

FAQs: 2014 Legislative Updates

Q: Hi, is the deadline for change to POR required prior to April 4, 2014 rather than April 4, 2012?

A: Yes, April 4, 2014.

Q: At some point this a.m. would you please review the opportunities for a voter receiving a provisional ballot. I am confused. Thanks.

A: There are two provisional voting scenarios right now: a voter unable or unwilling to provide DL# or State-issued ID# that is attempting to register to vote on Election Day or a first-time voter who registered by mail prior to April 4, 2014 and didn't include POR. The voter may show up on the poll list "POR Required."

Q: Is it correct that since we have received the party lists in 2013, we don't have to await party lists in 2014?

A: The parties must submit their lists by November 30 of an odd number year, but if they submitted a list by that date, they can also submit a supplemental list during the term.

Q: Our election inspectors take their job very seriously and are above political shenanigans in the election process. Our inspectors do not designate party affiliation and prefer to remain unaffiliated. Therefore, for compliance with this law, could we at random establish an equal number of Republican and Democrat for purposes of meeting this law before each election? I would suggest drawing lots at our training before the Nov. election, for example. Okay?

A: These laws that we were talking about only apply if the parties submit lists of nominees. If your inspectors are nonpartisan, these new requirements don't apply to you. They would only apply when the parties submit their lists.

Q: Why is the observer log kept undercover until after polls have closed?

A: It's part of the administrative rule and was recommended by the Legislature stemming from testimony from seasoned observers that were concerned with harassment should the list be made public on Election Day.

Q: If a voter is missing POR on their registration, does it matter if the voter is a first time voter or not? Because isn't missing POR for a first time voter one of our Provisional Ballot scenarios?

A: Proof of residence is required for all voters, with the exception of military and permanent overseas voters. There are no differences in POR requirements for first-time voters or voters updating their name or address. However, there may still be voters marked "POR Required" on the poll book who were first-time voters who registered before April 4, 2014 and did not include POR.

Q: Encourage clerks to take notes on photography/videography issues on Election Day!!

A: Yes, it is a good suggestion.

Q: We are a relier. What is the recommended procedure for handling a voter registration application that doesn't include POR? Should I forward the application to the County Clerk where they can enter the voter in the poll book noting POR required before they can vote? Or reject the application send the applicant a letter requesting they provide POR?

A: No, hang on to the form and contact the voter for POR. Only provide the GAB-131 to the providing clerk when all information is complete, including proof of residence. We have provided a sample notification letter on our website when a voter fails to provide proof of residence for your customization.

Q: We now fill in ovals not arrows.

A: This varies across the state by voting equipment.

Q: Can an observer use a cell phone to record a voter's name and address at time of checking in?

A: Yes.

Q: We open at 7 a.m. Can they vote or do they have to wait until 8 a.m.?

A: The clerk can't issue any absentees ballots before 8 am, nor after 7 pm Monday through Friday. In-person absentee voting in the clerk's office is not allowed on the weekend or holidays.

Q: People nominated by a party, are they nominated for a specific time period or is it permanent?

A: Just for that term (2 years).

Q: Please explain the cross over vote again.

A: Voter fails to select a party preference and votes in more than one party.

Q: Felon voter - why not issue provisional ballot?

A: It's not a case that the law allows for the issuance of a provisional ballot. If a voter's name is on the ineligible list and fails to provide documentation showing they are no longer a felon on probation or extended supervision, and maintains they are eligible to vote, election inspectors are instructed to challenge the ballot.

Q: Does this cell photo apply only to observers? Does this apply to voters - whether waiting in line to vote or?

A: Applies to everyone.

Q: Can they submit the list any time of year?

A: By November 30 of an odd numbered year.

Q: So should all ballots have the official use only box on it, paper ballots?

A: Hand counted paper ballots don't need to be remade as there is no voting equipment making the call on how to count it; we just have the election officials do that.

Q: If DL, do we have to enter the number again?

A: It should be listed above in the DL# field, so indicate last four digits or "above."

Q: I assume that the Official Use box will be the same on the original ballot and the remade ballot with the same numbering.

A: Yes, except one will say original and one will say duplicate.

Q: Define holiday.

