Chief Inspector Announcement to Close the Polls

★★★★★★★★★★★★★★★★★★★★★

"Hear ye! Hear ye! The polls of this election are now closed!

The election polls are now closed. Pursuant to the provisions of Wis. Stat. §19.84, this body will now convene in open session as the Local Board of Canvassers under the provisions of the Wisconsin Open Meetings Law for the purpose of conducting the local [and municipal] canvass pursuant to Wis. Stat. §7.51.

Under the provisions of the Wisconsin Open Meetings Law, you will not be asked to sign in or to show identification. This meeting will be open to the public and will be reasonably accessible as required by the open meetings law. Under both the election law and the open meetings law, election inspectors have full authority to maintain order and to enforce obedience to their lawful commands during the election and canvass of the vote."

Chief Inspector Checklist for Closing the Polls

Assign Closing Task Sheets at about 7 p.m.

☐ Find the What Goes Where guide at the end of these task sheets. Post it in a location all poll workers will be able to reference.

☐ Make sure workers understand their initial closing tasks. Tell them to see you for another task as they complete each assignment.

☐ Explain closing priorities to your poll workers:
1. Make sure all ballots are counted.
2. Promptly produce election results.

☐ Review payroll and signature procedures.

Close the Polls

At 8 p.m.

☐ Close the polls by reading the announcement on the previous page.

☐ Send the End of Line Officer to stand behind the last voter in line. No one else may enter the line. Every eligible voter in line at 8 p.m. may vote, even if they need to register**.**

☐ Send one poll worker to remove the polling place signs from outside.

☐ All poll workers take a deep breath.

Do <u>not</u> lock the doors to the polling place. The polling place remains open to the public even after all electors have cast their ballots.

Observers may stay to watch the closing of the polls. They are not allowed to touch any official election documents. Candidates are also allowed to observe once the polls have closed, and voting is complete. The closing of the polls is open to the public.

Make Sure All Ballots are Counted

☐ Finish processing any absentee ballots that were not counted during the day. Double-check the absentee ballot delivery bag to verify that it is empty. Check every absentee ballot delivery envelope to verify that it is empty. Ask every poll worker whether they have any absentee ballots left to process or remake.

☐ Open the emergency bin at the front of the tabulator cart. Check for any ballots that still need to be processed.

☐ Compare the number of voter slips issued with the ballot count on the tabulator screen. Both numbers should be the same. If the numbers do not match, explain the discrepancy on the incident log. The discrepancy must be resolved on election night.

If More Ballots Counted than Voter Slips Issued

☐ Make sure all processed absentee envelopes have a voter number. The voter number should have been written on the corner of each absentee envelope.

☐ Make sure all voter registrations were given a voter number.

☐ Count the number of voters marked as voting in the poll book. Count the number of voter registrations. Add those numbers together. Two voters may have been given the same number.

☐ If you still have more ballots counted than voter slips issued, call the Clerk's Office. If the discrepancy cannot be resolved tonight, the Clerk's Office will walk you through the Drawdown process.

If More Voter Slips Issued than Ballots Cast

☐ Make sure all absentee envelopes were opened and emptied after being given a number.

☐ Make sure rejected absentees were not mistakenly given a number.

☐ Check whether you have any ballots in the emergency bin.

☐ Check whether you have any ballots that still need to be remade.

☐ Count number of voters marked as voting in the poll book. Count the number of voter registrations. Add those numbers together.

☐ Go through the voter slips to see if two voter slips were stuck together.

☐ Document these reconciliation activities.

Begin the Closing Process_____

Nobody should ever be alone in the polling place. For safety purposes, poll workers should not exit the polling place alone. All poll workers should help close the polls. As poll workers become available, assign these tasks:

Closing Task	Assigned to	Can this be done while results are being printed?
A – *Remove Signage*		Yes
B – *Voting Booth Removal*		Yes
C – *ExpressVote Disassembly*		Yes
D – *Reconcile Poll Lists*		Yes
E – *Greeter Table*		Yes
F – *Registration Table*		Yes
G – *Ballot Table*		Yes
H – *Provisional Table*		Yes
I – *Personal Protective Equipment*		Yes
J – *Print Tabulator Results*		
K – *Secure Memory Sticks*		No
L – *Check for Write-Ins*		No
M – Seal Ballot Bag		No
N – *Tabulator Cart*		No
O – iPad and Charger		No

Signatures Needed

☐ Have at least three poll workers review the incident log, absentee log and Inspectors' Statement. They are making sure someone who was not at the polling place could understand the entries. These poll workers also sign the Inspectors' Statement.

☐ The first page of each poll book should be complete and signed by the officials who worked on that poll book. The numbers on the front of the poll books should match the numbers on the Inspectors' Statement.

☐ The white envelope/certificates, *Used Certificate – Affidavit Envelopes of Absentee Electors,* should be signed by three officials.

☐ The manila envelope, *Certificate of Rejected Absentee Ballots*, should be signed by three officials if there were any rejected absentees.

☐ Ballot bags should be signed and sealed, with serial numbers written on Inspectors' Statement.

☐ Absentee Inspectors' Statement should be attached to the back of the Inspectors' Statement.

☐ Observer Log should be attached to the back of the Inspectors' Statement.

☐ All items on the Inspectors' Statement should be completed and signed.
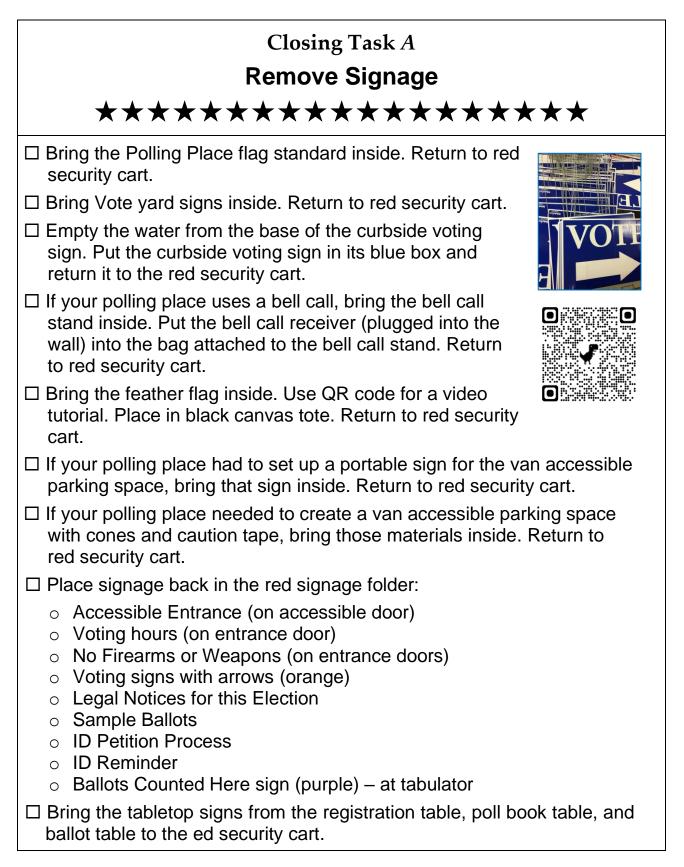
Put Away Election Day Supplies

☐ Poll workers should neatly put away supplies using the *What Goes Where* checklists. Items put away with care last a lot longer.

☐ Make sure emergency bin is closed (metal piece in upright position). Lock both compartments on the front of the tabulator cart.

