

Elections Administration Webinar Training Series
“Building on the Basics”

Election Day Duties: Special Topics and Situations

Wednesday, January 29, 2014

9:00 a.m. – 11:00 a.m.

Program Presenters

Wisconsin Government Accountability Board Staff

Agenda

- **GAB-131 and POR**
- **Election Observers**
- **Electioneering**
- **Provisional Voting**
- **Challenging Electors**
- **Assisting Electors**
- **Curbside Voting**
- **What do I do if...?**

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FAX: 608-267-0500
Website: <http://gab.wi.gov>
Email: gab@wi.gov

WISCONSIN ELECTIONS DIVISION

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FAX..... 608-267-0500
email: gab@wisconsin.gov
Agency Help Desk Number..... 608-261-2028

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FEDERAL INFORMATION - ELECTIONS ADMINISTRATION

Military & Overseas Voting

Federal Voting Assistance Program
Department of Defense
1777 North Kent Street
Suite #14003
Washington, DC 22209
Phone: 800-438-VOTE (8683)
email: vote@fvap.gov
Website: <http://www.fvap.gov>

Help American Vote Act (HAVA) and Other Federal Election Law

United States Election Assistance Commission
1201 New York Avenue, N.W.
Suite 300
Washington, DC 20005
Phone 866-747-1471 or 202-566-3100
FAX 202-566-3127
Website: <http://www.eac.gov>

Election Fraud

US Dept of Justice
Bond Building, 1400 New York Avenue NW, 12th Floor
Washington, DC 20005
Phone: 202-514-1421
FAX: 202-514-3003
email: AskDOJ@usdoj.gov

Voting Rights Act

Voting Section, Civil Rights Division
Room 7254 - NWB
Department of Justice
950 Pennsylvania Ave., NW
Washington, DC 20530
Phone: 800-253-3931 or 202-307-2767
Email: Voting.Section@usdoj.gov
Website: <http://www.usdoj.gov>

ACCESSIBILITY SUPPLIES & CONTACTS

Wisconsin Coalition of Independent Living Centers
3810 Milwaukee Street
Madison, WI 53714
Voice and Text: 608-444-3842
TTY: 800-362-9877
Fax: 608-242-0383
Website: <http://www.il-wisconsin.net/coalition>

Disability Rights Wisconsin
131 W. Wilson Street, Suite 700
Madison, WI 53703
Phone: 800-928-8778 or 608-267-0214
TTY: 888-758-6049
FAX: 608-267-0368
Website: <http://www.disabilityrightswi.org/index.php>

Wisconsin Board for People with Developmental
Disabilities (BPDD)
201 West Washington Ave., Suite 110
Madison, WI 53703
Phone: 608-266-7826 or 888-332-1677
Fax: 608-267-3906
bpddhelp@wi-bpdd.org

Coalition of Wisconsin Aging Groups
2850 Dairy Drive, Suite 100
Madison, WI 53718
Phone: (800) 366-2990 or (608) 224-0606
Fax: 608-224-0607
Email: namato@cwag.org
Website: <http://cwagwisconsin.org/>

VOTING EQUIPMENT VENDORS

Dominion Voting Systems (servicing Premier systems)
221 Hopkins Avenue
Jamestown, NY 14701
Phone: 866-654-8683
Email: contact@DominionVoting.com
Website: <http://www.dominionvoting.com>

Command Central (*Programming/Supplies*)
P.O. Box 7306
St. Cloud, MN 56302
Phone: 320-259-7027
FAX: 320-259-7028

Election Systems & Software, Inc. (ES&S)
(also servicing Premier systems)
11208 John Galt Blvd.
Omaha, NE 68137
Phone: 800-247-8683 or 877-377-8683 (option 4 for tech support)
FAX: 402-593-8107
email: info@essvote.com
Website: <http://www.essvote.com/>

Populex
420 B Airport Road
Elgin, IL 60123
Phone: 877-767-8539
Website: <http://www.populex.com/>

Sequoia Voting Systems
7677 Oakport St, Suite 800
Oakland, CA 94621
Phone: 510-875-1200
FAX: 510-875-1226
Website: <http://www.sequoiavote.com/>

COMMERCIAL PRINTERS OF ELECTION FORMS

Bear Graphics
P.O. Box 3290
Sioux City, IA 51101
Phone: 800-325-8094



Wisconsin Voter Registration Application

Submitted by Mail
(Official Use Only)

Confidential Elector ID#
(HINDI - sequential #) (Official Use Only)

SVRS ID #
(Official Use Only)

Instructions

Instructions for completion are on the back of this form. Return this form to your municipal clerk, unless directed otherwise.
• Please use uppercase (**CAPITAL**) letters only. Fill in circles as appropriate.
• If you have not previously voted in WI and are submitting this form by mail, you must also provide a copy of your proof of residence (see reverse).
• NOTE: If this is a change of address, then upon completion of this application your voting rights will be cancelled at your previous residence.

1	<input type="radio"/> New WI Voter	Municipality	<input type="radio"/> Town
	<input type="radio"/> Name Change		<input type="radio"/> Village
	<input type="radio"/> Address Change	County	<input type="radio"/> City

2	WI Driver License or WI DOT-issued ID (DL # required if issued)	Expiration Date	I have neither a WI Driver License/ ID nor a Social Security Number. <input type="radio"/>
	Social Security Number - Last Four Digits (if driver license not issued or not current and valid)	X X X - X X -	

3	Last Name		First Name	
	Middle Name	Suffix (e.g. Jr, II, etc.)	Phone #	
	Date of Birth (M/D/YYYY)	Email Address		

If you are a military or permanent overseas elector, fill in the appropriate circle (see instructions for definitions): Military Permanent Overseas

4	Residence Address: Street Number & Name			
	Apt. Number	City	State & ZIP	

5	Mailing Address: Street Number & Name			
	Apt. Number	City	State & ZIP	

6	Last Name		First Name	
	Middle Name	Suffix (e.g. Jr, II, etc.)		

7	Previous Address: Street Number & Name			
	Apt. Number	City	State & ZIP	

8	Accommodation needed at poll location (e.g. wheelchair access):	If you do not have a street number or address, use the map to show where you live. • Mark crossroads • 'X' where you live • Use dots for landmarks	Example:
	<input type="radio"/> I am interested in being a poll worker.		

9	Please answer the following questions by filling in "Yes" or "No":		<input type="radio"/> Yes <input type="radio"/> No	If you filled in "No" in response to EITHER of these questions, do <u>not</u> complete this form.
	1. Are you a citizen of the United States of America?	<input type="radio"/> Yes <input type="radio"/> No		
	2. Will you be 18 years of age or older on or before election day?	<input type="radio"/> Yes <input type="radio"/> No		

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 incarceration, parole, probation, or extended supervision 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 further 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	Today's Date (M/D/YYYY)
			Election Day Voter # <small>(Official use only)</small>

Falsification of information on this form is punishable under Wisconsin law as a Class I felony.

