

# Recall Process Manual: Filing and Canvassing Recall Petitions in Michigan

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# I. Getting started

## Where to file

Depending on the officer whose recall is sought, the petition will need to be filed with the Board of State Canvassers (Board) versus the County Board of Canvassers. The following positions must file with the Board of State Canvassers:

- Governor
- Lieutenant Governor
- Secretary of State
- Attorney General
- U.S. Senators
- U.S. Representatives
- State Senators
- State Representatives
- Members of the State Board of Education
- University of Michigan Board of Regents
- Michigan State University Board of Trustees
- Wayne State University Board of Governors
- County Executive
- Prosecuting Attorney
- County Clerk
- County Register of Deeds
- Clerk/Register of Deeds
- County Treasurer
- Sheriff
- Drain Commissioner
- Surveyor
- County Auditor



- County Road Commission

The following positions must file with the Board of County Canvassers:

- County Commissioner
- City, Village, or Township Officer
- School Board Members
- Elected District Library Board Members
- Elected Metropolitan District Members

This manual covers the process for filing petitions with the Board of State Canvassers. For information on filing a recall petition for an office not submitted with the Board, please contact the county clerk.

## **Filing timeframe limitations**

There are some timeframe limitations on when a recall petition can be filed against someone holding office. For officials serving a term of two years or less, a recall petition cannot be filed during the first and last six months of the term of office. For officials serving a term of more than two years, a recall petition cannot be filed during the first and last year of the term of office.

## **Candidate notification process**

When the Board receives a recall petition from a filer, the Board must notify the officer whose recall is sought within three business days.

The officer must be notified of certain information, which will be sent by email or first-class mail. This information includes the filing of the petition language, the date of filing, the contents of the petition language, and the time, date, and place of the Board's meeting to review the language in the petition.



## II. Board determination

### Factual and clarity hearing

#### The hearing

The Board is required to meet between the 10<sup>th</sup> and 20<sup>th</sup> calendar day after the filing of the recall language to conduct the review. Failure to adhere to this time frame results in the recall petition being upheld and determined to be sufficiently clear and factual. Notice of the scheduled meeting must be posted at least 18 hours in advance of the meeting.

The function of the Board is to “determine whether each reason for recall stated in the petition is factual and of sufficient clarity to enable the officer whose recall is sought and the electors to identify the course of conduct that is the basis for the recall.” MCL 168.951a. The Board does not rule on whether the petition includes *good* reasons for recall, rather, the Board is determining whether the issues presented are *factual* and *sufficiently clear*. If any reason for the recall is not factual or of sufficient clarity the entire recall petition is rejected. Both sides, the filer and the officer, may present written and oral arguments at the hearing.

Approval of a recall petition requires an affirmative vote of at least three members. After the meeting, members of the Board must provide a copy of their determination to the filer of the language and the officer that is having their recall sought. A regularly updated list of submitted recall language, and the Board’s clarity/factuality determination, is available on the Board of State Canvassers website.

A recall petition is valid for 180 days after the clarity/factuality is approved by the Board or the clarity/factuality is approved by the Circuit Court or 40 days after the date of the appeal, whichever is sooner.

#### Appealing a Board determination

An individual appealing a determination by the Board must file the appeal with the Court of Appeals within 10 days after the Board’s decision. MCL 168.951a. If an appeal is filed, then the recall petition is not valid for circulation until a determination is made on the appeal or until 40 days after the date of the appeal, whichever is sooner. MCL 168.951a(6).



## III. Circulation of a petition

Any recall petition must conform to specifications prescribed by the Michigan Election Law. There are two types of recall petition forms. The first type of petition form is designed for the recall of state, city, township, and school officers. The second type of petition form is designed for the recall of village officers. The county clerk is required to supply a blank recall petition form upon request.

A separate petition must be circulated for each officer who is being recalled. The reasons that are printed on the petition for the recall must be identical to the reasons that were approved by the Board. Petitions are circulated within the district that is represented by the officer who is being attempted to recall. Petitions must be circulated on a city/township petition form.

