**2025 Spring Election**

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Submit questions during live webinar using Q&A icon at bottom of screen



Submit questions during replay of webinar by sending an e-mail to clerk@cityofmadison.com

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# Our Goal

Our goal is that each eligible voter will be able to cast a ballot and have that ballot counted.

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# April Ballot

✓ School district – specific

✓ Initial on back

✓ Both officials initial ballot in front of voter
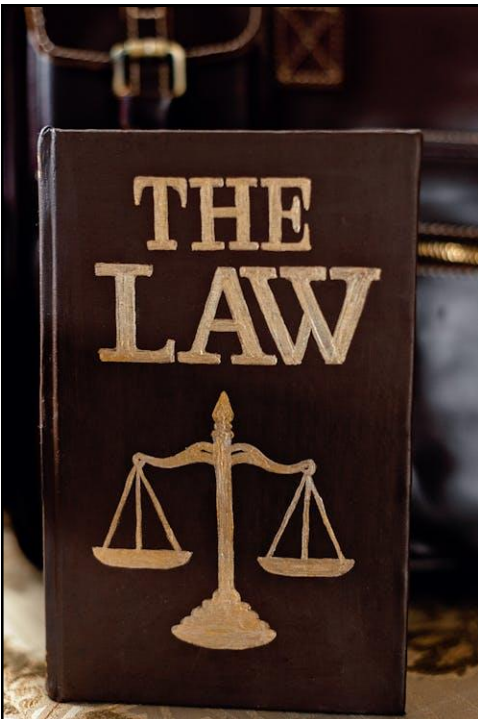
✓ No pre-initialing ballots

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## Suspended Campaigns

- ✓ Qualified candidates cannot "withdraw" from a ballot in WI
- ✓ We cannot answer questions about who has "withdrawn" from a race
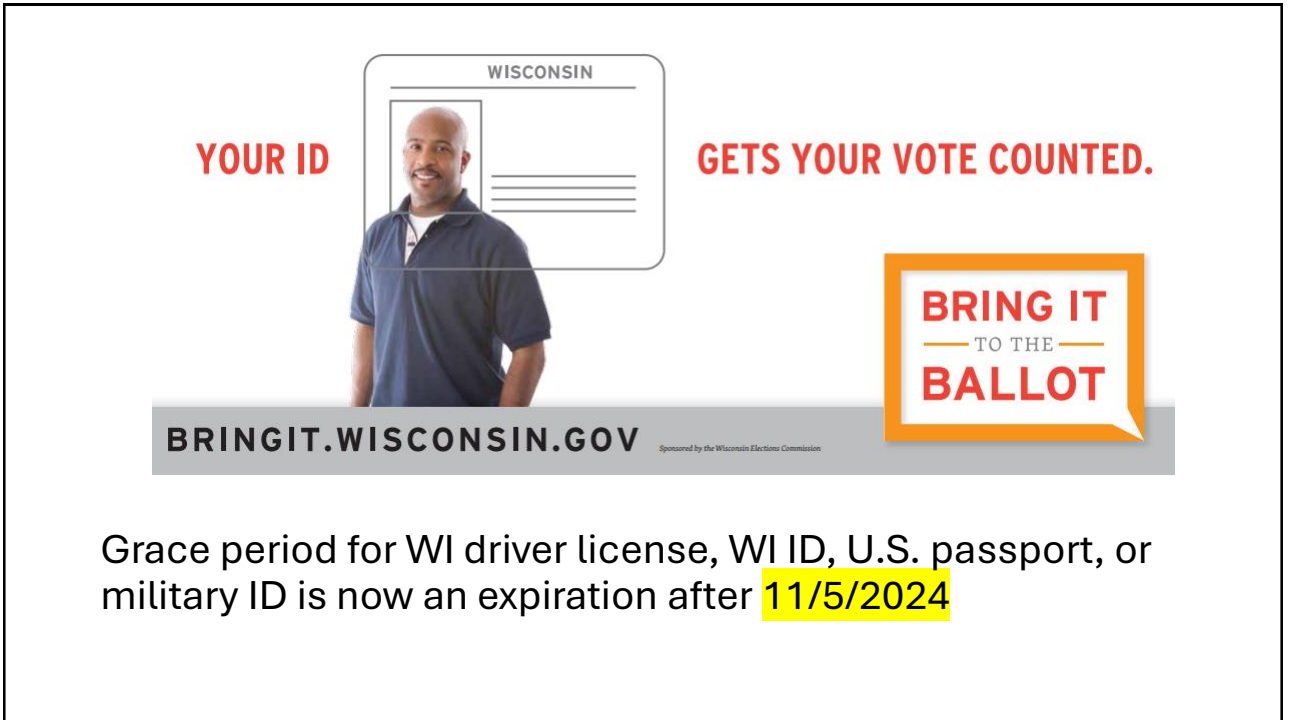- ✓ Votes for "withdrawn" candidates do count

