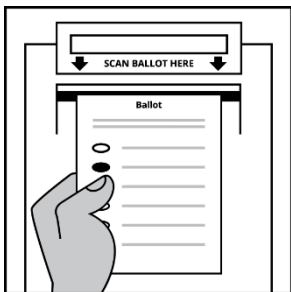


Absentee Guide

Flashcards to help guide you through processing absentee ballots at the polls.



-  **Processing Absentees**
-  **Remaking Absentees**
-  **Rejecting Absentees**

Our goal is that each eligible voter will be able to cast a ballot and have that ballot counted.

Seal Numbers

Once the polls open, you can begin processing the absentees that were secured in the ballot box, inside the security cart. As you open each carrier envelope of absentee envelopes, document the serial number on the tamper evident seal found on the back of the envelope.




Example: Opened absentee carrier pack sealed with 123456 at 9 a.m.

Check Ward Number

Make sure the ward number on each absentee envelope is for a ward served by your polling place.

Call the Clerk's Office if you received an absentee envelope that needs to be delivered to another polling place.

Nov 04, 2014 DANE COUNTY	
CITY OF MADISON Ward:WD031	13665993
MADISON - NOV 2014 - 4	0707942560
E. CADY STANTON	
789 W. MADISON BLVD	
MADISON, WI 53704-4206	REG
	Via Mail

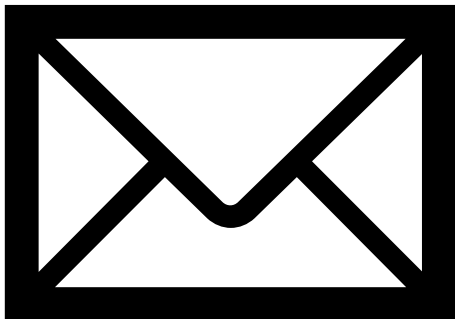
Review Envelope

Make sure there is no evidence of tampering.

Many voters use tape to secure the seal on the envelope. That is okay.

If the envelope is not completely sealed, determine whether someone could have tampered with the ballot.

If there is evidence of tampering, set aside for rejection.



Check for Signatures

The voter and witness need to have signed the certificate on the envelope. Signatures do not need to be legible.

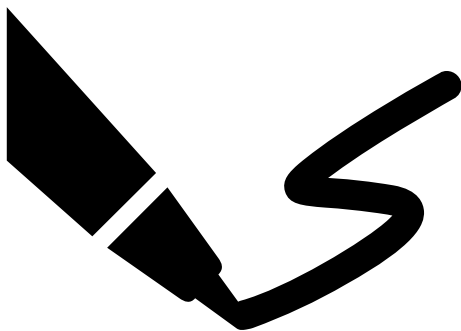
Envelopes lacking the signature (or mark) of the voter or the witness are set aside for rejection. The voter and their witness may come together to the polls by 8 p.m. to complete the certificate.



Check for Witness Name

The witness name needs to be printed on the certificate envelope.

If the witness name is missing, set aside for rejection.



Check Witness Address

The witness address needs to contain enough information for the City Clerk to reasonably know where to contact the witness.

- ✓ Common abbreviations may be used for the street name or city (Willy St., E. Wash, MSN).
- ✓ The zip code can be missing.
- ✓ The zip code could be listed instead of the city.
- ✓ “Same as above” is acceptable.
- ✓ The name of a dorm or building and room number is acceptable.

If unsure, contact the Clerk’s Office. If there is no witness address, set aside for rejection.



Check Voter Name Against Ineligible List

If an absentee voter's name is on the ineligible list, contact the Chief Inspector. The Chief Inspector will contact the Wisconsin Elections Commission (608-266-8005) to verify whether the voter is now Off Paper. If the Elections Commission says the voter is still serving a sentence for a felony, the Chief Inspector will begin the challenge process.

It can help to make a list of all the last names on the ineligible list, and to look for envelopes with those last names.



Check into Poll Book

Take three to five complete absentee envelopes at a time to the poll book.

Announce each absentee voter's name and address at the poll book.

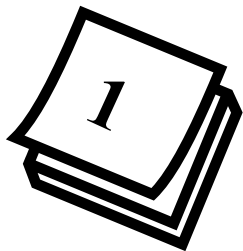
- ✓ If the absentee voter is not found on the poll book check the supplemental poll list.
- ✓ If the absentee voter has a different address on the poll book, check the supplemental poll list.
- ✓ If the absentee voter already has a voter slip number assigned in the poll book, set the absentee aside for rejection.
- ✓ If the absentee voter cannot be found on the poll book, call the Clerk's Office at (608) 266-4220.



Voter Slip

At the poll book, each absentee voter is assigned the next sequential voter slip for that ward.

Poll book officials write the voter slip number, followed by A, on the poll book. Write that voter slip number, followed by A, on the corner of the absentee envelope. This helps with reconciliation.



