



ELECTION NEWS

A special informational bulletin
on the implementation of
Michigan election law.

Michigan Department of State - Ruth Johnson, Secretary of State

Issue No. 98

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This edition of *Election News* offers a series of final reminders and points of information related to the administration of the November 6 general election. The following topics are covered:

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Handling Emergencies that Raise Questions Over the Interruption of the Voting Process, Power Outages or the Extension of the Polling Hours

All polling places must be ready and open for voting at 7:00 a.m. At 7:00 a.m., it is the duty of the precinct chairperson to publicly announce the opening of the polls by declaring, “The polls are now open.” The polling place must remain open for voting until 8:00 p.m. At 8:00 p.m., it is the duty of the precinct chairperson to publicly announce the closing of the polls by declaring, “The polls are now closed.” Every voter standing in the line at 8:00 p.m. must be permitted to vote.

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. A number of clarifying points and suggestions are provided below:

- Should any event or emergency occur outside of your jurisdiction which raises questions over the interruption of the voting process or the suspension of the election, do not take any action unless and until you receive direction through the Michigan Department of State’s Bureau of Elections. The careful coordination of such decisions is essential to the orderly conduct of the elections process.
- Should any event or emergency occur within your jurisdiction which raises questions over the interruption of the voting process or the closing of one or more polling places in your jurisdiction, take direction from your local enforcement officials and call the Michigan Department of State’s Bureau of Elections (517-373-2540) to alert us to the situation. It is important that the Bureau be contacted as soon as possible in any instance where your local enforcement officials evacuate or close a polling place during the 13-hour polling period. 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.
- Power Outages: In case of power outage, the tabulators should run for a significant amount of time off the battery. If battery fails, voters should insert ballots into the auxiliary bin for later processing. Note: Electronic Poll Books (EPB) should be fully charged prior to Election Day and will run for a significant amount of time before it becomes necessary to plug in, remind precinct inspectors to routinely back up data throughout the day. Contact the Bureau of Elections in the event that you experience any loss of power.
- Should any situation occur which raises questions over the extension of the polling hours after 8:00 p.m., do not take any action unless and until you receive direction through the appropriate legal channels. The polling hours cannot be extended beyond 8:00 p.m. without a court order.
- Watch for incoming emails from the Department of State’s Bureau of Elections on November 6! If an urgent need to communicate with Michigan’s county and local clerks emerges on November 6, the issuance of an email to all county and local clerks will be one of the first actions we will take. The Merit email address provided to you through the Department of State will be used to issue the communications. In preparation, make sure that your assigned Merit email account is active. If you have any questions regarding the activation or use of your Merit email account, please contact the QVF Help Desk at 1-800-310-5697.

- Provide your precinct boards with a list of important contact numbers including the local clerk’s office, the county clerk’s office, local law enforcement officials, the local fire department and building management personnel.
- Make sure your precinct boards are able to contact your office without delay on November 6. Consider adding one or more additional phone lines to handle the incoming calls if deemed necessary.

Election Day Ballot Supplies

You must furnish each precinct with the number of ballots needed to ensure that a ballot will be available for every registered voter. Remember you may need additional ballots for spoilage and duplication purposes. If you have any concerns regarding the number of ballots available for use at the polls, it is recommended that you **immediately** contact your county clerk to request that additional ballots be printed.

If you run out of ballots at the polls on Election Day, you will need to prepare a supply of photocopied ballots that will be issued to voters and then placed into the "Auxiliary" bin of the tabulator. Each of the photocopied ballots must be manually numbered in the upper right hand corner of the ballot picking up with the serial number of the last regular ballot issued. You will also need to provide your inspectors with scissors so that the numbered corner of the ballot can be removed before the ballot is placed into the "Auxiliary" bin.

The photocopied ballots must be hand counted following the close of the polls and the totals manually added to the total tapes generated by the tabulator (e.g., 281 + 9 = 290). If you find yourself in this situation, we ask that you **immediately** contact the Bureau of Elections for additional instructions at: 1-800-292-5973.

Maintaining Order in the Polls on Election Day

Michigan election law, MCL 168.678, extends precinct boards full authority to “maintain peace, regularity and order at the polling place ...” Precinct boards are extended such authority as voters have a right to vote a secret ballot in a secure, orderly environment which is free of distractions. To ensure the orderly management of the polls on November 6, all city and township clerks are urged to take the following actions before the polls open:

- Inside each room where a polling place will be established, clearly mark off the “public area” of the room. The “public area” of the polling place must be clearly distinguishable from the “voting area” of the room. All poll watchers and news reporters must remain in the “public area” of the polling place at all times.

- Outside of each building which will be used as a polling place, measure off and mark where individuals who wish to solicit votes outside of the polls may conduct their campaign activities. (See *Campaigning at the Polls* below for additional details.)

