MEETING OF THE ELECTION COMMISSION
October 17, 2018
8:15 a.m.

Notice is hereby given that a meeting of the City of Northville Election Commission will be held at the City of Northville Municipal Building, 215 W. Main Street, Northville, Michigan, 48167, (248) 349-1300, to consider the following:

AGENDA

1.　**Call to Order**

2.　**Citizen Comments –** limited to matters not on the agenda

3.　**Approval of Agenda**

4.　**Approval of the Minutes**
　　- Meeting of October 9, 2018

5.　**New Business**
　　A. Public Accuracy Test – November 6, 2018 General Election

6.　**Discussion**

7.　**Adjournment**

Respectfully submitted,

Dianne Massa
Election Commission Chairperson　　　　　　　　　　　Dated: 10/11/18

City of Northville
ELECTION COMMISSION
MEETING MINUTES
October 9, 2018

A meeting of the Election Commission of the City of Northville, Michigan, was held at the City of Northville Municipal Building, Council Chambers, 215 West Main Street, Northville, Michigan, at 8:17 a.m. at which time and place the following Commission members were present:

Present: Dianne Massa, City Clerk/Chairperson
City Attorney Robert Marzano
Councilmember Patrick Giesa

Absent: None

Also Present: None

Citizen Comments None

Approval of the Agenda

Motion Marzano, seconded by Giesa to approve the agenda as presented. **Motion carried unanimously.**

Approval of the Minutes

Motion Marzano, seconded by Giesa to approve the July 24, 2018 minutes as presented. **Motion carried unanimously.**

New Business

A. Establish the Use of Absent Voter Counting Boards for the November 6, 2018 General Election.

Motion Marzano, seconded by Giesa to establish the use of an Absent Voter Counting Board for the November 6, 2018 General Election. **Motion carried unanimously.**

B. Appoint the Board of Election Inspectors for the November 6, 2018 General Election

The Commission reviewed the proposed Board of Election Inspectors and Receiving Board members. When determining the number of precinct board members, factors taken into consideration include: the type of election, the contests and proposals on the ballot, previous

voter turnout, and the estimated turnout for the upcoming election. Applications are on file for each inspector.

Precinct 1
Janiece Paver, Chairperson	D
Wendy Gutowski	D
Tom Greiner	D
Angel Castro	R
Lorna Massa	R
Michelle Avallone	R
Terry Mittman	R
Victoria Chevoor	R
Thomas Valade	R
Rill Currie	R

Precinct 2
Alyse Hydel, Chairperson	D
Sally Keys	D
Laura Sparling	D
Hollis Witkowski	D
Linda Bastien	D
Don McCulloch	D
Jerry Mittman	R
Jo Ellen Hyatt	R
Ginger O'Connell	R
Caroline Nylas	R
Susan Mao	R

Absent Voter Counting Board
Edith Paradowski, Chairperson	D
Alice Fleck	R
Michael Hyatt	R
Patricia Dehenau	D
Scott Massa	R

Receiving Board
Sandi Wiktorowski	D
Cindy Kushner	R
Janiece Paver (alt)	D
Edith Paradowski (alt)	D
Michael Hyatt (alt)	R
Lorna Massa (alt)	R
Alyse Hydel (alt)	D
Jerry Mittman (alt)	R

Discussion ensued pertaining to the State-mandated training requirement for poll workers, poll workers that cannot attend training but are available to work on Election Day, and the need to find enough poll workers to sufficiently staff the polling places. The City is having difficulty finding poll workers, and some of the poll workers are not able to make the Oakland County training sessions. The Clerk is looking for alternate training sessions in Novi. Record voter turnout is expected. Concern was voiced with appointing inspectors that did not attend state-mandated training. Poll workers should be strongly encouraged to attend training.

Motion Giesa seconded by Marzano to appoint the above inspectors as the Election Inspectors and Receiving Board for the November 6, 2018 General Election. Further, the City Clerk is authorized to make emergency appointments as necessary to ensure sufficient staffing at each precinct. **Motion carried unanimously.**

Discussion

The next Election Commission meeting is October 17, 2018 at 8:15am. At this meeting, the Election Commission will conduct the Public Accuracy Test.

