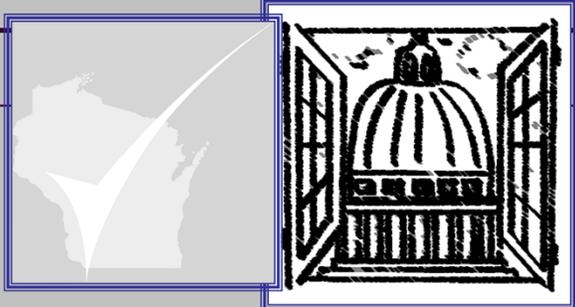




# **Certified Clerk-Trainer Refresher Webinar**

*November 7, 2013  
9:00 a.m. – 12:00 p.m.*



# Campaign Finance

## Qualifications for Office

### ■ Candidate must be:

- A U.S. Citizen
- At least 18 years old
- Resided for at least 28 days in:
  - the City or Village by time of election, or
  - the Town by time of taking office
- Not adjudicated incompetent to vote
- Not convicted of a felony for which he or she has not been pardoned

1. A “Qualified Elector” is US citizen, 18 years old or older, who has resided in the election district at least 28 consecutive days before election.

- a. Candidates must not be disqualified from voting, as set by Wis. Stat. § 6.03. That is, the candidate must not be adjudicated incompetent; be convicted of treason, bribery, or a felony for which he or she has not been pardoned; or have placed a bet or wager on the outcome of the election.

**FELONS VOTING: IN ORDER TO VOTE A CONVICTED FELON MUST HAVE COMPLETED HIS OR HER ENTIRE TERM, INCLUDING ANY PROBATION OR PAROLE.**

**FELONS RUNNING FOR OFFICE: IN ORDER TO RUN FOR OR HOLD A PUBLIC OFFICE- A CONVICTED FELON MUST HAVE COMPLETED HIS OR HER ENTIRE TERM, INCLUDING ANY PROBATION OR PAROLE, AND HAVE BEEN PARDONED OF THE OFFENSE.**

2. Candidates must meet residency requirements established for the office to which he or she is seeking election.

- For city and village offices, the candidate must be resident at the time of the election. Wis. Stat. § 61.19.
- For town offices, the candidate must be a resident of the town at the time of taking office. Wis. Stat. § 60.30(4).
- For county offices, the candidate must be a resident at the time of filing nomination papers Wis. Stat. § 59.20(1).
- Check with municipal attorney to determine if other criteria pertain to candidates for offices in your municipality.

# Ballot Access Requirements

- **Notification of Noncandidacy**
- **Candidate Packets**
- **Filing requirements**
  - All Candidates must file:
    - Campaign Registration Statement (GAB-1)
    - Declaration of Candidacy (GAB-162)
    - Nomination Papers (if required)\*
      - Non-Partisan Nomination papers (GAB-169)
- **\*Towns and Villages that use caucus**

Clerks should be helpful to candidates and provide assistance whenever necessary.

1. Notification of Noncandidacy: An incumbent officeholder who does not intend to run again for the position he or she currently holds should file a Notification of Noncandidacy (GAB-163). This alerts the public and potential candidates that the incumbent does not intend to run for re-election. The Notification of Noncandidacy (GAB-163) is due the second Friday before the deadline for filing nomination papers. NOTE: The filing or non-filing of the GAB-163 in a municipality that uses the caucus system is of no effect.
  2. Candidate Packets: Clerks should make "candidate packets" available for all prospective municipal candidates. Candidate packets should include the following forms:
    - Campaign Registration Statement (GAB-1).
    - Declaration of Candidacy (GAB-162).
    - Nomination Paper for Nonpartisan Office (GAB-169). (if the municipality utilizes nomination papers)
    - Appropriate Ballot Access and Campaign Finance Checklists (GABIS-6, 7, 8).
- \*All ballot access forms and checklists are available on the agency website, or by contacting the G.A.B.
3. Filing requirement: All candidates seeking ballot access must file an GAB-1 and GAB-162 by the applicable deadline.
    - a. If filing nomination papers, the deadline is 5pm on the 1<sup>st</sup> Tuesday in January of the year the election will be held unless it is a holiday. Then it is the next working day.
    - b. If nominated by caucus, the deadline is 5pm on the 5<sup>th</sup> day after the candidate is notified by the municipal clerk.

## **YES YOU MUST BE OPEN UNTIL 5 PM**

\*Regardless of the deadline, campaign finance law requires candidates to file an GAB-1 before engaging in campaign activity, accepting contributions, or making disbursements.

How to fill out the GAB-1:

Section 1: Candidate Name and Address, Title of Office, Applicable district or seat number, election dates

Section 2: Only required for non-candidate committees who have spent more than \$25 (or \$750 for referenda groups) for a political purpose

Section 3: Treasurer. The candidate could serve as the treasurer

Section 5: Depository information is required. Candidate may use a personal account.

Certification: Must be signed by candidate and treasurer (if candidate is not the treasurer)

Exemption: A candidate who is exempt from filing campaign finance reports must check the box, and the candidate or treasurer must sign. A candidate is exempt if receiving \$1000 or less in contributions during a calendar year, with no single contribution in excess of \$100.

\*Non-exempt candidates should be directed to the agency's *Campaign Finance and Bookkeeping* manual.

Towns and villages that use the caucus procedure should consult the *Procedures for Nomination of Candidates by Caucus* Manual, available from the agency website.

## Filing Officers & Record-Keeping

### ■ Filing Officers

#### Municipal Offices & Referenda:

- Municipal Clerks
- Milwaukee Board of Election Commissioners

#### ■ School District Offices & Referenda:

- School District Clerk

#### ■ Multi-Jurisdictional Judges:

- County Clerk

### ■ Record-Keeping

- Remember to maintain a separate file for each candidate
- Records may be destroyed according to “Destruction of Materials” schedule



1. Filing Officers: If the election is a local election, the filing officer is the Clerk or, in Milwaukee, the Milwaukee City Board of Election Commissioners.
    - a. **except** if the candidate is a Multi-Jurisdictional Judge. Multi-Jurisdictional Judges file with the County Clerk of the County in which the largest population is located.
  2. Record Keeping: The filing officer must maintain a separate file for all candidates of all ballot access filings, campaign finance reports, and candidate correspondence until destruction is authorized
    - a. Destruction:
      - GAB-162: 90 days after the election
      - GAB-1: 6 years after termination
      - GAB-169: 90 days after the election
- Wis. Stat. § 7.23 – See the Other Election Materials section of the manual

## Types of Committees

- **Political Action Committees (PAC)**
- **Recall Committee**
- **Political Group**
- **Independent Committee**
- **Individual**
- **Conduit**



Most of the committees a municipal clerk encounters are candidate committees. However, there are other types of committees that may be required to register with the municipal clerk. A political committee that accepts contributions, incurs obligations or makes disbursements in a calendar year in excess of \$25 (\$750 for referenda) is required to register (file an GAB-1).

Definitions: Types of Committees

1. PAC: committee organized to support or oppose candidates or referenda
2. RECALL: committee organized to support or oppose the recall of an elected officeholders
3. POLITICAL GROUP: committee organized to support or oppose a referendum
4. INDEPENDENT COMMITTEE: committee organized to support or oppose the election of candidates which makes disbursements toward this cause without the knowledge or consent of the candidate. Must file Oath of Independent expenditures (GAB-6). Cannot file exemption.
5. INDIVIDUAL: a person (other than the candidate or agent of the candidate) supporting or opposing a candidate, who makes disbursements without the knowledge or consent of the candidate. Must file Oath of Independent Expenditures (GAB-6). Cannot file exemption.
6. CONDUIT: A conduit is an organization that accepts contributions from individuals and distributes the contributions to candidates at the direction of the contributor. The contribution distributed by a conduit is actually a contribution from the individual and counts toward individual contribution limits.

## Registration Requirements

- **Individuals or committees who exceed the \$25 (\$750 for referenda) threshold are required to register (file an GAB-1) with the filing officer.**
- **Independent Committees and Individuals are also required to file an GAB-6**



### Who is Required to Register?

1. Individuals or committees who exceed the \$25 (\$750 for referenda) finance threshold are required to register (aka, file a Campaign Registration Statement (GAB-1)) with the filing officer.
2. Independent Committees and Individuals are also required to file an Oath of Independent Expenditures (GAB-6), and may not file the exemption.

