Post-Election Audit Manual

November 2024

Introduction to post-election audits

MCL 168.31a instructs the Secretary of State to develop an election audit program. The post-election audit process will thoroughly review procedures performed before, during, and after the election, including a review of voted ballots with a hand tally of select contests. The review of voted ballots will verify the equipment used to count votes functioned properly and yielded the correct result. Information collected as part of the entire post-election audit process will be used to identify areas of improvement and as an educational tool for all levels of election administration.

Audits provide an opportunity for on-site instruction. Additionally, after the audit the Bureau of Elections may provide additional resources, instruction, or assign materials in the eLearning Center to reinforce skills and procedures necessary to address any issues found during the audit.

Key points Audit process

Following the canvass of an election, counties and Bureau of Elections staff will conduct a thorough review of pre-election and Election Day documents to determine if procedures were properly followed according to state law and established procedure.

Selection process

The Bureau of Elections will select the contest to be hand counted and randomly select precincts for counties to audit following each election. The Bureau of Elections may select additional precincts and contests to be audited at the state level.

Focus of the audit

Election notices, election inspector appointments and training, e-pollbook (EPB) security, test deck procedures, military and overseas voter applications, and a review of the pollbook and ballot containers used during early voting, pre-tabulation of absentee ballots, tabulation of absentee ballots at polling places and AVCBs, and during in person voting on Election Day are the primary focus points of the audit.

Audit findings

Discrepancies and deficiencies identified in the post-election audit will be used to determine training points for the local clerk who is participating in the audit as well as to aid in the determination of future training needs to be

provided at both the county and state level. The audit of voted ballots will reinforce the accuracy and security of the voting system.

Important considerations

Those subject to a post-election audit should continue to maintain the security of their Election Day materials until the post-election audit has been conducted. The goal of the post-election audit process is to enhance election administrators' understanding of required election procedures and practices and to ensure the accuracy of the voting system and tabulation process.

Selection process

The Bureau of Elections will select the contest or contests to be hand counted. The Bureau of Elections will randomly select precincts for county audits following final certification of election results. The Bureau of Elections may also select additional precincts to be audited at the state level. Participants will be contacted by their county clerk or the clerk's designee,[1] or the State depending on who is conducting the audit. The list of the precincts being audited will be announced in a News Update following the election.

Participants must maintain security on all of their Election Day materials until the post-election audit has been conducted. Further, the participants should ensure the e-pollbook (EPB) and associated encrypted flash drive for the precinct selected are kept secure and data is not deleted until the audit is completed.

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[1] Note that if a county clerk is an officer or member of the governing body of a national, state, or local political party, or is a precinct delegate of a political party, that county clerk is prohibited from having any role in the direction, supervision, or conduct of an election audit. To comply with this requirement, county clerks must appoint a designee who is not an officer or member of the governing body of a national, state, or local political party, or a precinct delegate of a political party to conduct any election audit in the county. MCL 168.31a(4).

Number to be Selected for Audit
0-20 Precincts = 1 Election Day* + 1 Early Voting Precinct
21-50 Precincts = 3 Election Day* + 1 Early Voting Precinct
51-100 Precincts = 5 Election Day* + 2 Early Voting Precincts
100+ Precincts - 10 Election Day* + 3 Early Voting Precincts
* Corresponding AVCB must be audited in conjunction

Clerk preparation

County clerks conducting audits will coordinate the scheduling of the audit with the local jurisdiction. The audit should take place in a public location and when possible, in a location agreeable to the local clerk. As a subject of the audit, the local clerk and county clerk must provide all materials needed to conduct the audit of the specified precinct(s), including early voting site precinct(s), and associated absent voter counting board.

Materials needed to conduct a Post-Election Audit

- ☐ Notice of Registration (Affidavit of Publication) _____
- ☐ Election Notice (Affidavit of Publication)
- ☐ Public Accuracy Test Notice (Affidavit of Publication)
- ☐ Election Commission's election inspector appointment record (minutes or signed resolution from meeting)
- ☐ Listing of appointed election inspectors
- ☐ Election inspector applications for all inspectors appointed
- ☐ Confirmation that election inspectors attended training (dated or signed certificate or sign-in sheet)

- ☐ Confirmation that election inspector appointments were sent to the major political parties (fax or email verification or certified mail receipt) [partisan elections only]

