



**Wisconsin Elections Commission**

Election Day Duties -  
Special Topics

**February 1, 2017**

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**Agenda**

<ul style="list-style-type: none"> <li>▣ Voter Registration</li> <li>▣ Reviewing Photo ID</li> <li>▣ Provisional Voting</li> <li>▣ Challenging Voters</li> </ul>	<ul style="list-style-type: none"> <li>▣ Counting Votes</li> <li>▣ Remaking Ballots</li> <li>▣ Assisting Voters</li> <li>▣ Curbside Voting</li> </ul>
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**Voter Registration**

- ▶ Election Inspectors
  - Can register voters at the polling place on Election Day
- ▶ Election Registration Officials (EROs)
  - Can register voters in three locations:
    - At the polling place on Election Day
    - In the clerk's office during in-person absentee voting
      - In-person registration ends 5 pm the Friday before the election
    - In residential care facilities and retirement homes during open registration

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### Election Inspectors and EROs

- ▶ Must receive training
- ▶ Must take the oath of office (EL-154)
- ▶ Must be a qualified elector of the county
- ▶ Election inspectors count against odd number of inspectors required at the polling place; EROs do not
- ▶ May be appointed as multiple types of election officials
  - ERO and SVD to conduct voter registration (only during open registration) and absentee voting in care facilities and retirement homes
  - ERO and election inspector to conduct voter registration at the polls on election day and substitute for election inspectors during breaks, lunch, etc.

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### Application for Voter Registration (EL-131)



- The EL-131 is broken down into 12 separate sections plus an administrative section at the very bottom of the form (Confidential sections of the form are highlighted in green)

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### Application for Voter Registration: Section 1

- A. Registrant selects reason for filling out the form:  
New WI Voter, Name Change or WI Address Change
- B. Registrant indicates what municipality they reside in
- C. Registrant indicates what county they reside in

1  New WI Voter     Name Change     WI Address Change

Municipality  Town     Village     City

County

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**Acceptable Proof of Residence**

- ▶ An unexpired Wisconsin driver license or receipt
- ▶ A Wisconsin identification card or receipt that has not been cancelled
- ▶ Any other official identification card or license issued by a Wisconsin governmental body or unit
- ▶ Any identification card or license issued by an employer that contains a photo of the holder, but not including a business card
- ▶ A real estate tax bill or receipt for the current year of the year preceding the date of the election

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**Acceptable Proof of Residence (con't)**

- ▶ A residential lease which is effective for a period that includes Election Day
- ▶ A university, college or technical college ID card (must include photo) ONLY valid if the voter provides a fee receipt dated within last 9 months
- ▶ A university, college or technical college ID card (must include photo) ONLY valid if the institution provides a certified housing list to the municipal clerk

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**Acceptable Proof of Residence (con't)**

- ▶ A utility bill (gas, electric, cell phone, etc.) for the period commencing no earlier than 90 days before registration.
- ▶ A bank statement (depository account, not just a credit card statement)
- ▶ A paycheck or pay stub
- ▶ A check or other document listed by a unit of government
- ▶ A letter on public or private social service agency letterhead identifying a homeless voter and describing the individual's residence for voting purposes
- ▶ A contract or intake document from an occupant of a residential care facility that specifies that the occupant currently resides in the facility. A room number is not required.

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### Application for Voter Registration: Section 12

▶ If the election official or another individual needs to assist the registrant with signing the form, they should sign their name and provide their address in **Section 12**

12	Assistant Signature: <div style="border: 1px solid red; height: 20px; width: 100%;"></div>	Assistant Address: <div style="border: 1px solid red; height: 20px; width: 100%;"></div>
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### Application for Voter Registration: Election Official Authorization – Bottom of Form

- A. The Election Official *must* sign the **Application for Voter Registration**
- B. The Election Official *must* enter date complete & POR received
- C. The section for SRD's printed name and SRD# will be removed in next revision of application

Official Signature: <div style="border: 1px solid red; height: 20px; width: 100%;"></div>	Date complete & POR received: <div style="border: 1px solid red; height: 20px; width: 100%;"></div>	SRD's printed name and SRD#: <div style="border: 1px solid red; height: 20px; width: 100%;"></div>					
Name	Sex	Date of Birth	City	State	County	District	Congress

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## Reviewing Photo ID

Election inspectors will review:

- ▶ **Elector's Photograph**
  - The photo must reasonably resemble the elector, but keep in mind that appearances change over the years
- ▶ **Elector's Name**
  - The elector's name must conform to the name on their voter registration, but does not have to be identical
- ▶ **An Expiration Date**
  - If the ID has an expiration date, it must meet the expiration date requirements

\*Remember\*

- ▶ The photo ID does not have to include a current address
- ▶ The voter's signature on the photo ID is not compared against the signature on the poll list or registration application

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### Provisional Voting



- ▶ There are 3 situations when voters must be offered a provisional ballot:
  1. Registered by mail prior to April 4, 2014 and did not provide proof of residence
  2. Is unable or unwilling to provide their Wisconsin driver license or Wisconsin ID card number
  3. Is unable or unwilling to provide a Photo ID
    - Copies of the ID Petition Process (IDPP) handout should be at every polling place

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### Provisional Voting



- ▶ Voters may return to the polling place with the required information by 8 pm on Election Day
- ▶ After Election Day, voters have until 4 pm the Friday after the election to submit the required information to the clerk
- ▶ Follow procedure and document process as outlined in the Election Day Manual
- ▶ On Election Night, clerks must post and enter the provisional ballot information into WisVote or relay information to WisVote provider

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### Challenging Voters



- ▶ Most challenges may be brought by any qualified elector of Wisconsin
- ▶ Only election inspectors can challenge a voter for failure to adhere to a voting requirement
- ▶ Follow procedure and document process as outlined in the Election Day Manual
- ▶ Review "Challenging an Elector" video on the WEC website

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### Counting Votes

- ▶ Always count votes for registered write-in candidates
  - Candidate must submit ETHCF-1 by noon the Friday before the election
- ▶ Count votes for nonregistered write-in candidates only if:
  - There are fewer ballot candidates for a given office than there are seats to fill
  - There are one or more candidates on the ballot for the office, but one or more is deceased

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### Counting Votes for Multiple Seat Offices

- ▶ If there are at least as many ballot candidates as there are seats to be filled, only votes for registered write-in candidates may be counted.
- ▶ If the number of write-in votes equals the number of seats to be filled, *whether or not they can be counted*, marked ballot candidates may not be considered.
- ▶ If the number of write-in votes is less than the number of seats to be filled, marked ballot candidates may be counted *only if* adding votes for marked ballot candidates to the eligible write-in votes does not exceed the number of votes to which the voter is entitled.

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### Remaking Ballots

- ▶ At least two election inspectors participate
  - If party-affiliated inspectors present, use one of each party
- ▶ Election inspectors announce that ballot is being remade and why

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**Reminders** 

- ▶ Be sure to have copies of the IDPP handout at the polls
- ▶ One Wisconsin Now court decision still in effect for spring elections:
  - 10-day residency, in-person absentee voting restrictions lifted except for the Monday prior to the election, etc.
  - Student IDs must meet statutory format requirements but can be expired.
  - No voter (except confidential voters) may be issued a ballot at the polls on Election Day without showing Photo ID.

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**Questions?** 

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**Thank You!** 

Questions?  
Email: [elections@wi.gov](mailto:elections@wi.gov)  
Elections Helpdesk: 608-261-2028

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