A: See Wis. Stat. § 995.20 for a list of all state legal holidays.

Q: Good Friday???

A: Good Friday is a day of religious observance and not a state or federal holiday. Please refer to the April 5, 2012 guidance to the clerks, "Requirement for Municipal Clerks to be Available through 4:00 p.m. Friday, April 6, 2012 (Good Friday)"

Q: I have no lists from parties; do I have to find out what party affiliation all my poll workers are?

A: No, you should not, they are unaffiliated.

Q: I check against the list for my community, but they may have moved from a neighboring municipality. Should I be checking the whole state/county? Thanks.

A: As discussed live, no, you don't have to.

Q: So with an Insight, we can override - if the voter insists that is how they want to vote? Or for absentees? Thanks. Very confusing.

A: Ballots that contain an overvoted office may not be overridden by the voting equipment. For voters that vote on Election Day that overvoted an office, they may either spoil their ballot, or if they refuse, election inspectors must remake the ballot. For absentee ballots that contain an overvoted office, election inspectors must now remake that ballot and eliminate the overvoted office on the remade ballot.

Crossover ballots can be overridden on older equipment, but cannot be overridden on the DS-200 or M-100 because of how the system must be configured as a condition of state certification. For the DS-200 or M-100, the election inspectors will need to remake the ballot, essentially creating a blank ballot (labeled with the appropriate duplicate number) as no voter intent can be determined in a crossover situation.

Q: If an absentee voter chooses a party and then crosses over, are we to remake the ballot with marking only the individual offices in the chosen party? Or, if no party is chosen and cross over, we need to remake a ballot with what? Or can we override the absentees? Thanks.

A: For municipalities that use optical scan voting equipment at the partisan primary election, voters that select a party preference and then vote in more than one political party will not be prompted by the voting equipment. Only votes cast within the party preference will be

tabulated. If the voter fails to select a party preference and then votes in more than one political party, the voting equipment will notify the voter of the crossover vote. For voters that vote on Election Day, election inspectors should instruct the voter of the error and provide them the opportunity to spoil their ballot and be issued a new ballot (voter may be issued up to three ballots). If the voter refuses to vote a new ballot and the municipality uses the ES&S DS200, election inspectors will need to remake the ballot to a blank ballot with no offices selected as voter intent cannot be determined. Same process is employed for absentee voters that failed to select a party preference and voted for multiple party candidates- ballot is remade to a blank ballot and then is tabulated through the DS200. However, for municipalities that use optical scan voting equipment that is not the ES&S DS200, election inspectors may override the crossover ballot for Election Day voters that refuse to vote a new ballot or for absentee ballot where the voter failed to select a party preference and voted for multiple party candidates. By overriding the ballot, none of the voter's selections are tabulated and the voting equipment processes these ballots as a blank ballot.

Q: Can an observer use a business card with his/her photo on?

A: The legislature did not provide specific guidance as to what types of identification cards are required to be provided by observers. As long as the identification cards provides the observer's name and picture, it should be accepted.

Q: So if the retirement home and care facility are one, the retirement people want ballots mailed... is that possible for them? I thought they could not.

A: It is recommended to contact the facility to determine what statutory definition that facility meets. In some situations, facilities could have different statutory definitions that are contained in the same building but may be separated by different floors or wards. Only non-qualified retirement homes have the option to have the absentee ballot mailed directly to the voter, instead of being served by Special Voting Deputies. If the clerk decides to "qualify" the retirement home by sending SVDs there, the residents may vote by SVD, in person at the absentee voting location or at the polling place, but they cannot vote by mail.

Q: Does this mean that the observer area must be within 3-8 feet of both the poll book location where the voter states their name and address AND the voter registration table?

A: Yes.

Q: Can you have two Observer locations set-up, or does the Poll Book and Voter Registration table have to be located so that an Observer is within 3-8 feet of both?

A: You can set-up multiple areas.

Q: My office is at my home - can I put "please call ahead?" in the Type E Notice?

A: Indicate that they have to make an appointment within certain hours, and then they will have to call ahead.

Q: Where do I find the material for this webinar to print?

A: The same location as the webinar access information on the website:
<http://gab.wi.gov/node/3260>.

