



CALHOUN COUNTY RECEIVING BOARD TRAINING ~ 2022

THANK YOU FOR CHOOSING TO SERVE YOUR
COMMUNITY. YOU ARE THE LAST LINE OF
DEFENSE IN MAKING SURE OUR ELECTIONS ARE
SAFE, SECURE, AND RE-COUNTABLE.

Use is mandatory

Local Election Commission establishes by resolution (one time)

Each Election, the Local Election Commission appoints receiving board inspectors – at least 1 from each **major** political party

Each inspector must be a Certified Election Inspector

Each inspector must have an application on file.

Election Inspector Application

[Link to Application](#)

State of Michigan Election Inspector Application

(Complete in your own handwriting and return to your local City/Township Clerk - find your local Clerk at mi.gov/vote)

personal information

Full Name _____

Date of Birth ____/____/____ Email Address _____

Home Address _____

Phone #'s Home: _____ Work: _____ Cell: _____

Registered in City or Township of _____ Pct # _____ Ward # _____

County of _____

Political Party Affiliation (REQUIRED; must be a recognized state party & may not be Independent):

Republican Democratic Libertarian U.S. Taxpayers Green Natural Law

Have you ever been convicted of a felony or election crime? Yes No

education and experience information

Education Background (include highest grade completed or degree held) _____

Employment Background (include current or last place of employment and type or work performed)

Languages other than English that you speak (if any) _____

Please rate your computer experience (data look-up, database processing, creating .pdfs, etc.):

1 = not experienced, 5 = very experienced

1 2 3 4 5

Past experience as an election inspector, if any (include name of jurisdiction) _____

Do you have transportation? Yes No

Will you work at any polling place? Yes No If not, explain: _____

signature and certification

I CERTIFY THAT I am not a member or a known active advocate* of a political party other than the party identified above. I FURTHER CERTIFY THAT the foregoing statements are true to the best of my knowledge and belief.

Signature of Applicant

Date

* A "known active advocate" of another political party is defined to mean a person who 1) is a delegate to the convention or an officer of another party; 2) is affiliated with another party through an elected or appointed government position or; 3) has made documented public statements specifically supporting by name another political party or its candidates in the same calendar year as the election at which the person will serve as an inspector. "Documented public statements" means statements reported by the news media or written statements with a clear and unambiguous attribution to the applicant.

ANY FALSE STATEMENTS MADE ON THIS APPLICATION WILL DISQUALIFY THE APPLICANT.

Approved by State Director of Elections (June 2015)

Receiving Board
Oath

ELECTION – _____ COUNTY OF CALHOUN
RECEIVING BOARD OATH

I do solemnly swear or affirm that I will support the Constitution of the United States and the Constitution of the State of Michigan, and that I will faithfully discharge the duties of Receiving Board Inspector as required for the _____ Election on _____, according to the best of my ability.

Name Political Party

Name Political Party

Name Political Party

Name Political Party

Name Political Party

Name Political Party

Oath given by _____, _____
Name Title

Date

2 Election inspectors (one from each MAJOR political party) deliver SEALED election materials to the receiving board at the end of the night



- Sealed Ballot Container(s)
- Sealed #1 County Clerk Envelope
- Sealed #2 Board of Canvasser Envelope

Note: Envelopes may also be placed in an approved Transfer Bag.



EXCEPTION: if the Receiving Board is at Polling Place these envelopes do not need to be sealed yet.

Note: Receiving Board Inspectors should NOT seal or verify the sealing of the Ballot Containers.

Receiving Board Inspectors may also assist the Election Inspectors by printing the **List of Voters**, the **Ballot Summary**, and the **Remarks Report** from the encrypted flash drive

(Remember if the flash drive leaves the Polling Place it must be properly sealed.)



LIST OF VOTERS			
#	Voter Name	Ballots	Remarks
193	Richardson, Rose Rita	V0000119	
194	Miller, Doris Huff	A0000086	
195	Scudder, Donna L	V0000120	
196	Scudder, Harold L	V0000121	
197	Taylor, Susan Kay	V0000122	
198	Miller, Willis	A0000087	
199	Miller, Glen Elwood	V0000026	Absentee Ballot
200	Tracey, Mary Lou	V0000025	Absentee Ballot
201	Doty, Allison Anne	A0000002	Absentee Ballot
202	Lewis, Lorraine H	V0000123	
203	Vanmeter, Brian Wayne	V0000124	
204	Carpenter-clemons, Carol Lynn	A0000088	
205	Adams, Craig Glenn	A0000089	
206	Warner, Elaine Marie	V0000125	
207	Adams, Mary Louise	A0000090	
208	Adams, Darrell T	A0000091	
209	Kulas, Paul Michael	A0000092	

BALLOT SUMMARY			
WE CERTIFY THE FOLLOWING:			
NUMBER OF BALLOTS DELIVERED TO PRECINCT:			
A. Number of official ballots delivered to precinct:			
Ballot Style	Starting No.	Ending No.	Count
D	00003002	00003250	249
R	00001011	00001300	290
			539
B. Number of absent voter return envelopes received by board:			11 ✓
C. Total of lines A and B (Must match Line K below):			550 ✓
NUMBER OF BALLOTS AT CLOSE OF POLLS:			
D. Number of ballots tabulated:			249 ✓
E. Number of A/V ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason:			0
F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots):			1 ✓
G. Number of ballots rejected:			0
H. Number of ballots used by election inspectors for ballot duplications:			0 ✓
I. Number of provisional envelope ballots issued:			0
J. Number of UNUSED BALLOTS (excess ballots):			
Ballot Style	Starting No.	Ending No.	Count
D	00003085	00003250	186
R	00001187	00001300	114
			300
K. Total of Lines D, E, F, G, H, I, and J (Must match Line C above):			550 ✓
L. Difference:			0

REMARKS		
Voter #	Voter Name	Remarks
193	Richardson, Rose Rita	checked voting pc's, all clear
194	Miller, Doris Huff	all numbers match
195	Scudder, Donna L	numbers match, voting polls clean
196	Scudder, Harold L	we are all balanced and the voting booths are clean
197	Taylor, Susan Kay	all balanced, voting booths cleaned
198	Miller, Willis	3/08/16 Numbers have balanced.
199	Miller, Glen Elwood	3/08/16 Numbers all match
200	Tracey, Mary Lou	3/8/16 numbers all match and booths are all neat with pens
201	Doty, Allison Anne	3/8/16 Had a spoiled ballot
202	Lewis, Lorraine H	3/8/16 Polls closed numbers all balanced

YOU are the last line of defense!

