

Wisconsin Elections Commission

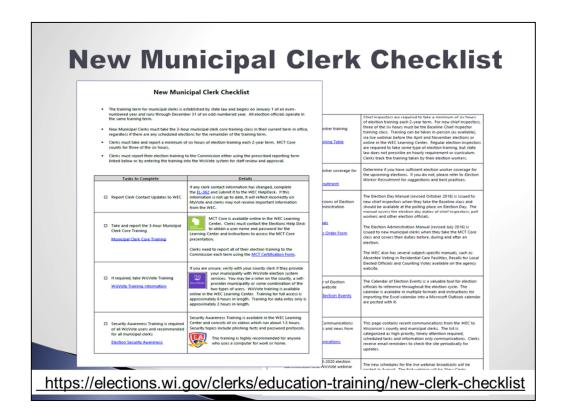
I'm a New Clerk – Where do I Start?

August 26, 2020

I'm a New Clerk - Where do I Start?

Agenda New Municipal Clerk Education/Training Checklist Links Schedule Commission Website **Baseline CIT (Website)** EL-362: Clerk Contact The Learning Center **Update Form** Additional Resources Front Page **COVID-19 Information** Other Web Apps **Recent Clerk** Communications Questions? **Calendar of Election Events**

Agenda



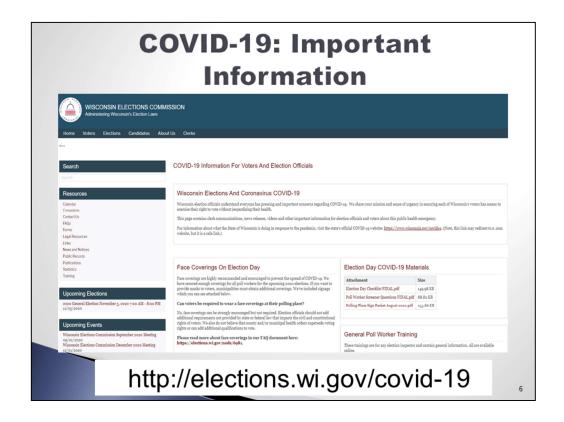
New Municipal Clerk Checklist

EL	-362: Clerk Contact Update Form
	EL-362 WisVote Clerk/Deputy Contact Information Update Form Please complete the form below for your municipality, if the only update you have is the name of the clerk and/or deputy please continue to fill out the rest of the form and return it to the Wisconsin Elections Commission as soon as possible. The information you provide will be updated in WisVote then posted to the
	Wisconsin Elections Commission website and used for MyVote searches. If nothing has changed per the Clerks Directory on https://elections.wi.gov and/or the MyVote website you do not have to fill out the form. If you have questions, please contact the Wisconsin Elections Commission Help Desk at (608) 261-2028 or at elections@wi.gov.
	Thank you in advance for your continued cooperation. County(ies) Select City, Town or Village .
	Municipality Name
	Clerk Email (needed for MyVote Notifications) Deputy Clerk Name Deputy Clerk Email Municipality Hall Address (not mailing address)
	Municipality Hall Address (not mailing address)
	https://elections.wi.gov/forms

