

Michigan Republican Party - Hand Count Audit Committee Rules

Description of Committee

The Hand Count Audit Committee (herein after referred to as the ‘Audit Committee’) shall be comprised of two members selected by each Congressional District Chair and additional members as may be appointed at the sole discretion of the Chair (Senator Ruth Johnson) of the Audit Committee.

Purpose of Committee:

The Audit Committee shall be charged with verifying the results of votes cast at the Michigan Republican Party Endorsement Convention held on April 23, 2022 via full hand count.

The Audit Committee shall ensure that proper chain of custody is maintained at all times for ballots, as well as for any hand count tally sheets.

Participants and Volunteer Descriptions:

1. Candidate:

A “candidate” shall be defined as a candidate for the office of Secretary of State, Attorney General, Justice to the Michigan Supreme Court, Member of the State Board of Education, Member of the Wayne State University Board of Governors, Member of the Michigan State University Board of Trustees, or Member of the University of Michigan Board of Regents appearing on the ballot at the Endorsement Convention.

Each candidate may appoint no more than one (1) challenger per designated counting station and no more than (1) challenger at the statewide vote aggregation station.

Due to the number of candidates appearing on the ballot at the Endorsement Convention, candidates are encouraged (but not required) to consider arranging for shared challengers with other candidates.

2. Tellers:

A “teller” shall be defined as a teller assigned to the Audit Committee as prescribed herein. Tellers assigned to the Audit Committee shall be clearly designated as such during the hand count process in a manner determined by the Chair of the Audit Committee.

Tellers shall be selected at random from volunteers meeting the eligibility criteria outlined below.

- a) Properly credentialed Endorsement Convention delegates and alternates may volunteer to serve as a teller.
- b) The following individuals may not serve as a teller:
 - i. A candidate or immediate family member of a candidate.
 - ii. A candidate committee’s Treasurer.
 - iii. The campaign manager or general consultant of any candidate.
- c) A teller may not serve at a counting station when the ballots of that teller’s Congressional District are being counted.

Michigan Republican Party - Hand Count Audit Committee Rules

- d) The Chair of the Audit Committee or their designee may assign or reassign tellers and alternate tellers as necessary to perform the hand count.
- e) A teller may be removed and replaced with an alternate teller at the sole discretion of the Chair of the Audit Committee or their designee for reasons including but not limited to:
 - a. The inability of a teller to perform their assigned tasks in an accurate and timely manner.
 - b. A teller's request to discontinue their participation for any reason.
 - c. A teller is disruptive to the process and/or fails to follow the directives of the Chair of the Audit Committee or their designee.

3. Challengers:

An individual who has been appointed by a candidate to serve as a challenger pursuant to these rules will be clearly designated as such during the hand count process in a manner determined by the Chair of the Audit Committee.

A challenger may watch the hand count process from adjacent to the counting station or statewide vote aggregation station to which they have been assigned, but shall not be allowed to handle any ballot or tally sheet for any reason and shall not disturb or obstruct the work of tellers in any way.

A challenger who wishes to address a question or concern during the hand count process shall raise their hand to signal committee staff who will approach the challenger.

If committee staff, the affected teller(s), and a challenger are unable to reach agreement on a resolution to any concern raised by the challenger, the Chair of the Audit Committee shall have final authority to resolve any challenge.

4. Public Viewing Area / Decorum in the Counting Room:

Any convention delegate or alternate who wishes to observe the hand count process shall be allowed to do so from the designated public viewing area.

Observers as well as challengers appointed by candidates shall remain respectful of the hand count process at all times, keeping noise to a minimum, and refraining from conversation in the counting room - with the exception of a challenger addressing a question or concern to committee staff.

During the hand count, the committee will also livestream video of the counting room which will be available for viewing by delegates and alternates.

5. Committee Staff and Designees:

The Chair of the Audit committee may appoint committee staff to assist in the management of the hand count. Committee staff shall not act as tellers, but may work with and on behalf of the Chair of the Audit Committee to assist tellers in performing their duties, address questions raised by tellers or challengers, and help to ensure the smooth operation of the hand count process.

