News Update Newsletters for 2017

This document includes all the News Updates issued during 2017.

• Issues are listed with newest first (December to January)
• Point your mouse anywhere on the document, the menu will appear at the top
• Click the Bookmark icon to see each issue and click the link for a certain date
• Press the F3 key to bring up a Search box to locate articles by topic
• Pointing anywhere on this page, click your right mouse button to display the options menu.
• Click on Print to print certain pages

For assistance, please contact the Bureau of Elections 800-292-5973 or electionselearning@michigan.gov
November 3, 2017

**New FPCA and FWAB Forms - Important Changes**

The Federal Voting Assistance Program (FVAP) has released new versions of the Federal Post Card Application (FPCA) and the Federal Write-In Absentee Ballot (FWAB).

While both forms say at the bottom "previous editions are obsolete" this does not mean that old versions should not be accepted. Please continue to accept any FPCA or FWAB form that you receive.

As a result of these form changes, the FWAB Voter Information sheet may now be accepted as a voter registration form and absent voter ballot application (just like the FPCA). This means if the voter sends the FWAB only, the local clerk should register the voter and send an absentee ballot. If that ballot is not returned, the FWAB is sent to the precinct or AVCB for processing on Election Day.

This is a significant change and the Bureau of Elections will highlight this change in our 2018 training programs.

**Submit Voting System Receipt Acceptance Forms**

If your jurisdiction is implementing new voting equipment in November, please submit your receipt acceptance forms ASAP if you have not already done so. BOE cannot submit payment to the vendors until those forms are received. BOE has generated receipt acceptance forms for all jurisdictions in counties implementing in November, which are available in the local clerk's

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**IN THIS ISSUE**

- New FPCA and FWAB Forms
- Submit Voting System Receipt Acceptance Forms
- Voter Web Pages - New Voting Equipment
- Keeping QVF Data Clean
- BOE Question of the Week

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**Keeping the Qualified Voter File (QVF) data clean is a very vital task of maintaining voter records. Last week, we discussed three simple things you can do to ensure the database remains free of duplicate registrations and remove voters as required by the National Voter Registration Act (NVRA). Those being 1. Look the voter up, 2. Send Voter ID cards, and 3. Process Reliable Information.

This week, we will further discuss processing reliable information.

**Definition**

Reliable information is information obtained from a trusted source that a voter has moved. Information obtained from the US Postal Service is a frequent source used by local clerks. Processing reliable information allows for the removal of a voter who has moved.
resource folder in the eLearning Center. Please upload the signed form back into the same folder.

Call Patty Altimore at 517-241-1881 if you need assistance.

Voter Web Pages - New Voting Equipment

The state website, Information for Voters - Voting Equipment in Michigan has been updated for the counties who have implemented new voting systems including an interactive map to view equipment by vendor. This page is also accessible via the Voting Equipment button on MVIC.

After selecting the county, information about the voting system in use is available including:

- how to mark the ballot
- a link to MVIC to view their sample ballot
- how to use the voter assist terminal
- how to use the tabulator

As the remaining counties implement the new equipment in 2018, the links for those counties will be updated.

Moves within a Jurisdiction
If the reliable information received indicates the voter has moved within the jurisdiction the voter is already registered in, follow these steps:

- Mark the voter Verify - Confirm Address/Moved Within in QVF
- Send the voter a Confirmation Notice (generated by QVF or available from an election print vendor)

Moves Outside a Jurisdiction
If the reliable information received indicates the voter has moved outside the jurisdiction the voter is already registered in, follow these steps:

- Mark the voter Verify- Confirm Address/Moved Outside in QVF
- Send the voter a Cancellation Notice (generated by QVF or available from an election print vendor)

Following these steps will allow voters who have moved the opportunity to correct their registration information or allow the clerk to remove the voter from the registration list after two General elections have passed. QVF tracks that time frame for local clerks automatically when the above process is followed.


BOE Question of the Week:

Where did the subjects go in the eLearning Center?

Answer:
Due to a technical issue during a software upgrade, the Browse by Subject categories are not displaying properly. Our software provider is working to correct this issue. In the meantime, please use the Search Box in the upper right hand corner to find materials. Type keywords in the box and press enter to display the full results list.

Have a question you'd like to see in the Question of the Week? Send it to elections@michigan.gov.

Helpful Links

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

It is recommended that you add misos@govsubscriptions.michigan.gov and MISOS@public.govdelivery.com to your safe senders list.
November 1, 2017

**Special Edition - November Election Reminders**

The Special Edition November Election Reminders News Updates are being sent only to those jurisdictions and counties that have voters eligible to vote in the November 7, 2017 election. Even if another jurisdiction is conducting the election, you have responsibilities for this election and these reminders are important for Clerks to be aware of in the event a voter contacts them with a question.

**Zero Tape & New Voting Equipment**

BOE staff has received questions regarding the zero tape and the new voting equipment. All three tabulators will allow the zero tape to remain attached throughout Election Day. Keeping the zero tape attached allows for one continuous tape with the results and provides verification that no changes were made between the opening and closing of the polls.

**Technical Support**

To assist jurisdictions that will be conducting a November election, the following support will be available from the QVF Help Desk and BOE Election Specialists prior to and on Election Day:

- **Saturday, November 4th:** The QVF Help Desk will provide on-call support for technical EMP/EPB/QVF questions from 9:00 a.m. until 3:00 p.m. Election Specialists are not available on Saturday. Please call the QVF Help Desk if you need assistance on Saturday at 800-310-5697.

- **Monday, November 6th:** The QVF Help Desk will be available until 6 p.m. for assistance with

**Daylight Savings Time Ends**

Clocks will turn back this weekend.

Tabulators and Voter Assist Terminals must be manually adjusted to the correct time.

Time Adjustment Instructions are available for:

- **Old Voting Equipment**
- **New Voting Equipment**

**Election Night Material Delivery**

As a reminder, for local elections not held in conjunction with a county or state election, local clerks may deliver election
EPB installation.

- **Election Day** (Tuesday, November 7th): Election Specialists and the QVF Help Desk will be available from 6:30 a.m. until 10 p.m.

  *NOTE: If your call goes to voicemail, please leave a detailed message and your call will be returned as quickly as possible.

The number for the QVF Help Desk is: **800-310-5697**

Numbers that can be used to reach Election Specialists: **800-292-5973 or 517-373-0065**

**ePollbook Users:** There are a number of helpful resources in the eLearning Center including manuals and tutorial video clips with step-by-step instructions on how to install the EPB software prior to Election Day.

Voting Equipment Vendor Contact Information

**Handling Emergencies on Election Day**

Before conducting elections on Tuesday, November 7, it is important to take a moment or two to review emergency procedures. Remember County and local clerks cannot shorten or extend the polling hours unless and until directed to do so by individuals who retain the proper legal authority.

If an emergency occurs within your jurisdiction which could potentially interrupt the voting process or closes one or more polling places in your jurisdiction, take direction from local law enforcement officials and call the Bureau of Elections as soon as possible. If it is necessary to evacuate a polling place for any reason, instruct the precinct board to take possession of the poll book before leaving the polling place.

If an emergency occurs outside your jurisdiction which raises questions over the interruption of the voting process or the suspension of the election, do not take action unless or until you receive direction from the Bureau of Elections. Polling hours
cannot be extended beyond 8:00 p.m. without a court order. The Bureau of Elections will send a News Update for urgent communications. Be sure to check your email throughout the day.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

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October 27, 2017

**May Election Calendar**

The [May 8, 2018 Election Calendar](#) has been released.

If you subscribe to the digital calendar, you will find that calendar has already been updated.

The digital calendar enables the user to view the calendar graphically in a daily, weekly, or monthly format. In addition, it can be linked directly to Outlook or another Google calendar. Full instructions on how to link the calendar to Outlook can be found in the [eLearning Center](#).

**Keeping QVF Data Clean**

Keeping the Qualified Voter File (QVF) data clean is a very vital task of maintaining voter records. Here are three simple things you can do to ensure the database remains free of duplicate registrations and remove voters as required by the National Voter Registration Act (NVRA).

1. **Look the Voter Up**

Voters often register to update an existing record. Do a quick voter search to verify the voter is not already registered before doing anything else. If a voter is found, simply update their existing information.

2. **Send Voter ID Cards**

Voter Identification cards are required to be sent by Clerks under MCL 168.499. The voter ID card provides the voter with information in regards to their voting districts and their polling location. In addition, a returned voter ID card is very valuable in identifying voters who have moved.

**IN THIS ISSUE**

- May Election Calendar
- Keeping QVF Data Clean
- BOE Question of the Week

**BOE Question of the Week:**

*Can a write-in candidate use stickers?*

**Answer:** Write-in stickers cannot be used on ballots. Use of stickers will create jams and other issues with tabulators that are not covered by warranty. If a write-in candidate distributes stickers, it is appropriate to instruct voters how to cast a write-in vote. For example, “to cast a write-in vote, fill in the oval and write the candidate’s name on the appropriate line. Do not use a sticker as it could break the tabulator.” Ensure instructions include basic instructions on how to complete ovals, arrows, or boxes, as well.

Have a question you'd like to see in the Question of the Week? Send it to [elections@michigan.gov](mailto:elections@michigan.gov).

**Helpful Links**
3. Process Reliable Information

When you receive returned mail or other reliable information, send the appropriate confirmation or cancellation notice to the voter. Doing this in QVF automatically starts the Cancellation Countdown when appropriate and automates the process for removing voter records after two General elections have passed.

For full instruction on the noticing process, refer to [Chapter 2 of the Election Officials Manual](#) and [slides 9 & 10 of the Election Officials Training PowerPoint](#).

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

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It is recommended that you add [misos@govsubscriptions.michigan.gov](mailto:misos@govsubscriptions.michigan.gov) and [MISOS@public.govdelivery.com](mailto:MISOS@public.govdelivery.com) to your safe senders list.
October 25, 2017

**Special Edition - November Election Reminders**

The Special Edition November Election Reminders News Updates are being sent only to those jurisdictions and counties that have voters eligible to vote in the November 7, 2017 election. Even if another jurisdiction is conducting the election, you have responsibilities for this election and these reminders are important for Clerks to be aware of in the event a voter contacts them with a question.

**Technical Preparations**

Remember ePollbook laptops require anti-virus, BIOS, and windows updates to be performed prior to installation of the EPB software. These items take time.

Review the [Laptop Preparation and Maintenance Instructions](#) today! All of the items mentioned in this article can be found in the [Elections eLearning Center](#), type "technical prep" in the search box.

Please be certain to set up your combined precincts in Global Geography of the QVF before you download your EPB. See [QVF Manual Chapter 3, pages 41-43](#) for instructions.

Mixed precincts (voters from more than one city or township) must change the EPB export region from the default of “jurisdiction” to “mixed” or “school district” depending upon the type of election. Downloading the EPB by “jurisdiction” will limit the voters to this region only.

Call volumes will increase to the QVF Help Desk with technical questions regarding the ePollbook and printing the Precinct List. There are many resources available to assist with these processes under [Browse by Subject, EPB e-Pollbook](#). You can filter further by clicking on the [Type](#) of materials.

**IN THIS ISSUE**

- Technical Preparations
- Public Accuracy Test
- Notice of Election

**Overdue Reports**

Some jurisdictions have not submitted their Nov 2017 compliance report for Military and Overseas AV ballots. Please check the [overdue list](#) and submit the report ASAP in the eLearning Center under [Browse by Subject, Online Forms](#).

**Public Accuracy Test**

The Public Accuracy test must be conducted by the Election Commission no later than Thursday, November 2nd. The meeting must be posted and held in accordance with the Open Meetings Act.

**Notice of Election**

Per [MCL 168.653a](#), the Notice of Election for the November election must be posted in a newspaper of general circulation by Tuesday, October 31st. Be sure to include a statement regarding the accessibility of the polling place locations and the availability of voting instructions in alternative formats. Review [Ch. 16 - Election Related](#)
• Electronic Pollbook User Manual - Windows 7
• Electronic Pollbook User Manual - Windows 10
• Electronic Pollbook: Reminders for Election Officials Course

Tutorial Video Clips include:

• Printing the QVF Precinct List
• Defining the Privacy Zone
• Flash Drive Settings
• Setting QVF Options to Include Ballot Style Aliases
• Downloading the EPB Software from QVF or the EMP
• Installing the EPB Software on the laptop
• Preparing the EPB Software for Election Day
• Preparing the EPB Software for the Opening of the Polls

If you have further questions after reviewing the materials above, please contact us!

For Technical Questions on the EPB, QVF, or EMP Software, call or email the Help Desk at 1-800-310-5697 or QVFHelpDesk@michigan.gov.

For Procedure Questions, call or email the Election Specialists at 1-800-292-5973 or elections@mi.gov.

If you receive voicemail, please leave only one message and detailed information about the problem you are encountering. This ensures a clean call log and allows the Bureau of Elections to return calls more efficiently.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.
Training Videos for New Voting Systems

Dominion and ES&S have provided training videos for the new tabulators and voter assist terminals. There are no videos for the Hart system but training documents are available. Please note these videos are generic for use by all states and do not reflect State of Michigan election procedures for seals or containers. These training materials are meant to be supplemental resources; full hands-on training is being provided at the county level for all jurisdictions implementing new equipment.

The videos are available in the eLearning Center in two versions: as a video for viewing online and as zipped files for downloading. Due to size constraints, the download files have multiple segments. Ensure you download all of the parts or request full versions on media from your voting system vendor.

The videos can be easily located from the homepage by using the Browse by Subject box, Voting Equipment. Click on the Plus symbol to further filter.

BOE Question of the Week:

Can a 17 year old register to vote?

Answer: A 17 year old can register to vote 6 months prior to turning 18, or to be more exact at 17-1/2 years old. Enter their registration into QVF as you would any other registration. QVF will calculate their birth date and place them on the registration list when they turn 18.

Have a question you’d like to see in the Question of the Week? Send it to elections@michigan.gov.
Report Postal Issues

As a reminder, all postal issues should be reported to electionmail.org.

Electionmail.org tracks postal issues and the USPS response year round. Reports to electionmail.org are also copied to the Bureau of Elections.

Issues to Report:

• Delivery delay
• Damaged mail
• Lost mail
• Undeliverable / returned mail
• Misdirected mail

Please be as detailed as possible when reporting your issues, including specific addresses and mailing dates to assist USPS in identifying which postal facilities are having problems.

NOTE - If you are having a November election and a voter who was sent an absentee ballot reports that they have not received their ballot, that ballot should be spoiled in the QVF/EMP ballot tracker and a new ballot should be sent.
October 18, 2017

Special Edition - November Election Reminders

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Write-In Filing Deadline

The deadline for write-in candidates to file Declaration of Intent forms is Friday, October 27 at 4 p.m. for the November election. If a write-in candidate has filed in your jurisdiction, be sure to review the Write-In Section of the Managing your Precinct on Election Day - Election Inspectors’ Flipchart.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

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October 13, 2017

**Security of Election Systems is our Priority**

The ever growing dependence on technology for office operations and delivery of public services has brought increased focus that the key information systems and data we rely on have to be secure and actively protected for the smooth operations of all government departments. Public confidence, security and privacy are fundamental to the effective, efficient and safe conduct of elections.

In an ongoing effort by the Bureau of Elections to maintain high security standards, **we are removing all reference materials for the qualified voter file and related systems from the State webpages.**

All manuals, reference documents and training materials are available in the [Elections eLearning Center](#). Since the launch in 2013, we have continued to build a secure library of resources for election administrators. Items can be located using the [Browse by Subject](#) box to find groups of related materials. You can also do key word searches for particular items.

Having an eLearning Center account allows you and your staff members full access to all of the Bureau of Election's reference documents and training materials as well as classes (both in-person and online). Training sessions for 2018 are currently being planned and will be available for registration in the next couple of months. Each person needs their own account to access the Elections eLearning Center. Please use the [Election Accounts Request form](#) to add or deactivate members of your staff.

**IN THIS ISSUE**

- Securing Documentation in the Elections eLearning Center
- Update Software on Computers
- Election Accounts
- Filling Vacancies

**Staff Changes**

Remember, if you have new staff members and/or staff changes, please be sure to complete the [Election Accounts Request form](#) so we can activate and deactivate eLearning and QVF/EMP accounts accordingly. For easy access this form is also available on the login page and inside the Elections eLearning Center.

**BOE Question of the Week:**

We've had a vacancy in our Township or County, when does that position have to go on the ballot?

*Answer:* Regardless of any appointment that may have been made, any vacancies created by April 16, 2018 must be filled for the remainder of the term at the next General Election which will be November 6, 2018. Vacancies occurring after April 16th will be on
Security beyond Antivirus

Many highly rated companies offer software to protect your computers. Most entry-level packages include antivirus, firewall, antispam, parental control, and some sort privacy protection when browsing the internet. The advanced suites add a backup component, system tune-up utility or password managers.

Recent media stories questioning Kaspersky products is a good reminder to review your current computer security software and update each product to the most recent version. And don’t forget to do your computer operating system updates (like Microsoft Windows). For ePollbook laptops, please review our updated Preparation and Maintenance Guide and perform these tasks before Election Day.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

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October 11, 2017

Special Edition - November Election Reminders

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Election Inspector Appointments

Election inspectors must be appointed by your Election Commission no later than October 17, 2017 (MCL 168.674). Remember Election Commission meetings are subject to the Open Meetings Act and formal action must be taken to appoint election inspectors (including receiving board inspectors and AVCB inspectors).

In addition, all election inspectors must have an application on file with the Clerk. For more information, review Chapter 13 – Appointing and Training Election Inspectors of the Election Officials’ Manual.
October 6, 2017

**Updating Clerk Contact Information - Fax Numbers**

Fax technology is becoming more dated, however, for Military and Overseas voters, it still may be the most viable communication option. Our records indicate many clerks do not have a fax number listed in QVF. If you have a fax number, please take a moment to check Clerk Contacts in QVF and ensure it's listed.

Remember, the information provided in Clerk Contacts is used by voters to contact you. Make sure it is updated any time you have a change.

The following reference material is available to assist:

- [Updating Clerk Contact Information in QVF Instructional document](#)
- [Updating Clerk Contact Information in QVF tutorial video clip](#)

If you are not a QVF user, work with your County Clerk to complete these steps.

**Elections eLearning Center Tips - Transcript Box**

Each training, form or document you access will be listed in your transcript box on your homepage. The item remains on your active transcript until you click the Mark Complete button or link. This keeps items handy until you are finished reviewing it. Only in-person classes and
online courses are automatically completed by the system. See the help document, View your Transcript, for additional instructions.

Other help documents are available in the eLearning Center by clicking the help icon on the homepage.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

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October 4, 2017

Special Edition - November Election Reminders

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Close of Registration

Tuesday, October 10, 2017, marks the Close of Voter Registration for the November 7, 2017 election. Ensure all voters that have submitted a voter registration application by the deadline (which includes mail-in forms postmarked on or before October 10th) are entered into the QVF and sent a voter identification card.

Ballot Marking Instructions Link

An incorrect link was posted last week for Ballot Marking Instructions. Use this one!

