



Municipal Clerk Training

CORE CURRICULUM COURSE
2013-2014

V7.17.14

Introductions & Course Logistics

- Speakers
- Questions
- Breaks
- Manuals
- Note-taking



Course Goals

■ Candidates	■ Accessibility
■ Other Registrants	■ Emergency Planning
■ Notices	■ Polling Places/Supplies
■ Ballots	■ Election Day Issues
■ Electors	■ Post-Election Activities
■ Election Officials	■ Recounts
■ Voting Equipment	■ Recalls

Certificates & Certification

- **Make sure you signed in!**
- **Certificate (either issued by clerk-trainer or G.A.B.)**
- **Fill in:**
 - Your Name
 - Course Number
 - Date





SECTION 1 OF 15

CANDIDATES

Qualifications for Office

- **Candidate must be:**
 - A U.S. Citizen
 - At least 18 years old
 - Resided for at least 28 days in:
 - the City or Village by time of election, or
 - the Town by time of taking office
 - Not adjudicated incompetent to vote
 - Not convicted of a felony for which he or she has not been pardoned

Ballot Access Requirements

- **Candidate Packets**
- **Notification of Noncandidacy**
- **Filing requirements**
 - All Candidates must file:
 - Campaign Registration Statement (GAB-1)
 - Declaration of Candidacy (GAB-162)
 - Nomination Papers – (if required)*
 - Non-Partisan Nomination papers (GAB-169)
 - Printed name requirement
- ***Towns and Villages that use caucus**

Filing Officers & Recordkeeping

<ul style="list-style-type: none">■ Filing Officers<ul style="list-style-type: none"><u>Municipal Offices & Referenda:</u><ul style="list-style-type: none">- Municipal Clerks- Milwaukee Board of Election Commissioners■ <u>School District Offices & Referenda:</u><ul style="list-style-type: none">- School District Clerk■ <u>Multi-Jurisdictional Judges:</u><ul style="list-style-type: none">- County Clerk	<ul style="list-style-type: none">■ Recordkeeping<ul style="list-style-type: none">- Remember to maintain a separate file for each candidate- Records may be destroyed according to "Destruction of Materials" schedule 
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QUESTIONS?

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SECTION 2 OF 15

OTHER REGISTRANTS

Types of Committees

- Political Action Committees (PAC)
- Recall Committee
- Political Group
- Independent Committee
- Individual
- Conduit



Registration Requirements

- Individuals or committees who exceed the \$300 (\$2500 for referenda) threshold are required to register (file an GAB-1) with the filing officer.
- Independent Committees and Individuals are also required to file an GAB-6



Campaign Finance Reporting

- Committees are subject to the same reporting requirements as candidates.
- Municipal clerk must send reminder notice and GAB-2 to the candidate and treasurer of each committee required to file campaign finance reports.
- Report campaign finance violations to district attorney. Wis. Stat. § 11.22(4).

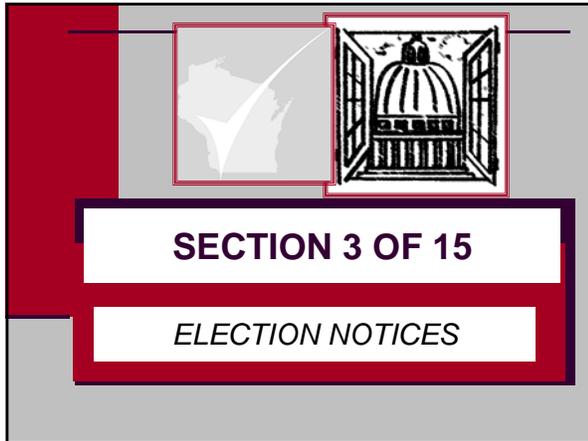
Recordkeeping

- Keep a separate file for each committee
 - Campaign Registration Statement (GAB-1)
 - Oath of Independent Expenditures (GAB-6), *if required*
 - Campaign Finance reports, *if required*
 - Correspondence, including filing notices



QUESTIONS?





