



**Appendix II:**  
**Self-Administered Accreditation Exam**

The answers to the following “true or false” and “multiple choice” questions can be found in the accompanying *Election Officials’ Accreditation Study Guide*. After completing the exam, return it to the Michigan Department of State’s Bureau of Elections by mail or fax:

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

The exam cannot be submitted to the Bureau until after you have attended an Accreditation Workshop sponsored by the Michigan Department of State’s Bureau of Elections.

Upon the receipt of your exam, Bureau staff will 1.) check your answers and note any incorrect responses and 2.) return the exam to you with a certificate acknowledging your completion of the accreditation program.

***Complete and return this sheet with exam:***

Your name: \_\_\_\_\_

Your title or position: \_\_\_\_\_

Your jurisdiction (county, city, township or village): \_\_\_\_\_

County \_\_\_\_\_

Your phone number: \_\_\_\_\_

Your mailing address: \_\_\_\_\_

\_\_\_\_\_

Date and location of Accreditation Workshop you attended: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

*Circle correct answer.*

- 1.) T F Michigan is the largest state in the country which administers its elections on the local level (cities, townships and villages).
- 2.) T F The Secretary of State serves as Michigan's "chief election officer" with supervisory control over local election officials in the performance of election related duties.
- 3.) T F The National Voter Registration Act requires Michigan to maintain a "mail-in" voter registration program.
- 4.) T F An individual registering to vote *by mail*, never having voted in Michigan, must vote in person for the first election unless the individual is 60 years of age or older, disabled or overseas.
- 5.) T F A voter registration application is void if the applicant fails to enter his or her birth date on the application form.
- 6.) T F A voter registration application is void if the applicant fails to enter his or her driver license or personal identification card number on the application form.
- 7.) T F A mail-in registration application satisfies the 30-day "close of registration" for an election if it is postmarked on or before the registration deadline.
- 8.) T F A clerk cannot issue a "cancellation notice" to a voter solely because of the voter's failure to participate in elections.
- 9.) T F Any interested person is free to inspect a clerk's voter registration records upon request.
- 10.) T F A candidate without political party affiliation who wishes to seek a partisan office must file a non-partisan nominating petition.
- 11.) T F All candidates for public office are required to submit an Affidavit of Identity form when filing for office.
- 12.) T F Illegible petition signatures are invalid.
- 13.) T F All filings for public office are public information and must be produced for inspection upon request.

- 14.) T F An individual seeking a precinct delegate position with write-in votes can file a Declaration of Intent form as late as the date of the August primary.
- 15.) T F Persons attending an absent voter counting board are not permitted to leave the counting place once the counting begins until the polls close at 8:00 p.m.
- 16.) T F A Federal Post Card Application (FPCA) used to request absent voter ballots must be honored through the next 2 even year election cycles.
- 17.) T F A person eligible to use a Federal Post Card Application (FPCA) form to obtain an absent voter ballot may register up to 8:00 p.m. on the day of the election.
- 18.) T F A Federal Write-In Absentee Ballot (FWAB) is not valid unless the voter submitted a written request for an absentee ballot by the 30<sup>th</sup> day prior to the general election.
- 19.) T F Literature explaining the “pros and cons” of a proposal on the ballot may be displayed in the polling place.
- 20.) T F A voter who fails to register by the “close of registration” can vote by completing a “Provisional Ballot 4-Step Procedure” form.
- 21.) T F An election inspector appointed to serve at a November general election must be a registered voter of the *county* in which he or she is appointed to serve.
- 22.) T F The first three inspectors appointed to serve on a precinct board must be 18 years of age or older; any additional precinct inspectors appointed to the board may be 16 or 17 years of age.
- 23.) T F By agreement with the county clerk, the clerk’s of jurisdictions having a population of *less than 10,000* can assume full responsibility for the training of election inspectors appointed to serve within the jurisdiction. Under such agreements, it is not necessary for the election inspectors to attend the training sessions sponsored by the county.
- 24.) T F The voting station minimums provided under Michigan election law must be exceeded when and where appropriate.
- 25.) T F A voter whose right to vote is challenged at the polls on election day based on residency within the jurisdiction must produce a driver license or other documentation which lists an address within the jurisdiction before a ballot may be issued.