- ☐ E-pollbook laptop used in the precinct and encrypted flash drive

- ☐ Sealed container that contains all testing materials, including:

  - ☐ Test Deck

  - ☐ Chart of pre-determined results

  - ☐ Tabulator zero and results tape

- ☐ Tabulator Testing and Certification Form (may be sealed in test container)

- ☐ Election Commission Certification—Public Accuracy Test (if applicable)

- ☐ Voter Assist Terminal Preparation Checklist and Test Certification Form

- ☐ Pollbook(s) [Election Day, Early Voting, AVCB, AVCB Pre-tab and Countywide site versions as applicable]

- ☐ Applications to Vote

- ☐ Affidavits of Voter Not in Possession of Picture Identification

- ☐ AV apps for Military and Overseas Voters and confirmation of ballot sent (e.g. email or fax receipt, proof of mailing, if available)

- ☐ Sealed ballot container with ballots

- ☐ Program container certificate (if applicable)

- ☐ Provisional ballot forms

- ☐ Master card for any voter issued an Affidavit or Envelope ballot

- ☐ Final Canvass Report

- ☐ Receiving Board Checklist

- ☐ Access to voting equipment used for election (VAT, Tabulator, etc.)

Conducting the post-election audit

The post-election audit must be conducted *within 30 days of audit assignment.* The post-election audit will require the inspection of election documents and the procedures used prior to the election and on Election Day. A comprehensive worksheet will be used to uniformly conduct the post-election audit for precincts throughout the state. Detailed instructions on the use of the worksheet follow. Document discrepancies on the reverse side of the worksheet. If any onsite instruction, counseling, direction, or a resource is provided during the audit, please note on the reverse side of the worksheet.

Note: If any Election Day records corrected by the Board of County Canvassers are discovered during the post-election audit review, the information provided by the local clerk and election inspectors should be used for the purposes of the audit questions; corrections made by the Board of County Canvassers should be noted on the reverse side of the audit worksheet. The focus of the post-election audit is to review pre-election and Election Day records. Audits cannot change election results, but record corrections can be made. Any corrective measure to records taken by the canvass board should be noted, reviewed with the clerk, and commented during electronic submission.

Pre-election requirements:

Public notices

Michigan Election Law requires three notices to be published in a local newspaper prior to an upcoming election. The newspaper should supply an Affidavit of Publication to the publisher to confirm publication.

Review the following notices:

Notice of Registration (MCL 168.498(2); Ch. 17. Election Officials' Manual)

- Publication date must be no later than 30 days before the election.

- Must include: name of the jurisdiction, date of the election, the days and hours that the clerk's office or another designated place will be open to receive voter registration applications prior to the election, a listing of the offices to be elected/nominated, and when applicable, a brief description of any ballot questions and where to find the full text.

- Multiple cities or townships may enter into agreements to jointly publish the *Notice of Registration*. MCL 168.498(3).

Notice of Election (MCL 168.653a; Ch. 17. Election Officials' Manual)

- Publication date must be at least seven calendar days before every election.

- Must include: date of the election and polling place hours, listing of the offices to be elected/nominated, a brief description of any ballot questions and where to find the full text, a listing of polling place locations, a statement regarding accessibility in the polling place and a statement of all languages other than English in which election materials and ballots will be made available and the availability of voting instructions in alternative formats, and if the election includes a millage increase, a statement of the amount by which the total tax rate limitation is increased and the number of years for which the increase would be effective.

Public Logic and Accuracy Test (MCL 168.720j; MCL 168.798(1); R 168.778; Ch. 17 Election Officials' Manual)

- Publication date must be at least 48 hours prior to the conduct of the test.

- Test date must be conducted no later than 5 days before the start of early voting for equipment used for early voting and no later than 5 days before Election Day.

- Must include: name of the jurisdiction conducting the test, date of the election, date, time, and location of the test and a statement regarding the purpose of the test.

Written and online notices

At least 18 days before Election Day, the clerk must post a notice on their municipal website, if available, and in the clerk's office that includes the absent voter ballot counting place location, the dates and hours of operation, and the number of election inspectors that will be present.

If the location, dates, times, or number of election inspectors' changes, clerks must post an updated notice as soon as possible, but no later than 11 days before Election Day.

Notification of early voting site establishments or changes must be completed 45 days before the election.

