ELECTION OFFICIALS’ ACCREDITATION
1. Housekeeping
2. Online Pre-Work
3. Attend In-Person Class
4. Online Post-Work
5. Take Exam in eLearning
CHAPTER 1
STRUCTURE OF MICHIGAN ELECTIONS

- Michigan Constitution
- Federal & State Judicial Rulings
- Attorney General Opinions
- Promulgated Rules
- Michigan Election Law
- National Voter Registration Act (NVRA)
- Uniformed & Overseas Citizens Absentee Voting Act (UOCAVA)
- Military & Overseas Voter Empowerment Act (MOVE)
- Help America Vote Act (HAVA)
- Controlling Legal Authority

The Michigan Constitution

Promulgated Rules

Controlling Legal Authority

Help America Vote Act (HAVA)

Military & Overseas Voter Empowerment Act (MOVE)

Uniformed & Overseas Citizens Absentee Voting Act (UOCAVA)

National Voter Registration Act (NVRA)

Michigan Election Law

Federal & State Judicial Rulings

Attorney General Opinions

The Michigan Constitution
## STRUCTURE OF MICHIGAN ELECTIONS

<table>
<thead>
<tr>
<th>Secretary of State</th>
<th>Board of State Canvassers</th>
<th>Board of County Canvassers</th>
<th>County Election Commission</th>
<th>Local Election Commission</th>
<th>Local Clerks</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>Board of State Canvassers</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Bureau of Elections</td>
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<tr>
<td>County Election Commission</td>
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<td>County Clerks</td>
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<tr>
<td>Local Election Commission</td>
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<tr>
<td>Local Clerks</td>
<td></td>
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</tr>
</tbody>
</table>
LOCAL ELECTION COMMISSION

City
- Clerk
- Attorney
- Assessor

Township
- Clerk
- Supervisor
- Treasurer

Charter Township
- Clerk
- Two Trustees Appointed by the Township Board
Open Meeting Required

- Approving Ballots
- Appointing Election Inspectors
- Public Accuracy Test
- Precinct Changes/Consolidations
- Adoption of resolution outlining delegated duties
TYPES OF ELECTIONS

- Presidential Primary
- Special Election
- City Election
- State Primary
- General Election
CITIZEN • checkbox

18 BY ELECTION • May register as early as 17.5

RESIDENT • 30 days prior to election
QUALIFIED VOTER FILE – DATA EXCHANGE

Branch Transaction

Drivers License File

Qualified Voter File

Local Clerk
VOTER REGISTRATION
QUALIFIED VOTER FILE INBOX

- **Moved To**
  - Cancels Voter
  - Pull Master Card and Retain 5 years

- **Moved From**
  - New Voter to the jurisdiction
  - Send Voter ID Card & Create Master Card

- **Changed Address To**
  - Voter’s address was updated within the jurisdiction
  - Send Voter ID Card & Update Master Card

- **New Voter**
  - New Voter to the State & jurisdiction
  - Send Voter ID Card & Create Master Card

- **Status Changed to Cancel**
  - Cancels Voter
  - Pull Master Card and Retain 5 years

- **Voter Info Updated**
  - Voter updated their name, DOB, gender, etc.
  - Send Voter ID Card (if nec.) & Update Master Card

- **Moved Out of State**
  - Cancels Voter
  - Pull Master Card and Retain 5 years

- **Surrendered License**
  - Moves voter to a verify status
  - No Action Required, state sends notice & sets CCD
**QUALIFIED VOTER FILE STRUCTURE**

