

# POLLING PLACE SET-UP

September 30, 2020

# PRESENTERS

- Brianna Hanson, Wisconsin Elections Commission
- Richard Rydecki, Wisconsin Elections Commission
- Denise Jess, Wisconsin Council of the Blind and Visually Impaired
- Jason Beloungy, Access to Independence
- Barbara Beckert, Disability Rights Wisconsin

# WHY ACCESSIBILITY MATTERS

- Ensuring everyone is able to vote privately and independently.
- It is crucial we eliminate as many barriers to voting as possible.
- All polling places are required to be accessible for people with disabilities (Wis. Stat. s. 5.25(4)(a)).



## COMMON ISSUES

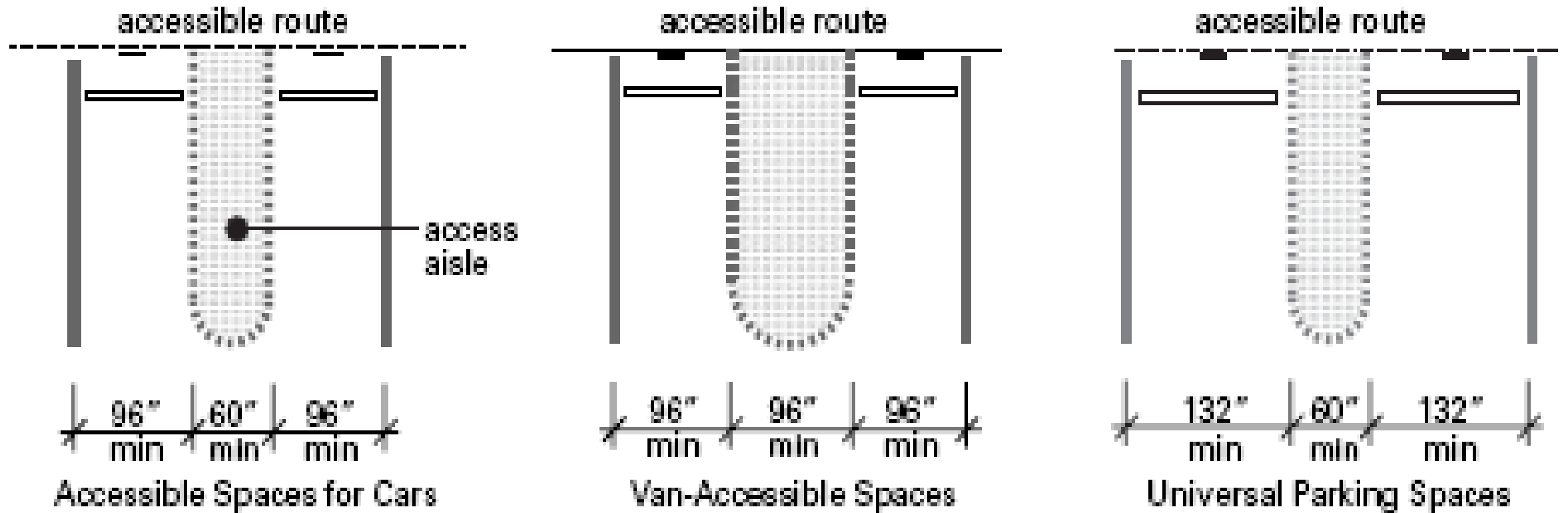
- Accessible voting equipment is not set-up.
- Entrance is not accessible.
- Curbside voting procedures are not in place.
- Signage is unclear and/or missing.
- Poll workers are not properly trained on accommodations or voting equipment.
- COVID-19 Procedures, such as wearing masks, or 6' social distancing line markers, may make the polling place inaccessible for voters.

