

## **FAQs: Completing Election Day Forms and Other Documentation**

**Q: With the frequent changes in absentee ballot envelope text, may we continue to use earlier versions if we update them by including the new info? What are the changes that have to be required now? Could the envelopes contain a date of revision at the bottom of the envelope? On other GAB forms the form number and revision date at the bottom is very helpful.**

A: Yes, if you include the new information. Please refer to the version available on our website, revision date July 2012.

**Q: When will absentee ballots be available to mail out for 2/19/13 and 4/2/13 elections? What is the difference in the timeline for absentee balloting by mail for federal and non-federal elections? Thanks!**

A: For non-federal elections, no later than 21 days before non-federal elections; for federal elections, no later than 47 days before the election.

**Q: What do we do with any ballots that arrive after the Friday after the election? Does the MBOC have to reconvene?**

A: The MBOC does not have to reconvene. Any ballots received after 4 pm after the election should be secured and stored with your election materials.

**Q: Does the recreated ballot envelope and TSX ballots also get sealed in the ballot bag?**

A: The "original ballots" envelope is sealed in the ballot bag, along with the Voter-Verified Paper Audit Trail (VVPAT) from the TSX and the paper/optical scan ballots.

Used absentee certificate envelopes are placed in the GAB-103 carrier envelope, and rejected absentee ballots are placed in the GAB-102 envelope. Neither of these envelopes is placed in a ballot bag.

**Q: Do you need a separate sheet for each device of equipment?**

A: You need a separate GAB-104 or Inspectors' Statement for each of your reporting units.

**Q: What if you end up with more voters than ballots? More voter numbers issued than ballots counted by machine.**

A: Reconcile on Election Night. Sometimes a voter number was used twice or skipped. There have been times that people have shown up, been issued a voter number and ballot and then didn't cast a ballot, so it won't reconcile.

**Q: Can they just put bank statement or do they need to list the bank?**

A: The name of the bank, utility, etc should also be listed with the account number.

**Q: When are initials of two inspectors needed for incidents?**

A: There is no such requirement.

**Q: Do all inspectors have to sign the inspectors' statement?**

A: The chief inspector and two election inspectors.

**Q: Rejected ballots are not listed by name on I.S., only Rejected #1, Rejected #2, etc. ? Correct?**

A: List the voter's name in case you make a mistake and put down the wrong number.

**Q: Will you please explain the difference between the Voting Unit # and the Memory Device Serial # again**

A: The Voting Unit # is typically a serial number found on the equipment itself. The clerk can also assign a unique number or identifier to the equipment. The Memory Device Serial #. Is the card or prom pack serial number, recorded by the municipal clerk during the public test and locked into the machine. You will (or should) not be able to see it, because it will be locked in and a tamper-evident seal or tag will cover it.

**Q: Our materials have the new Absentee Log. Please explain what Ballot Style is for.**

A: Ballot style refers to the unique set of contests and candidates that will appear on a given voter's ballot.

**Q: If a person comes into register to vote and has proof of residence, but forgot their driver license, can they vote provisional and bring the driver's license in by 4:00 on Fri?**

A: If they are unable or unwilling to provide their DL number, they can provide the clerk with the number by 4 pm the Friday following the election. They can also provide it over the phone.

**Q: Does the Certificate of Registration (GAB-133) need to be filled out for an in-person absentee voter?**

A: No, it's filled out by voters registering in the clerk's office during closed registration and given to an election inspector at the polls on Election Day.

**Q: If they state it is valid and don't give an expiration date, how do you enter that into SVRS? Would we make up a valid expiration date?**

A: The expiration date can be entered into SVRS, but it is not a required field.

**Q: If they don't show up on the list, would the poll workers add them to the poll book? (hand-write them in?)**

A: Yes, anyone registering to vote on Election Day should be added to the hand-written supplemental poll list.

**Q: Material packet did not contain the Supplemental Absentee Ballot Log, is there a number to pull it off the GAB site?**

A: There are two versions on the website. The packet contained one version and David displayed the other.

