
WASHTENAW COUNTY ELECTION INSPECTOR MANUAL

2012



Washtenaw County Clerk/Register
Lawrence Kestenbaum

Dear Election Inspector,

I'm happy to present to you the Washtenaw County Election Inspector Training Manual. These materials are intended to provide you with the information you need to perform your duties on Election Day.

As an Election Inspector you have a critical, front-line role in managing the integrity, privacy and efficiency of the voting process.

Each voter who arrives at the precinct begins by completing an application to vote. Election Inspectors are responsible for verifying the voter's registration, issuing a ballot and entering the voter's name in the list of voters, offering appropriate instruction and directing the voter to the voting booths to make their choices. After the voter has marked their ballot, Election Inspectors verify the ballot number, remove the stub, and direct the voter to place their ballot in the tabulator.

You and your colleagues at the precinct are responsible for remaining impartial and ensuring that voters move through the process with a minimum of confusion and delay. Given this is a public process, poll watchers must be given room to observe your work, including the opening and closing of polls.

When a recount is necessary, the Board of Canvassers must first determine that a precinct is legally re-countable. The voter total must equal the ballot total, ballot containers must be properly sealed, and that seal numbers must be correctly documented. A failure on any of these points means that the recount may not proceed. Your careful work on Election Day will assure that all Washtenaw County precincts are fully re-countable.

On behalf of our communities, I thank you for this important public service. Your time, your patience, and your efforts are very much appreciated!

Sincerely,

A handwritten signature in black ink that reads "Lawrence Kestenbaum". The signature is fluid and cursive, with the first name "Lawrence" written in a larger, more prominent script than the last name "Kestenbaum".

Lawrence Kestenbaum
Washtenaw County Clerk/Register



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Introduction

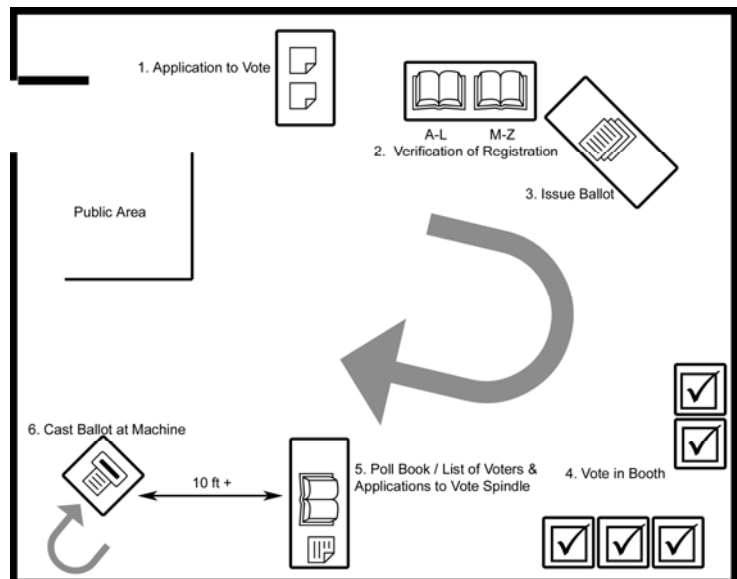
As an Election Inspector you possess full authority to maintain order in the polls and to enforce lawful directions throughout the course of the election. The board chairperson is responsible for taking the lead in these matters.

Three Election Inspectors must be present in the polling location at all times. Of the Election Inspectors working, it is important to have representation from both major political parties. A member of the precinct board can leave the polling place if necessary as long as his or her absence does not interrupt the orderly operation of the polling place.

The polls open at **7:00 A.M.** and remain open until **8:00 P.M.** The American flag must be present at every polling location.

At 7:00 a.m. announce **“THE POLLS ARE NOW OPEN!”** Use the same time piece at 8:00 p.m. to announce the close of the polls.

When setting up the polling place, try to create a circular path for the voter to follow. Arranging the polling place in an organized manner will help ensure efficient flow of voters and will reduce the time a voter has to wait to vote their ballot.



