

# February 27, 2024 Presidential Primary Training

Ann Arbor City Clerk's Office

Steve Gerhart – Chief Deputy City Clerk



# Precinct Assignments

- All 47 Precincts Open\*
- Precincts will have 5-8 workers
- University of Michigan is on break
- Rotate workers between the various stations so everyone gets experience
- Preparation for November
- Official appointment emails sent February 7<sup>th</sup>

# Changes to City Precincts

- Precincts that have permanently relocated:
  - 2-20 to King School from First United Methodist
  - 3-24 to Ann Arbor Senior Center from Tappan Middle School
  - 4-32 to UM Coliseum from Mary Street Polling Place
  - 4-33 to Ann Arbor Senior Center from UM Coliseum
- Precincts that have been permanently consolidated:
  - 1-1 and 1-12 Michigan Union
  - 1-2 and 1-3 Community High School
  - 1-9 and 1-11 Logan Elementary School
  - 2-14 and 2-15 Angell Elementary School (now vote at Palmer Commons)
  - 4-39 and 4-40 Lawton School
  - 5-52 and 5-53 Forsythe Middle School

# Presidential Primary

- State Law requires the Secretary of State to issue a list of individuals “generally advocated by the national news media as potential presidential candidates” for the Republican and Democratic parties for the Presidential Primary Election.
- **Democratic Party**
  - Joe Biden
  - Dean Phillips
  - Marianne Williamson
- **Republican Party**
  - Ryan Binkley
  - Chris Christie
  - Ron DeSantis
  - Nikki Haley
  - Asa Hutchinson
  - Vivek Ramaswamy
  - Donald J. Trump
- Voters may also choose “uncommitted” as an option.
- **You cannot instruct or assist voters by suggesting to them to vote for “Uncommitted.”**
  - This is illegal for election inspectors to do.
  - However, you can explain what “uncommitted” means:  
*“A vote for ‘uncommitted’ is a vote to send delegates to the National Convention who are not committed or pledged to any candidate. Those delegates can vote for any candidate they choose at the Convention.”*

# A Closer Look at the Ballots

**Preview Ballot**  
12/19/2023 08:46:28  
**Democratic Party Ballot**  
Tuesday, February 27, 2024 Presidential Primary Election  
Washtenaw County,  
City of Ann Arbor, Ward 1

Partisan Section	
Presidential	
Democratic Party Presidential Primary	
President of the United States	
Vote for not more than 1	
<input type="checkbox"/>	Joseph R. Biden Jr.
<input type="checkbox"/>	Dean Phillips
<input type="checkbox"/>	Marianne Williamson
<input type="checkbox"/>	Uncommitted
<input type="checkbox"/>	

**Preview Ballot**  
12/19/2023 08:48:14  
**Republican Party Ballot**  
Tuesday, February 27, 2024 Presidential Primary Election  
Washtenaw County, Michigan  
City of Ann Arbor, Ward 1, Precinct 1

Partisan Section	
Presidential	
Republican Party Presidential Primary	
President of the United States	
Vote for not more than 1	
<input type="checkbox"/>	Ryan L. Binkley
<input type="checkbox"/>	Chris Christie
<input type="checkbox"/>	Ron DeSantis
<input type="checkbox"/>	Nikki Haley
<input type="checkbox"/>	Asa Hutchinson
<input type="checkbox"/>	Vivek Ramaswamy
<input type="checkbox"/>	Donald J. Trump
<input type="checkbox"/>	Uncommitted
<input type="checkbox"/>	

10240

**PLEASE NOTE: The order of candidate names rotate by precinct.**

# Arriving at the Precinct and Administering the Oath of Office

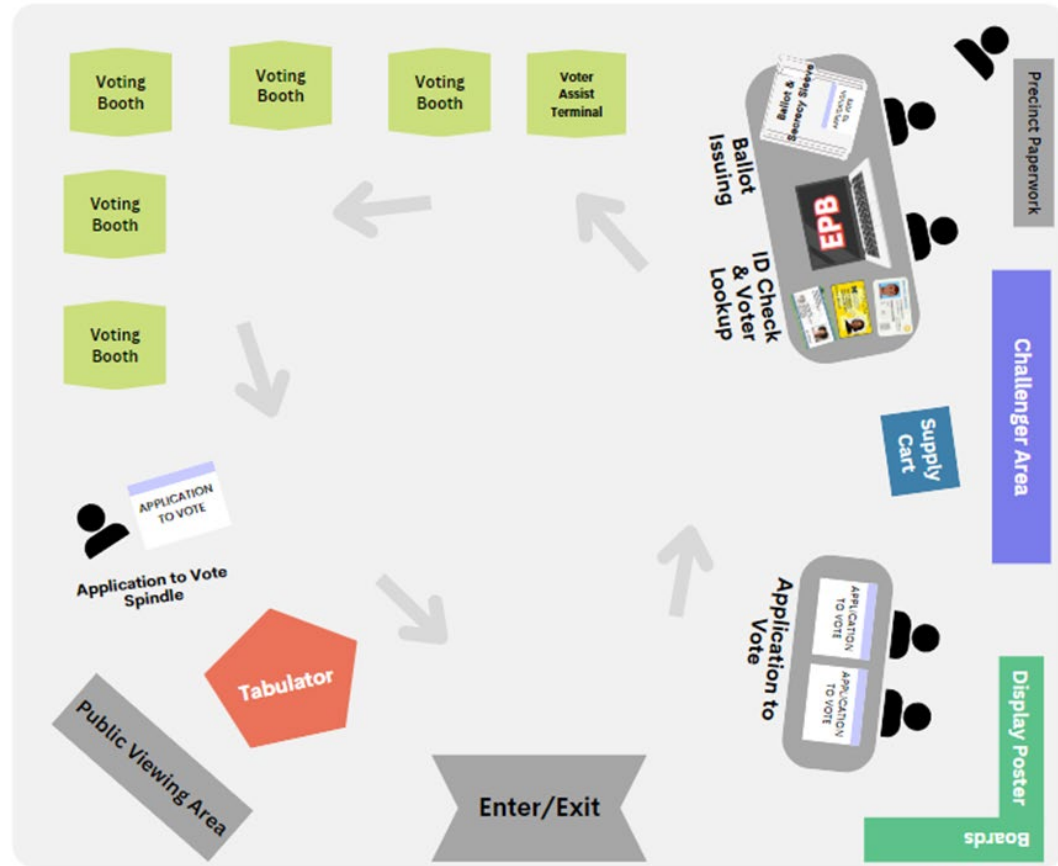
- Election Inspectors must arrive at the precinct by 6:00 AM on Election Day.
- Make sure to have your cell phone on and set to ring when you get to the precinct.
  - Cell phone stipend form is available [online](#) and can be email to [Recruiters@azgov.org](mailto:Recruiters@azgov.org).
- The Chairperson will arrive with the EPB Laptop and the Zippered Notebook.
- Remember to ensure that the doors to the precinct are unlocked at 6:00 AM as anyone interested in observing the set-up of the precinct has the right to do so.
- The Chairperson will start the day by administering the oath of Election Inspectors to all election workers.

# Sample Precinct Setup

## Election Day Precinct Setup

Your room may differ in size, entrance/exit locations, electrical outlet locations, etc.

Set up your precinct's room so that there will be a logical flow of traffic that will promote an efficient and orderly processing of voters.



# Verify Tabulator Serial & Seal Number

- Compare the serial number and seal number on the tabulator against the numbers recorded on the cover of the poll book.
- The Serial Number is found on the lid of the tabulator.
- The Seal Number is located on the red seal that secures the flash drive.
- **DO NOT** cut off the seal until the close of polls.



**ELECTRONIC POLL BOOK (EPB)**  
**AT THE ELECTION**

Held On \_\_\_\_\_, 20\_\_\_\_ In the \_\_\_\_\_  
Month and Day Year Ward/Precinct

Of the **City of Ann Arbor**  
Jurisdiction

County of **Washtenaw**, State of Michigan

**DUTIES OF THE ELECTION INSPECTORS**

- Prior to assuming any Election Inspector duties ALL Election Inspectors shall:
  - Take and sign the Oath of Office.
  - Complete and Certify the Election Inspectors' Preparation Certificate by signing the Oath of Office.
- Election Inspectors shall record:
  - All comments in the Remarks section.
  - All challenged procedures/voters on the Challenges page.
  - All valid write-in votes on the Write-In page.
  - All valid precinct delegate write-in voters for the August Primary in the "Precinct Delegate Statement of Votes" box(es).
- Two (2) Election Inspectors of different political parties shall:
  - Initial all red paper seals used to seal envelopes.
  - Attend to the sealing of all used and unused ballots into an approved ballot storage container after the close of the polls by signing the designated area on the Certificate of Election Inspectors page and the Ballot Storage Container Certificate attached to the ballot storage container.
  - Attend to the sealing of the Tabulator Program Card and EPB-USB Flash Drive in an approved transfer container after the close of the polls by signing the designated area on the Certificate of Election Inspectors page and the Transfer Container Certificate attached to the transfer container.

**CLERK'S PREPARATION CERTIFICATE FOR TABULATOR AND VOTER ASSIST TERMINAL (VAT)**

Tabulator Serial No. \_\_\_\_\_ Voter Assist Terminal Serial No. \_\_\_\_\_ Voter Assist Terminal Seal No. \_\_\_\_\_

Tabulator Seal No. \_\_\_\_\_

Tabulator Seal No. \_\_\_\_\_

Tabulator Seal No. \_\_\_\_\_

I certify that the precinct tabulator and voter assist terminal have been properly prepared and tested for the election in accordance with law and that at the completion of the tests the programs were inserted into the tabulator and terminal and sealed with seals bearing the seal numbers recorded.

Signature of Clerk or Authorized Assistant \_\_\_\_\_ Date \_\_\_\_\_

**RETURN COMPLETED ELECTRONIC POLL BOOK IN THE MANILA ENVELOPE TO COUNTY CLERK**

www.PollingSystems.com (800) 861-2345 FORM #300 (Rev. 12/15)



# Verify the Serial Number and Seal Number of the Verity Touch Writer Voter Assist Terminal (VAT)

- Compare the serial number and seal number of the VAT against the numbers recorded on the poll book cover.
- The Serial Number is found on the lid of the VAT.
- The Seal Number is located on the red seal that secures flash drive.
- **DO NOT** cut off the seal until the close of polls.
- If your serial number or seal numbers do not match on either the Tabulator or VAT, contact the Clerk's Office immediately.



