

State of Wisconsin\Government Accountability Board

212 East Washington Avenue, 3rd Floor
Post Office Box 7984
Madison, WI 53707-7984
Voice (608) 266-8005
Fax (608) 267-0500
E-mail: gab@wisconsin.gov
http://gab.wi.gov



JUDGE THOMAS H BARLAND
Chair

KEVIN J. KENNEDY
Director and General Counsel

Guide to Completing the GAB-190

The data from the GAB-190 needs to be entered into the Wisconsin Election Data Collection System (WEDCS). The WEDCS is an online program run through the same Citrix Application as the SVRS.

SVRS Self-Providers: Enter the GAB-190 data into the WEDCS. Once entered, your county clerk can print a copy of your information; you do not need to send a paper copy to your county clerk or to the Government Accountability Board.

SVRS Reliers: You may need your SVRS Provider to enter your GAB-190 data into the WEDCS on your behalf. This requires that you send your Provider a copy of your GAB-190. Some Reliers have access to the WEDCS; these Reliers would have been in communication with G.A.B. Staff and worked to install a Citrix certificate on their computer.

1) Total Ballots. How many ballots were cast?....._____

The number of ballots counted, either by the voting equipment or by hand. Do not include un-issued blank ballots.

2) Total Electors. How many electors voted in the election?....._____

*The number of people who have a voter number next to their names on the poll list and supplemental list. **If there were no numbers skipped, used twice, and all electors handed a voter number received a ballot**, this should be the last voter number you gave out and/or wrote on the poll list.*

3) Were there more ballots cast than there were electors? YES NO

If YES, how many more?....._____

*If the number of voted ballots counted is greater than the last voter number you gave out, answer "yes." Subtract Line 2 from Line 1 and indicate that number. **Be SURE you have checked the poll list for numbers issued more than once and exhausted all possibilities as to why there are more ballots than voters before assuming there are more ballots than voters.***

4) Absentee Electors. How many ballots, excluding military/overseas, were:

These numbers should include your permanents, regulars, nursing home voters hospitalized electors, and sequestered jurors. This should also include anyone who is overseas temporarily, such as students studying abroad or working overseas. Do not include military and true overseas—U.S. citizens residing overseas with no intent to return to the U.S.

a) Issued (total, including in-person)?....._____

The number of absentee ballots that you mailed out, sent to nursing homes, emailed, faxed, and issued in your office. Do not include military and true overseas absentee electors.

b) Issued In-Person?....._____

The number of absentee ballots that were issued to electors in your office. This only includes the people who were issued and returned their absentee ballot to you while in your office, otherwise known as “walk-ups” or “walk-ins.”

c) Returned undeliverable?....._____

The number of issued absentee ballots that were returned to your office because the post office could not deliver them to the elector. These ballots do not go to the polling place. Do not include military and true overseas absentee electors.

d) Returned to be counted?....._____

The number of absentee ballots returned to you, by the elector, including ballots that were missing signatures on the certificate envelope or were returned unvoted. In other words, this is the number of absentee ballots that were returned to your office then sent to the polling place (or Absentee Central Count location) on Election Day. This includes those absentee ballots that were voted in your office and returned to you immediately and those returned via mail. Do not include military and true overseas absentee electors.

e) Counted?....._____

The number of absentee ballots that were actually counted, either by the voting equipment or by hand. In other words, this is the number of absentee ballots that were given a voter number at the polls. Do not include military or true overseas absentee electors.

f) Rejected or late?....._____

The number of absentee ballots that were rejected by a poll worker for any reason, and/or those that were received after Election Day. Do not include ballots rejected by machine. Do not include military and true overseas absentee electors.

5. **Military/Overseas Write-In.** How many ballots, excluding Federal Write-in Absentee Ballot (FWAB), were:

Military electors, members of the uniformed service or merchant marine, a civilian employee of the United States, a Peace Corps volunteer, or a spouse or civilian formally attached to those listed above, who are serving outside of the United States, and Overseas electors, electors who reside permanently in a foreign country with no intent to return to the U.S. but maintain their U.S. Citizenship must receive a blank write-in ballot from the municipal clerk 90 days before an election. Overseas electors only receive a write-in ballot before federal elections while Military electors receive a write-in ballot before EVERY election. You are required to send a State Write-In Ballot to all military electors, however you can only count the State Write-In Ballot from military electors who are stationed outside of the United States. There are sample write-in ballots on the G.A.B.'s website. The following questions are in regard to the tracking of only the write-in ballot – not the official ballot. This section also DOES NOT include the Federal Write-in Absentee Ballot (FWAB). See question 8 for more details on FWAB.

a) Issued?

