

**Elections Administration Webinar Training Series
Back to Basics**

ELECTION DAY OFFICIALS/SPECIAL TOPICS

This session will address topics relating to the Election Day duties and responsibilities of election officials, focusing on the November 2012 general election.

Wednesday, September 26, 2012

9:00 a.m. – 11:00 a.m.

Program Presenters

Wisconsin Government Accountability Board Staff

Agenda

- **Presidential-Only Ballots**
- **Hospitalized Electors**
- **Election Observers**
- **Electioneering**
- **Challenging Electors**
- **Provisional Voting**
- **Assisting Electors**
- **Curbside Voting**

Presidential-Only Ballots

Application Requirements

- New resident:
 - Must apply and vote in-person, no earlier than 27 days before the election, and no later than 5:00 p.m. on the day before the election.
 - Note-This time frame is specific to a new resident voting for president only.
 - Voter may also apply and vote for 'President only' on Election Day at the polling place.
 - Must fill out a special absentee application/cancellation (GAB-141).
 - Note-Applicant does not complete GAB-131 and is *not* registered.
 - Voter must provide proof of residence.

- Former resident:
 - Must apply within 24 months of leaving Wisconsin.
 - By-mail application using a special absentee application (GAB-140).
 - This form must be notarized.
 - There is no specific deadline before the election to apply.
 - Voter not required to provide proof of residence.

- See the SVRS Application Training manual for directions on entering electors into SVRS.

**AUTHORIZATION TO CANCEL REGISTRATION
NEW WISCONSIN RESIDENTS**

(Name of person authorizing cancellation of voter registration)

It is my intent to vote for President and Vice President in Wisconsin, under §.6.15, Wis. Stats.

I authorize the cancellation of my voting privileges at the following address:

(Former street address)

(Town, Village, or City)

(State)

(Zip Code)

I am not registered to vote at my previous address.

Date _____

(Signature of new Wisconsin resident)

(Present Address)

GAB-139 (Rev.4/92) (Ref. 1/98)
§.6.15(2)(b), Stats.

**AUTHORIZATION TO CANCEL REGISTRATION
NEW WISCONSIN RESIDENTS**

(Name of person authorizing cancellation of voter registration)

It is my intent to vote for President and Vice President in Wisconsin, under §.6.15, Wis. Stats.

I authorize the cancellation of my voting privileges at the following address:

(Former street address)

(Town, Village, or City)

(State)

(Zip Code)

I am not registered to vote at my previous address.

Date _____

(Signature of new Wisconsin resident)

(Present Address)

GAB-139 (Rev.4/92) (Ref. 1/98)
§.6.15(2)(b), Stats.

Application For Presidential Ballot - New Wisconsin Resident

For Presidential Election to be held on November ____, ____.

To the Clerk of _____,
State of Wisconsin.

(check one):
Town
Village
City

I, _____, do solemnly swear that:

1. I am a citizen of the United States, and before establishing my present residence in Wisconsin, my legal residence was at:

(former street address)

(former state)

(check one):
Town
Village
City

2. On the day of the next Presidential Election, I will be at least 18 years of age, and I have been a legal resident of the State of Wisconsin at the following address since the date indicated:

(_____
date established residency)

(present street address)

(present municipality and county)

(check one):
Town
Village
City

3. I am qualified to vote for President and Vice President at the election to be held on November ____, ____.

4. I have resided in Wisconsin for less than 28 days, and I am not voting at any other place in this election.

I request an Official Presidential Ballot, in accordance with Wis. Stat. § 6.15.

Signature of applicant _____

Residence address _____

City _____, **State** _____ **Zip** _____

State of Wisconsin)
) ss.
County of _____)

Subscribed and sworn to before me this _____ day of _____.

(signature of municipal or deputy clerk or election inspector)

Penalties for Violation. Whoever swears falsely to any absent elector affidavit under Wis. Stat. § 6.15, may be fined not more than \$1,000 or imprisoned not more than 6 months, or both. Whoever intentionally votes more than once in an election may be fined not more than \$10,000 or imprisoned not more than 4 years and 6 months, or both.

INSTRUCTIONS FOR APPLICATION FOR PRESIDENTIAL BALLOT - NEW WISCONSIN RESIDENT

Any person who is a United States citizen, at least 18 years old on election day, who has moved into the State of Wisconsin less than 28 days before the presidential election, and is ineligible to vote absentee in his or her state of previous residence, may vote for president and vice president by completing this application and providing a valid proof of residence.

If voter registration is required, a new Wisconsin resident making application for a presidential ballot need not be registered.

A new Wisconsin resident can complete this application and vote for president and vice president either by absentee ballot in the office of the municipal clerk, or by voting at the polling place on election day.

In addition to completing this application form (GAB-141) and providing a valid proof of residence, the elector also must complete a voter registration cancellation card (GAB-139).

Both of these items are provided by the municipal clerk. They also can be obtained from an election inspector at the polling place on election day.

PROCEDURE FOR MAKING APPLICATION IN THE MUNICIPAL CLERK'S OFFICE

1. The new Wisconsin resident shows a valid proof of residence, completes the application form (GAB-141), and the voter registration cancellation card (GAB-139).
2. If the new Wisconsin resident chooses to vote an absentee presidential ballot in the clerk's office, the municipal clerk provides the person with an absentee ballot certificate envelope (GAB-122) and a presidential ballot. The clerk must keep a list which includes the name, address, date of application, and the date on which the ballot was cast.
3. If the new Wisconsin resident making this application chooses to go to the polling place on election day to vote, the municipal clerk must provide the person with a copy of the completed application form (GAB-141) to take to the polling place.
4. The municipal clerk must keep a separate list of all new Wisconsin residents who vote under the provisions of Wis. Stat. § 6.15. The list must include the person's name, address, and date of application, and if voting by absentee ballot, the date of receipt of the voted ballot.
5. The municipal clerk shall send the voter registration cancellation card (GAB-139) to the elector's municipality of previous residence.

PROCEDURE FOR VOTING FOR PRESIDENT AT THE POLLING PLACE

1. The new Wisconsin resident can show a valid proof of residence, complete this application (GAB-141), and the voter registration cancellation card (GAB-139) at the polling place, or bring a copy of the application form that was completed in the municipal clerk's office.
2. The election inspector will provide the person with a paper ballot to vote for the offices of president and vice president only.
3. The election inspectors shall indicate on the voter list next to the new Wisconsin resident's name that he or she received only a presidential ballot.
4. The application form (GAB-141) and the voter registration cancellation card (GAB-139) are returned to the municipal clerk along with the voter lists and other election documents.

INSTRUCTIONS FOR APPLICATION FOR ABSENTEE PRESIDENTIAL BALLOT - FORMER WISCONSIN RESIDENT

A former Wisconsin resident who has moved from Wisconsin to another state within 24 months of the date of the presidential election, and is ineligible to vote for president and vice president at his or her new residence, may receive an absentee presidential ballot from the municipal clerk of his or her former Wisconsin residence by completing this application.

1. The former Wisconsin resident must contact the municipal clerk of the town, village, or city, where he or she resided in the State of Wisconsin and request an Application for Absentee Presidential Ballot - Former Wisconsin Resident (GAB-140).
2. The former Wisconsin resident must complete the application form (GAB-140), swear to the contents of the application before a person authorized to administer oaths, and indicate where the absentee presidential ballot should be sent.
3. The municipal clerk or the deputy clerk shall initial an absentee presidential ballot, enclose it in an absentee ballot certificate envelope (GAB-122), and send it to the mailing address indicated on the application.
4. The municipal clerk must keep a separate list of former Wisconsin residents who vote under the provisions of Wis. Stat. § 6.18. The list must include the former Wisconsin resident's name, address, the date of the application for an absentee presidential ballot, the date the absentee ballot was sent to the former Wisconsin resident, and the date the absentee ballot was returned to the municipal clerk.
5. The municipal clerk shall deliver the returned absentee presidential ballot on election day to the polling place serving the elector's former address.
6. The election inspectors shall review the absentee certificate envelope (GAB-122), enter the elector's name on the poll list along with an indication that the elector voted by absentee ballot, and that the elector voted only for president and vice president. The absentee ballot is then placed in the ballot box to be counted after the polls close.

