

FINAL PREPARATION and TRAINING

for NOVEMBER 6, 2018 General Gubernatorial Elections

November 6th Election ~

- All 60 precincts will be open
- Battle Creek City will utilize 21 absent voter counting boards
- 112 ballot styles
- 6 proposals (3 State, 2 Township, 1 School)
- 30 write-in candidates

Election Day Preparation:

Election Inspectors -

Prior to Election Day

- Must be appointed by Local Election Commission between Sept. 27th and Oct. 16th. Be certain to identify your Chairman and Receiving Board members, along with their party affiliation.
- Be certain your inspectors are certified to work this election (attended Part 1 and 2 training or successfully completed 'Name that Tune' Answers correctly, and certification date is entered into QVF).
- Be certain all inspectors have access to the Managing Your Precinct on Election Day, Election Inspectors' Procedure Manual ([Flip Chart](#)) *January 2016*
- Have extra inspectors trained/certified as 'Back-ups'
- Inspectors assigned to the EPB: hands-on review of screens; be certain everyone has a **NEW user name and password** set-up; and practice, practice, practice!
- Notify the Republican and Democrat Chairman with a list of inspectors (name, party, precinct assigned) w/l 2 days of appointment. **Be certain to send a copy to the County to have on file!**
- If inspectors change (or you add more), send a revised list to the chairmen and county.

Election Notices

Close of Registration Joint Notice in the BC Shopper on 9/27/18, and the Marshall Advisor Chronicle on 9/29/18.

The Joint Notice of Election was published in the BC Shopper on 10/25/18, and the Marshall Advisor Chronicle on 10/27/18.

These notices are also posted on our [Upcoming Elections web page](#), and on my office window.

YOU should also post the appropriate Notice(s) in at least 3 locations in each precinct.

ImageCast Precinct (ICP) (ElectionSource direct #1.888.742.8037)

- Reference red Dominion ImageCast Precinct Poll Worker User Guide manual (*dated April 16, 2017*), [ICP User Guide](#), and/or [YouTube ICP Training Videos](#). (use Google Chrome)
- Be sure to modem/send results to the County during your Preliminary and Public Tests.
- Public Accuracy test must be concluded no later than Thursday, November 1st (requires 48 hour notice in newspaper of general circulation).
- **THIS SUNDAY FALL BACK!** Check and [set time and date](#) on each ICP.

- Start the day with a **FULL thermal paper roll**. If you run out at the end of the night while printing Results Totals Tapes, have a new roll available, and be certain the precinct has 3 full tapes (to place in the #1, #2 and #3 envelopes).
- After Public Test:
 - 1) Seal front Compact Flash Card door (using 1 or 2 seals, if you prefer the pull-tite seal use the white one), record in Poll Book in the Clerk's Preparation Certificate.
 - 2) Also seal INSIDE modem door ... if sending results via Cellular Modem, use an easy twist seal, luggage tag or blue spring-loaded seal, also record the seal number in the Clerk's Preparation Certificate.
If using RTM to send results at the end of Election Night, this door can be permanently sealed with an approved seal, record this number on your letterhead stationary and keep in a safe place in your office (same procedure as sealing the Tamper Resistant seals)!
 - 3) Send a copy of your [Tabulator Program Testing and Security Certification](#) to me.

ImageCast X Ballot Marking Device (ICX) (ElectionSource direct #1.888.742.8037)

- Reference Dominion ImageCast X Ballot Marking Device Poll Worker Guide *(dated April 16, 2017)*, [ICX User Guide](#) (starting on Page 9) and/or YouTube ICX Training Videos. use Google Chrome)
- Be certain to include ICX ballots in your Preliminary and Public Tests. Refer to Test Procedure Manual, page 28 for [VAT test procedures](#). Add #4 ballots to your Test Deck. [NU 10/12/18 Bureau VAT Reminders](#) [Step-by-Step Instructions](#)
- Be sure to **test each ballot style** (only test uniqueness of addtl styles)
- Check and [set time and date](#) on each ICX.
- Be certain to order and use numbered Blank Ballot Stock paper (save unused stock for next election).
- After Public Test:
 - 1) On the back of the ICX remove the flash drive, seal top door closed with white pull-tite seal, record seal number in the Poll Book in the Clerk's Preparation Certificate.
The ICX flash drive stays in your office.
 - 2) Also seal bottom door closed with a white pull-tite seal, record seal number in the Poll Book in the Clerk's Preparation Certificate.
 - 3) Send a copy of your [VAT Testing and Security Certification](#) to me.
 - 4) Do not place Privacy Shield around screen at this time.

