



Michigan Bureau of Elections

Early Voting Procedures Virtual Training

2024 Election Cycle

Opening and Closing: Early Voting

2024 Election Cycle

Bureau of Elections



2/15/2024

2020 Train the Trainer
Michigan Bureau of Elections

Early Voting Opening Polls

General Opening Procedures:

- All election inspectors take and sign the constitutional oath. This is repeated each day for all inspectors.
- Set up the early voting site:
 - Display an American flag inside or outside.
 - Post all required signage and voter information posters.
 - Define 100-foot area to prohibit campaigning.
 - Place traffic flow signs/arrows and "vote here" signs.
 - Establish an area separate from the voting area in the public portion of the room to allow for poll watchers.
 - Position voting stations, tabulator, and voter assist terminal in voting area in a manner to ensure ballot secrecy but allow for a clear and barrier-free layout



Early Voting Opening Polls—Day 1

EARLY VOTING
(EV)
POLLBOOK

Election Title

Date of Election

EV Location (if R)

City or Township

County

28

Michigan

I certify that the pollbooks equipped, counted in the Record of Seals on the following page have been properly prepared and tested for the election in accordance with the rules and that at the conclusion of the polls, the correct election program was entered into the tabulator(s) (VAT(s) and RCT(s) and sealed with seals bearing the unique numbers recorded.

Signature

RECORD OF SEALS		
Tabulator(s)		
Description (equipment)	Serial Number	Seal Number
Voter Assist Terminal (VAT)		
Description (equipment)	Serial Number	Seal Number
Ballot on Demand (BOD) Device(s)		
Description (equipment)	Serial Number	Seal Number



Early Voting Opening Polls—Day 1

Preparing the Tabulator on Day 1 of early voting:

- Refer to specific vendor instructions to start tabulator
- Confirm Chain of Custody: inspect tabulator serial number and memory seal to confirm match against serial and seal numbers recorded on the physical poll book Record of Seals established at testing.
- Inspect the tabulator ballot bin (including auxiliary bin) to confirm empty.
- Print Zero tape
- Two workers verify date and time are correct on the zero tape
- Day 1 Inspectors present at opening sign the zero tape
- Detach zero tape from tabulator and secure in physical pollbook



Early Voting Closing of Polls—Day 1

1	Oath of Chairperson
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 <u>Office of Board Chairperson</u> according to the best of my ability.	
Signature of Chairperson _____ Date _____	
Taken, subscribed and sworn to before me on _____	
Signature of Person Administering Oath _____ Date _____	
2	Election Inspector Preparation Certificate & Oath
On the 1 st Day of Early Voting, before opening polls, we completed the following:	
<input type="checkbox"/> Administered the Oath of Office to all precinct	
<input type="checkbox"/> Verified the serial & serial numbers on the tabulator(s) VAT(s), and BOD(s) are the same as reported on the Clerk's Preparation Certificate	
<input type="checkbox"/> Completed all preparative steps of the tabulator(s), VAT(s), and BOD(s):	
<input type="checkbox"/> 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).	
<input type="checkbox"/> Signed below certifying the above were completed	
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 <u>Office of Election Inspector</u> according to the best of my ability.	
3	Signatures of Persons Taking Oath & Certifying Preparation Certificate
<input checked="" type="checkbox"/> _____	<input checked="" type="checkbox"/> _____
<input checked="" type="checkbox"/> _____	<input checked="" type="checkbox"/> _____
<input checked="" type="checkbox"/> _____	<input checked="" type="checkbox"/> _____

Opening Reports on this Tab <i>Attach the following with a piece of tape (DO NOT USE TAPE)</i>		
Start of Day BOS Daily Report (if applicable)	Zero Results Report from Tabulator Produced before Polls Opened	Start of Day VAT Daily Report (if applicable)



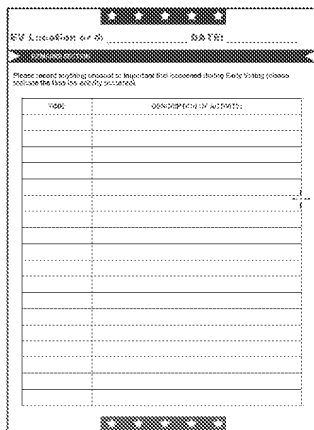
Early Voting Opening Polls—Day 2-9

Preparing the Tabulator on Day 2-9 of early voting:

