

PROP 2022-02 UPDATE MAMC EDUCATION DAY

Bureau of Elections
UPDATED: September 21, 2023



PROPOSAL 2022-2 LEGISLATION

Public Acts 81-88 of 2023



8-BILL EARLY VOTING PACKAGE

Early Voting	PA 81 of 2023	(SB 367)
<i>Omnibus Budget Bill</i>	<i>PA 119 of 2023</i>	<i>(HB 4437)</i>
Prepaid postage/signature cure	PA 82 of 2023	(SB 370)
Early voting penalties	PA 83 of 2023	(HB 4696)
Ballot tracking	PA 84 of 2023	(SB 339)
Drop boxes	PA 85 of 2023	(HB 4697)
Permanent mail ballot list	PA 86 of 2023	(HB 4699)
Election ID definition	PA 87 of 2023	(SB 373)
Precinct size	PA 88 of 2023	(HB 4702)

Signed by the governor July 18, 2023

Effective 90 days after *sine die* (the date the legislature adjourns for the year)

EARLY VOTING REQUIREMENTS FOR BOE

Requirements for Secretary of State/Bureau of Elections (MCL 168.720c(2))

- Issue instructions and procedures to county and municipal election officials on the administration and conduct of early voting
- Advise and direct county and municipal election officials on conducting early voting
- Develop, acquire, or approve new technology for the early voting pollbook
- Create model county and municipal agreement templates that can be completed online
- Create model early voting plan templates for municipalities and counties that can be electronically transmitted to BOE
- Evaluate new voting system technology that produces ballots on demand or that may be used to cast and tabulate EV ballots
- Provide resources to prevent an elector from casting more than one ballot
- Provide guidance regarding the process for securing equipment and ballots after each day of EV
- Issue instructions regarding ballots produced by an on-demand ballot printing system

EARLY VOTING ADMINISTRATION

All voters must have access to an EV site. In order to achieve that, municipalities must do one of the following:

- Conduct EV as a **single municipality** as described in MCL 168.720e (municipality may go solo for presidential primary and enter agreement for following elections under 720d(4))
- Enter into a **municipal agreement** and jointly conduct EV with one or more other municipalities in the same county as described in MCL 168.720f
- Enter into a **county agreement** and authorize the county to conduct EV as described in MCL 168.720g

MUNICIPAL-COUNTY AGREEMENT REQUIREMENTS

- Names of participating municipalities/counties, and number of precincts in each participating municipality
- Name of the coordinator organizing and monitoring EV
- Name of the QVF controller
- Name of the board of election commissioners that will be appointing election inspectors and conducting testing of election equipment

MUNICIPAL-COUNTY AGREEMENT: PROCESS REQUIREMENTS

- Supervision and staffing of EV sites during each EV day
- Communication strategy for informing electors and publicizing EV
- Processes for the following:
 - Approving EV sites, days, and hours
 - Developing the EV budget and cost-sharing agreement
 - Determining which party will provide tabulators and poll books
 - Withdrawing from the agreement (requires 30 days' notice; cannot withdraw during the period beginning 150 days before first statewide general November election in an even year and ending after the county canvass)

TIMELINE

2024 Presidential Primary: February 27, 2024
(pending immediate effect or early *sine die* adjournment)

SEP 25, 2023

155 days before:
County clerk notifies municipal clerks whether county intends to conduct EV through county agreement

SEP 30, 2023

150 days before:
Municipal clerks notify county clerk whether municipality will conduct EV as a single municipality, enter into a municipal agreement, or enter into a county agreement

OCT 25, 2023

125 days before:
Municipal agreements and county agreements must be finalized and signed (90 days before a special statewide or federal election)

OCT 30, 2023

120 days before:
EV plans prepared (single municipalities and municipal agreements file with county clerk; county clerk that is party to a county plan prepares plan)

