



## Chief Inspector Training

*Baseline Training  
2018-2019*

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## Introductions & Course Logistics

- Speakers
- Questions
- Breaks
- Manuals
- Note-taking



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## Mission

- To enhance representative democracy by ensuring the integrity of the electoral process
- To ensure elections are:
  - Open
  - Fair
  - Impartial
  - Trusted – **the vote of every elector counts**



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## Training Objectives

- Information
- Knowledge
- Confidence
- Consistency & Uniformity –  
procedures are the same statewide



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## Election Terms

- Election Day Manual
- Spring Elections (non-partisan offices)
- Fall Elections (partisan offices)
- Voting Equipment & Ballots
- Voter Lists



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## Certificates & Certification

- Certificate
- Issued by Clerk-Trainer or WEC with:
  - Your Name
  - Course Number
  - Date
- Give a copy to your municipal clerk



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**Section 1**

*General Information*

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**Qualifications for Election Officials**

- Municipal Clerks
- Election Inspectors
- Chief Inspectors
- Election Registration Officials (**EROs**)
- Special Voting Deputies (**SVDs**)
- Greeters and Tabulators
- Oaths of Office

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**Section 2**

*Pre-Election Preparations*

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## Preparing to Serve

- **Attend Election Day Training**
- **Read the Election Day Manual**
- **Work with your clerk**
  - Number of Election Inspectors
  - Any Inspectors appointed by a political party?
  - Greeter? ERO?
  - End of Line Officer
  - Contingency Plans
- **Visit the polling place**
- **Familiarize yourself with the ballot and equipment**
- **Arrive at the polling place early**




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## Polling Place Set Up

- **Layout:**
  - Booths (number, size, spacing, supplies)
  - Ballot Boxes (number, location, security)
  - National Flag 
  - Tables and chairs 
  - Signs
  - Observer Area(s)




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## Polling Place Set-Up (cont)

- **Polling place accessibility**
  - Election Day Accessibility Checklist
  - Building access (entrances, parking lot)
  - Accessible voting booth
    - Must be wheelchair accessible
    - Accessible voting equipment must be set up in the accessible booth
    - Ensure privacy




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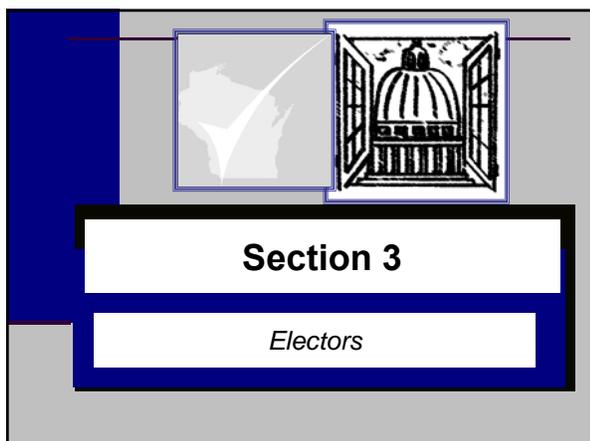
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**Section 3**

*Electors*

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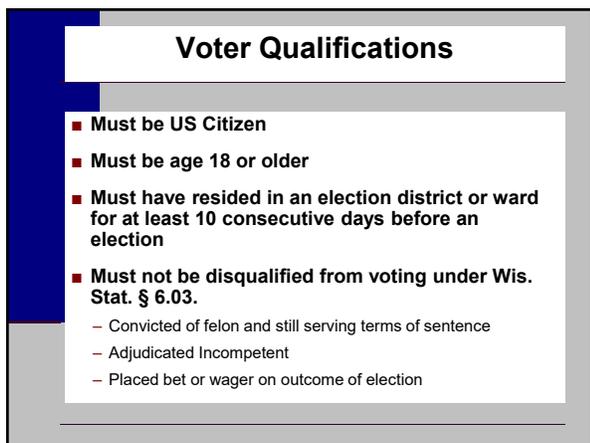
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**Voter Qualifications**

- **Must be US Citizen**
- **Must be age 18 or older**
- **Must have resided in an election district or ward for at least 10 consecutive days before an election**
- **Must not be disqualified from voting under Wis. Stat. § 6.03.**
  - Convicted of felon and still serving terms of sentence
  - Adjudicated Incompetent
  - Placed bet or wager on outcome of election

