

New Clerks Orientation

Wednesday, August 24, 2016

10:00 a.m. – 11:00 a.m.

Program Presenters

Wisconsin Elections Commission Staff

Agenda

- Agency Transition
- Recent Court Decisions
- WEC Staff Directory
- Communications
- GAB-362: Clerk Contact Update Form
- Municipal Clerk Duties
- Election Cycles and Types
- Training Requirements and Resources
- Other Websites:
 - WisVote: Statewide Voter Registration System Database
 - WEDC: Statistics Reports
 - CRM: Election Data
 - Canvass Reporting System: Election Results Reporting
 - MyVote Wisconsin: Registration and Election Information
 - BADGER Voters: Data Requests
 - Access Elections: Polling Place Accessibility Information
 - WisVote Learning Center: Online Training for the WisVote System
 - Election Assistance Commission (<http://www.eac.gov/>): Election Officials Resources

WISCONSIN ELECTIONS COMMISSION

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ADMINISTRATOR MICHAEL HAAS



COMMISSIONERS

BEVERLY R. GILL
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STEVE KING
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MARK L. THOMSEN

DATE: July 1, 2016

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

FROM: Michael Haas
Elections Commission Administrator

SUBJECT: Agency Transition Update

As you are probably aware, yesterday was the first day of business for the Wisconsin Elections Commission and the Wisconsin Ethics Commission. The Government Accountability Board (G.A.B.) was dissolved as of June 29, 2016. This transition was the culmination of months of planning and coordination between staff of the G.A.B. and the Department of Administration. I would like to provide some brief updates regarding the transition and our plans going forward.

1. Most importantly, all of the G.A.B. staff transferred to either the Elections Commission or the Ethics Commission, with the exception of Director and General Counsel Kevin Kennedy. Kevin retired on Wednesday after 37 years in election administration, most of those years as Wisconsin's chief election official. We appreciate all of the well wishes that Kevin received and you can let me know if you need to reach him or would like me to pass along any message. Kevin's expertise and leadership will certainly be missed but we will continue to build on the foundation of professional and unbiased public service and election administration which he established. The program staff of the Elections Division has transferred to the Elections Commission and the program staff of the Ethics and Accountability Division has transferred to the Ethics Commission. Except for the changes noted below, you will be able to continue to reach the same staff at the same email addresses and phone numbers.
2. The Ethics Commission is in the process of hiring its Administrator and that decision will be finalized in the coming weeks. In other staffing news, David Buerger was recently named to fill the vacancy in one of the Staff Counsel positions and he will serve as legal counsel for the Ethics Commission. Nate Judnic will serve as legal counsel for the Elections Commission. Richard Rydecki will transfer to David's previous position on the Elections Administration team. Finally, today is Marianne Griffin's last day with the agency as she is taking a position affiliated with the UW-Madison's Fluno Center. We appreciate Marianne's contributions and work over the past couple of years and wish her well, and we

also thank David for his lengthy service and impressive list of accomplishments as an Elections Specialist. His legal expertise will be an asset to the Ethics Commission. We will be working to fill three vacant Elections Specialists positions as soon as we can, but in the meantime Richard will continue as the lead contact regarding voting equipment and accessibility issues.

3. The Elections Commission and the Ethics Commission will continue in our current location, at least until the end of our office lease in 2018. We are working out the designation of main telephone numbers for each agency, but for the time being both Commissions can be reached at the main reception desk and Help Desk numbers used by the G.A.B.
4. We are developing separate websites for the two Commissions which can be found at <http://elections.wi.gov/> and <http://ethics.wi.gov/>. The websites will take some time to be fully developed and for now they largely direct users back to the G.A.B. website.
5. The Wisconsin Elections Commission held its first meeting yesterday and selected its Chair and other officers. Mark Thomsen of Milwaukee will serve as Chair for the next two years and Ann Jacobs of Milwaukee will serve as Vice Chair. Beverly Gill, former Burlington City Clerk, was selected as Secretary. Other members of the Elections Commission are Don Millis of Sun Prairie, Steve King of Janesville, and Julie Glancey of Sheboygan Falls, former Sheboygan County Clerk. The next regular meeting of the Elections Commission will be on August 30, 2016, beginning at 10:00 a.m., in our offices.

