

Quick Reference Guide

Build-It-Yourself Version

Overview

This Quick Reference Guide is a 'build it yourself' resource that can be taken into the poll location and used to quickly reference Election Day procedures and activities.

Refer to your state's election code to fill in specific information needed to be a well-informed Election Observer. The election codes by state have been aggregated by volunteers. Please see your state's codes by visiting:

<https://truethevote.org/info-by-state>

Assembly Instructions

1. Print this document (double-sided, flip on the long edge)
2. Cut along the dotted line at the bottom of each page.
3. Order the pages according to the page numbers (don't include this page).
4. Align all pages along the top edge and staple.
5. Your finished document will have handy tabs along the bottom of each page for quick reference and space for taking notes as you flip the previous page.
6. Keep those elections honest and help true the vote!



Finished Document

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Michigan Election Observer Quick Reference Guide



Polling Place Staff

Lead authority: _____

Other election workers: _____

Primary Mission of a Poll Watcher

OBSERVE and DOCUMENT activities of the Election Workers at the poll to ensure that proper elections procedures are followed. DO NOT TALK or ENGAGE with voters in any way. If a voter or other person approaches you in the poll, walk over to the LEAD AUTHORITY and ask him/her to explain to the person that you are not allowed to speak to them.

Staff & Mission

Hotline #: _____

Notes & Election Codes

168.672 Board of inspectors of elections; presence in precinct polling places.
At every election, there shall be a board of at least 3 inspectors of election, constituted as in this chapter provided, in and for each election precinct. Not less than a majority of the inspectors shall be present in the precinct polling place during the time the polls are open.

168.730 Designation, qualifications, and number of challengers.

(1) At an election, a political party or an incorporated organization or organized committee of citizens interested in the adoption or defeat of a ballot question being voted for or upon at the election, or interested in preserving the purity of elections and in guarding against the abuse of the elective franchise, may designate challengers as provided in this act. Except as otherwise provided in this act, a political party, incorporated organization, or organized committee of interested citizens may designate not more than 2 challengers to serve in a precinct at any 1 time. A political party, incorporated organization, or organized committee of interested citizens shall indicate which precincts the challenger will serve when designating challengers under subsection (1). If more than 1 challenger or a political party, incorporated organization, or organized committee of interested citizens may be designated to serve in more than 1 precinct. The political party, incorporated organization, or organized committee of interested citizens shall indicate at any given time. The challengers shall indicate to the board of election inspectors which of the 2 will have this authority. The challengers may change this authority and shall indicate the change to the board of election inspectors.

(2) A challenger shall be a registered elector of this state. Except as otherwise provided in this section, a candidate for nomination or election to an office shall not serve as a challenger at the election in which he or she is a candidate. A candidate for the office of delegate to a county convention may serve as a challenger in a precinct other than the 1 in which he or she is a candidate. A person who is appointed as an election inspector at an election shall not act as a challenger at any time during the election day.

(3) A challenger may be designated to serve in more than 1 precinct. The political party, incorporated organization, or organized committee of interested citizens shall indicate which precincts the challenger will serve when designating challengers under subsection (1). If more than 1 challenger or a political party, incorporated organization, or organized committee of interested citizens may be designated to serve in more than 1 precinct. The political party, incorporated organization, or organized committee of interested citizens shall indicate at any given time. The challengers shall indicate to the board of election inspectors which of the 2 will have this authority. The challengers may change this authority and shall indicate the change to the board of election inspectors.



What to Do If You See an Infraction

- Notify Lead Authority of infraction
- If correction made: Document incident noting correction
- If correction not made: Document incident noting outcome
- Include time and names of Election Workers involved. DO NOT list names of voters.
- Description of violation:
 - What you witnessed and what was said
 - FACTS ONLY, leave out opinion/emotion
- Complete INCIDENT REPORT when time allows

Professional Conduct & Conflict Resolution

- Remember: Your PRIMARY MISSION is observation & documentation
- Be professional in speech and body language
- Tone of voice says more than words chosen
- Avoid being dismissed as “disruptive”
- Know your election code as much as possible
- Ask Lead Authority to deal with hostile persons
- Dealing with errors by LEAD AUTHORITY
 - Politely point out correct action from reference materials
 - If not corrected, document and share with your state’s election authority

Infractions

Conflict Resolution

Infrctions

168.799 Injuring, altering, or defacing voting device, ballot, or other equipment; interference with correct operation of equipment; enforcement; examination. A person shall not willfully injure any voting device, ballot, or other record or equipment or attempt to interfere with its correct operation. The inspectors of the election shall enforce the provisions of this section. The inspectors of election, at such intervals as they consider proper, shall examine any voting device, ballot, or other equipment used in the election to ascertain whether it has been injured, altered, or defaced, to detect the wrongdoer, and to repair the injury.

168.931b Prohibition on intimidation or interference with election workers; violation; penalties; application to constitutionally protected activities; definitions.

(3).
(1) Individual who intimidates an election official because of the election official's status as an election official, with specific intent of interfering with the performance of election official's election-related duties, is guilty of a crime provided under subsection (3).
(2) Individual who prevents an election official from performing election official's duties in conducting an election is guilty of a crime as provided under subsection (3).
(4) This section does not apply to constitutionally protected activity such as news gathering and reporting, protesting, lobbying, advocacy, or any activities intended to inform or influence the public or public or election officials on matters of public interest or public concern.

