

Chief Inspector Training

Baseline Training

2020-2021

Introductions & Course Logistics

- **Speakers**
- **Questions**
- **Breaks**
- **Manuals**
- **Note-taking**



Mission

- To enhance representative democracy by ensuring the integrity of the electoral process
- To ensure elections are:
 - Open
 - Fair
 - Impartial
 - Trusted – **the vote of every elector counts**



Training Objectives

- Information
- Knowledge
- Confidence
- Consistency & Uniformity –
procedures are the same statewide



Election Terms

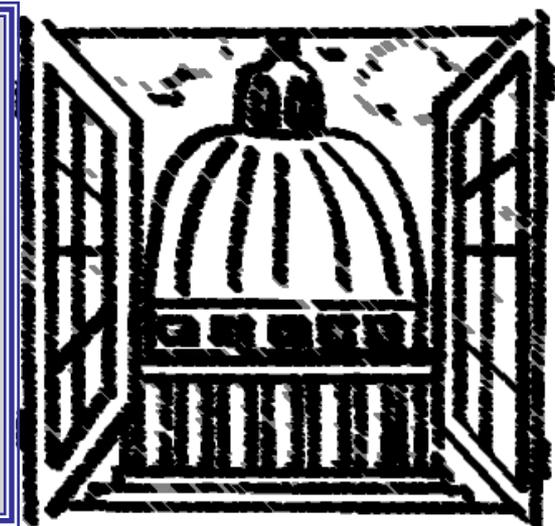
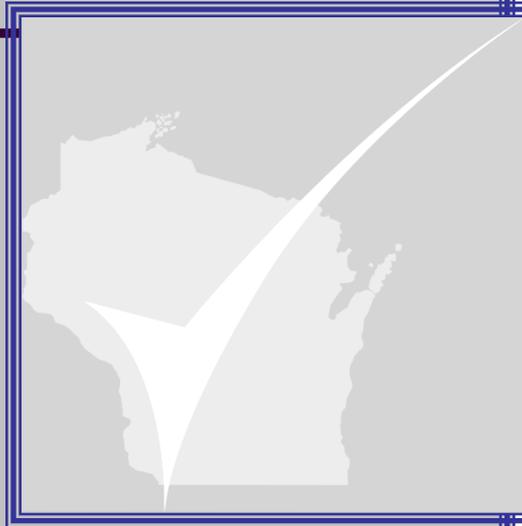
- Election Day Manual
- Spring Elections (**non-partisan offices**)
- Fall Elections (**partisan offices**)
- Voting Equipment & Ballots
- Voter Lists



Certificates & Certification

- **Certificate**
- **Issued by Clerk-Trainer or WEC with:**
 - Your Name
 - Course Number
 - Date
- **Give a copy to your municipal clerk**



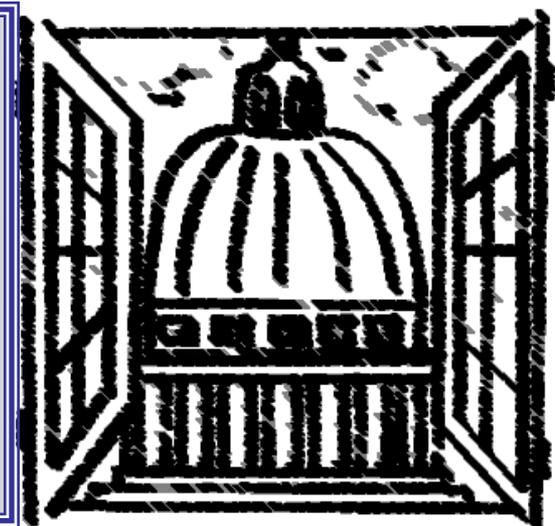
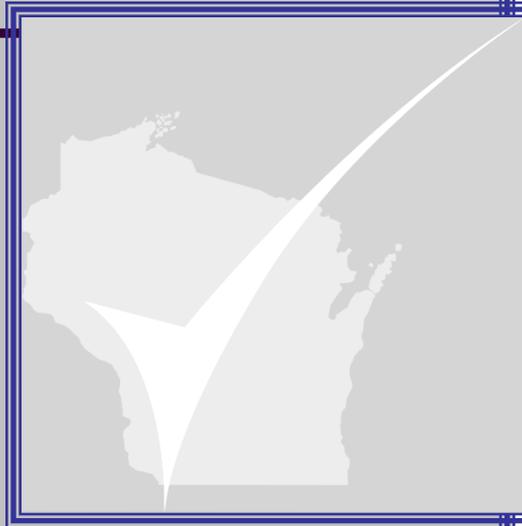


Section 1

Qualifications

Qualifications for Election Officials

- **Municipal Clerks**
- **Election Inspectors**
- **Chief Inspectors**
- **Election Registration Officials (EROs)**
- **Special Voting Deputies (SVDs)**
- **Greeters and Tabulators**
- **Oaths of Office**

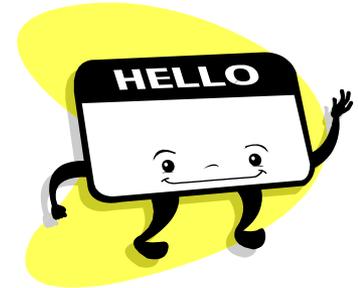


Section 2

Pre-Election Preparations

Preparing to Serve

- **Attend Election Day Training**
- **Read the Election Day Manual**
- **Work with your clerk**
 - Number of Election Inspectors
 - Any Inspectors appointed by a political party?
 - Greeter? ERO?
 - End of Line Officer
 - Contingency Plans
- **Visit the polling place**
- **Familiarize yourself with the ballot and equipment**
- **Arrive at the polling place early**



Polling Place Set Up

■ Layout:

- Booths (number, size, spacing, supplies)
- Ballot Boxes (number, location, security)
- National Flag 
- Tables and chairs
- Signs
- Observer Area(s)



Polling Place Set-Up (cont)

■ Polling place accessibility

- Election Day Accessibility Checklist
- Building access (entrances, parking lot)
- Accessible voting booth
 - Must be wheelchair accessible
 - Accessible voting equipment must be set up in the accessible booth
 - Ensure privacy



Polling Place Set-Up (cont)

■ Voting Equipment

- Optical Scan, DRE, or hand-count paper ballots?
- Must have at least one accessible voting equipment component
- Be sure you know how to use and explain all the equipment, and who to contact if there are problems
- Verify tamper-evident seal matches number contained on Inspectors' Statement, initial
- Zero-count requirement
- Review *“Voting Equipment Security”* video available on the WEC website



Polling Place Set-Up (cont)

■ Polling Place Materials and Supplies

- Proper forms and ballots
- Notices and Voter Information
- Writing materials



Polling Place Checklist



Supplies:

- Poll List
- Supplemental (Election Day) Poll List (GAB-107)
- Proper Ballots
- Ballot Boxes
- Pencil or proper marker for each voting booth
- Ballot bags with Ballot Container Certificate (GAB-101) affixed
- Envelope (brown) for rejected absentee ballots with Certificate (GAB-102) affixed
- Envelope (white) for Used Absentee Certificate Envelopes with Certificate (GAB-103) affixed.
- Inspectors' Statement (GAB-104) & Challenge Documentation (GAB-104c)
- General Purpose Tally Sheet (GAB-105)
- General Purpose Canvass Report (GAB-106)
- Envelope for Provisional Ballots (GAB-108)
- Election Observer Log (GAB-109)
- Order to Leave (GAB-110)
- Election Observer Brochure
- Provisional Ballot Certificate Envelopes (GAB-123)
- Provisional Ballot Reporting Form(s) (GAB-123r)
- Provisional Voting Information Sheets for electors
- Absentee Ballot Log (GAB-124)
- FOR PRESIDENTIAL ELECTIONS, Authorization to Cancel Registration (GAB-139)
- FOR PRESIDENTIAL ELECTIONS, Application of New Wisconsin Resident for Presidential Ballot (GAB-141)
- Election Day Manual
- Copy of Wisconsin Statutes Chapters 5-12

Posted Notices:

