



1



2



3

New Clerks Class

About the Elections Commission

- Created by 2015 Wisconsin Act 118
- 6 members – partisan appointments - 2 former clerks
- Headed by Commission Administrator/Asst. Administrator
- All actions require simple majority
- Three staff counsel; 30 Other staff positions (mix of permanent and temporary employees and contractors)
- Ensure election management and integrity through guidance and training

4

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Elections Commission Responsibilities

- Administer Wisconsin Statutes: Chapters 5 – 10, 12.
- Provide electors with information about election processes.
- Prepare ballot templates, test and certify voting equipment.
- Prescribe notices/forms, prepare and publish manuals.
- Administer ballot access procedures (candidates), primaries and elections.
- Offer training programs for local election officials.
- Maintain the statewide voter registration system.

5

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Election Terms

- Ballot Access
- Spring Elections (non-partisan offices)
- Fall Elections (partisan offices)
- Voting Equipment & Ballots
- Voter Lists



6



WEC Resources

7

Training Requirements & Resources

ELECTION OFFICIALS' TRAINING REQUIREMENTS

Election Official	Municipal Clerk	Chief Inspector	Regular Election Inspectors
Current term	1/01/22-12/31/23	1/01/22-12/31/23	1/01/22-12/31/23
Required training for new official to be certified.	3-hour municipal clerk core training class	2 or 3-hour baseline chief inspector training class	Clerk is required to conduct some type of training every two years.
Required training for new official to be recertified for the next term.	MCT Core plus three hours of election-related training by the end of the term.	Baseline CIT plus additional hours of approved election-related for a total of six hours of training by the end of the term.	No recertification
Required training for currently-certified official to recertify for the next term.	Six hours of approved election-related training	Six hours of approved election-related training	No recertification; new appointment each 2-year term
Next term	01/01/24-12/31/25	01/01/24-12/31/25	01/01/24-12/31/25
Documents to be submitted to the WEC	Recertification reporting form	Agenda for recertification training as administered by clerk and approved by WEC	None.
Required training if certification is lost by not accumulating the required number of hours by the end of the term.	Core plus three hours of election-related training by the first election.	Baseline plus additional hours of approved election-related training for a total of six hours by the first election.	None.

8

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Training Requirements

- Current training term is 2022-2023
- Training taken during this term is applied toward re-certification for the 2024-2025 term.
- 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 entered into WisVote if the clerk has access

9

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Clerk Training Report

- The Municipal Clerk Training Report has been posted on the WEC website and lists the number of hours clerks have reported to WEC in the current term.
- Will be updated monthly and direct emails to clerks will start going out in early December.
- 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.

10

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What counts towards training hours?

- Live/in-person training like this presentation, live webinars from WEC, in-person training offered by your county clerk, election training at clerk conferences, etc.
- Any modules completed in The Learning Center (TLC), relevant to your position as a clerk. For example, WisVote training does not count for reliever clerks, but all clerks can benefit from security training.
- Watching recordings of missed live webinars from WEC (available in TLC)

11

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WEC Additional Training Materials

- Training schedule for in person classes conducted by WEC certified clerk-trainers
- 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.

12

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The Learning Center

- Must request access
- Available to all clerks and election workers (chiefs, election inspectors, etc.)
- Will be changing in 2024 for the new training term
- <https://electiontraining.wi.gov>

13

WEC Website

2022-2023 Accessibility Report is Released

Wis. Stat. §5.25(4) requires the Commission to submit a report on barriers to voting faced by elderly voters and voters with disabilities to the appropriate standing committees of the legislature each odd-numbered year. The latest report has been released and shows improvement in polling places across the state.

[See the Report](#)

Administering Wisconsin's Elections

The Wisconsin Elections Commission is a six member, bipartisan commission charged with implementing Wisconsin's election statutes and supporting Wisconsin's 1,850 county and municipal clerks.

[About the WEC](#)

14

Available Subgrants

The Wisconsin Elections Commission will authorize Election Security Subgrants to local jurisdictions when state or federal grant funds are awarded and the Commission has approved a plan for their disbursement. All information related to available subgrants will be linked here.