Q: If we get forms without the POR in the mail should we enter into SVRS prior to receiving POR... Or just hold until it comes in?

A: Just hold on to it and contact the voter to inform them of the missing POR.

Q: If we received OLD form -- should we request new form be completed?

A: Not if all the required information is given on the old form.

Q: Will there be any changes in Provisional Ballot eligibility with the POR new law?

A: Yes, there are two reasons now. Missing POR for voters who registered prior to April 4, 2014 and a voter unable or unwilling to provide DL# or State-issued ID# that is attempting to register to vote on Election Day

Q: On the Accuvote equipment - we test the ballots for overriding. Should we discontinue this?

A: Overvoted ballots must now be remade by election inspectors for Election Day voter's that do not want to correct their error and for absentee ballots. For the Accuvote optical scan voting equipment, overriding crossover ballots at the partisan primary is still allowed, so that should be tested as part of your public test.

Q: If you do not receive POR and send a letter requesting it, do you need to send it out more than once if you receive no response or simply hold the registration form until the next election? Do you have to hold it beyond the next election if they don't show it or submit POR?

A: Keep the form for 22 months for federal elections, for nonfederal 90 days. Our guidance recommends sending the initial letter; however, clerks may follow up with the voter if they receive no response.

Q: What happens if the municipal clerk has issued a ballot to someone who has not completed the POR appropriately?

A: For absentee ballots that have been issued to voters that should not be registered because they have not completed the registration process, these ballots should be rejected by the election inspectors on Election Day. Document the situation on the Inspector Statement. This is exactly why the G.A.B. does not advise entering any voter registration until all required information has been provided to the clerk.

Q: Only the 2 need to sign off on the GAB-101, not all inspectors as in the past?

A: The new law requires the chief election inspector and one other election inspector that has a different partisan affiliation than the chief, should election inspectors be appointed on a partisan basis when political parties submits lists to the municipality.

Q: What happens if they (observers) cannot provide photo ID and choose not to leave?

A: This is a requirement in the pending administrative rule, so the chief inspector Issues the GAB-110, order to leave.

Q: We have a candidate that is on the ballot but is now resigning. So do we tally all the write-ins?

A: There is no "withdrawal" provision for a certified candidate on the ballot. So he or she would still appear and you will not count unregistered write-ins.

Q: It might be a good idea to direct clerks to the sample POR missing letter the GAB has drafted.

A: <http://www.gab.wi.gov/node/3151>

Q: To confirm, this is only when inspectors are appointed with regard to party affiliation, correct? We had one party provide a list of two people. We utilize roughly 40 poll workers.

A: Yes.

Q: Are we still required to mail an absentee ballot if a voter with an absentee application on file was not available during the two visits made by SVDs?

A: Yes.

Q: Can you also contact the RCAC's for a list of their residents, or do we only use SVRS and the specific address to determine those who are registered voters and those that request absentees for those addresses? Or is this prohibited to request?

A: To determine whether you must send SVD's, use SVRS. However, clerks may use numerous factors outside of SVRS, such as a lack of adequate transportation or may need assistance voting, to determine whether to use the SVD process, for facilities that do not meet the requirements when to use SVD's to conduct voting.

Q: Can absentee voting with SVDs still take place anytime (since it is absentee voting in-person with SVDs) or can it only take place between 8 a.m. and 7 p.m. like in-person voting?

A: There are no hour limits within the Absentee Voting in Residential Care Facilities time period.

Q: If retirement home resident is not on the list and walks over to vote with the SVD, how are the SVD's going to have all the correct ballots with them if they are not on the list?

A: The SVDs can check with the clerk to determine if the resident is a registered voter and issue a ballot if extras were brought to the facility when a retirement home is located on the same grounds as another qualified facility. Or the SVDs can direct the resident to request an absentee ballot by mail, vote absentee in the clerk's office or at the polls on Election Day, depending on the timeframe.

Q: I thought the law prescribed uniform instructions be sent with absentee ballots, but it seems municipalities use different variations of things. Is it okay to use the uniform instructions and include additional information as well?

A: Yes.

Q: Electors with only a name change at the polls may do so without submitting a new application, GAB memo 4/11/14. Must the voter show POR? How do election workers document this transaction?