- Type B Information to Electors
- Type C Notice of Referendum
- Type D Polling Place Hours and Locations
- Two samples of each ballot type
- Election Fraud Notice (GAB-111)
- FOR PARTISAN PRIMARY, Notice of Crossover Voting (GAB-112, paper ballots; GAB-112m, electronic voting equipment)
- Notice of Overvote (GAB-113)
- FOR PRESIDENTIAL PREFERENCE, Notice of Crossover Voting (GAB-114)
- Voter Qualification Poster (GAB-115)
- Instructions for Mail-in Registrants and First-Time Voters (GAB-116)
- General Information on Voting Rights Under Federal Laws (GAB-117)
- Contact Information (GAB-118)
- Ward Map and Street Directory

Location:

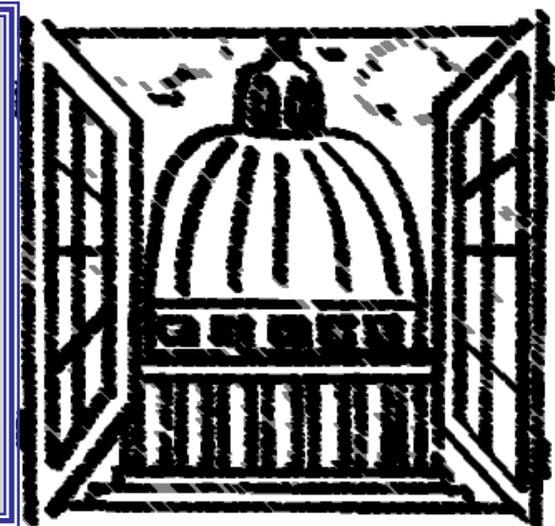
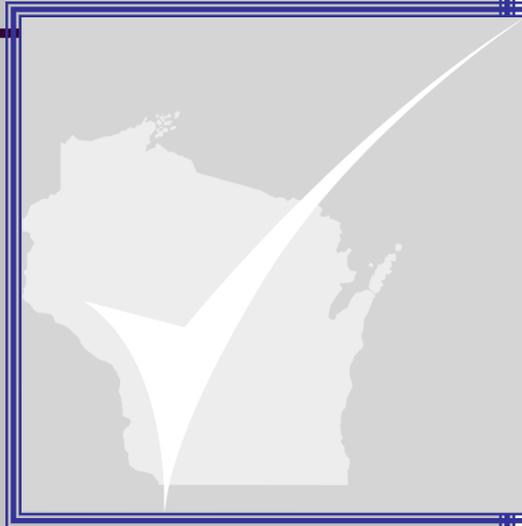
- Displayed American Flag
- One entrance clearly marked as accessible for people with disabilities
- Verify seals and serial numbers on accessible voting equipment and initial verification on GAB-104
- Verify seals and serial numbers on electronic voting equipment (optical scan) and initial verification on GAB-104
- At least one voting booth for every 200 electors who voted in the last general election
- Voting equipment counter set at "0"
- Area designated for observers
- Separate area for voters to register at the polling place
- Table inside door for poll list (enough room for 2 election inspectors)
- Accessible Voting Equipment powered on

QUESTIONS?

?

?

?



Section 3

Electors

Voter Qualifications

- **Must be US Citizen**
- **Must be age 18 or older**
- **Must have resided in an election district or ward for at least 10 consecutive days before an election**
- **Must not be disqualified from voting under Wis. Stat. § 6.03.**
 - Convicted of felony and still serving terms of sentence
 - Adjudicated Incompetent
 - Placed bet or wager on outcome of election

Residency

You may only vote in **ONE** municipality

- **Establishing residency**

Physical presence, residency for voting purposes

- **Temporary Absence**

- **Intent to return**

- **Student status**

- **“Part-time” residents**



Residency Guide

Voter Situation	Voting Location
Has moved from one ward to another in the same municipality at least 10 consecutive days before an election	In the new ward
Has moved from one municipality to another at least 10 consecutive days before an election	In the new municipality
Has moved from one ward to another in the same municipality less than 10 consecutive days before an election	In the old ward
Has moved from one municipality to another less than 10 consecutive days before an election	In the old municipality
Has moved to a different ward, or state temporarily, with intent to return	In the ward or municipality from which he or she moved
Lives in one ward or municipality and conducts business in another	In the ward or municipality where the individual lives
Lives in a public or private facility, such as a federal or state institution, county home or hospital, nursing home or group home	In the municipality where the facility is located <i>or</i> in the municipality of residence before entering the facility
Is on active duty as a member of the armed forces serving in the U.S. or overseas	In the municipality or ward of residence before entering the armed services
Is the spouse or dependent of a member of the armed forces	In the ward or municipality of residence of the military elector <i>or</i> if a Wisconsin resident, municipality or ward of residence before entering the armed services
Is a civilian overseas employee of the U.S. Government	In the municipality or ward of residence before entry into federal employment
Is a U.S. Citizen living outside the United States with no present intent to return	In the municipality or ward where they last resided or where their parent last resided before leaving the United States.

Guide for Determining Where a Person Votes

Election Day Manual



Recording Voters

■ Poll List

- Part 1: Regular Poll List (WisVote-Generated)
- Part 2: Pre-printed Supplemental Poll List
- Part 3: Hand-written Supplemental Poll List
- Part 4: Confidential Voter List

■ Poll List Notations

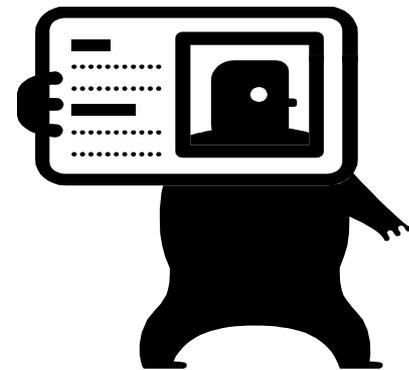
- Pre-printed: Absentee Issued, Returned
- Election Day: Absentee, Provisional, Challenged, Assisted, Section 6.96, Presidential Only



Election Day Registration

To register on Election Day, voter needs to:

- Fill out a Voter Registration Application (EL-131)
- Provide a valid form of proof of residence



Voter Registration Application

(EL-131)

Wisconsin Voter Registration Application		Please complete legibly Additional instructions on reverse	Please return your completed form to your municipal clerk										
Qualifications please check each box if YOU :	1	If you cannot check every box, do NOT complete this form <input type="checkbox"/> Are a citizen of the United States <input type="checkbox"/> Will be at least 18 years old on or before Election Day <input type="checkbox"/> Have resided at the address provided below for at least 10 consecutive days prior to the election and do not currently intend to move <input type="checkbox"/> Are not currently serving a sentence including incarceration, parole, probation, or extended supervision for a felony conviction											
Your Name as it appears on your proof of residence document	2	Last _____ Suffix (Jr., II, etc.) _____ First _____ Middle _____											
About You phone number and email are optional	3	Date of Birth (MM/DD/YYYY) _____ Phone Number _____ Email Address _____											
The Address Where You Live your residential voting address, which cannot be a P.O. Box <small>if you do not have a street address, please use the map on the back of this form</small>	4	Street Address _____ Apt/Room # _____ City/Town/Village of _____ WI _____ Zip _____ Mailing Municipality _____ (if different) Are you military or permanent overseas voter? <input type="checkbox"/> Military <input type="checkbox"/> Permanent Overseas											
Your Mailing Address if different from above	5	Street Address (or P.O. Box) _____ City/State/Country/Zip _____											
Prior Registration Information complete this field if you are updating your registration due to a change in name or address	6	Full Name on Previous Registration _____ Full Address on Previous Registration (if known) _____											
Identification (check the box that applies to you) WI Driver License or ID number required if unexpired and valid. SSN required if DL/ID not valid or never issued	7	<input type="checkbox"/> I have an unexpired and valid WI Driver License or WI DOT issued ID. Provide number and expiration date below _____ Expiration Date _____ <input type="checkbox"/> I do not have a valid WI Driver License or WI DOT issued ID. Provide the last four digits of your Social Security Number XXX-XX-_____ <input type="checkbox"/> I have neither a valid WI Driver License/ID nor a Social Security Number (see back for more information and next steps)											
Proof of Residence military and permanent overseas voters are not required to provide proof of residence	8	<input type="checkbox"/> Voters must provide a proof of residence document when registering to vote. Please check this box to affirm that you are providing a copy of a valid form of proof of residence with this application Examples include: a copy of a valid and unexpired Wisconsin Driver License or ID Card, a utility bill, a paycheck/pay stub, or correspondence from a unit of government (see back of application for additional information and examples)											
Signature and Certification	9	By signing below, I hereby certify that, to the best of my knowledge, I am a qualified elector, having resided at the above residential address for at least 10 consecutive days immediately preceding this election, that I have no present intent to move, and I have not voted in this election. I also certify that I am not otherwise disqualified from voting and that all statements on this form are true and correct. If I have provided false information, I may be subject to fine or imprisonment under State and Federal laws X _____ Today's Date ____/____/____ Voter Signature											
Assistant if someone assisted you by signing this form, they must complete this section	10	X _____ Assistant Signature _____ Assistant Address _____ <small>Falsification of information on this form is punishable under Wisconsin law as a Class I felony</small>											
<small>This Section for Official Use Only</small>													
Proof of Residence Type	WI DL	WI ID	UTIL	BANK/CC	PVCK	STDNT ID	GOV DOC	LSE	GOV ID	EMPL ID	RES CARE	TAX	HML/SS
Proof of Residence Issuing Entity	Proof of Residence #		Date Complete/POR Received		Election Day Voter Number								
WisVote ID # _____	Submitted by Mail <input type="checkbox"/>		X _____		Official's Signature								
Confidential Elector ID # _____	Ward	Sec. Ballot	At-Large	City Mayor	City At-Large	Assembly	State Senator	Congress					

