

FINAL PREPARATION for LOCAL CLERKS

for the NOVEMBER 8, 2016 General Presidential Election



November 8th General Election ~

All 62 precincts are open. 116 Ballot Styles. Battle Creek City is using 2 Absent Voter Counting Boards. 31 precincts have more than 1 ballot style – 2 have 5 ballot styles (Burlington & Fredonia), 5 have 4 ballots styles (BC 20, Bedford 1, Convis & Tekonsha), 7 have 3 ballot styles (Athens, Clarence, Eckford, Homer, Lee, Pennfield 1 & Sheridan), 17 have 2 ballot styles.

One 2-sided ballot, 19 inches. \$0.39 per ballot. 353 candidates, plus 13 write-in candidates.

PARTISAN SECTION: Straight Party Option for 7 parties (Republican, Democratic, Libertarian, U.S. Taxpayers, Green, Natural Law, and (new) Working Class Party)

All County, State & Federal Partisan offices are contested.

All 19 Township's have all Offices on this ballot. 14 of our 19 Township Clerks are running again.

Contests:

Bedford Twp. Supervisor
Clarence Twp. Trustees
Convis Twp. Trustees
Emmett Twp. Supervisor

Marengo Twp. Trustees
Pennfield Twp. Supervisor and Trustees
Sheridan Twp. Supervisor and Trustees

Last election for Kristy Kipp, Teresa Myers, Ruth Albaugh, Cindy Sink

First election for Samantha VanDorsten!

NONPARTISAN SECTION:

10 Judicial Offices. 7 of our 9 Calhoun County Judges are on the ballot (4 regular term, 3 partial terms).

Contests:

37th Circuit Court, Non-Incumbent, 6 Year Term

10th District Court, Incumbent Position, Partial Term Ending 2/02/2021

2 Cities (Albion & Marshall) have Mayor & Council member positions.

2 Twp. Library Boards (Burlington & Tekonsha). 1 Village Library Board (Homer).

1 Calhoun Community College (KCC). 5 Villages. 9 Calhoun County School Districts.

Plus out-county districts.

Contests: Rotation Scheduled is posted on our [County Clerk-Elections webpage](#).

Albion City all offices

Marshall City Council Member At-Large

Union City Village Trustees (regular term and partial term)

Most School positions contested.

PROPOSAL SECTION: 12 Proposals (no State or County).

- Albion City – Proposed Amendment to Section 10.22; Proposed Amendment to Section 7.1
- Marshall City – Annual Trash, Leaf and Brush Millage; Proposed Amendment to Section 2.10
- Clarence Township – Operational Proposal
- Eckford Township – Millage Renewal
- Emmett Charter Township – Road Millage
- Leroy Township – Road Improvement Bond Proposal
- Tekonsha Township – Reset Operating Millage; Fire Station Millage Proposal
- Litchfield Community Schools – Operating Millage Proposal (Homer Township)
- Union City Community Schools – Operating Millage Proposal (Township)s of Athens, Burlington, Fredonia, Newton, Tekonsha)

**Election Day Preparation: BE PREPARED FOR EVERYTHING THIS ELECTION!
BE CERTAIN TO MEET WITH YOUR INSPECTORS TO REVIEW THESE IMPORTANT
DETAILS PRIOR TO ELECTION DAY!**

Election Inspectors -

Prior to Election Day

- Must be appointed by Local Election Commission between Sept. 29th and Oct. 18th.
- Have extra inspectors trained/certified as 'Back-ups'
- Be certain your inspectors are certified to work this election (attended Part 1 and 2 training or successfully completed 80-question test, and certification date is entered into QVF). Trained/Certified 22 election inspectors on Oct. 27th.
- All inspectors received their own new copy of 'Managing Your Precinct on Election Day, Election Inspectors' Procedure Manual' ([Flip Chart](#)) *January 2016*. Be certain to ask and answer any additional questions they may have since training.
- Inspectors assigned to the EPB: hands-on review of screens; be certain everyone has their own **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/ 2 days of appointment. Please send a **copy to the County** to have on file. (*I am only missing Fredonia Twp.*)
- If inspectors change (or you add more), send a revised list to chairmen and county.