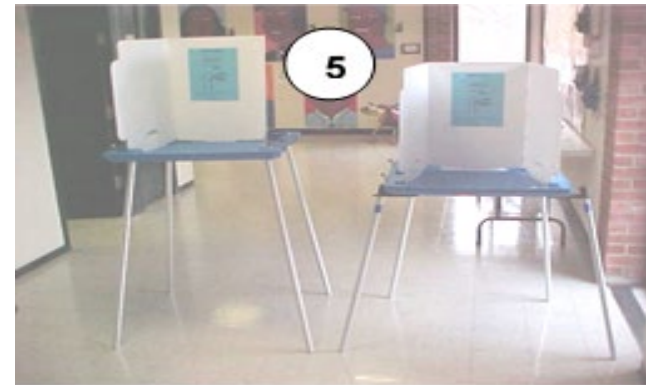
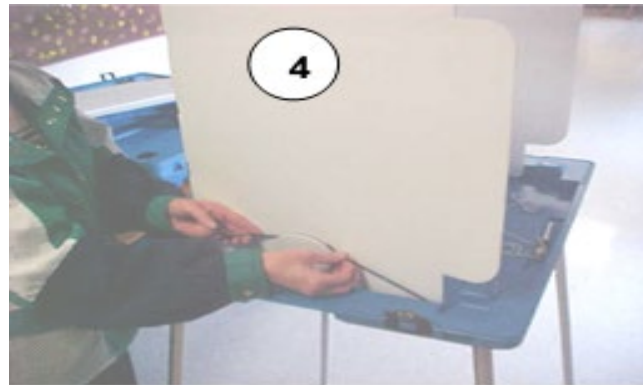
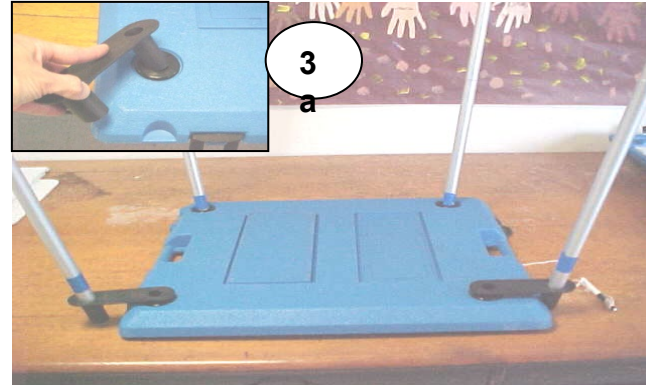
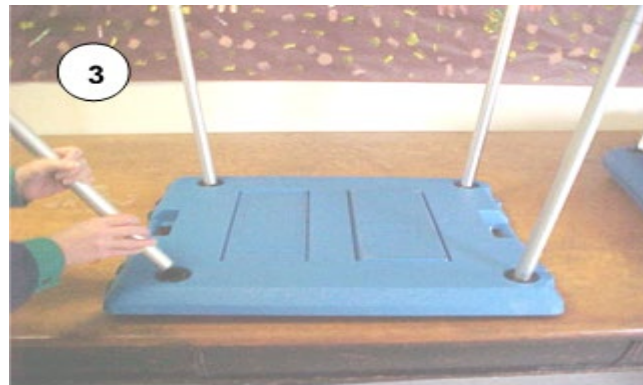
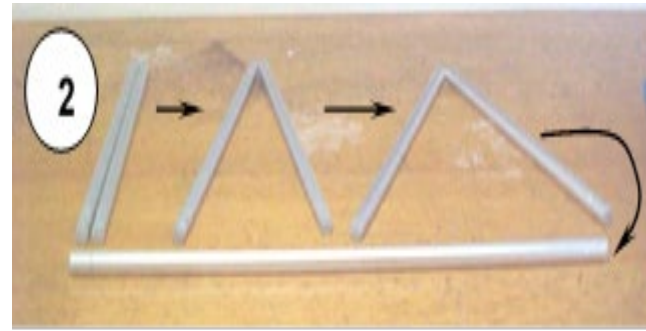
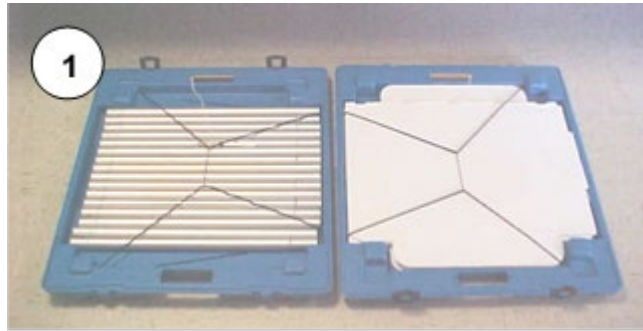
# Black Ballot Box

- Verify that both the main ballot box and the auxiliary bin are empty first thing in the morning.
- The auxiliary bin is the grey nylon pouch that is accessible from the rear of the ballot container.



Auxiliary bin

# Set-Up Voting Booths



# Presidential Primary Application to Vote

- The Presidential Primary is conducted as a “closed” primary. This means that each voter must indicate on the Application to Vote if they wish to receive the Democratic Party ballot or the Republican Party ballot.
- A ballot cannot be issued if a voter does not select a ballot style.

**Michigan Application to Vote/  
Ballot Selection Form**

Picture ID must be shown unless it's not in the voter's possession. A voter without ID may instead complete the *Affidavit of Voter Not in Possession of Picture ID* on the back of this form and vote a regular ballot.

**Presidential Primary**

Election Date \_\_\_\_\_ Precinct \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_

**RESIDENCE ADDRESS:** \_\_\_\_\_

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 HERE** X \_\_\_\_\_  
SIGNATURE OF VOTER

**ELECTION INSPECTOR COMPLETES**  
 ID AFFIDAVIT ON REVERSE COMPLETED  
Ballot Style \_\_\_\_\_  
Ballot No. \_\_\_\_\_  
Voter No. \_\_\_\_\_  
ELECTION INSPECTOR INITIALS \_\_\_\_\_

**SELECT BALLOT TYPE HERE**  
I hereby request the ballot type marked below for this election. (You must select **one** ballot type below. If you do not select a ballot type, a ballot will **not** be issued to you.)

**SELECT ONLY ONE BALLOT TYPE**

Democratic Party  
Presidential Primary Ballot

Republican Party  
Presidential Primary Ballot

Ballot without Presidential  
Primary (if available). Note:  
This ballot choice is for  
voters not voting in the  
presidential primary who  
wish to vote on other  
proposals or candidates  
(if on ballot).

ElectionSource FM-901P • (888) 742-8037/www.electionsource.com

**Michigan Application to Vote/  
Ballot Selection Form**

Picture ID must be shown unless it's not in the voter's possession. A voter without ID may instead complete the *Affidavit of Voter Not in Possession of Picture ID* on the back of this form and vote a regular ballot.

**Presidential Primary**

Election Date **2-27-24**

**ELECTION INSPECTOR COMPLETES**

ID AFFIDAVIT ON REVERSE COMPLETED

Ballot Style \_\_\_\_\_

Ballot No. \_\_\_\_\_

Voter No. \_\_\_\_\_

ELECTION INSPECTOR INITIALS \_\_\_\_\_

Precinct \_\_\_\_\_

PRINT NAME: Ralph Nader

DATE OF BIRTH: 2 27 34

RESIDENCE ADDRESS: 100 Green St., Ann Arbor MI 48104

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  
HERE**

X

*Ralph Nader*

SIGNATURE OF VOTER

ElectionSource FM-901P • (888) 742-8037/www.electionsource.com

**SELECT BALLOT TYPE HERE**

I hereby request the ballot type marked below for this election. (You must select **one** ballot type below. If you do not select a ballot type, a ballot will **not** be issued to you.)

**SELECT ONLY ONE  
BALLOT TYPE.**

Democratic Party  
Presidential Primary Ballot

Republican Party  
Presidential Primary Ballot

Ballot without Presidential  
Primary (if available). Note:  
This ballot choice is for  
voters not voting in the  
presidential primary who  
wish to vote on other  
proposals or candidates  
(if on ballot).

X



**Voter MUST choose between  
Democratic or Republican Ballot Type.**

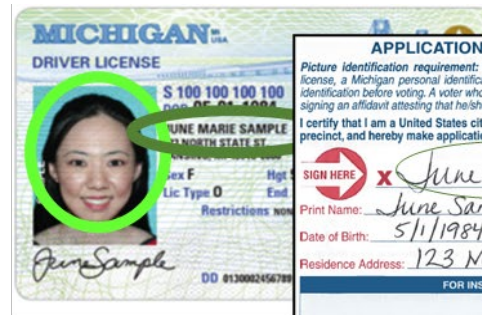
**Every voter is allowed one ballot! The voter  
MUST declare which ballot they want.**

# What should inspectors do if a voter refuses to select a ballot type?

- A voter who refuses to complete the ballot type selection **CANNOT** receive a ballot.
- Refer any questions from voters (*not willing to complete the ballot type selection*) to the City Clerk. This would be the same for any voter who refused to complete and sign an *Application to Vote* or had questions about the law or procedures.
- City Clerk's Office is located on 2<sup>nd</sup> floor of Larcom City Hall (301 E. Huron Street) and the telephone number is (734) 794-6140.

# Application to Vote, Checking Voter's Name and Photo ID

- Every voter must complete an "Application to Vote" and present a valid Photo ID or sign an affidavit that they do not have Photo ID before being issued a ballot.
- Acceptable Photo ID must be current\* and include:
  - Michigan Driver's License of Personal ID\* (\*can be expired)
  - Driver's License or Personal Identification card from any State
  - Federal or State government-issued ID
  - U.S. Passport or Passport card
  - Photo Identification from high school, college or university
  - Military ID card
  - Tribal ID card



**APPLICATION TO VOTE – POLL LIST**

Picture identification requirement: All Michigan voters must show a Michigan driver's license, a Michigan personal identification card or some other acceptable form of picture identification before voting. A voter who is unable to show picture identification before voting must sign an affidavit attesting that he/she is not in possession of picture identification and hereby make application to vote at this election.

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

**SIGN HERE**  *June Sample*  
Signature of Voter

Print Name: June Sample  
Date of Birth: 5/1/1984  
Residence Address: 123 North State St

**FOR INSPECTORS USE ONLY**

Date of Election: \_\_\_\_\_  
Precinct No. \_\_\_\_\_  
Ballot Style: \_\_\_\_\_  
 Affidavit on reverse completed

**AFFIDAVIT OF VOTER NOT IN POSSESSION OF PICTURE IDENTIFICATION**

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

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

SIGNATURE OF VOTER:

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.

\_\_\_\_\_  
Signature of Election Inspector

# Prop-2 New Acceptable Identification

ID Cards issued by county or local governments can be used as voter photo identification. This includes Concealed Pistol Licenses.

Faculty and staff can now use their M-Card as an acceptable form of photo identification.





