or her credentials before entrusting your application with a person claiming to have the clerk's authorization to return your application.

**3**  
Other

### 3a. Address to Mail Ballot [Only fill out if different from above]:

**USPS will not forward your ballot. We can mail it to you where you are.**

Date leaving for this address: / /  
 Date of return: / /

Street Address \_\_\_\_\_  
 City State Zip \_\_\_\_\_

### 3b. Future Elections:

**Complete to join permanent list:**

I want to vote absentee in all future elections.  
 Automatically send me an application for every election.

**4**  
Return

**Return this application to your city/township clerk.  
 Find your clerk at [mi.gov/vote](http://mi.gov/vote).**

**Complete only if assisting a voter with return of the application**

**Certificate of Authorized Registered Elector Returning Absent Voter Ballot Application:**  
 I certify that my name is \_\_\_\_\_, date of birth is \_\_\_\_\_,  
 and my address is \_\_\_\_\_,  
 that I am delivering the absent voter ballot application of \_\_\_\_\_  
 at his or her request; that I did not solicit or request to return the application; that I have not made any markings on the application; that I have not altered the application in any way; that I have not influenced the applicant; and that I am aware that a false statement in this certificate is a violation of Michigan election law.

**X** \_\_\_\_\_ / /  
 Signature of person assisting the voter Date

Clerk's Use Only		
Wd/Pct	Mailed / /	Returned / /
Filed / /	Ballot No.	Clerk

**SEE OTHER SIDE FOR MORE INSTRUCTIONS**

**Instructions for Absent Voter Ballot Applicants:**

- Step 1.** After completely filling out the application, sign and date the application in the place designated. Your signature must appear on the application or you will not receive an absent voter ballot.
- Step 2.** Deliver the application by one of the following methods:
- (a) Place the application in an envelope addressed to the appropriate clerk and deposit it in the United States mail or with another public postal service, express mail service, parcel post service, or common carrier. Proper postage is required. You may also return the application by email or fax, as long as the signature is visible.
  - (b) Deliver the application personally to the clerk's office, to the clerk, or to the clerk's authorized assistant.
  - (c) In either (a) or (b), a member of the immediate family of the voter including a father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, or grandchild or a person residing in the voter's household may mail or deliver the application to the clerk for the applicant.
  - (d) If an applicant cannot return the application in any of the above methods, the applicant may select any registered elector to return the application. The person returning the application must sign and return the certificate at the bottom of the application.

## PRIMARY ELECTION

**TO VOTE:** Completely darken the oval opposite each choice as shown: **[insert graphic here]**.

--OR--

**TO VOTE:** Completely darken the box opposite each choice as shown: **[insert graphic here]**.

**IMPORTANT:** To mark your ballot, use only a black or blue ink pen. **DO NOT USE ANY OTHER INK COLOR!**

**PARTISAN SECTION:** There may be multiple party sections on the ballot. Select the party section of your choice. **YOU MAY VOTE IN ONE PARTY SECTION ONLY; YOU CANNOT "SPLIT YOUR TICKET." IF YOU VOTE IN MORE THAN ONE PARTY SECTION, YOUR PARTISAN BALLOT WILL BE REJECTED.**

**DO NOT** vote for more candidates than indicated under each office title.

**WRITE-IN CANDIDATES:** To vote for a candidate whose name is not printed on the ballot, write or place the name of that candidate in the blank space provided and completely darken the voting target area. Do not cast a write-in vote for a candidate whose name is already printed on the ballot for that office.

**CHECK BOTH SIDES OF BALLOT:** This ballot has two sides. Be certain to check the reverse side of the ballot.

**WHEN YOU HAVE COMPLETED VOTING:** Place the ballot in the secrecy sleeve so that votes cannot be seen and the numbered stub is visible. Return the ballot to the election official stationed at the tabulator. (If voting by absentee ballot, follow the instructions provided by the clerk for returning the ballot.)

**NOTE:** If you make a mistake, return your ballot to the election official and obtain a new ballot. Do not attempt to erase or correct any marks made in error.

## GENERAL ELECTION

**TO VOTE:** Completely darken the oval opposite each choice as shown: **[insert graphic here]**.

-- OR --

**TO VOTE:** Completely darken the box opposite each choice as shown: **[insert graphic here]**.

**IMPORTANT:** To mark your ballot, use only a black or blue ink pen. **DO NOT USE ANY OTHER INK COLOR!**

**PARTISAN SECTION:** To vote the partisan section of the ballot, you may cast a "straight ticket," a "split ticket" or a "mixed ticket."

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

**Split Ticket:** You may vote a straight ticket AND vote for individual candidates of your choice.

**Mixed Ticket:** Vote for the individual candidates of your choice in each office.

**NONPARTISAN** and **PROPOSAL SECTIONS** of the ballot (if any) must be voted separately.

**DO NOT** vote for more candidates than indicated under each office title.

**WRITE-IN CANDIDATES:** To vote for a candidate whose name is not printed on the ballot, write or place the name of that candidate in the blank space provided and completely darken the voting target area. **This must be done even if you cast a straight party vote.** Do not cast a write-in vote for a candidate whose name is already printed on the ballot for that office.

**CHECK BOTH SIDES OF BALLOT:** This ballot has two sides. Be certain to check the reverse side of the ballot.

**WHEN YOU HAVE COMPLETED VOTING:** Place the ballot in the secrecy sleeve so that votes cannot be seen and the numbered stub is visible. Return the ballot to the election official stationed at the tabulator. (If voting by absentee ballot, follow the instructions provided by the clerk for returning the ballot.)

**NOTE:** If you make a mistake, return your ballot to the election official and obtain a new ballot. Do not attempt to erase or correct any marks made in error.

## NONPARTISAN ELECTION

**TO VOTE:** Completely darken the oval opposite each choice as shown: **[insert graphic here]**.

-- OR --

**TO VOTE:** Completely darken the box opposite each choice as shown: **[insert graphic here]**.

**IMPORTANT:** To mark your ballot, use only a black or blue ink pen. **DO NOT USE ANY OTHER INK COLOR!**

**DO NOT** vote for more candidates than indicated under each office title.

**WRITE-IN CANDIDATES:** To vote for a candidate whose name is not printed on the ballot, write or place the name of that candidate in the blank space provided and completely darken the voting target area. Do not cast a write-in vote for a candidate whose name is already printed on the ballot for that office.

**CHECK BOTH SIDES OF BALLOT:** This ballot has two sides. Be certain to check the reverse side of the ballot.

**WHEN YOU HAVE COMPLETED VOTING:** Place the ballot in the secrecy sleeve so that votes cannot be seen and the numbered stub is visible. Return the ballot to the election official stationed at the tabulator. (If voting by absentee ballot, follow the instructions provided by the clerk for returning the ballot.)

**NOTE:** If you make a mistake, return your ballot to the election official and obtain a new ballot. Do not attempt to erase or correct any marks made in error.



## **SPECIAL ELECTION**

**TO VOTE:** Completely darken the oval opposite each choice as shown: **[insert graphic here]**.

-- OR --

**TO VOTE:** Completely darken the box opposite each choice as shown: **[insert graphic here]**.

**IMPORTANT:** To mark your ballot, use only a black or blue ink pen. **DO NOT USE ANY OTHER INK COLOR!**

**CHECK BOTH SIDES OF BALLOT:** This ballot has two sides. Be certain to check the reverse side of the ballot.

**WHEN YOU HAVE COMPLETED VOTING:** Place the ballot in the secrecy sleeve so that votes cannot be seen and the numbered stub is visible. Return the ballot to the election official stationed at the tabulator. (If voting by absentee ballot, follow the instructions provided by the clerk for returning the ballot.)

**NOTE:** If you make a mistake, return your ballot to the election official and obtain a new ballot. Do not attempt to erase or correct any marks made in error.

**INSTRUCTIONS:** For the office of President, you may vote for a candidate or you may vote “uncommitted.”

**TO VOTE:** Completely darken the oval opposite each choice as shown: **[insert graphic here]**.

--OR--

**TO VOTE:** Completely darken the box opposite each choice as shown: **[insert graphic here]**.

**IMPORTANT:** To mark your ballot, use only a black or blue ink pen. **DO NOT USE ANY OTHER INK COLOR!**

**PARTISAN SECTION:** There are three (3) separate party ballots: Republican Party, Democratic Party and Libertarian Party.  
**YOU MAY VOTE ONE PARTY BALLOT ONLY.**

**DO NOT** vote for more candidates than indicated under each office title.

**WRITE-IN CANDIDATES:** To vote for a candidate whose name is not printed on the ballot, write or place the name of that candidate in the blank space provided and completely darken the voting target area. Do not cast a write-in vote for a candidate whose name is already printed on the ballot for that office.

**WHEN YOU HAVE COMPLETED VOTING:** Place the ballot in the secrecy sleeve so that votes cannot be seen and the numbered stub is visible. Return the ballot to the election official stationed at the tabulator. (If voting by absentee ballot, follow the instructions provided by the clerk for returning the ballot.)

**NOTE:** If you make a mistake, return your ballot to the election official and obtain a new ballot. Do not attempt to erase or correct any marks made in error.

Filed \_\_\_\_\_, 20 \_\_\_\_\_ **Received Ballots Herein Described**  
Ballot No. \_\_\_\_\_, 20 \_\_\_\_\_  
Mailed \_\_\_\_\_, 20 \_\_\_\_\_  
Returned \_\_\_\_\_, 20 \_\_\_\_\_  
(Chairman, Board of Election Inspectors)  
\_\_\_\_\_  
Clerk (Ward) (Precinct)

=====

**Emergency Application for Absent Voters Ballot**

=====

**FOR THE ELECTION HELD ON** \_\_\_\_\_, 20 \_\_\_\_\_

I, \_\_\_\_\_, a duly qualified and registered elector  
of the \_\_\_\_\_ Ward \_\_\_\_\_ Precinct of the \_\_\_\_\_  
(Give number of Ward and Precinct if more than one precinct in jurisdiction) (City, Township, Village)  
of \_\_\_\_\_ in the County of \_\_\_\_\_ and State of \_\_\_\_\_  
(Name of City, Township or Village)

Michigan, hereby make an emergency application for an official ballot, or ballots, to be voted by me at such election.

**THE STATUTORY GROUNDS ON WHICH I BASE MY REQUEST ARE AS FOLLOWS:**  
(Check Applicable Reason)

- I have become physically disabled.
- Sickness or a death have occurred in my family which will result in my being absent from the city or township on election day.

These grounds occurred at a time which made it impossible to apply for an absent voter's ballot by the statutory deadline or vote in person.

If it is impossible for you or your assistant to deliver the ballots to me at \_\_\_\_\_  
(Number) (Street) (City)

please deliver them to \_\_\_\_\_  
(Name of Person)

My registered address is \_\_\_\_\_  
(Number) (Street)

**I hereby declare the forgoing statements to be true.**

X \_\_\_\_\_ Date \_\_\_\_\_  
(Signature of Voter)

WARNING: Any person intentionally making a false statement in such application is guilty of a felony. Any person aiding or abetting any person to make a false statement on such application is guilty of a felony.



**Keep your ballot secure.**  
It is a felony for anyone to be in possession of an absent voter ballot except authorized election officials, employees of postal services or other common carriers during the normal course of their job handling mail, or a member of the voter's immediate family or household who the absent voter has asked to return the ballot.

**Did you...**

- Sign in the box below in your own handwriting?
- Put your ballot in the envelope?
- Return to local clerk before 8 p.m. on Election Day?

**Keep your ballot secure.**  
It is a felony for anyone to be in possession of an absent voter ballot except authorized election officials, employees of postal services or other common carriers during the normal course of their job handling mail, or a member of the voter's immediate family or household who the absent voter has asked to return the ballot.

**For Clerk's use only**

Precinct \_\_\_\_\_  
Ballot \_\_\_\_\_

Return date and time: \_\_\_\_\_

Signature verified? Initial: \_\_\_\_\_  
 Rejected? Reason: \_\_\_\_\_

**I assert that:**

- I am a United States citizen.
- I am qualified and registered to vote at the address listed.
- I am voting in conformity with state election law.
- I marked my ballot and placed it in this envelope without showing it to anyone.
- I am returning my ballot to the clerk's office by delivering it myself or a member of my immediate family or household, or sending it by public postal, express mail, or parcel post service, or other common carrier.
- I understand that knowingly making a false statement is a misdemeanor.

**Voter, sign here in ink.** Power of attorney is not acceptable.  
*This box must be signed or your vote will not be counted.*

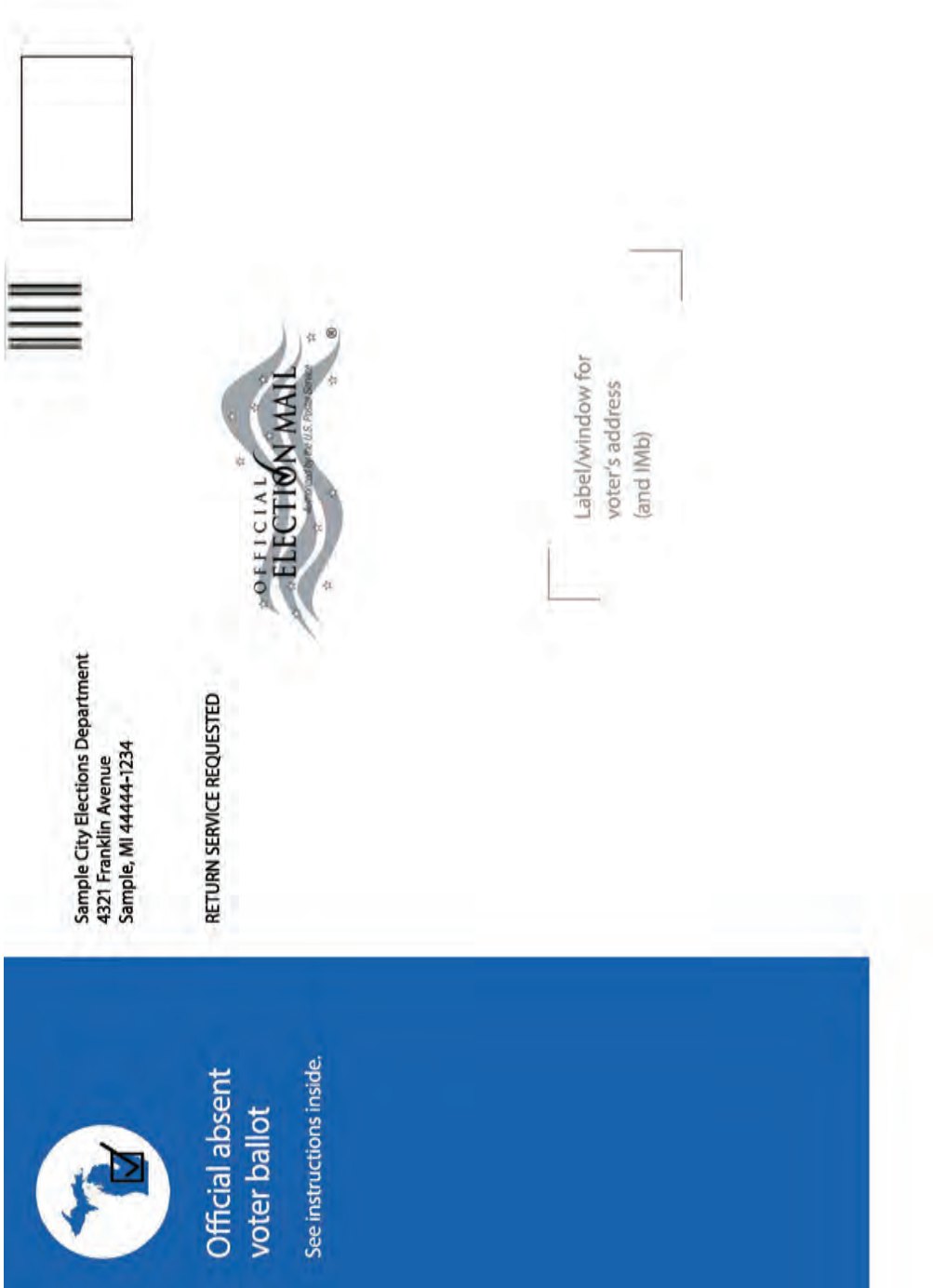
**X**

Sign Here \_\_\_\_\_ Date \_\_\_\_\_

**If someone assists you or helps you mark your ballot, they must sign and identify themselves.**  
I assisted the voter who is disabled or unable to mark his/her ballot according to his/her directions and without showing it to another person.  
Assistant, sign here \_\_\_\_\_

Print name \_\_\_\_\_  
Print full address \_\_\_\_\_

A person who assists an absent voter and knowingly makes a false statement is guilty of a felony.