**Q: Regarding snowbirds, if they vote absentee in WI how do you know that they are not voting in person in FL?**

A: The G.A.B. regularly receives notifications from other states when a voter from Wisconsin registers to vote in that state. The G.A.B. will check the Statewide Voter Registration System (SVRS) and inactivate voter's form whom they have received a notification that they have registered out of state, this will cancel their absentee application in SVRS and they will not appear on the poll list. The G.A.B. also sends notifications to other states when a voter comes from out of state and registers in Wisconsin. The information sharing between states required by HAVA ensures that a snow bird cannot vote in two states at the same time or be registered in both states at the same time.

**Q: Is there a way to minimize the number of steps it takes to issue the Certificate of Registration?**

A: You can use a copier or carbon so you don't have to write it out twice.

**Q: Is this tally sheet just for hand count ballots or do we use it to give totals from the result tapes, too (no hash marks, just numbers)**

A: Just for write-ins.

**Q: May I ask what form number the MBOC is?**

A: The form on the screen is one that Diane developed: GAB-104AP

**Q: Thanks - is it on the website?**

A: Yes, under Forms.

**Q: If we have no provisionals, do we mark and send an empty provisional ballot bag/envelope or not send anything?**

A: Note it on the Inspectors' Statement (GAB-104) so it's clear you did not have any.

**Q: What difference does a challenge make if the ballot is counted anyway?**

A: Creates a record in case we need to investigate it later.

**Q: Do we use this supplemental log for "early voting" (I know there's no such thing) and therefore the dates would all be the same - app, issued, received?**

A: Yes, these absentee ballots must still be tracked on the absentee ballot log.

**Q: If I understand it correctly though, if nothing is returned, the MBOC only needs to complete the minutes, not the rest of the forms for the late arriving?**

A: The new GAB-106AP has a checkbox for that scenario. Just check that box and then have the MBOC sign the certification section.

**Q: What happens when the municipal clerk doesn't complete their information on the envelope? Voters tend to question if they are then supposed to complete it?**

A: Sorry, I'm not clear, what information is not completed?

**Q: Regarding absentee envelope - can reliers put address labels on envelopes if not from SVRS?**

A: Yes.

**Q: Did you say that the municipal board of canvass can wait to meet until after 4:00 p.m. the following Friday? I thought those municipalities that have more than 1 polling place has to have MBOC the day after the Election and then again for late arriving. Please clarify.**

A: When municipal offices or referenda are on the ballot, a municipality with one polling place (the inspectors are the MBOC) must canvass the results of the municipal election on election night. Per 2011 Act 115, the MBOC in a municipality with more than one polling place may meet by 9:00 a.m. on the day after the election, or may wait to meet no later than 9:00 a.m. on the Monday following the election. Wis. Stat. § 7.53.

**Q: Is it the responsibility of the county to provide the MBOC materials to their municipalities or is that based on county/municipal agreements?**

A: County/municipal agreements.

**Q: If someone shows up at the end of the night to obtain vote counts, do we need to list them on the observer log?**

A: Yes.

**Q: Can the web address be repeated for entering prov. ballots?**

A: electiondata.gab.wi.gov

[http://gab.wi.gov/sites/default/files/publication/69/020\\_provisional\\_tracking\\_system\\_2012\\_pdf\\_11867.pdf](http://gab.wi.gov/sites/default/files/publication/69/020_provisional_tracking_system_2012_pdf_11867.pdf)

**Q: If a voter connects the arrow for a write in but does not fill in a name, should that be noted on the Inspector Statement which would keep track of write in numbers?**

A: If you mean Talley Sheet and not the Inspectors' Statement, yes. Record it as [blank] so it could be reconciled with the machine tape.

**Q: Do you include the count of write in if it is a fictional name such as Donald Duck?**

A: If it is a name the statute says any name needs to be recorded.

**Q: Just to clarify-Are Election Inspectors and Chief Inspectors the same?**

A: The municipal clerk designates one of the inspectors as chief inspector for the polling place. This individual acts as liaison between the election inspectors and the municipal clerk and is in charge of the polling place on Election Day.