## Campaign Finance Reporting

- **Committees are subject to the same reporting requirements as candidates.**
- **Municipal clerk must send reminder notice and GAB-2A/2L to the candidate and treasurer of each committee required to file campaign finance reports.**
- **Report campaign finance violations to district attorney. Wis. Stat. § 11.22(4).**

1. Campaign Finance Reporting for committees is under the same procedures as candidate filings. Committees must file an GAB-1 and indicate if committee is eligible for exemption. See your manual for more information on the exemption. Note that Independent Committees and Individuals are always required to file Campaign Finance Reporting Form (GAB-2a – No activity report, GAB-2L – Activity report for local candidates. There's also the GAB-2S – Activity report for state candidates), because they are not eligible for the exemption.
2. Compile and maintain a current list of all reports and statements pertaining to each candidate or committee and make it available for public inspection. All campaign finance reports are subject to public inspection.
3. Develop a filing system to track registrant reporting.
4. Send Campaign finance reporting forms and filing notices to each non-exempt registrant no later than 14 days prior to the deadline for filing the report. Forms and notices should be sent to both the treasurer and the candidate. If the candidate has not indicated a separate treasurer, forms and notices are sent to the candidate. See "Campaign Finance Report Dates" available from the agency website.
5. Make a list of all non-filers or late filers available for public inspection.
6. Notify any delinquent filers or filers whose reports are not in proper order. The notice must be sent to both the candidate and the treasurer.
7. Municipal clerks are responsible for reporting campaign finance violations (such as failure to file reports and late filing of reports) to the District Attorney.

## Recordkeeping

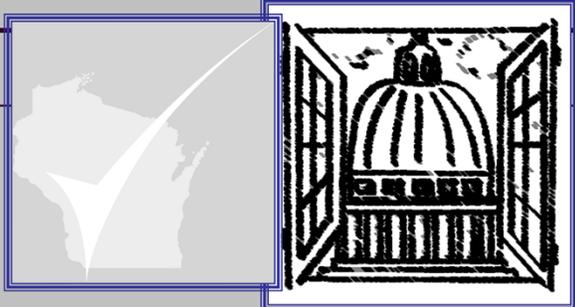
### ■ Keep a separate file for each committee

- Campaign Registration Statement (GAB-1)
- Oath of Independent Expenditures (GAB-6), *if required*
- Campaign Finance reports, *if required*
- Correspondence, including filing notices



1. Recordkeeping: Remember to maintain a separate file for each candidate or committee.

More information can be found Campaign Finance Overview manual. Available from G.A.B. or agency website. May also contact a staff auditor.



## **Appointing Election Officials**

# Appointments

## ■ By Party Affiliation

- 2 dominant political parties may submit lists of election inspector nominees by Nov.30 (odd-numbered year)
- Appointments must be made from the lists for as long as positions are available
- Majority Party = 1 more inspector

## ■ Regardless of Party

- When no lists are received

OR

- Lists are insufficient



1. By Party Affiliation: Municipal clerks should contact the appropriate committeeperson or county party chair before November 1 to advise him or her of their responsibility to submit a list of inspector nominees to the Mayor, Village President or Town Chair before Nov. 30. Don't hesitate to recommend inspectors who have proven effective.

***Determination of party imbalance (which party gets the extra inspector) is by individual polling place.***

- a. Example 1: Polling place needs 5 inspectors. At the last election the Party A's candidate for governor received the most votes at the polling place. There must be 3 Party A inspectors and 2 Party B inspectors
- b. Example 2: Same scenario, but only the Party A provided a list of 2 people. The 2 Party A nominees would be appointed, and the other 3 appointees would be unaffiliated.
- c. Example 3: Same scenario, except that party A submitted a list with 1 name, and B Party submitted a list with 3 names. The Party A nominee would be appointed, 2 Party B nominees would be appointed, and the remaining 2 appointees would be unaffiliated.

Party lists must be used for as long as positions are available!!

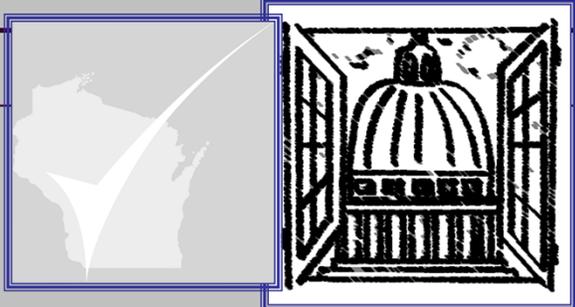
2. Regardless of Party: If no lists are received, appointments are made by the

governing body without regard to party affiliation.

## Who Appoints?

- **Governing body** (*Town or Village Board or City Council*)
  - in December of odd-numbered years, for a 2-year term
- **Municipal Clerk - Filling Vacancies**
  - Names must be taken from lists, if provided
  - No lists? Appointment is “unaffiliated”
- **Municipal Clerk - Temporary Vacancies**
  - appointment is for one election only

Inspector terms run from January 1 of even-numbered years through December 31 of odd-numbered years.



# Election Notices

## Types of Election Notices

- **Type A – Notice of Election and/or Referendum**
  - Notifies public and potential candidates of offices to be elected, referenda and date of upcoming election
- **Type B – Sample Ballot Notice**
  - Includes sample ballots and voting instructions
- **Type C – Notice of Referendum**
  - Informs voters if there are referendum questions and the effect of voting yes or no to any referenda
- **Type D – Polling Place/Hour Notice**
  - Informs voters of the correct polling place and hours
- **Type E – Absentee Voting Notice**
  - Informs voters of process for voting absentee ballots.

There are FIVE types of election notices to publish:

1. Type A
2. Type B
3. Type C
4. Type D
5. Type E

The specific requirements for format and required information can be found in your Election Administration manual. Additionally, there are sample notices that can be found on the agency website. The samples will need to be modified for your specific municipality based on offices being elected and voting equipment used.

Additionally, Wisconsin law requires that meetings of all state and local governmental bodies, including governmental subunits, shall be publicly noticed, held in places reasonably accessible to members of the public, and shall be open to all citizens at all times unless otherwise expressly provided by law. Election-related meetings such as Board of Canvassers, voting equipment testing, post-election audits, etc., fall under this requirement, and the municipal clerk must properly notice such meetings. If you have specific questions about requirements for open meetings notice, please consult with your municipal attorney.

	Spring Elections	Fall Elections	Special municipal primaries, elections, or referenda	Special primary, election, or referenda for national, state, or county
Type A	For spring municipal elections: 4 <sup>th</sup> Tuesday in November before	Published by County Clerk	For municipal offices: 40 days before the primary or election	Published by County Clerk
Type A: Notice of Referendum Election	If referenda voted on for spring primary or election: 4 <sup>th</sup> Tuesday before spring primary or election	Only if municipal referendum on ballot: 4 <sup>th</sup> Tuesday before the Partisan Primary or general	For special municipal referendum: 4 <sup>th</sup> Tuesday before referendum election	Published by County Clerk
Type B	For spring primary or election: Monday before primary or election	Only if municipal referendum on ballot: Monday before election	Day before the election	Published by County Clerk
Type C	If municipal referendum on ballot: Monday before the election	Only if municipal referendum on ballot: Monday before election	Day before the election	Published by County Clerk
Type D	Monday before the election	Monday before the election	Day before the election	Day before the election
Type E	For spring primary or election: 4 <sup>th</sup> Tuesday before the election	4 <sup>th</sup> Tuesday before Partisan Primary and general election	Special PRIMARY: 4 <sup>th</sup> Tuesday before	Special PRIMARY: 4 <sup>th</sup> Tuesday before
			Special ELECTION: 3 <sup>rd</sup> Tuesday before	Special ELECTION: 3 <sup>rd</sup> Tuesday before

Notices are published or posted:

1. Type A Notice: when there are municipal elections, on the 4<sup>th</sup> Tuesday in November before for Spring elections
  - a. For elections with municipal referenda: 4<sup>th</sup> Tuesday before
2. Type B Notice : Monday before the spring election or primary
  - a. For elections with municipal referenda, also on the day before.
3. Type C Notice : Only published if there is a municipal referenda on the ballot.
  - a. Published at the same time as the Type B – day before.
4. Type D Notice: Day before the election; always publish no matter if there are municipal elections on the ballot or not.
5. Type E Notice: on the 4<sup>th</sup> Tuesday before the election; always publish no matter if there are municipal elections on ballot or not
  - a. UNLESS there is a special election for which you would publish the Type E Notice on the 3<sup>rd</sup> Tuesday before the election

Do not worry about memorizing this chart - the chart is available in the manual and all the dates are on the Elections Calendar.