<table>
<thead>
<tr>
<th>Date</th>
<th>St. Range</th>
<th>Odd/ Ext Range</th>
<th>Precincts</th>
<th>Districts</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/10/2012</td>
<td>121</td>
<td>123</td>
<td>00002</td>
<td>00002</td>
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<tr>
<td>02/10/2012</td>
<td>1295</td>
<td>1299</td>
<td>00001</td>
<td>00001</td>
</tr>
<tr>
<td>02/10/2012</td>
<td>200</td>
<td>498</td>
<td>00002</td>
<td>00002</td>
</tr>
<tr>
<td>02/10/2012</td>
<td>301</td>
<td>499</td>
<td>00002</td>
<td>00002</td>
</tr>
<tr>
<td>02/10/2012</td>
<td>100</td>
<td>699</td>
<td>00002</td>
<td>00002</td>
</tr>
<tr>
<td>02/10/2012</td>
<td>199</td>
<td>699</td>
<td>00002</td>
<td>00002</td>
</tr>
<tr>
<td>02/10/2012</td>
<td>200</td>
<td>799</td>
<td>00002</td>
<td>00002</td>
</tr>
<tr>
<td>02/10/2012</td>
<td>100</td>
<td>298</td>
<td>00002</td>
<td>00002</td>
</tr>
</tbody>
</table>

**Diagram: Street Index**
- Determines Precincts & Districts
- Feeds Driver File System
- Determines Ballots
### Michigan Voter Registration Application

**Branch Form**

**VOTER REGISTRATION APPLICATION SOURCES**

---

#### Important Notices

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

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

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

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

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

**IMPORTANT - SIGN TWO LINES BELOW**

**Are you a United States citizen?**
- [ ] Yes [ ] No

**Will you be 18 years of age on or before election day?**
- [ ] Yes [ ] No

If you checked "No" in response to either of these questions, do not sign this form.

- [X] Signature of Applicant

---

#### Moving into Michigan from out of state?

If you were registered to vote, enter your last address:

- Registered under the name of: __________________________
- Previous address: ____________________________________
- County: ___________________________________________
- City, State, Zip Code: ________________________________

---

#### Phone Number (optional)

__________________

#### E-mail Address (optional)

__________________

#### For Secretary of State Office Use Only

- [ ] Non-citizen previously registered in error
- [ ] Customer no longer wants to be registered
- [ ] Customer left without signing

---

**ED-74 (7/13) Authority Granted Under Act 110 of 1954**
VOTER REGISTRATION
APPLICATION SOURCES

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

Are you a citizen of the United States of America? □ Yes □ No
Will you be 18 ye
[Cut off]

If you check “No” in response to either of these questions

[Cut off]

Mail-In Form

Public Assistance Agencies Form

Renewal by Mail Form

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

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

Qualifications
Are you a citizen of the United States of America? □ Yes □ No
Will you be at least 18 years of age on or before election day? □ Yes □ No
If you are not a US citizen, do NOT complete this form

Driver license/state personal ID #

Location

Date

MICHIGAN CHANGE OF ADDRESS/VOTER REGISTRATION

[Cut off]
Ask voter for Picture ID

Complete Affidavit of Voter Not in Possession of Picture ID – if no picture ID

*Note: Voters who register in person with their local clerk on or after 4:00 pm on the Monday prior to the election can also obtain an absentee ballot.
Help America Vote Act (HAVA)

Must enter driver’s license number or last four digits of SS# on the registration form; or

Send or show at the time of voting a copy of photo ID or paycheck, bill, etc. with name and address (ID)

Does not apply to military and overseas voters
VOTER REGISTRATION
DETERMINING A COMPLETE FORM (NEW REGISTRANTS)

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

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

Verify Registration
- Incomplete address
- Missing date of birth
- Unsigned form (if previously registered)
- Branch application never received
- Citizenship question Unanswered
Branch Forms
- Data electronically transferred to QVF & in-box
- Verify forms received transferred to QVF
- Send Voter ID Card
- Create Master Card

Walk-in Registrants
- Verify photo ID or have voter complete the Affidavit
- Clerk enters into QVF – selecting Clerk’s Office for the Registration Location
- Send Voter ID Card
- Create Master Card

All Other Forms
- Clerk enters into QVF – selecting the correct Registration Location
- Send Voter ID Card
- Create Master Card
Up to 15\textsuperscript{th} day prior to election:

• Voter may register in person at an SOS branch office or by mail

Starting 14\textsuperscript{th} day prior to election:

