

## 2017-2018 Elections Administration Training Webinar Series

### **THE YEAR IN REVIEW AND A LOOK AHEAD TO 2018**

Some may consider 2017 an “off election year,” but it was still a busy one! We will take a look at any legislative or administrative changes in laws and procedures that impact elections and local election officials and forecast what may be ahead for us in 2018. We know that election security will continue to be of primary interest next year. Also, we will also provide you with an update on the progress of electronic poll books and plans to pilot them in several municipalities during the 2018 February Primary and April Election.

**Wednesday, December 6, 2017**

**10:00 a.m. – 11:00 a.m.**

#### **Program Presenters**

Wisconsin Elections Commission Staff

#### **Agenda**

- 2017-2019 Biennial Budget/Legislative Update
- 2016 One Wisconsin Institute Court Decision Status
- Election Security
- Electronic Poll Book Project
- Election Cost Reports
- WisVote Projects
- Voting Equipment
- Absentee Certificate Envelopes
- Training Requirements & Resources
- Questions!!!



# WISCONSIN ELECTIONS COMMISSION

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MARK L. THOMSEN, CHAIR

ADMINISTRATOR MICHAEL HAAS

**DATE:** For the September 26, 2017 Commission Meeting

**TO:** Members, Wisconsin Elections Commission

**FROM:** Michael Haas  
Administrator

**SUBJECT:** 2017 – 2019 Biennial Budget

Last week, Governor Walker announced 99 line item vetoes of the 2017-2019 state budget passed by the Legislature. The budget period runs from July 1, 2017 through June 30, 2019.

As the Commission is aware, the agency budget request sought to address the significant challenge of replacing federal funds resulting from the Help America Vote Act of 2002 (HAVA). The HAVA funds have subsidized the agency's state General Purpose Revenue (GPR) funds since 2004 and were projected to be depleted some time during the second year of the biennium. During the previous budget cycle, HAVA funds supported 22 of the WEC's 31.75 staff positions. While the agency currently has federal HAVA funds to continue supporting those positions, the Legislature must also approve the position authority to retain all the federally-funded staff positions.

The Governor's original budget proposal included authority to retain 16 of the 22 positions which are currently funded through HAVA, and to transition those positions to GPR positions upon the depletion of the HAVA funds. The Commission directed staff to request that the Legislature reinstate the remaining 6 positions in the budget. The Joint Committee on Finance approved the continuation and transition of 5 of the 6 remaining positions. The Governor's line item veto removed the 5 positions authorized by the Legislature and reinstated the position authorization included in the original executive budget proposal, resulting in a total of 25.75 FTE positions. The Governor's line item veto also removed the GPR funding that would have supported the 5 positions, which totaled \$608,200 over two years.

The Governor also issued a line item veto reducing the per diem rate for Commissioners. Consistent with the rate paid to members of the Government Accountability Board, members of the Elections Commission were initially entitled to a per diem of \$454 for each day that a Commissioner was conducting agency business. At each meeting, the WEC authorized the total per diem to be paid, often approving per diem pay for one and one-half days to reflect the time spent preparing for as well as attending the meeting.

The Governor's original budget proposal included a per diem for members of the Elections Commission and the Ethics Commission of \$50, which is consistent with the per diem rate for members of other state boards. The Joint Committee on Finance voted to approve an amount of \$227 per meeting, reflecting

the amount of work involved in reviewing meeting materials and participating in meetings. The Governor's line item veto resulted in a per diem rate of \$27 per meeting, which decreases the annual per diem budget by \$9,600.

Agency management is reviewing the end result of the budget process, and developing options to try to ensure adequate staffing levels to accomplish the agency's statutory responsibilities. The Commission will continue to first use HAVA funds to support the federally funded positions and pay for eligible expenses.

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ADMINISTRATOR MICHAEL HAAS

**DATE:** For the December 12, 2017 Commission Meeting

**TO:** Members, Wisconsin Elections Commission

**FROM:** Michael Haas  
Administrator

Prepared and Presented by:  
Robert Williams, Elections Specialist

**SUBJECT:** Legislative Status Update

## **BILLS SIGNED INTO LAW**

1. *Assembly Bill 42 and Senate Bill 15: Various changes regarding administrative rules and rule-making procedures and making an appropriation.*

Sponsors: Majority. This bill 1) requires scope statements for proposed administrative rules to be reviewed by the Department of Administration for a determination of an agency's authority to promulgate a rule; 2) requires agencies to hold preliminary public hearings and comment periods on scope statements for rules if directed to do so by the Joint Committee for Review of Administrative Rules (JCRAR); 3) requires the passage of a bill in order for an agency to promulgate a rule that would result in implementation and compliance costs of \$10 million over any two-year period, subject to certain exceptions; and 4) allows either a co-chairperson of JCRAR or JCRAR as a whole, at certain steps in the rule-making process, to request the preparation of an independent economic impact analysis for a proposed rule.

SB 15 passed by Assembly on June 14, 2017 and passed by Senate on June 15, 2017. Signed into law by Governor Walker on August 9, 2017 as 2017 Wisconsin Act 57.

2. *Assembly Bill 64 and Senate Bill 30: State finances and appropriations constituting the executive budget act of the 2017 legislature.*

Sponsors: Majority. This bill is the "executive budget bill" under section 16.47 (1) of the statutes. It contains the governor's recommendations for appropriations for the 2017-2019 fiscal biennium. The bill contains the WEC's budget for the 2017 – 2019 biennium, including authorization of staff positions and the conversion of 21 federally funded positions to GPR positions upon the depletion of remaining HAVA funds. Also, as part of the transportation portion of the budget, language was added to the budget bill regarding the sharing of information between the Department of Transportation and the Wisconsin Elections Commission. Department of Transportation would be

authorized to share information obtained from applications for titles, driver's license, and state identification cards, including Social Security numbers. Sharing of this information would be authorized to allow the Wisconsin Elections Commission to maintain compliance with its ERIC obligations, and resolves issues regarding the use of confidential DOT data for ERIC processes.

AB 64 passed by Assembly on September 13, 2017 and passed by the Senate on September 15, 2017. Signed into law by Governor Walker on September 21, 2017 as Wisconsin Act 59.

3. *Assembly Bill 148 and Senate Bill 100: Expiration of statements of scope for administrative rules.*

Sponsors: Majority. This bill provides for the expiration of a statement of scope 30 months after the date on which the statement is published in the Wisconsin Administrative Register.

AB 148 passed by the Assembly on June 14, 2017. SB 100 passed by the Senate on May 2, 2017. Signed into law by Governor Walker on August 2, 2017 as Wisconsin Act 39.

4. *Assembly Bill 153 and Senate Bill 102: Aggrieved parties petitioning for a recount and making an appropriation.*

Sponsors: Majority. This bill provides that any candidate voted for at any election who is an aggrieved party or any elector who voted on any referendum question at any election may petition for a recount. The bill also provides that the actual cost of performing a recount includes the actual cost incurred by the Elections Commission to provide services for performing the recount and allows the commission to recover that cost.

AB 153 passed by the Assembly on June 21, 2017. SB 102 passed by the Senate on November 7, 2017. Signed into law by Governor Walker on December 1, 2017 as Wisconsin Act 120.

### **BILLS AWAITING GOVERNOR'S SIGNATURE**

1. *Assembly Bill 317 and Senate Bill 322: Review by state agencies of administrative rules and enactments; an expedited process for repealing rules an agency no longer has the authority to promulgate; retrospective economic impact analyses for rules; and reporting by the Legislative Reference Bureau on rules in need of revision.*

Sponsors: Majority. This bill provides for an alternate, expedited procedure an agency can use to repeal a rule that the agency determines it no longer has the authority to promulgate because of the repeal or amendment of the law that previously authorized its promulgation (unauthorized rule).

AB 317 passed by Assembly June 14, 2017. AB 317 and SB 322 public hearing held in Senate August 29, 2017. SB 322 passed by the Senate on November 7, 2017. The bill was presented to the Governor on November 28, 2017 and awaits his signature or possible vetoes.

## **NEW STATE LEGISLATION**

1. *Assembly Bill 578 and Senate Bill 482: Related to increasing the funding to the Elections Commission for Elections Administration positions.*

Sponsors: Minority. This bill increases the amount appropriated to the Elections Commission by \$304,100 in each year of the 2017-19 biennium in order to increase the number of FTE positions authorized to the Elections Commission by 5.0 FTE positions.

AB 578 introduced in the Assembly on October 24, 2017. SB 482 introduced in the Senate on October 27, 2017.

2. *Assembly Bill 609: Automatic voter registration and the integration of registration information with information maintained by the Department of Transportation and other state agencies and granting a rule making authority.*

Sponsors: Minority. This bill requires the Elections Commission to facilitate the registration of all eligible electors of this state and maintain the registration for so long as they remain eligible. The bill directs the Commission to enter in to an information sharing agreement with the DOT whereby the DOT would transfer specified personally identifiable information to the Commission.

AB 609 introduced in the Assembly on November 2, 2017 and referred to Committee on Campaigns and Elections.

