

State of Wisconsin\Government Accountability Board

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JUDGE THOMAS BARLAND
Chair

KEVIN J. KENNEDY
Director and General Counsel

MEMORANDUM

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 Officer

DATE: June 12, 2014

SUBJECT: Elections Administration Training webinar series schedule
(July 2014 – March 2015)

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. The live or recorded webinars count toward the hours clerks and chief inspectors need for recertification where indicated. The webinars will include, but are not necessarily limited to, the topics listed below their titles. A separate SVRS webinar training schedule will be announced shortly.

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 with 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.

2014-2015 Elections Administration Training Webinar Series

2014 Legislative Updates

Clerks, Chief Inspectors and Election Inspectors

July 9, 2014, 9:00 a.m. – 11:00 a.m.

GAB-131: Voter Registration Application

Proof of Residence

Absentee Voting at Residential Care Facilities

Residency of Election Officials

Duties of Election Inspectors and Party Affiliation

Counting Votes for Write-in Candidates

Election Observers

Training and Manual Updates

Status of Voter Photo ID

Q & A

Special Voting Deputies and Absentee Voting

Clerks and Special Voting Deputies

September 10, 2014, 9:00 a.m. – 11:00 a.m.

What's New?

SVD Qualifications

Designation of Care Facilities

Who May Vote Absentee

Voter Registration

Public Notices

Rules for Election Observers

Delivery of Ballots and Voting

Return of Ballots

Election Duties and Voter Photo ID

Clerks, Chief Inspectors and Election Inspectors

September 24, 2014, 9:00 a.m. – 11:00 a.m.

To be Determined

Preparing for the November Election

Clerks, Chief Inspectors and Election Inspectors

October 8, 2014, 9:00 a.m. – 11:00 a.m.

MyVote Wisconsin

Absentee Voting Overview

Pre-Election Prep: Polling Place Efficiencies

Spoiling Ballots

Common & Unusual Situations

Municipal Board of Canvass

Processing Late-Arriving Ballots

What's New for the 2015 Elections?

November 19, 2014, 9:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Election Inspectors

Legislative Updates

Status of Voter Photo ID

Nomination Paper Review Tips

Lessons Learned in 2014

Q & A (Bring your questions!)

Absentee Voting: Before, During and After Election Day

January 14, 2015, 9:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Election Inspectors

Categories of Absentee Electors

Deadlines for Absentee Voting

In-Person Absentee Voting in the Clerk's Office

Processing Late-Arriving Absentee Ballots

Care Facility Voting Procedures

Processing Absentee Ballots at the Polls

Absentee Ballot Log

Election Day Duties: Special Topics

Clerks, Chief Inspectors and Election Inspectors

January 28, 2015, 9:00 a.m. – 11:00 a.m.

Voter Registration

Issuing Ballots and Voting

Completing GAB-104 and other Forms

Election Observers

Issuing a Provisional Ballot

Challenging Voters

Assisting Voters

Curbside Voting

Preparing for the April Election (and demonstrations!)

Clerks, Chief Inspectors and Election Inspectors

March 4, 2015, 9:00 a.m. – 11:00 a.m.

Absentee Voting

Election Day Issues

Ballots: Remaking, Reissuing and Spoiling

Write-In Candidates

GAB-190 Election Data Reporting