



ELECTION NEWS

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

Michigan Department of State - Ruth Johnson, Secretary of State

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February 28, 2012 Presidential Primary: Questions and Answers
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Answers to questions regarding the administration of the February 28, 2012 presidential primary that have been posed by county and local election officials are provided below:

How do I handle absentee ballot applications/applications to vote where the voter has not indicated a response to the citizenship question?

The following is offered as guidance in handling situations where applications are submitted with an improper response to the new "Are You a United States Citizen?" question:

If an application is submitted without a response to the citizenship question:

- **Absentee ballot application:** Issue a ballot.
- **Application to vote (polls):** Ask voter to respond, if he/she refuses – inspectors will have to swear the voter in under the standard challenge process to determine citizenship status. If voter answers ‘no’ or refuses to answer during the challenge process - Do NOT issue a ballot. Place application to vote in the clerk’s envelope, make a note in the remarks section of poll book and on the QVF list alerting the local clerk that follow-up is necessary. *Local clerk: follow procedures below for “no” responses to notify/cancel these voters.*

How do I handle absentee ballot applications/applications to vote where the voter has indicated a ‘NO’ response to the citizenship question?

If an application is returned with a “no” response to the citizenship question:

- **Absentee ballot application:** Do NOT issue a ballot.
 - Prepare and mail a brief notification via registered or certified mail to the voter:
 - Informing the voter that s/he completed their AV ballot request and indicated s/he was not a United States citizen. Inform the voter that by law, s/he must be a United States citizen to register to vote.
 - Asking the voter to contact your office as soon as possible if they answered “no” in error to the “*Are You a United States Citizen?*” Include contact information for the clerk’s office.
 - Immediately change the voter’s QVF status to “Challenge – Citizenship”.
 - If after 30 days, the voter does not respond to correct their initial “no” response, cancel the voter in QVF following standard procedures (Status Code: Cancel – Citizenship). These procedures are outlined in Chapter 1 of the QVF Desktop Reference Manual. The manual is under the QVF section of our website: www.michigan.gov/elections (select “Information for Election Administrators; “Michigan Qualified Voter File”; “QVF Desktop Reference”; “Chapter 1”, and go to page 32 http://michigan.gov/documents/sos/Ch_1_VoterReg_200863_7.pdf).
- **Application to vote (polls):** Verify response with voter, if no changes in response - Do NOT issue a ballot. Place application to vote in the clerk’s envelope, make a note in the remarks section of poll book and on the QVF list alerting the local clerk that follow-up is necessary. *Local clerk: immediately following the election:*
 - Prepare and mail a brief notification via registered or certified mail to the voter:

- Informing the voter that s/he completed their application to vote indicating s/he was not a United States citizen. Inform the voter that by law, s/he must be a United States citizen to register to vote.
 - Asking the voter to contact your office as soon as possible if they answered “no” in error to the “*Are You a United States Citizen?*” Include contact information for the clerk’s office.
- Immediately change the voter’s QVF status to “Challenge – Citizenship”.
 - If after 30 days, the voter does not respond to correct their initial “no” response, cancel the voter in QVF following standard procedures (Status Code: Cancel – Citizenship). These procedures are outlined in Chapter 1 of the QVF Desktop Reference Manual. The manual is under the QVF section of our website: www.michigan.gov/elections (select “Information for Election Administrators; “Michigan Qualified Voter File”; “QVF Desktop Reference”; “Chapter 1”, and go to page 32 http://michigan.gov/documents/sos/Ch_1_VoterReg_200863_7.pdf).

What should I do if I receive a request for the political party ballot selection data?

The law that governs the 2012 Presidential Primary provides, “The information acquired or in the possession of a public body indicating which political party ballot an elector selected at a presidential primary election is not exempt from disclosure under the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.” See MCL 168.615c(3). Therefore, if you receive a Freedom of Information Act (FOIA) request to disclose voters’ ballot selection data, it must be granted and the data released as requested. In addition, the Bureau of Elections is compiling the statewide list for release as mandated in PA 163 of 2011.

Should I detach the ballot type selection portion of the Absent Voter Ballot Application from the application form?

No. The law which directs the conduct of the February 28, 2012 presidential primary (PA 163 of 2011) stipulates that the “information acquired or in the possession of a public body indicating which participating political party ballot an elector selected at a presidential primary is not exempt from public disclosure.” The legislation mandates that the Secretary of State release a statewide list of this information within 71 days after the presidential primary and requires a schedule for county, city and township clerks to submit ballot selection data. Procedures for compiling and transmitting data will be provided in advance of the presidential primary. **Note:** For Electronic Poll Book (EPB) jurisdictions, the process is fully automated; jurisdictions utilizing a paper poll book will receive specialized procedures for recording voter history.

The law further stipulates that the Secretary of State and county, city and township clerks “shall destroy the information indicating which participating political party ballot each elector selected at the presidential primary ... immediately after the expiration of the 22-month federal election records retention period.”

In an instance where I receive an Absent Voter Ballot Application from a voter that does not include the voter's name and address on the ballot type selection portion of the form, can I fill this information in for the voter?

Yes. However, there would be no real need to fill in the voter's name and address on the ballot type selection portion of the Absent Voter Ballot Application because there is no need to detach the ballot type selection from the application form.

What do I do if I receive an absentee ballot application with no ballot type selected?

Contact the voter indicating that the ballot type selection is required in writing if they wish to participate in the presidential primary election. You are unable to send an absentee ballot without this written selection.

I have the voter's phone number; can I contact the voter via telephone?

Yes, if you have telephone contact information for voter you may contact them indicating they are required to make this selection in writing prior to receiving a ballot.

I have drafted a letter for voters who have not selected a ballot type. Is it permissible to send this letter along with a new absentee ballot application to gather the missing the ballot selection?

Yes, a letter indicating that the voter did not select a ballot type and reinforcing the requirement that the voter must indicate their ballot choice in writing is permissible to send, a sample letter has been provided with this newsletter. Be certain that your communication informs the voter that the 'third' ballot option does not contain any presidential primary candidates (if your jurisdiction has that choice available.) Voters may indicate their ballot type selection on the new application, via a letter, an email, or a fax. Do not re-send the original application that did not contain a ballot selection, send along a new application form.

Can I edit the application form to indicate ballot type selection at the voter's request?

No, the voter must make their own ballot type selection in writing per MCL 168.615c(1) as amended under PA 163 of 2011. Voters may indicate this selection on the application, via a letter, an email or a fax.

I received an application form with the third option checked and I have no 'third' ballot for this election – what do I do?

Contact the voter indicating that there is no 'third' ballot option for your jurisdiction. Inform the voter that the ballot type selection is required in writing if they wish to participate in the presidential primary. You are unable to send an absentee ballot without this written selection.

My jurisdiction is not conducting any other elections in conjunction with the presidential primary; can I block out or put a sticker over the third ballot option?

Yes, we have recommended that jurisdictions without a third ballot option ‘block’ out or sticker over this choice to eliminate voter confusion errors.

Does the Poll Book supplied to my absent voter counting board for the presidential primary need to contain multiple ballot summaries?

No. A single ballot summary is all that is necessary in the Poll Books supplied to absent voter counting boards.

I anticipate that voters attending the polls to participate in the presidential primary will have questions regarding the candidates who attempted to withdraw from Michigan’s presidential primary ballot or have withdrawn their election bid nationwide. Should my election inspectors answer such questions? Can a notice or sign be posted in the polling place to explain?

No to both questions. Election inspectors who receive such questions should direct the voter to the instruction ballot posted in the polling place. If this does not satisfy the voter, the election inspectors should refer the voter to the clerk’s office. Neither the inspector nor the clerk should discuss the content of the ballot with the voter.

Can the candidates who are participating in the presidential primary appoint challengers to serve in the polls or absent voter counting boards?

No. A candidate does not have the authority to appoint challengers. Of course, as is customary, the state central and county level political party organizations may appoint challengers to serve in the polls and absent voter counting boards at any time through the date of the election.