(5) As used in this section:

(a) "Duties" include, but are not limited to the following:

- (i) Creating, disseminating, collecting, or delivering absentee voter ballots or applications.
- (iii) Registering voters.
- (iiii) Opening, closing, and maintaining order at polling places, early voting sites, and absentee voter counting board locations.
- (iv) Processing and assisting voters at polling places or early voting sites.
- (v) Processing and tabulating ballots at polling places, early voting sites, and absentee voter counting board locations.
- (vi) Tallying ballots at polling places and absentee voter counting board locations.
- (vii) Certifying election results by board of county canvassers or the board of state canvassers.

(b) "Election official" means a public officer, public employee, election inspector, member of the board of state canvassers, member of a board of county canvassers, member of an absentee voter counting board, or a county, city, or township clerk who has a duty to perform in connection with an election conducted under this act.

(c) "Intimidate" means a willful course of conduct involving harassment of another individual intended to cause the individual to fear physical injury, that would cause a reasonable individual to fear physical injury, and that actually causes the individual to fear physical injury. Intimidate does not include constitutionally protected activity or conduct that serves a legitimate purpose.

Conflict Resolution

168.678 Board of election inspectors: authority.

Each board of election inspectors shall possess full authority to maintain peace, regularity and order at its polling place, and to enforce obedience to their lawful commands during any primary or election and during the canvass of the votes after the poll is closed.



Arrival Checklist

- Check in with Presiding Judge: At check-in, watcher to deliver certificates of appointment and training completion.
- Submit any required paperwork upon arrival and receive ID: Certificates of appointment, training completion and takes oath. Receives badge from election officer before starting poll watching service.
- Badge if required: Badge given by election officer.
- Ask Lead Authority for cell phone policy: No cellphone use within 100 feet of polling station.

Poll Layout

- Write your name, poll location info and date at top of note pad
- Record names of all election workers
- Draw a schematic of the poll layout noting the placement of equipment

Note Taking

- Observe and document all activities, include time of activity and brief description of events
- State observations using facts; DO NOT INCLUDE OPINIONS

Opening Procedures

Things to watch for during the opening of the poll:

- All security seals were intact prior to poll opening
- All ballots boxes were empty (if using paper ballots)
- All voting machines/ballots/ballot boxes are accounted for and within your line of sight

Opening the Polls

Opening the Polls

The purpose of Poll Watchers (sometimes called "Election Challengers") is to observe the Election Workers' activities while they are opening (& closing) the polls. Some of the laws that govern the opening of the polls, that will be observed by the Election Watchers, are:

168.722 Polls; announcement of opening & closing. The chairman or an inspector designated by him shall announce to those present at the polling places the opening & the closing of the polls.

168.723 Ballot boxes; examination, locking. Before opening the polls, each ballot box to be used at the election shall be examined by the board of inspectors of election & the contents, if any, removed; it shall then be locked, & key delivered to 1 of the inspectors, to be designated by the board. The box shall not be opened during the election.

168.724 Ballots; opening packages; distribution of pencils; unused absentee voters' ballots. At the opening of the polls, after the organization of & in the presence of the board of inspectors, 1 of the inspectors shall open the packages of ballots in such a manner as to preserve the seal intact. He shall place in the booths the pencils to be used for marking ballots.

168.726 Ballots; delivery to elector. No ballots shall be delivered to an elector by any person other than 1 of the inspectors of election & only within the polling place, except as provided in this act for absentee voters' ballots.

168.38 Poster indicating ballot coaching prohibited. (1) The secretary of state shall develop a poster that explains ballot coaching & that indicates that ballot coaching is prohibited. (2) The secretary of state shall provide to each residential care facility in this state at least 1 poster as described in subsection (1).



Who can be in the voting area?

- Voters
- Lead Authority, Election Workers, Poll Watchers
- Interpreters providing assistance to voters
- Children under 18 accompanying a parent to vote
- Persons admitted to provide assistance to voter
- Voting machine technicians

Valid Forms of ID If Required by Your State

There are 7 forms of Photo ID on List A:

- Texas Driver License issued by the Texas Department of Public Safety (DPS);
- Texas Personal Identification Card issued by DPS;
- Texas Election Identification Certificate issued by DPS;
- Texas Handgun License issued by DPS;
- United States Military Identification Card containing the person's photograph;
- United States Citizenship Certificate containing the person's photograph;
- United States Passport (book or card).
- (Non-Photo ID) Government document that shows voter's name and address or one of the following documents that shows the name and address of the voter: a copy of a current utility bill; a bank statement; a government check; or a paycheck; or a certified copy of a domestic birth certificate.
- Any person 70 years or older may use expired Photo ID to vote.

Voting Area

Valid Forms of ID

Voting Area

Valid Forms of ID

• Law enforcement officers (police)

• Each polling place must have a Board of at least three inspectors. A majority of the board must be present in the polling place as long as the polls are open. (168:672)

<https://www.legis.state.nj.gov/documents/ncf/pdf/mc1-16-1954-XXVIII-POLLING-PLACES-EQUIPMENT-SUPPLIES.pdf>

168:672 Board of inspectors of elections: presence in precinct polling places.

Every election, there shall be a board of at least 3 inspectors of election, constituted in and for each election precinct. Not less than a majority of the inspectors shall be present in the precinct polling place during the time the polls are open.

168:742 Voting: time for voting ballot.

