



Election Official Training
for experienced poll workers

Election Security



- Use your check lists to double-check that all signatures are in place, and all seal numbers are verified.
- Zero and Results Tapes must be signed after every ward.
- Do not remove seal from Prom Pack!
- List seal numbers for ballot bags on the Inspectors' Statement.

Poll Lists



- Split in two (A-L, M-Z).
- If a voter does not appear on the Original Poll List, check the Supplemental Poll List.
- Reverse Directory helps identify names that may be misspelled on the poll list.
- If voter is not on Poll List or Reverse Directory, check that they are at the correct polling place, then call the Clerk's Office.

Election Day Registrations

This form is available in an accessible format, upon request.

Wisconsin Voter Registration Application		<input type="radio"/> Submitted by Mail <small>(Official Use Only)</small>		
Confidential Elector ID# <small>(Official Use Only)</small>		SV/RS ID # <small>(Official Use Only)</small>		
Instructions Instructions for completing sections 1-12 are on the back of this form. Return this form to your municipal clerk, unless directed otherwise. • Please use uppercase (CAPITAL) letters only. • Fill in circles as appropriate. • NOTE: If this is a change of address then upon completion of this application your voting rights will be cancelled at your previous residence. • If you have not voted in WI and are submitting this application by mail you must also provide a copy of an acceptable proof of residence.				
1	<input type="radio"/> New WI Voter <input type="radio"/> Name Change <input type="radio"/> WI Address Change	Municipality	<input type="radio"/> Town <input type="radio"/> Village <input type="radio"/> City MADISON	
		County	DANE	
2	Wisconsin Driver License/ID Number	A123-4567-8910-10	<input type="radio"/> I have neither a WI Driver License/ID nor a Social Security Number.	
	Social Security Number - Last Four Digits (only if no license/ID number)	XX X - XX -		
Print your name exactly as it appears on the document, the number of which you provided in Box 2 (Driver License/ID Card & Social Security Card)				
3	Last Name	DOE	First Name	JANE
	Middle Name	ANNE	Suffix (e.g. Jr. II, etc.)	
	Date of Birth (mm/yyyy)	1/30/1985	Phone #	
	Email Address			
4	Residence Address: Street Number & Name			205 STATE ST
	Apt. Number	4	City	MADISON
	State	WI	ZIP + 4	53703
5	Mailing Address: Street Number & Name			
	Apt. Number		City	
	State		ZIP + 4	
6	Last Name			
	Middle Name			
	Suffix (e.g. Jr. II, etc.)			
7	Address: Street Number & Name			1234 HIGH AVE
	Apt. Number		City	JANESVILLE
			State & Zip + 4	WI 53545
8	Please answer the following questions by filling in "Yes" or "No":			
	1. Are you a citizen of the United States of America? <input checked="" type="radio"/> Yes <input type="radio"/> No			If you filled in "No" in response to EITHER of these questions, do <u>not</u> complete this form.
	2. Will you be 18 years of age on or before election day? <input checked="" type="radio"/> Yes <input type="radio"/> No			
9	I certify 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 next election, having resided at the above residential address for at least 10 days immediately preceding this election, not currently serving a sentence including probation or parole 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 at this election. (Please fill in circle)			
10	Accommodation needed at poll location (e.g. wheelchair access):	<input type="radio"/> I am interested in being a poll worker.		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="radio"/> I am interested in being a poll worker.		Examples:
11	Signature of Elector	X Jane Doe	Today's Date (mm/yyyy)	04/01/2008
			Official Use Only: Election Day Voter #	124
12	Corroborator/Assistant Signature:	Corroborator / Assistant Address:	<input type="checkbox"/> Official Use: Proof of residence base <input type="checkbox"/> Utility Bill	<input type="checkbox"/> Official Use: Proof of Residence # 452879
	Official's Signature: Betty Green	SRDs printed name and SRD#:		
	Ward 41	Sch. Dist.	Ator	City Supr
				Ct. of App
				Assembly
				St Senate
				Congress

Sample

- Voter completes every section with an arrow.
- If voter has a current & valid WI driver's license, they must list their driver's license number.
- Election Official completes sections with check marks.
- Check against Ineligible Voter List (felons may vote after completing terms of probation & parole).
- Sign form and record proof of residence.



