



Wisconsin Elections Commission

Polling Place Set-Up & Line Management

October 5, 2016



Agenda

- ▶ Polling Place Set-Up
- ▶ Line Management
- ▶ Other Guidance



Polling Place Set-Up

- ▶ Set-Up Guide

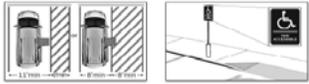
Accessible Voting: Polling Place Set-Up Guide

All eligible voters in the State of Wisconsin should be afforded the opportunity on Election Day to cast their ballot both privately and independently. This guide provides basic information for setting up a polling place to allow voters with disabilities to participate in the election process without unnecessary assistance. Polling place accessibility begins in the parking area and continues along any route a voter with a disability would have to travel to gain access to the voting area. The voting area should be organized with accessibility concerns in mind and any barriers to voting should be eliminated or minimized.

Parking:

The Americans with Disabilities Act (ADA) requires each polling location to have at least one van-accessible parking space available. A van-accessible parking space is defined as being at least 8 feet wide with an 8-foot wide marked accessible aisle or loading area. An accessible van-accessible space can also be 11 feet wide with a 5-foot wide accessible aisle.

Each van-accessible space should also be marked with proper signage stating it is "Van Accessible" and bearing the universal sign of accessibility.



Parking



- ▶ Requirements
- ▶ Best Practices
- ▶ Common Problems



Pathways



- ▶ Requirements
- ▶ Best Practices
- ▶ Common Problems



Gaps and Uneven Pavement

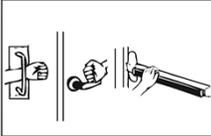


- ▶ Requirements
- ▶ Best Practices
- ▶ Common Problems



Entrance 

- ▶ Requirements
- ▶ Best Practices
- ▶ Common Problems



Accessible Entrance Signage 

- ▶ Requirements
- ▶ Best Practices
- ▶ Common Problems



Doors 

- ▶ Requirements
- ▶ Best Practices
- ▶ Common Problems



Interior Corridors



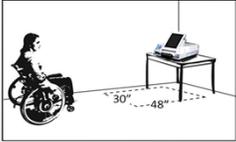
- ▶ Requirements
- ▶ Best Practices
- ▶ Common Problems



Voting Area



- ▶ Requirements
- ▶ Best Practices
- ▶ Common Problems



Privacy



- ▶ Requirements
- ▶ Best Practices
- ▶ Common Problems



Accessible Equipment not Functional



- ▶ Requirements
- ▶ Best Practices
- ▶ Common Problems



Accessibility Audits



- ▶ What to Expect During a Site Visit
- ▶ Audit Process
- ▶ Inspectors Statement/Voting Equipment Security
- ▶ Audit Report



Quick Fix Guide



Wisconsin Government Accountability Board – Elections Division
2009 Polling Place Accessibility “Quick-Fix Guide”

This document provides guidance to assist you in improving your polling place accessibility.

Zone 1 – Parking	Quick-Fix
No permanent or temporary spaces designated as accessible parking.	Create temporary accessible spaces using traffic cones and signage.
No van-accessible spaces.	Combine two regular parking spaces using traffic cones and signage.
Insufficient or no access aisles.	Use traffic cones to block off spaces adjacent to accessible spaces, thereby creating an access aisle.
No curb cut, or curb cut doesn't meet accessibility standards.	Determine an alternate accessible parking space. OR Install a temporary ramp over the curb with edge protection and a slope no greater than 1:12.

Line Management

- ▶ DOs:
 - Use separate lines and signage to identify registration & voting lines
 - Do use ward maps or street directories to identify correct polling location
 - Do post sample ballots for voters to review before they vote



Line Management

- ▶ DOs (con't):
 - Do use Greeters and EROs
 - Do split poll books, if able
 - Have a current copy of the Election Day Manual at the Polling Place
 - Have both election inspectors review the voter's ID even if it has been pre-screened

Line Management

- ▶ DON'Ts:
 - Pre-initial or partially initial ballots
 - Fail to offer a provisional ballot to a voter eligible to cast one.
 - Refer to voters by their ballot style color

Line Management

- ▶ Clerk Discretion (Caution)
 - Pre-numbering absentee ballots
 - Inspector handing out voter number at door, separate table from the poll list table

Election Day Scenarios

- ▶ Presidential-Only Ballots
 - Only used in a presidential General Election.
 - This is not a “catch-all” option for voters without proper documentation, long distance truckers, etc.
 - Have a separate ballot box and can remake or hand tally ballots.



Election Day Scenarios

- ▶ Election Day Registrations - High Volume
- ▶ Photography
 - Ballot Selfies
 - Cell Phone Use
 - Media
 - Observers



**Other Guidance –
Missing Witness Address** 

- ▶ Options for Correcting Missing Address
 - Voter may spoil and vote new ballot
 - Voter may request return of ballot to add witness address
 - Voter or witness may appear in person to add missing information
 - Voter or witness may provide address by phone, fax, email or mail.
 - Clerk must seek voter's consent to complete missing information

**Other Guidance - Emergency
Preparedness** 

- ▶ Systems Security
- ▶ Voting Equipment Security
- ▶ Election Night Reporting
- ▶ Emergency Situations

Questions? 



Thank You!

