

# WISCONSIN ELECTIONS COMMISSION

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## MEMORANDUM

**DATE:** November 2, 2016

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

**FROM:** Michael Haas  
Administrator

Allison Coakley  
Training Coordinator

**SUBJECT:** 2016 General Election Reminders and Tips

As the Wisconsin Elections Commission and local election officials conduct absentee voting and make final preparations for Election Day, we are offering some final reminders about timely topics and resources that are available to you and your election inspectors. Some of this information may seem basic for experienced clerks, but this may be the first General Election for many clerks or first presidential election for others. While this is not an exhaustive checklist, please note the following reminders and resources:

1. The WEC will again have extended hours to serve local election officials leading up to and on Election Day. We will be answering calls and emails during the following extended hours:
  - a. Until 6:00 p.m. on Thursday November 3<sup>rd</sup> and Friday November 4<sup>th</sup>.
  - b. From 10:00 a.m. through 2:00 p.m. on Saturday November 5<sup>th</sup> and Sunday, November 6<sup>th</sup>.
  - c. Until 8:00 p.m. on Monday, November 7<sup>th</sup>;
  - d. From 6:00 a.m. until 11:00 p.m. on Election Day, Tuesday November 8<sup>th</sup>.

If we are aware of unresolved issues on Election Night, staff will be available after 11:00 p.m.

2. An unexpired temporary state ID card receipt issued by the DMV through the ID Petition (IDPP) process is a valid form of photo ID for voting purposes, regardless of the issuance date.
3. Municipal clerks should advise their election inspectors to offer IDPP palm cards to all individuals who cast a provisional ballot, are otherwise unable to cast a regular ballot because they do not present a qualifying ID, or request information regarding obtaining a free ID. Please review the October 16, 2016 clerk communication: <http://elections.wi.gov/node/4334>.
4. Clerks must be available through 5:00 p.m. on Friday, November 4 for several deadlines, including in-person voter registration and absentee ballot requests from indefinitely confined voters and military voters who are not away on active duty.
5. The Election Day and Election Administration Manuals have not been updated to reflect those sections of the manuals affected by the One Wisconsin Institute Decision on August 23, 2016, as the case is still pending. Pages affected by the decision are outlined in memos posted with the manuals on our website. The memos should be printed off and placed in the front cover of each respective manual: Election Day Manual July 2016: <http://elections.wi.gov/clerks/education-training/election-day-manual> and Election Administration Manual October 2016: <http://elections.wi.gov/clerks/education-training/election-administration-manual>.
6. We have been advised that clerks are seeing numerous email inquiries requesting information about the photo ID requirement. Here is a draft response you may use to direct voters to our online resources:

If you are not registered to vote, you will need to complete a voter registration application and provide proof of residence. You will also need a photo ID to receive a ballot. Most people have the ID they need to vote. If you need more information about the law, including whether you have an acceptable form of ID, please visit <http://bringit.wi.gov>. The link contains information about how to get a free state ID card for voting purposes.

7. For New Wisconsin Residents, the deadline to vote an in-person absentee *Presidential Only Ballot* is 5:00 p.m. Monday November 7. The voter may also vote a Presidential Only ballot at the polling place on Election Day. Proof of residence and proof of identification is required. The voter must complete the EL-141 and EL-139. The voter is not eligible to register.

Former Wisconsin Residents may apply for a Presidential Only ballot within 24 months of leaving Wisconsin. Voters must complete the EL-140 and provide proof of identification. Proof of residence is not required.

8. The deadline to register as a write-in candidate is Friday, November 4 at 12:00 p.m. (noon). Remember to check the list of registered write-in candidates at this link: <http://elections.wi.gov/elections-voting/2016/fall>.
9. Daylight savings time ends on Sunday November 6 at 2:00 a.m. At that time clocks will "fall back" and change from 2:00 a.m. to 1:00 a.m. Please confirm that clocks on voting equipment are using the correct time. Voting Equipment security and documentation is an essential aspect of maintaining public confidence in the election process. Be sure to keep voting equipment stored in a secure location until Election Day and secure all memory devices in their compartments with tamper-evident seals. All serial numbers from these seals should be maintained on chain of custody documentation, such as the Inspector's Statement.
10. If a voter returns an absentee ballot to the municipal clerk (or has placed their ballot in the mail) they cannot spoil their ballot and request a new one at the polling place on Election Day. Please refer to page 107 of the [Election Administration Manual](#) for more information on spoiling and issuing replacement absentee ballots.
11. We are contacting the political parties and organizations sponsoring election observers to remind them of the rules governing observer conduct which can be found at this link: <http://elections.wi.gov/clerks/education-training/election-observers>. Please ensure that you and your election inspectors are familiar with the observer rules, including recent revisions.
12. All ballots must be at the polling place by 8:00 p.m. on Election Day to be counted. There are no exceptions for any type of voter, including military voters.
13. Challenges made by electors must be based on firsthand knowledge that an individual may not be qualified to vote because of age, citizenship, residency, felon status, competency to vote, or because the individual has already voted at the same election or has placed a bet or wager on the election. Challenges that are not valid include those based on an individual having received a parking ticket or outstanding warrant; the address on a driver's license not matching the voter's voting address; the individual having difficulty in stating their name or address or not speaking English; or the individual having arrived in a van or bus with other voters, or in a vehicle with out-of-state license plates. Only election inspectors may determine the validity of a photo ID. Observers or other electors may not make a challenge based upon the photo ID and are not entitled to view the elector's photo ID.
14. Confirm that you will have adequate staff to handle Election Night reporting duties. As much as we can repeat that Election Night results are not official, the public and media increasingly expect accurate results as quickly as possible. Municipal clerks must report the returns, by ward or reporting unit, to the county clerk no later than two hours after the votes are tabulated. The clock starts ticking after the municipal clerk considers the votes to be tabulated, not when the polls close. County clerks must post all returns on a county website within two hours of receiving the returns. It

is better to be meticulous and correct than fast and careless, but be aware that there is a greater focus on Election Night procedures, and prepare to have sufficient staff to complete reporting duties as well as to enter outstanding provisional ballots into WisVote.

15. The WEC has partnered with the Disability Vote Coalition to produce a brief video focused on ways in which election inspectors can assist voters with disabilities. It effectively delivers the message that election inspectors can have as much impact on how easy or difficult it is to vote as does the physical layout of a polling place. You may wish to show the video to your election inspectors for this or future elections and it is posted on our website at:  
<http://elections.wi.gov/clerks/guidance/accessibility/video/this-is-where-we-vote>.
16. The Wisconsin Elections Commission continues to audit polling places during each election to ensure accessibility. A team of auditors will be sent to various counties throughout the state and will be focused on locations that have not received a preliminary visit. Please take some time to conduct a walkthrough of all polling places in your municipality to ensure that all polling places are accessible on Election Day.
17. Remember to consider and update plans for emergency preparedness, including the possibility of needing to relocate polling locations or extend voting hours. Establish clear lines of communications and contact information with law enforcement and emergency officials in advance. In the event you need to consider moving a polling place on Election Day or extending voting hours, please contact the WEC as we can assist with talking through factors to consider and, if necessary, helping your legal counsel with the necessary court filings. More guidance regarding contingency planning can be found here:  
<http://elections.wi.gov/node/4247>.

We hope these reminders and resources will assist in your Election Day planning. Thank you for your continued work in this final stretch, and please contact the WEC Help Desk at (608) 261-2028 or [elections@wi.gov](mailto:elections@wi.gov) if you have any questions regarding the above information or other issues that arise.