SECTION 3 OF 15

ELECTION NOTICES

Types of Election Notices

- **Type A – Notice of Election and/or Referendum**
 - Notifies public and potential candidates of offices to be elected, referenda and date of upcoming election
- **Type B – Sample Ballot Notice**
 - Includes sample ballots and voting instructions
- **Type C – Notice of Referendum**
 - Informs voters if there are referendum questions and the effect of voting yes or no to any referenda
- **Type D – Polling Place/Hour Notice**
 - Informs voters of the correct polling place and hours
- **Type E – Absentee Voting Notice**
 - Informs voters of process for voting absentee ballots.

Type E Notice Sample

TYPE E NOTICE - VOTING BY ABSENTEE BALLOT

NOTICE BY ABSENTEE BALLOT

Any qualified elector who is unable or unable to appear at the polling place on Election Day may request to vote by absentee ballot. A qualified elector is one who is at least 18 years of age or older on Election Day, who has resided in the ward or municipality where he or she wishes to vote for at least 20 consecutive days before the election. The elector must also be registered in order to receive an absentee ballot.

You must make a request for absentee ballot in writing.

Contact your municipal clerk and request that an application for an absentee ballot be sent to you for the primary or election in which you wish to participate. You may also submit a written request to the clerk. Your written request must list your voting address within the municipality where you wish to vote, the address where the absentee ballot should be sent, if different, and your signature. You may also request for an absentee ballot by mail or in person.

Written applications to receive an absentee ballot by mail:

The deadline for making applications to receive an absentee ballot is:

- 5:00 pm on the 10th day before the primary, council or general election.

Note: Special absentee voting applications may be made by voters who are involuntarily confined to their homes or a care facility, in the absence, temporary absence or absence of a permanent nature. If this applies to you, contact the municipal clerk regarding the process of requesting and submitting an absentee ballot.

Submit an absentee ballot in person:

You may also request an absentee ballot in person at the clerk's office or other specified location during the state and hours specified for receiving an absentee ballot in person.

Request for absentee ballot:

Request for written notice of alternate location for applying for and casting absentee ballot(s) and request for responsibility for returning absentee ballot application(s).

For first day to write an absentee ballot in the clerk's office is:
 (Send date which is the Friday before the election.)

The last day to write an absentee ballot in the clerk's office is:
 (Send date which is the Friday before the election.)

No in-person absentee voting may occur on a weekend or legal holiday.

The municipal clerk will deliver voted ballots returned on or before Election Day to the proper polling place or counting location on the sixth day or second day of primary or election. The ballot received after the sixth day will be counted by the clerk of the municipality (municipality Election Day) and received no later than 4:00 pm on the Friday following the election.

Note: The Type E Notice is published by the municipal clerk on the 4th Tuesday before each primary and election held in the municipality. An equally notice is sent to publications, the notice is published in the county newspaper and on the website. The notice must be published in a significantly visible place in the area in time of publication. The notice must be posted no later than the 4th Tuesday before the primary or the election.

* The Type E Notice for a special primary or election for national state, county or municipal or special district offices, not held concurrently with the spring or general election, is published on the 4th Tuesday preceding the primary or election. VRS, 2014, 2013, 2012, 2011, 2010, 2009, 2008, 2007, 2006, 2005, 2004, 2003, 2002, 2001, 2000, 1999, 1998, 1997, 1996, 1995, 1994, 1993, 1992, 1991, 1990, 1989, 1988, 1987, 1986, 1985, 1984, 1983, 1982, 1981, 1980, 1979, 1978, 1977, 1976, 1975, 1974, 1973, 1972, 1971, 1970, 1969, 1968, 1967, 1966, 1965, 1964, 1963, 1962, 1961, 1960, 1959, 1958, 1957, 1956, 1955, 1954, 1953, 1952, 1951, 1950, 1949, 1948, 1947, 1946, 1945, 1944, 1943, 1942, 1941, 1940, 1939, 1938, 1937, 1936, 1935, 1934, 1933, 1932, 1931, 1930, 1929, 1928, 1927, 1926, 1925, 1924, 1923, 1922, 1921, 1920, 1919, 1918, 1917, 1916, 1915, 1914, 1913, 1912, 1911, 1910, 1909, 1908, 1907, 1906, 1905, 1904, 1903, 1902, 1901, 1900, 1899, 1898, 1897, 1896, 1895, 1894, 1893, 1892, 1891, 1890, 1889, 1888, 1887, 1886, 1885, 1884, 1883, 1882, 1881, 1880, 1879, 1878, 1877, 1876, 1875, 1874, 1873, 1872, 1871, 1870, 1869, 1868, 1867, 1866, 1865, 1864, 1863, 1862, 1861, 1860, 1859, 1858, 1857, 1856, 1855, 1854, 1853, 1852, 1851, 1850, 1849, 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	Spring Elections	Fall Elections	Special municipal primaries, elections, or referenda	Special primary, election, or referenda for national, state, or county
Type A	For spring municipal elections: 4 th Tuesday in November before	Published by County Clerk	For municipal offices: 40 days before the primary or election	Published by County Clerk
Type A: Notice of Referendum Election	If referenda voted on for spring primary or election: 4 th Tuesday before spring primary or election	Only if municipal referendum on ballot: 4 th Tuesday before the Partisan Primary or general election	For special municipal referendum: 4 th Tuesday before referendum election	Published by County Clerk
Type B	For spring primary or election: Monday before primary or election	Only if municipal referendum on ballot: Monday before election	Day before the election	Published by County Clerk
Type C	If municipal referendum on ballot: Monday before the election	Only if municipal referendum on ballot: Monday before election	Day before the election	Published by County Clerk
Type D	Monday before the election	Monday before the election	Day before the election	Day before the election
Type E	For spring primary or election: 4 th Tuesday before the election	4 th Tuesday before Partisan Primary and general election	Special PRIMARY: 4 th Tuesday before Special ELECTION: 3 rd Tuesday before	Special PRIMARY: 4 th Tuesday before Special ELECTION: 3 rd Tuesday before

