

Election Day Duties: Special Topics

Wednesday, January 28, 2015

9:00 a.m. – 11:00 a.m.

Program Presenters

Wisconsin Government Accountability Board Staff

Agenda

- Clerk Communications
 - Municipal Clerks Training Report
 - Status of Voter Photo ID
 - Other Information
- Voter Registration (video tutorial)
- Completing the GAB-104 (Inspectors' Statement)
- Assisting Electors
- Curbside Voting
- Counting Write-Ins
- Reconciling Poll Lists (Discussion – What Would the G.A.B. Do?)
- Provisional Voting (video tutorial)
- Challenging an Elector (video tutorial)

State of Wisconsin\Government Accountability Board

212 East Washington Avenue, 3rd Floor
Post Office Box 7984
Madison, WI 53707-7984
Voice (608) 266-8005
Fax (608) 267-0500
E-mail: gab@wisconsin.gov
<http://gab.wi.gov>



JUDGE THOMAS BARLAND
Chair

KEVIN J. KENNEDY
Director and General Counsel

MEMORANDUM

TO: Wisconsin Municipal Clerks
City of Milwaukee Election Commission
Wisconsin County Clerks
Milwaukee County Election Commission

FROM: Michael Haas
Elections Division Administrator

Allison Coakley
Elections Training Coordinator

DATE: November 11, 2014

SUBJECT: Municipal Clerks Training Report Posted (2013-2014 term)

Background

Municipal clerks are required by state law to take and report six hours of election training every two years to the Government Accountability Board. Election training taken between January 1, 2013 and December 31, 2014 will recertify municipal clerks for the 2015-2016 term. For new municipal clerks or clerks who lost their certification at the end of 2012, three of the six hours of training must be the Municipal Clerk Core Curriculum training class (in-person class or live webinar) or the equivalent training taken at the Wisconsin Municipal Clerks Institute in Green Bay.

Training Report

The Municipal Clerk Training Report has been posted on the G.A.B. website as an attachment to this Clerk Communication and lists the number of hours you have reported to us so far this term as of November 7, 2014. The column "Needs 3-Hour MCT Core" indicates that either you are a new clerk who did not take the required class or are a clerk who lost his or her certification at the end of 2012 and must retake the class to be compliant with state training requirements. Please note that you may have reported a minimum of six hours of election training, but because you need to take the MCT Core class, you are considered noncompliant with state law.

You can search the report by your name or HINDI number. If you have training to report to us, please do so using the form available on our website: <http://gab.wi.gov/forms/mct-hours-reporting>. All election-related training must be reported to the G.A.B. by December 31, 2014 to count toward recertification for the 2015-2016 term. Please note that deputy clerks and other office staff who have submitted training information are not listed on this report as they are not required by state law to be certified.

Training Options

Election training that counts toward clerk recertification can be found by clicking here: <http://gab.wi.gov/clerks/education-training/municipal-clerk-cert>. For example, the webcasts posted on

the webinar page can be viewed on your computer at your convenience:

<http://gab.wi.gov/clerks/education-training/webinars>. Clerks can receive training credit for the length of the webinar, which typically run one to two hours each. Please note that the Municipal Clerk Core Training webcast cannot be used by new clerks for initial certification or by clerks who lost their certification at the end of 2012.

Certification

Municipal clerks who have not taken and reported six hours of election training for the 2013-2014 term by December 31, 2014 will lose their certification and be considered noncompliant with state law. Clerks who lose their certification are required to take the three-hour Municipal Clerk Core training class and three hours of election training – for a total of six hours - by the first election in 2015 to be considered certified to conduct elections for the term. Classes will be posted in December in preparation for the spring elections: <http://gab.wi.gov/clerks/education-training/schedule>.

Contact

If you have questions, are not listed or are listed incorrectly, please contact Allison Coakley: allison.coakley@wi.gov, or (608) 261-2033. Thank you for your usual attention and cooperation.

