

SUGGESTED PROCEDURES FOR COUNTY BOARDS OF CANVASSERS

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Wisconsin Elections Commission

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Completing the Tabular Statement of Votes Cast

Instructions for Municipal Canvass:

- Write the name of your municipality, the kind of election: primary, spring, or special election, etc., and the date of the election in the heading.
- Enter the complete name of the office with the seat or district number in the shaded area.
- List the names of the candidates for the office in ballot order below the shaded area.
- Make sure that all wards or ward combinations are listed in proper numerical order in the left hand column. The smallest number in a combination determines the order. (*Example: Wards 1&4; Wards 2,6 & 7; and Wards 3&5.*)
- For each reporting unit, list the number of votes cast for each candidate.
- Don't forget the write-in votes - they must be listed individually by name.
- Enter the total number of votes cast for each candidate in the Total Votes Casts – Candidates column.
- Enter the **total number of votes cast** (not voters!) for each office in the Total Votes Cast-Office column. This total is the sum of the vote totals for each candidate plus the write-ins.

Notes for Municipal and County Clerks:

Combining Reporting Units. A municipality may provide for combined wards by resolution up to 30 days before the spring primary or election, if your population is under 35,000. It's important to remember that for the spring primary and the spring election, wards in a municipality may be combined for judicial offices even though separate results may be required for county, municipal, or school district offices. The wards being combined must use the same polling place.

Reporting for annexations requires special attention. As long as the area being annexed belongs to the same representative districts, i.e., congressional, legislative, and county supervisory districts, as the adjacent area to which it's being annexed, then the annexed area is reported together with the adjacent area using the same ward number. But if the annexed area has **different** representative districts from its adjacent area or crosses county lines, the municipality is required by law to create a separate ward giving it the *next consecutive number*. All election results from this new ward must be reported under the new ward number.

Instructions for County Canvass:

- Write the name of your county, the kind of election: primary, partisan primary, spring/general election, or special, etc., and the date of the election in the heading.
- A separate report must be completed for each political party in a *partisan primary only*. Write in the name of the political party on the line provided.
- Enter the complete name of the office with the branch or district number in the shaded area.
- List the names of the candidates for the office in ballot order below the shaded area.
- Please list all municipalities and wards in the correct order in the left hand column. The smallest number in a combination determines the order. (*Example: Wards 1&4; Wards 2,6 & 7; and Wards 3&5.*)
 1. Towns, alphabetically, wards numerically.
 2. Villages, alphabetically, wards numerically.
 3. Cities, alphabetically, wards numerically.
- Make sure that all wards or ward combinations are listed along with the municipality name. If a municipality is divided by wards, but combines them for voting purposes and reports one total, **you must still identify the numbers of the wards** being reported. (*Example: Town of Anywhere, Wards 1&2. If a municipality is not divided by wards do not list "Ward 1."*)
- For each reporting unit, list the number of votes cast for each candidate.
- Don't forget the scattering column - if there are no write-in votes for a reporting unit, list 0.
- Enter the total number of votes cast for each candidate in the Total Votes Casts – Candidates column.
- Enter the **total number of votes cast** (not voters!) for each office in the Total Votes Cast-Office column. This total is the sum of the vote totals for each candidate plus the scattering.