Bureau of Elections Receiving Board Guide

Required - ensures re-countability

Optional – ensures a good canvass and audit

[Link to Receiving Board Checklist](#)



Receiving Board Guide
Provided by the Michigan Bureau of Elections
Updated as of 7.19.2016

Receiving Board Checklist

Jurisdiction _____ Precinct _____ Election Date _____

Required:

- Confirm the Poll Book and Statement of Votes are not sealed in the ballot container.
- Confirm the ballot container is sealed properly
- Confirm the seal number was recorded properly
- Confirm the number of names listed in the Poll Book equals the number of ballots tabulated on the tabulator tape and recorded on the Statement of Votes

Correction of any of the above items requires the Receiving Board to direct the election inspectors returning the items to make the necessary corrections. Once corrections are made, full documentation of the corrective action must be written in the remarks of the Poll Book, signed by the election inspectors and witnessed by the Receiving Board inspectors.

Other beneficial items to review for a successful Canvass:

<p>Poll Book</p> <ul style="list-style-type: none"><input type="checkbox"/> Clerk's Preparation Certificate completed and signed<input type="checkbox"/> Election Inspectors Preparation Certificate completed and signed by inspectors present when polls opened<input type="checkbox"/> All inspectors subscribed to the Constitutional Oath of Office<input type="checkbox"/> Oath administrator signed<input type="checkbox"/> No lines skipped on the List of Voters<input type="checkbox"/> All spoiled, affidavit, envelope, challenged, and AV ballots noted<input type="checkbox"/> Ensure proper recording of write-in votes or a notation of none when applicable<input type="checkbox"/> Ensure proper recording of challenges<input type="checkbox"/> Ensure remarks were recorded<input type="checkbox"/> Certificate of Election Inspectors completed and signed by inspectors present when polls closed<input type="checkbox"/> Ballot summary is completed and totals are accurate<input type="checkbox"/> Ballot container seal number is properly recorded	<p>Ballot Container Certificate</p> <ul style="list-style-type: none"><input type="checkbox"/> Dated and signed by two election inspectors of differing party affiliation<input type="checkbox"/> Seal number properly recorded <p>Program Container Certificate</p> <ul style="list-style-type: none"><input type="checkbox"/> Dated and signed by two election inspectors of differing party affiliation<input type="checkbox"/> Seal number properly recorded <p>Statement of Votes (3 copies required)</p> <ul style="list-style-type: none"><input type="checkbox"/> Totals tape signed by inspectors present when poll closed<input type="checkbox"/> Write-in votes totaled (if necessary)<input type="checkbox"/> Seal number of ballot container recorded properly<input type="checkbox"/> Seal number signed by two inspectors of differing party affiliation<input type="checkbox"/> Signatures of all inspectors present when polls closed
---	---

After completion of the above, replace the Poll Book and Statement of Votes into the appropriate envelopes and initial 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.

Republican Receiving Board Inspector

Democratic Receiving Board Inspector

1) Confirm the Poll Book or the #1 County Clerk Envelope containing the Poll Book is NOT sealed in the approved ballot container.
Note: Ballot container may not be opened for any other reason!



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NAME OF ELECTION _____
DATE OF ELECTION _____
CITY, TOWNSHIP, VILLAGE OR SCHOOL DISTRICT _____
PRECINCT _____ WARD _____
COUNTY OF _____, MICHIGAN _____

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NAME OF ELECTION _____
DATE OF ELECTION _____
CITY, TOWNSHIP, VILLAGE OR SCHOOL DISTRICT _____
PRECINCT _____ WARD _____
COUNTY OF _____, MICHIGAN _____

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NAME OF ELECTION _____
DATE OF ELECTION _____
CITY, TOWNSHIP, VILLAGE OR SCHOOL DISTRICT _____
PRECINCT _____ WARD _____
COUNTY OF _____, MICHIGAN _____

DEFECTIVE BALLOTS

Ballots the tabulator will not accept due to poor printing quality, mutilated ballot, ballot trimmed wrong, etc.



2) Confirm the approved ballot container is sealed properly AND seal number(s) is/are properly recorded.









[Link to Ballot Container Inspection Guide](#)

Does the container open?

Is the seal secure?

Is the ballot container certificate in place with the correct seal number written on it?

[Sealing Ballot Containers - YouTube](#) [Interlocking Zipper Bag Ballot Container - YouTube](#)
[Inappropriate Ballot Container - YouTube](#)

- 2  Two Door Ballot Container
by MigovBOE
- 3  Interlocking Zipper Bag Ballot Container
by MigovBOE
- 4  Blue Bag with Wheels Ballot Container
by MigovBOE
- 5  Metal Cube Ballot Container
by MigovBOE
- 6  Plastic Tub Ballot Container
by MigovBOE
- 7  Blue Bag Ballot Container
by MigovBOE
- 8  Round Metal Can Ballot Container
by MigovBOE
- 9  Inappropriate Ballot Container
by MigovBOE

3) Confirm the number of voters listed in the Poll Book equals the number of ballots tabulated on the tabulator tape .

LIST OF VOTERS			
#	Voter Name	Ballots	Remarks
241	Irvin, Cynthia Joan	00001180	
242	Patton, Judith Kay	00001181	
243	Konkol, Carol Frances	00001182	
244	Powers, Erika Heather	00001183	
245	Miller, Charles Freeman	00001184	
246	Sullivan, Jennifer Renee	00001185	
247	Miller, Paula Jo	00001186	
248	Greenman, Carolyn Marie	00003063	
249	Greenman, Forrest Michael	00003064	

Wed Oct 3 10:22:01 2018

Unit Model: PCOS-320C (Rev 1072)
 Unit Serial: AFAJH0117
 Protective Counter: 893
 Software Version: 3.01.148

Total Scanned: 249
 Total Voters: 249

=====
 Ballot ID: 401
 Ballots Scanned: 198
 Ballot ID: 403
 Ballots Scanned: 40
 Ballot ID: 404
 Ballots Scanned: 11
 =====

Precinct:
 Pennfield Charter Township,
 Precinct 1

Split
 Pennfield Charter Township,
 Precinct 1B

Governor/Lt.

