October 27, 2017

**May Election Calendar**

The [May 8, 2018 Election Calendar](#) has been released.

If you subscribe to the digital calendar, you will find that calendar has already been updated.

The digital calendar enables the user to view the calendar graphically in a daily, weekly, or monthly format. In addition, it can be linked directly to Outlook or another Google calendar. Full instructions on how to link the calendar to Outlook can be found in the [eLearning Center](#).

**Keeping QVF Data Clean**

Keeping the Qualified Voter File (QVF) data clean is a very vital task of maintaining voter records. Here are three simple things you can do to ensure the database remains free of duplicate registrations and remove voters as required by the National Voter Registration Act (NVRA).

1. **Look the Voter Up**

   Voters often register to update an existing record. Do a quick voter search to verify the voter is not already registered before doing anything else. If a voter is found, simply update their existing information.

2. **Send Voter ID Cards**

   Voter Identification cards are required to be sent by Clerks under MCL 168.499. The voter ID card provides the voter with information in regards to their voting districts and their polling location. In addition, a returned voter ID card is very valuable in identifying voters who have moved.

---

**IN THIS ISSUE**

- May Election Calendar
- Keeping QVF Data Clean
- BOE Question of the Week

**BOE Question of the Week:**

*Can a write-in candidate use stickers?*

Answer: Write-in stickers cannot be used on ballots. Use of stickers will create jams and other issues with tabulators that are not covered by warranty. If a write-in candidate distributes stickers, it is appropriate to instruct voters how to cast a write-in vote. For example, "to cast a write-in vote, fill in the oval and write the candidate’s name on the appropriate line. Do not use a sticker as it could break the tabulator." Ensure instructions include basic instructions on how to complete ovals, arrows, or boxes, as well.

Have a question you’d like to see in the Question of the Week? Send it to elections@michigan.gov.

**Helpful Links**
3. Process Reliable Information

When you receive returned mail or other reliable information, send the appropriate confirmation or cancellation notice to the voter. Doing this in QVF automatically starts the Cancellation Countdown when appropriate and automates the process for removing voter records after two General elections have passed.

For full instruction on the noticing process, refer to Chapter 2 of the Election Officials Manual and slides 9 & 10 of the Election Officials Training PowerPoint.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

It is recommended that you add misos@govsubscriptions.michigan.gov and MISOS@public.govdelivery.com to your safe senders list.