



Chief Inspector Training

Baseline Training
2020-2021

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Course Logistics

- Certification
- Speakers
- Manual



2

Course Sections

- General Information
- Pre-Election Preparations
- Electors: Parts 1 & 2
- Election Day Issues
- Ballots
- Documentation

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Mission

- To enhance representative democracy by ensuring the integrity of the electoral process
- To ensure elections are:
 - Open
 - Fair
 - Impartial
 - Trusted – **the vote of every elector counts**



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Training Objectives

- Information
- Knowledge
- Confidence
- Consistency & Uniformity – **procedures are the same statewide**



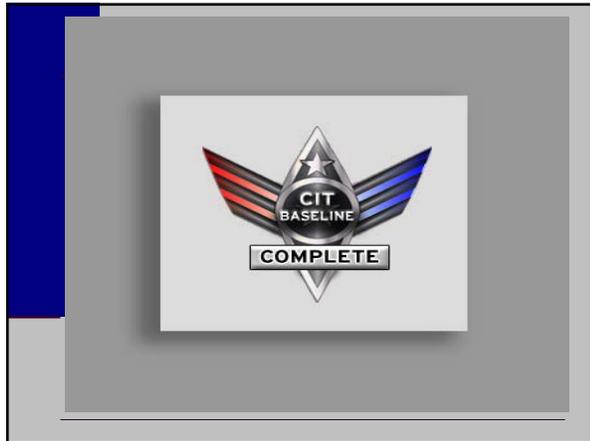
5

Election Terms

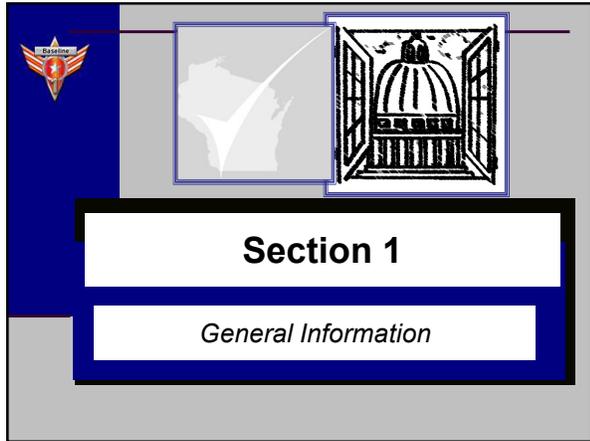
- Election Day Manual
- Spring Elections (**non-partisan offices**)
- Fall Elections (**partisan offices**)
- Voting Equipment & Ballots
- Voter Lists



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Section 2

Pre-Election Preparations

Preparing to Serve

- **Attend Election Day Training**
- **Read the Election Day Manual**
- **Work with your clerk**
 - Number of Election Inspectors
 - Any Inspectors appointed by a political party?
 - Greeter? ERO?
 - End of Line Officer
 - Contingency Plans
- **Visit the polling place**
- **Familiarize yourself with the ballot and equipment**
- **Arrive at the polling place early**



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Polling Place Set Up

- **Layout:**
 - Booths (number, size, spacing, supplies)
 - Ballot Boxes (number, location, security)
 - National Flag
 - Tables and chairs
 - Signs
 - Observer Area(s)



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Section 3

Electors, Part 1

Voter Qualifications

- **Must be US Citizen**
- **Must be age 18 or older**
- **Must have resided in an election district or ward for at least 10 consecutive days before an election**
- **Must not be disqualified from voting under Wis. Stat. § 6.03.**
 - Convicted of felon and still serving terms of sentence
 - Adjudicated Incompetent
 - Placed bet or wager on outcome of election

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Residency

You may only vote in ONE municipality

- **Establishing residency**
Physical presence, residency for voting purposes
- **Temporary Absence**
- **Intent to return**
- **Student status**
- **“Part-time” residents**



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Election Day Registration

To register on Election Day, voter needs to:

- Fill out a Voter Registration Application (EL-131)
- Provide a valid form of proof of residence



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Voter Registration Application

(EL-131)

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Voter Registration Application

(EL-131)

(Click and Mail)

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Voter Registration Application (EL-131)

Qualifications (Box 1)

■ Voters must be able to check each box

Qualifications
please check each box if **YOU**:

If you cannot check every box, do **NOT** complete this form

Are a citizen of the United States
 Will be at least 18 years old on or before Election Day
 Have resided at the address provided below for at least 10 consecutive days prior to the election and do not currently intend to move
 Are not currently serving a sentence including incarceration, parole, probation, or extended supervision for a felony conviction

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Voter Registration Application (EL-131)

Your Name (Box 2)

Your Name

Last _____ Suffix (Jr., II, etc.) _____
 First _____ Middle _____

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Voter Registration Application (EL-131)

About You (Box 3)

About You
phone number and email are optional

Date of Birth (MM/DD/YYYY) _____
 / / Phone Number () _____
 Email Address _____

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Voter Registration Application (EL-131)

The Address Where You Live (Box 4)

Where You Live
 your residential voting address, which cannot be a P.O. Box
 if you do not have a street address, please use the map on the back of this form

4

Street Address _____ Apt/Room # _____
 City/Town/Village of _____ WI _____ Zip _____
 Mailing Municipality (if different) _____
 Are you military or permanent overseas voter? Military Permanent Overseas

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Voter Registration Application (EL-131)

Your Mailing Address (Box 5)

Your Mailing Address
 if different from above

5

Street Address (or P.O. Box) _____
 City/State/Country/Zip _____

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Voter Registration Application (EL-131)

Prior Registration Information (Box 6)

Prior Registration Information
 complete this field if you are updating your registration due to a change in name or address

6

Full Name on Previous Registration _____
 Full Address on Previous Registration (if known) _____

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Voter Registration Application (EL-131)

Identification (Box 7)

Identification
 (check the box that applies to you)
 WI Driver License or ID number
 required if unexpired and valid.
 SSN required if DL/ID not valid
 or never issued

I have an unexpired and valid WI Driver License or WI DOT issued ID. Provide number and expiration date below
 _____ Expiration Date ____/____/____

I do not have a valid WI Driver License or WI DOT issued ID
 Provide the last four digits of your Social Security Number XXX-XX-____-____

I have neither a valid WI Driver License/ID nor a Social Security Number (see back for more information and next steps)

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Voter Registration Application (EL-131)

Proof of Residence (Box 8)

Proof of Residence
 military and permanent overseas
 voters are not required to provide
 proof of residence

Voters must provide a proof of residence document when registering to vote. Please check this box to affirm that you are providing a copy of a valid form of proof of residence with this application.
 Examples include: a copy of a valid and unexpired Wisconsin Driver License or ID Card, a utility bill, a paycheck/pay stub, or correspondence from a unit of government (see back of application for additional information and examples)

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Voter Registration Application (EL-131)

Signature and Certification (Box 9)

Signature and Certification

By signing below, I hereby certify that, to the best of my knowledge, I am a qualified elector, having resided at the above residential address for at least 10 consecutive days immediately preceding this election, that I have no present intent to move, and I have not voted in this election. I also certify that I am not otherwise disqualified from voting and that all statements on this form are true and correct. If I have provided false information, I may be subject to fine or imprisonment under State and Federal laws

X _____ Today's Date ____/____/____
 Voter Signature

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Voter Registration Application (EL-131)

Assistant (Box 10)

Assistant

If someone assisted you by signing this form, they must complete this section

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X _____ Assistant Signature _____ Assistant Address

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Voter Registration Application (EL-131)

Official Use Only section

Proof of Residence Type	WI DL	WI ID	UTIL	BANK/ CC	PVCK	STDMT ID	GOV DOC	LSE	GOV ID	EMPL ID	RES CARE	TAX	HMLSS															
Proof of Residence Issuing Entity	Proof of Residence #		Date Complete/POR Received		Election Day Voter Number																							
WisVote ID # _____	<input type="checkbox"/> Submitted by Mail			X _____ Official's Signature																								
Confidential Elector ID # _____																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Ward</td> <td style="width: 10%;">Rep. District</td> <td style="width: 10%;">Prec.</td> <td style="width: 10%;">City/Block</td> <td style="width: 10%;">City of App.</td> <td style="width: 10%;">Assembly</td> <td style="width: 10%;">St. Senate</td> <td style="width: 10%;">Congress</td> </tr> <tr> <td> </td> </tr> </table>	Ward	Rep. District	Prec.	City/Block	City of App.	Assembly	St. Senate	Congress																				
Ward	Rep. District	Prec.	City/Block	City of App.	Assembly	St. Senate	Congress																					