Procedures

- Using a weekly newspaper 
- Combining Costs 
- Posting in lieu of publishing 

QUESTIONS?

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SECTION 4 OF 15

BALLOTS

Who Prepares Ballots?

- *County Clerks:*
 - federal, state and county offices and referenda
- *Municipal Clerk:*
 - municipal offices and referenda
- *School District Clerks:*
 - School district offices and referenda

Certification to County Clerk

- **When county clerk prepares the ballots, the municipal clerk must certify the following to the county clerk:**
 - the number of electors
 - municipal candidate names and referenda



Ballot Order of Candidate Names

- Determined by drawing of lots
- Conducted no later than 7 days after nomination paper filing deadline
- Conducted publicly
- Suggested that 3 persons participate in drawing
- Document drawing procedure

Printing & Proofing Ballots

- Ensure a sufficient number of ballots
- Ensure that ballots are proper format
- Basic Requirements
 - Easy to read-no smaller than 8 pt. font
 - Can be any color
 - Sample ballots may not be white
 - Write-in Lines
 - Boxes, Ovals, Arrows
 - Ballot Endorsement

**PROOF!
PROOF!
PROOF!**

QUESTIONS?

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SECTION 5 OF 15

ELECTORS

Qualifications & Registration

- Who is a qualified voter?
- Registration
 - How
 - Where
 - When

Registration Timelines

20 Calendar Days (3rd Wednesday) Before Election Day

Regular Registration: In Clerk's office, by mail, MyVote, or by SRD. Names appear on SVRS-Generated Poll List.

Late Registration: In the Clerk's Office only (ends Friday before election). Names are added to a Supplemental Poll List.

Election Day Registration: At the Polling Location. Names are manually added to the Supplemental Poll List.

No voter registration occurs on the Saturday, Sunday or Monday before an election.

