

FAQs: Review of Special Procedures

Q: how can there be no incidents listed on the Inspectors' Statement. I thought you needed to record when ballots are removed from the machine.

A: No such requirement.

Q: Do you have to wait until the end of the night to look through voted ballots for write ins?

A: Yes, you can't open up the equipment to look through ballots.

Q: Is a provisional ballot bag still required to be provided for each polling site with the Voter ID law in limbo?

A: There are still two situations where a voter can vote provisionally, so yes.

Q: Has this the absentee ballot request form changed? I don't see anything new.

A: It's the same; we removed references to Voter ID some time ago.

Q: Should spoiled ballots be listed in the notes section of for GAB-104SVD?

A: Yes.

Q: We were told by our County Clerk that we can use up our absentee envelopes that we purchased the beginning of 2012. Is this no longer the case? We MUST destroy those and use the new style?

A: This is not new; it has a draft on it because it is in the draft manual. Use what you have.

Q: yes, I realize this isn't new. I am currently using the envelopes I purchased PRIOR to this change. I was told that was OK by my county clerk, is that NOT the case?

A: You can continue to use old stock provided they contain the new statutorily required information (28 day residence requirement)

Q: We were told by our County Clerk that we can use up our absentee envelopes that we purchased the beginning of 2012. Is this no longer the case? We MUST destroy those and use the new style?

A: you can continue to use up old stock as long as the statutorily required information is still included. If the envelopes were from earlier in 2012, I believe that version is still sufficient (has the new 28 requirement).

Q: I struggle with the Friday at 4PM deadline for absentee ballots. If our mail comes at 10:00 AM, it is impossible to get further deliveries (the post office only delivers once) how are we to receive ballots up to 4:00?

A: They can still vote absentee in-person in the clerk's office.

Q: Is there a plan to change the certification envelope for 2014? When would be the best time to order new envelopes if new stock is needed in 2014? Thank you.

A: We have no plans, but as always, we don't know what the legislature may do. We always recommend not ordering large quantities of materials if you can.

Q: can we accept emails or letters requesting an absentee ballot without this form

A: Yes, as long as it contains the information needed to request an absentee ballot.

Q: What do you do with all of the applications that come in on myvote but then they do not follow through and turn in their application to us? Is there a way for us to clear those out or do they just

kind of hang out there forever? Thanks.

A: 30 days after the election, you can deny those applications

Q: If you have posted you will have MBOC on Friday at 4:00 and its Friday afternoon and nothing has come back we really don't have to meet and go through paperwork to say there is zero absentees returned? Sorry this is confusing to me and I want to make sure I am clear. Thank you.

A: Yes, if you have outstanding ballots, you still have to meet to indicate that none were received.

Q: If you have posted you will have MBOC on Friday at 4:00 and its Friday afternoon and nothing has come back we really don't have to meet and go through paperwork to say there is zero absentees returned? Sorry this is confusing to me and I want to make sure I am clear. Thank you.

A: Yes, you still have to meet to indicate that nothing outstanding was returned.

Q: I would like to clarify; military absentee's requests are good for the calendar year or a year from when we receive them? Thanks!

A: they are good through Dec 31 of the year they are received unless specified otherwise

Q: I guess maybe I shouldn't be posting that MBOC is meeting until after the election? Does it just need to be posted 24 hours in advance? Hope this makes sense.

A: correct, you don't know if you have any outstanding until after the election

Q: Hi, Allison. I may have missed it, but when will this updated Nursing Home voting manual be effective? And required use of the new forms?

A: Hi Jean: It is under final review; the revised manual is intended as staff guidance for "best practices." We do not recommend that clerks change their procedures in the middle of an election.

Q: The secure ballot issue is new and the GAB104SVD is new. Let me know if you find out otherwise, but I'm assuming these won't be required for the April election.

A: not required for April, just best practices for now

Q: If an individual request an absentee ballot via fax or email, there is not a ""wet"" signature. Previously GAB indicated the ""wet"" signature was on the certificate envelope - is this a recent change or am I misunderstanding?

A: No, that has not changed.

Q: Can a voter, for any election, request an absentee ballot via email? I'm inquiring as Steven just mentioned a request can be made via fax or having the original AB request in the office. I'm not talking about AB with SVDs.

A: the request can come in via email, but the ballot goes out via mail unless they are using the MyVote

Q: Can an individual request an absentee ballot via email?

A: From a facility visited by SVDs?

Q: in this case I am not talking about a facility visited by SVDs.

A: if it is not visited by SVDs you can only mail the ballot, there is no other option. Am I understanding you correctly?

Q: Where do we find the ADA standards for tables used on Election Day?

A: Provided on the GAB website.

Q: When ballot put in tabulator - returns with message of DRAG - is this required to be on GAB-104?

A: Please contact your vendor.

Q: I would like to check what election notices are included in the list of required election notices that have to be printed in the 18-point font. Also, where can we get them printed, if necessary?

Thank you.

A: You can find the full list of notices in the Election Day Manual that must be in the polling place in 18pt font. As for printers, we don't make referrals, but to my knowledge Bear Graphics is the only one who we have listed in the past for election notices/posters.

Q: I see the lists of notices in the Election Day Manual that are required at the polling place, but where does it state which notices are required to be in the 18-point font, I must be missing this information. Thank you.

