

Election Inspector Training Points Booklet

*Suggested points for Trainers to include in
election inspector training*



Michigan Department of State
Bureau of Elections

February 2022

Training Points – Opening 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

Opening the VAT

- Use vendor specific instructions
- Inspect memory seal and compare to VAT seal number recorded on Clerks certificate
- Print blank test ballot
- Label the blank test ballot "ELECTION DAY TEST BALLOT" and place in "LOCAL CLERK" envelope

Opening the Tabulator

- Use vendor-specific instructions
- Inspect the memory seal for tampering and confirm number matches the seal recorded on Clerk's Prep certificate
- Make sure all bins are empty (incl. Aux)
- Print Zero Tape
- Two workers compare zero tape to sample ballot to ensure all races are included and all totals are zero
- Inspectors present sign tape, tape remains attached (do not tear off)

Opening the ePollbook

- Power on and insert encrypted flash drive (may use bitlocker)
- Open ePollbook program
- Perform first back up to establish correct path ensuring data is properly saved.
- Add any additional users, as necessary
- Plug in mag stripe reader or bar code scanner (if using)

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 different party preferences*

Resources

- Managing Your Precinct on Election Day – Election Inspectors' Procedure Manual
- 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 and discrepancies
- Find out why voter is not in the ePollbook, follow instructions provided
- Determine if registering to vote with the clerk would resolve a registration issue
- Assist ePollbook inspector with provisional ballot issuance when needed

Special Points of Interest:

- ✧ *Same-day registration is available for voters who qualify*
- ✧ *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 voter*
- ✧ *Maintain ballot secrecy at all times*

Processing Voters/Voter ID (cont.)

Station 4: The Ballots & Voting Booths

- Verify issuance of the correct ballot style
- Place ballot 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

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
- Collect secrecy sleeves and give "I Voted" sticker (if applicable)
- Instruct the voter to wait at tabulator until a successful tabulation message displays. If a tabulator rejects a ballot; use provided scripts to explain why ballot was returned and their option for a new ballot. 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

Special Points of Interest:

- ☆ *Voter must put his/her own ballot in the tabulator*
- ☆ *Maintain ballot secrecy at all times*
- ☆ *If a voter is issued a provisional envelope ballots (folded and in provisional secrecy sleeve), seal the ballot in the Provisional Ballot Form envelope and then into the larger provisional ballot storage envelope. Do not tabulate.*

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

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 U.S. 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

Special Points of Interest:

- ☆ *Regardless of ID provided, voter can be searched in the ePollbook*
- ☆ *If picture ID leaves voter's identity in question – issue an envelope ballot*
- ☆ *For a voter marked Must Show ID before Voting, follow special procedures for voter that must meet the federal ID requirement*

Resources

- Managing Your Precinct on Election Day – Election Inspectors' Procedure Manual
- Electronic Pollbook Election Inspector's User Manual
- Picture Identification in the Polls: Questions and Answers and Flow Charts
- Determining the Validity of Ballot Markings
- 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
- 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 inspector 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 qualifications
- 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 inspector 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*
- ✧ *Challengers are allowed in AV counting boards. Must **not** have phones or electronics.*

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 white paper and 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
- VAT can be used as additional voting station for all voters

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 (refer to screen for rejection reason)
- 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

- Abandoned ballots or ballots deliberately shown to another person (exception for minor children)
- Must not be tabulated
- Write REJECTED FOR EXPOSURE on ballot
- Reject ballot in ePollbook or note the abandoned ballot on the Remarks page of the poll book
- 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 Points – Voters with Status Flags/Voters Who Have Moved/Absent Voter Appearing at Polls

Status Flags

- A red question mark by voter's name in ePollbook
- Follow up needed with the voter
- Obtain necessary information from the voter before issuing a ballot
- Follow instructions in the Election Inspectors' Procedure Manual or ePollbook Manual

Move within Jurisdiction

- May vote in last registered precinct or register at the Clerk's office in new precinct
- Must complete Election Day Change of Address/Authorization to Transfer form
- Process as usual

Special Points of Interest:

- ✧ *Don't offer eligibility information, make the voter provide accurate information*
- ✧ *Be ready with voter's information when calling Clerk*

Move outside Jurisdiction

- Eligible to vote in last registered precinct if move was within 60 days of the election
- Must complete an Election Day Change of Address/Authorization to Transfer form
- Process as usual
- If moved more than 60 days prior, voter is **ineligible** to vote at old jurisdiction but can register on Election Day in their new jurisdiction

Resources

- Managing Your Precinct on Election Day – Election Inspectors' Procedure Manual
- 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. Inform voter of same-day registration
 7. If still unable to locate, call Clerk

Special Points of Interest:

- ✧ *Provisional ballots are available to voters not in the ePollbook*
- ✧ *Verify the voter is in the correct precinct; voter must reside in the precinct where the ballot is cast*

Same-Day Registration

- Same-day registration is available to all eligible voters
- Voter must register at Clerk’s office with residency Election Day
- If a voter appears with a Clerk’s Office Voter Registration Receipt, follow the instructions provided on the receipt to enter the voter in to the ePollbook and issue a ballot

Provisional Ballots

Basics

- Same-day voter registration is usually the best option for a voter; only issue a provisional ballot with Clerk’s authorization or if the voter claims to have previously registered to vote and refuses or is unable to go to the Clerk’s office with residency verification
- 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
- Provide voter with Notice to Provisional Voter
- All Provisional Ballot Form envelopes go in provisional storage envelope

Other Envelope Ballots:

Other Envelope Ballots to be issued to voters and secured in the Provisional Ballot Form envelope without completing the above steps and full form if:

- The voter is marked Must Show ID before Voting in the ePollbook 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's name & number in the appropriate box on the Provisional Ballot Form envelope
- 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
- Provisional Ballot Form
- Provisional Ballot Scenarios
- Election Day Management Videos (MiBOE YouTube Channel)

Training Points – Processing AV Ballots

Procedure:

1. If processing AV ballots in the precinct, determine the legality of the ballot (AVCB skip to step 3)
 - a. Verify signature with application
 - b. Verify registration
2. If illegal, check the Rejected box and record the reason 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. If processing AV ballots in the precinct, record the AV voter and verify ballot number in the ePollbook (unless using the AV List)
6. Remove the ballot stub and secure the ballot until several absentee ballots have been processed.
7. 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; document any ballots that are unable to be tabulated (e.g. wrong election, empty envelope)*
- ☆ *AVCB can duplicate at any time*

Handling Ballot Error Messages:

Absentees rejected by the 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
- 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
- Election inspectors may not provide write-in candidate names to voters

Recording Write-Ins

- Use paper pollbook Write-In Statement of Votes page to record votes as written by the voter
- Only candidates on valid list should be recorded
- Record valid candidates exactly as written/spelled using the tally system

Example: Robert Smith ~~###~~ 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
- PowerPoint Write-In Exercise

Training Points – Closing the Polls

Closing the Polls

- Announce the close of polls at 8:00 p.m.
- All eligible voters in line at 8:00 p.m. can still vote
- Check auxiliary bin for any ballots requiring duplication and duplicate using two inspectors of differing parties
- Tabulate all remaining ballots
- Close polls on tabulator and print totals tapes
- Complete Ballot summary perform final ePollbook backup
- Save and print all ePollbook reports
- Complete Election Inspector's Completion Certificate & Statement of Votes
- Secure materials in proper envelopes
- Seal approved ballot and transfer containers

Final Paperwork

- Complete Ballot Summary in ePollbook
- Save and Print BALLOT SUMMARY
- Save and Print LIST OF VOTERS
- Save and Print REMARKS
- Save VOTER HISTORY

Envelopes

- Follow checklist on front
- Statement of Votes includes:
 - Election Inspector Completion certificate w/signatures
 - Seal verification
 - Write-in statement of votes
 - Tabulator tapes
- Envelopes sealed with red paper seal
- Envelopes may be organized at Receiving Board

Ballot Container

- All voted ballots including VAT
- All unused ballots
- "SPOLED BALLOT" envelope
- "ORIGINAL BALLOT" envelope

Transfer Container

- Tabulator memory device(s)
- VAT memory device
- ePollbook flash drive (if directed)

Special Points of Interest:

- ☆ *Building must be remain open to challengers and observers*
- ☆ *Duplication cannot occur in precinct until after 8:00 p.m.*
- ☆ *Majority of the board but no less than 3 inspectors must be in the precinct at all times*
- ☆ *Two inspectors (one Democrat and one Republican) must deliver materials to Receiving Board*

Resources

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

Training Points – Recountability & Receiving Boards

Recountability

- Verify pollbook & statement of votes are not sealed in ballot bag
- Confirm container was properly sealed and seal number recorded properly in pollbook
- Number of ballots tabulated equals the number of voters in pollbook
- Any imbalance must be recorded with explanations in the Remarks

Structure

- Must take Oath
- Minimum of two members (Democrat and Republican)

Correcting Mistakes

- Election inspectors should make corrections at the direction of the Receiving Board
- Document corrections in the pollbook

Special Points of Interest:

- ☆ *Deputy Clerks, if eligible to be an election inspector, may serve on the Receiving Board*
- ☆ *Election Inspectors who served throughout the day may serve on the Receiving Board*

Resources

- Receiving Board Checklist and Guide