Current available subgrants:

- 2023 Absentee Ballot Envelopes, 3/3/2023 - 6/30/2024
- 2023 HAVA Election Security .gov Email Domain, 8/24/2021 - 1/31/2024
- 2023 Accessible Voting Equipment, 5/9/2023 - 6/30/2024

Past subgrants:

- 2022 Election Security Subgrant Program for Municipalities, 7/22/2022 - 2/28/2023

15

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2023 Absentee Ballot Envelope Subgrant Program

- Provided to partially offset the costs jurisdictions incur purchasing the redesigned absentee ballot envelopes (EL-120 and EL-122)
- Application period: 3/3/2023 – 12/31/2024
- <https://elections.wi.gov/memo/2023-absentee-ballot-envelope-subgrant-reimbursement-program>

16

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2023 .Gov Subgrant Program

- Provided to assist municipalities to transition to a wi.gov or .gov email domain
- Application period: 8/24/2021 – 1/31/2024
- <https://elections.wi.gov/memo/2023-election-securitygov-email-domain-subgrant-renewal-announcement>

17

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2023 Accessible Voting Equipment Subgrant Program

- Provided to help municipalities to purchase items that promote or enhance their accessible voting equipment
- Application period: 03/03/2023 – 06/30/2024 or whenever funds are exhausted
- <https://elections.wi.gov/memo/2023-absentee-ballot-envelope-subgrant-reimbursement-program>

