

## **FAQs: Clerk Tasks: Ballot Access Procedures, Appointing Election Inspectors and Training Compliance**

**Q: Must a person signing a nomination paper write the actual date they sign or can they use "ditto" marks. I see that a lot.**

A: If the information above it is correct, ditto marks can be used anywhere except to sign or print a signatory's name.

**Q: I missed the answer to "what is the first day nomination papers can be circulated". Is it December 1?**

A: December 1, 2019 for the spring 2020 elections.

**Q: What is the state statute that requires the two political parties to contact the election inspectors to determine if they wish to serve before nominating them?**

A: Each party may submit names of nominees equal to at least the number of inspectors to which the party is entitled. The party must certify that each nominee has been contacted by the party and has agreed to serve. Wis. Stat. §7.30(4)(b).

**Q: Regarding election inspector lists submitted by the political parties, if we are closed for Thanksgiving and do not have Saturday office hours, is the November 30 deadline extended to Monday, December 2?**

A: Yes.

**Q: Where can we find what is currently on file for training?**

A: If you are a WisVote user, click on the Clerk Training tile and select "all submitted training" from the dropdown. The clerk list will be posted on our website in early December.

**Q: Do you automatically log our training webinars we watch live?**

A: No, all clerk training must be reported to be credited to a clerk's training record.

**Q: Can the circulator be the candidate?**

A: Yes.

**Q: You mentioned that a candidate that is running for the same seat cannot sign their own papers if they are signing the other same seat papers. Is that correct?**

A: If it's a "vote for 1" office, the candidate (or anyone else) can only sign one set of nomination papers. If they elect to sign their opponent's papers, they cannot sign their own as well.

**Q: We just give our list of inspectors to our Village Board in December to be appointed. It's usually the same people every time. I contact them to see if they want to be reappointed and if they do, I keep them on the list. I don't find out their party affiliation, however. I take it I need to do this. How do I go about asking them this?**

A: If they are not on a list submitted by one of the two main political parties, they are unaffiliated. You don't and should not ask them their party affiliation.

**Q: We advertise for poll workers, is that okay?**

A: Yes.

**Q: If the political party nominated an individual who the clerk feels cannot fill the duties of an Election worker, can the governing board not appoint that individual?**

A: It depends on why the clerk feels this individual cannot fulfill the duties of the position. Previous experience with the poll worker? The poll worker has not attended training. Issues with poll workers nominated by political parties should be documented by the clerk and brought to the nominating party's attention.

**Q: You can pay someone to circulate your nomination papers?**

A: Yes.

**Q: Do you have correcting affidavit forms?**

A: Yes, contact our office and we can make you a template.

**Q: What if they (nomination paper circulator) have a date typed in but cross it out because the last person signing has a different date.**

A: That's okay, the circulator is certifying the last date listed.

**Q: Are they supposed to number the pages of their nomination papers?**

A: Yes, we have them number the pages and we record the number on the nomination paper receipt.

**Q: Can you appoint your inspectors also in case their people can't work an election?**

A: Yes, you should appoint your slate of election inspectors as well.

**Q: Is there a limit of how many nomination papers a resident can sign?**

A: They can sign as many papers as there are seats to fill. For example, in a "vote for 1" office, they can sign one candidate's nomination papers. In a "voter for 2" they can sign two candidates nomination papers and so on.

**Q: What is the deadline for notification of non-candidacy filing deadline?**

A: December 27, 2019, 5:00 p.m.

**Q: are election inspectors appointed for the term (2020-2021) or they appointed annually?**

A: Election inspectors are appointed in December of an odd-numbered year for a two-year term, 2020-2021.

**Q: Will this webinar count for the 2020-2021 term?**

A: Yes.

**Q: are poll workers wages subject to FICA withholding?**

A: You will need to contact the Department of Revenue or your HR department if you have one.

**Q: Can the town clerk and/or treasurer serve as poll workers if they are not on the ballot?**

A: They can, but we advise against the clerk acting as an election inspector because they have other duties on Election Day.

**Q: When can you start training 2020-2021 election inspectors?**

A: Right away, you don't have to wait for your governing body to approve them.

**Q: Can you confirm that a signer can sign nomination papers for everyone running for the same position even if it's for a vote for 1?**

A: In a "vote for 1" contest, a signer can only sign one set of nomination papers.

**Q: Can the candidate sign their own nomination paper?**

A: Yes.

**Q: There was a really handy example sheet that had been previously included in another webinar. can we get that as a standalone document?**

A: It's posted on our website: <https://elections.wi.gov/node/3218>

**Q: What was the number of the filing receipt document again please?**

A: The nomination paper receipt is the EL-151: <https://elections.wi.gov/forms/el-151>

**Q: I received a list last week from the Republican Party. One of the election officials listed has already worked for me but she struggles to keep up and I had made a decision to no longer use her. How do I handle it now that she has been put on the list?**

A: Have you documented the problems you have had with this election inspector? Would additional training or a different election day duty help? If you have explored alternatives, you can discharge her for cause, but we recommend discussing it with the party making the nomination first. If she is listed as a first-choice nominee, you will need to receive WEC approval to discharge her.

**Q: If the party appointees do not come for training, do we have to use them?**

A: If you have provided ample training opportunities, that would be cause to dismiss them, but document the situation and bring it to the party's attention before dismissing the election worker.

**Q: If you will be having a special election, piggy backing on the spring election, are the filing deadlines the same?**

A: If this is with regard to Congressional District 7, we have developed a calendar of election events just for that contest.

**Q: If the list from a party includes people who do not wish to be appointed, do you still have them listed for approval?**

A: No. The party who submitted the names should have vetted that information before submitting the list to you and the governing body.

**Q: We have had dead people listed and our finance director who had no idea he was on any list. Should we be checking these lists and contacting those listed?**

A: You need to contact the people on the lists submitted by the political parties, but the names should have been vetted by the party before submitting them to you.

**Q: Do you honor post marks for the deadline for parties to submit lists of poll worker nominees?**

A: The list should be in your hands by the deadline. However, parties can email or fax the list and mailed copy can be postmarked by the deadline.

**Q: What if at some point a large number of inspectors are not available for an election and you run out of those appointed?**

A: The clerk can appoint to fill a vacancy for an election.

**Q: Does the circulator date need to be the same as all dates on nomination paper? As in the circulator signs when form is filled, but signatures come from several dates.**

A: The circulator's date should be on or after the last date listed on the page.

**Q: If all of the incumbents file their paperwork timely, do we need to be available for non-candidacy until 5:00 pm on 12/27?**

A: No.

**Q: Aren't you asking for problems is the circulator is not a resident of the municipality?**

A: Circulators must be qualified electors other than the residency requirement.

**Q: If someone indicates they are interested in working at the polls, do you ask what party they are affiliated with or do you simply add these individuals to an unaffiliated list for appointment?**

A: They are considered unaffiliated if they are not on a list submitted by one of the two main political parties.