Questions?
Email: elections@wi.gov
Elections Helpdesk: 608-261-2028

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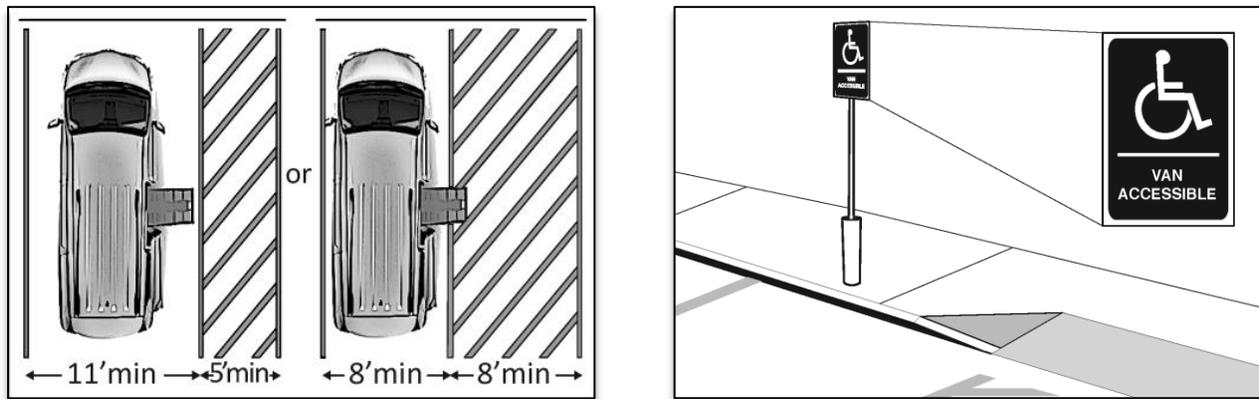
Accessible Voting: Polling Place Set-Up Guide

All eligible voters in the State of Wisconsin should be afforded the opportunity on Election Day to cast their ballot both privately and independently. This guide provides basic information for setting up a polling place to allow voters with disabilities to participate in the election process without necessary assistance. Polling place accessibility begins in the parking area and continues along any route a voter with a disability would have to travel to gain access to the voting area. The voting area should be organized with accessibility concerns in mind and any barriers to voting should be eliminated or minimized.

Parking:

The Americans with Disabilities Act (ADA) requires each polling location to have at least one van-accessible parking space available. A van-accessible parking space is defined as being at least 8 feet wide with an 8 foot wide marked accessible aisle or loading area. An acceptable van-accessible space can also be 11 feet wide with a 5 foot wide accessible aisle.

Each van-accessible space should also be marked with proper signage stating it is "Van Accessible" and bearing the universal sign of accessibility.



In addition to the van-accessible parking space, a facility where a polling place is located may be required to have additional regular accessible parking spaces. The number of required accessible spaces is determined by the number of total parking spaces in the parking area.

Total Spaces	Accessible Spaces
1 - 25	1
26 - 50	2
51 - 75	3
76 - 100	4

Best Practices and Common Problems:

Area	Problem	Ranking
Parking	Lack of accessible parking spaces and/or insufficient signage for accessible parking spaces.	2

❖ Lack of accessible parking spaces and/or insufficient signage for accessible parking spaces

Best Practices

These facilities are examples of off-street parking areas with good accessible parking layouts. These locations have multiple spaces that meet the size requirements with proper signage posted. These parking areas are paved with asphalt and the spaces are located closest to the accessible entrance allowing a voter with a disability to travel the shortest distance from the parking area to the entrance.



Note that one accessible aisle can be used to create two accessible spaces by locating an accessible space on either side of the aisle. Please see the accessible parking space diagrams provided above for examples of this type of layout.

The below pictured facility is a good example of proper accessible parking for locations with only on-street parking. There is one properly-signed space available that is located adjacent to the accessible pathway leading to the entrance. Notice that a curb cut is provided to ensure access from the street to the pathway.



Common Problems

Many voting locations do not have spaces reserved for voters with disabilities in the parking area. The facility shown below has no marked accessible parking spaces located closest to the accessible entrance.



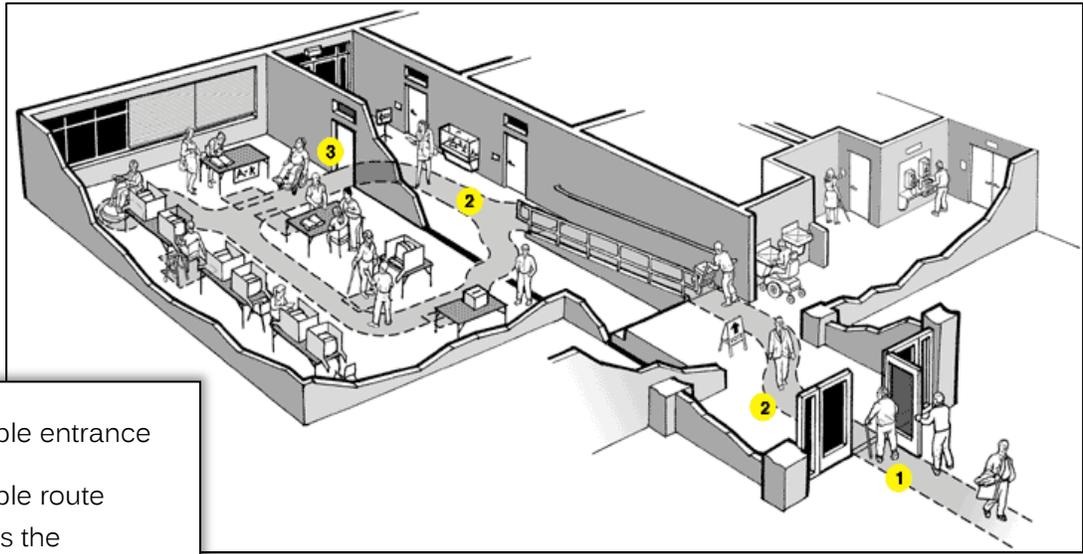
Many parking areas have accessible spaces that are only marked on the ground. The ADA requires that all accessible parking spaces have signs posted between 60" and 80" above the ground. Accessible parking spaces without signs posted above ground and accessible parking signs that are not posted at the required height can become obscured by a vehicle parked in the spot or by snow during the winter months.



Signage should always be mounted to a post or pole or affixed to the side of a building. It should never be placed leaning up against the side of a building and should be replaced if damaged or uprooted.

