

# **Procedures and Duties of the Boards of County Canvassers**

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# I. Introduction

This manual explains the responsibilities of the boards of county canvassers across Michigan. The manual begins with an explanation of the composition, duties, and authorities of the boards. It explains the county canvass process and the ballot container approval process.

Any questions or concerns about this manual should be directed to [Elections@Michigan.gov](mailto:Elections@Michigan.gov).

## II. Duties and composition of the board of county canvassers

Boards of county canvassers play an important role in Michigan's electoral system. Each board of county canvassers is responsible for:

1. Canvassing each of the county's precincts by carefully reviewing the vote totals reported and ensuring consistency across all election forms and certificates.
2. Canvassing the county's vote totals by summing the votes cast in all precincts in the county and reporting those results to the Board of State Canvassers and relevant local election officials.
3. Determining the results of certain local and county elections and ballot questions.
4. Managing any recounts that might occur.
5. Physically inspecting the county's ballot containers every four years.

### Legal obligations of boards of county canvassers

Boards of county of canvassers have specific duties under the Michigan Constitution and the Michigan Election Law. The Michigan Constitution provides:

It shall be the ministerial, clerical, nondiscretionary duty of a board of canvassers, and of each individual member thereof, to certify election results based solely on ... in the case of boards of county canvassers, statements of returns from the precincts and absent voter counting



boards in the county and any corrected returns. Const 1963, art 2, § 7(3).

The Michigan Election Law includes the same requirement:

It is the ministerial, clerical, and nondiscretionary duty of each board of county canvassers, and each of the members of the board of county canvassers, to certify election results based solely on the statements of returns from the election day precincts, early voting sites, and absent voter counting boards in the county and any corrected returns. MCL 168.822(3).

Under both the Michigan Constitution and Michigan Election Law, boards of county canvassers must certify election results based solely on election returns. Boards of county canvassers do not have any discretion to consider other evidence or information. For example, the Constitution and Michigan Election Law do not authorize boards of county canvassers to refuse to certify election results based on third party claims alleging election irregularities, or a general desire to conduct election investigations. For a detailed discussion of the duty and authority granted to boards of county canvassers, see this manual's discussion in the subsection titled *Ministerial and clerical nature of board of county canvassers' duties; restrictions on boards*, on page 20.

A ballot cast by an eligible elector must not be rejected or otherwise not counted in a canvass on the grounds that an election official failed to comply with a directive set forth in the Michigan Election Law unless that ballot is otherwise ineligible under Michigan Election Law or federal law. MCL 168.814.

**Criminal liability.** The willful failure to perform a duty imposed by the Michigan Election Law is a misdemeanor. MCL 168.931(1)(g).

## **Composition of the board of county canvassers**

Each board of county canvassers has four members. Two of these members are appointed by the party whose candidate received the most votes for Secretary of State in the last election where the Secretary of State was on the ballot; the other two members are from the party whose candidate received the second-most votes.

The county clerk serves as the clerk of the board of county canvassers. The county clerk should advise the board about election-related laws, practices, and procedures, but the county clerk cannot vote on business before the board.



## *Qualifications of board members*

To serve as a member of a board of county canvassers, a person must be a qualified elector of the county in which the board sits. An elected officeholder cannot serve as a member of a board of county canvassers, nor can a person who is a candidate for an elected office serve as a board member. A board member cannot serve as an election inspector at any election during their time on the board. A board member who becomes ineligible to serve on the board because of a change of voter registration to a different county, because the member become a candidate for elected office, or because the member served as an election inspector is automatically removed from the Board.

The prohibition on candidates serving as board members does not extend to precinct delegates. A board member may serve as a precinct delegate while retaining their position on the board. Likewise, a board member does not lose their position on the board because a spouse or any other family member becomes a candidate for office or serves as an election inspector during the member's term.

Before assuming the duties of a board member, a new member must take the constitutional oath of office.

## *Selecting board members*

Board members serve for staggered four-year terms. Each term begins on November 1 of the calendar year in which the board member was selected to serve on the board. The terms of two board members, one member of each party, expire every odd-numbered year. No later than September 1 of each odd-numbered year, the county committee of each political party represented on the board shall submit the names of three persons interested in representing that party on the board to the county clerk. The name of the board member whose term is expiring may be one of the three names supplied by the county committee to the county clerk. The county clerk shall forward these names to the County Board of Commissioners, who shall vote to elect one of the three persons to serve a four-year term on the board. The vote of each member of the County Board of Commissioners must be public under Michigan's [Open Meetings Act](#).

Before the election, the County Board of Commissioners may request that the three persons under consideration submit any or all of the following materials:



- A letter signed by the person indicating their interest in serving on the board and confirming that the person, if selected, intends to discharge the duties a board member to the best of their ability.
- A summary of the person’s prior election experience, including any experience canvassing elections.
- Information on whether the nominee has been convicted of a felony or an election crime.

### *Filling vacancies on the board of county canvassers*

If a vacancy occurs on the board of county canvassers, the county clerk shall notify the chairperson of the county committee of the party that nominated the board member who created the vacancy. Within 10 days of the notification of vacancy, the county committee of the political party shall provide the county clerk with the names of 3 persons interested in filling the vacancy on behalf of the party. Within 10 days of receiving the names from the county committee, the county clerk shall appoint 1 of the 3 persons to fill the vacancy. Prior to making an appointment, the county clerk may solicit any or all of the same materials that the County Board of Commissioners may request of persons wishing to fill a full term listed above. The newly appointed member serves until the expiration of the term of the board member who created the vacancy.

### *Temporary board members*

If a board meeting is held but a quorum of the board cannot be present, the county clerk may appoint temporary members so that a board business can proceed. Temporary board members must meet all the qualifications as regular board members, and temporary board members must be of the same party as the board member who cannot be present at the meeting. When a county clerk appoints temporary board members, the clerk should appoint a temporary member for each regular member who cannot be present at the meeting.

Temporary board members appointed in this fashion should be drawn from the lists of interested persons previously submitted by the county party committee to fill open positions or vacancies on the board if those lists are available. If the previously submitted lists are unavailable, the county clerk may appoint any person meeting the requirements above.

A temporary board member’s appointment expires at the end of the board meeting.



## *Counties divided between multiple congressional districts*

If a county is divided into two or more Congressional districts, the chairpersons of the congressional district committees for each district within the county serves in place of the county committee for the purposes of selecting board of county canvassers members and for filling vacancies on the board. The chairperson of congressional district committees will select one of their number to serve as the chairperson of the committee for board member selection purposes.

## **Operations of the board of county canvassers**

### *Organization of the board*

Each board of county canvassers must elect a one member to serve as the board's chairperson and a second member to serve as the board's vice-chairperson. The election occurs in January of each even-numbered year. The chairperson and vice-chairperson serve a two-year term.

Boards should split the chairperson position and the vice-chairperson position between the two political parties represented on the board. The party affiliation of the chairperson and vice-chairperson should be rotated every two years between the two parties.

### *Quorum and bipartisanship requirement*

Under Michigan law, boards of county canvassers are held to both quorum and bipartisanship requirements. No board of county canvassers may vote to take or authorize an action unless both:

1. A quorum of members is present.
2. Members of both parties represented on the board vote to support the measure.

Three members of any board of county canvassers is a quorum of the board. While meetings may be held if only three board members are present, the board can only take or authorize action if at least one member of each party represented on the board supports the action. In other words, a 2-1 vote to take or authorize an action is only effective if a board member representing each party is in the majority; if both board members in the majority are of the same party while the dissenting member is of the other party, the vote has no effect.



When four board members are present at a meeting, any vote to take or authorize an action must have support of at least three of the board members present.

### *Frequency of meetings*

Each board of county canvassers is required to meet as often as necessary to carry out the board's business, but each board may set their own meeting schedule. Generally, meetings are called by the county clerk in their capacity as clerk of the board. Meetings can also be called by the chairperson or vice-chairperson.

At the beginning of each meeting at which a new board member is present, the member should take the required oath of office prior to any board business being conducted.

### *Public notification of meetings*

Board of county canvasser meetings are public meetings that must comply with Michigan's [Open Meetings Act](#). This act requires that public notice of every board meeting must be made available at least 18 hours prior to the meeting through a public posting at the board's principal place of business. If the board does not have a principal place of business, the posting should be made at the county clerk's office. Additionally, the notice should be posted on the board's website, if the board maintains a website, or on the county clerk's website, if the board does not maintain a website.

The notice should include the date, time, and place of the board meeting.

### *Meeting minutes*

The county clerk is responsible for taking or delegating the task of taking minutes at board meetings. Minutes of board meetings must be an accurate record of the events that occurred at the meeting and include all the following:

- The meeting date, time, and location.
- The members present at, or absent from, the meeting.
- Any decisions made by the board at the meeting, including motions voted on and the votes of individual board members on those motions.

The minutes may also note discussions between members, testimony offered by members of the public, motions made by board members, and votes



taken by board members. The minutes must record how each board member voted on each motion brought to a vote. The minutes need not include a transcript of discussions or testimony; merely stating that the discussion or testimony occurred is sufficient.

After each meeting, a copy of the draft minutes is forwarded to each board member. At the next meeting, the board members vote to adopt or reject the draft minutes from the prior meeting. A copy of minutes adopted by the board should be signed by all board members.

Draft minutes may only be rejected because they are inaccurate or because they do not contain enough detail to meaningfully record the events of the meeting. If the board rejects the draft minutes, the board must work with the clerk to revise the minutes to reflect the events of the meeting more accurately or fully.

The Open Meetings Act requires that minutes from each board meeting be made available to the public at the same location that physical notices of meetings are posted. Draft minutes must be made available within 8 business days of a board meeting; if the board requests any changes to draft minutes before the minutes are approved, both the draft and approved minutes must be available for inspection. Approved minutes must be made available for public inspection within 5 business days after the meeting. Minutes need not be posted online (MCL 15.269).

### *Board budget*

The board of county canvassers should work with the county clerk of the county in which the board sits to prepare a yearly budget. Budget line items should include any compensation to board members for their service, any compensation to assistants hired by the board, and any costs associated with holding meetings over the course of the year.

### *Compensation of board members*

Members of the board of county canvassers receive compensation for their service on the board. This compensation is paid by the county in which the board sits. The compensation rate is negotiated between the board members and the County Board of Commissioners.

### *Board assistants*

The board may direct the county clerk to employ assistants to ensure that the board's business is conducted in a timely fashion. The wages of any assistants hired by the county clerk to assist with board activities, whether



on the county clerk's own initiative or at the direction of the board, must be paid by the county in which the board sits.

## **Geographic authority of the board of county of canvassers**

After each election the board of county canvassers has two major duties:

- First, the board canvasses the votes cast in the board's county.
- Second, for county and most local elections, the board determines the election's result.

In statewide elections, or elections involving electoral districts that lie in multiple counties, the board of county canvassers must transmit the county's canvassed vote totals to the Board of State Canvassers.

If elections are held in a city, village, or school district that spans multiple counties, the board of county canvassers may be required to transmit the county's canvassed vote totals in those elections to a different board of county canvassers.

The board of county canvassers is responsible for canvassing the votes cast at each precinct within the county in which the board sits.<sup>1</sup> This section explains the election types in which a board of county canvassers determines election outcomes, transmits canvassed votes to the Board of State Canvassers, or transmits canvassed votes to other boards of county canvassers.

### *Federal and statewide partisan offices*

The board of county canvassers always transmits the canvassed votes in the primary or general election for the following offices to the Board of State Canvassers:

- President of the United States
- United States Senator
- Member of the United States House of Representatives, if the Congressional district lies in multiple counties
- Governor

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<sup>1</sup> A narrow exception to this rule occurs when the only elections or ballot questions on the ballot involve a city or village that lies in multiple counties. See the section *City, Township, and Village Offices When the City or Village Lies In Multiple Counties* for more information.



- Attorney General
- Secretary of State
- Michigan State Senator, if the State Senate district lies in multiple counties
- Member of the Michigan State House of Representatives, if the House district lies in multiple counties
- Member of the Michigan State Board of Education
- Member of the University of Michigan Board of Regents
- Member of the Michigan State University Board of Trustees
- Member of the Wayne State University Board of Governors

**Member of the United States House of Representatives, Michigan State Senator, or Member of the Michigan State House of**

**Representatives:** If a United States Congressional District, a Michigan State Senate District, or a Michigan State House district is entirely contained within a single county, the board of county canvassers for that county determines the results of the primary or general election for that district. For any primary or general election to a United States Congressional District, a Michigan State Senate District, or a Michigan State House district that spans multiple counties, the board of county canvassers does not determine the election result. Instead, the board transmits the results of the county canvass to the State Board of Canvassers. The State Board combines the votes for the relevant election from the relevant county canvasses and certifies the resulting totals.

*Statewide ballot questions*

The board of county canvassers is responsible for canvassing the votes cast for statewide ballot questions. After the county canvass, the board of county canvassers transmits the results of the county canvass to the Board of State Canvassers. The State Board combines the votes for the statewide ballot questions, determines the outcome, and certifies the resulting totals.

*County partisan offices*

The board of county canvassers both canvasses and determines the election results for all partisan primary or general elections for county office.



## *State and county judicial offices*

The board of county canvassers always transmits the canvassed votes in the primary or general election for the following offices to the Board of State Canvassers:

- Michigan State Supreme Court Justice
- Michigan Court of Appeals Judge
- Circuit Court Judge
- District Court Judge
- Probate Judge
- District Probate Judge

**Probate judge:** Board of county canvassers is responsible for canvassing and determining the result of primary or general elections for the office of Probate Judge when the probate district is wholly contained within the county.

## *Countywide ballot questions*

The board of county canvassers is responsible for canvassing and determining the result the votes cast on any countywide ballot questions.

## *City, township, and village offices for cities, townships, or villages entirely contained within one county*

The board of county canvassers is responsible for canvassing and determining the result the election results for all partisan primary or general elections for all city, township, and village offices for cities, townships, and villages that lie entirely within the county in which the board sits.

## *City and village offices when the city or village lies in multiple counties*

If a city or village spans multiple counties, the board of county canvassers of the county where the largest number of the city or village's voters reside is responsible for canvassing all precincts within the city or village and



determining the result of the primary or general election for election to offices of the relevant city or village.<sup>2</sup>

If any county, state, or federal offices or any countywide or statewide ballot questions appear on the ballot, the precincts that lie in the county with a minority of the city or village's voters are also canvassed by the board of county canvassers of the second county. Because precincts in the second county are canvassed by two boards, duplicate copies of the pollbook and Statement of Votes must be prepared for both boards of county canvassers. For more information, see the *Delivery of Records to Multiple Boards of County Canvassers* section of this manual.

If the only items appearing on the ballot for an election concern the city or village that spans county boundaries, the board of county canvassers for the county containing the minority of the city or village's voters is not responsible for canvassing the election. In these cases, only the board of county canvassers for the county containing the majority of city or village's voters is responsible for canvassing and determining the result of the election.

### *City, township, village, local school district, and community college district ballot questions*

If the city, township, village, local school district, or community college district is entirely contained within a single county, the board of county canvassers of that county is responsible for canvassing and determining the results of a ballot question in that city, township, village, local school district, or community college district. If a city, township, village, local school district, or community college district spans multiple counties, the ballot question canvass and determination of the results is carried out in the same manner as the election of officials in a city, township, or village spanning multiple counties.

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<sup>2</sup> This section is written assuming the city, township, or village lies in only two counties. If the city, township, or village lies in three or more counties, the county containing a plurality of the city, township, or village's voters is treated as if it contains the majority of the city, township, or village's voters, and all other counties are treated as if they contain a minority of the city, township, or village's voters.



### *School district offices for school districts entirely contained within one county*

If a school district lies entirely within a single county, the board of county canvassers for that county is responsible for canvassing and determining the results primary and general elections for School District Office.

### *School district offices for school districts split across multiple counties*

If a school district lies in more than one county, the board of county canvassers for each county is responsible for canvassing the portion of the school district primary or general election that occurs within the county where the board sits.<sup>3</sup>

In some circumstances, individual precincts within a school district might also span multiple counties. When this occurs, the board of county canvassers for the county where the largest number of the precinct's voters reside is responsible for canvassing that precinct.

There are two exceptions to the previously-stated directions for multi-county school district elections and multi-county precinct processing directions:

- The first exception occurs when the only items appearing on the ballot for an election concern the school district. In those circumstances, the board of county canvassers for the county containing the minority of the school district's voters is not responsible for canvassing any portion of election precincts. In these cases, only the board of county canvassers for the county containing the majority of school district's voters is responsible for canvassing and certifying the election. This exception also applies to precincts that span multiple counties; if the only items on the ballot for a given election concern the school district, the board of county canvassers for the county containing the minority of the school district's population does not need to canvass split precincts, even if the majority of the population of any particular split precinct falls within the county containing a minority of the district's voters overall. Instead, the board of county canvassers for the county where the majority of the school district's voters reside canvasses all precincts for the election.

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<sup>3</sup> This section is written assuming the school district lies in only two counties. If the school district lies in three or more counties, the county containing a plurality of the school district's voters is treated as if it contains the majority of the school district's voters, and all other counties are treated as if they contain a minority of the school district's voters.