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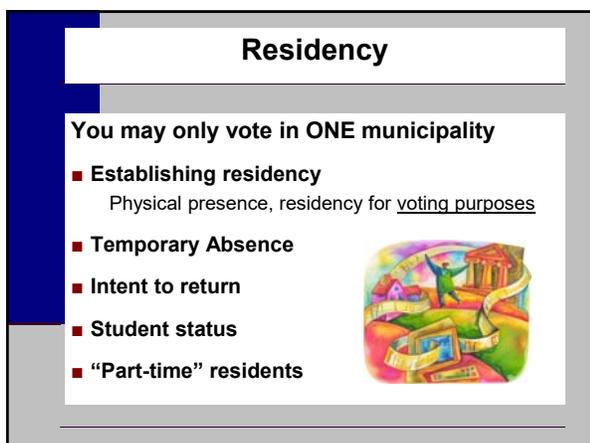
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**Residency**

**You may only vote in ONE municipality**

- **Establishing residency**  
Physical presence, residency for voting purposes
- **Temporary Absence**
- **Intent to return**
- **Student status**
- **"Part-time" residents**



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## Election Day Registration

To register on Election Day, voter needs to:

- Fill out a Voter Registration Application (EL-131)
- Provide a valid form of proof of residence



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## Voter Registration Application

(EL-131)



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## Voter Registration Application

(EL-131)

(Click and Mail)



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### Voter Registration Application (EL-131)

**Reason/Residence Information (Box 1)**

Electors should select reason for filling out the form:

✓ **New WI Voter, Name Change or WI Address Change**

Electors should indicate their municipality and county of residence

1	<input type="radio"/> New WI Voter	Municipality	<input type="radio"/> Town	
	<input type="radio"/> Name Change		<input type="radio"/> Village	
	<input type="radio"/> WI Address Change	County	<input type="radio"/> City	

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### Voter Registration Application (cont)

**Identification Number Requirement (Box 2)**

A. Has unexpired WI Driver's License or DOT-issued ID card → **MUST** provide number and expiration date, even if driving privileges are revoked (if expired or cancelled, *request* number, but must also provide the last 4 digits of the SSN)

B. Does not have WI Driver's License or DOT-issued ID card → Use last 4 digits of Social Security number

C. No WI DL, ID card or SSN → Fill in oval for this purpose

2	WI Driver License or WI DOT-issued ID (Req. if not expired or cancelled)	Expiration Date	I have neither a WI Driver License ID nor a Social Security Number
	XXXXXXXXXX		<input type="radio"/>
	Social Security Number - Last Four Digits (if driver license or state ID not issued or not current and valid)	XXX-XX-	
		XXXX	<input type="radio"/>

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### Voter Registration Application (cont)

Electors should be instructed to provide their name as it appears on the driver license, DOT-issue ID or Social Security Card (which was used in Section 2 above).

3	Last Name	First Name	
	Middle Name	Suffix (Jr., Sr., III, etc.)	Phone #
	Date of Birth (mm/dd/yyyy)	Email Address	
	<small>If you are a military or permanent overseas elector, fill in the appropriate circle (see instructions for definitions):</small> <input type="radio"/> Military <input type="radio"/> Permanent Overseas		
	<small>Current</small> Residence Address: Street Number & Name Apt. Number      City      State & ZIP		
4	Mailing Address: Street Number & Name		
	Apt. Number      City      State & ZIP		

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## Voter Registration Application (cont)

Previous name and address information is required.

An elector should provide the previous name or address under which they were registered to vote in Wisconsin.

A partial address is acceptable if the elector cannot remember an exact street address.

10	Last Name		First	
	Middle Name		Suffix (e.g., Jr., III, etc.)	
11	Previous Registration Address - Street Number & Name			
	Apt.	City	State & ZIP	

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## Voter Registration Application (cont)

Indication of Accommodation Request is confidential.

If the voter does not have a traditional street address, use the section provided to map the address as clearly as possible. Use reference to landmarks or existing streets where possible.

Make sure the elector has filled in "Yes" to both eligibility questions.

8	Accommodation needed at poll location (e.g. wheelchair access):	If you do not have a street number or address, use the map to show where you live. • Mark crossroads • 'X' where you live • Use dots for landmarks
	<input type="checkbox"/> I am interested in being a poll worker	
9	1. Are you a citizen of the United States of America? <input type="radio"/> Yes <input type="radio"/> No	
	2. Will you be 18 years of age or older on or before the first election at which you will offer to vote? <input type="radio"/> Yes <input type="radio"/> No	

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## Voter Registration Application (cont)

- Elector reads the certification language
- Elector must sign and date the application in presence of election inspector
- By signing the application, elector certifies to be a qualified elector who has resided in the ward for at least 10 consecutive days

I hereby certify to the best of my knowledge, that I am a qualified elector, a U.S. citizen, at least 18 years old or will be at least 18 years old at the time of the first election at which I will offer to vote, having resided at the above residential address for at least 10 consecutive days immediately preceding this election, with no present intent to move. I am not currently serving a sentence including incarceration, parole, probation, or extended supervision for a felony conviction, and not otherwise disqualified from voting. I certify that all statements on this form are true and correct. If I have provided false information I may be subject to fine or imprisonment under State and Federal laws. If completed on Election Day, I further certify that I have not voted in this election.

