

State of Wisconsin \ Government Accountability Board

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DATE: June 10, 2016

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

FROM: Michael Haas
Elections Division Administrator

Allison Coakley
Elections Training Coordinator

SUBJECT: Elections Administration Training webinar series
(July 2016 – March 2017)

This is the fifth year we have utilized webinars to augment our core election administration training. Webinar training has generated a positive response from county and municipal clerks and their election inspectors.

Our new webinar series continues our efforts to provide clerks and election inspectors with the timely information and election law updates you need to perform your job duties effectively. Each webinar will generally focus on a particular topic and will be about one hour in length. This structure allows us to cover the topic in greater depth and allow enough time to answer any questions you may have during the webcast. The live or recorded webinars count toward the hours clerks and chief inspectors need for recertification where indicated.

The programs and materials are free for you to download from our website for your own education and for training your election inspectors. A disc of the webcasts may also be ordered for a small fee to cover processing costs using the order form found on our website: <http://gab.wi.gov/node/2622>.

Webinar access information and related materials will be posted under “Recent Clerk Communications” on the Monday prior to each webinar. You must be able to view videos on your computer, using a media application such as Windows Media Player and will be connected to audio using your computer’s speakers. The webinar recording, related materials and a list of frequently asked questions will be posted shortly after the webcast.

Please send any questions or comments you have to Allison Coakley: allison.coakley@wi.gov or (608) 261-2033.

2016-2017 Election Administration Training Webinar Series

Preparing for the August Partisan Primary

July 20, 2016, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

In a partisan primary, a voter may vote on the ballot of only one political party. Voters may express frustration that they may only vote in one party, but Wisconsin adopted the open primary for partisan offices through a statewide referendum way back in November 1904! In preparation for this important election, we will review counting votes in a partisan primary, overriding crossover and overvoted ballots, reconciling election totals, voting equipment programming and legislative changes that impact the August and November elections.

New Clerk Orientation

August 24, 2016, 10:00 a.m. – 11:00 a.m.

County and Municipal Clerks

Are you a new(er) municipal clerk faced with your first, second or perhaps third election? If so, we would like to take this opportunity to introduce our agency, the Wisconsin Elections Commission, formerly the Government Accountability Board. Our agency provides clerks with guidance on navigating elections and offers a variety of resources to help you and your election inspectors perform your job duties correctly and effectively. More experienced clerks are welcome to attend and share any tips they may have for running a smooth election.

Absentee Voting 101

September 7, 2016, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

Absentee voting is popular with voters, especially during high turnout elections in the fall. This “back to basics” webinar will review general absentee voting procedures: Type E Notice of absentee voting hours, in-person absentee voting in the clerk’s office, absentee voting by mail and processing absentee ballots at the polls on Election Day.

MyVote Wisconsin 2.0

September 14, 2016, 10:00 a.m. – 11:00 a.m.

County and Municipal Clerks

After careful study and feedback from voters, MyVote Wisconsin has been redesigned with a great new look! The site still provides voters with information about where they vote, what will appear on their ballot, voter registration and absentee voting information, as well as who holds office in their area and how to contact their municipal clerk. We think MyVote Wisconsin 2.0 is more user-friendly and accessible to all voters, and we hope you do too!

Polling Place Set-Up & Voter Line Management

October 5, 2016, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

A well-organized polling place is the first step for providing that all voters can be processed efficiently and voters with disabilities can navigate the voting area and participate in the electoral process without assistance. This webinar will address polling place accessibility that begins in the polling place parking lot and continues into the voting area. We will also be offering some “best practices” for voter line management in the polls and passing on any tips shared by other election officials before or during the webcast.

Important Reminders for the November Election

October 19, 2016, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

The November General and Presidential election is right around the corner! We will share some important reminders for this high turnout election. Voter ID, Presidential-only ballots, spoiling and remaking ballots, draw-downs and both Election Day and post- election day duties, including election night reporting will be highlighted. Bring your questions!

A Review of 2016 – and What's Ahead in 2017

January 11, 2017, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

2016 was a busy year! We will take a look at any legislative or administrative changes in laws and procedures that impact elections and local election officials and forecast what may be ahead for us in 2017, including the development of online voter registration.

Wisconsin's Voter ID Law

January 18, 2017, 10:00 a.m. – 11:15 a.m.

Clerks, Chief Inspectors and Poll Workers

It's been over a year and at least four elections since the Voter ID Law has been back in place for Wisconsin voters. How did you do? How did we do? With the spring elections coming fast, we will revisit the law and detail photo ID requirements for voters and how they impact the clerk's duties and the Election Day duties of chief inspectors and poll workers.

Election Day Duties – Special Topics

February 1, 2017, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

This webinar will provide a general review of some special duties that election inspectors have on Election Day. These procedures may not get a lot of attention because election inspectors don't encounter these situations very often, but it's crucial information to have in case they do. Challenging a voter, issuing a provisional ballot, curbside voting, assisting electors and other procedures will be covered.

Preparing for the April Election

March 8, 2017, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

April is the last regularly scheduled election for the year. This webinar will review what we've learned during this busy election cycle. We will also cover any legislative changes that have been approved so far this year that impact election administration. Online voter registration will be up and running and we will take a look at how it's working and answer any questions you may have.