

General Election Worker Training Notes



Upon arrival at your assigned Precinct at 6AM on Election Day:

- Chair will take attendance, assign duties and administer oath of office to all workers
- Chair will pass out the Election Inspector Signature Checklist

ELECTION INSPECTOR SIGNATURE CHECKLIST

ALL INSPECTORS INCLUDING CHAIR:

- _____ 1. **Front Inside Cover of Poll Book – Section 3: Preparation Certificate/Oath of Inspectors**
Chair signs twice- Sections 1 and 3.
- _____ 2. **Back Page of Poll Book – Section 3: Certifying Completion Certificate- Include phone numbers**
- _____ 3. **Three (3) Results Tapes**
- _____ 4. **Three (3) Write-In Tapes**

TWO INSPECTORS OF DIFFERENT POLITICAL PARTY (SIGN ALL OF THE ABOVE AND ITEMS BELOW):

- _____ 1. **Back Page of Poll Book- Section 2– Seal Verification**
- _____ 2. **Green Ballot Container Certificate for Black Ballot Container (Include seal number)**
- _____ 3. **White Precinct Transfer Container Certificate for Canvas Bag (Include seal number)**
- _____ 5. **Tabulator Ballot Box Seal Certificate**
- _____ 6. **Red Paper Seals for all Envelopes**
- _____ 7. **Receipt for Election Supplies, Ballot & Tabulator Keys **ONLY CHAIR SIGNS****

STATION #1 - APPLICATION TABLE/GREETER

Set up station outside the entrance door, but not in the way of voter lines. Set up one display board. Provide applications to vote.

Inspector monitoring this area should:

- ❖ Make sure voters are not wearing any campaign apparel; t-shirts, buttons, slogans, etc. Ask them to remove buttons, put a coat over a t-shirt, turn it inside out, etc.
- ❖ Request voters to complete an Application to Vote & have their photo ID ready for inspection at the next station. If they do not have photo ID in their possession, ask them to complete the affidavit on the back side of application
- ❖ Provide voting instruction **ONLY** if requested. Refer to ballot marking instruction sheet provided
- ❖ Have Voters line up at the doorway and into the hallway. The voter line should **not** be inside the room.

NEVER should an Inspector or Chair refer to any specific candidate, party or proposal when explaining how to vote.

STATION #1 - SUMMARY

- Greet the voter and confirm precinct
- Assist voters who are not in correct precinct
- Prepare applications to vote – enter date and precinct number
- Have voter complete application to vote
- Remind voters to have photo ID ready – if they indicate they do not have photo ID they must complete the affidavit
- Watch for campaign material
- Direct Voters to Station 2

STATION #2 - Electronic Poll Book/Ballot Station

COMPUTER INSPECTOR:

- Ask Voter for their application to vote and to show photo ID. The application to vote **MUST** be signed by the voter in order to receive a ballot. Verify voter is the person in the photo and name matches the application to vote. **Visual inspection only** – the address does not have to match.
 - If voter does not have photo ID, they **MUST** complete the affidavit on the back of the application and the Inspector should check the box in the upper right corner on the front of the application. THE AFFIDAVIT **MUST** BE SIGNED BY THE VOTER **AND** INSPECTOR. **Increment the tally box at the top of the electronic poll book screen.** This is not tied to the voter and operates only as a counter for the precinct.
 - A voter's Driver's License (DL) can be scanned to bring up their voter file, which speeds up the process. **If the voter does not want you to scan their DL or they do not have it in their possession, manually type in their name starting with last name.** The cursor must be in the field titled **DLN/NAME** at the top left corner of the screen. Use the hand-held scanner to scan the DL- no need to handle the DL and the voter may scan their own DL if that works best
 - BEFORE YOU ISSUE A BALLOT, verify the information from the Application to Vote against the Voter Information portion of the screen to make sure you have the correct voter (Name, DOB and address) and verify application is signed. If you cannot locate the voter or if the address does not match their application to vote, do not issue a ballot and send them to the Help Desk. **Exit that voter's screen without performing any action.**
- CHECK THE VOTER STATUS BOX FOR EVERY VOTER!!**
- If a voter has a **red ? next to their name and a red message in the voter status box**, this prompts you that they may have already been issued an absent voter ballot or information is needed from voter. Communicate the message to the voter and send the voter to the Help Desk. **Exit that voter's screen without performing any action.**
 - IF VOTER IS ELIGIBLE TO RECEIVE A BALLOT, pass the application to Inspector issuing the ballots, ask Inspector for ballot number and log their ballot number in the computer. **ALWAYS CONFIRM BALLOT # WITH YOUR PARTNER IF YOU HAVE ONE OR CHECK TWICE YOURSELF BEFORE ISSUING IN THE COMPUTER AND PROVIDING BALLOT TO THE VOTER. DO THIS EVERY TIME.**