3. *Assembly Bill 637 and Senate Bill 524: Using an electronic voting machine to cast a vote with an in-person absentee ballot.*

Sponsors: Bipartisan. This bill authorizes a municipality to allow its electors to vote before election day by using an electronic voting machine to cast an in-person absentee ballot. This bill also requires the Elections Commission to certify electronic voting equipment that is capable of scanning ballots and electronically capturing write-in votes.

AB 637 introduced in the Assembly on November 14, 2017. A public hearing related to the bill was held on November 28, 2017. SB 524 was introduced in the Senate on November 8, 2017 and referred to the Committee on Elections and Utilities.

4. *Assembly Bill 639 and Senate Bill 539: Allowing an elector to show his or her marked ballot.*

Sponsors: Bipartisan. This bill eliminates the prohibition, under current law, placed on electors related to showing their marked ballot to any other person.

AB 639 introduced in the Assembly on November 14, 2017 and referred to the Committee on Campaigns and Elections. SB 539 introduced in the Senate on November 20, 2017 and referred to the Committee on Elections and Utilities.

5. *Senate Bill 498: Creating a criminal penalty for deceptive election practices.*

Sponsors: Minority. This bill prohibits any person from knowingly providing false election related information with the intent to encourage an individual to refrain from registering to vote or from voting at an election.

SB 498 introduced in the Senate on October 27, 2017 and referred to the Committee on Elections and Utilities.

6. *Senate Bill 499: Allowing an elector to use an affidavit as Proof of Identification to vote.*

Sponsors: Minority. This bill provides that an affidavit executed by an elector affirming their identity is proof of identification for voting purposes. This bill also eliminates the requirement that the Department of Transportation provide an identification card without charge to anyone who want the card for voting purposes.

SB 499 introduced in the Senate on October 27, 2017 and referred to the Committee on Elections and Utilities.

7. *Senate Bill 500: Changes in the procedure of Legislative and Congressional redistricting plans.*

Sponsors: Minority. This bill creates a new procedure for the preparation of Legislative and Congressional redistricting plans. The Legislative Reference Bureau would be directed to draw redistricting plans based upon standards specified in the bill.

SB 500 introduced in the Senate on October 27, 2017 and referred to the Committee on Elections and Utilities.

8. *Assembly Joint Resolution 68 and Senate Joint Resolution 65: To amend so as in effect to repeal section 13 of Article XIII of the Constitution, eliminating constitutional restrictions on marriage (first consideration).*

Sponsors: Minority. This constitutional amendment eliminates the constitutional restriction that only a marriage between one man and one woman shall be valid or recognized as a marriage in this state and the provision that a legal status identical or substantially similar to that of a marriage for unmarried individuals shall not be valid or recognized in this state.

AJR 68 introduced in the Assembly on June 30, 2017 and referred to the Committee on Constitution and Ethics. SJR 65 introduced in the Senate on June 23, 2017 and referred to the Committee on Financial Services, Constitution, and Federalism.

9. *Assembly Joint Resolution 71: A constitutional amendment reserving to the people the power of referendum to reject acts of the legislature and the power of initiative to propose and approve at an election laws and constitutional amendments (first consideration).*

Sponsors: Bipartisan. This constitutional amendment creates a petition process by which the people may propose and approve laws and constitutional amendments at an election and creates a referendum process by which the people may reject an act of the legislature.

AJR 71 introduced in the Assembly on September 7, 2017 and referred to Committee on Constitution and Ethics.

10. *Senate Joint Resolution 63: A constitutional amendment to Section 2 Article I of the constitution relating to slavery or involuntary servitude in punishment of a crime (first consideration).*

Sponsors: Minority. This proposed constitutional amendment eliminates the exception to the constitutional prohibition against slavery and involuntary servitude for the punishment of a crime for which the party has been duly convicted. Under the constitutional amendment, slavery and involuntary servitude are prohibited without exception.

SJR 63 introduced in the Senate on June 23, 2017 and referred to the Committee on Financial Services, Constitution, and Federalism.

**PREVIOUS STATE LEGISLATION – CHANGE IN STATUS**

1. *Assembly Joint Resolution 47 and Senate Joint Resolution 53: A constitutional amendment to establish and ensure the rights of crime victims (first consideration).*

Sponsors: Bipartisan. This constitutional amendment provides for a 19-point list of rights for victims of crime in this state. The constitutional amendment also authorizes the victim to enforce his or her rights in court, and the attorney for the government in the case involving the victim may seek enforcement of the victim's rights upon request of the victim.

AJR 47/SJR 53 public hearing held on June 15, 2017. AJR 47 was tabled on November 9, 2017. SJR 53 passed by the Senate and Assembly as of November 9, 2017. Since SJR 53 relates to a proposed state constitutional amendment, it must be passed once more by both houses of the Legislature before being presented as a statewide referendum.

2. *Assembly Bill 85 and Senate Bill 66: Allowing a local public official to serve as an election inspector.*

Sponsors: Minority. This bill provides that an individual holding a local public office may be appointed to serve as an election official without having to vacate the local public office. Current law prohibits an individual from serving as an election official at an election for which the individual is a candidate. The bill does not change that prohibition.

AB 85 public hearing held on April 18, 2017. Assembly Committee on Campaigns and Elections voted AB 85 out of committee on May 19, 2017. SB 66 voted out of committee by Senate Committee on Elections and Utilities on October 26, 2017.

3. *Assembly Bill 268 and Senate Bill 195: School board referendums to exceed revenue limit applicable to a school district.*

Sponsors: Majority. This bill limits to five consecutive school years the number of years for which a school board may seek approval from voters in the school district to increase the revenue limit applicable to the district.

AB 268 and SB 195 joint public hearing held June 15, 2017.

4. *Assembly Bill 269 and Senate Bill 194: Scheduling of school district referendums to exceed revenue limits.*

Sponsors: Majority. With exceptions, this bill permits a school board to schedule a referendum for the purpose of increasing the school district's revenue limit only concurrent with a spring election or with the general election and only if the election falls no sooner than 70 days after the date on which the board adopts and files a resolution to that effect.

AB 269 public hearing held June 15, 2017. SB 194 introduced and referred to Senate Committee on Elections and Utilities on April 20, 2017.

5. *Assembly Bill 330 and Senate Bill 278: Rule making authority of certain agencies.*

Sponsors: Majority. This bill prohibits a commission or board, including a credentialing board, that has not taken any action with respect to the promulgation of a rule in ten years or more from taking any such action in the future unless a subsequent law specifically authorizes it to do so.

AB 330 passed by the Assembly on November 7, 2017 and the sent to the Senate. SB 278 public hearing held on September 28, 2017. SB 278 voted out of Committee on October 24, 2017.

6. *Assembly Bill 332 and Senate Bill 260: Signature requirement for nomination of candidates to school board in school districts that contain territory lying within a second-class city.*

Sponsors: Majority. This bill permits the annual meeting of a common or union high school district or the school board of a school district to adopt a resolution to reduce the number of signatures required on nomination papers submitted by candidates for school district officer. This bill permits the number of signatures that must be obtained to be reduced by resolution to not less than 20 and not more than 100 if the school district territory lying within the second-class city or cities is less than or equal to 10 percent of the school district's territory.

AB 332 and SB 260 joint public hearing held on October 12, 2017. AB 332 approved by the Assembly Committee on Campaigns and Elections on November 28, 2017.

**PREVIOUS STATE LEGISLATION – NO CHANGE IN STATUS**

1. *Assembly Bill 33: Requiring a municipal judge to be a licensed Wisconsin attorney.*

Sponsors: Minority. Beginning on January 1, 2018, this bill requires a person seeking to be elected or appointed as a municipal judge to be an attorney licensed to practice in this state and a member in good standing of the State Bar of Wisconsin.

AB 33 introduced in the Assembly and referred to Assembly Committee on Judiciary on January 20, 2017.

2. *Assembly Bill 44 and Senate Bill 13: Legislative and congressional redistricting.*

Sponsors: Minority. This bill creates a new procedure for the preparation of legislative and congressional redistricting plans. The bill directs the Legislative Reference Bureau (LRB) to draw redistricting plans based upon standards specified in the bill and establishes a Redistricting Advisory Commission to perform certain tasks in the redistricting process. The bill also makes various other changes to the laws governing redistricting.

AB 44 fiscal estimate received by the Assembly on April 3, 2017. SB 13 fiscal estimate received by the Senate on March 1, 2017.

3. *Assembly Bill 129: Removing the requirement that a classified service employee take a leave of absence to run for office.*

Sponsors: Minority. This bill removes the requirement that a person employed in the classified service who runs for a partisan political office take a leave of absence during the campaign period for that office. The bill maintains the requirement under current law that the person separate from the classified service if elected.

AB 129 introduced in the Assembly and referred to the Assembly Committee on Campaigns and Elections on March 7, 2017.

4. *Assembly Bill 223: Prohibiting offers of employment in exchange for not seeking an elective state or local office and providing a criminal penalty.*

Sponsors: Minority. This bill prohibits a state or local public official or candidate to offer employment to another individual in order to induce the individual not to seek election to the same office held by the official or sought by the candidate.