Can challengers view the party ballot selections made by voters who offer to vote at the presidential primary?

Yes. Michigan election law stipulates that challengers have a right to observe each person offering to vote and inspect the Applications to Vote, Poll Book, registration records and any other materials used to process voters at the polling place. Consequently, there is nothing to prevent challengers from witnessing the party ballot selections made by voters who participate in the presidential primary. Again, the legislation which directs the conduct of the February 28, 2012 presidential primary (PA 163 of 2011) stipulates that the “information acquired or in the possession of a public body indicating which participating political party ballot an elector selected at a presidential primary is not exempt from public disclosure.”

Can voters be challenged based on foreclosure information?

No. The compilation of home foreclosure information alone does not provide sufficient reason to challenge a person's voting status.

**Military and Overseas Absent Voter Ballot Requests – Ballot Issuance Procedures
Uniformed and Overseas Absentee Voter Act (UOCAVA), Military and Overseas Voters
Empowerment (MOVE) and Federal Post Card Application (FPCA)**

Note: *This section reinforces information previously in News You Can Use (NYCU) #2012-12 and contains additional information on processing returned ballots.*

All military and overseas voters who file a Federal Postcard Application (FPCA) or other written request for an absent voter ballot in **2012** are eligible to receive an absent voter ballot for every subsequent election in **2012** without further application.

Looking Ahead: The Department of State is pursuing a legislative change to allow any request written request for an absent voter ballot received from military and overseas voters in anticipation of the presidential primary to be honored for entire 2012 election cycle. This change would allow clerks to process 2012 absentee ballots for UOCAVA voters based on requests received in late 2011. The Bureau of Elections will forward information as this legislation progresses.

Pursuant to Michigan election law, military and overseas voters may request that absentee ballots be transmitted by either electronic transmission (e-mail or fax) or regular mail.

Military and overseas voters must be able to access information regarding the status of their absent voter ballot using a "free access" system. To meet this requirement, absent voter activity that is entered in the QVF Absent Voter module will automatically be posted to the Michigan Voter Information Center (MVIC) Web site. Voters may then visit this site to check on the status of their AV ballot.

Note: If you do not have direct access to the QVF/QVF Lite, you will need to arrange with your county clerk to ensure the posting of this information.

FPCA Reminders:

- The Federal Post Card Application (FPCA) is a postage-free absent voter ballot application produced and distributed by the federal government. The following persons are eligible to use an FPCA to request an absent voter ballot:
 - 1) Members of the Armed Forces and their spouses and dependents.
 - 2) Members of the Merchant Marine and their spouses and dependents.
 - 3) U.S. citizens living or traveling outside of the territorial limits of the United States.
- A person who is eligible to use an FPCA to obtain an absent voter ballot may register up to 8:00 p.m. on the day of the election; the 30-day registration deadline is waived. If an individual submitting an FPCA is not registered to vote, the FPCA can be accepted as the voter's registration application.

- An FPCA may be used by one person only; if a husband and wife or several family members who are eligible to use an FPCA wish to obtain absent voter ballots, each must complete a separate FPCA form.
- The Help America Vote Act (HAVA) requires local election officials to provide return notification in any instance where a voter registration application or absent voter ballot application submitted by an absent uniformed services voter or an overseas voter is rejected. The notification can be issued by any convenient means (letter, fax, or email).

Ballot Issuance Procedure – Transmitting ballots via Electronic Method

There are two acceptable methods for generating **electronic** MOVE ballots that must be transmitted by e-mail or fax: 1) Via Statewide Lookup, or 2) PDF.

Statewide Lookup Method

Instructions for generating and forwarding a ballot using the **Statewide Lookup** are provided with this newsletter and are available in three online documents:

http://michigan.gov/documents/sos/Instructions_MOVE_Part_1_final_325011_7.pdf

http://michigan.gov/documents/sos/Instructions_MOVE_Part_2_final_325015_7.pdf

http://michigan.gov/documents/sos/Instructions_MOVE_Part_3_final_325020_7.pdf

Special Voting Instructions for Presidential Primary: The Statewide Lookup will create a single ballot including the candidates for president for both Republican and Democratic parties along with information regarding any special election held in conjunction with the presidential primary. The software does not produce separate Republican Party, Democratic Party or No Party Declaration ballots.

The electronic ballot includes special voting instructions that advise the voter to vote for only candidates of the party he or she has selected. If a MOVE voter votes for candidates from both parties, *the partisan section of the ballot will not be counted*. The VOTER CERTIFICATE has been altered to include a Ballot Selection Box that must be filled out by any MOVE voter who has not submitted a ballot type selection in writing.

PDF Method

PDFs of actual ballots may also be employed if provided by your county clerk to issue ballots that must be transmitted by e-mail or fax. Each page of the PDF must contain an entire side of the ballot and must be easily readable when printed. Voting Instructions and a Voter Signature Certificate must be attached to the email or fax each time you issue a PDF of the actual ballot as it is not automated like the Statewide Lookup method.

Sample voter instructions and a voter certificate are provided with this newsletter and are available online, see links below. **Note: these instructions are modified to include specific presidential primary information.** You must follow the procedural instructions provided in the

online documents noted in the Statewide Lookup procedures above, substituting the PDF for the computer-generated ballot.

www.michigan.gov/documents/sos/Voter_Instructions_373310_7.pdf

www.michigan.gov/documents/sos/Voter_Certification_373313_7.pdf

Ballot Issuance Procedure – Paper Ballot or PDF Method

Instructions for Voters who have NOT Submitted a Ballot Type Selection

If a military voter or overseas civilian voter who is eligible to receive an absent voter ballot for the presidential primary does not submit a ballot type selection, send the voter another ballot type selection form and both the Republican Party presidential primary ballot and the Democratic Party presidential primary ballot via the voter's preferred method (email, fax or mail).

If your jurisdiction is conducting a special election in conjunction with the presidential primary, also send the voter the "third" special election ballot (No Party Declaration Ballot.)

Enclose a letter explaining 1) that the voter can vote and return only one of the ballots and 2) that the ballot type selection form must be marked to match the political party ballot voted and returned; this ballot selection form must be returned with the ballot. A suggested letter is provided with this newsletter.

Entering Absent Voter Activity using the QVF Absent Voter Module

Military and overseas voters must be able to access information regarding the status of their absent voter ballot using a "free access" system. To meet this requirement, absent voter activity that is entered in the QVF Absent Voter module will automatically be posted to the Michigan Voter Information Center (MVIC) Web site. Voters may then visit this site to check on the status of their AV ballot.

Note: If you do not have direct access to the QVF/QVF Lite, you will need to arrange with your county clerk to ensure the posting of this information.

Multiple Ballots and QVF Absent Voter Module

Important consideration: The QVF AV module will not permit the issuance of multiple presidential primary ballot styles to the same voter. If multiple ballots are issued as described in procedures above, the associated recordkeeping must be manually performed in the AV module of the QVF as follows:

Enter M1 as ballot number (this will display as M0000001) for the first such voter; M2 for the second voter, etc. Please use No Party Declaration Ballot (N) for the ballot type selection for these voters initially, you will need to edit this selection after the ballot/s are returned and processed. It is imperative that clerks make these entries into the AV module - this manual entry allows the AV module to export the voter information to the MVIC site to accommodate the "free access" ballot tracking system as required by law.

You may also maintain a separate list of these voters along with the associated paper ballot numbers issued for record keeping purposes, if desired.

The following describes the steps that must be followed:

- 1) If a military voter or overseas civilian voter who is eligible to receive an absent voter ballot for the presidential primary does not submit a ballot type selection, enter the voter into the AV module using the M1 ballot numbering system as explained above, and denote the party declaration to No Party Declaration Ballot (N). Note on the AV application or FPCA form the paper ballot serial numbers sent to voter, this allows precinct workers to verify ballot number upon receipt. Example:

R – 1001

D – 2409

N – 3603 [If a “no party declaration” ballot is available in your jurisdiction.]