Use of video cameras, cell phones iPads®, laptops, cameras, televisions and recording equipment in the polls: To ensure that all voters who attend the polls on November 6 have a full opportunity to exercise their right to vote in private without undue distractions or discomfort, the following must be observed:

- The use of video cameras, still cameras and recording devices by voters, challengers and poll watchers is prohibited in the polls during the hours the polls are open for voting. (This includes the video camera, still camera and recording features built into many cell phones and other devices.)
- Broadcast stations and news reporters may be permitted to briefly film from the public area of the polling room. In no case can personnel working for broadcast stations or the news media set up a camera in the voting area of the polling room. In an instance where a broadcast station or news reporters wishes to film a polling room and the public area of the polling room is too small to accommodate the film crew without interfering with the voting process, the film crew must film from the entryway to the polling room. Regardless of whether a film crew making such a request positions themselves in the public area of the polling place or the entryway to the polling room, the precinct chairperson must supervise the filming process to ensure that the secrecy of the ballot is fully protected and no voters are inconvenienced by the filming process.
- News reporters are not permitted to interview voters inside the polling place.
- The use of cell phones by voters who have entered a voting station to vote is prohibited. Voters may be permitted to use cell phones while waiting in line at the processing table if not disruptive to the voting process. Similarly, challengers and poll watchers may use cell phones if not disruptive or intrusive. (Of course, as noted above, the video camera, still camera and recording features built into many cell phones can never be used in the polls.)
- iPads®, laptop computers and other electronic devices may be used in the precinct by challengers and poll watchers to keep lists and perform other data accumulation tasks. Use of these electronic devices must not interfere with maintaining precinct order, disrupt processing or be used for campaigning within the precinct. As with cell phones, care must be taken that built-in webcams are not being used to take pictures or transmit video of events in the precinct.
- Television viewing is prohibited in the polls during the hours the polls are open for voting.

Actions to take if problems occur: If a voter, challenger or poll watcher is disruptive or refuses to observe all applicable conduct standards, caution the individual that he or she will be ejected from the polls if problems persist.

If problems with the voter, challenger or poll watcher continue, eject the individual from the polling place. If the individual refuses to leave the polling place, contact your local enforcement authorities and ask for assistance in removing the individual from the polls.

If your local enforcement authorities will not act on the matter at your request, contact the Michigan Department of State's Bureau of Elections. Phone: (517) 373-2540.

Campaigning at the Polls; Exit Pollsters

Campaigning at the polls: There is often confusion on election day over the provisions which govern campaigning at the polls. As a consequence, all precinct chairpersons need to be aware of the following:

- No person is permitted to solicit voters or engage in any type of campaigning within 100 feet of any doorway used by voters to enter the building in which a polling place is located. In addition, no person is permitted to post, display or distribute any material that directly or indirectly makes reference to an election, a candidate or a ballot question in a polling place, in any hallway used by voters to enter or exit a polling place, or within 100 feet of any doorway used by voters to enter the building in which a polling place is located. The following activities are included under the 100-foot restriction:
 - Displaying “pro and con” information on the proposals appearing on the ballot.
 - Approaching voters to encourage them to vote for or against a candidate or ballot question.
 - Distributing any type of campaign literature or write-in candidate information (including stickers).
 - Displaying signs, posters or bumper stickers.
 - Attempting to collect petition signatures.
 - Requesting donations, selling tickets or engaging in similar activities.
- Before the polls open on election day, the members of the precinct board should inspect any doors, foyers or halls which the voters must pass through to enter the polling place to ensure that no unauthorized materials or signs are visible which indirectly or directly make reference to the election, candidates or ballots proposals. If any such signage or materials are found, they must be removed before the polls open.
- A voter may park a car or other vehicle bearing campaign signs or bumper stickers within 100 feet of the polling place during the time he or she is voting. Under any other circumstances, vehicles bearing campaign signs or bumper stickers must be parked at least 100 feet from any doorway used by voters to enter the building in which the polling place is located.
- Election workers have the right to ask voters entering the polls to remove campaign buttons or to cover up clothing bearing a campaign slogan or a candidate's name. In addition, voters may be told to conceal campaign literature or other campaign materials brought into the polls. While there is nothing to prohibit a voter from referring to campaign literature or “slate cards” when voting, such materials may not be left behind in the voting station. Precinct inspectors should

periodically check each voting station for campaign literature left by voters and discard any that is found.

Exit polling: “Exit pollsters” are persons employed to survey electors after they have voted. While Michigan election law does not specifically regulate exit polling, the Department of State’s Bureau of Elections has established by policy that exit pollsters 1) must remain at least 20 feet away from the entrance of the building in which the polling place is located 2) not enter the building in which the polling place is located and 3) not question any person entering the building in which the polling place is located. Exit polling always involves the questioning of voters after they have left the polls.