Urgent! MOVE Compliance Report

The US Department of Justice requires every jurisdiction conducting a November election to submit the MOVE Compliance Report. This report must be submitted even if you had ZERO military and overseas civilian voter absentee ballot requests.

Non-Compliant Jurisdictions

This link contains a list of the jurisdictions that we have not received a MOVE Compliance Report from. This list is updated throughout the day. If you are on this list, please login to the eLearning Center and complete this federal requirement immediately.

Helpful Links
Secretary of State offices now issuing REAL ID-compliant driver's licenses and personal ID cards

The Secretary of State's Office now issues driver's licenses and personal ID cards that comply with the federal REAL ID Act.

As a result, clerks and their staff and election inspectors will see changes to driver's licenses. As pictured above, a REAL ID Compliant Driver's License (DL) or Personal ID (PID) card will have a star inside a gold circle in the upper right hand corner. A non-compliant DL or PID will have “Not for federal identification” printed on it (see example below).

Both new versions comply with and may be used for voter registration, in-person AV ballot issuance, and Election Day picture ID requirements. It's important to note that these changes will not be seen on all DL/PIDs right away and that old versions are still acceptable. For a listing of all forms of acceptable ID, refer to the Administering Michigan's Voter Identification Requirement document.

For more information on REAL ID, visit the Secretary of State's website.

IN THIS ISSUE

- SOS Office Issuing REAL ID driver's licenses and PIDs
- Measuring Ballot Marking Time
- BOE Hiring Election Specialist
- BOE Question of the Week

The Bureau of Elections is looking for a new Election Specialist. This position's main responsibilities would be:

- develop and maintain training materials and conduct training for in-person and online training
- coordinate and manage data collection and reporting requirements
- assist with the oversight of Michigan's nearly 1600 county and local election offices in the performance of their duties to ensure proper practices and procedures
- assist with specialized projects and complete other advanced election related tasks

Full information on the job
Measuring Ballot Marking Time

This week, electionlineWeekly highlighted a new effort by the Center for Technology & Civic Life to further evaluate Election Day wait times by measuring the amount of time it takes to vote a ballot.

The Center for Technology & Civic Life is looking for jurisdictions who have measured ballot marking times and others who are interested in conducting measurements at future elections. This information will improve line optimization tools that help local election administrators appropriately assign resources to polling places to ensure proper line management.

They've even created a Voting timer app for use. The app allows a user to keep track of four voters at one time and allows you to share ballot information such as number of contested and uncontested races/contests and number of ballot proposals.

If you have voting time data that you can share, or if you'd like to talk about collecting data in your area, email hello@techandciviclife.org

BOE Question of the Week:

I received a FOIA request for copies of completed Affidavits of Voter Not in Possession of Picture ID. Can I provide these? What if they are retained under seal?

Answer: The Affidavit of Voter not in Possession of Picture ID forms are public information that must be provided if requested under FOIA. If the forms are being kept under seal during the retention period, they can be accessed, copied, re-secured and re-sealed with a record/notation of when and why the seal was changed.

Also note that these forms don't need to be kept under seal throughout the retention period. See pages 8 & 9 of Chapter 16 of the Election Officials' Manual for more information on what items need to be sealed during the retention period.

Have a question you'd like to see in the Question of the Week? Send them to elections@michigan.gov.
September 27, 2017

Special Edition - November Election Reminders

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Testing Voting Equipment

Information updated for new voting equipment - please review!

Preliminary equipment testing should begin soon. Local Election Commissions are responsible for conducting accuracy tests in accordance with the procedures established by the Secretary of State. (MCL 168.794a(3), 798.) We continue to discover in some post-election audits that key components of the testing process are incomplete.

Ensure you are following proper testing procedures by reviewing the Test Procedures Manual. This manual has been updated for new voting equipment. If you are still using the AutoMARK, review the separate AutoMARK Testing Manual for those instructions and the AutoMARK Preparation Checklist and Test Certification Form.

In addition, courses are available in the eLearning Center, including the Non-Partisan Election with Proposal Ballot Logic & Accuracy Testing - Creating a Test Deck and for a single question ballot - Creating a Test Deck for a Special Proposal Ballot. These courses will walk you through creating a test deck in about 10 minutes and the

In this issue

• Testing Voting Equipment
• MOVE Compliance Report
• Absentee Ballot Processing Reminders
• Notice of Close of Registration

Urgent! MOVE Compliance Report

Every jurisdiction with voters eligible to vote in the November election must submit the MOVE Compliance Report even if you had ZERO military and overseas civilian voter absentee ballot requests.

Non-Compliant Jurisdictions

This link contains a list of the jurisdictions that we have not received a MOVE Compliance Report from.

This list is updated throughout the day. If you are on this list, please login to the eLearning Center, Browse by Subject Military (All Active)/Civilians (Outside the U.S.) and complete the report titled Nov 2017 Compliance Report: Military (All Active)/Civilians (Outside the U.S.).

Absentee Ballot Processing
special proposal ballot course provides the chart of predetermined results. Another helpful course is Preparing for and Conducting the Preliminary & Public Accuracy Test.

NEW: 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.

Documenting the Process: Remember, testing materials must be kept under seal and the seal numbers must be recorded. Use the Tabulator Program & Security Certification form and the VAT Testing & Security Certification Form to aid in properly documenting this process. These forms are often misplaced when they are reviewed at post-election audits. Promulgated Rule requires this form to be sealed into the testing container and BOE recommends keeping an additional copy on file in the office.

The Public Accuracy test must be conducted by the Election Commission no later than Thursday, November 2, 2017. The meeting must be posted and held in accordance with the Open Meetings Act.

Important Notice to Jurisdictions Using 3rd Party Vendors for Testing: If you are using the same vendor that programmed the county’s memory cards to prepare the test deck and/or conduct the actual testing, the Election Commission must also complete the Election Commission Certification Form. Designating a single vendor to create and then test the performance of memory cards they programmed removes critical checks and balances from the logic and accuracy testing process.

The integrity of the testing process may come into question if one party is responsible for both developing and testing the accuracy of the program.

It is the duty of the Election Commission to ensure that the testing process complies with applicable laws, is meticulous, and yields reliable results. Even though various election processes involve vendors, clerks remain solely and completely responsible for the proper conduct of the election - not the vendor. The Bureau has taken steps to reinforce these concepts in Election Cycle training sessions and to provide clerks with the necessary tools to perform their duties, with or without relying on the assistance of vendors.

Reminders

As you begin issuing absentee ballots for the November election, it is important to review Ch 6 - Michigan's Absentee Voting Process of the Election Officials' Manual.

Important Reminders:

- **Ballot Marking Instructions** (if using new voting equipment, ensure you have the correct version) must be included with the AV ballot based on election type.
- **QVF or EMP** must be used to track AV ballot processing for all voters.
- **Photo ID or an Affidavit of Voter not in Possession of Picture ID** is required for voters who request their ballot in-person - this does not apply if the ballot is mailed.

Notice of Close of Registration

Per MCL 168.498, the Notice of Close of Registration for the November election must be posted in a newspaper of general circulation by Tuesday, October 3rd. Review Ch. 16 - Election Related Information of the Election Officials' Manual for more information.

Helpful Links
The Election Commission Certification Form is required at the completion of Public Accuracy testing. This addendum will include additional certification statements which must be signed by the clerk and each member of the Election Commission after the completion of the Public Accuracy test. The purpose of the form is to obtain the officials’ certification that they are fully exercising an oversight role and are personally verifying that the testing process complies with Bureau procedures.

Note: A vendor is not an authorized assistant within the meaning of the Election Law or corresponding administrative rules.

The certifications that the Election Commission members must complete include verification that they have:

- Examined the test deck chart created by the vendor and have verified that it was prepared in compliance with the procedures outlined in the Test Procedures Manual.

- Reviewed the results generated by the tabulator, compared them with the predetermined totals from the test deck chart prepared by the vendor, and confirmed that the totals are an exact match.

- Successfully completed an errorless test.

- Performed the Public Accuracy test on equipment that is owned by the jurisdiction and will be used on Election Day.

NOTE: Jurisdictions that are unsure whether their vendor has also completed the programming for the county’s tabulator memory cards must contact the County Clerk for clarification.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrations would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

It is recommended that you add misos@govsubscriptions.michigan.gov and MISOS@public.govdelivery.com to your safe senders list.
September 22, 2017

**Attention City Clerks - New Filing Deadline Legislation**

A new state law that went into immediate effect this week, establishes monetary penalties for publishing incorrect information about candidate filing deadlines. Beginning January 1, 2018, a **civil fine of $5,000.00** will be imposed if, in the future, a city clerk (1) publicizes the wrong deadline, (2) fails to timely correct the error, and (3) one or more candidates rely on the clerk’s inaccurate information. The legislation also imposed fines and other remedial measures (i.e., enhanced training and audits) on cities that misstated the 2017 filing deadline. A copy of the legislation in its final version, with changes shown in strike/caps format, is available [here](#). (HB 4892 of 2017, now Public Act 118 of 2017.)

As a reminder, for odd-year city elections, the **filing deadline in the Michigan Election Law trumps any deadline established by your city charter**. This deadline is the 15th Tuesday prior to the primary or general election, as explained below.

- For cities that nominate candidates by conducting a primary election, see [MCL 168.644f](#): “Except as provided in this section and section 644e, nominating petitions for offices to be filled at the odd year general election must be filed by 4 p.m. on the fifteenth Tuesday before the odd year primary election.”

- For cities where candidates file directly for the general election, see [MCL 168.644e](#): “Beginning January 1, 2014, if a charter provides for nomination by caucus or by filing a petition or affidavit directly for the general election, the

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**BOE Question of the Week:**

I am replacing my ePollbook laptops. What operating system do the laptops need?

Answer: EPB will operate on Windows 7, 8, or 10. Most new laptops come with Windows 10. As a result, two versions of the EPB Manual are available - one for Windows 7 and one for Windows 10. Review the EPB Hardware Requirement document for more details on system requirements.

Have a question you’d like to see in the Question of the Week? Send them to elections@michigan.gov.
candidate filing deadline or certification deadline shall be 4 p.m. on the fifteenth Tuesday before the odd year general election.”

While this legislation does not pertain to the even year, it’s important to note that even year city elections are a little trickier. In an even year the filing deadline is 15 weeks prior to the election for those with May elections (no primary) and August Primary/November Generals. For cities without a primary but with a November election, the date is set by charter but can be no later than the August primary date (MCL 168.646a).

The Bureau of Elections annually publishes calendars that reflect the appropriate filing deadlines. These calendars should be used and provided to potential candidates. The calendars are posted in a printable format at the very top of the Information for Election Administrators webpage and in a digital format on the BOE’s Google Calendar (see right hand button under Helpful Links in this newsletter). If at any point, you are unsure of the proper filing deadline, BOE Election Specialists are available to verify that information.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

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September 20, 2017

Special Edition - November Election Reminders

The Special Edition November Election Reminders News Updates are being sent only to those jurisdictions and counties that have voters eligible to vote in the November 7, 2017 election. Even if another jurisdiction is conducting the election, you have responsibilities for this election and these reminders are important for Clerks to be aware of in the event a voter contacts them with a question.

Elimination of MERIT Email & Emailing Military/Overseas Ballots

With the MERIT Email contract expired, a few considerations should be made when issuing Military/Overseas ballots via email.

1. Be sure to regularly check your Jurisdiction Election Email account for applications. This is the email account address you've provided to BOE for voters to use to contact your office.

2. Ballots should be sent via a jurisdiction email account, ideally one checked regularly by office staff. Note: This may or may not be the same email address you've provided to BOE.

3. When emailing ballots, as with postal mailing ballots, ensure the clerks name is not included in the communication.

Important Reminders about your Jurisdiction Election Email account:

- You can verify which email address was submitted via the eLearning Center under My
Profile

- If you need to change the email address, simply resubmit the Jurisdiction Election Email form in the eLearning Center.

Military/Overseas AV Delivery Requirement is Saturday!

If your jurisdiction has received one or more ballot requests from military or overseas protected voters, ballots must be emailed, faxed or mailed by Saturday, September 23rd via the voter's preferred method. If regular ballots are NOT available to be mailed by Saturday, the "MOVE ballot" in the Elections Management Portal (EMP) must be printed and mailed instead.

IMPORTANT REMINDER: All jurisdictions with voters having a November election (even if you have zero requests) are required by law (MCL 168.759(a)) to complete and submit The MOVE Compliance Report beginning Saturday in the eLearning Center, but no later than Tuesday, September 26, 2017.

If you have consolidated with another jurisdiction and are not responsible for sending the absent voter ballots for the November election, you must still forward any applications you have on file for military and overseas voters to the appropriate clerk. In addition, you must also submit the MOVE Compliance Report indicating you have done so. Lastly, you should continue to monitor your mail and email and forward any subsequent applications to the appropriate clerk.

NOTE: Only military and overseas voters who have submitted a new AV application since November 9, 2016 qualify for AV ballots for every 2017 election.

For more information, please review the Military and Overseas Voters Manual for Election Administrators.
National Voter Registration Day!

National Voter Registration Day is just a week and a half away! The event calendar for those hosting registration drives is virtually empty for the State of Michigan. Remember, every day is voter registration day! Sign up to be a host at your office during your normal business hours. There is no need to do anything extra or special. The event is simply intended to build awareness. Sign up to be a partner.

2018 August & November Calendar Available

The Bureau of Elections has prepared the 2018 Michigan Election Dates Booklet. If you subscribe to the digital calendar, you will find that calendar has already been updated.

The digital calendar enables the user to view the calendar graphically in a daily, weekly, or monthly format. In addition, it can be linked directly to Outlook or another Google calendar. Full instructions on how to link the calendar to Outlook can be found in the eLearning Center.

Access to the digital calendar can be found in the eLearning Center as well by clicking on the calendar icon on the home page.

The local May 2018 calendar will be released at a future date.

IN THIS ISSUE

- National Voter Registration Day
- 2018 August & November Calendar Available
- New Voting System Receipt/Acceptance Forms
- BOE Question of the Week

BOE Question of the Week:

I need to order seals or other items the Bureau of Elections provides. How do I order them?

Answer: Supply orders for items the Bureau of Elections provides should be placed with your County Clerk who will order them via the eLearning Center. View the Election Supplies Ordering Worksheet to see what is available in the odd year.

Have a question you'd like to see in the Question of the Week? Send them to elections@michigan.gov.
New Voting System Receipt/Acceptance Forms

If your jurisdiction is implementing new voting equipment in November or implemented in August, please submit your receipt acceptance forms ASAP if you have not already done so. BOE cannot submit payment to the vendors until those forms are received. BOE has generated receipt acceptance forms for all jurisdictions in counties implementing in August/November, which are available in the local clerk’s resource folder in the eLearning Center. Once signed, your form should be re-uploaded back into your local clerk folder. Call Patty Altimore at 517-241-1881 if you need assistance.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

It is recommended that you add misos@govsubscriptions.michigan.gov and MISOS@public.govdelivery.com to your safe senders list.
September 8, 2017

**Test Deck Change**
After some deliberation, the Bureau of Elections will now allow the use of printed test decks under the following circumstances:

- 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.

- If the vendor that creates the chart of predetermined results and/or test deck is the same vendor that produced the Election Day program, the [Election Commission Certification Addendum](#) must be completed by the Election Commission.

The [Test Procedure Manual for Tabulators and Voter Assist Terminals](#) has been updated to reflect this change.

**November Election**
The November 7, 2017 election is rapidly approaching. About 700 jurisdictions in the state will be conducting an election. Beginning Wednesday, September 20, BOE will start sending out a special series of News Updates for the November election. The Special Edition November Election Reminders News Updates will be sent only to those jurisdictions and counties that have voters with a November 7, 2017 election.

**MOVE Delivery Requirement**
Remember, ballots for any military or overseas voters that have submitted a new AV application or FPCA since

**IN THIS ISSUE**
- Test Deck Change
- November Election Reminders
- Polling Place Evaluation Series
- EAC National Best Practices in Election Administration Competition
- BOE Question of the Week

**EAC National Best Practices in Election Administration Competition**
The US Election Assistance Commission (EAC) recently announced a 2017 National Best Practices in Election Administration Competition. This year the commission will present three awards in the categories of best practices related to voting accessibility, outstanding innovations in elections, and recruiting, training and retaining election workers. If you have an innovative and/or effective idea in one of these categories, BOE encourages our Michigan election officials to submit an entry! The deadline is Friday, October 6, 2017. [Full details can be found here.](#)
November 9, 2016 are required to be sent to the voter no later than September 23, 2017. Full instructions will be in the first Special Edition November Election Reminders.

MOVE Ballots have been populated in the Elections Management Portal (EMP) and MVIC sample ballots are now available. If your precinct ballots are not available for mailing to military and overseas voters on or before September 23rd, print the EMP ballot and mail it to the voter.

**Polling Place Evaluation Series**

This article is the last in a series of articles geared toward the polling place and accessibility. The odd year is a good time to take a look at your polling locations and determine if improvements need to be made or a new facility should be found. The polling place is a vital part to a successful election, especially a large turnout election.

**Polling Place Signage**

In addition to reviewing your polling place layout, take a look at your signage. Are you displaying more than is required? The following items must be displayed in the polling place on election day:

- Directional signage
- Accessibility signage
- Vote Here signage
- Flag (inside or outside)
- Notice to Voter: Voter ID Requirement in Effect
- 2 – What Every Voter Should Know posters
- State & Local Proposal Language posters as necessary

**Accessibility - Signage**

To comply with ADA guidelines, polling locations must have accessible routes and entrances marked. Permanent signage is preferred but temporary signage can be used when necessary.

General rules for ADA signage:
• non-glare backgrounds

• high contrast between words and their background (i.e. black on white or white on black)

• easy to read typefaces (sans serif fonts like Arial, Verdana, et al)

• use of upper and lower case letters, not all caps

• increased font size as distance increases

• placement along every turn in the route

• arrows pointing in the correct direction (for the entrance, no arrow or pointing ahead versus left or right)

An Accessible Signage Flyer is available for educational purposes.

Federal law requires polling locations to comply with the Americans with Disabilities Act (ADA).

Each polling location should be reviewed using the Polling Place Accessibility Worksheet available in the Elections eLearning Center. In addition, any polling place that has not been reviewed in over five years, must be reviewed again. The completed worksheets should be submitted electronically using the Polling Place Accessibility Checklist Online Form in the Elections eLearning Center using the Browse by Subject box, Polling Place Accessibility.

Cities and townships who have questions regarding polling place accessibility are encouraged to contact Bureau of Elections’ Specialist David Foster at 517-373-0065 or fosterd2@michigan.gov

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

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September 1, 2017

**Tom Luitje to Retire!**

After 19 years with the Michigan Bureau of Elections, Tom Luitje is giving up all attempts to dissuade election administrators from improperly using the ballot bag. Even the best of trainers must learn their limits!

Tom began his career with BOE when QVF first rolled out and is our guru specifically on the subjects of recounts, voting equipment testing, ballot containers, absent voter counting boards, etc. But he's worn many hats and is probably valued the most for his extensive knowledge and his calm and level headed ability to assist local election administrators with problem-solving.