10	Elector Signature:	Today's Date (MM/DD/YYYY)	Proof of Residence (see Official use only)	Proof of Residence (see Official use only)
11	X		Proof of Residence #1 (Official use only)	Election Day Vote # (Official use only)

Falsification of information on this form is punishable under Wisconsin law as a Class I felony.

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**Proof of Residence**

- An unexpired WI Driver's License or WI State ID card (or receipt)
- Other official or government-issued ID card
- Any identification card issued by an employer in the normal course of business and bearing a photo of the card holder, but not including a business card.
- Real estate tax bill or receipt (for current year or year before)

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**Proof of Residence**

- Utility Bill (dated no earlier than 90 days before Election Day, printed copies of electronic statements are acceptable)
- Residential Lease (not for voters who registered by mail)
- Bank or Credit Union statement (including credit card statements, mortgage statements, retail credit card statements)
- Pay check
- A check or other document issued by a unit of government

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**Proof of Residence**

- University, college, or tech college ID (must have photo), must be accompanied by a fee receipt dated within the last 9 months or the institution provides a certified housing list to the municipal clerk
- A letter on public or private social service agency letterhead identifying a homeless voter and describing the individual's residence for voting purposes
- A contract or intake document prepared by a residential care facility that specifies that the occupant currently resides there (room number not required).

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### Voter Registration Application (cont)

- Election inspector signs the application after reviewing it for completeness
- Election inspector enters the date complete and POR received

Official Signature:			Date complete & POR received:			SRDs printed name and SRD#:		
First	Mid	Last	City	State	Zip	Assembly	U. Senate	Congress

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### Ineligible Voter List

- Election inspectors must review the Ineligible Voter List for all election day registrations and absentee ballots to determine that the elector is eligible to vote on Election Day
- If the elector's name appears on the list, contact the WEC for verification of felony status
  - If voter is confirmed eligible to vote, indicate on EL-131 "eligible to vote per DOC."
  - If voter is confirmed ineligible to vote, issue information sheet (EL-119), mark the EL-131 "ineligible to vote per DOC," and if elector wishes to vote, the inspectors shall challenge the ballot
  - If inspectors are unable to contact the Wisconsin Elections Commission, and the elector wishes to vote, the inspectors shall challenge the ballot

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### Issuing Ballots and Voting

A registered elector is required to state their name and address, show their proof of identification and sign the poll list.

- Check the EL-124 Absentee Ballot Log
- Proof of Identification must be viewed by both election inspectors
- Voter signs one copy of the poll list
- Assign voter number and record number on two identical poll lists
  - Reconcile voter numbers throughout day
- Issue voter a ballot initialed by TWO election inspectors (do NOT pre-initial ballots)
- Direct voter to voting area




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### Proof of Identification

- All photo IDs must contain a name, picture and date of expiration
- The name on the photo ID must conform to the name on the poll list  
Sue for Susan, Bob for Robert, etc.
- The photo on the photo ID should reasonably resemble the voter  
People change over the years
- Photo IDs must be unexpired  
There are exceptions as outlined in this presentation and the Election Day manual

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### Proof of Identification

- **Proof of Identification is required from all voters, except confidential electors**
- **Types of Acceptable Proof of Identification** (the following documents must be unexpired or expired after November 8, 2016):
  - WI Driver License or WI State-Issued ID card
  - Military ID (including retired military)
  - Passport (book or card)

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### Proof of Identification (cont)

- **Types of Acceptable Proof of Identification**
  - (the following types of documents must be unexpired):
    - Certificate of naturalization (not issued earlier than two years before the election)
    - Receipt for DL or State ID (valid for 45 days)
      - IDPP (valid for 180 days)
    - A veteran's photo ID issued by the Veterans Health Administration of the federal Department of Veterans Affairs.
  - (documents may be expired):
    - University, College, or Tech College photo ID (with proof of enrollment)
  - (document is valid regardless of expiration date):
    - A Tribal ID

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## Proof of Identification

### Acceptable Photo IDs

\*Some ID variations are not shown.