AB 223 introduced in the Assembly and referred to Assembly Committee on Campaigns and Elections on April 10, 2017.

5. *Assembly Bill 257 and Senate Bill 166: Requiring candidates for president or vice president to file tax returns with the Elections Commission.*

Sponsors: Minority. This bill requires each candidate for president or vice president to submit with his or her declaration of candidacy copies of the candidate's federal tax returns for the three most recent years for which the candidate filed such returns.

AB 257 introduced in the Assembly and referred to Assembly Committee on Campaigns and Elections on April 20, 2017. SB 166 introduced in the Senate and referred to Senate Committee on Elections and Utilities on April 13, 2017.

6. *Assembly Bill 322 and Senate Bill 229: Authorization for electors to vote in the primary of more than one political party.*

Sponsors: Minority. This bill permits a voter in a partisan primary to “split tickets,” designating the candidate of his or her choice for each office, including the offices of Governor and Lieutenant Governor, regardless of party affiliation. The bill also allows a voter to vote for independent candidates for one or more state offices in a partisan primary, in addition to party candidates for one or more state or county offices. Under the bill, a voter may still vote for only one candidate for each office. The voting procedure at the general and other partisan elections is unaffected by the bill.

AB 322 referred to Assembly Committee on Campaigns and Elections on May 16, 2017. SB 229 referred to Senate Committee on Elections and Utilities on May 4, 2017.

7. *Assembly Bill 361: Requiring a local referendum to impose a wheel tax.*

This bill provides that a county or municipal vehicle registration fee, commonly known as a wheel tax, may be imposed only if approved by a majority of electors voting in a referendum at a regularly scheduled election.

AB 361 referred to Assembly Committee on Ways and Means on June 1, 2017.

8. *Assembly Bill 375: Review and modification of voter registration lists.*

Sponsors: Minority. This bill eliminates the Elections Commission’s responsibility to change the registration status of electors who have not voted within the previous four years from eligible to ineligible under certain circumstances.

AB 375 referred to Assembly Committee on Campaigns and Elections on June 6, 2017.

9. *Assembly Joint Resolution 2 and Senate Joint Resolution 3: Deleting from the state constitution the Office of State Treasurer.*

Sponsors: Majority. This constitutional amendment, to be given second consideration by the 2017 legislature for submittal to the voters in April 2018, was first considered by the 2015 legislature in 2015 Assembly Joint Resolution 5, which became 2015 Enrolled Joint Resolution 7. If enrolled on second consideration, the proposed constitutional amendment would be scheduled for a statewide referendum at the 2018 Spring Election.

AJR 2 was tabled on March 9, 2017. SJR 3 was passed by the Senate on March 7, 2017 and by the Assembly on March 9, 2017. As a result, the proposed constitutional amendment will appear on the ballot as a statewide referendum at the 2018 Spring Election.

10. *Assembly Joint Resolution 7 and Senate Joint Resolution 10: An advisory referendum on legalization of medical marijuana.*

Sponsors: Minority. This joint resolution calls for an advisory referendum on the question of whether Wisconsin should allow for the uses of and safe access to marijuana for medical purposes by individuals with debilitating medical conditions with a written recommendation from a licensed Wisconsin physician. The referendum is to be held at the next general election occurring not sooner than 45 days after adoption of the resolution.

AJR 7 referred to Assembly Committee on Health on February 20, 2017. SJR 10 referred to Committee on Senate Organization on February 15, 2017.

11. *Assembly Joint Resolution 11: To amend section 12 of article VIII of the constitution relating to funding in bills placing requirements on local governmental units (first consideration).*

Sponsors: Majority. This constitutional amendment, proposed to the 2017 legislature on first consideration, prohibits the legislature from passing any bill that places a requirement on a local governmental unit unless the bill contains an appropriation that reimburses the local governmental unit for the full cost of complying with the requirement. The amendment does not prohibit the governor from vetoing an appropriation contained in a bill that creates such a requirement. A proposed constitutional amendment requires adoption by two successive legislatures, and ratification by the people, before it can become effective.

AJR 11 referred to Assembly Committee on Constitution and Ethics on February 27, 2017.

12. *Assembly Joint Resolution 35 and Senate Joint Resolution 24: Wisconsin legislative resolution to restore free and fair elections in the United States and to apply to Congress for a limited national convention for the exclusive purpose of proposing an amendment to the U.S. Constitution that would restore balance and integrity to our elections.*

Sponsors: Minority. A petition to the U.S. Congress to call a Constitutional Convention to restore balance and integrity to elections by proposing an amendment to the U.S. Constitution that would permanently protect elections in the United States of America by addressing issues raised by the decision of the U.S. Supreme Court in *Citizens United v. Federal Election Commission*, 130 S. Ct. 876 (2010), and in related cases and events.

AJR 35 referred to Assembly Committee on Constitution and Ethics on April 24, 2017. SJR 24 referred to Senate Committee on Elections and Utilities on March 29, 2017.

13. *Assembly Joint Resolution 53 and Senate Joint Resolution 54: An advisory referendum on an amendment to the U.S. Constitution.*

Sponsors: Minority. This resolution places a question on the November 2018 ballot to ask the people if Congress should propose an amendment to overturn *Citizens United v. F.E.C.*

AJR 53 introduced and referred to Assembly Committee on Constitution and Ethics on May 22, 2017. SJR 54 introduced and referred to Senate Committee on Financial Services, Constitution, and Federalism on June 2, 2017.

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ADMINISTRATOR MICHAEL HAAS

**DATE:** June 13, 2017

**TO:** Wisconsin Municipal Clerks  
City of Milwaukee Election Commission  
Wisconsin County Clerks  
Milwaukee County Election Commission

**FROM:** Michael Haas  
Administrator

**SUBJECT:** Important Election System Security Reminders

Recent news reports have addressed Russian attempts to hack U.S. state and local elections systems before the November 2016 General Election. The new twist in the reports is allegations that an elections systems vendor was targeted, and using information obtained from the vendor, email “spear-phishing” attacks attempted to trick election officials, including local election officials, into revealing system access credentials and passwords.

The vendor cited in recent reports does not do business in Wisconsin, and federal authorities have not notified the Wisconsin Elections Commission of any similar successful or unsuccessful attempts to breach the WisVote voter registration system or other state elections systems. However, the headlines highlight the important role of all state and local election officials in keeping the system secure by practicing safe computing, so that voter registration data is protected for all of us and from all points of entry.

In light of these attacks in other states, the Commission recommends that all county and municipal clerks review our 2016 Report on Contingency Planning and Election System Security. The report includes current security best practices for election IT systems, voting equipment and election night results, and is available on our website: <http://elections.wi.gov/publications/manuals/contingency-planning-and-election-system-security-report>

There are many small, simple steps that clerks can take to help secure election-related computer systems and the critical data they store. The following list is not exhaustive, but it provides a starting point for clerks to think about security. Following these simple recommendations from the 2016 report will dramatically improve the overall security of the system:

- 1. DO NOT share your WisVote user ID or password with anyone (even in your office), under any circumstances.** WEC staff will never ask you for your password, either over the telephone or via email.

2. Turn on automatic updates for your computer or promptly download all updates that come from your computer or operating system manufacturer.
3. Install anti-virus software on your computer.
4. **Do not click on links in emails unless they are from a trusted source.** Hover over all links to see where they actually are going before clicking on them. Sometime the link may appear legitimate but will direct you to a suspicious or malicious location.
5. Do not install unnecessary programs onto your computer. NEVER install programs that are not published by a trusted source.
6. Do not request a WisVote account for a user in your office unless you are confident the person knows how to use the system correctly and can be trusted with the information they will have access to. If feasible, perform background checks on staff before allowing them to use WisVote.
7. Promptly notify the WEC Help Desk whenever a WisVote user stops working in your office so the account can be disabled.
8. Upgrade your computer or operating system if it gets too old and is no longer supported. Unsupported operating systems do not get critical security patches and become easy targets for intrusion.
9. Remember that only WEC staff will contact you regarding the status of your WisVote username and password.

In coming months, WEC staff will update the WisVote training materials to include enhanced information about system security. The reality is that there is not one foolproof step that can guarantee complete elimination of all hacking and security threats. Constant vigilance and attention to system security will be required as techniques aimed at compromising election security change over time. Fortunately, taking simple actions as outlined above can go a long way towards protecting IT applications and ensuring the integrity of Wisconsin elections.

The WEC continues working closely with the Wisconsin Department of Administration's Division of Enterprise Technology (DET) on the security of its systems. DET is in regular contact with the Department of Homeland Security and other state and federal law enforcement agencies about possible security threats. As the Commission receives additional security information that would be helpful to clerks, our staff will pass it along to you.

If you have any questions about security, please contact the Elections Help Desk: [elections@wi.gov](mailto:elections@wi.gov) or (608) 261-2028. Thank you.