As BOE's most senior trainer, most election administrators in the state have gained some, if not a lot of knowledge from him. Many of you have gone directly to Tom for advice on difficult situations. It goes without saying that he will be sorely missed.

Please feel free to join BOE staff in our upcoming celebrations of Tom's retirement. View this flyer for full details.

His last day is Friday, September 8. Until then, he is available via email (LuitjeT@mi.gov) or phone (517-373-0065). And remember, he will always just be a click away...

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**Polling Place Evaluation Series**

This article is the fifth in a series of articles geared toward the polling place and accessibility. The odd year is a good time to take a look at your polling locations and determine

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**IN THIS ISSUE**
- Tom Luitje to Retire
- Polling Place Evaluation Series
- Closed Labor Day
- BOE Question of the Week
if improvements need to be made or a new facility should be found. The polling place is a vital part to a successful election, especially a large turnout election.

**Polling Location Layout**

Putting a well thought out layout on paper for election inspectors to work from is ideal. But remember, well thought out layouts on paper, don’t always work as well in practice. Construct a layout where possible and be sure to evaluate the effectiveness. Make sure your layout:

- Allows for an orderly flow of voters
- Gives your election inspectors control of the environment
- Uses one door as an entrance and another as an exit when possible
- Maintains privacy and accessibility for voters throughout the process, including a 10-foot free zone around the tabulator
- Provides a public area for poll watchers
- Review the [Sample Polling Place Layout](#) for ideas on good setup.

**Accessibility - Walkways**

Pathways inside and outside of polling locations can change over time, especially sidewalks. ADA standards for interior and exterior walkways are very specific. Review the Polling Place Accessibility Worksheet to ensure your walkways are fully compliant. An accessible exterior or interior walkway is:

- free from steps and abrupt level changes over ½
• at least 36 inches wide

• free of objects that protrude from the wall more than 4 inches (ex. fire extinguishers, light fixtures, coat hooks, etc.)

• free of overhead objects that voters may pass under (objects should be placed higher than 80”)

An Accessible Walkway Flyer is available for educational purposes.

Federal law requires polling locations to comply with the Americans with Disabilities Act (ADA).

Each polling location should be reviewed using the Polling Place Accessibility Worksheet available in the Elections eLearning Center. In addition, any polling place that has not been reviewed in over five years, must be reviewed again. The completed worksheets should be submitted electronically using the Polling Place Accessibility Checklist Online Form in the Elections eLearning Center using the Browse by Subject box, Polling Place Accessibility.

Cities and townships who have questions regarding polling place accessibility are encouraged to contact Bureau of Elections’ Specialist David Foster at 517-373-0065 or fosterd2@michigan.gov

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

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August 25, 2017

**Election Officials' Accreditation Classes**

Only a handful of seats remain for the October class! Enroll now before the class is full.

The following are the remaining class dates for 2017:

- October 12 & 13
- November 30 & December 1

Both classes will be held from 9-4:30 each day at Delta Township Hall; near Lansing, MI.

**Each person must register under their own account.**

Login to the [Elections eLearning Center](#), in the **Browse by Subject** box, click **Classes**. Click on the curriculum to begin the process and to register for the class. **For new staff, see the Account Request button to the right.**

All new clerks are required to attend the 2 day in-person class as part of the initial curriculum. Other new election officials are also welcome. This class is only for people who have not attended the in-person accreditation class previously. Accreditation includes instruction to qualify for QVF account access. Those needing QVF training only or wanting hands-on instruction can register for a separate QVF class.

**Polling Place Evaluation Series**

This article is the fourth in a series of articles geared toward the polling place and accessibility.

The odd year is a good time to take a look at your polling locations and determine if improvements need to be made.
or a new facility should be found. The polling place is a vital part to a successful election, especially a large turnout election.

**Temporary Precinct Consolidations**

When considering new polling locations, it's good to remember that in non-state and federal elections, precincts may be consolidated by the Election Commission.

Some important tips:

- If multiple precincts (up to 6) are already in the same polling location, voters do not have to be noticed.
- Consolidated precincts may have up to 5,000 active registered voters.
- The Election Commission must approve the consolidation at least 60 days prior to an election.

Placing more than one precinct in a polling location can save significant time, money, and resources for smaller special elections.

Precincts not in the same polling locations may also be combined but voters must be sent a notice of the change each time. See [Chapter 14 - Election Officials' Manual](#) for more information.

*click the picture for a larger image

**Accessibility - Ramps**

ADA standards for interior and exterior ramps are very specific. Review the Polling Place Accessibility Worksheet to ensure your ramps are fully compliant. A fully compliant ramp has:

- a slope no greater than 1" of vertical height for
every 12” of length

• at least 36” of width

• a level landing at the top and bottom of each ramp section that is at least 60” long

• if more than 30 ft long, "a level landing at least 60" long provided for every 30 ft of horizontal length

• a level landing at least 60” by 60” provided where a ramp changes direction

• handrails mounted between 34” and 38” above the ramp surface

• edge protection if the ramp or landing has a vertical drop off on any side

An Accessible Ramp Flyer is available for educational purposes.

Federal law requires polling locations to comply with the Americans with Disabilities Act (ADA).

Each polling location should be reviewed using the Polling Place Accessibility Worksheet available in the Elections eLearning Center. In addition, any polling place that has not been reviewed in over five years, must be reviewed again. The completed worksheets should be submitted electronically using the Polling Place Accessibility Checklist Online Form in the Elections eLearning Center using the Browse by Subject box, Polling Place Accessibility.

Cities and townships who have questions regarding polling place accessibility are encouraged to contact Bureau of Elections’ Specialist David Foster at 517-373-0065 or fosterd2@michigan.gov

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

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August 18, 2017

**Election Officials' Manual**

The Election Officials' Manual is distributed at Accreditation training and should be considered your daily resource for finding information. Over the last several months, BOE staff has been reviewing the Election Officials' Manual and has made several updates. Each chapter has been updated to clarify common questions, update voting system references, eliminate references to MERIT email, etc. In addition, we have consolidated much of the other BOE instructional documentation into this manual for easy reference and availability.

Each chapter has been formatted and posted individually so information can be accessed quickly via a clickable table of contents and can be easily searched for specifics on election policy and procedures. A revision date can be found in the upper right hand corner for easy reference. The **Appendix** is also a great resource for finding examples of the most current version of various forms.

The full listing of chapters can be found on the [Information for Election Administrators webpage](#) as well as in the eLearning Center. On the homepage, in the **Browse by Subject** box, click on Election Officials' Manual.

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**Submit Ballot Proofs to the Bureau of Elections**

For counties that are having a November election please forward a copy of your ballot to the Bureau prior to production in PDF format. Bureau staff will review all ballots to ensure that they conform to the current ballot production standards.

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**IN THIS ISSUE**

- Election Officials' Manual
- Submit November Ballot Proofs
- National Voter Registration Day
- Online Absent Voter Ballot Application
- BOE Question of the Week

**National Voter Registration Day**

This year's National Voter Registration Day is scheduled for September 22nd. This organization is conducting a webinar titled *How to Hold a Successful Voter Registration Drive on August 24th.*

Events for National Voter Registration day are scheduled around the country to encourage citizens to register to vote. Consider hosting your own voter registration event. For more information, visit the [National Voter Registration Day website](#).

**Online Absent Voter Ballot Application Form**
Submit all proofs by email to the attention of Carol Pierce at piercec1@michigan.gov. Please include “Ballot Proofs” and the name of your county in the subject line of your email submission. If corrections are needed or any changes are made to the ballots following submission and/or approval, the PDFs must be re submitted.

The Bureau of Elections online Absent Voter Ballot Application has been updated for the November election.

The following formats are available:

- Printable
- Fillable
- Large Print
- Spanish

As a reminder, voters may use any absent voter ballot application or simply send a note with a signature and reason for the request.

BOE Question of the Week:

Do we still have to send mastercards to the precincts on Election Day?

Answer: No! A precinct list (on paper or in the ePollbook) is the only thing necessary to verify registration.

Have a question you'd like to see in the Question of the Week? Send them to elections@michigan.gov.

Helpful Links
August 11, 2017

**Merit Email is Officially Disabled!**

Merit Email was disabled on Wednesday. You will no longer be able to login.

**Reminders:**

- The email address submitted via the Jurisdiction Election Email form in the eLearning Center is now listed in QVF Clerk Contacts, on MVIC, FVAP, and other websites voters use to find their local clerk.

- You can verify which email address was submitted via QVF Clerk Contacts or under My Profile in the eLearning Center.

- If you need to change that email address, simply resubmit the form.

- News Updates will be sent to the Clerk and Deputy Clerk automatically.

- If others would like to receive the News Updates, they should subscribe directly via the Subscribe link at the bottom of this email.

**Update Clerk Contact Information in QVF**

As a result of updating the Merit Email address field in QVF, we'd like to remind all Clerks to take a look at their Clerk Contact Information in QVF. This information is used in many capacities (MVIC, FVAP, etc.) to provide your voters with your contact information.

**IN THIS ISSUE**

- Merit Email Disabled
- Update QVF Clerk Contact Information
- Election Inspector Application Revised
- BOE Question of the Week - Election Night Returns

**Election Inspector Application Revision**

The Election Inspector Application has been revised to include the choice of the Working Class Party. Please note, all election inspectors are required to have an application on file with the clerk they are employed by. Old applications may still be retained but the revision offers a good opportunity to update your applications on file. BOE recommends requesting updated applications every four years.

**BOE Question of the Week:**

Who should deliver election materials to the County on Election Night?
The following reference material is available to assist:

- Updating Clerk Contact Information in QVF Instructional document
- Updating Clerk Contact Information in QVF tutorial video clip

If you are not a QVF user, work with your County Clerk to complete these steps.

Remember, if you have new staff members and/or staff changes, please be sure to complete the Election Account Request form so we can activate and deactivate eLearning and QVF/EMP accounts accordingly.

Answer: According to MCL 168.809, the local clerk is responsible for this duty after receiving the materials from the Receiving Board.

This duty does not have to be completed by election inspectors.

Have a question you’d like to see in the Question of the Week? Send them to elections@michigan.gov.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

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Helpful Links

Questions? Contact Us
August 9, 2017

**Last Special Edition - August Election Reminders**

The Special Edition August Election Reminders News Updates are being sent only to those jurisdictions and counties that have voters eligible to vote in the August 8, 2017 election. Even if another jurisdiction is conducting the election, you have responsibilities for this election and these reminders are important for Clerks to be aware of in the event a voter contacts them with a question.

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**No Post-Election Audits!**

Post-Election Audits are only conducted after May and November elections. No jurisdiction has been selected for audit after the August election. Please maintain security on your equipment and ballot containers until 30 days post-canvass.

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**Provisional Ballot Report**

Reminder, the Provisional Ballot Report must be submitted via the eLearning Center by Tuesday, August 15th.

All jurisdictions opening their polls for an August election are required to submit the Provisional Ballot / Not in Possession of ID Online Form to report voters appearing in person who are not listed on the ePollbook / Precinct List and completed a Provisional Ballot Form or signed the Affidavit of Voter Not in Possession of Picture ID. Please log into the Elections eLearning Center. In the Browse by Subject box, click on Provisional Ballots to locate the Provisional Ballot/Not in Possession of ID IN THIS ISSUE

- Post-Election Audits
- Provisional Ballot Report
- Updating Voting History
- Deleting ePollbook Files

### Updating Voting History

Voting history must be updated after every election. Whether you or your county enter it in QVF manually, or you import the history from your ePollbook encrypted flash drive, there are some circumstances which require you to manually add or remove a voter's history for an election.

You must manually record voting history for:

- "missing voters" in the ePollbook, once voter registration issues have been resolved
- Voters who received provisional envelope ballots, if counted

You must also manually remove voting history for AV voters whose ballots were received in QVF and rejected later, most commonly, if a voter passes away before Election Day.

**SPECIAL NOTE:** If another election other than...
Online Form and other related documents.

If your jurisdiction was not responsible for the conduct of the election, simply mark zeros in all of the fields and indicate who did conduct the election in the Comment field.

If you issued a Provisional Ballot, be sure to register the voter whether you were able to count the provisional ballot or not. This will ensure the voter is eligible for all future elections. Please continue to report the outcome of all envelope ballots to your County Clerk and County Board of Canvassers. Full instructions on the post-election provisional ballot process can be found in the document Procedure for Handling Provisional Envelope Ballots Returned to Clerk's Office for Review.

County Clerks may see the reports already submitted by viewing the Provisional Ballot Submissions at any time. Review the Directions for Viewing the Provisional Ballot Submissions if you need instructions. The formal .pdf report will be available next week.

the August 8, 2017 was downloaded and used on Election Day, you MUST MANUALLY enter the voting history. DO NOT upload the voter history file for a wrong election.

For instructions on manually recording voting history and/or making corrections, review Chapter 5 of the QVF Reference Manual. For instructions on uploading EPB Voter History into QVF of the EMP, review pages 40-41 of the Electronic Pollbook User Manual.

Delete ePollbook Files
After voter history has been completed, ePollbook user agreements require all files and programs associated with the installation and use of the EPB be deleted no later than seven days after the Canvass of the election. For further instructions, refer to the Electronic Pollbook User Manual.

Helpful Links
August 4, 2017

**Election Officials' Accreditation**

Two new in-person Accreditation classes have been scheduled. This class is one part of the **Initial Accreditation Curriculum** found in the [Elections eLearning Center](#). The classes are scheduled for the following dates:

- October 12 & 13
- November 30 & December 1

Both classes will be held from 9-4:30 each day at Delta Township Hall; near Lansing, MI.

Each person must register under their own account. Login to the [Elections eLearning Center](#) in the **Browse by Subject** box, click **Classes**. Click on the curriculum to begin the process and to register for the class. **For new staff, see the Account Request button to the right.**

All new clerks are required to attend the 2 day in-person class as part of the initial curriculum. Other new election officials are also welcome. This class is only for people who have not attended the in-person accreditation class previously. Accreditation includes instruction to qualify for QVF account access. Those needing QVF training only or wanting hands-on instruction can register for a separate QVF class.

**Polling Place Evaluation Series**

This article is the third in a series of articles geared toward the polling place and accessibility.

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**IN THIS ISSUE**

- Election Officials' Accreditation
- Polling Place Evaluation
- November Deadlines
- Board of County Canvasser Terms Expiring
- BOE Question of the Week

**November Deadlines**

Filing deadlines for the November 7, 2017 election are here!

**Important dates to note:**

- **by August 9th @ 5 p.m.** – Candidates without political party affiliation who seek a partisan office must file qualifying petitions and Affidavits of Identity.

- **by August 15th @ 4 p.m.** - Ballot wording of proposals qualified to appear on the ballot must be certified to county and local clerks.

**NOTE:** The deadline for ballot proposals via petition passed on August 1st. Please reference the BOE’s Calendar of Dates to ensure you don’t miss a deadline!

**Board of County Canvasser Terms**
Polling Place Usage Agreements
When considering a new polling location, BOE highly recommends drafting a user agreement between your jurisdiction and the owner/manager of the polling place. The user agreement should include:

- the dates and hours the polling place will need to be open to the public, including setup & tear down time.
- a termination time frame. Remember, polling locations cannot be moved within 60 days of an election and it takes time to find a new location. We suggest a minimum of 120 days.
- the specific room to be utilized if the facility contains multiple rooms (i.e. gymnasium at a school).
- any special accommodations needed for traffic flow, parking, security, etc. as well as rental costs and custodial fees (if any).
- parameters for equipment delivery and secure storage.

In addition, specific language should be included so the facility understands its obligation to allow campaigning 100 feet from the facility entrance. The following language is suggested:

Individuals can campaign, circulate petitions, solicit contributions, and carry out similar types of sanctioned activities outside of the polls on election day provided that they remain 100 feet from the doorway being used by voters to enter the building in which the polling place is located. Areas where such activities can be conducted on election day outside of [enter name of facility] are as follows [enter appropriate description.]

Expiring
The terms of two members of the Board of County Canvassers established in each county expire on November 1 this year (one Republican member and one Democratic member).

We have alerted County Clerks via a special email as to their responsibilities and the process for filling the expired terms. In addition, we have alerted the state Republican and Democratic Party Chairpersons of the September 1 deadline for the county committees to certify nominees to the County Clerk, and have asked that they advise their county committees. We also ask that County Clerks alert the members of the County Board of Commissioners in their county of their responsibilities in this matter.

BOE Question of the Week:

Do we still have to keep a written record of voters that have voted absentee?

Answer: No! When you use QVF or the EMP (as required by law) to track absent voters, this information is available in compliance with MCL 168.760 in the Reports Modules of these systems.

When a citizen requests absent voter information, simply print or email the appropriate AV report.

For more instructions on how to use these reports, review Chapter 7 of the
Accessibility - Curb Cut/Ramp

ADA standards for curb cuts/ramps are specific. Review the Polling Place Accessibility Worksheet to ensure your curb cuts/ramps are fully compliant. A curb cut/ramp must be present if an accessible route crosses a curb.

A fully compliant curb cut/ramp is:

- 36" wide, excluding flared sides
- sloped with no more than one inch of vertical height for 12" of length

An [Accessible Curb Ramp Flyer](#) is available for educational purposes.

Each polling location should be reviewed using the Polling Place Accessibility Worksheet available in the Elections eLearning Center. In addition, any polling place that has not been reviewed in over five years, must be reviewed again. The completed worksheets should be submitted electronically using the Polling Place Accessibility Checklist Online Form in the [Elections](#) eLearning Center using the Browse by Subject box, Polling Place Accessibility.

If your polling location is deficient in any of the areas above, remember, federal law requires polling locations to comply with the American Disabilities Act (ADA). The polling place must be made compliant or a new location must be found.

Cities and townships who have questions regarding polling place accessibility are encouraged to contact Bureau of Elections’ Specialist David Foster at 517-373-0065 or [fosterd2@michigan.gov](mailto:fosterd2@michigan.gov)

[QVF Manual](#) or the [EMP Manual for non-QVF Users](#)

Have a question you’d like to see in the Question of the Week? Send them to [elections@michigan.gov](mailto:elections@michigan.gov).

Helpful Links
August 2, 2017

Special Edition - August Election Reminders

The Special Edition August Election Reminders News Updates are being sent only to those jurisdictions and counties that have voters eligible to vote in the August 8, 2017 election. Even if another jurisdiction is conducting the election, you have responsibilities for this election and these reminders are important for Clerks to be aware of in the event a voter contacts them with a question.

Technical Support

To assist jurisdictions that will be conducting an August election, the following support will be available from the QVF Help Desk and BOE Election Specialists prior to and on Election Day:

- **Saturday, August 5th**: The QVF Help Desk will provide on-call support for technical EMP/EPB/QVF questions from 9:00 a.m. until 3:00 p.m. Election Specialists are not available on Saturday. Please call the QVF Help desk if you need assistance on Saturday at 800-310-5697.