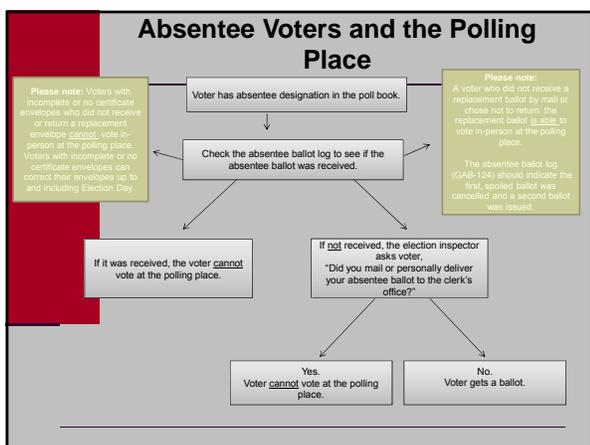
Proof of Residence

1. A current and valid Wisconsin driver's license or receipt for license.
2. A current and valid Wisconsin identification card issued by the Department of Transportation or receipt for identification card.
3. Any other official identification card or license issued by a Wisconsin governmental body or unit.
4. Any identification card issued by an employer in the normal course of business and bearing a photo of the card holder, but not including a business card.
5. A real estate tax bill or receipt for the current year or the year preceding the date of the election.
6. A residential lease which is effective for a period that includes registration (Not for voters registering by mail).
7. A university, college or technical institute identification card (must include photo) **ONLY** if the voter provides a fee receipt dated within the last 9 months or the institution provides a certified housing list to the municipal clerk that identifies which students are US citizens.
8. A gas, electric, water, sewer, telephone/mobile, cable/satellite TV, internet service statement (utility bill) for the period commencing not earlier than 90 days before Election Day.
9. Bank statement.
10. Paycheck or paystub documentation of a direct deposit.
11. A check or other document issued by a unit of government.
12. An affidavit on public or private social service agency letterhead identifying a homeless voter and describing the individual's residence for voting purposes.

Absentee Voting

- Who can vote absentee?
- How does a registered voter request an absentee ballot?
- How often must a voter apply for an absentee ballot?
- When must the ballot be returned?
- When do I use the Ineligible Voter List?





Confidential Voters

- **Who is a qualified Confidential Voter?**
- **Clerk procedures for Confidential Voters**
 - Written request for confidentiality
 - Identification Card of Protected Individual (GAB-148)



QUESTIONS?

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SECTION 6 OF 15

ELECTION OFFICIALS

Who is an Election Official?

- **An individual charged with any duties relating to the conduct of an election**
 - County, municipal and school district clerks
 - Deputy county and municipal clerks
 - Election Inspectors (including Chief Inspector)
 - Special Registration Deputies (SRDs)
 - Special Voting Deputies (SVDs)
 - Tabulators
 - Greeters
 - Canvass Board Members



Chief Election Inspectors

- **Run polling place on Election Day**
- **Must be certified!**
 - Attend initial "Baseline" Chief Inspector Training
 - Maintain certification by earning 6 hours every election cycle
 - **Municipal Clerk must keep track of Chief Inspector Certification!!**



Election Inspectors

<ul style="list-style-type: none">■ 7 inspectors required at each polling place<ul style="list-style-type: none">- May be increased by the governing body- May be decreased by resolution - no less than 3!- Must always be odd number- Chief Inspector is included in the total number	<ul style="list-style-type: none">■ Qualifications<ul style="list-style-type: none">- Receive training- Read, write and understand English- May not be a candidate at the election- Qualified elector of the county (does not include chief inspector or high school poll workers)
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Appointments

<ul style="list-style-type: none">■ By Party Affiliation<ul style="list-style-type: none">- 2 dominant political parties may submit lists of election inspector nominees by Nov.30 (odd-numbered year)- Appointments must be made from the lists for as long as positions are available- Majority Party = 1 more inspector	<ul style="list-style-type: none">■ Regardless of Party<ul style="list-style-type: none">- When no lists are received <p style="text-align: center;">OR</p> <ul style="list-style-type: none">- Lists are insufficient 
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Who Appoints?

- **Governing body** (*Town or Village Board or City Council*)
 - in December of odd-numbered years, for a 2-year term
- **Municipal Clerk - Filling Vacancies**
 - Names must be taken from lists, if provided
 - No lists? Appointment is "unaffiliated"
- **Municipal Clerk - Temporary Vacancies**
 - appointment is for one election only

Other Election Officials

- **High School Student Election Inspectors**
- **Greeters**
- **Tabulators**



Special Registration Deputies (SRDs)

<ul style="list-style-type: none">■ Prior to Registration Cut-off SRDs<ul style="list-style-type: none">- Municipal Appt.- Appointed for one election cycle	<ul style="list-style-type: none">■ Election Day SRDs<ul style="list-style-type: none">- At polling place- Subject to same requirements as all other election inspectors- Appointed for one election only
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Special Voting Deputies

- **For residential care facilities and retirement homes.**
- **Must use TWO Special Voting deputies when conducting absentee voting at qualified locations**
- **Appointed for one election cycle**
- **Must undergo training**