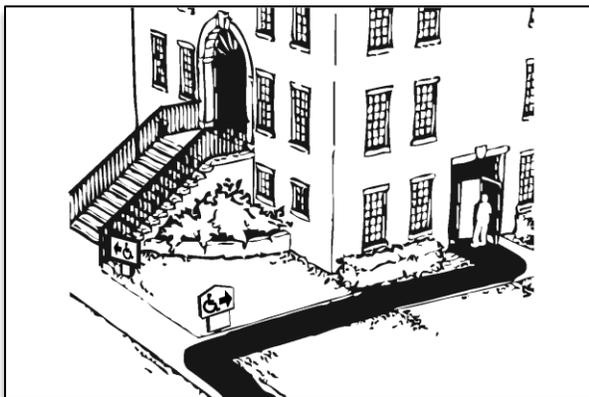


Pathways:



1. Accessible entrance
2. Accessible route connects the accessible entrance with the voting area.
3. Accessible door to the voting area

The accessible pathway is the route a voter with a disability would use to travel from the accessible parking area to the accessible entrance. In many cases, the accessible entrance will also be the main entrance to the facility and all voters will use the same pathway to reach that entrance. However, if the accessible entrance is not the same as the main entrance, large print signs must be used to direct voters with disabilities to pathway for the accessible entrance.



Best Practices and Common Problems:

Area	Problem	Ranking
Pathways	Gaps and uneven pavement in the pathway from the parking area to the accessible entrance	5
Pathways	Pathways to the accessible entrance that were not clearly marked	10

❖ Gaps and uneven pavement in the pathway from the parking area to the accessible entrance

Best Practices

The two facilities pictured below both have accessible pathways that meet ADA standards. Both pathways are wider than the required 36" and are made of concrete. In addition, the below left facility has an accessible pathway that is level with the parking area and does not require a visitor to the facility to navigate a curb cut or pathway ramp to reach the accessible entrance. Both pathways also do not have any objects on or above the pathway that would create an impediment for a voter.



Common Problems

Accessible pathways with large breaks or cracks in them create hazards for voters who use canes, walkers or wheelchairs. Pathways that have segments with a height difference of over ½ inch also represent a tripping hazard for all voters, especially those with mobility issues. These height differences can be caused by tree roots growing under the pathway or by damage from snow and ice during winter.



All breaks and cracks over ½ inch in size should be filled in or repaired. Pathways with significant height differences can be shaved or ground down to fix the problem. If there is extensive damage to an accessible pathway, the only remedy may be to replace the pathway or relocate that accessible parking area to a location where an acceptable pathway can be used to provide access to the accessible entrance of the facility.

Obstacles, such as the flag pictured below, should be removed or placed in a location that does not create a hazard for voters using the accessible pathway (figure 5). Grates should also be covered so that they do not create difficulty for voters who use walkers, canes or wheelchairs.



❖ Pathways to the accessible entrance that were not clearly marked

Best Practices

Both of the facilities pictured below have entrance ramps that provide access to the facility with signage posted directing voters to the accessible entrance. These signs are posted high enough to be clearly visible from the parking area.



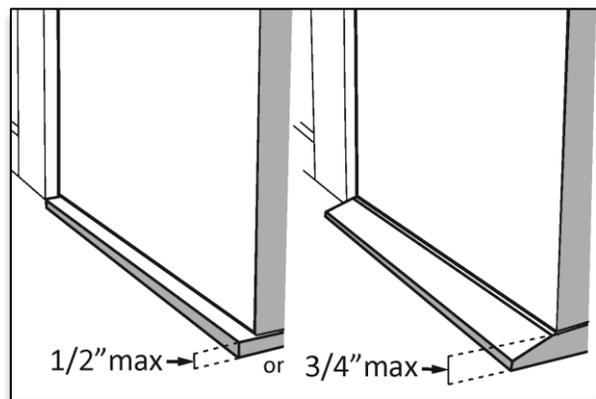
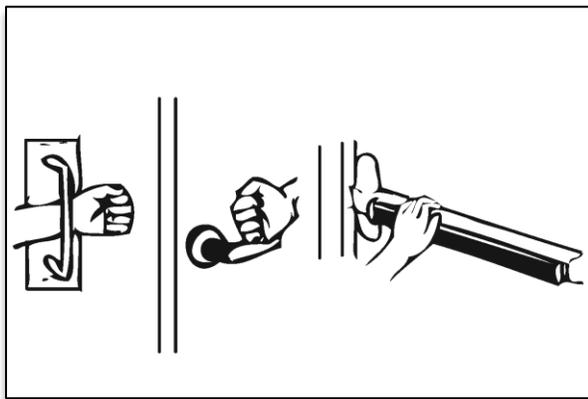
In the below left photo, the accessible entrance is identified by a sign posted in the accessible parking area, providing voters with clear entrance information in a visible location. The facility pictured on the bottom right has a sign present at the base of the stairs providing information on the location of the accessible entrance.



Entrance:

The accessible entrance is the entrance a voter with a disability would use to gain access to a polling place on Election Day and should be marked with the universal symbol of accessibility. Accessible entrances should be at least 32 inches wide to accommodate a voter in a wheelchair and have door hardware that is no higher than 48 inches high. Door hardware should be operable with one hand and should not require tight grasping, twisting, or pinching of the wrist. Levers, loops, and push operated hardware are good examples of accessible hardware while a twist-operated door knob is not. If a polling location does not have proper hardware on the accessible entrance an electronic feature, such as a wireless doorbell, can be used on Election Day to ensure voters with disabilities have proper access to the facility.

In addition, the threshold of the accessible entrance should have a height of $\frac{1}{2}$ inch or less or $\frac{3}{4}$ inch if the threshold is beveled. If the threshold is higher than $\frac{1}{2}$ inch and not beveled a threshold ramp should be used for Election Day.



Best Practices and Common Problems:

Area	Problem	Ranking
Entrance	Insufficient signage for accessible entrances	3
Entrance	Doors that require significantly more than 8 pounds of force to open	4
Entrance	Doors that do not have lever door handles or an electronic feature such as an automatic opener, power-assist or bell/buzzer	9

❖ Insufficient signage for accessible entrances

Best Practices

Accessible entrances can be identified using a window decal or sign like the examples found below. If a municipality does not own the facility where a polling place is located, a reusable or temporary sign can be displayed for Election Day.