## Personal Computer Security Checklist

### Computer/Laptop Security

<input type="checkbox"/> Is your operating system up-to-date	<p>Windows and Apple operating systems will have settings that allow the automatic download of patches and updates. Allowing automatic installation of the updates is up to you, but at least enable to auto-download and notify.</p>
<input type="checkbox"/> Do you have an antivirus installed	<p>For Windows-based systems, Windows Defender is adequate. Avast is a highly-rated program with versions for multiple operating systems (Mac, Windows &amp; Android). Kaspersky is also highly-rated but has been banned from Federal networks due to security concerns.</p> <p>As with your OS, make sure your antivirus remains up-to-date.</p>
<input type="checkbox"/> Are the applications you use up-to-date	<p>Not all programs have an auto-update option when a newer version is available and you may need to check on your own. If a developer no longer supports a program you use, consider finding a replacement.</p>
<input type="checkbox"/> Have you rebooted your computer recently	<p>While some updates don't require a restart to take effect, a majority will. For updates that require a restart, you will generally get a notification to this effect. If you leave your computer on when not in use, get in the habit of restarting on a regular basis to make sure everything is truly updated.</p>

<input type="checkbox"/> Is your information securely backed-up	<p>A new trend in malware is ransomware. These attacks will encrypt all the data on your hard drive and will demand payment to provide the decryption key. Without this key, your data is lost forever. If you have your data backed-up, you can wipe the hard drive and reinstall. There are online back-up services and you can also buy desktop hard drives to do the same – make sure the back-up is not connected to your computer or it will be encrypted as well.</p>
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### Web Browser Security

<input type="checkbox"/> Do you have an ad-blocker installed	<p>Malicious advertisements are increasingly being used to infect computers. There are multiple, reputable, options for ad-blockers depending on the browser you are using. Adblock Plus is available for Internet Explorer, iOS, and Firefox. uBlock Origin is available for Chrome, Firefox, Safari, Opera, and Edge (Windows 10 browser).</p>
<input type="checkbox"/> Is your web browser up-to-date	<p>Yes, this is a theme. Browsers are updated to fix exploits and improve operation often. Enable automatic downloads of updates and restart your browser after installation.</p>
<input type="checkbox"/> Use private windows	<p>Most browsers will come with a privacy-browsing option: InPrivate browsing for IE, Incognito for Chrome, etc. Familiarize yourself with these options and use them when accessing sensitive information. Private windows prevent malicious code in other tabs from “seeing” or interfering with what you are doing in a private window.</p>

<input type="checkbox"/> Use https:// when available	<p>Https is a secure, encrypted connection from your computer to a website. Many services offer encrypted and unencrypted versions of their website and most will default to secure https when you are on the login screen. You can confirm if you are viewing the encrypted website by the presence of a green lock icon or seeing <b>https</b> in the web address. While https will not protect your information on an already-compromised computer, it will prevent someone from snooping on the connection between your computer and a website. If you do not see the green lock, you can manually enter https:// as part of typing a URL to force the secure connection if it is available. There is also an extension called HTTPS Everywhere that is available for Chrome, Firefox, Opera, and Edge that forces the use of the encrypted option on supported websites.</p>
<input type="checkbox"/> Disable Flash	<p>Flash is a popular vector to attack computers. If you cannot disable Flash, at least set it to “Ask first” – this will prevent flash from running automatically when a webpage loads. In most browsers this is a default setting, but check to make sure it is enabled.</p>

**Password Security**

<input type="checkbox"/> Don't reuse passwords	<p>The use of the same password across multiple services means if any of those services are compromised, hackers can get into those other accounts as well. Make sure every password is unique to the service/site you are using it for.</p>
<input type="checkbox"/> Don't answer security questions	<p>Security questions are often publicly available information – mother's maiden name, elementary school, etc. If the information is out there, someone can use it to “recover” your password without needing to place malware on your computer. If a site insists on providing such answers, don't answer truthfully.</p>

<input type="checkbox"/> Use multi-factor authentication when available	<p>Many services are moving towards providing some sort of multi-factor authentication – Facebook and Gmail are such examples. The second authentication factor will prevent someone from accessing your information even if they have your username and password. In some cases, sites will notify you of the attempted login which will alert you to the potential compromise.</p>
<input type="checkbox"/> Use long passwords	<p>Increasing password length from 8 characters to 9 increases the amount of time needed by an automated password cracker from minutes to hours. Adding a 10<sup>th</sup> character will up that time to days. It is highly recommended that you make sure passwords are 12 characters or more. Even if a website or service doesn't require special password security (symbols or numbers), get in the habit of doing so anyway.</p>
<input type="checkbox"/> Consider using a password manager	<p>We choose poor passwords because we need to think of them and make them easy to remember. A password manager removes both of these concerns. There are secure online options like LastPass or 1Password that encrypt your passwords locally before saving them to the cloud. There are local password managers like Keepass that will save everything to your machine so you do not have to worry about cloud security, but you will need it separately on each device you use. You will still need a strong master password for access, it's easier to come up with and remember one strong password than fifteen.</p>



**Q: Who is responsible for the cost of the hardware device (laptop, tablet) for the e-poll book?**

A: While the software will be available to clerks at no cost, local jurisdictions would need to purchase the hardware needed to run the system, such as a laptop or tablet, and any peripheral devices such as signature pads, scanners or printers needed to support the system.

**Q: How many devices are recommended per polling location?**

A: In small municipalities, one poll book may be sufficient. Neighboring states recommend 2 e-poll books for polling place with over 1000 registered voters. Polling locations with a high number of Election Day Registrations may also consider additional devices to be dedicated to voter registration.

**Q: How much does a hardware device cost?**

A: The specific hardware configuration and costs are not known at this time. Staff is working with the state contract to determine package options that would include the main device (laptop or tablet), peripherals like license scanners and e-signature pads, as well as some managed IT support services. The packages under review are being chosen according to their security and durability specifications. Packages appear to be in the range of \$900-1500 per unit.

**Q: Does an e-poll book require an internet connection?**

A: The e-poll book will never require an internet connection. If the e-poll book is ever updated in the future to have online features, they will be optional and will only be implemented after we have evaluated whether they can be made secure.

**Q: Can someone hack into my e-poll book?**

A: The e-poll book will not be connected to the internet, and all antennas will be disabled. If it is ever updated to have online features, they will only be implemented after appropriate security measures have been taken. Combined with proper physical security and software management, the e-poll book will be very safe from hacking.

**Q: What if someone steals my e-poll book?**

A: All the data on the e-poll book will be encrypted in such a way that it can only be read using the credentials of the election inspector to which it is assigned, or the clerk. This will be done using military-standard encryption.

**Q: When will the e-poll book be ready for an election?**

A: At this time the Commission intends to pilot the new e-poll book system in three to six jurisdictions in the 2018 Spring Election. The e-poll book will be available to all clerks in time for the 2018 August Partisan Primary.

**Q: Who do I contact if I am interested in participating in the e-poll book development process?**

A: If you are interested in using the e-poll book system and would like to provide feedback to Commission Staff during the design phase, please contact the Elections Help Desk at ePollbook@wi.gov or (608) 261-2028.

# WISCONSIN ELECTIONS COMMISSION

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ADMINISTRATOR MICHAEL HAAS

## MEMORANDUM

**DATE:** October 20, 2017

**TO:** Wisconsin Municipal Clerks  
City of Milwaukee Election Commission  
Wisconsin County Clerks  
Milwaukee County Election Commission

**FROM:** Sara Linski, WisVote Elections Specialist

**SUBJECT:** Wisconsin E-Poll Book Update and Webinar Announcement

The commission approved WEC staff to build a Wisconsin-specific e-poll book on June 20, 2017. Staff has since mapped out and designed Election Day processes that will be included in the e-poll book, keeping efficiency, training and usability in mind. If you would like more information about what e-poll books are and how they may apply to your municipality, please see our e-poll book FAQ posted in Recent Clerk Communications <http://elections.wi.gov/node/5305>.

We will host a “show and tell” webinar on **Friday, October 27, 2017** about the system we have designed.

**Webinar for County and Municipal Clerks**  
**Wisconsin E-Poll Book Show and Tell**  
**Friday, October 27, 2017: 10:00 a.m. – 11:00 a.m.**  
**Web link:** <https://attendee.gotowebinar.com/register/8528265569979586307>

We will also ask for your feedback in an accompanying survey regarding your specific polling place flow, Election Day responsibilities, etc. to be completed after the webinar. The webinar will be recorded and posted to the Wisconsin Elections Commission website the following week.

Building the e-poll book in house has allowed staff the flexibility to determine what is most relevant to include in the poll book according to polling place flow and Wisconsin statutes. In addition to Wisconsin’s unique local processes, usability was the driving factor for the design of the Wisconsin e-poll book. Through a process of observing poll workers and clerks across the state, we collected data to evaluate and identify the parts of the system that worked well and the parts that needed improvement. Based on the testers’ feedback, WEC staff developed a paper prototype of the e-poll book and continued end-

user testing using the prototype. WEC staff continued to test and redesign the prototype until a model was developed that was easy to use and intuitive for poll workers and voters.

