City of Westland 2025 Election Inspector Training

General Information

▶ **Arrive by 6 AM**

▶ **Polls are open 7 AM to 8 PM**

▶ **You can not leave until dismissed by the Chair (after closing task are competed)**

▶ **Bring food & drink**

▶ **Dress appropriately - no slogans or graphics**

▶ **No political discussion – AT ALL!**

▶ **Pay – Election Day**

Election Day supplies picked-up prior to the election by the Chairperson and/or CoChair:

- Rolling Supply Case
- 3-Ring Binder
- Electronic Poll Books (laptops)

# Election Day equipment delivered to the precinct by the City the day prior to the election:

- ICP Tabulator

- Precinct Ballots

- Voting Surrounds

- ICX – ADA Voter Assist Terminal with cart

- *(Large precinct signs are stored at your precinct location.)*

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Opening the Polls

The following tasks must be performed prior to the opening of the polls:

▶ **Confirm that you have the correct ballots and all equipment for your precinct.**

▶ The Chairperson administrates the Oath to all inspectors and all inspectors sign the paper pollbook.

▶ Sign the Payroll Time Sheet

▶ Set up voting booths/surrounds

▶ Post all Notices

▶ Post Sample Ballot

▶ Post Precinct Signs

▶ Display direction arrows

▶ Place large metal sign outside the entrance to the precinct
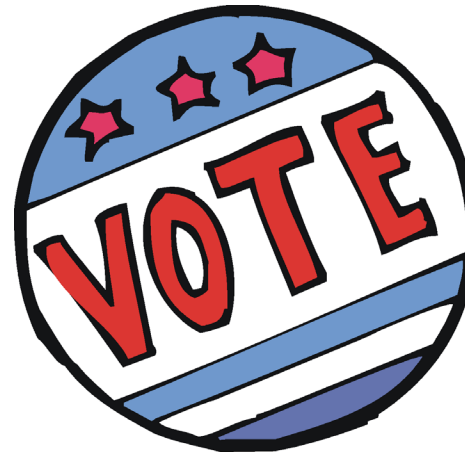
Opening the Polls (Continued)

- ✓ Set up EPB(s) (Laptop)
- ✓ Set up ICX/ADA (Voter Assistance Terminal)
- ✓ Set up Tabulator
- ✓ Verify Seals
- ✓ Complete checklist in 2 Ring Paper Poll Book
- ✓ Sign Zero tape and 2 Ring Paper Poll Book
- ✓ Have the first package of ballots on the EPB table (lowest numbered ballots first)

Completing the 2 Ring Paper Poll Book pages:

▶ The cover will be completed for you.

▶ Compare seal numbers with your equipment.

Opening the Polls (Continued)

Completing the 2 Ring Paper Poll Book pages:

▶ The Chairperson administers the Oath and all Election Inspectors sign the Election Inspectors Preparation Certificate.

▶ Checkmark the boxes at the top of this form.

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Setting up the Precinct

The set-up at each location will vary depending on entry doors, size etc.

Keep the following in mind when setting up your precinct:

1) Privacy of all voters, including the ADA equipment

2) Set up enough voting stations, this will change depending on the type of election

3) There **must** be 10 feet between the Tabulator Inspector and the Tabulator.

Precinct Set-up Example
(will vary depending on the size and location of your precinct)

Entrance

Paperwork / Supply Table

Check-in Table

| Station #1 | Main EPB Station | Secondary EPB Station |

ICP Ballot Tabulator

10 feet

Station #3
Tabulator Inspector
10" between Inspector and Tabulator!

Voting Table

Voting Table
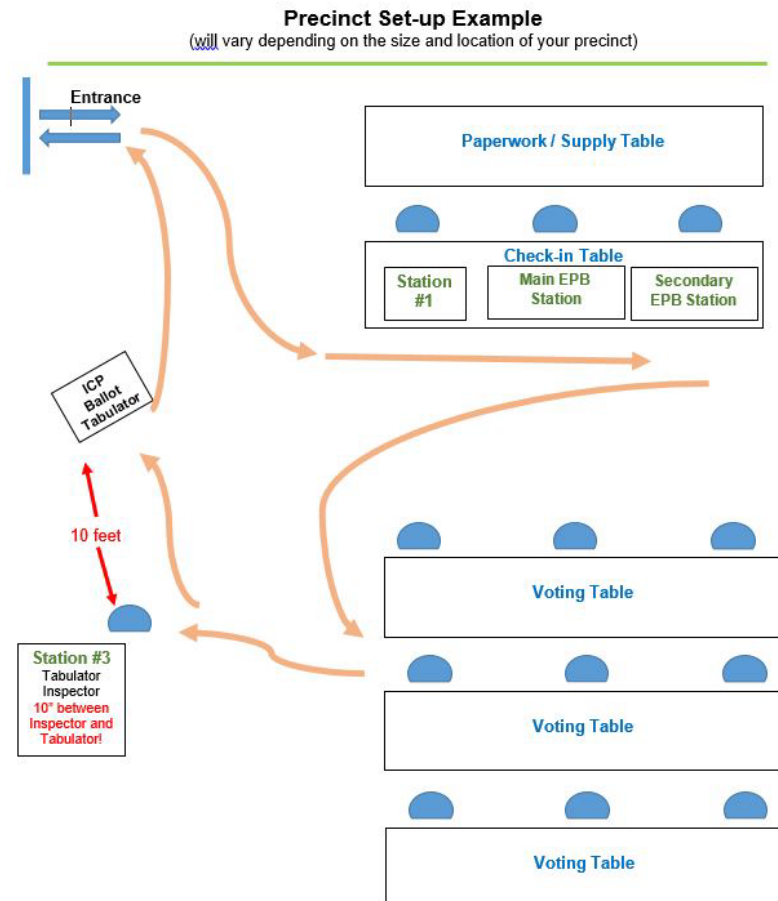
Voting Table

Please Note: Voter will have ballot, secrecy sleeve, marking pen and Application to Vote as they proceed to the voting table.

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NEW for 2025 – Dual EPB's

Beginning in 2025, we will be using Dual Electronic Poll Books *(except in P6 & P28).*

- These laptops will be named **"Main"** and "**Secondary".** You will only need one flash drive that will be connected to the **MAIN** laptop. You will use the same password to open both EPB's.

- After you connect the red cross-over cables to both of the laptops, you will be able to process voters on either laptop.

- The laptops will "talk" to each other and you will be able to see all voters processed in the precinct on each laptop. The laptops will update (refresh) when a ballot number is assigned to a voter or by clicking on the "Refresh" button. Only the EPB you are refreshing will update.

- You will only save backups, voter history and all end of the night reports to the flash drive on the **MAIN** laptop only. The Secondary laptop is only for processing voters and issuing ballots.

- Each EPB will have a separate set of ballots that will be labeled for each laptop. On your ballot summary at the end of the night, you will enter two lines for each EPB ballot sequence.

Precinct Work Stations

STATION #1 (Application to Vote)

- Instructs the voter to complete an **Application to Vote.**
- Enters the **Precinct Number** and **stamps the Date** onto the Application to Vote.
- Verifies that voter has completed all sections.
- Offers voting instructions.
- Pass the Application to Vote to Station #2

STATION #2 continued (Ballot, Secrecy Sleeve, Pen) - 2 people

- Verify that the Application to Vote has the correct Ballot No., Voter No. and Ballot Style (if applicable) and **Initials** the Application to Vote.
- Place the ballot into the secrecy sleeve and paperclip the Application to Vote to the outside of the secrecy sleeve or tuck it into the plastic sleeve.
- Direct the voter to an open voting booth and hand him/her the ballot and **marking pen**.

STATION #2 (Main/Secondary EPB Laptop) - 2 people

- Assists in scanning the voter's driver's license.
- Issues a ballot to the voter using the EPB.
- Enters the **Ballot No**. and the **Voter No.** on the Application to Vote.
- Pass the Application to Vote to person handling ballots

STATION #3 (Tabulator Inspector)

- Stands at least 10 Feet from the tabulator
- When the voter has finished voting, removes the numbered stub from the ballot while leaving the ballot in the secrecy sleeve.
- Collects the Application to Vote, verifies that the numbered stub on the ballot and the ballot number on the Application to Vote are the same.
- Places the Application to Vote on the spindle, in ballot number order.
- Directs the voter the feed their ballot into the tabulator.
- Hands out an "I Voted" sticker and collects the marking pen.

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Helpful Hints for the Precinct!

▶ If possible, the Chairperson can be freed up to handle problems, call City Hall, oversee the precinct, and prepare materials for closing.

▶ Have an inspector check the voting area for items that should not be there.

▶ Have an inspector stand at the door, offering direction, explaining which precinct the voter is entering, asking voters to hide any candidate information they may have received outside.

▶ **Rotate your election inspectors throughout the day. This allows everyone to learn all positions and avoids boredom.**

The ICP Tabulator

Cut the blue seals and remove the cover by unlocking both sides with your key.

Place the cover under your supply table for safe keeping during the day.
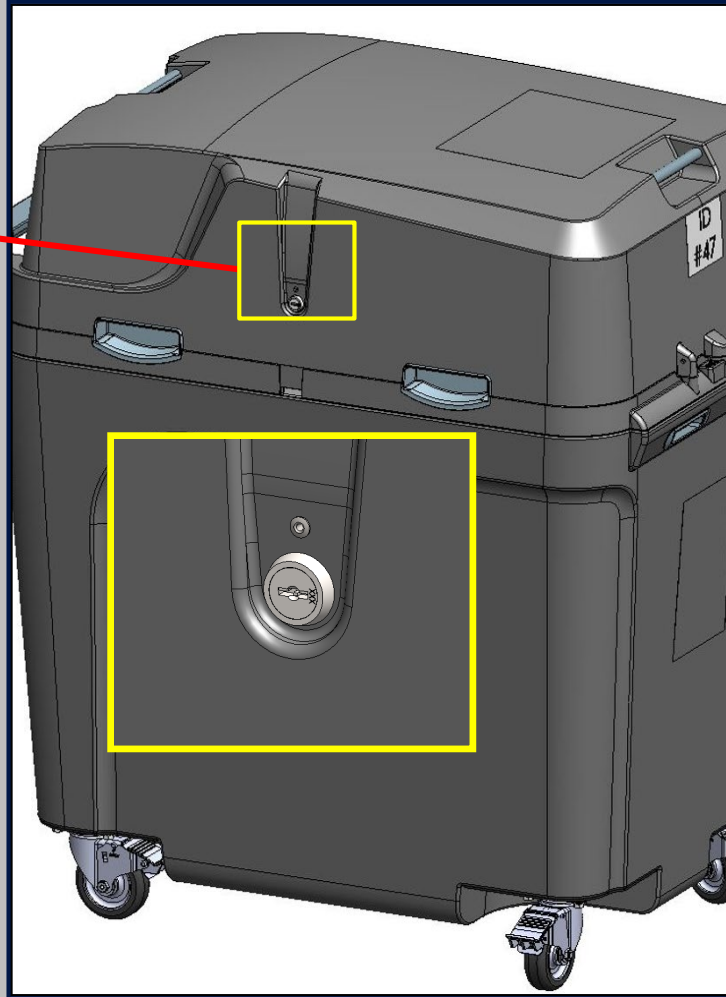
Inspect & Empty Your Ballot Box

- Using the key, open the main door to the ballot containment area.

- Your ballot bag, vests, barcode scanners and secrecy sleeves will be stored here. Remove ALL of them.