There have been many moving parts and details related to winding down one agency and creating two new agencies. These tasks have been completed while agency staff members have attended to their regular program duties. As we prepare for the upcoming August and November elections, our goal is to continue to maintain high standards of expertise, teamwork and public service, and to minimize any disruption in our daily operations.

The success of election administration in Wisconsin depends on our strong partnership with local election officials. I want to thank you for that and to encourage our continued open and consistent communication and cooperation. It is always nice to hear positive feedback about our staff and initiatives but it is equally important that we receive your feedback about challenges you are facing or how we could serve you more effectively. Thank you for your continued hard work on behalf of Wisconsin voters, and I hope you enjoy the long holiday weekend.

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ADMINISTRATOR MICHAEL HAAS

MARK L. THOMSEN, CHAIR

MEMORANDUM

DATE: August 19, 2016

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

FROM: Michael Haas, Administrator
Nathan Judnic, Staff Counsel

SUBJECT: Update on Federal Court Decision in *One Wisconsin Institute* Case – Altering Forms and Establishing In-Person Absentee Voting Hours

We are providing this update regarding the status of the One Wisconsin Institute lawsuit to address questions we have received from local election officials. We will provide more definitive guidance as soon as the 7th Circuit Court of Appeals issues its ruling as to whether the orders of Judge James Peterson will be stayed while the appeal of the case is pending, which may occur as early as the end of next week. Following are answers to the most significant questions we are receiving and which require the most immediate attention:

1. *When will we know whether to alter procedures for the November election based upon Judge Peterson's ruling?*

Judge Peterson's decision would change several rules and procedures, including changing the residency requirement for voter registration from 28 days to 10 days, allow for expanded in-person absentee voting hours, and allow absentee ballots to be sent by email or fax to all voters. Both the plaintiffs and the Wisconsin Department of Justice (DOJ) have appealed aspects of the decision and DOJ has requested that the 7th Circuit Court of Appeals issue a stay of Judge Peterson's orders to alter those procedures, meaning that Judge Peterson's orders (which would change the rules as reflected in the statutes) would be placed on hold until the appeal is decided.

On August 12, DOJ filed a brief with the 7th Circuit which included a request for a ruling on the request for a stay by next Friday, August 26th. Given how promptly the Court of Appeals has ruled on similar requests, it is possible that a ruling will be issued within a week or so. For that reason, while we are taking steps to implement

Judge Peterson's decision, we are delaying significant public education as well as detailed guidance regarding changes for the November election for a short period of time in order to avoid confusion in the event that a stay is issued and no changes become effective. We plan to present proposed guidance to the Elections Commission at its meeting on August 30th with the hope that we will receive a ruling from the 7th Circuit by that time.

2. *While we wait for a ruling from the 7th Circuit Court of Appeals, what is the residency requirement for voter registration?*

Judge Peterson's decision held that the change to a 28-day residency rule for voter registration was unconstitutional and that electors must be allowed to register if they establish residency for 10 days. This change should not have an immediate impact for voters establishing residency for the General Election until we are closer to that date.

However, for any local recall elections that take place in the meantime, voters must be allowed to register upon establishing residency for 10 days. In those cases, the reference to the 28-day residency requirement on documents such as the voter registration application, absentee ballot application, and absentee ballot certificate can be manually changed to 10 days.

3. *Our printer advises that we need to submit print orders now for new forms that change the 28-day residency requirement to 10 days, in order to ensure those forms are ready for absentee voting. Should we print new forms?*

This is ultimately a local decision but there are factors you may wish to keep in mind. Given that the 7th Circuit Court of Appeals may issue a decision shortly, the safest approach would be to wait for another week to place an order if possible. We are not posting new forms for the time being. We realize that time is short to print new forms, but there are potential risks in printing forms with either the 10-day or 28-day requirement at this time.

