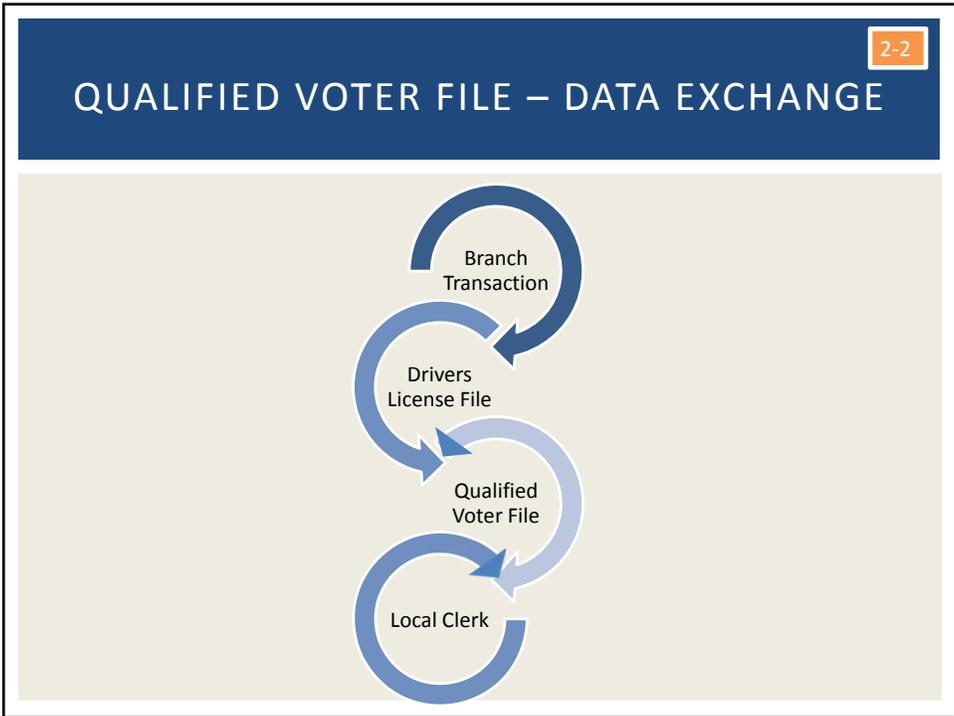
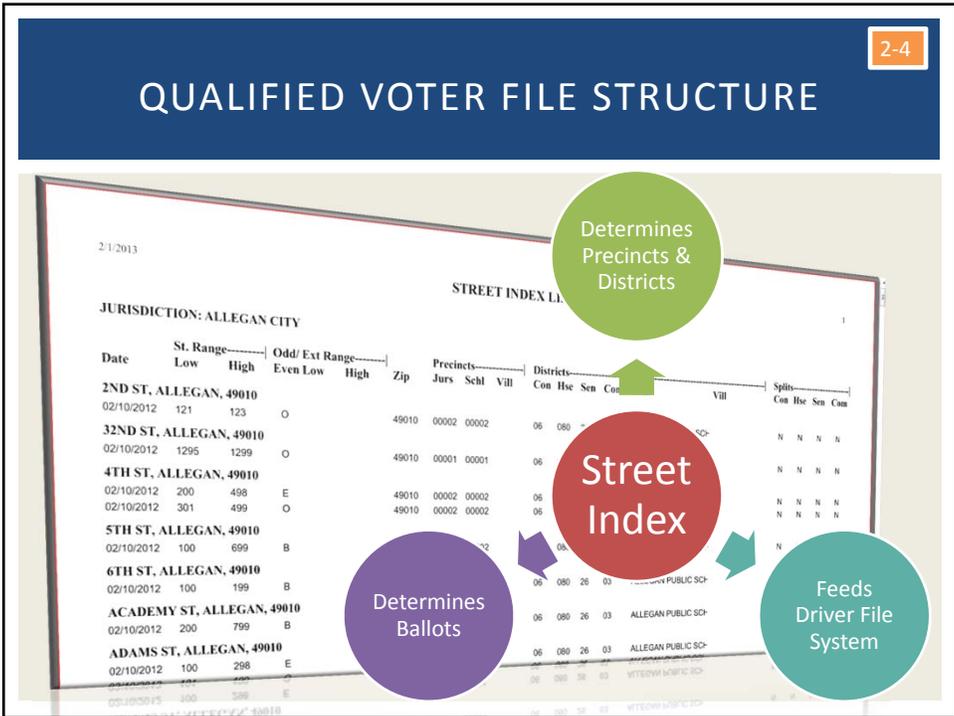
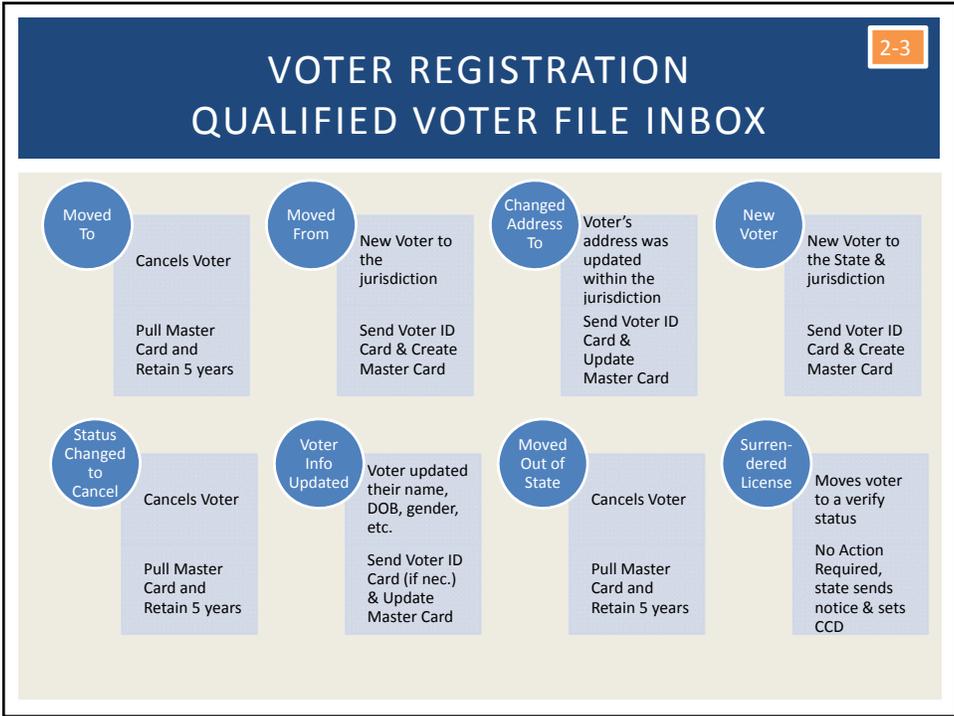


1-5

LOCAL ELECTION COMMISSION

City	Township	Charter Township
<ul style="list-style-type: none">• Clerk• Attorney• Assessor	<ul style="list-style-type: none">• Clerk• Supervisor• Treasurer	<ul style="list-style-type: none">• Clerk• Two Trustees Appointed by the Township Board





VOTER REGISTRATION APPLICATION SOURCES

2-5

A-4

Secretary of State
Ruth Johnson
www.michigan.gov/elections

MICHIGAN VOTER REGISTRATION APPLICATION

SAVE THIS RECEIPT.

MAIL HISTORY DRIVER
3824 W ST JOE ST
LANSING MI 48917

Voter Jurisdiction LANSING Township

10/01/2013 ANB274096 0071

Voter Jurisdiction LANSING Township

MAIL HISTORY DRIVER
3824 W ST JOE ST
LANSING MI 48917

Mailing address:

INGHAM

Line 1 (Personal ID Number): D 616 576 307 232

F Birthdate: 03/22/1978

Barcode

Moving into Michigan from out of state?
If you were registered to vote, enter your last address:

Registered under the name of _____

Previous address: _____

County: _____

City, State, Zip Code: _____

- IMPORTANT NOTICES -

TO REGISTER TO VOTE YOU MUST BE: A United States citizen; at least 18 years of age (by election day); and a resident of Michigan and the city or township where you are applying to register to vote.