A: All new voters or voters with a name or address change must fill out a new GAB-131 and submit POR.

Q: Is the poster titled "Instructions for Wisconsin Mail-In Registrants and First-time Voters" supposed to be posted? (It makes reference to voting provisional ballot if proof of residency is not posted.) Is it meant only for those who registered by mail prior to April 4, 2014?

A: Yes, this notice is intended to be used only for first-time voters that registered by mail and failed to provide proof of residence prior to April 4, 2014.

Q: Are there new instructions regarding provisional voting? Will provisional voting information sheet for voters be updated?

A: Yes, the provisional voting information sheet is under revision.

Q: Can we return the voter registration form along with the form letter when POR is missing? This seems to be a more effective way of getting POR; otherwise voters don't seem to follow up.

A: No, you should hang on to the GAB-131 and contact the voter about the missing POR.

Q: Please review when a voter is eligible to vote a provisional ballot. Is there only one situation now, and has that been revised?

A: Two: Voter unable or unwilling to provide driver license or state identification number when registering on Election Day or a first time voter who registered prior to April 4, 2014 who did not provide POR appears on poll list as "POR Required."

Q: If we are no longer able to use the 3 key to accept a ballot, how are we going to get the machine to accept an overvoted ballot to have the ballot counted but no votes counted?

A: These ballots are required to be remade by the election inspectors.

Q: If it is an overvoted absentee ballot? How can it be remade? The machine will not accept it to count a vote - Eagles.

A: You transfer over all the votes you can determine voter intent for, but for the overvoted contest, you will leave it blank.

Q: Can GAB prepare instructions for us to know how to handle overvoted ballots? It would be helpful.

A: Yes, these instructions are being included in our updated manuals to be released shortly.

Q: Pg. 29, 1st bullet: So if there are contests on the ballot without any candidates listed, election workers will count write-ins for those offices?

A: Yes, they will count all write-ins for those offices.

Q: We're assuming the election workers will have to adjust (add and subtract) on the machine tapes accordingly? Only for registered write-in candidates or in all situations?

A: Although election inspectors may make revisions to the voting equipment tapes to adjust for valid or invalid write-in votes, the official tally of write-in votes is captured on duplicate tally sheets (GAB-105).

Q: Does Act 146 pertain only to clerk's office in person voting, or also to SVDs, meaning the hours allowed?

A: Yes, only during in-person absentee voting in the clerk's office.

Q: Page 60 says observers cannot enter private room.

A: This manual is under revision.

Q: If you have a cross over marked ballot, should you be remaking it to reflect the party that was chosen and the correct candidates and not include the cross over votes?

A: Crossover ballots are only required to be remade by election inspectors that are using the ES&S DS200; otherwise the ballot may be overridden by the voting equipment. If the ballot is required to be remade, then yes, election inspectors would designate the party preference as provided by the voter and candidate selections that fall within the party preference.

Candidates that fall outside the party preference will be omitted on the remade ballot.

Q: How can the GAB-109 remain confidential when the observer must sign this document?

A: It may not be viewed on election day, but afterward a copy may be obtained from the clerk through a public records request.

Q: If voter registration application is received via mail and they list their DL# but does not provide further POR, is that acceptable or do they have to actually provide a photo of the DL?

A: They must provide a copy of their POR.

Q: The day of the February primary I had a resident that filled out a voter registration form online, but never came in to the office to complete the process. I have sent a letter and called and left a message but he has not come in. Can I delete his application from SVRS? It is showing incomplete in there now.

A: You only need to keep the application as pending in SVRS for 30 days.

Q: So we don't have to tally all the Donald Ducks?

A: Correct, you don't need to tally non-registered write-ins unless one of the exceptions apply (death of a printed candidate or no named candidate for that office).

Q: Just so that I am clear, if they present us with a banking statement on their phone we can accept that?

A: Yes.

Q: LCVEF, 1920 L St, NW Suite 800 Washington, DC 20036 (a non-profit organization) has been sending a lot of old registration applications.

A: We are aware, thanks!

Q: How do you remake a ballot that you don't know what the voter's intent is to NOT make it overvoted, in order for the machine to count it?

A: As we're covering right now, you transfer over all the votes you can determine voter intent for, but for the overvoted contest, you will leave it blank.

