

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

PREPARING FOR THE NOVEMBER GENERAL ELECTION

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

Wednesday, October 10, 2012

9:00 a.m. – 11:00 a.m.

Program Presenters

Wisconsin Government Accountability Board Staff

Agenda

- **Absentee Voting**
 - **Absentee Ballot Log (GAB-124)**
 - **Absentee Overview**
 - **Absentee Certificate Envelope**
 - **Processing Absentee Ballots**

- **Post Election Activities**
 - **Municipal Board of Canvassers**
 - **Processing Late-Arriving Absentee/Provisional Ballots**
 - **Conducting the Municipal Canvass**

- **Electronic Proof of Residence**

- **Election Observers**

- **Elimination of Straight Party Voting**

- **Photo ID Injunction**

Absentee Ballot Log (GAB-124)

1. As soon as official ballots are available, the clerk must send the official absentee ballot to all approved absentee ballot applicants.
2. The clerk may not transmit an absentee ballot to an elector via email or fax, except to military or overseas electors.
3. The clerk maintains the Absentee Ballot Log (GAB-124).
 - a. The Absentee Ballot Log (GAB-124) is used to track the events that occur during the absentee ballot process (e.g. application received, ballot issued, ballot canceled, 2nd ballot issued, ballot received, ballot counted, etc.)
 - b. The Absentee Ballot Log (GAB-124) enables the clerk to track any problems with the absentee certificate envelope (missing certificate, voter signature, witness signature, or two SVD signatures) and communicate this information to the election inspectors so they can reject the ballot if the error is not corrected by 8:00 p.m. on Election Day.
 - c. Municipal clerks who maintain their own SVRS data may also track absentee ballots and print ballot labels in SVRS.
 - d. The Absentee Ballot Log (GAB-124) is sent to the polling place with the absentee ballots on Election Day.

Absentee Applications Ballot Log

ELECTION: 2012 JUNE 5 RECALL ELECTION (Jun 05, 2012)**WD1**

| Voter ID | Name and Address | Ward | App. Received | Ballot Issued | Ballot Returned | Vote Recorded |
|-------------------------|----------------------------|------|---------------|---------------|-------------------|---------------|
| 0700240770 | Austin, Susan Rose | WD1 | 05/21/2012 | | | |
| *0700240770* | 5424 Miller Farm Rd | | | | | |
| App. Type: Regular | Black Earth, WI 53515-9551 | | | | Ballot Type: OFCL | |
| Vote Location: Via Mail | | | | | | |

| | | | | | | |
|-------------------------|----------------------------|-----|------------|--|-------------------|--|
| 0700958980 | Bach, Jacolyn Rae | WD1 | 02/15/2012 | | | |
| *0700958980* | 9713 Kahl Rd | | | | | |
| App. Type: Permanent | Black Earth, WI 53515-9516 | | | | Ballot Type: OFCL | |
| Vote Location: Via Mail | | | | | | |

| | | | | | | |
|------------------------------|----------------------------|-----|------------|------------|-------------------|--|
| 0000940017 | Bonneville, Craig R | WD1 | 05/30/2012 | 05/31/2012 | 05/31/2012 | |
| *0000940017* | 9530 Blackberry Rd | | | | | |
| App. Type: Regular | Black Earth, WI 53515-9504 | | | | Ballot Type: OFCL | |
| Vote Location: Clerks Office | | | | | | |

| | | | | | | |
|-------------------------|----------------------------|-----|------------|--|-------------------|--|
| 0012109455 | Cashman, Charles W | WD1 | 05/23/2012 | | | |
| *0012109455* | 5082 Reeve Rd | | | | | |
| App. Type: Regular | Black Earth, WI 53515-9710 | | | | Ballot Type: OFCL | |
| Vote Location: Via Mail | | | | | | |

| | | | | | | |
|------------------------------|----------------------------|-----|------------|------------|-------------------|--|
| 0000940026 | Chybowski, Robert M | WD1 | 05/29/2012 | 05/30/2012 | 05/30/2012 | |
| *0000940026* | 5389 Reeve Rd | | | | | |
| App. Type: Regular | Mazomanie, WI 53560-9371 | | | | Ballot Type: OFCL | |
| Vote Location: Clerks Office | | | | | | |

| | | | | | | |
|-------------------------|----------------------------|-----|------------|--|-------------------|--|
| 0000972082 | Cole, Chad Donald | WD1 | 04/23/2012 | | | |
| *0000972082* | 9520 Kahl Rd | | | | | |
| App. Type: Regular | Black Earth, WI 53515-9517 | | | | Ballot Type: OFCL | |
| Vote Location: Via Mail | | | | | | |

Overview of Absentee Voting Rules

Indefinitely Confined Electors

Definition

Voters indefinitely confined in their home or in a qualified facility [Community Based Residential Facility (CBRF), retirement home, residential care apartment complex, or adult family home] that is **NOT** served by special voting deputies. Elector must have applied for absentee ballots as an indefinitely-confined elector.

Application Requirements

- Voter registrations that are postmarked after the 20th day before the election cannot be accepted.
- Absentee applications must be received no later than 5:00 p.m. on the Friday prior to the election.
- Voter must check the box or otherwise indicate on the absentee application that they are indefinitely confined.

Duration of Requests

- Receive ballots automatically for as long as they return them (“permanent” status)
- If a ballot is not returned, send 30-day notice
 - Send 30-day notice after general elections only
 - If voter responds to notice, keep on permanent list
 - If voter does not respond to notice, cancel absentee application (remove from permanent list)

Deadline for Ballot Return

Friday 4:00 p.m. after the election if postmarked by Election Day

Overview of Absentee Voting Rules

Electors Served by Special Voting Deputies (SVDs)

Definition

Voters residing at a nursing home or in a qualified facility [Community Based Residential Facility (CBRF), retirement home, residential care apartment complex, or adult family home] that is served by special voting deputies.

Application Requirements

- If SVDs are conducting absentee voting at a facility prior to the 20th day before the election, the SVDs may register the individual to vote.
 - SVDs may register voters using their pre-nursing home address if the voter has an intent to return. These registrations must be forwarded to the respective municipal clerk.
- Absentee applications must be received by the respective deadline, 5:00 p.m. on Thursday for regular voters, 5:00 p.m. Friday for indefinitely confined voters.
 - Voter must check box or otherwise indicate on the absentee application that they are indefinitely confined.
 - SVDs may accept written absentee applications in-person from registered electors at the facility, if before the applicable deadline.

Duration of Requests

- As specified in the request (specific elections, calendar year, or permanent if indefinitely confined).
- If an elector on the permanent list does not vote an absentee ballot, the SVDs should ask them to either:
 - Sign a separate statement indicating they still want to receive ballots, *OR*
 - Enclose a blank ballot in the certificate envelope and sign the certification.
 - If the elector does not do either of the above, send them a notice via mail that their absentee application will be canceled.
 - The elector has 30 days to respond
 - Send notice after general elections only
 - If the elector does not respond to the notice, cancel the absentee application.

Overview of Absentee Voting Rules

Electors Served by Special Voting Deputies (SVDs), Continued

Time frame for conducting absentee voting in qualified facilities

- Between the 4th Monday before the election and the Monday before the election
 - Notice of date and time posted at facility no less than 24 hours before visit
 - Registered voters may request to vote absentee on the day the SVDs visit
 - Must use absentee application, not just certificate envelope.

Special Procedures

- If a voter is registered in another municipality, the clerk of the municipality where the voter is registered must forward an absentee ballot to the municipal clerk where the care facility is located.
 - The SVDs from the municipality where the nursing home is located administer the absentee ballot for that voter.
 - The municipal clerk where the nursing home is located then forwards the voted absentee ballot back to the municipal clerk where the voter is registered.
- Only SVDs may witness the absentee certification.
- No person other than a SVD or a relative of the elector may assist that person in voting.
 - Request for assistance must come from the elector.
- SVDs must visit the facility twice if any voter who has requested an absentee ballot was not available to vote during the first visit.
- Only if an absentee elector is not available to cast his or her ballot on two separate visits by the SVDs to the facility may the clerk mail the ballot to the elector.
 - Must transmit the ballot no later than 5:00 p.m. on the Friday preceding the election.
- See “Absentee Voting in Nursing Homes” Manual for details.

Overview of Absentee Voting Rules

Electors at Special Voting Deputy-Eligible Facilities

Definition

Voters residing in a qualified facility [Community Based Residential Facility (CBRF), retirement home, residential care apartment complex, or adult family home] that is NOT served by special voting deputies. Also, does NOT include voters who are indefinitely confined.

- Use the indefinitely confined elector procedures for indefinitely confined electors who may reside at an SVD-eligible facility.

Application Requirements

- Voter registrations that are postmarked after the 20th day before the election cannot be accepted.
- Absentee applications must be received by 5:00 p.m. on Thursday.

Duration of Requests

As specified on absentee ballot application but no longer than a calendar year

Deadline for Ballot Return

Friday 4:00 p.m. after the election if postmarked by Election Day

Overview of Absentee Voting Rules

Military Voters

Definition

U.S. military service (at home or away), members of the merchant marine, civilian employees of the United States serving outside the U.S., peace corps volunteers, and their spouses or voting-age dependents.

Application Requirements

- No voter registration form is required.
- Must have resided in municipality immediately before entering the military.
- Absentee application must be received no later than 5:00 p.m. on the Friday preceding the election. However, for federal elections, military electors who are away from their residence due to active duty have until 5:00 p.m. on Election Day.
- The Federal Post Card Application (FPCA) is a common alternative form that is used by military electors. It counts as both a voter registration and absentee ballot application.
- The Affirmation/Declaration that accompanies the Federal Absentee Write-In Ballot (FWAB) also serves as an absentee application.

Duration of Request

- One calendar year, if not otherwise specified
 - Receive ballots for all offices

Deadline for Ballot Return

- Friday 4:00 p.m. after the election if postmarked by Election Day

Overview of Absentee Voting Rules

Federal Write-In Absentee Ballot (FWAB)

- Available at military bases, embassies, and online at FVAP.gov. (This is not a ballot sent by the clerk.)
- May be used by both overseas and military electors.
 - A FWAB from a military elector may be accepted without a separate absentee application.
 - A FWAB from an overseas elector must be accompanied by a valid absentee request.
 - A FWAB typically contains a signed affirmation/declaration which serves as an absentee application for military electors, but must be received no later than the respective absentee request deadline to count as an application.
 - The affirmation/declaration must accompany the FWAB in order for the ballot to be counted. The affirmation/declaration must be completed and contain the signature of both the voter and the witness. It serves as the absentee certification.

