

State of Wisconsin\Government Accountability Board

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DATE: August 31, 2012

TO: Wisconsin Municipal Clerks
City of Milwaukee Election Commission
Wisconsin County Clerks
Milwaukee County Election Commission

FROM: Nathaniel E. Robinson
Elections Division Administrator
Government Accountability Board

SUBJECT: New Elections Administration Training webinar series schedule
(September 2012 – October 2012)

As we announced in July, in an effort to serve our election partners more effectively, the Government Accountability Board has developed a new Elections Administration Training webinar series in lieu of a new series of WisLine program teleconferences in 2012-2013. As many of you are already aware, we have been utilizing webinar software to conduct training sessions, host teleconferences and develop educational modules that can be attended live, recorded, and posted on our website for clerks and other local election officials to access and use on-demand. The first webinar in the new series, "Preparing for the August Partisan Primary," was conducted in August as part of our "Back to Basics" education and training initiative and provided important information on counting votes, proof of residence and signing the poll list.

We feel the webinars we develop and conduct over the next year will be more timely and responsive to election law changes at the state level and will provide information and updates you need to continue to perform your job duties effectively. The programs and materials will also be free for you to download from our website for your own education and for training your election inspectors. .

Webinar access information and related materials will be posted under "Recent Clerk Communications" on the Monday prior to each webinar. The webinar recording and a list of frequently asked questions will be posted after the webinar for clerks to use for their education and training their election inspectors.

The following is a list of webinars developed to prepare election officials for the November 2012 election. The webinars count toward the hours clerks and chief inspectors need for recertification. The webinars will include, but are not necessarily limited to, the topics listed below their titles.

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

Absentee Voting Rules and Procedures

September 12, 2012, 9:00 a.m. – 11:00 a.m.

**Categories of Absentee Electors
Nursing Home Voting Procedures
Processing Late-Arriving Absentee Ballots
Absentee Ballot Log**

Election Day Duties from 7 a.m. to 8 p.m.

September 19, 2012, 9:00 a.m. – 11:00 a.m.

**Polling Place Set-Up
Opening the Polls
Registration/Voting Process
Closing the Polls
Post-Election Checklist**

Election Day Officials/Special Topics

September 26, 2012, 9:00 a.m. – 10:30 a.m.

**Election Observers
Issuing a Provisional Ballot
Challenging Voters
Assisting Voters
Curbside Voting
Absentee Ballot Log**

Preparing for the November Election

October 10, 2012, 9:00 a.m. – 10:30 a.m.

**Elimination of Straight Party Voting
Election Day Issues
Municipal Board of Canvass
Voter Verification Postcards**

We will continue to explore education, training and outreach modalities that are effective, can be delivered at a reduced cost and will provide uniform instruction and training across the state. Additional webinars targeted to the 2013 elections will be posted at a later date. Please send any comments or suggestions you have to Allison Coakley: allison.coakley@wi.gov or (608) 261-2033.

cc: Kevin J. Kennedy
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