Election Notices

Joint Close of Registration Notices were published in the BC Shopper on 9/29/16 and the Marshall Advisor Chronicle on 10/01/16.

Joint Notices of Election were published in the BC Shopper on 10/27/16 and the Marshall Advisor Chronicle on 10/29/16. Costs will be divided and charged to each jurisdiction.

Additional individual notices were published for Albion City (The Recorder), Litchfield Community Schools (The Homer Index), and Union City Community Schools (Coldwater Daily Reporter)

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

YOU should also post the appropriate Notice(s) in at least 2 locations in each precinct.

Optech Insight Tabulator

- Be sure the throat is set for a 3-column ballot.
- Be sure to modem results to the County during your Preliminary and/or Public Tests, using the same phone/fax line and tabulator that you plan to use on election night.
- Public Accuracy test must be concluded by Thursday, Nov. 3rd. (48 hour notice)
- When your test results are received at the County, we will print and email the results received. Please verify that the information you sent is correct.
- Send a copy of your [Optical Scan Program Testing and Security Certification](#) to me.
- Remember if you hired-out your testing, you will need to use the [Addendum](#).
- Check, and if necessary, [set time and date](#) to be certain both are correct.
- Start the day with a **FULL paper roll**.

State Proposal Posters (*none this election!*)

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 Braille information available in the precinct. You can access and print these 8½" x 14" '[What Every Voter Should Know](#)' posters from our website – there are 7 legal size pages.

Have EACH inspector read through ALL 7 pages before election day.

AutoMark [Impt. Points to Remember in BoE Election News 10/26/16](#)

- Reference [AutoMark Election Inspector Guide](#) (dated August 2007)
- Be sure you **test each ballot type**, checking target areas and overlay.
- Be certain your tray is set for a **3-column ballot**.
- Check, and if necessary, [set time and date](#) to be certain both are correct.
- The AutoMARK Flash drive is/will be available soon. Security Code is 90312690.
- **Send a copy** of your [AM VAT Preparation Checklist & Test Certification](#) to me.
- Be certain to use a TEST ballot election morning, **NOT an official numbered ballot**.

Security Stickers for Insight (effective 9/23/08)

The intent of this procedure is to secure the electronics of the Insight tabulator to be certain nothing is tampered with from testing through Election Day. When you are **finished testing**, place a security seal on your Insight machine (refer to illustrations in 9/23/08 Dept. of State memorandum). There are several things to consider BEFORE putting the seal in place ... be sure

1. you have a FULL paper roll in place
2. the power cord is accessible without removing the lid
3. the modem cord is accessible without removing the lid
4. the ballot feed tray is set for a 3 column ballot
5. the toggle switch is positioned toward the left

Be certain you 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.

Supplies

- I have extra seals, 'sign here' stickers, inspector name stickers, blue and yellow highlighters, post-it-note tape, available at our office – feel free to stop by and take any supplies that you may need.
- **Be certain you have Post-it-note tape to use for Challenged Ballots.**
- Print out a **Precinct List as a back-up**. See [separate file](#) for Cover Page. [Impt. Points to Remember in BoE Election News Special e-Pollbook Edition 10/26/16](#)
- 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.
- Links to [additional supply items](#) (on Pct. Supply Order form).

Valid Write-in Candidates [Impt. Points to Remember in BoE Election News 10/26/16](#)

- There are 7 write-in candidates for the office of U.S. President.
- Other valid write-in's: Bedford Charter Township Trustee, Homer Village Trustee, Sheridan Township Supervisor, Tekonsha Village Trustee, Lakeview School District regular Board Member term, Springport Public Schools Board Member.
- **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 straight party votes and over-votes).**
- Have form available to complete and FAX to the County on Election Night. 781-0703.

