

TRAINING POINTS – RECOUNTABILITY & RECEIVING BOARDS

Use is mandatory

Election
Commission
establishes by
resolution

Election Commission appoints receiving
board inspectors – 1 from each major
political party

Election inspectors deliver
supplies to the receiving
board at the end of the
night

Receiving Board Inspectors
complete checklist to
ensure precinct will be
recountable

TRAINING POINTS – RECOUNTABILITY & RECEIVING BOARDS

Required - ensures
recountability



Optional – ensures a good
canvass and audit



Receiving Board Guide
Provided by the Michigan Bureau of Elections
Updated as of 10.17.2012

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:

<p>Poll Book</p> <ul style="list-style-type: none"> <input type="checkbox"/> Clerk's Preparation Certificate completed and signed <input type="checkbox"/> Election Inspectors Preparation Certificate completed and signed by inspectors present when polls opened <input type="checkbox"/> All inspectors subscribed to the Constitutional Oath of Office <input type="checkbox"/> Oath administrator signed <input type="checkbox"/> No lines skipped on the List of Voters <input type="checkbox"/> All spoiled, affidavit, envelope, challenged, and AV ballots noted <input type="checkbox"/> Ensure proper recording of write-in votes or a notation of none when applicable <input type="checkbox"/> Ensure proper recording of challenges <input type="checkbox"/> Ensure remarks were recorded <input type="checkbox"/> Certificate of Election Inspectors completed and signed by inspectors present when polls closed <input type="checkbox"/> Ballot summary is completed and totals are accurate <input type="checkbox"/> Ballot container seal number is properly recorded 	<p>Ballot Container Certificate</p> <ul style="list-style-type: none"> <input type="checkbox"/> Dated and signed by two election inspectors of differing party affiliation <input type="checkbox"/> Seal number properly recorded <p>Program Container Certificate</p> <ul style="list-style-type: none"> <input type="checkbox"/> Dated and signed by two election inspectors of differing party affiliation <input type="checkbox"/> Seal number properly recorded <p>Statement of Votes (3 copies required)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Totals tape signed by inspectors present when poll closed <input type="checkbox"/> Text of proposals attached <input type="checkbox"/> Write-in votes totaled (if necessary) <input type="checkbox"/> Seal number of ballot container recorded properly <input type="checkbox"/> Seal number signed by two inspectors of differing party affiliation <input type="checkbox"/> Signatures of all inspectors present when polls closed
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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

RECOUNTABILITY AND RECEIVING BOARDS – PROPERLY SEALED CONTAINERS

Does the container open?

Is the seal secure?

Is the ballot container
certificate in place with the
correct seal number written
on it?

- 2  **Two Door Ballot Container**
by MigovBOE
- 3  **Interlocking Zipper Bag Ballot Container**
by MigovBOE
- 4  **Blue Bag with Wheels Ballot Container**
by MigovBOE
- 5  **Metal Cube Ballot Container**
by MigovBOE
- 6  **Plastic Tub Ballot Container**
by MigovBOE
- 7  **Blue Bag Ballot Container**
by MigovBOE
- 8  **Round Metal Can Ballot Container**
by MigovBOE
- 9  **Inappropriate Ballot Container**
by MigovBOE