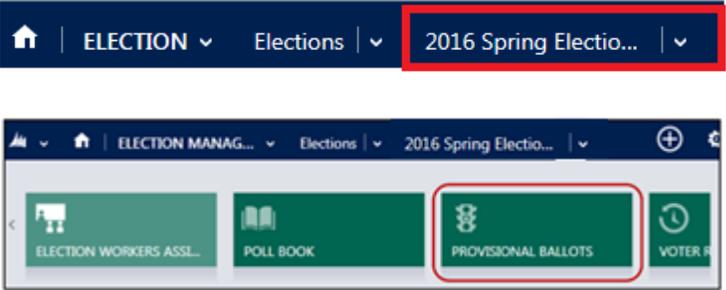


WisVote Election Checklist II: Post-Election Tasks

Spring Election and Presidential Preference: April 5, 2016

This checklist covers tasks for the 2016 Spring Election and Presidential Preference Election:

- ✓ **NEW** - Provisional ballot recording and tracking information
 - **Special provisional note:** *If you do not issue any provisional ballots for the election, there are no required steps on Election night. Check the Provisionals Complete Checkpoint by Friday, April 8.*
- ✓ **NEW** – 2015 Wisconsin Act 261 county requirement to post unofficial Election Night results
- ✓ **NEW** – Record Presidential Preference Only and Official Absentee Ballots for Military Voters

Tasks to Complete	Details
<ul style="list-style-type: none"> <input type="checkbox"/> Municipal Clerks: Post Absentee and Provisional Ballot Information <input type="checkbox"/> County Clerks: Post Unofficial Election Night Results on County Website <p>Deadline: April 5, 2016</p>	<p>As soon as possible on Election Night, the municipal clerk must post the number of absentee ballots not yet returned and the number of electors who have cast provisional ballots. These numbers must be posted at their office and on the internet.</p> <p>2015 Wisconsin Act 261 requires county clerk's to post all returns, on a county website no later than 2 hours after receiving the returns on Election Night.</p> <p>GAB Link for County Websites: http://www.gab.wi.gov/clerks/directory/county-websites</p>
<ul style="list-style-type: none"> ■ If a jurisdiction issues <u>zero</u> provisional ballots on Election Day, no action is needed on Election Night. Check the Provisionals Complete Checkpoint in WisVote no later than Friday, April 8, 2016. ■ If provisional ballots are issued on Election Day, complete Provisional Step 1 & 2 on Election Night: <p><u>Provisional Step 1:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Record the information from the Provisional Ballot Reporting Form (GAB-123r) into the WisVote Provisional Ballot Tracker <p><u>Provisional Step 2:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Check the Provisionals Complete Checkpoint 	<p>To Record a Provisional Ballot in WisVote: Select the Election, click the chevron/dropdown arrow, scroll to the right and then click on the Provisional Ballots tile.</p>  <p>Enter the provisional ballots issued under the appropriate Reporting Unit.</p> <p>Check the Provisionals Complete Checkpoint in WisVote after all of a jurisdiction's provisional ballots have been entered.</p> <p>NOTE: <i>If you do not issue any provisional ballots for the election, there are no required steps to complete on Election night. Check the "Provisionals Complete" Checkpoint by Friday, April 8.</i></p> <p>For further guidance refer to the WisVote manual: Entering a Provisional Ballot Record, page 2.</p>

