

# State of Wisconsin\Government Accountability Board

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## Step-by-Step Guide to Appointment of Inspectors from Party Lists and Selection of a Chief Inspector

### I. Determine Party Imbalance at each Polling Place

- A. Party whose candidate for Governor at the November 4, 2014 election received the most votes *at that polling place* is entitled to one extra inspector.
- B. Determine party imbalance for each polling place in anticipation of receiving lists of inspector nominees from the political parties. Example:
  - Republican candidate for governor received the most votes at the polling place. Seven total inspectors are needed. Positions available:
    - Four Republican positions
    - Three Democratic positions.
- C. Party imbalance at each polling place remains for the duration of the term.
  1. Positions determined to be Republican remain Republican positions for the duration of the term.
  2. Positions determined to be Democratic remain Democratic positions for the duration of the term.

### II. Receive Lists from Parties (Must be received no later than November 30<sup>th</sup>) Inspectors may be from the municipality or from the county in which the municipality is located.

- A. Check for “first-choice” nominees. Names with a “first choice” indication must be appointed first. Alert governing body to this requirement.
  1. If “first choice” is not indicated, but names are numbered, appointments must be made in order of numbering.
- B. Contact nominees to ensure willingness to serve.
  1. Inquire as to willingness to be trained as chief inspector. If any are willing to be trained, arrange for training.
    - a. Provide inspectors with opportunities for training including G.A.B. conducted Chief Inspector Training (CIT) webinars.
- C. Alert Party in writing of any nominee not willing to serve or be trained as CI.

### III. Appointment of Inspectors by Governing Body (No later than December 31<sup>st</sup>)

- A. Submit lists of party nominees to governing body.
  1. Advise governing body of requirement to appoint any first-choice nominees and numbered nominees in order of numbering.

- B. Submit list of unaffiliated nominees, if applicable.
- C. Governing body must appoint at least as many inspectors as there are positions to be filled (see party imbalance determined in 1B.)
  - 1. Additional inspectors may be appointed as alternates or “back up.”
- D. Appointments are made from the party lists until each party’s positions have been filled or until the lists are exhausted.
  - 1. If positions remain open and the lists have been exhausted, “unaffiliated” inspectors may be appointed to the remaining positions.
- E. Whether an inspector nominated by a party has been trained or is willing to be trained as a Chief Inspector is not relevant to the appointing process.
- F. Inspectors serve for 2-year term (1/1/2016 – 12/31/2017).

**IV. Clerk Assigns Inspectors to Each Polling Place According to the Party Imbalance at that Polling Place and Selects a Chief Inspector (CI) for Each Polling Place**

- A. If any party-affiliated inspectors are willing to be trained as Chief Inspectors, arrange for them to attend training.
- B. If all positions at the polling place have been filled from party lists, select a trained CI whose name was submitted by a party.

**R R R D D            or            R R R D D**

- C. If all positions at the polling place have been filled from party lists, **R R D D D** but there are no affiliated inspectors who are trained as chief inspectors or willing to be trained as chief inspectors, select a trained unaffiliated inspector. (Keep the party representation even.)

**R R U D D**

If you have mixture of affiliated and unaffiliated inspectors, **R R U U D** choose either a trained affiliated inspector or a trained unaffiliated inspector. If you have to replace an inspector to insert a trained CI, replace an unaffiliated inspector.

**R R U U D**

**V. CI from the Municipality vs. CI from the County**

- A. Wis. Stat. §7.30(2)(a) indicates a preference for the CI to be a municipal resident, but offers an exception: “...each chief inspector shall be a qualified elector of the municipality in which the chief inspector serves. *If no qualified candidate for chief inspector is available...the person so appointed need not be a qualified elector of the municipality...*”

**1. First Choice – Affiliated municipal resident**

If there is an affiliated inspector who is a resident of the municipality who is trained or willing to be trained as a CI, arrange for training and use for CI. Maintain party imbalance at the polling place.

**2. Second Choice – Unaffiliated municipal resident**

If no affiliated municipal resident is trained or willing to be trained as a CI, arrange for training of an unaffiliated municipal resident. If this means replacing an affiliated inspector, keep the party representation even.

**R R (U) D D**

**3. Third choice – Affiliated resident of the county**

If there is no affiliated or unaffiliated municipal resident trained or willing to be trained as a CI, arrange for training a willing affiliated inspector who is a resident of the county.

**4. Fourth choice – Unaffiliated county resident**

If there is no municipal resident or affiliated county resident trained or willing to be trained, arrange for training of a willing unaffiliated county resident. If this means replacing an affiliated inspector, keep the party representation even.

**R R (U) D D**

- B. Provide inspectors with opportunities for training including G.A.B. conducted Chief Inspector Training (CIT) webinars.

**VI. Filling Vacancies**

- A. A party that submitted a list by November 30<sup>th</sup> may supplement the list at any time during the term.
- B. The supplemental list is used only to fill vacancies which exist at the time the supplemental list is submitted or which occur after the list is submitted. The supplemental list is not used to replace an unaffiliated inspector who was originally appointed to one of the positions available to the political party.
- C. When a vacancy occurs, the position is filled from the remaining names on the original party list or a supplemental list of the party who is entitled to that position.
- D. If there are no names remaining on the list submitted by the party that is entitled to that position, and no supplemental names have been submitted by the party, the clerk may appoint an unaffiliated inspector to fill the vacancy.
- E. If an unaffiliated inspector has been appointed to fill a vacancy, and the unaffiliated inspector vacates the position, the vacancy is filled from names submitted by the party entitled to that position subsequent to the unaffiliated appointment.
  - 1. If no names have been submitted since the unaffiliated appointment was made, the clerk may fill the vacancy with another unaffiliated inspector.