Worker Completes Voter Completes

## AFFIDAVIT OF VOTER NOT IN POSSESSION OF PICTURE IDENTIFICATION

I, \_\_\_\_\_ hereby affirm that I am  
(Print Name)

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

By signing this affidavit, I swear/affirm 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.

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### 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

# Voters Who Have Moved

## Within the jurisdiction

- Eligible to vote at old precinct – complete Election Day Change of Address
- If voter wishes to vote at new precinct – register to vote at City Hall with residency verification

## To a new jurisdiction

- Less than 60 days before the election:
  - Eligible to vote at old precinct – complete Authorization to Transfer Voter Registration
  - If voter wishes to vote at new precinct – register with local clerk with residency verification
- More than 60 days before the election:
  - Vote at new precinct – register with local clerk with residency verification

# Voters Who Have Moved - Form

## Election Day Change of Address/Authorization to Transfer Voter Registration for use by voters that are listed in the ePollbook with an address change

### Michigan driver license/state personal ID #

-  -  -  -

I do not have a Michigan driver license/state personal ID # or it is not in my possession

### address change

I have moved within the same city or township, please update my record.

I have moved to a new city or township within the last 60 days, please forward this form to the new clerk.

### personal information \*required information

last name\* first\* middle suffix

-  -

date of birth\*

MI

new address - house number & street name\* apt/lot # city\* zip

( )

phone

email

### authorization

By signing below, I authorize the transfer of my voter registration record to the new address listed above. I understand that this address may be in a new jurisdiction and that I will receive a new voter registration card confirming the transaction.

X

signature

date

**NOTE:** Voters who moved outside of the jurisdiction more than 60 days prior to the election should be directed to their new clerk to register on Election Day.

**Election Inspector:** Place this form in the Local Clerk Envelope.

## Election Day Change of Address/ Authorization to Transfer Voter Registration

- Provided in precinct kit supplies as ½ sheet pad
- Intended to be forwarded to voter's new clerk versus cancellation

# Working at the EPB

- Duties of inspector at the EPB:
  - Compare the information on the "Application to Vote" to EPB.
  - Verify resemblance of voter and name to photo ID.
  - Check voter status in EPB.
  - Issue voter ballot in EPB.
  - Tell Inspector at Ballots the Voter # and Ballot #.
  - Note: The Democratic and Republican ballots are numbered differently. There is no reason to verbally state what ballot style. (e.g. Republican ballots start at #10,001.)
- Duties of inspector at ballots:
  - Record Voter # and Ballot # on "Application to Vote."
  - Verify Ballot # is the next available ballot (look at the ballot stub.)
  - Republican Ballots have green numbering and Democratic Ballots have purple numbering.
  - Issue voter ballot in secrecy sleeve.
  - Prepare a "challenged" ballot if necessary.
  - Provide voter with brief verbal instructions on marking ballot.

Helpful Hint: Pre-fill the ballot secrecy sleeves with ballots of both styles in groups of 10-15 to ensure a voter isn't accidentally issued two ballots. Make sure to keep both styles separate. After ballots are placed into secrecy sleeves, go back and re-count the ballots, paying close attention to the ballot numbers on stubs.

# Two Ballot Types

- Make sure you have the correct ballots:
  - Verify the ballot ranges are correct for each ballot type (**Democratic**; **Republican**).
  - Verify that your precinct is printed on the top of each ballot type.
  - The two card stock dividers will be in zipper notebooks.

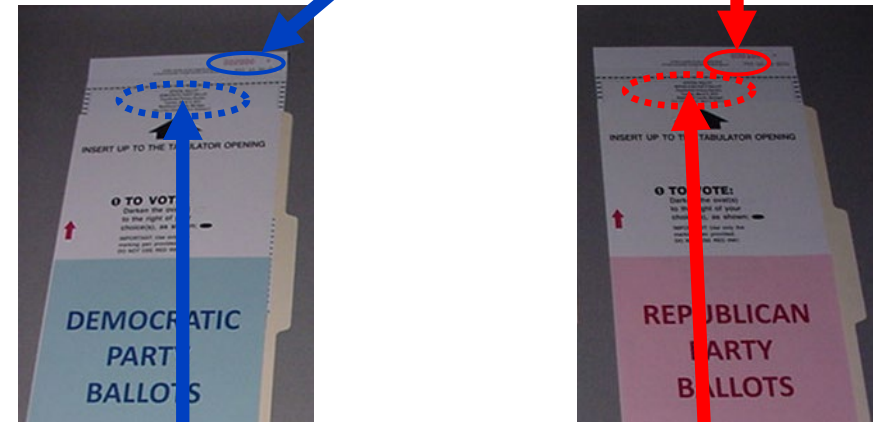
## RECEIVING BOARD INSTRUCTIONS

INSERT THE FOLLOWING  
THREE (3) REPORTS  
BEFORE THIS PAGE:

1. BALLOT SUMMARY REPORT
2. LIST OF VOTERS REPORT
3. REMARKS REPORT

303  
DEMOCRATIC BALLOT  
#s: 1001 - 1500

303  
REPUBLICAN BALLOT  
#s: 101 - 500

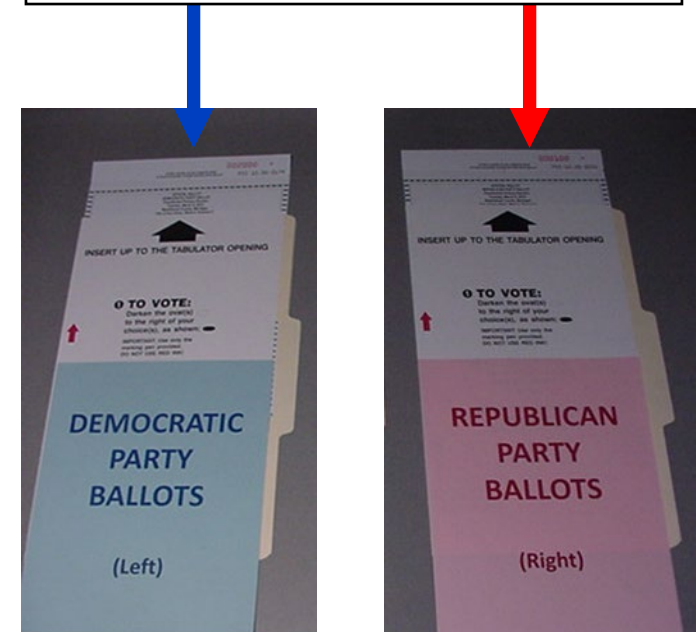


**Verify ballots are for your precinct  
and ballot ranges are correct!**

# Arrange the Ballot Station

- Use right/left arrangement and red/blue cards as memory tools to arrange the ballots:
  - Republican Party ballots (use the red card on the right side to distinguish them from the other ballots, ballot numbers will be Green).
  - Democratic Party ballots (use the blue card on the left to identify these ballots, ballot numbers will be Purple).

Arrange the ballots so that you ensure you give the correct ballot to the voter!



# Application to Vote

**Michigan Application to Vote/  
Ballot Selection Form**

Picture ID must be shown unless it's not in the voter's possession. A voter without ID may instead complete the *Affidavit of Voter Not in Possession of Picture ID* on the back of this form and vote a regular ballot.

**Presidential Primary**

Election Date \_\_\_\_\_ Precinct \_\_\_\_\_

PRINT NAME: George Bush

DATE OF BIRTH: 7 6 46

RESIDENCE ADDRESS: 43 Prairie Chapel, Ann Arbor MI 48105

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 HERE** X George W. Bush  
SIGNATURE OF VOTER

ElectionSource FM-901P • (888) 742-8037/www.electionsource.com

**ELECTION INSPECTOR COMPLETES**

ID AFFIDAVIT ON REVERSE COMPLETED

Ballot Style \_\_\_\_\_  
Ballot No. 100127  
Voter No. 25  
ELECTION INSPECTOR INITIALS YDU

**SELECT BALLOT TYPE HERE**

I hereby request the ballot type marked below for this election. (You must select **one** ballot type below. If you do not select a ballot type, a ballot will **not** be issued to you.)

**SELECT ONLY ONE BALLOT TYPE.**

Democratic Party Presidential Primary Ballot

Republican Party Presidential Primary Ballot

Ballot without Presidential Primary (if available). Note: This ballot choice is for voters not voting in the presidential primary who wish to vote on other proposals or candidates (if on ballot).

The Ballot Inspector places the *Application to Vote* in the clear plastic sleeve on the front of the ballot secrecy sleeve. Inspector provides brief general instructions on how to mark a ballot. Inspectors cannot provide names of candidates including who is still running. Finally, direct the voter to the next available voting booth.

# What if a voter wants to switch ballot types?

- 1) Never look at a voted ballot.
- 2) Ask voter to put their ballot in the secrecy sleeve.
- 3) Expose only enough of the ballot to write “**SPOILED**” on the top of ballot.
- 4) Remove ballot stub if it has not been removed yet.
- 5) Have voter place the spoiled ballot in the SPOILED BALLOT envelope.
- 6) Have voter cross off original ballot type selection on **Application to Vote** and have them indicate new ballot type choice. Also, ask the voter to initial the **Application** near the new ballot type selection.
- 7) Spoil the ballot in the EPB.
- 8) In the EPB, choose the new ballot type and enter the new ballot number into the appropriate box.
- 9) Record new ballot number (*of different ballot type*) on the **Application to Vote**.
- 10) Give voter the new ballot in the secrecy sleeve and place the **Application to Vote** in the front pouch.





# What if a voter wants to switch ballot types?

**Michigan Application to Vote/  
Ballot Selection Form**

Picture ID must be shown unless it's not in the voter's possession. A voter without ID may instead complete the *Affidavit of Voter Not in Possession of Picture ID* on the back of this form and vote a regular ballot.

**Presidential Primary**

Election Date \_\_\_\_\_ Precinct \_\_\_\_\_

**PRINT NAME:** *Mae I. Switch*

**DATE OF BIRTH:** *4 1 52*

**RESIDENCE ADDRESS:** *12 Dureaux Cir. Ann Arbor 1 48104*

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 HERE**  *Mae I Switch*  
SIGNATURE OF VOTER

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**ELECTION INSPECTOR COMPLETES**

ID AFFIDAVIT ON REVERSE COMPLETED

Ballot Style \_\_\_\_\_

Ballot No. ~~40322~~ *327*

Voter No. *25*

ELECTION INSPECTOR INITIALS *40U*

**SELECT BALLOT TYPE HERE**

I hereby request the ballot type marked below for this election. (You must select **one** ballot type below. If you do not select a ballot type, a ballot will **not** be issued to you.)

**SELECT ONLY ONE BALLOT TYPE.**

*MIS* Democratic Party Presidential Primary Ballot

Republican Party Presidential Primary Ballot

Ballot without Presidential Primary (if available). This ballot choice is for voters not voting in the presidential primary who wish to vote on other proposals or candidates (if on ballot).