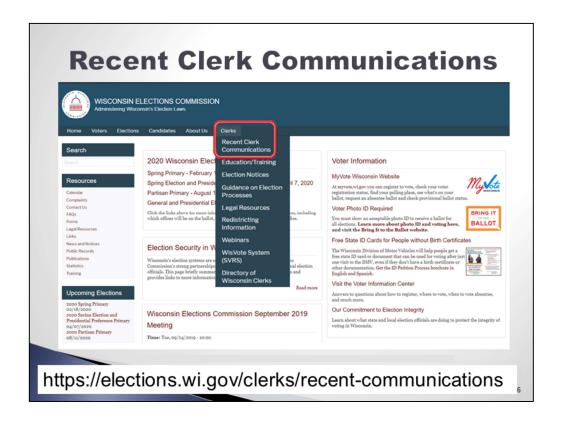
EL-362 Clerk Contact Form



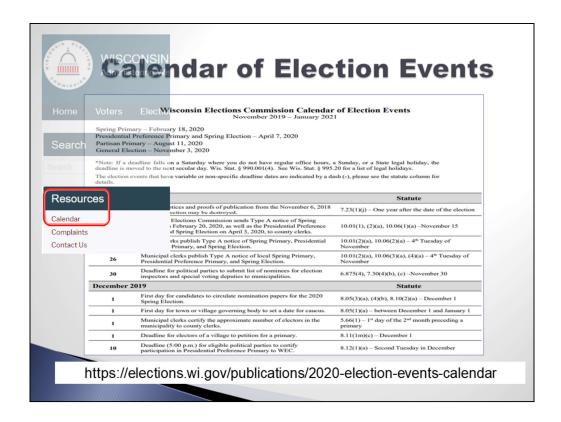
Elections Commission Website



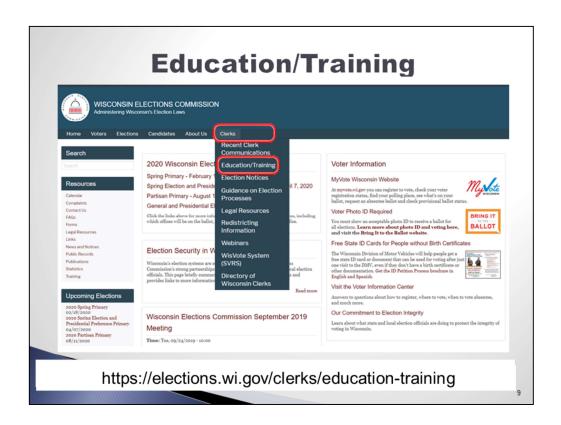
COVID-19: Important Information



Recent Clerk Communications



Calendar of Election Events



Education/Training Page



Education/Training Links

Training Requirements



- Municipal Clerks
- Must be certified!
 - Complete 3-hour Online Municipal Clerk Core Training
 - Maintain certification by earning at least 6 hours of election training each term
 - Current training term for clerks is 2020-2021
 - Municipal Clerk must report their training to the WEC for tracking purposes
 - All election officials operate in the same training term for training purposes (01/01/even – 12/31/odd)



11

Training Requirements for Municipal Clerks

Training Requirements



- Chief Election Inspectors
- ▶ Run the polling place on Election Day
- Must be certified!
 - Attend initial 2-3-hour Baseline Chief Inspector Training class, online or in person
 - Maintain certification by earning 6 hours of election training each term
 - Current term is 2020-2021
 - Municipal Clerk must track the training received by
 all of their election workers each 2-year term

12

Training Requirements for Chief Inspectors

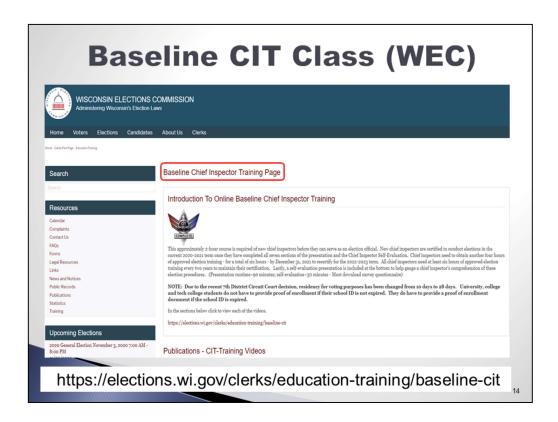
Training Requirements



- Regular Election Inspectors (poll workers), EROs, SVDs: State law requires these types of election officials to receive some type of election training every two years, but there is no hourly requirement
- All election workers were appointed by the governing body in December 2019 for the 2020-2021 term
 - Clerks may appoint to fill vacancies for an election
 - Clerks may work at the polls on Election Day if they are not on the ballot
- Clerks may use any election webinar that certifies
 chief inspectors for regular election inspector training