Items to review for a successful canvass AND AUDIT

County Canvass Checklist

Jurisdiction: _____ Precinct: _____ Election Date: _____

<p>The following records must be audited for each precinct and absent voter counting board precinct. Note: All Corrections must be made in red</p>	
<p>Poll Book</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cover page must be complete. <input type="checkbox"/> Chairperson's oath must be completed and signed by the chairperson and the person who administered the oath. <input type="checkbox"/> Group oath must be completed and signed by all inspectors and the person who administered the oath. <input type="checkbox"/> Clerk's Preparation Certificate must be complete and signed by the clerk or authorized assistant. <input type="checkbox"/> Election Inspector's Preparation Certificate must be complete and signed by all election inspectors present at the opening of the polls. <input type="checkbox"/> Poll list section must include the name of every voter that was issued a ballot along with the names of the voters for whom an absent voter ballot was received for processing (if applicable) along with the serial number of the ballot that was issued to the voter. <input type="checkbox"/> "Absentee" or "AV" must appear next to the name of each voter for whom an absent voter ballot was received for processing. <input type="checkbox"/> "Spoiled" must appear in the remarks column next to the name of each voter for whom a replacement ballot was issued – in each case the original ballot number must be crossed out and replacement ballot number recorded. <input type="checkbox"/> "Envelope" or "Affidavit" must appear in the remarks column next to the name of each voter whose ballot was processed as a provisional ballot. <input type="checkbox"/> Challenged Voter page must document any challenges made at the election or the word "None" should appear indicating that no challenges were made <input type="checkbox"/> Write-in Tally page must list the name of each "declared" write-in candidate that received a valid write-in vote (a separate entry should be made for each variation in names was written on ballots by the voters, eg. Bob Smith, Clerk, Dem. I, Robert Smith, Clerk, Dem, III, Smith, Clerk, Dem, II. The word "None" should appear if no write-in candidates filed. <input type="checkbox"/> Remarks page should document any unusual events that occurred during the course of the election. In addition, explanations for discrepancies in the poll list section, ballot summary and Election Inspectors Certificate should be noted along with notations regarding election inspectors who left prior to the close of the polls and the assignment of additional inspectors. 	<p>Certificate of Election Inspectors must be complete:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ballot Summary section must <i>accurately</i> account for all ballots received by the board including used, unused and absent voter ballots that were delivered for processing. Note: The number of ballots issued will be greater than the number of ballots tabulated if one or more provisional "envelope" ballots were issued as these ballots are <u>not</u> tabulated. In this case, verify that the word "Envelope" appears in the list of voters section next to the name of each voter who was issued an envelope ballot. The number of envelope ballots issued plus the number of ballots tabulated must equal the total number of voters according to the Poll Book. <input type="checkbox"/> Ballot container seal number must be recorded and attested to by two inspectors. <input type="checkbox"/> If the program was removed from the tabulator, the number on these seals used to seal the transport container must be recorded and attested to by two inspectors. <input type="checkbox"/> All inspectors present at the close of the polls must sign the certificate. Check the oath section and remarks page to determine whose names should appear. <p>Statements of Votes Each copy must contain:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Signed copy of the Totals Tape (all inspectors present at the close of the polls must sign). <input type="checkbox"/> Record of all write-in votes as tallied in the Poll Book. <input type="checkbox"/> Ballot container seal number and signatures of two inspectors that sealed the container. <input type="checkbox"/> Signatures of all inspectors that were present at the close of the polls. <p>Errors/Omissions/Comments Report (to be delivered to the city/township/village clerk responsible for administering the election: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>

Check outside
COVER for proper
completion

POLL BOOK

— FOR THE —

ELECTION

— HELD ON —

MARCH 10, 2020

In the 1ST Precinct

of the Township of Athens
(Name of Jurisdiction)

County of Calhoun, State of Michigan



Approved by the Michigan State Bureau of Elections

Corrections must be made by Election Inspectors.

Chairperson

1 OATH OF CHAIRPERSON & ELECTION INSPECTORS PCT# _____

I Do Solemnly Swear (or affirm) that I will support the Constitution of the United States and the Constitution of this state, and that I will faithfully discharge the duties of the **Office of Precinct Board Chairperson** according to the best of my ability.

X _____
Signature of Chairperson

Taken, subscribed and sworn to before me on ____/____/____ X _____
Signature of Person Administering Oath

Check the OATHS for proper completion ...

Opening Inspectors

I Do Solemnly Swear (or affirm) that I will support the Constitution of the United States and the Constitution of this State, and that I will faithfully discharge the duties of the **Office of Election Inspector** according to the best of my ability.

2 ELECTION INSPECTORS' PREPARATION CERTIFICATE

Before the Polls opened, we completed the following:

- Administered the Oath of Office to all present.
- Verified the serial and seal numbers on the tabulator and voter assist terminal (VAT) are the same as recorded on the Clerk's Preparation Certificate.
- Completed all preparation steps of the tabulator and voter assist terminal (VAT) and the equipment is in proper working order.
- Verified the ballot by comparing each candidate's name and the placement of any proposals on the ballot with the sample ballot and zero tape.
- Signed below, certifying the above were completed.

Additional Inspectors

3 SIGNATURES OF PERSONS TAKING OATH & CERTIFYING PREPARATION CERTIFICATE

X _____	X _____
X _____	X _____
X _____	X _____
X _____	X _____
X _____	X _____
X _____	X _____
X _____	X _____
X _____	X _____
X _____	X _____
X _____	X _____

Taken, subscribed and sworn to before me on ____/____/____ X _____
Signature of Chairperson or Person Administering Oath

4 ADDITIONAL SIGNATURES OF PERSONS TAKING OATH ONLY (If not present at opening of polls)

X _____	X _____
X _____	X _____
X _____	X _____
X _____	X _____
X _____	X _____
X _____	X _____
X _____	X _____
X _____	X _____
X _____	X _____
X _____	X _____

Taken, subscribed and sworn to before me on ____/____/____ X _____
Signature of Chairperson or Person Administering Oath

White Copy - remains in poll book, Eniv. #1 Yellow Copy - to Board of Canvassers in Eniv. #2 Pink Copy - to Local Clerk in Eniv. #3

Corrections must be made by appropriate Election Inspectors.

Check the CLERKS PREPARATION CERTIFICATE for proper completion ...

1

CLERK'S PREPARATION CERTIFICATE

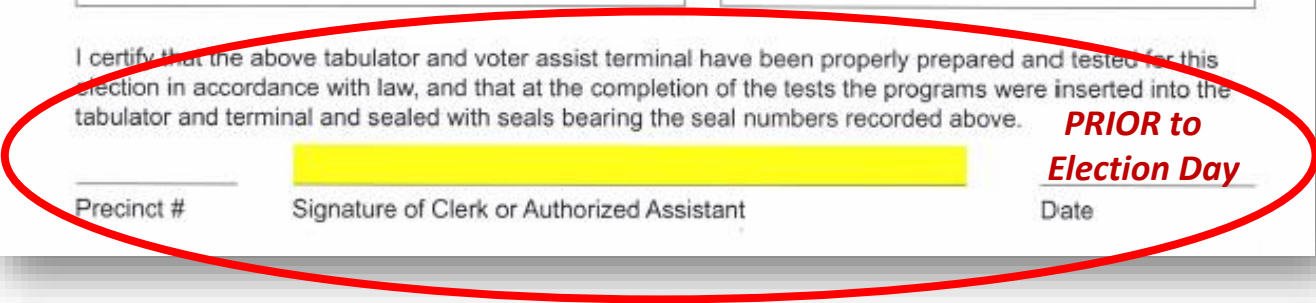
<p>ImageCast Precinct (ICP)</p> <p>Serial No. _____</p> <p>Front Compact Flash Card Seal(s) No. _____</p> <p>Cellular Modem inside seal No. _____</p>	<p>ImageCast X (ICX) (Voter Assist Terminal (VAT))</p> <p>Serial No. _____</p> <p>Top Compartment Seal No. _____</p> <p>Bottom Compartment Seal No. _____</p>
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I certify that the above tabulator and voter assist terminal have been properly prepared and tested for this election in accordance with law, and that at the completion of the tests the programs were inserted into the tabulator and terminal and sealed with seals bearing the seal numbers recorded above. ***PRIOR to Election Day***

Precinct #	Signature of Clerk or Authorized Assistant	Date
------------	--	------

Optech Tabulator

ICX



Check the voter entries in the EPB LIST OF VOTERS for proper completion ...