Ballot station inspector amends *Application to Vote*.

**Make sure voter crosses off original ballot type selection and indicates new choice. Have voter initialize the change.**

# Returning and Tabulating Absentee Ballots at the Precinct – New!

- Voters may now bring their AV ballot to their polling location on Election Day to vote and tabulate it.
- The voter will complete a precinct application to vote.
- The ballot number will be verified with the AV information already recorded in the EPB.
  - If the ballot number does not match, the ballot is missing a stub, or if the stub is detached, the voter must surrender the ballot and issued a new ballot. Contact the Clerk's Office for guidance.
  - If everything matches and the voter chooses to cast the absentee ballot, a call to the Clerk's Office is not necessary!
- Direct the voter to discretely unfold their absentee ballot and place it in a precinct secrecy sleeve.
- Voter can be directed to a voting booth to mark their ballot (if needed,) then the ballot is tabulated as normal.

# AV Ballots Returned to Precinct – EPB Process

- Verify the absentee ballot number and record on the application to vote.
- Lock the voter's record.
- Select "Voter Remarks" and type "AV to ED" indicating Absent Voter to Election Day. This will document the conversion on the Remarks page for later reference.
- Ballot will be issued as a "Regular Ballot."

The screenshot shows a web interface for ballot management. It is divided into two main sections: "Issue a ballot" and "Other actions".

**Issue a ballot**

- Regular ballot
- Affidavit ballot-provisional
- Envelope ballot-provisional
- Challenged ballot

**Other actions**

- Record an absentee ballot
- Spoil a ballot
- Reject a ballot

Below these sections are buttons for "Undo" and "Undo (Nothing to undo)". A red "X" icon is next to the text "Unlock this voter without performing any action". There are also buttons for "Voter Remarks" and "Label".

A red error message is displayed: "Absentee Ballot [00010001] sent by clerk--Voter must surrender ballot or submit affidavit." Below this, the text "VOTING STATUS: Did not vote in precinct." is visible.

02/27/2024 - PRESIDENTIAL PRIMARY - [REDACTED]  
Precinct 00005

## REMARKS

Date / Time	User	Voter #	Voter Name	Remarks
[REDACTED]	[REDACTED]	5	[REDACTED]	AV to ED

# AV Ballots Returned to Precinct – EPB Process – Continued

- The “Ballot Number” should be issued as:  
“V” followed by the AV ballot number.
  - Example: AV ballot 10001 should be marked as Ballot V10001.
- Select the political party ballot indicated on their “Application to Vote.”
- Select “OK.”

The screenshot shows a dialog box titled "Issue a ballot". It contains the following elements:

- A header: "Issue a ballot"
- A label: "You are about to issue a Regular Ballot to:"
- A redacted field for the voter's name.
- A checkbox labeled "VAT Ballot?" which is unchecked.
- A label: "This ballot number will be assigned:"
- A text input field containing "V10001".
- A dropdown menu for "Which ballot type is being issued :".
- Three radio button options: "Democratic", "Republican", and "Ballot Without Presidential Primary".
- Two buttons at the bottom: "OK" (with a green checkmark icon) and "Cancel" (with a red X icon).

The screenshot shows a dialog box titled "QVF Electronic Poll Book" with a close button (X) in the top right corner. It contains the following information:

- A header: "QVF Electronic Poll Book"
- A label: "You just performed the following action:"
- A table of action details:

Action:	Issued a Regular Ballot
Voter:	[Redacted]
Voter Number:	10
Ballot Number:	V0010001

- An "OK" button at the bottom right.

# Ballot “Selfie” Law

- Voters are now permitted to take a photo of their voted ballot in the voting booth.
- The voter **cannot** appear in the photo along with their ballot.
- The photo cannot be shared until outside the 100-foot “no campaigning” buffer.
- This does not affect other prohibitions on photography in voting location.
- We have “selfie” stations available in each precinct. Set up the selfie station in the hallway leading to the precinct room away from the voting area. These stations allow voters to take a selfie photo before or after voting without their ballots.

# Line Tracker Website

Election Inspector Use – Link will be emailed the night prior to election:

<https://www2.a2gov.org/electionlinecount>

City of Ann Arbor Switch Precincts - Report a Problem

## Choose your precinct

Precinct  
-- Choose your precinct -- **1-11 - Logan School**

Number of People in Line  
**Submit Count**

### Wait Time

No line information exists yet for this precinct.

In line **0**

Est. time (min) **0**

## Report a Problem

Precinct  
1-11 - Logan School

Problem  
-- Select your problem --

Problem Detail

Reporter First Name

Reporter Last Name

**Submit**

Please call 734.794.6149 for high priority issues

[← Home](#)

# Line Tracker Website

## Election Inspector Use:

City of Ann Arbor [Switch Precincts](#) - [Report a Problem](#)

# 1-2 - Community High School

Number of People in Line

[Submit Count](#)

## Wait Time

No line information exists yet for this precinct.

0	0
In line	Est. time (min)

## Voter Use:


### Elections

- [A2Votes](#)
- [Requests for Automatic Mailing of Absent Voter Ballot Applications](#)
- [Election Inspectors](#)
- [Filing Petitions](#)
- [Election Commission](#)
- [Voting](#)
- ["I Voted" Sticker Design Contest](#)

## Election Day Line Tracker

[Home](#) » [Departments](#) » [City Clerk](#) » [Elections](#) » [Election Day Line Tracker](#)

### 1-2 - Community High School



[401 N. Division, Ann Arbor, MI](#)

## Wait Time

No line information exists yet for this precinct.

0	0
In line	Est. time (min)

[Choose a different precinct](#)

# Prop 3 – Voter Registration Changes

- A voter who wishes to register to vote and obtain a ballot may do so until 8:00 PM on Election Day:
  - Send to City Clerk Office to register
    - Must have proof of residency – Michigan Driver License or Personal Identification Card listing current address, utility bill, pay stub, bank statement, government form/letter – These documents can be shown to the Clerk’s Office electronically.
  - Voter will have the option to vote an absentee ballot at the City Clerk’s Office OR
  - May return to the polls and vote in precinct, will be issued a receipt from the Clerk’s Office telling you what ballot type to issue:
    - Regular Ballot
    - Challenged Ballot



# Voter Registration Receipt

- Only issued within 14 days.
- February 13<sup>th</sup> & after for this Election.
- Voters who register after 4:00 PM on February 26<sup>th</sup> will need to be added to Unlisted Tab.
- Will indicate Regular or Challenged Ballot is to be issued.
- Place receipt in “Return to Local Clerk” 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]

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: \_\_\_\_\_

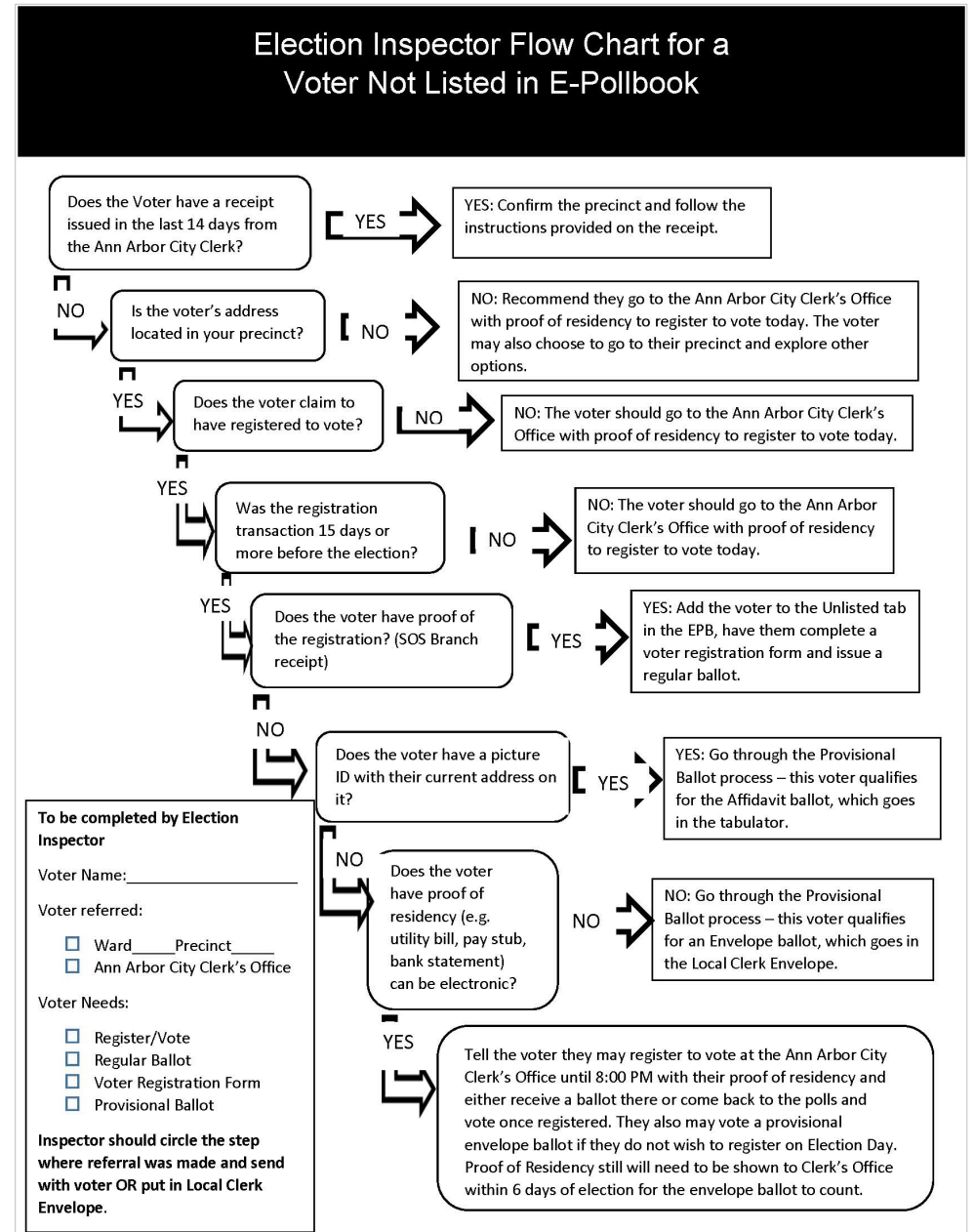
[voter name/address/DOB]