The final prototype is nearing completion. Once completed, it will be developed by our in-house IT team. Working on this in-house gives staff easy access to communicate with the development team to clarify system elements and Wisconsin procedures that must be accurately captured in the poll book.

After reviewing potential Election Day processes against their rate of occurrence and evaluating polling place responsibilities, WEC staff decided to include three Election Day processes in the e-poll book:

- **Checking in a voter.** Voters have three responsibilities to complete before they can receive a ballot. They must 1. State their name and address, 2. Show acceptable photo ID, and 3. Sign the poll book. The e-poll book will guide poll workers through these steps to ensure voters who State, Show, and Sign can continue to vote on Election Day. Poll workers will be provided photo identification guidance as part of the check in process, in addition to other helpful Election Day training tips.
- **Processing an absentee ballot.** Absentee ballots are all processed on one day across the state. Some municipalities have upwards of 10,000 absentee ballots to process. Poll workers and chief election inspectors will have two efficient steps to process an absentee ballot in the e-poll book on Election Day.
- **Election Day Registration.** Voters will have the ability to register to vote in the e-poll book on Election Day. The e-poll book will record all the information they would complete on a voter registration form or MyVote, which can be imported into WisVote during post-election activities. The process of collecting the information in the poll book will be poll worker directed overall, with the ability to have the voter complete information as well. After the voter completes registration on the e-poll book, the voter can be found on the poll list and checked in along with other registered voters.

It is not mandatory for municipalities to use e-poll books for elections in Wisconsin. It is ideal for mid-sized municipalities with a high number of absentee ballots and Election Day registrations. A paper poll book will still continue to be used in municipalities that choose not to implement e-poll books. Decisions and options for hardware for the e-poll book are still pending. We hope to have more concrete examples of what we expect the hardware options to be in the beginning of November.

We are very excited to share a peek into Wisconsin's e-poll book. The design was driven by feedback from Wisconsin clerks and poll workers to match your expectations of what the e-poll should be. WEC staff will keep clerks informed about e-poll book resources leading up to the pilot in February and April of 2018 and roll out deployment in August 2018.

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VACANCY

MARK L. THOMSEN, CHAIR

ADMINISTRATOR MICHAEL HAAS

**DATE:** For the September 26, 2017 Commission Meeting

**TO:** Members, Wisconsin Elections Commission

**FROM:** Michael Haas  
Administrator

Prepared and Presented by:  
Patrick Brennan, WisVote Trainer  
Sarah Statz, WisVote Specialist

**SUBJECT:** Election Cost Reports

## **Background**

As part of Phase 2 of WisVote development, Commission staff is modernizing the Wisconsin Elections Data Collections System (WEDCS). WEDCS is the method by which municipal clerks electronically submit post-election statistics such as the number and types of voters and voter registrations, types of voting equipment, and election costs. WEDCS was originally developed using a competitive federal grant and replaced a system of paper reports. Staff is reviewing the required WEDCS reports, including the EL-191 Election Specific Cost Report and the EL-192 Annual Cost Report, to decide how to best integrate them into the WisVote environment.

The former Government Accountability Board implemented the requirement to submit election cost reports in 2012 to collect statewide data of actual local costs related to the conduct of elections and specific categories of costs. The actual costs of conducting elections gained increased attention from the Legislature and the public during the recall elections of 2011 and 2012. Unlike some of the other data collected through WEDCS, Wisconsin Statutes do not specifically include election costs as data that clerks are required to report, but Wis. Stat. § 5.05(14) authorizes the Commission to request information related to election administration from county and municipal clerks. In response to concerns from clerks regarding the amount of time required to complete the cost reports, Commission staff has previously attempted to modify the process and provide clearer instructions and definitions of the cost categories.

To assist in developing a recommendation regarding the continuation of the election cost report requirements, Commission staff solicited input from clerks and other states, as well as from academics in the field of election research. Based upon this feedback as well as the agency's experience with the cost reports, Commission staff recommends modifying the cost-reporting requirements beginning in 2018 from the current annual report and two election-specific reports to a single, bi-annual report which captures cost data from the Spring and Fall election cycles, respectively. Staff recommends that the new cost reports would be due in June and December of each year, rather than the current deadlines of 30 days after an election.

## Analysis

Before arriving at its recommendations, Commission staff considered other options regarding the future of election cost reports, including continuing the current reporting requirements or ending the collection of cost data completely. In addition to internal Commission staff discussions, staff submitted a survey to a random selection of 212 municipal clerks and all 72 county clerks; receiving 150 responses. A short survey was also sent to other states to determine which other jurisdictions might be collecting cost data and methods used. Finally, Commission staff solicited feedback regarding the cost reports from Professor Barry Burden, professor of Political Science and Director of the Elections Research Center at the University of Wisconsin-Madison and Professor Charles Stewart III, professor of Political Science at the Massachusetts Institute of Technology.

Based on the survey of clerks, 43% of clerks indicated spending more than an hour compiling the information for the cost reports. Additionally, 64% of responding clerks indicated that they spend more time on the cost reports than they do on the EL-191 Election Statistics and Election Day Registration (EDR) Postcard reports.

One of the benefits of incorporating the WEDCS reports into the WisVote system is the potential to reduce duplicate work. Other election information such as voter registrations and voter participation is already recorded in WisVote as part of the post-election process and this data can be pulled into the WEDCS reports without requiring clerks to separately reenter the information. Currently election costs are not tracked anywhere in WisVote and clerks are required to compile and manually enter the information. This is one of the chief concerns of clerks and one reason why Commission staff believes that continuing the current cost reporting process would not be consistent with the goal of the WEDCS modernization project which is to simplify the data collection process for clerks.

In addition to the amount of time required for clerks to complete the cost reports and for Commission staff to follow up with clerks to ensure that reports are submitted, a chief concern is the reliability of the cost data. Of the clerks who responded to the Commission's survey, 47% indicated that they did not find the current reports and instructions clear and understandable, despite past efforts to improve them. Some completed cost reports also clearly demonstrate that the data is not reliable. Unlike other election statistics that are collected, the Commission lacks the means to independently verify the accuracy of cost data submitted, and must accept the information provided with no means of performing even basic data quality checks. Lack of confidence in the reliability of the data and the diminished value of such data to researchers and the public prompted Commission staff to consider the option of terminating the collection of election cost data.

Commission staff's discussions with Professors Burden and Stewart provided valuable feedback regarding data quality concerns and researchers' perspectives in balancing the availability of data with confidence in the quality of data. Wisconsin is considered one of the leaders in the collection of election cost data and they reported that other states are considering starting their own cost collection efforts based upon Wisconsin's experience. Professor Stewart addressed the concerns over data quality by pointing out such data errors are often consistent from year-to-year which still allows researchers to find patterns and draw conclusions despite potential errors in specific reports.

Professor Burden also identified a concern about ending the collection of cost data due to the potential problems associated with subsequently starting the process again if it is later deemed necessary. This concern is especially relevant when considered in the context of WEDCS modernization. If the cost collection requirement is not included in the current WEDCS project, the module will cease to exist when the current WEDCS entity is archived, and it would need to be recreated if the Commission or

Legislature later decides to reinstate the requirement. Professor Burden and Professor Stewart both supported the continued collection of election cost reports.

Available information and lessons from other states which collect election cost data was generally not applicable to Wisconsin's election administration structure. For example, Texas collects cost information for primary elections only since municipalities and counties are reimbursed for these election costs. Non-primary election costs are not reimbursed and therefore not collected. Colorado and Ohio both collect detailed cost information, but do so at the county level. North Dakota recently posted a data-file that included 30 years of election information, but costs are listed as a statewide total with no additional breakdown.

In addition to the survey and academic feedback, staff is aware of the increased public interest in more rather than less election data and specifically election cost data. In addition to the legislative and media inquiries into election costs during the recall elections of 2011 and 2012, the Commission continues to receive inquiries and legislative fiscal estimate requests which can be answered more accurately due to the collection of cost data. Without continued collection of cost data, the current data will eventually become out-of-date and prevent any useful answers or conclusions from being drawn. Finally, some clerks have reported that the exercise of tracking and compiling election cost data has been beneficial to their election administration and budgeting tasks.

Based upon these factors, Commission staff recommends revising the election cost reporting requirement so that clerks would submit reports twice a year. Rather than submitting reports after each spring election and general election as well as an annual report listing costs that are not specific to a single election, staff recommends collecting election costs twice a year. The reports would contain consistent cost categories and would be due in June and December of each year.

Staff believes the bi-annual reporting option would meet the goals of the WEDCS modernization project by simplifying and streamlining the reporting process for clerks. A bi-annual reporting process will reduce the number of reports from three to two, and will eliminate the need for clerks to track some costs by election and others on an annual basis as currently required by the existence of separate annual and election-specific reports. The cost categories would also be consistent for each report which should improve the overall accuracy of the data.

If the Commission agrees with the staff's recommendation to continue the collection of cost data in a revised manner, staff will more thoroughly review the data currently collected and develop specific report templates that would be most useful to clerks, researchers and the public. Commission staff would present the templates for the Commission's review and approval at the December 2017 Commission meeting, so that the new reports could be implemented in time for the 2018 election cycle.

