

# ELECTION CHAIR AND CO-CHAIR TRAINING



# Election Chair and Co-Chair Training

## **RESOURCES and HAND OUTS AVAILABLE TODAY:**

- Hands on training with Equipment – end of presentation
- Election Inspector Training Packet (Yellow cover)
- 2018 Electronic Pollbook Guide
- Voting Procedures & Set Up of ICP (Tabulator)
- Voting Procedures & Set Up of ICX/Voter Assisted Terminal (“VAT”)
- Election Inspector’s Procedure Manual
- YouTube videos – Michigan Bureau of Elections

# Election Chair and Co-Chair Training

- The Chairperson's meeting is always held the night before the election at 6:00 PM.
- It is required that the Chairperson attend. If you cannot, call the Clerk's office to make other arrangements.
- It is optional for the Co-Chair to attend.
- The meeting is held in the Auditorium at City Hall.



# Election Chair and Co-Chair Training

- *The City Clerk administers the Oath at the meeting. After she has done this you will sign the inside cover of the Poll Book on the required line.*
- *At the meeting you will receive the following:*
  - *Precinct Supply Case*
  - *Laptop Computer*
  - *List of Workers for your precinct*
  - *Notes for the current election*
  - *Opening materials for the current election*
  - *Closing materials for the current election*

# Election Chair and Co-Chair Training

- The meeting will last approximately ½ hour.
- Do not open your laptop at home or break the seal on the envelope that contains the memory stick.
- Keep the laptop in a safe location, not in your car.
- Look at all the opening and closing paperwork the night before the election to familiarize yourself with the process!

# Election Chair and Co-Chair Training

- All workers are scheduled to arrive at their precinct  
at **6:00 AM.**
- It is especially important that **you** arrive at that time.



# Election Chair and Co-Chair Training

- Upon arriving, the Co-chair should check to see that you have all of the correct equipment and verify the ballots in the bag (*open the bag and check the precinct number on the top of the ballot*).
- The Chairperson should start delegating jobs to the workers, such as:
  - *Hang laminated direction signs*
  - *Set the metal Precinct Sign outside of the building*
  - *Set up the tables*
  - *Set up voting booths*
  - *Getting out supplies, etc. etc.*



# Election Chair and Co-Chair Training

Election Inspectors Training has included:

- Setting Up the Precinct;
- Opening the Polls;
- Processing Voters;
- Check and Balance Procedures;
- Ballot Secrecy;
- Campaigning at Polls;
- Exit Pollsters/Challengers/Poll Watchers;
- Precinct Delegates;
- Assisting Voters;
- Closing the Polls; and
- Ballot Security



# Election Chair and Co-Chair Training

- Next, the Chair and the Co-Chair should start to set up the ICP Tabulator and the Electronic Poll Book. Then you will need to set up the Voter Assisted Terminal (“ICX”).
- Keep these things in mind as you start your day:
  - *Set up the precinct to create the best traffic flow and maintain voter privacy.*
  - *Keep electric extension cords out of voter traffic patterns.*
  - *You need to be open and ready for voters at **7:00 AM**. Your ICP Tabulator and your Electronic Poll Book are critical to this happening.*
  - *If you are struggling, call City Hall right away!*
  - ***You must open at 7:00 AM.***

# Election Chair and Co-Chair Training

## ELECTRONIC POLL BOOK

- Set up your Electronic Poll Book on the check-in table
- Be sure your power strip is “On” so the computer is not running on battery power
- Enter passwords and proceed to do your first back-up of the day
- Check your ballot numbers and be prepared to enter the correct starting number.



# Election Chair and Co-Chair Training

- Following are several tasks to assign your workers throughout the course of your day to keep them busy and your precinct running smoothly:
  - *Mark the 100' line outside the school entrance for those campaigning at the precinct.*
  - *Periodically go outside and check to see that the 100' rule is being adhered to.*
  - *Use the paper Precinct List to look up lost voters and direct them to the correct precinct within the school.*
  - *Prepare the Applications to Vote by stamping them with the date and writing in the precinct number.*



# Election Chair and Co-Chair Training

## ■ Worker tasks (Continued):

- *Remind voters of “Special” voting instructions (i.e. “do not split your ballot, one party only in August”).*
- *Remind voters to have their picture ID ready to check in.*
- *Remind voters to hide or throw out any campaign materials.*
- *Clean out the voting booths periodically of any papers or campaign materials left in them.*
- *Make sure voting booths have working Sharpies in them.*



*Keep your workers busy, they should not be just sitting and watching you.*

# Election Chair and Co-Chair Training

- With the introduction of the Electronic Poll Book, many workers that have no computer background have been concerned that they will no longer be needed. Effort should be made to make them active and useful in the precinct.
- Many of these workers have valuable practical experience that can be utilized in the precinct.
- If you have the time, let any interested workers use the Electronic Poll Book so they can learn to check voters in.



