

The materials for the appendices 1 to 43 will be posted in full on the Commission's website

As part of these printed materials, staff have provided a subset of the most pertinent appendices, which are summarized on page 2 of the memo.

The subset of appendices are assembled in a separate packet from the main Open Session materials packet.

Staff can provide any of the 43 appendices upon request.



# Chief Inspector Check List for Opening the Polls

## Before Election Day \_\_\_\_\_

- Check contents of the City Clerk tote. If anything is missing, contact Clerk's Office.
- Contact the polling place to confirm voting location and where to enter on election morning. Visit the polling place to familiarize yourself with the location. Review parking and building accessibility. Identify an Election Day facility contact person. Remember, the facility is offering the use of this location as a polling place for free! It is important to maintain a polite and respectful relationship with facility staff.
- Choose one poll worker scheduled to work until close to be the End of Line Officer. Record their name on the incident log.
- Contact each poll worker scheduled to work at your polling place so they know what to expect. Let them know where to park, which entrance to use, and whether to pack a lunch. Confirm the workers' assigned hours/shift.
- Review the task sheets in this binder. Decide which tasks you will assign to each poll worker at the start of the day.

## Supply Tackle Box

### Top Tray

 Binder Clips	Adapter		Rubber Fingertips	 Staples
Hablo Español Badge	 Paper Clips	Rubber Bands 	SortKwik	Keys 
Magnifying Sheet ▪ Calculator ▪ Index Tabs ▪ Signature Guides Sharpie ▪ Dry Erase Marker ▪ Orange & Pink Highlighters				

### Bottom Bin

Letter Openers ▪ Post-Its ▪ Stapler ▪ Staple Remover ▪ Flashlight ▪ Scissors Stopwatch ▪ Tape Measure ▪ Blue Painter's Tape
Ballot Marking Pens

## Loose in Supply Tote

- Sticker bin
- First Aid Kit (if returned last election)
- Voter Slip Pads & school district highlighters
- Dane County security bag with seals
- Chief Inspector Binder (yellow)
- Absentee Binder (black)
- City Return Envelope (white)
- County Return Envelope (white)
- Rejected Absentee Envelope (manila)
- Duplicated Ballot Envelope (manila)
- Discarded Ballot Envelope (manila)
- Used Certificate Envelope (white)
- Ballot Security Bags (5)
- iPad

## ● Greeter Table Folder

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- Quick Guide for Greeter
- Ward-Specific Street Directory
- Map of each Ward at Polling Place
- List of Polling Places
- Forward Directory (November)
- Citywide Street Directory
- Determining Where a Person Votes
- Scratch paper

## ● Poll Book Table Folder

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- Quick Guide for Poll Book Table, Checking ID
- Poll List Corrections sheet
- Acceptable Photo IDs w/ pictures
- 2 Poll Books for every ward
- Reverse Directory
- Poll Book flashcard books
- Observer Guides
- Scratch paper

## ● Registration Table Folder

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\*\*\*English registration forms are in a clear container inside the ballot box.

- Proof of Address Cards
- What – Who – Four – Two reminder
- Quick Guide for Registration
- Acceptable Proof of Residence w/ pictures
- Quick Guide for Second Official
- Quick Guide for Checking ID
- Acceptable Photo IDs w/ pictures
- Determining Where a Person Votes
- Registration Transparency Sheets
- Ward-Specific Street Directory (3)
- Folder with Ineligible List & handouts
- Folder of Spanish & Hmong Reg. Forms
- Folder for those unable to register
- Observer Guides
- Carbonless New Registration Poll Lists
- Registration flashcard books
- Yellow accordion for completed registrations
- Scratch paper

## ● Signage Folder

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- Legal Notices for this Election
- Reminder to post sample ballots
- Accessible Entrance sign
- No Firearms or Weapons
- Voting sign with hours
- ID Petition Process sign
- Ballots Counted Here sign (purple)
- Voting Arrow signs (orange)
- Keep Ballots Dry Sign (post only if needed)

## ○ Ballot Table Folder

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- Voter number reconciliation sheets
- Pen or Touchscreen sign (light blue)
- How to Mark Ballot signs
- Pen or Touchscreen sign
- Good Ballot/Bad Ballot Stickers
- Ballot Table flashcard books
- Observer Guides

## ● Provisional Table Folder

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- Provisional Quick Guide
- Quick Guide for Returning PV
- Provisional Handouts
- Provisional Log
- Provisional Envelopes
- Provisional Stamp
- ID Petition Process Handouts
- Provisional flashcard book
- Large Inspector's Certificate of PV ballots

## ● Chief Inspector Binder

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- Reference Guides
- Inspectors' Statement
- Observer Log
- Election Day Forms
- Opening the Polls Task Sheets
- Closing the Polls Task Sheets
- Observer Badges
- Observer Brochures
- Order to Leave the Polls form
- Challenge forms
- Challenge brochures
- Election Official badges

## ● Absentee Binder

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- Absentee Inspectors' Statement
- Absentee Log
- Quick Guides for Processing Absentees
- Absentee Processing Handout
- Observer Guides
- Ineligible List
- Absentee flashcard books
- Absentee tracking tools

## Election Morning Set-Up

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- Meet your team onsite at 6 a.m. All poll workers should help set up the polling place.
- Locate and unlock the red elections security cart, using the silver key with text on both sides of the key.
- Assign someone to hand out name tags. Encourage poll workers to list pronouns on nametags if they're comfortable doing so.
- Assign each opening task sheet to one or two poll workers.

<b><i>Opening Task</i></b>	<b><i>Assigned to</i></b>
<i>A – iPad</i>	
<i>B – Tabulator Cart</i>	
<i>C – Voting Booth Set Up</i>	
<i>D – Ballot Table</i>	
<i>E – Poll Book Table</i>	
<i>F – Registration Table</i>	
<i>G – Greeter Station</i>	
<i>H – Provisional Ballot Station</i>	
<i>I – Signs and Sample Ballots</i>	
<i>J – ExpressVote</i>	
<i>K – Prepare Tabulator for Counting</i>	
<i>L – Election Day Accessibility Checklist</i>	

## Team Meeting Before Opening Polls

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Review the following with all poll workers:

- Our goal is that each eligible voter will be able to cast a ballot and have that ballot counted.
- Ballot styles (see chart on back page of the Inspectors' Statement).
- Be aware of the special needs of voters with disabilities. Provide reasonable accommodations when requested.
- How to know when someone needs to vote curbside.
- Curbside voting process.
- Where to find these items:
  - a. Pen/paper to communicate with voters with hearing impairment.
  - b. Magnifying sheet for voters with sight impairment (top tray of supply box).
  - c. Signature guide for voters with sight impairment (top tray of supply box).
  - d. Seating for voters who have trouble standing or walking to wait to vote and maintain their place in line.
  - e. How to use the ExpressVote and how to explain the ExpressVote to voters.
- Give each poll worker their initial assignment. Rotate task assignments throughout the day so nobody burns out on a single task. This also protects against fraud.
- Tell poll workers to review the Quick Guide or flashcard book at each station as they begin each task. Quick Guides are found in the accordion folder for that station. The absentee quick guide is in the black binder.
- Review recent changes to election law and procedures with all poll workers. These would have been covered in training.
- Review emergency procedures including medical emergency, shelter in place and evacuation. Make sure everyone knows where to meet up if evacuation is necessary.
- Determine which clock or watch will be used for the official time. Document this on the incident log.
- Take a deep breath with your team of election officials.

## Open the Polls Promptly at 7 a.m.

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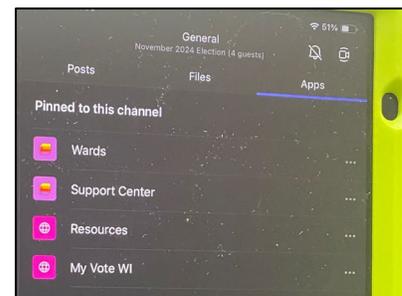
- Make the following proclamation:

*"Hear ye! Hear ye! The polls of the election are now open and will continue to be open until 8 o'clock this evening!"*

## Opening Task A iPad



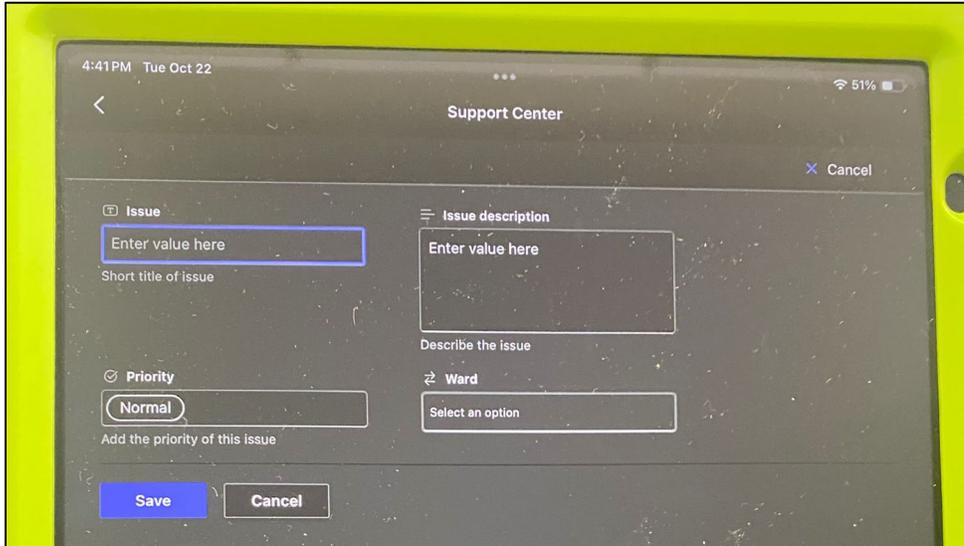
- Remove the iPad from the Clerk supply tote.
  - Turn on the power by pressing the button above the screen.
  - Swipe up from the bottom of the screen.
  - Enter the passcode: XXXXXXXXXX
  - Press on the Teams app from the homepage.
  - Enter the e-mail address the Clerk's Office uses to communicate with you. Press Go.
  - Enter your Teams password.
  - Teams will provide a number on the screen that you will need to enter on your phone for two-factor authentication.
  - Within the Teams app, choose Teams.
  - Select "General" under the current election.
- ✓ Use the Posts tab (at the top) for general communications and photos. This is where you can connect with other polling places. Keep in mind that these posts are an open record that will be saved for seven years.
  - ✓ Use the Files tab to see how your voter turnout numbers compare to other polling places.
  - ✓ Use the Apps tab to go to the Support Center. This is where you'll enter issues requiring support. Clerk's Office personnel and Roving Chief Inspectors are working from this tab.
  - ✓ Use the Apps tab to jump to the Clerk's Office Resources website.
  - ✓ Use the Apps tab to jump to the My Vote WI website.



## Support Center

To notify the Clerk's Office of an issue or a question, click the **+New** box in the upper left corner.

1. Give your Issue a short title. For example, "Ballots needed."
2. Type a description in the Issue description box. For example, "We're down to 50 Header Code 23 ballots."
3. Choose a priority level.
4. Type in your ward number.
5. Press the Save box on the screen.



The screenshot shows a mobile application interface for a "Support Center". At the top, the status bar displays "4:41 PM Tue Oct 22" and "51%". The app title "Support Center" is centered at the top, with a back arrow on the left and a "Cancel" button on the right. The form is divided into two columns. The left column has a section titled "Issue" with a text input field containing "Enter value here" and a label "Short title of issue" below it. Below this is a "Priority" section with a radio button icon, a dropdown menu showing "Normal", and a label "Add the priority of this issue". The right column has a section titled "Issue description" with a text input field containing "Enter value here" and a label "Describe the issue" below it. Below this is a "Ward" section with a dropdown menu showing "Select an option" and a label "Select an option". At the bottom of the form are two buttons: "Save" (highlighted in blue) and "Cancel".

## Opening Task B Tabulator Cart



- Remove the tabulator cart from the security cart and move it to the correct location in your polling place.
- Compare the seal numbers on the Inspectors' Statement to the seals on the tabulator cart. You are verifying that nobody broke into the ballot box since the public test. Check the seals on the front and the sides of the ballot box.
- Initial the first two red lines on the front page of the Inspectors' Statement. Indicate whether the seal numbers match.
- Break only the seals on the **front** of the tabulator cart. Place the seals in the red election security bag (found in clerk tote).
- Find the silver key for the tabulator cart in the supply kit. There will be text on only one side of the key. Unlock the two doors in the front of the cart.
- Remove the ballots and other supplies from **both compartments** of the tabulator cart. Remove ExpressVote ballot cards from the emergency bin tray.
- Lock both compartments once they are empty. **Make sure the emergency bin flap is closed.** The strip of metal should be in the upright position. Return the key to the chief inspector.
- Place plastic containers and secrecy sleeves on the ballot table.
- Take the clipboards to the voter registration table.







## Opening Task C

### Voting Booth Set Up

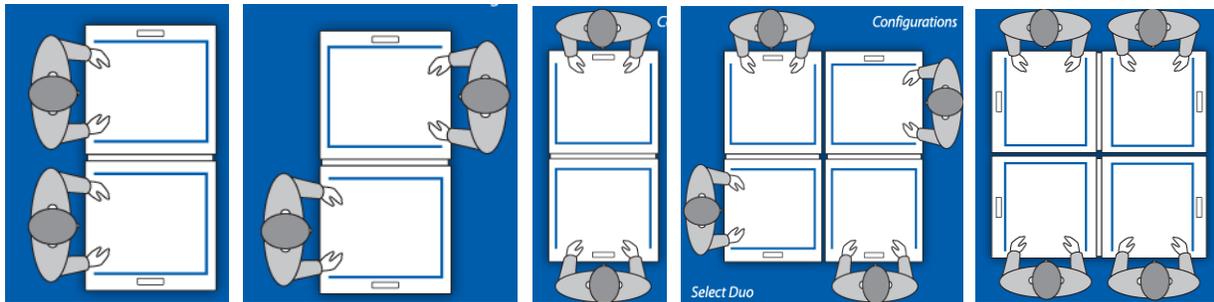


**All voting booths must be set up.** The Clerk's Office delivered the number of booths you need to set up. State law requires one voting booth for every 200 voters your polling place had for the last November election.

Keep booths separate from other activities such as checking in and registering.

- Unlatch and open the voting booth case.
- Remove all 8 legs from inside the voting booth. The legs are folded in half with a cord inside that connects the two tubes into one.
- Insert the legs into the sockets located on the outside of the voting booth case. It may be easier for two officials to help one another, as the legs tend to fall out.
- Place booth in its place and adjust its stance. Unfold and place privacy screens into slots.

*Possible configurations:*



### Accessible Voting Booth

The accessible booth must be set up with a clear path. There should be a five-foot turning radius for mobility devices. Make sure the front legs are wider than the booth itself.





Assigned to: \_\_\_\_\_

## Opening Task D

### Ballot Table



Put these items on ballot table. Most items can be found in the tabulator cart.

- Ballot marking pens (supply kit) – put in voting booths.
- How to Mark Your Ballot signs (accordion folder).
- Secrecy sleeves (tabulator cart).
- Discarded ballot envelope (City Clerk tote).
- Second ballot log (green, accordion folder)
- Plastic container for voter slips (tabulator cart).
- Ballots (tabulator cart)
- ExpressVote ballot cards (tabulator cart emergency bin)
- Count 50 ballots from the bottom of pile for each ballot style. Use a post-it note to remind the official who reaches that ballot to call the Clerk's Office for more ballots.
- The last page of the Inspectors' Statement tells you how many ballots you have for each style. Check that you have received the correct ballots. It is not necessary to count the ballots.
- Fan the ballots as they come out of the package. This reduces the likelihood they will stick together.
- Do not pre-initial any ballots. Initials are applied to each ballot only after receiving the voter slip from the voter.



Assigned to: \_\_\_\_\_

## Opening Task E

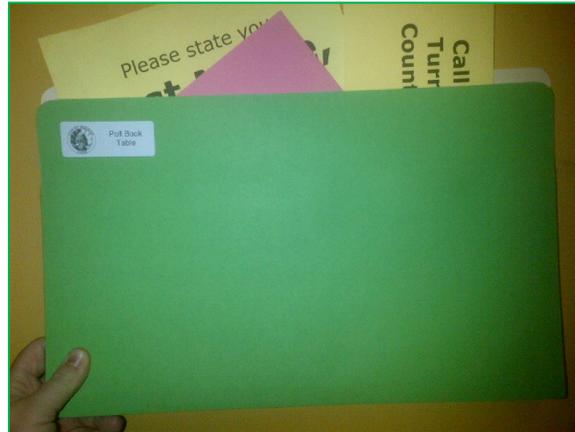
### Poll Book Table



Set up the poll book table so that voters waiting to check in do not cross lines with those waiting to receive a ballot.