- **Election Day** (Tuesday, August 8th): Election Specialists and the QVF Help Desk will be available from 6:30 a.m. until 10 p.m.

*NOTE: If your call goes to voicemail, please leave a detailed message and your call will be returned as quickly as possible.*

The number for the QVF Help Desk is: **800-310-5697**

Numbers that can be used to reach Election Specialists: **800-292-5973 or 517-373-0065**

IN THIS ISSUE

- Technical Support
- Handling Emergencies

Handling Emergencies on Election Day

Before conducting elections on Tuesday, August 8th, it is important to take a moment or two to review emergency procedures. Remember County and local clerks cannot shorten or extend the polling hours unless and until directed to do so by individuals who retain the proper legal authority.

If an emergency occurs within your jurisdiction which could have potentially interrupted the voting process or closes one or more polling places in your jurisdiction, take direction from local law enforcement officials and call the Bureau of Elections as soon as possible. If it is necessary to evacuate a polling place for any reason, instruct the precinct board to take possession of the poll book before leaving the polling place.

If an emergency occurs outside your jurisdiction which raises questions over the interruption of the voting process or the
ePollbook Users: There are a number of helpful resources in the eLearning Center including manuals and tutorial video clips with step-by-step instructions on how to install the EPB software prior to Election Day.

Voting Equipment Vendor Contact Information

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrations would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

It is recommended that you add misos@govsubscriptions.michigan.gov and MISOS@public.govdelivery.com to your safe senders list.
July 28, 2017

New Voting Equipment Observation
Not having an August election? Implementing a new voting system in November? Why not take some time on August 8th to visit a jurisdiction that is implementing the same equipment? Take a look at our Voting System County Selection Map. This map provides information on what system each county is implementing and when. Then, use the Elections by County listing to find out which jurisdictions are holding an election.

County Clerks: eWizard Stage 1 and 2 due August 18th
In preparation for the November 7, 2017 election, please complete the entry of all QVF eWizard Stage 1 (Offices and Proposals) and Stage 2 (Candidate, Office, and Proposal Detail) data as soon as possible, but no later than August 18, 2017 so that the Bureau of Elections can quickly create geographically correct elections in the QVF. Clerks that do not have a November Election will need to select “0” for offices and “No” for proposals in Stage 1 to complete the survey. Stage 1 and 2 must be completed by the deadline to ensure that MVIC and MOVE ballots are accurate and complete. Clerks can make changes in eWizard following the August 18th deadline by contacting the Help Desk staff at 800-310-5697. The information will be displayed and available in MVIC and MOVE no later than September 1, 2017.

For further instructions, review the eWizard instructions for County Clerks.

IN THIS ISSUE
- New Voting Equipment Observation
- November eWizard
- Email Reminders
- Petition Reminder
- BOE Question of the Week

Reminder!
All petition forms were updated in 2015, including Recall petitions. Ensure all of your petition forms have a revision date in 2015 on them before providing them to candidates. See the Election Officials’ Accreditation Manual Appendix for current samples of each petition form.

BOE Question of the Week!
Last week, the Saginaw County Area Clerks Association suggested we add a “Question of the Week” to the News Update. We think that's a great idea - here is the first one:

What's wrong with having my election inspectors put voted ballots into the federal retention ballot bag on election night before sealing the approved ballot container?

Answer: The Bureau of Elections strongly discourages this practice because we have seen it done.
Prevent important emails from going to spam or junk folders

Please add:

electionselearning@michigan.gov
ces.mail@csod.com
MISOS@public.govdelivery.com

to your contacts or safe sender list to avoid important system emails being sent to a Junk or Spam folder or rejected. This would include class registration emails, notifications of required assignments, password reset emails, and of course, the News Update!

improperly at virtually every recount we’ve attended - resulting in uncountable precincts!

Instead, we recommend that the Clerk and Deputy Clerk (or other election staff) simply complete this task on their own after security is released on the ballot containers (30 days past the canvass).

Leave the federal retention ballot bags out of the precinct! Tom Luitje will tell you why in this Inappropriate Container video.

Have a question you’d like to see in the Question of the Week? Send them to elections@michigan.gov!

Helpful Links
July 26, 2017

**Special Edition - August Election Reminders**

The Special Edition August Election Reminders News Updates are being sent only to those jurisdictions and counties that have voters eligible to vote in the August 8, 2017 election. Even if another jurisdiction is conducting the election, you have responsibilities for this election and these reminders are important for Clerks to be aware of in the event a voter contacts them with a question.

**Technical Preparations**

Remember ePollbook laptops require anti-virus, BIOS, and windows updates to be performed prior to installation of the EPB software. These items take time.

Review the [Laptop Preparation and Maintenance Instructions](#) today! This document can also be found in the eLearning Center.

Please be certain to set up your combined precincts in Global Geography of the QVF before you download your EPB. See [QVF Manual Chapter 3](#), pages 41-43 for instructions.

Mixed precincts (voters from more than one city or township) must change the EPB export region from the default of “jurisdiction” to “mixed” or “school district” depending upon the type of election. Downloading the EPB by “jurisdiction” will limit the voters to this region only.

Call volumes will increase to the QVF Help Desk with technical questions regarding the ePollbook and printing the Precinct List. There are many resources available to assist with these processes:

- [Electronic Pollbook User Manual](#) - Windows 7

**IN THIS ISSUE**

- Technical Preparations
- Public Accuracy Test
- Notice of Election

**Public Accuracy Test**

The Public Accuracy test must be conducted by the Election Commission no later than Thursday, August 3rd. The meeting must be posted and held in accordance with the Open Meetings Act.

**Notice of Election**

Per [MCL 168.653a](#), the Notice of Election for the August election must be posted in a newspaper of general circulation by Tuesday, August 1st. Be sure to include a statement regarding the accessibility of the polling place locations and the availability of voting instructions in alternative formats. Review Ch. 16 - Election Related Information of the Election Officials' Manual for more information.

**Helpful Links**
• **Electronic Pollbook User Manual** - Windows 10
• **Electronic Pollbook: Reminders for Election Officials Course**

Tutorial Video Clips in the eLearning Center on:

• Printing the QVF Precinct List
• Defining the Privacy Zone
• Flash Drive Settings
• Setting QVF Options to Include Ballot Style Aliases
• Downloading the EPB Software from QVF or the EMP
• Installing the EPB Software on the laptop
• Preparing the EPB Software for Election Day
• Preparing the EPB Software for the Opening of the Polls

If you have further questions after reviewing the materials above, please contact us!

For Technical Questions on the **EPB, QVF, or EMP Software**, call or email the Help Desk at 1-800-310-5697 or QVFHelpDesk@michigan.gov.

For Procedure Questions, call or email the Election Specialists at 1-800-292-5973 or elections@mi.gov.

If you receive voicemail, please leave only one message and detailed information about the problem you are encountering. This ensures a clean call log and allows the Bureau of Elections to return calls more efficiently.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another...
July 21, 2017

Merit Email Elimination Update - Public Contact Email

After much deliberation and consideration of clerk feedback, the Bureau of Elections has decided to simplify the communication process.

Beginning next week, the Jurisdiction Election email provided to the Bureau of Elections over the last couple of months will be the email displayed for voters on the Michigan Voter Information Center (MVIC), Federal Voting Assistance (FVAP), Overseas Vote Foundation (OVF), and other public websites that provide clerk contact information to voters.

If you have not responded to the Jurisdiction Election Email form, please do so immediately. If you would like to update the email you have provided, at any time in the future, simply resubmit the form. If you do not respond, the clerk’s email address we already have on file will be used.

How do I check which email address was submitted for my jurisdiction?

Login to the eLearning Center and in the menu bar, click on Home > My Profile. Under the Additional Information section view the “Jurisdiction’s Election Email.”

As stated in the previous communications, BOE recommends an email address that is checked frequently and accessible during absences. Many jurisdictions have a generic elections@jurisdiction.gov

IN THIS ISSUE

- Merit Elimination Update - Public Contact Email
- EAC Survey Results
- Polling Place Evaluation Series

Polling Place Evaluation Series

This article is the second in a series of articles geared toward the polling place and accessibility. The odd year is a good time to take a look at your polling locations and determine if improvements need to be made or a new facility should be found. The polling place is a vital part to a successful election, especially a large turnout election.

Ideal Polling Location

When considering a new polling location, the following components, while not required, provide a productive environment:

- ample parking
- a room large enough to hold one voting booth for every 80 voters, plus processing tables & a public area
address that multiple employees in the office can access to respond efficiently to their citizens' requests. You can set forwarding in your local email service to automatically forward to other people in your office as well.

EAC Survey Results
What happens to all of that data we collect in QVF and via the EAC survey after each November General election? It's sent to the Election Assistance Commission (EAC) and they compile the data for all of the states into the Election Administration & Voting Survey Report. The 2016 Election Administration & Survey has been released and is available for public viewing.

A few things to glean from the survey about Michigan:

- Ranked 14th in Presidential Voter Turnout
- One of 12 states to have more than 25% of voters vote by absentee ballot
- Ranked 2nd in receipt of Motor Vehicle Office registration. The average for all states that receive voter registration applications from the Motor Vehicle Offices is 32.73%. Michigan is one of only 3 states over 50% with 71.2% of all applications originating at the Secretary of State Branch Office.
- Ranked 12th in the number of UOCAVA (Military and Overseas Voter) ballots issued

There is much more to see and learn from in the full report.

- outlets to accommodate the tabulator, Voter Assist Terminal, and ePollbook
- a separate entrance and exit to the voting room
- restroom and kitchen facilities for election inspectors
- an interior corridor to allow any line to be held outside of the voting room but still indoors

In addition, all polling locations must be ADA accessible.

Accessibility - Parking
Can all of your voters park at their polling location? Every polling location must have:

- a van accessible parking space (equivalent of two parking spaces, one marked off as an access aisle)
- additional accessible parking spots for parking lots with more than 25 & 50 parking spots
- an access aisle with a level surface
- curb cuts from the access aisle to building entrance
- a sign marking the accessible spot that is visible from inside the car

An Accessible Parking Flyer is available for educational purposes.
Each polling location should be reviewed using the Polling Place Accessibility Worksheet available in the Elections eLearning Center. In addition, any polling place that has not been reviewed in over five years, must be reviewed again. The completed worksheets should be submitted electronically using the Polling Place Accessibility Checklist Online Form in the Elections eLearning Center using the Browse by Subject box, Polling Place Accessibility.

If your polling location is deficient in any of the areas above, remember, federal law requires polling locations to comply with the American Disabilities Act (ADA). The polling place must be made compliant or a new location must be found.

Cities and townships who have questions regarding polling place accessibility are encouraged to contact Bureau of Elections' Specialist David Foster at 517-373-0065 or fosterd2@michigan.gov

Helpful Links
July 19, 2017

**Special Edition - August Election Reminders**

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**Write-In Filing Deadline**

The deadline for write-in candidates to file Declaration of Intent forms is **Friday, July 28 at 4 p.m.** for the August election. If a write-in candidate has filed in your jurisdiction, be sure to review the Write-In Section of the [Managing your Precinct on Election Day - Election Inspectors' Flipchart](#).

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrations would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

It is recommended that you add [misos@govsubscriptions.michigan.gov](mailto:misos@govsubscriptions.michigan.gov) and [MISOS@public.govdelivery.com](mailto:MISOS@public.govdelivery.com) to your safe senders list.
Polling Place Evaluation Series

This article is the first in a series of articles geared toward the polling place and accessibility. The odd year is a good time to take a look at your polling locations and determine if improvements need to be made or a new facility should be found. The polling place is a vital part to a successful election, especially a large turnout election.

By law, a polling location can only be located in a:

- publicly owned or controlled facility
- facility owned or controlled by an organization that is exempt from federal income tax 501(c)(3) profit or nonprofit residence
- or facility or apartment complex in which 150 persons or more reside

Any change to a polling location must be approved by the city council or township board and voters must be provided notice of the change. Changes must be made more than 60 days prior to an election.

Over the next several weeks, we will be reviewing key elements that make a polling location ADA compliant. Federal law requires polling locations to comply with the
Americans with Disabilities Act (ADA).

Each polling location should be reviewed using the Polling Place Accessibility Worksheet available in the Elections eLearning Center. In addition, any polling place that has not been reviewed in over five years, must be reviewed again. The completed worksheets should be submitted electronically using the Polling Place Accessibility Checklist Online Form in the Elections eLearning Center using the Browse by Subject box, Polling Place Accessibility.

Cities and townships who have questions regarding polling place accessibility are encouraged to contact Bureau of Elections’ Specialist David Foster at 517-373-0065 or fosterd2@michigan.gov

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

It is recommended that you add misos@govsubscriptions.michigan.gov and MISOS@public.govdelivery.com to your safe senders list.
July 12, 2017

Special Edition - August Election Reminders

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Election Inspector Appointments

Election inspectors must be appointed by your Election Commission no later than July 18, 2017 (MCL 168.674). Remember Election Commission meetings are subject to the Open Meetings Act and formal action must be taken to appoint election inspectors (including receiving board inspectors and AVCB inspectors).

In addition, all election inspectors must have an application on file with the Clerk. For more information, review Chapter 13 – Appointing and Training Election Inspectors of the Election Officials’ Manual.
July 7, 2017

Voting System Orders Underway for November Elections

Orders are being processed for all jurisdictions in counties that are implementing (or continuing to implement) new voting systems in November. See the list of counties along with implementation dates here: Voting System Selection Summary and other information on our Voting System webpage.

Grant agreements have been placed in the Clerk’s Resource Folder in the Elections eLearning Center for each city, township and county. These grants must be signed and uploaded back into the clerk’s folder in order for us to process the countywide order.

If you have not yet returned your grant, please open it in the eLearning Center, print, sign, scan as a .pdf on your copier and add it back to your resource folder ASAP so we can process your county’s order. Please review these directions on using Resource Folders to find and add your signed grant in the Elections eLearning Center.

Reminder: Board resolutions are kept on file at your office and NOT sent to the Bureau of Elections.

Know who to contact!

The Bureau of Elections is divided into three major work areas. You can receive faster service by foregoing the main receptionist and calling or emailing directly when you have a question or problem.

Review the Bureau of Elections’ Contacts for Election Officials at
This list is also available in the Elections eLearning Center in the help icons on the Homepage.

Helpful Links
Need an account or to report staff changes? Use the Account Request button below.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk’s email accounts. If other election administrators would like to receive this newsletter, click the Subscribe link below to register another email address.

It is recommended that you add misos@govsubscriptions.michigan.gov and MISOS@public.govdelivery.com to your safe senders list.
July 5, 2017

Special Edition - August Election Reminders

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Close of Registration

Monday, July 10, 2017, marks the Close of Voter Registration for the August 8, 2017 election. Ensure all voters that have submitted a voter registration application by the deadline (which includes mail-in forms post marked on or before July 10th) are entered into the QVF and sent a voter identification card.

IN THIS ISSUE

- Close of Registration
- MOVE Compliance Report

Urgent! MOVE Compliance Report

The US Department of Justice requires every jurisdiction conducting an August election to submit the MOVE Compliance Report. This report must be submitted even if you had ZERO military and overseas civilian voter absentee ballot requests.

Non-Compliant Jurisdictions

This link contains a list of the jurisdictions that we have not received a MOVE Compliance Report from. This list is updated throughout the day. If you are on this list, please login to the eLearning Center and complete this federal requirement immediately.

Helpful Links
Time for a "Cool Change"

This week, the Michigan Bureau of Elections bids a fond farewell to Christopher Thomas after a long and prestigious career in elections. *Election Line Weekly* honors Chris this week with an exit interview. “times they are a changing and Thomas, Michigan’s election director since 1981, is retiring on June 30." [Click here to read the full article.](#) We know he will thoroughly enjoy his retirement and wish him well as he makes his "Cool Change"!

Secretary of State Ruth Johnson has named Chris’ successor as Sally Williams, who brings to the director role many years of experience with the Michigan Secretary of State office as well as the Bureau of Elections. “Sally’s breadth of experience with Michigan elections and her established relationship with local clerks make her an excellent choice to lead the Bureau of Elections,” said Ruth Johnson.

“I’m honored to be Michigan’s next elections director,” said Williams. “We have a great team in the Bureau of Elections, and Chris Thomas has prepared us well. I look forward to continuing my work with local clerks so Michigan voters have their voices heard on Election Day.”
Congratulations to Chris and Sally!

Election Email Process Update
As announced multiple times this month, the MERIT Email contract is ending soon.

What does this mean?
We will be forwarding voter emails to you at the email address you submitted on the Jurisdiction Election Email form.

But what about the News Update Newsletter?
The News Update is not associated with your MERIT account, it was previously emailed to the MERIT email for your jurisdiction. Now the newsletter will be sent directly to every Clerk and Deputy Clerk's regular email address. Anyone else that would like to receive a copy should simply Subscribe using the Subscribe link at the very bottom of this page.

How will voters know how to contact me?
The Bureau of Elections will continue to provide email accounts for each jurisdiction that are listed on websites like the Federal Voting Assistance Program (FVAP), the Michigan Voter Information Center (MVIC), the Overseas Vote Foundation (OVF), as well as others. When a voter emails those accounts, the email will be forwarded to the email address you provided in the Jurisdiction Election Email Form.

How do I check which email address was submitted for my jurisdiction?
Login to the eLearning Center and in the menu bar, click on Home > My Profile. Under the Additional Information section view the "Jurisdiction's Forward To email".

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Login to the eLearning Center and in the menu bar, click on Home > My Profile. Under the Additional Information section view the "Jurisdiction's Forward To email".
What if I want to change that email address to something else?

The clerk or his/her designee can resubmit the Jurisdiction Election Email Form in the eLearning Center. There is only 1 “forward to” email per jurisdiction. You can set additional forwarding through your email service to others in your office, if you desire.

As stated in the previous communications, BOE recommends an email address that is checked frequently and accessible during absences. Many jurisdictions have a generic elections@jurisdiction.gov address that multiple employees in the office can access to respond efficiently to their citizens requests.

Please email electionselearning@michigan.gov if you have questions about this process.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrations would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

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June 28, 2017

Special Edition - August Election Reminders

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Testing Voting Equipment

Information updated for new voting equipment - please review!

Preliminary equipment testing should begin soon. Local Election Commissions are responsible for conducting accuracy tests in accordance with the procedures established by the Secretary of State. (MCL 168.794a(3), 798.) We continue to discover in some post-election audits that key components of the testing process are incomplete.

Ensure you are following proper testing procedures by reviewing the Test Procedures Manual. This manual has been updated for new voting equipment. If you are still using the AutoMARK, review the separate AutoMARK Testing Manual for those instructions and the AutoMARK Preparation Checklist and Test Certification Form.

In addition, courses are available in the eLearning Center, including the Non-Partisan Election with Proposal Ballot Logic & Accuracy Testing - Creating a Test Deck and for a single question ballot - Creating a Test Deck for a Special Proposal Ballot. These courses will walk you through creating a test deck in about 10 minutes and the special proposal ballot course provides the chart of...