- Refer to specific vendor instructions to start tabulator
- Confirm Chain of Custody: inspect tabulator serial number and memory seal to confirm match against serial and seal numbers recorded on the physical poll book Record of Seals established at testing.
- Inspect the tabulator ballot bin (including auxiliary bin) to confirm empty.
- Print a status tape
- Two workers verify date and time are correct on the status tape and verify # of ballots cast=public counter=previous day's closing status/suspend/interrupt tape
- Day 2-9 Inspectors present at opening sign the status tape
- Detach status tape from tabulator and secure in physical pollbook



Early Voting Remarks



The form is titled "Early Voting Remarks" and is located in the physical pollbook. It is a table with two columns: "TIME" and "DESCRIPTION OF ACTIVITY". The table has 10 rows. Above the table, there is a section for "Poll Location" and "Date". Below the table, there is a section for "Signature of Poll Worker".

TIME	DESCRIPTION OF ACTIVITY

Remarks page located in physical pollbook:

- ※ 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

Bureau of Elections



2020 Train the Trainer
Michigan Bureau of Elections

2/15/2024

Early Voting Closing the Polls-Day 1-9

Closing the Polls Procedure Overview:

- Announce the close of polls at close of early voting hours for the day; all eligible voters in line at the close of polls can still vote
- Check Auxiliary Bin for any ballots unable to be tabulated earlier in the day, Duplicate any ballots requiring duplication for tabulation using two election inspectors of differing political parties
- Tabulate all remaining ballots; Check for Balance between List of Voters and Total number of ballots tabulated.
- Execute End of Day Tabulator Status/Suspend/Interrupt Reports on the tabulator and secure in physical pollbook
- Complete Daily Reconciliation Summary
- Print EV ePollbook List of Voters reports
- Complete Seal Verification/Chain of Custody documentation; signed by all election inspectors present at close
- Seal approved ballot containers
- Secure all election equipment and materials in a limited access, locked room, closet or cabinet.



Early Voting Closing the Polls-Day 1-9

- Enter Total Number of Ballots Cast on Tabulator Public Counter
- Enter Number Provisional Envelope Ballots (if any)
- Enter Total Number of Voters for EV Site
- Secure Tabulator Status/Suspend/Interrupt tape in pollbook

End of Day Reports on this Sheet		
Attach the following with a paperclip or staple (DO NOT TAPE!)		
End of Day BOD Daily Report (if applicable)	End of Day Tabulator Status/Interrupt Report	End of Day VAT Daily Report (if applicable)

Day #		Date
1		
County: San Diego District: San Diego Precinct: San Diego		
Number of Ballots Cast on Tabulator Public Counter		
Number of Provisional Envelope Ballots		
Number of Voters for EV Site		
Do you have a problem with the EV Site?		
If you have a problem with the EV Site, please indicate the problem in the EV Site "Remarks" section. If you are having a problem with the EV Site, please indicate the problem in the EV Site "Remarks" section.		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
34		
35		
36		
37		
38		
39		
40		
41		
42		
43		
44		
45		
46		
47		
48		
49		
50		
51		
52		
53		
54		
55		
56		
57		
58		
59		
60		
61		
62		
63		
64		
65		
66		
67		
68		
69		
70		
71		
72		
73		
74		
75		
76		
77		
78		
79		
80		
81		
82		
83		
84		
85		
86		
87		
88		
89		
90		
91		
92		
93		
94		
95		
96		
97		
98		
99		
100		



Early Voting Closing the Polls Day 1-9

Securing Ballots and Physical Pollbooks and Supplies:

At the conclusion of each day of early voting, the approved ballot container should be sealed with specific items inside:

- All voted ballots (including VAT)
- “SPOILED BALLOT” envelope
- “ORIGINAL” ballot envelope

Note: Any unvoted ballot stock along with physical pollbook may be placed in a box under red paper seal and secured in the locked early voting site/supply closet.

Option 1: Separate approved ballot container for each day of early voting. Seal number recorded in pollbook.

Option 2: Single approved ballot container used throughout early voting. Seal number recorded in pollbook each night, verify previous day's seal, seal is dropped into container, new seal affixed and recorded in pollbook, voted ballots should be sorted by day.