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Voter Registration Application (EL-131)

Street ID map

If you do not have a street number or address, please use this map to show where you live. If you are a homeless voter and are registering to vote, please also provide a letter from an organization that provides services to the homeless that:

- Lists your name
- Describes the location designated as your residence for voting purposes

Example	N ↑	Library	N ↑		
	•	Marmoset Drive	•		
High School	•	X	•		

Accommodations/Poll Worker Interest

Do you need any accommodations at your polling place (e.g., curbside voting)? If so, please describe:

Please indicate if you are interested in being a poll worker

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Proof of Residence

- **Forms of proof must contain:**
 - a complete name (first and last name)
 - a current and complete residential address
- **Forms which have an expiration date must be valid on Election Day**
- **Electronic proof of residence is acceptable (printed copies electronic POR are valid)**



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Forms of Proof of Residence

- **An unexpired WI Driver's License or WI State ID card (or receipt)**
- **Other official or government-issued ID card**
- **Any identification card issued by an employer in the normal course of business and bearing a photo of the card holder, but not including a business card.**
- **Real estate tax bill or receipt (for current year or year before)**

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Forms of Proof of Residence

- **Utility Bill**
(dated no earlier than 90 days before Election Day)
- **Residential Lease**
(not for voters who registered by mail)
- **Bank statement**
- **Pay check or pay stub**
- **A check or other document issued by a unit of government**

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Forms of Proof of Residence

- University, college, or tech college ID (**must have photo**), must be accompanied by a fee receipt dated within the last 9 months or the institution provides a certified housing list to the municipal clerk
- A letter on public or private social service agency letterhead identifying a homeless voter and describing the individual's residence for voting purposes
- A contract or intake document prepared by a residential care facility that specifies that the occupant currently resides there (**room number not required**).

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Ineligible Voter List

- Election inspectors **must** review the Ineligible Voter List for all election day registrations and absentee ballots to determine that the elector is eligible to vote on Election Day
- If the elector's name appears on the list, contact the WEC for verification of felony status
 - If voter is confirmed eligible to vote, indicate on EL-131 "eligible to vote per DOC."
 - If voter is confirmed ineligible to vote, issue information sheet (EL-119), mark the EL-131 "ineligible to vote per DOC," and if elector wishes to vote, the inspectors shall challenge the ballot
 - If inspectors are unable to contact the Wisconsin Elections Commission, and the elector wishes to vote, the inspectors shall challenge the ballot

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Section 4

Electors, Part 2

Issuing Ballots and Voting

A registered elector is required to **state** their name and address, **show** their proof of identification and **sign** the poll list.

- Check the EL-124 Absentee Ballot Log
- Proof of Identification must be viewed by both election inspectors
- Voter signs one copy of the poll list
- Assign voter number and record number on two identical poll lists
 - Reconcile voter numbers throughout day
- Issue voter a ballot initialed by TWO election inspectors (do NOT pre-initial ballots)
- Direct voter to voting area



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Proof of Identification

- All photo IDs must contain a name, picture and date of expiration
- The name on the photo ID must conform to the name on the poll list
Sue for Susan, Bob for Robert, etc.
- The photo on the photo ID should reasonably resemble the voter
People change over the years
- Photo IDs must be unexpired
There are exceptions as outlined in this presentation and the Election Day manual

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Proof of Identification

- Proof of Identification is required from all voters, except confidential electors
- Types of Acceptable Proof of Identification (the following documents must be unexpired or expired after November 8, 2016):
 - WI Driver License or WI State-Issued ID card
 - Military ID (including retired military)
 - Passport (book or card)

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Proof of Identification (cont)

■ Types of Acceptable Proof of Identification

(the following types of documents must be unexpired):

- Certificate of naturalization (not issued earlier than two years before the election)
- Receipt for DL or State ID (valid for 45 days)
 - IDPP (valid for 60 days)
- A veteran's photo ID issued by the Veterans Health Administration of the federal Department of Veterans Affairs.