State of Wisconsin \ Government Accountability Board

212 East Washington Avenue, 3rd Floor
Post Office Box 7984
Madison, WI 53707-7984
Voice (608) 266-8005
Fax (608) 267-0500
E-mail: gab@wisconsin.gov
<http://gab.wi.gov>



JUDGE THOMAS H. BARLAND
Chairperson

KEVIN J. KENNEDY
Director and General Counsel

MEMORANDUM

DATE: January 8, 2015

TO: Wisconsin County Clerks
Wisconsin Municipal Clerks
City of Milwaukee Election Commission
Milwaukee County Election Commission

FROM: Michael Haas
Elections Division Administrator

SUBJECT: Voter Photo ID Status for 2015 Spring Elections
Voter Photo ID Guidance 2015-1

The plaintiffs in the federal lawsuit challenging the Voter Photo ID requirement have filed an appeal with the U.S. Supreme Court. Therefore, the court injunction prohibiting implementation of the photo ID requirement remains in effect until the appeal has been resolved by the Supreme Court. Until further notice, therefore, the photo ID requirement is not to be enforced in Wisconsin elections.

You may wish to review our Clerk Communication of December 12, 2014 for reminders as to preparations and processes for the Spring Primary and Spring Election which are affected by the court injunction. We will promptly communicate with local election officials when there is a change in the status of the photo ID requirement. If you have any questions, please contact the G.A.B. Help Desk at gabhhelpdesk@wi.gov or (608) 261-2028. Thank you.



Wisconsin Voter Registration Application

Submitted by Mail
(Official Use Only)

Confidential Elector ID#
(HINDI - sequential #) (Official Use Only)

SVRS ID #
(Official Use Only)

Instructions

Instructions for completion are on the back of this form. Return this form to your municipal clerk, unless directed otherwise.
• Please use uppercase (**CAPITAL**) letters only. Fill in circles as appropriate.
• If you are not a military or permanent overseas elector, you must provide a copy of your proof of residence (see reverse) with this application.
• NOTE: If this is a change of address, then upon completion of this application your voting rights will be cancelled at your previous residence.

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

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

3	Last Name		First Name	
	Middle Name	Suffix (e.g. Jr, II, etc.)	Phone #	
	Date of Birth (M/D/YYYY)	Email Address		

If you are a military or permanent overseas elector, fill in the appropriate circle (see instructions for definitions): Military Permanent Overseas

4	Residence Address: Street Number & Name			
	Apt. Number	City	State & ZIP	

5	Mailing Address: Street Number & Name			
	Apt. Number	City	State & ZIP	

6	Last Name		First Name	
	Middle Name	Suffix (e.g. Jr, II, etc.)		

7	Previous Address: Street Number & Name			
	Apt. Number	City	State & ZIP	

8	Accommodation needed at poll location (e.g. wheelchair access):	If you do not have a street number or address, use the map to show where you live. • Mark crossroads • 'X' where you live • Use dots for landmarks	Example	
	<input type="radio"/> I am interested in being a poll worker.			

9	Please answer the following questions by filling in "Yes" or "No":		<input type="radio"/> Yes <input type="radio"/> No	If you filled in "No" in response to EITHER of these questions, do <u>not</u> complete this form.
	1. Are you a citizen of the United States of America?	2. Will you be 18 years of age or older on or before election day?	<input type="radio"/> Yes <input type="radio"/> No	

10 I hereby certify, to the best of my knowledge, that I am a qualified elector, a U.S. citizen, at least 18 years old or will be at least 18 years old at the time of the next election, having resided at the above residential address for at least 28 consecutive days immediately preceding this election, with no present intent to move. I am not currently serving a sentence including incarceration, parole, probation, or extended supervision for a felony conviction, and not otherwise disqualified from voting. I certify that all statements on this form are true and correct. If I have provided false information I may be subject to fine or imprisonment under State and Federal laws. **If completed on Election Day:** I further certify that I have not voted in this election. **Please sign below to acknowledge that you have read and understand the above.**

11	Electors Signature: X	Today's Date (M/D/YYYY) / /	Proof of Residence type <i>(Official use only)</i>	Proof of Residence Issuing Entity <i>(Official use only)</i>
			Proof of Residence # <i>(Official use only)</i>	Election Day Voter # <i>(Official use only)</i>

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

12	Assistant Signature:	Assistant Address:

Official Signature:	Date complete & POR received: / /	SRDs printed name and SRD#:
---------------------	---	-----------------------------

Ward	Sch. Dist.	Alder	Cty. Supr.	Ct. of App.	Assembly	St. Senate	Congress
------	------------	-------	------------	-------------	----------	------------	----------



Wisconsin Voter Registration Application Instructions

Each section on the front side of this document corresponds to the sections below (1-12)

These documents constitute proof of residence if they:

Contain the voter's current and complete first and last name and residential address, and are valid on the day used to register to vote.

