



1



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

2



Our Goal

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

3

April Ballot

- ✓ School district – specific
- ✓ Initial on back
- ✓ Both officials initial ballot in front of voter
- ✓ No pre-initialing ballots

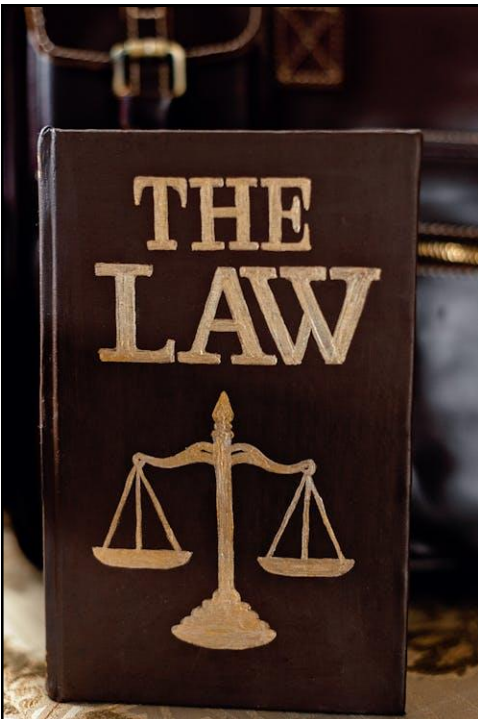
4



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- ✓ We cannot answer questions about who has “withdrawn” from a race
- ✓ Votes for “withdrawn” candidates do count

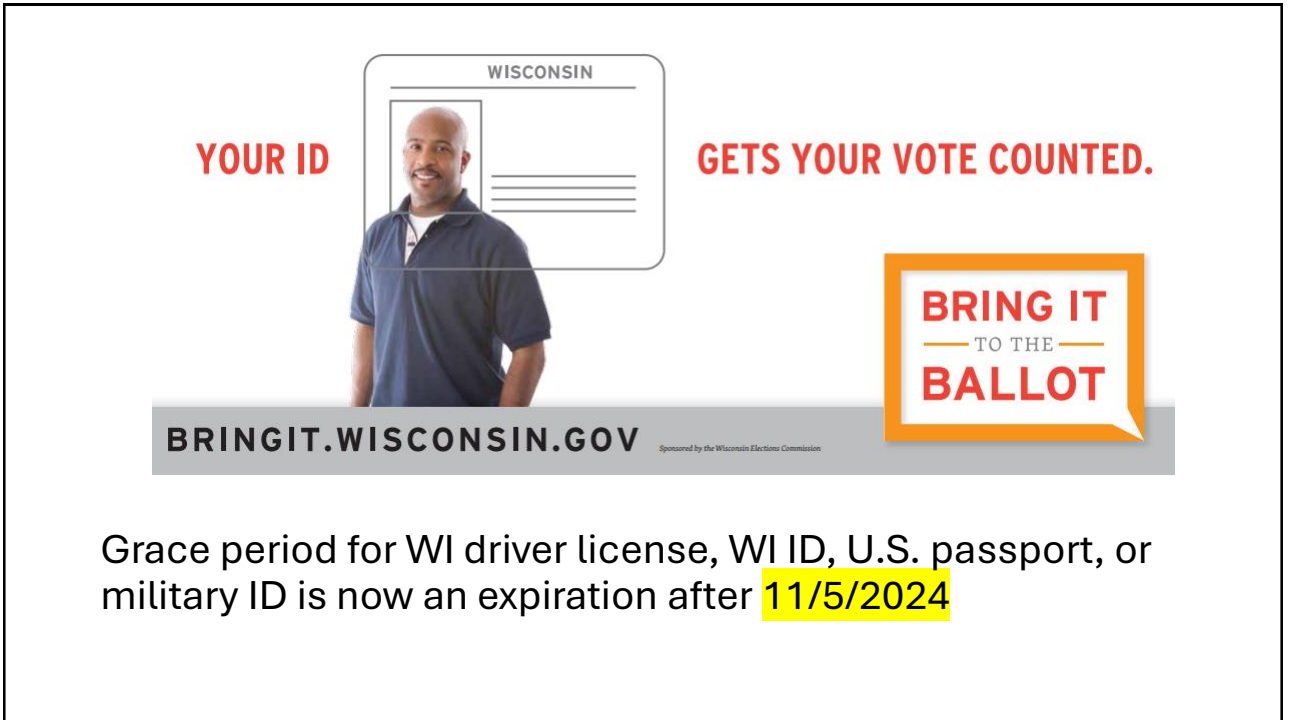
5



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.”