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## EL-124 Absentee Ballot Log

- The EL-124 identifies voters who were issued an absentee ballot
- If the absentee ballot is marked as returned, the voter may not vote at the polling place
- If the absentee ballot is not marked as returned the voter is asked “did you mail or personally deliver your absentee ballot to the clerk’s office?”
  - If “yes,” the voter cannot vote at the polling place
  - If “no,” the voter is issued a ballot if otherwise qualified

**Note** if an absentee ballot is later received for that voter, the ballot should be processed as rejected and the clerk notified immediately.

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## Provisional Voting

**ONLY** used in three situations:

- First-time voter who registered by mail prior to April 4, 2014 and failed to provide proof of residence  
 “POR Required” notation on poll list
- WI driver’s license holder who is unable or unwilling to provide the number when registering on Election Day
- Voter who is unable or unwilling to present acceptable proof of identification on Election Day

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## Provisional Voting Procedure

- **Voter fills out Provisional Voting Certificate Envelope (EL-123)**
- **Election inspector completes envelope**  
Indicate which piece(s) of information are missing
- **Issue elector a provisional voter number (PV#)**  
Recorded on poll list, back of ballot, provisional voter information sheet, Inspectors' Statement (EL-104), EL-123, and EL-123r
- **Elector votes ballot and seals inside the envelope (EL-123)**




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## Provisional Voting Procedure (cont)

- **Give voter Provisional Voter Information Sheet**
  - Explains that his/her vote is not counted unless missing information is provided to municipal clerk by 4 pm on Friday after election
  - Voter may also bring missing information to the polls by 8 pm
- **Put sealed envelope into Inspectors' Certificate for Provisional Ballots envelope (EL-108)**
- **Record incident on Inspectors' Statement (EL-104)**




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## Provisional Ballot Reporting Form (EL-123r)

- **This is the form you will use to record all the relevant information regarding your provisional voters**  
Name, date of birth, address, PV#, absentee/in-person, reason for issuing the provisional ballot
- **If the voter comes back on Election Day with the missing information, record:**  
Type of documentation provided, indication that it was provided in-person, time, date, initials of inspector, indication that a voter # was issued

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## Assisting Electors

An elector may select anyone to assist them at the polling place other than the voter's employer or agent of the voter's labor union.

- Assistor marks ballot at the direction of the elector
- Assistor signs the ballot
- Name and address of assistor noted on the poll list
- An election inspector can be an assistor



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## Curbside Voting

An elector who, due to a disability, is unable to enter the polling place, may receive a ballot at the entrance to the polling place.

- TWO election inspectors
- Announcement in the polling place
- Notations on the poll list:
  - Ballot received at polling entrance
  - Voter is exempt from signing the poll list
  - The voter may also register to vote curbside



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## Assisting a Voter with a Disability

VIDEO:

"This is Where We Vote"



<https://elections.wi.gov/voters/accessibility>



### Common Sense and Common Courtesy

Many election inspectors may have had little interaction with people with disabilities, here are a few courtesies and guidelines:

- Offer and follow requests by voters with a disability to be accompanied and/or receive assistance to obtain access to the voting station.
- Remember that an voter's behavior (courteous objection in exercising their right as a citizen) is not.
- Do not assume if you see a line it might have for a person with a disability or an voting station sign (POLLING PLACE).
- Give courteous attention to a person who has difficulty speaking.
- Speak directly to the person who has a disability rather than guide a companion who may be accompanying him or her.
- Speak clearly, slowly and directly to a person who is hard of hearing. Your facial expressions, gestures and body movements help in understanding. Speak slowly or clearly for someone who is hard of hearing or is unable to hear a ringing telephone.
- Prepared signs of a handicap should be available to the election inspectors to assist (continue) with job or help of hearing devices.
- Assist voting entrance to an wheelchair, use a ramp or stairs and then you assist process.
- Provide guiding devices such as a cane or card for signing sheets.
- When offering walking assistance, allow the person to take your arm until firm or that of an supporting hand or shoulder or use holding sign card.
- Assume that most people with disabilities will be able to use all buildings. Our voters are highly trained and need no special care other than that provided by the voter.

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## Confidential Electors

**Electors who are victims of domestic abuse, sexual assault or stalking have the option to be listed confidentially on poll lists.**

- Will be listed on “**Confidential**” portion of poll list
- “**Confidential**” portion of poll list is NOT open to public inspection
- Confidential electors choosing to vote at the polls on Election Day do not have to provide proof of identification, but must sign the poll list

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## Confidential Electors

**VOTING IDENTIFICATION CARD**

The following individual has qualified for protection under s.6.47, Stats.