☐ Seal both compartments of tabulator cart. Use the tamper-evident seal zip-ties from the seal compartment behind the tabulator touch screen. Document seal numbers on the Inspectors' Statement.

Complete Payroll

☐ Fill out, verify, and sign the payroll sheet found in the yellow binder.

☐ Verify that each poll worker has indicated a pay source and a.m./p.m.

☐ List any no-show poll workers on the payroll sheet.

Take City Clerk Tote & Red Absentee Delivery Bag to the City Clerk's Office

Refer to the *What Goes Where* checklists for the items that go in the tote and absentee bag.

Closing Task *A*
Remove Signage
★★★★★★★★★★★★★★★★★★★

☐ Bring the Polling Place flag standard inside. Return to red security cart.

☐ Bring Vote yard signs inside. Return to red security cart.

☐ Empty the water from the base of the curbside voting sign. Put the curbside voting sign in its blue box and return it to the red security cart.

☐ If your polling place uses a bell call, bring the bell call stand inside. Put the bell call receiver (plugged into the wall) into the bag attached to the bell call stand. Return to red security cart.

☐ Bring the feather flag inside. Use QR code for a video tutorial. Place in black canvas tote. Return to red security cart.

☐ If your polling place had to set up a portable sign for the van accessible parking space, bring that sign inside. Return to red security cart.

☐ If your polling place needed to create a van accessible parking space with cones and caution tape, bring those materials inside. Return to red security cart.

☐ Place signage back in the red signage folder:
  - o Accessible Entrance (on accessible door)
  - o Voting hours (on entrance door)
  - o No Firearms or Weapons (on entrance doors)
  - o Voting signs with arrows (orange)
  - o Legal Notices for this Election
  - o Sample Ballots
  - o ID Petition Process
  - o ID Reminder
  - o Ballots Counted Here sign (purple) – at tabulator

☐ Bring the tabletop signs from the registration table, poll book table, and ballot table to the ed security cart.

☐ Fold (do not dismantle) election signage kiosk. Knock it over to collapse it. Fold it. Put it in its blue canvas carrying case. Return to the red security cart.

Notes from when signs were posted this morning:

Where does it go?

☐ Put polling place sign in red security cart.

☐ Fold signage kiosk and put in blue case labeled "Election Day Signage Kiosk." Put case in red security cart.

☐ Put Vote signs in red security cart.

☐ Put red accordion folder of signage in Clerk tote.

☐ Put bell call sign, if you have one, in the red security cart.

☐ Put bell call receiver (plugged into wall during voting hours) in bag attached to bell call stand.

Closing Task *B*
Voting Booth Removal
★★★★★★★★★★★★★★★★★★★★★★

1. Remove legs from bottom of booth. Pull ends of legs apart from each other so each leg folds in half. Tuck legs in booth.
2. Fold privacy shields and place them in the center of the booth.
3. Close case and latch.
4. For accessible booths: place legs in case, close case and latch.

All components of the voting booth will fit inside its case.

Where does it go?
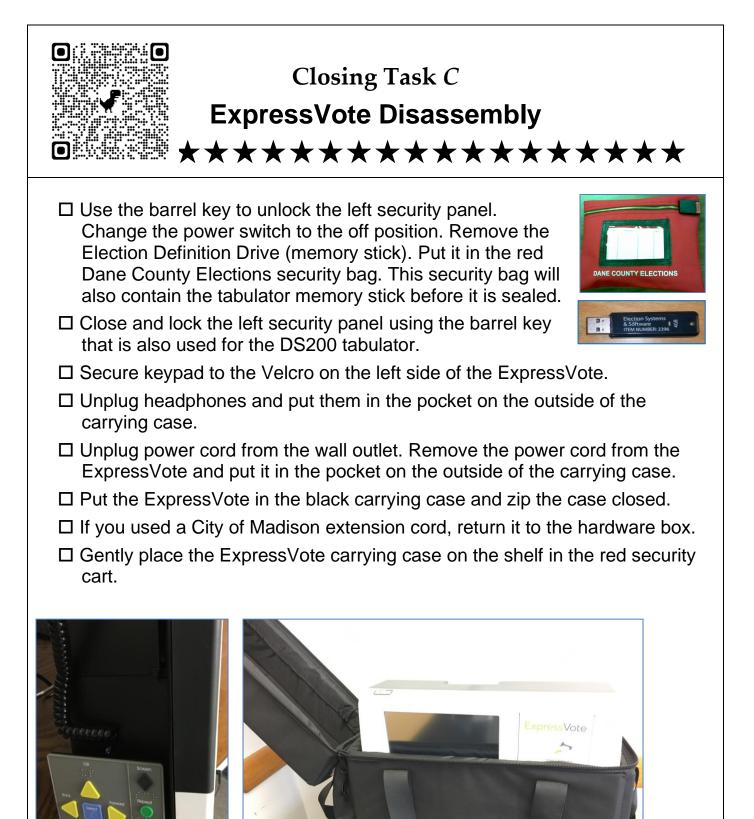
☐ Put voting booth cases in the red security cart.

Closing Task *C*
ExpressVote Disassembly
★★★★★★★★★★★★★★★★★★★★

☐ Use the barrel key to unlock the left security panel. Change the power switch to the off position. Remove the Election Definition Drive (memory stick). Put it in the red Dane County Elections security bag. This security bag will also contain the tabulator memory stick before it is sealed.

☐ Close and lock the left security panel using the barrel key that is also used for the DS200 tabulator.

☐ Secure keypad to the Velcro on the left side of the ExpressVote.

☐ Unplug headphones and put them in the pocket on the outside of the carrying case.

☐ Unplug power cord from the wall outlet. Remove the power cord from the ExpressVote and put it in the pocket on the outside of the carrying case.

☐ Put the ExpressVote in the black carrying case and zip the case closed.

☐ If you used a City of Madison extension cord, return it to the hardware box.

☐ Gently place the ExpressVote carrying case on the shelf in the red security cart.

Where does it go?

☐ Put ExpressVote memory stick in the Dane County Elections security bag

☐ Put EpressVote in black carrying case, with the power cord and headphones in the outside pocket of the carrying case.

☐ Put ExpressVote privacy screen in the tabulator cart.

☐ If you used an extension cord, put it in the hardware box. Put the hardware box in the tabulator cart at the end of the night.

☐ Put EpressVote carrying case on the shelf in the red security cart.

Closing Task *D*
Reconcile Poll Lists
★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★

(Ideally, poll workers will have completed most of this during the day.)

☐ Switch seats so you are not checking your own work.

☐ Line up the corresponding pages of the poll book. Visually compare shapes on each page to find anything that does not match.

☐ Fix any differences that you can figure out.

➔ If a voter number is missing from one poll book, determine whether that was a poll worker error. If so, fill in the missing number.

➔ If a voter number is missing an A to say it was an absentee voter, add the A to the voter number.

☐ Note on the incident log if there are differences you cannot figure out.

➔ If a voter number was given to a different person in each poll book, note that on the incident log.

☐ If voter signatures are not all in one poll book, document discrepancies on the incident log.

☐ If second and third ballots were not noted on the poll books, do so now. Use the green second ballot log that was used at the ballot table.

☐ Include the supplemental lists in your review.

Finish Poll Book Documentation

★★★★★★★★★★★★★★★★★★★★★

☐ All poll workers who worked on a poll book should sign the front page of the poll book.

☐ Note the page number for the last voter slip issued. Write this page number on the front of each poll list. Sometimes the last voter slip is on the new registration list. If so, note that.

