



Canvass Procedures

Canvass Procedures

Agenda

- Calendar of Elections Events
- WEC 2022 Clerk Memos re: Absentee Ballots
- Boards of Canvassers: Overview
- LBOC, MBOC, CBOC
- Canvass Statements (EL-106, 106p)
- Resources

Agenda

Canvass Procedures



Military & Overseas Voters

Search by Name

Search by Address

My
Voter Info

Find
My Polling
Place

What's
On My Ballot

Update
My Name or
Address

Register
To Vote

Vote
Absentee By
Mail

Track
My Ballot

Vote
Absentee In
Person



NEXT STATEWIDE ELECTION

2023 Spring Primary

Tuesday, February 21, 2023



[Vote Absentee By
Mail](#)



[Where Do I Vote?](#)



[What's On My Ballot?](#)



[Register To Vote](#)



[Track My Ballot](#)

Yes, we have a statewide primary!

Canvass Procedures



Calendar of Election Events

10	Deadline for filing officers to draw names of candidates by lot for placement on the Spring Primary ballot or the Spring Election ballot if no primary is required.	5.58(1b)(bm), (cm), (1c), (1g)(c), (2), (2m) 5.60(1)(ag), (b), (3)(b), (4)(c), (5)(ar), (6)(a) – 2 nd Tuesday in January
10	Wisconsin Elections Commission sends Type B notice information and certification of candidates to county clerks for the Spring Primary or the Spring Election if no primary is required.	10.01(2)(b), 10.06(1)(c) – 2 nd Tuesday in January
-	County clerks send notification of election to municipal clerks as soon as possible after receipt of Type B notice from Wisconsin Elections Commission and after adding any county offices or referenda.	10.06(2)(b) – as soon as possible after receipt of Type B notice
-	County clerks prepare Spring Primary ballots and send proofs to Wisconsin Elections Commission for review as soon as possible before printing.	5.72(1), 7.10(2) – as soon as possible
17	Deadline (if primary is scheduled) for municipal governing body to designate an alternate location for requesting and voting an absentee ballot. This location will remain in use through the and Spring Election.	6.855(1) – no fewer than 14 days prior to the time that absentee ballots are available
21	Last day for town or village governing body to hold caucus.	8.05(1)(a) – no later than January 21

Calendar of Election Events

Canvass Procedures



WEC 2022 Clerk Memos Re: Absentee Ballots

- October 28, 2022: Temporary injunction for WEC concerning spoiling absentee ballots
- September 7, 2022: Guidance on absentee ballot return options under the Federal Voting Rights Act
- September 14, 2022: Temporary Injunction on WEC Guidance re: Missing Absentee Witness Address
- February 16, 2022: Court decision on the use of drop boxes to return absentee ballots

WEC 2022 Clerk Memos Regarding Absentee Ballots

Canvass Procedures



Boards of Canvassers: Overview

- What is a “canvass?”
- Election results are not complete until certified by the Board of Canvassers.
- Make sure your meetings are properly noticed either in your Type D notice or open meeting notice.
- Board of Canvassers serve a 2-year term commencing on January 1 of even-numbered year and ending on December 31 of an odd-numbered year.
- The BOC may need to reconvene to correct errors in the original canvass.

Boards of Canvassers: Overview

Canvass Procedures

	Local BOC	Municipal BOC	County BOC
When do they convene?	Immediately after polls close until all ballots have been canvassed at their polling place.	If election inspectors constitute the MBOC: election night. They must reconvene if any provisional ballot information is delivered by the voter. No provisional ballots: no later than 9am on the Monday after the election. Provisional ballots are issued: between 4pm Friday and 9am Monday after the election.	No later than 9 am the Tuesday following the election.
Do they have to convene after every election?	Yes.	Yes. The MBOC must convene if there is a municipal contest or referenda on the ballot. It also meets to certify local results to the county and school districts if needed. Wis. Stat. 7.53{	If there are federal, state or county offices and/or referenda.
How do they notice the meeting?	Type D Notice.	If meeting on election night/next day: Type D Notice. If the board needs to reconvene to correct errors or cure provisional ballots,: 24-hour meeting notice.	24-hour meeting notice.