Electronic Poll Book Users [Impt. Points to Remember in BoE Election News Special e-Pollbook Edition 10/12/16 and 10/26/16](#)

- Be certain your laptop is prepared for Election Day ([EPB Laptop Preparation and Maintenance Instructions](#) *January 15, 2016*):
 - ▶ Ensure all previous election files have been deleted.
 - ▶ Ensure all previous EPB software has been uninstalled.
 - ▶ Budget time to run and install Windows 7 (or 10) Updates.
 - ▶ Update the Windows Defender software and scan the laptop for spyware.
 - ▶ Update the Antivirus software and scan the laptop for viruses.
 - ▶ Internet connectivity must be turned OFF after the last antivirus scan.
 - ▶ Install Printer Drivers if using a printer with your laptop.
 - ▶ Ensure laptops are fully charged prior to Election Day.
- 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 Manuals](#) *June 2016*
- 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.
- 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 your inspectors) – make certain you 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 NEW envelope.**
- Prepare [Notice](#) with clerk contact information, place notices in envelope.

Challengers [Impt. Points to Remember in BoE Election News 10/26/16](#)

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 requested permission to allow Challengers at our precincts:

- 1) Committee for Civil Rights Under Law, their intent is to ensure the voters' franchise is protected and there are no barriers to disenfranchised voters. Credentials were emailed to you on 10/19/16, 1:34p.
- 2) the NAACP, to ensure and maintain a fair and just election in Calhoun County. Credentials emailed to you on 10/25/16, 3:48p.

Remember political parties, not candidates, may appoint Challengers at any time through the Election Day.

Be certain your inspectors know how to handle challengers, and the difference between challengers and poll watchers.

ADA Compliant

About 20 of your precincts will be visited on Election Day – mainly precincts located at churches. Please review your Polling Place Accessibility Checklist PRIOR TO ELECTION DAY, and alert your Chairmen of this compliant visit.

It has come to my attention that the following jurisdictions do NOT have recent forms on file with the Bureau of Elections: Battle Creek City, Lee Township, Marengo Township and Tekonsha Township. We urge you to review your polling places immediately with respect to the categories covered, and complete the on-line [Accessibility Checklist](#) now. (per the Bureau)

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.

Parking:

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

Voting Booths

Have lots of voting stations available!

Be certain the proper [Ballot Marking Instructions](#) are posted in each Voting Station. (General Election instructions)

Public official whose name is on this ballot: be certain there are no references to Federal/State/County/City/Township Officials in the Polling Place.

Keep your office door closed during the hours the polls are open.

The Clerk (whose name is on the ballot) may enter the polls to handle problems which require their personal attention; however leave immediately after the matter is resolved.

[Polling Place Greeting Application Guide](#) (September 2016) [Impt. Points to Remember in BoE Election News 10/21/16](#)

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: ([EN #97](#)) ([BoE PPT slide](#))

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

This SATURDAY, November 5, 2016

Your office must be open for Absentee 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.

Next MONDAY, November 7, 2016

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

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, 11/08/16, including those that arrive AFTER the clerk's routine mail delivery on election day.

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

Proper Processing of MOVE, FPCA, FWAB ballots [Impt. Points to Remember in BoE Election News 10/21/16](#)

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

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 goes into the Tabulator (Item D on the Ballot Summary), while the original AV ballot/envelope goes into the large #5 envelope.

NOTES:

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 the inspectors Remarks should be 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.
- 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.

Maintaining Order in the Polls [Impt. Points to Remember in BoE Election News 10/21/16](#)

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. Review and remind inspectors of these procedures in the [Flipchart](#), Maintaining Order section.

Michigan photo and Federal ID requirements

- [Reference Flow Charts](#)
- [Election Day Procedures](#)

Provisional Ballots

- If voter's name does not appear on the Registration List use the [New form/envelope](#).
- Place prepare [Notice](#) with clerk contact information in the 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 applications yourself AFTER the election.

Data Collection Project

The Bureau is asking you to instruct your inspectors to do a simple count of the number of voters waiting to check-in one time each hour, preferably at the top of the hour. A short 1-pg [Line Study Worksheet](#) has been created for their use. Refer to BoE News Update 9/23/16.