Carefully Open Certificate Envelopes

Envelopes may only be opened after they have been assigned a voter slip number at the poll book.

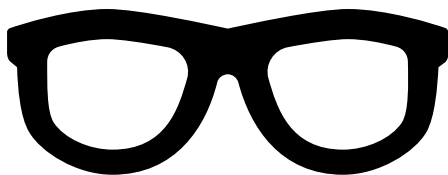
Carefully open at least three envelopes at once, and remove the ballots. Do not keep track of who marked each ballot.

Once a voter slip is assigned at the poll book, we are committed to processing that ballot.



Unfold, Flatten, Examine

1. Flatten the ballots as much as possible.
2. Check ballots for the initials of the City Clerk or the Special Voting Deputies. If initials are missing, note this on the Incident Log. The ballot will still be counted.
3. Watch for absentee ballots marked with green or red pen. These will need to be remade.
4. Watch for creatively marked ballots. If the voter made their selections without filling in at least half the oval by their candidates, the ballot will need to be remade.
5. Watch for over-voted ballots. These will need to be remade for every office for which you can determine voter intent.

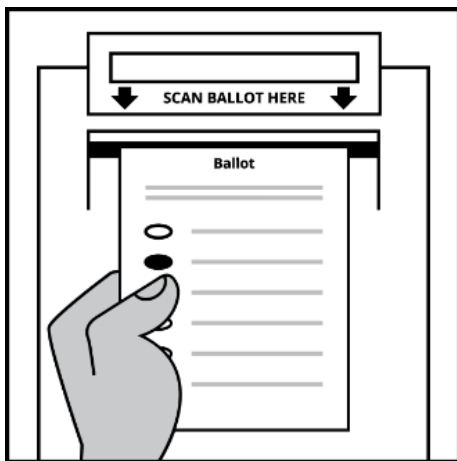


Tabulator

Put an Election Official name tag on your back that says, “Processing Absentees,” so nobody wonders why you are holding multiple ballots.

Feed the absentee ballots into the tabulator to be counted. You may have fewer ballot jams if you feed the absentees face-down.

After inserting a ballot, wait for the screen to display “Please insert your ballot” before inserting the next ballot.



Tabulator Jams – Read the Screen!

If a ballot jams, read the screen to find out whether the ballot has been counted.

If the ballot has been counted, you can often get the ballot to drop by holding onto the handles on each side of the tabulator and gently moving the ballot box a few degrees to the right and a few degrees to the left.

If the ballot does not drop with the tabulator shimmy, contact the Chief Inspector.



Tabulator Errors

If the tabulator is unable to read a ballot, you will need to remake that ballot.

The tabulator does not have the power to reject absentee ballots. Only poll workers reject absentees, based on their certificate envelopes. Once an absentee has been checked into the poll book, we are committed to counting that ballot.



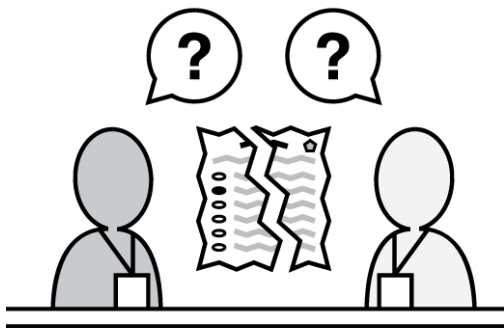
Remaking Ballots

Two officials need to work together when ballots are remade.

Invite observers to watch the process.

Document on the incident log:

- The sequential number assigned to the original and remade ballot (good ballot/bad ballot number).
- Why you are remaking the ballot.
- Whether you could determine voter intent.
- Initials of both officials remaking the ballot.





Good Ballot/Bad Ballot

Take the ballot that needs remaking to the ballot table. Ballot table officials will give you a ballot and a set of good ballot/bad ballot stickers.

The first ballot to remake is Original #1. It gets a Bad Ballot #1 sticker. Put the sticker on the back of the ballot. Don't let it cover any printing on the ballot.

The corresponding remade ballot is Duplicate #1. It gets a Good Ballot #1 sticker. Put the sticker on the back of the ballot. If using the ExpressVote, affix the sticker after pring the ballot card. Don't let it cover any printing on the ballot. At a recount, these ballots will be compared side by side.

	Bad Ballot # 1 <i>Original ballot that has been duplicated</i> Initials: _____
	Good Ballot # 1 <i>Remade ballot</i> Absentee? Yes <input type="checkbox"/> No <input type="checkbox"/> Initials: _____

Official Use Box

Complete the “For Official Use Only” box at the bottom of the ballot.

- ✓ Select reason for remaking ballot.
- ✓ Write the Original/Duplicate (Good Ballot/Bad Ballot) number.
- ✓ Initial as inspectors remaking ballot.

