Election Day Manual

for
Wisconsin Election Officials

Wisconsin Elections Commission

September 2020

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INTRODUCTION

Elections in Wisconsin are conducted at the local level. Responsibility falls on election officials to ensure that every election is conducted in a manner that is fair, transparent, and accessible to all.

Many changes have occurred in the way elections are conducted in the State of Wisconsin over the past ten years. These changes have not been easy but due to the dedication, patience, and hard-work of election officials at all levels of government, we have transitioned well into the new requirements. The Wisconsin Elections Commission aims to continue to administer excellence in elections across Wisconsin. However, on Election Day it is up to the local election officials to protect the integrity of the election process.

The *Election Day* manual was developed to serve as a comprehensive reference to help election officials meet the challenges of Election Day. It is our hope that you refer to it often and make use of the other resources cited throughout the manual. As always, Elections Commission staff is here to provide answers and advice to assist you in fulfilling your obligations to ensure public confidence in the Wisconsin election process.

ELECTION DAY CONTACTS

COMPLETE THIS SECTION BEFORE ELECTION DAY

OFFICE OF THE MUNICIPAL CLERK

_____

_____

Phone: _____

OFFICE OF THE COUNTY CLERK

_____

_____

Phone: _____

WISCONSIN ELECTIONS COMMISSION

_____

_____

Phone: _____

POLICE/SHERIFF/LAW ENFORCEMENT

Phone: _____

BUILDING MAINTENANCE

Phone: _____

OTHER:

Phone: _____

OTHER:

Phone: _____

QUALIFICATIONS FOR ELECTION OFFICIALS

Summary

An election official is defined as "an individual who is charged with any duties relating to the conduct of an election." Wis. Stat. § 5.02(4e). County, municipal, and school district clerks are election officials, as are election inspectors, chief inspectors, election registration officials (EROs), special voting deputies (SVDs), tabulators, and greeters. Election officials perform a very important public service by enhancing the high quality and integrity of our elections.

The sections below outline the different appointment and qualifications, duties, and training requirements for each type of election official. The final section details the requirement that all election officials take and file an oath prior to commencing his or her duties.

Municipal Clerks

Appointment and Qualifications

Municipal clerks are elected by the voters or appointed to their positions by the governing body of a given town, village, or city. For specific qualification and residency requirements, consult your municipal attorney.

Duties

The municipal clerk's election duties include, but are not limited to, supervision of elections and voter registration in the municipality, equipping polling places, purchasing and maintaining election equipment, preparing ballots and notices, and conducting and tracking the training of other election officials. The municipal clerk is responsible for conducting the election in his or her municipality. Wis. Stat. § 7.15.

A municipal clerk may serve as an Election Registration Official and register voters at the polling place on Election Day. In addition, a municipal clerk may register voters in his or her office on Election Day if located within the same building as the polling place with a resolution of the governing body.

Training Requirement

Under Wisconsin law, each municipal clerk must attend training sponsored by the Wisconsin Elections Commission every two years. Wis. Stat. § 7.15(1m). In order to comply with this training requirement, municipal clerks must obtain six hours of training every two-year term, beginning January 1 of even-numbered years, and ending on December 31 of odd-numbered years.

All clerks must be initially certified by attending the Municipal Clerk Core Curriculum Training (MCT Core) course. Attending MCT Core certifies the clerk to conduct elections in the current term. In order to recertify for the following term, the clerk must attend at least six hours of Elections Commission-approved continuing election education during the current term. (Attendance at MCT Core counts three hours toward recertification for the following term.) Clerks always need to earn a total of six hours during the current term to recertify for the following term. EL 12.03(1), (2).

Clerks must report their election training and the number of hours to the WEC using the Municipal Clerk Recertification Reporting Form which is available on the WEC's website. Training can also be entered directly into WisVote if the clerk is a user of the WisVote system. Training not reported using the form or entered by the clerk in WisVote will not be counted towards recertification hours. Training "sponsored" by the WEC includes any training for municipal clerks that the WEC approves. This includes, but is not limited to, trainings given by county clerks, WEC clerk conference presentations, live or recorded webinar training sessions and election security training A detailed list is available on the WEC website. EL 12.03 (4), (5).

Related Materials

The *Election Administration* manual details the duties and requirements for municipal clerks. This manual is available on the agency website for download or may be ordered for a small fee. The manual is issued to new municipal clerks when they have completed the Municipal Clerk Core training class. Information on recertification, as well as the Municipal Clerk Recertification Reporting Form, is also available on the agency website.

<u>Special note regarding election inspector appointments</u>: 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 on the ballot or under other circumstances where a candidate's success or failure to win election would affect

the election inspector financially. There may be other laws that specifically prohibit certain individuals from serving as election inspectors. Clerks are encouraged to check with their local municipal attorney if they have any questions as to whether a given individual may serve.

Election Inspectors

Appointment and Qualifications

Election inspectors, sometimes called "poll workers," staff the polling place on Election Day. Each polling place should have seven inspectors, although the governing body may increase the number where more than one voting device is used or polling places are combined or reduce the number by resolution. Under no circumstances may there be less than three election inspectors. Wis. Stat. § 7.30(1)(a).

Election inspectors are appointed by the governing body. Nominations for election inspectors are presented to the presiding officer of the governing body in December of odd-numbered years. If lists of nominees are received from the two dominant political parties before the November 30 of odd-numbered years deadline, the election inspectors must be appointed from the lists. If no nominations, or an insufficient number of names, are submitted, the board of election commissioners shall appoint (or the mayor, president or chairperson of a municipality may nominate) qualified electors of the municipality without regard to party affiliation. The governing body appoints the inspectors for a two-year term at either a regular meeting, or at a special meeting designed for that purpose, before December 31 of odd-numbered years. Election inspector terms run from January 1 of an even-numbered year through December 31 of the subsequent odd-numbered year. Wis. Stat. § 7.30(4)(b).

Election inspectors must be able to read, write and understand the English language. An inspector may not be a candidate for any office to be voted on at an election at which they serve. Election inspectors must be qualified electors of the county served by the polling place in which they work. Wis. Stat. § 7.30(2)(c).

Duties

Election inspectors' duties include but are not limited to setting up the polling place, preserving order, registering electors, recording electors, issuing ballots, monitoring voting equipment, counting votes, and properly completing the required forms. Wis. Stat. § 7.37.

Training Requirement

Election inspectors are required to receive training from the municipal clerk within two years of any election at which they serve. State law does not stipulate a minimum number of hours per term or curriculum. It is the responsibility of the municipal clerk to see that all election inspectors are provided with adequate training for the performance of their duties and track the training they receive each term. Wis. Stat. § 7.315(b)(1).

Chief Election Inspectors

Appointment and Qualifications

For each polling place, one election inspector who has completed the required chief inspector training is designated by the municipal clerk to act as chief inspector. Even if more than one election inspector has completed chief inspector training, only ONE election inspector per polling place should serve officially as chief inspector at a given time. It is recommended that the municipal clerk NOT serve as any type of election inspector. The municipal clerk is prohibited from serving as any type of election inspector if he or she is on the ballot. Wis. Stat. § 7.30(2)(a).

The chief inspector must be a qualified elector of the municipality served by the polling place at which they work unless no qualified candidate is available. Wis. Stat. § 7.30(2)(a), EL 11.01(1).

Duties

The chief inspector acts as liaison between the election inspectors and the municipal clerk and is in charge of the polling place on Election Day.

Training Requirement

Chief inspectors have the additional training requirement that they must attend "Baseline Chief Inspector" training to be initially certified. Attending Baseline training certifies the attendee as a chief inspector for all of the elections in the current term. To recertify for the following term, a chief inspector must complete at least six hours of Elections Commission-approved continuing election education during the current term. Attendance at Baseline training also counts toward recertification hours for the following term. Please see the agency website for a list of approved methods for accumulating hours toward recertification of chief

inspectors. The municipal clerk must track the training hours for chief inspectors in their municipality. Wis. Stat. § 7.31(4), EL 11.02.

Clerks may administer the "Chief Inspector Self-Evaluation" developed by the WEC to gauge their comprehension of election administration laws after completing the training. The results of the self-evaluation will not affect the chief inspector's appointment or qualifications to serve. Municipal clerks may develop their own evaluation tools.

Election Registration Officials (EROs)

Appointment and Qualifications

Municipal Clerks may appoint Election Registration Officials to conduct voter registration at the polling place, at residential care facilities during the open registration period, and in the clerk's office during in-person absentee voting. An ERO must be a qualified elector of the county for the polling place, residential care facility or clerk's office at which they serve. However, a non-resident clerk or deputy clerk may serve as an ERO in case of a vacancy. EROs are appointed to a two-year term. ERO terms run from January 1 of an even-numbered year through December 31 of the subsequent odd-numbered year. The ERO is required to take the same training as election inspectors. If an ERO will be filling in for an election inspector (lunch, breaks, etc.), he or she must also be appointed as an election inspector.

Duties

EROs carry out the registration duties on Election Day. At particularly high-turnout elections, EROs ease the election inspectors' workload. Wis. Stat. § 6.28(1)(a).

Training Requirement

EROs are required to receive training from the municipal clerk within two years of any election at which they serve and take an oath. It is the responsibility of the municipal clerk to see that EROs are provided with adequate training for the performance of their duties. Wis. Stat. § 7.315(4).

Special Voting Deputies (SVDs)

Appointment and Qualifications

Special Voting Deputies (SVDs) are appointed by the municipal clerk to carry out absentee voting at certain care facilities located in the municipality. Nominations for special voting deputy positions may be submitted by the two dominant political parties at the same time as election inspector nominations are submitted. If no nominations are submitted, then the municipal clerk may appoint qualified electors of the municipality without regard to party affiliation. At least two SVDs must be appointed, if any.

SVDs are appointed by the clerk for one election term (January 1st of an even-numbered year to December 31st of an odd-numbered year).

SVDs must be qualified electors of the county and may not currently be employed by the facility or have been employed by the facility within two years of the appointment. SVDs may not be an immediate family member of anyone currently employed by the facility or employed by the facility within two years of the appointment.

Wis. Stat. § 6.875.

Duties

SVDs conduct absentee voting at certain care facilities and qualified retirement homes. SVDs may register voters during open registration if they have also been appointed and trained as Election Registration Officials.

Training Requirement

SVDs are required to attend training every two years and must have attended training within two years of any election at which they serve. Wis. Stat. § 7.315 (1)(a).

Related Materials

The *Absentee Voting in Residential Care Facilities and Retirement Homes* manual outlines procedures and requirements for Special Voting Deputies. This manual is available on the agency website.

Greeters and Tabulators

Greeters

Each municipality may appoint one additional election inspector without regard to party affiliation to act as a greeter and substitute for other officials as necessary on Election Day. Greeters should acknowledge voters and assist them in opening the doors if needed. Additionally, greeters should serve as a resource for answering questions about the polling place and where an elector needs to go to register to vote or receive a ballot. Greeters may not participate in the canvass after the polls close. Unless acting as a substitute for an election inspector, greeters may not participate in any official election inspector duties, e.g. canvass, voter registration, issuing ballots. If acting as a substitute election inspector, greeters must be qualified electors of the county for the polling place at which they serve. Wis. Stat. § 7.30(1)(b).

Tabulators

Not less than 30 days before an election, the governing body may, by resolution, authorize the municipal clerk to select and employ tabulators. Tabulators aid election inspectors in counting and tallying votes at the end of the night. Tabulators are to assist and be under the direction of the election inspectors after the polls close. There is no residency requirement for tabulators. Wis. Stat. § 7.30(3)(b).

Oaths of Office

1. All election officials are required to take and file an oath.
2. Municipal clerks administer the oath of office at the time of appointment or at a training session to election inspectors (including chief inspectors), special voting deputies, and election registration officials.
3. The oath must be filed before the commencement of the official's duties.
4. The oath is valid for the entire term of appointment.
5. Substitute inspectors may be given the oath by another inspector, preferably the chief inspector, on Election Day at the polling place.
6. The following oaths may be obtained from the agency website or directly from the Elections Division.

a. *Official Oath (EL-154)*: Filed by Election Inspectors, Chief Inspectors and Election Registration Officials, Greeters and Tabulators.

b. *Oath of Special Voting Deputy (EL-155)*: Filed by Special Voting Deputies.

Wis. Stat. § 7.30 (5).

Frequently Asked Questions

1. *Are regular election inspectors required to take a certain number of training hours per two-year term?*

   Regular election inspectors (poll workers), election registration officials and special voting deputies are required to receive some type of election training every two years, but state law does not prescribe the curriculum or number of hours.

2. *Who tracks the training taken by municipal clerks and local election officials?*

   Municipal clerks are required to report their election training to the WEC each term for tracking purposes. Clerks can report their training by submitting the prescribed form available on the Commission website or by entering the training into WisVote if the clerk is a self-provider of the system. Municipal clerks track the training taken by their local election officials, including chief inspectors, poll workers, special voting deputies and election registration officials.

PRE-ELECTION PREPARATIONS

Preparing to Serve

Your job as an election official is an important responsibility. Being familiar with election laws and procedures before Election Day will ensure that you feel comfortable and confident serving at the polling place. There are a number of activities you can engage in to increase your knowledge and help prepare you for Election Day.

1. Attend a training session
    a. All election inspectors, election registration officials, special voting deputies, and election registration officials must attend or view a training session at least once every two years.
    b. You may not serve unless you complete training within two years of an election.
    c. The municipal clerk, county clerk, or the Wisconsin Elections Commission staff provides training sessions. If no training sessions are scheduled in your area, request one from your municipal clerk.
    d. The municipal clerk is responsible for maintaining training records for election officials.

Wis. Stat. § 7.315 (b)(1).

Note: Chief inspectors are required to attend the Baseline Chief Inspector training class in order to be initially certified. Attending Baseline training certifies the attendee as a chief inspector for the current term. In order to recertify for the following term, a chief inspector must attend at least six hours of Wisconsin Elections Commission-approved continuing election education during the current term. (Attendance at Baseline training also counts toward recertification for the following term.) Wis. Stat. § 7.31(4).

For more information about election official training requirements, see the *"Qualifications for Election Officials"* chapter of this manual.

2. Read the Election Day Manual

    a. Election inspectors should review this manual along with relevant election statutes before Election Day. Check the WEC website to ensure that you have the most recent version of the manual.

    b. A copy of the Wisconsin election statutes, Chapters 5-12, can be obtained from the municipal clerk or online from the WEC website.

    c. If you will be responsible for registering voters on Election Day, you should review the Electors section of the Election Day manual. Manuals can be obtained from the municipal clerk, downloaded from the WEC website or ordered from the agency.

3. Consult with the municipal clerk

    a. Determine how many election inspectors are needed.

        The municipal clerk or the chief inspector should inform you of any important changes that will affect the election and your job. You should discuss how many election inspectors will be working on Election Day and, if shifts will be used, who will be working and at what time during the day. There must always be an odd number of election inspectors working. Wis. Stat. § 7.30(1)(a).

        The municipal clerk should identify any election inspectors appointed by one of the two major political parties. The chief inspector must ensure that any Election Day tasks which require completion by two election inspectors are represented by each party, whenever possible. Wis. Stat. § 7.30(2)(a).

    b. Determine need for a greeter.

        You should determine if there will be an additional person serving as a greeter on Election Day. Greeters can be appointed regardless of party affiliation and may temporarily serve as an election inspector to cover breaks or unexpected absences; however, greeters may not count votes or participate in the canvass after the polls close.

        Note: A greeter is not included in the total number of election officials. Wis. Stat. § 7.30(1)(b).

c. Designate an End of Line Officer.

The municipal clerk should designate an official of the municipality (may be an election inspector, election registration official, employee of the clerk, or police officer) to stand at the end of the line of individuals waiting to vote, if any, at the time the polls close at 8:00 p.m. This person should be designated before Election Day. Wis. Stat. § 7.37(13).

d. Review contingency plans.

The municipal clerk should have a contingency plan in the event of an emergency situation. You, as an election inspector, should be familiar with that plan and ask your municipal clerk how he or she would like you to proceed in the event of an emergency. By identifying and planning a response to some common emergency scenarios (fire, power outage, etc.), the election inspectors will be better equipped to handle the uncertainty caused by emergency situations. If a contingency plan has not been shared with you, ask your municipal clerk. Wis. Stat. § 7.37(1).

4. Visit the polling place

   a. Familiarize yourself with the location. Be sure you know how to unlock doors and turn on lights if necessary.

   b. Determine how the polling place will be set up. Decide where the check-in tables, registration tables, voting booths, ballot boxes, required postings, etc. will go prior to Election Day.

5. Familiarize yourself with the ballot and voting equipment

   a. Know who the candidates are and which offices and referenda will appear on the ballot.

   b. Be sure you are familiar with the voting equipment that will be used on Election Day. You should be able to instruct a voter how to cast a ballot on the machine. Wis. Stat. § 5.79.

6. Arrive at the polling place early

   a. Plan to arrive at least 30 minutes before the polls open at 7:00 a.m. You will need this time to ensure that everything is ready before voters begin to appear.

b. The municipal clerk may have specific instructions on the required time for arriving at the polling place on Election Day.

Polling Place Set-Up

Before the first voter enters the polling place, election inspectors should take the time to make sure that the polling place is set up correctly and that they have all the necessary supplies. The way a polling place is set up affects how easy it will be for you to do your job and for voters to cast their ballots. The proper set up is one of the most important elements to ensure that Election Day will run as smoothly as possible. Wis. Stat. § 5.35.

Special Note Regarding Ability of School Districts to Close Certain Polling Places

Inspectors may find themselves conducting an election for people who do not ordinarily vote at their polling place.

If no federal, state, county, municipal or judicial election is held on a day when a school district is conducting an election or referendum, the school district may choose to close a polling place and direct the voters from that polling place to vote at another polling place in the school district. This commonly happens at spring primaries but could also occur when the school district conducts a special election or referendum. School districts use this authority in order to save on the cost of poll workers and polling places.

If a school district closes a polling place, the inspectors at the "host" polling place (the polling place at which the displaced voters have been directed to vote) conduct the school district election for their usual voters as well as for the "guests" from the closed polling place.

The election is conducted just as if the closed polling place was open: Separate poll books, separate tally sheets and inspectors' statements and separate results. The "host" inspectors are able to register "guests" even if they are from another municipality. The "host" inspectors deliver the materials for both polling places to the municipal clerk as usual. If the closed polling place is in another municipality, the municipal clerk will deliver the materials pertaining to the closed polling place to the appropriate municipal clerk.

Wis. Stat. § 120.06(9).

Layout

Prior to Election Day, the chief inspector should consult with the municipal clerk to discuss the layout of the polling place. It is important to be familiar with the flow of traffic and take a critical look at the polling place to make sure it will be accessible for all voters, including those with disabilities.

When planning the layout of the polling place, consider the following:

1. Voting Booths
    a. Every polling location is required to have at least one voting booth for every 200 electors who voted in the last general election.
    b. One booth at every polling place must be at least 30 inches wide with a writing surface between 28 and 34 inches high to meet accessibility standards.
    c. Election inspectors must be trained to set up electronic voting equipment, including accessible voting components.
    d. Booths are required to be placed apart from other activities such as checking in and registering.
    e. All booths must be placed together in the same vicinity, including the booth(s) containing the accessible voting equipment.
    f. Booths must have a surface on which to write and be sufficiently enclosed to ensure privacy for the elector. The accessible booth must also be sufficiently enclosed to ensure privacy for the elector. Consider using a privacy shield or position the booth/equipment so that it is facing away from the view of the room.
    g. Appropriate marking devices (pencils, pens, etc.) for use with the voting equipment, if any, must be provided.

Wis. Stats. §§ 5.35(2), 5.78.

2. Ballot Boxes
    a. If paper ballots are used, one ballot box is required for each type of ballot used in the election.

b. If direct recording electronic (DRE) equipment is solely used at the polling place, a single ballot box for hand-count paper ballots (such as absentee, assisted, and challenged ballots) is required.

c. There must be a supply of paper ballots available at the polling place in case of challenges to a voter's eligibility, provisional voting, if a voter requests a paper ballot, or if the electronic voting equipment should malfunction.

d. If electors from more than one reporting unit use the same polling place, there should be separate ballot boxes provided for each reporting unit.

e. The ballot boxes should be clearly labeled to indicate which ballots are to be deposited.

f. There should be a suitable lock and key for each ballot box.

Wis. Stats. §§ 5.35(3), 5.40(4), 5.40(5). 5.15(6)(b)

3. National Flag

   The American flag must be displayed on an outside pole or in the voting area during all hours the polling place is open. Wis. Stat. § 5.35(1).

4. Tables and Chairs

   a. It is recommended that there be a separate table solely for Election Day registration away from the area where registered voters check-in to help regulate the flow of traffic.

   b. You should ensure that there are enough tables and chairs for election inspectors to conduct their work.

   c. Additional chairs should be available for voters to use as needed.

5. Signs

   a. Traffic in the polling place can be improved by posting "Enter," "Exit," and "Voter Registration" signs. In addition, signs marking the accessible path should be prominently posted and easy to read from the parking lot.

   b. Directions that instruct voters to state their name and address, provide proof of identification and sign the poll book can make the check-in process more efficient.

6. A Designated Observer Area

   Observers are individuals who wish to exercise their right to be present at the polling place on Election Day. Anyone, other than a candidate, has a right to be at a polling place to observe the conduct of the election. Wisconsin law does not prohibit non-U.S. citizens or foreign nationals from observing the election process.

   a. A designated observation area at the polling place should permit observers to readily observe all public aspects of the voting process. When physically feasible, the observation area should be no less than 3 feet, or more than 8 feet from the table where electors are announcing their name and address, signing the poll list and being issued a voter number and the table where Election Day registration is occurring. Observers should be placed so that they can hear the interactions of voters with election officials, but not so that they interfere with the voting process.

   b. If necessary, additional observer areas may be established in other areas of the polling place to allow for observation of other public aspects of the voting process (challenges, ballot box security, etc.).

Wis. Stat. § 7.41(1).

Polling Place Accessibility

Attention needs to be given to the special needs of electors with disabilities. It is important to examine the entire polling place, from the parking lot to the entrance of the polling place to the voting area, to assess any areas where temporary accommodations may be needed. Your municipal clerk should have reviewed the polling place for accessibility prior to Election Day and will have submitted a Polling Place Accessibility Survey to the Wisconsin Elections Commission indicating compliance with accessibility standards.

An Election Day Accessibility checklist is available on the WEC website. The WEC highly recommends using this checklist or reviewing the Polling Place Accessibility Survey completed by the municipal clerk to ensure accessibility on Election Day. You should consult with your municipal clerk if you are unsure if the polling place is accessible.

Some common problems to look for:

1. If there is an alternate entrance used by voters with disabilities, the pathway to the accessible entrance should be clearly marked and a sign posted at the primary entrance directing voters with disabilities to the accessible entrance.
2. Be sure that if off-street parking is available at the polling location, that any accessible parking spots are marked with appropriate signs and access aisles are clearly designated.
3. Some doors are too heavy to be opened by the elderly or voters with disabilities. Such doors should have automatic openers, if designated as the accessible entrance. A greeter or election inspector positioned by the door to assist if needed or a notification device such as a doorbell can also ensure accessibility.
4. A voting booth that is accessible to electors in wheelchairs must be set up. This booth must be at least 30 inches wide with a writing surface between 28 and 34 inches high in order to meet accessibility standards. A wheelchair accessible table may meet this requirement if supplemented with a privacy screen.
5. Accessible equipment must be set up in the accessible voting booth in a manner ensuring privacy for voters choosing to use the equipment.

Wis. Stats. §§ 5.36, 5.25(4)(a), 5.40(1).

Voting Equipment

The State of Wisconsin uses three types of voting systems: (1) hand-count paper ballots, (2) optical scan systems, and (3) direct recording electronic (DRE) systems (also known as "touchscreen"). Many municipalities use a combination of these systems.

1. Municipalities with a population of 7,500 or more are required to use electronic voting equipment in every ward in every election.
    a. Electronic voting equipment, including optical scan and DRE, is equipment that tabulates votes electronically.
    b. Ballot marking devices, such as the AutoMARK, do not tabulate votes. Therefore, it is not considered electronic voting equipment.

Wis. Stat. §5.40(1).

2. All polling places must be equipped with at least one accessible voting equipment component to permit all voters to vote privately and independently. Any voter, regardless of ability, may use this equipment.

HAVA §301(a)(3)(A).

3. Election inspectors should be trained on how to use the voting equipment.
    a. Know how to turn on and turn off the equipment.
    b. Be able to explain to an elector how to cast a ballot on the equipment.
    c. Be able to properly load and unload the voter-verified paper audit trail (VVPAT), also known as the paper roll, on electronic equipment.
    d. Know who to call if you experience problems with the equipment.

4. Election Day Security Procedures
    a. If the municipality uses electronic voting equipment, the municipal clerk should record the serial numbers from the tamper evident seals on the Inspectors' Statement (EL-104).
    b. The chief inspector compares the serial numbers recorded on the inspectors' statement to the serial numbers on the security tags on the machine at the beginning and end of the day. The chief inspector should initial in the spaces provided to confirm that the checks were completed and the seals were intact.
    c. The municipal clerk may have additional security procedures for the election inspectors to follow.
    d. The municipal clerk should be contacted in the event of a security breach.

5. Election Day Zero-Count Requirement
    a. Before any ballots on Election Day are cast on the electronic voting equipment, the election officials shall witness a test of the tabulation component by engaging the printing mechanism and securing a printed result showing a zero count for every candidate and referendum.

b. The zero-count printout should not be separated from the remainder of the roll. Leave the printout attached to the roll.

Wis. Stat. §5.84(2).

Polling Place Supplies & Materials

A *Polling Place Checklist* is provided at the end of this section. This checklist is an excellent tool for ensuring that all of the necessary supplies and materials are at the polling place on Election Day.

1. Election Day Forms and Supplies

   Election inspectors should ensure that the municipal clerk has provided all of the required forms and supplies.

   a. Ballots and Sample Ballots: Two sample ballots for each ballot style should be posted at the polling place. Blank ballots should be kept secure and in the possession of election inspectors at all times.

   b. Ballot Bags (EL-101): A ballot bag/container should be provided for each ballot style.

      i. For example, for municipalities that hand-count paper ballots, there should be (per reporting unit) one ballot bag for county, state, and federal ballots; one ballot bag for municipal ballots; one ballot bag for school district ballots; and one ballot bag for each referenda and special district ballot.

      ii. Where optical scan or direct recording electronic (DRE) ballots are used, only one ballot bag (per reporting unit) is necessary because all offices and referenda are on a single ballot style.

   Wis. Stat. § 7.51(3)(a), (b).

   c. Envelope for Rejected Certificate Absentee Ballot Envelopes (EL-102): Election officials place all rejected Absentee Ballot Certificate Envelopes (EL-122) in this brown carrier envelope. It is completed by the election inspectors and returned to the clerk who provided it for that election. Wis. Stat. § 6.88(3)(b).

   d. Envelope for Used Certificate Absentee Ballot Envelopes (EL-103): Election inspectors place all used Absentee Ballot Certificate

Envelopes (EL-122) in this white carrier envelope after determining they have been properly executed and after removing the absentee ballots. The used envelope is returned to the clerk who provided it for that election. Wis. Stat. § 7.51(3)(d).

e. Inspectors' Statement (EL-104): All challenged, spoiled, damaged, defective, remade, objected to and rejected ballots must be documented using this form. This statement should provide an accurate account of the election inspectors' decisions concerning all ballot irregularities, and describe any other occurrences or irregularities at the polling place (that may or may not affect the validity of the election). Wis. Stat. § 7.51(4)(a).

f. General Purpose Tally Sheet (EL-105): Election inspectors or tabulators use this form for counting hand-count paper ballots and recording the number of votes cast for each candidate. This includes write-in votes, or in the case of a referendum, the yes and no votes. Where optical scan ballots are used, a write-in tally sheet is used to count and record write-in votes. Wis. Stat. § 7.51(4).

g. Municipal Canvass Report (EL-106): The municipal board of canvassers completes this report, certifies the municipal election results, and officially determines the winners. In municipalities with one ward or where all wards vote at a single polling place and results are combined, the election inspectors constitute the municipal board of canvassers for that election. Wis. Stat. § 7.53(1).

h. Poll List and Supplemental Poll List (EL-107): (also known as the poll list, voter list or the registration list): The poll book contains the names and addresses of registered voters in a ward or combination of wards. Each ward or combination of wards will have two poll lists, which must be maintained identically on Election Day. Election inspectors use poll lists to ensure only registered voters cast a ballot, and to capture certain information about each registered voter who receives a ballot. Wis. Stats. §§ 6.36(2)(a), 6.79.

   Note: Voters need to sign only one copy of the poll list. All voters should sign the same poll list.

i. Registered Write-In Candidate List: A list of registered write-in candidates for federal, state and local offices. Candidates must register by 12:00 p.m. the Friday before the election to be considered

registered write-in candidates. The municipal clerk should supply elections inspectors with a list of registered write-in candidates on Election Day. The list may be given to any elector who inquires about the list, but may not be posted.

j. Ineligible Voter List: The list of felons in a county or municipality that are currently under the Department of Correction's supervision. These individuals are on probation, parole, or extended supervision.

k. Inspectors' Certificate of Provisional Ballots (EL-108): Election inspectors use this envelope to secure any provisional ballots voted on Election Day. Wis. Stat. § 6.97(3)(a).

l. Election Observer Form (EL-109): Individuals who wish to observe the conduct of the election and/or election administration event should legibly list his/her full name, street address and municipality, and the name of the organization or candidate the observer represents, if any. The observer shall also sign this form acknowledging the observer understands the rules and will abide by them. Additionally, an observer must present photo identification to an election inspector. Any type of photo identification is acceptable so long as it features a photo of the observer and the observer's name. An election official shall verify by marking on the EL-109 that the observer's name listed on the EL-109 matches the photo identification. If the information on the photo identification does not match the information on the observer log, the individual shall not be permitted to serve as an observer. Wis. Stat. § 7.41(1).

m. Order to Leave Polling Place (EL-110): In the event that a chief inspector orders an observer to leave a polling place, the chief inspector shall provide this written order to the observer which includes the reason for the order and the signatures of the chief inspector as well as another election inspector representing the opposite political party, if available. The chief inspector shall have sole authority to order the removal of an observer, but the other election inspector may note his or her concurrence or disagreement with the decision on the Inspectors' Statement (EL-104). Wis. Stat § 7.41(3).

n. Election Observers Rules-At-A-Glance: This brochure is available from the agency website. It is a summary of the rules for election

observers and a copy should be provided to all individuals who wish to observe the conduct of the election and/or election administration event. Wis. Stat. § 7.41(5).

o. Provisional Ballot Certificate Envelopes (EL-123): Each provisional ballot is placed in a separate provisional ballot certificate envelope. Every provisional voter must complete the certification and seal his or her ballot inside the envelope. Wis. Stat. § 6.97 (3)(b).

p. Provisional Ballot Reporting Form (EL-123r): Election inspectors use this form to record the details of each provisional ballot issued on Election Day. Wis. Stat. § 6.97(3)(a).

q. Absentee Ballot Log (EL-124): This form should be used to track absentee ballots at the polling place to indicate whether the vote was counted. Wis. Stat. § 6.88(1), (3)(b).

r. Presidential Only Ballot Forms: Presidential elections require two additional forms. These forms are used for individuals who moved to Wisconsin less than 28 days before a presidential election. These individuals are eligible to vote in the presidential contest only.

    i. Authorization to Cancel Registration - New Wisconsin Resident (EL-139)

    ii. Application for Presidential Ballot (EL-141)

Wis. Stat. § 6.18.

2. Voter Information and Notices

All of the notices, statements, and postings should be placed together in the polling place so that they can be easily read by electors entering the polling place or waiting in line to vote.

a. Notices: Relevant portions of the voting instructions from the Type B notice, the text of the Type C notice for each referendum if applicable, and the Type D notice of polling place hours must be posted.

b. Sample Ballots: Two copies of each type of ballot.

c. Statement of Election Fraud (EL-111): This statement sets out the laws and applicable penalties for election fraud.

d. Notice of Crossover Voting (EL-112): This is a statement explaining the effect of crossover voting at a partisan primary and is posted at a partisan primary only. The EL-112m should be used in municipalities that use optical scan voting equipment.

e. Notice of the Effect of Overvoting (EL-113): This is a statement explaining the effect of overvoting in a particular contest and how to obtain a replacement ballot if a voter makes a mistake.

f. Effect of Crossover Voting at a Presidential Preference Primary (EL-114): This notice informs voters at a Presidential Preference Primary that they may only vote once and for a candidate in only one political party.

g. Voter Qualification Poster (EL-115): This notice explains the requirements for an individual to be a qualified elector.

h. Instructions for First-time Voters (EL-116): This notice is no longer used. It explained the requirement for first-time voters who registered before April 4, 2014 by mail and did not provide proof of residence.

i. Voting Rights (EL-117): This notice provides general information on voting rights protected by federal law.

j. Contact Information (EL-118): This posting provides electors with contact information if they have concerns with the voting process. The blank sections should be filled in before Election Day by the municipal clerk.

k. Ward Maps & Street Directory: A ward map clearly indicating all the wards in the municipality served by that polling place must be prominently displayed. A street directory that indicates which streets are in each ward along with the location of the polling place in each ward is recommended.