Security Stickers for ICP

The intent of this procedure is to secure the electronics of the ICP tabulator to insure nothing is tampered with from testing through Election Day. A State Security Tamper Resistant Seal should be permanently placed on both sides of the Tabulator placing the # on the sides where it can be seen. Note: these seals will only be broken during maintenance.

Be certain to record the date, seal numbers and witness the information on your city/township letterhead. Keep this in your office. If the seal is broken at the polls on Election Day, the seal numbers must be recorded in the poll book.

Extra seals are available at the County Clerk-Elections office.

Voter Information Posters, Audio and Braille versions

2 voter information posters need to be posted in each precinct. You must also have a cassette tape/CD and the **NEW** Braille information available in the precinct. You can access and print these 8½" x 14" '[What Every Voter Should Know](#)' posters from our [website](#) (7 pages).

Supplies

- Additional supplies available in the County Clerk-Elections office: election seals, 'sign here' stickers, inspector name stickers, Emergency AV applications, blue and yellow highlighters – feel free to take any supplies that you may need.
- Pack extra tabulator tape.
- We can no longer use Post-it-Note Tape for Challenged ballots; instead, have white paper/scotch tape or Avery labels available.
- Monday before the election, but after the 4pm AV deadline, print out a **Precinct List as a back-up**. See [separate file for Cover Page](#). **Print from QVF Legacy! (NU 10/17/18)**
- Have an **extra Regular Poll Book** in your Precinct Supply Kit **as a back-up**.
- Be sure your Precinct and/or Receiving Board has 3-hole punched paper OR a 3-hole punch for EPB reports.
- Be certain your Managing Your Precinct on Election Day, Election Inspectors' Procedure Manual ([Flip Chart](#)) *January 2016* is readily available on Election Day (laid-out on table), AND Inspectors are familiar with where to find answers to problems that arise during Election Day.
- Be certain your '[Important Dates](#)' are on the table to reference when needed.
- Refer to links on [Precinct Supply Order](#) form for **additional supply items**.
- Have additional white pull-tite seals available for inspectors to **reseal** the bottom door on the back of the ICX on Election morning.

Electronic Poll Book Users [NU 10/17/18 1st Special Edition Pre-Election Preparations](#)

- Be certain your laptop is prepared for Election Day ([EPB Laptop Preparation and Maintenance Instructions](#) *October 2017*): **Use QVF Legacy! (NU 10/17/18)**
- Ensure your voters private information remains secure:
 - ▶ Always **use the encrypted flash drive**.
 - ▶ Always **save files in the Privacy zone**.
 - ▶ Create a new encryption password for every election.
 - ▶ Create usernames and passwords for each EBP election inspector.
 - ▶ Do not allow use of the ADMIN username and password.
 - ▶ Keep username and password information separate from the laptop and flash drive.
- Review the EPB User Manual *June 2017*:
For [Windows 7 & Verbatim Flash Drives](#) and For [Windows 10 & BitLocker Flash Drives](#)
- If you have more than 1 ballot style, be certain to adjust your Geography **PRIOR to downloading** the QVF to your memory stick.
- When exporting software be sure to manually selection WARD PRECINCT as the precinct type.
- If processing AV's in the EPB, be certain to check "*Allow the recording of AV ballots*" under File/Options AFTER installing the software.
- [Windows 7](#) Recording VAT Ballots in the EPB, pg 13 & Ballot Summary, pg 21.
[Windows 10](#) Recording VAT Ballots in the EPB, pg 13 & Ballot Summary, pg 20.
If you have more than 1 ballot style, be certain to replace the first character in the ballot number with the Ballot Style identifier 'A', 'B', etc. **NOTE:** the Local Clerk can enter information in the **A1** section in the Ballot Summary BEFORE Election Day (to assist their inspectors) – make certain to hit the Tab key before closing to calculate the number of ballots delivered to the precinct.
- Be certain each inspector using the EPB has **their own user name** and **password** AND USES IT – EACH PERSON should LOG IN when starting and LOG OUT when finished.