**Recommended Motion:**

The Commission directs staff to revise the current election cost reporting process to require municipal clerks to submit such reports twice per year, in June and December of each year. The Commission further directs staff to develop report templates for the Commission's review at its December 2017 meeting.



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ADMINISTRATOR MICHAEL HAAS

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**DATE:** October 2, 2017

**TO:** County and Municipal Clerks Using the Optech Eagle

**FROM:** Michael Haas  
Commission Interim Administrator

Richard Rydecki  
Elections Supervisor

**SUBJECT:** **Optech Eagle Decertification Timeline and Required Procedures for Continued Use**

At its September 26, 2017 meeting, the Wisconsin Elections Commission approved a timeline for the decertification of the Optech Eagle optical scan ballot tabulator. The Commission also set conditions for continued use that must be met if a municipality uses the Optech Eagle in an election before the decertification deadline. The decisions made by the Commission are outlined below.

## **Optech Eagle Decertification: Effective December 31, 2018**

The Optech Eagle will no longer be certified for use in Wisconsin elections after December 31, 2018, and cannot be used in any election after that date. Municipalities currently using the Optech Eagle must cease use of the equipment by January 1, 2019 and have replacement equipment in place by the beginning of the 2019 election cycle. Please contact the Wisconsin Elections Commission when you have purchased new equipment so that our records can be updated accordingly. Many municipalities have already begun the process of replacing their Optech Eagles, but if you have any questions about the purchasing process or decertification timeline, please contact Wisconsin Elections Commission staff for assistance.

## **Remake or Hand Count By-Mail Absentee Ballots: Effective Immediately**

All municipalities who continue to use the Optech Eagle are required to remake all absentee ballots returned by mail or hand count those ballots. This requirement will ensure that votes on absentee ballots are tabulated in accordance with the intent of the voter. This procedure is required to be in place for all Wisconsin elections from September 26, 2017 until the December 31, 2018 decertification date of the Optech Eagle.

This requirement is limited only to absentee ballots returned by mail. As you know, the Optech Eagle requires the voter to use a marking device that produces a carbon-based mark which enables the machine to read votes on a ballot. If a voter marks their ballot using a marking device other than a vendor-approved marker or #2 pencil, such as a regular marker, it is possible that the Optech Eagle will not be

able to determine voter intent. The machine could read these ballots as blank and the result would be an increase in the number of undervotes for each contest where a voter attempted to mark a choice. Local election officials and election inspectors have little control over the marking devices used by voters who return their absentee ballots by mail, which is why this required procedure is limited to those ballots.

**All Recounts of Ballots Voted on the Optech Eagle Must be Conducted by Hand: Effective Immediately**

Effective immediately, the Optech Eagle should not be used to tabulate ballots during any recount scenario. For any recount ordered after an election where an Optech Eagle was used to tabulate votes, all ballots processed by the Optech Eagle on Election Day must be hand counted during the recount. This includes ballots voted at the polling place, absentee ballots voted in the clerks' office during the in-person absentee period and absentee ballots returned by mail.

Thank you for your attention to these important issues regarding continued use of the Optech Eagle. Please contact the WEC Help Desk at (608) 261- 2028 or [elections@wi.gov](mailto:elections@wi.gov) if you have any questions about new voting equipment purchases or regarding processing ballots when using the Optech Eagle.

**OFFICIAL ABSENTEE BALLOT APPLICATION/CERTIFICATION**

*(Official Use Only) The voter has met or is exempt from the photo ID requirement. Municipal or Deputy Clerk initial here:*

**Note:** With certain exceptions, an elector who mails or personally delivers an absentee ballot to the municipal clerk at an election is not permitted to vote in person at the same election on Election Day. Wis. Stat. §6.86(6).

**Voter: Please complete steps 1 through 5 below, in the presence of your witness.**

**1** Place your voted ballot inside the envelope and seal it. Do not use tape or glue.

**2** Complete the section below if not completed by the clerk.  
Provide your VOTING address.

Date of Election (month, day, year)	County
-------------------------------------	--------

Municipality (check type and list name) Town  Village  City  of

Voter's Name (Last, First, Middle) including suffix *(Please print legibly)*

Street Address--Provide house number and street name or fire number and street name. OR

If your rural address does not include a house number/fire number and street name, provide rural route number and box no.

City	WI	Zip Code
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Official use only: Ward #	District (if applicable)	Voted in clerk's office <input type="checkbox"/>
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**3** Sign and date this section.

**CERTIFICATION OF VOTER** *(Required)*

I certify, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), that I am a resident of the ward of the municipality in the county of the state of Wisconsin indicated hereon, and am entitled to vote in the ward at the election indicated hereon; that I am not voting at any other location in this election; that I am unable or unwilling to appear at the polling place in the ward on election day, or I have changed my residence within the state from one ward to another later than 10 days before the election. I certify that I exhibited the enclosed ballot, unmarked, to the witness, that I then in the presence of the witness and in the presence of no other person marked the ballot and enclosed and sealed the ballot in this envelope in a manner that no one but myself and any person providing assistance under Wis. Stat. § 6.87(5), if I requested assistance, could know how I voted. I further certify that I requested this ballot.

X \_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_  
▲ Signature of Voter ▲ *(All voters must sign.)* Today's Date

REQUIRED OF MILITARY AND OVERSEAS VOTER ONLY: I further certify my birth date is: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**4** Have your witness sign and write their address below.

**CERTIFICATION OF WITNESS** *(signature and address of witness are required)*

I, the undersigned witness, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), certify that I am an adult U.S. Citizen and that the above statements are true and the voting procedure was executed as stated. I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk). I did not solicit or advise the voter to vote for or against any candidate or measure. I further certify that the name and address of the voter is correct as shown.

1. \_\_\_\_\_  
▲ Signature of ONE adult U.S. citizen witness▲

2. \_\_\_\_\_  
▲ If witnesses are Special Voting Deputies, both must sign. ▲  
▼ Address of witness or addresses of both SVDs ▼

1. \_\_\_\_\_  
2. \_\_\_\_\_

Provide house number and street name or fire number and street name, city, state and zip code. OR  
If your rural address does not include a house number/fire number and street name, provide rural route number and box number, city, state and zip code.

**CERTIFICATION OF ASSISTANT** *(if applicable)* - assistant may also be witness

I certify that the voter named on this certificate is unable to sign his/her name or make his/her mark due to a physical disability and that I signed the voter's name at the direction and request of the voter.

X \_\_\_\_\_  
▲ Signature of Assistant ▲

**5** Mail back your ballot. Allow 4-5 days for delivery to ensure your ballot is received by Election Day. Ballots received after Election Day will NOT be counted.

**OFFICIAL ABSENTEE BALLOT APPLICATION/CERTIFICATION**

*(Official Use Only) The voter has met or is exempt from the photo ID requirement. Municipal or Deputy Clerk initial here:*

**Note:** With certain exceptions, an elector who mails or personally delivers an absentee ballot to the municipal clerk at an election is not permitted to vote in person at the same election on Election Day. Wis. Stat. §6.86(6).

**Voter: Please complete steps 1 through 6 below, in the presence of your witness.**

**1 Place your voted ballot inside the envelope and seal it. Do not use tape or glue.**

**2 Complete the section below if not already completed by the clerk. Provide your VOTING address.**

Date of Election (month, day, year) County

Municipality (check type and list name) Town [ ] Village [ ] City [ ] of

Voter's Name (Last, First, Middle) including suffix (Please print legibly)

Street Address—Provide house number and street name or fire number and street name.

City WI Zip Code

Official use only: Ward # District (if applicable) Voted in clerk's office [ ]

**3 Sign and date this section.**

**CERTIFICATION OF VOTER (Required)**

I certify, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), that I am a resident of the ward of the municipality in the county of the state of Wisconsin indicated hereon, and am entitled to vote in the ward at the election indicated hereon; that I am not voting at any other location in this election; that I am unable or unwilling to appear at the polling place in the ward on election day, or I have changed my residence within the state from one ward to another later than 10 days before the election. I certify that I exhibited the enclosed ballot, unmarked, to the witness, that I then in the presence of the witness and in the presence of no other person marked the ballot and enclosed and sealed the ballot in this envelope in a manner that no one but myself and any person providing assistance under Wis. Stat. § 6.87(5), if I requested assistance, could know how I voted. I further certify that I requested this ballot.

X Signature of Voter (All voters must sign.) Today's Date

**4 Have your witness sign and write their address below.**

**CERTIFICATION OF WITNESS (signature and address of witness are required)**

I, the undersigned witness, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), certify that I am an adult U.S. Citizen and that the above statements are true and the voting procedure was executed as stated. I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk). I did not solicit or advise the voter to vote for or against any candidate or measure. I further certify that the name and address of the voter is correct as shown.

Signature of ONE adult U.S. citizen witness

Address of witness

Provide house number and street name or fire number and street name, city, state and zip code. OR If your rural address does not include a house number/fire number and street name, provide rural route number and box number, city state and zip code.