Wis. Stats. §§ 5.35(6), 10.01, 10.02, 10.06.

3. Additional Materials

a. Provisional Voting Information Sheets: Information sheets instructing voters who vote provisionally the procedure they need to follow in order to have his or her vote counted.

b. Ineligible Voter Information Sheets: Information sheets instructing voters whose names appear on the Ineligible Voter List of the procedure they need to follow if they wish to cast a ballot.

c. Writing Instruments: An adequate supply of writing instruments should be provided. Make sure any felt tip markers secured to the voting booth are in working order, and adequate for write-in voting. If your polling place uses optical scan machines, be sure you have a supply of marking devices that will work with your equipment.

d. Election Laws: A copy of Chapters 5 through 12 of the Wisconsin State Statutes should be present at all polling locations.

e. Election Day Manual: A copy of this Election Day manual should be available for quick reference by poll workers. A copy of the manual can be downloaded from the WEC website or ordered from the agency.

Wis. Stat. § 5.35(6).

Frequently Asked Questions

1. What if the optical scan machine or the direct recording electronic (DRE) machine isn't working?

The municipal clerk should have provided you with the necessary contact information to troubleshoot equipment problems. A supply of paper ballots should be available in the event of equipment malfunction. Any unusual incidents with the voting equipment should be noted on the Inspectors' Statement (EL-104).

2. What if the polling place is not accessible in some way for voters with disabilities?

You should attempt to make the polling place as accessible as possible. The municipal clerk should be contacted and a notation should be made on the Inspectors' Statement (EL-104). If a voter is unable to enter the polling place due to their disability, you may administer a curbside vote. The municipal clerk should remedy the problem before the next election. Wis. Stats. §§ 5.36, 5.25(4)(a), 5.40(1).

3. What can I tell voters about a referendum?

Voters asking about referenda should be referred to the posted copy of the Type C notice containing the text of the referendum and an explanatory statement of the effect of a “yes” or “no” vote.

4. Should I post the names of write-in candidates?

No. Names of write-in candidates are not posted at the polling place. If asked by voters about write-in candidates, the inspectors may give voters a list of registered write-in candidates.

5. What is a voter-verified paper audit trail?

Wis. Stat. § 5.91(18), requires that all direct recording electronic (DRE) voting systems produce a complete, permanent paper record showing all votes cast by the elector. The voter-verified paper audit trail (VVPAT) is considered the official ballot and is to be used in a recount of each vote cast by the elector.

Polling Place Checklist

Supplies:

- ☐ Poll Book
- ☐ Supplemental (Election Day) Poll List (EL – 107)
- ☐ Proper Ballots
- ☐ Ballot Boxes
- ☐ Pencil or proper marker for each voting booth
- ☐ Ballot bags with Ballot Container Certificate (EL-101) affixed
- ☐ Envelope (brown) for rejected absentee ballots with Certificate (EL-102) affixed
- ☐ Envelope (white) for Used Absentee Certificate Envelopes with Certificate (EL-103) affixed.
- ☐ Inspectors' Statement (EL-104) & Challenge Documentation (EL-104c)
- ☐ General Purpose Tally Sheet (EL-105)
- ☐ General Purpose Canvass Report (EL-106)
- ☐ Envelope for Provisional Ballots (EL-108)
- ☐ Election Observer Log (EL-109)
- ☐ Order to Leave (EL-110)
- ☐ Election Observer Brochure
- ☐ Provisional Ballot Certificate Envelopes (EL-123)
- ☐ Provisional Ballot Reporting Form(s) (EL-123r)
- ☐ Provisional Voting Information Sheets for electors
- ☐ Absentee Ballot Log (EL-124)
- ☐ FOR PRESIDENTIAL ELECTIONS, Authorization to Cancel Registration (EL-139)
- ☐ FOR PRESIDENTIAL ELECTIONS, Application of New Wisconsin Resident for Presidential Ballot (EL-141)
- ☐ Election Day Manual
- ☐ Copy of Wisconsin Statutes Chapters 5-12
- ☐ Original Ballots Envelope
- ☐ Spoiled Ballots Envelope

Posted Notices:

- ☐ Type B Information to Electors
- ☐ Type C Notice of Referendum
- ☐ Type D Polling Place Hours and Locations
- ☐ Two samples of each ballot type
- ☐ Election Fraud Notice (EL-111)
- ☐ FOR PARTISAN PRIMARY, Notice of Crossover Voting (EL-112, paper ballots; EL-112m, electronic voting equipment)
- ☐ Notice of Overvote (EL-113)
- ☐ FOR PRESIDENTIAL PREFERENCE, Notice of Crossover Voting (EL-114)
- ☐ Voter Qualification Poster (EL-115)
- ☐ General Information on Voting Rights Under Federal Laws (EL-117)
- ☐ Contact Information (EL-118)
- ☐ Ward Map and Street Directory

Location:

- ☐ Displayed American Flag
- ☐ One entrance clearly marked as accessible for people with disabilities
- ☐ Verify seals and serial numbers on accessible voting equipment and initial verification on EL-104
- ☐ Verify seals and serial numbers on electronic voting equipment (optical scan) and initial verification on EL-104
- ☐ At least one voting booth for every 200 electors who voted in the last general election
- ☐ Voting equipment counter set at "0"
- ☐ Area designated for observers
- ☐ Separate area for voters to register at the polling place
- ☐ Table inside door for poll book (enough room for 2 election inspectors)
- ☐ Accessible Voting Equipment powered on

ELECTORS

Summary

Interactions with electors, both positive and negative, influence the public's confidence in the ability of election officials to administer elections in Wisconsin fairly. As an election inspector, it is your responsibility to ensure that every eligible elector can participate in the democratic process.

Voter Qualifications

In order to register to vote, an individual must:

1. Be a U.S. citizen

2. Be age 18 or older on or before Election Day

3. Have resided in an election district or ward for 28 consecutive days with no present intent to move, before any election where the citizen offers to vote.

Wis. Stat. § 6.02(1).

Residency

An individual's residency in a ward or municipality is determined by the individual's physical presence and present intent to reside in that location for voting purposes. In order to initially claim residency, a voter must establish a physical presence in a location with the intent to make that location his or her residence for voting purposes.

1. Temporary Presence/Absence

    a. Residency is not lost when a person leaves "home" and goes to another location temporarily with intent to return "home". Persons who have temporarily left their homes are still residents of the "home" municipality despite their temporary absence. Wis. Stat. § 6.10(5).

    b. Residency cannot be established in any ward, town, village, or city in this state while living there for temporary purposes only. Wis. Stat. § 6.10(8).

2. Intent to Return

    a. Once residency is established, a person may be temporarily absent and still be considered a resident, as long as he or she intends to return. Wis. Stat. § 6.10(5).

    b. A person may end their residency by leaving their residence and doing something that establishes they no longer intend to reside at their old residence (e.g., registers to vote at another address). Such a person cannot continue to vote at his or her previous residence without re-establishing residency. Wis. Stat. § 6.10(10).

3. Student Status

    a. Student status is not to be used as a factor in determining residence. A student may choose to establish residency in the municipality where he or she lives to attend school, or the student may consider his or her stay in the municipality to be "temporary" and intend to return to his or her former municipality. Wis. Stat. § 6.10(4) and (12).

    b. If a student registers to vote in the municipality where he or she attends school, the student loses his or her residency in his or her prior municipality and must re-establish residency in the prior municipality before he or she would be eligible to register to vote there in another election. Wis. Stat. § 6.36(1)(d).

4. "Part-time" Residents

    a. A person may only vote in one municipality each election. In order to vote in a municipality, a person with part-time residency in a municipality must intend that his or her physical presence in the ward or municipality establishes residence for voting purposes. Wis. Stat. § 6.10 (1).

    a. Merely owning property in a municipality is not sufficient to claim residency. A person must have established a physical presence paired with the intent to make that address their permanent residence.

5. New Residents

   a. A person who has not resided in any ward in Wisconsin for at least 28 days should be advised to check with their former state of residence to inquire as to any voting options they may have as former residents of that state. Alternatively, in Presidential elections, new residents of Wisconsin may vote a Presidential-only ballot by submitting a completed Application for Presidential Ballot (EL-141) to either the municipal clerk in the 27 days before the election or to the election inspectors at the polling place for their new address. Wis. Stat. § 6.15(1), (2)(a).

      i. The voter must also complete an Authorization to Cancel Registration (EL-139), which the clerk must send to the proper election official for the new resident's former municipality.

      ii. Proof of Residence is required.

      iii. No voter registration (EL-131) is required.

      iv. Proof of identification is required.

      v. The EL-141 may be submitted no earlier than 27 days before the election and shall be received not later than 5:00 p.m. on the day before the election when delivered to the clerk's office.

      vi. The EL-141 may also be submitted on Election Day at the polling place.

      Wis. Stat. § 6.15(2)(a), (b).

6. Former Residents

   a. If ineligible to qualify as an elector in the state to which he or she has moved, any former Wisconsin resident may vote a Presidential-only absentee ballot in their former municipality and ward of residence in any presidential election occurring within 24 months of leaving Wisconsin by submitting a completed Application for Absentee Presidential Ballot (EL-140) to their former municipal clerk.

i. No voter registration (EL-131) is required.

ii. No proof of residence is required.

iii. Proof of identification is required.

iv. There is no fixed deadline for receipt of the EL-140. The EL-140 must simply be received "in sufficient time for a ballot to be mailed and returned prior to the election."

Wis. Stat. §6.15(2).

Other Common Residency Scenarios

Voter Situation	Voting Location
Has moved from one ward to another in the same municipality at least 28 consecutive days before an election	In the new ward. Wis. Stat. § 6.02(2).
Has moved from one municipality to another at least 28 consecutive days before an election	In the new municipality. Wis. Stat. § 6.02(2).
Has moved from one ward to another in the same municipality less than 28 consecutive days before an election	In the old ward. Wis. Stat. § 6.10(3).
Has moved from one municipality to another less than 28 consecutive days before an election	In the old municipality. Wis. Stat. § 6.10(3).
Has moved to a different ward, or state temporarily, with intent to return	In the ward or municipality from which they moved. Wis. Stat. § 6.10(8).
Lives in one ward or municipality and conducts business in another	In the ward or municipality where the individual lives. Wis. Stat. § 6.10(6).
Lives in a public or private facility, such as a federal or state institution, county home or hospital, nursing home or group home	In the municipality where the facility is located *or* in the municipality of residence before entering the facility. Wis. Stat. § 6.10(7m).

Voter Situation	Voting Location
Is on active duty as a member of the armed forces serving in the U.S. or overseas	In the municipality or ward of residence before entering the armed services. Wis. Stats. §§ 6.10(6) and 6.24(2).
Is the spouse or dependent of a member of the armed forces	In the ward or municipality of residence of the military elector *or* if a Wisconsin resident, municipality, or ward of residence before entering the armed services. Wis. Stat. § 6.10(13).
Is a civilian overseas employee of the U.S. Government	In the municipality or ward of residence before entry into federal employment. Wis. Stat. § 6.22(2)(a).
Is a U.S. Citizen living outside the United States with no present intent to return	In the municipality or ward where they last resided or where their parent last resided before leaving the United States. Wis. Stat. § 6.24(2).

Disqualification of Electors

The following persons shall not be allowed to vote in any election:

1. Any person convicted of treason, felony, or bribery that has not been pardoned or completed the terms of his or her sentence including any term of probation, parole, or extended supervision. Wis. Stat. § 6.03(1)(b).

2. A person who has been determined by a court to be incapable of understanding the objective of the elective process or who is under guardianship, unless the court has determined that the person under guardianship is competent to exercise the right to vote. Wis. Stat. § 6.03(1)(a).

    a. The court order granting guardianship should specifically declare if the person is incompetent to exercise the right to vote. If the order does not include a specific finding of incompetency, the person retains the right to vote.

3. Anyone who has made or become interested, directly, or indirectly, in any bet or wager depending upon the result of the election. Wis. Stat. § 6.03(2).

Recording Voters

Properly recording voters is essential to maintain the integrity of the electoral process. Two election inspectors maintain two duplicate original poll lists, also known as poll books, voter lists or registration lists, for each reporting unit. A reporting unit is a ward or combination of wards that reflect the way election results are transmitted to school districts, the county, and the Wisconsin Elections Commission. When the polls close, the poll lists will reflect the activity at the polling place on Election Day. It is essential that the election inspectors carefully record the required information on the poll lists.

Poll Lists

The poll lists contain the names and addresses of registered voters in a reporting unit. The municipal clerk will provide poll lists to each polling place. These poll lists have been generated from WisVote, which is Wisconsin's statewide database for tracking voter registrations. Wis. Stat. § 6.36.

Each reporting unit will have two poll lists, which must be maintained identically by the election inspectors on Election Day. Election inspectors use poll lists to ensure only registered voters cast a ballot and to capture certain information about each registered voter who receives a ballot. Wis. Stat. § 6.79(1m).

Each elector must sign the poll list before receiving a ballot. Only one of the poll lists should contain the signature of each voter for that election. Wis. Stat. § 6.79(2)(a).

Poll lists (EL-107) may consist of up to four parts:

1. Regular Poll List: Contains the names of all electors who register by 5:00 p.m. on the 20th day before the election.
2. Pre-printed Supplemental Poll List: The municipal clerk may provide a printed list that contains the names and addresses of all voters who registered during late registration. Late registration is from the 19th day before the election up to 5:00 p.m. the Friday before the election. Electors who register during this time will receive a Certificate of Registration (EL-133) to be presented at the polling place on Election Day. Wis. Stat. § 6.29(2).

Note: If a late registrant fails to present his or her Certificate of Registration (EL-133), but his or her name is on the supplemental poll list, the registrant is allowed to vote. If the individual fails to present his or her Certificate of Registration (EL-133) and his or her name does not appear on the supplemental poll list, the election inspector should attempt to contact the municipal clerk and determine if he or she has record of the elector's registration. If there is no record of the elector's registration in the clerk's office, then he or she must complete another Voter Registration Application (EL-131) and provide proof of residence before being allowed to vote. Wis. Stat. § 6.29(2)(b).

3. Handwritten Supplemental Poll List: Election inspectors must enter the name, address, and Election Day voter number of Election Day registrants on the handwritten supplemental portion of the poll list. The type of proof of residence provided as well as the name of the issuing entity or organization should also be recorded here. Wis. Stat. § 6.79(2)(c), (d).

4. Confidential Elector List: If there are any confidential electors in the reporting unit, their names and confidential voter identification numbers will appear at the back of the poll list in a separate section. See the "Confidential Electors" section below for more details. Wis. Stat. § 6.79(6).

Poll List Notations

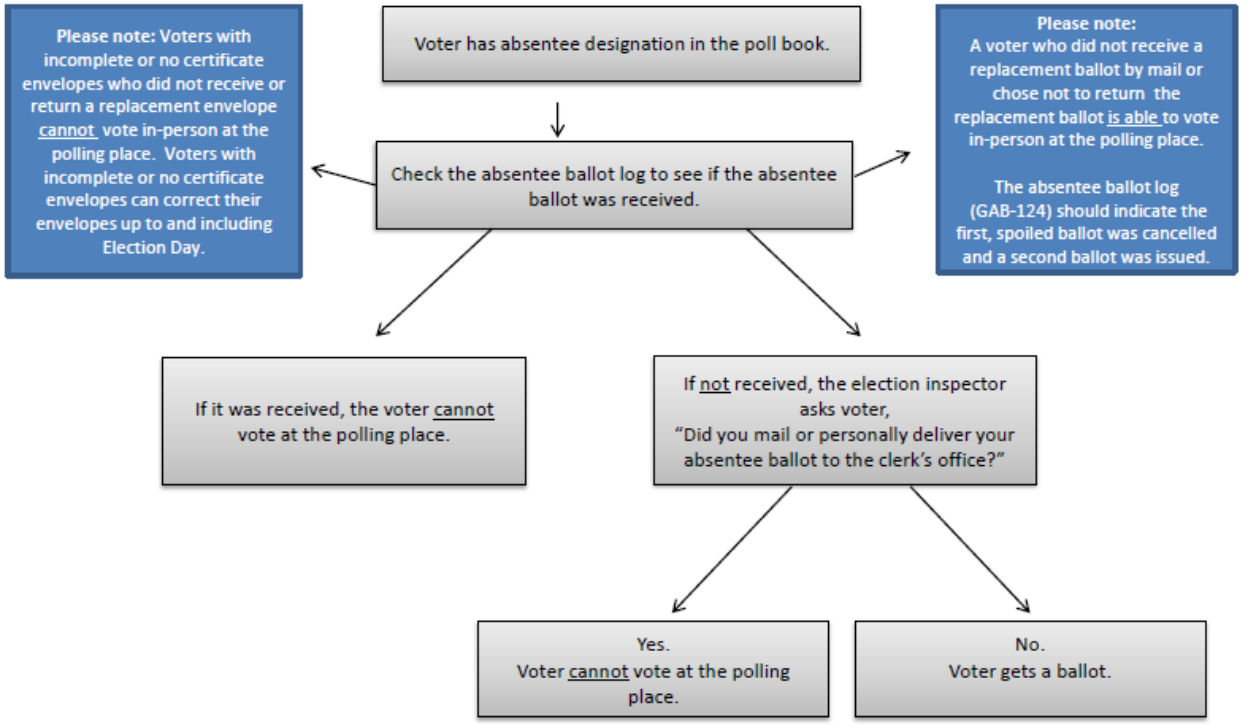
There are a number of notations that will appear on the pre-printed poll lists as well as a number of notations that election inspectors are required to make on both copies of the poll lists to ensure proper documentation of voters and registrants on Election Day.

1. Pre-Printed Poll List Notations

   The pre-printed portion of the poll list may contain certain notations to indicate special circumstances. Possible notations include:

   a. Absentee Issued or Absentee Returned
      i. Municipalities must track absentee ballots on the pre-printed poll list. The clerk shall also provide each polling place an Absentee Ballot Log (EL-124).
      ii. The absentee notation indicates that an absentee ballot was issued to the voter or returned by the voter.
   b. Military or Overseas
   c. Confidential

Absentee Ballot Issued Process



i. If an individual noted as "absentee" appears at the polling place, the inspectors should check the Absentee Ballot Log (EL-124) to determine if the ballot has been returned.

   1. If it has been returned and there are no errors that would cause the ballot to be rejected, the voter may not vote at the polling place. Wis. Stat. § 6.86(6).

   2. If it has been returned and there are errors that would cause the ballot to be rejected, the voter may only correct the error. The voter may NOT vote a new ballot at the polling place.

      a. The election inspectors shall issue a new certificate envelope to the voter.

b. The voter must open the original certificate envelope, verify their ballot, and seal the ballot in the new certificate envelope.

c. The voter may NOT remove the ballot from the voting area.

d. The election inspectors may NOT serve as the witness (the original witness must be present).

e. The original certificate envelope is then destroyed.

f. The election inspector should document that a correction was made, and the ballot accepted on the Absentee Ballot Log (EL-124).

3. If it has not been returned, the election inspectors ask the voter, "Did you mail or personally deliver your absentee ballot to the clerk's office?"

   a. If "yes," the voter cannot vote at the polling place.

   b. If "no," the voter is issued a ballot if otherwise qualified.

4. If an absentee ballot is later received for that voter, the elector's absentee ballot would be processed as a rejected absentee ballot and the clerk contacted immediately.

Wis. Stat. § 6.86(6).

2. Election Day Notations

The election inspectors must make certain notations on the poll list next to the voter's name to identify voters who vote under the following circumstances:

a. Absentee

Indicate “absentee” or an “A” next to the voter number for an elector whose absentee ballot has been processed.

b. Provisional (Section 6.97)

i. Indicate “PV#__ (beginning with ‘1’) when recording an elector who votes a provisional ballot.

ii. The complete PV# should be recorded on the poll list, on the back of the ballot, on the Provisional Ballot Certificate Envelope (EL-123), on the Inspectors’ Statement (EL-104), the Provisional Ballot Reporting Form (EL-123r), and on the Provisional Voting Information Sheet for the elector.

iii. A brief explanation of why the provisional ballot was issued should also be recorded on the poll list:
   1. DL# or DMV ID#
   2. POI

Wis. Stat. § 6.97

c. Challenged

Indicate “Challenged” and a brief explanation of the reason for challenge (age, residency, etc.) when recording an elector who votes a challenged ballot.

d. Assisted

i. Indicate “Assisted” for an elector who receives assistance in marking his or her ballot.

ii. The full name and address of the individual providing assistance must also be recorded on the poll list.

e. Ballot Received at Poll Entrance (Curbside Voting)

Indicate “Ballot Received at Poll Entrance” for a voter who receives a ballot at the polling place entrance because the voter is unable to enter the polling place due to a disability. Wis. Stat. § 6.76.

f. Electors Voting Pursuant to Court Order (Section 6.96)

i. Indicate "Section 6.96" when recording an elector who votes after the polls close pursuant to a court order.

ii. An elector entering the polling place after 8:00 p.m. will also have his or her ballot marked with the notation "Section 6.96." This enables ballots cast after the polls closed pursuant to the court order to be removed from the count in the event that the court order is set aside.

iii. Note that voters in line by 8:00 p.m. should not be marked pursuant to this section.

Wis. Stat. § 6.96.

g. Presidential Only

i. Indicate "Presidential Only" on the supplemental poll list when a new Wisconsin resident (someone who has lived in the state less than 28 days) wishes to vote for president.

ii. These electors must complete the Application for Presidential Ballot (EL-141), <u>not</u> the Voter Registration Application (EL-131).

iii. These individuals must provide proof of residence. The type of proof of residence and the name of the issuing entity or organization should be recorded on the supplemental poll list.

iv. These individuals must provide proof of identification.

Wis. Stat. § 6.15.

Election Day Registration

Ensuring that all eligible electors are properly recorded and registered on Election Day builds confidence in the election process. All electors must be registered before being issued a ballot and all electors who cast a ballot must be recorded on the poll or supplemental list.

If an elector has not registered prior to Election Day, he or she may register at his or her polling place. The WEC recommends that a separate table be set-up at the polling place to register voters. This practice can reduce waiting times for many electors and better manage the flow of traffic.

To register at the polling place on Election Day:

1. The elector must complete a Voter Registration Application (EL-131).
2. The elector must provide proof of residence.

Note: The Voter Registration Application (EL-131) has detailed instructions on the back of the form that can serve as a guide for proper completion. Proper completion of the EL-131 will reduce the amount of work for the municipal clerk after Election Day and ensure the voter will appear on the poll list for future elections. Wis. Stat. § 6.33(1).

Voter Registration Application (EL-131)

Proper completion of the Voter Registration Application (EL-131) will ease the process of entering information into WisVote and ensure the voter will appear on the poll list for Election Day. It is the responsibility of the municipal clerk to notify an elector of any insufficiency in their voter registration application within 5 days, if possible. A customizable letter template (EL-132) is available for this purpose. There is an updated version of the EL-131, which this manual will outline. However, any version of the EL-131 should be accepted as long as it contains proper information.

Front Side of Voter Registration Application

1. Qualifications
    a. Registrants must be able to check each of the four boxes in this section. Wis. Stat. § 6.02.
    b. The registrant may be 17 years old if they will be 18 years old by the time of the next election.
2. Your Name
    a. The registrant should provide their full name as it is printed on the Proof of Residence document they provide.
3. About You
    a. Date of Birth
        i. Month, day, and year of birth is required. Voters should be encouraged to use all four digits of their year of birth, but if

someone writes the last two digits, the application should not be denied.

b. Contact Information (OPTIONAL)

i. Any phone or email address provided is subject to open records requests.

4. The Address Where You Live

a. This is the voter's address where they vote from, which may be different than their mailing address.

b. This section will also be used to indicate military or permanent overseas statuses.

i. Military – A member of the U.S. Army, Navy, Air Force, Marine Corps, Coast Guard, Merchant Marine of the United States, Peace Corps, the commissioned corps of the Federal Public Health Service, the commissioned corps of the National Oceanic and Atmospheric Administration, civilian employees of the United States and civilians officially attached to a uniformed service who are serving outside the United States, and any spouse or dependents of the above who are residing with or accompanying them.

ii. Permanent Overseas – A U.S. Citizen who is not disqualified from voting and is qualified to vote except for residency, but who last resided (or whose parent last resided) in Wisconsin prior to residing outside the United States. Permanent overseas voters should provide the last address in Wisconsin either they or their parent last resided before permanently moving overseas.

5. Your Mailing Address

a. If the registrant does not receive mail at the residential address, a mailing address should be provided. Failure to provide a valid mailing address may result in the voter registration being inactivated.

b. Electors residing overseas should provide their complete overseas address where space is available.

6. Prior Registration Information

a. Name Change

i. A voter is required to update their registration if they change their legal name.

ii. As it may take some time for a voter to receive proper documentation of their new legal name, a registered voter may continue to vote using their former name until the necessary documentation to re-register is received.

b. Address Change

i. A registered voter is required to update their registration if they wish to vote from their new residence.

7. Identification

a. To complete the Voter Registration Application (EL-131), the registrant must provider either a Wisconsin Driver License or Wisconsin DOT-issued Identification Card, or the last four digits of their social security number. This does NOT require visual confirmation by the clerk, or an election inspector and the elector may write down or recite the number if they choose. An elector cannot be required to show their WI Driver License, WI DOT-Issued ID Card or Social Security card as a condition of registration, unless it is a document used to provide acceptable proof of residence.

b. Wisconsin Driver License or Wisconsin DOT-issued ID Card Number

i. If the registrant has been issued either a WI Driver License or WI DOT-Issued ID Card that is unexpired, they must provide the number and expiration date, even if the registrant's driving privileges were revoked or suspended.

ii. If the registrant has a WI Driver License or WI DOT-Issued ID Card that is unexpired but does not have the number or expiration date readily available, they may call DMV at (608) 266-1069, option 1to look up the information.

iii. If the registrant has either a WI Driver License or WI DOT-Issued ID Card that is currently expired or cancelled, request the voter provide the identification number if available. The registrant must provide the last 4-digits of the Social Security Number, if any.

c. Social Security Number – Last Four Digits

i. If the registrant has not been issued a WI Driver License or WI DOT-Issued ID Card, or the document is expired or cancelled, the registrant must provide the last 4-digits of their Social Security Number, if any.

ii. If the registrant does not have either a WI Driver License or WI DOT-Issued ID Card and has not been issued a Social Security Number, they may indicate this by checking the box signifying they have none of these documents.

8. Proof of Residence
   a. The registrant will affirm that they are providing a valid form of proof of residence with this application.
      i. Some examples include a copy of their Wisconsin-issued driver license or photo ID, a utility bill, any government-issued document, a paycheck, or a bank or credit card statement.
   b. Military and Permanent overseas voters do not need to provide a proof of residence document.

Wis. Stat. § 6.34(3)(a).

9. Signature and Certification
   a. The registrant should read this language before certifying that they are an eligible elector and have resided in the ward for at least 28 days.
   b. They will provide their signature and the date they are signing.
10. Assistant
   a. If the registrant required another person to complete this form on their behalf due to a physical disability, the assistant should sign and provide their residential address here. Wis. Stat. § 6.82(2)(d).
11. Official Use Only Section
   a. The election official receiving the application (clerk, election inspector, ERO) should review the proof of residence.
   b. At the top of the section, the official will circle the Proof of Residence type.
      i. WI DL – Wisconsin-Issued Driver License.
      ii. WI ID – Wisconsin-Issued State Identification Card.

iii. UTIL – Any form of utility bill, including cell phone, cable, electric, gas, and water. Must be dates no more than 90 days prior to the date the registrant submits the document.

iv. BANK/CC – A bank or credit card statement. An offer to open a credit card is NOT an acceptable Proof of Residence document.

v. PYCK – Paycheck or Paystub.

vi. STDNT ID – A student ID that includes a photo (address not required). The registrant must provide either:

1. A fee payment by the university, college, or technical college dated no earlier than 9 months before the date of election. The fee payment receipt must include the name and address of the student.
2. A certified and current list of students who reside in housing sponsored by the university, college, or technical college. This list should be provided by the university, college or technical college, and the election official will verify the name of the student on the ID is included on the list.

vii. GOV DOC – Any government-issued document.

1. Examples include (not an exhaustive list):
    a. Vehicle Registration
    b. BadgerCare/Medicare statements (if issued by gov't agency)
    c. Social Security statements (if issued by gov't agency)
    d. Public school correspondence.
    e. Tribal ID or Tribal-issued mail
    f. Change of address from USPS
    g. Federal student loan notices (if issued by gov't agency)
    h. Mail from publicly-owned medical facilities, such as UW Hospitals and Clinics, VA Hospitals, county-owned clinics

viii. LSE – a residential lease containing the landlord name, tenant name, address subject to lease, term, rent, landlord signature, and tenant signature.

ix. GOV ID – any other identification card or license issued by a Wisconsin governmental body or unit.

x. EMPL ID – An 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.

xi. RES CARE – a contract or intake document from an occupant of a residential care facilities that specifies the occupant currently resides in the facility.

xii. TAX – A real estate tax bill or receipt for the current year or the year preceding the date of the election.

xiii. HMLSS – A signed letter on public or private social security agency letterhead identifying a homeless voter and describing the individual's residence for voting purposes.

c. Proof of Residence Issuing Entity

i. WI DMV, MG&E, WE Energies, etc.

d. Proof of Residence Number, if any

i. If the unique number associated with the proof of residence is 7 or more digits in length, the last 4 digits should be recorded here.

ii. If the unique number associated with the proof of residence is 6 or fewer digits in length, only the last 2 digits are recorded here.

Wis. Stats. §§ 6.34(2), 6.15(2)(bm).

e. Date Complete/POR Received

i. If the application is complete and the proof of residence is acceptable (see below), the election official who received the application (ERO, election inspector, or clerk) should date it.

ii. If the application is received via mail, the clerk should date it after reviewing it for completeness and legibility.

f. Election Day Voter Number

i. If registering on Election Day, the voter will be issued a voter number. This number should also be recorded on the supplemental poll list.

g. WisVote ID #

i. This number is only provided once the registration has been entered in WisVote and the voter has become registered.

h. Confidential Elector ID #

i. If the registrant has registered through the confidential elector process, they will be issued a number that should be listed here.

i. Submitted by mail

i. If registrant mailed their voter registration application, check this circle.

j. Official's signature

i. The election official first receiving the application (ERO, clerk, election inspector) should review the form for completeness and legibility before signing.

ii. If the application is incomplete or illegible, the election official should not sign the form.

1. If the registrant is still available, ask the registrant to complete the missing information or print more clearly.

2. If the registrant is no longer available, the election official should submit this form to the clerk with a note explaining the deficiency.

3. The clerk should contact the registrant within 5 days of receipt of any incomplete or illegible applications.

iii. If the application is being received after the 20th day before the election or on Election Day, the election official must also check the Ineligible Voter List before signing (see respective registration procedures above).

k. Bottom Row

i. Ward

ii. Sch. District

iii. Alder

iv. City Supr.
v. Ct. of App
vi. Assembly
vii. St. Senate
viii. Congress

Back Side of Voter Registration Application

1. If the registrant resides somewhere without a designated address, the registrant should use the map in box 4 on the backside to diagram where they reside in relation to known streets or landmarks.
2. If the registrant needs accommodations at their polling place (curbside voting, braille materials, etc.), they should make those requests on the bottom of the backside.
3. If the registrant is interested in being a poll worker, they should indicate on the bottom of the backside.

EL 3.02

Proof of Residence

Everyone (except military and overseas electors) who wishes to register to vote or update their voter registration must present a proof of residence to prove that the person resides at the address listed on the Voter Registration Application (EL-131). A registrant does not need to provide a copy of the proof of residence; the registrant may simply show the document to the election official. Electronic versions are also acceptable (see Electronic Proof of Residence). The document must contain the person's current and complete name and current and complete residential address. If the document has an expiration date, it must not be expired on the day registration is made.

The following documents constitute acceptable proofs of residence:

1. A current and valid Wisconsin Driver License or receipt for license.

2. A current and valid Wisconsin DOT-issued Identification Card or receipt for identification card.

3. Any other official identification card or license issued by a Wisconsin governmental body or unit.

4. 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.