## Procedures

### ■ Using a weekly newspaper



### ■ Combining Costs



### ■ Posting in lieu of publishing



#### 1. Weekly Newspaper:

You may use a weekly paper for publishing election notices. All notices must be published in the closest preceding issue if the paper's normal publication date is not an the required notice publication date. (For the Types B, C and D, if the weekly paper is not published on Monday, it must be published in the preceding issue. For the Types A & E, if the paper is not published on Tuesdays, the notices must appear in the preceding issue.)

If you determine that publishing the information on Saturday or Sunday serves your municipality better, you may do so – ONLY for notices required to be published the day before the election (B, C, D) not the A or E.

2. Combining Costs: County, municipal, and school district clerks may combine election notices where the notices contain identical information and when the levels of government share the same official newspaper. This practice reduces costs and avoids duplication. The costs for these combined notices can be prorated with the county paying for the portion of the notice covering federal, state, and county offices and municipalities and school districts paying for the portion that covers their respective local offices

3. Posting in lieu of publication: Towns and villages may post election notices in lieu of publication where there is no newspaper published within the municipality. This is done by action of the governing body and, if it changes the former manner of notices, a notice must be given of the change before it can take place.

-The same manner of notification must be used for all notices pertaining to an election.

-Posting must be done in at least **three** conspicuous locations within the municipality.

-For notices required to be published within one week of the primary or election (Types B, C, and D), posting must be done at least one week before the election. For all other notices (Type A and E), posting must be done no later than the required publication dates.

-Posting may also be done to supplement publication.



## **Election Day Forms**

# Voter Registration Application (GAB-131)

Wisconsin Voter Registration Application		Submitted by Mail	
Confidential Election ID #		SVRS ID #	
<p><b>Instructions for completion are on the back of this form. Return this form to your municipal clerk, unless directed otherwise.</b></p> <p>Please use uppercase (CAPITAL) letters only. Fill in circles as appropriate.</p> <p>If you have not previously voted in WI and are submitting this form by mail, you must also provide a copy of your proof of residence (see reverse).</p> <p><b>NOTE:</b> If this is a change of address, then upon completion of this application your voting rights will be cancelled at your previous residence.</p>			
1	<input type="checkbox"/> New WI Voter <input type="checkbox"/> Name Change <input type="checkbox"/> Address Change	Municipality <input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City County	
2	WI Driver License or WI DOT-issued ID (DL # required if issued)	Expiration Date	I have neither a WI Driver License or a Social Security Number
Social Security Number - Last Four Digits (if driver license not issued or not current and valid)		X X X - X X -	
3	Last Name	First Name	
Middle Name		Suffix (e.g. Jr, Sr, III)	Phone #
Date of Birth (MM/DD/YYYY)		Email Address	
If you are a military or permanent overseas elector, fill in the appropriate circle (see instructions for definitions): <input type="checkbox"/> Military <input type="checkbox"/> Permanent Overseas			
4	Residence Address: Street Number & Name		
Apt. Number		City	State & ZIP
5	Mailing Address: Street Number & Name		
Apt. Number		City	State & ZIP
6	Last Name		
Middle Name		First Name	
7	Previous Address: Street Number & Name		
Apt. Number		City	State & ZIP
8	Accommodation needed at poll location (e.g. wheelchair access): <input type="checkbox"/> Mark crossroads <input type="checkbox"/> Mark crosswalks <input type="checkbox"/> Mark where you live <input type="checkbox"/> Use dots for landmarks		
<input type="checkbox"/> I am interested in being a poll worker.			
9	Please answer the following questions by filling in "Yes" or "No". 1. Are you a citizen of the United States of America? <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Will you be 18 years of age or older on or before election day? <input type="checkbox"/> Yes <input type="checkbox"/> No If you filled in "No" in response to EITHER of these questions, do NOT complete this form.		
10	I hereby certify, to the best of my knowledge, that I am a qualified elector, a U.S. citizen, at least 18 years old or will be at least 18 years old at the time of the next election, having resided at the above residential address for at least 28 consecutive days immediately preceding this election, with no present intent to move. I am not currently serving a sentence including incarceration, parole, probation, or extended supervision for a felony conviction, and not otherwise disqualified from voting. I certify that all statements on this form are true and correct. If I have provided false information I may be subject to fine or imprisonment under State and Federal laws. <b>Signatures on Election Day:</b> Further certify that I have not voted in this election. Please sign below to acknowledge that you have read and understand the above.		
11	Signature of Elector	X	Today's Date (MM/DD/YYYY)
			Election Day Voter #
<b>Falsification of information on this form is punishable under Wisconsin law as a Class 1 felony.</b>			
12	Assistant Signature:	Assistant Address:	
Official's Signature:		SRDs printed name and SRD#	
Print	City/Town/Village	County	State & ZIP

GAB-131 (REV 2013/07)

Fill out the form. See the instructions on the back for the required fields. This form is also available in Spanish and Hmong. See the GAB website.

# Voter Registration Application

## (myvote.wi.gov) (“Click and Mail”)

Confidential Elector ID#		Online Mail App. ID	3372632		SVWS ID#
<input type="checkbox"/> New Voter <input type="checkbox"/> Name Change <input type="checkbox"/> Address Change					
Name of Municipality		CITY OF GREEN BAY - 06231		County BROWN COUNTY	
WI Driver License or ID Number		Exp. Date	Social Security Number (Last 4)	<input type="checkbox"/> Have neither a State issued ID nor a Social Security number	
3 Last Name		First Name	Middle Name(s)	Suffix	
DOE		JANE	P		
Date of Birth		Phone #	Email Address		
5/28/1992					
Are you a military or permanent overseas elector: <input type="checkbox"/> Military <input checked="" type="checkbox"/> Permanent Overseas					
4 Residence Address		Apt or Lot#	City	State	ZIP
327 S QUINCY ST			GREEN BAY	WI	54301
5 Mailing Address			City	State	ZIP
6 Prior Last Name		First Name	Middle Name(s)	Suffix	
7 Previous Address		Apt or Lot#	City	State	ZIP
8 <input type="checkbox"/> I am interested in being a poll worker. Accommodation needed at poll location (e.g. Wheelchair access):					
9 Please answer the following questions by checking "Yes" or "No". If you checked "No" in response to EITHER of these questions, do not complete this form.					
10 Are you a citizen of the United States of America? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Will you be 18 years of age on or before election day? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If you checked "No" in response to EITHER of these questions, do not complete this form.					
11 I hereby certify, to the best of my knowledge, that I am a U.S. citizen, at least 18 years of age or will be at least 18 years old at the time of the next election. I do not qualify as a member of Wisconsin under Wis. Stat. § 6.10, but either myself or my parent was last domiciled in Wisconsin prior to leaving the United States, and I am currently serving a sentence including incarceration, parole, probation, or extended supervision in a felony conviction, and I am otherwise disqualified from voting. I have not voted in this election in any other state, territory, or possession. I certify that all statements on this form are true and correct. If I have provided false information I may be subject to fine or imprisonment under State and Federal laws. Please sign below to acknowledge that you have read and understand the above.					
12 Signature of Elector: X		Today's Date		Election Day Visitor#	
13 Official Use: Proof of Residence Type Official Use: Proof of Residence #					
Official Signature:		SRDs printed name and SRDM			
For officiaclerk use only.					
WARD: W029 USCH: 2289 ALD: AL7 COSUP: S04 COA: CA3 ASSM: A09 SEN: S00 CONG: C008					

Example of a Click and Mail voter registration form.

Click and Mail allows eligible Wisconsin voters to register to vote using the My Vote WI site. Voters answer a series of questions to gather their voter information and the site generates a typed GAB-131 form that the voter can print off and mail or drop off at their municipal clerk's office or at their polling place on election day.