Q: Is email considered notifying the voter "in writing" that they need to provide POR?

A: Yes.

Q: When completing the canvass, should we "zero out" any write-in votes in a race where they are NOT to be counted, or just leave the number of write-in votes that show up on the tape? Whatever decision is made on this by the GAB staff, please provide it in writing so that all canvasses are consistent throughout the state. BTW, it is more work and time consuming to go through and "zero out" write-ins that should not be counted. Thank you!

A: The voting equipment tape is not required to be updated to account for write-in votes. The official tally of write-in votes for each office is captured on the tally sheets (GAB-105).

Q: So, if an absentee ballot is overvoted, and we cannot tell the intent, it cannot be overridden?

A: Correct and if you can't determine the intent of a vote for a particular office when election inspectors are remaking the ballot, leave it blank.

Q: When a political party submits a list, who is responsible for training them if they are not trained? Secondly, what if they are not trained; do we have to use them?

A: The clerk is responsible for training. If they refuse to take training, you may be able to remove them for cause, but you should contact the appointing party and inform them of the situation first.

Q: What if we do not have time to hold a training session; can we do on the job training the day of an election?

A: Training of election officials is simply required "before they serve," but "on-the-job" training would not be acceptable as they must be trained before they serve.

Q: Sorry, one more question - for the political parties that we are required to use, are we required to pay them like our other poll workers?

A: Yes.

Q: When a non-registered candidate is written in on the ballot and our eagle picks up a write-in vote which will not be valid do we subtract those votes from the tape at the close of the election?

A: You are not required to do so, but may if you'd like. The tally sheets (GAB-105) is the official tally of write-in votes.

Q: Are residential leases acceptable POR for first time voters now?

A: Residential leases cannot be accepted when presented by mail.

Q: So the submission of the blank ballot is only the option when a crossover vote occurs in an absentee or with an in-person voter that does not wish to vote again?

A: The outcome will be the same, no votes will be tabulated. For municipalities that use the DS200, crossover votes are required to be remade onto blank ballot. For all other types of optical scan voting equipment, the election inspectors may override the ballot.

Q: If our hours are 8:00 am-4:30 pm do we need to stay open until 7 p.m.?

A: You don't have to be available until 7 pm, but should indicate your hours on your Type E Notice. You do need to be available until 5 pm the Friday before the election in the event of an application by an indefinitely confined voter, a voter requesting ballots for a calendar year or certain military voters.

Q: If an election official has to remake an overvoted ballot, wouldn't the remake be overvoted as well??

A: You transfer over all the votes you can determine voter intent for, but for the overvoted contest where you cannot determine voter intent, you will leave it blank.

Q: Example 1: would you remake this ballot because the Optech would reject as an overvote?

A: Ballots that contain an overvoted office will always now be required to be remade by election inspectors.

Q: Weren't we previously instructed to capture DL# even if it wasn't current/valid?

A: As you will see when reviewing the instructions on the back of the GAB-131, it is still requested, but not required. The last 4 of the SSN is the required number if the DL/DMV ID is not current and valid.

Q: So if we have Insights we CAN still override, even though Act 179 says no?? Sounds contradictory. If I read the Bill, will it clarify things?

A: With an insight machine, you can override the crossover, but not the overvote.

Q: Just want to confirm that every in-person absentee voter must be checked against the Ineligible List, even already-registered. This was questioned two years ago.

A: Yes.

Q: Residential Care Facilities don't have to register with the municipality. How do we know which addresses are included in this new requirement?

A: You need to check SVRS for voters within your municipality when determining whether statute requires you to send SVD's. Statute provides making a determination based upon registered electors of your municipality.

Q: Are these care facilities in your municipality or residents from your municipality in a care facility in another municipality?

A: In your municipality. But if you have an absentee ballot request for a resident from your municipality in a care facility in another municipality, you need to contact that clerk and find out if he or she is sending SVDs to the facility. If so, send the absentee ballot to the clerk to be delivered to the voter by the SVDs. If SVDs are not serving the facility, the absentee ballot may be mailed to the resident.

Q: Can a clerk who does not have office hours state “appointment only” if the notice states that no voting is outside the hours of 8 a.m. – 7 p.m. and no weekends or holidays?

