

Precinct Monitor Checklist

Please complete a report for all precincts you have monitored and mail to:
Michigan Election Reform Alliance, PO Box 981246, Ypsilanti, MI 48198-1246

Your Name:

Your Phone/email:

Polling precinct #s	Location addresses	Time you arrived	Time 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.

Challenge Procedure	PCT #	PCT #	PCT #	PCT #	PCT #
1.0 Blank Ballot Security					
	Y N	Y N	Y N	Y N	Y N
1. At the start of the day, blank ballots arrive in sealed boxes How many packages are there?					
2. During the day, only one shrink-wrapped packet of ballots is open at one time.					
3. At all times during the day, an election inspector remains to guard the blank ballots.					
2.0 Ballot Box Security (the ballot receptacle or bin that forms the base for the tabulator)					
	Y N	Y N	Y N	Y N	Y N
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. The tape shows zero votes and the date is 8/6/2013.					
3. 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.					
4. 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.)					

	PCT #	PCT #	PCT #	PCT #	PCT #
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 voters in the poll book. (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:					
3. Other people are present who are not election workers, challengers, or voters, and the Precinct Chair allows them to mingle with workers or voters.					
4. The election workers make overt political comments, endorsements, or other partisan talk in the presence of voters.					
5. A voter asks “who are the write-in candidates?” What happens? (The election workers should not name anyone and should direct the voter to call the City Clerk.)					
5.0 Election Procedures during the Voting Day, 7:00 a.m.—8:00 p.m.					
1. Every voter application form signature is in pen, not pencil, and witnessed by an election inspector.					
2. Every voter is asked for photo ID and given same message of what constitutes valid photo ID.					
3. Every voter lacking ID is instructed to complete affidavit on back of application to vote.					
4. Every voter application is checked against precinct list (name, address, MO/DAY of birth) on paper or in the electronic poll book (a file loaded on a netbook or laptop).					

	PCT #	PCT #	PCT #	PCT #	PCT #
5. Every voter who is not on precinct list is checked on separate “late registration” list, asked about any previous registration address, and/or helped to determine where she or he may vote. (Call if you have questions—these situations may become complicated.) Please detail situations on back for voters who are not on the list. Who gets a provisional envelope ballot and how was this handled?					
6.A waiting line develops. Number waiting to complete an application to vote (note time): _____ at _____ am/pm					
7. Observe one voter from time of arrival to departure and note the total time:					
8.Count the number of stations where voters can mark ballots, standing or seated					
9..There is a designated public area with seating, for poll watchers (any member of the public).					
10. You inspect the poll book at the start and it is blank.					
11. You inspect the poll book at ___ time and the number is ___					
12. The last poll book number matches the tabulator number					
6.0 End of Voting, 8:00 p.m.					
1. End of voting is announced. How:					
2. There is a line at 8:00 p.m. How many voters, and are they allowed to vote:					
3..There are voters arriving late. How they are treated:					
4. Entrance door is left unlocked/open to admit the public					
7.0 Closing the Election, 8:00 p.m. --- ?					
1. The locked holding compartment is checked for any ballots that were deposited untabulated, during a jam repair or power outage.					
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 a 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.					
Write down the number of the seal:					
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.					
Write down then number of the seal:					
9. Two election inspectors of different party affiliation are assigned to transport materials to the receiving board.					