

# Wisconsin Elections Commission

# Prep for the February Primary: Completing Election Forms

January 27, 2021

**Prep for the February Primary: Completing Election Forms** 

# Agenda SVDs & the Spring Elections Inspectors' Statement (EL-104) Voter Registration Application (EL-131) Tally Sheet (EL-106) Reminders Additional Training Exercises

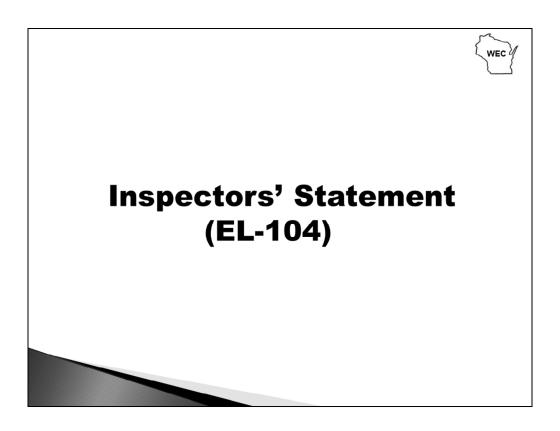
## **Agenda**

# SVDs & the Spring Elections



- Due to feedback from the DHS/Division of Public Health, the Commission determined that SVDs will not be able to enter care facilities for the February primary.
- State law requires the ballot to be sent to the voter if SVDs cannot visit the facility.
- · Decision will be revisited for the April election.
- Sample Care Facility letter
- Training Resources
- Please see the memo/related documents in Recent Clerk Communications: https://elections.wi.gov/node/7311

#### **SVDs & the Spring Election**



Inspectors' Statement (EL-104)



- Lists all blank, challenged, damaged, defective, overvoted, objected to, provisional and rejected ballots, etc.
- Lists voter statistics such as number of voters, absentee and provisional ballots
- Lists seal numbers from voting equipment
- Lists certification of results from chief inspectors and election inspectors who worked at the polls.

#### **Inspectors Statement**

Sample Inspec	tore	, <	Stateme	nt	
	w		tateme	116	
	□ chor	ek hov if n	o incidents were recorded for this e	lection	
Inspectors' Statement		nt Log	(Please refer to the Election Day Manual for detail		
We, the undersigned election inspectors, certify the following is a true and correct statement for an election	Incident Number	Incident Code (See glossary)	Description of Incident	Time Incident Occurred	Elec om:
held in the ward(s) of the of Cham, Vilage of City) (Name of Municipality) County of	70.00	200001		am. pm.	<u> </u>
State of Wisconsin, on the				am. pm.	
MUNICIPAL CLERK PROVIDES THE FOLLOWING INFORMATION:  Voting Unit Number Memory Device Serial Number				am.	Т
Tamper-Evident Seal Serial Number				am.	T
THIS SECTION TO BE COMPLETED BY CHIEF INSPECTOR:  YOTING EQUIPMENT BALLOT CONTAINER CHAIN-OF-CUSTORY RECORD				an.	T
Tamper-evident seal number verified by chief inspector (CI): Pre-electionPost-election     (CI intuits)				am.	T
<ul> <li>Upon sealing the ballot bag or container to which this Inspectors' Statement pertains, record the number of the tamper-evident seal used for this purpose here</li> </ul>				am.	$\vdash$
THIS SECTION TO BE COMPLETED BY ELECTION INSPECTORS AND VERIFIED BY CHIEF INSPECTOR:				pm. am. om.	
VOTER STATISTICS Total number of voters (last voter number on poll list)Number of absentee voters				am.	$\vdash$
beentee voters and in-person voters. Do not include provisional voters.) Number of provisional ballots  ptal Number of ballots castNumber of ballots in excess of total number of voters				2m.	$^{\dagger}$
lumber of votes cast on: sper (hand count) ballots optical scan ballots DRE (touch screen)				am.	$\vdash$
Signatures of Election Inspectors Time Worked				a.m.	$\vdash$
Segment of Control Inspector 10				am.	$\vdash$
				am. pm.	$\vdash$
CERTIFICATION OF CHIEF INSPECTOR				am. pm.	$\vdash$
I certify that: I have completed the required training administered by the State Elections Board, and have been duly certified as a Chief Inspector. I served as the Chief Inspector for the election described above for the time period included below.				am.	$\vdash$
ENTIRE DAY   FROM am TO: am pm				am. pm.	$\vdash$
(ligitulure of Chief Inspector) FROM s.m. TO s.m. p.m.				am. pm.	$\vdash$
The completed form is retained in the office of the Municipal Clerk.				am.	$\vdash$
'A copy of the completed form is returned to each Clerk with the other Election forms.				am.	t
Municipal clerk provides other copies as needed. §7.51, Wis. Stats.				am.	$\vdash$
DO NOT SEAL IN BALLOT BAG!				pm. am.	$\vdash$
3.A.B. (200)				p.m.	_

Sample Inspectors' Statement (EL-104)



## **Before the Polls Open**

- List the polling place details (ward, municipality, county) and election date.
- The clerk lists the VE voting unit # and tamper-evident seal numbers as part of the pre-election testing of the voting equipment.
- The Chief Inspector verifies the numbers against the EL-104 before the polls open; initials form
  - If numbers are missing, contact the clerk.

#### **Before the Polls Open**

# WECC Chain of Custody MUNICIPAL CLERK PROVIDES THE FOLLOWING INFORMATION: Voting Unit Number 001 Memory Device Serial Number 001-101 Tamper-Evident Seal Serial Number 395149 THIS SECTION TO BE COMPLETED BY CHIEF INSPECTOR: VOTING EQUIPMENT/BALLOT CONTAINER CHAIN-OF-CUSTODY RECORD Tamper-evident seal number verified by chief inspector (CI): Pre-election RR Post-election (CI initials) Upon sealing the ballot bag or container to which this Inspectors' Statement pertains, record the number of the tamper-evident seal used for this purpose here \_\_\_\_\_\_.

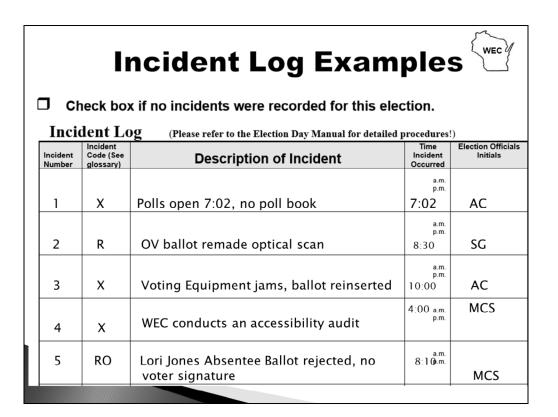
Voting Equipment Chain of Custody (before the polls open)



## **Election Day Incidents**

- The election inspectors record Election Day incidents on the log.
- Recording events accurately can help election officials reconcile at the end of the night and answer questions
- Better to record too much information rather than too little in the log.
- Unlikely to have a blank Incident Log

### **Election Day Incidents**



## **Incident Log Examples**

### **After the Polls Close**

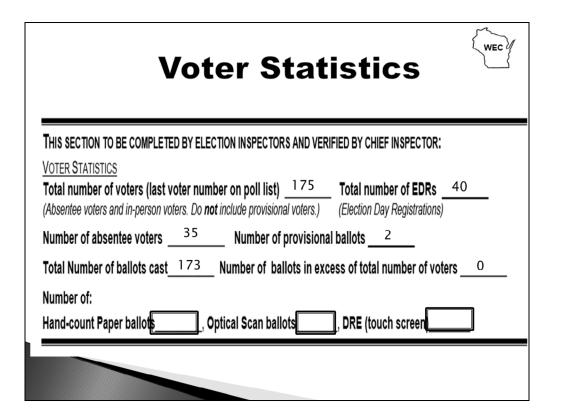


- Chief Inspector initials on EL-104 tamper-evident serial number on equipment matches the serial number written by clerk (Pre-election and Post-Election)
- Chief Inspector writes tamper evident serial number contained on ballot bag on EL-104 and EL-101
- Chief inspector or designated election inspector completes
  - Include the total number of voters, number of absentee voters and number of provisional voters
- All election inspectors sign the completed certificate attach an additional sheet if needed
- Chief inspector signs the certification that they have completed the required training

#### After the Poll Close

Voting Equipment Chain of Custody
MUNICIPAL CLERK PROVIDES THE FOLLOWING INFORMATION:  Voting Unit Number
THIS SECTION TO BE COMPLETED BY CHIEF INSPECTOR:  VOTING EQUIPMENT/BALLOT CONTAINER CHAIN-OF-CUSTODY RECORD  Tamper-evident seal number verified by chief inspector (CI): Pre-election RR (CI initials)  Post-election RR (CI initials)  Upon sealing the ballot bag or container to which this Inspectors' Statement pertains, record the number of the tamper-evident seal used for this purpose here 395150

**Voting Equipment Chain of Custody (after the polls close)** 



#### **Voter Statistics**

#### **Election Officials** Certification Signatures of Election Inspectors Time Worked Amy Gatress Shawn Gebert 6 am to 10 pm 6 am to 10 pm Marí Lou Short 6 am to 10 pm **CERTIFICATION OF CHIEF INSPECTOR** I certify that: I have completed the required training administered by the Wisconsin Elections Commission, and have been duly certified as a Chief Inspector. I served as the Chief Inspector for the election described above for the time period indicated below. ■ ENTIRE DAY □ FROM \_\_\_\_\_ a.m. TO: \_\_\_\_\_ a.m. p.m. Richard Rydechi (Signature of Chief Inspector) (Signature of Chief Inspector)

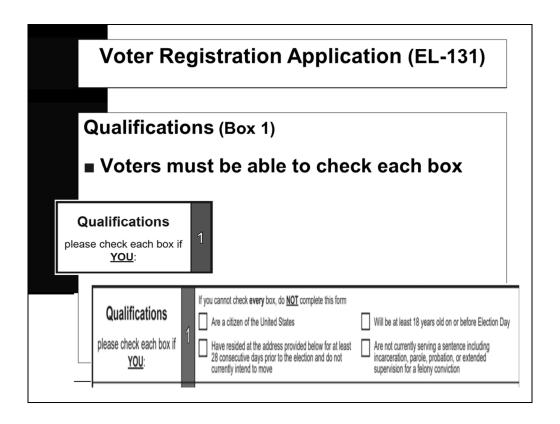
#### **Election Officials Certification**

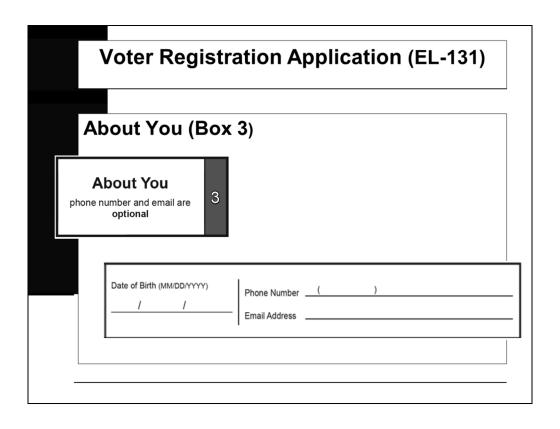




- Used whenever a first-time voter registers to vote or a current voter changes their name or address.
- Review of:
  - Qualifications
  - Phone number, address not required
  - Address vs. mailing address
  - Identification number
  - Certification
    - POR information (account number, residency)

Voter Registration Application
Wisconsin Voter Registration Application   Please retrieval to the product of the color of the c

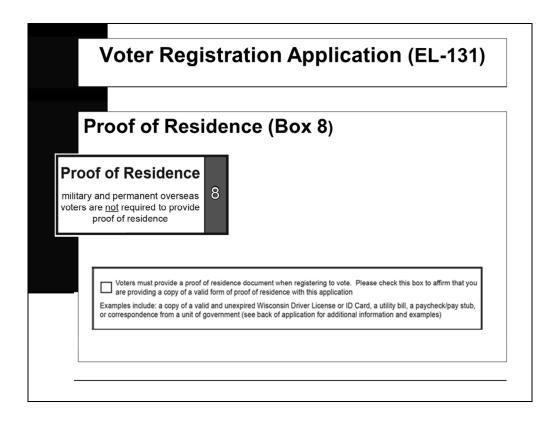


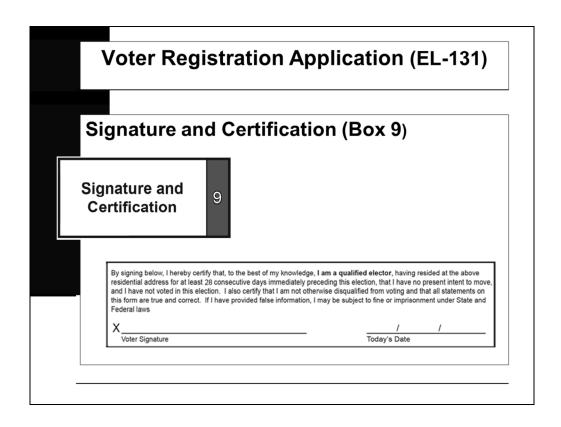


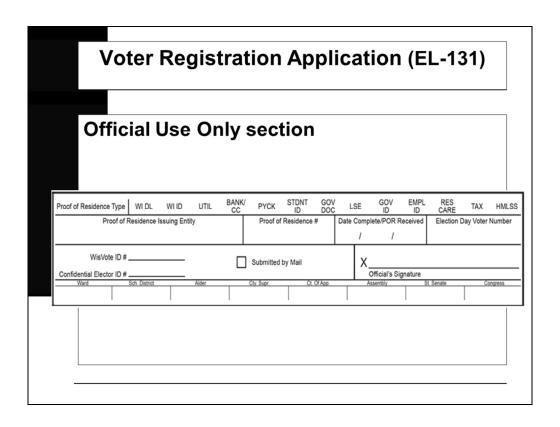
	■ Voter Registration Application (EL-131)
	reter regionation, (Ppineanon (22 101)
Т	he Address Where You Live (Box 4)
your res which if you do	cre You Live didential voting address, cannot be a P.O. Box not have a street address, dise the map on the back of this form
	Street Address Apt/Room #
	City/Town/Village of WI Zip
	Mailing Municipality (if different)  Are you military or permanent overseas voter?  Military  Permanent Overseas

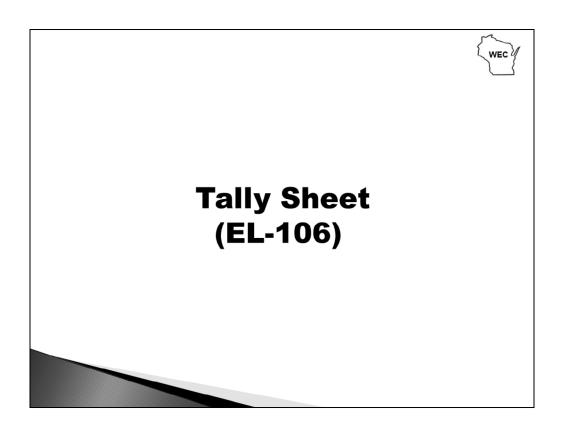


	Voter Registration Application (EL-131)								
Identification (Box 7)									
(check the WI Drive required SSN requ	ntification box that applies to you) r License or ID number if unexpired and valid. ired if DL/ID not valid never issued								
	I have an unexpired and valid WI Driver License or WI DOT issued ID. Provide number and expiration date below								
	Provide the last four digits of your Social Security Number XXX-XX- XXX- I I have neither a valid WI Driver License/ID nor a Social Security Number (see back for more information and next steps)								









Tally Sheet (EL-106)

# WEC

## Tally Sheet (EL-106)

- Tally sheets are used to count hand count paper ballots and write-in votes
- What should be listed
  - Ballot Candidates
  - Registered Write-ins
  - Unregistered Write-ins (only if all write-ins can be counted)
- What shouldn't be listed
  - Unregistered Write-ins (if write-in candidates need to be registered in order to be counted)

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Showing	results for the	ward(s) of the			a	ldem	anic d	istrict	of the	_	(toram	village o	or city)			°	f						in the County of
number o	f votes for each office, JMBER OF LAST VO	the names of all pe	n the	receiv	ing v	day otes, a	of _ nd the	numi	er of	votes	cast fo	r eaci	n pers	on.		20_		a	s mad	e by th	e ele	ction i	nspectors setting forth the total
	PRIMARY	TE ON TOLL LIS	OIC	111011	2.511					F THI		_	STAT	ES				-				COUN	TY OFFICES
	ELECTION						co	NGRI	SSIO	NAL	OFFI												L OFFICES
			_							& DI		om			OFF	oro.							OL DISTRICT OFFICES RENDA
	Party (Partisan Primary CTIONS: Insert office	,,					IJU	DICLA	L&S	UPER	INTE	NDE		NEY	OFFI	CES						KEFE	RENDA
Office	Names of Candidates I	ncluding Write-Ins	5	10 110	15	20	25	30	35	40	45	50	55	60	65	70	75	80	\$5 185	90	95	100	Total Votes Cast (In figures)
			107	110		120	127	100	127	140	140	150	122	100	100	170	1/2	100	107	190	177	200	(m ntme)
			$\vdash$																	=		Н	

Tally Shee	t (EL-106)
TALLY Of the votes given in the	CERTIFICATION
(Treess, Wilage or City)  Of  Country of  State of Wisconsin on, 20	State of Wisconsin )   SS.   County of )   SS.     We, the undersigned, certify that we are election inspectors for the
□ PRIMARY □ ELECTION  Name of Party (Partisan Primary)	wards(s) of the aldermanic district of the
☐ PRESIDENT OF THE UNITED STATES☐ CONGRESSIONAL OFFICES☐ STATEWIDE OFFICES	for the primary or election held on the day of 20
☐ LEGISLATIVE & DISTRICT ATTORNEY OFFICES ☐ JUDICIAL & SUPERINTENDENT ☐ COUNTY OFFICES ☐ LOCAL OFFICES ☐ SCHOOL DISTRICT OFFICES	We further certify that we have counted all the ballots cast in said ward or polling place, that the count was duly and legally made and that the results of the count shown on the within tally sheet statement is correct.
☐ REFERENDA  NOTE: THIS STATEMENT IS TO BE MADE IN DUPLICATE, ONE TO BE FILED WITH THE MUNICIPAL CLERK AND THE OTHER TO BE DELIVERED TO THE COUNTY CLERK, FOR SCHOOL DISTRICT ELECTIONS, ONE COPY IS DELIVERED TO THE MUNICIPAL CLERK, AND THE OTHER IS DELIVERED TO THE SCHOOL DISTRICT.	
STATE OF WISCONSIN Country of Received and filed this day of 20  (Signature of Country Clerk)	(Signatures of at least 3 Election Impectors, including the chief impector and one impector representing each of the 2 major political parties. Any impector or tabulator participating in the bullet count must unit the est

## **Tally Sheet Exercise**

#### State Superintendent

- Bob Smith, Mary Johnson, and Bill Roberts are all ballot candidates
- There are no registered write-in candidates
  - However, someone has written in the name "Micky Mouse" on their ballot.

#### ▶ Town Board

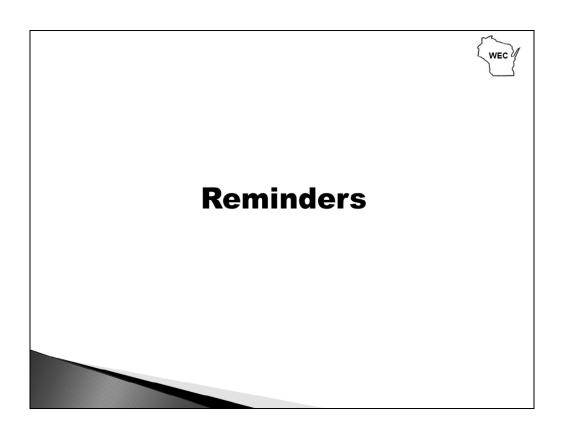
- Theresa Miller, Claire Rogers, and Juan Gonzalez are all ballot candidates
- Brad Goodman is a registered write in
- Someone has written in the name "Donald Duck"

	Tally Sheet Exercise																					
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Showing a	results for the 2 ward(s) of the	First			aldem	nanic	distric	t of th	ne						of		SA	MPLI			in th	e County of
	SAMPLE									JARY	-	or city)			, 20	21 as	made	by the	elect	ion in	specto	ors setting forth the total number of
votes for e	each office, the names of all persons receivable OF LAST VOTE ON POLL LIST	ving t	rotes,	and th	e num	ber o	f vote	cast	for ea	ch per	on.	30	0									-
	PRIMARY	ı or	шоп	LOII						IE UN	_		_		_						COID	NTY OFFICES
	ELECTION									OFFI		J. 1111										L OFFICES
						ST.	ATEV	/IDE	OFFI	CES												OOL DISTRICT OFFICES
Name of I	Party (Partisan Primary)	-								ISTRI			NEY	OFFI	CES						REFE	RENDA
				. 6 - 11						RINTI												
.Office	CTIONS: Insert office titles vertically and Names of Candidates Including Write-Ins	the n	ames (	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100	Total Votes Cast
	Bob Smith	105	110	115	120	125	130	135		145		155		165		175	180	185	190	195		(In figures) 112
t i	DOU SWARV	#	#	II				_				_										112
State Superintendent	Mary Johnson	#	#	#	#	#	#	#		#		#	#	#	#	#	#	#	#	#	#	147
i.		#	#	#	#	#	#	#	#	#	II											
State	Bill Roberts	#	#	#	#	#	#	Ш	-	-	_	-	-	-	_	_			_	_	_	33
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rd S	Claire Rogers				-		-		-	-		-		-	-							0/
Fown Board Seat	Juan Gonzalez	Ħ	#	#	#	#	#	#	#	#	#											50
Tov	Brad Goodman	II																				2

**Tally Sheet Exercise** 

Tally Shee	t Exercise
TALLY  Of the votes given in the  Sample.  County of Sample.  State of Wisconsin  on February 16	CERTIFICATION  State of Wisconsin ) ss.  County of <u>Sample</u> )  We, the undersigned, certify that we are election inspectors for the
☑ PRIMARY ☐ ELECTION  Name of Party (Partisan Primary)	2 wards(s) of the First  aldermanic district of the Town (town, village or city)  of Sample , State of Wisconsin,
□ PRESIDENT OF THE UNITED STATES □ CONGRESSIONAL OFFICES □ STATEWIDE OFFICES □ LEGISLATIVE & DISTRICT ATTORNEY OFFICES □ JUDICIAL & SUPERINTENDENT □ COUNTY OFFICES □ LOCAL OFFICES □ SCHOOL DISTRICT OFFICES □ REFERENDA	for the primary or election held on the 16th day of  February 2021.  We further crity that we have counted all the ballots cast in said ward or polling place, that the count was duly and legally made and that the results of the count shown on the within tally sheet statement is correct.
NOTE: THIS STATEMENT IS TO BE MADE IN DUPLICATE, ONE TO BE FILED WITH THE MUNICIPAL CLERK AND THE OTHER TO BE DELIVERED TO THE COUNTY CLERK FOR SCHOOL DISTRICT ELECTIONS, ONE COPY IS DELIVERED TO THE MUNICIPAL CLERK, AND THE OTHER IS DELIVERED TO THE SCHOOL DISTRICT.  STATE OF WISCONSIN  County  Received and filed this	(Signatures of at least 3 Election Inspectors, including the chief inspector and one inspector representing each of the 2 major political parties. Any inspector or tabulator participating in the ballot count must sign the certification.)
Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 608-266-8005   web: elections.wi.gov   email: elections@wi.gov	Dated, 20

### **Tally Sheet Exercise**



## Reminders

# Election Day Accessibility Checklist & Quick Fix Guide

- The chief inspector or clerk should review the Checklist prior to opening the polling place to ensure that it is accessible.
- The Quick Fix Guide provides temporary solutions if an accessibility-related problem is identified.
- Available here: <a href="https://elections.wi.gov/clerks/guidance/accessibility/polling-place-set-up">https://elections.wi.gov/clerks/guidance/accessibility/polling-place-set-up</a>

**Election Day Accessibility Checklist & Quick Fix Guide** 

### **Reminders**



- State law requires 28 days to establish residency for voting purposes.
- All voters are required to submit a new absentee ballot application for 2021, except indefinitely confined voters.
- Clerks may not accept absentee ballot applications in their office or a drop box before in person absentee voting starts,
- Voters can return completed absentee ballots to the polling place (except central count munis),

#### Reminders

## **Reminders**

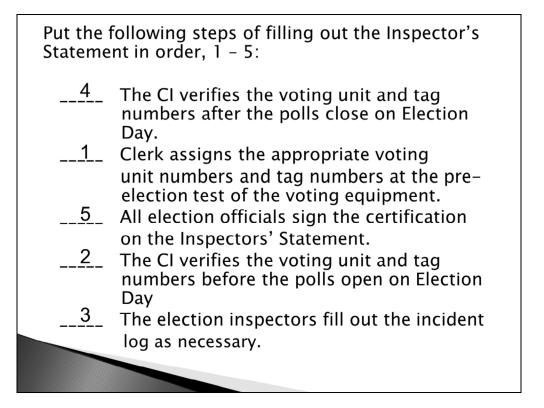


- The address on the photo ID does not have to be current.
- Absentee voters with a photo ID on file do not have to submit a new one with their new application.
- If the number of ballot candidates is less than the number of votes the voter is entitled to for a contest, count all write-in votes, registered or not.

#### Reminders



**Additional Training Exercises** 



Inspectors' Statement Q and A

# When should the chief inspector check the tamper-evident seal/tag protecting the voting equipment's memory device?

- a. Before the polls open on Election Day
- b. After the polls close on Election Day
- c. Periodically throughout the day on Election Day
- d. All of the above

#### Answer: d

The chief inspector is required to check the seal or tag protecting the equipment's memory device both before the polls open and when they close. Best practices suggest that the chief inspector also check them periodically during the day and at shift changes.

#### Inspectors Statement Q and A

Only election inspectors still working at the polls when it closes should sign the completed certificate on the Inspectors' Statement. True or False?

**Answer: False** 

All election inspectors should sign the certification and indicate which hours they worked on Election Day.

Inspectors Statement Q and A

# Which of the following are valid forms of proof of residence if they list the voter's full name and Wisconsin address? True or False?

- a. Wisconsin deer hunting license True! License issued by unit of government
- b. Letter from the municipal clerk True! Document issued by a unit of government
- c. Auto insurance card False! Issued by private company
- d. Home mortgage statement True! Bank or Credit Union Statement
- e. Vehicle registration issued by the WI DOT True! Document issued by u/gov't
- f. Credit card statement True! Bank or Credit Union Statement
- g. Wedding invitation False! Personal mail
- h. Cell phone bill True! Utility bill
- i. Bank statement shown on a smart phone True! POR may be shown electronically
- j. Public High school report card True! Document issued by a unit of government
- Mail forwarded by the post office with a yellow new address sticker attached False! Yellow sticker not valid, but letter from the USPS is acceptable
- I. Letter from the Mexican Consulate True! Document issued by a unit of government

POR Documents Q and A

# Are the following statements about proof of residence documents True or False?

- a. Acceptable proof of residence must contain the voter's current name and residential address.
  - True! Acceptable POR must include the voter's full name and Wisconsin address.
- Acceptable proof of residence must indicate whether a voter has resided at the address listed for at least 28 consecutive days.
   False! A voter certifies that they have resided at the address listed by signing the voter registration application.
- signing the voter registration application
  c. Acceptable proof of residence must have an associated account number, such as a bank account number.
  - False! Not all acceptable forms of POR have an associated account number.
- d. Proof of residence can be provided using an electronic device such as a smart phone.
  - True! POR may be provided electronically using a smart phone or some other device.
- There are some documents that can be used as both proof of residence and photo ID.
  - True! An unexpired Wisconsin driver license or state-issued ID card, for example, can be used as POR and POI if the name and address are current.

POR Document Q and A

# Provisional voting may be used in the following situations, True or False?

- a. When the voter is in the wrong polling location.
   False! A provisional ballot may not be issued if the voter is in the wrong polling place.
- place.

  b. When registering, the voter is unable or unwilling to provide their unexpired WI driver license or state-issued ID card number True! A voter may cast a provisional ballot if they have been issued a WI driver license or state ID card and can't or won't provide the number.
- c. When the voter can't provide proof of residence.
  False! A provisional ballot may not be issued if the voter cannot provide proof of residence at the polls on Election Day.
  - residence at the polls on Election Day.

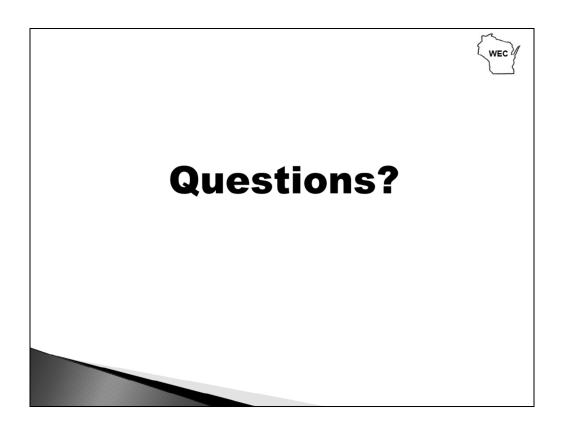
    d. When the voter is unable or unwilling to provide proof of identification.

    True! A voter may cast a provisional ballot if they can't or won't provide proof of identification.
- of identification.

  When the voter is marked "POR Required" on the poll list and is unable to provide proof of residence.

  Bonus question. False! This notation no longer appears on the poll list and is not a valid reason to be issued a provisional ballot.

Provisional Voting Q and A



Questions?