The number of write-in absentee ballots that you mailed out, emailed, faxed, and issued in your office to military and overseas absentee electors. Include only the write-in ballot that you sent to the military elector(s). Do not include Federal Write-In Absentee Ballots (FWAB). For a definition of “Federal Write-In Absentee Ballot” please see question 8.

b) Returned undeliverable?.....

The number of write-in military and overseas absentee ballots that were returned to your office because the post office could not deliver them to the elector. These ballots do not go to the polling place. Do not include Federal Write-In Absentee Ballots (FWAB). For a definition of “Federal Write-In Absentee Ballot” please see question 8.

c) Returned to be counted?.....

The number of write-in military and overseas absentee ballots returned to you, by the elector, including ballots that were missing signatures on the certificate envelope or were returned unvoted. In other words, this is the number of write-in absentee ballots that were returned to your office then sent to the polling place (or Absentee Central Count location) on Election Day. This includes those absentee ballots that were voted in your office and returned to you immediately and those returned via mail. Include only the write-in ballot totals. If both the official and write-in ballot were returned, both ballots get sent to the polling place with instructions for the poll workers to reject the write-in ballot if the official is counted. Do not include Federal Write-In Absentee Ballots (FWAB). For a definition of “Federal Write-In Absentee Ballot” please see question 8.

d) Counted?

The number of write-in military and overseas absentee ballots that were actually counted, either by the voting equipment or by hand. Only include a number in this section if the write-in ballot was cast. If the official ballot is cast for a military elector, please enter that total in question 6(d). Do not include Federal Write-In Absentee Ballots (FWAB). For a definition of “Federal Write-In Absentee Ballot” please see question 8.

e) Rejected or late?.....

The number of write-in military and overseas absentee ballots that were rejected by a poll worker for any reason, and/or those that were received after Election Day and were not counted (military absentee electors may return an absentee ballot up to 7 days after a September Primary and up to 10 days following a November General Election and their ballot is still counted if it was postmarked by Election Day. For all other elections, military absentee ballots must be returned to the clerk by Election Day in order to be counted). Include the number of write-in ballots that were rejected because the official ballot was returned. Do not include ballots rejected by the voting equipment. Do not include Federal Write-In Absentee Ballots (FWAB). For a definition of “Federal Write-In Absentee Ballot” please see question 8.

6) Military Electors (official ballot). How many ballots, excluding Federal Write-In Absentee Ballots (FWAB), were:

*These numbers should include the official absentee ballots that you sent out to your military absentee electors. A military elector is defined as a member of the uniformed service or merchant marine, a civilian employee of the United States, a Peace Corps volunteer, or a spouse or civilian formally attached to those listed above. A write-in ballot is sent 90 days before an election to military electors who are stationed outside of the United States. Once official ballots become available, the clerk is to send them to military electors. **Do not include** the write-in ballot or the Federal Write-in Absentee Ballot that military or overseas electors can send to your office. For a definition of “Federal Write-In Absentee Ballot” please see question 8.*

a) Issued?.....

The number of official absentee ballots that you mailed out, emailed, faxed, and issued in your office to military absentee electors. Include only the official ballot that you sent to the military elector(s). Do not include any write-in ballots or any Federal Write-In Absentee Ballots (FWAB). For a definition of “Federal Write-In Absentee Ballot” please see question 8.

b) Returned undeliverable?.....

The number of official military absentee ballots issued that were returned to your office because the post office could not deliver them to the elector. These ballots do not go to the polling place. Do not include any write-in ballots or any Federal Write-In Absentee Ballots (FWAB). For a definition of “Federal Write-In Absentee Ballot” please see question 8.

c) Returned to be counted?.....

