



# ELECTION NEWS

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

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Michigan Department of State - Ruth Johnson, Secretary of State

Issue No. 87

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### Materials Needed to Administer August 2 Election

The following article outlines the election materials needed for the administration of the August 2 election which are available through the Department of State's Bureau of Elections.

The Department of State's Bureau of Elections is not responsible for supplying election seals for the administration of the August 2 election. If election seals are needed for the election, they must be ordered through a commercial vendor. (The Bureau is responsible for supplying election seals for state and federal elections only.)

***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. English and Spanish versions of the poster are available. (The voter information poster prepared for the August 2 election can also be printed from the Bureau's website as explained below.)
- B. Audio version of voter information (CD):** An audio version of the voter information must be available in each polling place. (The audio version of the voter information used during the 2010 election cycle can be used for the August 2 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 2010 election cycle can be used for the August 2 election.)

***Election materials which are available on the Bureau's website:*** The following materials needed to administer the upcoming August 2 election can be accessed on the Department of State's website [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 website. English and Spanish versions of the poster are available. (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 website: 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 website: 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 can be accessed through the website: "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."

<b>Declaration of Intent Filing Deadline for August 2 Election Elapses on July 22</b>
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Any candidate who wishes to seek an office on the August 2 election ballot with write-in votes must file a Declaration of Intent with the filing official for the office no later than 4:00 p.m. on Friday, July 22.

If a candidate who appears on the ballot dies or is disqualified on or after the Wednesday immediately preceding the election, all write-in votes cast under the race involved count – including those cast for individuals who did not file a Declaration of Intent form. In the case of

the August 2 election, the waiver would be invoked if a candidate on the ballot dies or is disqualified on or after Wednesday, July 27.

**Issuing Absent Voter Ballots for August 2 Election to Absent Uniformed Services Voters and Overseas Voters**

Michigan election law stipulates that an absent voter ballot request sent to a city, township or village clerk by an absent uniformed services voter (inside the U.S. or outside the U.S.) or a civilian voter outside the U.S. must be honored for every election through the balance of the calendar year. (MCL 168.759a as amended under PA 50 of 2010)

Given the above, all county, city and township clerks who will be involved in administering the upcoming August 2 election are reminded that an absent voter ballot for the election must be mailed to all absent uniformed services voters and all civilian voters outside the U.S. who submitted an absent voter ballot request anytime after December 31, 2010.

**Election Resources Available on Department's Website**

A wide variety of election related information and materials can be accessed through the Department's website [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 website include the following:

- Michigan election law.
- August 2, 2011 Voter Information Poster (English and Spanish).
- 2011 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*.

**Have a Question or Need Assistance?**

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!

**Mailing address:** Michigan Department of State  
Bureau of Elections  
PO Box 20126  
Lansing, MI 48901-0726

**Phone:** (517) 373-2540

**Email:** [elections@Michigan.gov](mailto:elections@Michigan.gov)

**Fax:** (517) 373-0941



STATE OF MICHIGAN  
 RUTH JOHNSON, SECRETARY OF STATE  
 DEPARTMENT OF STATE  
 LANSING

**Order Form**  
**-- August 2 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:** \_\_\_\_\_  
 \_\_\_\_\_

<i>Item</i>	<i>Quantity</i>
<b>Voter information posters (English)*:</b>	_____
<b>Voter information posters (Spanish)*:</b>	_____
<b>Voter information in audio format (CD):</b>	_____
<b>Braille version of voter information:</b>	_____

*Thank you!*

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