A NOTE FOR ePOLLBOOK USERS

The ePollbook is used by many but not all jurisdictions in Washtenaw County in place of a paper Precinct Registration List and in conjunction with an abbreviated paper Poll Book.

This manual describes in detail the steps to complete each task using the paper Poll Book and Precinct lists and provides the location in **“Appendix A: ePollbook Manual”** where the instructions for completing the step using the ePollbook can be found.

Look for callout to the right.

[ePollbook](#)
Appendix A
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FOR DETAILED INSTRUCTION ON HOW TO USE THE ePOLLBOOK, ALWAYS REFER TO APPENDIX A.

Checklist for Opening the Polls

OATH OF ELECTION INSPECTOR

- £ Using the Poll Book, verify that the Chairperson has received the oath from the city or township clerk's office.

If the Chairperson has not already received the oath an Election Inspector administers the oath & **both sign** under "Oaths of Chairperson and Election Inspectors" section.

- £ Chairperson administers the oath to **ALL** Election Inspectors & **signs Poll Book**.

- £ **ALL** Election Inspectors who have received the oath **sign** under the "Oaths of Chairperson and Election inspectors" section.

CLERK'S PREPARATION CERTIFICATE

Tabulator Serial No. _____ Tabulator Seal No. _____

I certify that the above precinct tabulator has been properly prepared and tested for this election in accordance with law, and, that at the completion of the test the program was inserted into the tabulator and sealed with a seal bearing the seal number recorded above.

Word/Preprint No. X Signature of Clerk or Authorized Assistant _____ Date _____

ELECTION INSPECTORS' PREPARATION CERTIFICATE

☒ WE CERTIFY BY SIGNING BELOW THAT THE FOLLOWING WAS COMPLETED PRIOR TO THE OPENING OF THE POLLS.

☐ The oath of office was administered to and signed by all election inspectors present.

☐ Verified that the serial number of the Precinct Tabulator and the number on the seal used to secure the Precinct Tabulator was the same as the serial and seal numbers recorded on the Clerk's Preparation Certificate above.

☐ All preparation tests of the Precinct Tabulator were completed and the equipment was found to be in proper working order.

☐ The ballot was verified by comparing each candidate's name and the placement of any propositions on the ballot with the precinct instruction ballot, and the zero tape generated from the precinct tabulator.

OATHS OF CHAIRPERSON AND ELECTION INSPECTORS

STATE OF MICHIGAN, _____ SS. _____

I Do Solemnly Swear (or affirm) that I will support the Constitution of the United States and the Constitution of this State, and that I will faithfully discharge the duties of the Office of Precinct Board Chairperson at the Election held on **Tuesday**, the _____ day of _____, 20____, according to the best of my ability.

Taken, subscribed and sworn to before me this _____ day of _____, 20____.

Signature of Chairperson _____

Signature of Person Administering Oath _____

STATE OF MICHIGAN, _____ SS. _____

COUNTY OF _____

I Do Solemnly Swear (or affirm) that I will support the Constitution of the United States and the Constitution of this State, and that I will faithfully discharge the duties of the Office of Inspector of Elections at the Election held on **Tuesday**, the _____ day of _____, 20____, according to the best of my ability.

Signatures of Persons Taking Oath and Certifying Preparation Certificate

X _____ X _____

X _____ X _____

X _____ X _____

X _____ X _____

X _____ X _____

Taken, subscribed and sworn to before me this _____ day of _____, 20____.

Signature of Person Administering Oath _____

- £ **Election Inspectors that arrive to work later in the day** need to take the oath and sign the "Additional Oaths of Election Inspectors" inside the paper pollbook.

ADDITIONAL OATHS OF ELECTION INSPECTORS (If Needed)

STATE OF MICHIGAN, _____ SS. _____

COUNTY OF _____

I Do Solemnly Swear (or affirm) that I will support the Constitution of the United States and the Constitution of this State, and that I will faithfully discharge the duties of the Office of Inspector of Elections at the Election held on **Tuesday**, the _____ day of _____, 20____, according to the best of my ability. Taken, subscribed and sworn to before me this _____ day of _____, 20____.