VOTER I.D.: Your application is not valid until accepted by the clerk of the city or township in which you reside. If you do not receive a Voter I.D. card within three weeks, contact your clerk. Save your receipt until you receive your Voter I.D. card.

NOTE: If you register to vote, the office where you submit your registration application will remain confidential and will be used only for voter registration purposes. If you do not wish to register to vote, your decision not to register will remain confidential and will be used only for voter registration purposes.

Voter Declaration - Read and Sign Below. I certify that:

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

IMPORTANT - SIGN TWO LINES BELOW

ARE YOU A UNITED STATES CITIZEN? YES NO
WILL YOU BE 18 YEARS OF AGE ON OR BEFORE ELECTION DAY? YES NO
IF YOU CHECKED "NO" IN RESPONSE TO EITHER OF THESE QUESTIONS, DO NOT SIGN THIS FORM.

X Signature of Applicant _____ Date: 10/01/2013 ANB274096 0071

X Signature of Applicant _____ Date: 10/01/2013 ANB274096 0071

Phone Number (optional) () _____

E-mail Address (optional) _____

For Secretary of State Office Use Only

Non-citizen previously registered in error

Customer no longer wants to be registered

Customer left without signing

Customer Initials

EO 747(1)2 Authority Granted Under App 118 of 1994

Branch Form

VOTER REGISTRATION APPLICATION SOURCES

2-5

A-7

State of Michigan Voter Registration Application and Michigan Driver License/Personal Identification Card Address Change Form (For use by Michigan designated Agency only)

Are you a citizen of the United States of America? Yes No

Will you be 18 years of age on or before election day? Yes No

If you check "No" in response to either of these questions

Last Name _____ First Name _____

live (house number and street/road) _____ MI _____ Zip Code _____

State of Michigan Voter Registration Application and Michigan Driver License/Personal Identification Card Address Change Form

qualifications

Are you a citizen of the United States of America? yes no

Will you be at least 18 years of age on or before election day? yes no

If you are not a US citizen, do NOT complete this form

driver license/state personal ID # _____

Public Assistance Agencies Form

Mail-In Form

Renewal by Mail Form

MICHIGAN CHANGE OF ADDRESS/VOTER REGISTRATION

54
Name

21
Date

Daytime Telephone Number _____

Howard
Last Name

City of Residence _____ Birth Date _____

County of Residence _____

Signature of Applicant _____

VOTER DECLARATION: I certify that I am a citizen of the United States; I am a resident of the State of Michigan and will be at least a 30-day resident of my city or township by election day; and I will be at least 18 years of age by election day; I authorize cancellation of any previous registration.

• Armed Forces Recruitment offices • Federal Post Card Application (FPCA) • Walk-in •

VOTER REGISTRATION FIRST TIME APPLICANT – MAIL-IN FORM

2-6

<h3 style="background-color: #336699; color: white; padding: 5px; border-radius: 5px;">Michigan Election Law</h3> <ul style="list-style-type: none"><li style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">Must Vote in Person (MVIP)<li style="border: 1px solid #ccc; padding: 5px;">Does not apply to military, overseas, disabled, or over 60 voters	<h3 style="background-color: #336699; color: white; padding: 5px; border-radius: 5px;">Help America Vote Act (HAVA)</h3> <ul style="list-style-type: none"><li style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">Must enter driver's license number or last four digits of SS# on the registration form; or<li style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">Send or show at the time of voting a copy of photo ID or paycheck, bill, etc. with name and address (ID)<li style="border: 1px solid #ccc; padding: 5px;">Does not apply to military and overseas voters
---	---

VOTER REGISTRATION VOTER QUALIFICATIONS



The image shows three 3D arrow-shaped blocks pointing to the right, representing the qualifications for voter registration. The first block is blue and labeled "Citizen". The second block is green and labeled "18 by election". The third block is orange and labeled "Resident".

VOTER REGISTRATION DETERMINING A COMPLETE FORM (NEW REGISTRANTS)

2-8



Complete Form

- Name
- Registration Address
- Birth Date
- Signature
- Citizenship Affirmation



Reject Registration

- No Name
- No Residential Address
- No Year of Birth
- No Signature (non-BAM first time registrants only)
- Citizenship question answered No



Verify Registration

- Incomplete address
- Incomplete DOB
- Unsigned form (if previously registered)
- Branch application never received
- Citizenship question Unanswered

VOTER REGISTRATION PROCESSING

2-9

Branch Forms

↓

Data electronically transferred to QVF & in-box

↓

Verify forms received transferred to QVF

↓

Send Voter ID Card

↓

Create Master Card

Walk-in Registrants

↓

Verify photo ID or have voter complete the Affidavit

↓

Clerk enters into QVF – selecting Clerk’s Office for the Registration Location

↓

Send Voter ID Card

↓

Create Master Card

All Other Forms

↓

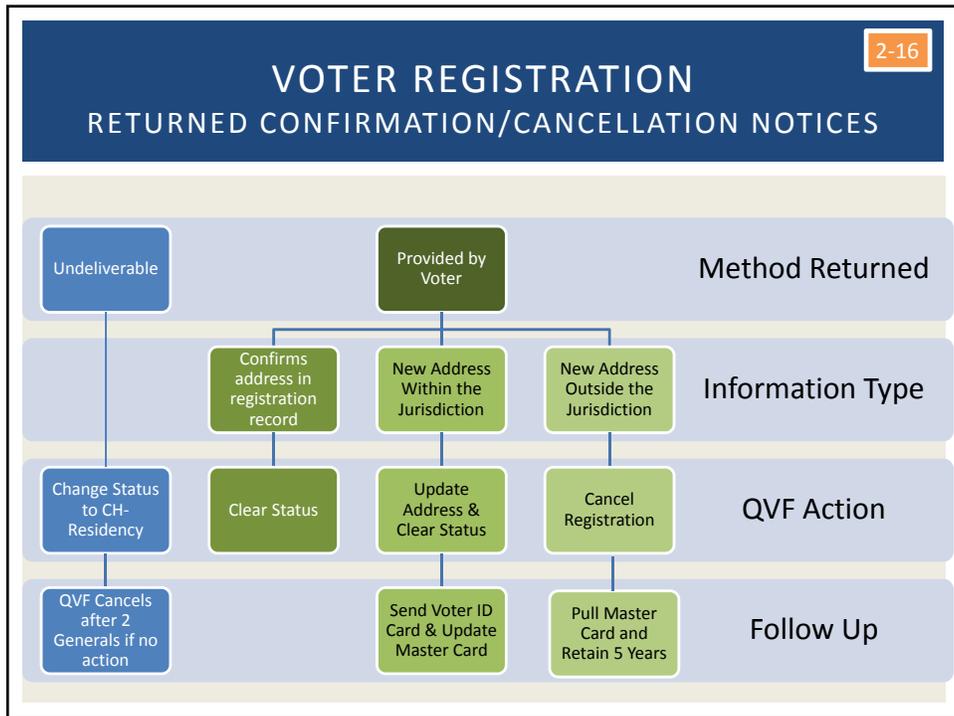
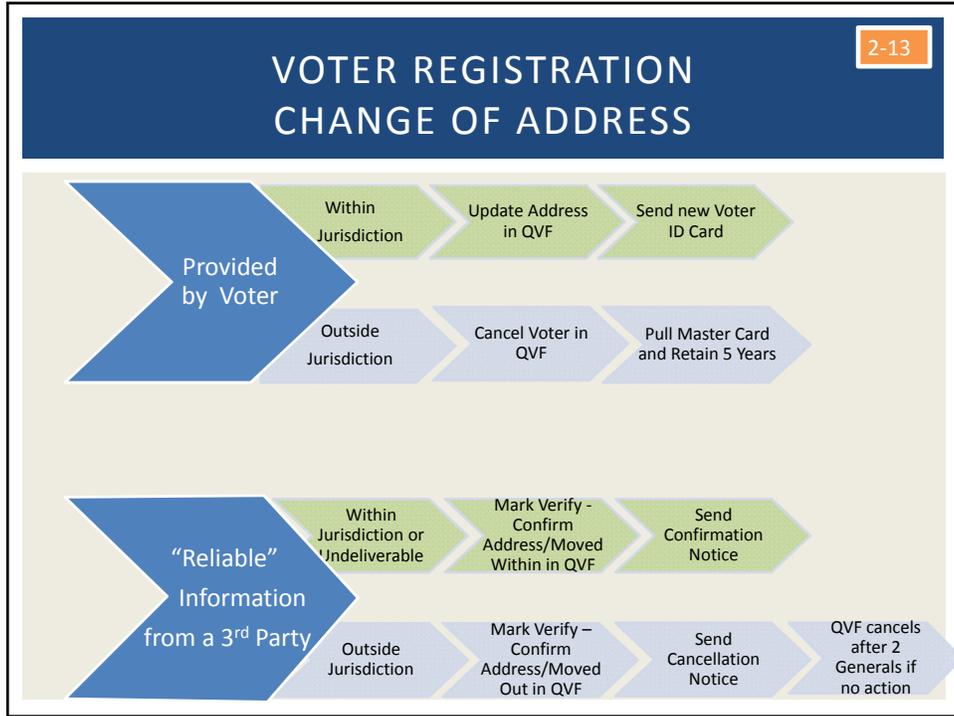
Clerk enters into QVF – selecting the correct Registration Location