Electronic versions are also acceptable.

- A current and valid WI Driver License / ID Card
- Any other official identification card or license issued by a Wisconsin governmental body or unit
- An employee ID card with a photograph, but not a business card
- A real property tax bill or receipt for the current year or the year preceding the date of the election
- A residential lease (Does not count as proof of residence if elector submits form by mail)
- A picture ID from a university, college or technical college coupled with a fee receipt
- A picture ID from a university, college or technical college coupled with an on-campus housing listing provided by the university, college or technical college to the municipality that denotes US Citizenship
- A utility bill for the period commencing not earlier than 90 days before the day registration is made
- (Homeless voters only) A letter from an organization that provides services to the homeless that identifies the voter and describes the location designated as the person's residence for voting purposes
- A bank statement • A paycheck • A check or other document issued by a unit of government

1	<ul style="list-style-type: none"> • Fill in the circle (New WI Voter, Name Change, Address Change) describing why you are completing this form. • A "New WI Voter" is anyone who is not currently registered to vote in Wisconsin. You can check your voter registration status at MyVote Wisconsin website (https://myvote.wi.gov) • Indicate your county and municipality of residence (e.g. Village of Cambridge, Dane County).
2	<ul style="list-style-type: none"> • If you have been issued a WI driver license or WI DOT-issued ID that is current and valid, you must provide the number and expiration date. If you are unsure of the number, please call DMV at (608) 266-2353. • If you have been issued a WI driver license that is currently revoked, suspended, or expired; or have been issued a WI DOT-issued ID that is expired, please provide the number and the last 4 digits of your Social Security number. • If you have not been issued a WI driver license or WI DOT-issued ID, you must provide the last 4 digits of your Social Security number. • If you have not been issued a WI driver license, a WI DOT-issued ID, or a Social Security number, indicate that fact by filling in the appropriate circle. • If you are registering to vote on Election Day and have been issued a WI driver license or ID, but are unable or unwilling to provide the number, your vote will not be counted unless you provide the number to the election inspectors by 8:00 p.m. on Election Day or to your municipal clerk by 4:00 p.m. the Friday following Election Day.
3	<ul style="list-style-type: none"> • Provide your current and complete name including your last name, first name, middle name, and suffix (Jr., Sr., etc.), if any. Please verify you have provided your name as it appears on the document, the number of which you provided in Box 2, if the name on that document is still your current and complete name. • Provide your month, day, and year of birth. • Providing your phone number and/or email address is optional and is subject to open records requests. • A "military elector" is a person, or the spouse or dependent of a person who is a member of a uniformed service or merchant marine, a civilian officially attached to a uniformed service and serving outside the United States, or a Peace Corp volunteer. Military electors are not required to register as a prerequisite to voting at any election. • A "permanent overseas elector" is a US citizen, at least 18 years old, who does not qualify as a resident of this state, but who was last domiciled in this state, or whose parent was last domiciled in this state immediately prior to the parent's departure from the United States, and who is not registered to vote in any other state.
4	<ul style="list-style-type: none"> • Provide your home address (legal voting residence) in Wisconsin. • Provide your full street name, including the type (St, Ave, etc.) and any pre- and/or post-directional (N, S, etc.). • Provide the city name and ZIP code that appears on mail delivered to your home address. • <u>You may not enter a PO Box as a residential address.</u> A rural route box without a number should not be used.
5	<ul style="list-style-type: none"> • If your mailing address is different from your home address, provide it here. A PO Box is acceptable as a mailing address. Overseas electors should provide their complete overseas address here.
6	<ul style="list-style-type: none"> • Provide your previous first, last, and middle names, along with a suffix, if any.
7	<ul style="list-style-type: none"> • Provide the most recent address where you were previously registered to vote, if any.
8	<ul style="list-style-type: none"> • If you need assistance when voting, you may describe the assistance required (e.g. curbside voting, braille materials). • If you are interested in being a poll worker for your municipality, you may fill in the circle to indicate your interest. • If you do not have a street address, use the map to show where you live.
9	<ul style="list-style-type: none"> • If you answer "No" to either question in this section, you are not eligible to vote in Wisconsin. • Please note, for question 2, you must either be at least 18 years old, or will be at least 18 years old at the time of the next election to be eligible to vote. If you are completing on election day you must be 18 years old today.
12	<ul style="list-style-type: none"> • Assistant: If you are unable to sign this form due to a physical disability, you may have an assistant do so on your behalf. That assistant must provide his or her signature and address in the space provided. By signing, the assistant certifies that he or she signed the form at your request.