Signature of Person Taking Oath _____

Signature of Person Administering Oath _____

INSTRUCTIONS TO ELECTION INSPECTORS

SPOILED BALLOTS - A voter who spoils his or her ballot may request a new ballot. The voter must return the spoiled ballot before a new ballot is issued. Draw a single line through the original ballot number entered in the Poll Book and on the ballot application and record the new ballot number on both documents (See Illustration Below).

ABSENT VOTERS - If absent voter ballots are delivered to the precinct for the precinct board to process, check the signature on the absent voter envelope against the voters's registration card or information on the registration list to determine the legality of the ballot and verify that the elector has not voted in person. (NOTE: If Clerk provides a prepared List of Absent Voters who have returned ballots for processing, follow Clerk's instructions for including in this Poll Book.)

NO. OF VOTER	NAME OF VOTER	BALLOT NUMBER	REMARKS
1	Alice Johnson	200	
2	Pedro Sanchez	15	
3	Ivan Anthony	264 202	Spoiled Ballot
4	Joline Maxwell	203	

(IF ANY DISCREPANCIES APPEAR, MAKE APPROPRIATE NOTATION ON REMARKS PAGE IN POLL BOOK)

SET-UP & SUPPLIES

£ Verify supplies:

- ePollbook or Paper Precinct List
- Paper Poll Book
- Applications to Vote & Spindle
- Official Ballots
- Sample Ballots
- Secrecy Sleeves
- Pens, Highlighters, Optical Scan Marking Pens, Extra Paper Roll for Voting Machine, Paperclips, Tape, Paper, etc...
- Instructional, Challenger, 100 foot campaigning signs
- Voter Registration Applications
- Election Day Change of Address Form
- Authorization to Cancel Registration Form
- Provisional Ballot Forms
- Provisional Ballot Storage Envelope
- Provisional Ballot Security Envelopes
- Accu-Vote Machine, Black Ballot Container, Keys (machine & container) & Extra Wire seal
- Voting Booths, Tables, Chairs
- Ballot Container, Large Plastic Sleeve, Ballot Container Certificate and Seals
- Blue Program Bag & Plastic Seals (red or blue)
- Red Paper seals for Envelopes
- #1 – County Clerk Envelope (Brown)
- #2 – Canvassing Board Envelope (Red)
- #3 – Local Clerk Envelope (Green)
- Envelope for Spoiled Ballots (Purple)
- Envelope for Duplicated Ballots (Blue)
- Absentee Ballot Envelope (Orange)
- Post-it Cover-up Tape
- Ender Card (looks like ballot)
- Delegates Elected to County Convention Booklet (Primary only)
- Addendum Poll Books (School election only)
- Receipt for Supplies

£ Assemble voting booths and set-up precinct: Refer to diagram on Pg. 1.

PENCILS ARE NOT TO BE USED IN THE PRECINCT ON ANY OFFICIAL DOCUMENTS, INCLUDING THE APPLICATION TO VOTE.

PREPARING THE BALLOT TABULATOR

THE FOLLOWING STEPS ARE TO BE COMPLETED BY AT LEAST TWO ELECTION INSPECTORS FROM DIFFERENT POLITICAL PARTY AFFILIATIONS.

- £ **Verify that ballot container is empty:** Open the top of the black ballot container to ensure that it is empty. If metal plate is blocking the ballot path, remove and store metal plate in the indented area on top of the black box.
- £ **Verify serial number:** This number is found on the back of the tabulator and should match the number recorded in the "Clerk's Preparation Certificate" in the front of the Poll Book.
- £ **Plug tabulator in:** Place tabulator onto the top of the black ballot container and run the electrical cord through the hole in the black ballot container, plug into the back of the machine. Slide unit back into position.
- £ **Verify tabulator seal:** The # on the wire seal that is on the front of the tabulator securing the Memory Card should match the # recorded on the line titled "Tabulator Seal Number" in the "Clerk's Preparation Certificate."
- £ **Remove cover/Turn on:** Remove printer cover on top of tabulator and turn unit on.
- £ **Zero Report Tape prints:** Will begin printing. When completed **DO NOT** tear off tape.
- £ **"NEED ANOTHER COPY?":** The LCD screen on the tabulator will then ask if you need another copy. Hit the **"NO"** button.
- £ **Verify candidates on Zero Report Tape:** Names and proposals on the report tape should match ballots. NOTE: the order of the candidates within an office may differ.
- £ **Sign Zero Report Tape:** ALL Election Inspectors present at the opening **MUST** sign the Zero Report Tape. Roll tape and press down into compartment. Replace and lock printer cover.
- £ **Tabulator is ready:** LCD screen should read "TOT COUNT 0."