The Bureau’s new *Election Day Management* video training series includes a segment on *Campaigning*, which can be viewed at any time and accessed directly here: [Election Day Management Video Training - Campaigning](#).

Posting Absentee Voting Information on Election Day

Michigan election law, MCL 168.765(5), requires all city and township clerks to comply with the following posting requirements:

- The clerk must post before 8:00 a.m. on election day: 1) the number of absentee ballots distributed to voters 2) the number of absentee ballots returned before election day and 3) the number of absentee ballots delivered for processing.
- The clerk must post before 9:00 p.m. on election day: 1) the number of absentee ballots returned on election day 2) the number of absentee ballots returned on election day which were delivered for processing 3) the total number of absentee ballots returned both before and on election day and 4) the total number of absentee ballots returned both before and on election day which were delivered for processing.
- The clerk must post immediately after all precinct returns are delivered: 1) the total number of absentee ballots returned by voters and 2) the total number of absentee ballots processed by precinct board(s) or absent voter counting board(s).

A form which can be used to post the information specified above is provided with this newsletter and can be accessed directly here: [Absent Voter Ballot Information Posting](#).

Voters Who Have Moved Within a Jurisdiction

Due to redistricting earlier this year, many jurisdictions were required to issue updated voter identification cards. A number of these voter identification cards were returned to the local clerk’s office as undeliverable prompting the local clerk to send a confirmation notice to the voter. In the event that the confirmation notice was returned to the clerk’s office as undeliverable, those voter records were marked as “Challenge—Residency.” A similar notation will appear on the list of

qualified voters used by precinct inspectors on Election Day. These voters may appear to vote on Election Day. Due to the “Challenge” notation on the list of qualified voters, precinct inspectors should question the voters about their address as they would a “Verify-Residency” status. If the election inspectors determine that the voter has moved within the same jurisdiction, they have not lost their ability to cast their ballot one last time in their old precinct. The voter should complete the Election Day Change of Address form and be issued a regular ballot. The formal challenge process is not required in this specific situation.

Submission of ID and Residency Verification Documents During 6-Day “Envelope” Ballot Evaluation Period Permitted

All city and township clerks are reminded that a voter who is issued an “envelope” ballot can satisfy the related identification and residence verification requirements during the 6-day “envelope” ballot evaluation period. A special notice prepared for voters who can take advantage of the allowance is provided with this newsletter and can be accessed directly here: [Notice to Voters Unable to Satisfy State and/or Federal Identification Requirement](#).

The special notice provided with this newsletter does not replace the other voter notices developed to administer Michigan’s provisional balloting process. Thus, a voter who is issued an “envelope” ballot because he or she was unable to satisfy 1) the identification requirement and/or residence verification requirement detailed in the Four-Step Procedure form or 2) the state and/or federal identification requirement must receive two notices: the standard informational notice developed for such voters and the special notice provided with this newsletter.

Provisional Ballot Report Forms Due November 13

City and township clerks who receive one or more “envelope” ballots after the polls close must evaluate the ballots within six days after the election to determine if the ballots can be counted. The clerk is not permitted to open a provisional ballot security envelope unless the clerk determines that the ballot can be counted. The procedure for handling “envelope” ballots returned to the clerk’s office is provided with this newsletter.

No later than the seventh day after the election, the city or township clerk must complete a “Provisional Ballot Report” form and submit it to the county canvassing board or local canvassing board as appropriate. The Provisional Ballot Report form documents the number of provisional ballots which were 1) counted or tabulated in the polls on election day and 2) secured in Provisional Ballot Security Envelopes for delivery to the clerk’s office after the polls close. the report further documents 1) the number of “envelope” ballots determined valid and counted and 2) the number of “envelope” ballots determined invalid and not counted. County clerks compile totals from their jurisdictions and submit them to the Bureau of Elections no later than the 14th day after the election. Provisional Ballot Report forms are available on the Department’s Web site here: [City-Township Provisional Ballot Report](#); [County Provisional Ballot Report](#).

Reminder: Check Post Office for Absentee Ballots that Arrive on November 6!

Michigan election law, MCL 168.765(3), stipulates that on election day, the city or township clerk must contact the post office “at which the clerk regularly receives mail” and arrange to obtain any absentee ballots being held at the post office in sufficient time to deliver the absentee ballots to the appropriate precinct board by 8:00 p.m.

Given the above requirement, all city and township clerks must contact their local post office in advance of the November 6 general election to make arrangements to obtain any absentee ballots that reach the post office on Tuesday, November 6. The requirement is designed to ensure that any and all absentee ballots that reach the clerk’s post office on election day are counted – including those absentee ballots that arrive in the post office after the clerk’s routine mail delivery on election day.