## **Ineligible Voter List**

**Only use during late registration, Election Day registration, when issuing absentee ballots and when processing absentee ballots. Do not use or review this list for those voters who appear on the poll list.**



## **Inspectors' Statement (GAB-104)**

- **Chief inspector or designated election inspector completes certificate**
  - Include the total number of voters, number of absentee voters, and number of provisional voters
- **Chief inspector and two other election inspectors sign the completed certificate**
- **Chief inspector signs the certification that he/she has completed the required training**
- **Chief Inspector initials on GAB-104 tamper-evident serial number on equipment matches the serial number written by clerk (Pre-election and Post-Election)**
- **Chief Inspector writes tamper evident serial number contained on ballot bag on GAB-104 and GAB-101**

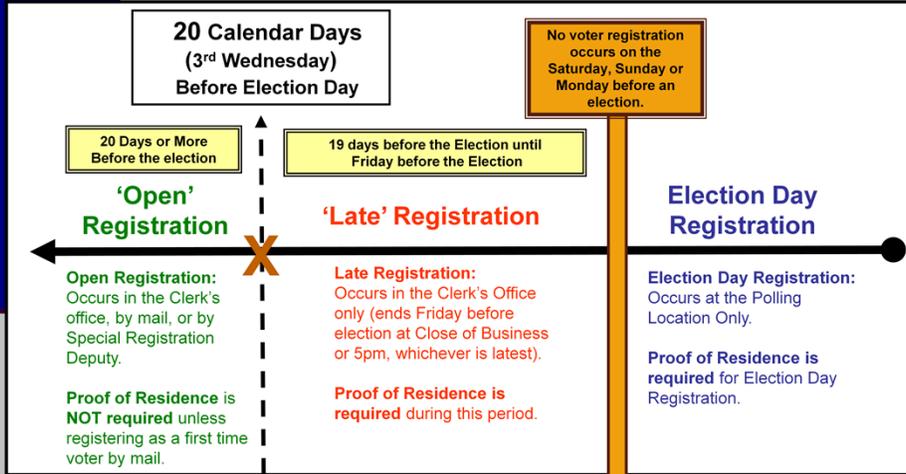
Anything odd, anything you need to remember, write it down on here.



## **Proof of Residence**

# Acceptable Proof of Residence

## Registration Timelines



## Acceptable Proof of Residence

**The following types of documents are acceptable Proof of Residence if they contain\*:**

- **Current name**
- **Current residential address (exception – Student IDs)**

**If the document contains an expiration date, that date must be on or after Election Day.**

\*Except for real estate tax bills and receipts, utility bills, and leases, no date is required on the document.

## Acceptable Proof of Residence

- **Proof of Residence is not used to confirm the 28-day residency requirement is met.**
- **The voter's sworn statement on the registration application should be taken at face value unless an inspector or challenger has direct evidence to the contrary.**

# Acceptable Proof of Residence





# Absentee Voting

## Absentee Voting

- **Who can vote absentee?**
- **How does a registered voter request an absentee ballot?**
- **How often must a voter apply for an absentee ballot?**
- **When must the ballot be returned?**



**Note: 2011 Act 227 removes the option for voters who have mailed or personally delivered a voted absentee ballot to the clerk's office to vote in-person on Election Day before their absentee ballot is processed. This law goes into effect on April 20, 2012.**

1. Who can vote absentee: A qualified elector who is unable or unwilling to appear at the polling place on Election Day may vote by absentee ballot.
2. How: Qualified electors wishing to vote absentee must submit a request in writing to the municipal clerk. A qualified voter may either apply for an absentee ballot using the Application for Absentee Ballot (GAB-121) form or submit a written request, as long as the request is signed by the voter and includes all the information necessary to provide the voter with an absentee ballot.  
If you receive a email or fax request for absentee voting you can mail out the ballot based on that electronic request. Application must be received no later than 5:00 p.m. on the 5th day preceding the election.  
Exceptions:
  - a. Military and indefinitely-confined electors have until 5:00 p.m. on the 4th day preceding the election to make a request.
  - b. Absentee electors may apply in person in the clerk's office up to 5:00 p.m. on the Friday preceding the election.
  - c. Hospitalized and sequestered juror electors have until 5:00 p.m. on Election Day to make a request.
  - d. For Partisan Primary and November General elections only, military personnel who are away from their primary residence have until 5:00 p.m. on Election Day to request an absentee ballot .

**YES YOU ARE REQUIRED TO OPEN (OR BE AVAILABLE IF YOU DON'T HAVE REGULAR OFFICE HOURS) UNTIL 5 P.M.**

If you are not available then you should appoint someone to issue absentee ballots.

3. How often:
  - The elector may specifically request to automatically receive an absentee ballot for every election within a calendar year or with one request.
  - Indefinitely-confined electors receive absentee ballots automatically for every election until the elector fails to return a ballot.
  - Military electors receive absentee ballots automatically for every election until the elector no longer

qualifies for military status, or until they fail to return a ballot for a full calendar year.

- Overseas electors receive ballots automatically for every federal election within a period that includes two consecutive general elections.

When must the ballot be returned?

- Voted absentee ballots are due back to the polling place at 8:00 p.m. on Election Day, but may be accepted by the clerk's office after 8:00 p.m. if they bear a USPS postmark of election day and are received no later than 4:00 p.m. the Friday following the election.

- The clerk (or a deputy) must be available until 4:00 p.m. on Friday to ensure that any late-arriving absentee ballots are recorded as delivered on-time.

## Issuing Ballots and Voting

**A registered elector is required to state their name and address, show their proof of identification (*currently enjoined*), and sign the poll list.**

- Check the GAB-124 Absentee Ballot Log
- Assign voter number and record number on two identical poll lists
  - Reconcile voter numbers throughout day
- Issue voter a ballot initialed by **TWO** election inspectors
- Direct voter to voting area



Explain why the voters must state their name and address when they come to the polling place. So that the observers know who the person is, to make the process more transparent and open.

When an elector provides their proof of identification, the inspector should check the following:

- (1) The proof of identification is valid (on the acceptable list, not expired for purposes of voting)
- (2) The name on the ID conforms to the name on the poll list (Robert/Bob is ok, Sue M Smith/Susan Marie Smith, etc)
- (3) The person presenting the ID reasonably resembles the picture on the ID. (Inspectors should be very cautious about questioning a voter's resemblance to their ID photo)

An elector must sign one poll list next to their name in the space provided to receive a ballot. Refusal to sign means they should not be issued a ballot. The elector must sign as they would sign any other document. An elector may claim exemption from the signature requirement based on physical disability. If both inspectors at the poll book do not agree that the person is prevented from signing, the elector should vote a challenged ballot.

For Optical Scan: Ballots will be placed in secrecy sleeve or shield and inserted into machine

For Paper: Ballots will be folded by the elector and placed in the ballot box

Note: Inspector may also place ballot in the box

Emphasize: that the initials make it an official ballot

### QUESTION:

- 1) Do any of your polling places have several different ballots or a combination of ballots?
- 2) What are some of the ways that you ensure that an elector received the correct ballot when there are several ballots or a combination of ballots?