Michigan Republican Party - Hand Count Audit Committee Rules

6. Counting Procedures

The Committee will follow counting procedures as outlined in Attachment A based on the processes developed by Unity4MRP which have been adapted for use at the Endorsement Convention.

The Counting Room will be organized as shown in Attachment B and shall consist of fourteen (14) counting stations and one (1) statewide vote aggregation station. Chairs may be setup in the Counting Room for the purposes of having alternates readily available to assist in the hand count immediately if and when they may be needed.

These procedures are in conformance with the “Essential safeguards in a full hand count audit” and the “Ballot Hand Count Process Requirements” shown in Attachment C.

7. Resolution of Discrepancy between Hand Count and Tabulator Totals:

The Chair of the Audit Committee or their designee may direct that tellers at any counting station recount ballots for one or more races to verify the accuracy of their count.

In the event of a discrepancy between the hand count results and tabulator results which would affect the outcome of any race, there will be a mandatory hand recount of the affected race at any counting station where the hand count result and tabulator result do not agree. If the results of the hand recount confirm the original hand count results, these results shall be considered official and final. If there is a discrepancy between the original hand count results and the hand recount results, the Chair of the Audit Committee shall direct additional recounts as they deem necessary to arrive at a final hand count result which shall be final.

8. Transmission of Results by the Audit Committee:

The Chair of the Audit Committee shall deliver the Physical Master Count Sheet as outlined in Attachment A to the Endorsement Convention staff designated by the Chair of the Michigan Republican Party.

The Audit Committee shall also provide an exact copy of the Physical Master Count Sheet to any candidate or district chair who requests it and shall display the results of the hand count on a screen visible from the public viewing area.

Attachment A

Ballot Hand Count Process

Prior to the start of voting at the Endorsement Convention members of the Audit Committee designated by the Chair, as well as any Endorsement Convention delegates or alternates who wish to observe, will work with Endorsement Convention and vendor staff to verify that the tabulators to be used for voting at the Endorsement Convention are properly zeroed and will also visually inspect each tabulator's ballot tray to ensure it is empty prior to being locked in preparation to accept voted ballots.

1. Transfer of Ballots from Voting Area to Counting Tables (with visual chain of custody maintained):

- a. Once voting is completed in each congressional district, the tabulators will be secured for the Audit Committee's hand count process.
- b. Tabulators will remain locked and no ballots will be removed or handled until the tabulator is in place at its assigned counting station in the counting room.
- c. To maintain chain of custody, each tabulator will be escorted by the District Chair, or his or her designee, and a member of the Audit Committee assigned for this purpose.
- d. Any candidate may also designate a challenger to escort each tabulator into the counting room.

2. Counting Table Setup

- a. There will be a roped-off section in the counting room allowing any Endorsement Convention delegate or alternate caring to watch the hand count of ballots to do so.
- b. Each candidate may also assign no more than one (1) challenger per designated counting station and one (1) challenger at the statewide vote aggregation station.
- c. A counting station shall consist of two (2) rectangular counting tables.
- d. Each congressional district shall be designated one (1) counting station, except that a congressional district utilizing two tabulators to vote shall be assigned two (2) counting stations and a congressional district with fewer than 100 voters shall be assigned one (1) table at a shared counting station.
- e. Three persons shall be assigned as tellers at each of two counting tables (A & B) per counting station.
- f. Counting Table A shall have Tellers #1A, #2A, and #3A.
- g. Counting Table B shall have Tellers #1B, #2B, and #3B.
- h. There shall be no tablecloths, table skirts or anything else present in the counting area which could be used to conceal ballots.