13

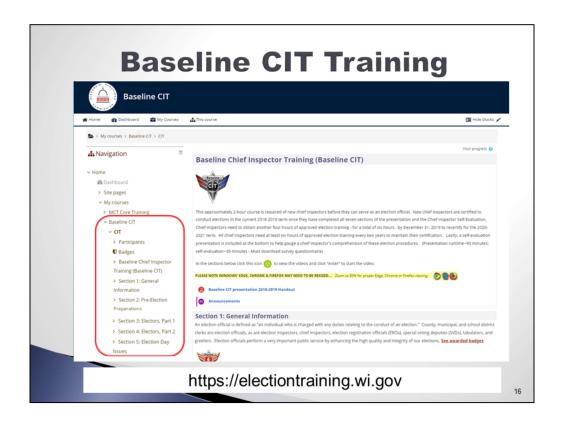
Training Requirements for Election Inspectors, EROs and SVDs



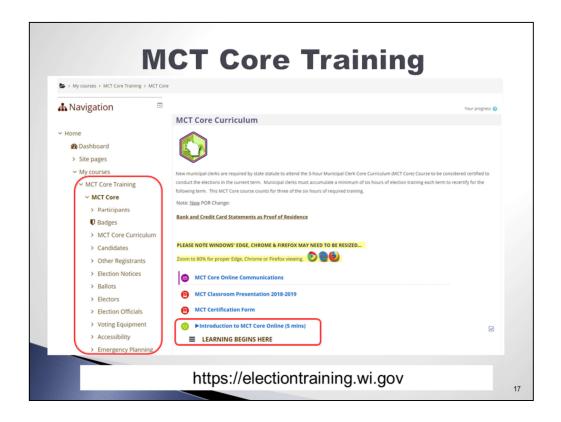
Baseline CIT Class on WEC website



The Learning Center



Baseline Chief Inspector Training in TLC



Municipal Clerk Core Training



Elections Security Training

Additional Resources



▶ Poll Worker Training Agendas: https://elections.wi.gov/clerks/education-training/election-inspectors

► EA/WisVote Training Webinars: https://elections.wi.gov/clerks/education-training/webinars

- ▶ Election Administration Manual (under revision)
- ▶ Election Day Manual (under revision)
- Manuals and Webinars Order Form

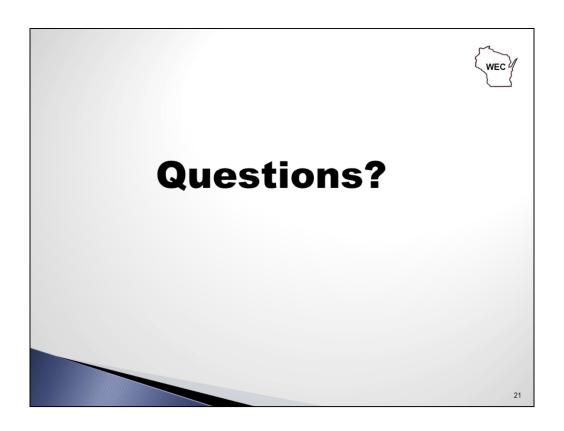
	Quantity	Item Description	Unit Cost By Mail	Total Cost
		Election Administration Manual for Wisconsin Municipal Clerks (Rev. 10/2016)	\$15.00	\$0.00
		Election Day Manual for Wisconsin Election Officials (Rev. 10/2018)	\$10.00	\$0.00
		Election Administration Training Webinar Series (9/2015 - order date*) *includes all webinars in date range	\$5.00	\$0.00
			Total	\$0.00



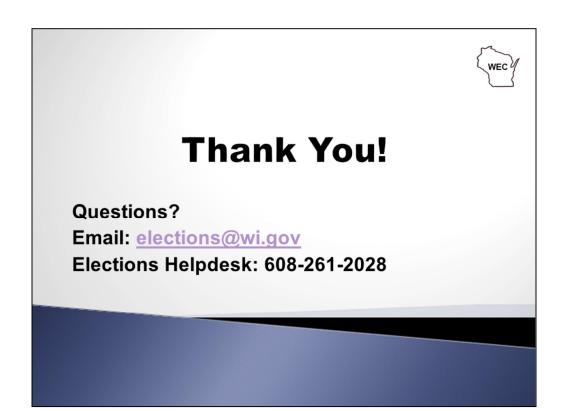
Additional Resources



Other Web Applications



Questions?



Thank you!