Voter Registration Application

(EL-131)

(Click and Mail)

Wisconsin Voter Registration Application		<input type="checkbox"/> Submitted by Mail No Official Use Only Completed online at My Vote WI		
Please verify that the information on the form is correct. Sign, date, and mail. When mailing, follow the instructions on the page above.				
Confidential Elector ID#		Online Mail App. ID	SVRS ID#	
1 <input type="checkbox"/> New Voter <input type="checkbox"/> Renew Change <input type="checkbox"/> Address Change	Name of Municipality CITY OF MADISON - DANE COUNTY		County	
2 WI Driver License or ID Number	Expr date	Social Security Number (Last 4)	<input type="checkbox"/> I have neither a State issued ID nor a Social Security number	
3 Last Name NO	First Name NO	Middle Name(s)	Suffix	
Date of Birth 1/1/1990	Phone#	Email Address		
Are you a military or permanent overseas elector:		<input type="checkbox"/> Military	<input type="checkbox"/> Permanent Overseas	
4 Residence Address 212 E WASHINGTON AVE	Apt or Lot#	City MADISON	State WI	Zip 53703-2855
5 Mailing Address		City	State	Zip
6 Prior Last Name	First Name	Middle Name(s)	Suffix	
7 Previous Address	Apt or Lot#	City	State	Zip
8 <input type="checkbox"/> I am interested in being a poll worker	Accommodation needed at poll location (e.g. Wheelchair access):			
9 Please answer the following questions by checking "Yes" or "No". Are you a citizen of the United States of America? Yes <input type="checkbox"/> No <input type="checkbox"/> Will you be 18 years of age on or before election day? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If you checked "No" in response to EITHER of these questions, do not complete this form.				
10 I hereby certify, to the best of my knowledge, that I am a qualified elector, a U.S. Citizen, at least 18 years old or will be at least 18 years old at the time of the next election, having resided at the above residential address for at least 28 consecutive days immediately preceding this election, with no present intent to move. I am not currently serving a sentence including probation or parole for a felony conviction, and not otherwise disqualified from voting. I certify that all statements on this form are true and correct. If I have provided false information I may be subject to fine or imprisonment under State and Federal laws. If completed on Election Day: I do not certify that I have not voted in this election. Please sign below to acknowledge that you have read and understand the above.				
11 Signature of Elector: X	Election Day Voter#	Election Day Voter#		
Falsification of information on this form is punishable under Wisconsin law as a Class I Felony				
12 Official Use: Proof of Residence Type		Official Use: Proof of Residence Issuing entity	Official Use: Proof of Residence #	
Official Signature:	Date complete & POR received	SRDs printed name and SRD#		
For office/clerk use only WD- AL- CS- CA- AS- SS- CG-				

EL-131 | on Rev 2011-08 | Wisconsin Elections Commission, P.O. Box 7964, Madison, WI 53707-7964 | 608-261-2028 | <http://elections.wi.gov> | [email: elections@wi.gov](mailto:elections@wi.gov)

Voter Registration Application (EL-131)

Qualifications (Box 1)

- Voters must be able to check each box

Qualifications

please check each box if
YOU:

1

If you cannot check **every** box, do **NOT** complete this form

- | | |
|--|---|
| <input type="checkbox"/> Are a citizen of the United States | <input type="checkbox"/> Will be at least 18 years old on or before Election Day |
| <input type="checkbox"/> Have resided at the address provided below for at least 10 consecutive days prior to the election and do not currently intend to move | <input type="checkbox"/> Are not currently serving a sentence including incarceration, parole, probation, or extended supervision for a felony conviction |

Voter Registration Application (EL-131)

Your Name (Box 2)

Your Name

2

Last _____ Suffix (Jr., II, etc.) _____

First _____ Middle _____

Voter Registration Application (EL-131)

About You (Box 3)

About You

phone number and email are
optional

3

Date of Birth (MM/DD/YYYY)

____/____/____

Phone Number

(____) _____

Email Address

Voter Registration Application (EL-131)

The Address Where You Live (Box 4)

Where You Live

your residential voting address,
which cannot be a P.O. Box

if you do not have a street address,
please use the map on the back of
this form

4

Street Address _____ Apt/Room # _____

City/Town/Village of _____ WI Zip _____

Mailing Municipality _____
(if different)

Are you military or permanent overseas voter?

Military

Permanent Overseas

Voter Registration Application (EL-131)

Your Mailing Address (Box 5)

**Your Mailing
Address**

if different from above

5

Street Address (or P.O. Box) _____

City/State/Country/Zip _____

Voter Registration Application (EL-131)

Prior Registration Information (Box 6)

Prior Registration Information

Complete this field if you are updating your registration due to a change in name or address

6

Full Name on Previous Registration _____

Full Address on Previous Registration (if known) _____

Voter Registration Application (EL-131)

Proof of Residence (Box 8)

Proof of Residence

military and permanent overseas voters are not required to provide proof of residence

8

Voters must provide a proof of residence document when registering to vote. Please check this box to affirm that you are providing a copy of a valid form of proof of residence with this application

Examples include: a copy of a valid and unexpired Wisconsin Driver License or ID Card, a utility bill, a paycheck/pay stub, or correspondence from a unit of government (see back of application for additional information and examples)

Voter Registration Application (EL-131)

Signature and Certification (Box 9)

Signature and
Certification

9

By signing below, I hereby certify that, to the best of my knowledge, I am a **qualified elector**, having resided at the above residential address for at least 10 consecutive days immediately preceding this election, that I have no present intent to move, and I have not voted in this election. I also certify that I am not otherwise disqualified from voting and that all statements on this form are true and correct. If I have provided false information, I may be subject to fine or imprisonment under State and Federal laws

X _____
Voter Signature

_____/_____/_____
Today's Date

Voter Registration Application (EL-131)

Assistant (Box 10)