STATION #2 - Electronic Poll Book/Ballot Station, con't

INSPECTOR ISSUING THE BALLOTS:

- **CONFIRM** the next ballot number with the Computer Inspector and write that on the application to vote.
- **OBTAIN VOTER NUMBER** from the Computer Inspector and write that on the application to vote.
- **INITIAL** application to vote.
- **PLACE** application to vote in the plastic pouch on the front of the secrecy folder. MAKE SURE YOU ARE GIVING EACH VOTER ONLY ONE BALLOT – WATCH THE NUMBERS!
- **REMIND VOTER** that voting instructions are on the front of the secrecy folder

IT IS IMPORTANT FOR THE COMPUTER & ISSUING BALLOT INSPECTOR TO WORK TOGETHER TO VERIFY BALLOT NUMBER AND VOTER NUMBER ON EVERY VOTER THROUGHOUT THE DAY

IF THIRD INSPECTOR USED: For larger Elections you might use an extra person at this workstation to simply prep ballots in the secrecy folders. Be careful to make sure only one ballot is in a folder and verify that numbers are incrementing in order.

IF THE VOTER WISHES TO USE THE VOTER ASSIST TERMINAL (VAT)

You will issue the next ballot number to that voter from the regular ballots, remove the stub and place in the plastic pouch with the application to vote. Then place the unused ballot in the green VAT ENVELOPE and direct voter to the VAT and notify Chair. The voter's ballot will print on blank paper with no stub/ballot number.

STATION #2 - SUMMARY

- Verify Voter with photo ID or have voter sign affidavit if they don't have photo ID
- Locate the Voter in the EPB and determine eligibility; direct voter to Help Desk if necessary
- Record Ballot number in EPB and both the ballot number and voter number on the application to vote (verify numbers with your partner!)
- Initial Application to Vote
- Place ballot in secrecy folder and application to vote in secrecy folder pouch
- Direct voter to voting booth

Inspector enters Ballot Number,
Voter Number and Initials the
Application

FORM NO. 677 (3/16)
PRINTING SYSTEMS • 1-800-95-12345

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.

Date of Election 11/3/2020 Ward — Precinct 4

ELECTION INSPECTOR COMPLETES	
<input type="checkbox"/> ID AFFIDAVIT ON REVERSE COMPLETED	
Ballot Style	_____
Ballot No.	<u>2108</u>
Voter No. (POLL BOOK)	<u>4</u>
ELECTION INSPECTOR INITIALS	<u>DS</u>

PRINT NAME: Jane Voter DATE OF BIRTH: 6/22/89

RESIDENCE ADDRESS: 31555 11 mile Rd.
Farmington Hills MI 48336

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
 Jane Voter
 SIGNATURE OF VOTER

If the voter has no Photo ID, voters must sign
Affidavit of Voter not in Possession of Picture ID
and Election Inspector must sign as well