IN THIS ISSUE

- Testing Voting Equipment
- MOVE Compliance Report
- Absentee Ballot Processing Reminders
- Notice of Close of Registration

Urgent! MOVE Compliance Report

Every jurisdiction with voters eligible to vote in the August election must submit the MOVE Compliance Report even if you had ZERO military and overseas civilian voter absentee ballot requests.

Non -Compliant Jurisdictions This link contains a list of the jurisdictions that we have not received a MOVE Compliance Report from. This list is updated throughout the day. If you are on this list, please login to the eLearning Center and complete this requirement immediately.

Absentee Ballot Processing Reminders

As you begin issuing absentee ballots for the August election, it is important to review Ch 6 - Michigan's Absentee Voting Process of the Election Officials' Manual.
predetermined results. Another helpful course is Preparing for and Conducting the Preliminary & Public Accuracy Test.

**Documenting the Process:** Remember, testing materials must be kept under seal and the seal numbers must be recorded. Use the Tabulator Program & Security Certification form and the VAT Testing & Security Certification Form to aid in properly documenting this process. These forms are often misplaced when they are reviewed at post-election audits. Promulgated Rule requires this form to be sealed into the testing container and BOE recommends keeping an additional copy on file in the office.

The Public Accuracy test must be conducted by the Election Commission no later than Thursday, August 3, 2017. The meeting must be posted and held in accordance with the Open Meetings Act.

**Important Notice to Jurisdictions Using 3rd Party Vendors for Testing:** If you are using the same vendor that programmed the county’s memory cards to prepare the test deck and/or conduct the actual testing, the Election Commission must also complete the Election Commission Certification Form. Designating a single vendor to create and then test the performance of memory cards they programmed removes critical checks and balances from the logic and accuracy testing process.

The integrity of the testing process may come into question if one party is responsible for both developing and testing the accuracy of the program.

**It is the duty of the Election Commission to** ensure that the testing process complies with applicable laws, is meticulous, and yields reliable results. Even though various election processes involve vendors, clerks remain solely and completely responsible for the proper conduct of the election - not the vendor. The Bureau has taken steps to reinforce these concepts in Election Cycle training sessions and to provide clerks with the necessary tools to perform their duties, with or without relying on the assistance of vendors.

The Election Commission Certification Form is required at the completion of Public Accuracy testing. This addendum will include additional certification statements which must be signed by the clerk and each member of the Election Commission after the completion of the Public Accuracy test. The purpose of the form is to obtain the officials’ certification that they are fully exercising an oversight role and are personally verifying that the testing

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**Important Reminders:**

- **Ballot Marking Instructions** (if using new voting equipment, ensure you have the correct version) must be included with the AV ballot based on election type
- **QVF** or **EMP** must be used to track AV ballot processing for all voters.
- Photo ID or an Affidavit of Voter not in Possession of Picture ID is required for voters who request their ballot in-person - this does not apply if the ballot is mailed.

**Notice of Close of Registration**
Per MCL 168.498, the Notice of Close of Registration for the August election must be posted in a newspaper of general circulation by Monday, July 3rd. Review Ch. 16 - Election Related Information of the Election Officials’ Manual for more information.

**Helpful Links**
process complies with Bureau procedures.

Note: A vendor is not an authorized assistant within the meaning of the Election Law or corresponding administrative rules.

The certifications that **the Election Commission members must complete** include verification that they have:

- Examined the test deck chart created by the vendor and have verified that it was prepared in compliance with the procedures outlined in the Test Procedures Manual.

- Reviewed the results generated by the tabulator, compared them with the predetermined totals from the test deck chart prepared by the vendor, and confirmed that the totals are an exact match.

- Successfully completed an errorless test.

- Performed the Public Accuracy test on equipment that is owned by the jurisdiction and will be used on Election Day.

**NOTE:** Jurisdictions that are unsure whether their vendor has also completed the programming for the county’s tabulator memory cards must contact the County Clerk for clarification.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrations would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

It is recommended that you add misos@govsubscriptions.michigan.gov and MISOS@public.govdelivery.com to your safe senders list.
June 23, 2017

MERIT Email to Discontinue Service June 30th - Please Respond!

On June 30th, BOE's contract with MERIT email will expire. As a result, BOE has developed a new plan for disseminating communications and most importantly, facilitating a point of contact for your voters.

News Updates will now go directly to the Clerk and Deputy Clerk email addresses on file in the eLearning Center. If others in the office would like a copy, subscribe directly via the link at the bottom of this page.

Clerks received an assignment titled "Jurisdiction Election Email" in the eLearning Center last week that requests one primary email address for your office for voter correspondence. This could be the clerk's email address but we highly recommend using an email address that:

- will be checked the most frequently
- multiple people can access

If you use MERIT for correspondence, you should notify your contacts that you will no longer be using that account and provide them with a new contact email.

As always, while the clerk is given the assignment, anyone in the office is able to access the assignment and may complete it on the clerk's behalf. Only one "forward to" email for the city, township, or county office is required.

If you have not already done so, please complete this assignment immediately. You can find the form in the

IN THIS ISSUE

- MERIT Email
- QVF/EPB Software Release
- Summer School for Election Officials

Summer School for Election Officials
The Center for Technology and Civic Life (CTCL) is offering 90-minute professional development online courses this summer. The courses include:

- Social Media for Voter Engagement
- Improving Your Election Website
- Accessible Communications for Election Offices
- Collecting, Analyzing, and Visualizing Election Data

Orientation is free and the classes are $30 each. More information is on their website.

Helpful Links
Qualified Voter File (QVF)/Electronic Pollbook (EPB) Software Release

QVF Software Release 2.108 is now available. The software release will now allow for the Voter Assist Terminal (VAT) feature in the Electronic Pollbook (EPB) to be available to jurisdictions using the new voting equipment. It provides for a new “VAT Ballot” checkbox on the “Issue a Ballot” screen. The checkbox will be selected when a voter requests to use the Voter Assist Terminal. Jurisdictions that do not yet have the new voting systems will not need to use this feature but it will be available to them upon receiving the new voting equipment.

For further instructions and screen shots about this new feature, please refer to the following manuals:

- EPB Clerk’s Manual WIN7
- EPB Clerk’s Manual WIN10
- Election Inspectors’ EPB Manual WIN7
- Election Inspectors’ EPB Manual WIN10

Please contact the QVF Help Desk at 800-310-5697 or QVFHelpDesk@michigan.gov if you have further questions about this new feature.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

The Bureau of Elections News Update will always be sent to MERIT email accounts. If other election administrations that do not have MERIT email access would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

It is recommended that you add misos@govsubscriptions.michigan.gov and MISOS@public.govdelivery.com to your safe senders list, as well as your @miqvf.org email address if you have MERIT email forwarded to another email account.
June 21, 2017

Special Edition - August Election Reminders

The Special Edition August Election Reminders News Updates are being sent only to those jurisdictions and counties that have voters eligible to vote in the August 8, 2017 election. Even if another jurisdiction is conducting the election, you have responsibilities for this election and these reminders are important for Clerks to be aware of in the event a voter contacts them with a question.

Elimination of MERIT Email

With the MERIT Email contract expiring on June 30th, a few considerations should be made when issuing Military/Overseas ballots via email.

1. Start sending communications via your jurisdiction email account to ensure MOVE voters will have your correct email address once MERIT email is discontinued.

2. When emailing ballots, as with postal mailing ballots, ensure the clerks name is not included in the communication.

3. Continue to check MERIT email until June 30th.

August Voting Instructions Available

The Voting Instructions have been updated for the August 8th election in both English and Spanish. Both can be found on the Information for Election Administrator’s webpage in the Calendars & Voting Instructions box.

Help Desk Available Saturday

The QVF Help Desk will be available from 9 a.m. to 2 p.m. on Saturday, June 24, 2017 to support local clerks checking Merit Election Email and issuing ballots through the Elections Management Portal to meet the August 8 Military and Overseas Voter delivery requirement on Saturday.

If you need assistance, please do not hesitate to call at 800-310-5697 and leave a voicemail. Your call will be returned ASAP.
Military/Overseas AV Delivery Requirement is Saturday!

If your jurisdiction has received one or more ballot requests from military or overseas protected voters, ballots must be emailed, faxed or mailed by Saturday, June 24th via the voter's preferred method. If regular ballots are NOT available to be mailed by Saturday, the "MOVE ballot" in the Elections Management Portal (EMP) must be printed and mailed instead.

IMPORTANT REMINDER: All jurisdictions with voters having an August election (even if you have zero requests) are required by law (MCL 168.759(a)) to complete and submit The MOVE Compliance Report beginning Saturday in the eLearning Center, but no later than Tuesday, June 27, 2017.

If you have consolidated with another jurisdiction and are not responsible for sending the absent voter ballots for the August election, you must still forward any applications you have on file for military and overseas voters to the appropriate clerk. In addition, you must also submit the MOVE Compliance Report indicating you have done so. Lastly, you should continue to monitor your MERIT email account and forward any subsequent applications to the appropriate clerk.

NOTE: Only military and overseas voters who have submitted a new AV application since November 9, 2016 qualify for AV ballots for every 2017 election.

For more information, please review the Military and Overseas Voters Manual for Election Administrators.

Delivery of August Ballots

Per MCL 168.714, absent voter ballots for the August 8th election must be delivered to local clerks by the county clerk no later than 45 days prior to the election. County Clerks please ensure ballots are delivered by June 24th for the August election.
June 16, 2017

**Voting Systems Update**

In August, 11 counties will begin using new voting systems. By November, we will have 48 counties using new systems. All but 7 counties have finalized their vendor selection. See the current status here: Voting System Vendor Selection Summary.

For those jurisdictions beginning their new voting system use in August, delivery, testing, training and programming have all begun, along with regular meetings with vendor representatives to help prepare. As new equipment is delivered, the vendors are also coordinating the collection and disposal of the previous voting systems.

The Bureau of Elections (BOE) has begun the process of issuing Grant Agreements for the next group of county purchase orders (remaining jurisdictions in the initial group of 11 counties, and the other 37 counties converting to the new systems starting in November). The Grant Agreements will list the county/jurisdiction name, the number of tabulators, Voter Assist Terminals (VATs - AutoMark replacements) and EMS software being purchased utilizing Federal/State funding.

Sample Grant Agreements can be found on our Voting System Purchase web page.

As a reminder, the federal/state funding covers 1 tabulator per precinct; 1 VAT per location (with some exceptions); and Election Management System (EMS) software for the county and select cities and townships. Limited funding is also available for additional tabulators utilized in Absent
Voter Counting Boards (AVCBs), based on the overall volume of AV voters in jurisdictions using AVCBs. Jurisdictions with available AVCB tabulator funding may use that funding to order a high-speed AV tabulator (instead of a precinct tabulator), but would need to cover any additional costs for the high-speed option. Contact your county or BOE for more information on this topic, if needed.

For those counties who placed a partial county order for August, your grants at the county level are already complete; BOE will be generating grants and placing an order for all remaining jurisdictions in those counties over the next couple of weeks. For those implementing first use in November, we will be issuing grants and placing orders for the county and all jurisdictions in the county. Equipment orders for a county will not be processed until all of the Grant Agreements within that county are completed and submitted.

Once grants are generated, they will be delivered directly to your Elections eLearning Account. You will also receive an email from the Patty Altimore to inform you that your grant is ready, with instructions for accessing the grant and submitting the signed grant back to BOE. Once all grants are submitted for the county, the State will proceed with the Purchase Order. Grants are being generated now, with the next phase of orders expected to be placed in July, and delivery in August - for use in November.

For the remaining counties that will wait on implementation until 2018 – we expect to generate grants soon after the November election, with orders placed soon after the new year, for use in May 2018 elections (for those who have them); with full, final state implementation in August 2018.

For those who have not already done so, we strongly encourage you to work with your local boards to obtain whatever approval you will need to enter into a Grant Agreement with the state. A sample resolution is also available on the Voting System Purchase web page which can be customized and used for these purposes. Resolutions do not need to be submitted with the grant agreement, rather they should just be kept on file with the local clerk.

Please continue to read the weekly News Updates for additional information.
June 9, 2017

**MERIT Email to Discontinue Service**

On June 30th, BOE’s contract with MERIT email will expire. As a result, BOE has developed a new plan for disseminating communications and most importantly, facilitating a point of contact for your voters.

**How MERIT currently works**

Each jurisdiction has a MERIT account that jurisdictions must log into to check the email regularly or setup automatic forwarding. This email address is listed on the Michigan Voter Information Center (MVIC), Federal Voting Assistance Program (FVAP), the Overseas Vote Foundation (OVF) websites, as well as others for voters to use.

**How the new system will work**

BOE will now facilitate the forwarding of emails through a free email service called GMX. This means, you will no longer have to login to an account but will need to keep your email address updated with the BOE to ensure communications from both BOE and your voters are being forwarded properly. The email address listed on the sites above will be the same as before but end in @gmx.us. For example, county03@miqvf.org becomes county03@gmx.us.

**Steps you need to take**

Clerks will be given an assignment titled “Jurisdiction Election Email” in the eLearning Center that will request one primary email address for your office. This could be the clerk’s email address but we highly recommend using an email address that:

- will be checked the most frequently
- multiple people can access

If you use MERIT for correspondence, you should notify

**IN THIS ISSUE**

- MERIT Email to Discontinue Service
- EAC Alert
- Local Election Survey

**Election Assistance Commission (EAC) releases Alert**

Earlier this week, the EAC released an alert in response to the news stories about phishing attacks targeting local election officials. From all sources available for the BOE to review, this did not affect election officials in Michigan. However, it is important to remain increasingly diligent and aware of this type of attack.

**Local Election Official Survey from CalTech**

Charles H. Stewart of MIT has recently sent local jurisdictions a follow up survey to his survey in 2013. That survey was very valuable to the Presidential Commission on Election Administration (PCEA)’s final report. The results helped the commission frame its message about the nature of the challenges faced by local officials because of aging election infrastructure. It also helped the Commission understand how the needs/worries of smaller
your contacts that you will no longer be using that account and provide them with a new contact email.

As always, while the clerk is given the assignment, anyone in the office will be able to access the assignment and may complete it on the clerk's behalf. Only one "forward to" email for the city, township, or county office is required.

**Forwarding to Multiple Accounts**

If you currently have MERIT forwarding to multiple accounts, most email providers will allow you to set up forwarding and we recommend you do that with whatever account you have chosen to be your primary email address if multiple people cannot access that account. If members of the clerk's office simply want access to the News Update weekly, they should use the Subscribe button at the bottom of this newsletter to subscribe directly.

We appreciate your cooperation by quickly completing the Jurisdiction Election Email form and providing an email contact. If you do not respond timely, the initial forwarding email will be the clerk's email address on file with the eLearning Center.

In the meantime, please continue to check MERIT email. We will notify you when the transition is complete.
June 2, 2017

Temporary Precinct Consolidations for August Elections

Election Commission Requirements

The deadline for temporary precinct consolidations for the August election is Friday, June 9th. Things to remember:

• the Election Commission must pass a resolution

• a "consolidated" precinct cannot contain more than 5,000 active registered voters

• only whole precincts may be combined

• voters must be notified by mail if their polling location has changed

• notice must be posted at the "closed" polling location & provide directions to the new polling location

• temporary consolidations are only permissible in non-state/federal elections

For more information regarding the temporary consolidation of precincts, please refer to Chapter 14 of the Election Officials’ Manual.

QVF/EPB Requirements

When you temporarily consolidate precincts for an election there are important steps you must complete in QVF prior to issuing absentee ballots. Once your county has finished the QVF e-Wizard process and the BOE has programmed the election records, you may combine your precincts using the Global Geography module in QVF.

For August 2017, we expect that most election records will be available by June 16, 2017 but a few counties have

IN THIS ISSUE

• Temporary Precinct Consolidations
• New Election Official Accreditation Class

New Election Official Accreditation Class

A new session of Election Officials' Accreditation class has been scheduled.

The class will be held on August 23 & 24 from 9-4:30 at Delta Township Hall; 7710 W Saginaw Hwy, Lansing, MI.

All new clerks are required to attend the 2 day in-person accreditation class. Other new election officials are also welcome. This class is only for people who have not attended the in-person accreditation class previously. Accreditation includes instruction to qualify for QVF account access. Those needing QVF training only or wanting hands-on instruction can register for a separate QVF class.

To register for a class, login to the Elections eLearning Center. In the Browse by Subject box, click Classes. Click on the class title to view available dates and to register. Each person must register under their own account.
yet to complete the e-Wizard process resulting in delays for those counties and some of their neighboring counties as well.

Failing to combine precincts in Global Geography may result in:

• Difficulty processing AV ballots
• An inaccurate e-Pollbook
• An incomplete precinct list

If you are responsible for voters from a different jurisdiction than your own on Election Day, then you MUST combine your precincts properly in Global Geography as soon as possible. See QVF Manual Chapter 3, pages 41-43 for instructions.

If you are operating an e-Pollbook in a combined precinct, you MUST export the setup files by Combined Precinct rather than Ward Precinct or else you will not have all the voters on the laptop that you need.

If your combined precinct crosses jurisdictional lines, you may also need to export your e-Pollbook by a Mixed region rather than by Jurisdiction in order to see voters from other jurisdictions.

For full instructions see Electronic Pollbook User Manual pages 7-10 (QVF Users) or page 11 of the EMP Manual or non-QVF users.
May 26, 2017

BOE Closed Memorial Day
In observance of Memorial Day, the Bureau of Elections will be closed on Monday, May 29th. Enjoy your holiday weekend.

IN THIS ISSUE
- BOE Closed Memorial Day
- Overdue Reports

Overdue Reports
The list of jurisdictions that have not submitted their required reports for the May election is available at this link. Every jurisdiction that has voters eligible to vote in an election is required to submit reports, even if the voters are combined into a different jurisdiction on Election Day.

Helpful Links
May 19, 2017

Submit Ballot Proofs to the Bureau of Elections

Counties if you are having an August election please forward a copy to the Bureau prior to production in PDF format. Bureau staff will review all ballots to ensure that they conform to the current ballot production standards.

Submit all proofs by email to the attention of Carol Pierce at piercec1@michigan.gov. Please include "Ballot Proofs" and the name of your county in the subject line of your email submission. If corrections are needed or any changes are made to the ballots following submission and/or approval, the PDFs must be re-submitted.

IN THIS ISSUE

- Submit Ballot Proofs to BOE
- Online AV Ballot Application Form Available

Online Absent Voter Ballot Application Form

The Bureau of Elections online Absent Voter Ballot Application has been updated for the August election.

The following formats are available:

- Printable
- Fillable
- Large Print
- Spanish

As a reminder, voters may use any absent voter ballot application or simply send a note with a signature and reason for the request.

Helpful Links
May 12, 2017

Two exciting retirements are occurring within the Bureau of Elections over the next two months. As announced previously, Chris Thomas, Director of Elections will be retiring on June 30th. In addition, Tim Hanson, Director of Elections Program Development Division, has announced his retirement as mid-June.

