

**STATE OF WISCONSIN
ELECTIONS COMMISSION**

COMPLAINT FORM

Please provide the following information about yourself:

Name Andrew Yunker
Address 17830 W North Ave, Brookfield, WI 53045
Telephone Number 262-488-7302
E-mail yunker88@gmail.com

State of Wisconsin
Before the Elections Commission

The Complaint of Election Official Abuse or Violation (§5.06)
of Wisconsin State Statutes 6.87(6), 6.86(6), 6.88(1), 6.88(2), 6.88(3)(b), 6.85, 6.20, 12.13(3)(c)
_____, Complainant(s) against
Michelle Luedtke, Brookfield City Clerk, Respondent, whose
address is 2000 North Calhoun Road, Brookfield, WI 53005-5095

This complaint is under Election Official Abuse or Violation (§5.06), Wisconsin State Statutes 6.87(6) _____ (Insert the applicable sections of law in chs. 5 to 10 and 12 and other laws relating to elections and election campaigns, other than laws relating to campaign financing)

I, Andrew Yunker, allege that:

Michelle Luedtke abused their election official discretion and/or violated
laws regarding election administration of absent voter ballots including:

Wisconsin State Statutes 6.87(6), 6.86(6), 6.88(1), 6.88(2), 6.88(3)(b), 6.85, 6.20, 12.13(3)(c)

This is my reply to Luedtke's answer to my complaint.

(Set forth in detail the facts that establish probable cause to believe that a violation has occurred. Be as specific as possible as it relates to dates, times, and individuals involved. Also provide the names of individuals who may have information related to the complaint. Use as many separate pages as needed and attach copies of any supporting documentation.)

Date: 3/22/24

Andrew J Yunker
Complainant's Signature

I, Andrew Yunker, being first duly sworn, on oath, state that I personally read the above complaint, and that the above allegations are true based on my personal knowledge and, as to those stated on information and belief, I believe them to be true.

Andrew J Yunker
Complainant's Signature

STATE OF WISCONSIN

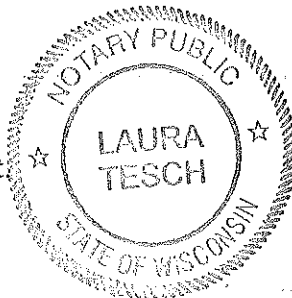
County of Milwaukee,
(county of notarization)

Sworn to before me this 22 day of
March, 2024.

Laura Tesch
(Signature of person authorized to administer oaths)

My commission expires 3/1/2025, or is permanent.

Notary Public or _____
(official title if not notary)



Please send this completed form to:

Mail: Wisconsin Elections Commission
P.O. Box 7984
Madison, WI 53707-7984
Fax: (608) 267-0500
Email: elections@wi.gov

Luedtke states on page two of their answer to my complaint that Brookfield's version of the Uniform Instructions for Wisconsin Absentee Voters does not say anything about returning one's ballot to their polling place. Their statement isn't entirely true because it does talk about delivering my ballot to the polling place. Besides, why aren't the approved uniform absentee ballot instructions being used?

STEP 6 Return your ballot.

Unless you are a voter with a disability, you must personally return your own ballot and it must be received in time to be delivered to your polling place **no later than 8:00 p.m. on Election Day.**

approved instructions

Step 6 of Brookfield's version of the Uniform Instructions for Wisconsin Absentee voters has been edited with additional text, see step 6 from exhibit 1 of Luedtke's response to my complaint.

STEP 6 Return your ballot.

Unless you are a voter with a disability, you must personally return your own ballot to the Clerk's Office. It must be received by the Clerk with enough time for the Clerk to deliver it to your polling place **no later than 8:00 p.m. on Election Day.**

Brookfield's edited instructions

The additional text and underlined notations are contrary to the commission's directives to make the instructions more legible with less text.