The board of inspectors of election may make such regulations as they deem proper, reasonably limiting the time in which an elector may remain in the room or booth while preparing & voting his ballot.

168:743 Voting: ballots; return by elector; failure; arrest.

An elector to whom an official ballot has been delivered is not permitted to leave the polling place without either voting the ballot or returning the ballot to the inspector from whom he or she received the ballot. An elector who attempts to leave the polling place without either voting the ballot in his/her possession, & refuses to deliver the ballot upon request, must be at once arrested on demand of any member of the board of election inspectors.

168:736a Minor child in booth or compartment.

Notwithstanding any other provision of this act to the contrary, a minor child may accompany an elector in the booth or voting compartment at an election under this act.

168:523 Identification of registered elector; presenting identification for election purposes; execution of application; challenge; affidavit; approval; initial, and notation of application; application as poll lists; filling application; notations on cards or lists; record of voting participation.

(1) Except as otherwise provided in subsection (2), at each election, before being given a ballot, each registered elector offering to vote must identify himself or herself by presenting identification for election purposes, and by executing an application, on a form prescribed by the secretary of state, in the presence of an election official that includes all of the following:

(a) The name of the elector.

(b) The elector's address of residence.

(c) The elector's date of birth.

(d) An affirmative statement by the elector that is included in the signature statement indicating that he or she is a citizen of the United States.

(e) The elector's signature or mark.

(2) If an elector's signature contained in the qualified voter file is available in the polling place, the election official shall compare the signature upon the application with the digitized signature provided by the qualified voter file. If an elector's signature is not contained in the qualified voter file, the election official shall process the application in the same manner as applications are processed when a voter registration list is used in the polling place. If voter registration lists are used in the precinct, the election inspector shall determine if the name on the application to vote appears on the voter registration list. If the name appears on the voter registration list, the elector shall provide further identification or other information stated upon the voter registration list. If the signature or an item of information does not correspond, the vote of the person must be challenged, and the same procedure must be followed as provided in this act for the challenging of an elector. If the elector does not have identification for election purposes as required under this section, the individual shall sign an affidavit to that effect before an election inspector and be allowed to vote as otherwise provided in this act. However, an elector being allowed to vote without identification for election purposes as required under this section is subject to challenge as provided in section 727.

(3) If, upon a comparison of the signature or other identification as required in this section, it is found that the applicant is entitled to vote, the election officer having charge of the registration list shall approve the application and write his or her initials on the application, after which the number on the ballot issued must be noted on the application. The application serves as 1 of the 2 poll lists required to be kept as a record of a person who has voted. The application must be filed with the township, city, or village clerk. If voter registration cards are used in the precinct, the date of the election must be noted by 1 of the election officials upon the precinct registration card of each elector voting at an election. If voter registration lists are used in the precinct, the election official shall clearly indicate upon the list each elector voting at that election. The clerk of a city, village, or township shall maintain a record of voting participation for each registered elector.



Voter Check-In

Voter is required to show: one form of photo ID or one form of ID (non-photo, government issued document or bank statement, etc as per Sec. 63.0101.)

Voter name is matched to list of registered voters for precinct and voter is admitted into voting area.

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Voter Check-In

Voter Check-In

The voter MAY bring a voter information guide or pamphlet when voting. If they do, they must be sure to take it when leaving. The voter MUST NOT wear campaign clothes or accessories into or within 100 feet of a polling place (stickers, hats, pins, etc.). The voter MUST NOT bring election or campaign flyers into or within 100 feet of a polling place. The voter MUST NOT take a photo within the voting area. The voter IS NOT REQUIRED to possess a photo ID to vote in Michigan. Voters without a photo ID may sign an affidavit & will be issued a ballot.

By law, voters in possession of a photo ID MUST present it at the polls. A photo ID presented at a polling place does not need to have the voter's address on it. The name on the identification card can be a shorter form of the voter's full name. For example, "Bill" for "William" & "Kathy" for "Katherine" are acceptable.

168.523 Identification of registered elector; presenting identification for election purposes; execution of application; challenge; affidavit; approval, initial, & notation of application; application as poll list; filling application; notations on cards or lists; record of voting participation.

(1) Except as otherwise provided in subsection (2), at each election, before giving a ballot, each registered elector offering to vote must identify himself/herself by presenting identification for election purposes, & executing an application on a form prescribed by the secretary of state, in the presence of an election official that includes all of the following:

- (a) The name of the elector.
- (b) The elector's address of residence.
- (c) The elector's date of birth.
- (d) An affirmative statement by the elector that is included in the signature statement indicating citizenship of the United States.

(2) If an elector's signature contained in the qualified voter file is available in the polling place, the election official shall compare the signature upon the application with the digitized signature provided by the qualified voter file. If an elector's signature is not contained in the qualified voter file, the election official shall process the application in the same manner as applications are processed when a voter registration list is used in the polling place. If voter registration lists are used in the precinct, the election inspector shall determine if the name on the application to vote appears on the voter registration list. If the name appears on the voter registration list, the elector shall provide further identification or other information stated upon the voter registration list. If the signature or an item of information does not correspond, the vote of the person must be challenged, & the same procedure must be followed as provided in this act for the challenging of an elector. If the elector does not have identification for election purposes as required under this section, the individual shall sign an affidavit to that effect before an election inspector & be allowed to vote as otherwise provided in this act. However, an elector being allowed to vote without identification for election purposes as required under this section is subject to challenge as provided in section 727.