**CERTIFICATION OF ASSISTANT (if applicable) - assistant may also be witness**

I certify that the voter named on this certificate is unable to sign his/her name or make his/her mark due to a physical disability and that I signed the voter's name at the direction and request of the voter.

X Signature of Assistant

**5 Enclose a copy of acceptable photo ID, or complete this section**

**CERTIFICATION OF CARE FACILITY AUTHORIZED REPRESENTATIVE**

I certify I am an authorized representative of the facility listed. I further certify that this facility is registered or certified as required by law, that the above voter is a resident, and I verify that the name and address of the voter described above are correct.

Name of Facility Signature of Authorized Representative (Certification of Witness section must also be completed.)

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

Attention Election Inspectors! If box is checked, one of the following is required: A copy of photo ID must be enclosed in this envelope OR The Certification of Care Facility Authorized Representative section of this envelope must be completed (as well as the Certification of Witness Section).

\*If neither is included, this ballot must be rejected.

**6 Mail back your ballot. Allow 4-5 days for delivery to ensure your ballot is received by Election Day. Ballots received after Election Day will NOT be counted.**

The EL-122 Special Absentee Certificate includes an extra section (Section 5). Section 5 is used only in two uncommon situations:

**Number 1**

- An absentee voter resides in an SVD-eligible facility that is NOT served by SVDs.
Voter applies for an absentee ballot, but not as an indefinitely-confined voter.
Voter does not have acceptable photo ID on file with the clerk and does not include ID with the request.
Because the voter resides in a facility that is SVD-eligible, the clerk sends the ballot to the voter with instructions to enclose a copy of acceptable ID with the ballot, or have the "Certification of Care Facility Authorized Representative" section completed.

**Number 2**

- An absentee voter resides in a care facility served by SVDs.
Voter has applied for an absentee ballot, but not as an indefinitely-confined voter.
The SVDs have made two visits to the facility, but have not made contact with the voter.
Voter does not have acceptable photo ID on file with the clerk.
The clerk mails the ballot to voter with instructions to enclose a copy of acceptable ID with the ballot, or have the "Certification of Care Facility Authorized Representative" section completed.

Clerk checks the box in the shaded area of Section 5.

Clerk does not initial that "The voter has met or is exempt from the photo ID requirement."

Printing a supply of the EL-122 Special is not necessary. If one of the situations listed above is encountered, this form can be printed from the WEC website, trimmed to fit and affixed to an EL-122 Standard envelope with glue or tape.

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VACANCY

MARK L. THOMSEN, CHAIR

ADMINISTRATOR MICHAEL HAAS

**DATE:** September 25, 2017

**TO:** Wisconsin Municipal Clerks  
City of Milwaukee Election Commission  
Wisconsin County Clerks  
Milwaukee County Election Commission

**FROM:** Allison Coakley  
Training Coordinator

**SUBJECT:** Local Election Official Training

The spring elections are right around the corner, so please take a moment to review the following reminders about local election official certification and training requirements. Please contact me if you have any questions: [allison.coakley@wi.gov](mailto:allison.coakley@wi.gov) or (608) 261-2033.

## Training Terms

- For training purposes, municipal clerks are currently in the 2015-2017 term and chief inspectors are currently in the 2016-2017 term. Starting next year, both municipal clerks and chief inspectors will be in the same training term, 2018-2019, 2020-2021, etc.
- Both municipal clerks and chief inspectors must complete at least six hours of election training by December 31, 2017 to recertify for the 2018-2019 term.

## Municipal Clerks

- New municipal clerks are required by state law to take the three-hour Municipal Clerk Core (MCT Core) training class before their first election to be considered certified to conduct elections in the current term. We have customarily offered this class using live webinars presented by Wisconsin Elections Commission staff and in-person training classes conducted by Commission-certified clerk-trainers. A list of current classes and online registration is available on our website: <http://elections.wi.gov/clerks/education-training/schedule>.
- Due to the large number of new municipal clerks this year, we will offer an additional MCT Core training opportunity using a recorded version of the presentation. This training will be posted in the WisVote Learning Center for clerks to review at their convenience before December 31, 2017. The MCT Core presentation will be posted by mid-October and new clerks will be notified when it is available. All clerks who started office after January 1, 2017 were notified of this policy change in an emailed communication in August.
- Municipal clerks must either report their training using the form on our website or enter it directly into WisVote for review and approval: <http://elections.wi.gov/forms/mct-hours-reporting>. A list of approved election training reported by municipal clerks and recorded in WisVote will be posted by early November so clerks can compare their records to ours

and provide an update, correct an error or simply take and report additional training hours before the end of the year.

### Chief Inspectors

- New chief inspectors are required by state law to take the three-hour Baseline Chief Inspector training class before their first election to be certified to conduct elections in the current term. This type of training is also offered using in-person certified clerk-trainers and live webinars conducted by Commission staff.
- Municipal clerks must track the training taken by their chief inspectors and other local election officials.
- Several classes are currently posted and we anticipate new classes will be added after Commission staff has completed the October 12 training session for a new class of certified clerk-trainers. Check the schedule periodically:  
<http://elections.wi.gov/clerks/education-training/schedule>.
- We will be conducting a live Baseline Chief Inspector training webinar for new chief inspectors in January in preparation for the February Primary. This class will be posted well in advance of the scheduled date so clerks can plan accordingly.

### Election Inspectors, Election Registration Officials (EROs):

- December 31, 2017 is the end of the current term of election inspectors (poll workers). At a meeting in December, the municipal governing body is charged with appointing election inspectors for a two-year term which begins January 1, 2018 and ends December 31, 2019.
- State law requires the municipal clerk to provide some type of election training for election inspectors and EROs every two years. State law does not prescribe the length of the training or the curriculum, but does dictate that EROs should be trained in the same manner in which you train your election inspectors.

### 2017-2018 Webinar Series

- We recently posted a new election administration training webinar schedule for the upcoming election cycle, starting with a *New Clerk Orientation* session on October 4:  
<http://elections.wi.gov/node/5196>.
- We also posted a new WisVote webinar training series for self-providers and providers of the WisVote system: <http://elections.wi.gov/node/5250>.
- Training can be taken in any order you like. Recorded presentations from our earlier webinar training series are available for viewing on our website:  
<http://elections.wi.gov/clerks/education-training/webinars>.

# WISCONSIN ELECTIONS COMMISSION

212 EAST WASHINGTON AVENUE, 3RD FLOOR  
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ADMINISTRATOR MICHAEL HAAS

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**DATE:** October 18, 2017

**TO:** Wisconsin Municipal Clerks  
City of Milwaukee Election Commission  
Wisconsin County Clerks  
Milwaukee County Election Commission

**FROM:** Allison Coakley  
Training Coordinator

**SUBJECT:** MCT Core Training Available in WisVote Learning Center

As you are aware, new municipal clerks are required by state law to take the three-hour Municipal Clerk Core (MCT Core) training class before their first election to be considered certified to conduct elections. We have customarily offered this class using live webinars conducted by Wisconsin Elections Commission staff and in-person training classes conducted by WEC certified clerk-trainers.

As I indicated in an August email to all new municipal clerks and in the *Local Election Official Training* clerk communication posted on our website on September 25, 2017, the MCT Core training class is now available in the WisVote Learning Center. The presentation is composed of 16 sections and each section is followed by a short quiz. There is no passing grade for each of the quizzes, but quizzes may be retaken as many times as you like. The training should take approximately three hours to complete. After you have completed all 16 sections and quizzes of the MCT Core training class, please use the certification reporting form posted in the WisVote Learning Center to report your training to us. When we have verified that you have completed the MCT Core class, you will be issued a certificate of training and be mailed an Election Administration manual.

Your first step is to contact the Elections Help Desk and request a user name and password for the WisVote Learning Center. The Help Desk will send it to you along with a document that explains how to access the Learning Center and begin your training. **If you have registered for an in-person MCT Core training class and wish to cancel, please contact me as soon as possible.**

State law also requires municipal clerks to take and report an additional three hours of election training – for a total of six hours – before December 31, 2017 to recertify for the 2018-2019 term. Training can be taken in any order you like. Training broadcasts from our earlier webinar series are available on the WEC website: <http://elections.wi.gov/clerks/education-training/webinars>. We also recently posted a new election administration training webinar schedule for the upcoming election cycle, including a *New Clerk Orientation*

session: <http://elections.wi.gov/node/5196>. Deputy clerks and staff are not required by law to take training, but may do so if they are working on clerk certification for personal or professional reasons.

# WISCONSIN ELECTIONS COMMISSION

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ADMINISTRATOR MICHAEL HAAS

**DATE:** December 4, 2017

**TO:** Wisconsin Municipal Clerks  
City of Milwaukee Election Commission  
Wisconsin County Clerks  
Milwaukee County Election Commission

**FROM:** Richard Rydecki  
Elections Supervisor

Allison Coakley  
Training Coordinator

**SUBJECT:** Municipal Clerk Training Report Posted and New Training Resources

## **Background**

Municipal clerks are required by state law to take and report at least six hours of election training every training term to the Wisconsin Elections Commission. For training purposes, municipal clerks are currently in the 2015-2017 term and must complete their election training by December 31, 2017. Election training taken between January 1, 2015 and December 31, 2017 will recertify a municipal clerk for the 2018-2019 term. For new municipal clerks, three of the six hours must be the Municipal Clerk Core (MCT Core) training class or the equivalent training taken at the Wisconsin Municipal Clerks Institute in Green Bay.