When reviewing these items, place a checkmark in the Yes box when all of the above criteria are met for each item. If a component is missing, place a checkmark in the No box and explain the discrepancy on the back side of the worksheet.

Weekend hours in Qualified Voter File (QVF)

Using the QVF or dated posting, verify the presence of the eight hours the clerk's office is required to be open the Saturday and/or Sunday prior to the election (MCL 168.761b).

Election inspectors; Ch. 14 Election Officials' Manual

The election commission of each jurisdiction must appoint precinct, early voting site, and receiving board inspectors at least 21 days before the election and at least five days prior to the last election inspector training session. (MCL 168.674). Review election commission minutes and/or resolutions to ensure these appointments took place. Place a checkmark in the appropriate box to indicate if the election commission made the appointments. Ensure at least one Republican and one Democrat was appointed to the precinct.

Next, review the election inspector applications provided. Ensure there is an application for every inspector appointed (MCL 168.677). Place a checkmark in the appropriate box to indicate if all applications are available. Then verify each election inspector attended a training class (MCL 168.683). Place a checkmark in the appropriate box to indicate if proof was provided for each inspector appointed. Lastly, if auditing an election with a state or federal position on the ballot place a checkmark in the appropriate box to indicate if proof that the election inspector appointments were sent to the local major political parties. If auditing an election with local races only, mark N/A (MCL 168.674).

Evaluation of the e-pollbook

Certain security features must be employed in the e-pollbook (EPB) software and on the encrypted flash drive in order to maintain security of sensitive voter information (reference e-pollbook User Manual). The EPB must be uninstalled from the laptop and any data on the flash drive must be deleted within 7 days of the release of security, or, if a precinct has been selected for an audit, within 7 days of that audit. Using the laptop and flash drive used in the precinct on Election Day, evaluate the following:

1. Open the EPB software and verify the encryption password is a strong password and not something easily guessed, like "EPBPassword." A strong password contains 8-16 characters, mixed case (lowercase and upper-case letters), and at least one number.

2. Log in to the software using an administrator account. Click on Sys Admin and User Administration. Verify accounts for additional election inspectors were created. Check Yes or No next to "Unique User/Pwd" on the worksheet.

3. Plug the encrypted flash drive in and ensure the software is listed or Bitlocker is installed (check the BL box and skip to step 4 if the latter). If a password is requested, answer Yes to the "Bitlocker Active" question on the worksheet. Otherwise answer No.

4. Request the Password from the local clerk and enter into Bitlocker pop-up box. Verify the five files listed in the image to the right were saved. You may need to open a folder to verify. If all five files are listed, mark Yes on the worksheet for "Docs Saved in Bitlocker." If some of the files are listed but not all, indicate which files are missing on the back side of the worksheet.

5. Record the date the hostservice.zip file was modified.

Required files saved to the flash drive	
File Name	File Type
EPB Backup	.accdb
epb_history	.zip
rptBallotSummary	.pdf
rptRemarks	.pdf
rptVoter List	.pdf

Voting system review—Test Procedure Manual for Tabulators and Voter Assist Terminals

A vital component to a successful election is the conduct of the preliminary and public logic and accuracy testing prior to the election. All logic and accuracy testing materials should have been placed under seal in an approved ballot container (separate from the precinct container) after testing was completed. Verify the container containing the testing material is sealed and indicate Yes or No on the worksheet. Verify that the seal number on the container is the seal number that was recorded on the *Tabulator Program Testing and Security Certification Form* (which may be sealed in the container) and record the answer on the worksheet.

A record of the tabulator serial number and the seal number must also be recorded on the *Tabulator Program Testing and Security Certification Form*

after the preliminary accuracy test. When performing this portion of the audit, verify that the *Tabulator Program Testing and Security Certification Form* lists the seal and serial number for the tabulator. Verify the seal and serial numbers listed on the *Tabulator Program Testing and Security Certification Form* match the seal and serial numbers listed in the corresponding precinct's *Clerk's Preparation Certificate* portion of the pollbook. Place appropriate checkmarks on the worksheet to indicate whether these seals and serial numbers matched. If the jurisdiction used a vendor for testing and that same vendor programmed the memory cards, verify that the *Election Commission Certification Form* was also completed and place a checkmark in the appropriate EC Addendum box. If the ballot marks were printed by a vendor using non-precinct ballot stock, ensure at least three ballots were hand marked and place a checkmark in the appropriate Pre-printed TD – HM box.