Michigan Republican Party - Hand Count Audit Committee Rules

3. Batch Tally & Cross-Check Verification

- a. Teller #1 and Teller #2 at each table shall each have one (1) file folder of different colors labeled with the counting station number, one (1) large binder clip, two (2) pens with blue ink, and two identical Tally Sheets which shall be labeled with the counting station number and include a space to record the color of the file folder that corresponds to the batch of ballots being counted by the teller.
- b. To promote efficiency, the committee shall ensure that all Tally Sheets agree as identically as possible with the spacing of candidate names, or in the case of a run-off election each candidate's designation, on ballots and that each Tally Sheet shall include the names of candidates, or candidate designations, on both the right and left margin to allow efficient use of the tally sheet regardless of a volunteer's dominant writing hand.
- c. Teller #3A at each counting station shall receive the ballots out of the assigned tabulator immediately after it is in place at the counting station and unlocked by vendor staff.
- d. At a counting station receiving ballots from two tabulators, Teller #3B will receive the ballots from the second tabulator.
- e. Teller #3A shall count out 50 ballots and assign them to Teller #1A.
- f. Teller #3A shall then count out an additional 50 ballots and assign them to Teller #2A, or if there are fewer than 50 remaining ballots shall assign the balance of the ballots to Teller #2A.
- g. If there are remaining ballots, Teller #3A shall then count out an additional 50 ballots and assign them to Teller #1B, or if there are fewer than 50 remaining ballots shall assign the balance of the ballots to Teller #1B.
- h. If there are remaining ballots, Teller #3A shall assign the balance of the ballots to Teller #2B.
- i. If Teller #3B also received ballots from a tabulator at their counting station, Teller #3B shall count out 50 ballots and assign them to Teller #1B and assign the balance of the ballots, if any, to Teller #2B.
- j. Teller #3A, and Teller #3B at a counting station receiving ballots from two tabulators, shall record the total number of ballots received from a tabulator and assigned to tellers for tallying.
- k. The first batch of ballots assigned to each teller shall be identified on the Tally Sheet by the color of the file folder assigned to that teller and shall be placed in this file folder and clipped with the binder clip after counting.
- l. In the event that Teller #2A, #1B, and/or Teller #2B do not receive any ballots once all ballots from the tabulator(s) have been distributed, the teller shall tear their file folder in half as not to tear the label on the file folder, place one half on top of the other and leave it to the side on their counting table.
- m. All tellers who have been assigned ballots to count shall take one (1) Tally Sheet and label it in the space provided with the color of their file folder and then tally their assigned ballots using this tally sheet. Once they have completed their tally, they shall insert the batch of ballots into their file folder and secure them with the binder clip.

Michigan Republican Party - Hand Count Audit Committee Rules

- n. Once Teller #1 and, if assigned ballots, Teller #2 at a counting table have completed counting their assigned ballots, Teller #1 shall pass their batch of ballots in the color file folder which has been secured with a binder clip to Teller #2.
- o. If Teller #2 was also assigned ballots, they shall then pass their batch of ballots in the color file folder which has been secured with a binder clip to Teller #1.
- p. Tellers who have received a batch of ballots to verify shall take their second Tally Sheet and label it in the space provided with the color of the file folder that corresponds to the batch of ballots they have been given to verify and then tally the batch of ballots using this tally sheet. Once they have completed their tally, they shall insert the batch of ballots into its file folder and secure them with the binder clip.
- q. Once all batches of ballots have been tallied for a second time, Tellers #1 and 2 at each counting table shall compare their tally sheet totals for each batch of ballots to ensure matching results.
- r. If the Tally Sheet results do not match for any batch of ballots, tellers shall first recheck their own tally mark counts.
- s. If a discrepancy is found in actual tally marks for any office for any batch of ballots (rather than the counting of the tally marks), a recount of the affected office(s) and batch(es) is needed.
- t. Upon verification that tally sheets match for each batch of ballots, Tellers #1 and 2 shall sign each Tally Sheet and shall clip both copies on top of the appropriate ballot batch secured in its corresponding color file folder with a binder clip to create a Batch Stack.
- u. All Batch Stacks will then immediately be given to Teller #3 at the counting table for processing.