# PARKING LOT

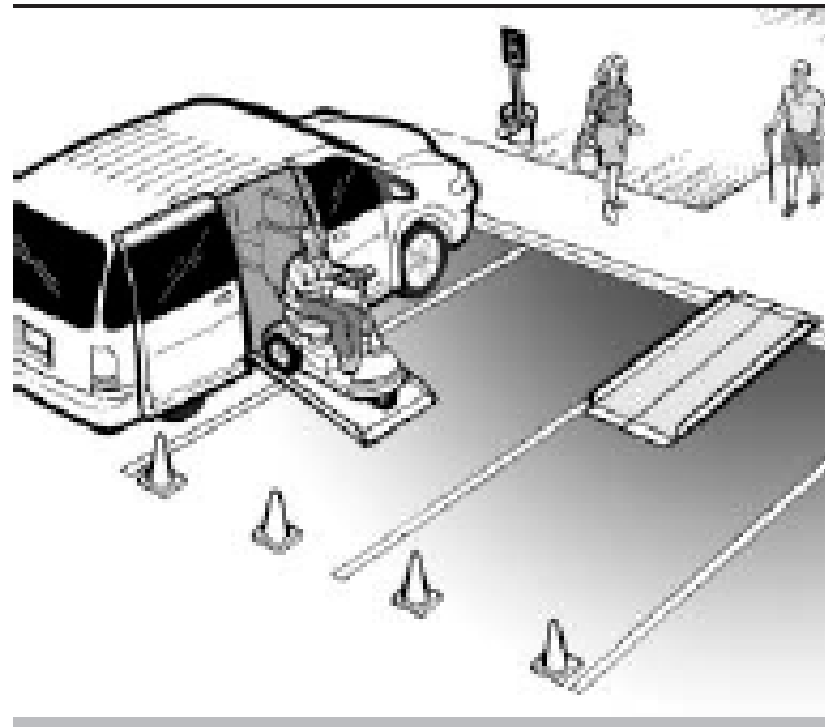
<b>Number of Spaces</b>	<b>Van-Accessible Spaces</b>	<b>Regular Accessible Spaces</b>
1-25	1	0
26-50	1	1
51-75	1	2
75-100	1	3

- Firm, stable, and slip-resistant surface (concrete, cement)
- Parking Spaces Width and Presence of Accessible Aisle
  - Van-Accessible Spaces must be 8' wide with 8' aisle
  - Regular Accessible Spaces must be 8' wide with 5' aisle
- Overhead Clearance
  - Must have 8' 2" of unobstructed vertical clearance
- Proper Signage
  - Has international symbol of accessibility
  - Is between 60" and 80" high
- Near the accessible entrance
- Kept clear of snow, leaves, or other obstacles.

# PARKING SPACES WIDTH AND ACCESS AISLE



QUICK FIX:  
CREATING  
ACCESSIBLE  
PARKING



Three standard parking spaces are converted into an accessible parking space with an access aisle. Cones mark the access aisle and a temporary curb ramp with edge protection connects to an accessible route to the polling place.

## QUICK FIX: SIGN TOO LOW





# GOOD EXAMPLE



# CURBSIDE VOTING

- You must have a plan in place to conduct curbside voting. You can use:
  - A sign with a phone number to call.
  - “Honk for Curbside” sign (if you’ll be able to hear when a voter honks).
  - A greeter located outside with a specific area marked off for curbside voting.



# PATHWAYS

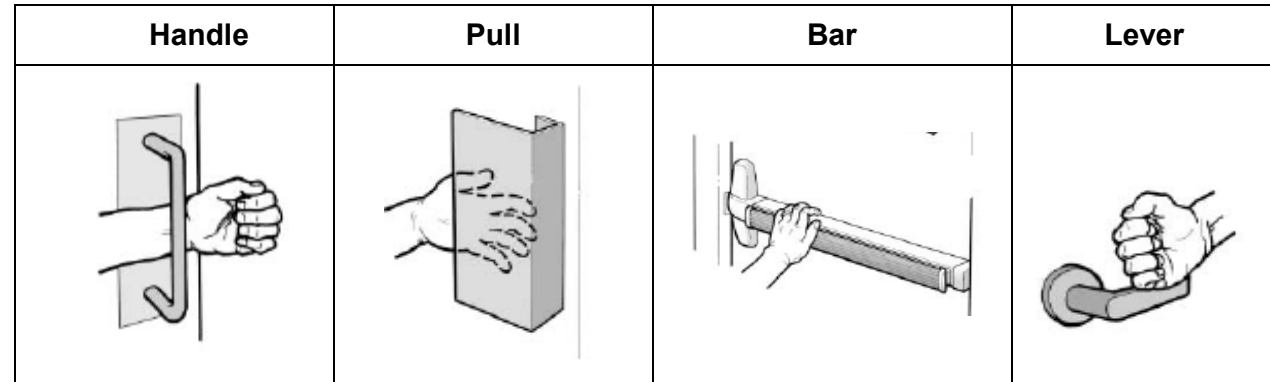
- At least 36" wide.
- Free from obstacles including snow and ice.
- On firm, stable, and slip-resistant surface (concrete, cement, black top).
- Free from protruding objects between 27" and 80" from the ground (flags).
- Well-lit when necessary.
- Marked with an accessible sign (if the accessible pathway is different from the main path).
- Free from cracks or changes in level over ½".