↓

Send Voter ID Card

↓

Create Master Card



VOTER REGISTRATION INACTIVE FILE & VOTER DATA PUBLIC

2-18

Inactive Voter File

- Voter who has not voted in six consecutive years
- Voter who was sent a confirmation/cancellation notice
- Remain eligible voters
- Inactive voters are not counted toward precinct size limits

Voter Data Public Except Items Listed Below

- Driver license or state personal ID card numbers
- Month and day of birth
- Phone numbers and/or email addresses
- Source of voter registration
- Any information regarding refusal to register to vote

VOTER REGISTRATION CANCELLATIONS

2-19

- Voter authorizes in writing
- Voter is deceased
- Branch application received that states "Non-Citizen previously entered in error" or "Customer no longer wants to be registered" - Notice Required



3-2

CHAPTER 3 CANDIDATE FILINGS

Candidate with Political Party Affiliation – Partisan Office

Candidate without Party Affiliation - Partisan Office

Non-Partisan Candidate – Non-Partisan Office

- Partisan Nominating Petitions
- Some offices allow \$100 filing fee
- Affidavit of Identity
- Filing deadline

- Qualifying Petitions
- Affidavit of Identity

- Non-Partisan Nominating Petitions
- Affidavit of Identity



3-8

CANDIDATE FILINGS PETITION SIGNATURE REQUIREMENTS

	Partisan Petition		Non Partisan Petition		Qualifying Petition	
Population	Min	Max	Min	Max	Min	Max
0-9,999	3	10	6	20	9	30
10,000-24,999	20	50	40	100	60	150
25,000-49,999	50	100	100	200	150	300
50,000-74,999	100	200	200	400	300	600
75,000-99,999	200	400	400	800	600	1200
100,000-199,999	300	500	600	1000	900	1500
200,000-499,999	500	1000	1000	2000	1500	3000
500,000-999,999	1000	2000	2000	4000	3000	6000
1,000,000-1,999,999	2000	4000	4000	8000	6000	12000
2,000,000-4,999,999	4000	8000	6200	12000	12000	24000
Over 5 million (state-wide)	15000	30000	30000	60000	30000	60000

CANDIDATE FILINGS

PRELIMINARY INSPECTION – AFFIDAVIT OF IDENTIT

3-11
A-31

Provide Receipt of Filing

Verify form is complete

Must be signed and notarized

COMPLETE SECTIONS I, II, III AND IV BELOW (Print or Type) – See Reverse Side for Important Notices

I. CANDIDATE IDENTIFICATION

Do you change your name within the last 12 years for reasons other than marriage? Yes No

I wish to have my name appear on the ballot as printed below (Please print name in lower case - surnames/initials not permitted. See "Note" on reverse side for more information.)

Residential Address (Street Address, City, Zip Code) _____ Mailing Address (See "Section C" on reverse) _____

State: _____ County: _____ Precinct # (if applicable) _____

I am a citizen of the United States: Yes No

I am a resident of Michigan for _____ years. Resident of County for _____ years.

II. OFFICE(S) SOUGHT?

Office Title: _____

Date of Election: _____ General Election Primary Election Special Judicial Candidates Only Non-Incumbent Position New Jurisdiction Incumbent Position Non-Judicial Position New Jurisdiction Judicial Candidates Only

III. FILER'S ACKNOWLEDGMENT - This filing contains the following check all that apply:

Information on Qualifying Petition (Estimated number of signatures)

Filing Fee of \$100.00 (if applicable)

Location of Party Nominating and Certificate of Acceptance (if applicable)

Affidavit of Constitutional Qualification (judicial candidates only)

Affidavit of Qualifying Incumbent/Judicial Candidates Only

Filing fee received in January

Return petition in January

IV. CAMPAIGN FINANCE COMPLIANCE STATEMENT AND ATTESTATION

By signing this affidavit, I swear (or affirm) that the facts I have provided are true. Further swear (or affirm) that the facts contained in the statement set forth below are true. (See Section "I" on reverse for further information.)

At this date, all statements, reports, late filing fees, and fines due from me or any Candidate Committee organized to support my candidacies are paid in full to the Michigan Campaign Finance Act, PA 288 of 1976, have been filed or paid.

I acknowledge that making a false statement in this affidavit is a felony punishable by a fine up to \$1,000.00 or imprisonment for up to 5 years, or both. (PA 148.536, 537 and 538)

SIGNATURE OF CANDIDATE

 Printed and sworn to before me on the _____ day of _____, 20____.

Name of Notary _____
 Notary Public, State of Michigan, County of _____
 My commission expires _____
 Acting in the County of _____

CANDIDATE FILINGS

PRELIMINARY INSPECTION – PETITIONS

3-11
A-17

1

3

2

INSTRUCTIONS ON REVERSE SIDE

NOMINATING PETITION

(CITY/TOWNSHIP NONPARTISAN)

Wk, the undersigned, registered and qualified voters of the _____ City/Township of _____ in the County of _____, State of Michigan, do hereby nominate _____ (Name of Candidate) _____ (Street Address or Rural Route) _____ (City or Township) _____ (County) _____ (State of Michigan), to be voted for at the Primary Election to be held on the _____ day of _____, 20____.

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

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

CERTIFICATE OF CIRCULATOR

The undersigned circulator of the above petition asserts that he or she is 18 years of age or older and a United States citizen; that each signature on the petition was signed in his or her presence; that he or she has neither caused nor permitted a person to sign the petition more than once and has his knowledge of a person signing the petition more than once, and that, to his or her best knowledge and belief, each signature is the genuine signature of the person purporting to sign the petition; the person signing the petition was at the time of signing a registered elector of the City or Township named in the heading of the petition, and the elector was qualified to sign the petition.

