

PROCESSING VOTERS

STATION 1 – Applications to Vote

1. Direct voter to fill out *Application to Vote* & show photo ID*.
2. Check face against ID photo; Check name on *Application* against name on ID.
3. Give voter's ID and *Application* to voter and direct voter to EPB.

- * If voter does not have photo ID, **for any reason**, have voter fill out *Affidavit* on back of *Application* and sign. **Inspector** then dates and signs bottom of *Affidavit* and checks box on front of *Application*.

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 can vote after signing an affidavit attesting that he/she is not in possession of picture identification.

ELECTION INSPECTOR COMPLETES
 AFFIDAVIT ON REVERSE COMPLETED
 Ballot Style _____
 Ballot No. _____
 Voter No. (POLL BOOK) _____
 ELECTION INSPECTOR INITIALS ▶ _____

Date of Election 11-5-2013 Ward — Precinct 5

PRINT NAME: Jane Doe DATE OF BIRTH: 7/15/
 RESIDENCE ADDRESS: 300 E. 9 Mile

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: Jane Doe

AFFIDAVIT OF VOTER NOT IN POSSESSION OF PICTURE IDENTIFICATION

I, Jane Doe 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: X Jane Doe

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 5th day of Nov., 13
 I certify that the elector named above has completed the above affidavit in my presence.

X Election Inspector
 Signature of Election Inspector

ELECTION INSPECTOR COMPLETES
 AFFIDAVIT ON REVERSE COMPLETED
 Ballot Style _____
 Ballot No. _____
 Voter No. (POLL BOOK) _____
 ELECTION INSPECTOR INITIALS ▶ _____

Ward — Precinct 5

7/15/
 DATE OF BIRTH

like

registered and qualified elector in this precinct, and n.
e

ACCEPTABLE FORMS OF PHOTO ID:

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

Voters with Voter Registration Application Receipt from City Clerk's Office

The Receipt has an Application to Vote attached. Use your scissors to cut out the Application to Vote on the dotted lines.

Then, follow Steps 1, 2 & 3 on the preceding page.

* If voter does not have photo ID, give the voter a blank Application to Vote from your pad, and have the voter fill out *Affidavit* on back of *Application* and sign.

The voter does not need to fill out the front.

Inspector then dates and signs bottom of *Affidavit* and checks box on front of *Application*.

Attach voter's Application to Vote to the *Affidavit* with a paper clip or tape.

PROCESSING VOTERS

STATION 2 – Electronic Poll Book & Ballots – 2 Inspectors

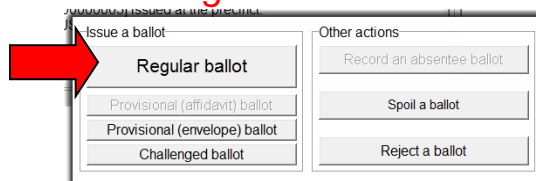
Inspector A (EPB operator):

1. Take voter's ID & Application.
2. Swipe Driver's License, or perform search for voter.
3. Confirm **name, address and birth date** on Application against EPB.
4. Give ID back to voter. Pass Application to **Inspector B**.

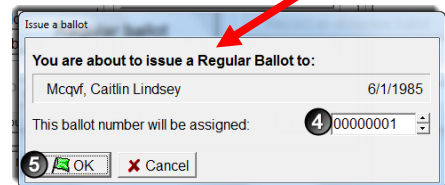
4. Click "*Lock this voter record*".



5. Click "*Regular ballot*".

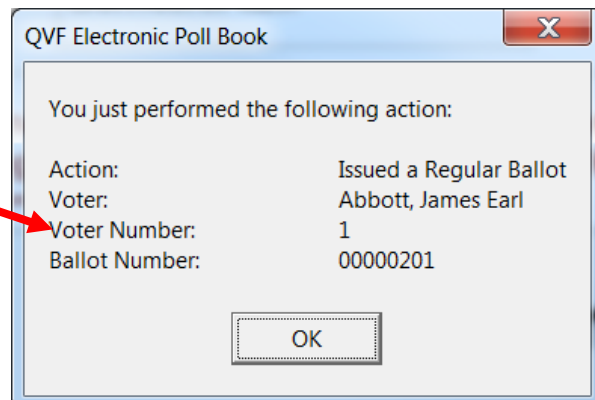


6. Ask **Inspector B** for next ballot number. Type number into "*This ballot number will be assigned*" field (4). Make sure you are issuing a **Regular Ballot**.



