

General Information:

- Precincts are located at polling locations throughout the City of Midland. Each precinct has its own team comprised of a Chairperson, an Electronic Pollbook Inspector, and between one to three Election Inspectors (depending on the size of the election).
- The Absent Voter Counting Board (AVCB) operates similarly to a precinct, except instead of processing voters, they tabulate absentee ballots for the entire City of Midland in a sequestered area. This requires a much larger team typically comprised of two Co-Chairpersons, four to six Tabulator and Adjudication Inspectors, and 20+ AVCB Inspectors.

General Requirements for Election Inspectors

- Election Inspectors must be a U.S. Citizen
- Election Inspectors must be at least 16 years old (if under 18 a work permit is required)
- Election Inspectors cannot have any felony convictions or election related convictions

Positions

- [Precinct Chairperson](#)
- [Precinct Electronic Pollbook Inspector](#)
- [Precinct Election Inspector](#)
- [AVCB Co-Chairpersons](#)
- [AVCB Tabulator and Adjudication Inspectors](#)
- [AVCB Inspectors](#)
- [Receiving Board](#)
- [Alternate Election Inspector](#)

Precinct Chairperson: \$14.00 per hour



- 19 Chairpersons for each Election, one per precinct
- About 4-6 hours of required training per election year
 - Certification Training
 - EPB Computer Training (Laptop)
 - Chairperson Meeting
- Arrives at polling location no later than 6:00 a.m., typical day ends around 10:00 p.m.
- Typical Tasks:
 - Picks up supplies at City Hall from the night before the election, between 6:00 - 8:00 p.m.
 - Arrives at the polling location no later than 6:00 a.m.
 - Precinct Set Up and Clean Up with assistance (guide provided)
 - Swears-In Inspectors
 - Conducts opening and closing procedures according to manual
 - Leads and manages the precinct and its 4 other election inspectors:
 - Instructs inspectors, assigns tasks, and check procedures, such as:
 - Maintaining chain of custody, assisting voters with ballots when requested, accurately completing forms, verifying voter identity, issuing correct ballots, recording voter number and ballot number, tearing off perforated ballot stubs, assisting the voter when the tabulator rejects their ballot, ensuring voter secrecy is maintained, providing excellent customer service, and providing accurate information
 - Ensures one Democrat and one Republican are always present and that one of each participates in tasks where required by law.
 - Interface with poll watchers and challengers as needed
 - Problem solves situations as they arise, but contacts Clerk with any questions or concerns and when required in the manual.
 - Tracks ballots and reconciles counts between E-Pollbook Laptop and Tabulator at least hourly
 - Returns supplies and totals to the Receiving Board for review at City Hall
 - Other duties as required.

Precinct EPB Computer Inspector: \$12.00



- 19 Electronic Pollbook Inspectors per Election, one per precinct
- Typically receives 5 hours of training per election year
 - Certification Training
 - EPB Computer Training (Laptop)
- Arrives at polling location no later than 6:00 a.m., a typical day ends:
 - Around 10:00 p.m. if selected by the Chairperson to go back to City Hall which requires one Democrat and one Republican
 - Around 9:00 p.m. if not selected to go back to City Hall
- Typical Tasks:
 - Follows the instructions of the Chairperson and EPB Manual
 - Sets up Station 2 and laptop (according to manual) by 7:00 a.m. including:
 - Plug in mouse, ID scanner, and laptop
 - Log with passwords, log in to secure flash drive, and open E-Pollbook software.
 - Manages EPB program on laptop to verify voter registration and precinct, log each voter, voter number, and ballot number.
 - Saves files and reports to appropriate locations on secure flash drive and perform and save regular backups.
 - Provides excellent customer service and refers unusual situations that happen to the Chairperson or to the Clerk's Office as required in the manual.
 - Assists with ballot total reconciliation at least hourly, and balancing at end of night.

Precinct Election Inspector: \$12.00



- Approximately 60 Election Inspectors per Election, 3 per precinct
- Typically receives 1 hour of certification training per year and step by step guide
- Arrives at polling location no later than 6:00 a.m., a typical day ends:
 - Around 9:00 p.m.
 - Around 10:00 p.m. if selected by the Chairperson to go back to City Hall which requires one Democrat and one Republican
- Typical Tasks:
 - Follows the instruction of the Chairperson regarding station assignments.
 - Follows setup, procedures, and cleanup instructions in the station manual for your assigned location. Stations may rotate to cover breaks and as requested by Chairperson.
 - **Station 1:** Verifies applications to vote are completed correctly and voter identity, is familiar with notice board, provides accurate information, and helps voters.
 - **Station 2:** Issues ballots and works in collaboration EPollbook Inspectors, provides excellent customer service, accurate information, and assistance to voters.
 - **Station 3:** Collects and verifies completion of applications to vote, help the voter if the tabulator rejects a ballot, ensures voter secrecy, hands out "I Voted" stickers.

