



Absentee Voting

January 19, 2022

Absentee Voting

Agenda

- Coming Up
- Issuing Absentee Ballots
- Absentee Ballot Tracking
- Photo ID Exceptions
- Absentee Voting by Mail
- Absentee Certificate Envelope
- In-Person Absentee Voting
- Type E Notice
- Processing Absentee Ballots

Municipal Clerk Training for the 2020-2021 Term - Deadline for Reporting!

Municipal Clerk Training for the 2020-2021 Term – Final Deadline for Reports

Priority

Timely Attention Required

Date

January 10, 2022 - 1:00pm

To

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

From

Allison Coakley, Elections Training Coordinator
Richard Rydecki, Assistant Administrator
Meagan Wolfe, Administrator

Attachment	Size
Municipal Clerk Training Report 2020-2021 Final Deadline (1).pdf	128.64 KB
Clerk Training Report By Term 1 10 2022 Updated (1).pdf	992.51 KB

Absentee Voting



Coming Up

- Clerk Training for the 2020-2021 term – next steps
- Special Voting Deputies: Absentee Voting in Residential Care Facilities and Retirement Homes manual
- Commission meeting January 28, 2022

Absentee Voting

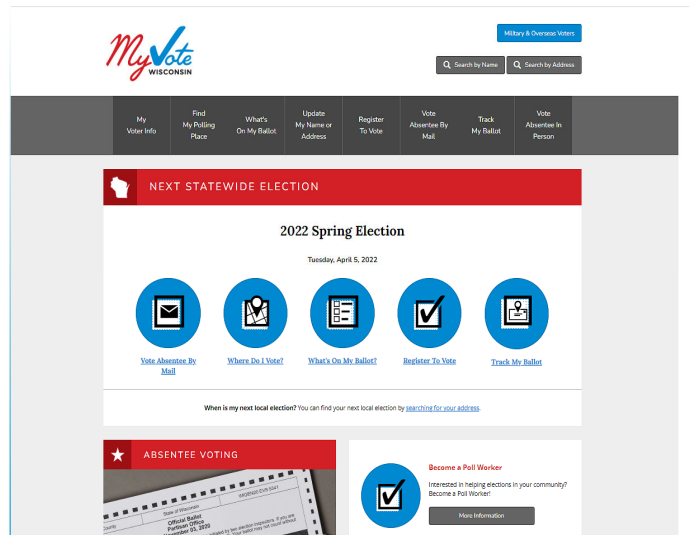


Issuing Absentee Ballots

- Must be a Registered Voter
 - EL-131 on file
 - WisVote
 - MyVote Wisconsin
- When ballots are available, all military, temporary overseas, indefinitely confined and voters with absentee requests on file should be issued a ballot.
 - Permanent overseas voters only receive ballots for federal elections, which does not include the spring 2022 election.
- Must Provide Proof of Identification
 - POI Exceptions

Absentee Voting

MyVote Wisconsin



MyVote Wisconsin

Absentee Voting



Absentee Ballot Tracking

- All absentee ballots are required to be tracked in WisVote
 - Within 48 hours, clerks must indicate the status of the absentee ballot in the WisVote or provide this information to their provider.
 - WisVote providers have 24 hours to enter the information into WisVote after receiving the information from their reliers.
 - Whenever clerk receives an in-person absentee ballot application, mails an absentee ballot or receives a completed absentee ballot.

Absentee Voting



Photo ID Exceptions – See Photo ID Law webinar 11/10/21

- Indefinitely Confined
 - Witness signature satisfies the Photo ID requirement
 - Receives ballots until the voter does not return for the April, November or Special Election.
- Voters Served by Special Voting Deputies
 - Signatures of both SVDs satisfies the Photo ID requirement.
- Voters Eligible to be Served by SVDs
 - Signature of Care Facility Representative satisfies Photo ID requirement

Absentee Voting



Photo ID Exceptions, continued

- Military & Permanent Overseas Voters
 - Are not required to provide Photo ID
- Confidential Voters
 - Apply for/receive confidential elector card from municipal clerk
 - Only type of voter exempt from providing Photo ID when voting in person
- By mail absentee voters only need to provide acceptable photo ID once

Absentee Voting



Absentee Voting by Mail

- Clerks must respond to an absentee ballot request within one business day. “Business day” is defined as any day Monday to Friday, not including legal holidays. Wis. Stat § 995.20.
- Postage is required by state law for all ballot return envelopes if they are mailed to voters within the U.S. Wis. Stat. § 6.87(3)(a).
- Be sure that the clerk’s return address is provided on the return envelope. Keep this in mind if you need to use additional envelopes without that information pre-printed on the envelope.

Absentee Voting



3 Versions of Absentee Certificate Envelope

- The EL-122 Standard Absentee Certificate Envelope is used for most absentee voters.
- The EL-122 Standard Absentee Certificate Envelope for Military and Overseas Voters
- The EL-122sp Special Absentee Certificate Envelope is used in only 2 specific circumstances involving care facilities and retirement homes.