Color coded ballots for each ward, or school district, color coded booths, poll workers confirming with each other before they issue the ballots

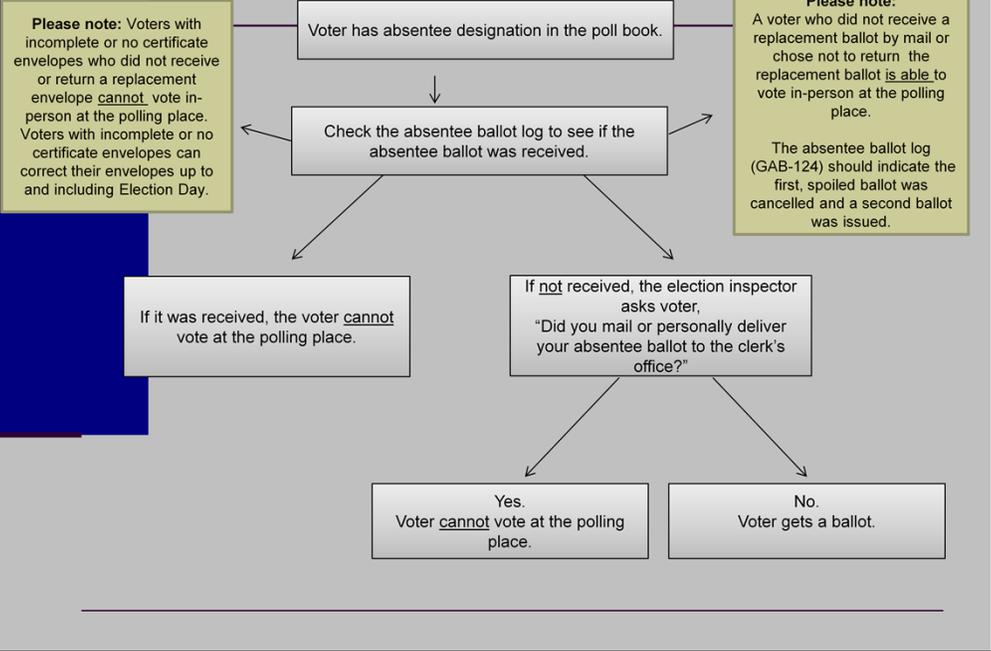
## GAB-124 Absentee Ballot Log

- The GAB-124 identifies voters who were issued an absentee ballot
- If the absentee ballot is marked as returned, the voter may not vote at the polling place
- If the absentee ballot is not marked as returned the voter is asked “did you mail or personally deliver your absentee ballot to the clerk’s office?”
  - If “yes,” the voter cannot vote at the polling place
  - If “no,” the voter is issued a ballot if otherwise qualified

**Note** – if an absentee ballot is later received for that voter, the ballot should be processed as rejected and the clerk notified immediately.

**GAB-124 Absentee Ballot Log:** Municipalities must track absentee ballots on the pre-printed poll list. The clerk must also provide each polling place an Absentee Ballot Log (GAB-124). The absentee notation indicates that an absentee ballot was issued to the voter, **but may or may not indicate that the ballot was returned.** If the voter mailed the ballot or delivered it to the clerk, the voter may not vote at the polls.

# Absentee Voters and the Polling Place



# 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.

**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.

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).

**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.

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).

## Military & Overseas Absentee

### ■ Definitions:

- Military Elector: Uniformed service, merchant marine, civilian employee of US, Peace Corps, or spouse or dependent
- Overseas Elector: U.S. citizens, resided in WI before leaving US, no intent to return, not registered elsewhere

### ■ Requesting an Absentee Ballot

- MyVote Wisconsin ([myvote.wi.gov](http://myvote.wi.gov))
- FPCA, GAB-121, or other written request



#### 1. Definitions:

- A “military elector” is a member of the uniformed service or merchant marine, a civilian employee of the United States, a Peace Corps volunteer, or a spouse or civilian formally attached to those listed above.
- An “overseas elector” is a United States citizen, 18 years or older, who resided in Wisconsin before leaving the United States, and who is now living outside the U.S. with no present intent to return, and not registered to vote in any other location. Students who are studying abroad are not considered overseas voters. A student overseas can vote just like any other absentee voter.

#### 2. Requesting an Absentee Ballot:

Both the Military and Overseas voter can use the Absentee Voter Application GAB-121 or the Federal Post Card Application (FPCA) form, which serves as both a voter registration application and an absentee ballot request.

First-time military and overseas voters are not required to provide proof of residence.

Military electors, under state law, are not required to register to vote. However, clerks need to obtain sufficient information to enter a military elector into SVRS.

It is also the responsibility of the Clerk to try to maintain a current mailing address for the Military Elector.

## Special Voting Deputies

- For nursing homes and certain other qualified residential care facilities.
- Must use TWO Special Voting deputies when conducting absentee voting at qualified locations
- Appointed for one election cycle
- Must undergo training

1. **SVDs:** conduct absentee voting at nursing homes, community-based residential facilities (CBRF), qualified retirement homes, qualified adult family homes and qualified residential care apartment complexes. SVDs are the EXCLUSIVE method of absentee voting in nursing homes. The clerk may decide to adopt nursing home procedures in CBRFs, qualified retirement facilities, qualified adult family homes and qualified residential care complexes.

a. Qualifications:

- i. qualified elector of municipality
- ii. must attend training
- iii. may not be currently employed by the facility and not have been employed by the facility within two years of the appointment
- iv. may not be an immediate family member of a current employee of the facility or anyone employed there in the last two years.

2. Selection and Appointment: The two dominant political parties may submit names of SVD nominees at the same time as election inspector nominations are submitted. If nominees are not submitted, the municipal clerk appoints without regard to party affiliation.

There must be 2 deputies designated to conduct absentee voting

3. Terms: SVDs are appointed by the clerk to 2-year terms (Jan 1<sup>st</sup> of even-numbered year thru Dec 31<sup>st</sup> of odd-numbered year).

4. Training: Municipal clerks must train SVDs with curriculum provided by G.A.B.. Must attend training every two years, and must have attended training within two years of any election at which they serve.

G.A.B. is has a manual for the clerk to use when training SVDs.

## Absentee Ballots

**On Election Day, the municipal clerk delivers absentee ballots and log to the polling place or alternate absentee canvassing site.**

- Absentee ballots must be processed in the same room the votes are cast
- Absentee ballots may be processed at anytime between the opening and closing hours of the polling place, except absentee certificate envelopes marked "To Be Rejected."



Any registered elector in the state of Wisconsin has the right to cast an absentee ballot.

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

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.

This is a good process to start early in the day so that you have time to get them all done before the polls close.

## Handling Absentee Ballots

- **Remove one Absentee Certificate Envelope (GAB-122) from the carrier envelope and announce elector's name and address.**
- **Review the envelope to determine that:**
  - The envelope is not open
  - The envelope has not been opened and then resealed
  - The signature of the elector appears on the certificate
  - 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.

# Absentee Certificate Envelope

**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. § 6.06(2).

<p><b>VOTER: THE INFORMATION BELOW IS REQUIRED!</b></p> <p>▼ Complete the information below and sign the certification that follows in the presence of a witness who must also sign. ▼</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>▼ <i>Shaded Sections 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>▼ <b>CERTIFICATION OF WITNESS</b> ▼ (Required!)</p> <p>I, the undersigned witness, subject to the penalties for false statements of Wis. Stat. § 12.00(3)(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 _____ ▲ Signature of <b>ONE</b> Witness, who is an adult US Citizen ▲</p> <p>▲ Address of U.S. Citizen Witness ▲ _____ ▼ Social Special Voting Deputy signs and provides address below ▼</p> <p>2. X _____</p>
	<p>▼ <b>CERTIFICATION OF VOTER</b> ▼ (Required!)</p> <p>I certify, subject to the penalties for false statements of Wis. Stat. § 12.00(3)(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 the 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 enclosed 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. § 6.07(3), if I requested assistance, could know how I voted. I further certify that I requested this ballot.</p> <p>X _____ / _____ / _____ ▲ Signature of Voter (All Voters Must Sign) ▲      Date</p> <p><small>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 _____ / _____ / _____.</small></p>		

GA8-122cert | Rev 2012-07 | Government Accountability Board, P.O. Box 7964, Madison, WI 53707-7964 | 608-261-2020 | web: gab.wi.gov | email: gab@ef.gov

The highlighted fields are always required. An absentee ballot without a required signature must be rejected.

The inspectors should count the absentee ballots and note the absence of any other expected information:

- clerk's initials
- voter's date of signature
- address of witness
- voter's printed name, address or other information

Other fields may be required depending on the situation:

- signature of 2nd witness (special voting deputies)
- signature of authorized care facility representative

## **If Certificate is INSUFFICIENT...**

- 1. Do not open the envelope**
- 2. Mark the envelope “Rejected ballot #\_” and write the reason for rejection on the envelope and Absentee Ballot Log**
- 3. List the elector’s name, identifying serial number of ballot, and reason for rejection on the Inspectors’ Statement (GAB-104)**
- 4. Place the unopened certificate envelope in the Certificate of Rejected Absentee Ballots (GAB-102)**

## If Certificate is SUFFICIENT...

1. Remove ballot from envelope
2. Examine contents to ensure that:
  - No more than proper number of ballots enclosed
  - Ballot contains initials of issuing clerk
3. Record voter number on voter list and make "absentee" notation
4. Record voter information on Absentee Ballot Log
5. Place ballot in appropriate box or equipment
6. Place used certificate envelope in the Used Certificate Envelopes of Absentee Electors (GAB-103 )



Other considerations to keep in mind:

If more than one completed ballot is in the envelope, both ballots must be rejected.