Common Problems

Entrances that are not properly identified can be problematic for voters, especially at facilities that have multiple entrances and voting areas that are not located directly inside of the accessible entrance. The below photos depict doors that are not properly marked as the accessible entrance and an unmarked entrance that, upon entry, requires a voter to navigate stairs.



❖ Doors that require more than 8 lbs. of force to open

Best Practices

All doors at the accessible entrance and along the interior route should be tested to see if they meet ADA standards. This can be done using a door pressure gauge like the one pictured below. Doors that require too much pressure to open should be adjusted accordingly.

Any interior doors along the interior route to the voting area should be propped open on Election Day to remove a potential barrier for accessing the voting area.

Heavy exterior doors can be fixed by installing an electronic accessible feature such as an automatic opener or doorbell to assist voters. A greeter can also be stationed by the accessible entrance to ensure that all voters have access to the facility.



- ❖ Doors that do not have lever door handles or an electronic feature such as an automatic opener, power-assist, or bell/buzzer

Best Practices

Accessible door hardware or an electronic accessible feature should be present on all doors from the accessible entrance to any doors on the path of travel from that entrance to the voting area. Doors along the interior route to the voting area can be propped open on Election Day. This practice would eliminate the need for accessible door hardware or an electronic accessible feature.

The door hardware pictured below meet the standards for accessibility. Both types of hardware are usable with one hand without having to grab and twist the hardware to open the door.



These two photos show two different electronic accessible features with the entrance on the left utilizing a wireless doorbell or buzzer and the door on the right having an automatic opener present.

If no accessible hardware or electronic feature is present, a greeter can be stationed at the door to ensure that voters who require assistance can gain entrance to the polling place and voting area.



Common Problems

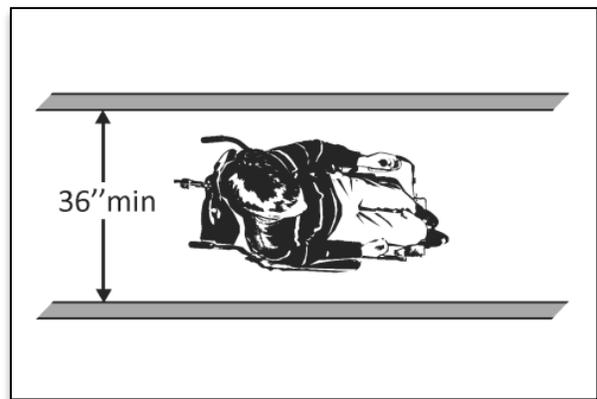
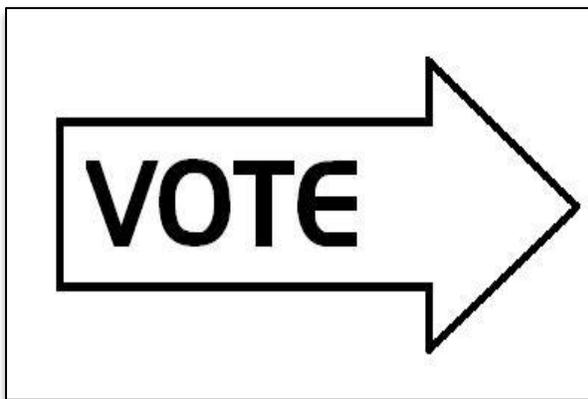
The door hardware picture below does not meet accessibility standards. The doorknob in the below right photo requires a grasping and twisting motion to use and the hardware on the left cannot be opened with one hand without tight grasping. Inaccessible hardware should be replaced or an electronic accessible feature could be installed to fix the problem. If these changes are not possible, a greeter can be stationed at the door to assist voters with entering the polling place.



Interior Corridors:

Many voting areas are located directly inside the accessible entrance of the polling place. If a voter would have to navigate a hallway or corridor to reach the voting area from the accessible entrance, the path of travel should be marked with large print signs. In addition, those hallways or corridors should be at least 36 inches in width. If the voting area is not on the main floor of the building, an elevator or wheelchair lift should be available and operational on Election Day.

Interior corridors should also be free from hazards that protrude more than 4 inches into the path and are between 27 and 80 inches in height, such as trash cans and tables. Permanent obstacles, such as drinking fountains and display cases, should be marked with a cane-detectable warning object, such as a traffic cone, so a voter with a visual impairment can safely navigate the corridor.



Best Practices and Common Problems:

Area	Problem	Ranking
Interior Routes	Interior Routes that had obstacles, were poorly lit and/or were not clearly marked	7

❖ Interior Routes that had obstacles, were poorly lit and/or were not clearly marked

Best Practices

All interior routes from the accessible entrance to the voting area should be marked with large print signs directing voters to the voting area. The sign pictured in the below left photo allows voters to identify the voting area without confusion. In the below right photo, directional signs are used to direct voters to the elevator that they would need to use to access the voting area.



The below photo illustrates the proper method for marking a permanent or semi-permanent obstacle along the route to the voting area. The traffic cone allows voters with visual impairments who use a cane to detect the obstacle and move around it.

