

Elections Administration Webinar Training Series  
*“Building on the Basics”*

## **Election Day Duties: Demonstrations!**

**Wednesday, March 5, 2014**

**9:00 a.m. – 11:00 a.m.**

### **Program Presenters**

Wisconsin Government Accountability Board Staff

### **Agenda**

- **Pre-Election Preparations & Polling Place Set-up**
- **Voting Equipment Testing & Security (video demonstration)**
- **Voter Registration and the Voting Process**
- **Challenging an Elector (video demonstration)**
- **Provisional Voting (video demonstration)**
- **End of Night Procedures**



# TABLE OF CONTENTS

	<u>Page Number</u>
<b>General Information</b>	
Table of Contents .....	1
Elections Directory .....	3-4
<b>Pre-Election Preparations &amp; Polling Place Set-up .....</b>	<b>5-9</b>
<b>Voting Equipment Testing &amp; Security .....</b>	<b>11-14</b>
<b>Voter Registration and the Voting Process .....</b>	<b>15-22</b>
<b>Challenging an Elector .....</b>	<b>23-27</b>
<b>Provisional Voting.....</b>	<b>29-34</b>
<b>End of Night Procedures .....</b>	<b>35-37</b>



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### ***Military & Overseas Voting***

Federal Voting Assistance Program  
Department of Defense  
1777 North Kent Street  
Suite #14003  
Washington, DC 22209  
Phone: 800-438-VOTE (8683)  
email: [vote@fvap.gov](mailto:vote@fvap.gov)  
Website: <http://www.fvap.gov>

### ***Help American Vote Act (HAVA) and Other Federal Election Law***

United States Election Assistance Commission  
1201 New York Avenue, N.W.  
Suite 300  
Washington, DC 20005  
Phone 866-747-1471 or 202-566-3100  
FAX 202-566-3127  
Website: <http://www.eac.gov>

### ***Election Fraud***

US Dept of Justice  
Bond Building, 1400 New York Avenue NW, 12th Floor  
Washington, DC 20005  
Phone: 202-514-1421  
FAX: 202-514-3003  
email: [AskDOJ@usdoj.gov](mailto:AskDOJ@usdoj.gov)

### ***Voting Rights Act***

Voting Section, Civil Rights Division  
Room 7254 - NWB  
Department of Justice  
950 Pennsylvania Ave., NW  
Washington, DC 20530  
Phone: 800-253-3931 or 202-307-2767  
Email: [Voting.Section@usdoj.gov](mailto:Voting.Section@usdoj.gov)  
Website: <http://www.usdoj.gov>

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Wisconsin Coalition of Independent Living Centers  
3810 Milwaukee Street  
Madison, WI 53714  
Voice and Text: 608-444-3842  
TTY: 800-362-9877  
Fax: 608-242-0383  
Website: <http://www.il-wisconsin.net/coalition>

Disability Rights Wisconsin  
131 W. Wilson Street, Suite 700  
Madison, WI 53703  
Phone: 800-928-8778 or 608-267-0214  
TTY: 888-758-6049  
FAX: 608-267-0368  
Website: <http://www.disabilityrightswi.org/index.php>

Wisconsin Board for People with Developmental  
Disabilities (BPDD)  
201 West Washington Ave., Suite 110  
Madison, WI 53703  
Phone: 608-266-7826 or 888-332-1677  
Fax: 608-267-3906  
[bpddhelp@wi-bpdd.org](mailto:bpddhelp@wi-bpdd.org)

Coalition of Wisconsin Aging Groups  
2850 Dairy Drive, Suite 100  
Madison, WI 53718  
Phone: (800) 366-2990 or (608) 224-0606  
Fax: 608-224-0607  
Email: [namato@cwag.org](mailto:namato@cwag.org)  
Website: <http://cwagwisconsin.org/>

## **VOTING EQUIPMENT VENDORS**

Dominion Voting Systems (servicing Premier systems)  
221 Hopkins Avenue  
Jamestown, NY 14701  
Phone: 866-654-8683  
Email: [contact@DominionVoting.com](mailto:contact@DominionVoting.com)  
Website: <http://www.dominionvoting.com>

Command Central (*Programming/Supplies*)  
P.O. Box 7306  
St. Cloud, MN 56302  
Phone: 320-259-7027  
FAX: 320-259-7028

Election Systems & Software, Inc. (ES&S)  
(also servicing Premier systems)  
11208 John Galt Blvd.  
Omaha, NE 68137  
Phone: 800-247-8683 or 877-377-8683 (option 4 for tech support)  
FAX: 402-593-8107  
email: [info@essvote.com](mailto:info@essvote.com)  
Website: <http://www.essvote.com/>

Populex  
420 B Airport Road  
Elgin, IL 60123  
Phone: 877-767-8539  
Website: <http://www.populex.com/>

Sequoia Voting Systems  
7677 Oakport St, Suite 800  
Oakland, CA 94621  
Phone: 510-875-1200  
FAX: 510-875-1226  
Website: <http://www.sequoiavote.com/>

## **COMMERCIAL PRINTERS OF ELECTION FORMS**

Bear Graphics  
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Sioux City, IA 51101  
Phone: 800-325-8094

## Pre-Election Preparations & Polling Place Set-Up

### **Introduction:**

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 and should do to increase your knowledge and help prepare you for an election. The polls may open at 7 am, but your job as an election inspector starts long before that.

This webinar will provide tips to help you prepare the polling place, and yourself, for Election Day. You will learn what supplies are needed, the importance of strategic placement of polling place personnel and signage and how to ensure accessibility at the polling place.

### **Pre-Election Preparations:**

The best way to begin your preparation is to attend a training session. All election inspectors, special registration deputies, and special voting deputies must attend election training within the two years of the election at which they serve. Chief inspectors must be initially certified by taking the 3-hour Baseline Chief Inspector training class, either in-person or via a live webinar with GAB staff.

Read the Election Day Manual. All chief inspectors receive a manual when they take the Baseline class. You should make sure your manual is up-to-date by checking the version posted on the GAB website under publications. Manuals can be downloaded for free or ordered for a small fee. The Election Day Manual should always be at the polling place for reference.

Your next step in the preparation process is to consult with the municipal clerk to determine how many election inspectors are needed. In high turnout elections, the clerk may decide to increase the number of election inspectors or assign a greeter or Election Day Special Registration Deputy. The clerk should also designate an End of Line Officer to stand at the end of the line of people waiting to vote when the polls close at 8 pm.