A: All of the following notices, statements, and postings should be supplied to the polling place so that they can be posted and easily read by electors entering the polling place or waiting in line to vote. All Election Day notices, statements, and postings must be printed in size 18 font or larger to ensure readability. Found in the Election Administration Manual, p. 144.

Q: I see the lists of notices in the Election Day Manual that are required at the polling place, but where does it state which notices are required to be in the 18-point font, I must be missing this information. Thank you.

A: that's an accessibility requirement, that part is not in the EDM. Good observation. I'll see about getting that added in a future revision.

Q: Where do we send the order form for the polling place accessibility supplies? Thanks

A: Richard.rydecki@wi.gov

Q: I see the lists of notices in the Election Day Manual that are required at the polling place, but where does it state which notices are required to be in the 18-point font, I must be missing this information. Thank you.

A: It's in the EAM because the clerk is required to gather the polling place supplies and materials, but when we update the Election Day Manual we will note it there as well.

Q: The memory device serial# is located on the physical device cartridge. We don't want our Chief Inspectors removing the memory device until after the polls are closed, so how can they verify the serial# "before" the polls are open?

A: They won't be able to.

Q: The Log of Absentee Voting Activity Form - this is a draft right now correct? We don't need to use this for the April Election?

A: Jean, it's still under review. I'm hoping it's given final approval very soon.

Q: Do we have to use the incident codes if our description is sufficient?

A: No, shorthand for you.

Q: Can you order the supplies on line? I can't find a link on your website? Thanks

A: No, but you can scan in a supply request form and send to Richard Rydecki: richard.rydecki@wi.gov.

Q: You talk about being available, what about part-time clerks? Is it acceptable to meet by appointments?

A: Yes, appointments s okay, but not the only option. Post a notice at the town hall with your contact information and method of arranging appointment.

Q: Do you notify a municipality before the election that they will be audited?

A: No we do not.

Q: Are nursing homes aware of laws governing the residents' ability to vote with SVDs? Can we supply a manual to them? Supervisors are determining voter's inability to vote and are preventing residents at a facility from voting.

A: We are looking at contacting the state regulatory agency with the information as well.

Q: I am a new clerk so I am a little confused on this. I was told Monday by a person at the GAB that I can mail the absentee ballot because it was the person's choice as to where they get their ballot. Even though we have SVDs going to the facility where they live. From what you are saying, it is my understanding that we have to go to the facility twice before I can mail the absentee ballot to that person. Going twice may not always be an option before the election.

A: There may be unique situations that may prevent SVDs from visiting the facility twice, but for the most part, SVDs must visit the facility twice before the ballot can be mailed to the absentee elector.

Q: So I do not mail an absentee ballot to this person until the SVDs go to the facility twice. Are SVDs required to go to the facility twice?

A: if you fail to reach the voter in person in those two attempts, then you can mail the ballot.

Q: If these are all indefinitely confined absentee voters, and they do not need to fill out an absentee application each year. We need to have all the indefinitely confined voters accounted for if they wish to vote or not by going twice and them I must mail their ballot. Is this correct?

A: you only visit people in SVD-designated facilities, if they are simply indefinitely confined, you just mail the ballot.

Q: So the SVDs are required to go to the facility twice? I am not aware that they have ever gone twice.

A: They do if after one visit they have outstanding absentee ballot requests.

Q: We have SVDs go to a facility and I had a resident there request an absentee ballot by mail. Can I send them an absentee ballot? They do not want to vote at the facility.

A: The SVDs have to visit the facility twice, and then any remaining absentee ballots may be mailed to the voter, but not before.

Q: If our polling places were audited in February, when will we get the reports?

A: Moving through a backlog of audits from 2012. Currently working on November 2012 reports and will then move on to February 2013 reports. Expect about a month.

Q: Does it have to be noted on the absentee ballot log when an absentee ballot is mailed to a nursing home resident after the SVD has made 2 attempts, or can that info be kept on a separate list?

A: Yes, put on the absentee ballot log.

Q: Where do we find the voting unit number?

A: It's usually a serial number on the machine or a number assigned by the clerk to identify it on the form.

Q: How soon in advance should the ""posting"" be made at the facility? The facility posts on the front door is that okay?

A: As soon as possible, but not later than 24 hours before the visit. The front door is fine, but I encourage

Q: My Deputy and I act as the SVDs do we need to ""secure"" the ballots when it is us that handles them 100%

A: Process is for documentation with clear indication they were handled properly.

Q: We use a meeting room for some to vote. When we give assistance it is my understanding that the observer has to leave the room. Is that correct?

A: If a voter needs assistance and you can give it and the voter can still vote privately, the observers can stay. But if you have to read the ballot and the responses can be overheard, you can ask the observers to step out of the room.

Q: Sorry, missed the answer. What do we submit the form for Accessibility Supplies?

A: Richard.rydecki@wi.gov

Q: To record an overvoted/undervoted/crossvoted ballot on the Inspector's Statement, should we include the voter # of that voter on the statement?

A: no

Q: Is a first time voter a first time WI voter or first time ever voting?

A: first time in WI

Q: If an absentee ballot is overvoted in one race does it need to be remade if voter intent cannot be determined? Doesn't the machine read all races except those that are overvoted?

A: Depends on your voting equipment. In most cases you can override it and send the ballot through.