5. A real estate tax bill or receipt for the current year or the year preceding the date of the election.

6. A residential lease.
    a. A residential lease should contain:
        i. Landlord Name
        ii. Tenant Name
        iii. Address Subject to Lease
        iv. Term
        v. Rent
        vi. Landlord Signature
        vii. Tenant Signature

7. A university, college or technical institute identification card (must include photo, address not required) with one of the following:
    a. A fee payment receipt issued to the cardholder by the university, college, or technical college dated no earlier than 9 months before the date of the election.
        i. The fee payment receipt must include the name and address of the student.
    b. A certified and current list of students who reside in housing sponsored by the university, college, or technical college.
        i. This list should be provided by the university, college, or technical college and the election official must verify that the student presenting the card is included on the list.

8. A utility bill (gas, electric, water, sewer, telephone/mobile, cable/satellite TV, internet, etc.) for the period commencing not earlier than 90 days before Election Day.

9. Bank statement. This includes:
    a. A bank statement issued by a bank or credit union

b. A mortgage statement issued by a bank or credit union
c. A home equity credit line statement issued by a bank or credit union
d. A credit card statement issued by a bank or credit union
e. A retail store credit card statement

10. Paycheck or paystub documentation of direct deposit.

11. A check or other document issued by a unit of government.

    a. Units of government include federal, state, county, municipal, school district, tribal, etc.

    b. Examples of government documents (not an exhaustive list):
        i. Vehicle registration
        ii. BadgerCare/Medicare statements (if issued by gov't agency)
        iii. Social Security statements (if issued by gov't agency)
        iv. Public school correspondence
        v. Federal student loan notices (if issued by gov't agency)
        vi. Change of Address Letter from the U.S.P.S.
        vii. Publicly-owned medical facilities, such as UW Hospitals and Clinics, county-owned health care clinics, VA Hospitals

12. A signed letter on public or private social service agency letterhead identifying a homeless voter and describing the individual's residence for voting purposes.

13. A contract or intake document from an occupant of a residential care facility that specifies that the occupant currently resides in the facility.

Wis. Stat. § 6.34(3)(a).

Electronic Proof of Residence

1. Otherwise valid proof of residence documents presented electronically on a device such as a laptop, smartphone, or tablet are acceptable for voter registration purposes.[1]

[1] On August 28, 2012, the G.A.B. voted unanimously to allow electronic versions of acceptable proof of residence during the voter registration process.

a. The standard of review should be the same whether the document is physically presented to an election official or viewed in an electronic format.

b. Election officials may NOT reject an otherwise valid proof of residence merely because it is in an electronic format.

c. If the proof of residence is presented using the registrant's electronic device, the election official may ask the registrant to expand the size of the type or image, or otherwise navigate the document or image so that the election official may view any required information (i.e., name of the registrant, address, account number, date, type of document, and issuing entity or institution).

d. If the document is not readable in the format presented or the election official is otherwise unable to determine that it constitutes a valid proof of residence, the election official may reject the document and require the registrant to present another proof of residence.

2. Election officials are not required to provide computers or Internet access for voters to use to obtain electronic copies of proof of residence to facilitate voter registration. It is the responsibility of the registrant to show or provide a copy of their proof of residence.

3. Election officials are not required to handle a registrant's electronic device, but may do so with the registrant's permission.

Ineligible Voter list

Each polling place must have a list of ineligible voters. This list is generated by the Department of Corrections and lists all individuals in that municipality or county who are currently out of prison but still completing the terms of their felony sentence. The individuals on this list are not eligible to vote. Wis. Stat. § 6.79(2).

1. The election official must review the Ineligible Voter List for each Election Day registrant and absentee ballot to confirm that the elector is eligible to vote on the day of the election.

    a. If the name of an Election Day registrant appears on the list:

i. The election official shall inform the elector that the elector is ineligible to register to vote per Department of Corrections.

ii. If the elector agrees that they are ineligible, the registration should be rejected.

iii. If the elector maintains that he or she is eligible to vote in the election, the election official shall make a reasonable effort to contact the WEC to verify the elector's felony status.

1. If the WEC confirms the elector is eligible to vote, the election official should document on the Voter Registration Application (EL-131) that they confirmed the voter's status with the WEC and then allow the elector to proceed to register to vote.

2. If the WEC confirms that the elector is NOT eligible to vote or if the election official is unable to contact the WEC, the election official should:

a. Give the elector the Ineligible Voter Information Sheet that explains to the elector what they need to do to resolve the issue with the Department of Corrections.

b. Permit the elector to register to vote but mark the Voter Registration Application (EL-131) as "Ineligible to vote per Department of Corrections."

iv. If the elector wishes to vote, the inspectors shall challenge the ballot (see "Challenging Electors" below). Wis. Stat. § 6.92.

b. If the name of an absent elector appears on the list or the Absentee Certificate Envelope (EL-122) is marked "ineligible to vote per DOC":

i. The election inspectors shall make a reasonable effort to contact the WEC to confirm an elector's felon status before processing the absentee ballot.

1. If the WEC confirms the elector is eligible, the election inspectors should document this fact on the Absentee Ballot Log (EL-124) and continue to process the absentee ballot as normal (see Ballots section).

2. If the WEC confirms the elector is NOT eligible or the WEC cannot be contacted, the election inspectors shall continue below.

ii. If the Absentee Certificate Envelope (EL-122) is not already marked "ineligible to vote per DOC", the election inspectors shall so mark the envelope and the voter's entry in the Absentee Ballot Log (EL-124).

iii. The election inspectors should challenge the absentee ballot (see "Challenging Electors" below).

iv. If an Absentee Certificate Envelope (EL-122) is marked "ineligible to vote per DOC," but the elector's name no longer appears on the Ineligible Voter List, issue a challenge anyway and document the incident on the Inspectors' Statement (EL-104).

Wis. Stat. § 6.95. Wis. Stat. § 6.29(2)(am).

Note: Election Inspectors do NOT need to review the Ineligible Voter List for pre-registered individuals who appear at the polling place to vote.

Issuing Ballots and Voting

Providing the correct ballot to the voter and enabling the elector to mark a ballot privately and independently are two of the most important tasks for election inspectors on Election Day. It is essential that you are familiar with the correct procedure for issuing ballots and facilitating voting.

Procedure

When a registered elector (or an Election Day registrant upon completing his or her Election Day registration) appears at the polling place:

1. The elector announces his or her name and address to the election inspectors maintaining the poll lists.
    a. A confidential elector (see “Confidential Electors”) may present an Identification Card of Protected Individual or announce his or her name and confidential elector identification number instead of announcing name and address.

2. The inspector asks the elector to show an acceptable proof of identification (except for confidential electors and voters required to surrender their Wisconsin driver license, who are required to provide an alternate document).

Proof of Identification

i. A Wisconsin DOT-issued driver license, even if driving privileges are revoked or suspended; can be expired but only since the last General Election.

ii. A Wisconsin DOT-issued identification card; can be expired but only since the last General Election.

iii. A Military ID card issued by a U.S. uniformed service; can be expired but only since the last General Election.

iv. A U.S. passport; can be expired but only since the last General Election.

v. A certificate of naturalization that was issued not earlier than two years before the date of an election at which it is presented.

vi. An unexpired driving receipt issued by Wisconsin DOT.

vii. An unexpired identification card receipt issued by Wisconsin DOT.

viii. An identification card issued by a federally recognized Indian tribe in Wisconsin.

ix. An identification card issued by a Wisconsin-accredited university or college ONLY valid if the voter provides proof of enrollment. Proof of enrollment includes, but is not limited to, a fee receipt, class schedule or an enrollment verification form. The card must contain the following:

1. Student's name

2. Student's photograph

3. Date of issuance

4. Signature of student

5. Expiration date no later than two years after date of issuance

    a. A school ID card does not have to include a proof of enrollment document if unexpired.[2]

    b. If the school ID card is expired, it must be presented with a proof of enrollment document.[3]

    c. Proof of enrollment documents include, but are not limited to, a fee receipt, class schedule or an enrollment verification form.

x. An unexpired Veterans Affairs ID Card

xi. A temporary identification card receipt issued by Wisconsin DOT through the Identification Petition Process (IDPP) (valid for 60 days).

Wis. Stat. § 5.02(6m).

[2] On July 29, 2020, the 7th Circuit Court of Appeals issued its mandate in the *One Wisconsin* decision and determined that students who present a qualifying unexpired student ID as proof of identification are not required to also provide a proof of enrollment document to meet the requirement. However, if a student presents a qualifying expired student ID as proof of identification, they must then provide a proof of enrollment document to meet the requirement.

[3] IBID.

Note: For a picture guide of acceptable proofs of identification, see the appendix. Note that not all ID variations are shown.

b. The inspectors verify that the name on the ID conforms to the name on the poll list. The name on the ID may be a variation of the name on the poll list.

   i. Common variations on names, for instance "Robert" vs. "Bob" or "Margaret" vs. "Peggy."
   ii. Variations of initials or upper- or lower-case letters.
   iii. Hyphenated names, such as "Smith" vs. "Smith-Jones."

   Note: Election inspectors can ask a voter to remove their ID from their wallet if they cannot see the relevant information (name, photo, expiration date).

c. The inspectors verify that any photograph on the proof of identification reasonably resembles the elector. Election inspectors should take into account that changes in a voter's physical appearance do not invalidate the proof of identification.

d. The inspectors verify that the proof of identification is unexpired or, if expired, it meets the expiration specifications listed above.

e. If the elector does not have an acceptable proof of identification for voting purposes, they must be offered a provisional ballot.

   If the election inspectors do not believe the name conforms or the photo does not reasonably resemble the voter, the voter's ballot should be challenged.

f. The address on the proof of identification does NOT need to match the address on the poll list.

3. The elector signs the poll list. If the elector refuses to sign the poll list, writes something other than their name (a name other than their own or profanity, etc.), he or she is not issued a ballot. Wis. Stat. § 6.79 (2)(a).

   a. The elector only signs one poll list.

b. Election inspectors must ensure that all voters are signing the same poll list which is later provided to the county clerk.

c. The elector can sign the poll list by making his or her "mark" which may or may not be legible.

d. Election inspectors are not required to compare the voter's signature to the signature on the proof of identification.

e. If another person signed the voter's registration form because the voter was unable to sign due to disability, the inspector writes the word "Exempt" on the signature line. Wis. Stat. § 6.79(2)(am).

f. If voter was already registered, but claims to be unable on Election Day to sign due to physical disability, and both inspectors concur, the inspectors shall enter the words "Exempt by order of inspectors" on the signature line.

g. If both inspectors do not waive the signature requirement, the voter shall be allowed to cast a ballot and the inspector or inspectors who did not waive the requirement shall challenge the ballot and document the situation on the Inspectors' Statement (EL-104).

4. A voter number is assigned to each elector beginning with the number "1" and recorded simultaneously on two identical poll lists maintained by two different election inspectors.

   Note: There are several methods used by different municipalities across the state for tracking the voter number. Some municipalities give the voters a "voter slip" with the assigned voter number, some municipalities use a check-off sheet with a list of numbers, and other municipalities may use a different method. Many procedures for this can work, so long as the voter numbers are accurately assigned and recorded.

5. Once an elector's voter number has been recorded on both poll lists, he or she is given their ballot, which has been initialed by two election inspectors. Please verify the elector is given the correct ballot style for their address.

   Note: Reduce the possibility of fraud by keeping unvoted ballots where voters do not have access to them and by not initialing ballots in advance.

6. Direct the voter to the voting area.

    a. Be sure to ask the voter if he or she has any questions about how to correctly cast his or her ballot.
    b. Be prepared to answer questions on how to use equipment, mark a ballot, or place a ballot in the ballot box.

    c. If a voter is using direct recording electronic (DRE) equipment, remind him or her to check the voter-verified paper trail before casting his or her ballot. The paper trail serves as the voter's official ballot.

7. The voter should go directly to the voting booth to mark his or her ballot.

    Note: A voter may take any person of their choosing, except a representative of their labor union or employer, with them into the voting booth to provide assistance in marking the voter's ballot. The assistor must provide their name and address to election officials and sign in the space provided on the back of the ballot to indicate that they assisted the voter in marking the ballot. Assistors may include minor children and election inspectors. Wis. Stat. § 6.80(1).

8. If a voter makes an error while marking his or her ballot, the voter may request another ballot.

    a. The first ballot must be returned to the election officials and spoiled (torn to make it unusable).

    b. The spoiled ballot should be kept in an envelope to be returned to the municipal clerk with the other election materials.

    c. Up to three ballots may be issued to a voter. A notation (2nd or 3rd ballot issued) should be made on the Inspectors' Statement (EL-104) and poll list for each additional ballot issued.

9. The voter then places his or her voted ballot into the tabulating device or appropriate ballot box. Or, if using direct recording electronic equipment (DRE), the voter casts his or her ballot and closes out the voting session.

10. The voter should then leave the polling place unless he or she intends to stay as an observer.

Confidential Electors

Electors who are victims of domestic abuse, sexual assault or stalking have the option to be listed confidentially on poll lists. If your municipality has confidential electors, they will be indicated in the "Confidential" section of the pre-printed poll list. This section appears at the back of the poll list. This section of the poll list is NOT open to public inspection.

A confidential elector may present his or her Identification Card for Protected Individual or announce his or her name and confidential elector identification number rather than announce his or her name and address. Confidential electors must still sign the poll list if they vote at the polls on Election Day.

Procedure

1. The voter presents his or her voter identification card (EL-148) that will contain a unique identification serial number assigned to him or her by the municipal clerk or announce his or her name and confidential elector identification number instead of announcing his or her name and address at the polling place and providing proof of identification.

2. The voter signs the poll list.

3. The voter is assigned a regular voter number.

4. The voter is then issued a ballot and allowed to vote like any other voter.

5. The address of the protected individual is not disclosed on the confidential portion of the poll list.

    a. The confidential portion of the poll list is NOT open to public inspection. Election officials may, upon request, disclose the existence of the list, the number of electors whose names appear on the list, and the number of those electors who have voted at any point in the proceedings.

Wis. Stat. § 6.47.

License Surrender

An elector who has been required to surrender his or her driver license or driver license receipt to a law enforcement officer may provide the notice or citation in lieu of a proof of identification.

Procedure

1. The voter states his or her name and address.
2. The voter presents his or her citation or notice to revoke or suspend as proof of identification.
3. The voter signs the poll list.
4. The voter is assigned a regular voter number.
5. The voter must vote using a paper ballot.
6. The election inspector records the voter number on the back of the ballot with the notation "Section 6.965."
7. The voter is issued the ballot and allowed to vote like any other voter.

Wis. Stat. § 6.965.

Assisting Electors

All electors have a right to receive assistance marking their ballots if they cannot read or write; have difficulty reading, writing, or understanding English; or have a disability that prevents them from marking the ballot or using the voting equipment. When one of these conditions is indicated, election officials must inform the elector of their right to receive assistance. An elector may select anyone to provide assistance in marking his or her ballot other than the voter's employer or an officer or agent of a labor organization which represents the voter. An election inspector can, and should, provide assistance if requested.

Procedure

If an elector informs the election inspector that he or she requires assistance marking his or her ballot, the election inspector should:

1. Give the elector a voter number and issue them a ballot.

2. The elector must sign the poll list.

    a. If the elector cannot sign the poll list the election inspectors should write, “Exempt by order of inspectors” in the signature line.

    b. Election inspectors should have signature guides and page magnifiers available for those electors who have difficultly seeing.

3. Record the name and address of the person assisting the elector on the poll list.

    a. Electors may select any individual to assist them to cast their vote, including an election inspector. Exception: the elector’s employer or an officer or agent of a labor organization that represents the elector may not assist the elector.

    b. The person assisting the elector does not have to be a qualified elector.

4. A person who assists a voter must certify on the back of the ballot that it was marked with their assistance before depositing the ballot in the ballot box.

5. This incident should be recorded on the Inspectors’ Statement (EL-104).

COMMON SENSE AND COMMON COURTESY

Many election inspectors have had little interaction with people with disabilities; here are a few courtesies and guidelines:

- State and federal law permits voters with disabilities to be accompanied and to receive assistance by another person in the voting booth.
- Remember that all voters deserve courteous attention in exercising their right to vote.
- Be considerate of the extra time it might take for a person with a disability or an elderly person to go through the entire voting process.
- Give unhurried attention to a person who has difficulty speaking.
- Speak directly to the person who has a disability rather than just to a companion who may be accompanying him or her.
- Speak calmly, slowly, and directly to a person who is hard of hearing. Your facial expressions, gestures, and body movements help in understanding. Don't shout or speak in the person's ear. If full understanding is doubtful, try writing a note to the person.
- Pre-printed signs or a notepad should be available to assist communication with deaf or hard-of-hearing electors.
- Before pushing someone in a wheelchair, ask if you may do so and how you should proceed.
- Greet a person who is visually impaired by letting the person know who and where you are.
- Provide a guiding device such as a ruler or a signature guide for signing forms.
- When offering walking assistance, allow the person to take your arm and tell him or her if you are approaching steps or inclines or are turning right or left.
- Animals that assist people with disabilities must be admitted into all buildings. Such animals are highly trained and need no special care other than that provided by the owner.

Curbside Voting

A voter who, as a result of disability, is unable to enter the polling place may elect to receive a ballot at the entrance of the polling place. Wis. Stat. § 6.82(1). The voter may receive assistance in marking the ballot, if required, from an election inspector, or from any other person of the voter's choice (except the voter's employer or an agent of the elector's labor union). An unregistered voter may also register to vote curbside.

Once the election inspectors become aware that a voter wishes to vote curbside, they should use the following procedure:

1. The election inspectors announce in the polling place that an elector has requested a curbside ballot, and the inspectors are going to the vehicle to view the voter's proof of identification.

    a. If having two election inspectors leave the polling area would result in fewer than three election inspectors in the polling area, voting must stop until the election inspectors return.

2. Two election inspectors go to the vehicle and speak to the voter. The election inspectors return to the polling area and announce that they are issuing a ballot to the voter.

    a. The inspectors should ask the voter if they are unable to enter the polling place.
        i. If the voter indicates he or she is able to enter the polling place, curbside voting may not be used.
    b. The inspectors should ask the voter to present acceptable proof of identification.
        i. The inspectors determine if the voter may vote a regular ballot or a provisional ballot.

3. The voter is not required to sign the poll list. A notation "Ballot received at poll entrance - Exempt" is made in the signature line of the voter on the poll list.

4. Two inspectors initial the ballot. A voter number or provisional voter number is issued to the voter and recorded in the voter lists.

5. Two inspectors deliver the ballot to the curbside voter in a security sleeve.

6. The curbside voter marks the ballot or has an assistor mark the ballot for the voter. (If assistor, see "Assisting Electors" section).

7. The inspectors return to the voting area and announce: "I have a ballot offered by (voter's name), a voter who, as the result of a disability, is unable to enter the polling place without assistance. Does anyone object to the reception of this ballot?"

    a. If an objection is made, follow the challenge procedures detailed below under "Challenging Electors".

8. If no objection is made or after any challenge is resolved, the ballot is deposited in the appropriate ballot box or tabulating equipment.

9. This incident should be recorded on the Inspectors' Statement (EL-104).

Wis. Stat. § 6.82(1).

Provisional Voting

In Wisconsin, provisional voting is ONLY used in two situations:[4]

1. If an individual who attempts to register to vote at the polling place on Election Day has been issued a Wisconsin Driver License or Wisconsin DOT-issued Identification Card, that is unexpired, even if driving privileges were revoked, but is unwilling or unable to provide the license or state identification card number, and the lack of that number is the only missing item of information, the individual may vote provisionally.

[4] Please note that provisional voting was previously used in an additional situation: when a first-time voter who registered by mail before April 4, 2014 and failed to provide proof of residence when appearing to vote at a polling place. The last person who qualified to receive a provisional ballot due to failure to provide proof of residence from a registration prior to 2014 was rectified in November 2019.

a. The number of a WI Driver License or WI DOT-Issued ID Card that has expired or been cancelled, is not required.

b. Wisconsin DOT/DMV maintains a Help Desk for individuals to call if they need to look up their WI Driver License or WI DOT-Issued ID Card Number The phone number is: (608) 266-1069, option 1.

c. Individuals who have an unexpired Wisconsin Driver License or valid WI DOT-Issued ID Card may NOT use the last four digits of their Social Security Number to register.

2. If an individual is unable or unwilling to provide an acceptable form of proof of identification, he or she may vote provisionally.

   a. If the election inspectors do not believe that the name of the elector conforms to the name shown on the proof of identification, or if the elector does not reasonably resemble the photograph on the proof of identification, the elector's ballot should be challenged (see the "Challenging Electors" section).

In the case of an absentee ballot whose envelope indicates that proof of identification must be included with the ballot, the ballot will be rejected if no acceptable form of proof of identification has been provided with the returned ballot.

There is NO other situation in which provisional voting should be used. Provisional ballots are NOT given when a voter is at the wrong polling place. If a voter appears at the wrong polling place, he or she will be directed to the proper location. Provisional ballots are also NOT given when a person is attempting to register in-person at the polling place and cannot provide the required proof of residence.

Wis. Stat. § 6.97(1-4).

Procedure

Once it is determined a voter will vote provisionally, the following procedures are required:

1. Every provisional voter must complete a Provisional Ballot Certificate Envelope (EL-123).

2. The voter completes the certificate envelope in the presence of at least one election inspector by providing:

    a. Full name

    b. Complete address, including municipality and county

    c. Date of birth

    d. Indication of U.S. Citizenship

    e. Date of election

    f. Signature and date

3. The election inspector completes the certificate envelope by:

    a. Signing and dating the certificate envelope.

    b. Indicating the type of required information (either "Driver License or State Identification Card Number" or "Proof of Identification") by checking the appropriate box or boxes on the certificate envelope.

4. The election inspector issues a provisional voter number (PV#), which is recorded on the poll list. A voter number is NOT issued to the elector at this time and the elector does NOT sign the poll list.

    a. This number is issued sequentially, starting with "1."

    b. The PV# is also recorded in six places:

        (1) The back of the ballot

        (2) On the Inspectors' Statement (EL-104)

        (3) On the Provisional Ballot Certificate Envelope (EL-123)

        (4) On the Provisional Ballot Reporting Form (EL-123r)

(5) On the poll list or supplemental poll list

(6) On the Provisional Voting Information sheet for the elector

5. The elector votes the ballot, seals the voted ballot in the Provisional Ballot Certificate Envelope (EL-123), and returns the sealed envelope to the election inspector.

6. The sealed certificate envelope (EL-123) is placed inside the Inspectors' Certificate for Provisional Ballots Envelope (EL-108).

   a. The election inspectors record the name of the elector, the PV#, and the reason for the provisional ballot on the Provisional Ballot Reporting Form (EL-123r) and on the Inspectors' Statement (EL-104).

   b. The Inspectors' Certificate of Provisional Ballots Envelope (EL-108) must be kept secure throughout Election Day.

   c. When the polling place closes, the Inspectors' Certificate of Provisional Ballots Envelope (EL-108) must be secured in a separate ballot bag with a tamper-evident serialized numbered seal. The serial number shall be recorded on the signed ballot container certification attached to the bag and on the Inspectors' Statement. The bag should be marked "Provisional Ballots."

7. Election inspectors must provide the elector with the Provisional Voting Information Sheet and should check the applicable reason that the provisional ballot was issued.

8. An elector who was issued a provisional ballot may return to the polling place before 8:00 p.m. to provide the missing documentation to the election inspectors. Election inspectors shall review the provided documentation to determine if it is satisfactory.

   a. If the provided documentation is <u>not valid</u>, the election inspectors shall inform the elector and record the incident on the Inspectors' Statement (EL-104) including the type of document presented and why it was not acceptable.

b. If the provided documentation is valid:

i. The elector must sign the poll or supplemental list.

ii. Note on the Inspectors' Statement (EL-104) that the elector provided the required documentation.

iii. Initial and date the Provisional Ballot Reporting Form (EL-123r) to indicate that the elector provided the required documentation.

iv. Election inspectors should offer the elector the option of spoiling the provisional ballot and voting a new ballot.

v. If the elector chooses to spoil the provisional ballot:

1. The Provisional Ballot Certificate Envelope (EL-123) is removed from the Inspectors' Certificate of Provisional Ballots (EL-108) envelope and given to the elector.

2. The elector should remove the provisional ballot and spoil it.

3. Document the incident and spoiled ballot on the Inspectors' Statement (EL-104).

4. The elector signs the poll list.

5. The elector is issued a sequential voter number, which is recorded on the poll list and noted on the Provisional Ballot Reporting Form (EL-123r) by marking "on poll list" in the column labeled "Voter Number Issued."

6. The elector is given a new ballot.

vi. If the elector chooses to cast the provisional ballot:

1. Note on the Inspectors' Statement (EL-104) and initial and date the Provisional Ballot Reporting Form (EL-123r) that the elector provided the required documentation.

2. Remove the elector's Provisional Ballot Certificate Envelope (EL-123) from the Inspectors' Certificate of Provisional Ballots (EL-108) envelope.

3. Verify that the Provisional Ballot Certificate Envelope (EL-123) has not been opened or tampered with.
    a. If the Provisional Ballot Certificate Envelope (EL-123) has been tampered with, the election inspectors shall spoil the provisional ballot and instruct the elector to cast a new ballot.

4. The elector signs the poll list.

5. The elector is issued a sequential voter number, which is recorded on the poll list and noted on the Provisional Ballot Reporting Form (EL-123r) by marking "on poll list" in the column labeled "Voter Number Issued."

6. Provide the elector with the Provisional Ballot Certificate Envelope (EL-123) and instruct him or her to remove the ballot and place it in the ballot box or voting equipment.

7. Collect the used Provisional Ballot Certificate Envelope (EL-123) from the elector and place it back in the Inspectors' Certification of Provisional Ballots (EL-108) envelope.

Processing

1. A Provisional Ballot Reporting Form (EL-123r) must be completed by the election inspectors at the polling place listing all of the electors who cast a provisional ballot. The clerk must review the form and send a copy to both the county clerk and their WisVote provider if different after the close of polls on Election Day. The municipal clerk must keep a copy for his or her office. A blank Provisional Ballot Reporting Form is available on the agency website.

2. All electors who have been issued a provisional ballot must be tracked in WisVote on election night. WisVote must also be updated if/when an elector provides the missing information.

a. Self -Providers must enter the information into WisVote. Please see the WisVote Application Training Manual for details.

b. Reliers must provide the Provisional Ballot Reporting Form (EL-123r) to their Provider. Reliers must inform their Provider with updates if/when electors provide the missing information.

c. Providers must enter provisional ballot information into WisVote on election night on behalf of their reliers. Please see the WisVote Application Training Manual for details.

3. Provisional ballots are maintained by the Municipal Clerk (NOT delivered to the County Clerk with all other election materials).

4. Provisional ballots are not counted until the required information (either WI driver license number, state identification card number, or proof of identification) is provided to either the election inspectors by the close of the polls, or to the municipal clerk or deputy by 4:00 p.m. on the Friday after the election.
   a. Electors who provide their information after Election Day do not sign the poll list.

5. If the person voting provisionally does not present the information to the municipal clerk by 4:00 p.m. on the Friday after the election, the Provisional Ballot Certificate Envelope (EL-123) is not opened. Neither the voter nor the ballot is counted as part of the Election Day results if the missing required information is not returned by the deadline.

6. The chief inspector should maintain communication with the municipal clerk regarding the number of provisional ballots issued on Election Day.

Wis. Stat. § 6.97(1-4).

Challenging Electors

When there is reason to believe that an elector does not meet the qualifications to vote or has not adhered to any voting requirement, the elector may be challenged. Only election inspectors may challenge an elector for failing to adhere to a voting requirement.

1. Challenges that may be brought by any qualified elector of the state, including election inspectors, are as follows:
    a. Citizenship
    b. Age
    c. Residency
    d. Felony Status
    e. Competency to Vote
    f. Bet or Wager
    g. Voted Previously at the Same Election

2. Challenges that may only be brought by an election inspector include:

    a. Physical Disability does not prevent signing of poll list.
    b. Photograph on the proof of identification does not reasonably resemble the elector, or the name on the poll list does not conform to the name on the proof of identification.
    c. The municipal clerk has instructed the election inspectors to challenge the ballot because the clerk does not believe the person requesting a replacement ballot is the original voter.
    d. Any other failure to adhere to voting requirements.

3. If an election inspector is offering the challenge, another election inspector should administer the process.

4. All challenges must be made for reasonable cause as outlined on the Challenge Documentation of the Inspectors' Statement (EL-104c).

5. The election inspectors should use discretion when administering a challenge and attempt to document the challenge in a calm and respectful manner.

6. All challenges are recorded using the Challenge Documentation section (EL-104c) of the Inspectors' Statement (EL-104). The form lists the procedures to follow and questions used to establish the challenge.

Challenge Procedure

All challenges are recorded using the Challenge Documentation form of the Inspectors' Statement (EL-104c). This form details the specific procedure to

follow and questions used to establish and administer the challenge. The challenge process will be abbreviated when challenging an absentee ballot. A sample of the Challenge Documentation (EL-104c) is located at the end of this manual.

1. When a challenge is made, the challenging elector is placed under oath and asked to make a sworn statement giving the reason for the challenge.
2. The challenging elector is then questioned by the election inspector using the questions on the Challenge Documentation form (EL-104c) to provide reasonable support for the challenge.
3. After the challenge has been made and supported under oath, the challenged elector is placed under oath and asked to make a sworn statement in response to the challenge. Indicate "Sworn" on the poll list.
4. If the challenged elector refuses to make a statement under oath, the elector shall not be given a ballot or permitted to vote.
5. Once the challenged elector has responded to the challenge, the challenging elector has the opportunity to withdraw his or her challenge. If the challenge is withdrawn, a ballot is issued with no special marks, a notation is made in the Inspectors' Statement (EL-104), and no mark is made on the poll lists.
6. If the challenge is not withdrawn, the election inspector administers the "Oath of Eligibility" to the challenged elector. Once the oath has been made by the elector, a ballot is issued with the voter number and "Section 6.95" marked on the back of the ballot.
7. Once the challenged elector has marked the ballot, it is placed by the elector into the ballot box.
8. The entire Challenge Documentation (EL-104c) is completed and attached to the Inspectors' Statement (EL-104).
9. A notation "Challenged" and the reason for the challenge is made on the poll lists and the appropriate sections of the Inspectors' Statement (EL-104) are completed by the election inspector.

Wis. Stat. § 6.95.

Frequently Asked Questions

1. *Can a person convicted of a felony vote?*

   A person who has been convicted of a felony may not vote until the term of his or her sentence, including any term of extended supervision, probation, or parole, has been served. Once the person has successfully completed the terms of their sentence (you may hear this referred to as being "off-paper"), his or her civil rights are restored, and the person may vote. No additional documentation is required from the person to establish they have completed their sentence.

2. *Does a voter whose name has changed or has moved to a new address within the municipality need to re-register?*

   Yes, the voter will need to complete a new Voter Registration Application (EL-131). The voter will then need to provide proof of residence. Please note that a name change is not considered effective for voting purposes until a voter has received an official document with the new name that they can use as proof of residence.

3. *If the poll list has a typo, does the elector need to re-register?*

   No, if the poll list has a typo (i.e., name misspelled, or numbers inverted on the address) the voter does not need to re-register. The election inspectors should make a notation on the poll list as well as on the Inspectors' Statement (EL-104) to notify the clerk that the information needs to be corrected.

4. *What if a voter claims to be registered already but does not appear on the pre-printed poll list?*

   First, confirm that the voter is at the correct polling place. If the voter is at the wrong polling place, direct him or her to the correct polling place. If the voter is at the correct polling place, he or she must re-register to vote and provide proof of residence. The voter's information is then listed on the supplemental poll list.

5. *How much time does a person get to vote?*

   According to Wis. Stat. § 6.80(3), each voter shall be allowed a reasonable time to vote. The election inspectors should use appropriate discretion based on each elector's needs and the complexity of the ballot. In no case shall the time be

less than one minute. If there is a line waiting to vote, that time shall be no more than five minutes.

Note: Special consideration should be given to individuals using accessible voting equipment. The audio version of the ballot on this equipment can take additional time.

6 *What happens if the supply of ballots is running low?*

Election inspectors should pay close attention to the number of ballots on hand. If the supply of ballots is running low, the chief election inspector should immediately contact the municipal clerk. The clerk will arrange for additional ballots to be delivered to the polling place.

If additional ballots are not available, the municipal clerk shall prepare substitute ballots along with a statement of explanation under oath. The election inspectors shall record the incident on the Inspectors' Statement (EL-104), along with an indication of the voter number for the first elector receiving a substitute ballot.

