

**Elections Administration Webinar Training Series
Back to Basics**

ELECTION DAY DUTIES FROM 7 AM TO 8 PM

This session will address topics relating to the Election Day duties and responsibilities of election inspectors, focusing on the November 2012 general election.

Wednesday, September 19, 2012

9:00 a.m. – 11:00 a.m.

Program Presenters

Wisconsin Government Accountability Board Staff

Agenda

- **Pre-Election Preparations**
- **Election Day Topics**
- **Ballots**
- **Documentation**

PRE-ELECTION PREPARATIONS

Preparing to Serve

Your job as an election official is an important responsibility. Being familiar with election laws and procedures before Election Day will ensure that you feel comfortable and confident serving at the polling place. There are a number of activities you can engage in to increase your knowledge and help prepare you for Election Day.

1. Attend a training session
 - a. All election inspectors, special voting deputies, and special registration deputies must attend or view a training session at least once every two years.
 - b. You may not serve unless you complete training within two years of an election.
 - c. The municipal clerk, county clerk, or the Elections Division staff provides training sessions. If no training sessions are scheduled in your area, request one from your municipal clerk.
 - d. The municipal clerk is responsible for maintaining training records for election officials.

Note: Chief inspectors are required to attend “Baseline” training in order to be initially certified. Attending Baseline training certifies the attendee as a chief inspector for the current term. In order to recertify for the following term, a chief inspector must attend at least six hours of Government Accountability Board-approved continuing election education during the current term. (Attendance at Baseline training also counts three hours toward recertification for the following term.) Please see the G.A.B. website for a list of approved methods of accumulating hours toward recertification of chief inspectors.

2. Read the Election Day Manual
 - a. Election inspectors should review this manual along with relevant election statutes in advance of Election Day.
 - b. A copy of the Wisconsin election statutes, Chapters 5-12, can be obtained from the municipal clerk or online from the G.A.B. website.

- c. If you will be responsible for registering voters on Election Day, you should review the *Election Day Voter Registration* manual, which can also be obtained from the municipal clerk or from the G.A.B. website.

3. Consult with the municipal clerk

- a. Determine how many election inspectors are needed.

The municipal clerk or the chief inspector should inform you of any important changes that will affect the election and your job. You should discuss how many election inspectors will be working on Election Day and, if shifts will be used, who will be working and at what time during the day. There must always be an odd number of election inspectors working.

- b. Determine need for a greeter.

You should determine if there will be an additional person serving as a greeter on Election Day. Greeters can be appointed regardless of party affiliation and may temporarily serve as election inspector to cover breaks or unexpected absences; however, greeters may not count votes or participate in the canvass after the polls close.

Note: A greeter is not included in the total number of election officials.

- c. Designate an End of Line Officer.

The municipal clerk should designate an official of the municipality (may be an election inspector, special registration deputy, employee of the clerk, or police officer) to stand at the end of the line of individuals waiting to vote, if any, at the time the polls close at 8:00 p.m. This person should be designated before Election Day.

- d. Review contingency plans.

The municipal clerk should have a contingency plan in the event of an emergency situation. You, as an election inspector, should be familiar with that plan and ask your municipal clerk how he or she would like you to proceed in the event of an emergency. By identifying and planning a response to some common emergency scenarios (fire, power outage, etc.), the election inspectors will be better equipped to handle the uncertainty caused by emergency situations. If a contingency plan has not been shared with you, ask your municipal clerk.

4. Visit the polling place
 - a. Familiarize yourself with the location. Be sure you know how to unlock doors and turn on lights if necessary.
 - b. Determine how the polling place will be set up. Decide where the check-in tables, registration tables, voting booths, ballots boxes, required postings, etc. will go prior to Election Day.
5. Familiarize yourself with the ballot and voting equipment
 - a. You should know who the candidates are and which offices and referenda will appear on the ballot.
 - b. Be sure you are familiar with the voting equipment that will be used on Election Day. You should be able to instruct a voter how to cast a ballot on the machine.
6. Arrive at the polling place early
 - a. Plan to arrive at least 30 minutes before the polls open at 7:00 a.m. You will need this time to ensure that everything is ready before voters begin to appear.
 - b. The municipal clerk may have specific instructions on the required time for arriving at the polling place on Election Day.

Polling Place Set-Up

Before the first elector enters the polling place, election inspectors should take the time to make sure that the polling place is set up correctly and that they have all the necessary supplies. The way a polling place is set up affects how easy it will be for you to do your job and for voters to cast their ballots. The proper set up is one of the most important elements to ensure that Election Day will run as smoothly as possible.

Layout

Prior to Election Day, the chief inspector should consult with the municipal clerk as to the layout of the polling place. It is important to be familiar with the flow of traffic and take a critical look at the polling place, to make sure it will be accessible for all voters, including those with disabilities.

When planning the layout of the polling place, consider the following:

1. Voting Booths

- a. Every polling location is required to have at least one voting booth for every 200 electors who voted in the last general election.
- b. One booth must be at least 36 inches wide with a writing surface between 28 and 34 inches high in order to meet accessibility standards.
- c. Election inspectors must be trained to set up electronic voting equipment, including accessible voting components.
- d. Booths are required to be placed apart from other activities such as checking in and registering.
- e. All booths must be placed together in the same vicinity, including the booth(s) containing the accessible voting equipment.
- f. Booths must have a surface on which to write and be sufficiently enclosed to ensure privacy for the elector. It is important to remember that the accessible booth must also be sufficiently enclosed to ensure privacy for the elector. This can be achieved by using a privacy shield or by positioning the booth/equipment so that it is facing away from the view of the room.
- g. Pencils or appropriate marking pens must be provided.

2. Ballot Boxes

- a. One ballot box is required for each type of ballot used in the election for municipalities using paper ballots.
- b. Where direct recording electronic (DRE) equipment is solely used at the polling place, a single ballot box for hand-counted paper ballots (such as absentee, assisted, and challenged ballots) is required.
- c. There must be a supply of paper ballots available at the polling place in case of challenges to a voter's eligibility, provisional voting, if a voter requests a paper ballot, or if the electronic voting equipment should break down or malfunction.
- d. If electors from more than one reporting unit use the same polling place, there should be separate ballot boxes provided for each reporting unit.

- e. The boxes should be clearly labeled to indicate which ballots are to be deposited.
- f. There should be a suitable lock and key for each ballot box.

3. National Flag

The American flag must be displayed on an outside pole or in the voting area during all hours the polling place is open.

4. Tables and Chairs

- a. It is recommended that there be a separate table solely for Election Day registration away from the area where pre-registered voters check-in to help regulate the flow of traffic.
- b. You should ensure that there are enough tables and chairs for election inspectors to conduct their work.

5. Signs

- a. Traffic in the polling place can be improved by posting “Enter,” “Exit,” and “Voter Registration” signs. In addition, signs marking the accessible path should be prominently posted and easy to read from the parking lot.
- b. Directions that instruct voters that they must state their name and address, and sign the poll book can make the check-in process more efficient.

6. A Designated Observer Area

Observers are individuals who wish to exercise their right to be present at the polling place on Election Day. Anyone, other than a candidate, has a right to be at a polling place to observe the conduct of the election.

Wisconsin law does not prohibit non-U.S. citizens or foreign nationals from observing the election process.

- a. A designated observation area at the polling place should permit observers to readily observe all public aspects of the voting process. When physically feasible, the observation area shall be not less than 6 feet, nor more than 12 feet from the table at which electors are announcing their name and address and being issued a voter number. Observers should be placed so that they can hear the announcement of names/addresses, but not so that they interfere with the voting process.

- b. If necessary, observers may also be placed near the Election Day registration table and any area where elector challenges are handled.

Polling Place Accessibility

Attention needs to be given to the special needs of electors with disabilities. It is important to examine the entire polling place, from the parking lot to the entrance of the polling place to the voting area, to assess any areas where temporary accommodations may be needed. Your municipal clerk should have reviewed the polling place for accessibility prior to Election Day and will have submitted a Polling Place Accessibility Survey to the Government Accountability Board indicating compliance with accessibility standards.

An Election Day Accessibility checklist is available on the G.A.B. website. The G.A.B. highly recommends using this checklist or reviewing the Polling Place Accessibility Survey completed by the municipal clerk to ensure accessibility on Election Day. You should consult with your municipal clerk if you are unsure if the polling place is accessible.

Some common problems to look for:

1. If there is an alternate entrance used by voters with disabilities, the pathway to the accessible entrance should be clearly marked and a sign posted at the primary entrance directing voters with disabilities to the accessible entrance.
2. Be sure that if off-street parking is available at the polling location, that any accessible parking spots are marked with appropriate signs and access aisles are clearly designated.
3. Some doors are too heavy to be opened by the elderly or voters with disabilities. Such doors should have automatic openers, if designated as the accessible entrance. A greeter or election inspector positioned by the door to assist if needed or a notification device such as a doorbell can also ensure accessibility.
4. A voting booth that is accessible to electors in wheelchairs must be set up. This booth must be at least 36 inches wide with a writing surface between 28 and 34 inches high in order to meet accessibility standards. A wheelchair accessible table may meet this requirement if supplemented with a privacy screen.
5. Accessible equipment must be set up in the accessible voting booth in a manner ensuring privacy for voters choosing to use the equipment.

Voting Equipment

The State of Wisconsin uses three types of voting systems: (1) hand-count paper ballots, (2) optical scan systems, and (3) direct recording electronic (DRE) systems (also known as “touchscreen”). Many municipalities use a combination of these systems.

