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)
Omnibus Budget Bill	*PA 119 of 2023*	*(HB 4437)*
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	SEP 30, 2023	OCT 25, 2023	OCT 30, 2023
155 days before: County clerk notifies municipal clerks whether county intends to conduct EV through county agreement	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	125 days before: Municipal agreements and county agreements must be finalized and signed (90 days before a special statewide or federal election)	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)

MDOS0000017

TIMELINE

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

NOV 9, 2023	NOV 29, 2023	DEC 29, 2023	FEB 27, 2024
<u>110 days before:</u> County clerks submit countywide EV plan to SOS	<u>90 days before:</u> Configuration finalized for those participating in municipal or county agreements	<u>60 days before:</u> EV locations finalized	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

<u>Spoilation</u> *(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
- <u>However, an elector cannot spoil a ballot that has been tabulated</u> (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.

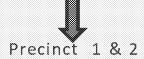Questions about Early Voting Tool: Electiondata@michigan.gov

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 1 Day # - all ballots stored in same ballot container

Tabulator 1 = Physical Pollbook 1

Tabulator 2

↓

Pct 4, 5, 6 & 7*

Tabulator 2 Day # stored in same ballot container

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	###
EVCB Site 4	###
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.

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.
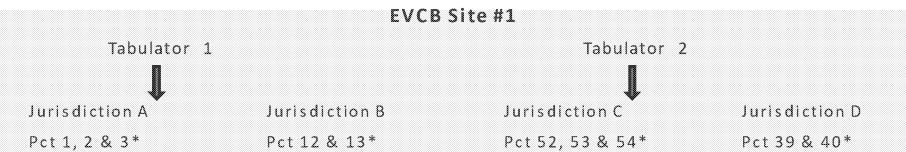
Reporting:

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	Tabulator 2
↓	↓
Jurisdiction A Pct 1, 2 & 3	Jurisdiction B Pct 1 & 2

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	###
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 ⬇   Tabulator 2 ⬇

Jurisdiction A	Jurisdiction B	Jurisdiction C	Jurisdiction D
Pct 1, 2 & 3*	Pct 12 & 13*	Pct 52, 53 & 54*	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]
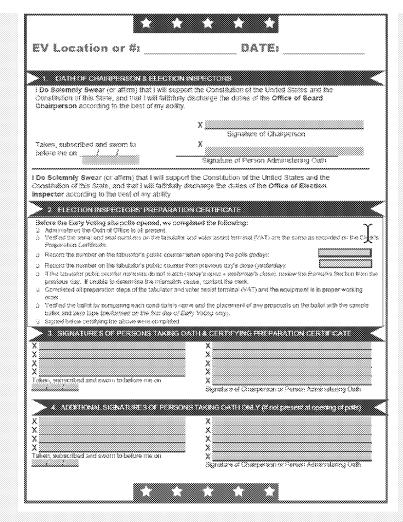
* Best Practice: Distribute precincts across tabulators based on registered voters to balance the load.

OPENING PROCEDURES

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.

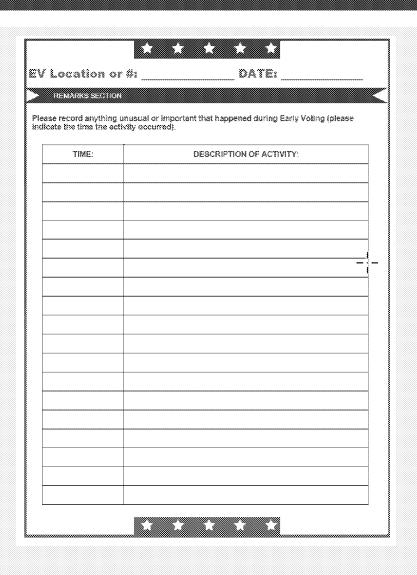- Set up tabulators, voter assist terminals, early voting check-in laptops and printers.

