MICHIGAN POST-ELECTION AUDITS:
PROCESS/PERFORMANCE

Sally Williams, MI Director of Elections
NASED – February 2, 2019
Auditing Concepts
*Review
*Analyze
*Track
*Verify
*Check
Michigan Post-Election Audit Mandate, 2012:

“The secretary of state shall develop an election audit program that details the documents to be inspected and the procedures to be used during an election audit conducted under this section. The secretary of state may train and certify county clerks and their staffs for the purpose of conducting election audits of precincts randomly selected by the secretary of state in their counties. The secretary of state shall supervise each county clerk in the performance of election audits conducted under this section.”
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“Recountability:”

*Proper sealing of container

*Proper recording of seal # on container certificate and poll book

*Ballot count reconciliation - # of physical ballots, # tabulated, # of voters recorded in poll book

*Unrecountable = original results stand
Pre-Election Requirements:

**Notes:**
- Close of Registration: □ Yes □ No
- Election: □ Yes □ No
- Public Accuracy Test: □ Yes □ No

**Election Inspectors:**
- Appointed by Election
- Commission: □ Yes □ No
- At least 1 R & 1 D: □ Yes □ No
- Apps available: □ Yes □ No
- Proof of Training: □ Yes □ No
- Proof sent to parties: □ Yes □ No □ N/A

**E-Pollbook:** □ N/A
- Encryption Pwd: □ Yes □ No
- Unique User/Pwd: □ Yes □ No
- PrivacyZone Active: □ Yes □ No □ BL
- Docs Saved: □ Yes □ No
- Date epb.zip modified: ________

Voting System & Test Deck:

- Test Deck Sealed: □ Yes □ No
- Seal # Recorded: □ Yes □ No
- Test Deck & T&S Certification Seal #: □ Yes □ No
- Match: □ Yes □ No
- Tab Seal # Match w/T&S Certification & Pollbook: □ Yes □ No
- Tab Serial # Match: □ Yes □ No
- w/T&S Certification & Pollbook: □ Yes □ No □ N/A
- EC Addendum: □ Yes □ No □ N/A
- Pre-printed TD– HM: □ Yes □ No □ N/A
- Prelim Test Date: ________
- Public Test Date: ________
- Test Deck Properly Created: □ Yes □ No
- □ 1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7
- □ Diff Totals
- Tab Tape & Predetermined Results Match: □ Yes □ No
- Zero Tape Printed: □ Yes □ No

Voter Assist Terminal

- Test Certification Form: □ Yes □ No
- Tested before Election: □ Yes □ No
- Tested on Election: □ Yes □ No
- Number of voters: ________

Applications to Vote Review:

- # apps to vote matches: □ Yes □ No
- # of voters: ________
- Apps to vote properly completed: □ Yes □ No
- Number of ID Affidavits: ________
- Military/Overseas apps: □ Yes □ No
- Ballots sent on time: □ Yes □ No □ N/A

AV ballot posting: □ Yes □ No □ N/A

Receiving Bd checklist: □ Yes □ No
### Paperwork Assessment:

<table>
<thead>
<tr>
<th><strong>Poll Book &amp; Statement of Votes</strong></th>
<th><strong>Program Container Certificate</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Clerk’s Preparation Certificate completed and signed</td>
<td>1. Seal number properly recorded</td>
</tr>
<tr>
<td>2. Election Inspectors Preparation Certificate completed and signed by inspectors present when polls opened</td>
<td>2. Signed by one election inspector of each major political party</td>
</tr>
<tr>
<td>3. All inspectors (including chair) subscribed to the Constitutional Oath of Office</td>
<td></td>
</tr>
<tr>
<td>4. Oath administrator signed</td>
<td></td>
</tr>
<tr>
<td>5. All election inspectors that signed the oath were appointed by the Election Commission</td>
<td></td>
</tr>
<tr>
<td>6. All spoiled, affidavit, envelope, challenged, and AV ballots noted</td>
<td></td>
</tr>
<tr>
<td>7. Challenges recorded (if nec.)</td>
<td></td>
</tr>
<tr>
<td>8. Write-in votes totaled (if nec.)</td>
<td></td>
</tr>
<tr>
<td>9. Totals tape signed by inspectors present when poll closed</td>
<td></td>
</tr>
<tr>
<td>10. Number of ballots tabulated on totals tape matches the number of voters listed in the pollbook.</td>
<td></td>
</tr>
<tr>
<td>11. Ballot summary is completed, balanced, and totals are accurate</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Provisional Ballot Forms</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Affidavit ballot Question 3 PB form marked Yes</td>
</tr>
<tr>
<td>2. Envelope ballot Question 3 PB form marked No</td>
</tr>
<tr>
<td>3. Envelope ballots were processed appropriately</td>
</tr>
<tr>
<td>4. Affidavit &amp; Envelope Voters were registered to vote</td>
</tr>
<tr>
<td>5. Counted envelope ballots sealed in an approved container</td>
</tr>
</tbody>
</table>
## Ballot Container & Voted Ballot Hand Count Audit:

<table>
<thead>
<tr>
<th>Ballot Container:</th>
<th>Attorney General</th>
<th>Hand Count</th>
<th>Canvass Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballot Container Seal #:</td>
<td>Tom Leonard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In Pollbook:</td>
<td>Dana Nessel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>On Certificate:</td>
<td>Lisa Lane Gioia</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Actual Seal:</td>
<td>Gerald T. Van Sickle</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate signed by one inspector of each major political party:</td>
<td>Chris Graveline</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Sealed:</td>
<td>Write-in vote</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Container Approved:</td>
<td>Over votes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of spoiled ballot matches</td>
<td>Under votes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pollbook:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Duplicated ballots properly duplicated:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electronic ballots properly duplicated:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of ballots matches number of ballots tabulated:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Probate Court</th>
<th>Hand Count</th>
<th>Canvass Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Write-in vote</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Over votes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Under votes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Proposal 18-3</th>
<th>Hand Count</th>
<th>Canvass Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Over votes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Under votes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes: All canvassing should be noted below.
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 Audit Board, hereby certify the completion of the items checked above.

County/State Audit Inspector

County/State Audit Inspector

NOTE: Worksheet data must then be entered electronically in the eLearning Center using the Post-Election Audit Online Form within two days of audit completion.
Post-Election Audits Manual - Table of Contents
This manual is designed to assist with the conduct of post-election audits.

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Post-Election Audits</td>
<td>3</td>
</tr>
<tr>
<td>Selection Process</td>
<td>3</td>
</tr>
<tr>
<td>Clerk Preparation</td>
<td>4</td>
</tr>
<tr>
<td>Conducting the Post-Election Audit</td>
<td>4</td>
</tr>
<tr>
<td>Pre-Election Requirements</td>
<td>4</td>
</tr>
<tr>
<td>ePollbook Evaluation (if applicable)</td>
<td>5</td>
</tr>
<tr>
<td>Voting System Review – Test Procedure Manual for Tabulators &amp; Voter Assist Terminals</td>
<td>6</td>
</tr>
<tr>
<td>Test Deck Completion</td>
<td>6</td>
</tr>
<tr>
<td>Voter Assist Terminal</td>
<td>7</td>
</tr>
<tr>
<td>Application to Vote &amp; Military and Overseas Voter Review</td>
<td>7</td>
</tr>
<tr>
<td>Absent Voter Information Posting</td>
<td>7</td>
</tr>
<tr>
<td>Receiving Board Checklist</td>
<td>7</td>
</tr>
<tr>
<td>Paperwork Assessment</td>
<td>7</td>
</tr>
<tr>
<td>Provisional Ballot Form Review</td>
<td>10</td>
</tr>
<tr>
<td>Ballot Container Examination</td>
<td>10</td>
</tr>
<tr>
<td>Voted Ballot Hand Count Audit</td>
<td>11</td>
</tr>
<tr>
<td>Final Review</td>
<td>11</td>
</tr>
<tr>
<td>Appendix</td>
<td>12</td>
</tr>
<tr>
<td>Additional Test Deck Charts</td>
<td>12</td>
</tr>
</tbody>
</table>
## Clerk Preparation

County clerks conducting audits will coordinate the scheduling of the audit with the local jurisdiction. The audit should take place in a public location and when possible in a location agreeable to the local clerk. As a subject of the audit, the local clerk and county clerk must provide all materials needed to conduct the audit of the specified precinct and associated absent voter counting board.