1. Municipalities with a population of 7,500 or more are required to use electronic voting equipment in every ward in every election.
 - a. Electronic voting equipment, including optical scan and DRE, is equipment that tabulates votes electronically.
 - b. Ballot marking devices, such as the AutoMARK, do not tabulate votes. Therefore, it is not considered electronic voting equipment.
2. All polling places must be equipped with at least one accessible voting equipment component to permit all voters to vote privately and independently. Any voter, regardless of ability, may use this equipment.
3. Election inspectors should be trained on how to use the voting equipment.
 - a. You should be able to explain to an elector how to cast a ballot on the equipment.
 - b. You should know how to turn on and turn off the equipment.
 - c. You should be able to properly load and unload the voter-verified paper audit trail (VVPAT), also known as the paper roll, on DRE equipment.
 - d. You should know who to call if you experience problems with the equipment.
4. Election Day Security Procedures
 - a. If the municipality uses electronic voting equipment, the municipal clerk should record the serial numbers from the tamper evident seals on the Inspectors’ Statement (GAB-104).
 - b. The chief inspector compares these serial numbers from the GAB-104 to the tags on the machine at the beginning and end of the day to verify the security of the memory devices. The chief inspector should initial in the spaces provided to confirm that these checks were completed and the seals were intact.

- c. The municipal clerk may have additional security procedures for the election inspectors to follow.
- d. The municipal clerk should be contacted in the event of a security breach.

5. Election Day Zero-Count Requirement

- a. Before any ballots on Election Day are cast on the electronic voting equipment, the election officials shall witness a test of the tabulation component by engaging the printing mechanism and securing a printed result showing a zero count for every candidate and referendum.
- b. The zero count printout should not be separated from the remainder of the roll. Leave the printout attached to the roll.

Polling Place Supplies & Materials

A *Polling Place Checklist* is provided at the end of this section. This checklist is an excellent tool for ensuring that all of the necessary supplies and materials are at the polling place on Election Day.

1. Election Day Forms and Supplies

Election inspectors should ensure that the municipal clerk has provided all of the required forms and supplies. Step-by-step instructions on how to complete all required forms accurately are provided in the *Completing Election Day Forms* manual, which is available on the G.A.B. website.

- a. Ballots and Sample Ballots: Two sample ballots for each ballot style should be posted at the polling place. Blank ballots should be kept secure and in the possession of election inspectors at all times.
- b. Ballot Bags (GAB-101): A ballot bag/container should be provided for each ballot style.
 - i. For example, for municipalities that hand-count paper ballots, there should be (per reporting unit) one ballot bag for county, state, and federal ballots; one ballot bag for municipal ballots; one ballot bag for school district ballots; and one ballot bag for each referenda and special district ballot.
 - ii. Where optical scan or direct recording electronic (DRE) ballots are used, only one ballot bag is necessary because all offices and referenda are on a single ballot card.

- c. Envelope for Rejected Certificate Absentee Ballot Envelopes (GAB-102): Election officials place all rejected Absentee Ballot Certificate Envelopes (GAB-122) in this brown carrier envelope. It is completed by the election inspectors and returned to the clerk who provided it for that election.
- d. Envelope for Used Certificate Absentee Ballot Envelopes (GAB-103): Election inspectors place all used Absentee Ballot Certificate Envelopes (GAB-122) in this white carrier envelope after determining they have been properly executed and after removing the absentee ballots. The used envelope is returned to the clerk who provided it for that election.
- e. Inspectors' Statement (GAB-104): All challenged, spoiled, defective/remade, objected to and rejected ballots must be documented using this form. This statement should provide an accurate account of the election inspectors' decisions concerning all ballot irregularities, and describe any other occurrences or irregularities at the polling place (that may or may not affect the validity of the election).
- f. General Purpose Tally (GAB-105): Election inspectors or tabulators use this form for counting hand-count paper ballots and recording the number of votes cast for each candidate. This includes all write-in votes, or in the case of a referendum, the yes and no votes. Where optical scan ballots are used, a write-in tally sheet is used to count and record write-in votes.
- g. Municipal Canvass Report (GAB-106): The municipal board of canvassers completes this report, certifies the municipal election results, and officially determines the winners. In municipalities with one ward or where all wards vote at a single polling place and results are combined, the election inspectors constitute the municipal board of canvassers for that election.
- h. Poll List (GAB-107) (also known as the voter list or the registration list): The poll list is a list containing the names and addresses of registered voters in a ward or combination of wards. Each ward or combination of wards will have two poll lists, which must be maintained identically on Election Day. Election inspectors use poll lists to ensure only registered voters cast a ballot, and to capture certain information about each registered voter who receives a ballot.

Note: Voters need to sign only one copy of the poll list.

- i. Inspectors' Certificate of Provisional Ballots (GAB-108): Election inspectors use this envelope to secure any provisional ballots voted on Election Day.
 - j. Provisional Ballot Certificate Envelopes (GAB-123): Each provisional ballot is placed in a separate provisional ballot certificate envelope. Every provisional voter must complete the certification and seal his or her ballot inside the envelope.
 - k. Provisional Ballot Reporting Form (GAB-123r): Election inspectors use this form to record the details of each provisional ballot issued on Election Day.
 - l. Absentee Ballot Log (GAB-124): This form should be used to track absentee ballots at the polling place to indicate whether the vote was counted.
 - m. Presidential Elections: Presidential elections require two additional forms. These forms are used for individuals who moved to Wisconsin less than 28 days before a presidential election. These individuals are eligible to vote in the presidential contest only.
 - i. Authorization to Cancel Registration - New Wisconsin Resident (GAB-139)
 - ii. Application for Presidential Ballot (GAB-141)
2. Voter Information and Notices

All of the notices, statements, and postings should be placed together in the polling place so that they can be easily read by electors entering the polling place or waiting in line to vote.

- a. Notices: Relevant portions of the voting instructions from the Type B notice, the text of the Type C notice for each referendum if applicable, and the Type D notice of polling place hours must be posted.
- b. Sample Ballots: Two copies of each type of ballot.
- c. Statement of Election Fraud (GAB-111): This statement sets out the laws and applicable penalties for election fraud.
- d. Notice of Crossover Voting (GAB-112): This is a statement explaining the effect of crossover voting at a partisan primary and is

posted at a partisan primary only. The GAB-112m should be used in municipalities that use optical scan voting equipment.

- e. Notice of the Effect of Overvoting (GAB-113): This is a statement explaining the effect of overvoting in a particular contest and how to obtain a replacement ballot if a voter makes a mistake.
- f. Effect of Crossover Voting at a Presidential Preference Primary (GAB-114): This notice informs voters at a Presidential Preference Primary that they may only vote once and for a candidate in only one political party.
- g. Voter Qualification Poster (GAB-115): This notice explains the requirements for an individual to be a qualified elector.
- h. Instructions for First-time Voters (GAB-116): This notice explains the requirement for first-time voters to provide an identifying document constituting proof of residence.
- i. Voting Rights (GAB-117): This notice provides general information on voting rights protected by federal law.
- j. Contact Information (GAB-118): This posting provides electors with contact information if they have concerns with the voting process. The blank sections should be filled in before Election Day by the municipal clerk.
- k. Ward Maps & Street Directory: A ward map clearly indicating all the wards in the municipality served by that polling place must be prominently displayed. A street directory that indicates which streets are in each ward along with the location of the polling place in each ward is recommended.

3. Additional Materials

- a. Provisional Voting Information Sheets: Information sheets instructing voters who vote provisionally the procedure they need to follow in order to have his or her vote counted
- b. Writing instruments: An adequate supply of writing instruments should be provided. Make sure any felt tip markers secured to the voting booth are in working order, and adequate for write-in voting. If your polling place uses optical scan machines, be sure you have a supply of appropriate pens.

- c. Election Laws: A copy of Chapters 5 through 12 of the Wisconsin State Statutes should be present at all polling locations.
- d. Election Manuals: Copies of manuals related to Election Day duties should be available for quick reference by poll workers. Specifically, this *Election Day* manual, the *Election Day Voter Registration* manual, and the *Completing Election Day Forms* manual should be present. Copies of these statutes and manuals should be provided by the municipal clerk and can be downloaded from the G.A.B. website.

ELECTION DAY TOPICS

Opening the Polls

At exactly 7:00 a.m. the polling place must be opened. It is recommended that the chief election inspector holds the official clock. To officially open the polling place, the chief inspector:

1. Unlocks the doors to all entrances, including any alternate accessible entrances.
2. Officially announces the opening of the polls.

Voter Qualifications

In order to be a qualified elector, an individual must:

3. Be a U.S. citizen
4. Be age 18 or older on or before Election Day
5. Have resided in an election district or ward for 28 consecutive days, with no present intent to move, before any election where the citizen offers to vote.
6. Not be disqualified from voting for any of the reasons described in Wis. Stat. § 6.03:
 - a. Has been convicted of treason, felony, or bribery and has not completed the terms of his or her sentence including probation, parole or extended supervision.
 - b. Has been determined by a court to be incapable of understanding the objective of the elective process or is under guardianship, unless the court has determined that the person is competent to exercise the right to vote.
 - c. Has made or become interested, directly or indirectly, in any bet or wager depending upon the result of the election.

Residency

An individual's residency in a ward or municipality is determined by the individual's physical presence and present intent to reside in that location for voting purposes.