Being no further business to come before the Election Commission, the meeting was adjourned.

Adjournment: 8:32a.m.

_____

Dianne Massa, City Clerk
Chairperson

CITY OF NORTHVILLE

DATE: October 17, 2018

TO: Members of the Election Commission

FROM: Dianne Massa, City Clerk

RE: Public Accuracy Test
November 6, 2018 General Election

Summary
In accordance with state law, the Public Accuracy Test is conducted by the Election Commission at an open meeting. The meeting was posted in accordance with the Open Meetings Act and published in the Northville Record.

Attached are the applicable pages for logic and accuracy testing of the tabulators and related voting equipment. For the first time, the City used Governmental Business Systems (GBS) to create and mark the test ballots. GBS used the State testing manual to create the predetermined results. The test deck mirrors the chart of predetermined results.

To ensure the City's ballots could be read by the scanner, three of the GBS ballots were replaced with City test ballots, marked in accordance with the predetermined results. Those ballots are Test ballots 4, 5, and 6.

Logic testing was conducted with no issues. Logic testing results matched the predetermined results. All materials used to conduct pretesting was sealed in an approved storage container directly following testing.

The Election Commission tests one precinct at the Public Accuracy Test. The same test deck and chart of predetermined results is used at the Public Accuracy Test.

TEST PROCEDURE MANUAL FOR

TABULATORS

AND

VOTER ASSIST TERMINALS (VAT)

MICHIGAN DEPARTMENT OF STATE

Bureau of Elections

September 2018

PREPARATION OF VOTING EQUIPMENT

PRE-ELECTION LOGIC AND ACCURACY TESTING OF TABULATORS AND VOTER ASSIST TERMINALS:

The conduct of Pre-election Logic and Accuracy Testing of all tabulators and voter assist terminals (VAT) prior to each election is the responsibility of the local election commission.

A **preliminary** accuracy test is required for all tabulators and VAT prior to each election. In addition a **public** test of one or more selected tabulators must be performed as discussed below. A public test of the voter assist terminal is not required.

The **preliminary** accuracy test should be conducted for both the tabulator and the VAT as soon as the program(s) and ballots are received by the clerk. The **public** accuracy test for the tabulator must be conducted no later than five days before the election. In addition, a notice of the test must be published in a newspaper or journal of general circulation at least 48 hours prior to the conduct of the test.

All election materials used to conduct the pre-election logic and accuracy testing (including the test deck, chart of predetermined results, zero tape and accuracy test results) must be secured in an approved ballot container for the duration of the retention period.

- The number on the seal used to secure the pre-election test materials must be recorded on the Tabulator Test Certification form, Voter Assist Terminal Preparation Checklist and Test Certification form, and the Ballot Container Certificate.

- The serial numbers on the seals used to seal the programs into the tabulator and terminal following successful testing must be recorded in the Poll Book (Clerk's Preparation Certificate).

It is acceptable to use the same ballot container for the preliminary and public tests (but **not** Election Day), provided that the following steps are taken to ensure proper security:

A. The test materials from the preliminary accuracy test are sealed into an approved container directly following the test and the seal number is documented on the proper test certification forms and ballot container certificate.

B. Prior to the conduct of the public accuracy test, the original ballot container seal is broken, verified and deposited into the container. The tabulator test deck is removed and used to conduct the public accuracy test.

C. The test materials from the public accuracy test are deposited into the ballot container directly following the test and a new seal is affixed.

D. The new seal number is documented on the test certification form and on the ballot container

certificate.

Detailed instruction on pre-election logic and accuracy testing of tabulators and voter assist terminals can be requested for groups and associations depending on the availability of BOE representatives.

TABULATOR PROGRAMMING:

To ensure an accurate vote count, all tabulators must be programmed to reject blank ballots, ballots containing overvotes and partisan primary ballots which are invalid due to crossover voting. If this programming feature is not employed as required, inaccurate vote results can occur due to ballots that contain false blank reads; ballots containing votes which cannot be scanned by the tabulator due to the voter's use of an improper marking implement; false overvotes; and false crossover votes (if a partisan primary).