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

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

Signature of Circulator: _____ Date: _____

Printed Name of Circulator: _____

Complete Residence Address (Street and Number or R.F.R. No.) _____ (City or Township) _____ (County) _____ (State of Michigan)

City or Township: _____ State: _____ Zip Code: _____

County of Registration, if Registered to Vote, of a Circulator who is not a Resident of Michigan: _____

3-13

CANDIDATE FILINGS REVIEW AND FINAL DETERMINATION

Acceptable



- Initials
- Titles
- Illegible handwriting
- Different address
- Name change
- Information in incorrect columns
- Incorrect or no zip code
- Ditto marks

Unacceptable



- Not registered in jurisdiction
- Signature crossed out
- Signature incomplete or not dated
- Signature dated before allowed
- Signature dated after circulator
- No address listed
- Incomplete signature

3-18

CANDIDATE FILINGS ADDITIONAL INFORMATION

- Supplemental Filings
- Withdrawal Deadline
- Public Record of Petitions
- Campaign Finance Filing Required

CHAPTER 4 WRITE-IN CANDIDATES

4-1

Declaration
of Intent

Must be filed by 4 p.m. on the 2nd Friday before the election

Must be filed for write-in votes to count

Declaration requirement waived if a candidate dies after the filing deadline

Form found at mi.gov/elections > Info for Candidates

WRITE-IN CANDIDATES RECORDING VOTES

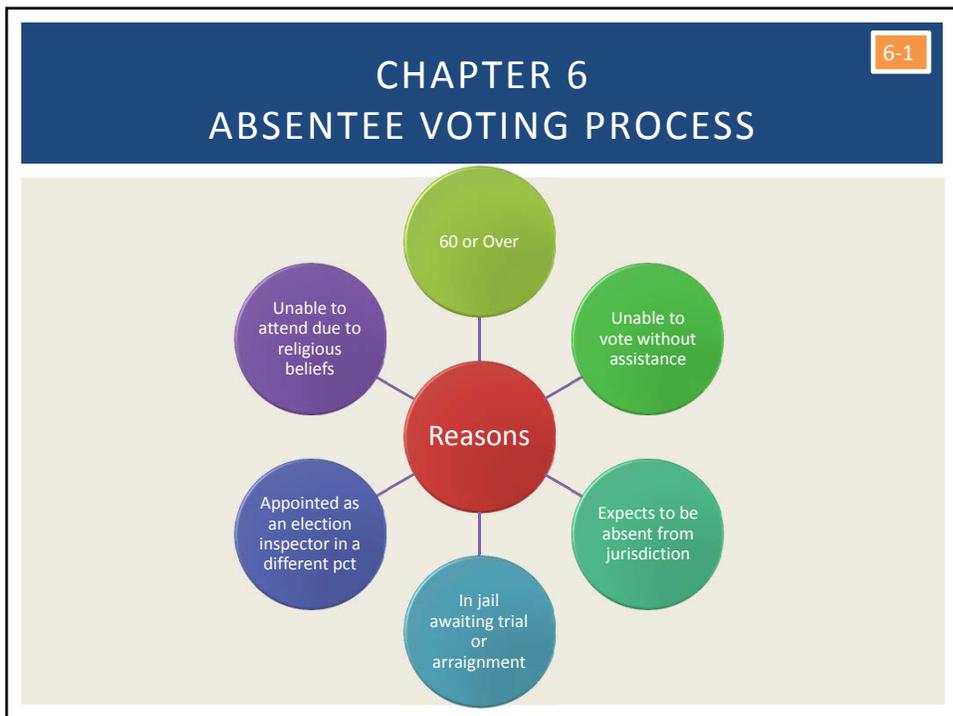
4-3

- ✓ Oval must be completed
- ✓ Selection must be written in the correct position on the ballot
- ✓ Tally each name variation
- ✓ Check for "false" overvotes

CHAPTER 5 PRECINCT DELEGATE CANDIDATES

5-1
A-37

Creation of Positions	Filing Requirements	Write-In Candidate Declaration of Intent
<ul style="list-style-type: none">County Chair of each PartyCertifies to County Election CommissionBy April 1st for August Primary	<ul style="list-style-type: none">Affidavit of Identity (only)13th Tuesday priorRepresents precinct of residenceCampaign Finance not required	<ul style="list-style-type: none">4 p.m. Friday prior to the electionElection Day
		Canvass & Certification
		<ul style="list-style-type: none">Completed at PrecinctSpecial Process if using AVCB



ABSENTEE VOTING APPLICATION PROCESS

6-2

A-38

Request must be in writing and contain:

➔

- Reason
- Signature



The image shows a sample of an absentee voting application form. It includes fields for voter name, address, and signature. There are checkboxes for various conditions, such as being at least 18 years old and being a registered voter. The form is for Carrie Ann McQuv, 2027 DEWEENE AVE RD, MASS CITY MA 01908.

ABSENTEE VOTING PERMANENT APPLICATION LIST

6-2

Voter Requests to be placed on the list

➔

Clerk sends application prior to every election



Perm. AV
QVF



Permanent AV:
EMP

6-3

ABSENTEE VOTING DEADLINES

2 p.m. Saturday prior



By Mail



In Person

4 p.m. Monday prior



4 p.m. Election Day

Emergency

6-4
A-38

ABSENTEE VOTING POSSESSION OF SIGNED APPLICATIONS - RESTRICTED

Authorized

- Applicant
- Member of the Applicant's Immediate Family**
- Person Residing in the Applicant's Household**
- Person Whose Job Includes Handling of Mail
- Registered Elector Asked to Handle the Application by the Applicant**
- Authorized Election Official**

FILL OUT THIS BOTTOM PORTION ONLY IF YOU ARE ASSISTING A VOTER IN FILING THIS APPLICATION

Certificate of Authorized Registered Elector Returning Absent Voter Ballot Application

I certify that my name is _____, my address is _____, and my date of birth is _____; that I am delivering the absent voter ballot application of _____ at his or her request; that I did not solicit or request to return the application, that I have not made any markings on the application; that I have not altered the application in any way; that I have not influenced the applicant; and that I am aware that a false statement in this certificate is a violation of Michigan election law.

Sign Here: _____

Signature Date

ABSENTEE VOTING BALLOT ISSUANCE PROCESS

6-5

- Process within 24 hours of receipt
- Check ID or have voter sign Affidavit, if issuing the ballot to the voter in person
- Verify signature with QVF/EMP/master card
- Record transaction in QVF or EMP
- Do not send to a different residential address within the jurisdiction
- Do not allow forwarding
- No campaign material or Clerk's name on ballot materials
- Send by mail when possible

ABSENTEE VOTING RETURN OF VOTED BALLOTS

6-6

A-47

Authorized

- Voter
- Member of the Voter's Immediate Family
- Person Residing in the Voter's Household
- Person Whose Job Includes Handling of Mail
- **Authorized Election Official**

TO BE COMPLETED ONLY IF VOTER IS ASSISTED IN VOTING BY ANOTHER PERSON

I assisted the above named absent voter who is disabled or otherwise unable to mark his/her absent voter ballot pursuant to his/her directions. The absent voter ballot was inserted into the return envelope without being exhibited to any other person.

Signature of Person Assisting Voter _____

Print Name _____

Address _____

City, State, Zip _____

A PERSON WHO ASSISTS AN ABSENT VOTER AN

Assistance Statement

ABSENTEE BALLOTING

6-7

BALLOT RECEIPT PROCESSING

A-47

TO BE COMPLETED BY THE ABSENTEE VOTER

I assert that I am a United States citizen and a qualified and registered elector of the city, township, or village named herein. I am voting as an absentee voter in conformity with state election law. Unless otherwise indicated below, I personally marked the ballot enclosed in this envelope without exhibiting it to any other person.

I further assert that this absentee voter ballot is being returned to the clerk or an assistant of the clerk by me personally, by public postal service, express mail service, parcel post service, or other common carrier, by a member of my immediate family, or by a person residing in my household.

SIGN HERE  _____
Signature of Absent Voter Date _____

THE ABOVE FORM MUST BE SIGNED OR YOUR VOTE WILL NOT BE COUNTED.
AN ABSENTEE VOTER WHO KNOWINGLY MAKES A FALSE STATEMENT IS GUILTY OF A MISDEMEANOR.