• Voter must register \textbf{in person} with local clerk with residency verification in order to vote in next election. Mail-in registrants must be notified to apply in person

Election Day:

• Voter must register in person with local clerk with residency verification in order to obtain a ballot in that election
VOTER REGISTRATION
INACTIVE FILE

Voter who has not voted in six consecutive years

Voter who was sent a confirmation/cancellation notice

Remain eligible voters

Inactive voters are not counted toward precinct size limits
VOTER REGISTRATION CANCELLATIONS

- Voter authorizes in writing
- Voter is deceased
- Branch application received that states “Non-Citizen previously entered in error” or “Customer no longer wants to be registered” - Notice Required
VOTER REGISTRATION
VOTER DATA PUBLIC

Except:

• Driver license or state personal ID card numbers
• Month and day of birth
• Phone numbers and/or email addresses
• Source of voter registration
• Any information regarding refusal to register to vote
### CHAPTER 3  
**CANDIDATE FILINGS**

<table>
<thead>
<tr>
<th>Candidate with Political Party Affiliation – Partisan Office</th>
<th>Candidate without Party Affiliation - Partisan Office</th>
<th>Non-Partisan Candidate – Non-Partisan Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Partisan Nominating Petitions</td>
<td>• Qualifying Petitions</td>
<td>• Non-Partisan Nominating Petitions</td>
</tr>
<tr>
<td>• Some offices allow $100 filing fee in lieu of petitions*</td>
<td>• Affidavit of Identity</td>
<td>• Affidavit of Identity</td>
</tr>
<tr>
<td>• Affidavit of Identity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Filing deadline</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*beginning in 2019, Township offices now allow the $100 filing fee*
<table>
<thead>
<tr>
<th>Population</th>
<th>Partisan Petition</th>
<th>Non Partisan Petition</th>
<th>Qualifying Petition</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Min</td>
<td>Max</td>
<td>Min</td>
</tr>
<tr>
<td>0-9,999</td>
<td>3</td>
<td>10</td>
<td>6</td>
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<tr>
<td>10,000-24,999</td>
<td>20</td>
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<td>40</td>
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<tr>
<td>25,000-49,999</td>
<td>50</td>
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<td>50,000-74,999</td>
<td>100</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>75,000-99,999</td>
<td>200</td>
<td>400</td>
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<tr>
<td>100,000-199,999</td>
<td>300</td>
<td>500</td>
<td>600</td>
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<tr>
<td>200,000-499,999</td>
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<tr>
<td>500,000-999,999</td>
<td>1000</td>
<td>2000</td>
<td>2000</td>
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<tr>
<td>1,000,000-1,999,999</td>
<td>2000</td>
<td>4000</td>
<td>4000</td>
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<tr>
<td>2,000,000-4,999,999</td>
<td>4000</td>
<td>8000</td>
<td>6200</td>
</tr>
<tr>
<td>Over 5 million (state-wide)</td>
<td>15000</td>
<td>30000</td>
<td>30000</td>
</tr>
</tbody>
</table>
Provide Receipt of Filing
Verify form is complete
Must be signed and notarized
### CANDIDATE FILINGS

**PRELIMINARY INSPECTION – PETITIONS**

---

**NOMINATING PETITION**

**CITY/TOWNSHIP NONPARTISAN**

---

**INSTRUCTIONS ON REVERSE SIDE**

**1.**

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

---

**SIGNATURE**

**PRINTED NAME**

**STREET ADDRESS OR RURAL ROUTE**

**ZIP CODE**

**DATE OF SIGNING**

<table>
<thead>
<tr>
<th>NO.</th>
<th>SIGNATURE</th>
<th>PRINTED NAME</th>
<th>STREET ADDRESS OR RURAL ROUTE</th>
<th>ZIP CODE</th>
<th>DATE OF SIGNING</th>
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<tbody>
<tr>
<td>1</td>
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</tbody>
</table>

---

**CERTIFICATE OF CIRCULATOR**

The undersigned circulator of the above petition asserts that he or she is 18 years of age or older and a United States citizen, that each signature on the petition was signed in his presence, that he or she has neither caused nor permitted a person to sign the petition more than once or has no knowledge of a person signing the petition more than once, and that, to his or her best knowledge and belief, each signature is the genuine signature of the person purporting to sign the petition, the person signing the petition was at the time of signing a registered elector of the City or Township listed in the heading of the petition, and the circulator was qualified to sign the petition.