#	Voter Name	Ballots	Remarks
241	Ratliff, David	V0000139	
242	Marvil, Timothy Dallas	V0000140	
243	Clark, Deborah Jean	A0000111	
244	Clark, Todd Jeffrey	A0000112	
245	Link, Melanie Beth	A0000113	
246	Oliphant, E Marie	V0000141 V0000148	
247	Howe, Connie Kathleen	V0000142	
248	Oliphant, Dean P	V0000143	
249	Thompson, Dale W	A0000114	
250	Smith, Wayne Kenneth li	V0000144	
251	Swarthout, Edward Joseph	V0000145	
252	Swarthout, Rebecca Faith	V0000146	
253	Woodliff, Deanna	A0000115	

#	Voter Name	Ballots	Remarks
1	Wade, Dorothy Ann	A0000001	Absentee Ballot
2	Green, Eurane Phyllis	A0000003	Absentee Ballot
3	Green, Warner Edwin	A0000004	Absentee Ballot
4	Cornish, Wayne Lyle	A0000005	Absentee Ballot
5	Cornish, Alice Geraldene	A0000006	Absentee Ballot

WARD PRECINCT 00001				Date App Received	Date Ballot Mailed/Issued	Date Ballot Returned	Rejected
Voter #	Ballot #	Spoiled #	Voter Name / Mailed To Address				
1	00001005		DEVOE, JEAN M 1090 NEWBURG RD, ALBION MI 49224	02/17/2016	02/17/2016	03/03/2016	
2	00001004		FARLEY, DAVID C 8755 28 MILE RD, ALBION MI 49224	02/16/2016	02/16/2016	02/16/2016	
3	00001003		FARLEY, SUSAN K 8755 28 MILE RD, ALBION MI 49224	02/16/2016	02/16/2016	02/16/2016	
4	00003001		GNICH, CAROL BLACKMON 10920 29 MILE RD, ALBION MI 49224	02/15/2016	02/16/2016	03/03/2016	
5	00001010		JARVIS, PATRICIA K 7705 29 MILE RD, CONCORD MI 49237	03/05/2016	03/05/2016	03/06/2016	
6	00001002		SCHMIDT, PATRICIA ANN 25270 B DR S, ALBION MI 49224	02/08/2016	02/08/2016	02/08/2016	
7	00001001		SCHMIDT, WESLEY LEROY 25270 B DR S, ALBION MI 49224	02/08/2016	02/08/2016	02/08/2016	
8	00001008		SCHULTZ, GALEN PAUL 8612 25 1/2 MILE RD, HOMER MI 49245	02/24/2016	02/24/2016	02/24/2016	
9	00001006		SCHULTZ, GERRY WAYNE 25470 F DR S, HOMER MI 49245	02/24/2016	02/24/2016	03/04/2016	
10	00001009		SCHULTZ, KATHLEEN MARIE 8612 25 1/2 MILE RD, HOMER MI 49245	02/24/2016	02/24/2016	02/24/2016	
11	00001007		SCHULTZ, VIRGINIA ELAINE 25470 F DR S, HOMER MI 49245	02/24/2016	02/24/2016	03/04/2016	
TOTALS:							
Voters	Ballots	Spoiled		Apps Received	Ballots Mailed/Issued	Ballots Returned	Rejected
11	11	0		11	11	11	0
GRAND TOTALS:							
Voters	Ballots	Spoiled		Apps Received	Ballots Mailed/Issued	Ballots Returned	Rejected

Corrections must be made by Election Inspectors.

CHALLENGED VOTERS

Time _____ Name of Challenger _____
 Name of Challenged Voter _____ Voter's Address _____
 Voter's Telephone # _____ Reason for Challenge _____

 Result of Challenge: Ballot issued and identified Ballot not issued

Time _____ Name of Challenger _____
 Name of Challenged Voter _____ Voter's Address _____
 Voter's Telephone # _____ Reason for Challenge _____

 Result of Challenge: Ballot issued and identified Ballot not issued

Time _____ Name of Challenger _____
 Name of Challenged Voter _____ Voter's Address _____
 Voter's Telephone # _____ Reason for Challenge _____

 Result of Challenge: Ballot issued and identified Ballot not issued

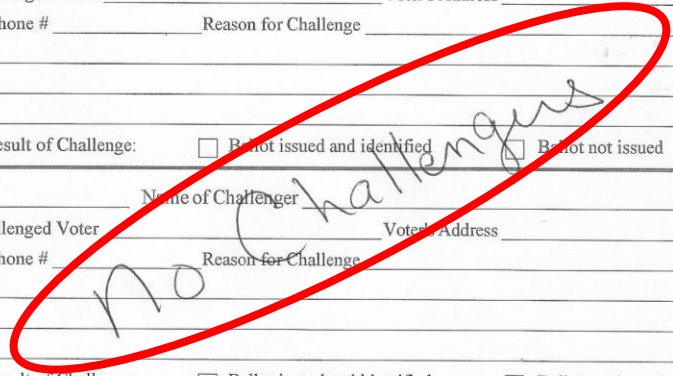
CHALLENGED PROCEDURES

Time _____ Name of Challenger _____
 Description of Challenged Procedure _____

 Result _____

Time _____ Name of Challenger _____
 Description of Challenged Procedure _____

 Result _____



Ensure CHALLENGES
 are properly
 recorded
 Or notate 'NONE' ...


Ensure REMARKS are recorded ...

REMARKS				
Date / Time	User	Voter #	Voter Name	Remarks
3/8/2016 10:09:18 AM	JANETDICKERSON			checked voting polls, all clear
3/8/2016 10:10:07 AM	JANETDICKERSON			all numbers match
3/8/2016 11:19:42 AM	JANETDICKERSON			numbers match, voting polls clean
3/8/2016 12:39:47 PM	JANETDICKERSON			we are all balanced and the voting booths are clean
				all balanced, voting booths cleaned
				3/08/16 Numbers have balanced.
				3/08/16 Numbers all match
				3/8/16 numbers all match and booths are all neat with pens
				3/8/16 Had a spoiled ballot
				3/8/16 Ball cleaned numbers all balanced

ELECTION INSPECTORS REMARKS SECTION

TIME	In addition to the EPB Remarks this area may be used for remarks by Election Inspectors.