- Verify signature on envelope
- Record transaction in QVF or EMP
- Securely store until Election Day

ABSENTEE BALLOTING

6-8

A-49

-  Process a ballot returned by a voter that signed the Affidavit of Voter Not in Possession of Photo ID as Challenged
-  Reject a deceased or sentenced absentee voter's ballot
-  Posting of Absentee Voter Information required on Election Day – 3 times

CHAPTER 7

MILITARY AND OVERSEAS VOTERS

7-1

Department of State
 Ruth Johnson, Secretary of State

Michigan.gov Home
SOS Home
Site Map
FAQs
Online Services
Forms
Contact SOS
Sea

Elections in Michigan

- Information for Voters
- Michigan Voter Information Center (MVIC)
- Information for Candidates
- Information for Election Administrators**
- Qualified Voter File (QVF)
- News You Can Use (NYCU)
- Election News (Current and Archives)
- Legislative Updates
- Upcoming Elections
- Previous Election Information
- Campaign Finance Disclosure
- Lobby Disclosure
- Casino Disclosure
- Legal Defense Funds

print friendly email this page Like Tweet Share

Military and Overseas Voter Information

- **Military and Overseas Voter Introduction**
In 1966, the federal government passed the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) providing special registration and absentee voting provisions for military and overseas civilians. In addition UOCAVA authorized the use of the Federal Write-In Absentee Ballot (FWAB). The Federal Voting Assistance Program (FVAP) was created by the Department of Defense to oversee UOCAVA. In 2009 the federal Military and Overseas Empowerment Act (MOVE Act) and corresponding state legislation was passed expanding UOCAVA by further allowing a UOCAVA voter to submit one AV application for a calendar year, ballots) to be sent to the UOCAVA voter via email or fax, establishing a 45-day absent voter ballot delivery requirement, and expanding the use of the FWAB. In 2012, the state legislature passed PA 279 of 2012 further expanding the use of the FWAB to local and state offices.

Instructions

- [Military Election Email Account - How To Set-up Automatic Forwarding](#)
- [Military and Overseas Voters Manual for Election Administrators "NEW!"](#)

Forms

- [Email Message Template](#)
- [Voter Certificate](#)
- [Voter Instructions - E-Mail or Fax](#)
- [Voter Instructions - Postal Mail](#)

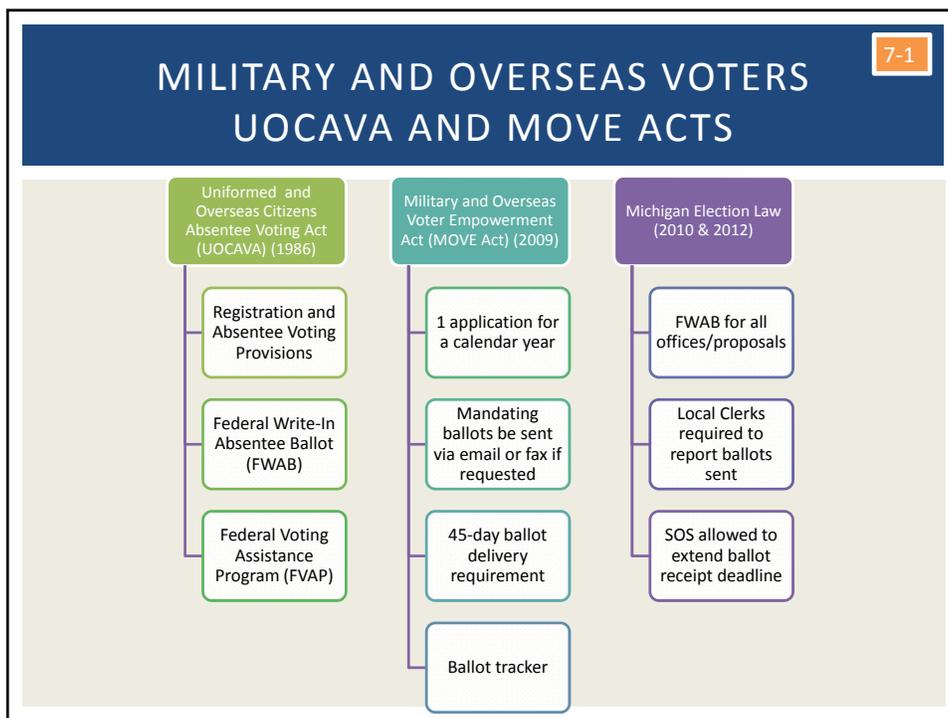
Communications

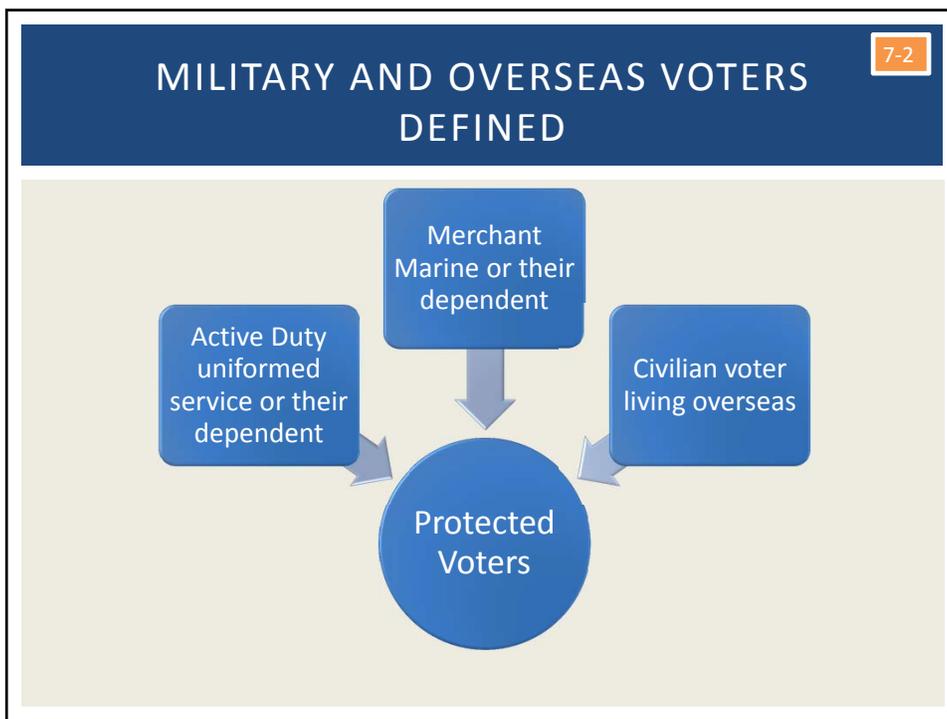
- [February 2013 Military and Overseas Voter \(MOVE\) Ballot Compliance Survey](#)

References

- [Federal Voting Assistance Program Website - for Election Officials](#)

[nents/sos/Meet_Email_Forwarding_325303_7.pdf](#)





MILITARY AND OVERSEAS VOTERS REGISTRATION PROCESS 7-3

A-50

- Federal Post Card Application (FPCA)
 - Registration Deadline waived
 - Last known address
 - AV Application too

- Other forms OK

MILITARY AND OVERSEAS VOTERS APPLICATION PROCESS 7-4

- FPCA or any other acceptable AV application
- Honor for every election in the calendar year
- Send ballot even if not registered with a registration form
- Tracking in QVF or EMP required

MILITARY AND OVERSEAS VOTERS ELECTRONIC TRANSMISSION OF BALLOTS 7-4

e-Mail, fax, postal mail

45 day requirement

EMP Ballot (can be postal mailed!)

Ballot tracking required

The screenshot shows the 'Elections Management Portal' with a 'Voter Information' tab selected. The voter's name is PHILIP CARTER MCQVF. A 'File Download' dialog box is open, asking to open or save a file named 'Ballot.pdf'.

