



ELECTION NEWS

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

Michigan Department of State - Ruth Johnson, Secretary of State

Issue No. 93

February 14, 2012

In This Issue ...

- **Maintaining Order in the Polls on Election Day**
- **Handling Emergencies that Raise Questions Over the Interruption of the Voting Process or the Extension of the Polling Hours**
- **Reminder: Check Post Office for Absent Voter Ballots that Arrive on February 28!**
- **Posting Absentee Voting Information on Election Day**
- **Provisional Ballot Report Forms Due March 6**
- **Number of voters who sign “Affidavit of Voter Not In Possession of Picture Identification”**
- **Procedures to Update Voter History**
- **Resources/Appendixes Attached to this Election News Issue**
- **Election Resources Available on Department’s Website**
- **Have a Question or Need Assistance?**

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 that is free of distractions. To ensure the orderly management of the polls on February 28, 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 media representatives must remain in the “public area” of the polling place except as otherwise noted below.

- Outside of each building that 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. (Michigan election law stipulates that no person is permitted to solicit votes 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.) Note: “Exit pollsters” may position themselves as close as 20 feet from a doorway used by voters to enter the polling place. See explanation below.

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. It merits emphasis that exit polling is the questioning of voters after they have left the polls.

Use of video cameras, cell phones, cameras, televisions and recording equipment in the polls:

To ensure that all voters who attend the polls on February 28 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.)
- Broadcast stations and news media representatives 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 media representative 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 the filming process inconveniences no voters.
- 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.)
- Television watching is prohibited in the polls during the hours the polls are open for voting.

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

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

If your local enforcement authorities will not eject challengers or poll watchers from the polls at your request, contact the Michigan Department of State's Bureau of Elections. Phone: (517) 373-2540.

Points of clarification: Important points of clarification regarding the appointment and conduct of challengers and poll watchers are provided below:

- “Challengers” can be placed in the polls by the political parties, interest groups that support or oppose the passage of a proposal on the ballot and organizations which have an interest in preserving the purity of elections. Political parties are free to appoint challengers through the date of the election; advance application is not required. Interest groups which support or oppose the passage of a proposal or organizations which have an interest in preserving the purity of elections must apply for authorization to appoint challengers 20 to 30 days prior to the election.
- A person who wishes to observe the election process – who is not qualified to serve as an election “challenger” – can watch from the public area of the polling room. Such individuals, commonly known as “poll watchers,” do not have the right to approach voters, challenge a person’s right to vote or question the actions of the precinct board.
- Challengers and poll watchers cannot display any signs or distribute literature in the polls or within 100 feet of any doorway being used by voters to enter the building in which the polling place is located.
- Challengers and poll watchers do not have the authority to approach voters or talk to voters in the polls or within 100 feet of any doorway being used by voters to enter the building in which the polling place is located.
- Challengers and poll watchers do not have the right to use video cameras or recording devices in the polling place.
- Challengers and poll watchers (or other registered voters) do not have the right to challenge a voter based solely on the ballot type selection for the presidential primary; voters have the right to select a Republican Party Ballot, Democratic Party Ballot or No Party Declaration Ballot (if available) without being subjected to challenge.
- A challenger may sit behind the processing table; a poll watcher does not have this privilege. (Poll watchers must sit or stand in the “public area” of the polling place where they will not interfere with the voting process.)

- Challengers have a right to look at the Poll Book; poll watchers may look at the Poll Book when doing so would not disrupt the voting. Poll watchers may ask an inspector for an update on the number of voters who have voted. A challenger or a poll watcher may not touch the Poll Book or any other voting records.
- As challengers have a right to observe each person offering to vote and inspect the materials used to process voters at the polling place, there is nothing to prevent challengers from witnessing the party ballot selections made by voters who participate in the presidential primary.
- A challenger or poll watcher who has the name of an organization he or she represents displayed on a button, armband, vest, t-shirt or other item of clothing must remove it or turn it over.
- Poll watchers and challengers do not have the authority to place tables in the polls.

<p>Handling Emergencies that Raise Questions Over the Interruption of the Voting Process or the Extension of the Polling Hours</p>

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. The following points merit emphasis:

- 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.

- 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 February 28! If an urgent need to communicate with Michigan’s county and local clerks emerges on February 28, the issuance of an email to all county and local clerks will be one of the first actions we will take. **NOTE: the Bureau of Elections will use the QVF Merit email system to issue these communications. If you need instruction or assistance related to the use of the Merit email system, please contact the QVF Help Desk at 517-241-0340 for assistance.**

Reminder: Check Post Office for Absent Voter Ballots that Arrive on February 28!