☐ Make sure page two of the Inspectors' Statement lists the total number of voter slips issued.

☐ Put poll books in the absentee delivery bag for transport to Clerk's Office.

Pack Up Poll Book Table

★★★★★★★★★★★★★★★★★★★★

☐ Put poll book table documents (green dot) in green poll book table accordion folder. Return folder to City Clerk tote.

- o Quick Guide for poll book table
- o Quick Guide for checking ID
- o Acceptable Photo ID Infographic
- o Reverse Directory
- o Poll book flashcard books
- o Observer Guide folder
- o Scratch paper

☐ Put poll list corrections sheets (yellow) in the City Clerk envelope.

☐ Put the Voters Without ID sheet (blue) in the City Clerk envelope.

☐ Put the A-L, M-Z sign (if used) in its cardboard box. The box will be packed in the tabulator cart once ballots have been sealed in the ballot bag.

☐ Put pens in supply kit.

Where does it go?
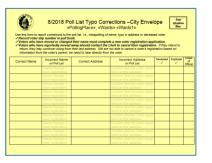
☐ Put poll books in absentee delivery bag.
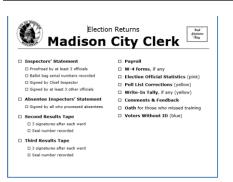
☐ Put A-L, M-Z tabletop sign in its cardboard box. Put box in tabulator cart.

☐ Put green accordion folder of poll book table materials, and unissued voter slips in the blue Clerk tote.

☐ Put poll list correction sheets in the City Clerk envelope.

Closing Task E
Pack Up Greeter Table
★★★★★★★★★★★★★★★★★★★★★

☐ Put greeter table documents (orange dot) in greeter table accordion folder.
  - ○ Ward-Specific Street Directory
  - ○ Citywide Street Directory
  - ○ Determining Where a Person Votes
  - ○ City of Madison Polling Place list
  - ○ Scratch paper
  - ○ Quick Guide

☐ Return accordion folder to City Clerk tote.
☐ Put I Voted stickers in plastic bin in the City Clerk tote.
☐ Put Future Voter stickers in plastic bin in the City Clerk tote.

Where does it go?
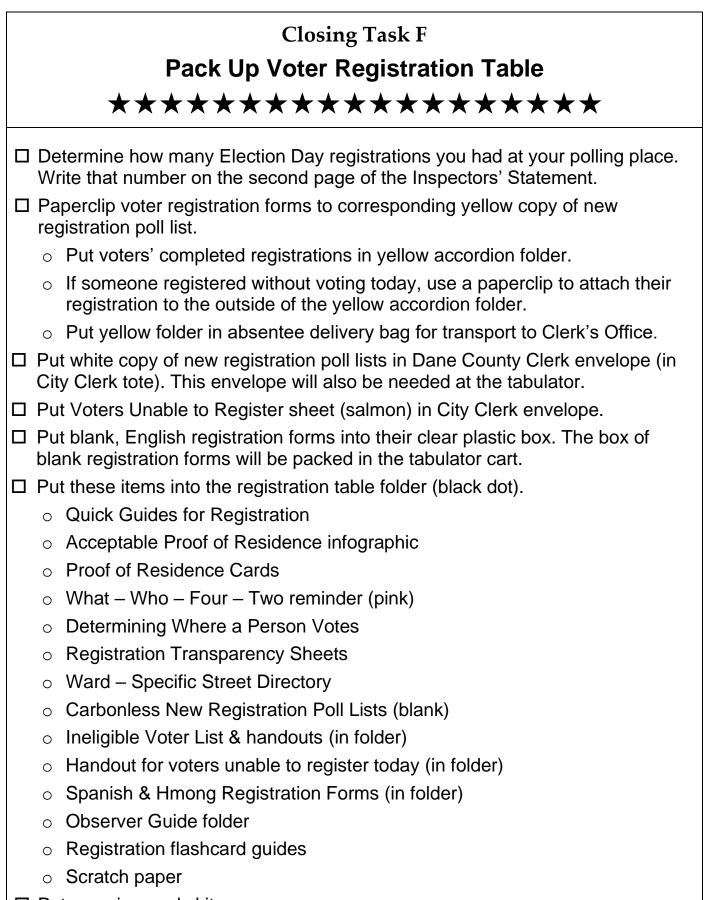
☐ Put accordion folder of greeter table materials in the blue Clerk tote.

☐ Put I Voted stickers and Future Voter stickers in the blue Clerk tote.

Assigned to: _____

Closing Task F
Pack Up Voter Registration Table
★★★★★★★★★★★★★★★★★★★★

☐ Determine how many Election Day registrations you had at your polling place. Write that number on the second page of the Inspectors' Statement.

☐ Paperclip voter registration forms to corresponding yellow copy of new registration poll list.

   o Put voters' completed registrations in yellow accordion folder.

   o If someone registered without voting today, use a paperclip to attach their registration to the outside of the yellow accordion folder.

   o Put yellow folder in absentee delivery bag for transport to Clerk's Office.

☐ Put white copy of new registration poll lists in Dane County Clerk envelope (in City Clerk tote). This envelope will also be needed at the tabulator.

☐ Put Voters Unable to Register sheet (salmon) in City Clerk envelope.

☐ Put blank, English registration forms into their clear plastic box. The box of blank registration forms will be packed in the tabulator cart.

☐ Put these items into the registration table folder (black dot).

   o Quick Guides for Registration

   o Acceptable Proof of Residence infographic

   o Proof of Residence Cards

   o What – Who – Four – Two reminder (pink)

   o Determining Where a Person Votes

   o Registration Transparency Sheets

   o Ward – Specific Street Directory

   o Carbonless New Registration Poll Lists (blank)

   o Ineligible Voter List & handouts (in folder)

   o Handout for voters unable to register today (in folder)

   o Spanish & Hmong Registration Forms (in folder)

   o Observer Guide folder

   o Registration flashcard guides

   o Scratch paper

☐ Put pens in supply kit.

Where does it go?

☐ Put accordion folder of registration table materials in the blue Clerk tote.

☐ Put white copy of Election Day Voter Registration poll list in County Clerk envelope.

☐ Paperclip yellow copy of Election Day Voter Registration poll list to the corresponding registration forms. Put them in the yellow accordion folder. Put yellow accordion folder in absentee delivery bag.

☐ Put box of unused registration forms in the tabulator cart.

☐ Put Spanish & Hmong forms back in registration table accordion folder.

Closing Task G

Pack Up Ballot Table

★★★★★★★★★★★★★★★★★★★

☐ **Do not seal any ballot bags yet!** The ballot bags are part of Closing Task M. This will be completed later.

☐ Get the envelope of Bad Ballots from the absentee processing station.

☐ Put the discarded ballot envelope, issued voter slips, and Bad Ballots envelope in a pile. These will be dealt with in Closing Task M, to be completed later.

☐ Make sure all ballots have been processed. If so, put the blank, unissued ExpressVote ballots in the emergency bin of the tabulator cart.

☐ Put blank, unissued official ballots together in a pile. These will be dealt with in Closing Task M, to be completed later. Make sure the unissued ballots are not within reach of observers.

☐ Put secrecy sleeves in the tabulator cart.

☐ Put voter slip container and pen containers in large, clear plastic hardware bin. The hardware bin will end up in the tabulator cart.

☐ Put pens in supply kit.

