

# POLLING PLACE SET-UP GUIDE

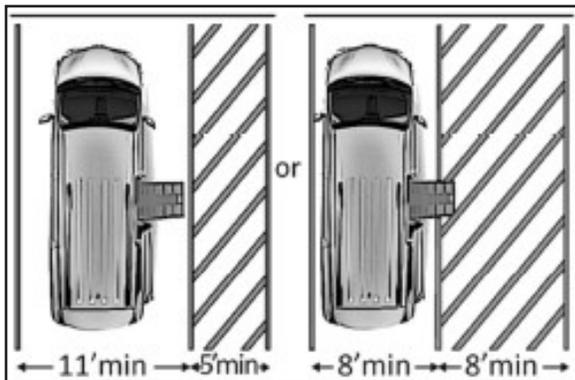
All eligible voters in the State of Wisconsin have the right to cast their ballot both privately and independently on Election Day. This guide provides basic information for setting up a polling place to allow voters with disabilities to participate in the election process with minimal assistance. Polling 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.

## CURBSIDE VOTING

Wisconsin State Statute requires each polling place to provide curbside voting for voters who are unable to enter the polling place due to disability. There are many ways to set up curbside voting. If off street parking is available, a parking space can be designated with a curbside voting sign that lists a phone number to call to let a poll worker know when a voter is there. When designating a parking space for curbside voting, it is important to leave the required number of accessible parking spaces available closest to the accessible entrance for voting. Other methods include posting a wireless doorbell on a curbside voting sign in the parking area or at the entrance. Some polling places will station a greeter at the door to watch for curbside voters.

## 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 posted at least 60 inches above the ground stating it is “Van Accessible” and bearing the universal sign of accessibility.

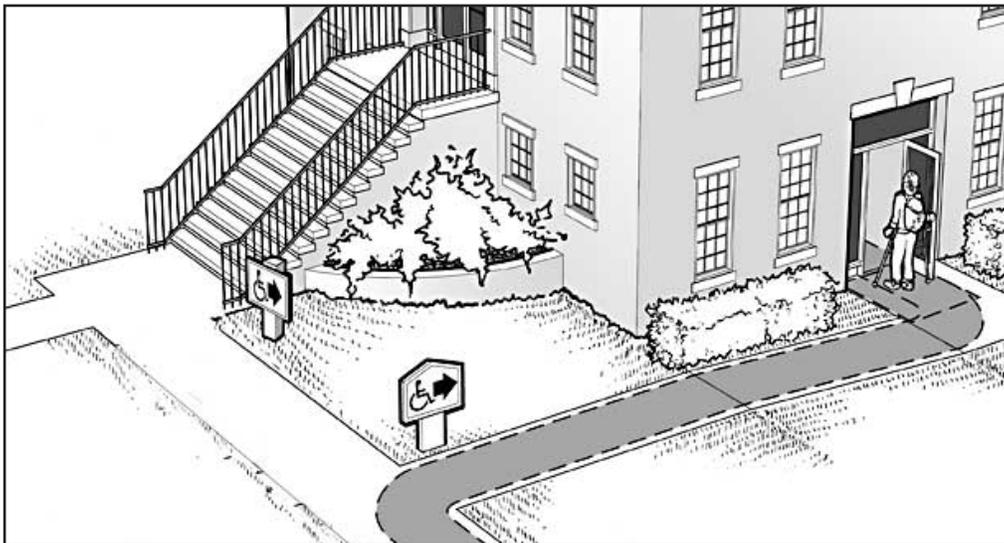


In addition to the van-accessible parking space, a facility where a polling place is located may be required to have additional regular accessible parking spaces. The number of required accessible spaces is determined by the number of total parking spaces in the parking area.

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

## EXTERIOR ROUTE

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.

