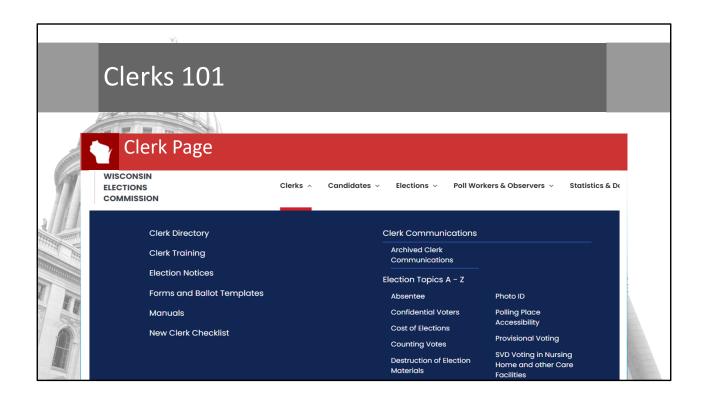


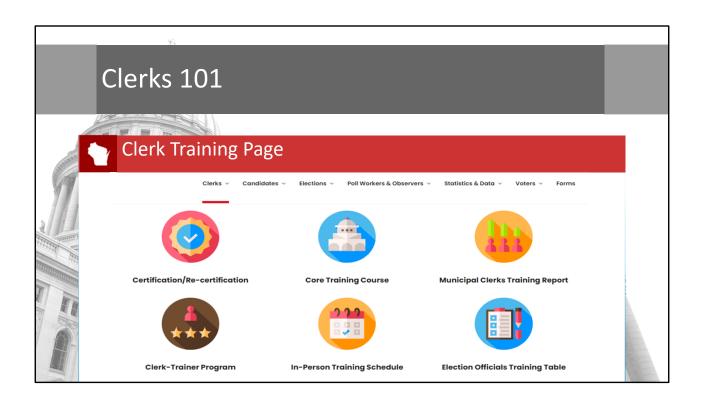


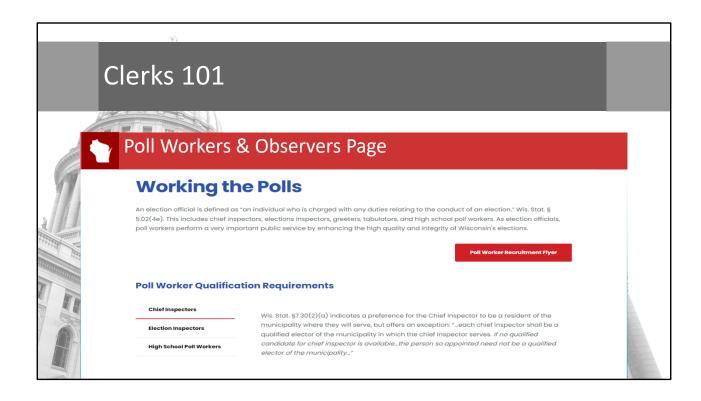


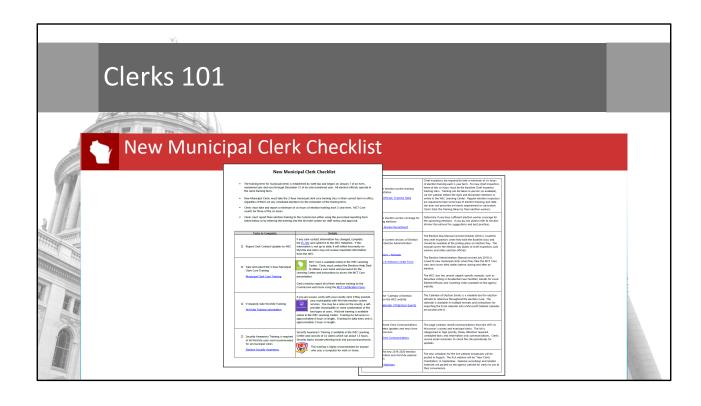
Goals for the New Website

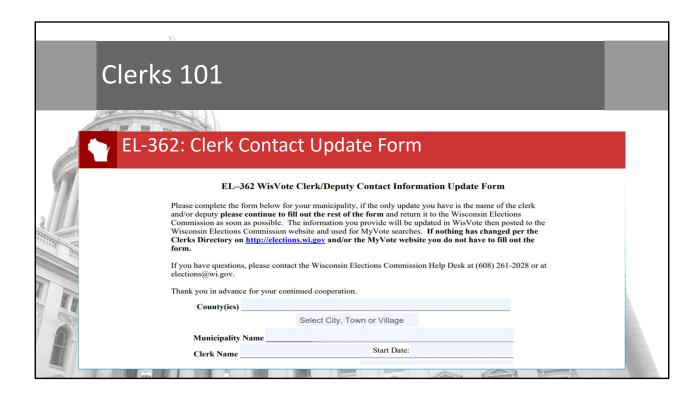
- Make content easier to find
 - Improve search!
 - -Remove outdated content
 - -Categorize and structure content in a more intuitive way
- Serve key audiences
 - -Segment content for appropriate audiences
 - Lead users to other websites (MyVote, The Learning Center, Badger Voters)
- Site is in progress, send your comments, suggestions to the HD!













Calendar of Election Events

September 2022		Statute
8	Deadline for municipal clerk to submit voter participation, Inspectors' Statement data, and Election Reconciliation data for the Partisan Primary via WisVote.	6.275 – within 30 days of each primary and election for a state or national office
21	Deadline for county clerks to deliver ballots and supplies to municipal clerks for the General Election.	7.10(1), (3) – 48 days before election
22	Deadline for municipal clerks to send absentee ballots to electors with valid requests on file for the General Election. (UOCAVA deadline)	7.10(3), 7.15(1)(c), (cm) – 47 days before election
-	Municipal clerks send absentee ballots to electors with valid requests on file for the General Election as soon as they are available. All absentee ballots must be recorded in WisVote.	42 U.S.C. § 1973ff-1, Wis. Stat. § 7.15(1)(cm) – as soon as ballots are available 6.33(5)(a)2 the municipal clerk or clerk's designee shall enter absentee ballots electronically on the list maintained by the commission



Training Requirements

- Municipal clerks, chief inspectors and other election officials are currently in the 2022-2023 term for training purposes.
- Training taken during this term is applied toward certification for the 2024-2025 training term.
- Both municipal clerks and chief inspectors must complete at least six hours of election training by December 31, 2023, to recertify for the 2024-2025 term.
- All election training should be reported using the MCT Reporting form available on our website or entering into WisVote if the clerk is a self-provider.



Clerk Training Report

- The Municipal Clerk Training Report will be posted on the WEC website and lists the number of hours clerks have reported to WEC in the current term.
- Report is usually posted toward the end of the term, but staff will start posting the list in the Spring 2023, if not earlier.
- Deputy clerks and other office staff who have submitted training information are not listed on this report as they are not required by state law to be certified.
- The WEC is required to contact the governing body if a clerk has not reported sufficient training hours for the term.