- Keep the ballots with the lowest numbers on your check-in table. Store the rest in your blue ballot bag.
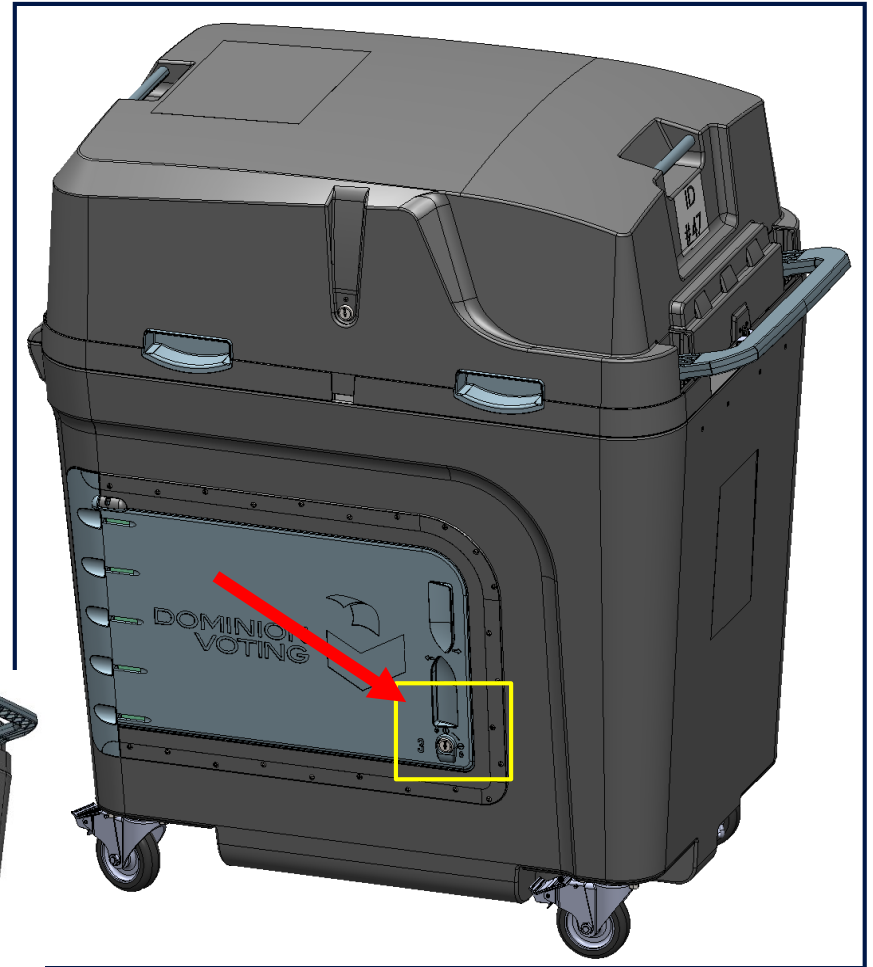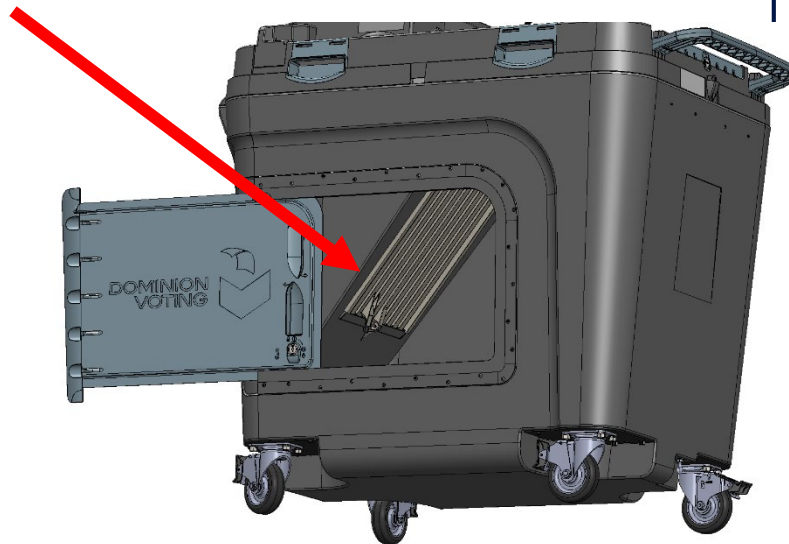
Inspect & Empty Your Ballot Box

- Open the Write-in bin door by lifting up on it and letting it swing open.

- Verify that no ballots have been left in during testing.

- Close the door so it fits snuggly into place.
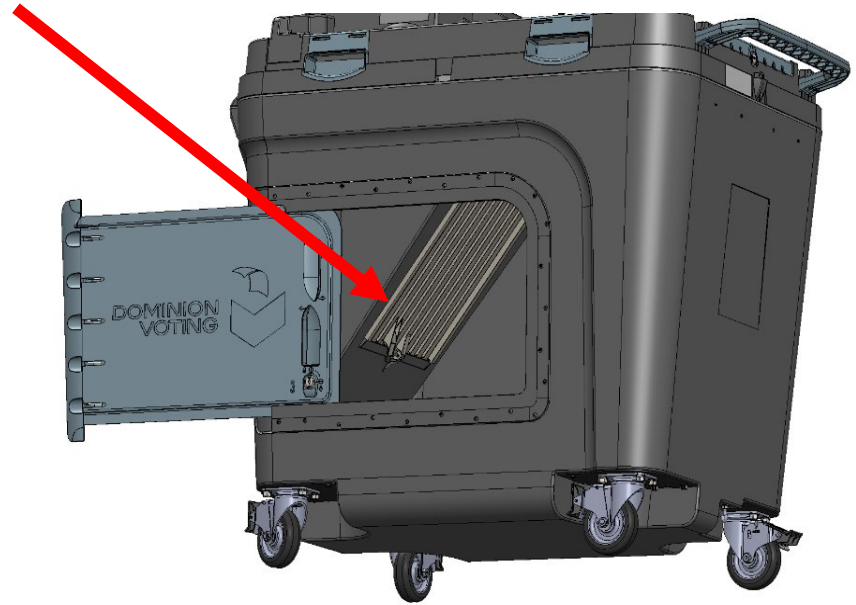
- Slide the main door into the closed position and lock the door with your key!

The Auxiliary Bin

- Using your key, open the door of the Auxiliary Bin.

- Verify that it is empty. (It is quite deep.)

- Close and lock the Auxiliary Bin.
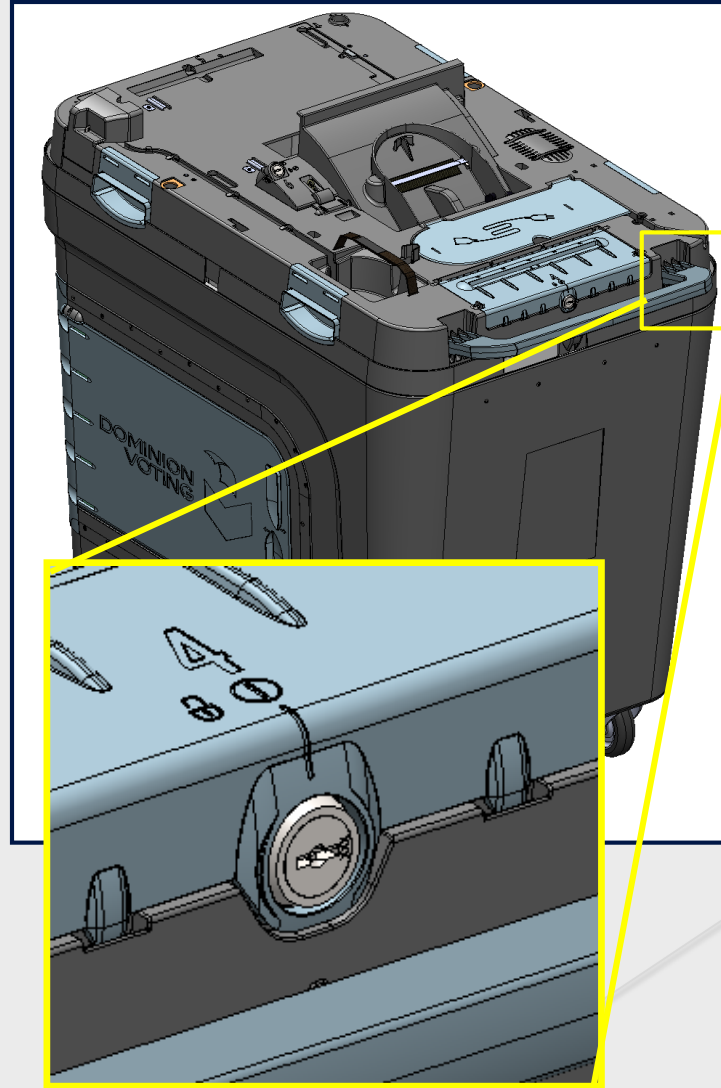
Verify Seal Numbers

- Verify that the tabulator serial number *(on the right side of tabulator)* and tabulator seal numbers agree with the "Clerks' Preparation Certificate"

- Seals are located at the front (memory cards) and top *(see arrows)*

- (**Do not** remove the tabulator seals until the end of the day!)

Model: ImageCast PCOS-320C
Input: 20VAC   2000mA   60Hz

AAFAJGX8693

Plug in your ICP Tabulator

- The cord will be located in the marked compartment or "trunk". *(see photo)*

- Open the compartment and uncoil the cord.

- There is a silver hook at the bottom, back of the tabulator. If you thread the cord through the hook, it will help to avoid trip hazards in the precinct

- Plug your tabulator into an outlet.
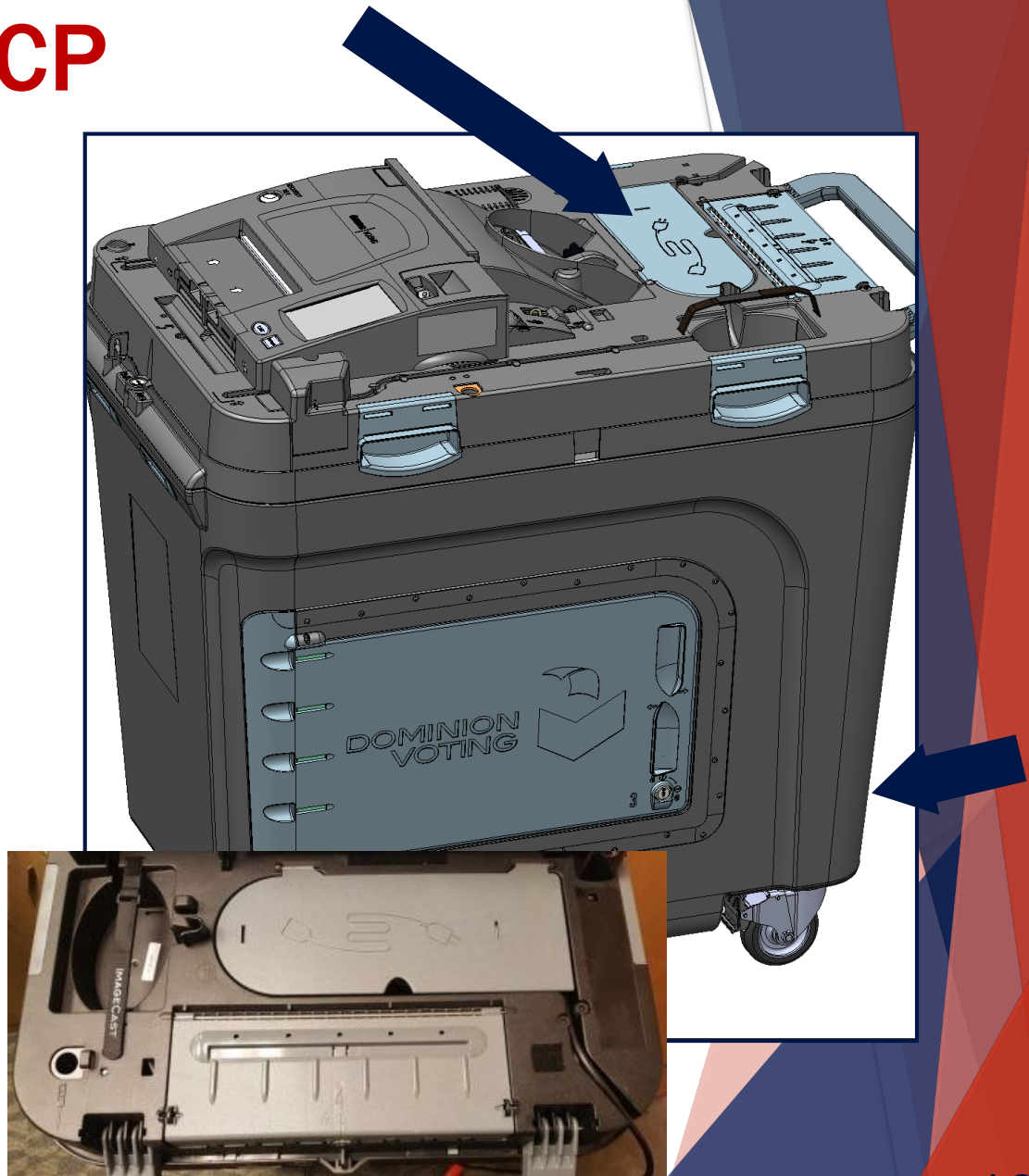
Boot Process

- After you plug in the tabulator, it will start the boot process automatically. You will see a few different screens:

✓ Validating Application

✓ Election firmware being loaded

✓ This process will take a few minutes
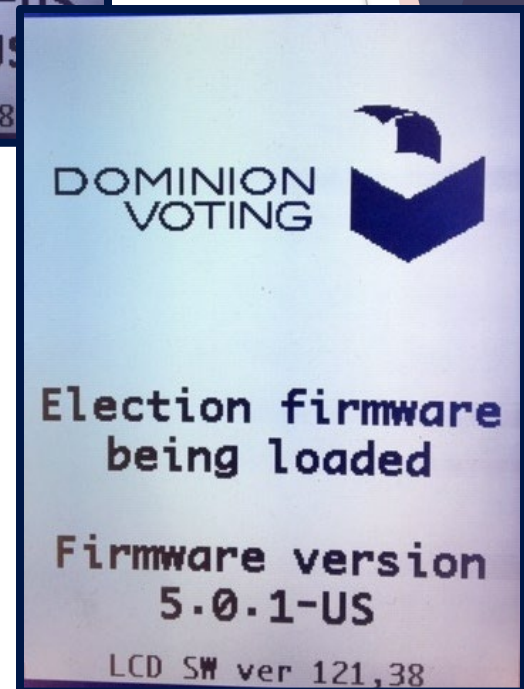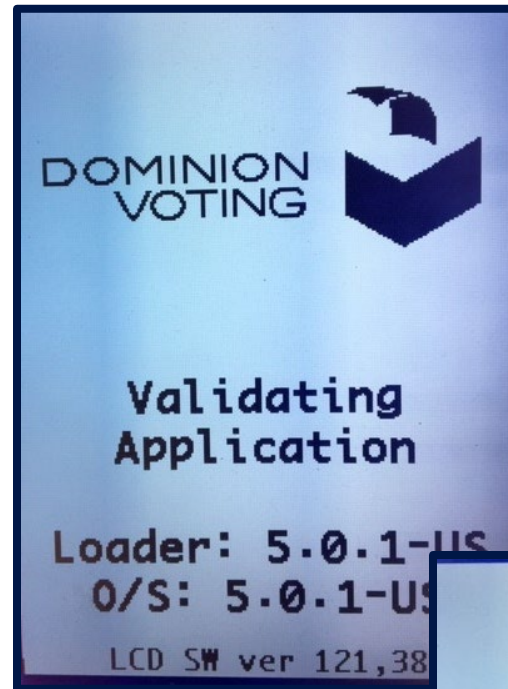
Insert the security key (iButton) into the security keypad and hold it there firmly until it is accepted. The LCD screen will change to the screen in picture "2" below.