<https://elections.wi.gov/memo/commission-approves-revised-uniform-absentee-ballot-instructions>

<https://elections.wi.gov/sites/default/files/documents/Clerk%20Comm%20Revised%20Uniform%20Instructions%2012.27.23.pdf>

These Brookfield instructions have been edited despite receiving the following guidance promulgated by the Wisconsin Elections Commission to not modify the instructions:

3. Changes to the Uniform Instructions. The approved forms should not be modified, except to add the municipal clerk contact information where indicated on the bottom of page two. Should municipalities

wish to provide voters with any additional information specific to the municipality, please prepare a separate document instead of modifying the Uniform Instructions.

From page 2 of Luedtke's response to my complaint:

Luedtke told Yunker that she could not receive any absentee ballots at the polling place and that his wife needed to drop hers off at the Clerk's Office, located at 2000 North Calhoun Road, because he could not perform that task for her.

As I stated in my complaint, after refusing to accept my absentee ballot, Luedtke convinced me that going to the clerk's office would be a waste of time because everyone there was in a meeting, and it would be unlikely for my absentee ballot to be accepted.

Luedtke continues page 2 of their response:

Yunker argued with her and eventually decided to vote in-person because he was at the polling place.

That statement is false. I was forced to vote in-person because my ballot wasn't accepted.

This is Election Official Abuse or Violation of Wisconsin State Statute 6.88(1),

<https://docs.legis.wisconsin.gov/document/statutes/6.88>

From page 93 of the Wisconsin Election Commission's February 2024 Election Administration Manual for Wisconsin Municipal Clerks:

When is a Ballot Returned

The Kormanik circuit court decision concluded that the only way to read § 6.86(5) is that the spoiling or damaging were already done when the absentee ballot was returned. The circuit court concluded that a ballot that is not damaged or spoiled, and is otherwise complete, is "returned" when it arrives at the clerk's office. The circuit court noted that § 6.88(1) "requires that upon arrival at the clerk's office, the ballot shall be sealed in a carrier envelope and must be opened when and where election day votes are being cast...Once the clerk has that returned ballot, it is to be sealed until election day." Kormanik, at 13. A reasonable interpretation of § 6.88(1) and Kormanik is that a ballot is returned when it is in possession of the clerk.

Election Official Abuse or Violation of Wisconsin State Statute 6.87(6)

[https://docs.legis.wisconsin.gov/document/statutes/6.87\(6\)](https://docs.legis.wisconsin.gov/document/statutes/6.87(6))

The ballot shall be returned so it is delivered to the polling place no later than 8 p.m. on election day. Except in municipalities where absentee ballots are canvassed under s. 7.52, if the municipal clerk receives an absentee ballot on election day, the clerk shall secure the ballot and cause the ballot to be delivered to the polling place serving the elector's residence before 8 p.m. Any ballot not mailed or delivered as provided in this subsection may not be counted.

The municipal clerk had our ballots in her hands, on election day, at the polling place, over an hour before 8 PM. It looks like they violated wi ss 6.87(6).

Luedtke then admits to spoiling my ballot citing no specific "guidance promulgated by the WEC", so that I wouldn't have my vote counted twice. However, it appears they did the exact opposite of what the WEC promulgated on February 12, 2024, to the State of Wisconsin Elections Officials in the February 2024 Election Administration Manual for Wisconsin Municipal Clerks.

This is Election Official Abuse or Violation of Wisconsin State Statute 6.86.

<https://docs.legis.wisconsin.gov/document/statutes/6.86>

<https://elections.wi.gov/sites/default/files/documents/EA%20Manual-February%202024.pdf>

<https://elections.wi.gov/memo/election-administration-and-election-day-manuals-revised-february-2024>

For information on a municipal clerk's ability to return absentee ballots to electors under § 6.86(5) when the ballot is spoiled or damaged, see "Spoiling and Replacement Ballots" on page 92.