[Checkboxes and signatures needed here]

**CIRCULATOR – DO NOT SIGN OR DATE CERTIFICATE UNTIL AFTER CIRCULATING PETITION.**

---

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

---

Michigan Election Resources · Form No. 2005-2015 Revision · Approved by State Director of Elections
CANDIDATE FILINGS
REVIEW AND FINAL DETERMINATION

Acceptable

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

Unacceptable

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

- Supplemental Filings
- Withdrawal Deadline
- Public Record of Petitions
- Campaign Finance Filing Required
CHAPTER 4
WRITE-IN CANDIDATES

Declaration of Intent

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

Must be filed for write-in votes to count

Declaration requirement waived if a candidate dies after the write-in filing deadline

Form found at mi.gov/elections > Info for Candidates
WRITE-IN CANDIDATES
RECORDING VOTES

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

<table>
<thead>
<tr>
<th>Candidate's Name</th>
<th>Office</th>
<th>Party</th>
<th>Tally of Votes</th>
</tr>
</thead>
<tbody>
<tr>
<td>William Smith</td>
<td>Township Clerk</td>
<td>Republican</td>
<td>12</td>
</tr>
<tr>
<td>W. Smith</td>
<td>Township Clerk</td>
<td>Republican</td>
<td>2</td>
</tr>
<tr>
<td>Bill Smith</td>
<td>Township Clerk</td>
<td>Republican</td>
<td>21</td>
</tr>
<tr>
<td>Judith Jones</td>
<td>Township Clerk</td>
<td>Democrat</td>
<td>2</td>
</tr>
<tr>
<td>Judy Jones</td>
<td>Township Clerk</td>
<td>Democrat</td>
<td>3</td>
</tr>
<tr>
<td>Judith Jones</td>
<td>Township Clerk</td>
<td>Democrat</td>
<td>1</td>
</tr>
<tr>
<td>Judy Johns</td>
<td>Township Clerk</td>
<td>Democrat</td>
<td>1</td>
</tr>
<tr>
<td>Jim Taylor</td>
<td>State Rep - 33rd Di.</td>
<td>Republican</td>
<td>2</td>
</tr>
<tr>
<td>Jimmy Taylor</td>
<td>State Rep - 33rd Di.</td>
<td>Republican</td>
<td>1</td>
</tr>
</tbody>
</table>

Inspectors
Tally & Record
Name Variations

Canvassers
Determine
Acceptable
Variations
## Creation of Positions
- County Chair of each Party
- Certifies to County Election Commission
- By April 1st for August Primary

## Filing Requirements
- Affidavit of Identity (only)
- 13th Tuesday prior (file with county clerk)
- Represents precinct of residence
- Campaign Finance not required

## Write-In Candidate Declaration of Intent
- 4 p.m. Friday prior to the election (file with county clerk)
- Election Day (file with precinct board)
- Completed at Precinct
• **Eligibility:** ANY registered voter is eligible to obtain an absentee ballot for an upcoming election.
**ABSENTEE VOTING APPLICATION PROCESS**

Request must be in writing and must contain a voter executed signature:
Voter Requests to be placed on the list which is maintained in the QVF

Clerk sends application around two months prior to every election

If you do not keep a list, notify the voter via letter or postcard

Voters may now indicate on their AV Ballot Application that they wish to be placed on a permanent AV voter list.
ABSENTEE VOTING DEADLINES

5 p.m. Friday prior

4 p.m. Monday prior

4 p.m. Election Day

By Mail

In Person

Emergency
A voter who registers in person with their local clerk after 4pm the Monday prior to election may obtain an absentee ballot at the same time.