Review contingency plans. Every municipality should have a contingency plan in place in the event of an emergency. By identifying and planning a response to some common emergency scenarios, such as a fire or power outage, the election inspectors will be better equipped to handle the uncertainty caused by emergency situations.

Visit the polling place, familiarize yourself with the location.

Familiarize yourself with the ballot and voting equipment. You should be able to instruct a voter how to cast a ballot using the equipment.

Finally, arrive early on Election Day. The polls open at 7 am, but you can use the additional time to ensure that everything is ready before the voters start to arrive.

### **Polling Place Set-Up:**

Before the first voter steps into the polling place, election inspectors should take the time to make sure 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.

The Polling Place Checklist lists all supplies, notices and other materials and equipment that election inspectors should have at the polling place ready to go on Election Day. The Polling Place Checklist advises the Chief Inspector to consult with the municipal clerk as to the layout of the polling place. Take a critical look at your polling place, be familiar with the flow of traffic and make sure it will be accessible to all voters, including those with disabilities. The checklist can be found in the Election Day Manual.

When planning the layout of the polling place, keep in mind the following:

1. Voting Booths – every polling place is required to have at least one booth per 200 voters who voted in the last general election.  
One booth must be at least 36 inches wide with a writing surface between 28-34 inches high to meet accessibility standards.  
All booths are required to be placed together, including the accessible voting equipment. The accessible booth and voting equipment must be placed to ensure privacy and facing away from the view of the room or other voters.
2. One ballot box is required for each type of ballot in the election for municipalities using paper ballots. There must be a supply of paper ballots available at the polling place in case a voter requires assistance, a challenged ballot, provisional voting, malfunction of the electronic equipment or simply a voter asks for one. At polling places with direct recording electronic equipment (DRE), a single ballot box for hand-count paper ballots (absentee, assisted and challenged ballots) is required.
3. The American flag must be displayed on an outside pole or in the voting area during all hours the polls are open.
4. Consider setting up a separate table solely for Election Day Registration away from the area pre-registered voters check-in to help regulate the flow of traffic.
5. 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. Additional directions that instruct voters that they must state their name and address and sign the poll book can make the process more efficient.
6. A designated area should be set up at the polling place to allow election observers to observe all public aspects of the polling place. When feasible, the observer area should be not less than 6 feet and not more than 12 feet from the table at

which voters are announcing their names and addresses and being issued voter numbers.

Other necessary supplies and materials listed on the Polling Place Checklist include: Election Day Forms, including ballots, poll lists, ballot bags and tally sheets. Please consider taking this checklist and marking the supplies, materials and activities you have completed and notify the municipal clerk if anything is missing.

The chief inspector should survey the polling place both inside and outside. Is the voting area set up for an orderly flow of traffic? Are the paths wide enough for people with disabilities? Is there enough signage posted to help voters navigate the room and process? Are the election inspectors in place with the materials they need to do their job? Outside...is the entrance to the polling place clearly marked? If the accessible entrance is a different door, is there signage directing voters to it? Are the entrances free and clear of any obstacles, including snow and ice this time of year?

Remember to verify that the numbered seal on the memory device in the electronic equipment is the same as the clerk recorded on the Inspectors' Statement after the public test. Make sure all ballot boxes are empty and locked and that no votes have been cast on the voting equipment. More information regarding ballot and equipment security can be found in the "Voting Equipment Testing and Security" webinar.

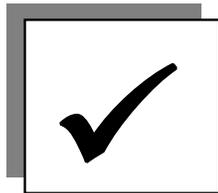
### **Summary:**

We hope this presentation has demonstrated the importance of a well-prepared polling place. Coming to the polling place to vote is the only aspect of an election most people experience. A well-run, efficient and cordial environment enhances the voting experience and instills confidence in the electoral process. We recommend that election inspectors and clerks review the checklists in addition to the "Pre-Election Preparations" section of the Election Day Manual.

### **Q & A:**

1. Prior to Election Day, election inspectors should:
  - a. Take a training session
  - b. Read the Election Day Manual
  - c. Review contingency plans
  - d. Familiarize themselves with the polling place and voting equipment
  - e. All of the above
  
2. Every polling place is required to have how many voting booths per how many voters from the last general election?
  - a. 25
  - b. 100
  - c. 200
  - d. 1000
  
3. T/F: Election observers can observe all public aspects of the polling process.

# Polling Place Checklist



## Supplies:

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

## 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 (GAB-111)
- FOR PARTISAN PRIMARY, Notice of Crossover Voting (GAB-112, paper ballots; GAB-112m, electronic voting equipment)
- Notice of Overvote (GAB-113)
- FOR PRESIDENTIAL PREFERENCE, Notice of Crossover Voting (GAB-114)
- Voter Qualification Poster (GAB-115)
- Instructions for Mail-in Registrants and First-Time Voters (GAB-116)
- General Information on Voting Rights Under Federal Laws (GAB-117)
- Contact Information (GAB-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 GAB-104
- Verify seals and serial numbers on electronic voting equipment (optical scan) and initial verification on GAB-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 list (enough room for 2 election inspectors)
- Accessible Voting Equipment powered on

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## MANUALS & WEBINARS ORDER FORM

All of our forms and manuals are free to download from the agency website (<http://gab.wi.gov>). We encourage you to check this resource first, as you would be able to download and print out forms, manuals and other documents at your leisure.

Manuals are easily photocopied, and the Elections Division gives you permission to make as many copies of them as you need. If you would like to order either the Election Administration Manual, Election Day Manual or a DVD of our webinar training series, please indicate the quantity and the total cost of all items you are ordering.

Quantity	Item Description	Unit Cost By Mail	Total Cost
	Election Administration Manual for Wisconsin Municipal Clerks (Rev. 10/2012)	\$8.00	
	Election Day Manual for Wisconsin Election Officials (Rev. 10/2012)	\$8.00	
	Election Administration Training Webinar Series (9/2012 – order date)	\$5.00	
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## Voting Equipment Testing & Security

### **Introduction:**

The proper use and security of voting equipment is vital to ensuring its accuracy and maintaining voter confidence in the election process. Voting equipment accuracy and security has been a topic of concern for many individuals. Careful execution and documentation of the procedures outlined here will help alleviate many concerns and ensure that the voting equipment used in your municipality is reliable and accurate.