1. Opening Screen

DOMINION VOTING

Please insert Security Key to authenticate election files

LCD SW ver 121.38

2. Password Screen

Please Enter Password To Unlock the Device

1	2	3
4	5	6
7	8	9
CLEAR/ CANCEL	0	ENTER

0
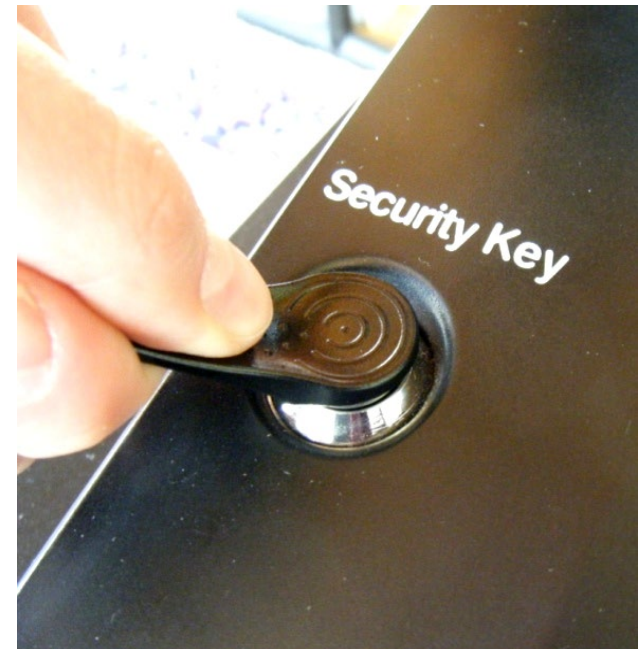
Enter the password, (see Chairperson Instructions, password will change with each election, it will be an 8-digit number) then press the **ENTER** button.

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- You will see the screens pictured here as the tabulator continues to load the election.

- Watch for the "Is this the correct time?" screen.

- You will then have to follow the prompts (pictures 3-8) on the next pages to complete opening .
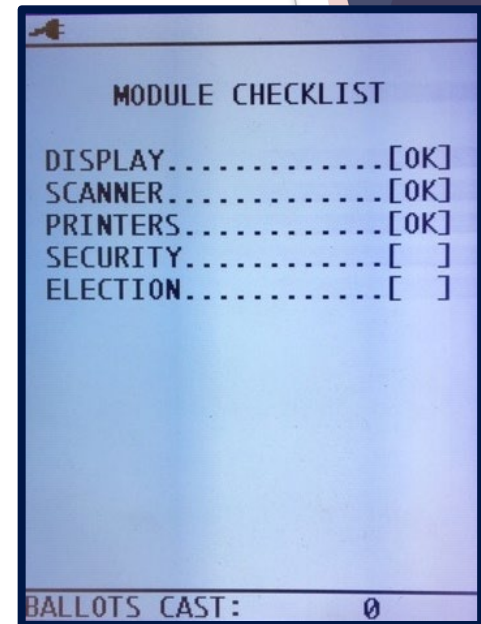
- The Date & Time should be correct. Verify that it is. *(Note: It is military time.)*

- If it is not, please call City Hall and note the discrepancy in the "Remarks" section of the Electronic Poll Book (EPB)

- **Select "Yes"**

ADMINISTRATIVE MENU

OPEN POLL

UTILITIES

POWER DOWN

CANCEL

BALLOTS CAST: 0

IS THIS THE CORRECT TIME?

2013:06:11
05:58:00

YES   NO

0

- **Select "OPEN POLL"**

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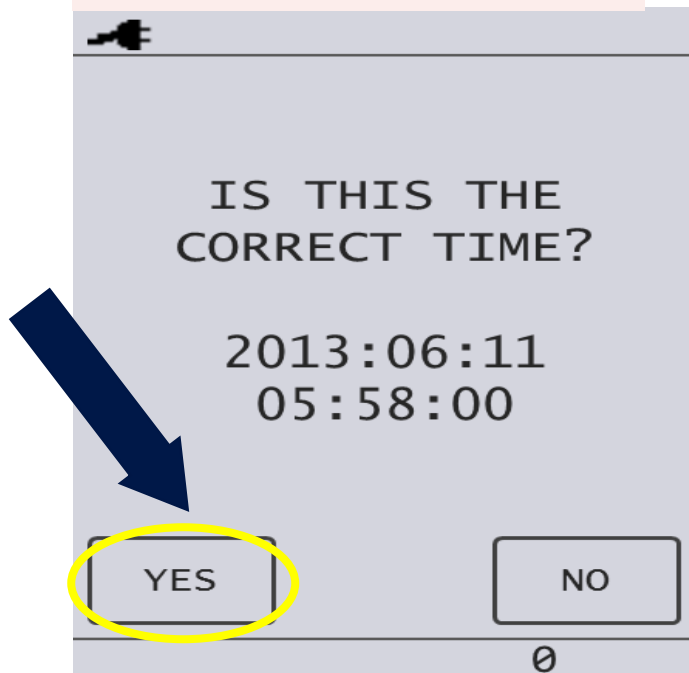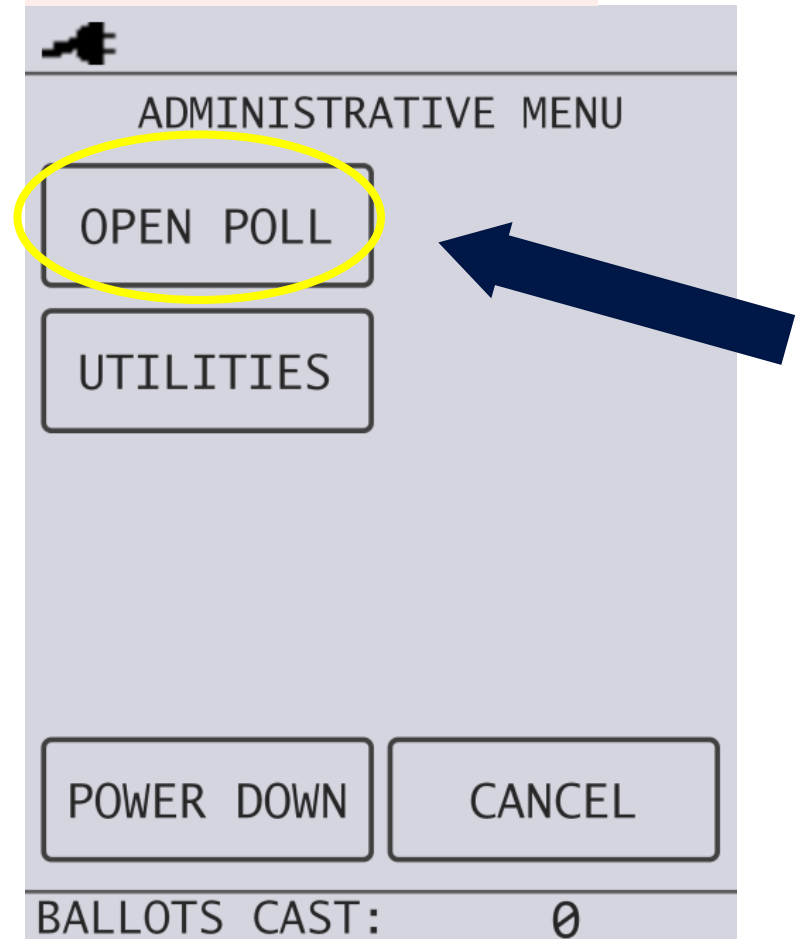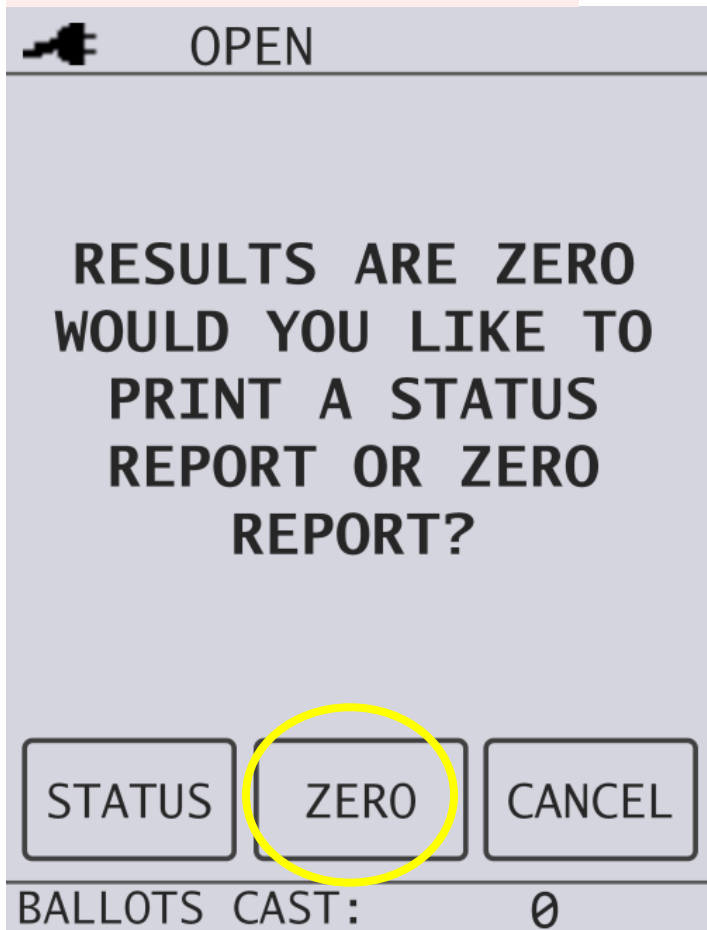
5. Zero Tape Screen

- **Select "ZERO"**

6. Zero Tape Printing

- **The zero tape will begin printing**

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7. More Copies Screen
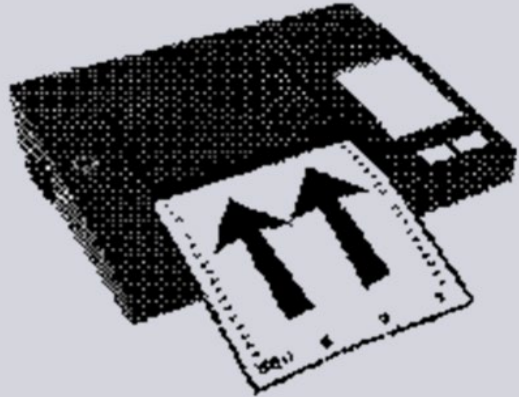
- **Select "NO" if your first copy printed without error.**

8. Ready to Vote Screen

- **The Tabulator is now ready for voters.**

➡️ **Important!** Remove the tape, have all workers sign and place the completed "Zero Tape" in the City Clerk Envelope.

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Electronic Poll Book (Laptop)

- Set up your Electronic Poll Books on the check-in table

- Plug the red cross-over cable to connect both laptops to each other

- Be sure your power strip is **"On"** so the computer is not running on battery powe

- Click on the Electronic Poll Book icon on your desktop

- Enter passwords and proceed to do your first back-up of the day (located in pocket of laptop bag)

- Check your ballot numbers and be prepared to enter the correct starting number. Ballot numbers will auto increment after your enter the first ballot to be issued.

Electronic Poll Book

Setting up the laptop

Enter login credentials which are located in the pocket of the laptop bag along with the Bitlocker (flash drive password).