Absent Voter Counting Board (AVCB) Co-Chairpersons: \$14.00



- 2 per Election, preferably of opposing parties
- Typically receives 6 hours of training per election year
 - Certification Training
 - Attends all other types of AVCB Training
- Arrives at City Hall no later than 6:45 a.m., remains sequestered until 8:00 p.m., and day ends after 11:00 p.m. after results are delivered and reviewed by AV Receiving Board
- Typical Tasks:
 - Takes on a leadership role managing the counting board, ensures everyone remains on task and sequestered, also ensures prohibition of cellphone use.
 - Keeps the process moving forward accurately and efficiently
 - Instructs inspectors and quality checks procedures according to manual such as:
 - Maintaining chain of custody, accurately completing task and forms, verifying voter information and ballot numbers, tearing off the perforated ballot stubs, ensuring voter secrecy is maintained, ballot tabulation, adjudication, ballot counts and proper ballot storage, ensures remarks are logged as required
 - Ensuring one Democrat and one Republican are always present and participating in tasks as required by law and where preferred.
 - During sequestering, enforcing no use of a cell phones or any prohibited electronic communication devices, there is no smoking or use of e-cigarettes, sequestered individuals will only be permitted to leave the room to use the restroom or drinking fountain.
 - Swears-In AVCB Inspectors
 - Problem solves situations as they arise and answers questions or provides direction to team leaders, but contacts Clerk with any questions or concerns and when required in the manual.
 - Interface with poll watchers and challengers as needed
 - Other duties as required

Absent Voter Counting Board (AVCB) Tabulator and Adjudication Computer Inspectors: \$12.00



- 6 per election (3 Republicans and 3 Democrats), 3 teams
- Typically receives 4 hours of training per election year
- Arrives no later than 7:00 a.m. and is sequestered until 8:00 p.m., the day ends after 11:00 p.m.
- Typical Tasks include:
 - Completing all tasks with another inspector of the opposite party and working together to ensure accuracy and efficiency.
 - Conducts computer setup and login, generates zero total report and verifies for each precinct, precinct opening and closing steps on computer according to manual, runs and saves reports to a secure flash drive at end of tabulation.
 - Verifies totals before and after each batch of ballots through the high-speed tabulator (scanner) or
 - Adjudicates ballots to determine write in votes and valid vs. invalid markings as prescribed by State law.

Absent Voter Counting Board (AVCB) Inspectors: \$12:00



- About 20 per Election, several teams
- Typically receives 3 hours of training per year
 - Certification Training
 - Attends AVCB Training specific to pre-assigned tasks
- Team A arrives no later than 7:00 a.m. and is sequestered until 8:00 p.m. and a typical day ends after 9:00 p.m.
- Team B arrives no later than 9:00 a.m. and is sequestered until 8:00 p.m. and a typical day ends after 11:00 p.m.
 - Two people from this team will be selected to serve on AV Receiving Board and use a checklist to verify receipt and accuracy and completeness of reports.
- Typical Tasks:
 - Verifying that ballot/name appears on the list of voters, keeps ballots sorted by precinct and type, efficiently moves ballots between stations ; or
 - Opens ballot envelopes with a high-speed letter opener or hand held opener, keeping ballots sorted by precinct and group; or
 - Duplication of ballots where required such as for military ballots or damaged ballots, proper filing of applications and other related materials according to law and the manual; or
 - Processes ballots:
 - Verifies ballot numbers, tallies empty envelopes; or
 - Removes ballot from envelope, removes ballot stubs from ballot and staples to envelope; or
 - Removes ballots from secrecy sleeves, puts sleeve in box, flatten and bundle into stacks of 50 to prepare for tabulation.
 - Balances counts of ballots and compared to list of voters and tabulator
- Some AV Inspectors may be selected as the team leader at their table to move ballots between locations, request assistance, and help keep the team accurate and efficient.

Receiving Board: \$12.00



- Approximately 6 Inspectors per Election
- Typically receives 30 minutes of certification training per election
- Arrives at City Hall no later than 8:00 p.m. and day ends after 10:00 p.m.
- Typical Tasks:
 - Setup stations and are ready for receiving from the precincts starting at 8:30 p.m.
 - Reviews a checklist with the Chairperson and an Inspector returning the supplies/reports for each precinct.
 - Verifies chain of custody, reports and ballots are in the right location and sealed properly, verifies that paperwork is filled out correctly and all required supplies and reports are returned
 - Work in groups of 2 (one Republican and one Democrat) and signs documentation once items are verified
 - Reports anomalies to Clerk's staff for resolution.
 - Sorts and stores all materials in appropriate, secure containers and locations.

Alternate Election Inspector: \$12.00



- Approximately 4 per Election
- Typically receives 6-10 hours of training per election year
 - Certification Training
 - E-Pollbook Training (Laptop)
 - Various AVCB Trainings
- Availability for all elections in the year applying is required to receive training and alternate must be available even if called last minute on Election Day.
 - If an Election Inspector accepts their appointment and then becomes unable to perform their duties the inspector must notify the City Clerk of their inability to serve 3 days or more before the election per Michigan Election Law Section 168.931(g)
 - With this in mind, MOST alternates will be notified if their services are needed 3 days or more prior to the election. HOWEVER, emergencies do occur and notification may occur as late as the day of the election.
- Typical tasks could include any of the other election related tasks.