7. *May an election inspector provide a provisional ballot to a voter who is at the wrong polling place?*

No. Voters who are the wrong polling location should be directed to the correct polling location.

8. *When is a challenge unacceptable?*

Any challenge based on an individual's ethnicity, accent, or inability to speak English is unacceptable. A notation of the alleged grounds should be made on the Challenge Documentation form (EL-104c). The challenge should be dismissed, and an unmarked ballot issued to the voter.

ELECTION DAY ISSUES

Summary

Election inspectors are responsible for maintaining an environment at the polling place that allows voters to cast their ballots without disruption from the opening of the polls to the closing of the polls. Election inspectors must also ensure that the voting process is transparent and open to the public.

Opening the Polls

At exactly 7:00 a.m. the polling place must be opened. It is recommended that the chief election inspector holds the official clock. To officially open the polling place, the chief inspector:

1. Unlocks the doors to all entrances, including any alternate accessible entrances.

2. Officially announces the opening of the polls.

Election inspectors may allow people into the polling place prior to 7:00 a.m. However, voters may not check-in or receive a ballot prior to 7:00 a.m.

Wis. Stat. § 6.78.

Observers

Anyone, other than a candidate on the ballot for the election, has the right to be present to observe the conduct of the election.

The Wisconsin Elections Commission has established Administrative Rule EL Chapter 4, outlining a set of rules for observers at the polling place or other location where votes are being cast, counted, canvassed or recounted. A summary of the observer rules must be provided to each observer. The Wisconsin Election Observers Rules-at-a-Glance brochure may be used to meet this requirement and is available on the agency website.

There is no requirement for observers to obtain a permit. All observers will be accorded the same respect regardless of their party affiliation or non-affiliation.

A designated observation area at the polling place or other location where votes are being cast, counted, canvassed or recounted should permit observers to hear instructions and to readily observe all public aspects of the process without disrupting the activities.

If observers are unable to hear the election inspectors and voters, they may ask for the instructions or information to be repeated. However, there is no requirement the instructions or information be broadcast at a specific volume. If space permits, observers may move within the designated observer area to better view and/or hear the interactions.

To ensure the orderly conduct of the election and/or election administration event, and if necessary due to physical limitations of the host location, an election official may reasonably limit the number of observers representing the same organization or candidate.

Wis. Stat. § 7.41(1).

Management of Observers

Observers should check-in and follow directions from the election official in charge of the polling place or other location where votes are being cast, counted, canvassed or recounted.

Location	**Manager**
Polling Place	Chief inspector or his/her designee
Central Count	Municipal clerk or his/her designee
Clerk's Office	Municipal Clerk or his/her designee
Absentee Ballot Canvass	Designated member of canvassing board

Election Observer Log (EL-109)

An observer is required to legibly print his/her full name, street address and municipality, and the name of the organization or candidate the observer represents, if any, on the Election Observer Log (EL-109). The observer is required to also sign this form acknowledging that the observer understands the rules and will abide by them. Additionally, an observer must present photo identification to an election inspector. Any type of photo identification is acceptable if it contains a photo of the observer and the observer's name. An election official will verify by marking on the EL-109 that the observer's name

listed on the EL-109 matches the photo identification. If the observer does not want to provide photo identification or the information on the photo identification does not match the information on the observer log, the individual will not be permitted to serve as an observer.

An observer must wear a name tag or badge which reads "Election Observer." This name tag must be worn at all times the observer is inside of the polling place or other location where votes are being cast, counted, canvassed, or recounted. The name of the observer need not appear on the Election Observer tag or badge.

Wis. Stat. § 7.41(1).

Observer Area – Polling Place

An observation area must always be established when setting up the polling place on Election Day.

> Check-In Area: There must be an observer area between three and eight feet of the table at which electors state their name and address to receive a voter number.
>
> Voter Registration Area: There must be an observer area between three and eight feet of the voter registration table.

If space constraints prevent the polling place from accommodating an observation area within three to eight feet of the areas listed here, the municipal clerk and chief inspector is required to record on the Inspectors' Statement (EL-104) the actual location of the observation area and the reasons why it could not be located within the three to eight feet distance. The municipal clerk is required to provide a written explanation to the WEC within seven days after the election as to the reasons why the distance requirement could not be satisfied.

Observers should direct questions and concerns to the chief inspector or his/her designee.

Election inspectors should attach the EL-109 to the Inspectors' Statement (EL-104). The EL-109 may not be viewed by members of the public, including other election observers, on Election Day. It may be obtained from the municipal clerk or board of election commissioners through a public records request after the election.

Observer Area – Central Counting Location

Observers are allowed at a central counting location under Wis. Stat. § 5.86.

> Counting Area: There must be an observer area between three and eight feet of the table at which the counting is taking place.

If space constraints prevent the location from accommodating an observation area within three to eight feet of the areas listed here, the municipal clerk is required to document the actual location of the observation area and the reasons why it could not be located within the three to eight feet distance. The municipal clerk is required to provide a written explanation to the WEC within seven days after the election as to the reasons why the distance requirement could not be satisfied. Observers should direct questions and concerns to the municipal clerk at the central count location.

The EL-109 may not be viewed by members of the public, including other election observers. It may be obtained from the municipal clerk or board of election commissioners through a public records request after the election.

Observer Area – Absentee Ballot Canvass

> Canvassing Area: There must be an observer area between three and eight feet of the table at which the canvassing is taking place.

If space constraints prevent the location from accommodating an observation area within three to eight feet of the areas listed here, the municipal clerk is required to document the actual location of the observation area and the reasons why it could not be located within the three to eight feet distance. The municipal clerk is required to provide a written explanation to the WEC within seven days after the election as to the reasons why the distance requirement could not be satisfied. Observers should direct questions and concerns to a designated member of the absentee board of canvassers.

The EL-109 may not be viewed by members of the public, including other election observers, during this process. It may be obtained from the municipal clerk or board of election commissioners through a public records request after the election.

Observer Cell Phones and Photography in Polling Area

Observers may silently use cell phones in the polling area. Observers may not use cell phones to take or make voice calls (ringer should be silenced). Observers may not take photographs or videos in the polling place. The chief inspector may prohibit an observer from using a cell phone if it is deemed disruptive.

Conduct of Observers

While observers are present, they are prohibited from electioneering or interfering with the orderly conduct of the election and/or election administration event. Any observer who engages in loud, boisterous, or otherwise disruptive behavior with other observes or voters that the election official believes threatens the orderly conduct of the activity or interferes with voting may receive a warning from the election official.

If a warning has been issued, and the offending observer continues the disorderly behavior, the chief inspector should order the offending observer to depart the location. If the offending observer declines or otherwise fails to comply with the chief inspector's order to depart, the chief inspector should summon local law enforcement to remove the offending observer.

In the event that the chief inspector orders an observer to leave a location, the chief inspector is required to provide a written order to the observer (EL-110) which includes the reason for the order and the signatures of the chief inspector as well as another election inspector election official representing the opposite political party, if available. The chief inspector has sole authority to order the removal of an observer, but another election inspector may note his or her concurrence or disagreement with the decision on the Inspectors' Statement (EL-104).

When an EL-110 is completed, the municipal clerk or board of election commissioners is required to notify the WEC of the incident within seven days. This notification should include a copy of the EL-110, if available, and the portion of the Inspectors' Statement which documents the incident. WEC staff will use this information to provide a summary to the Commission after each election of all reported incidents.

Viewing Documents

Observers may examine the poll list so long as they do not interfere with election official responsibilities.

1. The election official determines whether it is an appropriate time to allow an observer to examine or photograph the poll list.

   If voters are standing in line to have their names recorded and to receive a ballot, it is not an appropriate time to allow observers to view the poll lists.

2. The poll list must remain under the control of election officials at all times.

3. The poll list may not be handed to the observers.

4. Observers are prohibited from viewing the confidential portion of the poll list.

5. Observers are not permitted to make a photocopy of or take photographs or video of proof of residence documents and voted ballots.

6. All observers, regardless of affiliation, should be accorded the same treatment with respect to examining the poll lists.

Observers are not permitted to handle an original version of any official election document, including voter registration forms and/or proof of residence documents while voters are registering.

Additional Prohibited Activities

Observers may not conduct any of the following disorderly activities while monitoring the conduct of the election and/or election administration event.

1. Wear clothing or buttons related to candidates, parties, or referenda that are intended to influence voting at the election.

2. Interact with voters, except when asked by an elector to provide assistance in marking their ballot.

3. Watch voters mark their ballots.

4. Have conversations about candidates, parties or ballot questions.

Voter Cell Phones and Photography in Polling Area

Voters may silently use cell phones in the polling area and voters may take photos or video of themselves if it is not disruptive. Voters may not take photos or videos of other voters or other voters' ballots without their consent. The chief inspector may prohibit an observer from using a cell phone if it is deemed disruptive.

Inspectors may wish to caution voters that sharing an image of their voted ballot in exchange for compensation may violate the election bribery or election fraud statutes.

Media

Members of the media may be present at the public location hosting an election and/or election administration event but cannot interfere with the activities. Members of the media should check-in with the election official in charge of the location. This election official should document the name and affiliation of each member of the media on the Inspectors' Statement (EL-104).

Conduct of Media

1. Communications media observers shall be permitted to use photography and video cameras provided the cameras are not used in a manner that allows the observer to see or record how an elector has voted and provided the cameras do not disrupt or interfere with voting or disrupt the orderly conduct of the election.

2. Contact with electors in the voting area should be limited. This includes interacting with voters who are waiting in line to check-in and/or cast their ballots.

3. Interviews should be held outside of the voting area to ensure doors and entrances are not blocked and the voting process is not disrupted.

The municipal clerk should make sure that media is briefed about acceptable conduct. Members of the media are strongly encouraged to conduct the majority of their activities outside of the room where the election is being conducted. It is the responsibility of the election official to deal directly with any media person who is harassing voters.

Polling Place Accessibility Assessments

Individuals may assess accessibility requirements in Wisconsin polling places. When practical, these individuals should notify the municipal clerk or board of election commissioners at least 24 hours in advance of their intent to audit a polling place. These individuals may work outside of the designated observer area but not disrupt or interfere with the election. Identifying names tags and/or shirts are permitted. These individuals may use video and/or still cameras to document their findings.

Electioneering

Electioneering is any activity intended to influence voting at an election. Electioneering is prohibited on public property within 100 feet of any building entrance a voter may use to access the polling place. This does not apply to private property within the 100 feet rule.

Wis. Stats. §§ 12.03(2), 12.035(3).

Some circumstances to consider:

Vehicles

1. There is an exception for election-related bumper stickers on vehicles parked within 100 feet of an entrance to a polling place for the length of time it takes for the occupants to vote.
2. Employees who work in the building containing the polling place may have stickers on their cars but if complaints are made, the employee should be asked to move his or her vehicle.
3. If it appears that the primary purpose of parking a vehicle within 100 feet of an entrance to a polling place is to influence voting, then election inspectors should attempt to contact the vehicle owner and have them move and should contact a law enforcement officer.

Election Materials

1. Campaign signs or flyers may not be posted or distributed within the polling place or within 100 feet of any entrance to a polling place.

2. This prohibition does not apply to campaign activity on private property within 100 feet of an entrance to a polling place.
   The placement of election signs on private property within the 100 feet radius is permissible.

Wis. Stat. § 12.03.

Solicitations

Solicitations are not allowed in the voting area or inside a building housing the polling place as solicitors can interfere with the orderly conduct of the election. Solicitors must not interfere with the access of voters entering and leaving the polling place. However, solicitors do not have to be outside the 100 feet electioneering zone.

Petitions on Election Day

It is the formal opinion of the Wisconsin Elections Commission that soliciting signatures for a petition within 100 feet of a polling place on Election Day is NOT considered "electioneering," provided that the petition is not related to the election at hand and does not attempt to influence the voter regarding that day's vote. For example, petitions for the recall of an elected official, the institution of referenda, or other petitions to a governing body are not considered "election-related material" and do not violate the relevant statutes on electioneering. However, petitioning inside the building containing the polling place on Election Day is considered disruptive, and is prohibited. Petitioners should circulate their petitions outside of the polling place to not interfere with the access of voters entering and leaving the polling place. Election officials will order persons petitioning inside the building containing the polling place to leave the building and summon law enforcement if necessary.

Wis. Stats. §§ 7.37(2), 12.03(4), 12.035(4)(a).

Exit Polls

1. Exit polls are permitted by Wisconsin law but must not interfere with the orderly conduct of the election.

2. Exit polls should be conducted outside of the polling place. Persons conducting exit polls must not interfere with the access of voters entering and leaving the polling place.

3. Electors should not be given the impression that their participation is required, and the exit poll should not resemble a sample ballot or otherwise imply that it is part of the election process.
4. Persons conducting exit polls are encouraged to contact the municipal clerk to discuss the conduct of exit polls, in order to take into consideration any unique circumstances created by the layout or configuration of a particular polling place.

Bake Sales

Bake sales and other activities not related to the election are permitted but not encouraged. If held, they should be set up in a separate room, or in a remote location, so that the orderly conduct of the election is not disrupted.

Closing the Polls

All polling places in Wisconsin close at 8:00 p.m. However, voters in line at the time the polls close must be permitted to vote. To officially close the polling place:

1. The chief inspector officially announces the closing of the polls.
2. The End of Line Officer stands behind the last voter in line at 8:00 p.m. to clearly identify who is entitled to vote. The End of Line Officer should be established by the municipal clerk prior to Election Day. The End of Line Officer may be an election inspector, election registration official, employee of the clerk, or police officer.
3. Once all the voters have cast their ballots, the polling place remains open to the public, and the process of reconciling poll lists, counting ballots, and completing the required forms begins.
4. The doors to the polling place must NOT be locked.

   Anyone, including a candidate, has the right to observe the end of night activities such as reconciling poll lists, counting ballots, and the completion of forms.

Note: If the election inspectors are informed that a court has issued an order extending the hours that the polling place is open beyond 8:00 p.m., a voter entering the polling place after that time will have his or her ballot marked with the notation "Section 6.96." The election inspectors should then make the same notation on the poll list next to the voter's name. This enables ballots cast after the polls close pursuant to a court order to be removed from the count if the court order is set aside. Wis. Stat. § 6.78.

Frequently Asked Questions

1. *What should the election inspectors do if there are electioneering signs in or around the polling place on Election Day?*

   Election officials are responsible for enforcing the electioneering law on public property within 100 feet of any building entrance a voter may use to access the polling place. The municipal clerk should be contacted if there are any problems relating to enforcement.

   Any building that houses a polling place is considered public property on Election Day; including VFW posts, churches, senior centers, banks, etc. It is recommended that the municipal clerk notify the owners that the polling place is considered public property at the time they enter into an agreement to use the property as a polling location. The clerk should also inform owners that, on Election Day, campaign materials will be removed from areas leading to and from the location of the polling place within the building and on public property within 100 feet of the building entrances.

2. *Can anyone photograph and/or videotape the activities taking place in the polling place?*

   Voters may photograph or videotape themselves or their ballots if it is not disruptive. Members of the media and polling place accessibility auditors may use photography and/or video cameras in the polling place during voting hours. The use of photography and video cameras by observers is prohibited.

3. *Do voters have to remove campaign buttons or t-shirts?*

   Unless the election inspectors receive a complaint about someone's attire or it is disturbing the conduct of the election, it is best to permit the voter to cast his or her ballot and leave. If someone is planning to stay as an observer, he or she must remove the campaign attire if the attire is intended to influence voting at the election.

BALLOTS

Absentee Ballots

Any registered elector in the state of Wisconsin has the right to cast an absentee ballot. Absentee voting provides an opportunity for a voter who is unable or unwilling to appear at the polling place to cast their ballot. For this reason, special procedures are in place to protect the elector and the integrity of the process.

On Election Day, the municipal clerk delivers absentee ballots to the polling place or alternate absentee canvassing site. The ballots are delivered in a sealed envelope or container that bears the name and official title of the clerk and the language found in Wis. Stat. § 6.88(1). (EL-125 Absentee Ballot Carrier). The establishment of alternate absentee canvassing sites (also known as Central Count Absentee) requires approval by the municipalities governing body and the Wisconsin Elections Commission

All absentee ballots must be processed in the same room votes are cast or at an alternate absentee canvassing location so that any interested observer is able to hear the public announcement of the names of the absentee electors.

Any observer who is a qualified elector of Wisconsin, including an election inspector can challenge an absentee elector's ballot the same as if the elector were voting in person. The procedures for challenging an elector's ballot are the same as the challenge procedure in person. See the "Challenging Electors" section of this manual for the complete challenge procedure.

Procedure at the Polling Place

Election inspectors may process absentee ballots at any time between the opening and closing hours of the polling place, except absentee certificate envelopes marked "To Be Rejected." "To Be Rejected" absentee certificate envelopes feature one or more of the following errors: no voter signature, no witness signature, no witness address, both special voting deputies failed to sign, or no certification language. Set these aside and process them after 8 p.m. on Election Day to give the voter an opportunity to correct these errors. Wis. Stat. § 6.88(3).

Absentee ballots may not be counted until after the polls close.

Processed absentee ballots are placed in the ballot box or optical scan equipment and are counted when all the other ballots are counted. Ballots are considered

counted once the polls have closed and all ballots are tabulated, either by equipment or by a hand tally. Election inspectors do not need to stand in the voter line to process absentee ballots.

If the election inspectors have reliable proof that an elector has died before Election Day, the absentee ballot must be rejected.

To process absentee ballots, the following procedure should be followed:

1. Open the large carrier envelopes or containers (EL-125) containing the absentee ballots.

2. Remove each Absentee Certificate Envelope (EL-122) and announce each absentee elector's name and address.

3. Check the Ineligible Voter List to determine if the elector is ineligible to vote due to a felony conviction.

    a. If the elector's name matches a name on the Ineligible Voter List, continue processing the absentee ballot as described below, but issue a challenge prior to placing the ballot in the ballot box or optical scanner. (See the "Challenging Electors" section of this manual.)

    b. If the certificate envelope is marked "ineligible to vote per Department of Corrections," but the elector's name no longer appears on the Ineligible Voter List, issue a challenge anyway and document the incident on the Inspectors' Statement (EL-104).

    c. The election inspectors shall make a reasonable effort to contact the WEC to confirm an elector's felon status before processing the absentee ballot.

Wis. Stat. § 6.88(3)(c).

4. Carefully review the certificate envelope to determine that:

    a. The envelope is not open.

    b. The envelope has not been opened and then resealed.

    c. The signature of the elector appears on the certificate.

d. The certificate contains the signature of one witness who is an adult U.S. citizen. The witness must include their address and it can be an address outside of the United States. Wis. Stat. § 6.87(4)(b).

Note: If the envelope has been opened or resealed, the signature of either the elector or the witness is missing or the witness' address is missing, the absentee ballot certificate envelope is insufficient, and the absentee ballot must be rejected. If there are no clerk initials on the envelope do not reject the ballot but note the omission on the EL-104 and process normally.

5. If the Absentee Certificate Envelope (EL-122) is found to be **insufficient**:

   a. Do not open the envelope.

   b. Do not issue a voter number.

   c. Mark the envelope "Rejected ballot #_" (beginning with the number 1). Write the reason for rejection on the envelope.

   d. List the elector's name, identifying serial number of the rejected ballot (see "b." above), and the reason for rejection on the Inspectors' Statement (EL-104).

   e. Record the reason for rejection next to the elector's name on the Absentee Ballot Log.

   f. Record the ballot as not counted on the Absentee Ballot Log (EL-124).

   g. Place the unopened certificate envelope in the Certificate of Rejected Absentee Ballots (EL-102) brown carrier envelope.

Wis. Stat. § 6.88(3)(b).

6. If the voter list or Absentee Certificate Envelope has the notation from the municipal clerk "POR Required," it is the responsibility of the election inspector to ensure that the elector included proof of residence along with the absentee ballot before the ballot may be counted. Follow these procedures:

a. Open the Absentee Certificate Envelope to check if the missing documentation is included in the envelope. Acceptable forms of proof of residence may be found in the "Electors" section of this manual.

    i. If the missing documentation is in the envelope as is determined to be acceptable proof of residence, the election inspector continues to process the absentee ballot.

    ii. If the missing documentation is NOT in the envelope or the provided documentation is not acceptable proof of residence, the absentee ballot is considered a provisional ballot.

        1. Do not issue a voter number.

        2. Make a notation on the voter list and the Inspectors' Statement (EL-104) indicating that voter did not provide the required documentation, indicate "PR" and issue a provisional voter number for the voter: "PV#_" (beginning with the number 1).

        3. Mark the back of the ballot and the outside of the Absentee Certificate Envelope (EL-122) with the PV# and "Section 6.97." Place the ballot back into the Absentee Certificate Envelope (EL-122).

        4. Put the Absentee Certificate Envelope (EL-122) into a Provisional Certificate Envelope (EL-123). Write the PV# and "Section 6.97" on the outside of the Provisional Certificate Envelope (EL-123), and check the box indicating the reason for issuance. Complete the information on the Provisional Certificate Envelope, sign it, and write 'Absentee' on the line for "Signature of Voter." Seal the envelope and place it inside the Provisional Ballot Carrier Envelope (EL-108).

Wis. Stat. § 6.88(3)(b).

7. If the Absentee Certificate Envelope indicates that proof of identification or the Certification of Authorized Care Facility Representative is required, it is the responsibility of the election inspector to ensure that the elector included proof of identification along with the absentee ballot or completed the

appropriate certification section before the ballot may be counted. In these cases, the certificate envelope will be an EL-122sp, which contains the Authorized Care Facility Representative section. Follow these procedures:

a. Determine if the Certification of Authorized Care Facility Representative is completed.

   i. Name of Facility

   ii. Signature of Representative (may be the same person as the witness)

(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.**

b. If complete, continue to process the absentee ballot as normal.

c. If the certification of Authorized Care Facility Representative section is not completed, open the Absentee Certificate Envelope to check if the missing documentation is included in the envelope. Acceptable forms of proof of identification may be found in the "Electors" section of this manual.

   i. If the missing documentation is in the envelope, the election inspector continues to process the absentee ballot.

   OR

   ii. If the missing documentation is NOT in the envelope, the absentee ballot is rejected. Do not issue a voter number.

Wis. Stat. § 6.875(4).

NOTE: If the ballots being processed are for a **partisan primary** and your municipality uses **traditional hand-count paper ballo**ts, please see *Procedure for Processing Sufficient Hand-Count Paper Ballots at a Partisan Primary*, which follows this section.

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8. If the Absentee Certificate Envelope (EL-122) is found to be **sufficient**:

    a. Carefully remove the ballot(s) from the certificate envelope.

    b. Examine the contents of the envelope to assure that no more than the proper number of ballots is enclosed:

        i. If a certificate envelope contains more than one of the same types of ballot and both ballots are marked, both ballots must be rejected.

            1. Do not issue a voter number.

            2. Mark each of those same type ballots "rejected."

            3. Return the rejected ballots to the absentee voter's certificate envelope and mark it "Rejected Ballot #__" (beginning with '1') and list the reason.

            4. Note on the Inspectors' Statement (EL-104) that these ballots were rejected because the absentee voter marked more than one ballot of the same type. Indicate the serial number (see "3" above) issued for the unused ballot. If hand-count, paper ballots are used, indicate the type of ballot (i.e. state, county, municipal or school district).

            5. Place the rejected certificate envelope in the Certificate of Rejected Absentee Ballots (EL-102) brown carrier envelope.

        ii. If a certificate envelope contains more than one ballot of the same type, but only one is marked (i.e. the other ballot(s) is blank), the marked ballot CAN be accepted.

            1. Issue a voter number.

            2. Place the marked ballot in the ballot box.

            3. Write "Unused ballot #__" (beginning with '1') on the unmarked ballot and place it in the absentee voter's certificate envelope.

4. Note on the Inspectors' Statement (EL-104) that there was more than one ballot of the same kind, but only one of the "same type" ballots were marked. Indicate the serial number (see "3" above) issued for the unused ballot.

5. Place the Absentee Certificate Envelope (EL-122) in the Used Certificate Envelopes of Absentee Electors (EL-103) white carrier envelope.

c. Check the ballot(s) for the initials of the issuing clerk.

i. If the ballot does not contain the initials of the clerk or deputy clerk, do NOT reject the ballot solely for that reason.

1. Issue a voter number and record the voter number on the voter list. Document that this was an absentee ballot (red "A" next to voter number). Also, record on the Absentee Ballot Log that the ballot was counted.

2. Place the ballots in the appropriate ballot box or voting equipment.

3. Place the used certificate envelope in the Used Certificate Envelopes of Absentee Electors EL-103 white carrier envelope.

4. Note on the Inspectors' Statement (EL-104) that the clerk's initials were missing.

5. Record as counted on the Absentee Ballot Log (EL-124)

Wis. Stat. § 6.88(3)(a).

NOTE: Elections inspectors do not need to stand in line with voters in order to process absentee ballots.

Procedure for Processing Sufficient Hand-Count Paper Ballots at a Partisan Primary

9. If the Absentee Certificate Envelope (EL-122) is found to be **sufficient**:

a. Carefully remove the ballot(s) from the certificate envelope.

b. Examine the contents of the envelope to assure that only the proper number of ballots is enclosed:

   i. If a certificate envelope contains more than one marked ballot, and the marked ballots are for different parties, this is a crossover vote.

      Though a crossover vote cannot be counted, the voter is still credited for participating in the election. This means that the voter is issued a voter number, the crossover ballots are placed in the ballot box and the ballot is recorded as "counted" on the Absentee Ballot log.

      1. **Issue a voter number** and record the voter number on the voter list. Document that this was an absentee ballot (red "A" next to voter number.)

      2. Staple the marked ballots together and place in the ballot box, or ensure the ballots remain together in some other fashion.

      3. Write "crossover" on the certificate envelope and mark it "Crossover Ballot #__" (beginning with '1') and place the certificate envelope in the Used Certificate Envelopes of Absentee Electors (EL-103) white carrier envelope.

      4. Note on the Inspectors' Statement (EL-104) that voter number_ cast a crossover vote. Indicate the serial number (see 3 above) for the crossover ballots.

      5. Record as counted on the Absentee Ballot Log (EL-124).

   ii. If a certificate envelope contains more than one marked ballot and the ballots are for the same party, both ballots are rejected.

      6. Mark both ballots "rejected."

      7. Return the rejected ballots to the absentee vote's certificate envelope and mark it "Rejected Ballot #__" (beginning with '1') and list "voted on 2 ballots of the same party" as the reason.

8. Place the rejected certificate envelope in the Certificate of rejected Absentee Ballots (EL-102) brown carrier envelope.

9. Note on the Inspectors' Statement (EL-104) that the ballots were rejected because the voter voted on 2 ballots of the same party. Indicate the serial number (see 2 above) for the rejected ballots.

10. Record as not counted on the Absentee Ballot Log (EL-124).

11. Do not issue a voter number.

iii. If a certificate envelope contains more than one ballot but only one ballot is marked (i.e. the other ballot is blank), the marked ballot CAN be accepted.

1. Issue a voter number and record the voter number on the voter list. Document that this was an absentee ballot (red "A" next to voter number).

2. Place the marked ballot in the ballot box.

3. Write "unused ballot #__" (beginning with '1') on the unmarked ballot and return it to the certificate envelope.

4. Place the certificate envelope in the Used Certificate Envelopes of Absentee Electors (EL-103) white carrier envelope.

5. Note on the Inspectors' Statement (EL-104) that there was more than one ballot but only one ballot was marked. Indicate the serial number (see 3 above) issued for the unused ballot.

6. Record as counted on the Absentee Ballot Log (EL-124).

c. Check the ballot contains the initials of the issuing clerk.

i. If the ballot does not contain the initials of the clerk or deputy clerk, do NOT reject the ballot solely for that reason.

1. Issue a voter number and record the voter number on the voter list. Document that this was an absentee ballot (red "A" next to voter number). Also, record on the Absentee Ballot Log that the ballot was counted.

2. Place the ballot in the ballot box.

3. Place the used certificate envelope in the Used Certificate Envelopes of Absentee Electors (EL-103) white carrier envelope.

4. Record on the Inspectors' Statement (EL-104) that clerk's initials were missing.

5. Record as counted on the Absentee Ballot Log (EL-124).

NOTE: Elections inspectors do not need to stand in line and go through the motions of a voter in order to process absentee ballots.

10. If the Absentee Certificate Envelope (EL-122) is determined "to be rejected," because the signature of elector or witness is missing, the witness address is missing or if the envelope is open or appears to have been resealed, a voter may correct the certificate envelope at the polling place/central count absentee site.

    If a voter appears to correct their absentee certificate envelope:

    a. The election inspectors shall issue a new certificate envelope to the voter.

    b. The voter must open the original certificate envelope, verify their ballot, and seal the ballot in the new certificate envelope.

        i. The voter may <u>NOT</u> remove the ballot from the voting area.

        ii. The original witness must be present.

        iii. The elector and witness sign the certificate envelope and the witness provides his or her address.

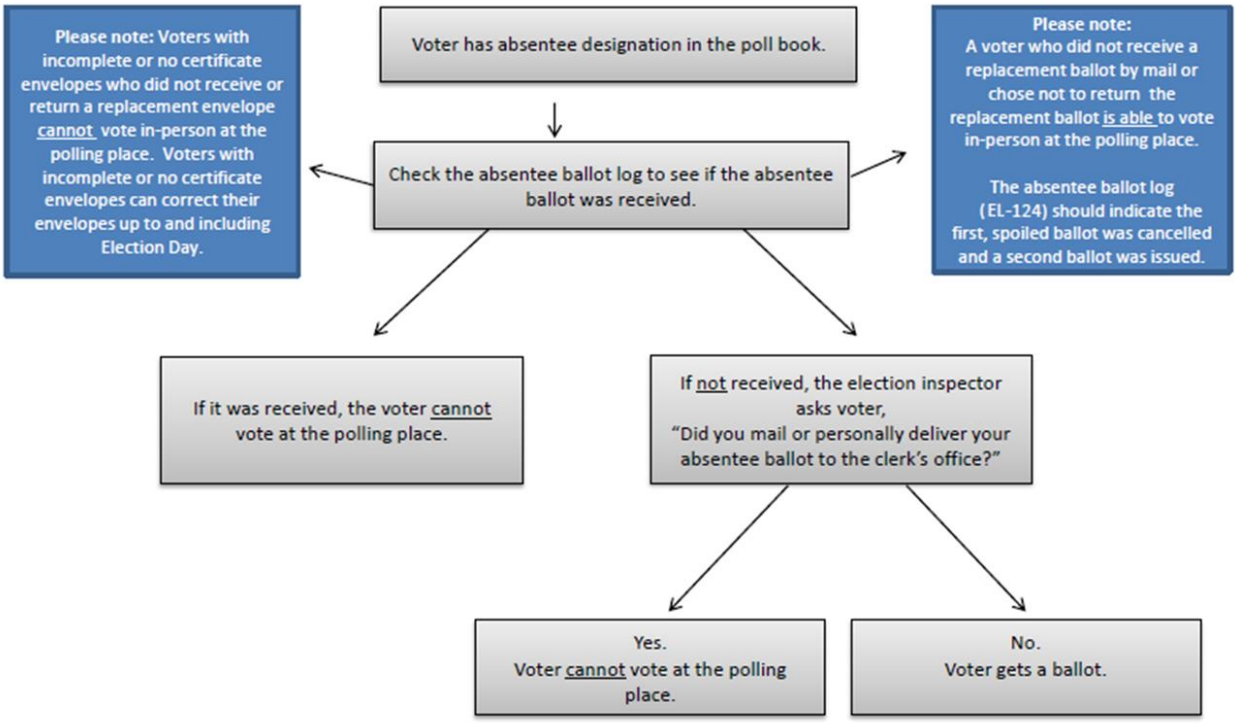
        iv. An election inspector may <u>NOT</u> serve as the witness.

c. The original certificate envelope is then destroyed.

d. The election inspector documents that a correction was made, and the ballot accepted on the Absentee Ballot Log (EL-124).

Wis. Stat. § 6.88(3)(b).

Absentee Voters at the Polling Place



Election inspectors should follow these procedures if a voter with an absentee designation in the poll book comes to the polling place to vote on Election Day, in addition to the procedures outlined in the Electors section.

Municipalities must track absentee ballots on the pre-printed poll list. The clerk shall also provide each polling place an Absentee Ballot Log (EL-124).

