

# WISCONSIN ELECTIONS COMMISSION

212 EAST WASHINGTON AVENUE, 3RD FLOOR  
POST OFFICE BOX 7984  
MADISON, WI 53707-7984  
(608) 261-2028  
ELECTIONS@WI.GOV  
ELECTIONS.WI.GOV



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## MEMORANDUM

**TO:** Wisconsin County Clerks  
Milwaukee County Election Commission  
Wisconsin Municipal Clerks  
City of Milwaukee Election Commission

**FROM:** Diane Lowe  
Lead Elections Specialist

**DATE:** December 20, 2018

**SUBJECT:** 2019 Spring Ballots

The following sample **Spring Primary ballots** have been posted to the WEC website at <http://elections.wi.gov/forms/ballots>.

### **Paper Hand-Count Ballots**

EL-208 (State and County)  
EL-212 (Cities)  
EL-214 (Villages)  
EL-216 (Towns, numbered seats)  
EL-217 (Towns, unnumbered seats)  
EL-220 (Sanitary District)  
EL-228 (Referendum)  
EL-229 (Reverse side of paper ballot)  
EL-230 (Multi-jurisdictional Judge)

### **Optical Scan Ballots**

EL-208mtn (Towns, numbered seats) Arrows\*\*  
EL-208mtn (Towns, numbered seats) Ovals\*\*  
EL-208mtu (Towns, unnumbered seats) Arrows\*\*  
EL-208mtu (Towns, unnumbered seats) Ovals\*\*  
EL-208mv (Villages) Arrows\*  
EL-208mv (Villages) Ovals\*  
EL-208mc (Cities) Arrows  
EL-208mc (Cities) Ovals

The following sample Spring Election ballots have been posted to the WEC website at <http://elections.wi.gov/forms/ballots>.

### **Paper Hand-Count Ballots**

EL-209 (State and County)  
EL-213 (Cities)  
EL-215 (Villages)  
EL-218 (Towns, numbered seats)  
EL-219 (Towns, unnumbered seats)  
EL-221 (Sanitary District)  
EL-228 (Referendum)  
EL-229 (Reverse side of paper ballot)  
EL-231 (Multi-jurisdictional Judge)

### **Optical Scan Ballots**

EL-209mtn (Towns, numbered seats) Arrows\*\*  
EL-209mtn (Towns, numbered seats) Ovals\*\*  
EL-209mtu (Towns, unnumbered seats) Arrows\*\*  
EL-209mtu (Towns, unnumbered seats) Ovals\*\*  
EL-209mv (Villages) Arrows\*  
EL-209mv (Villages) Ovals\*  
EL-209mc (Cities) Arrows  
EL-209mc (Cities) Ovals

\* These ballots show the placement of the office of Multi-Jurisdictional Municipal Judge.

\*\* These ballots show the placement of the office of Sanitary District Commissioner.

The primary sample ballots should be modified so that any office that does not require a primary is eliminated from the primary ballot. The election sample ballots should be modified to remove any offices that are not applicable.

### Candidates on Ballot List--Incumbent Name vs. Incumbent as a Candidate Name

When an incumbent is a candidate at the election, the candidate's name will be listed twice on the Candidates on Ballot document; to the right of "**Incumbent**" and under the title of the office along with his or her address. The name listed next to "**Incumbent**" is displayed in the form the candidate used when he or she ran for office last time. The incumbent is holding the office under the form of the name used when he or she won the last election.

The name of the incumbent listed under the title of the office is in the format the candidate indicated on the Declaration of Candidacy for this election. Incumbents frequently change how their name appears on the ballot from election to election. They use a middle initial for one election and omit the initial at the subsequent election. They use "Bob" for one election and "Robert" for the next election. How the name of the incumbent will appear on the ballot as a candidate for this election is listed under the title of the office. Please do not use the form of the name listed next to "Incumbent."

Office :	COURT OF APPEALS JUDGE DISTRICT 1	Incumbent:	<del>Tim Dugan</del>
1	0102755 Timothy G. Dugan 4425 N Murray Ave Shorewood, WI 53211		
Total Number of COURT OF APPEALS JUDGE DISTRICT 1 Candidates :1			
Office :	COURT OF APPEALS JUDGE DISTRICT 4	Incumbent:	<del>Joanne Fishman Kloppenburg</del>
1	0105065 JoAnne F. Kloppenburg 2318 Rowley Avenue Madison, WI 53726		

### Commission Ballot Approval

At its December 3, 2018 meeting, the Wisconsin Elections Commission approved the general format of ballots for the Spring Primary and Spring Election. The Commissioners recommended no modifications.

### Ballot Review

County Clerks are required to submit ballot proofs for review by WEC Election Administration (EA) staff. Staff will review the format of the ballot (basic design, categories, office titles, number of candidates and write-in lines and instructions). Staff will look over state candidate names, but you are responsible for confirming the spelling and format of the names of state candidates by proofing your ballots against the posted Candidates on Ballot document. Remember: Use the format of the name listed under the title of the office.

Ballots may be faxed to 608-267-0500 or emailed to the Help Desk at [elections@wi.gov](mailto:elections@wi.gov). The Help Desk forwards ballot review emails on a “first come, first served” basis and allocates ballots evenly among EA staff. Faxed ballot proofs come to the front desk. While the front desk staff is very good about retrieving the faxes and keeping them in order by time stamp, they are not always able to deliver them to EA staff immediately. EA staff will pick up the faxes as soon as possible.

Working within ballot printing timelines can be hectic and stressful for clerks and for Election Administration (EA) staff. Staff tries hard to review ballots closely and catch any errors, while also providing quick ballot review turnaround so clerks can move ahead with ballot printing. Please work with us to keep ballot review organized and moving at a steady pace by following a few guidelines when submitting ballot proofs for approval:

- Submit only ONE representative sample of your ballot format. Do not send the entire file containing every ballot style in your county
- Submit ONE sample ballot by ONE transmission method. Please do not FAX *and* email your ballot sample believing that this will hurry the process. Sending multiple ballot styles or sending one ballot by multiple methods creates duplication of effort and slows down the review process.
- Do not email ballots to individual elections specialists. Ballots emailed directly to specialists will be forward to the Help Desk to be put in the “first come, first served” queue.
- Be patient. Please allow several hours to pass before wondering if we received your ballot sample. Before sending another, please contact us.
- Please do not continue to send proofs until you get a perfect score. You will have documentation of the changes staff recommended. You may proceed with printing after making any corrections or modifications identified by EA staff.

Thank you for your willingness to assisting us in this mutual endeavor.

If you have questions, or if staff can be of assistance, please contact the Help Desk at 608-261-2028 or [elections@wi.gov](mailto:elections@wi.gov)

cc: Command Central  
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