

Quick Reference

(Please refer to the Election Day Manual for detailed procedures!)

Code	Description of Incident	Procedure for Completing Inspectors' Statement
<p>RO RS RWS RD RB RV RWA</p>	<p>Rejected Absentee Ballots—Absentee ballots are rejected if: The certificate envelope is open or appears to have been opened and resealed. The elector did not sign the certificate envelope. There is no signature of a witness. The inspectors have reliable proof that the elector has died before election day. Elector has voted more than one ballot of the same type. Elector has already voted in this election. There is no address of a witness.</p>	<p>1) List voter's name and reason ballot was rejected. 2) Indicate the reason for rejection on the certificate envelope 3) Mark the certificate envelope "<i>Rejected # (serial number).</i>" 4) Place the envelope containing the ballot in the Rejected Absentee Ballot envelope. 5) The elector's name is not entered on the poll list. 6) Do not count the ballot.</p>
<p>R</p>	<p>Optical Scan ballots which are remade by election officials—Ballots are remade in order to be accepted by the tabulating equipment.</p>	<p>1) Describe why the ballot had to be remade - Overvoted (OV)-ballot with at least one instance of voting for more than max number of selections allowed. - Damaged (DM)-voter used red pen or circled names instead of completing arrow/oval, ballot mutilated - Other (OT)-faxed or emailed ballots or MyVote ballots 2) These ballots are labeled "<i>Original Ballot # (serial number)</i>" and "<i>Duplicate Ballot # (same serial number).</i>" 3) The "duplicate" ballots are inserted into the counter. 4) The "original" ballots are bundled together, and placed in the Original Ballots Envelope. 5) The Original Ballots Envelope is placed in the ballot container.</p>
<p>C-A C-C C-R C-F C-I C-V C-D C-ID C-F PV-</p>	<p>Challenged Ballots and Provisional Ballots Ballots may be challenged because: The person is not at least 18 years of age. The person is not a citizen of the United States. The person has not resided in the election district for at least 10 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. Inspector believes picture on photo on ID does not reasonably resemble the voter, or the name does not conform to the name on the list. Clerk believes voter who asked for replacement ballot is not the person who originally requested the ballot. Provisional ballot issued:</p>	<p>1) Complete the "<i>Challenge Documentation</i>" (Form EL-104C). (There should be one (EL-104C) for each challenged elector.) 2) Mark ballot "<i>Challenged – Voter #___.</i>" (Use voter number from poll list.) 3) Mark "<i>challenged</i>" next to voter's name on the poll list. 4) Challenged ballots are inserted into the counter. 5) Bundle together, label "<i>Challenged Ballots,</i>" and place in ballot container.</p> <p>Refer to the Provisional Ballots section of the Election Day Manual for instructions on issuing provisional ballots. Reasons for issuing provisional ballot: 1) "POR required" by voter's name on poll list; voter cannot provide POR. 2) Election Day registrant with a WI DL can't/won't provide #. 3) Voter required to provide ID and can't/won't.</p>
<p>VI</p>	<p>Ballots where voter intent could not be determined and, therefore, votes could not be counted</p>	<p>1) Describe the issue that caused the inspectors to decide that voter intent could not be determined. 2) Mark ballot "<i>Defective-Intent,</i>" & assign a serial number 3) Bundle together, mark "<i>Defective-Voter Intent Could not be Determined,</i>" and place in ballot container.</p>
<p>O</p>	<p>"Objected To" Ballots Objected Ballots are ballots that a <u>minority</u> of inspectors felt should not be counted.</p>	<p>1) Count the vote the way the majority of the inspectors determined it should be counted. 2) Assign a serial number to ballot, and indicate reason for objection. 3) Bundle together, label "<i>Objected to Ballots,</i>" and place in ballot container.</p>
<p>LS</p>	<p>License Surrender - Voter presents a citation or notice of intent to revoke/suspend a DL as POI.</p>	<p>Mark ballot "s.6.965 – Voter # ___," and write "s.6.965" on the poll list next to the voter's name.</p>
<p>X</p>	<p>Other Occurrences or Irregularities</p>	<p>Describe any other occurrences or irregularities which may or may not affect the validity of the election.</p>