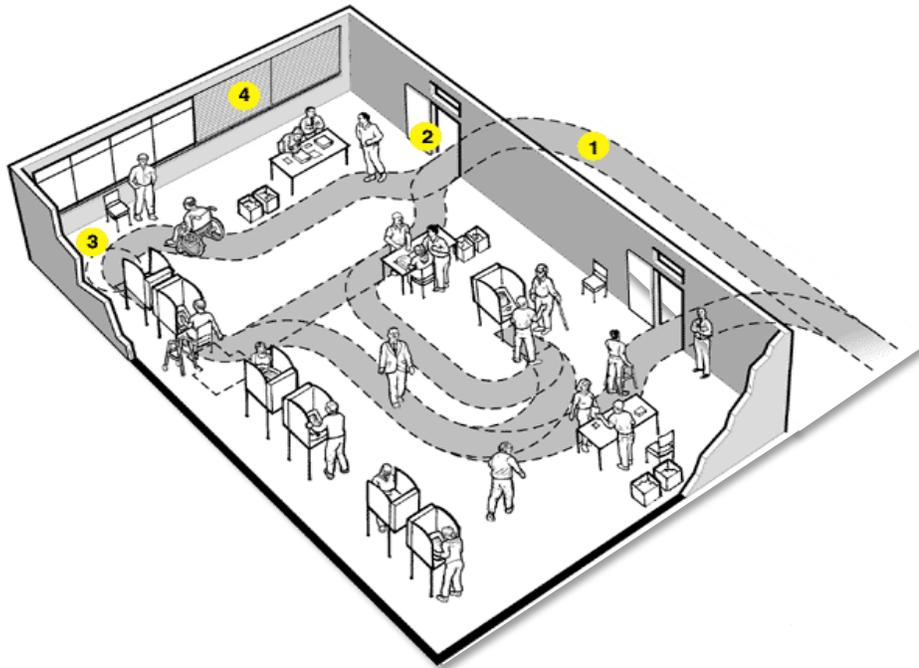


Common Problems

Pictured below are examples of obstacles that should either be removed or marked with a cane-detectable barrier on Election Day. The below right photo illustrates that objects such as recycling bins and trash cans should be removed from corridors and hallways that voters will use to access the voting area, while the photo on the below left depicts a table that restricts access to the voting area and a drinking fountain that should be marked with a cane-detectable barrier, but is not. These barriers can be eliminated during a quick walk through by the municipal clerk, or another election worker, on or before Election Day.

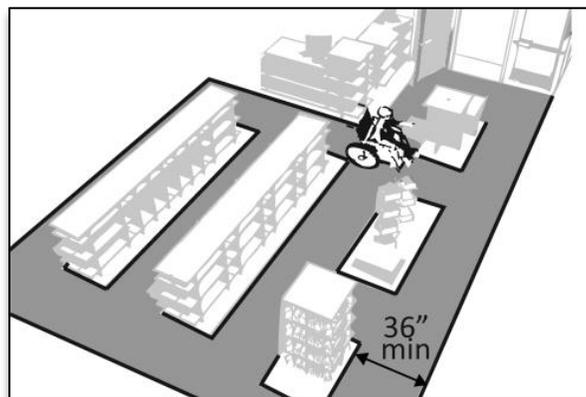


Voting Area:



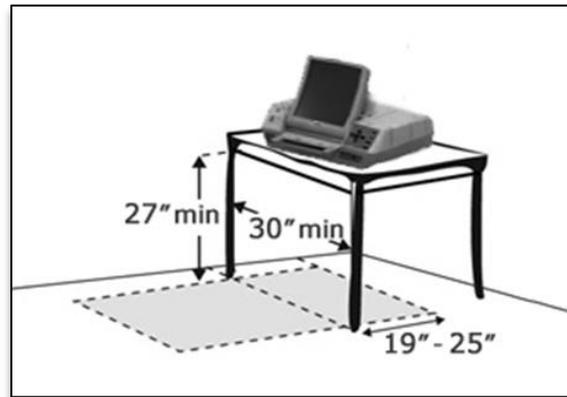
1. Accessible route connects the building entrance with the voting area, including voter check-in and accessible voting machine.
2. Accessible door or doorway to voting area.
3. Turning space at accessible voting machine.
4. Blinds closed on windows behind check-in so voters who read lips can communicate with the voting staff.

The voting area of a polling place should be set up so a person with a disability can navigate the space without assistance and vote a ballot privately and independently. This means all pathways within the voting area should be at least 36 inches wide and there should be, at minimum, a 5 X 5 space so an individual using a wheelchair can turn around with ease. In addition, all required forms and notices should be posted in 18 point font to assist voters with visual impairments.

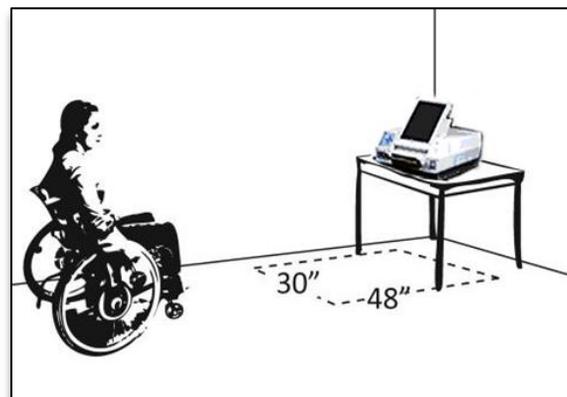


Each polling place is required to have a booth or table present where a voter with a disability can cast a paper ballot. The booth or table should meet minimum ADA requirements, meaning the entrance should be at least 30 inches wide and the knee/toe clearance from the front to the back of the booth or table is at least 19 inches. In addition, the height from the underside of the booth

or table to the floor should be at least 27 inches. The booth or table should be positioned to ensure privacy and a privacy screen is commonly used for this purpose.



The Help America Vote Act of 2002 mandates each polling place have accessible voting equipment available for voters. Accessible voting equipment must be set up, powered on and functioning properly for each Election Day. The accessible voting equipment should be set up on a table or stand that meets the same ADA requirements as the booth or table where a voter can cast a paper ballot. The machine should also be positioned to ensure voter privacy. Voting areas should be set up with 30X48 inches of clear floor space in front of the voting machine so a voter in wheelchair can access the machine without assistance.



This guide is intended to provide an overview of how accessibility concerns interact with how a polling place is organized. Polling places throughout Wisconsin are located in a variety of municipal and private buildings and many voting areas present unique accessibility challenges. If a polling place is located in a building that is not owned by your municipality, a temporary solution on Election Day may be the best option for fixing an accessibility concern. If you are unsure of how to incorporate these standards into your polling place set up, you can contact the Government Accountability Board and we can work with you to ensure your polling place is in compliance.