Next, write the dates the preliminary and public tests were conducted on the appropriate line of the worksheet. Public tests should have been conducted at least five days prior to the election. Best Practice Reminder: Conducting preliminary tests as soon as possible after receiving ballots allows time for corrective measures, if necessary, prior to the public test.

Test deck completion

Next review the logic and accuracy testing "test deck" and chart of pre-determined results. There are initially 13 ballot creation instructions required to be marked on to test ballots, and then additional test ballots must be created to ensure the vote totals are different for each candidate in a race. Place a checkmark in the appropriately numbered checkbox to indicate proper completion of each test ballot. (MCL 168.798(1), R 168.773 and R 168.776). See Appendix for other election type charts.

Instruction	Pre-determined result - General Election
1	All positions on the ballot voted. This test ensures that tabulator recognizes each target area.
2	All unused positions on the ballot voted. This test ensures that stray marks do not cause a vote.
3	A blank ballot. This ensures that the tabulator returns the ballot if no votes are detected.
4	One straight party vote cast (no other partisan votes). This tests the indirect vote assignment logic of the straight party race.
5	Two straight party votes cast resulting in an overvote (no other partisan votes).
6	In a different office for each instruction: (a) One straight party vote, plus: (b) In a "vote for 1" partisan office, 1 vote for 1 candidate of the same party used in (a) (c) In a "vote for 1" partisan office, 1 vote for 1 candidate of a different party than used in (a) (d) In a "vote for 2" partisan office, 1 vote for 2 candidates, each from different parties (e) No votes in a partisan office where a candidate appears under the party selected in (a) (f) A vote for 1 write-in candidate in either a partisan or non-partisan office (g) Non-partisan offices and proposals voted

7 (Ballot 1)		These 3 tests are to ensure that each section (partisan, non-partisan and proposal section) of the ballot can be voted independent of the other sections: No straight party vote and votes correctly voted in the partisan section with overvotes in the non-partisan and proposal sections
	7 (Ballot 2)	No straight party vote and votes correctly voted in the non-partisan section with overvotes in the partisan and proposal sections
	7 (Ballot 3)	No straight party vote and votes correctly in the proposal section with overvotes in the partisan and non-partisan sections

	8	In a different office for each instruction:
		(a) Two straight party votes cast
		    (b) In two "vote for 1" offices, 1 vote for 1 candidate listed under the first party selected in (a) and a vote for 1 candidate listed under second party selected in (a)
		    (c) In two "vote for 1" offices, 1 vote for 1 candidate of the first party selected
		    (d) In a "vote for 1" office, 1 vote for 1 candidate of the second party selected
		*Additional ballots may be required to complete (c) and (d).

	9	In a different office for each instruction: (a) One straight party vote where 2 candidates of that party are in a "vote for 2" partisan race (b) In the first "vote for 2" office, where there are 2 candidates from the party used in (a), 2 votes for candidates of a different party than used in (a) (c) In a second "vote for 2" office, where there are 2 candidates from the party used in (a), 2 votes for candidates of two different parties than used in (a) *if a ballot contains a "vote for 3" office and there are 3 candidates from that party running, an additional test ballot must be included following this same instruction but subbing 3 for 2.

	10	In a different office for each instruction: (a) One straight party vote where 2 candidates of that party are in a "vote for 2" partisan race (b) In the first "vote for 2" office, where there are 2 candidates from the party used in (a), 1 vote for a candidate of a different party than used in (a) (c) In a second "vote for 2" office, where there are 2 candidates from the party used in (a), 1 vote for a candidate of the party used in (a) and 1 vote for a candidate of a different party (d) In a third "vote for 2" office, where there are 2 candidates from the same party used in (a), 1 vote for a candidate of the same party used in (a) *Additional ballots may be required to complete this test
	11	(a) One straight party vote where only 1 candidate of the same party is in a "vote for 2" partisan race (b) In a second "vote for 2" office, where there is only 1 candidate from the party used in (a), 1 vote for a candidate of a different party than used in (a) *Additional ballots may be required to complete this test
	12	One straight party vote and individual votes for each candidate in that same party. Repeat for each party.
	13	A ballot voted from a different precinct (if applicable).
	Dif. Totals	Additional ballots voted to ensure at least 2 straight party votes have been cast for each party and a different total number of valid votes are cast for each party in the straight party section, each candidate within an office, and for and against each proposal. Ideally, each candidate or proposal listed on the ballot will have a different number of votes than any other to test for contest swaps.