Recount Reminders

Michigan election law stipulates that a candidate who seeks nomination or election to the office of U.S. Senate, U.S. Representative in Congress, State Representative or a judicial office (except Probate Judge) who wishes to obtain a recount must file with the Secretary of State. Please keep this requirement in mind if you are contacted by any U.S. Senate, U.S. House, State House, or judicial candidates (except Probate Judge), who wish to seek a recount after the November 6 general election. (The office of State Senator does not appear on the November 6 general election ballot.)

County and local recounts requested after the November 6 general election may not be conducted until written clearance is received through the Michigan Department of State’s Bureau of Elections. All ballots, voting equipment, programs and other materials placed under security must remain sealed until instruction is received through the Bureau. A memo on the conduct of county and local recounts will be forwarded to the county clerks throughout the state in late November or early December.

A summary of the recount process, “Chronology of Recount Process: November 6, 2012 General Election” is provided with this newsletter.

Election Resources Available on Department’s Web Site

A wide variety of election related information and materials can be accessed through the Bureau’s Web site www.Michigan.gov/elections . The [Information for Election Administrators](#) web page has a wide variety of reference materials, manuals, forms and other useful items specifically geared toward use by election officials. The information and materials currently available on this web page include the following (direct links are also included):

- [Michigan Election Law](#)

- November 6, 2012 Voter Information Posters:
 - [English version](#)
 - [Spanish version](#)
 - [Bengali version](#)
- [November 6, 2012 Election Date Calendar](#)
- [Provisional Ballot Information and Materials](#)
- [Absentee Balloting Information and Materials](#)
- [The Appointment, Rights and Duties of Election Challengers and Poll Watchers](#)
- Election inspector reference and training materials, including:
 - [Managing Your Precinct on Election Day \(Flip Chart\)](#)
 - [E-Pollbook Resources and Information](#)
 - [Election Inspector Training Points](#) and [Training Manual](#)
 - [Election Day Management Training Videos](#)
- [Michigan Voter Identification Requirement Materials](#)
- AutoMARK materials (several items are available)
- Archives of previous issues of [Election News](#) and [News You Can Use](#)

Have a Question or Need Assistance?
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If you have a question or need assistance with your election-related duties, please do not hesitate to contact the Michigan Department of State’s Bureau of Elections. We will be happy to assist in any way possible!

Phone: (517) 373-2540 or (800) 292-5973

Email: elections@michigan.gov

Fax: (517) 373-0941

Mailing address: Michigan Department of State
 Bureau of Elections
 PO Box 20126
 Lansing, MI 48901-0726

ABSENTEE BALLOTS INFORMATION POSTING

DATE OF ELECTION: _____

NAME OF JURISDICTION: _____

COUNTY OF: _____

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

Number of absent voter ballots distributed to absent voters: _____

Number of absent voter ballots returned before election day: _____

Number of absent voter ballots delivered for processing: _____

Complete and post before 9:00 p.m. on election day.

Number of absent voter ballots returned on election day: _____

Number of absent voter ballots returned both before and
on election day: _____

Number of absent voter ballots returned both before and
on election day which were delivered for processing: _____

Complete and post immediately after all precinct returns are delivered.

Number of absent voter ballots returned by voters: _____

Number of absent voter ballots received at the precincts
or absent voter counting board(s) for processing: _____



STATE OF MICHIGAN
RUTH JOHNSON, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

NOTICE TO VOTERS ISSUED AN “ENVELOPE” BALLOT

(Notice must be issued to all voters who are issued an “envelope” ballot including: 1) voters who did not appear on QVF list 2) voters unable to satisfy Michigan’s voter identification requirement and 3) voters unable to satisfy the federal voter identification requirement.)

As you were unable to satisfy an applicable identification requirement and/or residence verification requirement in the polling place, special procedures were followed when issuing you a ballot.

To ensure that your ballot counts, you must provide your local city or township clerk with the required information no later than the sixth calendar day after the election. Except as noted below, you can appear in person in your city or township clerk’s office to show the information, fax the information to the clerk or mail a copy of the information to the clerk. If you do not satisfy the information requirement within six calendar days after the election, your ballot will not count. The following lists the types of documents you can use to satisfy the information requirement:

Documents which satisfy identification requirement if your name did not appear on registration list: A Michigan Driver License; a Michigan Personal Identification Card; any other type of government issued identification card which shows your photo; or an identification card issued by a Michigan university or college which shows your photo.

Documents which satisfy residency requirement if your name did not appear on registration list: A Michigan Driver License; A Michigan Personal Identification Card; government issued photo identification card; photo identification issued by a Michigan university or college; current utility bill; current bank statement; current paycheck or government check; or any other government document.* The document must show your name and your address. The address shown on the document must be in the precinct where you voted.