I certify that I have completed my duties as an election inspector **PRIOR** to the closing of the poll:



Signature of Inspector of Elections	Time	Signature of Inspector of Elections	Time
Signature of Inspector of Elections	Time	Signature of Inspector of Elections	Time
Signature of Inspector of Elections	Time	Signature of Inspector of Elections	Time
Signature of Inspector of Elections	Time	Signature of Inspector of Elections	Time
Signature of Inspector of Elections	Time	Signature of Inspector of Elections	Time

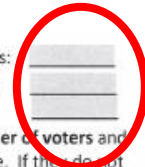
Corrections must be made by Election Inspectors.

Jurisdiction: _____ Precinct#: _____

1 ELECTION INSPECTORS' COMPLETION CERTIFICATE

After the Polls closed, we completed the following:

- Recorded the **number of ballots tabulated** according to the public counter of the tabulator as: _____
- Sealed all provisional **envelope** ballots for delivery to the Clerk, and recorded the number as: _____
- Recorded the **number of voters** according to the List of Voters (including AV List if used) as: _____
- Verified the **number of ballots tabulated plus provisional envelope ballots equals the number of voters** and that if they do not, no discrepancies exist between the List of Voters and Applications to Vote. If they do not agree and a valid discrepancy exists, a notation was made in the **Remarks Section**. Yes N/A
- Completed and balanced the **Ballot Summary Report**. If the Ballot Summary Report did not balance and a valid discrepancy exists, a notation was made in the **Remarks Section**. Yes N/A
- Recorded all formal **challenges** made in the precinct, if any, on the Challenged Page.
- Tabulated all valid **absent voter** ballots (if processed in the precinct).
- Duplicated and tabulated ballots requiring **duplication**, if any.
- Tallied all valid **write-in votes**, if any, and recorded the totals on the Write-In Statement of Votes.
- Attached a **signed tabulator total tape** to all three copies of this page.



2 SEAL VERIFICATION

WE, the undersigned members of the Board of Election Inspectors, certify that all used and unused ballots, including the Spoiled and Original ballot envelopes, but **not** the provisional ballot storage envelope, were properly sealed into an approved **Ballot Storage Container** by affixing seal(s):

No. _____ (If container requires two(2))
No. _____

WE, further certify that the Tabulator and/or EPB Memory Device(s), if removed, were properly sealed into an approved **Transfer Container** by affixing seal:

No. _____

X **Democratic Inspector**
Signature of Election Inspector who sealed/verified the **Ballot Storage Container** and the **Transfer Container**.

X **Republican Inspector**
Signature of Election Inspector who sealed/verified the **Ballot Storage Container** and the **Transfer Container**.

3 SIGNATURES OF ALL PERSONS PRESENT AT THE CLOSE OF POLLS & CERTIFYING COMPLETION CERTIFICATE
(Make a note on the Remarks page if an Inspector left before the polls closed.)

	Phone		Phone
X Chairperson	_____	X	_____
X	_____	X	_____
X	_____	X	_____
X	_____	X	_____
X	_____	X	_____
X	_____	X	_____

Election Inspectors
Completion
Certificate
Page 11

The first 2 numbers
should equal the
3rd number

Ballot Summary Certificate

(EPB Report)

It should be Complete and Accurate!

(Item L should be ZERO!!)

NUMBER OF BALLOTS DELIVERED TO PRECINCT:

A. Number of ballots delivered to precinct:

Style	Starting No.	Ending No.	Count	Delete
3	00000001	00000200	200	

Total = 200

4 B. Number of AV return envelopes received by board 2

C. Total 202

NUMBER OF BALLOTS AT CLOSE OF POLLS:

5 D: Number of ballots tabulated (Enter Tabulator Public Counter reading) 15

6 E. Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason 0

F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots) 2

G. Number of ballots rejected 0

7 H. Number of ballots used by election inspectors for ballot duplication 0

I. Number of PROVISIONAL "envelope" ballots issued 1

J. Number of UNUSED BALLOTS:

Style	Starting No.	Ending No.	Count	Delete
8	00000017	00000200	184	

Total = 184

K. Total of Lines D, E, F, G, H, I and J 202

L. Difference 0

Sample EPB Ballot Summary

or use as a
Worksheet

SAMPLE ELECTRONIC POLL BOOK BALLOT SUMMARY

WE CERTIFY THE FOLLOWING:

NUMBER OF BALLOTS DELIVERED TO PRECINCT:

A. Number of official ballots delivered to precinct:

Ballot Style	Starting No.	Ending No.	Count
A	A0000022	A0000500	479
B	B0000057	B0000300	244
C	C0000050	C0000200	151

874

B. Number of absent voter return envelopes received by board: **123**

C. Total of lines A and B (Must match Line K below): **997**

NUMBER OF BALLOTS AT CLOSE OF POLLS:

D. Number of ballots tabulated:	801		
E. Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason:	0		
F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled and/or defective ballots)	7		
G. Number of ballots rejected:	0		
H. Number of ballots used by election inspectors for ballot duplications:	3		
I. Number of PROVISIONAL "envelope" ballots issued:	0		
J. Number of UNUSED BALLOTS (excess ballots):			
Ballot Style	Starting No.	Ending No.	Count
A	A0000427	A0000500	74
B	B0000265	B0000300	36
C	C0000125	C0000200	76
			186
K. Total of Lines D, E, F, G, H, I, and J (Must match Line C above):	997		
L. Difference:	0		

* DETERMINING NUMBER OF BALLOTS USED PER STYLE

Ballot Style	Used	Spoiled/Rejected	Duplicates	Valid in Pct.	AV's	Total
A	427 - 22 = 405	0	0	= 405 +	21	= 426
B	265 - 57 = 208	4	0	= 204 +	56	= 260
C	125 - 50 = 75	3	3	= 69 +	46	= 115
TOTALS	688 (total A - J)	7 (total F + G)	3 (same as H)	= 678 +	123 (same as B)	= 801 (same as D)

A		-	-	=	+	=
B		-	-	=	+	=
C		-	-	=	+	=

Certificate of Election Inspectors Page 11

Statement of Votes – *Clip or Attach Tabulator Tape to this Page*

Jurisdiction: **Sheridan Township** Precinct#: **1**

1 ELECTION INSPECTORS' COMPLETION CERTIFICATE

After the Polls closed, we completed the following:

- Recorded the **number of ballots tabulated** according to the public counter of the tabulator as: **525**
- Sealed all provisional **envelope** ballots for delivery to the Clerk, and recorded the number as: **3**
- Recorded the **number of voters** according to the List of Voters (including AV List if used) as: **528**
- Verified the **number of ballots tabulated plus provisional envelope ballots equals the number of voters** and that if they do not, no discrepancies exist between the List of Voters and Applications to Vote. If they do not agree and a valid discrepancy exists, a notation was made in the **Remarks Section**. Yes N/A
- Completed and balanced the **Ballot Summary Report**. If the Ballot Summary Report did not balance and a valid discrepancy exists, a notation was made in the **Remarks Section**. Yes N/A
- Recorded all formal **challenges** made in the precinct, if any, on the Challenged Page.
- Tabulated all valid **absent voter** ballots (if processed in the precinct).
- Duplicated and tabulated ballots requiring **duplication**, if any.
- Talled all valid **write-in votes**, if any, and recorded the totals on the Write-In Statement of Votes.
- Attached a *signed tabulator total tape* to all three copies of this page.