Boards of Canvassers

Canvass Procedures

	Local BOC	Municipal BOC	County BOC
Who makes up the Board of Canvassers?	All election inspectors (not including greeters).	Municipalities with only one polling place: the election inspectors. Municipalities with more than one polling place: the clerk and two other qualified electors of the municipality.	The county clerk and two other qualified electors of the county. One canvasser should be the opposite party of the county clerk if possible. The county clerk may serve on the BOC if on the ballot, but not opposed.
What are their duties?	Compare poll lists and correct any mistakes. Determine if any ballots are defective and set them aside. If poll counts are off, determine why or potentially draw down if no reason can be determined. Tally or review vote totals (including write-ins). Secure ballots and deliver to the municipal clerk.	Review the poll list and Inspector's Statement. Review tally sheets and electronic vote records. Break any municipal race ties, if needed. Certify the results of the municipal race(s) and/or referenda.	Review the poll lists, compare the #voters to the #votes. Proof data against original results. Review write-in votes. Review inspectors' statement, equipment tapes and tally sheets. Consider provisional ballots. Complete the canvass statement. Deliver to the WEC.

Boards of Canvassers

Canvass Procedures



Canvass Statement (EL-106)

- All Boards of Canvassers must complete the EL-106 or some variation of the certification.
- Tabular Statement
 - Lists all votes received by each municipal reporting unit for a particular office
- Summary Statement
 - List vote totals cast for each office
- Certification Statement
 - Signed by the MBOC that all canvass documents are true and correct

Canvass Statement EL-106



Scattering

- Only applies to the county canvass
- Will appear on the voting equipment tape and tally sheet
- Accounts for votes that were not cast for a ballot candidate
 - Could be for registered write-ins, or non-registered write-ins

Scattering

Canvass Procedures



Canvass Statement (EL-106p)

STATEMENT OF THE MUNICIPAL CLERK IF NO PROVISIONAL BALLOTS WERE REHABILITATED BETWEEN 8 P.M. ELECTION NIGHT AND 4 P.M. ON THE FRIDAY AFTER THE ELECTION

Reconciliation of Provisional Ballots Processed

_____, _____
(Date of Primary or Election)

Reporting Unit: _____
(Wards in Reporting Unit)

No provisional ballots were rehabilitated. Election night results stand.

***CERTIFICATION OF MUNICIPAL CLERK**

(If no provisional ballots rehabilitated by deadline)

Canvass Statement EL-106p

Canvass Procedures



Resources

- Election Administration Manual
- Municipal Canvass – Suggested Procedures
- County Canvass – Suggested Procedures
- Election Administration Manual for School District Clerks
- School District Clerk Duties Webinar

Resources

Canvass Procedures



Resources

- **Please Note:** Live webinar access information will be posted to the event on [the WEC web calendar](#), no later than the Monday prior to each webinar.
- Related materials may also be found on the calendar when they become available.
- Recordings and materials can still be found in The Learning Center and through the Vimeo link.

Resources


Canvass Procedures

< > today **January 2023** month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Deadline to set a date for caucus.	2 First day to hold caucus WEC Office Closed	3 05:00 pm Deadline for Candidates to File Ballot Access Papers	4	5	6 Deadline for Filing Challenges to Nomination Papers +2 more	7
8	9	10 Drawing of Names for Ballot Placement +2 more	11 10:00 am - 11:00 am Webinar: Canvass Procedures	12	13	14

Calendar

Canvass Procedures



Badger Voters

- <https://badgervoters.wi.gov>
- Wisconsin's official portal for voter data and absentee ballot data
- Wis. Stat. sec. 6.36(6)

Wisconsin Elections Commission
Badger Voters FAQs

Welcome to Badger Voters

[Get Started](#) [Log in](#)

Create Request Receive Estimate Make Payment Download Report

This site allows you to:

- Create a request for voter data from the Wisconsin Voter Registration System (WisVote)
- Receive a quote (estimated cost and number of voters that meet the request criteria)
- Pay for the data using a credit card or through an automated clearing house (ACH) using a checking or savings account
- Download the requested file upon successful payment

Badger Voters



Thank you!