6



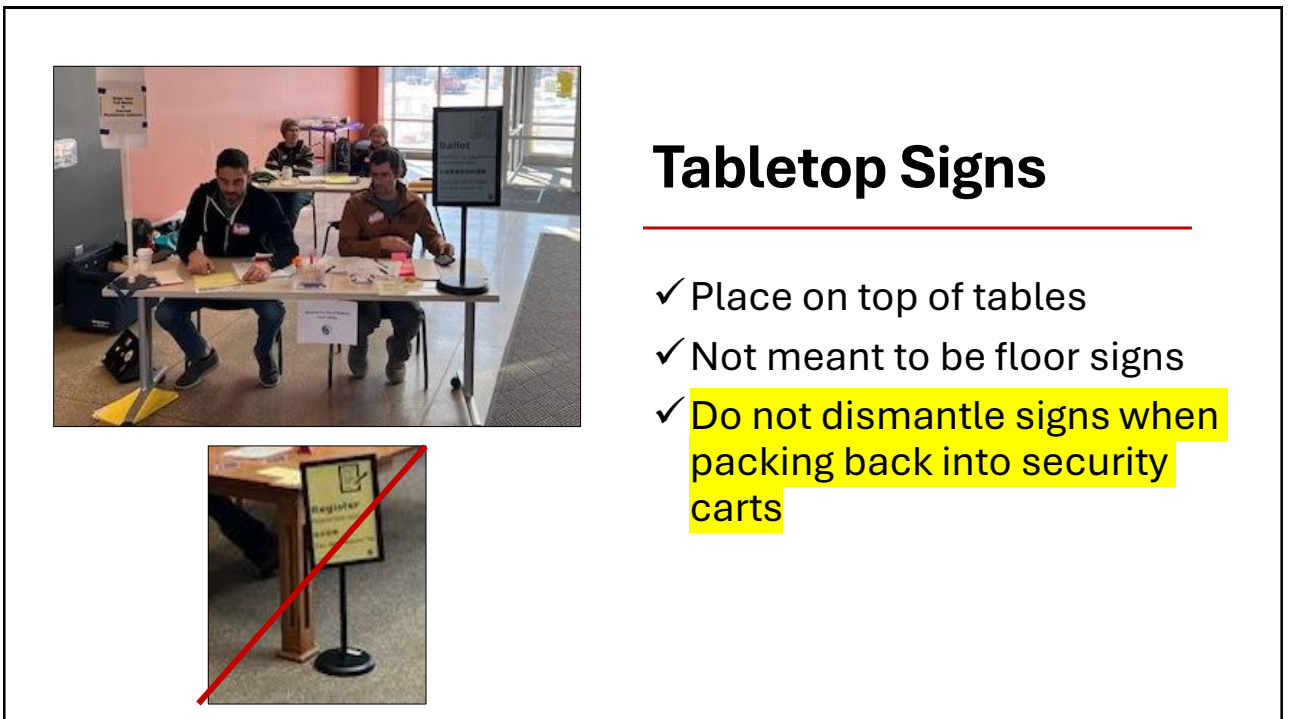
YOUR ID GETS YOUR VOTE COUNTED.

BRING IT TO THE BALLOT

BRINGIT.WISCONSIN.GOV
Sponsored by the Wisconsin Elections Commission

Grace period for WI driver license, WI ID, U.S. passport, or military ID is now an expiration after **11/5/2024**

7



Tabletop Signs

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


8

Election: 2025 Spring Primary - 18 Feb 2025
District: Ward 3

CITY OF MADISON - DANE COUNTY City of Madison Fire Station 14

Certification of Administrator

I certify that the attached list contains all the names and complete registration list of the municipality or the ward or the wards for which the list is prepared.

Meagan Wolfe

Wisconsin Elections Commission Administrator

Certification

We certify that the attached list contains all the names of persons voting at the election held on, February 18th, 2025, and that it contains all the information about the electors required by law. We further certify that this list is true, correct and complete.