- 2) Instruct all election inspectors processing the returned AV ballots to indicate the ballot returned by the voter on the QVF list by marking the list with R, D or N (if available). (This information is necessary for recording the voter’s ballot selection in the QVF after the presidential primary.) Note:
 - If the voter returns both the Republican Party presidential primary ballot and the Democratic Party presidential primary ballot and one of the ballots can be counted as explained below, the election inspectors should indicate the ballot type (R or D) that can be counted on the QVF list.
 - If the voter returns the Republican Party presidential primary ballot and the Democratic Party presidential primary ballot, yet neither ballot can be counted as explained below, the election inspectors should make an appropriate notation on the QVF list and in the remarks section of the Poll Book.

Jurisdictions that do not routinely use the QVF AV Module should follow the same procedure outlined above; however, all of the manual entries must be made in the List of Absent Voters booklet.

Determining if Returned Multiple or Electronic Ballots can be Counted

- In an instance where such a voter returns both a voted Republican Party presidential primary ballot and a voted Democratic Party presidential primary ballot, no vote counts.
- In an instance where such a voter returns both the Republican Party presidential primary ballot and the Democratic Party presidential primary ballot – and only one of the ballots is voted – the voted ballot shall be counted.

- In an instance where such a voter returns one of the ballots as required – but fails to return the ballot type selection form, the ballot shall be counted. The voter will not be penalized for making this error.
- In an instance where such a voter returns one of the ballots as required – but the returned ballot does not correspond to the ballot type selection marked on the ballot type selection form, the ballot shall be counted.
- In an instance where a voter votes for more than one party on a MOVE ballot, no partisan votes will be counted.

Obtaining Updated Mailing Addresses for Military Voters

Updated mailing addresses for military voters can be obtained by contacting the Federal Voting Assistance Program (FVAP) office in Washington, D.C. Seeking such information is essential anytime there is a question over a military voter’s current address or in any instance where an absent voter ballot mailed to a military voter is returned as “undeliverable.” There are two ways to seek such assistance:

- Fax the military voter’s name, birth date, Social Security Number (if available) and any addressing information on file for the voter to the FVAP office. Fax number: (703) 696-1352.
- Call the FVAP office and ask to speak to a representative. Toll free number: (800) 438-8683.

Election Inspector Appointment Notification Requirement: A Reminder

No later than two business days following the appointment of election inspectors for the upcoming February 28, 2012 presidential primary, the city or township election commission is required to notify the county chair of each major political party of the “names and political party affiliations of appointed election inspectors and the precincts to which those inspectors were appointed.” The notification must be made by “certified mail, personal service, or electronic transmission capable of determining date of receipt.” (See Michigan election law, MCL 168.674(2).)

Presidential Primary Ballot Issuance Procedures: Special Instructions for Election Inspectors

Special illustrated instructions, which explain the steps election inspectors must follow when issuing ballots to voters who attend the polls to participate in Michigan’s February 28, 2012 presidential primary, are provided with this newsletter. Separate instructions are included for

both Electronic Poll Book (EPB) and Paper Poll Book jurisdictions. The instructions cover the following steps:

Completing the Application to Vote/Ballot Selection Form: As an initial step, the voter must complete the specially designed Application to Vote/Ballot Selection Form developed for the administration of the presidential primary. The voter must indicate his or her ballot selection in writing by checking a box in the “Ballot Type Selection” portion of the Application to Vote/Ballot Selection Form to receive a ballot.

Recording ballot type selection on Qualified Voter List (QVF) list or within Electronic Poll Book (EPB): After the voter has been identified and his or her registration status has been confirmed, the voter’s ballot selection must be entered next to the voter’s name on the QVF list. EPB users: a separate pop-up screen with ballot type selection area will force this ballot type selection.

Assigning a ballot: As is customary, the serial number of the ballot that will be issued to the voter must be entered on the Application to Vote/Ballot Selection Form.

Completing the Poll Book: Paper Poll Book: the voter’s name and the serial number of the ballot that will be issued to the voter must be entered in the Poll Book; the voter’s “Voter Number” (line number in the Poll Book) must be entered on the Application to Vote/Ballot Selection Form. The voter’s ballot selection is not entered in the Poll Book. *EPB users:* manual entry of ballot number is required for this election.

Completing the ballot summary in the Poll Book: All of the ballot styles issued in the precinct must be accounted for in the ballot summary after the polls close. Separate lines must be utilized to record Republican ballots, Democratic Ballots and No Party Declaration ballots (if any).

Note: these ballot summary procedures are the same in any election where multiple ballot styles are processed.

Presidential Primary Ballot Issuance Procedures: Special Instructions for Absent Voters
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These unique steps must be performed when processing absent voter ballots returned for the February 28, 2012 presidential primary. Please perform the following steps for **all** absentee ballots:

- Write the ballot serial number sent on the Absent Voter Ballot Application. **Note:** see special instructions for MOVE ballots, if applicable.
- Write the ballot selection type on the List of Absent Voters next to voter’s name. **Note:** see special instructions for MOVE ballots, if applicable.

Important: All clerks must work with inspectors to ensure that an up-to-date List of Absent Voters is returned to person/s responsible for updating voter history following the election.

Plan Now for Presidential Primary Reporting Requirements and Requests for Data

All county and local clerks are advised to plan now for the following presidential primary reporting requirements and requests for data:

Provisional balloting data: City and township clerks who receive one or more “envelope” ballots from their precinct boards after the polls close must evaluate the ballots within 6 days after the election to determine if the ballots can be counted. No later than the 7th day after the presidential primary, the city or township clerk must complete a “City/Township Provisional Ballot Report” form and submit it to the county canvassing board. No later than the 14th day after presidential primary all county clerks must submit a “County Provisional Ballot Report” form to the Department of State’s Bureau of Elections. Both forms are accessible on the Bureau’s website www.michigan.gov/elections under “Information for Election Administrators.”

Number of voters who sign “Affidavit of Voter Not In Possession of Picture Identification”: All city and township clerks are advised to work with their precinct boards to compile the total number of voters who sign the “Affidavit of Voter Not in Possession of Picture Identification” form before voting as requests for this data after the election can be expected. All clerks: Please instruct your election inspectors to gather this data at close of polls and submit with other paperwork. City/Township clerks: Please forward this data to your county canvassing board in conjunction with your provisional ballot statistics using the “City/Township Provisional Ballot Report.” Please label this data “Total Affidavit/Id” and include on the bottom of your report. County clerks: Please include this data when you submit your provisional ballot statistics using the “County Provisional Ballot Report.” Please label this data “Total Affidavit/Id” and include on the bottom of your report.

Absentee voting data: All city and township clerks are advised to update the following statistics on an ongoing basis as requests for the data can be expected:

- A. Number of absentee ballots distributed to all voters.
- B. Of the absentee ballots distributed to all voters, the number distributed to 1) domestic military voters 2) overseas military voters 3) overseas civilian voters and 4) domestic civilian voters.
- C. Of all the absentee ballots distributed to military and overseas voters, the number distributed through 1) regular mail 2) electronic method (fax or email).
- D. Of all the absentee ballots distributed to military and overseas voters, the number requested utilizing an FPCA form.
- E. Number of absentee ballots returned by all voters in time to be counted.
- F. Of the absentee ballots returned by all voters in time to be counted, the number returned by 1) domestic military voters 2) overseas military voters and 3) overseas civilian voters.
- G. Number of Federal Write-In Ballots (FWAB’s) returned by all military and overseas voters

in time to be counted by 1) domestic military voters 2) overseas military voters and 3) overseas civilian voters.