If forms are printed with the 28-day residency requirement and the 7th Circuit does not stay that part of the Court order, those forms would not be accurate. Conversely, if forms are printed with the 10-day residency requirement and the 7th Circuit issues a stay, the forms would not be accurate. Unfortunately we cannot provide more definite guidance at this time, so local clerks must make those judgments regarding committing public funds under those circumstances.

4. *Some municipalities are already posting expanded hours for in-person absentee voting and I am getting requests to commit to expanded hours. Do I need to decide now what hours we will conduct in-person absentee voting?*

No, because we expect to have a ruling from the 7th Circuit before ballots are available, you may wait to determine and advertise hours for in-person absentee

voting until a decision is issued regarding the stay request. Delaying that announcement would also reduce confusion in the event that the two-week limit on in-person absentee voting is reinstated.

We also realize there may be a higher demand for in-person absentee voting hours than existed prior to the institution of the two-week voting period. If you are unsure or uncomfortable about balancing the demand for voting hours with other staffing and workload issues, you may wish to seek input or direction from your governing body.

We hope that this information is helpful for the short term. We will certainly communicate as soon as there are additional developments regarding the One Wisconsin Institute case and guidance from the courts. If you have other specific questions regarding this matter, please contact the Elections Commission HelpDesk at elections@wi.gov or at (608) 261-2028.

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MEMORANDUM

DATE: July 20, 2016

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

FROM: Michael Haas
Interim Administrator

Nathan W. Judnic
Legal Counsel

SUBJECT: High Priority Communication: Photo ID Litigation – Court Order Requiring Implementation of Affidavit Option in Lieu of Photo ID

On July 19, 2016, Federal District Judge Lynn Adelman in the Eastern District of Wisconsin issued an order requiring the Wisconsin Elections Commission to implement an affidavit option for voters unable to obtain an acceptable photo ID with reasonable effort. A copy of the order accompanies the memorandum. The order requires the affidavit to be in place for the **November 8, 2016 General Election**, therefore there is no change in the Voter Photo ID process and there is no affidavit option for the upcoming August 9, 2016 Partisan Primary. In addition, the Department of Justice may seek an appeal and stay of the order, and we will notify local officials if any future court action modifies this guidance.

The Commission is required to train election officials on how to inform voters without a qualifying photo ID at the polls about the affidavit option. The Commission is also required to use reasonable efforts to inform voters about the affidavit option, and will need to revise Voter Photo ID publicity materials to include information about the affidavit option being available for the November election.

The order specifies the contents of the affidavit which will be offered by election officials and completed by the voter. The order states that the affidavit must contain the following language:

I declare under penalty of perjury that I am the individual identified below, and that I have been unable to obtain acceptable photo identification with reasonable effort. This is due to the following reason(s):

- Lack of transportation
- Lack of birth certificate or other documents need to obtain photo ID
- Work schedule
- Disability or illness
- Family responsibilities
- Other (please identify): _____

The affidavit must also have spaces for voters to print and sign their name, and provide the date it is signed. There may also be spaces for election officials to enter administrative information such as the polling location at which the affidavit was received. The affidavit does not have to be notarized or sworn before an officer that can administer oaths or affirmations. The Commission has begun the process of creating the affidavit form, and will provide it to all election officials once it is complete.

The Commission is required to ensure that copies of the affidavit are available at the polls and to those who vote by absentee ballot. If voters complete and submit an affidavit, they are to receive a regular ballot. No person may challenge the sufficiency of the reason given by the voter for failing to obtain an ID.

The Commission will provide further implementation and training details to elections officials and voters as they become available. Again, please note that the affidavit option is not available for the August 9, 2016 Partisan Primary.

