End of the Day Issues

What do you do when certain things don't add up at the end of the day while following your Closing of the Polls procedures? You consult the Troubleshooting Binder!

Summary Report is NOT Zero

If the Ballot Summary Report Line L does not balance as expected and the Chair and Co-Chair do not know why*, then the Precinct Team should start these 3 procedures simultaneously using the entire team:

Notify your Superchair of problem immeditately

Applications to Vote Check (1 or more Inspectors)

1) In order by voter number, stack applications to vote in groups of 25
   a. If the **Applications to Vote count** does NOT equal **tabulator count or the E poll book count,** then make sure Applications to Vote are in the voter number order

Tabulator Check – (2 or more Inspectors)

1) Check all 3 bins of the tabulator again to collect all ballots
2) Count all tabulated ballots by hand in groups of 25
   a. If the total number of ballots does NOT equal tabulator count,then **Notify Superchair and Clerk's Office immediately to request tabulator reset**.
   b. These steps must be completed by at least one Republican and Democrat

E Poll Book Check

1) Review E Poll Book End of Day Guide
   a. Make sure all lines of the Ballot Summary are completed, especially Line A which should not have been altered without Clerk's Office approval

Note: using the Tab key will move the cursor through all of the required fields starting at Line D

2) Review *E Poll Book List of Voters Report* to look for skipped ballot numbers and against the Application to Vote to see if any voters were not entered into the E Poll Book

Note:

Please “make a remark” in E Poll Book if any or all of these procedures were completed. Once all of these and all other closing steps are completed, then the precinct team can be dismissed.

**If precinct chair is aware that the ballot balance check is off during the day and explanation is recorded as an E Poll Book Remark, then it is possible that these steps will not be required to be completed. Please consult with your Superchair to confirm*

Duplicating Ballot Procedures:

Duplications are not made until after 8:00 p.m. A ballot must be duplicated if the voter is no longer present and:

- the ballot was marked with a marking tool that the tabulator does not recognize; or
- the voter attempted to correct the ballot by crossing out or erasing markings; or
- ballot is defective

Often these ballots will be found in the Write-In Bin, the bin must be checked every election for accidential write-in votes.

Duplicating Procedure:

- Two Inspectors of different parties must work together
- Write "original" and sequence number on voter marked ballot
- Write "duplicate" and matching sequence number on replacement ballot
- One inspector reads votes from original ballot while other inspector marks duplicate ballot
- Do not record invalid write-in votes on duplicate
- Do not record invalid/stray marks
- Do not record erasures/clearly crossed out marks
- Record all other marks, *even overvotes*!
- Trade ballots and repeat to confirm duplication

Validity Standard:

- Michigan is not a "voter intent" state
- Valid mark –
  - there must be a mark in the designated target area of the ballot and

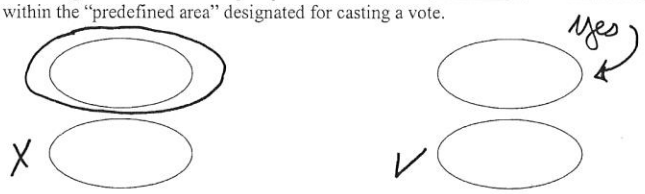
- the mark is consistent with other marks on the same ballot

- Invalid mark –
  - there is no mark in the designated target area of the ballot
    or
  - the mark is inconsistent with other marks on the same ballot
- Corrections are allowed

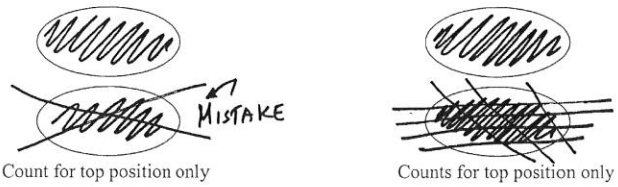
Optical Scan Systems Employing "Oval" Target Areas

Valid markings: Each of the examples provided below is a valid vote as there is a mark within the "predefined area" for casting a vote.

Invalid markings: Each of the examples provided below is an invalid vote as a mark does not appear within the "predefined area" designated for casting a vote.



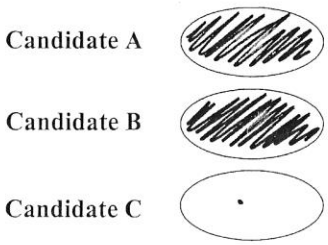
Corrections: A correction that causes a "false" tabulator read does not count as a valid vote.



