

FINAL PREPARATION and TRAINING

for MAY 2, 2017 Special Elections

May 2nd Election ~ Proposals only:

- Fredonia Township (Road Millage Proposal) (all of Twp.)
- Marshall Area Fire Fighters Ambulance Authority (Capital Equipment Millage Proposal) (all of Marshall City, Townships of Burlington, Clarendon, Convis, Eckford, Fredonia, Lee, Marengo, Marshall and Tekonsha)
- K-RESA (Regional Enhancement Millage Renewal Proposal) (Bedford Twp.; BC City and Leroy KRESA electors voting in Climax Township)
- Jackson County ISD (Special Education Millage Renewal Proposal) (Clarence Township – also handling Sheridan Twp. JISD voters)
- Pennfield Schools (Bonding Proposal) (Bedford, Convis, Pennfield – also handling BC City Pennfield School voters - and Johnstown Townships)

16 Calhoun County precincts open, 18 ballot styles, 13 local clerks + 1 out-co. clerk

Election Day Preparation:

Election Inspectors -

Prior to Election Day

- Must be appointed by Local Election Commission between March 23rd and April 11th.
- 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).
- 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/ 2 days of appointment.~~ **Not necessary, but please send a copy to the County to have on file!**
- If inspectors change (or you add more), send a revised list to ~~chairmen~~ and county.

Election Notices

Close of Registration Notice and Notice of Election were published on/prior to March 27th and April 25th.

These notices are also 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.

Insight (ElectionSource direct #888.742.8037; AutoMark ES&S #1.877.377.8683)

- Be sure the throat is set for a 2-column ballot.
- Be sure you modem results to the County during your Preliminary and/or Public Tests.
- Public Accuracy test must be concluded by Thursday, April 27th. (48 hour notice required)
- Send a copy of your [Optical Scan Program Testing and Security Certification](#) to me.
- [Addendum](#) to use if you hired-out your testing.
- Check, and if necessary set, [time and date](#) to be certain both are correct.
- Start the day with a **FULL paper roll**.

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](#) (7 pages).

AutoMark

- Reference [Test Procedure Manual for Optical Scan Voting and AutoMARK Voter Assist Terminal](#) (dated June 2015) beginning on Page 37
- Be sure you **test each ballot type**, checking target areas and overlay.
- Be certain your tray is set for a **2-column ballot**.
- Check, and if necessary set, [time and date](#) to be certain both are correct.
- **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 2 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 election seals, 'sign here' stickers, inspector name stickers, Emergency AV applications, 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.
- 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).

Electronic Poll Book Users

- 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 User Manual *April 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.
- 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 envelope.**
- 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](#).

No one filed with the County between the 20-30 day deadline; however, remember political parties may appoint Challengers at any time through the Election Day. [Challenger's](#) video (4.33 minutes)

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

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

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, April 29, 2017

Your office must be open 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.

Next MONDAY, May 1, 2017

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, 5/02/17, 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.

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.
- 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.

AutoMark

- Reference [AutoMark Election Inspector Guide](#) (dated August 2007), Opening the Polls
- Be sure you **test each ballot type**, checking target areas and overlay.

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 (page 4/5).

Michigan photo and Federal ID requirements

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

Provisional Ballots and Federal ID requirements

- If voter's name does not appear on the Registration List use the [form/envelope](#). **Review NEW procedures** and forms **with your inspectors** – watch the BoE [video!](#) (5:55)
- 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 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:

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 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 AFTER page 62.
- 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:

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 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)!

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

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 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 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.
- 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. When testing use the same phone/fax line and tabulator that you plan to use on election night. When your test results are received, we will print and fax the results received at the county. Please verify that the information you sent is correct.
- 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 School District 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).

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 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, memory pack, envelopes, etc. (bring everything!).

Modem results to County ASAP on Election Night.

NOTES:

Post-Election Reminders:

Either Election Night before 10:00p 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 Thursday, May 4th beginning at 9:00a. They will convene and reconvene if/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 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

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 will coordinate the production and ordering of the ballots and supplies, and the canvass. However, these costs will be billed to the local jurisdiction/school district/ISD after the election.

Fredonia Twp. and **MAFFAA:** Elections are the responsibility of the local city or township.

Reimbursement from ISD/School Districts: all county, city and township clerks can charge the ISD/school district for the costs they incur in administering this election. I've attached a [Generic Invoice](#) that you can use – the superintendent contact info. is at the bottom. Let me know if you need any other forms.

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.

OTHER RESOURCES:

- a. Election Inspector [Resources Supplement](#) (easy access to resources)
- b. YouTube Migov BOE [Training Video](#) Website
- c. 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)