Assistant

if someone assisted you by signing this form, they must complete this section

10

X _____

Assistant Signature

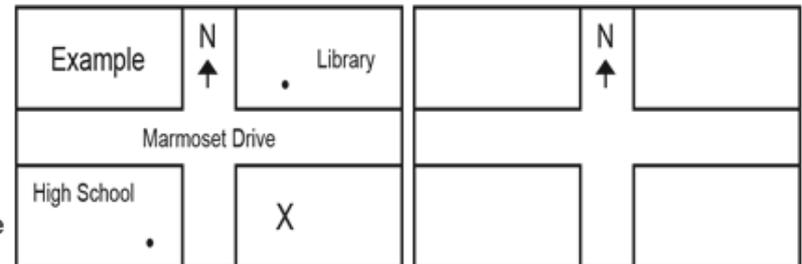
Assistant Address

Voter Registration Application (EL-131)

Street ID map

If you do not have a street number or address, please use this map to show where you live.
If you are a homeless voter and are registering to vote, please also provide a letter from an organization that provides services to the homeless that:

- Lists your name
- Describes the location designated as your residence for voting purposes



Accommodations/Poll Worker Interest

Do you need any accommodations at your polling place (e.g., curbside voting)? If so, please describe:

Please indicate if you are interested in being a poll worker

Proof of Residence

- **Forms of proof must contain:**
 - a complete name (first and last name)
 - a current and complete residential address
- **Forms which have an expiration date must be valid on Election Day**
- **Electronic proof of residence is acceptable (printed copies electronic POR are valid)**



Proof of Residence

- An unexpired WI Driver's License or WI State ID card **(or receipt)**
- Other official or government-issued ID card
- Any identification card issued by an employer in the normal course of business and bearing a photo of the card holder, but not including a business card
- Real estate tax bill or receipt **(for current year or year before)**

Proof of Residence

- **Utility Bill**
(dated no earlier than 90 days before Election Day, printed copies of electronic statements are acceptable)
- **Residential Lease** (not for voters who registered by mail)
- **Bank or Credit Union statement**
(including credit card statements, mortgage statements, retail credit card statements)
- **Paycheck or pay stub**
- **A check or other document issued by a unit of government**

Proof of Residence

- University, college, or tech college ID (**must have photo**), must be accompanied by a fee receipt dated within the last 9 months or the institution provides a certified housing list to the municipal clerk
- A letter on public or private social service agency letterhead identifying a homeless voter and describing the individual's residence for voting purposes
- A contract or intake document prepared by a residential care facility that specifies that the occupant currently resides there (**room number not required**)

Ineligible Voter List

- **Election inspectors must review the Ineligible Voter List for all election day registrations and absentee ballots to determine that the elector is eligible to vote on Election Day**
- **If the elector's name appears on the list, contact the WEC for verification of felony status**
 - If voter is confirmed eligible to vote, indicate on EL-131 “eligible to vote per DOC.”
 - If voter is confirmed ineligible to vote, issue information sheet (EL-119), mark the EL-131 “ineligible to vote per DOC,” and if elector wishes to vote, the inspectors shall challenge the ballot
 - If inspectors are unable to contact the Wisconsin Elections Commission, and the elector wishes to vote, the inspectors shall challenge the ballot

Issuing Ballots and Voting

A registered elector is required to state their name and address, show their proof of identification and sign the poll list.

- Check the EL-124 Absentee Ballot Log
- Proof of Identification must be viewed by both election inspectors
- Voter signs one copy of the poll list
- Assign voter number and record number on two identical poll lists
 - Reconcile voter numbers throughout day
- Issue voter a ballot initialed by TWO election inspectors (**do NOT pre-initial ballots**)
- Direct voter to voting area



Proof of Identification

- All photo IDs must contain a name, picture and date of expiration
- The name on the photo ID must conform to the name on the poll list
 - Sue for Susan, Bob for Robert, etc.
- The photo on the photo ID should reasonably resemble the voter
 - People change over the years
- Photo IDs must be unexpired
 - There are exceptions as outlined in this presentation and the Election Day manual

Proof of Identification

- **Proof of Identification is required from all voters, except confidential electors**
- **Types of Acceptable Proof of Identification** (the following documents must be unexpired or expired after November 6, 2018):
 - WI Driver License or WI State-Issued ID card
 - Military ID (including retired military)
 - Passport (book or card)

Proof of Identification (cont)

■ Types of Acceptable Proof of Identification

(the following types of documents must be unexpired):

- Certificate of naturalization (not issued earlier than two years before the election)
- Receipt for DL or State ID (valid for 45 days)
 - IDPP (valid for 180 days)
- A veteran's photo ID issued by the Veterans Health Administration of the federal Department of Veterans Affairs.

(documents may be expired):

- University, College, or Tech College photo ID (with proof of enrollment)

(document is valid regardless of expiration date):

A Tribal ID

Proof of Identification

BRING IT TO THE BALLOT **Acceptable Photo IDs**

WI DRIVER LICENSE



US PASSPORT BOOK OR CARD



WI DRIVER, STATE ID, OR IDPP RECEIPT



US UNIFORMED SERVICES



CERTIFICATE OF NATURALIZATION



VETERAN AFFAIRS ID CARD



WI STATE ID



UNIVERSITY / COLLEGE + TECH COLLEGE ENROLLMENT VERIFICATION



TRIBAL ID



*Some ID variations are not shown.

EL-124 Absentee Ballot Log

- **The EL-124 identifies voters who were issued an absentee ballot**
- **If the absentee ballot is marked as returned, the voter may not vote at the polling place**
- **If the absentee ballot is not marked as returned the voter is asked “did you mail or personally deliver your absentee ballot to the clerk’s office?”**
 - If “yes,” the voter cannot vote at the polling place
 - If “no,” the voter is issued a ballot if otherwise qualified

Note if an absentee ballot is later received for that voter, the ballot should be processed as rejected and the clerk notified immediately.

Provisional Voting

ONLY used in two situations:

- **WI driver's license holder who is unable or unwilling to provide the number when registering on Election Day**
- **Voter who is unable or unwilling to present acceptable proof of identification on Election Day**

Provisional Voting Procedure

- **Voter fills out Provisional Voting Certificate Envelope (EL-123)**
- **Election inspector completes envelope**
Indicate which piece(s) of information are missing
- **Issue elector a provisional voter number (PV#_)**
Recorded on poll list, back of ballot, provisional voter information sheet, Inspectors' Statement (EL-104), EL-123, and EL-123r
- **Elector votes ballot and seals inside the envelope (EL-123)**



Provisional Voting Procedure (cont)

- **Give voter Provisional Voter Information Sheet**
 - Explains that his/her vote is not counted unless missing information is provided to municipal clerk by 4 pm on Friday after election
 - Voter may also bring missing information to the polls by 8 pm
- **Put sealed envelope into Inspectors' Certificate for Provisional Ballots envelope (EL-108)**
- **Record incident on Inspectors' Statement (EL-104)**



Provisional Ballot Reporting Form (EL-123r)

- **This is the form you will use to record all the relevant information regarding your provisional voters**

Name, date of birth, address, PV#, absentee/in-person, reason for issuing the provisional ballot

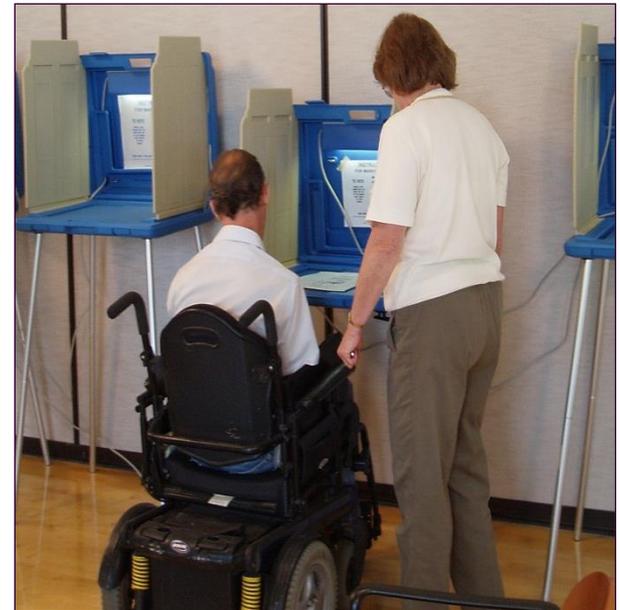
- **If the voter comes back on Election Day with the missing information, record:**

Type of documentation provided, indication that it was provided in-person, time, date, initials of inspector, indication that a voter # was issued

Assisting Electors

An elector may select anyone to assist them at the polling place other than the voter's employer or agent of the voter's labor union.

