

Canvass Process

- ## Duties of the Municipal Clerk
- Publish a 24-hour open meeting notice and notify the MBOC of the time and location of the meeting
 - Provide MBOC with all necessary materials
 - Enter provisional ballot information into the Provisional Ballot Tracking System (or WisVote provider)
 - Post the number of pending absentee ballots and provisional ballots on the Internet
 - Take minutes of the MBOC meeting or delegate this duty
 - Transmit the GAB-123r to the clerks of any affected level of government and provide written notice of pending absentee ballots
 - After the 4 pm Friday deadline, transmit the final GAB-123r forms to the clerks of any other affected level of government and provide a written updated notice of the number of pending absentee ballots

- ## Municipal Board of Canvassers (MBOC)
- Election results are not complete until certified by the Board of Canvassers
 - Required only for municipal offices or referenda
 - Municipalities with only one reporting unit
 - Election inspectors constitute the Board of Canvassers
 - Municipalities with more than one reporting unit
 - Municipal clerk and two other qualified electors of the municipality appointed by the clerk



Timeline of the MBOC

- Municipalities where the election inspectors comprise the MBOC
 - When municipal offices and/or municipal referenda are on the ballot, must conduct the canvass on election night
 - Inspectors must reconvene as the MBOC no later than 9 am the Monday following the election to process any later-arriving ballots
- Municipalities where the clerk and two others comprise the MBOC
 - When the clerk and two other electors appointed by the clerk serve as the MBOC, the canvass must begin no earlier than the time that the MBOC receives all returns from all polling places on election night and no later than 9 am the Monday following the election

Canvass Report

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



GAB-106

Tabular Statement of Votes Cast		
_____ WI <small>(insert municipality and county, if county differs insert county only)</small>		
<small>(type of election)</small> _____ Election - _____ <small>(date of election)</small>		
<small>(For County Use Only)</small>		
<small>For a Partisan Primary, insert political party</small>		
Office:		
Reporting Units:	Candidates:	Scattering <small>(for Counties only)</small>

Verify Tamper-Evident Seals

- The MBOC 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

Processing Late Arriving Absentee and Provisional Ballots



- The 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 and provisional ballots are accounted for.
 - If there are no outstanding ballots, the MBOC proceeds normally to certify tallies or canvass as required.
 - The MBOC does not need to reconvene if the clerk certifies that no provisional ballots or absentee ballots were received from the time of the initial canvass and 4 pm the Friday after the election.
- Municipalities with only one reporting unit may use a "mini-MBOC" to tally late-arriving ballots.
 - This mini-MBOC consists of the clerk, chief inspector and one other inspector
- A Canvassers' Statement is NOT required unless you are determining local offices

GAB-106AP

STATEMENT OF THE MUNICIPAL BOARD OF CANVASSERS
Reconciliation of Late-Arriving and Provisional Ballots Processed
(If no outstanding absentee ballots have been received and no provisional ballots have been rehabilitated, see the Municipal Clerk Certification on the last page of this document.)

(Date of Primary or Election) _____ Reporting Unit: _____ (Wards in Reporting Unit) _____

To be completed by Municipal Clerk

1. Absentee Ballots

a. Number of absentee ballots issued: _____

b. Number of absentee ballots processed on election night: _____

c. Number of absentee ballots outstanding on election night: _____ (1A - 1B)

d. Number of outstanding absentee ballots returned by deadline and delivered to MBOC: _____ (tamper-evident seal number)

e. Number of outstanding absentee ballots remaining: _____ (1C - 1E)

2. Provisional Ballots

f. Number of provisional ballots issued: _____ (tamper-evident seal number)

g. Number of provisional ballots rehabilitated by deadline and delivered to MBOC: _____

h. Number of outstanding provisional ballots remaining: _____ (2F - 2G)

Routing Materials



Materials should be separated as follows:

Municipal Clerk

- Municipal Ballots
- Tally Sheet original and copy of voting machine tape, if any
- Record of Activity (GAB-104AP)
- Absentee Ballot Log (GAB-124)
- Provisional Ballot Reporting Form (GAB-123r)
- Statement of the MBOC (GAB-106AP)
- Statement of the Municipal Board of Canvassers (GAB-106), if required.

Routing Materials (con't)

School District Clerk

- School District Ballots (if separate ballots)
- Tally Sheet original of any school district offices and copy of voting machine tape, if any
- Certified copy of the Inspectors' Statement (GAB-104)
- Copy of the Provisional Ballot Reporting Form (GAB-123r)
- Copy of the Absentee Ballot Log (GAB124)

Routing Materials (con't)

County Clerk

- Ballot Containers with all federal, state, county and tech college ballots
- Provisional and absentee ballots sealed in separate containers
- Election night provisional ballots resealed in the original ballot bag
- Rejected Absentee Ballots Envelope (GAB-102)
- The Used Absentee Certificates Envelopes Envelope (GAB-103)
- The Used Provisional Certificate Envelope
- Original tally sheet of federal, state, county and tech college offices and/or referenda and one copy of the voting machine tape, if any
- Certified copy of the Record of Activity (GAB-104AP)
- Copy of the Provisional Ballot Reporting Form (GAB-123r)
- Copy of the Absentee Ballot Log (GAB-124)
- Certified copy of the Statement of the MBOC (GAB-106AP)

