



## Chief Inspector Training

*Baseline Training*  
2016-2017 Rev. 3 18 16

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## Introductions & Course Logistics

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



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## 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**



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## Training Objectives

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



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## Election Terms

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



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## Certificates & Certification

- Certificate
- Issued by Clerk-Trainer or G.A.B. with:
  - Your Name
  - Course Number
  - Date
- Give a copy to your municipal clerk



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**Section 1**

*Qualifications for Election Officials*

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**Qualifications for Election Officials**

- **Municipal Clerks**
- **Election Inspectors**
- **Chief Inspectors**
- **Election Registration Officials (EROs)**
  - Can register voters at the polls on Election Day, in the clerk's office during in-person absentee voting or at residential care facilities during open registration
- **Special Registration Deputies (SRDs)**
  - Before cut-off (20 days before election)
- **Special Voting Deputies (SVDs)**
- **Greeters and Tabulators**
- **Oaths**

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**Section 2**

*Pre-Election Preparations*

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## Preparing to Serve

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



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## Polling Place Set Up

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



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## 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



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## Polling Place Set-Up, con't

### ■ Voting Equipment

- Optical Scan, DRE, or hand-count paper ballots?
- Must have at least one accessible voting equipment component
- Be sure you know how to use and explain all the equipment, and who to contact if there are problems
- Verify tamper-evident seal no. matches number contained on Inspectors' Statement, initial
- Zero-count requirement
- Review "Voting Equipment Security" video available on the G.A.B. website




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## Polling Place Set-Up, con't

### ■ Polling Place Materials and Supplies

- Proper forms and ballots
- Notices and Voter Information
- Writing materials



Polling Place Checklist	Item Status
<input checked="" type="checkbox"/>	
<b>Checklist:</b>	
1. Ballot	1. Type of Ballot to be Used
2. Ballot Paper	2. Type of Ballot Paper and Location
3. Ballot Box	3. The number of each ballot type
4. Ballot Paper	4. Ballot Paper (Type, Weight, Size, etc.)
5. Ballot Paper	5. Ballot Paper (Type, Weight, Size, etc.)
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QUESTIONS?

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**Section 3**

*Electors*

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**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

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**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**




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## 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



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## Voter Registration Application (GAB-131)



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## Voter Registration Application (Click and Mail)



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## Voter Registration Application (GAB-131)

### Reason/Residence Information (Box 1)

Electors should select reason for filling out the form:

- ✓ **New WI Voter, Name Change or WI Address Change**

Electors should indicate their municipality and county of residence

1	<input type="radio"/> New WI Voter	Municipality	<input type="radio"/> Town	
	<input type="radio"/> Name Change		<input type="radio"/> Village	
	<input type="radio"/> WI Address Change	County	<input type="radio"/> City	

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## Voter Registration Application (con't)

### Identification Number Requirement (Box 2)

- A. Has WI Driver's License or DOT-issued ID card → **MUST** provide number and expiration date (if expired, revoked or suspended, *request* number, but must 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

2	WI Driver License or WI DOT-issued ID (Required if current and valid)		Expiration Date	<input type="radio"/> I have neither a WI Driver License ID nor a Social Security Number
	Social Security Number - Last Four Digits (If driver license or state ID not issued or not current and valid)	XXX-XX-		

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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).

3	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		
4	Middle Name	Suffix (e.g. Jr., Sr.)	Phone #	
	Date of Birth (mm/yyyy)	Email Address		
5	Residence Address: Street Number & Name			
	Apt.	City	State & ZIP	
6	Mailing Address: Street Number & Name			
	Apt. Number	City	State & ZIP	

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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.

10	Last Name		First	
	Middle Name		Suffix (e.g., Jr., III, etc.)	
11	Previous Registration Address - Street Number & Name			
	Apt.	City	State & ZIP	

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Indication of Accommodation Request is confidential.

If the voter does not have a traditional street address, use the section provided to map the address as clearly as possible. Use reference to landmarks or existing streets where possible.

Make sure the elector has filled in "Yes" to both eligibility questions.

8	Accommodation needed at poll location (e.g. wheelchair ACCESS):	If you do not have a street number or address, use the map to show where you live. • Mark crossroads • 'X' where you live • Use dots for landmarks	
	<input type="checkbox"/> I am interested in being a poll worker		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9	Please answer the following questions by filling in "Yes" or "No":		If you filled in "No" in response to EITHER of these questions, do NOT complete this form.
	1. Are you a citizen of the United States of America? 2. Will you be 18 years of age or older on or before election day?		

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### Voter Registration Application, con't

- Elector reads the certification language
- Elector must sign and date the application in presence of election inspector
- By signing the application, elector certifies to be a qualified elector who has resided in the ward for at least 28 consecutive days

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 probation or parole 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. If completed on Election Day: I further certify that I have not voted in this election. Please sign below to acknowledge that you have read and understand the above.