### *Proof of Residence Required*

If the voter list and the Absentee Certificate Envelope have the notation from the municipal clerk "POR Required," it is the responsibility of the election inspector to ensure that the elector included proof of residence along with the absentee ballot before the ballot may be counted.

### *Proof of Identification*

Copies of proof of identification should be stored in a separate envelope and returned to the municipal clerk with the other election materials.



## **Provisional Voting**

## Provisional Voting

**ONLY used in three situations:**

- **First-time voter who registered by mail and failed to provide proof of residence**
  - “POR Required” notation on poll list
- **WI driver’s license holder who is unable or unwilling to provide the number when registering on Election Day**
- **Voter who does not present acceptable proof of identification on Election Day**  
*(Photo ID requirement currently enjoined by the courts)*

NOT FOR Election Day registrants who can’t show proof of residence

## Provisional Voting Procedure

- **Voter fills out Provisional Voting Certificate Envelope (GAB-123)**
- **Election inspector completes envelope**
  - Indicate which piece(s) of information are missing
- **Issue elector a provisional voter number (PV#\_)**
  - Recorded on voter list, back of ballot, provisional voter information sheet, Inspectors' Statement (GAB-104), GAB-123, and GAB-123r
- **Elector votes ballot and seals inside the envelope (GAB-123)**



## Provisional Voting Procedure, con't

- **Give voter Provisional Voter Information Sheet**
  - Explains that his/her vote is not counted unless missing information is provided to municipal clerk by 4:00 p.m. on Friday after election
- **Put sealed envelope into Inspectors' Certificate for Provisional Ballots envelope (GAB-108)** 
- **Record incident on Inspectors' Statement (GAB-104)**

## Provisional Ballot Reporting Form (GAB-123r)

- **This is the form you will use to record all the relevant information regarding your provisional voters.**

- Name, address, PV#, absentee/in-person, reason for issuing the provisional ballot

- **If the voter comes back on Election Day with the missing information, record:**

- Type of documentation provided, indication that it was provided in-person, time, date, initials of inspector, indication that a voter # was issued



## Other Procedures

## Remaking Ballots

- Ballots may need to be “remade” by election inspectors for various reasons (voter used red pen, circled names instead of marking arrows, emailed or faxed ballots, etc.)
- Describe on GAB-104 why the ballot was remade
- Label ballots “Original Defective Ballot # (serial number)” and “Remade Defective Ballot # (same serial number)”
- The “remade” ballot is inserted into the tabulating device.
- The “defective” ballots are bundled, marked and placed in Original Ballots Envelope
- Original Ballots Envelope placed in ballot container

Remaking vs. reissuing

## Challenging Electors

**Any qualified elector may challenge a voter who they believe does not meet the qualifications to vote.**

- MUST be made for reasonable cause
- Challenge recorded on the Challenge Documentation section (GAB-104c) of the Inspectors' Statement (GAB-104)
- Notations on the GAB-104 and the poll list

Walk through the procedure and the Challenge Document. Explain that it is part of the GAB-104 Inspectors' Statement. Document on the GAB-104 and Voter List.

Take time with procedure. Emphasize the importance of good documentation

Election inspectors can issue challenges, but please use discretion. Other qualified electors of the state may also challenge, but the chief inspector decides the validity of the challenge reason.

Review the 104c for the reasons to challenge.

Ineligible voters list (Felon List) – If an Election Day registrant's name matches a name on the ineligible voters list the inspectors should permit the person to vote a challenged ballot if the elector insists they have completed their sentence or are otherwise eligible to vote.

Invalid reasons for a challenge:

Does not LOOK like a citizen, does not SOUND like a citizen.

## Assisting Electors

**An elector may select anyone to assist them at the polling place other than the voter's employer or agent of the voter's labor union.**

- Assistor marks ballot at the direction of the elector
- Assistor signs the ballot
- Name and address of assistor noted on the voter list



## Curbside Voting

**An elector who, due to a disability, is unable to enter the polling place, may receive a ballot at the entrance to the polling place.**

- TWO election inspectors
- Announcement in the polling place
- Notations on the poll list:
  - Ballot received at polling entrance
  - Voter is exempt from signing the poll list



If you don't have enough poll workers to keep the polling location open, you must stop the voting inside until the curb voting is completed.

Do you have a bell or some way of knowing that there is a voter outside that needs to vote curbside?

## **Confidential Electors**

**Electors who are victims of domestic abuse, sexual assault or stalking have the option to be listed confidentially on poll lists.**

- **Will be listed on “Confidential” portion of poll list**
- **“Confidential” portion of poll list is NOT open to public inspection**
- **Confidential electors do NOT need to provide proof of identification**

Confidential electors will present an Identification Card for protected individuals instead of announcing their name to you at the polling place.

Confidential electors must still sign the poll list in the confidential elector section.

# Confidential Electors

## IDENTIFICATION CARD OF PROTECTED INDIVIDUAL

Name of municipality (indicate town, village or city) \_\_\_\_\_

County (Required if a town) \_\_\_\_\_

The following individual has qualified for protection under s.6.47, Stats:

Name of protected person \_\_\_\_\_

Ward \_\_\_\_\_

Identification Serial Number  
\_\_\_\_\_

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608-261-2028 | web: [gab.wi.gov](http://gab.wi.gov) | email: [gab@wi.gov](mailto:gab@wi.gov)

## 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.**

- **Establish observer area when setting up polling place**
- **Observers may examine the poll list so long as they do not interfere with election inspectors' responsibilities**

Observers must sign an Election Observer Log indicating their name and organization (if any). Observers must also wear a sticker identifying them as observers while in the polling place.

Observers may be placed behind the election inspectors handling the voter lists or they may be placed to the side of the inspectors. The observer area should be no closer than 6ft and no greater than 12ft away from the table where election inspectors are conducting business with voters.

The chief inspector has the authority to limit the number of people representing the same organization in the observation area if space is limited.

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.

The chief election inspector can determine whether it is an appropriate time to allow an observer to examine the poll list.

The chief inspector may order the removal of any individual who disrupts the

operation of the polling place or attempts to influence voters.

# Electioneering

- **Definition: any activity intended to influence voting at an election**
- **Electioneering is prohibited on public property within 100 feet of any entrance to a building containing a polling place**
  - Some considerations
    - Bumper stickers
    - Exit Polls
    - Bake Sales and other activities



## Scenarios

Buttons on voters – this is technically electioneering, but may be permitted if the voter is simply at the polling place to vote and will be leaving afterwards

T-shirts on voters – see buttons above

Signs on automobiles (bumper stickers are exempt): allowed if a person is coming in to vote, not allowed if the car is parked for longer than it takes a person to vote

Circulation of a petition (not related to anything on the ballot) is allowed at the polling place, but should not be in the voting area or otherwise disrupt voters

Above all, use your common sense in determining if something is electioneering or not.

Good test is if it will influence a voter or not.



## **Closing the Polls**

## Reconciling Poll Lists

- **Compare voter numbers and notations on the poll lists**
  - Recommend checking first and last numbers on each page, as well as every 3<sup>rd</sup> or 5<sup>th</sup> number
  - Make sure notations match
  
- **Chief inspector and election inspectors who maintained lists must sign**

If there is a difference between the lists, it needs to be reconciled. If it cannot be reconciled, the election inspectors should describe the problem on the Inspectors' Statement (GAB-104).

Lists should be reconciled many times throughout the day; checking every number, if there is time. The Chief Inspector should request that the two individuals who are recording voter numbers in the poll books to compare each page to be sure that all numbers are listed in both books and are listed for the same voter in both books. The number that they are recording for the current voters should be the same.

Chief inspectors sign and the election inspectors that maintain the lists sign on the GAB-104 at the END of the day.





