

# ABSENT VOTER COUNTING BOARDS

BUREAU OF ELECTIONS



## WHAT IS AN AVCB?

“solely to process  
absent voter ballots  
on election day.”

# WHY USE AN AVCB?

## Volume

- More voters are casting AV ballots!

## Time

- Processing any time on election day, starting at 7am
- Ballots can be duplicated as needed and tabulated throughout election day

## Efficiency

- ( ) Process multiple precincts' AV ballots in a central location

# ESTABLISHING AN AVCB

## Local Election Commission

- Authorizes use of AVCB
- Appoints workers
- Establishes start time

## Local Clerk

- Provides equipment and supplies

## Election Worker

- Same rules as precinct inspector
- Minimum 3
- Chair

# MATERIALS FOR AVCB

## SPACE

- Must be sequestered (no cell phones)
- Room for processing ballots
- Room for tabulator(s)
- Facilities for restrooms

# MATERIALS FOR AVCB

## Supplies

- AV ballot envelopes and applications
- AV Pollbook
- Extra secrecy sleeves
- Blank ballots for duplication
- Tabulator(s)
- List of AV Voters from QVF (or EPB)
- High speed letter opener is encouraged
- Other office supplies (pens, tape, paper)
- PPE including gloves and sanitizing wipes

# OPENING AVCB

## Just like precinct

- Oath of office
- Open tabulator
- Sign poll book

**TOTAL VOTERS**

### ABSENT VOTER POLL BOOK

— FOR THE —

**ELECTION**

Held on \_\_\_\_\_, 20\_\_\_\_ in Absent Voter Counting Board # \_\_\_\_\_  
of the \_\_\_\_\_  
County of \_\_\_\_\_

**STATE OF MICHIGAN**

**ELECTION INSPECTOR INFORMATION**

- All inspectors must take and subscribe to the Oath of Office in the front of this Poll Book prior to assuming any duties as an inspector.
- All inspectors must sign the Election Inspectors' Preparation Certificate located on the back of this page.
- Tally write-in votes in the Write-In Tally Section(s) of this Poll Book.
- All inspectors must sign the Certificate of Election Inspectors in the back of this Poll Book when completing the precinct's records after the polls close.
- Two (2) inspectors must initial all red paper seals used to seal envelopes.
- Two (2) inspectors must attest to the sealing of the ballots in an approved storage container after the close of the polls.
- Two (2) inspectors must attest to the sealing of the tabulator program in an approved container after the close of the polls.

RETURN COMPLETED POLL BOOK IN ENVELOPE NO. 1 TO COUNTY CLERK



**CLERK'S PREPARATION CERTIFICATE**  
ABSENT VOTER COUNTING BOARD

Tabulator Serial No. \_\_\_\_\_ Tabulator Seal No. \_\_\_\_\_

I certify that the above precinct tabulator has been properly prepared and tested for this election in accordance with law, and that at the completion of the test the program was inserted into the tabulator and sealed with a seal bearing the seal number recorded above.

Ward/Precinct No. **X** Signature of Clerk or Authorized Assistant \_\_\_\_\_ Date \_\_\_\_\_

**ELECTION INSPECTORS' PREPARATION CERTIFICATE**  
ABSENT VOTER COUNTING BOARD

WE CERTIFY BY SIGNING BELOW THAT THE FOLLOWING WAS COMPLETED PRIOR TO THE OPENING OF THE POLLS.

- The oath of office was administered to and signed by all election inspectors present.
- Verified that the serial number of the Precinct Tabulator and the number on the seal used to secure the Precinct Tabulator was the same as the serial and seal numbers recorded on the Clerk's Preparation Certificate above.
- All preparation tests of the Precinct Tabulator were completed and the equipment was found to be in proper working order.
- The ballot was verified by comparing each candidate's name and the placement of any propositions on the ballot with the precinct instruction ballot, and the zero tape generated from the precinct tabulator.

**OATHS OF CHAIRPERSON AND ELECTION INSPECTORS**  
ABSENT VOTER COUNTING BOARD

STATE OF MICHIGAN, \_\_\_\_\_  
COUNTY OF \_\_\_\_\_ SS.

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 at the Election held on **Tuesday**, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, according to the best of my ability. I further swear (or affirm) that I shall not communicate in any way any information relative to the processing or tallying of votes that may come to me while in this counting place until after the polls are closed.

Taken, subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signature of Chairperson \_\_\_\_\_  
Signature of Person Administering Oath \_\_\_\_\_

STATE OF MICHIGAN, \_\_\_\_\_  
COUNTY OF \_\_\_\_\_ SS.