The number of official military absentee ballots returned to you, by the elector, including ballots that were missing signatures on the certificate envelope or were returned unvoted. In other words, this is the number of official absentee ballots from Military Electors that were returned to your office then sent to the polling place (or Absentee Central Count location) on Election Day. This includes those absentee ballots that were voted in your office and returned to you immediately and those returned via mail. Include only the official ballot in this section. If the clerk receives both the write-in ballot and the official ballot then both should be sent to the polling place together. The poll workers should reject the write-in ballot if the official ballot is counted. Do not include any write-in ballots or any Federal Write-In Absentee Ballots (FWAB). For a definition of “Federal Write-In Absentee Ballot” please see question 8.

d) Counted?.....

The number of official military absentee ballots that were actually counted, either by the voting equipment or by hand. Do not include any write-in ballots or any Federal Write-In Absentee Ballots (FWAB). For a definition of “Federal Write-In Absentee Ballot” please see question 8.

e) Rejected or late?.....

The number of official military absentee ballots that were rejected by a poll worker for any reason, and/or those that were received after Election Day (Military absentee electors may return an absentee ballot up to 7 days after a September Primary and up to 10 days following a November General Election and their ballot is still counted if post marked by Election Day. For all other elections, military absentee ballots must be returned to the clerk by Election Day in order to be counted). Do not include ballots rejected by the voting equipment. Do not include any write-in ballots or any Federal Write-In Absentee Ballots (FWAB). For a definition of “Federal Write-In Absentee Ballot” please see question 8.

7) Overseas Electors (official ballot). How many ballots, excluding Federal Write-in Absentee Ballots, were:

These numbers should include the official absentee ballots that you sent out to your true overseas absentee electors— U.S. citizens residing overseas with no intent to return to the U.S. Overseas

absentee electors only receive absentee ballots for federal elections. **Do not include** the write-in ballot you sent or the Federal Write-in Absentee Ballot that military or overseas electors can send to your office. For a definition of “Federal Write-In Absentee Ballot” please see question 8.

a) Issued?.....

The number of official absentee ballots that you mailed out, emailed, and/or faxed to overseas absentee electors. Do not include the blank write-in ballot sent by the clerk. Do not include any write-in ballots or any Federal Write-In Absentee Ballots (FWAB). For a definition of “Federal Write-In Absentee Ballot” please see question 8.

b) Returned undeliverable?.....

The number of official overseas absentee ballots issued that were returned to your office because the post office could not deliver them to the elector. These ballots do not go to the polling place. Do not include any write-in ballots or any Federal Write-In Absentee Ballots (FWAB). For a definition of “Federal Write-In Absentee Ballot” please see question 8.

c) Returned to be counted?.....

The number of official overseas absentee ballots returned to you, by the elector, including ballots that were missing signatures on the certificate envelope or were returned unvoted. In other words, this is the number of official absentee ballots from Overseas Electors that were returned to your office then sent to the polling place (or Absentee Central Count location) on Election Day. This includes those absentee ballots that were voted in your office and returned to you immediately and those returned via mail. Include only the official ballot in this section. If the clerk receives both the write-in ballot and the official ballot then both should be sent to the polling place together. The poll workers should reject the write-in ballot if the official ballot is counted. Do not include any write-in ballots or any Federal Write-In Absentee Ballots (FWAB). For a definition of “Federal Write-In Absentee Ballot” please see question 8.

d) Counted?.....

The number of official overseas absentee ballots that were actually counted, either by the voting equipment or by hand. Do not include any write-in ballots or any Federal Write-In Absentee Ballots (FWAB). For a definition of “Federal Write-In Absentee Ballot” please see question 8.

e) Rejected or late?.....

The number of official absentee ballots that were rejected by a poll worker for any reason, and/or those that were received after Election Day. Do not include ballots rejected by the voting equipment. Do not include any write-in ballots or any Federal Write-In Absentee Ballots (FWAB). For a definition of “Federal Write-In Absentee Ballot” please see question 8.