Documents which satisfy federal voter identification requirement imposed on first-time mail registrants who have never previously voted in Michigan: A copy of any current and valid photo identification or a copy of a paycheck, government check, utility bill, bank statement or a government document¹ which lists your name and address.

Documents which satisfy Michigan voter identification requirement imposed on all voters who attend the polls to vote: A Michigan Driver License; a Michigan Personal Identification Card; driver’s license or personal identification card issued by another state; a federal or state-government issued photo identification; a U.S. passport; a military identification card with photo; a student identification with photo from a high school or an accredited institution of higher education; or a tribal identification with photo. In all cases, the picture identification must be current. To satisfy the Michigan voter identification requirement, you must appear in person in your city or township clerk’s office.

¹ Contact your local city or township clerk if you wish to obtain information on the government documents which can be used to satisfy the requirement.



STATE OF MICHIGAN
BUREAU OF ELECTIONS
LANSING

**Procedure for Issuing a Ballot
If Voter's Name Does Not Appear On Registration List**
-- A Four-Step Procedure --

If an elector who completes an Application to Vote form does not appear on the precinct's QVF list, *contact the clerk for assistance and complete this form before issuing a ballot to the voter.* There are two exceptions:

EXCEPTION #1: If the voter is in the proper polling place and is able to produce a voter registration receipt that shows that he or she registered to vote before the registration deadline, there is no need to complete this form. Instead, contact the clerk for assistance if needed and arrange to have the voter complete another registration form. After the voter has completed the registration form, permit the voter to vote under regular procedure.

EXCEPTION #2: If you or the clerk determines that the voter is registered to vote in a different precinct and the voter is willing to travel to his or her proper polling place, there is no need to complete this form. Instead, give the voter directions to his or her proper polling place. (If the voter declines to travel to his or her proper polling place, continue with the completion of this form and carefully follow the instructions under Step Four for issuing an "envelope" ballot to the voter. In such an instance, inform the voter that his or her ballot will not count if it is confirmed that the voter is voting in the wrong precinct.)

IF YOU MUST COMPLETE THIS FORM BEFORE ISSUING A BALLOT TO THE VOTER, CAREFULLY FOLLOW THE FOUR STEPS EXPLAINED ON THE FOLLOWING PAGES.

State of Michigan Voter Registration Application

and Michigan Driver License/Personal Identification Card Address Change Form

1 answer Are you a citizen of the United States of America? Yes No
 Will you be 18 years of age on or before election day? Yes No

➤ If you checked "NO" in response to either of these questions, do NOT complete this form.

2 complete application

 Last Name First Name Middle Name

 Address where you live —house number and street/road Apt. No./Lot No.

 City Zip Code Telephone *optional*

MI

 If you do not have a house or street address, describe location where you live —cross streets or roads, landmarks, etc.

 City or Township where you live County where you live School District *if known*

 Mailing Address *if different* For use on Driver License/Personal ID and Voter Registration For use on Voter Registration only

 Date of Birth Male Female

 ID Number *check applicable box and provide appropriate number*

I have a state issued driver license or personal ID card # _____ State: _____

I do not have a state issued driver license or personal ID card. The last four digits of my Social Security Number are _____

I do not have a state issued driver license, a state issued personal ID card or a Social Security Number.
An ID number will be assigned to you for voter registration purposes.

 Are you still registered to vote at your last address? Yes No Don't Know *If "Yes" or "Don't Know" enter previous address*

 Previous Street Address City or Township of County

 State Zip Code Registered under name of *if different than above*

3 read, sign and date

I certify that:

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

X _____ Signature of Applicant	_____ Date
X _____ Signature of Applicant	_____ Date

Sign and date both spaces provided above.

STEP ONE: VOTER must complete the following affidavit and provide requested information on registration process. (Note: The voter must complete the affidavit in order to receive a provisional ballot. If the voter refuses to complete the affidavit, advise the voter that he or she cannot vote. In such an instance, there is no need to complete the remainder of this form.)

AFFIDAVIT

I, _____, hereby affirm that I am a resident of the City Township of _____, Michigan and I reside at _____ . I further affirm that I submitted a voter registration application on or before the close of registration for the election at hand.

By signing this affidavit, I swear that the above statements are true. I also understand that I must complete and submit a new voter registration application.

Signature of Elector: _____ Date ____/____/____

Signature of Clerk, Authorized Assistant or Election Inspector: _____

An individual who provides false information in the above affidavit is guilty of perjury which is punishable by a fine of up to \$1,000.00 and/or imprisonment for up to 5 years.

