

Absentee Count Board Monitor Checklist

Please complete a separate report for each AVCB evaluated and mail to:
Michigan Election Reform Alliance, PO Box 981246, Ypsilanti, MI 48198-1246

Your Name:

Polling ward and precinct #s in this AVCB

Special note: Per MCL 168.792--AVCB Challengers must be sworn in by the AVCB Chair, and must remain sequestered in the room until 8 p.m. You should bring your food and medicines with you. Turn your cell phone off, put it in a pocket, and do not use it in the AVCB. You may be asked to put your cell phone in your car.

Time you arrived:

Time you departed:

Please indicate with a Y in the ___ space if all of your observations support the statement. If you see contrary actions, indicate with N and note exceptions you observe. Use back if needed. If you cannot comment, place a dash -- in the space.

1.0 In General: Processing Absentee Ballots

All AV ballots must be received first by the Clerk, who must date and time stamp, bar code scan into the QVF as received, and initial that the signature on the outer envelope has been matched to the voter's Mastercard or Qualified Voter File. Valid ballots and their matching AV applications, with a QVF "List of Absent Voters to whom ballots were mailed" printout, are delivered to the AVCB.

NOTE: a voter must be alive on election day for an AV ballot to be valid and counted.

1. ___ Two inspectors are processing absentee ballots (from 2 party affiliations).
2. ___ AV ballots are processed in view of all challengers.
3. ___ You may challenge a ballot that is not valid, that is from a dead person, or if you have reason to believe the voter is not a resident at the address on the envelope, is not a citizen, or is not 18 on election day. State your challenge to the AVCB Chair, who must then follow a special procedure to mark the ballot as challenged and note the challenge in the AVCB Poll Book.

2.0 Ballot Box Security (the ballot receptacle that forms the base for the tabulator)

1. ___ Before voting starts, election inspectors unlock, look in every compartment (main, write-in, and auxiliary, to make sure that all are empty, and relock them. (You can also look.)
2. ___ If a jam or other reason causes the need to open the box, there are two inspectors from different parties. Please note the time you observe a jam.

3. ___ At the end of day, after ballots are tabulated, two inspectors remove the ballots and check all compartments to confirm these are empty. (You may also confirm this.)

3.0 Tabulator Security:

1. ___ The tabulator is locked into the top of the ballot box.

2. ___ The inspector assigned to the tabulator frequently notes the cumulative total on the tabulator LCD and matches it to the total number of ballots processed on the List. (You can perform this comparison.)

4.0 Election Workers:

1. ___ The election workers are wearing official identification. (They are not identified by Party, but must be hired with a Party identification. You will probably have to ask who is from which Party.)

2. ___ There are at least three election workers. Note total number: _____

5.0 The Ballots

Stage One

1. ___ Verify that the AV return envelope is complete (signed by voter, dated and initialed by Clerk). Envelopes lacking signature must go back to the Clerk.

2. ___ Check the “assistance” portion of the envelope; copy that information into the remarks page of the poll book.

3. ___ Compare the signature and ballot number on the envelope to the signature and number on the AV application; this is a double check to make sure these match.

Stage Two

1. ___ Open the return envelope, verify that the number on the ballot stub agrees with the number on the List.

2. ___ Highlight the voter’s name on the List.

3. ___ Remove ballot from mailing envelope with secrecy sleeve intact (a sleeve is added if missing).

4. ___ Retain the mailing envelope for return to the Clerk.

Stage Three

1. ___ Remove the numbered ballot stub.

2. ___ Deposit the ballot with secrecy envelope into a locked ballot container to await tabulation. (This step is specifically required by the Bureau of Elections, “Instructions for the Conduct of AVCBs,” page 4.)

3. ___ Ballots should be accumulated until there is a group of ten which is then shuffled before tabulating.
4. ___ Remove shuffled ballots from secrecy sleeves and tabulate in batches of ten. Check the tabulator LCD to verify that the count is incrementing by ten.

6.0 Closing the Election, 8:00 p.m. --- ?

1. ___ 2 inspectors of different parties are duplicating absentee ballot(s) that could not be tabulated as marked due to wrong color of pen, defective ballot printing, food stains, etc. One calls out the vote from the ORIG # and the other re-votes on a fresh ballot labelled DUP #. Originals are stored in a special envelope.
2. ___ The numbers on the tabulator LCD and the poll book voter list match.
3. ___ If they do not match, the discrepancy is investigated. How this is done:
4. ___ Write-in votes are hand-processed: 2 inspectors of different parties remove ballots from the write-in diverter compartment. Inspectors have the Clerk's list of valid write-in candidates. Each version of a valid write-in name is listed in the poll book tally pages and votes for this name version are called by one inspector and tallied by the second. The candidate name versions are again listed on the optical scan statement of votes, with total votes.
5. ___ After vote totals tapes are printed and signed by all inspectors, one is placed on the outer door for the public to see.
6. ___ I requested a copy of the precinct tabulator totals tape/printout. Result:
7. ___ Voted ballots are secured in a ballot transfer case bearing a certificate of approval by the Board of Canvassers; the closure is sealed with a tag holding a certificate signed by 2 election inspectors from different political parties.
8. ___ Blank unused ballots are sealed with a tag and signed certificate in a ballot transfer case bearing a certificate of approval by the Board of Canvassers.
9. ___ Two election inspectors of different party affiliation are assigned to transport materials to the receiving board.