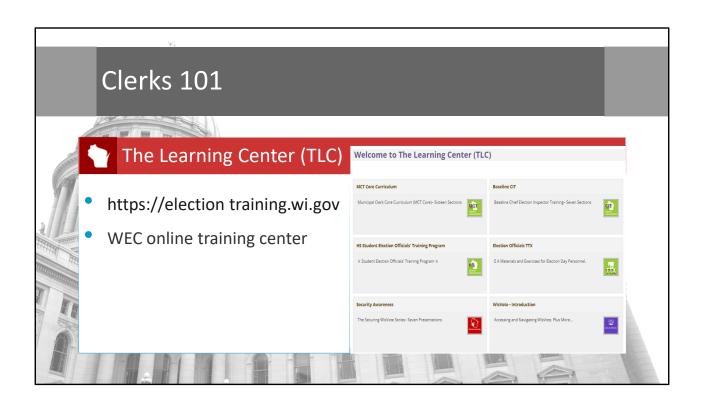
WEC Website

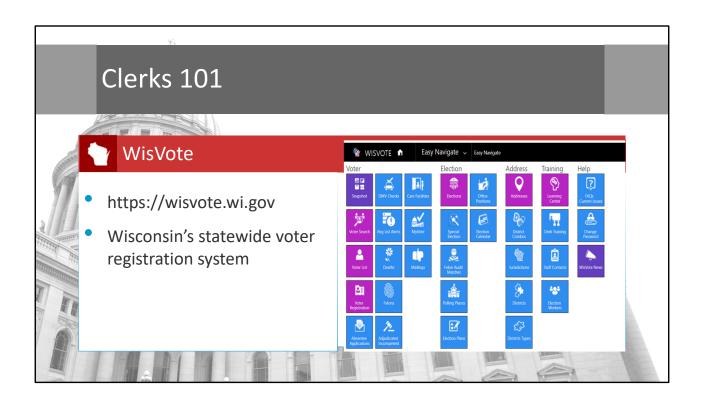
- Training schedule for in person classes conducted by WEC certified clerktrainers
- Election Administration Manual for municipal clerks
- Election Day Manual for chief inspectors and poll workers
- Specific Topic Manuals recall of local election officials, recounts, absentee voting in care facilities, etc.

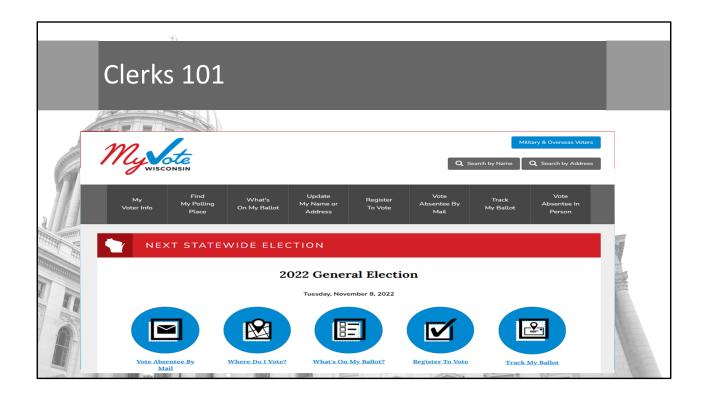


The Learning Center (TLC)

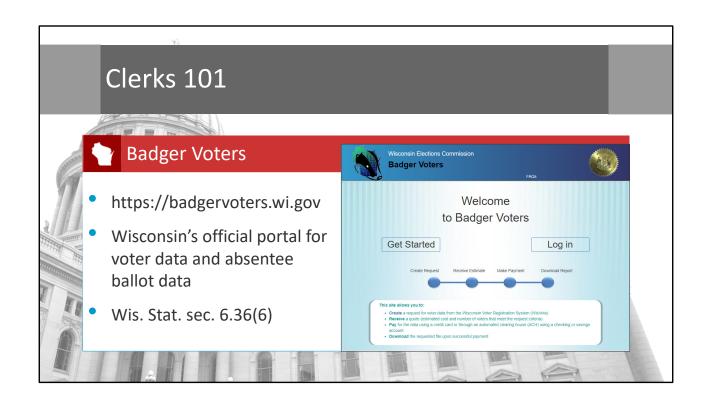
- Clerk, Chief Inspector initial certification training classes
- WisVote training classes training for system users, full access or data entry
- Election Administration tile SVDs, clerk, chief inspector and poll worker training videos
- EA Webinar tile archived election administration webinars
- WisVote Webinar tile specific topic training for WisVote users













Coming Up

- UOCAVA Webinar: September 14, 10 am 11 am
- School District Clerk Duties Webinar: September 28, 10 am 11 am
- ullet Reminders for the November General Election Webinar: October 12, 10 am 11 am



New Municipal Clerk Checklist

- The training term for municipal clerks is established by state law and begins on January 1 of an evennumbered year and runs through December 31 of an odd-numbered year. All election officials operate in the same training term.
- New Municipal Clerks must take the 3-hour municipal clerk core training class in their current term in office, regardless if there are any scheduled elections for the remainder of the training term.
- Clerks must take and report a minimum of six hours of election training each 2-year term. MCT Core counts for three of the six hours.
- Clerks must report their election training to the Commission either using the prescribed reporting form linked below or by entering the training into the WisVote system for staff review and approval.