Tim Hanson will be retiring after 23 years of service to the Michigan elections community. Tim's major accomplishments have included the Qualified Voter File (QVF) - from the beginning - the ePollbook, and the Michigan Voter Information Center (MVIC). Tim will be returning to his home state of Minnesota.
**Chris Thomas** has been Director of Elections since 1981, serving four different Secretaries of State. Recognized as a leader across the country in election administration, his career and expertise has reached more than Michigan clerks and voters.

Please join us in congratulating and celebrating these retirements on the following dates:

Tim Hanson - Wednesday, May 31st from 5-9 p.m. at Beggar's Banquet Restaurant in East Lansing. [Click here for full details and RSVP information.]

Chris Thomas - Thursday, June 15th from 5-9 p.m. at the Kellogg Center in East Lansing. [Click here for full details and RSVP information.]

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

The Bureau of Elections News Update will always be sent to MERIT email accounts. If other election administrations that do not have MERIT email access would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

It is recommended that you add misos@govsubscriptions.michigan.gov and MISOS@public.govdelivery.com to your safe senders list, as well as your @miqvf.org email address if you have MERIT email forwarded to another email account.
May 5, 2017

**County Clerks: E-Wizard Stage 1 and 2 due May 19th**

In preparation for the August 8, 2017 election, please complete the entry of all QVF E-Wizard Stage 1 (Offices and Proposals) and Stage 2 (Candidate, Office, and Proposal Detail) data as soon as possible, but no later than May 19, 2017 so that the Bureau of Elections can quickly create geographically correct elections in the QVF. Clerks that do not have an August Election will need to select “0” for offices and “No” for proposals in Stage 1 to complete the survey. Stage 1 and 2 must be completed by the deadline to ensure that MVIC and MOVE ballots are accurate and complete. Clerks can make changes in E-Wizard following the May 19th deadline by contacting the Help Desk staff at 800-310-5697. The information will be displayed and available in MVIC and MOVE no later than June 16, 2017.

For further instructions, review the [eWizard instructions for County Clerks](#).

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**IN THIS ISSUE**

- August E-Wizard
- eLearning Center - System Maintenance
- The Human Face of "Voter Fraud"

**eLearning Center - System Maintenance**

The eLearning Center will be unavailable due to a software update from Friday, May 5th at 8:30 p.m. until Saturday, May 6th at 1:30 a.m.

**The Human Face of "Voter Fraud"**

Doug Chapin, the director of the Program for Excellence in Election Administration had a recent blog post titled *The Human Face of "Voter Fraud"* that is worth a read. As election administrators we must thwart organized efforts to game the system and continue to educate our voters to ensure they don't make mistakes that result in voter fraud.

**Helpful Links**
May 4, 2017

**Last Special Edition - May Election Reminders**

The Special Edition May Election Reminders News Updates are being sent only to those jurisdictions and counties that have voters with a May 2, 2017 election. Even if another jurisdiction is conducting the election, these reminders are important for Clerks to be aware of in the event a voter contacts them with a question.

**Post-Election Audit Precincts Selected**

A full list of the precincts selected for the May post-election audits can be found at this link: [Post -Election Audit Precinct Selections May 2017](#)

All counties that had an election have jurisdictions selected. A few jurisdictions will be audited by BOE. Please note, audits conducted by BOE are noted in the county list, and appear in one full list at the beginning of the document.

Audits must be completed by the end of June.

If your jurisdiction is listed:

- You will be contacted directly by a representative of your county clerk’s office (or BOE for State audits) in the very near future to arrange for the audit.
- You will be asked to provide several items from the May 2nd election that will be used in conducting the audit.
- Do not delete your E-Pollbook (EPB) files or

**IN THIS ISSUE**

- Post-Election Audits
- Provisional Ballot Report
- Updating Voting History
- Deleting ePollbook Files

**Updating Voting History**

Voting history must be updated after every election. Whether you or your county enter it in QVF manually, or you import the history from your ePollbook encrypted flash drive, there are some circumstances which require you to manually add or remove a voter's history for an election.

You must manually record voting history for:

- "missing voters" in the ePollbook, once voter registration issues have been resolved
- Voters who received provisional envelope ballots, if counted

You must also manually remove voting history for AV voters whose ballots were received in QVF and rejected later, most commonly, if a voter passes away before Election Day.

**SPECIAL NOTE:** If another
program from the encrypted flash drive or the EPB laptop (if applicable).

- The audits should be completed in 2-3 hours and will focus on the completion of several key election day and pre- and post-election day processes.

- Please take some time to review the Post-Election Audit Checklist and Post-Election Audit Manual prior to your audit. The main objectives of this program are to reinforce important election-related legal and procedural requirements; and to identify specific topics that may need additional focus and/or clarification via training, documentation, communication or other support that can be provided by the Bureau of Elections.

Counties: a Conducting Post-Election Audits Webinar is available in the eLearning Center for viewing.

Provisional Ballot Report

Reminder, the Provisional Ballot Report must be submitted via the eLearning Center by Tuesday, May 9th. The data collected is the same as in elections past. The only change is that it is now submitted electronically. All Clerks with voters in the May election have been given an assignment to complete the Provisional Ballot Report in the same fashion that the MOVE Compliance Report is assigned. Simply click on the link above or login to the eLearning Center and click on the May 2017 assignment in the My Transcript box or the Featured Content box.

If your jurisdiction was not responsible for the conduct of the election, simply mark zeros in all of the fields and indicate who did conduct the election in the Comment field.

If you issued a Provisional Ballot, be sure to register the voter whether you were able to count the provisional ballot or not. This will ensure the voter is eligible for all future elections. Please continue to report the outcome of all envelope ballots to your County Clerk and County Board of Canvassers.

County Clerks may see the reports already submitted by viewing the Provisional Ballot Submissions at any time. Review the Directions for Viewing the Provisional Ballot Submissions if you need instructions. The formal .pdf report will be available next week.
April 28, 2017

**Election Day - May 2nd**

Many jurisdictions will be conducting elections across the state on Tuesday. As a result, Election Specialists and the QVF Help Desk will be busier than normal. If you have questions that do not relate to the May 2nd election, please be advised that responses to those questions may be delayed.

The **QVF Help Desk** will be available for on-call support for those having an election on **Saturday, April 29th** from 9 a.m. - 3 p.m.

Election Specialists and the QVF Help Desk will be available from 6:30 a.m. until 10 p.m. on Election Day.

A list of **May Elections by County** is available for reference.

As a reminder, for local elections **not held in conjunction with a county** or state election, local clerks may deliver election materials to the County Clerk and Board of Canvassers the day after the election, May 3rd by 11 a.m. The County Canvass must commence no later than May 7th. Local clerks are advised to coordinate the delivery of election materials with their County Clerk. (**MCL 168.809**)  

**August Proposal Deadlines**

Proposal deadlines for the August 8, 2017 election are approaching. Important dates to note:

- **by May 2nd**: Petitions to place proposals on the ballot must be filed with county and local clerks.
by May 16th @ 4 p.m. - Ballot wording of proposals qualified to appear on the ballot must be certified to county and local clerks.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

The Bureau of Elections News Update will always be sent to MERIT email accounts. If other election administrations that do not have MERIT email access would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

It is recommended that you add misos@govsubscriptions.michigan.gov and MISOS@public.govdelivery.com to your safe senders list, as well as your @miqvf.org email address if you have MERIT email forwarded to another email account.
April 26, 2017

Special Edition - May Election Reminders

This May Election Reminders News Update is being sent to all jurisdictions and counties with important information about the May 2, 2017 election. These reminders are important for election officials to be aware of in the event a voter contacts them with a question.

Technical Support

To assist jurisdictions that will be conducting a May election, the following support will be available from the QVF Help Desk and BOE Election Specialists prior to and on Election Day:

- **Saturday, April 29th**: The QVF Help Desk will provide on-call support for technical EMP/EPB/QVF questions from 9:00 a.m. until 3:00 p.m. Election Specialists are not available on Saturday. Please call the QVF Help desk if you need assistance on Saturday at 800-310-5697.

- **Election Day** (Tuesday, May 2nd): Election Specialists and the QVF Help Desk will be available from 6:30 a.m. until 10 p.m.

*NOTE: If your call goes to voicemail, please leave a detailed message and your call will be returned as quickly as possible.

The number for the QVF Help Desk is: **800-310-5697**

Numbers that can be used to reach Election Specialists: **800-292-5973 or 517-373-0065** (The 517 number must be used after 8 p.m. on election day.)

**ePollbook Users**: There are a number of helpful resources on the in the eLearning Center including...
manuals and tutorial video clips with step-by-step instructions on how to install the EPB software prior to Election Day.

Voting Equipment Vendor Contact Information

Voting Equipment Vendor Contact Information

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

The Bureau of Elections News Update will always be sent to MERIT email accounts. If other election administrations that do not have MERIT email access would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

It is recommended that you add misos@govsubscriptions.michigan.gov and MISOS@public.govdelivery.com to your safe senders list, as well as your @miqvf.org email address if you have MERIT email forwarded to another email account.
April 21, 2017

**County Clerks - ISD Meeting Reminders**

The ISD meeting "elections" are quickly approaching. As a reminder the statutes which govern the conduct of the biennial meetings convened by intermediate school districts to fill their board positions require county clerks to accept the filings submitted for the positions and prepare the ballots needed for the election of the positions. (MCL 380.612 and MCL 380.614) The following article outlines the provisions of law which govern the conduct of the meetings and the various duties which must be performed by Michigan's county clerks.

**Date of meeting:** The meeting must be conducted by the ISD on the first Monday in June in every odd-numbered year. This year, the meetings will be conducted on **Monday, June 5, 2017.**

**Candidate filing deadline; filing official:** A candidate must file a petition or a $100.00 nonrefundable filing fee and an Affidavit of Identity with the ISD's "election coordinator" no later than **Monday, May 8, 2017.** The ISD's "election coordinator" is the clerk of the county in which the largest number of the district's registered electors reside.

For more information on petition signature requirements, office terms, preparation of ballots, conduct of the meeting, candidate eligibility, and voting and canvassing, refer to the [January 20, 2017 News Update](#).
Approaching
As a reminder for cities conducting elections in the odd-year, 4 p.m. on April 25th is the filing deadline for City candidates with an August Primary election. City filing deadlines are set by Michigan Election law in all instances in an odd year.

Review the August/November City Election Dates listing for all deadlines.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

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April 19, 2017

Special Edition May Election Reminders

The Special Edition May Election Reminders News Updates are being sent only to those jurisdictions and counties that have voters with a May 2, 2017 election. Even if another jurisdiction is conducting the election, these reminders are important for Clerks to be aware of in the event a voter contacts them with a question.

Technical Preparations

Remember ePollbook laptops require anti-virus, BIOS, and windows updates to be performed prior to installation of the EPB software. These items take time.

Review the Laptop Preparation and Maintenance Instructions today! This document can also be found in the eLearning Center.

Please be certain to set up your combined precincts in Global Geography of the QVF before you download your EPB. See QVF Manual Chapter 3, pages 41-43 for instructions.

Mixed precincts (voters from more than one city or township) must change the EPB export region from the default of “jurisdiction” to “mixed” or “school district” depending upon the type of election. Downloading the EPB by “jurisdiction” will limit the voters to this region only.

Call volumes will increase to the QVF Help Desk with technical questions regarding the ePollbook and printing the Precinct List. There are many resources available to assist with these processes:

- Electronic Pollbook User Manual - Windows 7

IN THIS ISSUE

- Technical Preparations
- Public Accuracy Test
- Notice of Election

Public Accuracy Test

The Public Accuracy test must be conducted by the Election Commission no later than Thursday, April 27th. The meeting must be posted and held in accordance with the Open Meetings Act.

Notice of Election

Per MCL 168.653a, the Notice of Election for the May election must be posted in a newspaper of general circulation by Tuesday, April 25th. Some jurisdictions that were audited did not include a statement regarding the accessibility of the polling place locations and the availability of voting instructions in alternative formats. Review Ch. 16 - Election Related Information of the Election Officials’ Manual for more information.

Helpful Links
• **Electronic Pollbook User Manual** - Windows 10
• **Electronic Pollbook: Reminders for Election Officials Course**

Tutorial Video Clips in the eLearning Center on:

• Printing the QVF Precinct List
• Defining the Privacy Zone
• Flash Drive Settings
• Setting QVF Options to Include Ballot Style Aliases
• Downloading the EPB Software from QVF or the EMP
• Installing the EPB Software on the laptop
• Preparing the EPB Software for Election Day
• Preparing the EPB Software for the Opening of the Polls

If you have further questions after reviewing the materials above, please contact us!

For Technical Questions on the EPB, QVF, or EMP Software, call or email the Help Desk at 1-800-310-5697 or QVFHelpDesk@michigan.gov.

For Procedure Questions, call or email the Election Specialists at 1-800-292-5973 or elections@mi.gov.

If you receive voicemail, please leave only one message and detailed information about the problem you are encountering. This ensures a clean call log and allows the Bureau of Elections to return calls more efficiently.
April 12, 2017

**Special Edition May Election Reminders**

The Special Edition May Election Reminders News Updates are being sent only to those jurisdictions and counties that have voters with a May 2, 2017 election. Even if another jurisdiction is conducting the election, these reminders are important for Clerks to be aware of in the event a voter contacts them with a question.

**Write-In Filing Deadline**

The deadline for write-in candidates to file Declaration of Intent forms is **Friday, April 21 at 4 p.m.** for the May election. If a write-in candidate has filed in your jurisdiction, be sure to review the Write-In Section of the [Managing your Precinct on Election Day - Election Inspectors' Flipchart](#).

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

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April 7, 2017

Voting Systems Update

To date, 37 counties have selected their voting system vendor. Of these, 13 counties will be implementing the new systems this August. The Bureau of Elections (BOE) has generated Grant Agreements for 9 of these 13 counties – for those jurisdictions having August elections. (For the 4 remaining counties, we are awaiting confirmation and additional information from counties on the specific jurisdictions implementing in August.) If your jurisdiction is included in the list of August implementations, AND you have an August election, you should have received (or soon will be receiving) an email notification that your Grant Agreement is available and ready for you to sign. The email will contain instructions for accessing your grant via the Elections eLearning Center and for returning it to the Bureau of Elections. Once all Grant Agreements for the county are returned to BOE, the orders will be placed with the respective vendor - again, just for those jurisdictions with August elections. If you have received a Grant Agreement and haven’t signed and returned it to BOE, please do so as soon as possible so the order process can proceed.

Updates to our online Voting System Voting Selection Summary are made continuously as the counties submit their selections. This listing also shows the specific counties and the number of jurisdictions planning to implement this August and November, and in 2018.

For those who plan to implement this November, we expect to begin generating Grant Agreements sometime this summer, likely in June. A sample copy of the Grant Agreement has been posted on the Voting System Purchase web page. The Bureau of Elections will create the form for each county and jurisdiction, and email you directly when your form is ready. Statewide contracts with all three vendors are also now finalized and available online.

NOTE – any questions on the Grant Agreements, or IN THIS ISSUE

- Voting Systems Update
- New Classes
- Overdue Reports

Accreditation and QVF classes have been added
Seats are available in the Election Officials’ Accreditation and the Qualified Voter File (QVF) hands-on or presentation style classes.

All new clerks are required to attend the 2 day in-person accreditation class. Other new election officials are also welcome. This class is only for people who have not attended the in-person accreditation class previously. Accreditation includes instruction to qualify for QVF account access. Those needing QVF training only or wanting hands-on instruction can register for a separate QVF class.

To register for a class, login to the Elections eLearning Center. In the Browse by Subject box, click Classes. Click on the class title to view available dates and to register. Each person must register under their own account.

Need an account?
Complete the Election Accounts Request Form.
anything related to the Voting System Purchase process overall should be directed to BOE at elections@mi.gov or 800-292-5973.

Continue to read the weekly News Updates and check the Voting System Purchase web page for continual updates.

Overdue Reports
The list of jurisdictions that have not submitted their required report for May elections is available at this link. Every jurisdiction that has voters eligible to vote in an election is required to submit reports, even if the voters are combined into a different jurisdiction on Election Day.

Helpful Links

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

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April 5, 2017

**Special Edition May Election Reminders**

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**Election Inspector Appointments**

Election inspectors must be appointed by your Election Commission no later than April 11, 2017 (MCL 168.674). Remember Election Commission meetings are subject to the Open Meetings Act and formal action must be taken to appoint election inspectors (including receiving board inspectors and AVCB inspectors).

In addition, all election inspectors must have an application on file with the Clerk. For more information, review Chapter 13 – Appointing and Training Election Inspectors of the Election Officials’ Manual.

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Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

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March 31, 2017

**eLearning Know How**

Have you noticed the icons on the eLearning Center Homepage? The icons shown above are direct links to helpful content.

The **Overdue Reports** icon is a link to the various list of overdue reports and tasks required by BOE to be completed. For example, the Provisional Ballot Report, MOVE Report, Voter History, etc.

The **News Update Newsletter** icon is a link to the most current edition of the weekly News Update. Remember, all other News Updates are archived in the eLearning Center by year as well, and are easily searchable if you are looking for a specific topic.

The **Calendar** icon is a link to the BOE Google calendar with all important election dates and deadlines highlighted. You can find directions on how to link this calendar to your own Outlook calendar in the eLearning Center as well.

The **Help Documents** icon is a link to instructional documents on how to use the eLearning Center.

The **Resources for Election Officials** icon is a link to a resource letter explaining the BOE systems and applications, training opportunities, and tasks required necessary for clerk and staff changes.

The **Contact Us** icon is a link to BOE contact numbers, see page 2 for who to contact for specific issues.

The **Items Not Loading/Opening?** icon is a link to instructions on how to allow popups in your browser for the

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**IN THIS ISSUE**

- eLearning Know How
- Michigan Voter Information Center

**Michigan Voter Information Center**

Have you visited the [Michigan Voter Information Center](http://mvic.michigan.gov)? If not, you are missing out on a great voter resource. The Michigan Voter Information Center provides your voters with a wealth of election information. A voter can look up their:

- voter registration status
- sample ballot
- polling location
- clerk contact information
- absent voter ballot status
- voting district information

as well as procedural information regarding registering to vote and obtaining an absent voter ballot.

Where does this information come from? It’s all generated from the data the county and local clerks enter into QVF. If you ever discover a discrepancy, that means the information is incorrect in QVF.

Take a second to look your own registration up to see
eLearning Center site. Doing this will allow you to access all items in the eLearning Center.

The **Low Audio or Courses Not Advancing?** icon is a link to instructions on how to upgrade your Adobe Flash Player to ensure optimal performance of online courses.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

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March 29, 2017

Special Edition - May Election Reminders

The Special Edition May Election Reminders News Updates are being sent only to those jurisdictions and counties that have voters with a May 2, 2017 election. Even if another jurisdiction is conducting the election, these reminders are important for Clerks to be aware of in the event a voter contacts them with a question.

Close of Registration

Monday, April 3, 2017, marks the Close of Voter Registration for the May 2, 2017 election. Ensure all voters that have submitted a voter registration application by the deadline (which includes mail-in forms post marked on or before April 3rd) are entered into the QVF and sent a voter identification card.