# COMMON PROBLEMS



# ACCESSIBLE ENTRANCE

- Marked with an accessible entrance sign.
- Does NOT have a doorknob (has a handle, pull, bar, lever, or automatic opener).
- Has an accessible way to open the door (automatic opener or doorbell for voters to ring).
- The threshold is less than 1/2" or has a threshold ramp.



## INTERIOR ROUTES

- Routes are clearly marked with signs if different than the main route.
- Free from obstacles, such as cones or chairs.
- Free from low-hanging objects and items protruding from the wall (such as award cases and water fountains).
- Interior doors are propped open on Election Day.
- Rugs and mats are secured or removed.
- Elevators or wheelchair lifts are operational on Election Day.

# COMMON PROBLEMS



# VOTING AREA

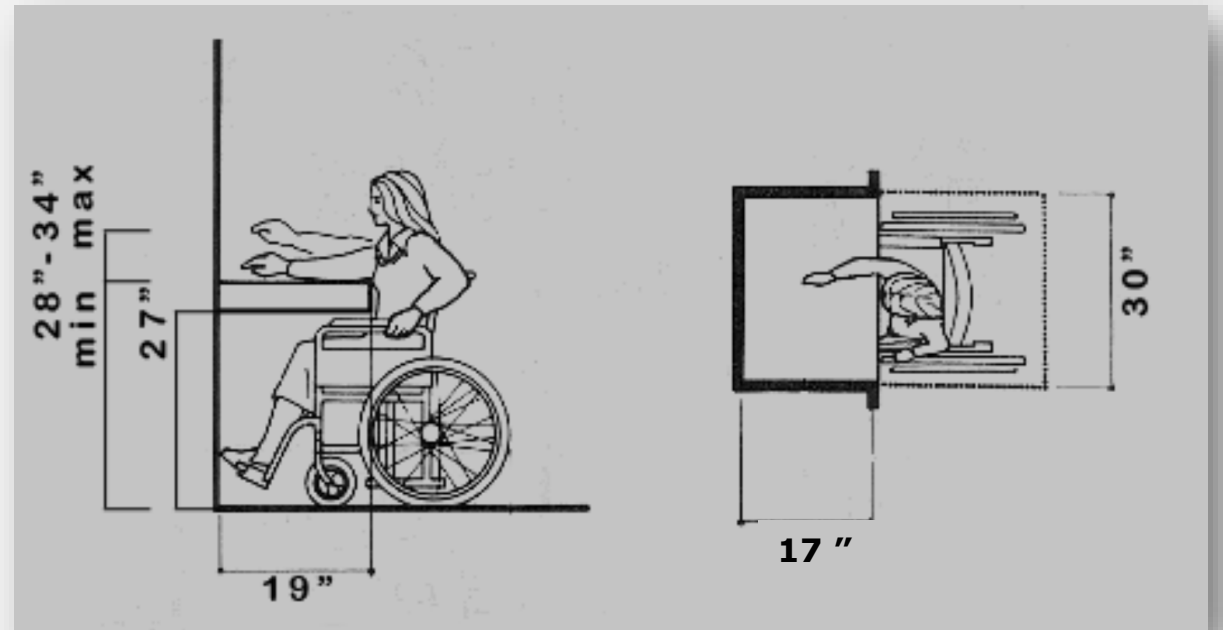
- All paths are at least 36” wide.
- There is at least one accessible voting booth.
- All voting booths are set up to ensure privacy.
- All voting booths are set up in the same room.





# ACCESSIBLE VOTING BOOTH

1. Minimum 30-inch wide entrance.
2. Knee clearance from floor to underside at least 27 inches.
3. Height of the top of booth/table between 28 and 34 inches.
4. Knee/toe clearance from the front to back of the booth at least 17 inches.





THE ACCESSIBLE VOTING  
BOOTH MUST BE IN THE  
SAME AREA AS OTHER  
VOTING BOOTHS.

## PUTTING UP REQUIRED NOTICES

- Required notices are posted properly in at least size 18 font:
  - Type B
  - Type C
  - Type D
  - EL-111
  - EI-115
  - EL-117
  - EL-118
  - Ward Maps
  - Sample Ballots (2 of each)

# ACCESSIBLE VOTING EQUIPMENT

- Set Up (including headphone and tactile devices).
  - We recommend multiple sets of headphone or using headphones that are easy to sanitize.
- Powered on.
- Working (tested by a poll worker).
- Located in the main area and visible to voters entering the space.
- Ensures voter privacy.