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

# Prop 3 – Flow Chart

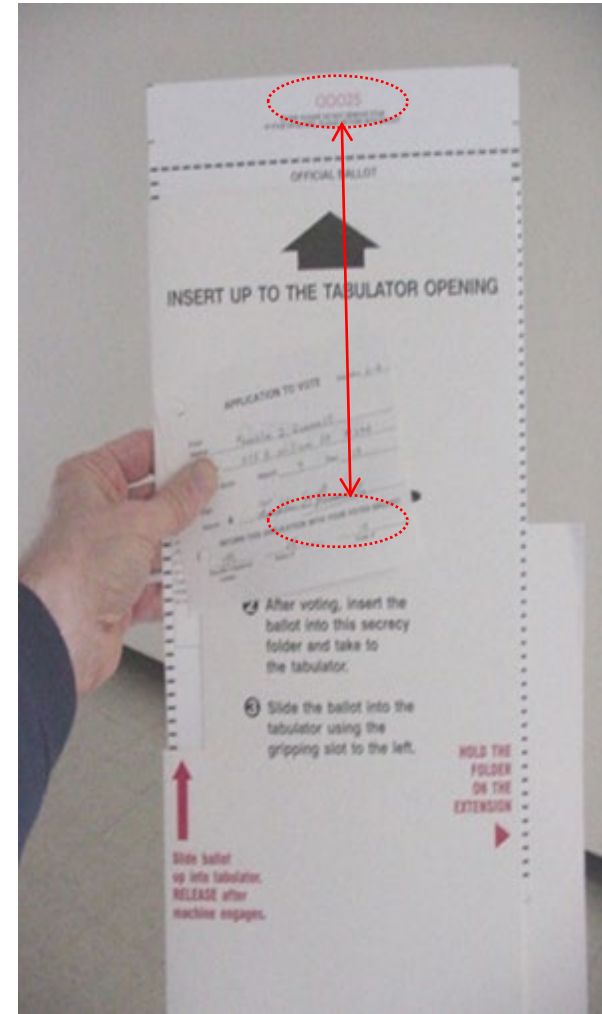
Use this Handout if:

- Voter is not found on Precinct List.
- Voter is not found listed in "Other".
- All possible variations of names have been tried.
- When in doubt, call the Clerk's Office.



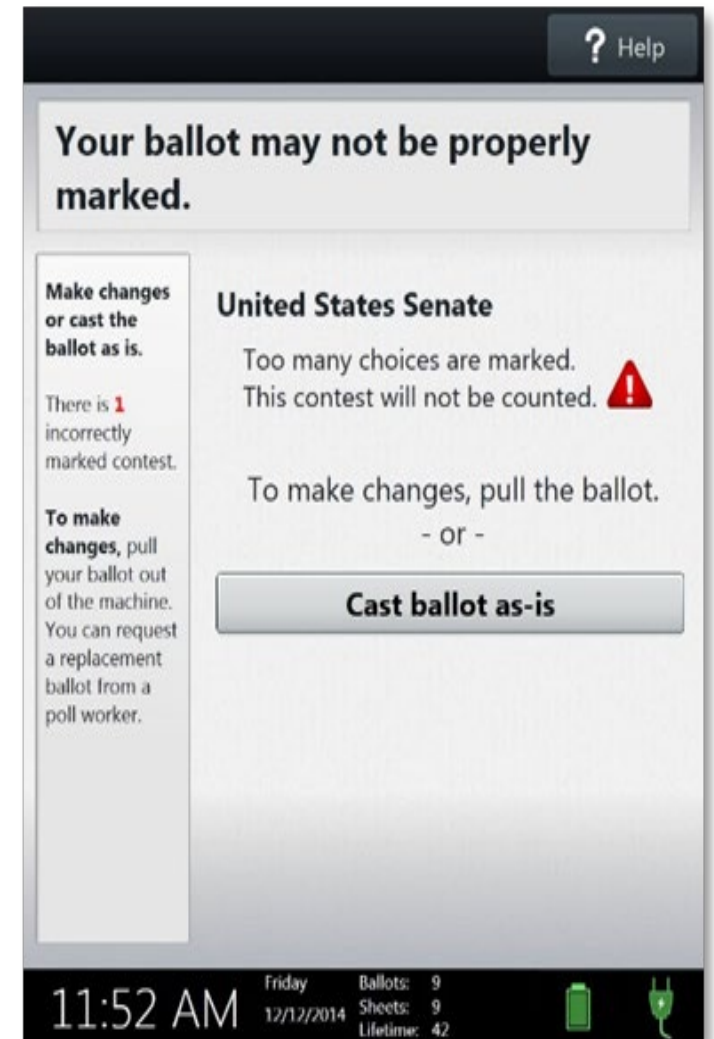
# Casting Ballots at Tabulator

- After the voter marks their ballot, they bring their ballot in the ballot secrecy sleeve and the application to vote to the election inspector stationed at the tabulator.
- The inspector compares the ballot stub with the application to vote to ensure they match.
- The inspector removes the stub and retains it until the end of the night. Do not remove the ballot from the secrecy sleeve.
- Place the application to vote face up on the spindle.
- Remain at least 10 feet away while the voter inserts ballot into tabulator.



# Tabulator Rejects a Ballot

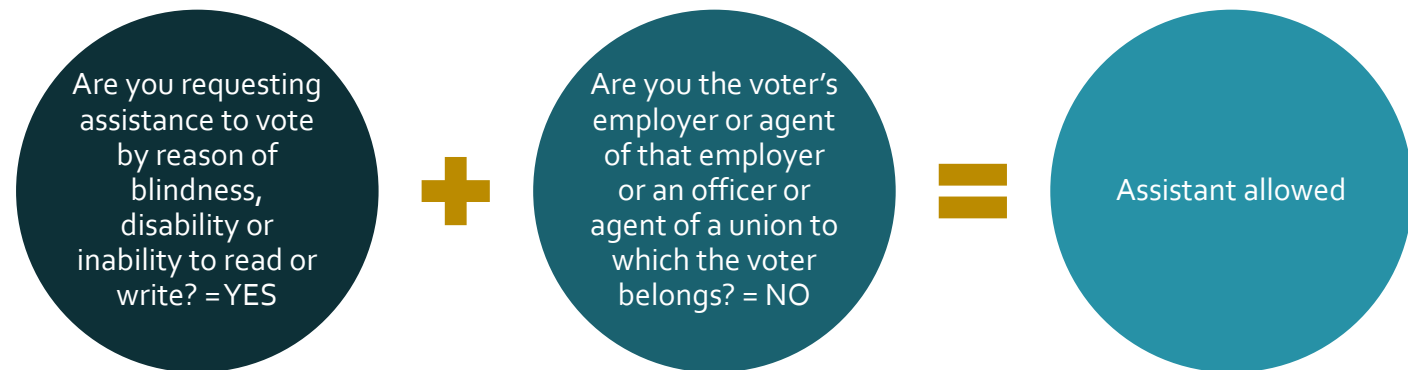
- The tabulator will reject a ballot for two reasons:
  - Over Voted Ballot – more votes than the number to vote for in the office or proposal section are detected.
  - Blank Ballot – no votes are detected on the ballot.
- The Clerk's Office has provided scripts for assisting voters with errors.



# Assisting Voters on Election Day

- **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.
- **Precinct Worker Assistance:**
  - If voter prefers personal assistance, two inspectors with different political affiliation shall assist.

Any individual brought by voter to assist:

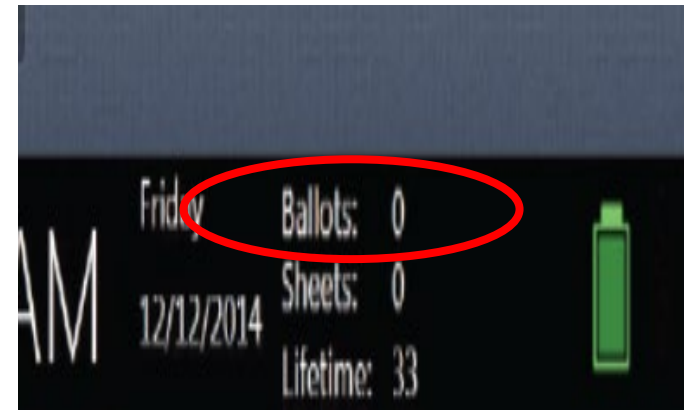


# Closing the Polls

- At 8:00 PM, you must announce that the polls are now closed.
- Anyone in line at that moment is permitted to vote.
- Helpful Hint: At 8:00 PM issue an application to vote to all eligible voters in line.
- Once the last voter has tabulated their ballot, you can begin the process of closing the polls.
- Do not begin breaking down items in the precinct until the last voter has tabulated their ballot.
- Reminder to keep the doors to the polling location unlocked during the entire closing.

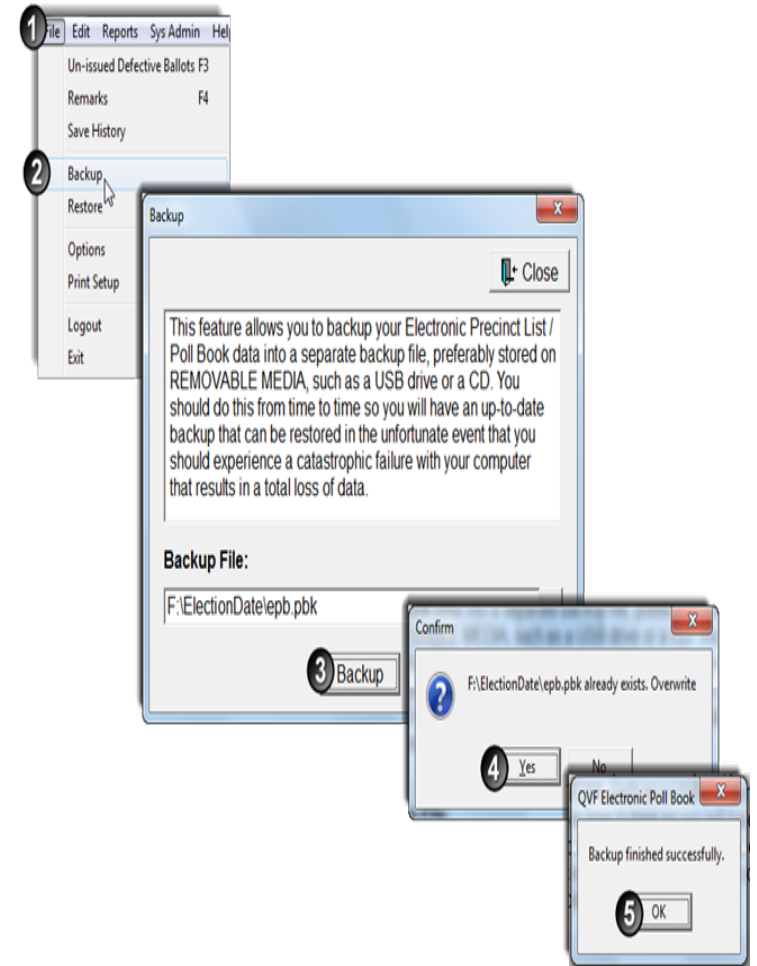
# Verify the Tabulator Count

- After all the ballots have been processed, including any from the auxiliary compartment, confirm the tabulator shows the correct number of ballots processed.
- To determine the total, take the number of “in-person” voters from the EPB and subtract the number of provisional envelope ballots. This number should match the number displayed on the tabulator.
- Make a note of this number as you will need it when completing the Ballot Summary Report.
- If the numbers do not match, call the City Clerk’s Office immediately.