# Election Chair and Co-Chair Training

## ■ Remember!

- *The Electronic Poll Book replaces only two things*
  1. The old paper Precinct List
  2. The need to record each voter in the Poll Book

Applications to Vote are still required to be completed by State Election Law. The voter must complete their sections and you must fill in the Voter Number, the Ballot Number, the Precinct, the Date and your initials.

# Election Chair and Co-Chair Training



## ■ LUNCHES/BREAKS

- *You may schedule lunches as you see fit with the following guidelines being adhered to:*
  1. Either the Chairperson or the Co-chairperson should be in the precinct at all times. You CANNOT take lunch at the same time.
  2. You should have a Democrat and a Republican in the precinct at all times.
  3. Schedule your breaks around the busiest precinct times. Precincts are busiest before voters go to work and when they start getting off of work (from 4 p.m. until close)
  4. Lunches can be one-hour or two-hours, you can decide what works best. At busy elections allow only one-hour lunches.
  5. Chair people should not take two hour lunches! If you need to be away, check with your co-chair.

# Election Chair and Co-Chair Training

PRECINCT DELEGATES – PRIMARY

## **August Primary**

- Candidate Qualifications
- Delegate Positions
- Filing Requirements



# Election Chair and Co-Chair Training

## PRECINCT DELEGATES - PRIMARY

### **August Primary (Continued)**

- *Precinct Delegate Ballot*
- *Write-in Candidates for Delegate*
- *Precinct Canvass and Certification of Precinct Delegates*

# Election Chair and Co-Chair Training

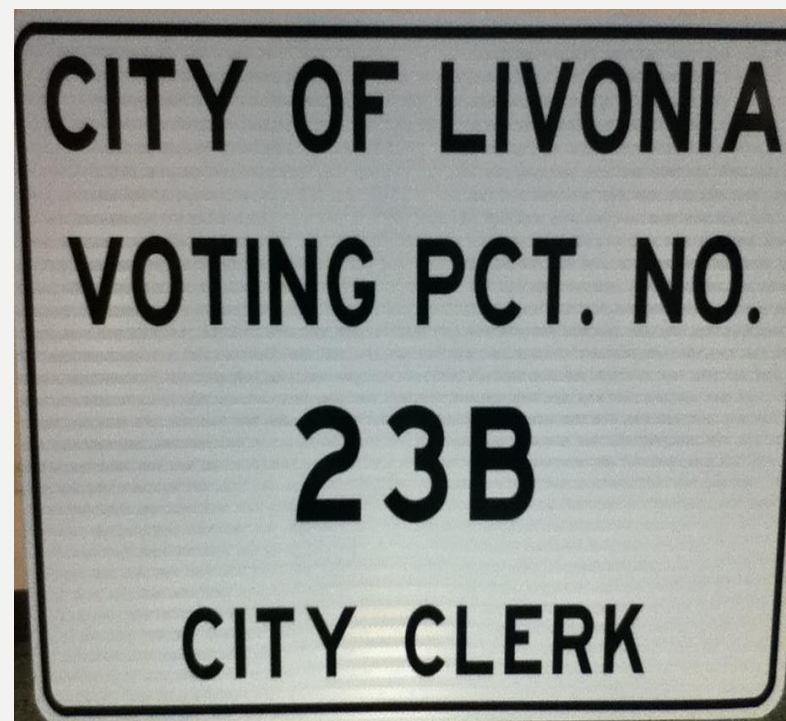


## ■ Some points to remember:

- *Cell phone use is NOT permitted in the Voting Booths*
- *Cell phone use by voters standing in line is not restricted by law but you can ask them to put away their cell phones once they are inside the precinct to be considerate of the other voters. (You have a sign in your supply case to post)*
- *Cell phone use by election workers is allowed for brief phone calls. Personal calls should be kept to a minimum and they should be taken outside the precinct. Calls pertaining to processing voters, calling City Hall, are permitted in the precinct.*

# Election Chair and Co-Chair Training

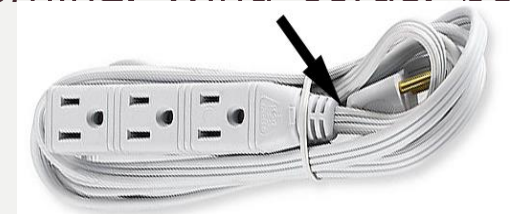
- Each precinct should have a sign in the same format as pictured. It should be set out on Election Day.



