REQUEST FOR PROPOSAL

RFP 042014
Bay County Election Commission
2014 Election Ballot Printing

THOMAS HICKNER
BAY COUNTY EXECUTIVE

REQUEST FOR PROPOSAL---THIS IS NOT AN ORDER OR OFFER

IF FOR ANY REASON YOU CANNOT RETURN THIS BID, PLEASE RETURN THIS FORM INDICATING SO TO INSURE THAT YOUR NAME MAY BE RETAINED ON OUR BIDDER LIST.

DATE OF REQUEST   APRIL 11, 2014

REFERENCE PROPOSAL NUMBER   RFP 042014

PROPOSED DATE/TIME REQUIRED   APRIL 25, 2014
                                             10:00 A.M.

SUBMIT PROPOSAL TO   BAY COUNTY FINANCE DEPARTMENT
                                             PURCHASING DIVISION
                                             ATTN: FRANCES MOORE
                                             BAY COUNTY BUILDING
                                             515 CENTER AVENUE
                                             BAY CITY, MI 48708-5128

MARK PROPOSAL   "BAY COUNTY ELECTION COMMISSION 2014
                                             BALLOT PRINTING"
                                             DELIVER TO THE PURCHASING OFFICE
                                             IMMEDIATELY

_____

The Bay County Purchasing Division on behalf of the Bay County Election Commission's Office will be accepting proposals for printing the August and November 2014 Election Ballots, in conformity with the following specifications:

SPECIFICATIONS:

1. Ballots must be printed using the "Michigan Ballot Productions Standards" issued by Michigan Department of State Bureau of Elections November 2013. (**See Appendix B)**

2. Bay County uses the ES&S M-100 Tabulator and all ballots MUST be certified to work with the ES&S Ballot standards for the M-100 Tabulator.

3. The Bidder must be a State certified printer, no subcontractors or "jobbers" will be allowed.

4. Due to time constraints a Michigan based printer is required.

5. Printer is to include complete proofing of the ballots as part of the service provided including and not limited to the following:
   a. Ballot headings
   b. Section titles
   c. Candidate office titles, term lengths, vote for numbers
   d. Ballot codes
   e. Ballot layout, code channels, trim marks
   f. Proposal language
   g. Voting targets
   h. Rotation of candidate names
   i. Paper specifications and quality in compliance with all product standards

6. Provide recommendations regarding ballot headings, office titles, ballot proposal and numbering sequences as space saving measures and ultimate costs savings preventing a potential for two (2) page ballot printing.

7. Bidder will be expected to provide support during election recounts and challenges to County Election Commission.

8. Bidder should have knowledge of the Thrunn Law Firms representing the majority of school districts and ballot layout in Michigan.

9. Assurance/confirmation that all State of Michigan deadlines will be met.

   Timeliness of providing the finished product cannot be overstressed. Time will be of the essence of any Contract Awarded. As such, any Contract awarded will contain a Liquidated Damages Clause which will provide that if Bidder fails to provide the requested product within the time frame indicated in the Contract, ("Bidder Breach"), Bidder shall pay to the County an amount equal to five (5%) percent of the total contract (the "Liquidated Damages") if the requested product is not provided on said due date or deadline. Said Liquidated Damages Clause will clearly indicate that the parties intend that the Liquidated Damages constitute compensation and not a penalty. The parties shall acknowledge and agree that the harm caused to County by a Bidder Breach would be impossible or very difficult to accurately estimate at the time of contract and that the Liquidated Damages are a reasonable estimate of the anticipated or actual harm that might arise from a Bidder Breach. Bidder's payment of the Liquidated Damages shall be Bidder's sole liability and entire obligation and County's exclusive remedy for any Bidder Breach due to timeliness.

10. The Bureau of Elections will be contacted as a reference.

11. Bidder must guarantee emergency two (2) calendar day service/delivery.

12. Bidder must offer 24 hour, 7 day per week availability to County Election Commission during ballot production cycle, please provide contact information.

13. Bidder to include a 5% overage/underage at no additional cost.

14. Ballot quantities will be presented by County Clerk.

15. The contract time period will only be for a one year period.

16. Bidder must provide detail as to the percent of other private, contractual or commercial printing done by the company and confirm the level of priority for election ballot printing.

REQUIREMENTS OF BIDDER:

1. All bids pricing must be valid through the November 2014 election cycle.

2. Bidder is to provide the following information:
   a. Number of years in the printing business.
   b. Company owner's involvement in the business.
   c. Minimum and maximum size of ballots which the Bidder equipment can accommodate in writing along with special features such as colored ballots, etc.
   d. How many job reprints were required of the Bidder in the last five years and why?
   e. List other counties with whom the Bidder currently or in the past has been contracted to print election ballots and if the Bidder no longer contracts with a specific county explain why.
   f. Does the Bidder also contract for commercial print jobs and what percent of the total print jobs are commercial, private or contractual?
   g. Provide details as to how your company will deliver the ballots to the County and what are the terms of the delivery. Please disclose any fees added for delivery based on the attached City/Township list of Bay County. **(Appendix A)**
   h. Bidder will provide real life examples (minimum of three -3) ballot preparation errors that saved completed reruns of ballots, please provide copies.
   i. Does the Bidder review quantities against past voter turnout records and voter population and recommended quantities?
   j. Credential of proof reading official and years of experience.

CONTENTS OF BID PACKET:

1. Bids will only be accepted on the attached form. Please attach specification sheet and color options. **(SEE ATTACHMENT A)**

2. Each bidder is required to accompany their formal bid with a written sworn statement affirming they have not been a party to a collusive agreement. **(SEE ATTACHMENT B)**

3. Please provide five (5) references.   **(SEE ATTACHMENT C)**

4. Responses to the above listed questions. **(SEE ATTACHMENT D)**

5. Business Information. Each bidder is requested to complete the attached business information forms. This attachment will not cause the bid to be rejected but the awarded Bidder will need to submit this information prior to the purchase order release. **(SEE ATTACHMENT E)**

6. Request one (1) sample copy of each as listed below. **(LABEL ATTACHMENT F)**
   - General Election
   - Primary Election
   - Special Election
   - Recall
   - Proposal

GENERAL INFORMATION:

1. ADDENDA: All additions, corrections or changes to the solicitation documents will be made by addendem only. Bidders shall not rely upon interpretations, corrections, or changes made in any other manner, whether by telephone or in person. Additions, corrections, and changes shall not be binding unless made by addenda. All written addendum signed by both parties issued shall become part of the Agreement documents. Addenda will be sent to all known potential bidders by e-mail.

2. CONTACT INFORMATION: To receive future communications related to this RFP, possible bidders are asked to immediately send contact information by email to Frances Moore, Bay County Purchasing Agent, at mooref@baycounty.net; failure to do so may limit your ability to submit a complete, competitive proposal.

3. TAX-EXEMPT STATUS: Bay County is a tax exempt entity. A tax exempt form will be provided to the successful bidder.

4. FOIA: All bids are confidential until the listed bid opening time and date; however, as a public entity, Bay County is subject to the Michigan Freedom of Information Act (FOIA). Information contained in proposals may be subject to FOIA requests.

5. RESPONSIBILITY: Bidders are solely responsible for ensuring their bid is received by the Bay County Purchasing Agent in accordance with the solicitation requirements, before the date and time specified in this Request, and at the place specified.

   The Bay County Purchasing Agent shall not be responsible for any delays in mail or by common carrier or mistaken delivery. Delivery of bid shall be made to the Bay County Purchasing Agent, Bay County Building, 7th Floor, Bay City, MI 48708.

   Deliveries made before the due date and time but to the wrong office will be considered non-responsive unless re-delivery is made to the office specified before the due date and time specified in this Request.

6. INSURANCE: The Bidder shall purchase and maintain such insurance as will protect him from claims set forth below which may arise out of or result from the Bidder's service, whether such service be by himself or by anyone directly or indirectly employed by Bidder, or by anyone for whose acts Bidder may be liable, including independent contractors. It is hereby reasserted that NO SUBCONTRACTORS will be allowed to perform the services requested herein:

   a. Worker's compensation insurance for claims under Michigan's Workers' Compensation Act or other similar employee benefit act of any other state applicable to an employee.

   b. Employer's liability insurance, in conjunction with workers' compensation insurance, for claims for damages because of bodily injury, occupational sickness or disease or death of an employee when workers' compensation may not be an exclusive remedy, subject to a limit of liability of not less than $100,000 each accident.

c. Motor vehicle liability insurance required by Michigan law including no-fault coverage for claims arising from ownership, maintenance or use of a motor vehicle with liability limits of not less than $1,000,000 per occurrence combined single limit bodily injury and property damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

d. General liability insurance for claims for damages because of bodily injury or death of any person, other than the Bidder's employees, or damage to tangible property of others, including loss of use resulting by other specific liability insurance and are ordinarily insurable under general liability insurance, subject to bodily injury limits of not less than $1,000,000 each occurrence and mandatory $2,000,000 annual aggregate and property damage limits of not less than $1,000,000 each occurrence; or combined bodily injury/property damage limits of not less than $1,000,000 each occurrence, and $2,000,000 annual aggregate.

Insurance required shall be in force until acceptance by the County of the entire completed work, and shall be written for not less than any limits of liability specified above. Certificates of insurance, acceptable to the County, shall be provided to the County prior to commencement of the project.

All coverage shall be with insurance carriers licensed and admitted to do business in Michigan.

7. COST OF DEVELOPING PROPOSAL: The Bidder shall be responsible for all costs incurred in the development and submission of its response. The County assumes no contractual obligation because of the issuance of the RFP, the preparation or submission of a response by a bidder, the evaluation of an accepted response, or the selection of finalists. The County will not be contractually bound until the County and the successful Bidder have executed a written contract for performance of the work.

8. PROPOSAL DELIVERY: Proposals must be returned no later than **April 25, 2014, @ 10:00 A.M.** in a sealed envelope clearly marked **"Bay County Election Commission 2014 Ballot Printing"--- Deliver to the Purchasing Office immediately**. The same should be mailed or hand delivered to the Bay County Purchasing Office, Bay County Building, 7th Floor, Bay City, Michigan 48708.

The County will not accept proposals sent by FAX machine or E-mail.

9. NON-DISCRIMINATION: In the performance of the bid, bidder agrees not to discriminate against or grant preferential treatment to any individual or group on the basis of race, sex, color, ethnicity, or national origin in the operation of public employment, public education, or public contracting. Bidder shall not discriminate against any employee or applicant for employment to be employed in the submission of this bid or in performance of the duties necessitated by an award of the proposed contract with respect to his or her hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, color, religion, national origin, ancestry, gender, height, weight, marital status, age, except where a requirement as to age is based on a bona fide occupational qualification, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Any breach of this provision will be regarded as a material breach of the contract.

10. BID OPENING: There will be a public bid opening immediately following the deadline to receive proposals in the Bay County Information System Department conference room located in the Bay County Building, 8th Floor, 515 Center Avenue, Bay City, Michigan. All bidders are invited to attend and hear the proposals read.

11. BID REJECTION/ACCEPTANCE: The County reserves the right to accept or reject any or all bids, to waive any irregularities and to make the final determination as to the best low qualified bid.

12.   BID AWARD: In the event the bid is awarded directly by the Finance Officer, a Notice of Intent to Award will be used to notify all bidders of her intent to award the bid to the Bidder providing the best value to the County.

13.   CONTRACT: The County's award of any bid is subject to and conditioned upon execution of a formal agreement for products and services between the successful bidder and the County. In submitting a proposal, the bidder acknowledges that the contents of the RFP will become incorporated within any formal agreement. This RFP does not include every term and provision which shall be included in the formal agreement. In the event that the bidder fails to execute the formal agreement within 14 days of its presentment by County, the County may reject the selected bidder, and proceed to accept another qualified bid, or reject all bids.

       A copy of a bidder's suggested terms and conditions may be submitted with bidder's proposal, however, neither the County's acceptance of any bid nor award of any contract pursuant to this RFP shall be construed as any definitive acceptance by the County of Bidder's suggested terms and conditions.

14.   DISPUTES: In the event a bidder disagrees with the recommendation of the Bay County Finance Officer concerning this award, the bidder may obtain a Bid Protest Form from the Purchasing Office which must be completed and returned to Frances Moore, Bay County Purchasing Agent, Bay County Purchasing Division, 7th Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708-5128, **within ten (10) working days from the date of the notice of intent to award.**

15.   QUESTIONS: All questions about this RFP must be directed in writing, via email, to:

       Frances Moore
       Purchasing Agent
       mooref@baycounty.net

ADA ASSISTANCE: The County of Bay will provide necessary and reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered, to individuals with disabilities upon two days' notice to the County of Bay. Individuals with disabilities requiring auxiliary aids or services should contact the County of Bay by writing or calling:

Tim Quinn
Director of Personnel and Employee Relations
Bay County Building
515 Center Ave
Ground Floor
Bay City, MI 48708-5128
(989) 895-4098
(989) 895-4049 TDD

Frances Moore, Purchasing Agent
Bay County Finance Department
Purchasing Division
Bay County Building
515 Center Ave
7th Floor
Bay City, MI 48708-5128
(989) 895-4037
Email: mooref@baycounty.net

This proposal process will be conducted in conformity with the Bay County Purchasing Policy as found on the Bay County website www.baycounty-mi.gov.

BID SUMMARY

Election Ballots	Price	Unit of Measure
Ballot		
Set-Up Costs		
Proofreading Services		

Election Ballots	Price	Ship Via
Delivery Cost Estimate		
Delivery time from after final approved .pdf ballot		
Over/Under Adjustment 50%		
Two (2) Page Ballot Fees		
Fees for two (2) day emergency service		

Please list any other expenses related to the printing of the ballots and the expected charges:

_____ $_____

_____ $_____

_____ $_____

_____ $_____

_____ $_____

_____ $_____

_____ $_____

_____ $_____

_____ $_____

_____ $_____

_____ $_____

_____ $_____

CERTIFICATION

The individual signing below certifies:

1.   They are fully authorized to submit this bid, including all assurances, understanding and representations contained within it which shall be enforceable as specified.

2.   The individual has been duly authorized to act as the official representative of the bidder, to provide additional information as required and, if selected, to consummate the transaction subject to additional, reasonable standard terms and conditions presented by County.