Party Affiliation & Inspector Duties

- **If political party lists have been submitted**
 - If Election Day duty requires two election inspectors (ie. voter check-in, curbside voting, remaking ballot, etc.), the chief inspector must assign an equal number, when possible, from each party
 - Includes appointment of SVDs, when possible, by the clerk
 - Only the chief inspector and one other inspector, with a party affiliation different than the chief inspector's party affiliation, if available, may secure the ballot container

Election Official Terms

- Chief Inspectors, Election Inspectors, SVDs, Greeters: 1/1/even year – 12/31/odd year
- Municipal Clerks, Boards of Canvassers, SRDs (before close of registration): 1/1/odd year – 12/31/even year
- SRDs (election day), high school inspectors: 1 election only

Oaths

- All inspectors are required to file an oath before commencement of his or her duties.
- Valid for entire 2-year term
- GAB-154
- GAB-155
- GAB-156



QUESTIONS?

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SECTION 7 OF 15

VOTING EQUIPMENT

Equipment Types & Certification

<ul style="list-style-type: none"> ■ Hand-count paper ballots ■ Optical scan (mark sense) ■ Direct recording electronic (DRE) ■ Ballot marking devices (AutoMARK) 	<ul style="list-style-type: none"> ■ Federal Certification <ul style="list-style-type: none"> - Election Assistance Commission (EAC) - Independent Testing Authority (ITA) ■ State Approval <ul style="list-style-type: none"> - 3 mock elections - Public demonstration - Board determination
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Pre-Election Testing

- **Test all voting equipment for correctness and accuracy before every election**
 - Notice published at least 48 hours before test
 - Not earlier than 10 days before election
- **Test Deck**
 - Predetermined number of votes for each candidate and referendum
- **Errorless Count Requirement**
- **Zero-Count Requirement**



Administrative Rule Chapter 5: Ballot and Electronic Voting System Security

- Ensure public confidence in the electoral process
- Protect against malicious breaches to electronic voting equipment components and ballots.
- Provide transparency of justifiable access to voting equipment components.



Ballot Security

- Ballot bags shall be sealed with a tamper-evident serialized numbered seal.
- Tamper-evident serial number needs to be recorded on signed ballot container certification (GAB-101) attached to the bag.
- Serial numbers of the seals shall be recorded on the Inspectors' Statement (GAB-104)

Memory Device Security

- Applies to prom packs, memory cards or any other removable memory device programmed to store and transfer ballot data.
- For each election, the municipal clerk shall keep written chain-of-custody record for each memory card and record all transfers in the written chain-of-custody record.
- Each memory device shall have a unique permanent serial number.

Electronic Voting Equipment Security

- For each election, on the Inspectors' Statement (GAB-104) the municipal clerk shall record which memory device and serialized seals are assigned to particular voting station or units.
- Chief Election Inspector verifies the serialized tamper-evident seal matches the number on the Inspectors' Statement (GAB-104) and initials before the polls open and after the polls close.

Inspectors' Statement (GAB-104)

Municipal Clerk provides the following information:

Voting Unit Number 001
 Memory Device Serial Number 001-101
 Tamper-Evident Seal Serial Number 395149

This section to be completed by chief inspector:

Voting Equipment/Ballot Container Chain-of-Custody Record
 Tamper-evident seal number verified by chief inspector (CI):
 Pre-election _____ Post-election _____

Upon sealing the ballot bag or container to which this Inspectors' Statement pertains, record the number of the tamper-evident seal used for this purpose here _____.

Remaking Ballots

- **Some ballots may need to be "remade" on Election Day**
 - Voter circled names on ballot, damaged ballot, etc.
- **Overvoted ballots must always be "remade"**
 - Unless voter is present and chooses to spoil and vote another ballot (up to 3)
- **Crossover votes can be overridden on older voting equipment, but not on the DS-200 or M-100**
 - Inspector can advise voter to mark a party preference so that party's votes are counted
 - Elector can vote a new ballot (up to 3)

Post-Election Audits

- Following each November general election, audit voting equipment to ensure accuracy
- Four contests on ballot selected
- Two individuals conduct independent counts of the ballots
- Tallies compared to each other
- The final hand-count tally should be compared to the Election Night tally tape

QUESTIONS?