# Election Chair and Co-Chair Training

## ■ Closing your precinct

- *It is a good idea to prepare for closing by having all your materials lined up on a table, organized and ready for signatures and seals. Do this during slow periods. Your workers can help with this.*
- *USE THE **“CLOSING INSTRUCTIONS”** SHEET WITH THE CHECK BOXES THAT WE PROVIDE FOR YOU! You will not miss steps if you check the steps off as you complete them.*
- *Give some thought as to how you pack away your supplies, your ballots, your extension cords, etc. Put things back into the cases you took them out of in the morning. Wind cords. be neat! Be organized!*



# Election Chair and Co-Chair Training

## WHAT IF'S - Power Outage

- Unlock the Auxiliary Compartment (back top), open ballot slot, relock and spin Tabulator around.
- Continue issuing ballots;
- Ballots placed into the Auxiliary Compartment are not tabulated until after 8:00 p.m. unless instructed to do so by the City Clerk's Office.
- Your EPB will work on battery for a time. Be sure to back-up.
- Take out your paper Poll Book and Precinct List so you will be able to process voter after the battery quits.

# Election Chair and Co-Chair Training

## WHAT IF'S – Ballot Jams

- Instruct the voter to return his/her ballot to the secrecy envelope; approach the tabulator and compare public counter total to poll book total to determine if the ballot has been counted.
- If the ballot has not been tabulated, re-insert or issue a replacement ballot if the first ballot is damaged.
- If the ballot has been tabulated, no further action is required.
- If the ballot is truly “jammed” in the ICP, call the Clerk’s office immediately. Use the Auxiliary Compartment.

# Election Chair and Co-Chair Training

## WHAT IF'S – Ballot Jams

- Ballot Jam's are often caused by the ballots not lying flat in the bin. A Democrat and a Republican should open the right side of the bin and tap down the ballots during a slow period.
- If you are busy and cannot compare the tabulator number to the Poll Book number, DO NOT feed the ballot through. Hold the ballot in the Auxiliary Bin until the end of the day.

# Election Chair and Co-Chair Training

## CLOSING THE POLLS

- ❖ The polls officially close at 8:00 p.m.
- ❖ Go to the back of the line of voters and hand out Applications to Vote to each person that has arrived before the 8:00 p.m. closing time.
- ❖ After all ballots have been tabulated, including ballots that were placed into the Auxiliary Compartment, complete the following steps:
  - ❖ Remove any items from the table that are not needed
  - ❖ Start to disassemble the voting booths, ICX Voter Assisted Terminals, etc.



# Election Chair and Co-Chair Training

## CLOSING THE POLLS (CONT'D.)

Compare the Public Counter total to the total number of voters according to the poll lists. (Electronic Poll Book and Applications to Vote) **The three numbers must agree!**

- Next, check to see that all ballots requiring duplication have been duplicated and tabulated (*Note: Ballots requiring duplication will be found in the Auxiliary Compartment of the ballot container.*)

# Election Chair and Co-Chair Training

## CLOSING THE POLLS (WRITE-IN VOTES)

### Processing Write-in Votes

- All ballots containing write-in votes must be visually reviewed to determine whether the write-in vote is valid

For a write-in vote to be valid, the voter must:

- 1) Write in the blank space provided under the office involved, the name of a candidate that has declared his/her intent to seek the office, and *(Note: If a partisan primary, the vote must be recorded in the proper party column.)*
- 2) Record the vote by making a mark in the corresponding target area of the ballot

# Election Chair and Co-Chair Training

## CLOSING THE POLLS (WRITE-IN VOTES) - Continued

- If the write-in vote is in-valid, determine if the write-in, in combination with other votes cast under the same office caused an over vote
- If the write-in vote is valid, tally the vote on the Statement of Votes in the Poll Book
- When tallying valid write-in votes, the name of each write-in candidate must be recorded in the Poll Book on the Statement of Votes as written by the voter; a separate record is made for each variation:
  - Bob Smith, Trustee, 3 votes
  - Robert Smith, Trustee, 2 votes

# Election Chair and Co-Chair Training

- We have 44 precincts and **hundreds of workers**. We appreciate your input on how your precinct operated during the day and if you had any issues with individual workers. If you had workers that were especially good, we would love to hear about them too!
- Don't hesitate to write us a note or call or stop in after the election to tell us any issues!
- We want to work with you to make your Election Day experience as smooth and enjoyable as possible.



# Election Chair and Co-Chair Training

**THANK YOU FOR ALL  
YOUR HARD WORK  
AND DEDICATION!**



# **QUESTIONS & ANSWERS**

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## **HANDS ON TRAINING WITH EQUIPMENT**