3.   This proposal was developed solely by the Bidder indicated below and was prepared without any collusion with any competing bidder or County employee.

4.   The content of this proposal has not and will not knowingly be disclosed to any competing or potentially competing bidder prior to the proposal opening date, time, and location indicated.

5   No action to persuade any person, partnership, or corporation to submit or withhold a bid has been made.

Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Company Address: _____

                        _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

Date: _____

REFERENCES

1	Customer Name:	Contact Name:	Contact Title:
Address: _____ _____ _____			**Phone Number:**
			Number of Ballots Printed:
Service Provided: _____ _____			**How long have you had this account?**

2	Customer Name:	Contact Name:	Contact Title:
Address: _____ _____ _____			**Phone Number:**
			Number of Ballots Printed Annually:
Service Provided: _____ _____			**How long have you had this account?**

3	Customer Name:	Contact Name:	Contact Title:
Address: _____ _____ _____			**Phone Number:**
			Number of Ballots Printed Annually:
Service Provided: _____ _____			**How long have you had this account?**

4	Customer Name:	Contact Name:	Contact Title:
Address:			**Phone Number:**
_____			
_____			**Number of Ballots Printed Annually:**
_____			
Service Provided:			**How long have you had this account?**
_____			
_____			

5	Customer Name:	Contact Name:	Contact Title:
Address:			**Phone Number:**
_____			
_____			**Number of Ballots Printed Annually:**
_____			
Service Provided:			**How long have you had this account?**
_____			
_____			

QUESTIONAIRRE

1.   Number of years in the printing business:

2.   Company owner's involvement in the business.

3.   Minimum and maximum size of ballots which the Bidder's equipment can accommodate along with special features such as colored ballots, etc.

4.   How many job reprints were required of the Bidder in the last five years and why?

5.   List other counties with whom the Bidder currently or in the past has been contracted to print election ballots and if the Bidder no longer contracts with a specific county explain why.

6.   Does the Bidder also contract for commercial, private or contractual print jobs and what percent of the total print jobs are commercial, private or contractual?

7.   Provide details as to how your company will deliver the ballots to the County as well as the terms of the delivery. Please disclose any fees added for delivery based on the attached City/Township list of Bay County. **(Appendix B)**

8.   Bidder will provide real life examples (minimum of three -3) ballot preparation errors that saved completed reruns of ballots. Please provide copies.

9.   Does the Bidder review quantities against past voter turnout records and voter population and recommended quantities?

10.   Please provide contact information for Bidder during ballot production cycle.

11.   Credentials of proofreading official and years of experience.

Please provide your responses on a separate sheet of paper and number accordingly.

REQUESTED SAMPLE COPIES

- General Election
- Primary Election
- Special Election
- Recall
- Proposal

BUSINESS INFORMATION

BAY COUNTY BIDDER SET UP REQUEST

Return completed form to: Bay County Purchasing
                                   515 Center Avenue, Suite 701, Bay City MI 48708

INSTRUCTIONS: Bay County Bidder Set Up Request form is in three (3) parts.

Page 1 of 3: **Includes Bidder identification, W-9, and contact information.**

Page 2 of 3: **Electronic Payment Set Up Request. Not available to one-time Bidders.**

Page 3 0f 3: **W-9 form. Only exception, one-time Bidders.**

An incomplete form will NOT be processed.

Authorized Department Signature: _____ Date: _____

New Bidder?   Yes ☐   No ☐   Unsure ☐   If no, Bidder number:_____

One-time Bidder?   Yes ☐   No ☐   Unsure ☐

If one time Bidder, SKIP SECTION I and Contact Person fields below.

If restitution or refund payment, select one box only and SKIP SECTION I.

   Refund payment?   Yes ☐   Restitution? Yes ☐

Bay County employee? Yes ☐   No ☐

Information change only? Yes ☐   **If yes, fill out information change(s) only. Check ☐ next to change, below.**

What goods or services will you provide to Bay County?

☐ Service: _____

☐ Product/Supply:_____

☐ Attorney/Medical:_____

☐ Bidder Name: _____

☐ DBA: _____ ☐ Not applicable.

☐ Contact Person Phone:_____ ☐ Fax: _____

☐ Contact Person Email: _____***

☐ Bidder Address: _____

☐ Bidder Payment Address, if different from above: _____

☐ ***Optional - Email to receive purchase orders electronically:_____

BAY COUNTY BIDDER ELECTRONIC PAYMENT SET UP REQUEST

Return completed form to: Bay County Purchasing, 515 Center Avenue, Suite 801, Bay City MI 4808

Bidder /Company Name: _____

Date: _____   Bidder number, if known.: _____   Bay County Employee ☐

Financial Institution Name: _____

Financial Institution Address: _____

Account Type: ☐ Checking   ☐ Savings

Bank Routing Number: _____
Your bank will have this information.

Account No.: _____

Email Address to Receive Deposit Advice: _____

Bidder /Company Contact Name: _____

Bidder /Company Contact Phone: _____ Fax: _____

The above listed company (Company) sells goods and/or services to Bay County located in Bay City, Michigan. Bay County desires to make payments for such goods and/or services electronically through the ACH Network. COMPANY agrees to grant such flexibility.

Therefore, COMPANY hereby (1) authorizes Bay County to make payments for goods and/or services by ACH, (2) certifies that it has selected the stated depository financial institution, and (3) directs that all such payments be made as provided above.

COMPANY understands that you (Bay County) will verify the information provided above and, in the absence of a discrepancy or other unusual circumstances will begin the direct deposit of payments for goods and/or services within 15 days of your receipt of this form. In the event of a discrepancy, COMPANY understands that COMPANY will be required to provide corrected information by completing a new form. COMPANY acknowledges and agrees that the terms and conditions of all agreements with Bay County concerning the method and timing of payments for goods and/or services shall be amended as provided herein.

COMPANY will give thirty (30) days advanced written notice to Bay County of any changes in depository financial institution or other payment instructions.

Authorized Signature:_____

Print Name and Title: _____ Date: _____

Request for Taxpayer
Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership
☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ _____
☐ Other (see instructions) ▶

☐ Exempt payee

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I   Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

or

Employer identification number

Part II   Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and

3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here | Signature of U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

● An individual who is a U.S. citizen or U.S. resident alien,

● A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,

● An estate (other than a foreign estate), or

● A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

● The U.S. owner of a disregarded entity and not the entity,

Cat. No. 10231X

Form **W-9** (Rev. 10-2007)

CITY/TOWNSHIP LIST OF BAY COUNTY

TOWNSHIP	CONTACT	ADDRESS
Bangor	Dawn Bublitz	180 State Park Drive Bay City, MI 48706
Beaver	Stacey Mieske	1987 Parish Rd Midland, MI
Frankenlust	Donna Reichard (closed Wednesdays)	2401 Delta Rd Bay City, MI 48706
Fraser	Sally Sherman (Tuesdays off)	1474 North Mackinaw Rd Linwood, MI 48634
Garfield	Kimberly Day	1076 Crump Street Linwood, MI 48634
Gibson	Diane Pieniozek	2179 Bentley Rd Bentley, MI 48613
Hampton	Pamela Wright	801 West Center Ave. PO Box 187 Bay City, MI 48707
Kawkawlin	Greg Petrimoulx	1836 East Parish Rd Kawkawlin, MI 48631
Merritt	Kathy Bremer	48 East Munger Rd PO Box 126 Munger, MI 48747
Monitor	Cindy L. Kowalski	2483 Midland Rd Bay City, MI 48706
Mt. Forest	Crystal Dodge	1705 West Cody-Estey Rd Pinconning, MI 48650
Pinconning	Beverlene Hribek	5307 N. Huron Rd Pinconning, MI 48650
Portsmouth	Judy F. Bukowski	1711 West Cass Ave. Rd. Bay City, MI 48708
Williams	Amy Charney	1080 West Midland Rd PO Box 97 Auburn, MI 48611

CITY	CONTACT	ADDRESS
Auburn	Karen Bellor	113 East Elm St Auburn, MI 48611
Bay City	Dana L. Muscott	301 Washington Ave Bay City, MI 48708
Essexville	Sarah Wilcox	1107 Woodside Ave Essexville, MI 48732
Pinconning	Terri Hribek	208 Manitou Street PO Box 628 Pinconning, MI 48650
Midland	Selina Tisdale	333 W. Ellsworth St Midland, MI 48640

MICHIGAN BALLOT PRODUCTION STANDARDS

Michigan Ballot Production Standards

MICHIGAN DEPARTMENT OF STATE
Bureau of Elections

November 2013

TABLE OF CONTENTS

I.	Introduction

The integrity of Michigan's elections system is wholly dependent on the performance of the voting equipment used to support the system. Given the fact that optical scan technology relies on a physical ballot, the functionality of the voting equipment is greatly compromised if the ballots are not prepared in conformance with all applicable laws, rules and technical standards. As a consequence, the standards detailed in this document are compulsory and must be observed by vendors and election officials when preparing ballots for the administration of all Michigan elections.

Our goal is to ensure 1) uniform conformance with all applicable provisions of Michigan election law and the Rules Promulgated for the Administration of Electronic Voting Systems and 2) that all ballots prepared for an election will properly interface with the optical scan tabulation equipment and AutoMARK Voter Assist Terminals. While the majority of the standards included in this document are based on law and promulgated rules, a portion of the information is voting system specific.

To assist with the understanding of the ballot production standards, ballot samples are provided in APPENDIX B. The samples reflect a variety of Michigan election types including but not limited to: 1) a Primary held in conjunction with a Special General Election 2) a General Election 3) a Special Election 4) a City Primary 5) Various Recall ballots and 6) a single party Special Primary.

Section XX of this document addresses the voting system specific technical standards. The technical standards included in this document are presented as a "summary" of the ballot production standards which are more comprehensively addressed in separate documents which are on file with the Michigan Department of State, Bureau of Elections. Copies of the full technical standards may be obtained by contacting the Bureau of Elections at 1-800-292-5973 or Elections@michigan.gov. While copies of the full ballot production standards will be provided upon request, all questions regarding the technical standards should be directed to the manufacturer of the voting system involved.

II.	Paper and Ink Specifications

All paper and ink specifications provided by the voting equipment manufacturers must be closely observed. Special attention must be paid to perforation, score and fold specifications. Please refer to the manufacturer's technical standards for additional information.

Vendors who produce ballots for use with the optical scan voting systems should exercise special care to ensure that the ballots are fully compatible with the AutoMARK Voter Assist Terminals. As certain ballot production methods can result in the "pooling" of ink on the ballots when marked with an AutoMARK terminal, the conduct of appropriate testing procedures to avoid such problems is extremely important. If left unchecked, the ink-pooling problem can lead to optical scan tabulator failures.

III. Technical Reminders

- Do not place thick bold lines, folds or score lines near ovals or arrows.

- ID bars and channel code bars must not touch the ballot cut marks.

- Where shading is required, the lightest shade of gray must be used.

- Avoid print washout (skips in ink or faded ink).

- When cutting ballots, take appropriate measures to ensure that the cut is not skewed.

- When perfing ballots, take appropriate measures to ensure that the perforation is not skewed.

- All tabulators and AutoMARK terminals must be tested prior to each election to ensure that the equipment will accept ballots that contain a perforated ballot stub.

- Ballots may not exceed 22 inches in length, without the ballot stub.

- Font size should not be smaller than 8 point. Consistent application of font is required, e.g. all proposal text shall be all the same point size, candidates shall all be the same point size, all headers shall be the same point size, etc.

- The use of sans serif fonts is required. (Disabilities communities request the use of fonts which do not contain tails.) The use of Helvetica and Helvetica Narrow is recommended for Unity users; Arial and Arial Narrow is recommended for GEMS and WinEDS users.

IV. Consolidated Election Dates

The conduct of all federal, state, county, city, township, village and school elections are restricted to four dates each year: the fourth Tuesday in February and the first Tuesday after the first Monday in May, August and November. Exceptions are provided for:

- special elections called under the State Constitution by the Governor and the State Legislature; and

- school districts, intermediate school districts and community college districts that wish to present a millage proposal, bond proposal or a proposal to borrow funds on a date other than one of the four "fixed" election dates. (Certain limitations apply.)

The following rules must be observed when determining if a primary must be held within a jurisdiction. (See: MCL 168.795b and MCL 168.564)

Partisan Offices - A primary must be held if there is a "contest" <u>within a political party</u> (i.e., two or more candidates of the <u>same political party</u> file for the same office). In this case, all of the offices are shown on the ballot. Note the following:

- If a primary must be held because of a "contest" under one of the parties qualified to appear on the primary ballot – and at least <u>one filing</u> for an office is received from a candidate affiliated with the other party qualified to participate in the primary – both parties are placed on the primary ballot and general election ballot. All offices are shown for both parties.

- If a primary must be held because of a "contest" under one of the parties qualified to appear on the primary ballot – but <u>no filings</u> are received from candidates affiliated with the other party qualified to participate in the primary – the party for which no filings are received does not appear on the primary ballot or the general election ballot.

Primary and general election ballots must contain instructional language that reflects the number of parties on the ballot. Instructional language, which has been drafted to accommodate single-party primary and general election ballots is available from the Department of State's Bureau of Elections.

Primary ballots shall be built so that the same races appear in both columns on both the front and back of ballot regardless of the number of candidates in each race; special attention to aligning or 'locking' races to a ballot side is required. This eliminates 'race hunting' and reduces both voter confusion and vote fall off. E.g. Primary election where a township race has more candidates in column one than column two – this race should be 'locked' to a side, aligning the race side by side as much as possible and eliminating the need to search flip side of ballot.

Non-Partisan Offices - A primary must be held if there is a "contest" for any office (i.e., <u>more than twice the number</u> of candidates to be elected to an office file for an office). Examples: Three candidates file for a "vote for 1" office; five candidates file for a "vote for 2" office; seven candidates file for a "vote for 3" office. In this case, <u>only</u> those offices in which a contest exists are shown on the ballot.