- H. Number of returned absentee ballots and FWAB's which were rejected and not counted, including those returned late. Note – you may be asked for separate totals for FWAB's and late returns.
- I. Of the returned absentee ballots and FWAB's which were rejected and not counted, the number returned by 1) domestic military voters 2) overseas military voters and 3) overseas civilian voters. Note – you may be asked for separate totals for FWAB's.
- J. For every returned absentee ballot which is rejected and not counted, the reason for each rejection. Note – you may be asked for separate totals for FWAB's.
- K. Number of absentee ballots requested for Republican Presidential Primary, Democratic Presidential Primary and the No Party Declaration ballot.

Is Your Contact Information Current?

Overseas Vote Foundation

Check: <http://www.overseasvotefoundation.org>

The Overseas Vote Foundation's website is widely recognized as an important online resource for overseas military and civilian voters who seek up-to-date voter registration and election information. Among the many features offered on the website is an "Election Officials Directory" which users can access to obtain election official contact information.

The Michigan election officials listed on the site include the state's 83 county clerks and the clerks of the following 26 cities:

Ann Arbor	East Lansing	Lincoln Park
Battle Creek	Farmington Hills	Livonia
Bay City	Flint	Pontiac
Dearborn	Grand Rapids	Roseville
Dearborn Heights	Kalamazoo	Royal Oak
Detroit	Lansing	Saginaw
Southfield	Taylor	Westland
St. Clair Shores	Troy	Wyoming
Sterling Heights	Warren	

If you are a county or city clerk who is listed on the site, we urge you to review your contact information as soon as possible and update as necessary. After accessing your contact

information, any needed updates can be easily effected by clicking on the “Update Information” link which appears in the lower right-hand corner of your contact information page.

Michigan Voter Information Center (MVIC)

Check: <http://www.michigan.gov/vote>

The Michigan Voter Information Center (MVIC) is an important online resource for voters who seek up-to-date voter registration, absentee voting, and election information. Among the many features offered on the website is a “Find Your Clerk” hotlink that users can access to obtain election official contact information. Please verify your contact information for accuracy, any needed updates can be easily effected by editing your information within QVF. Please contact the QVF Help Desk if you require assistance: (800) 310-5697.

Resources/Appendixes Attached to this Election News Issue

Special Presidential Primary Procedures:

- Electronic Poll Book (EPB) Instructions
- Paper Poll Book Ballot Issuance Procedures
- Sample letter - missing ballot type selection – absentee application: Domestic Civilian voters (“regular”)
- Sample letter - missing ballot type selection – absentee application: Military and Overseas Civilian voters

Election Resources Available on Department’s Website

A wide variety of election related information and materials can be accessed through the Bureau’s website: www.michigan.gov/elections. The information and materials currently available on the website include the following:

- Michigan election law
- Designated 2012 Presidential Primary webpage containing:
 - February 28, 2012 presidential primary calendar
 - Candidate Listing
 - Communications and important information

- May 8, 2012 election date calendar
- 2012 August/November election dates
- Provisional balloting implementation materials
- Michigan voter identification requirement implementation materials
- AutoMARK implementation materials

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!

Mailing address:	Michigan Department of State Bureau of Elections PO Box 20126 Lansing, MI 48901-0726
Phone:	(517) 373-2540
Fax:	(517) 373-0941
Email:	elections@michigan.gov

2012 Presidential Primary – e-Pollbook Addendum

The e-pollbook (EPB) has been modified for the Presidential Primary to aid in the tracking of Democratic and Republican ballots. One additional screen has been added to process voters and record the ballot type information. With this Presidential Primary update, the Ballot Lockout and Auto Advance features have been turned to No. While the ballot summary has not changed, if this is your first election with multiple ballot styles, please review those procedures. Note there are no changes to the voter history upload process.

Preparing for Election Day – Information for Clerks

The Ballot Lockout and Auto Advance features under **Options** have been defaulted to no. The **Auto Advance** feature does not have the capability to track Presidential Primary ballot types as it is not related to a district within the voter's record. **DO NOT** turn this feature on for the Presidential Primary.

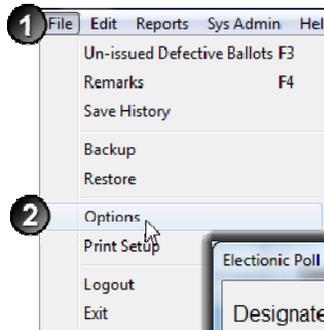
The **Ballot Lockout** feature may be changed back to Yes if your precinct ballots were numbered as recommended with staggering numbers. For example:

Ballot Lockout – By Ballot Style

<i>Ballot type</i>	<i>Ballot numbers</i>
Republican ballots	1001-1500
Democratic ballots	2001-2500
Ballot w/out Pres. Primary (if applicable)	3001-3500

To change the **Ballot Lockout** default, log into the EPB software on your laptop and:

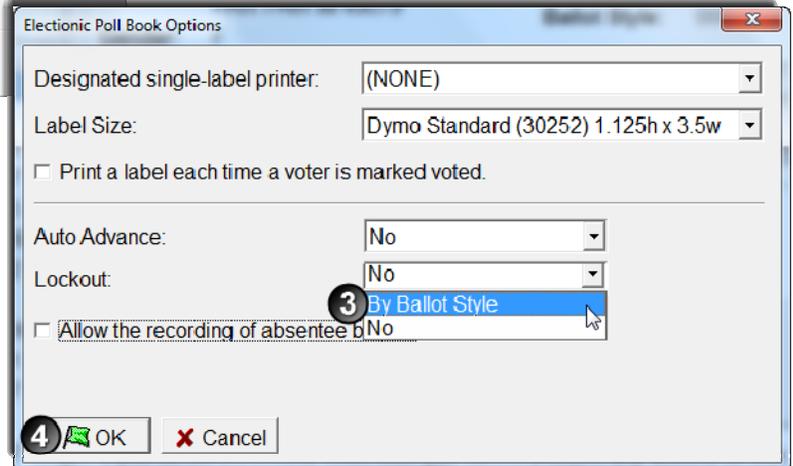
1. Click File
2. Click Options
3. Change Lockout to "By Ballot Style"
4. Click OK



If your ballot types all start with the same number (see example below) **DO NOT** make this change. Keep the default set as No.

Ballot Lockout – No

<i>Ballot type</i>	<i>Ballot numbers</i>
Republican ballots	1-1000
Democratic ballots	1-1000
Ballot w/out Pres. Primary	1-1000

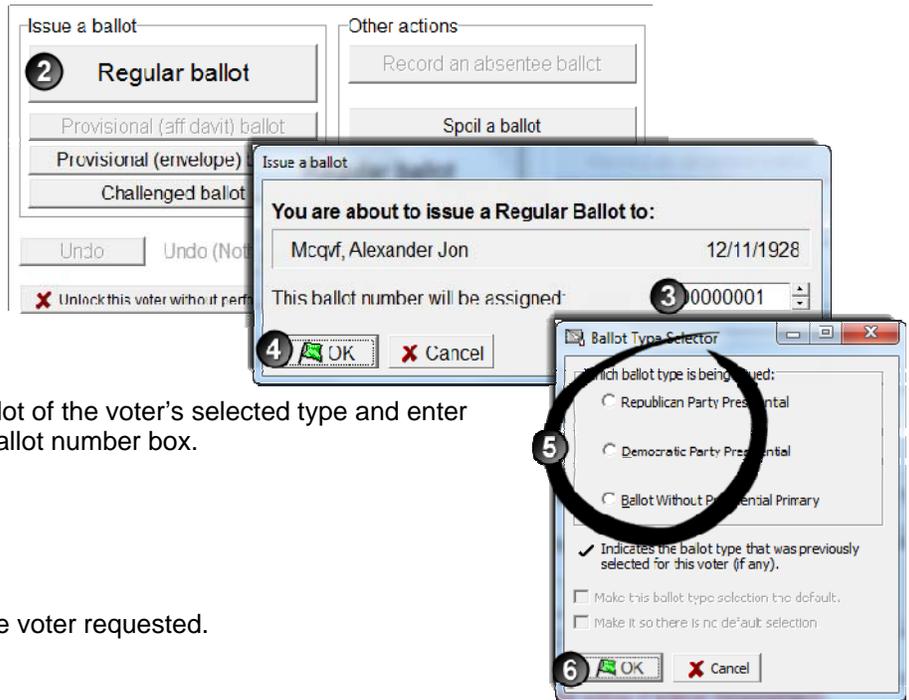


Assigning a Ballot in the e-Pollbook

1. Swipe the voter's driver's license through the magnetic card reader or type the voter's name into the DLN/Name field. If typing, select the correct voter and then you must click on "Lock this voter record," otherwise skip to Step 2.

