

Receiving Boards

Introduction

A Receiving Board is an independent board established to ensure the recountability of election precincts. The Election Commission of a jurisdiction must establish the Receiving Board by resolution and must appoint the Receiving Board inspectors. Members must be qualified election inspectors and the board must have an equal number of Receiving Board inspectors from each major political party. As of August 15, 2012, Receiving Boards are **required** by Michigan election law, MCL 168.679a.

Appointment

The Receiving Board must be established by resolution of a jurisdiction's Election Commission. The resolution may establish the Receiving Board one time for all future elections.

The Receiving Board inspectors must be appointed by the jurisdiction's Election Commission. Each inspector must be qualified to be an election inspector and have an election inspector application on file. Inspectors appointed to serve in an Election Day precinct or absent voter counting board may be appointed to serve as Receiving Board inspectors as well.

Responsibilities

Under oath, the Receiving Board inspectors receive the sealed ballot container, the Poll Book and the Statement of Votes from each precinct after the polls close. Two election inspectors (one from each major political party) deliver those items properly sealed to the Receiving Board inspectors after their closing duties have been completed. Election inspectors must remain present until Receiving Board inspectors have completed the verification.

The Receiving Board inspectors verify:

- ☆ the Poll Book and/or Statement of Votes are not sealed into the ballot container
- ☆ the ballot container is properly sealed and the seal number is accurately recorded
- ☆ the number of names entered in the Poll Book balances with the number of ballots counted

After verifying these items, the Receiving Board inspectors put the Poll Book and Statement of Votes back into the appropriate envelopes and reseal with a red paper seal, initialing, and dating the seal.

Corrective Action

If the Receiving Board inspectors find the Poll Book and/or Statement of Votes sealed in the ballot container or the ballot container improperly sealed and/or recorded, they should direct the election inspectors to take necessary actions to correct the mistake and fully document those actions in the Remarks section of the Poll Book. The remarks must be signed by both the election and Receiving Board inspectors.

If the number of names entered into the Poll Book does not balance with the number of ballots counted by the tabulator, a full explanation must be recorded in the Remarks section of the Poll Book. If no explanation was provided, the Receiving Board inspectors should assist the election inspectors in determining the cause of the imbalance and instruct the election inspectors to fully document the cause in the Remarks section of the Poll Book. The remarks must be signed by both the election and Receiving Board inspectors.

e-Pollbook

Receiving Board inspectors may be utilized to print the final reports of the precinct and assist the election inspectors in completing the Poll Book and Statement of Votes. The Receiving Board inspectors would print the List of Voters, Ballot Summary and the Remarks Reports from the encrypted flash drive.

Frequently Asked Questions

1. Can the Clerk serve as a Receiving Board inspector?

The Clerk serves on the Election Commission and is thus responsible for the appointment of election inspectors. This presents a conflict of interest and thus prevents the Clerk from being an appointed Receiving Board inspector. Other Clerk's office staff members may be appointed as Receiving Board inspectors, as long as they are a qualified election inspector and have an election inspector application on file.

2. Can the Receiving Board inspectors count, handle, or retabulate ballots?

No. The Receiving Board inspectors may not count, handle or retabulate the ballots.

3. Can the Receiving Board perform other administrative tasks like checking in supplies and reviewing the Poll Book?

Yes, the Receiving Board inspectors may perform other tasks assigned by the Clerk. However, it's important to place priority on those items listed under Responsibilities as those items will ensure a precinct is recountable.

4. How many inspectors must the Receiving Board have?

At least two inspectors must be appointed to the Receiving Board, one from each major political party. Larger jurisdictions may want to appoint additional multiples of two to accommodate the larger volume of precincts to be received.

5. What if election inspectors sealed other supplies inside the ballot container, may they open it under the direction of the Receiving Board inspectors?

The ballot container should only be opened in a case where the container was not sealed properly or the Poll Book and/or Statement of Votes was sealed inside.

6. What if the Container Certificate was not included under seal with the ballot container?

The ballot container should only be opened in a case where the container was not sealed properly or the Poll Book and/or Statement of Votes was sealed inside.

7. What if no explanation can be found to account for an imbalance between the number of names in the Poll Book and the number of ballots processed by the tabulator?

A remark should be made by the election and Receiving Board inspectors to alert the County Board of Canvassers.