Military Voters, Continued

Multiple Ballots - Priority

- Count whatever ballot you have received by Election Day
- If more than one ballot received by Election Day, all ballots are sent to the polling place for processing. Only one ballot is counted and the rest are rejected. The order of priority is:
 1. Official Ballot
 2. FWAB
- If ballots come in after Election Day, but before the deadline, and you have already counted a ballot on Election Day, reject the second ballot.

Special Procedures

- Requests are valid for up to 28 days after the date of discharge from military service.
- All military voters absentee ballots must be tracked in SVRS.
- See the Election Administration Manual and SVRS manual for further details on the administration and tracking of military ballots.

Overview of Absentee Voting Rules

Overseas Voters

Definition

An elector who is permanently outside of the U.S. with no intent to return to their residence.

- A person outside the U.S. for a finite period of time (vacation, work, education) with an intent to return is NOT an overseas voter.
 - May only vote for federal offices (President, U.S. Senate, U.S. Congress).

Application Requirements

Standard “by-mail” rules apply:

- Voter registrations that are postmarked after the 20th day before the election cannot be accepted.
- Absentee applications must be received by 5:00 p.m. on Thursday.
- Must have lived in the district immediately before moving overseas
- Voting-age children of an overseas elector are eligible to vote as an overseas elector even if they have never lived in the district.
 - Votes from last address in the district
- Home may not be owned by them anymore or not exist anymore.

Duration for Request

One calendar year, if not otherwise specified

- Receive ballots for federal offices only

Deadline for Ballot Return

Friday 4:00 p.m. after the election if postmarked by Election Day

Federal Write-In Absentee Ballot (FWAB)

- Available at military bases, embassies, and online at FVAP.gov. (This is not a ballot sent by the clerk.)
- Cannot be accepted unless the election has an absentee application on file.

Multiple Ballots - Priority

- Count whatever ballot you have received by Election Day
- If more than one ballot received by Election Day, all ballots are sent to the polling place for processing. Only one ballot is counted and the rest are rejected. The order of priority is:
 1. Official Ballot
 2. FWAB

Special Procedures

- All overseas voters absentee ballots must be tracked in SVRS
- See the Election Administration manual and SVRS manual for further details on the administration and tracking of overseas ballots.

Overview of Absentee Voting Rules

Regular Absentee Voters – By Mail

Definition

Any otherwise qualified elector who for any reason is unable or unwilling to appear at the polling place.

Application Requirements

- Voter registrations that are postmarked after the 20th day before the election cannot be accepted.
- Absentee applications must be received by 5:00 p.m. on Thursday.

Duration of Request

- As specified on application.
- For calendar year applications (1/1 – 12/31)
 - If a ballot is not returned for a general election, remove the elector from the absentee list and send them a notice within 5 days.
 - If voter responds to notice, add them back to the absentee list and continue to send ballots.
 - If voter does not respond to notice, they remain off the list.
 - Voter can reactivate request by contacting you.

Deadline for Return of Ballot

Friday 4:00 p.m. after the election if postmarked by Election Day

Overview of Absentee Voting Rules

Fax/Email/Online

Definition

Only military and permanent overseas electors may receive their ballot by fax or email or may access their absentee ballot online at <http://myvote.wi.gov>. The clerk must honor the requested method of transmission.

Application Requirements

- Voter registrations may not be faxed/mailed. Voter registrations that are postmarked after the 20th day before the election cannot be accepted.
- Absentee applications must be received by the respective deadlines for all electors. See military and overseas sections above.
- Any registered voter may submit their absentee ballot request by email or fax.

Special Notes

- Only military and permanent overseas electors may receive a ballot by fax/email, please see those specific instructions for more details.
- An original application with “wet” signature must be received.
 - If you are using the combination application/certification certificate envelopes, the signature on the envelope suffices as an original application with “wet” signature.
- When emailing or faxing a ballot to a military or overseas voter:
 - Transmit the initialed ballot and face of the certificate envelope along with instructions for voting and returning the ballot.
 - The voted ballot can NOT be returned by fax/email.
 - On Election Day (if using optical scan systems), remake the ballot so it can be processed through the voting equipment.
 - See Election Day manual or the GAB-104 for specific instructions on remaking ballot.

Overview of Absentee Voting Rules

In-Person Absentee Voting in Clerk's Office

Definition

Any eligible elector may request to vote an absentee ballot in person at the office of the municipal clerk.

Application Requirements

- Voter registration may occur in-person at the office of the municipal clerk up until 5:00 p.m. on the Friday preceding the election.
 - No in-person absentee voting may occur on the Saturday, Sunday, or Monday immediately preceding the election.
- In-person absentee voting begins on the 3rd Monday before Election Day and ends at 5:00 p.m. on the Friday preceding the election.
- If the voter only wishes to vote absentee at a single election, the combination application/certification certificate envelope will suffice as the absentee application.
- If the voter wishes to receive ballots for future elections, they must fill out the standard absentee ballot request.
- Ballots requested in-person may NOT be removed from the clerk's office by the voter.

Overview of Absentee Voting Rules

Provisional Ballots

Definition

If the absentee elector was required to provide proof of residence with their absentee ballot and does not, the election officials are to treat that absentee ballot as a provisional ballot.

Procedure

The clerk should attempt to contact the absentee voter as quickly as possible to inform them that their ballot was treated provisionally and advise them of how to provide the necessary information.

Deadline for voter to supply missing information

4:00 p.m. on the Friday after the election

Special Notes

- Make sure all appropriate canvassing boards (county and municipality) are informed if the elector provides the missing information.
- All provisional ballots must be recorded in SVRS on Election Night. See the SVRS Application Training manual for directions.
- Please see the Election Administration manual, Post-Election Activities chapter for more information.

Overview of Absentee Voting Rules

New & Former Residents – Presidential Only

Definition

Any new resident of the state who would be an eligible elector except for the 28-day residency requirement, or any former resident of the state who is ineligible in their new home state to vote due to a residency requirement, may apply for a presidential-only absentee ballot.

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.

Deadline for Return of Ballot

Friday 4:00 p.m. after the election if postmarked by Election Day

Overview of Absentee Voting Rules

Hospitalized Electors

Definition

Any qualified elector may register and request an absentee ballot by agent if hospitalized.

Application Requirements

- The absentee ballot application may not be filed earlier than 7 days before the election and no later than 5:00 p.m. on Election Day.
- If not already registered to vote, the hospitalized elector may register to vote by agent up to 5:00 p.m. on Election Day.
- Must submit a signed absentee application (GAB-121) which indicates that the elector is hospitalized.
- The agent must provide a proof of identification to the clerk when delivering the absentee application.

Procedure

- Upon receiving a valid application, the clerk provides the agent with an initialed absentee ballot and certificate envelope.
- The agent delivers the ballot to the hospitalized elector.
- The hospitalized elector votes the ballot in the presence of the agent, seals it in the certificate envelope, and signs the certificate envelope.
- The agent signs the certificate envelope as the witness and returns it to the clerk.
- Fax/Email requests may be used in combination with this procedure.

Deadline for Ballot Return

- The agent may return the absentee ballot to the polling place, municipal clerk or mail the absentee ballot.
- If the absentee ballot is mailed it must be received by 4:00 p.m. on the Friday after the election if postmarked by Election Day

Overview of Absentee Voting Rules

Sequestered Jurors

Definition

Any eligible registered elector who indicates that the reason they are requesting an absentee ballot is because they are a sequestered juror.

Application Requirements

Must submit an absentee application to the clerk that indicates that the elector is a sequestered juror no later than 5:00 p.m. on Election Day.

Procedure

- If the application is received before 5:00 p.m. on the Friday preceding the election:
 - The clerk may transmit the ballot as requested by mail
- If the application is received after 5:00 p.m. on the Friday preceding the election:
 - The municipal clerk shall immediately take the ballot to the court in which the elector is serving as a juror and deposit it with the judge.
 - The judge shall recess court, as soon as convenient, and give the elector the ballot.
 - The judge shall then serve as witness and shall deliver the ballot to the clerk who shall deliver it to the polling place.

OFFICIAL ABSENTEE BALLOT APPLICATION/CERTIFICATION

NOTE: With certain exceptions, an elector who mails or personally delivers an absentee ballot to the municipal clerk at an election is not permitted to vote in person at the same election on Election Day. Wis. Stat. § 6.86(6).

| | | |
|---|---|--|
| <p style="text-align: center;"><u>VOTER: THE INFORMATION BELOW IS REQUIRED!</u></p> <p style="text-align: center;">▼ <i>Complete the information below and sign the certification that follows in the presence of a witness who must also sign.</i> ▼</p> <p>Name (First, Middle, Last) including suffix</p> <p>Street Address – include street number or fire number and name of street, or rural route and box number</p> <p>City, State, Zip</p> | <p style="text-align: center;">▼ <i>Shaded Section for Clerk Use Only</i> ▼</p> <p>Voted in clerk’s office <input type="checkbox"/></p> <p>Date of Election (month, day, year)</p> <p>County</p> <p>Municipality: Town <input type="checkbox"/> Village <input type="checkbox"/> City <input type="checkbox"/> of</p> <p>District (if applicable) Ward</p> | <p style="text-align: center;">▼ CERTIFICATION OF WITNESS ▼ <i>(Required!)</i></p> <p>I, the undersigned witness, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), certify that I am an adult U.S. Citizen and that the above statements are true and the voting procedure was executed as stated. I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk). I did not solicit or advise the voter to vote for or against any candidate or measure. I further certify that the name and address of the voter is correct as shown.</p> <p>1. X _____</p> <p style="text-align: center;">▲ Signature of <u>ONE</u> Witness, who is an adult US Citizen ▲</p> <p>_____</p> <p style="text-align: center;">▲ Address of U.S. Citizen Witness ▲</p> <p style="text-align: center;">-----</p> <p style="text-align: center;"><i>(▼ Second Special Voting Deputy signs and provides address below. ▼)</i></p> <p>2. X _____</p> <hr/> <p style="text-align: center;"><u>CERTIFICATION OF ASSISTANT, if applicable</u> <i>(Assistant may also be witness)</i></p> <p>I certify that the voter named on this certificate is unable to sign his/her name or make his/her mark due to a physical disability, and that I signed the voter’s name at the direction and request of the voter.</p> <p>X _____</p> <p style="text-align: center;">Signature of Assistant</p> |
| <p style="text-align: center;">▼ CERTIFICATION OF VOTER ▼ <i>(Required!)</i></p> <p>I certify, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), that I am a resident of the ward of the municipality in the county of the state of Wisconsin indicated hereon and am entitled to vote in the ward at the election indicated hereon; that I am not voting at any other location in this election; that I am unable or unwilling to appear at the polling place in the ward on Election Day, or I have changed my residence within the state from one ward to another within 28 days before the election. I certify that I exhibited the enclosed ballot, unmarked, to the witness, that I then in the presence of the witness and in the presence of no other person marked the ballot and enclosed and sealed the ballot in this envelope in a manner that no one but myself and any person providing assistance under Wis. Stat. § 6.87(5), if I requested assistance, could know how I voted. I further certify that I requested this ballot.</p> <p>X _____ _____ / _____ / _____</p> <p style="text-align: center;">▲ Signature of Voter (ALL Voters Must Sign) ▲ Date</p> | | |
| <p>ATTENTION MILITARY AND OVERSEAS VOTERS: Your date of birth is required or your ballot may not be counted. As a military or overseas voter, I further certify my birth date is _____ / _____ / _____</p> | | |

OFFICIAL ABSENTEE BALLOT APPLICATION/CERTIFICATION

Note: With certain exceptions, an elector who mails or personally delivers an absentee ballot to the municipal clerk at an election is not permitted to vote in person at the same election on Election Day. Wis. Stat. § 6.86(6).

