

# CLOSING THE POLLS

## ✓ Place a check in box as each step is completed.

*(Read through directions before you close the precinct to be sure you understand everything)*

- ☐ 1) **Polls close at 8:00 P.M.** – Announce **“THE POLLS ARE NOW CLOSED.”** Allow anyone in line at 8:00 P.M. to vote. Start at back of line and give each person an Application to Vote. This is their proof that they were in line at 8:00 P.M.
- ☐ 2) Compare number of voters on your laptop (the Electronic Poll Book), with applications to vote and with the number on the public counter on the tabulator **ALL MUST AGREE!** If they do not agree, refer to the EPB instructions. You must explain any discrepancies in the Remarks Section of the Electronic Poll Book!

## ICP TABULATOR

- ☐ 3) Press the Security Key (iButton) onto the security keypad. The Administrative menu will appear on the LCD screen. Select “Close Poll” from the menu.
- ☐ 4) Enter the password *(8 digit number, chairperson will have this)*, press “Enter.” When the **“Are you certain you wish to close poll?”** screen appears, press **“Yes”**.
- ☐ 5) The LCD screen will read **“Poll is being closed.”** The totals tapes will print automatically. You may tear off each complete tape, spread them out on a table and have everyone sign the bottom of each one. **The chairperson and all inspectors must sign each tape.**
- ☐ 6) After cutting apart and signing the tapes, put all of the signed tapes into the envelope marked “Tapes Envelope” located in the City Clerk Envelope. Once all the tapes are in the Tapes Envelope, place inside the City Clerk Envelope to return to City Hall.
- ☐ 7) The LCD screen will read **“Would you like to print more copies of this report?”** press **“No”** if your tapes have all printed with no problems. ***(You can print an extra copy for any poll watchers, challengers, or media present in your precinct at the close of polls, for them to look at. Tape it to a table away from your area. Make sure you have 3 copies that go to City Hall.)***
- ☐ 8) From the Closed menu on the tabulator, select **“Power Down.”** Then press **“Yes.”**
- ☐ 9) Unplug tabulator and neatly wind the cord into the “trunk” of the black ballot box.
- ☐ 10) Store any extension cords, secrecy sleeves and power strips used in the side compartment of the tabulator for transportation back to City Hall. **COIL YOUR EXTENSION CORDS AND PUT AWAY NEATLY!!**
- ☐ 11) Use your wire cutters to remove the white seal from the small door on the right at the front of the tabulator. This door will have green tape on it. Open the door and press the small black button to

the right of the memory card to “pop” the memory card out. **(Remove ONLY THE PRIMARY CARD and return to City Hall!)** Reseal empty memory card slot and verify recorded seal number in the Remarks section of Poll Book.



- 12) Place one (1) Memory Card in the Black Memory Card Bag. Two election inspectors sign the white “Precinct Transfer Container Certificate”. Place the Certificate in the vinyl window of the Black Memory Card Bag. Seal this with the “Vampire Seal”. The seal number should be facing out so we can read the seal number. **Verify the recorded seal number on the Certificate of Election Inspectors & the White card. The Chairperson and the Co-Chairperson will be returning this to City Hall.**

## **VALID WRITE-IN VOTES / EMPTYING THE WRITE-IN COMPARTMENT**



- 13) Open the auxiliary bin at the back of the Ballot Tabulator if it has been used during a tabulator breakdown or other problem. Insert any ballots found in the auxiliary bin into the tabulator.



- 14) Unlock and start unloading voted ballots from the ballot compartment in the Ballot Tabulator and put them into the Blue Ballot Bag. **After that is done**, you will open the Write In compartment (drop down door), lift it open and empty any “write-in” ballots. Be careful to keep these ballots separate. These ballots will need to be hand counted if there are valid Write-in Candidates. (see step 5 or 6) *No valid write-in’s, skip to step 7.*

**IMPORTANT!** The write-in compartment needs to be emptied for every election and all ballots are sealed in the ballot bag.