Most materials for this table can be found in the green accordion folder. Put these items on the poll book table:

- Poll Lists, two for each ward (poll book folder)
- Voter Slip Pads (clerk tote)
- Pens (supply kit)
- Reverse Directory (poll book folder)
- A-L and M-Z sign to place between split poll lists, if applicable (white box in tabulator cart)
- Tally sheet for voters lacking an acceptable form of voter ID (blue, accordion folder)
- Take the A-Z index tabs from the supply kit and affix them to the relevant pages of the poll book.
- Highlight the names of voters on the poll book who are listed on the Absentee Log. This log is in the black absentee binder. The absentee watermarks on the poll book do not include all absentee voters. If there are too many absentee voters to highlight, we will need to ask every voter whether they returned an absentee.
- Establish the designated area for observers. It should be three to eight feet away from the poll book table. Mark its boundaries with painter's tape.



**\* Review the Quick Guide (found in accordion folder) before working at the poll book table.**



Assigned to: \_\_\_\_\_

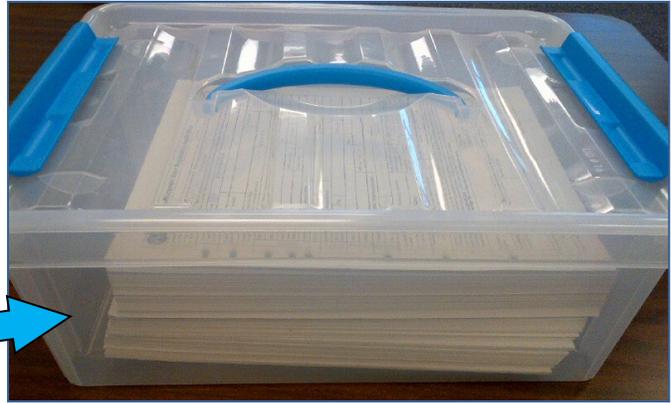
## Opening Task F

### Registration Table



Set up the registration table where it is visible to those who need to register.

Most materials for this table are in the large brown accordion folder with a black dot. Put these items on the registration table:



- Voter registration forms (tabulator cart)
- Voter registration forms in Spanish and Hmong (accordion folder)
- Clipboards (tabulator cart)
- Pens (supply kit)
- Proof of address abbreviation cards (accordion folder)
- Ineligible Voter List if felons are known to live in ward (file folder in accordion folder)
- Ward-specific street directory (laminated, in accordion folder)
- Tally sheet for voters lacking proof of address (salmon, accordion folder)

Put these items at the new registration poll list (often at poll book table):

- Voter registration transparency sheet (accordion folder)
  - Quick Guide for Checking ID (accordion folder)
  - Poll List for New Registration/Change of Address
  - Yellow accordion folder for completed registrations (accordion folder)
- Designate an area for observers. It should be three to eight feet away from the registration table. Mark its boundaries with painter's tape.

**\* Review the Quick Guide (found in accordion folder) before working at this station.**



Assigned to: \_\_\_\_\_

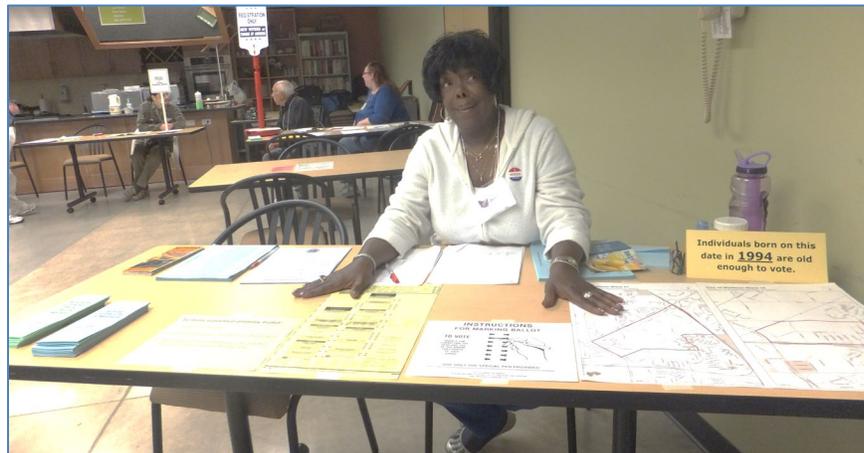
## Opening Task G Greeter Station



Put a table near the entrance to the voting room. A poll worker will greet voters at this table. The greeter confirms that voters are at the correct polling place. They direct each voter to the poll book table or, if necessary, the registration table.

Find these items in the small “Greeter Table” folder. Put them on the greeter table:

- Ward-Specific Street Directory
- Citywide Street Directory - used to direct voters to the correct polling place
- Ward map





Assigned to: \_\_\_\_\_

## Opening Task *H*

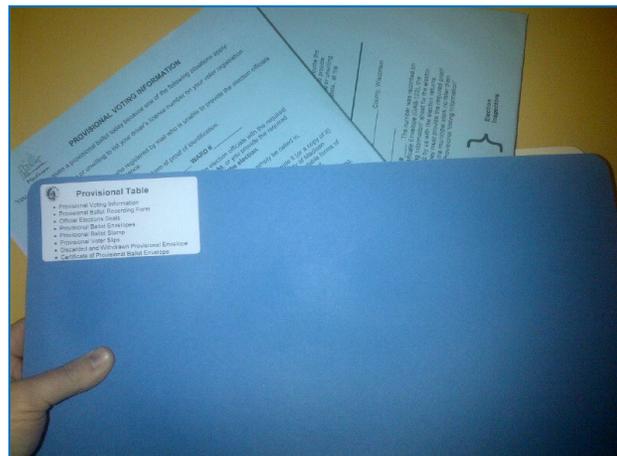
### Provisional Ballot Station



Put these items at the provisional ballot station. You will find everything but the pens in the blue accordion folder.

- Provisional ballot certificate envelopes (small blue envelopes)
- Provisional ballot “PV #” stamp
- Provisional voting information sheet for electors (blue handouts)
- ID Petition Process handouts
- Provisional ballot reporting form (lilac sheet)
- Inspectors’ certificate for provisional ballots (big blue envelope)
- Pens

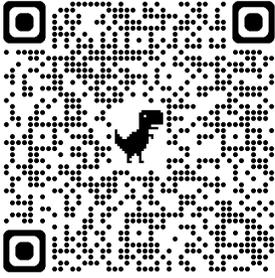
**\* Review the Quick Guide (found in accordion folder) before issuing provisional ballots.**





Assigned to: \_\_\_\_\_

## Election Official Opening Task I Signs and Sample Ballots



The signage kiosk is found in a flat blue carrying case in your security cart. Use the QR code above to watch a video tutorial on how to set up the signage kiosk.

### **Do not pry open.**

Simply unfold the kiosk and shake it gently. Voters should be able to read the notices on both sides:

- ✓ Are you qualified to vote?
- ✓ Instructions for mail-in registrants and first-time voters
- ✓ General information on voting rights under federal laws
- ✓ Notice of election fraud
- ✓ Contact information – reporting fraud or corruption

### **Entrance**

- No firearms or weapons -- post on every external entrance to the polling place. Does not need to be posted if doors already have a sign prohibiting firearms. (red accordion folder)
- Accessible entrance– post on the entrance accessible to voters with disabilities. This might also be at the main entrance. (red accordion folder)
- Polling hours – post at main entrance (red accordion folder)

- Directional signs with arrows to direct voters through the building to where voting takes place (bright orange, in red accordion folder)
- At least 2 sample ballots for each ballot style (yellow, in tabulator cart) – post for voters to see as they enter the voting room
- ID Petition Process Sign (in accordion folder) – post for voters to see as they enter the voting room
- Legal Notices (in accordion folder) – post for voters to see as they enter voting room

### **Registration Table**

- Register tabletop sign (yellow, in security cart) – post at registration table

### **Poll Book Table**

- Voter check-in tabletop sign (green, in security cart) – post at poll book table
- Ballot tabletop sign (blue, in security cart) – post at ballot table

### **Tabulator**

- Ballot counted here (purple, in accordion folder) – post on tabulator

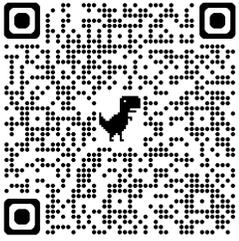
### **Outside**

- Flag standard (in security cart) – set at polling entrance before the polls open
- Curbside voting sign (blue box, in security cart) – fill base of the sign with water so it does not blow over
- Feather flag next to curbside voting sign (in long canvas tote inside security cart), use the QR code for a video tutorial
- Vote yard signs with arrows to help point voters to the polling place (in security cart). Consider first-time voters traveling from all directions. Make sure signage helps direct them to the polling place.



Post everything in the red Signage folder except the Keep Ballot Dry Sign (unless it is raining).

- The person taking down signs tonight will need to know where to look. Locate Closing Task Sheet A in the Chief Inspector’s yellow binder. Leave a note about where to locate signage.



## Opening Task J ExpressVote



**Federal law requires that the ExpressVote be set up at every polling place.** Set it up so that people standing in line cannot see how someone is voting. Provide a turning radius of 5 feet by 5 feet for voters in mobility devices.

Place ExpressVote on a table or voting booth at least 30 inches wide. Make sure table is 28 to 34 inches high with a knee clearance of 19 inches. You have a measuring tape in the supply kit.



### 1. Determine best location

Use the guidelines above to find a spot convenient for voters using a mobility device. Place a chair nearby for voters without mobility devices who will use the ExpressVote.



### Remove from Case

Remove the ExpressVote from its black carrying case. Remove the power cord and headphones from the pocket on the outside of the carrying case. Plug the small circular end of the power cord into the port on the back of the ExpressVote (flat side up). Plug the power cord into the wall. Tilt the machine back onto its metal support legs.

### 2. Power Up

Unlock the security access door on the left side of the machine using the barrel key. Set the power switch to On. Verify that the mode switch in this security access compartment is set to Voter. The screen will say that the machine is starting up.



(continued on next page)

## *ExpressVote (continued)*

### **3. Enter Election Code**

Use the touch screen to enter the following case sensitive Election Code: [REDACTED]. Please note that you will need to touch the shift key on the touch screen before typing [REDACTED]. After entering this code, press Accept on the screen.

Once the "To begin Voting, insert your card" screen appears, close and lock the access door.

### **4. Position Privacy Screen**

Locate the cardboard Vote privacy screen from the tabulator cart. Position it around the ExpressVote.

### **5. Test**

Before the polls open, test the ExpressVote to make sure it is working. Write "test" at the bottom of an ExpressVote ballot card.

Insert the ballot card into the ExpressVote feed tray. The cut corner should be facing right and at the top of the blank card. If your polling place has more than one ballot style, select the ward and ballot style on the touchscreen. Polling places with only one ballot style will see the Ready for Voting screen right away.

Use the touch screen to select any candidates. You are verifying that calibration was not affected during delivery. Make sure the ExpressVote marks the ballot card for the candidates selected. If the ExpressVote does not accurately mark the ballot card, go through the calibration process on the next page.

Upon completion, reinsert the ballot card in the **ExpressVote**. The ExpressVote will read the barcode and tell you which candidates were selected. Partially tear and discard the test ballot card in the Discarded Ballot envelope. The Election Day test ballot card is never fed into the tabulator.

### **Election Officials Voting on ExpressVote**

Poll workers who vote at this polling location are encouraged to use the ExpressVote. Any voter is welcome to use the ExpressVote. Do not hover over voters using the ExpressVote. Do not watch voters make their selections.

# ExpressVote Troubleshooting

## Calibration

At times, the ExpressVote will need to be recalibrated. This is because it travels across bumpy roads when delivered to the polling place. If the ExpressVote is not marking the ballot for the candidates selected, complete these steps.

- a. Open the security panel on the left side of the machine.
- a. Change the Mode switch to Official.
- b. From the Main Menu, choose Calibrate Touch Screen.
- c. Choose Calibrate to confirm the action.
- d. Align the touch points by pressing and releasing the center of each crosshair that appears on the screen.
- e. If satisfied with the calibration, press anywhere on the screen to continue.
- f. Change the mode switch back.
- g. Close and lock the security panel.

## Card Jam

After the ExpressVote prints a ballot card, the card may get stuck in the machine.

- a. Open the security compartment on the left side of the machine. Change the Mode Switch to Official. When the Main Menu appears, press Eject Card.

### If the card does not eject:

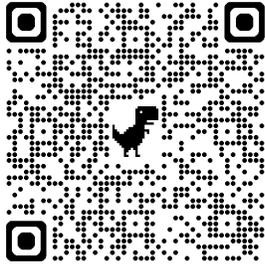
- a. Open the security panel on the right side of the machine.
- b. Locate the card and **gently** pull the card out of the machine. If the card is not removed gently it can tear. In that case, the voter will need to spoil the card and be issued another card.
- c. Remove the card jam being careful not to rip the paper.
- d. Close and relock the security panel.

## Card left in ExpressVote

This error message appears after the ExpressVote has been idle, with a card inserted for 5 minutes: *"!Alert The ExpressVote requires attention. Ask an Election Official for help. Election Official: A previous voting session has expired and the card is being held within the Voter Assist Terminal. Switch to Official Mode to Resolve Error."*

- a. Open the left security compartment and switch the Mode to Official. The card can then be ejected.





## Opening Task K

### Prepare IntElect DS200 for Counting



- First, determine which clock is your official clock (you'll need it for step 7).
- 1. Unlatch hinges. Use silver key to unlock front of case. **Do not force open; allow lid to lift on its own.**
- 2. Use the silver key to open access panel on back of tabulator. Carefully remove electrical cord. Plug electrical cord into a three-prong grounded outlet.
- 3. **After plugging in the machine,** use barrel key to unlock scanner and gently lift screen to open. Do not close screen until the polls close. The DS200 will begin booting up.
- 4. Verify that the tamper-evident sticker seal on top of the scanner matches the seal number listed on the front page of Inspectors' Statement. Make sure the word "void" does not appear across the seal. This proves nobody accessed the memory device since the public test.

If seal does not match, or the word "void" appears, contact the Clerk's Office immediately at (608) 266-4220.

- 5. Initial the third red line on front page of Inspectors' Statement. This says that you have verified the blue tamper-evident seal number.



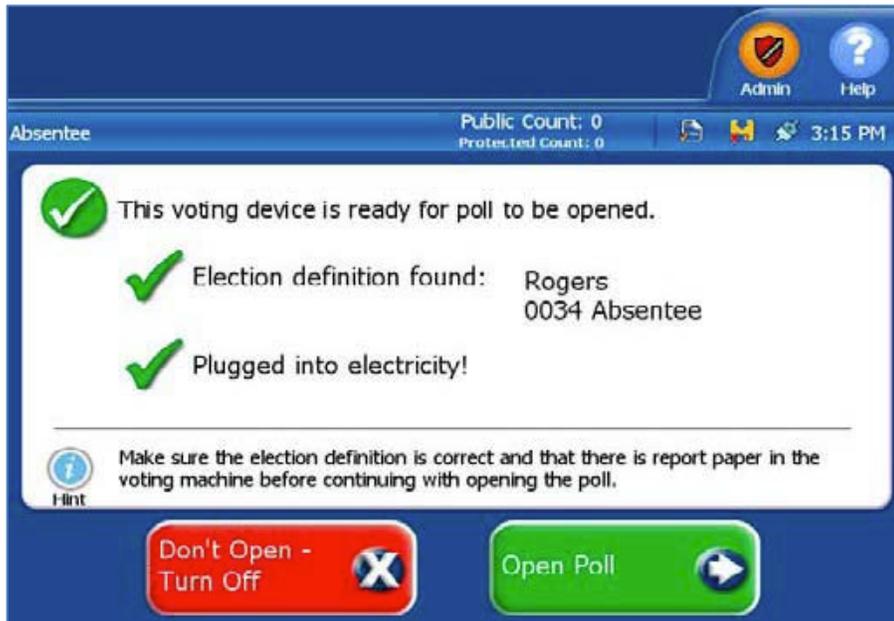
*(continued on next page)*

### *Prepare Tabulator for Counting (continued)*

- ❑ 6. The DS200 will need you to enter the Election Security Code. The Election Security Code is case sensitive. Enter [REDACTED] on the touch screen and then press Accept. You will need to press the shift key on the touch screen both before typing the first letter of [REDACTED]. After entering this code, press Accept.