- PRACTICE, PRACTICE, PRACTICE BEFORE ELECTION DAY!
- Be prepared with either 3-hole punched paper OR a 3-hole punch.
- Compile your pages into your EPB Notebook in the proper section.

Provisional Ballots

- **Review and know how to use the [Provisional Ballot envelope](#).** (REVISED this year)
- Prepare [Notice](#) with clerk contact information, place notices in envelope.

Challengers:

Review procedures with your Chairperson/Inspectors (State booklet ED-2, [Appt, Rights and Duties of Election Challengers](#)), and the [Challenge Process Q & A](#).

2 Interest Groups filed with the County between the 20-30 day deadline (The Lawyers Committee & the NAACP); Remember political parties may appoint Challengers at any time through the Election Day. [Challenger's](#) video (4.33 minutes)

Challenged Ballots:

We can no longer use Post-it-Note Tape for Challenged ballots; instead, have white paper and scotch tape OR Avery labels available. Write the Ballot Number on the ballot (not the stub), cover with a small piece of white paper using scotch tape or an Avery label. Be certain to cover and smooth down all edges so it will not catch in the voting machine. Do not write on or cover up any of the timing marks or ballot identifies (bar code or ovals, etc.)

Signage: ([EN #97](#))

- Identify polling location with curb signs.
- Measure off and mark 100' of any doorway used by voters to enter the building
- Measure off and mark 20' from the doorway used by voters to enter the polling place
- Post signs outside for safest route into the polls for wheelchair users
- Multiple precincts at same location – post clear directional signs to guide voters.
- NO signs that say “Must Show ID”
- 2 sets of State Proposal Posters (3 sheets make a set) – find a place to post

Parking:

Check all parking lots to confirm that parking spaces for disabled voters are available and appropriately identified.

Voting Booths

Be certain the proper [Ballot Instruction Language](#) is posted in each Voting Station (page 3). [General Election Ballot Marking Instructions – w/o Straight Party option](#).

Polling Place Greeting Application Guide (October 2016)

A tool used mainly in voting locations that hosts multiple precincts. This is an electronic application used to improve the voting experience by helping Election Inspectors direct voters to the appropriate precinct.

Processing Voters: ([BoE PPT slide](#))

- Establish a ‘Help Desk’ of election inspectors who are specially trained to assist voters.
- Use ‘Line Chasers’ to verify that voters standing in line are in the proper location!
- Precinct Chairperson should be free to roam around and assist with questions/problems.

Absent Voter Ballots: remember voters may submit their AV ballot application to the clerk via fax, email or postal mail.

I've been scanning and emailing AV requests received at the County – Is this helpful?

Possession: ([NU 10/19/18](#))

- Unsigned application - anyone
- Signed application – immediate family, member of household, registered elector asked to return
- Unvoted ballot – voter only
- Voted ballot – immediate family or member of household

Report Postal issues to electionmail.org

2 AV Videos: '[over 60](#)' and '[going out of town](#)'.

SATURDAY, November 3, 2018

Your office must be open “Reasonable Office Hours” for Absent Voters, and to check with your mail carrier at 2:00 pm – any AV requests for ballots must be processed and placed in Saturday's mail.

MONDAY, November 5, 2018

Electors who qualify to obtain an absent voter ballot may vote in person in YOUR office up until 4:00 pm.

Emergency period: is 2p Saturday prior to 4p Election Day

AV's arriving on Election Day

YOU must contact your local post office in advance of the election to **make arrangements** to obtain any absent voter ballots that reach the post office on Tuesday, 11/06/18, including those that arrive AFTER the clerk's routine mail delivery on election day.