Hospitalized Electors

A hospitalized elector may certify that he or she cannot appear at the polling place on Election Day and appoint an agent to conduct the absentee ballot request/delivery process on the elector's behalf.

Procedure

1. The hospitalized elector may not request a ballot by agent more than 7 days before an election or after 5:00 p.m. on Election Day.
2. The hospitalized elector must complete an absentee application (if not registered, they must also complete a voter registration application and provide proof of residence).
 - a. The hospitalized elector must appoint an agent to act on their behalf. The agent must provide his/her name, signature and address on the absentee application.
 - b. If the hospitalized elector is unable to complete the application, they may have an assistant fill out the application. The assistant signs his or her name as the assistant.
3. The agent for the hospitalized voter delivers a completed absentee ballot application or the written equivalent to the municipal clerk for the hospitalized elector's municipality of residence.
4. An agent must provide his or her proof of identification before the municipal clerk may issue an absentee ballot to the agent. The clerk should ensure that the identification matches the information on the application.
5. The municipal clerk issues an absentee ballot, absentee certificate envelope and uniform instructions in an absentee carrier envelope to the agent for the hospitalized elector.
6. The agent transports the absentee ballot to the hospitalized elector.
 - a. The hospitalized elector votes the ballot in the presence of a witness.

- i. The agent or another designee of the elector may assist in filling out the ballot and should sign the ballot as the assistant.
 - b. The hospitalized elector places the voted ballot in the absentee certificate envelope, seals and signs the envelope.
 - c. The witness signs the envelope and provides his or her address.
 - i. The agent may serve as the witness.
- 7. The agent must deliver or mail the absentee certificate envelope.
 - a. In person delivery to the municipal clerk, to the polling place or a central count location, if there is one, must be done by 8 pm on Election Day.
 - b. By mail delivery to the municipal clerk must be postmarked by Election Day and received by 4 pm the Friday following the election.



Wisconsin Application for Absentee Ballot

Confidential Elector ID#
(HINDI - sequential #) (Office Use Only)

SVRS ID #
(Office Use Only)

Instructions

Instructions for completion are on the back of this form. Return this form to your municipal clerk when completed.

- Please use uppercase (**CAPITAL**) letters only. Fill in circles as appropriate.
- You must be registered to vote before you can receive an absentee ballot. You can confirm your voter registration at <https://vpa.wi.gov>

VOTER INFORMATION

1	Municipality	<input type="radio"/> Town <input type="radio"/> Village <input type="radio"/> City		County	
2	Last Name			First Name	
	Middle Name			Suffix (e.g. Jr, II, etc.)	
	Phone		Fax		Date of Birth <small>(MM/DD/YYYY)</small>
3	Residence Address: Street Number & Name				
	Apt. Number		City		State & ZIP
4	If you are a military or permanent overseas elector, fill in the appropriate circle (see instructions for definitions): <input type="radio"/> Military <input type="radio"/> Permanent Overseas				

I PREFER TO RECEIVE MY ABSENTEE BALLOT BY: (Ballot will be mailed to the address above if no preference is indicated)

5	<input type="radio"/> MAIL	Mailing Address: Street Number & Name			
		Apt. Number		City	State & ZIP
	<input type="radio"/> CLERK'S OFFICE	Nursing Home Name (if applicable)			
		C / O (if applicable)			
	<input type="radio"/> FAX	Fax Number	Military and Permanent Overseas only		
<input type="radio"/> EMAIL	Email Address	Military and Permanent Overseas only			

I REQUEST AN ABSENTEE BALLOT BE SENT TO ME FOR: (mark only one)

6	<input type="radio"/> The election(s) on the following date(s): _____
	<input type="radio"/> All elections from today's date through the end of the current calendar year (ending 12/31).
	<input type="radio"/> Every election subsequent to today's date. I further certify that I am indefinitely confined because of age, illness, infirmity or disability and request absentee ballots be sent to me until I am no longer confined or fail to return a ballot.

TEMPORARILY HOSPITALIZED VOTERS ONLY (please fill in circle)

7	<input type="radio"/> I certify that I cannot appear at the polling place on election day because I am hospitalized, and appoint the following person to serve as my agent, pursuant to Wis. Stat. § 6.86(3).				
	Agent Last Name		Agent First Name		Agent Middle Name
	AGENT: I certify that I am the duly appointed agent of the hospitalized absentee elector, that the absentee ballot to be received by me is received solely for the benefit of the above named hospitalized elector, and that such ballot will be promptly transmitted by me to that elector and then returned to the municipal clerk or the proper polling place.				
	Agent Signature	X	Agent Address		

ASSISTANT DECLARATION / CERTIFICATION (if required)

I certify that the application is made on request and by authorization of the named elector, who is unable to sign the application due to physical disability.				
Assistant Signature	X	Today's Date		

VOTER DECLARATION / CERTIFICATION (required for all voters)

I certify that I am a qualified elector, a U.S. Citizen, at least 18 years old, having resided at the above residential address for at least 28 consecutive days immediately preceding this election, not currently serving a sentence including probation or parole for a felony conviction, and not otherwise disqualified from voting. Please sign below to acknowledge that you have read and understand the above.				
Voter Signature	X	Today's Date		



Wisconsin Application for Absentee Ballot Instructions

General Instructions: *Please Review Fully* This form should be submitted to your municipal clerk, unless directed otherwise.

- This form should only be completed by registered voters; if you are not a registered voter or military elector, please submit a Voter Registration Application (GAB-131) with this form.

- 1
 - Indicate the municipality and county of residence. Use the municipality's formal name (For example: City of Plymouth, Village of Chenequa, or Town of Aztalan).
- 2
 - Provide your name as you are registered to vote in Wisconsin. If applicable, please provide your suffix (Jr, Sr, etc.) and/or middle name. If your current name is different than how you are registered to vote, please submit a Voter Registration Application (GAB-131) with this form to update your information.
 - Provide your month, day and year of birth. Remember to use your birth year, not the current year.
 - Providing your telephone/fax number or email address allows elections officials to contact you if there is a problem with your absentee application.
- 3
 - Provide your home address (legal voting residence) in Wisconsin.
 - Provide the full house number (including fractions, if any).
 - Provide your full street name, including the type (St, Ave, etc.) and any pre- and/or post-directional (N, S, etc.).
 - Provide the city name and ZIP code as it would appear on mail delivered to the home address.
 - You may not enter a PO Box as a voting residence. A rural route box without a number should not be used.
- 4
 - A "Military elector" is a person, or the spouse or dependent of a person who is a member of a uniformed service or the merchant marines, a civilian employee of the United States, a civilian officially attached to a uniformed service and serving outside the United States, or a Peace Corp volunteer. Military electors do not need to register to vote. Military electors will continue to receive ballots for all elections unless otherwise requested.
 - A "Permanent Overseas elector" is a person who is a United States citizen, 18 years old or older, who resided in Wisconsin immediately prior to leaving the United States, who is now living outside the United States and has no present intent to return, who is not registered in any other location, or who is an adult child of a United States citizen who resided in this state prior to establishing residency abroad. Permanent Overseas electors will receive ballots for federal offices only and must be registered to vote prior to receiving a ballot.
- 5
 - Fill in the circle to indicate your preferred method of receiving your absentee ballot. Only Military and Permanent Overseas voters may receive an absentee ballot by email or fax.
 - If no preference is indicated, your absentee ballot will be mailed to your residence address listed in Box 3.
 - You are encouraged to provide a physical mailing address as backup in case of electronic transmission difficulties. Please only fill the circle for your preferred means of transmission.
 - If you are living in a nursing home, please provide the name of the facility.
 - If someone will be receiving the ballot on your behalf, please list them after C/O. Please note: The absentee elector is still required to vote their own ballot, although they may request assistance in physically marking the ballot.
- 6
 - Select the first option if you would like to receive a ballot for a single election or a specific set of elections.
 - Select the second option if you would like to have a standing absentee request for any and all elections that may occur in a calendar year (ending December 31).
 - Select the third option only if you are indefinitely confined due to age, illness, infirmity or disability and wish to request absentee ballots for all elections until you are no longer confined or fail to return a ballot for an election.
- 7
 - This section is only to be completed by an elector or the agent of an elector who is currently hospitalized.
 - A hospitalized elector must certify that he or she cannot appear at the polling place on Election Day.
 - An agent completing this form for a hospitalized elector must provide his/her name, signature and address on this application.