A: If you indicate you are available by appointment 8 a.m. - 7 p.m., remember that you need to be available during those hours if someone wants an appointment.

Q: If you remake an overvoted ballot, how do you do this? How do you decide who the vote is cast for on the overvoted section? Or do you leave the overvoted area blank?

A: You transfer over all the votes you can determine voter intent for, but for the overvoted contest where voter intent cannot be determined, you will leave it blank.

Q: What GAB phone number should we call on Election Day with questions?

A: GAB Help Desk: 608-261-2028.

Q: Do we still have to be available until 5:00 on Friday if we close at noon?

A: The clerk must be available in the event there are absentee ballot requests by indefinitely confined electors, voters requesting ballots for a calendar year and certain military voters to request an absentee.

Q: If after sending the letter and we do not receive any response, should we give to election inspectors at the next election and use it if they show to vote and they give POR there?

A: Yes, you can send it along or the voter can fill out a new GAB-131 at the polling place. If they use the form that was filled out and sent in without POR it needs to be re-signed in the presence of an election inspector.

Q: Can or should we put into the voting booths a copy of the eligible write in candidates.

A: No. Election inspectors can only inform voters of registered write-in candidates if asked by the voter.

Q: Please address how long we need to keep the registration forms that are mailed without the POR. We have sent letters to 50 applicants. Many will probably not respond to our letter requesting POR. Now we have forms that are incomplete.

A: You are required to retain the forms for 22 months for federal elections, 90 days for nonfederal elections.

Q: Is there a deadline for write-in candidates to register before Election Day?

A: Not in the law, write-in candidates can register up until the day of the election.

Q: What if it is not an observer, just a voter (who wants to take photos or videos)?

A: Applies to everyone.

Q: Do you update the list regularly or do we just print once?

A: The ineligible list is updated every 30 days. We advise that you print it out before you start sending out absentee ballots. You may also access the ineligible list online (CRM) and conduct searches with current data at any time.

Q: Is this the ballot bags or container that holds ballots on Election Day?

A: The GAB-101 is required to be affixed to any ballot bag or container.

Q: What about over votes on absentee?

A: This procedure applies to both absentee and in-person votes.

Q: With the examples, would most of the ballots need to be remade?

A: Only ballots that contain an overvote will be required to be remade. Crossover votes are only required to be remade by municipalities that use the ES&S DS200.

Q: If we vote by districts, do we need an observer table by each ward area or is one table good enough?

A: Depends if they can all be in the 3-8 feet zone, otherwise you will need multiple observation areas for each check-in and registration area.

Q: The Type E notice can or cannot state hours as By Appointments?

A: You can indicate hours for absentee voting by appointment.

Q: HOW would we remake a ballot for someone that overvoted? Wouldn't that be changing their vote?

A: You remake the ballot by transferring all the votes EXCEPT in the contest where they overvoted, in that contest, you do not transfer any votes over, except where voter intent can be determined (i.e., voter voted for a named candidate and a registered write-in, ballot will need to be remade to include a vote for the registered write-in candidate and the name candidate would omitted on the ballot).

Q: Can the County Clerk's employees sign as Official on the GAB-131?

A: Yes, all deputies of the clerk may sign.

Q: For clarification: crossover voters that don't specify a party a blank ballot must be put in tabulator. If they specify a party you just remake the ballot only for that party.

A: For municipalities that use optical scan voting equipment at the partisan primary election, voters that select a party preference and then vote in more than one political party will not be prompted by the voting equipment. Only votes cast within the party preference will be tabulated. If the voter fails to select a party preference and then votes in more than one political party, the voting equipment will notify the voter of the crossover vote. For voters that

vote on Election Day, election inspectors should instruct the voter of the error and provide them the opportunity to spoil their ballot and be issued a new ballot (voter may be issued up to three ballots). If the voter refuses to vote a new ballot and the municipality uses the ES&S DS200, election inspectors will need to remake the ballot to a blank ballot with no offices selected as voter intent cannot be determined. Same process is employed for absentee voters that failed to select a party preference and voted for multiple party candidates- ballot is remade to a blank ballot and then is tabulated through the DS200. However, for municipalities that use optical scan voting equipment that is not the ES&S DS200, election inspectors may override the crossover ballot for Election Day voters that refuse to vote a new ballot or for absentee ballot where the voter failed to select a party preference and voted for multiple party candidates. By overriding the ballot, none of the voter's selections are tabulated and the voting equipment processes these ballots as a blank ballot.