## **Training Report**

The Municipal Clerk Training Report has been posted on the WEC website with this clerk communication and lists the number of hours clerks have reported to us for this term. Please note that you may have reported a minimum of six hours of election training, but because you need to take the MCT Core class, you are considered noncompliant with state training laws. Please contact us if you are a municipal clerk and do not appear or appear incorrectly on the report.

You can search the report by your name, municipality or HINDI number. If you have training to report to us, please use the form on our website: <http://elections.wi.gov/node/3454> or enter the training directly into WisVote if you use the system. The training will be displayed as “approval pending” until we review the training submission and mark it approved or denied.

Training that does not appear on the report may be due to:

- The training was recently submitted and is in the process of being entered. The training report will be updated each week.

- The training report was faxed and is not legible. If possible, please submit training reports online using the email address listed at the bottom of the reporting form.
- The training reported is not election-related training or the number of hours reported for a training session exceeds the allowable number. Clerks were contacted by email about any problems with the training they reported.
- We did not receive the training report. Clerks emailing reporting forms using the email address on the bottom of the form will receive a confirmation that we received it.

All election-related training must be reported to us by December 31, 2017. Municipal clerks who have not taken and reported at least six hours of election training for the 2015-2017 term by the end of this year will lose their certification and be considered noncompliant with state training laws. Please note that deputy clerks and other office staff who have submitted training information are not listed on this report as they are not required by state law to be certified.

### **Training Options**

Clerks who need to take the MCT Core training class can do so in the WisVote Learning Center: <http://elections.wi.gov/node/5296>. Election training that counts toward clerk certification is listed on our website: <http://elections.wi.gov/clerks/education-training/municipal-clerk-cert>. For example, the webinar recordings archived on the WEC website can be viewed on a computer: <http://elections.wi.gov/clerks/education-training/webinars>. Clerks can receive training credit for the length of the webinar, which typically run one to two hours each.

Please note that anything “equipment-related,” such as pre-election testing of voting equipment, voting equipment training, etc., can only be counted as one hour of training per term, regardless of how many you attend or how long they last.

### **Chief Inspector Self-Evaluation**

The state legislature required the development and availability of a chief inspector “self-evaluation” to gauge their comprehension of election administration laws and procedures after completing training. The results of the self-evaluation do not affect the chief inspector’s appointment or qualifications to serve. The self-evaluation is composed of 30 true or false and multiple-choice questions and can be used as a training tool when clerks conduct training sessions for their election workers. An answer key is also provided.

### **Nomination Paper Review Guide and Video**

New resources that provide guidance concerning the nomination paper review process have been created for your use and are posted on the agency website: <http://elections.wi.gov/node/3218>. On this page you will find both a guide to reviewing nomination papers and a video that explains review standards and provides specific examples for petition review. The nomination paper review guide includes an overview of the required information for each section of the nomination paper form and a sample page that has been reviewed. The video also provides an overview of the review process with explanations of review standards.

## ELECTION OFFICIALS' TRAINING REQUIREMENTS

Election Official	Current term	Required training for <u>new</u> official to be certified to conduct elections for the term.	Required training for <u>new</u> official to be recertified for the next term.	Required training for <u>currently-certified</u> official to recertify for the next term	Next term	Documents to be submitted to the WEC	Required training if certification is lost by required number of hours by the end of the term	Examples of activities that count toward recertification (please visit the WEC website for a complete list)
<b>Municipal Clerk</b>	1/01/15-12/31/17	3-hour municipal clerk core training class by first election or in the current term if there are no more scheduled elections	MCT Core plus three hours of election-related training – for a total of six hours - by the end of the term	Six hours of approved election-related training	1/01/18-12/31/19	Recertification reporting form	3-hour MCT Core plus three hours of election-related training by the first election	<ul style="list-style-type: none"> <li>• Baseline Chief Inspector training</li> <li>• WEC staff presentations</li> <li>• WisVote training</li> <li>• Election administration/ WisVote webinar sessions</li> <li>• Training conducted by a county or municipal clerk</li> </ul>
<b>Chief Inspector</b>	1/01/16-12/31/17	3-hour baseline chief inspector training class by first election	CIT Baseline plus three hours of approved election-related training – for a total of six hours - by the end of the term	Six hours of approved election-related training	1/01/18-12/31/19	Agenda for recertification training as administered by clerk and approved by WEC	3-hour CIT Baseline plus three hours of election-related training by the first election	<ul style="list-style-type: none"> <li>• Training conducted by a county or municipal clerk</li> <li>• Webinar election administration sessions</li> <li>• Voting equipment training or pre-election testing (1 hour per 2-year term)</li> </ul>
<b>Regular Election Inspectors EROs SVDs</b>	1/01/16-12/31/17	Clerk is required to conduct some type of election training every two years.	No recertification	No recertification	1/01/18-12/31/19	None	None	<ul style="list-style-type: none"> <li>• Training conducted by a county or municipal clerk</li> <li>• Webinar election administration sessions</li> </ul>

## MCT Certification Hours Reporting Form

Name:		Title:	
Municipality:		County:	
HINDI #:	Phone:	Email:	
(e.g. 10101)	[e.g. (555) 555-5555]		
Class Description (e.g. MCT Core, Webinars, WisVote, County Clerk training, etc.):		Date (mm/dd/yyyy)	Number of hours:
		Total:	0
<b>I certify the above is true and correct.</b>			
Signature:			(mm/dd/yyyy)
<p><b>Instructions:</b> Please fill out the highlighted fields. Hour totals will readjust if you are entering multiple activities. You may submit this form by email, fax or mail.</p> <p><u>To email this form:</u> Save the form, fill it out electronically, attach it to an email and send to elections.training@wi.gov</p> <p><u>To fax this form:</u> Save the form, fill it out by computer or by hand, print it out and fax to : MCT Training, 608-267-0500.</p> <p><u>To mail this form:</u> Save the form, fill it out by computer or by hand, print it out and mail to: Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984</p>			

# **Chief Inspector Self-Evaluation**

## **Section 1 of 6: Qualification of Election Officials**

- 1. To qualify to be an election inspector, an individual must:**
  - a. Be able to read, write and understand English
  - b. Not be a candidate on the ballot
  - c. Receive training
  - d. All of above
  
- 2. The following types of election officials count toward the odd-number of election inspectors that need to be in the polling area on Election Day:**
  - a. Greeters
  - b. Chief Inspectors
  - c. Election Registration Officials
  - d. Tabulators
  - e. Election Inspectors or “poll workers”
  - f. High School Student Election Inspectors
  - g. Municipal Clerk delivering additional ballots

## **Section 2 of 6: Pre-Election Preparations**

- 3. The American flag must be displayed:**
  - a. In the polling area
  - b. Outside the building
  - c. Both inside and outside
  - d. Either inside or outside
  
- 4. All polling places should have a current copy of the Election Day Manual. T/F**

## **Section 3 of 6: Electors**

- 5. Which of the following are valid forms of proof of residence if they list the voter’s full name and Wisconsin address?**
  - a. Wisconsin deer hunting license
  - b. Letter from the municipal clerk
  - c. Auto insurance card
  - d. Home mortgage statement
  - e. Vehicle registration issued by the Wisconsin DOT
  - f. Credit card statement
  - g. Wedding invitation
  - h. Cell phone bill
  - i. Bank statement shown on an electronic device

- j. Public High school report card
- k. Letter from the Mexican Consulate

**6. Proof of identification documents must list the voter's complete name and Wisconsin address. T/F**

**Section 4 of 6: Election Day Issues**

**7. Electioneering is prohibited within how many feet during voting hours on public property?**

- a. 10 feet
- b. 100 feet
- c. 1000 feet

**8. The names of registered write-in candidates should be:**

- a. Posted in the clerk's office
- b. Posted at the polling place
- c. Verbally given to each voter
- d. Available as a list to hand to a voter who asks if there are any registered write-ins

**Section 5 of 6: Ballots**

**9. Voters who were issued a provisional ballot have until what time to provide their missing information:**

- a. 8 pm on Election Night at the polls
- b. 4 pm the Friday following the election to the municipal clerk
- c. Either

**10. Which of the following are reasons to reject an absentee ballot?**

- a. Missing witness signature or address
- b. Missing voter signature
- c. Missing date of voter signature
- d. Envelope appears to be tampered with
- e. The envelope does not have the clerk's initials

**Section 6 of 6: Documentation**

**11. When should the chief inspector check the tamper-evident seal/tag protecting the voting equipment's memory device?**

- a. Before the polls open on Election Day
- b. After the polls close on Election Day
- c. Periodically throughout the day on Election Day
- d. All of the above