Assistant Signature: In the situation where the elector is unable to sign the Voter Declaration / Certification due to a physical disability, the elector may authorize another elector to sign on his or her behalf. Any elector signing an application on another elector's behalf shall attest to a statement that the application is made on request and by authorization of the named elector, who is unable to sign the application due to physical disability

Voter Signature: By signing and dating this form, you certify that you are a qualified elector, a U.S. citizen, at least 18 years old, having resided at your residential address for at least 28 consecutive days immediately preceding this election, not currently serving a sentence including probation or parole for a felony conviction, and not otherwise disqualified from voting.

Election Observers

Observers are individuals who wish to exercise their right to be present at the polling place on Election Day. One of the primary objectives of observers is to keep track of voters so that they can determine that supporters of their candidate or issue have made it to the polls on Election Day. Additionally, members of the public may simply be interested in observing the conduct of the election.

The Government Accountability has established Administrative Rule GAB Chapter 4, establishing a set of rules for election observers.

Anyone, other than a candidate up for election, has the right to be present at the polling place to observe the conduct of the election. At the polling place, an observer must notify the chief election inspector that he/she is at the polling place to observe. The observer must follow the directions of the chief election inspector, sign an election observer form and wear a name tag provided by the chief inspector. After the election, the election observer form shall be attached to the Inspectors' Statement (GAB-104). There is no requirement for observers to obtain a permit.

It is recommended that the election inspectors promote a friendly, open relationship with individuals who wish to observe. However, the chief election inspector is in charge of the polling place. All observers, regardless of affiliation, shall be accorded the same respect.

Observer Area

A designated observation area at the polling place should permit observers to hear instructions and to readily observe all public aspects of the voting process.

1. An observation area should always be established when setting up the polling place on Election Day.
2. When physically feasible within the polling place, the observation area shall be not less than 6 feet nor more than 12 feet from the table at which electors are announcing their name and address and being issued a voter number.

3. To ensure the orderly conduct of the election, the chief election inspector may reasonably limit the number of observers representing a particular organization or candidate.

Conduct of Observers

While observers are present at the polling place, they are prohibited from electioneering or interfering with the orderly conduct of the election. Any observer who engages in loud, boisterous, or otherwise disruptive behavior that the chief election inspector believes threatens the orderly conduct of the election or interferes with voting shall receive a warning from the chief election inspector. If a warning has been issued, and the offending observer continues the disorderly behavior, the chief election inspector shall order the offending observer to depart the polling place. If the offending observer declines or otherwise fails to comply with the chief election inspector's order to depart, the chief election inspector shall summon local law enforcement to remove the offending observer.

Observers may examine the poll list so long as they do not interfere with election inspectors' responsibilities. Observers shall not be permitted to handle an original version of any official election document.

1. Observers may examine the poll list but the poll list must remain under the control of the election inspectors at all times. The poll lists may not be handed to the observers.
2. The chief election inspector can determine whether it is an appropriate time to allow an observer to examine the poll list.

If voters are standing in line to have their names recorded and receive a ballot, it would not be an appropriate time to allow observers to view the poll lists.

3. All observers, regardless of affiliation, should be accorded the same treatment with respect to examining the poll lists
4. Election observers NEVER have the right to view the confidential portion of the poll list.

5. Observers shall not be permitted to make a photocopy of or take photographs of the poll list on Election Day.

Additionally, election observers may not conduct any of the following disorderly activities while observing the conduct of the election.

1. Have conversations about candidates, parties or ballot questions.
2. Make calls / use cell phones for voice calls inside the polling area.
3. Wear clothing or buttons related to candidates, parties or referenda.
4. Use video or still cameras inside the polling area during the voting hours.
5. Interact with voters.
6. Handle or view any electronic devices used by a voter to provide proof of residence.

At the Polling Place, an Election Observer must:

√ Notify the chief election inspector that she/he is at the polling place to observe.

√ Follow the directives of the chief election inspector.

√ Sign an election observer form.

√ Wear a name tag.

A document titled "Election Observer Form" with various fields for recording observations and signatures.

Remember:

- The chief election inspector is in charge of the polling place. All inquiries should be made of the chief election inspector.
- Challenges to voters must be filed with the chief election inspector. Follow the process outlined by Wisconsin Administrative Rule GAB Chapter 9.
- Candidates are allowed in the polling place only after it has closed at 8:00 p.m.
- Polling places in Wisconsin are open from 7:00 a.m. until 8:00 p.m.

Election Observers may not:

• Engage in electioneering, which is any activity intended to influence voting at an election. § 12.03 Stats.

• Handle official election documents.

• Have conversations about candidate parties or ballot questions.

• Make calls / use cell phones for voice calls inside the polling area.

• Wear clothing or buttons related to candidates, parties or referenda.

• Use video or still cameras inside the polling area during the voting hours.

• Interact with voters.

• View confidential information on the poll list, or take photos or make photocopies of the poll list on Election Day.



Communications Media:

Members of the communications media must notify the chief election inspector at each polling place where

they intend to observe an election. The chief election inspector will keep a list of members of the media. Members of the media, as defined in § 11.01(5) Stats., may use video or still cameras at the polling place if they do not record how any voter has voted, interfere with voting, or disrupt the orderly conduct of the election.

Polling Place Accessibility Assessments:

Individuals may assess accessibility requirements in Wisconsin polling places if the following rules are observed:

- Assessors should notify the municipal clerk in advance.
- Assessors may wear identifying name tags or shirts.
- Assessors may work outside the observers area unless their work is judged to be disruptive.
- Assessors may take still photos or videotape for documentation.
- Election officials - clerks, chief election inspectors and poll workers - should facilitate the work of accessibility assessors. 15

Election Observation at Other Locations:

Municipal Clerk's Office, Absentee Ballot Canvass, or Central Count

Observers may be present during absentee voting in the clerk's office (if it's in a public location), an absentee ballot canvass, or centralized vote counting. The municipal clerk is in charge, and observers shall follow the clerk's directives. Video and still cameras are allowed.

Nursing & Retirement Home, Community-Based Residential Facility

Only observers appointed by the two major political parties may be present during absentee voting in nursing and retirement homes, and community-based residential facilities. The special voting deputies are in charge, and observers shall follow the deputies' directives. Video and still cameras are not allowed.

Recounts

Observers may be present during election recounts, including candidates and their counsel. The board of canvassers is in charge, and observers shall follow the board's directives. Video and still cameras are allowed.

Contact Information

Government Accountability Board

TELEPHONE

G.A.B. Main Desk: 608-266-8005
G.A.B. Fax: 608-267-0500

Ethics & Accountability Division
608-266-8123
Fax: 608-264-9319

Elections Division Help Desk
608-261-2028
Fax: 608-261-2035

STREET ADDRESS

212 East Washington Avenue, Third Floor
Madison, Wisconsin 53703

MAILING ADDRESS

Government Accountability Board
Post Office Box 7984
Madison, Wisconsin 53707-7984

INTERNET ADDRESS

<http://gab.wi.gov>

E-MAIL ADDRESS

gab@wi.gov

MEMBERS OF THE BOARD

Judge David G. Deininger, Chair
Judge Michael Brennan, Vice Chair
Judge Gerald C. Nichol, Secretary
Judge Thomas Barland
Judge Thomas Cane
Judge Timothy Vocke

DIRECTOR & GENERAL COUNSEL

Kevin J. Kennedy

Wisconsin Government
Accountability Board

Wisconsin Election Observers

Rules-at-a-Glance

Wisconsin Administrative Rule GAB Chapter 4 Election Observers

The State of Wisconsin permits individuals to observe voting and the election administration process at polling places on Election Day. It also permits observers to view the absentee voting process in the municipal clerk's office, the absentee vote canvass, central count processes, recounts, and voting in nursing and retirement homes, and community-based residential facilities.

