Election Inspector Training Points Booklet

Suggested points for Trainers to include in election inspector training

Michigan Department of State
Bureau of Elections

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Training Points – Opening and Closing the Polls

Opening the Polls
- Swear in all election inspectors
- Sign oaths
- Complete Election Inspectors' Preparation Certificate
- Prepare tabulator
- Prepare ePollbook
- Prepare Voter Assist Terminal (VAT)
- All postings must be hung and visible
- Display a flag inside or outside
- Clear and barrier free layout
- Announce 7 a.m. opening

Special Points of Interest:

✩ *Use the resources provided*

✩ *Open @ 7 a.m.*

✩ *Majority of the board but no less than 3 inspectors must be in the precinct at all times*

✩ *Work in pairs –of opposite party preferences*

✩ *Close @ 8 p.m. – all voters in line may vote*

✩ *Keep building open to observers*

Closing the Polls
- Announce the 8 p.m. close
- Doors remain unlocked throughout the process
- Compute results
- Complete Election Inspectors' Completion Certificate & other paperwork
- Seal ballot & transfer containers
- Pack up supplies

Maintaining Order in the Polls
- Establish a public area
- Mark the 100' campaigning line
- Use of cell phones in the voting booth is prohibited
- Watching television is prohibited
- Use of recording features on devices (photo, video, and audio included) is not allowed except by credentialed media

Resources
- Managing Your Precinct on Election Day – Election Inspectors' Procedure Manual
- Training Workbook for Election Inspector Training Coordinators
- Electronic Pollbook Election Inspector's User Manual
- Election Day Management Videos (MiBOE YouTube Channel)

Training Points – Processing Voters/Voter ID

Procedure Overview

1. Voter completes Application to Vote
2. Check voter ID/sign affidavit and locate voter in ePollbook
3. Verify voter eligibility and process voter in ePollbook
4. Initial Application to Vote
5. Assign ballot, enter number and voter number on Application to Vote
6. Using secrecy sleeve give the voter his/her ballot when booth is available
7. Voter votes ballot
8. Verify ballot number, remove stub and collect Application to Vote
9. Voter inserts ballot into tabulator
10. Voter returns secrecy sleeve

Station 1: Applications to Vote/Greeter

- Stop and Greet Voter
- Enter date and precinct number on Application to Vote
- Have voter complete Application to Vote with current address
- Assist voters who are not in correct precinct
- Direct voters to Station 2

Station 2: The ePollbook

- Verify name & photo with voter ID (may be completed at Station 1) or have sign affidavit
- Look the voter up in the ePollbook
- Verify eligibility
- Direct voter to Help Desk if necessary
- Process voter in ePollbook
- Initial Application to Vote
- Record ballot number and voter number on Application to Vote
- Direct voter to Station 4

Station 3: The Help Desk

- Solve registration issues with resources provided
- Find out why voter is not in the ePollbook, follow instructions provided
- Assist ePollbook Inspector with provisional ballots

Station 4: The Ballots & Voting Booths

- Place ballots in secrecy sleeve
- Place Application to Vote in pocket on secrecy sleeve
- Give voter the ballot when a booth opens
- Provide voter with instructions
- Check voting booths for campaign material

Special Points of Interest:

☆ *Provisional ballots are available to voters not in the ePollbook or QVF Precinct List*
☆ *Voter's signature does not have to be full name*
☆ *Keep stations moving, utilize the Help Desk*
☆ *Offer assistance to every voter at every station*

Determining Why a Voter is Not in the ePollbook

1. Check Other Tab
2. Ask voter for ID
3. Verify address is in precinct
4. Ask if registered under different name
5. Ask when the voter registered
6. If still unable to locate, call Clerk

Special Points of Interest:

☆ *Minor children are allowed in the booth with a parent*
☆ *Voters should not have a ballot unless there is an open booth*
☆ *Maintain ballot secrecy at all times*

Processing Voters/Voter ID (cont.)