(3) If, upon a comparison of the signature or other identification as required in this section, it is found that the applicant is entitled to vote, the election officer having charge of the registration list shall approve the application & write his or her initials on the application, after which the number on the ballot issues must be noted on the application. The application serves as 1 of the 2 poll lists required to be kept as a record of a person who has voted. The application must be filed with the township, city, or village clerk. If voter registration cards are used in the precinct, the date of the election must be noted by 1 of the election officials upon the precinct registration card of each elector voting at an election. If voter registration lists are used in the precinct, the election official shall clearly indicate upon the list each elector voting at that election. The clerk of a city, village, or township shall maintain a record of voting participation for each registered elector.



Paper Ballots and Ballot Box

Ballot box is locked and kept in plain view of election officers, watchers and waiting voters.

Election officer unseals ballot packages and checks numbering/printing on each ballot.

Presiding judge signs backs of ballots used and / or can stamp signature on each ballot.

Voters cannot have or use unsigned ballots.

Election officer can disarrange/shuffle ballots and are always placed face-down on table for ballot and voter privacy purposes.

To vote: Voter makes selection, folds ballot and deposits in ballot box.

Provisional ballots are always stored separately from other ballots.

Ballot boxes must be monitored by at least one election official at all times from the time the polling station opens until results are certified.

Electronic Ballots

Electronic Ballots can be used for early voting if electronic voting systems are used in regular voting.

Electronic voting machines are periodically inspected for tampering and damage throughout the day.

If tamper/damage discovered, equipment is immediately taken out of use and reported to presiding judge.

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Paper Ballots

Electronic Ballots

Paper Ballots

All voting machines are next generation optical scan machines, which use paper ballots scanned through electronic tabulators.

- Paper ballots & printed vote tallies are retained & can be recounted & reviewed.
- Voting machines cannot be connected to the internet during ballot tabulation. Only after counting is finished & a paper record has been generated will some jurisdictions connect the machines to the internet to send unofficial results to the county clerk.
- Simultaneously, these jurisdictions will bring a hard copy of the paper tally to the county clerk to ensure all vote counts remain accurate.

168.738 Voting; ballots; folding; deposit in ballot box; rejection for exposure.

1) Before leaving the booth or voting compartment, the elector shall fold each of the ballots so that no part of the face shall be exposed, & with the detachable corner on the outside. Upon leaving the booth, elector shall at once deliver in public view the ballot(s) to the inspector designated to receive the ballot(s). Except as provided in subsection (2), the inspector shall tear off the corner of the ballot, where perforated, containing the number & shall then in the presence of the elector & the board of inspectors deposit each ballot in the proper ballot box without opening the ballot.

2) If an elector shows their ballot or any part of the ballot to any person other than a person lawfully assisting in the preparation of the ballot, minor child accompanying elector in the booth/compartment under section 736a, after the ballot has been marked, disclosing any part of the face of the ballot, the ballot shall not be deposited in the ballot box, but shall be marked "rejected for exposure", & disposed as are other rejected ballots. A note of the occurrence shall be entered on the poll list opposite electors' name & the elector shall not be allowed to vote at the election.

168.740 Voting; ballots, spoiling.

Sec. 740.

Electors inadvertently spoils a ballot(s), return ballot(s) given him to the board, & said board shall deliver another ballot(s), bearing the same number(s). An

inspector of election shall, upon the poll book & list, note the change in the number on the ballot(s) given to such elector.

168.741 Voting; unused & spoiled ballots; preservation.

The board of inspectors of election shall preserve the unused ballots, together with spoiled ballots & in place of which other ballots have been issued, & returned to the city/township clerk, or officer provided by a city charter, with statement of number of ballots voted, & the clerk shall give to the election inspectors a receipt filed with chairperson of the board.

Electronic Ballots

168.795 Electronic voting system; requirements; method for rendering electronic tabulating equipment inoperable; equipping each polling place with accessible voting device.

Electronic voting system acquired or used under sections 794 to 799a must meet all of the following requirements:

(a) Provide for voting in secrecy, except in the case of voters who receive assistance as provided by this act.

(b) Utilize a paper ballot for tabulating purposes.

(c) Prevent an elector from voting for the same person ...

(g) Reject a ballot on which no valid vote is cast. ...

(h) Be suitably designed ... to provide for safety, accuracy, and efficiency.

(i) Be designed to accommodate needs of elderly voter/person with 1 or more disabilities.

(j) Record correctly & count accurately each vote properly cast.

(k) Provide an audit trail.

... (2) Electronic tabulating equipment that counts votes at the precinct before the close of the polls must provide a method for rendering the equipment inoperable if vote totals are revealed before the close of the polls. Electronic tabulating equipment that tabulates ballots, including absentee ballots, at a central location must be programmed to reject a ballot if the choices recorded on an elector's ballot for an office or a question exceed the number recorded for candidates of more than 1 political party. office or question, if no valid choices are recorded on an elector's ballot, or if, in a primary election, votes are recorded for candidates of more than 1 political party.

168.797 A instruction in method of voting on electronic voting system; use of ballot processed through electronic tabulating equipment; procedure; detached stub; spoiled ballot; processing of challenged voter ballot; removal of ballot.

