

THE PROCESS

# Understanding the Procedural Audit

After each election, County Clerks throughout Michigan are required to conduct a post-election procedural audit. The purpose of this audit is to ensure that City and Township Clerks and election workers followed proper procedures before, during and after Election Day.

The audit process utilizes a 77-point checklist and includes a hand count of ballots. This checklist includes verification that election workers were trained and both major parties were represented, equipment was tested and counted ballots accurately, applications to vote were completed and matched the number of ballots cast, and that ballots and election materials were sealed and stored properly. The hand count of ballots ensures that the number of ballots matches the number of ballots cast on Election Day as well as a comparison of results from the totals tape printed on Election Night.

## How do we decide who to audit?

The Secretary of State's office is responsible for selecting precincts for the procedural audit. While each precinct is selected at random, the number of precincts selected is typically the same. For example, in statewide elections, Ottawa County is responsible for auditing 10% of our in-person and absentee precincts.



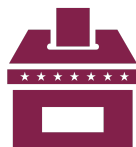
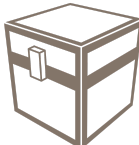
## November 8, 2022 Audited Precincts




- Allendale TownshipPrecinct 1
- Blendon TownshipPrecinct 2
- City of CoopersvillePrecinct 2
- Georgetown TownshipPct. 14 & 15
- Grand Haven TownshipPrecinct 4

- Polkton TownshipPrecinct 1
- Port Sheldon TownshipPrecinct 1
- Robinson TownshipPrecinct 2
- Tallmadge TownshipPrecinct 1
- Wright TownshipPrecinct 1

# How did we do?

Each category of procedures is rated with a letter grade. An 'A+' means all precincts followed procedures correctly. A 'B' means there is room for improvement. Anything lower will be addressed with Local Clerks and in future trainings. You can read more about any deficiencies and how they will be addressed in the 'Areas for Improvement' section on Page 3.

Criteria	Procedure	Evaluation	Grade	
Election Workers				
<div>Major Parties Represented</div> <div></div>	There must be at least one Republican and one Democrat Election Inspector appointed in each precinct.	County Clerk staff reviews the Election Inspectors' applications to ensure both major political parties are represented in the precinct.	A+	100% 21 of 21 precincts
<div>Proof of Training</div> <div></div>	Every appointed inspector must attend a training class, and the list of certified Election Inspectors was sent to the local political parties.	County Clerk staff reviews training certificates for each Election Inspector.	B-	81% 17 of 21 precincts
Public Test				
<div>Properly Completed?</div> <div></div>	Were public logic and accuracy tests accurately completed in each precinct?	Records must show each machine was tested according to legal standards, and each ballot tabulator produced accurate test results.	A+	100% 21 of 21 precincts
Ballot Container				
<div>Properly sealed?</div> <div></div>	Were all ballot containers properly sealed following the election?	County Clerk staff ensures all ballot containers have a tamper-evident seal that is affixed securely to the container, and a certificate that is properly signed.	A+	100% 21 of 21 precincts

Criteria	Procedure	Evaluation	Grade	
Election Results				
<div>Accurate results</div> <div></div>	A hand count of the ballots matches the ballot tabulator totals that were certified in the post-election canvass.	County Clerk staff performs a hand count of voted ballots in the Governor's race. These totals are then compared to the official results.	<div>A+</div>	<div>100%</div> <div>17,634 out of 17,634 ballots</div>
Applications to Vote				
<div>Number of Applications</div> <div></div>	The number of ballot applications received matches the number of voters.	County Clerk staff physically counts the applications and determines if the number of applications matches the number of voters in the poll book.	<div>A+</div>	<div>100%</div> <div>17,634 out of 17,634 ballots</div>
<div>Properly Completed</div> <div></div>	Applications include required information.	County Clerk staff verifies the applications to ensure they were filled out correctly by both voters and election inspectors.	<div>B</div>	<div>86%</div> <div>Of applications to vote were completed properly</div>

## Takeaways

Our Local Clerks and Election Workers accomplished an extremely accurate and successful election! We are very appreciative of the hard work they put into the election and could not do this without their dedication to democracy. We will report our findings to the Secretary of State's office and also use the results of the audit as a chance to review and update our training process.

## Areas of Improvement

- The County Clerk’s office will be proactively supplying paper and/or digital training certificates to election inspectors and Local Clerks. The County Clerk’s office trains and certifies election workers and could verify through our records that each election inspector was properly trained. During the audit, our office discovered that 4 Local Clerks did not have the up-to-date training certificates on file for some workers.
- Local Clerks will be emailing the list of appointed election inspectors to each major political party. An important step in the process is ensuring that political parties can verify that each major party is represented in each precinct and absent voter counting board. While all major parties were represented, our office discovered that 4 Local Clerks did not send the list of appointed election inspectors to the major political parties for verification.
- The County Clerk’s office will improve training regarding applications to vote. During the audit, our office discovered several applications to vote were not completed properly by voters and election inspectors. While there was an application to vote for every in-person and absentee ballot voter, several applications were missing the voter’s date of birth and/or the application was not initialed by the election inspector.