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 absent voter ballots being held at the post office in sufficient time to deliver the absent voter 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 February 28 presidential primary to make arrangements to obtain any absent voter ballots that reach the post office on Tuesday, February 28. The requirement is designed to ensure that any and all absent voter ballots that reach the clerk’s post office on election day are counted – including those absent voter ballots that arrive in the post office after the clerk’s routine mail delivery on election day.

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

of absent voter ballots returned by voters and 2) the total number of absent voter ballots received for processing.

A form which can be used to post the information specified above is provided with this newsletter.

Provisional Ballot Report Forms Due March 6

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 3) the number of “envelope” ballots determined valid and counted and 4) the number of “envelope” ballots determined invalid and not counted.

No later than the 14th day after the 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 attached to this newsletter and are accessible under “Information for Election Administrators” on the Bureau’s website www.michigan.gov/elections.

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. All clerks: Please instruct your election inspectors to gather this data at close of polls and submit with other paperwork. NOTE: If preferred, it is acceptable for the clerk to go through the applications after the election to compile this total for each precinct (rather than having the election inspectors handle this task). This task must be completed within 6 days after the election. 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.” County clerks: Please include this data when you submit your provisional ballot statistics using the “County Provisional Ballot Report.” The Provisional Ballot Report forms that are enclosed and posted on our website have been modified to include spaces for you to provide these totals.

Procedures to Update Voter History

Procedures for updating Voter History after the presidential primary are unchanged for jurisdictions using Electronic Pollbook. Specialized instructions are attached for jurisdictions utilizing a paper precinct list. These instructions offer guidance to ensure proper recording of each voter's ballot type selection.

Resources/Appendixes Attached to this Election News Issue

- Procedure for handling “envelope” Provisional ballots
- Provisional Ballot Report forms
- Procedures for updating voter history (paper precinct list jurisdictions)
- Sample form for posting Absentee Ballot Information

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
- Election Inspector training materials
- Michigan voter identification requirement implementation materials

- AutoMARK implementation materials
- 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!

Mailing address:	Michigan Department of State Bureau of Elections PO Box 20126 Lansing, MI 48901-0726
Phone:	(517) 373-2540 Toll Free (800) 292-5973
Fax:	(517) 373-0941
Email:	elections@michigan.gov



STATE OF MICHIGAN
BUREAU OF ELECTIONS
LANSING

February 2012

**Procedure for Handling “Envelope” Ballots
Returned to Clerk’s Office**

Within 6 days after the election, the city or township clerk must evaluate each “envelope” ballot voted by the jurisdiction’s voters to determine if the ballot can be counted. When making this determination, the city or township clerk is not permitted to open the PROVISIONAL BALLOT SECURITY ENVELOPE holding the ballot.

I. MISSING REGISTRATION: Determining the validity of an “envelope” ballot issued to an elector whose name did not appear on the precinct’s QVF list

All of the information needed to determine the validity of an “envelope” ballot issued to such an elector is recorded on the four-step procedure form completed by the precinct board.

THE “ENVELOPE” BALLOT CAN BE COUNTED IF:

- A valid voter registration application for the elector is located; the registration application was submitted by the elector on or before the “close of registration” for the election at hand;
- OR
- The elector completed the 4-step procedure form properly by:
 - Signing the affidavit and confirming registration prior to the close of registration
 - Completing a new voter registration form
 - Showing an acceptable form of photo ID¹
 - Showing an acceptable form of proof of residency²

¹ Acceptable IDENTIFICATION documents include: Michigan Driver’s License, Michigan Personal Identification Card, other government-issued photo identification card or a photo identification card issued by a Michigan university or college.

² Acceptable proof of RESIDENCY documents include: Any of the above identification documents OR a current utility bill, current bank statement, current paycheck or government check or any other government document.

In either case, ensure that the “envelope” ballot was voted in the proper precinct. Only “envelope” ballots processed in the proper precinct are valid.