4. District Vote Aggregation & Cross-Check Verification

- a. Teller #3 at each counting table shall each have one (1) calculator, two (2) pens with blue ink, (1) District Aggregation Sheet, and Teller #3A shall receive one (1) secure ballot container.
- b. At a counting station receiving ballots from two tabulators, Teller #3 at each counting table will receive two (2) District Aggregation Sheets and Teller #3A shall receive two (2) secure ballot containers.
- c. Tellers #3A and #3B shall transfer totals from the Tally Sheets to the District Aggregation Sheet for each batch of ballots at their table.
- d. Teller #3A and #3B shall then exchange Tally Sheets and shall transfer the totals from the exchanged Tally Sheets to their own District Aggregation Sheet for each batch of ballots counted at the other table in their counting station and then total their District Aggregation Sheet.
- e. At a counting station where each counting table is assigned to a different congressional district, Teller #3A and #3B shall not include Tally Sheets from the other table at their counting station on their District Aggregation Sheet, but shall instead complete a separate District Aggregation Sheet from those Tally Sheets.
- f. Then, Teller #3A and Teller #3B shall cross-check each other's District Aggregation Sheets for accuracy and write their signatures on each.

Michigan Republican Party - Hand Count Audit Committee Rules

- g. For districts using two tabulators, there shall be two District Aggregation Sheets, one for each tabulator which will be labeled by counting station so as to differentiate them from each other.

5. Transfer of Ballots & District Count Data from Counting Tables to State Vote Aggregation Table

- a. Teller #3A shall place one of the two identical District Aggregation Sheets on top of all corresponding Batch Stacks insert all into the secure ballot container provided, and deposit them at the Final Data Records Box at the State Vote Aggregation Table.
- b. Teller #3B shall hand all second identical District Aggregation Sheets to the State Count Manager.
- c. The Chair of the Audit Committee may request a recount of any batch of ballots to verify its accuracy.
- d. No one shall open a secure ballot container at any time during the hand count without the express direction of the Chair of the Audit Committee.

6. State Vote Aggregation Table Setup

- a. There shall be a State Vote Aggregation Table within visibility of the public viewing area for the purpose of receiving and totaling the District Aggregation Sheets and providing statewide results of the hand count.
- b. A laptop shall be at this table. The laptop shall have a Digital Master Count Sheet for entering the totals, which shall be projected on to a television or screen visible in the counting room.
- c. Three persons shall be present at the State Vote Aggregation Table: The State Count Manager, State Count Manager Assistant and State Count Verifier.

7. State Vote Aggregation & Cross-Check Verification

- a. The Chair of the Audit Committee shall oversee the State Vote Aggregation Table.
- b. The State Count Manager shall receive each District Aggregation Sheet and enter the totals into the Digital Master Count Sheet.
- c. The State Count Verifier shall verify that each number was entered correctly.
- d. The State Count Manager Assistant shall write the totals from each District Aggregation Sheet on a Physical Master Count Sheet to keep a written version of the Digital Master Count Sheet.
- e. The State Count Verifier shall verify that the totals were copied correctly.
- f. The State Count Manager Assistant shall add together the totals from all congressional districts on the Physical Master Count Sheet.
- g. The State Count Verifier shall verify that these totals match the Digital Master Count Sheet.
- h. The State Count Manager Assistant shall also, with the assistance of committee staff if needed, calculate the modified unit rule vote total for each congressional district by hand.
- i. The State Count Verifier shall verify that the calculated modified unit rule vote total for each congressional district matches the Digital Master Count Sheet.

Michigan Republican Party - Hand Count Audit Committee Rules

8. Presentation of Results

- a. The State Count Manager and State Count Manager Assistant shall both sign the verified Physical Master Count Sheet.
- b. The State Count Manager shall make photocopies of the signed Physical Master Count Sheet.
- c. Two (2) copies shall be immediately provided to the Chair of the Audit Committee.
- d. The State Count Manager shall then clip the original, signed Physical Master Count Sheet on top of the District Aggregation Sheets with a binder clip, secure them in the envelope provided, and deposit all into the Final Data Records Box.
- e. The State Count Manager or committee staff shall then distribute a copy of the Physical Master Count Sheet to any district chairperson or candidate who requests one.