VI.   Election Types and Ballot Headings

The standard election types are:

- **Primary Election** (refers to even numbered year state primary)

- **General Election** (refers to even numbered year state general election)

- **Special Primary Election** (for ballot labeling purposes – to nominate candidates for partial terms at a February, May, August or November election)

- **Special General Election** (for ballot labeling purposes – to elect candidates for partial terms at a February, May, August or November election)

- **City Primary Election** (refers to odd numbered year, February or August city primary)

- **City General Election** (refers to odd numbered year, May or November city general election)

- **Special Election** (refers to election at which <u>only</u> proposals are presented)

- **February XX, XXXX Election** (refers to election held on the fourth Tuesday in February)

- **May XX, XXXX Election** (refers to election held on the first Tuesday after the first Monday in May)

The following ballot heading formats are provided as examples of the above listed election types: (Note: As displayed in the following examples: either the 5 line or newly requested 4 line format can be used, as desired. Ballot samples contained within this guide may not reflect the new format.)

OFFICIAL BALLOT
Primary Election, Tuesday, August X, XXXX
County Name, Michigan
Jurisdiction Name, Precinct Number

OFFICIAL BALLOT
General Election, Tuesday, November X, XXXX
County Name, Michigan
Jurisdiction Name, Precinct Number

OFFICIAL BALLOT
Special Primary Election, Tuesday, February (or May, August, November) X, XXXX
County Name, Michigan
Jurisdiction Name, Precinct Number

OFFICIAL BALLOT
Special General Election
Tuesday, February (or May, August, November) X, XXXX
County Name, Michigan
Jurisdiction Name, Precinct Number

OFFICIAL BALLOT
City Primary Election
Tuesday, February (or August) X, XXXX
County Name, Michigan
Jurisdiction Name, Precinct Number

OFFICIAL BALLOT
City General Election
Tuesday, May (or November) X, XXXX
County Name, Michigan
Jurisdiction Name, Precinct Number

Whenever an election is scheduled for the sole purpose of voting on one or more proposals, the heading of the ballot must reflect the fact that this is a "Special Election." The following ballot heading formats are provided as an examples (5 line or 4 line format can be utilized, as desired):

OFFICIAL BALLOT
Special Election, Tuesday, February X, XXXX
County Name, Michigan
Jurisdiction Name, Precinct Number

OFFICIAL BALLOT
Special Election
Tuesday, February X, XXXX
County Name, Michigan
Jurisdiction Name, Precinct Number

As mentioned above, the implementation of "consolidated elections" has resulted in the sharing of certain ballots and election dates. For this reason, ballots prepared for elections held in February or May generally do not reflect a specific election type. The following ballot heading format is provided as an example:

OFFICIAL BALLOT
Tuesday, February (or May) X, XXXX Election
County Name, Michigan
Jurisdiction Name, Precinct Number

Additional Notes

Consolidated Elections – As noted above, with the implementation of Michigan's "consolidated elections" legislation, instances where multiple governmental units must share the same ballot are common. To accommodate such instances and to avoid confusion, the names of the governmental units sharing the ballot <u>are not reflected in the heading of the ballot</u>. Instead, the name of each participating jurisdiction or school district is reflected in the <u>body of the ballot</u> directly above the number of votes allowed for the office or above the text of the proposal, as applicable. Examples:

> **LOCAL SCHOOL DISTRICT**

BOARD MEMBER
LEGAL NAME OF SCHOOL DISTRICT *
Vote for not more than 1

> **LOCAL SCHOOL DISTRICT**

LEGAL NAME OF SCHOOL DISTRICT*
  PROPOSAL TITLE (as certified)

* School coordinator is responsible for obtaining the legal name of school district, e.g. MY PUBLIC SCHOOLS or MY PUBLIC SCHOOL DISTRICT.

County Name - The name of the county printed in the heading of the ballot reflects the county in which the polling location is located.

Jurisdiction Name – The <u>name of the jurisdiction</u> printed in the heading of the ballot reflects the <u>name of the jurisdiction in which the polling place is located</u>. The name of the school district, village or governmental entity (unless listed in the heading of the ballot) is reflected in the body as noted above. If the name of the school district, village or other entity is included in the title of a proposal, it is not required that this information be repeated on the line just above the title. The use of a comma following the name of the jurisdiction in which the polling place is located is optional. If school district based precincts are used to administer an election, the name of the city or township in which the polling place is located is required, however, other information such as the "school precinct name" or school district name may be listed above the jurisdiction and precinct number, e.g.:

Legal Name of School District
Jurisdiction Name, Precinct Number

Precinct Number – The precinct numbers printed in the heading of the ballot reflect the precincts established by the city or township for the conduct of state and federal elections. The following exceptions may apply:

- **May Election** – The precinct numbers established by the county or local election commission are printed in the heading of the ballot. As an exception, if unique school based precincts are established by the county or local election commission for the conduct of elections at which school board members are elected, school precinct numbers are printed in the heading of the ballot with the name of the jurisdiction (city or township.)

- **Single Precinct Jurisdictions** - If the number of registered voters within a city, township or village is less than 2,999, and the jurisdiction is not divided into two or more precincts, the entire jurisdiction is contained within one precinct which is printed on the ballot as "Precinct 1." MCL 168.654 states, in part, "…When not divided according to law into 2 or more election precincts, each organized city, ward, township and village shall be an election precinct."

- **Precincts Established by Ward** – In the event that a city charter calls for the establishment of one or more wards, each ward shall be divided into one or more precincts. If the precinct numbers within each ward begin with 1, both the ward and precinct number must appear in the heading of the ballot as follows:

  City of X, Ward 1, Precinct 1

  If a unique precinct number is assigned to all precincts within the city, so that no two precincts share the same number, a reference to ward is not required.

- **"Temporary" Precinct Consolidation** – In the case of a "temporary" precinct consolidation involving whole precincts located within a <u>single jurisdiction</u>, the numbers of all precincts involved are printed in the heading of the ballot. Example: Temporary consolidation involves City of Lansing, Precinct 1, 2 & 3 = "City of Lansing, Precinct 1, 2 & 3." If the temporary consolidation involves whole precincts that are contained within <u>multiple jurisdictions</u>, the number of the precinct that is normally assigned to the polling location is used. Example: Temporary consolidation involves City of Lansing, Precinct 1 & 3 and City of East Lansing Precinct 3. If the voters assigned to the consolidated precinct will be voting at Lansing City Hall which is normally used to house Precinct 1 = "City of Lansing, Precinct 1."

- **Split Precincts** – The following naming conventions may be used to distinguish the different ballot styles that will be issued to voters assigned to a single precinct that is comprised of more than one political subdivision (i.e., legislative district, county commission district, city ward, school district or village). Example: Precinct 1A; Precinct 1B. Up to 5 alpha/numeric characters may be used to identify each of the unique ballot styles issued within a precinct.

  In addition to the above required naming conventions, the QVF offers the ability to assign up to 5 alpha/numeric characters that will appear next to each voters name on the QVF precinct list. Example: 1 OAK, Blue or LPS (Lansing Public Schools). This same feature is available when using the QVF to generate mailing labels via mass application. Many ballot printers also offer ballot stub color striping and alpha/numeric coding of ballot serial numbers. Example: 00001 LPS.

- **Shared Ballot Styles –** If a single ballot style will be shared by more than one city, township or school district, each precinct in which the ballot style will be issued must be listed in the body of the ballot below the offices or proposals as follows:

  City X, Precinct 1 – 12
  Township X, Precinct 1 – 5
  Township XX, Precinct 1

  In this case, the precinct number to which the ballot is assigned must be manually written, highlighted, or stamped on each ballot prior to the ballot being issued.

VII. Ballot Instructional Language

In 2012, Public Act 128 removed the voting instructions from the ballot face and required them to appear on or inserted into ballot secrecy sleeves distributed to voters. The following ballot instructional language must be used as appropriate for the type of election involved. As depicted below, in instances where the ballot does not contain a partisan section, a nonpartisan section and/or a proposal section, the instructions must be modified as appropriate.

PRIMARY

TO VOTE: Completely darken the oval opposite each choice as shown: **[insert graphic here]**.

--OR--

TO VOTE: Complete the arrow opposite each choice as shown: **[insert graphic here]**.

IMPORTANT: To mark your ballot, use only a black or blue ink pen. **DO NOT USE ANY OTHER INK COLOR!**

PARTISAN SECTION: There are two party sections on the ballot: Republican Party and Democratic Party. Select the party section of your choice. **YOU MAY VOTE IN ONE PARTY SECTION ONLY; YOU CANNOT "SPLIT YOUR TICKET." IF YOU VOTE IN MORE THAN ONE PARTY SECTION, YOUR PARTISAN BALLOT WILL BE REJECTED.**

DO NOT vote for more candidates than indicated under each office title.

WRITE-IN CANDIDATES: To vote for a candidate whose name is not printed on the ballot, write or place the name of that candidate in the blank space provided and (completely darken the oval) or (complete the arrow). Do not cast a write-in vote for a candidate whose name is already printed on the ballot for that office.

CHECK BOTH SIDES OF BALLOT: This ballot has two sides. Be certain to check the reverse side of the ballot.

WHEN YOU HAVE COMPLETED VOTING: Place the ballot in the secrecy sleeve so that votes cannot be seen and the numbered stub is visible. Return the ballot to the election official stationed at the tabulator. (If voting by absentee ballot, follow the instructions provided by the clerk for returning the ballot.)

NOTE: If you make a mistake, return your ballot to the election official and obtain a new ballot. Do not attempt to erase or correct any marks made in error.

GENERAL ELECTION

TO VOTE: Completely darken the oval opposite each choice as shown: **[insert graphic here]**.

-- OR --

TO VOTE: Complete the arrow opposite each choice as shown: **[insert graphic here]**.

IMPORTANT: To mark your ballot, use only a black or blue ink pen. **DO NOT USE ANY OTHER INK COLOR!**

PARTISAN SECTION: To vote the partisan section of the ballot, you may cast a "straight ticket," a "split ticket" or a "mixed ticket."

> **Straight Ticket:** Vote the party of your choice. Nothing further need be done in the partisan section.

> **Split Ticket:** You may vote a straight ticket AND vote for individual candidates of your choice.

> **Mixed Ticket:** Vote for the individual candidates of your choice in each office.

NONPARTISAN and **PROPOSAL SECTIONS** of the ballot (if any) must be voted separately.

DO NOT vote for more candidates than indicated under each office title.

WRITE-IN CANDIDATES: To vote for a candidate whose name is not printed on the ballot, write or place the name of that candidate in the blank space provided and (completely darken the oval) or (complete the arrow). **This must be done even if you cast a straight party vote**. Do not cast a write-in vote for a candidate whose name is already printed on the ballot for that office.

CHECK BOTH SIDES OF BALLOT: This ballot has two sides. Be certain to check the reverse side of the ballot.

WHEN YOU HAVE COMPLETED VOTING: Place the ballot in the secrecy sleeve so that votes cannot be seen and the numbered stub is visible. Return the ballot to the election official stationed at the tabulator. (If voting by absentee ballot, follow the instructions provided by the clerk for returning the ballot.)

NOTE: If you make a mistake, return your ballot to the election official and obtain a new ballot. Do not attempt to erase or correct any marks made in error.

NON-PARTISAN ELECTION

TO VOTE: Completely darken the oval opposite each choice as shown: **[insert graphic here]**.

-- OR --

TO VOTE: Complete the arrow opposite each choice as shown: **[insert graphic here]**.

IMPORTANT: To mark your ballot, use only a black or blue ink pen. **DO NOT USE ANY OTHER INK COLOR!**

DO NOT vote for more candidates than indicated under each office title.

WRITE-IN CANDIDATES: To vote for a candidate whose name is not printed on the ballot, write or place the name of that candidate in the blank space provided and (completely darken the oval) or (complete the arrow). Do not cast a write-in vote for a candidate whose name is already printed on the ballot for that office.

CHECK BOTH SIDES OF BALLOT: This ballot has two sides. Be certain to check the reverse side of the ballot.

WHEN YOU HAVE COMPLETED VOTING: Place the ballot in the secrecy sleeve so that votes cannot be seen and the numbered stub is visible. Return the ballot to the election official stationed at the tabulator. (If voting by absentee ballot, follow the instructions provided by the clerk for returning the ballot.)

NOTE: If you make a mistake, return your ballot to the election official and obtain a new ballot. Do not attempt to erase or correct any marks made in error.

SPECIAL ELECTION

TO VOTE: Completely darken the oval opposite each choice as shown: [insert graphic here]**.**

-- OR --

TO VOTE: Complete the arrow opposite each choice as shown: **[insert graphic here]**.

IMPORTANT: To mark your ballot, use only a black or blue ink pen. **DO NOT USE ANY OTHER INK COLOR!**

CHECK BOTH SIDES OF BALLOT: This ballot has two sides. Be certain to check the reverse side of the ballot.

WHEN YOU HAVE COMPLETED VOTING: Place the ballot in the secrecy sleeve so that votes cannot be seen and the numbered stub is visible. Return the ballot to the election official stationed at the tabulator. (If voting by absentee ballot, follow the instructions provided by the clerk for returning the ballot.)

NOTE: If you make a mistake, return your ballot to the election official and obtain a new ballot. Do not attempt to erase or correct any marks made in error.

VIII. Instructional Modification Notes

Certain modifications to the instructional language must be made to accommodate the following situations:

- The following instructional language is <u>only required</u> for ballots prepared for general elections at which the straight party option is required.

  PARTISAN SECTION: To vote the partisan section of the ballot, you may cast a "straight ticket," a "split ticket" or a "mixed ticket."

    Straight Ticket: Vote the party of your choice. Nothing further need be done in the partisan section.

    Split Ticket: You may vote a straight ticket AND vote for individual candidates of your choice.

    Mixed Ticket: Vote for the individual candidates of your choice in each office.

  NONPARTISAN and **PROPOSAL SECTIONS** of the ballot (if any) must be voted separately.

- If a special general election to fill a vacancy in an office will be held in conjunction with a partisan primary, the following instructions must be printed immediately above the instructions for casting a write-in vote:

  SPECIAL GENERAL ELECTIONS held to fill partial terms must be voted separately.

  In addition, the words, **"SPECIAL GENERAL ELECTION"** must appear directly above the office division in boldface upper case type and centered in a shaded box. Party vignettes are placed to the left of each candidate's name.