12	Assistant Signature:	Assistant Address:	Proof of Residence type <small>(Official use only)</small>
			Proof of Residence # <small>(Official use only)</small>

Official's Signature:	SRDs printed name and SRD#:
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Ward	Sch. Dist.	Alder	Cty. Supr.	Ct. of App.	Assembly	St. Senate	Congress
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Wisconsin Voter Registration Application Instructions

Each section on the front side of this document corresponds to the sections below (1-12)

These documents constitute proof of residence if they:
Contain the voter's current and complete first and last name and residential address, and are valid on the day used to register to vote.

- A current and valid WI Driver License / ID Card
- Any other official identification card or license issued by a Wisconsin governmental body or unit
- An employee ID card with a photograph, but not a business card
- A real property tax bill or receipt for the current year or the year preceding the date of the election
- A residential lease (Does not count as proof of residence if elector submits form by mail)
- A picture ID from a university, college or technical college coupled with a fee receipt
- A picture ID from a university, college or technical college coupled with an on-campus housing listing provided by the university, college or technical college to the municipality that denotes US Citizenship
- A utility bill for the period commencing not earlier than 90 days before the day registration is made
- (Homeless voters only) A letter from an organization that provides services to the homeless that identifies the voter and describes the location designated as the person's residence for voting purposes
- A bank statement • A paycheck • A check or other document issued by a unit of government

1

- Fill in the circle (New WI Voter, Name Change, Address Change) describing why you are completing this form.
- A "New WI Voter" is anyone who is not currently registered to vote in Wisconsin. You can check your voter registration status at MyVote Wisconsin website (<https://myvote.wi.gov>)
- Indicate your county and municipality of residence (e.g. Village of Cambridge, Dane County).

2

- If you have been issued a WI driver license or WI DOT-issued ID that is current and valid, you must provide the number and expiration date.
- If you have been issued a WI driver license that is currently revoked, suspended or expired or a WI DOT-issued ID that is expired, please provide the number and the last 4 digits of your Social Security number.
- If you have not been issued a WI driver license or WI DOT-issued ID, you must provide the last 4 digits of your Social Security number.
- If you have not been issued a WI driver license, a WI DOT-issued ID, or a Social Security number, indicate that fact by filling in the appropriate circle.
- If you are registering to vote on Election Day and have been issued a WI driver license, but are unable or unwilling to provide the number, your vote will not be counted unless you provide the number to the election inspectors by 8:00 p.m. on Election Day or to your municipal clerk by 4:00 p.m. the Friday following Election Day.

3

- Provide your current and complete name including your last name, first name, middle name or initial, and suffix (Jr, Sr, etc), if any. Please verify you have provided your name as it appears on the document, the number of which you provided in Box 2, if that document is still your current and complete name.
- Provide your month, day and year of birth.
- Providing your phone number and/or email address is optional and is subject to open records requests.
- A "military elector" is a person, or the spouse or dependent of a person who is a member of a uniformed service or merchant marine, a civilian officially attached to a uniformed service and serving outside the United States, or a Peace Corp volunteer. Military electors are not required to register as a prerequisite to voting at any election.
- A "permanent overseas elector" is a US citizen, at least 18 years old, who does not qualify as a resident of this state, but who was last domiciled in this state or whose parent was last domiciled in this state immediately prior to the parent's departure from the United States, and who is not registered to vote in any other state.

4

- Provide your home address (legal voting residence) in Wisconsin.
- Provide your full street name, including the type (St, Ave, etc) and any pre- and/or post-directional (N, S, etc.).
- Provide the city name and zip that appears on mail delivered to your home address.
- You may not enter a PO Box as a residential address. A rural route box without a number should not be used.

5

- If your mailing address is different from your home address, provide it here. A PO Box is acceptable as a mailing address. Overseas electors should provide their complete overseas address here.

6

- Provide your previous first, last and middle names, along with a suffix, if any.

7

- Provide the most recent address where you were previously registered to vote, if any.

8

- If you need assistance when voting, you may describe the assistance required (e.g. curbside voting, braille materials).
- If you are interested in being a poll worker for your municipality, you may fill in the circle to indicate your interest.
- If you do not have a street address, use the map to show where you live.

9

- If you answer "No" to either question in this section, you are not eligible to vote in Wisconsin.
- Please note, for question 2, you must either be at least 18 years old, or will be at least 18 years old at the time of the next election to be eligible to vote. If you are completing on election day you must be 18 years old today.

12

- **Assistant:** If you are unable to sign this form due to a physical disability, you may have an assistant do so on your behalf. That assistant must provide his or her signature and address in the space provided. By signing, the assistant certifies that he or she signed the form at your request.

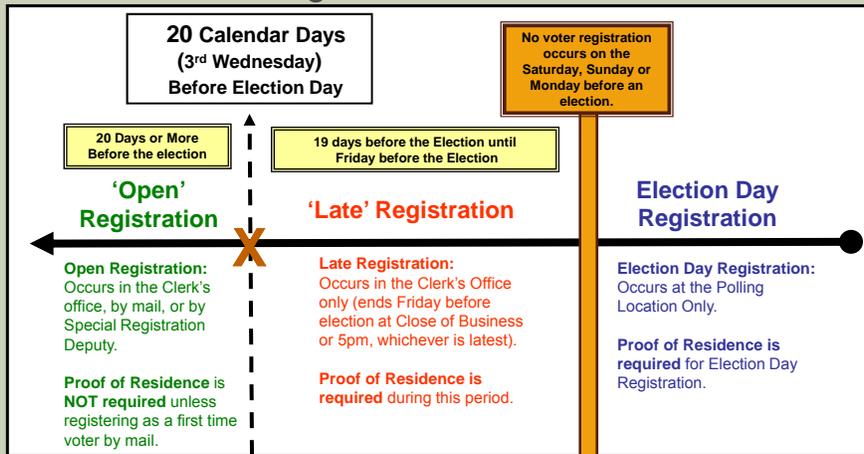


ACCEPTABLE PROOF OF RESIDENCE



Acceptable Proof of Residence

Registration Timelines



Acceptable Proof of Residence

The following types of documents are acceptable Proof of Residence if they contain*:

- ✓ Current name
- ✓ Current residential address (exception – Student IDs)

If the document contains an expiration date, that date must be on or after Election Day.

*Except for real estate tax bills and receipts, utility bills, and leases, no date is required on the document.

Acceptable Proof of Residence

- Proof of Residence is not used to confirm the 28-day residency requirement is met.
- The voter's sworn statement on the registration application should be taken at face value unless an inspector or challenger has direct evidence to the contrary.

Acceptable Proof of Residence

1. A current & valid Wisconsin driver license.
2. A current & valid Wisconsin ID card.



* These accepted IDs must be current & valid.

Acceptable Proof of Residence

3. Any other official identification card or license issued by a Wisconsin governmental body or unit.



Acceptable Proof of Residence

- 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.



Acceptable Proof of Residence

- A real estate tax bill or receipt for the current year or the year preceding the date of the election.