Station 5: The Tabulator

- Keep finished voters in line and 10 feet from tabulator
- Verify ballot number on Application to Vote with ballot
- Remove stub and instruct voter to insert ballot into the tabulator
- Place Application to Vote in binder or spindle
- Seal provisional envelope ballots (folded and in provisional secrecy sleeve) in the Provisional Ballot Form envelope and then into the larger provisional ballot storage envelope. DO NOT TABULATE!

> **Special Points of Interest:**
> ✰ *Voter must put his/her own ballot in the tabulator*
> ✰ *Maintain ballot secrecy at all times*

- Collect secrecy sleeves and give "I Voted" stickers (if applicable)
- Explain why tabulator rejects a ballot (use scripts). Direct voter to Station 2 if they require a new ballot
- Do not allow voter to leave with their ballot or ballot stub
- Two inspectors of different party affiliation, may open tabulator occasionally to make sure ballots aren't backing up

State ID Requirements

- All voters must be asked to show ID
- If no ID, voter must sign Affidavit of Voter not in Possession of Picture ID
- If refuse to show ID or sign affidavit, do not issue ballot
- Check ID to verify identity of the voter and that name matches Application to Vote

> **Special Points of Interest:**
> ✰ *If Picture ID leaves voters identity in question – issue an envelope ballot*
> ✰ *For a voter marked ID or Must show ID before voting, follow special procedures for voter that must meet the federal ID requirement*

Acceptable forms of picture ID

- Michigan driver's license or Michigan personal ID card
- Current driver's license or personal ID card issued by another state
- Current federal or state government-issued picture ID
- Current US passport
- Current student ID with picture – from a high school or an accredited institution of higher education
- Current military ID card with picture
- Current tribal ID card with picture

Resources

- Managing Your Precinct on Election Day – Election Inspectors' Procedure Manual
- Electronic Pollbook Election Inspector's User Manual
- Training Workbook for Election Inspector Training Coordinators
- Picture Identification in the Polls: Questions and Answers
- Picture Identification at the Polls Flow Charts
- Procedure for Handling Optical Scan Ballots Rejected in the Polls
- Election Day Management Videos (MiBOE YouTube Channel)

Training Points – Campaigning at Polls/Exit Pollsters

Campaigning

- 100 ft. from any outside entrance used by voters
- Activities considered campaigning:
  - Encouraging voters to vote for a candidate or issue
  - Distributing campaign materials
  - Soliciting petition signatures
  - Requesting donations, selling tickets, etc.
- Voters cannot wear campaign materials (buttons, t-shirts, etc.)
- Voters may bring concealed "slate cards" into the booth
- Check booths throughout the day for campaign material
- Bumper stickers on parked vehicles are allowed within 100 ft. while a voter is voting

> **Special points of interest:**
> - *Campaign materials include write-in stickers*
> - *If a citizen persists in violating these restrictions, contact the Clerk or, if necessary, local law enforcement*
> - *Candidates should not be in the precinct during voting hours other than to vote*

Exit Pollsters

- Exit Pollsters survey electors **after** they vote
- Restrictions:
  - 20 ft. outside any entrance
  - Must not enter building
  - Must not question anyone entering the building

> **Special points of interest:**
> *If a citizen persists in violating these restrictions, contact the Clerk or, if necessary, local law enforcement*

Resources

- Managing Your Precinct on Election Day – Election Inspectors' Procedure Manual
- Training Workbook for Election Inspector Training Coordinators
- Election Day Management Videos (MiBOE YouTube Channel)

Training Points – Challengers and Poll Watchers

Poll Watchers

- Any person interested in observing
- Does not have to be registered to vote
- Cannot challenge
- May not be behind pollworker tables
- Must be in "public area"
- May view pollbook at chairperson's discretion