VOTER: THE INFORMATION BELOW IS REQUIRED!

▼ Complete the information below and sign the certification that follows in the presence of a witness who must also sign. ▼

Name (Last, First, Middle) including suffix

Street Address - include street number or fire number and name of street, or rural route and box number

City, State, Zip

▼ Shaded Section for Clerk Use Only ▼

Date of Election (month, day, year)

County

Municipality (check type and list name) Town Village City of

Ward #

District (if applicable)

Voted in clerk's office

▼ CERTIFICATION OF VOTER ▼ (Required!)

I certify, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), that I am a resident of the ward of the municipality in the county of the state of Wisconsin indicated hereon, and am entitled to vote in the ward at the election indicated hereon; that I am not voting at any other location in this election; that I am unable or unwilling to appear at the polling place in the ward on election day, or I have changed my residence within the state from one ward to another later than 28 days before the election. I certify that I exhibited the enclosed ballot, unmarked, to the witness, that I then in the presence of the witness and in the presence of no other person marked the ballot and enclosed and sealed the ballot in this envelope in a manner that no one but myself and any person providing assistance under Wis. Stat. § 6.87(5), if I requested assistance, could know how I voted. I further certify that I requested this ballot.

X _____ / ____ / ____

▲ Signature of Voter (All Voters Must Sign) ▲ Date

ATTENTION MILITARY AND OVERSEAS VOTERS: Your date of birth is required or your ballot may not be counted. As a military or overseas voter, I further certify my birth date is

_____ / ____ / ____

▼ CERTIFICATION OF WITNESS ▼ (Required)

I, the undersigned witness, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), certify that I am an adult U.S. Citizen and that the above statements are true and the voting procedure was executed as stated. I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk). I did not solicit or advise the voter to vote for or against any candidate or measure. I further certify that the name and address of the voter is correct as shown.

1. X _____

▲ Signature of ONE Witness, who is an adult US Citizen ▲

▲ Address of U.S. Citizen Witness ▲

(▼ Second Special Voting Deputy signs and provides address below. ▼)

2. X _____

CERTIFICATION OF ASSISTANT, if applicable

(Assistant may also be witness)

I certify that the voter named on this certificate is unable to sign his/her name or make his/her mark due to a physical disability, and that I signed the voter's name at the direction and request of the voter.

X _____

Signature of Assistant

Incomplete or No Certificate Envelopes

Clerk receives absentee ballot.
Examine the absentee ballot envelope for any certificate errors.
(No certificate, missing voter signature,
missing witness signature, missing 2 SVD signatures)

Contact the voter.
Provide info to voter about opportunity to correct the absentee ballot envelope in the clerk's office, by mail or at the polling place/central count location on Election Day.

The original witness must **always** be present to correct **any** incomplete or no certificate errors on the absentee ballot envelope.

Document incomplete or no certificate envelopes on the Absentee Ballot Log (GAB-124).

Do not process or reject uncorrected certificate envelopes until 8 p.m. on Election Day.

Please group absentee ballots with incomplete or no certificate envelopes.

Correct by mail
If time permits, clerks should send the envelope containing the ballot and a new absentee ballot envelope to the voter and remind the voter that they and the original witness must both execute the new envelope.

The voter must personally deliver a corrected envelope by 8 p.m. on Election Day to their polling place or central count, or by mail if postmarked by Election Day and received by 4 p.m. the Friday after the election.

Correct in the clerk's office
Voters may correct and submit absentee ballots on site. Ballots may not be taken from clerk's office.

Inform the voter that the original witness **must** accompany them to the clerk's office.

Please note: Voters with incomplete or no certificate envelopes who did not receive or return a replacement envelope cannot vote in-person at the polling place. Voters with incomplete or no certificate envelopes can correct their envelopes up to and including Election Day.

Correct at the polling place/central count
Voters may correct and submit absentee ballots on site. Ballots may not be taken from the polling place/central count location. Replacement absentee envelopes should be available to voters at polling places or central count locations.

Inform the voter that the original witness **must** accompany them to the polling place or central count location.

Reminder: Do not process or reject incomplete or no certificate envelopes until 8 p.m. on Election Day.

Spoiled or Damaged Ballots

Absentee ballot has been returned to the clerk. The voter wishes to vote a new ballot.

Clerk does believe the person requesting a replacement ballot is the person to whom the original ballot was provided.

Clerk does NOT believe the person requesting a replacement ballot is the person to whom the original ballot was provided.

Give the voter a replacement ballot, if within the proper deadline.
(see box on bottom right)

Issue a replacement ballot, if within the proper deadline (see box below).
Document a challenge for Election Day.
Contact law enforcement immediately.

Clerk shall destroy the spoiled or damaged ballot by making a small tear in the envelope containing the ballot and writing "spoiled" on the outside of the envelope. A notation should be made on GAB-124 (Absentee Ballot Log) that the first ballot was cancelled and second ballot was issued).

Place the spoiled ballot in the spoiled ballot envelope or container that will be transmitted to the polling place on Election Day.

Voters must personally deliver or mail absentee ballots under the normal timeline.
(personally deliver the ballot to their polling place or central count by 8 p.m. on Election Day or mail with Election Day postmark date and received by 4 p.m. the Friday after the election).

Please note: A voter who did not receive a replacement ballot by mail or chose not to return the replacement ballot is able to vote in-person at the polling place.

The absentee ballot log (GAB-124) should indicate the first ballot was cancelled and a second ballot was issued.

ABSENTEE BALLOT REQUEST TIMELINE

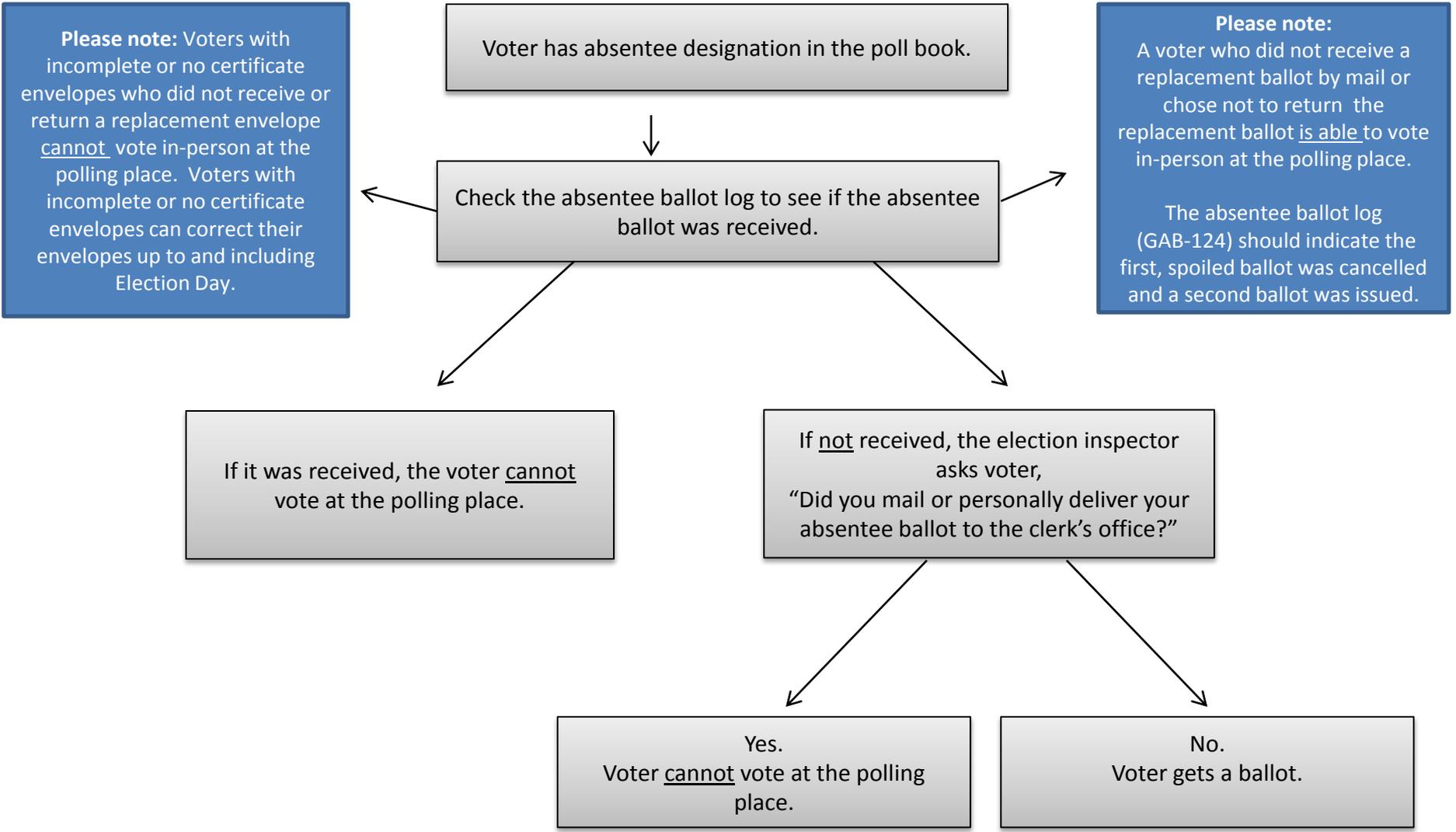
Regular absentee voters must request replacement ballots by 5 p.m. the Thursday before the election.