Total Number of Voters Printed on the Poll List: 1334

List Voter Number: _____
Page Number of Last Voter: _____
Number of Absentee Electors: _____

Election Inspector signatures:

1. _____ Chief Inspector
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____ Election Inspectors

The information on this form is required by ss. 6.75(1m)(4)(b), 6.281(4a)(2)(g), 6.883(3)(a), Stats.
EL-107 (WI/Vote 2016)

Printed 2/4/2025 11:00:40 AM Page 1 of 146
2025 Spring Primary - 18 Feb 2025

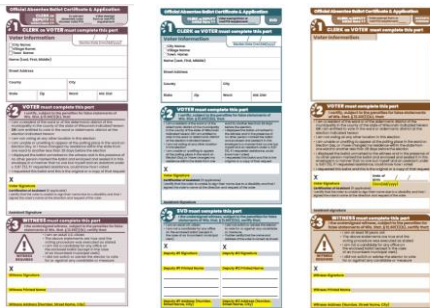
Poll Books

- ✓ 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

9



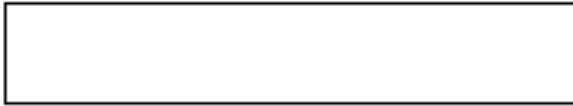
ABSENTEE RETURNED



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

10



HAVE YOU MOVED?



Have You Moved?

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

11

OVERSEAS

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

12

Absentee Seal Log

Scanned

Spring Primary
February 18, 2025
Absentee Carrier Envelope Seal Number Log



**Wards 5, 6
Elvehjem Elementary**

Seal Number	Date Sealed	Initials	Opened at Polls
030605	2/7/25	DS	<input checked="" type="checkbox"/>
030706	2/11/25	MAS	<input checked="" type="checkbox"/>
028636	2/18/25	web	<input checked="" type="checkbox"/>
028637	2/18/25	web	<input checked="" type="checkbox"/>
			<input type="checkbox"/>

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

13

Absentee Ballots

To: Election Officials

From: Madison City Clerk's Office

This sealed envelope contains the ballot of an absent elector and must be opened in the same room where votes are being cast at the polls during polling hours on Election Day or, in municipalities where absentee ballots are canvassed under §7.52, Stats., at a meeting of the municipal board of absentee ballot canvassers under §7.52, Stats.

Time opened _____
Initials of two officials _____

Double-checked that all absentees from this carrier envelope have been processed.
Initials of two officials _____

Carrier Envelopes

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

14

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

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

16

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.



**Used Certificate Envelopes
of Absentee Electors**



We certify that the envelopes of absentee ballots contained in this envelope were offered for voting at an election held in the _____ Ward(s)
of the City of Madison, Dane County, Wisconsin
on the _____ day of _____ (Month) _____ (Year)

The certification on each absentee certificate envelope was executed in compliance with §§6.22, 6.24, 6.07, Wis. Stats. The ballots were placed in the proper ballot containers after a voting number was assigned to the absentee elector's name on the poll list along with an indication that the elector voted absentee.

_____ } Election Inspectors

Dated this _____ day of _____ (Month) _____ (Year)

- *****
Election Inspectors or Municipal Board of Absentee Ballot Canvassers (Election Officials)
- Election officials shall announce the name of each absentee elector.
 - When the election officials find that the certification has been properly executed, and the absentee voter is a qualified elector of the ward and has not voted in the election, they shall assign a voter number to the elector's name on the poll list and the Absentee Ballot Log, and enter an indication on the poll list that the elector voted absentee.
 - The election officials shall open the envelope containing the ballots so as not to deface or destroy the certification.
 - The election officials shall remove the ballots and deposit them in the proper ballot containers. §§6.08(3)(a), 7.52(3)(a), Wis. Stats.
 - Used certificate envelopes of absentee voters who have cast ballots shall be placed in this carrier envelope and returned to the municipal clerk after the polls close or upon completion of the absentee ballot canvass. §§7.51(3)(d), 7.52(4)(i), Wis. Stats.
- Municipal and County Clerks**
- The municipal clerk is responsible for delivery of this envelope to the county clerk by 4 p.m. on the day following the election if a county, state or federal election is held in conjunction with the election for which these ballots were cast. If there is no county, state or federal election held in conjunction with this election, this envelope shall be sent to the municipal clerk or returned to the clerk responsible for administering the election for which the absentee ballots were cast. §§7.51(3)(c), (5), Wis. Stats.
 - In the event of a recount, the county clerk or appropriate municipal clerk will return this envelope to the board of canvassers responsible for conducting the recount. §§9.01, Wis. Stats.

EL-188 | Rev. 2016-08 | Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 | 608-261-2028 | web: elections.wi.gov | email: elections@jel.gov

This form is printed on a white envelope.