This presentation is designed to educate local election officials on the steps that go into voting equipment security measures – steps that begin and end with the municipal clerk and requires review and documentation by the chief inspector.

While some municipalities in Wisconsin still use hand-count paper ballots, municipalities with a population of 7,500 or more are required to use electronic voting equipment in every ward in every election. Electronic voting equipment is equipment that tabulates votes electronically and includes optical scan and direct recording electronic systems, also called “DRE” or “touchscreen” equipment.

All polling places must be equipped with at least one piece of accessible voting equipment to permit all voters to vote privately and independently. Ballot marking devices, such as the AutoMARK, meet this requirement. Ballot marking devices may look similar to DRE equipment, but do not electronically tabulate votes and are not considered electronic voting equipment for purposes of voting equipment security. (Storyboard: Picture of equipment and information on website)

### **Memory device security:**

Voting equipment security begins long before Election Day. Every piece of electronic voting equipment contains a very important component called a “memory device.” The memory device tells the equipment how to count the ballots. The memory device also stores other important information from Election Day such as the results and an audit log of all activity on Election Day. Because tampering with the memory device could drastically change how the voting equipment functions, it is important that the memory device is secured at all times and that only authorized individuals have access to it.

Every municipal clerk is required to keep a chain of custody log for all memory devices in their possession. This log serves as a record of when any memory device leaves the clerk’s possession. It should list the serial number of the memory device, whom it was checked out to, why it was checked out, and the date. When memory devices are returned, they should also be logged back in.

### **Pre-Election Electronic Voting Equipment Testing:**

Wisconsin statutes require that all municipalities test their electronic voting equipment before Election Day to ensure that the equipment will correctly tabulate votes for all offices and referenda on the ballot.

Testing of the equipment is open to the public and may not be conducted earlier than ten days before the election. Public notice of the time and location of the test must be published or posted by the clerk at least 48 hours before the test.

In order to conduct a pre-election test, the municipal clerk must create a test deck, which is a set of pre-marked ballots with a predetermined number of valid votes for each candidate, including write-ins, and on each referendum choice. Each candidate and referendum choice should have a unique number of votes to verify the equipment is tallying votes correctly. The clerk should also include a number of problem ballots to ensure that the equipment is properly configured to reject overvotes, crossover votes, blank ballots, etc.

At the public test the pre-marked ballots should be run through the optical scan voting unit or keyed into the DRE. The clerk should then print a results report from the equipment and compare the voting equipment's results to the pre-determined result to verify that the equipment is tabulating correctly. If there are any discrepancies between the voting equipment results and the pre-determined results, the clerk should investigate and resolve any errors at the public test. If the clerk is unable to resolve the discrepancy, the test should be adjourned for the clerk to consult with the voting equipment vendor or the county clerk and rescheduled and re-noticed for a later date.

If the public test is successful and there is an errorless count, the municipal clerk should then secure the memory device inside the equipment and record on the Inspectors' Statement (GAB-104) which memory device and tamper-evident seal or tag was used with each particular voting unit.

The Voting Unit Number is a unique number used to identify a particular piece of voting equipment. It may be a serial number located on the voting equipment or the clerk may designate it Voting Unit #1 and so on.

The Memory Device Serial Number is the number on the seal or memory device that is placed in the voting equipment and locked into place.

The Tamper-Evident Seal number is found on the seal or tag that covers the memory device locked into the voting equipment.

**Voting Equipment Security:**

Before any ballots are cast on Election Day on the electronic voting equipment, the chief election inspector should compare the seal numbers on the voting equipment to the seal numbers on the Inspectors' Statement. If they match, the chief inspector should put his or her initials in the section of the GAB-104: Tamper-Evident Seal number verified by chief inspector, pre-election.

Election officials must witness a test of the tabulation component of the equipment by engaging the printing mechanism and securing a printed result showing a zero count for

every candidate and referendum. The zero count print out should not be separated from the remainder of the roll. Leave the printout attached to the roll.

After the polls have closed, the chief inspector should again verify that tamper-evident seal on the voting equipment matches the seal number on the Inspector's Statement. If they match, the chief inspector should put their initials in the section of the GAB-104: Tamper-Evident Seal number verified chief inspector, post-election.

Election officials should print off a results report before breaking any seal on the voting equipment and before the removal of the memory device from the voting.

Following the printing of the results report, the memory device should be secured in a separate, tamper-evident sealed container or envelope by the chief inspector.

Alternatively, the device may remain sealed in the voting equipment.

### **Summary:**

We hope this webinar provided instruction on the proper use and security of your voting equipment. Voting equipment accuracy and security has been a topic of concern for many individuals. Careful execution and documentation of the procedures detailed in this section will alleviate many concerns, and ensure that voting equipment used in your municipality is reliable and accurate. We recommend that election inspectors and municipal clerks review all of the forms used in this process in addition to the "Voting Equipment" section of the Election Day Manual.

### **Q&A:**

1. T/F: All polling places must be equipped with at least one piece of accessible voting equipment.
2. At the pre-election test of the voting equipment:
  - a. The municipal clerk should fill out a "chain-of-custody" log for all voting equipment memory devices in his or her possession.
  - b. The municipal clerk will run a "test deck" or set of pre-marked ballots with a predetermined number of valid votes for each candidate and/or referendum.
  - c. The municipal clerk secures the memory device inside the voting equipment and records the number on the Inspectors' Statement.
3. Before any ballots are cast on Election Day, the chief inspector should:
  - a. Compare the tamper-evident seal numbers on the voting equipment to the seal numbers listed on the Inspectors' Statement.
  - b. If the tamper-evident seals match, the chief inspector should initial the section: Tamper-Evident Seal number verified by chief inspector, pre-election.
  - c. At the end of the day, the chief inspector must again verify the tamper-evident seal numbers and if they match, initial the verification section, post-election.
  - d. All of the above



## Voter Registration and the Voting Process

### **Introduction:**

Ensuring that all eligible electors are properly registered and recorded 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 poll list.

This webinar will thoroughly review each section of the voter registration application, the GAB-131, and take you through the Election Day voting process.