Establishing Residency

In order to claim residency, a voter must establish a physical presence in a location with the intent to make that location his or her residence for voting purposes.

1. Temporary Presence/Absence

- a. Residency is not lost when a person leaves home and goes to another location temporarily with intent to return home. Persons who have left their residences for education, business, travel, nursing home care, or any other temporary purpose may continue to vote in the municipality where they initially established their voting residence.
- b. Residency cannot be established in any ward, town, village or city in this state while living there temporarily.

2. Intent to Return

- a. Once residency is established, a person may be absent and still vote in that ward or municipality, as long as he or she intends to return.
- b. If a person leaves a municipality and registers to vote in his or her new municipality, he or she cannot continue to vote at his or her previous municipality of residence without re-establishing residency.

3. Student Status

- a. Student status is not a consideration in determining residence. A student may choose to vote in the municipality where he or she attends school or the student may vote where he or she last resided before attending school.
- b. If a student votes in the municipality where he or she attends school, residency must be re-established in his or her home municipality before voting there in another election.

4. "Part-time" Residents

A person may only vote in one municipality each election. In order to vote in a municipality, a person with part-time residency in a municipality must intend that his or her physical presence in the ward or municipality establishes residence for voting purposes.

Guide for Determining Where a Person Votes

Voter Situation	Voting Location
Has moved from one ward to another in the same municipality at least 28 consecutive days before an election	In the new ward
Has moved from one municipality to another at least 28 consecutive days before an election	In the new municipality
Has moved from one ward to another in the same municipality less than 28 consecutive days before an election	In the old ward
Has moved from one municipality to another less than 28 consecutive days before an election	In the old municipality
Has moved to a different ward, or state temporarily, with intent to return	In the ward or municipality from which he or she moved
Lives in one ward or municipality and conducts business in another	In the ward or municipality where the individual lives
Lives in a public or private facility, such as a federal or state institution, county home or hospital, nursing home or group home	In the municipality where the facility is located <i>or</i> in the municipality of residence before entering the facility
Is on active duty as a member of the armed forces serving in the U.S. or overseas	In the municipality or ward of residence before entering the armed services
Is the spouse or dependent of a member of the armed forces	In the ward or municipality of residence of the military elector <i>or</i> if a Wisconsin resident, municipality or ward of residence before entering the armed services
Is a civilian overseas employee of the U.S. Government	In the municipality or ward of residence before entry into federal employment

Recording Voters

Properly recording voters is essential to maintain the integrity of the electoral process. Two election inspectors maintain two duplicate original poll lists, also known as voter lists or registration lists, for each reporting unit. A reporting unit is a ward or combination of wards that reflect the way election results are transmitted to school districts, the county, and the Government Accountability Board. When the polls close, the poll lists will reflect the activity at the polling place on Election Day. It is essential that the election inspectors carefully record the required information on the poll lists.

Poll Lists

The poll list contains the names and addresses of registered voters in a reporting unit. The municipal clerk will provide poll lists to each polling place. These poll lists have been generated from the Statewide Voter Registration System (SVRS), which is Wisconsin's statewide database for tracking voter registrations.

Each reporting unit will have two poll lists, which must be maintained identically by the election inspectors on Election Day. Election inspectors use poll lists to ensure only registered voters cast a ballot and to capture certain information about each registered voter who receives a ballot.

Each elector must sign the poll list before receiving a ballot. Only one of the poll lists should contain the signature of each voter for that election.

Poll lists (GAB-107) consist of three parts:

1. Regular Poll List: Contains the names of all electors who register by 5:00 p.m. on the 20th day before the election.
2. Pre-printed Supplemental Poll List: The municipal clerk may provide a list that contains the names and addresses of all voters who registered during late registration. Late registration is in the clerk's office after the close of registration, from the 19th day before the election up to 5:00 p.m. or the close of the clerk's office, whichever is later, the Friday before the election. Electors who register during this time will receive a Certificate of Registration (GAB-133) to be presented at the polling place on Election Day.

Note: If a late registrant fails to present his or her Certificate of Registration (GAB-133), but his or her name is on a Supplemental Poll

list, the registrant is allowed to vote. If the individual fails to present his or her Certificate of Registration (GAB-133) and his or her name does not appear on a Supplemental Poll list, the election inspector should attempt to contact the municipal clerk and determine if he or she has record of the elector's registration. If there is no record of the elector's registration in the clerk's office, then he or she must complete another Voter Registration Application (GAB-131) and provide proof of residence before being allowed to vote.

3. Handwritten Supplemental Poll List: Election Inspectors must enter the name, address and Election Day voter number of Election Day registrants on the handwritten supplemental portion of the poll list. The type of proof of residence provided should also be recorded here.

Poll List Notations

There are a number of notations that will appear on the pre-printed poll list as well as a number of notations that election inspectors are required to make on the poll list to ensure proper documentation of voters and registrants on Election Day.

1. Pre-Printed Poll List Notations

The pre-printed portion of the poll list may contain certain notations to indicate special circumstances. Possible notations include:

- a. POR Required
 - i. First-time Wisconsin voters who registered by mail are required to provide an identifying document establishing proof of residence prior to casting his or her ballot.
 - ii. A list of acceptable documents establishing proof of residence can be found in the "Proof of Residence" section of this document.
 - iii. If the elector cannot provide proof of residence he or she may vote provisionally.
- b. Absentee
 - i. Municipalities must track absentee ballots on the pre-printed poll list. The clerk shall also provide each polling place an Absentee Ballot Log (GAB-124).

- ii. The absentee notation indicates that an absentee ballot was issued to the voter. This does not indicate that the absentee ballot was returned.
- iii. If an individual noted as “absentee” appears at the polling place, the inspectors should check the Absentee Ballot Log (GAB-124) to determine if the ballot has been returned.
 1. If it has been returned and there are no errors that would cause the ballot to be rejected, the voter may not vote at the polling place.
 2. If it has been returned and there are errors that would cause the ballot to be rejected, the voter may only correct the error. The voter may NOT vote a new ballot at the polling place.
 - a. The election inspectors shall issue a new certificate envelope to the voter.
 - b. The voter must open the original certificate envelope, verify their ballot, and seal the ballot in the new certificate envelope.
 - c. The voter may NOT remove the ballot from the voting area.
 - d. The election inspectors may NOT serve as the witness (the original witness must be present).
 - e. The original certificate envelope is then destroyed.
 - f. The election inspector should document that a correction was made and the ballot accepted on the Absentee Ballot Log (GAB-124).
 3. If it has not been returned, the election inspectors ask the voter “did you mail or personally deliver your absentee ballot to the clerk’s office?”

- a. If “yes,” the voter cannot vote at the polling place.
 - b. If “no,” the voter is issued a ballot if otherwise qualified.
4. If an absentee ballot is later received for that voter, the elector’s absentee ballot would be processed as a rejected absentee ballot and the clerk contacted immediately.

2. Election Day Notations

The election inspectors must make certain notations on the poll list next to the voter’s name to identify voters who vote under the following circumstances:

a. Absentee

Indicate “absentee” or an “A” next to the voter number for an elector whose absentee ballot has been processed.

b. Provisional

- i. Indicate “PV#__ (beginning with ‘1’) when recording an elector who votes a provisional ballot.
- ii. The complete PV# should be recorded on the voter list, on the back of the ballot, on the Provisional Ballot Certificate Envelope (GAB-123), on the Inspectors’ Statement (GAB-104), the Provisional Ballot Reporting Form (GAB-123r), and on the Provisional Voting Information Sheet for the elector.

c. Challenged

Indicate “Challenged” and two words explaining the reason for challenge when recording an elector who votes a challenged ballot.

d. Assisted

- i. Indicate “Assisted” for an elector who receives assistance in marking his or her ballot.
- ii. The full name and address of the individual providing assistance must also be recorded on the poll list.

e. Ballot Received at Poll Entrance (Curbside Voting)

Indicate “Ballot Received at Poll Entrance” for a voter who receives a ballot at the polling place entrance because the voter is unable to enter the polling place due to a disability.

f. Section 6.96

- i. Indicate “Section 6.96” when recording an elector who votes after the polls close pursuant to a court order.
- ii. An elector entering the polling place after 8:00 p.m. will also have his or her ballot marked with the notation “Section 6.96.” This enables ballots cast after the polls closed pursuant to the court order to be removed from the count in the event that the court order is set aside.

g. Presidential Only

- i. Indicate “Presidential Only” on the supplemental poll list when a new Wisconsin resident (someone who has lived in the state less than 28 days) wishes to vote for president.
- ii. These electors must complete the Application for Presidential Ballot (GAB-141), not the Voter Registration Application (GAB-131).
- iii. These individuals must provide proof of residence. The type of proof of residence should be recorded on the supplemental voter list.

Election Day Registration

Ensuring that all eligible electors are properly recorded and registered on Election Day builds confidence in the election process. All electors must be registered before being issued a ballot and all electors who cast a ballot must be recorded on the poll or supplemental list.

If an elector has not registered prior to Election Day, he or she may register at his or her polling place. The Elections Division recommends that a separate table be set-up at the polling place to register voters. This practice can reduce waiting times for many electors and better manage the flow of traffic.

To register at the polling place on Election Day:

1. The elector must complete a Voter Registration Application (GAB-131).
2. The elector must provide proof of residence.

Note: The Voter Registration Application (GAB-131) has detailed instructions on the back of the form that can serve as a guide for proper completion. Proper completion of the GAB-131 will reduce the amount of work for the municipal clerk after Election Day and ensure the voter will appear on the poll list for future elections.