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SECTION 8 OF 15

ACCESSIBILITY

Polling Place Accessibility

- **Polling Place Accessibility Survey**
 - Must be completed for EVERY polling place
 - Must be completed every time you change or add a polling place
- **Other Recommendations** 



Accessible Voting Equipment

- **All polling places must be equipped with at least one accessible voting component to permit all voters to vote privately and independently!**
- **Procedures**
 - Location of Equipment
 - Training of Election Inspectors

Training & Contacts

<ul style="list-style-type: none">■ Resources for training inspectors on Accessibility:<ul style="list-style-type: none">- Access to Voting, Access to Democracy- Common Sense & Common Courtesy Checklist- Election Day Accessibility Checklist	<ul style="list-style-type: none">■ Contacts<ul style="list-style-type: none">- G.A.B.- Independent Living Centers (ILCs)- Disability Rights Wisconsin (DRW)- Americans with Disabilities Associations (ADA)
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QUESTIONS?

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SECTION 9 OF 15

EMERGENCY PLANNING

Emergency Preparedness Planning

- **Report on Election-Related Contingency Planning – January 2007**
- **Findings:**
 - Many municipalities already have plans
 - Many areas where you can improve on plans
- **Examples of importance**
 - City of Madison



Creating A Plan

- **Create A Plan**
 - Normal Operating Procedures
 - Common Emergency Situations
 - Contact Numbers
 - How to Handle Election Materials
 - Alternate Polling Locations
- **Share Your Plan**
 - Election Inspectors
 - County Clerks
 - Local Emergency Crews



QUESTIONS?

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SECTION 10 OF 15

POLLING PLACES/SUPPLIES

Polling Places and Supplies

- **Governing Body establishes polling places**
 - at least 30 days before any election
- **Requirements**
 - Physical location must be accessible
 - All electors within a ward vote at same polling place
 - Single polling place can serve electors of more than one ward
- **Combining Wards – Resolution Required!**

Polling Places and Supplies (cont.)

- **Equipping the Polling Place**
 - Voting Booths & Equipment
 - Ballot Boxes (must be locked or secured)
 - National Flag (outside or inside)
 - Observer Area(s)
 - Information, Notices and Posters
 - Forms and Supplies
 - Miscellaneous



Polling Place Checklist



Supplies

- Poll List
- Supplemental (Election Day) Poll List (GAB-107)
- Paper Ballots
- Ballot Boxes
- Pencil or proper marker for each voting booth
- Ballot bags with Ballot Container Certificate (GAB-103) affixed
- Envelope (brown) for rejected absentee ballots with Certificate (GAB-102) affixed
- Envelope (white) for Used Absentee Certificate Envelopes with Certificate (GAB-101) affixed
- Inspectors' Statement (GAB-104) & Challenge Documentation (GAB-104a)
- General Purpose Tally Sheet (GAB-105)
- General Purpose Canvass Report (GAB-106)
- Envelope for Provisional Ballots (GAB-108)
- Election Observer Log (GAB-109)
- Order to Leave (GAB-110)
- Election Observer Brochure
- Provisional Ballot Certificate Envelopes (GAB-123)
- Provisional Ballot Reporting Form(s) (GAB-124)
- Provisional Voting Information Sheets for electors
- Absentee Ballot Log (GAB-134)
- FOR PRESIDENTIAL ELECTIONS, Authorization to Canvass Registration (GAB-135)
- FOR PRESIDENTIAL ELECTIONS, Application of Two Wisconsin Residents for Presidential Ballot (GAB-141)
- Election Day Manual
- Copy of Wisconsin Statutes Chapters 5-12

Printed Notices

- Type B Information to Electors
- Type C Notice of Referendum
- Type D Polling Place Hours and Locations
- Two samples of each ballot type
- Election Fraud Notice (GAB-111)
- FOR PARTISAN PRIMARY, Notice of Candidate Voting (GAB-112, paper ballots; GAB-112a, absentee voting equipment)
- Notice of Observer (GAB-113)
- FOR PRESIDENTIAL PREFERENCE, Notice of Candidate Voting (GAB-113)
- Voter Qualification Notice (GAB-113)
- Instructions for Mail-in Registrants and First-Time Voters (GAB-116)
- General Information on Voting Rights Under Federal Law (GAB-117)
- Contact Information (GAB-118)
- Ward Map and Issue Directory

Locations

- Displayed American Flag
- Chair entrance clearly marked as accessible for people with disabilities
- Verify seats and serial numbers on accessible voting equipment and initial verification on GAB-103
- Verify seats and serial numbers on electronic voting equipment (optical scans and optical verification) on GAB-104
- At least one voting booth for every 200 electors who voted in the last general election
- Voting equipment remains set at 90°
- Area designated for observers
- Separate area for voters to register at the polling place
- Table inside area for poll list (enough room for 2 election inspectors)
- Accessible Voting Equipment powered on

QUESTIONS?