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 Inspector of Elections at the Election held on **Tuesday**, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, according to the best of my ability. I further swear (or affirm) that I shall not communicate in any way any information relative to the processing or tallying of votes that may come to me while in this counting place until after the polls are closed.

**Signatures of Persons Taking Oath and Certifying Preparation Certificate**

<b>X</b>	_____	<b>X</b>	_____
<b>X</b>	_____	<b>X</b>	_____
<b>X</b>	_____	<b>X</b>	_____
<b>X</b>	_____	<b>X</b>	_____
<b>X</b>	_____	<b>X</b>	_____

Taken, subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signature of Person Administering Oath \_\_\_\_\_

Michigan Election Resources  
Form No. 900-004

# CHALLENGERS IN AVCB

May

- Observe the process
- Challenge a ballot or the actions of the inspectors

May not

- Be a candidate
- Campaign
- Touch any material

**All challengers must take an oath, and they are sequestered in the absent voter counting board until polls are closed.**



# FIRST STEP



The first step before processing ballots is to physically count the number of ballots delivered for processing and make sure this matches the clerk's count!

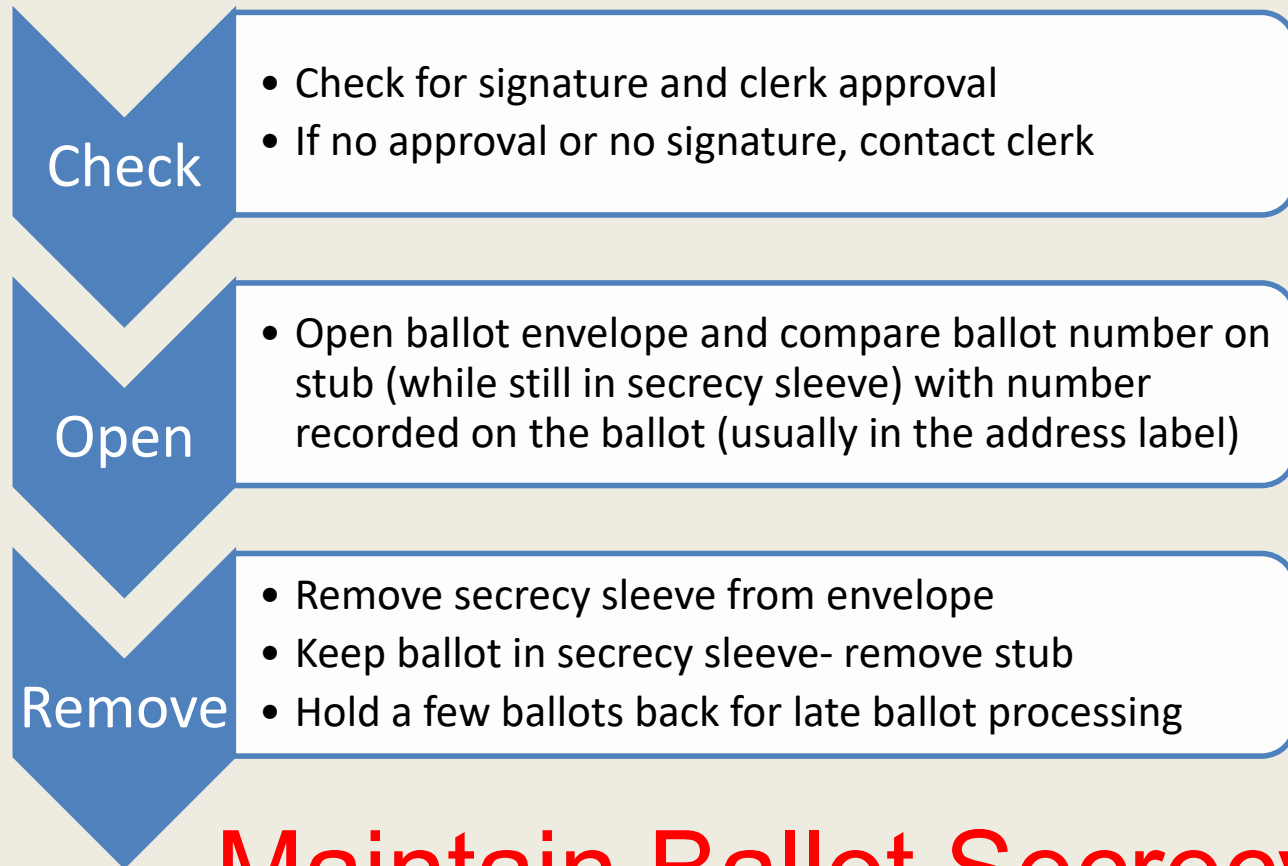
09/20/2018

**AV LIST FOR BOHEMIA TOWNSHIP (09460)**  
11/06/2018 - STATE GENERAL

COMBINED PRECINCT 00001

Voter #	Ballot #	Spoiled #	Voter Name / Mailed to Address	UOCAVA Status	App Received	Ballot Sent	Ballot Returned	Rejected
1	00000123		MCOVF. BAILEY LYNN 27287 RIVER DR, MASS CITY, MI 49948-9565	NON-UOCAVA	09/20/2018	09/20/2018		
2	00000143		MCOVF. JEAN ELYSE 3247 STATE HIGHWAY M38, MASS CITY, MI 49948	NON-UOCAVA	09/12/2018	09/12/2018		
3	00000124		MCOVF. JOHN ALBERT 677 STATE HIGHWAY M38, NISULA CITY, MI 49952	NON-UOCAVA	09/20/2018	09/20/2018		
4	00000125		MCOVF. PHILLIP ZOLTAN 2021 STATE HIGHWAY M38, NISULA CITY, MI 49952	NON-UOCAVA	09/20/2018	09/20/2018	09/20/2018	
5	00000143		MCOVF. THOMAS CECIL BALLOT ADDRESS, BALLOT CITY, CO 44444	MILITARY	09/20/2018	09/20/2018		
<b>TOTAL S: Voters</b>	<b>Ballots</b>	<b>Spoiled</b>			<b>Apps Received</b>	<b>Ballots Sent</b>	<b>Ballots Returned</b>	<b>Rejected</b>
5	5	0			5	5	1	0
<b>GRAND TOTALS:</b>								
