



## Ottawa County Clerk's Office - Elections

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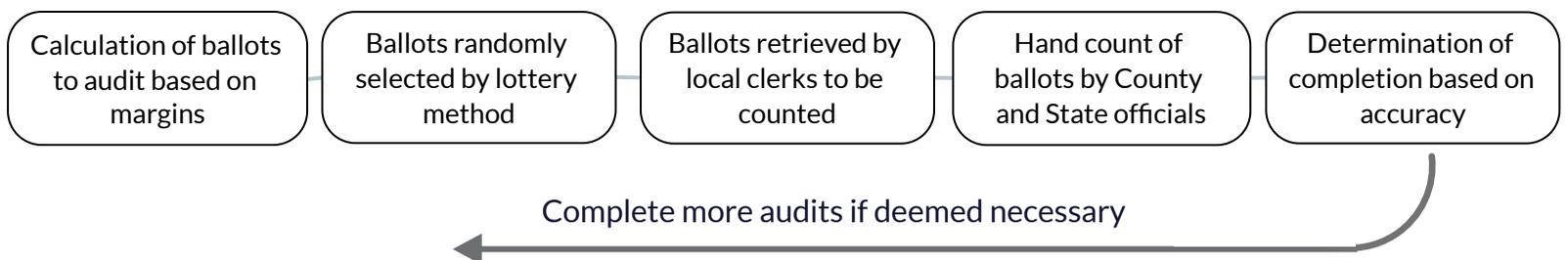
## Understanding the Procedural Audit

After each election, County Clerks throughout Michigan conduct a post-election procedural audit. The purpose of this audit is to ensure City and Township Clerks, County election officials, 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 physical 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.

## Understanding the Risk-Limiting Audits (RLAs)

Risk-Limiting Audits, or RLAs, check a random sampling of ballots determined by statistically significant ratios. Although a hand count is performed during the procedural audit, the RLA considers the results of the hand count across the state to ensure that probable errors are statistically limited.





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### How do we decide who to audit?

By law, the Secretary of State's office is responsible for selecting precincts for the procedural audit. While each precinct is selected at random, the percentage of precincts selected is typically the same.

### November 5, 2024 General Election: Audited Precincts

City of Ferrysburg	Precinct 1	Election Day	Procedural
City of Grand Haven	Precinct 2	Election Day	Procedural
City of Holland	Ward 2, Precinct 5	AVCB	RLA & Procedural
City of Hudsonville	Ward 3, Precinct 1	Election Day	Procedural
Allendale Charter Twp	Precinct 4	Early Voting SE Site	RLA & Procedural
Georgetown Charter Twp	Precinct 1 CD-4	Early Voting SE Site	RLA & Procedural
Georgetown Charter Twp	Precinct 16	Election Day	RLA
Holland Charter Twp	Precinct 4	Election Day	RLA & Procedural
Jamestown Charter Twp	Precinct 4	Election Day	Procedural
Olive Twp	Precinct 1	Election Day	Procedural
Park Twp	Precinct 6	AVCB	RLA & Procedural
Robinson Twp	Precinct 3 - GHAPS	AVCB	RLA & Procedural
Wright Twp	Precinct 1	Early Voting NE Site	Procedural
Wright Twp	Precinct 1	Early Voting NW Site	Procedural
Wright Twp	Precinct 1	Early Voting SE Site	Procedural
Zeeland Charter Twp	Precinct 2	AVCB	RLA & Procedural

# 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.

Criteria	Procedure	Evaluation	Grade	
<b>Election Workers</b>				
<b>Major Parties Represented</b> 	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.	<b>A+</b>	<b>100%</b> 16 of 16 polling sites
<b>Proof of Training</b> 	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>A</b>	<b>99%</b> 137 of 138 poll inspectors
<b>Public Test</b>				
<b>Properly Completed?</b> 	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.	<b>A+</b>	<b>100%</b> 16 of 16 polling sites
<b>Ballot Container</b>				
<b>Properly sealed?</b> 	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.	<b>A+</b>	<b>100%</b> 35 of 35 ballot containers

# AUDIT BY THE NUMBERS

Criteria	Procedure	Evaluation	Grade	
<b>Physical and Electronic Poll Books</b>				
<p>Properly Signed and Completed</p> 	<p>All sections of the poll book completed, all poll inspectors present signed, and the E-Pollbook is secured properly.</p>	<p>County Clerk staff reviews all pages of the physical poll book and checks the security measures of the E-Pollbook.</p>	<p><b>A+</b></p>	<p><b>100%</b> 16 of 16 polling sites</p>
<b>Election Results</b>				
<p>Accurate results</p> 	<p>A hand count of the ballots matches the ballot tabulator totals that were certified in the post-election canvass.</p>	<p>County Clerk staff performs a hand count of voted ballots in the Presidential race. These totals are then compared to the official results.</p>	<p><b>A+</b></p>	<p><b>100%</b> 5,112 out of 5,112 ballots</p>
<b>Applications to Vote</b>				
<p>Number of Applications</p> 	<p>The number of ballot applications received matches the number of voters.</p>	<p>County Clerk staff physically counts the applications and determines if the number of applications matches the number of voters in the poll book.</p>	<p><b>A</b></p>	<p><b>99.9%</b> 7,931 out of 7,932 apps</p>
<p>Properly Completed</p> 	<p>Applications include required information.</p>	<p>County Clerk staff verifies the applications to ensure they were filled out correctly by both voters and election inspectors.</p>	<p><b>A</b></p>	<p><b>98%</b> of Apps to Vote were completed properly</p>

# Takeaways

Our Local Clerks and Election Inspectors 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.

Our office was thrilled to complete a hand count of all votes cast within the audited precincts for the 2024 Presidential Race with 100% accuracy, this result was bolstered by impeccable dedication to details in all aspects of the election administration as reviewed through the 77-point audit.

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 improve training regarding applications to vote. During the audit process, our office identified a handful of applications to vote were not completed properly by voters and election inspectors. While there was an application to vote for all but one voter, several applications were missing the voter's date of birth and/or the voter did not list a complete address.

The only other notable mark-down on the Ottawa County audit scorecard was in Poll Inspector training. Due to the unprecedented turn-out at early voting sites in the November Election, many poll inspectors were hired on quickly to supplement the immense need. One such inspector had not recertified recently and did not have proof of training; this was not discovered until the audit.