(documents may be expired):

- University, College, or Tech College photo ID (with proof of enrollment)

(document is valid regardless of expiration date):

A Tribal ID

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Proof of Identification



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EL-124 Absentee Ballot Log

- The EL-124 identifies voters who were issued an absentee ballot
- If the absentee ballot is marked as returned, the voter may not vote at the polling place
- If the absentee ballot is not marked as returned the voter is asked "did you mail or personally deliver your absentee ballot to the clerk's office?"
 - If "yes," the voter cannot vote at the polling place
 - If "no," the voter is issued a ballot if otherwise qualified

Note if an absentee ballot is later received for that voter, the ballot should be processed as rejected and the clerk notified immediately.

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Provisional Voting

ONLY used in two situations:

- WI driver's license holder who is unable or unwilling to provide the number when registering on Election Day
- Voter who is unable or unwilling to present acceptable proof of identification on Election Day

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Provisional Voting Procedure

- Voter fills out Provisional Voting Certificate Envelope (EL-123)
- Election inspector completes envelope
Indicate which piece(s) of information are missing
- Issue elector a provisional voter number (PV#_)
Recorded on poll list, back of ballot, provisional voter information sheet, Inspectors' Statement (EL-104), EL-123, and EL-123r
- Elector votes ballot and seals inside the envelope (EL-123)



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Provisional Voting Procedure (cont)

- Give voter Provisional Voter Information Sheet
 - Explains that his/her vote is not counted unless missing information is provided to municipal clerk by 4 pm on Friday after election
 - Voter may also bring missing information to the polls by 8 pm
- Put sealed envelope into Inspectors' Certificate for Provisional Ballots envelope (EL-108)
- Record incident on Inspectors' Statement (EL-104)



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Provisional Ballot Reporting Form (EL-123r)

- **This is the form you will use to record all the relevant information regarding your provisional voters**
Name, date of birth, address, PV#, absentee/in-person, reason for issuing the provisional ballot
- **If the voter comes back on Election Day with the missing information, record:**
Type of documentation provided, indication that it was provided in-person, time, date, initials of inspector, indication that a voter # was issued

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Assisting Electors

An elector may select anyone to assist them at the polling place other than the voter's employer or agent of the voter's labor union.

- Assistor marks ballot at the direction of the elector
- Assistor signs the ballot
- Name and address of assistor noted on the poll list
- An election inspector can be an assistor



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Curbside Voting

An elector who, due to a disability, is unable to enter the polling place, may receive a ballot at the entrance to the polling place.

- TWO election inspectors
- Announcement in the polling place
- Notations on the poll list:
 - Ballot received at polling entrance
 - Voter is exempt from signing the poll list
 - The voter may also register to vote curbside



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Assisting a Voter with a Disability

VIDEO:

"This is Where We Vote"



<https://elections.wi.gov/voters/accessibility>

Common Sense and Common Courtesy

- Many election inspectors may have had little interaction with people with disabilities, both as a voter and as a poll worker.
- Disability is not a crime. It is a condition of an individual's body or mind that is not a crime.
- Remember that all voters deserve courteous attention in exercising their right as citizens to vote.
- Be courteous of the voter's time and right to vote for a person with a disability or an elderly person in your polling place.
- Use common sense to a person with any difficulty speaking.
- Speak clearly to the person with any disability or other person in a companion who may be accompanying him or her.
- Speak clearly, speak respectfully to a person who is deaf or hearing. Your facial expression, gestures and body movements help in understanding. Some must be asked for printed text. If the understanding is unclear, it is better to repeat the person.
- Printed signs or a tablet should be available to the election inspectors to assist communication with deaf or hard of hearing citizens.
- Before polling, ensure that all materials are easy to read and how you present yourself.
- Provide voting devices such as a name or card for signing forms.
- When offering voting assistance, allow the person to take your arm and hold him or her from the back of the neck or shoulder to assist in voting if requested.
- Assure that voters with disabilities must be able to use all buildings. Some voters may require a ramp and need to special care other than that provided by the voter.

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Confidential Electors

Electors who are victims of domestic abuse, sexual assault or stalking have the option to be listed confidentially on poll lists.