### Circulators

In order to circulate a petition, the person circulating must be at least 18 years old and a citizen of the United States. The circulator does not have to be registered to vote. The circulator must complete the "heading" of each petition sheet before the circulation of the petition with several pieces of information:

- The county and city or township where the sheet will be circulated or the village where the sheet will be circulated.
  - The sheet cannot be circulated outside of the county, city, township, or village specified in the heading.
  - Petitions cannot be circulated on a "countywide" basis.
- The name of the officer whose recall is being sought, the title of the office, and the office district (if available.)

A circulator cannot leave a recall petition unattended in a public place.

### Signatures

All signatures must be signed in the presence of the circulator. The circulator then must complete and date the "circulator's certificate" on the petition sheet after getting the last signature they intend to collect on the sheet. Any signatures that are received after the circulator's certificate are not counted. In order to sign a petition, the signers must be registered to vote in the



electoral district where the official that is attempting to be recalled holds office. Each signer must list their signature, address, zip code, and the date of signing. In a case where the petition is being circulated within a city or school district that crosses county lines, each signer must be instructed to execute their signature on a petition sheet bearing the name of their county of residence in the heading. A signer also cannot sign for anyone else such as their child, parent(s), or spouse.

The numbers of signatures that is needed to trigger a recall election is 25% of the votes cast in the officer's district for *all* candidates for the office of Governor in the last gubernatorial election. The county clerk is required to supply the minimum number of valid signatures needed upon written request. The figure must be calculated and delivered to the requester within five days after the county clerk's receipt of the request. If the fifth day is on a Saturday, Sunday, or holiday, then the county clerk has until the following business day to honor the request. **If signatures on a petition are dated more than 60 days before the filing of the petition, then those signatures are invalid.**





# IV. Filing signed recall petitions

## Where to file, timeframes, and process

### *Where to file*

After circulation, sponsors of a recall petition must submit the filing with the Secretary of State, Bureau of Elections. However, recall petitions seeking the recall of the Secretary of State must file the petition with the Governor.

### *Signature minimums*

Sponsors of a recall petition must gather and submit at least 25% of the total number of votes cast in the last preceding election for Governor in the specific district of the officer whose recall is being sought. Mich. Const. Art 2, Sec. 8.

### *Timeframes*

Petitions cannot be filed against an official during the first six months or last six months of the officer's term of office if the term of office is two years or less. Petitions also cannot be filed against an official during the first year and least year of the officer's term of office if the term of office is more than two years.

### *Process*

Sponsors must submit a complete filing that contains the minimum number of signatures required. Sponsors cannot submit additional petitions sheets or supplement the filing.

The Bureau of Elections will notify the officer whose recall is being sought of the filing of the recall petition. If the officer can be contacted by phone, the county clerk should immediately call after the filing has been made. Written notification by e-mail or mail must be forwarded to the officer no later than the business day following the date of the filing. The written notice must include:

- The date of the filing
- Inform the officer of the right to examine the petition and purchase copies if desired.
- Inform the officer of the right to challenge signatures on the petition and the deadline for signature challenges.



## **Determination of sufficiency/insufficiency**

### *Preliminary examination*

Once a recall petition has been submitted, the filing official shall examine the petition and determine if the recall petition is in proper form and whether a minimum number of signatures were submitted. MCL 168.961. This preliminary examination must be done within 7 days of the filing of the petition.

The Bureau first must conduct a face review of the entire recall petition in order to determine whether there are a minimum number of signatures submitted, the Bureau must look at the following:

- Signatures are on the proper petition form (city/township form)
- Proper completion of circulator certificate (zip, printing name not required)
- Proper completion of petition heading.
- Language matches approved recall petition language.

There is also a set of signature checks that look for:

- Complete address (zip not required)
- Date of signing is not after the date on the circulator certificate.
- Date is not earlier than the language approval date.
- Date is not older than 60 days before filing.
- No ditto marks for address lines or date.
- That address or date do not appear to be entered by someone other than the signer.

