



**Wisconsin Elections  
Commission**

New Clerk Orientation  
August 24, 2016

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**Agenda**

- ▶ Agency Transition
- ▶ Recent Court Decisions
- ▶ WEC Staff Directory
- ▶ Clerk Communications
- ▶ EL-362: Clerk Update Form
- ▶ Municipal Clerk Duties
- ▶ Election Cycles and Election Types
- ▶ Training Requirements and Resources
- ▶ Other Web Applications

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**General Information**

- ▶ Agency Transition
- ▶ Recent Court Decisions
- ▶ WEC Staff Directory
- ▶ Clerk Communications
- ▶ EL-362: Clerk Update Form

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## Election Cycles

Spring Elections (non-partisan offices)  
-- Primary (if required) held on third Tuesday in February  
-- General held on first Tuesday in April

Fall Elections (partisan offices)  
-- Primary held on second Tuesday in August  
-- General held on first Tuesday following the first Monday in November

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## Training Requirements

- ▶ Municipal Clerks
- ▶ Must be certified!
  - Attend initial 3-hour Municipal Clerk Core Training
  - Maintain certification by earning at least 6 hours of election training every two years
  - Municipal Clerk must report his or her training to WEC for certification

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## Training Requirements

- ▶ Chief Election Inspectors
- ▶ Run polling place on Election Day
- ▶ Must be certified!
  - Attend initial "Baseline" Chief Inspector Training
  - Maintain certification by earning 6 hours of election training every two years
  - Municipal Clerk must track the training received by the inspectors each term

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## Other Election Officials

- ▶ Election Registration Officials (EROs)
- ▶ High School Student Election Inspectors
- ▶ Greeters
- ▶ Tabulators
- ▶ Special Voting Deputies
- ▶ Special Registration Deputies

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## Election Inspectors

- ▶ 7 inspectors required at each polling place
  - May be increased or decreased by the governing body to no less than 3!
  - Must always be odd number
  - Chief Inspector is included in the total number
- ▶ **Qualifications**
  - Receive training
  - Read, write and understand English
  - May not be a candidate at the election
  - Qualified elector of the county (does not include chief inspector or high school poll workers)
  - WEC opinion: can't be a local elected official

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## Election Official Terms

- ▶ All election officials are now on the same training cycle (1/1/even - 12/31/odd)
  - Municipal clerks and members of boards of canvassers who were up in 2016 have had their terms extended to December 31, 2017.
- ▶ High school inspectors: 1 election only

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## Additional Resources

- ▶ Election Administration Manual (rev. February 2016)
- ▶ Election Day Manual (rev. July 2016)
- ▶ Updates pending!
- ▶ Election Administration/WisVote Webinars
- ▶ Order Form

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Questions? 

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## Additional Web Applications

### Online Election Management Links



<http://elections.wi.gov/clerks>

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