TIMELINE

2024 Presidential Primary: February 27, 2024
(pending immediate effect or early *sine die* adjournment)

NOV 9, 2023

110 days before:
County clerks
submit countywide
EV plan to SOS

NOV 29, 2023

90 days before:
Configuration
finalized for those
participating in
municipal or county
agreements

DEC 29, 2023

60 days before:
EV locations finalized

FEB 27, 2024

Presidential
Primary

(Presidential
primary will be
March 12, 2024 if
PA 2 of 2023 does
not take effect in
time)

EARLY VOTING PLANS

Early Voting Plans must be created by all three categories for EV (single municipalities, parties to a municipal agreement, and parties to a county agreement) and must include many of the same items required for the municipal and county agreements

- All single municipality plans and plans for those participating in a municipal agreement must be submitted to the relevant county clerk
- The county clerk will review all submissions for compliance and create a countywide early voting plan to SOS
- The county clerk must certify that the electors of each municipality are served by one or more EV site
- If any municipalities fail to submit an EV plan, the county clerk must indicate their names and what steps the county clerk has taken to determine their plan

EARLY VOTING GRANTS

1. The approved materials will be ordered by the county clerk or local clerk and billed to BOE (this method will likely be used for ***tabulators and VATs***)
2. A grant amount will be approved for the county, specifying the approved materials; the county clerk or local clerk will purchase the approved materials; the county clerk will submit the reimbursement request to BOE; BOE will transmit the grant amount to the county clerk (this will likely be used for ***staffing support reimbursement***)
3. The approved materials will be ordered through the BOE similar to the drop box procurement (this will likely be used for ***early voting poll book laptops***)

EARLY VOTING GRANTS

The following materials will be prioritized for the grant:

Electronic poll book laptops (EPBs): These will be ordered by and billed to BOE.

Number of Dell Latitude 5540 laptops (or equivalent model) requested:

Staffing support for August 2024 and November 2024: BOE anticipates that staffing support individuals will be reimbursed at \$15 per hour. To calculate the total cost, multiply the number of requested staffing support individuals by the number of hours, by \$15. Reimbursement for 2024 presidential primary early voting staffing will be rolled into the reimbursement for the presidential primary.

Number of staffing support individuals requested:

Total cost:

Tabulators: These will be ordered by the local or county clerk and billed to BOE. Note that the same tabulator may **not** be used at both an early voting site and an Election Day site.

Number owned and expected to be used for early voting:
--

Number requested:

Voting system vendor:

Cost per item requested:

Total cost:

Voter assist terminals (VATs): These will be ordered by the local or county clerk and billed to BOE. Note that the same VAT **may** be used at an early voting site and an Election Day site.

Number owned and expected to be used for early voting:
--

Number requested:

Voting system vendor:

Cost per item requested:

Total cost:

AV BALLOT DROP OFF AT EARLY VOTING SITE

- AV voter may bring AV ballot to EV site or to polling place on Election Day to put the ballot into a tabulator
- Voter should bring their ballot in its secrecy sleeve to the EV site or polling place (or a new secrecy sleeve will be provided), provide identification to the election official, and feed the ballot into the tabulator

Not effective until bill takes effect.

SPOILATION DEADLINE

Spoilation (current spoilation deadline applies until bill takes effect)

- Voters who have returned an AV ballot may spoil by 5pm on the second Friday before an election
- Other spoilation deadlines (lost or unreceived) remain unchanged
- However, an elector cannot spoil a ballot that has been tabulated (765b(9))

Not effective until bill takes effect.

PRECINCT SIZE

Increases the precinct size maximum number of active registered elector in a city, ward, township, or village from 2,999 to 5,000.

Not effective until bill takes effect.

Currently, MCL 168.661 requires precinct boundaries to be set in an even numbered year no later than 210 days ahead of the primary, which is January 9, 2024.