If you have questions with respect to this memorandum, please contact the Wisconsin Elections Commission HelpDesk at 608-261-2028 or elections@wi.gov.

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MARK L. THOMSEN, CHAIR

MEMORANDUM

DATE: August 10, 2016

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

FROM: Michael Haas, Administrator
Nathan Judnic, Staff Counsel

SUBJECT: High Priority Communication: Affidavit Option Decision Stayed by Seventh Circuit Court of Appeals

This morning the Seventh Circuit Court of Appeals issued an order staying the decision of Federal District Judge Lynn Adelman, which directed the Wisconsin Elections Commission to implement an “affidavit option” exception to the voter ID law. The stay order means that while the appeal to the Seventh Circuit Court of Appeals is pending, the “affidavit option” will not be in effect for any future elections.

The Wisconsin Elections Commission is in consultation with our attorneys at the Wisconsin Department of Justice, and will continue to monitor this case closely. As our previous communication stated, we are also monitoring further court developments in the separate *One Wisconsin Institute* litigation, and will provide additional guidance regarding the implementation of that decision in the near future (see Clerk Communication of August 2, 2016).

If you have questions or and concerns related to today’s Court decision, please contact the Elections Commission HelpDesk at elections@wi.gov or at (608) 261-2028.

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MARK L. THOMSEN, CHAIR

MEMORANDUM

DATE: August 2, 2016

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

FROM: Michael Haas, Administrator
Nathan Judnic, Staff Counsel

SUBJECT: Federal Court Decision in *One Wisconsin Institute* Case – No Impact on August 9, 2016 Partisan Primary, Absentee Certificate Envelopes and Other Forms May Change for General Election

As we communicated late on Friday afternoon, Federal District Judge James Peterson of the Western District of Wisconsin issued a decision concluding that six separate legislative actions were unconstitutional, in addition to an aspect of the Photo ID Law's implementation by the Division of Motor Vehicles. The Photo ID Law itself was not overturned by the Court.

Specifically, the decision found the following provisions to be unconstitutional:

1. The restriction limiting municipalities to one location for in-person absentee voting.
2. The limits on the time for in-person absentee voting, except for the prohibition applicable to the Monday before Election Day.
3. The requirement that dorm lists (which are used to accompany a student ID as proof of residence) include citizenship information.
4. The change in the residency requirement from 10 days to 28 days.
5. The prohibition on distributing absentee ballots by fax or email to voters other than military electors and permanent overseas electors.
6. The prohibition on using expired, but otherwise qualifying, student ID cards.

7. Components of the Department of Motor Vehicles' ID petition process. That petition process allows individuals to receive a temporary identification receipt that is valid for voting while the individual's petition is pending. The Court ordered that DMV promptly issue a voting credential to individuals with a petition pending or who enter that process. The court's order would require that such credential be valid for the same time period as a driver license or State ID card.

We expect that the Department of Justice will appeal the decision and request an expedited stay of Judge Peterson's order. Until further notice, therefore, the Elections Commission is providing the following guidance regarding the Court's decision in *One Wisconsin Institute v. Thomsen*:

1. As stated in our original communication, Judge Peterson's decision specifically states that it **IS NOT INTENDED TO IMPACT THE PARTISAN PRIMARY AND HAS NO EFFECT ON THAT ELECTION**. The laws and procedure for registration and voting remain the same for the August 9, 2016 Partisan Primary, and municipalities may not implement provisions of the Court order for that election.
2. Due to the Partisan Primary and the possibility of an expedited ruling regarding a stay of the Court's order, the Commission is not issuing specific guidance regarding the implementation of the Court's decision at this time. We are reviewing the decision and will consult with the Department of Justice regarding the rules that will be in effect in the event that a stay of the decision is not issued.
3. We are making the preparations necessary to comply with Judge Peterson's order, with the understanding that it is possible that courts will issue a stay pending appeal. If Judge Peterson's decision is not stayed and remains in effect, several forms will need to be revised for the General Election, and clerks should be mindful of that possibility in printing forms. For example, the Absentee Ballot Request (EL-121), the Absentee Certificate (EL-122), and the Voter Registration Application (EL-131), would need to be revised to reflect a change in the elector's residency requirement from 28 days to 10 days. Any other form or instruction that refers to a 28-day residency requirement would also need to be revised.