PREPARING THE AUTOMARK ASSISTIVE BALLOT MARKER

- £ **Verify serial number:** This number is found on the back of the AutoMARK and should match the number recorded in the “Clerk’s Preparation Certificate” in the front of the Poll Book.
- £ **Plug AutoMARK in:** Place tabulator onto the top of the special AutoMARK table and connect power to wall. Be sure the cord is not a trip hazard.
- £ **Verify AutoMARK seal:** The # on the wire seal that is on the front of the AutoMARK securing the Memory Card should match the # recorded on the line titled “AutoMARK Seal Number” in the “Clerk’s Preparation Certificate.”
- £ **Turn on to Test Mode:** Insert the key and turn to “Test Mode”
- £ **Print Test Ballot:** Choose “Print Test Ballot” from the menu and insert a ballot with no stub attached. Once printed verify the ovals, candidate names, and ‘yes/no’ options are printed in the corresponding locations on the ballot. Place test ballot in ENVELOPE #3 TO LOCAL CLERK.
- £ **Turn to ON Mode.** Turn key to middle position and remove.

See complete manual in **Appendix B: AutoMARK Manual** for more information.

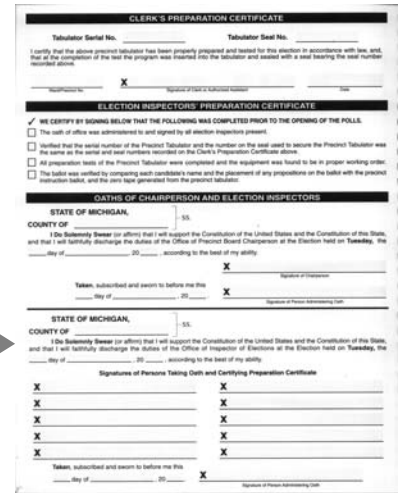


PREPARING THE PAPER POLLBOOK AND ePOLLBOOK

- £ **If your jurisdiction uses the ePollbook, login and setup.**

ePollbook
Appendix A
Page 1

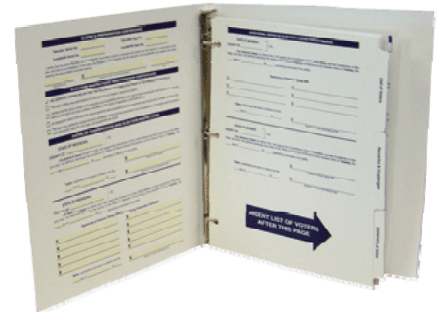
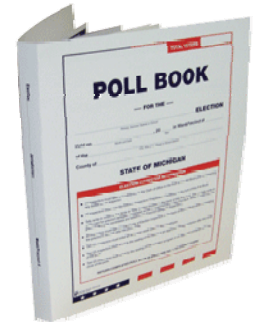
- £ **Complete the 'Election Inspectors Preparation Certificate' in the Paper Pollbook:** Check boxes to indicate that each task has been completed.



- £ **Complete line 'A' of the Ballot Summary:** Record the starting and ending number of the ballots delivered to the precinct.

Paper Pollbook: the Ballot Summary is located at the back of the book.

ePollbook: the Ballot Summary is located under the "REPORTS" tab.