## Municipal Board of Canvassers

### ■ Purpose - for Municipal Offices and Referenda Only

- Verify statement of election results
- Determine of winners
- Prepare board of canvassers report

### ■ Who Participates

- Election Inspectors, only when there is one ward or combination of wards

**OR**

- Municipal clerk and two other qualified electors

Only for Municipal Offices and Referenda

In municipalities with one polling place or when there is one ward or combination of wards, the election inspectors act as the municipal board of canvassers on election night when there are municipal offices or referenda on the ballot. They complete the canvass statement, certify the municipal election results and officially determine the winners.

### Procedures

1. Complete the canvass summary statement on the Canvass Report GAB-106 by listing each of the municipal offices and referenda with total votes for each candidate or position on the summary page.
2. Attach one original Tally Sheet GAB-105 with the municipal election results.
3. List the winning candidates and referenda results in the determination section of the canvass form.
4. Each inspector signs the certification on the canvass form.
5. Do not seal the completed Canvass Report GAB-106 in the ballot bag.
6. Return the completed Canvass Report GAB-106 to the municipal clerk.

## Election Night Forms

### ■ Original Ballots Envelope

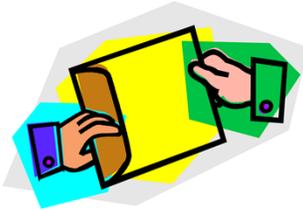
- Bundle damaged, defective, objected to or set aside ballots and put into Original Ballots Envelope

### ■ Ballot Bag or Container (GAB-101)

- Place all voted ballots and the Original Ballots Envelope inside and seal
- Complete and sign certification
- DO NOT seal Tally Sheets (GAB-105) or Inspectors' Statement inside Ballot Bag (GAB-101)

## Routing Materials

- All materials are delivered to the municipal clerk
- Materials should be separated into categories per municipal clerk's instructions



# Post-Election Checklist

## Post-Election Checklist



### Voter List:

Two identical voter lists must be completed

- Completed with necessary attachments, including the signatures of at least 3 inspectors (Chief inspector and any inspector responsible for maintaining the list)
- Original List completed for municipal clerk
- Original List that contains the voters' signatures completed for county clerk
- Certified copy may be made for school district clerks and special purpose district clerks.

### Tally Sheet Preparation

Two tally sheets must be created for each type of ballot (GAB-105)

- Tally sheets are complete, including signatures from all persons counting ballots
- Original Tally Sheet completed for municipal clerk
- Original Tally Sheet completed for county clerk
- Original Tally Sheet completed for school district clerk

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### Inspectors' Statement

One inspectors' statement must be completed for each set of tally sheets

- Completed with necessary attachments, along with signatures of 3 inspectors\*, voting equipment seal verification checks, and record of all ballot bag tamper-evident seal numbers.
- Original statement completed for municipal clerk
- Copy of statement for county clerk (made by municipal clerk)
- Copy of statement for school district clerk (made by municipal clerk)

### Provisional Ballots

- The carrier envelope for provisional ballots (GAB-108), containing all provisional ballot certificate envelopes (GAB-123) placed in a separate ballot bag and secured with a tamper-evident seal
- The completed Provisional Ballot Reporting Form (GAB-123) not sealed in a ballot bag.

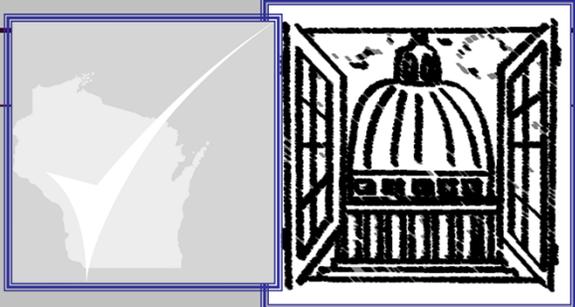
### Absentee Ballot:

Materials for absentee ballots must be placed in the proper envelope

- Certificates of Requested Absentee Ballots (GAB-102) (Brown)
- Used Absentee Certificate Envelope (GAB-103) (White)
- Certifications on each envelope are completed with the signatures of 3 inspectors\*

### Ballot Security:

- Ballots must be secured in a bag or container with a tamper-evident seal.
- Ballots are separated by type and only ballots are placed in their respective ballot bag
- Certification is completed with the signatures of 3 inspectors\* and tamper-evident seal number of each bag.



## **Processing Late-Arriving Ballots**

## Post-Election Absentee and Provisional Processes

- **The clerk must enter the information from the GAB-123r on Election Night into the system provided by GAB.**
  - If you rely on another municipality or the county for SVRS service, you must transmit this information to them on Election Night.
- **The clerk must post at their office and on the Internet the number of outstanding absentee and provisional ballots.**
  - If the municipality does not have a website, please work with your county or another municipality to post this information to the Internet.

1. The election inspectors will complete the GAB-123r on Election Night. The clerk will enter this information into a system provided by the GAB so that the provisional voter can track their provisional ballot status. This must occur on Election Night!
  - If you rely on another municipality or the county for SVRS service, you must transmit this information to them on Election Night.
  - Providers must enter this information on Election Night.
2. The clerk must post at their office and on the Internet the number of outstanding absentee and provisional ballots.
  - If the municipality does not have a website, please work with your county or another municipality to post this information to the Internet.

## **Post-Election Absentee and Provisional Processes**

- **The clerk must be available the Wednesday – Friday following the election to receive late-arriving absentee ballots and provisional voter information.**
  - If you do not have regular office hours on any of these days, the clerk must post a notice at their office of how they can be contacted. This should also be included in the Provisional Voting Information Sheet.
  - The clerk should verify with the post office that the post office has no late-arriving absentee ballots as of 4:00 p.m. on Friday if any absentee ballots are still outstanding.
  - The clerk may deputize another individual to receive late-arriving absentee ballots and provisional voter information on their behalf if they are not available.

**2011 Act 227 (effective April 20, 2012) eliminates the option for voters to provide a copy of their POR or POI to the clerk's office. The voter must now appear in person to present their document.**

The clerk must be available the Wednesday – Friday following the election to receive late-arriving absentee ballots and provisional voter information.

## (THIS INCLUDES HOLIDAYS!)

If you do not have regular office hours on any of these days, the clerk must post a notice at their office of how they can be contacted. This should also be included in the Provisional Voting Information Sheet.

The clerk should verify with the post office that the post office has no late-arriving absentee ballots as of 4:00 p.m. on Friday if any absentee ballots are still outstanding.

The clerk may deputize another individual to receive late-arriving absentee ballots and provisional voter information on their behalf if they are not available.

## Municipal Board of Canvassers (MBOC)

- **Election results are not complete until certified by the Board of Canvassers**
- **Required only for municipal offices**
- **Municipalities with only one polling place**
  - Election Inspectors constitute Board of Canvassers
- **Municipalities with more than one polling place**
  - Municipal clerk and two other qualified electors of the municipality appointed by clerk

1. Election Night results are NOT completed until the results are certified by the Municipal Board of Canvassers.
2. The Municipal Board of Canvassers are only required to certify the results for municipal offices. The Municipal Board of Canvassers are required to certify the municipal election by reviewing all election material (except ballots) and correct any errors.
3. Municipalities with only one polling place: on Election Night the municipal board of canvassers certifies the election results and officially determines the winners. When the
4. Municipalities with more than one polling place: The municipal clerk and two other qualified electors appointed by the clerk constitute board of canvassers.

Board of canvassers shall serve for 2-year terms commencing on January 1 of odd-numbered years.

The board of canvassers is required to **meet on Election Night or by 9am on the Monday following the election.**

Public Notice: The meeting of the board of canvassers is subject to open meeting laws and is open to the public to observe the canvass process. Municipalities that do not conduct their canvass on Election Night shall provide public notice at least 24 hours in advance of the meeting.