Once each ballot and the chart of pre-determined results have been reviewed, compare the chart of pre--determined results with the tabulator

tape. Check Yes or No on the worksheet provided to indicate whether the results from the chart of pre-determined results matched the tabulator tape or not. Lastly, indicate on the worksheet whether or not a zero tape for the test was provided.

Voter Assist Terminal (VAT)

1. Review the *Voter Assist Terminal Preparation Checklist* and *Test Certification Form* and verify it was properly completed.

2. Locate the VAT Test Deck to verify the VAT was tested before the Election.

3. Locate the blank "test" ballot used to test the VAT on Election Day (if any).

4. Count the number of voters that used the VAT by one of the following methods, whichever is applicable:

   a. Reviewing the precinct list for an alternate ballot number (if stubbed stock was used).

   b. Opening the VAT envelope used to invalidate precinct ballots (if regular ballot numbers were used).

   c. Counting the number of VAT ballots found in the ballot container.

Application to vote review

Review all voter applications and physically count the applications and determine if there is the same number of applications to vote as voters in the pollbook. Next, spot check the voter applications to ensure they were properly completed by voters and election inspectors. Check Yes or No on the worksheet provided to indicate the answers to these questions.

Record the number of *Affidavits of Voter Not in Possession of Picture Identification* completed.

Military and overseas voter review

Use the absent voter applications, including the *Federal Post Card Application* and the *Federal Write-In Absentee Ballot*, to determine whether any military or overseas voters were processed. Then review the applications to ensure those ballots were sent within 24 hours of receipt of the application or, if the application was received more than 45 days prior to the election, the ballot was sent by the 45th day prior to the election (e.g., by confirming email or fax receipt, or proof of mailing if available). Answer the

appropriate questions on the worksheet and note any discrepancies on the back side of the worksheet. (MCL 168.759a; Ch. 7 Election Officials' Manual; Military and Overseas Voter for Election Administrators Manual).

Absent voter information posting

If auditing an election with a state or federal office, review the absent voter information posting required to be posted on Election Day. On or before 8 a.m. on Election Day, the number of absent voter ballots distributed to absent voters, the number of absent voter ballots returned, and the number of absent voter ballots being delivered to the board of election inspectors or absent voter counting board must be recorded and posted. As soon as possible upon completion of all precincts returns, the clerk must publicly post the total number of absent voter ballots tabulated for the election. Indicate completion on the worksheet. (MCL 168.765(8) and Ch. 6 Election Officials' Manual).

Receiving Board Checklist

Verify election inspectors' signatures and completion of the *Receiving Board Checklist*. (MCL 168.679a and Receiving Board Guide).

Paperwork assessment

Finally, review the remaining components of the pollbook. The following images are examples of properly completed pollbooks. Please note, there are many styles of pollbooks in use throughout the state and the layout may be different from what is displayed below. Please note also that for early voting and Pre-Processing AV "Pre AV", some of these items will be entered over multiple days and each day will need to be verified independently. Suspend/Interrupt tapes for tabulators will need to be run each day and affixed to the pollbook. Voter Assist Terminal reports and Ballot on Demand reports should be affixed if available.

Items 1-4 are generally found on the front and inside cover of the pollbook.

1. Review the Clerk's Preparation Certificate. A completed Clerk's Preparation Certificate includes serial and seal numbers for both the tabulator and the Voter Assist Terminal. In addition, a signature and date prior to the election should be included.

2. Ensure all checkboxes on the Election Inspectors' Preparation Certificate are completed and that the inspectors have signed it. Many Pollbooks combine the signatures with step 3.

3. Ensure all inspectors (including the chairperson) signed the Constitutional Oath of Office.

4. Ensure the oath administrator signed in the appropriate location(s).

5. Compare the signatures of the election inspectors with the Election Commission appointments to ensure all that signed the oath were appointed.

6. If applicable, ensure the write-in portion of the pollbook was completed. Votes should be properly totaled after the tally marks.