Precinct Delegate Candidates – August State Primaries Only

PRECINCT DELEGATES BOOKLET

Before the opening of the polls perform the following:

- £ **Complete blanks:** On front cover and in headings on pages 2 and 3. Print name and registered address of each DELEGATE candidate appearing on the ballot in column 1 for both the Republican and Democratic candidates. Record any valid write-in candidates in the appropriate party's write-in section.
- £ **Number of Delegates to Be Elected:** At the top of each party section in the Delegate booklet record the # to be elected. The number to be elected may differ between the two parties and can be found by looking at a sample ballot.
- £ **Verify registration:** Find each Delegates name on your precinct list. If they are on your list then they are registered and you may mark "yes" in column 3. If not on your list mark "no."

DELEGATES ELECTED TO COUNTY CONVENTION
– AT THE –
PRIMARY ELECTION
– HELD ON –
TUESDAY, AUGUST 3, 2010
In the _____ of the City / Township of _____ <small>(Ward/Precinct) (City/Township) (Name of City or Township)</small>
County of _____
STATE OF MICHIGAN
ELECTION INSPECTOR INFORMATION
<ul style="list-style-type: none">▪ Instructions for filling out this booklet begin on Page 1.▪ Tally all write-in votes for declared delegate candidates in this booklet.▪ Be sure that the "Certificate of Election Inspectors" on back is completed and signed by all inspectors.▪ Place in envelope #1 to County Clerk marked "List of Delegates Elected".
<small>Michigan Election Resources www.michigan.gov/elections</small>



PRECINCT DELEGATE WRITE-IN CANDIDATES

An individual who wishes to seek a precinct delegate position with write-in votes may file a "Precinct Delegate Write-In Candidate Declaration of Intent" form at his or her precinct on election-day any time prior to the close of the polls.

The filing of this form with the Board of Election Inspectors makes that individual a VALID write-in candidate.

Place the completed form in "Envelope #1 – to the County Clerk," and tally any valid write-in votes found at the close.

PRECINCT DELEGATE WRITE-IN CANDIDATE DECLARATION OF INTENT					
<small>(NAME OF CITY OR TOWNSHIP)</small>					
<div style="border: 1px solid black; padding: 5px; font-size: small;"> An individual who wishes to seek a precinct delegate position with write-in votes must file this form with the clerk of his or her city or township of residence by 4:00 p.m. on the Friday preceding the August primary. As an alternative, an individual who wishes to seek a precinct delegate position with write-in votes may file this form with his or her board of election inspectors on the day of the August primary any time prior to the close of the polls. </div>					
Name _____ <small>(Print or Type)</small>					
Residence Address _____ <small>(Street Address) (Post Office) (Zip Code)</small>					
<input type="checkbox"/> City or <input type="checkbox"/> Township of _____					
I am registered and qualified to vote at this address: <input type="checkbox"/> Yes <input type="checkbox"/> No Birth Date _____ <small>Month / Day / Year</small>					
Home Phone (_____) _____ Business Phone (_____) _____					
DATE OF PRIMARY ELECTION: _____ <small>Month / Day / Year</small>					
OFFICE SOUGHT: DELEGATE TO THE COUNTY CONVENTION					
Precinct No. _____					
Political Party _____					
<small>By signing this affidavit, I swear the statements made above are true and do hereby declare my intent to seek the precinct delegate position identified above with write-in votes.</small>					
SIGNATURE OF WRITE-IN CANDIDATE: _____					
Subscribed and sworn to before me this _____ day of _____, _____ <small>(Signature of Notary)</small>	Name of Notary _____ County _____ Comm. Expires _____ <small>(Type, Print or Stamp)</small>				
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Date of Filing _____ / _____ / _____	Received By _____ Title _____				

Michigan Election Resources - Form No. 2024 - 1/98



Processing Voters - Introduction

When voters appear at the polls on Election Day, Election Inspectors are responsible for ensuring the following processes are carried out as needed. This section explains each function in detail.