STATE OF WISCONSIN
REAL ESTATE PROPERTY TAX BILL FOR 2011
Village of Badgerstown
Polk County

BILL NUMBER: 10010
Parcel # 999-00000-0000

John & Jane Doe
123 Main St
Badgerstown, WI 55555

2011 Actual Val.	2010 Actual Val.	2010 Assessed Val.	2010 Net Property Tax	2011 Net Property Tax	Change
19,200	19,200	31,680	18.34	17.99	-1.99
3,928	3,928	307.59	307.59	310.34	3.49
3,718	3,718	300.88	300.88	300.26	-0.44
114,752	120,703	614.29	614.29	649.62	5.98
Total	149,909	465,253	1,629.08	1,691.33	3.86

Net Property Tax 1,691.33

FOR TREASURERS USE ONLY

REMARKS FOR FULL PAYMENT

PAYMENT: \$ 1,691.33

DATE: _____

PLEASE RETURN LOWER PORTION WITH RECEIPTANCE

Acceptable Proof of Residence

6. A residential lease which is effective for a period that includes election day (NOT for first-time voters registering by mail).

APARTMENT LEASE

PARTIES
This lease of the apartment identified as 1142 7th Harvey St, approx. Green Bay, Wisconsin, is entered into by and between Michael Mack, Landlord, and **David & Teresa Woods**, Tenants, on the following conditions:

TERMS
Lease term: One year beginning **March 1** 20**12**

Rent payments: \$ **675.00** plus \$25.00 per month to be applied to the last month's rent.
The additional payment toward the last month's rent will end once the last month's rent has accumulated.

Due date: Rent to be paid by the 1st of each month.

Payable to: Michael F. Mack

Payable at: c/o Michael Mack
2452 Longfall Beach Lane
Sausaroc, WI 54173

Pet clause: An additional pet security deposit of \$200.00 is required before any pet is allowed. Any pet must first be approved by the landlord.

UTILITIES
Call WPN immediately at 1-800-458-7268 and have utilities put into your name.
All utility charges, except water, are the responsibility of the Tenant. Water is paid by the Landlord. Tenant is responsible to pay utility charges promptly when due.

Acceptable Proof of Residence

7. A university, college or technical institute identification card (must include photo), ONLY valid if the voter provides a fee receipt dated within the last nine months.

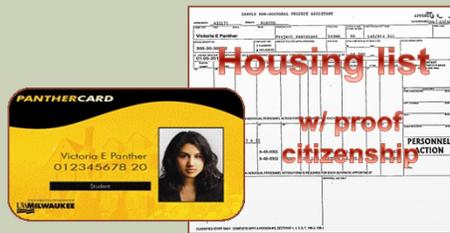
Fee Receipt

PANTHERCARD
Victoria E. Panther
012345678 20
L3MILWAUKEE

PERSONNEL ACTION		FEE RECEIPT	
1	100	100	100
2	100	100	100
3	100	100	100
4	100	100	100
5	100	100	100
6	100	100	100
7	100	100	100
8	100	100	100
9	100	100	100
10	100	100	100

Acceptable Proof of Residence

8. A university, college or technical institute identification card (must include photo), ONLY valid if the institution provides a certified housing list to the municipal clerk that indicates citizenship.



Acceptable Proof of Residence

9. A utility statement (gas, electric, telephone, mobile phone, internet, cable or satellite TV) for the period commencing not earlier than 90 days before election day.



Acceptable Proof of Residence

10. Bank Statement.

HSBC JULY 10, 2012

Account Type: BANK A/C
 Account Name: Amy Kindy
 Account number: A124700 3443 122243
 : N/A
 : X21999

Date	Description	Debit	Credit	Balance
02-Jul	Balance brought forward			6450.06
22-Jul	VIS The Cookie Store	11.46		6438.60
23-Jun	VIS You Get A Penny.com	2000.00		4438.60
01-Jul	DD Dollar Store	10.00		
01-Jul	SO Illinois Tollway	5.00		4423.60
	Target		39.00	
		100.00		4362.60
		780.00		3567.30

State Bank of Drummond
Since 1921

M&I BANK

Bank of America
Account Information Request

Acceptable Proof of Residence

11. Paycheck.

12. A check or other document issued by a unit of government.

GOOGLE INC.
1600 AMHERSTRADE PARKWAY
MOUNTAIN VIEW, CA 94043

Check No: 000132433
Client No: 58555
Date: JUNE 25, 2012

Pay to the order of: MARIA MEREDITH
Amount: USD *****777.50

United States Treasury
Check No: 2309 63321210
Pay to: 12011
Amount: \$44,331.40

Wisconsin Driver's License
Name: MARIA MEREDITH
DOB: 08/11/1980
Sex: F
Height: 5'00"
Weight: 120 lbs
Hair: BRN
Eyes: BRN

Wisconsin State ID Card
Name: MARIA MEREDITH
DOB: 08/11/1980
Sex: F
Height: 5'00"
Weight: 120 lbs
Hair: BRN
Eyes: BRN

Acceptable Proof of Residence

13. An affidavit on public or private social service agency letterhead identifying a homeless voter and describing the individual's residence for voting purposes.



Election Observers

Observers are individuals who wish to exercise their right to be present at the polling place on Election Day. One of the primary objectives of observers is to keep track of voters so that they can determine that supporters of their candidate or issue have made it to the polls on Election Day. Additionally, members of the public may simply be interested in observing the conduct of the election.

The Government Accountability has established Administrative Rule GAB Chapter 4, establishing a set of rules for 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. At the polling place, an observer must notify the chief election inspector that he/she is at the polling place to observe. The observer must follow the directions of the chief election inspector, sign an election observer form and wear a name tag provided by the chief inspector. After the election, the election observer form shall be attached to the Inspectors' Statement (GAB-104). There is no requirement for observers to obtain a permit.

It is recommended that the election inspectors promote a friendly, open relationship with individuals who wish to observe. However, the chief election inspector is in charge of the polling place. All observers, regardless of affiliation, shall be accorded the same respect.

Observer Area

A designated observation area at the polling place should permit observers to hear instructions and to readily observe all public aspects of the voting process.

1. An observation area should always be established when setting up the polling place on Election Day.
2. When physically feasible within the polling place, the observation area shall be not less than 6 feet nor more than 12 feet from the table at which electors are announcing their name and address and being issued a voter number.

3. To ensure the orderly conduct of the election, the chief election inspector may reasonably limit the number of observers representing a particular organization or candidate.

Conduct of Observers

While observers are present at the polling place, they are prohibited from electioneering or interfering with the orderly conduct of the election. Any observer who engages in loud, boisterous, or otherwise disruptive behavior that the chief election inspector believes threatens the orderly conduct of the election or interferes with voting shall receive a warning from the chief election inspector. If a warning has been issued, and the offending observer continues the disorderly behavior, the chief election inspector shall order the offending observer to depart the polling place. If the offending observer declines or otherwise fails to comply with the chief election inspector's order to depart, the chief election inspector shall summon local law enforcement to remove the offending observer.

Observers may examine the poll list so long as they do not interfere with election inspectors' responsibilities. Observers shall not be permitted to handle an original version of any official election document.