## Processing Late Arriving Absentee and Provisional Ballots

- **The Municipal Board of Canvassers (MBOC) must meet to tally any late-arriving ballots.**
  - This must occur no later than 9:00 a.m. the Monday following the election, but may begin as soon as all outstanding absentee and provisional ballots are accounted for.
  - If there are no outstanding ballots, the MBOC proceeds normally to certify tallies or canvass as required.
- **Municipalities with only one reporting unit may use a “mini-MBOC” to tally late-arriving ballots.**
  - This mini-MBOC consists of the clerk, the chief inspector and one other inspector.
- **A Canvassers’ Statement is NOT required unless you are determining local offices.**

1. MBOC must meet to tally any late-arriving absentee or provisional ballots.
  - If the MBOC was the election inspectors, they meet on Election Night to certify the original tallies, but must reconvene if there are any outstanding absentee or provisional ballots. This reconvened MBOC may meet (with proper public notice) any time after these ballots are accounted for, but no later than 9:00 am on the Monday following the election.
  - If the MBOC was the clerk and two others, they are not required to meet until 9:00 am the Monday following the election.
  - If the MBOC was the election inspectors, the clerk may choose to use a mini-MBOC consisting of the clerk, the CI, and one other election inspector.
2. The MBOC must tally any late-arriving absentee ballots. See the Processing Late Arriving Absentee and Provisional Ballots manual on the GAB website.
3. A Board of Canvassers’ Statement (GAB-106) is NOT required unless the late-arriving ballots change the totals of a municipal office or local referendum.

## Canvass Report

- **The Municipal Board of Canvassers must complete the Canvass Report (GAB-106).**
- **Tabular Statement**
  - Lists all votes received in each municipal reporting unit for a particular office
- **Summary Statement**
  - List vote totals cast for each office
- **Certification Statement**
  - Signed by board of canvassers that all canvass documents are correct and true



1. The Municipal Board of Canvassers must complete the Board of Canvassers Statement (GAB-106) in order to certify the election results. The report is made up of three parts:
  - a. **Tabular Statement:** separates all votes for a particular office and lists votes for all registered candidates by reporting unit. Write-in votes must be listed individually by name.
  - b. **Summary Statement:** Summary Statement lists vote totals cast for each office. This includes a breakdown of the total votes received by each candidate and also the total write-in votes cast for that office.
  - c. **Certification Statement:** The certification statement is used by the board of canvassers to certify that all the canvass documents are correct and true. This requires a signature from each individual canvasser.

## Verify tamper-evident seals

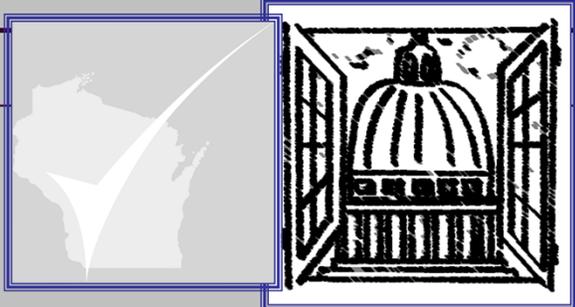
- **The Municipal Board of Canvassers shall verify that the tamper-evident serial numbers from the voting equipment have been recorded on the Inspectors' Statement.**
- **Members to verify five (5) Inspectors' Statements or 10% (whichever is greater) of the total statements have been initialed by the Chief Election Inspector.**
- **Noted in minutes**

Administrative Rule Chapter 5, section 5.05 (2) requires at each post-election meeting of the municipal board of canvassers, the members shall verify that the tamper-evident serial numbers from the voting equipment have been recorded on five Inspectors' Statements (GAB-104) or 10% (whichever is greater) of the total statements, and have been initialed by the Chief Election Inspector. The county board of canvassers shall verify ten Inspectors' Statements. All statements (GAB-104) shall be verified in a recount. Proper documentation shall be maintained.

## Certificate of Election

- **Issued to each candidate elected to any municipal office.**
- **Only issued after the deadline for filing a petition for recount has passed.**
  - Three business days following certification by the board of canvassers.
- **Do not send out certification if valid recount petition is filed.**
  - Wait until after the recount has been completed and the time for appeal has passed.

1. The Certificate of Election (GAB-153) is issued to all winning candidates of an municipal election.
2. The certificate is only issued after the deadline for filing a recount petition has passed (recount deadline: three business days following certification by the board of canvassers).
3. If a valid recount petition has been filed, the certificate of election shall not be sent out until after the recount has been completed and the time for appeal has passed (appeal deadline: an appeal may be filed in the circuit court within five business days after completion of the recount by the board of canvassers.)
  - a. If an appeal is filed in the circuit court, the municipal clerk shall not issue the certificate of election until after the appeal is decided.



**WEDCS Reports**

## **GAB-190 / GAB-191 / GAB-192**

- **Statistics report required to be completed within 30 days of any primary/election where there is a federal or state office or a statewide referendum on the ballot.**
  - GAB-190F – Federal Elections
  - GAB-190NF – Non-Federal Elections
- **Cost reports required to be completed within 60 days of each Spring Election in April and each General Election in November**
  - GAB-191 (Election-Specific Cost Report)
- **GAB-192 – Annual Elections Cost Report**

The Government Accountability Board and staff have made some changes to election cost reporting procedures based on feedback from clerks.

New statistics reports are now posted at [gab.wi.gov](http://gab.wi.gov).

GAB-190F (for federal elections)

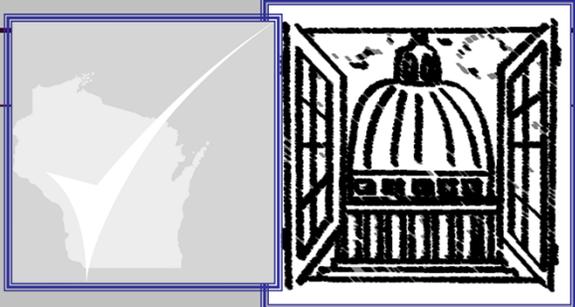
GAB-190NF (for non federal elections)

These forms are required to be completed and entered into WEDCS within 30 days of the election. Statistics reports are not required for local elections (such as special elections to fill vacancies on the city council or special school referendas)

The GAB-191 Election-Specific Cost Report (<http://gab.wi.gov/forms/gab-191>) is now only required to be completed and entered into WEDCS within 60 days of each Spring Election in April and within 60 days of each General Election in November.

The GAB-192 Annual Elections Cost Report (<http://gab.wi.gov/forms/gab-192>) is required to be completed and entered into WEDCS by January 31st for the preceding calendar year. The first time clerks will need to complete this report is by January 31, 2015 for the 2014 calendar year. The GAB-192 should include all election-related costs that are not reported on a GAB-191 for a Spring Election or a Presidential/General Election.

1. As a reminder, the GAB-190 Election Voting and Registration Statistics Report, GAB-190F (<http://gab.wi.gov/forms/gab-190-federal>) or GAB-190NF (<http://gab.wi.gov/forms/gab-190-non-federal>) depending on the election, are required to be completed and entered into WEDCS within 30 days of any election where there is a federal or state office or a statewide referendum on the ballot.



## Record Retention

## Cost of Elections

- **Who is responsible for ensuring certain requirements are accomplished?**
- **Who is financially responsible for certain requirements?**
- **Including:**
  - Polling places
  - Notices
  - Polling place supplies and notices
  - Ballots
  - Labor
  - Equipment

A quick reference for determining what a clerk's responsibility is, and exactly what costs the municipality is responsible for, is available in the manual.

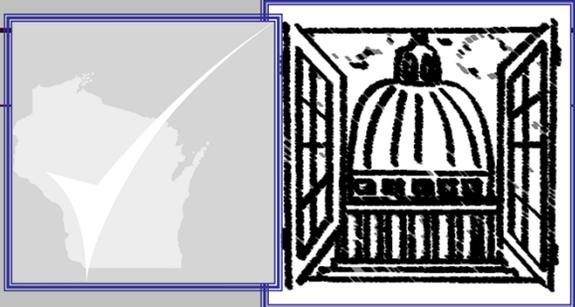
## Destruction of Election Materials

- You don't have to keep everything forever! Retention guide will help keep your office a little neater!
- Longest retention time is for canvass reports—10 years after the election for which they were created



1. Clerks are not expected to keep all records forever. In the “Destruction of materials” section of your manual, there is a comprehensive guide that details when you may destroy certain records.
2. The longest retention period is for canvass reports, which can be destroyed 10 years after the election for which they were created.

Remember that before detachable recording units from electronic equipment can be cleared or erased, the electronic information must be transferred to a disk or other recording medium and retained for 22 months.



**Thank You!**