2 GENERAL VERIFICATION

2 SEAL VERIFICATION

WE, the undersigned members of the Board of Election Inspectors, certify that all used and unused ballots, including the Spoiled and Original ballot envelopes, but **not** the provisional ballot storage envelope, were properly sealed into an approved **Ballot Storage Container** by affixing seal(s):

No. 90786

(If container requires two(2))
No. 90787

WE, further certify that the Tabulator and/or EPB Memory Device(s), if removed, were properly sealed into an approved **Transfer Container** by affixing seal:

No. 628745

X Demor *Signature* pector
Signature of Election Inspector who sealed/verified the **Ballot Storage Container** and the **Transfer Container**.

X *Signature (different party)* ctor
Signature of Election Inspector who sealed/verified the **Ballot Storage Container** and the **Transfer Container**.

3 SIGNATURES OF ALL PERSONS PRESENT AT THE CLOSE OF POLLS & CERTIFYING COMPLETION CERTIFICATE
(Make a note on the Remarks page if an inspector left before the polls closed.)

	Signature	Phone		Signature	Phone
X	<i>Chairman Signature</i>	269.961.8646	X		
X	<i>Signature</i>	269.729-4162	X		
X	<i>Signature</i>	269.746.4323	X		
X	<i>Signature</i>	269.268.0579	X		
X	<i>Signature</i>	269.969.1239	X		
X			X		

White Copy - remains in poll book, Env. #1

Yellow Copy - to Board of Canvassers in Env. #2

Pink Copy - to Local Clerk in Env. #3

Seal
Verification,
Signatures
Page 11

Total
Pennfield Charter Township,
Precinct 1

Governor/Lt. Governor (1)	
Bill Schuette/Lisa Posthumus Lyons (Republican):	6
Bretchen Whitaker/Garlin D. Gilchrist II (Democrat):	3
Bill Gelineau/Anselique Chaiser Thomas (Libertarian):	0
Todd Schleiger/Earl P. Lackie (U.S. Taxpayers):	0
Jennifer V. Kurland/Charin H. Davenport (Green):	0
Keith Butkovich/Raymond Warner (Natural Law):	0
Write-in:	3
Total Votes:	12

Secretary of State (1)	
Mary Tredor Lane (Republican):	6
Jocelyn Benson (Democrat):	3
Gregory Scott Stempfle (Libertarian):	0
Robert Gale (U.S. Taxpayers):	0
Write-in:	3
Total Votes:	12

Attorney General (1)	
Tom Leonard (Republican):	6
Dana Nessel (Democrat):	3
Lisa Lane Gioia (Libertarian):	0
Gerald T. Van Sickle (U.S. Taxpayers):	0

Statement of Votes

Tabulator tape, PB Write-in Sheet, and Page 11

PRE- FIRMLY!
YOU ARE MAKING 3 COPIES

DECLARED WRITE-IN CANDIDATES ONLY

WRITE-INS ONLY OPTICAL SCAN **STATEMENT OF VOTES**

Precinct # 1 Name of City, Township, Village or School District: Albion Township Date of Election: 3/8/2016

CANDIDATE'S NAME	REP	DEM	LIB	OTH	5	10
None						
No Write						

White Copy – remains in poll book, Env. #1 Yellow Copy – to Board of Canvassers in Env. #2

Statement of Votes – Clip or Attach Tabulator Tape to this Page

Jurisdiction: _____ Precinct#: _____

1 ELECTION INSPECTORS' COMPLETION CERTIFICATE

After the Polls closed, we completed the following:

- Recorded the number of ballots tabulated according to the public counter of the tabulator as: _____
- Sealed all provisional envelope ballots for delivery to the Clerk, and recorded the number as: _____
- Recorded the number of voters according to the List of Voters (including AV List if used) as: _____
- Verified the number of ballots tabulated plus provisional envelope ballots equals the number of voters and that if they do not, no discrepancies exist between the List of Voters and Applications to Vote. If they do not agree and a valid discrepancy exists, a notation was made in the Remarks Section. Yes N/A
- Completed and balanced the Ballot Summary Report. If the Ballot Summary Report did not balance and a valid discrepancy exists, a notation was made in the Remarks Section. Yes N/A
- Recorded all formal challenges made in the precinct, if any, on the Challenged Page.
- Tabulated all valid absent voter ballots (if processed in the precinct).
- Duplicated and tabulated ballots requiring duplication, if any.
- Tallyed all valid write-in votes, if any, and recorded the totals on the Write-In Statement of Votes.
- Attached a signed tabulator total tape to all three copies of this page.

2 SEAL VERIFICATION

WE, the undersigned members of the Board of Election Inspectors, certify that all used and unused ballots, including the Spoiled and Original ballot envelopes, but not the provisional ballot storage envelope, were properly sealed into an approved Ballot Storage Container by affixing seal(s):

No. _____ (if container requires two(2)) No. _____

WE, further certify that the Tabulator and/or EPB Memory Device(s), if removed, were properly sealed into an approved Transfer Container by affixing seal:

No. _____

X **Democratic Inspector** X **Republican Inspector**
Signature of Election Inspector who sealed/verified the Ballot Storage Container and the Transfer Container. Signature of Election Inspector who sealed/verified the Ballot Storage Container and the Transfer Container.

3 SIGNATURES OF ALL PERSONS PRESENT AT THE CLOSE OF POLLS & CERTIFYING COMPLETION CERTIFICATE
(Make a note on the Remarks page if an inspector left before the polls closed.)

	Phone	Phone
X Chairperson		
X		
X		
X		
X		
X		
X		

White Copy - remains in poll book, Env. #1 Yellow Copy - to Board of Canvassers in Env. #2 Pink Copy - to Local Clerk in Env. #3

CLOSING THE POLLS FINAL CHECKLIST, AVCB

Please check (✓) as each step has been completed.