Ineligible Voter List

Each polling place must have a list of ineligible voters. This list is generated by the Department of Corrections and lists all individuals in that municipality or county who are currently out of prison but still completing the terms of their felony sentence. The individuals on this list are not eligible to vote.

The election inspectors must compare the name of each person that registers on Election Day to the ineligible voter list. If an elector's name appears on the ineligible list, the election inspectors should inform the elector that their name appears on the list of ineligible electors still serving a felony sentence. If the elector agrees that they are still serving the terms of their felony sentence, the election inspectors shall NOT give the elector a ballot. If the elector claims that they are not a felon or have completed the terms of their felony sentence, then the election inspectors shall follow the challenge process which allows the elector to vote after completing documentation and marking the ballot.

The names on the poll list have already been compared to an ineligible list by the municipal clerk and do not need to be compared to the ineligible list on Election Day.

Voter Registration Application (GAB-131)

A registrant must complete all required fields and sign the Voter Registration Application (GAB-131).

To complete the Voter Registration Application (GAB-131), the elector must provide an identification number in Box 2. This **does not** require visual confirmation by an election inspector and the elector may write down or recite the

number if he or she chooses. An elector cannot be required to show his or her driver license, Department of Transportation-issued ID card, or Social Security card as a condition of registration

The identification number provided must be as follows:

1. If the registrant has been issued a Wisconsin driver license, he or she **must** provide this number in Box 2 of the Voter Registration Application (GAB-131). If the voter has a revoked or expired WI driver license, he or she should use the last four digits of his or her social security number, but be asked to also list the driver license number. *The voter does not have to show the election official the driver license in order to complete the form.*

If an individual has been issued a WI driver license, but cannot provide the number (i.e., forgot to bring it and does not know the number or is unwilling to provide it), he or she may vote provisionally. The provisional ballot will not be counted until the individual provides the license number to an election inspector before the polls close, or delivers the information to the municipal clerk by 4:00 p.m. on the Friday after the election.

2. If the registrant has not been issued a Wisconsin driver license, he or she may register using either their Wisconsin DOT-issued identification card number OR the last four digits of his or her social security number. (The voter should be *encouraged* to provide the state ID card number rather than the last four digits of the Social Security number.) **Note:** The last four digits of the Social Security number may only be provided if the individual has **not** been issued a WI driver license.
3. If the registrant has not been issued a Wisconsin driver license/DOT-issued ID card, or a Social Security number, he or she must indicate this by filling in the bubble provided for this purpose in Box 2.

Note: If a registrant has been issued a Wisconsin driver license but is unable or unwilling to provide the number, he or she may **NOT** use the last four digits of his or her Social Security number instead. If the elector is unable or unwilling to provide their Wisconsin driver license number, he or she may be allowed to vote provisionally.

After the registrant completes all required fields of the Voter Registration Application (GAB-131), he or she must sign the form in the presence of an election official. Failure to complete any required field of the GAB-131, will result in the registrant being unable to register and, therefore, unable to vote.

Once the registrant signs the form, the election official inspects the form for completeness. The election official must print his or her name and sign the form indicating that it has been accepted. The registrant must then provide proof of residence.

Proof of Residence

When a registrant presents a valid form of proof of residence, the election official must view the proof of residence and record the type (i.e. license, tax bill, etc.) and any unique number (such as an account or a license number) on the bottom of the Voter Registration Application (GAB-131). The registrant's name, address and type of proof of residence shall then be recorded on the supplemental poll list, and the registrant shall then be issued a ballot like every other voter.

Important Note: The proof of residence may be in an electronic format, but municipalities are not required to provide Internet access, computers or smartphones in their offices or at the polling place to facilitate voter registration but may do so if they choose.

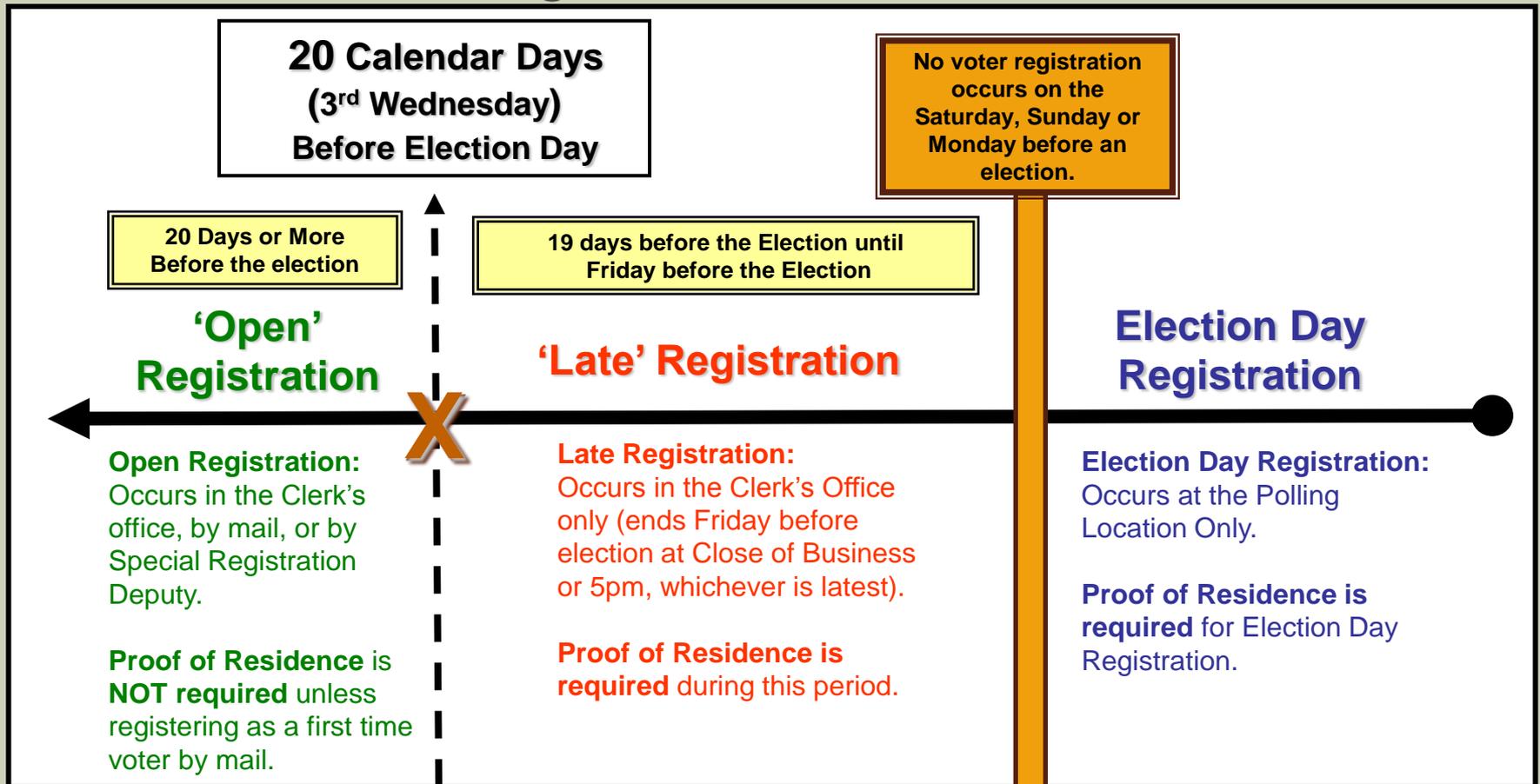
The following constitute acceptable proof of residence if the document contains the elector's current and complete name and current and complete residential address:

1. A current and valid Wisconsin driver license.
2. A current and valid Wisconsin identification card.
3. Any other official identification card or license issued by a Wisconsin governmental body or unit.
4. Any identification card or license issued by an employer in the normal course of business that contains a photo of the cardholder or license holder, but not including a business card.
5. A real estate tax bill or receipt for the current year or the year preceding the date of the election.
6. A residential lease which is effective for a period that includes Election Day (Not for first-time voters registering by mail).
7. A university, college or technical college identification card (must include photo) **ONLY** valid if the voter provides a fee receipt dated within the last 9 months.

8. A university, college or technical college identification card (must include photo) ONLY valid if the institution provides a certified housing list to the municipal clerk that indicates citizenship.
9. A utility bill (gas, electric, phone, etc.) for the period commencing not earlier than 90 days before Election Day.
10. A bank statement.
11. A paycheck.
12. A check or other document issued by a unit of government.
13. An affidavit on public or private social service agency letterhead identifying a homeless voter and describing the individual's residence for voting purposes.

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

1. A current & valid Wisconsin driver license.
2. A current & valid Wisconsin ID card.



* These accepted IDs must be current & valid.

Acceptable Proof of Residence

3. Any other official identification card or license issued by a Wisconsin governmental body or unit.



Acceptable Proof of Residence

4. 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.



Acceptable Proof of Residence

- A real estate tax bill or receipt for the current year or the year preceding the date of the election.