Q: How often is the list (ineligible list) updated and when do you recommend it be printed?

A: Every 30 days. We advise printing it off before you start issuing absentee ballots. You can print another list if you want or view a live list in CRM.

Q: Please clarify - Do cell phone statements fall under telephone service statements? Thank you.

A: Yes.

Q: I know you went over this but can you please repeat if we are required now to include the Election Day Voter# on the application?

A: Yes, the Election Day Voter# must be recorded on the form for all Election Day Registrations.

Q: In municipalities where the clerk is also the utility clerk (water/sewer), can the clerk simply look at her own records and use the utility bill as the POR without contacting the voter who did not send in POR? This is specifically when receiving registrations by mail.

A: No, the voter registering by mail must submit POR with the application. If the voter is registering in the clerk's office, the clerk may offer this assistance if available.

Q: Do we need to cover each line on the GAB-109 that is filled in so another observer cannot see it when they sign the GAB-109?

A: No.

Q: Please have Diane explain how the list for registered write-ins should be used at the polls, especially for new clerks.

A: 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.

Q: If there is a county list for election officials from a particular party and you also have a list of election inspectors who are unaffiliated, are we required to use County wide election inspectors before we use people who have worked at our elections who live within our municipality?

A: Party lists trump the municipality's election inspectors.

Q: How do I know if they are going to be working within another municipality within the County? I.e., do I need to check with nominees as to which municipality they want to work in or whether they are open to work in any or all municipalities within our County?

A: No, they don't have to identify your particular municipality, but we do recommend coordinating with the county party representatives to help eliminate the possibility appointing election inspectors to multiple municipalities.

Q: If DL is used for POR, do we record the entire number?

A: No, it should be listed above in the DL# line, so election inspectors can record the last four digits or indicate above.

Q: On utility bills I have noted last 4 digits are -0001 - do we use 0001 or the 4 digits before -0001?

A: State law requires providing the last four digits when account number is more than six digits.

Q: Where do you find an Ineligible Voter Information Sheet?

A: It's currently being worked on and will be available soon.

Q: Even Mickey Mouse if there are no candidates certified to appear on the ballot?

A: Yes. All write-in votes must be tabulated when no candidates are certified to appear on the ballot.

Q: Our office opens at 7:30 a.m. - someone comes in at 7:45 a.m. - does that person have to wait until 8 a.m. to vote absentee?

A: Yes.

Q: Does SVRS print out the audit postcards for clerks?

A: Yes, the G.A.B. has taken on the role of printing and mailing address verification cards to voters upon most registration situations. However, undeliverable postcards that are returned to the municipal clerk require additional follow-up, which includes mailing a separate 30-day letter to the voter prior to inactivating their voter registration and potential referral to the District Attorney.

Q: If we need to use a Chief Inspector from another municipality in the case of emergency, does the GAB need to be notified? Is there a procedure?

A: You should contact our office and let us know so we can have a record of the situation.

Q: If an absentee ballot is opened at the polls and is found to be overvoted in all races, should be the ballot be spoiled and NOT remade?

A: It should be "remade" as a blank ballot and inserted into the voting equipment.

Q: Do you have to give observers tables or chairs? Or just space?

A: You should have a designated area and provide some seating.

Q: Can the written request for information to complete their registration form be an email, if they provided it to me?

A: Yes.

Q: If I understand what you just explained, it appears that your counts will not match the machine tapes. Is that correct?

A: For write-in votes, that is very possible. The tally sheet (GAB-105) is the official record of all valid write-in votes.

Q: Voter moved to an assisted living facility in our community a month ago but does not have any POR documents with her name and that address on it. What can be used to register her?

A: This voter needs to provide some proof of residence document. See our lists in the materials and if you can't find anything, call us and we can work with you to brainstorm other possibilities. There is also the possibility of having the facility draft a lease agreement that could qualify as acceptable proof of residence.