Early Voting Final Closing -Election Night

Final EV Site Closing

Completed EV Closing Inspectors after 8 pm
Election Night:

- Print 3 Totals Tapes from each EV tabulator
- Accumulate Write-ins
- Complete Final Reconciliation & Ballot Summary
- Assemble Statement of Votes Envelopes for
County Clerk, Board of County Canvassers,
Local Clerk (EV Coordinator/host): 1 Totals
Tape, Write-in Statement of Votes, Copy of
Final Reconciliation & Ballot Summary

1	
Final Reconciliation & Ballot Summary	
Closing of EV site and processing results of election is not completed until 8:00 PM Election Night.	
Number of <u>Ballots Cast</u> According to Tabulator Public Counter(s):	
Number of <u>Traditional Ballots</u> Requested, NOT Included (Number for Public review)	
Number of Voter Inquiries in <u>Line of Voters</u> in the Early Voting SMP	
On these 2 numbers, does the number of <u>Ballots Requested</u> + <u>Traditional Ballots Requested</u> equal the number of <u>Ballots Cast</u> ?	
If previous Question is YES and your numbers do not balance, do there are discrepancies in any of the EV days "Remarks Section" or did you request an <u>additional count</u> for the "Remarks" section? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If previous Question is YES and your numbers do not balance, do there are discrepancies in any of the EV days "Remarks Section" or did you request an <u>additional count</u> for the "Remarks" section? <input type="checkbox"/> YES <input type="checkbox"/> NO	
2	
Early Voting Closing Checklist	
Upon closing this Early Voting Poll Site, We Completed the Following:	
<input type="checkbox"/> Secured or Presidential ballots for delivery to the Clerk in the Presidential Ballot Storage Envelope	
<input type="checkbox"/> Recorded all formal Challenges made in the EV site, if any, on the "Challenge" sheet	
<input type="checkbox"/> Accurately duplicated & submitted any ballots requiring Dualization	
<input type="checkbox"/> Checked and recorded all valid write-in votes on the "Write-in Statement of Votes" or "Write-in Statement of Votes" (submit to the Clerk after the polls close on Election Day by the closing time of the polls)	
<input type="checkbox"/> Returned a signed tabulator result tape to the EV Poll Room	
<input type="checkbox"/> Included at least 2 additional signed tabulator result tapes	



Early Voting Final Close: Write-In Accumulation

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 tape printed by the closing board of inspectors after the close of polls on Election Day or if no images are available, election inspectors should be instructed to securely isolate ballots with write-ins each day of early voting for review by closing board.

<div style="display: flex; justify-content: space-between; align-items: center;"> RV Location of #: DATE: </div>	
<div style="display: flex; justify-content: space-between; align-items: center;"> REGISTRATION NO: DATE: </div>	
<div style="display: flex; justify-content: space-between; align-items: center;"> REG. NO. (NOT IN REG. NO. 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, </div>	



2024 Election Cycle

The Basics: Applied for
Early Voting and Election Day Updated
Procedures

Bureau of Elections



2/15/2024

2020 Train the Trainer
Michigan Bureau of Elections

Verifying the Voter's Identity



APPLICATION TO VOTE - POLL LIST

Before participating in an election, all voters must first register. Michigan voters must be at least 18 years old on Election Day, be a U.S. citizen, and be a resident of Michigan. If you are a Michigan resident, you must be a resident of the precinct in which you are voting. If you are a non-resident, you must be a resident of the precinct in which you are voting for at least 30 days before the election. If you are a non-resident, you must be a resident of the precinct in which you are voting for at least 30 days before the election.

NAME John A. Smith

DATE OF BIRTH 11/11/1978

PRECINCT 1234567890

PRECINCT NAME 1234567890

PRECINCT ADDRESS 1234567890

PRECINCT CITY 1234567890

PRECINCT STATE 1234567890

PRECINCT ZIP 1234567890

PRECINCT COUNTY 1234567890

PRECINCT DISTRICT 1234567890

PRECINCT CONGRESS 1234567890

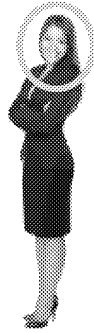
PRECINCT SENATE 1234567890

PRECINCT HOUSE 1234567890

PRECINCT JUDICIAL 1234567890

PRECINCT LOCAL 1234567890

PRECINCT OTHER 1234567890



AFFIDAVIT OF VOTER NOT IN POSSESSION OF PICTURE IDENTIFICATION

I, _____, do hereby affirm that I am not in possession of a driver's license, a state-issued identification card, or any other identification form of picture identification that will verify my identity.

By signing this affidavit, I understand that the statements made above are true.

SIGNATURE _____

DATE 11/11/2024

Penalty: Violating a false statement in this affidavit is punishable by a fine up to \$500 and imprisonment for up to 6 months, or both.

To be completed by Election Inspector

Does it not appear that the voter has signed this affidavit? ☐ Yes ☒ No

I certify that the voter named above has signed the above affidavit in my presence.

