



2024 April and Presidential Preference Election

February 28, 2024

2024 April and Presidential Preference Election

Agenda

- Clerk Updates
- Important Deadlines
- Absentee Ballots
- Remaking a Ballot
- Pres Pref "A" and "B" Ballots
- Counting Write-Ins

Agenda

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Clerk Updates - Manuals

- Election Day and Election Administration manuals have been updated and posted, revision date February 2024. Redlined versions of both manuals can be reviewed for updates/changes.
- The manuals are available to print off the website or order for a small fee.
- WEC Legal Staff plans to hold a webinar on March 13, 10 am, to go over the larger updates in the manuals and to answer questions.
- The Absentee Voting in Care Facilities manual has also been updated to reflect the new absentee certificate envelopes.

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Clerk Updates - ElectEd

- It is optional for your poll workers! Don't add them unless you are prepared to manage their accounts.
- We have a running list of work with the developer so let us know if you come across anything weird.
- Credit for webinars shows up on your hours but not in your list of trainings (yet).
- Use Events to manage your in-person trainings if your poll workers have accounts.

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Important Deadlines

28-Mar	Deadline (5:00 p.m.) for regular and overseas electors to request absentee ballots by mail (online, email or fax) for the Presidential Preference Primary and Spring Election.	6.86(1)(b) – 5th day before the election
29-Mar	Deadline (12:00 p.m.) for write-in candidates to file a registration statement with the filing officer for the Presidential Preference Primary and Spring Election.	7.50(2)(em) – noon the Friday preceding the election
29-Mar	Deadline (5:00 p.m.) for indefinitely confined electors and military electors, not on active duty or away from their residence, to request absentee ballots by mail (online, email or fax) for the Presidential Preference Primary and Spring Election.	6.86(1)(b) – Friday preceding the election
29-Mar	Deadline (5:00 p.m.) for electors to register to vote in the municipal clerk's office or other designated location(s).	6.29(2)(a) – Friday preceding the election



Absentee Ballots

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Issuing Absentee Ballots

- Please update WisVote or submit to your service provider your in-person absentee voting hours, so voters can find it on the MyVote WI website.
- Clerks must initial the absentee ballot to issue the ballot AND the certificate envelope to indicate the voter has provided or has met the photo ID requirement.
- Applications for by mail absentee ballots may not be submitted in the clerk's office prior to 14 days before the election. They may be submitted via email, fax, regular mail or through the MyVote WI website. 6.86(1)(b)

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Sufficient Absentee Ballot Certificates

- A certificate envelope is sufficient if:
 - The envelope is unopened or resealed
 - The voter information is on the envelope
 - The voter's signature appears on the certificate envelope
 - The certificate is signed by a witness who is an adult U.S. citizen and includes the witness's address and printed name
 - For Military and overseas voters, the witness does not have to be a U.S. citizen, but must be an adult.

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Insufficient Absentee Ballot Certificates

- A certificate envelope is insufficient if:
 - The envelope is missing the voter information and signature
 - The envelope is missing the witness signature, printed name and/or address
 - The envelope appears to have been opened and resealed (check with voter if possible)
- What is *not* considered an insufficient certificate envelope?
 - The envelope is missing the clerk's initials (note omission on inspectors' statement)
- Please review the February 9 clerk communication regarding witness address information, in particular the Q & A document.



Remaking Ballots

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Remaking a Ballot

- Election Officials may need to remake a ballot for the following reasons:
 - Voter made a mistake (overvoted, crossover vote)
 - Voting equipment cannot “read” the ballot
 - The ballot was received by the voter electronically
 - Voter marked the ballot incorrectly, for example, used red pen or circled a candidate.
 - Voter didn’t fill in circles or arrows on ballot
 - Ballot was damaged

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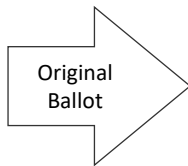
Remaking a Ballot