9. Random Selection of Hand Count Volunteers

- a. The Audit Committee shall send communication to all precinct delegates and alternates for which an email is available informing them of the opportunity to volunteer to participate in the hand count audit at the Endorsement Convention.
- b. Those interested in volunteering shall submit their name, district number, and contact information on a web form prescribed by the committee, a link to which shall be included in the email sent to all delegates and alternates.
- c. Tellers, the State Count Manager, the State Count Manager Assistant and the State Count Verifier shall be randomly chosen from the pool of eligible volunteers.
- d. If there are more eligible volunteers than positions needed to accomplish the hand count audit, the committee shall select those who will participate at random.
- e. If a random selection of workers is necessary, the names of all eligible volunteers submitted to the committee as prescribed shall be printed on slips of paper, placed on a table in view of an uninterrupted live-stream video camera, such that volunteers can verify their name is in the random drawing pool, then gathered and placed in a clear container from which workers shall be selected and announced on live-stream.
- f. The committee may designate additional eligible volunteers as 'alternates' who can be called upon to participate in the hand count audit should those selected be unable to fulfill their duties for any reason.
- g. If there are more eligible volunteers available than committee staff determines are necessary as alternates the same random selection process shall be used at the same time to select alternates.
- h. All selected volunteers shall attend training sessions where they are trained to fill each role defined in this process.
- i. The audit committee shall hold at least 2 virtual training sessions and shall require that every volunteer attend at least one virtual training session.
- j. The random assignment of selected volunteers to specific roles in the hand count shall occur Saturday morning at DeVos Place prior to the start of the Endorsement Convention and shall be immediately followed by a mandatory on-site training session for all selected volunteers and alternates. The random assignment of volunteers shall be conducted openly and any delegate or alternate delegate who wishes may observe this process.