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



Absentee Totals

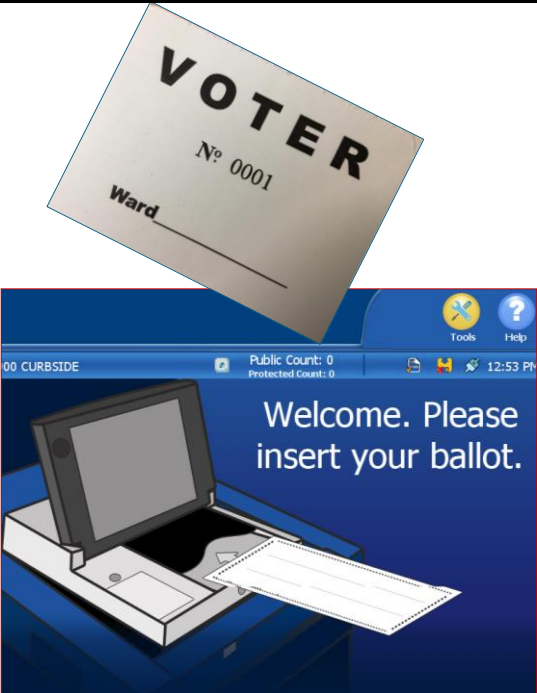
- ✓ Clerk's Office will give Chief Inspectors the number of absentees we know to be returned
- ✓ On Inspectors' Statement, reconcile number of absentees returned to number of absentees counted and rejected

19



Questions

20




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

21



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?

22

Poll Book - Tabulator Reconciliation Sheets									
1	51	101	151	201	251	301	351	401	451
2	52	102	152	202	252	302	352	402	452
3	53	103	153	203	253	303	353	403	453
4	54	104	154	204	254	304	354	404	454
5	55	105	155	205	255	305	355	405	455
6	56	106	156	206	256	306	356	406	456
7	57	107	157	207	257	307	357	407	457
8	58	108	158	208	258	308	358	408	458
9	59	109	159	209	259	309	359	409	459
10	60	110	160	210	260	310	360	410	460
11	61	111	161	211	261	311	361	411	461
12	62	112	162	212	262	312	362	412	462
13	63	113	163	213	263	313	363	413	463
14	64	114	164	214	264	314	364	414	464
15	65	115	165	215	265	315	365	415	465
16	66	116	166	216	266	316	366	416	466
17	67	117	167	217	267	317	367	417	467
18	68	118	168	218	268	318	368	418	468
19	69	119	169	219	269	319	369	419	469
20	70	120	170	220	270	320	370	420	470
21	71	121	171	221	271	321	371	421	471
22	72	122	172	222	272	322	372	422	472
23	73	123	173	223	273	323	373	423	473
24	74	124	174	224	274	324	374	424	474
25	75	125	175	225	275	325	375	425	475
26	76	126	176	226	276	326	376	426	476
27	77	127	177	227	277	327	377	427	477
28	78	128	178	228	278	328	378	428	478
29	79	129	179	229	279	329	379	429	479
30	80	130	180	230	280	330	380	430	480
31	81	131	181	231	281	331	381	431	481
32	82	132	182	232	282	332	382	432	482
33	83	133	183	233	283	333	383	433	483
34	84	134	184	234	284	334	384	434	484
35	85	135	185	235	285	335	385	435	485
36	86	136	186	236	286	336	386	436	486
37	87	137	187	237	287	337	387	437	487
38	88	138	188	238	288	338	388	438	488
39	89	139	189	239	289	339	389	439	489
40	90	140	190	240	290	340	390	440	490
41	91	141	191	241	291	341	391	441	491
42	92	142	192	242	292	342	392	442	492
43	93	143	193	243	293	343	393	443	493
44	94	144	194	244	294	344	394	444	494
45	95	145	195	245	295	345	395	445	495
46	96	146	196	246	296	346	396	446	496
47	97	147	197	247	297	347	397	447	497
48	98	148	198	248	298	348	398	448	498
49	99	149	199	249	299	349	399	449	499
50	100	150	200	250	300	350	400	450	500

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?

23



Numbers Still Off

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

24

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

25

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.

26

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.**

27

Inspectors' Statement

Voter Statistics — completed by Election Inspectors, verified by Chief Inspector

Total number of voters.
Do not include Provisional voters.