Process used to register to vote:

- Mail-in registration form
- Secretary of State Branch Office
- Secretary of State “Renewal by Mail” Program
- Designated voter registration agency
- County, city or township clerk’s office

Approximate DATE OF REGISTRATION: _____

STEP TWO: ELECTION INSPECTOR asks the VOTER to complete a voter registration application.

- If the voter completes a voter registration application, retain it with this form.
- If the voter declines to complete a voter registration application, continue with the completion of this form and carefully follow the instructions under Step Four for issuing an “envelope” ballot to the voter.

STEP THREE: ELECTION INSPECTOR issuing ballot must answer the four questions provided below.

(1) Check with the clerk to confirm that the voter is not registered to vote in any other precinct in the city or township. Were you able to reach the clerk to make this check? (Answer “No” if (1) you were unable to reach the clerk or (2) the clerk advised that the voter is, in fact, registered in a different precinct in the city or township. Answer “Yes” if you reached the clerk and the clerk advised that the person is not registered in a different precinct in the city or township.) YES NO

(2) Check the voter’s identity. Is the voter able to identify himself or herself by showing a Michigan Driver License, Michigan Personal Identification Card, other government issued photo identification card or a photo identification card issued by a Michigan university or college? YES NO

If “Yes,” check ONE of the following and enter requested information:

Michigan Driver License (enter number):

Michigan Personal Identification Card (enter number):

Other government issued photo identification card (describe):

Photo identification card issued by a Michigan university or college (describe):

If “No,” ask the voter for any form of identification and complete following:

Voter showed a different form of identification (describe):

Voter was unable to show any form of identification.

- (3) Check the voter's residential address. Is the voter able to confirm that he or she currently resides in the precinct by showing a Michigan Driver License, Michigan Personal Identification Card, other government issued photo identification card or a photo identification card issued by a Michigan university or college? YES NO
- (Answer "No" if voter shows a Michigan Driver License, Michigan Personal Identification card, other government issued photo identification card or a photo identification card issued by a Michigan university or college that contains an address outside of the precinct.)

If "No," ask voter if he or she can confirm that he or she currently resides in the precinct by showing any of the following documents (1) a current utility bill (2) a current bank statement (3) a current paycheck or government check or (4) any other government document. If voter produces such a document, describe below and indicate if the document contains the voter's name and address:

- (4) Did the voter complete and submit a voter registration application? YES NO

If "No," explain: _____

STEP FOUR: ELECTION INSPECTOR issues an "affidavit" ballot or an "envelope" ballot to the VOTER as explained below.

- If you answered "Yes" to all four of the questions appearing under Step Three, issue an "affidavit" ballot to the voter:

- (1) Prepare ballot as a "challenged" ballot and issue to the voter. (Write and conceal the ballot serial number on the reverse side of the ballot.)

- (2) Enter the voter's name in the poll book and write "AFFIDAVIT BALLOT" next to the voter's name.
- (3) Direct voter to a voting station and permit voter to vote ballot.
- (4) After the voter has voted the ballot, remove the ballot stub. Direct voter to deposit ballot in tabulator.
- (5) Remove the "NOTICE" which appears below and issue it to the voter.
- (6) Forward this form and the voter registration application completed by voter to the clerk after the polls close.

- **If you answered "No" to any of the four questions appearing under Step Three, issue an "envelope" ballot to the voter:**

- (1) Prepare ballot as a "challenged" ballot and issue to the voter. (Write and conceal the ballot serial number on the reverse side of the ballot.
- (2) Enter the voter's name in the poll book and write "ENVELOPE BALLOT" next to the voter's name.
- (3) Direct voter to a voting station and permit voter to vote ballot.
- (4) After the voter has voted the ballot, direct the voter to place the ballot in a SECRECY SLEEVE. Next, direct the voter to insert the ballot in a PROVISIONAL BALLOT SECURITY ENVELOPE. The ballot stub remains attached to the ballot. (To protect the secrecy of the ballot, no member of the precinct board should handle the ballot during this step.)
- (5) Seal the PROVISIONAL BALLOT SECURITY ENVELOPE and complete the entries on the outside of the envelope. Seal the ballot in the envelope only; do *not* enclose this form or the voter registration application completed by the voter in the envelope.
- (6) Remove the "NOTICE" which appears below and issue it to the voter.
- (7) Forward this form, the voter registration application completed by the voter and the PROVISIONAL BALLOT SECURITY ENVELOPE holding the voter's ballot to the clerk after the polls close.

**NOTICE TO VOTERS WHO DO NOT APPEAR
ON THE PRECINCT'S REGISTRATION LIST**

*(Notice must be issued to any voter who 1) does not appear on the precinct's registration list
2) completed the attached four-step procedure form and 3) was issued a provisional ballot.)*

As explained by the election workers, special procedures were followed when issuing you a ballot as your name did not appear on the registration list where you offered to vote. Please be advised of the following:

- If the election workers directed you to place your ballot in the precinct's tabulator, all valid votes appearing on your ballot *will count*. You have voted!
- If the election workers directed you to place your ballot in a PROVISIONAL BALLOT SECURITY ENVELOPE, the clerk will determine if your ballot can be counted within six calendar days after the election. If your ballot can be counted, all valid votes appearing on your ballot *will count*. If your ballot cannot be counted, *no votes appearing on your ballot will count*.