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SECTION 11 OF 15

ELECTION DAY ISSUES

Role of the Clerk on Election Day

- The clerk should NOT serve as an inspector
- Chief inspector is in charge of polling place, not the clerk!
- Clerk should be available for advice, supplies, etc.
- Clerk should periodically inspect the polling place

Voter Registration and the Clerk

- If the clerk wishes to register voters at the polling place on Election Day, self-appoint as an SRD
 - Clerk cannot be a candidate on the ballot
- If the clerk wishes to register voters in his or her office on Election Day, municipality must have a resolution allowing it
 - Clerk's office must be in same building as the polling place

Central Count Absentee Ballot Site

- Governing body may pass an ordinance that allows absentee ballots to be centrally processed and canvassed at a site other than the polling place.
- Once the ordinance is in place, all absentee ballots for all elections are publicly processed and canvassed at the alternate site.

Challenging Voters

- When there is reason to believe that an elector does not meet the qualifications to vote, the elector may be challenged.
- Challenges must have a basis.
- All Challenges are recorded on the GAB-104c section of the GAB-104.

Challenging Voters (cont.)

- **Who can challenge an elector's right to vote:**
 - Any qualified elector of Wisconsin (this includes election inspectors)
- **Where can I find the challenge procedures?**
 - Challenge procedures are set out on the GAB-104c.

Election Observers

- Anyone, other than a candidate up for election, has the right to be present at the polling place to observe the conduct of the election.
- Establish observer area(s) when setting up polling place
- Observers may examine the poll list so long as they do not interfere with election inspectors' responsibilities

Photography/Videography

- The use of cameras and/or recording equipment at a polling place is permitted as long as the activity is not disruptive.
- Photographs and video recordings of the poll book and voted ballots are prohibited.
- All types of still and video cameras may be used, including those in cell phones or other mobile devices

Electioneering

- **Electioneering is:**
 - any activity intended to influence voting at an election (ie: distribution of election-related material).
 - prohibited on public property within 100 feet of any entrance to a polling place.
- **Electioneering is not:**
 - election signs on private property
 - soliciting signatures for an unrelated petition outside the polling place
 - bumper stickers

QUESTIONS?

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SECTION 12 OF 15

POST-ELECTION ACTIVITIES

Post-Election Absentee and Provisional Processes

- **The clerk must enter the information from the GAB-123r on Election Night into the system provided by GAB.**
 - If you rely on another municipality or the county for SVRS service, you must transmit this information to them on Election Night.
- **The clerk must post at their office and on the Internet the number of outstanding absentee and provisional ballots.**
 - If the municipality does not have a website, please work with your county or another municipality to post this information to the Internet.

Post-Election Absentee and Provisional Processes

- **The clerk must be available the Wednesday – Friday following the election to receive late-arriving absentee ballots and provisional voter information.**
 - If you do not have regular office hours on any of these days, the clerk must post a notice at their office of how they can be contacted. This should also be included in the Provisional Voting Information Sheet.
 - The clerk should verify with the post office that the post office has no late-arriving absentee ballots as of 4:00 p.m. on Friday if any absentee ballots are still outstanding.
 - The clerk may deputize another individual to receive late-arriving absentee ballots and provisional voter information on their behalf if they are not available.

Municipal Board of Canvassers (MBOC)

- **Election results are not complete until certified by the Board of Canvassers**
- **Required only for municipal offices**
- **Municipalities with only one polling place**
 - Election Inspectors constitute Board of Canvassers
- **Municipalities with more than one polling place**
 - Municipal clerk and two other qualified electors of the municipality appointed by clerk

Processing Late Arriving Absentee and Provisional Ballots

- **The Municipal Board of Canvassers (MBOC) must meet to tally any late-arriving ballots.**
 - This must occur no later than 9:00 a.m. the Monday following the election, but may begin as soon as all outstanding absentee and provisional ballots are accounted for.
 - If there are no outstanding ballots, the MBOC proceeds normally to certify tallies or canvass as required.
- **Municipalities with only one reporting unit may use a "mini-MBOC" to tally late-arriving ballots.**
 - This mini-MBOC consists of the clerk, the chief inspector and one other inspector.
- **A Canvassers' Statement is NOT required unless you are determining local offices.**