## Track your ballot at [mi.gov/vote](https://mi.gov/vote)

### Contact information



Find your local clerk's address, email address,  
and phone number at [mi.gov/vote](https://mi.gov/vote)

### How to return your ballot



Return to local clerk's office by 8 p.m. Election Day  
Drop off your ballot at your local clerk's office or drop box (if  
available) — no postage required.



Return by Mail  
Mail your ballot so it is returned by 8 p.m. Election Day.

If you make a mistake on your ballot, contact your local clerk for a new  
ballot.

### ABSENTEE BALLOTS INFORMATION POSTING

DATE OF ELECTION: \_\_\_\_\_

NAME OF JURISDICTION: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_

---

---

*Complete and post before 8:00 a.m. on election day.*

Number of absentee voter ballots distributed to absentee voters: \_\_\_\_\_  
Number of absentee voter ballots returned before election day: \_\_\_\_\_  
Number of absentee voter ballots delivered for processing: \_\_\_\_\_

---

---

*Complete and post before 9:00 p.m. on election day.*

Number of absentee voter ballots returned on election day: \_\_\_\_\_  
Number of absentee voter ballots returned both before and  
on election day: \_\_\_\_\_  
Number of absentee voter ballots returned both before and  
on election day which were delivered for processing: \_\_\_\_\_

---

---

*Complete and post immediately after all precinct returns are delivered.*

Number of absentee voter ballots returned by voters: \_\_\_\_\_  
Number of absentee voter ballots received at the precincts  
or absentee voter counting board(s) for processing: \_\_\_\_\_



## Voter Registration and Absentee Ballot Request

Federal Post Card Application (FPCA)

This form is for absent Uniformed Service members, their families, and citizens residing outside the United States. It is used to register to vote, request an absentee ballot, and update your contact information. See your State's instructions at FVAP.gov.

Print clearly in blue or black ink.

### 1. Who are you? Pick one.

- I request an absentee ballot for all elections in which I am eligible to vote AND:
- I am on active duty in the Uniformed Services or Merchant Marine -OR-  I am an eligible spouse or dependent.
  - I am an activated National Guard member on State orders.
  - I am a U.S. citizen living outside the country, and I intend to return.
  - I am a U.S. citizen living outside the country, and my return is uncertain.
  - I am a U.S. citizen living outside the country, and I have never lived in the United States.

Last name	Suffix (Jr, II)	Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male
First name	Previous names (if applicable)	
Middle name	Birth date (MM/DD/YYYY)	/ /
Social Security Number	Driver's license or State ID #	

### 2. What is your address in the U.S. State or territory where you are registering to vote and requesting an absentee ballot?

Your voting materials will not be sent to this address. See instructions on other side of form.

Street address	Apt #
City, town, village	State
County	ZIP

### 3. Where are you now? You must give your CURRENT address to receive your voting materials.

Your mailing address. (Different from above)      Your mail forwarding address. (If applicable)

### 4. What is your contact information? This is so election officials can reach you about your request.

Provide the country code and area code with your phone and fax number. Do not use a Defense Switched Network (DSN) number.

Email:	Phone:
Alternate email:	Fax:

### 5. What is your voting preference? Select One.

How do you want to receive voting materials from your election office?	<input type="checkbox"/> Mail <input type="checkbox"/> Email or online <input type="checkbox"/> Fax	What is your political party for primary elections?
--	---	---

### 6. What additional information must you provide?

The following need more information: Alaska, Arizona, Puerto Rico, Vermont, and Virginia. (E.g. Proof of residency, employer, etc.) You may also use this space to clarify your voter information. See the *Voting Assistance Guide* at FVAP.gov.

### 7. You must read and sign this statement.

I swear or affirm, under penalty of perjury, that:

- The information on this form is true, accurate, and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.
- I am a U.S. citizen, at least 18 years of age (or will be by the day of the election), eligible to vote in the requested jurisdiction, and
- I am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I been adjudicated mentally incompetent or if so, my voting rights have been reinstated; and
- I am not registering, requesting a ballot, or voting in any other jurisdiction in the United States, except the jurisdiction cited in this voting form.

Sign here **X**

Today's date  
(MM/DD/YYYY)

/ /

This information is for official use only. Any unauthorized release may be punishable by law. Previous editions are obsolete. Standard Form 76 (Rev. 09-2017), OMB No. 0704-0003

**You can vote wherever you are.**

**1. Fill out your form completely and accurately.**

- Your U.S. address is used to determine where you are eligible to vote absentee. For military voters, it is usually your last address in your State of legal residence. For overseas citizens, it is usually the last place you lived before moving overseas. You do not need to have any current ties with this address. DO NOT write a PO Box # in section 2.
- Most States allow you to provide a Driver's License number or the last 4 digits of your SSN. Some States require a full SSN. See your State's guidelines at FVAR.gov.
- Most States require you to specify a political party to vote in primary elections. This information may be used to register you with a party.
- We recommend that you complete this form every year while you are an absentee voter.

**2. Remember to sign this form!**

**3. Remove the adhesive liner from the top and sides. Fold and seal tightly.**

- You can find the address for your election office at FVAR.gov.
- All States accept this form by mail, but they vary on email and fax. See your State's rules in the *Voting Assistance Guide* at FVAR.gov.

**Agency Disclosure Statement**

The public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden to: Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 4800 Mark Center Dr., East Tower, Suite 6350, Alexandria, VA 22304-3109. [OMB Control #9704-0503]. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. DO NOT RETURN YOUR FORM TO THE ADDRESS ABOVE.

**Privacy Act Statement**

**Authority:** The authority to collect your personal information on this form comes from 52 U.S.C. § 70301, "Uniformed and Overseas Citizens Absentee Voting Act (UDCAVA)."

**Principal purpose:** This form serves as an application for registration and/or request for an absentee ballot for all persons covered by UDCAVA.

**Routine use(s):** There is no retention of this information by the Federal government. Completed forms are sent by you to an appropriate State election official.

**Disclosure:** Your disclosure of personal information is voluntary. However, failure to provide the requested personal information may keep the pertinent jurisdiction from processing this request and may prevent you from voting absentee.

**Questions? Email [vote@fvap.gov](mailto:vote@fvap.gov)**

**From**  
 (Your name and mailing address)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

International return address is required if not mailed via the U.S. Postal Service, APO/FPO/DPO system, or diplomatic pouch.



**OFFICIAL ABSENTEE BALLOTING MATERIAL – FIRST CLASS MAIL**

NO POSTAGE NECESSARY IN THE U.S. MAIL – DMM 703.8.0

**To**  
 (Fill in the address of your election office.  
 The address can be found online at FVAR.gov.)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# Voter Information

## Federal Write-In Absentee Ballot (FWAB)

**Have you already registered and requested an absentee ballot?**  Yes  No

Some States allow you to use this form to register and request ballots for future elections. Visit [FVAP.gov](http://FVAP.gov) for more details.

Print clearly in blue or black ink.

### 1. Who are you? Pick one.

- For absent Uniformed Service members, their families, and citizens residing outside the United States.
- I am on active duty in the Uniformed Services or Merchant Marine -OR-  I am an eligible spouse or dependent.
  - I am an activated National Guard member on State orders.
  - I am a U.S. citizen living outside the country, and I intend to return.
  - I am a U.S. citizen living outside the country, and my return is uncertain.
  - I am a U.S. citizen living outside the country, and I have never lived in the United States.

Last name  Suffix (Jr., II)  Sex  Female  Male

First name  Previous names (if applicable)

Middle name  Birth date (MM/DD/YYYY)  /  /

Social Security Number  -  -  Driver's license or State ID #

### 2. What is your U.S. voting residence address?

Your voting materials will not be sent to this address. See instructions on other side of form.

Street address  Apt #

City, town, village  State

County  ZIP

### 3. Where are you now? You must give your CURRENT contact information.

Your mailing address. (Different from above)

Your mail forwarding address. (If applicable)

### 4. What is your contact information? This is so election officials can reach you about your request.

Provide the country code and area code with your phone and fax number. Do not use a Defense Switched Network (DSN) number.

Email:  Phone:

Alternate email:  Fax:

### 5. What is your voting preference for future elections?

Do you want to register and request a ballot for all elections you are eligible to vote in?  Yes  No

How do you want to receive voting materials from your election office?  Mail  Email or online  Fax

What is your political party for primary elections?

### 6. What additional information must you provide?

The following need more information: Alabama, Alaska, Arizona, Puerto Rico, Virginia, and Wisconsin. (Ex. Witness signature, etc.) You may also use this space to clarify your voter information. See the Voting Assistance Guide online at [FVAP.gov](http://FVAP.gov).

### 7. You must read and sign this statement.

- I swear or affirm, under penalty of perjury, that:**
- The information on this form is true, accurate, and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.
  - I am a U.S. citizen, at least 18 years of age (or will be by the day of election), eligible to vote in the requested jurisdiction, and
  - I am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I been adjudicated mentally incompetent; or if so, my voting rights have been reinstated; and
  - I am not registering, requesting a ballot, or voting in any other jurisdiction in the United States, except the jurisdiction cited in this voting form.
  - In voting, I have marked and sealed this ballot in private and have not allowed any person to observe the marking of this ballot, except those authorized to assist voters under State and Federal law.

Sign here **X**

Today's date (MM/DD/YYYY)  /  /



# Official Backup Ballot

## Federal Write-In Absentee Ballot (FWAB)

Print clearly in blue or black ink.

**Vote by writing the NAME or PARTY of the candidates you choose. To find out about specific candidates and races go to [FVAP.gov](http://FVAP.gov).**

### Instructions

- This ballot can be used to vote for federal offices.
- DO NOT write your name or any identifying number (SSN, driver's license) on this ballot.
- Photocopy this page if you require additional room for candidates or ballot initiatives.
- If you are voting in American Samoa, Guam, Puerto Rico, or the U.S. Virgin Islands, you may vote for Delegate or Resident Commissioner, and in presidential primaries. State laws vary about using the FWAB for other offices like Governor or Mayor. Learn more online at [FVAP.gov](http://FVAP.gov).

Federal offices	
President and Vice President	
U.S. Senator	
U. S. Representative, Delegate, or Resident Commissioner to Congress	

Non-federal offices		
Office	Candidate name	Political party

Ballot initiatives	

Standard Form 186 (Rev.09-2017), OMB No. 0704-0502

**ABSENT VOTER COUNTING BOARD AFFIDAVIT**

STATE OF MICHIGAN

COUNTY OF: \_\_\_\_\_

(Check one)

City  Township or  Village of: \_\_\_\_\_

AV Counting Board Precinct #: \_\_\_\_\_

Any person in attendance at an absent voter counting board after the processing of ballots has begun shall take and sign the following Oath and shall not leave the counting place after the tallying has begun until the polls close.

I Do Solemnly Swear, (or affirm) that I shall not communicate in any way any information relative to the processing or tallying of votes that may come to me while in this counting place until after the polls are closed.

Signature of Persons Taking Oath

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Taken, subscribed and sworn to before me on this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Chairperson or  
Member of Counting Board Administering Oath

NOTE: Only the local election official who established the absent voter counting board, the deputy or employee of that local official, or an employee of the State Bureau of Elections may enter and leave the counting board for the purpose of responding to an inquiry from an election inspector or a challenger to provide instructions on the operation of the counting board after the tally has begun but before the polls close.

**WARNING:** A person who enters an absent voter counting board and who discloses an election result or in any manner characterizes how any ballot being counted has been voted in a precinct before the polls can be legally closed on Election Day is guilty of a felony.

INSPECTOR: Please return this form in Envelope #3 addressed to the Local Clerk.

**TABULATOR PROGRAM TESTING AND SECURITY CERTIFICATION**

Jurisdiction \_\_\_\_\_ County \_\_\_\_\_ Election Date: \_\_\_\_\_

**PRELIMINARY ACCURACY TEST:** (The Preliminary test is the responsibility of the Election Commission. The Election Commission may delegate the administration of the Preliminary test to an authorized assistant.) The undersigned certifies that the listed precinct tabulators have been tested using the test deck prepared under the direction of the Election Commission, the tabulator results agree with the predetermined test deck results and the official ballots have been compared and agree with the zero tapes.

Precinct #	Tabulator Serial #	Memory Device Seal #	Memory Device Seal # (Dominion Only)	Prelim Test Date	Public Test Date (if tabulator was tested at Public Test)

Further the zero tapes, test deck, program predetermined results, and the results of the Preliminary Test were secured and sealed in an approved ballot container with seal number \_\_\_\_\_ on \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_.

\_\_\_\_\_  
 Member(s) of Election Commission or Authorized Assistant(s)

**PUBLIC ACCURACY TEST:** We, the Election Commission, hereby certify that notice of this test was published in accordance with Michigan Election Law prior to the conduct of the test and the container holding the testing materials was sealed with the seal recorded on the Preliminary Accuracy Test Certificate. The precincts listed above were tested at the Public Accuracy Test using the test deck prepared under the direction of the Election Commission and the results agree with the predetermined test deck results. In addition, the tabulators were reset to zero and memory devices were sealed with the seal numbers recorded on this form and on the Clerk's Preparation Certificate in the Poll Book of the precinct to which the tabulator was assigned.

Further the zero tapes, test deck, program predetermined results, and results of the Public Accuracy Test were secured and sealed in an approved ballot container following the test with seal number \_\_\_\_\_ on \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_.

\_\_\_\_\_  
 Member(s) of Election Commission

**NOTE:** If a vendor completed the preliminary testing and that vendor also programmed the election, the Election Commission Certification form is required to be completed.

**ELECTION COMMISSION CERTIFICATION  
PUBLIC ACCURACY TEST**

(to be completed if same vendor has completed both tabulator programming and testing)

**NOTE: This certification form must be completed as an addendum to the TABULATOR PROGRAM TESTING AND SECURITY CERTIFICATION FORM (both forms are required when a vendor is used to complete both tabulator programming and testing)**

\_\_\_\_\_  
Name of City or Township County

Primary  General  Special  Regular Date of Election: \_\_\_\_\_

In jurisdictions that have used the same vendor to conduct testing as the county used to program memory devices, election officials must take extraordinary care and exercise the necessary level of oversight during the entire testing process. **The Election Commission bears the ultimate responsibility for certifying that the testing process complies with applicable laws, is rigorous, and yields reliable results; clerks remain solely and completely responsible for the proper conduct of the election.**

**We, the Election Commission certify:**

- that we examined the test deck chart created by the vendor and verified that it was prepared in compliance with the "Test Procedure Manual for Tabulators and Voter Assist Terminals" manual issued by the Bureau of Elections; and
- that we personally compared the predetermined totals from the test deck chart prepared by the vendor with the tabulator totals for each candidate, write-in position, and proposal, and verified that all totals agree; and
- that an errorless test was successfully completed; and
- that the Public Accuracy test was performed using tabulator(s) owned by our jurisdiction that will be used on Election Day.