If a clerk receives an absentee ballot that is spoiled or damaged from a voter, statute directs that the clerk shall issue a new ballot to the elector, provided there is enough time for the elector to properly return the ballot. Wis. Stat. § 6.86(5). The clerk must also believe that the first ballot was issued to or on behalf of the elector who is returning it, or that the first ballot was issued to a person with disabilities and on whose behalf the ballot is being returned. before issuing the second ballot. Wis. Stat. § 6.86(5). If the clerk issues a new ballot pursuant to § 6.86(5), the clerk should destroy the spoiled or damaged ballot. Wis. Stat. § 6.86(5). The spoiled or damaged ballot should be destroyed to the extent that it cannot be tabulated, but should still be preserved as a defective ballot per § 7.51(2)(b). If the clerk does not believe the person requesting the replacement ballot is the one to whom the original ballot was provided, the clerk should not issue the replacement ballot, document the incident for a subsequent challenge on Election Day under § 6.92, and contact law enforcement immediately.

A circuit court has recently concluded on a motion for summary judgment that there is no statutory authority for a clerk to return or spoil an otherwise complete, undamaged absentee ballot that was

properly previously returned by an elector. *Kormanik v. WEC* (2022CV001395, Nov. 29, 2023). If an absentee ballot is complete and in totally acceptable condition and was properly returned in an unspoiled and undamaged state, “the statutes provide no basis upon which the voter may ever possess that ballot again.” *Kormanik*, at 13.

Election Official Abuse or Violation of Wisconsin State Statute 6.86(6)

[https://docs.legis.wisconsin.gov/document/statutes/6.86\(6\)](https://docs.legis.wisconsin.gov/document/statutes/6.86(6))

Except as authorized in sub. (5) and s. 6.87 (9), if an elector mails or personally delivers an absentee ballot to the municipal clerk, the municipal clerk shall not return the ballot to the elector. An elector who mails or personally delivers an absentee ballot to the municipal clerk at an election is not permitted to vote in person at the same election on election day.

I delivered my absentee ballot personally to the municipal clerk who immediately returned the ballot to me the elector. For me to vote, I then had to return my absentee ballot to the clerk who would only allow me to vote in-person in the same election as the absentee ballot I gave them! I was informed my ballot would be documented as not returned, even though I returned it they just didn't accept it.

Election Official Abuse or Violation of Wisconsin State Statute 6.88(1), 6.88(2),

<https://docs.legis.wisconsin.gov/document/statutes/6.88>

6.88 Voting and recording the absentee ballot.

(1) When an absentee ballot arrives at the office of the municipal clerk, or at an alternate site under s. 6.855, if applicable, the clerk shall enclose it, unopened, in a carrier envelope which shall be securely sealed and endorsed with the name and official title of the clerk, and the words “This envelope contains the ballot of an absent elector and must be opened in the same room where votes are being cast at the polls during polling hours on election day or, in municipalities where absentee ballots are canvassed under s. 7.52, stats., at a meeting of the municipal board of absentee ballot canvassers under s. 7.52, stats.” If the elector is a military elector, as defined in s. 6.34 (1), or an overseas elector, regardless of whether the elector qualifies as a resident of this state under s. 6.10, and the ballot was received by the elector by facsimile transmission or electronic mail and is accompanied by a separate certificate, the clerk shall enclose the ballot in a certificate envelope and securely append the completed certificate to the outside of the envelope before enclosing the ballot in the carrier envelope. The clerk shall keep the ballot in the clerk's office or at the alternate site, if applicable until delivered, as required in sub. (2).

(2) When an absentee ballot is received by the municipal clerk prior to the delivery of the official ballots to the election officials of the ward in which the elector resides or, where absentee ballots are canvassed under s. 7.52, to the municipal board of absentee ballot canvassers, the municipal clerk shall seal the ballot envelope in the carrier envelope as provided under sub. (1), and shall enclose the envelope in a package and deliver the package to the election inspectors of the proper ward or election district or, in municipalities where absentee ballots are canvassed under s. 7.52, to the municipal board of absentee ballot canvassers when it convenes under s. 7.52 (1). When the official ballots for the ward or election district have been delivered to the election inspectors before the receipt of an absentee ballot, the clerk shall immediately enclose the envelope containing the absentee ballot in a carrier envelope as provided under sub. (1) and deliver it in person to the proper election officials.

