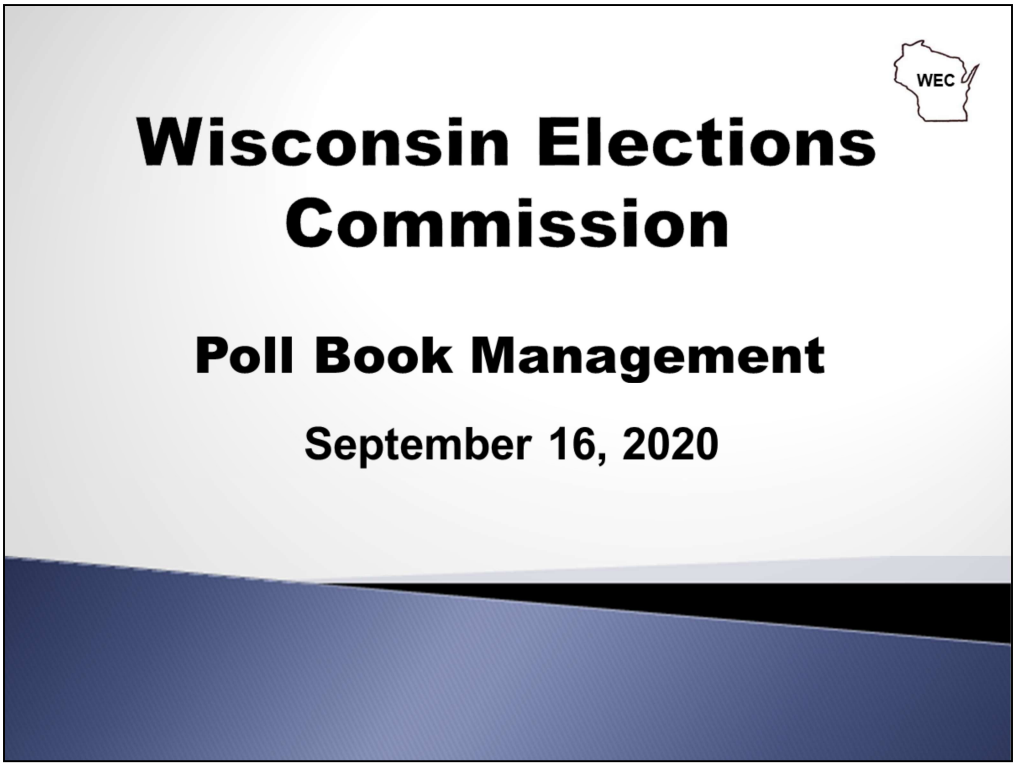


Poll Book Management

Agenda

- Recent Court Decisions – Ballot Access
- PB Overview
- Line Management
- State Name and Address
- PB Notations
- PB Process
- PB Page Example
- Absentee Ballot Logs
- Absentee Ballot Issued Process
- Show Photo ID
- Returning Absentee Ballots to the Polling Place

Agenda

Recent Court Decisions

- Birthday Party ballot access petition denied
- Green Party ballot access petition denied
- Clerks may send out absentee ballots
- Statutory deadlines still in effect
  - County clerks distribute ballots to municipalities by September 16, 2020
  - Municipal clerks mail absentee ballots to voters with requests on file by September 17, 2020
  - Federal UOCAVA deadline September 19, 2020

Recent Court Decisions

Poll Book Overview

- Two election inspectors maintain duplicate poll books (aka poll lists, voter lists or registration lists) for each reporting unit.
- A reporting unit is a ward or combination of wards that reflect the way election results are tabulated and transmitted to the WEC/counties/school districts.
- Each poll book has up to four parts; regular poll list, pre-printed supplemental poll list, handwritten supplemental poll list, confidential voters poll list.