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:

Closing Procedures

Review and **FOLLOW the 12-step 'Election Night' checklist** ([separate file](#))

Duplicating Ballots (refer to Page 61 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 [Validity of Optical Scan Ballot Markings sheet](#) available for inspectors who are duplicating ballots.

Electronic Poll Book Users

- Review page 62 'Certificate of Election Inspectors'
- 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 the 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 EPB Ballot Summary AFTER page 62.
- If you have proposal language on the ballot, please enclose a Sample ballot in each of the #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:

Instruct your inspectors and/or Receiving Board to follow it to a "T" (read it AND verify every detail!), **INCLUDING PROPER SEALING** instructions then 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 long Optech tape goes in the #3 Local Clerk envelope, the shorter 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 59: 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)!

Valid Write-in Candidates *Watch for MORE details coming from BoE later this week!*

- Inspectors must review all ballots with write-in votes (even if BLANK), to be certain an INVALID write-in vote does not take a valid vote away from a candidate on the ballot – be careful to look at Straight Party votes.
- If necessary, MANUALLY add votes to valid candidates on ALL 3 TOTALS TAPES.
Example: Tape shows 144, hand-write +1=145
- Have form available to complete and FAX to the County on Election Night. 781-0703.

Poll Book Certificate, [Page 62 in PollBook](#)

Inspectors need to Balance the number of **VOTERS** in the EPB (and AV list if separate), the **APPLICATIONS**, and the number of **BALLOTS**. By Ballot Style; by AVs and those processed in the precinct (optional). All 3 boxes must agree.

If inspectors are having trouble, use the 'Sample Ballot Summary' worksheet.

Receiving Board (last line of defense!)

Every Precinct is MANDATED to have a [Receiving Board](#). The Receiving Board is made-up of at least 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!

- 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'll 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.
- Review the BoE [Receiving Board Checklist](#)

Transfer Container Certificate

I purchased some Certificates to use for sealing your Memory Pack, AutoMark flashcard, 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), or call 269-781-0988 (*wait at least 10 minutes after modem is complete*)
NOTE: Refer to the green 'Procedures to Modem Results to County' sheet.
- If your inspectors need to re-run the ballots thru the tabulator, they will then need to Re-Modem your results and CALL the County to let us know.
- Jurisdictions whose Village/School District(s) is not wholly contained in Calhoun County should contact the out-county clerk for reporting Election Night Results (we will post results on our web-site, however number of voters may not be updated until later Election Night).

Write-In Votes Impt. Points to Remember in BoE Election News 10/26/16

Valid write-in votes are recorded on the Statement of Votes page in the Poll Book **as they are written on the ballot**. However, on Election Night please have your inspectors **merge** the unofficial votes together for each candidate and complete the 'Unofficial Write-In Votes Cast' sheet.

It is important that each precinct record write-in votes on the sheet provided, and fax it to the County as soon as possible (the write-in votes are not included in the results modemed to the County).

Split Precincts

If you have more than 1 ballot style I need to know how many 'A' voters/ballots you had and how many 'B' voters/ballots, etc. Please fill-in your portion of the [Split Precinct form](#), **BALANCE** to your **total voters**, then fax sheet to the County at 269.781.0703.

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

Please confirm 2 phone numbers that 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 10:30 pm**, call the office 269.781.0998 to schedule a time on Wednesday afternoon or Thursday that all your inspectors will appear before the Brd. of Canvassers with all their sealed ballot containers, memory pack, 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

- Complete information on the outside of #1, #2 and #3 envelopes.
- 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 9th beginning at 1:00p, until 5:00ish. Then again Thursday morning at 8:15a, breaking for lunch, and recessing around 5:00ish. The County Building is closed on Friday in observance of Veterans Day, so the Canvassers will not be meeting. They will convene and reconvene as necessary until all results are certified. 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 your precinct is 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

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 a 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

Reimbursement from Kellogg Community College and School Districts: community college and school districts can be charged for any additional expenses encountered to conduct their election (memory pack charge). I will prepare the formula for calculating these expenses; then email/post a generic invoice that you can use for these charges, if you choose.

Post-Election Audits – refer to: [Worksheet](#), [Manual](#), and Webinar Reminders 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.