Challengers

- Appointed by political parties
- Two allowed per party, only one challenger per party has authority to challenge – must declare an authority change
- May challenge a voter's right to vote
- May challenge inspectors if proper procedure is not followed
- Must carry credentials issued by party
- May be expelled for being disorderly
- May be behind the pollworker tables
- Must be registered to vote in Michigan
- May use a cell phone, iPad®, laptop or other electronic device in polling place.
- May view pollbook

Special Points of Interest:

- ✰ *Neither are allowed to touch materials used by inspectors*
- ✰ *Neither can campaign*
- ✰ *May be in precinct before and after polls open/close*
- ✰ *Neither are allowed to talk to or approach voters*
- ✰ *Neither are allowed to display signs or name of organization*
- ✰ *Neither are allowed to pass out literature*
- ✰ *The voter may not vote if refuses to follow challenge procedure*
- ✰ *Proper challenge is based on reliable eligibility information found before polls open*
- ✰ *Candidates should not be in the precinct during voting hours other than to vote*

Challenge Procedure

- Challenge must be to chairperson
- Chairperson procedure:
  1. Administer oath
  2. Question voter on eligibility
  3. Prepare challenged ballot if eligible
  4. Record challenge in paper pollbook
  5. Process as usual

Preparing Challenged Ballots

1. Write ballot number on ballot in pencil
2. Conceal number with Post-it tape
3. Process as usual

Resources

- Managing Your Precinct on Election Day – Election Inspectors' Procedure Manual
- The Appointment, Rights and Duties of Election Challengers and Poll Watchers
- The Challenge Process: Questions and Answers
- Training Workbook for Election Inspector Training Coordinators
- Election Day Management Videos (MiBOE YouTube Channel)

Training Points – Assisting Voters

Assisting Voters

Voter Assist Terminal (VAT)

• Allows ballot secrecy and independent assistance in marking ballot

• Guide voter to Voter Assist Terminal (VAT)

• Explain Voter Assist Terminal (VAT) is a ballot marker, not a tabulator

• Voter takes ballot to tabulator when finished

> **Special Points of Interest:**
> ☆ *All stations should offer instructions or assistance to every voter*

Additional Assistance Procedure

• If voter prefers personal assistance, two inspectors with different political affiliation shall assist

• A blind, disabled or voter unable to read or write may be assisted by someone else, but that person cannot be:

  · Voter's employer
  · Officer or agent of employer
  · Officer or agent of a union voter belongs to

• Voter must be asked:

  · "Are you requesting assistance by reason of blindness, disability or inability to read or write?"

• Assistant must be asked:

  · "Are you the voter's employer, or agent of that employer or officer or agent of a union to which the voter belongs?"

• Record assistance in Remarks

Curbside Voting

• Allows a voter unable to enter the polling location assistance

• Two inspectors of different party affiliation should assist

• Deliver ballot inside secrecy sleeve to voter

• Deposit ballot inside secrecy sleeve into the tabulator

• Voter must comply with all other regular procedures

Resources

• Managing Your Precinct on Election Day – Election Inspectors' Procedure Manual
• Training Workbook for Election Inspector Training Coordinators
• Disability Etiquette – Assisting Senior Citizens & Voters with Disabilities

Training Points - Rejected Ballots/Spoiled Ballots/Exposed Ballots

Rejected Ballots

- Ballot rejected by the tabulator
- Maintain voter secrecy
- Read appropriate script to the voter
- Allow voter to correct or accept their error

Spoiled Ballots

- Ballots marked in error
- Procedure:
  1. Write SPOILED on ballot and remove stub
  2. Place ballot in spoiled envelope
  3. Spoil old ballot in ePollbook
  4. Issue new ballot in ePollbook
  5. Draw line through old ballot number on Application to Vote and write new number above
  6. Process as usual

> **Special Points of Interest:**
> ☆ *Spoiled ballots need secrecy maintained too!*