Poll Book Overview

Line Management

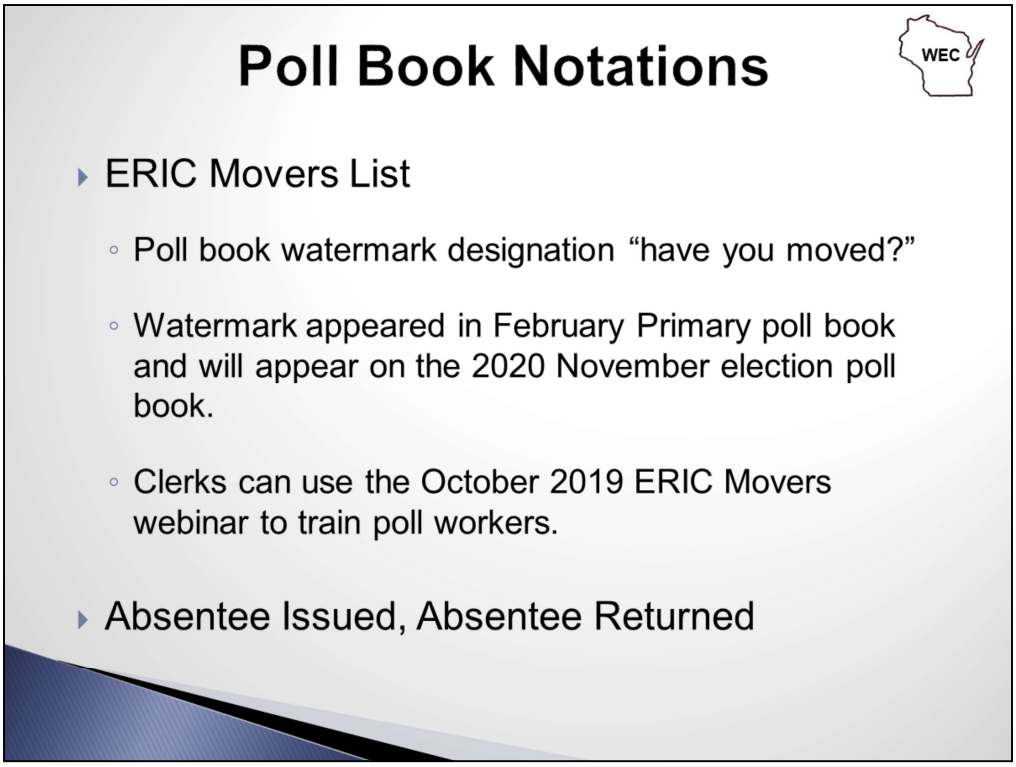
- Splitting poll books alphabetically
  - Some municipalities split their poll book alphabetically to keep voter lines more manageable in high turnout elections.
  - Splitting the poll books alphabetically between A-K and L-Z helps keep lines even.
- Signage
  - Signs and verbal directions that instruct voters to state their name and address, provide photo ID and sign the poll book can make the check-in process more efficient.
- Greeters
  - Greeters can help with line management by directing voters to the registration and poll book tables, answer questions about POR and photo ID requirement and help with sanitization procedures between voters.

Line Management

State Name and Address

- Voters must **state** their name and address in accordance with Wis. Stat. § 6.79 (2).
- WI 2019 Act 48: Creates an exemption for voters who cannot state their name and address and allows an election worker or assistor do so on their behalf.
- If a voter is unwilling or unable to state their name and address, the election inspector can read it from their photo ID.

