

INSPECTOR'S TABLE BINDER #2

Closing the Polls

Board of Canvassers (including EL-106 certifications for municipal office / municipal referendum / provisional ballots and MBOC Record of Activity when processing provisional ballots)

Inspectors' Statements EL-104 (example and blank extras)
Tally Sheets EL-105 (example and blank extras)

Counting Write-In Votes
Return Checkoff Lists (examples)

Chart for Election Day Hours Worked

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Post-Election Checklist



Poll Lists:

Two identical poll lists must be completed

- Completed with necessary attachments, including the signatures of at least 3 inspectors (chief inspector and any inspector responsible for maintaining the list)
- Original List completed for municipal clerk
- Original List that contains the voters' signatures completed for county clerk
- Certified copy may be made for school district clerks and special purpose district clerks

Tally Sheet Preparation

Two tally sheets must be created for each type of ballot (EL-105)

- Tally sheets are complete, including signatures from all persons counting ballots
- Original Tally Sheet completed for municipal clerk
- Original Tally Sheet completed for county clerk
- Original Tally Sheet completed for school district clerk

Inspectors' Statement:

One inspectors' statement must be completed for each set of tally sheets

- Completed with necessary attachments, along with signatures of 3 inspectors*, voting equipment seal verification checks, and record of all ballot bag tamper-evident seal numbers
- Original statement completed for municipal clerk
- Copy of statement for county clerk (made by municipal clerk)
- Copy of statement for school district clerk (made by municipal clerk)

Provisional Ballots

- The carrier envelope for provisional ballots (EL-108), containing all provisional ballot certificate envelopes (EL-123) placed in a separate ballot bag and secured with a tamper-evident seal
- The completed Provisional Ballot Reporting Form (EL-123r) not sealed in a ballot bag

Absentee Ballots

Materials for absentee ballots must be placed in the proper envelope

- Certificate of Rejected Absentee Ballots (EL-102) (Brown)
- Used Absentee Certificate Envelope (EL-103) (White)
- Certifications on each envelope are completed with the signatures of 3 inspectors*

Ballot Security

Ballots must be secured in a bag or container with a tamper-evident seal.

- Ballots are separated by type and placed in their respective ballot bag
- Certification is completed with the signatures of 3 inspectors* and tamper-evident seal number of each bag.

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