

# State of Wisconsin \ Government Accountability Board

212 East Washington Avenue, 3<sup>rd</sup> Floor  
Post Office Box 7984  
Madison, WI 53707-7984  
Voice (608) 266-8005  
Fax (608) 267-0500  
E-mail: [gab@wisconsin.gov](mailto:gab@wisconsin.gov)  
<http://gab.wi.gov>



JUDGE DAVID G. DEININGER  
Chairperson

KEVIN J. KENNEDY  
Director and General Counsel

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**DATE:** September 17, 2012

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

**FROM:** Nathaniel E. Robinson  
Election Division Administrator  
Government Accountability Board

**SUBJECT:** Election Day Duties from 7 a.m. to 8 p.m.

In late August, the G.A.B. launched our “Back to Basics” approach to election administration education and training with the “Preparing for the August Partisan Primary. The third webinar in our training series is:

<p>Webinar for Clerks, Chief Inspectors and Election Inspectors Election Day Duties from 7 a.m. to 8 p.m. <b>Wednesday, September 19, 2012, 9:00 a.m. – 11:00 a.m.</b> Web link: <a href="https://www1.gotomeeting.com/register/974751209">https://www1.gotomeeting.com/register/974751209</a></p>
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The **Election Day Duties from 7 a.m. to 8 p.m.** Webinar will cover specific topics related to the duties and responsibilities of election workers on Election Day that merit additional clarification, based on requests from clerks and the experiences of and lessons learned from this year’s elections:

- Opening the Polls
- Election Day Registration
- Proof of Residence
- Counting Ballots
- Reconciling Poll Lists
- Completing Forms
- And More!

Reference materials for the webinar will be posted in this location by Tuesday afternoon for clerks to print off. This webinar will be posted by the Friday following the session on the G.A.B. website for clerks to use for their own education and training their election inspectors and counts toward recertification: <http://gab.wi.gov/clerks/education-training/webinars>. The training counts whether you and/or your election inspectors participate in the live webinar or review the recording at a later date. Clerks need to report their training to us for clerk recertification hours, but track the training their election inspectors receive themselves.

## **Live Webinar Requirements**

Participants must be able to view videos on their computer, using a media application such as Windows Media Player. You will need to use your telephone to access the audio portion of the webinar, rather than using the computer's audio functionality. **This is a toll call.** If you have questions about the

technical aspects of the webinar, please contact the Help Desk at [gabhhelpdesk@wi.gov](mailto:gabhhelpdesk@wi.gov) or (608) 261-2028.

The webinar has a maximum of 500 lines available. In response to input from clerks, phones will be muted to reduce ambient noise. Questions may be typed in and will be answered by G.A.B. staff for the benefit of the participants as time allows. A list of Frequently Asked Questions (FAQs) generated from the webinar and posted to our website after the webcast.

We look forward to you joining us for the webinar on Wednesday. If you have ideas or suggestions for future webinar topics, please send them to Allison Coakley: [allison.coakley@wi.gov](mailto:allison.coakley@wi.gov). Thank you.

cc: Kevin J. Kennedy  
Director and General Counsel  
Government Accountability Board

Ross Hein  
Elections Supervisor  
Government Accountability Board