Statistics and Cost Reporting

- GAB-190F – Statistics report for each federal election (due 30 days after)
- GAB-190NF – Statistics report for each state level election (due 30 days after)
- GAB-191 – Election specific cost report (due 60 days after)
- GAB-192 – Annual elections cost report (due January 31 for the preceding calendar year)



Tabular Statement of Votes Cast

_____, WI
 (insert municipality and county, if county canvass insert county only)

(type of election) _____ Election - _____ (date of election)

(For County Use Only)
 For a Partisan Primary, insert political party

Office:			
Reporting Units:	Candidates:		Scattering (for Counties only)
Total Votes Cast-Candidates:			

Total Votes Cast-Office:

Completing the Tabular Statement of Votes Cast

Instructions For Municipal Canvass:

- Write the name of your municipality, the kind of election - primary, spring, or special election, etc., and the date of the election in the heading.
- Enter the complete name of the office with the seat or district number in the shaded area.
- List the names of the candidates for the office in ballot order below the shaded area.
- Make sure that all wards or ward combinations are listed in proper numerical order in the left hand column. The smallest number in a combination determines the order. (*Example: Wards 1&4; Wards 2,6 & 7; and Wards 3&5.*)
- For each reporting unit, list the number of votes cast for each candidate.
- Don't forget the write-in votes - they must be listed individually by name.
- Enter the total number of votes cast for each candidate at the bottom of the column. Please give the **total number of votes cast** (not voters!) for each office in the "Total Votes Cast-Office" space. This total is the sum of the vote totals for each candidate plus the write-ins.

Notes for Municipal and County Clerks:

Combining Reporting Units. A municipality may provide for combined wards by resolution up to 30 days* before the spring primary or election, if your population is under 35,000. It's important to remember that for the spring primary and the spring election, wards in a municipality may be combined for judicial offices even though separate results may be required for county, municipal, or school district offices. The wards being combined must use the same polling place.

*60 days before a September Primary or General Election.

Reporting for annexations requires special attention. As long as the area being annexed belongs to the same representative districts, i.e., congressional, legislative, and county supervisory districts, as the adjacent area to which it's being annexed, then the annexed area is reported together with the adjacent area using the same ward number. But if the annexed area has **different** representative districts from its adjacent area or crosses county lines, the municipality is required by law to create a separate ward giving it the *next consecutive number*. All election results from this new ward must be reported under the new ward number.

Instructions For County Canvass:

- Write the name of your county, the kind of election - primary, partisan primary, spring/general election, or special, etc., and the date of the election in the heading.
- A separate report must be completed for each political party in a *partisan primary only*. Write in the name of the political party on the line provided.
- Enter the complete name of the office with the branch or district number in the shaded area.
- List the names of the candidates for the office in ballot order below the shaded area.
- Please list all municipalities and wards in the correct order in the left hand column. The smallest number in a combination determines the order. (*Example: Wards 1&4; Wards 2,6 & 7; and Wards 3&5.*)
 1. Towns, alphabetically, wards numerically.
 2. Villages, alphabetically, wards numerically.
 3. Cities, alphabetically, wards numerically.
- Make sure that all wards or ward combinations are listed along with the municipality name. If a municipality is divided by wards, but combines them for voting purposes and reports one total, **you must still identify the numbers of the wards** being reported. (*Example: Town of Anywhere, Wards 1&2. If a municipality is not divided by wards do not list "Ward 1."*)
- For each reporting unit, list the number of votes cast for each candidate.
- Don't forget the scattering column - if there are no write-in votes for a reporting unit, list 0.
- Enter the total number of votes cast for each candidate at the bottom of the column. Please give the **total number of votes cast** (not voters!) for each office in the "Total Votes Cast-Office" space. This total is the sum of the vote totals for each candidate plus the scattering.

Certification of the Board of Canvassers

We, the undersigned, certify that we are the members of the Board of Canvassers for

(insert municipality and county, if county canvass insert county only)

We certify that the attached Tabular Statement of Votes Cast and Summary Statement of the Board of Canvassers, canvassed and prepared by us, are correct and true as compiled from the original returns made to the

_____ Clerk.
(County, Municipal, School District)

We further determine and certify that the following persons received the greatest and the next to greatest (for primary only) number of votes for the respective office for which each was a

candidate on _____.
(Insert date of primary or election)

OFFICE

(Title of Office)

HIGHEST CANDIDATE

(Name of Winning Candidate)

**SECOND
HIGHEST CANDIDATE**

(For Primary Only)
(Name of Second Highest Candidate)

BOARD OF CANVASSERS

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____

(Date)

This document is signed by:

For a municipal election – The inspectors when there is only one polling place and one set of election results. s.7.53(1), Stats.
For a municipal election – The municipal board of canvassers when there are 2 or more reporting units. s.7.53(2)(a), Stats.
For state and county elections – The county board of canvassers. s.7.60(2), Stats.

