



# New Absentee Certificate Envelope

October 11, 2023



# New Absentee Certificate Envelope

## Agenda

- Background & Testing
- Template Updates
- Absentee Requests & Returns
- Training Reminders

Agenda



# Background & Testing

# New Absentee Certificate Envelope



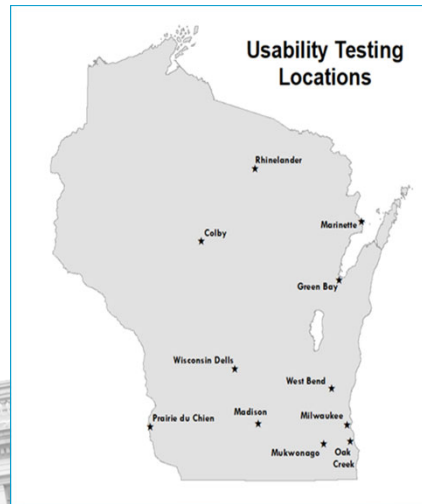
## Background

- Legislative Audit Bureau (LAB) report
  - Printed name requirement was not present on envelope as required
  - Certificate envelope and absentee application
  - Wis. Stat. § 6.86 and § 6.87(2)
- Commission directive to update envelopes
  - Cannot use old stock, must use new design for 2024 elections to ensure uniform documentation

## New Absentee Certificate Envelope

### Absentee Envelope Usability

- 12 different locations
- Solicited feedback from clerks, voters, election inspectors, members of the Accessibility Advisory Committee, printing vendors, and USPS
- Feedback presented to Commission prior to approval to inform decision
- Conducted until suggested edits were minimal



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## Absentee Envelope Redesign

- Similar design used in 22 other states
  - Easier to identify what is a ballot in mail stream
- Colors chosen based off USPS suggestions and national standards
  - Envelopes must be printed in color

# New Absentee Certificate Envelope



## Absentee Envelope Next Steps

- Uniform instructions currently being redesigned and usability tested
  - Commission directive to have these completed by November
- Work with printer
  - Printer guide on WEC website in Clerk Communications
- Subgrant available to help offset costs

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## 2023 Absentee Ballot Envelope Subgrant Program

- Provided to partially offset the costs jurisdictions incur purchasing the redesigned absentee ballot envelopes (EL-120 and EL-122)
- Application period: 3/3/2023 – 12/31/2024
- <https://elections.wi.gov/memo/2023-absentee-ballot-envelope-subgrant-reimbursement-program>





## Template Updates

# New Absentee Certificate Envelope



## Updates

- Appearance, font, colors
- Witness printed name added to signature and address section (required by law)
- Witness address requires street number, street name and municipality (per WEC guidance about components of an address, does not include state and zip code)
- Assistor field listed under voter signature

# New Absentee Certificate Envelope



## Absentee Templates & Mailers

- EL-122 Standard Absentee Certificate Envelope is used for most absentee voters
- EL-122m Standard Absentee Certificate Envelope for Military and Overseas Voters
- EL-122svd Special Voting Deputy Certificate Envelope used in care facilities and retirement homes
- EL-120 Absentee Mailer Envelopes, regular and military



## Absentee Requests & Returns

# New Absentee Certificate Envelope



## Absentee Ballot Requests

- Voters may currently request election-specific absentee ballots for any elections schedule for 2024.
- Voters may only request calendar year absentee ballots for elections in 2024 after January 1, 2024.

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## 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, including requests for subsequent or calendar year elections.
  - Clerks should contact voters who do so advising them to resubmit their request during the applicable period before the election.
  - Requests can be mailed, faxed, emailed or through the MyVote WI website to the clerk before in person absentee voting begins.
- The absentee certificate envelope serves as an absentee application and certification.

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## Scheduling

- The municipality may designate alternate absentee voting locations prior to 14 days before absentee ballots are available.
- Absentee voting may take place on the weekends, including the weekend before the election.
- No absentee voting can occur the Monday prior to the election.
- No absentee voting may occur outside of the hours posted on the Type E Notice.
- Clerk must be available the Friday before an election for a variety of deadlines, such as voter registration through 5 pm.

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## Ballot Returns

- Teigen vs. WEC: voters must personally mail or deliver their own absentee ballot, except where the law authorizes an agent to act on the voter's behalf
- Under the federal Voting Rights Act, any Wisconsin voter who requires assistance with mailing or delivering their absentee ballot to the municipal clerk because of a disability must be permitted to receive such assistance by a person of the voter's choice
  - other than the voter's employer or agent of that employer or officer or agent of the voter's union.





## Training Reminders

# Training Reminders



## Requirements

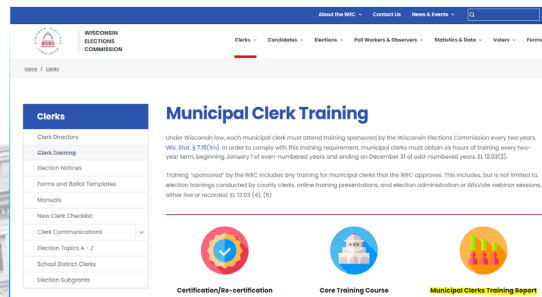
- Current training term is 2022-2023.
- Training taken during this term is applied toward re-certification for the 2024-2025 term.
- The required **six hours** of election training must be completed by December 31 to recertify for the next term.
- Clerk training should be reported using the MCT Reporting form or entered into WisVote for approval.

# Training Reminders

## Clerk Training Report

- The Clerk Training Report is posted monthly on the WEC website.
- Deputy clerks and other office staff are not listed on this report.
- The WEC is required to contact the governing body if a clerk has not reported sufficient training hours for the term.

[elections.wi.gov/memo/municipal-clerk-training-report-posted-2022-2023-term](https://elections.wi.gov/memo/municipal-clerk-training-report-posted-2022-2023-term)



The screenshot shows the Wisconsin Election Commission website. The main heading is "Municipal Clerk Training". Below the heading, there is a paragraph explaining that under Wisconsin law, each municipal clerk must attend training sponsored by the Wisconsin Election Commission every two years. It also states that training "sponsored" by the WEC includes any training for municipal clerks that the WEC approves, but is not limited to election trainings conducted by county clerks, online training presentations, and election administration or Wisconsin webinar sessions, either live or recorded. At the bottom of the page, there are three circular icons: a blue one with a checkmark labeled "Certification/Re-certification", a blue one with a building labeled "Core Training Course", and a yellow one with a bar chart labeled "Municipal Clerks Training Report".

# Training Reminders



## Resources

- The Learning Center: WisVote, Baseline CIT, MCT Core, EA Webinar Training Series, Election Administration training videos and interactives
- Election security and EA tabletop exercises and roundtables
- Election security awareness videos (valuable for anyone who uses a computer)
- Manuals: Election Administration, Election Day



**Thank you!**

For further information, contact WEC.  
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