Lock this voter record

2. Verify the voter's information provided on the Application to Vote is the same as the information in the EPB. When this verification is complete, click on regular ballot (or Provisional (envelope) or challenged ballot if applicable).



3. Find the next available ballot of the voter's selected type and enter that ballot number in the ballot number box.
4. Click OK.
5. Select which ballot type the voter requested.
6. Click OK.

7. Complete the ELECTION INSPECTOR COMPLETES portion of the Application to Vote with the election inspector's initials, the ballot style type, ballot number and voter number (see example at right).

Application to Vote/Ballot Selection Form

Picture identification requirement: All Michigan voters must show a Michigan driver's license, a Michigan personal identification card or some other acceptable form of picture identification before voting. A voter who is unable to show picture identification can vote after signing an affidavit attesting that he/she is not in possession of picture identification.

February 28, 2012 Presidential Primary

Precinct 1

I certify that I am a registered and qualified elector in the above precinct and hereby make application to vote at this election.

FICTION INSPECTOR COMPLETES
 ID AFFIDAVIT COMPLETED
 ELEC. INSP. INITIAL N
 BALLOT STYLE 1
 BALLOT NO. 1
 VOTER NO. 1

Are you a United States Citizen? Yes No

PRINT NAME: Alexander McQv

DATE OF BIRTH: 12-11-1928

RESIDENCE ADDRESS: 313 Pine St.

SIGN HERE Alexander McQv
SIGNATURE OF VOTER

SELECT BALLOT TYPE HERE

I hereby request the ballot type marked below for this election. (You must select one ballot type below. If you do not select a ballot type, a ballot will not be issued to you.)

SELECT ONLY ONE BALLOT TYPE:

Republican Party Presidential Primary Ballot

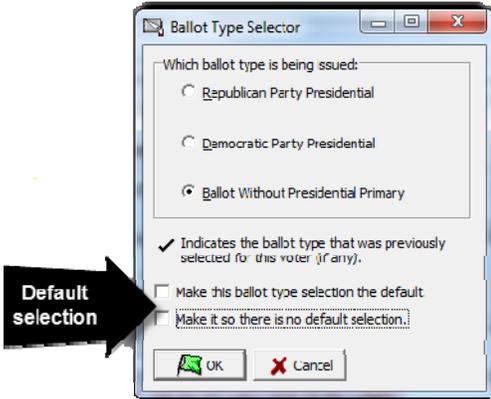
Democratic Party Presidential Primary Ballot

Ballot without Presidential Primary (If available). Note: This ballot choice is for voters not voting in the presidential primary who wish to vote on local proposals or candidates (if on ballot)

NOTES: If the wrong ballot type is selected in the EPB, the election inspector must go back into the voter's record, select undo, and repeat the steps above selecting the correct ballot type.

If absent voter ballots are processed in the precinct, the Ballot Type Selector window will pop up for those voters as well.

Ballot Selection Default



A ballot selection default may be set. If the majority of ballots selected are of one type, election inspectors may wish to make that ballot type the default. When issuing a ballot of this type, select the check box **Make this ballot type selection the default** and that ballot type will automatically be selected for the next voter. To turn this feature off, simply select the check box **Make it so there is no default selection**.

Be very careful when using the default to ensure different ballot types are recorded properly.

Changing the Ballot Type

If the voter decides they want a different ballot type after a ballot has been issued, the voter must change his or her Application to Vote and the new ballot should be processed under the normal spoiled ballot procedures. See the highlighted boxes in the example below for an acceptable way for the voter and election inspector to record the change on the application to vote.

Application to Vote/Ballot Selection Form

Picture identification requirement: All Michigan voters must show a Michigan driver's license, a Michigan personal identification card or some other acceptable form of picture identification before voting. A voter who is unable to show picture identification can vote after signing an affidavit attesting that he/she is not in possession of picture identification.

February 28, 2012 Presidential Primary Precinct 1

I certify that I am a registered and qualified elector in the above precinct and hereby make application to vote

<p>ELECTION INSPECTOR COMPLETES</p> <p><input type="checkbox"/> ID AFFIDAVIT COMPLETED</p> <p>W</p> <p>ELEC. INSP. INITIAL AKR</p> <p>BALLOT STYLE + 3</p> <p>BALLOT NO. 1</p> <p>VOTER NO.</p>	<p>Are you a United States Citizen? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>PRINT NAME: <u>Alexander McQuif</u></p> <p>DATE OF BIRTH: <u>12-11-1928</u></p> <p>RESIDENCE ADDRESS: <u>313 Pine St.</u></p> <p>SIGN HERE <u>X Alexander McQuif</u> SIGNATURE OF VOTER</p>	<p>SELECT BALLOT TYPE HERE</p> <p>I hereby request the ballot type marked below for this election. (You must select one ballot type below. If you do not select a ballot type, a ballot will not be issued to you.)</p> <p>SELECT ONLY ONE BALLOT TYPE:</p> <p><input checked="" type="checkbox"/> am Republican Party Presidential Primary Ballot</p> <p><input type="checkbox"/> Democratic Party Presidential Primary Ballot</p> <p><input checked="" type="checkbox"/> X Ballot without Presidential Primary (if available). Note: This ballot choice is for voters not voting in the presidential primary who wish to vote on local proposals or candidates (if on ballot).</p>
---	---	--

Ballot Summary

The EPB ballot summary has not changed from previous versions. The Presidential Primary ballot types should be recorded the same way as multiple ballot styles (for example, two or three school districts in one precinct).

Essentially each ballot type is entered on one line in both "A. Number of ballots delivered to precinct:" and "J. Number of UNUSED BALLOTS:." Use the Tab key to create a new line. Only one character can be used for the ballot style. This information is for recording purposes only. Remember, the ballot style line will not calculate until after the cursor is on a new line and/or in a different box.

NUMBER OF BALLOTS DELIVERED TO PRECINCT:

A. Number of ballots delivered to precinct:

Style	Starting No.	Ending No.	Count	Delete
D	00002001	00002500	500	
N	00003001	00003500	500	
R	00001001	00001500	500	

Total = 1500

B. Number of AV return envelopes received by board

C. Total 1500

NUMBER OF BALLOTS AT CLOSE OF POLLS:

D. Number of ballots tabulated (Enter Tabulator Public Counter reading) 6

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

F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots) 1

G. Number of ballots rejected 1

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

I. Number of PROVISIONAL "envelope" ballots issued 1

J. Number of UNUSED BALLOTS:

Style	Starting No.	Ending No.	Count	Delete
D	00002003	00002500	498	
N	00003006	00003500	495	
R	00001003	00001500	498	

Total = 1491

K. Total of Lines D, E, F, G, H, I and J 1500

L. Difference 0

**Special Instructions for Election Inspectors
Presidential Primary Ballot Issuance Procedures**

PAPER POLL BOOK

The following election day procedures are unique to the presidential primary:

I. Completing the Application to Vote/Ballot Selection Form

- a. Ask voter to print and sign his/her name, and enter his/her **current** residential address and date of birth on an Application to Vote.
- b. Ask voter to select ballot type by marking the corresponding box.
- c. Ask voter to answer U.S. citizenship question.

NOTE: For the administration of the presidential primary, the “Affidavit of Voter Not in Possession of Picture Identification” may be printed on a separate form or on the reverse side of the Application to Vote.