### **Voter Registration:**

If an elector has not registered prior to Election Day, he or she may register at the polling place. Some clerks may appoint an Election Day Special Registration Deputy located to handle voter registration at the polls. This can be helpful during high turnout elections and help ease long lines. Further, a greeter may be appointed by the clerk to direct voters to the appropriate line or determine if he or she is in the correct polling place.

A qualified elector is a U.S. citizen, 18 years or older, who has resided in his or her election district or ward for at least 28 days by Election Day. Felons who have not completed the terms of their sentence are not eligible to vote. Individuals determined by a court to be incapable of understanding the election process are also disqualified from voting.

To register on Election Day, a qualified elector must visit their local polling place, complete a voter registration application, and show an acceptable form of proof of residence. Acceptable forms of proof of residence must include voter's current first and last name and current and complete residential address. Polling place location information is available on MyVote Wisconsin – [myvote-dot-wi-dot-gov](http://myvote-dot-wi-dot-gov).

### **Voter Registration Application (GAB-131):**

This is Wisconsin's voter registration application. It is known as the GAB-131. It is available at polling places, in your county and municipal clerk's office, on the GAB website, and on the MyVote Wisconsin website. We will go over the sections of the GAB-131 and detailed instructions are on the reverse side of the application.

The voter will indicate whether he/she is a new Wisconsin voter, is completing the form as a result of a name change, or is completing the form to report a change of address and list the name of their municipality and county (section 1).

Next, the voter will list his or her Wisconsin driver license or state ID card number, if they have ever been issued one. The expiration date must be provided, as well. The voter does not need to show a driver license or state-issued ID card to record the number, unless he or she is also using the license or card to provide proof of residence. If the voter does not have one, he/she should list the last four digits of their social security number or check the circle to indicate they do not have an identifying number (section 2).

Next, the voter lists his/her name, date-of-birth and current residential address. P.O. Boxes are not allowed. A telephone number and/or email address can be helpful, but is not required information (sections 3-5).

If the voter had registered at another address in Wisconsin, previous address information should also be included (section 6-7).

If the voter needs accommodation at the polling place on Election Day or is interested in becoming a poll worker, he or she should indicate it. Also, a homeless voter can identify where he or she may live on the street map (section 8).

The voter then affirms they are a U.S. citizen and 18 years old or older on or before Election Day (section 9).

The voter further affirms that he or she has resided at the address listed on the form for at least 28 days, and is not currently serving a sentence that disqualifies the voter from voting (section 10).

The voter must sign and date the form in the presence of an election official. If the voter has already signed the application, he or she should sign it again before the election official (section 11).

This election official should review the form and the proof of residence document presented by the voter. The type of proof of residence and any unique identifying number on the document should be recorded at the bottom of the application. Any assistance provided to the voter in filling out the form from an election official or another individual should be noted (section 12).

The election official signs the form after reviewing the information provided by the voter, paying close attention to the legibility of the text. This review will reduce data entry errors when the form is processed by the municipal clerk.

### **Voting Process:**

The election inspectors should compare the name of each person that registers on Election Day to the ineligible voter list supplied by the municipal clerk. If the voter's name appears on the ineligible list, the election inspectors should inform the voter that his or her name appears on the list of ineligible voters still serving the terms of a felony sentence. If the elector agrees that they are still serving the term of the felony sentence, the election inspectors should not give the voter a ballot. If the voter claims he or she is not a felon or has completed the terms of their felony sentence, the election inspectors should follow the challenge process and allow the voter to vote a challenged ballot.

The voter should then be directed to the check-in table. At the check-in table, two election inspectors maintain duplicate poll lists. The poll list consists of three parts: the regular poll list which contains the list of all electors who registered by 5 pm on the 20<sup>th</sup> day before the election; the pre-printed supplemental poll list that contains the names and addresses of all voters who registered during late registration in the clerk's office; and the handwritten supplemental poll list where voters enter the name, address and Election Day number of Election Day registrants. A fourth section or the confidential voter list may be in the back of the poll list. This section of the poll list is never open to public inspection.

A registered voter will be asked to state his or her full name and address. This is state law and is required of all voters. Both election inspectors find the voter's name in their respective poll books.

Voters who register on Election Day are added to the handwritten supplemental poll book.

The election inspectors check the poll list for any notations that indicate the voter is required, for example, to show proof of residence as a first time voter by mail who did not provide it with their voter registration application or if the voter has been issued an absentee ballot. If “POR REQ” appears on the poll list, the voter must provide acceptable POR before receiving a ballot. If “absentee” is listed on the poll list, the election inspector should check the absentee ballot log to determine if the ballot has been returned. If the ballot is not marked on the absentee ballot log as returned, the election inspector should ask if the voter returned his or her absentee ballot. If the voter has returned an absentee ballot, the voter can’t vote at the polls.

The voter is issued a voter number. This number is recorded next to the voter’s name. The election inspector managing the poll list with the voter’s signatures should point to the signature box for the voter. The voter then signs the poll book. A voter who refuses to sign the poll list may not be issued a ballot.

The voter may then be issued a ballot initialed by two election inspectors and proceeds to the voting area to mark the ballot. Election inspectors must also take great care to issue the correct ballot to voters based on the voter’s district combination.

After marking the ballot, the voter places the ballot in the ballot box in communities which use hand-count paper ballots or through the tabulator in communities which use electronic voting equipment. The ballot count on the tabulator should advance if the ballot is accepted. If the ballot is rejected by the tabulator for whatever reason, the voter may be issued another ballot to fix the error or errors. A voter may be issued up to three ballots. If there are issues with the third ballot, election inspectors should recreate the ballot, skipping the contests with the marking errors, then feed the ballot through the tabulator.

### **Summary:**

We hope this webinar provided you with instruction on Election Day voter registration and the voting process. More information is available in the Election Administration Manual, the Election Day Manual, and, regarding voting equipment, through the voting equipment vendor. We recommend that election inspectors review all of the forms used in this process in addition to the “Challenging Electors” section of the Election Day Manual.