Name of protected person

Identification Serial Number

County      Municipality (Please circle town, village, or city)      Ward

EL-148 | Rev 2016-11 | Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 | 608-261-2028 | web: elections@wi.gov | email: elections@wi.gov

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## Challenging Voters

**Any qualified elector may challenge a voter who they believe does not meet the qualifications to vote.**

- MUST be made for reasonable cause
- Challenge recorded on the Challenge Documentation section (EL-104c) of the Inspectors’ Statement (EL-104)
- Notations on the EL-104 and the poll list
- Please review “**Challenging an Elector**” video available on the WEC website  
<https://elections.wi.gov/publications/video/tutorial/challenging-an-elector>

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QUESTIONS?

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**Section 4**

*Election Day Issues*

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**Opening the Polls**

- **Polls must open at 7:00 a.m.**  
Official and accurate time clock
- **To officially open the polls, the chief inspector:**
  - Verifies the tamper-evident seal number and initials the EL-104
  - Unlocks the doors to all entrances, including any alternate accessible entrances
  - Officially announces the opening of the polls



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## Cell Phones and Photography/Videography

- **Voters**
  - Voters may silently use cell phones
  - Voters may take photos or videos of themselves if not disruptive
  - Voters may not take photos or videos of others or their ballots without their consent
  - Chief inspectors may prohibit if disruptive
- **Election Observers**
  - Observers may silently use cell phones, but not take or make voice calls
  - Observers may not take photos or videos of themselves or others
  - Chief inspectors may prohibit if disruptive
- **Media**
  - Permitted to use photography/videography if not used to record how an elector has voted and not disruptive
  - Contact with voters should be limited
  - Interviews should be held outside of the voting area

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## Election Observers

- **Anyone, other than a candidate up for election, has the right to be present at the polling place to observe the conduct of the election.**
- **Establish observer area(s) when setting up polling place**
- **Observers may examine or photograph the poll list so long as they do not interfere with election inspectors' responsibilities**
- **Any other use of cameras and/or recording equipment by election observers at a polling place is prohibited**

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## Electioneering

- **Definition: any activity intended to influence voting at an election**
- **Electioneering is prohibited on public property within 100 feet of any entrance to a building containing a polling place**

Some considerations

- Bumper stickers
- Exit Polls
- Bake Sales and other activities



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## Closing the Polls

- Polls close at 8:00 p.m.
- To officially close the polls:
  - Chief inspector announces the closing of the polls
  - End of Line officer stands behind last voter in line, if any
- After last elector votes, polling place remains open to public
  - Do NOT lock the doors of the polling place
  - Verify tamper-evident seal is intact, initial the EL-104
  - Anyone, including the candidate, may observe the end of night activities




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## QUESTIONS?

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## Section 5

### *Ballots*

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## Absentee Ballots

On Election Day, the municipal clerk delivers absentee ballots and the absentee ballot log to the polling place or alternate absentee canvassing site.

- Absentee ballots must be processed in the same room the votes are cast
- Absentee ballots may be processed at anytime between the opening and closing hours of the polling place, except absentee certificate envelopes marked "To Be Rejected"



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## "To Be Rejected" Absentee Envelopes

- Envelopes missing either:
  - Signature of the voter
  - Signature and/or address of the witness
  - Signatures of both Special Voting Deputies
  - Certification language
- Voter may correct the certificate at the polls, but may not vote a new ballot.
  - Election inspector issues new certificate envelope
  - Voter must open original certificate envelope, verify ballot and seal in new envelope; original envelope is destroyed
  - The voter must not remove the ballot from voting area
  - The original witness must be present
  - Election inspector should document the EL-124

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## Handling Absentee Ballots

- Remove one Absentee Certificate Envelope (EL-122) from the carrier envelope and announce elector's name and address
- Review the envelope to determine that:
  - The envelope is not open
  - The envelope has not been opened and then resealed
  - The signature of the elector appears on the certificate
  - The certificate contains the signature and address of one witness who is an adult US citizen
- Review the Ineligible Voter List



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## If Certificate is INSUFFICIENT...