1. Observers may examine the poll list but the poll list must remain under the control of the election inspectors at all times. The poll lists may not be handed to the observers.
2. The chief election inspector can determine whether it is an appropriate time to allow an observer to examine the poll list.

If voters are standing in line to have their names recorded and receive a ballot, it would not be an appropriate time to allow observers to view the poll lists.

3. All observers, regardless of affiliation, should be accorded the same treatment with respect to examining the poll lists
4. Election observers NEVER have the right to view the confidential portion of the poll list.

5. Observers shall not be permitted to make a photocopy of or take photographs of the poll list on Election Day.

Additionally, election observers may not conduct any of the following disorderly activities while observing the conduct of the election.

1. Have conversations about candidates, parties or ballot questions.
2. Make calls / use cell phones for voice calls inside the polling area.
3. Wear clothing or buttons related to candidates, parties or referenda.
4. Use video or still cameras inside the polling area during the voting hours.
5. Interact with voters.
6. Handle or view any electronic devices used by a voter to provide proof of residence.

Wisconsin Election Observer Log

Today's date: _____ Municipality: _____ Date of Election: _____ Page number: _____
Site: Polling place, ward # _____ Clerk's office Central count site Nursing/retirement home or CBRF Other (specify) _____

**With their signatures below, the signees attest to the following statement:
"I understand Wisconsin's rules for election observers, as set out in Wisconsin Administrative Rule Chapter GAB 4, and agree to abide by those rules while observing this election or election administration event."**

Election Observer Information: Print name, address and organization above the line, and sign and date below:

	FIRST NAME	LAST NAME	STREET ADDRESS	MUNICIPALITY
1.				
	SIGNATURE: _____ <u>REPRESENTING (ORGANIZATION, ETC.):</u> _____			
2.				
	SIGNATURE: _____ <u>REPRESENTING (ORGANIZATION, ETC.):</u> _____			
3.				
	SIGNATURE: _____ <u>REPRESENTING (ORGANIZATION, ETC.):</u> _____			
4.				
	SIGNATURE: _____ <u>REPRESENTING (ORGANIZATION, ETC.):</u> _____			
5.				
	SIGNATURE: _____ <u>REPRESENTING (ORGANIZATION, ETC.):</u> _____			
6.				
	SIGNATURE: _____ <u>REPRESENTING (ORGANIZATION, ETC.):</u> _____			
7.				
	SIGNATURE: _____ <u>REPRESENTING (ORGANIZATION, ETC.):</u> _____			
8.				
	SIGNATURE: _____ <u>REPRESENTING (ORGANIZATION, ETC.):</u> _____			

At the Polling Place, an

Election Observer must:

- ✓ Notify the chief election inspector she/he is at the polling place to observe
- ✓ Follow the directives of the chief election inspector
- ✓ Sign an election observer form
- ✓ Wear a name tag



Remember:

- The chief election inspector is in charge of the polling place. All inquiries should be made of the chief election inspector
- Challenges to voters must be filed with the chief election inspector. Follow the process outlined by Wisconsin Administrative Rule GAB Chapter 9
- Candidates are allowed in the polling place only after it has closed at 8:00 p.m.
- Polling places in Wisconsin are open from 7:00 a.m. until 8:00 p.m.

Viewing documents

Observers are not entitled to view registration forms or proof of residence documents while voters are registering. Observers may ask the chief inspector to view documents that are available when doing so will not delay or disrupt the process, but this may not be possible when polls are busy, and they may not view confidential information. The chief inspector has sole discretion to determine whether such documents may be viewed during voting hours.

Election Observers may not:

- Engage in electioneering*
- Handle official election documents
- Have conversations about candidates, parties or ballot questions
- Make calls / use cell phones for voice calls inside the polling area
- Wear clothing or buttons related to candidates, parties or referenda
- Use video or still cameras inside the polling area during the voting hours
- Interact with voters
- View confidential information on the poll list, or take photos or make photocopies of the poll list on Election Day



Communications Media:

Members of the communications media should notify the chief election inspector at each polling place where they intend to observe an election. The chief election inspector will keep a list of members of the media. Members of the media may use video or still cameras at the polling place if they are not used in a manner that allows the observer to see or record how an elector has voted and provided the cameras do not interfere with voting or disrupt the orderly conduct of the election.

Polling Place Accessibility

Assessments:

- Individuals may assess accessibility requirements in Wisconsin polling places if the following rules are observed:
- Assessors should notify the municipal clerk in advance.
 - Assessors may wear identifying name tags or shirts.
 - Assessors may work outside the observers' area unless their work is judged to be disruptive.
 - Assessors may take still photos or videotape for documentation.
 - Election officials - clerks, chief election inspectors and poll workers -should facilitate the work of accessibility assessors.

* *Electioneering is defined in Wisconsin law as any activity which intended to influence voting at an Election. § 12.03 Stats.19-*

Election Observation at Other Locations:

Municipal Clerk's Office, Absentee Ballot Canvass, or Central Count

Observers may be present during absentee voting in the clerk's office (if it's in a public location), an absentee ballot canvass, or centralized vote counting. The municipal clerk is in charge, and observers shall follow the clerk's directives. Video and still cameras are allowed.

Nursing & Retirement Home, Community-Based Residential Facility

Only observers appointed by the two major political parties may be present during absentee voting in nursing and retirement homes, and community-based residential facilities. The special voting deputies are in charge, and observers shall follow the deputies' directives. Video and still cameras are not allowed.

Recounts

Observers may be present during election recounts, including candidates and their counsel. The board of canvassers is in charge, and observers shall follow the board's directives. Video and still cameras are allowed.

Contact Information Government Accountability Board

TELEPHONE

G.A.B. Main Desk: 608-261-2028
Ethics & Accountability Division
Fax: 608-264-9319
Elections Division Help Desk
Fax: 608-267-0500

STREET ADDRESS

212 East Washington Avenue, Third Floor
Madison, Wisconsin 53703

MAILING ADDRESS

Government Accountability Board
Post Office Box 2973
Madison, Wisconsin 53701-2973

INTERNET ADDRESS

<http://gab.wi.gov>

EMAIL ADDRESS

gab@wi.gov

MEMBERS OF THE BOARD

Judge David G. Deinger, Chair
Judge Michael Brennan, Vice Chair
Judge Gerald C. Nichol
Judge Thomas Barland
Judge Thomas Cane
Judge Timothy Vocke

DIRECTOR & GENERAL COUNSEL

Kevin J. Kennedy
-20-

Wisconsin Election Observers

Rules-at-a-Glance

Wisconsin Administrative Rule GAB Chapter 4 Election Observers

The State of Wisconsin permits individuals to observe voting and the election administration process at polling places on Election Day. It also permits observers to view the absentee voting process in the municipal clerk's office, the absentee vote canvass, central count processes, recounts, and voting in nursing and retirement homes, and community-based residential facilities.

These **Rules-at-a-Glance** should be viewed in conjunction with the companion Wisconsin Administrative Rule GAB Chapter 4 brochure.

Electioneering

Electioneering is 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. This does not apply to private property.