MILITARY AND OVERSEAS VOTERS FEDERAL WRITE-IN ABSENTEE BALLOT (FWAB)

7-6

Fail-Safe Ballot

- Must apply for AV
- Count if ballot sent is not returned
- Valid for all offices
- Candidate name or political party
- Must be duplicated

MILITARY AND OVERSEAS VOTERS OTHER TIPS

7-7

Verify addresses with FVAP or via email

Ballots and FWABs may NOT be submitted by fax or email

Use postage paid envelopes

Protected Voters are a priority

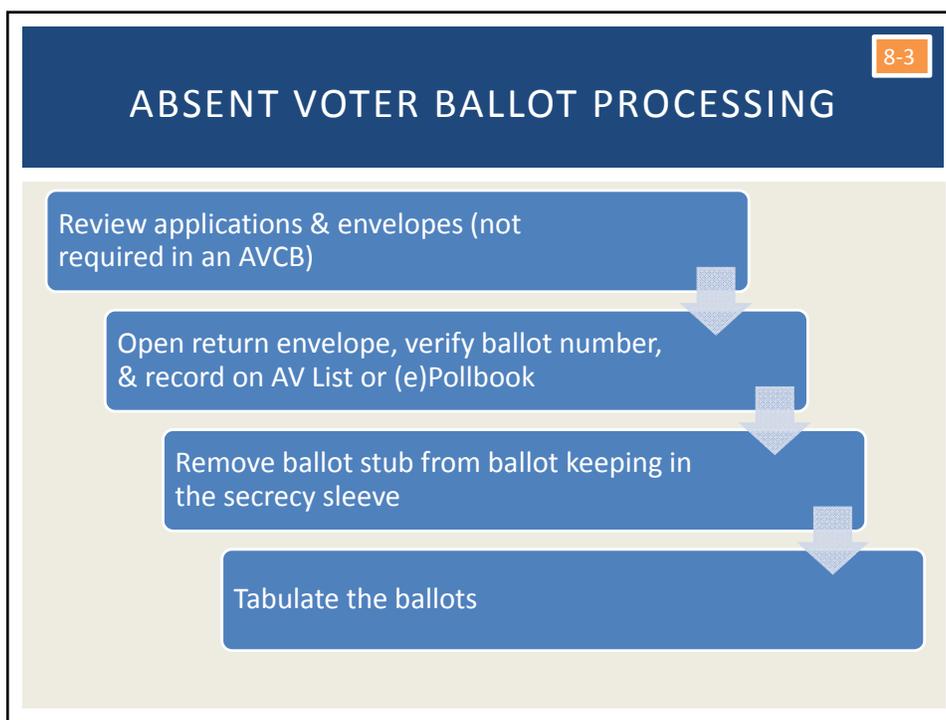
Check MERIT email

CHAPTER 8
8-1

ABSENT VOTER BALLOT ELECTION DAY PROCESSING

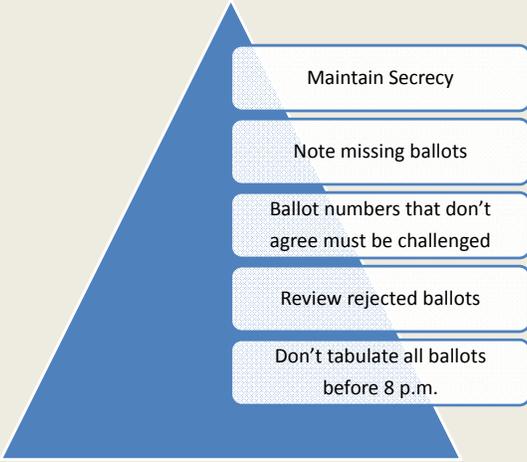
Absent voter ballots can be processed in the precinct or in an AVCB

Election Commission: <ul style="list-style-type: none"> Appoints inspectors Establishes AVCB <ul style="list-style-type: none"> Determines location Sets Election Day start time 	AVCB Election Inspectors & Challengers: <ul style="list-style-type: none"> Sequestered until 8 p.m. Extra oath No cell phones
--	---



ABSENT VOTER PROCESSING TROUBLESHOOTING

8-5



- Maintain Secrecy
- Note missing ballots
- Ballot numbers that don't agree must be challenged
- Review rejected ballots
- Don't tabulate all ballots before 8 p.m.

CHAPTER 9 ELECTION BALLOTS

9-1

Ballot Proofing

- County Election Commission
- Local Clerks
- Candidates
- Bureau of Elections (as to form, not names and offices)

Name Rotation Required

- Non-Partisan Primary Ballot
- Non-Partisan General Ballots
- Partisan Primary Ballots

Office Order

CHAPTER 10 PREPARATION OF VOTING EQUIPMENT

10-1
A-53



AutoMARK

- Ensure the AutoMARK is properly recording votes
- Preliminary Test

➔



Tabulator

- Ensure Tabulator is properly counting ballots
- Create a “test deck”
- Preliminary Test
- Public Test



PREPARATION OF VOTING EQUIPMENT TABULATOR PROGRAMMING

10-2

False “over vote” by ballot correction

False “overvote” by invalid write-in

“Blank” Ballot

False “crossover” vote by ballot correction

False “crossover” vote by invalid write-in



CHAPTER 11 11-3
ELECTION DAY ISSUES

Secret Ballot

Environment free of campaigning

Transparent Process

Maintaining Order

ELECTION DAY ISSUES 11-3
HANDLING EMERGENCIES

<p>Take direction from local law enforcement</p> <p>Notify Bureau of Elections</p> <p>Court order required to extend polling hours</p>	<p>Within your jurisdiction</p>	<p>Do not take action</p> <p>Await direction from Bureau of Elections</p>	<p>Outside your jurisdiction</p>
--	--	---	---

ELECTION DAY ISSUES - MISSING VOTER REGISTRATIONS/PROVISIONAL BALLOTS 11-5

[View Video](#)

ELECTION DAY ISSUES 11-12
PROVISIONAL BALLOTS CLERK REVIEW

Authorizing election inspector on Election Day

- Check master cards
- Check EMP
- Check Outstanding or Rejected Registrations

6-Day Post Election Evaluation

- Double check items listed above
- Call QVF Help Desk
- Allow voter to bring in missing information

ELECTION DAY ISSUES VOTERS WHO HAVE MOVED

11-13
A-69




Voter Moved from Address Listed on Registration List

Inside the Jurisdiction – Change of Address Form and allowed to vote

Outside the Jurisdiction

Less than 60 days – Cancellation Form and allowed to vote

60 days or more – not allowed to vote

ELECTION DAY ISSUES PHOTO ID REQUIREMENT

11-14
A-70

Driver's License * State Personal ID * Federal or State Issued ID * US Passport * Military ID * Student ID * Tribal ID

