



Appointing Election Officials for the 2024-2025 Term

October 11, 2023

Appointing Election Officials

Agenda

- Appointment Process
- Political Party Lists
- Qualifications
- Balance of Political Appointees
- Public Records Requests
- Other Guidance
- Training Requirements & Resources

Appointing Election Officials



Appointment Process

- December 31, 2023 is the end of the current 2022-2023 term for election inspectors.
 - All current election inspectors must be reappointed by your governing body in order to serve in the 2024-2025 term
- The municipal clerk provides the governing body with a list of inspector nominees, including any nominations made by the two primary political parties.
- The governing body must approve the list of inspectors at a meeting of the body between December 1 and December 31.

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Appointment Process

- Election Officials who can be nomination include regular election inspectors (poll workers), Special Voting Deputies, members of the Municipal Board of Absentee Ballot Canvassers, where required, and members of the County Board of Canvassers.
- Appointment comes with the expectation that the Election Inspector intends to work every scheduled election conducted during their 2-year term.
- A nominee who is not willing to make this commitment or expresses a desire to work only a specific election should not be appointed.

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Appointment Process

- If you receive lists with nominees marked 1st Choice.
 - They must be used first
- If the governing body has good cause not to appoint an individual whose name is submitted as a “first-choice” nominee, it may request the WEC authorize non-appointment.
 - The governing body may not decline to appoint the nominee until receiving the WEC’s authorization. Wis. Stat. §7.30(4)(e).

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Political Party Lists

- The two political parties at the last General Election who received the most votes for president or governor (typically the Democratic and Republican parties) may submit lists of election inspector nominees to the governing body by November 30, 2023.
 - Also suggest that the party copies the municipal clerk's office with the list.
- The political parties are required by law to contact their nominees and confirm their interest in the position before submitting their lists.
 - This certification should be on the submitted list.

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Qualifications

- You may have unaffiliated election inspectors.
- Inspectors who are not nominated by the political parties should not be asked what party they are affiliated with.
- Qualifications for all election inspectors
 - Must be able to read and write in English
 - Must be a qualified elector in the county where they are serving
 - Except for high school/home schooled inspectors (16- 17 years old)
 - Chief inspectors must be a qualified elector of the municipality unless a qualified CI is not available

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Qualifications

- All election officials should be offered training opportunities.
 - Offer multiple opportunities.
 - Online, in-person or combination.
- All inspectors are paid by the municipality and should receive the same rate of compensation for their positions.

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Balance of Political Appointees

- Balance is determined at each individual polling place.
 - Can be different within your municipality.
- Whichever party's candidate for the governor in 2022 received the most votes gets the additional inspector.
- Example
 - You have 5 inspector positions. Tony Evers received the most votes at that specific polling place, so the Democratic Party gets 3 inspectors, and the Republican Party gets 2 inspectors.

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Balance of Political Appointees

- If lists are received from both parties:
 - Appointments must be made from the lists if spots are available
- If you receive insufficient lists
 - Example: have 7 inspector positions and only get a list from the Republican Party with two names.
 - The two Republican appointees are selected, and the 5 other spots go to unaffiliated inspectors.
- Election Administration Manual and Appointment of Inspectors from Lists memo (RCC October 3, 2023), have more examples and additional information.

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Public Records Requests

- Political parties can ask for lists of your current inspectors
 - Can disclose name, home address, and if they were nominated by a political party for the 2022-2023 term.
 - Generally, the inspector's telephone number and email address may not be released unless the inspector authorizes it.
 - Telephone numbers and email addresses are considered public records if they are used in the course of their work as an inspector.
 - Public records statutes are outside of the WEC's administration of state election laws.

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Other Guidance

- Document any issues you may be having with election officials.
- Ask yourself: can it be addressed and corrected through training or other communications?
 - Contact our office to discuss with staff if needed.
- Discuss the situation with the nominating party. The party can be helpful and also has the option to replace the inspector with another appointee.
- Once an election inspector is appointed, they may be terminated for cause; See s. 7.15(1)(f) and s. 7.30(6)(b). Discuss with your muni attorney.

Training Requirements



Certification

- Municipal clerks and chief inspectors must complete at least 6 hours of training by December 31, 2023 to recertify for the 2024-2025 term
- Municipal Clerks
 - New clerks must take the 3-hour Municipal Clerk Core (MCT Core) training as part of their 6 hours of training to be considered certified. Clerk training must be reported to the WEC.
 - MCT Core is in The Learning Center (TLC), as well as some in-person training classes
- Chief Inspectors
 - Must take the 3-hour Baseline Chief Inspector training (also on TLC , runs 2 hours)
 - Training does not need to be reported to WEC – please keep track locally
- Regular election inspectors (poll workers) need some type of election training, but there is not statutory hourly requirement.

Reporting Training



Reporting Form

MCT Certification Hours Reporting Form			
Name:		Title:	
Municipality:		County:	
HINDI #:	Phone:	Email:	
<small>(e.g. 1010)</small>		<small>(e.g. (608) 885-8555)</small>	
Class Description <small>(e.g. MCT Course, Webinars, W/Votes, County Clerk Training, etc.)</small>	Date (mm/dd/yyyy)	Number of hours:	
		Total:	s
I certify the above is true and correct.			
Signature:			
<small>Signature (or typed name if submitted by email)</small>		<small>(mm/dd/yyyy)</small>	
<small>Instructions: Please fill out the highlighted fields. Hour totals will readjust if you are entering multiple activities. You may submit this form by email, fax or mail. To email this form: Save the form, fill it out electronically, attach it to an email and send to elections.training@wi.gov To fax this form: Save the form, fill it out by computer or by hand, print it out and fax to: MCT Training, 608-267-5500. To mail this form: Save the form, fill it out by computer or by hand, print it out and mail to: Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984</small>			

[MCT Certification Hours Reporting | Wisconsin Elections](#)

Reporting Training



Training

- Learning Center
- Clerk Training**
- Staff Contacts
- Election Workers

Election Official Training

Learn to Update Clerk Training Information, Clerk Training and Elec...

WisVote Webinar Series

Agency staff created and produced webinars made to give users a gre...

Badger Book

In 2017, Wisconsin Elections Commission staff developed an electron...

Elections Security TTX (L...

Elections Security Materials and Exercises

Subgrant Program

Elections Security Subgrant Program

Enter a Clerk Training Record

1. Click the Clerk Training tile
2. Click the +New button at the top of the Clerk Training view page to open a new Clerk Training Record

The system will not allow a user to enter future training dates!

SAVE SAVE & CLOSE + NEW APPROVED CANCEL

CLERK TRAINING

New Clerk Training

Status Reason
Pending Appro

General

Name * Date Attended * --

Jurisdiction * Term * 2015 - 2016

Resources



Training Options

- The Learning Center (TLC): MCT Core, Baseline CIT & WisVote certification training, election videos, TTX materials, security awareness videos.
- Manuals: Election Day, Election Administration, topic-specific such as Recall for Local Elected Officials, Guide to Referenda, Recounts.
- 2022-2023 Election Administration webinar series.
- WEC Certified clerk-trainers offer in-person training classes locally.



Thank you!

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