Upon delivery of our absentee ballots in-person to the clerk, the clerk did not secure our absentee ballots or deliver them to the proper election officials. Instead, our absentee ballots were confiscated, and we were required to vote in-person. Our absentee ballots were not delivered to the proper election officials. My wife's ballot was ripped up in front of her, which was rude and looks like violation of WI SS 6.88 (1) and (2).

Election Official Abuse or Violation of Wisconsin State Statute 6.88(3)(b)

[https://docs.legis.wisconsin.gov/document/statutes/6.88\(3\)\(b\)](https://docs.legis.wisconsin.gov/document/statutes/6.88(3)(b))

When the inspectors find that a certification is insufficient, that the applicant is not a qualified elector in the ward or election district, that the ballot envelope is open or has been opened and resealed, that the ballot envelope contains more than one ballot of any one kind or, except in municipalities where absentee ballots are canvassed under s. 7.52, that the certificate of a military or overseas elector who received an absentee ballot by facsimile transmission or electronic mail is missing, or if proof is submitted to the inspectors that an elector voting an absentee ballot has since died, the inspectors shall not count the ballot. The inspectors shall endorse every ballot not counted on the back, "rejected (giving the reason)". The inspectors shall reinsert each rejected ballot into the certificate envelope in which it was delivered and enclose the certificate envelopes and ballots, and securely seal the ballots and envelopes in an envelope marked for rejected absentee ballots. The inspectors shall endorse the envelope, "rejected ballots" with a statement of the ward or election district and date of the election, signed by the chief inspector and one of the inspectors representing each of the 2 major political parties and returned to the municipal clerk in the same manner as official ballots voted at the election.

My wife's absentee ballot was ripped up in front of her, so I doubt it made it into the collection of rejected ballots. I didn't see what happened to my absentee ballot after it was confiscated from me. I doubt it made it in the collection of rejected ballots but if it did, I want to see what the rejection reason was.

I demand Clerk Luedtke searches in the envelope of rejected ballots, finds mine and my wife's ballots that Clerk Luedtke inappropriately and intentionally spoiled, provide me with the reason they were rejected as written on the back of our spoiled ballots, and prove they followed the law of WI SS 6.88(3)(b).

Election Official Abuse or Violation of Wisconsin State Statute 6.85.

<https://docs.legis.wisconsin.gov/document/statutes/6.85>

6.85 Absent elector; definition.

- (1) An absent elector is any otherwise qualified elector who for any reason is unable or unwilling to appear at the polling place in his or her ward or election district.
- (2) Any otherwise qualified elector who changes residence within this state by moving to a different ward or municipality later than 28 days prior to an election may vote an absentee ballot in the ward or municipality where he or she was qualified to vote before moving.
- (3) An elector qualifying under this section may vote by absentee ballot under ss. 6.86 to 6.89.

History: 1971 c. 304 s. 29 (2); 1975 c. 85, 199; 1977 c. 394; 1979 c. 232; 1983 a. 484; 1999 a. 182; 2011 a. 23.

Discussing voter residency and absentee voting. 60 Atty. Gen. 214

Michelle asked me why we were voting absentee if I was able to make it to the poll. I didn't answer because I don't think that is any of their business. Michelle told me in-person on election day that absentee voting is only for people who couldn't make it to the polls. Michelle continues to incorrectly interpret the definition of an absentee voter when I asked for clarification via email between February 21, 2024, and February 23, 2024. Michelle completely ignores the fact that absentee voting is also for people unwilling to appear at the polling place. Honestly after this experience I am unwilling to appear at my

polling place. I maintain that I met the definition of an absentee voter. I was unwilling (not willing, not eager, not ready, not prepared, reluctant, unenthusiastic, hesitant, resistant, etc..) to go to the polls. Just because I appeared at my polling location doesn't mean I was willing to be there.

Election Official Abuse or Violation of Wisconsin State Statute 6.20

<https://docs.legis.wisconsin.gov/document/statutes/6.20>

6.20 Absent electors. Any qualified elector of this state who registers may vote by absentee ballot under ss. 6.84 to 6.89.

Michelle refuses to acknowledge that an absent elector is more than someone who can't make it to the polls. Michelle insists absent voting is only allowed for people that cannot make it to the polls, even after asking for clarification multiple times in email.