**Q: If we have no provisional ballots and no late arriving absentee ballots were received, do we still need to complete this form or are the minutes of the MBOC sufficient?**

A: If you have anything outstanding, even if nothing is received, you will have to reconvene the MBOC.

**Q: Do all these forms have to be completed in duplicate or more? Or can one original be made and then copies made for any required distributions?**

A: Copies may be made.

**Q: Can the incident log be typed at the end of the day using the handwritten copy that was used throughout the day?**

A: Yes.

**Q: Making sure I have it correct.....If we have tapes from the Optech and Tally Sheets filled out, we do NOT need to fill out the Tabular Statement of Votes Cast?**

A: Correct, if those results are the total results, you can simply provide a copy of those. You do, however, have to complete the summary statement and certification. County clerks entering federal and state candidates into the Canvass Reporting System (CRS) must enter results by reporting unit to create a tabular statement.

**Q: Memory Device Serial Number is also on the sheet of paper that comes with the cartridge.**

A: Thanks.

**Q: Section 9 on the GAB-131 should be moved to the top of the form. Some fill out the form and get to that section and find out they don't qualify.**

A: Yes, we have heard that from other clerks.

**Q: How recent must the utility bill be to use for proof of residence?**

A: For the period commencing no earlier than 90 days before the election.

**Q: What is the number for the certificate envelope?**

A: GAB-122

**Q: What is the number for the outside envelope?**

A: GAB-120 is mailer for non-military.

**Q: Are you talking about more "physical ballots" to conduct a draw down or the number the counter reflects?**

A: Actual ballots.

**Q: Voters who have address changes on the day of the election are also recorded on the Supplement Poll List...correct?**

A: Yes.

**Q: Because it's not a Federal Election do we need to send out Military?**

A: Yes you do. Keep in mind that due to changes in state law, members of the military must reapply for absentee ballots every year like everyone else.

**Q: FYI, The self-adhesive ballot bags used by some communities do not have tamper-evident seals.**

A: Thanks.

**Q: Just to clarify....if the voter/elector refuses to take oath they are still allowed to vote?**

A: No, there is a box to check on the challenge documentation that the voter was not issued a ballot because they refused to take the oath.

**Q: Wouldn't it require 2 initials on IS if 2 inspectors have to remake a absentee ballot that the machine rejected i.e. voter used red pen...**

A: They both don't need to initial, just the person recording the situation.

**Q: Do the two people appointed by the municipal Clerk to serve on the MBOC need to be residents of the municipality?**

A: Yes, they must be qualified electors of the municipality.

**Q: Is this a new form?**

A: The GAB-133? No.

**Q: For observer log, who needs to sign in? Someone who stops in for two minutes to get information? Media?**

A: Media does not sign in as an election observer. What information is someone stopping in for?

**Q: Sometimes, people stop in just to get the number of voters so far. Also, we have a County Election Commissioner who stops in just to say "Hi" and he insists on signing in every time.**

A: Sure, have the commissioner sign in.

**Q: Do military and permanent overseas voters have to complete a new GAB-121 for 2013?**

A: Due to changes in state law, members of the military must reapply for absentee ballots every year like everyone else.

**Q: Are these forms going to be available as pdf fillable?**

A: We have on "to do" list.

**Q: In April, on election night our inspectors will complete the GAB106 forms, if we have some outstanding absentee or provisional ballots we will need a MBOC. When the MBOC meets if there were none returned do we just complete the MBOC forms and keep our GAB-106 as is from election night? Also, if some late-arriving did get returned, we completed the MBOC forms, but do we then do another GAB-106 set of forms?**

A: The GAB-106AP is designed for the late-arriving absentee or provisional ballot meeting of the MBOC. If nothing comes back, just check the box indicating that fact and have the MBOC sign in the certification section. If ballots came back, they are accounted for on the GAB-106AP. If the MBOC has already canvassed the municipal election (completed the GAB-106), and late-arriving absentee ballots and/or provisional ballots arrive to be counted, the original municipal canvass must be amended. Instructions are included in the Election Administration Manual, in the "Conducting the Municipal Canvass" section.

**Q: Is the Automark considered a DRE?**

A: No, the Automark is a ballot marking device.