If the petition has enough signatures after this preliminary check, it proceeds to voter registration and signature checks. If the petition does not have enough signatures, the sponsor is notified of the insufficiency in writing.

### *Registration checks*

The Bureau is required to declare whether the recall petition contains a sufficient number of valid signatures on or before the 35<sup>th</sup> day after the filing of the petition. A signature entry is valid if the voter signs the petition and prints his or her street address or rural route, city or township where



registered to vote, and date of signing. (The signer's omission of his or her printed name or zip code is an acceptable variation.) Filing officials use the code "R" (registered) for valid entries. A signature is invalid if it contains one or more of the defects or omissions. The codes used to mark defects and omissions on petition sheets are shown in Appendix C.

The qualified voter file shall be used to determine the validity of recall petition signatures by verifying the registration of signers. If the qualified voter file indicates that, on the date the elector signed the recall petition, the elector was not registered to vote, there is a rebuttable presumption that the signature is invalid. If the qualified voter file indicates that, on the date the elector signed the recall petition, the elector was not registered to vote in the city or township designated on the recall petition, there is a rebuttable presumption that the signature is invalid.

### *Signature challenges*

An officer whose recall is sought must have at least 8 calendar days after the completion of the registration checks to review the clerks' findings and file challenges if desired. The officer may challenge the authenticity of a signature on the recall petition and/or the registration of an elector whose name appears on the recall petition. These challenges must be submitted in writing within 30 days after the date the petition was filed to the county clerk who accepted the filing. These challenges must contain specific reference to the signature(s) being questioned on the petition.

Upon receiving a written signature challenge from the officer involved, the Bureau will review the challenged signatures and determine that they accept or reject the challenge or determine that it overlaps with a signature rejected by the Bureau.

### *Certification of sufficiency or insufficiency of petition*

For petitions submitted with the Board of State Canvassers, the Secretary of State shall make an official determination on the sufficiency or insufficiency of the recall petition no later than the 35<sup>th</sup> day after petition filing date. If the recall petition does not have the minimum number of valid signatures required, the Bureau notifies the sponsor of the recall effort of the insufficiency of the petition. Copies of the notice are kept in the county clerk's files and sent to the officer involved. If the recall petition contains the minimum number of valid signatures required, the Secretary of State must call a special election to be conducted on the next regular election date that is at least 95 days after the date the recall petition was filed.



# V. Recall election

## Recall election candidates

The officer whose recall is being sought is automatically listed as a candidate in the recall election unless they withdraw. The officer has 10 days after the filing of the recall petition to withdraw from the election. If this happens then the partisan office and non-partisan office has some options.

- Partisan Office:
  - Candidates are nominated by the appropriate political party unit.
  - Filing deadline elapses at 5 pm on the 10<sup>th</sup> day following the issuance of the call for a recall election.
  - Candidates without political party affiliation may file a qualifying petition with at least 10% of the number of signatures required by 5 pm on the 10<sup>th</sup> day after the call for the recall election is issued.
- Non-Partisan Office:
  - Candidates file a non-partisan nominating petition containing at least 10% of the required number of signatures for the electoral district, or a \$100 filing fee.
  - Filing deadline is 4 pm on the 10<sup>th</sup> day following the issuance of the call for a recall election.

## Preparation and Production of Ballots

The County Election Commission of each county where the recall election will be conducted is responsible for the production of the ballots. Counties, cities, and townships involved in the recall election must bear the costs of the election with no reimbursement from the State.

## Canvassing and Certification of a Recall Election

The Board of State Canvassers is responsible for canvassing and certifying a recall primary and recall general election involving a state officer or county officer (except county commissioner.) Special recall elections involving a county commissioner, or any other local officer are canvassed and certified on the county level.



The candidate receiving the highest number of votes in the recall election is elected for the remainder of the term. Until certification is complete the officer whose recall is sought continues to perform the duties of office.