We recently posted new versions of the Absentee Ballot Request and the Absentee Certificate to reflect recent legislative changes related to the witness address requirement and the three-day window to return absentee ballots after Election Day. Those forms continue to reflect a residency requirement of 28 days. **Please note** that it may be necessary to print new forms in light of the court's decision. You may consider waiting to print such forms until there is a decision regarding a stay of the Court decision.

We will provide further guidance as soon as we are able based on additional developments. In the meantime, if you have questions or concerns related to the Court's decision in this matter or its impact on the fall elections, please contact the Elections Commission HelpDesk at elections@wi.gov or at (608) 261-2028.

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MARK L. THOMSEN, CHAIR

MEMORANDUM

DATE: August 12, 2016

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

FROM: Michael Haas, Administrator
Nathan Judnic, Staff Counsel

SUBJECT: Partial Stay Issued in *One Wisconsin Institute* Case – Reforms to Department of Motor Vehicle's Appeal Process Stayed Pending Appeal

Late yesterday, Federal District Judge James Peterson partially granted a motion to stay one aspect of his decision in the *One Wisconsin Institute* case pending appeal. Judge Peterson stayed the part of the order requiring the Department of Motor Vehicles (DMV) to reform a process known as the IDPP (ID Petition Process) within 30 days of his decision. Judge Peterson declined to stay any other parts of his original decision in this case pending appeal.

DMV's ID Petition Process (IDPP)

Judge Peterson's most recent ruling means that the current IDPP will remain in effect during the appeal in *One Wisconsin*. Under the current IDPP, applicants are able to obtain a qualifying ID for voting with one trip to the DMV, even if the applicant lacks documents showing U.S. citizenship, their name and date of birth, and/or a legal name change. To obtain a free ID for voting, applicants should bring to DMV documents that prove their identity and residency in the State of Wisconsin.

While a voter's application is being processed through the IDPP, the DMV will issue a temporary ID card receipt, which is an acceptable form of ID for voting purposes. Applicants will automatically receive renewal receipts as long as their application is pending.

It is important for local election officials to know that the IDPP is available for voters in their municipalities. If someone does not have the documentation needed to obtain a qualifying ID for voting, election officials should inform the individual about the IDPP and refer them to the information from DMV provided at the link below.

For more detailed information regarding the IDPP, including information on the types of documents that DMV considers proof of identify and proof of residence, please visit the DMV's website: <http://wisconsin.gov/Pages/dmv/license-drvs/how-to-apply/petition-process.aspx>

A press release issued by the Commission with additional information about the IDPP can also be found here: <http://www.gab.wi.gov/node/4030>

If you have questions regarding yesterday's decision, please contact the Elections Commission HelpDesk at elections@.wi.gov or at (608) 261-2028.

Wisconsin Elections Commission



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Ann S. Jacobs Steve King
Don M. Millis Mark L. Thomsen (Chair)

Federal Information - Elections Administration

Military & Overseas Voting

Federal Voting Assistance Program
Department of Defense
1777 North Kent Street
Suite #14003
Washington, DC 22209
Phone: 800-438-VOTE (8683)
email: vote@fvap.gov
Website: <http://www.fvap.gov>

Help American Vote Act (HAVA) and Other Federal Election Law

United States Election Assistance Commission
1201 New York Avenue, N.W.
Suite 300
Washington, DC 20005
Phone 866-747-1471 or 202-566-3100
FAX 202-566-3127
Website: <http://www.eac.gov>

Election Fraud

US Dept of Justice
Bond Building, 1400 New York Avenue NW, 12th Floor
Washington, DC 20005
Phone: 202-514-1421
FAX: 202-514-3003
email: AskDOJ@usdoj.gov