State Name and Address

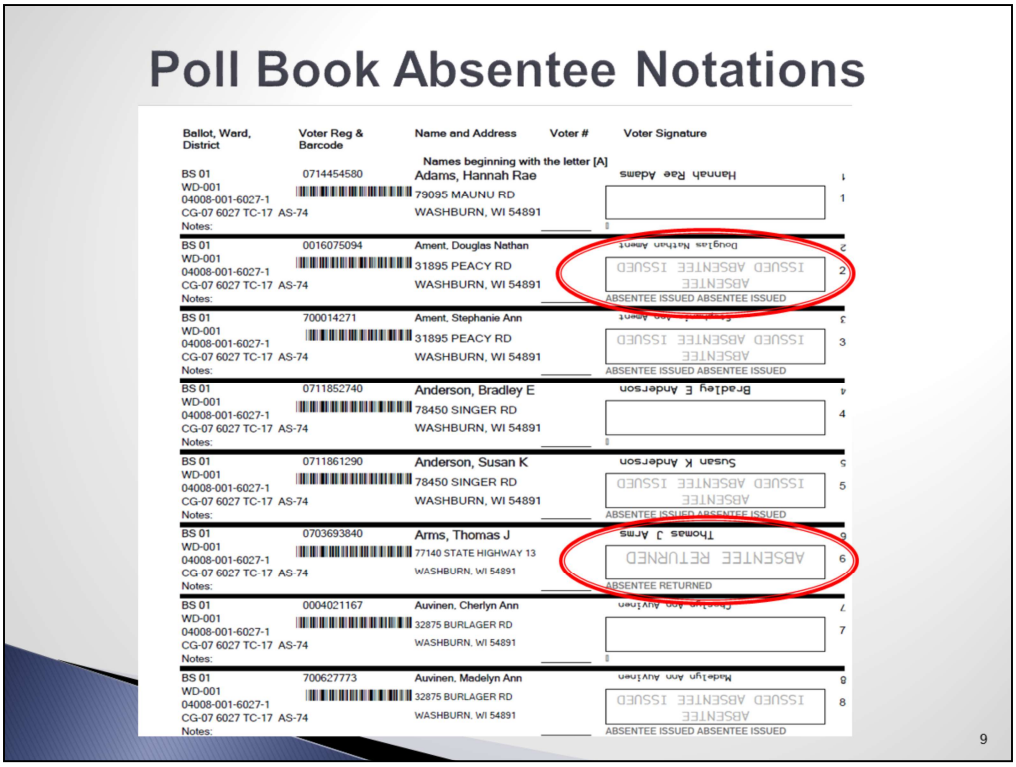


Poll Book Notations

Poll Book Process

- Both inspectors locate the voter's name and address in their respective poll book
- If the voter has an "absentee issued" watermark in the poll book, the inspector should ask if the ballot was returned
- If the voter has an "absentee returned" watermark next to their name in the poll book, they cannot vote a new ballot at the polls.
  - If a voter insists they did not return the ballot, the inspectors may challenge the ballot

Poll Book Process



Poll Book Absentee Notations

WisVote-Generated Absentee Ballot Log

Absentee Poll Listing

Voter Reg Num	Voter Name	Address	Ward	App Type	Ballot Issued	Ballot Returned	Ballot Type	Ballot Style	Polling Place	Blt #	Notes
700557818	Ahrens, Kelly Elizabeth	455 OLLIE ST	WD 6	Regular	09/17/20		Official	BS 03	COTTAGE GROVE VILLAGE HALL	1	
0014119910	Akin, Sharon Sue	118 GLENN DR	WD 8	Regular	09/17/20		Official	BS 03	COTTAGE GROVE VILLAGE HALL	1	
0000093018	Albert, Bernard	122 CLARK ST	WD 8	Regular	09/17/20		Official	BS 03	COTTAGE GROVE VILLAGE HALL	1	
0707623500	Albert, Jennifer Lee	122 CLARK ST	WD 8	Regular	09/17/20		Official	BS 03	COTTAGE GROVE VILLAGE HALL	1	
0710097870	Albert, Laura E	122 CLARK ST	WD 8	Regular	09/17/20		Official	BS 03	COTTAGE GROVE VILLAGE HALL	1	
0000093025	Aldridge-Timmerman, Lisa L	1001 CRYSTA TRL	WD 4	Regular	09/17/20		Official	BS 03	COTTAGE GROVE VILLAGE HALL	1	
700836506	Alford, Robert William	208 N MAIN ST	WD 9	Regular	09/17/20		Official	BS 03	COTTAGE GROVE VILLAGE HALL	1	
700651660	Allbaugh, Anna Kathryn	245 YARROW HILL DR	WD 9	Regular	09/17/20		Official	BS 03	COTTAGE GROVE VILLAGE HALL	1	
0000093027	Allen, Glen W	203 WINDHAM HL	WD 9	Regular	09/17/20		Official	BS 03	COTTAGE GROVE VILLAGE HALL	1	
701018942	Allen, Isaak Peter	203 WINDHAM HL	WD 9	Regular	09/17/20		Official	BS 03	COTTAGE GROVE VILLAGE HALL	1	
701011688	ALLEN, ISABEL KRISTIN	203 WINDHAM HL	WD 9	Regular	09/17/20		Official	BS 03	COTTAGE GROVE VILLAGE HALL	1	
0000093029	Allen, Margie J	203 WINDHAM HL	WD 9	Regular	09/17/20		Official	BS 03	COTTAGE GROVE VILLAGE HALL	1	
700967738	Alling, James R	415 W OAK ST	WD 1	Indefinite	09/17/20		Official	BS 03	COTTAGE GROVE VILLAGE HALL	1	

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WisVote generated absentee ballot log

Supplemental Absentee Ballot Log (EL-124)

ABSENTEE BALLOT LOG MUNICIPALITY: Date of Election 11/03/20

Last Save Date: 8/24/2020

Instructions: Add new rows to the bottom, above the gray bar. Before sending to your provider, update the last save date. Please highlight new applications or changes to ballots since the last save date.