- The second exception occurs when a combination city and school district or a combination village and school district election is conducted by a city or village that spans more than one county. In these situations, the portion of the school district election held within the city or village is canvassed by the board of county canvassers responsible for canvassing the city or village election. In other words, because the city or village election would be canvassed by the board of county canvassers for the county that contains the majority of the city or village's population, that board would also canvass the school district election.

The following procedure is used to determine the results of an election for a school district spanning multiple counties:

1. Each of the boards of county canvassers for the counties in which the school district lies meet and canvass the portion of the school district election held in their counties.
2. After completing the canvass, boards in the county containing the minority of the school district voters (the "outlying county") forward the canvass's *Statement of Votes* to the board of the county containing the majority of the school district's voters. Example versions of *Statement of Votes for Partial County Results* for such school district elections can be found in the Appendix. The outlying county is encouraged to complete the canvass precincts where school district elections or ballot questions were voted on as early as possible in the canvassing process to ensure that the board of the county containing the majority of the school district's voters has sufficient time to review and certify the election results.
3. After receiving the canvassed vote results from the outlying county, the board of county canvassers responsible for determining the result of the school district election combine the canvassed vote results from the outlying county with the canvassed vote results from the board's own county. The board then compiles a final canvass report that covers the entire school district and determines the election results for the district.
4. The County Clerk of the county in which a majority of the school district's voters reside provides certified final results of the election to the secretary of the school board.

Before each school board election for a school board that lies in multiple counties, the county clerk for the outlying county must inform the clerk of



the county where the majority of the school district's voters reside whether the board of the clerk's county will or will not meet to canvass the county's portion of the election. The board of the outlying county should not meet if the only items on the ballot are school board elections. Based on which boards will meet, the county clerks for the counties encompassing the district must ensure that the canvass documents completed at the precinct level are transmitted to the appropriate county clerk for delivery to the proper board.

### *Special primaries and elections*

The board or boards of county canvassers responsibility for canvassing and certifying a special election are the same board or boards of county canvassers that would be responsible for certifying a regular election in the jurisdiction where the election is held.

### *Recall elections*

Canvassing duties are divided between boards of county canvassers and the Board of State Canvassers in the same manner as normal primary and general elections, with the following exceptions:

- The canvassed votes for recall elections against county officials, other than county commissioners, are sent to the Board of State Canvassers for determination of the election results. The board of county canvassers determines the result of county commissioner elections.
- For a recall election in a city, township, village, or school district that lies in multiple counties, the recall vote is canvassed and the determination of the result is made entirely by the board of county canvassers of the county containing the majority of the voters of the city, township, village, or school district.

### *Reimbursements of canvass costs*

A school district, city, township, or village is required to reimburse the county for the cost of the canvass of an election held in the school district, metropolitan district, city, township, or village if the election does not occur in conjunction with a federal, state, or county election. If multiple school districts, metropolitan districts, cities, townships, or villages hold an election on a date that does not coincide with a federal, state, or county election, the cost of the election will be apportioned across the school districts, metropolitan districts, cities, townships, and/or villages whose elections appear on the ballot.



### III. Overview of the county canvass

The county canvass is a multistep, multiday process designed to ensure that election results are correct and consistent at the precinct and county level. The following steps, each of which is explained in detail in this manual, make up the pre-canvass and canvass process:

1. After the close of polls on Election Day, the election inspectors close their precinct (precinct refers to election day, early voting, and absent counting board precinct) record write-in votes cast, complete the precinct's pollbook, complete the precinct's *Statement of Votes*, seal all ballots in appropriate containers, and seal election materials in appropriate envelopes.
2. Two election inspectors one Democrat and one Republican deliver the sealed ballot container, pollbooks, and other materials to the city or township's Receiving Board. Receiving Board members check that all materials are properly sealed, seal numbers are properly recorded, and the number of voters recorded matches the number of ballots cast in the precinct, accounting for spoiled ballots or other issues noted in the pollbook.
3. After Receiving Board checks are complete, envelopes addressed to the board of county canvassers which contain a copy of the *Statement of Votes* from each precinct are delivered to the chief probate judge or their representative for safekeeping until the canvass begins. Envelopes addressed to the county clerk which contain the precinct's completed pollbook and another copy of the precinct's *Statement of Votes* are delivered to the county clerk.
4. No later than 9 a.m. on the Thursday following Election Day, the board of county canvassers convenes at the county clerk's office and begins the canvass.
5. The board of county canvassers or assistants of the board check the pollbook and *Statement of Votes* from each precinct for completeness and accuracy, as well as tabulating write-in votes cast in that precinct.
6. After every precinct's pollbook and *Statement of Votes* is checked, the board of county canvassers records the total number of votes for each candidate and for or against each ballot question cast in the county.



7. For most local and county elections and ballot questions, the board of county canvassers determines which candidates are elected to office and the outcome of ballot questions.
8. No later than 14 days following Election Day, the board of county canvassers certifies the vote totals for each precinct and for the county to the Board of State Canvassers.
9. Vote totals are transmitted to the Board of State Canvassers. Within 24 hours of certification, physical certification documents are delivered to the Board of State Canvassers.
10. Certificates of Election or Certificates of Nomination are delivered to candidates as appropriate. Local city and township clerks, and other relevant local election officials, are notified of election outcomes.

## Timing of the canvass

Generally, the county's board of county canvassers must meet at the county clerk's office and begin the canvass no later than 9:00 a.m. on the Thursday following each primary, general, or special election. The deadline for the board of county canvassers to complete the canvass and certify the election is 14 calendar days after the date of the election.<sup>4</sup>

There is a narrow exception to the general rule: If a ballot question concerning an authorized millage subject to the millage reduction described in MCL 211.34d appears on the ballot during a May election, the board of county canvassers shall meet to canvass and certify the results of the election for that ballot question after May 31 and before June 15 of that year. If any other elections or ballot questions appear on the ballot during the same May election as the ballot question concerning the authorized millage, the board must meet the Thursday following the May election to begin the canvass of the results for those other items. The board must then meet again after May 31 and before June 15 to canvass and certify the results of the ballot question concerning the authorized millage.

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<sup>4</sup> If the unofficial election returns show that the vote differential between first and second place candidates for President and Vice President is less than 25,000 votes, the Secretary of State shall direct the boards of county canvassers to canvass returns on an expedited schedule, requiring completion of the canvass and certification of the statements not later than the tenth day after the election. MCL 168.842(2).



## **Failure to complete the county canvass or transmit election results by the 14th day following the election**

If a board of county canvassers fails to begin the county canvass by 9 a.m. on the Thursday following an election, or if a board fails to complete the canvass, fails to determine the outcome of appropriate county or local races, or fails to transmit to the Board of State Canvassers required canvassed vote totals of one or more elections or ballot questions within 14 days of the commencement of the county canvass, the Board of State Canvassers becomes responsible for completing the canvass and/or determining the result of any outstanding elections. (MCL 168.822)

If the board of county canvassers fails to begin or complete any of its required duties by the statutory deadline, there are several consequences:

- The board of county canvassers must immediately deliver all records and other information, including all necessary forms, to the Board of State Canvassers.
  - Board members will be required to personally deliver all materials to the Secretary of the Board of State Canvassers in Lansing, Michigan or to another designated location.
- Until the Board of State Canvassers completes canvassing and certification, all members of the board of county canvassers, the county clerk, and county election staff must continue to be available to assist with and deliver records for the canvass upon request, and this may require physical presence in Lansing or other designated location.
- The county will be responsible for all costs associated with the canvass, including costs needed for transportation, lodging, meals, all costs incurred by the Michigan Department of State, Michigan Department of Attorney General, Michigan State Police, and any other state agency.
- A delay in the seating of election officials because no officials may be seated until the canvass is complete.



# Authority of the board of county canvassers during the canvass

## *Duties of the Board of County Canvassers*

At the beginning of the canvass, the board must check each precinct's pollbook for completion, check each precinct's *Statement of Votes* for internal consistency, and tally write-in votes. After each of the county's precincts is canvassed, the board must sum the votes cast in the county for each candidate and votes cast in the county for or against each ballot question, determine the outcome of certain local and county elections and ballot questions, and transmit all vote totals and accompanying information to the Board of State Canvassers.

## *Enumerated powers of the boards of county canvassers*

The actions that the board of county canvassers may take during the county canvass are enumerated under Michigan Election Law. Specifically, the board is empowered to do any of the following (MCL 168.24e(2) and MCL 168.822):

- Adjourn from day to day as necessary during the course of the canvass.
- Employ assistants as needed to conduct and complete the canvass.
- Direct that any returns, poll lists, or tally sheets used or made during the election be presented to the board.
- Open ballot containers to remove records related to the election that were mistakenly or improperly secured in the ballot containers, so long as the board does not remove any ballots from the secured containers.
- Correct obvious mathematical errors in the tallies and returns. The error correction process is discussed in detail in the following subsection.
- Direct election inspectors or staff of the county clerk to make the corrections to documents, as explained in the following *Error Correction* subsection.



## *Error correction*

The board of county canvassers must correct any obvious and unambiguous mistakes made by election inspectors. Corrections may take the following forms:

1. If the board determines that an obvious mathematical error was made by an election inspector, the error may be corrected by crossing out the incorrect number and writing the correct number using red ink. The inaccurate entries should not be erased, covered, or otherwise removed.
2. If the board determines that documents were sealed inside of a ballot container when the document should have been stored outside of the ballot container and the document is necessary to complete the canvass, the board may direct the city or township clerk to appear at the canvass with the sealed ballot containers, to open the ballot containers, and to remove the documents improperly sealed inside of the containers.
3. If the board determines that any ballots have not been tabulated, the board may direct board assistants, members of the county clerk's staff, or the election inspectors who served at the precinct on Election Day to tabulate those untabulated ballots and to add the vote totals of the newly tabulated ballots to the totals reported for the relevant precinct or absent voter counting board.
4. If the board determines that the total number of ballots tabulated according to the totals tape does not equal the number of voters recorded in the pollbook **and** a physical count of the ballots conducted by a team of two election inspectors who have expressed a preference for different political parties determines that the number of ballots in the ballot container is the same as the number of ballots reported in the pollbook, the board may direct the election inspectors who certified the returns to retabulate the ballots counted on election night.
5. If the board has reason to question the accuracy of the tabulation in a precinct within the county where the board sits, the board may direct the person who has custody of the ballot tabulation program to present the program to the board and test the tabulation program to verify its accuracy. If the ballot tabulation program is found to produce inaccurate results at a test conducted before the board, the board may require the programmer to submit corrected ballot



tabulation program. Once the corrected program has been verified as accurate, the board may direct the appropriate persons to retabulate the ballots and certify the results.

6. If the board has reason to question the accuracy of the tabulation in a precinct within the county where the board sits, the board may direct the person who input the ballot tabulation program and instructions into the tabulator to appear at the canvass with papers and documents pertinent to the ballot tabulation program to answer questions relevant to the ballot tabulation program. This person is typically either the county clerk or a staff member of an approved election vendor.

After taking any of the above actions, the board of county canvassers is responsible for ensuring that all ballot containers or voting equipment involved are resealed and returned to the custody of the appropriate election official. The serial numbers appearing on the seals used to reseat ballot containers or voting equipment must be recorded in the proper pollbooks, on the appropriate *Statement of Votes* forms, on the ballot container certificate and in the minutes of the board's meeting. In addition, the board of county canvassers must secure all pollbooks and *Statement of Votes* in sealed envelopes.

### *Ministerial and clerical nature of board of county canvassers' duties; restrictions on boards*

Under Michigan Election Law, boards of county canvassers have no canvass- or certification-related duties or powers beyond those explicitly assigned by statute and explained in this manual. Specifically, boards of county canvassers exist to check the mathematical consistency of election records and to ensure that the vote totals reported by the county to the state accurately reflect the sum of the vote totals reported to the county by each precinct and absent voter counting board. The Michigan Supreme Court has held that the statutory duties of boards of county canvassers are **ministerial and clerical**. Ministerial and clerical duties are duties that are defined by law "with such precision and certainty as to leave nothing to the exercise of discretion or judgment."<sup>5</sup> Examples of the board's ministerial duties include computing the arithmetic sum of all votes cast in a county,

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<sup>5</sup> *Taxpayers for Mich Constitutional Gov't v Michigan*, 508 Mich 48, 82 (2021) (quotation marks and citation omitted). See also *Johnson v Secretary of State*, 506 Mich 975, 976 (2020) (CLEMENT, J., concurring) (noting the "limited authority of the canvassing board" is "to simply tally votes cast") (quotation marks and citation omitted).



verifying that the computation is correct, and determining which materials Michigan Election Law require to be sealed within the ballot containers and which materials Michigan Election Law require be stored outside of the ballot containers.

Boards of county canvassers do **not** have a general mandate to examine every aspect of the election process.<sup>6</sup> The Michigan Supreme Court has specifically explained that boards do not have the power to examine the manner in which clerks administer elections, investigate reports of election malfeasance, or in any way “go behind” the *Statements of Votes* or pollbooks delivered to the board “for the purpose of determining frauds in election.”<sup>7</sup> The authority to investigate reports of election-related issues or irregularities rests with other arms of government. If such reports are brought to the board of county canvassers, the board should immediately notify the Board of State Canvassers so appropriate action can be taken.

## Documents used in the canvass

The board of county canvassers will inspect or complete several types of documents during the election canvass and certification. The most common documents are:

- **Pollbooks:** Pollbooks are used to document each ballot cast, rejected, or spoiled at a precinct during early voting, at a precinct on Election Day, or at an absent voter counting board. (This manual uses the term “precinct” to include early voting precincts and Election Day precincts). All precincts, early vote sites and absent voter counting boards are equipped with a physical pollbook. In addition, all precincts and some absent voter counting boards are equipped with an electronic pollbook used to produce reports contained in the physical pollbook. The county clerk will inform the board of county canvassers how records are divided between the physical and electronic pollbooks.
- **Precinct Statement of Votes:** Each precinct or absent voter counting board completes a *Statement of Votes* after all ballots have been tabulated. The *Statement of Votes* documents the final vote totals for each candidate and for or against each ballot question at that precinct or absent voter counting board. The *Statement of Votes* also includes votes cast for write-in candidates and the serial numbers of the seals

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<sup>6</sup> *McQuade v Furgason*, 91 Mich 438, 440 (1892); Office of Attorney General Opinion, No. 6230, issued June 14, 1984.

<sup>7</sup> *McLeod v State Bd of Canvassers*, 304 Mich 120, 127 (1942), quoting *McQuade v Furgason*, 91 Mich 438 (1892).



used to close and secure the ballot containers containing the precinct's election materials.

- **The County Canvassers' Report:** During the canvass, the board of county canvassers will record the votes cast in each precinct or absent voter counting board on the *County Canvassers' Report*.
- **The State Vote Total Form:** After each precinct or absent voter counting board has been canvassed and the totals recorded on the County Canvassers' Report, the board of county canvassers records the sum of the votes cast in the county for each election or ballot question on the *State Vote Total Form*. After the canvass and certification are complete, physical copies of the form are delivered to the Board of State Canvassers. Additionally, after the canvass and certification are complete, electronic copies of the form are transmitted to the Board of State Canvassers using the Election Night Reporting (e-ENR) system.<sup>8</sup>

## IV. Preparing for the county canvass

### Delivering records to the board of county canvassers

Before the canvass can begin, election documents from each precinct—precinct includes early voting precincts and Election Day precincts—and absent voter counting board must be delivered the board of county canvassers. The delivery process should be handled in the following manner:

1. Immediately after the close of polls, for in-person precincts, or at the completion of tabulation for absent voter counting boards and early vote sites, the election inspectors present should complete three copies of the *Statement of Votes*. One copy of the completed *Statement of Votes* is placed in an envelope addressed to the board of county of canvassers and sealed with a red paper seal. One copy of the completed *Statement of Votes* is placed in an envelope addressed to the local clerk and sealed with a red paper seal. The physical pollbook, along with the third copy of the *Statement of Votes*, is placed an envelope addressed to the County Clerk. This envelope is

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<sup>8</sup> The Election Night Reporting Program is the same program used to transmit unofficial election results to the state on election night; despite the program's name, it has several other functions, including the transmission of the electronic *State Vote Total Form*.



also sealed with a red paper seal. All sealed envelopes are delivered to the receiving board or directly to the city or township clerk responsible for the precinct, early vote site or absent voter counting board. If the jurisdiction uses a centralized receiving board to verify the *Statement of Votes*, the *Statement of Votes* materials may be organized into the appropriately addressed envelopes and sealed for delivery to the county clerk at the receiving board level.

