



Chief Inspector Training

Baseline Training
2014-2015 v1.16.14

Introductions & Course Logistics

- Speakers
- Questions
- Breaks
- Manuals
- Note-taking



Mission

- To enhance representative democracy by ensuring the integrity of the electoral process
- To ensure elections are:
 - Open
 - Fair
 - Impartial
 - Trusted – **the vote of every elector counts**



Training Objectives

- Information
- Knowledge
- Confidence
- Consistency & Uniformity –
procedures are the same statewide



Election Terms

- Election Day Manual
- Spring Elections (**non-partisan offices**)
- Fall Elections (**partisan offices**)
- Voting Equipment & Ballots
- Voter Lists



Certificates & Certification

- Certificate
- Fill in:
 - Your Name
 - Course Number
 - Date
- Give a copy to your municipal clerk





Section 1

Qualifications for Election Officials

Qualifications for Election Officials

- **Municipal Clerks**
- **Election Inspectors**
- **Chief Inspectors**
- **Special Registration Deputies (SRDs)**
 - Before cut-off (20 days before election)
 - Election Day
- **Special Voting Deputies (SVDs)**
- **Greeters and Tabulators**
- **Oaths**



Section 2

Pre-Election Preparations

Preparing to Serve

- **Attend Election Day Training**
- **Read the Election Day Manual**
- **Work with your clerk**
 - Number of Election Inspectors
 - Greeter?
 - End of Line Officer
 - Contingency Plans
- **Visit the polling place**
- **Familiarize yourself with the ballot and equipment**
- **Arrive at the polling place early**



Polling Place Set Up

- **Layout:**
 - Booths (number, size, spacing, supplies)
 - Ballot Boxes (number, location, security)
 - National Flag 
 - Tables and chairs
 - Signs
 - Observer Area



Polling Place Set-Up, con't

- **Polling place accessibility**
 - Election Day Accessibility Checklist
 - Building access (entrances, parking lot)
 - Accessible voting booth
 - Must be wheelchair accessible
 - Accessible voting equipment must be set up in the accessible booth
 - Ensure privacy





Section 3

Electors

Voter Qualifications

- **Must be US Citizen**
- **Must be age 18 or older**
- **Must have resided in an election district or ward for 28 consecutive days before an election**
- **Must not be disqualified from voting under §6.03, Wis. Stats.**
 - Convicted of felony and still serving terms of sentence
 - Adjudicated Incompetent
 - Placed bet or wager on outcome of election

Residency

You may only vote in ONE municipality

- **Establishing residency**
 - Physical presence, residency for voting purposes
- **Temporary Absence**
- **Intent to return**
- **Student status**
- **“Part-time” residents**



Election Day Registration

To register on Election Day, voter needs to:

- Fill out a Voter Registration Application (GAB-131)



- Provide a valid form of proof of residence



Voter Registration Application (GAB-131)



Voter Registration Application (Click and Mail)

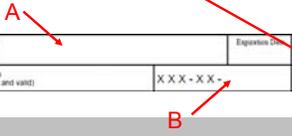


Voter Registration Application (GAB-131)

Identification Number Requirement (Box 2)

- A. Has WI Driver's License or DOT-issued ID card → **MUST** provide number and expiration date (if expired, also provide the last 4 digits of the SSN)
- B. Does not have WI Driver's License → Use last 4 digits of Social Security number
- C. No WI DL, ID card or SSN → Fill in oval for this purpose

<input type="checkbox"/> (A) Driver License or WI DOT-issued ID (DL, if required if issued)	<input type="checkbox"/> Expiration Date	<input type="checkbox"/> (C) I have neither a WI Driver License/DL nor 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 -



Electors should be instructed to provide their name as it appears on the driver license, DOT-issue ID or Social Security Card (which was used in Section 2 above).

Print your name exactly as it appears on the document, the number of which you provided in Box 2. (Driver License/ID Card or Social Security Card)	
Last Name	First
Middle Name	Suffix (e.g., Jr., Sr., etc.)
Date of Birth (mm/dd/yyyy)	Phone #
Email Address	
Residence Address: Street Number & Name	
Apt.	City
State & ZIP	
Mailing Address: Street Number & Name	
Apt. Number	City
State & ZIP	

Previous name and address information is required.

An elector should provide the previous name or address under which they were registered to vote.

A partial address is acceptable if the elector cannot remember an exact street address.

Previous Name: Last Name, First, Middle Name, Suffix (e.g., Jr., Sr., etc.)	
Previous Registration Address: Street Number & Name	
Apt.	City
State & ZIP	

Forms of Proof of Residence

- A current and valid WI Driver's License or WI State ID card
- Other official or gov't-issue ID card
- Any identification card issued by an employer in the normal course of business and bearing a photo of the card holder, but not including a business card.
- Real estate tax bill or receipt (for current year or year before)

Forms of Proof of Residence

- Utility Bill (dated no earlier than 90 days before Election Day, printed copies of electronic statements are acceptable)
- Residential Lease (not for first-time voters who registered by mail)
- Bank statement (print out of electronic statements are acceptable)
- Pay check
- A check or other document issued by a unit of government

Forms of Proof of Residence

- University, college, or tech college ID (must have photo), must be accompanied by a fee receipt dated within the last 9 months or the institution provides a certified housing list to the municipal clerk.
- An affidavit on public or private social service agency letterhead identifying a homeless voter and describing the individual's residence for voting purposes.