## Wis. Stat. 8.35(1)

"Any person who files nomination papers and qualifies to appear on the ballot may not decline nomination. The name of that person shall appear upon the ballot except in case of death of the person."
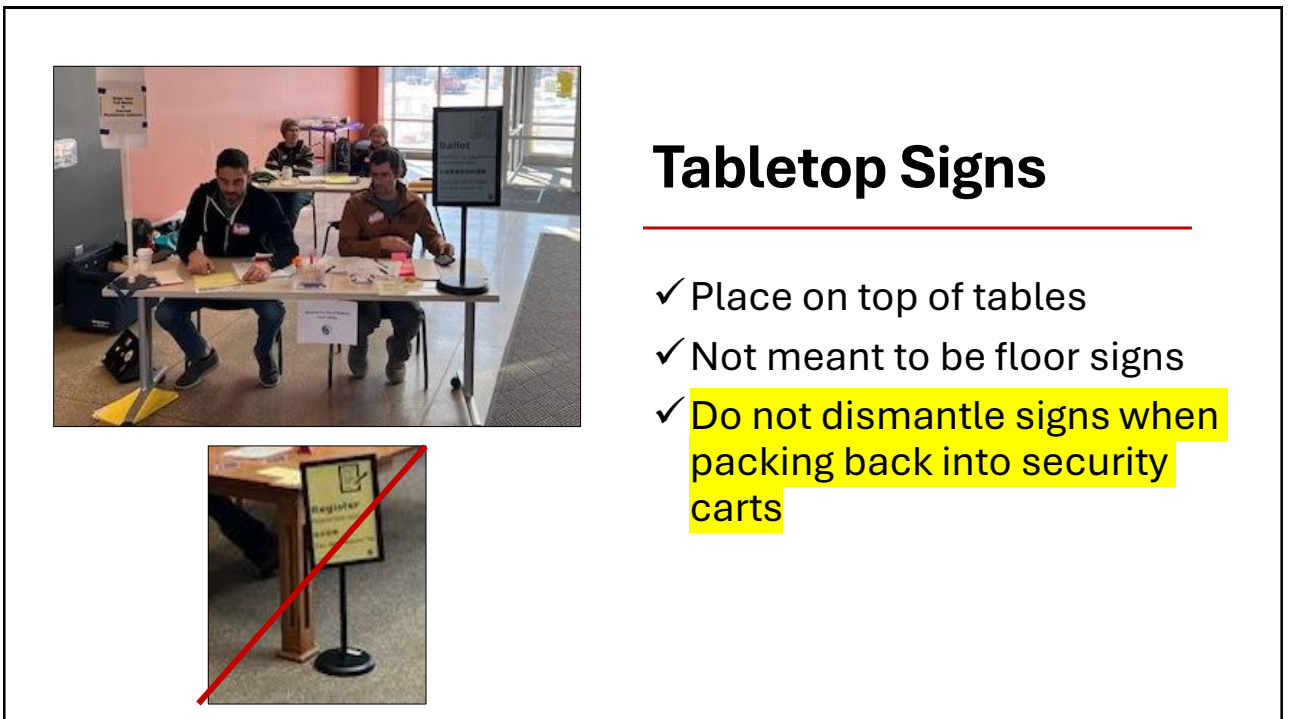
Grace period for WI driver license, WI ID, U.S. passport, or military ID is now an expiration after 11/5/2024