Our vendor's name and contact information is: \_\_\_\_\_

Signed:

\_\_\_\_\_  
Clerk or authorized assistant\*

\_\_\_\_\_  
Member of Election Commission or authorized assistant\*

\_\_\_\_\_  
Member of Election Commission or authorized assistant\*

\_\_\_\_\_  
Date

\*Note: A vendor is not an authorized assistant within the meaning of the Election Law or corresponding administrative rules.

**Voter Assist Terminal (VAT)  
 TESTING & SECURITY CERTIFICATION FORM**

\_\_\_\_\_ Election Date: \_\_\_\_\_  
 Jurisdiction \_\_\_\_\_ County \_\_\_\_\_

**VAT ACCURACY TEST:** (This test is the responsibility of the Election Commission. The Election Commission may delegate the administration of the test to an authorized assistant.) The undersigned certifies that the listed terminals were properly tested as required by Promulgated Rule and prescribed by the Bureau of Elections. Further, the program was completely tested for each ballot style and matches the official ballot, the hardware was found to be fully functioning, and the Vote Position Test results agree with the predetermined results. Finally, the proper program was installed into each terminal using the seal number recorded below and on the Clerk's Preparation Certificate in the Poll Book of the precinct to which the terminal was assigned.

Precinct #	Terminal Serial #	Memory Device Seal #	Date of Prelim Test

Further the test deck(s) were secured and sealed in an approved ballot container with seal number \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_.

\_\_\_\_\_  
 Member(s) of Election Commission or Authorized Assistant(s)



### Procedure for Handling Ballots Rejected in the Polls

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

In addition, it is important that the instructions and options that are offered to a voter whose ballot is rejected by the tabulator are accurate and consistent. The following scripts are offered to ensure uniformity in the interactions that take place between election inspectors and voters whose ballots have been rejected by the tabulator. The script is designed to be read to any voter who experiences the rejection of his or her ballot due to a voting error. Once the rejected ballot is secure in a secrecy sleeve, the election inspector may approach the tabulator to give the following instructions.

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

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

- The tabulator has rejected your ballot because it is improperly marked. According to the tabulator, *you have cast more votes for an office or proposal than allowed.*
- *If you wish to correct this error, we will be happy to provide you with a replacement ballot.*
- *If you do not wish to correct this error, your ballot may be accepted as presented. Please be aware, however, that any invalid marks on your ballot will not be counted.*

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

- The tabulator has rejected your ballot because it is improperly marked. According to the tabulator, *you have cast votes for candidates of more than one political party.*
- *If you wish to correct this error, we will be happy to provide you with a replacement ballot.*
- *If you do not wish to correct this error, your ballot may be accepted as presented. Please be aware, however, that any invalid marks on your ballot will not be counted.*

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

- The tabulator has rejected your ballot because it appears that *you did not cast any votes.*
- *If you wish to re-mark your ballot, you may return to the voting station. Instructions on the voting process will be provided upon your request.*
- *If you do not wish to re-mark your ballot, your ballot may be accepted as presented. Please be aware, however, that no votes will count.*

**Ambiguous Mark Statement – The voter has not made complete marks:**

- The tabulator has rejected your ballot because it *does not fully detect all the votes on the ballot.*
- You must return to the voting station and *fill the ovals in completely.* Instructions on the voting process will be provided upon your request.

**STEP II: If the voter requests that his or her ballot be accepted as presented (this is not an option for ambiguous marks), the election inspector should re-emphasize that one or more votes will not be counted and offer the voter a second opportunity to obtain a replacement ballot:**

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

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

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

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

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

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

### 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.

Date of Election \_\_\_\_\_ Precinct \_\_\_\_\_

ELECTION INSPECTOR COMPLETES  <input type="checkbox"/> AFFIDAVIT ON REVERSE COMPLETED  ELEC. INSP. INITIAL  BALLOT STYLE  BALLOT NO.  VOTER NO.	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 _____ <div style="text-align: right; font-size: small;">SIGNATURE OF VOTER</div>
---	---

**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 \_\_\_\_\_

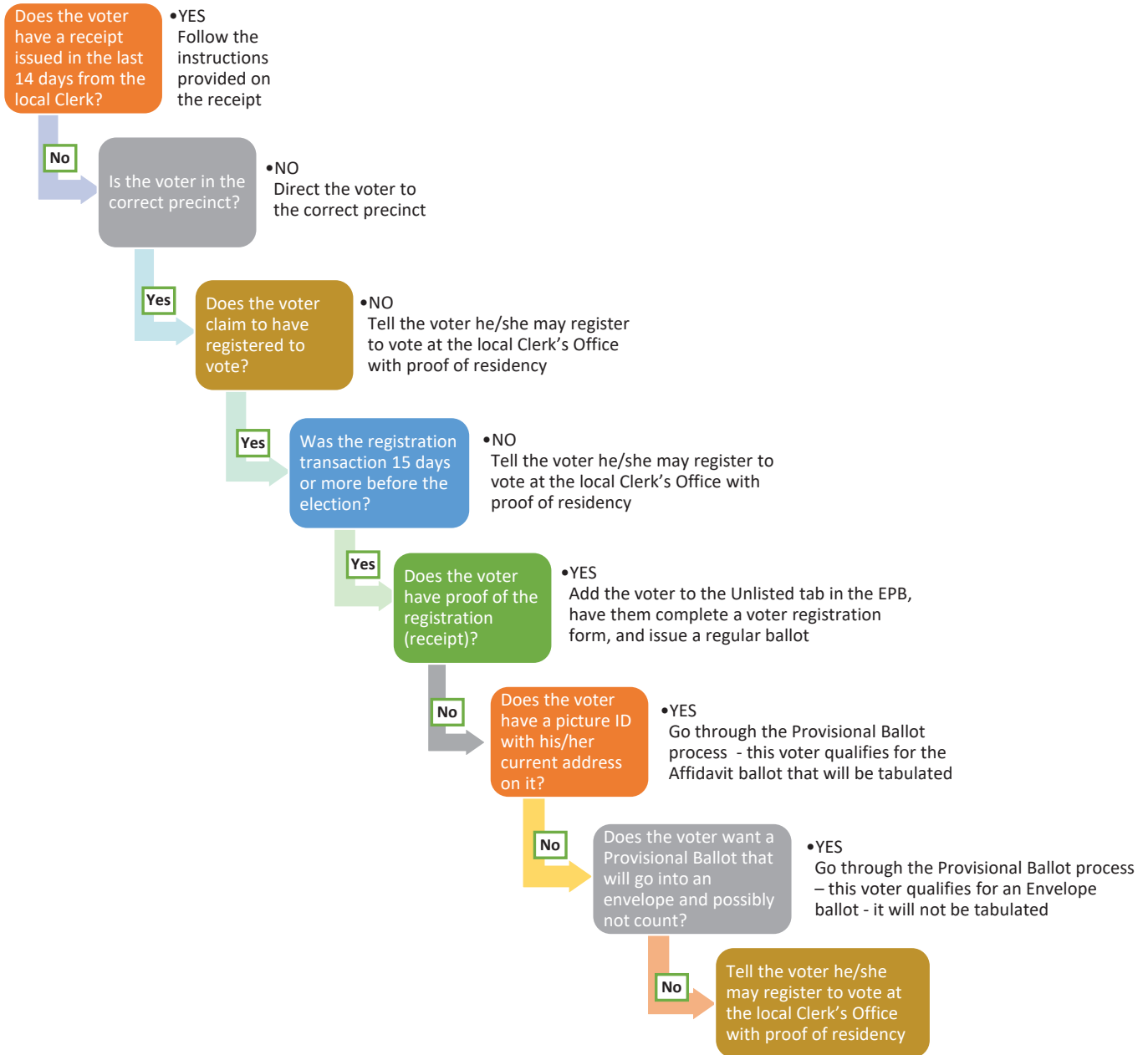
Penalty: Making a false statement in this affidavit is perjury, punishable by a fine up to \$1,000.00 or imprisonment for up to 5 years, or both.

**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



### 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, \_\_\_\_\_, affirm

that I am a resident of:

city \_\_\_\_\_

township \_\_\_\_\_

at the address provided. I affirm that I submitted a voter registration application 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.

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:



approximate date

at the location or with the following form below:

- Mail-in registration form
- Secretary of State branch office
- Secretary of State "Renewal by Mail"
- ExpressSOS.com
- Designated voter registration agency
- County, city or township clerk's office

**Next, complete the voter registration application to the right.** 

#### qualifications

Are you a citizen of the United States of America?  yes  no  
Will you be at least 18 years of age on or before election day?  yes  no

**If you are not a US citizen, do NOT complete this form**

#### Michigan driver license/state personal ID #

-  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -

**If you do not have a Michigan driver license or personal ID card, provide the last four digits of your Social Security number:**

X X X - X X -

I do not have a valid Michigan issued driver license, a Michigan personal ID card, or a Social Security number.

#### personal information \*required information

last name\* first\* middle suffix  male  female

address where you live - house number and street/road\* Apt/Lot #

city\* zip date of birth\*

phone email

mailing address (if different than residential address)

city state zip

#### 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 city or township by election day.
- I will be at least 18 years of age by election day.
- I authorize the cancellation of any 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.

**X** signature date

**Next, election inspector complete the review checklist on the other side.** 

<p><b>election inspector review checklist</b></p> <p>Review the information provided by the voter for completeness. Verify the voter:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> completed the affidavit &amp; voter registration form on the other side of this envelope</li> <li><input type="checkbox"/> is in the correct precinct or refuses to go to the correct precinct</li> <li><input type="checkbox"/> registered prior to the close of registration (see date box  on the other side)</li> </ul> <p style="text-align: center;"> If any of the above are not checked, the voter cannot vote a provisional ballot. Do not continue.</p> <p>Ask the voter for picture ID and proof of their current address. Then answer these questions:</p> <ol style="list-style-type: none"> <li>1. Did the local clerk confirm the voter is not registered in another precinct in the jurisdiction? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>2. Did the voter provide an approved picture ID that confirms his or her address in the precinct? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>3. Were all answers above Yes? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ol> <p style="text-align: right;"><b>Next, complete the appropriate ballot section to the right. ➔</b></p> <p><b>For Clerk's Use Only</b></p> <p><input type="checkbox"/> Not Counted: Reason</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Original application rejected</li> <li><input type="checkbox"/> Registration after deadline</li> <li><input type="checkbox"/> Cancelled</li> <li><input type="checkbox"/> Unreadable/Incomplete</li> </ul> <p>Comments: _____</p> <p><b>other envelope ballot reasons – affidavit and voter registration form NOT required – do not use this box unless instructed by the local Clerk</b></p> <p><b>Voter Name</b> _____ <b>Voter #</b> _____</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Elector subject to federal ID requirement unable to produce an acceptable form of ID</li> <li><input type="checkbox"/> Elector produced picture ID to satisfy the Michigan voter identification requirement; questions over the elector's identity remained after inspection of the picture ID</li> </ul>	<p><b>election inspector - issuing a ballot – determining the correct type</b></p> <p><b>if you answered YES to Question 3, issue an Affidavit ballot :</b></p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> </div> <ul style="list-style-type: none"> <li><input type="checkbox"/> Enter ID type and #: _____</li> <li><input type="checkbox"/> Prepare the ballot as Challenged by writing and concealing the ballot number on the ballot</li> <li><input type="checkbox"/> Enter voter and issue the ballot in the (e)Pollbook as an Affidavit ballot</li> <li><input type="checkbox"/> Complete the election inspector record below</li> <li><input type="checkbox"/> Give voter the Notice to Voter</li> <li><input type="checkbox"/> Allow voter to mark the ballot &amp; put their ballot in the tabulator</li> <li><input type="checkbox"/> Place this empty envelope in the Provisional Ballot Storage Envelope</li> </ul> <p><b>if you answered NO to Question 3, issue an Envelope ballot:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Enter ID type and # _____ or <input type="checkbox"/> Not provided</li> <li><input type="checkbox"/> Enter residency proof (current utility bill, bank statement, paycheck, or any other government document) : _____ or <input type="checkbox"/> Not provided</li> <li><input type="checkbox"/> Prepare the ballot as Challenged by writing and concealing the ballot number on the ballot</li> <li><input type="checkbox"/> Enter voter and issue the ballot in the (e)Pollbook as an Envelope ballot</li> <li><input type="checkbox"/> Complete the election inspector record below</li> <li><input type="checkbox"/> Give voter the Notice to Voter</li> <li><input type="checkbox"/> Instruct voter to place the ballot in the secrecy sleeve and then this envelope after voting, <b>the ballot must NOT be put in to the tabulator today</b> and must be returned to an election inspector</li> <li><input type="checkbox"/> Allow voter to mark the ballot &amp; seal the ballot inside this envelope</li> <li><input type="checkbox"/> Place this envelope in the Provisional Ballot Storage Envelope</li> </ul> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> </div> <p><b>election inspector record</b></p> <p>Issued: <input type="checkbox"/> Affidavit ballot OR <input type="checkbox"/> Envelope ballot    Voter # _____ Pct # _____</p> <p>Election date: _____</p> <p>Initials of inspector sealing envelope (if ballot enclosed) _____</p> <p>Comments: _____</p> <p><input type="checkbox"/> Counted: Reason</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Reactivated</li> <li><input type="checkbox"/> Registered</li> <li><input type="checkbox"/> Provided ID</li> <li><input type="checkbox"/> Residency confirmed</li> </ul> <p>Action</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Registered</li> <li><input type="checkbox"/> Notice sent on _____</li> <li>Initials of processor: _____</li> </ul>
--	---

**NOTICE TO VOTERS WHO DO NOT  
APPEAR ON THE PRECINCT'S REGISTRATION LIST**  
*(Notice must be issued to any voter who 1) does not appear on the precinct's registration list  
2) completed the attached Provisional Ballot Form and 3) was issued a provisional ballot.)*

As explained by the election workers, special procedures were followed when issuing you a ballot as your name did not appear on the registration list where you offered to vote. Please be advised of the following:

- If the election workers directed you to place your ballot in the precinct's tabulator, all valid votes appearing on your ballot *will count*. You have voted!
- If the election workers directed you to place your ballot in a *Provisional Ballot Form* envelope, the clerk will determine if your ballot can be counted within six calendar days after the election. If your ballot can be counted, all valid votes appearing on your ballot *will count*. If your ballot cannot be counted, *no votes appearing on your ballot will count*.

**IMPORTANT: MAKING SURE YOUR BALLOT COUNTS**

If the election workers placed your ballot in a *Provisional Ballot Form* envelope because you were unable to satisfy the identification and/or residency verification steps, your ballot will be counted if you provide your local city or township clerk with required document(s) no later than the sixth calendar day after the election. You can appear in person in your city or township clerk's office to show the document(s), fax the document(s) to the clerk or mail a copy of the document(s) to the clerk. If you do not satisfy the identification requirement and/or the residency verification requirement within six calendar days after the election, your ballot will not count. The following lists the types of documents you can use to satisfy the requirements:

**Documents which satisfy identification requirement:** A Michigan Driver License; a Michigan Personal Identification Card; any other type of government issued identification card which shows your picture; or an identification card issued by a Michigan university or college which shows your picture.

**Documents which satisfy residency requirement:** A Michigan Driver License; A Michigan Personal Identification Card; government issued picture identification card; picture identification issued by a Michigan university or college; current utility bill; current bank statement; current paycheck or government check; or any other government document.\* The document must show your name and your address. The address shown on the document must be in the precinct where you voted.

**NEED MORE INFORMATION?**

For additional information, contact your city or township clerk's office in person or by phone. If your ballot cannot be counted, the clerk will explain why. Contact information:

\* Contact your local city or township clerk if you wish to obtain information on the government documents which can be used to satisfy the requirement.