Voting Rights Act

Voting Section, Civil Rights Division
Room 7254 - NWB
Department of Justice
950 Pennsylvania Ave., NW
Washington, DC 20530
Phone: 800-253-3931 or 202-307-2767
Email: Voting.Section@usdoj.gov
Website: <http://www.usdoj.gov>

ACCESSIBILITY SUPPLIES & CONTACTS

Wisconsin Coalition of Independent Living Centers
3810 Milwaukee Street
Madison, WI 53714
Voice and Text: 608-444-3842
TTY: 800-362-9877
Fax: 608-242-0383
Website: <http://www.il-wisconsin.net/coalition>

Disability Rights Wisconsin
131 W. Wilson Street, Suite 700
Madison, WI 53703
Phone: 800-928-8778 or 608-267-0214
TTY: 888-758-6049
FAX: 608-267-0368
Website: <http://www.disabilityrightswi.org/index.php>

Wisconsin Board for People with Developmental
Disabilities (BPDD)
201 West Washington Ave., Suite 110
Madison, WI 53703
Phone: 608-266-7826 or 888-332-1677
Fax: 608-267-3906
bpddhelp@wi-bpdd.org

Coalition of Wisconsin Aging Groups
2850 Dairy Drive, Suite 100
Madison, WI 53718
Phone: (800) 366-2990 or (608) 224-0606
Fax: 608-224-0607
Email: namato@cwag.org
Website: <http://cwagwisconsin.org/>

VOTING EQUIPMENT VENDORS

Dominion Voting (servicing Premier systems)
221 Hopkins Avenue
Jamestown, NY 14701
Phone: 866-654-8683
Email: contact@DominionVoting.com
Website: <http://www.dominionvoting.com>

Command Central (*Programming/Supplies*)
P.O. Box 7306
St. Cloud, MN 56302
Phone: 320-259-7027
FAX: 320-259-7028

Election Systems & Software, Inc. (ES&S)
(also servicing Premier systems)
11208 John Galt Blvd.
Omaha, NE 68137
Phone: 800-247-8683 or 877-377-8683 (option 4 for tech support)
FAX: 402-593-8107
email: info@essvote.com
Website: <http://www.essvote.com/>

Populex
420 B Airport Road
Elgin, IL 60123
Phone: 877-767-8539
Website: <http://www.populex.com/>

Sequoia Voting Systems
7677 Oakport St, Suite 800
Oakland, CA 94621
Phone: 510-875-1200
FAX: 510-875-1226
Website: <http://www.sequoiavote.com/>

GAB-362 SVRS Clerk Contact Information Update Form

In an ongoing effort by the G.A.B. to keep municipal clerk and staff contact information up-to-date in SVRS, we are requesting your help. Please complete the form below for your municipality and return it to the G.A.B. as soon as possible. The information you provide will be updated in the SVRS and posted to the G.A.B. website. If you have questions, please contact the G.A.B. Help Desk at (608) 261-2028 or at gabhhelpdesk@wi.gov.

Thank you in advance for your continued cooperation in this matter.

County(ies) _____

City \ Town\ Village (circle one) _____

Clerk Name _____

Clerk Email _____

Deputy Clerk Name _____

Deputy Clerk Email _____

Address (where mail is received) _____

City _____

Zip Code _____

Phone Number 1 _____

Phone Number 2 _____

Fax number _____

Town\City Hall Address _____

Website _____

Municipal Clerk is Appointed or Elected? _____

Please submit to the G.A.B. using one of the following methods:

Email: gabhhelpdesk@wi.gov

FAX: (608)267-0500 Attn: G.A.B. Help Desk

US Mail: Government Accountability Board

Attn: G.A.B. Help Desk

P.O. Box 7984

Madison, WI 53707-7984

ELECTION OFFICIALS' TRAINING REQUIREMENTS

Election Official	Current term	Required training for <u>new</u> official to be certified to conduct elections for the term.	Required training for <u>new</u> official to be recertified for the next term.	Required training for <u>currently-certified</u> official to recertify for the next term	Next term	Documents to be submitted to the G.A.B.	Required training if certification is lost by required number of hours by the end of the term	Examples of activities that count toward recertification (please visit the G.A.B. website for a complete list)
Municipal Clerk	1/01/15-12/31/17	3-hour municipal clerk core training class by first election	MCT Core plus three hours of election-related training – for a total of six hours - by the end of the term	Six hours of approved election-related training	1/01/18-12/31/19	Recertification reporting form	3-hour MCT Core plus three hours of election-related training by the first election	<ul style="list-style-type: none"> • Baseline Chief Inspector training • G.A.B. staff presentations • SVRS training • Webinar election administration sessions • Training conducted by a county or municipal clerk
Chief Inspector	1/01/16-12/31/17	3-hour baseline chief inspector training class by first election	CIT Baseline plus three hours of approved election-related training – for a total of six hours - by the end of the term	Six hours of approved election-related training	1/01/18-12/31/19	Agenda for recertification training as administered by clerk and approved by GAB	3-hour CIT Baseline plus three hours of election-related training by the first election	<ul style="list-style-type: none"> • Training conducted by a county or municipal clerk • Webinar election administration sessions • Voting equipment training or pre-election testing (1 hour per term)
Regular Election Inspectors	1/01/16-12/31/17	Clerk is required to conduct some type of election training every two years.	No recertification	No recertification	1/01/18-12/31/19	None	None	<ul style="list-style-type: none"> • Training conducted by a county or municipal clerk • Webinar election administration sessions

MCT Recertification Hours Reporting Form

Name:		Title:	
Municipality:		County:	
HINDI #:	Phone:	Email:	
(e.g. 10101)	[e.g. (555) 555-5555]		
Class Description (e.g. Webinars, WisVote, County Clerk training, etc.):		Date (mm/dd/yyyy)	Number of hours:
		Total:	0
I certify the above is true and correct.			
Signature:	Signature (or typed name if submitted by email)		(mm/dd/yyyy)
<p>Instructions: Please fill out the highlighted fields. Hour totals will readjust if you are entering multiple activities. You may submit this form by email, fax or mail.</p> <p><u>To email this form:</u> Save the form, fill it out electronically, attach it to an email and send to EL_training@wi.gov.</p> <p><u>To fax this form:</u> Save the form, fill it out by computer or by hand, print it out and fax to : MCT Training, 608-267-0500.</p> <p><u>To mail this form:</u> Save the form, fill it out by computer or by hand, print it out and mail to: Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984</p>			

Mail to:**Wisconsin Elections Commission**

P.O. Box 7984

Madison, WI 53707-7984

Phone: (608) 266-8005

FAX: (608) 267-0500

MANUALS & WEBINARS ORDER FORM

All of our forms and manuals are free to download from the agency website (<http://gab.wi.gov>). We encourage you to check this resource first, as you would be able to download and print out forms, manuals and other documents at your leisure.

Manuals are easily photocopied, and the Elections Division gives you permission to make as many copies of them as you need. If you would like to order either the Election Administration Manual, Election Day Manual or a DVD of our webinar training series, please indicate the quantity and the total cost of all items you are ordering.

Quantity	Item Description	Unit Cost By Mail	Total Cost
	Election Administration Manual for Wisconsin Municipal Clerks (Rev. 2/2016) Manual currently under revision.	\$15.00	
	Election Day Manual for Wisconsin Election Officials (Rev. 7/2016)	\$10.00	
	Election Administration Training Webinar Series (10/2013 – order date)	\$5.00	
		Total	

Send Materials To:

Current Date: _____

Contact Person: _____

Daytime Phone: _____

My check is enclosed. ***(Payment must accompany order!)***

Wisconsin Elections Commission use only.

Order filled by: _____

Date filled: _____