



Wisconsin Elections Commission

Election Day Procedures

February 27, 2019

Election Day Procedures

Agenda

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- Other resources

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- Who can or cannot receive a provisional ballot?

Agenda

WEC Learning Center

The screenshot shows the WEC Learning Center website. At the top, there is a dark blue header with the Wisconsin Election Training logo and the text "Wisconsin Election Training". Below the header, the main content area is divided into several sections:

- Global search:** A search bar with a "Search" button and an "Advanced search" link.
- Main menu:** A list of links including "Site news", "WisVote User Manual", "Clerk Access - Certification", "Data Entry Access - Certification", "FAQ - Absentee - Tracking Only", "FAQ - Issue Absentee Ballots as a Batch", "Request to Add Authorized MCT & CIT Training Users", "Presidential Preference Only Ballot", and "Elections Helpdesk: (608) 261-2028".
- Navigation:** A section with "Home" and "Search" links, and a list of links: "Site news", "WisVote User Manual", and "Clerk Access - Certification".
- Welcome to the WEC Learning Center!** A central message area with a welcome text, a note about the online courses corresponding to chapters in the WisVote User Manual, and a request to refer to the WisVote Learning Curriculum. It also includes a browser warning: "PLEASE USE INTERNET EXPLORER AS YOUR BROWSER (Unless you have Windows10, then use EDGE). CHROME MAY NOT PLAY THE VIDEOS PROPERLY." and a link to "Welcome Chief Inspectors - click to begin Baseline Chief Inspector Training (Baseline CIT)".
- Course Cards:** Several cards for training modules, each with a red border and a small icon:
 - MCT Core Curriculum:** Municipal Clerk Core Curriculum (MCT Core)- Sixteen Sections.
 - Baseline CIT:** Baseline Chief Election Inspector Training- Seven Sections.
 - Election Security Awareness:** The Securing WisVote Series- Six Presentations.
 - Introduction to WisVote:** Accessing and Navigating WisVote. Plus More...
 - Voter Management:** Voter Registration and Records, Reg List Alerts and DMV Checks, Plus...
 - Absentee Voting:** Absentee Applications, Ballots, Reports and much more.

At the bottom of the page, there is a white banner with the URL: <http://www.electiontraining.gab.wi.gov>

WEC Learning

Other Resources



- ▶ Baseline Chief Inspector Training webinar
- ▶ Election Day Manual (rev. October 2018)
- ▶ Manuals and Webinars Order Form

Training Schedule

Wisconsin Elections Commission Training Events All Training Events

[View only WisVote Training](#) | [View only Municipal Clerk Training](#) | [View on View All Training Events in Calendar](#)

Training Event	County	Date	Registration Status	Training Type
Baseline Chief Inspector Training: Live Webinar	Statewide	03/20/2019 - 9:00am	Open	Chief Inspector Training

MANUALS & WEBINARS ORDER FORM

Mail to:
Wisconsin Elections Commission
P.O. Box 7984 Madison, WI 53707-7984
Phone: (608) 266-8900 FAX: (608) 267-6700

All of our forms and manuals are free to download from the agency website (<http://elections.wis.gov>). We encourage you to check this resource first, as you would be able to download and print our forms, manuals and other documents at your leisure. Manuals are easily photocopied, and the Elections Commission gives you permission to make as many copies of them as you need. If you would like to order either the Election Administration Manual, Election Day Manual or a DVD of our webinar training series, please indicate the quantity and the total cost of all items you are ordering.

Quantity	Item Description	Unit Cost By Mail	Total Cost
	Election Administration Manual for Wisconsin Municipal Clerks (Rev. 10-2016)	\$15.00	\$0.00
	Election Day Manual for Wisconsin Election Officials (Rev. 7-2016)	\$10.00	\$0.00
	Election Administration Training Webinar Series (9-2014 - order date)	\$5.00	\$0.00
	Total		\$0.00

Other Resources

Proof of Residence – Points to Know

- ▶ May be shown electronically!
- ▶ Must list the voter's name and Wisconsin residential address
- ▶ May not list a P.O. Box as the residential address, even if the document is a WI driver license or state-issued ID card
- ▶ Most voters only need to show one form of proof of residence (Students using a college ID need a fee receipt or the college must provide a certified housing list)

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Proof of Residence – Points to Know

Proof of Residence – Points to Know

- ▶ Registered voters do not need to re-register unless they change their name or address
- ▶ Voters without proof of residence may *not* cast a provisional ballot
- ▶ Voters who bring a completed voter registration application to the polling place do not have to fill out a new application – just re-sign if needed
- ▶ Documents issued by a *unit of government* include all levels of government, world-wide

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Proof of Residence – Points to Know

What is a “Unit of Government?”