### Materials needed to conduct a Post-Election Audit

- Close of Registration Notice (Affidavit of Publication)
- Election Notice (Affidavit of Publication)
- Public Accuracy Test Notice (Affidavit of Publication)
- Election Commission’s election inspector appointment record (minutes or signed resolution from meeting)
- Listing of appointed election inspectors
- Election Inspector applications for all inspectors appointed
- Confirmation that election inspectors attended training (dated or signed certificate or sign in sheet)
- Confirmation that election inspector appointments were sent to the major political parties (fax or email verification or certified mail receipt) [partisan elections only]
- ePollbook laptop used in the precinct and encrypted flash drive (if applicable)
- Absent Voter Ballot Posting [partisan elections only]
- Sealed container that contains all testing materials, including:
  - Test deck
  - Chart of pre-determined results
  - Tabulator zero and results tapes
- Tabulator Testing and Security Certification (may be sealed in the test container)
- Election Commission Certification - Public Accuracy Test (if applicable)
- Voter Assist Terminal Preparation Checklist and Test Certification Form
- Pollbook
- Applications to Vote
- Affidavits of Voter Not in Possession of Picture Identification
- AV apps for Military and Overseas Voters and confirmation of ballot sent (e.g., email or fax receipt, proof of mailing if available)
- Sealed ballot container with ballots
- Program container certificate (if applicable)
- Provisional Ballot Forms
- Master card for any voter issued an Affidavit or Envelope ballot
- Final Canvass Report
- Receiving Board Checklist
Welcome Sally.

The site works best in Google Chrome or Firefox internet browsers. Internet Explorer can be used but may not display all images and links.

This section has links to helpful or popular items. Click on an image or title.

News Update N eWsletters
Calendars & Deadlines
Need Help using the eLearning Center?
Resources for Election Administrators
Contacts for the Bureau of Elections
Items Not Loading/Opening? Click here
No Audio or Courses Not Advancing? Click here
Elections Management Portal Resources

Use the boxes below to access your transcript or locate items by Subject.

Transcript

Browse by Subject (Click here for more subjects)
- Classes (In-person & Webinar Trainings)
- Calendars / Deadlines
- Audits

* Clerks input audit form results into online training portal – Elections eLearning Center
Overall Findings / Top Issues:
• Pollbook Completion
• E-Pollbook Use
• L & A Testing
• Voter Application Form - Signatures
• Worker Applications / Training Timeframe
• Ballot Containers
• Ballot Summary / Reconciliation
Follow-Up:

• Webinars
• Revised Forms / Processes
• Focus: Receiving Boards
• Additional Training Modules
• Post-Audit Assignments (Accreditation)
Additions, 2017-2019:

*Ballot count verification audit - pilot, 2017; statewide 2018

*RLAs (pilot, 3 jurisdictions) – Dec 2018

*Study – options, best practices, future audit program recommendations – report to MI Legislature, due July 2019
Find materials here:
www.mi.gov/elections

“Information for Election Administrators”
www.mi.gov/elections

“Information for Election Administrators”

Post-Election Audits Section

Post-Election Audits

- November 2018 Post-Election Audit List
- Post-Election Audit Manual
- Post-Election Audit Printable Worksheet - AVCB
- Post-Election Audit Printable Worksheet - Precinct
Questions, Comments, Other Options for our Report?

Sally Williams, Director

Michigan Bureau of Elections

WilliamsS1@mi.gov