Acceptable Proof of Residence

- Utility Bill
- Tax Bill
- Lease
- Wisconsin Driver's License/DOT-issued ID
- University ID (if on certified housing list)
- Bank Statement
- Paycheck
- Any Government Check or Document
- Corroborating Witness

Identification Is Never Required

The following items
are not acceptable forms
of proof of residence:

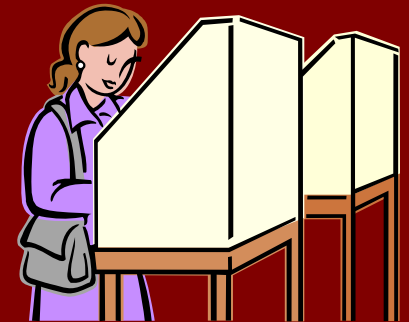


- Business card
- Magazine subscription
- Expired driver's license/state ID card
- Out-of-state driver's license
- Piece of mail addressed to the voter
- Forwarding label from Post Office

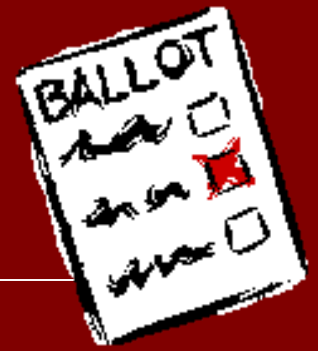
Provisional Voting

used in only two situations

- First-time voters who registered by mail and failed to provide proof of residence (indicated on poll list).
- Election Day registrants who have a current and valid Wisconsin driver's license but are unable or unwilling to provide driver's license number on form.



Absentee Ballots



- Process throughout the day, with the help of the Quality Assurance Team.
- Process three ballots at a time, to keep votes confidential.
- Reject if missing signature of voter or witness (note on Inspectors' Statement, and do not issue voter slip number).
- Process if missing witness address or initials of Clerk (note on Inspectors' Statement).

Duplicated Absentee Ballots



- Absentee ballots that are torn, over-voted, or unable to be read by the tabulator must be duplicated by three Election Officials.
- Do not use the override button on tabulator.
- Place ballot in auxiliary bin to be duplicated at the end of the night.
- Duplicated ballots are numbered sequentially (Original Ballot #1, Duplicated Ballot #1).
- Note on Inspectors' Statement, with the initials of Election Officials who duplicated the ballot.

Absentee Ballots requiring Proof of Residence



- Poll Book indicates an Identifying Document (proof of residence) is required.
- If voter provided Proof of Residence in absentee envelope, note on poll book and process absentee.
- If there is no Proof of Residence in envelope, seal envelope and place in provisional envelope. The absentee ballot becomes a provisional ballot.

Absentee Ballots

requiring original signed request

- Notice from Clerk's Office attached to absentee certificate indicates that an original signature is required for a voter who sent their initial absentee request via fax or e-mail.
- If voter provided signed request in absentee envelope, process absentee and place request in supply tote.
- If there is no signed request, seal ballot back in envelope, reject ballot, and document on Inspectors' Statement.



Presidential Ballots

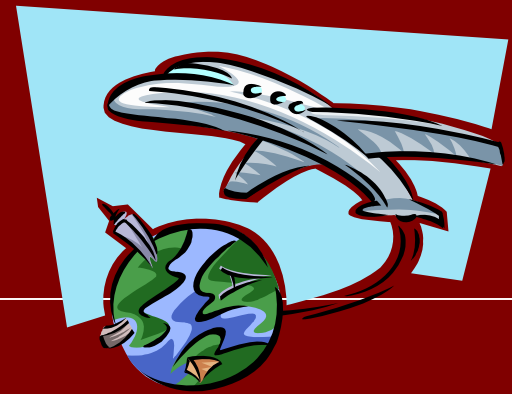
- Paper ballots used by voters who moved to Wisconsin less than 10 days before the Election.
- May not be used by truckers driving through the city.
- Voter should place presidential ballot in auxiliary bin, to be duplicated at the end of the night.
- Note “presidential” on new registration list.



Federal Ballots

- Paper ballot used by U.S. citizens residing outside the U.S. indefinitely (may vote from last U.S. address).
- Must be accompanied by an absentee certificate.
- Certificate requires signature of voter and witness who is a U.S. citizen. Witness mailing address may be overseas or in U.S.
- Ballot contains federal offices only, and must be duplicated at the end of the night.

Federal Write-In Absentee Ballots



- Paper ballot accepted from military voters, and from registered overseas voters who have applied for an absentee by October 30.
- Must be accompanied by a signed certification statement, and may have been received in Clerk's Office as a fax.
- Process official ballot, if received from voter. If no official ballot, process state-issued write-in ballot. If no state-issued write-in ballot, process federal write-in.

Election Observers



- Must check-in with Chief Inspector and wear a name tag.
- May not handle official election documents.
- May not interact with voters.
- May not talk on cell phones in polling area.
- May not use video or cameras during voting hours.
- Stationed 6 to 12 feet away from poll book table (close enough to hear).
- Must address all inquiries to Chief Inspector.