<b>Voters</b>	<b>Ballots</b>	<b>Spoiled</b>			<b>Apps Received</b>	<b>Ballots Sent</b>	<b>Ballots Returned</b>	<b>Rejected</b>
5	5	0			5	5	1	0

# PROCESSING BALLOTS



**Maintain Ballot Secrecy**

# RECORDING BALLOTS USING PAPER

05/29/2019

## AV LIST FOR BOHEMIA TOWNSHIP (09460)

1

11/06/2018 - STATE GENERAL

COMBINED PRECINCT 00001

Voter #	Ballot #	Spoiled #	Voter Name / Mailed to Address	UOCAVA Status	App Received	Ballot Sent	Ballot Returned	Rejected	Res. Ver.
1	00000143		MCQVF, JEAN ELYSE 3247 STATE HIGHWAY M38, MASS CITY, MI 49948	MILITARY	09/12/2018	10/15/2018			
2	00000111		MCQVF, JOHN ALBERT 877 STATE HIGHWAY M38, NISULA CITY, MI 49952	OVERSEAS CIVILIAN	09/20/2018	10/02/2018			
3	00000123		MCQVF, PHILLIP ZOLTAN 2021 STATE HIGHWAY M38, NISULA CITY, MI 49952	MILITARY	09/18/2018	10/08/2018			
<b>TOTALS:</b>					<b>Apps Received</b>	<b>Ballots Sent</b>	<b>Ballots Returned</b>	<b>Rejected</b>	
<b>Voters</b>	<b>Ballots</b>	<b>Spoiled</b>			3	3	0	0	
3	3	0							
<b>GRAND TOTALS:</b>					<b>Apps Received</b>	<b>Ballots Sent</b>	<b>Ballots Returned</b>	<b>Rejected</b>	
<b>Voters</b>	<b>Ballots</b>	<b>Spoiled</b>			3	3	0	0	
3	3	0							

# AV BALLOT ENVELOPE

00494...

- Sign in the box below in your own handwriting!
- Put your ballot in the envelope!
- Return to local clerk before 7 p.m. on Election Day!

**For clerk's use only**

Return date and time \_\_\_\_\_ Precinct \_\_\_\_\_  
Ballot \_\_\_\_\_

Signature verified?  Initial: \_\_\_\_\_

Rejected?  Reason: \_\_\_\_\_




**Assent that:**

- I am a United States citizen.
- I am qualified and registered to vote at the address listed.
- I am voting in conformity with state election law.
- I marked my ballot and placed it in this envelope without showing it to anyone.
- I am returning my ballot to the clerk's office by delivering it myself or a member of my immediate family or household, or sending it by public postal, express mail, or parcel post service, or other common carrier.

**Under penalty of law, knowingly making a false statement is a misdemeanor.**

**Keep your ballot secure.**  
It is a felony for anyone to be in possession of an absent voter ballot except authorized election officials, employees of postal services or other common carriers during the normal course of their job handling mail, or a member of the voter's immediate family or household who the absent voter has asked to return the ballot.