1. Do not open the envelope
2. Mark the envelope “Rejected ballot #\_” and write the reason for rejection on the envelope and Absentee Ballot Log
3. List the elector’s name, identifying serial number of ballot, and reason for rejection on the Inspectors’ Statement (EL-104)
4. Place the unopened certificate envelope in the Certificate of Rejected Absentee Ballots (EL-102)

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## Two Versions of Absentee Certificate Envelope

- There are 2 versions of the Absentee Certificate Envelope
  - The EL-122 Standard Absentee Certificate Envelope is the used for most absentee voters.
  - The EL-122sp Special Absentee Certificate Envelope is used in only 2 specific circumstances involving care facilities and retirement homes.

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## Another Reason for Rejection (EL-122sp)

**Proof of Identification, please verify that either:**

- The clerk has initialed the envelope to indicate the voter has met the proof of identification requirement,

**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.

OR

- The clerk has filled out the bottom section of the EL-122sp indicating:
  - Proof of identification must be enclosed in the envelope, OR
  - The authorized representative of care facility section must 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.

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### If Certificate is SUFFICIENT...

1. Remove ballot from envelope
2. Examine contents to ensure that:
  - No more than proper number of ballots enclosed
  - Ballot contains initials of issuing clerk
3. Record voter number on voter list and make "absentee" notation
4. Record voter information on Absentee Ballot Log
5. Place ballot in appropriate box or equipment
6. Place used certificate envelope in the Used Certificate Envelopes of Absentee Electors (EL-103)




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### Using the Override Function

- The override function can now be used in the event of a crossover voted or overvoted ballot
- The decision to allow for the use of the override function on the optical scan equipment is up to each municipality
- If the override function is used, each instance should be marked on the Inspectors' Statement (EL-104). The notation should also include the reason why the function was used (i.e. overvote, crossover vote)

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### Overvoted Ballots

- **Overvote = voted for more choices than allowed within a single contest**
  - If voter is present, provide an opportunity for the voter to spoil and vote another ballot (up to 3)
- **Overvoted ballots may be "remade" or "overridden"**
  - If voter is not present or has used up all 3 chances, election inspectors review the ballot for voter intent, if intent cannot be determined (e.g. actually voted for too many candidates) election inspectors may override or remake
  - Should consistently use override OR remake process

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### Crossover Ballots

- **Crossover = voting in more than one party's partisan primary on the same ballot**
- **May be saved by "party preference" option**
- **Crossover votes can be overridden if a municipality decides to allow for the use of the override function on optical scan equipment**
  - Inspector can advise voter to mark a party preference so that party's votes are counted
  - Elector can spoil and vote a new ballot (up to 3)
  - If voter is not present or has used up 3 chances, election inspector remakes the ballot or uses the override function on the optical scan equipment to process the ballot.

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### Remaking Ballots

- **When to remake ballots**
  - Ballot is damaged/defective but voter intent can be determined
  - Municipalities that have authorized overriding *must remake if voter intent can be determined*
- **If voter intent cannot be determined,**
  - Overvoted contests are left blank
  - Crossover ballots are remade without votes in any partisan contest
- **Election Inspectors must announce that a ballot is being remade & why**
  - Select a reason for remaking the ballot in the endorsement section of the ballot
  - Ballots are labeled "Original Ballot # (serial number)" and Duplicate Ballot # (same serial number) in the endorsement section of the ballot.
  - 2 Inspectors initial the ballots

**For Official Use Only**

Inspectors identify ballots to be remade:

Reason for remaking ballot:

Overvoted

Damaged

Other

Original Ballot # or Duplicate Ballot #

Initials of inspectors who remade ballot

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### Remaking Ballots (cont)

- **Note on the Inspectors' Statement (EL-104)**
  - "OV" to identify overvoted ballots
  - "DM" to identify damaged ballots
  - "OT" to identify ballots remade for other reasons
- **Insert "remade" ballot into tabulating device**
- **Bundle "defective" ballots together and place in Original Ballots Envelope**
- **Original Ballots Envelope is placed in ballot container**

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## Counting Paper Ballots

### Procedure for Hand-Counted Paper Ballots

1. **Count (without examining) to determine total number of ballots**
2. **Check if number of ballots is equal to number of voters**
  - Make sure two ballots aren't folded together
  - If number of ballots is EQUAL TO or LESS THAN number of voters, proceed with counting
  - If number of ballots is GREATER than number of voters, follow draw-down procedure (see manual)



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## Counting Paper Ballots (cont)

3. **Count and record the votes on two separate Tally Sheets (EL-105)**
4. **Reconcile the tally sheets when the counting for each office is complete**
5. **Voter Intent**
  - “Defective” Ballots
  - “Objected to” Ballots
6. **Announce the results of the votes cast at the polling place**