Wisconsin Voter Registration Application



Submitted by Mail
(For Official Use Only.)

Completed online at:
My Vote WI

Please verify that the information on the form is correct. Sign, date, and mail. When mailing, follow the instructions on the page above.

Confidential Elector ID#		Online Mail App. ID		SVRS ID#	
<input type="checkbox"/> New Voter <input type="checkbox"/> Name Change <input type="checkbox"/> Address Change		Name of Municipality		County	
2 WI Driver License or ID Number		Expr date	Social Security Number (Last 4)		<input type="checkbox"/> I have neither a State issued ID nor a Social Security number.
3 Last Name		First Name		Middle Name(s)	Suffix
Date of Birth		Phone #		Email Address	
Are you a military or permanent overseas elector: <input type="checkbox"/> Military <input type="checkbox"/> Permanent Overseas					
4 Residence Address		Apt or Lot#	City		State ZIP
5 Mailing Address			City		State ZIP
6 Prior Last Name		First Name		Middle Name(s)	Suffix
7 Previous Address		Apt or Lot#	City		State ZIP
8 <input type="checkbox"/> I am interested in being a poll worker.		Accommodation needed at poll location (e.g. Wheelchair access):			
9 Please answer the following questions by checking "Yes" or "No".					
Are you a citizen of the United States of America?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	If you checked "No" in response to EITHER of these questions, do not complete this form.	
Will you be 18 years of age on or before election day?		Yes <input type="checkbox"/>	No <input type="checkbox"/>		
10 <input checked="" type="checkbox"/> I hereby certify, to the best of my knowledge, that I am a qualified elector, a U.S. Citizen, at least 18 years old or will be at least 18 years old at the time of the next election, having resided at the above residential address for at least 28 consecutive days immediately preceding this election, with no present intent to move. I am not currently serving a sentence including probation or parole for a felony conviction, and not otherwise disqualified from voting. I certify that all statements on this form are true and correct. If I have provided false information I may be subject to fine or imprisonment under State and Federal laws. If completed on Election Day : I further certify that I have not voted in this election. Please sign below to acknowledge that you have read and understand the above.					
11 Signature of Elector: X		Today's Date (MM/DD/YYYY)			
		Election Day Voter# (official use only)			
Falsification of information on this form is punishable under Wisconsin law as a Class I Felony.					
12 Official Use: Proof of Residence Type		Official Use: Proof of Residence Issuing entity		Official Use: Proof of Residence #	
Official Signature:		Date complete & POR received		SRDs printed name and SRD#	
For office/clerk use only.					
WARD:	USCH:	ALD:	COSUP:	COA:	ASSM: SEN: CONG:

Quick Reference (Please refer to the Election Day Manual for detailed procedures!)		
Code	Description of Incident	Procedure for Completing Inspectors' Statement
RO RS RW RD RB RV	Rejected Absentee Ballots—Absentee ballots are rejected if: The certificate envelope is open or appears to have been opened and resealed. The elector did not sign the certificate envelope. There is no signature of a witness. The inspectors have reliable proof that the elector has died before election day. Elector has voted more than one ballot of the same type. Elector has already voted in this election.	<ol style="list-style-type: none"> 1) List voter's name and reason ballot was rejected. 2) Indicate the reason for rejection on the certificate envelope 3) Mark the certificate envelope "<i>Rejected # (serial number).</i>" 4) Place the envelope containing the ballot in the Rejected Absentee Ballot envelope. 5) The elector's name is not entered on the poll list. 6) Do not count the ballot.
R	Optical Scan ballots which are remade by election officials—Ballots are remade in order to be accepted by the tabulating equipment.	<ol style="list-style-type: none"> 1) Describe why the ballot had to be remade <ul style="list-style-type: none"> - Overvoted (OV)-ballot with at least one instance of voting for more than max number of selections allowed. - Damaged (DM)-voter used red pen or circled names instead of completing arrow/oval, ballot mutilated - Other (OT)-faxed or emailed ballots or MyVote ballots 2) These ballots are labeled "<i>Original Ballot # (serial number)</i>" and "<i>Duplicate Ballot # (same serial number).</i>" 3) The "duplicate" ballots are inserted into the counter. 4) The "original" ballots are bundled together, and placed in the Original Ballots Envelope. 5) The Original Ballots Envelope is placed in the ballot container.
C-A C-C C-R C-F C-I C-V C-D C-F PV-	Challenged Ballots and Provisional Ballots Ballots may be challenged because: The person is not at least 18 years of age. The person is not a citizen of the United States. The person has not resided in the election district for at least 28 consecutive days. The person has a felony conviction and has not been restored to civil rights. The person has been adjudicated incompetent. The person has voted previously in the same election. The person claims to have a physical disability that prevents them from signing the poll book but both inspectors did not agree. Clerk believes voter who asked for replacement ballot is not the person who originally requested the ballot. Provisional ballot issued::	<ol style="list-style-type: none"> 1) Complete the "<i>Challenge Documentation</i>" (Form GAB-104C). (There should be one (GAB-104C) for each challenged elector.) 2) Mark ballot "<i>Challenged – Voter #___.</i>" (Use voter number from poll list.) 3) Mark "<i>challenged</i>" next to voter's name on the poll list. 4) Challenged ballots are inserted into the counter. 5) Bundle together, label "<i>Challenged Ballots,</i>" and place in ballot container. <p>Refer to the Provisional Ballots section of the Election Day Manual for instructions on issuing provisional ballots. Reasons for issuing provisional ballot:</p> <ol style="list-style-type: none"> 1) "POR required" by voter's name on poll list; voter cannot provide POR. 2) Election Day registrant with a WI DL can't/won't provide #.
VI	Ballots where voter intent could not be determined and, therefore, votes could not be counted	<ol style="list-style-type: none"> 1) Describe the issue that caused the inspectors to decide that voter intent could not be determined. 2) Mark ballot "<i>Defective-Intent,</i>" & assign a serial number 3) Bundle together, mark "<i>Defective-Voter Intent Could not be Determined,</i>" and place in ballot container.
O	"Objected To" Ballots Objected Ballots are ballots that a <u>minority</u> of inspectors felt should not be counted.	<ol style="list-style-type: none"> 1) Count the vote the way the majority of the inspectors determined it should be counted. 2) Assign a serial number to ballot, and indicate reason for objection. 3) Bundle together, label "<i>Objected to Ballots,</i>" and place in ballot container.
X	Other Occurrences or Irregularities	Describe any other occurrences or irregularities which may or may not affect the validity of the election.

Assisting Electors

All electors have a right to receive assistance marking their ballots if they cannot read or write; have difficulty reading, writing, or understanding English; or have a disability that prevents them from marking the ballot or using the voting equipment. When one of these conditions is indicated, election officials must inform the elector of their right to receive assistance. 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.

Procedure

If an elector informs the election inspector that he or she requires assistance marking his or her ballot, the election inspector should:

1. Give the elector a voter number and issue them a ballot.
2. The elector must sign the poll list.
 - a. If the elector cannot sign the poll list the election inspectors should write, "Exempt by order of inspectors" in the signature line.
 - b. Election inspectors should have signature guides available for those electors who have difficulty seeing.
3. Record the name and address of the person assisting the elector on the poll list.
 - a. Electors may select any individual to assist them to cast their vote, including an election inspector. Exception: the elector's employer or an officer or agent of a labor organization that represents the elector may not assist the elector.
 - b. The person assisting the elector does not have to be a qualified elector.
4. A person who assists a voter must certify on the back of the ballot that it was marked with their assistance before depositing the ballot in the ballot box.
5. This incident should be recorded on the Inspectors' Statement (GAB-104).