- 15) **STATEMENT OF VOTES: If there are Valid Write-in Candidates:** Find the Statement of Votes form in the 2-ring Paper Poll Book. Write firmly with a ballpoint pen to make sure it goes through all copies. Check each ballot that was removed from the Write-In compartment to verify whether a valid vote was recorded. **This task should be done by two election officials from opposite political parties.** Record any valid votes on the Statement of Votes. *(You would have been told at the Chairperson’s Meeting the previous evening if there were any valid write-in’s for this election.)* This form stays in the Paper Poll Book. **Do not separate it at this time.**



- 16) **STATEMENT OF VOTES: If there are NO Valid Write-in Candidates:** Find the Statement of Votes form in the 2-ring Paper Poll Book. Write “**No Valid Write-in Candidates**” across the page. This will stay in the Paper Poll Book, do not remove.



- 17) Put lid on tabulator and lock the sides. Seal the front and back of the lid using the two blue seals located in an envelope in the black memory card bag.. Verify seal numbers recorded in the Remarks section of the 2 Ring Paper Poll book.

## **ELECTRONIC POLL BOOK (Computer)**

- ☐ 18) Record the number of ballots tabulated (taken from the tabulator & totals tape) on **Line D** in your Electronic Poll Book/Ballot Summary.
- ☐ 19) Complete the “Ballot Summary” on your Electronic Poll Book. Look at the starting number and ending number of your unused ballots, record the numbers on **Line “J”**. *(your ending number will be the same as the ending number at the beginning of the summary)* If you are using dual poll books, then complete a 2<sup>nd</sup> row for the secondary ballots sequence. Complete the rest of the Ballot Summary and the rest of your reports in the Electronic Poll Book. The number on line “**L – Difference**” should be “**0**”, if it is not, you should have explained any problems in the **Remarks** section.
- ☐ 20) When you know you have saved all 3 reports, the final back-up and the Voter History properly on the Electronic Poll Book, shut down, and **CAREFULLY** put the Electronic Poll Books away. Place the Power Cord and EPB Instruction Book in the black laptop bag.
- ☐ 21) **Seal the Encrypted Flash Drive back into the envelope you found it in with the RED seal located in the envelope and place the envelope into the pocket of the black Electronic Poll Book Laptop Bag. This will be transported back to City Hall.**

## **2 RING PAPER POLL BOOK: Election Inspectors’ Completion Certificate**

- ☐ 22) Record the number of ballots tabulated *(taken from the LCD screen on the ICP Ballot Tabulator)* on the first line, the number of sealed provisional ballots on the second line & the number of voters according to the poll book on the third line at the top of the Election Inspectors’ Completion Certificate. Paper Poll Book (2-ring) **(See Example – Election Inspectors’ Completion Certificate)**
- ☐ 23) Complete remaining check boxes at the top of page *(after completing each of the stated tasks)*. **(See Example in the back of these instructions)**

## **NAVY BLUE BALLOT BAG**

- ☐ 24) Put all voted & unused ballots and spoiled ballots into the **Blue Ballot Transfer Bag. DO NOT PUT PROVISIONAL OR ABSENTEE BALLOTS ENVELOPES IN BAG !**
- ☐ 25) **Use the “Blue Pull Tight Seal”, Vinyl Pocket, and the Green “Ballot Container Certificate” to seal the Blue Ballot Transfer Bag(s). The seal and card are located, with directions, in the black memory card bag.** Verify the seal number on the Green “Ballot Container Certificate” (or certificates if two ballot bags are needed) and the Seal Verification. *(last page of the Poll Book)* **The green “Ballot Container Certificate” should be placed in the vinyl pocket. You will thread the**

blue pull-tight seal through it before sealing. The green card is signed by two Election Inspectors! (Blue Ballot Transfer Bag should contain: Voted and un-voted ballots, and defective/spoiled ballot envelopes – NO PROVISIONAL BALLOTS OR SURRENDERED!)

## IMPORTANT!

It is **extremely** important that your Ballots are sealed properly.  
An improper seal would invalidate all ballots in a recount!

