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# **BALLOT INSTRUCTIONAL LANGUAGE**

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## **PRIMARY ELECTION**

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

**--OR--**

**TO VOTE:** Completely darken the box 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 may be multiple party sections on the ballot. 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 voting target area. 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:** Completely darken the box 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 voting target area. **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.

## **NONPARTISAN ELECTION**

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

-- OR --

**TO VOTE:** Completely darken the box 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 voting target area. 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:** Completely darken the box 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.

## INSTRUCTIONAL MODIFICATION NOTES

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

- 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 only required 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.

The following instructional language is only required for ballots prepared for special primary election involving a single party:

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

## **CLOSED PRESIDENTIAL PRIMARY**

Michigan Election Law has designated the Presidential Primary as a closed primary; this is the only closed primary election. The differences between an open primary and a closed primary are:

- Voters in an **open primary** receive a ballot with a column listing each qualified party's candidates. Voters then decide which party primary they wish to participate in by voting only in the column of their party choice while in the privacy of the voting station. Voting for candidates in more than a single party's column will void the entire partisan ballot.
- Voters in **closed primaries** must state the party primary they wish to participate in before receiving a ballot. The ballot given to voters only shows the party that corresponds to their choice.

### **Special Considerations required for the Closed Presidential Primary:**

- **Party choice collection, retention, disclosure, and destruction**
- **No Party Declaration ballot selection (nonpartisan candidates and proposals)**
- **Ballot numbering restrictions**
- **Candidate rotation and Uncommitted vote position**
- **Modified instructional language**

#### **Party choice collection, retention, disclosure, and destruction:**

- The law requires voters to indicate in writing which political party ballot he or she wishes to vote. This requirement only applies to presidential primary elections, and voters will not be required to select a political party ballot type in writing at other types of elections.
- County, city, and township clerks must retain the forms indicating each voter's presidential primary ballot selection for 22 months. This ballot selection information is subject to disclosure under the Freedom of Information Act.

#### **No Party Declaration ballot selection (nonpartisan candidates and proposals):**

- Voters must be granted the ability to vote on local candidate or proposal items (if any) without being forced to participate in the Presidential Primary. To satisfy this ability a separate No Party Declaration ballot is created to allow an additional choice ballot. This additional ballot choice is subject to the same retention and disclosure standard as the primary.

**Ballot numbering restrictions:**

- Ballots created for the Presidential Primary must be numbered using different number sequences for each ballot type: Republican, Democratic, and No Party Declaration (nonpartisan and proposals, if any) e.g.:

<u>Ballot Type:</u>	<u>Ballot numbers:**</u>
Republican Ballots	10001-13000
Democratic Ballots	20001-23000
No Party Declaration Ballots	30001-33000
Voter Assist Terminal Ballots*	90001-95000

**Notes:**

\* Removable, consecutively numbered stubs are strongly recommended on all blank stock utilized in the Voter Assist Terminals (VAT). This ballot stock must adhere to the numbering convention restriction for the Presidential Primary. It is recommended that a different numbering sequence be applied to this stock for use in all elections. Care should be taken with the un-used ballot stock following an election as it can be re-deployed election to election.

\*\* If an alpha character is used to distinguish ballot type, that alpha character cannot be entered into ePollbook or on QVF precinct list. (e.g. R, D, or N, etc.)

**Candidate rotation and Uncommitted vote position:**

- Each party primary shall have a vote position for “Uncommitted.” When a voter selects “Uncommitted” this implies that they are exercising a “party vote” but are not committed to any of the candidates listed on the ballot. With enough votes cast to “Uncommitted” the party can send delegates to the national nominating convention who are not committed to a specific candidate.
- Candidate rotation: candidates are placed in alpha order by last name (home position) with rotation of names rotated precinct by precinct across the jurisdiction (See Ballot Production Standards, Chapter 19, Candidate Name Rotations.) **The Uncommitted vote position does not rotate and remains in the position above the write-in line.**



**Modified instructional language to be used for the Closed Presidential Primary:**

**INSTRUCTIONS:** For the office of President, you may vote for a candidate or you may vote “uncommitted.”

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

--OR--

**TO VOTE:** Completely darken the box 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 multiple separate party ballots. **YOU MAY VOTE ONE PARTY BALLOT ONLY.**

**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 voting target area. Do not cast a write-in vote for a candidate whose name is already printed on the ballot for that office.

**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.