Remember ***Do NOT send spoiled AV ballots to the precinct!!!***

Keep a few AV ballots to process at the end of the night.

Proper Processing of MOVE, FPCA, FWAB ballots ([NU 10/12/18](#))

Refer to [Military and Overseas Voters Manual for Election Administrators](#). **March 2018**

Electronic or Federal Write-in ballots are recorded in the AV Module (Example: ET1).

These unopened AV ballot envelopes are sent to the precinct for processing ... they are accounted for in Item B on the Ballot Summary.

The ballots will need to be **Duplicated** after the polls close at 8:00 pm. Your inspectors should NOT know the identity of the voter whose ballot they are duplicating.

The number of ballots used for Duplicating is recorded on the Ballot Summary, Item H.

The ballot used for Duplication is entered into the ICP (Item D on the Ballot Summary), while the original AV ballot/envelope goes into the large #5 envelope.

[Duplicating Ballots video](#)

Prepare for Closing the Polls

- Review precinct plan/procedures
- [Closing the Polls video](#)

Election Day Reminders:

- Post and update A.V. information throughout Election Day ([AV Posting Form](#))
- Check post office, drop box, etc. after last mail delivery, before polls close.
- Remember that your inspectors Remarks are a diary of **anything unusual** that happened Election Day.
- Keep ballots shrink-wrapped as long as possible (if rejected try a different orientation).
- Inspectors should check voting stations OFTEN for literature, stickers, voter guides, etc. left by voters, and notate time in the Remarks section.
- If voter objects to having their DL swiped, their name can be entered manually in the EPB.
- Clerk should have Emergency AV ballot applications on hand to use if the situation arises.
- Keep an eye on the parking lot to make certain vehicles bearing campaign signs or bumper stickers within 100' are not there longer than the person is voting.
- Verbal instructions "*completely fill in the oval*"; at Tabulator tell them to 'Wait and they will see a message'.

ImageCast Precinct (ICP) (ElectionSource direct #1.888.742.8037)

- Use the Dominion Quick Reference Guide [Starting up the ICP Tabulator](#) (password 11062018). Verify, and if necessary set, time and date.
- Compare Zero Tape to Ballot to verify election date, precinct, offices, candidates, proposals, etc. Do not tear off Tape, all inspectors' present sign Tape.
- Confirm the seals number(s) on the front compartment door to the number(s) recorded in the Clerk's Preparation Certificate.
- If sending results via cellular modem, confirm the seal number on the inside modem door to the number recorded in the Clerk's Preparation Certificate.
- Start the day with a FULL thermal paper roll.

ImageCast X Ballot Marking Device (ICX) (ElectionSource direct #1.888.742.8037)

- Use the Dominion Quick Reference Guide [Setting up the ICX](#), turn printer ON prior to powering on the ICX. On the back of the ICX, confirm the **top door** seal number with the number recorded in the Clerk's Preparation Certificate – this seal will not be broken.
The white pull-tite seal on the **bottom door** should also be verified to the number recorded in the Clerk's Preparation Certificate. Once confirmed, remove seal, press and hold the Power button 3-5 seconds. Reseal with a white pull-tite seal and record the new seal number in the Remarks Page of the Poll Book.
- Place Privacy Shield around the screen, position hooks in the top to adjust sides for maximum privacy.
- Use the Dominion Quick Reference Guide Loading the ICX (Poll Worker smart card password 11062018), Verify, and if necessary set, time and date (refer to Calhoun County [Time Adjustment Instructions](#) to continue). Remove Poll Worker card.
- Insert **one** VOTER card, tabbing through each screen, print one BLANK Test Ballot (we are making certain the machine and printer are working!).
This BLANK ballot should be placed in to the #3 Local Clerk envelope.
- Use numbered Blank Ballot Stock paper (save unused stock for next election).

Reference to [ICP and ICX Easy Opening and Closing reminders](#). Print on colored paper/ laminate!