- 26.) A B C Which of the following elements do not have to be blocked out when providing a copy of a voter registration upon request?
- A. The voter's phone number.
  - B. The year of the voter's birth date.
  - C. The voter's driver license or personal identification number.
- 27.) A B C How many years are clerks required to retain cancelled voter registration records?
- A. Two years.
  - B. Five years.
  - C. Ten years.
- 28.) A B C Which one of the following petition signature irregularities is *not* acceptable?
- A. Signature on petition is "A. Smith"; registration record is signed "Albert Smith."
  - B. Signature is dated after the date appearing on the circulator's certificate.
  - C. Signer is registered in listed jurisdiction but at a different address than the address entered on the petition.
- 29.) A B C Which of the following statements regarding write-in votes is *false*?
- A. If the political party associated with a write-in vote cast at a partisan primary does not match the political party indicated by the candidate on his/her Declaration of Intent, the write-in vote is invalid.
  - B. The Declaration of Intent requirement is waived if a candidate appearing on the ballot for a public office involved dies or is otherwise disqualified on or after the Wednesday immediately preceding the election.
  - C. To be *elected* to an office, a write-in candidate must receive more votes than any other candidate seeking the office and must meet a vote "threshold formula" provided under Michigan election law.
- 30.) A B C Which of the following actions does *not* violate election law?
- A. A campaign worker returns a voter's absent voter ballot to the clerk.
  - B. A candidate distributes blank absent voter ballot application forms with his or her campaign literature.
  - C. A voter asks a friend to deliver his or her absent voter ballot to the clerk.

- 31.) A B C When is the rotation of candidate names on the ballot *not* required?
- A. Three candidates file for a single position which will appear on a non-partisan primary ballot.
  - B. Two candidates are nominated for two positions which will appear on a non-partisan general election ballot.
  - C. Two candidates file for a single position which will appear on a partisan primary ballot.
- 32.) A B C How long are clerks required to secure and retain ballots containing a federal office?
- A. 12 months.
  - B. 22 months
  - C. 36 months.
- 33.) A B C Which statement is *true*?
- A. Campaigners must remain at least 100 feet from any doorway used by voter to enter the polling place; exit pollsters must remain at least 20 feet from the doorway used by voters to exit the polling place.
  - B. Campaigners and exit pollsters must stand at least 20 feet from any doorway used by voters to enter or exit the polling place.
  - C. Campaigners and exit pollsters must stand at least 100 feet from any doorway used by voters to enter or exit the polling place
- 34.) A B C A elector whose voter registration record cannot be located on Election Day can vote if he or she:
- A. Produces what appears to be a current voter identification card.
  - B. Shows his or her driver license and completes a voter registration application.
  - C. Presents a voter registration application receipt validated on or before the close of registration for the election and completes a new voter registration application.
- 35.) A B C How long following each election does a local clerk have to determine if an “envelope” ballot should be counted?
- A. By the 3<sup>rd</sup> day following canvass and certification of the election by the date the County Board of Canvassers.
  - B. By the 6<sup>th</sup> day following the election.
  - C. By the 6<sup>th</sup> day following canvass and certification of the election by the Board of State Canvassers.