The DS200 will print the Configuration Report. **Do not tear off tape until polls are closed and you have run a results tape.**

- ❑ 7. **Verify that the time (upper right corner of screen) is correct.** If the time is incorrect, this is your only opportunity to adjust the time. Follow the steps for changing the time in the tabulator troubleshooting instructions before you select Open Poll. The tabulator troubleshooting instructions can be found on the next few pages.

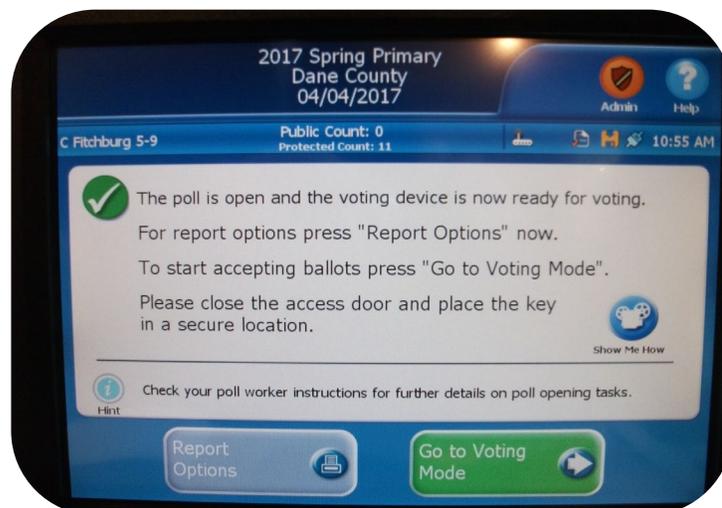


- ❑ 8. Press “Open Poll” on the touch screen. The DS200 will automatically print a zero tape. See troubleshooting on next page if zero tape does not print.
- ❑ 9. Press “Go to Voting Mode” on the touch screen.
- ❑ 10. Verify all contests, candidates and referenda appear on the zero tape with zero votes cast. Verify that your polling place wards appear on your zero tape.

*(continued on next page)*

*Prepare Tabulator for Counting (continued)*

- ❑ 11. Verify the public count (on touch screen) reads 0. Touch screen should say, “Welcome. Please insert your ballot.”
  - ➔ If public count does not read 0, document this on the incident log and immediately call the Clerk’s Office. You will need to zero out the machine; see DS200 Troubleshooting on the following pages.Ignore the “protected count” shown on the screen. The protected count is like an odometer. It shows the total number of ballots ever fed into this DS200 machine.
- ❑ 12. Verify the DS200 serial number (printed on zero tape). Initial the red line on the front page of the Inspectors’ Statement that says you have verified the tabulator serial number.
- ❑ 13. In the margin by the signature lines on the zero tape, write the serial number of the blue tamper-evident sticker seal found on top of the scanner.
- ❑ 14. Three officials should sign the zero tape before the polls open. If left-handed, it may be easiest to sign your name upside-down.
- ❑ 15. **Do not tear off tape until polls are closed and you have run the results.** To discourage people from tearing off the zero tape, fold the zero/results tape and put a paperclip or binder clip on it.
- ❑ 16. Record successful tabulator setup on the incident log.



# DS200 Troubleshooting

## DS200 does not start up

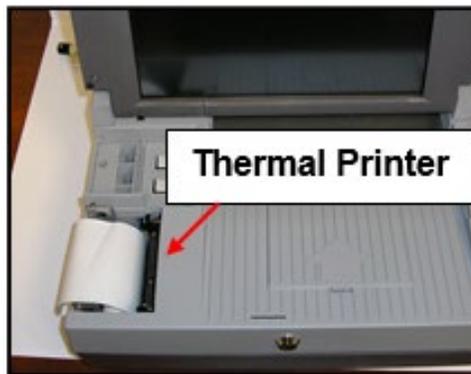
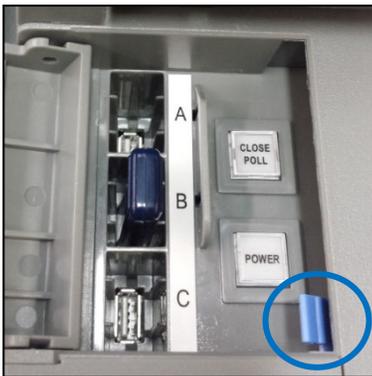
You may have opened the screen before plugging in the machine.

- Close the screen.
- Plug in the tabulator
- Open the screen.

## Print doesn't show up on tape

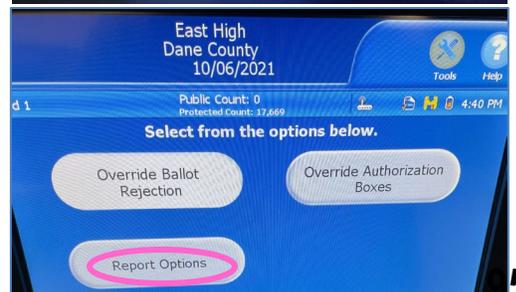
The Clerks' Office may have inserted the tape in the wrong direction.

- Remove sticker seal from top of access door. Document this on the Incident Log. Affix the sticker seal to the Dane County envelope.
- Unlock the access door, located above the printer. This will allow you to access the printer release lever.
- Press the lever to unlock and open the printer door.
- Make sure the glossy side of the thermal paper is facing the thermal printer. The glossy side will leave a gray mark when scratched.



## Reprinting Zero Tape

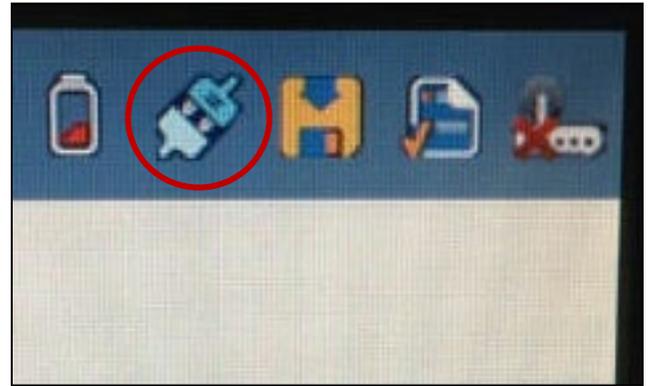
- Press **Tools** in the upper right corner of the screen.
- Enter Election Code, [REDACTED].
- Select **Report Options**.
- On the next screen, select
  - ✓ **Zero Totals**
  - ✓ Detailed report format
  - ✓ Precinct report level
  - ✓ Include Affidavit
- Document this on the incident log.



# DS200 Troubleshooting, continued

## Unplugged power icon

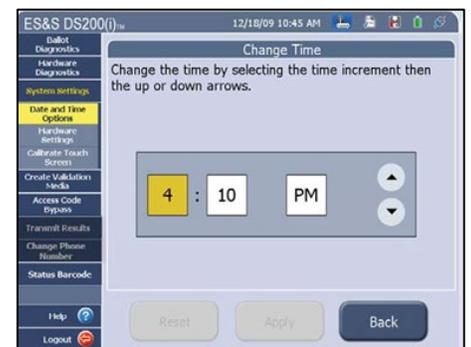
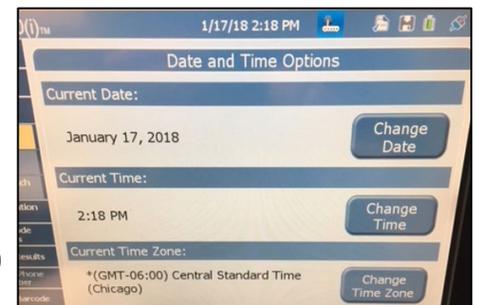
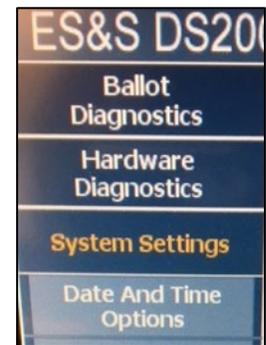
The unplugged icon in the upper right corner of the screen indicates that the tabulator is not getting power from the wall outlet. Try another outlet. Make sure the power cord is completely plugged into the power port in the back of the tabulator.



## Time is wrong



- Press the Admin button on the upper right corner of the screen.
- Press “Log In” and enter the Administration Code: [REDACTED]. You will need to press the shift key on the touch screen before typing [REDACTED]. Press accept.
- From the Admin menu on the left, press “System Settings.”
- Press **Date and Time Options** under System Settings.
- Press **Change Time** to proceed with updating the time.
- Select the field to update (hour, minute, or AM/PM) by pressing on the corresponding box.
- Correct time by using the arrows to make adjustments.
- Press **Apply** to save the changes.
- Press **Back** to return to previous screen.
- On the next screen, press **Apply** again.
- Press **OK**.
- Press **Logout** and, finally, **Exit** (bottom left).
- Press **Open Poll**.



# DS200 Troubleshooting, continued

## Public Count Does Not Read 0000 for Opening the Polls

If public count does not read 0000, document on incident log and do this:

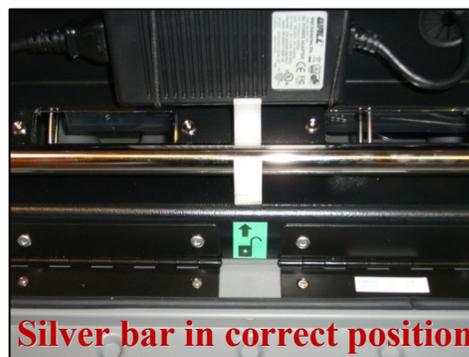
- Call the Clerk's Office to notify them of the situation.
- If the blue sticker seal says "void open," the Clerk's Office will set up and test a new tabulator at your polling place.
- If the blue sticker seal does not say "void open," tear the blue sticker seal off the top of the scanner. Affix the blue sticker seal to the City Clerk envelope.
- Use the barrel key to unlock the small access door from which you have just removed the sticker seal on top of the scanner. Pressing the key into the keyhole, turn the key to the left (counter-clockwise) a quarter of a turn. Lift the panel up.
- Press the Close Polls button for approximately 5 seconds. The touch screen will ask whether you want to close the polls. From this menu, choose Reopen Polls.
- Using the keypad, enter the override code [REDACTED].
- From the Reopen Polls menu, chose Clear Counts & Continue.

## Ballots counted but not released to the bin (after polls have opened)

Check the back of the tabulator to make sure the silver bar is down (below the battery) and latched into the white clasp. If the silver bar is up in the unlocked position (in front of the battery), ballots will jam.

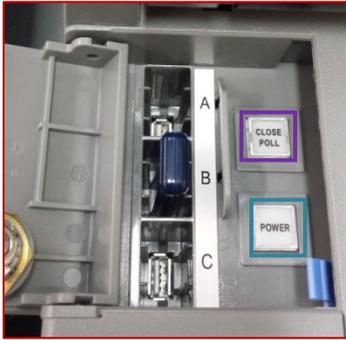


**Silver bar in wrong position**



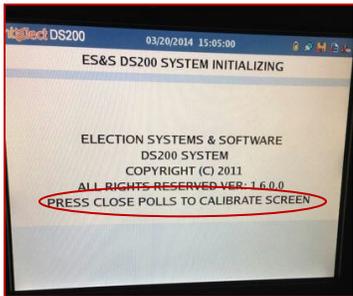
**Silver bar in correct position**

# DS200 Troubleshooting, continued

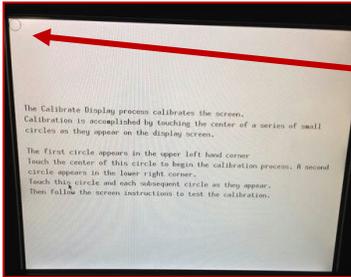


## Tabulator screen is frozen

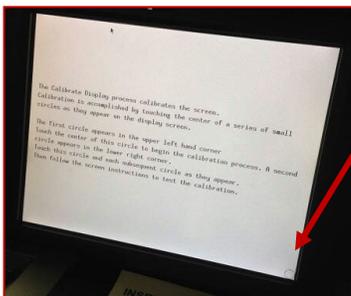
Tear the blue sticker seal off the top of the scanner. Affix sticker seal to County Clerk envelope. Use the barrel key to unlock the compartment from which you just removed the seal. Lift access door open. Press and hold the **power button** for as long as it would take for the UW band to play “Varsity.”



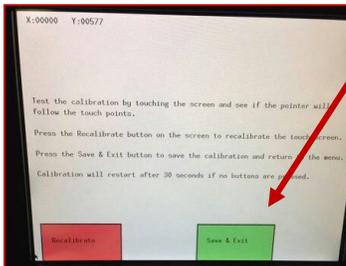
Watch the screen. The screen will go blank as the tabulator begins a hard reboot. Once you get a white screen with five lines of text, **immediately press the close poll button.** The final sentence on the white screen is asking you to press the close poll button to calibrate the screen.



You will next be prompted to touch a circle on the upper left corner of the screen. Remember that the touch screen needs one pound of pressure from your finger. When you touch the circle it will turn black.



Next, you will be prompted to touch a circle on the lower right corner of the screen. When you touch the circle it will turn black. The touch screen is now recalibrated.



Press the green bar asking you to save and exit. The tabulator should be back in operation.

Document the recalibration on your incident log.



Assigned to: \_\_\_\_\_

## Opening Task L

### Election Day Accessibility Checklist



Assess whether the polling place has barriers for people with disabilities. If you identify any barriers, inform the Clerk's Office as soon as possible.

#### **Parking**

Accessible parking must be kept clear of snow, piles of leaves, or other obstacles to persons with disabilities in order to be accessible.

For polling locations that have parking lots:

- Accessible space(s) are clearly marked with the standard accessible parking sign.
- The accessible space(s) are located nearest to the accessible entrance.
- There is at least one van-accessible space.
- There is an accessible way to get from the parking lot to the sidewalk.
- The parking lot is paved.

For polling locations that do not have parking lots:

- There is an accessible passenger drop-off area, or temporary on or off street accessible parking that could be designated on Election Day.

#### **Pathways to the Building**

- The path to the accessible entrance is clearly marked with large print signs if it is different from the primary route to the building.
- The path of travel is free of breaks and edges and is clear of debris such as snow, ice and leaves, and low-hanging objects such as tree branches.
- The path of travel has the necessary curb cuts and ramps so that a person using a mobility device could access the building with ease.
- All ramps have handrails (and edge protection), if necessary.
- The path of travel is well-lit.

## **Entrance to the Building**

- The entrance to the building is free of steps or has a ramp or elevator.
- The accessible entrance to the building is unlocked.
- Accessible entrance has an automatic door opener or a call button, or there is someone stationed at the door to open it.
- There is signage or a greeter stationed at the entrance with information on requesting curbside voting.

## **Travel within Building**

- Accessible route to the voting area is clearly marked with large print signs if it is different from the main route and/or if not immediately inside accessible entrance.
- Interior doors along accessible route are unlocked and either have automatic doors or are propped open.
- If there are stairs to the voting area, an accessible elevator is available.
- Hallways are well-lit and free of low-hanging objects and items protruding from the wall or sitting on the floor.
- All rugs and mats along the accessible route have low pile and are securely fastened (or removed).

## **Voting Area**

- Instructions for voting are printed in **Large Print** (18 point font or larger) and displayed in a convenient and obvious location.
- The path of travel in the voting area is wide enough for an individual using a mobility device to navigate and turn around with ease (minimum of 5x5 feet).
- Poll workers have set up the accessible voting booth that is extra wide at the bottom (at least 36 inches), and at good height (between 28 and 34 inches) to allow someone who uses a mobility device to use it comfortably.
- Poll workers have set up the ExpressVote on a table or voting booth that is extra wide at the bottom (at least 36 inches), and at good height (between 28 and 34 inches) to allow someone who uses a mobility device to use it comfortably and reach all parts of the voting equipment.
- The ExpressVote is set up in such a way that it is
  - Housed in the same area of the room as all the other voting booths
  - Strategically placed to ensure the privacy of the voter using the machine **and** contain a privacy screen.

### *Election Day Accessibility Checklist (page 3 of 4)*

- The ExpressVote is turned on, tested, and in proper working order for electors to use when the polls open on Election Day. The test ballot has been partially torn and placed in the Discarded Ballot envelope.
  - All accessible features of the ExpressVote are set up and working, including tactile devices and headphones
- The polling location has the following:
  - ✓ **Signature guide** to assist someone to sign their name in a straight line (found in top tray of supply kit)
  - ✓ **Pen and paper** to communicate with someone who is deaf or hard of hearing (found in bottom of supply kit).
  - ✓ **Magnifying glass** to be used by someone with a sight impairment (found in top tray of supply kit, probably in a plastic sleeve).
  - ✓ **Extra seating** and a policy to allow voters who have trouble standing or walking to wait to vote and maintain their place in line.
  - ✓ **Lighting** at every space in the voting area.