8) FWAB. How many Federal Write-In Absentee Ballots were:

*The Federal Write-In Absentee Ballots (FWAB) are write-in ballots available online for military and overseas electors. This is **not** the write-in ballot that you send your electors. The FWAB is a federal write-in ballot that military and overseas electors can print from the Federal Voting Assistance Program’s website or obtain from military bases and embassies, and mail to the appropriate clerk. In order for the FWAB to be counted, the military or overseas elector must already have an absentee application on file or have included one with the FWAB. Currently the Declaration/Affirmation that accompanies the FWAB is not an absentee application. The FWAB can only be used for Federal Elections. A sample of the FWAB can be seen at <http://www.fvap.gov/resources/media/fwab.pdf>*

a) Received to be counted?....._____

The number of Federal Write-In Absentee Ballots (FWAB) received in your office. Include all ballots, even those missing information

b) Counted?....._____

The number of Federal Write-In Absentee Ballots (FWAB) that were actually counted, either by the voting equipment or by hand. In other words, this is the number of Federal Write-In Absentee Ballots that were given a voter number at the polls.

c) Rejected or Late?....._____

The number of Federal Write-In Absentee Ballots (FWAB) that were rejected by a poll worker for any reason, and/or those that were received after Election Day. Do not include ballots rejected by the voting equipment.

9) Registrants. Total number of active voters as of close of registration?....._____

*The total number of voters that would appear on your poll list if printed 20 days before the election. In other words, the **total** number of active registered voters who are registered as of 5:00pm the 20th day before the election. If there is only a school board election on the ballot, sometimes the whole reporting unit does not vote in that election. Please only include the number of “eligible” voters for that election; only the voters whose names will appear on the poll list. **Self Providers:** Please try to gather this number at the close of registration to gather the most accurate number. **Reliers:** To gather this number take the Total number of Voters Printed on the Poll List (located on the last page of the poll list) and subtract the number of names printed on the supplemental portion of the poll list. **Note:** Unless this is a newly created ward, or a ward with no voters, this should be a non-zero number.*

10) Late Registrants. Number of voters registered during late registration?....._____

The total number of voters who registered during the late registration period. The late registration period begins at 5:00pm on the 20th day before the election. It may be easiest to count the number of Certificates of Registration you issued. (The Certificate of Registration, GAB-133, is a certificate that should be issued to all electors who register during late registration. For more information please see the Election Administration Manual for WI Municipal Clerks pages 40-41.) Include anyone who filled out a registration form, including address changes and name changes. If there is only a school board election on the ballot, sometimes the whole reporting unit does not vote in that election. Please only include the number of late registrants that are “eligible” to vote in the election.

11) Election-Day Registrants. Number of voters registered on Election Day?....._____

The total number of voters who registered on Election Day. Include anyone who filled out a registration form, including address changes, name changes, people who registered but did not vote, and those who filled out a registration form but were already on the poll list.

12) Provisional Ballots. How many provisional ballots were:

Provisional ballots are issued on Election Day in two specific situations: 1) an elector has a current and valid driver’s license but is unwilling or unable to provide the license number when registering to vote at the polling place, and 2) an elector is a first-time voter who registered by mail, but failed to provide the required proof of residence, these electors will have “ID Required” printed next to their name on the poll list. In each case, in order for their ballot to be counted, the elector must provide the missing information to the polling place on Election Day or municipal clerk by 4:00 p.m. the day following the election.

a) Cast?....._____

The number of provisional ballots issued to electors. Include all provisional ballots, regardless of whether they were later counted or rejected.

b) Counted?....._____

The number of provisional ballots that were actually counted, either by the voting equipment or by hand. This includes only ballots for which the voter provided the required information.

c) Rejected or late?....._____

The number of provisional ballots that were not counted due to the elector’s inability or unwillingness to provide the required information. Do not include ballots rejected by the voting equipment.

13) Total Number of Votes Cast On:

Paper Ballots: _____

The number of ballots counted by hand. Do not include ballots counted by the voting equipment. If your ballots are taken to the County or a central location after the polls are closed and tabulated by optical scan voting equipment there; record the total number as “Optical Scan” not as “Paper Ballots.”