AFFIDAVIT OF VOTER NOT IN POSSESSION OF PICTURE IDENTIFICATION

I, Jane Voter 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: Jane Voter

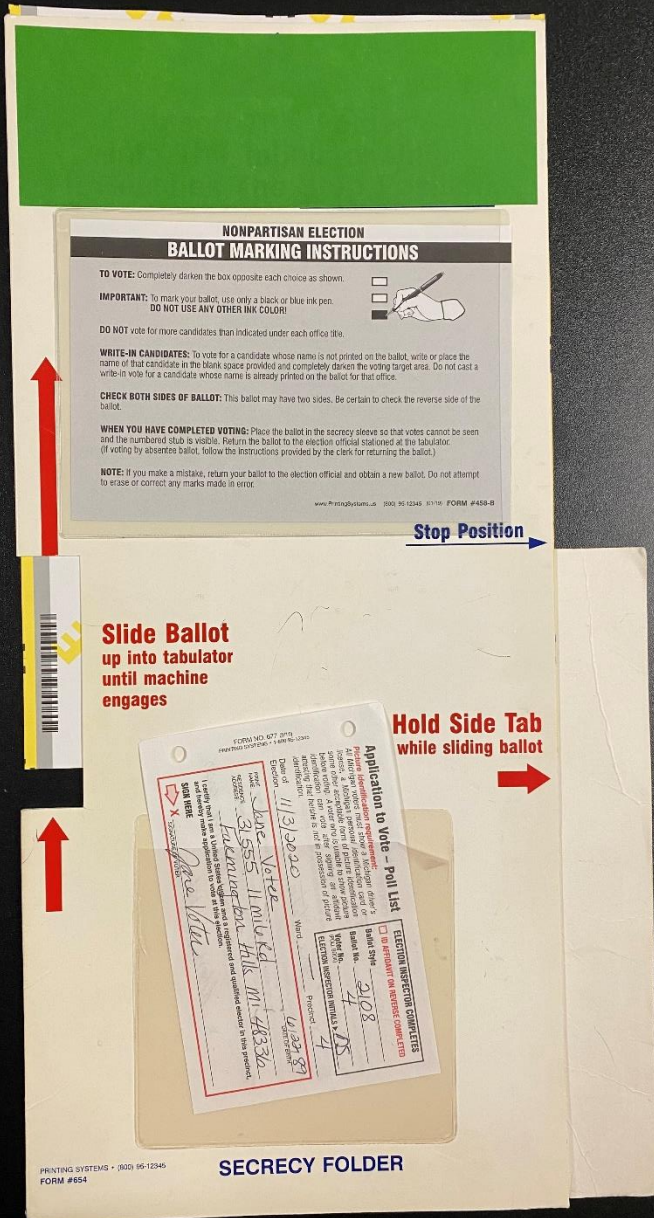
Penalty: Making a false statement in this affidavit is perjury, punishable by a fine up to \$1,000.00 or imprisonment for up to 5 years, or both.

To be completed by Election Inspector

Sworn and subscribed to before me this 3 day of November, 2020
I certify that the elector named above has completed the above affidavit in my presence.

Robert M. State
Signature of Election Inspector

Driver's License * State Personal ID * Federal or State Issued ID * US Passport *
Military ID * Student ID * Tribal ID



**NONPARTISAN ELECTION
BALLOT MARKING INSTRUCTIONS**

TO VOTE: Completely darken the box opposite each choice as shown.

IMPORTANT: To mark your ballot, use only a black or blue ink pen. **DO NOT USE ANY OTHER INK COLOR!**

DO NOT vote for more candidates than indicated under each office title.

WRITE-IN CANDIDATES: To vote for a candidate whose name is not printed on the ballot, write or place the name of that candidate in the blank space provided and completely darken the voting target area. Do not cast a write-in vote for a candidate whose name is already printed on the ballot for that office.

CHECK BOTH SIDES OF BALLOT: This ballot may have two sides. Be certain to check the reverse side of the ballot.

WHEN YOU HAVE COMPLETED VOTING: Place the ballot in the secrecy sleeve so that votes cannot be seen and the numbered stub is visible. Return the ballot to the election official stationed at the tabulator. (If voting by absentee ballot, follow the instructions provided by the clerk for returning the ballot.)

NOTE: If you make a mistake, return your ballot to the election official and obtain a new ballot. Do not attempt to erase or correct any marks made in error.

www.PrimingSystems.com 2008 95-12346 8 1/10 FORM #433-B

Stop Position

Slide Ballot up into tabulator until machine engages

Hold Side Tab while sliding ballot

Application to Vote - Poll List

Printed Identification Shows a Restriction and/or a Note: A restriction means that you are not eligible to vote in person. A note means that you are not eligible to vote by absentee ballot. If you are not eligible to vote by absentee ballot, you must vote in person. If you are not eligible to vote in person, you must vote by absentee ballot. If you are not eligible to vote by either method, you are not eligible to vote in this election.

Date of Birth: 11/3/2000

County: Kane, Verne

Address: 31555 Lincoln Rd, Fairport, NY 14730

Signature: [Handwritten Signature]

Ward: 4

Project: 42787

ELECTION INSPECTOR COMPLETES

By: [Handwritten Signature]

Date: 11/3/2000

Time: 4:08

Project: 42787



- Place Ballot in Secrecy Folder
- Record Ballot & Voter Number on Application
- Initial Application
- Application is placed in pouch
- Give Secrecy Folder to Voter

STATION #3 – Ballot Stub & Application Collection

SETUP:

This table is setup past the voting booths, but before the Tabulator, covered by one Inspector.