These Rules-at-a-Glance should be viewed in conjunction with the companion Wisconsin Administrative Rule GAB Chapter 4 brochure, which is available at gab.wi.gov.

Wisconsin Election Observer Log

Today's date: _____ Municipality: _____ Date of Election: _____ Page number: _____

Site: Polling place, ward # _____ Clerk's office Central count site Nursing/retirement home or CBRF Other (specify) _____

**With their signatures below, the signees attest to the following statement:
"I understand Wisconsin's rules for election observers, as set out in Wisconsin Administrative Rule Chapter GAB 4, and agree to abide by those rules while observing this election or election administration event."**

Election Observer Information: Print name, address and organization above the line, and sign and date below:

FIRST NAME

LAST NAME

STREET ADDRESS

MUNICIPALITY

1.

SIGNATURE: _____ REPRESENTING (ORGANIZATION, ETC.): _____

2.

SIGNATURE: _____ REPRESENTING (ORGANIZATION, ETC.): _____

3.

SIGNATURE: _____ REPRESENTING (ORGANIZATION, ETC.): _____

4.

SIGNATURE: _____ REPRESENTING (ORGANIZATION, ETC.): _____

5.

SIGNATURE: _____ REPRESENTING (ORGANIZATION, ETC.): _____

6.

SIGNATURE: _____ REPRESENTING (ORGANIZATION, ETC.): _____

7.

SIGNATURE: _____ REPRESENTING (ORGANIZATION, ETC.): _____

8.

SIGNATURE: _____ REPRESENTING (ORGANIZATION, ETC.): _____

Wisconsin Guide to Voter Rights and Responsibilities

	Rights	Responsibilities	Repercussions
Observing Elections	<p>As an election observer you have the right to observe:</p> <ul style="list-style-type: none"> elections at the polling place challenges and the counting and reconciliation process at the end of the night, including copies of electronic voting equipment tally tapes voters during most of the election process. <p>Procedures for election observers are described in Wisconsin Statutes Chapter 7.41 and the Election Observer Rules At-A-Glance brochure.</p>	<p>Observers must do the following:</p> <ul style="list-style-type: none"> sign in with the chief inspector upon arrival wear an observer badge stay in the observer area direct questions and comments to only the chief inspector obey orders of the chief inspector. <p>Observers must NOT do the following:</p> <ul style="list-style-type: none"> talk to voters watch voters mark their ballots touch official or voter documents be disorderly or disruptive wear political paraphernalia take photos or video until polls are closed talk on phones in observer area. 	<p>If you disobey an order of an election official or disturb the polling or canvass place:</p> <ul style="list-style-type: none"> you may be asked to leave if you are causing a disruption; if you do not leave the polling place when asked, law enforcement may be called you may be fined \$1,000, imprisoned for not more than 6 months, or both if you are asked to leave the polling place, you will not be allowed to observe elections at other polling places that day .
Challenges	<p>You have the right to challenge another voter's qualifications to vote if:</p> <ul style="list-style-type: none"> you are eligible to vote in Wisconsin you know or have a reasonable basis to suspect the person does not meet the legal requirements to vote. <p>Procedures for challenging voters are described in Wisconsin Statutes Chapter 6.925 and Administrative rules Chapter GAB 9.</p>	<p>When making a challenge:</p> <ul style="list-style-type: none"> you may not challenge voters because of their appearance or the language they speak if you challenge, the chief inspector will ask you under oath for evidence why you believe the person is not qualified to vote. 	<p>Frivolous challenges will not be accepted or tolerated:</p> <ul style="list-style-type: none"> if you abuse the right to challenge by disrupting the polling place, the chief inspector may order you to be removed if you disobey an order of an election official or disturb the polling or canvass place, you may be fined \$1,000, imprisoned for not more than 6 months, or both.

This document prepared by the Wisconsin Government Accountability Board
 Website: <http://gab.wi.gov> | Phone: 1-866-vote-wis | E-mail: gab@wi.gov



Electioneering

Electioneering is any activity intended to influence voting at an election. Electioneering is prohibited on public property within 100 feet of any entrance to a building containing a polling place. This does not apply to private property.

Some circumstances to consider:

1. Vehicles

- a. There is an exception for election-related bumper stickers on vehicles parked within 100 feet of an entrance to a polling place for the length of time it takes for the occupants to vote.
- b. Employees who work in the building containing the polling place may have stickers on their cars but if complaints are made, the employee should be asked to move his or her vehicle.
- c. If it appears that the primary purpose of parking a vehicle within 100 feet of an entrance to a polling place is to influence voting, then election inspectors should contact a law enforcement officer.

2. Election Materials

- a. Campaign signs or flyers may not be posted or distributed within the polling place or within 100 feet of any entrance to a polling place.
- b. This prohibition does not apply to campaign activity on private property within 100 feet of an entrance to a polling place.

The placement of election signs on private property within the 100-foot radius is permissible.

3. Solicitations

Solicitations are not allowed in the voting area as they can interfere with the orderly conduct of the election. However,

they do not have to be outside the 100 feet electioneering zone. Refer to the “Exit Polls” section below for more information.

4. Members of the Media

- a. Members of the media may be present at the polling place but cannot interfere with voters waiting in line to cast their ballots.
- b. Members of the media should notify the chief election inspector at each polling place where they intend to observe an election. The chief election inspector needs to keep a list of members of the media, noted on the Inspectors’ Statement (GAB-104).
- c. Members of the media may use video or still cameras at the polling place if there is no objection from the chief election inspector or a voter who may be photographed. Cameras may not be used to record how any voter has voted.
- d. Contact with electors in the voting area should be limited.
- e. Media should conduct the majority of their activities outside the room where voting is being conducted.
- f. Interviews should be held outside the polling place to ensure doors and entrances are not blocked and the voting process is not disrupted.
- g. It is the responsibility of the election inspectors to deal directly with any media person who is harassing voters entering or leaving the polls.
- h. The municipal clerk should make sure that media is briefed about acceptable conduct at the polls.

5. Exit Polls

- a. Exit polls are permitted by Wisconsin law but must not interfere with the orderly conduct of the election.
- b. Exits polls should be conducted outside of the polling place and persons conducting exit polls must not interfere with

the access of voters entering and leaving the polling place.

- c. Electors should not be given the impression that their participation is required, and the exit poll should not resemble a sample ballot or otherwise imply that it is part of the election process.
- d. Persons conducting exit polls are encouraged to contact the municipal clerk to discuss the conduct of exit polls, in order to take into consideration any unique circumstances created by the layout or configuration of a particular polling place.
- e. Wisconsin election officials are authorized to remove anyone from the polling place who interferes with or distracts voting at the election. If any person refuses to obey the lawful commands of an election inspector or is disorderly in the presence or hearing of the inspectors, interrupts or disturbs the proceedings, a law enforcement officer may remove the person from the voting area.

5. Bake Sales

Bake sales and other activities not related to the election are permitted but not encouraged. If held, they should be set up in a separate room, or in a remote location, so that the orderly conduct of the election is not disrupted.

Challenging Electors

When there is reason to believe that an elector does not meet the qualifications to vote, the elector may be challenged.

1. Challenges may be brought by any qualified elector of the state including an election inspector.
2. All challenges must be made for reasonable cause as outlined on the Challenge Documentation of the Inspectors' Statement (GAB-104c). Reasons for challenging an elector include:
 - a. The person is not a citizen of the United States
 - b. The person is not at least 18 years old
 - c. The person has not resided in the election district for at least 28 consecutive days
 - d. The person has a felony conviction and has not been restored to civil rights
 - e. The person has been adjudicated incompetent
 - f. The person has voted previously in the same election
 - g. The person claims to have a physical disability that prevents them from signing the poll book but both election inspectors do not agree
 - h. The municipal clerk has instructed the election inspectors to challenge the ballot because the clerk does not believe the person requesting a replacement ballot is the original voter.
3. The election inspectors should use discretion when administering a challenge.
4. All challenges are recorded using the Challenge Documentation section (GAB-104c) of the Inspectors' Statement (GAB-104). The form lists the procedures to follow and questions used to establish the challenge.