Indefinitely confined and military voters must request replacement ballots by 5 p.m. the Friday before the election.

Military voters away from home may request absentee ballots by 5 p.m. on Election Day for the partisan primary, the general election, the presidential preference primary, or a special election for national office.

Absentee ballots must be requested in person by 5 p.m. or the close of business the Friday before the election.

Absentee Voters and the Polling Place



Processing Absentee Ballots at the Polls

1. On Election Day, the municipal clerk delivers absentee ballots to the polling place or alternate absentee canvassing site. The ballots are delivered in a sealed envelope or container that bears the name and official title of the clerk and the language found in §6.88(1), Wis. Stats. (GAB-125 Absentee Ballot Carrier).

Alternate absentee canvassing sites require approval by the municipalities governing body and the Elections Division of the Government Accountability Board.

2. All absentee ballots must be processed in the same room the votes are cast or at an alternate absentee canvassing location so that any interested observer is able to hear the public announcement of the names of the absentee electors.
 - a. Any observer, including an election inspector can challenge an absentee elector's ballot the same as if the elector were voting in person.
 - b. The procedures for challenging an elector's ballot are the same as the challenge procedure in person.
 - c. See the "Challenging Electors" section of this manual for the complete challenge procedure.
3. The election inspectors may process absentee ballots at any time between the opening and closing hours of the polling place, except absentee certificate envelopes marked "To Be Rejected."
 - a. "To Be Rejected" envelopes are envelopes which are missing signatures of either the voter or the witness, signatures of both special voting deputies, or contain no certification language. These envelopes should be set aside and not processed until 8 p.m. on Election Day to give the voter an opportunity to correct any errors.
 - i. A voter may correct the certificate envelope at the polling place/central count site.
 - ii. The election inspectors shall issue a new certificate envelope to the voter.
 - iii. The voter must open the original certificate envelope, verify their ballot, and seal the ballot in the new certificate envelope.
 - iv. The voter may NOT remove the ballot from the voting area.

- v. The election inspectors may NOT serve as the witness (the original witness must be present).
 - vi. The original certificate envelope is then destroyed.
 - vii. The election inspector should document that a correction was made and the ballot accepted on the Absentee Ballot Log (GAB-124).
- b. Absentee ballots may not be counted until after the polls close.
 - c. Processed absentee ballots are placed in the ballot box or optical scan equipment and are counted* when all the other ballots are counted.
- *It is considered counting once the polls have closed and all ballots are tabulated, either by equipment or by a hand tally.
- 4. If the election inspectors have reliable proof that an elector has died before Election Day, the absentee ballot should be rejected.

Procedure

To process absentee ballots, the following procedure should be followed:

- 1. Open the large carrier envelopes or containers (GAB-125) containing the absentee ballots.
- 2. Remove an Absentee Certificate Envelope (GAB-122) and announce the absentee elector's name and address.
- 3. Carefully review the certificate envelope to determine that:
 - a. The envelope is not open.
 - b. The envelope has not been opened and then resealed.
 - c. The signature of the elector appears on the certificate.
 - d. The certificate contains the signature of one witness who is an adult US citizen.

Note: If the envelope has been opened or resealed, or the signature of either the elector or the witness is missing, the absentee ballot certificate envelope is insufficient and the absentee ballot must be rejected.

- 4. If the Absentee Certificate Envelope (GAB-122) is found to be **insufficient**:
 - a. Do not open the envelope.

- b. Mark the envelope “Rejected ballot #_” (beginning with the number 1). Write the reason for rejection on the envelope.
 - c. List the elector’s name, identifying serial number of the rejected ballot (see “b.” above), and the reason for rejection on the Inspectors' Statement (GAB-104).
 - d. Record the reason for rejection next to the elector’s name on the Absentee Ballot Log.
 - e. Place the unopened certificate envelope in the Certificate of Rejected Absentee Ballots (GAB-102) brown carrier envelope.
5. If the Absentee Certificate Envelope (GAB-122) is found to be **sufficient**:
- a. Carefully remove the ballot from the certificate envelope.
 - b. Examine the contents of the envelope to assure that:
 - i. No more than the proper number of ballots is enclosed.
 - 1. If more than one of the same type of ballot is marked in a single envelope, both ballots must be rejected.
 - a. Mark each of those same type ballots “rejected.”
 - b. Return the rejected ballots to the absentee voter’s certificate envelope and mark it “Rejected Ballot #_” (beginning with ‘1’) and list the reason.
 - c. Note on the Inspectors' Statement (GAB-104) that these ballots were rejected because the absentee voter marked more than one ballot. If hand-count, paper ballots are used, indicate the type of ballot, i.e. state & county, municipal, school district.
 - d. Place the rejected certificate envelope in the Certificate of Rejected Absentee Ballots (GAB-102) brown carrier envelope.
 - 2. If only one marked type of ballot is in the envelope (i.e. the other ballots is blank), the marked ballot CAN be accepted.
 - a. Place the marked ballot in the ballot box.

- b. Write “Unused ballot #__” (beginning with ‘1’) on the unmarked ballot and place it in the absentee voter’s certificate envelope.
- c. Note on the Inspectors’ Statement (GAB-104) that there was more than one ballot of the same kind, but only one of the “same type” ballots was marked. Indicate the serial number (see “b.” above) issued for the unused ballot.
- d. Place the Absentee Certificate Envelope (GAB-122) in the Used Certificate Envelopes of Absentee Electors (GAB-103) white carrier envelope.

- ii. The ballot contains the initials of the issuing clerk.

If the ballot does not contain the initials of the clerk or deputy clerk, do NOT reject the ballot. Make a note on the Inspectors’ Statement (GAB-104) to remind the clerk to be more careful when issuing absentee ballots.

- iii. If the voter list or the absentee certificate envelope have the notation “POR Required,” the inspector should verify that a copy of proof of residence was enclosed. If not, process as a provisional ballot.
- c. Record the voter number on the voter list. Confirm that the elector voted “absentee” and that this is recorded in the “notation section” on the voter list. Also, record the voter’s name and information on the absentee ballot log.
- d. Place the ballots in the appropriate ballot box or voting equipment.
- e. Place the used certificate envelope in the Used Certificate Envelopes of Absentee Electors GAB-103 white carrier envelope.

Remaking Ballots

In order to be counted by voting equipment, ballots may need to be “remade” by election inspectors at the polls on Election Day for various reasons, such as the voter used red pen, the voter circled names on the ballot rather than marking the arrows, the ballot was mutilated by postal equipment, or emailed or faxed ballots, among others. Election Inspectors may choose to hand count these ballots rather than remaking them.

Procedure

To remake a ballot, the following procedure should be followed:

1. Describe on the Inspectors’ Statement (GAB-104) why the ballot had to be remade.
 - a. Use a code of “D” to identify defective ballots.
2. These ballots are labeled “Original Defective Ballot # (serial number)” and “Remade Defective Ballot # (same serial number).”
 - a. Remade ballots should be issued a sequential number regardless of the reason ballot was determined to be defective.
3. The “remade” ballots are inserted into the tabulating device.
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.

Post Election Activities

Even though election inspectors count the votes at the polls on election night, the official results of the elections are not determined until each official board of canvassers (for the municipality, county, state, school district, or other special purpose district) has met and completed the official canvass of their respective offices. The canvass statement is the official determination of the outcome of the election. The election is not complete and no recount can be requested until the canvass has been completed. Wis. Stats. §§ 7.53(4), 9.01(1)(a) 1.

2011 Act 75 provides that absentee ballots may be counted if postmarked no later than Election Day and received no later than 4:00 p.m. on the Friday following the election. Additionally, 2011 Act 23 provides that voters who cast provisional ballots may provide whatever documentation is required no later than 4:00 p.m. on the Friday after the election in order for their provisional ballot to be counted.

2011 Act 115 assigns the responsibility of processing and counting late-arriving absentee ballots and eligible provisional ballots to the Municipal Clerks, or Executive Directors, and the Municipal Board of Canvassers.

Composition of the Municipal Board of Canvassers (MBOC)

1. Municipalities with only one polling place.
 - a. In municipalities with one ward or where all of the wards vote at a single polling place and results are combined, the election inspectors constitute the municipal board of canvassers (MBOC).
 - b. All inspectors present at the polling place at the close of the polls complete the Board of Canvassers' Statement (GAB-106) for municipal offices and municipal referenda on election night. Wis. Stat. § 7.53(1).

Likewise, the inspectors that signed the election-night certification comprise the MBOC for any subsequent meeting to amend returns. However, if all of the inspectors who signed the election-night certification are not available to amend returns, the clerk may replace the inspectors with a 3-member board of canvassers consisting of the clerk, the chief inspector and one other inspector.

If the clerk is a candidate at the election being canvassed or is unable to serve, the other two members shall appoint a qualified elector of the municipality to serve in place of the clerk. If one of the other members is unable to serve, the municipal clerk shall appoint a qualified elector of the municipality as a replacement.

2. Municipalities with more than one polling place.
 - a. In municipalities with two or more wards that are not combined, the municipal clerk and two qualified electors chosen by the clerk, serve as the MBOC. Wis. Stat. § 7.53(2).
 - b. They complete the Board of Canvassers' Statement (GAB-106) for municipal offices and municipal referenda. If a member of the MBOC is unavailable, the clerk may designate a substitute. Wis. Stat. § 7.53(2).

In addition to these familiar duties, the MBOC will now be required to convene, whether or not there is a municipal election, whenever there are pending absentee ballots and/or when provisional ballots have been cast.

Timeline for Convening the MBOC

1. Municipalities where the Election Inspectors Comprise the MBOC.
 - a. When municipal offices and/or municipal referenda are on the ballot, the inspectors must conduct the municipal canvass and make their initial determination on election night, as usual. Wis. Stat. § 7.53(1).
 - b. The inspectors must reconvene as the MBOC no later than 9:00 a.m. on the Monday following the election to process late-arriving absentee ballots and eligible provisional ballots. 2011 Act 115, Wis. Stats. §§ 7.515(6)(b) and 6.97(4).
2. Municipalities where the Clerk and Two Others Comprise the MBOC.
 - a. When the municipal clerk and two other electors appointed by the clerk serve as the MBOC, the canvass shall begin no earlier than the time that the MBOC receives the returns from all polling places on election night and no later than 9:00 a.m. on the Monday after the election. 2011 Act 115, Wis. Stats. §§ 7.515(6)(b) and 6.97(4).

Regardless of the Composition of the MBOC

The MBOC may convene or reconvene (in the case of the poll workers serving as the MBOC who met election night to canvass municipal results) as soon as all pending absentee ballots have been received and all provisional ballots have been determined eligible, but no later than 9:00 a.m. on the Monday after the election. **Note:** Proper 24-hour meeting notice is required.