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## Optical Scan Ballots

1. **Open the optical scan tabulating unit**  
Enter any ballots in the auxiliary box into the unit
2. **If ballots were rejected, determine reason**  
Remake ballot if necessary, and preserve original
3. **Remove all ballots from write-in compartment**  
Tally all write-in votes on a separate tally sheet (EL-105)  
DO NOT re-enter ballots into unit

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## Optical Scan Ballots (cont)

4. Examine ballots from main bin for write-in votes not separated by machine

Record write-in votes on Tally Sheet (EL-105)

5. Once all ballots have been entered, follow instructions from municipal clerk for printing out results

6. Publicly announce the results for each candidate and referenda



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## DRE Ballots

- In post-election mode, print result report before breaking any seal or removing memory card
- Chief Inspector initials on EL-104 tamper-evident serial number on equipment matches the serial number written by clerk
- Follow security procedures and vote total merging procedures of your specific municipality (consult with clerk)

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## Voter Intent

- Voter Intent is the controlling factor in determining how a ballot should be counted
- Where there is a question, a majority of the inspectors must agree that voter intent can or cannot reasonably be determined
  - Write-In Votes
  - Partisan Primary (Crossover Voting)

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### Registered Write-Ins

- Write-In candidates must file a campaign registration statement (CF-1) with the appropriate filing officer by 12:00 p.m. the Friday before an election to be considered a “registered write-in”
- The municipal clerk must provide election inspectors with a list of all qualified write-in candidates at the polling place on Election Day
- The election inspectors must provide the list to any voter who requests it
- The list may not be posted at the polling place on Election Day and election inspectors may not inform voters of any write-in candidates unless asked

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### Counting Write-In Votes in “Vote for One” Offices

- If there is at least one ballot candidate for a given office  
Only tally votes for registered write-in candidates
- If there are no ballot candidates for a given office  
Tally all write-in votes
- If there are one or more candidates for a given office, and one or more pass away  
Tally all write-in votes

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### Counting Write-In Votes in Multiple-Seat Offices

- If there are at least as many ballot candidates as seats to fill for a given office  
Only tally votes for registered write-in candidates
- If there are less ballot candidates as seats to fill for a given office  
Tally all write-in votes
- If there are one or more candidates for a given office, and one or more pass away  
Tally all write-in votes

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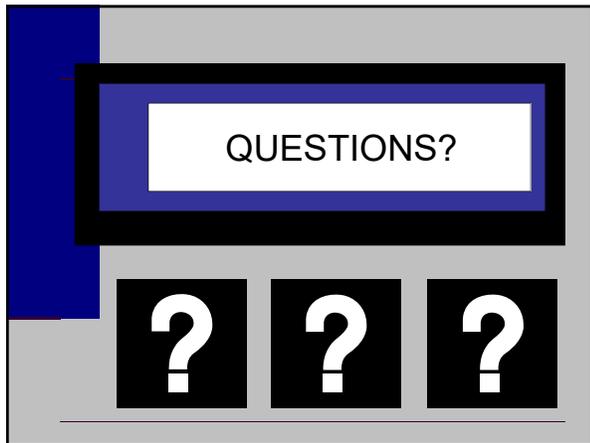
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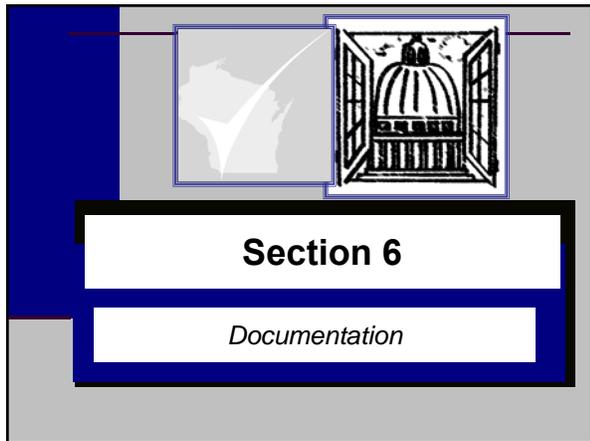
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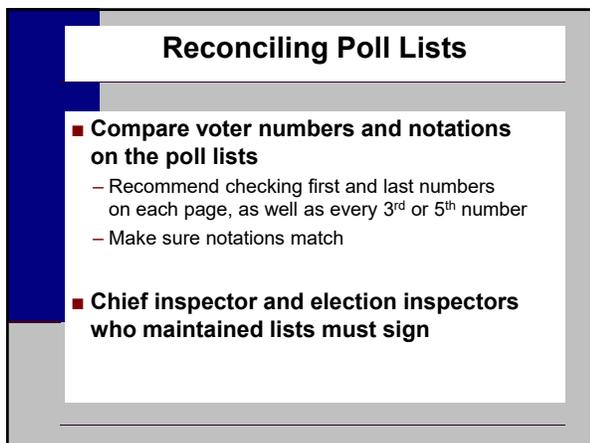
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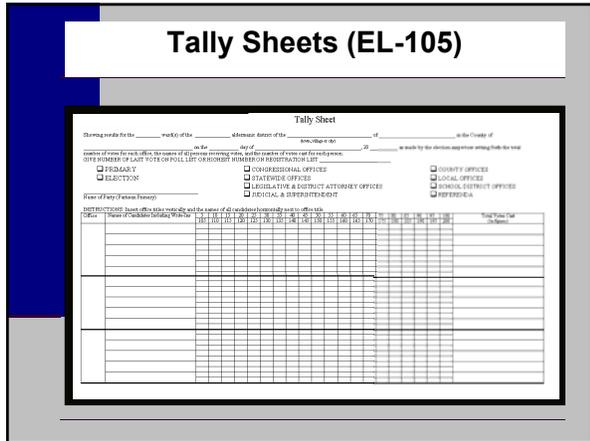
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### Tally Sheets (EL-105)