**STATE OF WISCONSIN
REAL ESTATE PROPERTY TAX BILL FOR 2011**
Village of Badgertown
Polk County

BILL NUMBER: 10016
IMPORTANT: Correspondence should refer to parcel number.
See reverse side for important information.
Be sure this description covers your property. This description is for property
tax bill only and may not be a full legal description.
SAMPLE LOT #, BLOCK 2

John & Jane Doe
123 Main St
Badgertown, WI 55555

Parcel #: 999-00000-0000
Alt. Parcel #: 317 CENTRAL AVE

Assessed Value Land	Ass'd. Value Improvements	Total Assessed Value	Ave. Assmt. Ratio	Net Assessed Value Rate (Does NOT reflect Lottery Credit)
25,000	73,600	98,600	0.9407	0.017153407
Est. Fair Mkt. Land	Est. Fair Mkt. Improvements	Total Est. Fair Mkt.	A Star in this box means Unpaid Prior Year Taxes.	
26,600	78,200	104,800		

Taxing Jurisdiction	2005		2006		2005 Net Tax	2006 Net Tax	% Tax Change
	Est. State Aids Allocated Tax Dist.						
STATE OF WISC					18.34	17.99	-1.9%
POLK COUNTY	12,252	11,680			387.98	373.33	-3.8%
VILLAGE OF BADGERTOWN	319,187	329,366			507.59	550.14	8.4%
WITC DISTRICT	3,718	3,504			100.88	100.25	-0.6%
UNITY SCHOOL DIST	114,752	120,703			614.29	649.62	5.8%
Total	449,909	465,253			1,629.08	1,691.33	3.8%
First Dollar Credit							
Lottery & Gaming Credit					67.73		
Net Property Tax					1,561.35	1,691.33	8.3%

Make Check Payable to: CLERK OF BADGERTOWN PO BOX 111 BADGERTOWN, WI 55555 715-555-5555	Full Payment Due On or Before January 31, 2012	Net Property Tax 1,691.33
	Or First Installment Due On or Before January 31, 2012	
And Second Installment Payment Payable To AMANDA NISSEN POLK COUNTY TREASURER 100 POLK COUNTY P2, STE 150 BALSAM LAKE WI 54810	And Second Installment Due On or Before July 31, 2012	

FOR TREASURERS USE ONLY		TOTAL DUE FOR FULL PAYMENT Pay By January 31, 2012 \$ 1,691.33 Warning: If not paid by due dates, installment option is lost and total tax is delinquent subject to interest and if applicable, penalty. (See Reverse)
PAYMENT		
BALANCE		
DATE		

PLEASE RETURN LOWER PORTION WITH REMITTANCE

Acceptable Proof of Residence

6. A residential lease which is effective for a period that includes election day (NOT for first-time voters registering by mail).

APARTMENT LEASE

PARTIES
This lease of the apartment identified as 1142 W Harvey St, Upper, Green Bay, Wisconsin, is entered into by and between Michael Mack, Landlord, and **David & Teresa Woods** Tenants, on the following conditions:

TERMS
Lease term: One year beginning **March 1** 20 **12**

Rent payments: \$ **875.00** plus \$25.00 per month to be applied to the last month's rent.
The additional payment toward the last month's rent will end once the last month's rent has accumulated.

Due date: Rent to be paid by the 1st of each month.

Payable to: Michael P. Mack

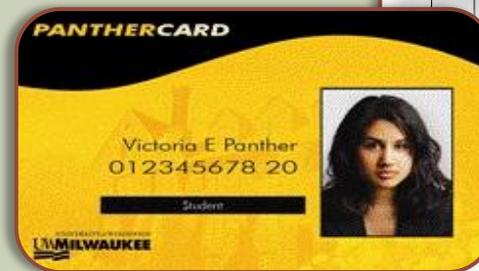
Payable at: c/o Michael Mack
2452 Longtail Beach Lane
Suamico, WI 54179

Pet clause: An additional pet security deposit of \$200.00 is required before any pet is allowed. Any pet must first be approved by the landlord.

UTILITIES
Call WPS immediately at 1-800-450-7260 and have utilities put into your name.
All utility charges, except water, are the responsibility of the Tenant. Water is paid by the Landlord. Tenant is responsible to pay utility charges promptly when due.

Acceptable Proof of Residence

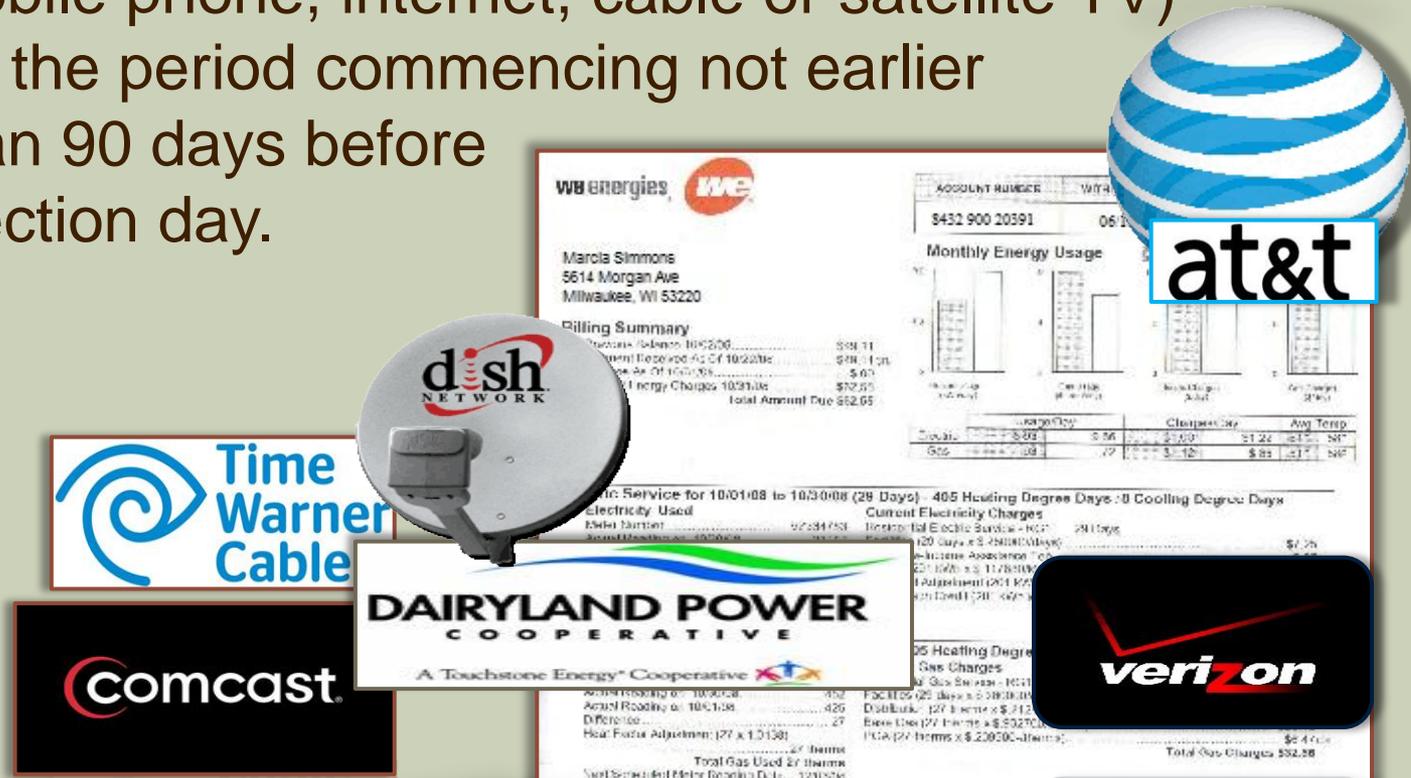
8. A university, college or technical institute identification card (must include photo), ONLY valid if the institution provides a certified housing list to the municipal clerk that indicates citizenship.



SAMPLE NON-DOCTORAL PROJECT ASSISTANT				APPENDIX B	
EMPLOYEE	DATE	POSITION	SALARY	START DATE	END DATE
Victoria E Panther		Project Assistant	Y430K	50	145/814 Sci
300-30-30					
01-05-201					

Acceptable Proof of Residence

9. A utility statement (gas, electric, telephone, mobile phone, internet, cable or satellite TV) for the period commencing not earlier than 90 days before election day.



Acceptable Proof of Residence

10. Bank Statement.



State Bank of Drummond
Since 1921



HSBC		JULY 10, 2012	
Account Type :	BANK A/C		
Account Name :	Amy Kindly		
Account number :	A124700 3443 122243		
	N/A		
	X21990		
Balance brought forward			6450.06
22 Jun	VIS The Cookie Store	11.46	6438.60
23 Jun	VIS You Get A Pony.com	2000.00	4438.60
01 Jul	DD Dollar Store	10.00	
01 Jul	SO Illinois Tollway	5.00	4423.60
	Target		39.00
		100.00	4362.60
		780.00	
			3567.30



Acceptable Proof of Residence

13. An affidavit on public or private social service agency letterhead identifying a homeless voter and describing the individual's residence for voting purposes.



Issuing Ballots and Voting

Providing the correct ballot to the voter and enabling the elector to mark a ballot privately and independently are two of the most important tasks for election inspectors on Election Day. It is essential that you are familiar with the correct procedure for issuing ballots and facilitating voting.