Scenarios:

A. The MBOC is the Election Inspectors

Note: An “outstanding” absentee ballot is a ballot that has not been returned. A ballot that has been cancelled or spoiled is not “outstanding.”

1. **No** - Municipal offices and/or referenda
No - Outstanding absentee ballots or provisional ballots.
 - a. The inspectors do not meet as the MBOC.
 - b. The inspectors do not reconvene as the MBOC.
2. **Yes** - Municipal offices and/or referenda
No - Outstanding absentee ballots or provisional ballots.
 - a. The inspectors meet on election night as the MBOC to canvass the results of the municipal offices or municipal referenda and complete the GAB-106 for municipal offices and referenda only.
 - b. The inspectors do not reconvene as the MBOC.
3. **Yes** - Municipal offices and/or referenda
Yes - Outstanding absentee ballots or provisional ballots.
 - a. The inspectors meet on election night as the MBOC to canvass the results of the municipal offices or municipal referenda and complete the GAB-106 for municipal offices and referenda only.

- b. The MBOC reconvenes after all absentee ballots have been returned and all provisional ballots are rehabilitated or after the deadline of 4:00 p.m. on the Friday after the election has passed.
 - c. 24-hour open meeting notice is required.
 - d. The MBOC reconvenes no later than 9:00 a.m. on the Monday after the election to process and count late-arriving absentee and provisional ballots and amend the municipal canvass.
 - i. If no absentee ballots are returned and no provisional ballots are rehabilitated, the MBOC must reconvene to sign a statement that confirms that the election night returns have not changed.
4. **No** - Municipal offices and/or referenda
Yes - Outstanding absentee ballots or provisional ballots.
- a. The inspectors do not meet as the MBOC.
 - b. The MBOC convenes after all absentee ballots have been returned and all provisional ballots are rehabilitated, or after the deadline of 4:00 p.m. on the Friday after the election has passed.
 - c. 24-hour open meeting notice is required.
 - d. The MBOC convenes no later than 9:00 a.m. on the Monday after the election to process and count late-arriving absentee and provisional ballots.
 - i. If no absentee ballots are returned and no provisional ballots are rehabilitated, the MBOC must convene to sign a statement that confirms that the election night returns have not changed.

B. The MBOC is the Clerk and Two Other Electors

- 1. **No** - Municipal offices and/or referenda
No - Outstanding absentee ballots or provisional ballots.

- a. The MBOC does not meet at all.
2. **Yes** - Municipal offices and/or referenda
No - Outstanding absentee ballots or provisional ballots.
 - a. The MBOC meets the day after the election to canvass the results of the municipal offices or municipal referenda and complete the GAB-106 for municipal offices and referenda only.
 - b. The MBOC has no reason to meet again.
3. **Yes** - Municipal offices and/or referenda
Yes - Outstanding absentee ballots or provisional ballots.
 - a. The MBOC *may* meet the day after the election to canvass the results of the municipal offices or municipal referenda and complete the GAB-106 for municipal offices and referenda only.
 - i. The MBOC must adjourn until all absentee ballots are returned and all provisional ballots are rehabilitated or until the deadline of 4:00 p.m. on the Friday after the election has passed.
 - ii. After providing 24-hour notice, the MBOC reconvenes to process and count late-arriving absentee and provisional ballots and amend the municipal canvass.
 - a) If no absentee ballots are returned and no provisional ballots are rehabilitated, the MBOC must reconvene to sign a statement that confirms that the election night returns have not changed.
 - b. Alternatively, the MBOC may wait to convene until all absentee ballots are returned and all provisional ballots are rehabilitated or until the deadline of 4:00 p.m. on the Friday after the election has passed.
 - i. After providing 24-hour notice, the MBOC convenes to process and count late-arriving absentee and provisional ballots and to canvass the results of the municipal election.

- a) If no outstanding absentee ballots were returned and no provisional ballots were rehabilitated, the returns must include a statement to that effect.
4. **No** - Municipal offices and/or referenda
Yes - Outstanding absentee ballots or provisional ballots.
- a. The MBOC must convene after all outstanding absentee ballots have been received and all provisional ballots are rehabilitated or until the deadline of 4:00 p.m. on the Friday after the election has passed.
 - b. 24-hour notice is required.
 - c. The MBOC convenes to process and count late-arriving absentee and provisional ballots.
 - i. If no absentee ballots are returned and no provisional ballots are rehabilitated, the MBOC must convene to sign a statement that confirms that the election night returns have not changed.

The 3-day period for petitioning for a recount of municipal offices and referenda does not begin until the day after the final meeting of the MBOC and the completion of the canvassing of the late-arriving absentee and provisional ballots. 2011 Act 115, Wis. Stat. § 9.01(1)(a) 1.

Timeline for Delivery of Election Night Returns to County, School District and Special Purpose District Clerks

The municipal clerk shall deliver all ballots, statements, tally sheets, lists and envelopes, **excluding any absentee ballots received after closing hour on election night and any provisional ballots**, related to any county, school district or special purpose district election to the appropriate clerks by 4:00 p.m. on the day following each such election. Wis. Stat. § 7.51(5)(b).

Central Count Absentee Municipalities

The municipal clerk in municipalities that process absentee ballots at a central location deliver all ballots, statements, tally sheets, lists and envelopes, **excluding any absentee ballots received after closing hour on election night and any provisional ballots**, related to any county, school district or special purpose district election to the appropriate clerks by 4:00

p.m. on the second day following each such election. Wis. Stat. § 7.51(5)(b).

Timeline for Delivery of Amended Returns to the Affected Boards of Canvassers

The amended returns must be delivered to the county, school district and special purpose district clerks no later than 4:00 p.m. on the Monday after the election. 2011 Act 115, Wis. Stat. § 7.51(5)(b). County, school district and special purpose district boards of canvassers must meet no later than 9:00 a.m. on Tuesday (one week after an election.) In addition, school district and special purpose district boards of canvassers must complete the canvass no later than 4:00 p.m. on the Tuesday after an election. 2011 Act 115, Wis. Stats. §§ 7.53 (3)(a) and 7.60(3).

Duties of Municipal Clerks

1. On Election Night, post the number of pending absentee ballots and provisional ballots, by reporting unit, on the Internet. Wis. Stat. § 7.515(5), 2011 Act 115, Wis. Stat. § 7.15(15).
2. On Election Night, transmit the GAB-123r to the clerks of any other affected level of government and provide written notice of the number of pending absentee ballots, by reporting unit. Wis. Stats. §§6.97(3)(b) and 7.515(6)(a).
3. On Election Night, enter provisional ballot information {which has been recorded on the Provisional Ballot Reporting Form (GAB-123r)} into the Provisional Ballot Tracking System. (If the municipality does not have web access, the SVRS provider enters this information.) 42 U.S.C. §15482(a)(5)(B).
4. If the clerk receives an absentee ballot from an elector who is recorded as voting on Election Day, the clerk should mark the ballot “To Be Rejected” and set the ballot aside for processing by the Municipal Board of Canvassers. The clerk should also contact law enforcement immediately.
5. Provisional ballots are not counted until the required information (either proof of residence, driver license number or acceptable photo ID) is provided to either the election inspectors by 8:00 p.m. on Election Day, or to the municipal clerk or deputy clerk by 4 p.m. on the Friday after the election.

- a. Municipal clerks must be available to receive the missing information from electors who have an pending provisional ballot through 4pm on the Friday after the election:
 - i. Electors who need to provide their driver license number can provide their number:
 1. Over the phone
 2. By electronic transmission
 3. By delivery
 4. In-person
 - ii. Electors who need to provide a proof of residence can provide their documentation:
 1. By electronic transmission
 2. By delivery
 3. In-person
 - iii. Electors who need to provide a proof of photo identification can provide their ID:
 1. In-person
- b. Electors who provide their information after Election Day do not sign the poll list.
- c. When an elector provides missing provisional information after Election Day, the municipal clerk must update the GAB-123r with:
 - i. The type of provisional documentation provided
 - ii. The method used to provide the missing information
 - iii. The date and time the elector provided the missing information
 - iv. The clerk's name
- d. The Provisional Ballot Tracking System must also be updated when an elector provides missing provisional information after Election Day.
6. Continually update the GAB-123r as provisional ballots become eligible to be counted, and continually enter the updated information

into the Provisional Ballot Tracking System or transmit the updated information to your provider for Provisional Ballot Tracking System entry.

7. Immediately after the 4:00 p.m. Friday deadline, transmit the final GAB-123r forms to the clerks of any other affected level of government (and to your provider, if necessary) and also provide a written updated notice of the number of pending absentee ballots.
8. Publish a 24-hour open meeting notice and notify the MBOC of the time and location of the meeting. Notice of the meeting which includes the date, time, place and subject matter of the meeting should be sent to the local media at least 24 hours in advance of the meeting. Wis. Stat. § 19.84. **Note:** You may have observers in attendance.
9. Provide all necessary materials for the MBOC (see the Supplies Checklist in the appendix of this document).
10. Take minutes at the MBOC meeting or assign this duty.

Processing Late-Arriving Absentee and Provisional Ballots

The MBOC will conduct the processing and tallying of absentee ballots separately from the processing and tallying of provisional ballots. The tally for absentee ballots and the tally for provisional ballots may appear on the same set of tally sheets, but must be labeled separately “absentee” and “provisional.”

Late-Arriving Absentee Ballots

Follow the instructions for processing absentee ballots located in the **BALLOTS** Section of the Election Day Manual. Note: Process one absentee ballot at a time.

- A. Open the Absentee Ballot Carrier envelopes or containers (GAB-125).
 1. Note: Ballots should not be placed in a locked ballot box upon determination of sufficiency, but should be placed in a “privacy container” for tally later in the process.
 2. If the certificate envelope (GAB-122) containing the ballot is missing the signature of either the elector or the witness, or if the envelope appears to have been opened and resealed, the

ballot is rejected. (*There is no opportunity for a voter to rehabilitate an insufficient certificate envelope after Election Day.*)

- a. Write “Rejected” and the reason for the rejection on the certificate envelope and the absentee ballot log.
 - b. Record the rejection on the Record of Activity (GAB-104AP).
 - c. Place the unopened ballot in the Certificate Envelope of Rejected Absentee Ballots (GAB-102).
3. If the voter list or the absentee certificate envelope has the notation “POR Required:”
- d. Verify that a copy of Proof of Residence was enclosed.
 - e. If not, process as a provisional ballot. See *Missing Proof of Residence Procedure* which follows the absentee processing procedure in the Election Day Manual.
4. If the certificate envelope is sufficient and proof residence has been provided, if necessary, the ballot may be counted.
- a. Assign a voter number.
 - i. Look for the last voter number issued on Election Day in the appropriate reporting unit and assign the next consecutive number to the voter.
 - ii. Record the number next to the voter’s name on the Absentee Ballot Log.
 - b. Place the ballot in the privacy container for tallying later in the process.
 - c. Place the certificate envelope in the envelope for Used Absentee Certificate Envelopes (GAB-103).
- B. Reconcile the Number of Voters with the Number of Ballots

1. Count the number of ballots in the privacy container to ensure the number of ballots equals the number of additional voter numbers issued for absentee ballots.
2. Return to privacy container and mix.