Closing the Polls Final Checklist

- EACH INSPECTOR took the Oath of Office prior to beginning their duties and completed and signed the Certifying Preparation Certificate on Page 2.
- Processed all ballots that were received during Election Day.
- Compared and balanced the Ballot Summary on Page 10 (the number of Official ballots and AV return envelopes received at the counting place to the number of ballots tabulated, duplicated, and unused). These totals should agree; if not explain the reason in the Remarks Section, Page 5.
- Completed the Certificate of Election Inspectors on Page 11 (balancing the number of voters issued an AV ballot according to the QVF AV List to the total number of AV return envelopes received by Board, invalid AV envelopes that the clerk did not deliver to the Board, and the AV voters who did not return their ballot).
- Checked for write-in votes. If any, record them on the Write-In/Statement of Votes form and tallied all valid votes in the Poll Book (Page 9).
- EACH CLOSING INSPECTOR signed the bottom of each Tabulator Total Tape/Results Report; and included one report in the Poll Book following page 11, in the #2 Board of Canvasser envelope, and in the #3 Local Clerk envelope.
- Secured voted ballots:
- a. Placed all ballots in an approved ballot storage container (if multiple precincts, take special care to sort and bundle each precinct's ballots separately within the ballot container).
 - b. Completed information on the No. 5 ORIGINAL BALLOTS for which duplicates have been made (if used), and No. 9 DEFECTIVE BALLOTS Envelopes (if used); then sealed each envelope with a red paper seal initiated by two election inspectors from opposing parties. Placed these envelopes in the approved ballot storage container.
 - c. Two inspectors from opposing parties completed and signed each ballot container certificate, securely sealed the approved ballot storage container with a seal and completed and signed the Seal Verification portion of the Election Inspectors Certificate on page 11.
- ALL CLOSING INSPECTORS signed the Close of the Polls Section on page 11.
- Placed the following information in the appropriate envelope, completed the information on each envelope, and sealed each envelope (with the exception of the No. 1 County Clerk Envelope) with a red paper seal initiated by two election inspectors:
- | | | |
|---|--|--|
| <p>No. 1 COUNTY CLERK Envelope:</p> <ul style="list-style-type: none"> • Second copy of signed Tabulator Total Tape OR Results Report • Delegate Write-in Statement of Votes, if used • Poll Book (see below) | <p>No. 2 BOARD OF CANVASSERS Envelope:</p> <ul style="list-style-type: none"> • Oath and Preparation Certificate, page 2 • Ballot Summary, page 10, yellow copy • Statement of Votes (yellow Write-in page 9 AND completed/signed yellow Certificate of Election Inspectors page 11) with third copy of signed Tabulator Total Tape OR Results Report | |
| <p>No. 3 LOCAL CLERK Envelope</p> <ul style="list-style-type: none"> • Oath and Preparation Certificate, page 2 • Ballot Summary, page 10, pink copy • Statement of Votes (pink Write-in page 9 AND completed/signed pink Certificate of Election Inspectors page 11) with first copy of signed Tabulator Total Tape OR Results Report | <p>No. 10 ABSENT VOTER Envelope/Bag/Box:</p> <ul style="list-style-type: none"> • Absent Voter Envelopes • Absent Voter Applications | |
- Unplugged tabulator/scanner, dismantled, and will return all envelopes and supplies as instructed by the Clerk.
- Upon completion, sign this checklist, insert Poll Book pages in to the No. 1 COUNTY CLERK Envelope, and seal with a red paper seal initiated by two election inspectors.

Signature of Chairperson _____

Ballot Container Certificate....

Confirm each Ballot Container Certificate is completed, signed and properly sealed to an approved ballot container.

Ballot Container Certificate

Date of Election: _____

City, Township, or Village Ward/Pct #

This ballot container contains:

- Voted Ballots
- Unvoted Ballots
- Spoiled Ballot Envelope
- Original Ballot Envelope

We, the undersigned members of the Board of Election Inspectors, certify that the approved ballot container was properly sealed by affixing seal # _____.

X DEMOCRATIC INSPECTOR **X** REPUBLICAN INSPECTOR

Signature of member who **sealed/verified** the ballot container. Signature of member who **sealed/verified** the ballot container.

Documents may look a little different for an Absent Voter Counting Board (AVCB) and/or using an ICC (ImageCast Central Count) scanning system for Absentee Ballots

ICC

CLERK'S PREPARATION CERTIFICATE

(USING AN IMAGECAST PRECINCT TABULATOR)

(USING AN IMAGECAST CENTRAL SCANNER)

ImageCast Precinct (ICP)
 Serial No. _____
 Front Compact Flash Card Seal(s) No. _____
 Cellular Modem inside seal No. _____

ImageCast Central (ICC)
 Serial No. _____

I certify that the above equipment has been properly prepared and tested for this election in accordance with law, and that at the completion of the tests the programs were inserted into the device and sealed with seals bearing the seal numbers recorded above, if applicable.

AVCB _____
 Precinct # _____ Signature of Clerk or Authorized Assistant _____ Date (prior to Election Day) _____

Continued ...

Jurisdiction: _____ AVCB #: _____

1 BALLOT SUMMARY

NUMBER OF BALLOTS DELIVERED TO ABSENT VOTER COUNTING BOARD (AVCB):

A. Number of official ballots delivered to AVCB:

Ballot Style	Highest # minus Smallest #	
_____	_____ - _____	+ 1 = _____
_____	_____ - _____	+ 1 = _____
_____	_____ - _____	+ 1 = _____

TOTAL = _____ A

B. Number of absent voter ballot return envelopes delivered to AVCB for processing:

Time: _____ #: _____ Time: _____ #: _____
 Time: _____ #: _____ Time: _____ #: _____

TOTAL = _____ B

C. Total of Lines A & B _____ C

NUMBER OF BALLOTS AT THE CLOSE OF THE POLLS:

D. Number of ballots tabulated _____ D
 E. Number of absent voter ballot envelopes delivered to precinct which did not contain a ballot _____ E
 F. Number of ballots used by election inspectors for ballot duplications _____ F

G. Number of UNUSED official ballots:

Ballot Style	Highest # minus Smallest #	
_____	_____ - _____	+ 1 = _____
_____	_____ - _____	+ 1 = _____
_____	_____ - _____	+ 1 = _____

TOTAL = _____ G

H. Total of Lines D, E, F & G _____ H

Check your totals! The total recorded on Line C must equal the total recorded on Line H. If these totals do not agree, please explain the reason in the Remarks Section of this Poll Book.