**EARLY VOTING TOOL
EARLY VOTING AGREEMENT
CONFIGURATIONS
OPENING AND CLOSING
PROCEDURES**



EARLY VOTING TOOL

Under active development to be utilized for the 2024 Presidential Primary election. Base functionality similar to current Epollbook with updates including necessary elements to run efficient and effective early voting sites. The early voting tool will have:

- **Live Connectivity** – This connection will be in real time allowing for ballot and voter status information be exchanged via secure connection between the Qualified Voter File (QVF) and the early voting tool. This will transmit ballot activity, voter history updates, and voter eligibility status.
- **Real time Updates** – The Early Voting tool will record and transmit ballot activity back and forth between the QVF and the early voting tool, removing the need for a download/upload of software and voting information during the early voting period. Current access to the Election Day EPB will remain unchanged.
- **Expanded Region Management** – This tool will allow for early voting regions to be defined based on early voting agreements. This expands voter information access beyond a single jurisdictions, if the early voting plan includes partnering jurisdictions or a county wide approach.
- **Ballot OnDemand Recording** – For jurisdictions utilizing Ballot OnDemand, the Early Voting tool will allow for recording of nonstandard ballot types to accurately reflect voter history.

EARLY VOTING TOOL

- The Early Voting Tool will be a web-based application that can function on the same type of laptop typically used for election day EPB. The machine utilized should have proper security protocols, allow for multiple USB ports for a YubiKey and any other approved devices. Use of laptops should be limited to Early Voting use. Full minimum and optimal specs can be found in eLearning.
- Reliable internet connectivity at Early Vote sites is vital to ensure information is being transmitted as needed to update voter records. In the event of unreliable internet connectivity, hot spots are recommended. In the event of connectivity or tool failure, BOE is creating a paper process to preserve continuity of early voting operations.

Questions about Early Voting Tool: Electiondata@michigan.gov

EARLY VOTING AGREEMENT CONFIGURATIONS

- Single municipality – low population
- Single municipality – high population
- Countywide or multiple municipalities – low population
- Countywide or multiple municipalities – medium population
- Countywide or multiple municipalities – high population

SINGLE MUNICIPALITY – LOW POPULATION

EVCB Site #1

Tabulator 1



Precinct 1 & 2

- Tabulator 1 Day # - all ballots stored in same ballot container.
- Tabulator 1 = Physical Pollbook 1.
- Physical Pollbooks tabbed by EV day for daily reports: oaths, seals, summary reports; followed by tabs for daily voter lists.
- There may be multiple laptops used as check-in stations for all tabulator/s.
- There may be a VAT (or VATs) used for ballot printing (ballot on demand) separate from VAT (or VATs) used for voting. VATs may be re-deployed for election day precinct/s.

Reporting:

Jurisdiction A Pct 1

Election Day ###

AVCB ###

EVCB Site 1 ###

Total Jurisdiction A Pct 1 ####

[above reporting breakdown repeated for each pct in jurisdiction]

SINGLE MUNICIPALITY – HIGH POPULATION

EVCB Site #1

Tabulator 1



Pct 1, 2 & 3*

Tabulator 2



Pct 4, 5, 6 & 7*

Tabulator 1 Day # - all ballots stored in same ballot container

Tabulator 2 Day # stored in same ballot container

Tabulator 1 = Physical Pollbook 1

Tabulator 2 = Physical Pollbook 2

- Physical Pollbooks tabbed by EV day for daily reports: oaths, seals, summary reports; followed by tabs for daily voter lists.
- There may be multiple laptops used as check-in stations for all tabulators.
- There may be a VAT (or VATs) used for ballot printing (ballot on demand) separate from VAT (or VATs) used for voting. VATs may be re-deployed for election day precincts.

Reporting:

Jurisdiction A Pct 1

Election Day	###
AVCB	###
EVCB Site 1	###
EVCB Site 2	###
EVCB Site 3	###
<u>EVCB Site 4</u>	<u>###</u>

Total Jurisdiction A Pct 1 ####

[a bove reporting breakdown repeated for each pct in jurisdiction]

* Best Practice: Distribute precincts across tabulators based on registered voters to balance the load.