- The words, **"VOTE BOTH FRONT AND BACK OF BALLOT"** must appear at the bottom of both sides of all two-sided ballots.   The use of this language on one-sided ballots is optional.

- The words, **"CHECK BOTH SIDES OF BALLOT:** This ballot has two sides. Be certain to check the reverse side of the ballot" must appear in the instructions on all two-sided ballots.   The use of this language on one-sided ballots is optional.

- The following instructional language is <u>only required</u> for ballots prepared for special primary election involving a single party.

  PARTISAN SECTION: There is one party participating in the special primary.

IX.   Two Page Ballots

In 2012, PA 128 moved several entities 'regular' election to even-year November General (e.g. school candidates.) This change in regular election date has forced many communities into a two-page ballot scenario. The following standards must be observed whenever the situation of a two-page ballot arises:

- Contact the Bureau of Elections for assistance. Bureau staff will analyze ballot content for space saving opportunities, if any.

- Races cannot be broken or spread from one column or page to another, e.g.: race with multiple candidates running cannot start in center column and complete in next column nor is it acceptable to start a race on front of ballot and complete on back.

- Proposals cannot be 'orphaned', e.g. two township proposals appear on front side of ballot or first page and a third township proposal appears solo on back or second page.

- Special second page identifiers are required, e.g. **Page 1 of 2** (see sample ballots in Appendix B for example.)

- The words, **"NOTE: Ballot has 2 pages. Please remember to vote all pages."** must appear at top of all two-page ballots.

- The words, "**CHECK BOTH SIDES AND BOTH PAGES OF BALLOT: This ballot has two pages and two sides. Be certain to check both pages and the reverse side of each ballot page**" must appear on the bottom of all two-page ballots.

IMPORTANT: Two-page ballots are always considered a single ballot: both pages must be identified with same stub number and tabulated as one ballot. Two-page ballots are two pages of same document, identified as a single document and tabulated as such.

NOTE: Any variance from the standards printed within this document need prior authorization and granted on a case-by-case basis.

X. Presentation of Ballot Labels and Office and Proposal Divisions

The following standards must be observed: (See: MCL 168.795c)

- Sectional ballot labels are needed whenever there is more than one section to the ballot. Sectional ballot labels must be printed in boldface upper case type and centered in a shaded box (e.g., **"PARTISAN SECTION," "NONPARTISAN SECTION," "PROPOSAL SECTION")**.

- Office and proposal divisional labels must be printed in boldface upper case type and centered in a shaded box in the following order:

    PRESIDENTIAL
    STATE
    CONGRESSIONAL
    LEGISLATIVE
    STATE BOARDS
    COUNTY
    AUTHORITY*
    CITY (partisan offices)
    TOWNSHIP
    AUTHORITY*
    DELEGATE
    JUDICIAL
    COMMUNITY COLLEGE
    INTERMEDIATE SCHOOL DISTRICT
    CITY (non-partisan offices)
    AUTHORITY*
    TOWNSHIP LIBRARY (only non-partisan township office)
    VILLAGE
    AUTHORITY*
    LOCAL SCHOOL DISTRICT
    METROPOLITAN DISTRICT
    DISTRICT LIBRARY

    * The governmental unit that controls the authority defines the placement on the ballot, e.g.: A township dog park places a milage question on the ballot, this proposal would be placed after other (if any) township proposals with unique header.

    AUTHORITY

    XXXX TOWNSHIP DOG PARK
    PROPOSAL TITLE (as certified)

    Shall XXXX Township levy money to improve waste removal at the dog park?

    YES   **[GRAPHIC]**
    NO   **[GRAPHIC]**

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XI. Presentation of Political Party Vignettes

When preparing partisan primary ballots, the appropriate political party vignette must be printed on the ballot at the top of the column for each political party appearing on the ballot. Similarly, when preparing partisan general election ballots, the appropriate political party vignette must be printed on the general election ballot in the Straight Party section to the left of the name of each political party appearing on the ballot.

Michigan election law, MCL 168.684, requires the state central committee of each political party to prepare and adopt a vignette. The vignette must include the name of the political party. If a vignette change is desired, notice of the change must be certified by the state central committee to the Secretary of State at least 4 months prior to the date of the primary or election. Prior to each even numbered year August primary and November general election the Secretary of State forwards a copy of the official vignette of each political party to all county clerks for placement on the official ballot.

The order in which political parties are presented on the ballot is determined every 4 years. Michigan election law, MCL 168.703, stipulates that the party whose candidate receives the greatest number of votes for the office of Secretary of State shall be placed first on the ballot. The position of other political parties on the ballot is determined based on the same rule; the political party of the candidate that receives the second highest number of votes appears second and the political party of the candidate that receives the third highest number of votes appears third, etc.

Subsequently, political party vignettes are not rotated on the ballot. Information on the order in which political parties appear on the ballot is distributed by the Department of State's Bureau of Elections. The following is the order in which the parties will appear on ballots produced through the 2014 cycle:

REPUBLICAN PARTY

DEMOCRATIC PARTY

LIBERTATIAN PARTY

U.S. TAXPAYERS PARTY

GREEN PARTY

NATURAL LAW PARTY

Please refer to APPENDIX A for current political party vignettes.

XII. Presentation of Office Titles

The following standards must be observed: (See: MCL 168.795b, MCL 168.795c and MCL 168.568)

- Office titles must be printed in boldface uppercase type.

- The order in which candidate offices appear on the ballot is specified under Michigan election law as detailed below. (See: MCL 168.570a, MCL 168.697 and MCL 168.699)

PARTISAN BALLOT

<u>State and Federal Offices</u>

> **PRESIDENT OF THE UNITED STATES** (Presidential primary ballot only, if any**)**
> **ELECTORS OF PRESIDENT AND VICE-PRESIDENT OF THE UNITED STATES**
>   (general election ballot only)
> **GOVERNOR AND LIEUTENANT GOVERNOR** (Lieutenant Governor - general
>   election ballot only)
> **SECRETARY OF STATE**
> **ATTORNEY GENERAL**
> **UNITED STATES SENATOR**
> **REPRESENTATIVE IN CONGRESS**
> **STATE SENATOR**
> **REPRESENTATIVE IN STATE LEGISLATURE**
> **MEMBER OF THE STATE BOARD OF EDUCATION**
> **REGENT OF THE UNIVERSITY OF MICHIGAN**
> **TRUSTEE OF MICHIGAN STATE UNIVERSITY**
> **GOVERNOR OF WAYNE STATE UNIVERSITY**

<u>County Offices</u>

> **COUNTY EXECUTIVE** (if elected in county)
> **PROSECUTING ATTORNEY**
> **SHERIFF**
> **CLERK** (if the office has not been combined with the office of Register of Deeds)
> **CLERK/REGISTER OF DEEDS** (if the office of County Clerk and Register of Deeds
>   has been combined)
> **TREASURER**
> **REGISTER OF DEEDS** (if office has not been combined with office of County Clerk)
> **AUDITOR** (if elected in county)
> **MINE INSPECTOR** (if elected in county)
> **COUNTY ROAD COMMISSIONER** (if elected in county)
> **DRAIN COMMISSIONER**
> **CORONER** (if elected in county)
> **SURVEYOR** (if elected in county)
> **COUNTY COMMISSIONER**

<u>City Offices</u> (if elected on a partisan basis; order of offices is governed by the city charter)

Township Offices

> **SUPERVISOR**
> **CLERK**
> **TREASURER**
> **TRUSTEE**
> **CONSTABLE** (if elected in township)
> **PARK COMMISSIONER** (if elected in township)

Precinct Delegate Positions

> **DELEGATE TO COUNTY CONVENTION**

NONPARTISAN BALLOT

Judicial Offices

> **JUSTICE OF SUPREME COURT**
> **JUDGE OF COURT OF APPEALS**
> **JUDGE OF CIRCUIT COURT**
> **JUDGE OF PROBATE COURT**
> **JUDGE OF PROBATE DISTRICT COURT**
> **JUDGE OF DISTRICT COURT**
> **JUDGE OF MUNICIPAL COURT**

Community College and Intermediate School District Offices

> ***COMMUNITY COLLEGE BOARD OF TRUSTEES MEMBER**
> ***INTERMEDIATE SCHOOL DISTRICT BOARD MEMBER**

City Offices (if elected on a non-partisan basis; order of offices is governed by the city charter)

Township Offices

> **LIBRARY BOARD DIRECTOR** (if elected in township)

Village Offices

> **PRESIDENT**
> **CLERK**
> **TREASURER**
> **TRUSTEE or COUNCIL** (per village charter)
> **LIBRARY BOARD DIRECTOR** (if elected in village)

School District, Metropolitan District and District Library Board Offices

> ***LOCAL SCHOOL DISTRICT BOARD MEMBER**
> **METROPOLITAN DISTRICT OFFICER**
> ***DISTRICT LIBRARY BOARD MEMBER**

*NOTE: The following office title abbreviations may be used:

- **LOCAL SCHOOL DISTRICT BOARD MEMBER –** acceptable abbreviation: **"BOARD MEMBER"**

- **COMMUNITY COLLEGE BOARD OF TRUSTEES MEMBER –** acceptable abbreviation: **" BOARD OF TRUSTEES MEMBER"**

- **INTERMEDIATE SCHOOL DISTRICT BOARD MEMBER –** acceptable abbreviation: **"BOARD MEMBER"**

- **DISTRICT LIBRARY BOARD MEMBER –** acceptable abbreviation: **"BOARD MEMBER"**

XIII.   Presentation of Candidate Names, Political Party Designations, Voting Targets, Write-in Positions and the Maximum Number of Votes Allowed

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The following standards must be observed: (See: MCL 168.795b)

- Candidate names must be printed in boldface upper and lower case type. The use of maiden names, combinations of the maiden name and married name, as well as common diminutives of legal names and common law names are allowed. Example: "Bob" for "Robert" or "Kathy" for "Katherine." Nicknames and titles are prohibited.

- The use of commas and periods as part of a candidate's name is optional and mandated to be applied consistently within a ballot set (if using, use in every incidence.) Example: Robert Smith Jr or Robert Smith, Jr.

- The names of candidates without political party affiliation who seek election to a partisan office are listed last under each office. In such cases, "No Party Affiliation" must be printed on the ballot. The names of such candidates do not appear on partisan primary ballots.

- If one or more candidates for the same office have the same or similar surnames, and a clarifying designation is authorized by the election commission, the designation must be printed in regular upper and lower case type directly below the name of the candidate. (See MCL 168.561 and 168.696(3))

- Clarifying designations, required as the result of a name change, must be printed in regular upper and lower case type directly below the name of the candidate as "Formerly: XXXXXXXX." (See MCL 168.560b)

- The candidates' names and clarifying designations must be justified to the right to avoid any confusion over the vote position assigned to each candidate.

- On a general election ballot, political party designations are printed in regular upper and lower case type directly below the name of the candidate.

- On a special general election ballot, political party vignettes are placed to the left of the candidate's name.

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- On a general election ballot, held to elect officers to a single office, political party vignettes are placed to the left of the candidate's name.

- On a primary ballot, political party vignettes are placed in columns at the top of the ballot following the voting instructions.

- The voting targets must be placed to the right of the candidates' names.

- As the ballot instructions include information on casting a write-in vote, the spaces provided for write-in votes should not be labeled (e.g., "write-in" or "write-in candidate"). Such labeling has led to voter confusion in the past.

- The maximum number of votes allowed for each office must be printed in regular upper and lower case type directly below the office title as follows: Vote for not more than 2

XIV.   Judicial Office Designations, Districts and Divisions

Office Designations   (See: MCL 168.409b)

An "office designation" must be placed underneath the name of any <u>incumbent judge</u> who is seeking reelection. (Art. VI, Sec. 24, of the State Constitution)

The incumbent judges who are seeking reelection are coded "INCUM" on the official candidate listing. Two points merit note: 1) it is improper to use the word "Incumbent" to designate incumbent judges on the ballot and 2) incumbent judicial officers are the only elected public officials who are eligible to receive an office designation on the ballot.

The wording of the office designations which must be printed underneath the names of the incumbent judges are provided below:

Justice of Supreme Court
Judge of Court of Appeals
Judge of Circuit Court
Judge of Probate Court
Judge of Probate District Court
Judge of District Court
Judge of Municipal Court

Example: Bob Smith
             Judge of District Court

If in this case a clarifying designation is required as the result of a name change, the office designation must be placed underneath the clarifying designation as "Formerly: XXXXXXXX."

Example: Bob Smith
             Formerly: Bob Smyth
             Judge of District Court

<u>Judicial Districts, Divisions and Alpha Designations</u>

As the titles of certain judicial seats can become quite lengthy, the following examples are offered to demonstrate the placement judicial office titles on the ballot.

<div align="center">

JUDGE OF CIRCUIT COURT
1ST CIRCUIT
INCUMBENT POSITION (NON-INCUMBENT POSITION or NEW JUDGESHIP)

</div>

<div align="center">

JUDGE OF COURT OF APPEALS
1ST DISTRICT
INCUMBENT POSITION (NON-INCUMBENT POSITION or NEW JUDGESHIP)

</div>

<div align="center">

JUDGE OF PROBATE DISTRICT COURT
1ST DISTRICT
INCUMBENT POSITION (NON-INCUMBENT POSITION or NEW JUDGESHIP)

</div>

Court divisions are represented on the ballot as follows:

<div align="center">

JUDGE OF DISTRICT COURT
1ST DISTRICT, 1ST DIVISION
INCUMBENT POSITION (NON-INCUMBENT POSITION or NEW JUDGESHIP)

</div>

District courts that require an alpha designation are represented on the ballot as follows:

<div align="center">

JUDGE OF DISTRICT COURT
45A DISTRICT
INCUMBENT POSITION (NON-INCUMBENT POSITION or NEW JUDGESHIP)

</div>

Exception* Supreme Court: regular full term races for this judicial seat are not 'coded' with race status (INCUMBENT, NON-INCUMBENT POSITION, or NEW JUDGESHIP.) This is the only judicial race does not receive this 'coding', a partial term for this judicial seat would reflect 'coding'.