VOTER INFORMATION						APPLICATION INFORMATION					
Ward	Name (Last Name, First Name)	Voter Registration Number	Home Address	Voter Type	Application Type	Applicat Date	Application Source	Photo ID reviewed	Absentee Period	Ballot Delivery Method	Email or Mailing Address *Only need if ballot delivered by email/fax or mailing address is different than home address*
1	Duck, Daffy	00021563546	123 Main St, DisneyWorld	Regular	Regular	06/29/20	Online (email notice)	Yes	November Election	Mail	n/a
1	Mouse, Mickey	00077846521	456 1st Ave, DisneyLand	Military	Indefinitely Confined	07/01/20	Email	Exempt	November Election, All Future Elections	Mail	123 Main St, DisneyWorld
2	Dawg, Goofus D.	00078964532	789 W314232 28th Ave N. Epcot	Regular	Indefinitely Confined	07/28/20	In Person	Exempt	November Election	Mail	n/a

		BALLOT INFORMATION			ELECTION DAY		COMMENTS	CONTACT INFORMATION	
Ballot Delivery Method	Email or Mailing Address *Only need if ballot delivered by email/fax or mailing address is different than home address*	Date Ballot Sent	Date Ballot Received	Return Status	Reason for Rejected	Vote Recorded Voter No. _____A or Rejected	COMMENTS Ex: No longer in this municipality, Deceased, 2nd ballot sent-wrong address, 2nd ballot sent-voted wrong, etc.	Phone Number (if provided)	Email Address (if provided)
Mail	n/a	6/30/20	7/15/20	Returned					
Mail	123 Main St, DisneyWorld	7/1/20	7/28/20	Returned, to be Rejected	compromised				
Mail	n/a	7/28/20							

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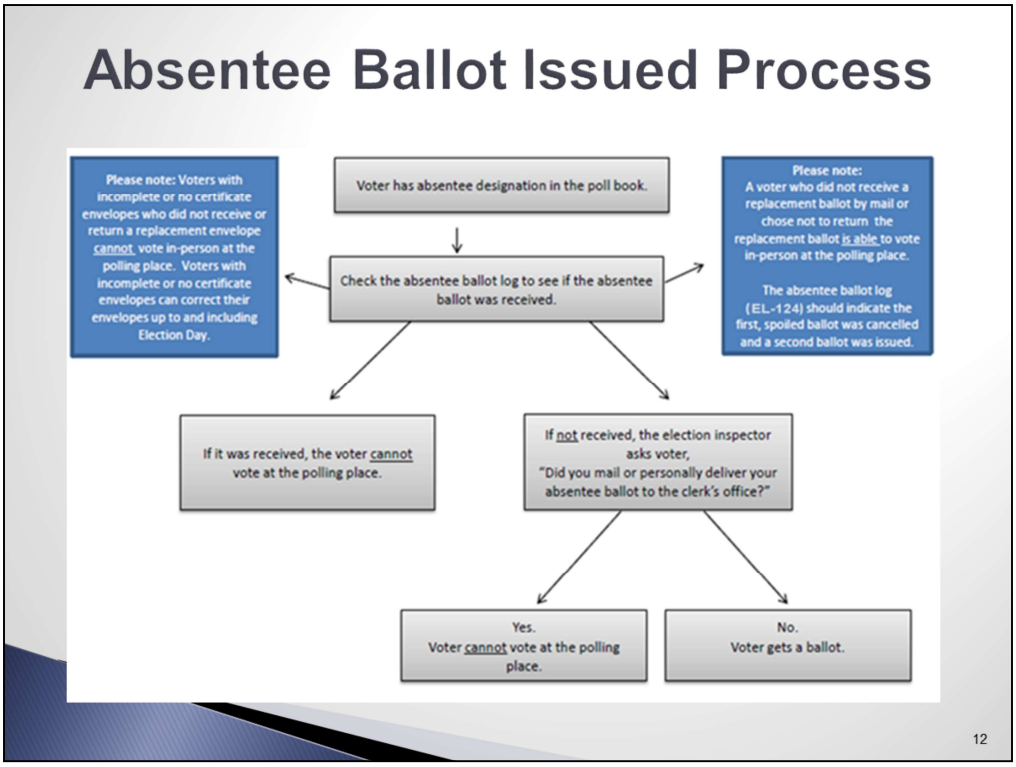
Supplemental Absentee Ballot Log