## **References to Recall Documents and Instructions**

- [Recall Petitions Submitted for Clarity/Factual Hearings, 2019-2023](#)
- [Petition Manual: Statewide Initiative, Referendum, Constitutional Amendment Petitions, Partisan Nominating Petitions for State and Federal Office, and Petitions for New Political Party](#)



# Appendix A: Procedure for evaluating petitions

## A. Petition sheet validity

Imperfections in the petition sheet heading, certificate of circulator, or body of the petition sheet may jeopardize the validity of signatures appearing on the sheet.

### *Defects in the petition heading which render an entire sheet invalid*

A petition sheet is invalid if it contains one or more of the following defects in the heading:

- The county of circulation is omitted.
- Two or more counties or a county not located in Michigan are listed.
- Required information concerning candidate or office sought omitted, including the candidate's name, residence address, party affiliation or indication of no party affiliation, the office sought, and the district served by the office (if any).

Note: In addition, candidates seeking judicial offices must follow the instructions for completing the heading that are printed on the reverse side of the Nominating Petition (Countywide Nonpartisan) form.

### *Defects in the certificate of circulator which render an entire sheet invalid*

A petition sheet is invalid if it contains one or more of the following defects in the circulator's certificate:

- The petition sheet is not signed by the circulator or is signed by more than one circulator.
- The circulator's date of signing is omitted, incomplete or earlier than the date entered by every petition signer.

**Note:** The petition sheet is invalid if the circulator merely prints his or her name and fails to sign the petition.



- The circulator’s residence address is omitted, incomplete or includes a P.O. Box in place of a street address or rural route.
- Attention nonresident petition circulators: A petition sheet is invalid if the circulator is not a Michigan resident and fails to mark the nonresident box in the certificate of circulator.

**Note:** The circulator’s failure to include the correct zip code, by itself, is not a fatal defect.

### *Other fatal defects that render an entire petition sheet invalid*

- Damaged, mutilated or torn petition sheets where any of the mandatory elements (heading, warning statements, circulator certificate, signer entries) are illegible or omitted.
- Sheets where any of the mandatory elements (heading, warning statements, circulator certificate, signer entries) are obscured or covered by white-out, permanent marker, stickers or other opaque material.

### *Acceptable sheet variations*

The following variations will not cause an entire petition sheet to be rejected:

- For all offices except certain judicial offices, the failure to include the “Term Expiration Date” does not render a petition sheet invalid if the filing official can ascertain which position the candidate is seeking. For example, if a candidate is seeking nomination or election to the office of County Clerk, the candidate is not required to include the “Term Expiration Date” because there is only one position to be elected. If there are multiple positions available with different term ending dates, the candidate should include the “Term Expiration Date.”
- The circulator’s signature is illegible.
- The circulator prints their name in space provided for the signature and signs in the space for printed name.
- The circulator omits their printed name.
- The circulator enters their cursive signature in space provided for printed name.
- The circulator omits their zip code or enters an incorrect zip code.



- An out-of-state circulator omits the county of registration.
- The circulator is a resident of Michigan and inadvertently checks the out-of-state circulator checkbox and/or writes the name of the Michigan county where he or she is registered to vote.

## **B. Validity of individual signatures**

Each signature on valid sheets is then examined to confirm that the signatory is a person registered to vote in Michigan, that the signature on the petition sheet matches the signature contained in the Qualified Voter File (QVF), and that the entry does not contain a fatal defect.

Signatures found to be invalid are reviewed a second time by another BOE staff member. Signatures challenged during the challenge period are reviewed by BOE staff.

Staff tally the number of valid/invalid sheets and valid/invalid signatures in the sample. A staff report is drafted for the Board of State Canvassers which includes a recommendation whether to approve or deny the petition for placement on the ballot.

### *Acceptable signature entries*

A signature entry is valid if the voter signs the petition and prints his or her street address or rural route, city or township where registered to vote, and date of signing. (The signer's omission of his or her printed name or zip code is an acceptable variation.) Filing officials use the code "R" (registered) for valid entries. A signature is invalid if it contains one or more of the defects or omissions. The codes used to mark defects and omissions on petition sheets are shown in Appendix H.