SIGNATURE OF ELECTION INSPECTOR _____

Driver's License * State Personal ID * Federal, State, Local Issued ID * Educational Institution ID * Tribal ID *

Bureau of Elections



All voters must be asked to show picture ID

Check picture ID to verify identity of the voter and that the name matches Application to Vote, no address verification required in this step.

If picture ID leaves voter's identity in question – issue an envelope ballot

If using a Michigan Driver's License or State Identification Card for photo verification, it can be expired. All other picture IDs must be current.

State ID Requirements

All voters must be asked to show picture ID

If no ID, voters must sign Affidavit of Voter not in Possession of Picture ID

If voter acknowledges they have picture ID and refuses to show, do not issue ballot

If voter does not possess picture ID and refuses to sign affidavit, do not issue ballot

Check ID to verify identity of the voter and that name matches Application to Vote

2/15/2024

2020 Train the Trainer

Michigan Bureau of Elections

Processing Voters – AV Voters at EV Site and Election Day

If the voter **has not returned** their ballot, their voter details in EPB will indicate “*AV sent*”. Before issuing a precinct ballot, consider the following:

If the voter possesses their absent voter ballot:

1. The voter may wish to tabulate their AV ballot, direct them to complete an Application to Vote. Ask the voter to carefully expose their ballot number on the ballot stub. Verify ballot number against EPB. Once ballot is verified, provide the voter with secrecy sleeve and direct to a voting booth and onto tabulator.
2. If the voter does not wish to tabulate their AV ballot or the ballot number cannot be verified, instruct the voter to surrender their absentee ballot. Write “surrendered” on the envelope. Store in local clerk envelope - do not process!
3. Proceed to issue the voter a regular precinct ballot.



Processing Voters – AV Voters at EV Site and Election Day

If the voter does not possess their absent voter ballot and they are attempting to vote at an early vote site:

1. Direct the voter sign *Affidavit of Lost or Destroyed AV ballot*.
2. Proceed to issue the voter a regular precinct ballot. The secure real-time connection between the Early Voting EPB and the QVF will automatically reject the voter's AV ballot and the clerk will be unable to check in and process an AV ballot for that voter should it be returned at a later date because the voter has already voted at an early vote site.

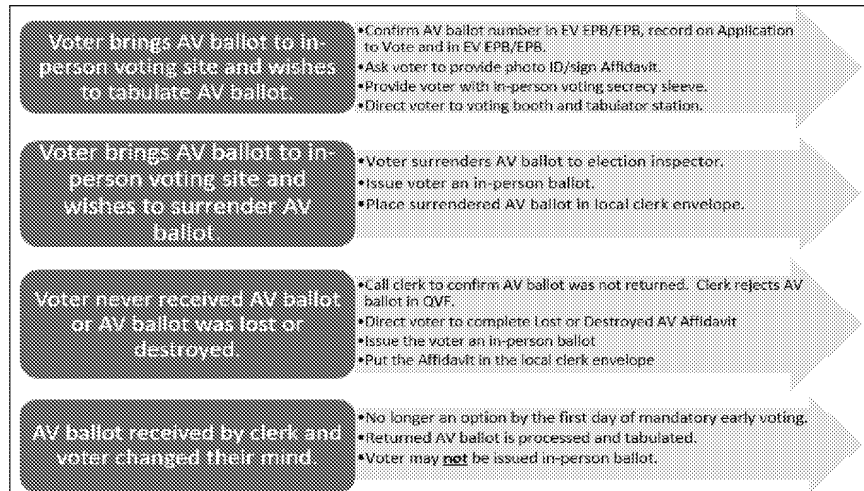
If the voter does not possess their absent voter ballot and they are attempting to vote at their Election Day precinct:

1. Call the clerk to confirm the absentee ballot was not returned.
2. Direct the voter to sign *Affidavit of Lost or Destroyed AV Ballot* and issue the voter a regular precinct ballot.

****If a voter has already returned** their absentee ballot their voter details in the ePollbook will indicate "*AV sent/received*". The voter has voted and cannot be issued a ballot in the polling place.



Quick Guide: Absent Voters Appearing at the Polls



Bureau of Elections



2020 Train the Trainer
Michigan Bureau of Elections

2/15/2024

Election Inspector Training - Questions & Answers

Place your questions in the chat and BOE staff will respond up until the conclusion of this virtual training.

Later questions email:

EASupport@michigan.gov



Bureau of Elections



2/15/2024

2020 Train the Trainer
Michigan Bureau of Elections