<div align="center">

JUSTICE OF SUPREME COURT
Vote for not more than 2

</div>

<div align="center">

JUSTICE OF SUPREME COURT
Partial Term Ending XX/XX/XXXX
INCUMBENT POSITION
Vote for not more than 2

</div>

Term of office information is not printed on the ballot <u>unless</u>:

1) the same office heading will appear on the ballot multiple times for the purpose of filling multiple full term positions which have different term lengths or

2) one or more partial term positions will appear on the ballot for the purpose of filling one or more vacancies in office.

When multiple terms are listed for same office title they are listed on the ballot from longest term to shortest, e.g.: If you have a 2 year term, 4 year term and a partial term all for same office, the 4 year race is listed first followed by the 2 year and then the partial.

The term of office must appear on the ballot in bold upper and lower case type as follows:

4 Year Term

The partial term position follows any full term positions listed under the same office heading. The partial term ending date must appear on the ballot in bold upper and lower case type as follows:

Partial Term Ending XX/XX/XXXX

XVI. Presentation of Ballot Proposals

After the question, the words "**YES**" and "**NO**" must be printed in boldface uppercase type on separate lines and must be justified to the right to avoid any confusion regarding the vote position assigned to each choice. A vote position must be placed to the right of the word "**YES**" and to the right of the word "**NO**."

In addition to the above, adherence to the following is strongly encouraged:

- Ballot proposals should always be presented in upper and lower case type.

- "Additional information" should always be printed before the "YES" and "NO."

- The use of italics, bold, underline, font changes and offset text should be avoided and may not be supported by all voting systems.

- Bullets are not supported by all voting systems; dashes are an acceptable alternative.

- The order in which proposals appear on the ballot is specified under Michigan election law as detailed below. Legislation passed in 2012 affecting candidate race order did <u>not</u> impact proposals, utilize the following order when proposals appear on ballot:

  STATE
  COUNTY
  CITY
  TOWNSHIP
  VILLAGE
  LOCAL SCHOOL DISTRICT
  INTERMEDIATE SCHOOL DISTRICT
  COMMUNITY COLLEGE
  METROPOLITAN DISTRICT
  DISTRICT LIBRARY

XVII. Ballots Containing a Recall

There are a number of different types of recall elections under Public Acts 417-418 of 2012:

- "Special Recall Election" refers to an election involving the recall of the Governor. (This is the only circumstance that resembles the "old" recall system – it is a yes/no question where the reasons for recall and justification of conduct in office are printed on the ballot). MCL 168.975c. No primary or general follows – if the recall is successful, the Lieutenant Governor assumes the duties of office. **Restricted to the regular election dates that fall in February or August and are at least 95 days after the date the petition is filed. MCL 168.963(4).**

- "Recall Primary Election" refers to an election involving state-level and all county elective offices (excluding County Commissioner) held for the purpose of determining each party's nominee for the recall general election. MCL 168.970c. **Must be held on the next regular election date that is at least 95 days after the date the petition is filed. MCL 168.963(3).**

- "Recall General Election" refers to an election involving state-level and all county elective offices (except County Commissioner) held after the recall primary election. MCL 168.970e. The winner of the recall general election serves the remainder of the unexpired term. MCL 168.970g. **Restricted to the regular election dates that fall in February or August and are at least 95 days after the date the petition is filed. MCL 168.970e.**

- "Recall Election" refers to either: (1) an election involving a nonpartisan local office, see MCL 168.971c, 972; or (2) an election involving a partisan local office, see MCL 168.973a. The local offices covered by this include County Commissioner, City-Township-Village offices, school offices, etc. **Restricted to the regular election dates that fall in May and November and are at least 95 days after the date the petition is filed. MCL 168.963(2).**

Refer to the samples in Appendix B for ballot layout and titling for each 'type' of recall specified above.

Michigan election law, MCL 168.569a, stipulates that candidate names must be rotated on the ballot in specified instances to eliminate the chance that a candidate may be unfairly advantaged or disadvantaged in an election by his or her position on the ballot. (See: Promulgated Rule, R168.774(9))

When rotations are required, the candidate names are rotated from one precinct to the next. Ballot to ballot rotation, formerly employed when paper ballots were used, has been eliminated.

When rotation is required: The following outlines when candidate names must be rotated on the ballot:

- Candidate names are rotated on **non-partisan primary ballots and non-partisan general election ballots** in cases where the number of candidates running for an office exceeds the number of candidates to be elected to the office. (If the number of candidates filing for a judicial office in a non-partisan primary is equal to or less than the number of candidates to be elected to the office, the office does not appear on the ballot. If the number of candidates filing for a city office in a non-partisan primary is equal to or less than the number of candidates to be elected to the office, the office does not appear on the ballot unless otherwise provided under the city charter. If the number of candidates appearing on the ballot in a non-partisan general election is equal to or less than the number of candidates to be elected to the office, the candidates' names are listed alphabetically.)

- Candidate names are rotated on **partisan primary ballots** in cases where the number of candidates a party has running for an office exceeds the number of candidates to be elected to the office. (The names are listed alphabetically in cases where the number of candidates a party has running for an office is equal to or less than the number of candidates to be elected to the office.)

- Candidate names are *not* rotated on **partisan general election ballots.** (In cases where there is more than one candidate to be elected to an office in a partisan general election, the candidates are listed alphabetically under each party.)

Rotation procedure: Candidate rotations are arranged by the printer and the election official responsible for printing the ballot. As a starting point, the candidates' names are placed in alphabetical order and are rotated by precinct. With each subsequent rotation, the name in the first position (top of column) is shifted to the last position (bottom of column). The rotations must be carefully planned to ensure that the various precinct rotations are – to the extent possible – evenly distributed throughout the village, city, township or county.

In elections involving federal, state and county offices, candidate names are rotated on a countywide basis. It is important that the rotation schedule that is observed within a county be consistently applied for all elections requiring countywide rotation. Consistency is important in ensuring the equal treatment for all candidates involved. The options are as follows:

1)   Alpha order by jurisdiction: Example: **A**dams Township followed by the City of **B**aker followed by **C**linton Township. If both a city and township carry the same name, it is recommended that the township follow the city in the rotation schedule.

2)   <u>Alpha order beginning with townships followed by cities</u>: Example: **D**ewitt Township followed by **E**aton Township followed by City of **C**lark.

3)   <u>Alpha order beginning with cities followed by townships</u>: Example: City of **B**aker followed by the City of **D**ewitt followed by **A**dams Township.

XIX.   Sample Ballots

Included in this document as APPENDIX B, are sample ballots, which have been prepared to reflect a variety of "mock" Michigan election types including, but not limited to:

1) a Primary held in conjunction with a Special General Election)

2) a General Election

3) a Special Election

4) a City Primary

5) various Recall ballots and

 6) a single party Special Primary.

Each sample reflects the applicable legal standards presented in this document and is provided as a visual reference.

Due to consolidated elections and legislative changes, it is possible to have a 'conglomerate' ballot for any of the standard election dates.

If the samples included within this guide do not provide enough guidance for layout, structure, etc., please contact the Bureau of Elections for additional assistance.

This section is devoted to the technical standards that are specific to each of the optical scan voting systems in use in Michigan. Included is a "summary" of the ballot production standards distributed by Election Systems & Software (M100 and M650 tabulators), Sequoia (Optech Insight tabulator) and Diebold Election Systems, Inc. (AccuVote OS tabulator). The technical standards are voting system specific and must be closely adhered to when preparing ballots for use with these systems.

It merits note that the ballot production summary information presented in this section is not intended, nor should it be used, as a replacement to the information contained in the full ballot production standards documents which are on file with the Bureau of Elections. While copies of the full ballot production standards will be provided upon request, all questions regarding the technical standards should be directed to the manufacturer of the voting system involved.

"Summary" – M100 Ballot Specifications

1.   **Printing M100 and M650 Ballots**

ES&S calibrates scanners to read a ballot with specific characteristics. Make sure the ballot paper, ballot dimensions, cut marks, restricted zones and ballot ink meet the precise requirements of the ES&S scanning equipment.

2.   **Ballot Stock Specifications**

ES&S is not responsible for the performance of the ballot if a substitute paper is used without specific approval from ES&S.

Recommended paper is ES&S certified, custom manufactured 80 lb. Wausau OPT Opaque White. Weyerhaeuser OPT is a certified stock.

Grain Direction on the finished ballot: Long
Basis Weight: 80# text weight (36.2874 kg)
Thickness: 0.0061 in. (0.015494 cm)
Smoothness: 130 Sheffields
Moisture: 5.5 percent
Opacity: 97.0
Brightness: 92-94
P.P.I.: 338

3.   **Printing Ballot Text**

Ballots printed for model 100 and 650 tabulators can be printed using commercial grade ink. The ink density should stay within a range of 1.15 to 1.25. Do not use powder or varnish.

4.   **Scoring and Folding Ballots**

It is not recommended that you score these ballots before folding them. A folding machine should be used to expedite the process. Folding should be placed to allow stub to extend beyond secrecy sleeve when folded. In addition, roller pressures should be

reduced to about 2-3 thickness of code stock. **DO NOT** fold across ovals. Scoring followed by folding may result in the ballot separating at the score/fold line.

5.   **Perforating and Numbering Ballot Stubs**

A ballot stub is a non-readable portion of the ballot that election workers remove at the polling place for auditing purposes. Stubs usually contain at least one identification number used to audit ballots that have been cast. Ballots should be perforated for easy separation of the stub. Use a micro-perfing wheel to place perforations on the ballot for one 3-inch (7.62-cm) stub or two 1.5-inch (3.81-cm) stubs.

Notes:

Two sided ballots: In elections where most ballots are printed on a single side; if a single precinct has a ballot that is printed duplex, all precincts must be printed duplex. ES&S code stock is already printed duplex.

Registration Checks: A Mylar overlay may be used to verify proper alignment of the target ovals and check boxes on the ballot.

Protect the edges of the ballots from damage or curling. Damaged edges or curling leads to ballot jamming in the scanners.

"Summary" – Optech Insight Ballot Specifications

1.   **Ballot Specifications**

The Optech Insight is used in a wide range of environmental conditions with temperature variations between 40 to 100 degrees Fahrenheit and relative humidity between 10 to 90 percent.

This varied operating environment, coupled with the strict dimensional requirements of the high-speed voting systems, requires using a dimensionally stable index ballot stock with uniform thickness.

2.   **Ballot Criteria**

2.1.   **Ballot Length & Width**

When trimmed, ballots should be square and accurate in size. The following trimmed ballot sizes are for ballots without stubs and are listed for the Optech Insight.

Ballot Length -   14.0-22.0 inches (+0.25, -0.10)
Ballot Width -   9.75 inches (±0.0014)
                6.720 inches (±0.0014)
                3.690 inches (±0.0014)

For maximum throughput performance, the Ballot Length for the Optech Insight is 14 inches.

2.2.   **Ballot Caliper (Thickness)**

Measurements for ballot caliper shall be made at the same temperature and relative humidity as the election conditions after 1 hour of conditioning of ballot stock. Conditioning of Ballot Stock, and shall be as follows:

- 0.008 to 0.009 inch (typical)
- 0.0075 inch (minimum)
- 0.0100 inch (maximum)

Techniques that change the caliper in the ballot image area shall not be used.

These include:

- Embossing, embellishing, or die-cutting the ballot
- Affixing metallic foils (gold, silver, etc) to the ballot
- Punching holes in the ballot

Ballot caliper must be checked on every lot of ballot stock.

3.   Cut Lines

Each ballot stack shall have an "Edge View of Stack of Ballots". This cut line edge view assures that the cut lines have been printed and trimmed correctly. There shall be no cut line along the width of the ballot at the top or bottom ballot edge.

4.   Ballot Stock (Paper)

All ballot stock shall be free from the following:

- Buckles
- Puckers
- Wave
- Curl
- Loose pigments or loosely bonded fibers on the surface.

Ballot stock shall have adequate pick resistance and shall not blister, delaminate, or split when ink is transferred from the printing plate or blanket. Ballot stock should be evenly cut with smooth even edges and shall not be spliced.

4.1.   Approved Ballot Stock

The following is the manufacturer's specification for **Springhill Index** stock:

Manufacturer	International Paper Company
	2 Manhattanville Road
	Purchase, New York 10577
Stock Name	Springhill Index
Basis Weight	110 lb.
Caliper (thickness)	0.0093 inch ± 0.0005 inch
Basis Size	25.5 X 30.5 inches

Standard Sheet Sizes and Grain Direction

8.5 X 11.0 inches L
11.0 X 17.0 inches L
17.5 X 22.5 inches L
20.5 X 24.75 inches L

	22.5 X 28.5 inches L
	25.5 X 30.5 inches L
	30.5 X 25.5 inches S
	22.5 X 35.0 inches L
	24.0 X 36.0 inches L
Standard Colors	White is the only color to be used for official Michigan Ballots.
Moisture Content	6% ± 1%
Hydrogen Ion Concentration (pH)	
	5.3 (Hot Extract Method)
Dimensional Stability	Expansion/contraction with humidity change over the range from 20 to 75% relative humidity at 73 degrees Fahrenheit:
Grain Direction	0.25%
Cross-Grain	0.70%
Smoothness (Sheffield)	105 Sheffields
Stiffness (Taber)	With-grain -- 36 g/cm
	Cross-grain -- 20g/cm
Curl	0.12 inch (At equilibrium between 20 to 75% relative humidity, with a 3.25 inch X 7.375 inch sample)

4.2.   Conditioning of Ballot Stock

- Ballot stock shall be conditioned at least 48 hours before printing. Typically 96 to 168 hours of conditioning in the pressroom is sufficient.
- If there is more than a 25-degree Fahrenheit or 20% relative humidity difference between the pressroom and the expected election environment, the ballot stock shall be conditioned under the expected election conditions.
- Printed ballots shall not expand or contract out of specification.

5.   Ballot Ink

- All ballot ink printing must be solid and dense without any voids, breakthroughs, dirt or foreign particles or gray tones.
- The ink should not be smeared, smudged, or sprayed during printing or subsequent handling.
- Always test the ink both on the press and after it has dried on the ballot. Test trimmed, printed ballots in the Optech Insight.