Maintaining Order in the Polls

There has been NO CHANGE in the way we enforce the use of video cameras, cell phones, cameras, televisions, and recording equipment in the polls. No photography in the polling place – includes selfies! Exception is credential media. Review and remind inspectors of these procedures in the [Flipchart](#), Maintaining Order section (page 4/5).

Michigan photo and Federal ID requirements

- [Reference Flow Charts](#)
- [Election Day Procedures Q & A](#); and [Notice to Voters for Posting](#) **(only notice to post)**

Provisional Ballots and Federal ID requirements

- If voter's name does not appear on the Registration List use the [form/envelope](#). **Review procedures** and forms **with your inspectors** – watch the [BoE video!](#) (6:03)
- Prepare [Notice](#) with clerk contact information, place notices in envelope.
- **Reminder:** you must compile the total number of voters who sign the “Affidavit of Voter Not in Possession of Picture ID” form ASAP after the Election. Either ...
 - ▶ Instruct your inspectors to gather this data at close of polls and submit with other paperwork, OR
 - ▶ Go through the green applications yourself AFTER the election.

Election Law Crimes (published 10/31/16 by BoE)

[Actionable Election Day Offenses](#) / Violations of MI Election Law and Duty to Act
[Election Law Crimes](#) (Addendum)

NOTES:

Election Night Details:

Valid Write-in Candidates

- There are 18 write-in candidates for State-level offices ([refer to State BoE memo](#)): Governor 13; US Senator 4; Rep. in Congress 3rd, MSU Trustee
- Other valid write-in's: Marshall City Mayor, Tekonsha Twp. Trustee Partial Term, Athens Village Trustee, Burlington Village Trustee, Homer Village Library Board Member, Tekonsha Village Trustee, Litchfield Community Schools (Homer Twp.), and Pennfield Schools (BC #15, Bedford 1 and 4, Convis, all Pennfield, Barry Co Assyria and Johnstown),
- **Be certain YOUR inspectors UNDERSTAND how to identify Valid and Invalid Write-in votes cast, and how to properly record additional votes. REMEMBER: an invalid write-in vote cannot take a vote away from a candidate on the ballot (Be very careful of over-votes).**
- Have **Write-in FORM** available to complete and send to the County on Election Night: Fax: 269.781.0703 OR Email: tloew@calhouncountymi.gov

Duplicating Ballots AFTER 8p (refer to Page 5 in Poll Book, "Ballots Requiring Duplication")

- Process MOVE Electronic Ballots
- Process FWAB (Federal Write-in Absentee Ballots)
- Ballot Summary will balance ... the MOVE or FWAB ballot will be included in your 'B' total at the top: absentee ballots. Since you are duplicating after the polls close, your lowest ballot number will be the one AFTER duplication, and Item H is also the # of ballots used for duplication.
- Also have the **NEW** [Validity of Optical Scan Ballot Markings](#) sheet available for inspectors who are duplicating ballots. **(Discard all old forms)**

ImageCast Precinct (ICP) (ElectionSource direct #1.888.742.8037)

- [Closing the Polls](#) (ICP Tabulator) (password 11062018)
- The Tabulator will automatically print 3 Results Tapes.
- If using **Cellular Modem**: Confirm seal number on inside modem door to the number recorded in the Clerk's Preparation Certificate in the Poll Book. Break seal and connect the **yellow end** of the Cellular Modem device into the modem jack. It is not necessary to reseal modem door.
- IF instructed by the Local Clerk: Confirm seal number on the front Compact flash drive door to the number recorded in the Clerk's Preparation Certificate in the Poll Book. Break seal(s), remove both compact flash cards, seal both flash cards into State-approved container, TWO precinct inspectors from opposing parties must transport sealed container to clerk's office. It is not necessary to reseal the front compartment door.

ImageCast X Ballot Marking Device (ICX) (ElectionSource direct #1.888.742.8037)

- Insert Poll worker smart card (password 11062018), select **Close Polls**.
- Verify the seal placed on the back, bottom door to the number recorded on Remarks Page in Poll Book. Once confirmed, break the seal, open door and Power down the ICX. It is not necessary to reseal the bottom door.