Absentee Ballot Issued Process

Absentee Watermark Script

- **"Absentee Issued" watermark appears on pollbook:**

"Our records indicate you have been issued an absentee ballot, have you returned that ballot?"

"State law says that if you have returned your absentee ballot already you cannot vote another ballot at the polling place on election day"

- **"Absentee Returned" watermark appears on pollbook:**

"Our records indicate you have already returned your absentee ballot, is that correct?"

"State law says that if you have returned your absentee ballot already you cannot vote another ballot at the polling place on election day"

"If you would still like to vote a ballot today, I can issue you a challenged ballot that will allow you to vote today"

Absentee Watermark Script

Spoiling Absentee Ballots on Election Day

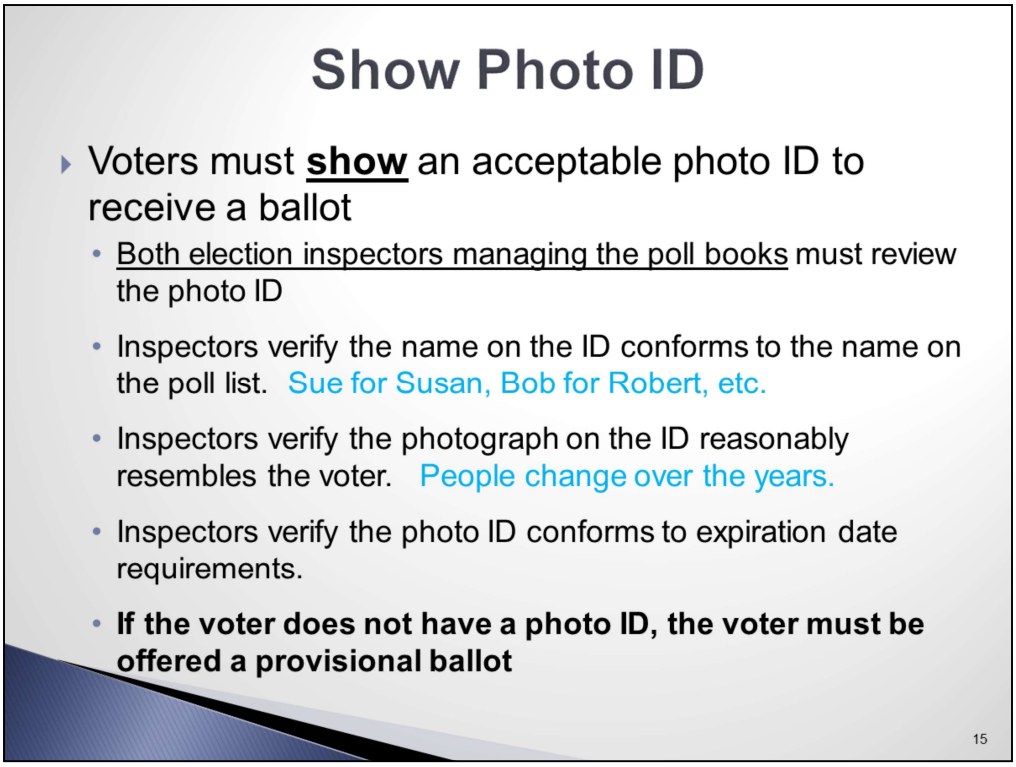
A voter who has already returned their absentee ballot is not allowed by law to vote another ballot on election day.

Why?

Wis. Stats. § 6.86(6):
https://docs.legis.wisconsin.gov/statutes/statutes/6/iv/86

6.86(6) **(6)** Except as authorized in sub. (5) and s. 6.87 (9), if an elector mails or personally delivers an absentee ballot to the municipal clerk, the municipal clerk shall not return the ballot to the elector. 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.