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## Tabletop Signs

✓ Place on top of tables
✓ Not meant to be floor signs
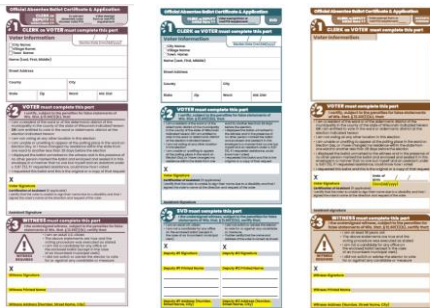✓ Do not dismantle signs when packing back into security carts

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# Poll Books

- ✓ Might be printed after in-person absentee voting ends
- ✓ Pay attention to watermarks on poll books
- ✓ ==If poll book says Absentee Returned, there should be a voter slip number assigned by close of polls==
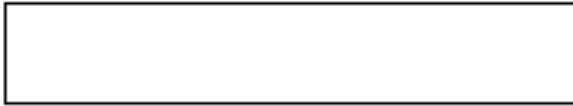  - ➢ If no voter slip assigned when reconciling at end of night, check for rejected absentee

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# Absentee Watermarks

- ✓ Ask if returned absentee
- ✓ Write answer in margin of poll book (yes/no)
- ✓ If poll book says Absentee Returned and they answer no, check for absentee certificate and turn to challenge process

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# Have You Moved?



HAVE YOU MOVED?

- ✓ Ask if voter has moved
- ✓ If address on poll book is outdated, send to registration table

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# Overseas

OVERSEAS



- ✓ Ask if still an overseas voter
  - ➤ Live in another country with no intent to return to live here
  - ➤ Vote for federal offices from last U.S. address
- ✓ If no longer an overseas voter, need to register with proof of address

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# Absentee Seal Log



Wards 5, 6
Elvehjem Elementary

- ✓ Courier will deliver with absentees
- ✓ Use as a checklist
- ✓ <mark>Check off every carrier envelope seal as you verify that those absentees were processed</mark>

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# Carrier Envelopes



- ✓ Indicate time opened
- ✓ Two officials initial
- ✓ Double-check that contents have been processed
- ✓ Two officials initial

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## Slide 15

**Absentee Bundle #_____  ⊙ Time started _____**
☐ Write carrier envelope seal number on Inspectors' Statement
☐ Check off carrier envelope seal log, once delivered
☐ Set aside any Federal Write-In Absentee envelopes (FWABs) to process at end of night.

Number of envelopes in bundle _____ (count twice)

Check certificates for
☐ Correct ward _____
☐ Voter signature
☐ Witness signature
☐ Witness address (enough information for clerk to know where to communicate with this person)
☐ Seal not tampered
☐ Name not on ineligible list

Number of envelopes set aside for rejection_____

☐ Check envelopes into poll book. Keep in voter slip order.

After processing ballots, verify:
☐ All envelopes have a voter slip number
☐ Envelopes are in voter slip order
☐ Put envelopes in large white Used Certificate envelope
☐ Number of empty envelopes in this bundle _____
☐ Add to green bundle tally sheet

⊙ Time completed _____
Put this checklist in corresponding large white Used Certificate envelope.

# Absentee Bundles

✓ Treat all envelopes in an absentee carrier envelope as a bundle

✓ Create a separate bundle for hand-delivered absentees (one hand-delivered bundle per ward at polling place)

✓ Add a highlighter stripe to hand-delivered certificate envelopes

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## Slide 16

**Absentee Bundle #_____  ⊙ Time started _____**

☐ Write carrier envelope seal number on Inspectors' Statement

☐ Check off carrier envelope seal log, once delivered

☐ Set aside any Federal Write-In Absentee envelopes (FWABs) to process at end of night.