Challenge Procedure

All challenges are recorded using the Challenge Documentation form of the Inspectors' Statement (GAB-104c). This form details the specific procedure to follow and questions used to establish and administer the challenge. A sample of the Challenge Documentation (GAB-104c) is located at the end of this manual.

1. When a challenge is made, the challenging elector is placed under oath and asked to make a sworn statement giving the reason for the challenge.
2. The challenging elector is then questioned by the election inspector using the questions on the Challenge Documentation form (GAB-104c) to provide reasonable support for the challenge.
3. After the challenge has been made and supported under oath, the challenged elector is placed under oath and asked to make a sworn statement in response to the challenge. Indicate "Sworn" on the voter list.
4. If the challenged elector refuses to make a statement under oath, the elector shall not be given a ballot or permitted to vote.
5. Once the challenged elector has responded to the challenge, the challenging elector has the opportunity to withdraw his or her challenge. If the challenge is withdrawn, a ballot is issued with no special marks, a notation is made in the Inspectors' Statement (GAB-104), and no mark is made on the voter lists.
6. If the challenge is not withdrawn, the election inspector administers the "Oath of Eligibility" to the challenged elector. Once the oath has been made by the elector, a ballot is issued with the voter number and "Section 6.95" marked on the back of the ballot.
7. Once the challenged elector has marked the ballot, it is placed by the elector into the ballot box.
8. The entire Challenge Documentation (GAB-104c) is completed and attached to the Inspectors' Statement (GAB-104).
9. A notation "Challenged" and the reason for the challenge is made on the voter lists and the appropriate sections of the Inspectors' Statement (GAB-104) are completed by the election inspector.

Quick Reference (Please refer to the Election Day Manual for detailed procedures!)		
Code	Description of Incident	Procedure for Completing Inspectors' Statement
RO RS RW RD RB RV	Rejected Absentee Ballots—Absentee ballots are rejected if: The certificate envelope is open or appears to have been opened and resealed. The elector did not sign the certificate envelope. There is no signature of a witness. The inspectors have reliable proof that the elector has died before election day. Elector has voted more than one ballot of the same type. Elector has already voted in this election.	<ol style="list-style-type: none"> 1) List voter's name and reason ballot was rejected. 2) Indicate the reason for rejection on the certificate envelope 3) Mark the certificate envelope "<i>Rejected # (serial number).</i>" 4) Place the envelope containing the ballot in the Rejected Absentee Ballot envelope. 5) The elector's name is not entered on the poll list. 6) Do not count the ballot.
D	Defective Ballots which are remade by election officials	<ol style="list-style-type: none"> 1) Describe why the ballot had to be remade (ex: voter used red pen, voter circled names rather than marking arrow, mutilated by postal equipment). 2) These ballots are labeled "<i>Original Defective Ballot # (serial number)</i>" and "<i>Remade Defective Ballot # (same serial number).</i>" 3) The "remade" ballots are inserted into the counter. 4) The "defective" ballots are bundled together, marked and placed in the Original Ballots Envelope. 5) The Original Ballots Envelope is placed in the ballot container.
CA CC CR CF CI CV CD PV	Challenged Ballots and Provisional Ballots Ballots may be challenged because: The person is not at least 18 years of age. The person is not a citizen of the United States. The person has not resided in the election district for at least 28 consecutive days. The person has a felony conviction and has not been restored to civil rights. The person has been adjudicated incompetent. The person has voted previously in the same election. The person claims to have a physical disability that prevents them from signing the poll book but both inspectors did not agree. A provisional ballot was issued because the elector was required to present I.D. and did not.	<ol style="list-style-type: none"> 1) Complete the "<i>Challenge Documentation</i>" (Form EB-104C). (There should be one (EB-104C) for each challenged elector.) 2) Mark ballot "<i>Challenged – Voter #___.</i>" (Use voter number from poll list.) 3) Mark "<i>challenged</i>" next to voter's name on the poll list. 4) Challenged ballots are inserted into the counter. 5) Bundle together, label "<i>Challenged Ballots,</i>" and place in ballot container. <p>Refer to the Provisional Ballots section of the Election Day Manual for instructions on issuing provisional ballots.</p>
VI	Ballots where voter intent could not be determined and, therefore, votes could not be counted	<ol style="list-style-type: none"> 1) Describe the issue that caused the inspectors to decide that voter intent could not be determined. 2) Mark ballot "<i>Defective-Intent,</i>" and assign a serial number. 3) Bundle together, mark "<i>Defective-Voter Intent Could not be Determined,</i>" and place in ballot container.
O	"Objected To" Ballots Objected Ballots are ballots that a <u>minority</u> of inspectors felt should not be counted.	<ol style="list-style-type: none"> 1) Count the vote the way the majority of the inspectors determined it should be counted. 2) Assign a serial number to ballot, and indicate reason for objection. 3) Bundle together, label "<i>Objected to Ballots,</i>" and place in ballot container.
X	Other Occurrences or Irregularities	Describe any other occurrences or irregularities at your voting site which may or may not affect the validity of the election.

Challenge Documentation

(Inspector should attach this form to the Inspectors' Statement (GAB-104))

Name and Address of **Challenged** Elector:

Challenged Elector Voter number _____ (Fill in only if Part D is completed)
--

Identifying Challenge Participants

Name of Inspector Administering Oaths or Affirmations _____

1. Person Challenging Electors who are Present at the Polling place

(Check the box that applies and provide the information requested.)

Inspector (Who Is a Qualified Elector) *Making Challenge to an Elector who is Present at the Polling Place*

Name of Challenging Inspector _____ (Proceed to Part A.)

or

Name and Address of **Electors** *Making Challenge to an Elector who is Present at the Polling Place*

_____ (Proceed to Part A.)

2. Person Challenging Absentee Electors

(Check the box that applies and provide the information requested.)

Inspector (Who Is a Qualified Elector) *Making Challenge to An Absentee Elector*

Name of Challenging Inspector _____ (Complete Parts A & E.)

or

Name and Address of **Electors** *Making Challenge to An Absentee Elector*

_____ (Complete Parts A & E.)

Part A. Challenger

(Indicate the challenger's answers to your questions by checking "Yes" or "No." Provide any other information requested.)

- Oath (or Affirmation) of Truthfulness given by the inspector to the challenger:
"Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you regarding the challenged person's place of residence and qualifications as an elector of this election."
 Yes No
If "Yes," proceed with the challenge process. If "No," see the end of this section*.
- Inspector asks the challenger if they are a qualified elector of Wisconsin. (Only an elector may challenge.)
 Yes No
If "Yes," proceed with the challenge process. If "No," see the end of this section*.
- Challenger gives the reason(s) for challenge using the following criteria that applies to the person being challenged:
 - The person is not a citizen of the United States.
 - The person is not at least 18 years of age.
 - The person has not resided in the election district for at least 28 consecutive days.
 - The person has a felony conviction and has not been restored to civil rights.
 - The person has been adjudicated incompetent.
 - The person has voted previously in the same election.
 - The person claims to have a physical disability that prevents them from signing the poll book, but both inspectors did not agree.
- Inspector asks the following question(s) of challenger which are appropriate to determine the qualifications of the challenged elector:
 - Why do you believe that the challenged elector is not a United States citizen?
 - Why do you believe that the challenged elector is not at least 18 years of age?