- At least two election inspectors participate in the process
 - If party-affiliated inspectors present, use one of each party
- Inspectors announce that a ballot is being remade and why
- Inspectors note a reason in the endorsement section of the ballot
 - Overvoted (OV)
 - Damaged (DM)
 - Other (OT)
- Ballots labeled original ballot #(serial number) and duplicate ballot #(serial number)
- Both inspectors initial the ballots in the endorsement section

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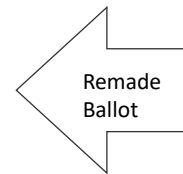


Remaking a Ballot – Endorsement Section



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

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

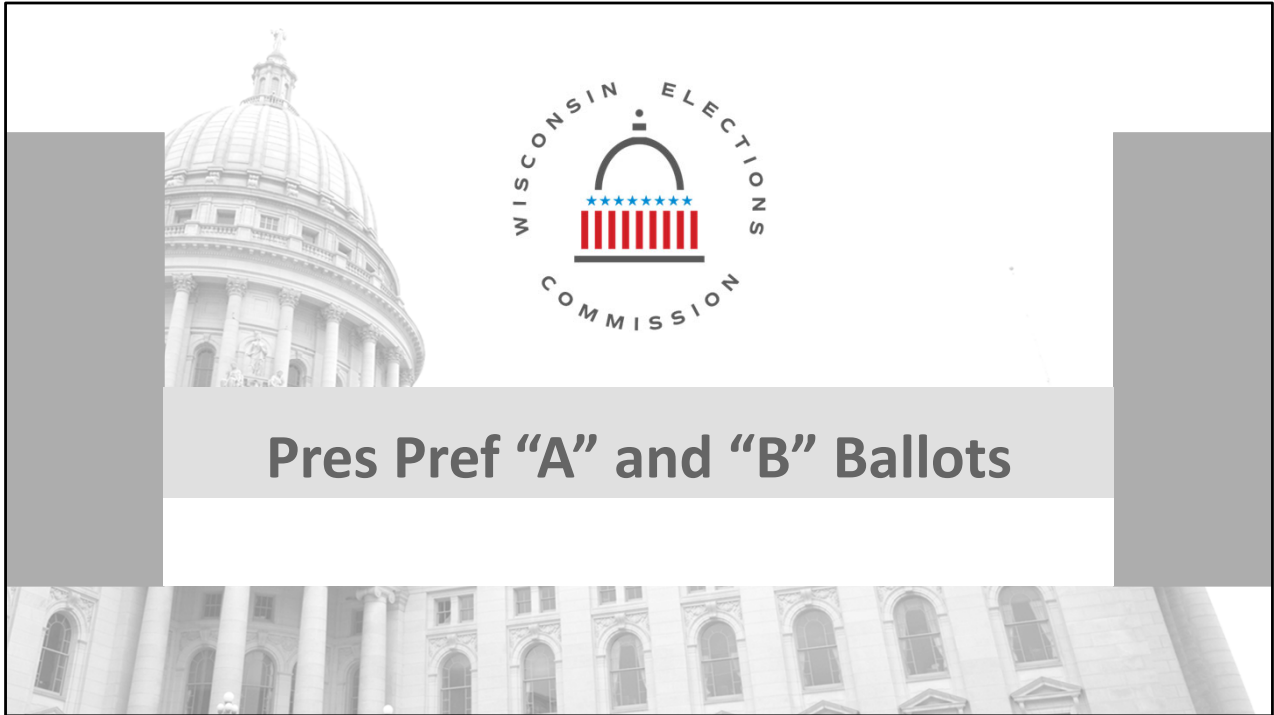


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Remaking a Ballot

- Inspector transfers votes based on voter intent from the original ballot to the duplicate ballot
- Note on the Inspectors' Statement why the ballot had to be remade
- The remade ballots are inserted into the tabulator
- The original ballots are bundled together, marked and placed in the "Original Ballots Envelope."
- The "Original Ballots Envelope" is placed in the ballot container