Exposed Ballots

- Ballot deliberately shown to another person (exception for minor children)
- Must not be tabulated
- Write REJECTED FOR EXPOSURE on ballot
- Reject ballot in ePollbook
- Put ballot in a rejected ballot envelope (create as necessary)
- A new ballot **cannot** be issued

Resources

- Managing Your Precinct on Election Day – Election Inspectors' Procedure Manual
- Training Workbook for Election Inspector Training Coordinators

Training Points – Voters With Status Flags/Voters Who Have Moved

Status Flags
- A red question mark by voter's name in ePollbook or a code in the "St" and/or "Notes" column on the QVF Precinct List
- Follow up needed with the voter
- Obtain necessary information from the voter before issuing a ballot
- Follow instructions in the Election Inspectors' Procedure Manual

Move within Jurisdiction
- Remains eligible to vote and may only vote in last registered precinct
- Must complete Election Day Change of Address Notice
- Process as usual

Move outside Jurisdiction
- Eligible to vote in last registered precinct if move was within 60 days of the election
- Must complete a Cancellation Authorization
- Process as usual
- If move more than 60 days prior, voter is <u>ineligible</u> to vote.

> **Special Points of Interest:**
> ☆ *Don't offer eligibility information, make the voter provide accurate information*
> ☆ *Be ready with voter's information when calling Clerk*

Resources
- Managing Your Precinct on Election Day – Election Inspectors' Procedure Manual
- Training Workbook for Election Inspector Training Coordinators
- Election Day Management Videos (MiBOE YouTube Channel)

Training Points – Missing Registration

Voter not listed in ePollbook

- Process:
  1. Check "Other" tab
  2. Ask voter for ID
  3. Verify address is in precinct
  4. Ask if registered under different name
  5. Ask when the voter registered
  6. If still unable to locate, call Clerk

> **Special Points of Interest:**
> ☆ *Provisional ballots are available to voters not in the ePollbook or QVF Precinct List*
> ☆ *Close of registration is always 30 days prior to an election*
> ☆ *Verify the voter is in the correct pct; voter must reside in the precinct the ballot is cast*

Provisional Ballots

Basics

- Only issue with Clerk's authorization unless unreachable
- Use Provisional Ballot Form
- Have voter complete the affidavit & registration form
- Election Inspector completes the review checklist
- If Yes to question 3, ballot goes in tabulator (Affidavit ballot)
- If No to question 3, fold ballot & place in a provisional ballot secrecy sleeve – DO NOT TABULATE!
- Prepare both the Provisional Affidavit and Provisional Envelope ballots as "challenged" ballots
- Envelope ballot is sealed in the Provisional Ballot Form envelope after voted
- Voter receives Notice to Provisional Voter
- All Provisional Ballot Form envelopes go in provisional storage envelope

Other Envelope ballots:

Other Envelope Ballots should be issued in the Provisional Ballot Form envelope without completing the above steps if:

- The voter is marked Must show ID before Voting or ID in the EPB or Precinct List and is unable to satisfy the Federal ID requirement
- The voter's photo ID does not confirm their identity

Simply:
- Have the voter vote the ballot
- Record the voter name & number in the appropriate box
- Check the reason for issuing the Envelope ballot
- Seal the Provisional Ballot Form envelope

Resources

- Managing Your Precinct on Election Day – Election Inspectors' Procedure Manual
- Training Workbook for Election Inspector Training Coordinators
- Provisional Ballot Form
- Provisional Ballot Scenarios
- Election Day Management Videos (MiBOE YouTube Channel)

Training Points – Processing Absentees

Procedure:

1. Determine the legality of the ballot
   a. Verify Signature with application
   b. Verify registration
2. If illegal, write "REJECTED AS ILLEGAL" on the envelope, do not open. Record a Remark.
3. Remove the ballot from the envelope.
4. Verify the serial number with the ballot number issued.
5. Enter the voter and ballot number into the ePollbook or Traditional Poll Book (note AV if using the Traditional Poll Book)
6. Complete the AV application to vote.
7. Remove the ballot stub and secure the ballot until several absentee ballots have been processed.
8. Feed the ballot(s) into the tabulator.