Opening Reminders

▶ All inspectors must sign the bottom of the Zero tape and complete and sign the "Election Inspectors Preparation Certificate" (paper Poll Book)

▶ Verify that "Ballots Cast" reads zero at the open of polls. "Ballots Cast" will increase by 1 for each ballot tabulated.

▶ Enter a General Remark in the Poll Book that you are up and ready to go!

▶ The polls **<u>must</u>** be ready and open for voting at **7:00 a.m.**

▶ **Remember**: Your Electronic Poll Book computer is for Precinct use only!! **<u>No</u>** other activity should be done on the laptop.

Processing Voters (Station #1)

Each voter must complete an Application to Vote as follows: (MCL 168.523)

Voter:

► Signature - Any variation of the legal name is acceptable; the printed name is optional

► Present Street Address – Not necessarily the registration address

► Day and month of birth should be completed – Year of birth is optional if voter has privacy concerns.

Election Inspectors must complete an Application to Vote as follows: (MCL 168.523)

Election Inspector:

▶ The Date of Election

▶ The Precinct Number

▶ The Ballot Number

▶ The Voter Number

▶ Initials of the Election Inspector

Processing Voters (Station #2)

❑ Compare the day and month of birth and present residential address on the Application to Vote to the information in your Electronic Poll Book.

❑ Initial the Application to Vote to indicate that approval to vote has been granted.

❑ You will then process the voter using the Electronic Poll Book.

❑ Record the ballot number on the Application to Vote.

❑ Enter the correct ballot number into the Electronic Poll Book, always being careful to compare your actual ballot with the number on the screen.

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Processing Voters (Station #2)

▶ Voter ID

▶ Every voter is required by State law to show a valid photo ID before being issued a ballot.

▶ You are verifying that the person in the photo is the person voting. The address does not have to match. It may or may not be on the back of the ID if they have recently changed it.

▶ Acceptable forms of ID include:
  ➢ Drivers License (including out-of-state) or current Michigan ID
  ➢ Federal or State ID (Concealed Pistol License, Veteran's ID or Municipal ID)
  ➢ U.S. Passport
  ➢ Student ID – High School or University
  ➢ Military ID
  ➢ Tribal ID Card

Processing Voters (Station #2)

- If a voter is unable to show ID, he/she will be required to sign an affidavit before being allowed to vote.

- Use the Affidavits found in your 3-Ring Binder. Do **not** use the affidavit on the back of the Application to Vote.

- All completed Affidavits should be returned to the City Clerk in the envelope at the end of the day.

- The voter that completes the Affidavit will be issued a ballot and processed normally.

- If a voter has ID and refuses to show it, they <u>cannot</u> be issued a ballot. (MCL 168.523)

AFFIDAVIT OF VOTER NOT IN POSSESSION OF PICTURE IDENTIFICATION

I, _____ hereby affirm that I reside at
(Print Name)

_____
(Present Street Address)

I further affirm that I am not in possession of a driver's license, a state-issued personal identification card or any other form of picture identification and wish to vote.

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

SIGNATURE OF VOTER: **X** _____

Penalty: Making a false statement in this affidavit is perjury, punishable by a fine up to $1,000.00 or imprisonment for up to 5 years, or both.

_____

To be completed by Election Inspector

Sworn and subscribed to before me this _____ day of _____,
I certify that the elector named above has completed the above affidavit in my presence.

X _____
Signature of Election Inspector

Return this form in Local Clerk Envelope

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Processing Voters (Station #2)

▶ Scan the driver's license or search using the search box

▶ If searching, select the voter to highlight

▶ Lock this voter record

Processing Voters (Station #2)

- ▶ Issue a regular ballot

- ▶ Enter the correct ballot number

- ▶ Always verify the number with the physical ballot

- ▶ Ballot number will auto increment but should always be verified in case of mistakes, spoiled ballots, etc.

Processing Voters (Station #2)

▶ List of voters will update automatically

▶ Snapshot of everything you processed on Election Day

▶ It is a good way to verify that your applications to vote are all correct and everything balances

List of Voters

#	Assigned To	Ballot
1	ABRAMOWICZ, JASON W...	00000301

Processing Voters (Station #2)

▶ **If a voter has a ⚠️ by the voter's name – look at the lower center portion of your EPB screen** *(written in red)*

- ▶ If an absent voter ballot has been issued, the voter has the option to surrender their ballot or tabulate their ballot in the tabulator.

- ▶ If the voter is unable to surrender or does not have their absent voter ballot **contact the clerk for instruction. We will let you know if you can proceed to issue a ballot to the voter.**

▶ **DO NOT,** under any circumstances, issue a ballot to a voter that has been issued and has returned an absentee ballot!

		Voter Name	DOB
▷	REG	ANDRADE, ARTURO	06/07/1967
		ARLING, MARIS	04/05/1972
		ARLING-MORRISON, SIMONE	05/10/1973
		ATKINSON, VICTORIA	02/25/2002
		CHANDLER, FORREST EVAN	08/16/1986
⚠️		DAVIS, JAMES ROBERT	03/25/1969
⚠️		FLOWERS, RAMONA MARY	01/01/1980
		FOLEY, LEILA S	07/14/1999
		FROST, BLAIRE M	03/07/1968
⚠️		GHANNAM, MASOUDA HAZAR	04/17/1953
⚠️		HART, ROXY	01/01/1965
		HAYDEN-LUNA, MALLORY	05/02/2001
		HENTUNEN, MARKUS	02/27/1989
		HOWELL-PRICE, BRIANNA ROBYN	01/01/1971
⚠️		HOWLETT, JAMES LOGAN	10/12/1974
⚠️		JACKSON, SHIRLEY	10/31/1933
⚠️		JONES, HAZEL LORRAINE	04/05/1941
⚠️		KAWASAKI, MUNENORI	06/03/1981
		KHOURY, CHRISTOPHER JORDAN	09/08/1978
⚠️		KNOPE, LESLIE BARBARA	01/18/1975
⚠️		KOWALCZYK, BRYCE H	08/24/1986
⚠️		LINDSEY, SIMON BELMONT	02/14/2006
⚠️		MCINTIRE, ROSIE MARIE	11/19/1998

This Precinct | Other | Unlisted

These voters are located within selected inner precinct(s):

Absentee Ballot [00000025] sent by clerk--Voter must surrender ballot or submit affidavit.
VOTING STATUS: Did not vote in precinct.

Absentee Ballot [00000028] sent/received by clerk--Do not issue ballot.
VOTING STATUS: Did not vote in precinct.

▶ **Refer to your Electronic Poll Book instructions to process voters with various status flags. Contact the Clerk's office with any and all questions.**

▶ **Never issue a voter more than one ballot.**

Voter's Status is CHALLENGED: AGE
VOTING STATUS: Did not vote in precinct.

Voter's Status is CHALLENGED: CITIZENSHIP
VOTING STATUS: Did not vote in precinct.

Voter's Status is CHALLENGED: RESIDENCY
VOTING STATUS: Did not vote in precinct.

Voter's Status is TO BE VERIFIED: SIGN REGISTRATION CARD
VOTING STATUS: Did not vote in precinct.

Voter's Status is TO BE VERIFIED: CONFIRM ADDRESS
VOTING STATUS: Did not vote in precinct.

Voter's Status is TO BE VERIFIED: SURRENDERED LICENSE
VOTING STATUS: Did not vote in precinct.

Must show ID before voting (Federal Requirement).
VOTING STATUS: Did not vote in precinct.

Voter's Status is TO BE VERIFIED: CONFIRM CITIZENSHIP
VOTING STATUS: Did not vote in precinct.

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Processing Voters (Station #2)

Voter brings AV ballot to polling place and wishes to tabulate AV ballot.	• Confirm AV ballot number in EV EPB/EPB, record on Application to Vote and in EV EPB/EPB. • Ask voter to provide photo ID or sign Affidavit. • Provide voter with in-person voting secrecy sleeve. • Direct voter to voting booth and tabulator station.
Voter brings AV ballot to polling place and wishes to surrender AV ballot.	• Voter surrenders AV ballot to election inspector. • Issue voter an in-person ballot. • Place surrendered AV ballot in "Absentee Ballot" envelope.
Voter never received AV ballot or AV ballot was lost or destroyed during Early Voting	• Check EV EPB to verify that the ballot was not returned. • Direct voter to complete Lost or Destroyed AV Affidavit • Issue the voter an in-person ballot • Put the Affidavit in the local clerk envelope
Voter never received AV ballot or AV ballot was lost or destroyed on Election Day	• Call clerk to confirm AV ballot was not returned. Clerk rejects AV ballot in QVF. • Direct voter to complete Lost or Destroyed AV Affidavit • Issue the voter an in-person ballot • Put the Affidavit in the local clerk envelope
AV ballot received by clerk and voter changed their mind.	• No longer an option by the first day of mandatory early voting. • Returned AV ballot is processed and tabulated. • Voter may **not** be issued in-person ballot.

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Processing Voters (Station #2)

▶ If the Clerk's office says the voter can be issued a ballot, the voter <u>must</u> fill out an Affidavit of Absent Voter *(Lost of Destroyed Ballot)*

▶ Use the Affidavits found in your 3 Ring Binder.

▶ All completed Affidavits should be placed in the City Clerk envelope.

AFFIDAVIT OF ABSENT VOTER
(Lost or Destroyed Ballot)

I,_____hereby affirm that I am a
(Print Name)

resident of the City of Westland, Wayne County, Michigan, and I reside at
_____.
(Present Street Address)

I further affirm that I submitted an application for an absent voter ballot for this election to the

City of Westland, Wayne County, Michigan, and that:

(check one)

☐ I did not receive the absent voter ballot that I applied for.

☐ I lost or destroyed the absent voter ballot I received.

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

SIGNATURE OF VOTER: **X**_____

Penalty: Making a false statement in this affidavit is perjury, punishable by a fine up to $1,000.00 or imprisonment for up to 5 years, or both.

To be completed by Election Official

Sworn and subscribed to before me this _____ day of _____ I
certify that the elector named above has completed the above affidavit in my presence.

Precinct # _____   **X**_____
(Signature of Election Official)

<u>Note to Inspector:</u> This form does not have to be completed if the voter turns in his/her absent voter ballot and votes in person. You MUST call the clerk's office prior to permitting the elector to vote to make sure the absent voter ballot has not been returned to the clerk's office and to let us know the voter will be voting in person at the polling location.

Return this form in the CITY CLERK Envelope

Processing Voters (Station #2)

❑ Place the ballot into a secrecy sleeve so that the stub is exposed and hand to voter. The Application to Vote should go with the voter! (see photo)

❑ A secrecy sleeve must be provided with every ballot issued.

❑ Give the voter a ballot marking pen.

❑ Direct the voter to a voting station.

❑ After completing the ballot the voter will proceed to the tabulator.
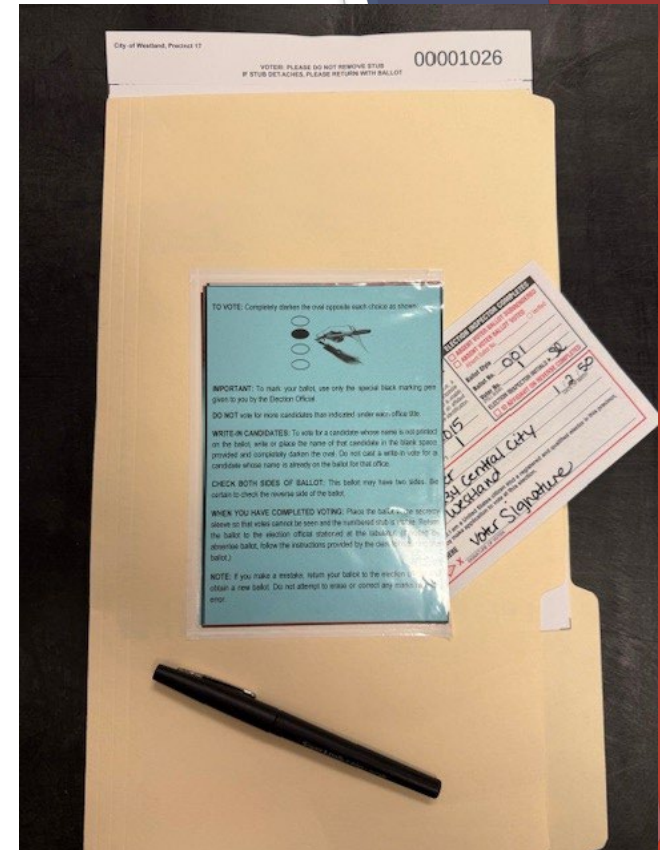
Processing Voters (Station #3)

▶ The Tabulator Inspector verifies the number on the ballot stub against the ballot number recorded on the Application to Vote

▶ The Application to Vote is collected on the "spindle." (see next slide)

▶ The Tabulator Inspector **collects the ballot marking pen**. These pens are fast drying. If a voter wishes to use their own ballpoint pen, ask them to wait 5 minutes to let it dry.

