

ELECTION PRESENTATION



An election is like a Christmas holiday. Many people spend a lot of money and time planning and preparing for it and then it is over in one day. It seems like it is hardly over and we begin preparing for the next one. Much planning and preparation goes into each elections.

ELECTIONS THIS YEAR

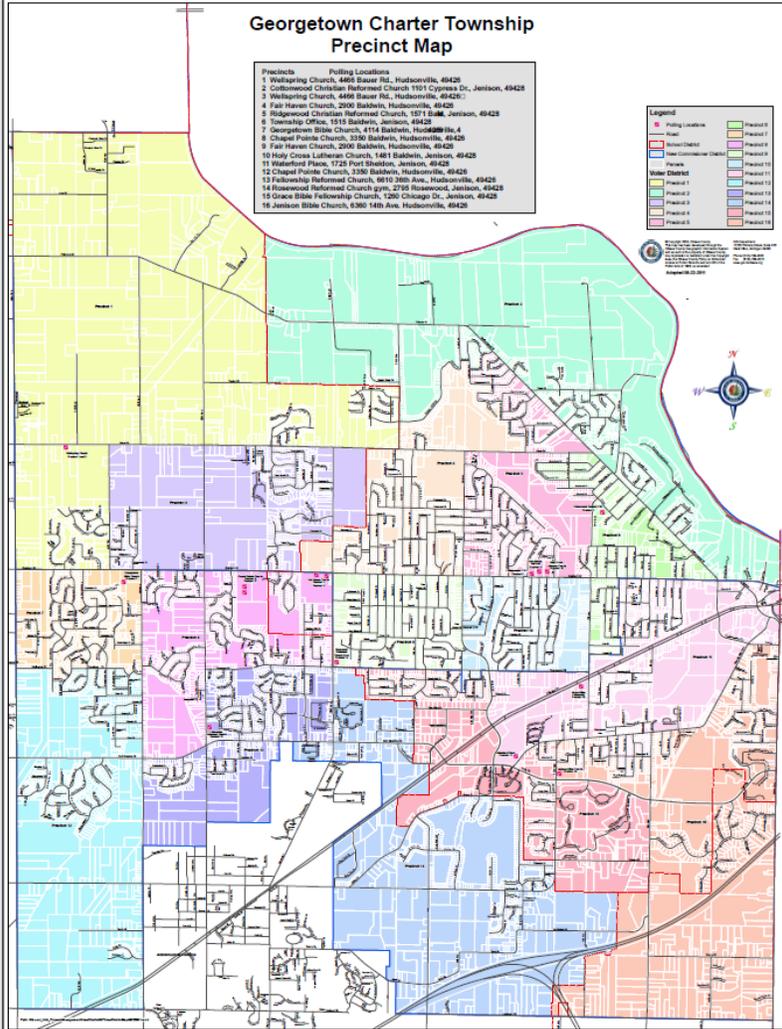
- The **March 8, 2016 Presidential Primary** with all 16 precincts and an AVCB which is a separate precinct that processes absentee ballots (**47.31% turnout in Georgetown**);
- The **May 3, 2016 Special School Election** with all 16 precincts and an AVCB (overall 19.22% turnout with **24.8% turnout for Jenison Public School voters**);
- The **August 2, 2016 State Primary** with all 16 precincts and an AVCB; and
- The **November 8, 2016 State General Election** with all 16 precincts and an AVCB.

POINTS OF HISTORY

- 2010 laptop computers as electronic poll books.
- 2011 new precinct map.

- In 2010, the Township entered into an agreement with the State of Michigan for a grant to purchase laptops to be used as electronic poll books. Then the Township began partnering with the local high schools and colleges by recruiting students with computer skills to be electronic poll workers in the precincts because the students easily learn the process of the e-poll book and do a great job.
- Another big point in history includes the 2010 census. After the results of the census were available to the Township, the task of revamping precinct lines was begun. The process took a quite a while. When you look at the map, you may wonder what crazy person drew these lines. Well, there are reasons for the way the lines were drawn.

2011 New Precinct Map



- The goals with redrawing the lines were as follows:
- To **reduce the number of precincts from 20 to 16** while still maintaining the number of registered voters per precinct below the maximum number of 2,999 as stipulated in Election Law. The reason for the reduction was to reduce costs and work associated with each precinct. **With less precincts, the number of workers decreases, plus less materials and less time traveling to the precincts for equipment delivery and pickup and personnel checking the work at each precinct.**

- **To keep the number of registered voters per precinct as equal as possible** in order to not overwhelm one precinct with a large number of voters.
- To have **precinct lines follow the county commissioner district lines** to eliminate multiple ballot styles to accommodate different commissioner districts. This not only reduces costs, but also reduces work and possibilities of errors.
- To have **precinct lines follow school district lines**, as much as possible, to eliminate multiple ballot styles to accommodate different school districts. This not only reduces costs, but also reduces work and possibilities of errors.
- To **have voting locations within the precinct lines**, or as close as possible, so voters are able to access their voting locations with as little driving as possible, as well as to have facilities that are easily accessible.