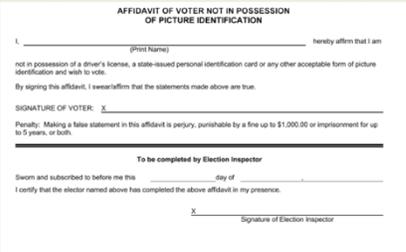
Verify identification

Photo ID

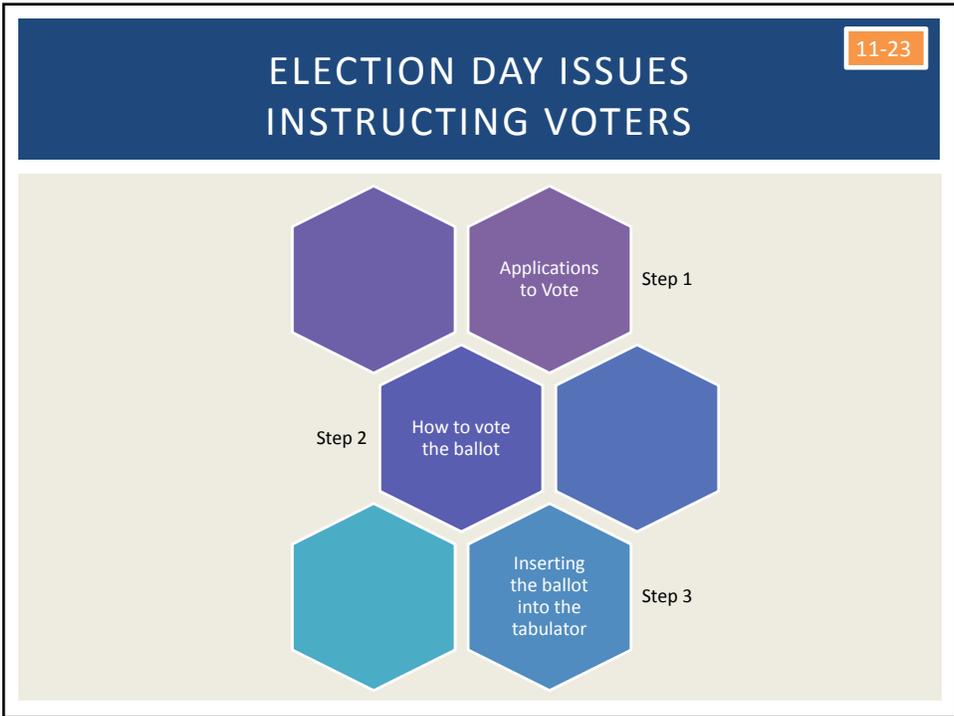
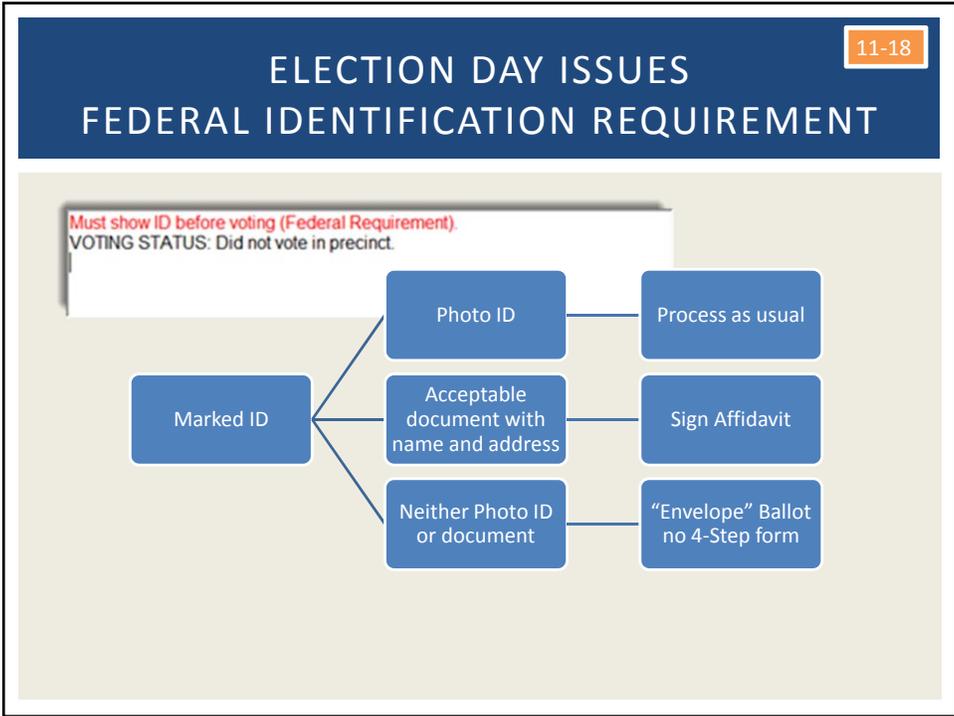
No Photo ID

Authorize voter to proceed

Voter completes affidavit of voter not in possession of photo ID



If voter's identity is in question, process as "Envelope" ballot without 4-step form.



ELECTION DAY ISSUES ASSISTING VOTERS

11-23

1 

2 

3

Are you requesting assistance to vote by reason of blindness, disability or inability to read or write? = YES

+

Are you the voter's employer or agent of that employer or an officer or agent of a union to which the voter belongs? = NO

=

Assistant allowed

ELECTION DAY ISSUES CAMPAIGNING

11-24

[View Video](#)

ELECTION DAY ISSUES
CHALLENGERS AND THE CHALLENGE PROCESS

11-25

[View Video](#)

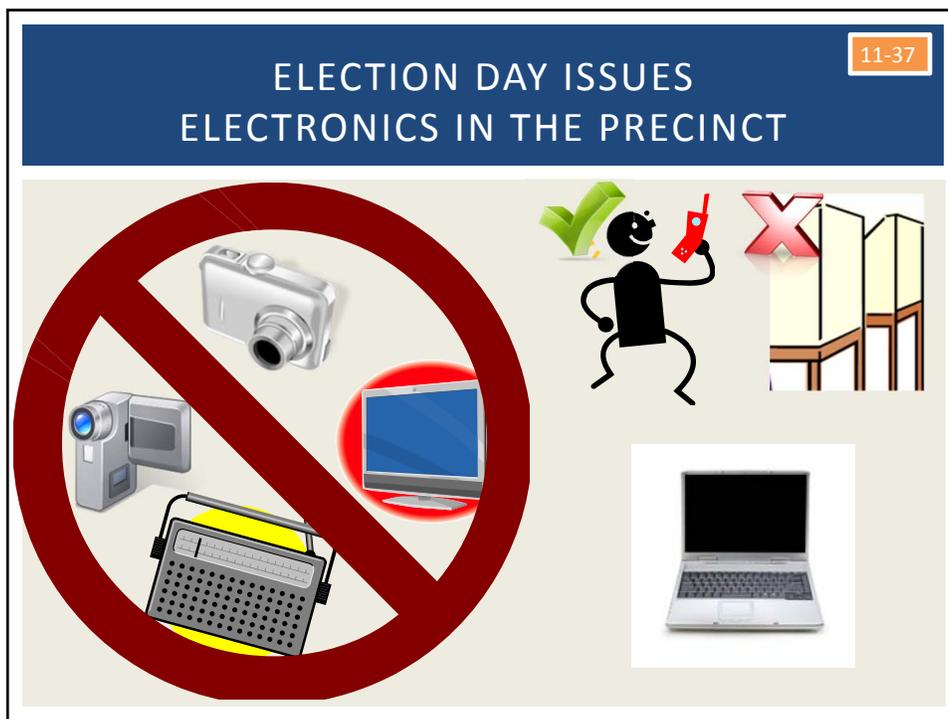
ELECTION DAY ISSUES
POLLWATCHERS

11-34

```
graph TD; A((Anyone interested in observing)) --- B((Public Area)); A --- C((Not allowed to challenge)); A --- D((May not approach voters)); A --- E((May not be a candidate)); A --- F((May look at the pollbook at the Chairperson's discretion));
```

ELECTION DAY ISSUES
ELECTRONICS IN THE PRECINCT

11-37



ELECTION DAY ISSUES
EXIT POLLSTERS

11-38

- 20 foot from the entrance
- Not allowed in the building
- Not allowed to question voters upon entrance

ELECTION DAY ISSUES
TABULATOR ISSUES

11-39

A-54

10 Foot Rule

Rejected Ballots –
maintain secrecy

Use scripts provided



ELECTION DAY ISSUES
OTHER

11-39

- Minor children allowed
- Ballot shortage

[View Video](#)

CHAPTER 12

PRECINCT CANVASS – CLOSING THE POLLS

12-1







Announce polls closed
All voters in line allowed to vote
Precinct remains open to the public

Pollbook Checklist
Tabulator Totals Tapes
Ballot Summary
Recording of Seals
Election Inspectors' Signatures

Voted ballots
Unvoted ballots
Spoiled & Original ballot envelopes
Certificate signed and seal number recorded
Properly sealed

PRECINCT CANVASS – CLOSING THE POLLS

STORAGE ENVELOPES

12-8

PLACE IN THIS ENVELOPE 1

- ✓ ONE (1) POLL BOOK
- ✓ ONE (1) LIST OF DELEGATES ELECTED
- ✓ OVP - LIST OF VOTERS (if required)

TO: _____

PLACE IN THIS ENVELOPE 2

- ✓ ONE (1) STATEMENT OF VOTES

TO: _____

PLACE IN THIS ENVELOPE 3

- ✓ ONE (1) STATEMENT OF VOTES
- ✓ APPLICATIONS TO VOTE
- ✓ ZERO TOTALS TAPE

TO: _____



PLACE IN THIS ENVELOPE

TO: LOCAL CLERK

PLACE IN THIS ENVELOPE

PROVISIONAL BALLOT STORAGE ENVELOPE

TO: LOCAL CLERK

PRECINCT CANVASS – CLOSING THE POLLS PROCESSING FALSE READS

12-11

Valid Markings

Corrections

Invalid Markings

Stray Marks

PRECINCT CANVASS – CLOSING THE POLLS FALSE READS – DUPLICATION REQUIRED

12-14

False Overvote – Ballot Correction

Properly Duplicated

False Overvote – Invalid Write-In

Properly Duplicated

PRECINCT CANVASS – CLOSING THE POLLS
SEALING CONTAINERS 12-18

[Sealing Containers Video Link](#)

[Main Page for Specific Container Videos Link](#)

PRECINCT CANVASS – CLOSING THE POLLS
RECEIVING BOARDS 12-21

Use is mandatory

Election Commission establishes by resolution

Election Commission appoints receiving board inspectors – 1 from each major political party

Election inspectors deliver supplies to the receiving board at the end of the night

Receiving Board Inspectors complete checklist to ensure precinct will be recountable

PRECINCT CANVASS – CLOSING THE POLLS

RECEIVING BOARD CHECKLIST

12-21
A-81

**Required - ensures
recountability**

**Optional – ensures a good
canvass and audit**

Receiving Board Checklist
 Provided by the Michigan Bureau of Elections
 Updated as of 10/17/2012

Jurisdiction _____ Precinct _____ Election Date _____

Required:

- Confirm the Poll Book and Statement of Votes are not sealed in the ballot container.
- Confirm the ballot container is sealed properly.
- Confirm the seal number was recorded properly.
- Confirm the number of names listed in the Poll Book equals the number of ballots tabulated on the tabulator tape and recorded on the Statement of Votes.