Proper programming affords the election inspector assigned to the tabulator the opportunity to offer the voter a replacement ballot. When the tabulator rejects these ballots, without looking at the ballot, the election inspector discretely explains the reason for the rejection to the voter and steps away from the tabulator while the voter visually inspects his or her ballot. If it is determined that the error is a false read, a replacement ballot is issued.

If the tabulator is not programmed to identify and reject overvoted ballots, no vote will count in the race due to the false overvote which will, in turn, result in an inaccurate vote total.

An explanation of how false blank ballots, false overvotes and false crossover votes can result in inaccurate vote totals is provided below:

False overvote created by ballot correction: Ballot instructs voter to "Vote for not more than 1." Voter: 1) records a vote by filling in the oval or box 2) changes his or her mind and crosses out or attempts to erase the mark and 3) votes for a different candidate by filling in a second oval or box.

False overvote created by invalid write-in: Ballot instructs voter to "Vote for not more than 1." Voter: 1) records a vote by filling in the oval or box 2) enters the name of an individual who *is not a declared write-in candidate* in the write-in position assigned to the office and 3) records a vote for the write-in candidate by filling in the oval or box assigned to the write-in position. (A write-in vote is invalid if it is cast for an individual who is not a declared write-in candidate for the office and political party (if a partisan primary) involved.)

Blank ballot which contains valid votes: Ballot instructions direct the voter to: "…use only a black or blue ink pen. DO NOT USE ANY OTHER INK COLOR!" The voter does not read the instructions and uses an unacceptable marking tool to mark his or her ballot or makes a mark that is not large enough or dark enough to be read.

False crossover vote created by ballot correction: The partisan primary ballot instruction advises voters: "IF YOU VOTE IN MORE THAN ONE PARTY SECTION, YOUR PARTISAN BALLOT WILL BE REJECTED." Voter: 1) records a vote in one of the party columns appearing on the ballot 2) changes his or her mind and crosses out or attempts to erase the mark and 3) records a vote in one or more offices in another party column.

False crossover vote created by invalid write-in: The partisan primary ballot instructions advise voters: "IF YOU VOTE IN MORE THAN ONE PARTY SECTION, YOUR PARTISAN BALLOT WILL BE REJECTED." Voter: 1) enters an "invalid" write-in in one of the party columns on the ballot 2) records the vote by filling in the oval or box assigned to the write-in position and 3) records votes in one or more offices in another party column. (A write-in vote is invalid if it is cast for an individual who is not a declared write-in candidate for the office or political party (if a partisan primary) involved.)

TESTING OF ELECTRONIC VOTING SYSTEMS

Prior to each election all electronic tabulating equipment must be tested to verify that 1) the equipment is performing properly, 2) the ballots have been properly prepared for each precinct, and 3) that the programs will accurately count votes. It is the responsibility of the election commission to conduct a preliminary and public accuracy test where a "test deck" of voted ballots is tabulated by the electronic equipment and the results are verified against predetermined results.

This manual contains step-by-step procedures for creating test decks and charts of predetermined results for partisan primary, general and non-partisan elections. The procedures reflect the requirements established by Michigan Election Law (MCL 168.1 - 168.992) and the Electronic Voting Systems Promulgated Rules (R 168.771 - 168.793). Electronic voting system users are prohibited from using testing procedures which do not meet the requirements of the statute and promulgated rules.

Certain test considerations, such as split tickets (crossover votes), are only applicable to partisan primary elections and are not considered when preparing test decks and charts for general elections or non-partisan elections.

While the laws and rules contained in this manual apply to all electronic voting systems, they were originally written for punch card. Therefore, all references to "punch" and "card" should be read as "mark" and "ballot" when being applied to voting systems and the voter assist terminal.