Curbside Voting

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). An unregistered elector may also register to vote curbside.

Once the election inspectors become aware that an elector wishes to vote curbside they should use the following procedure:

1. The election inspectors announce in the polling place, "The elector, (*state the elector's name*), who is unable to enter this room has asked to receive a curbside ballot. Does anyone object to the issuance of this ballot?"
 - a. If an objection is made, follow the challenge procedures detailed below under "Challenging Electors".
2. If no objection is made or after any challenge is resolved, the elector is issued a voter number, and the number is recorded on the poll lists.
3. Two election inspectors initial the ballot and take it to the elector.
 - a. If this would reduce the number of election inspectors below the required minimum number for the polling place, all voting activity must cease before the election inspectors may leave the voting area.
4. The voter is not required to sign the poll list. A notation "Ballot received at poll entrance - Exempt" is made in the signature line of the elector on the poll list.
5. When the voter has completed the ballot, the election inspectors return to the polling place and announce, "We have a ballot offered by (stating the elector's name), an elector who, as a result of disability, is unable to enter the polling place without assistance."
6. The ballot is deposited in the appropriate ballot box or tabulating equipment.
7. If assistance was provided, "Assisted" is also noted on the poll list along with the name and address of the person providing assistance.
8. This incident should be recorded on the Inspectors' Statement (GAB-104).

Counting Write-Ins

Determining Voter Intent

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.

- If there is at least one ballot candidate for a given office, only tally votes for registered write-in candidates, candidates who filed a campaign registration statement (GAB-1) with the filing officer. A listing of registered write-in candidates may not be posted at the polling place and election inspectors may only provide that information if asked directly by a voter.
- If there are no ballot candidates for a given office, tally all write-in votes.
- If there are one or more ballot candidates for a given office, and one or more die, tally all write-in votes.

Note: If a ballot candidate's name is marked and an unregistered write-in candidate is written in, the ballot candidate's vote is not tallied, even if the name written is ineligible and can't be tallied either. In this case, no votes count for that office.

The tally sheet (GAB-105) is the official record of all valid write-in votes.

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 a partisan primary and the general election.

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 write-in candidate's name and the office the person is seeking and is placed in the margin of the ballot or any place other than in a particular office space. The vote is counted for the person for the office listed on the sticker.
9. The instructions to voters are "Vote for 1", 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 2", 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.

Examples - Counting Write-In Votes

1	2	3	4	5
<p>Governor Vote for 1</p> <p><input checked="" type="radio"/> Mary Burke <input checked="" type="radio"/> Brett Hulsey <input checked="" type="radio"/> <u>Johnny Maestro</u></p> <p>Not an overvote. (3 votes, but only 1 is a write-in.) Johnny is not a registered write-in candidate.</p>	<p>Governor Vote for 1</p> <p><input checked="" type="radio"/> Scott Walker <input checked="" type="radio"/> <u>Johnny Maestro</u> & <u>Steve Evans</u></p> <p>Overvote (3 votes-2 are write-ins) Johnny is not registered, Steve is registered.</p>	<p>Governor Vote for 1</p> <p><input checked="" type="radio"/> Scott Walker <input checked="" type="radio"/> <u>Mason Praffitt</u></p> <p>Not an overvote. (2 votes; 1 is a write-in) Mason is not registered.</p>	<p>Governor Vote for 1</p> <p><input type="radio"/> Mary Burke <input checked="" type="radio"/> Brett Hulsey <input checked="" type="radio"/> <u>Johnny Maestro</u></p> <p>Not an overvote. (2 votes; 1 is a write-in) Johnny is not registered.</p>	<p>Governor Vote for 1</p> <p><input checked="" type="radio"/> Scott Walker <input checked="" type="radio"/> <u>Steve Evans</u></p> <p>Not an overvote. (2 votes; 1 is a registered write-in)</p>
6	7	8	9	10
<p>Coroner Vote for 1</p> <p><input type="radio"/> <u>Annie Lennox</u></p> <p>Registered write-in</p>	<p>Coroner Vote for 1</p> <p><input checked="" type="radio"/> <u>Diana Ross</u></p> <p>Unregistered write-in</p>	<p>Governor Vote for 1</p> <p><input type="radio"/> Mary Burke <input checked="" type="radio"/> Brett Hulsey <input type="radio"/> <u>Bruce Hornsby</u></p> <p>Registered write-in</p>	<p>Governor Vote for 1</p> <p><input checked="" type="radio"/> Mary Burke <input type="radio"/> Brett Hulsey <input type="radio"/> <u>Todd Rundgren</u></p> <p>Unregistered write-in</p>	<p>Sheriff Vote for 1</p> <p><input type="radio"/> Andy Griffith <input checked="" type="radio"/> <u>Barney Fife</u></p> <p>Andy is deceased. Barney is an unregistered write-in</p>