C. Tally the Votes

1. Count and record the votes on two separate Tally Sheets (GAB-105). Reconcile the tally sheets when the counting for each office is complete.
2. Determine if any of the ballots are “Defective.”
 - a. A “Defective Ballot” is a ballot for which a majority of the election inspectors agree that voter intent cannot reasonably be determined.
 - b. A ballot can be defective for some offices and valid for others. Only valid votes on each ballot are counted. The reason for the defect should be recorded on the Record of Activity (GAB-104AP).
 - c. A defective ballot is labeled “Defective Ballot # ___” (beginning with ‘1’), set aside and preserved.
 - i. Defective ballots may be placed in an envelope marked “Defective/Objected To Absentee Ballots” or
 - ii. Bound together and labeled “Defective Absentee Ballots.”
3. Determine if any of the ballots are “Objected To.”
 - a. An “Objected to” ballot is a ballot for which a majority of the election inspectors agree that voter intent can be determined, but at least one election inspector disagrees. The reason for the objection is recorded on the Record of Activity (GAB-104AP).
 - b. An “Objected to” ballot is labeled “Objected to Ballot # ___” (beginning with ‘1’), set aside and preserved. in the “Original Ballots” envelope.

- i. “Objected To” ballots may be placed in an envelope marked “Defective/Objected To Absentee Ballots” or
 - ii. Bound together and labeled “Objected To Absentee Ballots.”
- D. Bundle the counted absentee ballots together and set aside.
- E. Announce the results of the tally of late-arriving absentee ballots.

Provisional Ballots

- A. Examine all GAB-123r forms to determine which voters have supplied the missing information necessary for their ballots to be processed.
- B. Verify the tamper-evident seal numbers on the ballot container holding the provisional ballots and record the findings on the Record of Activity (GAB-104AP).
- C. Open the ballot container holding the Election Day provisional ballots and retrieve the envelopes containing the ballots to be processed.
- D. Process one provisional ballot at a time. Examine the Provisional Ballot Certificate Envelope (GAB-123) for sufficiency, following the same procedure used in processing absentee ballots.
 1. Reject the provisional ballot if the envelope is not sufficient or appears to have been tampered with.
 - a. Mark the envelope (GAB-123) “Rejected.”
 - b. Write “Rejected” on the Provision Ballot Reporting Form (GAB-123r) in the “voter number” column.
 - c. Record the rejection on the Record of Activity (GAB-104AP)
 - d. Return the unopened GAB-123 to the Election Night Provisional Ballot Bag/Container.
 2. If the provisional ballot envelope is sufficient.

- a. Assign a voter number to the elector.
 - i. Look for the last voter number issued in the appropriate reporting unit and assign the next consecutive number to the voter.
 - ii. Record the number on the GAB-123r.
 - b. Place the Provisional Certificate Envelope in a large envelope marked “Used Provisional Ballot Envelopes.”
 - c. Place the ballot in the “privacy container” for tally later in the process.
- E. After all provisional ballots have been processed, reconcile the number of voters with the number of provisional ballots
- 1. Count the number of ballots in the privacy container to ensure the number of ballots equals the number of additional voter numbers issued for provisional ballots.
 - 2. Return ballots to privacy container and mix.
- F. Tally the Votes

Count and record the votes on two separate Tally Sheets (GAB-105). Reconcile the tally sheets when the counting for each office is complete.

- 1. Determine if any of the ballots are “Defective.”
 - a. A “Defective ballot” is a ballot for which a majority of the election inspectors agree that voter intent cannot reasonably be determined.
 - b. A ballot can be defective for some offices and valid for others. Only valid votes on each ballot are counted. The reason for the defect should be recorded on the Record of Activity (GAB-104AP).
 - c. A defective ballot is labeled “Defective Ballot # ___” (beginning with ‘1’), set aside and preserved.

- i. Defective ballots may be placed in an envelope marked “Defective/Objected To Provisional Ballots or”
 - ii. Bundled together and labeled “Defective Provisional Ballots”
2. Determine if any of the ballots are “Objected To.”
 - a. An “Objected to” ballot is a ballot for which a majority of the election inspectors agree that voter intent can be determined, but at least one election inspector disagrees. The reason for the objection is recorded on the Record of Activity (GAB-104AP).
 - b. An “Objected to” ballot is labeled “Objected to Ballot #__” (beginning with ‘1’), set aside and preserved.
 - i. “Objected To” ballots may be placed in an envelope marked “Defective/Objected To Provisional Ballots or”
 - ii. Bundled together and labeled “Objected To Provisional Ballots”
 - c. Bundle the counted provisional ballots together and set aside.
 - d. Announce the results of the tally of provisional ballots.

Securing and Documenting

A. Ballots

1. Place the counted absentee ballots and the Defective/Objected To Absentee Ballots in a ballot bag or container.
 - a. Secure the container with a tamper-evident seal.
 - b. Record the tamper-evident seal number on the Ballot Container Certificate (GAB-101) and the Record of Activity (GAB-104AP).
2. Place the counted provisional ballots and the Defective/Objected To Provisional Ballots in a ballot bag or container.

- a. Secure the container with a tamper-evident seal.
 - b. Record the tamper-evident seal number on the Ballot Container Certificate (GAB-101) and the Record of Activity (GAB-104AP)
 3. Reseal the ballot container holding the Election Day provisional ballots with a tamper-evident seal.
 - a. Record the tamper-evident seal number on the Ballot Container Certificate (GAB-101) and the Record of Activity (GAB-104AP).
- B. Envelopes
1. Secure the large envelopes containing
 - a. Used Certificate Absentee Envelopes (GAB-103)
 - b. Rejected Absentee Ballots (GAB-102)
 - c. Used Provisional Certificate Envelopes
- C. Complete Forms and Sign any Certifications
1. Ballot Container Certificates (GAB-101)
 2. Rejected Absentee Ballots Envelopes (GAB-102)
 3. Used Absentee Certificates Envelope (GAB-103)
 4. Used Provisional Certificates Envelope
 5. Record of Activity (GAB-104AP)
 6. Certification of the MBOC (GAB-106AP)
 7. Tally sheets and machine tapes (GAB-105)
 8. Provisional Ballot Carrier Envelope (GAB-108)
 9. Provisional Ballot Reporting Form (GAB-123r)

10. Absentee Ballot Log (GAB-124)

Conducting the Municipal Canvass

Canvassing Municipal Offices and Municipal Referenda

If there were municipal offices or municipal referenda on the ballot, the MBOC will need to make the official determination of the outcome of the municipal election. Follow the Municipal Board of Canvassers instructions located in the Election Day Manual. The MBOC uses the Statement of the Board of Canvassers (GAB-106) for this purpose.

If the MBOC has already met and completed a GAB-106 and is reconvening to process and count late-arriving absentee and provisional ballots, the municipal canvass will have to be amended.

A. Tabular Statement

1. Complete a new tabular statement for each municipal office and municipal referendum.
2. Record only the votes counted for late-arriving absentee ballots and provisional ballots in each office for each reporting unit.
3. Total the votes cast in each reporting unit (across) and for each candidate (down) and record the grand total for each office.

B. Summary Statement

1. Complete a new summary statement, using the information from the tabular statement, for each municipal office and municipal referendum.
2. Attach a copy of the *original* summary statement to the new summary statement
3. Record the totals from the first summary statement next to the totals on new summary statement.
4. Add the together and determine a new grand total for each office and referenda.

C. Certification

1. Complete and sign the Certification.

Routing Materials

All materials are delivered to the municipal clerk, but should be separated as follows:

A. Municipal Clerk

1. Municipal ballots (if separate ballots) sealed in a ballot container.
2. One original of each Tally Sheet (GAB-105) and one copy of the voting machine tape, if any.
3. Record of Activity (GAB-104AP) - *Municipal clerk will make certified copies for county, school district and special purpose district clerks.*
4. Absentee Ballot Log (GAB-124) - *Municipal clerk will make certified copies for county, school district and special purpose district clerks.*
5. Provisional Ballot Reporting Form (GAB-123r) - *Municipal clerk will make certified copies for county, school district and special purpose district clerks.*
6. Statement of the MBOC (GAB-106AP) - *Municipal clerk will make certified copies for county, school district and special purpose district clerks.*
7. Statement of the Municipal Board of Canvassers (GAB-106), if required.

B. School District Clerk

1. School District Ballots (if separate ballots) sealed in a ballot container.
2. One original Tally Sheet (GAB-105) of school district offices and referenda and one copy of the voting machine tape, if any.

3. One certified copy of the Inspectors' Statement (GAB-104) and one certified copy of the Record of Activity (GAB-104AP)
4. One copy of the Provisional Ballot Reporting Form (GAB-123r)
5. One copy of the Absentee Ballot Log (GAB-124)

C. County Clerk

1. Ballot containers with all federal, state, county and technical college ballots.
2. Provisional and absentee ballots sealed in separate ballot containers.
3. Election night provisional ballots resealed in the original ballot bag from election night.
4. The Rejected Absentee Ballots Envelope (GAB-102)
5. The Used Absentee Certificates Envelopes Envelope (GAB-103)
6. The Used Provisional Certificates Envelope
7. One Original Tally Sheet (GAB-105) of federal, state, county and technical college offices and/or referenda and one copy of the voting machine tape, if any.
6. One certified copy of the Record of Activity (GAB-104AP)
7. One copy of the Provisional Ballot Reporting Form (GAB-123r)
8. One copy of the Absentee Ballot Log (GAB-124)
9. One certified copy of the Statement of the MBOC (GAB-106AP)

Municipal Clerk Follow-up

Municipal clerks deliver the amended returns and other documents to the county, school district and special purpose district no later than 4:00 p.m. on the Monday after the election. See **Routing** above.