COUNTYWIDE OR MULTIPLE MUNICIPALITIES – LOW POPULATION

EVCB Site #1

Tabulator 1



Jurisdiction A Pct 1, 2 & 3, Jurisdiction B Pct 1 & 2, Jurisdiction C Pct 1, 2 & 3, Jurisdiction D Pct 1

- Tabulator 1 Day # - all ballots stored in same ballot container.
- Tabulator 1 = Physical Pollbook 1
- Physical Pollbooks tabbed by EV day for daily reports: oaths, seals, summary reports; followed by tabs by jurisdiction for daily voter lists.
- There may be multiple laptops used as check-in stations for all tabulator/s.
- There may be a VAT (or VATs) used for ballot printing (ballot on demand) separate from VAT (or VATs) used for voting. VATs may be re-deployed for election day precinct/s.

Reporting:

Jurisdiction A Pct 1

Election Day ###

AVCB ###

EVCB Site 1 ###

Total Jurisdiction A Pct 1 ####

[above reporting breakdown repeated for each pct in jurisdiction]

COUNTYWIDE OR MULTIPLE MUNICIPALITIES – MEDIUM POPULATION

EVCB Site #1

Tabulator 1



Jurisdiction A Pct 1, 2 & 3

Tabulator 1 Day #-all ballots stored in same ballot container

Tabulator 1 = Physical Pollbook 1

- Physical Pollbooks tabbed by EV day for daily reports: oaths, seals, summary reports; followed by tabs by jurisdiction for daily voter lists.
- There may be multiple laptops used as check-in stations for all tabulators.
- There may be a VAT (or VATs) used for ballot printing (ballot on demand) separate from VAT (or VATs) used for voting. VATs may be re-deployed for election day precincts.

Tabulator 2



Jurisdiction B Pct 1 & 2

Tabulator 2 Day #-all ballots stored in same ballot container

Tabulator 2 = Physical Pollbook 2

Reporting:

Jurisdiction A Pct 1

Election Day ###

AVCB ###

EVCB Site 1 ###

EVCB Site 2 ###

Total Jurisdiction A Pct 1 ####

[above reporting breakdown repeated for each pct in jurisdiction]

COUNTYWIDE OR MULTIPLE MUNICIPALITIES – HIGH POPULATION

EVCB Site #1

Tabulator 1



Jurisdiction A

Pct 1, 2 & 3*

Jurisdiction B

Pct 12 & 13*

Tabulator 2



Jurisdiction C

Pct 52, 53 & 54*

Jurisdiction D

Pct 39 & 40*

Tabulator 1 Day # - all ballots stored in same ballot container

Tabulator 2 Day # - all ballots stored in same ballot container

Tabulator 1 = Physical Pollbook 1

Tabulator 2 = Physical Pollbook 2

- Physical Pollbooks tabbed by EV day for daily reports: oaths, seals, summary reports; followed by tabs by jurisdiction for daily voter lists.
- There may be multiple laptops used as check-in stations for all tabulators.
- There may be a VAT (or VATs) used for ballot printing (ballot on demand) separate from VAT (or VATs) used for voting. VATs may be re-deployed for election day precincts.

Reporting:

Jurisdiction A Pct 1

Election Day ###

AVCB ###

EVCB Site 1 ###

EVCB Site 2 ###


EVCB Site 3 ###

Total Jurisdiction A Pct 1 ####

[above reporting breakdown repeated for each pct in jurisdiction]

* Best Practice: Distribute precincts across tabulators based on registered voters to balance the load.

OPENING PROCEDURES



EARLY VOTING POLLBOOK

At the Election Held on: _____, 20____

Early Voting Location or #: _____


_____ City/Twp _____ County, Michigan

CLERK'S PREPARATION CERTIFICATE

Tabulator Serial #: _____	Voter Assist Terminal Serial #: _____
Tabulator Seal #: _____	Voter Assist Terminal Seal #: _____
Tabulator Seal #: _____	

I certify that the above 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 the seals bearing the seal numbers recorded above.