7. Click "*OK*" (5).

8. Tell **Inspector B** the correct Voter Number.



STATION 2 – Electronic Poll Book & Ballots – 2 Inspectors (continued)
Inspector B (on EPB operator's right):

1. Take voter's Application from **Inspector A**.
2. Tell **Inspector A** the next available ballot number.

Write ballot number on Application:

Application to Vote – Poll List
Picture Identification requirement:
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Date of Election 11-5-2013 Ward — Precinct 5

PRINT NAME: JaneDoe 7151

ELECTION INSPECTOR COMPLETES
 AFFIDAVIT ON REVERSE COMPLETED
Ballot Style _____
Ballot No. 12 
Voter No. (POLL BOOK) _____
ELECTION INSPECTOR INITIALS ▶ _____

3. **Inspector A** will tell you the Voter number. Write it on the Application:

ELECTION INSPECTOR COMPLETES
 AFFIDAVIT ON REVERSE COMPLETED
Ballot Style _____
Ballot No. 12
Voter No. (POLL BOOK) 10 
ELECTION INSPECTOR INITIALS ▶ _____

4. Initial Application.

ELECTION INSPECTOR COMPLETES
 AFFIDAVIT ON REVERSE COMPLETED
Ballot Style _____
Ballot No. 12
Voter No. (POLL BOOK) 10
ELECTION INSPECTOR INITIALS ▶ CB 

5. Put Application in clear pocket on secrecy sleeve.
6. Direct voter to available voting station.

As time permits put ballots in secrecy sleeves, making sure there is only one ballot in each sleeve. Pre-fold the numbered ballot stub to make it easier for the voter to remove later. Do NOT remove the stub.

Station 3 - HELP DESK: Resolution station for all issues.

Staffing: Precinct Chair or Co-Chair

DUTIES:

Any voter who has a status flag by his or her name (other than Confirm Address or Surrendered License), is not on the EPB list, has any other type of problem or needs special assistance, is sent to the Help Desk. This station deals with ALL problems. This station needs a cell phone so City Clerk's office can be contacted. Once a call is made to the Clerk's office and the issue is cleared up, voter is directed back to the Electronic Pollbook Station, directed to the precinct where they belong, or are sent to the City Clerk's Office to register to vote.

Do not turn voters away. Use the resources listed on the next page to find a solution to the issue. Call the Clerk's Office for assistance if you are unsure.

Voters who are in the wrong precinct: Give them a "PRECINCT PASS" which will allow them to go straight to Station 1 at their correct precinct.

Honor any PRECINCT PASS from another precinct.

Keep an eye on the tabulator. If there is a problem, make sure voters are lining up orderly and at least 10' away. When the issue is resolved, tabulation can be resumed.

If the tabulator is out of commission for more than a few minutes, offer voters the opportunity to put their ballot in the Auxiliary Bin. Assure them their ballot will be tabulated after 8:00 p.m., but make sure they understand if they have made a mistake on their ballot, choosing to use the Auxiliary Bin eliminates their ability to fix that mistake.

**** IMPORTANT** At least once an hour, make sure totals on Tabulator, Applications to Vote and List of Voters match.**

Enter a General Remark in the EBP, giving time, # of voters, and # of ballots tabulated.

CALL CITY CLERK'S OFFICE IF YOU ARE NOT IN BALANCE.

Resources

a. Flip Chart – “Managing Your Precinct on Election Day”

The flip chart titled “Managing Your Precinct on Election Day” is a comprehensive and quick reference guide.

Some of the topics you will find most useful include:

Campaigning at Polls/Exit Pollsters

Challengers/Poll Watchers

Voters with Status Flags

b. Chapter 11 - Election Day Issues

Some of the topics you will find most useful include:

Handling Missing Voter Registrations/Issuing Provisional Ballots (pp. 6-7)

Voters Who Have Moved (pp. 13-14)

Federal Identification Requirement Flowchart (pg. 21)

Voters with Status Flags (pp. 23–24)

c. Forms

All the listed forms are located in the Black Binder.

Affidavit of Absent Voter

Election Day Change of Address/Authorization to Cancel Voter Registration

Voter Registration Application

All Provisional Ballot supplies are in the blue Provisional Ballot Storage Envelope in the 3rd pocket of your supply suitcase.

For Assistance: Call the Clerk's Office

Do not leave messages. Clerk's Office staff does not have time to listen to voice mails. Keep calling our various phone numbers until you reach someone.

Cherilynn (cell) 248-563-0260

Cherilynn (office) 248-530-1802

Cheryl (office) 248-530-1803

General Office Numbers:

248-530-1804

248-530-1897

PROCESSING VOTERS

STATION 4: Tabulator

Inspector is positioned at least 10' from the tabulator (to protect the secrecy of the voter's ballot).

It is important that this Inspector stay alert and focused on voters in the voting booths, so you know when a voter is finished and ready to tabulate. It is your job to help them complete the final step, and keep them from wandering around, wondering what to do and where to go.



Do not touch a voter's ballot.