SUBMISSION OF PHOTO ID AND RESIDENCE CONFIRMATION DOCUMENT DURING 6-DAY “ENVELOPE” BALLOT EVALUATION PERIOD PERMITTED:

- In an instance where the elector was unable to identify himself or herself with acceptable form of photo ID¹ and/or an acceptable form of proof of residency² (see above), the ballot can be counted if the voter is able to produce the required document(s) during the 6-day “envelope” ballot evaluation period. The voter can appear in person in the city or township clerk’s office to show the document(s), fax the document(s) to the clerk or mail a copy of the document(s) to the clerk. The document(s) must reach the city or township clerk no later than the sixth calendar day after the date of the election.
- In any instance where an “envelope” ballot is counted because the voter was able to produce the required photo ID¹ and/or residence confirmation² document(s) during the 6-day “envelope” ballot evaluation period, the clerk must enter a notation on the Four-Step Procedure form completed when the voter was issued the “envelope” ballot in the polls.

THE “ENVELOPE” BALLOT CANNOT BE COUNTED IF:

- The elector was unable to identify himself or herself at the polls or during the 6-day “envelope” ballot evaluation period by showing an acceptable form of photo ID¹ and/or an acceptable form of proof of residency². Both ID and residency must be verified before an “envelope” ballot can be counted.

IMPORTANT NOTE REGARDING ELECTORS WHO VOTED IN WRONG PRECINCT:

In any situation where an “envelope” ballot has been issued to a voter who 1) appeared to vote in the wrong precinct and 2) declined to travel to his or her proper precinct to vote, you must make every effort to accurately confirm that the voter did, in fact, vote in the wrong precinct before rejecting the “envelope” ballot as invalid. The evaluation must include a check of the QVF street index to verify that the voter was not assigned to the wrong precinct in error. If a check of the street index reveals that a voter in this situation actually voted in the proper precinct, the “envelope” ballot must be counted.

<p>II. FEDERAL ID REQUIREMENT: Determining the validity of an “envelope” ballot issued to an elector subject to the federal identification requirement</p>

- The “envelope” ballot can be counted if during the 6-day “envelope” ballot evaluation period the elector provides an acceptable form of photo ID¹ **OR** an acceptable form of proof of residency² (see above). Only one of these forms is necessary to meet the federal ID requirement. The voter can appear in person in the city or township clerk’s office to show the required ID, fax the required ID to the clerk or mail a copy of the required ID to the clerk. In an instance where an “envelope” ballot is counted because the voter was able to produce the required ID during the 6-day “envelope” ballot evaluation period, the clerk must enter a notation on the PROVISIONAL BALLOT SECURITY ENVELOPE.

- The “envelope” ballot cannot be counted if the voter fails to provide the proper identification to satisfy the federal ID requirement during the 6-day “envelope” ballot evaluation period.

III. MICHIGAN VOTER IDENTIFICATION REQUIREMENT: Determining the validity of an “envelope” ballot issued to a voter because questions over the voter’s identity remained after an inspection of the picture identification produced by the voter

- The “envelope” ballot can be counted if the elector appears in person and provides a Michigan Driver’s License or a Michigan Personal Identification Card during the 6-day “envelope” ballot evaluation period. Voters can also show any of the following forms of picture identification as long as they are current: a driver’s license or personal identification card issued by another state; a federal or state-government issued photo identification; a U.S. passport; a military identification card with photo; a student identification with photo from a high school or an accredited institution of higher education; or a tribal identification with photo. In all cases, the picture identification must resolve the questions over the voter’s identity which prompted the issuance of an “envelope” ballot to the voter.
- The “envelope” ballot cannot be counted if the voter fails to personally appear in the clerk’s office during the 6-day “envelope” ballot evaluation period and provide an acceptable form of photo ID.

IV. Disposition of valid “envelope” ballots which can be counted

- If the “envelope” ballot can be counted, remove the ballot from the PROVISIONAL BALLOT SECURITY ENVELOPE and remove the stub from the ballot. Do not remove the ballot from its secrecy sleeve during this step.
- Place the ballot in a ballot container.
- After you have placed all of the valid “envelope” ballots that can be counted in the container, remove the ballots and count the valid votes on the ballots.
- After counting the valid votes on the ballots, complete a PROVISIONAL BALLOT REPORT FORM. After completing the form, submit it to the county canvassing board or local canvassing board as appropriate. The form must be transmitted to the canvassing board no later than the 7th day after the election.
- After recording the valid votes on the “envelope” ballots that can be counted, seal the counted “envelope” ballots and PROVISIONAL BALLOT SECURITY ENVELOPES which contained the ballots in a ballot container. Attach a ballot tag to the seal which indicates that the container holds the “envelope” ballots returned after the election which were determined valid and counted. Retain the PROVISIONAL BALLOT SECURITY ENVELOPES which were determined invalid and not opened in a separate secure place in your office.