Pres Pref "A" and "B" Ballots

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Ballot Definitions

- Presidential Preference or “A” Ballot
 - Only contains the Presidential Preference Contest
 - The only ballot that Permanently Overseas voters will receive
 - Continue to send “A” ballots to *Permanently Overseas voters* for applications received after the “B” ballots are ready
 - Note: This is not the same as the Presidential Only ballot used in the November General Election

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Ballot Definitions

- Official or “B” Ballot
 - Also contains the Presidential Preference Contest and candidates as well as all other contests with candidates certified from the Spring Primary
 - Continue to send “A” ballots to Permanently Overseas voters for applications received after the “B” ballots are ready
 - Reminder - Permanent Overseas voters can only vote in federal contest
 - Required to be ready by March 12th

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Preparing “A” and “B” Ballots for Delivery

- Separate “A” Ballots from the “B” Ballots
 - Military and Temporarily Overseas
 - Permanently Overseas
- Further Separate
 - Sufficient Certificate Envelopes
 - Insufficient Certificate Envelopes

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Preparing “A” and “B” Ballots for Delivery

- Results in Four Stacks
 - “A” Ballots of Military and Temp Overseas – Sufficient Certifications
 - “A” Ballots of Military and Temp Overseas – Insufficient Certifications
 - “B” Ballots of Military and Temp Overseas – Sufficient Certifications
 - “B” Ballots of Military and Temp Overseas – Insufficient Certifications
- Separate “B” Ballots into two Stacks
 - “B” Ballots of Military and Temporarily Overseas – Sufficient Certifications
 - “B” Ballots – Insufficient Certifications
- Alphabetize Each Stack

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Instructions for Inspectors for each stack

- Process During the Day
 - “A” Ballots of Permanently Overseas Voters – Sufficient Certifications
 - “B” Ballots of Military and Temporarily Overseas Voters – Sufficient Certifications

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Instructions for Inspectors for each stack

- Hold These Ballots Until After 8pm
 - “A” Ballots of Military and Temporarily Overseas Voters who have not returned a sufficient “B” Ballot
 - If the “A” Ballot Envelope is Insufficient
 - The Voter may repair an insufficient “A” Certification on Election Day
 - The “B” Ballot may be submitted on Election Day or voted at the polling place
 - If the “A” Ballot is Sufficient
 - The “B” Ballot may be submitted on Election Day or voted at the polling place
 - If the “B” Ballot is submitted but insufficient, the “A” ballot may be counted

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Instructions for Inspectors for each stack

- Hold These Ballots Until After 8pm
 - “A” Ballots of Permanently Overseas Voters – Insufficient Certificate Envelopes
 - Voters may repair the certificate envelope on Election Day
 - “B” Ballots – Insufficient Certificate Envelopes
 - Voters may repair the certificate envelope on Election Day
- Documentation
 - Absentee Ballot Log
 - Inspectors Statement (EL-104)



Counting Write-Ins

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Registered Write-Ins

- A candidate who wishes to run as a write-in is required to file a Campaign Registration Statement (CF-1) by 12:00 p.m. the Friday before the election.
- If the candidate has already filed an CF-1 with the filing officer and decides to run as a write-in, WEC recommends the candidate submit a written statement to that effect to the filing officer.
- The municipal clerk should give the election inspectors a list of registered write-ins. A voter who asks if there are any registered write-ins should be allowed to look at the list. The list should not be posted or otherwise offered to voters.

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Voter Intent

- Wis. Stat. § 7.50(2)(d): When write-in votes may be counted vs. ballot candidate votes.
- Wis. Stat. § 7.50(2)(em): When write-in votes may be counted for registered vs. non-registered candidates.
- The Four Principles for Determining Eligibility of Write-In Votes.

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The Four Principles for Determining Eligibility of Write-In Votes

1. If the number of ballot candidates for a given office is equal to or greater than the number seats to be filled—
Only votes for registered write-in candidates are eligible for counting.
2. If there are fewer ballot candidates for a given office than the number of seats to be filled—
All write-in votes are eligible for counting.
3. If there are any ballot candidates for a given office and one or more has passed away—
All write-in votes are eligible for counting.
4. If there are enough write-in votes to fill the number of seats up for election (regardless of the eligibility of the write-in votes)--
Votes for ballot candidates may not be considered.