Signature of Clerk or Authorized Assistant _____ Date _____



EV Location or #: _____ DATE: _____

1. OATH OF CHAIRPERSON & ELECTION INSPECTORS

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 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 Early Voting site 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.
- Reset the number on the tabulator's public counter when opening the polls (today): _____
- Reset the number on the tabulator's public counter from previous day's close (yesterday): _____
- If the tabulator public counter numbers do not match today's open + yesterday's close, review the Remarks Section from the previous day. If unable to determine the mismatch cause, contact the clerk.
- 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 (performed on the first day of Early Voting only).
- 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 _____

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 _____	X _____
X _____	X _____

Taken, subscribed and sworn to before me on _____

Signature of Chairperson or Person Administering Oath



Inspectors required to complete one preparation certificate for each day of early voting, to be placed in the front of the pollbook binder under the appropriate daily tab.

OPENING PROCEDURES - CONTINUED

- Administer oath
- Check tabulator and VAT seals and serial numbers
- Sign oath
- Set up early voting location – signage, official postings/notices, flag, etc.
- Set up tabulators, voter assist terminals, early voting check-in laptops and printers.

OPENING PROCEDURES - CONTINUED

- First day: Inspectors run and sign zero tapes.
- Best Practice: each additional day have inspectors sign/initial and date tabulator tape.
- Verify tabulator scanned ballot count at opening against tabulator scanned ballot count from previous day closing summary.★
- Verify voting equipment storage security seal numbers against previous day closing summary.★
- Announce opening of the polls and commence with voting.

PROCESSING VOTERS

- Remarks page

- Tabulator changes (new serial/seal #'s, restart on ballots scanned), changes in laptops, changes in VATs, spoiled and unissued ballot, abandoned ballots, ballots stuck together, hourly List of Voters to Tabulator count check, tabulator jams

- Challenged voters

- Ballot on Demand

- Provisional envelope ballots

- Spoiled ballots

PROCESSING VOTERS - CONTINUED

[illegible]

■ Remarks page

- Tabulator changes (new serial/seal #'s, restart on ballots scanned), changes in laptops, changes in VATs, spoiled and unissued ballot, abandoned ballots, ballots stuck together, hourly List of Voters to Tabulator count check, tabulator jams

PROCESSING VOTERS - CONTINUED

CHALLENGE TO VOTER

★ ★ ★ ★ ★	
EV Location or #: _____	DATE: _____
CHALLENGED VOTER	
Please record any challenge that is placed against any voter that is offering to vote during Early Voting (please indicate the time the activity occurred):	
<div>Time: _____ Name of Challenger: _____ Name of Challenged Voter: _____ Voter's Phone No.: _____ Voter's Address: _____ Reason for Challenge: _____</div> <div>Board of Challenge: <input type="checkbox"/> Board of County and Precincts <input type="checkbox"/> Board of County <input type="checkbox"/> Board of Precincts <input type="checkbox"/></div> <div>Time: _____ Name of Challenger: _____ Name of Challenged Voter: _____ Voter's Phone No.: _____ Voter's Address: _____ Reason for Challenge: _____</div> <div>Board of Challenge: <input type="checkbox"/> Board of County and Precincts <input type="checkbox"/> Board of County <input type="checkbox"/> Board of Precincts <input type="checkbox"/></div> <div>Time: _____ Name of Challenger: _____ Name of Challenged Voter: _____ Voter's Phone No.: _____ Voter's Address: _____ Reason for Challenge: _____</div> <div>Board of Challenge: <input type="checkbox"/> Board of County and Precincts <input type="checkbox"/> Board of County <input type="checkbox"/> Board of Precincts <input type="checkbox"/></div> <div>Time: _____ Name of Challenger: _____ Name of Challenged Voter: _____ Voter's Phone No.: _____ Voter's Address: _____ Reason for Challenge: _____</div> <div>Board of Challenge: <input type="checkbox"/> Board of County and Precincts <input type="checkbox"/> Board of County <input type="checkbox"/> Board of Precincts <input type="checkbox"/></div> <div>Time: _____ Name of Challenger: _____ Name of Challenged Voter: _____ Voter's Phone No.: _____ Voter's Address: _____ Reason for Challenge: _____</div> <div>Board of Challenge: <input type="checkbox"/> Board of County and Precincts <input type="checkbox"/> Board of County <input type="checkbox"/> Board of Precincts <input type="checkbox"/></div>	