### **Q&A:**

1. Acceptable proof of residence must contain:
  - a. The voter’s current name
  - b. The voter’s current residential address
  - c. An indication that the voter has resided at the address listed for at least 28 consecutive days before the election
  - d. A & B
  - e. All of the above

2. T/F: If the proof of residence used to register to vote has an associated account number, such as a bank account number, the number should be listed on the voter registration application.
3. Voters must do the following when registering and voting on Election Day at the polls:
  - a. Provide acceptable proof of residence
  - b. State their full name and address
  - c. Sign the poll list
  - d. All of the above



# Wisconsin Voter Registration Application

Submitted by Mail  
(Official Use Only)

Confidential Elector ID#  
(HINDI - sequential #) (Official Use Only)

SVRS ID #  
(Official Use Only)

Instructions

**Instructions for completion are on the back of this form. Return this form to your municipal clerk, unless directed otherwise.**  
• Please use uppercase (**CAPITAL**) letters only. Fill in circles as appropriate.  
• If you have not previously voted in WI and are submitting this form by mail, you must also provide a copy of your proof of residence (see reverse).  
• NOTE: If this is a change of address, then upon completion of this application your voting rights will be cancelled at your previous residence.

1	<input type="radio"/> New WI Voter	Municipality	<input type="radio"/> Town
	<input type="radio"/> Name Change		<input type="radio"/> Village
	<input type="radio"/> Address Change	County	<input type="radio"/> City

2	WI Driver License or WI DOT-issued ID <b>(DL # required if issued)</b>	Expiration Date	I have neither a WI Driver License/ ID nor a Social Security Number. <input type="radio"/>
	Social Security Number - Last Four Digits (if driver license not issued or not current and valid)	X X X - X X -	

3	Last Name		First Name	
	Middle Name	Suffix (e.g. Jr, II, etc.)	Phone #	
	Date of Birth (M/D/YYYY)	Email Address		

If you are a military or permanent overseas elector, fill in the appropriate circle (see instructions for definitions):  Military  Permanent Overseas

4	Residence Address: Street Number & Name			
	Apt. Number	City	State & ZIP	

5	Mailing Address: Street Number & Name			
	Apt. Number	City	State & ZIP	

6	Last Name		First Name	
	Middle Name	Suffix (e.g. Jr, II, etc.)		

7	Previous Address: Street Number & Name			
	Apt. Number	City	State & ZIP	

8	Accommodation needed at poll location (e.g. wheelchair access):	If you do not have a street number or address, use the map to show where you live. • Mark crossroads • 'X' where you live • Use dots for landmarks	Example:
	<input type="radio"/> I am interested in being a poll worker.		

9	Please answer the following questions by filling in "Yes" or "No":		<input type="radio"/> Yes <input type="radio"/> No	<b>If you filled in "No" in response to EITHER of these questions, do <u>not</u> complete this form.</b>
	1. Are you a citizen of the United States of America?	2. Will you be 18 years of age or older on or before election day?	<input type="radio"/> Yes <input type="radio"/> No	

10 I hereby certify, to the best of my knowledge, that I am a qualified elector, a U.S. citizen, at least 18 years old or will be at least 18 years old at the time of the next election, having resided at the above residential address for at least 28 consecutive days immediately preceding this election, with no present intent to move. I am not currently serving a sentence including incarceration, parole, probation, or extended supervision for a felony conviction, and not otherwise disqualified from voting. I certify 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. **If completed on Election Day:** I further certify that I have not voted in this election. **Please sign below to acknowledge that you have read and understand the above.**

11	Signature of Elector	X	Today's Date (M/D/YYYY)
			Election Day Voter # <small>(Official use only)</small>

**Falsification of information on this form is punishable under Wisconsin law as a Class I felony.**

12	Assistant Signature:	Assistant Address:	Proof of Residence type <small>(Official use only)</small>
			Proof of Residence # <small>(Official use only)</small>

Official's Signature:	SRDs printed name and SRD#:
-----------------------	-----------------------------

Ward	Sch. Dist.	Alder	Cty. Supr.	Ct. of App.	Assembly	St. Senate	Congress
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# Wisconsin Voter Registration Application Instructions

Each section on the front side of this document corresponds to the sections below (1-12)

**These documents constitute proof of residence if they:**

**Contain the voter's current and complete first and last name and residential address, and are valid on the day used to register to vote.**

- A current and valid WI Driver License / ID Card
- 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
- A picture ID from a university, college or technical college coupled with an on-campus housing listing provided by the university, college or technical college to the municipality that denotes US Citizenship
- 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 bank statement      • A paycheck      • A check or other document issued by a unit of government

**1**

- Fill in the circle (New WI Voter, Name Change, Address Change) describing why you are completing this form.
- A "New WI Voter" is anyone who is not currently registered to vote in Wisconsin. You can check your voter registration status at MyVote Wisconsin website (<https://myvote.wi.gov>)
- Indicate your county and municipality of residence (e.g. Village of Cambridge, Dane County).

**2**

- If you have been issued a WI driver license or WI DOT-issued ID that is current and valid, you must provide the number and expiration date.
- If you have been issued a WI driver license that is currently revoked, suspended or expired or a WI DOT-issued ID that is expired, please provide the number and the last 4 digits of your Social Security number.
- If you have not been issued a WI driver license or WI DOT-issued ID, you must provide the last 4 digits of your Social Security number.
- If you have not been issued a WI driver license, a WI DOT-issued ID, or a Social Security number, indicate that fact by filling in the appropriate circle.
- If you are registering to vote on Election Day and have been issued a WI driver license, 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.

**3**

- Provide your current and complete name including your last name, first name, middle name or initial, and suffix (Jr, Sr, etc), if any. Please verify you have provided your name as it appears on the document, the number of which you provided in Box 2, if that document is still your current and complete name.
- 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.
- 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 was last domiciled in this state or whose parent was last domiciled 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.

**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.).
- Provide the city name and zip that appears on mail delivered to your home address.
- You may not enter a PO Box as a residential address. A rural route box without a number should not be used.

**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 your previous first, last and middle names, along with a suffix, if any.

**7**

- Provide the most recent address where you were previously registered to vote, if any.

**8**

- If you need assistance when voting, you may describe the assistance required (e.g. curbside voting, braille materials).
- If you are interested in being a poll worker for your municipality, you may fill in the circle to indicate your interest.
- If you do not have a street address, use the map to show where you live.

**9**

- If you answer "No" to either question in this section, you are not eligible to vote in Wisconsin.
- Please note, for question 2, you must either be at least 18 years old, or will be at least 18 years old at the time of the next election to be eligible to vote. If you are completing on election day you must be 18 years old today.

**12**

- **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.