Electronic Poll Book Users [NU 10/29/18 3rd Special Edition Election Night](#)

- Review page 11 'Election Inspectors Completion Certificate'
- On the EPB Ballot Summary, if your precinct has more than one Ballot Style, indicate the ballot type in the first column as well as the low and high ballot numbers of each ballot style.
- Be certain your Ballot Summary BALANCES / Item L should be ZERO!
- At the end of Election Day SAVE 3 reports to the Flash Drive in the Privacy Zone.
- At the end of Election Day PRINT 3 reports, and insert into the EPB Notebook, either in the precinct or at a receiving board. **Either hole-punch these reports OR print them on 3-hole punched paper, AND INSERT them into the proper place in the EPB book.** Place printed Ballot Summary BEFORE page 11.
- DO NOT need to enclose a Sample ballot in each of the appropriate #1, #2 and #3 envelopes.
- Remember, **NO election materials can leave the Precinct unsealed!**
- Remove the EPB pages from your Notebook including the Cover. The Local Clerk will keep the Notebook for next election (do NOT try to put it into the #1 envelope!). Place ring or brass fasteners in the top hole of your EPB pages with the cover on the top, and seal into the #1 County Clerk envelope.

Checklist: NEW in August

Instruct your inspectors and/or Receiving Board to follow it to a "T" (read it AND verify every detail!), **INCLUDING PROPER SEALING** instructions and everything will be perfect!

There are sealing instructions in the 'Final Check' tab, and numerous BoE videos.

- Review Board of Canvasser Checklist ([separate file](#))

Remind Inspectors

- they **cannot duplicate ballots during the day** (must be AFTER all voters have cast their ballot)
- the Results Tape with the Zero Report goes in the #3 Local Clerk envelope, the shorter TOTALS tapes with results only go in the #1 and #2 envelopes.
- proper method for sealing materials into ballot bag/container – the inspector verifying the sealing **MUST VERIFY** that it was done properly (not just sign their name!). Inspectors should not use initials, but rather sign their first and last name.
- In the Poll Book at the bottom of Page 1: this section is **ONLY** for inspectors who leave **PRIOR** to the polls closing!
- **It is the INSPECTORS responsibility to Balance their Voters, Ballots, and Applications** (not the Board of Canvassers responsibility)!

Poll Book Certificate, Page 62 in old Poll Book **has been removed!**

Properly Sealing Devices and Ballot Containers

- [Reference Chart for recommended seal for each device / container](#)
- [Properly Sealing Containers](#)
- [Sealing Process for New Voting Systems](#)
- [Election Day Transfer & Ballot Storage Containers with Seals \(pages 72-74\)](#)

Receiving Board (last line of defense!)

Every Precinct is MANDATED to have a [Receiving Board](#). The Receiving Board is made-up of 2 people, opposing major political parties, who have been trained as Election Inspectors (cannot be the Clerk, but may be a Deputy Clerk). Their job is to make certain the Precinct is **RECOUNTABLE**. It is very important to have 2 fresh set of eyes to **REVIEW** and **CHECK** all important details! [RB Training materials](#) (PPT, application, oath/cert., Q&A, etc.).

- Oath: only needs to be taken/completed once by all Receiving Board members.
- Certificate: used if a seal needs to be broken by the Receiving Board – so you may need to make copies. ([separate file](#))
- Single jurisdiction precincts: if Receiving Board is in the precinct, it is NOT necessary to seal envelopes until AFTER Receiving Board has done their review.
- Multiple-precinct jurisdictions: all materials must be sealed prior to leaving the polls!
- A printer is necessary to print the 3 reports from the EPB.
- Use either the BoE [Receiving Board Checklist](#) OR the BoE [County Canvasser Checklist](#)
- Reminders ([NU 10/19/18](#))

Transfer Container Certificate

- Separate [Certificates](#) to use for sealing your Compact Flash Cards, ICX flashdrive, etc. This certificate requires 2 inspectors' signatures of different political parties, and can be folded to fit in the Chamber Bag pouch.