# Closing the Polls in EPB

- The first step in closing the polls in the Electronic Poll Book is to complete one last backup.
- Once the backup is complete, you can move on to saving the three reports and one file that will be needed at the Receiving Board.
- The four items are:
  - Ballot Summary Report
  - List of Voters
  - Remarks
  - Voter History





# Ballot Summary Report – REVISED

- To complete the Ballot Summary Report:
  - 1. Click “Reports.”
  - 2. Click “Ballot Summary.”
- 3. Line A – The number of ballots delivered at the open of polls; this number will be set for you. There will be two ranges - one Democratic and one Republican. (Ann Arbor does not have an “L” ballot style.)
- You will also manually add a row for the AV ballots voted:
  - *Ballot Style* = “V”
  - *Party* = “AVED” (short for “Convert Absent Voting to Election Day”)
  - “Starting No.” = “V00001”
  - “Ending No.” = “V” followed by the number of AV-ED ballots tabulated by voters.
  - In the example, only 3 AV ballots were tabulated by voters, so the “Starting No.” is “V000001” and the “Ending No.” is “V000003.”
  - Use the “Remarks” Report to count the AV to ED notations.

NUMBER OF BALLOTS DELIVERED TO PRECINCT:			
A. Number of unvoted official ballots delivered to precinct:			
Ballot Style	Party	Starting No.	Ending No.
████████	D	00010001	00011000
████████	L	00030001	00031000
████████	R	00020001	00021000
V	AVED	V0000001	V0000003

02/27/2024 - PRESIDENTIAL PRIMARY - ██████████				
Precinct 00005				
REMARKS				
Date / Time	User	Voter #	Voter Name	Remarks
████████	██████	5	████████	AV to ED

# Ballot Summary Report – Continued

- 4. Line B – This number will be 0 as absentee ballots are not processed in the precinct.
- Line C – The total number of ballots accounted for in the precinct. This number will automatically calculate.
- 5. Line D – The number of ballots tabulated. Take this number directly from the tabulator.
- 6. Line E – This window will automatically show 0 as AV ballots are not processed in the precinct.
- Line F – The total number of ballot re-issued to voters who spoiled their ballot. This number is automatically calculated.
- Line G – The total number of ballots rejected at precinct. This number will be automatically calculated.

The screenshot shows the 'Ballot Summary Report' window. A menu is open at the top left with 'Reports' selected. The main window contains the following fields and data:

- 1** Reports | Sys Admin | Help
- Remarks
- List of Voters
- 2** Ballot Summary
- Defective Un-issued
- Activity Log Report
- Close
- 3** NUMBER OF BALLOTS DELIVERED TO PRECINCT:  
A. Number of ballots delivered to precinct:  
Table with columns: Style, Starting No, Ending No, Count, Delete. Row 1: 00000001, 00000200, 200.  
Total = 200
- 4** B. Number of AV return envelopes received by board: 2
- C. Total: 202
- 5** NUMBER OF BALLOTS AT CLOSE OF POLLS:  
D. Number of ballots tabulated (Enter Tabulator Public Counter reading): 15
- 6** E. Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason: 0
- F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots): 2
- G. Number of ballots rejected: 0
- 7** H. Number of ballots used by election inspectors for ballot duplication: 0
- I. Number of PROVISIONAL "envelope" ballots issued: 1
- J. Number of UNUSED BALLOTS:  
Table with columns: Style, Starting No, Ending No, Count, Delete. Row 1: 00000017, 00000200, 184.  
Total = 184
- K. Total of Lines D, E, F, G, H, I and J: 202
- 8** L. Difference: 0
- 9** Preview

# Ballot Summary Report – Continued

- 7. Line H – The number of ballots used for duplication. This line is typically 0.
- Line I – The number of provisional envelope ballots issued. This number is automatically calculated.
- 8. Line J – Unused Ballots. Fill in the next ballot number a voter would have received for both ballot styles (Republican and Democratic) along with the ending number (i.e. the remaining numbers of used ballots – ex. 17 – 200).
- Line K – Will automatically calculate the number of ballots used during the day. Click in any white box to generate this number.
- Line L – Must be 0.

The screenshot shows the 'Ballot Summary Report' window. It contains several sections with data entry fields and a table. Numbered callouts (1-9) point to specific elements:

- 1: Reports menu
- 2: Ballot Summary menu
- 3: Table row for ballot style 00000001
- 4: Field for 'B. Number of AV return envelopes received by board' (value: 2)
- 5: Field for 'D. Number of ballots tabulated' (value: 15)
- 6: Field for 'E. Number of AV ballot envelopes delivered to precinct' (value: 0)
- 7: Field for 'H. Number of ballots used by election inspectors for ballot duplication' (value: 0)
- 8: Table row for ballot style 00000017
- 9: Preview button

Style	Starting No	Ending No	Count	Delete
00000001	00000200	200		

Total = 200

B. Number of AV return envelopes received by board: 2

C. Total: 202

**NUMBER OF BALLOTS AT CLOSE OF POLLS:**

D. Number of ballots tabulated (Enter Tabulator Public Counter reading): 15

E. Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason: 0

F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots): 2

G. Number of ballots rejected: 0

H. Number of ballots used by election inspectors for ballot duplication: 0

I. Number of PROVISIONAL "envelope" ballots issued: 1


Style	Starting No	Ending No	Count	Delete
00000017	00000200	184		

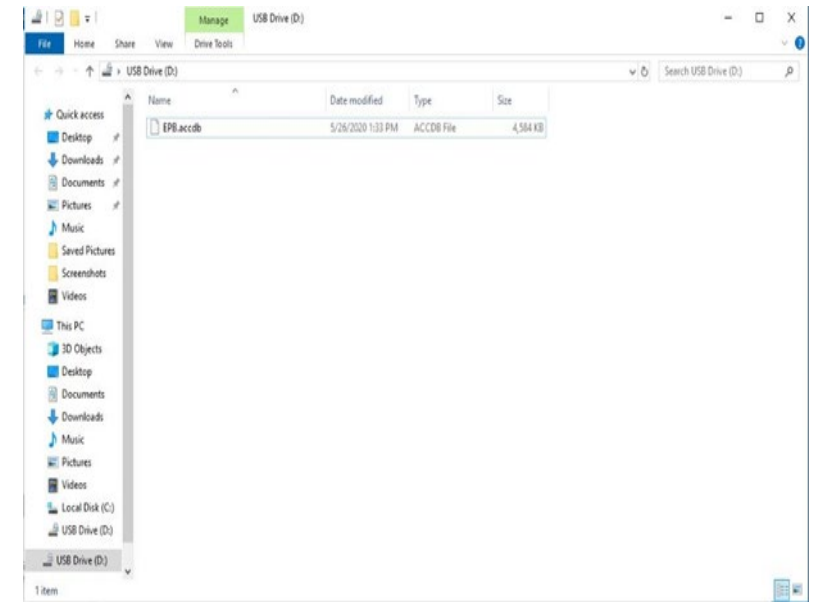
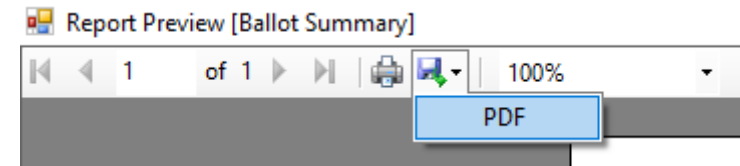
Total = 184

K. Total of Lines D, E, F, G, H, I and J: 202


L. Difference: 0

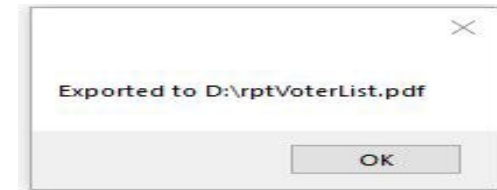
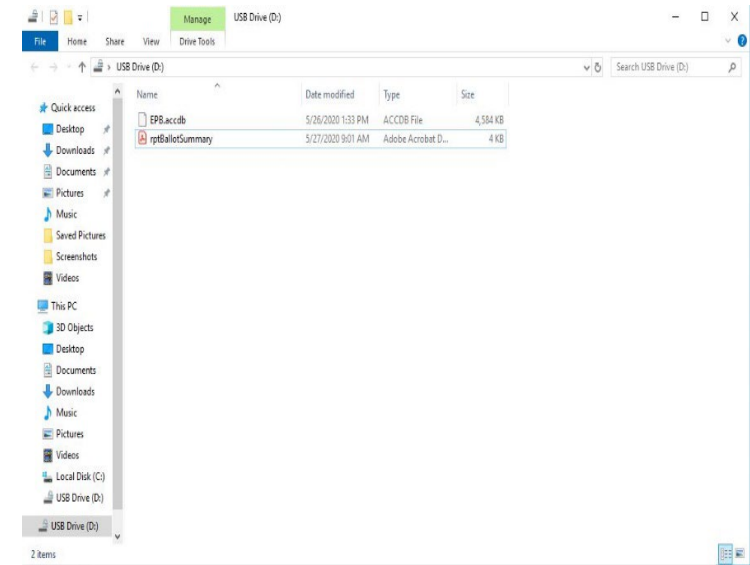
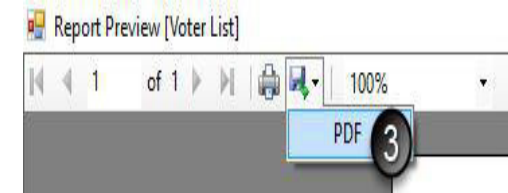
# Saving Ballot Summary

- Click **“Preview”** at the bottom of the ballot summary screen. You likely will have to scroll down to see the button.
- The ballot summary report will pop-up. Review ensuring that Line L is 0.
- Click the disk icon  in the upper left-hand corner of the screen.
- Click PDF from the drop-down menu.
- The computer will default to saving on the flash drive. Confirm that the pathway is correct:
  - **This PC ► USB Drive (D:).** The letter (D:) may not match your screen. It can be D, E, F, G, etc. That’s okay! Then click “Save.”