The absentee notation on the pre-printed poll list indicates that an absentee ballot was issued to the voter. <u>This does not indicate that the absentee ballot was returned.</u>

1. If an individual noted as “absentee” appears at the polling place, the inspectors should check the Absentee Ballot Log (EL-124) to determine if the ballot has been returned.

    a. If the absentee ballot has been returned and there are no errors that would cause the ballot to be rejected, the voter may not vote at the polling place.

    b. If it has been returned and there are errors that would cause the ballot to be rejected, the voter may only correct the error. The voter may NOT vote a new ballot at the polling place.

        i. The election inspectors shall issue a new certificate envelope to the voter.

        ii. The voter must open the original certificate envelope, verify their ballot, and seal the ballot in the new certificate envelope.

        iii. The voter may NOT remove the ballot from the voting area.

        iv. The original witness must be present.

        v. The elector and witness sign the certificate envelope and the witness provides his or her address.

        vi. The election inspectors may NOT serve as the witness (the original witness must be present).

        vii. The original certificate envelope is then destroyed.

        viii. The election inspector should document that a correction was made, and the ballot accepted on the Absentee Ballot Log (EL-124).

    c. If the absentee ballot has not been returned, the election inspectors ask the voter “Did you mail or personally deliver your absentee ballot to the clerk’s office?”

        i. If “yes,” the voter cannot vote at the polling place.

        ii. If “no,” the voter is issued a ballot if otherwise qualified.

1. If an absentee ballot is later received for that voter, the elector's absentee ballot would be processed as a rejected absentee ballot and the clerk contacted immediately.

Processing Overvoted and Crossover Voted Ballots

The use of the two procedures outlined below will be determined by whether your municipality allows for use of the override function on the voting equipment in the event of a crossover voted or overvoted ballot.

Municipalities that do not Allow Use of the Override Function

If your municipality uses electronic tabulation equipment and *does not allow* for the use of the override function in the event of an overvoted or crossover voted ballot, those ballots may have to be remade by election inspectors at the polls on Election Day.

This guidance only applies to municipalities that use electronic tabulation equipment and *do not allow for use of the override function*. Instructions for processing overvoted and crossover voted ballots using the override function can be found later in this section of the manual. This information does not apply to municipalities that use hand count paper ballots. Hand counted paper ballots do not need to be remade as there is no electronic tabulator making the call on how to count it.

1. Remaking Ballots with Overvotes

   Election inspectors may be required to remake ballots with overvotes. These are ballots with at least one instance in which the elector has voted for more than the maximum number of selections allowed in a contest.

   For Election Day voters, election inspectors instruct the elector of the overvote error and provide them the opportunity to spoil their ballot and be issued a new ballot. A voter may be issued up to three ballots. If the voter refuses to vote a new ballot, two election inspectors must remake the ballot so the electronic tabulator will accept it. On a new ballot, election inspectors transfer all votes from the overvoted ballot in which the voter's intent can be determined. No votes are transferred for the overvoted contest, unless voter

intent can be determined. This process is also employed for absentee ballots that contain an overvoted office.

2. Remaking Ballots with Crossover Votes

   At a partisan primary, election inspectors may be required to remake ballots with crossover votes. These are ballots with votes in more than one political party column.

   A voter who selects a party preference and then votes in more than one party's primary will not receive a warning or other prompt from the electronic tabulator regarding crossover votes. In this situation, only votes cast within the party column selected in the party preference section will be tabulated. If the voter fails to select a party preference and then votes in more than one party's primary, the electronic tabulator should notify the voter of a crossover vote.

Procedure

To remake a ballot, the following steps should be followed:

1. At least two election inspectors (if party-affiliated inspectors are present, use one of each party) must participate in this process.

2. Election inspectors shall announce to observers, if present, that a ballot is being remade and the reason for doing so.

3. Note and select a reason for remaking the ballot in the endorsement section of the ballot.

For Official Use Only

***Inspectors**: Identify ballots required to be remade.*

Reason for remaking ballot:

☐ Overvoted

☐ Damaged

☐ Other

Original Ballot No. or Duplicate Ballot No.

_____ | _____

a. "Overvoted" ballots are ballots with at least one instance in which the elector has voted for more than the maximum number of selections allowed in a contest.

b. "Damaged" ballots include ballots in which the voter circled names on the ballot rather than marking the arrows or ovals and ballots mutilated by postal equipment.

c. "Other" ballots include ballots emailed or faxed to a voter and ballots accessed and completed by a military or overseas elector through MyVote Wisconsin.

4. These ballots are labeled "Original Ballot # (serial number)" and "Duplicate Ballot # (same serial number)" in the endorsement section of the ballot. Remade ballots are issued a sequential number regardless of the reason the ballot was remade.

5. Transfer votes based on voter intent from the original ballot to the duplicate ballot so the electronic tabulator will accept the ballot. An overvoted contest on the original ballot is left blank on the duplicate ballot, unless voter intent can be determined. The duplicate ballot for a crossover voted original ballot is a blank ballot for municipalities with a DS200 or M100 electronic tabulator.

6. Describe on the Inspectors' Statement (EL-104) why the ballot had to be remade.

   Use a code of "OV" to identify overvoted ballots.
   Use a code of "DM" to identify damaged ballots.
   Use a code of "OT" to identify ballots remade for other reasons.

7. The "duplicate" ballots are inserted into the tabulating device.

8. The original ballots are bundled together, marked and placed in the "Original Ballots Envelope."

9. The “Original Ballots Envelope” is placed in the ballot container.

Wis. Stats. §§ 6.85 (2)(b)(1), (2), (3).

Municipalities that Allow for the Use of the Override Function

If the voting equipment is programmed to permit the use of the override function to tabulate overvoted ballots and ballots with crossover votes, that function may be used instead of remaking ballots for which the elector’s intent regarding the contest(s) in question cannot be determined. To avoid confusion and any complications during a recount, Elections Commission staff recommends all ballots at the polling place be treated uniformly, either by remaking the ballot or using the override function, as instructed by the municipal clerk.

An **overvoted** ballot is a ballot with at least one contest in which the elector has voted for more than the maximum number of selections allowed. A ballot with a **crossover** vote is a ballot where the voter has not selected a party preference and has voted in more than one party, which is prohibited by state law. When programmed to use the override function, the voting equipment will display a warning message after a voter inserts an overvoted ballot or a ballot with crossover votes into the machine. An election inspector should be assigned to monitor the tabulation equipment at all times that voters are inserting ballots into the machine.

There are currently several different types of tabulation equipment in use in Wisconsin and each piece of equipment displays a different notification when an overvoted or crossover voted ballot is inserted into the machine. The lack of standard content for notifications across different equipment creates the potential for voter confusion and reinforces the need for election officials to be familiar with the notification screens and the impact on a ballot if the override function is used. A poll worker should monitor the use of the equipment and be able to explain to the voter that votes for at least one ballot contest will not be counted if the voter decides to cast an overvoted or crossover voted ballot.

Below are two separate procedures for using the override function when processing an overvoted ballot or a ballot with crossover votes, depending upon whether it is an absentee ballot or one that is being cast while the voter is present.

Procedure: Overvoted and Crossover Voted Absentee Ballots

1. The election inspector inserts the ballot without inspection into the tabulation equipment and the machine displays the warning message.

2. The inspector selects the option to return the ballot.

3. The inspectors review the ballot to attempt to determine the voter's intent for the contest or contests in question. For example, a stray mark could have mistakenly caused the machine to identify the ballot as overvoted or crossover voted.

    a. If voter intent can be determined, the ballot is remade to correct the error for the contest(s) in question and include all other votes using the process outlined in the Election Day Manual.

    b. If voter intent cannot be determined, continue to Step 4.

4. The inspector reinserts the ballot into the tabulation equipment and casts the ballot using the override function.

5. The inspector makes a notation on the Inspectors' Statement (EL-104) to indicate that the override function was used to cast the ballot. The reason why the override function was used should also be included in this notation. The ballot is not marked.

Procedure: Overvoted and Crossover Voted Ballots When Voter is Present

1. The voter inserts the ballot into the tabulation equipment and the machine displays the warning message.

2. The election inspector assigned to monitor the tabulation equipment explains the notification to the voter.

    a. Overvoted Ballot: Casting an overvoted ballot with the override function would result in no votes being counted for the overvoted contest(s) but votes for all other contests would be counted.

    b. Crossover Voted Ballot: Casting a ballot that contains a crossover vote would result in no votes being counted for any partisan office but votes for all nonpartisan contests (if present) would be counted.

3. The voter is informed that they can spoil the ballot and mark another ballot (up to three ballots) OR cast the ballot as is.

a. If the voter chooses to spoil the ballot, the election inspector selects the option to return the ballot, returns the ballot to the voter without examining it, and direct the voter to exchange the ballot at the ballot-issuing table for a replacement ballot.

b. If the voter wants the ballot cast as is, the inspector should first offer to use the option to return the ballot to the voter so that the voter may review the ballot before making the final decision. If the voter does not wish to examine the ballot, the election official casts the ballot using the override function. If the voter wishes to examine the ballot first, the voter or inspector selects the option to return the ballot and the voter determines whether to spoil the ballot or to have the election inspector cast it using the override function.

4. The inspector makes a notation on the Inspectors' Statement (EL-104) to indicate that the override function was used to cast the ballot. The reason why the override function was used should also be included in this notation. The ballot is not marked.

Wis. Stats. §§ 5.91(7), (12), 7.50(1)(b).

Counting Ballots

While counting votes occurs after the polls close, the process of counting is a public activity. Any interested person, including a candidate, may be present and observe the counting as long he or she does not interfere with the process. Election inspectors must pay careful attention to the detail of counting votes and recording vote totals.

Hand-Counted Paper Ballots

The procedure for counting paper ballots is as follows:

1. If there are multiple ballot boxes, open boxes one at a time.

2. Count the ballots in each box (without examining them) to determine the total number.

3. Determine if the number of ballots is equal to the number of voters.

    a. Check to see that two or more ballots are not folded together.

i. If two or more ballots are folded together, set them aside until the count is completed.

ii. Compare the total voter count and the number of ballots including the ballots that were set aside. To determine the total number of voters, see the "Reconciling the Poll List" section of this manual.

iii. If a majority of election inspectors agree that the ballots folded together were voted by the same person, the ballots are removed, marked with the reason for removal, set aside, and preserved.

b. When the number of ballots is equal to or less than the number of voters, proceed with counting the ballots.

c. If the number of ballots is greater than the number of voters, proceed as follows:

i. Before drawing down ballots, **be certain that there is no alternative reason for the ballot overage.**

1. The issuance of the same voter number to two or more individuals, can explain why the number of ballots exceed the number of voters.

2. In the case of two or more reporting units, if there are more ballots than voters for one reporting unit and less ballots than voters for the other reporting unit, but the total number of ballots for both units is equal to or less than the number of total voters, obviously voters were given the wrong ballot. This should be noted on the inspectors' statement but does not warrant a drawdown.

ii. Ballots cast by challenged electors should have been issued a voter number and are included in the total number of voters.

iii. Place all ballots face up to check for blank ballots (blank ballots are ballots on which no votes were cast for any office or question). Blank ballots are marked, set aside, but preserved.

iv. If the number of ballots still exceeds the number of voters, place the ballots face down and proceed to check initialing. Mark, set aside, but preserve any ballot not bearing the initials of two election inspectors, or any absentee ballot not bearing the initials of the municipal or a deputy clerk.

v. If the number of ballots still exceeds the total number of voters recorded on the voter lists, separate the absentee ballots from the election-day ballots. Absentee ballots will either contain only one set of initials, either the municipal clerk's or a deputy clerk's, or two initials of special voting deputies.

vi. If there are more absentee ballots than absentee voters, the absentee ballot are placed in the ballot box and one of the election inspectors publicly and without examination draws by chance the number of ballots equal to the excess number of ballots. Mark these ballots as "removed due to an excess number of absentee ballots." Set aside and preserve all ballots removed.

vii. If there are more non-absentee ballots than voters, those ballots are placed in the ballot box and one of the election inspectors publicly and without examination draws by chance the number of ballots equal to the excess number of ballots. Mark these ballots as "removed due to an excess number of ballots." Set aside and preserve all ballots removed.

viii. When the total number of ballots and the total number of electors shown on the voter lists agree, return the ballots, except for those that were removed and set aside, to the ballot box and mix.

ix. Re-open the ballot box and count the ballots one at a time.

Wis. Stats. §§ 6.85(1).

4. Count and record the votes on two separate Tally Sheets (EL-105). Reconcile the tally sheets when the counting for each office is complete.

    a. State statutes do not specify the manner for actually counting ballots. Here is the method recommended by the Elections Commission:

i. One election official reads each ballot while a second election official observes, and two other election officials mark the votes using hash marks (/) on the Tally Sheets (EL-105).

ii. It is advisable to rotate these tabulation jobs among election officials after each office or separate ballot-type is counted. All election officials and tabulators should participate in the counting of ballots (unless a greeter was appointed, who may not participate). High school students serving as election inspectors may participate in the counting.

iii. When counting is complete the tally sheets are compared for accuracy and totals documented for each candidate.

b. Determine if any of the ballots are "Defective."

i. A "Defective ballot" is a ballot for which a majority of the election inspectors agree that voter intent cannot reasonably be determined.

ii. These ballots are marked, set aside and preserved in an envelope marked "Original Ballots."

iii. A defective ballot is labeled "Defective Ballot #__" (beginning with '1') near or within the endorsement section of ballot.

Note: A ballot can be defective for some offices and valid for others. Only valid votes on each ballot are counted. The reason for the defect should be recorded on the Inspectors' Statement (EL-104).

c. Determine if any of the ballots are "Objected To."

i. An "Objected To" ballot is a ballot for which a majority of the election inspectors agree that voter intent can be determined, but at least one election inspector disagrees.

ii. These ballots are counted, marked, set aside and preserved in the Original Ballots envelope.

iii. An objected to ballot is labeled "Objected to Ballot #__" (beginning with '1') near or within the endorsement section of

the ballot. The reason for the objection is recorded on the Inspectors' Statement (EL-104).

5. Announce the results of the votes cast at the polling place and prepare all election materials for delivery to the municipal clerk (see the "Documentation" section of this manual.) Do not seal the completed Tally Sheets in the ballot bag.

    a. All ballot bags or containers should be sealed or secured by the chief inspector and another inspector.

    b. When inspector appointments are by party affiliation, the inspector's affiliation must be different than that of the chief inspector.

    c. The chief inspector and the inspector seal or secure the ballot bags or containers in such a manner that it is not possible to insert or remove a ballot from the bag or container.

    d. The unique identifying number of any tag must be recorded on the Ballot Container Certificate (EL-101) and on the Inspectors' Statement (EL-104).

Optical Scan Ballots

1. Open the optical scan tabulating unit to remove any ballots from the auxiliary ballot box that were not entered into the tabulating unit. Enter them into the optical scan unit.

2. Ballots which were stored in the auxiliary ballot box because they were rejected when entered into the optical scan unit should be examined by two election officials (one representing each political party, if affiliated) to determine the cause for rejection. The two election officials make a duplicate ballot to correct the problem (see the "Remaking Ballots" section). The duplicate ballot is entered into the machine. The original ballot is preserved in the Original Ballots envelope.

3. Remove all write-in ballots from the write-in compartment (if equipment deflects ballots with write-in marks to the write-in compartment).

    a. Tally write-in votes on duplicate Tally Sheets (EL-105).

b. Do not reenter the ballots into the optical scan unit because the rest of the ballot has already been counted.

4. Examine the ballots from the main bin for write-in votes that were not separated by the machine. (There may be write-in votes where the elector did not make a mark or complete the arrow.)

   a. Record write-in votes on the tally sheet.

   b. This may require a change to the printout. If an elector completes the arrow or fills in the oval next to a candidate's name, and also writes in a candidate but fails to complete the arrow or fill in the oval next to the write-in blank, the machine will incorrectly count the vote for the candidate on the ballot. Write-in votes, even if the arrow/oval is not completed, should be counted instead of the vote for the candidate on the ballot if the write-in is a registered candidate. Therefore, the returns may need to be amended to reflect the correct number of votes. In this case, subtract a vote for the ballot candidate and add a vote for the write in candidate on the tape. Document the reason for any change on the Inspectors' Statement (EL-104).

5. Once all ballots have been entered into the machine, follow the instructions provided by the municipal clerk for printing out the election results.

6. Election inspectors shall, if possible, print the result report before breaking any seal on the electronic equipment and before the removal of the memory card from the voting station.

7. The chief election inspector shall record the serial number of all security seals on the Inspectors' Statement (EL-104) or on a copy of the results tape secured and transmitted to the municipal clerk.

8. One copy of the results report and the memory cards shall be secured in a separate, sealed container or envelope by the chief election inspector. The chief election inspector and two additional election inspectors shall sign their names across the seal of the secured envelope or container. As an alternate procedure, the memory cards may remain sealed in the voting stations or units.

9. Following the vote count, election inspectors publicly announce the results for each candidate and referenda. The chief inspector or an election

inspector designated by the chief inspector reports the results to the municipal and school district clerks.

10. The chief inspector and one other inspector shall seal voted ballots and the Original Ballots envelope in a separate ballot bag (EL-101). Return the bags containing the memory unit and the voted ballots to the municipal clerk.

    a. When inspector appointments are by party affiliation, the inspector's affiliation must be different than that of the chief inspector.
    b. The chief inspector and the inspector seal or secure the ballot bags or containers in such a manner that it is not possible to insert or remove a ballot from the bag or container.

    c. The unique identifying number of any tag should be recorded on the Ballot Container Certificate (EL-101) and on the Inspectors' Statement (EL-104).

11. Do not seal the completed write-in tally sheets or election results printouts in the ballot bag.

Direct Recording Electronic Voting Equipment (DRE)

If direct recording electronic voting equipment is used in your municipality, use the following procedure for counting and submitting vote totals:

1. In post-election mode, election inspectors shall print the results report before breaking any seal on the electronic equipment and before the removal of the memory card from the voting station.

2. The chief election inspector shall record the serial number of all security seals on the Inspectors' Statement (EL-104) or on a copy of the results tape secured and transmitted to the municipal clerk.

3. One copy of the results report and the memory cards shall be secured in a separate, sealed container or envelope by the chief election inspector. The chief election inspector and two additional election inspectors shall sign their names across the seal of the secured envelope or container. As an alternate procedure, the memory cards may remain sealed in the voting stations or units.

4. All votes, including write-in votes, are automatically tabulated by the DRE equipment. Depending on what type of technology is used by your

municipality, election inspectors may need to merge the DRE results with the other results. In most cases, election inspectors will be manually merging DRE results with either optical scan systems or ballots that were counted by hand. Follow the municipal clerk's instructions for merging results.

Determining Voter Intent

Summary

When counting votes at any election, voter intent is the controlling factor in determining if and how a vote should be counted. When there is a question of how a vote should be counted because it is not clearly marked as the instructions on the ballot indicate it should be, the decision is made by a majority vote of the election inspectors. Even though tabulators may be used to assist in counting, the decision on how to treat a questionable ballot is made by the election inspectors. One common example of when a determination of voter intent and the validity of a ballot must be made is when an elector has overvoted for a particular office on the ballot. The ballot should be treated as an overvote for that office only. A record is made on the Inspectors' Statement (EL-104) that a vote was not counted for that office because of an overvote. All other offices on that ballot must be counted as the voter intended.

Wis. Stat. § 7.50.

Counting Write-In Votes

There is no requirement for a voter to make an X or other mark, fill in an oval or connect an arrow in order to cast a write-in vote. Where optical scan voting systems are used, care must be taken to assure that write-in votes are counted when the elector fails to make a mark, connect the arrow or fill in the oval next to the write-in line. Because the equipment will not pick up a write-in vote where the arrow is not connected, or the oval is not filled in next to the write-in line, election inspectors must review each ballot to determine if a write-in vote has been cast. Write-in votes are recorded on a tally sheet (EL-105). This is the official record of all valid write-in votes.

The deadline for a candidate to file a Campaign Registration Statement (CF-1) with the appropriate filing officer to be considered a registered write-in candidate is 12:00 p.m. the Friday before the election. Clerks should provide their election inspectors with a list of registered write-ins. The list may not be posted and can only be offered to a voter if the election inspector is asked. Wis. Stat. § 7.50(2)(em).

In *most* cases, a write-in vote will take precedence over a vote for a person whose name is printed on the ballot for the same office. However, determining the proper way to count write-in votes is dependent on the following criteria:

- The provisions of the Elector Intent Statute, from which the general examples below are taken. Wis. Stat. § 7.50.
- The provisions of 2013 Act 178 which limits the scenarios where nonregistered write-in candidate votes may be counted. These provisions are addressed later in this chapter.

Basic Instructions for Counting Write-in Votes

The examples of when and when not to count write-in votes set out below include, but are not limited to, common situations for all elections. Special considerations when counting write-in votes at a partisan primary and the general election can be found in separate sections following the basic examples.

<u>Count</u> Write-in Votes When:

Note: The examples below refer to write-in stickers. Although the reference to write-in stickers has been removed from Wis. Stat. § 7.50, the statute that addresses voter intent, the statute does not explicitly prohibit the use of write-in stickers. Therefore, a write-in sticker placed on a ballot is considered a write-in vote and must be treated as any other write-in vote.

1. The name of the person is misspelled, but the intent of the voter can be reasonably determined.

2. The name of the person is abbreviated, but the intent of the voter can be reasonably determined.

3. The name of the person contains a wrong initial or an initial is omitted.

4. Only the last name of a person is written in. Count the vote if—
    - The person is a registered write-in candidate or,
    - The intent of the voter can be reasonably determined.

5. The voter did not make an X or other mark, fill in an oval or complete and arrow next to the write-in line—
    - An “X” or any other mark is not required in order to cast a write-in vote.

6. A sticker contains **only the name of a person** and is placed on a ballot—
    - The vote is counted for the person named for the office listed in the space where the sticker is placed.

7. A sticker contains **only the name of a person** and is **placed in the margin**. Voter intent must be determined—
    - If the person named on the sticker has filed a campaign registration statement indicating the office sought, the vote should be counted for the person named on the sticker for the office listed on the campaign registration statement.
    - If the person named on the sticker has not filed a campaign registration statement indicating the office sought, the vote is not counted.

8. A sticker containing the **name of a candidate and the office sought** is placed under a different office than the one indicated on the sticker—
    - The vote counts for the person named on the sticker for the office under which the sticker is placed.

9. A sticker contains the **name of a candidate and the office sought** and is placed in the margin of the ballot or any place other than in a particular office space—
    - The vote is counted for the person for the office listed on the sticker.

10. The instructions to voters are "Vote for 1", and the voter makes an “X” or other mark in the box next to a name that is printed on the ballot and also writes in another person's name for the same office—
    - Only the write-in vote is counted. This is not an overvoted ballot.

11. The instructions to voters are "Vote for not more than 2," and the voter makes an “X” or other mark in the box next to two names that are printed on the ballot and also writes in another person's name—
    - Only the write-in vote is counted. This is not an overvoted ballot.

12. In a nonpartisan election (February or April), a candidate’s name is printed on the ballot for an office and the voter writes in that candidate for another office—
    - The vote is counted for the office where the write-in occurs.

13. The name of a person, who has filed a campaign registration statement indicating the office sought is written in under an office other than the one indicated on the campaign registration statement—
    - The vote counts for the person for the office where the name is written.

<u>Do Not</u> Count Write-in Votes When:

1. A name is misspelled or abbreviated to the point that the intent of the voter cannot be reasonably determined.

2. A write-in sticker is placed in the endorsement section of a ballot or on a side of a ballot with no printed offices or contests.

3. A write-in sticker is found in the ballot box and is not attached to any ballot.

4. The instructions on the ballot are "**Vote for one**" and the name of more than one person has been written in for a single office—
    - This is an overvote and no votes are counted for that office.

5. The instructions on the ballot are "**Vote for one**" and the name of more than one person has been written in and a vote has also been cast for a candidate whose name is printed on the ballot for the same office—
    - This is an overvote and no votes are counted for that office.

Wis. Stat. § 7.50.

Special Considerations for Partisan Primary Elections

At a partisan primary, a voter may cast votes in only one party's primary.

Where hand-count paper ballots are used, the voter identifies their party preference when they choose the party ballot on which they will cast their vote. The voted ballot is placed in the ballot box and the remaining unvoted ballots are placed in a locked "discard" box.

Where optical scan voting systems are used, the voter identifies their party preference either by voting in only one party or by marking a party preference. Selecting the party preference will not prevent crossover voting, but it is a safeguard so that a voter will not lose all votes if he or she does crossover.

Selecting a party preference preserves the votes cast in that party, even if the voter also casts votes in another party.

When determining voter intent, it is important to ensure that write-in votes are not counted for candidates in different political parties or for more than one office. Wis. Stat. § 7.50(1)(d).

Count Write-in Votes at a Partisan Primary When:

1. A sticker contains **the name, political party and office** the person is seeking and is placed anywhere on the face of the ballot other than in a particular office space.
    - The vote is counted for the person, party and office listed on the sticker.

2. A candidate's name is printed on the ballot for one office and the voter writes in that candidate's name for another office **for the same party**—
    - The vote is counted for the person in the political party and office where their name is written.

3. The voter **has selected a party preference**, casts votes for ballot candidates in the party selected, and votes for or writes in, on the party ballot selected, the name of a person who is listed as a ballot candidate in a different party—
    - Votes are counted except for the write-in vote.

4. The name of a write-in candidate, who has filed a campaign registration statement **indicating the party and office sought**, is written in under an office other than the one indicated on the campaign registration statement but in the same party as indicated on the campaign registration statement—
    - The vote counts for the person for the office where the name is written.

Do Not Count Write-in Votes at a Partisan Primary When:

1. The voter **has selected a party preference**, and then writes in the name of a person whose name appears on the ballot of a different political party—
    - This creates a crossover vote for that office only, and the write-in is not counted. Wis. Stat. § 7.50(2)(h).

2. The voter **has not selected a party preference**, but has cast votes for candidates in one political party, and then votes for a candidate whose name appears on another party's ballot or writes in a name on another party's ballot—
    - This creates a crossover vote. In this case, the entire ballot is not counted.

Special Considerations for the General Election

When counting votes at the November general election November, it is important to remember that all votes are counted for the person for the office in which the elector has cast the vote. If a name is written in by the elector, the party affiliation does not matter when it comes to determining the number of votes cast for the candidate. All votes cast for an individual, for the same office, are added together.

Exception: When a candidate's name *is printed on the ballot* for an office and the voter writes in that candidate's name for a different office, the write-in vote cannot be counted.

Counting Votes for Governor and/or Lieutenant Governor

1. If an elector writes in the name of a candidate for governor but does not write in a name of a candidate for lieutenant governor, a vote is counted for the candidate for governor.
2. If an elector writes in the name of a candidate for lieutenant governor but does not write in a name of a candidate for governor, a vote is counted for the candidate for lieutenant governor.
3. However, a write-in vote for governor or lieutenant governor alone shall not be added to the votes of the same candidate if there are different combinations of governor/lieutenant governor. For example:
    a. A write-in vote for Mary Jones for governor and Samuel Smith for lieutenant governor may not be added to a write-in vote for Mary Jones for governor with a different candidate for lieutenant governor or no candidate for lieutenant governor.
    b. A write-in vote for Mary Jones for governor and Samuel Smith for lieutenant governor may not be added to a write-in vote for Samuel Smith for lieutenant governor with a different candidate for governor or no candidate for governor.

c. A write-in vote for Mary Jones for governor may not be added to a write-in vote for Mary Jones for governor with a different candidate for lieutenant governor.

d. A write-in vote for Samuel Smith for lieutenant governor may not be added to a write-in vote for Samuel Smith for lieutenant governor with a different candidate for governor.

In these situations, the write-in votes are listed separately on the tally sheet for each combination of candidates.

Counting Votes for President and Vice President:

An elector casting a write-in vote for President and Vice President must designate the presidential candidate of his or her choice. A vote for a candidate for President only will be counted. If the elector casts a write-in vote for only a candidate for Vice President, the vote will not be counted. Wis. Stat. § 7.50(2)(i).

Determining the Viability of Write-in Votes as Provided by 2013 Wisconsin Act 178

2013 Act 178 limits when votes cast for unregistered write-in candidates may be counted. The legislation sets out the following specifications for determining write-in vote eligibility:

1. **Always count votes for registered write-in candidates.**

2. **Count votes for nonregistered write-in candidates only if:**
   - There are fewer ballot candidates for a given office than there are seats to fill.
     - In a partisan primary – There are no ballot candidates for a given office in a given party.
   - There are one or more candidates on the ballot for the office, but one or more is deceased.
     - In a partisan primary – There are one or more ballot candidates for a given office in a given party but one or more is deceased.

   Note: At a partisan primary, No. 2 is broken down further by party.

The following four questions should be asked when determining write-in vote viability and in what situations votes for ballot candidates may also be considered.

Taking time to ask these questions should help to sort out the confusion write-in votes can cause.

1. **Can all write-in votes be counted or just those for registered write-in candidates?**
   (If there are at least as many ballot candidates as there are seats to fill; only votes for registered write-in candidates may be counted.)
2. **Is (or are) the write-in candidate(s) registered?**

3. **Regardless of whether the write-in vote(s) can or can't be counted, are there enough write-in votes to fill the seats up for election?** *(If there are at least as many write-in votes as there are seats to fill, votes for ballot candidates may not be counted.)*

4. **How many votes is the elector entitled to?** *(If the number of counted write-in votes plus the number of marked ballot candidates exceeds the number of votes to which the voter is entitled, the marked ballot candidates may not be counted.)*

The answers to questions 1 and 2 determine which, if any, write-in votes can be counted. The answers to questions 3 and 4 will determine whether votes for ballot candidates, when cast in combination with write-in votes, may be counted.

Note: In a "vote for 1" situation, the presence of a write-in vote means no ballot candidate votes can be counted.

In a "vote for more than 1" situation, the total number of write-in votes cast and the number of votes to which the voter is entitled will determine whether ballot candidate votes may be counted.

The four questions have been applied to the examples on the following pages.

Write-in Vote Scenarios

Example 1

Governor
Vote for 1*

- Tom Jones
- Peter Noone
- *Johnny Maestro*

2 ballot candidates for a 1-seat office. 1 unregistered write-in candidate.

Step 1: Determine which, if any, write-in votes can be counted.

1) *Can all write-in votes be counted or just those for registered write-in candidates?*

There are 2 ballot candidates for this 1-seat office, so only votes for registered write-in candidates may be counted.

2) *Is the write-in candidate registered?*

No. Johnny Maestro is not registered. The write-in vote is not counted.

Step 2: Determine if any votes marked for ballot candidates can be counted.

3) *Regardless of whether the write-in vote can or cannot be counted, are there enough write-in votes to fill the number of seats up for election?*

Yes. There is 1 seat to fill and 1 write-in vote. Therefore, votes for ballot candidates *may not* be counted. *Remember*: In a "vote for 1" scenario, the presence of a write-in vote means no marked ballot candidates may be counted.

4) *How many votes is the voter entitled to*? *(Counted write-in votes plus marked ballot candidates cannot exceed the number of votes the voter is entitled to.)*

One*

- We have determined that the write-in vote cannot be counted because the write-in candidate is not registered.
- We have also determined that votes for ballot candidates cannot be counted because the voter cast a write-in vote.
- Even if ballot candidates could be considered, which one did the voter intend to vote for? Voter intent cannot be determined.

No votes may be counted for this contest.

Example 2

Coroner
Vote for 1*

- *Gary Lewis*
- *Brian Hyland* & *Johnny Maestro*

1 ballot candidate for a 1-seat office. 2 write-in votes; Brian is registered, Johnny is not.

Step 1: Determine which, if any, write-in votes can be counted.

1) Can all write-in votes be counted or just those for registered write-in candidates?

There is 1 ballot candidate for this 1-seat office, so only votes for registered write-in candidates may be counted.

2) Is either write-in candidate registered?

Brian is registered; Johnny is not. Which write-in the voter intended to vote for cannot be determined. Neither write-in vote is counted.

Step 2: Determine if any votes marked for ballot candidates can be counted.

3) Regardless of whether the write-in vote can or cannot be counted, are there enough write-in votes to fill the number of seats up for election?

Yes. There is 1 seat to fill and 2 write-in votes. Therefore, votes for ballot candidates may not be counted. Remember: In a "vote for 1" scenario, the presence of write-in votes means no marked ballot candidates may be counted.

4) How many votes is the voter entitled to?

*One**

- We have determined that the write-in vote cannot be counted because intent cannot be determined between the two names written in.
- We have also determined that votes for ballot candidates cannot be counted because the voter cast a write-in vote.
- The voter has voted for a total of 3 candidates. Voter intent cannot be determined.

No votes may be counted for this contest.

Example 3

Sheriff
Vote for 1*

- Bat Masterson
- Matt Dillon
- *Barney Fife*

2 ballot candidates for a 1-seat office. 1 vote for a registered write-in

Step 1: Determine which, if any, write-in votes can be counted.

