

FAQs: Polling Place Set-Up & Line Management

October 5, 2016

Q. Do you have a sample resolution to register voters in our office on Election Day? If we adopt can registration only be done in our office or in the polling room as well.

A. No, we don't. We suggest contacting the Wisconsin Towns Association or the League of Wisconsin Municipalities. Also, note that you don't need a resolution to register voters in the polling place.

Q. Should poll workers also keep their phones off the tables and out of sight?

A. That's up to you and your chief inspector.

Q. Is it still okay for a Clerk to handle registrations if it becomes busy without counting towards the odd number of inspectors?

A. The clerk can self-appoint as an Election Registration Official to register voters; a position that does not count against the odd number of election inspectors.

Q. What if the municipality is missing on witness address?

A. Please review the October 8, 2016 clerk communication, "[Missing or Insufficient Witness Address on Absentee Certificate Envelopes.](#)" Clerks can assist in rehabilitating an absentee certificate that does not contain the street number and street name (or P.O. Box) and the municipality of the witness address.

Q. The odd number of inspectors does not include the ERO, correct?

A. Yes, correct.

Q. Can a greeter (not one of the election inspectors) also help with registration for that an election inspector is doing OR only help if needs to take a break?

A. If a greeter is acting as an election inspector (which he or she must be in order to assist with registering voters); it counts against your odd number of election inspectors.

Q. We have a door knob - a door bell and greeters - is that permissible?

A. Yes.

Q. Will you please review the clerk being to register voters on Election Day in the polling area and not in his/her office? Can the clerk also serve as a greeter and check photo ID?

A. The clerk cannot work as an election inspector or greeter if he or she is on the ballot. Otherwise, the clerk can self-appoint as an election inspector or election registration official to register voters. The clerk can also self-appoint as a greeter and check photo ID for the purpose of informing voters if the ID is acceptable, but the two election inspectors managing the poll books must both look at the ID and agree that it is acceptable.

Q. If we pass the resolution can registration be done in both our office if needed and polling place (both same building)

A. You need a resolution to conduct registration in the clerk's office, but you do not need a resolution to register voters in the polling area.

Q. If a college student uses their Student ID; must it be from a Wisconsin College?

A. Yes, it must be a Wisconsin accredited university, college or tech school.

Q. Can a greeter (who does not count as one of the election inspectors), also be appointed as an ERO to help out the election inspector who is registering new voters for that election?

A. Yes.

Q. I have a poll worker who has prefers doing registration instead of working in the polls. Do I have to appoint her as an Election Registration Officer even though she has been appointed as a poll worker?

A. No.

Q. Can you explain about the resolution about doing registration in another room?

A. If the clerk's office is in the same building as the polling place, the governing body via resolution can allow the clerk to register voters in his or her office on Election Day.

Q. Can a witness use a P.O. Box in their address?

A. Yes.

Q. Can a selfie be used as POI for absentee voting?

A. A selfie of a voter's face? No.

Q. I know this was discussed, however I was distracted. Do we give the voter their number AFTER they sign the poll book?

A. Yes, if someone refuses to sign the poll book you don't issue a voter number or a ballot.