# TABLE OR BOOTH REQUIREMENTS

1. Minimum 30" x 48" wide entrance for wheelchair accessibility.
2. Knee clearance from floor to underside at least 27".
3. Height of the top of booth/table between 28" and 34".
4. Knee/toe clearance from the front to back of the booth at least 17".



# INTERACTIONS WITH VOTERS

- Poll workers are trained properly on:
  - Reasonable accommodations
  - Voting Equipment
  - Assistant process
  - State your Name and Address requirement
- Be considerate of extra time it may take someone with a disability or an elderly voter to go through the entire voting process. Give them unhurried attention.
- Speak directly to the person with a disability, rather than a companion or assistant.
- Offer assistance to the voter before pushing their wheelchair or grabbing their arm.
- If a voter asks for help filling out their ballot, assist them.

## OTHER ACCOMMODATIONS

- Use plexiglass dividers or clear masks when working with a voter that is deaf or hard of hearing.
- Communication cards or pens/paper are available.
- Signature guides, page magnifiers, and reading lights are available for voters.
- Prepare a few large print ballots.
- Extra seating is available for voters in line.








## RESOURCES






- New Polling Place Accessibility Survey:  
[elections.wi.gov/clerks/guidance/accessibility/new-polling-place](https://elections.wi.gov/clerks/guidance/accessibility/new-polling-place)
- Election Day Accessibility Checklist:  
[elections.wi.gov/clerks/guidance/accessibility/polling-place-setup](https://elections.wi.gov/clerks/guidance/accessibility/polling-place-setup)



# SUPPLY PROGRAM

- [elections.wi.gov/clerks/guidance/accessibility/new-polling-place](https://elections.wi.gov/clerks/guidance/accessibility/new-polling-place)

	Van-Accessible sign, 6" x 12"
	Window Decal, 6" x 6"
	Signature Guide, 5" x 8" total. Typoscope cutout 5/8" x 6" Signature cutout 1/2" x 2 1/2"
	Signature Guide, Credit Card sized, 2.12"x3.37" total
	Page Magnifier, 7" x 10"

	Wireless Doorbell, Up to 500' Range, 433 MHz
	Cone, 12"
	Accessible Entrance At Rear, 12" x 18"
	Ring Bell for Assistance Sign, 12" x 18"
	Accessible Right Arrow Sign, 12" x 18"
	Accessible Left Arrow Sign, 12" x 18"
	"Regular" Accessible Parking Signs, 8" x 12"
	Curbside Voting, Please Call: [      ], 9" x 12" (Empty box for you to put a phone number in. We suggest using hardware numbers, Sharpie, etc.)
	Curbside Voting Sign (no phone number), 9" x 12"

# WI DISABILITY VOTE COALITION



- **DRW Voter Hotline:** 844-DIS-VOTE/ 844-347-8683
- **Email:** [info@disabilityvote.org](mailto:info@disabilityvote.org)
- **Disability Vote Coalition:** Videos, fact sheets, posters, e-newsletter, and other resources for voters with disabilities [disabilityvote.org/](http://disabilityvote.org/)
- **Facebook:** [www.facebook.com/wisconsindisabilityvote/](http://www.facebook.com/wisconsindisabilityvote/)

# DISABILITY RIGHTS WISCONSIN (DRW)

- **DRW Voter Hotline:** 844-DIS-VOTE/ 844-347-8683
- **Email:** [info@disabilityvote.org](mailto:info@disabilityvote.org)
- <https://www.disabilityrightswi.org/>
- **Facebook:**  
<https://www.facebook.com/DisabilityRightsWI/>