**NOTICE TO VOTERS UNABLE TO SATISFY  
STATE AND/OR FEDERAL IDENTIFICATION REQUIREMENT**  
*(Notice must be issued to any voter who is required to vote a Provisional Envelope ballot because he or she is unable to satisfy Michigan's voter identification requirement and/or the federal voter identification requirement.)*

**Check applicable box below:**

- As questions over your identity remained after an inspection of the picture identification you produced to satisfy Michigan's voter identification requirement, special procedures were followed when issuing you a ballot.
- As you are subject to the federal voter identification requirement and have not satisfied the requirement to date, special procedures were followed when issuing you a ballot. The federal voter identification requirement applies to voters who 1) have never previously voted in Michigan 2) registered to vote by mail and 3) are not exempted from the ID requirement under federal law.

**IMPORTANT: MAKING SURE YOUR BALLOT COUNTS**

To ensure that your ballot counts, you must provide your local city or township clerk with an appropriate identification document no later than the sixth calendar day after the election. Except as noted below, you can appear in person in your city or township clerk's office to show the document, fax the document to the clerk or mail a copy of the document to the clerk. If you do not satisfy the identification requirement within six calendar days after the election, your ballot will not count. The following lists the types of documents you can use to satisfy the identification requirement:

**Documents which satisfy federal voter identification requirement imposed on first-time mail registrants who have never previously voted in Michigan:** A copy of any current and valid picture identification or a copy of a paycheck, government check, utility bill, bank statement or a government document\* which lists your name and address.

**Documents which satisfy Michigan voter identification requirement imposed on all voters who attend the polls to vote:** A Michigan Driver License; a Michigan Personal Identification Card; driver's license or personal identification card issued by another state; a federal or state-government issued picture identification; a U.S. passport; a military identification card with picture; a student identification with picture from a high school or an accredited institution of higher education; or a tribal identification with picture. In all cases, the picture identification must be current. To satisfy the Michigan voter identification requirement, you must appear in person in your city or township clerk's office.

**NEED MORE INFORMATION?**

For additional information, contact your city or township clerk's office in person or by phone. If your ballot cannot be counted, the clerk will explain why. Contact information:

\* Contact your local city or township clerk if you wish to obtain information on the government documents which can be used to satisfy the requirement.

BUREAU OF ELECTIONS

November 2015

**Procedure for Handling Provisional Envelope  
Ballots Returned to Clerk's Office for Review**

Within 6 days after the election, the city or township clerk must evaluate each Provisional Envelope ballot voted by the jurisdiction's voters to determine if the ballot can be counted. When making this determination, the city or township clerk is not permitted to open the *Provisional Ballot Form* envelope holding the ballot.

**I. MISSING REGISTRATION: Determining the validity of a Provisional Envelope ballot issued to an elector whose name did not appear in the ePollbook or on the QVF Precinct List**

All of the information needed to determine the validity of a Provisional Envelope ballot issued to such an elector is recorded on the *Provisional Ballot Form* completed by the precinct board.

**THE PROVISIONAL ENVELOPE BALLOT CAN BE COUNTED IF:**

- A valid voter registration application for the elector is located and the registration application was submitted by the elector on or before the "close of registration" for the election at hand;

OR

- The elector completed the *Provisional Ballot Form* properly by:
  - Signing the affidavit and confirming registration prior to the close of registration
  - Completing a the voter registration form portion of the Provisional Ballot Form
  - Showing an acceptable form of photo ID<sup>1</sup>
  - Showing an acceptable form of proof of residency<sup>2</sup>

In either case, ensure that the Provisional Envelope ballot was voted in the proper precinct. Only Provisional Envelope ballots processed in the proper precinct are valid.

**Submission of picture ID and residence confirmation document during 6-day evaluation period permitted.**

<sup>1</sup> Acceptable IDENTIFICATION documents include: Michigan Driver's License, Michigan Personal Identification Card, other government-issued photo identification card or a photo identification card issued by a Michigan university or college.

<sup>2</sup> Acceptable proof of RESIDENCY documents include: Any of the above identification documents OR a current utility bill, current bank statement, current paycheck or government check or any other government document.



BUREAU OF ELECTIONS

- In an instance where the elector was unable to identify himself or herself with acceptable form of picture ID<sup>1</sup> and/or an acceptable form of proof of residency<sup>2</sup> (see above), the ballot can be counted if the voter is able to produce the required document(s) during the 6-day evaluation period. The voter can appear in person in the city or township clerk's office to show the document(s), fax the document(s) to the clerk or mail a copy of the document(s) to the clerk. The document(s) must reach the city or township clerk no later than the sixth calendar day after the date of the election.
- In any instance where a Provisional Envelope ballot is counted because the voter was able to produce the required picture ID<sup>1</sup> and/or residence confirmation<sup>2</sup> document(s) during the 6-day evaluation period, the clerk must enter a notation on the *Provisional Ballot Form* completed when the voter was issued the Provisional Envelope ballot in the polls.

**THE PROVISIONAL ENVELOPE BALLOT CANNOT BE COUNTED IF:**

- The elector was unable to identify him or herself at the polls or during the 6-day evaluation period by showing an acceptable form of picture ID<sup>1</sup> and/or an acceptable form of proof of residency<sup>2</sup>. Both ID and residency must be verified before a Provisional Envelope ballot can be counted.

**IMPORTANT NOTE REGARDING ELECTORS WHO VOTED IN WRONG PRECINCT:**

In any situation where a Provisional Envelope ballot has been issued to a voter who 1) appeared to vote in the wrong precinct and 2) declined to travel to his or her proper precinct to vote, you must make every effort to accurately confirm that the voter did, in fact, vote in the wrong precinct before rejecting the Provisional Envelope ballot as invalid. The evaluation must include a check of the QVF street index to verify that the voter was not assigned to the wrong precinct in error. If a check of the street index reveals that a voter in this situation actually voted in the proper precinct, the Provisional Envelope ballot must be counted.

**II. FEDERAL ID REQUIREMENT: Determining the validity of a Provisional Envelope ballot issued to an elector subject to the federal identification requirement**

- The Provisional Envelope ballot can be counted if during the 6-day Provisional Envelope ballot evaluation period the elector provides an acceptable form of picture ID<sup>1</sup> **OR** an acceptable form of proof of residency<sup>2</sup> (see above). Only one of these forms is necessary to meet the federal ID requirement. The voter can appear in person in the city or township clerk's office to show the required ID, fax the required ID to the clerk or mail a copy of the required ID to the clerk. In an instance where a Provisional Envelope ballot is counted because the voter was able to produce the required ID during the 6-day evaluation period, the clerk must enter a notation on the *Provisional Ballot Form*.
- The Provisional Envelope ballot cannot be counted if the voter fails to provide the proper identification to satisfy the federal ID requirement during the 6-day evaluation period.

BUREAU OF ELECTIONS

**III. MICHIGAN VOTER IDENTIFICATION REQUIREMENT: Determining the validity of a Provisional Envelope ballot issued to a voter because questions over the voter's identity remained after an inspection of the picture identification produced by the voter**

- The Provisional Envelope ballot can be counted if the elector appears in person and provides a Michigan Driver's License or a Michigan Personal Identification Card during the 6-day evaluation period. Voters can also show any of the following forms of picture identification as long as they are current: a driver's license or personal identification card issued by another state; a federal or state-government issued photo identification; a U.S. passport; a military identification card with photo; a student identification with photo from a high school or an accredited institution of higher education; or a tribal identification with photo. In all cases, the picture identification must resolve the questions over the voter's identity which prompted the issuance of a Provisional Envelope ballot to the voter.
- The Provisional Envelope ballot cannot be counted if the voter fails to personally appear in the clerk's office during the 6-day evaluation period and provide an acceptable form of picture ID.

**IV. Processing & Tabulating of Valid Provisional Envelope Ballots**

Using two people of differing political parties:

- If the Provisional Envelope ballot can be counted, remove the ballot from the *Provisional Ballot Form* and remove the stub from the ballot. Do not remove the ballot from its secrecy sleeve during this step.
- Place the ballot in a ballot container.
- After you have placed all of the valid Provisional Envelope ballots that can be counted in the container, remove the ballots and count the valid votes on the ballots.
- After counting the valid votes on the ballots, document the votes cast using a tally sheet. After completing the tally sheet, submit it to the county canvassing board. The form must be transmitted to the canvassing board no later than the 7<sup>th</sup> day after the election so the valid votes can be added to the canvass.
- After recording the valid votes on the ballots that can be counted, seal the counted ballots into an approved ballot container, attaching a ballot tag to the seal which indicates that the container holds the provisional envelope ballots returned after the election which were determined valid and counted. Retain the *Provisional Ballot Forms* in a separate secure place in your office.
- Register each voter who completed a *Provisional Ballot Form* regardless if the ballot was determined valid or invalid, envelope or affidavit, and associate voter history as necessary.

## PROVISIONAL BALLOT / NOT IN POSSESSION of ID WORKSHEET

Use this worksheet as a tool to help gather your data before typing into the online form in the Elections eLearning Center. County offices have immediate access through the eLearning Center to the reports submitted online.

Within 7 days after the election, cities and townships must report totals **by precinct** of voters appearing at the poll who:

- were not listed in the ePollbook or Precinct List and completed a [Provisional Ballot Form](#)
- signed the [Affidavit of Voter Not in Possession of Picture ID](#) (back of the Application to Vote)
- **No Absentee Ballots are included in this report**

**NOTE** - This report is different from the actual **vote totals** of provisional envelope ballots determined to be valid *after* the election. Those still need to be **sent to your county office to be included in the canvass**.

<b>City or Township Jurisdiction Code:</b>	
<b># of In-person Precincts in this election:</b>	

Jurisdictions with many precincts can **upload a spreadsheet** of these numbers into the online form in the eLearning Center. Please use the BOE formatted [PVB ID Spreadsheet](#) to ensure your data can be imported into our system.

Enter A to E for each precinct on the next page. No Absentee Ballots are included.	
Enter your 5 digit jurisdiction code for each line in the online form; this allows the numbers to be tallied correctly.	
A) <b>Precinct</b> number or name	
B) <b>Affidavit Ballots</b> - after a voter completes the Provisional Ballot Form and they were deemed able to have their ballot tabulated on election day. These are NOT Absentee ballots.	
<b>Provisional Envelope Ballots</b> - ballots secured in Provisional Ballot <b>Storage Envelopes</b> after the voter completes a Provisional Ballot Form and information is reviewed <b>after election day</b> :	
C) # of <b>Envelope Ballots</b> that were determined valid and <b>counted</b>	
D) # of <b>Envelope Ballots</b> that were determined invalid and <b>not counted</b>	
<b>Reasons Envelope Ballots were Not Counted (as listed on the Provisional Ballot Form)</b>	<b>Complete this section with Totals for the whole jurisdiction</b>
No ID provided w/in 6 days	
No residency confirmation w/in 6 days	
Voted out of precinct	
Original application rejected	
Registered after deadline	
Cancelled	
Unreadable/Incomplete	
E) For each precinct, the number of voters who signed the <b>Affidavit of Voter Not in Possession of Picture ID</b> (on the back of the Application to Vote)	

### PROVISIONAL BALLOTS / NOT IN POSSESSION of IDS BY PRECINCT

A) Precinct Name or #	B) # of Provisional Affidavit Ballots Tabulated in Precinct	C) # of Envelope Ballots Reviewed after Election deemed Valid - Counted	D) # of Envelope Ballots Reviewed after Election deemed Invalid – Not Counted	E) # of Voters Not in Possession of Picture ID Affidavit

Jurisdictions with many precincts can **upload a spreadsheet** of these numbers into the online form in the eLearning Center. Please use the BOE formatted [PVB ID Spreadsheet](#) to ensure your data can be imported into our system.

### Precinct List Notes

Code	Status	Description
1	CH	AGE
2	CH	BUSINESS ADDRESS
3	CH	CITIZENSHIP
4	CH	ID CARD RETURNED
5	CH	RESIDENCY
6	CH	REGISTERED BY MAIL + NOT 60 YEARS OLD
21	V	CONFIRM ADDRESS
22	V	CORRECT ADDRESS
23	V	DOB
24	V	SIGN REGISTRATION CARD
25	V	CONFIRM CITIZENSHIP
30	V	SURRENDERED LICENSE

**Other Abbreviations:**

ID	MUST SHOW ID BEFORE VOTING
MVIP	MUST VOTE IN PERSON
av-s	VOTER HAS BEEN SENT AN AV BALLOT
av-r	AV BALLOT HAS BEEN RECEIVED FROM A VOTER

**Election Day Change of Address/Authorization to Transfer Voter Registration**  
for use by voters that are listed in the ePollbook with an address change

**Michigan driver license/state personal ID #**

\_\_\_\_\_

I do not have a Michigan driver license/state personal ID # or it is not in my possession

**address change**

- I have moved within the same city or township, please update my record.
- I have moved to a new city or township within the last 60 days, please forward this form to the new clerk.

**personal information** \*required information

last name\*                      first\*                      middle                      suffix

\_\_\_\_\_

date of birth\*                      MI

new address – house number & street name\*                      apt/lot #                      city\*                      zip

\_\_\_\_\_

(                      )

phone                      email

**authorization**

By signing below, I authorize the transfer of my voter registration record to the new address listed above. I understand that this address may be in a new jurisdiction and that I will receive a new voter registration card confirming the transaction.

**X** \_\_\_\_\_  
signature                      date

**NOTE:** Voters who moved outside of the jurisdiction more than 60 days prior to the election should be directed to their new clerk to register on Election Day.

**Election Inspector:** Place this form in the Local Clerk Envelope.

**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.

**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**



STATE OF MICHIGAN  
BUREAU OF ELECTIONS  
LANSING

**Picture Identification in the Polls:  
Questions and Answers**

Revised: June 2013

**Background:** In 2007, the Michigan Supreme Court ruled that a provision of Michigan election law which requires voters to either present picture identification or sign an affidavit if they do not have picture identification with them is constitutional and enforceable. (See MCL 168.523 for picture identification requirement.) While this requirement was originally enacted by the State Legislature in 1996, the requirement was not implemented until 2007 due to a prior ruling issued through the Attorney General's office. Instructions for the administration of the picture identification requirement are provided below.

1) ***What does the 2007 Supreme Court ruling mean for Michigan's election officials and voters?***

Every Michigan voter who offers to vote at the polls must show picture identification or sign an affidavit attesting that he or she is not in possession of picture identification. (A copy of the affidavit form is attached for reference.)

2) ***How must the picture identification requirement be administered?***

The election inspector responsible for administering the requirement will ask each voter who completes an Application to Vote to show picture identification. If the voter states that he or she does not have picture identification, the election inspector will give the voter an affidavit to sign attesting that he or she is not in possession of picture identification. A ballot cannot be issued to the voter unless the voter displays picture identification or signs the affidavit.

3) ***What type of check is the election inspector required to perform when viewing a voter's picture identification?***

The election inspector will check the photo and name appearing on the identification to verify the voter's identity. As a part of this check, the election inspector will confirm that the name appearing on the picture identification matches the name entered by the voter on the Application to Vote.



4) ***Does the name appearing on the picture identification have to exactly match the name entered by the voter on the Application to Vote or the manner in which the voter's name appears on the precinct's QVF list?***

No – however, the names must be similar enough to verify the voter's identity. For example, commonly used abbreviated names are acceptable such as Bill for William, Kathy for Kathryn. Initials that are representative of the voter's first name are also acceptable.

5) ***What types of picture identification can voters display to satisfy the requirement?***

Voters can satisfy the picture identification requirement by showing a Michigan driver's license or a Michigan personal identification card.