Procedure

When a registered elector (or an Election Day registrant upon completing his or her Election Day registration) appears at the polling place:

1. The elector announces his or her name and address to the election inspectors maintaining the poll lists.
2. The elector signs the poll list.
 - a. The elector only signs one poll list.
 - b. Election inspectors must ensure that all voters are signing the same poll list which is later provided to the county clerk.
 - c. If another person signed the voter's registration form because the voter was unable to sign due to disability, the inspector writes the word "Exempt" on the signature line.
 - d. If voter claims to be unable to sign due to physical disability, and both inspectors concur, the inspectors shall enter the words "exempt by order of inspectors" on the signature line.
 - e. If both inspectors do not waive the signature requirement, the voter shall be allowed to cast a ballot and the inspector or inspectors who did not waive the requirement shall challenge the ballot and document the situation on the Inspectors' Statement (GAB-104).
3. A voter number is assigned to each elector beginning with the number "1" and recorded simultaneously on two identical poll lists prepared by two different election inspectors.

Note: There are several methods used by different municipalities across the state for tracking the voter number. Some municipalities give the voters a

voter slip with the assigned voter number, some municipalities use a check-off sheet with a list of numbers, or some municipalities may use a different method. There is no wrong way, so long as the voter numbers are accurately assigned.

4. Once an elector's voter number has been recorded on both poll lists, he or she is given their ballot, which has been initialed by two election inspectors. Please verify the elector is given the correct ballot style for their address.

Note: Prevent the possibility of fraud by keeping unvoted ballots where voters do not have access to them and by not initialing ballots in advance.

5. Direct the voter to the voting area.
 - a. Be sure to ask the voter if he or she has any questions about how to correctly cast his or her ballot.
 - b. Be prepared to answer questions on how to use equipment, mark a ballot, or place a ballot in the ballot box.
 - c. If an elector is using direct recording electronic (DRE) equipment, remind him or her to check the paper roll before casting his or her ballot. The paper roll serves as the elector's official ballot.
6. The voter should go directly to the voting booth to mark his or her ballot.

Note: A voter may take any person of their choosing, except a representative of their labor union or employer, with them into the voting booth to provide assistance in marking the voter's ballot. The assistor must sign in the space provided on the back of the ballot. Assistors may include minor children and election inspectors. If receiving assistance, the name and address of the individual providing assistance must be recorded on the voter lists.

7. The voter then places his or her voted ballot into the tabulating device or appropriate ballot box. Or, if using direct recording electronic equipment (DRE), the voter casts his or her ballot and closes out the voting session.
8. The voter should then leave the polling place unless he or she intends to stay as an observer.

Closing the Polls

All polling places in Wisconsin close at 8:00 p.m. However, voters in line at the time the polls close must be permitted to vote. To officially close the polling place:

1. The chief inspector officially announces the closing of the polls.
2. The End of Line Officer stands behind the last voter in line at 8:00 p.m. so as to clearly identify who is entitled to vote.
 - a. The End of Line Officer should be established by the municipal clerk prior to Election Day.
 - b. The End of Line Officer may be an election inspector, special registration deputy, employee of the clerk, or police officer.
3. Once all the voters have cast their ballots, the polling place remains open to the public, and the process of reconciling voter lists, counting ballots, and completing the required forms begins.
4. The doors to the polling must NOT be locked.

Anyone, including a candidate, has the right to observe the end of night activities such as reconciling voter lists, counting ballots, and the completing of forms. The prohibition of video and still cameras does not apply unless it is disruptive or interferes with the administration of the election.

Other Election Day Topics

Provisional Voting

(Note: this topic will be covered in depth in September 26, 2012 webinar: Election Day Duties/Special Topics.

In Wisconsin, provisional voting is ONLY used in two situations: If an individual is a first-time voter, who registered by mail and has failed to provide the required proof of residence, or if an individual who registers on Election Day has a Wisconsin driver license, but is unwilling or unable to provide the license number, he or she may vote provisionally.

Assisting Electors

(Note: this topic will be covered in depth in September 26, 2012 webinar: Election Day Officials/Special Topics.

All electors have a right to receive assistance marking their ballots if they cannot read or write, or have a disability that prevents them from reading or marking the

ballot. An elector may select anyone to provide assistance in marking his or her ballot other than the voter's employer or an officer or agent of a labor organization which represents the voter. An election inspector can, and should, provide assistance if requested.

Electors who inform the election inspectors of their inability to read or write, their difficulty reading, writing or understanding English, or, because of a physical disability, their inability to mark a ballot, must be informed of the right to have assistance. Election inspectors should review the Common Sense and Common Courtesy Checklist in this section.

Curbside Voting

(Note: this topic will be covered in depth in September 26, 2012 webinar: Election Day Officials/Special Topics.

An elector who, as a result of disability, is unable to enter the polling place may elect to receive a ballot at the entrance of the polling place. Wis. Stat. § 6.82(1). The elector may receive assistance in marking the ballot, if required, from an election inspector, or from any other person of the voter's choice (except the elector's employer or an agent of the elector's labor union).

Confidential Electors

(Note: this topic will be covered in depth in October 26, 2012 webinar: Election Day Duties/Special Topics.

Electors who are victims of domestic abuse, sexual assault or stalking have the option to be listed confidentially on poll lists. If your municipality has confidential electors, they will be indicated in the "Confidential" section of the pre-printed poll list. This section appears at the back of the poll list. This section of the poll list is NOT open to public inspection.

Confidential electors must sign the poll list if they vote at the polls on Election Day.

Challenging Electors

(Note: this topic will be covered in depth in September 26, 2012 webinar: Election Day Officials/Special Topics.

When there is reason to believe that an elector does not meet the qualifications to vote, the elector may be challenged. Challenges may be brought by any qualified elector of the state including an election inspector. All challenges must be made for reasonable cause as outlined on the Challenge Documentation of the Inspectors' Statement (GAB-104c).

Election Observers

(Note: this topic will be covered in depth in September 26, 2012 webinar: Election Day Officials/Special Topics.)

Observers are individuals who wish to exercise their right to be present at the polling place on Election Day. One of the primary objectives of observers is to keep track of voters so that they can determine that supporters of their candidate or issue have made it to the polls on Election Day. Additionally, members of the public may simply be interested in observing the conduct of the election. 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.

The Government Accountability has established Administrative Rule GAB Chapter 4, establishing a set of rules for election observers.

Electioneering

(Note: this topic will be covered in depth in September 26, 2012 webinar: Election Day Officials/Special Topics.)

Electioneering is 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. This does not apply to private property.

BALLOTS

Counting Ballots

While counting votes occurs after the polls close, the process of counting is a public activity. Any interested person, including a candidate, may be present and observe the counting as long as he or she does not interfere with the process. Election inspectors must pay careful attention to the detail of counting votes and recording vote totals.

Hand-Counted Paper Ballots

The procedure for counting paper ballots is as follows:

1. If there are multiple ballot boxes, open boxes one at a time.
2. Count the ballots in each box (without examining them) to determine the total number.
3. Determine if the number of ballots is equal to the number of voters.
 - a. Check to see that two or more ballots are not folded together.
 - i. If two or more ballots are folded together, set them aside until the count is completed.
 - ii. Compare the total voter count and the number of ballots including the ballots that were set aside.

To determine the total number of voters, see the
“Reconciling the Poll List” section of this manual.

- iii. If a majority of election inspectors agree that the ballots folded together were voted by the same person, the ballots are removed, marked with the reason for removal, set aside, and preserved.
- b. When the number of ballots is equal to or less than the number of voters, proceed with counting the ballots.

- c. If the number of ballots is greater than the number of voters, proceed as follows:
 - i. Before drawing down ballots, be certain that no alternative reasons, such as the issuance of the same voter number to two or more individuals, can explain why the number of ballots exceed the number of voters. Ballots cast by challenged electors are included.
 - ii. Place all ballots face up to check for blank ballots (blank ballots are ballots on which no votes were cast for any office or question). Blank ballots are marked, set aside, but preserved.
 - iii. If the number of ballots still exceeds the number of voters, place the ballots face down and proceed to check initialing. Mark, set aside, but preserve any ballot not bearing the initials of two election inspectors, or any absentee ballot not bearing the initials of the municipal or a deputy clerk.
 - iv. If the number of ballots still exceeds the total number of voters recorded on the voter lists, separate the absentee ballots from the election-day ballots. Absentee ballots can be identified because they contain only one set of initials, either the municipal clerk's or a deputy clerk's.
 - v. If there are more absentee ballots than absentee voters, the absentee ballot are placed in the ballot box and one of the election inspectors publicly and without examination draws by chance the number of ballots equal to the excess number of ballots. Mark these ballots as "removed due to an excess number of absentee ballots." Set aside and preserve all ballots removed.
 - vi. If there are more non-absentee ballots than voters, those ballots are placed in the ballot box and one of the election inspectors publicly and without examination draws by chance the number of ballots equal to the excess number of ballots. Mark these ballots as "removed due to an excess number of ballots." Set aside and preserve all ballots removed.
 - vii. When the total number of ballots and the total number of electors shown on the voter lists agree, return the ballots, except

for those that were removed and set aside, to the ballot box and mix.

viii. Re-open the ballot box and count the ballots one at a time.

4. Count and record the votes on two separate Tally Sheets (GAB-105).
Reconcile the tally sheets when the counting for each office is complete.

a. State statutes do not specify the manner for actually counting ballots.
Here is the method recommended by the Elections Division:

i. One election official reads each ballot while a second election official observes and two other election officials mark the votes using hash marks (/) on the Tally Sheets (GAB-105).

ii. It is advisable to rotate these tabulation jobs among election officials after each office or separate ballot-type is counted. All election officials and tabulators should participate in the counting of ballots (unless a greeter was appointed, who may not participate). High school students serving as election inspectors may participate in the counting.

b. Determine if any of the ballots are “Defective.”

i. A “Defective ballot” is a ballot for which a majority of the election inspectors agree that voter intent cannot reasonably be determined.

ii. These ballots are marked, set aside and preserved in an envelope marked “Original Ballots.”

iii. A defective ballot is labeled “Defective Ballot #__” (beginning with ‘1’).