### **Interactions with Voters**

- Poll workers are aware of the special needs of voters with disabilities and are willing to provide reasonable accommodations when requested.
- Poll workers are aware of the assistant process:
  - Any elector may have an assistant.** The assistant can be anyone, except the elector's union representative or employer, and the assistant does not have to be a qualified elector.
  - Electors may have an assistant **state their name and address** for them if they are unable.
  - An elector can direct an assistant to mark their ballot and insert the ballot into the ballot box or tabulator. The assistant must sign the ballot in the designated location. Poll workers will note on the poll book next to the voter's name, "Assisted by," followed by the name and address of the person providing assistance in marking the ballot.
  - If an elector is unable to sign the poll book due to a disability, poll workers will write "Exempt by order of inspectors" in the voter signature box.
- Poll workers have reviewed the Poll Worker Common Courtesy Checklist (see following page).
- There is a feasible plan in place to identify when a voter wants to vote curbside, such as having signage, a phone number, or a greeter stationed outside, and poll workers are aware of the curbside voting policy.

## Troubleshooting for Van Accessible Parking Spots

Some of our polling place audits have identified issues with van accessible parking spots. If your polling location has the supplies noted below, it means that you have a van accessible parking issue to resolve on election morning.

Four red cones and a roll of yellow caution tape

Use these materials to make the van accessible parking space wider.

1. Position the cones to incorporate **two** parking spaces – the signed accessible space and the one next to it (approximately 96” width) – so a van could park and unload there.
2. Using duct tape, affix the caution tape at the top of the cones around three sides of the widened parking spot.

Van accessible parking space sign

The sign for a van accessible parking space should be 60 inches high. If the Clerk’s Office has provided you with a portable van accessible parking sign, place the sign at the van accessible parking space for your polling location.

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Your clerk will have more detailed information about accessibility rules and laws.

### Wisconsin Elections Commission

[Elections.wi.gov/assisting-voters-disabilities](https://elections.wi.gov/assisting-voters-disabilities)

### Disability Vote Coalition

[Disabilityvote.org](https://disabilityvote.org)

### U.S. Department of Justice ADA Checklist for Polling Places

[www.ada.gov/votingck.htm](https://www.ada.gov/votingck.htm)

*This checklist was created by Disability Rights Wisconsin (DRW) and reproduced by the Wisconsin Elections Commission and Accessibility Advisory Committee with permission of DRW. If you have questions about this checklist or about accessibility, contact the Wisconsin Elections Commission at 608/261-2028 or the DRW Voter Hotline at 844/DIS-VOTE (844/347-8683).*

## Common Sense and Common Courtesy

Many election inspectors have had little interaction with people with disabilities. Here are a few courtesies and guidelines.

- ★ State and federal law permits voters with disabilities to be accompanied and to receive assistance by another person in the voting booth.
- ★ Remember that all voters deserve courteous attention in exercising their right as citizens to vote.
- ★ Be considerate of the extra time it might take for a person with a disability or an elderly person to get things done.
- ★ Give unhurried attention to a person who has difficulty speaking.
- ★ Speak directly to the person who has a disability rather than just addressing a companion who may be accompanying them.
- ★ Speak calmly, slowly, and directly to a person who is hard of hearing. Your facial expressions, gestures, and body movements help in understanding. Don't shout or speak in the person's ear. If full understanding is doubtful, try writing a note to the person.
- ★ A notepad, found in the bottom of your supply kit, should be available to assist communication with electors who are deaf or hard-of-hearing.
- ★ Before pushing someone in a wheelchair, ask if you may do so and how you should proceed.
- ★ Greet a person who is visually impaired by letting the person know who and where you are.
- ★ Have a signature guide, found in the top tray of your supply kit, available for signing the poll book or registration form.
- ★ When offering walking assistance, allow the person to take your arm and tell them if you are approaching steps or inclines or are turning right or left.
- ★ Animals that assist people with disabilities must be admitted into all buildings. Such animals are highly trained and need no special care other than that provided by the owner.



# Chief Inspector Announcement to Close the Polls



“Hear ye! Hear ye! The polls of this election are now closed!

The election polls are now closed. Pursuant to the provisions of Wis. Stat. §19.84, this body will now convene in open session as the Local Board of Canvassers under the provisions of the Wisconsin Open Meetings Law for the purpose of conducting the local [and municipal] canvass pursuant to Wis. Stat. §7.51.

Under the provisions of the Wisconsin Open Meetings Law, you will not be asked to sign in or to show identification. This meeting will be open to the public and will be reasonably accessible as required by the open meetings law. Under both the election law and the open meetings law, election inspectors have full authority to maintain order and to enforce obedience to their lawful commands during the election and canvass of the vote.”





## Chief Inspector Checklist for Closing the Polls

*If you are still working on closing your polling place at 9 p.m., call the City Clerk's Office at 266-4220. Additional help may be available.*

### Assign Closing Task Sheets at about 7 p.m.

- Find the What Goes Where guide at the end of these task sheets. Post it in a location all poll workers will be able to reference.
- Make sure workers understand their initial closing tasks. Tell them to see you for another task as they complete each assignment.
- Explain closing priorities to your poll workers:
  1. Make sure all ballots are counted.
  2. Promptly produce election results.
- Review payroll and signature procedures.

### Close the Polls

At 8 p.m.

- Close the polls by reading the announcement on the previous page.
- Send the End of Line Officer to stand behind the last voter in line. No one else may enter the line. Every eligible voter in line at 8 p.m. may vote, even if they need to register.
- Send one poll worker to remove the polling place signs from outside.
- All poll workers take a deep breath.

**Do not lock the doors to the polling place.** The polling place remains open to the public even after all electors have cast their ballots.

Observers may stay to watch the closing of the polls. They are not allowed to touch any official election documents. Candidates are also allowed to observe once the polls have closed, and voting is complete. The closing of the polls is open to the public.

### **Make Sure All Ballots are Counted**

- Finish processing any absentee ballots that were not counted during the day. Double-check the absentee ballot delivery bag to verify that it is empty. Check every absentee ballot delivery envelope to verify that it is empty. Ask every poll worker whether they have any absentee ballots left to process or remake.
- Open the emergency bin at the front of the tabulator cart. Check for any ballots that still need to be processed.
- Compare the number of voter slips issued with the ballot count on the tabulator screen. Both numbers should be the same. If the numbers do not match, explain the discrepancy on the incident log. The discrepancy must be resolved on election night.

### **If More Ballots Counted than Voter Slips Issued**

- Make sure all processed absentee envelopes have a voter number. The voter number should have been written on the corner of each absentee envelope.
- Make sure all voter registrations were given a voter number.
- Count the number of voters marked as voting in the poll book. Count the number of voter registrations. Add those numbers together. Two voters may have been given the same number.
- If you still have more ballots counted than voter slips issued, call the Clerk's Office. If the discrepancy cannot be resolved tonight, the Clerk's Office will walk you through the Drawdown process.

### **If More Voter Slips Issued than Ballots Cast**

- Make sure all absentee envelopes were opened and emptied after being given a number.
- Make sure rejected absentees were not mistakenly given a number.
- Check whether you have any ballots in the emergency bin.
- Check whether you have any ballots that still need to be remade.
- Count number of voters marked as voting in the poll book. Count the number of voter registrations. Add those numbers together.
- Go through the voter slips to see if two voter slips were stuck together.
- Document these reconciliation activities.

**Begin the Closing Process** \_\_\_\_\_

**Nobody should ever be alone in the polling place.** For safety purposes, poll workers should not exit the polling place alone. All poll workers should help close the polls. As poll workers become available, assign these tasks:

<b>Closing Task</b>	<b>Assigned to</b>	Can this be done while results are being printed?
<i>A – Remove Signage</i>		Yes
<i>B – Voting Booth Removal</i>		Yes
<i>C – ExpressVote Disassembly</i>		Yes
<i>D – Reconcile Poll Lists</i>		Yes
<i>E –Greeter Table</i>		Yes
<i>F – Registration Table</i>		Yes
<i>G – Ballot Table</i>		Yes
<i>H – Provisional Table</i>		Yes
<i>I – Personal Protective Equipment</i>		Yes
<i>J – Print Tabulator Results</i>		
<i>K – Secure Memory Sticks</i>		No
<i>L – Check for Write-Ins</i>		No
<i>M – Seal Ballot Bag</i>		No
<i>N – Tabulator Cart</i>		No
<i>O – iPad and Charger</i>		No

### **Signatures Needed**

- Have at least three poll workers review the incident log, absentee log and Inspectors' Statement. They are making sure someone who was not at the polling place could understand the entries. These poll workers also sign the Inspectors' Statement.
- The first page of each poll book should be complete and signed by the officials who worked on that poll book. The numbers on the front of the poll books should match the numbers on the Inspectors' Statement.
- The white envelope/certificates, *Used Certificate – Affidavit Envelopes of Absentee Electors*, should be signed by three officials.
- The manila envelope, *Certificate of Rejected Absentee Ballots*, should be signed by three officials if there were any rejected absentees.
- Ballot bags should be signed and sealed, with serial numbers written on Inspectors' Statement.
- Absentee Inspectors' Statement should be attached to the back of the Inspectors' Statement.
- Observer Log should be attached to the back of the Inspectors' Statement.
- All items on the Inspectors' Statement should be completed and signed.

### **Put Away Election Day Supplies**

- Poll workers should neatly put away supplies using the *What Goes Where* checklists. Items put away with care last a lot longer.
- Make sure emergency bin is closed (metal piece in upright position). Lock both compartments on the front of the tabulator cart.
- Seal both compartments of tabulator cart. Use the tamper-evident seal zip-ties from the seal compartment behind the tabulator touch screen. Document seal numbers on the Inspectors' Statement.

### **Complete Payroll**

- Fill out, verify, and sign the payroll sheet found in the yellow binder.
- Verify that each poll worker has indicated a pay source and a.m./p.m.
- List any no-show poll workers on the payroll sheet.

### **Take City Clerk Tote & Red Absentee Delivery Bag to the City Clerk's Office**

Refer to the *What Goes Where* checklists for the items that go in the tote and absentee bag.

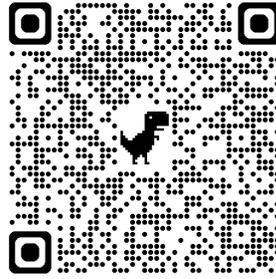
## Closing Task A Remove Signage



- Bring the Polling Place flag standard inside. Return to red security cart.
- Bring Vote yard signs inside. Return to red security cart.
- Empty the water from the base of the curbside voting sign. Put the curbside voting sign in its blue box and return it to the red security cart.
- If your polling place uses a bell call, bring the bell call stand inside. Put the bell call receiver (plugged into the wall) into the bag attached to the bell call stand. Return to red security cart.
- Bring the feather flag inside. Use QR code for a video tutorial. Place in black canvas tote. Return to red security cart.
- If your polling place had to set up a portable sign for the van accessible parking space, bring that sign inside. Return to red security cart.
- If your polling place needed to create a van accessible parking space with cones and caution tape, bring those materials inside. Return to red security cart.
- Place signage back in the red signage folder:
  - Accessible Entrance (on accessible door)
  - Voting hours (on entrance door)
  - No Firearms or Weapons (on entrance doors)
  - Voting signs with arrows (orange)
  - Legal Notices for this Election
  - Sample Ballots
  - ID Petition Process
  - ID Reminder
  - Ballots Counted Here sign (purple) – at tabulator
- Bring the tabletop signs from the registration table, poll book table, and ballot table to the red security cart.



- Fold (do not dismantle) election signage kiosk. Knock it over to collapse it. Fold it. Put it in its blue canvas carrying case. Return to the red security cart.



Notes from when signs were posted this morning:

## Where does it go?



- Put polling place sign in red security cart.

- Fold signage kiosk and put in blue case labeled "Election Day Signage Kiosk." Put case in red security cart.



- Put Vote signs in red security cart.



- Put red accordion folder of signage in Clerk tote.

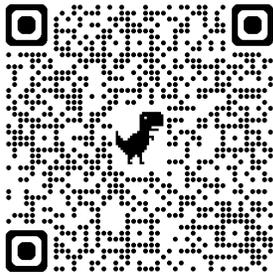


- Put bell call sign, if you have one, in the red security cart.
- Put bell call receiver (plugged into wall during voting hours) in bag attached to bell call stand.

Assigned to: \_\_\_\_\_

## Closing Task B

### Voting Booth Removal



1. Remove legs from bottom of booth. Pull ends of legs apart from each other so each leg folds in half. Tuck legs in booth.
2. Fold privacy shields and place them in the center of the booth.
3. Close case and latch.
4. For accessible booths: place legs in case, close case and latch.



**All components of the voting booth will fit inside its case.**



## Where does it go?



- Put voting booth cases in the red security cart.

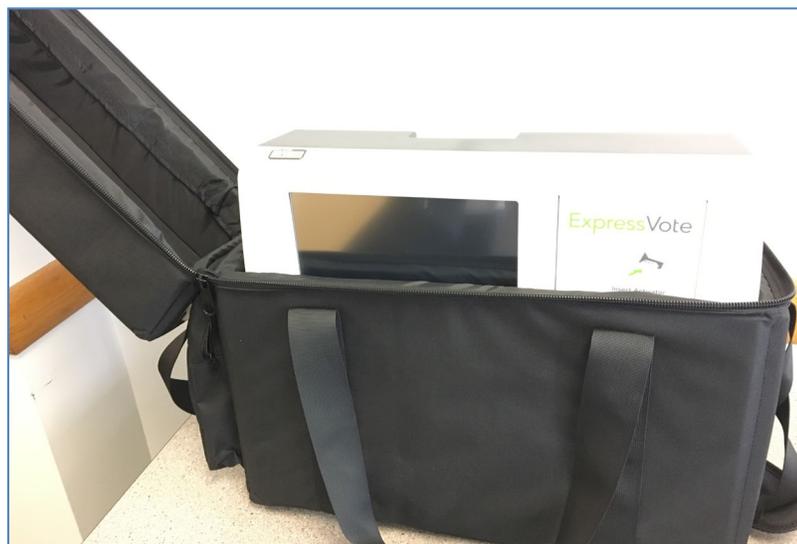


## Closing Task C

### ExpressVote Disassembly



- Use the barrel key to unlock the left security panel. Change the power switch to the off position. Remove the Election Definition Drive (memory stick). Put it in the red Dane County Elections security bag. This security bag will also contain the tabulator memory stick before it is sealed.
- Close and lock the left security panel using the barrel key that is also used for the DS200 tabulator.
- Secure keypad to the Velcro on the left side of the ExpressVote.
- Unplug headphones and put them in the pocket on the outside of the carrying case.
- Unplug power cord from the wall outlet. Remove the power cord from the ExpressVote and put it in the pocket on the outside of the carrying case.
- Put the ExpressVote in the black carrying case and zip the case closed.
- If you used a City of Madison extension cord, return it to the hardware box.
- Gently place the ExpressVote carrying case on the shelf in the red security cart.



## Where does it go?



- Put ExpressVote memory stick in the Dane County Elections security bag



- If you used an extension cord, put it in the hardware box. Put the hardware box in the tabulator cart at the end of the night.



- Put ExpressVote in black carrying case, with the power cord and headphones in the outside pocket of the carrying case.



- Put ExpressVote carrying case on the shelf in the red security cart.



- Put ExpressVote privacy screen in the tabulator cart.

## Closing Task D

# Reconcile Poll Lists



(Ideally, poll workers will have completed most of this during the day.)

- Switch seats so you are not checking your own work.
- Line up the corresponding pages of the poll book. Visually compare shapes on each page to find anything that does not match.
- Fix any differences that you can figure out.
  - ➔ If a voter number is missing from one poll book, determine whether that was a poll worker error. If so, fill in the missing number.
  - ➔ If a voter number is missing an A to say it was an absentee voter, add the A to the voter number.
- Note on the incident log if there are differences you cannot figure out.
  - ➔ If a voter number was given to a different person in each poll book, note that on the incident log.
- If voter signatures are not all in one poll book, document discrepancies on the incident log.
- If second and third ballots were not noted on the poll books, do so now. Use the green second ballot log that was used at the ballot table.
- Include the supplemental lists in your review.