2. Once the city or township clerk has collected sealed envelopes containing *Statements of Votes* from each precinct, early vote site and absent voter counting board in the clerk's jurisdiction, the clerk delivers the sealed envelopes addressed to the board of county canvassers and containing the *Statement of Votes* to county's chief judge of probate for the county or district may designate a representative to serve in their place for these purposes. In counties with only one judge of probate, that judge is the chief judge for the purposes of these instructions. Once the envelopes are delivered to the chief judge or their representative, the chief judge or their representative is responsible for the safekeeping of the envelopes until their delivery to the board of county canvassers. The chief judge delivers the sealed envelopes containing the *Statements of Votes* to the board of county canvassers when the board meets to canvass the election.
3. Once the city or township clerk has collected sealed envelopes containing *Statements of Votes* from each precinct, early vote site and absent voter counting board in the clerk's jurisdiction, the clerk delivers to the county clerk the sealed envelopes addressed to the county clerk. The county clerk uses the *Statements of Votes* in these envelopes to compile unofficial returns for the election. The county clerk must maintain the *Statements of Votes* in the envelopes addressed to the county clerk and present the unsealed envelopes containing the *Statements of Votes* used to compile the unofficial returns to the board of county canvassers prior to the commencement of the canvass.

## **Delivering records to multiple boards of county canvassers**

As explained in the previous section addressing the geographic authority of boards of county canvassers, when a city, township, or village lies in two counties the board of county canvassers for the county in which the plurality



of the city or township's voters reside is responsible for canvassing the votes cast for, and determining the result in, any city, township, or village elections or ballot questions that appear on the ballot. In elections where the county containing the majority of the voters of the city, township, or village that spans multiple counties has items on the ballot (or where a statewide or national election is on the ballot), the county where the minority of voters reside is still responsible for canvassing votes for non-city or non-village elections or ballot questions appearing on the ballot. For both counties to complete the canvass, complete copies of materials from the city, township, or village's precincts and absent voter counting boards must be delivered to both boards of county canvassers.

The clerk of the city, township, or village that is lies in multiple counties has two options to ensure the delivery of complete records to all boards of county canvassers with responsibilities for canvassing votes cast in the city or village. First, the clerk can instruct election inspectors to complete and seal extra *Statements of Votes* in envelopes addressed to each of the involved board of county canvassers. Alternatively, the members of the receiving board may photocopy the pollbook and the *Statement of Votes* and deliver those photocopies to the appropriate boards of county canvassers. In either case, the pollbook must be delivered to the clerk of the county containing the majority of the jurisdiction's voters, and either a second copy of the full pollbook or a special Addendum pollbook showing only the second county's voters must be delivered to the clerk of the county where the minority of the jurisdiction's voters reside.



## V. Canvassing each precinct

When the board of county canvassers begins the county canvass, the board's first step is to canvass each of the county's precincts. This section instructs boards on how to carry out the Election Day precinct canvass process; the following two sections cover canvassing early voting precincts and canvassing Absent Voter Counting Boards.

### Examining the precinct's pollbook

The precinct's pollbook is reviewed to ensure each of the following documents is completed.

#### *The outside cover of the pollbook*

The outside cover of the pollbook should contain the date of the election, the number of the precinct or ward in which the pollbook was used, the jurisdiction to which the precinct or ward belongs, and the county in which the precinct is located.



#### *The Clerk's Preparation Certificate*

The *Clerk's Preparation Certificate* section should be completed and signed by the clerk or an authorized assistant of the clerk. This certificate verifies the chain of custody established at the public accuracy test attesting to the tabulator and voter assist terminal (VAT) serial number and seal number of the tabulator and VAT programs through to Election Day.



**CLERK'S PREPARATION CERTIFICATE  
FOR  
TABULATOR AND VOTER ASSIST TERMINAL (VAT)**

<input style="width: 95%; height: 20px;" type="text"/> <small>Tabulator Serial No.</small>	<input style="width: 95%; height: 20px;" type="text"/> <small>Voter Assist Terminal Serial No.</small>	<input style="width: 95%; height: 20px;" type="text"/> <small>Voter Assist Terminal Seal No.</small>
<input style="width: 95%; height: 20px;" type="text"/> <small>Tabulator Seal No.</small>	<p style="font-size: small;">I certify that the above precinct tabulator and voter assist terminal have been properly prepared and tested for this election in accordance with law, and, that at the completion of the tests the programs were inserted into the tabulator and terminal and sealed with seals bearing the seal numbers recorded above.</p>	
<input style="width: 95%; height: 20px;" type="text"/> <small>Tabulator Seal No.</small>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
<input style="width: 95%; height: 20px;" type="text"/>		<input style="width: 95%; height: 20px;" type="text"/>
<small>Signature of Clerk or Authorized Assistant</small>		<small>Date</small>

**RETURN COMPLETED ELECTRONIC POLL BOOK IN MANILA ENVELOPE TO COUNTY CLERK**

### *Election Inspectors' Oaths*

The *Election Inspectors' Oaths* section should be completed. The chairperson's oath must be completed and signed by both the chairperson and the person who administered the oath to the chairperson (typically another election inspector). All boxes in the *Election Inspector's Preparation Certificate* section of the pollbook should be completed, and all election inspectors should have signed either the *Signatures of Persons Taking Oath & Certifying Preparation Certificate* (if the election inspector was present at the opening of the polls) or the *Additional Signatures of Persons Taking Oath Only* (if the election inspector was not present at the opening of the polls).



**1 OATH OF CHAIRPERSON & ELECTION INSPECTORS** PCT#  

I Do Solemnly Swear (or affirm) that I will support the Constitution of the United States and the Constitution of this state, and that I will faithfully discharge the duties of the Office of Precinct Board Chairperson according to the best of my ability.

X \_\_\_\_\_  
Signature of Chairperson

Taken, subscribed and sworn to before me on   /  /  

X \_\_\_\_\_  
Signature of Person Administering Oath

I Do Solemnly Swear (or affirm) that I will support the Constitution of the United States and the Constitution of this State, and that I will faithfully discharge the duties of the Office of Election Inspector according to the best of my ability.

**2 ELECTION INSPECTORS' PREPARATION CERTIFICATE**

Before the Polls opened, we completed the following:

- Administered the Oath of Office to all present.
- Verified the serial and seal numbers on the tabulator and voter assist terminal (VAT) are the same as recorded on the Clerk's Preparation Certificate.
- Completed all preparation steps of the tabulator and voter assist terminal (VAT) and the equipment is in proper working order.
- Verified the ballot by comparing each candidate's name and the placement of any proposals on the ballot with the sample ballot and zero tape.
- Signed below, certifying the above were completed.

**3 SIGNATURES OF PERSONS TAKING OATH & CERTIFYING PREPARATION CERTIFICATE**

X \_\_\_\_\_  
X \_\_\_\_\_  
X \_\_\_\_\_  
X \_\_\_\_\_  
X \_\_\_\_\_

X \_\_\_\_\_  
X \_\_\_\_\_  
X \_\_\_\_\_  
X \_\_\_\_\_  
X \_\_\_\_\_  
X \_\_\_\_\_

Taken, subscribed and sworn to before me on   /  /  

Signature of Chairperson or Person Administering Oath

**4 ADDITIONAL SIGNATURES OF PERSONS TAKING OATH ONLY (If not present at opening of polls)**

X \_\_\_\_\_  
X \_\_\_\_\_  
X \_\_\_\_\_

X \_\_\_\_\_  
X \_\_\_\_\_  
X \_\_\_\_\_  
X \_\_\_\_\_

Taken, subscribed and sworn to before me on   /  /  

Signature of Chairperson or Person Administering Oath

**List of Voters**

The *List of Voters* section of the pollbook should be completed. The pollbook must include the name of every voter who was issued a ballot in the precinct and the serial number of the ballot that was issued to that voter. This list may be generated by printing the list of voters from the electronic pollbook following the close of polls.

The *List of Voters* may contain notations signifying the following events:



- **Spoiled ballot:** A ballot is spoiled if the ballot cannot be tabulated. For example, the ballot may be spoiled if the voter overvotes a ballot or marks votes in both political parties on a primary ballot. If a voter spoils a ballot, the word "Spoiled" must appear in the remarks column next to the voter's name, the original ballot number must be crossed out, and the number of the replacement ballot must be recorded.
- **Provisional ballot:** Provisional ballots are issued when a voter claims to have properly registered to vote but the voter's name does not appear on the list of qualified voters and their registration cannot be located or verified. There are two types of provisional ballots: provisional "affidavit" ballots and provisional "envelope" ballots. If a voter is issued a provisional envelope ballot, the word "envelope" must appear in the remarks column next to the name of the voter. If a voter is issued a provisional affidavit ballot, the word "affidavit" must appear in the remarks column next to the name of the voter.
  - A provisional affidavit ballot is issued if the voter can produce an acceptable photo identification listing the voter's current address to prove that the voter lives in the precinct. The voter completes an affidavit attesting, under penalty of perjury, that they are a registered voter in the precinct. The provisional affidavit ballot is marked as "challenged" and tabulated in the precinct.
  - A provisional envelope ballot is issued when the voter cannot produce an acceptable photo identification listing the voter's current address, but the voter still attests under penalty of perjury that they are registered voter in the precinct. A provisional envelope ballot is placed in an envelope and delivered to the clerk; the provisional envelope ballot is not tabulated on Election Day and will only be tabulated after Election Day if the local clerk verifies that the voter was eligible to cast a ballot. The issuance of a provisional envelope ballot will result in an additional name on the List of Voters less one ballot tabulated.
- **Absent voter ballots processed in the precinct:** Some jurisdictions send their absent voter ballots to be processed by the in-person precinct on Election Day. (Other precincts may use Absent Voter Counting Boards, discussed in section VII). In jurisdictions processing absent voter ballots on Election Day, the *List of Voters* should include the name of each absent voter and the serial number of the absent voter ballot issued to that voter. Alternatively, these jurisdictions may



include an *Addendum List of Absent Voters* recording the name and ballot number of each absent ballot voter. If used, the *Addendum List of Absent Voters* should be attached to the *List of Voters* included in the physical pollbook.

- **Absent voters voting in-person:** A “Converted AV” remark will be noted on the List of Voters to document an absent voter who chose to vote in-person using their absent voter ballot. This action will be calculated in the second line of Line B of the ballot summary.

The following image is an example of the *List of Voters*:

PRECINCT 01005			
LIST OF VOTERS			
#	Voter Name	Ballots	Remarks
1	ADRIANUS, HOPPE, MICHAEL	00000001	
2	ADRIANUS, JUSTINE NISH	00000002	
3	ADRIANUS, KATELYNNE ELLENBETH	00000333	Absentee Ballot
4	ADRIANUS, CLARE ELISE	00000032	Converted AV

### *Challenged voters*

If a permissible challenge was issued in the polling place to a voter’s qualifications as a voter, the challenge should be recorded in the *Challenged Voters* section of the pollbook. If no permissible challenges to a voter’s registration were issued in the polling place, the *Challenged Voter* section will be blank or will have the word “none” written in the section.



## CHALLENGED VOTERS

Time	8:15 am.	Name of Challenger	Scott Sampson
Name of Challenged Voter	Martha Carol Mc QVF	Voter's Phone No.	555-1234
Voter's Address	123 Main St.		
Reason for Challenge	Challenger stated that voter did not register to vote by the deadline.		
Result of Challenge: <input checked="" type="checkbox"/> Ballot issued and Identified <input type="checkbox"/> Ballot not issued			
Time	_____		
Name of Challenged Voter	_____	Voter's Phone No.	_____
Voter's Address	_____		
Reason for Challenge	_____		
Result of Challenge: <input type="checkbox"/> Ballot issued and Identified <input type="checkbox"/> Ballot not issued			

### *Challenged procedures*

If a permissible challenge was issued in the polling place to an election procedure, the challenge should be recorded in the *Challenged Procedures* section of the pollbook. If no permissible challenges to an election process were issued in the polling place, the *Challenged Procedures* section of the pollbook will be blank or will have the word "none" written in the section.



## CHALLENGED PROCEDURES

Time <u>5:30 pm</u>	Name of Challenger <u>Scott Sampson</u>
Description of Challenged Procedure <u>Precinct Inspectors did not check photo ID of voter or ask voter to sign affidavit</u>	
Result <u>Procedure corrected and reinforced with election inspectors.</u>	
Time _____	Name of Challenger _____
Description of Challenged Procedure _____	
Result _____	

### *Remarks section*

Election Inspectors at the precinct or the Receiving Board may record comments in the *Remarks* section of the pollbook. Remarks may include information explaining discrepancies between the total number of voters who participated in the election and the total number of ballots tabulated. For example, an election inspector may note in the *Remarks* section that a voter was issued a ballot, spoiled the ballot, but chose to leave without voting a new ballot, which would cause the number of voters to be one voter higher than the number of ballots tabulated.



**2/28/2012 - PRESIDENTIAL PRIMARY - PAW PAW TOWNSHIP  
PRECINCT 00001**

**REMARKS**

Date / Time	User	Remarks
2/28/2012 4:36:30 PM	ADMIN	At 4:35 - informed campaigners they must be 100 foot from the entrance to the polling location.
2/28/2012 5:35:25 PM	ADMIN	At 5:00 - The ballot bin was full, causing ballots to jam. We removed the ballots and secured them in the ballot container. Seal #38642
2/28/2012 8:45:26 PM	ADMIN	At close it was determined the number of ballots tabulated was one more than number of voters. The physical ballot count equals the number of voters - imbalance due to ballot jammed being re-run through the tabulator when it had already been tabulated.

**Write-in tally**

After the close of polls, Election Inspectors record votes for the write-in candidates in the *Write-In Tally* section of the pollbook exactly as the voter wrote the candidate's name on their ballot. The write-in vote will be assigned to the write-in candidate if the name written on the ballot can reasonably be understood to be a vote for the write-in candidate. Do not record write-in votes for candidates who did not file a *Declaration of Intent*.<sup>9</sup>

DECLARED WRITE-IN CANDIDATES ONLY <small>(DO NOT TALLY PRECINCT DELEGATE WRITE-IN CANDIDATES IN THIS SECTION. REFER TO DELEGATE STATEMENT)</small>			TALLY OF VOTES																TOTAL VOTES					
CANDIDATE'S NAME	OFFICE	PARTY	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100		
James Webster	Twp. Clerk	Rep.	/	/	/																			12
Jim Webster	Twp. Clerk	Rep.	/	/																				3
J. Webster	Twp. Clerk	Rep.	/																					1
Jimmy Webster	Twp. Clerk	Rep.	/																					1
Sarah Smith	Twp. Treasurer	Dem.	/	/	/																			9
Sara Smyth	Twp. Treasurer	Dem.	/																					1
S. Smith	Twp. Treasurer	Dem.	/																					1

<sup>9</sup> For more information on the *Declaration of Intent* requirement, see the *Election Officials' Manual*, available on the Secretary of State's [website](#).



## Election Inspectors Completion Certificate

The *Election Inspectors Completion Certificate* must be fully completed and signed by every election inspector present at the precinct at the close of polls. The board of county canvassers should verify the following information:

1. The total number of tabulated ballots reported in the *Election Inspectors Completion Certificate* agrees with the reported number of ballots tabulated on the totals tape, or any discrepancy is adequately explained. A discrepancy between the reported number of ballots tabulated is permissible if the discrepancy is explained in the *Remarks* section, or if the discrepancy is the result of envelope ballots delivered to the clerk after the close of polls.
2. The total number of voters listed in the *Election Inspectors Completion Certificate* agrees with the number of voters reported on the *List of Voters*, or that any discrepancy is adequately explained.

**Statement of Votes** – *Clip or Attach Tabulator Tape to this Page*

Jurisdiction: \_\_\_\_\_ Precinct#: \_\_\_\_\_

**1** ELECTION INSPECTORS' COMPLETION CERTIFICATE

After the Polls closed, we completed the following:

- Recorded the number of ballots tabulated according to the public counter of the tabulator as: \_\_\_\_\_
- Sealed all provisional envelope ballots for delivery to the Clerk, and recorded the number as: \_\_\_\_\_
- Recorded the number of voters according to the List of Voters (including AV List if used) as: \_\_\_\_\_
- Verified the number of ballots tabulated plus provisional envelope ballots equals the number of voters and that if they do not, no discrepancies exist between the List of Voters and Applications to Vote. If they do not agree and a valid discrepancy exists, a notation was made in the Remarks Section.  Yes  N/A
- Completed and balanced the Ballot Summary Report. If the Ballot Summary Report did not balance and a valid discrepancy exists, a notation was made in the Remarks Section.  Yes  N/A
- Recorded all formal challenges made in the precinct, if any, on the Challenged Page.
- Tabulated all valid absent voter ballots (if processed in the precinct).
- Duplicated and tabulated ballots requiring duplication, if any.
- Talled all valid write-in votes, if any, and recorded the totals on the Write-in Statement of Votes.
- Attached a *signed* tabulator total tape to all three copies of this page.

3. The seal number used to seal the ballot container/s is recorded and attested to by one Democrat and one Republican election inspector.
4. If the tabulator memory is removed from the tabulator, the seal number of the seal used seal the tabulator memory is recorded to and attested to by two election inspectors.



**2 SEAL VERIFICATION**

WE, the undersigned members of the Board of Election Inspectors, certify that all used and unused ballots, voter assist terminal (VAT) ballots, Spoiled and Original ballot envelopes, but not the provisional ballot storage envelope, were properly sealed into an approved Ballot Storage Container by affixing seal(s):

No. \_\_\_\_\_ (if container requires two(2))

WE, further certify that the Tabulator and/or EPB Memory Device(s), if removed, were properly sealed into an approved Transfer Container by affixing seal:

No. \_\_\_\_\_

**Democratic Inspector**  
Signature of Election Inspector who sealed/verified the Ballot Storage Container and the Transfer Container.