Note: A ballot can be defective for some offices and valid for others. Only valid votes on each ballot are counted. The reason for the defect should be recorded on the Inspectors’ Statement (GAB-104).

c. Determine if any of the ballots are “Objected To.”

- i. An “Objected to” ballot is a ballot for which a majority of the election inspectors agree that voter intent can be determined, but at least one election inspector disagrees.
 - ii. These ballots are counted, marked, set aside and preserved in the Original Ballots envelope.
 - iii. An objected to ballot is labeled “Objected to Ballot #__” (beginning with ‘1’). The reason for the objection is recorded on the Inspectors’ Statement (GAB-104).
5. Announce the results of the votes cast at the polling place and prepare all election materials for delivery to the municipal clerk (see the “Documentation” section of this manual.) Do not seal the completed Tally Sheets in the ballot bag.
 - a. All ballot bags or containers should be sealed or secured in such a manner that it is not possible to insert or remove a ballot from the bag or container.
 - b. The unique identifying number of any tag should be recorded on the Ballot Container Certificate (GAB-101) and on the Inspectors’ Statement (GAB-104).

Optical Scan Ballots

1. Open the optical scan tabulating unit to remove any ballots from the auxiliary ballot box that were not entered into the tabulating unit. Enter them into the optical scan unit.
2. Ballots from the auxiliary ballot box which were rejected when entered into the optical scan unit should be examined by two election officials to determine the cause for rejection.
 - a. The two election officials make a duplicate ballot to correct the problem.
 - i. Original ballots will be numbered consecutively “original rejected ballot #__” (beginning with ‘1’).

- ii. Duplicate ballots will be numbered consecutively “duplicate rejected ballot #__” (beginning with ‘1’).
 - b. The duplicate ballot is entered into the machine. The original ballot is preserved in the Original Ballots envelope.
3. Remove all write-in ballots from the write-in compartment.
 - a. Tally write-in votes on duplicate Tally Sheets (GAB-105).
 - b. Do not reenter the ballots into the optical scan unit because the rest of the ballot has already been counted.
4. Examine the ballots from the main bin for write-in votes that were not separated by the machine. (There may be write-in votes where the elector did not make a mark or complete the arrow. These write-in votes must also be counted.)
 - a. Record the write-in votes on the tally sheet.
 - b. This may require a change to the printout. If an elector completes the arrow or fills in the oval next to a candidate’s name, and also writes in a candidate but fails complete the arrow or fill in the oval next to the write-in blank, the machine will incorrectly count the vote for the candidate on the ballot. Write-in votes, even if the arrow/oval is not completed, should be counted instead of the vote for the candidate on the ballot. Therefore, the returns may need to be amended to reflect the correct number of votes. Document the reason for any change on the Inspectors’ Statement (GAB-104).
5. Once all ballots have been entered into the machine, follow the instructions provided by the municipal clerk for printing out the election results.
6. Election inspectors shall print the result report before breaking any seal on the electronic equipment and before the removal of the memory card from the voting station.
7. The chief election inspector shall record the serial number of all security seals on the Inspectors’ Statement (GAB-104) or on a copy of the results tape secured and transmitted to the municipal clerk.

8. One copy of the results report and the memory cards shall be secured in a separate, sealed container or envelope by the chief election inspector. The chief election inspector and two additional election inspectors shall sign their names across the seal of the secured envelope or container. As an alternate procedure, the memory cards may remain sealed in the voting stations or units.
9. Following the vote count, election inspectors publicly announce the results for each candidate and referenda. The chief inspector or an election inspector designated by the chief inspector reports the results to the municipal and school district clerks.
10. Seal voted ballots and the Original Ballots envelope in a separate ballot bag (GAB-101). Return the bags containing the memory unit and the voted ballots to the municipal clerk.
 - a. All ballot bags or containers should be sealed or secured in such a manner that it is not possible to insert or remove a ballot from the bag or container.
 - b. The unique identifying number of any tag should be recorded on the Ballot Container Certificate (GAB-101) and on the Inspectors' Statement (GAB-104).
11. Do not seal the completed write-in tally sheets or election results printouts in the ballot bag.

Direct Recording Electronic Voting Equipment (DRE)

If direct recording electronic voting equipment is used in your municipality, use the following procedure for counting and submitting vote totals:

1. In post-election mode, election inspectors shall print the results report before breaking any seal on the electronic equipment and before the removal of the memory card from the voting station.
2. The chief election inspector shall record the serial number of all security seals on the Inspectors' Statement (GAB-104) or on a copy of the results tape secured and transmitted to the municipal clerk.

3. One copy of the results report and the memory cards shall be secured in a separate, sealed container or envelope by the chief election inspector. The chief election inspector and two additional election inspectors shall sign their names across the seal of the secured envelope or container. As an alternate procedure, the memory cards may remain sealed in the voting stations or units.
4. All votes, including write-in votes are automatically tabulated by the DRE equipment. Depending on what type of technology is used by your municipality, election inspectors need to merge the DRE results with the other results. In most cases, election inspectors will be manually merging DRE results with either optical scan systems or ballots that were counted by hand. Follow the municipal clerk's instructions for merging results.

Determining Voter Intent

Summary

When counting votes at any election, voter intent is the controlling factor in determining if and how a vote should be counted. When there is a question of how a vote should be counted, because it is not clearly marked as the instructions on the ballot indicate, the decision is made by a majority of the election inspectors. Even though tabulators may be used to assist in counting, the decision on how to treat a questionable ballot is made by the election inspectors. One common example of when a determination of voter intent and the validity of a ballot must be made is when an elector has overvoted for a particular office on the ballot. The ballot should be treated as an overvote for that office only. A record is made on the Inspectors' Statement (GAB-104) that a vote was not counted for that office because of an overvote. All other offices on that ballot must be counted as the voter intended.

Counting Write-In Votes

Determining the proper way to count write-in votes raises several questions and, as in counting all votes, it is important to remember that if the voter's intent can be determined the write-in vote must be counted to reflect that intent. Another important point is that, in most cases, a write-in vote will take precedence over a vote for a person whose name is printed on the ballot for the same office.

Where optical scan voting systems are used, care must be taken to assure that write-in votes are counted when the elector fails to make a mark or connect the

arrow next to the write-in line. Because the equipment will not pick up a write-in vote where the arrow is not connected or the oval is not filled in next to the write-in line, election inspectors must inspect each ballot to determine if a write-in vote has been cast.

Following are several examples of when and when not to count write-in votes. Election inspectors must also remember that all write-in votes cast for any person at the election must be listed on the tally sheet, regardless of whether or not the person is a registered write-in candidate.

The examples of when and when not to count write-in votes set out below include, but are not limited to, general situations for all elections. In addition to these situations, there are special considerations when counting write-in votes at the general election and at a partisan primary.

Count Write-in Votes When:

1. The name of the person is misspelled, but the intent of the voter can be reasonably determined.
2. The name of the person is abbreviated, but the intent of the voter can be reasonably determined.
3. The name of the person contains a wrong initial or an initial is omitted.
4. Only the last name of a person is written in. If the person is a registered write-in candidate, and/or the intent of the voter can be reasonably determined, the vote can be counted.
5. An “X” or other mark is omitted. An “X” or any other mark is not required in order to cast a write-in vote.
6. A sticker contains only the name of a person and is placed on a ballot. The vote is counted for the person named for the office listed in the space where the sticker is placed.
7. A sticker contains only the name of a person and is placed in the margin. Voter intent must be determined. If the person named on the sticker has filed a campaign registration statement indicating the office sought, the vote should be counted for the person named on the sticker for the office.

8. A sticker contains the name and the office the person is seeking and is placed on the face of the ballot other than in a particular office space. This vote is counted for the person for the office listed on the sticker.
9. The instructions to voters are "Vote for one", and the voter makes an "X" or other mark in the box next to a name that is printed on the ballot and also writes in another person's name for the same office. Only the write-in vote is counted. This is not an overvoted ballot.
10. The instructions to voters are "Vote for not more than two", and the voter makes an "X" or other mark in the box next to two names that are printed on the ballot and also writes in another person's name. Only the write-in vote is counted. This is not an overvoted ballot.
11. In a nonpartisan election (February or April), a candidate's name is printed on the ballot for an office and the voter writes in that candidate for another office. The vote is counted for the office where the write-in occurs.
12. The name of a person, who has filed a campaign registration statement indicating the office sought, is written in under an office other than the one indicated on the campaign registration statement. The vote counts for the person for the office where the name is written.
13. A sticker containing the name of a candidate and the office sought is placed under a different office than the one indicated on the sticker. The vote counts for the person named on the sticker for the office under which the sticker is placed.

Do Not Count Write-in Votes When:

1. A name is misspelled or abbreviated and the intent of the voter cannot be reasonably determined.
2. A write-in sticker is placed on the endorsement (back) side of the ballot.
3. A write-in sticker is found in the ballot box and is not attached to any ballot.