- Assistor marks ballot at the direction of the elector
- Assistor signs the ballot
- Name and address of assistor noted on the poll list
- An election inspector can be an assistor



Curbside Voting

An elector who, due to a disability, is unable to enter the polling place, may receive a ballot at the entrance to the polling place.

- TWO election inspectors
- Announcement in the polling place
- Notations on the poll list:
 - Ballot received at polling entrance
 - Voter is exempt from signing the poll list
 - The voter may also register to vote curbside



Assisting a Voter with a Disability

VIDEO:

“This is Where We Vote”



Common Sense and Common Courtesy

Many election inspectors may have had little interaction with people with disabilities, here are a few courtesies and guidelines:

- State and federal law permits voters with disabilities to be accompanied and to receive assistance by another person in the voting booth.
- Remember that all voters deserve courteous attention in exercising their right as citizens to vote.
- Be considerate of the extra time it might take for a person with a disability or an elderly person to get things done.
- Give unhurried attention to a person who has difficulty speaking.
- Speak directly to the person who has a disability rather than just to a companion who may be accompanying him or her.
- Speak calmly, slowly and directly to a person who is hard of hearing. Your facial expressions, gestures and body movements help in understanding. Don't shout or speak in the person's ear. If full understanding is doubtful, try writing a note to the person.
- Preprinted signs or a notepad should be available to the election inspectors to assist communicating with deaf or hard of hearing electors.
- Before pushing someone in a wheelchair, ask if you may do so and how you should proceed.
- Provide a guiding device such as a ruler or card for signing forms.
- When offering walking assistance, allow the person to take your arm and tell him or her if you are approaching steps or inclines or are turning right or left.
- Animals that assist people with disabilities must be admitted into all buildings. Such animals are highly trained and need no special care other than that provided by the owner.

<https://elections.wi.gov/voters/accessibility>

Accessibility Audit Program

- **Auditors from the Wisconsin Elections Commissions may come to your polling place to review:**
 - The parking area
 - Accessible pathway(s) to the building
 - Accessible entrance(s)
 - Interior routes
 - Voting area

Confidential Electors

Electors who are victims of domestic abuse, sexual assault or stalking have the option to be listed confidentially on poll lists.

- Will be listed on “**Confidential**” portion of poll list
- “**Confidential**” portion of poll list is NOT open to public inspection
- Confidential electors choosing to vote at the polls on Election Day do not have to provide proof of identification, but must sign the poll list

Confidential Electors

VOTING IDENTIFICATION CARD

The following individual has qualified for protection under s.6.47, Stats:

[Redacted]

Name of protected person

Identification Serial Number [Redacted]

[Redacted]

County

[Redacted]

Municipality (Please circle town, village, or city)

[Redacted]

Ward

EL-148 | Rev 2016-11 | Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 | 608-261-2028 | web: elections@wi.gov | email: elections@wi.gov

Challenging Voters

Any qualified elector may challenge a voter who they believe does not meet the qualifications to vote.

- MUST be made for reasonable cause
- Challenge recorded on the Challenge Documentation section (EL-104c) of the Inspectors' Statement (EL-104)
- Notations on the EL-104 and the poll list
- Please review “**Challenging an Elector**” video available on the WEC website

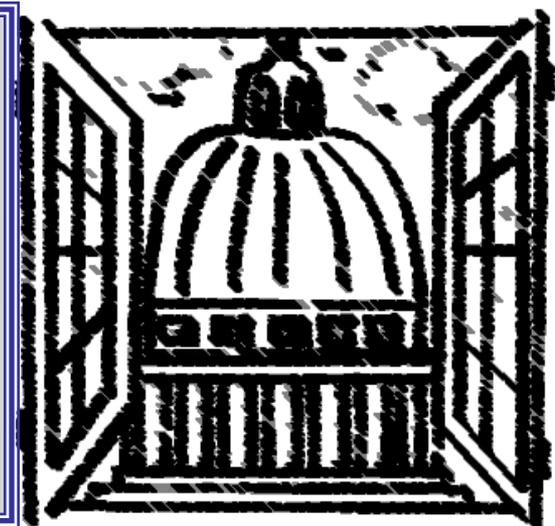
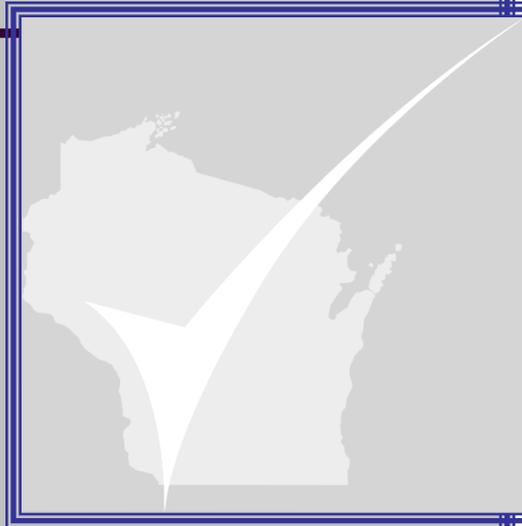
<https://elections.wi.gov/publications/video/tutorial/challenging-an-elector>

QUESTIONS?

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Section 4

Election Day Issues

Opening the Polls

- **Polls must open at 7:00 a.m.**

Official and accurate time clock

- **To officially open the polls,
the chief inspector:**

- Verifies the tamper-evident seal number and initials the EL-104
- Unlocks the doors to all entrances, including any alternate accessible entrances
- Officially announces the opening of the polls



Cell Phones and Photography/Videography

■ Voters

- Voters may silently use cell phones
- Voters may take photos or videos of themselves if not disruptive
- Voters may not take photos or videos of others or their ballots without their consent
- Chief inspectors may prohibit if disruptive

■ Election Observers

- Observers may silently use cell phones, but not take or make voice calls
- Observers may not take photos or videos of themselves or others
- Chief inspectors may prohibit if disruptive

■ Media

- Permitted to use photography/videography if not used to record how an elector has voted and not disruptive
- Contact with voters should be limited
- Interviews should be held outside of the voting area

Election Observers

- Anyone, other than a candidate up for election, has the right to be present at the polling place to observe the conduct of the election.
 - Establish observer area(s) when setting up polling place
 - Observers may examine or photograph the poll list so long as they do not interfere with election inspectors' responsibilities
 - Any other use of cameras and/or recording equipment by election observers at a polling place is prohibited
-

Electioneering

- **Definition: any activity intended to influence voting at an election**
- **Electioneering is prohibited on public property within 100 feet of any entrance to a building containing a polling place**



Some considerations

- Bumper stickers
- Exit Polls
- Bake Sales and other activities



Closing the Polls

- **Polls close at 8:00 p.m.**
- **To officially close the polls:**
 - Chief inspector announces the closing of the polls
 - End of Line officer stands behind last voter in line, if any
- **After last elector votes, polling place remains open to public**
 - Do NOT lock the doors of the polling place
 - Verify tamper-evident seal is intact, initial the EL-104
 - Anyone, including the candidate, may observe the end of night activities

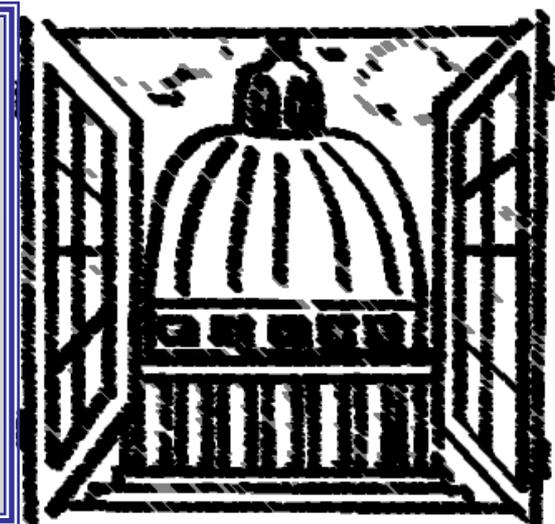
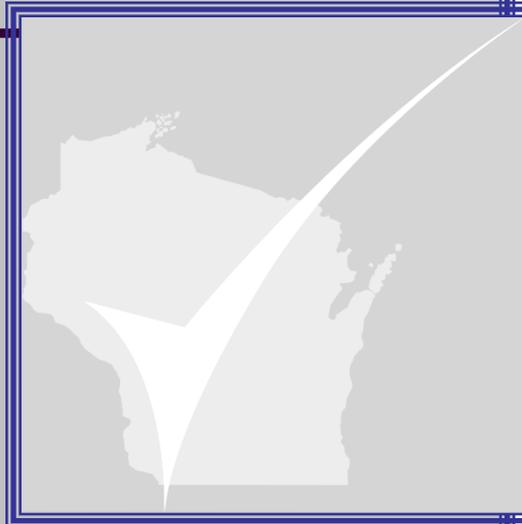


QUESTIONS?