Put in the Ballot Table accordion folder:

o Mark Ballot Using Pen or Touchscreen sign (blue)
o Instructions for Marking Ballot (ivory) signs
o Unissued Good Ballot/Bad Ballot labels
o Observer Guide folder
o Ballot Table flashcard books

Where does it go?

☐ Put ballot secrecy sleeves in the tabulator cart.

☐ Put voter slip and pen plastic bins in the hardware box. Put the hardware box in the tabulator cart.

☐ Put issued voter slips in the ballot bag.

☐ Put unissued ExpressVote ballot cards in the tabulator emergency bin.

Assigned to: _____

Closing Task H
Pack Up Provisional Ballot Station
★★★★★★★★★★★★★★★★★★★★

☐ If you have provisional ballots, make sure they are in the large blue envelope. This envelope is labeled "Wisconsin Inspectors' Certificate of Provisional Ballots."

☐ If you have provisional ballots, paperclip the lilac sheet to the outside of the large blue envelope. The lilac sheet is labeled "Provisional Ballot Reporting Log."

➔ By law, the Clerk's Office must enter these voter names in the state system as soon as possible tonight.

☐ If you have provisional ballots, put the large blue envelope in the absentee delivery bag. The Chief Inspector will hand deliver it to the Clerk's Office tonight.

☐ Return provisional materials to the blue provisional station accordion folder.

- o Provisional Quick Guide
- o Quick Guide for Returning Provisional Voter
- o Provisional Handouts
- o Blank Provisional Reporting Logs
- o Unused Provisional Envelopes
- o Provisional Stamp
- o ID Petition Process hand-outs
- o Provisional flashcard book

Where does it go?

☐ Put blue accordion folder of provisional ballot table materials in the blue Clerk tote.

If you had any provisional voters:

☐ Put provisional ballot envelopes for your provisional voters in the large blue provisional carrier envelope.

☐ If any of your provisional voters filled out a voter registration form today, paperclip it to the lilac provisional ballot log.

☐ Use a paperclip to attach the lilac provisional ballot log to the outside of the large blue Inspectors' Certificate of Provisional Ballots envelope.

☐ Put the Inspectors' Certificate large blue envelope in the absentee delivery bag.

Assigned to: _____

Closing Task I
Personal Protective Equipment (PPE)
★★★★★★★★★★★★★★★★★★★
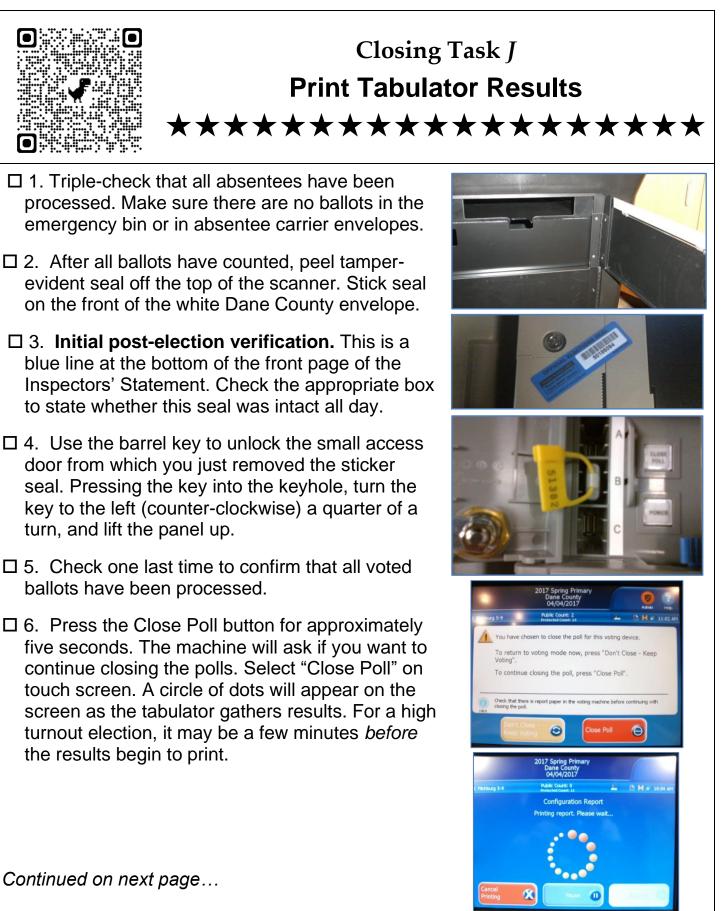
☐ Remove nametags from safety vests. Empty all pockets. Put all safety vests in the clear plastic Personal Protective Equipment (PPE) bag.

➔ While you are removing nametags, remind poll workers who processed absentees to remove nametags from their backs.

☐ Make sure all bottles of hand sanitizer are closed. Put them in the clear plastic PPE bag.

☐ Make sure disinfectant spray bottles are closed. Put them in the clear plastic PPE bag.

☐ Put unused screen wipes in the clear plastic PPE bag.

☐ Put unused paper towels in the clear plastic PPE bag.

☐ Put unused facemasks in the clear plastic PPE bag. Masks that were worn should be discarded onsite. Do not put used facemasks with election supplies.

☐ Put <u>unused</u> gloves in the clear plastic PPE bag. Gloves that were worn should be discarded onsite. Do not put used gloves with election supplies.

☐ Put <u>unused</u> multi-purpose wipes in the clear plastic PPE bag. Wipes that were used should be discarded onsite. Do not put used wipes with election supplies.

☐ **Put the plastic PPE bag in the red security cart**. The Clerk's Office will collect it when it picks up the other election equipment.

Where does it go?

Closing Task *J*
Print Tabulator Results

★★★★★★★★★★★★★★★★★★★★★

☐ 1. Triple-check that all absentees have been processed. Make sure there are no ballots in the emergency bin or in absentee carrier envelopes.

☐ 2. After all ballots have counted, peel tamper-evident seal off the top of the scanner. Stick seal on the front of the white Dane County envelope.

☐ 3. **Initial post-election verification.** This is a blue line at the bottom of the front page of the Inspectors' Statement. Check the appropriate box to state whether this seal was intact all day.

☐ 4. Use the barrel key to unlock the small access door from which you just removed the sticker seal. Pressing the key into the keyhole, turn the key to the left (counter-clockwise) a quarter of a turn, and lift the panel up.

☐ 5. Check one last time to confirm that all voted ballots have been processed.

☐ 6. Press the Close Poll button for approximately five seconds. The machine will ask if you want to continue closing the polls. Select "Close Poll" on touch screen. A circle of dots will appear on the screen as the tabulator gathers results. For a high turnout election, it may be a few minutes *before* the results begin to print.

Continued on next page…

Print Tabulator Results (continued)

☐ 7. Write the blue sticker serial number on the results tape, under the signatures.

☐ 8. Announce the results to everyone in the polling place.

☐ 9. Keep the first results tape attached to the zero tape that printed this morning. **Three officials sign this tape after the results for each ward**. Put this tape in the white envelope labeled "Dane County Clerk." The first tape is an audit trail of everything that happened today. It is the longest results tape. The tape ends after the results and signatures for the highest number ward at the polling place.

☐ 10. **Three officials sign the second printed results tape after the results for each ward.** Put the second results tape in the large white envelope labeled "Madison City Clerk." If there are school board contests, a third results tape will print. This gets signed by three officials and put in the City Clerk envelope.