Voters who do not possess either document may show any of the following forms of picture identification as long as they are current:

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

6) ***What actions should an election inspector take if the photo appearing on the picture identification displayed by a voter does not resemble the voter closely enough to verify the voter's identity?***

As a first step, the election inspector should take into account the age of the photo and any explanations the voter may wish to offer (weight gain or loss, hair style or facial hair alterations, different eyeglass frames, etc.). If such considerations resolve the matter, the election inspector should issue a ballot to the voter. If questions over the voter's identity remain, the election inspector should ask to view any other acceptable forms of picture identification that the voter may have in his or her possession. If the matter cannot be resolved with a second piece of picture identification or if the voter is unable to produce a second piece of picture identification, the election inspector should issue a provisional ballot to the voter and contact the clerk.

When issuing a provisional ballot in such a situation, the election inspector must preserve the provisional ballot as an "envelope" ballot. In addition, the completion of the Four-Step Procedure Form is not necessary. (The completion of the Four-Step Procedure Form is only necessary in instances where a voter's name does not appear on the precinct's QVF list.)

**7) Does the identification displayed by the voter have to show the voter's residential address?**

No. A picture identification card that does not show the voter's residential address is acceptable.

**8) What happens if a voter offering to vote states that he or she has picture identification – but did not bring it to the polls?**

Such voters can vote by signing the *Affidavit of Voter Not in Possession of Picture Identification* form. The affidavit can be used by 1) voters who do not have acceptable picture identification and 2) voters who have picture identification – but do not bring it to the polls.

**9) Where can election officials obtain the affidavit form?**

The *Affidavit of Voter Not in Possession of Picture Identification* form can be found on the Bureau of Elections website ([www.michigan.gov/elections](http://www.michigan.gov/elections); under *Information for Election Administrators; Voter Identification Requirements*). A direct link to the form is below:

[Affidavit of Voter Not in Possession of Picture Identification](#)

The form is also available through commercial vendors who market election-related forms. The affidavit form is also attached to this document.

An adequate quantity of the forms must be supplied in every precinct supply kit. We recommend that the affidavit be printed on the reverse side of the Application to Vote. Below is a link to a combined *Application to Vote / Affidavit of Voter not in Possession of Picture Identification* form, also available on the Bureau of Elections website:

[Application to Vote - Poll List](#)

**10) What happens to the affidavit forms which are completed and submitted by voters?**

The completed affidavit forms must be secured by the precinct board and forwarded to the clerk after the polls close. The clerk must retain the completed affidavit forms for a period of six years.

**11) Are there any other records associated with the picture identification requirement that Michigan election administrators need to create or maintain?**

Yes. City and township clerks must report the number of voters that signed an *Affidavit of Voter Not in Possession of Picture Identification* to the County Clerk within 7 days after the election. Counties must report these totals to the Secretary of State within 14 days after the election. *Provisional Ballot Report* forms now include a column for reporting these totals.

**12) Can a challenger or an election inspector challenge a voter just because he or she does not have picture identification or did not bring it to the polls and signs an affidavit?**

No. A voter cannot be challenged just because he or she is not in possession of picture identification or did not bring picture identification to the polls and signs the affidavit in order to vote. Of course, as is the case with any voter, a voter who is unable to show picture identification can be challenged if a challenger or an election inspector has "good reason to believe" that the person is not qualified to vote in the precinct.

**13) Under what circumstances can a challenge related to the picture identification requirement be issued?**

As a challenger may challenge election procedures that are not being properly performed, a challenge may be made if an election inspector attempts to issue a ballot to a voter who has not shown picture identification or signed an affidavit. Also, a challenger may challenge the ballot of a voter if the challenger has "good reason to believe" the person is not properly registered. Consequently, a challenge may be issued if a voter provides picture identification with an address that is different than the address on the precinct's QVF list.

**14) Does the picture identification requirement impact the absentee voting process in any way?**

Yes. As a result of legislation enacted in 2012 (PA 523 of 2012), voters who obtain an absent voter ballot in person are also required to comply with the picture identification requirement. If these voters are not in possession of picture ID, they may sign the same *Affidavit of Voter not in Possession of Picture Identification* form that is used in the polls on Election Day. AV ballots from voters that obtain ballots in person, do not provide picture identification and sign the affidavit form **must be processed as a challenged ballot on Election Day**.

**15) What actions should a precinct board take if a voter who does not possess picture identification refuses to sign the affidavit form? Would such a voter be eligible to receive a provisional ballot?**

A voter not in possession of picture identification who refuses to sign the affidavit form cannot vote and should be referred to the local clerk. This is the same procedure used for voters who refuse to complete an Application to Vote: no ballot is issued. Such a voter would not be eligible for a provisional ballot.

**16) What actions should a precinct board take if a voter claims to have picture identification but refuses to show it? Should such a voter be offered the opportunity to sign the affidavit form? Would such a voter be eligible to receive a provisional ballot?**

A voter who claims to have picture identification but refuses to show it cannot vote and should be referred to the local clerk. The voter does not have the option of signing the affidavit form as the affidavit is designed for voters not in possession of picture identification. Such a voter would not be eligible for a provisional ballot.

**17) Does picture identification have to be requested in an instance where the voter is well known to the election inspector handling the picture identification requirement?**

4

Yes. The consistent application of the picture identification requirement is important to avoid any appearance that the requirement is being selectively enforced. In addition, the law makes no exceptions for such situations.

**18) Does a voter well known to the election inspector handling the picture identification requirement have to sign the affidavit if the voter is not in possession of picture identification?**

Yes. As noted above, any practice which would make it appear that the picture identification requirement is being selectively enforced must be avoided. Also, the law makes no exceptions for such situations.

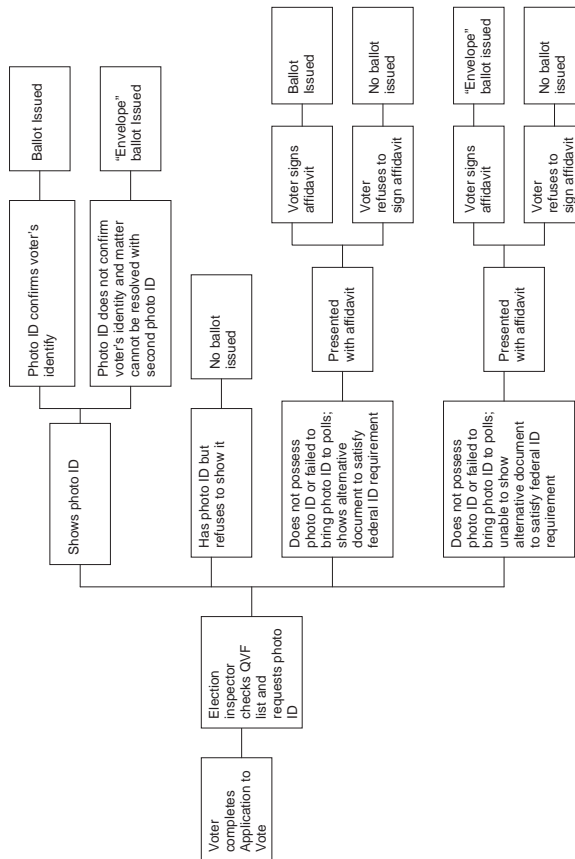
**19) How does the picture identification requirement impact the federal identification requirement imposed under the Help America Vote Act (HAVA) on new Michigan voters who register to vote by mail?**

If a voter subject to the federal identification requirement did not meet the requirement when registering to vote, the voter must present one of the following documents before voting in the first election in which he or she wishes to participate: 1) an acceptable form of picture identification or 2) a paycheck, government check, utility bill, bank statement or a government document which lists the voter's name and address.

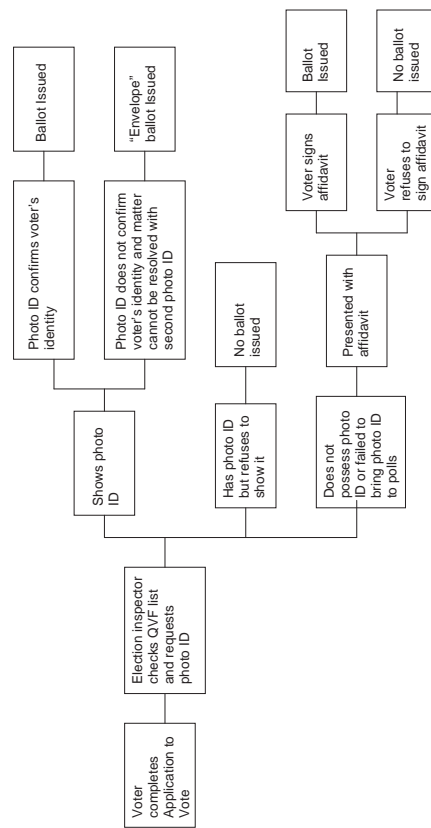
Given the above, three situations could emerge when a voter is subject to the federal identification requirement:

- **Voter displays picture identification:** Satisfies both the federal identification requirement and Michigan's picture identification requirement.
- **Voter displays paycheck, government check, utility bill, bank statement or a government document which lists his or her name and address:** Satisfies the federal identification requirement. Voter must display picture identification to satisfy Michigan's picture identification requirement. If voter does not possess picture identification, he or she must sign the affidavit form developed for voters who do not possess picture identification before voting.
- **Voter does not possess picture identification and is unable to produce a paycheck, government check, utility bill, bank statement or a government document which lists his or her name and address:** Voter must sign the *Affidavit of Voter Not in Possession of Picture Identification* form. As the voter is unable to satisfy the federal identification requirement, the voter must be issued a provisional ballot as provided under current procedure. The required provisional balloting notices must be given to the voter with the ballot. After the voter has completed the voting process, the provisional ballot must be secured as an "envelope" ballot. The voter is then extended a 6-day period to satisfy the federal identification requirement. If the voter fails to satisfy the federal identification requirement during the 6-day period, the ballot is not counted.

**Photo Identification at Polls**  
 (Voter subject to additional federal identification requirement)



**Photo Identification at Polls**  
 (Voter not subject to additional federal identification requirement)



## State of Michigan Election Inspector Application

(Complete in your own handwriting and return to your local City/Township Clerk - find your local Clerk at [mi.gov/vote](http://mi.gov/vote))

### personal information

Full Name \_\_\_\_\_  
Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Email Address \_\_\_\_\_  
Home Address \_\_\_\_\_  
Phone #'s Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_  
Registered in  City or  Township of \_\_\_\_\_ Pct # \_\_\_\_\_ Ward # \_\_\_\_\_  
County of \_\_\_\_\_  
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

### education and experience information

Education Background (include highest grade completed or degree held) \_\_\_\_\_  
\_\_\_\_\_

Employment Background (include current or last place of employment and type or work performed)  
\_\_\_\_\_  
\_\_\_\_\_

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: \_\_\_\_\_  
\_\_\_\_\_

### signature and certification

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.

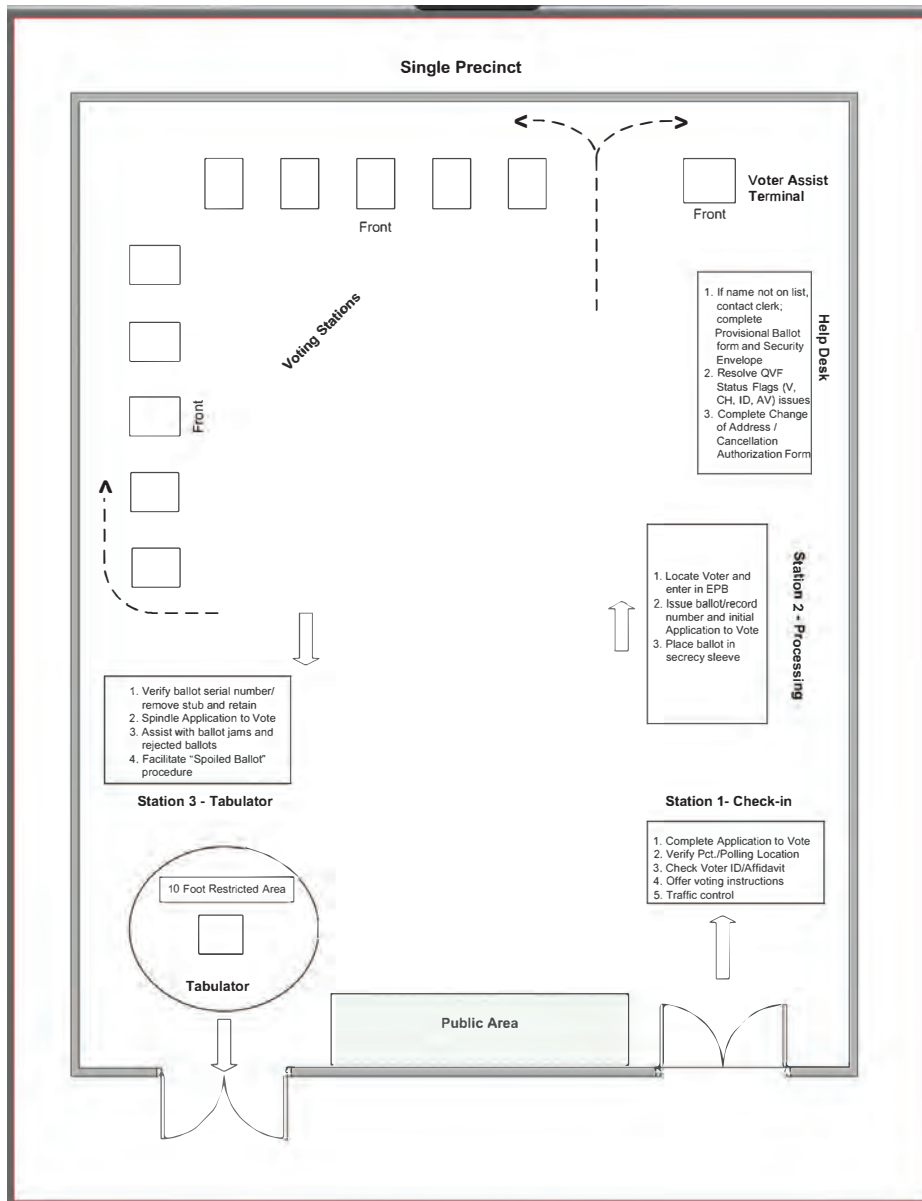
\_\_\_\_\_  
Signature of Applicant

\_\_\_\_/\_\_\_\_/\_\_\_\_  
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 (June 2015)





*Receiving Board Guide  
Provided by the Michigan Bureau of Elections  
Updated as of 10.17.2012*

## Receiving Boards

### **Introduction**

A Receiving Board is an independent board established to ensure the recountability of election precincts. The Election Commission of a jurisdiction must establish the Receiving Board by resolution and must appoint the Receiving Board inspectors. Members must be qualified election inspectors and the board must have an equal number of Receiving Board inspectors from each major political party. As of August 15, 2012, Receiving Boards are **required** by Michigan election law, MCL 168.679a.

### **Appointment**

The Receiving Board must be established by resolution of a jurisdiction's Election Commission. The resolution may establish the Receiving Board one time for all future elections.

The Receiving Board inspectors must be appointed by the jurisdiction's Election Commission. Each inspector must be qualified to be an election inspector and have an election inspector application on file. Inspectors appointed to serve in an Election Day precinct or absent voter counting board may be appointed to serve as Receiving Board inspectors as well.

### **Responsibilities**

Under oath, the Receiving Board inspectors receive the sealed ballot container, the Poll Book and the Statement of Votes from each precinct after the polls close. Two election inspectors (one from each major political party) deliver those items properly sealed to the Receiving Board inspectors after their closing duties have been completed. Election inspectors must remain present until Receiving Board inspectors have completed the verification.

The Receiving Board inspectors verify:

- ✦ the Poll Book and/or Statement of Votes are not sealed into the ballot container
- ✦ the ballot container is properly sealed and the seal number is accurately recorded
- ✦ the number of names entered in the Poll Book balances with the number of ballots counted

After verifying these items, the Receiving Board inspectors put the Poll Book and Statement of Votes back into the appropriate envelopes and reseal with a red paper seal, initialing and dating the seal.