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

2012 Presidential Primary – QVF Addendum

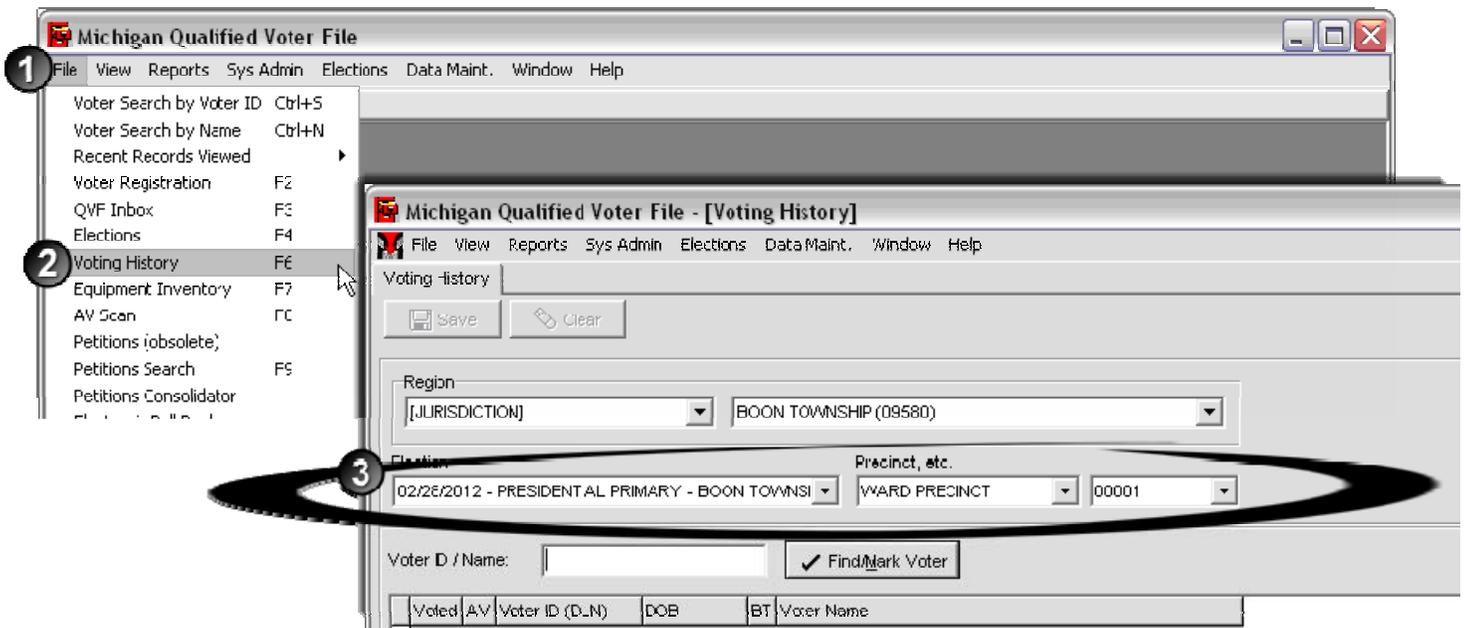
Updating Voting History – Paper Precinct List Procedures

The February 28, 2012 Michigan Presidential Primary requires tracking the voter's ballot selection (a Republican ballot or Democratic ballot). This requirement requires temporary changes to certain election and QVF procedures. Updating Voting History in QVF is one of those procedures. The following are instructions to manually update Voting History in accordance with the Presidential Primary changes. ***(These instructions are only for those election officials who use a paper precinct list; the Voting History procedures for the Electronic Poll Book are unaffected.)***

Updating Voter History in QVF

To access the **Voting History** module:

1. Click File
2. Click Voting History
3. Select the Election (02/28/2012 – Presidential Primary) and Precinct processing



The main difference to the **Voting History** module is the addition of a new column called «BT». This stands for “ballot type”, and after voter history has been updated this value will be filled with one of following three values based on the voter’s selection:

- R - Republican ballot type
- D - Democratic ballot type
- L - Local ballot issue without the Presidential Primary (if applicable)

Michigan Qualified Voter File - [Voting History]

