



# ELECTION NEWS

A special informational bulletin on the implementation of Michigan election law.

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Michigan Department of State - Terri Lynn Land, Secretary of State

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### **Voter Registration Deadline for August 4 Election Moved to July 7**

**The voter registration deadline for the August 4, 2009 election has been moved from Monday, July 6 to Tuesday, July 7, 2009. It is important that all "close of registration" notices published for the August 4 election reflect this change.**

The change in the registration deadline date is necessary as July 6 has been identified as one of six state "furlough days." This will result in the closure of all Secretary of State branch offices on July 6.

The August 4 election date calendars posted on the Department's Web site have been revised to reflect the registration deadline adjustment.

### **Materials Needed to Administer August 4 Election**

The following article outlines the election materials needed for the administration of the August 4 election which are available through the Department of State's Bureau of Elections.

***Election materials which can be ordered from the Bureau:*** The following materials can be ordered through the Michigan Department of State's Bureau of Elections if needed. An order form is included with this newsletter for your convenience.

- A. Voter information posters:** A minimum of two copies of the poster must be placed on display in each polling place. The poster complies with the requirements of Michigan election law. (The voter information poster prepared for the August 4 election can also be printed from the Bureau's Web site as explained below.)
- B. Audio version of voter information (cassette tape):** An audio version of the voter information must be available in each polling place. (The audio version of the voter information used during the 2008 election cycle can be used for the August 4 election.)
- C. Braille version of voter information:** A Braille version of the voter information poster must be available in each polling place. (The Braille voter information displays used during the 2008 election cycle can be used for the August 4 election.)

***Election materials which are available on the Bureau's Web site:*** The following materials needed to administer the upcoming August 4 election can be accessed on the Department of State's Web site [www.michigan.gov/sos](http://www.michigan.gov/sos). To locate the information, click on "Elections in Michigan"; on the Elections in Michigan page, click on "Information for Election Administrators."

- A. Voter information posters:** As noted above, a minimum of two copies of the poster must be placed on display in each polling place. The voter information posters can be printed from the Bureau's Web site. (Legal sized paper is needed to print the poster.)
- B. Provisional balloting materials:** Every polling place must be supplied with the materials needed to administer Michigan's provisional balloting process. The following materials can be accessed through the Web site: the "Four Step Procedure Form," the notices needed for distribution to voters who are issued a provisional "envelope" ballot, the "Procedure for Handling 'Envelope' Ballots Returned to Clerk's Office," and the "Provisional Ballot Report Form."
- C. Michigan voter identification implementation materials:** Every polling place must be supplied with the materials needed to administer Michigan's voter identification requirement. The following materials can be accessed through the Web site: Instructions for implementing Michigan's voter identification requirement, "Affidavit of Voter Not In Possession of Photo ID" (English and Spanish), informational notice for voters (English and Spanish) and voter processing flow charts.
- D. AutoMARK Voter Assist Terminal materials:** The following materials are available: "Accessible Voting Signage," "AutoMARK Election Inspector Guide," "AutoMARK Program Testing Procedures," "Sample Public Accuracy Test Notice," "Voting System Preparation Certificate," 10-minute instructional video and "AutoMARK Troubleshooting Guide."

## **Issuing Absent Voter Ballots for August 4 Election to Voters Outside U.S.: A Reminder**

Michigan election law stipulates that an **absent voter ballot request** sent to a city, township or village clerk by a uniformed services voter outside of the United States or a civilian voter outside of the United States must be honored for every election conducted through the balance of the calendar year.

All county, city and township clerks who will be involved in administering the upcoming August 4 election are reminded that an absent voter ballot for the election must be mailed to all uniformed services voters outside of the United States and all civilian voters outside of the United States who submitted an absent voter ballot request anytime after December 31, 2008. This means that all uniformed services voters outside of the United States and all civilian voters outside of the United States who received an absent voter ballot for the February 24, 2009 election or the May 5, 2009 election are automatically eligible to receive an absent voter ballot for the August 4, 2009 election.

City and township clerks must maintain a careful record of all absent voter ballot requests submitted by uniformed services voters outside of the United States and civilian voters outside of the United States to ensure compliance with the requirement that such requests must be honored for every election conducted throughout the calendar year.

## **Election Resources Available on Department's Web Site**

A wide variety of election related information and materials can be accessed through the Department's Web site [www.Michigan.gov/sos](http://www.Michigan.gov/sos). To locate, click on "Elections in Michigan"; on the Elections in Michigan page, click on "Information for Election Administrators." The information and materials currently available on the Web site include the following:

- Michigan election law.
- Michigan ballot production standards.
- August 4, 2009 Voter Information Poster (English and Spanish).
- August 4, 2009 election date calendar.
- September 15, 2009 village election date calendar.
- 2009 city election date calendar.
- November 3, 2009 election date calendar.
- 2010 election date calendars.

- Provisional balloting implementation materials.
- Election inspector training materials.
- Michigan voter identification requirement implementation materials.
- AutoMARK implementation materials.
- Archives of previous issues of *Election News* and *News You Can Use*.

<b>Have a Question or Need Assistance?</b>
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If you have a question or need assistance with your election related duties, please do not hesitate to contact the Michigan Department of State's Bureau of Elections. We will be happy to assist in any way possible!

<b>Mailing address:</b>	Michigan Department of State Bureau of Elections PO Box 20126 Lansing, MI 48901-0726
<b>Phone:</b>	(517) 373-2540
<b>Email:</b>	<a href="mailto:elections@michigan.gov">elections@michigan.gov</a>
<b>Fax:</b>	(517) 373-0941



STATE OF MICHIGAN  
 TERRI LYNN LAND, SECRETARY OF STATE  
 DEPARTMENT OF STATE  
 LANSING

**Order Form**  
**-- August 4 Election Materials --**

Return form via mail or fax to Ruth Lee, Bureau of Elections, P.O. Box 20126, Lansing, Michigan 48901-0726. Fax: (517) 373-0941.

**Jurisdiction name:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Submitted by:** \_\_\_\_\_

**Mailing address for supplies:** \_\_\_\_\_  
 \_\_\_\_\_

*Item*

*Quantity*

**Voter information posters\*:** \_\_\_\_\_

**Voter information in audio format  
 (Cassette tape):** \_\_\_\_\_

**Braille version of voter information:** \_\_\_\_\_

*Thank you!*

\* As an alternative, the voter information posters can be printed from the Bureau's website.