1) *Can all write-in votes be counted or just those for registered write-in candidates?*

There are 2 ballot candidates for this 1-seat office, so only votes for registered write-in candidates may be counted.

2) *Is the write-in candidate registered?*

Yes. The write-in vote is counted.

Step 2: Determine if any votes marked for ballot candidates can be counted.

3) *Regardless of whether the write-in vote can or cannot be counted, are there enough write-in votes to fill the number of seats up for election?*

Yes. There is 1 seat to fill and 1 write-in vote. Therefore, votes for ballot candidates *may not* be counted. *Remember*: In a "vote for 1" scenario, the presence of a write-in vote means no marked ballot candidates may be counted.

4) *How many votes is the voter entitled to*?

One*

- We have determined that the write-in vote counts. The voter has reached the number of votes to which they are entitled.
- We have also determined that votes for ballot candidates cannot be counted because the voter cast a write-in vote.

One write-in vote is counted for this contest.

Example 4

Village Trustee
Vote for not more than 3*

- ○ Andy Warhol
- ● Gloria Steinem
- ○ Walter Winchell
- ● *Barney Fife*
- ● *Ida Lupino*

3 ballot candidates for a 3-seat office. 2 write-in votes. Barney is registered; Ida is not.

Step 1: Determine which, if any, write-in votes can be counted.

1) *Can all write-in votes be counted or just those for registered write-in candidates?*

There are three ballot candidates for this "vote for 3" office, so only votes for registered write-in candidates may be counted.

2) *Is either write-in candidate registered?*

Barney is registered, Ida is not. One vote is counted for Barney.

Step 2: Determine if any votes marked for ballot candidates can be counted.

3) *Regardless of whether the write-in votes can or cannot be counted, are there enough write-in votes to fill the number of seats up for election?*

No. There are three seats to fill and two write-in votes. Therefore, votes for ballot candidates *may* be counted.

4) *How many votes is the voter entitled to*?

Three*

- We have determined that one write-in vote (Barney) is counted.
- We have also determined that votes for ballot candidates may be counted; a vote for Gloria is counted.

One write-in vote and one ballot candidate vote are counted for this contest.

Example 5

Village Trustee
Vote for not more than 3*

- ○ Gloria Steinem
- ○ Walter Winchell
- ○ Ward Cleaver
- ○ Ozzie Nelson
- ● Laura Petri
- ● *Barney Fife*
- ● *Ida Lupino*
- ○ *Tom Jones*

5 ballot candidates for a 3-seat office. 3 votes for registered write-ins.

Step 1: Determine which, if any, write-in votes can be counted.

1) *Can all write-in votes be counted or just those for registered write-in candidates?*

There are 5 ballot candidates for this 3-seat office, so only votes for registered write-in candidates may be counted.

2) *Are the write-in candidates registered?*

All 3 are registered. Three write-in votes are counted.

Step 2: Determine if any votes marked for ballot candidates can be counted.

3) *Regardless of whether the write-in vote can or cannot be counted, are there enough write-in votes to fill the number of seats up for election?*

Yes. There are 3 seats to fill and 3 write-in votes. Therefore, votes for ballot candidates *may not* be counted.

4) *How many votes is the voter entitled to*?

Three*

- We have determined that 3 write-in votes count. (The voter has reached the limit of votes to which they are entitled.)
- We have also determined that the vote for the ballot candidate may not be counted.
- In addition, the 3 counted write-in votes plus the vote for the ballot candidate would exceed the number of votes to which the voter is entitled.

Three write-in votes are counted for this contest. *(Don't forget to subtract the vote the equipment counted for the ballot candidate.)*

Example 6

Town Board Supervisor
Vote for not more than 3*

- ○ Ward Cleaver
- ● Ozzie Nelson
- ● Laura Petri

- ○ *Peter Noone*
- ○ *Tom Jones*
- ● *Robert Plant*

3 ballot candidates for a 3-seat office. 3 write-in votes; Peter and Tom are registered, Robert is not.

Step 1: Determine which, if any, write-in votes can be counted.

1) *Can all write-in votes be counted or just those for registered write-in candidates?*

There are 3 ballot candidates for this 3-seat office, so only votes for registered write-in candidates may be counted.

2) *Are the write-in candidates registered?*

Peter and Tom are; Robert is not. Count the votes for Peter and Tom.

Step 2: Determine if any votes marked for ballot candidates can be counted.

3) *Regardless of whether the write-in vote can or cannot be counted, are there enough write-in votes to fill the number of seats up for election?*

Yes. There are 3 seats to fill and 3 write-in votes. Therefore, votes for ballot candidates *may not* be counted.

4) *How many votes is the voter entitled to*?

*Three.

- We have determined that 2 write-in votes are counted.
- We have determined that votes for ballot candidates cannot be counted.

Two write-in votes are counted for this contest. (*Don't forget to subtract the Votes the voting equipment counted for the ballot candidates)*

Example 7

Town Board
Supervisor
Vote for not more than 3*

- Ozzie Nelson
- Laura Petri
- *Peter Noone .*
- _____.
- _____.

2 ballot candidates for a 3-seat office. 1 vote for a non-registered write-in.

Step 1: Determine which, if any, write-in votes can be counted.

1) *Can all write-in votes be counted or just those for registered write-in candidates?*

There are 2 ballot candidates for this 3-seat office, so all write-in votes may be counted.

2) *Is the write-in candidate registered?*

No. But all write-in votes may be counted. Count a vote for Peter.

Step 2: Determine if any votes marked for ballot candidates can be counted.

3) *Regardless of whether the write-in vote can or cannot be counted, are there enough write-in votes to fill the number of seats up for election?*

No. There are 3 seats to fill and 1 write-in vote. Therefore, votes for ballot candidates *may be* counted. Voter has indicated their selection by circling the ballot candidates.

4) *How many votes is the voter entitled to*?

Three*

- We have determined that the 1 write- vote is counted.
- We have also determined that votes for ballot candidates may be counted. One vote each for Ozzie and Laura are counted.

One write-in vote and two votes for the ballot candidates are counted for this contest *(Don't forget to add 1 vote each to Ozzie's and Laura's vote totals.)*

Example 8

Town Board Supervisor
Vote for not more than 3

- ○ Ward Cleaver
- ● Ozzie Nelson
- ○ Laura Petri
- ● Gomez Adams

○ *Peter Noone .*
○ *Tom Jones .*
○ .

4 ballot candidates for a 3-seat office. Ozzie is deceased. 3 write-in votes; Peter is registered, Tom is not.

Step 1: Determine which, if any, write-in votes can be counted.

1) *Can all write-in votes be counted or just those for registered write-in candidates?*

There are 4 ballot candidates for this 3-seat office, but Ozzie Nelson is deceased. All write-in votes may be counted.

2) *Are the write-in candidates registered?*

It doesn't matter. All write-in votes may be counted. The two write-in votes are counted.

Step 2: Determine if any votes marked for ballot candidates can be counted.

3) *Regardless of whether the write-in vote can or cannot be counted, are there enough write-in votes to fill the number of seats up for election?*

No. There are 3 seats to fill and 2 write-in votes. Therefore, votes for ballot candidates *may* be counted.

4) *How many votes is the voter entitled to*?

Three.

- We have determined that 2 write-in votes are counted.
- We have determined that votes for ballot candidates may be counted.
- However, the 2 write-in votes plus the 2 votes for ballot candidates would exceed the number of votes to which the voter is entitled. The ballot candidate votes are not counted.

Two write-in votes are counted for this contest. (*Don't forget to subtract the votes the voting equipment counted for the 2 ballot candidates.)*

DOCUMENTATION

Summary

Your duties as an election official are not finished until the post-election paper work is complete. Election inspectors should begin this process with a review of all of the forms and reports that must be completed in order to determine the results of the election.

Reconciling Poll Lists

After all voters cast their ballots and the polls have been closed, the election inspectors must reconcile the poll lists, also known as poll books, to make sure that they contain identical information and notations. Inspectors may find this process easier if they have periodically reconciled the poll lists during the day. If there are more than two poll lists, they must all match, and contain identical information.

1. Compare voter numbers and notations on the poll lists.

    a. The WEC recommends comparing the first and last number on each page, as well as every 3rd or 5th number to make sure they match.

    b. Compare notations beside the name of each voter on both poll lists to determine if they match.

    c. The last voter number on both lists should be circled in red.

    Note: Any differences between the lists must be reconciled. If issues cannot be reconciled, the election inspectors should describe the problem(s) on the Inspectors' Statement (EL-104).

2. Reconcile the supplemental poll lists.

    a. Reconcile the supplemental lists of individuals registering at the polling place and new voters casting a presidential only ballot. These voters should be included in the determination of the total number of voters.

3. Enter the total number of voters, the number of absentee voters and the number of provisional voters in the spaces provided on the certification page of the Inspectors' Statement (EL-104).

    a. The total number of voters is the number of people who have a voter number next to their names on the poll list and supplemental poll list. It is possible for the total number of voters and the last voter number issued to be the same number. This will only occur if numbers were not skipped or used twice, and if all electors who received a voter number also received a ballot.

4. After the poll lists are compared and reconciled, they are signed by the chief inspector and the election inspectors who maintained the lists.

Wis. Stat. § 7.53.

Documenting Election Day

Other than the poll list, election inspectors must complete and certify additional forms that help to "tell the story" of an election.

Inspectors' Statement (EL-104)

1. The chief inspector or an election inspector designated by the chief inspector completes the certificate on the cover sheet of the Inspectors' Statement (EL-104) listing the following information:

    a. Ward or wards served by the polling place

    b. Municipality

    c. County

    d. Election Date

    e. Verify Tamper-evident Seal

        i. Pre-election
        ii. Post-election

    f. Ballot Bag Tamper-evident Seal Number

i. Also recorded on the Ballot Container Certificate (EL-101)

g. Total number of voters

h. Number of absentee voters

i. Number of provisional voters

2. All election inspectors sign the completed certificate on the original Inspectors' Statement (EL-104).

   a. If there are multiple shifts, each shift should sign and indicate the hours they worked at the polling place.

   b. If the standard inspectors' statement does not have sufficient space for the number of inspectors working the polling place, the election inspectors may sign on an additional page that is then attached to the EL-104 as an addendum.

3. The chief inspector signs the certification that he or she has completed the required training administered by the Wisconsin Elections Commission. If more than one chief inspector served at the polling place, they should each sign the certification.

4. The completed certificate, incident log, Observer Log (EL-109), all challenge documentation forms, and any Orders to Leave (EL-110) are attached together to create the Inspectors' Statement (EL-104).

Tally Sheets (EL-105)

1. Review and compare the two original Tally Sheets.

   a. Review the election information.

      i. Ward
      ii. Municipality
      iii. Date
      iv. Type of election

   b. Review the tally marks.

i. Are there 5 marks in each filled-in box?
ii. Is the written total the same as the tally?

c. Compare the totals.

d. Review the certification.

i. Is the information correct?
ii. Did everyone who helped count the ballots sign the certification?
iii. Were all the questions answered?

Wis. Stat. § 7.51(2).

Municipal Board of Canvassers

In municipalities with one polling place and one set of results, when there are municipal offices or referenda on the ballot, the election inspectors act as the municipal board of canvassers on election night. They complete the canvass statement, certify the municipal election results and officially determine the winners.

1. Complete the canvass summary statement on the Canvass Report (EL-106) by listing each of the municipal offices and referenda with total votes for each candidate or referendum position on the summary page.

    a. The Canvass Report (EL-106) is made up of three parts:

        i. The Tabular Statement of Votes Cast

        ii. The Certification of the Board of Canvassers

        iii. The Summary Statement of the Board of Canvassers

2. Attach one original Tally Sheet (EL-105) with the municipal election results.

3. List the winning candidates and referenda results in the determination section of the canvass form.

4. Each election inspector signs the certification on the canvass form.

5. Do not put the completed Canvass Report (EL-106) in the ballot bag.

6. Return the completed Canvass Report (EL-106) to the municipal clerk.

Wis. Stat. § 7.53(1).

Breaking a Tie in a Municipal Contest

A tie vote in a municipal contest is broken by the Municipal Board of Canvassers. The MBOC should use a method that results in a random outcome, such as flipping a coin or drawing names out of a hat. The procedure should be documented. If all of the candidates are present, they can draw to break the tie themselves. When a municipal referendum results in a tie, the referendum fails.

Wis. Stat. §5.01(4).

Completing Forms

Once ballots have been counted and the votes recorded on the appropriate Tally Sheets (EL-105), all election forms must be completed, and all materials secured and routed to the appropriate clerk.

1. Separate ballots that have been identified as damaged, defective, overvoted, objected to or set aside, bundle them separately and place them in the Original Ballots envelope.

2. Place all voted ballots along with the Original Ballots envelope into the ballot bag or container.

    a. If the election inspectors working at the polling place are nominees from political parties, at least one election inspector from each party must participate in the securing of the ballots.

    b. Secure the container or bag with a tamper-evident seal so that no ballot can be inserted or removed without breaking the seal.

    c. Complete the Ballot Container Certificate (EL-101) on the ballot bag or container, recording the unique identifying number of the seal.

    d. Record the security seal number on the Inspectors' Statement (EL-104).

3. The Ballot Container Certificate (EL-101) must be signed by the chief inspector and at least one other election inspector. If election inspectors are appointed from lists submitted by the political parties, the Ballot Container Certificate (EL-101) should contain one signature from the inspector of each party, up to three total signatures (unaffiliated, Democratic, Republican).

4. Rejected absentee ballot envelopes should be placed in the brown carrier envelope (EL-102). The certificate on the carrier envelope must be signed by the chief inspector and two other election inspectors, one from each party (unless appointed without regard to party affiliation).

5. All used absentee certificate envelopes (EL-122) should be placed in the white carrier envelope (EL-103). The certificate on the carrier envelope must be signed by the chief inspector and two other election inspectors, one from each party (unless appointed without regard to party affiliation).

6. Provisional ballot certificate envelopes (EL-123) should be placed inside the provisional ballot carrier envelope (EL-108). The certificate on the carrier envelope must be signed by the chief inspector and two other election inspectors, one from each party (unless appointed without regard to party affiliation).

    a. The provisional ballot carrier envelope (EL-108) is placed in a separate ballot bag or container. The ballot bag or container should be sealed with a tamper-evident seal, the Ballot Container Certificate completed, and the bag or container labeled "Provisional Ballots."

    b. The Provisional Ballot Reporting Form (EL-123r) should <u>not</u> be sealed in the ballot container.

7. Complete the Inspectors' Statement (EL-104) which lists all blank, challenged, damaged, defective, overvoted, objected to, provisional and rejected ballots as well as the total number of electors voting at the polling place, the number of absentee and provisional ballots cast, and the seal numbers from the accessible voting equipment.

Wis. Stats. §§ 7.51(3),(4),(5), 7.52(4)-(9), 7.52(1),(2).

Routing Materials

All materials are delivered to the municipal clerk. Materials should be separated into the following categories:

Municipal Clerk

1. Municipal ballots (if hand-count paper ballots are used) sealed in the ballot bag unless they are returned to the ballot box and sealed.
2. Provisional ballots sealed in a separate ballot bag with a tamper-evident seal.
3. Original Tally Sheets (EL-105).
4. A copy of the voting equipment results tape, if any.
5. Original Inspectors' Statement (EL-104) and any attachments. The municipal clerk keeps the original form and makes copies for the School District Clerk and County Clerk.
6. Statement of the Board of Canvassers (EL-106), if required.
7. One original poll list and one original supplemental poll list (EL-107s). The poll list that contains electors' signatures is routed to the county clerk.
8. Absentee Ballot Log (EL-124).
9. Provisional Ballot Reporting Form (EL-123r).

School District Clerk

The municipal clerk immediately forwards the following to the school district clerk:

1. School district ballots (if hand-count paper ballots are used) sealed in a ballot bag.
2. Original Tally Sheet (EL-105) listing school district results.
3. A copy of the voting equipment results tape, if any.
4. One copy of the Inspectors' Statement (EL-104).
5. A certified copy of the signed poll list (EL-107 & EL-107s).

6. A copy of the Provisional Ballot Reporting Form (EL-123r).

County Clerk

The municipal clerk supervises the delivery of the following to the county clerk no later than 4:00 p.m. on the day following the election:

1. The ballot bags or containers with all federal, state, county and technical college ballots.
2. The brown carrier envelope (EL-102) containing rejected absentee ballots.
3. The white carrier envelope (EL-103) containing used certificate envelopes from absentee voters.
4. One copy of the Inspectors' Statement (EL-104).
5. One original Tally Sheet (EL-105) for presidential, congressional, state, legislative, judicial, and county, offices and state, county and technical college referenda.
6. A copy of the voting equipment results tape, if any.
7. One original poll list including the supplemental poll list (EL-107s) that includes the electors' signatures.
8. A copy of the Provisional Ballot Reporting Form (EL-123r).

Wis. Stats. §§ 7.51(4)(b), 7.51(5)(b), 7.52(8), 7.60.

Frequently Asked Questions

1. *Who is the board of canvassers?*

   In municipalities with one polling place and one set of results, the election inspectors act as the municipal board of canvassers on election night when there are municipal offices or referenda on the ballot. Wis Stat. § 7.53(1).

2. *In our municipality, we have several polling places. When does the board of canvassers meet?*

   In municipalities with more than one polling place where results must be combined, the municipal board of canvassers meets on the day after the election

to certify the results of the municipal election and make the official determination of the winners. The board of canvassers consists of the municipal clerk and two other qualified electors of the municipality appointed by the municipal clerk. Wis. Stat. § 7.53(2).

3. *This election includes school board members. Who certifies their results?*

   School districts have their own board of canvassers to certify the school district results and make official determination of the winners. The board is made up of the school district clerk and two other qualified electors of the school district. Wis. Stat. § 7.53(3)(a).

4. *What do we do with unused ballots?*

   Unused ballots are wrapped or bound separately and delivered to the municipal clerk. Make a note indicating that these ballots are unused.

Post-Election Checklist

Poll Lists:

Two identical poll lists must be completed

- ❑ Completed with necessary attachments, including the signatures of at least 3 inspectors (chief inspector and any inspector responsible for maintaining the list)
- ❑ Original List completed for municipal clerk
- ❑ Original List that contains the voters' signatures completed for county clerk
- ❑ Certified copy may be made for school district clerks and special purpose district clerks

Tally Sheet Preparation

Two tally sheets must be created for each type of ballot (EL-105)

- ❑ Tally sheets are complete, including signatures from all persons counting ballots
- ❑ Original Tally Sheet completed for municipal clerk
- ❑ Original Tally Sheet completed for county clerk
- ❑ Original Tally Sheet completed for school district clerk

Inspectors' Statement:

One inspectors' statement must be completed for each set of tally sheets

- ❑ Completed with necessary attachments, along with signatures of 3 inspectors*, voting equipment seal verification checks, and record of all ballot bag tamper-evident seal numbers
- ❑ Original statement completed for municipal clerk
- ❑ Copy of statement for county clerk (made by municipal clerk)
- ❑ Copy of statement for school district clerk (made by municipal clerk)

Provisional Ballots

- ❑ The carrier envelope for provisional ballots (EL-108), containing all provisional ballot certificate envelopes (EL-123) placed in a separate ballot bag and secured with a tamper-evident seal
- ❑ The completed Provisional Ballot Reporting Form (EL-123r) not sealed in a ballot bag

Absentee Ballots

Materials for absentee ballots must be placed in the proper envelope

- ❑ Certificate of Rejected Absentee Ballots (EL-102) (Brown)
- ❑ Used Absentee Certificate Envelope (EL-103) (White)
- ❑ Certifications on each envelope are completed with the signatures of 3 inspectors*

Ballot Security

Ballots must be secured in a bag or container with a tamper-evident seal.

- ❑ Ballots are separated by type and placed in their respective ballot bag
- ❑ Certification is completed with the signatures of 3 inspectors* and tamper-evident seal number of each bag.

GLOSSARY OF ELECTION TERMS

A

Absentee Ballot: a ballot cast by a registered voter who is unable or unwilling to appear at the polling place on Election Day. An absentee ballot application or a written request with all required information must be received by the clerk before issuing an absentee ballot. The ballot must be received by Election Day with the certification properly completed in order to be counted.

Absentee Ballot Application (EL-121): a request from a qualified, registered elector to receive an absentee ballot. Voters may submit a written request in lieu of this form, as long as the request includes the voter's name, residential address, mailing address (if different from residential address), indication of the elections for which the voter desires an absentee ballot, an indication of status as a military voter, permanent overseas voter or temporary overseas voter (if applicable.

Absentee Voter: a registered voter who is unable or unwilling to appear at the polling place on Election Day.

Accessibility: refers to the requirement, under state and federal law, to make reasonable accommodations for elderly and disabled voters. This includes providing assistance to eliminate physical barriers to the polling place, acquiring voting equipment that enables all citizens to cast an independent and private ballot in a dignified manner, and providing information that enables all citizens to fully participate in the election process. Municipalities must use polling places that are fully accessible, which includes having at least one accessible voting equipment component. Polling place accessibility is evaluated by completing a *Polling Place Accessibility Survey*, for each new polling place.

Accessible Voting Equipment Component: a device approved by the Elections Commission which provides independence and privacy to voters with disabilities.

Address Change: notification given to a municipal clerk by a registered voter that they have changed their voting address or residence by submitting a new voter registration application. The municipal clerk or the municipal clerk's provider updates WisVote to reflect the address change information provided by the voter.

Adjudicated Incompetent: refers to an individual who is disqualified from voting due to a court ruling that he or she is incapable of understanding the objective of the elective process. No individual may be denied the right to register or to vote on the basis of incompetence unless he or she has been adjudicated incompetent by a court.

Administrative Rules: rules promulgated by the agency to administer and implement Wisconsin statutes.

Audit Trail: see Voter-Verified Paper Audit Trail.

B

Ballot Box: refers to the container or box in which electors place their voted ballots in wards that use paper ballots. The ballot box must be secured by lock or numbered seal.

Ballot Marking Device: any technology that allows voters with disabilities and other special needs to mark a ballot privately and independently but does not tabulate votes. Currently, the only ballot marking devices approved for use in Wisconsin are the AutoMARK and the Vote-PAD.

Board of Election Commissioners: a special board, established in every city with a population over 500,000, that carries out all powers and duties assigned to the municipal clerk.

C

Canvass: to examine the Election Day records for completeness and accuracy and make an official determination and certification of the outcome of the election.

Cast Ballot: a ballot marked by the voter to reflect his or her preference for a candidate or referendum and placed in the ballot box.

Central Count: a voting system that tabulates ballots from multiple reporting units or municipalities at a central location. Voted ballots are secured in ballot containers at the polling place. Secured ballots are then transported to the central counting location for tabulation.

Challenged Ballot: a ballot cast by an elector whose eligibility to vote has been questioned according to the challenge process. The cast ballot is marked with the voter number and "Section 6.95."

Chief Inspector: one of the election inspectors at each polling place who directs the conduct of activities assigned to the other election inspectors. In Wisconsin, every polling place is required by Wis. Stat. §7.30(6)(b), to have a chief inspector who has been appointed by the municipal clerk (or board of election commissioners) and has been certified as a chief inspector by the Wisconsin Elections Commission.

Confidential Elector: an elector who is a victim of domestic abuse, sexual assault or stalking and has made a written request to the municipal clerk to not have his or her personal information on the poll list available to public inspection.

D

Deceased List: a list generated by the Wisconsin Department of Health and Family Services that lists all recorded deaths in Wisconsin counties for a specific period of time. This is a confidential list that is used by municipal clerks to cross-check data currently in WisVote and identifies voters that have become deceased and need to be cancelled in the WisVote system.

Direct Recording Electronic (DRE) Voting Equipment: a voting system that records votes by means of an electronic display provided with mechanical or electro-optical components that can be activated by the voter; that processes voter selections by means of a computer program; and that records that processed voting data in memory components.

E

Election Assistance Commission (EAC): the U.S. Election Assistance Commission (EAC) was established by the Help America Vote Act of 2002 (HAVA). The Commission serves as a national clearinghouse and resource for information and review of procedures with respect to the administration of federal elections.

Election Day Registration (EDR): refers to the ability of electors to register at the polling place on Election Day. Electors registering on Election Day must complete the Voter Registration Application (EL-131) and provide proof of residence.

Election Inspector (also called a **poll worker**): an election official appointed by the governing body of the municipality who conducts elections under the supervision of the Chief Inspector and the municipal clerk. Every election inspector must view or attend at least one training program every two years.

Electioneering: 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. This does not apply to private property.

Election Registration Officials (EROs): an election official appointed to register voters at the polling place on Election Day, at residential care facilities and retirement homes during open registration and in the clerk's office during in-person absentee voting.

End of Line Officer: an official of the municipality (may be an election inspector, special registration deputy, employee of the clerk, or police officer) designated by the municipal clerk to stand at the end of the line of individuals waiting to vote, if any, at the time the polls close at 8:00 p.m., per Wis. Stat. §7.37(13). This person should be designated before Election Day. While this practice was previously recommended by the Wisconsin Elections Commission, it is now a statutory requirement.

F

First-time voter: an individual who has not voted in Wisconsin.

G

General Election: the election held in even-numbered years on the Tuesday after the first Monday in November to elect U.S. Senators, Representatives in Congress, Presidential electors,

State Senators, Representatives to the Assembly, District Attorneys, State Officers other than the State Superintendent of Public Instruction and Judicial Officers, and County Officers other than Supervisors and County Executives. Wis. Stat. §5.02(5).

H

Help America Vote Act (HAVA): the Help America Vote Act of 2002 establishes requirements for voting systems used in federal elections and contains key provisions on improving access to polling places and voting systems for persons with disabilities. This law also requires a single, central list of voters under the control of the state.

I

Ineligible Voter List: a list generated by the Wisconsin Department of Corrections that identifies convicted felons currently on probation or parole who are ineligible to vote in an election. This list is required to be at all polling places on Election Day to help election inspectors identify potential ineligible voters attempting to register on Election Day.

L

Late Registration: refers to electors who registered in the clerk's office after the close of registration, starting at 5:00 p.m. the third Wednesday before the election. These electors are issued a Certificate of Registration (EL-133) from the clerk that identifies them as being properly registered, and their names may appear on the supplemental voter list. However, if the names of late registrants do not make it on to the supplemental voter list, the registrant's Certificate of Registration (EL-133) should suffice at the polling place.

Logic and Accuracy Test: a public test of automatic tabulating equipment to ascertain that it will correctly count votes for all offices and all measures. Testing must be conducted not earlier than 10 days before Election Day, and public notice is required at least 48 hours in advance of the test. The test must be conducted by processing a test deck for each candidate and on each referendum. An errorless count must be made before the automatic tabulating equipment can be approved for use in the election.

M

Mail-In Registration: electors may register to vote by mail. The elector must complete a Voter Registration Application (EL-131) and mail the completed application to the municipal clerk's office. The application must be postmarked no later than the 20th day (third Wednesday) before the election. The elector must include proof of residence.

Military Elector: any member of the U.S. army, navy, air force, marine corps or coast guard, the commissioned corps of the federal public health service or the commissioned corps of the national oceanic and atmospheric administration; members of the merchant marine of the United States; civilian employees of the United States and civilians officially attached to a uniformed service who are serving outside the United States; peace corps volunteers; or spouses and dependents of those listed in the above categories residing with or accompanying them.

Military electors are exempt from providing proof of residence and are exempt from proof of identification requirements when voting an absentee ballot by mail.

O

Observer: an individual who wishes to exercise his/her right to be present at the polling place on Election Day or any locations where ballots are cast, counted or canvassed.

Optical Scan: voting technology employing scanners where voters mark their choice by completing an arrow or filling in an oval. During tabulation, the optical scan voting system interprets the votes using "dark mark logic," whereby the computer selects the darkest mark within a given set as the correct choice or vote. The ballot can be immediately tabulated at the polling place allowing for voters to be notified by the voting system of voting errors such as over voting.

Overseas Voter:

Permanent: a United States citizen, 18 years or older, who resided in Wisconsin before leaving the United States (or is an adult child of U.S. citizens who resided in this state prior to establishing residency abroad) and is now living outside the U.S. **with no present intent to return**, and not registered to vote in any other location. These electors may only vote for federal offices. They are required to register to vote, but do not have to provide proof of residence or photo ID. They may receive their ballots by fax or email.

Temporary: a United States citizen, 18 years of age or older, who is temporarily living outside of the U.S. with **an intent to return**. These electors may vote a full ballot. They are required to register to vote and must provide proof of residence and photo ID. They may receive their ballots via fax or email.

P

Paper Ballot: a ballot that the elector indicates his or her voting preference by marking an (X) in the box next to the candidate or referendum question of his/her choosing. Paper ballots are tabulated by hand.

Partisan Primary: the primary held on the 2nd Tuesday in August to nominate candidates to be voted for at the general election.

Poll List (also known as "Pollbook," "Registration List", or "Voter List"): a list containing the full name and address of each registered elector; a section for the entry of the voter number of the elector when they vote or the poll list number used by the municipal board of absentee ballot canvassers in canvassing absentee ballots; a space for the voter's signature; and a form bearing the certification of the administrator of the elections commission stating that the list is a true and complete registration list of the municipality or the ward or wards for which the list is prepared.

Presidential Preference: an election held in conjunction with the Spring Election to express preferences for the person to be the presidential candidate for each party in a year in which electors for president and vice president are to be elected.

Proof of Identification (also known as "Photo ID"): refers to documents that verify the identity of an elector voting an absentee ballot by mail or in-person in the municipal clerk's office, or at the polling place on Election Day. For a complete list of acceptable forms of proof of identification and exceptions to the law, refer to Wis. Stat. §5.02(6m) or the "Electors" section of this manual.

Proof of Residence (POR): refers to documents that verify the current residence of an elector registering to vote. Acceptable forms of proof of residence must contain a complete name, including first and last name; and a current and complete residential address, including a numbered street address, if any, and the name of a municipality. Forms that have an expiration date must be valid on Election Day to constitute acceptable proof of residence at that election.

Provisional Ballot: a provisional ballot is a ballot that is marked by a voter but is not counted at the time it is cast. It is issued to a voter who is:

1) Unable or unwilling to provide his or her Wisconsin driver license or state-issued ID card number when registering to vote at the polls on Election Day
2) Unable or unwilling to provide acceptable Photo ID at the time of voting at the polls on Election Day.

There are no other situations when a provisional ballot is issued. The ballot is only counted on election night if the required documentation is provided to the election inspectors by 8:00 p.m. on election night. The voter has until 4:00 p.m. on the Friday following the election to provide the clerk with the required documentation for the ballot to be counted.

Q

Qualified Elector: a qualified elector is defined in Wis. Stat. §6.02, as a U.S. citizen, 18 years of age or older, who has resided in the election district for at least 10 consecutive days before any election at which he or she offers to vote (and who is not disqualified by one or more of the impediments described in Wis. Stat. §6.03).

R

Referendum: an election at which an advisory, validating or ratifying question is submitted to the electorate.

Registration List: see "Poll Book."

Reporting Units: a ward or combination of wards used to report election results. All wards in a reporting unit must consist of identical districts that pertain to the district seats up for election (i.e., in fall elections a reporting unit must consist of the same congressional, senate and assembly districts; in the spring, a reporting unit must consist of the same county supervisory and municipal districts).

S

Section 6.95: see "Challenged Ballot."

Section 6.96: notation used to indicate ballots that were cast after the close of the polls pursuant to a court order. If the election inspectors are informed that a court has issued an order extending the hours that the polling place is open beyond 8:00 p.m., a voter entering the polling place after that time will also have his or her ballot marked with the notation "Section 6.96."

Special Voting Deputy: an individual appointed by the municipal clerk or board of election commissioners to carry out absentee voting in certain residential facilities and qualified retirement homes. At least two special voting deputies must be appointed for each municipality in which one or more residential care facilities have at least five registered voters and at least one absentee ballot request on file. Special voting deputies must take the Oath of Special Voting Deputy (EL-155) before entering into his/her duties and must undergo at least one training program every two years. See the *Absentee Voting in Residential Care Facilities and Retirement Homes* manual for more information.

Spring Election: the election held on the first Tuesday in April to elect non-partisan judicial, educational, municipal, county officers, and sewerage commissioners.

Spring Primary: the primary held on the 3rd Tuesday in February to nominate nonpartisan candidates to be voted for at the spring election.

Supplemental Poll List: the Supplemental Poll List is divided into two separate sections: the Pre-Printed Supplemental Poll List and the Handwritten Supplemental Poll List. The Pre-Printed Supplemental Poll List generated from WisVote contains the names of all voters that registered during the late registration period until the poll list was printed in preparation of Election Day. The Handwritten Supplemental Poll List will contain the names and addresses of electors who registered in the municipal clerk's office after the Pre-Printed Supplemental Poll List is printed and will also contain the names of voters who register on Election Day.