**Republican Inspector**  
Signature of Election Inspector who sealed/verified the Ballot Storage Container and the Transfer Container.

**3 SIGNATURES OF ALL PERSONS PRESENT AT THE CLOSE OF POLLS & CERTIFYING COMPLETION CERTIFICATE**  
(Make a note on the remarks page if an inspector left before the polls closed.)

	Phone		Phone
<input checked="" type="checkbox"/> Chairperson		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	

- The *Ballot Summary* should accurately account for all ballot activity in the precinct including the number of ballots tabulated, ballots spoiled, ballots used for duplication, any AV ballots tabulated and any AV voters who chose to vote in-person.



## BALLOT SUMMARY

### WE CERTIFY THE FOLLOWING:

#### NUMBER OF BALLOTS DELIVERED TO PRECINCT:

A. Number of unvoted official ballots delivered to precinct:

Ballot Style	Starting No.	Ending No.	Count
A	00064001	00065600	1600
VAT	00090001	00091000	1000
			<hr/> 2600

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

Number of AV ballots tabulated in person by voters: 1

**C. Total of lines A and B (Must match Line K below):** 2603

#### NUMBER OF BALLOTS AT CLOSE POLLS:

D. Number of ballots tabulated: 11

E. Number of AV ballot envelopes delivered to precinct which did not contain a 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): 3

G. Number of ballots rejected: 1

H. Number of ballots used by election inspectors for ballot duplications: 1

I. Number of provisional envelope ballots issued: 0

J. Number of UNUSED BALLOTS (excess ballots):

Ballot Style	Starting No.	Ending No.	Count
A	00064013	00065600	1588
VAT	00090002	00091000	999
			<hr/> 2587

**K. Total of Lines D, E, F, G, H, I and J (Must match Line C above):** 2603

L. Difference: 0

### *Provisional envelope ballots*

If any provisional envelope ballots were issued at the precinct, the county clerk should retrieve the *Provisional Ballot Report* submitted by the city or township clerk of the jurisdiction containing the precinct. The *Provisional Ballot Report* can be found in Michigan's eLearning Center. Once the *Provisional Ballot Report* has been retrieved, the county clerk determines if any of the provisional envelope ballots cast in the precinct should be



counted. If any provisional envelope ballots are counted, the certified vote totals included in the *County Canvassers' Report* must be adjusted to reflect these votes.

## VI. Canvassing early voting precincts

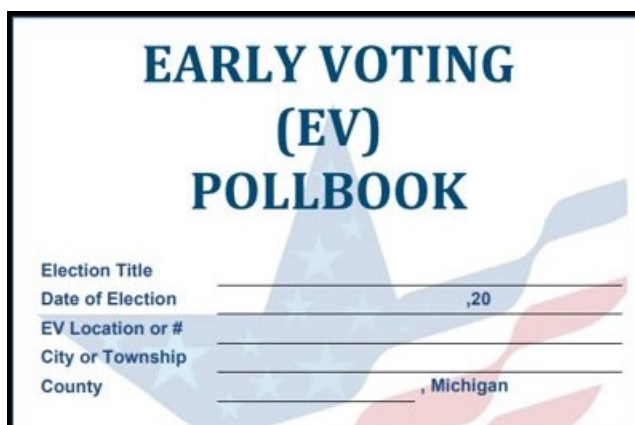
When the board of county canvassers begins the county canvass, the board's first step is to canvass each of the county's precincts. This section instructs boards on how to carry out the early voting precinct canvass process.

### Examining the precinct's pollbook

The precinct's early voting pollbook is reviewed to ensure each of the following documents is completed.

#### *The outside cover of the pollbook*

The outside cover of the early voting pollbook should contain the date of the election, the number of the precinct or ward in which the pollbook was used, the jurisdiction to which the precinct or ward belongs, and the county in which the precinct is located.



**EARLY VOTING  
(EV)  
POLLBOOK**

Election Title \_\_\_\_\_  
Date of Election \_\_\_\_\_, 20\_\_\_\_  
EV Location or # \_\_\_\_\_  
City or Township \_\_\_\_\_  
County \_\_\_\_\_, Michigan

#### *The clerk's oath*

The clerk's oath should be completed and signed by the clerk or an authorized assistant of the clerk. This certificate verifies the chain of custody established at the public accuracy test attesting to the tabulator and voter assist terminal (VAT) serial number and seal number of the tabulator and VAT programs through to Election Day.



I certify that the election equipment recorded in the Record of Seals on the following page have been properly prepared and tested for this election in accordance with law and that at the completion of the tests, the current election program was inserted into the tabulator(s), VAT(s), and BOD(s) and sealed with seals bearing the unique numbers recorded.

Signature 

## *Election Inspectors' Oaths*

The *Election Inspectors' Oaths* section should be completed each day of early voting. The chairperson's oath must be completed and signed by both the chairperson and the person who administered the oath to the chairperson (typically another election inspector). All boxes in the *Election Inspector's Preparation Certificate* section of the pollbook should be completed, and all election inspectors should have signed either the *Signatures of Persons Taking Oath & Certifying Preparation Certificate* (if the election inspector was present at the opening of the polls) or the *Additional Signatures of Persons Taking Oath Only* (if the election inspector was not present at the opening of the polls).

## *The Clerk's Preparation Certificate*

The *Clerk's Preparation Certificate* section should be completed and signed by the clerk or an authorized assistant of the clerk. This certificate verifies the chain of custody established at the public accuracy test attesting to the tabulator and voter assist terminal (VAT) serial number and seal number of the tabulator and VAT programs through to Election Day.



1

OATH OF CHAIRPERSON & ELECTION INSPECTORS

PCT#

I Do Solemnly Swear (or affirm) that I will support the Constitution of the United States and the Constitution of this state, and that I will faithfully discharge the duties of the Office of Precinct Board Chairperson according to the best of my ability.

X [Signature Line]
Signature of Chairperson

Taken, subscribed and sworn to before me on \_\_\_/\_\_\_/\_\_\_

X [Signature Line]
Signature of Person Administering Oath

I Do Solemnly Swear (or affirm) that I will support the Constitution of the United States and the Constitution of this State, and that I will faithfully discharge the duties of the Office of Election Inspector according to the best of my ability.

2

ELECTION INSPECTORS' PREPARATION CERTIFICATE

Before the Polls opened, we completed the following:

- Administered the Oath of Office to all present.
Verified the serial and seal numbers on the tabulator and voter assist terminal (VAT) are the same as recorded on the Clerk's Preparation Certificate.
Completed all preparation steps of the tabulator and voter assist terminal (VAT) and the equipment is in proper working order.
Verified the ballot by comparing each candidate's name and the placement of any proposals on the ballot with the sample ballot and zero tape.
Signed below, certifying the above were completed.

3

SIGNATURES OF PERSONS TAKING OATH & CERTIFYING PREPARATION CERTIFICATE

X [Signature Line]
X [Signature Line]
X [Signature Line]
X [Signature Line]
X [Signature Line]

X [Signature Line]
X [Signature Line]
X [Signature Line]
X [Signature Line]
X [Signature Line]

Taken, subscribed and sworn to before me on \_\_\_/\_\_\_/\_\_\_

Signature of Chairperson or Person Administering Oath

4

ADDITIONAL SIGNATURES OF PERSONS TAKING OATH ONLY (If not present at opening of polls)

X [Signature Line]
X [Signature Line]
X [Signature Line]

X [Signature Line]
X [Signature Line]
X [Signature Line]

Taken, subscribed and sworn to before me on \_\_\_/\_\_\_/\_\_\_

Signature of Chairperson or Person Administering Oath



## List of Voters

The *List of Voters* section of the pollbook should be completed each day of early voting. The pollbook must include the name of every voter who was issued a ballot in the precinct and the serial number of the ballot that was issued to that voter. This list may be generated by printing the list of voters from the electronic pollbook following the close of polls.

The *List of Voters* may contain notations signifying the following events:

**Absent voter ballots tabulated by voters in the precinct:** Absent Voters can bring their ballot into an early voting site or Election Day polling place to be tabulated.<sup>10</sup> This is recorded in the Early Voting Electronic Pollbook as an “AV to EV Conversion” and as a “Voter Tabulated AV” on Election Day, and voters will appear with the corresponding remark in the Remarks Report.

Voter Remarks Report - 7/24/2024					
08/06/2024 - STATE PRIMARY					
DEWITT CITY HALL					
7/24/2024					
Time	User Code	Voter #	Last Name	First Name	Remark
8:57 AM		@ev 1-2-3-4, 5	PHILLIP	KEITH	AV to EV Conversion: Early Voting Ballot
8:59 AM		@ev 1-2-3-4, 5	PHILLIP	KEITH	This is a test
2:10 PM		@ev 1-2-3-4, 5	PHILLIP	KEITH	AV to EV Conversion: Early Voting Ballot
2:12 PM		@ev 1-2-3-4, 5	PHILLIP	KEITH	This is a test
2:14 PM		@ev 1-2-3-4, 5	PHILLIP	KEITH	AV to EV Conversion: Early Voting Ballot
2:14 PM		@ev 1-2-3-4, 5	PHILLIP	KEITH	This is a test
2:15 PM		@ev 1-2-3-4, 5	PHILLIP	KEITH	AV to EV Conversion: Absentee Ballot
2:16 PM		@ev 1-2-3-4, 5	PHILLIP	KEITH	This is another test
3:39 PM		@ev 1-2-3-4, 5	PHILLIP	KEITH	AV to EV Conversion: Early Voting Ballot

## Challenged voters

If a permissible challenge was issued in the polling place to a voter’s qualifications as a voter, the challenge should be recorded in the *Challenged Voters* section of the pollbook. If no permissible challenges to a voter’s registration were issued in the polling place, the *Challenged Voter* section will be blank or will have the word “none” written in the section.

<sup>10</sup> Voter tabulation of AV ballots at an Election Day polling place is allowed in all jurisdictions except those which are exempt per MCL 168.768a.



### CHALLENGED VOTERS

Time	8:15 am.	Name of Challenger	Scott Sampson
Name of Challenged Voter	Martha Carol Mc QVF	Voter's Phone No.	555-1234
Voter's Address	123 Main St.		
Reason for Challenge	Challenger stated that voter did not register to vote by the deadline.		
Result of Challenge:			
	<input checked="" type="checkbox"/>	Ballot issued and identified	<input type="checkbox"/> Ballot not issued
Time		Name of Challenger	
Name of Challenged Voter		Voter's Phone No.	
Voter's Address			
Reason for Challenge			
Result of Challenge:			
	<input type="checkbox"/>	Ballot issued and identified	<input type="checkbox"/> Ballot not issued

### *Challenged procedures*

If a permissible challenge was issued in the polling place to an election procedure, the challenge should be recorded in the *Challenged Procedures* section of the pollbook. If no permissible challenges to an election process were issued in the polling place, the *Challenged Procedures* section of the pollbook will be blank or will have the word "none" written in the section.

### CHALLENGED PROCEDURES

Time	5:30 pm	Name of Challenger	Scott Sampson
Description of Challenged Procedure	Precinct Inspectors did not check photo ID of voter or ask voter to sign affidavit		
Result	Procedure corrected and reinforced with election inspectors.		
Time		Name of Challenger	
Description of Challenged Procedure			
Result			



## Remarks section

Election Inspectors at the precinct or the Receiving Board may record comments in the *Remarks* section of the pollbook. Remarks may include information explaining discrepancies between the total number of voters who participated in the election and the total number of ballots tabulated. Additional remarks may be found on the List of Voters documenting if a voter transaction required to “undo” due to an incorrect voter record being updated requiring a correction or a voter previously issued an AV ballot chose to vote in person at the early voting site as “AV to EV.”

## Write-in tally

After the close of polls, Election Inspectors record votes for the write-in candidates in the *Write-In Tally* section of the pollbook exactly as the voter wrote the candidate’s name on their ballot or document write-in images as provided on the tabulator totals tape. The write-in vote will be assigned to the write-in candidate if the name written on the ballot can reasonably be understood to be a vote for the write-in candidate. Do not record write-in votes for candidates who did not file a *Declaration of Intent*.<sup>11</sup>

DECLARED WRITE-IN CANDIDATES ONLY (DO NOT TALLY PRECINCT DELEGATE WRITE-IN CANDIDATES IN THIS SECTION. REFER TO DELEGATE STATEMENT)			TALLY OF VOTES																TOTAL VOTES						
CANDIDATE'S NAME	OFFICE	PARTY	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100			
James Webster	Twp. Clerk	Rep.																						12	
Jim Webster	Twp. Clerk	Rep.																							3
J. Webster	Twp. Clerk	Rep.																							1
Jimmy Webster	Twp. Clerk	Rep.																							1
Sarah Smith	Twp. Treasurer	Dem.																							9
Sara Smyth	Twp. Treasurer	Dem.																							1
S. Smith	Twp. Treasurer	Dem.																							1

## Election Inspectors Completion Certificate

The *Election Inspectors Completion Certificate* must be fully completed and signed by every election inspector present at the precinct at the close of

<sup>11</sup> For more information on the *Declaration of Intent* requirement, see the *Election Officials’ Manual*, available on the Secretary of State’s [website](#).



polls each day. The board of county canvassers should verify the following information:

1. The total number of tabulated ballots reported in the *Election Inspectors Completion Certificate* agrees with the reported number of ballots tabulated on the status/suspend/interrupt report, or any discrepancy is adequately explained. A discrepancy between the reported number of ballots tabulated is permissible if the discrepancy is explained in the *Remarks* section, or if the discrepancy is the result of envelope ballots delivered to the clerk after the close of polls.
2. The total number of voters listed in the *Election Inspectors Completion Certificate* agrees with the number of voters reported on the *List of Voters*, or that any discrepancy is adequately explained.

#### 1 DAILY RECONCILIATION & BALLOT SUMMARY

After the Polls were suspended, we completed the following:

- Recorded the **number of ballots tabulated** according to the public counter of the tabulator as:
- Sealed all provisional **envelope** ballots for delivery to the Clerk, and recorded the number as:
- Recorded the **number of voters** according to the List of Voters in the Early Voting EPB as:
- Verified the **number of ballots tabulated plus provisional envelope ballots equals the number of voters** and that if they do not, no discrepancies exists between the List of Voters and Applications to Vote. If they do not agree and a valid discrepancy exists, a notation was made in the **Remarks Section**.  Yes  N/A
- Recorded all formal **challenges** made in the Early Voting Site, if any, on the Challenged Page.
- Duplicated and tabulated any ballots requiring **duplication**, if any.
- Recorded and sealed all provisional **envelope** ballots, if any, and sealed all into the provisional ballot storage envelope for delivery to the Clerk.
- Printed a list of voters and attached to the back of this Daily Reconciliation & Ballot Summary



**2 SEAL VERIFICATION**

WE, the undersigned members of the Board of Election Inspectors, certify that all voted ballots, voter assist terminal (VAT) ballots, Spoiled and Original ballot envelopes, but **not** the provisional ballot storage envelope, were properly sealed into an approved **Ballot Storage Container** by affixing seal(s):

No. \_\_\_\_\_ (If container requires two(2))

We, further certify the following seals were applied to tabulators and polling equipment after removal of ballots.

Item. _____	No. _____
Item. _____	No. _____
Item. _____	No. _____
Item. _____	No. _____
Item. _____	No. _____
Item. _____	No. _____

Democratic Inspector

Republican Inspector

Signature of Election Inspector who sealed/verified the Ballot Storage Container and the Transfer Container.

Signature of Election Inspector who sealed/verified the Ballot Storage Container and the Transfer Container.

**3 SIGNATURES OF ALL PERSONS PRESENT DURING DAILY RECONCILIATION**  
(Make a note on the Remarks page if an inspector left before the polls suspend.)

	Phone		Phone
<input checked="" type="checkbox"/> Chairperson	_____	<input checked="" type="checkbox"/>	_____
<input checked="" type="checkbox"/>	_____	<input checked="" type="checkbox"/>	_____
<input checked="" type="checkbox"/>	_____	<input checked="" type="checkbox"/>	_____
<input checked="" type="checkbox"/>	_____	<input checked="" type="checkbox"/>	_____
<input checked="" type="checkbox"/>	_____	<input checked="" type="checkbox"/>	_____
<input checked="" type="checkbox"/>	_____	<input checked="" type="checkbox"/>	_____

3. The seal number used to seal the ballot container/s is recorded and attested to by one Democrat and one Republican election inspector.
4. If the tabulator memory is removed from the tabulator, the seal number of the seal used seal the tabulator memory is recorded to and attested to by two election inspectors.



# VII. Canvassing Absent Voter Counting Boards (AVCB)

This section explains the AVCB canvass process.

## Examining the precinct's pollbook

The precinct's absent voter pollbook is reviewed to ensure each of the following documents is completed.

### *The outside cover of the pollbook*

The outside cover of the absent voter pollbook should contain the date of the election, the number of the AVCB in which the pollbook was used, the jurisdiction to which the precinct or ward belongs, and the county in which the precinct is located.