A voter who registers on election day may vote an absentee or ballot or return to the polling place at their discretion.

*The ballot may need to be processed as challenged depending upon the proof of residency provided by the voter – QVF or EPB will indicate.
**ABSENTEE VOTING**

**POSSESSION OF SIGNED APPLICATIONS - RESTRICTED**

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

---

**Certificate of Authorized Registered Elector Returning Absent Voter Ballot Application:**

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

X ____________________________  ___/___/____  Date

Signature of person assisting the voter

---

Complete only if assisting a voter with return of the application
Process within 24 hours of receipt

Check ID or have voter sign Affidavit, if issuing the ballot to the voter in person

Verify signature with QVF/master card

Record transaction in QVF

Do not send to a different residential address within the jurisdiction

Do not allow forwarding

No campaign material or Clerk’s name on ballot materials

Send by mail when possible
ABSENTEE VOTING
ANATOMY OF AN ABSENT VOTER BALLOT

Include:

- Ballot Marking Instructions
- Instructions for Absent Voters
- Secrecy Sleeve
- Correct Ballot
- Ballot Return Envelope
ABSENTEE VOTING
RETURN OF VOTED BALLOTS

Authorized

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

Assistance Statement

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

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

Signature of Person
Assisting Voter ____________________________

Print Name ____________________________________________

Address ____________________________________________

City, State, Zip _______________________________________

A PERSON WHO ASSISTS AN ABSENTEE VOTER AGREES TO BE ANSWERABLE FOR ANY FELONIES OR MISDEMEANORS COMMITTED IN THE COMMISSION OF THIS OFFENSE.
Verify signature on envelope

Record transaction in QVF

Securely store until Election Day

Voters who require a new ballot must submit this request in writing
**ABSENTEE BALLOTING**

- Process a ballot returned by a voter that signed the Affidavit of Voter Not in Possession of Picture ID as Challenged
- Reject a deceased or sentenced absentee voter’s ballot
- Posting of Absentee Voter Information required on Election Day – 3 times
MILITARY AND OVERSEAS VOTERS DEFINED

- Active Duty uniformed service or their dependent
- Merchant Marine or their dependent
- Civilian voter living overseas

Protected Voters
MILITARY AND OVERSEAS VOTERS
REGISTRATION PROCESS

- Federal Post Card Application (FPCA)
- Registration Deadline waived
- Last known address
- AV Application too
- Other forms OK
MILITARY AND OVERSEAS VOTERS
APPLICATION PROCESS

- FPCA or any other acceptable AV application

- Honor for every election in the calendar year

- Send ballot even if not registered with a registration form

- Tracking in QVF or EMP required
MILITARY AND OVERSEAS VOTERS
ELECTRONIC TRANSMISSION OF BALLOTS

- e-Mail, fax, postal mail
- QVF Ballot (can be postal mailed!)
- 45 day requirement
- Ballot tracking required
Verify addresses with FVAP or via email

Ballots and FWABs may NOT be submitted by fax or email

Use postage paid envelopes

Protected Voters are a priority
**Fail-Safe Ballot**

- Can be used to register
- Count if ballot sent is not returned
- Valid for all offices
- Candidate name or political party
- Must be duplicated
**Absent voter ballots can be processed in the precinct or in an AVCB**

<table>
<thead>
<tr>
<th>Election Commission:</th>
<th>AVCB Election Inspectors &amp; Challengers:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Appoints inspectors</td>
<td>• Sequestered until 8 p.m.</td>
</tr>
<tr>
<td>• Establishes AVCB</td>
<td>• Extra oath</td>
</tr>
<tr>
<td>• Determines location</td>
<td>• No cell phones</td>
</tr>
<tr>
<td>• Sets Election Day start time</td>
<td></td>
</tr>
</tbody>
</table>
Review applications & envelopes (not required in an AVCB)

Open return envelope, verify ballot number, & record on AV List or (e)Pollbook

Remove ballot stub from ballot keeping in the secrecy sleeve

Tabulate the ballots
ABSENT VOTER PROCESSING
TROUBLESHOOTING

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

Brought AV to Polls

• Call Clerk or check pile to verify not returned
• Complete Lost or Destroyed AV Affidavit

Lost or Destroyed Ballot

• Call Clerk or check pile to verify not returned
• Clerk Rejects AV in QVF as not to accept later in the day

Never Received Ballot

• Voters do not have the option to spoil and obtain a new ballot on election day if it has been received by the clerk.