MCL 168.798(1) states in part:

> Before beginning the count of ballots, the board of election commissioners shall test the electronic tabulating equipment to determine if the electronic tabulating equipment will accurately count the votes cast for all offices and on all questions…. The test shall be conducted in the manner prescribed by rules promulgated by the secretary of state

pursuant to the administrative procedures act of 1969.... In the test, a different number of valid votes shall be assigned to each candidate for an office, and for and against each question.

R 168.776 provides:
    (1) The election commission providing the program or its authorized assistant shall prepare a test deck with predetermined results.
    (2) The test deck shall consist of ballot cards of the same type to be used in the election with the word "TEST" stamped, printed, or written on each card.

PREPARING A CHART OF PREDETERMINED RESULTS

It is recommended that the chart of predetermined results be prepared as early as possible prior to the election. The following information will be needed to complete this task: 1) a complete listing of all offices that will appear on the ballot 2) the total number of candidates whose names will appear under each office 3) the total number of votes allowed under each office and 4) the total number of proposals that will appear on the ballot. Preparing the chart of predetermined results as early as possible will help to ensure that the required tests and any needed repairs to voting equipment or corrections to ballots or programs may be carried out in a timely manner.

PREPARING A TEST DECK

Once the official ballots are received, a test deck is prepared that mirrors the chart of predetermined results. Once the program is received, the program edit listing (tabulator zero report tape) must be checked against the ballot to verify that all office titles, candidate names, maximum number of votes allowed, number of write-in positions and proposals agree. After this check is successfully completed the preliminary test may be conducted.

While a single chart of predetermined results may be used for multiple precincts, a separate test deck must be prepared for each precinct to ensure that the program prepared for each tabulator and the unique code or precinct identifier contained in each ballot style will be recognized and accepted by the tabulator and that all votes will be properly awarded. Split precincts (precincts in which two or more ballot styles will be issued) require a similar procedure. A separate test deck must be created for each ballot style.

Since test decks should always be made using the same ballots printed for use at the polls on Election Day, you will want to increase the number of ballots ordered for each precinct to be used for this purpose. It is also recommended that all ballots included in the test deck be marked using a black or

blue ink pen and that a certain number of test ballots be folded to simulate the tabulation of absent voter ballots.

NOTE: If a test deck includes ballots marked by a printer and those ballots did not come from the stock that will be used on Election Day, at least three should be replaced and hand marked with Election Day ballots. This ensures testing of both the program and Election Day ballots.

Rejection of Blank or Overvoted Ballots - Tabulators must be programmed to inform the voter if their voted ballot contains one or more races or issues that are overvoted or their ballot is blank. In such cases, the voter must be offered an opportunity to revote the ballot. The test deck will include ballots designed to test for these requirements. It should be noted, however, that in an office where no candidates are running, it will not be possible to overvote the office because the write-in positions will always be equal to the maximum number of votes allowed. This exception is noted throughout the instructions.

Write-in Votes - The test deck will include ballots which contain marks in the write-in positions. While the tabulator will identify that a write-in vote was cast under a given office on the ballot, it will not be possible to verify the specific write-in position(s) used. The actual tallying of write-in votes for declared write-in candidates is carried out by the board of election inspectors following the close of the polls. If the ballots are processed in an absent voter counting center, write-in votes may be tallied throughout Election Day as time permits.

DEFINITIONS

Overvote--vote for more than the number of candidates to be elected or nominated to an office or vote both yes and no on a proposal. No votes will be counted.

Undervote--vote for less than the number of candidates to be elected or nominated to an office or do not cast any vote on a proposal. Votes cast for candidates will be counted.

Split Ticket (primary election ballot only)--vote for candidates of more than one political party. No partisan section votes will be counted.

Mixed Ticket (general election ballot only)-- Voter casts direct votes for candidates of multiple political parties.

Non-partisan candidate--candidate seeking a non-partisan office. Party affiliation is not considered, i.e., judicial candidates.

Partisan candidate--candidate seeking a partisan office under a recognized political party <u>or</u> a candidate seeking a partisan office with no party affiliation (NPA.), i.e., State Representative, DEM. or State Representative, NPA.

Party affiliation--political party represented by a candidate seeking a partisan office under a party, i.e., County Clerk, REP.