☐ 11. The screen will ask whether you want to modem now. Select Begin Modem Process.
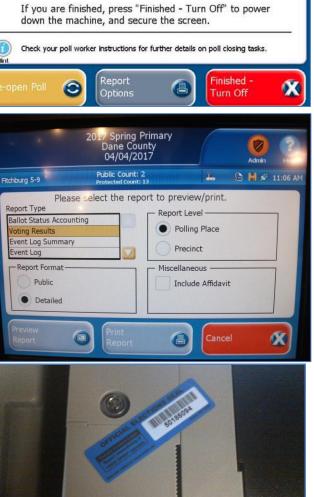
You should be able to send the results via modem with one bar of signal strength. It is an encrypted text file.

If you receive a message that the modem was unsuccessful, see troubleshooting at the end of this task sheet. Document any troubleshooting on the incident log of your Inspectors' Statement.

Continued on the next page…

Print Tabulator Results (continued)

☐ 12. Watch for the touch screen to say that the tabulator has been successfully closed for voting.

☐ 13. Offer to print additional results tapes for observers. Tapes can be printed by pressing "Report Options."

☐ 14. Select Finished – Turn Off on the touch screen. **At this point, you can remove voted ballots from the tabulator cart.**

☐ 15. Once Power button is white, <u>no longer red</u>, grasp Election Data Memory Stick and pull up to remove it.

☐ 16. Put Election Data Memory Stick in the red Dane County security bag.

☐ 17. Close and lock access door on top of scanner.

☐ 18. <u>Unplug</u> the tabulator.

☐ 19. Carefully put the cord inside the back of machine. Be sure the cord is under the latch.

☐ 20. Lock back panel with the silver key.

☐ 21. Use the barrel key to unlock the compartment in behind the tabulator screen. Locate the two seals for the front of the ballot box (red zip tie) and for the access door (blue sticker).

☐ 22. Affix seal across the access door. Document seal serial number on the bottom of the front page of your Inspectors' Statement.

☐ 23. Gently close the touch screen lid and lock it closed using the barrel key.

☐ 24. Gently close the tabulator lid, latch, and then lock closed using the silver key.

Modem Troubleshooting

If the modem process was unsuccessful, unplug the tabulator and move it to another spot. You may get a stronger signal outside. Try to transmit results using these steps:

a. Press the Admin button on the upper right corner of the screen.

b. Press "Log In" and enter the Administration Code. Press accept.

c. From the Admin menu press "Transmit Results." The modem will connect to the server.

d. Press "Begin Modem Process" to start the transfer.

e. Once results have successfully transferred, you'll be prompted to press "OK."

f. Press "Finished – Turn off."

If cannot get a modem signal, you may modem the results from a nearby polling place.

At your own polling location:

a. Press Finished-Turn Off on your tabulator touch screen.

b. Wait for the power button to no longer be illuminated.

c. Grab the memory stick and pull it out of the tabulator.

d. Assign two poll workers to bring the memory stick to a nearby polling location.

At the nearby polling location:

a. Wait for this polling place to transmit their own results, shut down the tabulator, and remove their memory stick.

b. Insert your Election Day memory stick in the USB port labeled B.

c. Press and hold the Power button for 5 seconds to turn on the DS200.

d. Open the screen.

e. **No, you do not want to open the polls.** That would cause problems.

Continued on the next page…

Modem Troubleshooting (continued)

f. Press the Admin button on the upper right corner of the screen

g. Press "Log In" and enter the Administration Code. After entering this code, press Accept.

h. From the Admin menu press "Transmit Results." The modem will connect to the server.

i. Press "Begin Modem Process" to start the transfer.

j. Once results have been successfully transferred, you will be prompted to press "OK."

k. Press "Finished – Turn off."

l. Once the power button is no longer illuminated, remove the Election Data memory stick. Grab it and pull it up.

m. Bring the Election Day memory stick back to your own polling location. Put it in your Dane County elections security bag.

Where does it go?

☐ Put tabulator memory stick in the Dane County Elections security bag. Once sealed, put the Dane County Elections security bag in the absentee delivery bag.

☐ Put blue sticker seal from the tabulator on the front of the Dane County Clerk envelope.

☐ Put extension cord, if you used one, in the hardware box. Put the hardware box in the tabulator cart.

Closing Task K
Secure Election Memory Sticks
★★★★★★★★★★★★★★★★★★★★★

☐ Assemble these items:

  ○ Small red canvass Dane County Elections security bag from City Clerk tote

  ○ Small plastic two-pronged security seal from inside the security bag itself

☐ Put the election data memory stick from the tabulator in the red canvass security bag. **Don't seal the bag yet!**

☐ Get the memory stick from the poll worker packing up the ExpressVote. Put it in the security bag with the election data memory stick.

☐ Document the security seal number on the chain-of-custody card in the front window of the red security bag.

☐ Zip the red bag closed. Snap black plastic zipper handle in place, so it lies flat.

☐ Slide the two-pronged security seal into the black plastic zipper handle. If the seal breaks, there is a spare seal inside the security bag. Update the chain-of-custody card in the front window of the security bag.

☐ Write the seal number on the third page of the Inspectors' Statement.

☐ Put this security bag in the absentee ballot delivery bag. Your Chief Inspector will hand-deliver it to the City Clerks' Office.

Security bag zipper and seal

DANE COUNTY ELECTIONS

Where does it go?

☐ Put tabulator memory stick and ExpressVote memory stick in the Dane County Elections security bag. Once sealed, put the Dane County Elections security bag in the absentee delivery bag.

Assigned to: _____

Closing Task L
Check for Write-Ins
★★★★★★★★★★★★★★★★★★★★

Ask Chief Inspector if they have a write-in tally sheet in their binder.

The Clerk's Office gives you a write-in tally sheet when there are specific write-in candidates or offices to tally. You only tally write-in votes when:

- Voter writes in a registered write-in candidate.
- There are fewer candidates on the ballot for an office than there are vacancies to fill.
- A candidate for that office passed away before Election Day.

The tally sheets will include specific instructions for that election. Write-in tally sheets must be signed by three poll workers.

Remove voted ballots from the tabulator cart. As you straighten the ballots, separate any ballots with write-in votes. Put the ballots with no write-in votes in the ballot bag. Don't seal the bag yet!

If you have more than one ward and you have write-in tally sheets, divide up the ballots with write-ins by ward. Use tally marks to record write-in votes on the write-in tally sheets. Tally only the write-in votes. All other votes on the ballot have already been counted.

Voter Wrote In a Name but Did Not Mark Write-In Oval

In this case, the tabulator did not count a write-in vote, but that is okay. The act of writing in a name shows voter intent.

➢ If the voter filled in an oval for a candidate on the ballot and wrote in a name, the write-in supersedes the candidate on the ballot. This is not an over-vote. On both the City and the County results tapes, subtract a vote from the candidate whose oval was filled in. Note this on the Inspectors' Statement.

➢ If the write-in oval is not filled in, but voter wrote in the name of a candidate whose name is printed on the ballot for that office, adjust the City and County results tapes. Note this on the Inspectors' Statement. **Even when we do not have a write-in tally sheet, we keep an eye out for ballots where the voter wrote in the name of a candidate on the ballot for that office.**

Determine Voter Intent

- ✓ If the name of a registered write-in candidate is misspelled or abbreviated but you can determine voter intent, tally the vote.
- ✓ If the voter wrote only the first or last name of a registered write-in candidate but you can determine voter intent, tally the vote.
- ✓ If the voter wrote the name of a registered write-in candidate but did not fill in the write-in oval, tally the vote. Making the effort to write the name shows voter intent.
- ✓ If the voter put a sticker with the name of a registered write-in candidate by that office on the ballot, tally the vote.
- ✓ If the voter put a sticker with the name of a registered write-in candidate along margin of the ballot, tally the vote.
- ✓ If the voter fills in the oval for a candidate on the ballot, and also writes in the name of a registered write-in candidate, tally the vote for the write-in and adjust the tally tape to subtract the vote counted by the tabulator. Document this on the incident log.

