

State of Wisconsin \ Government Accountability Board

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Important Reminders for a Successful April 5, Spring Election

What to do before Election Day

- 1. Please plan your office schedule in accordance with State Law.
 - The deadline for electors to request to receive an absentee ballot by mail, email or fax is 5:00p.m. on the Thursday before the election for most electors and 5:00p.m. on Friday for indefinitely confined electors and military electors. The municipal clerk (or deputy) must be available to accommodate these deadlines
 - Voters must be able to register and/or vote absentee in the clerk's office up until 5:00pm on Monday, April 4, 2011
- 2. Make sure all of your voting systems, including the accessible voting equipment, are programmed, tested and in working order before Election Day, allowing enough time for any needed repairs or reprogramming. The public test must be conducted no earlier than ten days before the election.
- 3. Make sure your polling place is accessible to electors who have disabilities. In particular, during this time of year, it is important that:
 - Pathways cleared
 - Snow and debris is removed
 - Accessible parking spaces are available
 - Alternative accessible entrances are open and clearly marked
 - For more information, please refer to the Election Day Accessibility Checklist which can be found here: (<http://gab.wi.gov/publications/checklists/election-day-accessibility-checklist>)

What to do on Election Day

- 1. A copy of the Election Day Manual should be in every polling place; a link to which can be found here: (<http://gab.wi.gov/clerk/education-training/election-day-manual>)
- 2. Ballots and Equipment
 - Ensure that each polling place does not run out of ballots
 - The Chief Inspector should notify you *before* running out of ballots.
 - Make sure a blank ballot is available in case photocopying is needed.
 - Voters may be encouraged to use the touch screen equipment but are not required to do so.

- Paper ballots must be available upon request and must be used for:
 - Challenged, Assisted, Provisional and Curbside ballots.
 - You must turn-on your accessible equipment on Election Day and have it ready for use.
3. Make sure your Chief Inspector has the ability to reach you on Election Day.
4. Voter Identification is not a requirement for the 2011 Spring Election. It is not current law in the State of Wisconsin.
- Only voters registering to vote on Election Day are required to show ID if they are using the form of ID as a proof of residence.
5. Voters appearing on the poll list should not be asked to provide proof of residence.
- Exception: the notation “ID required” appears next to the Voter’s name, indicating a first time Wisconsin voter who registered by mail and hasn’t yet provided proof of residence
 - A voter may not request that the notation “ID required” be placed by their name because they wish to voluntarily be required to produce photo identification in order to receive a ballot.
 - A Photo ID may not be required for the April 5, Spring Election. Please refer to the “Photo ID Notice” placed on the G.A.B. website on February 9, 2011, under “Recent Clerks Communication.”
6. Absentee voters, late registrants and election-day registrants must be compared to the Ineligible Voter List.
7. Elections Inspectors may not volunteer any information on registered write-in candidates to any voter unless specifically asked, “Are there any registered ‘write-in’ candidates?” Postings or other advertising of write-in candidates is prohibited.
8. All military absentee ballots must be received by 8:00p.m. on Election Day in order to be counted. There is no extended time period for military electors for the Spring Election cycle.
9. All data gathered on the GAB-190 can be compiled before and on election night but should be updated as needed.
- GAB-190’s must be entered into WEDCS by you or your provider. (The G.A.B. does not require a copy.)
 - For assistance in filling out the GAB-190, please refer to the detailed GAB-190 Help Guide which can be found here (<http://gab.wi.gov/forms/gab-190-guide>)
10. Municipal Clerks must report the names of the electors who have cast a Provisional ballot to the Government Accountability Board on election night via email (GABhelpdesk@wi.gov) or at (608-261-2028)
11. If the number of ballots exceeds the number of electors with a voter number next to their name, the election inspectors must investigate and reconcile the discrepancy on election night.

What to do After Election Day

- 1. For municipal offices, the Municipal Board of Canvassers must determine the winners and prepare the Board of Canvass statement (<http://gab.wi.gov/forms/gab-106>).
 - The period for petitioning for a recount of municipal offices or referenda does not start until after the GAB-106 has been prepared and certified by the Municipal Board of Canvassers.
- 2. Post Election tasks are statutorily required to be completed within 30 days of the election
 - GAB-190 must be completed
 - Voter participation must be recorded in SVRS.
 - GAB-131's must be entered into SVRS even if they are incomplete.
 - For problem EDR's, refer to the Post Election section in the SVRS Manual.
 - Reconciliation between the GAB-190 (WEDCS) and the SVRS must be completed.
 - GAB-190 Question #2 must match voter participation in the SVRS.
 - Refer to the Poll-worker Checklist "12 tips for Avoiding Discrepancies in Voter Numbers" posted on the G.A.B. Website on February 9, 2011, under "Recent Clerks Communications." (<http://gab.wi.gov/clerks/recent-communications>). Although this guidance was prepared for the February 15, 2011 Spring Primary, it should be used for all subsequent elections.
 - Refer to SVRS Checklist#3 for assistance in Reconciliation. (<http://gab.wi.gov/clerks/recent-communications>)

If you require assistance with any pre-election day, election-day or post election-day processes, you may contact the Government Accountability Board's Help Desk at (608) 261-2028, or via email at GABhelpdesk@wi.gov. Thank you.