Count for top position only

Counts for top position only

Stray marks: "A stray mark made within a predefined area is not a valid vote. In determining whether a mark within a predefined area is a stray mark, the board of canvassers or election official shall compare the mark with other marks appearing on the ballot."



Counts for top two positions only

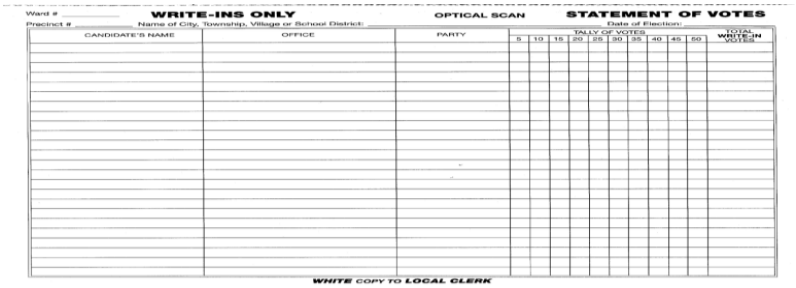
Write-In Votes:

Determine if the write-in vote is valid. **The chairperson will be notified with a letter from the Clerk's office, which will come with the E-Poll Book supplies, if there are any Write-In Candidates; if there are no candidates, ignore all write-in votes**. If there are Write-In Candidates, follow the steps below. To be valid the voter must have:

- written in the name of a candidate that has officially "Declared his or her intent to seek office as a write-in candidate"
- cast the vote by completing the corresponding arrow
- **REMINDER: variations of the name should be listed separately**
- Determine if a valid write-in vote caused an "overvote"
- In a partisan primary, if a valid write-in vote caused a "crossover vote" do not enter the name on the Write-In page of the Poll Book. Put the ballot with all the other voted ballots.
- Determine if invalid write-in vote caused a "false" overvote or crossover vote, manually adjust all three Totals Tapes
    - overvote – Record a +1 next to the name of the candidate(s) printed on the ballot
    - Crossover vote (partisan primary only) – Record a +1 next to the name of each of the parties candidates that are entitled to receive a vote
    -

Declared Write-In Candidate Information

- Enter on this form the total write-in votes cast for each office and candidate, if any, from the Write-In Tally page in the Poll Book


Ward #
Precinct #
WRITE-INS ONLY
Name of City, Township, Village or School District:
OPTICAL SCAN
STATEMENT OF VOTES
Date of Election
CANDIDATE'S NAME | OFFICE | PARTY | TALLY OF VOTES (5 | 10 | 15 | 20 | 25 | 30 | 35 | 40 | 45 | 50) | TOTAL WRITE-IN VOTES
WHITE COPY TO LOCAL CLERK