File View Reports Sys Admin Elections Data Maint. Window Help

Voting History

Save Clear

Region: [JURISDICTION] BOON TOWNSHIP (09580)

Election: 02/28/2012 - PRESIDENTIAL PRIMARY - BOON TOWNSI Precinct, etc.: VWARD PRECINCT 00001

Voter ID / Name: Find/Mark Voter

	Voted	AV	Voter ID (DLN)	DOB	BT	Voter Name
▶			X000000000020	01.01.1971		MCQVF, ALPHEUS ETHELRED
			X000000000004	01.01.1981		MCQVF, ATHALIA GEORGETTE
			X000000000022	01.01.1991		MCQVF, BILLY VLAD
			X000000000021	01.01.1951		MCQVF, BRUNHILDE JEZEBEL
			X000000000025	01.01.1961		MCQVF, DEIDRE HYACINTH
			X000000000019	01.01.1991		MCQVF, DEVORGUILLA MAE

Ballot Type Selector

Which ballot type is being issued:

- Republican Party Presidential
- Democratic Party Presidential
- Ballot Without Presidential Primary

Indicates the ballot type that was previously selected for this voter (if any).

Make this ballot type selection the default.

Make it so there is no default selection.

OK Cancel

A Ballot Type Selector window has been added to the Voting History module to record each voter’s ballot type selection. This Ballot Type Selector window works the same way the Ballot Type Selector window in the Absent Voter module works.

Processing Voter History

To process a voter:

1. Scan the voter's barcode or type the voter's name in the Voter ID/Name box and click Find/Mark Voter
2. Click the radio button that corresponds with the voter's ballot type selection
3. Click OK

Michigan Qualified Voter File - [Voting History]

File View Reports Sys Admin Elections Data Maint. Window Help

Voting History

Save Clear

Region: [JURISDICTION] BOON TOWNSHIP (09580)

Election: 02/28/2012 - PRESIDENTIAL PRIMARY - BOON TOWNSHIP Precinct, etc.: WARD PRECINCT 00001

Voter ID / Name: 1 Find/Mark Voter

Voted	AV	Voter ID (DLN)	DOB	BT	Voter Name
		X000000000020	01/01/1971		MCQVF, ALPHEUS ETHELRED
		X000000000004	01/01/1981		MCQVF, ATHALIA GEORGETTE
		X000000000022	01/01/1991		MCQVF, BILLY VLAD
		X000000000021	01/01/1951		MCQVF, BRUNHILDE JEZEBEL
		X000000000025	01/01/1961		MCQVF, DEIDRE HYACINTH
		X000000000019	01/01/1991		MCQVF, DEVORQUILLA MAR
		X000000000005	01/01/1961		MCQVF, EPAPHRODITUS E
		X000000000008	01/01/1991		MCQVF, ESMERELDA DA
		X000000000003	01/01/1951		MCQVF, EUDOXIA MYRTL
		X000000000012	01/01/1951		MCQVF, GERTRUDE CALLIO
		X000000000016	01/01/1961		MCQVF, GWENDYLN ELECTRA
		X000000000024	01/01/1971		MCQVF, HAAKON ELVIS
		X000000000010	01/01/1971		MCQVF, HECLUBA SUE
		X000000000013	01/01/1971		MCQVF, HEPHAESTION ESAU
		X000000000014	01/01/1931		MCQVF, HERODIAS MAUD
		X000000000001	01/01/1971		MCQVF, HORTENSE ISIS
		X000000000007	01/01/1981		MCQVF, JEHOSAPHAT IGNER
		X000000000009	01/01/1961		MCQVF, LOTHAIR GILLIGAN
		X000000000018	01/01/1961		MCQVF, MAEVE JERUSHA
		X000000000002	01/01/1991		MCQVF, MAKARIOS EGBERT

Ballot Type Selector

Which ballot type is being issued:

- Republican Party Presidential
- Democratic Party Presidential
- Ballot Without Presidential Primary

Make this ballot type selection the default.

Make it so there is no default selection.