★ ★ ★ ★ ★

CHALLENGE TO PROCESS

★ ★ ★ ★ ★	
EV Location or #: _____	DATE: _____
CHALLENGED PROCEDURE	
Please record any challenge that is placed against any procedure that the Board of Inspectors is using during Early Voting (please indicate the time the activity occurred):	
<div>Time: _____ Name of Challenger: _____ Description of Challenged Procedure: _____ Result: _____</div> <div>Time: _____ Name of Challenger: _____ Description of Challenged Procedure: _____ Result: _____</div> <div>Time: _____ Name of Challenger: _____ Description of Challenged Procedure: _____ Result: _____</div> <div>Time: _____ Name of Challenger: _____ Description of Challenged Procedure: _____ Result: _____</div> <div>Time: _____ Name of Challenger: _____ Description of Challenged Procedure: _____ Result: _____</div> <div>Time: _____ Name of Challenger: _____ Description of Challenged Procedure: _____ Result: _____</div> <div>Time: _____ Name of Challenger: _____ Description of Challenged Procedure: _____ Result: _____</div>	

★ ★ ★ ★ ★

CLOSING PROCEDURES

- Complete daily reconciliation summary
- Tabulator scanned ballot count
- Total number of voters listed
- Number of Provisional Envelope ballots

★ ★ ★ ★ ★															
EV Location or #: _____	DATE: _____														
1. ELECTION INSPECTORS' COMPLETION CERTIFICATE & DAILY RECONCILIATION SUMMARY															
Upon closing down Early Voting site poll, we completed the following:															
<input type="checkbox"/> Recorded the number of ballots tabulated according to the number on the tabulator as: <input type="checkbox"/> Sealed all provisional envelope ballots for delivery to the Clerk and recorded the number as: <input type="checkbox"/> Recorded the number of voters according to the List of Voters as: <input type="checkbox"/> Verified the number of ballots tabulated plus provisional envelope ballots equals the number of voters and that if they do not, verified 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. <input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> Recorded all formal challenges made in the Early Voting site, if any, on the Challenged Page <input type="checkbox"/> Duplicated and tabulated any ballots requiring duplication, if any (performed after polls close on Election Day by closing board of inspectors) <input type="checkbox"/> Tabled all valid write-in votes, if any, and recorded the totals on the Write-In Statement of Votes (performed after polls close on Election Day by closing board of inspectors) <input type="checkbox"/> Attached a signed tabulator totals tape to the Early Voting Pollbook final summary page (performed after polls close on Election Day by closing board of inspectors) <input type="checkbox"/> Initial all rec paper seals used to seal envelopes	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> </table>														
2. SEAL VERIFICATION															
WE, the undersigned members of the Board of Election Inspectors, certify that all used and unused ballot or 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. _____	No. _____														
No. _____	No. _____														
WE, further certify that the sealing of the Tabulator lid or container, laptops, other voting equipment and materials were properly sealed by affixing seal(s):															
No. _____	No. _____														
No. _____	No. _____														
<input checked="" type="checkbox"/> Provisional Ballot Storage <small>Signature of Election Inspectors who received/sealed the Ballot Storage Container and the Transfer Container</small>	<input checked="" type="checkbox"/> Ballot Storage Container <small>Signature of Election Inspectors who received/sealed the Ballot Storage Container and the Transfer Container</small>														
3. SIGNATURES OF ALL PERSONS PRESENT AT THE CLOSE OF POLLS & CERTIFYING CERTIFICATE															
Please sign and provide your phone number:															
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CLOSING PROCEDURES

- Complete daily reconciliation summary
- Tabulator scanned ballot count
- Total number of voters listed
- Number of Provisional Envelope ballots

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 (noting 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 absentee voter ballots (if processed in the precinct).
- ☐ Duplicated and tabulated any 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 the upper right corner of all three copies of this page.