7. Ensure the tabulator tape/statement of votes (should be affixed to the Statement of Votes signature page in the back of pollbook) was signed by all election inspectors. For early voting and preprocessing, instead of closing the polls and printing totals tapes from the tabulator as they would at the close of polls on Election Day, at the end of each day of early voting, the election inspectors "suspend" the polls. In order to suspend the polls, the election inspectors enter a code into the tabulator so that the tabulator is secured for the night and unable to tabulate additional ballots but is not closed out as it would be at the end of Election Day.

ATTACH PRECINCT TABULATOR STATEMENT OF VOTES TAPE HERE.


```
**********************************
Sample County, Michigan
ElectionSource Famous Names 14
Tuesday, November 7, 2023

Tabulator Name
Sample Township, Precinct 1 ICP2

Tabulator ID
2

Voting Location
Sample Township Polling Place

Voting Location ID
100

- - - - - - - - - - - - - - - - - -
Total Cast                      :    3
Total Voters                    :    3

- - - - - - - - - - - - - - - - - -
Unit Model: ICP2 (1.4)
Unit Serial: VAL23200071-004
Protective Counter: 35
Software Version: 5.17.15.1

Certification

_____
Inspector Signature

_____
Inspector Signature

_____
Inspector Signature

_____
Inspector Signature

Results are nonzero. Unit ready.
Tuesday Nov 14 15:37:43 2023
```

8. Ensure the number of ballots tabulated on the totals tape matches the number of voters listed in the pollbook. If there is a valid discrepancy, was it remarked?

9. Ensure the Ballot Summary (found in the pollbook) is completed, balanced, and totals are accurate. The difference should always be zero. If there is a valid discrepancy, was it remarked? If so, check the Remark box.

BALLOT SUMMARY

WE CERTIFY THE FOLLOWING:

NUMBER OF BALLOTS DELIVERED TO PRECINCT:

A. Number of official ballots delivered to precinct:

Ballot Style	Starting No.	Ending No.	Count
[None]	00000001	00000200	200
			200

B. Number of absent voter return envelopes received by board: 2

C. Total of lines A and B (Must match Line K below): 202

NUMBER OF BALLOTS AT CLOSE OF POLLS:

D. Number of ballots tabulated: 15

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

F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots): 2

G. Number of ballots rejected: 0

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

I. Number of PROVISIONAL "envelope" ballots issued: 1

J. Number of UNUSED BALLOTS (excess ballots):

Ballot Style	Starting No.	Ending No.	Count
[None]	00000017	00000200	184
			184

K. Total of Lines D, E, F, G, H, I, and J (Must match Line C above): 202

L. Difference: **9** 0

10. Ensure all checkboxes are completed in the Election Inspectors' Completion Certificate and that the inspectors signed.

11. Ensure the ballot container seal number is properly recorded. Most containers only require one seal.

12. Ensure the program container seal number is properly recorded (if applicable).

13. Ensure one inspector of each major political party signed the seal certification.

STATEMENT OF VOTES - CERTIFICATE OF ELECTION INSPECTORS

JURISDICTION: _Jurisdiction_ WARD/PRECINCT: _#_ DATE OF ELECTION: _Election Date_

WE CERTIFY THE FOLLOWING:

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

☑ The number of voters according to this Poll Book is (Include absent voter ballots if processed in precinct and the number of voters in addendum poll book(s)(if any). Record on cover of poll book.): `###`

☑ The number of ballots tabulated is: `###`

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

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

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

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

☑ Verified that all valid write-in votes have been tallied and the totals recorded to the Statements of Votes in this Poll Book.

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

☑ Verified that the tabulator statement of votes tape and proposal language are attached to the appropriate copies.

☑ Verified that the number of ballots issued to the precinct, the number of ballots issued to voters, the number of spoiled ballots and the number of unused ballots are accurately reflected in the Ballot Summary Report.

☑ Verified that if the number of ballots tabulated does not agree with the number of voters according to the List of Voters report, the discrepancy is noted in the Remarks section.

11 By signing below: we, the undersigned members of the Board of Election Inspectors, certify that all ballots (used and unused) except envelope ballots were properly sealed into an approved BALLOT STORAGE CONTAINER(S) by affixing seal(s):

Seal No. `#####` Seal No. `Possible` Seal No. `Possible`

12 We further certify that if the Tabulator Program (Prom Pack/Memory Card) has been removed from the tabulator it was properly sealed in an approved STORAGE CONTAINER by affixing Seal No. `#####`

13 X *Inspector Signature Party #1*   X *Inspector Signature Party #2*

Signature of member who **sealed** the BALLOT STORAGE CONTAINER and TABULATOR PROGRAM STORAGE CONTAINER.   Signature of member who **verified** these sealings. (May not represent same political party as member who sealed both storage containers.)