STEP #1: Application to Vote 10

 Photo ID Requirement & Affidavit of Voter without ID 10

STEP #2: Verify Registration..... 13

 Challenged or 'Verify' status..... 14

 Precinct List Notes and Actions..... 14

 Provisional Ballots - Missing Registration..... 16

STEP #3: Issuing Ballots & Recording Ballot Number..... 22

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 Spoiled & Defective Ballots 25

STEP #4: Enter the Voter in the Poll Book..... 25

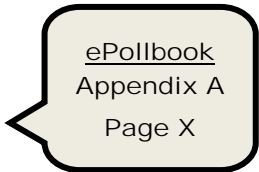
Always remember to offer friendly, efficient service to every voter!

Reminder: ePOLLBOOK USERS

The ePollbook is used by many but not all jurisdictions in Washtenaw County in place of a paper Precinct Registration List and in conjunction with an abbreviated paper Poll Book.

This manual describes in detail the steps to complete each task using the paper Poll Book and Precinct lists and provides the location in “**Appendix A: ePollbook Manual**” where the instructions for completing the step using the ePollbook can be found.

Look for callout to the right.

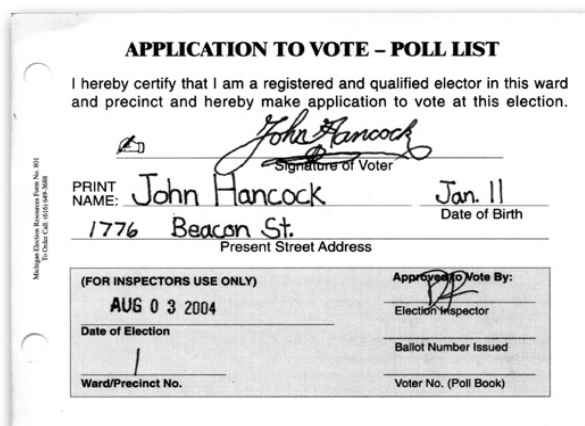


FOR DETAILED INSTRUCTION ON HOW TO USE THE ePOLLBOOK, ALWAYS REFER TO APPENDIX A.

STEP #1: Application to Vote

Before a person is permitted to vote, he or she must **complete an Application to Vote**.

1. Name
2. Current Address
3. Birth Date (Only month and day are required)
4. Signature
5. Citizenship ****See note below**



APPLICATION TO VOTE – POLL LIST

I hereby certify that I am a registered and qualified elector in this ward and precinct and hereby make application to vote at this election.

Signature of Voter: *John Hancock*

PRINT NAME: John Hancock Date of Birth: Jan. 11

1776 Beacon St.
Present Street Address

(FOR INSPECTORS USE ONLY)	
AUG 03 2004	
Date of Election	Approved to Vote By: <i>[Signature]</i> Election Inspector
Ward/Precinct No. <u>1</u>	Ballot Number Issued
	Voter No. (Poll Book)

****The Michigan Bureau of Elections states that if you are using an Application to Vote that contains the "Citizenship" question, a ballot MUST BE ISSUED to a voter regardless of whether the question is answered. If a voter does not answer the question, read the following script and issue the ballot: "Under the Michigan Constitution and election laws you must be a citizen of the United States in order to vote."**

PHOTO IDENTIFICATION REQUIREMENT

Every voter who offers to vote at the polls must show picture identification or sign an affidavit attesting that he or she is not in possession of picture identification.

Voters WITH picture identification: Voters can satisfy the picture identification requirement by showing a Michigan driver's license or a Michigan personal identification card. Voters who do not possess either document may show any of the following forms of picture identification as long as they are current:

1. Driver's license or personal identification card issued by another state
2. Federal or state government-issued photo identification
3. U.S. passport
4. Military identification card with photo
5. Student identification with photo from a high school or an accredited institution of higher education
6. Tribal identification card with photo

Voters WITHOUT picture identification: Michigan election law anticipates that not all voters will have picture identification. Voters who do not bring picture identification to the polls or do not possess picture identification can still vote like any other voter by signing an affidavit. **THE AFFIDAVIT IS LOCATED ON THE REVERSE SIDE OF THE APPLICATION TO VOTE.**

A flow chart documenting the steps to take in every situation regarding the Photo ID requirement follows on the next pages.