Tasks to Complete	Details
☐ Report Clerk Contact Updates to WEC	If any clerk contact information has changed, complete the <u>EL-362</u> and submit it to the WEC HelpDesk. If this information is not up to date, it will reflect incorrectly on MyVote and clerks may not receive important information from the WEC.
☐ Take and report the 3-hour Municipal Clerk Core Training <u>Municipal Clerk Core Training</u>	MCT Core is available online in the WEC Learning Center. Clerks must contact the Elections Help Desk to obtain a user name and password for the Learning Center and instructions to access the MCT Core presentation. Please fill out and submit this form to the Help Desk: https://elections.wi.gov/forms/EL-365 . Clerks need to report all of their election training to the Commission each term using the MCT Certification Form.
☐ If required, take WisVote Training WisVote Training Information	If you are unsure, verify with your county clerk if they provide your municipality with WisVote election system services. You may be a relier on the county, a self-provider municipality or some combination of the two types of users. WisVote training is available online in the WEC Learning Center. Training for full access is approximately 10 hours in length. Training for data entry only is approximately 2 hours in length.
☐ Security Awareness Training is required of all WisVote users and recommended for all municipal clerks Election Security Awareness	Security Awareness Training is available in the WEC Learning Center and consists of seven videos which run about 1.5 hours. Security topics include phishing facts and password protocols. This training is highly recommended for anyone who uses a computer for work or home.

☐ Check for election worker training documentation Election Officials' Training Table	Chief inspectors are required to take a minimum of six hours of election training each 2-year term. For new chief inspectors, three of the six hours must be the Baseline Chief Inspector training class. Training can be taken in-person (as available), or online in the WEC Learning Center. Regular election inspectors are required to take some type of election training, but state law does not prescribe an hourly requirement or curriculum. Clerks track the training taken by their election workers.
☐ Check for election worker coverage for upcoming elections Election Worker Recruitment	Determine if you have sufficient election worker coverage for the upcoming elections. If you do not, please refer to <i>Election Worker Recruitment</i> for suggestions and best practices.
□ Check for current versions of Election Day and Election Administration Manuals Publications – Manuals Manuals & Webinars Order Form	The Election Day Manual (revised September 2020) is issued to new chief inspectors when they take the Baseline class and should be available at the polling place on Election Day. The manual covers the election day duties of chief inspectors, poll workers and other election officials. The Election Administration Manual (revised September 2020) is issued to new municipal clerks when they take the MCT Core class and covers their duties before, during and after an election. The WEC also has several subject-specific manuals, such as Absentee Voting in Residential Care Facilities, Recalls for Local Elected Officials and Counting Votes available on the agency website.
☐ Review the "Calendar of Election Events" on the WEC website Calendar of Election Events	The Calendar of Election Events is a valuable tool for election officials to reference throughout the election cycle. The calendar is available in multiple formats and instructions for importing the Excel calendar into a Microsoft Outlook calendar are posted with it.
☐ Check Recent Clerk Communications for the latest updates and news from the Commission Recent Clerk Communications	This page contains recent communications from the WEC to Wisconsin's county and municipal clerks. The list is categorized as high priority, timely attention required, scheduled tasks and information only communications. Clerks receive email reminders to check the site periodically for updates.
☐ Review the election administration and WisVote webinar schedules Election Webinars	Webinar recordings and related materials are posted in The Learning Center for clerks to use at their convenience.
☐ Check if your municipality uses Badger Books	If your municipality uses Badger Books, please contact the Badger Book Team at epollbook@wi.gov for more information on training and other resources before your first election.