<p><u>Provisional Step 3:</u></p> <input type="checkbox"/> Update Provisional Ballot Information in WisVote	<p>Voters who cast provisional ballots may provide the required documentation no later than 4:00 p.m. on Friday April 8, 2016.</p> <p>Update the information in the Provisional Ballot Tracker in WisVote as it becomes available.</p>
<input type="checkbox"/> Record Rejected Absentee Ballots in WisVote	<p>Record the Absentee Ballots that were rejected at the polling place and provide a rejection reason.</p>
<input type="checkbox"/> Process Late Arriving Absentee Ballots	<p>Absentee ballots may be counted if postmarked no later than Election Day and received no later than 4:00 p.m. on Friday, April 8, 2016.</p> <p>Record absentee ballots that are returned after the deadline as <u>Returned Late</u> in WisVote.</p>
<input type="checkbox"/> Process Absentee Ballots Issued to Military Voters	<p>Wait until 4:00 p.m. on Friday April 8 to process the absentee ballots for Military Voters who were issued BOTH a presidential preference only absentee ballot and official absentee ballot.</p> <p>If both the official ballot and presidential preference only ballot is returned by the deadline, instruct the MBOC to reject the presidential preference only ballot and count the official ballot.</p> <p>If the presidential preference only ballot is returned but the official ballot is not returned by the deadline, instruct the MBOC to count the presidential preference only ballot.</p> <p>See posted guidance: Issuing Official Ballots to Military Voters for the April 5 Election</p>
<p>Tasks to Complete <u>Within 30 Days After the Election, by May 5, 2016</u></p>	<p>Details</p>
<input type="checkbox"/> Enter Late Registrations in WisVote	<p><i>NOTE: For guidance look in WisVote for the FAQ titled: Add Late Registration Voters to the Post-Supplemental List.</i></p>
<input type="checkbox"/> Record Voter Participation <input type="checkbox"/> Check the Poll Book Votes Recorded Checkpoint <p>Deadline: May 5, 2016</p>	<p>Voter participation must be recorded in WisVote no later than 30 days after a statewide or local election. There are two methods of recording voter participation in WisVote:</p> <ol style="list-style-type: none"> 1) Scan the barcodes associated with voter records on the poll book 2) Manually select voter participation using the poll book grid <p>Check the Poll Book Votes Recorded Checkpoint in WisVote after a jurisdiction's voter participation records have been recorded.</p> <p>See WisVote manual: Voter Participation, Chapter 6.1.</p>

<input type="checkbox"/> Enter Election Day Registrations in WisVote <input type="checkbox"/> Check the EDR Complete Checkpoint Deadline: May 5, 2016	<p>Election Day registrations must be entered into WisVote no later than 30 days after a statewide or local election.</p> <p>The EDR Complete Checkpoint is selected after all of your jurisdiction’s election day registrations have been recorded.</p>
<input type="checkbox"/> Review the Poll Book	<p>Review the poll book for any typographical corrections written in by the voter. Update voter records in WisVote, if necessary.</p> <p><i>NOTE: If the voter has indicated a correction to their address, a new address should be selected on the Voter Record. The Address Record should not be changed as any changes made to the Address Record may impact other voters.</i></p>
<input type="checkbox"/> All Municipalities Complete the GAB-190F Form in WEDCS Deadline: May 5, 2016	<p>The Election Voting and Registration Statistics Report for Non-Federal Elections (GAB-190F) is required <u>within 30 days</u> after an election where a state office or statewide referendum is on the ballot.</p> <p>To assist in gathering information for the GAB-190 WEDC report, a GAB-190 Election Report is now available in WisVote. To access this, click on the Election tile. Select the election. Click on the ellipsis. Select Run Report and then select the GAB-190 Election option.</p>
<input type="checkbox"/> Check the Election Closed Checkpoint	
Tasks to Complete <u>Within 60 Days</u> After the Election, by June 6, 2016	<p style="text-align: center;">Details</p>
<input type="checkbox"/> All Municipalities complete the GAB-191 Form in WEDCS	<p>The Election–Specific Costs Report (GAB-191) is required <u>within 60 days</u> after the election. Election costs only need to be provided once for each municipality and each county, not for each reporting unit.</p> <p>This report should include only costs specifically related to the Spring Election and Presidential Preference; please do <u>not</u> include costs associated with the Spring Primary.</p>
Tasks to Complete <u>Within 90 Days</u> After the Election, by July 1, 2016	<p style="text-align: center;">Details</p>
<input type="checkbox"/> Enter EDR Postcard Statistics Deadline: July 1, 2016	<p>The G.A.B. will mail out EDR postcards. Clerks are required, per state law, to enter EDR postcard statistics. These statistics need to be entered within 90 days of the election at which time the G.A.B. will post the information on their website. The clerk shall update on a monthly basis, should information change.</p> <p>You can find both the GAB-190F and EDR Postcards Fillable Reports on our WEDCS website: https://wedc.gab.wi.gov/ (User name and password the same as WisVote login).</p>

Please complete the tasks outlined in the election checklist. Contact the G.A.B. Help Desk for assistance at 608-261-2028 or gabhelpdesk@wi.gov