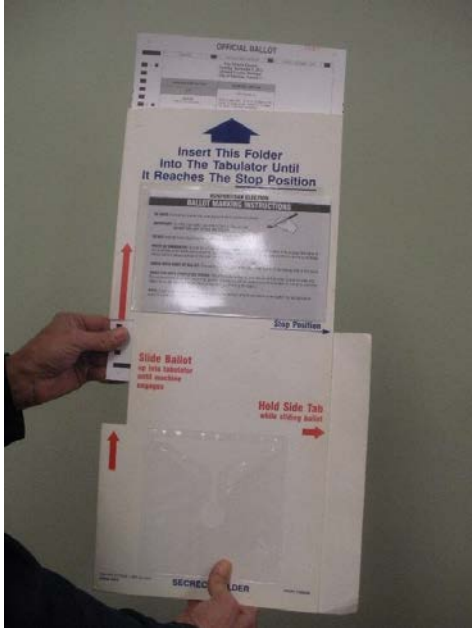
1. Greet voter after voter has marked his/her ballot.
2. Verify that the ballot number on *Application* matches the number on ballot stub.

A photograph of a Michigan 'Application to Vote - Poll List' form. The form contains handwritten information: Date of Election: 11-5-2013, Ward: -, Precinct: 5, Print Name: Jane Doe, Residence Address: 300 E. 9th. The form also has fields for Ballot Style, Ballot No. (12), Voter No. (10), and Election Inspector Initials (JB). Two large red arrows point to the Ballot No. and Voter No. fields. A red stamp '000012' is visible on the right side of the form. At the bottom, it says 'VOTER: PLEASE DO NOT REMOVE STUB ATTACHES, PLEASE RETURN WITH BALLOT'.

3. Ask voter to remove ballot stub and hand stub & *Application* to you.

STATION 4: Tabulator *(continued)*

4. Use a sample ballot and a secrecy sleeve to demonstrate how to insert ballot into tabulator.



5. Ask voter to wait at the tabulator until the American flag is displayed on the screen with the message **“Your vote has been recorded. Thank you for voting.”**
6. If a voter needs help, make sure their ballot is completely concealed before approaching the tabulator to help.
7. If voter has made a mistake use TROUBLESHOOTING pages (pp 11-13 from Orange Folder-Verity Scan Tabulator) to help voter determine what kind of mistake they have made.
If voter wishes to get a new ballot:
 - a. have voter remove ballot from tabulator and put it back in the secrecy sleeve.
 - b. send voter to Help Desk to spoil the ballot.
8. If voter has made a mistake and does not wish to get a new ballot, instruct voter to press **“Cast ballot as-is”**. Any correct votes will count.

PROCESSING VOTERS

STATION 5: Exit (may be combined with STATION 4 during slow times)

1. Monitor Exit. Voters must not leave with ballots, applications or ballot stubs.
2. Hand out "I Voted", "Future Voter", and "First Time Voter" stickers.
3. Take *Applications to Vote* from STATION 4 and put them on the spindle.

Application to Vote – Poll List		
<small>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 can vote after signing an affidavit attesting that he/she is not in possession of picture identification.</small>		
ELECTION INSPECTOR COMPLETES <input checked="" type="checkbox"/> AFFIDAVIT ON REVERSE COMPLETED		
Ballot Style _____		
Ballot No. <u>12</u>		
Voter No. <u>10</u> <small>(POLL BOOK)</small>		
ELECTION INSPECTOR INITIALS <u>CB</u>		
Date of Election	Ward	Precinct
<u>11-5-2013</u>	<u>—</u>	<u>5</u>
PRINT NAME:	<u>Jane Doe</u>	<u>7/15/1</u> <small>DATE OF BIRTH</small>
RESIDENCE ADDRESS:	<u>300 E. 9 Mile</u>	
<small>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.</small>		
SIGN HERE  <small>SIGNATURE OF VOTER</small>		

4. Collect the secrecy sleeves.
5. Periodically return secrecy sleeves to STATION 2 – EPB/Ballots.
6. Assist with Tabulator issues as needed.

Clerk's Office: 248-530-1880 -1804 -1803 -1802 -1897

PROCESSING VOTERS

STATION 6: Voting Ambassador/Line Manager - if line forms.

1. Stationed in hallway/entryway, where voters are entering precinct and waiting in line.
2. Greet voters. Ask them if they have any questions.
3. Aid voters with physical difficulties. Provide chairs or escort to front of the line if their difficulty is extreme. Talk to the other voters in line about what you are doing.
4. Hand out Sample Ballots for voters to review.
5. Use a sample ballot and a secrecy sleeve to demonstrate how to insert ballot into tabulator
6. Direct traffic so the line is out of the way of voters exiting and is not blocking doors, etc.
7. Let voters know when line is being held because there are no available voting booths. Provide estimated wait times.