Some circumstances to consider:

1. Vehicles

- a. There is an exception for election-related bumper stickers on vehicles parked within 100 feet of an entrance to a polling place for the length of time it takes for the occupants to vote.
- b. Employees who work in the building containing the polling place may have stickers on their cars but if complaints are made, the employee should be asked to move his or her vehicle.
- c. If it appears that the primary purpose of parking a vehicle within 100 feet of an entrance to a polling place is to influence voting, then election inspectors should contact a law enforcement officer.

2. Election Materials

- a. Campaign signs or flyers may not be posted or distributed within the polling place or within 100 feet of any entrance to a polling place.
- b. This prohibition does not apply to campaign activity on private property within 100 feet of an entrance to a polling place.

The placement of election signs on private property within the 100-foot radius is permissible.

3. Solicitations

Solicitations are not allowed in the voting area as they can interfere with the orderly conduct of the election. However,

they do not have to be outside the 100 feet electioneering zone. Refer to the “Exit Polls” section below for more information.

4. Members of the Media

- a. Members of the media may be present at the polling place but cannot interfere with voters waiting in line to cast their ballots.
- b. Members of the media should notify the chief election inspector at each polling place where they intend to observe an election. The chief election inspector needs to keep a list of members of the media, noted on the Inspectors’ Statement (GAB-104).
- c. Members of the media may use video or still cameras at the polling place if there is no objection from the chief election inspector or a voter who may be photographed. Cameras may not be used to record how any voter has voted.
- d. Contact with electors in the voting area should be limited.
- e. Media should conduct the majority of their activities outside the room where voting is being conducted.
- f. Interviews should be held outside the polling place to ensure doors and entrances are not blocked and the voting process is not disrupted.
- g. It is the responsibility of the election inspectors to deal directly with any media person who is harassing voters entering or leaving the polls.
- h. The municipal clerk should make sure that media is briefed about acceptable conduct at the polls.

5. Exit Polls

- a. Exit polls are permitted by Wisconsin law but must not interfere with the orderly conduct of the election.
- b. Exits polls should be conducted outside of the polling place and persons conducting exit polls must not interfere with

the access of voters entering and leaving the polling place.

- c. Electors should not be given the impression that their participation is required, and the exit poll should not resemble a sample ballot or otherwise imply that it is part of the election process.
- d. Persons conducting exit polls are encouraged to contact the municipal clerk to discuss the conduct of exit polls, in order to take into consideration any unique circumstances created by the layout or configuration of a particular polling place.
- e. Wisconsin election officials are authorized to remove anyone from the polling place who interferes with or distracts voting at the election. If any person refuses to obey the lawful commands of an election inspector or is disorderly in the presence or hearing of the inspectors, interrupts or disturbs the proceedings, a law enforcement officer may remove the person from the voting area.

5. Bake Sales

Bake sales and other activities not related to the election are permitted but not encouraged. If held, they should be set up in a separate room, or in a remote location, so that the orderly conduct of the election is not disrupted.

Provisional Voting

In Wisconsin, provisional voting is currently **ONLY** used in two situations:

1. If an individual is a first-time voter, who registered by mail and has failed to provide the required proof of residence, he or she may vote provisionally.
 - a. The poll list will contain the watermark “POR Required” to identify those first-time voters who registered by mail and who must show proof of residence before being allowed to vote.
 - b. If an individual fails to provide the required proof of residence he or she may vote provisionally.
 - c. In the case of a first-time voter who voted absentee, the returned absentee ballot will be treated as provisional if no proof of residence has been provided with the returned absentee ballot.
2. If an individual who registers on **Election Day** has a Wisconsin driver license, but is unwilling or unable to provide the license number, he or she may vote provisionally.
 - a. Individuals who have a Wisconsin driver license may **NOT** use the last four (4) digits of their Social Security number.
 - b. Electors may vote provisionally if providing the driver license number is the only missing registration element. If an elector is also missing required proof of residence, then he or she may **NOT** register or vote.

There is no other situation in which provisional voting should be used. Provisional ballots are **NOT** given when a voter is at the wrong polling place. If a voter appears at the wrong polling place, he or she should be directed to the proper location.

Provisional ballots are also **NOT** given when a person is attempting to register in person at the polling place and does not provide the required proof of residence. He or she may not register or vote.

Each elector issued a provisional ballot must be provided a Provisional Voting Information Sheet. This sheet must include how or where the elector is to contact the municipal clerk or deputy to provide the missing information.

Electors have until 4:00 p.m. on the Friday following the election to provide the missing information to the municipal clerk or deputy. The municipal clerk must be available to receive this information from the elector.

Procedure

Once it is determined a voter will vote provisionally, the following procedures are required:

1. Every provisional voter must complete a Provisional Ballot Certificate Envelope (GAB-123).
2. The voter completes the certificate envelope in the presence of at least one election inspector by providing:
 - a. Full name
 - b. Complete address, including municipality and county
 - c. Date of birth
 - d. Indication of U.S. Citizenship
 - e. Date of election
 - f. Signature and date
3. The election inspector completes the certificate envelope by:
 - a. Signing and dating the certificate envelope
 - b. Indicating the type of required information (either “Proof of Residence,” or “Driver License Number.”) by checking the appropriate box(es) on the certificate envelope. A provisional ballot may be issued for more than one reason.

4. The election inspector issues a provisional voter number (PV#), which is recorded on the voter list. A voter number is NOT issued to the elector at this time and the elector does NOT sign the poll list.
 - a. This number is issued sequentially, starting with “1.”
 - b. The PV# is also recorded in six places:
 - (1) The back of the ballot
 - (2) On the Inspectors’ Statement (GAB-104)
 - (3) On the Provisional Ballot Certificate Envelope (GAB-123)
 - (4) On the Provisional Ballot Reporting Form (GAB-123r)
 - (5) On the poll list or supplemental poll list
 - (6) On the Provisional Voting Information sheet for the elector
5. The elector votes the ballot, seals the voted ballot in the Provisional Ballot Certificate Envelope (GAB-123), and returns the sealed envelope to the election inspector.
6. The sealed certificate envelope (GAB-123) is then placed inside the Inspectors’ Certificate for Provisional Ballots Envelope (GAB-108).
 - a. The election inspectors then record the name of the elector, the PV#, and the reason for the provisional ballot on the Provisional Ballot Reporting Form (GAB-123r) and on the Inspectors’ Statement (GAB-104).
 - b. The Inspectors’ Certificate of Provisional Ballots Envelope (GAB-108) must be kept secure throughout Election Day.
 - c. When the polling place closes, the Inspectors’ Certificate of Provisional Ballots Envelope (GAB-108) must be secured in a

separate ballot bag with a tamper evident serialized numbered seal. The serial number shall be recorded on the signed ballot container certification attached to the bag and on the Inspectors' Statement. The bag should be marked "Provisional Ballots."