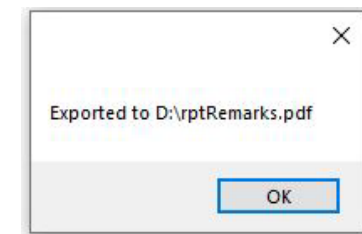
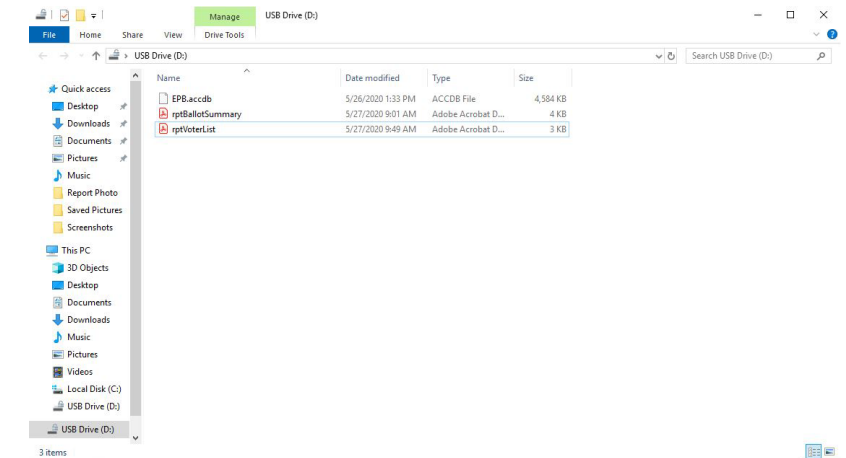
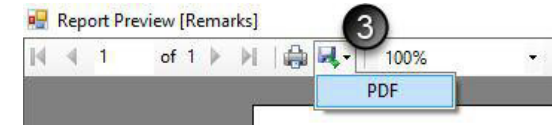
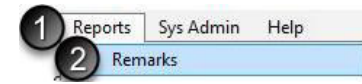
# List of Voters Report

- Click “Reports.”
- Click “List of Voters.”
- Click the disk icon  in the upper left-hand corner of the screen.
- Click PDF from the drop-down menu.
- The computer will default to saving on the flash drive. Confirm that the pathway is correct:
  - **This PC ► USB Drive (D:).** The letter (D:) may not match your screen. It can be D, E, F, G, etc. That’s okay! Then click “Save.”
- Once the file saves, a pop-up window will appear notifying you the file has been exported. Click OK, then **close** out of the preview screen.



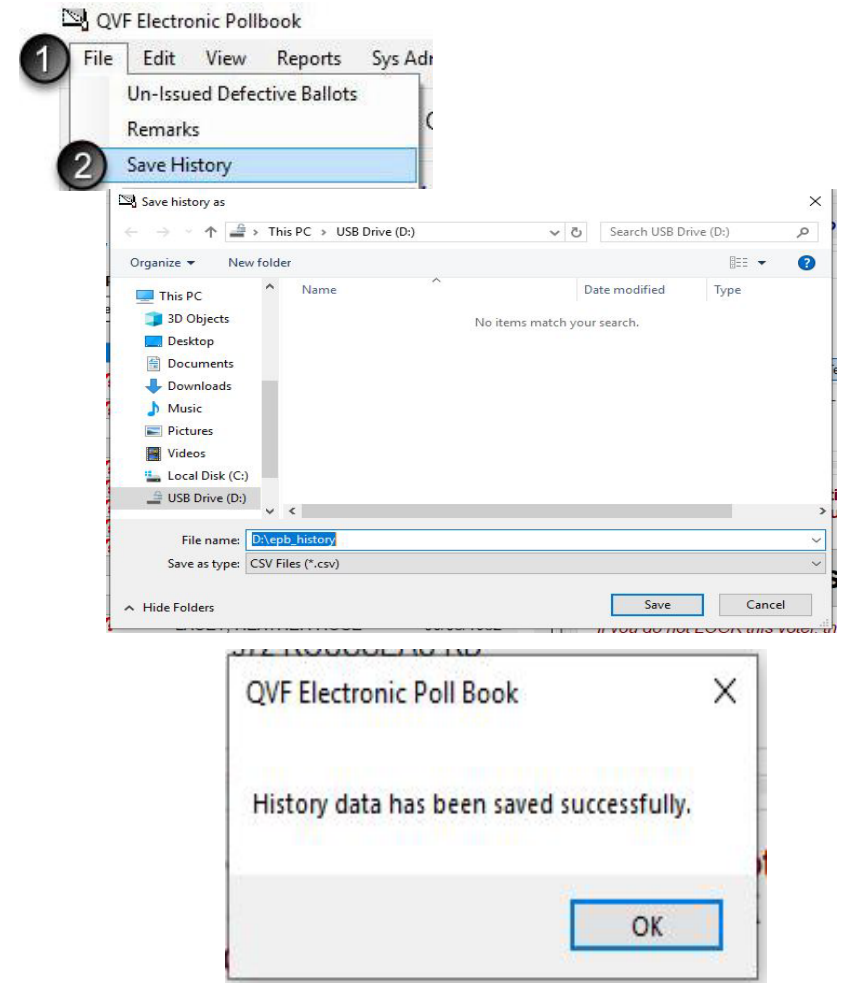
# Remarks Report

- Click “Reports.”
- Click “Remarks.”
- Click the disk icon  in the upper left-hand corner of the screen.
- Click PDF from the drop-down menu.
- The computer will default to saving on the flash drive. Confirm that the pathway is correct:
  - **This PC ► USB Drive (D:).** The letter (D:) may not match your screen. It can be D, E, F, G, etc. That’s okay! Then click “Save.”
- Once the file saves, a pop-up window will appear notifying you the file has been exported. Click OK, then **close** out of the preview screen.
- Important: if there are no remarks, the report will not save.



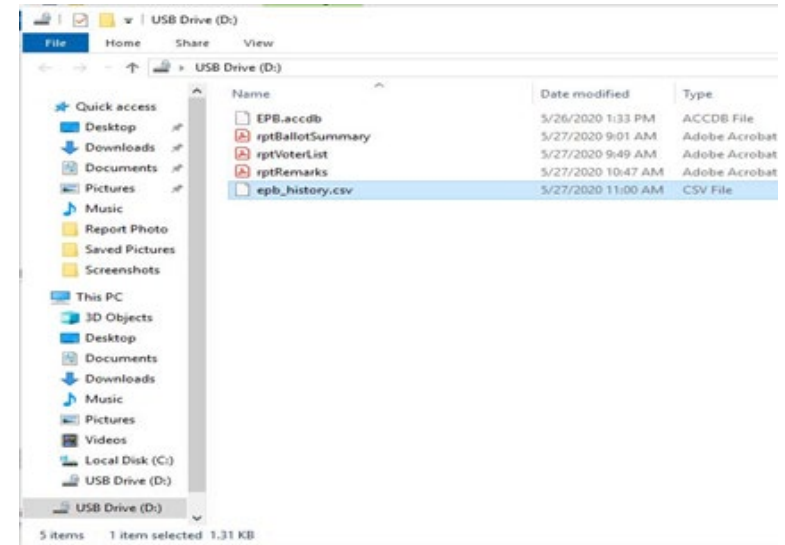
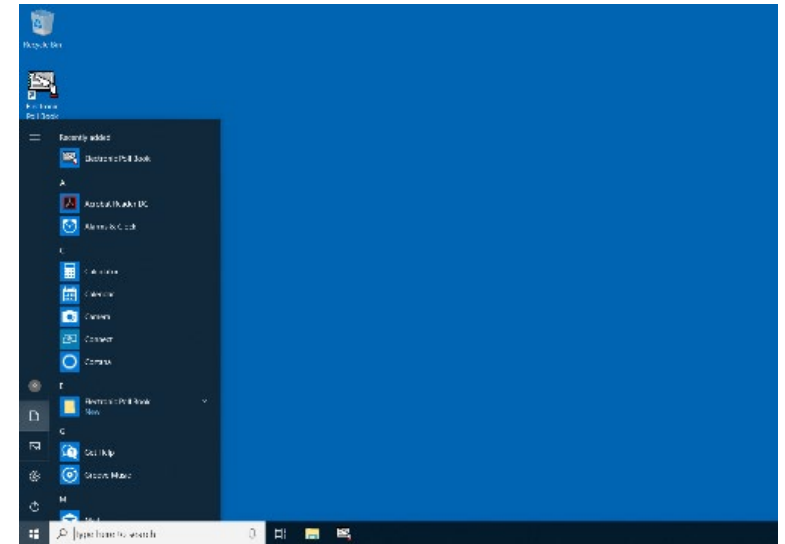
# Save Voter History File

- Click **“File.”**
- Click **“Save History.”**
- The computer will default to saving on the flash drive. Confirm that the pathway is correct:
  - **This PC ► USB Drive (D:).** The letter (D:) may not match your screen. It can be D, E, F, G, etc. That’s okay! Then click **“Save.”**
- Once the file saves, a pop-up window will appear notifying you the file has been exported. Click **OK.**



# Ensure all the Files are on Flash Drive

- To verify files have been saved on the encrypted flash drive in the Privacy Zone:
  - Click on the Windows Home Button.
  - Click “Documents.”
  - Double click the USB Drive.
  - Verify there are 5 files listed :
    - rptBallotSummary.pdf
    - EPB.accdb
    - epb\_history.csv
    - rptVoterList.pdf
    - rptRemarks.pdf





# Closing the Tabulator

- Unspool the thermal tape that was safely tucked away in the morning. Make sure that you have the tape pulled out past the last line you signed on in the morning to prevent the signature lines from being printed over.
- Push the blue poll worker button on the back of the tabulator to access the main menu.
- From the menu select **Close Polls**. The tabulator will ask you to confirm that you wish to close the polls. Press "**Yes, Close the Polls.**"
- **Enter Close Polls Password.** This password is located in your important document envelope.
- Wait while the tabulator prints the tapes and sends the results to County via modem.
- All Election Inspectors present must sign all of the tapes.
- DO NOT separate the tapes. The Receiving Board will handle this when you return to **Election HQ.**

# Closing the Tabulator Continued

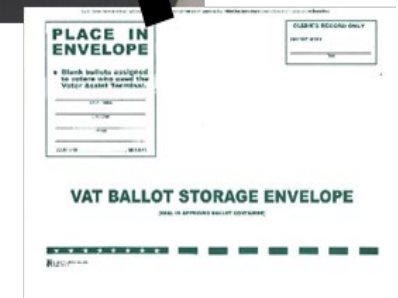
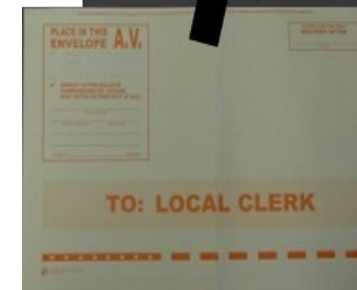
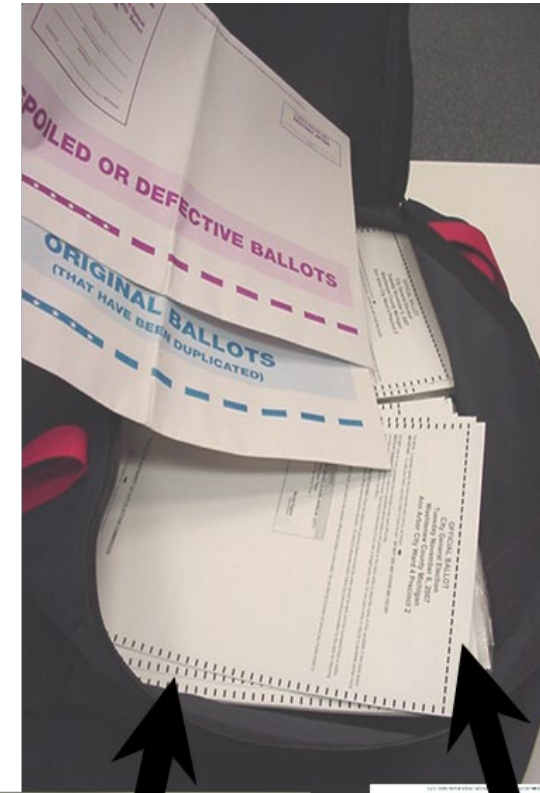
- Print a Write-In Report. To generate this report:
  - From the main screen, press **Print Write-In Report**.
- Once this report is done generating, power off the tabulator by pressing the red power button on the back of the device.