▶ **Remove the numbered ballot stub** and instruct the voter to feed the ballot into the tabulator. If the stub is left on it will cause the ballot to jam!

▶ Direct the voter to the tabulator.

Processing Voters (Station #3)

- At the start of the day, complete the front cover of the Application To Vote Binder with the Date of the Election, your Precinct Number and the City of Westland, Wayne County.

- Keep all applications in voter number order on the metal spindle by placing them upside down onto the spindle, with the cover at the bottom.

THIS BOOK TO BE RETURNED TO THE LOCAL CLERK

Date of Election __8-5-2025__

APPLICATIONS TO VOTE
(POLL BOOK)

Ward _____ Precinct No. __1__

__City of Westland__
City, Township, or Village

County of __Wayne__

PLACE IN ENVELOPE AND RETURN TO LOCAL CLERK

PRINTING SYSTEMS • TAYLOR, MI • (800) 95-12345 • FORM #448 (1/10)

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Processing Voters (Station #3)

▶ Preserving ballot secrecy

❑ Inspectors must remain **at least 10 feet away** from the tabulator while votes are exposed

❑ If a ballot is rejected, inspectors may not approach the tabulator until the ballot is concealed

❑ Always refer to the "script" provided by the Bureau of Elections when explaining the reason(s) for rejection to a voter (A copy is included in your precinct supplies, in the 3-Ring Binder)

❑ The Tabulator Inspector then collects the Secrecy Sleeves and returns them to the check-in table.

❑ Offer the Voter an "I Voted" sticker.

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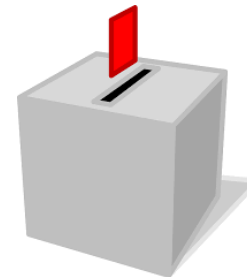
Remarks

▶ It is <u>extremely important</u> that you document activity in the precinct by using the "Remarks" section of the Electronic Poll Book (EPB). We must have at least one remark. Please make sure to add a remark in the morning once you have the EPB setup.

▶ **<u>Examples of Remarks:</u>**

❑ Problems encountered with voters

❑ Voters receiving assistance

❑ Challengers & Poll Watchers

❑ Election inspectors having to leave early

❑ Election inspectors arriving late

❑ If an error occurs – in which case you would give as complete an explanation of the whole situation as possible.

Voting on the ICP Tabulator

There will be approximately a 10 second delay between each ballot.

The voter should be instructed to watch the LCD screen for the words **"Ballot Successfully Cast"** before leaving the precinct.

Once the ballot is in the ballot box, the **"System Ready"** screen will reappear and the "BALLOTS CAST" counter at the bottom of the screen will have increased by one.

Voter Error Messages

(see following pages for proper responses to these messages)

Voter Error Messages	
Blank Ballot Warning	The tabulator does not detect any voter selections on the scanned ballot. Please ensure you used a proper marking pen.
Overvote Warning	One or more contests have too many votes. If you choose to cast the ballot as-is, contests with too many votes will not be counted.
Ambiguous Marks Warning	The tabulator detected marks on the ballot but the selections are not clear. The ballot will be returned automatically.
Misread Ballot Warning	The tabulator cannot detect all of the identifying features of the ballot. Check the ballot for stray markings or damage.
Crossover Ballot Warning	In a primary election the tabulator has detected a vote in more than one party column.

Blank Ballot

> **OPEN**
>
> Warning!
> ***************
> Blank ballot detected. Please use the proper marking pen and fill in the targets completely.
>
> To return and correct the ballot press 'Return'.
>
> To cast the ballot as-is press 'Cast'.
>
> BALLOTS CAST: 0
>
> [Cast]   [Return]
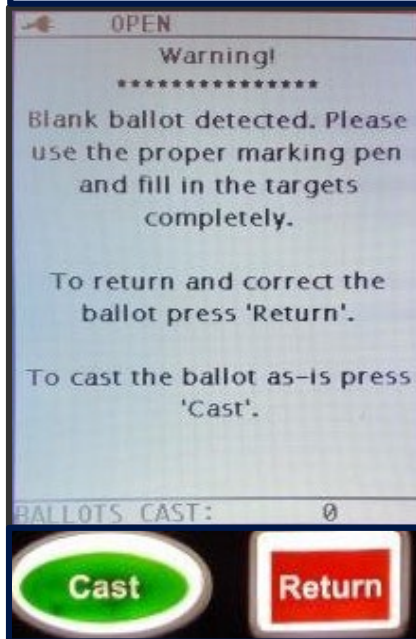
The Voter has the following options:

Press **Cast** Button to process the ballot as blank

Press **RETURN** button to return the ballot. Give the Voter the option to remark the ballot or issue a new ballot if a non standard writing utensil was used.

Overvote

> **OPEN**
>
> Voting issues were found:
> Over-vote
>
> For additional details, press the 'More' button.
>
> Press 'Return' to get your ballot back and make changes. Press 'Cast' to cast your ballot 'as is'.
>
> [Cast]   [Return]
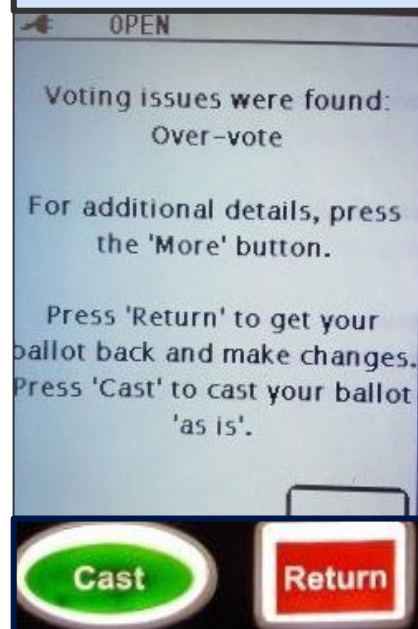
The Voter has the following options:

Press **Cast** button to process the ballot with the over vote

Press **RETURN** button to return the ballot. Issue a new ballot for the voter to mark then spoil the over voted ballot. Instruct the voter on proper ballot marking process

Ambiguous Marks

> **OPEN**
>
> Warning!
> ***************
> One or more ambiguous marks were detected on the ballot. Please use the proper marking pen and fill in the targets completely.
> For additional details, press the 'More' button.
>
> [More]
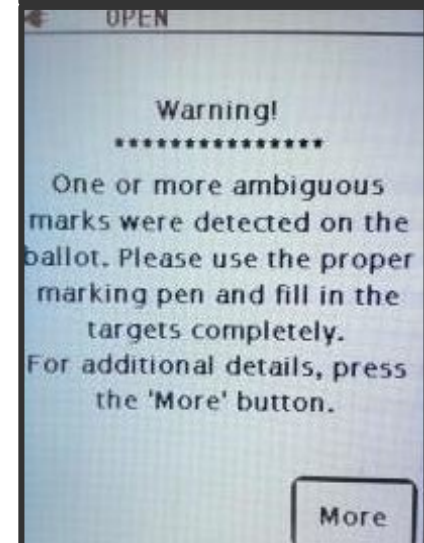
The ballot will return to the voter.

Explain to the voter that the ballot cannot be processed because one or more unclear marks were detected and the machine cannot be certain of the voters intent.

Spoil this ballot and a new ballot should be issued.

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Misread Ballot

OPEN

Warning!
••••••••••••••
Paper inserted was misread and could not be verified as a valid ballot. Please verify ballot and refeed.

BALLOTS CAST: 0
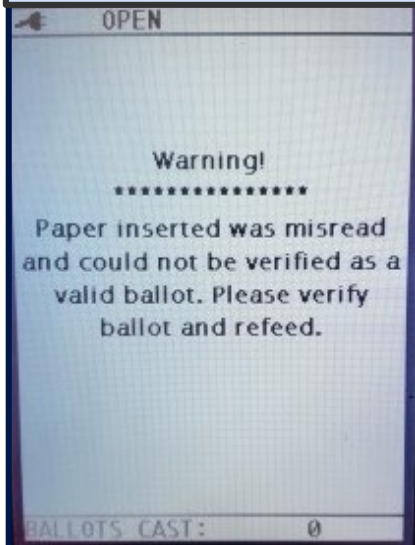
The ballot will return to the voter.

Inspect the ballot for physical damage. If it's ok then reinsert the ballot into the ICP, try different orientations.

If unable to read the ballot then issue a new ballot and spoil the misreading ballot. Instruct the voter on proper ballot marking process

Crossover Ballot

OPEN

Voting issues were found:
Cross-vote

For additional details, press the 'More' button.

Press 'Return' to get your ballot back and make changes. Press 'Cast' to cast your ballot 'as is'.

More

BALLOTS CAST: 0

Cast   Return
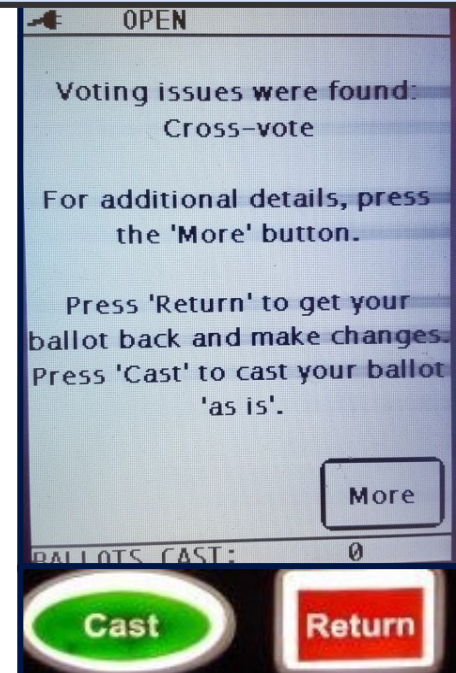
The ballot will be accepted and those portions that are voted correctly will count if "Cast" is selected.

The ballot will return to the voter "Return" is pressed.

Issue a new ballot and spoil the crossover ballot. Instruct the voter on proper ballot marking process

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If a voter needs another ballot:
(overvoted or otherwise spoiled)

► Instruct the voter to press the "Return" button on the tabulator. Ballot must be placed back inside the secrecy sleeve.

► Retrieve their Application to Vote.

► Take them back to the table where ballots are issued.

► Voter folds ballot in half. Voter writes "spoiled" on ballot. Voter places spoiled ballot in the "Spoiled Ballots" envelope.

► Cross out the old ballot number and write the new one on the Application to Vote. Issue new ballot in the computer and send voter to the voting booths. NOTE: If using dual poll books, voter may go to either laptop.

Spoiling a ballot in the EPB

► **Pull up the voter**

► **Lock their record**

► **Spoil a ballot**

NOTE: Voter can go to either EPB to spoil their ballot. They do not need to go to the EPB that they were originally processed on.

Assisting Voters Cast Ballots

▶ A complete record must be made on the remarks page whenever a voter receives assistance

▶ Under <u>state law</u> two inspectors of different political parties must assist the voter

▶ Under <u>federal law</u> a voter who is blind, disabled or unable to read or write may designate a person to assist him or her

"WHAT IF'S"

▶ Power Outage

  ▶ Your tabulator will work on battery for a time. Be sure to call the Clerk's office immediately.

  ▶ Unlock the Auxiliary Compartment (back top), open ballot slot and relock

  ▶ Continue issuing ballots;

  ▶ Your EPB will work on battery for a time. Be sure to back-up.

  ▶ Take out your paper Poll Book and Precinct List so you will be able to process voters after the battery on the EPB is depleted.

"WHAT IF'S" (Continued)

► Ballot Jam

  ► Instruct the voter to return his/her ballot to the secrecy envelope; approach the tabulator and compare public counter total to poll book total to determine if the ballot has been counted

  ► If the ballot has not been tabulated, re-insert or issue a replacement ballot if the first ballot is damaged

  ► If the ballot has been tabulated, no further action is required

  ► If the ballot is truly "jammed" in the ImageCast tabulator, call the Clerk's office immediately. **Use the Auxiliary Compartment!**

  ► Once the ballot is no longer jammed the tabulator will tell you if it has been counted

  ► If you are busy and cannot compare the tabulator number to the Poll Book number, **DO NOT feed the ballot through**. Hold the ballot in the Auxillary Bin until the end of the day.

Voters not showing up in the EPB

▶ There are <u>four reasons</u> why a voter's name may not appear in the Electronic Poll Book

1. Voter did not register before Election Day
2. Voter is at the wrong polling place
3. Voter's record is lost or misfiled
4. Voter's registration has been cancelled

▶ Take the following actions:

   ▶ Confirm that the voter is at the correct polling location by contacting the City Clerk's Office

   ▶ Ask the voter if he/she registered at City Hall in the last 15 days

      ▶ If yes, ask to see the voters registration receipt

      ▶ **If no, the voter can register to vote at Westland City Hall and receive an Absentee Ballot at the same time if they wish.**

      ▶ **IMPORTANT: If voter's name is not in the EPB, they must have a registration receipt!**

   ▶ **<u>Call the Clerk's office to confirm any information!</u>**

Registration Receipt

▶ If a voter registered with our office in the last 14 days, the voter will have a "Voter Registration Receipt" similar to the one shown here.