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Section 5

Ballots

Absentee Ballots

On Election Day, the municipal clerk delivers absentee ballots and the absentee ballot log to the polling place or alternate absentee canvassing site.

- Absentee ballots must be processed in the same room the votes are cast
- Absentee ballots may be processed at anytime between the opening and closing hours of the polling place, except absentee certificate envelopes marked **“To Be Rejected”**



“To Be Rejected” Absentee Envelopes

■ Envelopes missing either:

- Signature of the voter
- Signature and/or address of the witness
- Signatures of both Special Voting Deputies
- Certification language

■ Voter may correct the certificate at the polls, but may not vote a new ballot.

- Election inspector issues new certificate envelope
- Voter must open original certificate envelope, verify ballot and seal in new envelope; original envelope is destroyed
- The voter must not remove the ballot from voting area
- The original witness must be present
- Election inspector should document the EL-124

Handling Absentee Ballots

- Remove one Absentee Certificate Envelope (EL-122) from the carrier envelope and announce elector's name and address
- Review the envelope to determine that:
 - The envelope is not open
 - The envelope has not been opened and then resealed
 - The signature of the elector appears on the certificate
 - The certificate contains the signature and address of one witness who is an adult US citizen
- Review the Ineligible Voter List

3 Sign and date this section.

CERTIFICATION OF VOTER (Required)

I certify, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), that I am a resident of the ward of the municipality in the county of the state of Wisconsin indicated hereon, and am entitled to vote in the ward at the election indicated hereon; that I am not voting at any other location in this election; that I am unable or unwilling to appear at the polling place in the ward on election day, or I have changed my residence within the state from one ward to another later than 10 days before the election. I certify that I exhibited the enclosed ballot, unmarked, to the witness, that I then in the presence of the witness and in the presence of no other person marked the ballot and enclosed and sealed the ballot in this envelope in a manner that no one, but myself and any person providing assistance under Wis. Stat. § 6.87(5), if I requested assistance, could know how I voted. I further certify that I requested this ballot.

X _____
▲ Signature of Voter ▲ (All voters must sign.) Today's Date

REQUIRED OF MILITARY AND OVERSEAS VOTER ONLY: I further certify my birth date is: _____

4 Have your witness sign and write their address below.

CERTIFICATION OF WITNESS (signature and address of witness are required)

I, the undersigned witness, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), certify that I am an adult U.S. Citizen and that the above statements are true and the voting procedure was executed as stated. I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk). I did not solicit or advise the voter to vote for or against any candidate or measure. I further certify that the name and address of the voter is correct as shown.

1. _____
▲ Signature of ONE adult U.S. citizen witness▲

2. _____
▲ If witnesses are Special Voting Deputies, both must sign. ▲
▼ Address of witness or addresses of both SVDs ▼

1. _____

2. _____

Provide house number and street name or fire number and street name, city, state and zip code. OR If your rural address does not include a house number/fire number and street name, provide rural route number and box number, city, state and zip code.

If Certificate is INSUFFICIENT...

- 1. Do not open the envelope**
- 2. Mark the envelope “Rejected ballot #_” and write the reason for rejection on the envelope and Absentee Ballot Log**
- 3. List the elector’s name, identifying serial number of ballot, and reason for rejection on the Inspectors' Statement (EL-104)**
- 4. Place the unopened certificate envelope in the Certificate of Rejected Absentee Ballots (EL-102)**

Two Versions of Absentee Certificate Envelope

- **There are 2 versions of the Absentee Certificate Envelope**
 - The EL-122 Standard Absentee Certificate Envelope is the used for most absentee voters.
 - The EL-122sp Special Absentee Certificate Envelope is used in only 2 specific circumstances involving care facilities and retirement homes.

Another Reason for Rejection (EL-122sp)

Proof of Identification, please verify that either:

- The clerk has initialed the envelope to indicate the voter has met the proof of identification requirement,

OFFICIAL ABSENTEE BALLOT APPLICATION/CERTIFICATION
<i>(Official Use Only) The voter has met or is exempt from the photo ID requirement. Municipal or Deputy Clerk initial here: _____</i>

OR

- The clerk has filled out the bottom section of the EL-122sp indicating:
 - Proof of identification must be enclosed in the envelope, OR
 - The authorized representative of care facility section must be completed.

<i>(Official use only)</i> MUNICIPAL CLERK MARKS THIS SECTION IF REQUIRED	<input type="checkbox"/>
Attention Election Inspectors! If box is checked, one of the following is required:	
✓ A copy of photo ID must be enclosed in this envelope OR	
✓ The <i>Certification of Care Facility Authorized Representative</i> section of this envelope must be completed (as well as the <i>Certification of Witness Section</i>).	
*If neither is included, this ballot must be rejected.	

If Certificate is SUFFICIENT...

- 1. Remove ballot from envelope**
- 2. Examine contents to ensure that:**
 - No more than proper number of ballots enclosed
 - Ballot contains initials of issuing clerk
- 3. Record voter number on voter list and make “absentee” notation**
- 4. Record voter information on Absentee Ballot Log**
- 5. Place ballot in appropriate box or equipment**
- 6. Place used certificate envelope in the Used Certificate Envelopes of Absentee Electors (EL-103)**



Using the Override Function

- **The override function can now be used in the event of a crossover voted or overvoted ballot**
- **The decision to allow for the use of the override function on the optical scan equipment is up to each municipality**
- **If the override function is used, each instance should be marked on the Inspectors' Statement (EL-104). The notation should also include the reason why the function was used (i.e. overvote, crossover vote)**

Overvoted Ballots

- **Overvote = voted for more choices than allowed within a single contest**

If voter is present, provide an opportunity for the voter to spoil and vote another ballot (up to 3)

- **Overvoted ballots may be “remade” or “overridden”**
 - If voter is not present or has used up all 3 chances, election inspectors review the ballot for voter intent, if intent cannot be determined (e.g. actually voted for too many candidates) election inspectors may override or remake
 - Should consistently use override OR remake process

Crossover Ballots

- **Crossover = voting in more than one party's partisan primary on the same ballot**
- **May be saved by “party preference” option**
- **Crossover votes can be overridden if a municipality decides to allow for the use of the override function on optical scan equipment**
 - Inspector can advise voter to mark a party preference so that party's votes are counted
 - Elector can spoil and vote a new ballot (up to 3)
 - If voter is not present or has used up 3 chances, election inspector remakes the ballot or uses the override function on the optical scan equipment to process the ballot.