Closing Procedures

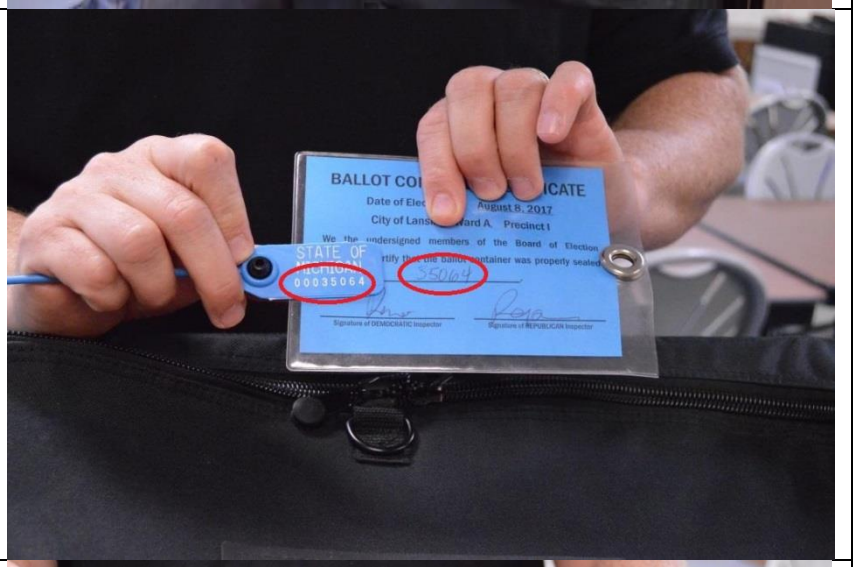
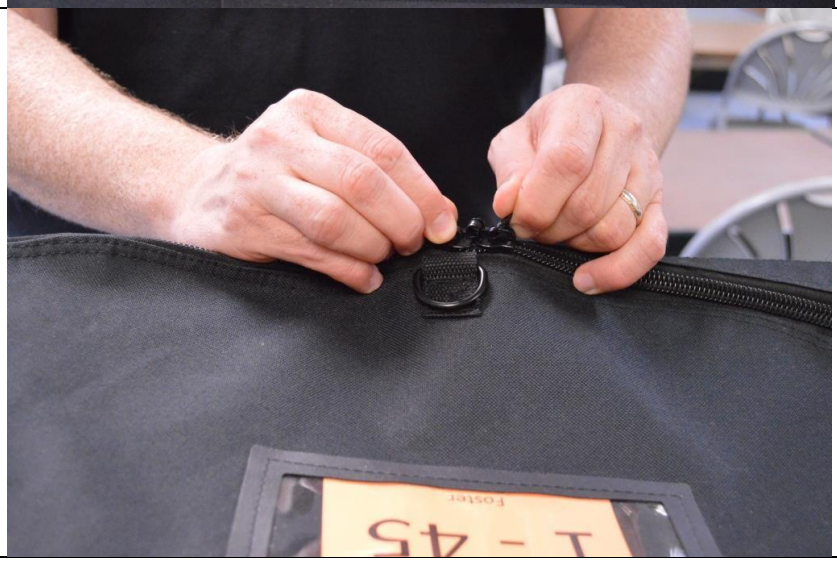
Steps to Sealing Ballot Bag After Election Polls Close

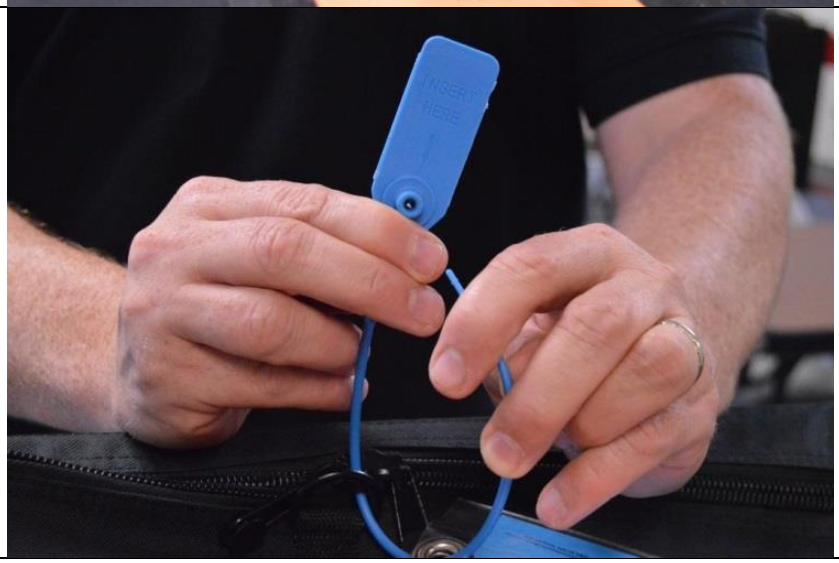
Confirm that all contents are inside the ballot bag

Place ONLY the following items in the ballot bag:

1. All unused ballots
2. All voted ballots except provisional envelope ballots
3. The Envelope for Spoiled (or Defective) Ballots with any spoiled ballots inside
4. Duplicated Ballot Envelope (only if any ballots were duplicated OR VAT ballots issued.)
5. All unused VAT Voter Cards
6. All USED VAT Voter Cards

*Remember: if you have to cut the plastic blue seal because something was forgotten, a new seal number needs to be UPDATED in Poll Book and Certificate

Zip the bag completely closed	
Complete Precinct Transfer Container Certificate with seal number from the blue plastic seal.	
Push the two zippers together	

Thread the blue plastic seal through the holes on both zippers.	
Put the Ballot Bag Certificate onto the blue plastic seal.	
8. Thread the blue seal through the hole in the **BACK** of the seal. Seal should only go through about two to four inches	

Conduct a final review. Make sure the two zippers cannot be pulled apart. If you need to reopen the ballot bag, you will need to record the new seal # on the certificate and poll book page I.	