Ballot, Ward, District	Voter Reg & Barcode	Name and Address	Voter #	Voter Signature	
NP-1 WD3 13008-003-3381-1 CG02 3381 AS47 Notes:	0712146920 *0712146920*	<b>Names beginning with the letter [A]</b> <b>ACE, Aking A</b> 5600 BEEGS RD		<b>Aking A ACE</b> EXEMPT	1 1
				POR REQUIRED	
NP-1 WD3 13008-003-3381-1 CG02 3381 AS47 Notes:	0000040021 *0000040021*	<b>ALTENBERGER, Barbara J</b> 3284 MANSION CIR MC FARLAND,WI 53558		<b>Barbara J ALTENBERGER</b>	2 2
NP-1 WD3 13008-003-3381-1 CG02 3381 AS47 Notes:	0000040022 *0000040022*	<b>ALTENBERGER, Ervin W</b> 3284 MANSION CIR MC FARLAND,WI 53558		<b>Ervin W ALTENBERGER</b>	3 3
NP-1 WD3 13008-003-3381-1 CG02 3381 AS47 Notes:	0000040036 *0000040036*	<b>ANDERSON, Brian R</b> 3392 KUEHLING DR MC FARLAND,WI 53558		<b>Brian R ANDERSON</b>	4 4
				ABSENTEE  POR REQUIRED	
NP-1 WD3 13008-003-3381-1 CG02 3381 AS47 Notes:	0000040039 *0000040039*	<b>ANDERSON, Cynthia L</b> 3392 KUEHLING DR MC FARLAND,WI 53558		<b>Cynthia L ANDERSON</b>	5 5
				ABSENTEE  POR REQUIRED	
NP-1 WD3 13008-003-3381-1 CG02 3381 AS47 Notes:	0000040043 *0000040043*	<b>ANDERSON, Harold R</b> 3392 KUEHLING DR MC FARLAND,WI 53558		<b>Harold R ANDERSON</b>	9 6
NP-1 WD3 13008-003-3381-1 CG02 3381 AS47 Notes:	0000392958 *0000392958*	<b>ANDERSON, Kyle J</b> 3386 BRUGGER PL MC FARLAND,WI 53558		<b>Kyle J ANDERSON</b>	7 7
				MILITARY	
NP-1 WD3 13008-003-3381-1 CG02 3381 AS47 Notes:	0000040046 *0000040046*	<b>ANDERSON, Nancy L</b> 3392 KUEHLING DR MC FARLAND,WI 53558		<b>Nancy L ANDERSON</b>	8 8
				ABSENTEE	
NP-1 WD3 13008-003-3381-1 CG02 3381 AS47 Notes:	0711894980 *0711894980*	<b>Anderson, Wendy Eileen</b> 3263 MANSION CIR MC FARLAND,WI 53558		<b>Wendy Eileen Anderson</b>	9 9
				ABSENTEE	
NP-1 WD3 13008-003-3381-1 CG02 3381 AS47 Notes:	0707728680 *0707728680*	<b>Arling, Lisa M</b> 3268 SIGGELKOW RD MC FARLAND,WI 53558		<b>Lisa M Arling</b>	10 10

## Absentee Applications Ballot Log

**ELECTION:** 2012 JUNE 5 RECALL ELECTION (Jun 05, 2012)**WD1**

Voter ID	Name and Address	Ward	App. Received	Ballot Issued	Ballot Returned	Vote Recorded
0700240770	<b>Austin, Susan Rose</b>	WD1	05/21/2012			
*0700240770*	5424 Miller Farm Rd					
App. Type: Regular	Black Earth, WI 53515-9551				Ballot Type: OFCL	
Vote Location: Via Mail						

0700958980	<b>Bach, Jacolyn Rae</b>	WD1	02/15/2012			
*0700958980*	9713 Kahl Rd					
App. Type: Permanent	Black Earth, WI 53515-9516				Ballot Type: OFCL	
Vote Location: Via Mail						

0000940017	<b>Bonneville, Craig R</b>	WD1	05/30/2012	05/31/2012	05/31/2012	
*0000940017*	9530 Blackberry Rd					
App. Type: Regular	Black Earth, WI 53515-9504				Ballot Type: OFCL	
Vote Location: Clerks Office						

0012109455	<b>Cashman, Charles W</b>	WD1	05/23/2012			
*0012109455*	5082 Reeve Rd					
App. Type: Regular	Black Earth, WI 53515-9710				Ballot Type: OFCL	
Vote Location: Via Mail						

0000940026	<b>Chybowski, Robert M</b>	WD1	05/29/2012	05/30/2012	05/30/2012	
*0000940026*	5389 Reeve Rd					
App. Type: Regular	Mazomanie, WI 53560-9371				Ballot Type: OFCL	
Vote Location: Clerks Office						

0000972082	<b>Cole, Chad Donald</b>	WD1	04/23/2012			
*0000972082*	9520 Kahl Rd					
App. Type: Regular	Black Earth, WI 53515-9517				Ballot Type: OFCL	
Vote Location: Via Mail						

## Challenging an Elector

### **Introduction:**

When there is a reason to believe that an elector does not meet the qualifications to vote, the elector may be challenged. Challenges may be brought by any qualified elector in Wisconsin, including an election inspector.

This presentation will outline the challenge process, who may issue a challenge and for what reason(s). You will learn which forms to use and the importance of documenting the challenge process.

All challenges must be made for reasonable cause. Reasons for challenging an elector include:

- 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.
- The person claims to have a physical disability that prevents them from signing the poll book, but both inspectors did not agree.

Any challenge based on an individual's appearance, speech or inability to speak English is unacceptable.

Election inspectors should use discretion when administering a challenge. While the challenge procedure is a public process, the GAB recommends that the process be conducted away from the heavy traffic area in the polling place.

All challenges are recorded using the Challenge Documentation of the Inspectors' Statement or GAB-104c. This form lists the procedures to be followed and questions to be asked to establish the challenge.

### **Demonstration:**

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 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 should not be given a ballot or be 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 on the Inspectors' Statement and no mark is made on the voter 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 in the ballot box.
8. The entire Challenge Documentation is completed and attached to the Inspector's Statement (GAB-104).
9. A notation "Challenged" and the reason for the challenge is made on the voter lists and the appropriate sections of the Inspectors' Statement are completed by the election inspector.

**Summary:**

We hope this presentation has provided you with a better understanding of when, how and by whom a voter may be challenged at the polling place on Election Day. We recommend that election inspectors review all of the forms used in this process in addition to the "Challenging Electors" section of the Election Day Manual.