Election Official Abuse or Violation of Wisconsin State Statute 12.13(3)(c)

[https://docs.legis.wisconsin.gov/document/statutes/12.13\(3\)\(c\)](https://docs.legis.wisconsin.gov/document/statutes/12.13(3)(c))

(3) Prohibited Acts. No person may:

(c) Willfully or negligently fail to deliver, after having undertaken to do so, official ballots prepared for an election to the proper person, or prevent their delivery within the required time, or destroy or conceal the ballots.

My wife's absentee ballot was destroyed by a poll worker named Jim, he ripped it up in front of her after being rude and condescending. My absentee ballot was confiscated and concealed. We were both informed our absentee ballots would be, in a way concealed, marked as "not returned" although they were received by election officials, destroyed, and/or concealed as being "not returned".

This is what the Brookfield elections website looked like on my phone on February 20. The wards and districts are not labeled.

- 1. Third Tuesday in February (2/18/2025)
- 2. First Tuesday in April (4/1/2025)
- 3. No Fall Elections

ELECTION POLLING PLACES

Voting Hours are from 7:00AM to 8:00PM.

Bring your photo ID.

1

1, 2, 3

Brookfield East High School
3305 Lilly Road

2*

4, 5, 6, 22

Brookfield Central High School
16900 Gebhardt Road

3

7, 8, 9

Brookfield Central High School
16900 Gebhardt Road

4

Exhibit 2 provided by the respondent is not what I viewed on my phone on election day.

ELECTIONS

ELECTION DATES

2024 (Regularly Scheduled Elections in Even Numbered Years)

1. Third Tuesday in February (2/20/2024)
2. First Tuesday in April (4/2/2024)
3. Second Tuesday in August (8/13/2024)
4. First Tuesday following the first Monday in November (11/5/2024)

2025 (Regularly Scheduled Elections in Odd Numbered Years)

1. Third Tuesday in February (2/18/2025)
2. First Tuesday in April (4/1/2025)
3. No Fall Elections

ELECTION POLLING PLACES

Voting Hours are from 7:00AM to 8:00PM. Bring your photo ID.

Alderman District	Words	Location
1	1, 2, 3	Brookfield East High School 3305 Lilly Road
2	4, 5, 6, 22	Brookfield Central High School 16900 Gebhardt Road

Alderman District	Words	Location
3	7, 8, 9	Brookfield Central High School 16900 Gebhardt Road
4	10, 11, 12	Sharon Lynne Wilson Center for the Arts 3270 Mitchell Park Drive
5	13, 14, 15	Brookfield Public Safety Bldg., Courtroom 2100 N. Calhoun Road

This is what the Brookfield elections website looks like now on my phone and computer. The districts, wards, and associated polling places are clear now. This change was made after I called the city clerk's office and explained this problem.

ELECTION POLLING PLACES
Voting Hours are from 7:00AM to 8:00PM.
Bring your [photo ID](#).

- District 1 is Wards 1, 2, 3. Located at Brookfield East High School, 3305 Lilly Road.
- District 2 is Wards 4, 5, 6, 22. Located at Brookfield Central High School, 16900 Gebhardt Road.
- District 3 is Wards 7, 8, 9. Located at Brookfield Central High School, 16900 Gebhardt Road.
- District 4 is Wards 10, 11, 12. Located at the Sharon Lynne Wilson Center for the Arts, 3270 Mitchell Park Drive.
- District 5 is Wards 13, 14, 15. Located at the Brookfield Public Safety Bldg., Courtroom, 2100 N. Calhoun Road.
- District 6 is Wards 16, 17, 18. Located at the Brookfield Conference Center, 325 S. Moorland Road.
- District 7 is Wards 19, 20, 21. Located at the Brookfield Conference Center, 325 S. Moorland Road.

Visit myvote.wi.gov to locate your polling place if you are unsure of your district or ward.

