

# WISCONSIN ELECTIONS COMMISSION

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**DATE:** August 23, 2017

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

**FROM:** Richard Rydecki  
Elections Supervisor

Allison Coakley  
Training Coordinator

**SUBJECT:** Elections Administration Training webinar series  
(October 2017 – March 2018)

Our new webinar series continues our efforts to provide clerks and other local election officials with the timely information, election law updates and training you need to perform your job duties effectively. The security of election data and voting equipment will be a central component of a number of the webinars in this series.

Each webinar will generally focus on a particular topic and will be about one hour in length. This structure allows us to cover the topic in greater depth and give us 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://elections.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 on our webinar page: <http://elections.wi.gov/clerks/education-training/webinars>. The table of contents posted at the top of the webinar page identifies which type of election official may use a particular webinar for recertification purposes.

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

# **2017-2018 Election Administration Training Webinar Series**

## **New Clerk Orientation**

**October 4, 2017, 10:00 a.m. – 11:00 a.m.**

***County and Municipal Clerks***

Congratulations on your new position! This webinar will introduce clerks to our agency and staff and provide information on training requirements for local election officials and the wide variety of resources available to help you do a great job before, during and after an election. We will also review the importance of election security preparation and incident prevention. Experienced clerks are welcome to attend and offer any insights they may have for running a smooth election.

## **School District Clerk Duties**

**October 18, 2017, 10:00 a.m. – 11:00 a.m.**

***County, Municipal and School District Clerks***

School district clerks have an important role to play in the administration of regularly scheduled spring elections as well as special elections for school district contests or referenda. This webinar will provide both new and experienced school district clerks with some critical guidance about their clerk duties during an election and offer some pointers for conducting a successful election.

## **Appointing Election Inspectors & Ballot Access Procedures**

**November 1, 2017, 10:00 a.m. – 11:00 a.m.**

***Clerks, Chief Inspectors and Poll Workers***

Municipal clerks have the responsibility of providing their governing bodies with lists of election inspector nominees for appointment to the 2018-2019 term. This webinar will address the nomination procedure, including the submission of lists by the county's primary political parties. We will also review ballot access procedures utilizing the filing of nomination papers or the caucus system and answer some common questions about residency requirements for elected officials.

## **The Year in Review and a Look Ahead to 2018**

**December 6, 2017, 10:00 a.m. – 11:00 a.m.**

***Clerks, Chief Inspectors and Poll Workers***

Some may consider 2017 an "off election year," but it was still a busy one! We will take a look at any legislative or administrative changes in laws and procedures that impact elections and local election officials and forecast what may be ahead for us in 2018. We know that election security will continue to be of primary interest next year. Also, we will also provide you with an update on the progress of electronic poll books and plans to pilot them in several municipalities during the 2018 February Primary and April Election.

## **Absentee Voting**

**January 10, 2018, 10:00 a.m. – 11:00 a.m.**

***Clerks, Chief Inspectors and Poll Workers***

Absentee voting can commence as soon as ballots are available, which will be soon! This webinar will review absentee voting rules – by mail, in-person in the clerk's office and at the polls on Election Day. We will also take an in-depth look at the absentee certificate envelope and what constitutes an address of a witness.

## **Canvass**

**January 24, 2018, 10:00 a.m. – 11:00 a.m.**

***Clerks, Chief Inspectors and Poll Workers***

Election inspectors count the votes at the polls on election night, but 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. This webinar will outline the canvass process for the Municipal Board of Canvassers (MBOC), discuss the composition of the MBOC, review the canvass statement and other documentation and discuss when the MBOC can meet and if it needs to reconvene. We will also provide some guidance for the County Board of Canvassers' process after an election.

## **Counting Votes, Breaking Ties & Filling Vacancies**

**February 7, 2018, 10:00 a.m. – 11:00 a.m.**

***Clerks, Chief Inspectors and Poll Workers***

When do I count votes for only registered write-in candidates or all write-in candidates? Should I count Mickey Mouse or Donald Duck? What happens if there is a tie? What do I do if a winning candidate declines the position? This webinar will answer these common and not-so-common questions and provide a general review of counting votes at the upcoming elections.

## **Remaking and Spoiling Ballots**

**February 28, 2018, 10:00 a.m. – 11:00 a.m.**

***Clerks, Chief Inspectors and Poll Workers***

A Wisconsin voter can “spoil” his or her ballot up to three times and receive a new ballot within certain deadlines before Election Day and at the polling place if they make a mistake. We will review the deadlines for spoiling a ballot and requesting a new one and the process of spoiling and issuing ballots at the polling place on Election Day. This webinar will also review why a ballot may need to be remade at the polls on Election Day and the process for doing so.

## **Important Reminders for the April Election**

**March 14, 2018, 10:00 a.m. – 11:00 a.m.**

***Clerks, Chief Inspectors and Poll Workers***

This webinar will review what we've learned during this busy election cycle and offer some best practices for clerks and their election officials. We will highlight any legislative changes and the status of court decisions that impact election administration for the spring election. Elections security has been an ongoing concern and we will review our efforts toward ensuring the integrity of elections data and voting equipment. This is a good time to ask any questions you have and get the answers directly from Commission staff!