Certificate of Election

1. The municipal clerk shall promptly issue a Certificate of Election (GAB-153) to each person elected to any municipal office after the deadline for filing a petition for recount has passed, three business days following the certification by the municipal board of canvassers.
2. When a valid petition for a recount is filed, the municipal clerk may not issue the Certificate of Election (GAB-153) for the office in question until the recount has been completed and the time allowed for filing an appeal has passed.
 - a. An appeal may be filed in the circuit court within five business days after completion of the recount by the board of canvassers.
 - b. If an appeal is filed in the circuit court, the municipal clerk shall not issue the Certificate of Election (GAB-153) until after the appeal is decided.

Election Voting and Registration Statistics Report (GAB-190)

Wisconsin statutes require that the municipal clerk complete an Election Voting and Registration Statistics Report (GAB-190) within 30 days of a primary or election at which a state or national office is filled or a statewide referendum is held. Public interest is high concerning the information required on the Election Voting and Registration Statistics Report (GAB-190). The information the clerk provides is the primary resource for persons requesting statistical information about voting and registration in Wisconsin. In order for the Government Accountability Board, Elections Division to provide accurate statistical information, it is important that the information the clerk provides is correct, and that the form is completed promptly and properly.

Procedure

1. One Election Voting and Registration Statistics Report (GAB-190) must be completed for each reporting unit.
2. The completed Election Voting and Registration Statistics Report(s) (GAB-190) must then be entered into the Wisconsin Election Data Collection System (WEDCS).

- a. Each municipality is responsible for ensuring that the Election Voting and Registration Statistics Report (GAB-190) information is entered into the WEDCS.
 - i. Some municipalities will rely on their SVRS Provider to enter their Election Voting and Registration Statistics Report (GAB-190) in to the WEDCS. If you are a Relier, please communicate with your Provider to determine who enters the GAB-190 into WEDCS.
 - ii. All SVRS Self Providers must enter their Election Voting and Registration Statistics Report(s) (GAB-190) in to the WEDCS themselves.
 - iii. County clerks are required to keep a copy of Election Voting and Registration Statistics Reports (GAB-190) for reporting units within their county. The county clerk can obtain copies of GAB-190s through the WEDCS, however; they may request a copy from the municipal clerk. Municipal clerks should communicate with their County Clerk to determine how they wish to receive the GAB-190.
3. The Election Voting and Registration Statistics Report (GAB-190) collects a variety of statistical information for elections for each specific reporting unit. The municipal clerks should review the Election Voting and Registration Statistics Report (GAB-190) and the GAB-190 Help Guide before each election to determine what information needs to be tracked and reported.

Absentee List Maintenance

Wisconsin law provides electors the option to request that absentee ballots be sent to them automatically for every election. However, the law also requires the elector to return a ballot each time a ballot is sent to them, otherwise the application may be canceled. Clerks must reconcile their absentee ballot logs to identify voters who did not return a ballot and cancel their absentee applications accordingly.

Regular Absentee Electors - Calendar Year Requests

1. At each spring election and general election, the clerk shall determine if any voters with a calendar year request failed to return a ballot.
 - a. A ballot is considered “returned” if it was returned to the clerk’s office or polling place in the certificate envelope regardless of whether that ballot was ultimately counted or rejected.
2. The clerk shall remove from the list the name of each person who:
 - a. Did not return a ballot for a spring election or general election.
 - i. The canceled absentee voter may file a new absentee application with the clerk’s office to receive ballots for future elections.
 - b. Requests their name be removed from the list.
 - c. No longer qualifies as an elector (upon receipt of reliable information).
3. If the cancellation is not at the voter’s request, the clerk shall send a notice within 5 days of the cancellation, if possible.

Indefinitely Confined Electors

1. At each spring election and general election, the clerk shall determine if any voters from the indefinitely confined list failed to return a ballot.
 - a. A ballot is considered “returned” if it was returned to the clerk’s office or polling place in the certificate envelope regardless of whether that ballot was ultimately counted or rejected.
2. The clerk shall send a 1st class letter or postcard informing the voter that his or her name will be removed the list unless the voter applies for renewal within 30 days.
 - a. Renewal can be accomplished by any written notification.
3. The clerk shall remove from the indefinitely confined list the name of each person who:

- a. Did not return a ballot for a spring election or general election, was sent a 30-day notice and did not renew the application by the deadline.
- b. Requests their name be removed from the list.
- c. No longer qualifies as an indefinitely confined elector (upon receipt of reliable information).
 - i. The clerk shall send a notice within 5 days of the cancellation, if possible.

Military and Permanent Overseas Electors

1. Military and Permanent Overseas electors' absentee applications are not subject to cancellation for failure to return a ballot.
2. Military or Permanent Overseas electors' applications may be canceled early if:
 - a. The elector requests their absentee application be canceled.
 - b. The clerk is receives reliable information that the elector no qualifies as a military or overseas elector.
 - i. Military electors continue to be treated as military electors for 28 days after their date of discharge, termination of service, or employment that qualifies them for military elector status.
3. If the cancellation is not at the voter's request, the clerk shall send a notice within 5 days of the cancellation, if possible.

Supplies Checklist for Processing Late-Arriving Absentee and Provisional Ballots

- Paper and Pens**
- Empty Ballot Bags or Containers and Ballot Container Certificates (GAB-101)**
Note: Late-arriving absentee ballots and provisional ballots must be kept separate from one another.
- New Envelope for Rejected Absentee Ballots (GAB-102)**
- New Envelope for Used Absentee Certificate Envelopes (GAB-103)**
- New Envelope for Used Provisional Certificate Envelopes**
This can be a large envelope containing a certificate similar to the GAB-103
- New Envelope for Defective/Objected To Absentee Ballots**
(Or Defective and Objected To Absentee Ballots can be bundled separately rather than placed in an envelope.)
- New Envelope for Defective/Objected To Provisional Ballots**
(Or Defective and Objected To Provisional Ballots can be bundled separately rather than placed in an envelope.)
- Record of Activity (GAB-104AP)**
The MBOC records any noteworthy incidents or decisions on the GAB-104.
- Blank Challenge Documentation (GAB-104c)**
Observers or MBOC may challenge an elector's right to vote. Please See Challenging Electors section of the Election Day manual for challenge procedures.
- New Tally Sheets (GAB-105)**
Votes are tallied on duplicate original tally sheets; two tally sheets each for federal, state and county offices and referenda; municipal offices and referenda; school district offices and referenda; special purpose district offices or referenda.
- Statement of the MBOC (GAB-106AP)**
A reconciliation and certification completed by the MBOC when processing of late-arriving and provisional ballots is complete.
- New Provisional Ballot Carrier Envelope (GAB-108)**
- New Provisional Ballot Certificate Envelopes (GAB-123)**

- Privacy container**
A box or other container in which processed ballots are placed and shuffled before tallying
- The Processing Late-Arriving Absentee and Provisional Ballots Manual**

Election Materials from Each Reporting Unit

- Municipal copy of the poll lists (GAB-107)**
For reference only
- Provisional Ballot Reporting Form(s) (GAB-123r)***
From Election Day and as processed by the municipal clerk.
- Absentee Ballot Logs (GAB-124)***
- Late-arriving absentee ballots secured in a carrier envelope (GAB-125)**
- Provisional ballots secured in a ballot bag**

***NOTE: Provisional Ballot Reporting Forms and Absentee Ballot Logs on which voter numbers are recorded at the meeting of the MBOC must be retained for 22 months.**

If conducting a municipal canvass for municipal offices and referenda, please see the Election Day Manual for canvass procedures and necessary materials.

STATEMENT OF THE MUNICIPAL BOARD OF CANVASSERS

Reconciliation of Late-Arriving and Provisional Ballots Processed

_____, _____
(Date of Primary or Election)

No absentee ballots were returned and no provisional ballots rehabilitated. Election night results stand.
(MBOC must complete and sign certification below.)*

1. Breakdown of Absentee Ballot Processing

- a. Total number of absentee ballots counted by MBOC: _____
- b. Total number of absentee ballots rejected by MBOC: _____
- c. **TOTAL:** _____

(Number must match the number in 3.a. below.)

2. Breakdown of Provisional Ballot Processing

- a. Total number of provisional ballots counted by MBOC: _____
- b. Total number of provisional ballots rejected by MBOC: _____
- c. **TOTAL:** _____

(Number must match the number in 3.b. below.)

3. Total Number of Ballots Processed by MBOC

- a. Total number of **absentee ballots** processed by MBOC: _____
- b. Total number of **provisional ballots** processed by MBOC: _____
- c. **TOTAL:** _____

| |
|------------|
| $1c+2c=3c$ |
|------------|

*** CERTIFICATION OF MUNICIPAL BOARD OF CANVASSERS ***

We, the undersigned, certify that we are the members of the Municipal Board of Canvassers for

(insert municipality and county)

We certify that the above Reconciliation of Ballots Processed and the attached Statement of Tally of Late-Arriving Absentee Ballots and Provisional Ballots prepared by us, are correct and true as compiled from the absentee and provisional ballots provided to us by

_____, Clerk.
(Name of Municipal Clerk)

BOARD OF CANVASSERS

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____

(Date)

STATEMENT OF TALLY OF LATE-ARRIVING ABSENTEE BALLOTS AND PROVISIONAL BALLOTS

_____, _____
(Date of Primary or Election)

The total number of votes tallied for _____ was _____,
of which

| | | |
|--------------------|-----------------------------|--|
| (candidate's name) | (insert office) received | |
| (candidate's name) | received | |
| (candidate's name) | received | |
| (candidate's name) | received | |

The total number of votes tallied for _____ was _____
of which

| | | |
|--------------------|-----------------------------|--|
| (candidate's name) | (insert office) received | |
| (candidate's name) | received | |
| (candidate's name) | received | |
| (candidate's name) | received | |

The total number of votes tallied for _____ was _____
of which

| | | |
|--------------------|-----------------------------|--|
| (candidate's name) | (insert office) received | |
| (candidate's name) | received | |
| (candidate's name) | received | |
| (candidate's name) | received | |

The total number of votes tallied for _____ was _____
of which

| | | |
|--------------------|-----------------------------|--|
| (candidate's name) | (insert office) received | |
| (candidate's name) | received | |
| (candidate's name) | received | |
| (candidate's name) | received | |

**USED CERTIFICATE ENVELOPES
OF
PROVISIONAL VOTERS**

We certify that the certificate envelopes of provisional voters contained in this carrier envelope were offered for voting at an election held in the _____ Ward(s)

of the town
village } of _____, _____ County, Wisconsin
city

on the _____ day of _____, _____.