Daylight Savings Time

Clocks have turned forward since the November election. You must manually adjust the internal clock on your AutoMARK(s) and tabulator(s) prior to the May 2, 2017 election. Testing is a good time to do this!

Please review Time Adjustment Instructions for Tabulators and the AutoMARK for more information.
March 24, 2017

Voting System Purchase Update

Things are progressing on the voting system purchase front! To date, 25 counties have selected their new system – see the latest update here: Vendor Selection Summary.

Of these, 13 counties have jurisdictions that will begin using the new systems in conjunction with the August 8, 2017 election. An interactive map can also be found here: Voting System Implementation Map. All counties have been asked to submit their vendor selections to the Bureau of Elections (BOE) by April 14.

BOE is regularly communicating through the County Clerks, who will assist in coordinating plans for the gradual rollout, equipment and software orders, and delivery and training schedules with the vendors. At this point, our major focus is on preparing those jurisdictions implementing the new systems in August. As your implementation schedules are finalized, BOE will provide you with a Grant Agreement, which must be signed and returned before orders can be placed. These grant agreements establish ownership of the equipment at the local level, set requirements for ongoing records maintenance and establish equipment totals for each county and local city and township. For those implementing in August, grants will be distributed in the next several days. (You will be notified once your grant is ready.) For those implementing this November, grants will be generated later this summer.

Vendors will provide extensive training and support to

IN THIS ISSUE

- Voting System Update
- QVF Public Release 2.107

Qualified Voter File (QVF) Public Release 2.107

QVF Public Software Release (Version 2.107) will be released on March 28, 2017. This release will archive the following Voter Registration information making them no longer visible in the software:

- The “Change History (Old Format)” only will no longer be visible. The last history recordings in this tab are from 2003.

- Cancelled and Rejected voters that were placed on this status 8 years ago or longer *and* have not been modified or voted will be archived gradually beginning with the oldest records first.

- All absent voter applications and ballots and voter history 8 years or older will be archived on a gradual process over the next several months.

Additionally, we will be
assist all jurisdictions in fully preparing for the use of their new systems.

**Some important reminders:**

- Contracts are for a 10-year term. The initial purchase includes 5 years of service & maintenance. The available Federal and State funding ($40 million statewide) covers the majority of the costs for the initial 5-year period.

- Contracts include the purchase of tabulators (one per precinct); accessible voting devices for use by voters with disabilities (one per polling place, with some exceptions); and Election Management System (EMS) software (one per county, and for select cities and townships).

Limited funding is also available for additional tabulators utilized in Absent Voter Counting Boards (AVCBs), based on the overall volume of AV voters in jurisdictions utilizing AVCBs. Contact your county or BOE for more information on this topic, if needed.

Jurisdictions who will not begin using the new systems in August are welcome and encouraged to contact their neighboring jurisdictions and counties who are participating, to start becoming more familiar with the new systems. Smaller elections in the odd year are the ideal time to begin this process. Full statewide rollout of the new systems is planned for August 2018.

Please continue to watch for these updates as key steps in the purchase process continue to evolve. Remember that the Bureau of Elections regularly updates its dedicated [Voting System Purchase](http://www.mi.gov/elections) web page, so check this site often. (You can find this site directly by visiting the main BOE web page at [www.mi.gov/elections](http://www.mi.gov/elections); under Information for Election Administrators; What's New.) If you have further questions or needs, don’t hesitate to contact BOE at 800-292-5973; or by email at [elections@mi.gov](mailto:elections@mi.gov).

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Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

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March 22, 2017

Special Edition - May Election Reminders

The Special Edition May Election Reminders News Updates are being sent only to those jurisdictions and counties that have voters with a May 2, 2017 election. Even if another jurisdiction is conducting the election, these reminders are important for Clerks to be aware of in the event a voter contacts them with a question.

Testing Voting Equipment

Preliminary equipment testing should begin soon. Local Election Commissions are responsible for conducting accuracy tests in accordance with the procedures established by the Secretary of State. (MCL 168.794a(3), 798.) We continue to discover in some post-election audits that key components of the testing process are incomplete.

Ensure you are following proper testing procedures by reviewing the Test Procedures Manual.

In addition, courses are available in the eLearning Center, including the Non-Partisan Election with Proposal Ballot Logic & Accuracy Testing - Creating a Test Deck and for a single question ballot - Creating a Test Deck for a Special Proposal Ballot. These courses will walk you through creating a test deck in about 10 minutes and the special proposal ballot course provides the chart of predetermined results. Another helpful course is Preparing for and Conducting the Preliminary & Public Accuracy Test.

Remember, testing materials must be kept under seal and the seal numbers must be recorded. Use the Optical Scan Program & Security Certification form to aid in properly documenting this process. Lastly, please note that the

IN THIS ISSUE

• Testing Voting Equipment
• MOVE Compliance Report
• Absentee Ballot Processing Reminders
• Notice of Close of Registration

Urgent! MOVE Compliance Report

Every jurisdiction with voters eligible to vote in a May election must submit the MOVE Compliance Report even if you had ZERO military and overseas civilian voter absentee ballot requests.

Non-Compliant Jurisdictions This link contains a list of the jurisdictions that we have not received a MOVE Compliance Report from. This list is updated throughout the day. If you are on this list, please login to the eLearning Center and complete this requirement immediately.

Absentee Ballot Processing Reminders

As you begin issuing absentee ballots for the May election, it is important to review Ch 6 - Michigan's Absentee Voting Process of the Election Officials' Manual.

Important Reminders:
Public Accuracy test must be conducted by the Election Commission no later than Thursday, April 27, 2017. The meeting must be posted and held in accordance with the Open Meetings Act.

**Important Notice to Jurisdictions Using 3rd Party Vendors for Testing:** If you are using the same vendor that programmed the county’s memory cards to prepare the test deck and/or conduct the actual testing, the Election Commission must also complete the Election Commission Certification Form. Designating a single vendor to create and then test the performance of memory cards they programmed removes critical checks and balances from the logic and accuracy testing process.

The integrity of the testing process may come into question if one party is responsible for both developing and testing the accuracy of the program.

**It is the duty of the Election Commission to** ensure that the testing process complies with applicable laws, is meticulous, and yields reliable results. Even though various election processes involve vendors, clerks remain solely and completely responsible for the proper conduct of the election - -not the vendor. The Bureau has taken steps to reinforce these concepts in Election Cycle training sessions and to provide clerks with the necessary tools to perform their duties, with or without relying on the assistance of vendors.

The Election Commission Certification Form is required at the completion of Public Accuracy testing. This addendum will include additional certification statements which must be signed by the clerk and each member of the Election Commission or their authorized assistant(s) after the completion of the Public Accuracy test. The purpose of the form is to obtain the officials’ certification that they are fully exercising an oversight role and are personally verifying that the testing process complies with Bureau procedures.

Note: A vendor is not an authorized assistant within the meaning of the Election Law or corresponding administrative rules.

The certifications that the Election Commission members must complete include verification that they have:

- Examined the test deck chart created by the vendor and have verified that it was prepared in compliance with the procedures outlined in the Test Procedures Manual.
• Reviewed the results generated by the tabulator, compared them with the predetermined totals from the test deck chart prepared by the vendor, and confirmed that the totals are an exact match.

• Successfully completed an errorless test. Performed the Public Accuracy test on equipment that is owned by the jurisdiction and will be used on Election Day.

NOTE: Jurisdictions that are unsure whether their vendor has also completed the programming for the county’s tabulator memory cards must contact the County Clerk for clarification.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

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March 17, 2017

**Election Official Accreditation Classes - Almost Full**

Only a few seats are available for the Election Official Accreditation Classes scheduled through May.

The **2 day accreditation class is for new** election officials only. It includes new **QVF** user instruction to qualify for QVF account access. This class is only for people who have not attended the in person accreditation class previously.

These sessions will be held from 9 a.m. to 4:30 p.m. each day in:

- Petoskey City (Emmett Co) - Mar 22 & 23
- Marquette Twp (Marquette Co) - Mar 29 & 30
- Delta Twp (Eaton Co) - Apr 11 & 12  - FULL
- Cascade Twp (Kent Co) - April 20 & 21
- Thetford Twp (Genesee Co) - May 10 & 11

To register for class (registration is required), login to the [eLearning Center](#), Browse by Subject "Classes" and select the **Accreditation in Person Class** to register for a class session.

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**Help Desk Available Saturday**

The QVF Help Desk will be available from 9 a.m. to 3 p.m. on Saturday, March 18, 2017 to support local clerks checking [Merit Election Email](#) and issuing ballots through the [Elections Management Portal](#) to meet the May 2 Military and Overseas Voter delivery requirement on Saturday. If you need assistance, please do not hesitate to call at 800-310-5697 or 517-241-1911.

**Helpful Links**
March 15, 2017

**Special Edition - May Election Reminders**

The Special Edition May Election Reminders News Updates are being sent only to those jurisdictions and counties that have voters with a May 2, 2017 election. Even if another jurisdiction is conducting the election, these reminders are important for Clerks to be aware of in the event a voter contacts them with a question.

**Military/Overseas AV Delivery Requirement is Saturday!**

If your jurisdiction has received one or more ballot requests from military or overseas protected voters, ballots must be emailed, faxed or mailed by Saturday, March 18th via the voter's preferred method. If regular ballots are NOT available to be mailed by Saturday, the "MOVE ballot" in the Elections Management Portal (EMP) must be printed and mailed instead.

**IMPORTANT REMINDER:** All jurisdictions with voters having a May election (even if you have zero requests) are required by law (MCL 168.759(a)) to complete and submit The MOVE Compliance Report beginning Saturday in the eLearning Center, but no later than Tuesday, March 21, 2017.

If you have consolidated with another jurisdiction and are not responsible for sending the absent voter ballots for the May election, you must still forward any applications you have on file for military and overseas voters to the appropriate clerk. In addition, you must also submit the MOVE Compliance Report indicating you have done so. Lastly, you should continue to monitor your MERIT email account and forward any subsequent applications to the appropriate clerk.

**NOTE:** Only military and overseas voters who have submitted a new AV application since November 9, 2016...
qualify for AV ballots for every 2017 election.

For more information, please review the Military and Overseas Voters Manual for Election Administrators.

Delivery of May Ballots
Per MCL 168.714, absent voter ballots for the May 2nd election must be delivered to local clerks by the county clerk no later than 45 days prior to the election. County Clerks please ensure ballots are delivered by March 18th for the May election.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

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March 10, 2017

CORRECTION: Delivery of Military and Overseas voters ballots must begin by March 18th, not the 28th.

May Election
The May 2, 2017 election is rapidly approaching. Almost half of the jurisdictions in the state will be conducting an election. Beginning next Wednesday, BOE will start sending out a special series of News Updates for the May election. The Special Edition May Election Reminders News Updates will be sent only to those jurisdictions and counties that have voters with a May 2, 2017 election.

MOVE Delivery Requirement

Remember, ballots for any military or overseas voters that have submitted a new AV application or FPCA since November 9, 2016 are required to be sent to the voter no later than March 18, 2017. Full instructions will be in the first Special Edition May Election Reminders next Wednesday.
March 3, 2017

**Elections Director Thomas retiring in June after decades of service**

State Elections Director Christopher M. Thomas announced this week he will retire in June after a career spanning five decades serving Michigan voters.

“I am incredibly grateful for Chris’ experience and expertise as state elections director,” said Secretary of State Ruth Johnson, who previously served as the Oakland County clerk. “Michigan voters and election workers have benefited tremendously from his leadership. I know of no one else here in Michigan or nationwide who has done more to support voters and improve election administration.”

Then-Secretary of State Richard Austin, a Democrat, appointed Thomas elections director in 1981. He then served under three Republican secretaries of state, most recently under Johnson. He began his career in elections administration in 1974 by working for the U.S. House of Representatives and later the Federal Election Commission.

“I take great pride in the team developed in the Bureau of Elections to carry out the secretary’s supervisory responsibilities under Michigan Election Law,” Thomas wrote in his resignation letter. “The bureau has never been better prepared or more cohesive as they are right now. I am comfortable leaving Michigan elections in these hands.”

“Enormous changes in the world of election administration have taken place over the past 40 years. The bureau has
never been better prepared or more cohesive as they are right now. I am comfortable leaving Michigan elections in these hands. The secretary of state and the Bureau of Elections have been called upon by the Michigan Legislature and the Congress to take a larger role in ensuring uniform election administration, rolling out technology based services and keeping the franchise easily accessible and secure to all Michigan electors.”

Thomas has held positions in national organizations to improve election administration across the United States, including as chair of the Board of Advisers to the U.S. Election Assistance Commission from 2006 to 2008 and as a member of the Presidential Commission on Election Administration in 2013. He also was a founding member of the National Association of State Elections Directors in 1989, and served as its president in 1997 and 2013. He was awarded the association’s Distinguished Service Award in 2012. He also has been an adjunct professor since 2001 at the Western Michigan University Cooley Law School, where he received a law degree, teaching election law.

Department leadership will develop a plan to fill the position in the coming months.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

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Questions? Contact Us

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February 24, 2017

Electronic Pollbook Training for New Users

The Bureau of Elections is offering two Electronic Pollbook Training for New Users (election administrators only, not precinct workers or chairs) classes at our 430 W. Allegan Street, Lansing, Michigan location on March 14th and April 4th from 9:00 a.m. to 1:00 p.m. This demonstration style class offers new users the opportunity to learn the Electronic Pollbook. Registration for the class is required via the eLearning Center. Browse by Subject Classes or search for the class title.

New ePollbook users may also learn how to use the ePollbook by watching the EPB Tutorial Video Collection in the eLearning Center. These are short videos that walk through the pre-election day setup process and provide reminders of key mistakes often seen by the QVF Help Desk. In addition to the pre-election day setup, the eLearning Center also has an EPB training database file that is designed specifically for practicing and training pollworkers (clerks can learn too!) on the ins and outs of the ePollbook. A keyword search of McQVF in the eLearning Center will provide you with Instructions, Training Files, and Training Scenarios.

The ultimate key to success is reviewing the EPB Manual. There are two versions depending on your operating system:

- Windows 7 - EPB Manual
- Windows 10 - EPB Manual

Many other resources are available in the eLearning Center. Simply Browse by Subject EPB e-Pollbook.

IN THIS ISSUE

- Electronic Pollbook Training for New Users
- Presidential Election Post-Election Audits

Presidential Election Post-Election Audits
Some counties have not submitted their Post-Election Audit results. These results must be submitted via the eLearning Center. Browse by Subject Audits and select either the Audit Online Form for Precinct Audits and Audit Online Form - AV Counting Board for the AVCB portion when necessary. Post-Election for the Presidential election audits were due January 31st.

Helpful Links
February 16, 2017

Temporary Precinct Consolidations for May Elections

Election Commission Requirements

The deadline for temporary precinct consolidations for the May election is Friday, March 3rd. Things to remember:

- the Election Commission must pass a resolution
- a "consolidated" precinct cannot contain more than 5,000 active registered voters
- only whole precincts may be combined
- voters must be notified by mail if their polling location has changed
- notice must be posted at the "closed" polling location & provide directions to the new polling location
- temporary consolidations are only permissible in non-state/federal elections

For more information regarding the temporary consolidation of precincts, please refer to Chapter 14 of the Election Officials’ Manual.

QVF/EPB Requirements

When you temporarily consolidate precincts for an election there are important steps you must complete in QVF prior to issuing absentee ballots. Once your county has finished the QVF e-Wizard process and the BOE has programmed the election records, you may combine your precincts using the Global Geography module in QVF. For May 2017, we expect that most election records will be available by March 10, 2017 but a few counties have yet to

IN THIS ISSUE

- Media Request for Absent Voter Data
- May Election Consolidations
- President’s Day - BOE Closed on Monday
- Account Updates

Media Request for Absent Voter Data for Nov 2016 Election

The Bureau of Elections received notice that numerous counties and local jurisdictions received a request for absent voter ballot totals from last November’s general election. The request specifically asks for the number of absentee ballots requested by registered voters per county; the number of absentee ballots received; the number of absentee ballots spoiled or invalid; and the tally of absentee ballots sent/received by registered party. Note that BOE has these totals available via the QVF and the recent compilation of the EAC survey (except for the ballots by registered party, which doesn’t exist in Michigan). We are providing the requestor with this data for the entire state. If you received this request, feel free to respond to indicate that this information will be provided directly by the Michigan
complete the e-Wizard process resulting in delays for those counties and some of their neighboring counties as well.

Failing to combine precincts in Global Geography may result in:

- Difficulty processing AV ballots
- An inaccurate e-Pollbook
- An incomplete precinct list

If you are responsible for voters from a different jurisdiction than your own on Election Day, then you MUST combine your precincts properly in Global Geography as soon as possible. See QVF Manual Chapter 3, pages 41-43 for instructions.

If you are operating an e-Pollbook in a combined precinct, you MUST export the setup files by Combined Precinct rather than Ward Precinct or else you will not have all the voters on the laptop that you need.

If your combined precinct crosses jurisdictional lines, you may also need to export your e-Pollbook by a Mixed region rather than by Jurisdiction in order to see voters from other jurisdictions.

For full instructions see Electronic Pollbook User Manual pages 7-10 (QVF Users) or page 11 of the EMP Manual or non-QVF users.
February 10, 2017

Statewide audit of possible double voting & Detroit precinct audit released

Yesterday, the Bureau of Elections released its audit findings for 136 Detroit precincts from the Nov. 8, 2016 general election, largely finding that human error, not illegal activity, resulted in mismatches between the number of ballots and recorded voters.

As part of a separate, statewide review of the Nov. 8 election, Bureau of Elections staff discovered 31 individuals who appear to have voted twice — once by absentee ballot and again by voting in person on Election Day — who will be referred to the Michigan Attorney General’s Office for criminal investigation. The review is ongoing and more individuals may be referred.

We encourage all election officials to review these reports and recognize that these errors can occur in any jurisdiction if vigilant compliance with Michigan Election Law and procedure is not taken. Precise documentation is the touchstone of a well-run election. Accurate and complete documentation is designed to demonstrate compliance with the election law and procedures, as well as to bolster citizen confidence in the administration and results of Michigan elections. All Michigan election officials must continue to strive to meet these objectives.

IN THIS ISSUE

- Statewide audits of double voting & Detroit
- Another New Accreditation Class
- Submit Ballot Proofs for May
- Report Late Ballots to USPS
- Staff Changes

Submit Ballot Proofs to the Bureau of Elections

Counties if you are having a May election please forward a copy of the ballot prepared for Election to the Bureau prior to production in PDF format. Bureau staff will review all ballots to ensure that they conform to the current ballot production standards.

Submit all proofs by email to the attention of Carol Pierce at piercec1@michigan.gov. Please include “Ballot Proofs” and the name of your county in the subject line of your email submission. If corrections are needed or any changes are made to the ballots following submission and/or
officials. This **2 day accreditation class is for new** election officials only. It includes new **QVF** user instruction to qualify for QVF account access. This class is only for people who have not attended the in person accreditation class previously. No other session will be added prior to the May 2nd Election.