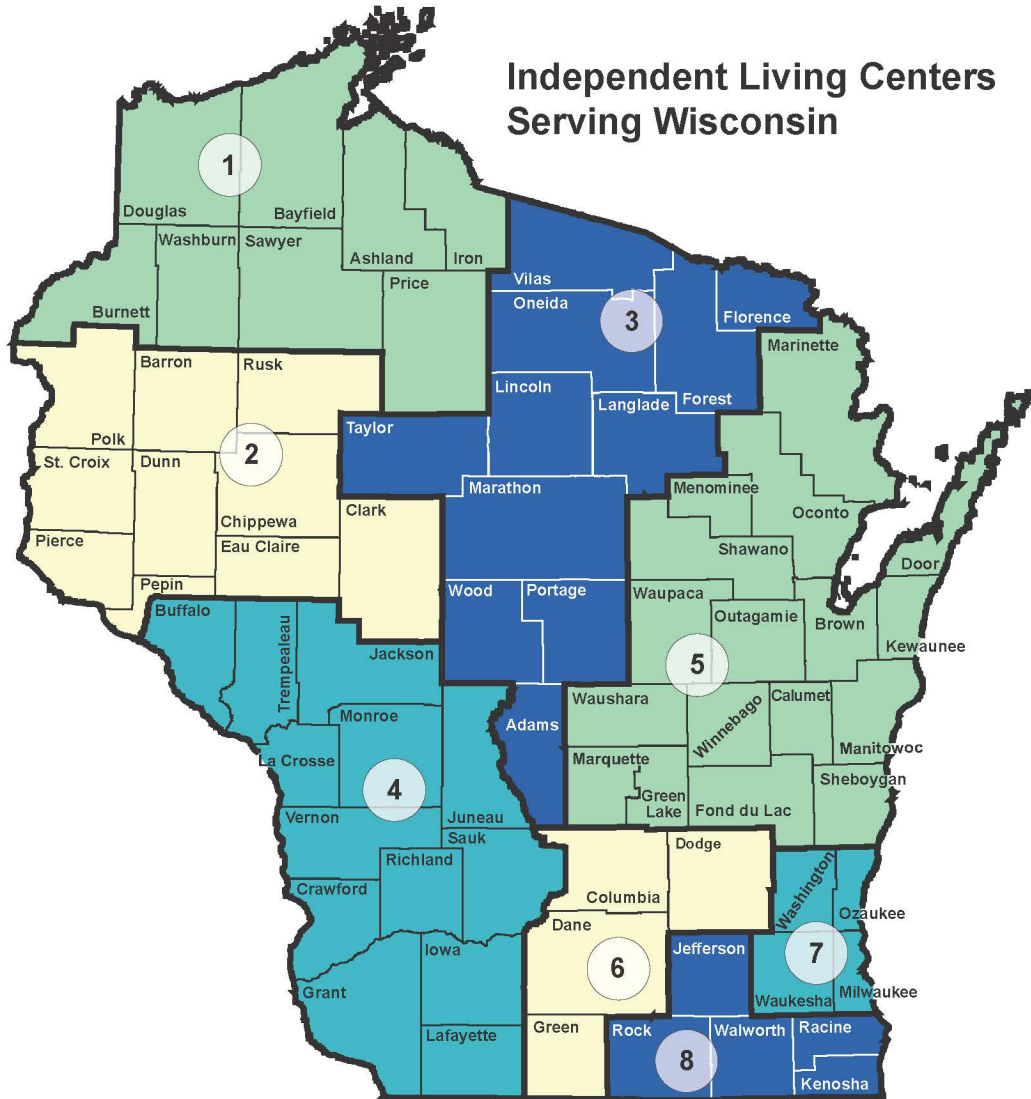
disability**rights** | WISCONSIN

# ACCESS TO INDEPENDENCE



- **Phone:** 608-242-8484
- **Email:** [info@accessstoind.org](mailto:info@accessstoind.org)
- **Website:** [www.accessstoind.org](http://www.accessstoind.org)

## Independent Living Centers Serving Wisconsin



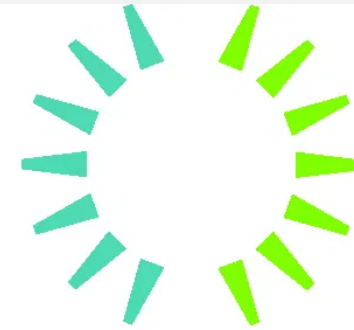
# INDEPENDENT LIVING CENTERS

<https://www.dhs.wisconsin.gov/publications/p02357.pdf>

- |  |                                   |
|--|-----------------------------------|
| 1. North Country Independent Living                    | 5. Options for Independent Living |
| 2. Center for Independent Living for Western Wisconsin | 6. Access to Independence         |
| 3. Midstate Independent Living Choices                 | 7. IndependenceFirst              |
| 4. Independent Living Resources                        | 8. Society's Assets               |

# WI COUNCIL OF THE BLIND & VISUALLY IMPAIRED

- **Phone:** Toll Free: (800) 783-5213  
(608) 255-1166
- **Email:** [info@WCBlind.org](mailto:info@WCBlind.org)
- **Website:** <https://wcblind.org/>
- **Facebook:** <https://www.facebook.com/WCBlind>
- **Instagram:** @wcblind
- **Twitter:** @TheCouncilWI



• **Wisconsin Council of the  
Blind & Visually Impaired**

QUESTIONS?