The following variations are acceptable and will not result in the rejection of an individual signature:

- The signature includes one or more of the signer's initials plus his or her last name. Acceptable entries include but are not limited to: J. Smith; J.B. Smith; Mrs. J. Jones; A. John Doe.
- The signature is illegible.<sup>1</sup>

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<sup>1</sup> Note, however, that if *all* of the personally identifiable information in the petition entry is illegible and cannot be validated (signature, printed name, address, city or township), the signature may be coded as invalid.





- All of the following variations are acceptable: The signer prints his or her name in space provided for the signature and signs in the space for printed name; signer omits his or her printed name; signer enters his or her cursive signature in space provided for printed name.

**Note:** A signature is invalid if the signer merely prints his or her name in the space provided for printed name yet fails to sign the petition, and the signature on file is a cursive signature.

- The signer is unable to sign his or her name and uses a signature stamp (instead of a pen-and-ink signature).
- The signer enters ditto marks in the space(s) provided for address, city or township, zip code or date of signing.
- On the date of signing, the signer was registered to vote in the city or township indicated but at a different street address within the same city or township.
- The signer writes the community’s name appearing in his or her “postal address”<sup>2</sup> in the space for city or township of registration.
- The signer omits his or her zip code or enters an incorrect zip code.
- The signer writes the name of a village or unincorporated place in the space for city or township of registration.

**Example 1:** Individuals who are registered to vote in Genesee Township, Richfield Township and Vienna Township have a Mt. Morris postal address. When signing a petition, these voters may write the name of the township where they are registered to vote or Mt. Morris in the “City or Township” column of the petition sheet, and either entry is valid.

**Example 2:** Parts of Texas Township are served by the Kalamazoo post office (zip code 49001) while other parts of the township are served by the Mattawan post office (zip code 49071). If a Texas Township registrant writes “Kalamazoo” in the city or township column but his or her postal address is Mattawan, the entry is invalid.

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<sup>2</sup> The term “postal address” refers to the name of the local post office. In some instances, the post office name will correspond to the name of the person’s city or township, but in other cases, the post office name differs. As a result, the jurisdiction written on the petition may not always correspond to the name of the city or township where the signer is registered to vote. Refer to [Usps.com](https://www.usps.com) for a list of local post offices by state.



**Example 3:** A signature is valid if the signer provides the name of an unincorporated place in the place for city or township of registration, and the signer is registered to vote in the township containing that unincorporated place. Examples of unincorporated places include but are not limited to: Hemlock (Saginaw County), Kincheloe (Chippewa County), Lambertville (Monroe County), Okemos (Ingham County), Union Lake (Oakland County), and Walloon Lake (Charlevoix County).

## C. Jurisdiction name variations

Abbreviations for jurisdiction names are acceptable if the abbreviation reasonably corresponds to the name of the appropriate city, township, local post office, unincorporated place, or village. Examples of commonly used abbreviations are listed in Appendix D.

## D. Signature verification

Circulators should encourage voters to sign petitions in a way that reasonably resembles the signature given for driver's license/state ID or voter registration purposes, but it is not necessary for the voter's signature to perfectly match the signature on file. Filing officials must perform their signature verification duties beginning with the presumption that a voter's petition signature is his or her genuine signature, as there are numerous legitimate reasons that may explain an apparent mismatch:

- Petition signatures are often written on a clipboard, which may cause the signature to appear more slanted or less precise than the signature on file, or cause breaks or pauses in a cursive signature.
- Petition signatures (or voter registration or pin-pad signatures collected during the driver's license/state ID application process) could have been written in haste.
- A medical condition or advancing age may cause the signature to be different.
- The electronic signature on file may be smaller or larger than the signature given on a petition sheet.
- The signature may have been written using a pen with a finer tip or one with fading ink as compared to the signature on file.