The municipal clerk has certified that voters whose used certificate envelopes are contained herein have provided the document or number that satisfies the statutory requirement authorizing the counting of their provisionally-voted ballot. The certification on each envelope was executed in compliance with Wis. Stat. §6.97. The ballots were placed in the proper ballot container after a voting number was assigned to the voter's name.

} **MBOC
Signatures**

Dated this _____ day of _____, _____.

☆☆

Electronic Proof of Residence for Voter Registration

Information provided by the Wisconsin Government Accountability Board



| | |
|--|---|
| What has changed? | On August 28, 2012, the Government Accountability Board voted unanimously to allow voters to use electronic versions of acceptable documents to serve as proof of residence. |
| Do polling places have to provide electronic devices and/or internet access for voters to use? | <ul style="list-style-type: none">➤ No. It is the responsibility of the voter to provide the electronic device (smartphone, tablet computer, laptop, etc.).➤ It is also the responsibility of the voter to provide the internet access for their electronic device. Polling places are not required to have internet access or wireless networks available.➤ Polling places may voluntarily supply electronic devices and internet access to assist voters in the voter registration process, but are not required to do so. |
| Is there a different standard for the examination of electronic proof of residence documents? | <ul style="list-style-type: none">➤ No. Election officials should use uniform standards for determining if a document is acceptable no matter the format.➤ Election officials may not reject an acceptable proof of residence document merely because it is in electronic format. |
| What should an election official do if they are having trouble reading the electronic document or locating the necessary information? | <ul style="list-style-type: none">➤ If the document is not readable, the inspector should ask the voter to expand the size of the type on the screen or seek assistance from another election official.➤ The voter must, upon request of the election official, navigate and/or zoom in on the document so that the election official may view the required information on the electronic document (name, address, account number, date, and type of document) in a readable form.➤ Just as with paper proof of residence documents, if a voter is unable or unwilling to present their proof of residence document in a format that is readable to the election official, it may be rejected and the voter may not be able to register with that document. |
| Are election officials required to handle the voter's electronic device? | <ul style="list-style-type: none">➤ No. Election officials are not required to handle the device to locate the required information on the electronic document.➤ The voter should hold the device or place it in front of the election official in a manner that ensures that the election official can read the necessary information.➤ Election officials are not prohibited from handling an electronic device, but should first confirm with the voter that it is acceptable to do so. |

Electronic Proof of Residence for Voter Registration (Continued)

Information provided by the Wisconsin Government Accountability Board



May election observers handle or view a voter's electronic device or their electronic proof of residence document?

No. The law does not entitle election observers to handle or view the device on which an electronic proof of residence document is displayed. Election observers also cannot handle or view electronic or paper proof of residence documents.

Has anything changed about the information that an election official must record on the GAB-131?

No. The election official must still record the same information on the voter registration form, including information about the type of document provided and any identifying account number associated with the document, if a number is available.

Are there any 'best practices' for election officials that are recommended for handling electronic proof of residence documents?

- Voters should have the acceptable document readily displayed on the screen when they arrive at the voter registration area.
- Patience and cooperation are encouraged on the part of both election officials and voters to ensure that the voter registration process, when using electronic proof of residence, goes smoothly.
- Election officials are required and expected to diligently examine the electronic document and make sure to record the required information.
- Election officials should not hesitate to ask for assistance from other poll workers or the Chief Inspector if they have questions about the validity of a document, or if they are having trouble reading or locating the required information on the electronic device.

Voter Information: <http://myvote.wi.gov>

For more information, please visit the Government Accountability Board website: <http://gab.wi.gov>
or call 1-866-VOTE-WIS or contact the G.A.B. Help Desk at 608-261-2028 or TTY 1-800-947-3529.



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.

Elimination of Straight Party Voting

Straight party voting is only allowed for military and overseas voters on write-in absentee ballots in the November general election.

Note: Straight party ballots may also be remade by election inspectors on Election Day in order to be tabulated by voting equipment or may be counted by hand.

On Tuesday, March 6, 2012, Dane County Circuit Court Judge David Flanagan issued an order to cease immediately any effort to enforce or implement the photo identification requirements of 2011 Wisconsin Act 23, pending trial of the case and further order of the court. On March 9, 2012, the attorneys who represent the G.A.B. and Governor Walker have filed a court motion to stay the injunction and permit compliance with Act 23.

Until the court modifies its order or another court order is issued, the G.A.B has assembled questions posed by county and municipal clerks with respect to what provisions of 2011 Act 23 are affected by the injunction. The questions and answers are set out below. Following the Q & A is a list of recent statutory changes that *are not* affected by the injunction.

| Questions | Answers |
|--|---|
| Can clerks and election inspectors still ask to see photo ID? | No. The order strictly prohibits a clerk or inspector from enforcing the law and asking an elector to produce photo ID in order to receive a ballot. |
| Is there any time while the injunction is in place that photo ID can be required? | No. |
| What if, during the injunction, an absentee voter makes a request for ballots for all elections in a calendar year (and, therefore, does not provide photo I.D.), and then the injunction is lifted? | The voter continues to receive ballots for the duration of the request, even though they have not provided photo ID. If the law is fully in effect when they reapply, they will be required to provide photo ID before receiving ballots. |
| If a request was postmarked before the injunction and no photo ID accompanied the request, do I have to obtain the photo ID from the voter before sending the voter a ballot? | If you are acting on an absentee ballot request now, while the injunction is in effect, you cannot ask for photo ID, regardless of when the request was postmarked. The order strictly prohibits enforcing the law. |
| Will photo ID indicators still show up on absentee ballot reports and mailing labels? | Yes. Please disregard the Photo ID indicators on absentee ballot reports and mailing labels. While they contain information regarding photo ID, that information should be disregarded until and unless the law is being enforced. |
| What if an in-person voter (either in the clerk’s office or at the polling place) offers their ID voluntarily? | Politely tell the voter that due to a court order photo ID is not currently required. |
| What if a by-mail absentee voter sends a copy of their photo ID with their absentee ballot request? | Mark “Photo ID Provided” in SVRS. If SVRS is not used for absentee, mark “Photo ID Provided” in the voter record (reliers provide this information to their provider) and record |

| | |
|--|--|
| | receipt of the photo ID on the absentee ballot log. Retain the ID for the same retention period as the absentee ballot request--90 days after the election, 22 months after a federal election. (The 90 days or 22 months is from the date of the latest election for which the request was made.) |
| Can we use up “old” certificate envelopes since photo ID isn’t currently required? | You may use old certificate envelopes only for the duration of the injunction. However; the envelope must reflect the 28 day residency requirement and bear the “§ 7.515” statement. |
| Previously, there were 3 situations in which a voter could vote provisionally. For as long as the injunction is in place, are there now only 2 situations? | Yes. The only situations in which a voter may vote provisionally are 1) “POR Required” appears next to the voter’s name on the poll list and the voter cannot produce proof of residence, 2) A voter registering on election day indicates he or she has a WI DL, but can’t or won’t provide the number. |
| Does provisional voter information need to be recorded on the Provisional Ballot Reporting Form (GAB-123r) and entered into the Provisional Ballot Tracker? | Yes. |
| I ordered posters and other photo ID materials from G.A.B. Will I receive them? | No. The G.A.B. has ceased dissemination of any photo ID materials for the duration of the injunction. |
| I have photo ID brochures that I have been giving to voters. Should I stop handing those out? | Yes. Please discontinue distribution of photo ID materials. Please also discontinue any public outreach efforts regarding photo ID. |
| Is the G.A.B. still going to provide information to the public about the photo ID law? | GAB is suspending all training and outreach efforts, as well as dissemination of photo ID advertising. |
| I have photo ID information posted to my county or municipal website. Should I remove that information? | Either remove it or place a disclaimer on your website “Photo ID requirements have been suspended due to court order.” |
| I have signage at my polling place that refers to photo ID requirements. Should they be removed? | Yes. Signs advising voters to “State, Show, Sign” or “Have ID Ready” should be removed. |
| May I continue to train my election inspectors on the photo ID provisions set out in 2011 Act 23, even though currently Photo ID is not required in order to receive a ballot? | Yes. You may continue to train your inspectors on the photo ID provisions. However, you must be clear that photo ID is not currently required and they may not require or even ask a voter to produce photo ID until the injunction is lifted. |

The following provisions put in place by 2011 Act 23 and other legislation remain in effect and *are not* influenced by the injunction.

Voter Registration

- When registering to vote, voters must provide their former address.
- Using a corroborator in lieu of proof of residence is eliminated.
- Election day registrations must be entered into SVRS no later than 45 days after a general election and no later than 30 days after any other election.
- Proof of residence is required when registering at the polling place, in the clerk's office after the close of open registration, and when a first-time voter registers by mail.
- Late registration ends at 5 p.m. or close of business, whichever is later on the Friday before Election Day. No voter registration may occur on the Saturday, Sunday or Monday immediately before an election.
- University, college and technical college students may use their photo university, college or technical college ID, together with a fee payment receipt as proof of residence when registering to vote.
- University, college and technical college students may use their photo university, college or technical college ID, together with a certified list of students residing in student housing as proof of residence.

Absentee Voting

- In-person absentee voting begins the 3rd Monday before the election.
- In-person absentee voting ends at 5:00 p.m. or close of business, whichever is later, on the Friday before the election. No absentee voting may occur on the Saturday, Sunday or Monday immediately before an election.
- Special Voting Deputies may also be sent to Qualified Adult Family Homes and Qualified Residential Care Apartment Complexes.

- Municipal clerks may only fax or email ballots to military and overseas voters who request to receive a ballot in that manner. No other voter may receive ballots by fax or email.
- Municipal Clerks must discontinue sending ballots to voters who have requested ballots for a calendar year but do not return a ballot. The voter must be sent a 5-day notice of discontinuance.
- Municipal clerks send 30-day notice to indefinitely confined voters who do not return a ballot after a spring or general election.

Post-Election Activities

- Municipal clerks are required to be available to receive late-arriving absentee ballots and provisional ballot information until 4:00 p.m. on the Friday following the election.
- Municipal Boards of Canvassers are required to process and count late-arriving absentee and provisional ballots.

Miscellaneous

- Straight-party vote option at partisan elections is eliminated, except for federal write-in ballots (FWAB).
- Qualifications for voting include residency for 28 consecutive days.
- Voters are required to sign the poll list unless prohibited from doing so because of a disability.
- G.A.B may no longer appoint statewide SRDs.
- Election inspectors must verify the name and address on proof of residence offered by a first-time voter (“POR Required” appears on poll list) is the same as on the poll list.

If further questions arise, please contact the Help Desk at 608-261-2028 or gab@wi.gov.