- Will be listed on "Confidential" portion of poll list
- "Confidential" portion of poll list is NOT open to public inspection
- Confidential electors choosing to vote at the polls on Election Day do not have to provide proof of identification, but must sign the poll list

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Confidential Electors

VOTING IDENTIFICATION CARD

The following individual has qualified for protection under s.6-47, Stats:

Name of protected person

Identification Serial Number

County Municipality (Please circle town, village, or city) Ward

EL-148 | Rev 2016-11 | Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 | 608-261-2028 | web: elections@wi.gov | email: elections@wi.gov

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Challenging Voters

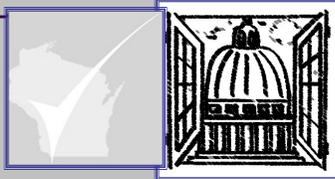
Any qualified elector may challenge a voter who they believe does not meet the qualifications to vote.

- MUST be made for reasonable cause
- Challenge recorded on the Challenge Documentation section (EL-104c) of the Inspectors' Statement (EL-104)
- Notations on the EL-104 and the poll list
- Please review "Challenging an Elector" video available on the WEC website
<https://elections.wi.gov/publications/video/tutorial/challenging-an-elector>

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QUESTIONS?





Section 5

Election Day Issues

Opening the Polls

- **Polls must open at 7:00 a.m.**
Official and accurate time clock
- **To officially open the polls, the chief inspector:**
 - Verifies the tamper-evident seal number and initials the EL-104
 - Unlocks the doors to all entrances, including any alternate accessible entrances
 - Officially announces the opening of the polls



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Election Observers

- **Anyone, other than a candidate up for election, has the right to be present at the polling place to observe the conduct of the election.**
- **Establish observer area(s) when setting up polling place**
- **Observers may examine the poll list so long as they do not interfere with election inspectors' responsibilities**
- **The use of cameras and/or recording equipment by election observers at a polling place is prohibited**

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Electioneering

- **Definition: any activity intended to influence voting at an election**
- **Electioneering is prohibited on public property within 100 feet of any entrance to a building containing a polling place**

Some considerations

- Bumper stickers
- Exit Polls
- Bake Sales and other activities




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Closing the Polls

- Polls close at 8:00 p.m.
- To officially close the polls:
 - Chief inspector announces the closing of the polls
 - End of Line officer stands behind last voter in line, if any
- After last elector votes, polling place remains open to public
 - Do NOT lock the doors of the polling place
 - Verify tamper-evident seal is intact, initial the EL-104
 - Anyone, including the candidate, may observe the end of night activities



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QUESTIONS?

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Section 6

Ballots

If Certificate is INSUFFICIENT...

1. Do not open the envelope
2. Mark the envelope “Rejected ballot #_” and write the reason for rejection on the envelope and Absentee Ballot Log
3. List the elector’s name, identifying serial number of ballot, and reason for rejection on the Inspectors’ Statement (EL-104)
4. Place the unopened certificate envelope in the Certificate of Rejected Absentee Ballots (EL-102)

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Two Versions of Absentee Certificate Envelope

- There are 2 versions of the Absentee Certificate Envelope
 - The EL-122 Standard Absentee Certificate Envelope is the used for most absentee voters.
 - The EL-122sp Special Absentee Certificate Envelope is used in only 2 specific circumstances involving care facilities and retirement homes.

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Another Reason for Rejection (EL-122sp)

Proof of Identification, please verify that either:

- The clerk has initialed the envelope to indicate the voter has met the proof of identification requirement,

OFFICIAL ABSENTEE BALLOT APPLICATION/CERTIFICATION
(Official Use Only) The voter has met or is exempt from the photo ID requirement. Municipal or Deputy Clerk initial here.

OR

- The clerk has filled out the bottom section of the EL-122sp indicating:
 - Proof of identification must be enclosed in the envelope, OR
 - The authorized representative of care facility section must be completed.

(Official use only) MUNICIPAL CLERK MARKS THIS SECTION IF REQUIRED

Attention Election Inspectors! If box is checked, one of the following is required:
✓ A copy of photo ID must be enclosed in this envelope. **OR**
✓ The Certification of Care Facility Authorized Representative section of this envelope must be completed (as well as the Certification of Witness Section).
***If neither is included, this ballot must be rejected.**

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If Certificate is SUFFICIENT...