*Continued on the next page...*

Page # of Poll Book	Name and Address	Voter #	Voter Signature
1	MATTERN, Kathy M 713 S MIDVALE BLVD MADISON, WI 53711	000592530	Kathy M MATTERN
2	MCGINN, Gina M 4310 WAITE CIR MADISON, WI 53711	000514466	Gina M MCGINN
3	MCGINN, Matthew H L 4310 WAITE CIR MADISON, WI 53711	000514467	Matthew H L MCGINN
4	MCINTYRE, Marilyn N 4329 SOMERSET LN MADISON, WI 53711	000446938	Marilyn N MCINTYRE
5	MCKINLEY, Jill L 4213 ODANA RD MADISON, WI 53711	000446762	Jill L MCKINLEY
6	MCMAHON, Bernard L 4321 ROLLA LN MADISON, WI 53711	000333765	Bernard L MCMAHON
7	MCMAHON, Judith A 4321 ROLLA LN MADISON, WI 53711	000401365	Judith A MCMAHON
8	MORIARTY, Richard B 4109 ODANA RD MADISON, WI 53711	000435698	Richard B MORIARTY
9	MORRISON, Seth P 4221 ODANA RD MADISON, WI 53711	075481290	Seth P MORRISON
10	MORRISON, Shelly A 4221 ODANA RD MADISON, WI 53711	075481360	Shelly A MORRISON

## Finish Poll Book Documentation



- All poll workers who worked on a poll book should sign the front page of the poll book.
- Note the page number for the last voter slip issued. Write this page number on the front of each poll list. Sometimes the last voter slip is on the new registration list. If so, note that.
- Make sure page two of the Inspectors' Statement lists the total number of voter slips issued.
- Put poll books in the absentee delivery bag for transport to Clerk's Office.

## Pack Up Poll Book Table



- Put poll book table documents (green dot) in green poll book table accordion folder. Return folder to City Clerk tote.
  - Quick Guide for poll book table
  - Quick Guide for checking ID
  - Acceptable Photo ID Infographic
  - Reverse Directory
  - Poll book flashcard books
  - Observer Guide folder
  - Scratch paper
- Put poll list corrections sheets (yellow) in the City Clerk envelope.
- Put the Voters Without ID sheet (blue) in the City Clerk envelope.
- Put the A-L, M-Z sign (if used) in its cardboard box. The box will be packed in the tabulator cart once ballots have been sealed in the ballot bag.
- Put pens in supply kit.







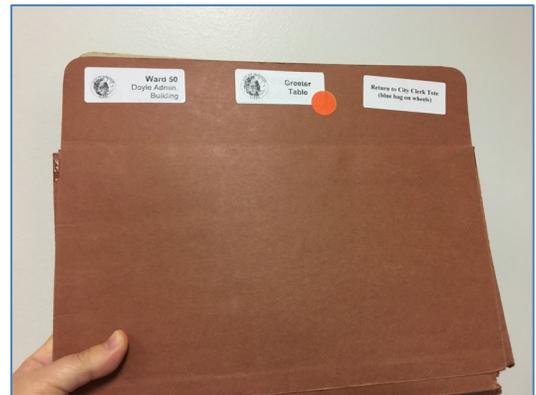
Assigned to: \_\_\_\_\_

## Closing Task E

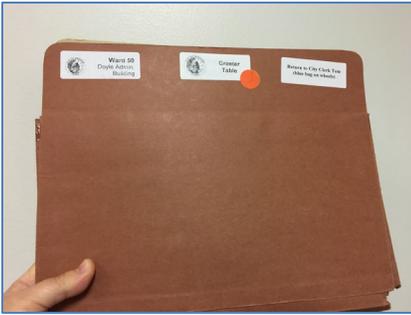
### Pack Up Greeter Table



- Put greeter table documents (orange dot) in greeter table accordion folder.
  - Ward-Specific Street Directory
  - Citywide Street Directory
  - Determining Where a Person Votes
  - City of Madison Polling Place list
  - Scratch paper
  - Quick Guide
- Return accordion folder to City Clerk tote.
- Put I Voted stickers in plastic bin in the City Clerk tote.
- Put Future Voter stickers in plastic bin in the City Clerk tote.



## Where does it go?



- Put accordion folder of greeter table materials in the blue Clerk tote.



- Put I Voted stickers and Future Voter stickers in the blue Clerk tote.



Assigned to: \_\_\_\_\_

## Closing Task F

### Pack Up Voter Registration Table



- Determine how many Election Day registrations you had at your polling place. Write that number on the second page of the Inspectors' Statement.
- Paperclip voter registration forms to corresponding yellow copy of new registration poll list.
  - Put voters' completed registrations in yellow accordion folder.
  - If someone registered without voting today, use a paperclip to attach their registration to the outside of the yellow accordion folder.
  - Put yellow folder in absentee delivery bag for transport to Clerk's Office.
- Put white copy of new registration poll lists in Dane County Clerk envelope (in City Clerk tote). This envelope will also be needed at the tabulator.
- Put Voters Unable to Register sheet (salmon) in City Clerk envelope.
- Put blank, English registration forms into their clear plastic box. The box of blank registration forms will be packed in the tabulator cart.
- Put these items into the registration table folder (black dot).
  - Quick Guides for Registration
  - Acceptable Proof of Residence infographic
  - Proof of Residence Cards
  - What – Who – Four – Two reminder (pink)
  - Determining Where a Person Votes
  - Registration Transparency Sheets
  - Ward – Specific Street Directory
  - Carbonless New Registration Poll Lists (blank)
  - Ineligible Voter List & handouts (in folder)
  - Handout for voters unable to register today (in folder)
  - Spanish & Hmong Registration Forms (in folder)
  - Observer Guide folder
  - Registration flashcard guides
  - Scratch paper
- Put pens in supply kit.

# Where does it go?



- Put accordion folder of registration table materials in the blue Clerk tote.

City of Madison Election Day Voter Registration Poll Book					Word _____
www.CityofMadison.com • Yellow Copy City Clerk					Election Date _____
First Name	Last Name	Street Address	Household #	Voter ID #	Ballot #
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

**Election Returns**  
**Dane County Clerk**

Return the following items in this envelope:

- First Results Tape  
(longest tape including both the zero tape and the results)
- 3 Election Official signatures after each ward
- Seal number recorded
- Election Day Voter Registration List (white copy)
- Write-In Tally, if any (white copies)
- 3 Election Official signatures

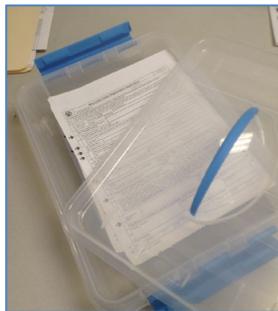
- Put white copy of Election Day Voter Registration poll list in County Clerk envelope.

City of Madison Election Day Voter Registration Poll Book					Word _____
www.CityofMadison.com • Yellow Copy City Clerk					Election Date _____
First Name	Last Name	Street Address	Household #	Voter ID #	Ballot #
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					



- Paperclip yellow copy of Election Day Voter Registration poll list to the corresponding registration forms. Put them in the yellow accordion folder. Put yellow accordion folder in absentee delivery bag.

- Put box of unused registration forms in the tabulator cart.



- Put Spanish & Hmong forms back in registration table accordion folder.

## Closing Task G

### Pack Up Ballot Table

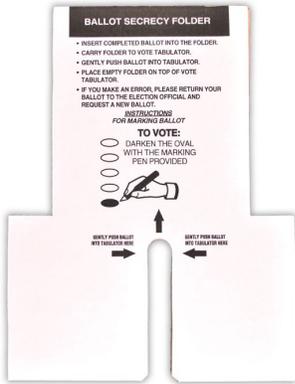


- Do not seal any ballot bags yet!** The ballot bags are part of Closing Task M. This will be completed later.
- Get the envelope of Bad Ballots from the absentee processing station.
- Put the discarded ballot envelope, issued voter slips, and Bad Ballots envelope in a pile. These will be dealt with in Closing Task M, to be completed later.
- Make sure all ballots have been processed. If so, put the blank, unissued ExpressVote ballots in the emergency bin of the tabulator cart.
- Put blank, unissued official ballots together in a pile. These will be dealt with in Closing Task M, to be completed later. Make sure the unissued ballots are not within reach of observers.
- Put secrecy sleeves in the tabulator cart.
- Put voter slip container and pen containers in large, clear plastic hardware bin. The hardware bin will end up in the tabulator cart.
- Put pens in supply kit.

#### **Put in the Ballot Table accordion folder:**

- Mark Ballot Using Pen or Touchscreen sign (blue)
- Instructions for Marking Ballot (ivory) signs
- Unissued Good Ballot/Bad Ballot labels
- Observer Guide folder
- Ballot Table flashcard books

# Where does it go?



Put ballot secrecy sleeves in the tabulator cart.



Put voter slip and pen plastic bins in the hardware box. Put the hardware box in the tabulator cart.



Put issued voter slips in the ballot bag.



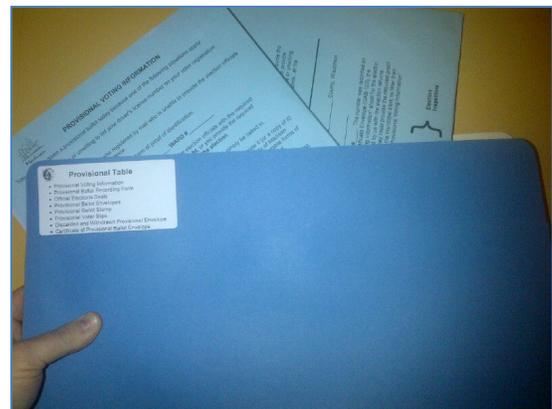
Put unissued ExpressVote ballot cards in the tabulator emergency bin.

## Closing Task H

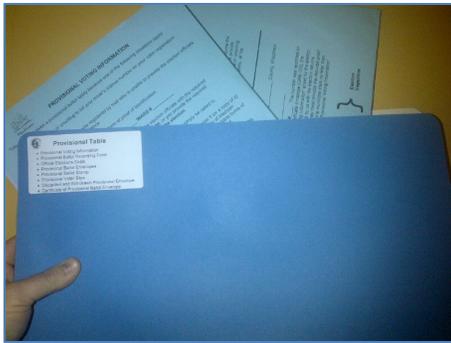
### Pack Up Provisional Ballot Station



- If you have provisional ballots, make sure they are in the large blue envelope. This envelope is labeled "Wisconsin Inspectors' Certificate of Provisional Ballots."
- If you have provisional ballots, paperclip the lilac sheet to the outside of the large blue envelope. The lilac sheet is labeled "Provisional Ballot Reporting Log."
  - ➔ By law, the Clerk's Office must enter these voter names in the state system as soon as possible tonight.
- If you have provisional ballots, put the large blue envelope in the absentee delivery bag. The Chief Inspector will hand deliver it to the Clerk's Office tonight.
- Return provisional materials to the blue provisional station accordion folder.
  - Provisional Quick Guide
  - Quick Guide for Returning Provisional Voter
  - Provisional Handouts
  - Blank Provisional Reporting Logs
  - Unused Provisional Envelopes
  - Provisional Stamp
  - ID Petition Process hand-outs
  - Provisional flashcard book



# Where does it go?



Put blue accordion folder of provisional ballot table materials in the blue Clerk tote.

**WISCONSIN INSPECTORS' CERTIFICATE OF PROVISIONAL BALLOTS**

We certify that the provisional ballots contained in this envelope were cast by voters unable to provide the proof of residence required pursuant to Wis. Stat. § 6.79(2)(b), unable to provide the Wisconsin driver license or state identification card number required pursuant to Wis. Stat. § 6.79(2)(a), or unable to provide an acceptable form of photo identification pursuant to Wis. Stat. § 6.79(2)(a), at the election held in the \_\_\_\_\_ Ward(s) of the Village/City of \_\_\_\_\_ County, Wisconsin.

On the \_\_\_\_\_ day of \_\_\_\_\_

Each provisional voter was assigned a serial number beginning PVI# \_\_\_\_\_. The number was recorded on the registration list, the back of the ballot, the Provisional Ballot Certificate Envelope (EL-123), the Provisional Ballot Reporting Form (EL-125), the EL-123a "Provisional Voting Information Sheet" for the elector, and listed on the Inspector's Statement (EL-104) prepared and filed by us with the election returns. Each of us was informed that in order for their ballot to be counted, they must provide the required proof of residence, Wisconsin driver license number or state identification card number or acceptable form of photo ID to municipal clerk no later than 4:00 p.m. on the Friday following the election. Each voter was given the EL-123a "Provisional Voting Information Sheet" prepared by the Wisconsin Elections Commission.

Dated this \_\_\_\_\_ day of \_\_\_\_\_

\*\*\*\*\*

**Election Inspectors**

- Provisional ballots of voters unable to provide the proof of residence required by Wis. Stat. § 6.79(2)(b), the Wisconsin driver license or state identification card number required by Wis. Stat. § 6.79(2)(a), or unable to provide an acceptable form of photo identification pursuant to Wis. Stat. § 6.79(2)(a), shall be kept in their carrier envelopes.
- These ballots may not be counted, unless the voter returns with the required proof of residence, Wisconsin driver license or state identification card number or an acceptable form of photo identification before the polls close.
- The names of provisional voters are assigned a serial number (PVI#) that is recorded on the registration list, the back of the ballot, the Provisional Ballot Certificate Envelope (EL-123), the Provisional Ballot Reporting Form (EL-125), the EL-123a "Provisional Voting Information Sheet" for the elector, and listed on the Inspector's Statement (EL-104).
- The back of the ballot should be marked "Section 6.77" voted by the elector, placed in the completed provisional ballot certificate envelope and returned to the election inspector.
- The inspector makes a notation, including the PVI# that the voter was issued a provisional ballot on the Inspector's Statement (EL-104).
- The completed provisional ballot certificate envelopes containing the voted ballots are placed in the carrier envelope. This carrier envelope and any other provisional ballot carrier envelopes must also be placed in a secure ballot bag, secured with a tamper-evident seal and labeled with "Provisional Ballots".

**Municipal Clerks**

- The municipal clerk shall promptly notify the appropriate boards of canvassers that the clerk has provisional ballots that may be counted if the voter provides the required proof of residence, Wisconsin driver license or state identification card number by 4:00 p.m. on the Friday following the election.

EL-108 | Rev 2014-03 | Wisconsin Elections Commission, P.O. Box 7964, Madison, WI 53707-7964  
608-262-3000 | web: elections.wi.gov | mail: elections@wi.gov

This form is printed on a (insert color) envelope.

**PROVISIONAL BALLOT CERTIFICATE**  
Ballot under No. Stat. § 6.87

Form: Complete the information below and sign the certificate in the presence of an election inspector who must also sign. Official Use Only.

Electoral District (Ward and Precinct)	Ward #	PVI #
City, Town, or Village	Phone Number, including area code	Photo ID
City, Town, or Village	Are you a voter of the United States?	
Date of Birth (month/day/year)	Yes <input type="checkbox"/> No <input type="checkbox"/>	

I certify, subject to the penalties of Wis. Stat. § 13.13(5)(g), that I am a qualified elector of the ward and precinct in the county of the State of Wisconsin indicated above. I am eligible to vote in the next or an ensuing primary, general, or special election held on any statewide date on the Friday following the election, or I have not yet been counted.

Signature of Voter \_\_\_\_\_ Date \_\_\_\_\_ Signature of Election Inspector \_\_\_\_\_ Date \_\_\_\_\_

EL-124 | Rev 2014-03 | Wisconsin Elections Commission, P.O. Box 7964, Madison, WI 53707-7964 | 608-262-3000 | web: elections.wi.gov | mail: elections@wi.gov



**City of Madison Provisional Ballot Log**

Date \_\_\_\_\_ Polling Location \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

If provisional ballots were issued, return to City Clerk's Office with provisional ballots when delivering results to County Clerk.

Name & Address of Provisional Voter	Ward	PVI #	Reason	Contact Information
Name			<input type="checkbox"/> Voter ID <input type="checkbox"/> Missing WI DL # on registration, but showed Proof of address <input type="checkbox"/> Poll book says POR needed, but voter does not have POR	Phone E-Mail
Address				
Election Day Registration? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Date and time resolved _____ Voter # Issued _____				
<input type="checkbox"/> Voter returned to polls with missing ID/DL number/documentation <input type="checkbox"/> Delivered to Clerk's Office in person <input type="checkbox"/> Sent to Clerk's Office via fax <input type="checkbox"/> Sent to Clerk's Office via e-mail <input type="checkbox"/> DL # via phone				

## If you had any provisional voters:

- Put provisional ballot envelopes for your provisional voters in the large blue provisional carrier envelope.
- If any of your provisional voters filled out a voter registration form today, paperclip it to the lilac provisional ballot log.
- Use a paperclip to attach the lilac provisional ballot log to the outside of the large blue Inspectors' Certificate of Provisional Ballots envelope.
- Put the Inspectors' Certificate large blue envelope in the absentee delivery bag.