Summary Statement of the Board of Canvassers

_____ Election - _____, _____

The total number of votes cast for _____ was _____
of which _____ (insert office)

_____ received _____
(candidate's name)

_____ received _____
(candidate's name)

_____ received _____
(candidate's name)

Scattering (for county only) received _____

The total number of votes cast for _____ was _____
of which _____ (insert office)

_____ received _____
(candidate's name)

_____ received _____
(candidate's name)

_____ received _____
(candidate's name)

Scattering (for county only) received _____

The total number of votes cast for _____ was _____
of which _____ (insert office)

_____ received _____
(candidate's name)

_____ received _____
(candidate's name)

_____ received _____
(candidate's name)

Scattering (for county only) received _____

STATEMENT OF THE MUNICIPAL BOARD OF CANVASSERS

Reconciliation of Late-Arriving and Provisional Ballots Processed

(If no outstanding absentee ballots have been received and no provisional ballots have been rehabilitated, see the Municipal Clerk Certification on the last page of this document.)

_____, _____ Reporting Unit: _____
(Date of Primary or Election) (Wards in Reporting Unit)

To be completed by Municipal Clerk

1. Absentee Ballots

- a. Number of absentee ballots issued: _____
- b. Number of absentee ballots processed on election night: _____
- c. Number of absentee ballots outstanding on election night: _____
(1a - 1b)
- d. Number of outstanding absentee ballots returned by deadline and delivered to MBOC: _____
(tamper-evident seal number)
- e. Number of outstanding absentee ballots remaining: _____
(1c - 1d)

2. Provisional Ballots

- f. Number of provisional ballots issued: _____
(tamper-evident seal number)
- g. Number of provisional ballots rehabilitated by deadline and delivered to MBOC: _____
- h. Number of outstanding provisional ballots remaining: _____
(2f - 2g)

To be completed by MBOC

3. Absentee Ballot Processing

- a. Enter tamper-evident seal number on absentee ballot container: _____
Verify against number on line 1d above and initial here: _____
- b. Enter the number of ballots in absentee container: _____
Verify against number on line 1d above and initial here: _____
- c. Total number of absentee ballots counted by MBOC: _____
- d. Total number of absentee ballots rejected by MBOC: _____
- e. Total number of absentee ballots processed by MBOC: _____
(3c + 3d. Must equal 3b)

4. Provisional Ballot Processing

- a. Enter tamper-evident seal number on provisional ballot container: _____
Verify against number on line 2f above and initial here: _____
- b. Total number of provisional ballots counted by MBOC: _____
- c. Total number of provisional ballots rejected by MBOC: _____
- d. Total number of provisional ballots processed by MBOC: _____
(4b + 4c. Must equal 2g.)

STATEMENT OF TALLY OF LATE-ARRIVING ABSENTEE BALLOTS AND PROVISIONAL BALLOTS

_____, _____
(Date of Primary or Election)

The total number of votes tallied for _____ was _____, of which
(insert office)

(candidate's name)	received	

The total number of votes tallied for _____ was _____, of which
(insert office)

candidate's name)	received	
(candidate's name)	received	
(candidate's name)	received	
(candidate's name)	received	

The total number of votes tallied for _____ was _____, of which
(insert office)

(candidate's name)	received	

The total number of votes tallied for _____ was _____, of which
(insert office)

(candidate's name)	received	

CERTIFICATION OF MUNICIPAL BOARD OF CANVASSERS

We, the undersigned, certify that we are the members of the Municipal Board of Canvassers for

(insert municipality and county)

We certify that the above Reconciliation of Ballots Processed and the attached Statement of Tally of Late-Arriving Absentee Ballots and Provisional Ballots prepared by us, are correct and true as compiled from the absentee and provisional ballots provided to us by

_____, Clerk.
(Name of Municipal Clerk)

BOARD OF CANVASSERS

(1) _____

(2) _____

(3) _____

(4) _____

(Date) (5) _____

The Statement of the Municipal Board of Canvassers should be attached to the amended municipal canvass (if there were municipal offices or referenda). A copy should be included with amended returns sent to any district that had contests or referenda on the ballot at the election.

STATEMENT OF THE MUNICIPAL CLERK

Reconciliation of Late-Arriving and Provisional Ballots Processed

_____, _____ Reporting Unit: _____
(Date of Primary or Election) (Wards in Reporting Unit)

No absentee ballots were returned and no provisional ballots rehabilitated. Election night results stand.

***CERTIFICATION OF MUNICIPAL CLERK**

(If no outstanding absentee ballots received or provisional ballots rehabilitated by deadline)

I, the undersigned, certify that I am the Municipal Clerk for

(insert municipality and county)

I certify that no outstanding absentee ballots were received nor provisional ballots rehabilitated after the close of the polls and before 4 p.m. on the Friday after the election. I further certify that the results of the municipal election certified on Election Night by the Municipal Board of Canvassers are the official election results.

_____, Clerk _____
(Name of Municipal Clerk) (Date)

The Statement of the Municipal Clerk should be attached to the municipal canvass (if there were municipal offices or referenda). A copy should be provided to any district that had contests or referenda on the ballot at the election.