1. Remove ballot from envelope
2. Examine contents to ensure that:
 - No more than proper number of ballots enclosed
 - Ballot contains initials of issuing clerk
3. Record voter number on voter list and make "absentee" notation
4. Record voter information on Absentee Ballot Log
5. Place ballot in appropriate box or equipment
6. Place used certificate envelope in the Used Certificate Envelopes of Absentee Electors (EL-103)



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Using the Override Function

- The override function can now be used in the event of a crossover voted or overvoted ballot
- The decision to allow for the use of the override function on the optical scan equipment is up to each municipality
- If the override function is used, each instance should be marked on the Inspectors' Statement (EL-104). The notation should also include the reason why the function was used (i.e. overvote, crossover vote)

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Overvoted Ballots

- **Overvote = voted for more choices than allowed within a single contest**
 - If voter is present, provide an opportunity for the voter to spoil and vote another ballot (up to 3)
- **Overvoted ballots may be "remade" or "overridden"**
 - If voter is not present or has used up all 3 chances, election inspectors review the ballot for voter intent, if intent cannot be determined (e.g. actually voted for too many candidates) election inspectors may override or remake
 - Should consistently use override OR remake process

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Crossover Ballots

- **Crossover = voting in more than one party's partisan primary on the same ballot**
- **May be saved by "party preference" option**
- **Crossover votes can be overridden if a municipality decides to allow for the use of the override function on optical scan equipment**
 - Inspector can advise voter to mark a party preference so that party's votes are counted
 - Elector can spoil and vote a new ballot (up to 3)
 - If voter is not present or has used up 3 chances, election inspector remakes the ballot or uses the override function on the optical scan equipment to process the ballot.

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Remaking Ballots

- **When to remake ballots**
 - Ballot is damaged/defective but voter intent can be determined
 - Municipalities that have authorized overriding *must remake if voter intent can be determined*
- **If voter intent cannot be determined,**
 - Overvoted contests are left blank
 - Crossover ballots are remade without votes in any partisan contest
- **Election Inspectors must announce that a ballot is being remade & why**
 - Select a reason for remaking the ballot in the endorsement section of the ballot
 - Ballots are labeled "Original Ballot # (serial number)" and Duplicate Ballot # (same serial number) in the endorsement section of the ballot.
 - 2 Inspectors initial the ballots

For Official Use Only

Inspectors: identify ballots to be remade:

Reason for remaking ballot:

Overvoted

Damaged

Other

Original Ballot No. or Duplicate Ballot No. _____

Initials of inspectors who remade ballot _____

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Remaking Ballots (cont)

- **Note on the Inspectors' Statement (EL-104)**
 - "OV" to identify overvoted ballots
 - "DM" to identify damaged ballots
 - "OT" to identify ballots remade for other reasons
- **Insert "remade" ballot into tabulating device**
- **Bundle "defective" ballots together and place in Original Ballots Envelope**
- **Original Ballots Envelope is placed in ballot container**

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Counting Paper Ballots

Procedure for Hand-Counted Paper Ballots

1. **Count (without examining) to determine total number of ballots**
2. **Check if number of ballots is equal to number of voters**
 - Make sure two ballots aren't folded together
 - If number of ballots is EQUAL TO or LESS THAN number of voters, proceed with counting
 - If number of ballots is GREATER than number of voters, follow draw-down procedure (see manual)



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Counting Paper Ballots (cont)

3. **Count and record the votes on two separate Tally Sheets (EL-105)**
4. **Reconcile the tally sheets when the counting for each office is complete**
5. **Voter Intent**
 - “Defective” Ballots
 - “Objected to” Ballots
6. **Announce the results of the votes cast at the polling place**

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Optical Scan Ballots

1. **Open the optical scan tabulating unit**
Enter any ballots in the auxiliary box into the unit
2. **If ballots were rejected, determine reason**
Remake ballot if necessary, and preserve original
3. **Remove all ballots from write-in compartment**
Tally all write-in votes on a separate tally sheet (EL-105)
DO NOT re-enter ballots into unit

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Optical Scan Ballots (cont)

4. Examine ballots from main bin for write-in votes not separated by machine

Record write-in votes on Tally Sheet (EL-105)