Number of envelopes in bundle _____ (count twice)

Check certificates for

☐ Correct ward _____

☐ Voter signature

☐ Witness signature

☐ Witness address (enough information for clerk to know where to communicate with this person)

☐ Seal not tampered

☐ Name not on ineligible list

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Number of envelopes set aside for rejection_____

☐ Check envelopes into poll book. Keep in voter slip order.

After processing ballots, verify:

☐ All envelopes have a voter slip number

☐ Envelopes are in voter slip order

☐ Put envelopes in large white Used Certificate envelope

☐ Number of empty envelopes in this bundle _____

☐ Add to green bundle tally sheet

🕐 Time completed _____

Put this checklist in corresponding large white Used Certificate envelope.

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# Absentee Bundles

✓ Each bundle will end up in a separate large white Used Certificate envelope

✓ Fold empty absentee carrier envelope in half and put inside Used Certificate envelope
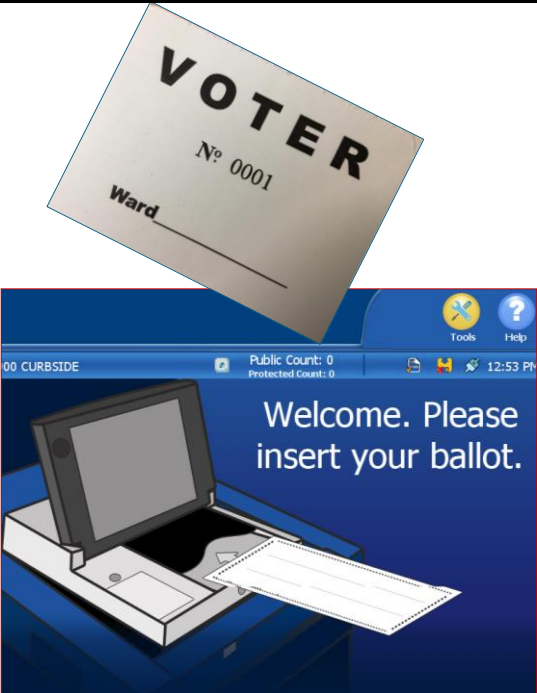
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## Absentee Totals

✓ Clerk's Office will give Chief Inspectors the number of absentees we know to be returned

✓ On Inspectors' Statement, reconcile number of absentees returned to number of absentees counted and rejected

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**?**

**Questions**

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# Reconciling Numbers

Chief Inspector may ask everyone to pause a moment every hour as they reconcile:

- ✓ Public count on tabulator
  - ➤ Voters in line for tabulator
  - ➤ Voters with ballots in booths
  - ➤ Absentees in process
  - ➤ Absentees needing to be remade
- ✓ Last voter slip at ballot table
  - ➤ Voters in line for ballot table
  - ➤ Voter slips assigned but still at poll book
- ✓ Next voter slip number

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# More Voters than Ballots

- ✓ Is emergency bin empty?
- ✓ Are all certificate envelopes empty?
- ✓ Was a rejected absentee assigned a voter slip number?
- ✓ Was a provisional voter assigned a voter slip number?
- ✓ Are there any absentees waiting to be remade?
- ✓ Did two voter slips stick together?
- ✓ Did someone leave without voting?

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## More Ballots than Voters

- ✓ Were all emptied absentee envelopes assigned a voter slip number?
- ✓ Were all registration forms assigned a voter slip number?
- ✓ Were two voters assigned the same voter slip?
- ✓ If you have more than one ward, was someone given the wrong ballot?

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## Numbers Still Off

- ✓ Count number of voters accounted for in poll book and new registration poll list
- ✓ Count number of ballots

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## Cannot Reconcile?

- ✓ Call the Clerk's Office
- ✓ If we have more ballots counted than voters accounted for, we need to resolve the discrepancy or draw down
- ✓ Clerk's Office will send someone to help

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## Draw Down – Last Resort

1. Identify ballots missing initials
   a) Reconciled?
2. Separate absentee ballots from Election Day ballots.
   a) Draw down from whichever type is not reconciled.

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# Closing the Polls

Everyone checks that all ballots have been counted
- ✓ Look around you
- ✓ Check emergency bin
- ✓ Make sure every absentee carrier envelope is empty
- ✓ Make sure every courier bag is empty
- ✓ Check. Double check. Triple check.