What Does Not Get Tallied

- ✗ If a name is misspelled or abbreviated to the point that voter intent cannot be reasonably determined, do not tally the vote.
- ✗ If the instructions on the ballot are "vote for one," and the voter wrote in more than one name for a single office, do not tally the vote.
- ✗ If the voter wrote the name of a registered write-in candidate under an office for which the candidate has not registered, do not tally the vote.
- ✗ If the voter put a sticker with the name of a registered write-in candidate under an office for which the candidate has not registered, do not tally the vote.
- ✗ If the voter put a sticker with the name of a registered write-in candidate in the endorsement section of the ballot or on the back of the ballot, do not tally the vote.
- ✗ If a write-in sticker with the name of a registered write-in candidate is found in the ballot box and is not attached to any ballot, do not tally the vote.

Assigned to: _____

Make this one of the last things you do on election night.

Sign the Ballot Bags (This is easiest when bag is flat, before it is filled)

☐ Determine how many ballot bags you will need. You should use at least two ballot bags, one for voted ballots and one for blank, unissued ballots.

   ➔ You might not have enough bags to hold all the ballots for a large election. In this case, you do not need to put the unissued ballots into bags. Make sure they are locked in the tabulator cart, though, and not left out loose.

☐ The ballot bags need to be signed by the Chief Inspector and the poll worker who helps seal the ballot bag. If one of the officials at your polling place was appointed by the **Republican Party**, they need to help seal the ballot bag closed. After signing, indicate whether you are appointed by a political party to work at the polls:

   ➔ If you were <u>not</u> appointed by a political party, sign your name and mark the box "unaffiliated." The majority of election officials were appointed by the Mayor and are unaffiliated.

   ➔ If you were appointed by a political party, sign your name, check the affiliated box, and indicate the name of that political party.

Fill the Ballot Bags

☐ Put blank, unissued official ballots in their own ballot bag. Do not seal the bag yet. Do not include ExpressVote ballot cards. Put unissued ExpressVote ballot cards in the emergency bin of the tabulator cart. Make sure the flap is in the upright position. Close and lock the emergency bin door.

☐ Remove voted ballots from the tabulator and put them in the voted ballot bag. *Voted ballots and unissued ballots should <u>never</u> be put in the same bag.* **Do not seal the bag yet.**

☐ Put Discarded Ballot envelope in the voted ballot bag.

☐ Put Bad Ballot envelope in the voted ballot bag.

☐ Put issued voter slips in the voted ballot bag.

<mark>Document Serial Number</mark>

☐ Write the barcode numbers from the ballot bags on page three of the Inspectors' Statement. Do not include any ballot bags for unissued (blank) ballots.

☐ Consecutively number each bag X of N. This indicates how many bags of voted ballots you are sealing. For example, Bag 1 of 1 or Bag 1 of 2 and Bag 2 of 2. **The unissued (blank) ballots are not included in this numbering series.**
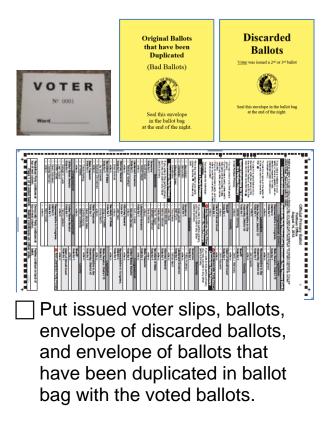
Seal the Ballot Bags

☐ The ballot bags must be sealed by both the Chief Inspector and at least one other poll worker. If one of the poll workers at your polling place was appointed by the Republican Party, they need to help seal the ballot bags. Remove the red film from the sticky blue tape. Fold over the top of the bag, and affix the tape to the bag.

Secure the Ballot Bag

☐ Put the sealed ballot bags <u>inside</u> the tabulator cart. **Do not** haul the ballot bags down to the Clerk's Office. Our ballots are more secure if they are not all in one location on election night.

Where does it go?

☐ Put issued voter slips, ballots, envelope of discarded ballots, and envelope of ballots that have been duplicated in ballot bag with the voted ballots.

☐ Put sealed ballot bags in the tabulator cart.

Closing Task N
Pack, Seal and Secure Tabulator Cart
★★★★★★★★★★★★★★★★★★
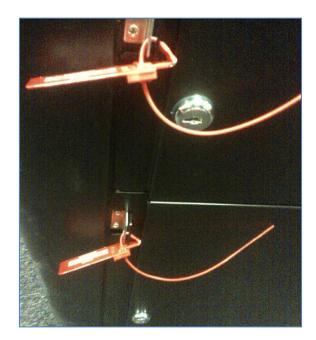
☐ Make sure **secrecy sleeves** are in tabulator cart.

☐ Make sure unissued **ExpressVote ballot cards** are in the emergency bin.

☐ Put extension cord, voter slip bin, and ballot marking pen bins in hardware box. This is a clear plastic box. Put hardware box in tabulator cart.

☐ Put the plastic **box of blank registration forms** in the tabulator cart.

☐ Put **clipboards** in the tabulator cart.

☐ Put the **A-L/M-Z tabletop sign** back in its white cardboard box. Put this in the tabulator cart.

☐ Make sure ballot bag serial numbers are written on the Inspectors' Statement. Make sure ballot bags are in the tabulator cart.

☐ Close and lock tabulator cart doors. Seal with zip tie seals (get zip tie seals from the poll worker who completed Print Tabulator Results – Task J). Insert the tail of the seal into the small hole in the star, on the side of the handle that says, "Enter." Tighten zip tie.

☐ Write tabulator door seal numbers on page 3 of the Inspectors' Statement. This will be right above the poll worker signatures.

☐ Using the ramp, wheel tabulator cart onto the red security cart. Once tabulator, voting booths, ExpressVote, signs, PPE (personal protective equipment), and bell call (if applicable) are packed into the security cart, lock the security cart closed.

What goes in the tabulator cart?

- ☐ Ballot bags
- ☐ Unissued ExpressVote ballot cards
- ☐ Secrecy sleeves
- ☐ Clipboards
- ☐ ExpressVote privacy screen
- ☐ Hardware box
    - ☐ Extension cords
    - ☐ Plastic bin for voter slips
    - ☐ Plastic bin for pens
    - ☐ Screen wipes
    - ☐ Caution tape (if any)
- ☐ Box of unused voter registration forms
- ☐ A-L, M-Z tabletop sign in white cardboard box

Closing Task O
iPad and Charger
★★★★★★★★★★★★★★★★★★★★★

Communicate with Clerk's Office

Use the Posts tab in Teams to let the Clerk's Office know when you are on your way downtown. This helps the Clerk's Office know when to let the stagehands go home.

If you still have absentees to process at 8 p.m. or are struggling to reconcile, note that in the Posts tab. The Clerk's Office wants to send extra help if needed!

Log Out of Teams

Before heading downtown:

1. Press on your initials in the upper left corner of the screen.
2. Press Settings.
3. Press Sign Out.
4. Answer, Sign Out.
5. Press the power button above the screen.

Put iPad and Charger in City Clerk Tote

Return the iPad to the Clerk's Office by putting it in the blue tote. Make sure the charger is in the tote, too.