- ▶ Documents issued by a *unit of government* include all levels of government, world-wide
- ▶ Units of government include: public school districts, municipal or county clerk’s office, county health departments, state agencies, University of Wisconsin, UW Hospital, tribal governments, federal governmental entities, other state governments, other countries
- ▶ Units of government do not include: private schools, insurance companies, title companies
- ▶ The “go-to” category for proof of residence

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What is a “Unit of Government?”

Bank and Credit Union Statements

- ▶ What can be used:
 - A bank statement issued by a bank or credit union
 - A mortgage statement issued by a bank or credit union
 - A home equity credit line issued by a bank/credit union
 - A credit card statement issued by a bank/credit union
 - A retail store credit card statement (Kohls, Menards, etc.)
- ▶ What cannot be used?
 - Credit card offers
 - General correspondence from a bank/credit union that is not an account statement
 - General correspondence from a credit card company that is not an account statement
 - Closing documents for purchase of a home

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Bank and Credit Union Statements

State/Show/Sign

- ▶ Voters must **state** their name and address in accordance with Wis. Stat. 6.79 (2)
 - A voter handing the election inspectors an ID is not sufficient
 - If the voter is unable to do so, another person or an election inspector can do it on their behalf
- ▶ Voters must **show** an acceptable photo ID to receive a ballot
 - Both election inspectors managing the poll books must review the photo ID and agree it reasonably resembles the voter and the name conforms to the name on the poll list
 - **If the voter does not have a photo ID, the voter must be offered a provisional ballot**
- ▶ Voters must **sign** the poll list
 - If the inspectors find that a voter neglected to sign, note the omission on the Inspectors' Statement
 - If a voter signs in the wrong signature line, the correct voter should sign in the notes section next to their signature line

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State/Show/Sign

Photo ID

- ▶ An acceptable form of photo ID does not have to list the voter's current address
- ▶ When requesting photo ID, ask for "photo ID," not a driver license
- ▶ There are many varieties of military IDs. When in doubt, contact the clerk and/or the WEC before refusing to accept a military ID
- ▶ No voter (except confidential voters) may be issued a ballot at the polls on Election Day without showing Photo ID
- ▶ Have a copy of the Photo ID picture guide at the polling place for reference. Not every variation can be listed.

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Photo ID

Photo ID Picture Guide



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Photo ID Picture Guide

Voting Equipment

- ▶ All polling places must be equipped with at least one accessible voting component
- ▶ Voting equipment must be turned on, don't wait until a voter asks to use it
- ▶ Election inspectors should know how voting equipment operates - attend the pre-election test and use the equipment to cast your vote
- ▶ In municipalities that use DRE's, voters must also be offered the option of a paper ballot
- ▶ In municipalities that use ICE as voting equipment, election inspectors must be familiar with its accessible voting features

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Voting Equipment

Remaking Ballots on Election Day

▶ Who

- Election Official

▶ Why

- Voter made a mistake (overvoted, crossover vote)
- Voting equipment cannot “read” the ballot
- Voter marked the ballot incorrectly, for example, used red pen or circled a candidate
- Voter didn’t fill in circles or arrows on ballot
- Ballot was damaged

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Remaking Ballots on Election Day

Remaking Ballots on Election Day

▶ How

- At least two election inspectors participate in the process
 - If party-affiliated inspectors present, use one of each party
- Inspectors announce that a ballot is being remade and why
- Inspectors note a reason in the endorsement section of the ballot
 - Overvoted (OV)
 - Damaged (DM)
 - Other (OT)
- Ballots labeled original ballot #(serial number) and duplicate ballot #(serial number)
- Both inspectors initial the ballots in the endorsement section