Number of last voter slip given out.
Ward 31 298

Equals number of ballots counted? Yes No

Number optical scan ballots counted by tabulator
"Total Ballots" number on results tape.
Ward 31 208

Equals number of voter slips issued? Yes No

Ballots hand counted, if applicable N/A

More voter slips issued than ballots counted.
Number of excess slips given: _____ See incident # _____

More ballots counted than voter slips issued.
Number of excess ballots: _____ See incident # _____

Number of Provisional ballots
Ward 31 0

Number who left without voting rather than vote provisionally _____

Number of Election Day Registrations 2

Number unable to register, lacking acceptable proof of address 0

Number of absentee ballots counted: Ward 31 52

Number of Rejected (not counted) Absentees: Ward 31 0

Do the numbers above make sense?
As of last Friday, Ward 31 had 78 absentee issued and 24 returned.

Clerk's Office Use: Election Night Check-In Time 9pm Clerk Initials BAW

Number of Voters = Number of Ballots, Ready for Canvass.

Voters ≠ Ballots, see incident _____ for explanation at Board of Canvassers.

Absentees counted 252 absentee returned via Clerk's Office.

City Env County Env Rejected Poll Books Registrations Payroll

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

28



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

29



Voting Booths

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

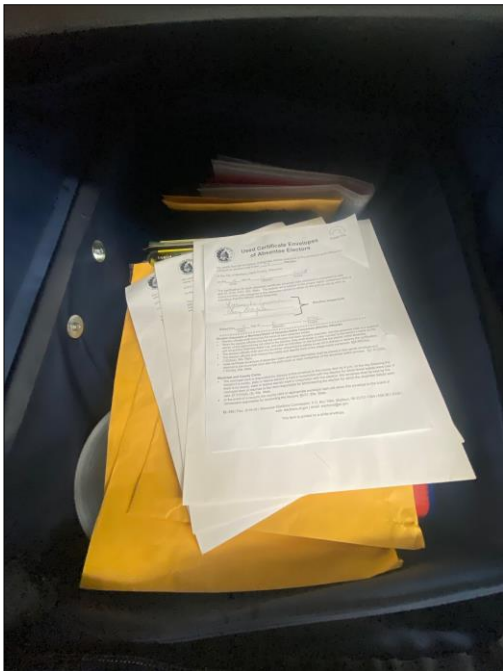
30



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

31



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

32

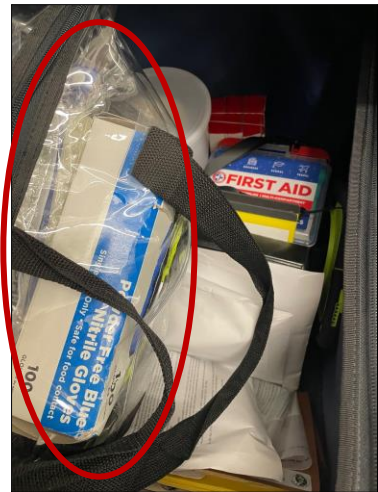
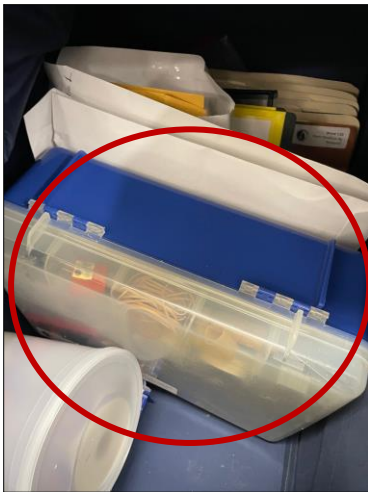


Pro Tip

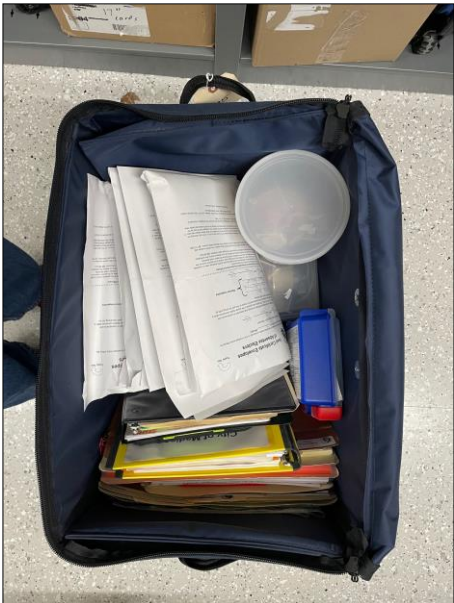
- ✓ Accordion folders and supply kit are about as wide as the tote is deep
- ✓ Fill the tote from side to side
- ✓ Nothing should be hiding beneath the supply kit, binders, or accordion folders