None of these differences will result in the invalidation of the petition signature. **If there are redeeming qualities in the petition signature as compared to the signature on file, the filing official should treat the**



**signature as valid.** Redeeming qualities may include but are not limited to similar distinctive flourishes, more matching features than nonmatching features, and Examples 1-5 below.

A voter's signature should be considered questionable only if it differs insignificant and obvious respects from the signature on file; refer to Examples 6-7 below. Slight dissimilarities should be resolved in favor of the voter whenever possible.



#	Petition Signature Verification Examples	Recommended Result
1.	Signature appears as if voter's hand is trembling or shaking, possibly due to a health condition or advancing age: <i>Catherine Metzger</i> versus 	Valid signature
2.	Only part of the signature matches the signature on file such as only the first letters of the first and last name match, but rest of signature does not match: <i>J. D.</i> versus <i>Jane Doe</i> <i>J. Doe</i> versus <i>Jane Doe</i>	Valid signature
3.	Signature is partially printed but at the same time, partially matches the signature on file: <i>Alice Robinson</i> versus <i>Alice Robinson</i>	Valid signature
4.	Signature is a recognized diminutive of the voter's full legal name: <i>Bill Smith</i> versus <i>William Smith</i>	Valid signature
5.	Signature style has changed slightly over time: <i>Lucinda Jones</i> versus <i>Lucinda Jones</i>	Valid signature
6.	Signature is entirely printed but signature on file is entirely written in cursive: JAMES DAVIS versus <i>James Davis</i>	Questionable signature
7.	Signature differs in multiple, significant and obvious respects: <i>John Hancock</i> vs 	Questionable signature
	 vs. 	Questionable signature



# Appendix B: Circulator best practices

## A. Circulators

Train your petition circulators, whether they are paid or volunteer circulators. Informing petition circulators of the requirements described in this publication can minimize the likelihood that whole petition sheets and individual signatures are rejected. Errors may be averted if circulators take the following actions:

- Write the name of the county of circulation in the heading of the petition.
- Ask potential signers whether they are registered to vote.
- Instruct signers to provide their street address or rural route where indicated; a P.O. Box is invalid.
- Remind signers to write the date of signing, not their date of birth.
- Review each signer's entry for completeness. If information is omitted, ask the signer to fill in the blank(s).
- Encourage signers to sign in a way that reasonably resembles the signature given for driver's license or voter registration purposes. It is not necessary for the signer's petition signature to be a perfect match with the signature on file. Refer to "Signature Verification" above.
- Once circulation of a petition sheet is complete, ensure that the circulator signs and dates the certificate of circulator and provides the required information. If the circulator is not a Michigan resident, he or she must also check the nonresident box in the bottom left corner of the petition sheet and write the name of the county where registered to vote, if any.

**If hiring paid circulators, petition sponsors and candidates should research circulator companies and check their work.** Candidates and petition sponsors should be sure they are hiring reputable companies or circulators that will collect and submit valid signatures as required by law. Petition sponsors and circulators should review petition sheets collected by circulators periodically during the collection period to ensure valid signatures are being collected and all required components are accurately completed to maintain signature and petition sheet validity.



## B. Crossing county lines

**Exercise care when circulating in or near cities and villages that cross county lines.**

Several cities and villages in Michigan overlap county boundary lines. When obtaining a signature from a voter who is registered in a city or village that crosses county boundaries, make sure the voter signs the petition sheet that aligns with the signer's county of registration.

## C. Quality control

**Implement a quality control process before filing the petition.**

Candidates are strongly encouraged to obtain a copy of the Qualified Voter File (QVF) for pre-filing verification purposes. Any petition signatures found to be invalid during the quality control process (i.e., because the street address or date is omitted) can be crossed out prior to filing; crossed out signatures are excluded when determining the maximum number of signatures filed.

**Review all petition sheets prior to filing** for completeness, especially the name of the county of circulation and the certificate of circulator.