Optical Scan Ballots: _____

The number of ballots processed using optical scan voting equipment. Optical scan voting systems tabulate ballots by reading arrows/ovals filled in by the voter. Optech Eagle is also a vendor-specific name for an optical scan voting system. Include ballots that are counted centrally at the County Clerk’s office or paper ballots taken to a central location after the polls are closed to be tabulated by optical scan equipment. Include both hand marked ballots and those marked by the AutoMARK (if used in your municipality).

DRE/(TouchScreen)/AutoMARK/Vote-PAD: _____

The number of ballots processed using the direct recording electronic (DRE) voting equipment, marked by the AutoMARK ballot marking device, and/or marked using the Vote-PAD Device.

***DRE voting systems** tabulate votes cast by voters and produces a voter-verified paper audit trail. DREs are also known by other vendor-specific names such as Premier (Diebold) AccuVote TSX, ES&S iVotronic, Populex 2.3, and Sequoia AVC Edge II.*

***The AutoMARK** is an electronic ballot marking device used to ensure accessibility at polling locations and does not tabulate votes. For the AutoMARK, please record the number that is on the automatic counter at the beginning of the day and at the end of the day. Then, from the number at the beginning of the day, subtract the total number at the end of day. The remainder is the total of how many people used the AutoMARK on Election Day. That is the number that should be indicated as “Total Number of Votes Cast” on the AutoMARK Voting Equipment.*

*The WI State Elections Board approved the **Vote-PAD** Voting-on-Paper Assisted Device for use by municipalities that hand-count paper ballots. The Vote-PAD is a non-electronic ballot marking device which is similar to a tactile ballot.*

14) Ballots Counted at:

Polling Place Polling Place with Central Count Absentee Central Count

The location where ballots are counted, either by voting equipment and/ or by hand.

***Polling Place:** Select this choice if all voted ballots, including absentee ballots, are counted at the polling place (either by hand and/ or by voting equipment).*

Polling Place with Absentee Central Count: *Select this choice if electors who vote at the polls have their voted ballot counted at the polling place but the absentee ballots are processed at another location, other than the polling place.*

Central Count: *Select this choice if all voted ballots are placed in a ballot box on Election Day but then taken to a central location to be counted using voting equipment.*

15) Voting Equipment (how many of each type of voting equipment is used).

*If you have answered this question for a previous election and your equipment has not changed, this question is **optional**. Please fill in the following information if your voting equipment has changed since the last election. If your voting equipment has not changed, you may leave this question blank.*

Optical Scan: _____

Model: _____ Version: _____ . Vendor: _____

DRE (TouchScreen)/AutoMARK: _____

Model: _____ Version: _____ . Vendor: _____

For Example:

Model: Sequoia Edge Version: 5.024 Vendor: Sequoia

*For each type of equipment, please list the model(s), version(s) and vendor(s). If all of the voting systems used on Election Day were the same type (make and/or model), we still need the total number of voting systems used on Election Day. **Note:** Question 15 only needs to be filled out if your voting equipment has changed since the last report you provided.*

16) Election Inspectors

Election inspectors, or “poll workers,” are those individuals who work on Election Day. Election inspectors do not include greeters, special registration deputies, and/or tabulators.

a) Total number of election inspectors?....._____

The total number of election inspectors who worked at this reporting unit, for this election. Please include the Chief Inspector in your total.

b) Does this polling places use split shifts? **Yes** **No**

Do you allow election inspectors to work in split shifts at this location? In order to use split shift, the governing body of the municipality must pass an ordinance allowing 2 or more sets of officials to work at different times.

c) Difficulty of obtaining inspectors (circle one) 1 2 3 4 5

Please rate how difficult it was for you to find election inspectors for this election:

1=very difficult

2=somewhat difficult

3=neither difficult nor easy

4=somewhat easy

5=very easy

d) Number of election inspectors by age:

Please list the number of election inspectors that fall into each age group. Only include inspectors who worked this election at this particular reporting unit. High School students who are 16 or 17 may serve as an election inspector but not the Chief Inspector.

16 to 17:____ 18 to 25:____ 26 to 40:____ 41 to 60:____ 61 to 70:____ 71+:____

e) Name of polling place: _____

Please fill in the name of the polling place for this reporting unit.

f) Is this polling place shared by multiple reporting units? Yes No

Is this the polling location for more than one reporting unit?