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Remaking Ballots

Remaking Ballots – Endorsement Section

The diagram illustrates the process of remaking a ballot. It shows two identical forms side-by-side, representing the 'Original Ballot' on the left and the 'Remade Ballot' on the right. Each form is titled 'For Official Use Only' and contains the following sections:

- Inspectors:** Identify ballots to be remade.
- Reason for remaking ballot:** A list of checkboxes: Overvoted, Damaged, and Other.
- Original BallotNo. or Duplicate BallotNo.:** A field containing the number '1' circled in red.
- Initials of inspectors who remade ballot:** A table with two columns labeled 'AC' and 'DL'.

Arrows labeled 'Original Ballot' and 'Remade Ballot' point to their respective forms. A small number '15' is visible in the bottom right corner of the slide.

Remaking Ballots – Endorsement Section

Remaking Ballots on Election Day

▶ How (con't)

- Inspector transfers votes based on voter intent from the original ballot to the duplicate ballot
- Note on the Inspectors' Statement why the ballot had to be remade
- The remade ballots are inserted into the tabulator
- The original ballots are bundled together, marked and placed in the "Original Ballots Envelope."
- The "Original Ballots Envelope" is placed in the ballot container

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Remaking Ballots

Overriding Ballots on Election Day

- ▶ Who
 - Election Official

- ▶ Why
 - Municipality allows for the use of the override function to tabulate overvoted ballots and ballots with crossover votes when voter intent cannot be determined

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Overriding Ballots on Election Day

Overriding Ballots on Election Day

▶ How

- Absentee Ballots
 - Inspector inserts the ballot without inspection into tabulating equipment and machine displays warning message
 - Inspector selects the option to return ballot
 - Inspectors review the ballot to determine voter intent
 - If voter intent can be determined, ballot is remade
 - If voter intent cannot be determined, the ballot is not remade
 - Inspector reinserts the ballot into the tabulating equipment and casts the ballot using the override function
 - Inspector notes the override and the reason for it on the Inspectors' Statement

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Overriding Ballots

Overriding Ballots on Election Day

▶ How

- When voter is present
 - The voter inserts the ballot into tabulating equipment and machine displays warning message
 - The inspector assigned to monitor the voting equipment should explain the warning message to the voter
 - Overvoted ballot: casting a ballot with the override function will result in no votes counted for the overvoted contest(s), votes for other contests will be counted
 - Crossover voted ballot: casting a ballot that contains a crossover vote will result in no votes counted for any partisan office, but votes for nonpartisan contests would be counted
 - The voter is informed that he or she can spoil the ballot and vote another ballot (up to three) or cast the ballot as is. Inspector notes the override and the reason for it on the Inspectors' Statement

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Overriding Ballots

Challenging Electors

- ▶ Who can challenge an elector?
 - Qualified elector of the state
 - Election Inspector
- ▶ Training Resources
 - Video tutorial
 - Inspectors Statement (EL-104)
 - Election Day Manual

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Challenging Electors

Issuing a Provisional Ballot

▶ Who must be offered a provisional ballot?

- A voter who has been issued a WI driver license or state ID card and is unable or unwilling to provide the number
- A voter who is unable or unwilling to provide photo ID
- A voter who registered to vote by mail prior to April 4, 2014 and did not provide proof of residence (listed as “POR Required” in poll book)
 - This category is seldom used and will end with the 2019 four-year maintenance after the April election

▶ Who may not be issued a provisional ballot?

- A voter who does not have acceptable proof of residence
- A voter in the wrong polling place
- A voter situation that doesn't have a “neat resolution” to give the voter the opportunity to cast a ballot

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Issuing a Provisional Ballot

Things to Consider...

- ▶ There should be no political discussions in the polling place
- ▶ If you have strong sentiments about candidates, or if you disagree with state law or court decisions, your personal opinions must not be communicated in any way to voters or to other election inspectors
- ▶ It is the opinion of the Commission that election inspectors may not serve at elections where they, their spouse or immediate family member is a candidate or where a candidate's success or failure to win an election would affect the election inspector financially.

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Things to Consider...



Questions?

Questions?