5.1.   Black Ink

- The machine-readable components for all Optech Insight ballots must be printed with high-quality, flat, carbon-based black ink.
- Sequoia Voting Systems recommends Gans No. 31981 or similar.
- Appropriate driers may be added to the ink to prevent offsetting of ink during shearing or handling after minimum drying time.

5.2.   Black Ink Density and Print Quality

- The black ink density of a dry printed ballot should be verified with a reflection densitometer to be at least 1.5 (log density) darker than the density reading for the ballot stock.
- Black ink density should be uniform within the ballot image area.

- The density at the top, middle, and bottom should be the same, and should be at least 1.5 (log density) darker than the ballot stock (paper) base.
- As you read the ballot from top to bottom, there shall be no ink fade, bleed, or
- graying.
- Each black image should be crisp and sharp and show no signs of blurring, overprints, or image shift.
- There shall be no white or graying spots in the black ink.
- There shall be no smears, offsets, or bleeds in the active voting areas of the ballot.

6.   Folds: For Absentee Ballots

- **Important:** Vertical folds shall not be used.
- Ballots shall only be folded along their width on a pre-scored line.
- Folds/scoring should be placed to allow stub to extend beyond secrecy sleeve when folded.
- The caliper along the ridge formed by the fold shall not be greater than 0.013 inch thick.

6.1.   Score Lines

- No score line shall interfere with any voting arrow either above or below the score line.
- No score shall cut the ballot along the score line.
- The score line must be positioned so as not to touch any voting arrow on either side of the ballot.
- Scoring should be placed to allow stub to extend beyond secrecy sleeve when folded.
- The fold distance from the top/bottom ballot edge to the first/nearest fold shall be at least 4.0 inches.

7.   Stubs

- Stubs shall be 2 inches in length and as wide as the ballot width.

Additional Vendor Note: While a 2" stub is acceptable, typically in Michigan a 1" stub is used. The stub can be longer to accommodate instructions or other information, but must be removed prior to inserting into tabulator.

- No cut line shall begin or end at the ballot edge. There shall always be at least 0.050 inch of uncut ballot stock at each ballot edge. (This edge prevents the Stub from curling and prevents the stub from prematurely being torn or frayed from the ballot.)
- The perforation cut line shall directly overlay the top or bottom 0.0035 inch wide cut line extensions.
- The stub must be outside the top or bottom ballot text area.
- Two registration targets shall be placed outside the stub trim area and shall directly align with registration targets on the ballot outside the ballot trim area.
- Stubs shall be clean and not contain any of the following:
- Ink splatters
- Hickeys
- Dirt
- Smears

- Smudges

One or two stubs can be added to the one end of any Optech ballot.

7.1. Slit/Perforation Type

There are two approved slit/perforation types that may be used:

- First slit/perforation type
- Second slit/perforation type

This leaves two 1.30-inch and two 1.725-inch areas for perforation.

7.1.1. First slit/perforation type

The first slit/perforation begins 0.050 inches in from both ballot edges and contains a clean knife cut that ends 1.30 inches in from each side. This leaves 7.05 inches for perforation, using the slit patterns discussed in Appendix B.6.4.2: Slit Patterns.

7.1.2. With the ballot front face up

Design begins 1.30 inches in from the right and ends 1.30 inches in from the left and utilizes a 0.22-inch knife cut with a gap of approximately 0.020 inch between cuts. This will yield 4 perforations to the inch.

7.1.3. Second slit/perforation type

The second slit/perforation begins 0.050 inches in from both ballot edges and contains three clean knife cuts as follows—With the ballot front face up:

- First slit/perforation begins 1.350 inches in from the right and ends 2.550 inches in from the right.
- Second slit/perforation begins 4.275 inches in from the right and ends 5.475 inches in from the right.
- Third slit/perforation begins 7.20 inches in from the right and ends 8.400 inches from the right.

7.2. Serialization

- When numbering ballots, the numbers must be in sequential order and serialized according to the user jurisdiction procurement document.
- Numbers shall not bleed into the active voting area of the ballot.
- The top and bottom margins shall be 0.25 inch.
- The right and left margins should be 0.25 to 0.5 inch, depending on the ballot width and text matter.
- For bottom stubs, SVS recommends setting numbers flush left with secondary text 2-point leaded and flush left on the stub.
- For top stubs, SVS recommends setting numbers flush right with secondary text 2-point leaded and flush left on the stub.

8. Ballot Edges

- All ballot edges shall be cut at a right angle to the ballot stock.
- Each ballot edge shall be smooth and free from burrs, chad, and paper residue.
- All Ballot Edges shall fall between two straight parallel lines 0.003 inch apart.
- Opposite ballot edges shall be parallel to within 0.003 inch.
- All corners formed by adjacent ballot edges shall be 90 degrees + 1 degree.

Leading ballot edges shall not contain the following:

- Flare
- Delaminate
- Bend
- Tear

If the leading ballot edge contains flares, the flares can be caught in the feeding mechanism of the Optech Insight, which will tear the ballot.

9. Ballot Curl

The maximum allowable ballot curl shall be 0.040 inch per inch in any direction.

"Summary" AccuVote-OS Ballot Specifications

2. Ballot Characteristics

2.1. Materials

The ballot shall be constructed with long grain **Index** card stock. No embossed or printed patterns or smudges shall be present. The ballot stock is NOT to be 'pre-scored' for folds prior to press printing. See section 7 (AccuVote-OS Ballot Specifications), Folds and Ballot Scoring for ballot scoring specifications.

Additional Vendor Note: Red ovals can be used and are sometimes preferable because they can be thicker than black ovals. The scanner does not read red ink.

2.2. Basis weight

The weight of the paper stock should be 90 lb. (Index).

2.3. Physical dimensions

The physical ballot size and tolerances are as follows:

Width 8.500 in. + 0.030 in. - 0.020 in.
Length 11.000 in. + 0.060 in. - 0.000 in.
14.000 in. + 0.060 in. - 0.000 in.
17.000 in. + 0.060 in. - 0.000 in.
18.000 in. + 0.060 in. - 0.000 in.
Thickness (Caliper) 0.0070 in. to 0.0085 in. ± 0.0005 in.

NOTE: Thickness dimensions are in ten thousandths of an inch precision, NOT one thousandths of an inch.

2.4. Ballot cutting

The cutting of the ballot must be kept within the printed 'cut tolerance marks' as shown in Figure 1 of the AccuVote-OS Ballot Specifications Manual. These marks are 0.030 in. (approximately 1/32 in.) wide by 0.125 in. (1/8 in.) long. They specify the four corners of the ballot **on both sides**. When the ballot is cut to its proper size, a small portion of these marks (approx. 0.010 in.) **MUST** still be present on all four corners of the ballot's edges **on both sides of the ballot**. Accurate front to back registration of the printed image will improve the vendor's ability to meet the ballot cutting specifications.

2.5. Ballot curl

The curl of the ballot shall be measured from a flat reference surface. The maximum allowable curl of the ballot measured from the flat surface to the most protruding point of curl on the ballot is **0.050 in.** This dimension applies to the ballot in both face up and face down orientations.

3. Printing

3.1. Black ink

Black ink is used to print critical data elements such as the timing marks, diagnostic marks, and ballot ID marks. Black ink can also be used to print the voting position ovals. Black ink shall have a maximum reflectance of 5% at 620-nanometer wavelength (visible light) and at 940-nanometer wavelength (infra-red light). Ink normally containing a significant amount of black carbon in its formula should be able to meet this requirement, but it is recommended that the vendor use a reflective densitometer to check that the color is within specified tolerances prior to producing the ballots.

NOTE: Reflectance measurements are referenced to 100% absolute white (i.e., not paper white.)

4. Folds and Ballot Scoring

Scoring for folded ballots must occur in between timing marks. Scoring cannot occur anywhere on the timing marks. The scoring must align with the equal and opposite side of the ballot. For example, if the score was to start in between the 10th and 11th timing mark on the left side of the ballot, the score must then end in between the 10th and 11th timing mark on the right side of the ballot. This alignment must also occur on the reverse side of the ballot. Accurate printed image registration and ballot cutting will improve the vendor's ability to meet the specifications for ballot scoring.

NOTE: The location of score lines on the template is for convenience. Scores should be placed on the ballot to accommodate local envelope sizes and be placed to allow stub to extend beyond secrecy sleeve when folded. It should be noted that the fewer folds on the ballot, the better. Additionally, ballots may NOT be press printed on 'pre-scored' ballot stock.

5. Perforations and Stubs

Perforations for stubs can only exist on the top or bottom edge of the ballot. The line of perforations must be perpendicular to the side edges of the ballot (i.e., they cannot be skewed.) Perforations for creating a stub at one end of the ballot must not compromise

the Ballot Length Dimensions when the ballot is separated from the stub nor can it compromise the calibration zone specifications.

Ballots must be separated from any stubs prior to processing the ballot through the optical scanning device. The perforations will have such characteristics that they do not create any debris after the ballot is separated from the stub. After a ballot is separated from the stub, the remaining perforation edge on the ballot will not have any material remaining that could fold over or otherwise cause interference with the processing of the ballot through the optical scanning device.

Additional Vendor Note: A 10 – 11 point (teeth per inch - TPI) perf wheel should always be used. A 9-point (TPI) perf wheel will produce marginal results. The 8 point (TPI) or below perf wheel may result in tabulator problems.

The following order will apply to ballots produced through the 2014 cycle:

Republican Party

Democratic Party

Libertarian Party

U.S. Taxpayers Party

Green Party

Natural Law Party

SAMPLE BALLOTS

OFFICIAL BALLOT
Primary Election
Tuesday, August XX, 20XX
County Name, Michigan
Jurisdiction Name, Precinct Number

PARTISAN SECTION		PROPOSAL SECTION
⬇ **VOTE ONLY 1 PARTY SECTION** ⬇		**TOWNSHIP**

REPUBLICAN PARTY SECTION	DEMOCRATIC PARTY SECTION	PROPOSAL TITLE

PROPOSAL SECTION — **TOWNSHIP**

PROPOSAL TITLE

Exact wording and formatting will be supplied by the township.

YES ⬭
NO ⬭

PARTISAN SECTION

REPUBLICAN PARTY SECTION

STATE

GOVERNOR
Vote for not more than 1

Candidate ⬭
Candidate ⬭
Candidate ⬭
⬭

CONGRESSIONAL

**REPRESENTATIVE IN CONGRESS
1ST DISTRICT**
Vote for not more than 1

Candidate ⬭
Candidate ⬭
⬭

LEGISLATIVE

**STATE SENATOR
1ST DISTRICT**
Vote for not more than 1

Candidate ⬭
Candidate ⬭
⬭

DEMOCRATIC PARTY SECTION

STATE

GOVERNOR
Vote for not more than 1

Candidate ⬭
Candidate ⬭
Candidate ⬭
⬭

CONGRESSIONAL

**REPRESENTATIVE IN CONGRESS
1ST DISTRICT**
Vote for not more than 1

Candidate ⬭
Candidate ⬭
⬭

LEGISLATIVE

**STATE SENATOR
1ST DISTRICT**
Vote for not more than 1

Candidate ⬭
Candidate ⬭
⬭

LOCAL SCHOOL DISTRICT

SAMPLE PUBLIC SCHOOL DISTRICT

PROPOSAL TITLE

Exact wording and formatting will be supplied by the school district.

YES ⬭
NO ⬭

VOTE BOTH FRONT AND BACK OF BALLOT

PARTISAN SECTION - CONTINUED
⬇ VOTE ONLY 1 PARTY SECTION ⬇

REPUBLICAN PARTY SECTION	DEMOCRATIC PARTY SECTION
REPRESENTATIVE IN STATE LEGISLATURE 1ST DISTRICT Vote for not more than 1	**REPRESENTATIVE IN STATE LEGISLATURE 1ST DISTRICT** Vote for not more than 1
Candidate ⬭	Candidate ⬭
Candidate ⬭	Candidate ⬭
⬭	⬭

COUNTY	COUNTY
COUNTY COMMISSIONER 1ST DISTRICT Vote for not more than 1	**COUNTY COMMISSIONER 1ST DISTRICT** Vote for not more than 1
Candidate ⬭	Candidate ⬭
Candidate ⬭	Candidate ⬭
⬭	⬭

TOWNSHIP	TOWNSHIP
CLERK Partial Term Ending XX/XX/20XX Vote for not more than 1	**CLERK Partial Term Ending XX/XX/20XX** Vote for not more than 1
Candidate ⬭	Candidate ⬭
⬭	⬭

DELEGATE	DELEGATE
DELEGATE TO COUNTY CONVENTION Vote for not more than 3	**DELEGATE TO COUNTY CONVENTION** Vote for not more than 3
Candidate ⬭	Candidate ⬭
Candidate ⬭	Candidate ⬭
Candidate ⬭	Candidate ⬭
⬭	⬭
⬭	⬭
⬭	⬭

VOTE BOTH FRONT AND BACK OF BALLOT

OFFICIAL BALLOT
General Election
Tuesday, November X, 20XX
Sample County, Michigan
Jurisdiction Name, Precinct Number

PARTISAN SECTION

STRAIGHT PARTY TICKET
Vote for not more than 1

- Republican Party ◯
- Democratic Party ◯
- Green Party ◯
- U.S. Taxpayers Party ◯
- Libertarian Party ◯
- Natural Law Party ◯

STATE

GOVERNOR AND LIEUTENANT GOVERNOR
Vote for not more than 1

- **Governor Candidate** ◯
  Lieutenant Governor Candidate
  Republican
- **Governor Candidate** ◯
  Lieutenant Governor Candidate
  Democratic
- **Governor Candidate** ◯
  Lieutenant Governor Candidate
  Green
- **Governor Candidate** ◯
  Lieutenant Governor Candidate
  U.S. Taxpayers
- **Governor Candidate** ◯
  Lieutenant Governor Candidate
  Libertarian
- ◯

STATE

SECRETARY OF STATE
Vote for not more than 1

- **Candidate** ◯
  Republican
- **Candidate** ◯
  Democratic
- **Candidate** ◯
  Green
- **Candidate** ◯
  U.S. Taxpayers
- **Candidate** ◯
  Libertarian
- ◯