(1) Before entering the voting station, each elector shall be offered instruction in the proper method of voting on the electronic voting system. If the elector needs additional instruction after entering the voting station, 2 election inspectors from different political parties may, if necessary, enter the voting station and provide the

additional instructions.

(2) If the electronic voting system provides for the use of a ballot that is processed through electronic tabulating equipment after the elector votes, the elector shall transport the ballot to the ballot box, or other approved ballot container, without exposing any votes. Except as otherwise provided in this subsection, an election inspector shall add the elector's number to the poll list, that the ballot delivered by the voter is the same ballot that was issued to the elector. Except as otherwise provided in this subsection, if the numbers do not agree, the ballot must be marked as "rejected", and the elector must not be allowed to vote. Except as otherwise provided in this subsection, if the numbers agree, an election inspector shall remove and discard the

stub. Except as otherwise provided in this subsection, the election inspector shall deposit the ballot in the ballot box or other approved ballot container. If electronic tabulating equipment that deposits the voted ballot into the ballot box or other approved ballot container is used at the precinct, the election inspector shall return the ballot to the elector, and the elector shall deposit the ballot into the ballot box or other approved ballot container. The electronic tabulating equipment must be arranged so that the secrecy of the ballot is not violated. If required for the proper operation of the electronic tabulating equipment, 2 election inspectors from different political parties may periodically open the equipment to rearrange voted ballots and may transfer voted ballots to another approved ballot container. The requirement to compare a ballot number with the poll list does not apply to a ballot used for early voting that is produced by an on-demand ballot printing system.

(3) A ballot from which the stub is detached must not be accepted by the election inspector in charge of the ballot box or other approved ballot container. An elector who spoils the elector's ballot may return the ballot and secure another ballot. The word "spoiled" must be written across the face of the ballot, and the ballot must be marked and secured for later return.

(4) A ballot of a challenged voter that has the names of candidates and questions printed directly on the voted ballot must be processed in the manner prescribed for challenging a vote cast by paper ballot. A challenge to a voter voting on an electronic voting system that does not use an individual hard copy ballot must be processed in the manner prescribed for challenging a vote cast on a voting machine.

(5) Except as otherwise provided in this act, an election inspector shall not allow any portion of a ballot, including a ballot stub, to be removed by any individual other than a person operating the machine.



Provisional Ballots

When the eligibility of the voter is in question, a voter should be given a provisional ballot. Some examples are:

- Voter is in the wrong precinct
- Voter has an address that is outside the country
- Voter not qualified but insist on voting

Provisional ballot procedures that should be followed in your state:

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Mail Ballots

Mail Ballots: Voter may correct absentee ballot in person and poll watcher is entitled to accompany clerk to observe absentee ballot correction.

Correction includes any ballots that are defective in original application, received timely and before the deadline.

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Provisional Ballots

Mail Ballots



Provisional Voting

168.523a Individual not listed on voter registration list; issuance of ballot; procedure.
If an individual who has applied to register to vote on/before election day appears at a polling place on election day & completes an application under section 523 is not listed on the voter registration list, the election inspector shall issue a ballot to the individual as follows:
(a) Individual who presents a receipt issued by a department of state office, designated voter registration agency, elector's county/city, or township clerk's office verifying the acceptance of a voter registration application & completes a new voter registration application, then election inspector shall allow the individual to vote a ballot in the same manner as a name listed on the voter registration list.
(b) Individual who does not present a receipt verifying the acceptance of a voter registration application under subdivision (a), the election inspector shall determine appropriate polling place based on residence information provided. The election inspector shall review any documents, maps in the polling place, or communicate with city/township clerk to verify appropriate polling place. Election inspector shall direct an individual not in the appropriate polling place to proper polling place. If the individual refuses to go to appropriate polling place, the election inspector shall issue the individual a provisional ballot processed according to subsection (5).
(2) Except an individual who produces a receipt under subsection (1)(a), the election inspector shall require individual who is not listed on the voter registration list to execute a sworn statement affirming submission of voter registration application on or before election day & eligible to vote in the election. ... The individual shall state the approximate date & in what manner the registration application was submitted:

- (a) To a department of state office.
 - (b) To a designated voter registration agency.
 - (c) To the office of his or her county, city, or township clerk.
 - (d) By a mailed application.
- (3) Election inspector shall contact the city/township clerk to verify whether individual who signed the sworn statement under subsection (2) is listed in the registration records of the jurisdiction or information is contrary to content of sworn statement.
- 4) If the city/township clerk verifies the elector information, finds no information contrary to information provided in the sworn statement, & individual presents identification for election day in the same manner as an elector whose name is listed on the voter registration list, except the election inspectors shall process ballot as challenged ballot under section 745 & 746.
- (5) If election inspector is not able to contact the city/township clerk, the individual is not in the correct precinct, or the individual is unable to present identification for election containing current residence address, the individual must be issued a provisional ballot not tabulated on election day but is secured for verification after the election. A provisional ballot must also be issued under this subsection to a voter who presents identification for election purposes not bearing the voter's current residence address, if the voter also presents a document to establish the voter's current residence address. The election inspector shall accept a document containing the name & current residence address of the voter as sufficient documentation to issue a provisional ballot if it is 1 of the following documents:

- (a) A current utility bill.
 - (b) A current bank statement.
 - (c) A current paycheck, government check, or other government document.
- (6) Provisional ballot must be placed in a provisional ballot return envelope prescribed by the secretary of state & delivered to city/township clerk after the polls close as prescribed by the secretary of state.
- 7) Provisional ballot voted under subsection (4), the election inspector shall provide the voter with a notice that his or her ballot has been tabulated. For a provisional ballot voted under subsection (5), election inspector shall provide voter w/a notice the voter's info will be verified by the clerk of the jurisdiction within days after the election ...
- (8) As used in this section & sections 813 & 829, "provisional ballot" means a special ballot utilized for an individual who is not listed on the voter registration list at the polling place tabulated only after verification of the individual's eligibility to vote.