Remaking Ballots

■ When to remake ballots

- Ballot is damaged/defective but voter intent can be determined
- Municipalities that have authorized overriding *must remake if voter intent can be determined*

■ If voter intent cannot be determined,

- Overvoted contests are left blank
- Crossover ballots are remade without votes in any partisan contest

■ Election Inspectors must announce that a ballot is being remade & why

- Select a reason for remaking the ballot in the endorsement section of the ballot
- Ballots are labeled “Original Ballot # (serial number)” and Duplicate Ballot # (same serial number) in the endorsement section of the ballot.
- 2 Inspectors initial the ballots

For Official Use Only	
<i>Inspectors: Identify ballots to be remade.</i>	
Reason for remaking ballot:	
<input type="checkbox"/>	Overvoted
<input type="checkbox"/>	Damaged
<input type="checkbox"/>	Other
Original Ballot No. or Duplicate Ballot No.	
_____	_____
Initials of inspectors who remade ballot	
_____	_____

Remaking Ballots (cont)

- **Note on the Inspectors' Statement (EL-104)**
 - “OV” to identify overvoted ballots
 - “DM” to identify damaged ballots
 - “OT” to identify ballots remade for other reasons

- **Insert “remade” ballot into tabulating device**

- **Bundle “defective” ballots together and place in Original Ballots Envelope**

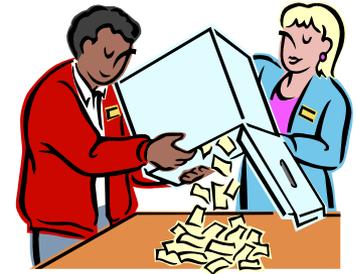
- **Original Ballots Envelope is placed in ballot container**

Counting Paper Ballots

Procedure for Hand-Counted Paper Ballots

1. Count (without examining) to determine total number of ballots

2. Check if number of ballots is equal to number of voters



- Make sure two ballots aren't folded together
- If number of ballots is EQUAL TO or LESS THAN number of voters, proceed with counting
- If number of ballots is GREATER than number of voters, follow draw-down procedure (see manual)

Counting Paper Ballots (cont)

- 3. Count and record the votes on two separate Tally Sheets (EL-105)**
- 4. Reconcile the tally sheets when the counting for each office is complete**
- 5. Voter Intent**
 - “Defective” Ballots
 - “Objected to” Ballots
- 6. Announce the results of the votes cast at the polling place**

Optical Scan Ballots

- 1. Open the optical scan tabulating unit**
Enter any ballots in the auxiliary box into the unit
- 2. If ballots were rejected, determine reason**
Remake ballot if necessary, and preserve original
- 3. Remove all ballots from write-in compartment**
Tally all write-in votes on a separate tally sheet (EL-105)
DO NOT re-enter ballots into unit

Optical Scan Ballots (cont)

- 4. Examine ballots from main bin for write-in votes not separated by machine**

Record write-in votes on Tally Sheet (EL-105)

- 5. Once all ballots have been entered, follow instructions from municipal clerk for printing out results**

- 6. Publicly announce the results for each candidate and referenda**



DRE Ballots

- **In post-election mode, print result report before breaking any seal or removing memory card**
- **Chief Inspector initials on EL-104 tamper-evident serial number on equipment matches the serial number written by clerk**
- **Follow security procedures and vote total merging procedures of your specific municipality (consult with clerk)**

Voter Intent

- **Voter Intent is the controlling factor in determining how a ballot should be counted**
- **Where there is a question, a majority of the inspectors must agree that voter intent can or cannot reasonably be determined**
 - Write-In Votes
 - Partisan Primary (Crossover Voting)

Registered Write-Ins

- **Write-In candidates must file a campaign registration statement (CF-1) with the appropriate filing officer by 12:00 p.m. the Friday before an election to be considered a “registered write-in”**
- **The municipal clerk must provide election inspectors with a list of all qualified write-in candidates at the polling place on Election Day**
- **The election inspectors must provide the list to any voter who requests it**
- **The list may not be posted at the polling place on Election Day and election inspectors may not inform voters of any write-in candidates unless asked**

Counting Write-In Votes in “Vote for One” Offices

- **If there is at least one ballot candidate for a given office**

Only tally votes for registered write-in candidates

- **If there are no ballot candidates for a given office**

Tally all write-in votes

- **If there are one or more candidates for a given office, and one or more pass away**

Tally all write-in votes

Counting Write-In Votes in Multiple-Seat Offices

- If there are at least as many ballot candidates as seats to fill for a given office

Only tally votes for registered write-in candidates

- If there are less ballot candidates as seats to fill for a given office

Tally all write-in votes

- If there are one or more candidates for a given office, and one or more pass away

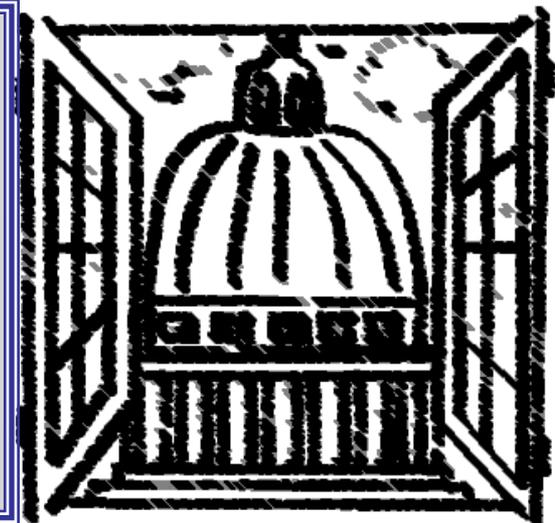
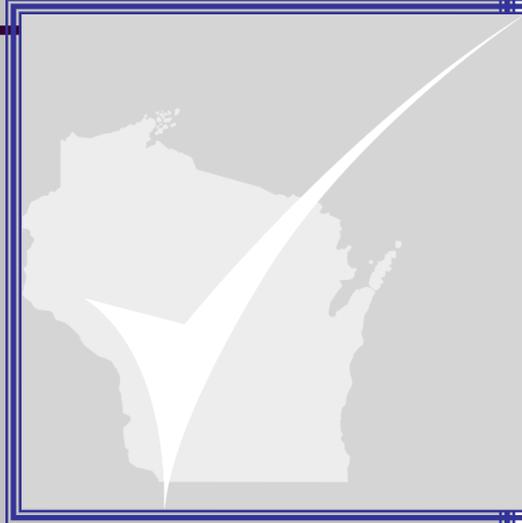
Tally all write-in votes

QUESTIONS?

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Section 6

Documentation

Reconciling Poll Lists

- **Compare voter numbers and notations on the poll lists**
 - Recommend checking first and last numbers on each page, as well as every 3rd or 5th number
 - Make sure notations match
- **Chief inspector and election inspectors who maintained lists must sign**

Inspectors' Statement (EL-104)

Municipal Clerk provides the following information:

Voting Unit Number _____ **001**

Memory Device Serial Number _____ **001-101**

Tamper-Evident Seal Serial Number
395149

This section to be completed by chief inspector:

Voting Equipment/Ballot Container Chain-of-Custody Record

Tamper-evident seal number verified by chief inspector (CI):
Pre-election _____ Post-election _____

Upon sealing the ballot bag or container to which this Inspectors' Statement pertains, record the number of the tamper-evident seal used for this purpose here _____.

Inspectors' Statement (EL-104)

- **Chief inspector or designated election inspector completes certificate**
 - Include the total number of voters, number of absentee voters, and number of provisional voters
- **Chief inspector and two other election inspectors sign the completed certificate**
- **Chief inspector signs the certification that he/she has completed the required training**
- **Chief Inspector initials on EL-104 tamper-evident serial number on equipment matches the serial number written by clerk (Pre-election and Post-Election)**
- **Chief Inspector writes tamper evident serial number contained on ballot bag on EL-104 and EL-101**

Tally Sheets (EL-105)

- **Review and compare the two originals**
 - Election information is complete and correct
 - Tally marks are identical (5 strokes in each box)
 - Totals are correct and identical
- **Complete and sign certification**