### **Corrective Action**

If the Receiving Board inspectors find the Poll Book and/or Statement of Votes sealed in the ballot container or the ballot container improperly sealed and/or recorded, they should direct the election inspectors to take necessary actions to correct the mistake and fully document those actions in the Remarks section of the Poll Book. The remarks must be signed by both the election and Receiving Board inspectors.

If the number of names entered into the Poll Book does not balance with the number of ballots counted by the tabulator, a full explanation must be recorded in the Remarks section of the Poll Book. If no explanation was provided, the Receiving Board inspectors should assist the election inspectors in determining the cause of the imbalance and instruct the election inspectors to fully document the cause in the Remarks section of the Poll Book. The remarks must be signed by both the election and Receiving Board inspectors.

### **e-Pollbook**

Receiving Board inspectors may be utilized to print the final reports of the precinct and assist the election inspectors in completing the Poll Book and Statement of Votes. The Receiving Board inspectors would print the List of Voters, Ballot Summary and the Remarks Reports from the encrypted flash drive.

*Receiving Board Guide  
Provided by the Michigan Bureau of Elections  
Updated as of 10.17.2012*

#### **Frequently Asked Questions**

- 1. Can the Clerk serve as a Receiving Board inspector?**  
The Clerk serves on the Election Commission and is thus responsible for the appointment of election inspectors. This presents a conflict of interest and thus prevents the Clerk from being an appointed Receiving Board inspector. Other Clerk's office staff members may be appointed as Receiving Board inspectors, as long as they are a qualified election inspector and have an election inspector application on file.
- 2. Can the Receiving Board inspectors count, handle, or retabulate ballots?**  
No. The Receiving Board inspectors may not count, handle or retabulate the ballots.
- 3. Can the Receiving Board perform other administrative tasks like checking in supplies and reviewing the Poll Book?**  
Yes, the Receiving Board inspectors may perform other tasks assigned by the Clerk. However, it's important to place priority on those items listed under Responsibilities as those items will ensure a precinct is recountable.
- 4. How many inspectors must the Receiving Board have?**  
At least two inspectors must be appointed to the Receiving Board, one from each major political party. Larger jurisdictions may want to appoint additional multiples of two to accommodate the larger volume of precincts to be received.
- 5. What if election inspectors sealed other supplies inside the ballot container, may they open it under the direction of the Receiving Board inspectors?**  
The ballot container should only be opened in a case where the container was not sealed properly or the Poll Book and/or Statement of Votes was sealed inside.
- 6. What if the Container Certificate was not included under seal with the ballot container?**  
The ballot container should only be opened in a case where the container was not sealed properly or the Poll Book and/or Statement of Votes was sealed inside.
- 7. What if no explanation can be found to account for an imbalance between the number of names in the Poll Book and the number of ballots processed by the tabulator?**  
A remark should be made by the election and Receiving Board inspectors to alert the County Board of Canvassers.
- 8. Do the Poll Book and Statement of Votes still have to be delivered to the County Clerk on election night?**  
Yes, the Poll Book and Statement of Votes must be delivered to the County Clerk on election night. For State and Federal elections another copy of the Statement of Votes must be delivered to Probate Judge on election night. For other elections these documents shall be delivered by 11 a.m. the following day.
- 9. Can the Receiving Board inspectors place Poll Books and Statement of Votes for multiple precincts in a single envelope?**  
Yes, if permitted by the County Clerk, the Poll Book and Statement of Votes for more than one precinct may be included and delivered in a single sealed envelope.

*Receiving Board Guide  
 Provided by the Michigan Bureau of Elections  
 Updated as of 10.17.2012*

**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:**

<p><b>Poll Book</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Clerk's Preparation Certificate completed and signed</li> <li><input type="checkbox"/> Election Inspectors Preparation Certificate completed and signed by inspectors present when polls opened</li> <li><input type="checkbox"/> All inspectors subscribed to the Constitutional Oath of Office</li> <li><input type="checkbox"/> Oath administrator signed</li> <li><input type="checkbox"/> No lines skipped on the List of Voters</li> <li><input type="checkbox"/> All spoiled, affidavit, envelope, challenged, and AV ballots noted</li> <li><input type="checkbox"/> Ensure proper recording of write-in votes or a notation of none when applicable</li> <li><input type="checkbox"/> Ensure proper recording of challenges</li> <li><input type="checkbox"/> Ensure remarks were recorded</li> <li><input type="checkbox"/> Certificate of Election Inspectors completed and signed by inspectors present when polls closed</li> <li><input type="checkbox"/> Ballot summary is completed and totals are accurate</li> <li><input type="checkbox"/> Ballot container seal number is properly recorded</li> </ul>	<p><b>Ballot Container Certificate</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Dated and signed by two election inspectors of differing party affiliation</li> <li><input type="checkbox"/> Seal number properly recorded</li> </ul> <p><b>Program Container Certificate</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Dated and signed by two election inspectors of differing party affiliation</li> <li><input type="checkbox"/> Seal number properly recorded</li> </ul> <p><b>Statement of Votes (3 copies required)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Totals tape signed by inspectors present when poll closed</li> <li><input type="checkbox"/> Text of proposals attached</li> <li><input type="checkbox"/> Write-in votes totaled (if necessary)</li> <li><input type="checkbox"/> Seal number of ballot container recorded properly</li> <li><input type="checkbox"/> Seal number signed by two inspectors of differing party affiliation</li> <li><input type="checkbox"/> Signatures of all inspectors present when polls closed</li> </ul>
--	--

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

Receiving Board Guide  
Provided by the Michigan Bureau of Elections  
Updated as of 10.17.2012

### Sample Resolution

#### RESOLUTION ESTABLISHING A RECEIVING BOARD FOR ELECTIONS HELD IN [insert jurisdiction name]

**WHEREAS**, the City Clerk is responsible for conducting elections in [insert jurisdiction name]; and

**WHEREAS**, MCL 168.679(a) provides the Election Commission of a city, township, or village shall, by resolution, provide that at an election at which the ballots are counted and certified at the precinct, 1 or more additional boards of election inspectors be appointed to serve as Receiving Boards; and

**WHEREAS**, the [insert jurisdiction name] Receiving Board is responsible for the duties as outlined in Section 168.679(a) of the Michigan Election Law (Article 116 of 1954); and

**WHEREAS**, the board of election commissioners shall appoint two or more election inspectors, with an equal number from each major political party to the Receiving Board prior to each election;

#### NOW THEREFORE, BE IT RESOLVED:

The Election Commission authorizes the establishment of a Receiving Board and the appointment of two or more election inspectors, with an equal number from each major political party, for all future elections beginning [insert upcoming election date].

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to adopt the Resolution authorizing the formation of a Receiving Board for Elections held in [insert jurisdiction name].

Ayes:

Nays:

Absent:

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
[insert Clerk name], Clerk

### Recommended 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 Receiving Board Inspector at the Election held on Tuesday, the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_ according to the best of my ability.

#### Signatures of Persons Taking Oath and Certifying Preparation Certificate

X _____	X _____
Taken, subscribed and sworn to before me this	
____ day of _____, ____	X _____
	Signature of Person Administering Oath

**NOTICE OF REGISTRATION FOR THE  
ELECTION TO BE HELD ON TUESDAY,  
MAY 7, 2019  
SAMPLE TOWNSHIP, MICHIGAN**

---

**TO THE QUALIFIED ELECTORS OF SAMPLE TOWNSHIP:**

**PLEASE TAKE NOTICE** that any qualified elector of Sample Township who is not already registered, may register to vote at the office of the Township Clerk; the office of the County Clerk; a Secretary of State branch office, or other designated state agency. Registration forms can be obtained at [mi.gov/vote](http://mi.gov/vote) and mailed to the Township Clerk. Voters who are already registered may update their registration at [www.expressSOS.com](http://www.expressSOS.com).

The last day to register in any manner other than in-person with the local clerk is **Monday, April 22, 2019**

After this date, anyone who qualifies as an elector may register to vote in person with proof of residency (MCL 168.497) at the Sample Township Clerk's office, located at 123 First St., Sample, MI 49123 at the following times:

- Regular business hours: Monday, Wednesday, and Friday from 8:00 a.m. to 5:00 p.m.
- Saturday, May 4th from 8:00 a.m. to 12:00 p.m. and Sunday, May 5th from 12:00 p.m. to 4:00 p.m.
- Election Day, Tuesday May 7th from 7 a.m. to 8 p.m.

**PLEASE TAKE NOTICE** that the Acme School district will be voting on the following millage proposal as presented and listed below:

**ACME PUBLIC SCHOOLS:**

ACME PUBLIC SCHOOLS GENERAL OBLIGATION UNLIMITED TAX BOND PROPOSAL FOR  
BUILDING AND SITE PURPOSES IN THE AMOUNT OF NOT TO EXCEED \$475,000

Full text of the ballot proposal may be obtained at the Sample Township Clerk's office, 123 First St., Sample, MI 49123, telephone: 616/555-1222. A sample ballot may be viewed at [mi.gov/vote](http://mi.gov/vote).

Persons with disabilities needing accommodations should contact the clerk's office.

**Mary Smith**  
**Sample Township Clerk**

**NOTICE OF ELECTION  
SAMPLE TOWNSHIP, MICHIGAN  
May 7, 2019 ELECTION**

---

To the qualified electors of Sample Township:

Notice is hereby given that a (indicate whether regular, special or primary) election will be held in Sample Township on Tuesday, May 7, 2019. The polls will be open from 7:00 a.m. to 8:00 p.m.

At the following locations:

Precinct 1    Township Hall, 123 First Street  
Precinct 2    East Fire Station, 8700 Michigan Avenue  
Precinct 3    Sunset Elementary School, 203 Holmes Drive  
Precinct 4    Yorkville Community Church, 1152 East Fifth Avenue

For the purposes of electing a candidate to the following office:

- Township Treasurer

Please take notice that the Acme School district will be voting on the following millage proposal as presented and listed below:

*Note: this is the applicable cite in law regarding required elements of the notice – it is recommended that the treasurer and bond counsel be consulted as to the wording.*

*If the Notice of Election is for an election for an increase in the total tax limitation, the notice must “include a statement that includes the amount in dollars per thousand dollars of taxable value by which . . . the total tax rate limitation on property” will be increased and the number of years the increase would be effective. (MCL 211.203)*

Full text of the ballot proposal may be obtained at the Sample Township office located at 123 First Street, Sample, MI, 49123. Sample ballots can also be found at [www.mi.gov/vote](http://www.mi.gov/vote).

Absentee ballots are available for all elections; registered voters may contact the local clerk to obtain an application for an absent voter ballot.

To comply with the Help America Vote Act (HAVA), voting instructions will be available in audio format and in Braille. Arrangements for obtaining the instructions in these alternative formats can be made by contacting the township clerk in advance of the election. All polling locations are accessible for voters with disabilities.

Mary Smith  
Sample Township Clerk  
(616) 555-1222

**[Jurisdiction]**

**Notice of Public Accuracy Test of Voting Equipment**

To the qualified electors of the [Jurisdiction], [County], State of Michigan: Notice is hereby given that a Public Accuracy Test for the electronic equipment that will be used in Precincts 1 & 2 for the [election date and type] Election is scheduled for [date and time] in the [location name], located at [address]. The Public Accuracy Test is conducted to demonstrate that the computer programming used to tabulate the votes cast at the election meets the requirements of Michigan election law.

[Clerk Name], Clerk  
[Jurisdiction Name] Township

## Document Retention Schedule

The following lists the length of time election records and materials must be retained. It merits note that the retention schedules are separated into two categories: Election Administration, County Records, and City/Township/Village Records. This listing follows the State of Michigan's General Schedule #23 unless a new law has changed the retention period. Changes from General Schedule #23 are highlighted in yellow.

### Election Administration

<i>Item #</i>	<i>Item</i>	<i>Retention Period</i>
100	Bureau of Elections Correspondence	Creation date + 2 years
101	Transitory Correspondence	30 days after receipt
102	Post Election Reports	Day after November General Election + 2 years
103	Certification	While serving as an election official

### County Records

<i>Item #</i>	<i>Item</i>	<i>Retention Period</i>
200	Affidavits of Candidacy	Until the election is held + 2 years
201	Affidavits of Constitutional Qualification	Until the election is held + 2 years
202	Affidavits of Identity	Until the election is held + 2 years
203A	Applications to Vote	Until the election is held + 6 years
204	Apportionment	From the first election that the plan was in effect + 11 years
205	Ballots (Select School District Elections)	Until 30 days after the canvass of the election is completed, or <ul style="list-style-type: none"> <li>• until a recount is completed,</li> <li>• until a court order or a Secretary of State order to suspend destruction is lifted, or</li> <li>• until an investigation into defective ballots or voting equipment is completed</li> </ul>
206	Board of County Canvassers Meeting Materials	Permanent



<b>207A</b>	Campaign Finance Statements of Organization – Committees Receiving Less Than \$50,000	Until the official date of dissolution + 5 years
<b>207B</b>	Campaign Finance Statements of Organization – Committees Receiving More Than \$50,000	Until the official date of dissolution + 15 years
<b>208A</b>	Campaign Finance Reporting – Committees Receiving Less Than \$50,000	Creation Date + 5 years
<b>208B</b>	Campaign Finance Reporting – Committees Receiving More Than \$50,000	Creation Date + 15 years
<b>209</b>	Candidate Filing Fee Refunds	Until Audit
<b>210</b>	Candidate Listing	Until the election is held + 2 years
<b>211</b>	Certificates of Acceptance	Until the term of office expires
<b>212</b>	County Election Commission Meeting Materials	Permanent
<b>213</b>	County Election Results	Permanent
<b>214</b>	Declaration of Intent	Until the election is held + 2 years
<b>215</b>	Election Challengers	Until the election is held + 2 years
<b>216</b>	Election Inspector Certificates	Creation date + 2 years
<b>217</b>	Election Inspector Training	Retain the most current training materials  (older materials may be kept for reference purposes)
<b>218</b>	Election Notices	Until canvass of the election is completed + 2 years
<b>219</b>	Electronic Voting Systems	30 days following the canvass and certification of the election
<b>220</b>	Nominating and Qualifying Petitions	Until January 1 following the election
<b>221</b>	Nominating Petition Record	Until petitions are disposed of + 2 years
<b>222</b>	Oaths of Office – Election Officials	Until canvass of the election is completed + 2 years

<b>223</b>	Poll Books	Until canvass of the election is completed + 2 years
<b>224</b>	Precinct Delegates	Until the election is held + 2 years
<b>225</b>	Precinct Tabulation Data	Until the election is held + 2 years
<b>226A</b>	Preliminary Accuracy Testing – Federal Offices	Until the election is held + 2 years
<b>226B</b>	Preliminary Accuracy Testing – State and Local Offices	Until the election is held + 30 days
<b>227A</b>	Proof Ballots – State and Local Offices	Until the election is held + 30 days
<b>227B</b>	Proof Ballots – Federal Offices	Until the election is held + 22 months
<b>228</b>	Proposal Petitions	Until canvass of the election is completed + 2 years
<b>229</b>	Recalls	Creation date + 2 years
<b>230</b>	Recounts	Until the recount is completed + 2 years
<b>231A</b>	Sample Ballots – State and Local Offices	Until the election is held + 30 days
<b>231B</b>	Sample Ballots – Federal Offices	Until the election is held + 22 months
<b>232</b>	School Election Coordinating Committee	Expiration + 6 years
<b>233</b>	Statement of Vote	Until the election is held + 2 years
<b>234</b>	Tally Sheets/Books	Until the election is held + 2 years
<b>235</b>	Tie votes	Until the tie vote is broken + 2 years
<b>236</b>	Voting Equipment Acquisition	Life of equipment + 6 years