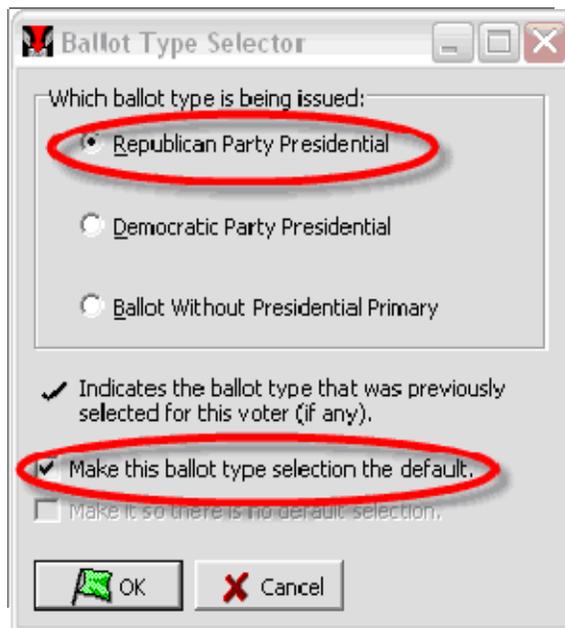
OK Cancel

The voter's ballot record will be bolded, a check will be in the Voted column and the ballot type will be show in the BT column.

Voted	AV	Voter ID (DLN)	DOB	BT	Voter Name
✓		X000000000020	01/01/1971	R	MCQVF, ALPHEUS ETHELRED
		X000000000004	01/01/1981		MCQVF, ATHALIA GEORGETTE

The Ballot Type Selector window will pop up for every voter entered into Voting History. This window can become inconvenient when entering a lot of names. **However, here are some recommendations that should make the job of updating Voter History for this Primary much easier:**

1. First and foremost, it is strongly recommended that the Voting History should be updated one party at a time. In other words; update all the voters from one party, and then go back and update voters from the other party. (In cases where a voter could request a Local ballot type without the Presidential Primary, these voters should be entered in a third pass.)
2. Select (or scan) the first voter from the first party list. In the «Ballot Type Selector» window that pops up, select the “radio button” for the first party that’s being entered. Below this, select (check) the box next to “Make this ballot type selection the default.”



3. Now, when the next voter is selected/scanned, the “Ballot Type Selector” window will already have the ballot type selected. All that is needed is to hit the “enter” key or click OK.

- Once you have finished with the list of voters from the first party, select the first voter on the list for the second party. Select the voter so that the “Ballot Type Selector” window is opened. Change the “radio” button to the second ballot type of the party you’ll be processing, and check the “Make this ballot type selection the default” box.

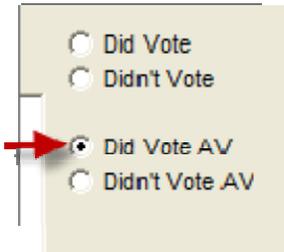
The screenshot shows the 'Michigan Qualified Voter File - [Voting History]' application window. The interface includes a menu bar (File, View, Reports, Sys Admin, Elections, Data Maint., Window, Help), a toolbar with 'Save' and 'Clear' buttons, and a search area with 'Find/Mark Voter' button. The main area displays a table of voters with columns for Voted, AV, Voter ID (DLN), DOB, BT, and Voter Name. A 'Ballot Type Selector' dialog box is open over the table, showing three radio button options: 'Republican Party Presidential', 'Democratic Party Presidential' (selected), and 'Ballot Without Presidential Primary'. Below these options are two checkboxes: 'Indicates the ballot type that was previously selected for this voter (if any)' (checked) and 'Make this ballot type selection the default...' (checked). The dialog also has 'OK' and 'Cancel' buttons. Red arrows point from the 'Democratic Party Presidential' radio button and the 'Make this ballot type selection the default...' checkbox to the corresponding elements in the dialog box.