**Q&A:**

1. Challenges may be made for the following reasons:
  - a. The person is not a citizen of the United States
  - b. The person is not at least 18 years of age
  - c. The person has not resided in the election district for at least 28 consecutive days
  - d. The person does not speak English well
  - e. All of the above
  - f. All of the above except d
2. T/F: All challenges must be recorded using the Challenge Documentation of the Inspectors' Statement, GAB-104c.
3. If a challenged elector refuses to take an oath:
  - a. The election inspector should mark "challenged/refused to take oath" on the inspectors statement and issue the voter a ballot
  - b. The elector should try to vote at another polling place
  - c. The elector should not be issued a ballot

# Challenge Documentation

(Inspector should attach this form to the Inspectors' Statement (GAB-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 Oaths or Affirmations \_\_\_\_\_

### 1. Person Challenging Electors who are 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 at the Polling Place*

Name of Challenging Inspector \_\_\_\_\_ (Proceed to Part A.)

or

Name and Address of **Electors** *Making Challenge to an Elector who is Present at the Polling Place*

\_\_\_\_\_  
\_\_\_\_\_ (Proceed to Part A.)

### 2. Person Challenging Absentee Electors

(Check the box that applies and provide the information requested.)

**Inspector** (Who Is a Qualified Elector) *Making Challenge to an Absentee Elector*

Name of Challenging Inspector \_\_\_\_\_ (Complete Parts A & E.)

or

Name and Address of **Electors** *Making Challenge to an Absentee Elector*

\_\_\_\_\_  
\_\_\_\_\_ (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.)

- 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\*.
- 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\*.
- 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.  
 The person claims to have a physical disability that prevents them from signing the poll book, but both inspectors did not agree.

4. Inspector asks the following question(s) of 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?
  - Why do you not believe that the challenged elector is unable to sign the poll book due to a physical disability?
  - Record Challenger's Answer(s)

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**\*IF 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
  - Are you unable to sign the poll book due to a physical disability?     Yes     No

\*IF 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 THIS PAGE.

OTHERWISE:

3. Proceed to Part C.

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**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 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 s.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 THIS PAGE.

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**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 ss.6.02 and 6.03, Stats. (Reason: \_\_\_\_\_)



## Provisional Voting

### **Introduction:**

All election inspectors should be aware of the provisional voting process. This presentation will provide you with detailed instructions on when a provisional ballot may be issued, the process election inspectors must follow to document the provisional ballot voting process and how a voter can provide the information needed to have his or her ballot counted for the election.

Currently, there are only two situations in which a provisional ballot may be issued:

1. **When a first-time voter registered by mail during open registration and did not include proof of residence.** This voter will appear on the poll list with POR REQ notation. If the voter does not have acceptable proof of residence, he or she may vote a provisional ballot. If this voter voted an absentee ballot, the absentee ballot will be treated as provisional if no proof of residence is included with the ballot.
2. **A voter who registers on Election Day who has been issued a Wisconsin Driver license or State ID Card and is unwilling or unable to provide the number.** Any voter with a Wisconsin Driver License or State ID Card may not use the last four digits of his or her social security number.

There a number of steps to documenting the provisional voting process:

### **Demonstration:**

1. The voter should complete and sign the provisional ballot certificate (GAB-123) in the presence of at least one election inspector.
2. The election inspector also signs the GAB-123 and indicates which piece(s) of information the voter is missing.
3. The voter is issued a provisional ballot number – PV1, PV2...
4. This identifying number is recorded on the back of the ballot issued to the voter, the inspectors' statement, poll list or supplemental poll list and all other forms associated with provisional voting – GAB123 and GAB-123r.
5. The voted ballot is placed in the GAB-123 envelope, sealed and kept with all other provisional ballots cast on Election Day in the Inspectors' Certificate for Provisional Ballots Envelope (GAB-108).
6. A provisional voter should be given the Provisional Voting Information Sheet. This sheet must identify how or where the elector is to contact the municipal clerk or deputy clerk to provide the missing information.
7. When the polling place closes, the Inspectors' Certificate of Provisional Ballots Envelope must be secured in a separate ballot bag with a tamper-evident seal. The serial number should be recorded on the signed ballot container certificate

attached to the bag and on the Inspectors' Statement. The bag should be marked "Provisional Ballots."

8. The election inspectors should fill out the GAB-123r and return it to the clerk.

A provisional voter can return to their polling place on Election Day to provide the missing documentation or have until 4 pm the Friday following the election to supply the municipal clerk with the information.

If the provisional voter returns to the polling place before 8 am on Election Day with the missing documentation, the election inspectors should review the information to determine if it is acceptable. If it is, the elector signs the poll list and the inspectors note on the Inspector's Statement that the elector provided the required documentation.

If the provisional voter does not return to the polls on Election Day, he or she has until 4 pm the Friday following the election to supply the municipal clerk with the required documentation. This process is covered in detail in the Election Administration Manual and several webinars.

### **Summary:**

We hope this webinar has provided you with the instruction you need to properly issue, document and process a provisional ballot either at the polls or in the clerk's office by 4 pm the Friday after the election. Remember – currently there are only two situations where a provisional ballot may be issued in Wisconsin. We recommend that election inspectors and municipal clerks review all of the forms used in this process in addition to the "Provisional Voting" sections of the Election Day Manual and Election Administration Manual.

### **Q&A:**

1. There are currently how many situations in which a voter may vote a provisional ballot:
  - a. One: first-time voter did not include POR when registering by mail during open registration.
  - b. Two: first-time voter did not include POR when registering by mail during open registration or the voter has a WI driver license or State-issued ID number and is unwilling or unable to provide the number.
  - c. Three: first-time voter did not include POR when registering by mail during open registration or the voter has a WI driver license or State-issued ID number and is unwilling or unable to provide the number or is in the wrong polling place.
2. A provisional voter has until when to provide the missing information:
  - a. Until 8 pm on Election Day
  - b. Until 4 pm the Friday following the election to the municipal clerk
  - c. Both a & b
3. T/F: If the voter can't find the missing information, the voter can use the last 4 digits of his or her Social Security Number.