### City and Township Records

<b>Item #</b>	<b>Item</b>	<b>Retention Period</b>
<b>300</b>	Absentee Ballot Envelopes	Until the election is held + 2 years
<b>301</b>	Absentee Voter List	Until the election is held + 2 years
<b>302</b>	Application for Absentee Ballot	Until the election is held + 6 years
<b>303</b>	Applications to Vote	Until the election is held + 6 years
<b>304</b>	Affidavits of Identity	Until the election is held + 2 years
<b>305</b>	Affidavit of Voter Unable to Meet Photo ID Requirement	Until the election is held + 6 years
<b>306</b>	Ballots – Federal Offices	Until canvass of the election is completed + 22 months
<b>307</b>	Ballots – State and Local Offices  (Note: This series also applies to <u>unused ballots</u> for federal, state and local offices)	Until 30 days after the canvass of the election is completed, or <ul style="list-style-type: none"> <li>• until a recount is completed,</li> <li>• until a court order or a Secretary of State order to suspend destruction is lifted, or</li> <li>• until an investigation into defective ballots or voting equipment is completed</li> </ul>
<b>308</b>	Candidate Listing	Until the election is held + 2 years
<b>309</b>	Declaration of Intent	Until January 1 following the election
<b>310</b>	Election Notices	Until canvass of the election is completed + 2 years
<b>311</b>	Election Inspector Applications	While the person is eligible for appointment as an inspector
<b>312</b>	Election Inspector Certificates	Creation date + 2 years
<b>313</b>	Election Inspector Training	Retain the most current training materials  (older materials may be kept for reference purposes)

<b>314</b>	Electronic Voting Systems	Until 30 days after the canvass of the election is completed, or <ul style="list-style-type: none"> <li>• until a recount is completed,</li> <li>• until a court order or a Secretary of State order to suspend destruction is lifted, or</li> <li>• until an investigation into defective ballots or voting equipment is completed</li> </ul>
<b>315</b>	Federal Post Card Application	Creation date + 6 years
<b>316</b>	Local Election Commission Meeting Materials	Permanent
<b>317</b>	Local Election Results	Permanent
<b>318</b>	Nominating and Qualifying Petitions	Until January 1 following the election
<b>319</b>	Nominating Petition Record	Until petitions are disposed of + 2 years
<b>320</b>	Oaths of Office – Election Officials	Until the election is held + 2 years
<b>321</b>	Precinct Maps	Only retain current precinct maps  (Any outdated maps should be sent to Archives of Michigan for permanent preservation)
<b>322A</b>	Preliminary Accuracy Testing – Federal Offices	Until the election is held + 2 years
<b>322B</b>	Preliminary Accuracy Testing – State and Local Offices	Until the election is held + 30 days
<b>323</b>	Proposal Petitions	Until canvass of the election is completed + 2 years
<b>324</b>	QVF Precinct Lists	Until the election is held + 2 years
<b>325</b>	School Election Coordinating Committee	Expiration + 6 years
<b>326</b>	Statement of Vote	Until the election is held + 2 years
<b>327</b>	Tally Sheets/Books	Until the election is held + 2 years
<b>328</b>	Tie votes	Until the tie vote is broken + 2 years
<b>329</b>	Voter Identification Cards – Returned	Until the voter's registration is cancelled

330A	Voter Registration Applications	Until the master card is generated
330B	Voter Registration Applications of those that register in-person with their local clerk in the final 14 days before an election, including election day, <b>who do not provide</b> residency verification with a Driver's License or Personal ID.	Until the election is held + 6 years
331	Voter Registration Master Cards – Originals	Until cancelled + 5 years
332	Voter Registration Master Cards – Duplicates	Until cancelled + 2 years
333	Voter Registration Cards – Voided	Creation date + 2 years
334	Voter Registration Cards – Change of Address	Until the official voter registration record is updated
335	Voting Equipment Acquisition	Life of the equipment + 6 years

**Item # Title and Description**

**Administration**

**100 Bureau of Elections Correspondence**

This correspondence is received from the Bureau of Elections and pertains to policy or housekeeping issues. This correspondence may exist in a variety of formats, including memos, letters, notes, and electronic mail messages. This does not include the Election News and the News You Can Use newsletters that are published and retained by the Bureau.

**101 Transitory Correspondence**

Transitory correspondence is any form of written communication with a short-term interest that has no documentary value. This type of correspondence has limited administrative and evidential value that is lost soon after the communication is received. **Transitory messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt.** Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information that require no administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events, notifications of an upcoming meeting, and similar records.

**102 Post Election Reports**

The Secretary of State is required to submit a post election report to the Elections Assistance Commission detailing the State of Michigan's compliance with the National Voting Rights Act and the Help America Vote Act. Clerks are required to create and maintain data on an ongoing basis that is compiled for this report.

**103 Certification**

The Bureau of Elections provides training to election officials. Officials take a self-administered accreditation exam, and receive a certificate upon successful completion of the exam.

**County Records**

**200 Affidavits of Candidacy**

These are filed by incumbent judges seeking ballot access for re-election.

**201 Affidavits of Constitutional Qualification**

These forms are filed by candidates for judicial positions.

**202 Affidavits of Identity**

These forms are filed by all candidates for elected office, including precinct delegates.

**203 Applications to Vote**

These forms are completed and signed by voters at the polls. They are used to confirm that the voter has a valid registration in the jurisdiction, and they are used to verify the identity of the voter. County clerks only maintain these records for select elections. MCL 168.811

**204 Apportionment**

These records document the re-apportionment of the Board of Commissioner district boundaries after a census is completed. These files may include correspondence, litigation materials, minutes of apportionment commission meetings, maps, district descriptions, demographic information, etc.

**205 Ballots (Select School District Elections)**

These records document votes in select school district elections and special elections that are administered by the county clerk per an agreement. They include ballots, counted absentee ballots, provisional ballots, challenged ballots, unused ballots, spoiled ballots, and ballots rejected for exposure, ballot containers containing optical scan ballots, etc.

**206 Board of County Canvassers Meeting Materials**

These files include agendas, minutes, and supporting documentation (such as transcripts, correspondence, certificates of election, challenges) that were reviewed by the board during its meetings.

**207A Campaign Finance Statements of Organization—Committees Receiving Less Than \$50,000**

These records document the creation of committees supporting the election/re-election of candidates for local offices (or groups supporting/opposing local ballot questions) whose campaign committee received less than \$50,000 in the election cycle.

**207B Campaign Finance Statements of Organization—Committees Receiving More Than \$50,000**

These records document the creation of committees supporting the election/re-election of candidates for local offices (or groups supporting/opposing local ballot questions) whose campaign committee received more than \$50,000 in the election cycle.

**208A Campaign Finance Reporting--Committees Receiving Less Than \$50,000**

These records document the campaign finance activities of candidates for local offices (or groups supporting/opposing local ballot questions) whose campaign committee received less than \$50,000 in the election cycle. They may include campaign finance reports (regular

reports during the election cycle and annual reports, as required), amendments, receipts for late filing fee charges, correspondence, other statements and reports.

- 208B Campaign Finance Reporting--Committees Receiving More Than \$50,000**  
These records document the campaign finance activities of candidates for local offices (or groups supporting/opposing local ballot questions) whose campaign committee received more than \$50,000 in the election cycle. They may include campaign finance reports (regular reports during the election cycle and annual reports, as required), amendments, receipts for late filing fee charges, correspondence, other statements and reports.
- 209 Candidate Filing Fee Refunds**  
After the primary is held some candidates are eligible for a refund of their filing fee.
- 210 Candidate Listing**  
This register is used to log when a candidate files an Affidavit of Identity.
- 211 Certificates of Acceptance**  
After a person is elected to a school board they have to file a certificate of acceptance with the school district. A copy is sent to the county clerk (MCL 168.309).
- 212 County Election Commission Meeting Materials**  
These files include agendas, minutes, resolutions and supporting documentation that was reviewed by the commission during its meetings.
- 213 County Election Results**  
These records (also known as the "canvass of votes") document the final outcome of elections, as determined by the Board of County Canvassers.
- 214 Declaration of Intent**  
These forms are submitted by individuals who seek nomination or election to an office with write-in votes. Votes for write-in candidates who do not file a Declaration of Intent will not be counted.
- 215 Election Challengers**  
An organization or group that intends to appoint election challengers must submit a notarized statement to the clerk of the jurisdiction that states the reason why the right to make the appointments is claimed. These records will include the statement, a copy of the identification card to be used by the challengers, and the approval or denial (and possibly appeal documents).
- 216 Election Inspector Certificates**  
Election inspectors must attend training every two years. These certificates document who attended training.
- 217 Election Inspector Training**  
These records include materials developed by the Bureau of Elections and the county clerk to train election inspectors.
- 218 Election Notices**  
Clerks must publish a notice in local newspapers notifying the public of the registration requirements, of upcoming elections and of public accuracy tests of voting equipment. These records will include a copy of the notice, the affidavit of publication and the bill from the newspaper.

- 219 Electronic Voting Systems**  
These systems are used to conduct select school district elections and special elections that are administered by the county clerk per an agreement. They include voting devices, ballot containers, optical scan ballots, etc.
- 220 Nominating and Qualifying Petitions**  
All candidates (both partisan and non-partisan) for countywide offices must file nominating or qualifying petitions with the clerk. These petitions contain signatures of registered voters living within the office's jurisdiction stating that they want to have the candidate's name placed on the ballot. These records may be returned to the candidate or destroyed as requested by candidate at the end of their retention period.
- 221 Nominating Petition Record**  
This record lists which candidates submitted nominating petitions for each election cycle. It contains the office, candidate, filing date, determination date, number of signatures required and filed, date the petitions were returned or destroyed, and the date of the election.
- 222 Oaths of Office—Election Officials**  
This affidavit is signed by election officials who serve on Absent Voter Counting Boards, as Election Inspectors, etc. who affirm that they will lawfully fulfill the duties to which they have been appointed. Poll watchers who observe the action of the absent voter counting board must also take and sign an oath of secrecy.
- 223 Poll Books**  
These books identify which registered voters participated in an election. They identify which voters were issued provisional ballots and which voters were challenged. This record includes Absent Voter Poll Books that identify which absent voters were mailed ballots. These books are received from cities and townships for maintenance by the county clerk. MCL 168.811
- 224 Precinct Delegates**  
These records document the certification of election results for precinct delegates and notification to political parties. They may include tally sheets, certificates of election, lists, etc.
- 225 Precinct Tabulation Data**  
This data documents the programming (burning) of removable data storage devices for precinct tabulators. It will include definitions, vote totals, an audit of voting activity. The data may be transferred to other storage media for retention.
- 226A Preliminary Accuracy Testing**  
These records document tests of voting equipment prior to the election. They include data containing voting formulas for the election that is used to test the equipment's accuracy, Voter Assist Terminal (VAT) testing, test ballots, test decks, documents and certification, edit listings, etc.
- 226B Preliminary Accuracy Testing (State and Local Offices)**  
These records document tests of voting equipment prior to the election. They include data containing voting formulas for the election that is used to test the equipment's accuracy, VAT testing, test ballots, test decks, documents and certification, edit listings, etc.
- 227A Proof Ballots (State and Local Offices)**  
Proof ballots are produced to proofread the wording and formatting of each style of ballot that will be used in the election. They are reviewed by the candidates, Bureau of Elections and the County Election Commission prior to printing. These records may include hard copy or electronic proof ballots (one of each style) and related correspondence.



- 227B Proof Ballots (Federal Offices)**  
Proof ballots are produced to proofread the wording and formatting of each style of ballot that will be used in the election. They are reviewed by the candidates, Bureau of Elections and the County Election Commission prior to printing. These records may include hard copy or electronic proof ballots (one of each style) and related correspondence.
- 228 Proposal Petitions**  
Groups or individuals wishing to place a question on the countywide ballot for an upcoming election must also submit petitions. These petitions contain signatures of registered voters living within the jurisdiction stating that they want to have the proposal placed on the ballot.
- 229 Recalls**  
Voters may initiate a recall of elective officers in the state. These records will contain petition language submissions, clarity review documents, public meeting notices, signed petitions, signature challenges, petition review notices, correspondence, etc.
- 230 Recounts**  
These records document the administration of election recounts. They may include tally sheets, application forms, financial documents, petitions, counter petitions, objections, sign-in sheets, correspondence, and personnel records for the workers, etc.
- 231A Sample Ballots (State and Local Offices)**  
These ballots are produced and marked “sample” for posting for public information.
- 231B Sample Ballots (Federal Offices)**  
These ballots are produced and marked “sample” for posting for public information.
- 232 School Election Coordinating Committee**  
The school election coordinating committee identifies the duties and responsibilities of parties that administer school elections. Their agreements are renewed every two years. These records may include meeting records, agreements, maps, resolutions, correspondence, etc.
- 233 Statement of Vote**  
These documents are certified on Election Day by election inspectors. They summarize the votes for write-in candidates and the number of ballots issued (used and unused). The statement may be part of the poll book. MCL 168.811
- 234 Tally Sheets/Books**  
These documents are used to calculate the number of write-in votes. These sheets may be part of the poll book. MCL 168.811
- 235 Tie Votes**  
These records document that proper procedures were followed when breaking a tie vote. These records include notices, sign-in sheets, and the name slips, etc.
- 236 Voting Equipment Acquisition**  
These records document the acquisition and maintenance of voting equipment. They include contracts, HAVA grants, maintenance agreements, serial numbers, resolutions, correspondence, etc.

### **City, Township and Village Records**

- 300 Absentee Ballot Envelopes**  
These envelopes were used to transmit absentee ballots. Envelopes containing valid ballots will be opened and emptied so the ballot can be counted (see items #304-305).

Invalid/rejected ballots remain inside the envelope, and the envelope may remain sealed. In this case, the ballot is not counted. MCL 168.811

- 301 Absentee Voter List**  
This list identifies which voters in each precinct were mailed absentee ballots. It contains the name of the voter, address where the ballot was mailed, date the application was received, date the ballot was mailed, date the ballot was received, etc. This record includes the absentee ballots information posting. The list may be part of the poll book. MCL 168.811
- 302 Application for Absentee Ballot**  
These applications are submitted by voters wishing to receive an absentee ballot for upcoming primary and/or general elections. These records also include “emergency” absentee ballot requests. MCL 168.811
- 303 Applications to Vote**  
These forms are completed and signed by voters at the polls. They are used to confirm that the voter has a valid registration in the jurisdiction, and they are used to verify the identity of the voter. MCL 168.811
- 304 Affidavits of Identity**  
These forms are filed by all candidates for elected office, including precinct delegates.
- 305 Affidavit of Voter Unable to Meet Photo ID Requirements**  
This form is signed by voters who do not possess photo identification when attending the polls.
- 306 Ballots (Federal Offices)**  
These records document votes in elections where the office of U.S. President, U.S. Senate, or Representative in Congress appears on the ballot (including proof ballots, sample ballots, uncounted ballots, counted absentee ballots, provisional ballots, challenged ballots, spoiled ballots, and ballots rejected for exposure). They include optical scan ballots and the programs used to tabulate them, and Federal Write-In Absentee Ballots. Optical scan ballots shall be stored in sealed ballot bags in a secure place during this retention period, after the retention requirements specified under Michigan law have been met (see item #305 and 311).
- 307 Ballots (State and Local Offices)**  
These records document votes in elections for state and local offices, some school district elections, and special elections in which candidates for federal offices did not appear on the ballot (including proof ballots, sample ballots, uncounted ballots, unused ballots, counted absentee ballots, provisional ballots, challenged ballots, spoiled ballots, and ballots rejected for exposure). They include voting devices/tabulators, ballot containers containing optical scan ballots, programs, edit listings, etc. **Note: this series also applies to unused ballots for federal, state and local offices.**
- 308 Candidate Listing**  
This register is used to log when a candidate files an Affidavit of Identity.
- 309 Declaration of Intent**  
These forms are submitted by individuals who seek nomination or election to an office with write-in votes. Votes for write-in candidates who do not file a Declaration of Intent will not be counted.
- 310 Election Notices**  
Clerks must publish a notice in local newspapers notifying the public of the registration requirements, of upcoming elections and of public accuracy tests of voting equipment. These

records will include a copy of the notice, the affidavit of publication and the bill from the newspaper.