Spoiling Absentee Ballots on Election Day



Show Photo ID

Provisional Ballots

- Who must be **offered** a provisional ballot?
  - A voter who has been issued a WI driver license or state ID card and is unable or unwilling to provide the number
  - A voter who is unable or unwilling to provide photo ID
- Who may not be issued a provisional ballot?
  - A voter who is not registered
  - A voter who does not have acceptable proof of residence
  - A voter in the wrong polling place
  - A voter who does not meet residency requirements for registration

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Provisional Ballots

Acceptable Photo IDs

- Photo ID is required from all voters, except confidential electors
- **The address on the ID does not need to be current (Wis Stat § 6.79(2)(a))**
- The following Photo ID documents must be unexpired or expired after November 6, 2018:
  - WI Driver License or WI State-Issued ID card
  - Military ID (including retired military)
  - Passport (book or card)

Acceptable Photo IDs

Acceptable Photo IDs

- The following Photo IDs must be unexpired:
  - Certificate of naturalization (not issued earlier than two years before the election)
  - Receipt for WI DL or State ID (valid for 45 days)
    - IDPP (valid for 60 days)
  - A veteran's photo ID issued by the Veterans Health Administration of the federal Department of Veterans Affairs.
- The following document is valid regardless of expiration date:
  - A Tribal ID

Acceptable Photo IDs

Acceptable Photo IDs

- The following photo IDs may be unexpired or expired with additional supporting documentation

  Due to the 7th Circuit Court decision:

  - A University, College, or Tech College photo ID that is unexpired does not require an additional proof of enrollment document,
  - A University, College, or Tech College photo ID that is expired must be accompanied by an additional proof of enrollment document that establishes the student is enrolled in current term.
    - Proof of enrollment documents include, but are not limited to, a class schedule, tuition receipt, letter from school.

Acceptable Photo IDs

Photo ID Picture Guide

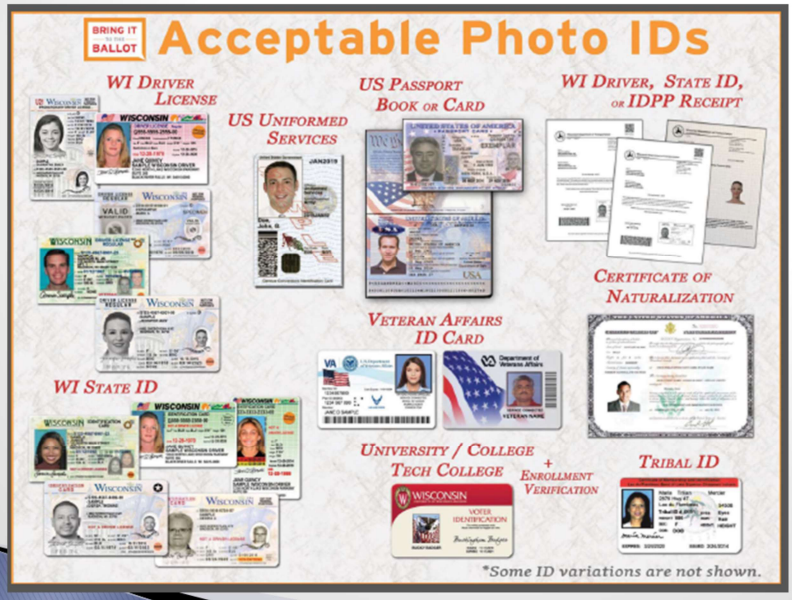

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Photo ID Picture Guide

Sign the Poll List

- Voters must **sign** the poll list
  - Voters can sign using their “mark,” an “X” or a signature stamp (signature guides can be helpful)
  - If a voter refuses to sign the poll book and does not claim to be unable to do so, the voter does not receive a ballot
  - If the voter is unable to sign the poll book, the inspectors mark “exempt” on the signature line
  - If the inspectors find that a voter neglected to sign, note the omission on the Inspectors’ Statement
  - If a voter signs in the wrong signature line, the correct voter should sign in the notes section next to their signature line
- The voter is issued a voter number
- The voter is issued a ballot, directed to voting area.