Mail Ballots

All registered voters in Michigan have the right to vote by mail using an absentee ballot delivered to their home. Voters can also request an absentee ballot directly from their local clerk's office. Absentee ballots are available beginning 40 days prior to every election.

168.758a Absent voter ballot for president and vice-president qualifications.
(1) Citizen(s) of the U.S. above the age of 18 years may vote by absent voter ballot for president/vice-president if either of the following qualifications:
(a) He has removed from a place within the U.S. or its possessions to this state, was qualified to vote for president/vice-president at the time of removal in the place from which he removed but no longer qualified to vote in that place, produces evidence of these facts, & will have resided in this state for less than 6 months & in a city/township of this state for not less than 30 days next preceding an election at which candidates for president/vice-president are voted for.
(b) He has removed from this state to another place within the U.S. or its possessions, was a duly qualified & registered elector in a city/township of this state at the time of removal, & produces evidence that he cannot yet qualify to so vote in his present place of residence.
(2) A citizen qualified to vote for president/vice-president under this act, upon making proper application shall be furnished with an absent voter ballot for president/vice-president only as provided in this act. ...

(3) A person who qualifies to vote for president and vice-president under paragraph (1a) of this section may make application for a presidential ballot by delivering an application in person to the clerk of the city or township of present residence not later than 2 p.m. ...

168.759 Application for an absent voter ballot; manner; form; signature of applicant; false statement as misdemeanor; political party ballot selection; delivery of ballot; application confidentiality of program; maintenance of online absent voter ballot applications; digital signature; digital signature and stored digital signature" defined.

(1) A registered elector may apply for absent voter ballot in the following ways:
(a) By a written request signed by the elector.
(b) On an absent voter ballot application form as provided for in this section.
(c) On a federal postcard application.
(d) Using an online absent voter ballot application as provided by the secretary of state.

(2) A registered elector may submit an absent voter ballot application in any of the following ways:
(a) By mail/email to the clerk of the city/township in which the elector resides.
(b) By using the online absent voter ballot application as provided by the secretary of state.
(c) Until 4 p.m. on the day before election day, in person to the clerk of the city or township in which the elector resides.
(d) On election day, in person until 8 p.m. to the clerk of the city/township in which the elector resides, but only if the elector is registering to vote or updating the elector's voter registration address. An elector who submits an absent voter ballot application under this subdivision must complete the elector's absent voter ballot in the city/township clerk's office.

(3) An elector must sign the absent voter ballot application. The digital image of an elector's signature from a Michigan driver license or official Michigan personal identification card record, or an electronic image of an elector's physical signature, is an acceptable signature for the absent voter ballot application. An absent voter ballot application submitted to a department of state is subject to the requirements of sections 761 and 766a. ...



Curbside Voting

For voters physically unable to enter polling place without assistance or risk of injury to health. Ballot is requested under such conditions from the election officer, voter can mark ballot and give to election officer or person accompanying voter to deposit in the ballot box.

Rules on Voters Needing Assistance

Watcher can observe voter assistance by an election officer and examine ballot before it is entered in ballot box but watcher may not be present when voter is preparing their ballot or being assisted by another person of their choice. Voter can receive assistance if voter has physical disability (vision impairment), illiteracy or cannot read in ballot language and requires interpreter.

Who may provide assistance to a voter?

Any person the voter chooses or an election official. Interpreter guidelines: Interpreter cannot be person's employer, officer or agent of voter's labor union and must be registered voter of county or adjacent county of voter requiring interpreter services. Interpreter must take oath. Election officer and watcher may request English translation of all non-English communications made. Voter may obtain assistance with using regular paper ballots if physically unable to operating the voting machine.

Electioneering

No electioneering (posting, using or distributing political signs or literature), campaigning for or against any party, candidate or measure within 100 feet of outside entry door of polling station during polling station opening hours. No person or vehicle operating a loudspeaker to be used within 1,000 feet of polling place building for purpose of making a political speech or electioneering/campaigning in favor or against any candidate, measure or political party. No influencing another voter at polling place. No wearing any political badges related to any parties, candidates or measures on the ballot within 100 feet of any polling station voter entry door.

Curbside Voting

Voters Needing Assistance

Electioneering

Curbside Voting

168.726 Ballots: delivery to elector. No ballots shall be delivered to an elector by any person other than 1 of the inspectors of election & only within the polling place, except as provided in this act for absent voters' ballots.

Voters Needing Assistance

168.751 Assisting elector in marking ballot.
When at an election an elector shall state the elector cannot mark his/her ballot, the elector shall be assisted in the marking of his/her ballot by 2 inspectors of election. If an elector is so disabled on account of blindness, the elector may be assisted in the marking of his/her ballot by a member of his/her immediate family or by a person over 18 years of age designated by the blind person.
168.754 Assistance of electors: duties and restrictions.