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

10 X *Signature* _Chairperson_ _Phone_   X _Phone_

X *Signature* _Phone_   X _Phone_

X *Signature* _Phone_   X _Phone_

X *Signature* _Phone_   X _Phone_

X *Signature* _Phone_   X _Phone_

X *Signature* _Phone_   X _Phone_

DETACH CERTIFICATE OF ELECTION INSPECTORS (RED AND WRITE-IN SECTION (GREEN), AFFIX TOTALS TAPE AND ENTER OR ATTACH PROPOSAL LANGUAGE TO APPROPRIATE COPIES AND SEAL IN DESIGNATED ENVELOPES.

WHITE - DO NOT DETACH!! THIS PART REMAINS IN POLL BOOK!!

Program Container Certificate (if applicable)

Finally, the Program Container Certificate should be reviewed. Ensure proper completion by:

1. Verifying the seal number was properly recorded.

2. Verifying one inspector of each major political party signed the seal certification.

NOTE: If the certificate is not available, the pollbook may be used.

Provisional ballot form review

Review the *Provisional Ballot Forms* with the pollbook to ensure the number issued matches the number in the Ballot Summary.

- For a voter issued an Affidavit Ballot, review the Provisional Ballot Form and verify the election inspector marked Question 3 "Yes."

- For a voter issued an Envelope ballot, review the Provisional Ballot Form and verify the election inspector marked Question 3 "No."

Without researching the registration of each voter, review the uncounted "Envelope Ballot" Provisional Ballot Forms.

- Determine based on the information provided on the form if the Envelope Ballot was appropriately processed by the election inspector and/or the local clerk.

Ensure a master card is available for each voter issued an Affidavit or Envelope Ballot verifying the voter was registered to vote after the election. Finally, if an Envelope Ballot was counted, verify it was sealed in an approved ballot container.
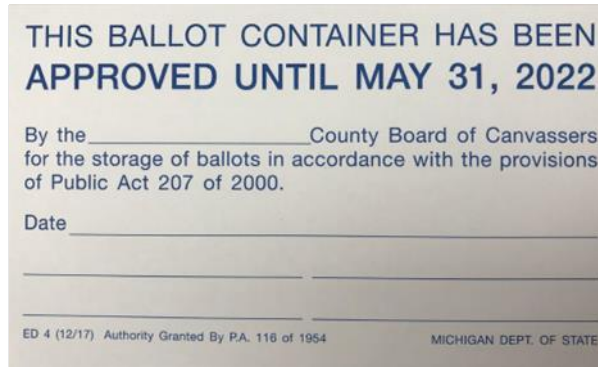
Answer the appropriate questions on the worksheet after review of all Provisional Ballot Forms. Explain any discrepancies on the back side of the worksheet (MCL 168.523a and Ch. 12 Election Officials' Manual).

Ballot container examination

Locate the ballot container seal number recorded in the pollbook and enter it on to the worksheet. Then examine the ballot container certificate. Record the seal number found on *the Ballot Container Certificate* (first image) and then the seal number on the actual container on to the worksheet. Indicate on the worksheet whether the *Ballot Container Certificate* was signed by one election inspector of each major political party. Now verify the container was properly sealed. A properly sealed container is one in which the seal has been affixed securely, and the ballot container is unable to be opened. Further, verify the integrity of the container remains secure (e.g. no damage to lids, zippers, etc. prohibiting secure usage) and that the container is certified for use. The last check in this section is to ensure the Board of Canvassers approval certificate (second image) is affixed to the ballot container. Record the answer to these questions on the worksheet by selecting the appropriate Yes or No boxes. (Ch. 13 Election Officials' Manual).

Ballot Container Certificate

Date of Election: _____

_____
City, Township, or Village   Ward/Pct #

This ballot container contains:

❑ Voted Ballots
❑ Unvoted Ballots
❑ Spoiled Ballot Envelope
❑ Original Ballot Envelope

We, the undersigned members of the Board of Election Inspectors, certify that the ballot container was properly sealed by affixing seal # _____.