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1. If the number of ballot candidates for a given office is equal to or greater than the number seats to be filled—
Only votes for registered write-in candidates are eligible for counting.
2. If there are fewer ballot candidates for a given office than the number of seats to be filled—
All write-in votes are eligible for counting.
3. If there are any ballot candidates for a given office and one or more has passed away—
All write-in votes are eligible for counting.
4. If there are enough write-in votes to fill the number of seats up for election (regardless of the eligibility of the write-in votes)--
Votes for ballot candidates may not be considered.

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Training Example: Voter 1

Registered Write-in Candidates
Fanny Hill
Lizzy Serton

Village Trustee Vote for 1
<input type="radio"/> Ida Thotso
<input checked="" type="radio"/> Write-in: <i>Lizzy Serton</i>

Ballot instructions

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Training Example Results: Voter 1

Question 1: How many votes is the voter entitled to cast in this contest? **The voter is entitled to one vote**

Question 2: Are all write-in votes eligible for counting or only votes cast for registered write-in candidates? **There are enough ballot candidates to fill the seat, so only registered write-in candidates can be counted.**

Question 3: Is the write-in vote registered? **Lizzy Serton is a registered write-in candidate.**

Question 4: Are there enough write-in votes to fill the seats up for election? **Yes, there is one write-in candidate for a vote for one office.**

Final Result

There is 1 vote marked. **The write-in vote for Lizzy Serton is counted for this office.** The voting equipment recorded a vote for Lizzy because the oval was filled in.

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Training Example: Voter 2

Registered Write-in Candidates
Fanny Hill
Lizzy Serton

Village Trustee Vote for 1
<input type="radio"/> Ida Thotso
<input type="radio"/> Write-in: <i>Lizzy Serton</i>

Ballot instructions

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Training Example Results: Voter 2

Question 1: How many votes is the voter entitled to cast in this contest? **The voter is entitled to one vote.**

Question 2: Are all write-in votes eligible for counting or only votes cast for registered write-in candidates? **There are enough ballot candidates to fill the seat, so only registered write-in candidates can be counted.**

Question 3: Is the write-in vote registered? **Lizzy Serton is a registered write-in candidate.**

Question 4: Are there enough write-in votes to fill the seats up for election? **Yes, there is one write-in candidate for a vote for one office.**

Final Result

- There is 1 vote marked. **The write-in vote for Lizzy Serton is counted for this office.**
- The voting equipment did not record a vote for Lizzy because the oval was not filled in. The voting equipment tape will need to be adjusted.
- Adjust the tape to add a vote to Lizzy. Record the reason on the Inspectors' Statement.

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Training Example: Voter 3

Registered Write-in Candidates
Fanny Hill
Lizzy Serton

Village Trustee Vote for 1
<input checked="" type="radio"/> Ida Thotso
<input type="radio"/> Write-in: <i>Sony Weathers</i>

Ballot instructions

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Training Example Results: Voter 3

Question 1: How many votes is the voter entitled to cast in this contest? **The voter is entitled to one vote.**

Question 2: Are all write-in votes eligible for counting or only votes cast for registered write-in candidates? **There are enough ballot candidates to fill the seat, so only registered write-ins may be counted.**

Question 3: Is the write-in vote registered? **Stormy Weathers is not a registered write-in and the vote may not be counted.**

Question 4: Are there enough write-in votes to fill the seats up for election? **There are enough write-ins to fill the seat – even if they are not eligible to be counted – so ballot candidates may not be considered.**

Final Result

- There are 2 votes marked. The write-in vote for Sonny Weathers is not counted for this office and the vote for Ida Thotso is not counted.
- The voting equipment has recorded a vote for Ida (because Ida's oval was filled in) but has not recorded a vote for Sonny because the oval was not filled in.
- Adjust the tape to subtract a vote from Ida Thotso. Record the reason on the Inspectors' Statement.

