

## **FAQs: Municipal Clerk Core Training Webinar – 1/22/14**

**Q: Training of SRD by the clerk or by GAB certified trainer?**

A: SRDs are trained and appointed by the municipal clerk, but we have training materials available for the clerk to use.

**Q: Therefore the Clerk can use the materials that were obtained from GAB and Allison C. and can be done right in the clerk's office or polling place? Correct?**

A: The training materials are for SRDs who register voters during periods of open registration outside of the clerk's office, so training can occur at the clerk's office, but will not be conducted at the polling place. If you have questions, call Allison 608-261-2033.

**Q: What prevents a person from opening several bank accounts in the county to register to vote? Those votes in multiple towns will be entered in the state voting system and not be caught until the election is over.**

A: Election fraud is typically detected after an election and carries serious penalties.

**Q: For posting notices, can we use the Affidavit of Posting 985.02 (2) (d)?**

A: Yes, but there is no requirement to do that in advance and keep it on file, the affidavit is really more something that is used after the fact if the issue was challenged.

**Q: I witnessed someone being asked to remove her flag pin, correct?**

A: We don't think it counts as electioneering unless it identifies a particular party or candidate.

**Q: If the incumbent is not seeking re-election. I thought I heard you say GAB-163...**

A: The GAB-163 is not required and has no effect in a caucus situations but it does alert the public that the incumbent does not intend to run.

**Q: What happens if the candidate brings in paperwork at 5 p.m. but it is not complete? Is this candidate considered late & not able to be placed on ballot?**

A: It might still be considered filed and then they could correct, but it depends on the details.

**Q: Are all these (absentee) charts in the manual?**

A: No, but each of the processes are detailed in the manual.

**Q: The elector can bring you the provisional voting information in person?**

A: Yes.

**Q: Does the odd number of election inspectors include the greeter?**

A: No.

**Q: Where do these election inspector lists come from?**

A: The two dominant political parties from your county may submit lists to you by the

November 30 (odd-numbered year) deadline. If no lists are provided by the parties or if lists are insufficient, the clerk generally gives the governing body a list of “unaffiliated” persons.

**Q: Can a voter bring the absentee ballot to the clerk after the election?**

A: No, because it must bear a USPS postmark.

**Q: What is an SRD?**

A: Special Registration Deputy. Both types are detailed in the Election Administration Manual.

**Q: Can they get this GAB-148 from anyone other than the clerk?**

A: No.

**Q: I think I'm lost with where the list is coming from, who's on the list, and what my role is here.**

A: I'd recommend reading the memo on our website at: <http://gab.wi.gov/node/2976>.

**Q: When you send an absentee ballot, do you send the return envelope with postage?**

A: Yes. Postage is required for return mail when the ballot will be mailed from within the U.S. Postage free envelopes are available for military voters. For overseas voters, the clerk must pay to get the absentee ballot to the voter, but the voter must pay for return postage.

**Q: So, does each election worker take a party?**

A: The election inspectors are only party-affiliated if the name was submitted via a party list. Non-partisan election inspectors are not required to "pretend" to be with a party to serve. Again, please review the memo on our website at: <http://gab.wi.gov/node/2976>.

**Q: For a write-in to count, do they need to fill in oval?**

A: No, simply writing the name is sufficient. Therefore, inspectors must check all ballots for write-in votes.

**Q: If that happens (write-in only); what (if any) paperwork needs to be filed (aside from normal forms) stating that there were no candidates (i.e. GAB...)**

A: GAB-1 is the only required form for candidates who are not seeking to be placed on the ballot. We do advise write-in candidates to also include a brief cover letter explaining the fact that they are running as a write-in candidate and providing any alternate names they might be known as so that election officials can properly attribute those votes to the write-in candidate.

**Q: If you post rather than publish, what can you keep for a record as proof that you posted?**

A: There's really nothing at that point other than your own records.

**Q: Just want to make sure I heard right... The sample ballot at the polling place on the day of the election needs to be a different color?**

A: Yes, typically they are yellow, but as long as they are not the same color as the official ballot, it is fine. They also may not be white.

**Q: Can a current trustee (who is normally an election inspector) who is up for re-election be an election inspector?**

A: Candidates cannot work as election inspectors. Also, the Wisconsin Towns Association issued an opinion several years ago that it may be a conflict of interest for trustees or other board members who are not on the ballot to serve as election inspectors because they set the inspectors' salaries.

**Q: She was inspector prior to being appointed trustee. Again, she was the only one interested in the trustee position the last time also. In your opinion, which position should she retain? Or do you feel that it would be permissible for her to continue both except when she is a candidate? I understand the opinion of conflict of interest but there is also not a lot of interest in poll working. This may have been discussed but... can anyone with the training be an election inspector regardless of their residence?**

A: No, it has to be a resident of your municipality.

