

Receiving Board Checklist

Election Day March 10, 2020

City of Lansing Ward: Precinct:

*Orange - must wait for ballot bag receipt from "Ballot Bag receiving team"**Lavender - must wait for printed reports*

- Confirm the Poll Book and Statement of Votes are not sealed in the ballot container.

Page A: Election Inspector Preparation Certificate

- Verify all checkboxes are checked (section 2)
- Election Inspectors Preparation Certificate completed and signed by inspectors present when polls opened (section 3)
- All inspectors subscribed to the Constitutional Oath of Office (section 1, 3, and possibly 4)
- Oath administrator signed (section 1, 3, and possibly 4)

Page B, List of Voters:

- 1 copy in sleeve, 1 copy for Board of Canvassers envelope, and 1 copy for Local Clerk envelope

Page C: Write Ins:

- Ensure proper recording of write-in votes or a notation of none when applicable. Make sure "none" is written if there are none.
- Write-in votes – must be hash marks in "tally" section – must be totaled in totals column.
- Detach C1 and C2 for Local Clerk and Canvassers envelopes

Page D, Precinct Remarks:

- Ensure remarks were recorded
- Insert 1 copy in sleeve, 1 copy for Board of Canvassers envelope, and 1 copy for Local Clerk envelope

Page E: Receiving Team Remarks

- Ensure any handwritten remarks needed are entered. Make sure "none" is written if there are none. (NOTE: this is where any additional remarks to be added by Receiving Board should be entered.) (Initial if added)

Pages F and G: Challenged Voters (F) and Challenged Procedures (G)

- Ensure proper recording of challenges. Make sure "none" is written if there are none on both sides.

Page H: Certificate of Election Inspectors:

- Verify all checkboxes are checked (section 1)
- Seal number of ballot container recorded properly *as recorded on receipt verified by ballot bag team.* (section 2)
- Seal number signed by two inspectors of differing party affiliation (section 2)
- Certificate of Election Inspectors completed and signed by ALL inspectors present when polls closed (section 1 and 3)
- Totals tapes (3 copies) ALL are signed by inspectors present when poll closed
- Confirm the number of names listed on the List of Voters (Page H) equals the number of ballots tabulated on the tabulator tape (long tape) and recorded on the Statement of Votes (Section 1 – Completion Certificate)
- Detach H1 and H2 for Local Clerk and Canvassers envelopes
- Attach SHORT totals tape to H2 and H3 with paperclips. Attach LONG totals tape to H1

Page I, Ballot Summary:

- Ballot summary is completed and totals are accurate.
- If any errors or LINE L is not ZERO, call over Clerk Staff/Receiving Team Leader**
- Insert 1 copy in sleeve, 1 copy for Board of Canvassers envelope, and 1 copy for Local Clerk envelope

Arrival Receipt:

- Confirm the ballot bag receiving team approved that the container is sealed properly and the seal number is properly recorded on the Ballot Container Certificate

- After completion of the above, place the Poll Book and copies of Pages C and H into the appropriate envelopes and put full signature and seal with a red paper seal. Then sign below.

We, the undersigned members of the Receiving Board, hereby certify the completion of the items checked above.

Democratic Receiving Board Inspector – **PRINT & SIGN**

Republican Receiving Board Inspector – **PRINT & SIGN**

Receiving Board Checklist Pg.2

County Clerk Envelope

- Poll Book Binder with
 - List of Voters inserted in page B
 - Ballot Summary Report inserted in page I
 - Remarks inserted in page D
 - Copy of Page H3
 - Copy of page C3
 - Short totals tape attached to page H3
- Sealed with completed **Red Seal**

Board of Canvassers Envelope

- List of voters (print out)
- Ballot Summary Report (print out)
- Remarks (print out)
- Pink Copy** of page H2 – Certificate of Election Inspectors
- Red Copy** of page C2 – Declared Write-Ins
- Short totals tape
- Seal with completed **RED Seal**

Local Clerk Envelope

- THIS Receiving Board Checklist
- Long Totals Tape
- List of Voters (Print out)
- Ballot Summary (Print out)
- Remarks (Print Out)
- Applications to Vote
- White copy of Pg. H1
- White copy of Page C1
- Check of Operations
- VAT Test Ballots
- Provisional/Envelope Ballots (if any - **SEALED**)
- Precinct Payroll Sheet
- Arrival Receipt – 2 copies
- Anything else when done
- Do **NOT** Seal