- Why do you believe that the challenged elector has not, for at least the 28 consecutive days before this election, resided in, or been a resident of, the ward or election district from which he or she seeks to vote?
- For which of the following reasons, and why, do you believe the challenged elector is currently disqualified from voting:
 - A felony conviction for which the challenged elector is still serving probation or is on parole or extended supervision?
 - A judge's ruling that he or she is incapable of voting?
 - Having made a bet or wager on this election?
 - Having voted previously in this election?
- Why do you not believe that the challenged elector is unable to sign the poll book due to a physical disability?
- Record Challenger's Answer(s)

***IF CHALLENGER REFUSES TO TAKE THE OATH (OR AFFIRMATION) OF TRUTHFULNESS, IS NOT A QUALIFIED ELECTOR OF WISCONSIN, REFUSES TO GIVE A VALID REASON FOR CHALLENGE OR REFUSES TO PROVIDE INFORMATION TO SUPPORT THE CHALLENGE, THE CHALLENGE PROCESS IS TERMINATED AND THE ELECTOR IS ALLOWED TO VOTE.**

OTHERWISE:

5. *Proceed to Part B.*

Part B. Challenged Elector

(Indicate the challenged elector's answers to your questions by checking "Yes" or "No.")

1. Oath (or Affirmation) of Truthfulness given by the inspector to the challenged elector:
 "Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you regarding your place of residence and qualifications as an elector of this election."
 Yes No
 If "Yes," proceed with challenge process. If "No," see end of this section*.
2. Inspector asks the challenged elector the following questions which are appropriate to test the person's qualifications based on the cause for the challenge:
 - Are you a United States citizen? Yes No
 - Are you at least 18 years of age? Yes No
 - For at least the 28 consecutive days before this election, have you resided in, or been a resident of, the ward or election district from which you seek to vote? Yes No
 - Are you currently disqualified from voting for any of the following reasons:
 - A felony conviction for which you are still serving probation or are on parole or extended supervision? Yes No
 - A judge's ruling that you are incapable of voting? Yes No
 - Having made a bet or wager on this election? Yes No
 - Having voted previously in this election? Yes No
 - Are you unable to sign the poll book due to a physical disability? Yes No

*IF CHALLENGED ELECTOR REFUSES TO TAKE THE OATH (OR AFFIRMATION) OF TRUTHFULNESS, REFUSES TO ANSWER ANY OF THE QUESTIONS IN PART B, OR THE ANSWERS GIVEN INDICATE THAT THE CHALLENGED ELECTOR DOES NOT MEET VOTING ELIGIBILITY REQUIREMENTS, THE CHALLENGED ELECTOR IS NOT GIVEN A BALLOT. INDICATE THE REASON FOR NOT ISSUING A BALLOT TO THE CHALLENGED ELECTOR IN THE BOX AT THE BOTTOM OF THIS PAGE.

OTHERWISE:

3. Proceed to Part C.

Part C. Opportunity to Withdraw Challenge

(Indicate the challenger’s answer by checking “Yes” or “No.”)

Does challenger withdraw the challenge?

- Yes (Challenge process is terminated, and elector is given a ballot.) No (Proceed to part D.)
-

Part D. Oath (or Affirmation) of Eligibility

(Indicate the answers to your questions by checking “Yes” or “No.”)

1. Inspector administers Oath (or Affirmation) of Eligibility to challenged elector:

“Do you solemnly swear (or affirm) that: you are at least 18 year of age; you are a citizen of the United States; you are now and for 28 consecutive days have been a resident of this ward except under s.6.02(2); you have not voted at this election; you have not made any bet or wager or become directly or indirectly interested in any bet or wager depending upon the result of this election; you are not on any other ground disqualified to vote at this election.”

- Yes No

If “Yes,” proceed with 2.

If “No,” see end of this section*.

2. If the challenged elector answered “Yes” to question number 1, the challenged elector is given a ballot. **Before issuing the ballot to the challenged elector, the inspectors must:**

- Write the voter number of the challenged elector and “Section 6.95” on the back of the ballot.
 Write the voter number on the front of this form and on the voter list.
 Indicate the reason for the challenge on the voter list.

*IF CHALLENGED ELECTOR REFUSES TO TAKE THE OATH (OR AFFIRMATION) OF ELIGIBILITY OR REFUSES TO REGISTER (WHERE REQUIRED), THE ELECTOR MAY NOT BE GIVEN A BALLOT. INDICATE REASON FOR NOT ISSUING A BALLOT TO A CHALLENGED ELECTOR IN THE BOX AT THE BOTTOM OF THIS PAGE.

Part E. For Challenged Absentee Elector Only

(Indicate that the following procedures have been accomplished by checking the box next to each procedure.)

Before depositing absentee ballot of the challenged elector in ballot box, inspectors must

- Write the voter number of the challenged elector and “Section 6.95” on the back of the ballot,
 Write the voter number on the front of this form and on the voter list,
 Indicate the reason for the challenge on the voter list.
-

When Ballot Is NOT Issued to a Challenged Elector

(Indicate the reason for not issuing a ballot to a challenged elector by checking the appropriate box.)

- The challenged elector refused to take the oath or affirmation of eligibility under Part D.
 The challenged elector refused to answer fully any relevant questions put to him or her by the inspector under Part B.
 The answers to the questions given by the challenged elector indicate that they do not meet the voting qualification requirements of ss.6.02 and 6.03, Stats. (Reason: _____)

Provisional Voting

In Wisconsin, provisional voting is currently ONLY used in two situations:

1. If an individual is a first-time voter, who registered by mail and has failed to provide the required proof of residence, he or she may vote provisionally.
 - a. The poll list will contain the watermark “POR Required” to identify those first-time voters who registered by mail and who must show proof of residence before being allowed to vote.
 - b. If an individual fails to provide the required proof of residence he or she may vote provisionally.
 - c. In the case of a first-time voter who voted absentee, the returned absentee ballot will be treated as provisional if no proof of residence has been provided with the returned absentee ballot.
2. If an individual who registers on **Election Day** has a Wisconsin driver license, but is unwilling or unable to provide the license number, he or she may vote provisionally.
 - a. Individuals who have a Wisconsin driver license may NOT use the last four (4) digits of their Social Security number.
 - b. Electors may vote provisionally if providing the driver license number is the only missing registration element. If an elector is also missing required proof of residence, then he or she may NOT register or vote.

There is no other situation in which provisional voting should be used. Provisional ballots are NOT given when a voter is at the wrong polling place. If a voter appears at the wrong polling place, he or she should be directed to the proper location.

Provisional ballots are also NOT given when a person is attempting to register in person at the polling place and does not provide the required proof of residence. He or she may not register or vote.

Each elector issued a provisional ballot must be provided a Provisional Voting Information Sheet. This sheet must include how or where the elector is to contact the municipal clerk or deputy to provide the missing information.

Electors have until 4:00 p.m. on the Friday following the election to provide the missing information to the municipal clerk or deputy. The municipal clerk must be available to receive this information from the elector.

Procedure

Once it is determined a voter will vote provisionally, the following procedures are required:

1. Every provisional voter must complete a Provisional Ballot Certificate Envelope (GAB-123).
2. The voter completes the certificate envelope in the presence of at least one election inspector by providing:
 - a. Full name
 - b. Complete address, including municipality and county
 - c. Date of birth
 - d. Indication of U.S. Citizenship
 - e. Date of election
 - f. Signature and date
3. The election inspector completes the certificate envelope by:
 - a. Signing and dating the certificate envelope
 - b. Indicating the type of required information (either “Proof of Residence,” or “Driver License Number.”) by checking the appropriate box(es) on the certificate envelope. A provisional ballot may be issued for more than one reason.