<b>TOTAL VOTERS</b>	
<b>ABSENT VOTER POLL BOOK</b>	
— FOR THE —	
<b>ELECTION</b>	
<small>Primary, General, Special or School</small>	
Held on _____,	20 _____ in Absent Voter Counting Board # _____
<small>Month and Date</small>	<small>Year</small>
of the _____	<small>City or Township</small>
County of _____	
<b>STATE OF MICHIGAN</b>	

### *The Clerk's Preparation Certificate*

The *Clerk's Preparation Certificate* section should be completed and signed by the clerk or an authorized assistant of the clerk. This certificate verifies the chain of custody established at the public accuracy test attesting to the tabulator and seal number of the tabulator through to Election Day.



<b>CLERK'S PREPARATION CERTIFICATE</b> <small>(ABSENT VOTER COUNTING BOARD)</small>		
Tabulator Serial No. <input style="width: 80%;" type="text"/>	Tabulator Seal No. <input style="width: 80%;" type="text"/>	Tabulator Seal No. <input style="width: 80%;" type="text"/>
I certify that the above precinct tabulator has been properly prepared and tested for this election in accordance with law, and, that at the completion of the test program was inserted into the tabulator and sealed with a seal bearing the seal number recorded above.		
<input style="width: 100%;" type="text"/>	<b>X</b>	<input style="width: 100%;" type="text"/>
Ward/Precinct No.	Signature of Clerk or Authorized Assistant	Date

*Election Inspectors' Preparation Certificate and Oaths*

The *Election Inspectors' Oaths* section should be completed. The chairperson's oath must be completed and signed by both the chairperson and the person who administered the oath to the chairperson (typically another election inspector). All boxes in the *Election Inspector's Preparation Certificate* section of the pollbook should be completed, and all election inspectors should have signed either the *Signatures of Persons Taking Oath & Certifying Preparation Certificate* (if the election inspector was present at the opening of the polls) or the *Additional Signatures of Persons Taking Oath Only* (if the election inspector was not present at the opening of the polls).



**ELECTION INSPECTORS' PREPARATION CERTIFICATE**

(ABSENT VOTER COUNTING BOARD)

**WE CERTIFY BY SIGNING BELOW THAT THE FOLLOWING WAS COMPLETED PRIOR TO THE OPENING OF THE POLLS.**

- The oath of office was administered to and signed by all election inspectors present.
- Verified that the serial number of the Precinct Tabulator and the number on the seal used to secure the Precinct Tabulator was the same as the serial and seal numbers recorded on the Clerk's Preparation Certificate above.
- All preparation tests of the Precinct Tabulator were completed and the equipment was found to be in proper working order.
- The ballot was verified by comparing each candidate's name and the placement of any propositions on the ballot with the precinct instruction ballot, and the zero tape generated from the precinct tabulator.

**OATHS OF CHAIRPERSON AND ELECTION INSPECTORS**

(ABSENT VOTER COUNTING BOARD)

STATE OF MICHIGAN,  
COUNTY OF \_\_\_\_\_ }-SS.

I Do Solemnly Swear (or affirm) that I will support the Constitution of the United States and the Constitution of this State, and that I will faithfully discharge the duties of the Office of Precinct Board Chairperson at the Election held on **Tuesday**, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, according to the best of my ability. I further swear (or affirm) that I shall not communicate in any way any information relative to the processing or tallying of votes that may come to me while in this counting place until after the polls are closed.

Taken, subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

X \_\_\_\_\_  
Signature of Chairperson

X \_\_\_\_\_  
Signature of Person Administering Oath

STATE OF MICHIGAN,  
COUNTY OF \_\_\_\_\_ }-SS.

I Do Solemnly Swear (or affirm) that I will support the Constitution of the United States and the Constitution of this State, and that I will faithfully discharge the duties of the Office of Inspector of Elections at the Election held on **Tuesday**, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, according to the best of my ability. I further swear (or affirm) that I shall not communicate in any way any information relative to the processing or tallying of votes that may come to me while in this counting place until after the polls are closed.

**Signatures of Persons Taking Oath and Certifying Preparation Certificate**

X \_\_\_\_\_  
X \_\_\_\_\_  
X \_\_\_\_\_  
X \_\_\_\_\_  
X \_\_\_\_\_

X \_\_\_\_\_  
X \_\_\_\_\_  
X \_\_\_\_\_  
X \_\_\_\_\_  
X \_\_\_\_\_

Taken, subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

X \_\_\_\_\_  
Signature of Person Administering Oath

Spectrum Printers, Inc.  
Form 534-AV-01/02

**Absent Voter (AV) List**

The AV list should be secured in the physical pollbook for the AVCB, in the appropriate tab for that day of early AV processing. The AV List(s) will serve as a record of which voters' ballots were processed on that day, serving the same role as the *List of Voters* for election day or early voting.

**Statement of Votes**

Review end of day status reports on each tabulator that shows the number of ballots tabulated up to that point.





### Remarks section

Election Inspectors at Receiving Board may record comments in the *Remarks* section of the pollbook. Remarks may include information explaining situations such as an empty envelope received, two ballots in an envelope, or an invalid ballot found in envelope.

TIME	REMARKS SECTION <small>Please record anything unusual or important that occurred on Election Day.</small>

### Challenged voters

If a permissible challenge was issued in the AVCB to a voter’s qualifications as a voter, the challenge should be recorded in the *Challenged Voters* section of the pollbook. If no permissible challenges to a voter’s registration were issued, the *Challenged Voter* section will be blank or will have the word “none” written in the section.

CHALLENGED VOTERS	
Time _____	Name of Challenger _____
Name of Challenged Voter _____	Voter’s Phone No. _____
Voter’s Address _____	
Reason for Challenge _____	
Result of Challenge: <input type="checkbox"/> Ballot issued and identified <input type="checkbox"/> Ballot not issued	

### Challenged procedures

If a permissible challenge was issued in the AVCB to an election procedure, the challenge should be recorded in the *Challenged Procedures* section of the pollbook. If no permissible challenges to an election process were issued in



the polling place, the *Challenged Procedures* section of the pollbook will be blank or will have the word "none" written in the section

### CHALLENGED PROCEDURES

Time \_\_\_\_\_ Name of Challenger \_\_\_\_\_  
 Description of Challenged Procedure \_\_\_\_\_  
 \_\_\_\_\_  
 Result \_\_\_\_\_  
 \_\_\_\_\_

### Statement of Votes

Verify that the Election Inspectors have completed the *Statement of Votes Absent Voter Counting Board Certificate* and signed the document.

**STATEMENT OF VOTES - CERTIFICATE OF ELECTION INSPECTORS**

AV/CB NUMBER \_\_\_\_\_ JURISDICTION: \_\_\_\_\_ DATE OF ELECTION: \_\_\_\_\_

**ABSENT VOTER COUNTING BOARD CERTIFICATE**

**WE ALSO CERTIFY THAT WE:**

<input type="checkbox"/> Checked the serial number of the ballot issued to each voter against the serial number of the ballot received from each voter. <input type="checkbox"/> Removed, from each ballot, the detachable stub which bears the ballot serial number. <input type="checkbox"/> Recorded all challenges, if any, in this Poll Book and properly identified any challenged ballots.	<input type="checkbox"/> Verified that all valid write-in votes have been tallied in this Poll Book and the totals recorded to the Statements of Votes. <input type="checkbox"/> Accurately duplicated the ballots that required duplication. <input type="checkbox"/> Tabulated all valid ballots, including all duplicate ballots.
---	--

By signing below, we, the undersigned members of the Board of Election Inspectors, certify that all ballots delivered to the counting board for this election were properly sealed into an approved ballot storage container(s) by affixing seal(s):

We further certify that the Tabulator and/or EPB Memory Device(s), if removed, were properly sealed into an approved Transfer Container by affixing seal:

**MUST HAVE A MEMBER IF THE REPUBLICAN PARTY AND DEMOCRATIC PARTY SIGN!**  

<input checked="" type="checkbox"/> Signature of member who sealed the BALLOT STORAGE CONTAINER and TABULATOR PROGRAM	<input checked="" type="checkbox"/> Signature of member who verified these sealings. (May not represent same political party as member who sealed both storage containers.)
---	---

<input checked="" type="checkbox"/> _____ Chairperson	<input checked="" type="checkbox"/> _____ Phone	<input checked="" type="checkbox"/> _____ Phone	<input checked="" type="checkbox"/> _____ Phone
<input checked="" type="checkbox"/> _____ Phone	<input checked="" type="checkbox"/> _____ Phone	<input checked="" type="checkbox"/> _____ Phone	<input checked="" type="checkbox"/> _____ Phone
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<input checked="" type="checkbox"/> _____ Phone	<input checked="" type="checkbox"/> _____ Phone	<input checked="" type="checkbox"/> _____ Phone	<input checked="" type="checkbox"/> _____ Phone

WHEN YOU HAVE COMPLETED A "STATEMENT OF VOTES - ABSENT VOTER PRECINCT" FOR EACH AV PRECINCT AND THE "STATEMENT OF VOTES - CERTIFICATE OF ELECTION INSPECTORS", DETACH THE RED AND GREEN STRIPED COPIES FROM THIS POLL BOOK, AFFIX TOTALS TAPE AND ENTER OR ATTACH PROPOSAL LANGUAGE TO APPROPRIATE COPIES AND SEAL IN DESIGNATED ENVELOPES.

GREEN - DETACH AND PLACE IN ENVELOPE NO. 3 TO LOCAL CLERK



## VIII. Examining the *Statement of Votes*

Generally, examination of the *Statement of Votes* involves the same steps for the early voting, Election Day voting, and AVCB canvass. Any differences are noted in this section. Each precinct's *Statement of Votes* documents the number of votes cast for each candidate and for or against each ballot question in that precinct. The *Statement of Votes* must include the following four elements:

- A **totals tape**, or tabulator report when no tape is created, printed by the tabulator after the close of polls showing the number of votes cast for each candidate appearing on the ballot and for or against each ballot question in the precinct. The totals tape or report should be signed by every election inspector present at the close of the polls.
- A **statement of the total votes cast** for declared write-in candidates.
- The **seal number** used to seal the ballot container, accompanied by the signatures of one Democrat and one Republican election inspector who sealed the ballot container.
- The ***Certificate of Election Inspectors***, signed by every election inspector who served at the precinct during Election Day present at the close of polls; if any election inspector does not sign the *Certificate of Election Inspectors*, the reason that election inspector did not sign should be recorded in the *Remarks* section of the pollbook.

To verify the *Statement of Votes*, the board of county canvassers should confirm that:

- The *Certificate of Election Inspectors* is fully completed as detailed in this manual.
- The total write-in votes recorded on the *Statement of Votes* agrees with the write-in votes recorded in the *Write-in Tally* section of the pollbook.
- The totals tape printed by the tabulator or tabulator report after the close of polls agrees with the totals recorded on the Electronic Management Software (EMS) report prepared by the county clerk.

While each board of county canvassers may choose how to verify the *Statement of Votes*, most boards have found that accuracy and efficiency is



maximized if different canvassers take on the following roles simultaneously while reviewing the same precinct:

- **Canvasser 1** reads the vote totals from the totals tape and/or tabulator report included with the pollbook.
- **Canvasser 2** checks that the vote total read by Canvasser 1 matches the vote total recorded in the EMS Reports.
- **Canvasser 3** checks that the vote read by Canvasser 1 match the vote totals on the totals tape and/or tabulator report included with the *Statement of Votes* included in the board of county canvasser envelope and reviews and records write-in votes.
- **Canvasser 4** records the total ballots cast in the precinct and the total number of voters recorded as appearing to vote. Canvasser 4 records any discrepancies for reporting to the clerk of the city or township containing the precinct being canvassed. This Canvasser may also review and record write-in votes for later consideration for the entire board to award.

## **IX. Processing Signature Cure AV Ballots and Postmarked MOVE Ballots**

There are categories of absent voter ballots that, upon the fulfillment of certain criteria, must be counted by the county clerk at a meeting of the board of county canvassers.

If any local clerks have outstanding AV ballots rejected for signature, the canvass for those precinct(s) containing the outstanding signature cure ballots must remain open until all eligible AV ballots are cured and transported to the county clerk or 3 days have passed after the election, whichever occurs first.

Similarly, if any local clerks have unreturned military or overseas (MOVE) ballots, the canvass for those precinct(s) containing the MOVE ballots must remain open until all eligible MOVE ballots are received and transported to the county clerk or 6 days have passed after the election, whichever occurs first.



The County Board of Canvassers retains the authority to adjourn from day to day as business requires to accommodate the waiting period for outstanding signature cures and unreturned MOVE ballots, if necessary.

If any signature cure ballots are eligible to be tabulated at the canvass, the local clerks must deliver them to the county clerk in an approved ballot container, no later than the sixth day after the election. Any MOVE ballots received within 6 days after the election must be delivered by the local clerk, without opening the absent voter ballot return envelopes, to the county clerk no later than the seventh day after the election.

### *Manner of tabulation*

The county clerk is then responsible for tabulating these ballots in a meeting of the Board of County Canvassers. The county clerk may choose to do any of the following:

- Tabulate the ballots by hand adding the appropriate additional total for each candidate or proposal manually to the totals tape and adjusting vote totals in EMS.
- Hand-tally votes and add directly into EMS.
- If volume of ballots requires it, utilize a tabulator and add new vote totals into EMS.

All efforts must be made to conceal voter identity when reviewing the ballot. All ballots tabulated by the Board of County Canvassers shall be sealed in an approved ballot container through the 30-day security period and then retained for 22 months if required at the County Clerk's office or returned to the local clerk for retention or destruction according to retention schedule.

## **X. Final review and determination of write-in votes**

### ***Declaration of Intent* requirement and valid write-in votes**

Michigan law requires an individual seeking nomination or election to a federal, state, or local office to file a *Declaration of Intent* with the appropriate filing official by 4:00 p.m. on the second Friday immediately



before the election. The local clerk is responsible for notifying election inspectors at each precinct of any write-in candidates who timely filed a *Declaration of Intent*. The *Declaration of Intent* requirement does not apply if any candidate appearing on the ballot for the office involved dies or is otherwise disqualified on or after the deadline for filing the *Declaration of Intent*. For more information on the *Declaration of Intent* requirement, see the *Write-In Candidate* chapter of the *Election Officials' Manual*, available on the Michigan Secretary of State's [website](#).

A vote for a write-in candidate who has not properly filed a *Declaration of Intent* **is not counted**. Similarly, a vote for a write-in candidate who has filed a *Declaration of Intent* to seek nomination or election to an office other than the office for which the write-in vote was cast is not counted. In a partisan primary, both the office and the party of the write-in vote must match the information included in the *Declaration of Intent* for the vote to be counted. Precinct boards do not record write-in votes which do not count.

## Tabulating votes for write-in candidates

Depending on the election equipment utilized in the county, election inspectors are instructed to review ballots with a valid mark in the write-in position or election inspectors will review the totals tape reflecting the write-in executed by the voter. While election inspectors record write-in votes exactly as they appear on the ballot, the board of county canvassers is responsible for assigning write-in votes to the appropriate candidate. When reviewing write-in votes, the board must attempt to discern the intent of the voter.<sup>12</sup> So long as the board can determine the candidate for whom the voter intended to vote, misspellings and other differences between the name recorded by the voter on the ballot and the name of the candidate used in the *Declaration of Intent* filing are permissible. Each board should adopt a standard for accepted name variations to consistently determine when a certain name variation should be assigned as a vote.

Board of county canvasser awarded votes for write-in candidates are recorded on the *Write-In Certification Report*.

---

<sup>12</sup> *Petrie v Curtis*, 387 Mich 436, 440-441 (1972) ("Where the intent of the voter as expressed by his ballot, when considered in the light of such surrounding circumstances, is not doubtful, the ballot should be counted and allowed for the person intended.") (Quotation marks and citation omitted).



## Determining if a write-in candidate has been nominated or elected

The number of votes a write-in candidate must receive to be elected to office or to be nominated to appear on a general election ballot depends on the nature of the election in which the write-in candidate is participating:

- In a **general election**, a write-in candidate is elected if the candidate receives more votes than any other candidate seeking the office, a minimum number of write-in votes is not required.
- In a **nonpartisan primary**, the write-in candidate is nominated to the office if the candidate receives enough votes to qualify to move forward to the general election. In nonpartisan primaries, twice the number of candidates are nominated and appear on the general election ballot than will be elected to office at the general election. If the write-in candidate receives enough votes that they move on to the general election for the office sought, the write-in candidate has been nominated to that office. A minimum number of write-in votes is not required.
- In a **partisan primary**, a write-in candidate is nominated for office if the candidate receives more votes than any other candidate seeking nomination to that office **and** the candidate meets a particular vote threshold. The vote threshold is the largest of the following:
  - 10 votes
  - One fifteenth of one percent (0.15% or 0.0015) of the total population in the last official census of the district or jurisdiction represented by the office sought
  - If the write-in candidate seeks nomination to an office where more than one candidate is to be elected, five percent (5% or 0.05) of the greatest number of votes cast for any candidate seeking any party's nomination for the same office as the write-in candidate.
  - If the write-in candidate seeks nomination to an office where only one candidate is to be elected, five percent (5% or 0.05) of the votes cast in the partisan primary in the district or jurisdiction to which the write-in candidate is seeking election.