Best Practices and Common Problems:

Area	Problem	Ranking
Voting Area	Required election notices are not always posted and those posted are not printed in 18 point-sized font	1
Voting Area	Lack of privacy for voters casting a paper ballot at accessible voting stations	6
Voting Area	Accessible voting equipment that was not set up, functional or clearly available for voters to use	8

❖ **Required election notices are not always posted and those posted are not printed in 18-point font.**

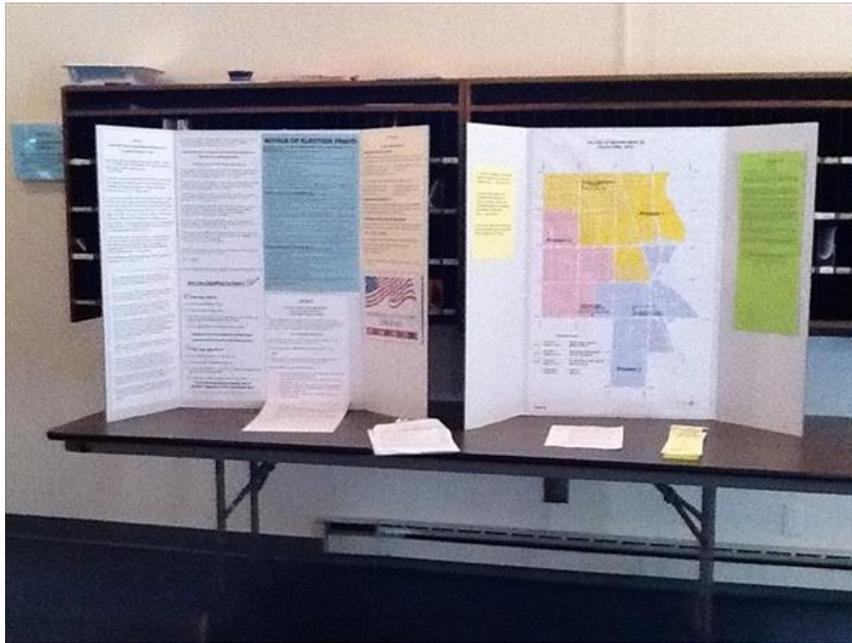
Details

Current Wisconsin law requires notices, instructions, sample ballots and ward maps to be posted in each polling place. The Americans with Disabilities Act (ADA) requires that all of these postings be printed in at least 18 point font so that voters with vision impairments will have increased access to these resources.

All of the required notices and instructions are posted on the G.A.B. website in the required font size and can be downloaded and printed for polling place use. In addition, two sample copies of each ballot type should be posted in the voting area. Ward maps and street directories clearly indicating all the wards in the municipality served by that polling place must also be prominently displayed.

Best Practices

Required forms, notices and ward maps can be printed in the required font and mounted in an orderly fashion on cardboard for display. After each election, the display can be stored for continued use. This practice ensures that required election materials are present for each election. A corkboard can also be used for this same purpose.



Please note that certain notices, such as the Type D Notice, need to be customized for each election and some forms, such as the GAB-112 Notice of Crossover Voting at a Partisan Primary, are only applicable to certain elections.

❖ Lack of privacy for voters casting a paper ballot at accessible voting stations

Best Practices

Pictured below are two common practices for providing an accessible booth or table for a voter with a disability who wishes to cast a paper ballot. In the below left photo, a folding table that meets ADA standards has been set up with privacy shields on top to ensure voter privacy.

Many municipalities use ADA-compliant voting booths like the one shown in the below right image. These booths are similar to regular voting booths, but are lower to the ground and have a wider entrance to provide access for voters in wheelchairs. The accessible voting booths also afford the same degree of privacy as regular voting booths.



Common Problems

Both of the tables pictured below do not provide privacy for voters using them to cast a paper ballot. The table pictured in the below right photo does have a magnifying glass to assist voters with vision problems, but lacks a privacy shield. In addition, those materials are placed on the table in a location that would not provide the full 19" of knee/toe clearance due to the presence of the table legs and support bars.



The booth or table where a voter with a disability can cast a paper ballot should also be visible to all voters when they enter the voting area. This may be a challenge at facilities with smaller voting areas. ADA-compliant tables should not be located in bathrooms, kitchen areas or in a location that is out of plain sight from the voters.



- ❖ **Accessible voting equipment that was not functional or was not clearly available for voters to use**

Best Practices

Accessible voting equipment should be set up and available for voters to use at all times on Election Day. Voter should not have to wait for the machine to be set up or powered on at the time of their visit. It is often a balance between positioning the machine for easy access while also ensuring that voters using the machine have privacy. It is sometimes necessary to consider the path of travel voters use to move through the voting area when deciding where to set up for accessible voting equipment.

Common Problems

The accessible voting machine should always be set up, turned on and functioning properly on Election Day. Voters who wish to use the machine should not have to wait for an election official to set-up, plug in or insert an ink cartridge or memory device into the machine. Error messages like the one pictured below indicate that the accessible voting machine requires troubleshooting or service from a technician.



Accessible voting machines should also be positioned to ensure voter privacy. The machine pictured in the below left photo has a privacy hood attached to it but is set up in a way where others could see how a voter who is using the machine was marking their ballot.

The accessible voting machine should also be visible to all voters when they enter the voting area. This may be a challenge at facilities with smaller voting areas. The machines should not be located in separate rooms such as bathrooms or kitchen areas or in a location that is out of plain sight from voters, like the machine pictured in the below right photo located in the corner of a storage area behind a filing cabinet.



Voting equipment should also be positioned with 30 x 48" clear floor space in front of the machine to ensure proper access. In the below photo, access to the machine is obstructed by the popcorn cart placed directly behind it.



**Wisconsin Elections Commission
2009 Polling Place Accessibility “Quick-Fix Guide”**

This document provides guidance to assist you in improving your polling place accessibility.