**Voter, sign here in Ink.** Power of attorney is not acceptable.  
This box must be signed or your vote will not be counted.

**UP**   


**If someone marks you or helps you mark your ballot, they must sign and identify themselves.**  
I assisted the voter who is disabled or unable to mark his/her ballot according to his/her directions and without showing it to another person.

Assistant, sign here \_\_\_\_\_

Print name \_\_\_\_\_

Print full address \_\_\_\_\_

A person who assists an absent voter and knowingly makes a false statement is guilty of a felony.

*Record comments in the pollbook if the voter received assistance* 


# OPENING AV BALLOT ENVELOPE



Compare ballot number on voter address label or application with the ballot number stub while keeping the ballot in the secrecy sleeve.

# TROUBLESHOOTING

What do I do if the voter is not on the QVF AV list?



Check to ensure it is the correct precinct.



Get the ballot to the correct precinct.



If still unable to determine contact clerk.

# OPEN BALLOT ENVELOPE TROUBLESHOOTING

## Stub missing

- Prepare the ballot as a challenged ballot

## Stub does not match

- Research! It's possible two ballots were placed in wrong envelopes. Make remarks in poll book and process normally
- If no reason, prepare as challenged ballot

## Stub detached

- Continue processing if the numbers match
- Prepare as challenged

# OPENING BALLOT ENVELOPE TROUBLESHOOTING

## No Ballot

- Note the missing ballot on the remarks page (do not use voter's name)
- Include in ballot summary-Item E

## Two Ballots

- Determine cause
- Document occurrence in pollbook
- If two signatures, verify both
- Contact clerk to accept or reject

## Damaged Ballot

- Must be duplicated before tabulating.

## No Secrecy Sleeve

- Place ballot in extra secrecy sleeve, as to not expose voted ballot



# PROCESSING BALLOTS

Remove

- Remove ballot from secrecy sleeve (after all secrecy sleeves are removed from envelopes and stubs removed)

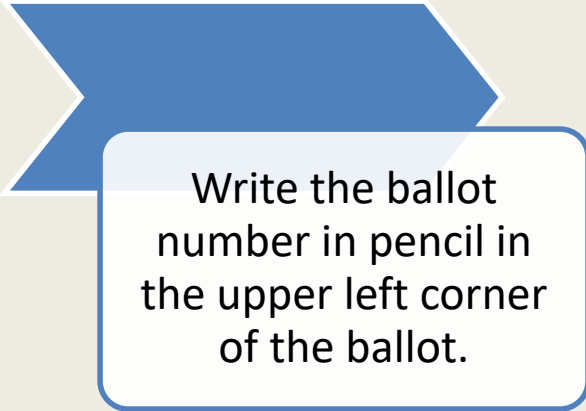
Flatten

- Flatten the ballots for tabulation and bundle if necessary

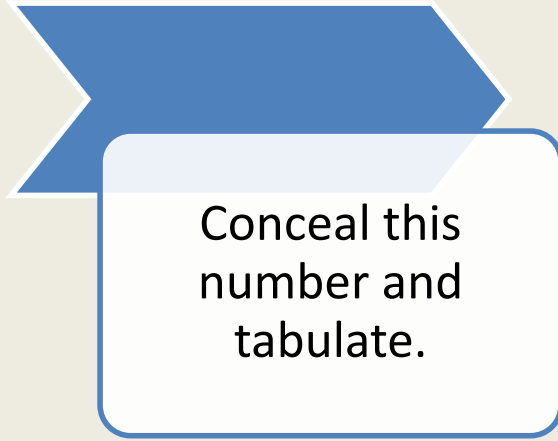
Tabulate

- Process ballots through tabulator following vendor instructions

# PROCESSING CHALLENGED BALLOTS



Write the ballot number in pencil in the upper left corner of the ballot.



Conceal this number and tabulate.



Record in the remarks section.

# REJECTED BALLOTS

INSPECT

- Determine the cause for the rejection (two inspectors)

RE-RUN

- Overvotes and blank ballots can be re-run through the tabulator

DUPLICATE

- Ambiguous marks or invalid write ins may require duplication

# DUPLICATING BALLOTS

Trained team of two

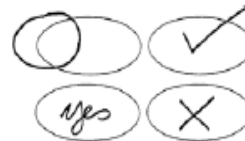
Use Validity Standards

All printed electronic  
FWAB, MOVE and  
Accessible ballots

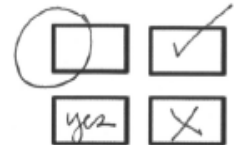
Can duplicate at any  
time during the  
processing

## Valid Markings

For ballots with ovals:



For ballots with boxes:



Must include a signed  
signature certificate to  
be valid- if none ballot is  
rejected.