## Closing Task I

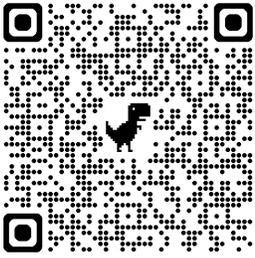
### Personal Protective Equipment (PPE)



- Remove nametags from safety vests. Empty all pockets. Put all safety vests in the clear plastic Personal Protective Equipment (PPE) bag.
  - ➔ While you are removing nametags, remind poll workers who processed absentees to remove nametags from their backs.
- Make sure all bottles of hand sanitizer are closed. Put them in the clear plastic PPE bag.
- Make sure disinfectant spray bottles are closed. Put them in the clear plastic PPE bag.
- Put unused screen wipes in the clear plastic PPE bag.
- Put unused paper towels in the clear plastic PPE bag.
- Put unused facemasks in the clear plastic PPE bag. Masks that were worn should be discarded onsite. Do not put used facemasks with election supplies.
- Put unused gloves in the clear plastic PPE bag. Gloves that were worn should be discarded onsite. Do not put used gloves with election supplies.
- Put unused multi-purpose wipes in the clear plastic PPE bag. Wipes that were used should be discarded onsite. Do not put used wipes with election supplies.
- Put the plastic PPE bag in the red security cart.** The Clerk's Office will collect it when it picks up the other election equipment.

## Where does it go?

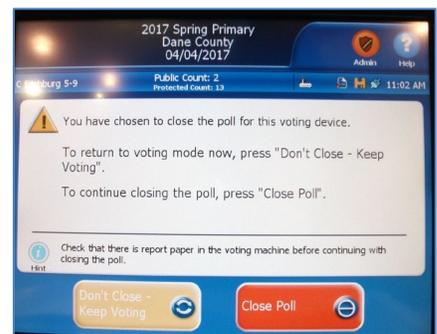




## Closing Task J Print Tabulator Results



- 1. Triple-check that all absentees have been processed. Make sure there are no ballots in the emergency bin or in absentee carrier envelopes.
- 2. After all ballots have counted, peel tamper-evident seal off the top of the scanner. Stick seal on the front of the white Dane County envelope.
- 3. **Initial post-election verification.** This is a blue line at the bottom of the front page of the Inspectors' Statement. Check the appropriate box to state whether this seal was intact all day.
- 4. Use the barrel key to unlock the small access door from which you just removed the sticker seal. Pressing the key into the keyhole, turn the key to the left (counter-clockwise) a quarter of a turn, and lift the panel up.
- 5. Check one last time to confirm that all voted ballots have been processed.
- 6. Press the Close Poll button for approximately five seconds. The machine will ask if you want to continue closing the polls. Select "Close Poll" on touch screen. A circle of dots will appear on the screen as the tabulator gathers results. For a high turnout election, it may be a few minutes *before* the results begin to print.



*Continued on next page...*

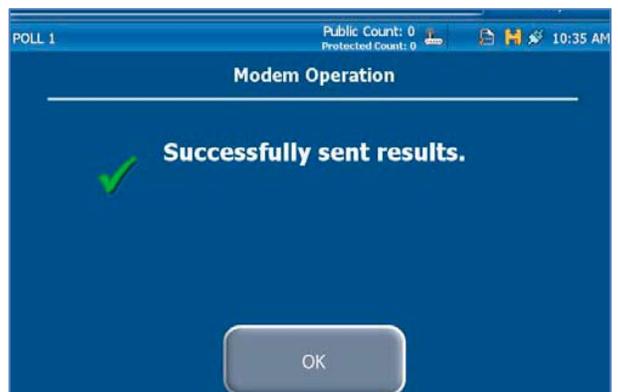
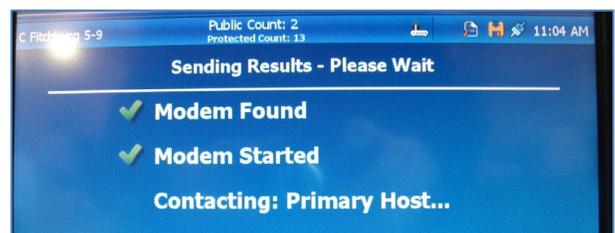
## Print Tabulator Results (continued)

- ❑ 7. Write the blue sticker serial number on the results tape, under the signatures.
- ❑ 8. Announce the results to everyone in the polling place.
- ❑ 9. Keep the first results tape attached to the zero tape that printed this morning. **Three officials sign this tape after the results for each ward.** Put this tape in the white envelope labeled “Dane County Clerk.” The first tape is an audit trail of everything that happened today. It is the longest results tape. The tape ends after the results and signatures for the highest number ward at the polling place.
- ❑ 10. **Three officials sign the second printed results tape after the results for each ward.** Put the second results tape in the large white envelope labeled “Madison City Clerk.” If there are school board contests, a third results tape will print. This gets signed by three officials and put in the City Clerk envelope.
- ❑ 11. The screen will ask whether you want to modem now. Select Begin Modem Process.

You should be able to send the results via modem with one bar of signal strength. It is an encrypted text file.

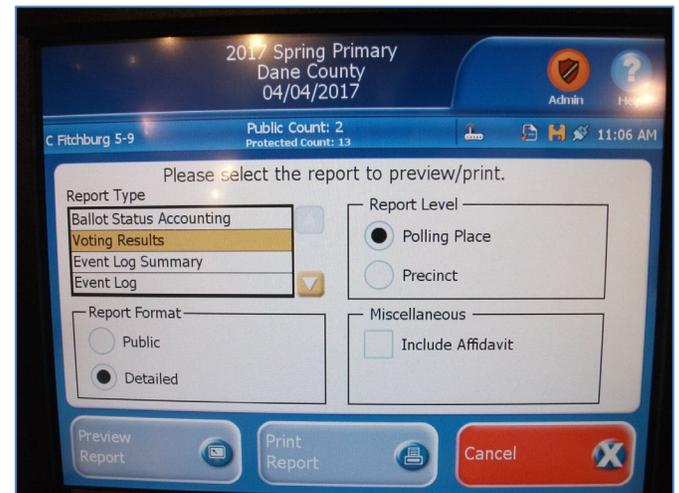
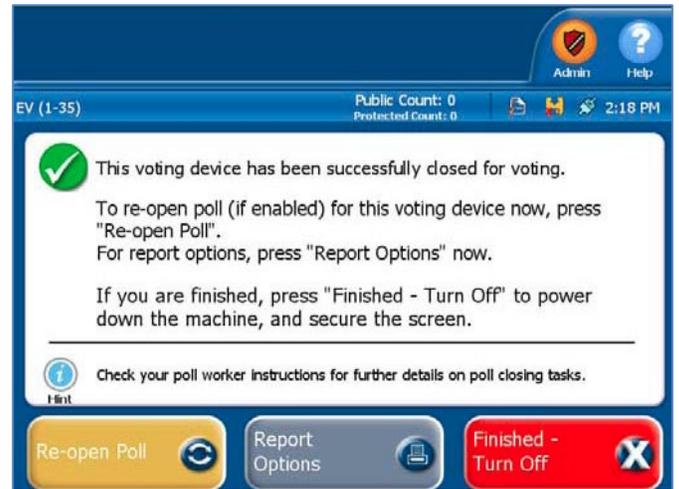
If you receive a message that the modem was unsuccessful, see troubleshooting at the end of this task sheet. Document any troubleshooting on the incident log of your Inspectors’ Statement.

*Continued on the next page...*



## Print Tabulator Results (continued)

- ❑ 12. Watch for the touch screen to say that the tabulator has been successfully closed for voting.
- ❑ 13. Offer to print additional results tapes for observers. Tapes can be printed by pressing “Report Options.”
- ❑ 14. Select Finished – Turn Off on the touch screen. **At this point, you can remove voted ballots from the tabulator cart.**
- ❑ 15. Once Power button is white, no longer red, grasp Election Data Memory Stick and pull up to remove it.
- ❑ 16. Put Election Data Memory Stick in the red Dane County security bag.
- ❑ 17. Close and lock access door on top of scanner.
- ❑ 18. Unplug the tabulator.
- ❑ 19. Carefully put the cord inside the back of machine. Be sure the cord is under the latch.
- ❑ 20. Lock back panel with the silver key.
- ❑ 21. Use the barrel key to unlock the compartment in behind the tabulator screen. Locate the two seals for the front of the ballot box (red zip tie) and for the access door (blue sticker).
- ❑ 22. Affix seal across the access door. Document seal serial number on the bottom of the front page of your Inspectors’ Statement.
- ❑ 23. Gently close the touch screen lid and lock it closed using the barrel key.
- ❑ 24. Gently close the tabulator lid, latch, and then lock closed using the silver key.



## Modem Troubleshooting

If the modem process was unsuccessful, unplug the tabulator and move it to another spot. You may get a stronger signal outside. Try to transmit results using these steps:

- a. Press the Admin button on the upper right corner of the screen.
- b. Press “Log In” and enter the Administration Code: [REDACTED]. You will need to press the shift key on the touch screen before typing [REDACTED]. Press accept.
- c. From the Admin menu press “Transmit Results.” The modem will connect to the server.
- d. Press “Begin Modem Process” to start the transfer.
- e. Once results have successfully transferred, you’ll be prompted to press “OK.”
- f. Press “Finished – Turn off.”



**If cannot get a modem signal**, you may modem the results from a nearby polling place.

At your own polling location:

- a. Press Finished-Turn Off on your tabulator touch screen.
- b. Wait for the power button to no longer be illuminated.
- c. Grab the memory stick and pull it out of the tabulator.
- d. Assign two poll workers to bring the memory stick to a nearby polling location.

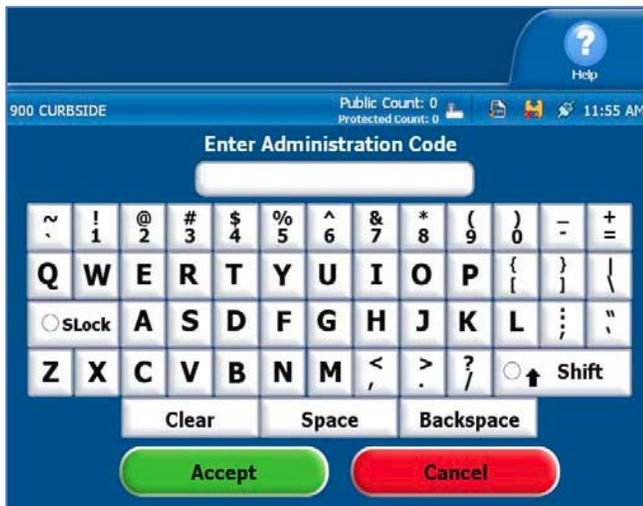
At the nearby polling location:

- a. Wait for this polling place to transmit their own results, shut down the tabulator, and remove their memory stick.
- b. Insert your Election Day memory stick in the USB port labeled B.
- c. Press and hold the Power button for 5 seconds to turn on the DS200.
- d. Open the screen.
- e. **No, you do not want to open the polls.** That would cause problems.

*Continued on the next page...*

## Modem Troubleshooting (continued)

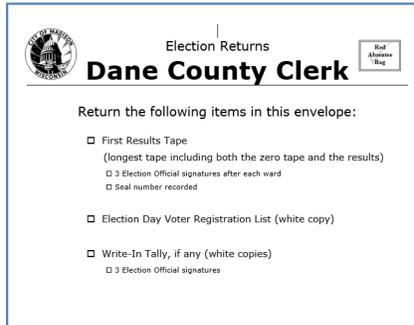
- f. Press the Admin button on the upper right corner of the screen
- g. Press “Log In” and enter the Administration Code: [REDACTED]. Please note that you will need to press the shift key on the touch screen before typing [REDACTED]. After entering this code, press Accept.
- h. From the Admin menu press “Transmit Results.” The modem will connect to the server.
- i. Press “Begin Modem Process” to start the transfer.
- j. Once results have been successfully transferred, you will be prompted to press “OK.”
- k. Press “Finished – Turn off.”
- l. Once the power button is no longer illuminated, remove the Election Data memory stick. Grab it and pull it up.
- m. Bring the Election Day memory stick back to your own polling location. Put it in your Dane County elections security bag.



# Where does it go?



- Put tabulator memory stick in the Dane County Elections security bag. Once sealed, put the Dane County Elections security bag in the absentee delivery bag.



- Put blue sticker seal from the tabulator on the front of the Dane County Clerk envelope.



- Put extension cord, if you used one, in the hardware box. Put the hardware box in the tabulator cart.

## Closing Task K

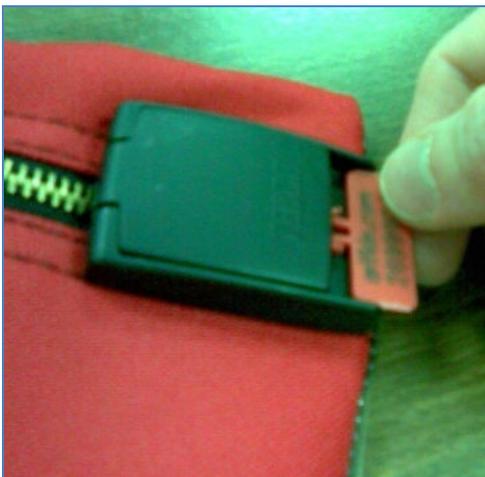
### Secure Election Memory Sticks



- Assemble these items:
  - Small red canvass Dane County Elections security bag from City Clerk tote
  - Small plastic two-pronged security seal from inside the security bag itself
- Put the election data memory stick from the tabulator in the red canvass security bag. **Don't seal the bag yet!**
- Get the memory stick from the poll worker packing up the ExpressVote. Put it in the security bag with the election data memory stick.
- Document the security seal number on the chain-of-custody card in the front window of the red security bag.
- Zip the red bag closed. Snap black plastic zipper handle in place, so it lies flat.
- Slide the two-pronged security seal into the black plastic zipper handle. If the seal breaks, there is a spare seal inside the security bag. Update the chain-of-custody card in the front window of the security bag.
- Write the seal number on the third page of the Inspectors' Statement.
- Put this security bag in the absentee ballot delivery bag. Your Chief Inspector will hand-deliver it to the City Clerks' Office.



### Security bag zipper and seal



## Where does it go?



- Put tabulator memory stick and ExpressVote memory stick in the Dane County Elections security bag. Once sealed, put the Dane County Elections security bag in the absentee delivery bag.

Assigned to: \_\_\_\_\_

## Closing Task L

### Check for Write-Ins



#### **Ask Chief Inspector if they have a write-in tally sheet in their binder.**

The Clerk's Office gives you a write-in tally sheet when there are specific write-in candidates or offices to tally. You only tally write-in votes when:

- Voter writes in a registered write-in candidate.
- There are fewer candidates on the ballot for an office than there are vacancies to fill.
- A candidate for that office passed away before Election Day.

The tally sheets will include specific instructions for that election. Write-in tally sheets must be signed by three poll workers.

**Remove voted ballots from the tabulator cart.** As you straighten the ballots, separate any ballots with write-in votes. Put the ballots with no write-in votes in the ballot bag. Don't seal the bag yet!

If you have more than one ward and you have write-in tally sheets, divide up the ballots with write-ins by ward. Use tally marks to record write-in votes on the write-in tally sheets. Tally only the write-in votes. All other votes on the ballot have already been counted.

#### **Voter Wrote In a Name but Did Not Mark Write-In Oval**

In this case, the tabulator did not count a write-in vote, but that is okay. The act of writing in a name shows voter intent.

- If the voter filled in an oval for a candidate on the ballot and wrote in a name, the write-in supersedes the candidate on the ballot. This is not an over-vote. On both the City and the County results tapes, subtract a vote from the candidate whose oval was filled in. Note this on the Inspectors' Statement.
- If the write-in oval is not filled in, but voter wrote in the name of a candidate whose name is printed on the ballot for that office, adjust the City and County results tapes. Note this on the Inspectors' Statement. **Even when we do not have a write-in tally sheet, we keep an eye out for ballots where the voter wrote in the name of a candidate on the ballot for that office.**

## **Determine Voter Intent**

- ✓ If the name of a registered write-in candidate is misspelled or abbreviated but you can determine voter intent, tally the vote.
- ✓ If the voter wrote only the first or last name of a registered write-in candidate but you can determine voter intent, tally the vote.
- ✓ If the voter wrote the name of a registered write-in candidate but did not fill in the write-in oval, tally the vote. Making the effort to write the name shows voter intent.
- ✓ If the voter put a sticker with the name of a registered write-in candidate by that office on the ballot, tally the vote.
- ✓ If the voter put a sticker with the name of a registered write-in candidate along margin of the ballot, tally the vote.
- ✓ If the voter fills in the oval for a candidate on the ballot, and also writes in the name of a registered write-in candidate, tally the vote for the write-in and adjust the tally tape to subtract the vote counted by the tabulator. Document this on the incident log.