4. The election inspector issues a provisional voter number (PV#), which is recorded on the voter list. A voter number is NOT issued to the elector at this time and the elector does NOT sign the poll list.
 - a. This number is issued sequentially, starting with “1.”
 - b. The PV# is also recorded in six places:
 - (1) The back of the ballot
 - (2) On the Inspectors’ Statement (GAB-104)
 - (3) On the Provisional Ballot Certificate Envelope (GAB-123)
 - (4) On the Provisional Ballot Reporting Form (GAB-123r)
 - (5) On the poll list or supplemental poll list
 - (6) On the Provisional Voting Information sheet for the elector
5. The elector votes the ballot, seals the voted ballot in the Provisional Ballot Certificate Envelope (GAB-123), and returns the sealed envelope to the election inspector.
6. The sealed certificate envelope (GAB-123) is then placed inside the Inspectors’ Certificate for Provisional Ballots Envelope (GAB-108).
 - a. The election inspectors then record the name of the elector, the PV#, and the reason for the provisional ballot on the Provisional Ballot Reporting Form (GAB-123r) and on the Inspectors’ Statement (GAB-104).
 - b. The Inspectors’ Certificate of Provisional Ballots Envelope (GAB-108) must be kept secure throughout Election Day.
 - c. When the polling place closes, the Inspectors’ Certificate of Provisional Ballots Envelope (GAB-108) must be secured in a

separate ballot bag with a tamper evident serialized numbered seal. The serial number shall be recorded on the signed ballot container certification attached to the bag and on the Inspectors' Statement. The bag should be marked "Provisional Ballots."

7. Election inspectors must provide the elector with the Provisional Voting Information Sheet.
8. An elector who was issued a provisional ballot may return to the polling place before 8 p.m. to provide the missing documentation to the election inspectors. Election inspectors shall review the provided documentation to determine if it is satisfactory.
 - a. If the provided documentation is not valid the election inspectors shall inform the elector and document the incident on the Inspectors' Statement (GAB-104).
 - b. If the provided documentation is valid:
 - i. The elector must sign the poll or supplemental list.
 - ii. Note on the Inspectors' Statement (GAB-104) that the elector provided the required documentation.
 - iii. Initial and date the Provisional Ballot Reporting Form (GAB-123r) to indicate that the elector provided the required documentation.
 - iv. Election inspectors should offer the elector the option of spoiling the provisional ballot and voting a new ballot.
 - v. If the elector chooses to spoil the provisional ballot:
 1. The Provisional Ballot Certificate Envelope (GAB-123) is removed from the Inspectors' Certificate of Provisional Ballots (GAB-108) envelope and given to the elector.
 2. The elector should remove the provisional ballot and spoil it.

3. Document the incident and spoiled ballot on the Inspectors' Statement (GAB-104).
 4. The elector signs the poll list.
 5. The elector is issued a sequential voter number, which is recorded on the poll list and noted on the Provisional Ballot Reporting Form (GAB-123r) by marking "on poll list" in the column labeled "Voter Number Issued."
 6. The elector is given a new ballot.
- vi. If the elector chooses to cast the provisional ballot:
1. Note on the Inspectors' Statement (GAB-104) and initial and date the Provisional Ballot Reporting Form (GAB-123r) that the elector provided the required documentation.
 2. Remove the elector's Provisional Ballot Certificate Envelope (GAB-123) from the Inspectors' Certificate of Provisional Ballots (GAB-108) envelope.
 3. Verify that the Provisional Ballot Certificate Envelope (GAB-123) has not been opened or tampered with.
 - a. If the Provisional Ballot Certificate Envelope (GAB-123) has been tampered with, the election inspectors shall spoil the provisional ballot and instruct the elector to cast a new ballot.
 4. The elector signs the poll list.
 5. The elector is issued a sequential voter number, which is recorded on the poll list and noted on the Provisional Ballot Reporting Form (GAB-123r) by marking "on poll list" in the column labeled "Voter Number Issued."
 6. Provide the elector with the Provisional Ballot Certificate Envelope (GAB-123) and instruct him or her to remove

the ballot and place it in the ballot box or voting equipment.

7. Collect the used Provisional Ballot Certificate Envelope (GAB-123) from the elector and place it back in the Inspectors' Certification of Provisional Ballots (GAB-108) envelope.

Processing

1. A Provisional Ballot Reporting Form (GAB-123r) must be completed by the election inspectors at the polling place listing all of the electors who cast a provisional ballot. The clerk must review the form and send a copy to both the county clerk and their SVRS provider if different after the close of polls on Election Day. The municipal clerk must keep a copy for his or her office. A blank Provisional Ballot Reporting Form is available on the agency website and a sample for reference may be found in the appendix of this manual.
2. All electors who have been issued a provisional ballot must be tracked in SVRS on election night. SVRS must also be updated if/when an elector provides the missing information.
 - a. Self-Providers must enter the information into SVRS. Please see the SVRS Application Training Manual for details.
 - b. Reliers must provide the Provisional Ballot Reporting Form (GAB-123r) to their Provider. Reliers must inform their Provider with updates if/when electors provide the missing information.
 - c. Providers must enter provisional ballot information into SVRS on election night on behalf of their reliers. Please see the SVRS Application Training Manual for details.
3. Provisional ballots are maintained by the Municipal Clerk (NOT delivered to the County Clerk with all other election materials).
4. Provisional ballots are not counted until the required information (either proof of residence or driver license number) is provided to

- either the election inspectors by the close of the polls, or to the municipal clerk or deputy by 4 p.m. on the Friday after the election.
- a. Electors who provide their information after Election Day do not sign the poll list.
5. If the person voting provisionally does not present the information to the municipal clerk by 4 p.m. on the Friday after the election the Provisional Ballot Certificate Envelope (GAB-123) is not opened. Neither the voter nor the ballot is counted as part of the Election Day results if the missing required information is not returned by the deadline.
 6. The municipal clerk should maintain communication with the county clerk regarding the number of outstanding provisional ballots.

Please note: Processing Late Arriving Provisional Ballots will be covered in the “Preparing for the November General Election” webinar, scheduled for Wednesday, October 10, 2012.

WISCONSIN INSPECTORS' CERTIFICATE OF PROVISIONAL BALLOTS

We certify that the provisional ballots contained in this envelope were cast by voters unable to provide the proof of residence required pursuant to §§6.36 (2)(b)2., 6.97, Wis. Stats., unable or unwilling to provide the driver license number required pursuant to §6.36(1)(a), Wis. Stats., GAB 3.04, or unable or unwilling to provide an acceptable form of photo identification pursuant to §6.79 (2)(a), 6.97 Wis. Stats., at the election held in

the _____ Ward(s)

of the } Town
Village } of _____, _____ County, Wisconsin
City }

On the _____ day of _____,

Each provisional voter was assigned a serial number beginning PV# __. The number was recorded on the registration list, the back of the ballot, the Provisional Ballot Certificate Envelope (GAB-123), the Provisional Ballot Reporting Form (GAB-123r), the "Provisional Voting Information" sheet for the elector, and listed on the Inspectors' Statement (GAB-104) prepared and filed by us with the election returns. Each voter was informed that in order for their ballot to be counted, they must provide the required proof of residence, driver license number or acceptable form of photo ID to the municipal clerk no later than 4:00 p.m. on the Friday following the election. Each voter was given "Provisional Voting Information" prepared by the Government Accountability Board.



**Election
Inspectors**

Dated this _____ day of _____.

☆☆

Election Inspectors

- Provisional ballots of voters unable or unwilling to provide the proof of residence required by §§6.36(2)(b)2., 6.97, Wis. Stats., the driver license number required by §6.36(1)(a), Wis. Stats., or an acceptable form of photo identification pursuant to §6.79 (2)(a), Wis. Stats. shall be kept in their certificate envelopes.
- These ballots may not be counted, unless the voter returns with the required proof of residence, their driver license number, or an acceptable form of photo identification before the polls close.
- The names of provisional voters are assigned a serial number (PV# __) that is recorded on the registration list, the back of the ballot, the Provisional Ballot Certificate Envelope (GAB-123), the Provisional Ballot Reporting Form (GAB-123r), the "Provisional Voting Information" sheet for the elector, and listed on the Inspectors' Statement (GAB-104).
- The back of the ballot should be marked "Section 6.97," voted by the elector, placed in the completed provisional ballot certificate envelope and returned to the election inspectors.
- The inspectors make a notation (including the PV#) that the voter was issued a provisional ballot on the Inspectors' Statement (GAB-104).
- The completed provisional ballot certificate envelopes containing the voted ballots are placed in this carrier envelope. This carrier envelope and any other provisional ballot carrier envelopes must also be placed a separate ballot bag, secured with a tamper-evident seal and labeled with "Provisional Ballots."