With those goals in mind, a draft was created. Then a trip to Ottawa County GIS provided the Township with the exact number of registered voters per house on each street. Therefore, the final draft, while not perfect and maybe looking a little odd, **best met the stated goals.** Finally the new map was adopted August 22, 2011 by the Township Board.

- After the new precinct map was created, the next step was to find **accessible polling locations** either within the boundaries of a precinct or close to it. Below is a list of polling locations. Although most are churches, the Township also uses Waterford, because it meets the criteria of election law.
- The Bureau of Elections urged municipalities to move away from using schools for the safety of the students. Three locations house two precincts. As per election law, up to 6 may be located at one facility. It is convenient to have two voting location in one facility for equipment delivery and for help during election days. In those facilities, for the bigger elections, an additional worker, with a laptop computer with a list of voters and precincts, is assigned for the convenience of the voter to help determine which precinct they go to vote. The Township is fortunate to have great places that offer the use of their facilities to voters.
- As a side note, another consideration was to place Waterford within its own precinct for the convenience of those who live at the housing development.

Polling Locations

- Precinct #1 and #3 Wellspring Church, 4466 Bauer Road Hudsonville 49426
- Precinct #2 Cottonwood Heights CRC, 1101 Cypress Dr. Jenison 49428
- Precinct #4 and #9 Fair Haven Church, 2900 Baldwin St. Hudsonville 49426
- Precinct #5 Ridgewood CRC, 1571 Baldwin St. Jenison 49426
- Precinct #6 Georgetown Township Office, 1515 Baldwin St. Jenison 49428
- Precinct #7 Georgetown Bible Church, 4114 Baldwin St. Hudsonville 49426
- Precinct #8 and #12 Chapel Pointe, 3350 Baldwin St. Hudsonville 49426
- Precinct #10 Holy Cross Church, 1481 Baldwin St. Jenison 49428
- Precinct #11 Waterford Place, 1725 Port Sheldon St. Jenison 49428
- Precinct #13 Fellowship Reformed Church, 6600 36th Ave. Hudsonville 49426
- Precinct #14 Rosewood Church (Gym), 2795 Rosewood St. Jenison 49428
- Precinct #15 Grace Bible Fellowship Church, 1260 Chicago Dr. Jenison 49428
- Precinct #16 Jenison Bible Church, 6360 14th Ave. Hudsonville 49426

In regard to the precincts, the Township obtains signed agreements for the use of the facilities. For each election, the facilities are contacted to remind them of the election dates and to schedule equipment delivery and pickup and to obtain emergency contact people in case of emergencies

Fair Haven Church



Fair Haven Church, Precincts 4 and 9



Chapel Pointe, Precinct 8 and 12



ELECTION WORKERS AND EDUCATION



The Township is fortunate to have a great team of workers who have other daily jobs at the payment counter, Building/Zoning Department, Parks Department, Fire Department, Library, to name a few, who all come together to complete all the necessary tasks for an election.

A huge component of running successful elections is education. First, Township officials must be **trained to run an election and trained to be able to train the workers.**

Online Training from Bureau of Elections

Welcome Mannette to the Michigan Elections eLearning Center.



Overdue Reports



News Update Newsletter



Calendar



Help Documents



Resources for Election Officials



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Low Audio or Courses Not Advancing?



My Transcript (Click here for more)

	Type	Due Date	Status	Action
May 2016 Provisional Ballot /Not in Possession of ID Online Form	Forms	None	Registered	Launch Mark Complete
Submitted Presidential Primary Provisional Ballot / Not in Possession of ID Reports	Documents	None	Registered	Launch Mark Complete
PRINT ONLY Worksheet City/Township Reimbursement for 2016 Presidential Primary	Documents	None	Registered	Launch Mark Complete
Conducting a Post-Election Audit	Online Class	None	In Progress	Launch



My Certifications (Click titles for details)

	Due Date	Expiration
2014-2015 Continuing Education for City and Township Election Officials	1/31/2016	
Accreditation Certification	1/31/2016	



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2016 Michigan Election Dates Booklet

Michigan Elections eLearning... 