- 36.) A B C If a voter needs assistance after entering a voting station, the assistance may be provided by:
- A. Any member of the precinct board.
  - B. Two election inspectors who have expressed a preference for different political parties.
  - C. The chairperson of the precinct board.
- 37.) A B C Which statement is *false*?
- A. A voter may park a car or other vehicle bearing campaign signs or bumper stickers within 100 feet of the polling place during the time he or she is voting.
  - B. Voters are not permitted to refer to campaign literature when voting.
  - C. Election inspectors must ask voters entering the polls to remove campaign buttons or to cover up clothing bearing a campaign slogan or a candidate's name.
- 38.) A B C Which of the following duties does *not* have to be performed by two election inspectors who have expressed a preference for different political parties?
- A. Sealing ballot containers.
  - B. Questioning a voter who has been "challenged."
  - C. Delivering the sealed envelopes and ballot containers after the polls close.
- 39.) A B C Election inspector appointments must be made by:
- A. The county clerk.
  - B. The local city or township clerk.
  - C. The local election commission.
- 40.) A B C What person or public body is responsible for determining the location of polling places?
- A. The local city, township or village clerk.
  - B. The city council, township board or village council.
  - C. The local election commission.
- 41.) A B C Which statement is *false*?
- A. A polling place may not be moved less than 30 days before an election unless the polling place becomes unusable or is unavailable.
  - B. All polling places must be fully accessible to the elderly and handicapped.

- C. Up to six precincts may be served by the same polling place location.
- 42.) A B C Which organization does *not* have the authority to appoint “election challengers”?
- A. A candidate committee.  
 B. A state-recognized political party.  
 C. An organized group of citizens interested in preserving the purity of elections and guarding against the abuse of the elective franchise.
- 43.) A B C Under Michigan’s voter identification requirement, a person may *not* vote if:
- A. The address on his or her driver license is different than the address listed on the QVF precinct list.  
 B. The voter states that he or she does not have or is not in possession of an acceptable form of identification and the voter is not willing to sign the required affidavit.  
 C. None of the above. A voter who refuses to comply with this requirement may not be denied a ballot.
- 44.) A B C A sealed ballot container delivered to the local clerk following the close of the polls may be opened to remove the poll book or statement of votes by:
- A. The local clerk and one other person.  
 B. The two members of the board of election inspectors that delivered the container.  
 C. The two members of the board of election inspectors that delivered the container, but only while under the observation of the members of the local receiving board.
- 45.) A B C A voter who is challenged by an authorized challenger can vote if he or she:
- A. Appears on the QVF registration list and shows documentation as proof of his or her qualifications to vote.  
 B. Completes a “Provisional Ballot 4-Step Procedure” form.  
 C. Agrees to answer questions regarding his or her qualifications to vote under oath and appears through the answers given to those questions that he or she is qualified to vote in the precinct.

- 46.) A B C Which statement is *false*?
- A. A poll watcher who wishes to be present in an absent voter counting board once the counting begins must remain in the room in which the absent voter counting board is working until the close of the polls (8:00 p.m.).
  - B. A poll watcher may observe voters who are offering to vote from behind the processing table.
  - C. A poll watcher may not touch the Poll Book or any other voting records.
- 47.) A B C “Close of Registration” notices must be published:
- A. Once, no later than 7 days prior to the close of registration deadline.
  - B. When deemed necessary by the local election commission.
  - C. No later than the registration deadline for an upcoming election.
- 48.) A B C City and township clerks are required to post specific data regarding the distribution, return and processing of absent voter ballots for:
- A. Every election conducted in the jurisdiction.
  - B. Every election conducted in the jurisdiction at which state or federal offices appear on the ballot.
  - C. Special elections held to present millage and bond proposals.
- 49.) A B C A test deck and chart of predetermined results must be prepared for the testing of all tabulators and ballots prior to each election by:
- A. The county clerk or vendor providing the ballots and programming for the election.
  - B. The local clerk.
  - C. The local election commission.
- 50.) A B C The *preliminary* testing of all tabulators that will be used to administer an election should be conducted:
- A. As early as possible once the programming and absent voter ballots are received.
  - B. No later than the 5<sup>th</sup> day prior to the election.
  - C. On the same day as the *public* accuracy test.

**End of Exam**