PHOTO IDENTIFICATION REQUIREMENT (CONTINUED)

Photo Identification at Polls (Voter subject to additional federal identification requirement)

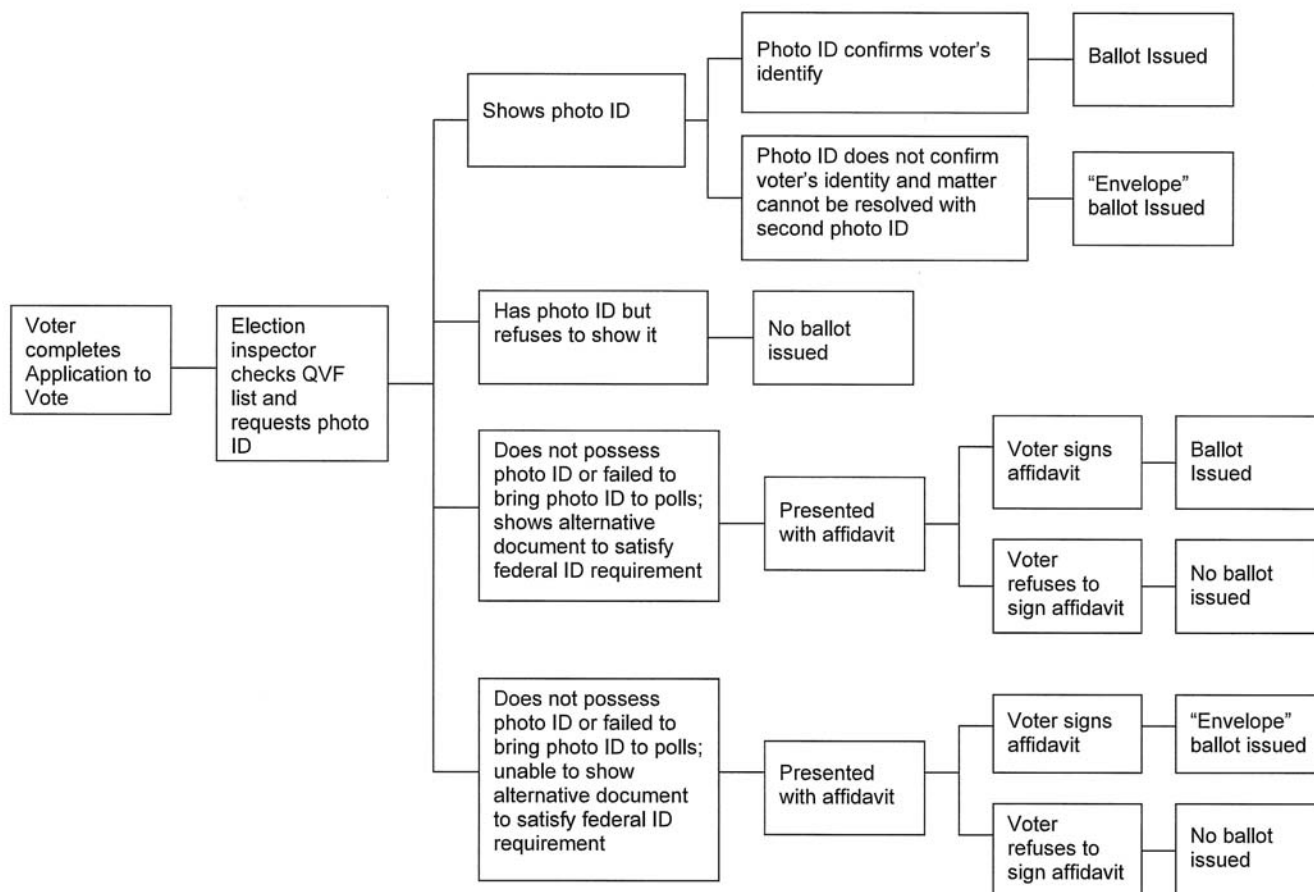




PHOTO IDENTIFICATION REQUIREMENT (CONTINUED)

Photo Identification at Polls (Voter not subject to additional federal identification requirement)