Zone 1 – Parking	Quick-Fix
No permanent or temporary spaces designated as accessible parking.	Create temporary accessible spaces using traffic cones and signage.
No van-accessible spaces.	Combine two regular parking spaces using traffic cones and signage.
Insufficient or no access aisles.	Use traffic cones to block off spaces adjacent to accessible spaces, thereby creating an access aisle.
No curb cut, or curb cut doesn't meet accessibility standards.	Determine an alternate accessible parking space. OR Install a temporary ramp over the curb with edge protection and a slope no greater than 1:12.
Accessible spaces not on firm, stable and slip-resistant ground.	Consider moving spaces to a more level location. OR Pave parking spaces.
Parking spaces not clearly designated with the symbol of accessibility.	Signs may be erected for Election Day. Provide temporary signage in front of each accessible space that is visible even when a vehicle is parked in the space.
Parking spaces not located nearest the accessible entrance.	Temporarily relocate spaces nearest to the accessible entrance. For on-street parking, safety of the individual must also be considered.
Accessible off-street parking is unavailable, and there is not a drop-off area.	Use a parking space next to the area where on-street accessible parking is located to provide a temporary loading area/drop-off zone. Mark with temporary signage and cones as appropriate.

Zone 2 – Pathways to the Building	Quick-Fix
No curb cut, or curb cut doesn't meet accessibility standards.	Determine an alternate accessible pathway to the accessible entrance. OR Install a temporary ramp over the curb with edge protection and a slope no greater than 1:12.
The pathway to the building is not at least 36 inches wide and narrows to 32 inches for more than a short distance.	Determine an alternate accessible pathway to the accessible entrance. OR Install a portable ADA-approved mat to widen the pathway.
The pathway is obstructed by objects that hang lower than 80" from the ground.	Prune branches or remove the items that hang lower than 80 inches. OR Objects can be tied back or removed on Election Day to provide clearance.
The surface of the pathway has breaks or edges with a difference greater than ½ inches.	Fill in areas with concrete or tar to provide a break-free pathway. OR Replace grates on the pathway with smaller openings.
The pathway from the accessible parking to the building is not on firm, stable and slip-resistant ground.	Determine an alternate accessible pathway to the accessible entrance. OR Install a portable ADA-approved mat to provide a level, smooth pathway. OR Pave the pathway to the building.
There are un-ramped stairs along the pathway to the accessible entrance.	Determine an alternate accessible pathway to the accessible entrance. OR Install a portable, ADA-approved ramp with appropriate incline over the steps.
There is a ramp on the pathway, but it is higher than six inches from the ground to the top of the ramp and there are no handrails.	Purchase handrails for the current ramp. OR Install a portable ADA-approved ramp with handrails.
The accessible pathway to the building is different from the primary pathway.	Provide temporary signage along the entire pathway to the accessible entrance.
Walkways are not well-lit.	Install walkway lighting along the pathway to the building.
On Election Day, the pathway is covered with hazards such as ice, snow, leaves or other debris.	Make provisions and document who will check pathways, and at what times, so the pathway can be kept clear of hazards.

Zone 3 – Accessible Entrance	Quick-Fix
<p>The immediate entrance of the building has steps to enter.</p>	<p>Determine an alternate accessible entrance. OR Install a portable ramp with edge protection and a landing at the top over the steps.</p>
<p>Ramps and/or landing areas with drop-offs at the entrance do not have the required 2” edge protection.</p>	<p>Install handrails and/or edge protectors as necessary.</p>
<p>At the top of the ramp leading up to the door, there is not a level 5 x 5 foot space where a wheelchair can maneuver to open the door or rest.</p>	<p>Determine an alternate accessible entrance. OR Expand the current landing area.</p>
<p>When the accessible entrance door is opened to a 90 degree angle, the opening of the door from the frame to the door itself is not at least 32” wide.</p>	<p>Determine an alternate accessible entrance. OR Install a swing clear hinge that allows the door to open wider and reach the 32” requirement. OR Replace the door.</p>
<p>Exterior doors require more than 8 pounds of force to open and there are no accessible features or a provision for election inspector/greeter assistance. OR Exterior doors have hardware that is not useable without tight grasping, pinching, or twisting of the wrist (cannot be opened with a closed fist).</p>	<p>Determine an alternate accessible entrance. OR Adjust the tension on the door to less than 8 pounds, if practical. OR Install an electronic assisting device such as a door opener or pull-assist, or a bell box to call for assistance. OR Station a greeter to assist voters at the entrance. OR During nice weather, prop the door open. OR Replace the door (or hardware, as appropriate).</p>

Zone 4 – Interior Routes	Quick-Fix
The voting area is not directly inside the entrance, and the route to the voting area is not clearly marked.	Provide signage along the accessible route.
Interior doors along the accessible route are locked on Election Day.	Unlock all doors along the accessible route. OR Prop open doors along the accessible route.
Door thresholds are greater than ½ inches high and not beveled.	Install a threshold ramp. OR If the threshold is not more than ¾ inches high, add beveled surface to both sides of the threshold. OR Replace with a new threshold that is no more than ½ inches high and has beveled sides.
Doors along the interior route to the voting area require more than 5 pounds of force to open and there are no accessible features or a provision for election inspector/greeter assistance. OR Interior doors have hardware that is not useable without tight grasping, pinching, or twisting of the wrist (cannot be opened with a closed fist).	Adjust the tension on the door to less than 5 pounds, if practical. OR Install an electronic assisting device such as a door opener or push/pull-assist, or a bell box to call for assistance. OR Station a greeter to assist voters at the door. OR Prop the door open. OR Replace the door (or hardware, as appropriate).
The path of travel to the voting area includes steps or changes in level and there is not a ramp.	Determine an alternate accessible route to the voting area. OR Install a portable ramp with edge protection (and handrails, if required) over the steps.
The accessible route to the voting area is via an elevator, and one or more of the following applies: <ul style="list-style-type: none"> • The cab is not at least 4 x 5 feet wide. • Elevator doors are not at least 36 inches wide. • Elevator controls are more than 56 inches high and not marked with raised lettering. • The elevator is not close to the accessible entrance of the building. 	Determine an alternate accessible route to the voting area. OR Relocate the polling place.