ATTORNEY GENERAL
Vote for not more than 1

- **Candidate** ◯
  Republican
- **Candidate** ◯
  Democratic
- **Candidate** ◯
  U.S. Taxpayers
- **Candidate** ◯
  Libertarian
- ◯

CONGRESSIONAL

REPRESENTATIVE IN CONGRESS
1st DISTRICT
Vote for not more than 1

- **Candidate** ◯
  Republican
- **Candidate** ◯
  Democratic
- **Candidate** ◯
  Green
- **Candidate** ◯
  U.S. Taxpayers
- **Candidate** ◯
  Libertarian
- ◯

LEGISLATIVE

STATE SENATOR
1st DISTRICT
Vote for not more than 1

- **Candidate** ◯
  Republican
- **Candidate** ◯
  Democratic
- **Candidate** ◯
  Libertarian
- ◯

REPRESENTATIVE IN STATE LEGISLATURE
1st DISTRICT
Vote for not more than 1

- **Candidate** ◯
  Republican
- **Candidate** ◯
  Democratic
- ◯

STATE BOARDS

MEMBER OF THE STATE BOARD OF EDUCATION
Vote for not more than 2

- **Candidate** ◯
  Republican
- **Candidate** ◯
  Republican
- **Candidate** ◯
  Democratic
- **Candidate** ◯
  Democratic
- **Candidate** ◯
  Green
- **Candidate** ◯
  Green
- **Candidate** ◯
  U.S. Taxpayers
- **Candidate** ◯
  U.S. Taxpayers
- **Candidate** ◯
  Libertarian
- **Candidate** ◯
  Libertarian
- **Candidate** ◯
  Natural Law
- ◯
- ◯

VOTE BOTH FRONT AND BACK OF BALLOT

STATE BOARDS	STATE BOARDS	NONPARTISAN SECTION

REGENT OF THE UNIVERSITY OF MICHIGAN Vote for not more than 2	**GOVERNOR OF WAYNE STATE UNIVERSITY** Vote for not more than 2	**JUDICIAL**

REGENT OF THE UNIVERSITY OF MICHIGAN
Vote for not more than 2

Candidate ⚬
Republican

Candidate ⚬
Republican

Candidate ⚬
Democratic

Candidate ⚬
Democratic

Candidate ⚬
Green

Candidate ⚬
Green

Candidate ⚬
U.S. Taxpayers

Candidate ⚬
U.S. Taxpayers

Candidate ⚬
Libertarian

Candidate ⚬
Libertarian

_____ ⚬

_____ ⚬

TRUSTEE OF MICHIGAN STATE UNIVERSITY
Vote for not more than 2

Candidate ⚬
Republican

Candidate ⚬
Republican

Candidate ⚬
Democratic

Candidate ⚬
Democratic

Candidate ⚬
Green

Candidate ⚬
U.S.Taxpayers

Candidate ⚬
U.S. Taxpayers

Candidate ⚬
Libertarian

Candidate ⚬
Libertarian

_____ ⚬

_____ ⚬

GOVERNOR OF WAYNE STATE UNIVERSITY
Vote for not more than 2

Candidate ⚬
Republican

Candidate ⚬
Republican

Candidate ⚬
Democratic

Candidate ⚬
Democratic

Candidate ⚬
Green

Candidate ⚬
Green

Candidate ⚬
U.S. Taxpayers

Candidate ⚬
U.S. Taxpayers

Candidate ⚬
Libertarian

Candidate ⚬
Libertarian

Candidate ⚬
Natural Law

_____ ⚬

_____ ⚬

COUNTY

COUNTY COMMISSIONER
1st DISTRICT
Vote for not more than 1

Candidate ⚬
Republican

Candidate ⚬
Democratic

_____ ⚬

TOWNSHIP

CLERK
Partial Term Ending XX/XX/20XX
Vote for not more than 1

Candidate ⚬
Republican

Candidate ⚬
Democratic

_____ ⚬

TRUSTEE
Partial Term Ending XX/XX/20XX
Vote for not more than 1

Candidate ⚬
Republican

Candidate ⚬
Democratic

_____ ⚬

JUDICIAL

JUSTICE OF SUPREME COURT
Vote for not more than 2

Candidate ⚬
Justice of Supreme Court

Candidate ⚬

Candidate ⚬

_____ ⚬

_____ ⚬

JUDGE OF COURT OF APPEALS
1st DISTRICT
INCUMBENT POSITION
Vote for not more than 2

Candidate ⚬
Judge of Court of Appeals

Candidate ⚬
Judge of Court of Appeals

_____ ⚬

_____ ⚬

JUDGE OF CIRCUIT COURT
1st CIRCUIT
INCUMBENT POSITION
Vote for not more than 2

Candidate ⚬
Judge of Circuit Court

Candidate ⚬
Judge of Circuit Court

_____ ⚬

_____ ⚬

JUDGE OF DISTRICT COURT
1st DISTRICT
INCUMBENT POSITION
Vote for not more than 1

Candidate ⚬
Judge of District Court

_____ ⚬

COMMUNITY COLLEGE

BOARD OF TRUSTEES MEMBER
SAMPLE COMMUNITY COLLEGE
Vote for not more than 2

Candidate ⚬

Candidate ⚬

_____ ⚬

_____ ⚬

VOTE BOTH FRONT AND BACK OF BALLOT

VILLAGE	PROPOSAL SECTION

VILLAGE

MAYOR
Vote for not more than 1

Candidate	⬭
Candidate	⬭
	⬭

CLERK-TREASURER
Vote for not more than 1

Candidate	⬭
Candidate	⬭
	⬭

COUNCIL
Vote for not more than 3

Candidate	⬭
Candidate	⬭
Candidate	⬭
	⬭
	⬭
	⬭

BOARD OF REVIEW
Vote for not more than 2

Candidate	⬭
Candidate	⬭
	⬭
	⬭

LOCAL SCHOOL DISTRICT

BOARD MEMBER
SAMPLE PUBLIC SCHOOL DISTRICT
Vote for not more than 2

Candidate	⬭
Candidate	⬭
	⬭
	⬭

PROPOSAL SECTION

STATE

PROPOSAL TITLE

Exact wording and formatting will be supplied by the Bureau of Elections, State of Michigan.

YES	⬭
NO	⬭

PROPOSAL TITLE

Exact wording and formatting will be supplied by the Bureau of Elections, State of Michigan.

YES	⬭
NO	⬭

TOWNSHIP

PROPOSAL TITLE

Exact wording and formatting will be supplied by the Township.

YES	⬭
NO	⬭

LOCAL SCHOOL DISTRICT

SAMPLE PUBLIC SCHOOL DISTRICT
PROPOSAL TITLE

Exact wording and formatting will be supplied by the school district.

YES	⬭
NO	⬭

OFFICIAL BALLOT
Primary Election
Tuesday, August X, 20XX
Sample County, Michigan
Jurisdiction Name, Precinct Number

PARTISAN SECTION		NONPARTISAN SECTION
⬇ VOTE ONLY 1 PARTY SECTION ⬇		**JUDICIAL**

REPUBLICAN PARTY SECTION	DEMOCRATIC PARTY SECTION	**JUDGE OF PROBATE COURT INCUMBENT POSITION** Vote for not more than 1

CONGRESSIONAL	CONGRESSIONAL	
UNITED STATES SENATOR Vote for not more than 1	**UNITED STATES SENATOR** Vote for not more than 1	**Candidate** ◯ Judge of Probate Court
Candidate ◯	**Candidate** ◯	**Candidate** ◯
Candidate ◯	**Candidate** ◯	
◯	◯	**Candidate** ◯

REPRESENTATIVE IN CONGRESS 1ST DISTRICT Vote for not more than 1	**REPRESENTATIVE IN CONGRESS 1ST DISTRICT** Vote for not more than 1	◯
		SPECIAL GENERAL ELECTION
		TOWNSHIP
Candidate ◯	**Candidate** ◯	**SUPERVISOR Partial Term Ending XX/XX/20XX** Vote for not more than 1
Candidate ◯	**Candidate** ◯	
◯	◯	

LEGISLATIVE	LEGISLATIVE	
REPRESENTATIVE IN STATE LEGISLATURE 1ST DISTRICT Vote for not more than 1	**REPRESENTATIVE IN STATE LEGISLATURE 1ST DISTRICT** Vote for not more than 1	**Candidate** ◯ Republican
Candidate ◯	**Candidate** ◯	**Candidate** ◯ Democratic
Candidate ◯	**Candidate** ◯	
◯	◯	◯

COUNTY	COUNTY	PROPOSAL SECTION
PROSECUTING ATTORNEY Vote for not more than 1	**PROSECUTING ATTORNEY** Vote for not more than 1	**COUNTY**
		PROPOSAL TITLE
Candidate ◯	**Candidate** ◯	Shall all county parks close at dusk on evenings with a full moon?
Candidate ◯	**Candidate** ◯	**YES** ◯
◯	◯	**NO** ◯

VOTE BOTH FRONT AND BACK OF BALLOT

PARTISAN SECTION - CONTINUED		NONPARTISAN SECTION
⬇ VOTE ONLY 1 PARTY SECTION ⬇		**COUNTY**

REPUBLICAN PARTY SECTION	**DEMOCRATIC PARTY SECTION**	**PROPOSAL TITLE** Shall all county parks close at dusk on evenings with a full moon?
		YES ◯ NO ◯

SHERIFF Vote for not more than 1	**SHERIFF** Vote for not more than 1	**LOCAL SCHOOL DISTRICT**
Candidate ◯ Candidate ◯ ◯	Candidate ◯ Candidate ◯ ◯	**SAMPLE PUBLIC SCHOOL DISTRICT** **PROPOSAL TITLE** Shall a school dress code be implemented to include skirts for girls and ties for boys?

CLERK / REGISTER OF DEEDS Vote for not more than 1	**CLERK / REGISTER OF DEEDS** Vote for not more than 1	YES ◯ NO ◯
Candidate ◯ Candidate ◯ ◯	Candidate ◯ Candidate ◯ ◯	**DISTRICT LIBRARY**

TREASURER Vote for not more than 1	**TREASURER** Vote for not more than 1	**SAMPLE DISTRICT LIBRARY** **PROPOSAL TITLE** Shall comic books be included as part of the library's permanent collection?
Candidate ◯ Candidate ◯ ◯	Candidate ◯ Candidate ◯ ◯	YES ◯ NO ◯

DRAIN COMMISSIONER Vote for not more than 1	**DRAIN COMMISSIONER** Vote for not more than 1
Candidate ◯ Candidate ◯ ◯	Candidate ◯ Candidate ◯ ◯

COUNTY COMMISSIONER 1ST DISTRICT Vote for not more than 1	**COUNTY COMMISSIONER 1ST DISTRICT** Vote for not more than 1
Candidate ◯ Candidate ◯ ◯	Candidate ◯ Candidate ◯ ◯

VOTE BOTH FRONT AND BACK OF BALLOT

TOWNSHIP	TOWNSHIP

SUPERVISOR
Vote for not more than 1

Candidate ⬭
⬭

SUPERVISOR
Vote for not more than 1

Candidate ⬭
⬭

CLERK
Vote for not more than 1

Candidate ⬭
⬭

CLERK
Vote for not more than 1

Candidate ⬭
⬭

TREASURER
Vote for not more than 1

Candidate ⬭
⬭

TREASURER
Vote for not more than 1

Candidate ⬭
⬭

TRUSTEE
Vote for not more than 4

Candidate ⬭
Candidate ⬭
⬭
⬭
⬭
⬭

TRUSTEE
Vote for not more than 4

Candidate ⬭
Candidate ⬭
⬭
⬭
⬭
⬭

DELEGATE TO COUNTY CONVENTION
Vote for not more than 2

Candidate ⬭
Candidate ⬭
⬭
⬭

DELEGATE TO COUNTY CONVENTION
Vote for not more than 3

Candidate ⬭
Candidate ⬭
Candidate ⬭
⬭
⬭
⬭

VOTE BOTH FRONT AND BACK OF BALLOT

OFFICIAL BALLOT
General Election
Tuesday, November X, 20XX
Sample County, Michigan
Jurisdiction Name, Precinct Number

Page 1 of 2
Note: Ballot has 2 pages
Please remember to vote all pages.

PARTISAN SECTION

STRAIGHT PARTY TICKET
Vote for not more than 1

- Republican Party ◯
- Democratic Party ◯
- Libertarian Party ◯
- U.S. Taxpayers Party ◯
- Green Party ◯
- Natural Law Party ◯

PRESIDENTIAL

ELECTORS OF PRESIDENT AND VICE-PRESIDENT OF THE UNITED STATES
Vote for not more than 1

- **Presidential Candidate**
  Vice Presidential Candidate
  Republican ◯
- **Presidential Candidate**
  Vice Presidential Candidate
  Democratic ◯
- **Presidential Candidate**
  Vice Presidential Candidate
  Libertarian ◯
- **Presidential Candidate**
  Vice Presidential Candidate
  U.S. Taxpayers ◯
- **Presidential Candidate**
  Vice Presidential Candidate
  Green ◯
- **Presidential Candidate**
  Vice Presidential Candidate
  Natural Law ◯
- ◯

CONGRESSIONAL

UNITED STATES SENATOR
Vote for not more than 1

- **Candidate**
  Republican ◯
- **Candidate**
  Democratic ◯
- **Candidate**
  Green ◯
- ◯

CONGRESSIONAL

REPRESENTATIVE IN CONGRESS 1st DISTRICT
Vote for not more than 1

- **Candidate**
  Republican ◯
- **Candidate**
  Democratic ◯
- **Candidate**
  Green ◯
- ◯

LEGISLATIVE

REPRESENTATIVE IN STATE LEGISLATURE 1st DISTRICT
Vote for not more than 1

- **Candidate**
  Republican ◯
- **Candidate**
  Democratic ◯
- **Candidate**
  Green ◯
- ◯

STATE BOARDS

MEMBER OF THE STATE BOARD OF EDUCATION
Vote for not more than 2

- **Candidate**
  Republican ◯
- **Candidate**
  Republican ◯
- **Candidate**
  Democratic ◯
- **Candidate**
  Democratic ◯
- **Candidate**
  Green ◯
- **Candidate**
  Green ◯
- ◯
- ◯

CHECK BOTH SIDES AND BOTH PAGES OF BALLOT: This ballot has two pages and two sides.
Be certain to check both pages and the reverse side of each ballot page.

