



FLINT CITY CLERK | ELECTIONS DIVISION

ABSENTEE BALLOT PROCESSING OVERVIEW

MANUAL PROCESSING TABLE

RETURN ENVELOPE OPENING



At Station 1, the inspector(s):

- Opens the return envelope
 - » Envelopes may be opened by machine or manually
- Double checks that envelopes are signed by the voter and approved by clerk's staff
- Confirms count of envelopes

NAME CHECK & STUB VERIFICATION



At Station 2, the inspector(s):

- Extract the secrecy sleeve
- Verify the stub numbers on the ballot match the envelope
- Remove the stub
- Stack empty return envelopes for storage

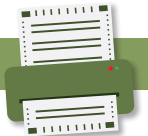
EXTRACTION & INSPECTION



At Station 3, the inspector(s):

- Extracts voted ballots from secrecy sleeves
- Inspects them for machine-readability
 - » Unreadable ballots are set aside for duplication
- Flattens them for scanning
- Stacks secrecy sleeves aside for storage
- Places ballots in a tray to move to scanning

SCANNING



At Station 4, a bipartisan team:

- Runs each batch of ballots through the scanner
- The scanner creates an image of each ballot and records voter choices
 - » Ballots that don't scan are set aside for duplication
- After scanning, the tabulation team records information in the reconciliation form
- The reconciliation shows how many ballots came in for this precinct, were challenged or otherwise unscannable, and were scanned

BALLOT DUPLICATION



At Station 4.1, a bipartisan team:

- Brings ballots flagged during inspection or rejected by the scanner
- Pulls a blank ballot of the same style
- Writes a tracking number on the original and the blank ballot
- Duplicates the selections from the original
- Reviews duplicated ballots to ensure voter choices are marked accurately
- Puts the ballot in its precinct batch to be scanned
- The original is placed unscanned in the Original Ballots envelope

ADJUDICATION



At Station 5, the bipartisan scanning team:

- Examines images of ballots the scanner read as blank
- Looks for stray pen marks or voter choices indicated by a non-standard, unreadable mark
- In each contest where voter intent is certain, the team marks the candidate or option to be counted

BALLOT STORAGE



At Station 6:

- After scanning a batch, the team puts it in a ballot bag
- At the end of each day, the ballot bags and cage are sealed and the seals recorded
- If counting resumes, the team checks the seal against the seal form
- After all valid ballots have been tallied, the cage is sealed pending the audit or a judicial order for a recount