▶ If the voter registered before 4:00 p.m. on the Monday prior to Election Day, the voter will be on the EPB list.

▶ If the voter registered on Election Day, you will have to enter the voter onto the "Unlisted" tab on the Electronic Poll Book (EPB). See next page.

Clerk's Office Voter Registration Receipt

[clerk address]   Registration approved by:_____

[election date] Election

The following voter was registered to vote on [reg date] and should be issued a [**reg/ch**] ballot:
 [**voter name and address**]

Note to election inspector:

The voter listed on this receipt registered to vote with the local clerk today or within the last 14 days
- Have the voter sign and detach the Application to Vote below.
- If the voter is not found in the ePollbook, you must add them to the Unlisted Tab.
- Be sure to enter the voter's First and Last Name, and the Voter's ID number by scanning the bar code or typing in the number on the Application to Vote below.

[wording 1 for Challenged ballot]
Prepare the ballot as Challenged.

CH

1. Write the ballot number in pencil on the upper left-hand corner of the ballot, being sure to avoid any barcodes or timing marks (**not** on the ballot stub).
2. Conceal this number with a small piece of white paper taped over the number.
3. Use the Challenged ballot button to enter the voter's ballot number into the ePollbook. If your precinct has more than one ballot style, issue the ballot style noted below.
4. The voter will then vote the ballot and place the ballot in the tabulator as usual.

[wording 2 for Regular ballot]
Issue the voter a Regular ballot with the ballot style noted below.

Retain this receipt in the local clerk envelope.

Application to Vote

[ward/pct number]
[bar code]

[election date mm/dd/yyyy]

I certify that I am a United States citizen and a registered and qualified elector in this precinct and hereby make application to vote at this election

Sign
_____

Ballot Style: [populate]
Ballot No: _____
Voter No: _____
Inspector Initials: _____

[voter name/address/DOB]

Election Inspector: Have voter sign and place with other Applications to Vote.

SAMPLE

Registration Receipt (continued)

▶ From the main screen of your Electronic Poll Book (EPB), click on the "Unlisted" tab.

▶ The Unlisted Voter screen will pop up when you click "New."

▶ Enter all of the voters data as indicated in the picture including selecting the check box indicating that the voter had a receipt from our office.

Registration Receipt (continued)

▶ **The Receipt will provide you with the ballot type to be issued:**

  ▶ **Regular**

  ▶ **Challenged** (not common)

▶ **The voter should complete a regular Application to Vote. The Application to Vote on the Receipt provides you with precinct location information.**

▶ **The Application to Vote will be spindled with all of the other regular Application to Vote forms from your precinct.**

Clerk's Office Voter Registration Receipt

[clerk address]   Registration approved by:_____

[election date] Election

The following voter was registered to vote on [reg date] and should be issued a [reg/ch] ballot:
[voter name and address]

Note to election inspector:

The voter listed on this receipt registered to vote with the local clerk today or within the last 14 days
- Have the voter sign and detach the Application to Vote below.
- If the voter is not found in the ePollbook, you must add them to the Unlisted Tab.
- Be sure to enter the voter's First and Last Name, and the Voter's ID number by scanning the bar code or typing in the number on the Application to Vote below.

[wording 1 for Challenged ballot]
Prepare the ballot as Challenged.
1. Write the ballot number in pencil on the upper left-hand corner of the ballot, being sure to avoid any barcodes or timing marks (**not** on the ballot stub).
2. Conceal this number with a small piece of white paper taped over the number.
3. Use the Challenged ballot button to enter the voter's ballot number into the ePollbook. If your precinct has more than one ballot style, issue the ballot style noted below.
4. The voter will then vote the ballot and place the ballot in the tabulator as usual.

[wording 2 for Regular ballot]
Issue the voter a Regular ballot with the ballot style noted below.

Retain this receipt in the local clerk envelope.

Application to Vote

[ward/pct number]   [election date mm/dd/yyyy]
[bar code]

                                            Ballot Style: [populate]
                                            Ballot No: _____
Sign → I certify that I am a United States citizen and a registered and qualified elector in this precinct and hereby make application to vote at this election
                                            Voter No: _____
                                            Inspector Initials: _____
_____

                                            [voter name/address/DOB]

Election Inspector: Have voter sign and place with other Applications to Vote.

▶ **If the Receipt tells you to issue the voter a regular ballot, you will proceed using the same process as all other voters.**

▶ **If the Receipt tells you to prepare the ballot as <u>Challenged</u>, you must follow the process as recorded on the Receipt.**

▶ **Challenge materials are located in your Provisional Ballot envelope.**

Clerk's Office Voter Registration Receipt

[clerk address]   Registration approved by:_____

[election date] Election

The following voter was registered to vote on [reg date] and should be issued a [**reg/ch**] ballot:
 [**voter name and address**]

Note to election inspector:

The voter listed on this receipt registered to vote with the local clerk today or within the last 14 days
 • Have the voter sign and detach the Application to Vote below.
 • If the voter is not found in the ePollbook, you must add them to the Unlisted Tab.
 • Be sure to enter the voter's First and Last Name, and the Voter's ID number by scanning the bar code or typing in the number on the Application to Vote below.

[wording 1 for Challenged ballot]
Prepare the ballot as Challenged.
CH 1. Write the ballot number in pencil on the upper left-hand corner of the ballot, being sure to avoid any barcodes or timing marks (**not** on the ballot stub).
   2. Conceal this number with a small piece of white paper taped over the number.
   3. Use the Challenged ballot button to enter the voter's ballot number into the ePollbook. If your precinct has more than one ballot style, issue the ballot style noted below.
   4. The voter will then vote the ballot and place the ballot in the tabulator as usual.

[wording 2 for Regular ballot]
Issue the voter a Regular ballot with the ballot style noted below.

Retain this receipt in the local clerk envelope.

Application to Vote

[ward/pct number]   [election date mm/dd/yyyy]
[bar code]

                                     Ballot Style: [populate]
I certify that I am a United States citizen and a   Ballot No: _____
registered and qualified elector in this precinct and
hereby make application to vote at this election   Voter No: _____
**Sign** ⬛   Inspector Initials: _____
    _____

                                     [voter name/address/DOB]

Election Inspector: Have voter sign and place with other Applications to Vote.

Preparing a Challenged Ballot

▶ Some voters who have registered in the 15 days up to and including Election Day may require a Challenged Ballot.

▶ You will need to use these materials. Have them ready on your check-in table.

▶ Inside your Provisional Ballot Envelope you will find a pouch under the "Challenge Ballot" tab.

▶ The pouch contains pencils, concealing tape and directions.
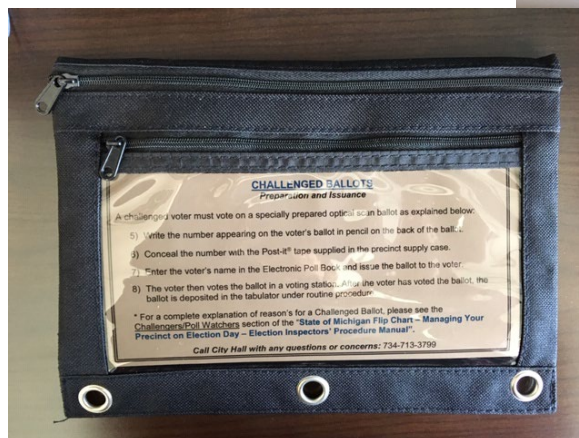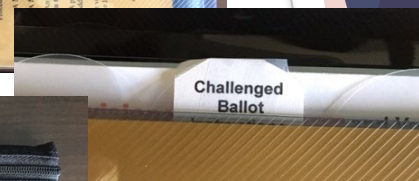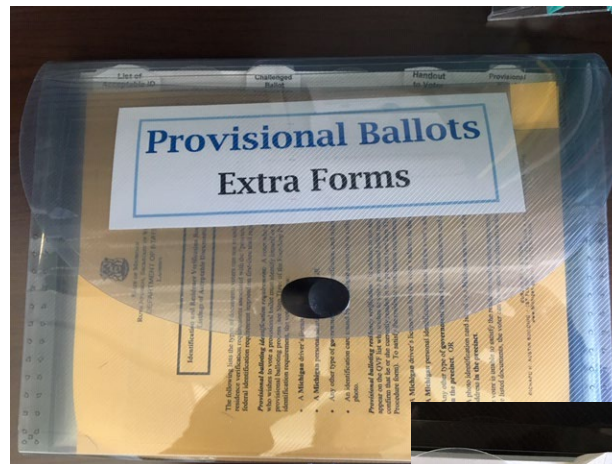
Preparing a Challenged Ballot (continued)

1) Write the ballot number in pencil on the upper left corner of the ballot, being sure to avoid any barcodes or timing marks (not on the ballot stub).

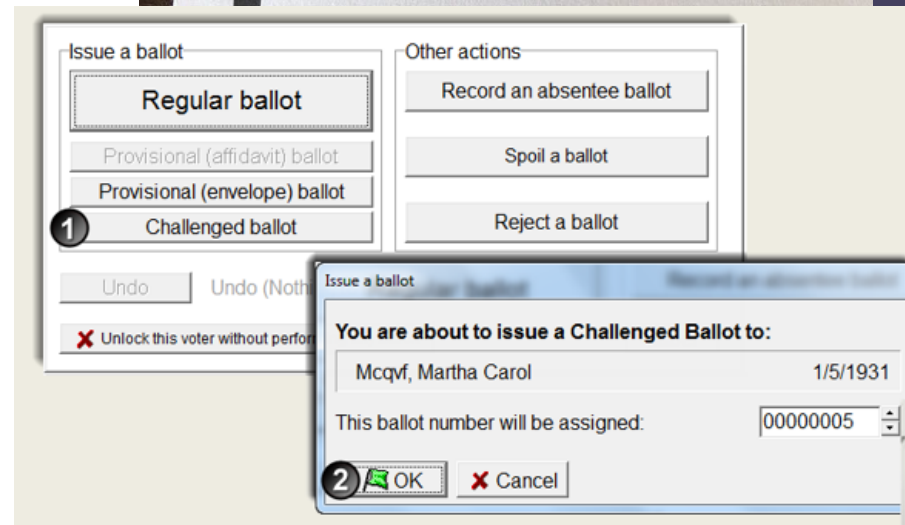2) Conceal the number with the Post-It concealing tape provided for you in the case. Press down firmly onto the tape so the seal is tight.

3) Use the Challenged ballot button to enter the voter's ballot number into the EPB.

4) The voter will then vote the ballot and place the ballot in the tabulator as usual.

60
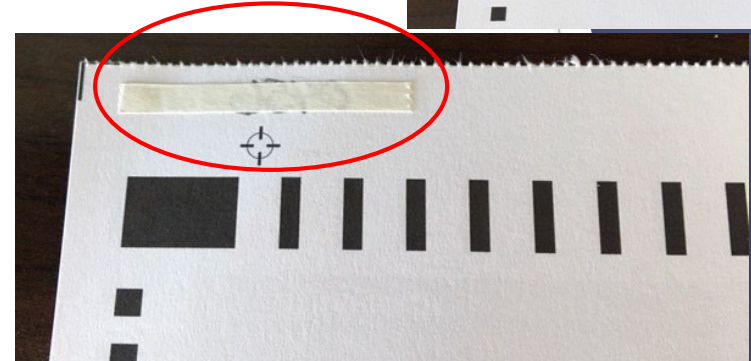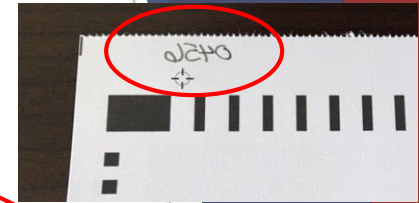
Campaigning at Polls

▶ Campaigning, circulating petitions, soliciting donations or selling baked goods is not allowed within 100 feet from any exterior entrance to the building that is used by voters *(Mark 100' from entrance with chalk and the measuring tape if time and weather allows. Both are located in the precinct supply bin)*

▶ Vehicles bearing campaign information may park within 100 feet only while the driver and passengers are voting

▶ Inspectors have the right to ask voters inside the precinct to remove campaign buttons and conceal literature or clothing bearing campaign information

▶ Voters may use literature or electronic devices to assist them in voting, but it must remain concealed unless in the voting station.

Election Day Issues

▶ It is important to enforce the 100' rule for all campaigning at the precinct.

▶ Chairs and CoChairs should have their cell phones with them at all times.

▶ If a voter or those campaigning become adversarial when instructed in Election Law, call the Clerk's office immediately for assistance.

▶ If you are concerned for your safety, call 911 first, and then call the Clerk's office to inform us of the situation.