This value can be calculated by determining the primary contest that received the most votes in the district to which only one



candidate would be nominated (typically, Governor or United States Senator), determining how many votes were cast in the relevant jurisdiction or district for that office, and then multiplying that number by 0.05. For example, if a write-in candidate is seeking a township clerk position and the gubernatorial primary received the most votes in the primary held in the township, the board of county canvassers would add up the total number of votes cast for governor in the township in the primary of the party from whom the write-in candidate seeks nomination, then multiply that number by 0.05 to determine the threshold. If the write-in candidate sought a township council office, and the township council is elected by districts, the board of county canvassers would multiply the number of votes cast for governor in that district in the primary of the party from whom the write-in candidate seeks nomination, then multiply that number by 0.05 to determine the threshold.

## **XI. Completion of county canvass**

After each precinct's records have been inspected and, if necessary, corrected, the board of county canvassers must take the following steps to complete the canvass:

- Complete a *County Canvassers' Report* recording the votes cast for each candidate and for or against each ballot question.
- Declare the winning candidates and the outcome of the ballot questions for those offices and ballot questions for which the board of county canvassers is responsible for determining the result.
- Transmit to the Secretary of State both:
  - The votes cast for offices and ballot questions for which the Board of State Canvassers is responsible for certifying, and
  - The votes cast for U.S. Representative, State Senate, and State House elections or nominations for which the board of county canvassers is responsible for determining the result.
- Transmit county election certifications and records to local officials as appropriate.



Different counties use different physical forms to accomplish these steps, but the forms all accomplish the same functions. The final certification must be signed by all board members present at the canvass.

## **Documenting county vote totals**

The board of county canvassers documents the votes cast for each candidate and for or against each ballot question by completing the *County Canvassers' Report*. The *County Canvassers' Report* may take the form of a booklet, a multi-sheet document, a computer-generated report, or some combination of those formats. The *County Canvassers' Report* consists of the *Statement of Votes*, the *Certificate of Determination*, and the *Certification of the County Canvassers' Report*.

In most counties, the *County Canvassers' Report* is electronically prepared for the board. In those counties, the board is responsible for checking the report for errors. In counties where the *County Canvasser's Report* is completed by hand, two copies of the report should be completed by two teams working independently, and the reports should be checked against one another to ensure that the final report is free of errors. It is essential that each candidate and ballot question voted on in each precinct is listed, that all figures are accurate, that all math is accurate, and that all entries are legible.

### *Countywide Statement of Votes*

This document includes the following vote totals, which must be written in both words (e.g. fifteen thousand four hundred and thirty-seven) and numbers (e.g. 15,437):

- The total number of votes cast for each office in the county.
- The total number of votes cast for each office in each precinct in the county.
- The total number of votes cast for each candidate for each office in the county.
- The total number of votes cast for each candidate for each office in each precinct in the county.
- The total number of votes cast on each ballot question in the county.
- The total number of votes cast on each ballot question in each precinct in the county.



- The total number of votes cast for or against each ballot question in the county.
- The total number of votes cast for or against each ballot question in each precinct in the county.

Because some versions of the Electronic Management Software (EMS) software cannot produce all of the above-listed required components for the *Statement of Votes*, the following addendums are frequently used to supplement the output of the EMS:

- The total number of votes received by each candidate written out in words.
- The headings of ballot questions, the full text of ballot questions, and the total number of votes cast for or against each ballot question written out in words.
- The *Write-in Vote Certification* report.

### *Certificate of Determination*

After the board of county canvassers has documented the votes cast for each candidate and for or against each ballot question, the board must determine the winning candidates and the outcome of ballot questions for the offices and ballot questions for which the board of county canvassers is responsible for certifying. To complete the necessary certifications, the board examines the vote totals for the relevant offices and for or against the relevant ballot questions and enters the outcome of the elections and the ballot questions on the *Certificate of Determination*.





CERTIFICATE OF DETERMINATION

That \_\_\_\_\_ having received sufficient number of votes is nominated candidate by the \_\_\_\_\_ Party for the office of \_\_\_\_\_
That \_\_\_\_\_ having received sufficient number of votes is nominated candidate by the \_\_\_\_\_ Party for the office of \_\_\_\_\_
That \_\_\_\_\_ having received sufficient number of votes is nominated candidate by the \_\_\_\_\_ Party for the office of \_\_\_\_\_
That \_\_\_\_\_ having received sufficient number of votes is nominated candidate by the \_\_\_\_\_ Party for the office of \_\_\_\_\_
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That \_\_\_\_\_ having received sufficient number of votes is nominated candidate by the \_\_\_\_\_ Party for the office of \_\_\_\_\_
That \_\_\_\_\_ having received sufficient number of votes is nominated candidate by the \_\_\_\_\_ Party for the office of \_\_\_\_\_
That \_\_\_\_\_ having received sufficient number of votes is nominated candidate by the \_\_\_\_\_ Party for the office of \_\_\_\_\_
That \_\_\_\_\_ having received sufficient number of votes is nominated candidate by the \_\_\_\_\_ Party for the office of \_\_\_\_\_

Do Further Hereby Determine

That the following Propositions or questions were passed or defeated as indicated below:

- 1. ROAD PATROL OPERATING RENEWAL Having Received Sufficient votes was Passed
2. COMM ON AGING OPERATING RENEWAL Having Received Sufficient votes was Passed

In Witness Whereof, We have hereunto set our hands and affixed the Seal

SEAL

of the COUNTY of NEWAYGO

this 10TH day of AUGUST

in the year TWO THOUSAND SIX

Dallas Dean CHAIRMAN
Doris M. Schaefer
Constance Duke
Stanley R. Susinold

BOARD OF CANVASSERS

ATTEST:

Laurel J. Breuker CLERK OF BOARD OF CANVASSERS LAUREL J. BREUKER

Dallas Dean CHAIRMAN OF BOARD OF CANVASSERS



## **Transmitting determinations, county vote totals, and precinct results to the Board of State Canvassers**

Immediately after the *County Canvassers' Report* is completed, the board of county canvassers must transmit the following information to the Secretary of State for any statewide primary or general election:

- The total votes cast in the county
- The total votes cast in the county for each candidate seeking any of the following offices:
  - President of the United States
  - Governor and Lieutenant Governor
  - United States Senator
  - United States Representative in Congress
  - Secretary of State
  - Attorney General
  - State Senator
  - State Representative
  - Michigan Supreme Court Justice
  - State Board of Education Member
  - University of Michigan Regent
  - Michigan State University Trustee
  - Wayne State University Governor
  - Court of Appeals Judge
  - Circuit Court Judge
  - District Court Judge
  - Probate District Judge (if the probate district includes multiple counties)
- The total “yes” and “no” votes cast in the county for any statewide ballot questions.



- Any determinations made for Congressional, State Senate, or State House elections made by the board of county canvassers. As previously explained, the board of county canvassers makes determinations in Congressional, State Senate, or State House elections if the relevant district is fully contained within the board's county. For any district that includes portions of multiple counties, the board transmits only the total votes for that election within the board's county.

This information is transmitted via QVF (Qualified Voter File) utilizing the CENR Vote Entry Module at the completion of the canvass.

Within 24 hours of the completion of the canvass, the following information must be delivered to the Bureau of Elections via overnight mail with a copy emailed to MDOS-File-Canvass@michigan.gov:

- A fully signed and certified paper copy of the official CENR Vote Entry Module canvass report from QVF. The paper copy must include the *Write-in Vote Certification Report*. Instructions for generating the official QVF CENR Vote Entry Module canvass report are included in the Appendix.
- The total number of votes cast in each precinct in the county, the total "yes" and "no" vote cast in each precinct in the county for any statewide ballot questions, and the total number of votes cast in each precinct in the county for each candidate seeking any of the following offices:
  - President of the United States
  - Governor and Lieutenant Governor
  - United States Senator
  - United States Representative in Congress
  - Secretary of State
  - Attorney General
  - State Senator
  - State Representative
  - Michigan Supreme Court Justice
  - State Board of Education Member



- University of Michigan Regent
- Michigan State University Trustee
- Wayne State University Governor

Precinct results delivered to the Bureau of Elections may take the form of a photocopy of the appropriate pages of the *County Canvassers' Report*.

## **Transmitting vote totals and precinct results to local levels**

If a city or township primary or general election is on the ballot, the board of county canvassers sends the clerk of the relevant city or township copies of the appropriate parts of the *County Canvassers' Report* showing the total number of votes cast for each candidate for office in that city or township, the total number of votes for and against each city or township ballot question, and the determinations made by the board. The board may be required to prepare additional documents; in those cases, the county clerk should coordinate the completion of those documents with the city or township clerk.

If a school district has offices or ballot questions on the ballot, the board of county canvassers completes and sends to the school district's election coordinator a specially prepared document to certify the total number of votes cast for each candidate and for and against each question on the ballot. Additionally, a copy of the election certification is sent to the county treasurer along with two acknowledgement forms. The county treasurer completes the acknowledgement forms and returns them to the county clerk. The county clerk forwards the completed forms to the school district's election coordinator, and also provides the school district's election coordinator with two acknowledgement statements to confirm that a certification of the election was provided to the school district and to the county treasurer. Finally, the school district provides a copy of the election certification to the intermediate school district and to the clerk of each city, township and village in the school district. In addition, the school district provides its law firm with any requested documentation.

## **Breaking tie votes**

In the rare instance a tie vote occurs, the tie is broken by a drawing. The board of county canvassers and the county clerk establish a date on which the tied candidates and other interested parties can assemble at the county



clerk's office to observe the drawing. Once the date is chosen, the board notifies the candidates and any interested parties.

At the meeting, the county clerk writes the word "nominated" (for a primary election) or "elected" (for a general election) on a slip of paper and the words "not nominated" or "not elected," as appropriate, on an identical slip of paper. Both slips of paper are folded so that the words written on the slips cannot be seen and the two slips are indistinguishable from one another. The slips of paper are placed in a box, and each candidate draws one of the slips from the box. The candidate who draws the slip on which "nominated" or "elected" is written receives their party's nomination or is deemed legally elected to office, depending on whether the tie occurred at a primary or general election. A written record of the drawing should be kept by the county clerk.

If a candidate does not attend the drawing, the county clerk may appoint any person to draw a slip of paper on the absent candidate's behalf. If the tied primary or general election is for nomination or election to the office of county clerk, the drawing must be held in the presence of the county sheriff. The candidate who draws the "not nominated" or "not elected" slip of paper does not lose any of their rights to petition for a recount by virtue of participating in or being unsuccessful at the drawing.

A tie vote on a ballot question defeats the ballot question; a tiebreaking procedure is not followed.

## **Release of results**

After a general election, if the result of an election for state senate or state representative is certified by the board of county canvassers, the county clerk is required to send the total votes cast for candidates for that state senate or state house district to newspapers in the county.

After receiving the *Certificate of Determination* from the board of county canvassers, the county clerk "may have a statement of the total county or district votes cast for the various candidates and the total vote cast for and against the various ballot questions at the election to be published in at least 1 newspaper printed or circulated in that county." MCL 169.826.

## **Issuance of Certificate of Election**

After the canvass for a general or special election, the county clerk must send all candidates which the board of county canvassers declared elected to for federal, state, or local office other, than school district offices office, a



*Certificate of Election.* After a school district election, the school district's election coordinator is required to notify each elected candidate of their election to office.

<h2>CERTIFICATE OF ELECTION</h2>	
State of Michigan County of Eaton	
I, Fran Fuller, Eaton County Clerk, do hereby Certify that at the Election held on May 6, 2008, <b>Martha Brunger Parks</b> having received a sufficient number of votes was elected to the <b>office of Library Board Member of the Grand Ledge Area District Library</b> as determined by the Board of County Canvassers of Eaton County.	
In Witness Whereof, I have set my signature and affixed the Seal of the County of Eaton, this Friday, May 9, 2008.	
SEAL	_____ Fran Fuller Eaton County Clerk

### **Issuance of *Certificate of Nomination***

After the canvass for a primary election, the county clerk may, but is not required to, send all candidates which the board of county canvassers declared nominated to federal, state, or local office, other than school district office, a *Certificate of Nomination*.



## CERTIFICATE OF NOMINATION

Gerrit W. Vander Kamp  
11412 E. Indian Lake Drive  
Vicksburg MI 49097

State of Michigan            }  
  }SS  
County of Kalamazoo        }

I, Timothy A. Snow, Kalamazoo County Clerk, do hereby Certify that at the Primary Election held on August 8, 2006, Gerrit W. Vander Kamp receiving a sufficient number of votes, received the Republican Party nomination to the office of Brady Township Trustee, as determined by the Kalamazoo County Board of Canvassers.

**In Witness Whereof**, I have set my signature and affixed the Seal of the Circuit Court for said County, this 15th day of August 2006.

{ Seal }

\_\_\_\_\_  
Timothy A. Snow, Kalamazoo County Clerk

### **Disposition and retention of canvass documents**

The original *County Canvassers' Report* signed by the board of county canvassers and all determinations made by the board are forwarded to the county clerk. These materials are kept by the county clerk permanently. Meeting records from board of county canvassers meetings and county election result records must be retained for 100 years then transferred to the Archives of Michigan.



## **XII. Special mail elections**

Special mail elections may be conducted if a defect or malfunction in the voting equipment used to conduct an election prevents a voter from casting a vote which may have changed the outcome of an election or ballot question. Only a candidate for office may request a special mail election be held for that office, but any registered voter who participated in the original election where the defect or malfunction occurred may request a special mail election be held for a ballot question. A petition signed by the candidate or voter requesting a special mail election must be filed within 10 days after the date of the election with the clerk of the county whose board of county canvassers certified the election, or with the Director of Elections if the Board of State Canvassers certified the election. The petition must:

- Describe the problem that may have affected the outcome of the vote on the office or ballot question.
- Identify the precincts involved.
- List the serial number of the voting devices involved, if applicable.
- Be signed and certified by the candidate or elector.

If the county clerk determines that the petition complies with the above requirements, the clerk must schedule a meeting of the board of county canvassers within five days of the petition's filing. The county clerk must also contact the following interested parties by phone or first-class mail to advise them of the meeting of board of county canvasser's meeting to consider the petition:

- The clerk or clerks of the city and/or townships of the precincts where the faulty voting equipment was present.
- All candidates who sought the office in question, if an office is involved which appeared on a general election, special election, or nonpartisan election ballot.
- All candidates who sought nomination to the same office, if an office is involved with appeared on a primary ballot.
- The sponsor of the ballot question and any ballot question committees organized to support or oppose the ballot question, as well as the voter requesting the special mail election, if a ballot question is involved.



When the board of county canvassers meets, the board reviews the petition and the facts surrounding the election. If the following two facts are established, the board must order a special mail election be held in each affected precinct:

- A voter could not cast a valid vote in the precinct for the petitioning candidate, or for or against the ballot question at issue, because of a defect or malfunction in the voting equipment.
- Based on the canvass of votes, the number of voters who could not cast valid votes for the office in question, or for or against the ballot question at issue, because of that defect or malfunction is greater than the number of votes separating the candidates who won the election and the candidate with the most votes who lost the election, if only one candidate was elected, is greater than the number of votes received by the candidate receiving the most votes who was not elected and the candidate receiving the least votes who was elected, if multiple candidates were elected, or is greater than the number of votes separating the total votes for or against the ballot question.

When the board of county canvassers orders a special election, mail ballots are sent to voters who voted in the affected precinct or precincts by the clerk of the city or township in which the affected precincts are located. Ballots are sent only to voter who actually voted or attempted to vote in person on Election Day in the precinct or precincts involved in the special mail election; a ballot should not be sent to any voter registered in an affected precinct who did not cast or attempt to cast a ballot. Ballots are also not sent to absent voters registered to in the precinct, if absent voters were not affected by the defect causing the special mail election. The ballots must be sent within five calendar days of the board's order that a special mail election be held. The ballot mailing must include a note from the board of county canvassers which requests that the voter cast their vote in the special mail election as they cast their vote, or attempted to cast their vote, in the original election. Voters have five days to return the ballots to the clerk. The ballots are tabulated by a specially convened counting board. Votes cast in a special mail election cannot be recounted.



## **XIII. Ballot container inspections**

Ballot containers are the containers used to transport and secure optical scan ballots, electronic voting system memory, test data, and any other election-related materials that must be stored or transported in a sealed container. Once every four years, the board of county canvassers is responsible for conducting an inspection of every ballot container owned by every city or township in the board's county, as well as any ballot containers owned by the county itself.

### **Timing of the ballot container inspection**

In general, the ballot container inspection must be completed by June 1 of every year in which a gubernatorial election is held. Due to the ballot security period, however, if the county or any jurisdictions within the county hold a May election any ballot containers used during that election cannot be inspected until 30 days after the May election results have been certified. If the May election results are recounted, the board may conduct the ballot container inspection during that recount, even if the recount occurs during the ballot security period.

### **Conducting ballot container inspections**

A ballot container inspection can only be conducted if a quorum of the board of county canvassers is present. At least three members of the board must be present to constitute a quorum. The board can designate assistants to help with the inspection, but a quorum of board members must be present at all times that the inspection is underway.