Everyone who worked on counting ballots must sign

TALLY	CERTIFICATION
Of the votes given in the _____ of _____ (Town, Village or City)	State of Wisconsin } County of _____ } ss.
County of _____ State of Wisconsin on _____, 20 _____	We, the undersigned, certify that we are election inspectors for the _____ ward(s) of the _____ aldermanic district of the _____ (Town, Village or City)
<input type="checkbox"/> PRIMARY <input type="checkbox"/> ELECTION	of _____, State of Wisconsin, for the primary or election held on the day of _____, 20 _____
Name of Party (Parties Primary) _____	We further certify that we have counted all the ballots cast in said ward or polling place, that the count was duly and legally made and that the results of the count shown on the within tally sheet statement is correct.
<input type="checkbox"/> CONGRESSIONAL OFFICES <input type="checkbox"/> STATEWIDE OFFICES <input type="checkbox"/> LEGISLATIVE & DISTRICT ATTORNEY OFFICES <input type="checkbox"/> JUDICIAL & SUPERINTENDENT <input type="checkbox"/> COUNTY OFFICES <input type="checkbox"/> LOCAL OFFICES <input type="checkbox"/> SCHOOL DISTRICT OFFICES <input type="checkbox"/> REFERENDA	_____ _____ _____ _____ _____ _____
NOTE: THIS STATEMENT IS TO BE MADE IN DUPLICATE, ONE TO BE FILED WITH THE MUNICIPAL CLERK AND THE OTHER TO BE DELIVERED TO THE COUNTY CLERK. FOR SCHOOL DISTRICT ELECTIONS, ONE COPY IS DELIVERED TO THE MUNICIPAL CLERK, AND THE OTHER IS DELIVERED TO THE SCHOOL DISTRICT.	(Signatures of at least 3 Election Inspectors, including the chief inspector and one inspector representing each of the 2 major political parties. Any inspector or tabulator participating in the ballot count must sign the certification.)
STATE OF WISCONSIN Country of _____ Received and filed this _____ day of _____ 20 _____	_____ _____ _____ _____ _____ _____ Date: _____, 20 _____
(Signatures of County Clerk) EB-105 (Rev. 5/90) (Rebracketed 5/04) This information is required by s. 7.51, Wis. Stats.	

Municipal Board of Canvassers

■ Purpose - for Municipal Offices and Referenda Only

- Verify statement of election results
- Determine winners
- Prepare board of canvassers report

■ Who Participates

- Election Inspectors, only when there is one ward or combination of wards

OR

- Municipal clerk and two other qualified electors

Breaking a Tie in a Municipal Contest

- **A tie vote in a municipal contest is broken by the MBOC**
- **The tie is broken by a method that results in a random outcome**
 - Flip a coin, draw names out of hat, etc.
 - Document procedure
- **If all candidates are present, they may draw for themselves**
- **When a municipal referendum ties, the referendum fails. No need to break tie**

Completing Forms

■ Original Ballots Envelope

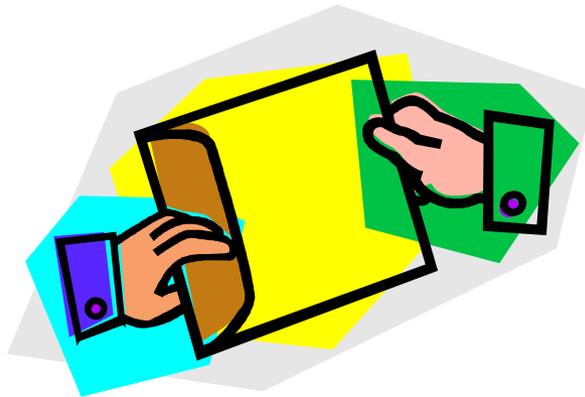
- Bundle damaged, defective, objected to or set aside ballots and put into Original Ballots Envelope

■ Ballot Bag or Container (EL-101)

- The chief inspector and another inspector place all voted ballots and the Original Ballots Envelope inside and seal
- Complete and sign certification
- DO NOT seal Tally Sheets (EL-105) or Inspectors' Statement inside Ballot Bag (EL-101)

Routing Materials

- All materials are delivered to the municipal clerk
- Materials should be separated into categories per municipal clerk's instructions



Post-Election Checklist

Post-Election Checklist



Poll Lists:

Two identical poll lists must be completed

- Completed with necessary attachments, including the signatures of at least 3 inspectors (chief inspector and any inspector responsible for maintaining the list)
- Original List completed for municipal clerk
- Original List that contains the voters' signatures completed for county clerk
- Certified copy may be made for school district clerks and special purpose district clerks

Tally Sheet Preparation

Two tally sheets must be created for each type of ballot (EL-105)

- Tally sheets are complete, including signatures from all persons counting ballots
- Original Tally Sheet completed for municipal clerk
- Original Tally Sheet completed for county clerk
- Original Tally Sheet completed for school district clerk

Inspectors' Statement:

One inspectors' statement must be completed for each set of tally sheets

- Completed with necessary attachments, along with signatures of 3 inspectors*, voting equipment seal verification checks, and record of all ballot bag tamper-evident seal numbers
- Original statement completed for municipal clerk
- Copy of statement for county clerk (made by municipal clerk)
- Copy of statement for school district clerk (made by municipal clerk)

Provisional Ballots

- The carrier envelope for provisional ballots (EL-108), containing all provisional ballot certificate envelopes (EL-123) placed in a separate ballot bag and secured with a tamper-evident seal
- The completed Provisional Ballot Reporting Form (EL-123r) not sealed in a ballot bag

Absentee Ballots

Materials for absentee ballots must be placed in the proper envelope

- Certificate of Rejected Absentee Ballots (EL-102) (Brown)
- Used Absentee Certificate Envelope (EL-103) (White)
- Certifications on each envelope are completed with the signatures of 3 inspectors*

Ballot Security

Ballots must be secured in a bag or container with a tamper-evident seal.

- Ballots are separated by type and placed in their respective ballot bag
- Certification is completed with the signatures of 3 inspectors* and tamper-evident seal number of each bag

QUESTIONS?

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Chief Inspector Self-Evaluation

All of the information presented today is reviewed in detail in the Election Day Manual.

As always, Wisconsin Elections Commission staff is ready and willing to answer your questions. Contact information is listed in the directory of your manual.

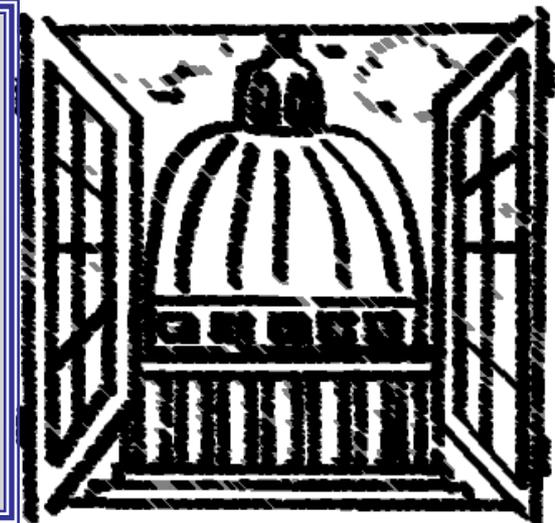
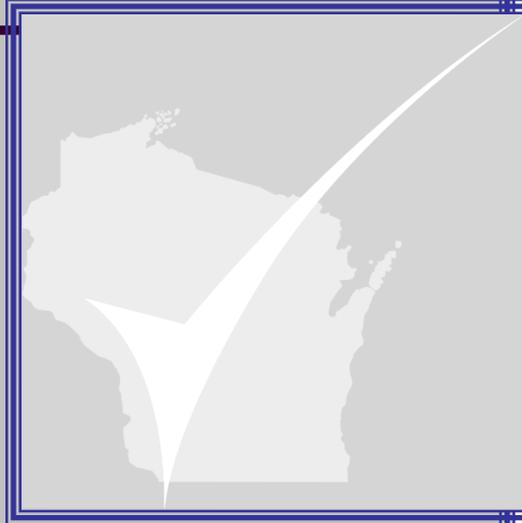
**Or check the website:
elections.wi.gov**

Additional Resources

All of the information presented today is reviewed in detail in the Election Day Manual.

As always, Wisconsin Elections Commission staff is ready and willing to answer your questions. Contact information is listed in the directory of your manual.

**Or check the website:
elections.wi.gov**



Thank You!

Your certificate will either be given to you by your clerk-trainer or emailed to the address listed on your registration form.