What Goes Where as the Polls Close

Hardware Box

Place in tabulator cart

- ☐ Extension cords
- ☐ Pen containers
- ☐ Plastic containers for voter slips
- ☐ Screen wipes
- ☐ Caution Tape (if any)

These items are stored in our election equipment storage space. We do not have space for them in the City Clerk's Office. Please <u>do not</u> put the hardware box or its contents in the City Clerk tote.

What Goes Where as the Polls Close

Registration Box

Place in tabulator cart

☐ Registration forms—English language, blank

Registration boxes are stored in our election equipment storage space. We do not have space for them in the City Clerk's Office. Please <u>do not</u> put the registration box in the City Clerk tote.

What Goes Where as the Polls Close
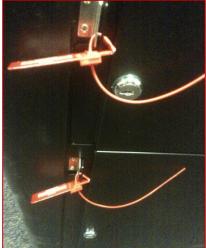
Tabulator Cart

- ☐ Ballot bags, signed and sealed
    - ☐ Ballots, voted
    - ☐ Discarded Ballots envelope
    - ☐ Original Ballots That Have Been Duplicated envelope
    - ☐ Voter slips, used
    - ☐ In a separate ballot bag: unvoted (blank) ballots
- ☐ Secrecy sleeves
- ☐ A-L/M-Z tabletop sign, in its white cardboard box
- ☐ Clipboards
- ☐ Unissued ExpressVote ballot cards, secured in the tabulator cart emergency bin
- ☐ ExpressVote privacy screen

Secrecy sleeves, clipboards, extension cords, plastic boxes of registration forms, and the A-L/M-Z tabletop signs are stored in our election equipment storage space. We do not have room for them in the City Clerk's Office. Please <u>do not</u> put these items in the City Clerk tote.

What Goes Where as the Polls Close

Red security cart

- ☐ Voting Booths
- ☐ Feather flag in its black canvas bag
- ☐ Signage kiosk in its blue canvas bag
- ☐ Curbside voting sign, emptied of water, in its blue box
- ☐ Vote Here flag standard
- ☐ Vote yard signs
- ☐ Bell call (if any)
- ☐ Tabletop sign for registration table
- ☐ Tabletop sign for poll book table
- ☐ Tabletop sign for ballot table
- ☐ Plastic tote of PPE supplies
- ☐ ExpressVote in its black canvas bag
- ☐ Tabulator, locked and sealed
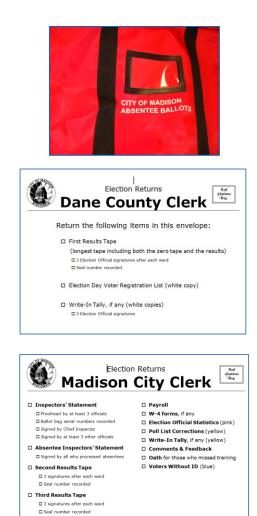
What Goes Where as the Polls Close

Red Absentee Delivery Bag

For delivery by the Chief Inspector to the City Clerk

Red security bag

- ☐ ExpressVote Memory Stick
- ☐ DS200 Election Data Memory Stick
- ☐ Two tamper-evident seals removed from tabulator cart when the polls opened.

Provisional ballot envelope

Use only if provisional ballots were cast.
- ☐ Provisional Ballot Reporting Form (lilac)
- ☐ Provisional ballots cast (if any)
- ☐ Registration forms for any provisional voters who registered to vote today

- ☐ **Poll Lists** (2 for each Ward)
  - ‣ *Last voter slip number recorded on certification page*
  - ‣ *Page number of last voter for that ward listed (or "new registration list" if applicable)*
  - ‣ *Number of absentees by ward, listed on certification page*
  - ‣ *Certification page signed by everyone who worked on poll book*

- ☐ **Rejected Absentee Ballots Envelope**
  - ‣ *Signed by 3 officials if any absentees were rejected*

- ☐ **Completed Registrations** folder (yellow)
  - ☐ Registrations, completed
    - ‣ *Clip Poll List for New Registration (yellow copy) to corresponding registration forms*
  - ☐ Registrations for electors who did not vote today (if any)
    - ‣ *Clip to outside of folder*

Continued on the next page…

☐ **Dane County Clerk envelope**
  ☐ Zero tape and First results tape (connected)
    ‣ *Signed by 3 officials after each ward*
  ☐ Poll List for New Registrations – white copy
  ☐ Write-In Tally Sheet (if any) – white copy

☐ **Madison City Clerk envelope**
☐ Election Observer Log (if used)
☐ Absentee Inspectors' Statement
☐ Inspectors' Statement
  ‣ *Incident log proofread by one or more poll workers, all red and blue lines completed*
  ‣ *Signed by Chief and the officials (at least 3) who proofread the Inspectors' Statement*
☐ Absentee Inspectors' Statement
  ‣ *Incident log proofread by one or more poll workers*
  ‣ *Signed by the officials who processed absentee ballots*

☐ Observer Log
☐ Write-In Tally Sheet (if any) – yellow copy
☐ Payroll Sheet
  ‣ *Poll workers enter starting and ending times, indicating a.m. and p.m.*
  ‣ *Signed by chief*
☐ Poll List Correction sheet (yellow)

☐ Second Results Tape (and third tape for school district elections)
  ‣ *Signed by 3 officials after each ward*
☐ Chain of Custody Certificate for Absentee Ballots (delivered with absentees)
  ‣ *Signed by Chief Inspector*
☐ Comment Sheet
☐ Election Official Statistics (pink)
☐ Voters Without ID tally sheet (blue)
☐ Voters Unable to Register tally sheet (salmon)

What Goes Where as Polls Close

Supply Kit
Put in City Clerk Tote

- ☐ Tabulator, ExpressVote, and security cart keys
- ☐ Pens
- ☐ Highlighters
- ☐ Magnifying sheet
- ☐ Signature guides
- ☐ Rubber fingertips
- ☐ Fingertip moistener
- ☐ Painters tape
- ☐ Letter openers
- ☐ Calculator
- ☐ Stapler
- ☐ Tape measure
- ☐ Scissors
- ☐ Staple remover
- ☐ Flashlight
- ☐ Post-It notes
- ☐ Paperclips
- ☐ Rubber bands
- ☐ Staples
- ☐ Stopwatch

What Goes Where as the Polls Close

City Clerk Tote

For Chief Inspector to deliver to City Clerk

☐ iPad and its charger

☐ Supply kit

☐ Unissued Election Official name badges

☐ Absentee Ballot Certificate envelopes
   signed by 3 officials

☐ Ballot bag(s), <u>unused</u>

☐ Election Day binders (2)
   yellow, black

☐ Greeter table accordion folder and its contents
   Look for color-coded stickers to match each folder with its contents.

☐ Poll list table accordion folder and its contents
   Look for color-coded stickers to match each folder with its contents.

☐ Provisional Ballot station accordion folder and its contents
   Look for color-coded stickers…

☐ Registration Table accordion folder and its contents
   Look for color-coded stickers…

☐ Signage accordion folder and its contents
   Look for color-coded stickers…

☐ Ballot Table accordion folder and its contents

☐ Voter slips, <u>unissued</u>

What Goes Where - Reference List

Use this list to help put things where they belong at end of the night. The "put it here" for some items on might not be the item's final destination. Suggestions for items to add, update clarify are welcome. Add those suggestions to the comments & feedback sheet. Thank you!