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Training Example: Voter 4

Registered Write-in Candidates
Don L. Duck

1
Mayor
Vote for 1
<input checked="" type="radio"/> write-in: <i>Mickey Mouse</i>

Ballot instructions

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Training Example Results: Voter 4

Question 1: How many votes is the voter entitled to cast in this contest? **The voter is entitled to one vote.**

Question 2: Are all write-in votes eligible for counting or only votes cast for registered write-in candidates? **There are not enough ballot candidates to fill the seat, so all write-ins may be counted.**

Question 3: Is the write-in vote registered? **It doesn't matter, all write-ins are counted.**

Question 4: Are there enough write-in votes to fill the seats up for election? **Yes, there is one write-in to fill the seat.**

Final Result

- There is 1 vote marked. **The write-in vote for Mickey Mouse is counted for this office.**
- The voting equipment has correctly recorded a write-in vote for Mickey Mouse.

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Training Example: Voter 5

Registered Write-in Candidates

Fanny Hill
Lizzy Serton
Martin Sheen

Village Trustee
Vote for not more than 2

- Wanda Round
- Bill Melator
- write-in: Martin Sheen
- write-in: _____

Ballot instructions

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Training Example Results: Voter 5

Question 1: How many votes is the voter entitled to cast in this contest? **The voter is entitled to two votes.**

Question 2: Are all write-in votes eligible for counting or only votes cast for registered write-in candidates? **There are enough ballot candidates to fill the seats, so only registered write-ins may be counted.**

Question 3: Is the write-in vote registered? **Yes, Martin Sheen is a registered write-in.**

Question 4: Are there enough write-in votes to fill the seats up for election? **No, there are not enough write-ins to fill the seats, so ballot candidates may be considered.**

Final Result

- There are 3 votes marked. The voter wrote in one candidate and there are two ballot candidates selected, which exceeds the number of votes the voter is entitled to. Voter intent between the two marked ballot candidates cannot be determined, so the votes for ballot candidates Wanda Round and Bill Melator are not counted. Only the vote for Martin Sheen may be counted.
- The voting equipment has recorded this office as overvoted (3 ovals filled in a Vote for 2 contest) – no votes were recorded by the voting equipment.
- Adjust the tape to reflect the vote for the write-in candidate. Record the reason on the Inspectors' Statement.

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Training Example: Voter 6

Registered Write-in Candidates
Fanny Hill
Lizzy Serton

Village Trustee
Vote for not more than 3

- Wanda Round
- Rob R. Barron
- write-in: *April Shavers*
- write-in: _____
- write-in: _____

Ballot instructions

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Training Example Results: Voter 6

Question 1: How many votes is the voter entitled to cast in this contest? **The voter is entitled to three votes.**

Question 2: Are all write-in votes eligible for counting or only votes cast for registered write-in candidates? **There are not enough ballot candidates to fill the seats, so all write-ins may be counted.**

Question 3: Is the write-in vote registered? **It doesn't matter, all write-ins are eligible to be counted.**

Question 4: Are there enough write-in votes to fill the seats up for election? **No, so ballot candidates may be counted.**

Final Result

- There are 3 votes marked. The votes for Wanda Round, Rob R. Barron and April Showers are counted for this office.
- The voting equipment has correctly recorded votes for Wanda, Rob and April.

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Reminders for Counting Write-In Votes

- Inspectors need to go through the ballots when the polls close to determine if there were any write-in votes not counted by the voting equipment.
- A write-in vote does not have to have the oval or arrow next to it filled in on an optical scan ballot. A voter can indicate their intent through other means, such as simply writing in the candidate's name or circling a candidate on the ballot.
- Review "Counting Votes" Manual: <http://elections.wi.gov/manuals/counting-votes>
- Important notes:
 - If the winner of a contest declines to serve, it creates a vacancy for that office.
 - If the winner of a contest is deceased, it creates a vacancy for that office.



Thank you!

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