<https://www.ci.brookfield.wi.us/232/Elections>

City of **BROOKFIELD** Wisconsin

Government | Departments | Business & Development | Residents | Our

1. Third Tuesday in February (2/18/2025)
2. First Tuesday in April (4/1/2025)
3. No Fall Elections

ELECTION POLLING PLACES
Voting Hours are from 7:00AM to 8:00PM. Bring your [photo ID](#).

- District 1 is Wards 1, 2, 3. Located at Brookfield East High School, 3305 Lilly Road.
- District 2 is Wards 4, 5, 6, 22. Located at Brookfield Central High School, 16900 Gebhardt Road.
- District 3 is Wards 7, 8, 9. Located at Brookfield Central High School, 16900 Gebhardt Road.
- District 4 is Wards 10, 11, 12. Located at the Sharon Lynne Wilson Center for the Arts, 3270 Mitchell Park Drive.
- District 5 is Wards 13, 14, 15. Located at the Brookfield Public Safety Bldg., Courtroom, 2100 N. Calhoun Road.
- District 6 is Wards 16, 17, 18. Located at the Brookfield Conference Center, 325 S. Moorland Road.
- District 7 is Wards 19, 20, 21. Located at the Brookfield Conference Center, 325 S. Moorland Road.

Visit myvote.wi.gov to locate your polling place if you are unsure of your district or ward.

I found another error on the Brookfield elections website while reading exhibit 2 of Luedtke's response to my complaint. The website states the official election results are posted after the board of canvass is complete.

- Election Results - Unofficial results from Election night can be found on the Waukesha County Clerk's website. The Official City of Brookfield Election results are posted after the Board of Canvass has been completed and can be found in Election Notices above.

However, Brookfield's board of canvass (central count) ordinance was repealed nearly two years ago, as shown in exhibit 3 of Luedtke's response to my complaint.

ORDINANCE #2791-22 OF THE CITY OF BROOKFIELD, WISCONSIN

Committee: Legislative and Licensing
Committee Date: March 15, 2022
Committee Recommendation: 5-0

Public Hearing: n/a
Council Date: April 5, 2022
Council Action: Adopted 14-0

Repeal Section 2.16.060 of the Brookfield Municipal Code Providing for the Canvassing of Absentee Ballots for all Elections in the City of Brookfield by the Municipal Board of Absentee Ballot Canvassers commonly referred to as Central Count.

I think a Brookfield election official such as Luedtke should be using their election official discretion to review and correct errors such as these on the Brookfield elections website. Not performing this duty is questionable election official discretion.

I demand a stop to this voter suppression.



Wisconsin Elections Commission

201 West Washington Avenue | Second Floor | P.O. Box 7984 | Madison, WI 53707-7984
(608) 266-8005 | elections@wi.gov | elections.wi.gov

DATE: December 27, 2023

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

FROM: Wisconsin Elections Commission

SUBJECT: Commission Approves Revised Uniform Absentee Ballot Instructions

1. Summary. The Wisconsin Elections Commission voted unanimously to approve revised Uniform Absentee Ballot Instructions (“Uniform Instructions”) on December 19, 2023. The approved Uniform Instructions are attached to this memorandum. These revised instructions replace previous editions and are effective immediately.

2. Background. The Commission directed staff to prepare revised Uniform Instructions to ensure that the instructions complied with the latest legal determinations. Specific topics addressed by recent court decisions and Legislative Audit Bureau findings included:

- a) **Ballot Return.** Interpreting § 6.87(4)(b)1. to mean that only the voter may return their absentee ballot to the office of the municipal clerk. *Richard Teigen v. Wisconsin Elections Commission*, 403 Wis.2d 607 (Wis. 2022).
- b) **Ballot Return.** Affirming the right of a disabled person to receive assistance returning an absentee ballot. *Timothy Carey v. Wisconsin Elections Commission*, No. 3:22-CV-402-jdp (W.D. Wis. Aug. 31, 2022).
- c) **Witness Addresses.** A court declined to make any alterations to the Commission’s longstanding guidance that minimum address requirements include street number, street name, and name of municipality. A zip code is not required. *Michael White v. Wisconsin Elections Commission*, 22-CV-1008
- d) **Witness Signatures.** Clarifying that a witness must provide both a signature and a printed name. Wisconsin Legislative Audit Bureau, Elections Administration (Report 21-19, Oct. 2021)