11	Elector Signature:	Today's Date (mm/yyyy)	Proof of Residence (per Official use only)	Proof of Residence Hearing Entry (Official use only)
	X		Proof of Residence # (Official use only)	Election Day Voter # (Official use only)

Falsification of information on this form is punishable under Wisconsin law as a Class I felony.

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### 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 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

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### 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.
- A letter on public or private social service agency letterhead identifying a homeless voter and describing the individual's residence for voting purposes.
- A contract or intake document prepared by a residential care facility that specifies that the occupant currently resides there (room number not required).

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### Voter Registration Application, con't

- Election inspector signs the application after reviewing it for completeness
- Election inspector enters the date complete and POR received

Official Signature:		Date complete & POR received:		SRDs printed name and SRD#:	
Ward	Sen. Dist.	At-Large	City/Sup.	Cl. of App.	Assembly

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## Ineligible Voter List

- Election inspectors **must** review the Ineligible Voter List for all election day registrations and absentee ballots to determine that the elector is eligible to vote on Election Day
- If the elector's name appears on the list, contact the G.A.B. for verification of felony status
  - If voter is confirmed eligible to vote, indicate on GAB-131
  - If voter is confirmed ineligible to vote, issue information sheet (GAB-119), mark the GAB-131 "ineligible to vote per DOC," and if elector wishes to vote, the inspectors shall challenge the ballot
  - If inspectors are unable to contact the G.A.B., and the elector wishes to vote, the inspectors shall challenge the ballot

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## 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
- Proof of Identification must be viewed by both election inspectors
- Assign voter number and record number on two identical poll lists
  - Reconcile voter numbers throughout day
- Issue voter a ballot initiated by TWO election inspectors (do NOT pre-initial ballots)
- Direct voter to voting area



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## Proof of Identification

- Proof of Identification is required from all voters, except confidential electors.
- Types of Acceptable Proof of Identification (the following documents must be unexpired or expired after November 6, 2014):
  - WI Driver License or WI State-Issued ID card
  - Military ID (does not include a veteran ID card)
  - Passport (book or card)

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## Proof of Identification (con't)

### ■ Types of Acceptable Proof of Identification

(the following types of documents must be unexpired):

- Certificate of naturalization (not issued earlier than two years before the election)
- Receipt for DL or State ID (valid for 45 days)
- University, College, or Tech College photo ID (with proof of enrollment)
- A veteran's photo ID issued by the Veterans Health Administration of the federal Department of Veterans Affairs.

(the following type of document is valid regardless of expiration date):

- A Tribal ID

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## Proof of Identification



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## 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.

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## Provisional Voting

**ONLY** used in three situations:

- **First-time voter who registered by mail prior to April 4, 2014 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 is unable or unwilling to present acceptable proof of identification on Election Day.**

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## 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)**



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## 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)**

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### 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

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### 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



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### 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



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## Assisting a Voter with a Disability

### VIDEO:

"This is Where We Vote"



### Common Sense and Common Courtesy

Many election inspectors have had little interaction with people with disabilities. Here are a few courtesies and guidelines:

- Offer assistance to people with disabilities in an unobtrusive and respectful manner. Do not touch a person's hand or face.
- Remember that an voter's election/courtesy violation is never anything other than an election issue.
- Do not touch a person with a disability or an elderly person's hand or face.
- Give unobtrusive assistance to a person with difficulty speaking.
- Speak directly to the person with a disability rather than to a companion who may be accompanying him or her.
- Openly and respectfully assist a person who is having trouble with their ballot, questions, questions and any problems they are encountering. Do not mock or ridicule the person's disability or condition. Be respectful, polite and patient.
- Printed signs or a request should be available to the election inspectors to assist voters with disabilities. Do not touch a person's hand or face.
- Before putting someone in a wheelchair, ask if you may do so and how you should proceed.
- Provide guiding devices such as a cane or vest for voting forms.
- When offering voting assistance, allow the person to take your arm and hold him or her from the back of the hand or wrist to avoid touching the face.
- Assist that voters with disabilities must be able to see all buildings, signs, and other things that need to be visible to all voters. Do not touch a person's hand or face.

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## 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 choosing to vote at the polls on Election Day do not have to provide proof of identification, but must sign the poll list

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## 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 individual \_\_\_\_\_ Ward \_\_\_\_\_

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

GAB-148 | Rev 2011-09 | Government Accountability Board, P.O. Box 7984, Madison, WI 53707-7984 | 608-261-2029 | web: gab.wis.gov | email: gab@wis.gov

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## 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
- Please review "Challenging an Elector" video available on the G.A.B. website

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QUESTIONS?