Challengers, Poll Watchers, Exit Pollsters

▶ Consult your "<u>Managing Precinct on Election Day</u>" manual for information on what is allowed for each of the above

▶ Call the Clerk's office with any specific questions or problems on Election Day
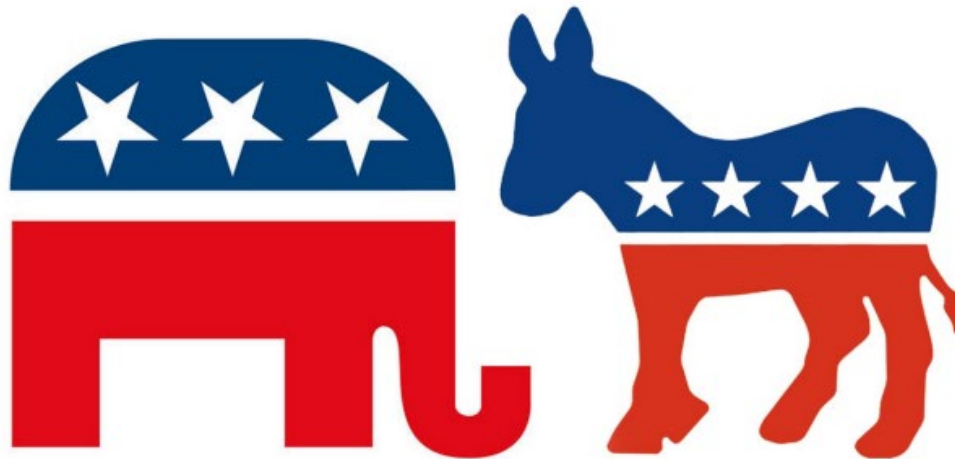
Cell Phones in the Polling Place

▶ The use of phones or other recording devices are prohibited in the precinct during the hours of voting. *(except when using it for information while in the voting station)*

▶ Selfies should never include other voters in the background and should be taken outside the precinct. Voters are allowed to take photos of their voted ballots; however, the photos can not include themselves or any other voters. They cannot be posted to social media until the voter is 100 feet from the entrance to the precinct.

▶ News media representatives are permitted to briefly film from the public area. Ballot secrecy and voter rights must be protected!
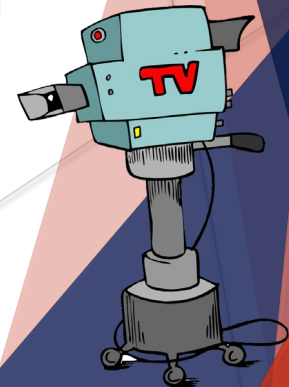
Check and Balance Procedure

▶ The following duties must be performed by <u>two</u> inspectors of different political party affiliations:

- ➤ Assisting voters after they have entered the voting booth
- ➤ Opening the tabulator or the Black Ballot Box while the polls are open
- ➤ Sealing ballot containers, programs/memory units and special envelopes
- ➤ Delivering ballot containers programs/memory units and special envelopes after the close of the polls
- ➤ During lunch hours or other times when both parties may not be present, you may borrow a worker from a precinct at the same location
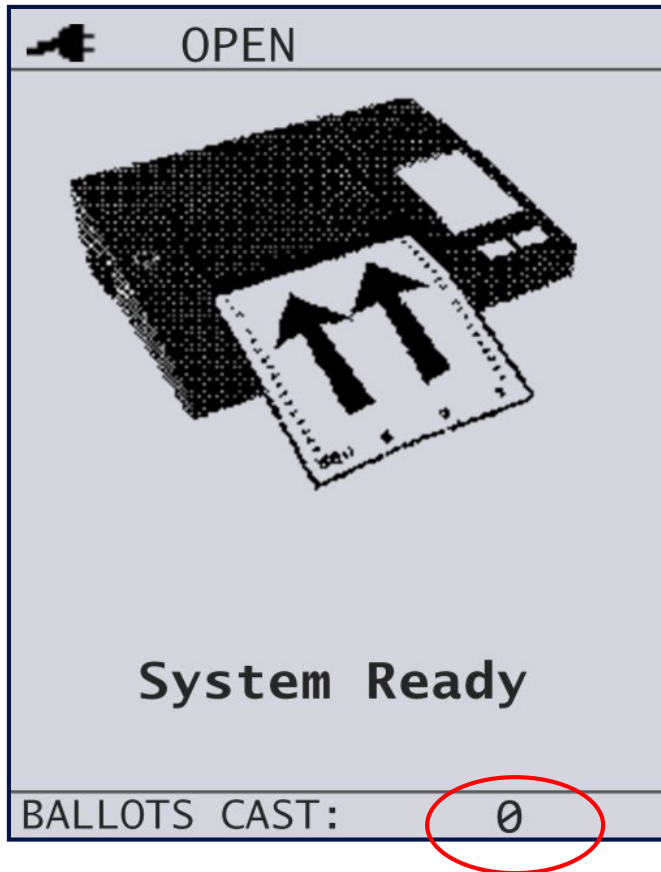
Closing the Polls

➢ The polls officially close at 8:00 p.m.

➢ **STEP 1** – Verbally announce that polls are closed. One Election Inspector will go to the back of the line of voters and hand out Applications to Vote to each person that has arrived before the 8:00 p.m. closing time. That worker will remain at the back of the line to inform anyone entering the building after 8:00 p.m. that the polls are closed.

➢ **STEP 2** - After all voters have left, check to see that all ballots have been removed from the Auxiliary Compartment if applicable. Duplicate any ballots that require duplication using two election inspectors.

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Closing the Polls (Continued)

- **STEP 3** – Compare the "Ballots Cast" on the tabulator to the total number of voters according to the poll lists. *(Electronic Poll Book and Applications to Vote)* **The three numbers must agree!**

  - Note: During this time, inspectors can be packing away supplies into the supply bin, disassembling and storing voting surrounds and removing signage from the precinct.

Public Counter Must Agree with the Electronic Poll Book and Applications to Vote

Checking these numbers throughout the day will make closing easier!
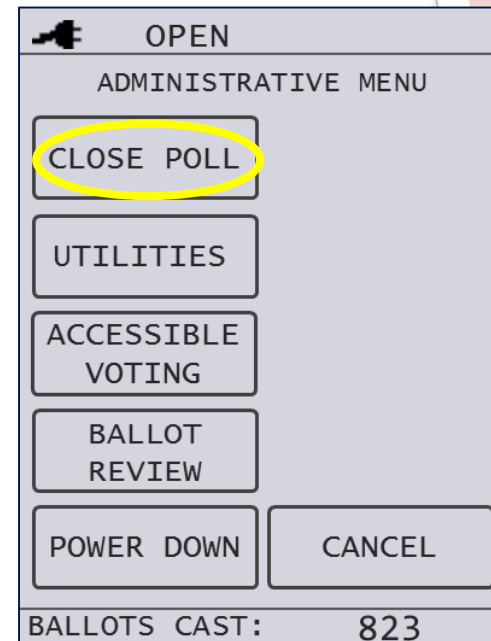

ICP Tabulator (LCD Screen)
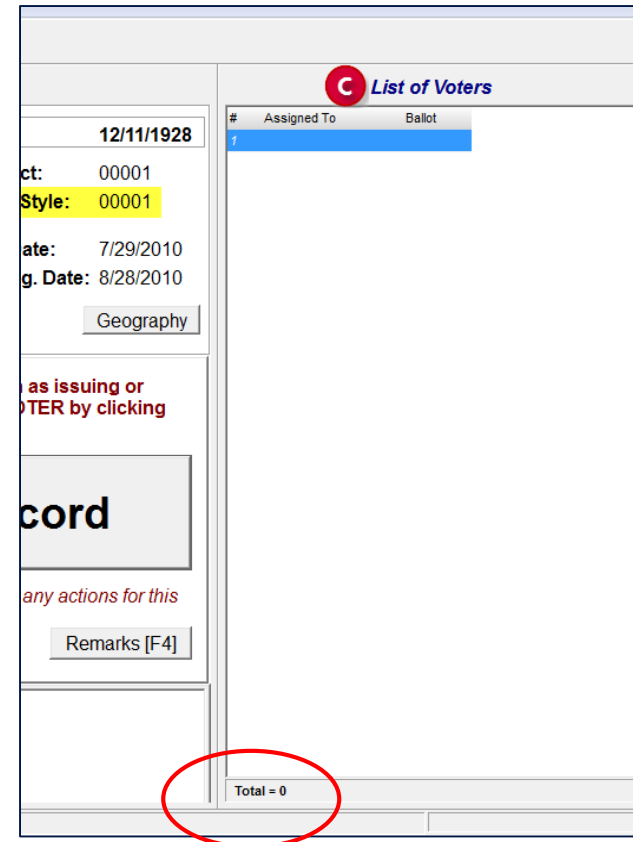
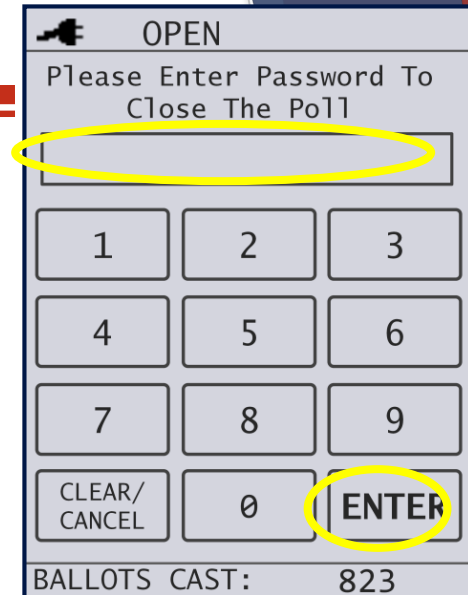**Electronic Poll Book** (EPB)

Closing the Polls (Continued)

➢ **STEP 4** – Print Totals Tapes

▶ Insert the Security Key (iButton). The Administrative Menu will appear.

▶ Select CLOSE POLL from the menu.

Closing the Polls (Continued)

➢ **STEP 4** (cont.) – Print Totals Tapes

➢ Enter the password *(8-digit code given to your chairperson, changes with each election)*, Press **ENTER**

➢ Select **YES** in answer to the question "Are you certain you wish to close poll?"

Closing the Polls (Continued)

➢ **STEP 4** (cont.) – Print Totals Tapes

- If 3-4 copies of the totals tape print with no problems, select **NO** in answer to the question *"Would you like to print more copies of this report?"*

- After you close the polls, campaigners are allowed to wait for the results. Print <u>one</u> extra copy and tape it to the wall or table out of the way.

Closing the Polls (Continued)

➢ **STEP 5** – Power Down

- From the Closed menu, select **POWER DOWN**.

- "Are you certain you wish to shut down tabulator?," select **YES**.

- Unplug the tabulator, wind the cord neatly into the "trunk."

- Put all cords and power strips in the bottom of the tabulator.
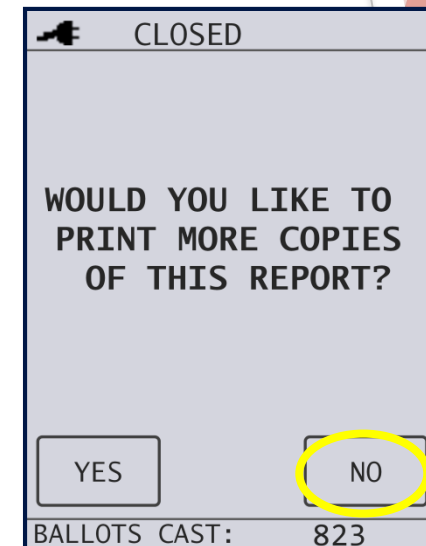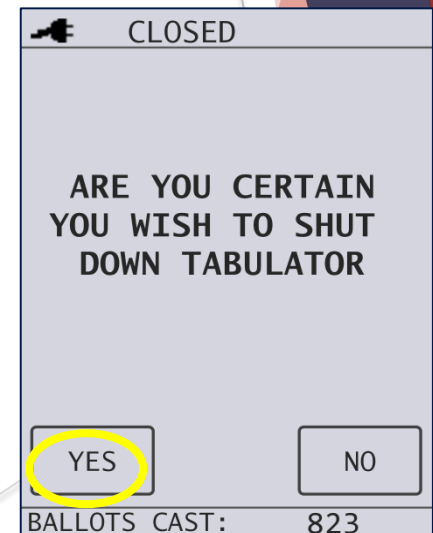
CLOSED
ADMINISTRATIVE MENU

UTILITIES

POWER DOWN   CANCEL

BALLOTS CAST: 823

CLOSED

ARE YOU CERTAIN
YOU WISH TO SHUT
DOWN TABULATOR

YES   NO

BALLOTS CAST: 823
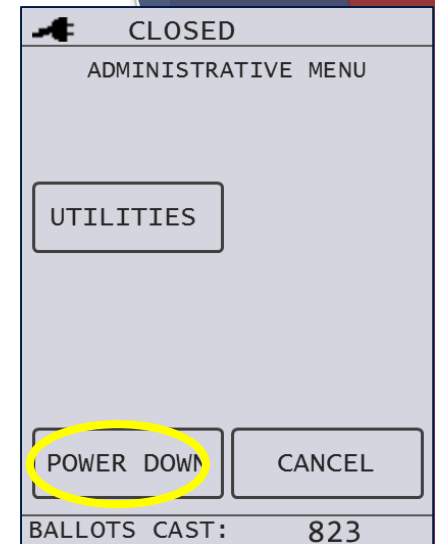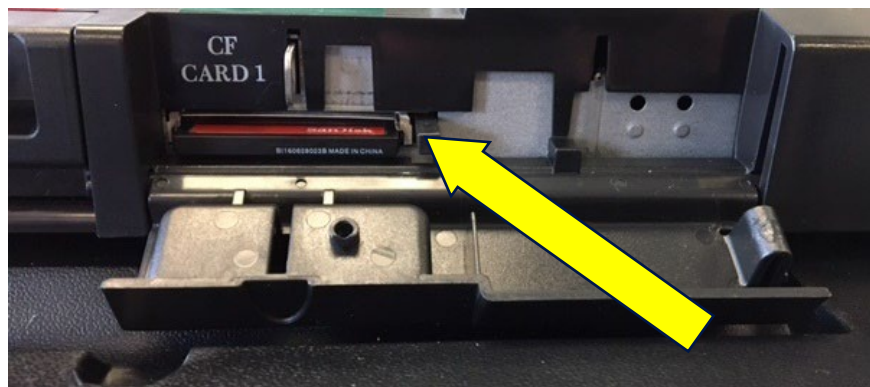
Closing the Polls (Continued)

> **STEP 6** – Removing the Primary
> Memory Card

- With your scissors/wire cutters, cut the white seal on the ICP. Remove and discard.