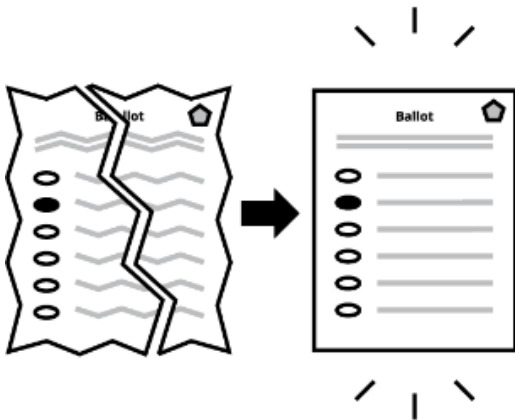
For Official Use Only	
<i>Inspectors: Identify ballots required to be remade.</i>	
Reason for remaking ballot:	
<input type="checkbox"/> Overvoted	
<input type="checkbox"/> Damaged	
<input checked="" type="checkbox"/> Other	
Original Ballot No. or Duplicate Ballot No.	
<u>1</u>	
<u>LV</u>	<u>SW</u>
Initials of inspectors who remade ballot	

For Official Use Only	
<i>Inspectors: Identify ballots required to be remade.</i>	
Reason for remaking ballot:	
<input type="checkbox"/> Overvoted	
<input type="checkbox"/> Damaged	
<input checked="" type="checkbox"/> Other	
Original Ballot No. or Duplicate Ballot No.	
	<u>1</u>
<u>LV</u>	<u>SW</u>
Initials of inspectors who remade ballot	

Determine Voter Intent

Work with your ballot buddy to determine voter intent and remake the ballot accordingly.

- ✓ Remake the ballot for every for which you can determine voter intent.
- ✓ If you cannot determine voter intent for any office on the ballot, the remade ballot will be blank. You will feed that blank remade ballot into the tabulator to be counted.



Preserve Original Ballot

Fold the ballot marked by the voter. Put it in the Ballots that have been Duplicated envelope. You will seal this envelope in the ballot bag at the end of the night.

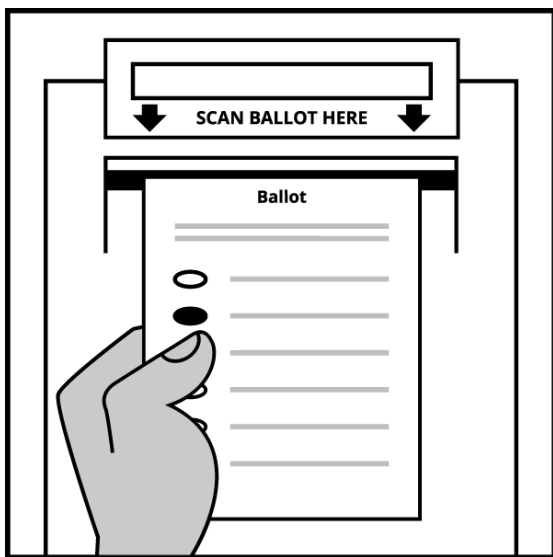
**Original Ballots
that have been
Duplicated/Remade by
Poll Workers
(Bad Ballots)**



Seal this envelope
in the ballot bag
at the end of the night.

Remade Ballot Gets Counted

Insert the remade ballot into the tabulator so it is counted.

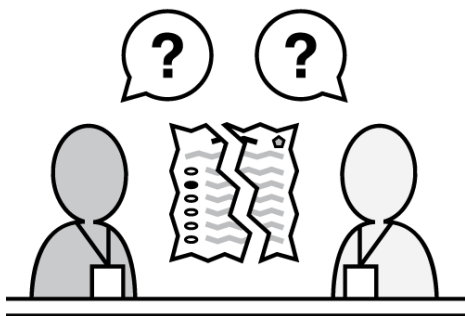


Voter Intent Objections

If a poll worker objects to a voter intent determination, note that on the incident log.

Only a poll worker can object.

- ✓ Process the remade ballot.
- ✓ Note the objection on the remade ballot.
- ✓ Number objections sequentially, beginning with “Objection #1.”



Rejected Absentees

Whether an absentee is rejected is determined by the certificate envelope.

- Evidence of tampering
- No voter signature
- No witness signature
- No witness name
- Insufficient witness address
- Voter not registered
- Voter is deceased
- No certification on envelope
- Absentee not requested, according to Clerk's Office
- Two marked ballots in envelope
- Already voted
- Absentee delivered by someone other than voter, but not because voter needed assistance due to a disability



Rejection Process

1. Set aside to reject at 8 p.m.
2. Do not check into the poll book.
3. Do not assign a voter slip number.
4. Do not open envelope.

At 8 p.m.

1. Number rejected absentees sequentially.
2. Document on incident log
 - a. Sequential number for rejected absentee.
 - b. Name of voter.
 - c. Reason for rejection.
3. Put in Rejected Absentee envelope.

Example: Rejected absentee #1. Absentee envelope for John Doe missing voter signature.