4. The instructions on the ballot are “Vote for one” and the name of more than one person has been written in for a single office. This is an overvote and no votes are counted for that office.
5. The instructions on the ballot are “Vote for one” and the name of more than one person has been written in and a vote has also been cast for a candidate whose name is printed on the ballot for the same office. This is an overvote and no votes are counted for that office.
6. In the general election (November), when a candidate’s name is printed on the ballot for an office and the voter writes in that candidate’s name for a different office.

Special Considerations for the General Election

When counting votes at the general election (November), it is important to remember that all votes are counted for the person for the office in which the elector has cast the vote. If a name is written in by the elector, the party affiliation does not matter when it comes to determining the number of votes cast for the candidate. All votes cast for an individual, for the same office, are added together even though they may have been written in under different party columns on the ballot.

1. Counting Votes for President and Vice President: an elector casting a write-in vote for President and Vice President must designate the presidential candidate of his or her choice. A vote for a candidate for President only will be counted. If the elector casts a write-in vote for only a candidate for Vice President, the vote will not be counted.

Absentee Ballots

(Note: this topic was covered in depth in the September 12, 2012 webinar: Absentee Voting Rules and Processes.)

Any registered elector in the state of Wisconsin has the right to cast an absentee ballot. Absentee voting provides an opportunity for a voter who is unable or unwilling to appear at the polling place to cast his or her ballot. For this reason,

special procedures are in place to protect the elector and the integrity of the process.

Remaking Ballots

(Note: this topic was covered in depth in the September 12, 2012 webinar: Absentee Voting Rules and Processes.)

In order to be counted by voting equipment, ballots may need to be “remade” by election inspectors at the polls on Election Day for various reasons, such as the voter used red pen, the voter circled names on the ballot rather than marking the arrows, the ballot was mutilated by postal equipment, or emailed or faxed ballots, among others. Election Inspectors may choose to hand count these ballots rather than remaking them.

DOCUMENTATION

Reconciling Poll Lists

After all voters have cast their ballots and the polls are closed, the election inspectors must reconcile the voter lists to make sure that the lists contain identical information and notations. Inspectors will find this process easier if they have periodically reconciled the voter lists during the day. If there are more than two voter lists, the comparisons have to agree for all lists.

1. Compare voter numbers and notations on the poll lists.
 - a. The Elections Division recommends comparing the first and last number on each page, and every 3rd or 5th number to make sure they match.
 - b. Compare notations beside the name of each voter to determine if they match.
 - c. The last voter number on both lists should be circled in red.

Note: 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).

2. Reconcile the supplemental lists.

Reconcile the supplemental lists of individuals registering at the polling place and new voters casting a presidential only ballot. These voters should be included in the determination of the total number of voters.

3. Enter the total number of voters, the number of absentee voters and the number of provisional voters in the spaces provided on the certification page of the Inspectors' Statement (GAB-104).

The total number of voters is the number of people who have a voter number next to their names on the poll list and supplemental list. **If there were no numbers skipped or used twice and all electors handed a**

voter number received a ballot, this should be the last voter number you gave out and/or wrote on the poll list.

4. After comparing and reconciling, the voter lists are signed by the chief inspector and the election inspectors who maintained the lists.

Documenting Election Day

Other than the poll list, election inspectors must complete and certify additional forms that help to “tell the story” of an election.

Inspectors’ Statement (GAB-104)

1. The chief inspector or an election inspector designated by the chief inspector completes the certificate on the cover sheet of the Inspectors’ Statement (GAB-104) listing the following information:
 - a. Ward or wards served by the polling place
 - b. Municipality
 - c. County
 - d. Election Date
 - e. Verify Tamper-evident Seal
 - i. Pre-election
 - ii. Post-election
 - f. Ballot Bag Tamper-evident Seal Number
 - i. Also recorded on the Ballot Container Certificate (GAB-101)
 - g. Total number of voters
 - h. Number of absentee voters
 - i. Number of provisional voters

2. The chief inspector and two other election inspectors sign the completed certificate on the original Inspectors' Statement (GAB-104).
3. The chief inspector signs the certification that he or she has completed the required training administered by the Elections Division. If more than one chief inspector served at the polling place, they should each sign the certification.
4. The completed certificate, incident log and all challenge documentation forms are attached together to create the Inspectors' Statement (GAB-104).
5. Do not seal the completed Inspectors' Statement in the ballot bag.

Tally Sheets

1. Review and compare the two original Tally Sheets.
 - a. Review the election information.
 - i. Ward
 - ii. Municipality
 - iii. Date
 - iv. Type of election
 - b. Review the tally strokes.
 - i. Are there 5 strokes in each filled-in box?
 - ii. Is the written total the same as the tally?
 - c. Compare the totals.
 - d. Review the certification.
 - i. Is the information correct?
 - ii. Did everyone who worked on the counting of ballots sign?
 - iii. Were all the questions answered?

Municipal Board of Canvassers

In municipalities with one polling place and one set of results, 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.

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.
 - a. The Canvass Report (GAB-106) is made up of three parts:
 - i. The Tabular Statement of Votes Cast
 - ii. The Certification of the Board of Canvassers
 - iii. The Summary Statement of the Board of Canvassers
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 election 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.

Completing Forms

Once ballots have been counted and the votes recorded on the appropriate Tally

Sheets (GAB-105), election forms must be completed and all materials secured and routed to the appropriate clerk.

1. Separate ballots that have been identified as damaged, defective, objected to or set aside, bundle them separately and place them in the Original Ballots envelope.
2. Place all voted ballots along with the Original Ballots envelope into the ballot bag or container.
 - a. Secure the container or bag with a tamper-evident seal so that no ballot can be inserted or removed without breaking the seal.
 - b. Complete the Ballot Container Certificate (GAB-101) on the ballot bag or container, recording the unique identifying number of the seal.
 - c. This seal number should be recorded on the Inspectors' Statement (GAB-104) as well.
3. The chief inspector and two other inspectors sign the certificate on the ballot bag or ballot container (GAB-101).
4. Rejected absentee ballot envelopes should be placed in the brown carrier envelope (GAB-102). The certificate on the carrier envelope must be signed by the chief inspector and two other election inspectors, one from each party (unless appointed without regard to party affiliation).
5. All used absentee certificate envelopes (GAB-122) should be placed in the white carrier envelope (GAB-103). The certificate on the carrier envelope must be signed by the chief inspector and two other election inspectors, one from each party (unless appointed without regard to party affiliation).
6. Provisional ballot certificate envelopes (GAB-123) should be placed inside the provisional ballot carrier envelope (GAB-108). The certificate on the carrier envelope must be signed by the chief inspector and two other election inspectors, one from each party (unless appointed without regard to party affiliation).
 - a. The provisional ballot carrier envelope (GAB-108) is placed in a separate ballot bag or container. The ballot bag or container should be sealed with a tamper-evident seal, the Ballot Container Certificate completed, and the bag or container labeled "Provisional Ballots."

- b. The Provisional Ballot Reporting Form (GAB-123r) should NOT be sealed in the ballot container.
7. The election inspectors complete the Inspectors' Statement (GAB-104) which lists all blank, challenged, damaged, defective, objected to, provisional and rejected ballots as well as the total number of electors voting at the polling place, the number of absentee and provisional ballots cast, and the seal numbers from the accessible voting equipment.

Routing Materials

All materials are delivered to the municipal clerk. Materials should be separated into the following categories:

Municipal Clerk

1. Municipal ballots (if separate ballots) sealed in the ballot bag unless they are returned to the ballot box and sealed.
2. Provisional ballots sealed in a different ballot bag with a tamper-evident seal.
3. One original of each Tally Sheet (GAB-105).
4. A copy of the voting equipment results tape, if any.
5. Original Inspectors' Statement (GAB-104). (The municipal clerk keeps the original form and makes copies for the School District Clerk and County Clerk.)
6. Municipal canvass (GAB-106), if required.
7. One original voter list (GAB-107) plus one original of any supplemental list (GAB-107s). The voter list (GAB-107) that contains electors' signatures will be transported to the county.
8. Absentee Ballot Log (GAB-124).
9. The Provisional Ballot Reporting Form (GAB-123r).

School District Clerk

The municipal clerk immediately forwards the following to the school district clerk:

1. School district ballots (if separate ballots) sealed in a ballot bag.
2. An original Tally Sheet (GAB-105) listing school district results.
3. A copy of the voting equipment results tape.
4. One copy of the Inspectors' Statement (GAB-104).
5. A certified copy of poll list (GAB-107 & GAB 107s).
6. A copy of the Provisional Ballot Reporting Form (GAB-123r).

County Clerk

The municipal clerk supervises the delivery of the following to the county clerk no later than 4:00 p.m. on the day following the election:

1. The ballot bags or containers with all federal, state, county and technical college ballots.
2. The brown carrier envelope (GAB-102) containing rejected absentee ballots.
3. The white carrier envelope (GAB-103) containing used certificate envelopes from absentee voters.
4. One copy of the Inspectors' Statement (GAB-104).
5. One original Tally Sheet (GAB-105) for presidential, congressional, state, legislative, judicial, and county, offices and state, county and technical college referenda.
6. A copy of the voting equipment results tape.
7. One original voter list (GAB-107) including the supplemental list (GAB-107s) that includes the electors' signatures.
8. A copy of the Provisional Ballot Reporting Form (GAB-123r).

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

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-123r) not sealed in a ballot bag.

Absentee Ballots

Materials for absentee ballots must be placed in the proper envelope

- Certificate of Rejected 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.