RULES RELATING TO ELECTRONIC VOTING SYSTEMS

R168.773 PREPARATION OF PROGRAM
RULE 3

(10)   The vote tabulation portion of the program shall be written:

(a)   To reflect the rotation sequence of the candidates' names and ballot position numbers as they appear on the ballot labels in the various precincts.

(b) To count valid votes cast by a voter for candidates for an office.

(c) To count valid votes cast by a voter for or against any question.

(d)   So as not to count votes cast by a voter for an office or question if the number of votes cast by a voter exceeds the number which the voter is entitled to vote for on that office or question.

(e)   To ignore punches in a ballot card in positions where a candidate's name or questions do not appear on the official ballot. These punches shall not have effect on the ballot.

(f)   So that the partisan, nonpartisan, and proposal sections of the ballot are considered separate sections of the ballot. The action of a voter in 1 section of the ballot shall not affect the voter's action on another section of the ballot.

RULE 3 (11) NO LONGER RELEVANT – Party Qualification Section no longer appears on the primary ballot

RULE 3 (12) NO LONGER RELEVANT – due to the elimination of straight party ticket voting

R168.776 PREPARATION OF OFFICIAL TEST DECK
RULE 6

(1)   The election commission providing the program or its authorized assistant shall prepare a test deck with predetermined results.

(2)   The test deck shall consist of ballot cards of the same type to be used in the election with the word "TEST" stamped, printed, or written on each card.

(3)   A document, record, chart, or listing shall be prepared indicating the punches recorded in the test ballot card. This documentation shall indicate each valid or invalid vote.

(4)   In addition to other requirements of the act, a ballot card for use in the test deck for a partisan general election shall be prepared:

RULE 6(4) (a-c) NO LONGER RELEVANT - due to the elimination of straight party ticket voting

(d)   In which punches appear in positions other than those used for candidates or proposals

(e)   In which a punch does not appear.

(f)   In which a punch appears in each position where a candidate or proposal appears on the ballot.

(5)   In addition to other requirements of the act, a ballot card for use in the test deck for a partisan primary shall be prepared:

(a)   So that punches appear on the same ballot card for candidates of different political parties, along with candidates for nonpartisan offices and votes for proposals.

RULE 6(5)(b-c) NO LONGER RELEVANT – Party Qualification Section no longer appears on the primary ballot

RULE 6 (6-7) NO LONGER RELEVANT – applies to obsolete mainframe computer hardware used for punch card tabulation only.

TEST PROCEDURES FOR GENERAL ELECTION

Working with the ballot to be tested, prepare a chart that reflects each political party, office, candidate, write-in position (the number of write-in positions will be equal to the number of candidates to be nominated or elected), and a position for the "yes" and "no" for each proposal. Enter the total number of votes allowed for each office and proposal under each office or proposal heading.

Following the instructions below, use a "1" to show votes that count, and a "0" to show votes that do not count due to an overvote within an office or proposal. Where instructed to "vote correctly" vote for the maximum number of candidates allowed and vote "yes" or "no" on all proposals. *(See sample ballot on page 19 and sample chart on page 21.)*

To create a test deck, vote ballots as follows:

1.   Using 1 ballot, vote all positions that are used on the ballot for candidates, write-ins, and proposals. EXCEPTION: If no candidates are running for an office, skip the office; overvoting will not be possible.

R168.773 - Rule 3(10)(d) and R168.776 - Rule 6(4)(f). Will not count any votes.

See sample chart on page 21 - Test Ballot #1

2.   Using 1 ballot, vote all positions that are not used on the ballot for candidates, write-ins, and proposals. To complete this step, mark the unused vote positions. (NOTE: Do not make marks in between the used vote positions.)

R168.773 - Rule 3(10)(e) and R168.776 - Rule 6(4)(d). Will not count any votes.

See sample chart on page 21 – Test Ballot #2

3.   Insert 1 blank ballot into the test deck.

R168.776 - Rule 6(4)(e). Will not count any votes.