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Sign the Poll List

Returning Absentee Ballots at the Polling Place

- Voters who have been issued an absentee ballot are allowed by law to return the ballot to the municipal clerk's office and/or the polling place on Election Day, unless they are in an absentee central count municipality
- An election inspector or greeter could be designated for accepting absentee ballots returned to the polls on Election Day and placing them in a secure container for processing.
- Election officials can review the certification of the absentee ballot and inform voters of any deficiencies, how they can be corrected (if possible) and any other options are available for the voter.

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Returning Absentee Ballots at the Polling Place

Returning Absentee Ballots at the Polling Place

Scenario #1:
Voter brings their completed absentee ballot to the polling place.
Certification is complete.

Scenario #2:
Voter brings their completed and sealed absentee ballot to the polling place.
Certification is incomplete.

Scenario #3:
Person A brings Person B's ballot to the polling place.
Certification is incomplete.

Scenario #4:
Voter brings their unvoted ballot with an incomplete certificate envelope into the polling place. Voter wants to vote.

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Returning Absentee Ballots at the Polling Place

Returning Absentee Ballots at the Polling Place

Scenario #5:
Voter brings their voted ballot to the polling place.
Certification envelope is not signed. Envelope is not sealed.

Scenario #6:
Voter bring their voted ballot to the polling place..
Ballot is in sealed certification envelope with no signatures or voter signature only.

Scenario #7:
Voter brings their voted ballot to the polling place and states they made an error on the ballot.

Scenario #8:
Voter brings their voted ballot to the polling place with no certificate envelope.

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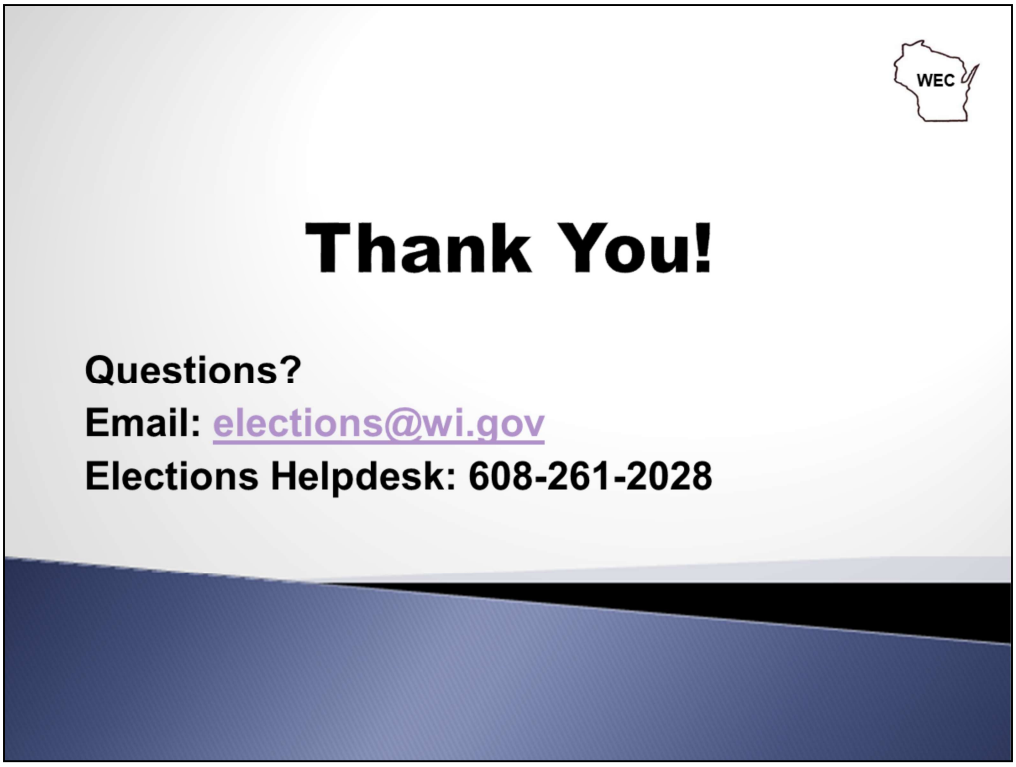
Returning Absentee Ballots at the Polling Place

Questions?


WEC
Thank You!
Questions?
Email: elections@wi.gov
Elections Helpdesk: 608-261-2028

Thank you!