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.
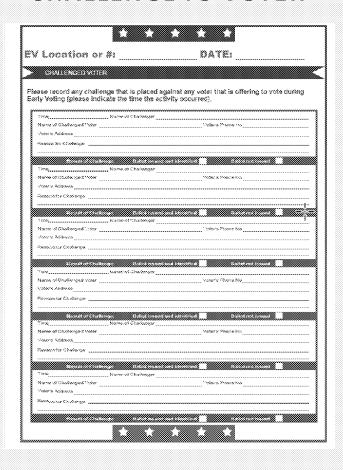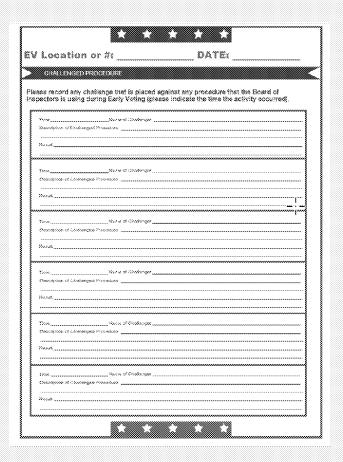
PROCESSING VOTERS

- 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

EV Location or #: _____ DATE: _____

REMARKS SECTION

Please record anything unusual or important that happened during Early Voting (please indicate the time the activity occurred).

TIME:	DESCRIPTION OF ACTIVITY:

- 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

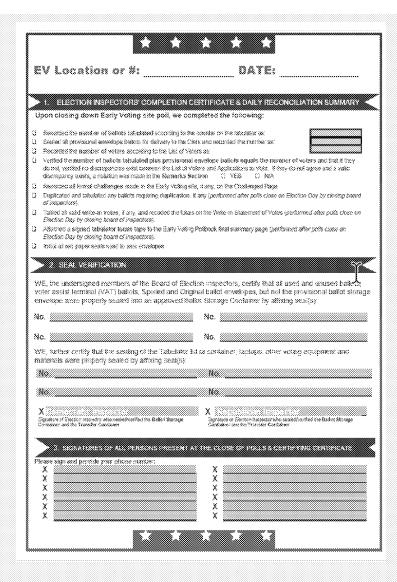# PROCESSING VOTERS - CONTINUED

CHALLENGE TO VOTER

CHALLENGE TO PROCESS

CLOSING PROCEDURES

■Complete daily reconciliation summary

- ■Tabulator scanned ballot count
- ■Total number of voters listed
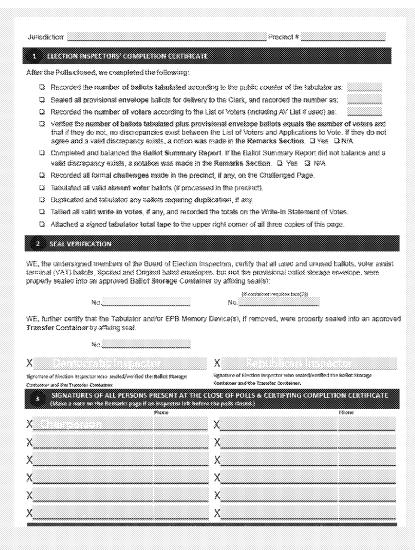- ■Number of Provisional Envelope ballots

CLOSING PROCEDURES

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

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.
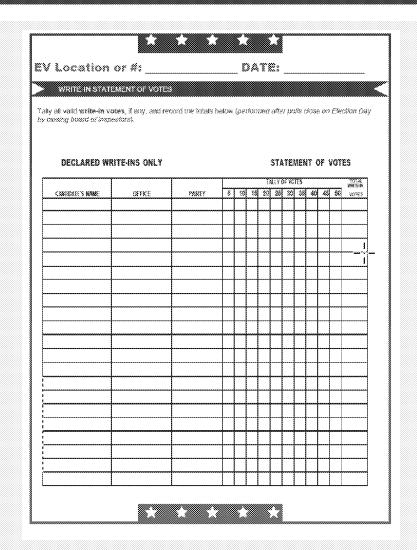
CLOSING PROCEDURES - CONTINUED

- 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.

■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.

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