## **What Does Not Get Tallied**

- ✗ If a name is misspelled or abbreviated to the point that voter intent cannot be reasonably determined, do not tally the vote.
- ✗ If the instructions on the ballot are “vote for one,” and the voter wrote in more than one name for a single office, do not tally the vote.
- ✗ If the voter wrote the name of a registered write-in candidate under an office for which the candidate has not registered, do not tally the vote.
- ✗ If the voter put a sticker with the name of a registered write-in candidate under an office for which the candidate has not registered, do not tally the vote.
- ✗ If the voter put a sticker with the name of a registered write-in candidate in the endorsement section of the ballot or on the back of the ballot, do not tally the vote.
- ✗ If a write-in sticker with the name of a registered write-in candidate is found in the ballot box and is not attached to any ballot, do not tally the vote.

## Closing Task M

### Seal Ballot Bags



***Make this one of the last things you do on election night.***

**Sign the Ballot Bags** (This is easiest when bag is flat, before it is filled)

- Determine how many ballot bags you will need. You should use at least two ballot bags, one for voted ballots and one for blank, unissued ballots.
  - ➔ You might not have enough bags to hold all the ballots for a large election. In this case, you do not need to put the unissued ballots into bags. Make sure they are locked in the tabulator cart, though, and not left out loose.
- The ballot bags need to be signed by the Chief Inspector and the poll worker who helps seal the ballot bag. If one of the officials at your polling place was appointed by the **Republican Party**, they need to help seal the ballot bag closed. After signing, indicate whether you are appointed by a political party to work at the polls:
  - ➔ If you were not appointed by a political party, sign your name and mark the box “unaffiliated.” The majority of election officials were appointed by the Mayor and are unaffiliated.
  - ➔ If you were appointed by a political party, sign your name, check the affiliated box, and indicate the name of that political party.

### **Fill the Ballot Bags**

- Put blank, unissued official ballots in their own ballot bag. Do not seal the bag yet. Do not include ExpressVote ballot cards. Put unissued ExpressVote ballot cards in the emergency bin of the tabulator cart. Make sure the flap is in the upright position. Close and lock the emergency bin door.
- Remove voted ballots from the tabulator and put them in the voted ballot bag. ***Voted ballots and unissued ballots should never be put in the same bag. Do not seal the bag yet.***
- Put Discarded Ballot envelope in the voted ballot bag.
- Put Bad Ballot envelope in the voted ballot bag.
- Put issued voter slips in the voted ballot bag.

## Sealing the Ballot Bag (continued)

### Document Serial Number

- Write the barcode numbers from the ballot bags on page three of the Inspectors' Statement. Do not include any ballot bags for unissued (blank) ballots.
- Consecutively number each bag X of N. This indicates how many bags of voted ballots you are sealing. For example, Bag 1 of 1 or Bag 1 of 2 and Bag 2 of 2. **The unissued (blank) ballots are not included in this numbering series.**

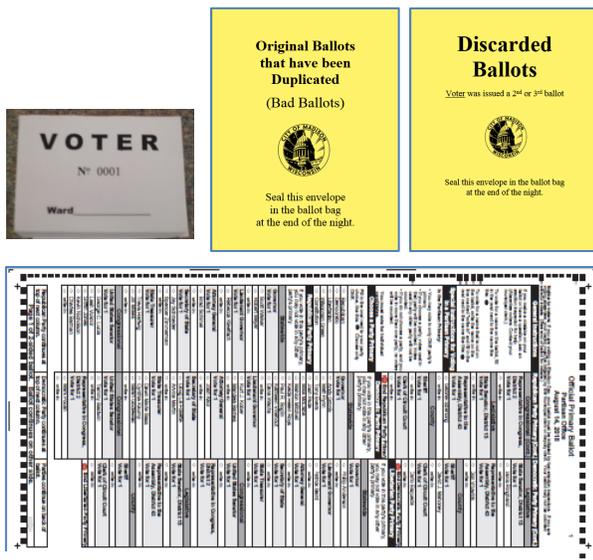
### Seal the Ballot Bags

- The ballot bags must be sealed by both the Chief Inspector and at least one other poll worker. If one of the poll workers at your polling place was appointed by the Republican Party, they need to help seal the ballot bags. Remove the red film from the sticky blue tape. Fold over the top of the bag, and affix the tape to the bag.

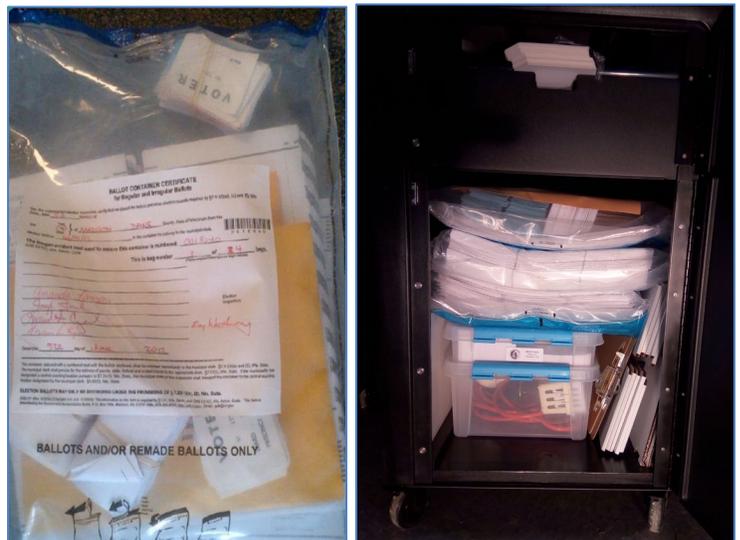
### Secure the Ballot Bag

- Put the sealed ballot bags inside the tabulator cart. **Do not** haul the ballot bags down to the Clerk's Office. Our ballots are more secure if they are not all in one location on election night.

## Where does it go?



- Put issued voter slips, ballots, envelope of discarded ballots, and envelope of ballots that have been duplicated in ballot bag with the voted ballots.



- Put sealed ballot bags in the tabulator cart.

## Closing Task N

### Pack, Seal and Secure Tabulator Cart

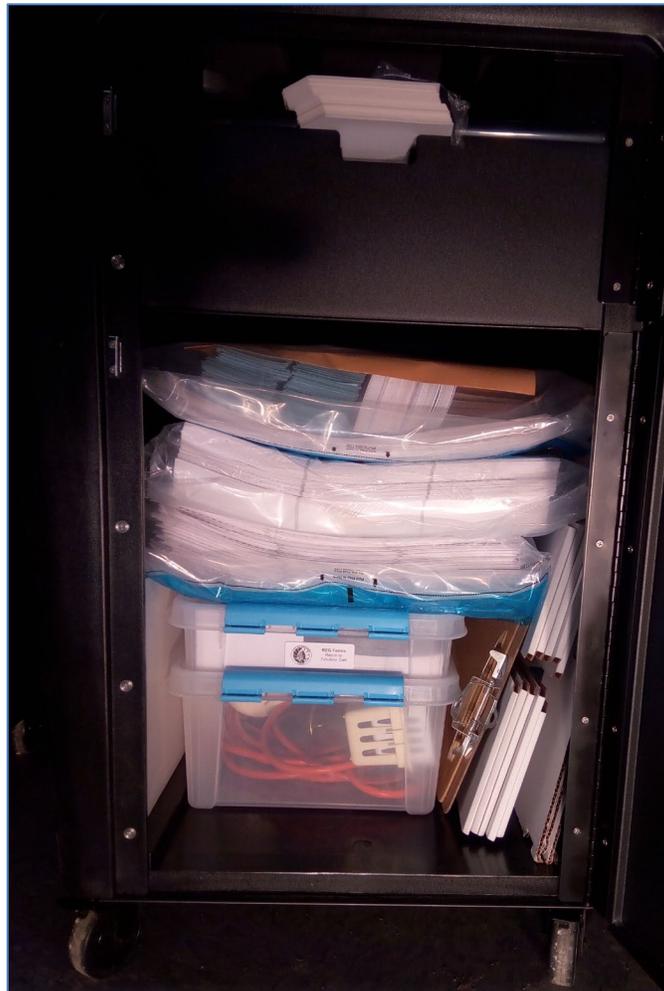
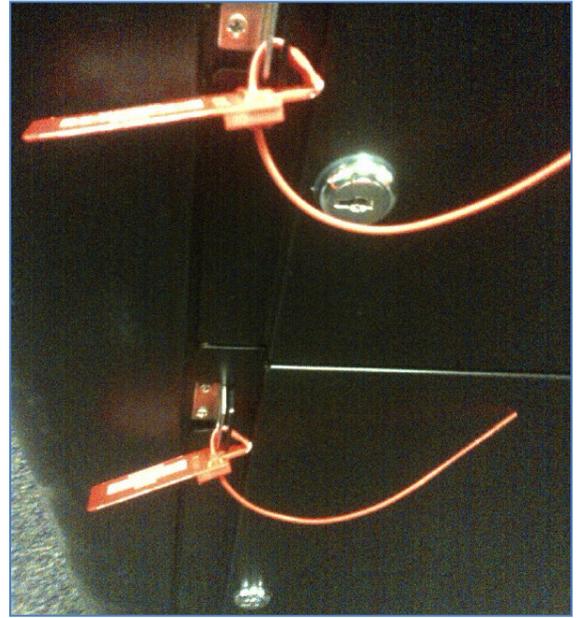


- Make sure **secrecy sleeves** are in tabulator cart.
- Make sure unissued **ExpressVote ballot cards** are in the emergency bin.
- Put extension cord, voter slip bin, and ballot marking pen bins in hardware box. This is a clear plastic box. Put hardware box in tabulator cart.
- Put the plastic **box of blank registration forms** in the tabulator cart.
- Put **clipboards** in the tabulator cart.
- Put the **A-L/M-Z tabletop sign** back in its white cardboard box. Put this in the tabulator cart.
- Make sure ballot bag serial numbers are written on the Inspectors' Statement. Make sure ballot bags are in the tabulator cart.
- Close and lock tabulator cart doors. Seal with zip tie seals (get zip tie seals from the poll worker who completed Print Tabulator Results – Task J). Insert the tail of the seal into the small hole in the star, on the side of the handle that says, "Enter." Tighten zip tie.
- Write tabulator door seal numbers on page 3 of the Inspectors' Statement. This will be right above the poll worker signatures.
- Using the ramp, wheel tabulator cart onto the red security cart. Once tabulator, voting booths, ExpressVote, signs, PPE (personal protective equipment), and bell call (if applicable) are packed into the security cart, lock the security cart closed.



## What goes in the tabulator cart?

- Ballot bags
- Unissued ExpressVote ballot cards
- Secrecy sleeves
- Clipboards
- ExpressVote privacy screen
- Hardware box
  - Extension cords
  - Plastic bin for voter slips
  - Plastic bin for pens
  - Screen wipes
  - Caution tape (if any)
- Box of unused voter registration forms
- A-L, M-Z tabletop sign in white cardboard box



Assigned to: \_\_\_\_\_

## Closing Task O iPad and Charger



### Communicate with Clerk's Office

Use the Posts tab in Teams to let the Clerk's Office know when you are on your way downtown. This helps the Clerk's Office know when to let the stagehands go home.

If you still have absentees to process at 8 p.m. or are struggling to reconcile, note that in the Posts tab. The Clerk's Office wants to send extra help if needed!



### Log Out of Teams

Before heading downtown:

1. Press on your initials in the upper left corner of the screen.
2. Press Settings.
3. Press Sign Out.
4. Answer, Sign Out.
5. Press the power button above the screen.

### Put iPad and Charger in City Clerk Tote

Return the iPad to the Clerk's Office by putting it in the blue tote. Make sure the charger is in the tote, too.



# What Goes Where as the Polls Close

## Hardware Box

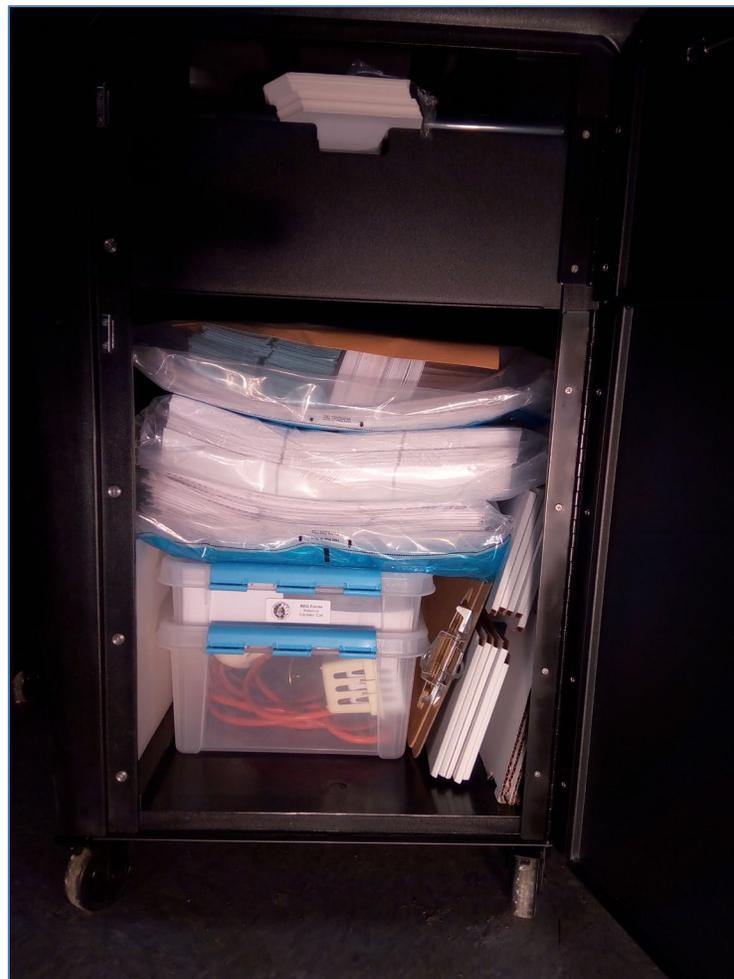
Place in tabulator cart

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- Extension cords
- Pen containers
- Plastic containers for voter slips
- Screen wipes
- Caution Tape (if any)



These items are stored in our election equipment storage space. We do not have space for them in the City Clerk's Office. Please do not put the hardware box or its contents in the City Clerk tote.





# What Goes Where as the Polls Close

## Registration Box

Place in tabulator cart

---

- Registration forms—English language, blank



Registration boxes are stored in our election equipment storage space. We do not have space for them in the City Clerk's Office. Please do not put the registration box in the City Clerk tote.





# What Goes Where as the Polls Close

## Tabulator Cart

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- Ballot bags, signed and sealed
  - Ballots, voted
  - Discarded Ballots envelope
  - Original Ballots That Have Been Duplicated envelope
  - Voter slips, used
  - In a separate ballot bag: unvoted (blank) ballots
- Secrecy sleeves
- A-L/M-Z tabletop sign, in its white cardboard box
- Clipboards
- Unissued ExpressVote ballot cards, secured in the tabulator cart emergency bin
- ExpressVote privacy screen

Secrecy sleeves, clipboards, extension cords, plastic boxes of registration forms, and the A-L/M-Z tabletop signs are stored in our election equipment storage space. We do not have room for them in the City Clerk's Office. Please do not put these items in the City Clerk tote.





# What Goes Where as the Polls Close

## Red security cart

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- Voting Booths
- Feather flag in its black canvas bag
- Signage kiosk in its blue canvas bag
- Curbside voting sign, emptied of water, in its blue box
- Vote Here flag standard
- Vote yard signs
- Bell call (if any)
- Tabletop sign for registration table
- Tabletop sign for poll book table
- Tabletop sign for ballot table
- Plastic tote of PPE supplies
- ExpressVote in its black canvas bag
- Tabulator, locked and sealed





# What Goes Where as the Polls Close

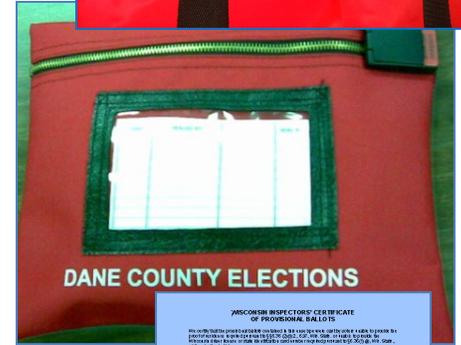
## Red Absentee Delivery Bag

For delivery by the Chief Inspector to the City Clerk



## Red security bag

- ExpressVote Memory Stick
- DS200 Election Data Memory Stick
- Two tamper-evident seals removed from tabulator cart when the polls opened.