Application to Vote/Ballot Selection Form

Picture identification requirement: All Michigan voters must show a Michigan driver's license, a Michigan personal identification card or some other acceptable form of picture identification before voting. A voter who is unable to show picture identification can vote after signing an affidavit attesting that he/she is not in possession of picture identification.

February 28, 2012 Presidential Primary Precinct 1

I certify that I am a registered and qualified elector in the above precinct and hereby file this application to vote at this election.

Are you a United States Citizen? Yes No

ELECTION INSPECTOR COMPLETES	PRINT NAME: <u>Kathryn McQvf</u>	SELECT BALLOT TYPE HERE I hereby request the ballot type marked below for this election. (You must select one ballot type below. If you do not select a ballot type, a ballot will not be issued to you.) SELECT ONLY ONE BALLOT TYPE: <input checked="" type="checkbox"/> Republican Party Presidential Primary Ballot <input type="checkbox"/> Democratic Party Presidential Primary Ballot <input type="checkbox"/> Ballot without Presidential Primary (if available). Note: This ballot choice is for voters not voting in the presidential primary who wish to vote on local proposals or candidates only.
<input type="checkbox"/> ID AFFIDAVIT COMPLETED	DATE OF BIRTH: <u>9-15-90</u>	
ELEC. INSP. INITIAL	RESIDENCE ADDRESS: <u>509 N. Kalamazoo</u>	
BALLOT STYLE		
BALLOT NO.		

SIGN HERE Kathryn McQvf SIGNATURE OF VOTER

AFFIDAVIT OF VOTER NOT IN POSSESSION OF PICTURE IDENTIFICATION

I, _____ hereby affirm that I am _____ (Print Name)

not in possession of a driver's license, a state-issued personal identification card or any other acceptable form of picture identification and wish to vote.

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

SIGNATURE OF VOTER: _____

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

To be completed by Election Inspector

Sworn and subscribed to before me this _____ day of _____

I certify that the elector named above has completed the above affidavit in my presence.

X _____
Signature of Election Inspector

II. Recording Ballot Type Selection on QVF List

Confirm the voter's identity by 1) comparing the birth date and address on the Application to Vote with the voter's birth date and address on the precinct's QVF list and 2) viewing the voter's photo identification or receiving a signed "Affidavit of Voter Not In Possession of Picture Identification" form. As soon as it has been determined that the elector is qualified to vote, make a notation on the list. (Follow the clerk's directions on the preferred method for noting voter participation.)

Once the voter's participation has been noted on the QVF Precinct list, record the voter's ballot type selection next to his/her name on the list.

- If the voter selects the Republican Party Presidential Primary Ballot – Mark the voter's record with an "R".
- If the voter selects the Democratic Party Presidential Primary Ballot – Mark the voter's record with a "D".
- If the voter selects the No Party Declaration Ballot – Mark the voter's record with an "N".

Bar Code	St / BS	Name/Address:	DOB	AV / Notes / ID	MVIP	Name / School
		MCQVF, HARRY RAY 411 N MILLER ST	09/06/1955	av-s		MCQVF, HARRY RAY PAW PAW PUBLIC SCHOOL
		MCQVF, JONATHAN CLARK 306 E DAVIS ST	03/06/1954			MCQVF, JONATHAN CLARK PAW PAW PUBLIC SCHOOL
	V	MCQVF, JUSTIN ANDREW 141 E MICHIGAN AVE APT 1	08/11/1961		24	MCQVF, JUSTIN ANDREW PAW PAW PUBLIC SCHOOL
		MCQVF, KATHRYN LAUREN 509 N KALAMAZOO ST	09/15/1990			MCQVF, KATHRYN LAUREN PAW PAW PUBLIC SCHOOL
		MCQVF, MARTHA CAROL 905 E MICHIGAN AVE	01/05/1931			MCQVF, MARTHA CAROL PAW PAW PUBLIC SCHOOL
		MCQVF, MATTHEW DAVID 606 W GEORGE CT	04/15/1976			MCQVF, MATTHEW DAVID PAW PAW PUBLIC SCHOOL

III. Assigning a Ballot

Assign the top (lowest numbered) blank ballot to the voter from the appropriate ballot style. Record the ballot number on the Application to Vote and pass the Application to Vote to the election inspector responsible for making the Poll Book entry.

Application to Vote/Ballot Selection Form

Picture identification requirement: All Michigan voters must show a Michigan driver's license, a Michigan personal identification card or some other acceptable form of picture identification before voting. A voter who is unable to show picture identification can vote after signing an affidavit attesting that he/she is not in possession of picture identification.

February 28, 2012 Presidential Primary Precinct 1

I certify that I am a registered and qualified elector in the above precinct and hereby make application to vote at this election.

Are you a United States Citizen? Yes No

ELECTION INSPECTOR COMPLETES

ID AFFIDAVIT COMPLETED

ELEC. INSP. INITIAL CP

BALLOT STYLE

BALLOT NO. 1004

VOTER NO.

SIGN HERE Kathryn McQvf

RESIDENCE ADDRESS: 509 N. Kalamazoo

DATE OF BIRTH: 9-15-90

SIGNATURE OF VOTER

SELECT BALLOT TYPE HERE

I hereby request the ballot type marked below for this election. (You must select one ballot type below. If you do not select a ballot type, a ballot will not be issued to you.)

SELECT ONLY ONE BALLOT TYPE:

Republican Party Presidential Primary Ballot

Democratic Party Presidential Primary Ballot

Ballot without Presidential Primary (if available). Note: This ballot choice is for voters not voting in the presidential primary who wish to vote on local proposals or candidates (if on ballot).

IV. Completing the Poll Book

- a. List the name of each voter and ballot serial number in the Poll Book in the order that the Applications to Vote are presented. **The voter's ballot type selection is not recorded in the Poll Book.**

LIST OF VOTERS				
NO. OF VOTER	NAME OF VOTER	MARK & PHOTOED BY ABSENT VOTER	BALLOT NUMBER	REMARKS
1	Steven McQVF		1001	
2	Jon McQVF		2001	
3	Justin McQVF		3001	
4	Sue McQVF		1002	
5	MARTHA McQVF		1003	
6	KATHRYN McQVF		1004	
7	MATTHEW McQVF		2002	
8				
9				
10				
11				

- b. Record the voter number (line number in the Poll Book) on the Application to Vote/Ballot Selection Form.

Application to Vote/Ballot Selection Form

Picture identification requirement: All Michigan voters must show a Michigan driver's license, a Michigan personal identification card or some other acceptable form of picture identification before voting. A voter who is unable to show picture identification can vote after signing an affidavit attesting that he/she is not in possession of picture identification.

February 28, 2012 Presidential Primary Precinct 1

I certify that I am a registered and qualified elector in the above precinct and hereby make application to vote at this election.

Are you a United States Citizen? Yes No

ELECTION INSPECTOR COMPLETES <input type="checkbox"/> ID AFFIDAVIT COMPLETED ELEC. INSP. INITIAL <u>CP</u> BALLOT STYLE BALLOT NO. <u>1004</u> VOTER NO. <u>6</u>	PRINT NAME: <u>Kathryn McQVF</u> DATE OF BIRTH: <u>9-15-90</u> RESIDENCE ADDRESS: <u>509 N. Kalamazoo</u> SIGN HERE 	SELECT BALLOT TYPE HERE I hereby request the ballot type marked below for this election. (You must select one ballot type below. If you do not select a ballot type, a ballot will not be issued to you.) SELECT ONLY ONE BALLOT TYPE: <input checked="" type="checkbox"/> Republican Party Presidential Primary Ballot <input type="checkbox"/> Democratic Party Presidential Primary Ballot <input type="checkbox"/> Ballot without Presidential Primary (if available). Note: This ballot choice is for voters not voting in the presidential primary who wish to vote on local proposals or candidates (if on ballot).
---	--	---

- c. Place the ballot into a secrecy sleeve with the stub exposed. Place the completed Application to Vote in holder on outside of secrecy sleeve. Give secrecy sleeve to the voter and direct him/her to the next available voting booth.