Changed Their Mind
CHAPTER 9
ELECTION BALLOTS

Ballot Proofing

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

Name Rotation Required

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

Office Order
CHAPTER 10
PREPARATION OF ELECTION EQUIPMENT

Electronic Pollbook
- Now required of all jurisdictions!
- Become familiar in advance of election
- QVF update cannot take place until after 4pm on Monday
**CHAPTER 10**

**PREPARATION OF ELECTION EQUIPMENT**

**Voter Assist Terminal**
- Ensure the VAT is properly recording votes
- Preliminary Test
- Tabulation Test

**Tabulator**
- Ensure Tabulator is properly counting ballots
- Create a “test deck”
- Preliminary Test
- Public Test
PREPARATION OF VOTING EQUIPMENT
TABULATOR PROGRAMMING

- False “over vote” by ballot correction
- False “overvote” by invalid write-in
- “Blank” Ballot
- False “crossover” vote by ballot correction
- False “crossover” vote by invalid write-in
# PREPARATION OF VOTING EQUIPMENT

## TABULATOR PROGRAM TESTING AND SECURITY CERTIFICATION

<table>
<thead>
<tr>
<th>Precinct #</th>
<th>Tabulator Serial #</th>
<th>Memory Device Seal #</th>
<th>Memory Device Seal # (Dominion Only)</th>
<th>Prelim Test Date</th>
<th>Public Test Date (If Tabulator was tested at Public Test)</th>
</tr>
</thead>
</table>

Further the zero tapes, test deck, program predetermined results, and the results of the Preliminary Test were secured and sealed in an approved ballot container with seal number __________ on __/__/____.

/ ______________/ ______________
Member(s) of Election Commission or Authorized Assistant(s)

## PUBLIC ACCURACY TEST:

We, the Election Commission, hereby certify that notice of this test was published in accordance with Michigan Election Law prior to the conduct of the test and the container holding the testing materials was sealed with the seal recorded on the Preliminary Accuracy Test Certificate. The precincts listed above were tested at the Public Accuracy Test using the test deck prepared under the direction of the Election Commission and the results agree with the predetermined test deck results. In addition, the tabulators were reset to zero and memory devices were seeded with the seal numbers recorded on this form and on the Clerk’s Preparation Certificate in the Poll Book of the precinct to which the tabulator was assigned.

Further the zero tapes, test deck, program predetermined results, and results of the Public Accuracy Test were secured and sealed in an approved ballot container following the test with seal number ________________ on __/__/____.

/ ______________/ ______________
Member(s) of Election Commission

NOTE: If a vendor completed the preliminary testing and that vendor also programmed the election, the Election Commission Certification form is required to be completed.
CHAPTER 11
ELECTION DAY ISSUES

Maintaining Order

Secret Ballot
Environment free of campaigning
Transparent Process
Within your jurisdiction

Take direction from local law enforcement

Notify Bureau of Elections

Court order required to extend polling hours

Outside your jurisdiction

Do not take action

Await direction from Bureau of Elections

ELECTION DAY ISSUES
HANDLING EMERGENCIES
ELECTION DAY ISSUES – MISSING VOTERS

1. Look voter up in QVF – state-wide
2. Check for name variations or data entry errors
3. Does the voter indicate they registered before the close of registration?
4. Are they in the correct precinct?
ELECTION DAY ISSUES - MISSING VOTER REGISTRATIONS/PROVISIONAL BALLOTS