Proof of Identification

- **Proof of Identification is required from all voters, except confidential electors.**
- **Types of Acceptable Proof of Identification**
 - WI Driver License or WI State ID card
 - Receipt for DL or State ID also counts for 45 days
 - Military ID
 - Passport (book or card)
 - Certificate of Naturalization
 - Tribal ID
 - University, College, or Tech College ID (with proof of enrollment)

Issuing Ballots and Voting

A registered elector is required to state their name and address, show their proof of identification, 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



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.

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.**

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

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



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

QUESTIONS?

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Section 4

Election Day Issues

Opening the Polls

- Polls must open at 7:00 a.m.



- To officially open the polls, the chief inspector:

- Verifies the tamper-evident seal number and initials the GAB-104
- Unlocks the doors to all entrances, including any alternate accessible entrances
- Officially announces the opening of the polls

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

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



Closing the Polls

- Polls close at 8:00 p.m.
- To officially close the polls:
 - Chief inspector announces the closing of the polls
 - End of Line officer stands behind last voter in line, if any
- After last elector votes, polling place remains open to public
 - Do NOT lock the doors of the polling place
 - Verify tamper-evident seal is intact, initial the GAB-104
 - Anyone, including the candidate, may observe the end of night activities



QUESTIONS?





Section 5

Ballots

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."



"To Be Rejected" Absentee Envelopes

■ Envelopes missing either:

- Signature of the voter
- Signature of the witness
- Signatures of both Special Voting Deputies
- Certification language

■ Voter may correct the certificate at the polls, but may not vote a new ballot.

- Election inspector issues new certificate envelope
- Voter must open original certificate envelope, verify ballot and seal in new envelope; original envelope is destroyed
- The voter must not remove the ballot from voting area
- The original witness must be present
- Election inspector should document the GAB-124

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

Counting Paper Ballots

Procedure for Hand-Counted Paper Ballots

1. **Count (without examining) to determine total number of ballots**
2. **Check if number of ballots is equal to number of voters**
 - Make sure two ballots aren't folded together
 - If number of ballots is EQUAL TO or LESS THAN number of voters, proceed with counting
 - If number of ballots is GREATER than number of voters, follow draw-down procedure (see manual)



Counting Paper Ballots, con't

3. **Count and record the votes on two separate Tally Sheets (GAB-105)**
4. **Reconcile the tally sheets when the counting for each office is complete**
5. **Voter Intent**
 - "Defective" Ballots
 - "Objected to" Ballots
6. **Announce the results of the votes cast at the polling place**

Optical Scan Ballots

1. **Open the optical scan tabulating unit**
 - Enter any ballots in the auxiliary box into the unit
2. **If ballots were rejected, determine reason**
 - Remake ballot if necessary, and preserve original
3. **Remove all ballots from write-in compartment**
 - Tally all write-in votes on a separate tally sheet (GAB-105)
 - DO NOT re-enter ballots into unit

Optical Scan Ballots, con't

4. **Examine ballots from main bin for write-in votes not separated by machine**
 - Record write-in votes on Tally Sheet (GAB-105)
5. **Once all ballots have been entered, follow instructions from municipal clerk for printing out results**
6. **Publicly announce the results for each candidate and referenda**



DRE Ballots

- In post-election mode, print result report before breaking any seal or removing memory card
- Chief Inspector initials on GAB-104 tamper-evident serial number on equipment matches the serial number written by clerk
- Follow security procedures and vote total merging procedures of your specific municipality (consult with clerk)

Voter Intent

- **Voter Intent is the controlling factor in determining how a ballot should be counted**
- **Where there is a question, a majority of the inspectors must agree that voter intent can or cannot reasonably be determined**
 - Write-In Votes
 - Partisan Primary (Crossover Voting)

QUESTIONS?

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Section 6

Documentation

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 3rd or 5th number
 - Make sure notations match
- **Chief inspector and election inspectors who maintained lists must sign**

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

Verify Lists
The following lists must be reviewed:

- Completed with appropriate attachments, including the signature of at least 2 appropriate school employees and one appropriate representative for assessing the list.
- Original List completed for municipal clerk.
- Original List filed within the relevant signature completion for county clerk.
- Certified copy sent to county for school district lists and to state for private school lists.

Tablet/Sheet Preparation
The list must be printed for each type of ballot.

- Lists must be complete, including appropriate base of parties receiving support.
- Original T-20 Sheet completed for municipal clerk.
- Original T-20 Sheet completed for county clerk.
- Original T-20 Sheet completed for school district clerk.

Signature Requirements
The following requirements must be met:

- Completed with one school employee, one party representative of a signature, and one appropriate and valid school district and school board member signature.
- Original signature completion for municipal clerk.
- Copy of statement for county clerk (only for municipal clerk).
- Copy of statement for school district clerk (only for municipal clerk).

Provisional Ballots
The voter must be provided with a provisional ballot (only if provided as a separate ballot) and returned with a signature and date.

- The original Provisional Ballot Requiring Vote (PB-RV) must be filed in a ballot box.

Absentee Ballots
The following requirements must be met:

- Certified on an approved Absentee Ballot (AB-RV) (only if provided as a separate ballot).
- List of Absentee Ballots on Backstage (AB-RV) (only if provided as a separate ballot).
- Certified on each absentee ballot completion with the signature of a representative.

Ballot Materials
The following requirements must be met:

- Ballots are prepared for type and date (only if provided as a separate ballot).
- Certified on each absentee ballot completion with the signature of a representative and the signature of a representative.

QUESTIONS?

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Additional Resources

All of the information presented today is reviewed in detail in your Election Day Manual.

As always, the Elections Division staff is ready and willing to answer your questions. Contact information is listed in the directory of your manual.

Or check the website:
gab.wi.gov



Thank You!

Your certificate will be emailed to the address listed on your registration form.