33

Avoid Packing Tote Like This




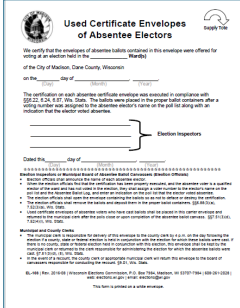
34



Best Packed Totes in February

- ✓ Ward 23
- ✓ Ward 41
- ✓ Ward 53
- ✓ Ward 115





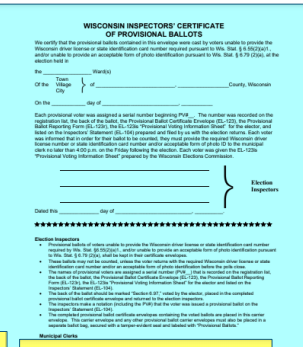
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The Election Official
From: Madison City Clerk's Office

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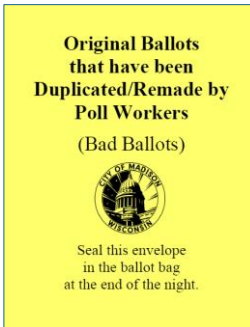
Time opened
 Initials of two officials _____

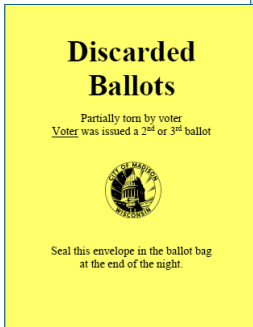
Double-checked that all absentees from this carrier envelope have been processed.
 Initials of two officials _____

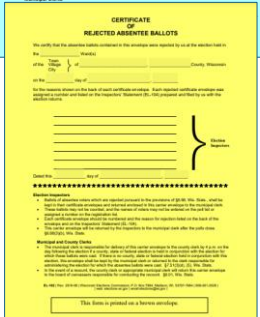


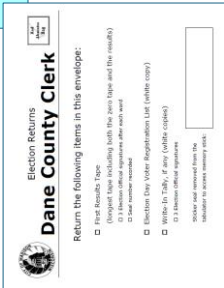
Closing the Polls

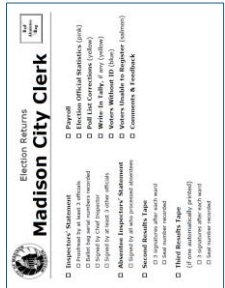
✓ All envelopes placed on a table for Chief Inspector to review





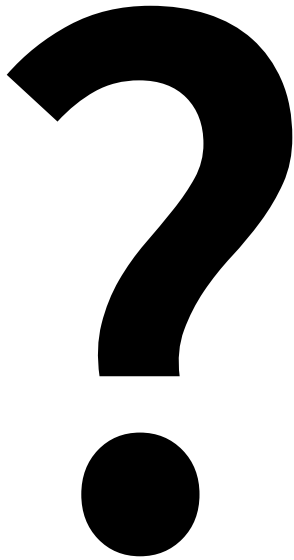






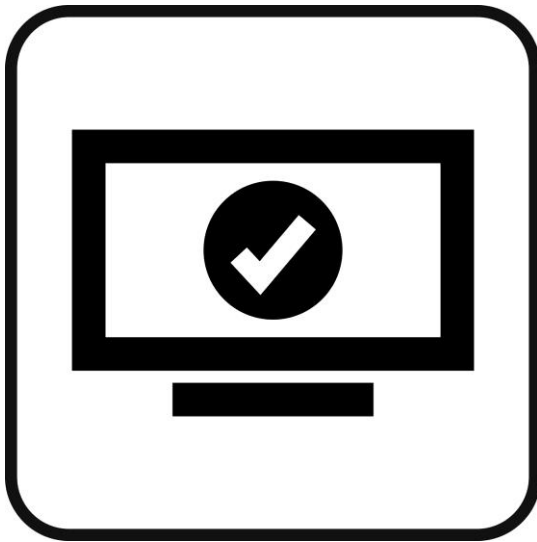
36

18



Questions

37



Record Your Training

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

38

Thank you!

Scheduling:
MadisonVotes@cityofmadison.com

Training Questions:
Clerk@cityofmadison.com