7. Election inspectors must provide the elector with the Provisional Voting Information Sheet.
8. An elector who was issued a provisional ballot may return to the polling place before 8 p.m. to provide the missing documentation to the election inspectors. Election inspectors shall review the provided documentation to determine if it is satisfactory.
 - a. If the provided documentation is not valid the election inspectors shall inform the elector and document the incident on the Inspectors' Statement (GAB-104).
 - b. If the provided documentation is is valid:
 - i. The elector must sign the poll or supplemental list.
 - ii. Note on the Inspectors' Statement (GAB-104) that the elector provided the required documentation.
 - iii. Initial and date the Provisional Ballot Reporting Form (GAB-123r) to indicate that the elector provided the required documentation.
 - iv. Election inspectors should offer the elector the option of spoiling the provisional ballot and voting a new ballot.
 - v. If the elector chooses to spoil the provisional ballot:
 1. The Provisional Ballot Certificate Envelope (GAB-123) is removed from the Inspectors' Certificate of Provisional Ballots (GAB-108) envelope and given to the elector.
 2. The elector should remove the provisional ballot and spoil it.

3. Document the incident and spoiled ballot on the Inspectors' Statement (GAB-104).
 4. The elector signs the poll list.
 5. The elector is issued a sequential voter number, which is recorded on the poll list and noted on the Provisional Ballot Reporting Form (GAB-123r) by marking "on poll list" in the column labeled "Voter Number Issued."
 6. The elector is given a new ballot.
- vi. If the elector chooses to cast the provisional ballot:
1. Note on the Inspectors' Statement (GAB-104) and initial and date the Provisional Ballot Reporting Form (GAB-123r) that the elector provided the required documentation.
 2. Remove the elector's Provisional Ballot Certificate Envelope (GAB-123) from the Inspectors' Certificate of Provisional Ballots (GAB-108) envelope.
 3. Verify that the Provisional Ballot Certificate Envelope (GAB-123) has not been opened or tampered with.
 - a. If the Provisional Ballot Certificate Envelope (GAB-123) has been tampered with, the election inspectors shall spoil the provisional ballot and instruct the elector to cast a new ballot.
 4. The elector signs the poll list.
 5. The elector is issued a sequential voter number, which is recorded on the poll list and noted on the Provisional Ballot Reporting Form (GAB-123r) by marking "on poll list" in the column labeled "Voter Number Issued."
 6. Provide the elector with the Provisional Ballot Certificate Envelope (GAB-123) and instruct him or her to remove

the ballot and place it in the ballot box or voting equipment.

7. Collect the used Provisional Ballot Certificate Envelope (GAB-123) from the elector and place it back in the Inspectors' Certification of Provisional Ballots (GAB-108) envelope.

Processing

1. A Provisional Ballot Reporting Form (GAB-123r) must be completed by the election inspectors at the polling place listing all of the electors who cast a provisional ballot. The clerk must review the form and send a copy to both the county clerk and their SVRS provider if different after the close of polls on Election Day. The municipal clerk must keep a copy for his or her office. A blank Provisional Ballot Reporting Form is available on the agency website and a sample for reference may be found in the appendix of this manual.
2. All electors who have been issued a provisional ballot must be tracked in SVRS on election night. SVRS must also be updated if/when an elector provides the missing information.
 - a. Self-Providers must enter the information into SVRS. Please see the SVRS Application Training Manual for details.
 - b. Reliers must provide the Provisional Ballot Reporting Form (GAB-123r) to their Provider. Reliers must inform their Provider with updates if/when electors provide the missing information.
 - c. Providers must enter provisional ballot information into SVRS on election night on behalf of their reliers. Please see the SVRS Application Training Manual for details.
3. Provisional ballots are maintained by the Municipal Clerk (NOT delivered to the County Clerk with all other election materials).
4. Provisional ballots are not counted until the required information (either proof of residence or driver license number) is provided to

either the election inspectors by the close of the polls, or to the municipal clerk or deputy by 4 p.m. on the Friday after the election.

- a. Electors who provide their information after Election Day do not sign the poll list.
5. If the person voting provisionally does not present the information to the municipal clerk by 4 p.m. on the Friday after the election the Provisional Ballot Certificate Envelope (GAB-123) is not opened. Neither the voter nor the ballot is counted as part of the Election Day results if the missing required information is not returned by the deadline.
 6. The municipal clerk should maintain communication with the county clerk regarding the number of outstanding provisional ballots.

PROVISIONAL VOTING INFORMATION

You are being given a provisional ballot today because one of the following situations apply:

- You are unable or unwilling to list your driver's license number on your voter registration application.
- You are a first-time voter who registered by mail who is unable to provide the poll workers with acceptable proof of residence.
- You failed to provide an acceptable form of proof of identification.

Your provisional ballot number is **PV#**_____.

Your provisional ballot will not count unless you provide the poll workers with the required information before the polling place closes at 8:00 p.m. tonight, or you provide the required information to the municipal clerk by 4:00 p.m. the Friday after the election

If you need to provide your driver's license number, you may contact the municipal clerk using the information below no later than 4:00 p.m. Friday.

If you need to provide proof of residence, you must provide it (or a copy) to the municipal clerk no later than 4:00 p.m. Friday. Acceptable forms of proof of residence may be found on the back side of this handout.

If you need to show proof of identification, you must provide it (or a copy) to the municipal clerk no later than 4:00 p.m. Friday. Acceptable forms of proof of identification may be found on the back side of this handout.

You may check whether your ballot was counted by contacting the municipal clerk.

Municipal Clerk Contact information:

(Name of municipal clerk)

(Telephone number)

(Address)

(Fax number)

(Municipality, state, zip code)

(E-mail address)

You may check whether your ballot was counted by contacting the municipal clerk or the Voter Public Access website at: <https://vpa.wi.gov>, or contact the Government Accountability Board at 866-VOTEWIS (868-3947).

NOTE: Provisional ballots will NOT be issued when a voter is at the wrong polling place or when a person is attempting to register in-person at the polling place and does not provide the required proof of residence.

Acceptable Forms of Proof of Residence

Only one of the following is required:

- A current and valid Wisconsin driver's license
- A current and valid Wisconsin identification card
- Any other official ID card or license issued by a Wisconsin governmental body
- An ID card with your photo issued by an employer during the normal course of business (not including a business card)
- A real estate tax bill or receipt (for the current year or year before the election)
- A residential lease which is effective for a period that includes Election Day
- A university, college, or technical college identification card (must include photo) together with a fee payment receipt issued to the cardholder by the university, college, or technical college dated no earlier than 9 months before the date of the election at which the receipt is presented
- A utility bill for a period starting no earlier than 90 days before Election Day
- A bank statement
- A paycheck
- A government check
- Any other official document issued by a unit of government

NOTE: All of the above must contain a current and complete name, including both first and last name; and a current and complete residential address, including numbered street address, if any, and the name of the municipality (or city used for mailing purposes). If the form has an expiration date, it must be valid on Election Day.

Acceptable Forms of Proof of Identification

A valid photo ID is not required to have a current address.

Only one of the following is required:

- A Wisconsin DOT-issued driver license, even if driving privileges are revoked or suspended
- A Wisconsin DOT-issued identification card
- A Military ID card issued by a U.S. uniformed service
- A U.S. passport

Identifications above must have an expiration date after the November 2, 2010 election.