- 311 Election Inspector Applications**  
These applications are submitted by people who are interested in serving as election inspectors. Inspectors are appointed by the local election commission.
- 312 Election Inspector Certificates**  
Election inspectors must attend training every two years. These certificates document who attended training.
- 313 Election Inspector Training**  
These records may include materials developed by the Bureau of Elections, the county clerk and the local clerk to train election inspectors.
- 314 Electronic Voting Systems**  
These records document elections for state and local offices, some school district elections, and special elections. They include voting devices, ballot containers, optical scan ballots, programs, edit lists, etc.
- 315 Federal Post Card Application**  
These voter registration/absent voter ballot applications are produced and distributed by the federal government to permit eligible individuals to vote while outside of the country.
- 316 Local Election Commission Meeting Materials**  
These files include agendas, minutes, resolutions and supporting documentation that was reviewed by the commission during its meetings.
- 317 Local Election Results**  
These records (also known as the “canvass of votes”) document the final outcome of elections, as determined by the Board of County Canvassers.
- 318 Nominating and Qualifying Petitions**  
All candidates (both partisan and non-partisan) for local offices must file nominating or qualifying petitions with the clerk. These petitions contain signatures of registered voters living within the office’s jurisdiction stating that they want to have the candidate’s name placed on the ballot. These records may be returned to the candidate or destroyed as requested by candidate at the end of their retention period.
- 319 Nominating Petition Record**  
This record lists which candidates submitted nominating petitions for each election cycle. It contains the office, candidate, filing date, determination date, number of signatures required and filed, date the petitions were returned or destroyed, and the date of the election.
- 320 Oaths of Office—Election Officials**  
This affidavit is signed by election officials who serve on Absent Voter Counting Boards, as election inspectors, etc. who affirm that they will lawfully fulfill the duties to which they have been appointed. Poll watchers who observe the action of the absent voter counting board must also take and sign an oath of secrecy. These oaths may be part of the poll book.
- 321 Precinct Maps**  
These maps define the boundaries of precincts within a jurisdiction. Superseded maps should be sent to the Archives of Michigan for permanent preservation.

- 322A Preliminary Accuracy Testing (Federal Offices)**  
These records document tests of voting equipment prior to the election. They include data containing voting formulas for the election that is used to test the equipment's accuracy, VAT testing, test ballots, test decks, documents and certification, edit listings, etc.
- 322B Preliminary Accuracy Testing (State and Local Offices)**  
These records document tests of voting equipment prior to the election. They include data containing voting formulas for the election that is used to test the equipment's accuracy, VAT testing, test ballots, test decks, documents and certification, edit listings, etc.
- 323 Proposal Petitions**  
Groups or individuals wishing to place a question on the local ballot for an upcoming election must also submit petitions. These petitions contain signatures of registered voters living within the jurisdiction stating that they want to have the proposal placed on the ballot.
- 324 QVF Precinct Lists**  
These lists are generated from the Qualified Voter File to identify who is registered to vote at each precinct within the jurisdiction. MCL 168.811
- 325 School Election Coordinating Committee**  
The school election coordinating committee identifies the duties and responsibilities of parties that administer school elections. Their agreements are renewed every two years. These records may include meeting records, agreements, maps, resolutions, correspondence, etc.
- 326 Statement of Vote**  
These documents are certified on Election Day by election inspectors. They summarize the votes for write-in candidates and the number of ballots issued (used and unused). The statement may be part of the poll book. MCL 168.811
- 327 Tally Sheets/Books**  
These documents are used to calculate the number of write-in votes. These sheets may be part of the poll book. MCL 168.811
- 328 Tie Votes**  
These records document that proper procedures were followed when breaking a tie vote.
- 329 Voter Identification Cards—Returned**  
These voter identification cards were returned by the post office as undeliverable.
- 330A Voter Registration Applications**  
Applications to become a registered voter are received in a variety of ways. The information from the application is entered into QVF and a master card is generated.
- 330B Voter Registration Applications**  
Applications of those that register in-person with their local clerk in the final 14 days before an election, including election day, **who do not provide** residency verification with a Driver's License or Personal ID, must be retained according to the retention schedule.
- 331 Voter Registration Master Cards—Originals**  
These cards identify who is registered to vote in elections. The signatures on the cards are used to verify the identity of the voter. Per MCL 168.514, the registration records, if combustible, shall be destroyed by burning.

- 332**      **Voter Registration Master Cards—Duplicates**  
These cards identify who is registered to vote in elections. Per MCL 168.514, if the original card is reproduced in accordance with the Records Reproduction Act (MCL 24.401-24.406), the original becomes the duplicate record, and the reproduction becomes the original.
- 333**      **Voter Registration Cards—Voided**  
Clerks will void a voter registration application if the application's deficiency cannot be resolved. A notice of rejection is sent to the applicant. Per MCL 168.514, the registration records, if combustible, shall be destroyed by burning.
- 334**      **Voter Registration Cards--Change of Address**  
Clerks may receive written notice signed by the voter that he/she has changed addresses. The address change may need to be communicated to a village clerk. These records also include Election Day Change of Address Notices, and Address Confirmation Notices.
- 335**      **Voting Equipment Acquisition**  
These records document the acquisition and maintenance of voting equipment. They include contracts, HAVA grants, maintenance agreements, serial numbers, resolutions, correspondence, etc.

# Receiving Boards

## ***Introduction***

A Receiving Board is an independent board established to ensure the recountability of election precincts. The Election Commission of a jurisdiction must establish the Receiving Board by resolution and must appoint the Receiving Board inspectors. Members must be qualified election inspectors and the board must have an equal number of Receiving Board inspectors from each major political party. As of August 15, 2012, Receiving Boards are **required** by Michigan election law, MCL 168.679a.

## ***Appointment***

The Receiving Board must be established by resolution of a jurisdiction's Election Commission. The resolution may establish the Receiving Board one time for all future elections.

The Receiving Board inspectors must be appointed by the jurisdiction's Election Commission. Each inspector must be qualified to be an election inspector and have an election inspector application on file. Inspectors appointed to serve in an Election Day precinct or absent voter counting board may be appointed to serve as Receiving Board inspectors as well.

## ***Responsibilities***

Under oath, the Receiving Board inspectors receive the sealed ballot container, the Poll Book and the Statement of Votes from each precinct after the polls close. Two election inspectors (one from each major political party) deliver those items properly sealed to the Receiving Board inspectors after their closing duties have been completed. Election inspectors must remain present until Receiving Board inspectors have completed the verification.

The Receiving Board inspectors verify:

- ☆ the Poll Book and/or Statement of Votes are not sealed into the ballot container
- ☆ the ballot container is properly sealed and the seal number is accurately recorded
- ☆ the number of names entered in the Poll Book balances with the number of ballots counted

After verifying these items, the Receiving Board inspectors put the Poll Book and Statement of Votes back into the appropriate envelopes and reseal with a red paper seal, initialing, and dating the seal.

## ***Corrective Action***

If the Receiving Board inspectors find the Poll Book and/or Statement of Votes sealed in the ballot container or the ballot container improperly sealed and/or recorded, they should direct the election inspectors to take necessary actions to correct the mistake and fully document those actions in the Remarks section of the Poll Book. The remarks must be signed by both the election and Receiving Board inspectors.

If the number of names entered into the Poll Book does not balance with the number of ballots counted by the tabulator, a full explanation must be recorded in the Remarks section of the Poll Book. If no explanation was provided, the Receiving Board inspectors should assist the election inspectors in determining the cause of the imbalance and instruct the election inspectors to fully document the cause in the Remarks section of the Poll Book. The remarks must be signed by both the election and Receiving Board inspectors.

## ***e-Pollbook***

Receiving Board inspectors may be utilized to print the final reports of the precinct and assist the election inspectors in completing the Poll Book and Statement of Votes. The Receiving Board inspectors would print the List of Voters, Ballot Summary and the Remarks Reports from the encrypted flash drive.

## **Frequently Asked Questions**

**1. Can the Clerk serve as a Receiving Board inspector?**

The Clerk serves on the Election Commission and is thus responsible for the appointment of election inspectors. This presents a conflict of interest and thus prevents the Clerk from being an appointed Receiving Board inspector. Other Clerk's office staff members may be appointed as Receiving Board inspectors, as long as they are a qualified election inspector and have an election inspector application on file.

**2. Can the Receiving Board inspectors count, handle, or retabulate ballots?**

No. The Receiving Board inspectors may not count, handle or retabulate the ballots.

**3. Can the Receiving Board perform other administrative tasks like checking in supplies and reviewing the Poll Book?**

Yes, the Receiving Board inspectors may perform other tasks assigned by the Clerk. However, it's important to place priority on those items listed under Responsibilities as those items will ensure a precinct is recountable.

**4. How many inspectors must the Receiving Board have?**

At least two inspectors must be appointed to the Receiving Board, one from each major political party. Larger jurisdictions may want to appoint additional multiples of two to accommodate the larger volume of precincts to be received.

**5. What if election inspectors sealed other supplies inside the ballot container, may they open it under the direction of the Receiving Board inspectors?**

The ballot container should only be opened in a case where the container was not sealed properly or the Poll Book and/or Statement of Votes was sealed inside.

**6. What if the Container Certificate was not included under seal with the ballot container?**

The ballot container should only be opened in a case where the container was not sealed properly or the Poll Book and/or Statement of Votes was sealed inside.

**7. What if no explanation can be found to account for an imbalance between the number of names in the Poll Book and the number of ballots processed by the tabulator?**

A remark should be made by the election and Receiving Board inspectors to alert the County Board of Canvassers.

**8. Do the Poll Book and Statement of Votes still have to be delivered to the County Clerk on election night?**

Yes, the Poll Book and Statement of Votes must be delivered to the County Clerk on election night. For State and Federal elections another copy of the Statement of Votes must be delivered to Probate Judge on election night. For other elections these documents shall be delivered by 11 a.m. the following day.

**9. Can the Receiving Board inspectors place Poll Books and Statement of Votes for multiple precincts in a single envelope?**

Yes, if permitted by the County Clerk, the Poll Book and Statement of Votes for more than one precinct may be included and delivered in a single sealed envelope.

## 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:

#### Poll Book

- Clerk's Preparation Certificate completed and signed
- Election Inspectors Preparation Certificate completed and signed by inspectors present when polls opened
- All inspectors subscribed to the Constitutional Oath of Office
- Oath administrator signed
- No lines skipped on the List of Voters
- All spoiled, affidavit, envelope, challenged, and AV ballots noted
- Ensure proper recording of write-in votes or a notation of none when applicable
- Ensure proper recording of challenges
- Ensure remarks were recorded
- Certificate of Election Inspectors completed and signed by inspectors present when polls closed
- Ballot summary is completed and totals are accurate
- Ballot container seal number is properly recorded

#### Ballot Container Certificate

- Dated and signed by two election inspectors of differing party affiliation
- Seal number properly recorded

#### Program Container Certificate

- Dated and signed by two election inspectors of differing party affiliation
- Seal number properly recorded

#### Statement of Votes (3 copies required)

- Totals tape signed by inspectors present when poll closed
- Write-in votes totaled (if necessary)
- Seal number of ballot container recorded properly
- Seal number signed by two inspectors of differing party affiliation
- Signatures of all inspectors present when polls closed

- 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



## Sample Resolution

### **RESOLUTION ESTABLISHING A RECEIVING BOARD FOR ELECTIONS HELD IN [insert jurisdiction name]**

**WHEREAS**, the City Clerk is responsible for conducting elections in [insert jurisdiction name]; and

**WHEREAS**, MCL 168.679(a) provides the Election Commission of a city, township, or village shall, by resolution, provide that at an election at which the ballots are counted and certified at the precinct, 1 or more additional boards of election inspectors be appointed to serve as Receiving Boards; and

**WHEREAS**, the [insert jurisdiction name] Receiving Board is responsible for the duties as outlined in Section 168.679(a) of the Michigan Election Law (Article 116 of 1954); and

**WHEREAS**, the board of election commissioners shall appoint two or more election inspectors, with an equal number from each major political party to the Receiving Board prior to each election;

### **NOW THEREFORE, BE IT RESOLVED:**

The Election Commission authorizes the establishment of a Receiving Board and the appointment of two or more election inspectors, with an equal number from each major political party, for all future elections beginning [insert upcoming election date].

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to adopt the Resolution authorizing the formation of a Receiving Board for Elections held in [insert jurisdiction name].

Ayes:

Nays:

Absent:

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
[insert Clerk name], Clerk

## Recommended 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 Receiving Board Inspector at the Election held on **Tuesday**, the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, according to the best of my ability.

### **Signatures of Persons Taking Oath and Certifying Preparation Certificate**

**X**

\_\_\_\_\_  
Taken, subscribed and sworn to before me this

\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**X**

**X**

\_\_\_\_\_  
Signature of Person Administering Oath



**To: Election Commission**  
**From: Deborah Guthrie**  
**Date: February 18, 2021**  
**Re: Temporary Polling Location Changes for the May 4, 2021 Special Election**

---

Precinct 12 is located at Wardcliff Elementary and Precinct 17 is located at Kinewa Middle School. These are established polling locations that are fully accessible to the elderly and handicapped; located in a school building, has an agreement with the Okemos Public School District to conduct elections, and has enough space to accommodate additional precincts. Precinct 10 at the Meridian Township Service Center and Precinct 15 at the Meridian Senior Center do not offer the same accommodations.

A polling place is composed of a processing/voting area and a public area. When arranging a polling place, consideration must be given to the space needed to establish these two areas, the need for an orderly flow of traffic and the right of voters to cast their ballots in secrecy.

The processing/voting area of the polling place contains a table and chairs for the election inspectors appointed to work in the precinct. Sufficient room must be available in front of the table for electors who are offering to vote to stand. The election inspectors should be positioned so that they have a clear view of the polling place. The processing/voting area of the polling place also contains the voting stations and the tabulator needed to serve the precinct. Tabulators must be positioned in full view and close to the election inspectors so that they can be monitored at all times. The processing/voting area is reserved for the precinct inspectors engaged in processing voters, the voters applying to vote and in the process of voting, and any challengers qualified to serve in the precinct. No other persons have the authority to be present in the processing/voting area.

The public area is reserved for voters entering and exiting the polling place and any persons on hand to observe the election who do not have official "challenger" status. Precinct 10 is currently located at the Meridian Township Service Center break room. This location has posed problems with space needs and privacy for voters. Precinct 15 is located at the Meridian Senior Center and has posed issues with the distance from the parking lot and shared space in the center.

Due to the confined space and wanting to meet the needs of voters and state requirements, I am offering the following for consideration:

**Motion to approve the temporary relocation of Precinct 10 from the Meridian Township Service Center to Precinct 12; Wardcliff School for the May 4, 2021 Special Election.**

**Motion to approve the temporary relocation of Precinct 15 from the Meridian Township Senior Center to Precinct 7; Kinewa School for the May 4, 2021 Special Election.**



**To: Election Commission**  
**From: Deborah Guthrie**  
**Date: February 18, 2021**  
**Re: Set Date for Public Accuracy Test Date**

---

As a requirement of an election, a public accuracy test needs to be held. Since a special election has been set for May 4, 2021, the public accuracy test needs to be scheduled and I am recommending the test be held on Thursday, April 15, 2021.

The following motion is being offering for consideration;  
Move to schedule a public accuracy test on April 15, 2021.