See sample chart on page 21 - Test Ballot #3

RULES 4-6 NO LONGER RELEVANT - due to the elimination of straight party ticket voting

7.   Vote the following:

(a)   Vote 1 ballot correctly in the partisan section and overvote the non-partisan and proposal sections of the ballot

(b)   Vote 1 ballot correctly in the non-partisan section and overvote the partisan and proposal sections

(c)   Vote 1 ballot correctly in the proposal section and overvote the partisan and non-partisan sections

EXCEPTION: If no candidates are running for an office, skip the office; overvoting will not be possible.

R168.773 - Rule 3(10)(b)(c) and (f). Will only count votes cast in the partisan section in (a). Will only count votes cast in the non-partisan section in (b). Will only count votes cast in the proposal section in (c).

See sample chart on page 21 - Test Ballot #4, #5 and #6

RULES 8-12 NO LONGER RELEVANT – due to the elimination of straight party ticket voting

13.   Vote correctly one or more ballots from a different precinct. These ballots will be rejected because the precinct code is improper for the program and tabulator being tested. No votes will count. You should not be able to override the tabulator's rejection of this ballot.

See sample chart on page 21 - Test Ballot #7

WHEN INSTRUCTIONS 1 THROUGH 13 ARE COMPLETED, PERFORM THE FOLLOWING:

Subtotal all columns on the chart to determine the total number of votes cast for each party, candidate and proposal that should be counted when the test deck is tabulated.

         (2)   Vote additional ballots as necessary so that a different total number of valid votes are cast for each candidate within an office, and for and against each proposal. NOTE: It is not required that each write-in position show a different total number of votes.

R168.773 - Rule 3(10)(a), R168.776 - Rule 6(4)(a) and MCL168.798. None of the parties, candidates, write-ins, or proposals shall have an accumulated vote total of zero.

See sample chart on page 21 - Test Ballots #8-25

(3)   Tabulate all ballots included in the test deck **overriding all rejected ballots so they are accepted by the tabulator.** (You should not be able to override the wrong precinct ballot.) Print out the vote totals as tabulated. Only properly cast votes will be counted.

(4)   Compare the predetermined totals with the tabulator totals for each party, candidate, write-in position, and proposal.

(5)   If the totals BALANCE, the test is complete.

If the totals DO NOT BALANCE, the errors must be found and corrected. Errors may be in the chart of predetermined results, how the test deck was marked, the programming, or due to a flaw in the ballots. Once the error or problem is identified and corrected the test must be re-run. Once the totals balance the test is complete.

OFFICIAL BALLOT
General Election, Tuesday, November 8, 2016
County, Michigan
Jurisdiction, Precinct 1

PARTISAN SECTION	STATE BOARDS	PROPOSAL SECTION
STATE	**TRUSTEE OF MICHIGAN**	**STATE**
GOVERNOR AND LIEUTENANT GOVERNOR Vote for not more than 1	**STATE UNIVERSTIY** Vote for not more than 2	**16-1** A PROPOSAL TO BAN BASS SPEAKERS IN AUTOMOBILES
James Bradford and Linda Kasmerski Republican ○	Kelly Williams Republican ○	The proposal would make it a felony to install bass speakers, or any speaker loud enough to cause a vehicle to bounce as it travels down the road in automobiles or truck. Should this proposal be adopted?
Al Lerner and Bill Preston Democratic ○	Kim Waters Republican ○	
Andy Prentis and Julia Wagner Tisch ○	Don Singleton Democratic ○	
○	Emily Strauss Democratic ○	YES ○
	Bill Deets Tisch ○	NO ○
SECRETARY OF STATE Vote for not more than 1	Mike Mallory No Party Affiliation ○	
Amanda Bixby Republican ○	Judith Suggs No party Affiliation ○	
James Q. MacDonald Democratic ○	○	
Lori Scanlon No Party Affiliation ○	○	
○	**NONPARTISAN SECTION**	
LEGISLATIVE	**JUDGE OF COURT OF APPEALS 1ST DISTRICT INCUMBENT POSITION** Vote for not more than 1	
REPRESENTATIVE IN STATE LEGISLATURE 120TH DISTRICT Vote for not more than 1		
Roger Overstreet Republican ○	Roy Bean Judge of Court of Appeals ○	
Arnie Schmidt Democratic ○	Alyce Comley ○	
Claude R. Raines No Party Affiliation ○	○	
○		