A ballot container is inspected by verifying that the ballot container meets the following requirements:

- The ballot container includes a ballot box, a transfer case, or another vessel used to secure the contents of the container.
- The ballot container must be made of metal, plastic, fiberglass, or some other material that provides resistance to tampering.
- The ballot container must be capable of being sealed with a metal seal.

After inspection, each ballot container must be labeled with an "approved" or "disapproved" sticker provided by the Bureau of Elections.



## **Photographs of ballot container and seals**

Photographs of the ballot containers and seals approved for use in Michigan, as well as instructions on how to properly seal each approved container, are available at <https://www.michigan.gov/sos/elections/admin-info/voting-equipment-new/approved-ballot-containers>. Requests for additional seals or other equipment can be made by the county clerk through the eLearning center.



# XIV. Appendix: County Canvass Forms

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## County Canvass Checklist

Jurisdiction: \_\_\_\_\_ Precinct/AVCB: \_\_\_\_\_ Election Date: \_\_\_\_\_

The following records must be reviewed for accuracy and completeness.  
 Note: All Corrections must be made in red

<p><b>Poll Book Review:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Cover page.</b></li> <li><input type="checkbox"/> <b>Clerk's Preparation Certificate</b> must be complete and signed by the clerk or authorized assistant.</li> <li><input type="checkbox"/> <b>Chairperson's Oath</b> must be completed and signed by the chairperson and the person who administered the oath.</li> <li><input type="checkbox"/> <b>Election Inspector's Preparation Certificate/Group Oath</b> must be complete and signed by all election inspectors present at the opening of the polls.</li> <li><input type="checkbox"/> <b>Voter List Section</b> must include the name of every voter that was issued a ballot in precinct. <b>Absentee Voters</b> will appear on a separate AV List, and must be added to the in-person List of Voters. If absentee voters are processed through the EPB, names and ballots will be reflected on the List of Voters with an "AV" designation.</li> <li><input type="checkbox"/> <b>"Spoiled"</b> must appear in the remarks column next to the name of each voter for whom a replacement ballot was issued – in each case the original ballot number will be crossed out and replacement ballot number recorded. <i>If a replacement number is not noted, check for a remark on the Remarks Page.</i></li> <li><input type="checkbox"/> <b>"Envelope" or "Affidavit"</b> must appear in the remarks column next to the name of each voter whose ballot was processed as a provisional ballot.</li> <li><input type="checkbox"/> <b>Challenged Voter page</b> must document any challenges made at the election or the word "None" should appear indicating that no challenges were made</li> <li><input type="checkbox"/> <b>Write-in Tally page</b> must list the name of each "declared" write-in candidate that received a valid write-in vote (a separate entry should be made for each variation in names was written on ballots by the voters, e.g. Bob Smith, Clerk, Dem. I, Robert Smith, Clerk, Dem, III, Smith, Clerk, Dem, II. The word "None" should appear if no write-in candidates filed.</li> <li><input type="checkbox"/> <b>Remarks page</b> should document any unusual events that occurred during the course of the election. In addition, explanations for discrepancies in the poll list section, ballot summary and Election Inspectors Certificate should be noted along with notations regarding election inspectors who left prior to the close of the polls and the assignment of additional inspectors.</li> </ul>	<p><b>Certificate of Election Inspectors Review:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Ballot Summary</b> section must <i>accurately</i> account for all ballots received by the board including used, unused and absent voter ballots that were delivered for processing. Note: The number of ballots issued will be greater than the number of ballots tabulated if one or more provisional "envelope" ballots were issued as these ballots are <u>not</u> tabulated. In this case, verify that the word "Envelope" appears in the list of voters section next to the name of each voter who was issued an envelope ballot. The number of envelope ballots issued plus the number of ballots tabulated must equal the total number of voters according to the Poll Book.</li> <li><input type="checkbox"/> <b>Ballot container seal number</b> must be recorded and attested to by two inspectors.</li> <li><input type="checkbox"/> <b>If the program was removed from the tabulator</b>, the number on the seal used to seal the transport container must be recorded and attested to by two inspectors.</li> <li><input type="checkbox"/> <b>All inspectors present at the close of the polls must sign the certificate.</b> Check the oath section and remarks page to determine whose names should appear.</li> </ul> <p><b>Statements of Votes</b>                  Each copy must contain:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Signed copy of the Totals Tape</b> (all inspectors present at the close of the polls must sign).</li> <li><input type="checkbox"/> Record of all <b>write-in votes</b> as tallied in the Poll Book.</li> <li><input type="checkbox"/> <b>Ballot container seal number</b> and signatures of two inspectors that sealed the container.</li> <li><input type="checkbox"/> <b>Signatures of all inspectors</b> that were present at the close of the polls.</li> </ul> <p><input type="checkbox"/> <b>Verified Poll Book tabulator tape, Statements of Votes tabulator tape, and EMS Report totals match</b></p> <p><b>Errors/Omissions/Comments Report (to be delivered to the city/township/village clerk responsible for administering the election):</b> _____                  _____                  _____                  _____</p>
--	--



## County Canvass Checklist – Early Voting

Jurisdiction: \_\_\_\_\_ EV Site: \_\_\_\_\_ Election Date: \_\_\_\_\_

The following records must be reviewed for accuracy and completeness.  
Note: All Corrections must be made in red

### Poll Book Review:

- Cover page** properly identifies jurisdiction, Early Voting site, and election date.
- Clerk’s Preparation Certificate/Record of Seals** must be complete and signed by the clerk or authorized assistant.  
**Chairperson’s Oath** must be completed and signed by the chairperson and the person who administered the oath for each day of early voting.  
1 2 3 4 5 6 7 8 9
- Election Inspector’s Preparation Certificate/Group Oath** must be complete and signed by all election inspectors present at the opening of the polls for each day of early voting.  
1 2 3 4 5 6 7 8 9
- Zero Tape** must be attached at the opening of Early Voting in the Pollbook. Verify that is printed, signed and attached.  
**Voter List Section** must include the name of every voter that tabulated a ballot in early voting site. Verify that a voter list was printed and placed in the pollbook each day of early voting.
  - **“Undo”** there may be names of voters that have a line struck through, the voter list number will remain and increment on next entry, but the aggregated total of voters processed will not include lined out actions. *Review the Remarks page for any additional information captured, if any.*  
1 2 3 4 5 6 7 8 9
- “Envelope” or “Affidavit”** must appear in the remarks page for ballots processed as a provisional ballot.
- Challenged Voter/Process pages** must document any challenges made at the election or the word “None” should appear indicating that no challenges were made.
- Write-in Tally page** must list the name of each “declared” write-in candidate that received a valid write-in vote (a separate entry should be made for each variation in names was written on ballots by the voters) or transcribed from the Write In Report from tabulator, e.g. Bob Smith, Clerk, Dem. I, Robert Smith, Clerk, Dem, Ill, Smith, Clerk, Dem, Il. The word “None” should appear if no write-in candidates filed.  
**Remarks pages** should document any unusual events that occurred during the election. In addition, explanations for discrepancies in the poll list section, daily reconciliation/ballot summary and Election Inspectors Certificate should be noted along with

notations regarding election inspectors who left prior to the close of the polls and the assignment of additional inspectors.

1 2 3 4 5 6 7 8 9

### Opening Tabulator Suspend/Interrupt Report or Tape Present

1 2 3 4 5 6 7 8 9

### Closing Tabulator Suspend/Interrupt Report or Tape Present

1 2 3 4 5 6 7 8 9

### Certificate of Election Inspectors Review:

**Daily Reconciliation/Ballot Summaries** verify the daily status tapes, tabulator counts and number of voters match/balance for each day of early voting.

1 2 3 4 5 6 7 8 9

**Ballot container seal number** must be recorded and attested to by two inspectors of opposing major parties.

1 2 3 4 5 6 7 8 9

### Final Record of Seals completed.

#### Opening BOD Suspend/Interrupt Report

2 3 4 5 6 7 8 9 N/A

#### Closing BOD Suspend/Interrupt Report

1 2 3 4 5 6 7 8 9 N/A

#### Opening VAT Suspend/Interrupt Report

2 3 4 5 6 7 8 9 N/A

#### Closing VAT Suspend/Interrupt Report

1 2 3 4 5 6 7 8 9 N/A

**If the program was removed from the tabulator**, the number on the seal used to seal the transport container must be recorded and attested to by two inspectors of opposing major parties.

**All inspectors present at the close of the polls must sign the certificate.** Check the oath section and remarks page to determine whose names should appear.

1 2 3 4 5 6 7 8 9



**Statements of Votes: Final**

Each copy must contain:

- Signed copy of the Totals Tape** (all inspectors present at the final close of the polls must sign).
- Record of all **write-in votes** as tallied in the Poll Book.
- Ballot container seal number** and signatures of two inspectors of opposing major parties that sealed the container.
- Signatures of all inspectors** that were present at the final close of the polls.

**EMS Report and Tabulator Tape Verification**

- Verified Poll Book tabulator tape, Statements of Votes tabulator tape, and EMS Report totals match.**

**Errors/Omissions/Comments Report (to be delivered to the county/township clerk responsible for administering the election:**



## County Canvass Checklist – Pre-Processing

Jurisdiction: \_\_\_\_\_ AVCB: \_\_\_\_\_ Election Date: \_\_\_\_\_

The following records must be reviewed for accuracy and completeness.

Note: All Corrections must be made in red

### Poll Book Review:

**Cover page** properly identifies jurisdiction, Early Voting site, and election date.

**Clerk’s Preparation Certificate/Record of Seals** must be complete and signed by the clerk or authorized assistant.

**Chairperson’s Oath** must be completed and signed by the chairperson and the person who administered the oath for each day of early voting.

1 2 3 4 5 6 7 8 9

**Election Inspector’s Preparation Certificate/Group Oath** must be complete and signed by all election inspectors present at the opening of the polls for each day of early voting.

1 2 3 4 5 6 7 8

**Zero Tape** must be attached at the opening of Early Voting in the Pollbook. Verify that is printed, signed and attached.

**Absent Voter List Section** must include the name of every voter that tabulated a ballot in early voting site. Verify that a voter list was printed and placed in the pollbook each day of early voting.

1 2 3 4 5 6 7 8 9

**Challenged Voter/Process pages** must document any challenges made at the election or the word “None” should appear indicating that no challenges were made.

**Write-in Tally page** must list the name of each “declared” write-in candidate that received a valid write-in vote (a separate entry should be made for each variation in names was written on ballots by the voters) or transcribed from the Write In Report from tabulator, e.g. Bob Smith, Clerk, Dem. I, Robert Smith, Clerk, Dem, Ill, Smith, Clerk, Dem, Il. The word “None” should appear if no write-in candidates filed.

**Remarks pages** should document any unusual events that occurred during the election. In addition, explanations for discrepancies in the poll list section, daily reconciliation/ballot summary and Election Inspectors Certificate should be noted along with notations regarding election inspectors who left prior to the close of the polls and the assignment of additional inspectors.

1 2 3 4 5 6 7 8

### Opening Tabulator Suspend/Interrupt Report or Tape Present

1 2 3 4 5 6 7 8

### Closing Tabulator Suspend/Interrupt Report or Tape Present

1 2 3 4 5 6 7 8

### Certificate of Election Inspectors Review:

**Daily Reconciliation/Ballot Summaries** verify the daily status tapes, tabulator counts and number of voters match/balance for each day of early voting.

1 2 3 4 5 6 7 8

**Ballot container seal number** must be recorded and attested to by two inspectors of opposing major parties.

1 2 3 4 5 6 7 8

**Final Record of Seals completed.**

**If the program was removed from the tabulator**, the number on the seal used to seal the transport container must be recorded and attested to by two inspectors of opposing major parties.

**All inspectors present at the close of the polls must sign the certificate.** Check the oath section and remarks page to determine whose names should appear.

1 2 3 4 5 6 7 8

### Statements of Votes: Final

Each copy must contain:

**Signed copy of the Totals Tape** (all inspectors present at the final close of the polls must sign).

Record of all **write-in votes** as tallied in the Poll Book.

**Ballot container seal number** and signatures of two inspectors of opposing major parties that sealed the container.

**Signatures of all inspectors** that were present at the final close of the polls.

### EMS Report and Tabulator Tape Verification

**Verified Poll Book tabulator tape/report, Statements of Votes tabulator tape, and EMS Report totals match.**



**Errors/Omissions/Comments Report (to be delivered to the county/township clerk responsible for administering the election:**



## Sample of Canvass

MICHIGAN DEPARTMENT OF STATE  
Bureau Of Elections  
P.O. Box 20126  
Lansing, Michigan 48901  
Phone: (517) 373-2540

**OFFICIAL COUNTY VOTE TOTALS**  
(Summary of County Canvasser's Statement)  
**Presidential Primary Election**  
Tuesday, February 28, 2012

County: **ALCONA**  
County Code: (01)

Return To: MICHIGAN DEPARTMENT OF STATE  
Bureau Of Elections  
P.O. Box 20126  
Lansing, Michigan 48901  
Phone: (517) 373-2540

### IMPORTANT

#### FIVE STEPS FOR COMPLETION OF FORM

- 1.) Check for candidate name omissions on this form by comparing it against the candidate names printed on the county's ballots. If an omission is found, contact the Department of State's Bureau of Elections in Lansing.
- 2.) Enter all totals in words and numerals. Example: Three Hundred twenty-one (321). Do not fail to enter the county's Poll Book total below. When entering total number of votes cast for all candidates for a particular office, DO NOT include write-in votes cast for individuals who did not submit a Declaration of Intent form.
- 3.) Double check all entries for errors. There can be no discrepancies in the totals recorded on this form, the totals entered on the Official County Canvassers' Statement and the precinct results certified for your county. Complete accuracy is of extreme importance as the totals entered on this form represent the official record of the election.
- 4.) After completing the form, affix all required signatures and county seal on the last page.
- 5.) Mail the original copy of this form to the Department of State's Bureau of Elections as soon as it is completed.

---

#### POLL BOOK TOTAL

The TOTAL NUMBER OF PEOPLE voting at this election as shown by the POLL BOOK

was **ONE THOUSAND SEVEN HUNDRED THIRTY TWO**

(1732).

07/03/12 11:36:08

Page 1



# CANVASS OF VOTES CAST

## AT THE ELECTION

HELD ON

---

(DATE OF ELECTION)

## AND CANVASSED BY THE BOARD OF CANVASSERS

OF \_\_\_\_\_, \_\_\_\_\_ COUNTY, MICHIGAN  
(NAME OF COUNTY, CITY, TOWNSHIP OR VILLAGE)

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Order by Form No. 11-35



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Order by Form No. 11-35

**CANVASSER BOOK**

Specify whether General, Primary or Special Election



Sample EMS Generated Statement of Votes – Dominion

**Results per Precinct**  
**MI Cert 2016 12 Primary**  
**Unofficial**

5/23/2018 9:19



US Senator (R) (Vote for 1)

Precinct	Clark Durant - REP	Gary Glenn - REP	Randy Hekman - REP	Pete Hoekstra - REP
Meridian Township, Precinct 1	0	0	0	0
Meridian Township, Precinct 2	0	0	0	0
Meridian Township, Precinct 3	0	0	0	0
Meridian Township, Precinct 4	0	0	0	0
Meridian Township, Precinct 5	0	0	0	0
Meridian Township, Precinct 6	0	0	0	0
Meridian Township, Precinct 7	0	0	0	0
Meridian Township, Precinct 8	0	0	0	0
Meridian Township, Precinct 9	0	0	0	0
Meridian Township, Precinct 10	0	0	0	0
Meridian Township, Precinct 11	0	0	0	0
Meridian Township, Precinct 12	0	0	0	0
Meridian Township, Precinct 13	0	0	0	0
Meridian Township, Precinct 14	0	0	0	0
Meridian Township, Precinct 15	0	0	0	0
Meridian Township, Precinct 17	0	0	0	0
Meridian Township, Precinct 18	0	0	0	0
Meridian Township, Precinct 19	0	0	0	0
Meridian Township, Precinct 20	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Rep in Congress 8 (R) (Vote for 1)