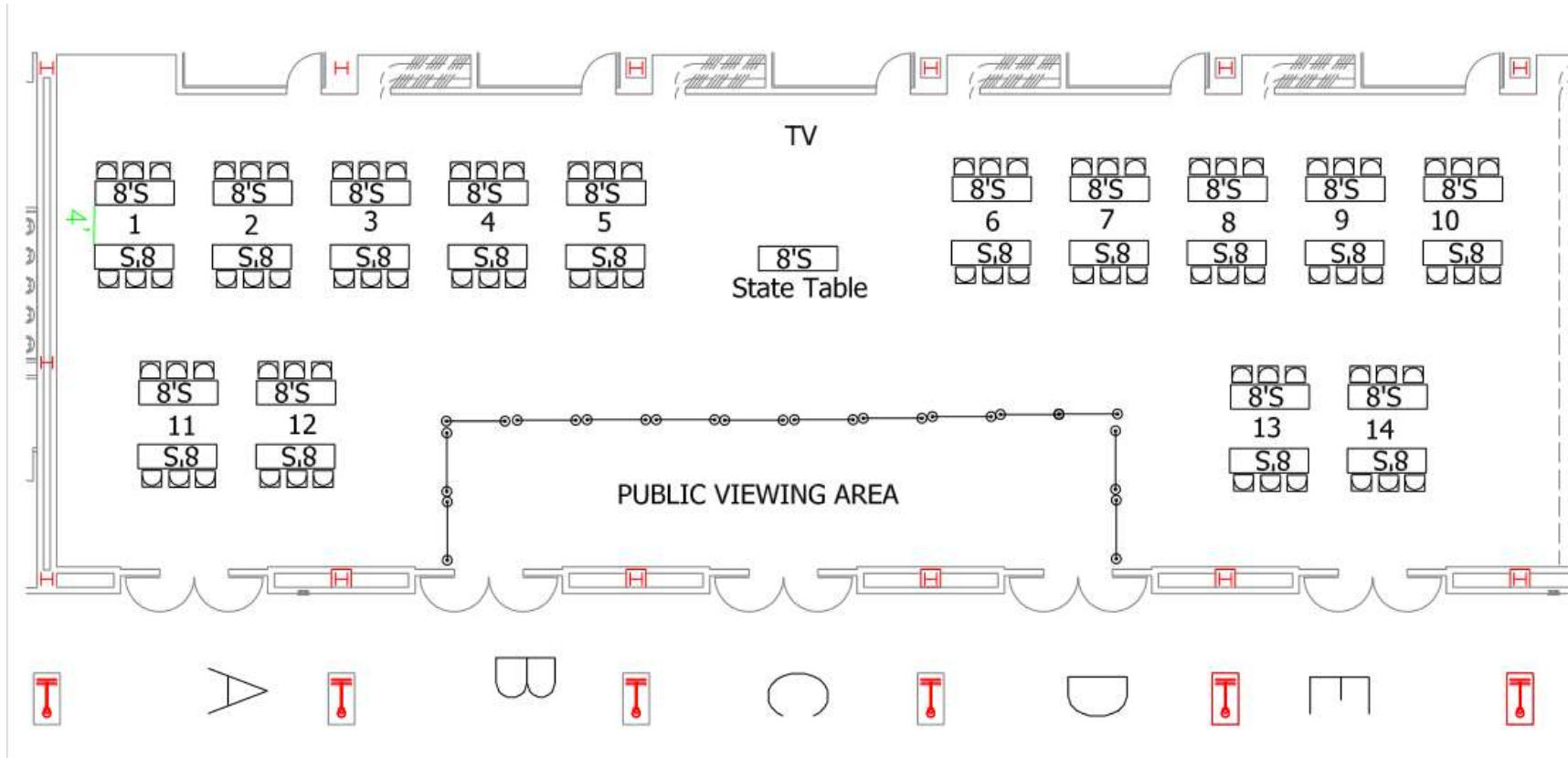
Michigan Republican Party - Hand Count Audit Committee Rules

- k. Any volunteer who does not attend the in-person training session may be excused from service in the hand count and replaced by an alternate. Also, any volunteer who performs their task substantially slower than other volunteers during the mandatory in-person training session may be excused from service in the hand count at the discretion of the Chair of the Audit Committee.
- l. A volunteer shall not be eligible to serve as a teller at a counting table responsible for counting the ballots from the volunteer's congressional district and if randomly selected for such a position shall not accept such position, but will have another position randomly assigned.

Attachment B

Counting Room Setup - DeVos Place

(Room Size 152' long x 48' deep)



Convention Floor

Michigan Republican Party - Hand Count Audit Committee Rules

Attachment C

Essential safeguards in a full hand count audit

A trustworthy hand count process requires the following security elements, at minimum:

1. Counting is performed by the delegates and alternates RANDOMLY selected from a pool of volunteers
2. Should take place immediately after the computer count is completed
3. ALL votes are counted (not a “risk-limiting” audit)
4. Strict chain of custody for all movements and handling of ballots *and tally sheets*
5. Two-person counting that is cross-checked every 50-100 ballots
6. Tellers cannot count ballots from their own district
7. Count done in full view of any convention attendees who choose to stay and watch from a reasonable distance (counting area roped off)
8. Videotaping allowed (since no voter’s names will be on the ballots)
9. Challengers, picked by the candidates, allowed meaningful access to observe every phase of the count

Ballot Hand Count Process Requirements

Efficiency: Approximately 90 minutes to complete.

Full transparency: Performed in full view of all convention attendees desiring to watch.

Multiple crosscheck verifications: Occurring at each stage of counting and aggregation.

Ballot chain of custody: Visually verifiable by attendees and poll challengers desiring to watch.

Candidate-appointed poll challengers: Present at counting tables.

Trusted outcome through verifiable ballot processing security: Randomly selected counting table tellers from a pool of statewide precinct delegate volunteers. No one counts ballots from their own district.