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# Inspectors' Statement

- ✓ Number of absentees counted
- ✓ Number of absentees rejected
- ✓ Number of provisional ballots
- ✓ Check. Double check. Triple check.

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# Packing Security Carts

- ✓ Security cart will have a picture of how cart should be packed
- ✓ ==ExpressVote goes on shelf==
- ✓ Never pile voting booths on top of ExpressVote

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# Voting Booths

- ✓ ==All parts fit back inside booth==
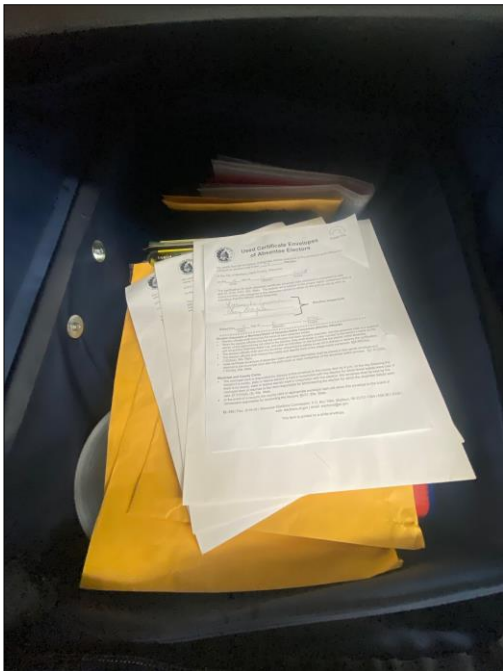- ✓ Never stack voting booths on top of ExpressVote in security cart

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## Packing Blue Tote



✓ One poll worker will make sure everything is packed with care
✓ Pack supply tote so Clerk's Office can efficiently double-check that all absentees were processed

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## Packing Blue Tote



✓ Binders upright
✓ iPad upright
✓ Accordion folders upright
✓ Supply kit sitting flat on bottom of tote, holding folders and binders in place
✓ Tub of I Voted stickers, unissued voter slips, first aid kit on top of supply kit
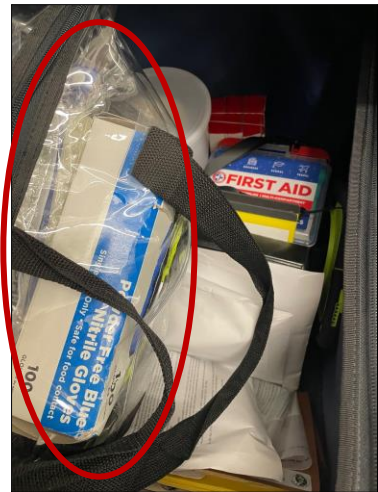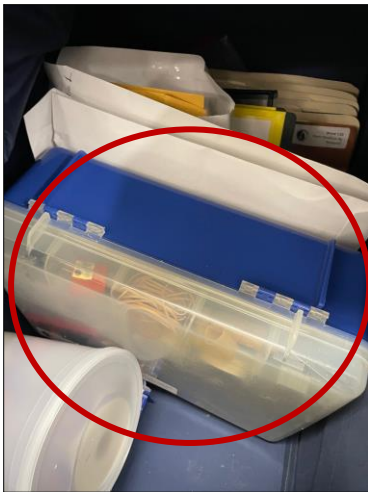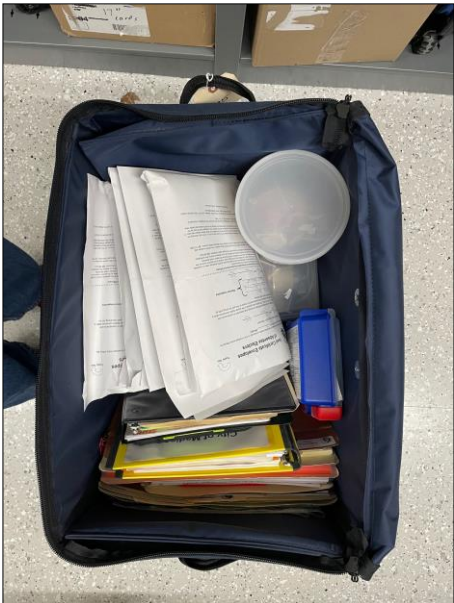✓ Used Certificate Envelopes placed on top