View Video
ELECTION DAY ISSUES
PROVISIONAL BALLOTS CLERK REVIEW

Authorizing election inspector on Election Day

- Check master cards
- Check QVF – state-wide
- Check outstanding or Rejected Registrations

6-Day Post Election Evaluation

- Double check items listed above
- Call QVF Help Desk
- Allow voter to bring in missing information
Voter Moved from Address Listed on Registration List

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

Outside the Jurisdiction

Less than 60 days – Cancellation Form and allowed to vote

60 days or more – go to new clerk and register on ED
ELECTION DAY ISSUES
PHOTO ID REQUIREMENT

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

Verify identification

- Photo ID
  - Authorize voter to proceed
- No Photo ID
  - Voter completes affidavit of voter not in possession of photo ID

If voter’s identity is in question, process as “Envelope” ballot without Provisional Ballot form.
ELECTION DAY ISSUES
FEDERAL IDENTIFICATION REQUIREMENT

Marked ID

Photo ID
Process as usual

Acceptable document with name and address
Sign Affidavit

Neither Photo ID or document
"Envelope" Ballot
Only complete appropriate box on Provisional Ballot Form

Must show ID before voting (Federal Requirement).
VOTING STATUS: Did not vote in precinct.
ELECTION DAY ISSUES
VOTERS WITH STATUS FLAGS

AV Sent

Must show ID

Verify Address

AV Received

Verify Signature
ELECTION DAY ISSUES
INSTRUCTING VOTERS

Step 1: Applications to Vote

Step 2: How to vote the ballot

Step 3: Inserting the ballot into the tabulator
ELECTION DAY ISSUES
ASSISTING VOTERS

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

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

3. Assistant allowed

Voter Assist Terminal
View Video
ELECTION DAY ISSUES
CHALLENGERS AND THE CHALLENGE PROCESS

View Video
Anyone interested in observing

- Public Area
  - May look at the pollbook at the Chairperson’s discretion
- Not allowed to challenge
- May not be a candidate
- May not approach voters
ELECTION DAY ISSUES
ELECTRONICS IN THE PRECINCT
ELECTION DAY ISSUES
EXIT POLLSTERS

- 20 foot from the entrance
- Not allowed in the building
- Not allowed to question voters upon entrance
ELECTION DAY ISSUES
OTHER

• Minor children allowed
• Ballot shortage

View Video
ELECTION DAY ISSUES
TABULATOR ISSUES

10 Foot Rule
Rejected Ballots – maintain secrecy
Use scripts provided
CHAPTER 12
PRECINCT CANVASS – CLOSING THE POLLS

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

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

Voted ballots
Unvoted ballots
Spoiled & Original ballot envelopes
VAT ballots
Certificate signed and seal number recorded
Properly sealed
View Video
PRECINCT CANVASS – CLOSING THE POLLS
PROCESSING FALSE READS

**Valid Markings**

- Yes
- X

**Invalid Markings**

- Overlapping circles
- Incorrect selection

**Corrections**

- Misread as mistake
- Counts for top position only

**Stray Marks**

- Incorrect placement
PRECINCT CANVASS – CLOSING THE POLLS
FALSE READS – DUPLICATION REQUIRED

False Overvote – Ballot Correction

Properly Duplicated

False Overvote – Invalid Write-In

Properly Duplicated
PRECINCT CANVASS – CLOSING THE POLLS SEALING CONTAINERS

Sealing Containers Video Link

Main Page for Specific Container Videos Link
Use is mandatory

Election Commission establishes by resolution

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

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

Receiving Board Inspectors complete checklist to ensure precinct will be recountable
Required - ensures recountability

Optional – ensures a good canvass and post-election audit
CHAPTER 13
APPOINTING & TRAINING ELECTION INSPECTORS

Qualifications

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

Appointment

- Made by Election Commission
- At least one person of each major political party
- At least three members
- Politically balance as near as possible
- Appointments must be forwarded to the major political parties
County Clerk or Clerk with population over 10,000
• Required to attend the BOE Train the Trainer course