**Q: When you get to testing ballots... do you need to mark every possible option that could happen, or do you only need to make sure to test each candidate on each ballot?**

A: We will be talking about voting equipment testing later tonight, but the quick answer is no, not EVERY combination.

**Q: How do you verify their identification if the registration if it is mailed?**

A: Currently Voter ID is enjoined. You are not verifying anyone's identification. If the voter is a first time voter registering by mail, they must include proof of residence. All other applications received during open registration, by mail or SRD, are sent a voter verification postcard to verify the address.

**Q: Is ok for myself as the clerk to make a house call to a resident (elderly), to assist with an absentee request? Once the timeline allows them to vote, can we again take it to them only to assist them with filling out the paperwork (which envelope goes where and what needs to be written on them) that goes along with the ballot? If this is acceptable, can we then take their sealed envelope with us to hold until election, or do they still need to mail it? It's pretty hard to explain what need to be completed over the phone.**

A: No. If it's not a care facility and served by SVDs, there is nothing in the law that allows the clerk to make a house call. The statute is quite clear: the ballot is either mailed or voted in person in the clerk's office.

**Q: How do you verify their identification if the registration is mailed?**

A: And they receive a voter verification card in the mail. If it comes back to the clerk's office you send the 30 day notice. If that is returned, further investigation may be needed from the DA.

**Q: Who could I refer the person to for assistance? Is there a phone number for someone at GAB that might be able to assist?**

A: Call the GAB Help Desk: 608-261-2028 and ask for an Elections Specialist.

**Q: What happens if you use Caucus and the person that currently holds a position no longer wants it and no one else is interested or nominated?**

A: Then you would have a write-in race, or you could try to reconvene to get someone nominated.

**Q: If conducted publicly, do you have to post or publish when you're drawing?**

A: There is no requirement to notice it as an open meeting, but you can if you wish. We commonly see it done before or after a meeting of the governing body, but again, that is not required.

**Q: Can you photo copy the ballots on a copy machine if necessary if you run out... I was told by other clerks this could be done and then used like hand counted? Is this valid?!?**

A: In an emergency, yes, but it would certainly be an irregularity that should be documented thoroughly in the Inspectors' Statement and is likely to draw complaints from voters because there will be a smaller subset of people whose ballots would then be different from everyone else's.

**Q: Is a checkbook considered a bank statement or must it be the actual bank statement... I got that question when I was training my registration worker.**

A: Actual bank statement, not a checkbook.

**Q: Do you have to display paper ballots if you have them only a minimal <25 or can you encourage the electronic/edge machine to be used?**

A: You don't have to have them out on the table, but they must be available at the polling place for those who request them. Two of each type of ballot must also be posted at the polling place with the Type B Notice. You can't make a voter who wishes to use a paper ballot wait while the municipal clerk runs a paper ballot out to the polling place.

**Q: Can a township supervisor serve as an inspector?**

A: If he or she is a candidate, no. Also, the Wisconsin Towns Association issued an opinion several years ago that it may be a conflict of interest for them to serve since they set the inspectors' salaries.

**Q: Situation: An email request comes in "I'm Mrs. Smith. I want an absentee ballot. Send one for my husband, too." Is it okay for us to honor Mrs. Smith's request, but answer her email by saying Mr. Smith must submit his own request?**

A: That is correct. However, if Mr. Smith signs the request also, you may send them both a ballot.

**Q: If we only have school referendum questions on the Feb. 18<sup>th</sup>, then we don't need to do the MBOC?**

A: You won't do a canvass statement, because you have no municipal offices. However, you

may need to convene your MBOC for tallying late-arriving absentee or provisional ballots.

**Q: For the option to hand count paper ballots, did you say population less than 750 or 7500?**

A: 7500.

**Q: Say we have 3 trustee positions open for next election; can 1 resident sign the nomination papers for up to 3 candidates? Or only 1 candidate? I've heard both as answers.**

A: A resident can sign as many sets of papers as they can vote for on Election Day.

**Q: In Sauk county, we give the postcards to our county clerk.**

A: Sauk County must be your provider of SVRS services.

**Q: If your USPS delivery occurs at 10 a.m., do you still have to be available until 4 p.m. on Friday after the election?**

A: As we said live, if it is only absentees that are outstanding, you can convene early if you have an indication from the USPS that you have all the mail that will be delivered that day

**Q: What if you do not receive the proof at all?**

A: I'm assuming you mean a provisional ballot. That ballot would then be rejected and not counted.

**Q: Yes, but I call into the county clerk the night of the election with our vote numbers; how would a provisional vote be handled?**

A: You can let them know at the same time if you have any provisional votes outstanding. The number of outstanding absentees and provisional ballots is required to be posted at your office and on your website on Election Night though and should be communicated to all filing officers for the offices on that ballot.

If the voter provides the missing information so that their provisional ballot may be counted, the municipal clerk transmits the results of MBOC to the county clerk and school district clerk, if applicable.

**Q: When is Type A to be posted?**

A: We'll be covering that on the next slide!