V. Completing the Ballot Summary

All three ballot styles (Republican (R), Democratic (D), No Party Declaration (N)) issued at the precinct will be accounted for in one ballot summary.

CERTIFICATE OF ELECTION INSPECTORS

WE CERTIFY THE FOLLOWING:

AT THE CLOSE OF THE POLLS (Except as noted on the Remarks Page of this Poll Book)

A. The number of voters who were issued absent voter ballots (according to this Poll Book) _____

B. The number of absent voter ballot return envelopes received by Board _____

C. The number of invalid absent voter ballot return envelopes that the clerk did not deliver to Board (according to Poll Book) _____

D. The number of absent voters who did not return absent voter ballot to the clerk (according to the Poll Book) _____

Verified that the number of ballots tabulated equals the number of voters according to the Poll Book and that no discrepancies exist between the Poll Book and Applications to Vote. If they do not agree, make a notation in the Remarks Section of this Poll Book.

Listed the challenged voters, if any, in this Poll Book and properly identified the challenged ballots.

Verified that all valid absent voter ballots have been tabulated (if absent voter ballots processed in precinct).

Verified that any ballots requiring duplication have been accurately duplicated and tabulated.

Verified that all provisional "envelope" ballots issued, if any, were properly recorded, identified and sealed in the provisional ballot security envelope.

Verified the tabulator statement of votes tape and printout language are attached to Statement of Votes.

BALLOT SUMMARY

NUMBER OF BALLOTS DELIVERED TO AV COUNTING BOARD:

A. Number of official ballots delivered to AV Counting Board: _____

List each ballot style/split separately. (If any)

Ending No. - Starting No.

Ballot Style/Split #1 (- 1001) +1= _____

Ballot Style/Split #2 (- 2001) +1= _____

Ballot Style/Split #3 (- 3001) +1= _____

Ballot Style/Split #4 (-) +1= _____

Ballot Style/Split #5 (-) +1= _____

A. Total = _____

B. Number of absent voter ballot envelopes delivered to precinct which did not contain a ballot: _____

C. Total of Lines A & B: = _____

NUMBER OF BALLOTS AT THE CLOSE OF THE POLLS:

Number of ballots tabulated: _____

Number of absent voter ballot envelopes delivered to precinct which did not contain a ballot: _____

Number of ballots used by election inspectors for ballot duplications: _____

Number of PROVISIONAL "envelope" ballots issued: _____

NUMBER OF UNUSED BALLOTS (excess ballots):

Ending No. of Unused Ballots - Starting No. of Unused Ballots

Ballot Style/Split #1 Minus _____ + 1 = _____

Ballot Style/Split #2 Minus _____ + 1 = _____

Ballot Style/Split #3 Minus _____ + 1 = _____

Ballot Style/Split #4 Minus _____ + 1 = _____

Ballot Style/Split #5 Minus _____ + 1 = _____

H. Total = _____

I. Total of Lines D, E, F, G, and H: = _____

THESE TOTALS MUST AGREE

CHECK YOUR TOTALS! THE TOTAL RECORDED ON LINE C MUST EQUAL THE TOTAL RECORDED ON LINE I. IF THESE TOTALS DO NOT AGREE, PLEASE EXPLAIN THE REASON IN THE REMARKS SECTION OF THIS POLL BOOK.

By signing below, the undersigned members of the Board of Election Inspectors, certify that all ballots issued and unused except envelope ballots were properly sealed into an approved **BALLOT STORAGE CONTAINER** by affixing seal No. _____

We further certify that if the Tabulator Program (Prox Pack/Card) and Terminal Program have been removed from the tabulator it was properly sealed in an approved **STORAGE CONTAINER** by affixing seal No. _____

Signature of member who sealed the **BALLOT STORAGE CONTAINER** and **TABULATOR/TERMINAL PROGRAM STORAGE CONTAINER**

Signature of member who verified these sealings. (May not represent same political party as member who sealed both storage containers.)

WHITE COPY TO LOCAL CLERK

ALL INSPECTORS PRESENT AT THE CLOSE OF THE POLLS MUST SIGN BELOW (Any Inspectors Leaving Prior to the Close of the Polls must be documented in the Remarks Section of this Poll Book)

Inspector	Phone
<input checked="" type="checkbox"/>	

Category	Description	Ballot Styles	Where to find number
A	Number of official ballots delivered to the precinct for processing	a. "R" ballots b. "D" ballots c. "N" ballots	Use equation to find the total number of ballots delivered to precinct for each style
B	Number of absent voter ballot return envelopes delivered to the precinct for processing	ALL	Physical count of AV ballot envelopes delivered to precinct
C	Total of lines A & B	ALL	Add lines A & B
D	Number of ballots tabulated	ALL	Public counter or totals tape
E	Number of absent voter ballot return envelopes delivered to precinct which did not contain a ballot	ALL	Physical count of any AV ballot envelopes that did not contain a ballot
F	Number of ballots reissued to voters who spoiled their ballot at the polling place	ALL	Physical count of ballots in "Spoiled Ballots" envelope or number of spoiled ballots in List of Voters pages
G	Number of ballots used by election inspectors for ballot duplication	ALL	Number of ballots used to duplicate original ballots
H	Number of provisional "envelope" ballots issued	ALL	Physical count of any "envelope" ballots
I	Number of unused ballots	a. "R" ballots b. "D" ballots c. "N" ballots	Use equation to find the total number of unused ballots remaining for each style
J	Total of lines D, E, F, G, H and I	ALL	Add lines D-I

VI. "What If" Scenarios

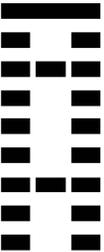
Spoiled Ballots

A voter who spoils his/her ballot may obtain a new ballot following the "Spoiled Ballot Procedure" as described below:

1. Direct the voter to return the spoiled ballot (original ballot issued to the voter) secured inside the secrecy sleeve to the processing table. It is important that the secrecy of the ballot be maintained; **do not look at the voted ballot**. The original Application to Vote/Ballot Selection Form will also be needed.
2. Write the word "Spoiled" on the top of the ballot.

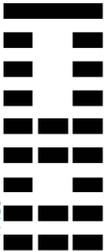
IF STUB DETACHES, PLEASE RETURN WITH BALLOT

Paw Paw Township, Precinct 1



OFFICIAL BALLOT
NO PARTY DECLARATION BALLOT
Presidential Primary Election
Tuesday, February 28, 2012
Van Buren County, Michigan
Paw Paw Township, Precinct 1

Spoiled ←



INSTRUCTIONS: For the office of President, you may vote for a candidate or you may vote "Uncommitted."

TO VOTE: Complete the arrow opposite each choice as shown: ←

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

3. Instruct the voter to remove the stub (if not already removed), place the ballot and stub in the envelope labeled "Spoiled or Defective Ballots." (If you were not supplied with an envelope reserved for this purpose, create your own.)
4. Draw a line through the first ballot number recorded in the Poll Book and on the original Application to Vote/Ballot Selection Form and note that the ballot was "Spoiled."

LIST OF VOTERS

NO. OF VOTER	NAME OF VOTER	MARK A.V. IF VOTED BY ABSENT VOTER	BALLOT NUMBER	REMARKS
1	Steven McQVF		1001	
2	Jon McQVF		2001	
3	Justin McQVF		3002 3004	SPILLED
4	Sue McQVF		1002	
5	MARTHA McQVF		1003	
6	KATHRYN McQVF		1004	
7	MATTHEW McQVF		2002	
8				
9				

Switching Ballot Types

A voter who would like to replace his/her ballot with a different ballot style may obtain a new ballot style following the “Spoiled Ballot Procedure” as described below:

1. Direct the voter to return the spoiled ballot (original ballot issued to the voter) secured inside the secrecy sleeve to the processing table. It is important that the secrecy of the ballot be maintained; **do not look at the voted ballot**. The original Application to Vote/Ballot Selection Form will also be needed.
2. Write the word “Spoiled” on the top of the ballot.