Example 1: The voter has cast votes for both ballot candidates and has written in a name. The presence of a write-in vote in a “vote for 1” situation means no ballot candidate votes can be counted. Since there is more than one oval filled in, no vote is recorded by the voting equipment. This is not an overvote because there is only one write-in, and if the write-in were registered, the vote would be tallied for the write-in. However, Johnny Maestro is not a registered write-in candidate. The write in vote is not tallied.

Example 2: There is a vote for a ballot candidate and 2 votes for write-in candidates. The presence of a write-in vote in a “vote for 1” situation means a vote for a ballot candidate cannot be counted. Since there is more than one oval filled in, no vote is recorded by the voting equipment. There are two write-in candidates. One write-in candidate is registered, and the other is not, but there is no way to determine which write-in the voter really intended to vote for. This is an example of an overvote. No votes have been recorded and no write-in votes are tallied.

Examples 3 and 4: In both examples, there is 1 vote for a ballot candidate and 1 vote for a write in candidate. The presence of a write-in vote in a “vote for 1” situation means a vote for a ballot candidate cannot be counted, so neither Scott Walker nor Brett Hulsey will have a vote tallied for them. The voting equipment sees this as an overvote and no votes have been recorded. Neither Mason nor Johnny is registered, so no write-in votes may be tallied.

Example 5: There is 1 vote for a ballot candidate and 1 vote for a registered write-in candidate. The presence of a write-in vote in a “vote for 1” situation means a vote for a ballot candidate cannot be counted. The voting equipment sees this as an overvote and no votes have been recorded. The write-in is registered, so the write-in vote is tallied.

Example 6 and 7: In both cases write-in votes have been cast in offices with no ballot candidates. The oval has not been completed in number 6, so this write-in will be discovered when the inspectors leaf through the ballots in the large bin of the voting equipment. In number 7, the write-in vote is recorded by the voting equipment. In both cases, the write-in votes are tallied.

Examples 8 and 9: In both cases, the voting equipment has recorded a vote for the ballot candidate, and in both cases the tape must be adjusted to subtract a vote for the ballot candidate. In number 8 the write-in must be tallied. In number 9, the write-in is not tallied.

Example 10: The ballot candidate is deceased. The write-in candidate is not registered. The write-in vote is tallied.

Reconciling Poll Lists

If Voter Numbers > Ballots

1. Verify ballot count
 - a) Check auxiliary bin for ballots.
 - b) Check used absentee certificate envelopes for ballots

 2. Check voter numbers
 - a) Compare books to verify total voters
 - b) Compare voter numbers on each page
 - c) Check for skipped numbers
-

Reconciling Poll Lists (con't)

If Ballots > Voter Numbers

1. Verify ballot count
 - a) Were there any problems with the voting equipment where a ballot may have been fed through twice?
 - b) Check for defective original ballots that may have been fed through by mistake
2. Check voter numbers
 - a) Compare books to verify total voters
 - b) Compare voter numbers on each page
 - c) Check for voter numbers used twice
 - d) Check that poll workers who voted on Election Day were given numbers