Item	Comments	Put It Here
-A-		
Absentee Ballot carrier envelopes		City Clerk tote
Absentee Ballot Certificate envelopes	Put in large envelope, signed by 3 officials.	City Clerk tote
Absentee binder	(black)	City Clerk tote
Absentee Inspectors' Statement	Signed and attached to Inspectors' Statement.	Red absentee delivery bag
Absentee log		City Clerk tote
Absentee tracking tools		City Clerk tote
A-L/M-Z tabletop sign	Put in white cardboard box	Tabulator cart
-B-		
Ballot bag(s)	See What Goes Where Checklist for contents list and special instructions.	Tabulator cart
Ballot bag(s), Unused		City Clerk tote
Ballot Table accordion folder		City Clerk tote
Ballots, unissued (blank) ExpressVote ballot cards		Emergency bin of tabulator cart
Ballots, unissued (blank) official ballots		Separate ballot bag from voted ballots, in tabulator cart
Ballots, unissued, single-initialed from the ballot table	Should not exist! No pre-initialing ballots. If these do exist, partially tear and put in Discarded Ballot Envelope.	
Ballots, voted	From tabulator cart. Includes all voted absentee ballots.	Ballot bag(s), in tabulator cart
Bell Call	Put receiver in bag attached to bell call stand.	Red security cart
Binders (2)	1 yellow, 1 black	City Clerk tote
Black binder		City Clerk tote
-C-		
Carrier envelopes for absentee ballots		City Clerk tote

Item	Comments	Put It Here
Chain of Custody Certificate for Absentee Ballots	From absentee delivery. Signed by Chief Inspector	City of Madison envelope
Charger for iPad		City Clerk tote
Chief Inspector binder		City Clerk tote
City of Madison envelope		Red absentee delivery bag
Clipboards		Tabulator cart
Curbside Voting Sign	Empty water. Put in blue box.	Red security cart

-D-

Dane County envelope		Red absentee delivery bag
Demographic Information		City of Madison envelope
Discarded Ballots envelope		Ballot bag(s)
Disinfecting wipes and spray		PPE tote

-E-

Election day binders (2)	1 yellow, 1 black	City Clerk tote
Election Data Memory Stick	From tabulator	Red security bag
Election Observer Log (if used)	Attach to Inspectors' Statement	City of Madison envelope
Election Official name badges	Unissued	City Clerk tote
ExpressVote		Red security cart
ExpressVote keys		Supply kit
ExpressVote Memory Stick		Red security bag
ExpressVote privacy screen		Tabulator cart
ExpressVote unissued ballot cards		Emergency bin of tabulator cart
Extension cords		Tabulator cart

-F-

Feather flag	Put in black canvas carrying case	Red security cart
First results tape	Signed by 3 officials after each ward	Dane County envelope
Flashcard books		City Clerk tote

-G-

Greeter table accordion folder and its contents	Look for color-coded stickers to match each folder with its contents.	City Clerk tote

Item	Comments	Put It Here
-H-		
Hand sanitizer	Make sure nozzle is closed	PPE tote
-I-		
Inspectors' Statement	Incident log proofread by one or more poll workers. All items are completed, including ballot bag serial numbers. Signed by 3 officials.	City of Madison envelope
iPad and its charger	Log out of Teams.	City Clerk tote
-M-		
Manilla envelopes from absentee ballot delivery		City Clerk tote
Memory Stick from tabulator		Red security bag
-O-		
Observer Guides		City Clerk tote
Original Ballots That Have Been Duplicated envelope		Ballot bag(s)
-P-		
Paper towels		PPE tote
Payroll Sheet	Poll workers enter starting and ending times, indicating a.m. and p.m. Signed by chief inspector.	City of Madison envelope
Pen containers		Hardware box
Poll List Correction Sheet		City of Madison envelope
Poll List for New Registration/Change of Address – white copy		Dane County envelope
Poll List for New Registration/Change of Address – yellow copy	Corresponding voter registration forms paper clipped to poll list.	Yellow accordion folder, in red absentee delivery bag
Poll list table accordion folder (green) and its contents	Look for color-coded stickers to match each folder with its contents.	City Clerk tote

Item	Comments	Put It Here
Poll Lists (2 for each Ward)	Last voter slip number for ward recorded on certification page. Page number (or "new registration list") of last voter listed. Number of absentees listed on certification page. Certification page signed by all officials who worked on poll book.	Red absentee delivery bag
PPE tote		Red security cart
Privacy screen for ExpressVote		Tabulator cart
Provisional ballot envelope (if used)	Signed by 3 election officials.	Red absentee delivery bag
Provisional Ballot Reporting Form (if used)	Only if provisional ballots were actually cast. Paperclip to provisional ballot envelope.	Red absentee delivery bag
Provisional Ballot Table accordion folder (blue) and its contents	Look for color-coded stickers to match each folder with its contents.	City Clerk tote
Provisional ballots cast (if any)	Each sealed in provisional certificate envelope signed by voter and poll worker.	Provisional ballot envelope

-R-

Item	Comments	Put It Here
Red security bag	See closing Task List K.	Red absentee delivery bag, or results couriers (if unable to modem)
Red security cart	Lock closed.	Leave at the polling location. Clerk's Office will pick it up later.
Registration forms, English language, blank		Registration box, returned to tabulator cart
Registration forms, Spanish and Hmong language, blank		Registration table folder
Registration Table accordion folder and its contents	Look for color-coded stickers to match each folder with its contents.	City Clerk tote
Registrations accordion folder	(yellow)	Red absentee delivery bag
Registrations, completed	Clip Poll List for New Registration/Change of Address (yellow copy) to the corresponding registration forms. Do not seal with ballots!	Completed Registrations accordion folder (yellow), which will go in red absentee delivery bag

Item	Comments	Put It Here
Registrations, completed for electors who registered but did not vote today (if any)	Clip to the outside of the folder with a note, "registered but did not vote."	Completed Registrations accordion folder (yellow)
Rejected Absentee Ballots envelope (if used)	Signed by 3 officials.	Red absentee delivery bag
Resource binder	(red)	City Clerk tote

-S-

Item	Comments	Put It Here
Screen cleaning wipes		PPE tote
Seal from absentee delivery bag		Red security bag
Seals from tabulator cart doors		Red security bag
Second and third ballot issued form (if used)	Transfer information to poll book	Tuck in back of poll book
Second Results Tape	Signed by 3 officials after each ward.	City of Madison envelope
Secrecy sleeves		Tabulator cart
Signage accordion folder and its contents	Look for color-coded stickers to match each folder with its contents.	City Clerk tote
Signage kiosk	Fold and zip in blue carrying case. **Do not dismantle!**	Red security cart
Sticker seal (now void) from top of tabulator		Front of Dane County envelope
Stickers	I Voted, Every Vote Matters, Future Voter, Vote Mindfully	Sticker bin in City Clerk tote
Supply kit		City Clerk tote

-T-

Item	Comments	Put It Here
Tabletop signs		Red security cart
Tabulator		Red security cart
Tabulator and ExpressVote keys		Supply kit
Thumb drives from tabulator and ExpressVote		Red security bag

-U-

Item	Comments	Put It Here
USB Sticks from tabulator and ExpressVote		Red security bag

Item	Comments	Put It Here
-V-		
Vote Here flag standard		Red security cart
Vote yard signs		Red security cart
Voter slip containers		Hardware box
Voter slip numbers, unused		City Clerk tote
Voter slip numbers, used		Ballot bag(s)
-Y-		
Yellow binder		City Clerk tote