**Items 26 through 30 are very important! Failure to complete all items will result in a trip to Wayne County after the election!**

- ☐ 26) Verify the recorded seal number(s) from your Blue Ballot Bag(s) in the 2 Ring Paper Poll Book
- ☐ 27) Verify the recorded seal number from your Tabulator Memory Card (you do not have a seal number for your EPB-USB Flash Drive) in the 2 Ring Paper Poll Book
- ☐ 28) **Two inspectors** (from different political parties) should **sign** the lines verifying the sealing of the containers in the Paper Poll Book (2-ring)
- ☐ 29) All inspectors sign the bottom of the back page of the 2 Ring Paper Poll Book
- ☐ 30) **DO NOT SEPARATE** the pages of the Election Inspectors' Completion Certificate. Leave the completed page in the Paper Poll Book (2-ring)



## Seal & Signing Reminders

(Items 31-34)



- ☐ 31) All inspectors and chairpersons must sign the following documents:
  1. Certification (bottom) on the zero tape and all totals tapes
  2. Election Inspectors' Completion Certificate (3 part form at back of Poll Book)

3. Front page of Poll Book (Signatures of Persons Taking Oath and Certifying Preparation Certificate)
4. Payroll Time Sheet



32) Two Election Inspectors (from different political parties) sign these additional documents:

1. Green Card and White Card (Ballot Container Certificate) *(for ballot transfer bags and for memory card transfer bag)*
2. Election Inspectors' Completion Certificate (3 part form at back of Poll Book)
3. 2 Red Paper Seals for sealing the City Clerk envelope and the Flash Drive Envelope (Electronic Poll Book)



33) There will be a seal on the Blue Ballot Bag. Verify the recorded seal number on the following documents:

1. Green Card(s) (Ballot Container Certificate)
2. Election Inspectors' Completion Certificate (3 part form at back of Paper Poll Book)



34) Verify completion of the Election Inspectors' Preparation Certificate *(inside cover of the Poll Book)*, Statement of Votes and Election Inspectors' Completion Certificate *(both are at the back of the Poll Book)*. *(i.e. **All** signatures, totals, and seal numbers)*

**If you have any questions about where to store equipment, paperwork, ballots, etc., please consult the "Closing Guide Sheet" located at the end of this checklist!**

## CLEAN UP & RETURNING TO CITY HALL



35) Bring precinct signs in from outside the school, they will be stored at the precinct.



36) Fold all **voting surrounds** and pack into the blue bag they were delivered in. Remove all **maps, sample ballots and signs** from walls and put them in the back of the 3-ring binder, except arrow signs. Horizontal arrow signs go into the rolling supply bin. **NEATLY** put away all supplies into the rolling bin.



37) Make sure the lid on the ICP Precinct Ballot Tabulator is locked on both sides and the sliding door on the side is also locked. The tabulator lid should be sealed front and back with a blue seal. Make sure seal goes through the holes so the lid is secure.



38) Close the ICX/ADA unit and pack away in the black case.



39) Seal the Westland City Clerk envelope with a Red Paper Seal *(Initialed by 2 inspectors)* Place this envelope into your large envelope with the red string for transport to City Hall.



40) The Chairperson and the Co-chairperson brings the following back to City Hall

- a) Electronic Poll Book in the black case with the flash drive in the pocket
- b) Sealed Black Memory Card bag
- c) Sealed Blue ballot bag
- d) Large envelope with red string
- e) Absentee Ballot Envelope
- f) Rolling Supply Bin

See the map for drop off directions. Drive up to the welcome crew at the front door of City Hall, you may have to get in line in your car. Once supplies are dropped off, park your car and come in.

**ABSENTEE BALLOT ENVELOPES are returned to us in the Large Envelope with Red String Closure.** *If you do not have any of these ballots, put the envelopes in the rolling supply bin.*

**Step 41 is VERY IMPORTANT – Please read and follow.**



#### **41 ) THE CHAIRPERSON IS RESPONSIBLE FOR THE FOLLOWING:**

- 1) Double check the write-in bin on the tabulator. NO ballots should be left in the bin. ALL ballots should be properly sealed in a ballot bag.
- 2) You absolutely have to have the Black Memory Card Bag and it MUST be returned to City Hall. You will not be released until we have the Black Memory Card Bag.
- 3) The Electronic Poll Book (in the travel case) with the Encrypted Flash Drive back (in the envelope with the RED seal, in the side pocket), MUST be returned to City Hall. You will not be released until we have the EPB & Flash Drive.

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***GREAT JOB!! You are ready to return to City Hall to have all paperwork checked by the Receiving Board.***