## Provisional ballot envelope

Use only if provisional ballots were cast.

- Provisional Ballot Reporting Form (lilac)
- Provisional ballots cast (if any)
- Registration forms for any provisional voters who registered to vote today

## Poll Lists (2 for each Ward)

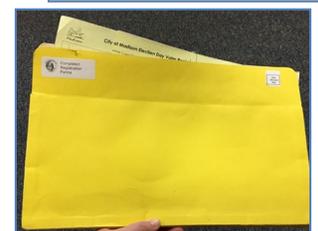
- ▶ Last voter slip number recorded on certification page
- ▶ Page number of last voter for that ward listed (or "new registration list" if applicable)
- ▶ Number of absentees by ward, listed on certification page
- ▶ Certification page signed by everyone who worked on poll book

## Rejected Absentee Ballots Envelope

- ▶ Signed by 3 officials if any absentees were rejected

## Completed Registrations folder (yellow)

- Registrations, completed
  - ▶ Clip Poll List for New Registration (yellow copy) to corresponding registration forms
- Registrations for electors who did not vote today (if any)
  - ▶ Clip to outside of folder



Continued on the next page...

## Red Absentee Delivery Bag (continued)



### Dane County Clerk envelope

- Zero tape and First results tape (connected)
  - ▶ *Signed by 3 officials after each ward*
- Poll List for New Registrations – white copy
- Write-In Tally Sheet (if any) – white copy

### Madison City Clerk envelope

- Election Observer Log (if used)
- Absentee Inspectors' Statement
- Inspectors' Statement
  - ▶ *Incident log proofread by one or more poll workers, all red and blue lines completed*
  - ▶ *Signed by Chief and the officials (at least 3) who proofread the Inspectors' Statement*

### Absentee Inspectors' Statement

- ▶ *Incident log proofread by one or more poll workers*
- ▶ *Signed by the officials who processed absentee ballots*

### Observer Log

### Write-In Tally Sheet (if any) – yellow copy

### Payroll Sheet

- ▶ *Poll workers enter starting and ending times, indicating a.m. and p.m.*
- ▶ *Signed by chief*

### Poll List Correction sheet (yellow)

### Second Results Tape (and third tape for school district elections)

- ▶ *Signed by 3 officials after each ward*

### Chain of Custody Certificate for Absentee Ballots (delivered with absentees)

- ▶ *Signed by Chief Inspector*

### Comment Sheet

### Election Official Statistics (pink)

### Voters Without ID tally sheet (blue)

### Voters Unable to Register tally sheet (salmon)

Election Returns  
**Dane County Clerk** Red Absentee Bag

Return the following items in this envelope:

- First Results Tape  
(longest tape including both the zero tape and the results)
  - 3 Election Official signatures after each ward
  - Seal number recorded
- Election Day Voter Registration List (white copy)
- Write-In Tally, if any (white copies)
  - 3 Election Official signatures

Election Returns  
**Madison City Clerk** Red Absentee Bag

<ul style="list-style-type: none"><li><input type="checkbox"/> <b>Inspectors' Statement</b><ul style="list-style-type: none"><li><input type="checkbox"/> Proofread by at least 3 officials</li><li><input type="checkbox"/> Ballot bag serial numbers recorded</li><li><input type="checkbox"/> Signed by Chief Inspector</li><li><input type="checkbox"/> Signed by at least 3 other officials</li></ul></li><li><input type="checkbox"/> <b>Absentee Inspectors' Statement</b><ul style="list-style-type: none"><li><input type="checkbox"/> Signed by all who processed absentees</li></ul></li><li><input type="checkbox"/> <b>Second Results Tape</b><ul style="list-style-type: none"><li><input type="checkbox"/> 3 signatures after each ward</li><li><input type="checkbox"/> Seal number recorded</li></ul></li><li><input type="checkbox"/> <b>Third Results Tape</b><ul style="list-style-type: none"><li><input type="checkbox"/> 3 signatures after each ward</li><li><input type="checkbox"/> Seal number recorded</li></ul></li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> <b>Payroll</b><ul style="list-style-type: none"><li><input type="checkbox"/> W-4 forms, if any</li><li><input type="checkbox"/> Election Official Statistics (pink)</li><li><input type="checkbox"/> Poll List Corrections (yellow)</li><li><input type="checkbox"/> Write-In Tally, if any (yellow)</li><li><input type="checkbox"/> Comments &amp; Feedback</li><li><input type="checkbox"/> Oath for those who missed training</li><li><input type="checkbox"/> Voters Without ID (blue)</li></ul></li></ul>
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# What Goes Where as Polls Close

## Supply Kit

Put in City Clerk Tote

- Tabulator, ExpressVote, and security cart keys
- Pens
- Highlighters
- Magnifying sheet
- Signature guides
- Rubber fingertips
- Fingertip moistener
- Painters tape
- Letter openers
- Calculator
- Stapler
- Tape measure
- Scissors
- Staple remover
- Flashlight
- Post-It notes
- Paperclips
- Rubber bands
- Staples
- Stopwatch





# What Goes Where as the Polls Close

## City Clerk Tote

For Chief Inspector to deliver to City Clerk

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- iPad and its charger
- Supply kit
- Unissued Election Official name badges
- Absentee Ballot Certificate envelopes  
*signed by 3 officials*
- Ballot bag(s), unused
- Election Day binders (2)  
*yellow, black*
- Greeter table accordion folder and its contents  
*Look for color-coded stickers to match each folder with its contents.*
- Poll list table accordion folder and its contents  
*Look for color-coded stickers to match each folder with its contents.*
- Provisional Ballot station accordion folder and its contents  
*Look for color-coded stickers...*
- Registration Table accordion folder and its contents  
*Look for color-coded stickers...*
- Signage accordion folder and its contents  
*Look for color-coded stickers...*
- Ballot Table accordion folder and its contents
- Voter slips, unissued





# What Goes Where - Reference List

Use this list to help put things where they belong at end of the night. The "put it here" for some items on might not be the item's final destination. Suggestions for items to add, update clarify are welcome. Add those suggestions to the comments & feedback sheet. Thank you!

<i>Item</i>	<i>Comments</i>	<i>Put It Here</i>
<b>-A-</b>		
Absentee Ballot carrier envelopes		City Clerk tote
Absentee Ballot Certificate envelopes	Put in large envelope, signed by 3 officials.	City Clerk tote
Absentee binder	(black)	City Clerk tote
Absentee Inspectors' Statement	Signed and attached to Inspectors' Statement.	Red absentee delivery bag
Absentee log		City Clerk tote
Absentee tracking tools		City Clerk tote
A-L/M-Z tabletop sign	Put in white cardboard box	Tabulator cart
<b>-B-</b>		
Ballot bag(s)	See What Goes Where Checklist for contents list and special instructions.	Tabulator cart
Ballot bag(s), Unused		City Clerk tote
Ballot Table accordion folder		City Clerk tote
Ballots, unissued (blank) ExpressVote ballot cards		Emergency bin of tabulator cart
Ballots, unissued (blank) official ballots		Separate ballot bag from voted ballots, in tabulator cart
Ballots, unissued, single-initialed from the ballot table	Should not exist! No pre-initialing ballots. If these do exist, partially tear and put in Discarded Ballot Envelope.	
Ballots, voted	From tabulator cart. Includes all voted absentee ballots.	Ballot bag(s), in tabulator cart
Bell Call	Put receiver in bag attached to bell call stand.	Red security cart
Binders (2)	1 yellow, 1 black	City Clerk tote
Black binder		City Clerk tote
<b>-C-</b>		
Carrier envelopes for absentee ballots		City Clerk tote

<i>Item</i>	<i>Comments</i>	<i>Put It Here</i>
Chain of Custody Certificate for Absentee Ballots	From absentee delivery. Signed by Chief Inspector	City of Madison envelope
Charger for iPad		City Clerk tote
Chief Inspector binder		City Clerk tote
City of Madison envelope		Red absentee delivery bag
Clipboards		Tabulator cart
Curbside Voting Sign	Empty water. Put in blue box.	Red security cart

**-D-**

Dane County envelope		Red absentee delivery bag
Demographic Information		City of Madison envelope
Discarded Ballots envelope		Ballot bag(s)
Disinfecting wipes and spray		PPE tote

**-E-**

Election day binders (2)	1 yellow, 1 black	City Clerk tote
Election Data Memory Stick	From tabulator	Red security bag
Election Observer Log (if used)	Attach to Inspectors' Statement	City of Madison envelope
Election Official name badges	Unissued	City Clerk tote
ExpressVote		Red security cart
ExpressVote keys		Supply kit
ExpressVote Memory Stick		Red security bag
ExpressVote privacy screen		Tabulator cart
ExpressVote unissued ballot cards		Emergency bin of tabulator cart
Extension cords		Tabulator cart

**-F-**

Feather flag	Put in black canvas carrying case	Red security cart
First results tape	Signed by 3 officials after each ward	Dane County envelope
Flashcard books		City Clerk tote

**-G-**

Greeter table accordion folder and its contents	Look for color-coded stickers to match each folder with its contents.	City Clerk tote
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<i>Item</i>	<i>Comments</i>	<i>Put It Here</i>
<b>-H-</b>		
Hand sanitizer	Make sure nozzle is closed	PPE tote
<b>-I-</b>		
Inspectors' Statement	Incident log proofread by one or more poll workers. All items are completed, including ballot bag serial numbers. Signed by 3 officials.	City of Madison envelope
iPad and its charger	Log out of Teams.	City Clerk tote
<b>-M-</b>		
Manilla envelopes from absentee ballot delivery		City Clerk tote
Memory Stick from tabulator		Red security bag
<b>-O-</b>		
Observer Guides		City Clerk tote
Original Ballots That Have Been Duplicated envelope		Ballot bag(s)
<b>-P-</b>		
Paper towels		PPE tote
Payroll Sheet	Poll workers enter starting and ending times, indicating a.m. and p.m. Signed by chief inspector.	City of Madison envelope
Pen containers		Hardware box
Poll List Correction Sheet		City of Madison envelope
Poll List for New Registration/Change of Address – white copy		Dane County envelope
Poll List for New Registration/Change of Address – yellow copy	Corresponding voter registration forms paper clipped to poll list.	Yellow accordion folder, in red absentee delivery bag
Poll list table accordion folder (green) and its contents	Look for color-coded stickers to match each folder with its contents.	City Clerk tote

<i>Item</i>	<i>Comments</i>	<i>Put It Here</i>
Poll Lists (2 for each Ward)	Last voter slip number for ward recorded on certification page. Page number (or “new registration list”) of last voter listed. Number of absentees listed on certification page. Certification page signed by all officials who worked on poll book.	Red absentee delivery bag
PPE tote		Red security cart
Privacy screen for ExpressVote		Tabulator cart
Provisional ballot envelope (if used)	Signed by 3 election officials.	Red absentee delivery bag
Provisional Ballot Reporting Form (if used)	Only if provisional ballots were actually cast. Paperclip to provisional ballot envelope.	Red absentee delivery bag
Provisional Ballot Table accordion folder (blue) and its contents	Look for color-coded stickers to match each folder with its contents.	City Clerk tote
Provisional ballots cast (if any)	Each sealed in provisional certificate envelope signed by voter and poll worker.	Provisional ballot envelope
<b>-R-</b>		
Red security bag	See closing Task List K.	Red absentee delivery bag, or results couriers (if unable to modem)
Red security cart	Lock closed.	Leave at the polling location. Clerk’s Office will pick it up later.
Registration forms, English language, blank		Registration box, returned to tabulator cart
Registration forms, Spanish and Hmong language, blank		Registration table folder
Registration Table accordion folder and its contents	Look for color-coded stickers to match each folder with its contents.	City Clerk tote
Registrations accordion folder	(yellow)	Red absentee delivery bag
Registrations, completed	Clip Poll List for New Registration/Change of Address (yellow copy) to the corresponding registration forms. Do not seal with ballots!	Completed Registrations accordion folder (yellow), which will go in red absentee delivery bag

<i>Item</i>	<i>Comments</i>	<i>Put It Here</i>
Registrations, completed for electors who registered but did not vote today (if any)	Clip to the outside of the folder with a note, "registered but did not vote."	Completed Registrations accordion folder (yellow)
Rejected Absentee Ballots envelope (if used)	Signed by 3 officials.	Red absentee delivery bag
Resource binder	(red)	City Clerk tote
<b>-S-</b>		
Screen cleaning wipes		PPE tote
Seal from absentee delivery bag		Red security bag
Seals from tabulator cart doors		Red security bag
Second and third ballot issued form (if used)	Transfer information to poll book	Tuck in back of poll book
Second Results Tape	Signed by 3 officials after each ward.	City of Madison envelope
Secrecy sleeves		Tabulator cart
Signage accordion folder and its contents	Look for color-coded stickers to match each folder with its contents.	City Clerk tote
Signage kiosk	Fold and zip in blue carrying case. <b>Do not dismantle!</b>	Red security cart
Sticker seal (now void) from top of tabulator		Front of Dane County envelope
Stickers	I Voted, Every Vote Matters, Future Voter, Vote Mindfully	Sticker bin in City Clerk tote
Supply kit		City Clerk tote
<b>-T-</b>		
Tabletop signs		Red security cart
Tabulator		Red security cart
Tabulator and ExpressVote keys		Supply kit
Thumb drives from tabulator and ExpressVote		Red security bag
<b>-U-</b>		
USB Sticks from tabulator and ExpressVote		Red security bag

<i>Item</i>	<i>Comments</i>	<i>Put It Here</i>
<b>-V-</b>		
Vote Here flag standard		Red security cart
Vote yard signs		Red security cart
Voter slip containers		Hardware box
Voter slip numbers, unused		City Clerk tote
Voter slip numbers, used		Ballot bag(s)
<b>-Y-</b>		
Yellow binder		City Clerk tote

This bundle has \_\_\_\_\_ envelopes.  
Please count twice.

- \_\_\_ All envelopes have a voter slip #.
- \_\_\_ They are all alphabetized.
- \_\_\_ Ballots have been tabulated, including those that needed to be remade.
- \_\_\_ Add to the bundle tracking sheet and with processed ballots.

This bundle has \_\_\_\_\_ envelopes.  
Please count twice.

- \_\_\_ All envelopes have a voter slip #.
- \_\_\_ They are all alphabetized.
- \_\_\_ Ballots have been tabulated, including those that needed to be remade.
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- \_\_\_ Add to the bundle tracking sheet and with processed ballots.

This bundle has \_\_\_\_\_ envelopes.  
Please count twice.

- \_\_\_ All envelopes have a voter slip #.
- \_\_\_ They are all alphabetized.
- \_\_\_ Ballots have been tabulated, including those that needed to be remade.
- \_\_\_ Add to the bundle tracking sheet and with processed ballots.



# Absentee ballot bundle tracking sheet

\_\_\_\_\_ Time started

**Set aside any FWABs to be counted at the end of the night.**

How many ballots in this bundle? \_\_\_\_\_ (count twice)

Initial if you checked these ballots for

\_\_\_\_\_ Ward \_\_\_\_\_

\_\_\_\_\_ Voter signature

\_\_\_\_\_ Witness signature

\_\_\_\_\_ Witness address

\_\_\_\_\_ Seal not tampered with

\_\_\_\_\_ Checked against ineligible voter list.

\_\_\_\_\_ Time completed

**Were any ballots set aside for possible rejection? \_\_\_\_\_**

Process ballots

Please keep certificate envelopes in alphabetical order with this sheet.

When these ballots are processed, verify:

\_\_\_\_\_ Number of empty certificate envelopes in this bundle

\_\_\_\_\_ All have voter slip number

\_\_\_\_\_ Alphabetized

\_\_\_\_\_ Time completed







## Absentee Sealing Procedures

1. Double-check each envelope for the following:
  - a. Ward number: is it in the correct ward box?
  - b. Voter signature
  - c. Witness signature
  - d. Witness address: street number, street name, city/town/village name is the minimum requirement
2. Place absentees ready to be sent to the polling place in the polling place's Absentee Ballots envelope.
3. Seal the envelope using packing tape and the red sticker seals. Write your initials and the date on the seal in the correct location.
4. Write the seal number, ward number, and date on the seal log.
5. Place sealed Absentee Ballots envelope in correct blue Rubbermaid tote for transfer to the Hamer storage location.



## Absentee Bundle

\_\_\_\_\_ envelopes in this bundle.

- Verified number above.
- All envelopes have a voter slip #.
- Envelopes organized (choose one)
  - By voter number
  - Alphabetized
- Ballots have been tabulated, including those that needed to be remade.
- Added to bundle tracking sheet.

## Absentee Bundle

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- All envelopes have a voter slip #.
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  - Alphabetized
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