5. Once all ballots have been entered, follow instructions from municipal clerk for printing out results

6. Publicly announce the results for each candidate and referenda



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DRE Ballots

- In post-election mode, print result report before breaking any seal or removing memory card
- Chief Inspector initials on EL-104 tamper-evident serial number on equipment matches the serial number written by clerk
- Follow security procedures and vote total merging procedures of your specific municipality (consult with clerk)

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Voter Intent

- Voter Intent is the controlling factor in determining how a ballot should be counted
- Where there is a question, a majority of the inspectors must agree that voter intent can or cannot reasonably be determined
 - Write-In Votes
 - Partisan Primary (Crossover Voting)

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Registered Write-Ins

- Write-In candidates must file a campaign registration statement (CF-1) with the appropriate filing officer by 12:00 p.m. the Friday before an election to be considered a “registered write-in”
- The municipal clerk must provide election inspectors with a list of all qualified write-in candidates at the polling place on Election Day
- The election inspectors must provide the list to any voter who requests it
- The list may not be posted at the polling place on Election Day and election inspectors may not inform voters of any write-in candidates unless asked

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Counting Write-In Votes in “Vote for One” Offices

- If there is at least one ballot candidate for a given office
Only tally votes for registered write-in candidates
- If there are no ballot candidates for a given office
Tally all write-in votes
- If there are one or more candidates for a given office, and one or more pass away
Tally all write-in votes

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Counting Write-In Votes in Multiple-Seat Offices

- If there are at least as many ballot candidates as seats to fill for a given office
Only tally votes for registered write-in candidates
- If there are less ballot candidates as seats to fill for a given office
Tally all write-in votes
- If there are one or more candidates for a given office, and one or more pass away
Tally all write-in votes

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QUESTIONS?

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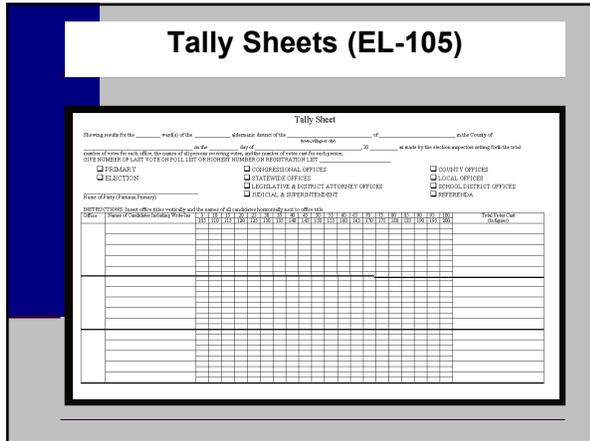


Section 7

Documentation

Reconciling Poll Lists

- **Compare voter numbers and notations on the poll lists**
 - Recommend checking first and last numbers on each page, as well as every 3rd or 5th number
 - Make sure notations match
- **Chief inspector and election inspectors who maintained lists must sign**



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Tally Sheets (EL-105)

- **Review and compare the two originals**
 - Election information is complete and correct
 - Tally marks are identical (5 strokes in each box)
 - Totals are correct and identical
- **Complete and sign certification**

Everyone who worked on counting ballots must sign

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Municipal Board of Canvassers

- **Purpose - for Municipal Offices and Referenda Only**
 - Verify statement of election results
 - Determine winners
 - Prepare board of canvassers report
- **Who Participates**
 - Election Inspectors, only when there is one ward or combination of wards

OR

 - Municipal clerk and two other qualified electors

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Breaking a Tie in a Municipal Contest

- A tie vote in a municipal contest is broken by the MBOC
- The tie is broken by a method that results in a random outcome
 - Flip a coin, draw names out of hat, etc.
 - Document procedure
- If all candidates are present, they may draw for themselves
- When a municipal referendum ties, the referendum fails. No need to break tie

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Completing Forms

- Original Ballots Envelope
 - Bundle damaged, defective, objected to or set aside ballots and put into Original Ballots Envelope
- Ballot Bag or Container (EL-101)
 - The chief inspector and another inspector place all voted ballots and the Original Ballots Envelope inside and seal
 - Complete and sign certification
 - DO NOT seal Tally Sheets (EL-105) or Inspectors' Statement inside Ballot Bag (EL-101)

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Routing Materials

- All materials are delivered to the municipal clerk
- Materials should be separated into categories per municipal clerk's instructions



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