The inspectors upon whom shall fall the duty of assisting a voter shall render such assistance inside the voting booth by showing him how to mark his ballot in order to vote as he desires, or the inspector shall himself mark the ballot as directed by the voter, but no ballot shall be marked by the inspector from any written or printed list or slip furnished him by the voter or any other person. The inspector shall not suggest to the voter how he should vote, or in any manner attempt to influence him as to the marking of his ballot, nor allow any other person so to do: Provided, That the duties & restrictions with respect to inspectors as provided for in this section shall apply to & govern any persons assisting the voter in the marking of his ballot, in accordance with the authorization in section 751 of this act.

168.755a Elector unable to write or sign name: execution of election document by making mark or using signature stamp; "election document" defined.
(1) If an elector is unable to write or sign his/her name on an election document because of a physical disability, the elector may execute the election document where a signature is required either by making his/her mark or by using a signature stamp.

(2) As used in this section, "election document" includes, but is not limited to, any of the following:

- (a) A voter application as described in section 523.
- (b) An absent voter ballot application as described in section 759 or 759a.
- (c) An emergency absent voter ballot application as described in section 759b.
- (d) An absent voter ballot return envelope as described in section 761.

168.795 Electronic voting system; requirements; method for rendering electronic tabulating equipment inoperable; equipping each polling place with accessible voting device.

(n) Be compatible with or include at least 1 voting device that is accessible for an individual with disabilities to vote in a manner that provides the same opportunity for access and participation, including secrecy and independence, as provided for other voters. The voting device must include nonvisual accessibility for the blind and visually impaired. ...

Electioneering

168.744 Prohibited acts: violation as misdemeanor.

An election inspector or any other person in a polling room, in a compartment connected to a polling room, or within 100 feet from any entrance to a building in which a polling place is located shall not persuade or endeavor to persuade a person to vote for or against any particular candidate or party ticket or for or against any ballot question that is being voted on at the election. A person shall not place or distribute stickers, other than stickers ...

(3) On election day, a person shall not post, display, or distribute in a polling place, in any hallway used by voters to enter or exit a polling place, or within 100 feet of an entrance to a building in which a polling place is located any material that directly or indirectly makes reference to an election, a candidate, or a ballot question. Except as otherwise provided in section 744a, this subsection does not apply to official material that is required by law to be posted, displayed, or distributed in a polling place on election day. ...

168.744a Appearance or name of elected or appointed official in polling place or room prohibited; violation: fine.

(1) Notwithstanding any provision of law to the contrary, the name of an elected or appointed official of this state or a political subdivision of this state shall not appear on any material that is temporarily posted, displayed, or distributed in a polling place or polling room on election day. ...



Closing Procedures

- Securing and Transporting Ballots / Equipment: Election officer secures and inactivates voting equipment.
- Breaking Down Equipment (Notes from your state’s election code)
- Election workers are responsible for breaking down equipment; poll watchers only observe and document the process.

Voting After the Polls Close

- Doors close at 7:00pm.
- Presiding judge shall direct waiting voters to enter the polling place and close it to others.
- If not possible, presiding judge shall distribute numbered identification cards to those waiting voters and permit entry after closing only by those possessing a numbered identification card.

Securing and Transporting Ballots / Equipment

- Election officer secures and inactivates voting equipment at closing of the polling place and as prescribed by the secretary of state so that its unauthorized operation is prevented.

Breaking Down Equipment

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Closing the Poll

Closing the Poll

168.720 Polls; times of opening and closing.

On the day of any election, the polls shall be opened at 7 o'clock in the forenoon, and shall be continuously open until 8 o'clock in the afternoon and no longer. Every qualified elector present and in line at the polls at the hour prescribed for the closing thereof shall be allowed to vote.

168.803 Counting and recounting of votes; intent of voter; stray marks; instructions issued by secretary of state.

(1) Except as otherwise provided in this act, the following rules govern the counting and recounting of votes:

(a) If it is clearly evident from an examination of a ballot that the ballot has been mutilated for the purpose of distinguishing it or that there has been placed on the ballot some mark, printing, or writing for the purpose of distinguishing it, then that ballot is void and shall not be counted.

(b) A cross, the intersection of which is within or on the line of the proper circle or square, or a check mark, the angle of which is within a circle or square, is valid. Crosses or check marks otherwise located on the ballot are void.

(c) Marks other than crosses or check marks used to designate the intention of the voter shall not be counted.

(d) A cross is valid even though 1 or both lines of the cross are duplicated, if the lines intersect within or on the line of the square or circle.

(e) Two lines meeting within or on the line of the square or circle, although not crossing each other, are valid if it is apparent that the voter intended to make a cross.

(f) A failure to properly mark a ballot as to 1 or more candidates does not alone invalidate the entire ballot if the ballot has been properly marked as to other candidates, unless the improper marking is determined to be a distinguishing mark as described in this subsection.

(g) Erasures and corrections on a ballot made by the elector in a manner frequently used for this purpose shall not be considered distinguishing marks or mutilations.

(h) A ballot or part of a ballot from which it is impossible to determine the elector's choice of candidate is void as to the candidate or candidates affected by that determination.

(i) A vote cast for a deceased candidate is void and shall not be counted, except that a vote cast for a candidate for governor who has died, and for whom a replacement has not been made, shall be counted for the candidate for lieutenant governor or that party.