- A certificate of naturalization that was issued not earlier than two years before the date of an election at which it is presented
- An unexpired driving receipt issued by Wisconsin DOT
- An unexpired identification card receipt issued by Wisconsin DOT
- An identification card issued by a federally recognized Indian tribe in Wisconsin
- An unexpired identification card issued by a Wisconsin-accredited university or college accompanied by a proof of enrollment in that university or college. The identification card must contain the following:
 - Date of Issuance
 - Signature of student
 - Expiration date not later than two years after date of issuance

Challenging Electors

When there is reason to believe that an elector does not meet the qualifications to vote, the elector may be challenged.

1. Challenges may be brought by any qualified elector of the state including an election inspector.
2. All challenges must be made for reasonable cause as outlined on the Challenge Documentation of the Inspectors' Statement (GAB-104c). Reasons for challenging an elector include:
 - a. The person is not a citizen of the United States
 - b. The person is not at least 18 years old
 - c. The person has not resided in the election district for at least 28 consecutive days
 - d. The person has a felony conviction and has not been restored to civil rights
 - e. The person has been adjudicated incompetent
 - f. The person has voted previously in the same election
 - g. The person claims to have a physical disability that prevents them from signing the poll book but both election inspectors do not agree
 - h. The municipal clerk has instructed the election inspectors to challenge the ballot because the clerk does not believe the person requesting a replacement ballot is the original voter.
3. The election inspectors should use discretion when administering a challenge.
4. All challenges are recorded using the Challenge Documentation section (GAB-104c) of the Inspectors' Statement (GAB-104). The form lists the procedures to follow and questions used to establish the challenge.

Challenge Procedure

All challenges are recorded using the Challenge Documentation form of the Inspectors' Statement (GAB-104c). This form details the specific procedure to follow and questions used to establish and administer the challenge. A sample of the Challenge Documentation (GAB-104c) is located at the end of this manual.

1. When a challenge is made, the challenging elector is placed under oath and asked to make a sworn statement giving the reason for the challenge.
2. The challenging elector is then questioned by the election inspector using the questions on the Challenge Documentation form (GAB-104c) to provide reasonable support for the challenge.
3. After the challenge has been made and supported under oath, the challenged elector is placed under oath and asked to make a sworn statement in response to the challenge. Indicate "Sworn" on the voter list.
4. If the challenged elector refuses to make a statement under oath, the elector shall not be given a ballot or permitted to vote.
5. Once the challenged elector has responded to the challenge, the challenging elector has the opportunity to withdraw his or her challenge. If the challenge is withdrawn, a ballot is issued with no special marks, a notation is made in the Inspectors' Statement (GAB-104), and no mark is made on the voter lists.
6. If the challenge is not withdrawn, the election inspector administers the "Oath of Eligibility" to the challenged elector. Once the oath has been made by the elector, a ballot is issued with the voter number and "Section 6.95" marked on the back of the ballot.
7. Once the challenged elector has marked the ballot, it is placed by the elector into the ballot box.
8. The entire Challenge Documentation (GAB-104c) is completed and attached to the Inspectors' Statement (GAB-104).
9. A notation "Challenged" and the reason for the challenge is made on the voter lists and the appropriate sections of the Inspectors' Statement (GAB-104) are completed by the election inspector.

Challenge Documentation

(Inspector should attach this form to the Inspectors' Statement (GAB-104))

Name and Address of **Challenged** Elector:

Challenged Elector Voter number _____
(Fill in only if Part D is completed)

Identifying Challenge Participants

Name of Inspector Administering Oaths or Affirmations _____

1. Person Challenging Electors who are Present at the Polling place

(Check the box that applies and provide the information requested.)

Inspector (Who Is a Qualified Elector) *Making Challenge to an Elector who is Present at the Polling Place*

Name of Challenging Inspector _____ (Proceed to Part A.)

or

Name and Address of **Electors** *Making Challenge to an Elector who is Present at the Polling Place*

(Proceed to Part A.)

2. Person Challenging Absentee Electors

(Check the box that applies and provide the information requested.)

Inspector (Who Is a Qualified Elector) *Making Challenge to an Absentee Elector*

Name of Challenging Inspector _____ (Complete Parts A & E.)

or

Name and Address of **Electors** *Making Challenge to an Absentee Elector*

(Complete Parts A & E.)

(signature of *challenging* elector)

(signature of *challenged* elector)

Part A. Challenger

(Indicate the challenger's answers to your questions by checking "Yes" or "No." Provide any other information requested.)

1. Oath (or Affirmation) of Truthfulness given by the inspector to the challenger:

"Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you regarding the challenged person's place of residence and qualifications as an elector of this election."

Yes No

If "Yes," proceed with the challenge process. If "No," see the end of this section*.

2. Inspector asks the challenger if they are a qualified elector of Wisconsin. (Only an elector may challenge.)

Yes No

If "Yes," proceed with the challenge process. If "No," see the end of this section*.

3. Challenger gives the reason(s) for challenge using the following criteria that applies to the person being challenged:

The person is not a citizen of the United States.

The person is not at least 18 years of age.

The person has not resided in the election district for at least 28 consecutive days.

The person has a felony conviction and has not been restored to civil rights.

The person has been adjudicated incompetent.

The person has voted previously in the same election.

The person claims to have a physical disability that prevents them from signing the poll book, but both inspectors did not agree.

4. Inspector asks the following question(s) of challenger which are appropriate to determine the qualifications of the challenged elector:
- Why do you believe that the challenged elector is not a United States citizen?
 - Why do you believe that the challenged elector is not at least 18 years of age?
 - Why do you believe that the challenged elector has not, for at least the 28 consecutive days before this election, resided in, or been a resident of, the ward or election district from which he or she seeks to vote?
 - For which of the following reasons, and why, do you believe the challenged elector is currently disqualified from voting:
 - A felony conviction for which the challenged elector is still serving probation or is on parole or extended supervision?
 - A judge's ruling that he or she is incapable of voting?
 - Having made a bet or wager on this election?
 - Having voted previously in this election?
 - Why do you not believe that the challenged elector is unable to sign the poll book due to a physical disability?
 - Record Challenger's Answer(s)

***IF CHALLENGER REFUSES TO TAKE THE OATH (OR AFFIRMATION) OF TRUTHFULNESS, IS NOT A QUALIFIED ELECTOR OF WISCONSIN, REFUSES TO GIVE A VALID REASON FOR CHALLENGE OR REFUSES TO PROVIDE INFORMATION TO SUPPORT THE CHALLENGE, THE CHALLENGE PROCESS IS TERMINATED AND THE ELECTOR IS ALLOWED TO VOTE.**

OTHERWISE:

5. Proceed to Part B.

Part B. Challenged Elector

(Indicate the challenged elector's answers to your questions by checking "Yes" or "No.")