Canvass Report

- **The Municipal Board of Canvassers must complete the Canvass Report (GAB-106).**
- **Tabular Statement**
 - Lists all votes received in each municipal reporting unit for a particular office
- **Summary Statement**
 - List vote totals cast for each office
- **Certification Statement**
 - Signed by board of canvassers that all canvass documents are correct and true



Verify tamper-evident seals

- **The Municipal Board of Canvassers shall verify that the tamper-evident serial numbers from the voting equipment have been recorded on the Inspectors' Statement.**
- **Members to verify five (5) Inspectors' Statements or 10% (whichever is greater) of the total statements have been initialed by the Chief Election Inspector.**
- **Noted in minutes**

Certificate of Election

- Issued to each candidate elected to any municipal office.
- Only issued after the deadline for filing a petition for recount has passed.
 - Three business days following certification by the board of canvassers.
- Do not send out certification if valid recount petition is filed.
 - Wait until after the recount has been completed and the time for appeal has passed.

Statistics and Cost Reporting

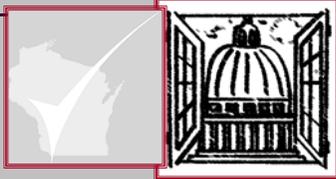
- GAB190F – Statistics report for each federal election (Due 30 days after)
- GAB190NF – Statistics report for each state level election (Due 30 days after)
- GAB-191 – Election specific cost report (Due 60 days after)
- GAB-192 – Annual elections cost report (Due January 31 for the preceding calendar year)

QUESTIONS?

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SECTION 13 OF 15

RECOUNTS

Filing a Recount Petition

- **Petitioning for a Recount:**
 - Any candidate voted for may request a recount
 - Any elector who voted on a referendum may request a recount of the referendum
- **Petitioner must file a valid recount petition with the municipal clerk.**
 - Recount petition must be filed within three (3) business days following certification of board of canvassers

Recount Procedures

- **Notify the candidates**
- **Conduct the Recount**
- **Voting Equipment**
- **Appeals**

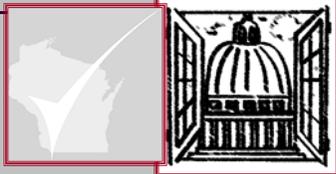


QUESTIONS?

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SECTION 14 OF 15

RECALL

Filing a Recall Petition

- **Campaign Registration Statement (GAB-1)**
 - Must be filed before signatures may be obtained
 - Must indicate reason for recall
- **Recall Petition (GAB-170)**
 - Must contain 25% of the vote cast for governor
 - Must be filed by 5:00 p.m. on the 60th day after registration
 - Every petition must indicate reason for recall

Recall Procedures

- **Candidate Eligibility**
 - Office holder being recalled does not have to file ballot access documents
 - Other candidates must file ballot access documents, including nomination papers
- **Recall Primary**
 - Held if more than two candidates compete for an office
- **Recall Election**
 - Recall elections are noticed, conducted, canvassed like all other elections

QUESTIONS?

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SECTION 15 OF 15

OTHER ELECTION MATERIALS

Cost of Elections

- Who is responsible for ensuring certain requirements are accomplished?
- Who is financially responsible for certain requirements?
- Including:

• Polling Places	• Ballots
• Notices	• Labor
• Polling place supplies and notices	• Equipment

Destruction of Election Materials

- You don't have to keep everything forever! Retention guide will help keep your office a little neater!
- Longest retention time is for canvass reports—10 years after the election for which they were created



QUESTIONS?

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ADDITIONAL RESOURCES

NEED HELP??

Additional Resources - Website



<http://gab.wi.gov/clerks>

Recent Clerk Communications



<http://gab.wi.gov/clerks/recent-communications>



Additional Resources - Manual

All of the information presented today is reviewed in detail in your Election Administration Manual for Municipal Clerks.

As always, the Government Accountability Board staff is ready and willing to answer your questions. Contact information is listed in the directory of your manual.

QUESTIONS?

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Thank You!

Your certificate will be emailed to you!!