Note: Sample ballot is an example only and does not abide fully by Ballot Production Standards

Ballot #	Governor (1)			Sec of State (1)				State Rep (1)				MSU Board of Trustees (2)									Court of Appeals (1)			Prop A (1)	
	Rep	Dem	Tis	WI	Rep	Dem	Tis	WI	Rep	Dem	NPA	WI	Rep 1	Rep 2	Dem 1	Dem 2	Tis	NPA 1	NPA 2	WI	Can 1	Can 2	WI	Yes	No
1																									
2																									
3																									
4																									
5																									
6																									
7																									
Sub																									
8																									
9																									
10																									
11																									
12																									
13																									
14																									
15																									
16																									
17																									
18																									
19																									
20																									
21																									
22																									
23																									
24																									
25																									
TOTAL																									

Partisan / Non-Partisan

Blank Sample Chart for Practice

| | Partisan | | | | | | | | | | | | | | | | | | | | | Non-Partisan | | | | |
| Ballot # | Governor (1) | | | | Sec of State (1) | | | | State Rep (1) | | | | MSU Board of Trustees (2) | | | | | | | | | Court of Appeals (1) | | | Prop A (1) | |
	Rep	Dem	Tis	WI	Rep	Dem	Tis	WI	Rep	Dem	NPA	WI	Rep 1	Rep 2	Dem 1	Dem 2	Tis	NPA 1	NPA 2	WI	WI	Can 1	Can 2	WI	Yes	No
1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	S	T	R	A	Y		M	A	R	K	S															
3	B	L	A	N	K		B	A	L	L	O	T														
4	1	0	0	0	1	0	0	0	1	0	0	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0
5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
7	W	R	O	N	G	P	R	E	C	I	N	C	T									0	0	0	0	0
Sub	1	0	0	0	1	0	0	0	1	0	0	0	1	1	0	0	0	0	0	0	0	1	0	0	1	0
8	1				1				1				1	1								1			1	
9	1				1				1				1	1												1
10	1				1				1				1	1								1	1			
11		1				1				1					1	1							1			
12		1				1				1					1	1										
13		1				1				1					1	1					1			1		
14			1				1				1						1	1								
15			1				1				1						1	1								
16				1				1				1								1						
17													1	1												
18													1	1												
19													1	1												
20													1				1									
21															1	1										
22															1	1										
23															1		1									
24																		1	1							
25																			1							
TOTAL	4	3	2	1	4	3	2	1	4	3	2	1	8	7	6	5	4	3	2	1	1	3	2	1	2	1

Note: Sample ballot is an example only and does not abide fully by Ballot Production Standards

Prop.		
(1)		
B A L #	Y E S	N O
1	0	0
2	Stray	Marks
3	Blank	Ballot
4		1
5	Wrong Pct	0
Sub	0	1
6	1	
7	1	
Total	2	1

Alternate Charting Method

Prop.		
(1)		
B A L #	Y E S	N O
1	0	0
2	Stray	Marks
3	Blank	Ballot
4		1
5	Wrong Pct	0
Sub	0	1
6	2	
Total	2	1

TEST PROCEDURES FOR THE VOTER ASSIST TERMINAL (VAT)

Promulgated Rule R168.775 deals with the preparation of voting devices to be used in Michigan elections. Subsection (7) directs, "An assembled voting device shall be tested to determine if it is operating properly." The following test procedures must be carried out prior to each election as directed, for programs, ballot styles and Voter Assist Terminal (VAT) that will be used at the election to ensure that the equipment is functioning properly.

Documentation of the completion of the required preliminary accuracy test is demonstrated through the test ballots created and the Voter Assist Terminal Preparation and Test Certification form which must be attested to by the local election commission or their authorized representatives and retained as a public record under the provisions of Michigan election law.