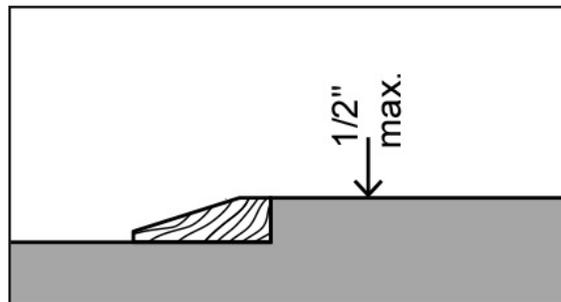
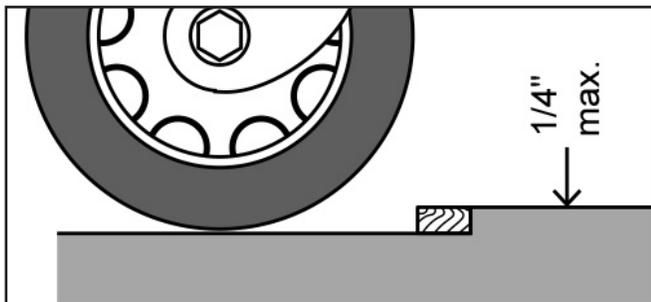


## ENTRANCE

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, handles, and push operated hardware are good examples of accessible hardware while a twistoperated 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.

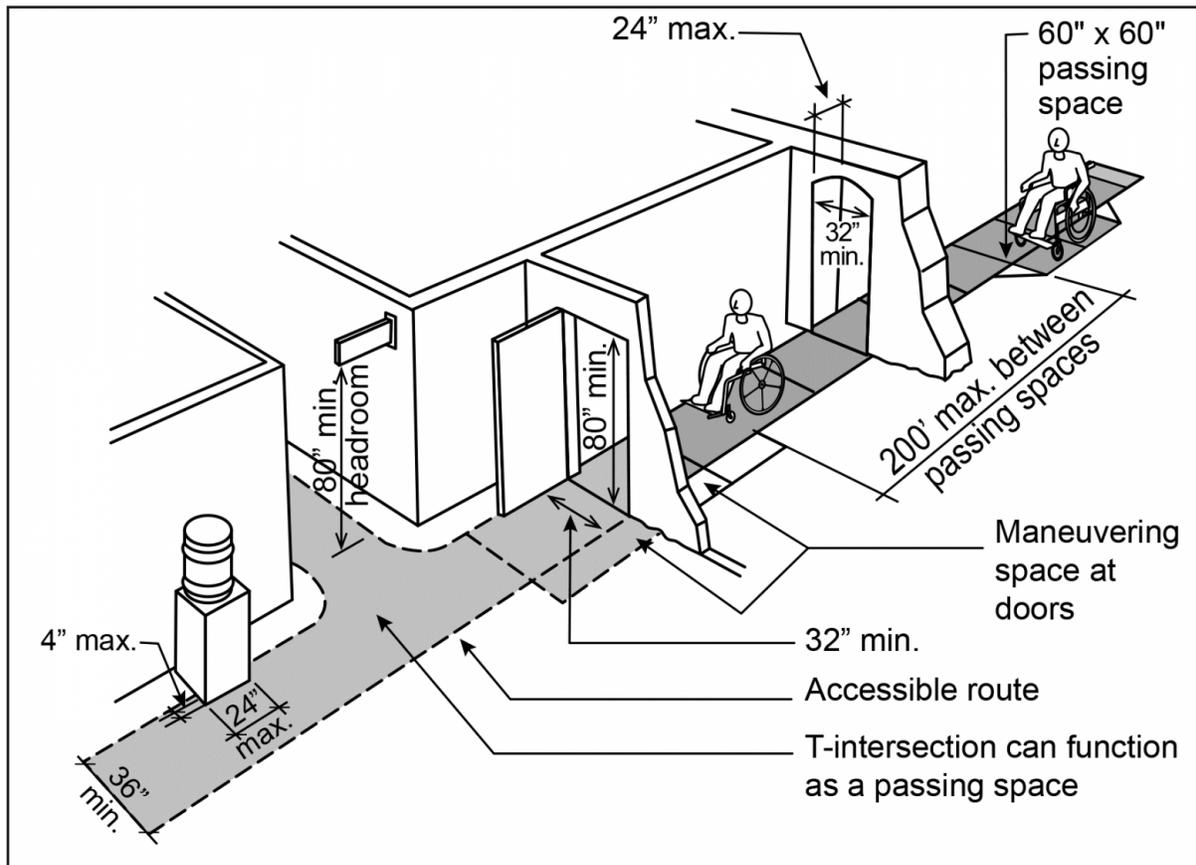
In addition, the threshold of the accessible entrance should have a height of 1/4 inch or less or 1/2 inch if the threshold is beveled. If the threshold is higher than 1/2 inch and not beveled a threshold ramp should be used for Election Day.



