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DATE: July 16, 2018

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

FROM: Richard Rydecki, Assistant Administrator
Allison Coakley, Training Coordinator

SUBJECT: Elections Administration Training webinar series
(July 2018 – March 2019)

Our new webinar series continues our efforts to provide clerks and other local election officials with the timely information, election law updates and training they need to perform their job duties effectively. The security of the election process, election data and voting equipment will continue to be a central component of a number of the webinars in this series.

Each webinar will generally focus on a timely topic or election and will be about one hour in length. We will include interactive question and answer polls as time allows in many of the webinars, so you can gauge your comprehension of the materials. The live or recorded webinars count toward the hours clerks and chief inspectors need for recertification where indicated.

The programs and materials are free for you to download from our website for your own education and for training your election inspectors. A disc of the webcasts may also be ordered for a small fee to cover processing costs using the order form found on our website: <http://elections.wi.gov/node/2622>.

Webinar access information and related materials will be posted under “Recent Clerk Communications” on the Monday prior to each webinar. You must be able to view videos on your computer, using a media application such as Windows Media Player and will be connected to audio using your computer’s speakers. The webinar recording, related materials and a list of frequently asked questions will be posted shortly after the webcast on our webinar page: <http://elections.wi.gov/clerks/education-training/webinars>. The table of contents posted at the top of the webinar page identifies which type of election official may use a particular webinar for recertification purposes.

Please send any questions or comments you have to Allison Coakley: allison.coakley@wi.gov or (608) 261-2033.

2018-2019 Election Administration Training Webinar Series

Guidance for the August Partisan Primary

July 25, 2018, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

(Webinar announcement originally posted June 29, 2018: <http://elections.wi.gov/node/5906>)

A partisan primary is held the second Tuesday of August in even-numbered years to qualify candidates for the November General Election. The partisan primary is always held and is different than the other three types of elections because electors will vote by party. This webinar will discuss counting votes in a partisan primary, the impact of selecting a party preference and overriding and remaking crossover and overvoted ballots. Military and overseas voting will also be discussed.

New Clerk Orientation

August 29, 10:00 a.m. – 11:00 a.m.

County and Municipal Clerks

Welcome to the world of elections! Your duties as a new clerk may seem overwhelming right now, but we are here to help! This webinar will introduce clerks to our agency and staff and provide information on training requirements for both you and your election workers and the wide variety of resources available to help you do a great job! We will also review the importance of election security preparation and contingency planning. Experienced clerks are welcome to attend and offer any insights they may have for running a smooth election.

The Three Rs: Recounts, Recalls & Referenda

September 12, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

Some county and municipal clerks have experienced “The Three Rs” more often than others, but every clerk should have a working knowledge of these election processes – or know where to find them! This webinar will provide clerks with a general overview of the procedures used to conduct a recount of an election result, the recall of an elected official, and who can and for which reasons petition for a referendum. We will also review approaching military and overseas voting deadlines.

Special Voting Deputies

October 3, 2018, 10:00 a.m. – 11:00 p.m.

Clerks and Special Voting Deputies

Special Voting Deputies (SVDs) conduct absentee voting at certain care facilities and qualified retirement homes. Clerks are required to send SVDs to these facilities if they meet a threshold of registered voters and absentee requests, but clerks may also choose to send them if they feel the residents of the facility may have difficulty getting to the polls on Election Day. This webinar will review the special absentee voting procedures for voters who are occupants of residential care facilities and retirement homes that are required by law or designated by the municipal clerk to be served by Special Voting Deputies.

Reminders for the November General Election

October 17, 2018, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

Last scheduled election of the year! We will share some important reminders for this busy election, including some back-to-basics review of proof of residence and Photo ID. We will also spotlight some not-so-basic key Election Day and post-Election Day duties such as remaking ballots and when to drawdown (it's less often than you may think).

A Recap of 2018 and a Look at the Year Ahead

January 9, 2019, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

2018 was another busy year for elections! This webinar will review any legislative or administrative changes in laws and procedures that impacted last year's elections and provide some key takeaways and best practices. We will bring you up-to-date with the elections security training we have been conducting with our clerk-partners and forecast what may be ahead for us in 2019.

Election Night Procedures

January 23, 2019, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

Who is a member of the Local Board of Canvassers? When does the Municipal Board of Canvassers meet and what do they do? This webinar will focus on the roles of the LBOC and MBOC, forms used as part of the end of night procedures and provide a general review of counting votes at the upcoming spring elections.

A Review of Election Day Procedures

February 28, 2019, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

This webinar will provide a general review of some basic and not-so-basic duties that election inspectors have on Election Day. Some Election Day procedures, such as registering voters and remaking ballots, are more basic in nature. Other procedures for challenging a voter or issuing a provisional ballot, may not get a lot of attention because election inspectors do not encounter these situations very often. Regardless, this is crucial information for new election workers and a good review for more seasoned ones.

Preparing for the April Election

March 14, 2019, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

This webinar will review what we've learned during this busy election cycle and offer some best practices for clerks and their election officials. Election security has been an ongoing concern and we will review our efforts toward ensuring the integrity of elections data and voting equipment. Electronic poll books will have been used in several elections and we will let you know what the clerks and their election inspectors think about the implementation of the Badger Book.