Municipal Clerks

- The municipal clerk shall promptly notify the appropriate boards of canvassers that the clerk has provisional ballots that may be counted if the voter provides the required proof of residence, driver license number or acceptable form of photo ID by 4:00 p.m. on the Friday following the election.

This form is printed on a *(insert color)* envelope.

PROVISIONAL VOTING INFORMATION

You are being given a provisional ballot today because one of the following situations apply:

- You are unable or unwilling to list your driver's license number on your voter registration application.
- You are a first-time voter who registered by mail who is unable to provide the poll workers with acceptable proof of residence.
- You failed to provide an acceptable form of proof of identification.

Your provisional ballot number is **PV#**_____.

Your provisional ballot will not count unless you provide the poll workers with the required information before the polling place closes at 8:00 p.m. tonight, or you provide the required information to the municipal clerk by 4:00 p.m. the Friday after the election

If you need to provide your driver's license number, you may contact the municipal clerk using the information below no later than 4:00 p.m. Friday.

If you need to provide proof of residence, you must provide it (or a copy) to the municipal clerk no later than 4:00 p.m. Friday. Acceptable forms of proof of residence may be found on the back side of this handout.

If you need to show proof of identification, you must provide it (or a copy) to the municipal clerk no later than 4:00 p.m. Friday. Acceptable forms of proof of identification may be found on the back side of this handout.

You may check whether your ballot was counted by contacting the municipal clerk.

Municipal Clerk Contact information:

(Name of municipal clerk)

(Telephone number)

(Address)

(Fax number)

(Municipality, state, zip code)

(E-mail address)

You may check whether your ballot was counted by contacting the municipal clerk or the Voter Public Access website at: <https://vpa.wi.gov>, or contact the Government Accountability Board at 866-VOTEWIS (868-3947).

NOTE: Provisional ballots will NOT be issued when a voter is at the wrong polling place or when a person is attempting to register in-person at the polling place and does not provide the required proof of residence.

Acceptable Forms of Proof of Residence

Only one of the following is required:

- A current and valid Wisconsin driver's license
- A current and valid Wisconsin identification card
- Any other official ID card or license issued by a Wisconsin governmental body
- An ID card with your photo issued by an employer during the normal course of business (not including a business card)
- A real estate tax bill or receipt (for the current year or year before the election)
- A residential lease which is effective for a period that includes Election Day
- A university, college, or technical college identification card (must include photo) together with a fee payment receipt issued to the cardholder by the university, college, or technical college dated no earlier than 9 months before the date of the election at which the receipt is presented
- A utility bill for a period starting no earlier than 90 days before Election Day
- A bank statement
- A paycheck
- A government check
- Any other official document issued by a unit of government

NOTE: All of the above must contain a current and complete name, including both first and last name; and a current and complete residential address, including numbered street address, if any, and the name of the municipality (or city used for mailing purposes). If the form has an expiration date, it must be valid on Election Day.

Acceptable Forms of Proof of Identification

A valid photo ID is not required to have a current address.

Only one of the following is required:

- A Wisconsin DOT-issued driver license, even if driving privileges are revoked or suspended
- A Wisconsin DOT-issued identification card
- A Military ID card issued by a U.S. uniformed service
- A U.S. passport

Identifications above must have an expiration date after the November 2, 2010 election.

- A certificate of naturalization that was issued not earlier than two years before the date of an election at which it is presented
- An unexpired driving receipt issued by Wisconsin DOT
- An unexpired identification card receipt issued by Wisconsin DOT
- An identification card issued by a federally recognized Indian tribe in Wisconsin
- An unexpired identification card issued by a Wisconsin-accredited university or college accompanied by a proof of enrollment in that university or college. The identification card must contain the following:
 - Date of Issuance
 - Signature of student
 - Expiration date not later than two years after date of issuance

Assisting Electors

All electors have a right to receive assistance marking their ballots if they cannot read or write, or have a disability that prevents them from reading or marking the ballot. An elector may select anyone to provide assistance in marking his or her ballot other than the voter's employer or an officer or agent of a labor organization which represents the voter. An election inspector can, and should, provide assistance if requested.

Electors who inform the election inspectors of their inability to read or write, their difficulty reading, writing or understanding English, or, because of a physical disability, their inability to mark a ballot, must be informed of the right to have assistance. Election inspectors should review the Common Sense and Common Courtesy Checklist in this section.

Procedure

If an elector informs the election inspector that he or she requires assistance marking his or her ballot, the election inspector should:

1. Give the elector a voter number and issue them a ballot.
2. The elector must sign the poll list.
 - a. If the elector can not sign the poll list the election inspectors should write, "exempt by order of inspectors" in the signature line.
 - b. Election inspectors should have signature guides available for those electors who have difficulty seeing.
3. Record the name and address of the person assisting the elector on the poll list.
 - a. Electors may select any individual to assist them to cast their vote, including an election inspector. Exception: the elector's employer or an officer or agent of a labor organization that represents the elector may not assist the elector.
 - b. The person assisting the elector does not have to be a qualified elector.

4. Persons who assist a voter must certify on the back of the ballot that it was marked with their assistance before depositing the ballot in the ballot box.
5. This incident should be recorded on the Inspectors' Statement (GAB-104).



COMMON SENSE AND COMMON COURTESY

Many election inspectors have had little interaction with people with disabilities; here are a few courtesies and guidelines:

- ❖ State and federal law permits voters with disabilities to be accompanied and to receive assistance by another person in the voting booth.
- ❖ Remember that all voters deserve courteous attention in exercising their right as citizens to vote.
- ❖ Be considerate of the extra time it might take for a person with a disability or an elderly person to get things done.
- ❖ Give unhurried attention to a person who has difficulty speaking.
- ❖ Speak directly to the person who has a disability rather than just to a companion who may be accompanying him or her.
- ❖ Speak calmly, slowly, and directly to a person who is hard of hearing. Your facial expressions, gestures, and body movements help in understanding. Don't shout or speak in the person's ear. If full understanding is doubtful, try writing a note to the person.
- ❖ Pre-printed signs or a notepad should be available to assist communication with deaf or hard-of-hearing electors.
- ❖ Before pushing someone in a wheelchair, ask if you may do so and how you should proceed.
- ❖ Greet a person who is visually impaired by letting the person know who and where you are.
- ❖ Provide a guiding device such as a ruler or a signature guide for signing forms.
- ❖ When offering walking assistance, allow the person to take your arm and tell him or her if you are approaching steps or inclines or are turning right or left.
- ❖ Animals that assist people with disabilities must be admitted into all buildings. Such animals are highly trained and need no special care other than that provided by the owner.

Curbside Voting

An elector who, as a result of disability, is unable to enter the polling place may elect to receive a ballot at the entrance of the polling place. Wis. Stat. § 6.82(1). The elector may receive assistance in marking the ballot, if required, from an election inspector, or from any other person of the voter's choice (except the elector's employer or an agent of the elector's labor union).

The procedure for curbside voting is:

1. The election inspectors announce in the polling place, "The elector, (*state the elector's name*), who is unable to enter this room has asked to receive a curbside ballot. Does anyone object to the issuance of this ballot?"
2. If no objection is made, the elector is issued a voter number, and the number is recorded on the poll lists. (If an objection is made, follow the challenge procedure detailed in "Challenging Electors" in this section.
3. Two election inspectors initial the ballot and take it to the elector.
4. The voter is not required to sign the poll list. A notation "ballot received at poll entrance - exempt" is made in the signature line of the elector on the poll list. The poll list does not leave the voting area.
5. When the voter has completed the ballot, the election inspectors return to the polling place and announce, "We have a ballot offered by (stating the elector's name), an elector who, as a result of disability, is unable to enter the polling place without assistance."
6. The ballot is deposited in the appropriate ballot box or tabulating equipment.
7. If assistance was provided, "assisted" is also noted on the poll list along with the name and address of the person providing assistance.
8. This incident should be recorded on the Inspectors' Statement (GAB-104).