- **Review and compare the two originals**
  - Election information is complete and correct
  - Tally marks are identical (5 strokes in each box)
  - Totals are correct and identical
- **Complete and sign certification**

Everyone who worked on counting ballots must sign



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### Municipal Board of Canvassers

- **Purpose - for Municipal Offices and Referenda Only**
  - Verify statement of election results
  - Determine winners
  - Prepare board of canvassers report
- **Who Participates**
  - Election Inspectors, only when there is one ward or combination of wards

OR

  - Municipal clerk and two other qualified electors

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## Breaking a Tie in a Municipal Contest

- A tie vote in a municipal contest is broken by the MBOC
- The tie is broken by a method that results in a random outcome
  - Flip a coin, draw names out of hat, etc.
  - Document procedure
- If all candidates are present, they may draw for themselves
- When a municipal referendum ties, the referendum fails. No need to break tie

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## Completing Forms

- Original Ballots Envelope
  - Bundle damaged, defective, objected to or set aside ballots and put into Original Ballots Envelope
- Ballot Bag or Container (EL-101)
  - The chief inspector and another inspector place all voted ballots and the Original Ballots Envelope inside and seal
  - Complete and sign certification
  - DO NOT seal Tally Sheets (EL-105) or Inspectors' Statement inside Ballot Bag (EL-101)

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## Routing Materials

- All materials are delivered to the municipal clerk
- Materials should be separated into categories per municipal clerk's instructions



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## Post-Election Checklist

### Post-Election Checklist

**Pre-Lite**

- ☐ Inspected all ballot and envelope containers, including the signature of at least 2 inspectors, before opening the ballot box.
- ☐ Inspected and inspected the envelope.
- ☐ Inspected and inspected the voter registration card.
- ☐ Inspected and inspected the voter registration card.
- ☐ Inspected and inspected the voter registration card.

**Ballot Sheet Preparation**

- ☐ Ballot sheets are complete, including signature area of person receiving ballot.
- ☐ Inspected and inspected the ballot sheet.
- ☐ Inspected and inspected the ballot sheet.

**Signature Card Statement**

- ☐ Inspected and inspected the signature card.
- ☐ Inspected and inspected the signature card.
- ☐ Inspected and inspected the signature card.

**Provisional Ballot**

- ☐ Inspected and inspected the provisional ballot.
- ☐ Inspected and inspected the provisional ballot.
- ☐ Inspected and inspected the provisional ballot.

**Signature Ballot**

- ☐ Inspected and inspected the signature ballot.
- ☐ Inspected and inspected the signature ballot.
- ☐ Inspected and inspected the signature ballot.

**Ballot Security**

- ☐ Inspected and inspected the ballot security.
- ☐ Inspected and inspected the ballot security.
- ☐ Inspected and inspected the ballot security.

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## QUESTIONS?

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## Additional Resources

All of the information presented today is reviewed in detail in the Election Day Manual.

As always, Wisconsin Elections Commission staff is ready and willing to answer your questions. Contact information is listed in the directory of your manual.

Or check the website:  
[elections.wi.gov](http://elections.wi.gov)

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**Thank You!**

*Your certificate will either be given to you by your clerk-trainer or emailed to the address listed on your registration form.*

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