18



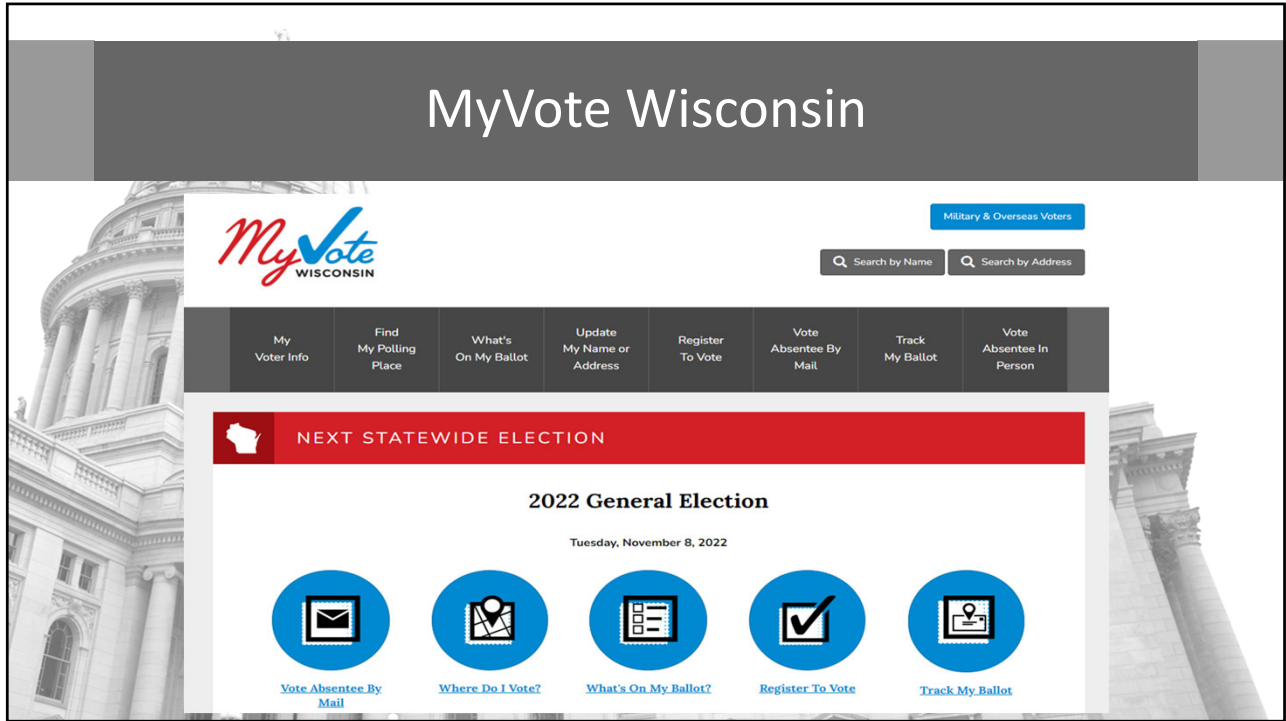
19

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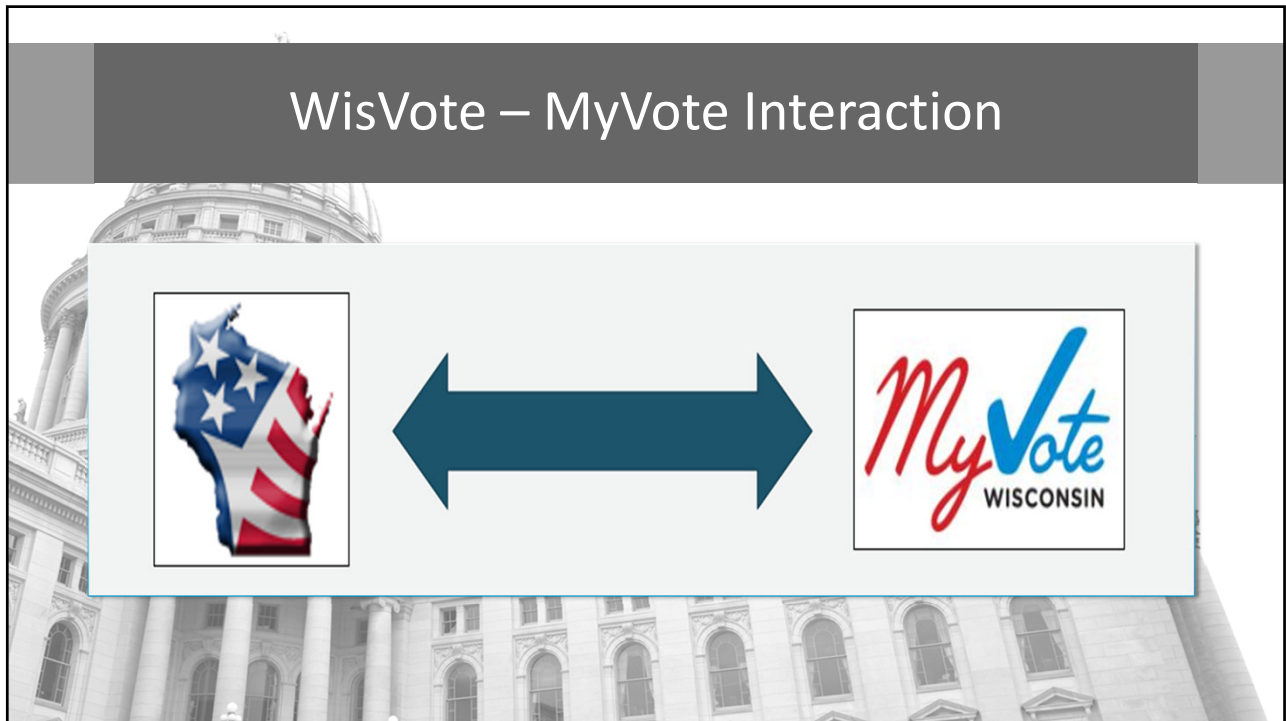
- <https://wisvote.wi.gov>
- Wisconsin's statewide voter registration system

A screenshot of the WisVote website interface. The top navigation bar is red with the WisVote logo and name. Below it is a black navigation bar with "WISVOTE" and "Easy Navigate" options. The main content area is a grid of blue and purple icons representing various services. The categories are: Voter (Snapshot, DMV Checks, Care Facilities, Voter Search, Reg List Alerts, MyVote, Voter List, Deaths, Mailings, Voter Registration, Felons, Absentee Applications, Adjudicated Incompetent); Election (Elections, Office Positions, Special Elections, Election Calendar, Felon Audit Matches, Polling Places, Election Plans); Address (Addresses, District Controls, Jurisdictions, Districts, Districts Types); Training (Learning Center, Clerk Training, Staff Contacts, Election Workers); and Help (FAQs, Current Issues, Change Password, WisVote News).

20



21



22

Badger Voters

Badger Voters

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

23

Thank you!

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

24