2. SEAL VERIFICATION

WE, the undersigned members of the Board of Election Inspectors, verify 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)) No. _____

WE further certify that the Tabulator and/or EPB Memory Devices, if removed, were properly sealed into an approved Transfer Container by affixing seal.

No. _____

☒ **Domestic Inspectors**

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

☒ **Republican Inspectors**

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.)

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

CLOSING PROCEDURES- CONTINUED

- Turn power off on tabulator per manufacturer instructions – do not run results! ★
- Secure scanned ballots in an approved ballot container, note seal numbers on daily reconciliation summary (to be developed).
- Seal the tabulator lid closed (Hart – around handle, ES&S – seal clam shell, Dominion – seal ballot box lid) using an appropriate state approved serialized seal, note seal numbers on daily reconciliation summary.
- Seal early voting laptop case closed through zipper and case handles using an approved serialized seal, note seal numbers on daily reconciliation summary. Store laptops with voting equipment.

CLOSING PROCEDURES - CONTINUED

- Store voting equipment and Physical Pollbook Binder in a controlled access locking closet/room, cabinet or cage such as a 'tiger cage'.
- Best practice: if possible, attach a telescoping pole to cabinet or cage prohibiting removal from building.
- Best practice: chain of custody for pollbook binder – place in pollbook envelope or banker's box and red paper seal. Store with voting equipment, laptops and unused ballots.

CLOSING PROCEDURES - CONTINUED

- Following last day of Early Voting the local clerk or early voting supervisor will deliver the electronic voting equipment, ballot containers and other election materials to the clerk who will oversee the closing off the election after the polls close on Election Day.
- At 8 p.m. on Election Day, an 'Early Voting Receiving Board' or 'Early Voting Closing Inspectors' will gather at the posted location to close early voting machines and finalize early voting Statement of Votes records including Write-in tallies.

CLOSING PROCEDURES - CONTINUED

- Write-in statement of votes

- Tally of write-in votes will be performed by closing board of inspectors after the close of polls on Election Day.
- Tallies will be taken using the write-in image report from the tabulator printed by the closing board of inspectors after the close of polls on Election Day.

[illegible]

FORMS TO BE DEVELOPED

- Redesigned Oath Page/Election Inspector Preparation Certificate
- Daily Reconciliation Summary
- Redesigned Certificate of Election Inspectors
- Early Voting Receiving Board Checklist to include write-in tally procedures from the final totals tape to be completed at early vote site. (images must be on at programming).
- Ballot Container Certificates

Possible Updates:

- Applications to Vote
- Other Chain of Custody Documents/Control Documents/Delivery Receipts

ELECTION DOCUMENTS TO BE UPDATED

- Election Official Accreditation Manual
- Election Inspectors' Procedure Manual (Flip Chart)
- Voter Information Posters (posted in polling places)

Possible Additions:

- Early Voting Signage
- Voter education information

TRAINING UPDATE FOR 2024

- September 2023: Clerk Focus Groups on Early Voting Procedures and Forms—3 in-person, 1 virtual
- September/October 2023: Regional Early Voting Procedure and Forms Training
- October 2023: Updated in-person Election Official Accreditation
- December 2023/January 2024: Train the Trainer Certification
- February 2024: Introduction of Early Voting for County Canvassers
- February 2024: Early Voting Tool Training
- June 2024: Election Cycle Update/Prop 2 focused County by County Training
- July 2021: Continuation of County Canvasser Training

FEEDBACK AND OUTSTANDING QUESTIONS

- If you have future questions or concerns, please contact us:

- Phone: 517-335-3237

- Email:

Procedural Questions EASupport@michigan.gov

Early Voting Tool Questions Electiondata@michigan.gov