## INTERIOR ROUTE

Many voting areas are located directly inside the accessible entrance of the polling place. If a voter would have to navigate a hallway to reach the voting area from the accessible entrance, the path of travel should be marked with large print signs. In addition, those hallways should be at least 36 inches wide. 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.

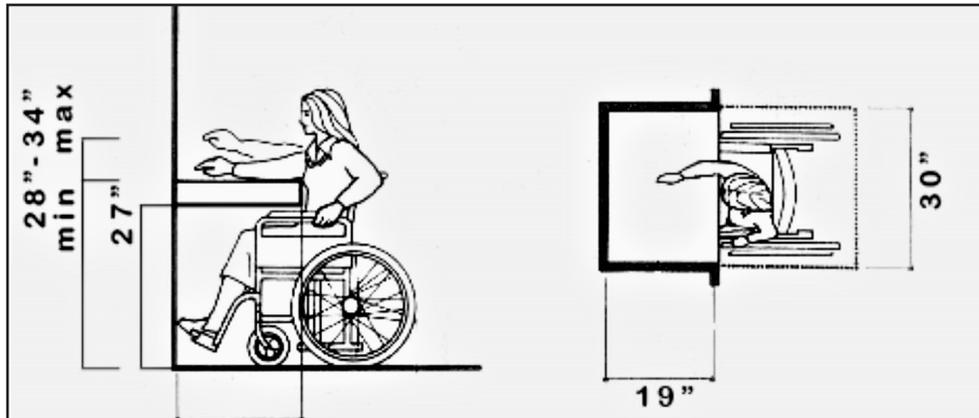
Hallways should also be free from hazards that protrude more than 4 inches into the path and are between 27 and 80 inches above the ground. Permanent obstacles, such as drinking fountains and display cases, should be marked with a cane-detectable warning object, such as a traffic cone, so a voter with blindness or low vision can safely navigate the hall.



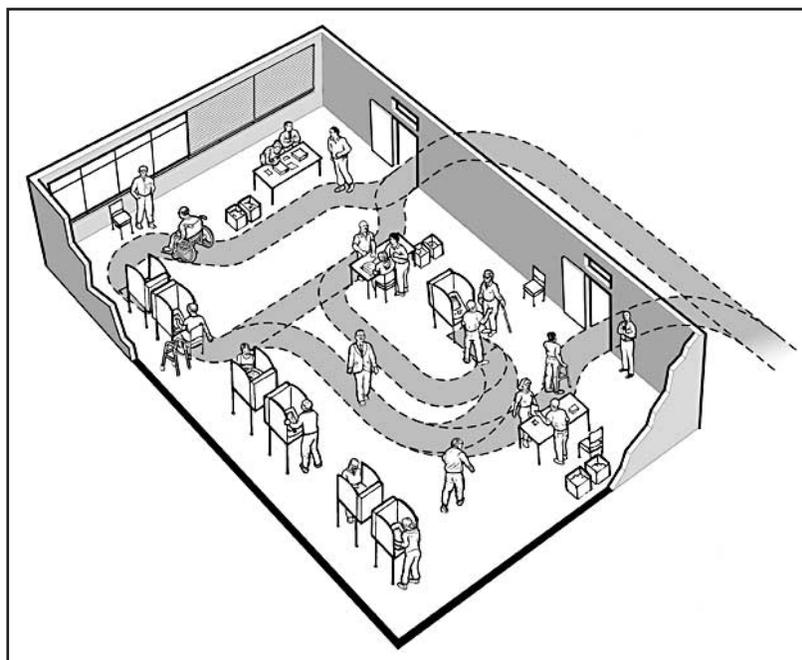
## VOTING AREA

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 foot x 5 foot clear 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.

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 30 x 48 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