Correction of any of the above items requires the Receiving Board to direct the election inspectors returning the items to make the necessary corrections. Once corrections are made, full documentation of the corrective action must be written in the remarks of the Poll Book, signed by the election inspectors and witnessed by the Receiving Board inspectors.

Other beneficial items to review for a successful Canvass:

<p>Poll Book</p> <ul style="list-style-type: none"> <input type="checkbox"/> Clerk's Preparation Certificate completed and signed <input type="checkbox"/> Election Inspectors Preparation Certificate completed and signed by inspectors present when polls opened <input type="checkbox"/> All inspectors subscribed to the Constitutional Oath of Office <input type="checkbox"/> Oath administrator signed <input type="checkbox"/> No lines skipped on the List of Voters <input type="checkbox"/> All spoiled, affidavit, envelope, challenge, and AV ballots noted <input type="checkbox"/> Ensure proper recording of write-in votes or a notation of none when applicable <input type="checkbox"/> Ensure proper recording of challenges <input type="checkbox"/> Ensure remarks were recorded <input type="checkbox"/> Certificate of Election Inspectors completed and signed by inspectors present when polls closed <input type="checkbox"/> Ballot summary is completed and totals are accurate <input type="checkbox"/> Ballot container seal number is properly recorded 	<p>Ballot Container Certificate</p> <ul style="list-style-type: none"> <input type="checkbox"/> Dated and signed by two election inspectors of differing party affiliation <input type="checkbox"/> Seal number properly recorded <p>Program Container Certificate</p> <ul style="list-style-type: none"> <input type="checkbox"/> Dated and signed by two election inspectors of differing party affiliation <input type="checkbox"/> Seal number properly recorded <p>Statement of Votes (3 copies required)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Totals tape signed by inspectors present when poll closed <input type="checkbox"/> Text of proposals attached <input type="checkbox"/> Write-in votes listed (if necessary) <input type="checkbox"/> Seal number of ballot container recorded properly <input type="checkbox"/> Seal number signed by two inspectors of differing party affiliation <input type="checkbox"/> Signatures of all inspectors present when polls closed
---	---

After completion of the above, replace the Poll Book and Statement of Votes into the appropriate envelopes and initial and seal with a red paper seal. Then sign below.

We, the undersigned members of the Receiving Board, hereby certify the completion of the items checked above.

Republican Receiving Board Inspector _____ Democratic Receiving Board Inspector _____

CHAPTER 13

APPOINTING & TRAINING ELECTION INSPECTORS

13-1

Qualifications

- Registered voter in the State
- Must declare a party preference
- 16 or 17 year olds allowed
- Cannot be a felon or convicted of an election crime
- Cannot be an "immediate family" member of a candidate

Appointment

- Made by Election Commission
- At least one person of each major political party
- At least three members
- Politically balance as near as possible
- Appointments must be forwarded to the major political parties

13-2

TRAINING ELECTION INSPECTORS



County Clerk or Clerk with population over 10,000

- Required to attend the BOE Train the Trainer course

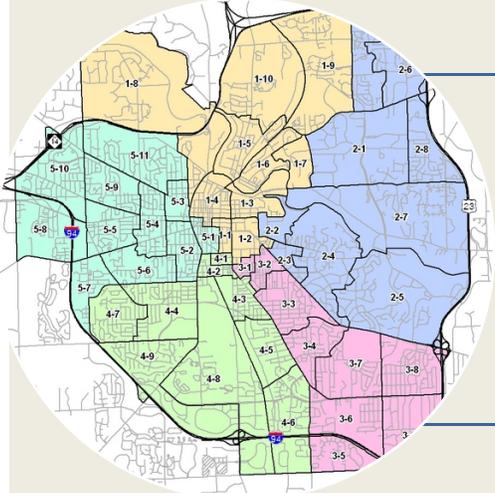


Election Inspectors

- Minimum of once every two years

14-1

CHAPTER 14 - ESTABLISHING VOTING PRECINCTS & POLLING PLACES



Clearly observable boundaries

Not more than 2,999 active registered voters

Local Election Commission approval and/or charter requirements

PRECINCTS & POLLING PLACES ESTABLISHING POLLING PLACES

14-5

Facilities that may be polling places	Other Considerations	Temporary Consolidations
<ul style="list-style-type: none"> Publicly owned or controlled facility Non-profit facility 501(c)3 Facility in which 150 persons reside 	<ul style="list-style-type: none"> Must be accessible One facility may house up to 6 pcts May not be moved less than 60 days prior to an election Review logistics such as parking and room size Voters must be noticed 	<ul style="list-style-type: none"> Multiple precincts in non-state elections No more than 5000 active registered voters Resolution by Election Commission Voters must be noticed unless in the same pct

PRECINCTS & POLLING PLACES ARRANGING POLLING PLACES

14-6

Maintain Voter Privacy

Orderly Traffic Flow

Public Area

10 Foot Tabulator Rule

15-1

CHAPTER 15

ELECTION DATES & SCHOOL ELECTION COORDINATION

Presidential Primary

Mo	Tu	We	Th	Fr	S
	1	2	3	4	
5	7	8	9	10	11
13	14	15	16	17	18
20	21	22	23	24	25
27	28	29	30	31	

March – every 4 years

1st Tuesday after 1st Monday

Mo	Tu	We	Th	Fr
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

May

1st Tuesday after 1st Monday

Mo	Tu	We	Th	Fr	S
	1	2	3	4	5
7	8	9	10	11	12
14	15	16	17	18	19
21	22	23	24	25	26
28	29	30	31		

August

1st Tuesday after 1st Monday

Mo	Tu	We	Th	Fr	S
	1	2	3	4	5
7	8	9	10	11	12
14	15	16	17	18	19
21	22	23	24	25	26
28	29	30			

November

15-1

SCHOOL ELECTION COORDINATION



Coordinating Committees

- Opt-in vs. Opt-out
- Division of duties
- Reimbursement Costs

15-5

ELECTION DATES - ALTERNATIVES



Cities may change City election date by resolution



Floater date available for School Districts



16-1

CHAPTER 16 ELECTION RELATED INFORMATION

A-85



- Close of Registration
- Election
- Public Accuracy Test

Public Notices

ELECTION RELATED INFORMATION 16-3 A-87

- Tie Votes
- Document Retention
- Post-Election Access to Voted Ballots

CHAPTER 17 17-1
LEGAL REMEDIES

RECOUNTS

- Request**
 - Notarized Statement alleging error and identifying precincts
 - \$ deposit for each precinct
 - Submit to County Clerk of Board of Canvassers
- Process**
 - Ballot Containers reviewed
 - Physical count of ballots
 - Physical count of votes

18-1

CHAPTER 18 RECALL PROCESS

Clarity/Factual Review

Recall Petitions Filed at the County Level	Notification Requirements	Conduct of Meeting	Appeal Process
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18-5

RECALL PROCESS



**Petition
Process**

- Form
- Circulation
- Signers & Number of Signatures
- Acceptance
- Review
- Signature Challenges
- Final Petition Review
- Election

ELECTION OFFICIALS' ACCREDITATION
QUESTIONS & ANSWERS