IF STUB DETACHES, PLEASE RETURN WITH BALLOT

Paw Paw Township, Precinct 1

OFFICIAL BALLOT
REPUBLICAN PARTY BALLOT
Presidential Primary Election
Tuesday, February 28, 2012
Van Buren County, Michigan
Paw Paw Township, Precinct 1

Spoiled ←

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

TO VOTE: Complete the arrow opposite each choice as shown: ←

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

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

WRITE-IN CANDIDATES: To vote for a candidate whose name is not printed on the ballot.

17435

3. Instruct the voter to remove the stub (if not already removed), place the ballot and stub in the envelope labeled “Spoiled or Defective Ballots.” (If you were not supplied with an envelope reserved for this purpose, create your own.)
4. Instruct the voter to change his/her selection on the Application to Vote form and initial change.

Application to Vote/Ballot Selection Form

Picture identification requirement: All Michigan voters must show a Michigan driver's license, a Michigan personal identification card or some other acceptable form of picture identification before voting. A voter who is unable to show picture identification can vote after signing an affidavit attesting that he/she is not in possession of picture identification.

February 28, 2012 Presidential Primary Precinct 1

I certify that I am a registered and qualified elector in the above precinct and hereby make application to vote at this election.

Are you a United States Citizen? Yes No

ELECTION INSPECTOR COMPLETES	PRINT NAME: <u>Kathryn McQvf</u>	SELECT BALLOT TYPE HERE I hereby request the ballot type marked below for this election. (You must select one ballot type below. If you do not select a ballot type, a ballot will not be issued to you.) SELECT ONLY ONE BALLOT TYPE: <input checked="" type="checkbox"/> Republican Party Presidential Primary Ballot <input type="checkbox"/> Democratic Party Presidential Primary Ballot <input type="checkbox"/> Ballot without Presidential Primary (if available). Note: This ballot choice is for voters not voting in the presidential primary who wish to vote on local proposals or candidates (if on ballot).
<input type="checkbox"/> ID AFFIDAVIT COMPLETED	DATE OF BIRTH: <u>9-15-90</u>	
ELEC. INSP. INITIAL <u>CP</u> BALLOT STYLE	RESIDENCE ADDRESS: <u>509 N. Kalamazoo</u>	
BALLOT NO. <u>10042002</u> VOTER NO. <u>6</u>	SIGNATURE OF VOTER: <u>Kathryn McQvf</u>	

5. Change the voter's ballot type selection on the QVF Precinct list.

1/18/2012 PAW PAW TOWNSHIP (63000) 69

02/28/2012 - PRESIDENTIAL PRIMARY - PAW PAW TOWNSHIP

WARD PRECINCT 00001

Bar Code	St/ BS	Name/Address:	DOB	AV / Notes / ID MVP	Name / School
		MCQVF, HARRY RAY 411 N MILLER ST	09/06/1955	av-s	MCQVF, HARRY RAY PAW PAW PUBLIC SCHOOL
		MCQVF, JONATHAN CLARK 306 F DAVIS ST	03/06/1954		MCQVF, JONATHAN CLARK PAW PAW PUBLIC SCHOOL
	V	MCQVF, JUSTIN ANDREW 141 E MICHIGAN AVE APT 1	08/11/1961	24	MCQVF, JUSTIN ANDREW PAW PAW PUBLIC SCHOOL
		MCQVF, KATHRYN LAUREN 509 N KALAMAZOO ST	09/15/1990		MCQVF, KATHRYN LAUREN PAW PAW PUBLIC SCHOOL
		MCQVF, MARTHA CAROL 905 E MICHIGAN AVE	01/05/1931		MCQVF, MARTHA CAROL PAW PAW PUBLIC SCHOOL
		MCQVF, MATTHEW DAVID 606 W GEORGE CT	04/15/1976		MCQVF, MATTHEW DAVID PAW PAW PUBLIC SCHOOL

6. Draw a line through the first ballot number recorded in the Poll Book and on the original Application to Vote/Ballot Selection Form and note that the ballot was "Spoiled."

LIST OF VOTERS

NO. OF VOTER	NAME OF VOTER	MARK A.V. (IF VOTED BY ABSENT VOTER)	BALLOT NUMBER	REMARKS
1	Steven McQVF		1001	
2	Jon McQVF		2001	
3	Justin McQVF		3002 3004	SPOILED
4	Sue McQVF		1002	
5	MARTHA McQVF		1003	
6	KATHRYN McQVF		2003 1004	SPOILED
7	MATTHEW McQVF		2002	
8				
9				

SAMPLE Absentee Voter Letter 1 – No Ballot Selection Received

January 20, 2012

Dear Absentee Voter:

Michigan's February 28, 2012 presidential primary will be conducted as a "closed" primary. Normally, all of Michigan's primaries are "open", meaning that a voter is not required to request a specific party's ballot. For the February 28 presidential primary all voters must indicate if they wish to receive the Republican Party ballot, the Democratic Party ballot or the "no party declaration" special election ballot (if any). Note that the "no party declaration" special election ballot does not contain any presidential primary candidates – it only includes the special election issue(s) that are included on the February 28, 2012 presidential primary ballot for this jurisdiction.

We have received your absent voter ballot request; however, it did not include a ballot type selection for the presidential primary. Therefore, we are enclosing a new absent voter application/ballot request form. By law, you must indicate your ballot choice in writing. **If you do not designate a ballot selection in writing, you will not receive a ballot for the February 28, 2012 presidential primary.**

Please indicate your ballot selection on the new absent voter ballot application form and return it to this office as soon as possible. Alternatively, you may also indicate your ballot selection via letter, email or fax.

Please feel free to contact this office if you have any questions.

[Enter contact information.]

**Suggested Overseas Voter Letter –
No Ballot Selection Received**

January 14, 2012

Dear Military or Overseas Voter:

A military or overseas voter who registered to vote in Michigan who submitted an FPCA or Absent Voter Ballot request for an election conducted in 2012 is automatically eligible to receive an absent voter ballot for Michigan's February 28, 2012 presidential primary.

Michigan's February 28, 2012 presidential primary will be conducted as a "closed" primary. Normally, all of Michigan's primaries are "open", meaning that a voter is not required to request a specific party's ballot. For the February 28 presidential primary all voters must indicate if they wish to receive the Republican Party ballot, the Democratic Party ballot or the "no party declaration" special election ballot (if any). We have not received your ballot type selection for the presidential primary at this date. Therefore, we are enclosing both the Republican Party presidential primary ballot and the Democratic Party presidential primary ballot. If your city or township of registration in Michigan is conducting a special election in conjunction with the presidential primary, we are also enclosing a "no party declaration" special election ballot.

YOU MAY ONLY VOTE 1 BALLOT!!! If you wish to vote, you must: 1) mark your ballot choice on the ballot selection form shown below; 2) vote the ballot indicated on the ballot selection form; and 3) return your voted ballot and the completed ballot selection form to the clerk of your city or township of registration in Michigan. Remember: you can only return one of the enclosed ballots. Do not return the ballot(s) you do not vote.

Please feel free to contact this office if you have any questions. [Enter contact information.]

Detach and return this portion of letter.

**ABSENTEE VOTER BALLOT SELECTION FORM
February 28, 2012 Presidential Primary**

Please print full name

Residence Address

I am enclosing the ballot type marked below for the February 28, 2012 presidential primary.

(You must mark **one** ballot type below.)

MARK ONLY ONE BALLOT TYPE:

- Republican Party Presidential Primary Ballot
- Democratic Party Presidential Primary Ballot
- Ballot without Presidential Primary (if available). Note: This ballot choice is for voters not voting in the presidential primary who wish to vote on local proposals or candidates (if on ballot).