NOTES:

Election Night Reporting:

Unofficial Results

- Modem results to the County on election night. DO NOT LEAVE to go home until you are certain we have your results. Check our web site to confirm your results (www.co.calhoun.mi.us, Elections Tab).
If your inspectors need to re-run the ballots thru the ICP Tabulator, they/you will first need to CALL the County to let us know (269.781.0988), then Re-Modem results.
- Jurisdictions whose School District is not wholly contained in Calhoun County should contact the out-county clerk for reporting Election Night Results (I will post results on our web-site).

Valid Write-in Candidates

- Have Write-in FORM available to complete and send to the County on Election Night:
Fax: 269.781.0703 OR Email: tloew@calhouncountymi.gov

Split Precincts: should no longer need to count ballots at end of night – shows on tapes!

Phone numbers where you can be reached after 8:00 pm Election Night

Please confirm 2 phone numbers where I can reach YOU if necessary on Election Night (please provide direct phone numbers ... not switchboards or answering machines!!!)

Balancing Precincts:

If you are NOT in Balance **by 9:30 pm**, call the office 269.781.0998 to schedule a time on Thursday that all your inspectors will appear before the Brd. of Canvassers with all their sealed ballot containers, compact flash cards, envelopes, etc. (bring everything!).

Modem results to County ASAP on Election Night!

NOTES:

Post-Election Reminders:

Either Election Night before 11:00p OR Wednesday morning before 11:00a

- Be certain the information on the outside of #1, #2 and #3 envelopes are complete.
- Keep your EPB notebook, place the ring or brass fasteners in the top hole in your EPB, and seal into the #1 County Clerk envelope.
- Deliver your #1 and #2 envelopes to our Marshall office.

Supplies

After the election if you don't want to store your left-over supplies, you are welcome to return them to the County for future use. You are also encouraged to return your turquoise colored Election Bag(s) for use the next election!

Canvass

The Board of Canvassers will be meeting Wednesday, November 8th beginning at 1:00p. They will convene and reconvene if/as necessary until all results are certified. The County will be CLOSED MONDAY, November 12th in observance of Veteran's Day.

Be SURE **you and your inspectors** are available in case information is missing, the poll book does not balance, or the canvassers have questions. If they are requested to report to the board of canvassers ASAP, a *majority* of the precinct inspectors must be present, and the clerk is required to accompany them!

Voting History update in QVF Legacy!

History in the QVF needs to be updated and balanced ASAP

- The EPB User Agreement and/or laptop Grant Agreement requires Electronic Poll Book users to enter voter history ***within 14 days*** after all elections. The User Agreement similarly requires all QVF Lite users to enter voter history in a timely manner.

Be sure to print a Voter Turnout Report after your history is balanced (if you are not a QVF Lite user, you will need to wait 2 replications for figures to appear in this report).

Provisional Ballot Reporting (EVERYONE MUST do)

- Account for Provisional Ballots: voter can satisfy ID and residency requirement during 6 day period; clerk needs to make determination within 6 days and forward to the county.
- The '[City/Township Provisional Ballot Worksheet](#)' must be completed and submitted On-Line in the eLearning Center **within 6 days**.
- Be certain to indicate the number of voters who completed an Affidavit of Voter not in Possession of Picture ID form.

Expenses

The County has coordinated the production and ordering of the ballots and supplies, and the canvass. Local Clerks conducting school elections may request reimbursement for additional expenses directly from the school district. (more details will come later!)

Post-Election Audits – refer to: [Worksheet](#), [Manual](#), Audit Lessons Learned, and Interactive online course (both in eLearning Center) to be prepared for a successful Audit if requested by the BoE. The State will make their selections and post the precincts that are required to be audited.

OTHER RESOURCES:

- a. YouTube Migov BOE [Training Video](#) Website
- b. Campaigning reminders: know your 100' mark, watch for and don't allow candidates or statewide initiative petitioners to collect signatures within 100'. ['Campaigning'](#) video. (1.57 min)

[Line Study Worksheet](#) Is anyone participating?

Security, Security, Security! [NU 10/18/18 & 10/19/18](#))

- Maintain ballot secrecy at all times
- Spoiled ballots need secrecy maintained too

NOTES: