

State of Wisconsin \ Government Accountability Board

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DATE: September 2, 2015

TO: Wisconsin Municipal Clerks
City of Milwaukee Election Commission
Wisconsin County Clerks
Milwaukee County Election Commission

FROM: Michael Haas
Elections Division Administrator

Allison Coakley
Elections Training Coordinator

SUBJECT: Elections Administration Training webinar series
(September 2015 – March 2016)

In 2012, in an effort to serve our election partners more effectively, the Government Accountability Board launched the “Back to Basics” Elections Administration Training webinar series in lieu of WisLine program teleconferences. The following year, we introduced “Building on the Basics.” a series designed to augment our core election administration training. Webinar training has generated a positive response from county and municipal clerks and their election inspectors.

Our new webinar series continues our efforts to provide clerks and election inspectors with the timely information and election law updates you need to perform your job duties effectively. Based on input we received from county and municipal clerks, each webinar will generally focus on a particular topic and will be about one hour in length. We hope this structure will allow us to cover the topic in greater depth and allow enough time to answer any questions you may have during the webcast. The live or recorded webinars count toward the hours clerks and chief inspectors need for recertification where indicated.

The programs and materials are free for you to download from our website for your own education and for training your election inspectors. A disc of the webcasts may also be ordered for a small fee to cover processing costs using the order form found on our website: <http://gab.wi.gov/node/2622>.

Webinar access information and related materials will be posted under “Recent Clerk Communications” on the Monday prior to each webinar. You must be able to view videos on your computer, using a media application such as Windows Media Player and will be connected to audio using your computer’s speakers. The webinar recording, related materials and a list of frequently asked questions will be posted shortly after the webcast.

Please send any questions or comments you have to Allison Coakley: allison.coakley@wi.gov or (608) 261-2033.

2015-2016 Election Administration Training Webinar Series

New Clerk Orientation

September 30, 2015, 10:00 a.m. – 11:00 a.m.

County and Municipal Clerks

Are you a new clerk looking for guidance on navigating elections, resources available to help you perform your job duties effectively and a bit more information on the Government Accountability Board? If so, this is the webinar for you! Seasoned clerks may find the webinar of interest as well as we will give you some nomination paper review tips and take a look at the appointment of election inspectors for the 2016-2017 term.

Election Training for School District Clerks

October 21, 2015, 10:00 a.m. – 11:00 a.m.

County, Municipal and School District Clerks

School district clerks don't have to "breathe" elections like county and municipal clerks do every election cycle. So this webinar will provide school district clerks facing their first election or experienced school district clerks some critical guidance about their clerk duties during an election and offer some pointers for conducting a successful election.

Proof of Residence & Proof of Identification

November 4, 2015, 10:00 a.m. – 11:15 a.m.

Clerks, Chief Inspectors and Poll Workers

What can and can't be used as proof of residence? Does the address on a voter's proof of identification need to be current? These questions and many others will be answered in this webinar offering an in-depth review of proof of residence and proof of identification statutory requirements.

A Review of 2015 – and What's Ahead in 2016

December 2, 2015, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

Have there been any legislative or administrative changes in election laws and procedures? Join us and learn about any changes, how they may impact you and your municipality or county, and what may be ahead for us in 2016. Bring your questions!

Photo ID Law Implementation

January 6, 2016, 10:00 a.m. – 11:15 a.m.

Clerks, Chief Inspectors and Poll Workers

In March 2015, the U.S. Supreme Court affirmed the photo ID provisions of Wisconsin's 2011 Voter ID Law. This webinar will detail photo ID requirements as they impact the clerk's duties and the Election Day duties of chief inspectors and poll workers.

Special Voting Deputies

January 13, 2016, 10:00 a.m. – 11:00 a.m.

Clerks and Special Voting Deputies

The Legislature has recognized that it may be difficult for some voters to get to their polling place on Election Day. This webinar will review absentee voting procedures for voters who are occupants of residential care facilities and retirement homes that are required by law or designated by the municipal clerk to be served by Special Voting Deputies.

Absentee Voting

January 20, 2016, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

This webinar will review general absentee voting procedures – such as the Type E Notice of absentee voting hours in the clerks’ office - and a take a closer look at absentee voting and processing absentee ballots at the polls on Election Day.

Provisional Voting

February 3, 2016, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

Many election inspectors have never had to issue a provision ballot to a voter. With Photo ID in place for the 2016 elections, that may change. If you are wondering how to handle a provisional ballot situation, this webinar will provide an overview of the process and offer some procedural advice.

Election Observers

March 2, 2016, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

Anyone, other than a candidate up for election, has the right to be present to observe the conduct of the election. Election inspectors must ensure that the voting process is transparent and open to the public. This webinar will discuss rules for observers at the polling place or other locations where votes are being cast or counted.

Canvass Process

March 9, 2016, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

This webinar will provide clerks and election inspectors with suggested procedures for their Municipal Board of Canvassers from the chief inspector’s delivery of election materials to the municipal clerks to the processing of any late-arriving absentee ballots and/or provisional ballots that are returned by 4 p.m. the Friday after the election.

GAB-190 & GAB-191 Reports

March 23, 2016, 10:00 a.m. – 11:00 a.m.

County and Municipal Clerks

When do clerks need to complete the GAB-190 and GAB-190F statistics reports? What do clerks need to list on the GAB-191 cost reports? When are they due? These are common questions that we receive each election about the reports. Tune in and get the answers!