Statement of Votes – Clip or Attach Tabulator Tape to this Page

Jurisdiction: _____ AVCB #: _____

1 CERTIFICATE OF ELECTION INSPECTORS

After the Polls closed, we completed the following:

- Recorded the number of voters who were issued absent voter ballots (according to this Poll Book) _____
- Record the number of absent voter ballot return envelopes received by Board _____
- Recorded the number of INVALID absent voter ballot return envelopes that the clerk did not deliver to Board (according to this Poll Book) _____
- Recorded the number of absent voters who did not return their absent voter ballot to the clerk (according to this Poll Book) _____
- Verified the number of absent voter ballot return envelopes received by Board, the number of INVALID absent voter ballot return envelopes that the clerk did not deliver to Board, and the number of absent voters who did not return their absent voter ballot total the number of voters who were issued absent voter ballots. If they do not agree and a valid discrepancy exists, a notation was made in the Remarks Section. Yes N/A
- Recorded all formal challenges made in the precinct, if any, on the Challenged Page, and properly identified any challenged ballots.
- Verified that any ballots requiring duplication have been accurately duplicated and tabulated.
- Tabulated all valid absent voter ballots, including all duplicate ballots.
- Talled all valid write-in votes, if any, and recorded the totals on the Write-In Statement of Votes.
- Attached a signed tabulator total tape to all three copies of this page.

2 SEAL VERIFICATION

WE, the undersigned members of the Board of Election Inspectors, certify that all used and unused ballots, including the Original ballot envelopes, were properly sealed into an approved Ballot Storage Container by affixing seal(s):

No. _____ (If container requires two(2)) No. _____

WE, further certify that the Tabulator Program Device(s), if removed, were properly sealed into an approved Transfer Container by affixing seal:

No. _____

X _____ Democratic Inspector
Signature of Election Inspector who sealed/verified the Ballot Storage Container and the Transfer Container.

X _____ Republican Inspector
Signature of Election Inspector who sealed/verified the Ballot Storage Container and the Transfer Container.

3 SIGNATURES OF ALL INSPECTORS AT THE CLOSE OF POLLS

	Phone		Phone
X Chairperson		X	
X		X	
X		X	
X		X	

Documents may look a little different for an Absent Voter Counting Board (AVCB) and/or using an ICC (ImageCast Central Count) scanning system for Absentee Ballots

Corrective Action Reminders:

If Poll Book is sealed in Ballot Container OR if Ballot Container is improperly sealed and/or recorded, election inspectors must take necessary actions to correct the mistake and **fully document in Remarks section** of Poll Book.

If Poll Book does not balance, a **full explanation** must be recorded **in the Remarks section**.

Remarks must be signed by **BOTH** the election and Receiving Board inspectors.

COUNTY OF CALHOUN
ELECTION - _____
RECEIVING BOARD CERTIFICATE

Jurisdiction: _____, Pct. Number _____

We Hereby Certify that we received the sealed ballot container containing the voted ballots and, in a separate sealed envelope, the poll book and statement of returns.

We confirm the ballot container is properly sealed and the seal number is properly recorded in the poll book and on the statement of returns. Any discrepancies or action taken was recorded in the remarks section of the poll book, and signed by the election inspectors and the members of the receiving board.

We confirm the number of names entered in the poll book balances with the number of ballots counted in the precinct as shown on the statement of returns. If there is a discrepancy, an explanation of the discrepancy is provided in the remarks section of the poll book, and signed by the election inspectors and the members of the receiving board.

If the poll book or statement of returns was sealed in ballot container, the election inspectors broke seal # _____ to remove the needed items. The election inspectors properly resealed the ballot container by affixing seal # _____, and this seal number was recorded in the poll book and on the statement of returns.

Signature of member who **resealed** the ballot container Signature of member who **verified** the resealing
(If you represent same political party as member who resealed ballot container.)


Upon complete review of the Optical Scan Checklist, the poll book and statement of returns were placed back in the #1 County Clerk envelope, sealed with a red paper seal and initialed by the two receiving board inspectors.

Signature of Receiving Board Inspector with Political Party Signature of Receiving Board Inspector with Political Party

Please place this certificate in Poll Book, Receiving Board Tab, in the #1 County Clerk Envelope before sealing.
Thank You!

Receiving Board Certificate

1



NAME OF ELECTION _____

DATE OF ELECTION _____


CITY, TOWNSHIP, VILLAGE OR SCHOOL DISTRICT _____

PRECINCT _____ WARD _____

COUNTY OF _____, MICHIGAN

To: COUNTY CLERK

1. Include One Poll Book
2. Complete Information on the left



ELECTION

/ /
DATE

INSPECTOR'S SIGNATURE _____

INSPECTOR'S SIGNATURE _____

TWO INSPECTORS MUST SIGN THIS SEAL

FORM NO.
ED-22

Q and A ?

[Link to Q & A](#)

OR Contact your local clerk or
County Clerk's office

Frequently Asked Questions

1. Can the Clerk serve as a Receiving Board inspector ?

The Clerk serves on the Election Commission and is thus responsible for the appointment of election inspectors. This presents a conflict of interest and thus prevents the Clerk from being an appointed Receiving Board inspector. Other Clerk's office staff members may be appointed as Receiving Board inspectors, as long as they are a qualified election inspector and have an election inspector application on file.

2. Can the Receiving Board inspectors count, handle, or retabulate ballots?

No. The Receiving Board inspectors may not count, handle or retabulate the ballots.

3. Can the Receiving Board perform other administrative tasks like checking in supplies and reviewing the Poll Book?

Yes, the Receiving Board inspectors may perform other tasks assigned by the Clerk. However, it's important to place priority on those items listed under Responsibilities as those items will ensure a precinct is recountable.

4. How many inspectors must the Receiving Board have?

At least two inspectors must be appointed to the Receiving Board, one from each major political party. Larger jurisdictions may want to appoint additional multiples of two to accommodate the larger volume of precincts to be received.

5. What if election inspectors sealed other supplies inside the ballot container, may they open it under the direction of the Receiving Board inspectors ?

The ballot container should only be opened in a case where the container was not sealed properly or the Poll Book and/or Statement of Votes was sealed inside.

6. What if the Container Certificate was not included under seal with the ballot container ?

The ballot container should only be opened in a case where the container was not sealed properly or the Poll Book and/or Statement of Votes was sealed inside.

7. What if no explanation can be found to account for an imbalance between the number of names in the Poll Book and the number of ballots processed by the tabulator?

A remark should be made by the election and Receiving Board inspectors to alert the County Board of Canvassers.

8. Do the Poll Book and Statement of Votes still have to be delivered to the County Clerk on election night?

Yes, the Poll Book and Statement of Votes must be delivered to the County Clerk on election night. For State and Federal elections another copy of the Statement of Votes must be delivered to Probate Judge on election night. For other elections these documents shall be delivered by 11 a.m. the following day.

9. Can the Receiving Board inspectors place Poll Books and Statement of Votes for multiple precincts in a single envelope?

Yes, if permitted by the County Clerk, the Poll Book and Statement of Votes for more than one precinct may be included and delivered in a single sealed envelope.

THANK – YOU!

We appreciate YOU making certain Pollbook information is complete and figures balance to ensure each Precinct is Recountable!