Registering for Certifications:

Election Official Accreditation and Continuing Education

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Search



The Township works closely with the **Ottawa County Clerk's Office** and the **Bureau of Elections** throughout the process of conducting an election, including support and training. The Bureau of Elections requires that a person must be certified to run an election in the State of Michigan. Rich and I have attended the certification class and passed the test and are certified to run an election. In addition, **continuing education** is required and is provided by the State through in-person training, as well as through a website with training programs.

The **Ottawa County Clerk's Office** also provides training, some required, and provides **support** to the Township with information when needed. Through these sessions, we learn the requirements of the Election Law, as well as any changes, along with processes which may change depending on the type of election.

In addition, Election Law provides that municipalities with a population of over 10,000 have the **authority to certify and train election inspectors** to work an election. This works well for the Township because the workers can come to the Township office rather than go to the County. Plus, they can be trained in the processes used by the Township.

In order to be eligible to train election workers, I have attended and passed a “Train the Trainer” Course. This must be completed every two years to maintain this eligibility. Rich VanderKlok is also involved with the training sessions. Consequently, the Township trains all election workers in every aspect of the work they will do.

Training is made available to the election workers at their convenience. Sessions are planned with normally no more than 10 people so that they can have a “**hands on**” **experience**. Jeanne has taken the responsibility to schedule the workers to work an election and to schedule the workers for training. This is a huge endeavor to plan times that work for people in their busy schedules. Plus, if workers are not available during scheduled times, Township staff **accommodates every need** and will schedule an individual training to accommodate a worker. For example, students may only be available after school hours or when they are home from college. The following training is provided at the Township:

For an election day, the many workers are needed and are specifically trained.

Election Inspectors in the precinct, anywhere from 4 to 8 election inspectors per each of the 16 precincts, depending on the election (totaling from 64 to 128). Each precinct has a chairperson, co-chair person, two to three e-poll book workers, in addition to the workers who perform the other jobs.

ELECTION WORKERS



Election Inspector Certification

- Every election inspector must be certified every two years.
- About 300 election workers.
- Started in November 2015 for the 2016 election cycle.

Election Inspector Certification must be completed **every two years and must be completed for each election worker**. No one can work an election without being certified. The Township maintains these records and is periodically audited by the State (through the Ottawa County Clerk's office).

The certification training actually began in November 2015 in preparation for the 2016 election cycle. There are approximately 300 election workers that must be certified in order to have enough workers to cover all the aspects of each of the elections and having replacements if needed. In addition, for any given election, many of these workers may be unavailable.

For example, for the March 8 election, many workers were living in Florida for the winter and many of the e-poll book workers (high school students) will be attending band camp the first week of August and will be unavailable to work the August election. Plus at the last minute, normally a few workers become unavailable due to family issues, sickness or emergencies. On occasion, even on Election Day a worker may not show up and preparations must be made to have others available to step in. These types of things require that many additional workers be trained and ready to work even if they were not originally scheduled to.

Chairperson Training



Chairperson training is held for the 16 precinct chair people prior to **each** election. These sessions provide information regarding the running of the election in the precinct including opening the polls, circumstances which may occur during the day such as if an envelope ballot or challenged ballot must be issued, closing the polls, and individual circumstances that relate to each election. For example, for the March 8 Presidential Primary, the voter was required to complete an Application to Vote and to pick either a Democratic, Republican ballot or a no party ballot with the County proposal only.

Manuals have been prepared for the chairperson covering all aspects of their requirements for running the election, including events which may occur on Election Day. These manuals are constantly updated for changes in the law, changes in the interpretation of the law, or changes in procedures.

In addition, for each election, chairs are given a **memo** with information pertinent to this election, along with a **checklist** for opening and closing the polls with relevant information for each election. For example, procedures may be altered such as memory cards being picked up by runners to be brought back to the Township office in order to have results ready quicker for candidates.

E-Poll Book Training



E-poll book training is conducted for the two to three workers for each precinct prior to **each** election. Training is necessary before each election because their processes change. For example, for the March Presidential Primary, when the voter chose a party, the worker had to issue the ballot for that particular party and the ballot number did not automatically increment. Each ballot number had to be individually entered. At the end of the night, the workers had to reconcile the ballot numbers for each ballot style (there were three-Democrat, Republican and no party for the County Mental Health proposal). For the school election, two precincts had two ballot styles and the workers had to learn to issue each and to complete the ballot summary.

Since beginning to use e-poll books in 2010, the Township has partnered with the local high schools and colleges. Working with students has been a huge success story and voters and other election workers love working with the students. Using the electronic poll books has been good for the elections too because it has helped shorten the time it takes to issue a ballot and, since for most elections the ballot numbers automatically increment forward, has also helped to reduce mistakes.