Election Inspectors
• Minimum of once every two years
• County clerk must still provide training prior to every election
CHAPTER 14 - ESTABLISHING VOTING PRECINCTS & POLLING PLACES

- Clearly observable boundaries
- Not more than 2,999 active registered voters
- Local Election Commission approval and/or charter requirements
<table>
<thead>
<tr>
<th>Facilities that may be polling places</th>
<th>Other Considerations</th>
<th>Temporary Consolidations</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Publicly owned or controlled facility</td>
<td>• Must be accessible</td>
<td>• Multiple precincts in non-state elections</td>
</tr>
<tr>
<td>• Non-profit facility 501(c)3</td>
<td>• One facility may house up to 6 pcts</td>
<td>• No more than 5000 active registered voters</td>
</tr>
<tr>
<td>• Facility in which 150 persons reside</td>
<td>• May not be moved less than 60 days prior to an election</td>
<td>• Resolution by Election Commission</td>
</tr>
<tr>
<td></td>
<td>• Review logistics such as parking and room size</td>
<td>• Voters must be noticed unless in the same pct</td>
</tr>
<tr>
<td></td>
<td>• Voters must be noticed</td>
<td></td>
</tr>
</tbody>
</table>
PRECINCTS & POLLING PLACES
ARRANGING POLLING PLACES

- Maintain Voter Privacy
- Orderly Traffic Flow
- Public Area
- 10 Foot Tabulator Rule
CHAPTER 15
ELECTION DATES & SCHOOL ELECTION COORDINATION

Presidential Primary
March – every 4 years

1st Tuesday after 1st Monday
May

August

1st Tuesday after 1st Monday
November
Coordinating Committees

- Opt-in vs. Opt-out
- Registration and AV ballot issuance requirements of “Opt-out” jurisdictions
- Division of duties
- Reimbursement Costs
Cities may change City election date by resolution

Floater date available for School Districts
Weekend Hours of Operation Prior to Election Day: a city or township clerk must be available at his or her office to issue and receive absent voter ballots for any combination of at least eight hours on the Saturday, Sunday, or both before election day. 30 days prior to the election, the clerk must post and must notify the secretary of state of the hours of operation for the weekend immediately preceding the election.

Additional Hours and Locations: A city or township clerk may, with approval of the local legislative body, designate additional hours of operation and locations for the purpose issuing and receiving absent voter ballots. 30 days prior to the election, the clerk must post and notify the secretary of state of the additional hours of operation preceding the election.
Must review within 6 days
Voter may have provided enough information to count
Voter may submit missing ID or residency proof
Votes are hand tallied if they count
Secure counted ballots in a ballot container once counted
Must disclose the outcome
Register the voter
Submit eLearning Center Report
PRE & POST ELECTION RELATED INFORMATION

- Tie Votes
- Document Retention
- Post-Election Access to Voted Ballots
Pre & Post Election Related Information

Post-Election Audits

Selection
- Random for each County
- State Level

Focus
- Pre-Election Day Requirements
- Election Day Requirements
- Post-Election Day Requirements

Findings
- Evaluate Training Programs
- Find Solutions to Common Problems
- Reinforce with eLearning Assignments when Necessary
PRE & POST ELECTION RELATED INFORMATION
EAC SURVEY REPORTING

NVRA – Voter Registration Stats + MOVE Act – Military & Overseas Voter General Election Stats = EAC Biennial Survey
CHAPTER 17
LEGAL REMEDIES

RECOUNTS

Request
• Notarized Statement alleging error or fraud and identifying precincts
• $ deposit for each precinct
• Submit to County Clerk of Board of Canvassers

Process
• Ballot Containers reviewed
• Physical count of ballots
• Physical count of votes
# Clarity/Factual Review

<table>
<thead>
<tr>
<th>Recall Petitions Filed at the County Level</th>
<th>Notification Requirements</th>
<th>Conduct of Meeting</th>
<th>Appeal Process</th>
</tr>
</thead>
</table>

## CHAPTER 18

RECALL PROCESS
RECALL PROCESS

Petition Process

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