IMPORTANT: MAKING SURE YOUR BALLOT COUNTS

If the election workers placed your ballot in a PROVISIONAL BALLOT SECURITY ENVELOPE because you were unable to satisfy the identification and/or residency verification steps, your ballot will be counted if you provide your local city or township clerk with required document(s) no later than the sixth calendar day after the election. You can appear in person in your city or township clerk's office to show the document(s), fax the document(s) to the clerk or mail a copy of the document(s) to the clerk. If you do not satisfy the identification requirement and/or the residency verification requirement within six calendar days after the election, your ballot will not count. The following lists the types of documents you can use to satisfy the requirements:

Documents which satisfy identification requirement: A Michigan Driver License; a Michigan Personal Identification Card; any other type of government issued identification card which shows your photo; or an identification card issued by a Michigan university or college which shows your photo.

Documents which satisfy residency requirement: A Michigan Driver License; A Michigan Personal Identification Card; government issued photo identification card; photo identification issued by a Michigan university or college; current utility bill; current bank statement; current paycheck or government check; or any other government document.* The document must show your name and your address. The address shown on the document must be in the precinct where you voted.

NEED MORE INFORMATION?

For additional information, contact your city or township clerk's office in person or by phone. If your ballot cannot be counted, the clerk will explain why. Contact information:

* Contact your local city or township clerk if you wish to obtain information on the government documents which can be used to satisfy the requirement.



STATE OF MICHIGAN
 RUTH JOHNSON, SECRETARY OF STATE
 DEPARTMENT OF STATE
 LANSING

February 2012

**PROVISIONAL BALLOT
 REPORT FORM**

Jurisdiction: _____ Date of election: _____

I. Enter, by precinct, the number of provisional ballots which were 1) counted or tabulated in the polls on election day and 2) secured in PROVISIONAL BALLOT SECURITY ENVELOPES for delivery to the clerk’s office after the polls closed (“envelope” ballots).

Of those provisional ballots which were secured in PROVISIONAL BALLOT SECURITY ENVELOPES, indicate 1) the number that were determined valid and counted and 2) the number that were determined invalid and not counted.

Precinct #	Number of Provisional Ballots Counted or Tabulated in the Polls	Number of Provisional Ballots Secured in Provisional Ballot Security Envelopes (“Envelope” Ballots)	Number of “Envelope” Ballots Determined Valid	Number of “Envelope” Ballots Determined Invalid	Number of Voters Who Completed an Affidavit of Voter Not in Possession of Picture Identification Form

(Attach additional sheets if necessary)

- II. Create an “Envelope Ballot Vote Certification” document and attach it to this form to show the votes counted on the valid “envelope” ballots cast in your jurisdiction. The “Envelope Ballot Vote Certification” document must list 1) the name of each candidate who is entitled to additional votes 2) the precinct where the votes must be added and 3) the number of votes which must be added for each candidate in each affected precinct.
- III. Enter, by precinct, the number of voters who completed an Affidavit of Voter Not in Possession of Picture Identification Form.

_____	_____
Signature of Clerk or Authorized Assistant	Position
_____	_____
Date	() Phone Number



STATE OF MICHIGAN
 RUTH JOHNSON, SECRETARY OF STATE
 DEPARTMENT OF STATE
 LANSING

February 2012

COUNTY PROVISIONAL BALLOT REPORT FORM
*-- All requested information can be obtained from the
 "Provisional Ballot Report Forms"
 submitted by the local jurisdictions in your county --*

County: _____ Date of election: _____

Enter the number of provisional ballots issued in your county which were 1) counted or tabulated in the polls on election day and 2) secured in PROVISIONAL BALLOT SECURITY ENVELOPES for delivery to the local clerk's office after the polls closed ("envelope" ballots).

Of those provisional ballots which were secured in PROVISIONAL BALLOT SECURITY ENVELOPES, indicate 1) the number that were determined valid and counted and 2) the number that were determined invalid and not counted.

Enter the number of voters who completed and Affidavit of Voter Not in Possession of Picture Identification Form.