1. Oath (or Affirmation) of Truthfulness given by the inspector to the challenged elector:
 "Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you regarding your place of residence and qualifications as an elector of this election."
 Yes No
 If "Yes," proceed with challenge process. If "No," see end of this section*.
2. Inspector asks the challenged elector the following questions which are appropriate to test the person's qualifications based on the cause for the challenge:
 - Are you a United States citizen? Yes No
 - Are you at least 18 years of age? Yes No
 - For at least the 28 consecutive days before this election, have you resided in, or been a resident of, the ward or election district from which you seek to vote? Yes No
 - Are you currently disqualified from voting for any of the following reasons?
 - A felony conviction for which you are still serving probation or are on parole or extended supervision? Yes No
 - A judge's ruling that you are incapable of voting? Yes No
 - Having made a bet or wager on this election? Yes No
 - Having voted previously in this election? Yes No
 - Are you unable to sign the poll book due to a physical disability? Yes No

*IF CHALLENGED ELECTOR REFUSES TO TAKE THE OATH (OR AFFIRMATION) OF TRUTHFULNESS, REFUSES TO ANSWER ANY OF THE QUESTIONS IN PART B, OR THE ANSWERS GIVEN INDICATE THAT THE CHALLENGED ELECTOR DOES NOT MEET VOTING ELIGIBILITY REQUIREMENTS, THE CHALLENGED ELECTOR IS NOT GIVEN A BALLOT. INDICATE THE REASON FOR NOT ISSUING A BALLOT TO THE CHALLENGED ELECTOR IN THE BOX AT THE BOTTOM OF THIS PAGE.

OTHERWISE:

3. Proceed to Part C.

Part C. Opportunity to Withdraw Challenge

(Indicate the challenger’s answer by checking “Yes” or “No.”)

Does challenger withdraw the challenge?

- Yes (Challenge process is terminated, and elector is given a ballot.) No (*Proceed to part D.*)
-

Part D. Oath (or Affirmation) of Eligibility

(Indicate the answers to your questions by checking “Yes” or “No.”)

1. Inspector administers Oath (or Affirmation) of Eligibility to challenged elector:

“Do you solemnly swear (or affirm) that: you are at least 18 year of age; you are a citizen of the United States; you are now and for 28 consecutive days have been a resident of this ward except under s.6.02(2); you have not voted at this election; you have not made any bet or wager or become directly or indirectly interested in any bet or wager depending upon the result of this election; you are not on any other ground disqualified to vote at this election.”

- Yes No

If “Yes,” proceed with 2.

If “No,” see end of this section*.

2. If the challenged elector answered “Yes” to question number 1, the challenged elector is given a ballot. **Before issuing the ballot to the challenged elector, the inspectors must:**

- Write the voter number of the challenged elector and “Section 6.95” on the back of the ballot.
 Write the voter number on the front of this form and on the voter list.
 Indicate the reason for the challenge on the voter list.

*IF CHALLENGED ELECTOR REFUSES TO TAKE THE OATH (OR AFFIRMATION) OF ELIGIBILITY OR REFUSES TO REGISTER (WHERE REQUIRED), THE ELECTOR **MAY NOT BE GIVEN A BALLOT.** INDICATE REASON FOR NOT ISSUING A BALLOT TO A CHALLENGED ELECTOR IN THE BOX AT THE BOTTOM OF THIS PAGE.

Part E. For Challenged Absentee Elector Only

(Indicate that the following procedures have been accomplished by checking the box next to each procedure.)

Before depositing absentee ballot of the challenged elector in ballot box, inspectors must

- Write the voter number of the challenged elector and “Section 6.95” on the back of the ballot,
 Write the voter number on the front of this form and on the voter list,
 Indicate the reason for the challenge on the voter list.
-

When Ballot Is NOT Issued to a Challenged Elector

(Indicate the reason for not issuing a ballot to a challenged elector by checking the appropriate box.)

- The challenged elector refused to take the oath or affirmation of eligibility under Part D.
 The challenged elector refused to answer fully any relevant questions put to him or her by the inspector under Part B.
 The answers to the questions given by the challenged elector indicate that they do not meet the voting qualification requirements of ss.6.02 and 6.03, Stats. (Reason: _____)

Assisting Electors

All electors have a right to receive assistance marking their ballots if they cannot read or write, or have a disability that prevents them from reading or marking the ballot. An elector may select anyone to provide assistance in marking his or her ballot other than the voter's employer or an officer or agent of a labor organization which represents the voter. An election inspector can, and should, provide assistance if requested.

Electors who inform the election inspectors of their inability to read or write, their difficulty reading, writing or understanding English, or, because of a physical disability, their inability to mark a ballot, must be informed of the right to have assistance. Election inspectors should review the Common Sense and Common Courtesy Checklist in this section.

Procedure

If an elector informs the election inspector that he or she requires assistance marking his or her ballot, the election inspector should:

1. Give the elector a voter number and issue them a ballot.
2. The elector must sign the poll list.
 - a. If the elector can not sign the poll list the election inspectors should write, "exempt by order of inspectors" in the signature line.
 - b. Election inspectors should have signature guides available for those electors who have difficulty seeing.
3. Record the name and address of the person assisting the elector on the poll list.
 - a. Electors may select any individual to assist them to cast their vote, including an election inspector. Exception: the elector's employer or an officer or agent of a labor organization that represents the elector may not assist the elector.
 - b. The person assisting the elector does not have to be a qualified elector.

4. Persons who assist a voter must certify on the back of the ballot that it was marked with their assistance before depositing the ballot in the ballot box.
5. This incident should be recorded on the Inspectors' Statement (GAB-104).



COMMON SENSE AND COMMON COURTESY

Many election inspectors 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.
- ❖ Pre-printed signs or a notepad should be available to assist communication with deaf or hard-of-hearing electors.
- ❖ Before pushing someone in a wheelchair, ask if you may do so and how you should proceed.
- ❖ Greet a person who is visually impaired by letting the person know who and where you are.
- ❖ Provide a guiding device such as a ruler or a signature guide 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.

Curbside Voting

An elector who, as a result of disability, is unable to enter the polling place may elect to receive a ballot at the entrance of the polling place. Wis. Stat. § 6.82(1). The elector may receive assistance in marking the ballot, if required, from an election inspector, or from any other person of the voter's choice (except the elector's employer or an agent of the elector's labor union).

The procedure for curbside voting is:

1. The election inspectors announce in the polling place, "The elector, (*state the elector's name*), who is unable to enter this room has asked to receive a curbside ballot. Does anyone object to the issuance of this ballot?"
2. If no objection is made, the elector is issued a voter number, and the number is recorded on the poll lists. (If an objection is made, follow the challenge procedure detailed in "Challenging Electors" in this section.
3. Two election inspectors initial the ballot and take it to the elector.
4. The voter is not required to sign the poll list. A notation "ballot received at poll entrance - exempt" is made in the signature line of the elector on the poll list. The poll list does not leave the voting area.
5. When the voter has completed the ballot, the election inspectors return to the polling place and announce, "We have a ballot offered by (stating the elector's name), an elector who, as a result of disability, is unable to enter the polling place without assistance."
6. The ballot is deposited in the appropriate ballot box or tabulating equipment.
7. If assistance was provided, "assisted" is also noted on the poll list along with the name and address of the person providing assistance.
8. This incident should be recorded on the Inspectors' Statement (GAB-104).