**File enough signatures.** Candidates are strongly encouraged to gather and file substantially more signatures than the minimum number required. The number of excess signatures needed will vary depending on the vigorousness of the candidate's quality control process. Even if the petition has been verified by a professional signature gathering firm prior to filing, note that (1) A challenge may be filed against the sufficiency of the nominating or qualifying petition, and (2) There is a likelihood that some signatures or whole petition sheets may be found to be invalid during the canvass process.

**Note:** The information in this brochure is offered as a summary of the provisions governing the validity of petition signatures; it is not a complete description or interpretation of all pertinent laws. Questions may be addressed to: [MDOS-file-canvass@Michigan.gov](mailto:MDOS-file-canvass@Michigan.gov).

## D. Facilitating efficient review

**Submitting petition signatures to facilitate efficient review.** The Michigan Board of State Canvassers is responsible for canvassing petitions to determine whether a petition has sufficient valid signatures for placement on the ballot. The Michigan Bureau of Elections (BOE) supports the Board in this



responsibility by reviewing petition signatures and producing a staff report for the Board's review. The thorough review of petition signatures is a labor intensive and time-consuming process requiring significant personnel hours to sort, review, number, count and review the sample for a single petition.

The guidance below is offered to aid petition filers in submitting petition signatures to streamline the review process for placement before the BSC for determination.

- All petition sheets should be unfolded, flattened, and neatly organized.
- If petition sheets contain tear-off sections, tear-off sections should be completely removed prior to submission.
- All petition sheets should be sorted by number of signatures per sheet.
- All petition sheets should be sorted into bundles, with consistent numbers of sheets per bundle easily combined into a bundle of 100; for example, 25 or 50 per bundle.
- All bundles should be sorted into boxes, with a consistent number of bundles per box.
- Each box should include cover sheets containing estimates of the number of signatures and pages per box.
- Petition filers should cross out signatures (using a single strikethrough line with a ballpoint pen) and remove wholly invalid signature sheets it has identified prior to submission.

Note: The BOE cannot provide a specific estimate on how long it will take complete each canvass. These timelines are also affected by staff availability and other responsibilities.



# Appendix C: Signature coding

ENTRY CODE	CODE NAME	EXPLANATION												
SIGNATURE ERRORS														
CO	Crossed off	Signature was crossed out prior to filing.												
DUP	Duplicate	Voter signed petition multiple times, or signed nominating petitions for more candidates than there are persons to be elected to the office (e.g. 3 judicial candidates when there are 2 vacant positions).												
IS	Invalid Signature	The petition signature is omitted or does not sufficiently agree with the signature on file.												
NR	Not Registered	On the date of signing, the signer was not registered to vote anywhere in the city or township indicated. Note: If a signer is registered to vote at a different address within the same city or township as written on the petition, the signature is valid. Refer to examples below: <table border="0"> <tr> <td><u>Petition Address</u></td> <td><u>Registration Address</u></td> </tr> <tr> <td><u>Result</u></td> <td></td> </tr> <tr> <td>456 Maple St., Flint</td> <td>456 Maple St., Mt. Morris</td> </tr> <tr> <td>Invalid [NR]</td> <td></td> </tr> <tr> <td>123 Main St., Mason</td> <td>987 Maple St., Mason</td> </tr> <tr> <td>Valid [R]</td> <td></td> </tr> </table>	<u>Petition Address</u>	<u>Registration Address</u>	<u>Result</u>		456 Maple St., Flint	456 Maple St., Mt. Morris	Invalid [NR]		123 Main St., Mason	987 Maple St., Mason	Valid [R]	
<u>Petition Address</u>	<u>Registration Address</u>													
<u>Result</u>														
456 Maple St., Flint	456 Maple St., Mt. Morris													
Invalid [NR]														
123 Main St., Mason	987 Maple St., Mason													
Valid [R]														
ADDRESS AND JURISDICTIONAL ISSUES														
IA	Invalid Address	Address is blank, missing house number or street name, or PO Box listed.												
IC	Invalid City or Township	There is no city or township by that name located within the county listed at the top or the city or township field was left blank.												
NC	Nonexistent County	County listed does not exist (misspelled county is not "NC").												
OD	Outside District	The address given is located within the city or township listed, but outside of the electoral district for the office sought.												
R	Registered/Registered at Other Address in Jurisdiction	Registered at address provided on petition or registered at another address within city/township listed on the petition.												
DATE ERRORS														