Voted	AV	Voter ID (DLN)	DOB	BT	Voter Name
✓		X00000000020	01/01/1971	R	MCQVF, ALPHEUS ETHELRED
		X00000000004	01/01/1981		MCQVF, ATHALIA GEORGETTE
		X00000000022	01/01/1991		MCQVF, BILLY VLAD
		X00000000021	01/01/1951		MCQVF, BRJNHILDE JEZEBEL
✓		X00000000025	01/01/1961	R	MCQVF, DEIDRE HYACINTH
		X00000000019	01/01/1991		MCQVF, DEVORQUILLA MAE
		X00000000005	01/01/1961		MCQVF, EPAPHRODITUS BUBA
		X00000000008	01/01/1991		MCQVF, ESMERELDA DAPHNE
		X00000000003	01/01/1951		MCQVF, EUDOXIA MYRTLE
✓		X00000000012	01/01/1951	R	MCQVF, GERTRUDE CALLIOPE
		X00000000010	01/01/1901		MCQVF, GWENDYLN ELECTRA
✓		X00000000024	01/01/1971	R	MCQVF, HAAKOH ELVIS
✓		X00000000010	01/01/1971	R	MCQVF, HECUBA SUE
		X00000000013	01/01/1971		MCQVF, HEPHAESTION ESAU
		X00000000014	01/01/1931		MCQVF, HERODIAS MAUD
		X00000000001	01/01/1971		MCQVF, HORTENSE ISIS
		X00000000007	01/01/1981		MCQVF, JEHOSEPHAT IGNER
✓		X00000000009	01/01/1961	R	MCQVF, LOTHAIK GILLIGAN
		X00000000018	01/01/1961		MCQVF, MAEVE JERUSA
		X00000000002	01/01/1991		MCQVF, MAKARIOS EGBERT
✓		X00000000017	01/01/1941	R	MCQVF, QUIRINUS QUINCY
		X00000000015	01/01/1981		MCQVF, SCOOBY AUGUSTUS
		X00000000023	01/01/1921		MCQVF, SYNTYCHE FLORIDA
✓		X00000000006	01/01/1941	R	MCQVF, URSULA LENORE
✓		X00000000011	01/01/1961	R	MCQVF, ZEHO CLOVIS

- Now proceed through the list of voters for the second party; every subsequent voter will default to the same ballot type selection.

If your jurisdiction had a “local” issue only ballot, then repeat the process again, this time selecting the radio button “Ballot Without Presidential Primary”. These voters will show up in the voting history with a ballot type of “L”

Note: If absent voters were not entered into the QVF AV Module, the process above will need to be repeated specifically for AV voters and each ballot type. Be sure to click on the radio button “Did Vote AV” before processing.



When all of the voter history for that precinct has been completed, the Voting History screen should look similar to below. Click on the “Save” button in the upper left-hand corner of the screen to save your entries. Repeat this process for all precincts.

Voted	AV	Voter ID (DLN)	DOB	BT	Voter Name
✓		X00000000020	01/01/1971	R	MCQVF, ALPHEUS ETHELRED
		X00000000004	01/01/1981		MCQVF, ATHALIA GEORGETTE
✓		X00000000022	01/01/1991	D	MCQVF, BILLY VLAD
		X00000000021	01/01/1951		MCQVF, BRUNHILDE JEZEBEL
✓		X00000000025	01/01/1961	R	MCQVF, DEIDRE HYACINTH
		X00000000019	01/01/1991		MCQVF, DEVORGULLA MAE
		X00000000005	01/01/1961		MCQVF, EPAPHRODITUS BUBA
		X00000000008	01/01/1991		MCQVF, ESMERELDA DAPHNE
		X00000000003	01/01/1951		MCQVF, EUDOXIA MYRTLE
✓		X00000000012	01/01/1951	R	MCQVF, GERTRUDE CALLIOPE
		X00000000016	01/01/1961		MCQVF, GWENDYLN ELECTRA
✓		X00000000024	01/01/1971	R	MCQVF, HAAKON ELVIS
✓		X00000000010	01/01/1971	R	MCQVF, HECUBA SUE
✓		X00000000013	01/01/1971	D	MCQVF, HEPHAESTION ESAU
		X00000000014	01/01/1931		MCQVF, HERODIAS MAUD
✓		X00000000001	01/01/1971	D	MCQVF, HORTEISE ISIS
		X00000000007	01/01/1981		MCQVF, JEHOSEPHAT IGNER
✓		X00000000009	01/01/1961	R	MCQVF, LOTHAIR GILLIGAN
		X00000000018	01/01/1961		MCQVF, MAEVE JERUSHA
		X00000000002	01/01/1991		MCQVF, MAKARIOS EGBERT
✓		X00000000017	01/01/1941	R	MCQVF, QUIRINUS QUINCY
▶	✓	X00000000015	01/01/1981	D	MCQVF, SCOOBY AUGUSTUS
		X00000000023	01/01/1921		MCQVF, SYNTYCHE FLORIDA
✓		X00000000006	01/01/1941	R	MCQVF, URSULA LENORE
✓		X00000000011	01/01/1961	R	MCQVF, ZEHO CLOVIS

ABSENTEE BALLOTS
-- INFORMATION POSTING --

DATE OF ELECTION: _____

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: _____