Disruptive Behavior



- Observers will receive only one warning if they engage in loud, boisterous, or disruptive behavior that, in the opinion of the Chief Inspector, threatens the orderly conduct of the election, or interferes with voting.
- If the observer does not cease the offending conduct, the Chief Inspector will instruct them to leave the polling place.
- If the observer refuses to leave, the Chief Inspector will call the police to have the observer removed.

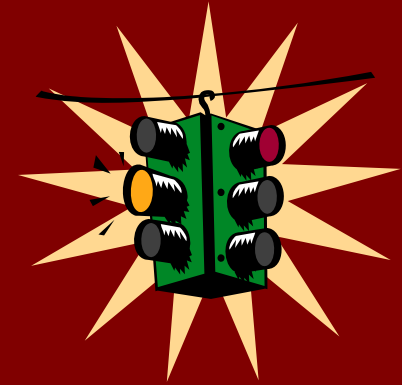
Challenges



- Challenger must be a qualified elector of state.
- Move the challenge procedure away from the poll book or registration table.
- May only challenge for the following reasons:
 1. Voter is not a U.S. citizen.
 2. Voter is not at least 18 years old.
 3. Voter has not resided in district for at least 10 days.
 4. Voter has a felony conviction and has not been restored to civil rights.
 5. Voter has been adjudicated incompetent.
 6. Voter has already voted in this election.
 7. Voter has made a bet or wager on this election.

No legitimate basis to challenge:

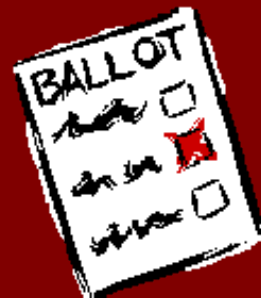
- Home foreclosure.
- Lack of a HAVA check.
- HAVA check non-match.
- Inability to speak English.
- Voter does not “look like a citizen.”



Challenges lacking a valid basis
may not proceed.

Challenge Documentation

- Chief Inspector or Election Official swears in the challenger. If challenger refuses to take oath, the challenge is dropped.
- Challenger must give a valid reason for challenge.
- Voter is sworn in and responds to the challenge.
- Challenger is given an opportunity to drop the challenge.
- If challenge continues, voter takes an oath of eligibility.



Frivolous Challenges

Challengers who become disruptive will be given only one warning, and will then be told to leave the polling place.



Challenged Ballot

- If challenge is not dropped, and voter takes the oath of eligibility, write voter number and “Section 6.95” on back of ballot.
- Write voter number on challenge form and voter list.
- Indicate reason for challenge on voter list.
- Ballot is fed through the tabulator.



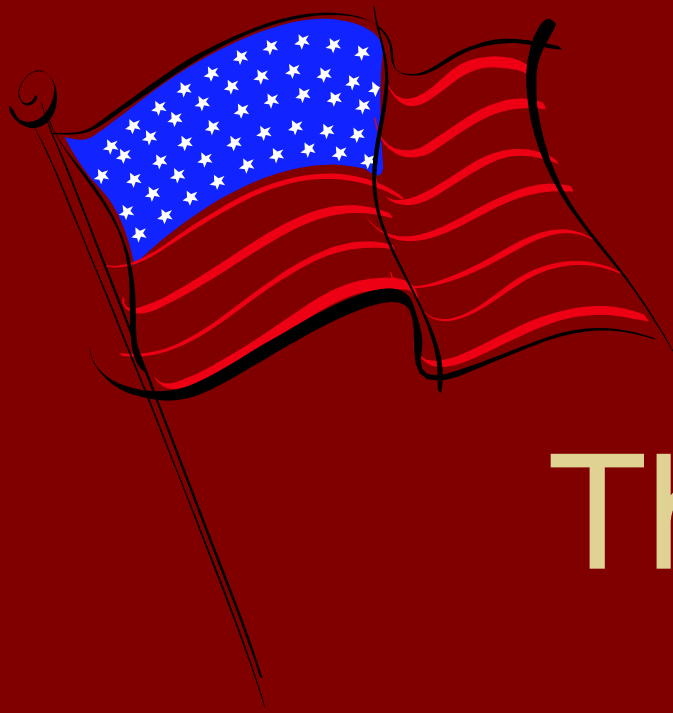
Electioneering

- Electioneering is prohibited on public property within 100 feet of an entrance to the polling place.
- Exception: voters may wear political pins or t-shirts if at the polling place only long enough to stand in line and vote.
- Voters may have political bumper stickers on their cars.

Board of Canvassers

- Ballots cast must equal number of ballots on Inspectors' Statement. Any discrepancy must be explained on Inspectors' Statement.
- Use your check lists to double-check that all signatures are in place, and all seal numbers are verified.
- Zero and Results Tapes must be signed after every ward.
- Do not remove seal from Prom Pack!
- Prom Pack security bag must be sealed.
- List seal numbers for ballot bags on the Inspectors' Statement.





Thank you!