Number of Provisional Ballots Counted or Tabulated in the Polls	
Number of Provisional Ballots Secured in Provisional Ballot Security Envelopes ("Envelope" Ballots)	
Number of "Envelope" Ballots Determined Valid	
Number of "Envelope" Ballots Determined Invalid	
Number of Voters Who Completed an Affidavit of Voter Not in Possession of Picture Identification Form	

 Signature of County Clerk or Authorized Assistant

 Position

 Date

(_____)_____
 Phone Number

Please mail or fax this form to:

Michigan Department of State
 Bureau of Elections
 P.O. Box 20126
 Lansing, MI 48901-0726
 Fax: (517) 373-0941



STATE OF MICHIGAN
RUTH JOHNSON, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

Chronology of Recount Process: November 6, 2012 General Election

Certification of Results

- County Canvassing Boards convene at 1:00 p.m. on November 7, 2012 to initiate canvass of the general election.
- County Canvassing Boards complete canvass of general election no later than November 20, 2012. Results for county and local offices are certified as official. Results for state level offices are forwarded to Secretary of State within 24 hours.
- Board of State Canvassers certifies state-level offices no later than November 26, 2012. Board authorizes staff to act on its behalf if recounts are requested.

Petitioning Process

- A candidate who seeks nomination to a county office, township office, the office of Probate Judge or any other local office on the general election ballot who wishes to obtain a recount must submit a “recount petition” to the county clerk within six days after the Board of County Canvassers certifies the results for the office involved. (Note: In an instance where a local office is certified by a city or township canvassing board, the recount petition must be submitted to the city or township clerk. The city or township clerk must forward the recount petition to the county clerk within 24 hours.)

A candidate who seeks nomination to the office of U.S. Senate, U.S. Representative in Congress, the office of State Representative or a judicial office (except Probate Judge) who wishes to obtain a recount must submit a “recount petition” to the Secretary of State within 48 hours after the Board of State Canvassers certifies the results for the office involved.

- Petition must be notarized.
- Petition must claim “fraud or mistake” in the canvass of votes.
- Petition must specify precincts to be recounted. (Can request a “full” recount or “partial” recount.)
- A \$10.00 deposit per precinct must be included with petition. (Deposit returned if election is reversed.)
- Official receiving recount petition immediately notifies all opponents that recount petition has been filed.

- Opponents can “counter petition” if a partial recount. If original recount petition was submitted on the county or local level, counter petition must be filed within 48 hours after the submission of original petition. If original recount petition was filed with the Secretary of State, counter petition must be filed by 4:00 p.m. on the seventh calendar day after the submission of original petition. Opponents can also file objections by 4:00 p.m. on the seventh calendar day after submission of original petition. If objections are filed, the canvassing board responsible for conducting the recount holds a hearing to consider the objections.

Coordination of State-Level Recounts; Conduct of Local Recounts

- As soon as the state-level recount deadline elapses, Secretary of State contacts the clerks of the counties where recounts are requested to initiate coordination of recount. Considerations:
 - Date, time and place.
 - Coordination of an orientation/training session with Board of County Canvassers, candidates, and representatives of candidates. (Usually held immediately prior to conduct of recount.)
 - Rules and procedures.
- Counties where recounts will not be conducted under the authority of the Board of State Canvassers are advised to proceed with any local recounts which must be conducted under the authority of Board of County Canvassers.

Conduct of State-Level Recounts

- As soon as arrangements for any requested state-level recounts are complete, a packet of information is forwarded to each candidate giving full details on the coordination of the recount. The counties post recount with notices provided by Bureau.
- At the appointed time and place, the recount is convened and is conducted under the direction of the Board of State Canvassers’ representative.
- The recount process takes place at “work tables.”
 - The number of work tables set up in any given county depends on the number of ballots to be counted. Two to three workers are assigned to each work table.
 - The county is responsible for hiring the personnel needed to staff the work tables.
 - Each candidate can have up to two “challengers” at each work table.
- The ballots are counted under the state laws, rules and policies which govern the process.
 - All ballots are recounted by hand.

- Michigan is not a voter intent state: the voter must follow instructions and cast vote by marking “target area.” Any markings outside of “target area” cannot be considered.
- If there is a dispute over how a ballot is counted, the ballot is placed in an “exhibit envelope.”
 - Ballot is inspected by Board of County Canvassers who can overrule or uphold how ballot was counted at “work table.” Board votes on each challenged ballot; if a deadlock, manner in which ballot was counted at work table stands.
 - Board’s decision can be appealed to Board of State Canvassers’ representative who can overrule or uphold decision made by Board of County Canvassers.
 - Any decisions made by Board of State Canvassers’ representative can be appealed to Board of State Canvassers when it next convenes.
- Recount must be completed no later than the 30th calendar day after the deadline for submitting a “counter petition.” Recount is halted if original petitioner withdraws.
- If recount is completed, the Board of State Canvassers convenes to hear any challenges which the candidates wish to present. After ruling on any presented challenges, the Board certifies the result of the recount.
- If disputes remain, must be taken up in court.