Zone 4 – Interior Routes, continued	Quick-Fix
<p>Corridors along the accessible route are not at least 48 inches wide, or they narrow for more than a short distance to less than 36 inches wide.</p>	<p>Determine an alternate accessible route to the voting area. OR Remove any obstacles that narrow the pathway to less than 36 inches wide for more than a short distance. OR Relocate the polling place.</p>
<p>There are obstacles or protrusions along the interior route that are between 27 and 80 inches from the floor that protrude more than 4 inches from the wall, or hang down into the path of travel.</p>	<p>Obstacles can be removed or covered for Election Day. OR Place a cane-detectable barrier slightly ahead of the protruding object so a person with a visual impairment will know to move around the object. OR Objects can be tied back or removed on Election Day to provide clearance.</p>
<p>Rugs and mats are not securely fastened or pose a tripping hazard.</p>	<p>Fasten all mats on Election Day with duct tape. OR Remove rugs that pose a tripping hazard from the pathway to the voting area.</p>
<p>Rugs, mats and/or carpet on the accessible route to the voting area have a pile greater than ½ inches.</p>	<p>Replace with lower pile mats. OR Remove rugs or mats. Place vinyl runner over carpeting with pile greater than ½ inches.</p>

Zone 5 – Voting Area	Quick-Fix
Instructions and notices are not printed in 18-point font or clearly displayed.	Re-print notices and instructions in 18-point font.
Required notices are missing.	Download required notices from G.A.B. website, print and post.
The voting area does not have sufficient unobstructed space for movement of voters in wheelchairs (5 x 5 feet).	Rearrange the voting area to allow voters in wheelchairs to move about freely without obstacles.
<p>The voting booth/table does not meet one or more of the following requirements:</p> <ul style="list-style-type: none"> • Entrance to the voting booth/table is not at least 30 inches wide. • Toe clearance is not at least 19 inches. • Knee clearance is not at least 27 inches. • The top of the table does not fall within 28-34 inches. 	<p>Use a different booth/table that meets requirements.</p> <p style="text-align: center;">OR</p> <p>Determine if the booth/table meets side-approach standards.</p>
Accessible equipment is not set up.	Locate accessible equipment and set up.
Accessible equipment is not turned on.	Turn on the equipment.
Accessible equipment is improperly programmed (wrong ballot styles, etc.) or is malfunctioning.	Contact the municipal clerk and the G.A.B. immediately.

WISCONSIN ELECTIONS COMMISSION

212 EAST WASHINGTON AVENUE, 3RD FLOOR
POST OFFICE BOX 7984
MADISON, WI 53707-7984
(608) 261-2028
ELECTIONS@WI.GOV
ELECTIONS.WI.GOV



COMMISSIONERS

BEVERLY R. GILL
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DON MILLIS

ADMINISTRATOR MICHAEL HAAS

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MEMORANDUM

DATE: October 4, 2016

TO: Wisconsin Municipal Clerks and the Milwaukee City Elections Commission
Wisconsin County Clerks and the Milwaukee County Elections Commission

FROM: Michael Haas, Interim Elections Administrator
Diane Lowe, Lead Elections Specialist

SUBJECT: Missing or Insufficient Witness Address on Absentee Certificate Envelopes

One of the components of 2015 Wisconsin Act 261 is the requirement for an absentee ballot witness to provide their address when signing the absentee certificate envelope.

SECTION 78. 6.87 (6d) of the statutes is created to read:

6.87 (6d) If a certificate is missing the address of a witness, the ballot may not be counted.

This seems like a simple requirement but as many of you have discovered, that small sentence is filled with unanswered details. The first question that comes to mind is “What constitutes an address?” The Wisconsin Elections Commission (WEC) has set a policy that a complete address contains a *street number, street name and name of municipality*. But in many cases, at least one component of the address could be missing; usually the municipality.

The purpose of this memorandum is to offer guidance to assist you in addressing this issue. If time permits, the WEC staff recommends that clerks contact should make the voter and notify them of the address omission and the effect if the deficiency is not remedied. Because this is a new requirement voters should be advised that their ballot will not be counted so that they can take action and also prevent a similar issue in the future. Clerks should offer suggestions for correcting the certificate envelope to ensure the voter’s absentee ballot will not be rejected.

Although not required, you may assist in rehabilitating an absentee certificate that does not contain the witness address, but no information may be added to the certificate envelope without first obtaining consent of the absentee voter. Consent may be obtained by phone, fax, email, mail or in person.

Options for Correcting a Witness Address Omission or Insufficiency

1. The voter may wish to spoil the original ballot and vote a new one.
 - If the request to spoil the ballot is within the proper time frame, the clerk mails a second ballot and new certificate envelope to the voter. (See procedure for *Spoiling and Replacement Ballots*, beginning on page 109 of Election Administration Manual.)

2. The voter may request that the clerk return the certificate envelope so the voter can personally add the witness address.
 - Be sure to include a self-addressed stamped envelope in which the voter may return the certificate envelope containing the ballot. The post office does not approve of placing another stamp over a cancelled stamp. Contact your postmaster or a Mail Piece Design Analyst before attempting to re-stamp or re-meter the certificate envelope. Also, note that the U.S. Postal Service is advising that voters mail absentee ballots at least one week before Election Day to accommodate new delivery standards. We suggest advising the voter of the importance of timely mailing if the voter wishes to have the certificate envelope mailed back to them.
3. The voter or witness may wish to appear in person to add the missing information.
4. The voter or witness may provide the address by phone, fax, email or mail. The voter may provide the address separately as an alternative to returning the certificate envelope and having the voter mail it back again.
5. The clerk is able to discern the missing address or address component by other information appearing on the envelope or from some other source, and obtains the voter's consent to complete the missing address information from that source, such as:
 - The voter has provided his or her complete address and the clerk has personal knowledge that the witness resides at the same address as the voter.
 - The clerk has personal knowledge of the witness and knows his/or her address.
 - The clerk is able to utilize lists or databases at his or her disposal to determine the witness's address.
 - The clerk obtains the consent of the voter to insert the missing address information.

In all cases, it is important to reiterate that the clerk must obtain consent from the voter to insert the missing address information on the certificate.

I hope this guidance is helpful as you continue to issue and receive absentee ballots. Thank you for your efforts to assist voters in completing the absentee certificate sufficiently so their votes may be counted.

If you have questions, please contact the Elections Help Desk at 608-261-2028 or elections@wi.gov.