Precinct	Brian Hetrick - REP	Vernon Molnar - REP	Mike Rogers - REP	Write-in





**Canvass Results**  
Oakland County Canvass Results  
Run Time: 11/15/2017  
Run Date: 11/15/2017

**Oakland County, Michigan**

November 7, 2017 Election

11/7/2017

Page 71 of 112

**Official Results**  
Registered Voters: 35253  
Precincts Reporting: 26

**Mayor - City of Royal Oak - Vote for not more than 1**

**Sample EMS Generated Statement of Votes – Hart**

Precinct	Michael Fournier	Mike D. Skinner	Cast Votes	Undervotes	Overvotes	Rejected write-in votes	Unresolved write-in votes	Precinct Ballots Cast	Absentee Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
Royal Oak, Precinct 1	327	144	471	15	0	1	0	339	148	487	2134	22.82 %
Royal Oak, Precinct 2 & 4	535	340	875	28	0	3	0	689	217	906	3977	22.78 %
Royal Oak, Precinct 3 & 11	433	282	715	25	1	0	0	541	200	741	3217	23.03 %
Royal Oak, Precinct 5 & 9	680	367	1047	23	0	1	0	791	280	1071	4250	25.20 %
Royal Oak, Precinct 6	389	219	608	20	0	3	0	495	136	631	2733	23.09 %
Royal Oak, Precinct 7 & 24	330	258	588	20	0	2	0	339	271	610	2860	21.33 %
Royal Oak, Precinct 8 & 13	870	552	1422	33	0	1	0	1012	444	1456	4488	32.44 %
Royal Oak, Precinct 10	285	187	472	12	0	0	0	356	128	484	1999	24.21 %
Royal Oak, Precinct 12 & 18	485	382	867	26	0	2	0	657	238	895	3781	23.67 %
Royal Oak, Precinct 14 & 16	805	547	1352	46	1	1	0	915	485	1400	4365	32.07 %
Royal Oak, Precinct 15	133	93	226	11	0	0	0	168	69	237	1574	15.06 %
Royal Oak, Precinct 17 & 20	660	630	1290	34	1	3	0	843	485	1328	3963	33.51 %
Royal Oak, Precinct 19	376	315	691	29	0	3	0	518	205	723	2613	27.67 %
Royal Oak, Precinct 21	249	207	456	18	0	2	0	256	220	476	2136	22.28 %
Royal Oak, Precinct 22	349	244	593	30	1	2	0	432	194	626	2184	28.66 %
Royal Oak, Precinct 23	196	142	338	9	0	1	0	249	99	348	1728	20.14 %
<b>Totals</b>	<b>7102</b>	<b>4909</b>	<b>12011</b>	<b>379</b>	<b>4</b>	<b>25</b>	<b>0</b>	<b>8600</b>	<b>3819</b>	<b>12419</b>	<b>48002</b>	<b>25.87 %</b>

Sample EMS Generated Statement of Votes – ES&S

NUMBERED KEY CANVASS

WEST BLOOMFIELD CHARTER TOWNSH

RUN DATE:05/30/08 02:23 PM

GENERAL ELECTION  
NOVEMBER 7, 2006

WITH 0 OF 27 PR

01 = REGISTERED VOTERS - TOTAL  
02 = BALLOTS CAST - TOTAL

TOTAL PERCENT  
47,565 0

03 = BALLOTS CA

	01	02	03
2001 W BLOOMFIELD CHRT TWP 01	2099	0	0
2002 W BLOOMFIELD CHRT TWP 02	2559	0	0
2003 W BLOOMFIELD CHRT TWP 03	1657	0	0
2004 W BLOOMFIELD CHRT TWP 04	1543	0	0
2005 W BLOOMFIELD CHRT TWP 05	1949	0	0
2006 W BLOOMFIELD CHRT TWP 06	1447	0	0
2007 W BLOOMFIELD CHRT TWP 07	1518	0	0
2008 W BLOOMFIELD CHRT TWP 08	1590	0	0
2009 W BLOOMFIELD CHRT TWP 09	1001	0	0
2010 W BLOOMFIELD CHRT TWP 10	1445	0	0
2011 W BLOOMFIELD CHRT TWP 11	1316	0	0
2012 W BLOOMFIELD CHRT TWP 12	2085	0	0
2013 W BLOOMFIELD CHRT TWP 13	2028	0	0
2014 W BLOOMFIELD CHRT TWP 14	1762	0	0
2015 W BLOOMFIELD CHRT TWP 15	1900	0	0
2016 W BLOOMFIELD CHRT TWP 16	1628	0	0
2017 W BLOOMFIELD CHRT TWP 17	2034	0	0
2018 W BLOOMFIELD CHRT TWP 18	1698	0	0
2019 W BLOOMFIELD CHRT TWP 19	2592	0	0
2020 W BLOOMFIELD CHRT TWP 20	1527	0	0
2021 W BLOOMFIELD CHRT TWP 21	1687	0	0
2022 W BLOOMFIELD CHRT TWP 22	2230	0	0
2023 W BLOOMFIELD CHRT TWP 23	1468	0	0
2024 W BLOOMFIELD CHRT TWP 24	1572	0	0
2025 W BLOOMFIELD CHRT TWP 25	1904	0	0
2026 W BLOOMFIELD CHRT TWP 26	1535	0	0
2027 W BLOOMFIELD CHRT TWP 27	1791	0	0

	VOTES PERCENT								WITH 0 OF 27 PR
STRAIGHT PARTY	01	02	03	04	05	06	07	08	
Vote for Not More Than 1									
01 = REPUBLICAN (REP)	0								05 = LIBERTARIA
02 = DEMOCRATIC (DEM)	0								06 = NATURAL LA
03 = GREEN (GRE)	0								07 = OVER VOTES
04 = U.S. TAXPAYERS (UST)	0								08 = UNDER VOTE
2001 W BLOOMFIELD CHRT TWP 01	0	0	0	0	0	0	0	0	
2002 W BLOOMFIELD CHRT TWP 02	0	0	0	0	0	0	0	0	
2003 W BLOOMFIELD CHRT TWP 03	0	0	0	0	0	0	0	0	
2004 W BLOOMFIELD CHRT TWP 04	0	0	0	0	0	0	0	0	
2005 W BLOOMFIELD CHRT TWP 05	0	0	0	0	0	0	0	0	
2006 W BLOOMFIELD CHRT TWP 06	0	0	0	0	0	0	0	0	
2007 W BLOOMFIELD CHRT TWP 07	0	0	0	0	0	0	0	0	
2008 W BLOOMFIELD CHRT TWP 08	0	0	0	0	0	0	0	0	
2009 W BLOOMFIELD CHRT TWP 09	0	0	0	0	0	0	0	0	
2010 W BLOOMFIELD CHRT TWP 10	0	0	0	0	0	0	0	0	
2011 W BLOOMFIELD CHRT TWP 11	0	0	0	0	0	0	0	0	





**Sample Addendum 2 – Proposals**

**STATEMENT OF VOTES**

5

		PUT FIGURES IN THIS COLUMN			
The whole number of votes given for and against the _____					
was _____					
of which number _____					
votes were marked <b>YES</b>					
and _____					
votes were marked <b>NO</b>					
<b>TOTAL VOTES,</b>					
The whole number of votes given for and against the _____					
was _____					
of which number _____					
votes were marked <b>YES</b>					
and _____					
votes were marked <b>NO</b>					
<b>TOTAL VOTES,</b>					
The whole number of votes given for and against the _____					
was _____					
of which number _____					
votes were marked <b>YES</b>					
and _____					
votes were marked <b>NO</b>					
<b>TOTAL VOTES,</b>					
The whole number of votes given for and against the _____					
was _____					
of which number _____					
votes were marked <b>YES</b>					
and _____					
votes were marked <b>NO</b>					
<b>TOTAL VOTES,</b>					

**NOTE: If using this sample addendum form, it will be necessary to supplement this form with the full text of each proposal.**





CERTIFICATE OF DETERMINATION

STATE OF MICHIGAN, }
COUNTY OF ..... } ss.

The Board of Canvassers of the ..... of .....
having Ascertained and Canvassed the Votes of said .....
at the ..... Election, held on the ..... day of .....
two thousand .....

Do Hereby Certify and Determine

- That ..... having received a sufficient number of votes is elected.
That ..... having received a sufficient number of votes is elected.
That ..... having received a sufficient number of votes is elected.
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That ..... having received a sufficient number of votes is elected.
That ..... having received a sufficient number of votes is elected.



**Certification of County Canvassers' Report**

That \_\_\_\_\_ having received a sufficient number of votes is elected.

That \_\_\_\_\_ having received a sufficient number of votes is elected.

That \_\_\_\_\_ having received a sufficient number of votes is elected.

That \_\_\_\_\_ having received a sufficient number of votes is elected.

That \_\_\_\_\_ having received a sufficient number of votes is elected.

That \_\_\_\_\_ having received a sufficient number of votes is elected.

That \_\_\_\_\_ having received a sufficient number of votes is elected.

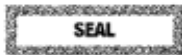
That \_\_\_\_\_ having received a sufficient number of votes is elected.

**Do Further Hereby Determine**

That the following Propositions or questions were passed or defeated as indicated below:

<p style="text-align: center; margin: 0;"><b>NAME OF PROPOSITION</b></p> <p>1. _____</p>	}	<p>Having <u>Received</u> Sufficient votes was <u>Passed</u>                  Having <u>Not Received</u> Sufficient votes was <u>Defeated</u></p>
<p style="text-align: center; margin: 0;"><b>NAME OF PROPOSITION</b></p> <p>2. _____</p>	}	<p>Having <u>Received</u> Sufficient votes was <u>Passed</u>                  Having <u>Not Received</u> Sufficient votes was <u>Defeated</u></p>
<p style="text-align: center; margin: 0;"><b>NAME OF PROPOSITION</b></p> <p>3. _____</p>	}	<p>Having <u>Received</u> Sufficient votes was <u>Passed</u>                  Having <u>Not Received</u> Sufficient votes was <u>Defeated</u></p>
<p style="text-align: center; margin: 0;"><b>NAME OF PROPOSITION</b></p> <p>4. _____</p>	}	<p>Having <u>Received</u> Sufficient votes was <u>Passed</u>                  Having <u>Not Received</u> Sufficient votes was <u>Defeated</u></p>

**In Witness Whereof,** We have hereunto set our hands and affixed the Seal of the \_\_\_\_\_ of \_\_\_\_\_  
(County, City, Township or Village) (County, City, Township or Village)  
 this \_\_\_\_\_ day of \_\_\_\_\_  
 in the year two thousand and \_\_\_\_\_



ATTEST:

\_\_\_\_\_  
CHAIRMAN,

\_\_\_\_\_  
 \_\_\_\_\_

} BOARD OF CANVASSERS

\_\_\_\_\_  
CLERK OF BOARD OF CANVASSERS.

\_\_\_\_\_  
CHAIRMAN OF BOARD OF CANVASSERS.



Sample of Partial County School  
Canvass

# CANVASS OF VOTES CAST

-AT THE-

## GENERAL ELECTION

-HELD ON-

NOVEMBER 4, 2014

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# ROCHESTER COMMUNITY SCHOOL DISTRICT

## OAKLAND COUNTY PORTION ONLY

CANVASSED BY THE BOARD OF COUNTY CANVASSERS  
OF  
OAKLAND COUNTY, MICHIGAN





**Official results**  
Registered Voters  
952,363 - 57,628 = 894,735  
Precincts Reporting  
49/103 = 47.67%

**Canvass results**  
Oakland County - Precincts Reporting  
11/7/2017  
11/15/2017

**Oakland County, Michigan**

November 7, 2017 Election

11/7/2017

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**Mayor - City of Royal Oak - Vote for not more than 1**

Precinct	Michael Fournier	Mike D. Skinner	Cast Votes	Undervotes	Overvotes	Rejected write-in votes	Unresolved write-in votes	Precinct Ballots Cast	Absentee Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
Royal Oak, Precinct 1	327	144	471	15	0	1	0	339	148	487	2134	22.82%
Royal Oak, Precinct 2 & 4	535	340	875	28	0	3	0	689	217	906	3977	22.78%
Royal Oak, Precinct 3 & 11	433	282	715	25	1	0	0	541	200	741	3217	23.03%
Royal Oak, Precinct 5 & 9	680	367	1047	23	0	1	0	791	280	1071	4250	25.20%
Royal Oak, Precinct 6	389	219	608	20	0	3	0	495	136	631	2733	23.09%
Royal Oak, Precinct 7 & 24	330	258	588	20	0	2	0	339	271	610	2860	21.33%
Royal Oak, Precinct 8 & 13	870	552	1422	33	0	1	0	1012	444	1456	4488	32.44%
Royal Oak, Precinct 10	285	187	472	12	0	0	0	356	128	484	1999	24.21%
Royal Oak, Precinct 12 & 18	485	382	867	26	0	2	0	657	238	895	3781	23.67%
Royal Oak, Precinct 14 & 16	805	547	1352	46	1	1	0	915	485	1400	4365	32.07%
Royal Oak, Precinct 15	133	93	226	11	0	0	0	168	69	237	1574	15.06%
Royal Oak, Precinct 17 & 20	660	630	1290	34	1	3	0	843	485	1328	3963	33.51%
Royal Oak, Precinct 19	376	315	691	29	0	3	0	518	205	723	2613	27.67%
Royal Oak, Precinct 21	249	207	456	18	0	2	0	256	220	476	2136	22.28%
Royal Oak, Precinct 22	349	244	593	30	1	2	0	432	194	626	2184	28.66%
Royal Oak, Precinct 23	196	142	338	9	0	1	0	249	99	348	1728	20.14%
<b>Totals</b>	<b>7102</b>	<b>4909</b>	<b>12011</b>	<b>379</b>	<b>4</b>	<b>25</b>	<b>0</b>	<b>8600</b>	<b>3819</b>	<b>12419</b>	<b>48002</b>	<b>25.87%</b>

**STATEMENT OF VOTES**

**ROCHESTER COMMUNITY  
SCHOOL DISTRICT**

The whole number of votes given for candidates for the office of		<b>BOARD MEMBER</b>				Put figures in this column			
was <b>Thirty one thousand eight hundred eighty-five</b>		3	1	8	8	5			
and they were given for the following named persons:									
PERSONS RECEIVING THE VOTES		NUMBER OF VOTES WRITTEN IN WORDS							
1.	Kristin Bull	Sixteen thousand seven hundred six							
2.	Michael Zabat	Fifteen thousand one hundred seventy-nine							
3.									
4.									
5.									
6.									
<b>TOTAL</b>		3	1	8	8	5			
The whole number of votes given for candidates for the office of		<b>BOARD MEMBER -- PARTIAL TERM ENDING 12/31/2016</b>				Put figures in this column			
was <b>Sixteen thousand nine hundred ninety-nine</b>		1	6	9	9	9			
and they were given for the following named persons:									
PERSONS RECEIVING THE VOTES		NUMBER OF VOTES WRITTEN IN WORDS							
1.	Sandra R. Fiaschetti	Sixteen thousand nine hundred ninety-nine							
2.									
3.									
4.									
5.									
6.									
<b>TOTAL</b>		1	6	9	9	9			



CERTIFICATE OF DETERMINATION

STATE OF MICHIGAN )  
 ) SS.  
COUNTY OF OAKLAND )

The Board of Canvassers of the COUNTY of OAKLAND  
(COUNTY, CITY, TOWNSHIP OR VILLAGE) (COUNTY, CITY, TOWNSHIP OR VILLAGE)  
having Ascertained and Canvassed the Votes of said ROCHESTER COMMUNITY SCHOOL DISTRICT  
(COUNTY, CITY, TOWNSHIP, VILLAGE OR SCHOOL)  
at the GENERAL Election, held on the 4TH day of NOVEMBER  
in the year Two Thousand FOURTEEN.

Do Hereby Certify and Determine that the preceding Statement of Votes reflect the ballots cast in Oakland County.



In Witness Whereof, We have hereunto set our hands and affixed the Seal of the Circuit Court of Oakland County this 14th day of NOVEMBER in the year TWO THOUSAND FOURTEEN.

ATTEST:

Jeanne Deane KA CHAIRPERSON  
William D. Gellman  
Shawn Hartman  
BOARD OF CANVASSERS

Lisa Brown  
CLERK OF BOARD OF CANVASSERS  
LISA BROWN

Jeanne Deane KA  
CHAIRPERSON OF BOARD OF CANVASSERS



**SCHOOL BOARD MEMBER  
ACCEPTANCE OF OFFICE AND OATH OF OFFICE**

Within 5 business days after the certification of a school board election, the school district's "election coordinator" is required to issue a "Certificate of Election" to each elected candidate. Within 10 business days after the issuance of the certificate, the newly elected candidate is required to file an "Acceptance of Office" with the secretary of the school board. The secretary of the school board is required to forward a copy of the "Acceptance of Office" to the school district's election coordinator. (MCL 168.308 and 309)

Before entering upon the duties of his or her office, an elected school board member must take and file the oath provided in Article XI, Section 1, of the State Constitution. (MCL 168.310(1)) The oath is filed with the secretary of the school board.

**ACCEPTANCE OF OFFICE**

I do hereby accept the office of Member of the Board of Education of \_\_\_\_\_  
(LEGAL NAME OF SCHOOL DISTRICT)

Michigan. Dated \_\_\_\_\_, 20 | \_\_\_\_\_  
SIGNATURE

**CONSTITUTIONAL OATH OF OFFICE**

STATE OF MICHIGAN )  
County of \_\_\_\_\_ ) SS

I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of this State, and that I will faithfully discharge the duties of the office of Member of the Board of Education of \_\_\_\_\_ according to the best of my ability.  
(LEGAL NAME OF SCHOOL DISTRICT)

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Name Printed or Typed

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20

\_\_\_\_\_  
Signature \*  
\_\_\_\_\_  
Title \*  
\_\_\_\_\_  
Name Printed or Typed \*

Subscribed and sworn to by \_\_\_\_\_ Name of Notary \_\_\_\_\_  
before me on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ Notary Public, State of Michigan, County of \_\_\_\_\_  
My commission expires \_\_\_\_\_  
Acting in the County of \_\_\_\_\_  
\_\_\_\_\_  
Signature of notary public

\* This information is requested if Oath of Office is taken before someone other than a notary public.  
(October 2009)