T

Tabulator: a person selected and employed by the municipal clerk to help count votes cast by paper ballot after the close of the polls. The governing body of the municipality may authorize

the use of tabulators not less than 30 days before the election. Tabulators are under the direction of election inspectors. Tabulators may also be used to assist counting votes in a recount.

Test Deck: a pre-audited group of ballots marked to record a predetermined number of valid votes for each candidate and on each referendum. The test deck is used to ensure that electronic voting equipment is reliable and accurate.

V

Voter List: see "Poll Book."

Voter Registration: the process by which an elector registers to vote. All electors, except for military electors, are required to register to vote. Registration is accomplished by completing the Voter Registration Application (EL-131) at the clerk's office, through "Click and Mail" on the MyVote Wisconsin website, by election registration official, by mail, or at the polling place on Election Day.
Voter Registration Application (EL-131): the form prescribed by the Wisconsin Elections Commission to register an individual to vote in Wisconsin.

Voter-Verified Paper Audit Trail (VVPAT): refers to the requirement under Wis. Stat. §5.91(18), that all direct recording electronic (DRE) voting systems produce a complete, permanent paper record showing all votes cast by the elector. The voter-verified paper audit trail (VVPAT) is considered the official ballot and is to be used in a recount of each vote cast by the elector.

W

Wisconsin Elections Commission (WEC): refers to the new agency formed on June 30, 2016 when the Government Accountability Board was split into the Wisconsin Elections Commission and Wisconsin Ethics Commission.

WisVote: a single, centralized, computerized statewide voter registration list managed by the Wisconsin Elections Commission. WisVote is used by state, county and municipal election officials to maintain a list of registered voters, manage and produce voter lists, process absentee and provisional ballots, and to manage a wide variety of other election-related activities.

BALLOT CONTAINER CERTIFICATE
for Regular and Irregular Ballots

We, the undersigned election inspectors, certify that we sealed the ballots and other election records required by Wis. Stat. § 7.51(3)(a), (c) and (5), from the _____Ward(s) of the

Town / City / Village of _____, _____County, State of Wisconsin from the

election held on _____, _____ in this container for delivery to the municipal clerk.

The tamper-evident seal used to secure this container is numbered: _____. Wis. Admin. Code Section GAB 5.01(2)

This is bag number _____ **of** _____ bags.
(Please complete if more than one bag is required.

Instructions for Signing this Certification

…(*The*) ballots…shall be secured (*sealed in this ballot bag*) by the chief inspector, and, **if available**, one other inspector whose party affiliation is different from the chief inspector's party affiliation…Wis. Stat. § 7.51(3)(a). *An inspector is "unaffiliated" unless his or her name was submitted as an inspector nominee by one of the two dominant parties in the county (generally, the Democratic and Republican Parties)*.

1. **If all inspectors are unaffiliated**, the Chief Inspector (CI) and any other inspector must sign the certification.
2. **If there is a mix of unaffiliated and affiliated inspectors:**
   a. If the CI is affiliated, the CI and an inspector affiliated with the other party must sign this certification, **if available**. Otherwise the CI and an unaffiliated inspector must sign the certification.
   b. If the CI is unaffiliated, the CI and an affiliated inspector must sign this certification. If inspectors from both parties are present, the CI and one inspector from each party should sign the certification.

Certification

_____ ☐ Unaffiliated ☐ Affiliated _____
Signature of Chief Inspector — If affiliated, indicate party.

_____ ☐ Unaffiliated ☐ Affiliated _____
Signature of Inspector — If affiliated, indicate party.

_____ _____
Signature of Inspector (only required in the case of 2.b. above) — Party

Dated this _____day of _____, _____.

This container, secured with a numbered seal with the ballots enclosed, shall be returned immediately to the municipal clerk. Wis. Stat. § 7.51(3)(a) and (5). The municipal clerk shall provide for the delivery of county, state, federal and school ballots to the appropriate clerk. §7.51(5), Wis. Stats. If the municipality has designated a central counting location pursuant to Wis. Stat. § 7.51(1), the municipal clerk or two inspectors shall transport the container to the central counting location designated by the municipal clerk. Wis. Stat. § 5.85(5).

ELECTION BALLOTS MAY ONLY BE DESTROYED UNDER THE PROVISIONS OF Wis. Stat. § 7.23(1)(h), (2).

CERTIFICATE
OF
REJECTED ABSENTEE BALLOTS

We certify that the absentee ballots contained in this envelope were rejected by us at the election held in

the _____ Ward(s)

of the Town / Village / City } of _____, _____County, Wisconsin

on the _____ day of _____, _____

for the reasons shown on the back of each certificate envelope. Each rejected certificate envelope was assigned a number and listed on the Inspectors' Statement (EL-104) prepared and filed by us with the election returns.

_____
_____
_____
_____
_____
_____
_____

} **Election Inspectors**

Dated this _____ day of _____, _____.

☆ ☆ ☆

USED CERTIFICATE ENVELOPES
OF
ABSENTEE ELECTORS

We certify that the used certificate envelopes of absentee ballots contained in this envelope were offered

for voting at an election held in the _____ Ward(s)

of the Town / Village / City } of _____, _____County, Wisconsin

on the _____ day of _____, _____.

The certification on each absentee certificate envelope was executed in compliance with §§6.22, 6.24, 6.87, Wis. Stats. The ballots were placed in the proper ballot containers after a voting number was assigned to the absentee elector's name on the poll list along with an indication that the elector voted absentee.

_____

_____

_____

} **Election Inspectors**

Dated this _____ day of _____, _____.

☆ ☆ ☆

Inspectors' Statement

We, the undersigned election inspectors, certify the following is a true and correct statement for an election held in the _____ ward(s) of the _____ of _____, County of
(ward number(s)) (Town, Village of City) (Name of Municipality)

_____, State of Wisconsin, on the _____day of _____, 20_____.
(Name of County) (Day) (Month) (Year)

MUNICIPAL CLERK PROVIDES THE FOLLOWING INFORMATION:

Voting Unit Number _____ Memory Device Serial Number _____
Tamper-Evident Seal Serial Number _____

THIS SECTION TO BE COMPLETED BY CHIEF INSPECTOR:

VOTING EQUIPMENT/BALLOT CONTAINER CHAIN-OF-CUSTODY RECORD

- Tamper-evident seal number verified by chief inspector (CI): Pre-election_____ Post-election _____
  (CI initials) (CI initials)
- Upon sealing the ballot bag or container to which this Inspectors' Statement pertains, **record the number of the tamper-evident seal used for this purpose here**_____.

THIS SECTION TO BE COMPLETED BY ELECTION INSPECTORS AND VERIFIED BY CHIEF INSPECTOR:

VOTER STATISTICS

Total number of voters (last voter number on poll list) _____ **Total number of EDRs** _____
*(Absentee voters and in-person voters. Do **not** include provisional voters.)* *(Election Day Registrations)*

Number of absentee voters _____ **Number of provisional ballots** _____

Total Number of ballots cast_____ **Number of ballots in excess of total number of voters** _____

Number of:

Hand-count Paper ballots_____, **Optical Scan ballots**_____, **DRE (touch screen)**_____

Signatures of Election Inspectors	*Time Worked*
_____	_____to_____
_____	_____to_____
_____	_____to_____

CERTIFICATION OF CHIEF INSPECTOR

I certify that: I have completed the required training administered by the Wisconsin Elections Commission, and have been duly certified as a Chief Inspector. I served as the Chief Inspector for the election described above for the time period indicated below.

_____ ❑ ENTIRE DAY ❑ FROM _____ a.m. p.m. TO: _____ a.m. p.m.
(Signature of Chief Inspector)

_____ ❑ FROM _____ a.m. p.m. TO _____ a.m. p.m.
(Signature of Chief Inspector)

✓The completed form is retained in the office of the Municipal Clerk.

✓A copy of the completed form is returned to each Clerk with the other election forms.

✓Municipal clerk provides other copies as needed. Wis. Stat. § 7.51.

EL-104 (Rev. 2020-07)

DO NOT SEAL IN BALLOT BAG!

❒ **Check box if no incidents were recorded for this election.**

Incident Log

(Please refer to the Election Day Manual for detailed procedures!)

Incident Number	Incident Code (See glossary)	Description of Incident	Time Incident Occurred	Election Officials Initials
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	

Quick Reference	(Please refer to the Election Day Manual for detailed procedures!)	
Code	**Description of Incident**	**Procedure for Completing Inspectors' Statement**
RO **RS** **RWS** **RD** **RB** **RV** **RWA**	**Rejected Absentee Ballots—*Absentee ballots are rejected if:*** The certificate envelope is open or appears to have been opened and resealed. The elector did not sign the certificate envelope. There is no signature of a witness. The inspectors have reliable proof that the elector has died before election day. Elector has voted more than one ballot of the same type. Elector has already voted in this election. There is no address of a witness.	1) List voter's name and reason ballot was rejected. 2) Indicate the reason for rejection on the certificate envelope 3) Mark the certificate envelope "*Rejected # (serial number).*" 4) Place the envelope containing the ballot in the Rejected Absentee Ballot envelope. 5) The elector's name is not entered on the poll list. 6) Do not count the ballot.
R	**Optical Scan ballots which are remade by election officials—***Ballots are remade in order to be accepted by the tabulating equipment*.	1) Describe why the ballot had to be remade - Overvoted (**OV**)-ballot with at least one instance of voting for more than max number of selections allowed. - Damaged (**DM**)-voter used red pen or circled names instead of completing arrow/oval, ballot mutilated - Other (**OT**)-faxed or emailed ballots or MyVote ballots 2) These ballots are labeled "*Original Ballot # (serial number)*" and "*Duplicate Ballot # (same serial number)*." 3) The "duplicate" ballots are inserted into the counter. 4) The "original" ballots are bundled together, and placed in the **Original Ballots Envelope**. 5) The **Original Ballots Envelope** is placed in the ballot container.
C-A **C-C** **C-R** **C-F** **C-I** **C-V** **C-D** **C-ID** **C-F** **PV-**	**Challenged Ballots and Provisional Ballots** Ballots may be challenged because: The person is not at least 18 years of age. The person is not a citizen of the United States. The person has not resided in the election district for at least 28 consecutive days. The person has a felony conviction and has not been restored to civil rights. The person has been adjudicated incompetent. The person has voted previously in the same election. The person claims to have a physical disability that prevents them from signing the poll book but both inspectors did not agree. Inspector believes picture on photo on ID does not reasonably resemble the voter, or the name does not conform to the name on the list. Clerk believes voter who asked for replacement ballot is not the person who originally requested the ballot. Provisional ballot issued:	1) Complete the "*Challenge Documentation" (Form EL-104C)*. (There should be one (EL-104C) for each challenged elector.) 2) Mark ballot "*Challenged – Voter #___*." (Use voter number from poll list.) 3) Mark "*challenged*" next to voter's name on the poll list. 4) Challenged ballots are inserted into the counter. 5) Bundle together, label "*Challenged Ballots,*" and place in ballot container. Refer to the Provisional Ballots section of the Election Day Manual for instructions on issuing provisional ballots. Reasons for issuing provisional ballot: 1) "POR required" by voter's name on poll list; voter cannot provide POR. 2) Election Day registrant with a WI DL can't/won't provide #. 3) Voter required to provide ID and can't/won't.
VI	**Ballots where voter intent could not be determined and, therefore, votes could not be counted**	1) Describe the issue that caused the inspectors to decide that voter intent could not be determined. 2) Mark ballot "*Defective-Intent*," & assign a serial number 3) Bundle together, mark "*Defective-Voter Intent Could not be Determined,*" and place in ballot container.
O	**"Objected To" Ballots** Objected Ballots are ballots that a minority of inspectors felt should not be counted.	1) Count the vote the way the majority of the inspectors determined it should be counted. 2) Assign a serial number to ballot and indicate reason for objection. 3) Bundle together, label "*Objected to Ballots,"* and place in ballot container.
LS	**License Surrender** - Voter presents a citation or notice of intent to revoke/suspend a DL as POI.	Mark ballot "s.6.965 – Voter # ___," and write "s.6.965" on the poll list next to the voter's name.
X	**Other Occurrences or Irregularities**	Describe any other occurrences or irregularities which may or may not affect the validity of the election.

Challenge Documentation

(*Inspector should attach this form to the Inspectors' Statement (EL-104)*)

Name and Address of **Challenged** Elector:

_____

_____

Challenged Elector Voter number _____
(Fill in only if Part D is completed)

Identifying Challenge Participants

Name of Inspector Administering Challenge Process _____

1. Person Challenging Elector who is Present at the Polling Place
(Check the box that applies and provide the information requested.)

❑ **Inspector** (Who Is a Qualified Elector) *Making Challenge to an Elector who is Present*

Name of Challenging Inspector_____ (Proceed to Part A.)

or

❑ Name and Address of **Elector** *Making Challenge to an Elector who is Present*

_____

_____ (Proceed to Part A.)

2. Person Challenging Elector who is not Present at the Polling Place
(Check the box that applies and provide the information requested.)

❑ **Inspector** (Who Is a Qualified Elector) *Making Challenge to an Elector who is not Present*

Name of Challenging Inspector_____ (Complete Parts A & E.)

or

❑ Name and Address of **Elector** *Making Challenge to an Elector who is not Present*

_____

_____ (Complete Parts A & E.)

_____ _____
(signature of *challenging* elector) (signature of *challenged* elector)

Part A. Challenger
(Indicate the challenger's answers to your questions by checking "Yes" or "No." Provide any other information requested.)

1. Oath (or Affirmation) of Truthfulness given by the inspector to the challenger:
   "Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you regarding the challenged person's place of residence and qualifications as an elector of this election."

   ❑ Yes ❑ No

   If "Yes," proceed with the challenge process. If "No," see the end of this section*.

2. Inspector asks the challenger if they are a qualified elector of Wisconsin. (Only an elector may challenge.)

   ❑ Yes ❑ No

   If "Yes," proceed with the challenge process. If "No," see the end of this section*.

3. Challenger gives the reason(s) for challenge using the following criteria that applies to the person being challenged:

   ❑ The person is not a citizen of the United States.

   ❑ The person is not at least 18 years of age.

   ❑ The person has not resided in the election district for at least 28 consecutive days.

   ❑ The person has a felony conviction and has not been restored to civil rights.

   ❑ The person has been adjudicated incompetent.

   ❑ The person has voted previously in the same election.

Only election inspectors can challenge for the following reasons:

- ❑ The person who requested a replacement absentee ballot is not the person who originally requested the ballot.
- ❑ The person claims to have a physical disability that prevents them from signing the poll book, but *both* inspectors did not agree.
- ❑ The person does not adhere to the following voting requirement (specify alleged violation below):

_____

_____

4. Inspector asks the following question(s) of the challenger which are appropriate to determine the qualifications of the challenged elector:
   - ❑ Why do you believe that the challenged elector is not a United States citizen?
   - ❑ Why do you believe that the challenged elector is not at least 18 years of age?
   - ❑ Why do you believe that the challenged elector has not, for at least the 28 consecutive days before this election, resided in, or been a resident of, the ward or election district from which he or she seeks to vote?
   - ❑ For which of the following reasons, and why, do you believe the challenged elector is currently disqualified from voting:
     - ❑ A felony conviction for which the challenged elector is still serving probation or is on parole or extended supervision?
     - ❑ A judge's ruling that he or she is incapable of voting?
     - ❑ Having made a bet or wager on this election?
     - ❑ Having voted previously in this election?

   (Inspector challenge only):
   - ❑ Why do you believe that the challenged elector, who requested a replacement absentee ballot, is not the person who requested the original ballot?
   - ❑ Why do you believe that the challenged elector is not unable to sign the poll book due to a physical disability?
   - ❑ Why do you believe this person does not meet the specified voting requirement?

   Record Challenger's Answer(s):

   _____
   _____
   _____
   _____

   *If the challenger refuses to take the oath (or affirmation) of truthfulness, is not a qualified elector of Wisconsin, refuses to give a valid reason for challenge, or refuses to provide information to support the challenge; the challenge process is terminated and *the elector is allowed to vote*.

   OTHERWISE:

5. *Proceed to Part B.*

Part B. Challenged Elector
(Indicate the challenged elector's answers to your questions by checking "Yes" or "No.")

1. Oath (or Affirmation) of Truthfulness given by the inspector to the challenged elector:
   "Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you regarding your place of residence and qualifications as an elector of this election."

   ❑ Yes ❑ No

   If "Yes," proceed with challenge process. If "No," see end of this section*.

2. Inspector asks the challenged elector the following questions which are appropriate to test the person's qualifications based on the cause for the challenge:

❑ Are you a United States citizen? ❑ Yes ❑ No

❑ Are you at least 18 years of age? ❑ Yes ❑ No

❑ For at least the 28 consecutive days before this election, have you resided in, or been a resident of, the ward or election district from which you seek to vote? ❑ Yes ❑ No

❑ Are you currently disqualified from voting for any of the following reasons?

- ❑ A felony conviction for which you are still serving probation or are on parole or extended supervision? ❑ Yes ❑ No
- ❑ A judge's ruling that you are incapable of voting? ❑ Yes ❑ No
- ❑ Having made a bet or wager on this election? ❑ Yes ❑ No
- ❑ Having voted previously in this election? ❑ Yes ❑ No

(Inspector challenges only):

❑ Are you unable to sign the poll book due to a physical disability? ❑ Yes ❑ No

Record Challenged Elector's Explanation, if any:

_____

_____

*If the challenged elector refuses to take the oath (or affirmation) of truthfulness, refuses to answer any of the questions in Part B, or the answers given indicate that the challenged elector does not meet voting eligibility requirements; *the challenged elector is not given a ballot*. Indicate the reason for not issuing a ballot to the challenged elector in the box at the bottom of Page 4.

OTHERWISE:

3. *Proceed to Part C.*

Part C. Opportunity to Withdraw Challenge
(Indicate the challenger's answer by checking "Yes" or "No.")

Does challenger withdraw the challenge?

❑ Yes (Challenge process is terminated, and elector is given a ballot.) ❑ No (*Proceed to part D.*)

Part D. Oath (or Affirmation) of Eligibility
(Indicate the answers to your questions by checking "Yes" or "No.")

1. Inspector administers Oath (or Affirmation) of Eligibility to the challenged elector:

"Do you solemnly swear (or affirm) that: you are at least 18 year of age; you are a citizen of the United States; you are now and for 28 consecutive days have been a resident of this ward except under Wis. Stat. § 6.02(2); you have not voted at this election; you have not made any bet or wager or become directly or indirectly interested in any bet or wager depending upon the result of this election; you are not on any other ground disqualified to vote at this election."

❑ Yes ❑ No
If "Yes," proceed with 2.
If "No," see end of this section*.

2. If the challenged elector answered "Yes" to question number 1, the challenged elector is given a ballot. **Before issuing the ballot to the challenged elector, the inspectors must:**

❑ Write the voter number of the challenged elector and "Section 6.95" on the back of the ballot.
❑ Write the voter number on the front of this form and on the voter list.
❑ Indicate the reason for the challenge on the voter list.

*If challenged elector refuses to take the oath (or affirmation) of eligibility or refuses to register (where required), the elector may not be given a ballot. Indicate reason for not issuing a ballot to a challenged elector in the box at the bottom of Page 4.

Part E. For Challenged Absentee Elector Only

(Indicate that the following procedures have been accomplished by checking the box next to each procedure.)

Before depositing absentee ballot of the challenged elector in ballot box, inspectors must

- ❑ Write the voter number of the challenged elector and "Section 6.95" on the back of the ballot,
- ❑ Write the voter number on the front of this form and on the voter list,
- ❑ Indicate the reason for the challenge on the voter list.

When Ballot Is NOT Issued to a Challenged Elector

(Indicate the reason for not issuing a ballot to a challenged elector by checking the appropriate box.)

❑ The challenged elector refused to take the oath or affirmation of eligibility under Part D.

❑ The challenged elector refused to answer fully any relevant questions put to him or her by the inspector under Part B.

❑ The answers to the questions given by the challenged elector indicate that they do not meet the voting qualification requirements of Wis. Stat. §§ 6.02 and 6.03. Reason:_____)

Tally Sheet

Showing results for the _____ ward(s) of the _____ aldermanic district of the _____ of _____ in the County of
(town, village or city)

_____ on the _____ day of _____, 20 _____ as made by the election inspectors setting forth the total number of votes for each office, the names of all persons receiving votes, and the number of votes cast for each person.

GIVE NUMBER OF LAST VOTE ON POLL LIST OR HIGHEST NUMBER ON REGISTRATION LIST _____

- ❑ PRIMARY
- ❑ ELECTION

_____
Name of Party (Partisan Primary)

- ❑ PRESIDENT OF THE UNITED STATES
- ❑ CONGRESSIONAL OFFICES
- ❑ STATEWIDE OFFICES
- ❑ LEGISLATIVE & DISTRICT ATTORNEY OFFICES
- ❑ JUDICIAL & SUPERINTENDENT

- ❑ COUNTY OFFICES
- ❑ LOCAL OFFICES
- ❑ SCHOOL DISTRICT OFFICES
- ❑ REFERENDA

INSTRUCTIONS: Insert office titles vertically and the names of all candidates horizontally next to office title.

Office	Names of Candidates Including Write-Ins	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100	Total Votes Cast (In figures)
		105	110	115	120	125	130	135	140	145	150	155	160	165	170	175	180	185	190	195	200	

TALLY

Of the votes given in the

_____of _____
(Town, Village or City)

County of _____
State of Wisconsin
on _____, 20 _____

❑ PRIMARY ❑ ELECTION

_____
Name of Party (Partisan Primary)

- ❑ PRESIDENT OF THE UNITED STATES
- ❑ CONGRESSIONAL OFFICES
- ❑ STATEWIDE OFFICES
- ❑ LEGISLATIVE & DISTRICT ATTORNEY OFFICES
- ❑ JUDICIAL & SUPERINTENDENT
- ❑ COUNTY OFFICES
- ❑ LOCAL OFFICES
- ❑ SCHOOL DISTRICT OFFICES
- ❑ REFERENDA

NOTE: THIS STATEMENT IS TO BE MADE IN DUPLICATE, ONE TO BE FILED WITH THE MUNICIPAL CLERK AND THE OTHER TO BE DELIVERED TO THE COUNTY CLERK. FOR SCHOOL DISTRICT ELECTIONS, ONE COPY IS DELIVERED TO THE MUNICIPAL CLERK, AND THE OTHER IS DELIVERED TO THE SCHOOL DISTRICT.

STATE OF WISCONSIN
County of _____
Received and filed this _____ day of _____, 20 _____.

_____
(Signature of County Clerk)

EL-105 | 2020-01 |
Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984
608-266-8005 | web: elections.wi.gov | email: elections@wi.gov

CERTIFICATION

State of Wisconsin)
) ss.
County of _____)

We, the undersigned, certify that we are election inspectors for the _____ wards(s) of the _____ aldermanic district of the _____
(town, village or city)

of _____, State of Wisconsin, for the primary or election held on the day of _____, 20 _____.

We further certify that we have counted all the ballots cast in said ward or polling place, that the count was duly and legally made and that the results of the count shown on the within tally sheet statement is correct.

_____
_____
_____
_____
_____
_____
_____

(Signatures of at least 3 Election Inspectors, including the chief inspector and one inspector representing each of the 2 major political parties. Any inspector or tabulator participating in the ballot count must sign the certification.)

Dated _____, 20 _____

Board of Canvassers Report
Tabular Statement of Votes Cast

_____, Wisconsin
(Insert Municipality and County, County Canvass insert County Only)

(Type of Election)_____Election _____(Date of Election)

(For County Use Only) For a Partisan Primary, insert political party:		
Office:		
Reporting Units	Candidates	Votes Cast Scattering (for Counties only)
Total Votes Cast-Candidates:		
Total Votes Cast-Office:		

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.

Summary Statement of the Board of Canvassers

_____ Election _____, _____
(Name of Election) (Date of Election)

The total number of votes cast for _____was _____
of which (insert office)

_____ received _____
(candidate's name)

_____ received _____
(candidate's name)

_____ received _____
(candidate's name)

Scattering *(for county only)* received _____

The total number of votes cast for _____was
of which (insert office)

_____ received _____
(candidate's name)

_____ received _____
(candidate's name)

_____ received _____
(candidate's name)

Scattering *(for county only)* received _____

The total number of votes cast for_____was
of which (insert office)

_____ received _____
(candidate's name)

_____ received _____
(candidate's name)

_____ received _____
(candidate's name)

Scattering *(for county only)* received _____

Certification of the Board of Canvassers

We, the undersigned, certify that we are the members of the Board of Canvassers for

_____.
(insert municipality and county, if county canvass insert county only)

We certify that the attached Tabular Statement of Votes Cast and Summary Statement of the Board of Canvassers, canvassed and prepared by us, are correct and true as compiled from the original returns made to the

_____ Clerk.
(County, Municipal, School District)

We further determine and certify that the following persons received the greatest and the next to greatest (for primary only) number of votes for the respective office for which each was a

candidate on _____.
(Insert date of primary or election)

OFFICE (Title of Office)	**HIGHEST CANDIDATE** (Name of Winning Candidate)	**SECOND HIGHEST CANDIDATE** (Name of Second Highest Candidate) (For Primary Only)

BOARD OF CANVASSERS

(1)_____

(2) _____

(3) _____

(4) _____

(5)_____

_____
(Date)

This document is signed by:

For Municipal Elections

- The inspectors when there is only one polling place and one set of election results. s.7.53(1), Stats.
- The municipal board of canvassers when there are 2 or more reporting units. s.7.53(2)(a), Stats.

For State and County Elections

- The county board of canvassers. s.7.60(2), Stats.

Ballot, Ward, District	Voter Reg & Barcode	Name and Address	Voter #	Voter Signature	
		Names beginning with the letter [A]			
BS 01 WD-002 62002-002-1600-1 CG-03 AS-92 Notes:	0716972290	Adams, Becky Jo N51634 STATE ROAD 93 ELEVA, WI 54738		Becky Jo Adams	1
BS 01 WD-002 62002-002-1600-1 CG-03 AS-92 Notes:	0031921016	Alf, Cheryl J N49042 COUNTY ROAD V ELEVA, WI 54738		Cheryl J Alf	2
BS 01 WD-002 62002-002-1600-1 CG-03 AS-92 Notes:	0716307870	Alitz, Diana G N49587 ALITZ LN STRUM, WI 54770		Diana G Alitz	3
BS 01 WD-002 62002-002-1600-1 CG-03 AS-92 Notes:	0714885120	Alitz, Robert Allen N49587 ALITZ LN STRUM, WI 54770		Robert Allen Alitz	4
BS 01 WD-002 62002-002-1600-1 CG-03 AS-92 Notes:	0031921020	Allemann, Diane Elsie W23487 ALLEMANN LN ELEVA, WI 54738		Diane Elsie Allemann	5
BS 01 WD-002 62002-002-1600-1 CG-03 AS-92 Notes:	700059537	Allemann, Jeremy J W23487 ALLEMANN LN ELEVA, WI 54738		Jeremy J Allemann	6
BS 01 WD-002 62002-002-1600-1 CG-03 AS-92 Notes:	0031921021	Allemann, Steven Carl W23487 ALLEMANN LN ELEVA, WI 54738		Steven Carl Allemann	7
BS 01 WD-001 62002-001-1600-1 CG-03 AS-92 Notes:	0031921109	Anderson, Chad Michael W27122 SCHMIDT RD ELEVA, WI 54738		Chad Michael Anderson	8
BS 01 WD-001 62002-001-1600-1 CG-03 AS-92 Notes:	0031785072	Anderson, Joshua John W27091 US HIGHWAY 10 LOT 15 ELEVA, WI 54738		Joshua John Anderson	9
BS 01 WD-001 62002-001-1600-1 CG-03 AS-92 Notes:	700339445	Anderson, Rachael Lynn W27122 SCHMIDT RD ELEVA, WI 54738		Rachael Lynn Anderson	10

Supplemental Poll List

Municipality: _____

Election Date: _____

(Voter #)		(Print Name)	(Address)
(Ward)	(Ballot Combo)	(Notes)	(Signature)
(Voter #)		(Print Name)	(Address)
(Ward)	(Ballot Combo)	(Notes)	(Signature)
(Voter #)		(Print Name)	(Address)
(Ward)	(Ballot Combo)	(Notes)	(Signature)
(Voter #)		(Print Name)	(Address)
(Ward)	(Ballot Combo)	(Notes)	(Signature)
(Voter #)		(Print Name)	(Address)
(Ward)	(Ballot Combo)	(Notes)	(Signature)
(Voter #)		(Print Name)	(Address)
(Ward)	(Ballot Combo)	(Notes)	(Signature)
(Voter #)		(Print Name)	(Address)
(Ward)	(Ballot Combo)	(Notes)	(Signature)
(Voter #)		(Print Name)	(Address)
(Ward)	(Ballot Combo)	(Notes)	(Signature)

Election: _____ **Date:** _____

Ward: _____

Municipality: _____

Polling Location: _____

Certification

We certify that the attached list contains all the names of persons voting at the election held on _____ , and that it contains all the information about the electors required by law. We further certify that this list is true, correct and complete.

Total Number of Voters Printed on the Poll List: _____

Last Voter Number: _____

Page Number of Last Voter: _____

Number of Absentee Electors: _____

Election Inspector Signatures:

1. _____
Chief Inspector

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____
Election Inspectors

The Information on this form is required by ss.6.79(1)(4),(5), 6.82(1)(a),2(d),6.88(3)(a), Stats.

WISCONSIN INSPECTORS' CERTIFICATE OF PROVISIONAL BALLOTS

We certify that the provisional ballots contained in this envelope were cast by voters unable to provide the Wisconsin driver license or state identification card number required pursuant to Wis. Stat. § 6.55(2)(a)1., and/or unable to provide an acceptable form of photo identification pursuant to Wis. Stat. § 6.79 (2)(a), at the election held in

the _____ Ward(s)

Of the Town / Village / City } of _____, _____County, Wisconsin

On the _____ day of _____, _____

Each provisional voter was assigned a serial number beginning PV#__. The number was recorded on the registration list, the back of the ballot, the Provisional Ballot Certificate Envelope (EL-123), the Provisional Ballot Reporting Form (EL-123r), the EL-123is "Provisional Voting Information Sheet" for the elector, and listed on the Inspectors' Statement (EL-104) prepared and filed by us with the election returns. Each voter was informed that in order for their ballot to be counted, they must provide the required Wisconsin driver license number or state identification card number and/or acceptable form of photo ID to the municipal clerk no later than 4:00 p.m. on the Friday following the election. Each voter was given the EL-123is "Provisional Voting Information Sheet" prepared by the Wisconsin Elections Commission.

_____

_____

_____

} **Election Inspectors**

Dated this _____ day of _____, _____.

☆ ☆ ☆

Wisconsin Election Observer Log

Today's Date: _____ Election Date: _____ Municipality: _____ Page Number: _____

Site: ☐Polling place, ward # _____ ☐Clerk's office ☐Central count location ☐Residential Care Facility or Retirement Home ☐Other (specify) _____

With their signatures below, the signees attest to the following statement:

"I understand Wisconsin's rules for election observers, as set out in *Wisconsin Election Observers Rules-at-a-Glance*, and agree to abide by those rules while observing this election or election administration event."

Printed Name	Signature	Street Address	Municipality, State	Representing	Photo ID Verified
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐

EL-109 | Rev 2014-09 | Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 608-261-2028 | elections.wi.gov | elections@wi.gov

At the Polling Place, an Election Observer must:

- ✓ Notify the chief election inspector she/he is at the polling place to observe
- ✓ Follow the directives of the chief election inspector or designee

- ✓ Provide photo identification
- ✓ Complete and sign an election observer log
- ✓ Wear an Election Observer tag or badge

Remember:

- The chief election inspector is in charge of the polling place. All inquiries should be made of the chief election inspector or designee
- Challenges to voters must be filed with the chief election inspector or designee. Follow the process outlined by Wisconsin Administrative Rule EL Chapter 9
- Candidates are allowed in the polling place only after it has closed at 8:00 p.m.
- Polling places in Wisconsin are open from 7:00 a.m. until 8:00 p.m.
- End of night procedures, including the counting of ballots, are conducted as an open meeting and members of the public may observe.

Viewing documents

Observers are not entitled to view registration forms, proof of residence documents or the observer log on Election Day. Observers may ask the chief inspector or designee to view other documents, such as the poll list, that are available when doing so will not delay or disrupt the process, but this may not be possible when polls are busy, and they may not view confidential information. The chief inspector or designee has sole discretion to determine whether such documents may be viewed or photographed during voting hours.