All test ballots must be numbered sequentially and marked "TEST." It is further recommended that a notation be made on each test ballot that describes the condition being tested.   While all test decks and programs must be retained in accordance with the provisions of Michigan election law, these materials are not subject to Federal retention requirements.

The VAT testing procedures are divided into three steps. The first step is designed to verify the accuracy of the programs that will be used to mark ballots. Because the programs installed into each terminal within the jurisdiction will be identical, only one memory device will need to be fully

tested in this step. The second step is designed to ensure that all hardware is functioning properly. This step must be performed on every VAT. The third step is designed to verify that choices made on the terminal are what are being printed on the ballot. This step must be completed for one ballot style. If more than one ballot style is needed within the jurisdiction (due to differences in candidates, offices or proposals), each additional ballot style will need to be tested.

It is not required that VATs be demonstrated or tested at a public accuracy test. Election officials who wish to include a demonstration of the VAT at a public accuracy test may do so at their discretion.

Step One - Program Testing   Within each jurisdiction, the program must be completely tested for one ballot style. If more than one ballot style is needed within the jurisdiction (due to differences in candidates, offices or proposals), only those instructions, offices, candidates and proposals that are unique to each additional ballot style will need to be tested.

1. Insert a test ballot into the VAT. Use either the touch screen or keypad to complete this step. Navigate through the ballot comparing the audio presentation of the ballot (instructions, offices, candidates etc.) and the visual presentation of the ballot against the official ballot.   Pay particular attention to the pronunciation of each word and the names of all candidates. If adjustments are needed, contact the persons responsible for programming.

    Create a blank ballot. Write the words "Test 1 - Blank Ballot" at the top of this test ballot.

Promulgated Rule 168.775(5) This step is used to ensure that a voter can record a blank ballot.

2.   Insert a test ballot into the VAT. Cast the maximum number of votes in each office. In each "Vote for one office," the selection of a second choice should de-select the previous choice. In offices where more than one selection is allowed, once the maximum number of choices has been made, a candidate must be manually de-selected before another choice can be made.   To complete this step, it will be necessary to test each vote position to ensure that it is functioning properly; this means that all vote positions must be selected and de-selected.

    Next, using the same ballot, record the maximum number of votes allowed for each office and proposal. Print the ballot with the maximum number of votes marked for each office. Write the words "Test 2 - Program Validation and Maximum Votes" at the top of this test ballot.

Promulgated Rule R168.773 (10)(d) This step is used to verify that over voting will not be permitted and that voters will be able to cast the maximum number of votes allowed for each office. This step is also used to proof the audio and visual presentation of the ballot.

Step Two - Hardware Testing   Performed on all VATs within the jurisdiction to ensure that all elements of the terminal are working properly and that the memory device is properly prepared for the election at hand.

1. Insert a ballot into the VAT
    a. Test all keys on the keypad, such as Volume, Select, Forward, Back, etc.
    b. Test all buttons on the touch screen, such as Next, Back, Mark, More, etc.
    c. Test the headphones.
    d. Eject the blank ballot.
    e. Mark this ballot "Test 3 – Hardware Test Ballot."

Repeat this step on all terminals to be used on Election Day.

Step Three – Vote Position Testing   Within each jurisdiction, the vote position printing and tabulation must be completely tested for one ballot style. If more than one ballot style is needed within the jurisdiction (due to differences in candidates, offices or proposals), each additional ballot style will need to be tested.

On one ballot cast valid votes for the first candidate of every office on the ballot and the "Yes" position for all proposals on the ballot. Label this "Test 4 – 1st Vote Positions." On a second ballot, cast valid votes for the second candidate of every office on the ballot and the "No" position for all proposals on the ballot. Label this "Test 4-2nd Vote Positions." On a third ballot cast valid votes for the third candidate of every office on the ballot. Label this ballot "Test 4-3rd Vote Positions." Continue in this manner until votes have been cast for all candidates and proposal options on the ballot.

Once all the vote positions have been exercised prepare a tabulator to open polls and run a Zero Tape. Tabulate the ballots generated by the VAT and run a totals tape. All candidates and the "Yes" and "No" for each proposal should show one vote.