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## Section 4

*Election Day Issues*

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## 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



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## 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(s) when setting up polling place
- Observers may examine the poll list so long as they do not interfere with election inspectors' responsibilities
- The use of cameras and/or recording equipment by election observers at a polling place is prohibited.

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## 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



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## 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



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QUESTIONS?



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## Section 5

*Ballots*

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## 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
- All absentee ballots must be checked against the Ineligible Voter List
- 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."



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## "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

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## 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

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### 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)



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### Overvoted Ballots

- **Overvote = voted for more choices than allowed within a single contest**
  - If voter is present, provide an opportunity for the voter to spoil and vote another ballot (up to 3).
- **Overvoted ballots may be "remade" or "overridden"**
  - If voter is not present or has used up all 3 chances, election inspectors review the ballot for voter intent, if intent cannot be determined (e.g. actually voted for too many candidates) election inspectors may override or remake.
  - Should consistently use override OR remake process.

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### Crossover Ballots

- **Crossover = voting in more than one party's partisan primary on the same ballot**
- **May be saved by "party preference" option**
- **Crossover votes can be overridden on older voting equipment, but not on the DS-200, M-100, or ImageCast**
  - Inspector can advise voter to mark a party preference so that party's votes are counted
  - Elector can spoil and vote a new ballot (up to 3)
  - If voter is not present or used up 3 chances, election inspector remake the ballot.

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## Remaking Ballots

### ■ Some ballots may need to be “remade” on Election Day

- Voter circled names on ballot, damaged ballot, etc.
- Remake to reflect voter intent so machine can accurately count the votes.
  - Overvoted contests are not carried over (left blank)
  - Crossover ballots are remade without votes in any partisan contest.

### ■ Election Inspectors must announce that a ballot is being remade & why

- Select a reason for remaking the ballot in the endorsement section of the ballot
- Ballots are labeled “Original Ballot # (serial number)” and Duplicate Ballot # (same serial number) in the endorsement section of the ballot.

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## Remaking Ballots (con’t)

### ■ Note on the Inspectors’ Statement (GAB-104)

- “OV” to identify overvoted ballots
- “DM” to identify damaged ballots
- “OT” to identify ballots remade for other reasons

### ■ Insert “remade” ballot into tabulating device

### ■ Bundle “defective” ballots together and place in Original Ballots Envelope

### ■ Original Ballots Envelope is placed in ballot container

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## 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)

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### 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

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### 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

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### 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



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### 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)

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### 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)

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### Registered Write-Ins

- Write-In candidates must file a campaign registration statement (GAB-1) with the appropriate filing officer by the Friday before an election
- The municipal clerk must provide election inspectors with a list of all qualified write-in candidates at the polling place on Election Day
- The election inspectors must provide the list to any voter who requests it
- The list may not be posted at the polling place on Election Day and election inspectors may not inform voters of any write-in candidates unless asked

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### Counting Write-In Votes in "Vote for One" Offices

- **If there is at least one ballot candidate for a given office**
  - Only tally votes for registered write-in candidates
- **If there are no ballot candidates for a given office**
  - Tally all write-in votes
- **If there are one or more candidates for a given office, and one or more pass away**
  - Tally all write-in votes

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### Counting Write-In Votes in Multiple-Seat Offices

- **If there are at least as many ballot candidates as seats to fill for a given office**
  - Only tally votes for registered write-in candidates
- **If there are less ballot candidates as seats to fill for a given office**
  - Tally all write-in votes
- **If there are one or more candidates for a given office, and one or more pass away**
  - Tally all write-in votes

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QUESTIONS?



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## 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

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## Tally Sheets (GAB-105)

The form includes a header with fields for 'Having made this...', 'County of...', and 'City of...'. It also has checkboxes for 'PRIMARY', 'ELECTION', 'CONGRESSIONAL OFFICES', 'STATEWIDE OFFICES', 'LEGISLATIVE & JUDICIAL OFFICES', 'COUNTY OFFICES', 'LOCAL OFFICES', and 'SPECIAL DISTRICT OFFICES'. Below the header is a large grid for recording tally marks.

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## Tally Sheets (GAB-105)

- Review and compare the two originals
  - Election information is complete and correct
  - Tally marks are identical (5 strokes in each box)
  - Totals are correct and identical
- Complete and sign certification
  - Everyone who worked on counting ballots must sign

This smaller version of the form shows the 'CERTIFICATION' section, which includes a statement: 'I hereby certify that the above information is true and correct...' and a line for the signature of the Chief Inspector.

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## Municipal Board of Canvassers

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

- Verify statement of election results
- Determine 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

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## Completing 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)

- The chief inspector and another inspector 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)

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## Routing Materials

### ■ All materials are delivered to the municipal clerk

### ■ Materials should be separated into categories per municipal clerk's instructions



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**Thank You!**

*Your certificate will either be given to you by your clerk-trainer or emailed to the address listed on your registration form.*

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