STATE BOARDS	COUNTY	TOWNSHIP

STATE BOARDS

REGENT OF THE
UNIVERSITY OF MICHIGAN
Vote for not more than 2

Candidate Republican	⬭
Candidate Republican	⬭
Candidate Democratic	⬭
Candidate Democratic	⬭
Candidate Green	⬭
Candidate Green	⬭
	⬭
	⬭

TRUSTEE OF
MICHIGAN STATE UNIVERSITY
Vote for not more than 2

Candidate Republican	⬭
Candidate Republican	⬭
Candidate Democratic	⬭
Candidate Democratic	⬭
Candidate Green	⬭
Candidate Green	⬭
	⬭
	⬭

GOVERNOR OF
WAYNE STATE UNIVERSITY
Vote for not more than 2

Candidate Republican	⬭
Candidate Republican	⬭
Candidate Democratic	⬭
Candidate Democratic	⬭
Candidate Green	⬭
Candidate Green	⬭
	⬭
	⬭

COUNTY

PROSECUTING ATTORNEY
Vote for not more than 1

Candidate Republican	⬭
Candidate Democratic	⬭
	⬭

SHERIFF
Vote for not more than 1

Candidate Republican	⬭
Candidate Democratic	⬭
	⬭

CLERK / REGISTER OF DEEDS
Vote for not more than 1

Candidate Republican	⬭
Candidate Democratic	⬭
	⬭

TREASURER
Vote for not more than 1

Candidate Republican	⬭
Candidate Democratic	⬭
	⬭

DRAIN COMMISSIONER
Vote for not more than 1

Candidate Republican	⬭
Candidate Democratic	⬭
	⬭

COUNTY COMMISSIONER
1st DISTRICT
Vote for not more than 1

Candidate Republican	⬭
Candidate Democratic	⬭
	⬭

TOWNSHIP

SUPERVISOR
Vote for not more than 1

Candidate Republican	⬭
Candidate Democratic	⬭
	⬭

CLERK
Vote for not more than 1

Candidate Republican	⬭
Candidate Democratic	⬭
	⬭

TREASURER
Vote for not more than 1

Candidate Republican	⬭
Candidate Democratic	⬭
	⬭

TRUSTEE
Vote for not more than 4

Candidate Republican	⬭
Candidate Republican	⬭
Candidate Republican	⬭
Candidate Republican	⬭
Candidate Democratic	⬭
Candidate Democratic	⬭
Candidate Democratic	⬭
Candidate Democratic	⬭
	⬭
	⬭
	⬭
	⬭

JUDICIAL

JUSTICE OF SUPREME COURT
Vote for not more than 2

Candidate Justice of Supreme Court	⬭
Candidate	⬭
	⬭
	⬭

CHECK BOTH SIDES AND BOTH PAGES OF BALLOT: This ballot has two pages and two sides.
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OFFICIAL BALLOT
General Election
Tuesday, November X, 20XX
Sample County, Michigan
Jurisdiction Name, Precinct Number

Page 2 of 2
Note: Ballot has 2 pages
Please remember to vote all pages.

JUDICIAL

JUSTICE OF SUPREME COURT
INCUMBENT POSITION
Partial Term Ending XX/XX/20XX
Vote for not more than 1

Candidate ⬭
Justice of Supreme Court
Candidate ⬭

⬭

JUDGE OF COURT OF APPEALS
3rd DISTRICT
INCUMBENT POSITION
Vote for not more than 2

Candidate ⬭
Judge of Court of Appeals
Candidate ⬭

⬭

⬭

JUDGE OF COURT OF APPEALS
3rd DISTRICT
INCUMBENT POSITION
Partial Term Ending XX/XX/20XX
Vote for not more than 1

Candidate ⬭
Judge of Court of Appeals

⬭

JUDGE OF CIRCUIT COURT
4th CIRCUIT
NON-INCUMBENT POSITION
Vote for not more than 1

Candidate ⬭

Candidate ⬭

⬭

JUDICIAL

JUDGE OF PROBATE COURT
INCUMBENT POSITION
Vote for not more than 1

Candidate ⬭
Judge of Probate Court
Candidate ⬭

⬭

JUDGE OF DISTRICT COURT
1st DISTRICT
INCUMBENT POSITION
Vote for not more than 1

Candidate ⬭
Judge of District Court
Candidate ⬭

⬭

JUDGE OF DISTRICT COURT
1st DISTRICT
NEW JUDGESHIP
Vote for not more than 1

Candidate ⬭

Candidate ⬭

⬭

COMMUNITY COLLEGE

BOARD OF TRUSTEES MEMBER
SAMPLE COMMUNITY COLLEGE
Vote for not more than 1

Candidate ⬭

⬭

INTERMEDIATE SCHOOL DISTRICT

BOARD MEMBER
SAMPLE INTERMEDIATE SCHOOL DISTRICT
Vote for not more than 1

Candidate ⬭

⬭

TOWNSHIP

LIBRARY BOARD DIRECTOR
Vote for not more than 2

Candidate ⬭

Candidate ⬭

⬭

⬭

VILLAGE

PRESIDENT
VILLAGE OF SAMPLE
Vote for not more than 1

Candidate ⬭

Candidate ⬭

⬭

CLERK
VILLAGE OF SAMPLE
Vote for not more than 1

Candidate ⬭

Candidate ⬭

⬭

TREASURER
VILLAGE OF SAMPLE
Vote for not more than 1

Candidate ⬭

Candidate ⬭

⬭

CHECK BOTH SIDES AND BOTH PAGES OF BALLOT: This ballot has two pages and two sides. Be certain to check both pages and the reverse side of each ballot page.

VILLAGE	PROPOSAL SECTION	PROPOSAL SECTION

VILLAGE

TRUSTEE
VILLAGE OF SAMPLE
Vote for not more than 2

Candidate	⬭
Candidate	⬭
	⬭
	⬭

LOCAL SCHOOL DISTRICT

BOARD MEMBER
SAMPLE PUBLIC SCHOOL DISTRICT
Vote for not more than 2

Candidate	⬭
Candidate	⬭
	⬭
	⬭

METROPOLITAN DISTRICT

METROPOLITAN DISTRICT OFFICER
SAMPLE METROPOLITAN DISTRICT
Vote for not more than 3

Candidate	⬭
Candidate	⬭
Candidate	⬭
	⬭
	⬭
	⬭

DISTRICT LIBRARY

BOARD MEMBER
SAMPLE DISTRICT LIBRARY
Vote for not more than 2

Candidate	⬭
Candidate	⬭
	⬭
	⬭

PROPOSAL SECTION

STATE

PROPOSAL TITLE

Exact wording and formatting will be supplied by the Bureau of Elections, State of Michigan.

YES ⬭
NO ⬭

PROPOSAL TITLE

Exact wording and formatting will be supplied by the Bureau of Elections, State of Michigan.

YES ⬭
NO ⬭

COUNTY

PROPOSAL TITLE

Exact wording and formatting will be supplied by the County.

YES ⬭
NO ⬭

AUTHORITY

SAMPLE AUTHORITY
PROPOSAL TITLE

Exact wording and formatting will be supplied by the authority.

YES ⬭
NO ⬭

TOWNSHIP

PROPOSAL TITLE

Exact wording and formatting will be supplied by the Township.

YES ⬭
NO ⬭

PROPOSAL SECTION

VILLAGE

VILLAGE OF SAMPLE
PROPOSAL TITLE

Exact wording and formatting will be supplied by the Village.

YES ⬭
NO ⬭

LOCAL SCHOOL DISTRICT

SAMPLE PUBLIC SCHOOL DISTRICT
PROPOSAL TITLE

Exact wording and formatting will be supplied by the school district.

YES ⬭
NO ⬭

INTERMEDIATE SCHOOL DISTRICT

SAMPLE INTERMEDIATE SCHOOL DISTRICT
PROPOSAL TITLE

Exact wording and formatting will be supplied by the school district.

YES ⬭
NO ⬭

COMMUNITY COLLEGE DISTRICT

SAMPLE COMMUNITY COLLEGE
PROPOSAL TITLE

Exact wording and formatting will be supplied by the college.

YES ⬭
NO ⬭

DISTRICT LIBRARY

SAMPLE DISTRICT LIBRARY
PROPOSAL TITLE

Exact wording and formatting will be supplied by the library.

YES ⬭
NO ⬭

CHECK BOTH SIDES AND BOTH PAGES OF BALLOT: This ballot has two pages and two sides.
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OFFICIAL BALLOT
City Primary Election
Tuesday, August XX, 20XX
County Name, Michigan
Jurisdiction Name, Precinct Number

NONPARTISAN SECTION	PROPOSAL SECTION
CITY	CITY

NONPARTISAN SECTION — CITY

MAYOR
Vote for not more than 1

Candidate	⬭
Candidate	⬭
Candidate	⬭
	⬭

CLERK
Vote for not more than 1

Candidate	⬭
Candidate	⬭
Candidate	⬭
	⬭

COUNCIL MEMBER
Vote for not more than 7

Candidate	⬭
Candidate	⬭
Candidate	⬭
Candidate	⬭
Candidate	⬭
Candidate	⬭
Candidate	⬭
Candidate	⬭
Candidate	⬭
	⬭
	⬭
	⬭
	⬭
	⬭
	⬭
	⬭

PROPOSAL SECTION — CITY

PROPOSAL TITLE

Exact wording and formatting will be supplied by the city.

YES	⬭
NO	⬭

OFFICIAL BALLOT
Special Primary Election
Tuesday, February XX, 20XX
County Name, Michigan
Jurisdiction Name, Precinct Number

SPECIAL PRIMARY SECTION

 REPUBLICAN PARTY SECTION

LEGISLATIVE

REPRESENTATIVE IN STATE LEGISLATURE
1ST DISTRICT
Partial Term Ending XX/XX/20XX
Vote for not more than 1

Candidate	◯
Candidate	◯
Candidate	◯
Candidate	◯
	◯

RECALL ELECTION
LOCAL SCHOOL DISTRICT

SAMPLE SCHOOL DISTRICT
BOARD MEMBER
Partial Term Ending XX/XX/20XX
Vote for not more than 1

Candidate 1	◯
Candidate 2	◯
	◯

SAMPLE SCHOOL DISTRICT
BOARD MEMBER
Partial Term Ending XX/XX/20XX
Vote for not more than 1

Candidate 1	◯
Candidate 2	◯
	◯

"Recall Election" refers to either: (1) an election involving a nonpartisan local office, see MCL 168.971c, 972; or (2) an election involving a partisan local office, see MCL 168.973a. The local offices covered by this include County Commissioner, City-Township-Village offices, school offices, etc.
Restricted to the regular election dates that fall in May and November and are at least 95 days after the date the petition is filed. MCL 168.963(2).

OFFICIAL BALLOT
Recall Election
Tuesday, May XX, 20XX
Sample County, Michigan
Sample Jurisdiction, Precinct #

RECALL ELECTION
CITY

COUNCILMEMBER
WARD 1
Partial Term Ending XX/XX/20XX
Vote for not more than 1

Candidate 1 ⬭

Candidate 2 ⬭

⬭

"Recall Election" refers to either: (1) an election involving a nonpartisan local office,
see MCL 168.971c, 972; or (2) an election involving a partisan local office, see MCL 168.973a.
The local offices covered by this include County Commissioner, City-Township-Village offices, school offices, etc.
Restricted to the regular election dates that fall in May and November and are at least 95 days after the date the petition is filed. MCL 168.963(2).

OFFICIAL BALLOT
Recall Primary Election
Tuesday, February XX, 20XX
Sample County, Michigan
Sample Jurisdiction, Precinct

PARTISAN SECTION
⬇ **VOTE ONLY 1 PARTY SECTION** ⬇

REPUBLICAN PARTY SECTION	**DEMOCRATIC PARTY SECTION**
RECALL ELECTION	**RECALL ELECTION**
COUNTY	**COUNTY**
TREASURER **Partial Term Ending XX/XX/20XX** Vote for not more than 1	**TREASURER** **Partial Term Ending XX/XX/20XX** Vote for not more than 1
Candidate 1 ⬭ Republican	**Candidate 1** ⬭ Democratic
Candidate 2 ⬭ Republican	**Candidate 2** ⬭ Democratic
⬭	⬭

"Recall Primary Election" refers to an election involving state-level and all county elective offices (excluding County Commissioner) held for the purpose of determining each party's nominee for the recall general election. MCL 168.970c.
Must be held on the next regular election date that is at least 95 days after the date the petition is filed. MCL 168.963(3).

OFFICIAL BALLOT
Recall General Election
Tuesday, August XX, 20XX
Sample County, Michigan
Sample Jurisdiction, Precinct #

RECALL ELECTION
COUNTY

TREASURER
Partial Term Ending XX/XX/20XX
Vote for not more than 1

Candidate 1 ⬭
Republican

Candidate 2 ⬭
Democratic

⬭

"Recall General Election" refers to an election involving state-level and all county elective offices (except County Commissioner) held after the recall primary election. MCL 168.970e.
The winner of the recall general election serves the remainder of the unexpired term. MCL 168.970g.
Restricted to the regular election dates that fall in February or August and are at least 95 days after the date the petition is filed. MCL 168.970e.

OFFICIAL BALLOT
Special Recall Election
Tuesday, February XX, 20XX
Sample County, Michigan
Sample Jurisdiction, Precinct #

RECALL ELECTION
STATE

RECALL

Statement of Reason:
Statement of reason conveyed in 200 words or less.

Justification of Conduct in Office:
Justification of conduct in office conveyed in 200 words or less.

Shall John J. Doe be recalled from the office of Governor of the State of Michigan?

YES ⬭

NO ⬭

"Special Recall Election" refers to an election involving the recall of the Governor. (This is the only circumstance that resembles the "old" recall system - it is a yes/no question where the reasons for recall and justification of conduct in office are printed on the ballot). MCL 168.975c.
No primary or general follows - if the recall is successful, the Lieutenant Governor assumes the duties of office.
Restricted to the regular election dates that fall in February or August and are at least 95 days after the date the petition is filed. MCL 168.963(4).