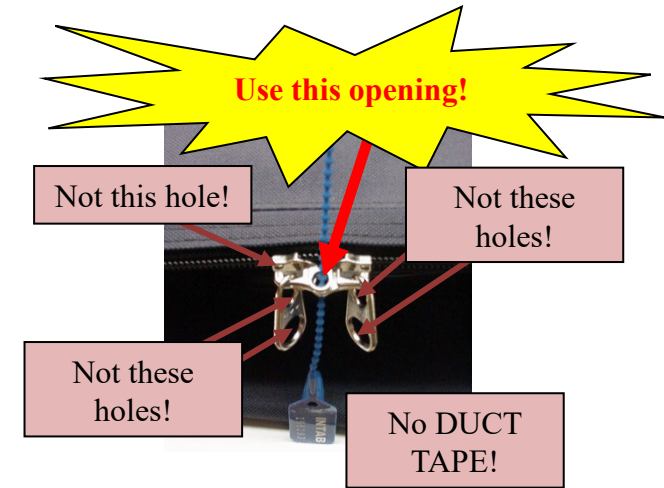
# Depositing of Ballots at the End of the Night

- All unused ballots can be placed into a vinyl ballot container.
- Place all voted ballots into a second vinyl ballot container.
- Using red paper seals, seal the following envelopes if used and place in blue vinyl ballot container containing your voted ballots:
  - Spoiled or Defective Ballot Envelope
  - Original Ballot Envelope
  - Surrendered AV Ballot Envelope
  - VAT Ballot Envelope
- The only ballots not to be sealed in the ballot bag are provisional ballots, which need to be returned to the Receiving Board separately.



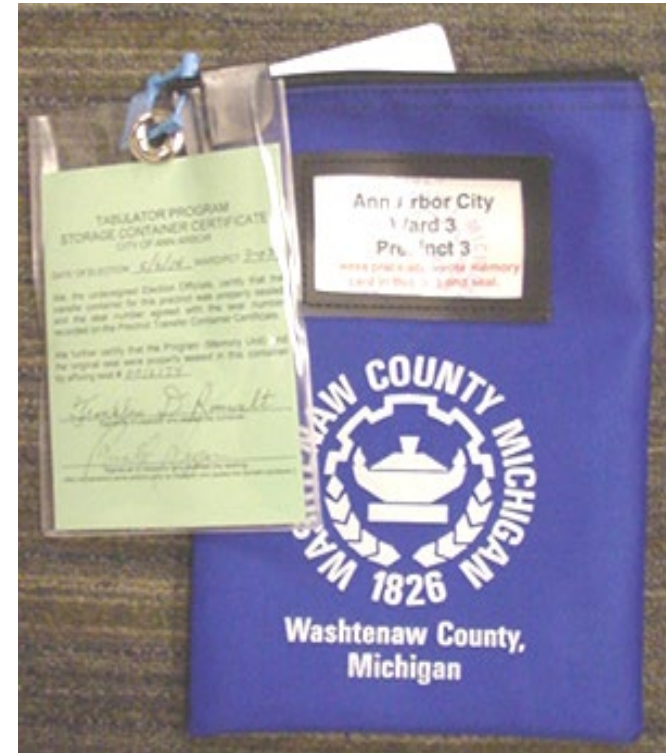
# Sealing the Ballot Containers

- In the front pocket of the zippered notebook, you will find two plastic sleeves, one containing a blue card for your voted ballots and two blue plastic pull-tight seals, and one containing a white card for your unvoted ballots and two blue plastic pull-tight seals. You only need one set of seals; the second set is in case of emergency.
- Complete both cards with:
  - The Seal Number that will be used to seal the bag.
  - A signature from a Republican and a Democrat who sealed the bag.
- Write on the blue card the number of voted ballots sealed inside the ballot container.
- Place the cards back into their pouches and seal using one blue pull-tight seal per bag.



# Removing Flash Drives from Tabulator and VAT

- Using a pair of wire cutters or scissors, cut and remove the red seals covering the memory device lids on both the tabulator and VAT.
- Using the black key, unlock the lid covering the USB drive.
- Hold the black USB drive firmly and gently pull it from the device. (Do not remove the blue wireless modem from the lid of the ballot tabulator.)
- Seal these flash drives along with the flash drive from the EPB in the small blue vinyl transfer pouch labeled "Washtenaw County."



# Certificate of Election Inspectors

- In the paper poll book complete the “Certificate of Election Inspectors” form in ink.
- On the first line, record the number of voters according to tabulator.
- On the third line, record the number of voters according to the EPB List of Voters.
- Any difference between these two lines should be envelope ballots or ballots that were rejected and not reissued to the voter.
- Check off the pink shaded boxes as you complete each task.
- Record the seal numbers from the ballot bags and the memory card transfer container.
- All inspectors present sign the certificate.
- The Republican and Democratic inspectors who seal the ballot bags will sign this page in two places!

Statement of Votes – CLIP or ATTACH tabulator tape to this Page

JURISDICTION: \_\_\_\_\_ PRECINCT #: \_\_\_\_\_

**1 ELECTION INSPECTORS' COMPLETION CERTIFICATE**

✓ After the Polls closed, we completed the following:

Recorded the number of ballots tabulated according to the public counter of the tabulator as: \_\_\_\_\_

Sealed all provisional envelope ballots for delivery to the Clerk, and recorded the number as: \_\_\_\_\_

Recorded the number of voters according to the List of Voters (including AV List if used) as: \_\_\_\_\_

Verified the number of ballots tabulated plus provisional envelope ballots equals the number of voters and that if they do not, no discrepancies exist between the List of Voters and Applications to Vote. If they do not agree and a valid discrepancy exists, a notation was made in the Remarks Section.  Yes  N/A

Completed and balanced the Ballot Summary Report. If the Ballot Summary Report did not balance and a valid discrepancy exists, a notation was made in the Remarks Section.  Yes  N/A

Recorded all formal challenges made in the precinct, if any, on the Challenged Page.

Tabulated all valid absent voter ballots (if processed in the precinct).

Duplicated and tabulated ballots requiring duplication, if any.

Tallyed all valid write-in votes, if any, and recorded the totals on the Write-In Statement of Votes.

Attached a signed tabulator total tape to all three copies of this page.

**2 SEAL VERIFICATION**

WE, the undersigned members of the Board of Election Inspectors, certify that all used and unused ballots, voter assist terminal (VAT) ballots, Spoiled and Original ballot envelopes, but not the provisional ballot storage envelope, were properly sealed into an approved Ballot Storage Container by affixing seal(s): No. \_\_\_\_\_ No. \_\_\_\_\_  
If ballot container requires two (2) seals

WE, further certify that the Tabulator and/or EPB Memory Device(s), if removed, were properly sealed into an approved Transfer Container by affixing seal: No. \_\_\_\_\_

DEMOCRATIC INSPECTOR  REPUBLICAN INSPECTOR

Signature of Election Inspector who sealed/verified the Ballot Storage Container and the Transfer Container. Signature of Election Inspector who sealed/verified the Ballot Storage Container and the Transfer Container.

**3 SIGNATURES OF ALL PERSONS PRESENT AT THE CLOSE OF POLLS & CERTIFYING COMPLETION CERTIFICATE**

Make a note on the Remarks page if an inspector left before the polls closed.

Signature	Phone #	Signature	Phone #
1. <input checked="" type="checkbox"/> CHAIRPERSON		7. <input checked="" type="checkbox"/>	
2. <input checked="" type="checkbox"/>		8. <input checked="" type="checkbox"/>	
3. <input checked="" type="checkbox"/>		9. <input checked="" type="checkbox"/>	
4. <input checked="" type="checkbox"/>		10. <input checked="" type="checkbox"/>	
5. <input checked="" type="checkbox"/>		11. <input checked="" type="checkbox"/>	
6. <input checked="" type="checkbox"/>		12. <input checked="" type="checkbox"/>	

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

# To Local Clerk Receiving Board Envelope

Place the following items in the "Return to Local Clerk Receiving Board Envelope:"

- 1) Poll Book (do not detach any forms)
- 2) Zero tapes with 3 totals tapes attached, signed by all inspectors (do not cut any of the tapes)
- 3) "Opening" Check-Off List
- 4) Problem Sheets
- 5) Notes to Jackie, Kristen, & Steve
- 6) Precinct Reconciliation Form
- 7) Completed Voter Registration Applications
- 8) Completed Provisional Ballot Form and Ballot Security Envelope for voters who were issued either provisional envelope or affidavit ballots stored inside a Provisional Ballot Storage Envelope
- 9) Completed Election Inspector Flow Chart for a Voter Not Listed in E-Pollbook
- 10) Completed Applications to Vote on spindle(s)
- 11) Completed Time Sheets
- 12) Completed "Closing" Check-Off Lists





# Delivering Documents

- One Democratic and one Republican Election Inspector (not necessarily including the Chairperson) shall deliver the following documents to Election HQ (3021 Miller Rd):
  - Sealed "Return To Local Clerk Receiving Board Envelope"
  - Zippered Notebook with keys to tabulator and room/building
  - Sealed small blue vinyl pouch containing flash drives from EPB, Tabulator, and VAT
  - Sealed large blue vinyl canvas Ballot Bag(s) containing voted ballots
  - EPB Laptop(s)