# CLOSE POLLS

## Contact local clerk for last ballots!

Process any remaining or AV ballots issued on election day

## Compare Totals

- Tabulator totals tape must match Voter List total (reprint final QVF AV list or EPB)
- If running multiple precincts, each must balance

## Complete Poll Book

- Ballot summary
- Statement of votes

# CLOSE POLLS

Contact clerk to verify there are no remaining AV ballots to process after 8pm

Verify balance  
between  
tabulator and  
AV list

Run  
tabulator  
tape

Reprint QVF AV  
list

Public counter on tabulator and number of voters must match. If the totals do not match, a valid reason must be documented on the remarks page.

# BALLOT SUMMARY EXAMPLES

## BALLOT SUMMARY

### NUMBER OF BALLOTS DELIVERED TO AVCB:

A. Number of absentee ballot envelopes delivered at opening of AVCB:

B. Number of additional absentee ballot envelopes delivered by close of AVCB:

C. Total number of absentee envelopes ballots delivered to the AVCB:  
(Total of A & B)

### NUMBER OF BALLOTS AT THE CLOSE OF THE AVCB:

D. Number of absentee ballots tabulated:

E. Number of absentee ballot envelopes delivered to the Board which did not contain a ballot:

F. Number of absentee ballot envelopes delivered to the Board without a signature or otherwise invalid:

G. Total ballots processed:  
(Total of D, E & F)

↑ THESE TOTALS MUST AGREE ↑

**CHECK YOUR TOTALS! THE TOTAL RECORDED ON LINE 'C' MUST EQUAL THE TOTAL ON LINE 'G'.**

IF THESE TOTALS DO NOT AGREE, PLEASE EXPLAIN THE REASON IN THE **REMARKS SECTION** OF THIS POLL BOOK.

## ABSENT VOTER COUNTING BOARD CERTIFICATE

### WE CERTIFY TO THE FOLLOWING:

- A. The number of voters who were issued absent voter ballots (according to this Poll Book) ..... \_\_\_\_\_
- B. The number of absent voter ballot return envelopes received by Board: ..... \_\_\_\_\_
- C. The number of *invalid* absent voter ballot return envelopes that the clerk did not deliver to Board (according to this Poll Book): ..... \_\_\_\_\_
- D. The number of absent voters who did not return absent voter ballot to the clerk (according to this Poll Book): ..... \_\_\_\_\_

## ABSENT VOTER COUNTING BOARD CERTIFICATE

### WE CERTIFY THE FOLLOWING:

- A. The number of voters who were issued absent voter ballots:  ←
- B. The number of absent voter ballot return envelopes received by Board:
- C. The number of *invalid* absent voter ballot return envelopes that the clerk did not deliver to Board (e.g., Provisional Envelope Ballots):
- D. The number of absent voters who did not return their absent voter ballot to the clerk:
- E. Total of Lines B, C and D:  ←
- THESE TOTALS MUST AGREE!

**CHECK YOUR FIGURES! LINE E MUST EQUAL LINE A (FIGURES B, C AND D MUST ADD UP TO FIGURE A.). IF THE FIGURES DO NOT BALANCE, EXPLAIN THE REASON IN THE REMARKS SECTION OF THIS POLL BOOK.**

# CLOSING POLLS TROUBLESHOOTING

## Tabulator value is greater than voter list

- Compare number of applications or ballot envelopes to voter list to ensure every voter was listed (or checked)
- Physical count of ballots may be necessary

## Tabulator value is lower than voter List

- Check envelopes to make sure all ballots tabulated
- Verify all rejected ballots were recorded properly
- Verify all duplicated ballots were processed

## Contact clerk

- If issue is not resolved...note all steps taken in poll book remarks



# CLOSING POLLS - REMINDERS

If sealing multiple precincts in same ballot container –  
**SEPARATE BY PRECINCT**

All workers present at close of the AVCB must sign tabulator tape and certificate of election inspectors

All materials are delivered to the **Receiving Board** by two workers (Rep/Dem)

## HELPFUL HINTS

- Have a plan before election day: Lay out the room to efficiently process ballots.
- Allow social distancing- this may mean you have many smaller teams instead a few large teams.
- It is helpful to have specially trained teams designated for each part of the process- one team to verify, one team trained in duplication, one team tabulating ballots, etc.
- Be prepared that ballots will continue to be turned in up to and possibly after 8pm on election day. Workers should be ready to process one last batch after 8pm!