INSPECTOR:

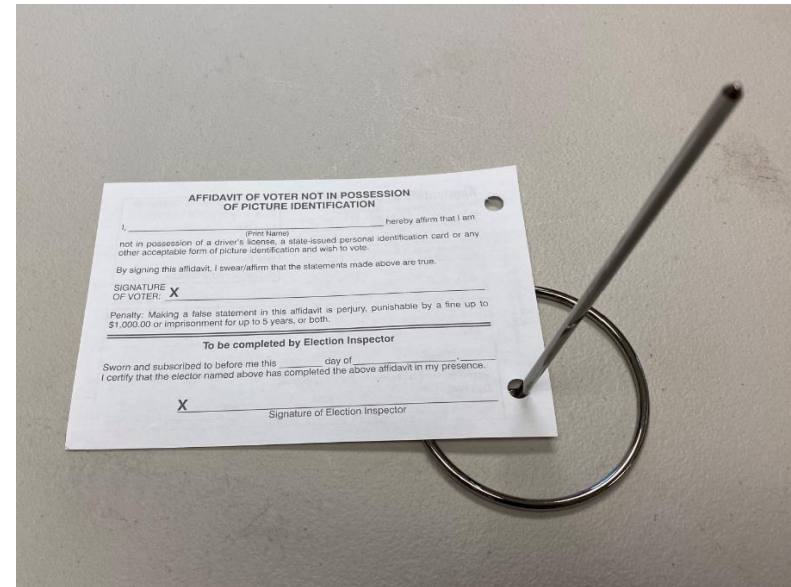
- Request the voter to remove the ballot stub from the ballot by bending back and forth on perforation. If Voter requests assistance, ask them to make sure all votes are concealed and assist them with removing the stub. Collect stub from voter and retain at this table.
- Request the application from the voter and verify that the ballot number on the stub and ballot number written on the application match. If a match, direct the voter to proceed to the tabulator.
- If the two numbers you are verifying do not match, send the voter to the Help Desk.
- Applications to vote are placed face down on the spindle as they are received from the voters.
- Control the line to the tabulator, there should only be ONE voter at the tabulator at a time.
- Ballot stubs should be set aside and saved until the precinct balances and provide them to Chair at the end of the night

STATION #3 - SUMMARY

- Ask Voter to remove ballot sub from ballot
- Verify issuance of the correct ballot number
- Place application to vote on spindle
- Direct voter to tabulator



- Place Application on Spindle
- Collect Ballot Stub



STATION #4 - Tabulator/Exit Door

SET-UP: This Inspector is stationed between the tabulator and exit door.

INSPECTOR: Inspector should be 10 feet away from the tabulator to provide privacy to the voter. Advise voter to **remove** ballot from the secrecy folder and insert ballot into tabulator. Advise voter to remain at the tabulator until the screen indicates that their vote has been recorded.

If the tabulator makes a series of beeps, the ballot will be returned. A message will appear on the screen advising the voter of any errors on their ballot and their options. If the voter needs assistance, ask the voter to place the secrecy folder over the ballot so no votes are exposed so you can approach to provide assistance.

If a voter wishes to get another ballot to correct any errors, direct **VOTER** to pull the ballot gently from the machine, place it back in the secrecy folder and retrieve their application to vote from the previous station. Direct them back to the electronic poll book station to spoil their ballot and receive a new ballot. **They do not have to go to the end of the line.**

If voter chooses NOT to get a new ballot, direct **VOTER** to select **Cast Ballot as-is** on the display screen. ONLY the voter should ever make that selection; not an election inspector.

Make sure voter DOES NOT LEAVE the Precinct with their ballot or without putting it into the Tabulator.

Secrecy folders will be collected at this table and returned to Station #2 occasionally where ballots are being issued.

STATION #4 - SUMMARY

- Advise voter to remove the ballot from the secrecy folder and insert ballot into the Tabulator
- Assist voter if tabulator beeps, indicating errors (maintain ballot secrecy at all times)
- **DO NOT ALLOW VOTER TO LEAVE** the Precinct with their ballot or without putting it into the Tabulator
- Offer voter “I Voted” sticker
- Collect secrecy folders and return to Station #2

Your vote has been recorded.
Thank you for voting.



1:32 PM Friday 12/12/2019 Ballots: 7 Sheets: 2 Lifetime: 1,316



[? Help](#)


Your ballot may not be properly marked.

Make changes or cast the ballot as is.

There is **1** incorrectly marked contest.

To make changes, pull your ballot out of the machine. You can request a replacement ballot from a poll worker.

United States Senate

Too many choices are marked. 
This contest will not be counted.

To make changes, pull the ballot.
- or -

Cast ballot as-is

11:52 AM Friday 12/12/2014 Ballots: 9 Sheets: 9 Lifetime: 42