- Open the small door by the green tape.

- Push the little black button, the Memory Card will pop out. Put the memory card in the black transfer bag and seal.

- Reseal slot using a white seal.

- **IMPORTANT!** Do not cut the backup memory card with the red seal!

- **IMPORTANT! The primary memory card must be returned to City Hall!**

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Closing the Polls (Continued)

STEP 7 – Seal <u>Primary</u> Memory Card into the Black Memory Card Transfer Bag

- Place one (1) memory card in the white envelope and then the Black Memory Card Transfer Bag.

- A "vampire" seal and a White Card will be in your bag *(see directions on envelope)*

- Sign the White Card (two Inspectors of the opposite political party) and record the seal number on the card and the Remarks page of the 2 Ring Paper Poll book.

- Seal with a "vampire" seal

Closing the Polls (Continued)

➤ **STEP 8** – Empty the Ballot Box

▶ Using the key, open the main door to the ballot containment area.

▶ Two election inspectors of opposite political parties will empty all voted ballots into the blue ballot bag.

▶ **ALL BALLOTS in the main area should be removed before proceeding to the next step!**

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The Write-In Compartment

STEP 9 - Empty the Write-In Compartment

- **After** removing all ballots in the main area and placing them in the ballot bag, open the write-in compartment.

- Access the compartment by lifting up on the door, using the finger groove, about 1 inch until it hits the top stop.

- The door will swing open.
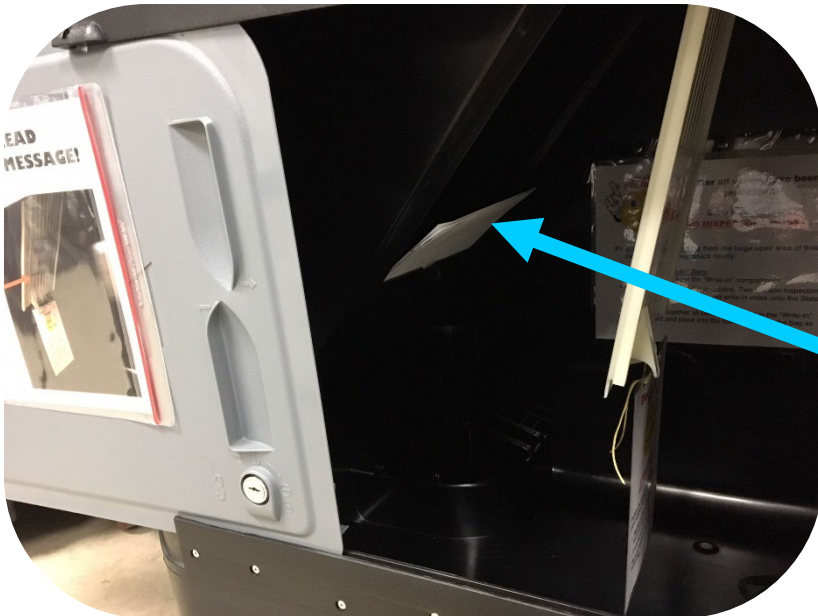
- Remove **all** Write-in Ballots and tally votes of **valid** write-in candidates on the Statement of Votes form.

Closing the Polls (Continued)

STEP 10 – Processing Write-in Votes

- All ballots containing write-in votes must be visually reviewed to determine whether the write-in vote is valid

- If the write-in vote is <u>valid</u>, tally the vote on the Statement of Votes in the Poll Book *(If there are valid write-ins, the list will be in your 3 ring binder)*
  - When tallying valid write-in votes, the name of each write-in candidate must be recorded in the Poll Book on the Statement of Votes as written by the voter; a separate record is made for each variation:
  - Barry Sanders, President, 2 votes
  - Barrie Sanders, President, 6 votes
  - B. Sanders, President, 12 votes
  - B.J. Saunders, President, 1 vote

Closing the Polls (Continued)

- Sample of the **"Statement of Votes"** with valid candidates recorded.

FORM #384 (05/24) — DETACH ONLY THE WHITE AND PINK COPIES AT PERFORATIONS —   **PRESS FIRMLY!**

Ward # _____   **WRITE-IN STATEMENT OF VOTES**
- If available, staple write-in report from tabulator here, in lieu of tallies.
- Otherwise tally all valid **write-in votes**, if any, and record the totals below.

Precinct # __3__   Name of City or Township: __Westland__   Date of Election: __8·5·25__

CANDIDATE'S NAME Declared Write-Ins Only (List each variation separately)	OFFICE TITLE	PARTY	TALLY OF VOTES											TOTAL WRITE-IN VOTES
			5	10	15	20	25	30	35	40	45	50	
Barry Sanders	President	Dem	II										2
Barrie Sanders	President	Dem	IIII I										6
B. Sander	President	Dem	IIII IIII II										12
B.J. Sanders	President	Dem	I										1

The above are examples of how VALID write-in candidates (those that have filed with our office) should be recorded on the Statement of Votes. We will give you a list of VALID write-in candidates in the 3 ring binder.

WHITE - Place in Envelope to **LOCAL CLERK**   PINK - Place in Envelope to **CANVASS BOARD / PROBATE JUDGE**   MANILA – Remains in Poll Book Which is Placed in Envelope to **COUNTY CLERK**

**WRITE-IN STATEMENT OF VOTES**

Closing the Polls (Continued)

▶ Sample of the **"Statement of Votes"** when there are no valid write-in candidates.
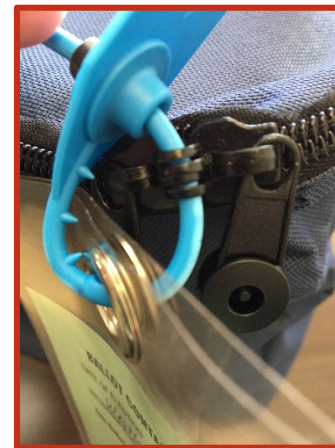
Closing the Polls (Continued)

STEP 11 – Sealing your Ballot Bag

- A blue seal and green card will be provided for you in the white envelope (see directions on envelope)

- Sign the Green Card (2 Inspectors)

- Place the Green Card in the plastic protector

- Seal with a blue pull-tight seal.
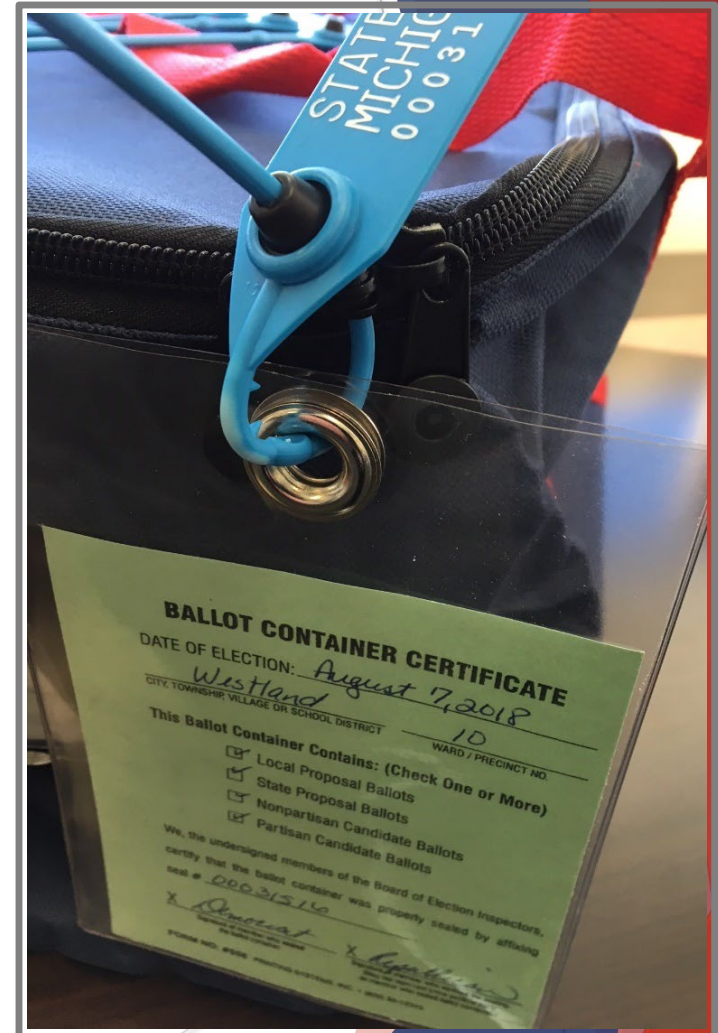
Closing the Polls (Continued)

- **Close and lock the door.**

- **ALL BALLOTS should be sealed into the blue ballot bag!**

- **The only exception will be a voted but not tabulated Provisional Ballot.**

- **Seal the bag, being careful to complete the green card and seal correctly.**

- **A bag that is sealed correctly will speed up your check out time at City Hall!**

Closing the Polls (Continued)

▶ **<u>STEP 12</u>** – Complete the closing process on the Electronic Poll Book *(MAIN EPB <u>only</u>)*

  ▶ Save the three .pdf files

    ▶ List of Voters

    ▶ Remarks

    ▶ Ballot Summary

  ▶ Perform a final Back-up of the data

  ▶ Save the Voter History

Closing the Polls (Continued)

STEP 13 – Completing the Certificate of Election Inspectors

- ▶ Complete Check boxes at the top of the form

- ▶ All seal numbers must be entered.

- ▶ Two election inspectors sign the ballot sealing verification

- ▶ All election inspectors sign the bottom

Closing the Polls (Continued)

- **STEP 14** -**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 for the tabulator lid and the primary memory card that are recorded on the Remarks page in the 2 Ring Paper Poll book.**

REMARKS SECTION
Please record anything unusual or important that occurred on Election Day.

- It is certified that Primary Memory Card was properly resealed by affixing seal No. 38123 .
- It is certified that upon the closing of the ICP Tabulator, the ICP Tabulator cover were properly sealed by affixing seals No. 58621 and No. 58622 .

Closing the Polls (Continued)

➤ **STEP 15** – Preparing Materials for Return to the Clerk

- ▶ Follow the closing Checklist located in the 3-ring binder.

- ▶ All envelopes are labeled with directions of what paperwork goes in each one.

- ▶ Programming cards and all paperwork are returned to the clerk by the Chairperson and the Co-Chairperson

Final Knowledge Check

1. Election inspectors should never turn a voter away just because they are not in the Electronic Poll Book. Voters not on the list have many options to obtain a ballot on Election Day, including registering to vote with their local clerk.
   - ❑ True
   - ❑ False

2. Voters should never tabulate two ballots.
   - ❑ True
   - ❑ False

3. Citizens can now register at any precinct on Election Day.
   - ❑ True
   - ❑ False

4. Always call the City Clerk's office if the Electronic Poll Book shows that a voter has received an Absentee Ballot.
   - ❑ True
   - ❑ False

5. Polls are required by State Law to open at 7:00 a.m. and close at 8:00 p.m. Anyone standing in line at 8:00 p.m. still has the right to vote.
   - ❑ True
   - ❑ False