The new session will be held from 9 a.m. to 4:30 p.m. each day in:

- Cascade Twp (Kent Co) - April 20 & 21

Seats are also still available at the following locations and dates:

- Petoskey City (Emmett Co) - Mar 22 & 23
- Marquette Twp (Marquette Co) - Mar 29 & 30
- Delta Twp (Eaton Co) - Apr 11 & 12
- Thetford Twp (Genesee Co) - May 10 & 11

To register for class (registration is required), login to the eLearning Center, Browse by Subject "Classes" and select the **Accreditation in Person Class** to register for a class session.

If you have already registered for a different session and would like to enroll in the new session, simply go to your My Transcript Box, find the upcoming class, click Withdraw, and then enroll in the new session.

If you continue to receive ballots from the November election, don't forget to report the incident to [www.electionmail.org](http://www.electionmail.org). This website will continue to be a place election officials can report problems with election mail. The more incidents that are reported, the better the USPS is able to respond.

**Staff Changes**

Remember, if you have new staff members and/or staff changes, please be sure to complete the Election Account Request form so we can activate and deactivate eLearning and QVF/EMP accounts accordingly.

**Helpful Links**

- [eLearning Center](http://www.electionmail.org)
- [EM Management Portal](http://www.electionmail.org)
- [MERIT MAIL](http://www.electionmail.org)
- [YouTube](http://www.electionmail.org)
February 3, 2017

**New Session Added - Election Officials' Accreditation**

Due to popular demand, BOE has added another session of Election Officials' Accreditation for new election officials. This *2 day accreditation class is for new election officials only*. It includes new QVF user instruction to qualify for QVF account access. This class is only for people who have not attended the in person accreditation class previously.

The new session will be held from 9 a.m. to 4:30 p.m. each day in:

- Thetford Twp (Genesee Co) - May 10 & 11

Seats are also still available at the following locations and dates:

- Petoskey City (Emmett Co) - Mar 22 & 23
- Marquette Twp (Marquette Co) - Mar 29 & 30
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To register for class (registration is required), login to the eLearning Center, Browse by Subject "Classes" and select the **Accreditation in Person Class** to register for a class session.

If you have already registered for a different session and would like to enroll in the new session, simply go to your My Transcript Box, find the upcoming class, click Withdraw, and then enroll in the new session.

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**2017 Supply Orders**

County offices may now place orders for election supplies for the 2017 election year through the Elections eLearning Center. These include publications and ballot container stickers. No seals will be supplied by the State this year.

Cities and townships should work with their county offices to order and receive election supplies; as in previous years, a few large cities will place their own orders. Please see the "NEW" instructions in the Elections eLearning Center under **Browse by Subject, Supplies**.

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**Helpful Links**

**eLearning Center**

**Elections Management Portal**
Update Clerk Contact Information in QVF

We recommend that all Clerks take a look at their Clerk Contact Information in QVF this time of year. This information is used in many capacities (MVIC, FVAP, etc.) to provide your voters your contact information.

In addition, verify your Merit Election Email account is forwarding to the appropriate staff members.

The following reference material is available to assist:

- Updating Clerk Contact Information in QVF Instructional document
- Updating Clerk Contact Information in QVF tutorial video clip
- Merit Election Email Guide
- Merit Election Email Tutorial video clip

If you are not a QVF user, work with your County Clerk to complete these steps.

Remember, if you have new staff members and/or staff changes, please be sure to complete the Election Account Request form so we can activate and deactivate eLearning and QVF/EMP accounts accordingly.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

The Bureau of Elections News Update will always be sent to MERIT email accounts. If other election administrations that do not have MERIT email access would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

It is recommended that you add misos@govsubscriptions.michigan.gov and MISOS@public.govdelivery.com to your safe senders list, as well as your @miqvf.org email address if you have MERIT email forwarded to another email account.
January 27, 2016

**County Clerks: E-Wizard Stage 1 and 2 due February 9th**

In preparation for the May 2, 2017 election, please complete the entry of all QVF E-Wizard Stage 1 (Offices and Proposals) and Stage 2 (Candidate, Office, and Proposal Detail) data as soon as possible, but no later than **February 9, 2017** so that the Bureau of Elections can quickly create geographically correct elections in the QVF. Clerks that do not have a May Election will need to select “0” for offices and “No” for proposals in Stage 1 to complete the survey. Stage 1 and 2 must be completed by the deadline to ensure that MVIC and MOVE ballots are accurate and complete.

Clerks can make changes in E-Wizard following the February 9th deadline by contacting the Help Desk staff at 800-310-5697. The information will be displayed and available in MVIC and MOVE no later than March 8, 2017.

For further instructions, review the [eWizard instructions for County Clerks](#).

**ELECTricity**

In case you missed our random highlights of the [Center for Technology and Civic Life’s](#) work last year, here’s a chance to take a look. Their [January Newsletter](#) is a great place to start and see what they worked on in 2016. They have spent a lot of time working to develop tools that election administrators of jurisdictions of all sizes can implement and use to make their operations more successful. We’d especially suggest
taking a look at their Election Toolkit website.

August Election Calendar

Aug/Nov City Primary/General Calendar

November Election Calendar

If you subscribe to the digital calendar, you will find that calendar has already been updated. Access to the digital calendar can be found in the eLearning Center. In addition, instructions for how to link the digital calendar to your Outlook or Google calendar are provided in the eLearning Center as well.

Helpful Links

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

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January 25, 2017

This is the first of what will be a series of News Updates devoted to the purchase and replacement process for Michigan’s new voting system. These updates will be available via the new Bureau of Elections (BOE) Voting System webpage (see more details to the right). Please read this update carefully, as it contains several important points that will help you get started with the voting system purchase process.

CORRECTION: This issue is being re-issued to correct the email address provided by Hart in the Next Steps article below.

Ad Board Approved Three Voting Systems

On Tuesday, January 24th, the State Administrative Board approved three voting systems to proceed with statewide contracts:

- Dominion Voting Systems, Inc. - (http://dominionvoting.com/)

- Election Systems and Software (ES&S) – (http://www.essvote.com/)

- Hart Intercivic, Inc. – (http://www.hartintercivic.com/)

Selection of the specific system to be used in each county will be coordinated, in consultation with local clerks, by
Information Now Available – Comparative Vendor Data: Several documents are now available on the Voting Systems web page to assist local election officials in understanding the new system options and to compare the various vendor systems, including:

- **Joint Evaluation Committee (JEC) Summary** – this document was also provided in a News Update released last month, and contains an overall summary of the bid evaluation process and some comparative points for each vendor.

- **Functional Requirements Responses** – a major component of the voting system contracts are the Functional Requirements Matrices. This section of the website contains 4 documents – a full response from each vendor, as well as one summary vendor-by-vendor comparison which includes notable points and differences between the systems, as compiled by the JEC who evaluated each bid in detail.

- **Pricing Proposals and Comparisons** – This section of the website contains 4 documents – a full price proposal from each vendor, as well as a summary document that compares costs between vendors, and lists the amount of Federal/State funding available for each vendor system. Note – costs stated are the maximum costs that may be charged; counties and vendors have the option to negotiate lower costs; any lower-negotiated costs must be reported to the State at the time of vendor selection and before orders can be placed.

**Other Key Contract Points**

Contracts will be for a 10-year term. The initial purchase includes 5 years of service & maintenance. The State is pleased to announce that available Federal/State funding ($40 million statewide) covers the majority of the expected costs for the initial 5-year period.

Contracts will include the purchase of tabulators (one per precinct); accessible voting devices for use by voters with disabilities (one per polling place, with some exceptions); and Election Management System (EMS) software (one per county, and for select cities and townships).

While the cost proposals are designed to identify and include all that is required to operate each system, there
are additional costs that could be incurred. (For example, computer networking costs for Election Management System software). Counties are strongly encouraged to get full cost proposals from all vendors.

The initial purchase will include some Federal/State funding for AVCB tabulators. Federal/State funding will not cover the cost of “spare” tabulators. Additional information on the approval & purchase process for AVCB tabulators and the application of funding toward a high speed option will be available soon.

Next Steps

System Demonstrations - Counties should take the lead in coordinating review of these materials and the vendor systems, and consulting with their local jurisdictions on the county’s preferred choice. The vendors stand ready to assist. To arrange for a demo, contact:

- Dominion: Gio Costantiello; email: gio.costantiello@dominionvoting.com; phone: 866-654-8683 (ext 241)

- ES&S: Kathy Dornan; email: Kathy.dornan@essvote.com; phone: 248-361-1840

- Hart: Karen Clakely; email: Kclakeley@hartic.com; phone: 916-673-8764 or 800-223-4278

Vendor Selection – our next Voting System News Update will provide more details related to the vendor selection process. While our planned rollout is expected to be gradual - occurring from 2017 to 2018, we are asking all counties to make their vendor selection sooner, rather than later to assist with planning. First use of the new systems will coincide with the August 8, 2017 election; with a plan to initiate first orders by March.

There is much more to come! Please continue to watch for these important updates. As always, questions may be directed to the Bureau of Elections via email at elections@michigan.gov; or by phone at 800-292-5973.
January 20, 2017

**County Clerks Required to Accept Filings and Prepare Ballots for Upcoming ISD Meetings Convened to Fill ISD Board Positions**

The statutes which govern the conduct of the biennial meetings convened by intermediate school districts to fill their board positions require county clerks to accept the filings submitted for the positions and prepare the ballots needed for the election of the positions. ([MCL 380.612](https://www.legislature.mi.gov/BillsAndLegislation/Publication/DisplayBillText?BillNumber=380.612) and [MCL 380.614](https://www.legislature.mi.gov/BillsAndLegislation/Publication/DisplayBillText?BillNumber=380.614)) The following article outlines the provisions of law which govern the conduct of the meetings and the various duties which must be performed by Michigan’s county clerks.

The duties a county clerk must perform to fill ISD board positions are limited in nature and clearly defined under the law. The duties do not have to be considered or documented by the members of the ISD’s “coordinating committee.”

**Date of meeting:** The meeting must be conducted by the ISD on the first Monday in June in every odd-numbered year. This year, the meetings will be conducted on **Monday, June 5, 2017**.

**Candidate filing deadline; filing official:** A candidate must file a petition or a $100.00 nonrefundable filing fee and an Affidavit of Identity with the ISD’s “election coordinator” no later than **Monday, May 8, 2017**. The ISD’s “election coordinator” is the clerk of the county in which the largest number of the district’s registered electors reside.

**Petition signature requirements:** The following petition signature requirements apply if the
candidate chooses to file a petition as opposed to the $100.00 nonrefundable filing fee:

**Population of ISD less than 10,000** according to most recent federal census: minimum of 6 signatures; maximum of 20 signatures.

**Population of ISD 10,000 or more** according to most recent federal census: minimum of 40 signatures; maximum of 100 signatures.

- An "Intermediate School District Nominating Petition" form is available for use by ISD candidates. County clerks are obligated to maintain a supply of the forms and distribute them to interested candidates. The form can be obtained through the commercial suppliers who handle election-related forms. The petition must be circulated on a city/township basis.

- Any registered voter who resides within the intermediate school district can sign the candidate’s petition. An ISD candidate is not required to limit the circulation of his or her petition to his or her constituent school district of residence.

- An elector of the ISD may sign as many petitions as there are positions to fill on the ISD board.

- The county clerk serving as the ISD’s filing official is responsible for determining the sufficiency of any petitions filed by ISD candidates.

**Office term:** ISD board members are elected to 6-year terms. The new terms commence on July 1 following the election.

**Preparation of ballots for meeting:** The county clerk serving as the ISD’s filing official is responsible for preparing the ballots needed for the conduct of the meeting convened by the ISD to fill its board positions.

- The creation of a simple paper ballot which lists the candidates’ names in alphabetical order is recommended.

- Several sets of the ballots should be
prepared for the conduct of the meeting in the event that those participating in the meeting must vote more than once as referenced under “Voting and canvassing” below.

- The chairperson of the meeting may accept nominations for an available position “from the floor” if no candidates filed for the position. Consequently, in an instance where no candidates file for an available ISD position, the ballot must contain several lines for the hand entry of the candidates who receive nomination at the meeting.

**Conduct of meeting:** The president and secretary of the ISD are responsible for convening and conducting any meetings held by the ISD to fill its board positions; county clerks are not required to play any role in the conduct of the meetings.

- The meetings are subject to the Open Meetings Act and must be publicly posted as required under the Act. The ISD is responsible for handling the posting requirements.

- The electoral body responsible for electing the ISD board seats which must be filled at the meeting comprises one representative from each constituent school district in the ISD. The board of each constituent school district is required to designate its meeting representative by resolution during the three-week period which precedes the meeting. In addition to designating the school district’s meeting representative, the resolution must identify the candidate the board supports for each ISD board position which must be filled. The statute which governs the process stipulates that the board “shall consider the resolution at not less than 1 public meeting before adopting the resolution.”

- The secretary of the ISD is required to notify the secretary of each constituent school district of the location and time of the meeting at least 10 days before the meeting. The notice must be sent by certified mail.

**Candidate eligibility:** The statutes which govern the election of ISD board members stipulate that:
• not more than two members of the ISD board “shall be from the same school district unless there are fewer districts than there are positions to be filled”;

• not more than three members of the ISD board may also be serving at the same time as a member of the board of a constituent district or board of directors of a public school academy.

Ensuring compliance with the above stipulations is the responsibility of the ISD board and the ISD officials handling the election of the ISD board members.

**Voting and canvassing:** The president and secretary of the ISD are responsible for supervising the voting process. The votes are canvassed at the meeting. The statutes which govern the voting process stipulate that each constituent district representative entitled to vote at the meeting is required to vote for the candidate supported for each position by the constituent board he or she represents “at least on the first ballot taken by the electoral body.”

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

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January 13, 2017

May 2 Election Deadlines

Filing deadlines for the May 2, 2017 election are approaching quickly:

Jan. 17 at 4 pm Partisan and non-partisan candidates for city offices

Click this link for the May 2017 Election Calendar of Dates for details. Dates are also listed in the Bureau of Elections Digital Calendar at this link.

Refer candidates to Michigan.gov/elections, Information for Candidates for filing resources.

November 2016 Election Materials Released

Earlier this week, the November 2016 Release of Voting Equipment memo was issued to County Clerks. Election materials are released as of January 12, except for select jurisdictions in Branch, Cass, Ionia and Wayne Counties. Review the full memo at this link which contains several important details related to the release of voting equipment and other 2016 election materials.

Also review the Retention Schedule of Election Documents to ensure materials are being properly retained. Remember, federal election ballots must be retained under seal in a ballot bag or an approved ballot container for 22 months.

Register now for Accreditation Classes

Clerks and election officials who have not attended previously are encouraged to register for the 2 day
Election Officials' Accreditation classes being held regionally throughout the state. Please log in to the [Elections eLearning Center](Elections.eLearning.Center), in the **Browse by Subject Box** – click **Classes**. Initial QVF instruction is included so you do not need to register separately for a QVF class.

### Logins & Account Access

Please use this link for the [Election Accounts Request Form](Elections.eLearning.Center.login.page) to request accounts and report staff changes including additions, deletions and job title changes.

**Forgot your username or password?** Each system has links on each login page to request username and password assistance. See the links to the right for each system's login page.

**MERIT** Election email forwarding settings need to be updated with clerk and staff changes as well. See the [MERIT Election Email Guide for directions](MERIT.Election.Email.Guide).

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

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January 6, 2017

**Regional Training Sessions Available - New Election Officials**

As we welcome hundreds of new clerks in 2017, the Bureau of Elections is conducting Election Officials’ Accreditation in-person training sessions throughout the state January through April.

This in-person class is part of the **Initial Accreditation Certification** which must be completed in order to be Accredited for Michigan Elections. In addition to the in person class, new election officials are required to complete five online training components (three before class and two after class) and pass an exam.

This **2 day accreditation class is for new** election officials only. It includes new QVF user instruction to qualify for QVF account access. This class is only for people who have not attended the in person accreditation class previously.

If you are a new election official or have not taken this two-day course, designed specifically for election officials to obtain their initial accreditation, now is the time to take advantage of classes offered outside of Lansing.

To register for class (registration is required), login to the **eLearning Center**, Browse by Subject "Classes" and select the **Accreditation in Person Class** to register for a class session.

Classes are available at the following dates and locations and will be held from 9 a.m. to 4:30 p.m. each day:

- **Delta Township (Eaton Co)** - January 19 & 20
- **Gaylord (Otsego Co)** - January 26 & 27
- **Bay City (Bay Co)** - February 16 & 17

**IN THIS ISSUE**

- Election Officials' Accreditation Classes
- NVRA Cancellations
- EAC Survey Due Soon
- New Clerks and/or Staff Members
- May Election Calendar
- Overdue Reports

**EAC Survey Due Soon!**

The EAC Survey was released before the holidays and must be completed by January 15th for the Bureau of Elections to meet the deadline for submittal to the federal Elections Assistance Commission.

The **2016 Election Administration and Voting Survey** can be accessed via the eLearning Center in the local Clerk’s Transcript box or by everyone in the Browse by Subject Box – under Forms/Surveys. A worksheet is available for your use to gather your data before typing into the online form.

Please complete this short survey as soon as possible but no later than January 15th.
Plainwell (Allegan Co) - February 22 & 23
Highland (Oakland Co) - February 28 & March 1
Cadillac (Wexford Co) - March 7 & 8
Petoskey (Emmet Co) - March 22 & 23
Marquette (Marquette Co) - March 29 & 30
Delta Township (Eaton Co) - April 11 & 12

NVRA Cancellations
The biennial cancellation of voters, as allowed by the National Voter Registration Act (NVRA), will be completed this upcoming week.

These cancellations are the result of proper usage of QVF when receiving reliable information that a voter has moved. When this information is entered into QVF to issue the voter a confirmation or cancellation notice, QVF automatically keeps track of the cancellation time frame. Federal law allows a voter two general elections to respond to the confirmation or cancellation notice and/or vote before being cancelled. If no activity is detected, QVF cancels the voter.

For more information on how to properly enter these voters into QVF review pages 20-44 of Chapter 1 of the QVF Reference Manual. And for information on when to issue a confirmation or cancellation notice, review pages 14-20 of Chapter 2 of the Election Officials' Accreditation Manual.

To verify that you completed the survey, review the Received EAC Surveys Report.

New Clerks and/or Staff Members
As new Clerks and staff come on board, please remember to complete the Election Accounts Request Form to report these additions, deletions and/or changes (including title changes).

May Election Calendar
The May 2, 2017 Election Calendar has been released.

If you subscribe to the digital calendar, you will find that calendar has already been updated.

The digital calendar enables the user to view the calendar graphically in a daily, weekly, or monthly format. In addition, it can be linked directly to Outlook or another Google calendar. Full instructions on how to link the calendar to Outlook can be found in the eLearning Center.

Overdue Reports
A few jurisdictions still have...
not completed Voter History nor submitted their Provisional Ballot and Not in Possession of ID reports for the November election. Review this link for a list of jurisdictions that still need to file. Reports must be submitted in the eLearning Center.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

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