> **Special points of interest:**
> ☆ *Secrecy of the ballot and anonymity of the voter must be maintained*
> ☆ *Process absentee ballots in multiples*
> ☆ *Work in groups of two*
> ☆ *If a ballot number does not match or the stub is missing, prepare the ballot as a challenged ballot*
> ☆ *Do not open an absentee ballot if the voter does not appear on the registration list*

Handling Ballot Error Messages:
Absentees rejected by tabulator must be inspected. The following ballot types must be duplicated:

1. Properly voted ballots the tabulator won't read
2. False "overvote" created by ballot correction
3. False "overvote" created by invalid write-in
4. Blank ballot which contains valid votes
5. False "crossover" vote created by ballot correction
6. False "crossover" vote created by invalid write-in

Duplication Procedure
Ballots (including FWABS and electronic MOVE ballots) should be duplicated after the polls close by two inspectors of different political parties.

Process:
· Write "Dup 1" on an unused ballot (not the stub)
· Write "Orig 1" on the voted ballot
· Following validity standards, use the reader/checker method to copy the valid votes onto Dup 1
· Marks must be in target area and consistent to count
· Place Dup 1 in tabulator
· Place Orig 1 in Original Ballot Envelope
· Repeat as necessary, using the next sequential number (2, 3, etc.)

Resources
- Managing Your Precinct on Election Day – Election Inspectors' Procedure Manual
- Training Workbook for Election Inspector Training Coordinators
- Determining the Validity of Ballot Markings

Training Points – Write-In Candidates

Overview

- Only votes cast for write-in candidates who have submitted a Declaration of Intent may be counted
- A Declaration of Intent must be filed by 4 p.m. on the 2nd Friday before election
- Clerk provides a list of valid write-ins
- Elections inspectors may not provide write-in candidate names to voters

Recording Write-Ins

- Use paper pollbook Declared Write-In Tally of Votes sheet
- Only candidates on valid list should be recorded
- Record valid candidates exactly as cast using the tally system

    Example: Robert Smith   ~~IIII~~ III

                        Bob Smith   III

- Total each line and record

> **Special Points of Interest:**
> ☆ *Precinct delegates may complete a Declaration of Intent at the precinct*
> ☆ *Informing voters that write-in candidates have filed could be misconstrued as campaigning unless specifically asked*
> ☆ *If asked, direct voters to call the Clerk for names of valid write-ins*

Other

- Declaration of Intent is *waived* if a candidate dies or is disqualified after 4:00 pm the second Friday before the election
- In the above scenario, tally all write-in candidates for that office

Resources

- Managing Your Precinct on Election Day – Election Inspectors' Procedure Manual
- Training Workbook for Election Inspector Training Coordinators

Training Points – Recountability & Receiving Boards

Recountability
- Ballot bag properly sealed
- Seal number recorded properly
- Physical ballot count matches pollbook; any imbalance is recorded with explanations in the Remarks

Properly Sealed Ballot Container
- Does the container open?
- Is the seal secure?
- Is the ballot container certificate in place with the correct seal number written on it?

Receiving Board Priorities
- Verify the pollbook & statement of votes are not sealed in the ballot bag
- Confirm container was properly sealed
- Confirm seal number was properly recorded
- Number of voters in pollbook equals number of ballots tabulated

Correcting Mistakes
- Election inspectors should correct
- Remark in the pollbook
- Signed by election inspectors & receiving board members

> **Special points of interest:**
> ☆ *Deputy Clerks, if eligible to be an election inspector, may serve on the Receiving Board*
> ☆ *Election Inspectors that served throughout the day may serve on the Receiving Board*

Resources
- Training Workbook for Election Inspector Training Coordinators
- Receiving Board Guide