X DEMOCRATIC INSPECTOR   **X** REPUBLICAN INSPECTOR
Signature of member who sealed/verified   Signature of member who sealed/verified
the ballot container.   the ballot container.

THIS BALLOT CONTAINER HAS BEEN
APPROVED UNTIL MAY 31, 2022

By the _____ County Board of Canvassers
for the storage of ballots in accordance with the provisions
of Public Act 207 of 2000.

Date _____

_____   _____

_____

ED 4 (12/17) Authority Granted By P.A. 116 of 1954   MICHIGAN DEPT. OF STATE

Spoiled and duplicated ballots

Open the ballot container and pull out the Spoiled and Original Ballot Envelopes. Does the number of spoiled ballots in the Spoiled Ballot Envelope equal the number of spoiled ballots listed in the pollbook? Answer the appropriate question on the worksheet. Next, open the Original Ballot Envelope. If the envelope contains ballots, attempt to locate the matching duplicate with the voted ballots in the ballot container. Verify the ballots were properly duplicated and indicate that verification on the worksheet. Finally, indicate whether any of the duplicated ballots were federal write-in absentee ballots (FWAB) and if they were duplicated properly on the worksheet. Do this in a manner that avoids identifying the voter. (Ch. 13 Election Officials' Manual).

Voted ballot hand count audit

The final step in the post-election audit is a review of voted ballots with a hand tally of select contests. Similar to the procedure used in a recount, two people should count to ensure the number of ballots matches the number tabulated and/or the number of voters. One person will count the ballots, placing them in a stack while the second person looks on to ensure two ballots are not stuck together and the count is accurate. Count ballots one at a time and place them in stacks of 25 as you count. Then ballots should be separated into piles based on the vote cast in the contest being audited. This should be done in the same manner as the initial count and the vote cast should be determined based on Michigan Validity Standards, which require a mark within the target area and the mark to be consistent with all the other marks on the ballot. (See MCL 168.803; R 168.923; Managing Your Election Day Polling Place, Election Inspectors' Procedure Manual). Add up the totals for:

- Each Candidate (if applicable)

- Yes (if applicable)

- No (if applicable)

- Write-ins (if applicable)

- Overvotes

- Undervotes

Record both the hand counted totals and the totals provided in the Board of Canvassers Report on the Worksheet (attach additional pages if necessary). Note any changes from the tabulator tape totals. Repeat these steps for other contests if applicable.

Final review

Ensure all aspects of the worksheet have been completed and that any discrepancies have been explained on the back side of the worksheet. Once the verification is complete, replace the pollbook and Statement of Votes into the appropriate envelopes and reseal as necessary. Each auditor should sign the back side of the worksheet verifying the completion of the process. Review the audit results and worksheet with the local clerk.

The worksheet data must then be entered electronically in the eLearning Center using the Post-Election Audit Online Form within two days of audit completion. Please include all notes captured on the reverse side of your worksheet and note if any onsite instruction, counseling, direction, or a resource provided during the audit.

Auditors should keep the worksheet for two years post-election in case clarification is necessary.

Once the data has been submitted electronically, the Bureau of Elections will use the information collected to determine if additional resources are necessary to reinforce skills and procedures that address any items found lacking in the audit. The resources recommended or assigned could be a manual, reference document, online course, and/or video tutorial reinforcing proper procedures. In addition, a future audit assignment may be necessary to verify proper application of the requirements.

Appendix

Additional Test Deck Charts

Instruction	Pre-determined result - Proposal Only Election
1	All positions on the ballot voted. This test ensures that tabulator recognizes each target area.
2	All unused positions on the ballot voted. This test ensures that stray marks do not cause a vote.
3	A blank ballot. This ensures that the tabulator returns the ballot if no votes are detected.
4	One ballot voted correctly
5	A ballot voted from a different precinct.
Dif. Totals	Additional ballots voted to ensure a different total number of valid votes are cast for and against each proposal.
Instruction	Pre-determined result - Candidate Contest Election Other
1	All positions on the ballot voted. This test ensures that tabulator recognizes each target area.
2	All unused positions on the ballot voted. This test ensures that stray marks do not cause a vote.
3	A blank ballot. This ensures that the tabulator returns the ballot if no votes are detected.
4	One ballot voted correctly
5	A ballot voted from a different precinct.
Dif. Totals	Additional ballots voted to ensure a different total number of valid votes are cast for each candidate in the contest including write-in choices.