Wisconsin Elections Commissioners

Don M. Millis, chair | Marge Bostelmann | Ann S. Jacobs | Carrie Riepl | Robert Spindell | Mark L. Thomsen

Administrator
Meagan Wolfe

- e) **Correcting Mistakes.** Limiting a voter's ability to spoil a ballot. A court ruled that a clerk may not return or spoil an otherwise complete, undamaged ballot that was properly returned by an elector. *Kormanik v. WEC, 2022CV1395*

The Uniform Instructions were also revised to comply with Commission directives that called for a new design that improved legibility with larger fonts, less text, and clear step-by-step guidance. The design features approved by the Commission were then incorporated in each of the three versions attached to this memorandum.

Additional information about the reasons for revision can be found in Commission materials for June 1, September 7, and December 19, 2023. Material from past Commission meetings is available on the Commission website under "About the WEC" and "Meetings and Minutes," here:

[https://elections.wi.gov/news-events/events/past?audience=All&event_type\[\]=248](https://elections.wi.gov/news-events/events/past?audience=All&event_type[]=248)

3. Changes to the Uniform Instructions. The approved forms should not be modified, except to add the municipal clerk contact information where indicated on the bottom of page two. Should municipalities wish to provide voters with any additional information specific to the municipality, please prepare a separate document instead of modifying the Uniform Instructions.

4. Questions. If you have any questions regarding the Uniform Instructions, please contact the Elections Help Desk at elections@wi.gov or 608-261-2028.

Attachments

- Revised Uniform Instructions
- Revised Uniform Instructions for UOCAVA Voters
- Revised Uniform Instructions for Central Count Jurisdictions



Wisconsin Elections Commission

201 West Washington Avenue | Second Floor | P.O. Box 7984 | Madison, WI 53707-7984
(608) 266-8005 | elections@wi.gov | elections.wi.gov

DATE: February 12, 2024

TO: State of Wisconsin Election Officials

FROM: WEC Staff

SUBJECT: Election Administration and Election Day Manuals Revised February 2024

The Election Day and Election Administration Manuals have been updated to better assist clerks and election workers ahead of the many elections in the 2024 cycle. The revised manuals approved by the Wisconsin Elections Commission at its quarterly meeting Thursday, Feb. 8 – provide updates on election processes, legislative and legal updates, current forms, information about Badger Book usage and its impact on certain election procedures, updated accessible voting best practices and resources, and more. They also include more statutory citations and improvements to some formatting issues so that information is clearly presented.

The updated Election Administration and Election Day manuals also reflect the status of new legislation and various court decisions that have impacted election processes in recent years. They include two new sections titled “Spoiling and Replacement Ballots,” which covers a municipal clerk’s ability send a new absentee ballot to a voter when the returned ballot is spoiled or damaged, and “Voter Correction of Incomplete Absentee Certificate Envelopes,” which covers a clerk’s ability to return absentee ballots to voters when there are defects on the certificate envelopes. The revised manuals include guidance updates or process changes that were discussed in various clerk communications issued over the past few years. The revised manuals now consolidate the various pieces of guidance in one resource.

We understand that many clerks have previous versions of the Election Administration and Election Day manuals. To assist clerks in finding what areas of the manual were updated, WEC staff have published redlined versions of the manuals that show the additions and deletions from previous editions of the manuals. Both documents are attached to this communication. WEC staff also plan on having a webinar in the coming weeks to discuss the changes made in the manuals and offer clerks a time to ask questions about the updated topics.

Both manuals can be printed from the WEC website: <https://elections.wi.gov/clerks/manuals>. Physical manuals can also be ordered for a fee. You can find an order form at <https://elections.wi.gov/wec-form/manuals-webinars-order-form>. If you have any questions, please contact the WEC Help Desk at elections@wi.gov, or 608-261-2028.

Wisconsin Elections Commissioners

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Administrator
Meagan Wolfe