Election Observers may not:

- Engage in electioneering*
- Video and still cameras are not allowed
- Handle official election documents
- Have conversations about candidates, parties or ballot questions
- Make calls / use cell phones for voice calls inside the polling area (texting or other silent usage is acceptable if it is not disruptive)
- Wear clothing or buttons related to candidates, parties or referenda that is intended to influence the election

- Interact with voters, except when requested
- View confidential information on the poll list.
- Enter vehicles of curbside voters

* *Electioneering is defined in Wisconsin law as any activity which is intended to influence voting at an Election. Wis Stat. § 12.03*

Communications Media:

Observers from communications media organizations shall identify themselves and the organization they represent to the chief inspector upon arriving at the polling place. The inspector shall record the information on the EL-104, Inspectors Statement. Video and still cameras are allowed if their use is not disruptive or show how an elector has voted.

Polling Place Accessibility Assessments:

Individuals may assess accessibility requirements in Wisconsin polling places if the following rules are observed:

- Assessors should notify the municipal clerk at least 24 hours in advance
- Assessors may wear identifying name tags or shirts
- Assessors may work outside the observers' area unless their work is judged to be disruptive
- Assessors may take still photos or videotape for documentation if their use is not disruptive
- Election officials - clerks, chief election inspectors and poll workers -should facilitate the work of accessibility assessors

Election Observation at Other Locations:

Municipal Clerk's Office

Observers may be present during absentee voting in the clerk's office (if it's in a public location). The municipal clerk is in charge, and observers shall follow the clerk's directives. Video and still cameras are not allowed.

Residential Care Facilities & Nursing Homes

Only observers appointed by the two major political parties may be present during absentee voting in residential care facilities and nursing homes. The special voting deputies are in charge, and observers shall follow the deputies' directives. Video and still cameras are not allowed.

Central Count

Observers may be present during absentee voting in a centralized vote counting location. The municipal clerk is in charge, and observers shall follow the clerk's directives. Video and still cameras are allowed if their use is not disruptive or show how an elector has voted.

Recounts

Observers may be present during election recounts, including candidates and their counsel. The board of canvassers is in charge, and observers shall follow the board's directives. Video and still cameras are allowed if their use is not disruptive or show how an elector has voted.

Contact Information
Wisconsin Elections Commission

TELEPHONE/FAX

WEC Help Desk: 608-261-2028
Fax: 608-267-0500

STREET ADDRESS

212 East Washington Avenue, Third Floor
Madison, Wisconsin 53703

MAILING ADDRESS

Wisconsin Elections Commission
Post Office Box 7984
Madison, Wisconsin 53707-7984

INTERNET ADDRESS

http://elections.wi.gov

EMAIL ADDRESS

elections@wi.gov

Wisconsin Election Observers

Rules-at-a-Glance

The State of Wisconsin permits individuals to observe voting and the election administration process at polling places on Election Day. It also permits observers to view the absentee voting process in the municipal clerk's office, central count processes, recounts, and voting in residential care facilities and nursing homes.

These **Rules-at-a-Glance** outline the Wisconsin Elections Commission's interpretation of statutes governing the conduct of election observers.

WISCONSIN ELECTIONS COMMISSION

October 2018

_____
Date and time

_____
Name of location

_____
Street address

_____, WI
Municipality name
(indicate Town, Village or City, i.e., "Town of Leeds")

Order to Leave Polling Place, Clerk's Office, or Alternate Absentee Ballot Site

_____
name of observer

_____
organization, if any

The observer listed above, is hereby ordered, pursuant to Wis. Stat. § 7.41(3), to leave the polling place, clerk's office, or alternate absentee ballot site immediately for the reason(s) described below:

_____

_____

_____

_____

_____

_____

_____	_____
Signature of chief inspector	Signature of inspector
_____	_____
Printed name of chief inspector	Printed name of inspector

A copy of this document is required to be filed with the Wisconsin Elections Commission within 7 days of the incident.

INELIGIBLE VOTER INFORMATION SHEET

You are being given this informational sheet today because your name and date of birth match a name and date of birth on a list of offenders who are currently serving a sentence for a felony conviction. If this information is correct, you are ineligible to vote in Wisconsin and must wait until you have completed the terms of your felony sentence including any terms of extended supervision, probation, or parole.

- If the information was correct, but you have completed your sentence, have been discharged, or your sentence has been vacated, your registration or absentee ballot will be accepted if you can provide the poll workers or clerk with a copy of the **Discharge Certificate** which you received from your agent when you were discharged. Page 2 of the certificate will contain a statement that restores your right to vote.

  If you do not have a copy of your discharge certificate, you may obtain one by contacting the Department of Corrections (DOC) Master Records Line at (608) 240-3750. It will take DOC at least 24 hours to make a copy of the discharge certificate. The DOC records office will need the address, email, or fax number where a copy of the discharge certificate can be sent.

- If the information on the list is incorrect or you maintain that you are not a felon, you will be permitted to register and to vote. Your registration and any ballot that you cast will be marked as "ineligible to vote per Department of Corrections," until you take steps to resolve the issue with the Department of Corrections. Your ballot will also be challenged by the election inspectors at your polling place.

  If you believe that your name and date of birth have been falsely matched or that you may be the victim of identity theft, contact the Wisconsin Department of Justice Crime Information Bureau (CIB). CIB provides a process for clarifying a false match. For assistance with this process please call:

  CIB Front Desk (608) 266-7314
  Record Check Unit Supervisor (608) 266-9398

After you have resolved the issue contact your municipal clerk and provide them any documentation you have confirming that you are not currently serving a sentence for a felony conviction.

Municipal Clerk Contact Information:

_____	_____
(Name of municipal clerk)	(Telephone number)
_____	_____
(Address)	(Fax number)
_____	_____
(Municipality, state, zip code)	(E-mail address)

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: _____

Note: *With certain exceptions, an elector who mails or personally delivers an absentee ballot to the municipal clerk at an election is not permitted to vote in person at the same election on Election Day. Wis. Stat. §6.86(6).*

Voter: Please complete steps 1 through 5 below, in the presence of your witness.

1 **Place your voted ballot inside the envelope and seal it. Do not use tape or glue.**

2 **Complete the section below if not completed by the clerk.**
Provide your VOTING address.

Date of Election (month, day, year)	**County**

Municipality (check type and list name) Town ❒ Village ❒ City ❒ **of**

Voter's Name (Last, First, Middle) including suffix ***(Please print legibly)***

Street Address–Provide house number and street name or fire number and street name. **OR**

If your rural address does not include a house number/fire number and street name, provide rural route number and box no.

City	**WI**	**Zip Code**

Official use only:	Ward #	District (if applicable)	Voted in clerk's office ❒

3 **Sign and date this section.**

CERTIFICATION OF VOTER *(Required)*

I certify, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), that I am a resident of the ward of the municipality in the county of the state of Wisconsin indicated hereon, and am entitled to vote in the ward at the election indicated hereon; that I am not voting at any other location in this election; that I am unable or unwilling to appear at the polling place in the ward on election day, or I have changed my residence within the state from one ward to another later than 28 days before the election. I certify that I exhibited the enclosed ballot, unmarked, to the witness, that I then in the presence of the witness and in the presence of no other person marked the ballot and enclosed and sealed the ballot in this envelope in a manner that no one but myself and any person providing assistance under Wis. Stat. § 6.87(5), if I requested assistance, could know how I voted. I further certify that I requested this ballot.

X _____ _____ /_____ /_____

▲ **Signature of Voter** ▲ *(All voters must sign.)* **Today's Date**

REQUIRED OF MILITARY AND OVERSEAS VOTER ONLY: I further certify my birth date is:
_____ /_____ /_____

4 **Have your witness sign and write their address below.**

CERTIFICATION OF WITNESS *(signature and address of witness are required)*

I, the undersigned witness, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), certify that I am an adult U.S. Citizen and that the above statements are true and the voting procedure was executed as stated. I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk). I did not solicit or advise the voter to vote for or against any candidate or measure. I further certify that the name and address of the voter is correct as shown.

1. _____
▲ **Signature of ONE adult witness**▲

2. _____
▲ *If witnesses are Special Voting Deputies,* ***both*** *must sign.* ▲

▼ **Address of witness or addresses of both SVDs** ▼

1. _____

2. _____

Provide house number and street name or fire number and street name, city, state and zip code. **OR**
If your rural address does not include a house number/fire number and street name, provide rural route number and box number, city, state and zip code.

CERTIFICATION OF ASSISTANT ***(if applicable)*** - assistant may also be witness

I certify that the voter named on this certificate is unable to sign his/her name or make his/her mark due to a physical disability and that I signed the voter's name at the direction and request of the voter.

X _____

▲ **Signature of Assistant** ▲

5 **Mail back your ballot. Allow 4-5 days for delivery to ensure your ballot is received by Election Day. Ballots received after Election Day will NOT be counted.**

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: _____

Note: *With certain exceptions, an elector who mails or personally delivers an absentee ballot to the municipal clerk at an election is not permitted to vote in person at the same election on Election Day. Wis. Stat. §6.86(6).*

Voter: Please complete steps 1 through 6 below, in the presence of your witness.

1 Place your voted ballot inside the envelope and seal it. Do not use tape or glue.

2 Complete the section below if not already completed by the clerk. Provide your VOTING address.

Date of Election (month, day, year)	**County**
Municipality (check type and list name) Town ❒ Village ❒ City ❒ **of**	
Voter's Name (Last, First, Middle) including suffix ***(Please print legibly)***	
Street Address–Provide house number and street name or fire number and street name.	
City	**WI** **Zip Code**
Official use only: Ward #	District (if applicable) Voted in clerk's office ❒

3 Sign and date this section.

CERTIFICATION OF VOTER *(Required)*

I certify, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), that I am a resident of the ward of the municipality in the county of the state of Wisconsin indicated hereon, and am entitled to vote in the ward at the election indicated hereon; that I am not voting at any other location in this election; that I am unable or unwilling to appear at the polling place in the ward on election day, or I have changed my residence within the state from one ward to another later than 28 days before the election. I certify that I exhibited the enclosed ballot, unmarked, to the witness, that I then in the presence of the witness and in the presence of no other person marked the ballot and enclosed and sealed the ballot in this envelope in a manner that no one but myself and any person providing assistance under Wis. Stat. § 6.87(5), if I requested assistance, could know how I voted. I further certify that I requested this ballot.

X _____ _____ /_____ /_____

▲ **Signature of Voter** ▲ *(All voters must sign.)* **Today's Date**

4 Have your witness sign and write their address below.

CERTIFICATION OF WITNESS *(signature and address of witness are required)*

I, the undersigned witness, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), certify that I am an adult U.S. Citizen and that the above statements are true and the voting procedure was executed as stated. I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk). I did not solicit or advise the voter to vote for or against any candidate or measure. I further certify that the name and address of the voter is correct as shown.

_____

▲ **Signature of ONE adult U.S. citizen witness**▲

_____

▲ **Address of witness** ▲

Provide house number and street name or fire number and street name, city, state and zip code. **OR**
If your rural address does not include a house number/fire number and street name, provide rural route number and box number, city state and zip code.

CERTIFICATION OF ASSISTANT ***(if applicable)*** - assistant may also be witness

I certify that the voter named on this certificate is unable to sign his/her name or make his/her mark due to a physical disability and that I signed the voter's name at the direction and request of the voter.

X _____

▲ **Signature of Assistant** ▲

5 Enclose a copy of acceptable photo ID, or complete this section

CERTIFICATION OF CARE FACILITY AUTHORIZED REPRESENTATIVE

I certify I am an authorized representative of the facility listed. I further certify that this facility is registered or certified as required by law, that the above voter is a resident, and I verify that the name and address of the voter described above are correct.

_____ _____

▲ **Name of Facility**▲ ▲ **Signature of Authorized Representative** ▲

(Certification of Witness section must also 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**.

6 Mail back your ballot. Allow 4-5 days for delivery to ensure your ballot is received by Election Day. Ballots received after Election Day will NOT be counted.

The EL-122 Special Absentee Certificate includes an extra section (Section 5). Section 5 is used only in two uncommon situations:

Number 1

- An absentee voter resides in an SVD-eligible facility that is NOT served by SVDs.
- Voter applies for an absentee ballot, *but not as an indefinitely-confined voter.*
- Voter does not have acceptable photo ID on file with the clerk and does not include ID with the request.
- Because the voter resides in a facility that is SVD-eligible, the clerk sends the ballot to the voter with instructions to enclose a copy of acceptable ID with the ballot, or have the "Certification of Care Facility Authorized Representative" section completed.

Number 2

- An absentee voter resides in a care facility served by SVDs.
- Voter has applied for an absentee ballot, *but not as an indefinitely-* confined vot*er.*
- The SVDs have made two visits to the facility, but have not made contact with the voter.
- Voter does not have acceptable photo ID on file with the clerk.
- The clerk mails the ballot to voter with instructions to enclose a copy of acceptable ID with the ballot, or have the "Certification of Care Facility Authorized Representative" section completed.

Clerk checks the box in the shaded area of Section 5.

Clerk does not initial that "*The voter has met or is exempt from the photo ID requirement."*

Printing a supply of the **EL-122 Special** is not necessary. If one of the situations listed above is encountered, this form can be printed from the WEC website, trimmed to fit and affixed to an EL-122 Standard envelope with glue or tape.

EL-122sp Special Absentee Certificate Envelope | (rev. 2020-06)

PROVISIONAL BALLOT CERTIFICATE
Ballot under Wis. Stat. § 6.97

Voter: Complete the information below and sign the certification in the presence of an election inspector who must also sign.

		Official Use Only:
Date of Election (month/day/year)	County	**PV #**
Municipality (check type and list name) Town ❒ Village ❒ City ❒ **of**	Ward #	Voter must supply the following information to the municipal clerk no later than 4:00 p.m. on the Friday following the election in order for this ballot to be counted: ❒ WI Driver License number ❒ Photo I.D.
Name (Last, First, Middle) including suffix		
Street Address – include street number or fire number and name of street, or rural route and box number		
City, State, Zip	Phone Number, including area code	
Date of Birth (month/day/year)	Are you a citizen of the United States? Yes ❒ No ❒	

CERTIFICATION OF VOTER

I certify, subject to the penalties of Wis. Stat. § 12.13(3)(g), that I am a qualified elector of the ward and municipality in the county of the state of Wisconsin indicated above. I am eligible to vote in this ward at the election today. I understand that if I fail to submit the required information listed above to my municipal clerk no later than 4:00 p.m. on the Friday following the election, my ballot may not be counted.

Signature of Voter _____ Date

Signature of Election Inspector _____ Date

EL-123 | Rev 2019-10 | Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 | 608-266-8005 | web: elections.wi.gov | mail: elections@wi.gov |

Provisional Ballot Reporting Form

Primary or Election Date: / /

County:

Municipality:

Polling Place Location:

Reporting Unit:

Reason Codes for Issuing Provisional Ballot:

1. Unable or unwilling to provide WI DL/ ID #
2. Unable or unwilling to provide acceptable proof of identification

Page _____ of _____

Name and Address of Elector	Elector Date of Birth	PV #	Absentee or In-Person Elector	Reason Code	Type of Provisional Documentation Provided	Method of Providing Missing Information (In-Person, Phone, Mail, Fax)	Date and Time Elector Provided Missing Information	Clerk or Election Inspector Name	Voter Number Issued, if Election Day, note "Withdrawn: # on Poll List."

The information on this form was communicated to the municipal clerk by : Telephone _____ In Person _____ Fax ____ Email _____	Date: Time: a.m. p.m.	Chief Inspector Initials:	The information on this form was communicated to the relevant canvass boards by: Telephone _____ In Person _____ Fax _____ Email _____	Date: Time: a.m. p.m.	Initials of person responsible for communication:

Municipal Clerk sends a copy of this form (or information relayed over the telephone) to the County Clerk and WisVote Provider on Election Night.

PROVISIONAL VOTING INFORMATION SHEET

You are being given a provisional ballot today because one of the following situations applies:

- ❑ You are unable or unwilling to list your Wisconsin driver license or identification card number on your voter registration application.
- ❑ You are unable or unwilling to present an acceptable proof of identification.

Your provisional ballot number is **PV#**_____.

Your provisional ballot will not count unless you provide the poll workers with the required information before the polling place closes at 8:00 p.m. tonight, or you provide the required information to the municipal clerk by 4:00 p.m. the Friday after the election.

If you need to provide your Wisconsin driver license or identification card number, you may contact the municipal clerk using the information below no later than 4:00 p.m. Friday.

If you need to present an acceptable proof of identification, you must present your proof of identification to the municipal clerk no later than 4:00 p.m. Friday. Acceptable forms of proof of identification may be found on the back side of this handout.

Municipal Clerk Contact information:

_____	_____
(Name of municipal clerk)	(Telephone number)
_____	_____
(Address)	(Fax number)
_____	_____
(Municipality, state, zip code)	(E-mail address)

You may check whether your ballot was counted by contacting the municipal clerk, checking the MyVote WI website at: https://myvote.wi.gov, or by contacting the Wisconsin Elections Commission at 866-VOTEWIS (868-3947).

NOTE: Provisional ballots may NOT be issued when a voter is at the wrong polling place or when a person is attempting to register in-person at the polling place and does not provide the required proof of residence.

Acceptable Forms of Proof of Identification

The following photo IDs are acceptable for voting purposes, and can be unexpired or expired after the date of the most recent general election:

- A Wisconsin DOT-issued driver license, even if driving privileges are revoked or suspended
- A Wisconsin DOT-issued identification card
- Military ID card issued by a U.S. uniformed service (includes Military ID cards issued to a retired service member)
- A U.S. passport book or card

The following photo IDs are also acceptable for voting purposes, but must be unexpired:

- A certificate of naturalization that was issued not earlier than two years before the date of an election at which it is presented
- A driver license receipt issued by Wisconsin DOT (valid for 45 days)
- An identification card receipt issued by Wisconsin DOT (valid for 45 days)
- A temporary identification card receipt issued by Wisconsin DOT through the Identification Petition Process (IDPP) (valid for 60 days).
- A photo identification card issued by a Wisconsin accredited university or college that contains the following:
    - Date of Issuance
    - Signature of Student
    - Expiration date no later than two years after date of issuance (can still be used if expired).
    - The university or college ID must be accompanied by a separate document that proves enrollment.
- A veteran's photo identification card issued by the Department of Veterans Affairs

The following photo ID is acceptable for voting purposes, regardless of the expiration date:

- An identification card issued by a federally recognized Indian tribe in Wisconsin.

NOTE: A photo ID without an expiration date is considered unexpired.

Wisconsin Voter Registration Application

Please complete legibly
Additional instructions on reverse

Please return your completed form to your municipal clerk

Qualifications

please check each box if **YOU**:

1

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 28 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

Your Name

2

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

First _____ Middle _____

About You

phone number and email are **optional**

3

Date of Birth (MM/DD/YYYY) ___/___/___

Phone Number ( )

Email Address _____

The Address 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

Your Mailing Address

if different from above

5

Street Address (or P.O. Box) _____

City/State/Country/Zip _____

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) _____

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

7

☐ 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)

Proof of Residence

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

8

☐ 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)

Signature and Certification

9

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 28 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 _____ Voter Signature

___/___/___ Today's Date

Falsification of information on this form is punishable under Wisconsin law as a Class I felony

Assistant

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

10

X _____ Assistant Signature

_____ Assistant Address

This Section for Official Use Only

Proof of Residence Type	WI DL	WI ID	UTIL	BANK/ CC	PYCK	STDNT 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 # _____

Confidential Elector ID # _____

☐ Submitted by Mail

X _____ Official's Signature

Ward	Sch. District	Alder	Cty. Supr.	Ct. Of App.	Assembly	St. Senate	Congress

EL-131 (REV 2020-06)

1

- If you did not check **every** box in this section, you are **not** eligible to vote in Wisconsin. **Do not complete this form.**

2

- Provide your current and complete name. Please provide your name as it appears on your WI driver license or state-issued ID card (Box 7), if applicable, and the proof of residence document you provided in Box 8.

3

- Provide your month, day, and year of birth.
- Providing your phone number and/or email address is optional and is subject to open records requests. This information may be used by your municipal clerk to contact you about your voter record or absentee ballot request.

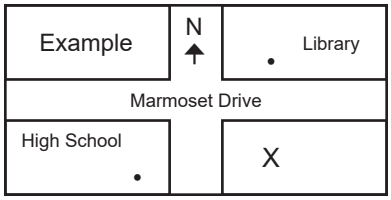
4

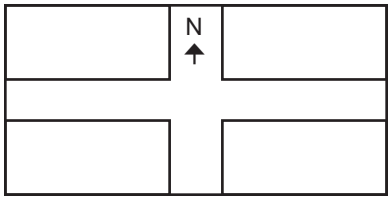
- Provide your home address (legal voting residence) in Wisconsin.
- Provide your full street name, including the type (St, Ave, etc.) and any pre- and/or post-directional (N, S, etc.).
- You may not enter a PO Box as a residential address. A rural route box without a number should not be used.
- A "military elector" is a person, or the spouse or dependent of a person who is a member of a uniformed service or merchant marine, a civilian officially attached to a uniformed service and serving outside the United States, or a Peace Corp volunteer. Military electors are not required to register as a prerequisite to voting at any election.
- A "permanent overseas elector" is a US citizen, at least 18 years old, who does not qualify as a resident of this state, but who either last lived in this state, or whose parent last lived in this state immediately prior to the parent's departure from the United States, and who is not registered to vote in any other state.

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





5

- If your mailing address is different from your home address, provide it here. A PO Box is acceptable as a mailing address. Overseas electors should provide their complete overseas address here.

6

- Provide full previous name if changed and/or previous address if you have been registered to vote anywhere in the U.S.

7

- If you have a valid and unexpired WI driver license or WI DOT ID: provide that number. If you do not know your number, please call (608) 266-2353 to get it.
- If you have an expired, canceled, suspended, or revoked WI driver license or WI DOT ID: you **must** provide the last four digits of your Social Security number. In addition, you may also provide the number on your license or ID (optional).
- If you have never been issued a WI driver license or WI DOT ID: provide the last four digits of your Social Security number.
- If you do not have a WI driver license or WI DOT ID nor a Social Security Number: please check the appropriate box.

If you are registering to vote on Election Day and have been issued a WI driver license or ID, but are unable or unwilling to provide the number, your vote will not be counted unless you provide the number to the election inspectors by 8:00 p.m. on Election Day or to your municipal clerk by 4:00 p.m. the Friday following Election Day.

8

All proof of residence documents must contain voter's current name and address.

- A WI Driver License/ID Card, if not expired or canceled; may be used even if driving privileges have been revoked
- Any other official identification card or license issued by a Wisconsin governmental body or unit
- An employee ID card with a photograph, but not a business card
- A real property tax bill or receipt for the current year or the year preceding the date of the election
- A residential lease (does not count as proof of residence if elector submits form by mail)
- A picture ID from a university, college or technical college coupled with a fee receipt or an on-campus housing listing provided by the university, college or technical college
- A utility bill for the period commencing not earlier than 90 days before the day registration is made
- (Homeless voters only) A letter from an organization that provides services to the homeless that identifies the voter and describes the location designated as the person's residence for voting purposes
- A contract/intake document prepared by a residential care facility indicating that the occupant resides in the facility
- A bank/credit card statement
- A paycheck or pay stub
- A check or other document issued by a unit of government

Proof of residence documents may be provided in an electronic format.

10

Assistant: If you are unable to sign this form due to a physical disability, you may have an assistant do so on your behalf. That assistant must provide his or her signature and address in the space provided. By signing, the assistant certifies that he or she signed the form at your request.

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

Certificate of Registration

General Instructions: ***Please Review Fully***	Please use uppercase (**CAPITAL**) letters only. Form to be completed by municipal clerk. Completed form is given to Elector to give to Election Inspector at polling location.		
Polling Location		Voting #	
Ward #		Voter Registration #	
		Certificate #	
STATE OF WISCONSIN			
Municipality			
County			

To: Election Inspectors

This is to certify that:

Name	
Street Address	
City, State, ZIP + 4	

Has completed the required voter registration application in the Office of the Clerk and said elector should be permitted to cast his or her vote for the election to be held on: ___ / ___ / ____ (Election Date (MM/DD/YYYY))

Subscribed to in the Office of the Clerk of: _____ (Municipality Name)

This ____ (Date) Day of _____ (Month), _____ (Year)

Signature of Clerk X

EB-133 (REV 8/2006)

Certificate of Registration

Municipal Clerk's Copy

General Instructions: ***Please Review Fully***	Please use uppercase (**CAPITAL**) letters only. Form to be completed by municipal clerk. Completed form is given to Elector to give to Election Inspector at polling location.		
Polling Location		Voting #	
Ward #		Voter Registration #	
		Certificate #	
STATE OF WISCONSIN			
Municipality			
County			

To: Election Inspectors

This is to certify that:

Name	
Street Address	
City, State, ZIP + 4	

Has completed the required voter registration application in the Office of the Clerk and said elector should be permitted to cast his or her vote for the election to be held on: ___ / ___ / ____ (Election Date (MM/DD/YYYY))

Subscribed to in the Office of the Clerk of: _____ (Municipality Name)

This ____ (Date) Day of _____ (Month), _____ (Year)

Signature of Clerk X

EB-133 (REV 8/2006)

SAMPLE

Certificate of Registration Instructions

General Instructions: *Please Review Fully*	**This form is used during the late registration period (between 20 days before the election and the day of the election) to certify that the voter is registered, since the voter's registration information will not appear on the Poll List.** This form is completed after the voter completes a valid Voter Registration Application (EB-131) and the clerk approves the application. The municipal clerk completes this form and gives the top portion to the voter. The voter gives the form to the Election Inspectors at the polling location on election day. Since the municipal clerk should keep a copy of the form, the bottom portion has been designed to duplicate the top portion. The municipal clerk may also copy the completed form or use pressure-sensitive or carbon paper to allow for a duplicate to be completed.

1	Polling location: Complete the proper polling location.
2	Ward #: Complete the proper ward number.
3	Voting #: Official Use Only. Voter # is completed by the Election Inspectors at the polling location when voter presents the form to them.
4	Voter Registration #: Office Use only. The unique number given to a voter in SVRS. This is used when information is entered into SVRS at time of late registration.
5	Certificate #: The serial number issued by the municipal clerk when filing a late registration, i.e. starting with #1, #2, #3 and so forth. The clerk's agent (provider) issues a serial number followed by "c," i.e. #1c, #2c, #3c and so forth.
6	Municipality: Complete name of municipality.
7	County: Complete name of county in which municipality is located.
8	Name, Address, City: Complete name and voting address of voter.
9	Election Date: Complete the date of the primary or election event.
10	Municipality Name: Complete the name of the municipality.
11	Date: Complete the date completed.

Signature:
By signing this form, the municipal clerk certifies that the elector has completed the voter registration application and directs the Election Inspectors to permit the elector to vote for the election to held on the date indicated on the form.

SAMPLE

Application for Presidential Ballot - New Wisconsin Resident

For Presidential Election to be held on November ____, _____.

To the Clerk of _____,
State of Wisconsin.

(check one):
Town ☐
Village ☐
City ☐

I, _____, do solemnly swear that:

1. I am a citizen of the United States, and before establishing my present residence in Wisconsin, my legal residence was at:

_____
(previous street address)

_____
(previous state)

(check one):
Town ☐
Village ☐
City ☐

2. On the day of the next Presidential Election, I will be at least 18 years of age, and I have been a legal resident of the State of Wisconsin at the following address since the date indicated:

_____
(date established residency)

_____
(present street address)

_____
(present municipality and county)

(check one):
Town ☐
Village ☐
City ☐

3. I am qualified to vote for President and Vice President at the election to be held on November ____, ____ .

4. I have resided in Wisconsin for less than 28 days, and I am not voting at any other place in this election.

I request an Official Presidential Ballot, in accordance with Wis. Stat. § 6.15.

Signature of applicant _____

Residence address _____

City _____**, State** _____ **Zip** _____

State of Wisconsin)
) ss.
County of _____)

Subscribed and sworn to before me this _____day of _____, _____.

_____
(signature of municipal or deputy clerk or election inspector)

Penalties for Violation. Whoever swears falsely to any absent elector affidavit under Wis. Stat. § 6.15, may be fined not more than $1,000 or imprisoned not more than 6 months, or both. Whoever intentionally votes more than once in an election may be fined not more than $10,000 or imprisoned not more than 4 years and 6 months, or both.

EL-141 (Rev.2020-07)
The information is required by Wis. Stat. § 6.15.

INSTRUCTIONS FOR
APPLICATION FOR PRESIDENTIAL BALLOT - NEW WISCONSIN RESIDENT

Any person who is a United States citizen, at least 18 years old on Election Day, who has moved into the State of Wisconsin less than 28 days before the presidential election, and is ineligible to vote absentee in his or her state of previous residence, may vote for president and vice president by completing this application, providing acceptable proof of residence and providing acceptable voter ID.

A new Wisconsin resident making application for a presidential ballot need not be registered.

A new Wisconsin resident can complete this application and vote for president and vice president either by absentee ballot in the office of the municipal clerk, or by voting at the polling place on Election Day.

In addition to completing this application form (EL-141), providing a acceptable proof of residence and voter ID, the elector also must complete a voter registration cancellation card (EL-139).

Both of these items are provided by the municipal clerk. They also can be obtained from an election inspector at the polling place on Election Day.

PROCEDURE FOR MAKING APPLICATION IN THE MUNICIPAL CLERK'S OFFICE

1. The new Wisconsin resident shows acceptable proof of residence and acceptable voter ID, completes the application form (EL-141), and the voter registration cancellation card (EL-139).

2. If the new Wisconsin resident chooses to vote an absentee presidential ballot in the clerk's office, the municipal clerk provides the person with an absentee ballot certificate envelope (EL-122) and a presidential ballot. The clerk must keep a list which includes the name, address, date of application, and the date on which the ballot was cast.

3. If the new Wisconsin resident making this application chooses to go to the polling place on Election Day to vote, the municipal clerk must provide the person with a copy of the completed application form (EL-141) to take to the polling place.

4. The municipal clerk must keep a separate list of all new Wisconsin residents who vote under the provisions of Wis. Stat. § 6.15. The list must include the person's name, address, and date of application, and if voting by absentee ballot, the date of receipt of the voted ballot.

5. The municipal clerk shall send the voter registration cancellation card (EL-139) to the elector's municipality of previous residence.

PROCEDURE FOR VOTING FOR PRESIDENT AT THE POLLING PLACE

1. The new Wisconsin resident must show acceptable proof of residence and voter ID, complete this application (EL-141), and complete the voter registration cancellation card (EL-139) at the polling place, or bring a copy of the application form that was completed in the municipal clerk's office.

2. The election inspector will provide the person with a paper ballot to vote for the offices of president and vice president only.

3. The election inspectors shall indicate on the voter list next to the new Wisconsin resident's name that he or she received only a presidential ballot.

4. The application form (EL-141) and the voter registration cancellation card (EL-139) are returned to the municipal clerk along with the voter lists and other election documents.

IDENTIFICATION CARD OF PROTECTED INDIVIDUAL

_____ _____

Name of municipality (indicate town, village or city) County (Required if a town)

The following individual has qualified for protection under s.6.47, Stats:

_____ _____

Name of protected person Ward

Identification Serial Number

_____

SAMPLE

EL-148 | Rev 2011-09 | Government Accountability Board, P.O. Box 7984, Madison, WI 53707-7984 | 608-261-2028 | web: gab.wi.gov | | http://gab.wi.gov. email: gab@wi.gov.

Official Oath

STATE OF WISCONSIN,)
) ss
_____ County)

I, _____, having been elected or appointed to

the office of _____
(title)

but have not yet entered upon the duties thereof, swear (or affirm) that I will support the constitution of the United States and the constitution of the State of Wisconsin, and will faithfully discharge the duties of said office to the best of my ability.

_____
(Signature of elected or appointed official)

Subscribed and sworn to before me this _____ day of _____, _____.

_____
(Signature of person authorized to administer oaths)

☐ Notary Public or ☐ other official _____
(Official title, if not a notary)

If Notary Public: My commission expires _____, or ☐ is permanent

EL-154 (no deity ref.) | Rev. 2018-09 |

Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 | 608-266-8005 | web: elections.wi.gov | email: elections@wi.gov
The information on this form is required by Article IV, Section 28 of the Wisconsin Constitution, Wis. Stats. §19.01 (1), (lm).

Acceptable Photo IDs

WI Driver License

US Uniformed Services

US Passport Book or Card

WI Driver, State ID, or IDPP Receipt

Certificate of Naturalization

Veteran Affairs ID Card

WI State ID

University / College Tech College + Enrollment Verification

Tribal ID

*Some ID variations are not shown.