8. Do the Poll Book and Statement of Votes still have to be delivered to the County Clerk on election night?

Yes, the Poll Book and Statement of Votes must be delivered to the County Clerk on election night. For State and Federal elections another copy of the Statement of Votes must be delivered to Probate Judge on election night. For other elections these documents shall be delivered by 11 a.m. the following day.

9. Can the Receiving Board inspectors place Poll Books and Statement of Votes for multiple precincts in a single envelope?

Yes, if permitted by the County Clerk, the Poll Book and Statement of Votes for more than one precinct may be included and delivered in a single sealed envelope.

Receiving Board Checklist

Jurisdiction _____ Precinct _____ Election Date _____

Required:

- Confirm the Poll Book and Statement of Votes are not sealed in the ballot container.
- Confirm the ballot container is sealed properly
- Confirm the seal number was recorded properly
- Confirm the number of names listed in the Poll Book equals the number of ballots tabulated on the tabulator tape and recorded on the Statement of Votes

Correction of any of the above items requires the Receiving Board to direct the election inspectors returning the items to make the necessary corrections. Once corrections are made, full documentation of the corrective action must be written in the remarks of the Poll Book, signed by the election inspectors and witnessed by the Receiving Board inspectors.

Other beneficial items to review for a successful Canvass:

Poll Book

- Clerk's Preparation Certificate completed and signed
- Election Inspectors Preparation Certificate completed and signed by inspectors present when polls opened
- All inspectors subscribed to the Constitutional Oath of Office
- Oath administrator signed
- No lines skipped on the List of Voters
- All spoiled, affidavit, envelope, challenged, and AV ballots noted
- Ensure proper recording of write-in votes or a notation of none when applicable
- Ensure proper recording of challenges
- Ensure remarks were recorded
- Certificate of Election Inspectors completed and signed by inspectors present when polls closed
- Ballot summary is completed and totals are accurate
- Ballot container seal number is properly recorded

Ballot Container Certificate

- Dated and signed by two election inspectors of differing party affiliation
- Seal number properly recorded

Program Container Certificate

- Dated and signed by two election inspectors of differing party affiliation
- Seal number properly recorded

Statement of Votes (3 copies required)

- Totals tape signed by inspectors present when poll closed
- Write-in votes totaled (if necessary)
- Seal number of ballot container recorded properly
- Seal number signed by two inspectors of differing party affiliation
- Signatures of all inspectors present when polls closed

- After completion of the above, replace the Poll Book and Statement of Votes into the appropriate envelopes and initial and seal with a red paper seal. Then sign below.**

We, the undersigned members of the Receiving Board, hereby certify the completion of the items checked above.

Republican Receiving Board Inspector

Democratic Receiving Board Inspector

Sample Resolution

RESOLUTION ESTABLISHING A RECEIVING BOARD FOR ELECTIONS HELD IN [insert jurisdiction name]

WHEREAS, the City Clerk is responsible for conducting elections in [insert jurisdiction name]; and

WHEREAS, MCL 168.679(a) provides the Election Commission of a city, township, or village shall, by resolution, provide that at an election at which the ballots are counted and certified at the precinct, 1 or more additional boards of election inspectors be appointed to serve as Receiving Boards; and

WHEREAS, the [insert jurisdiction name] Receiving Board is responsible for the duties as outlined in Section 168.679(a) of the Michigan Election Law (Article 116 of 1954); and

WHEREAS, the board of election commissioners shall appoint two or more election inspectors, with an equal number from each major political party to the Receiving Board prior to each election;

NOW THEREFORE, BE IT RESOLVED:

The Election Commission authorizes the establishment of a Receiving Board and the appointment of two or more election inspectors, with an equal number from each major political party, for all future elections beginning [insert upcoming election date].

Motion by _____, seconded by _____ to adopt the Resolution authorizing the formation of a Receiving Board for Elections held in [insert jurisdiction name].

Ayes:

Nays:

Absent:

RESOLUTION DECLARED ADOPTED.

[insert Clerk name], Clerk

Recommended Oath

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 Receiving Board Inspector at the Election held on **Tuesday**, the ____ day of _____, _____, according to the best of my ability.

Signatures of Persons Taking Oath and Certifying Preparation Certificate

X

Taken, subscribed and sworn to before me this

____ day of _____, _____.

X

X

Signature of Person Administering Oath