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## Pro Tip



- ✓ Accordion folders and supply kit are about as wide as the tote is deep
- ✓ Fill the tote from side to side
- ✓ Nothing should be hiding beneath the supply kit, binders, or accordion folders
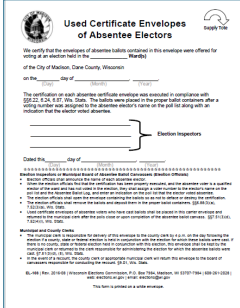
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## Avoid Packing Tote Like This



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## Best Packed Totes in February
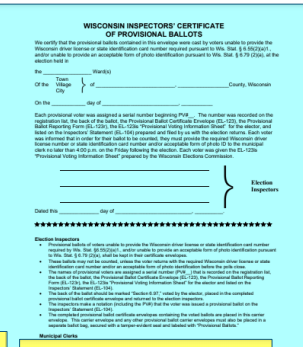
- ✓ Ward 23
- ✓ Ward 41
- ✓ Ward 53
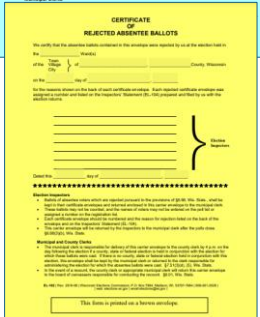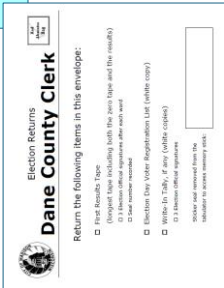- ✓ Ward 115
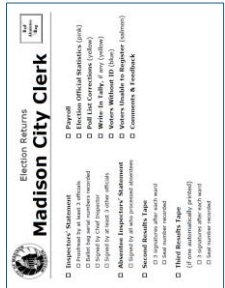
THANK you!

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# Closing the Polls

- ✓ All envelopes placed on a table for Chief Inspector to review
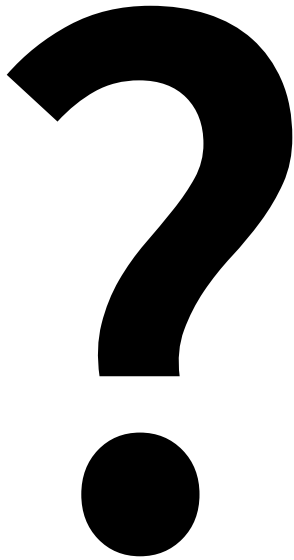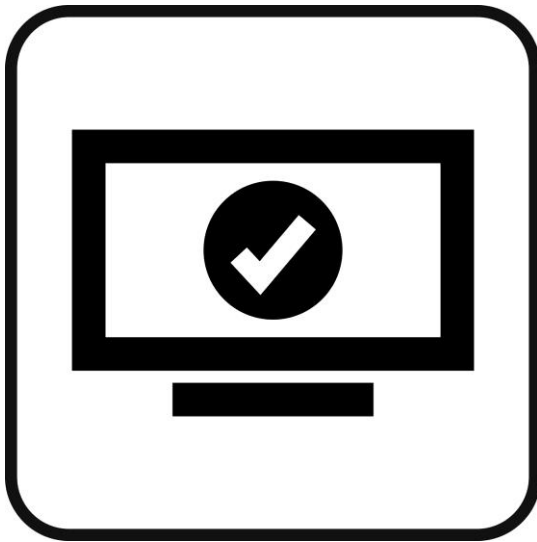
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# Questions

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# Record Your Training

- ✓ Assignment e-mail will show how to complete training requirement

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# Thank you!

Scheduling:
*MadisonVotes@cityofmadison.com*

Training Questions:
*Clerk@cityofmadison.com*

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