(j) A ballot cast that is not counted shall be marked by the inspector "not counted", kept separate from the others by being tied or held in 1 package, and placed in the ballot box with the counted ballots.

(k) A vote shall not be counted for a candidate unless a cross or a check mark has been placed by the voter in the square before the space in which the name of the candidate has been printed, written, or placed.

(2) If an electronic voting system requires that the elector place a mark in a predefined area on the ballot in order to cast a vote, the vote shall not be considered valid unless there is a mark within the predefined area. 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. The secretary of state shall issue instructions, subject to the approval of the board of state canvassers, relevant to stray marks to ensure the fairness and uniformity of determinations made under this subsection. A secretary of state's instruction relevant to stray marks shall not be applied to a ballot unless the secretary of state issued the instruction not less than 63 days before the date of the election.

168.801 Canvass of votes by precinct inspectors; public access.

Immediately on closing the polls, the board of inspectors of election in each precinct shall proceed to canvass the vote. Such canvass shall commence by a comparison of the poll lists and a correction of any mistakes that may be found therein until they shall be found or made to agree. Such canvass shall be public and the doors to the polling places and at least 1 door in the building housing the polling places and giving ready access to them shall not be locked during such canvass.

168.805 Placement in ballots in ballot container; seal; delivery.

After the polls close on election day, the precinct board of election inspectors shall place the ballots in the ballot container provided for ballots under section 669. The board of election inspectors shall securely fasten and seal the ballot container with an approved seal furnished with the election supplies. The seal must be affixed to render it impossible to open the ballot container without breaking the seal. The board of election inspectors shall then deliver the ballot container to the township or city clerk.



Election Observers MUST

- Deliver a certificate of appointment to the general custodian of election records at time they report to service.
- Be of opposing interests if present and sign the seal for container storing test materials.

Election Observers MAY

- Begin service at any time after the presiding judge arrives.
- Serve at the polling place during the hours they choose and may choose to remain when ballots are being counted (but cannot leave until all votes are counted if present during ballot counting).
- Observe early voting ballot by mail - signature verification and voter opportunity to correct on election day.
- Be present for an audit if appointed by a candidate in the election.

Election Observers MAY NOT

- Reveal the number of votes, a candidate's position relative to another, whether a measure is passing or failing or names of persons who may or may not have voted.
- Leave the polling place until ballots are completely counted if they remain at the polling place during the time votes are being counted.

Election Observer Rules & Privileges

- 168.733 Challenges; space in polling place; rights; space at counting board; expulsion for cause; protection; threat or intimidation.
- 17) The board of election inspectors shall provide space for the challengers within the polling place that enables the challengers to observe the election procedure & each person applying to vote. A challenger may do 1 or more of the following:
- (a) Under scrutiny of an election inspector, inspect without handling the poll books as ballots are issued to electors & the electors' names being entered in the poll book.
- (b) Observe the manner in which the duties of the election inspectors are being performed.
- (c) Challenge the voting rights of a person who the challenger has good reason to believe is not a registered elector.
- (d) Challenge an election procedure that is not being properly performed.
- (e) Bring to an election inspector's attention any of the following:
- (i) Improper handling of a ballot by an elector or election inspector.
- (ii) A violation of a regulation made by the board of election inspectors pursuant to section 742.
- (iii) Campaigning being performed by an election inspector or other person in violation of section 744.
- (iv) A violation of election law or other prescribed election procedure.
- (f) Remain during the canvass of votes & until the statement of returns is duly signed & made.
- (g) Examine without handling each ballot as it is being counted.
- (h) Keep records of votes cast & other election procedures as the challenger desires.
- (i) Observe the recording of absent voter ballots on voting machines.
- 2) The board of election inspectors shall provide space for each challenger, if any, at each counting board that enables the challengers to observe the counting of the ballots. A challenger at the counting board may do 1 or more of the activities allowed in subsection (1), as applicable.
- 3) Any evidence of drinking of alcoholic beverages or disorderly conduct is sufficient cause for the expulsion of a challenger from the polling place or the counting board. The election inspectors & other election officials on duty shall protect a challenger in the discharge of his or her duties.
- 4) A person shall not threaten or intimidate a challenger while performing an activity allowed under subsection (1). A challenger shall not threaten or intimidate an elector while the elector is entering the polling place, applying to vote, entering voting compartment, voting, or leaving the polling place.
- 168.732 Presence of challenger in room containing ballot box; evidence of right to be present.
- Authority signed by the recognized chairman or presiding officer of the chief managing committee of any organization or committee of citizens interested in the adoption or defeat of any measure to be voted for or upon at any election, or interested in preserving the purity of elections and in guarding against the abuse of the elective franchise, or of any political party in such county, township, city, ward or village, shall be sufficient evidence of the right of such challengers to be present inside the room where the ballot box is kept, provided the provisions of the preceding sections have been complied with. The authority shall have written or printed thereon the name of the challenger to whom it is issued and the number of the precinct to which the challenger has been assigned.
- 68.734 Challengers; preventing presence, penalty.
- Any officer or election board who shall prevent the presence of any such challenger as above provided, or shall refuse or fail to provide such challenger with conveniences for the performance of the duties expected of him, shall, upon conviction, be punished by a fine not exceeding \$1,000.00, or by imprisonment in the state prison not exceeding 2 years, or by both such fine and imprisonment in the discretion of the court.



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Additional Notes