The recruiting process is ongoing because the students grow up, go to college and get jobs. Some of these former students, now full-time workers, still return and work the elections and even take vacation time to do it. Others who are unable to take time off during the day will return to work in the evening on the Receiving Board.

Taylor VanDuin was one of the first recruits from JPS when he was a junior. He now has graduated from college and still works.

Election Inspectors in Absentee Voter Counting Board precinct which has between 1 to 6 tabulators to process the absentee ballots for all of the 16 precincts. Anywhere from 10 to 30 workers are needed, depending on the volume of AV ballots. The number of ballots can vary from around 3,000 to pushing 8,000 for a presidential election. There is a Counting Board for each election. The reason is because if these were to be processed in the polling location, it would hold up the in-person voting because each ballot would have to be recorded as received in the e-poll book and fed into the tabulator. We are very thankful to the AVCB workers because they are the ones that deal with all the wrinkled and coffee stained ballots and do the duplicating when necessary

RECEIVING BOARD



05/03/2016

Receiving Boards have two members per board (one Democrat and one Republican). There are normally 8 receiving boards, plus one more for the AV County Board, totaling 18. However, for the August election, there is an additional Receiving Board to process the Precinct Delegates. Using a checklist that is individually prepared for each election, these are the people who review all the work of the inspectors in the precinct and verify that everything is correct. If changes are needed, for example, the ballot container was not sealed correctly, they are made at this point.

Receiving Board



Receiving Board training is conducted prior to **each** election for the 20 workers who examine the election materials after the polls close to determine that all is correct. These people are charged with reviewing the paper poll books, including that all required elements have been signed and the sealing of the ballot container was done correctly. There is also a special Receiving Board that only reviews the results of the **Absentee Counting Board** which is a precinct in the lower level that process all absentee ballots. After the election, the Board of County Canvassers reviews each precinct of each municipality. Thanks to the Receiving Boards, mistakes are caught and corrected prior to the materials being delivered to the County. Because of the great efforts of the precinct workers and the Receiving Boards, Georgetown has a great record of no or very few errors.

Equipment delivery people use rented trailers to bring the equipment to the polling locations the day before the election and pick it up the day after the election. These people include the Parks and Property Director and his staff, along with the SWAP group from the Ottawa County Sheriff's Department.

Equipment people for election night use carts and meet the chair people and the opposite party person in the parking lot and bring their materials into the Township office and to the Receiving Boards. After the review is completed, these people bring the materials to the lower level for storage. These people include DPW, Parks and Fire personnel.

Runners during Election Day run all day long from precinct to precinct helping to open at 6:00 a.m. in the morning and helping to close after the polls close at 8:00 p.m. They also run all day long to help with problems and questions. There are normally between 6 and 12 runners, depending on the election. Most of these runners are experienced election workers who know the process in the precinct as well as know how to work the e-poll book.

Staff on Monday before an election day after 4:00 p.m. downloads the e-poll book information from the State Qualified Voter File and uploads to the e-poll book. There are normally between 5 and 6 people. In order for the voting to be conducted correctly in the precinct, it is critical that this information is entered into the laptops correctly.

Staff at night emails the results to Ottawa County and prints the reports from the e-poll book flash drive to be inserted into the paper poll book. There are normally between 4 and 7 people.

ELECTION EQUIPMENT



ELECTION EQUIPMENT

Ottawa County actually owns the election equipment and provides maintenance and service. Some of the equipment, like tabulators and automarks, were replaced with old refurbished equipment after the flood. But this equipment is still in rough shape. In addition, the old voting booths were not replaced after the flood and now are difficult to assemble. There were hard enough before and now are worse. In addition, the County programs the equipment for each election and does the testing.

Last year, Rich VanderKlok, and a few Township staff attended a meeting hosted by Ottawa County where new election equipment was presented for review and comments. The State's initial intention had been to have new election equipment (with some pretty cool bells and whistles) ready for implementation for the 2016 election cycle. However, due to errors in the RFP, this entire process has to be completed again and the hope is that this new equipment will be available in 2017.

PREPARATION

In order to organize this diverse group of people to accomplish the myriad of tasks involved with an election, an outline is followed in order to complete tasks in a timely manner and so that nothing is forgotten.

The Township is fortunate to have a great staff that operates as a cohesive team for elections. Although many municipalities have staff totally dedicated to an election department, Georgetown has staff that work in many areas, including payment counter, Building/Zoning, DPW, Parks, and even the Library Director that all come together and work an election, as well as maintaining their own individual responsibilities. It is because of the great staff we have that the Township is able to process all the different areas necessary to hold an election.

Temporary help is occasionally enlisted to help with election jobs at the Township office, mainly to process absentee ballots.