# PROVISIONAL VOTING INFORMATION

You are being given a provisional ballot today because one of the following situations apply:

- You are unable or unwilling to list your driver's license number on your voter registration application.
- You are a first-time voter who registered by mail who is unable to provide the poll workers with acceptable proof of residence.
- You failed to provide an acceptable form of 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 driver's license number, you may contact the municipal clerk using the information below no later than 4:00 p.m. Friday.

If you need to provide proof of residence, you must provide it (or a copy) to the municipal clerk no later than 4:00 p.m. Friday. Acceptable forms of proof of residence may be found on the back side of this handout.

If you need to show proof of identification, you must provide it (or a copy) 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.

You may check whether your ballot was counted by contacting the municipal clerk.

## **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 or the Voter Public Access website at: <https://vpa.wi.gov>, or contact the Government Accountability Board at 866-VOTEWIS (868-3947).

**NOTE: Provisional ballots will 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 Residence

Only one of the following is required:

- A current and valid Wisconsin driver's license
- A current and valid Wisconsin identification card
- Any other official ID card or license issued by a Wisconsin governmental body
- An ID card with your photo issued by an employer during the normal course of business (not including a business card)
- A real estate tax bill or receipt (for the current year or year before the election)
- A residential lease which is effective for a period that includes Election Day
- A university, college, or technical college identification card (must include photo) together with 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 at which the receipt is presented
- A utility bill for a period starting no earlier than 90 days before Election Day
- A bank statement
- A paycheck
- A government check
- Any other official document issued by a unit of government

**NOTE:** All of the above must contain a current and complete name, including both first and last name; and a current and complete residential address, including numbered street address, if any, and the name of the municipality (or city used for mailing purposes). If the form has an expiration date, it must be valid on Election Day.

## Acceptable Forms of Proof of Identification

**A valid photo ID is not required to have a current address.**

Only one of the following is required:

- A Wisconsin DOT-issued driver license, even if driving privileges are revoked or suspended
- A Wisconsin DOT-issued identification card
- A Military ID card issued by a U.S. uniformed service
- A U.S. passport

*Identifications above must have an expiration date after the November 2, 2010 election.*

- A certificate of naturalization that was issued not earlier than two years before the date of an election at which it is presented
- An unexpired driving receipt issued by Wisconsin DOT
- An unexpired identification card receipt issued by Wisconsin DOT
- An identification card issued by a federally recognized Indian tribe in Wisconsin
- An unexpired identification card issued by a Wisconsin-accredited university or college accompanied by a proof of enrollment in that university or college. The identification card must contain the following:
  - Date of Issuance
  - Signature of student
  - Expiration date not later than two years after date of issuance

## End of Night Procedures

### **Introduction:**

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 at 7 am to the closing of the polls at 8 pm. Election inspectors must also ensure that the voting process is transparent and open to the public.

This webinar will outline the general procedures election inspectors should use to close the polling place at the end of Election Day.

On Election Day, all polling places in the State of Wisconsin close at 8:00 p.m. No exceptions, unless a court orders a polling place to remain open.

Voters in line at the time the polls close must be permitted to vote. At 8 p.m, to officially close the polling place, the chief inspector announces: “The polls are now closed.” The designated End of Line officer stands behind the last voter in line at 8 p.m., so as to clearly identify who is entitled to vote. This person may be an election inspector, special registration deputy, employee of the municipal clerk’s office, or a police officer.

Doors to the polling place must remain unlocked, even after the polls are closed. The end of the night procedures are open to public view. Candidates and the media are also welcome to watch and record these activities. The prohibition of video and still cameras does not apply unless it is disruptive or interferes with the administration of the election. Observers should act in a respectful, orderly fashion.

Once all the voters have cast their ballots, election inspectors start the process of reconciling poll lists, counting ballots, and completing required forms. These activities will be less taxing, if election inspectors communicate throughout the day and, when it comes to the poll list, periodically reviewing the information and notations to make sure the each list contains identical data.

For the poll list, election inspectors should compare voter numbers and notations. The last voter number on both lists should be circled in red. The chief inspector and the election inspectors who maintained the poll lists then sign the certificate page of the poll lists.

Election inspectors should enter the total number of voters, the number of absentee voters, and the number of provisional voters in the spaces provided on the Inspectors’ Statement (GAB-104).

Verify that the tamper-evident seal or seals on the voting equipment are in place and secure. Initial the post-election check box on the GAB-104. Also, record the number of the tamper-evident seal on the ballot bag. This form is then signed by the chief inspector and two other election inspectors. Do not seal the completed form in the ballot bag.

The other forms relate to the vote totals. In communities with electronic vote tabulators, close out the machine and print the tape with the vote totals. In communities with hand count paper ballots, the votes must be recorded on tally sheets. All communities must use tally sheets to record write-in votes. All ballots should be reviewed for write-in votes. Voter intent is the controlling factor as to whether a write-in vote counts over other votes or markings in the same contest.

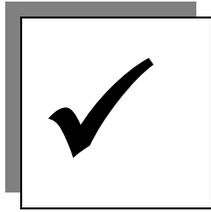
**Summary:**

We hope this webinar has provided you with some general instructions on what you need to do when the polls close on Election Day. We recommend that election inspectors and municipal clerks review all of the forms used in this process in addition to the “Closing the Polls” and “Counting Ballots” sections of the Election Day Manual.

**Q&A:**

1. On Election Day, all polling places in Wisconsin close at 8 pm, unless:
  - a. A court orders a polling place to remain open
  - b. There are voters in line at 8 pm who must be permitted to vote
  - c. Both a & b
  
2. To hand count paper ballots or write-in votes, election inspectors should use:
  - a. A tally sheet that is duplicated on a copier to provide a second copy
  - b. A tally sheet filled out by one election inspector and reviewed by a second election inspector
  - c. Two tally sheets filled out by two different election inspectors
  
3. T/F: The doors to the polling place must remain unlocked as the end of night procedures are open to public view.

# Post-Election Checklist



## Voter List:

Two identical voter 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 (GAB-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 (GAB-108), containing all provisional ballot certificate envelopes (GAB-123) placed in a separate ballot bag and secured with a tamper-evident seal
- The completed Provisional Ballot Reporting Form (GAB-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 (GAB-102) (Brown)
- Used Absentee Certificate Envelope (GAB-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 only ballots are placed in their respective ballot bag
- Certification is completed with the signatures of 3 inspectors\* and tamper-evident seal number of each bag.