

Elections Administration Webinar Training Series  
*“Building on the Basics”*

## **Preparing for the April Election**

**Wednesday, March 12, 2014**

**9:00 a.m. – 11:00 a.m.**

### **Program Presenters**

Wisconsin Government Accountability Board Staff

### **Agenda**

- **Polling Place Accessibility Update**
- **Pre-Election Preparations & Polling Place Set-up (video)**
- **MyVote Wisconsin Notifications**
- **Voter Registration and Proof of Residence**
- **Absentee Voting Overview and Deadlines**
- **MBOC/Processing Late-Arriving Ballots**



# TABLE OF CONTENTS

	<u>Page Number</u>
<b>General Information</b>	
Table of Contents .....	1
Elections Directory .....	3-4
<b>Polling Place Accessibility Update .....</b>	<b>5-7</b>
<b>Pre-Election Preparations &amp; Polling Place Set-up (video demonstration) ..</b>	<b>9-11</b>
<b>MyVote Wisconsin Notifications .....</b>	<b>13-24</b>
<b>Voter Registration and Proof of Residence .....</b>	<b>25-40</b>
<b>Absentee Voting Overview and Deadlines.....</b>	<b>41-54</b>
<b>MBOC/Processing Late-Arriving Ballots.....</b>	<b>55-78</b>
<b>Manuals &amp; Webinar Order Form.....</b>	<b>79</b>



# ELECTIONS DIVISION DIRECTORY



Government Accountability Board  
Elections Division  
212 East Washington Avenue, 3<sup>rd</sup> Floor  
P.O. Box 7984  
Madison, WI 53707-7984  
Phone: 608-261-2028  
FAX: 608-267-0500  
Website: <http://gab.wi.gov>  
Email: [gab@wi.gov](mailto:gab@wi.gov)

## WISCONSIN ELECTIONS DIVISION

Agency General Number..... 608-266-8005  
FAX..... 608-267-0500  
email: [gab@wisconsin.gov](mailto:gab@wisconsin.gov)  
Agency Help Desk Number..... 608-261-2028

### **Administration**

Kevin J. Kennedy  
Director and General Counsel.....608-266-8005  
email: [kevin.kennedy@wisconsin.gov](mailto:kevin.kennedy@wisconsin.gov)  
Michael Haas  
Elections Division Administrator .....608-266-0136  
email: [michael.haas@wisconsin.gov](mailto:michael.haas@wisconsin.gov)  
Sharrie Hauge  
Chief Administrative Officer..... 608-266-0404  
email: [sharrie.hauge@wisconsin.gov](mailto:sharrie.hauge@wisconsin.gov)  
Ross Hein  
Elections Supervisor ..... 608-267-3666  
email: [ross.hein@wisconsin.gov](mailto:ross.hein@wisconsin.gov)  
Shane Falk  
Staff Counsel..... 608-266-2094  
email: [shane.falk@wisconsin.gov](mailto:shane.falk@wisconsin.gov)  
Nathan Judnic  
Staff Counsel.....608-267-0953  
email: [nathan.judnic@wi.gov](mailto:nathan.judnic@wi.gov)

### **Election Administration**

Diane Lowe  
Lead Elections Specialist..... 608-266-3276  
email: [diane.lowe@wisconsin.gov](mailto:diane.lowe@wisconsin.gov)  
David Buerger  
Elections Specialist..... 608-267-0951  
email: [david.buerger@wisconsin.gov](mailto:david.buerger@wisconsin.gov)  
Sherri Ann Charleston  
Elections Specialist-Voting Equipment..... 608-267-0714  
email: [sherri.charleston@wisconsin.gov](mailto:sherri.charleston@wisconsin.gov)  
Jason Fischer  
Elections Specialist..... 608-261-2030  
email: [jasonv2.fischer@wisconsin.gov](mailto:jasonv2.fischer@wisconsin.gov)

### **G.A.B. Help Desk**

Steve Rossman  
Help Desk Lead..... 608-261-2028  
email: [steven.rossman@wisconsin.gov](mailto:steven.rossman@wisconsin.gov)  
John Hoeth  
Help Desk..... 608-261-2028  
email: [john.hoeth@wisconsin.gov](mailto:john.hoeth@wisconsin.gov)

### **Public Information**

Reid Magney  
Public Information Officer.....608-267-7887  
email: [reid.magney@wisconsin.gov](mailto:reid.magney@wisconsin.gov)

### **Election Services**

Richard Rydecki  
Elections Specialist-Accessibility.....608-261-2015  
email: [richard.rydecki@wisconsin.gov](mailto:richard.rydecki@wisconsin.gov)  
Meagan Wolfe  
Elections Specialist-Voter Information.....608-266-8175  
email: [meagan.wolfe@wisconsin.gov](mailto:meagan.wolfe@wisconsin.gov)

### **Training**

Allison Coakley  
Training Officer -Coordinator..... 608-261-2033  
email: [allison.coakley@wisconsin.gov](mailto:allison.coakley@wisconsin.gov)  
Juanita Borton  
Training Officer..... 608-261-2004  
email: [juanita.borton@wisconsin.gov](mailto:juanita.borton@wisconsin.gov)  
Christopher Doffing  
Training Officer-Multi-Media..... 608-261-2007  
email: [christopher.doffing@wisconsin.gov](mailto:christopher.doffing@wisconsin.gov)  
Michael Nelson  
Training Officer..... 608-261-2006  
email: [michael.nelson@wisconsin.gov](mailto:michael.nelson@wisconsin.gov)  
Michael Kukula  
Office Operations Associate-Training..... 608-261-2003  
email: [michael.kukula@wisconsin.gov](mailto:michael.kukula@wisconsin.gov)

### **Statewide Voter Registration System (SVRS)**

Sarah Whitt  
Functional Lead..... 608-261-2034  
email: [sarah.whitt@wisconsin.gov](mailto:sarah.whitt@wisconsin.gov)  
Ann Oberle  
Testing Lead..... 608-264-6764  
email: [ann.oberle@wisconsin.gov](mailto:ann.oberle@wisconsin.gov)  
Jody Kitts  
SVRS Specialist..... 608-261-2011  
email: [jody.kitts@wisconsin.gov](mailto:jody.kitts@wisconsin.gov)  
Kyle Kundert  
SVRS Specialist.....608-267-7890  
email: [kyle.kundert@wisconsin.gov](mailto:kyle.kundert@wisconsin.gov)  
Lila Walsh  
SVRS Specialist..... 608-267-7891  
email: [lila.walsh@wisconsin.gov](mailto:lila.walsh@wisconsin.gov)  
Zachary Robinson  
GIS Specialist..... 608-261-2032  
email: [zach.robinson@wisconsin.gov](mailto:zach.robinson@wisconsin.gov)

## **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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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**

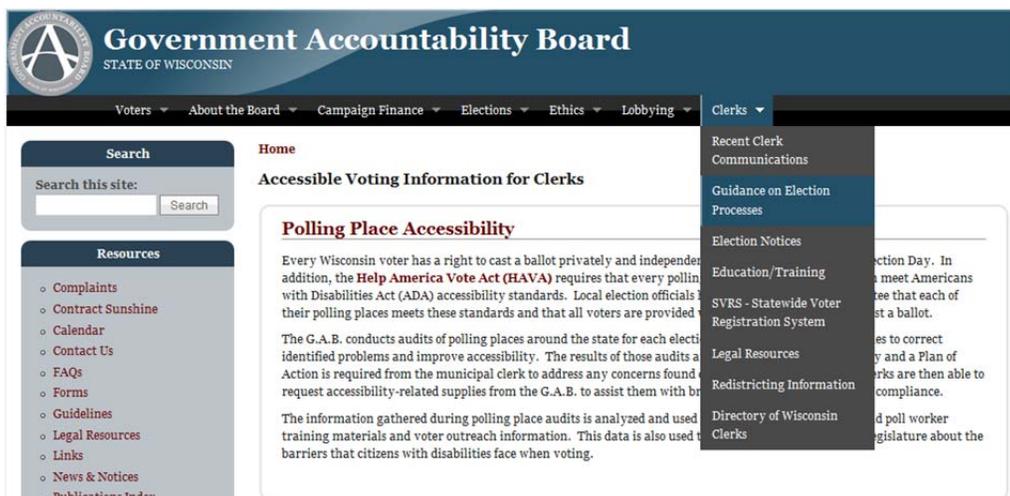
Bear Graphics  
P.O. Box 3290  
Sioux City, IA 51101  
Phone: 800-325-8094

## Polling Place Accessibility Update

The G.A.B. continues to audit polling places for each election to identify accessibility concerns. Since 2011, staff has visited over 1,700 locations, or 60 percent of all polling places statewide. These efforts have identified an average of 6.5 accessibility problems per polling place, with the majority of those concerns found in the voting area. We remain committed to visiting every polling place in the state.

As you prepare for the 2014 election cycle, we encourage you to review accessibility standards to ensure that voting locations in your municipality do not have barriers that would restrict participation by elderly voters or voters with disabilities. We know that many clerks are in the process of training new chief inspectors and poll workers on election administration procedures and polling place accessibility should be addressed during this training.

To assist your efforts, we have created a **Polling Place Set-Up Guide** that can be used as a reference both during training and at the polling place on Election Day. This guide provides an overview of accessibility standards from the parking area to the accessible entrance and also provides information about setting up your voting area so that all voters can move freely around the polling place and have access to the accessible voting equipment. This guide can be found posted on our website on the 'Accessible Voting Information for Clerks' page linked to on the Guidance on Election Processes page (<http://gab.wi.gov/clerks/guidance/accessibility/>).



In addition, we have several other resources available on that webpage that are useful poll worker resources. The **Election Day Accessibility Checklist** and **Poll Worker Common Sense and Common Courtesy** documents both can be used on Election Day to ensure that all voters in your municipality can cast a ballot privately and independently. The checklist can be used on or before Election Day during a walkthrough of the polling place to make sure there are no accessibility problems restricting access to the polling place. The Common Sense and Common Courtesy document is posted in the Assisting Voters with Disabilities section on the website and can be used during training to make sure that all eligible voters feel welcome at your polling place and are able to participate in the electoral process.

## Polling Place Set-up

Posted in [Accessibility](#)

Polling places should be organized so that all voters can be processed efficiently and voters with disabilities can navigate the voting area and participate in the electoral process without assistance. The Polling Place Set-Up guide provides an overview of the accessibility standards that every polling place must meet.

It is important to note that polling place accessibility begins in the parking area and applies to any pathway or obstacle that a voter with a disability would have to navigate to gain access to the voting area. The voting area should be configured to allow passage throughout the space for a voter in a wheelchair and accessible voting booths and machines should both meet ADA standards and be positioned to ensure voter privacy.

Municipal clerks should use this guide to train their election inspectors before an election cycle on the guidelines for proper polling place organization. If an accessibility-related problem is identified on Election Day, the Quick Fix Guide can be used to create a sufficient temporary solution until the issue can be resolved permanently.

Attachment	Size
<a href="#">Polling Place Set-up Guide.pdf</a>	1.03 MB
<a href="#">Quick Fix Guide.pdf</a>	37.81 KB
<a href="#">Election Day Accessibility Checklist.pdf</a>	128.2 KB

## Assisting Voters with Disabilities

Posted in [Accessibility](#)

The Help America Vote Act of 2002 (HAVA) created a requirement that every polling place have accessible voting equipment available for each election. The State of Wisconsin used funds provided through HAVA to assist municipalities with purchasing accessible voting equipment. By 2006, every municipality in the state met this requirement and six accessible voting systems are currently in use statewide.

### Assistance with Voting and Registering

Every polling place is also required to have an Americans with Disabilities Act compliant booth or table available for voters with disabilities who wish to cast a paper ballot. If a voter requires assistance marking their ballot on Election Day, they may take any person of their choosing, except their employer or a representative of their labor union, with them into the voting booth. A voter may require an assistor if they have problems reading or writing, have difficulty with the English language, or have a disability which prevents them from being able to mark the ballot. After the ballot has been marked, the assistor must then sign in the space provided on the back of the ballot. The name and address of the individual providing assistance will also be recorded on the voter list by the election inspectors. Assistors do not need to be qualified electors, and may include children who are minors or otherwise ineligible electors. An election inspector may also provide assistance to voters who request it. Providing guidance about how to properly mark a ballot is not "assistance".

If you identify accessibility problems during the walkthrough of your polling place, there are reference documents that you can use to better understand the problem and how to address the issue. The **Top 10 Most Common Accessibility Problems** section on the website provides an overview of each problem, identifies and explains best practices and discusses common problems. Each section contains photos and diagrams where relevant. In addition, the **Quick Fix Guide** also provides temporary solutions for problems identified on or around Election Day that cannot be permanently fixed. This guide is especially helpful for ensuring that facilities that serve as polling places but are not owned by the municipality (such as churches and private buildings) are accessible on Election Day.

The screenshot shows the Government Accountability Board (G.A.B.) website for the State of Wisconsin. The navigation menu includes: Voters, About the Board, Campaign Finance, Elections, Ethics, Lobbying, and Clerks. The main content area is titled "Top 10 Most Common Accessibility Problems" and includes a "View" button and an "Edit" button. Below the title, it states: "The G.A.B. conducts audits of polling places during each election. Listed below are the most common accessibility problems identified as a result of those visits. Click on each item for details and photos of best practices and common problems associated with each problem." The list of 10 problems is as follows:

1. Required election notices are not always posted and those posted are not printed in 18-point font.
2. Lack of accessible parking spaces and/or insufficient signage for accessible parking spaces.
3. Insufficient signage for accessible entrances.
4. Doors that require more than 8 lbs. of force to open.
5. Gaps and uneven pavement in the pathway from the parking area to the accessible entrance.
6. Lack of privacy for voters casting a paper ballot.
7. Interior routes that had obstacles, were poorly lit, and/or were not clearly marked.
8. Accessible voting equipment that was not functional or was not clearly available for voters to use.
9. Doors that do not have lever door handles or an electronic feature such as an automatic opener, power-assist, or bell/buzzer.
10. Pathways to the accessible entrance that were not clearly marked.

Below the list, it says: "You can also download a guide to solving these common accessibility problems below." A table of attachments is shown:

Attachment	Size
<a href="#">Top 10 Polling Place Accessibility Problems Explained.pdf</a>	3.59 MB

The G.A.B. remains committed to increasing polling place accessibility throughout Wisconsin. For upcoming elections, we plan on piloting a program to work with counties and municipalities in advance of polling place accessibility audits. Our hope is that through education and awareness we can partner to eliminate barriers to access for elderly voters and voters with disabilities and ensure that all voters who wish to cast ballots on Election Day can do so. Please note that we still have a limited number of polling place accessibility supplies available for request. The **Accessibility Supply Request Form** is posted on our website at: <http://gab.wi.gov/clerks/guidance/accessibility/new-polling-place>.

We appreciate your continued efforts to serving voters in your communities. If you have any questions about polling place accessibility, please contact Accessibility Coordinator Richard Rydecki at (608)261-2015 or by email at [Richard.Rydecki@wi.gov](mailto:Richard.Rydecki@wi.gov).



## Pre-Election Preparations & Polling Place Set-Up

### **Introduction:**

Your job as an election official is an important responsibility. Being familiar with election laws and procedures before Election Day will ensure that you feel comfortable and confident serving at the polling place. There are a number of activities you can and should do to increase your knowledge and help prepare you for an election. The polls may open at 7 am, but your job as an election inspector starts long before that.

This webinar will provide tips to help you prepare the polling place, and yourself, for Election Day. You will learn what supplies are needed, the importance of strategic placement of polling place personnel and signage and how to ensure accessibility at the polling place.

### **Pre-Election Preparations:**

The best way to begin your preparation is to attend a training session. All election inspectors, special registration deputies, and special voting deputies must attend election training within the two years of the election at which they serve. Chief inspectors must be initially certified by taking the 3-hour Baseline Chief Inspector training class, either in-person or via a live webinar with GAB staff.

Read the Election Day Manual. All chief inspectors receive a manual when they take the Baseline class. You should make sure your manual is up-to-date by checking the version posted on the GAB website under publications. Manuals can be downloaded for free or ordered for a small fee. The Election Day Manual should always be at the polling place for reference.

Your next step in the preparation process is to consult with the municipal clerk to determine how many election inspectors are needed. In high turnout elections, the clerk may decide to increase the number of election inspectors or assign a greeter or Election Day Special Registration Deputy. The clerk should also designate an End of Line Officer to stand at the end of the line of people waiting to vote when the polls close at 8 pm.

Review contingency plans. Every municipality should have a contingency plan in place in the event of an emergency. By identifying and planning a response to some common emergency scenarios, such as a fire or power outage, the election inspectors will be better equipped to handle the uncertainty caused by emergency situations.

Visit the polling place, familiarize yourself with the location.

Familiarize yourself with the ballot and voting equipment. You should be able to instruct a voter how to cast a ballot using the equipment.

Finally, arrive early on Election Day. The polls open at 7 am, but you can use the additional time to ensure that everything is ready before the voters start to arrive.

### **Polling Place Set-Up:**

Before the first voter steps into the polling place, election inspectors should take the time to make sure the polling place is set up correctly and that they have all the necessary supplies. The way a polling place is set up affects how easy it will be for you to do your job and for voters to cast their ballots. The proper set up is one of the most important elements to ensure that Election Day will run as smoothly as possible.

The Polling Place Checklist lists all supplies, notices and other materials and equipment that election inspectors should have at the polling place ready to go on Election Day. The Polling Place Checklist advises the Chief Inspector to consult with the municipal clerk as to the layout of the polling place. Take a critical look at your polling place, be familiar with the flow of traffic and make sure it will be accessible to all voters, including those with disabilities. The checklist can be found in the Election Day Manual.

When planning the layout of the polling place, keep in mind the following:

1. Voting Booths – every polling place is required to have at least one booth per 200 voters who voted in the last general election.  
One booth must be at least 36 inches wide with a writing surface between 28-34 inches high to meet accessibility standards.  
All booths are required to be placed together, including the accessible voting equipment. The accessible booth and voting equipment must be placed to ensure privacy and facing away from the view of the room or other voters.
2. One ballot box is required for each type of ballot in the election for municipalities using paper ballots. There must be a supply of paper ballots available at the polling place in case a voter requires assistance, a challenged ballot, provisional voting, malfunction of the electronic equipment or simply a voter asks for one. At polling places with direct recording electronic equipment (DRE), a single ballot box for hand-count paper ballots (absentee, assisted and challenged ballots) is required.
3. The American flag must be displayed on an outside poll or in the voting area during all hours the polls are open.
4. Consider setting up a separate table solely for Election Day Registration away from the area pre-registered voters check-in to help regulate the flow of traffic.
5. Traffic in the polling place can be improved by posting “Enter,” “Exit” and “Voter Registration” signs. In addition, signs marking the accessible path should be prominently posted and easy to read from the parking lot. Additional directions that instruct voters that they must state their name and address and sign the poll book can make the process more efficient.
6. A designated area should be set up at the polling place to allow election observers to observe all public aspects of the polling place. When feasible, the observer area should be not less than 6 feet and not more than 12 feet from the table at

which voters are announcing their names and addresses and being issued voter numbers.

Other necessary supplies and materials listed on the Polling Place Checklist include: Election Day Forms, including ballots, poll lists, ballot bags and tally sheets. Please consider taking this checklist and marking the supplies, materials and activities you have completed and notify the municipal clerk if anything is missing.

The chief inspector should survey the polling place both inside and outside. Is the voting area set up for an orderly flow of traffic? Are the paths wide enough for people with disabilities? Is there enough signage posted to help voters navigate the room and process? Are the election inspectors in place with the materials they need to do their job? Outside...is the entrance to the polling place clearly marked? If the accessible entrance is a different door, is there signage directing voters to it? Are the entrances free and clear of any obstacles, including snow and ice this time of year?

Remember to verify that the numbered seal on the memory device in the electronic equipment is the same as the clerk recorded on the Inspectors' Statement after the public test. Make sure all ballot boxes are empty and locked and that no votes have been cast on the voting equipment. More information regarding ballot and equipment security can be found in the "Voting Equipment Testing and Security" webinar.

### **Summary:**

We hope this presentation has demonstrated the importance of a well-prepared polling place. Coming to the polling place to vote is the only aspect of an election most people experience. A well-run, efficient and cordial environment enhances the voting experience and instills confidence in the electoral process. We recommend that election inspectors and clerks review the checklists in addition to the "Pre-Election Preparations" section of the Election Day Manual.

### **Q & A:**

1. Prior to Election Day, election inspectors should:
  - a. Take a training session
  - b. Read the Election Day Manual
  - c. Review contingency plans
  - d. Familiarize themselves with the polling place and voting equipment
  - e. All of the above
  
2. Every polling place is required to have how many voting booths per how many voters from the last general election?
  - a. 25
  - b. 100
  - c. 200
  - d. 1000
  
3. T/F: Election observers can observe all public aspects of the polling process.



# Notifications

## Clerk Notifications for CITY OF MILWAUKEE - MAIN - 41251

### ClerkNotifications - New Online Voter Registrations

Voter registrations have been download from the My Vote WI site on the following date: 10/19/2012

The voters are required to mail their registration form (during open registration), bring the form to your office (during the close of registration), or bring the form to the polling place (on election day) before you can process their voter registration. Please take note of voter registrations you receive, the voter registrations downloaded from the My Vote WI site will have "Completed online at: My Vote WI" listed at the top of the form in the header. An online app ID number will also print at the top of the form.

The voter will receive an email the day after you process their voter application.

Instructions on processing registrations completed online (formerly called "Click and Mail") can be found on the [G.A.B. website](#)

Reliers – Please make sure you inform your Provider when you receive the voter registration form in the mail so they can process the voter application.

Providers – Please review any applications received from your reliers so you can identify which registrations were created through the My Vote WI site (formerly Click and Mail) and have an application pending

Names of voters who have downloaded a voter registration through My Vote WI:

Online App ID	Voter Name	Voter Address	Voter Type
2921065	AMANDA MAHON	2745 DOWNER MILWAUKEE	Regular
2921920	ANGELO LAWSON	2855 55TH MILWAUKEE	Regular



### What does this notification mean?

This notification is letting you know that a voter has entered a Click and Mail application through MyVote. The data from Click and Mail applications will automatically appear in the SVRS Voter Applications node as a pending application.

# CONTINUED

## Clerk Notifications for CITY OF MILWAUKEE - MAIN - 41251

### Clerk Notifications - New Online Voter Registrations

Voter registrations have been download from the My Vote WI site on the following date: 10/19/2012

The voters are required to mail their registration form (during open registration), bring the form to your office (during the close of registration), or bring the form to the polling place (on election day) before you can process their voter registration. Please take note of voter registrations you receive, the voter registrations downloaded from the My Vote WI site will have "Completed online at: My Vote WI" listed at the top of the form in the header. An online app ID number will also print at the top of the form.



#### What action is required by the Clerk?

*If you are an SVRS Relier:* No immediate action is required. You will need to notify your SVRS Provider when you receive the signed GAB-131 in the mail.

*If you are a SVRS Provider:* No immediate action is required. When you receive a copy of the GAB-131 from your Relier, review the information for completeness and accuracy and process the application as normal in SVRS. Provide the voter registration number to your Relier.

*If you are a SVRS Self-Provider:* No immediate action is required. When you receive a copy of the GAB-131 from your voter, review the information for completeness and accuracy and process the application as normal in SVRS.



#### Tips and information related to this notification.

- 1. All applications submitted through Click and Mail are given an Online ID. If a voter submits more than one application, you can use the Online App ID to connect the paper form you receive to the electronic application that was submitted.*
- 2. If the voter never mails or turns in their application form, the application will remain in Pending status indefinitely. After 30 days, you should process the application as Denied –Application Not Received. You may attempt to contact the voter to let them know the form was never received, but you are not required to notify the voter.*
- 3. If the voter submits multiple applications through Click and Mail, you should process duplicate applications as Denied – Duplicate Application. You may want to search by the voter's name when you receive their paper application, in order to identify any duplicates.*

# ClerkNotifications New Online Absentee Applications

The following is a summary of the absentee ballot requests that have been submitted online yesterday through the My Vote WI site. Some action may be required.

- You must mail out these absentee ballots. The following voters have requested that you mail them an absentee ballot:

Absentee App	Voter Name	Voter Type	Election Types
<a href="#">712171898</a>	LEE JONES	Military	ALL

- You must fax out these absentee ballots. The following voters have requested that you fax them an absentee ballot:

Absentee App	Voter Name	Voter Type	Election Types
<a href="#">712171898</a>	MARY ANN LEWIS	Military	PRGE

- You must email out these absentee ballots. The following voters have requested that you email them an absentee ballot:

Absentee App ID	Voter Name	Voter Type	Election Types
-----------------	------------	------------	----------------

- These ballots will be sent out automatically: The following voters have requested that they receive their absentee ballots online. The My Vote WI site will automatically email them when their absentee ballots are available.

Absentee App ID	Voter Name	Voter Type	Election Types
<a href="#">71036083</a>	EARL ATWOOD	Military	ALL
<a href="#">71036343</a>	BOBBY IVORY	Military	ALL



## What does this notification mean?

This notification is letting you know that a UOCAVA voter has entered an absentee ballot request through MyVote. The notifications will indicate how the voter requested that the ballot be sent – via mail, fax, or online.

# CONTINUED

## Clerk Notifications New Online Absentee Applications

The following is a summary of the absentee ballot requests that have been submitted online yesterday through the My Vote WI



### What action is required by the Clerk?

*If you are an SVRS Relier:* If a voter requests an absentee ballot be sent **via mail or fax**, you must send the ballot to the voter in the requested way within 24 hours (if ballots are available) of receiving the MyVote notification. You must also immediately notify your Provider that you have sent the requested ballot. If the voter requests to receive their ballot **online through MyVote**, no immediate action is necessary. You will need to notify your SVRS provider when you receive the voted ballot in the mail. Note: Voters can request absentee ballots for a calendar year or for multiple elections.

*If you are a SVRS Provider:* Once your Relier notifies you that an absentee ballot has been sent **via mail or fax**, Providers must then use Absentee Lite to record the ballot. If the voter requests to receive their ballot **online through MyVote**, no immediate action is necessary. Your Reliers will immediately notify you when a UOCAVA ballot is returned, you will then need to record the ballot as returned in Absentee Lite.

*If you are a SVRS Self-Provider, who uses SVRS to track absentees:* If a voter requests an absentee ballot be sent **via mail or fax**, the absentee application will automatically be created in SVRS. You simply need to generate a ballot from this MyVote absentee application. If the voter requests to receive their ballot **online through MyVote**, no immediate action is necessary. When you receive the voted ballot in the mail, you will then need to record the ballot as returned in SVRS.

*If you are an SVRS Self-Provider, who does not use SVRS to track absentees:* If a voter requests an absentee ballot be sent **via mail or fax**, you must send the ballot to the voter in the requested way within 24 hours (if ballots are available) of receiving the MyVote notification. You will need to record the ballot in Absentee Lite. If the voter requests to receive their ballot **online through MyVote**, no immediate action is necessary. When you receive the voted ballot in the mail, you will then need to record the ballot as returned in Absentee Lite. Note: Voters can request absentee ballots for a calendar year or for multiple elections.



### Tips and information related to this notification.

1. Keep in mind that this is an important notification that may require immediate action by the municipal clerk.
2. Be aware that a copy of the voter's absentee ballot application is sent in a separate email. Clerks must print the form and file them with all other absentee ballot applications for the election.
3. Remember some UOCAVA voters may request an online ballot through MyVote and then choose not to access or download their absentee ballot. If a UOCAVA voter does download their online ballot you will receive the notification highlighted in the next section.

## ClerkNotifications - Absentee Ballots Downloaded

Below is a list of voter(s) who downloaded an absentee ballot from the My Vote WI site on the following Date: 10/19/2012

- A ballot has automatically been "Issued" in SVRS for each military or permanent overseas voter listed below.
- Once you receive the ballot from the elector(s) you must update SVRS to indicate that the ballot as been returned. Reliers must inform their provider when you receive the ballot from the elector. This information should be provided as soon as possible after you received the ballot – do not wait until after the election to provide this information.
- Log the mailing ID of the absentee ballot on your absentee ballot log.
- Voters will receive an automatic email once you update their absentee ballot as returned.

Voters who have Downloaded a Ballot Online:

Mailing ID	Voter Name	Voter Type	Voter Email
12560071	EARL SIMPSON 4313 N 88TH ST MILWAUKEE, WI 53222-1720	Military	EARL@yahoo.com
12563144	NATHANIEL LUNDBERG 2819 S CLEMENT AVE MILWAUKEE, WI 53207-2228	Military	NATE@GMAIL.COM
12560526	SARA ELLIOT 10104 W KIEHNAU AVE MILWAUKEE, WI 53224	Military	SARA@yahoo.com



### What does this notification mean?

This notification is letting you know that a military or permanent absentee voter has accessed their absentee ballot online through MyVote.

## CONTINUED

### ClerkNotifications - Absentee Ballots Downloaded

Below is a list of voter(s) who downloaded an absentee ballot from the My Vote WI site on the following Date: 10/19/2012



#### What action is required by the Clerk?

*If you are an SVRS Relier:* No immediate action is required. You will need to notify your SVRS Provider when you receive the absentee ballot in the mail.

*If you are a SVRS Provider:* No immediate action is required. Your Reliers will immediately notify you when a UOCAVA ballot is returned, you will then need to record the ballot as returned in Absentee Lite (through the *Update UOCAVA Ballot Quick Task*).

*If you are a SVRS Self-Provider, who uses SVRS to track absentees:* No immediate action is required. When you receive the voted ballot in the mail, you will then need to record the ballot as returned in SVRS.

*If you are an SVRS Self-Provider, who does not use SVRS to track absentees:* No immediate action is required. When you receive the voted ballot in the mail, you will then need to record the ballot as returned in Absentee Lite (through the *Update UOCAVA Ballot Quick Task*).



#### Tips and information related to this notification.

1. Even if a UOCAVA voter does download their absentee ballot through MyVote, they may choose not to return a voted ballot. You still need to keep records of this ballot in your absentee ballot log.
2. Voters who have requested an online ballot will receive an email when absentee ballots can be accessed on MyVote. This is triggered by checking Milestone #4 in SVRS. This is an important reason why contests and candidates need to be complete and accurate in SVRS.

## Clerk Notifications - Updated Voters

Below is a list of military voters who have made changes to their voter record information on: 10/19/2012  
Please review the information. No action is required.

Merged	Voter Reg Num	Voter Information					
Merged Voters	0714442370		Voter Name	SSN	Address	UOCAVA	Date of Birth
		New	NATHANIEL LUNDBERG	2222	2819 S CLEMENT AVE MILWAUKEE, WI 53207-2228	MIL	05/29/1977
		OLD	NATHANIEL LUNDBERG		2819 S CLEMENT AVE MILWAUKEE, WI 53207-2228	MIL	05/29/1977
Not Merged Voters	0714430780		Voter Name	SSN	Address	UOCAVA	Date of Birth
		New	BOBBY R JONES	0000	2222 N HOLTON ST MILWAUKEE, WI 53212-3338	MIL	12/02/1981
		Existing	BOBBY R JONES		1111 2222 N HOLTON ST MILWAUKEE, WI 53212-3338		12/02/1981

The following voter records have been updated to reflect updated information on: 10/19/2012  
The voter provided additional social security number information while using the My Vote WI site. Please review the information and update the voter's registration form or absentee application you have on file to include the newly provided social security number.

Voter Reg Number	Voter Name	Old SSN	New SSN
------------------	------------	---------	---------



### What does this notification mean?

This notification is letting you know that a military voter has changed their name, address, UOCAVA status, or has updated their social security number in MyVote.

# CONTINUED

## Clerk Notifications - Updated Voters

Below is a list of military voters who have made changes to their voter record information on: 10/19/2012  
Please review the information. No action is required.

Merged	Voter Reg Num	Voter Information
--------	---------------	-------------------



### What action is required by the Clerk?

*If you are an SVRS Relier:* If the notification lists a voter record as “Merged,” then no action is required. The notification will list both the new and old voter records. If the notification lists the voter record as “Not Merged,” then SVRS was not able to merge the voter records and you will need to coordinate with your Provider to review the two records to determine if the newly created record and the existing record are the same person. If so, your Provider should merge the records.

*If you are a SVRS Provider:* If the notification lists a voter record as “Merged,” then no action is required. The notification will list both the new and old voter records. If the notification lists the voter record as “Not Merged,” then SVRS was not able to merge the voter records and you will need to coordinate with your Relier to review the two records to determine if the newly created record and the existing record are the same person. If so, you should merge the records.

*If you are a SVRS Self-Provider:* If the notification lists a voter record as “Merged,” then no action is required. The notification will list both the new and old voter records. If the notification lists the voter record as “Not Merged,” then SVRS was not able to merge the voter records and you will need to review the two records to determine if the newly created record and the existing record are the same person. If so, you should merge the records.



### Tips and information related to this notification.

1. One reason you may receive this notification is when a military voter updates their absentee address. In order to change their address, they need to go into the MyVote absentee ballot request tab. This is because military voters are not required to register to vote (and don't use Click and Mail), they are just updating their absentee information.
2. If a military voter wants to change their status from Regular voter to Military voter they will need to go to the MyVote homepage and select Military voter. Then, they will need to find their record. From there they can use the features of MyVote for a Military member, such as requesting an electronic ballot. You will *only get this notification when a military voter has changed their info using the absentee ballot request feature.*

## ClerkNotification - Spoiled Ballots

The following voter(s) has spoiled an absentee ballot on 10/19/2012

- Their original absentee ballot has been cancelled in SVRS.
- If the voter updated their vote location or their voter information, their original absentee application has also been cancelled in SVRS.
- Cancelling their original absentee ballot is the same as spoiling.
- The most recently requested absentee ballot they return to you is the ballot you count. You will receive notification when the voter downloads the new absentee ballot. This notification will contain a mailing ID number that will allow you to identify this as the new absentee ballot.
- If you receive the spoiled absentee ballot back from the voter, you spoil the ballot by making a small tear in the envelope and ballot and place it in an envelope for spoiled ballots.

### Voter(s) who Cancelled/Spoiled a Previous Absentee Ballot:

Voter Name	Voter Type	Vote Location	Date Ballot Spoiled Sent	Spoiled Ballot Mailing ID
NATHANIEL J ELLIOT	Military	Online	9/27/2012 12:00:00 AM	12486414



### What does this notification mean?

This notification is letting you know that a military or permanent absentee voter has chosen to spoil an existing absentee ballot and has been issued another ballot.

## CONTINUED

### ClerkNotification - Spoiled Ballots



#### What action is required by the Clerk?

*If you are an SVRS Relier:* If you receive the spoiled absentee ballot back from the voter, you spoil the ballot by making a small tear in the envelope and ballot and place it in an envelope for spoiled ballots. Update your Absentee Ballot log with the current, active ballot.

*If you are a SVRS Provider:* No action is needed.

*If you are a SVRS Self-Provider, who uses SVRS to track absentees:* If you receive the spoiled absentee ballot back from the voter, you spoil the ballot by making a small tear in the envelope and ballot and place it in an envelope for spoiled ballots. No other action is needed; the Absentee Ballot Log generated from SVRS will automatically display the current, active ballot.

*If you are a SVRS Self-Provider, who does not use SVRS to track absentees:* If you receive the spoiled absentee ballot back from the voter, you spoil the ballot by making a small tear in the envelope and ballot and place it in an envelope for spoiled ballots. Update your Absentee Ballot log with the current, active ballot.



#### Tips and information related to this notification.

1. A military voter can request and spoil up to three ballots.
2. The most recently issued ballot is the one that can be counted at the polling place.
3. When a military voter cancels their absentee ballot in MyVote it is the effectively the same as spoiling the ballot.

## ClerkNotifications New Online Absentee Applications

The following is a summary of the absentee ballot requests that have been submitted online yesterday through the My Vote WI site. Some action may be required. A copy of the voter's absentee request is attached. Please print and file with your absentee ballot requests.

- You must mail out these absentee ballots. The following voters have requested that you mail them an absentee ballot:

Absentee App ID	Voter Name	Voter Type	Election Types
<a href="#">71520354</a>	JACOBSON MARK	Military	ALL

- You must fax out these absentee ballots. The following voters have requested that you fax them an absentee ballot:

Absentee App ID	Voter Name	Voter Type	Election Types
-----------------	------------	------------	----------------

- You must email out these absentee ballots. The following voters have requested that you email them an absentee ballot:

Absentee App ID	Voter Name	Voter Type	Election Types
-----------------	------------	------------	----------------

- These ballots will be sent out automatically: The following voters have requested that they receive their absentee ballots online. The My Vote WI site will automatically email them when their absentee ballots are available.

Absentee App ID	Voter Name	Voter Type	Election Types
-----------------	------------	------------	----------------

## CONTINUED

### Clerk Notifications New Online Absentee Applications

The following is a summary of the absentee ballot requests that have been submitted online yesterday through the MyVote WI site. Some action may be required. A copy of the voter's absentee request is attached. Please print and file with your absentee ballot requests.



#### What does this notification mean?

This notification is letting you know that a UOCAVA voter has entered an absentee ballot request through MyVote. The notifications will indicate how the voter requested that the ballot be sent – via mail, fax, or online. Attached to this email notification will be PDF copies of the voter's absentee ballot request.



#### What action is required by the Clerk?

*If you are an SVRS Relier:* Print the attached voter's absentee ballot request and file it with your other absentee applications. If a voter requests an absentee ballot be sent **via mail or fax**, you must send the ballot to the voter in the requested way within 24 hours of receiving the MyVote notification. You must also immediately notify your Provider that you have sent the requested ballot. If the voter requests to receive their ballot **online through MyVote**, no immediate action is necessary. You will need to notify your SVRS provider when you receive the voted ballot in the mail.

*If you are a SVRS Provider:* Once your Relier notifies you that an absentee ballot has been sent **via mail or fax**, Providers must then use Absentee Lite to record the ballot. If the voter requests to receive their ballot **online through MyVote**, no immediate action is necessary. Your Reliers will immediately notify you when a UOCAVA ballot is returned, you will then need to record the ballot as returned in Absentee Lite.

*If you are a SVRS Self-Provider, who uses SVRS to track absentees:* Print the attached voter's absentee ballot request and file it with your other absentee applications. If a voter requests an absentee ballot be sent **via mail or fax**, the absentee application will automatically be created in SVRS. You simply need to generate a ballot from this MyVote absentee application. If the voter requests to receive their ballot **online through MyVote**, no immediate action is necessary. When you receive the voted ballot in the mail, you will then need to record the ballot as returned in SVRS.

*If you are an SVRS Self-Provider, who does not use SVRS to track absentees:* Print the attached voter's absentee ballot request and file it with your other absentee applications. If a voter requests an absentee ballot be sent **via mail or fax**, you must send the ballot to the voter in the requested way within 24 hours of receiving the MyVote notification. You will need to record the ballot in Absentee Lite. If the voter requests to receive their ballot **online through MyVote**, no immediate action is necessary. When you receive the voted ballot in the mail, you will then need to record the ballot as returned in Absentee Lite.

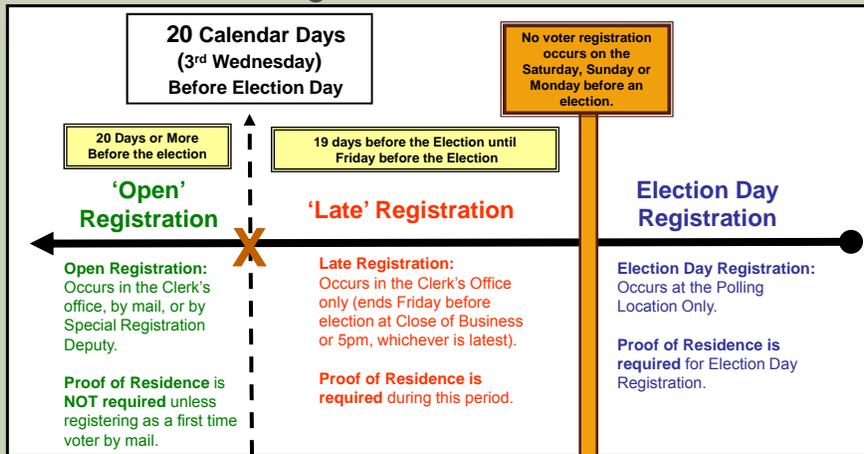


## ACCEPTABLE PROOF OF RESIDENCE



## 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

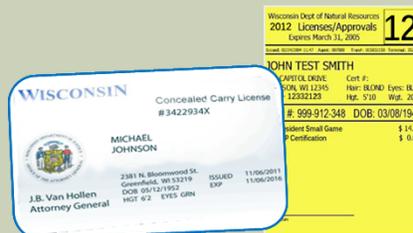
1. A current & valid Wisconsin driver license.
2. A current & valid Wisconsin ID card.



\* 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

**John & Jane Doe**  
123 Main St  
Badgerstown, WI 55555

Property Address: 312 CENTRAL AVE  
Account Value Last Year: \$25,000  
Est. Fair Mkt. Land Value: \$25,000

Parcel #: 999-00000-0000  
Ass. Parcel #: 999-00000-0000  
Total Assessed Value: \$25,000  
Total Fair Mkt. Value: \$25,000

Net Assessed Value Rate: 0.037153407  
Amount Due: \$ 8,205.99

Agency	Assessed Value	Assessed Value	Rate	Amount	Rate	Amount
STATE OF WISCONSIN	19,200	31,680	18.34	17.99	-1.99	
POLK COUNTY	3,798	7,596	307.59	2,316.33	-3.48	
VILLAGE OF BADGERSTOWN	3,798	7,596	100.88	1,000.26	-6.48	
WISCONSIN DEPARTMENT OF REVENUE	114,792	120,703	614.29	649.62	5.98	
UNITY SCHOOL DIST.						
<b>Total</b>	<b>149,909</b>	<b>465,253</b>	<b>1,629.08</b>	<b>1,691.33</b>	<b>3.86</b>	

**First Dollar Credit**  
1,629.08

**Lottery & Gaming Credit**  
62.73

**Net Property Tax**  
1,064.38

**Net Property Tax**  
1,691.33

**Make Check Payable to:**  
CLERK OF BADGERSTOWN  
PO BOX 111  
BADGERSTOWN, WI 55555  
715-935-0350

**FOR TREASURERS USE ONLY**

**PLEASE RETURN LOWER PORTION WITH REMITTANCE**

## 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 1<sup>st</sup> of each month.

Payable to: Michael F. Mack

Payable at: c/o Michael Mack  
2452 Longfall Beach Lane  
Sausarou, 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.

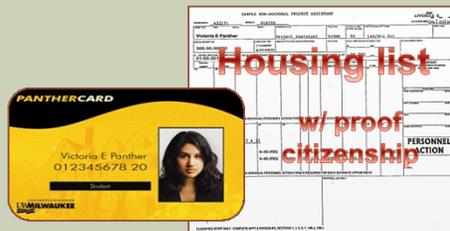
**Fee Receipt**

**PANTHERCARD**  
Victoria E. Panther  
012345678 20  
L3MILWAUKEE

**UNIVERSITY OF WISCONSIN SYSTEM**  
SAMPLE NON-ACADEMIC PAYMENT RECEIPT  
DATE: 11/11/11  
AMOUNT: \$100.00  
PERSONNEL ACTION

## 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
22-Jul	Balance brought forward			6450.06
23-Jun	VIS The Cookie Store	11.46		6438.60
01-Jul	DD 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		4323.60
		780.00		3567.30

# Acceptable Proof of Residence

## 11. Paycheck.

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

**GOOGLE INC.**  
 1600 AMHERST STREET, FARMWAY  
 MOUNTAIN VIEW, CA 94043

Check No: 000132433  
 Client No: 58855  
 Date: JUNE 25, 2012

Pay to the order of: MARIA MENDEZ  
 Amount: USD \*\*\*\*\*777.50

**United States Treasury**  
 U.S. DEPARTMENT OF THE TREASURY  
 1500 Tower Ave  
 Suamico, WI 54880-1240

**WISCONSIN DRIVER'S LICENSE**  
 MARIA MENDEZ  
 1017 11 11 BELLEVUE, WISCONSIN  
 2309 63321210  
 12011 5\*\*\*43381\*\*\*00  
 23

# 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.



# State of Wisconsin \ Government Accountability Board

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



JUDGE DAVID G. DEININGER  
Chairperson

KEVIN J. KENNEDY  
Director and General Counsel

## MEMORANDUM

**DATE:** October 15, 2012

**TO:** Republican Party of Wisconsin  
Kristina Sesek, Legal Counsel

**FROM:** Nathaniel E. Robinson  
Elections Division Administrator  
Government Accountability Board

**PREPARED BY:** David Buerger, Elections Specialist

**SUBJECT:** Response to Election Issues Memo of September 17, 2012

On September 17, 2012, the Republican Party of Wisconsin (RPW) submitted a memorandum outlining a variety of issues and questions related to the administration of elections and requested a written response to its inquiry. Government Accountability Board (G.A.B.) staff has examined each concern and provide our analysis and guidance regarding the relevant election laws below.

### **I. Proof of Residence**

Proof of residence is required to register to vote in three situations:

- All electors, except military and overseas electors, who register by mail and have not previously voted in an election in this state. Wis. Stat. § 6.34(2).
- All electors, except military or overseas electors, who register in the time period beginning 19 days before Election Day and ending the Friday before the election. Wis. Stat. § 6.29(2).
- All electors, except military or overseas electors, who register on Election Day. Wis. Stat § 6.55(2)(b).

In the September 17<sup>th</sup> memo, RPW asserted a variety of examples of proof of residence allegedly submitted by electors and requested that G.A.B. address the validity of each specific item.

### **A. Prescription Bottle (Wilding Affidavit)**

A prescription bottle is not included in the list of acceptable proof of residence documents in Wis. Stat. § 6.34(3)(a). While the list of acceptable forms of proof of residence from Wis. Stat. § 6.34(3)(a) does provide some general categories such as “a document issued by a unit of government,” there is no allegation here that the prescription bottle contained any information that would suggest it qualified under such a provision. As such, G.A.B. staff concurs that a prescription bottle as described in the Wilding Affidavit does not constitute valid proof of residence.

It should be noted that the Wilding Affidavit only alleges that a prescription bottle was presented as proof of residence, not that the election official accepted this as valid proof of residence.

**B. Personal Check (Costello, Darrow, and Wilfer Affidavits)**

A personal check is not included in the list of acceptable proof of residence documents in Wis. Stat. § 6.34(3)(a). The only checks described are a “paycheck” or “check... issued by a unit of government.” Wis. Stat. § 6.34(3)(a)10-11. As these checks are not described as such, we concur that personal checks are not valid proof of residence. A personal check does not fall under the category of a statement from a financial institution. Wis. Stats. § 6.34 (3)(b)9.

**C. Rent Receipt (D’Abraccio Affidavit)**

A receipt for payment of rent is not included in the list of acceptable proof of residence documents in Wis. Stat. § 6.34(3)(a). While the list of acceptable forms of proof of residence from Wis. Stat. § 6.34(3)(a) does provide some general categories such as “a document issued by a unit of government,” there is no allegation here that the rent receipt contained any information that would suggest it qualified under such a provision. As such, we concur that a rent receipt as described in the D’Abraccio Affidavit would not constitute valid proof of residence.

**D. Credit Card Statement (Johnson Affidavit)**

A credit card statement is not included in the list of acceptable proof of residence documents in Wis. Stat. § 6.34(3)(a). According to the Johnson Affidavit the credit card statement was accepted by the election official under the provision allowing a “bank statement” under Wis. Stat. § 6.34(3)(a)9. G.A.B. staff has considered this argument previously and rejected it.

Absent a statutory definition, G.A.B. staff applies a word’s common definition. A bank statement is “a report issued periodically (usu. monthly) by a bank to a customer, providing certain information on the customer’s account, including the checks drawn and cleared, deposits made, charges debited, and the account balance.” Black’s Law Dictionary 1417 (7th ed. 1999). A bank is “A financial establishment for the deposit, loan, exchange, or issue of money and for the transmission of funds; esp., a member of the Federal Reserve System.” Black’s Law Dictionary 139 (7th ed. 1999). This is distinguishable from a “credit card”, which is “an identification card used to obtain items on credit, usu. on a revolving basis.” Black’s Law Dictionary 375 (7th ed. 1999).

G.A.B. staff has consistently made this distinction in election official training materials and voter education materials. While credit cards may be issued by banks and accounts consolidated onto a single statement, the defining attributes of a bank statement revolve around the deposit of money, which then has checks drawn or debits made against it. As such, we concur that a credit card statement as described in the Johnson Affidavit would not constitute valid proof of residence.

While Wis. Stat. § 6.34(3)(a)9. permits the use of a bank statement as proof of residence, the G.A.B. has consistently advised local election officials that statements from other financial institutions as defined in Wis. Stats. § 705.01 (3), may also be used as proof of residence. This includes a bank, building and loan association, credit union, trust company, savings bank, and savings and loan association.

**E. United States Postal Service – Forwarding Address Sticker (Till, Wagner, and Newell Affidavits)**

The Till, Wagner, and Newell affidavits all allege separate instances of election inspectors accepting envelopes with yellow forwarding mail stickers on them as proof of residence. Presumably, the election inspectors were accepting these stickers under Wis. Stat. § 6.34(3)(a)11., “a check or other document issued by a unit of government.”

Undeniably, the United States Postal Service (USPS) is a unit of government. In fact it may be the most visible and well-known of any unit of federal government. The RPW does not argue this point.

RPW does contend that the sticker is not an “official” document. In its correspondence on this topic, the Election Protection organization asserts that RPW is inserting language into the statute that does not exist. Response to RPW Communication of 9/17/12 at 2. However, G.A.B. staff is of the opinion that the only documents intended to be included in the definition are “official” documents. Indeed it is difficult to imagine what document could be issued by a unit of government that was not “official.” Regardless, the staff opinion does not hinge on the official character of the document.

A sticker also appears to be a document. Absent a statutory definition, G.A.B. staff applies a word’s common definition. A document is “something tangible on which words, symbols, or marks are recorded.” Black’s Law Dictionary 498 (7th ed. 1999). Forwarding address stickers are definitely tangible and contain words.

However, staff concurs with RPW’s conclusion that forwarding address stickers should not be accepted as proof of residence under Wis. Stat. § 6.34(3)(a)11. It appears that the statutory intent is to require the document itself to be issued by a unit of government, not merely that the delivery envelope indicate that it was delivered by the Postal Service. While the forwarding sticker is generated from a database of the USPS, the label is not part of the governmental document which the statutes intended to approve as an acceptable form of proof of residence.

**F. Sealed Utility Bills (Newell Affidavit)**

A utility bill is included in the list of acceptable proof of residence documents in Wis. Stat. § 6.34(3)(a). However, the Newell Affidavit alleges that a sealed utility bill was presented and the election official did not open the envelope to verify its contents.

Wis. Stat. § 6.34(3)(a)8. states, “A utility bill for the period commencing not earlier than 90 days before the day registration is made.” If a utility bill is not removed from its envelope, even if the recipient’s name and address are visible through a window on the envelope, it is unlikely the election official could verify the period the utility bill covers from an outward inspection. As such, G.A.B. staff concurs that without opening the envelope to inspect the period of the utility bill, the sealed utility envelope itself does not constitute valid proof of residence.

**G. Insurance Statement (Boubonnais Affidavit)**

An insurance statement is not included in the list of acceptable proof of residence documents in Wis. Stat. § 6.34(3)(a). While the list of acceptable forms of proof of residence from Wis. Stat. § 6.34(3)(a) does provide some general categories such as “a

document issued by a unit of government,” there is no allegation here that this document contained any information that would suggest it qualified under such a provision. As such, we concur that an insurance statement as described in the Bourbonnais Affidavit would not constitute valid proof of residence.

#### **H. Netflix Envelope (Jones Affidavit)**

A Netflix return envelope is not included in the list of acceptable proof of residence documents in Wis. Stat. § 6.34(3)(a). Netflix is a commercial business and its materials do not qualify as a document issued by a unit of government or as another acceptable form of proof of residence pursuant to Wis. Stat. § 6.34. As such, we concur that a Netflix return envelope as described in the Jones Affidavit would not constitute valid proof of residence.

It should be noted that in her affidavit, Jill Jones states that she did not see a Netflix return envelope accepted as proof of residence. Jones Aff. ¶ 4. Ms. Jones states that an elector was turned away for improper proof of residence and later returned with a different proof of residence. *Id.* Jones indicated in her affidavit that she “heard the poll worker say something about a Netflix envelope,” but it is unclear if that was referencing the first proof of residence that was rejected or the second proof of residence that was accepted. *Id.*

#### **I. Jiffy Lube Receipt (Exhibit 2)**

A receipt from Jiffy Lube is not included in the list of acceptable proof of residence documents in Wis. Stat. § 6.34(3)(a). Jiffy Lube is a commercial business and its materials do not qualify as a document issued by a unit of government or as another acceptable form of proof of residence pursuant to Wis. Stat. § 6.34. As such, we concur that a Jiffy Lube receipt as described in Exhibit 2 would not constitute valid proof of residence.

#### **J. Utility Bill Addressed to “Occupant” (Exhibit 2)**

Wis. Stat. § 6.34(3)(b)1. states, “. . .the identifying documents prescribed in par. (a) shall contain all the following in order to be considered proof of residence:

1. A current and complete name, including both the given and family name.”

Utility bills addressed to “Occupant” fail this first criterion for proof of residence. As such, G.A.B. staff concurs that even if the document was otherwise valid, if it does not contain the registrant’s current and complete name, it is not acceptable as proof of residence.

#### **K. Cell Phone Bill (Testimony – August G.A.B. Meeting)**

Wis. Stat. § 6.34(3)(a)8. states, “A utility bill for the period commencing not earlier than 90 days before the day registration is made.” However, the RPW argues that a cell phone bill is not a utility bill and should not be accepted as valid proof of residence.

Absent a statutory definition, G.A.B. staff applies a word’s common definition. A utility is “a business enterprise that performs essential public service and that is subject to governmental regulation.” Black’s Law Dictionary 1154 (7th ed. 1999). Furthermore, a public utility is “A company that provides necessary services to the public, such as telephones, electricity, and water. Most utilities operate as monopolies but are subject to governmental regulation.” *Id.*

G.A.B. staff has consistently included cell phone service bills as utility bills. This is a longstanding interpretation of the staff for both the Government Accountability Board and the former State Elections Board. In support of the G.A.B. staff interpretation, Wisconsin Election Protection points to a Wisconsin Legislative Council Memo that states: “In general, a person that provides telecommunications services to the public, directly or indirectly, in this state is termed a telecommunications utility... The other two main classes of telecommunications utilities are alternative telecommunications utilities (ATUs) and cellphone service providers.” Wisconsin Legislative Council Information Memorandum 2011-07, Regulation of Telecommunications Services, at 1 (2011), *available at*: [http://legis.wisconsin.gov/lc/publications/im/im2011\\_07.pdf](http://legis.wisconsin.gov/lc/publications/im/im2011_07.pdf).

Contrary to what the RPW suggests in its memo, there is no statutory requirement that the utility bill be for services at the elector’s residence. A utility bill for a rental unit address, sent to the landlord’s residential address, would be sufficient proof of residence for the landlord as it is a utility bill with the elector’s current name and address. Furthermore, that a particular class of electors such as college students may have access to another form of proof of residence is irrelevant in assessing the statutory validity of this type of document.

As such, G.A.B. staff maintains its long-standing policy of including cell phone bills as “utility bills” under Wis. Stat. § 6.34(3)(a)8. and allowing them as valid forms of proof of residence.

## **II. Public’s Right to Observe**

The G.A.B. policies with respect to members of the public observing elections are based on state law which permits any member of the public, other than a candidate whose name appears on the ballot, to be present to observe the voting process. Wis. Stat. § 7.41(1). The municipal clerk or chief inspector may restrict the areas within a polling place where observers may be stationed. The designated areas are required to be clearly delineated. The observation areas should be established so that a member of the public may readily observe all public aspects of the voting process. Wis. Stat. § 7.41(2). The G.A.B. is authorized to develop rules governing the proper conduct of observers including the interaction of observers with poll workers and other election officials. Wis. Stat. § 7.41(4).

In 2006, the former State Elections Board developed a series of administrative rules related to election observers after consultation with a number of political organizations, including both major political parties, which recruit and encourage individuals to observe the voting process. The administrative rules were modified and adopted by the G.A.B. pursuant to 2007 Wisconsin Act 1 in December 2009 after a public hearing. The emergency administrative rule promulgated by the Board has expired, but the policy continues in the form of an informational brochure provided to local election officials and members of the public. A copy may be found online at: <http://gab.wi.gov/publications/brochures/observer-rules>. The policy is also articulated in the agency’s Election Day Manual for Wisconsin Election Officials developed pursuant to Wis. Stat. §7.08(3). The information on election observers is on pages 67-69. The manual can be accessed at: <http://gab.wi.gov/clerk/education-training/election-day-manual>.

In response to questions raised by election officials and observers over the course of the last several elections, the Board staff has provided additional guidance to ensure members of the public have the opportunity to exercise the right to observe the public aspects of voting and local election officials are able to do their job of administering the election. The touchstone for our guidance is that the public has a right to observe the public aspects of the voting process and the election officials have the right to do their job without interference or disruption.

Observers are required to:

- Identify themselves to the chief inspector;
- Sign-in on a roster with their name, address and the name of any sponsoring organization;
- Wear tags identifying themselves as observers;
- Stay within the designated observation area;
- Address all questions to the chief inspector;
- Refrain from engaging in activity that disrupts the operation of the voting location.

Election officials are required to:

- Establish designated observation areas that enable members of the public to observe the public aspects of the voting process;
- Ensure that observers can hear the name and address of a voter requesting a ballot;
- Administer challenges permitted by law;
- Conform their conduct to the requirements for administering the election.

#### **A. Reasonable Accommodations for Election Observers**

In the 2<sup>nd</sup> Darrow Affidavit, Nadine Darrow alleged that the Chief Election Inspector at the polling place where she was observing stated that if she wished to observe, she would be required to stand. There is no such requirement in state law or G.A.B. administrative code. While the precise setup of the observer area is not codified beyond its minimum and maximum distance from election officials, seating is a reasonable accommodation that should be provided to all observers where possible to facilitate the public's right to access under Wis. Stat. § 7.41. Clerks and chief inspectors should strive to make reasonable accommodations for persons with disabilities, but there is no affirmative statutory duty to make seating available for all observers.

#### **B. Location of the Observer Area**

Observation areas should be between six and twelve feet from the poll workers. This distance was established in consultation with both major parties and a number of political organizations that send individuals to observe the voting process. This distance guideline was never intended as a one-size-fits-all rule. Given the wide range of buildings used as polling places, adjustments to this distance guideline can be made to suit the specific physical characteristics of the voting area. But the litmus test is that in each polling place, members of the public should be able to observe the interaction between the voters and poll workers. If a reasonable observer would be unable to hear the interaction between election officials and voters, the chief inspector should adjust the observation area accordingly to facilitate the public's right to observe the proceedings.

Additionally, while observers are directed to ask questions of the chief inspector, they are entitled to make requests of the other poll workers to ensure that they are able to hear the name and address of a voter requesting a ballot. Similarly, an observer may inform a poll worker that they wish to challenge a voter pursuant to Wis. Stat. §§ 6.92 *et seq.*

#### **C. Observer Access to Voter Registration Materials on Election Day**

Observers are not entitled to view every identifying document offered as proof of residence. A document is not public merely because it is displayed to an election official to satisfy the proof of residence requirement. If a copy of the document is submitted and

retained by the election official, observers may request to view that copy when that request will not result in disruption to the voting process. If the document is not retained, the observer may inquire with the election inspector in charge of registration regarding the type of proof of residence provided when such a request will not disrupt the process of voter registration.

There is also no right to view same day registration documents at the polling place. A voter registration application contains the voter's date of birth, operator's license number and/or the last four digits of the voter's social security number, and any indication of a voter's need for accommodation. Election officials are barred from releasing this information to the public. *See* Wis. Stat. § 6.36(1)(b). It does not logically follow that such information would be publicly available at the polling place, but treated as confidential once entered into the Statewide Voter Registration System. As such, staff has long interpreted this provision to restrict the public's right to view a voter registration application unless the confidential information can be obscured. The G.A.B. encourages election inspectors to make every effort to facilitate the public's right to observe the public aspects of the voting process, but the public right to access has to be balanced with the election officials' responsibility to efficiently and effectively administer the election.

### **III. Election Officials' Failure to Require Voters to Sign the Voter List**

In light of the facts determined at the 21<sup>st</sup> Senate Recount earlier this summer, RPW asks the G.A.B. to remind municipal clerks of the requirement of Wis. Stat. § 6.79(2)(a) that each elector be required to sign the voter list before receiving a ballot and ask them to monitor voter lists at their polling locations for compliance. A ballot should not be issued if the voter has not signed the poll list. However, as recommended by the G.A.B., the Racine County recount canvassing board did not accept challenges to ballots in cases where the voter did not sign the poll list. Consistent with the language emphasizing elector intent in Wis. Stat. § 5.01, an individual's constitutional right to vote should not be affected due to an election official's error.

G.A.B. staff has made numerous references to the new signature requirement in various training sessions and materials prepared since 2011 Act 23 became law. Special outreach was also made to the election officials in the 21<sup>st</sup> Senate District following staff review of the recount minutes to correct the deficiencies discovered in practices and procedures.

In addition, in response to issues and incidents reported during recent elections, the G.A.B. determined that Wisconsin would benefit from a renewed emphasis on the fundamentals of election administration. Shortly after the June 5 Recall Election, the Director and General Counsel and the Elections Division Administrator convened a Fall Election Strategic Planning Team which has developed a Back-to-Basics initiative for ensuring a problem-free General Election in November 2012. Full details on the Back-to-Basics initiative can be found at: <http://gab.wi.gov/node/2418>

### **IV. Wisconsin Guide to Voter Rights and Responsibilities**

RPW expresses concern that in the G.A.B.'s new "Voter Rights and Responsibilities" document, that G.A.B. appears to approve of "immediate removal of the election observer from the polling location." As RPW did not quote any particular section of the Voter Rights and Responsibilities document, staff believes the RPW is referring to the section entitled "Repercussions" in the Observer section which states:

- "If you disobey an order of an election official or disturb the polling or canvass place:
- You may be asked to leave if you are causing a disruption"

RPW rightly points out that GAB 4.01(9) indicates a warning shall be issued before ordering removal. However, the language on the Rights and Responsibilities document does not contradict the instruction to warn an offender before ordering removal. In an effort to condense detailed rules and procedures, the informational document advises observers of the most serious consequence for failing to obey lawful orders of the chief inspector. The document is aimed at an audience of voters and observers. Election officials are trained to follow the full procedures outlined in the rule GAB Chapter 4, and the role and regulation of observers has been a point of emphasis in the Board's Back-to-Basics initiative.

## **V. Electronic Versions of Proof of Residence**

In response to the Board's determination on August 28, 2012, that electronic versions of existing proof of residence document types would be acceptable as proof of residence, RPW is asking for clarification. RPW interpreted the G.A.B.'s August 29<sup>th</sup> news release where Director Kennedy was quoted as saying, "many people today have gone paperless in their lives, including banking, utilities and taxes," to mean that the decision of the Board was limited to those three types of proof of residence.

In the alternative, the RPW asks the Board to reconsider the decision and limit the application of electronic versions of proof of residence to those three categories. RPW asserts that electronic versions of the other proof of residence types would not be reliable. Furthermore, in the interests of security, RPW asks the G.A.B. to instruct election officials that only electronic documents directly from a bank, utility company, or IRS' website should be permissible.

The Board was clear in unanimously passing the following motion at its meeting on August 28, 2012: "Interpret 'identifying document' as used in Wis. Stat. § 6.34 to include electronic documents displayed on electronic devices which may be used for registration purposes. It shall not be the responsibility of municipalities to provide devices or internet access to facilitate this process." This motion was passed unanimously. The motion of the Board had no such limiting language to just bank statements, utility bills, or taxes. The statement by Director Kennedy was merely an example, not intended to limit the Board's decision.

G.A.B. staff released an instructional memorandum regarding the Board's decision to election officials on August 29, 2012. Staff has recently issued more detailed guidance on how to handle the presentation of electronic versions of proof of residence at the polls, and has incorporated it into training for election officials and voter education materials. See attachment which can be found at <http://gab.wi.gov/node/2603>. G.A.B. staff and other local election officials who testified at the August 28, 2012 Board meeting were emphatic that if the Board chose to accept electronic versions of proof of residence, the decision should be made immediately so that sufficient time was allowed for training and voter education on this new policy. G.A.B. staff recommends that the Board not revisit its August 28<sup>th</sup> decision regarding electronic proof of residence documents.

Because your correspondence and this response touches on a number of issues often raised by voters and local election officials, we will share the essential details of this communication with local clerks and with organizations that provide training to election observers. We trust that this memorandum addresses the concerns and issues you raised. Please feel free to contact the G.A.B. if you have any additional questions.

# Overview of Absentee Voting Rules

## Indefinitely Confined Electors

### Definition

Voters indefinitely confined in their home or in a qualified facility [Community Based Residential Facility (CBRF), retirement home, residential care apartment complex, or adult family home] that is **NOT** served by special voting deputies. Elector must have applied for absentee ballots as an indefinitely-confined elector.

### Application Requirements

- Voter registrations that are postmarked after the 20<sup>th</sup> day before the election cannot be accepted.
- Absentee applications must be received no later than 5:00 p.m. on the Friday prior to the election.
- Voter must check the box or otherwise indicate on the absentee application that they are indefinitely confined.

### Duration of Requests

- Receive ballots automatically for as long as they return them (“permanent” status)
- If a ballot is not returned, send 30-day notice
  - Send 30-day notice after general elections only
  - If voter responds to notice, keep on permanent list
  - If voter does not respond to notice, cancel absentee application (remove from permanent list)

### Deadline for Ballot Return

Friday 4:00 p.m. after the election if postmarked by Election Day

# Overview of Absentee Voting Rules

## Electors Served by Special Voting Deputies (SVDs)

### Definition

Voters residing at a nursing home or in a qualified facility [Community Based Residential Facility (CBRF), retirement home, residential care apartment complex, or adult family home] that is served by special voting deputies.

### Application Requirements

- If SVDs are conducting absentee voting at a facility prior to the 20<sup>th</sup> day before the election, the SVDs may register the individual to vote.
  - SVDs may register voters using their pre-nursing home address if the voter has an intent to return. These registrations must be forwarded to the respective municipal clerk.
- Absentee applications must be received by the respective deadline, 5:00 p.m. on Thursday for regular voters, 5:00 p.m. Friday for indefinitely confined voters.
  - Voter must check box or otherwise indicate on the absentee application that they are indefinitely confined.
  - SVDs may accept written absentee applications in-person from registered electors at the facility, if before the applicable deadline.

### Duration of Requests

- As specified in the request (specific elections, calendar year, or permanent if indefinitely confined).
- If an elector on the permanent list does not vote an absentee ballot, the SVDs should ask them to either:
  - Sign a separate statement indicating they still want to receive ballots, *OR*
  - Enclose a blank ballot in the certificate envelope and sign the certification.
  - If the elector does not do either of the above, send them a notice via mail that their absentee application will be canceled.
    - The elector has 30 days to respond
    - Send notice after general elections only
    - If the elector does not respond to the notice, cancel the absentee application.

# Overview of Absentee Voting Rules

## Electors Served by Special Voting Deputies (SVDs), Continued

### Time frame for conducting absentee voting in qualified facilities

- Between the 4<sup>th</sup> Monday before the election and the Monday before the election
  - Notice of date and time posted at facility no less than 24 hours before visit
  - Registered voters may request to vote absentee on the day the SVDs visit
    - Must use absentee application, not just certificate envelope.

### Special Procedures

- If a voter is registered in another municipality, the clerk of the municipality where the voter is registered must forward an absentee ballot to the municipal clerk where the care facility is located.
  - The SVDs from the municipality where the nursing home is located administer the absentee ballot for that voter.
  - The municipal clerk where the nursing home is located then forwards the voted absentee ballot back to the municipal clerk where the voter is registered.
- Only SVDs may witness the absentee certification.
- No person other than a SVD or a relative of the elector may assist that person in voting.
  - Request for assistance must come from the elector.
- SVDs must visit the facility twice if any voter who has requested an absentee ballot was not available to vote during the first visit.
- Only if an absentee elector is not available to cast his or her ballot on two separate visits by the SVDs to the facility may the clerk mail the ballot to the elector.
  - Must transmit the ballot no later than 5:00 p.m. on the Friday preceding the election.
- See “Absentee Voting in Nursing Homes” Manual for details.

# Overview of Absentee Voting Rules

## Electors at Special Voting Deputy-Eligible Facilities

### Definition

Voters residing in a qualified facility [Community Based Residential Facility (CBRF), retirement home, residential care apartment complex, or adult family home] that is NOT served by special voting deputies. Also, does NOT include voters who are indefinitely confined.

- Use the indefinitely confined elector procedures for indefinitely confined electors who may reside at an SVD-eligible facility.

### Application Requirements

- Voter registrations that are postmarked after the 20<sup>th</sup> day before the election cannot be accepted.
- Absentee applications must be received by 5:00 p.m. on Thursday.

### Duration of Requests

As specified on absentee ballot application but no longer than a calendar year

### Deadline for Ballot Return

Friday 4:00 p.m. after the election if postmarked by Election Day

# Overview of Absentee Voting Rules

## Military Voters

### Definition

U.S. military service (at home or away), members of the merchant marine, civilian employees of the United States serving outside the U.S., peace corps volunteers, and their spouses or voting-age dependents.

### Application Requirements

- No voter registration form is required.
- Must have resided in municipality immediately before entering the military.
- Absentee application must be received no later than 5:00 p.m. on the Friday preceding the election. However, for federal elections, military electors who are away from their residence due to active duty have until 5:00 p.m. on Election Day.
- The Federal Post Card Application (FPCA) is a common alternative form that is used by military electors. It counts as both a voter registration and absentee ballot application.
- The Affirmation/Declaration that accompanies the Federal Absentee Write-In Ballot (FWAB) also serves as an absentee application.

### Duration of Request

- One calendar year, if not otherwise specified
  - Receive ballots for all offices

### Deadline for Ballot Return

- Friday 4:00 p.m. after the election if postmarked by Election Day

### Federal Write-In Absentee Ballot (FWAB)

- Available at military bases, embassies, and online at FVAP.gov. (This is not a ballot sent by the clerk.)
- May be used by both overseas and military electors.
  - A FWAB from a military elector may be accepted without a separate absentee application.
  - A FWAB from an overseas elector must be accompanied by a valid absentee request.
  - A FWAB typically contains a signed affirmation/declaration which serves as an absentee application for military electors, but must be received no later than the respective absentee request deadline to count as an application.
  - The affirmation/declaration must accompany the FWAB in order for the ballot to be counted. The affirmation/declaration must be completed and contain the signature of both the voter and the witness. It serves as the absentee certification.

# Overview of Absentee Voting Rules

## Military Voters, Continued

### Multiple Ballots - Priority

- Count whatever ballot you have received by Election Day
- If more than one ballot received by Election Day, all ballots are sent to the polling place for processing. Only one ballot is counted and the rest are rejected. The order of priority is:
  1. Official Ballot
  2. FWAB
- If ballots come in after Election Day, but before the deadline, and you have already counted a ballot on Election Day, reject the second ballot.

### Special Procedures

- Requests are valid for up to 28 days after the date of discharge from military service.
- All military voters absentee ballots must be tracked in SVRS.
- See the Election Administration Manual and SVRS manual for further details on the administration and tracking of military ballots.

# Overview of Absentee Voting Rules

## Overseas Voters

### Definition

An elector who is permanently outside of the U.S. with no intent to return to their residence.

- A person outside the U.S. for a finite period of time (vacation, work, education) with an intent to return is NOT an overseas voter.
  - May only vote for federal offices (President, U.S. Senate, U.S. Congress).

### Application Requirements

Standard “by-mail” rules apply:

- Voter registrations that are postmarked after the 20<sup>th</sup> day before the election cannot be accepted.
- Absentee applications must be received by 5:00 p.m. on Thursday.
- Must have lived in the district immediately before moving overseas
- Voting-age children of an overseas elector are eligible to vote as an overseas elector even if they have never lived in the district.
  - Votes from last address in the district
- Home may not be owned by them anymore or not exist anymore.

### Duration for Request

One calendar year, if not otherwise specified

- Receive ballots for federal offices only

### Deadline for Ballot Return

Friday 4:00 p.m. after the election if postmarked by Election Day

### Federal Write-In Absentee Ballot (FWAB)

- Available at military bases, embassies, and online at FVAP.gov. (This is not a ballot sent by the clerk.)
- Cannot be accepted unless the election has an absentee application on file.

### Multiple Ballots - Priority

- Count whatever ballot you have received by Election Day
- If more than one ballot received by Election Day, all ballots are sent to the polling place for processing. Only one ballot is counted and the rest are rejected. The order of priority is:
  1. Official Ballot
  2. FWAB

### Special Procedures

- All overseas voters absentee ballots must be tracked in SVRS
- See the Election Administration manual and SVRS manual for further details on the administration and tracking of overseas ballots.

# Overview of Absentee Voting Rules

## Regular Absentee Voters – By Mail

### Definition

Any otherwise qualified elector who for any reason is unable or unwilling to appear at the polling place.

### Application Requirements

- Voter registrations that are postmarked after the 20<sup>th</sup> day before the election cannot be accepted.
- Absentee applications must be received by 5:00 p.m. on Thursday.

### Duration of Request

- As specified on application.
- For calendar year applications (1/1 – 12/31)
  - If a ballot is not returned for a general election, remove the elector from the absentee list and send them a notice within 5 days.
  - If voter responds to notice, add them back to the absentee list and continue to send ballots.
  - If voter does not respond to notice, they remain off the list.
  - Voter can reactivate request by contacting you.

### Deadline for Return of Ballot

Friday 4:00 p.m. after the election if postmarked by Election Day

# Overview of Absentee Voting Rules

## Fax/Email/Online

### Definition

Only military and permanent overseas electors may receive their ballot by fax or email or may access their absentee ballot online at <http://myvote.wi.gov>. The clerk must honor the requested method of transmission.

### Application Requirements

- Voter registrations may not be faxed/mailed. Voter registrations that are postmarked after the 20<sup>th</sup> day before the election cannot be accepted.
- Absentee applications must be received by the respective deadlines for all electors. See military and overseas sections above.
- Any registered voter may submit their absentee ballot request by email or fax.

### Special Notes

- Only military and permanent overseas electors may receive a ballot by fax/email, please see those specific instructions for more details.
- An original application with “wet” signature must be received.
  - If you are using the combination application/certification certificate envelopes, the signature on the envelope suffices as an original application with “wet” signature.
- When emailing or faxing a ballot to a military or overseas voter:
  - Transmit the initialed ballot and face of the certificate envelope along with instructions for voting and returning the ballot.
  - The voted ballot can NOT be returned by fax/email.
  - On Election Day (if using optical scan systems), remake the ballot so it can be processed through the voting equipment.
    - See Election Day manual or the GAB-104 for specific instructions on remaking ballot.

# Overview of Absentee Voting Rules

## In-Person Absentee Voting in Clerk's Office

### Definition

Any eligible elector may request to vote an absentee ballot in person at the office of the municipal clerk.

### Application Requirements

- Voter registration may occur in-person at the office of the municipal clerk up until 5:00 p.m. on the Friday preceding the election.
  - No in-person absentee voting may occur on the Saturday, Sunday, or Monday immediately preceding the election.
- In-person absentee voting begins on the 3<sup>rd</sup> Monday before Election Day and ends at 5:00 p.m. on the Friday preceding the election.
- If the voter only wishes to vote absentee at a single election, the combination application/certification certificate envelope will suffice as the absentee application.
- If the voter wishes to receive ballots for future elections, they must fill out the standard absentee ballot request.
- Ballots requested in-person may NOT be removed from the clerk's office by the voter.

# Overview of Absentee Voting Rules

## Provisional Ballots

**Definition**

If the absentee elector was required to provide proof of residence with their absentee ballot and does not, the election officials are to treat that absentee ballot as a provisional ballot.

**Procedure**

The clerk should attempt to contact the absentee voter as quickly as possible to inform them that their ballot was treated provisionally and advise them of how to provide the necessary information.

**Deadline for voter to supply missing information**

4:00 p.m. on the Friday after the election

**Special Notes**

- Make sure all appropriate canvassing boards (county and municipality) are informed if the elector provides the missing information.
- All provisional ballots must be recorded in SVRS on Election Night. See the SVRS Application Training manual for directions.
- Please see the Election Administration manual, Post-Election Activities chapter for more information.

# Overview of Absentee Voting Rules

## Hospitalized Electors

### Definition

Any qualified elector may register and request an absentee ballot by agent if hospitalized.

### Application Requirements

- The absentee ballot application may not be filed earlier than 7 days before the election and no later than 5:00 p.m. on Election Day.
- If not already registered to vote, the hospitalized elector may register to vote by agent up to 5:00 p.m. on Election Day.
- Must submit a signed absentee application (GAB-121) which indicates that the elector is hospitalized.
- The agent must provide a proof of identification to the clerk when delivering the absentee application.

### Procedure

- Upon receiving a valid application, the clerk provides the agent with an initialed absentee ballot and certificate envelope.
- The agent delivers the ballot to the hospitalized elector.
- The hospitalized elector votes the ballot in the presence of the agent, seals it in the certificate envelope, and signs the certificate envelope.
- The agent signs the certificate envelope as the witness and returns it to the clerk.
- Fax/Email requests may be used in combination with this procedure.

### Deadline for Ballot Return

- The agent may return the absentee ballot to the polling place, municipal clerk or mail the absentee ballot.
- If the absentee ballot is mailed it must be received by 4:00 p.m. on the Friday after the election if postmarked by Election Day

# Overview of Absentee Voting Rules

## Sequestered Jurors

### Definition

Any eligible registered elector who indicates that the reason they are requesting an absentee ballot is because they are a sequestered juror.

### Application Requirements

Must submit an absentee application to the clerk that indicates that the elector is a sequestered juror no later than 5:00 p.m. on Election Day.

### Procedure

- If the application is received before 5:00 p.m. on the Friday preceding the election:
  - The clerk may transmit the ballot as requested by mail
- If the application is received after 5:00 p.m. on the Friday preceding the election:
  - The municipal clerk shall immediately take the ballot to the court in which the elector is serving as a juror and deposit it with the judge.
  - The judge shall recess court, as soon as convenient, and give the elector the ballot.
  - The judge shall then serve as witness and shall deliver the ballot to the clerk who shall deliver it to the polling place.

### Absentee Ballot Request Deadlines

The following chart outlines the specific deadlines to request an absentee ballot that apply to different types of absentee voters.

<i>Applicant</i>	<i>How received</i>	<i>Type of Election</i>	<i>Deadline</i>
Regular	Mail/Email/Fax	All	Received by 5:00 p.m. on the Thursday before the election – Wis. Stat. § 6.86(1)(b)
Regular	In-person	All	By 5:00 p.m. (or close of business, if later) on the Friday before the election – Wis. Stat. § 6.86(1)(b)
Hospitalized	Mail/Email/Fax (By agent only)	All	Not more than 7 days before an election ending 5:00 p.m. on Election Day – Wis. Stat. § 6.86(3)(c)
Sequestered Juror	Mail/Email/Fax	All	5:00 p.m. on Election Day – Wis. Stat. § 6.86(1)(b)
Indefinitely confined	Mail/Email/Fax	All	5:00 p.m. on the Friday before the election – Wis. Stat. § 6.86(2)
SVD facility resident	By Special Voting Deputy	All	5:00 p.m. on the day before the election. Wis. Stat. § 6.875(6)(a)
Military (Active duty, Away)	Mail/Email/Fax	All elections for national office	5:00 p.m. on Election Day – Wis. Stat. § 6.86(1)(b)
Military (Active duty, Not Away)	Mail/Email/Fax	All	5:00 p.m. on the Friday before the election – Wis. Stat. § 6.86(1)(c)
Military (Active Duty, Not Away)	In-person	All	By 5:00 p.m. (or close of business, if later) on the Friday before the election – Wis. Stat. § 6.86(1)(b)
Military (Active duty, Away)	Mail/Email/Fax	All elections that do not include a national office	5:00 p.m. on the Friday before the election – Wis. Stat. § 6.22(4)(b)
Overseas	Mail/Email/Fax	All	5:00 p.m. on the Thursday before the election – Wis. Stat. § 6.685(2), 6.86(1)(b)

## **MBOC/Processing Late Arriving Absentees and Provisional Ballots**

Even though election inspectors count the votes at the polls on election night, the official results of the elections are not determined until each official board of canvassers (for the municipality, county, state, school district, or other special purpose district) has met and completed the official canvass of their respective offices. The canvass statement is the official determination of the outcome of the election. The election is not complete and no recount can be requested until the canvass has been completed. Wis. Stats. §§ 7.53(4), 9.01(1)(a) 1.

2011 Act 75 provides that absentee ballots may be counted if postmarked no later than Election Day and received no later than 4:00 p.m. on the Friday following the election. Additionally, 2011 Act 23 provides that voters who cast provisional ballots may provide whatever documentation is required no later than 4:00 p.m. on the Friday after the election in order for their provisional ballot to be counted.

2011 Act 115 assigns the responsibility of processing and counting late-arriving absentee ballots and eligible provisional ballots to the Municipal Clerks, or Executive Directors, and the Municipal Board of Canvassers.

### **Composition of the Municipal Board of Canvassers (MBOC)**

1. Municipalities with only one polling place.
  - a. In municipalities with one ward or where all of the wards vote at a single polling place and results are combined, the election inspectors constitute the municipal board of canvassers (MBOC).
  - b. All inspectors present at the polling place at the close of the polls complete the Board of Canvassers' Statement (GAB-106) for municipal offices and municipal referenda on election night. Wis. Stat. § 7.53(1).

Likewise, the inspectors that signed the election-night certification comprise the MBOC for any subsequent meeting to amend returns. However, if all of the inspectors who signed the election-night certification are not available to amend returns, the clerk may replace the inspectors with a 3-member board of canvassers consisting of the clerk, the chief inspector and one other inspector.

If the clerk is a candidate at the election being canvassed or is unable to serve, the other two members shall appoint a qualified elector of the municipality to serve in place of the clerk. If one of the other members is unable to serve, the municipal clerk shall appoint a qualified elector of the municipality as a replacement.

2. Municipalities with more than one polling place.
  - a. In municipalities with two or more wards that are not combined, the municipal clerk and two qualified electors chosen by the clerk, serve as the MBOC. Wis. Stat. § 7.53(2).
  - b. They complete the Board of Canvassers' Statement (GAB-106) for municipal offices and municipal referenda. If a member of the MBOC is unavailable, the clerk may designate a substitute. Wis. Stat. § 7.53(2).

In addition to these familiar duties, the MBOC will now be required to convene, whether or not there is a municipal election, whenever there are pending absentee ballots and/or when provisional ballots have been cast.

#### Timeline for Convening the MBOC

1. Municipalities where the Election Inspectors Comprise the MBOC.
  - a. When municipal offices and/or municipal referenda are on the ballot, the inspectors must conduct the municipal canvass and make their initial determination on election night, as usual. Wis. Stat. § 7.53(1).
  - b. The inspectors must reconvene as the MBOC no later than 9:00 a.m. on the Monday following the election to process late-arriving absentee ballots and eligible provisional ballots. 2011 Act 115, Wis. Stats. §§ 7.515(6)(b) and 6.97(4).
2. Municipalities where the Clerk and Two Others Comprise the MBOC.
  - a. When the municipal clerk and two other electors appointed by the clerk serve as the MBOC, the canvass shall begin no earlier than the time that the MBOC receives the returns from all polling places on election night and no later than 9:00 a.m. on the Monday after the election. 2011 Act 115, Wis. Stats. §§ 7.515(6)(b) and 6.97(4).

*Regardless of the Composition of the MBOC*

The MBOC may convene or reconvene (in the case of the poll workers serving as the MBOC who met election night to canvass municipal results) as soon as all pending absentee ballots have been received and all provisional ballots have been determined eligible, but no later than 9:00 a.m. on the Monday after the election. **Note:** Proper 24-hour meeting notice is required.

Scenarios:

**A. The MBOC is the Election Inspectors**

Note: An “outstanding” absentee ballot is a ballot that has not been returned. A ballot that has been cancelled or spoiled is not “outstanding.”

1. **No** - Municipal offices and/or referenda  
**No** - Outstanding absentee ballots or provisional ballots.
  - a. The inspectors do not meet as the MBOC.
  - b. The inspectors do not reconvene as the MBOC.
2. **Yes** - Municipal offices and/or referenda  
**No** - Outstanding absentee ballots or provisional ballots.
  - a. The inspectors meet on election night as the MBOC to canvass the results of the municipal offices or municipal referenda and complete the GAB-106 for municipal offices and referenda only.
  - b. The inspectors do not reconvene as the MBOC.
3. **Yes** - Municipal offices and/or referenda  
**Yes** - Outstanding absentee ballots or provisional ballots.
  - a. The inspectors meet on election night as the MBOC to canvass the results of the municipal offices or municipal referenda and complete the GAB-106 for municipal offices and referenda only.

- b. The MBOC reconvenes after all absentee ballots have been returned and all provisional ballots are rehabilitated or after the deadline of 4:00 p.m. on the Friday after the election has passed.
  - c. 24-hour open meeting notice is required.
  - d. The MBOC reconvenes no later than 9:00 a.m. on the Monday after the election to process and count late-arriving absentee and provisional ballots and amend the municipal canvass.
    - i. If no absentee ballots are returned and no provisional ballots are rehabilitated, the MBOC must reconvene to sign a statement that confirms that the election night returns have not changed.
4. **No** - Municipal offices and/or referenda  
**Yes** - Outstanding absentee ballots or provisional ballots.
- a. The inspectors do not meet as the MBOC.
  - b. The MBOC convenes after all absentee ballots have been returned and all provisional ballots are rehabilitated, or after the deadline of 4:00 p.m. on the Friday after the election has passed.
  - c. 24-hour open meeting notice is required.
  - d. The MBOC convenes no later than 9:00 a.m. on the Monday after the election to process and count late-arriving absentee and provisional ballots.
    - i. If no absentee ballots are returned and no provisional ballots are rehabilitated, the MBOC must convene to sign a statement that confirms that the election night returns have not changed.

**B. The MBOC is the Clerk and Two Other Electors**

- 1. **No** - Municipal offices and/or referenda  
**No** - Outstanding absentee ballots or provisional ballots.

- a. The MBOC does not meet at all.
2. **Yes** - Municipal offices and/or referenda  
**No** - Outstanding absentee ballots or provisional ballots.
- a. The MBOC meets the day after the election to canvass the results of the municipal offices or municipal referenda and complete the GAB-106 for municipal offices and referenda only.
  - b. The MBOC has no reason to meet again.
3. **Yes** - Municipal offices and/or referenda  
**Yes** - Outstanding absentee ballots or provisional ballots.
- a. The MBOC *may* meet the day after the election to canvass the results of the municipal offices or municipal referenda and complete the GAB-106 for municipal offices and referenda only.
    - i. The MBOC must adjourn until all absentee ballots are returned and all provisional ballots are rehabilitated or until the deadline of 4:00 p.m. on the Friday after the election has passed.
    - ii. After providing 24-hour notice, the MBOC reconvenes to process and count late-arriving absentee and provisional ballots and amend the municipal canvass.
      - a) If no absentee ballots are returned and no provisional ballots are rehabilitated, the MBOC must reconvene to sign a statement that confirms that the election night returns have not changed.
  - b. Alternatively, the MBOC may wait to convene until all absentee ballots are returned and all provisional ballots are rehabilitated or until the deadline of 4:00 p.m. on the Friday after the election has passed.
    - i. After providing 24-hour notice, the MBOC convenes to process and count late-arriving absentee and provisional ballots and to canvass the results of the municipal election.

- a) If no outstanding absentee ballots were returned and no provisional ballots were rehabilitated, the returns must include a statement to that effect.
4. **No** - Municipal offices and/or referenda  
**Yes** - Outstanding absentee ballots or provisional ballots.
- a. The MBOC must convene after all outstanding absentee ballots have been received and all provisional ballots are rehabilitated or until the deadline of 4:00 p.m. on the Friday after the election has passed.
  - b. 24-hour notice is required.
  - c. The MBOC convenes to process and count late-arriving absentee and provisional ballots.
    - i. If no absentee ballots are returned and no provisional ballots are rehabilitated, the MBOC must convene to sign a statement that confirms that the election night returns have not changed.

The 3-day period for petitioning for a recount of municipal offices and referenda does not begin until the day after the final meeting of the MBOC and the completion of the canvassing of the late-arriving absentee and provisional ballots. 2011 Act 115, Wis. Stat. § 9.01(1)(a) 1.

*Timeline for Delivery of Election Night Returns to County, School District and Special Purpose District Clerks*

The municipal clerk shall deliver all ballots, statements, tally sheets, lists and envelopes, **excluding any absentee ballots received after closing hour on election night and any provisional ballots**, related to any county, school district or special purpose district election to the appropriate clerks by 4:00 p.m. on the day following each such election. Wis. Stat. § 7.51(5)(b).

*Central Count Absentee Municipalities*

The municipal clerk in municipalities that process absentee ballots at a central location deliver all ballots, statements, tally sheets, lists and envelopes, **excluding any absentee ballots received after closing hour on election night and any provisional ballots**, related to any county, school district or special purpose district election to the appropriate clerks by 4:00

p.m. on the second day following each such election. Wis. Stat. § 7.51(5)(b).

### *Timeline for Delivery of Amended Returns to the Affected Boards of Canvassers*

The amended returns must be delivered to the county, school district and special purpose district clerks no later than 4:00 p.m. on the Monday after the election. 2011 Act 115, Wis. Stat. § 7.51(5)(b). County, school district and special purpose district boards of canvassers must meet no later than 9:00 a.m. on Tuesday (one week after an election.) In addition, school district and special purpose district boards of canvassers must complete the canvass no later than 4:00 p.m. on the Tuesday after an election. 2011 Act 115, Wis. Stats. §§ 7.53 (3)(a) and 7.60(3).

### Duties of Municipal Clerks

1. On Election Night, post the number of pending absentee ballots and provisional ballots, by reporting unit, on the Internet. Wis. Stat. § 7.515(5), 2011 Act 115, Wis. Stat. § 7.15(15).
2. On Election Night, transmit the GAB-123r to the clerks of any other affected level of government and provide written notice of the number of pending absentee ballots, by reporting unit. Wis. Stats. §§6.97(3)(b) and 7.515(6)(a).
3. On Election Night, enter provisional ballot information {which has been recorded on the Provisional Ballot Reporting Form (GAB-123r)} into the Provisional Ballot Tracking System. (If the municipality does not have web access, the SVRS provider enters this information.) 42 U.S.C. §15482(a)(5)(B).
4. If the clerk receives an absentee ballot from an elector who is recorded as voting on Election Day, the clerk should mark the ballot “To Be Rejected” and set the ballot aside for processing by the Municipal Board of Canvassers. The clerk should also contact law enforcement immediately.
5. 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 8:00 p.m. on Election Day, or to the municipal clerk or deputy clerk by 4 p.m. on the Friday after the election.

- a. Municipal clerks must be available to receive the missing information from electors who have an pending provisional ballot through 4pm on the Friday after the election:
    - i. Electors who need to provide their driver license number can provide their number:
      1. Over the phone
      2. By electronic transmission
      3. By delivery
      4. In-person
    - ii. Electors who need to provide a proof of residence can provide their documentation:
      1. By electronic transmission
      2. By delivery
      3. In-person
  - b. Electors who provide their information after Election Day do not sign the poll list.
  - c. When an elector provides missing provisional information after Election Day, the municipal clerk must update the GAB-123r with:
    - i. The type of provisional documentation provided
    - ii. The method used to provide the missing information
    - iii. The date and time the elector provided the missing information
    - iv. The clerk's name
  - d. The Provisional Ballot Tracking System must also be updated when an elector provides missing provisional information after Election Day.
6. Continually update the GAB-123r as provisional ballots become eligible to be counted, and continually enter the updated information into the Provisional Ballot Tracking System or transmit the updated information to your provider for Provisional Ballot Tracking System entry.

7. Immediately after the 4:00 p.m. Friday deadline, transmit the final GAB-123r forms to the clerks of any other affected level of government (and to your provider, if necessary) and also provide a written updated notice of the number of pending absentee ballots.
8. Publish a 24-hour open meeting notice and notify the MBOC of the time and location of the meeting. Notice of the meeting which includes the date, time, place and subject matter of the meeting should be sent to the local media at least 24 hours in advance of the meeting. Wis. Stat. § 19.84. **Note:** You may have observers in attendance.
9. Provide all necessary materials for the MBOC (see the Supplies Checklist in the appendix of this document).
10. Take minutes at the MBOC meeting or assign this duty.

### Processing Late-Arriving Absentee and Provisional Ballots

The MBOC will conduct the processing and tallying of absentee ballots separately from the processing and tallying of provisional ballots. The tally for absentee ballots and the tally for provisional ballots may appear on the same set of tally sheets, but must be labeled separately “absentee” and “provisional.”

#### *Late-Arriving Absentee Ballots*

Follow the instructions for processing absentee ballots located in the **BALLOTS** Section of the Election Day Manual. Note: Process one absentee ballot at a time.

- A. Open the Absentee Ballot Carrier envelopes or containers (GAB-125).
  1. Note: Ballots should not be placed in a locked ballot box upon determination of sufficiency, but should be placed in a “privacy container” for tally later in the process.
  2. If the certificate envelope (GAB-122) containing the ballot is missing the signature of either the elector or the witness, or if the envelope appears to have been opened and resealed, the ballot is rejected. (*There is no opportunity for a voter to rehabilitate an insufficient certificate envelope after Election Day.*)

- a. Write “Rejected” and the reason for the rejection on the certificate envelope and the absentee ballot log.
  - b. Record the rejection on the Record of Activity (GAB-104AP).
  - c. Place the unopened ballot in the Certificate Envelope of Rejected Absentee Ballots (GAB-102).
3. If the voter list or the absentee certificate envelope has the notation “POR Required:”
- d. Verify that a copy of Proof of Residence was enclosed.
  - e. If not, process as a provisional ballot. See *Missing Proof of Residence Procedure* which follows the absentee processing procedure in the Election Day Manual.
4. If the certificate envelope is sufficient and proof residence has been provided, if necessary, the ballot may be counted.
- a. Assign a voter number.
    - i. Look for the last voter number issued on Election Day in the appropriate reporting unit and assign the next consecutive number to the voter.
    - ii. Record the number next to the voter’s name on the Absentee Ballot Log.
  - b. Place the ballot in the privacy container for tallying later in the process.
  - c. Place the certificate envelope in the envelope for Used Absentee Certificate Envelopes (GAB-103).
- B. Reconcile the Number of Voters with the Number of Ballots
1. Count the number of ballots in the privacy container to ensure the number of ballots equals the number of additional voter numbers issued for absentee ballots.
  2. Return to privacy container and mix.

### C. Tally the Votes

1. Count and record the votes on two separate Tally Sheets (GAB-105). Reconcile the tally sheets when the counting for each office is complete.
2. Determine if any of the ballots are “Defective.”
  - a. A “Defective Ballot” is a ballot for which a majority of the election inspectors agree that voter intent cannot reasonably be determined.
  - b. A ballot can be defective for some offices and valid for others. Only valid votes on each ballot are counted. The reason for the defect should be recorded on the Record of Activity (GAB-104AP).
  - c. A defective ballot is labeled “Defective Ballot # \_\_\_” (beginning with ‘1’), set aside and preserved.
    - i. Defective ballots may be placed in an envelope marked “Defective/Objected To Absentee Ballots” or
    - ii. Bound together and labeled “Defective Absentee Ballots.”
3. Determine if any of the ballots are “Objected To.”
  - a. An “Objected to” ballot is a ballot for which a majority of the election inspectors agree that voter intent can be determined, but at least one election inspector disagrees. The reason for the objection is recorded on the Record of Activity (GAB-104AP).
  - b. An “Objected to” ballot is labeled “Objected to Ballot #\_\_\_” (beginning with ‘1’), set aside and preserved. in the “Original Ballots” envelope.
    - i. “Objected To” ballots may be placed in an envelope marked “Defective/Objected To Absentee Ballots” or
    - ii. Bound together and labeled “Objected To Absentee Ballots.”

- D. Bundle the counted absentee ballots together and set aside.
- E. Announce the results of the tally of late-arriving absentee ballots.

*Provisional Ballots*

- A. Examine all GAB-123r forms to determine which voters have supplied the missing information necessary for their ballots to be processed.
- B. Verify the tamper-evident seal numbers on the ballot container holding the provisional ballots and record the findings on the Record of Activity (GAB-104AP).
- C. Open the ballot container holding the Election Day provisional ballots and retrieve the envelopes containing the ballots to be processed.
- D. Process one provisional ballot at a time. Examine the Provisional Ballot Certificate Envelope (GAB-123) for sufficiency, following the same procedure used in processing absentee ballots.
  - 1. Reject the provisional ballot if the envelope is not sufficient or appears to have been tampered with.
    - a. Mark the envelope (GAB-123) “Rejected.”
    - b. Write “Rejected” on the Provision Ballot Reporting Form (GAB-123r) in the “voter number” column.
    - c. Record the rejection on the Record of Activity (GAB-104AP)
    - d. Return the unopened GAB-123 to the Election Night Provisional Ballot Bag/Container.
  - 2. If the provisional ballot envelope is sufficient.
    - a. Assign a voter number to the elector.
      - i. Look for the last voter number issued in the appropriate reporting unit and assign the next consecutive number to the voter.

- ii. Record the number on the GAB-123r.
      - b. Place the Provisional Certificate Envelope in a large envelope marked “Used Provisional Ballot Envelopes.”
      - c. Place the ballot in the “privacy container” for tally later in the process.
  - E. After all provisional ballots have been processed, reconcile the number of voters with the number of provisional ballots
    1. Count the number of ballots in the privacy container to ensure the number of ballots equals the number of additional voter numbers issued for provisional ballots.
    2. Return ballots to privacy container and mix.
  - F. Tally the Votes

Count and record the votes on two separate Tally Sheets (GAB-105). Reconcile the tally sheets when the counting for each office is complete.

1. Determine if any of the ballots are “Defective.”
  - a. A “Defective ballot” is a ballot for which a majority of the election inspectors agree that voter intent cannot reasonably be determined.
  - b. A ballot can be defective for some offices and valid for others. Only valid votes on each ballot are counted. The reason for the defect should be recorded on the Record of Activity (GAB-104AP).
  - c. A defective ballot is labeled “Defective Ballot # \_\_\_” (beginning with ‘1’), set aside and preserved.
    - i. Defective ballots may be placed in an envelope marked “Defective/Objected To Provisional Ballots or”
    - ii. Bundled together and labeled “Defective Provisional Ballots”

2. Determine if any of the ballots are “Objected To.”
  - a. An “Objected to” ballot is a ballot for which a majority of the election inspectors agree that voter intent can be determined, but at least one election inspector disagrees. The reason for the objection is recorded on the Record of Activity (GAB-104AP).
  - b. An “Objected to” ballot is labeled “Objected to Ballot #\_\_” (beginning with ‘1’), set aside and preserved.
    - i. “Objected To” ballots may be placed in an envelope marked “Defective/Objected To Provisional Ballots or”
    - ii. Bundled together and labeled “Objected To Provisional Ballots”
  - c. Bundle the counted provisional ballots together and set aside.
  - d. Announce the results of the tally of provisional ballots.

### *Securing and Documenting*

#### A. Ballots

1. Place the counted absentee ballots and the Defective/Objected To Absentee Ballots in a ballot bag or container.
  - a. Secure the container with a tamper-evident seal.
  - b. Record the tamper-evident seal number on the Ballot Container Certificate (GAB-101) and the Record of Activity (GAB-104AP).
2. Place the counted provisional ballots and the Defective/Objected To Provisional Ballots in a ballot bag or container.
  - a. Secure the container with a tamper-evident seal.
  - b. Record the tamper-evident seal number on the Ballot Container Certificate (GAB-101) and the Record of Activity (GAB-104AP)

3. Reseal the ballot container holding the Election Day provisional ballots with a tamper-evident seal.
  - a. Record the tamper-evident seal number on the Ballot Container Certificate (GAB-101) and the Record of Activity (GAB-104AP).

B. Envelopes

1. Secure the large envelopes containing
  - a. Used Certificate Absentee Envelopes (GAB-103)
  - b. Rejected Absentee Ballots (GAB-102)
  - c. Used Provisional Certificate Envelopes

C. Complete Forms and Sign any Certifications

1. Ballot Container Certificates (GAB-101)
2. Rejected Absentee Ballots Envelopes (GAB-102)
3. Used Absentee Certificates Envelope (GAB-103)
4. Used Provisional Certificates Envelope
5. Record of Activity (GAB-104AP)
6. Certification of the MBOC (GAB-106AP)
7. Tally sheets and machine tapes (GAB-105)
8. Provisional Ballot Carrier Envelope (GAB-108)
9. Provisional Ballot Reporting Form (GAB-123r)
10. Absentee Ballot Log (GAB-124)

## Conducting the Municipal Canvass

### *Canvassing Municipal Offices and Municipal Referenda*

If there were municipal offices or municipal referenda on the ballot, the MBOC will need to make the official determination of the outcome of the municipal election. Follow the Municipal Board of Canvassers instructions located in the Election Day Manual. The MBOC uses the Statement of the Board of Canvassers (GAB-106) for this purpose.

If the MBOC has already met and completed a GAB-106 and is reconvening to process and count late-arriving absentee and provisional ballots, the municipal canvass will have to be amended.

#### A. Tabular Statement

1. Complete a new tabular statement for each municipal office and municipal referendum.
2. Record only the votes counted for late-arriving absentee ballots and provisional ballots in each office for each reporting unit.
3. Total the votes cast in each reporting unit (across) and for each candidate (down) and record the grand total for each office.

#### B. Summary Statement

1. Complete a new summary statement, using the information from the tabular statement, for each municipal office and municipal referendum.
2. Attach a copy of the *original* summary statement to the new summary statement
3. Record the totals from the first summary statement next to the totals on new summary statement.
4. Add the together and determine a new grand total for each office and referenda.

#### C. Certification

1. Complete and sign the Certification.

## Routing Materials

All materials are delivered to the municipal clerk, but should be separated as follows:

### A. Municipal Clerk

1. Municipal ballots (if separate ballots) sealed in a ballot container.
2. One original of each Tally Sheet (GAB-105) and one copy of the voting machine tape, if any.
3. Record of Activity (GAB-104AP) - *Municipal clerk will make certified copies for county, school district and special purpose district clerks.*
4. Absentee Ballot Log (GAB-124) - *Municipal clerk will make certified copies for county, school district and special purpose district clerks.*
5. Provisional Ballot Reporting Form (GAB-123r) - *Municipal clerk will make certified copies for county, school district and special purpose district clerks.*
6. Statement of the MBOC (GAB-106AP) - *Municipal clerk will make certified copies for county, school district and special purpose district clerks.*
7. Statement of the Municipal Board of Canvassers (GAB-106), if required.

### B. School District Clerk

1. School District Ballots (if separate ballots) sealed in a ballot container.
2. One original Tally Sheet (GAB-105) of school district offices and referenda and one copy of the voting machine tape, if any.
3. One certified copy of the Inspectors' Statement (GAB-104) and one certified copy of the Record of Activity (GAB-104AP)

4. One copy of the Provisional Ballot Reporting Form (GAB-123r)
5. One copy of the Absentee Ballot Log (GAB-124)

C. County Clerk

1. Ballot containers with all federal, state, county and technical college ballots.
2. Provisional and absentee ballots sealed in separate ballot containers.
3. Election night provisional ballots resealed in the original ballot bag from election night.
4. The Rejected Absentee Ballots Envelope (GAB-102)
5. The Used Absentee Certificates Envelopes Envelope (GAB-103)
6. The Used Provisional Certificates Envelope
7. One Original Tally Sheet (GAB-105) of federal, state, county and technical college offices and/or referenda and one copy of the voting machine tape, if any.
6. One certified copy of the Record of Activity (GAB-104AP)
7. One copy of the Provisional Ballot Reporting Form (GAB-123r)
8. One copy of the Absentee Ballot Log (GAB-124)
9. One certified copy of the Statement of the MBOC (GAB-106AP)

*Municipal Clerk Follow-up*

Municipal clerks deliver the amended returns and other documents to the county, school district and special purpose district no later than 4:00 p.m. on the Monday after the election. See **Routing** above.

## Certificate of Election

1. The municipal clerk shall promptly issue a Certificate of Election (GAB-153) to each person elected to any municipal office after the deadline for filing a petition for recount has passed, three business days following the certification by the municipal board of canvassers.
2. When a valid petition for a recount is filed, the municipal clerk may not issue the Certificate of Election (GAB-153) for the office in question until the recount has been completed and the time allowed for filing an appeal has passed.
  - a. An appeal may be filed in the circuit court within five business days after completion of the recount by the board of canvassers.
  - b. If an appeal is filed in the circuit court, the municipal clerk shall not issue the Certificate of Election (GAB-153) until after the appeal is decided.

## Election Voting and Registration Statistics Report (GAB-190)

Wisconsin statutes require that the municipal clerk complete an Election Voting and Registration Statistics Report (GAB-190) within 30 days of a primary or election at which a state or national office is filled or a statewide referendum is held. Public interest is high concerning the information required on the Election Voting and Registration Statistics Report (GAB-190). The information the clerk provides is the primary resource for persons requesting statistical information about voting and registration in Wisconsin. In order for the Government Accountability Board, Elections Division to provide accurate statistical information, it is important that the information the clerk provides is correct, and that the form is completed promptly and properly.

### *Procedure*

1. One Election Voting and Registration Statistics Report (GAB-190) must be completed for each reporting unit.
2. The completed Election Voting and Registration Statistics Report(s) (GAB-190) must then be entered into the Wisconsin Election Data Collection System (WEDCS).

- a. Each municipality is responsible for ensuring that the Election Voting and Registration Statistics Report (GAB-190) information is entered into the WEDCS.
  - i. Some municipalities will rely on their SVRS Provider to enter their Election Voting and Registration Statistics Report (GAB-190) in to the WEDCS. If you are a Relier, please communicate with your Provider to determine who enters the GAB-190 into WEDCS.
  - ii. All SVRS Self Providers must enter their Election Voting and Registration Statistics Report(s) (GAB-190) in to the WEDCS themselves.
  - iii. County clerks are required to keep a copy of Election Voting and Registration Statistics Reports (GAB-190) for reporting units within their county. The county clerk can obtain copies of GAB-190s through the WEDCS, however; they may request a copy from the municipal clerk. Municipal clerks should communicate with their County Clerk to determine how they wish to receive the GAB-190.
3. The Election Voting and Registration Statistics Report (GAB-190) collects a variety of statistical information for elections for each specific reporting unit. The municipal clerks should review the Election Voting and Registration Statistics Report (GAB-190) and the GAB-190 Help Guide before each election to determine what information needs to be tracked and reported.

### Absentee List Maintenance

Wisconsin law provides electors the option to request that absentee ballots be sent to them automatically for every election. However, the law also requires the elector to return a ballot each time a ballot is sent to them, otherwise the application may be canceled. Clerks must reconcile their absentee ballot logs to identify voters who did not return a ballot and cancel their absentee applications accordingly.

#### *Regular Absentee Electors - Calendar Year Requests*

1. At each spring election and general election, the clerk shall determine if any voters with a calendar year request failed to return a ballot.

- a. A ballot is considered “returned” if it was returned to the clerk’s office or polling place in the certificate envelope regardless of whether that ballot was ultimately counted or rejected.
2. The clerk shall remove from the list the name of each person who:
    - a. Did not return a ballot for a spring election or general election.
      - i. The canceled absentee voter may file a new absentee application with the clerk’s office to receive ballots for future elections.
    - b. Requests their name be removed from the list.
    - c. No longer qualifies as an elector (upon receipt of reliable information).
  3. If the cancellation is not at the voter’s request, the clerk shall send a notice within 5 days of the cancellation, if possible.

*Indefinitely Confined Electors*

1. At each spring election and general election, the clerk shall determine if any voters from the indefinitely confined list failed to return a ballot.
  - a. A ballot is considered “returned” if it was returned to the clerk’s office or polling place in the certificate envelope regardless of whether that ballot was ultimately counted or rejected.
2. The clerk shall send a 1st class letter or postcard informing the voter that his or her name will be removed the list unless the voter applies for renewal within 30 days.
  - a. Renewal can be accomplished by any written notification.
3. The clerk shall remove from the indefinitely confined list the name of each person who:

- a. Did not return a ballot for a spring election or general election, was sent a 30-day notice and did not renew the application by the deadline.
- b. Requests their name be removed from the list.
- c. No longer qualifies as an indefinitely confined elector (upon receipt of reliable information).
  - i. The clerk shall send a notice within 5 days of the cancellation, if possible.

### *Military and Permanent Overseas Electors*

1. Military and Permanent Overseas electors' absentee applications are not subject to cancellation for failure to return a ballot.
2. Military or Permanent Overseas electors' applications may be canceled early if:
  - a. The elector requests their absentee application be canceled.
  - b. The clerk is receives reliable information that the elector no qualifies as a military or overseas elector.
    - i. Military electors continue to be treated as military electors for 28 days after their date of discharge, termination of service, or employment that qualifies them for military elector status.
3. If the cancellation is not at the voter's request, the clerk shall send a notice within 5 days of the cancellation, if possible.

## Supplies Checklist for Processing Late-Arriving Absentee and Provisional Ballots

- Paper and Pens**
- Empty Ballot Bags or Containers and Ballot Container Certificates (GAB-101)**  
*Note: Late-arriving absentee ballots and provisional ballots must be kept separate from one another.*
- New Envelope for Rejected Absentee Ballots (GAB-102)**
- New Envelope for Used Absentee Certificate Envelopes (GAB-103)**
- New Envelope for Used Provisional Certificate Envelopes**  
*This can be a large envelope containing a certificate similar to the GAB-103*
- New Envelope for Defective/Objected To Absentee Ballots**  
*(Or Defective and Objected To Absentee Ballots can be bundled separately rather than placed in an envelope.)*
- New Envelope for Defective/Objected To Provisional Ballots**  
*(Or Defective and Objected To Provisional Ballots can be bundled separately rather than placed in an envelope.)*
- Record of Activity (GAB-104AP)**  
*The MBOC records any noteworthy incidents or decisions on the GAB-104.*
- Blank Challenge Documentation (GAB-104c)**  
*Observers or MBOC may challenge an elector's right to vote. Please See Challenging Electors section of the Election Day manual for challenge procedures.*
- New Tally Sheets (GAB-105)**  
*Votes are tallied on duplicate original tally sheets; two tally sheets each for federal, state and county offices and referenda; municipal offices and referenda; school district offices and referenda; special purpose district offices or referenda.*
- Statement of the MBOC (GAB-106AP)**  
*A reconciliation and certification completed by the MBOC when processing of late-arriving and provisional ballots is complete.*
- New Provisional Ballot Carrier Envelope (GAB-108)**
- New Provisional Ballot Certificate Envelopes (GAB-123)**

- Privacy container**  
*A box or other container in which processed ballots are placed and shuffled before tallying*
- The Processing Late-Arriving Absentee and Provisional Ballots Manual**

**Election Materials from Each Reporting Unit**

- Municipal copy of the poll lists (GAB-107)**  
*For reference only*
- Provisional Ballot Reporting Form(s) (GAB-123r)\***  
*From Election Day and as processed by the municipal clerk.*
- Absentee Ballot Logs (GAB-124)\***
- Late-arriving absentee ballots secured in a carrier envelope (GAB-125)**
- Provisional ballots secured in a ballot bag**

**\*NOTE: Provisional Ballot Reporting Forms and Absentee Ballot Logs on which voter numbers are recorded at the meeting of the MBOC must be retained for 22 months.**

*If conducting a municipal canvass for municipal offices and referenda, please see the Election Day Manual for canvass procedures and necessary materials.*

**Mail to: ELECTIONS DIVISION**  
**WISCONSIN GOVERNMENT ACCOUNTABILITY BOARD**  
P.O. Box 7984                      Madison, WI 53707-7984  
Phone: (608) 266-8005      FAX: (608) 267-0500

## MANUALS & WEBINARS ORDER FORM

All of our forms and manuals are free to download from the agency website (<http://gab.wi.gov>). We encourage you to check this resource first, as you would be able to download and print out forms, manuals and other documents at your leisure.

Manuals are easily photocopied, and the Elections Division gives you permission to make as many copies of them as you need. If you would like to order either the Election Administration Manual, Election Day Manual or a DVD of our webinar training series, please indicate the quantity and the total cost of all items you are ordering.

Quantity	Item Description	Unit Cost By Mail	Total Cost
	Election Administration Manual for Wisconsin Municipal Clerks (Rev. 10/2012)	\$8.00	
	Election Day Manual for Wisconsin Election Officials (Rev. 10/2012)	\$8.00	
	Election Administration Training Webinar Series (9/2012 – order date)	\$5.00	
		<b>Total</b>	

**Send Materials To:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current Date: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_

My check is enclosed.   
*(Payment must accompany order!)*

Elections Division use only.
Order filled by: _____ Date filled: _____