Absentee Certificate Envelopes (EL-122)

[illegible][illegible]

Absentee Voting



Absentee Certificate Envelope (EL-122sp)

Proof of Identification, please verify that either:

- The clerk has initialed the envelope to indicate the voter has met the proof of identification requirement

OFFICIAL ABSENTEE BALLOT APPLICATION/CERTIFICATION

*(Official Use Only) The voter has met or is exempt from the photo ID requirement. Municipal or Deputy Clerk
initial here:*

OR

- The clerk has filled out the bottom section of the EL-122sp indicating:
 - Proof of identification must be enclosed in the envelope, OR
 - The authorized representative of care facility section must be completed.

(Official use only) : **MUNICIPAL CLERK MARKS THIS SECTION IF REQUIRED**
Attention Election Inspectors! If box is checked, one of the following is required:
✓ A copy of photo ID must be enclosed in this envelope. **OR**
✓ The Certification of Care Facility Authorized Representative section of this envelope must be completed (as well as the Certification of Witness Section).
***If neither is included, this ballot must be rejected.**



Absentee Voting



Uniform Instructions

- Three versions of the uniform instruction sheet to be included with absentee ballots
 - Regular
 - Military and Overseas Voters who receive their ballot by fax or email
 - Central Count
- All three versions are posted here: <https://elections.wi.gov/node/7032>

Absentee Voting



In Person Absentee Voting

- Absentee voting in the municipal clerk's office may not begin any earlier than 14 days before an election.
 - Voters may not drop off by mail absentee ballot requests before that date.
- The absentee certificate envelope serves as both the application and certification during in person absentee voting.
- The clerk/deputy clerk must initial the absentee certificate envelope verifying the voter has met the photo ID requirement.
- The clerk/deputy clerk serves as the witness during in person absentee voting and must sign as the witness and list an address, residential or office. They may use a stamp for the address.
- The clerk should secure the voted ballot/certificate envelope for later transport to the polling place on Election Day.

Absentee Voting

Type E Notice

VOTING BY ABSENTEE BALLOT

Any qualified elector who is unable or unwilling to appear at the polling place on Election Day may submit a request to vote an absentee ballot to their municipal clerk. A qualified elector is any U.S. citizen who:

- will be 18 years of age or older on Election Day.
- has resided in the ward or municipality where they wish to vote for at least 28 consecutive days before the election.

The elector must also be registered to vote to receive an absentee ballot. Proof of identification must be provided before an absentee ballot may be issued*.

Making application to receive an absentee ballot by mail

Contact your municipal clerk and request that an application for an absentee ballot be sent to you for the primary or election or both. You may make written application to your municipal clerk for an absentee ballot in person, by mail, by fax, by email or at MyVote.wi.gov.

Your written request must include:

1. your voting address within the municipality where you wish to vote
2. the address where the absentee ballot should be sent, if different from the address above
3. your signature
4. a copy of your photo identification*

The deadline for making application to receive an absentee ballot by mail is:

5:00 p.m. on the fifth day before the election, (insert actual date of deadline)**.

*Voters who are indefinitely confined due to age, illness, infirmity, or disability may not be required to provide photo ID. If this applies to you, contact the municipal clerk regarding deadlines for requesting and submitting an absentee ballot.

**Special absentee voting application provisions apply to electors who are indefinitely confined, in the military, hospitalized, or serving as a sequestered juror. If this applies to you, contact the municipal clerk regarding deadlines for requesting and submitting an absentee ballot.

Voting an absentee ballot in person

You may also request and vote an absentee ballot in the clerk's office or other specified location during the days and hours specified for casting an absentee ballot in person.

(Insert: Name of municipal clerk; telephone number)

(address of clerk's office or alternate location for applying for and casting absentee ballots)
(clerk's days and hours of availability for receiving absentee ballot applications)

The first day to vote an absentee ballot in the clerk's office is:

(Insert date and time in-person absentee voting will begin in your municipality)

(Note: Absentee voting may have begun in your municipality before publication of the Type E Notice. If so, you may insert the date and time in-person voting began. If in-person absentee voting has not begun yet, insert the date and time in-person absentee voting will begin upon publication of the Type E Notice.)

The last day to vote an absentee ballot in the clerk's office is:

TYPE E NOTICE | Rev 2021-06 | Wisconsin Elections Commission, P.O. Box 7884, Madison, WI 53707-7884 | 608-261-0028 | web: elections.wi.gov | email: elections@wi.gov

Absentee Voting



Organizing and Processing Absentee Ballots

- When receiving absentee ballots, sort them into two stacks: Sufficient and Insufficient.
- What is required:
 - Voter Signature (Please note: Date is not required)
 - Witness Signature
 - Witness Address (not required for military and overseas voters)
- Contact the voter (if there is time) so they can remedy the envelope. If the voter did not provide an email or phone number, send them a letter.
- All envelopes must be remedied by 8 p.m. on Election Day.
- Do not issue a voter number before election officials determine whether the envelope is sufficient.

Absentee Voting



Processing Absentee Ballots at the Polls

- Election inspectors can begin *processing* absentee ballots on Election Day when they have time.
 - Ballots are not *counted* until after the polls close
- Election inspectors don't have to wait in voter line to process absentee ballots.
- Absentee ballots where the voter's intent cannot be determined are remade as a blank ballot and counted as a returned ballot. The ballot is not REJECTED at the polls.



Thank you!

For further information, contact WEC.
PH: 608-266-8005 Email: elections@wi.gov