DATE	Invalid Date	<ul style="list-style-type: none"> <li>• Signature is dated before the first date signatures may be circulated. For example, the signor provides the date of birth. Note: For qualifying petitions only, any signature that is dated more than 180 days prior to the date of filing is invalid.</li> <li>• Signature is dated before the filing of the petition (483a filing).</li> <li>• Signer's signature is dated after the circulator dated their signature.</li> <li>• Date is incomplete, illegible or missing.</li> </ul>
HEAD	Invalid Heading Entries	<ul style="list-style-type: none"> <li>• Failure to include candidate name, address, name of office, party affiliation (if applicable), and date of primary.</li> <li>• Failure to include whether incumbent, non-incumbent, or new position, or incorrect designation as such.</li> <li>• Font size deviates from requirements (Certain items are 24-point or 12-point font; everything else is 8-point font.)</li> </ul>
<b>FORM ISSUES</b>		
DMG	Damaged	Damaged, mutilated or torn petitions sheets that are damaged in a way that interferes with the presence of any of the mandatory elements (heading, warning statements, circulator certificate, signer entries).
FORM	Form Error	Incorrect form used or incorrect petition submitted with filing.
MRE	Missing Required Element	Missing a required element, e.g., warning cut off when printed, illegible words (crossed out with marker).
<b>CIRCULATOR ISSUES</b>		
CIRC	Circulator Information Missing	<ul style="list-style-type: none"> <li>• Failure to include the circulator name, complete residential address (street or rural route number, city or township and state).</li> <li>• Not signed by circulator.</li> <li>• Circulator date is omitted or illegible.</li> </ul>
OS	Out-of-State Box Blank	Out-of-state circulator failed to check non-residency box in the Certificate of Circulator.
PV	Paid/Volunteer Box Blank	Circulator did not mark paid/volunteer box.
<b>MISCELLANEOUS ERRORS</b>		
IL	Illegible	Unable to read enough information provided by the signer(s) to identify the signer.
MC	Miscellaneous	Miscellaneous errors identified not provided above.



## Appendix D: Jurisdiction name variations

Abbreviation	Corresponds to ...	County
AA, A <sup>2</sup>	Ann Arbor city, Ann Arbor Township	Washtenaw
BC	Battle Creek	Calhoun
BH	Benton Harbor	Berrien
BH, Blfd Hlls	Bloomfield Hills	Oakland
D'born	Dearborn	Wayne
D'born Hts	Dearborn Heights	Wayne
Det	Detroit	Wayne
EL, E Lan	East Lansing	Ingham
Farm	Farmington	Oakland
FH, Farm Hlls	Farmington Hills	Oakland
Fnt	Flint city, Flint Township	Genesee
GR	Grand Rapids	Kent
GP	Grosse Pointe	Wayne
GPF	Grosse Pointe Farms	Wayne
GPP	Grosse Pointe Park	Wayne
GPS	Grosse Pointe Shores	Wayne
GPW	Grosse Pointe Woods	Wayne
HP	Highland Park	Wayne
Kal, K'zoo	Kalamazoo	Kalamazoo
Lan	Lansing	Ingham
Musk	Muskegon	Muskegon
Sag	Saginaw city, Saginaw Township	Saginaw
SSM	Sault Ste. Marie	Chippewa
SH	Shelby Township	Macomb
SH, Ster Hgts	Sterling Heights	Macomb
S'fld	Southfield	Oakland
SCS	St. Clair Shores	Macomb
St. Joe	St. Joseph	Berrien
TC	Traverse City	Grand Traverse
WB	West Bloomfield	Oakland
Ypsi	Ypsilanti	Washtenaw

