



2025 Spring Primary

Welcome



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



Our Goal

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

Official Primary Ballot
Nonpartisan Office
February 18, 2025

1

Notice to voters: If you are voting on Election Day, your ballot must be initialed by 2 election inspectors. If you are voting absentee, your ballot must be initialed by the municipal clerk or deputy clerk. Your ballot may not be counted without initials. (See end of ballot for initials.)

General Instructions

If you make a mistake on your ballot or have a question, ask an election inspector for help. (Absentee voters: Contact your municipal clerk.)

To vote for a name on the ballot, fill in the oval next to the name like this:

To vote for a name that is not on the ballot, write the name on the line marked "write-in" and fill in the oval next to the name like this:

State Superintendent of Public Instruction

State Superintendent Vote for 1

Jeff Wright

Brittany Kinser

Jill Underly

write-in: _____

Official Primary Ballot
Nonpartisan Office
February 18, 2025
for _____

Municipality and ward number(s) _____

Ballot issued by _____

Initials of election inspectors _____

Absentee ballot issued by _____

Initials of municipal clerk or deputy clerk _____

(If issued by SVDs, both SVDs must initial.)

Certification of Voter Assistance

I certify that I marked or read aloud this ballot at the request and direction of a voter who is authorized under Wis. Stat. §8.62 to receive assistance.

Signature of assistor _____

For Official Use Only

Inspectors: Identify ballots required to be remade.

Overvoted

Damaged

Other

If this is the Original Ballot, write the serial number here: _____

If this is the Duplicate Ballot, write the serial number here: _____

Initials of inspectors who remade ballot _____

February Ballot

- ✓ One-sided
- ✓ Primary in three Alder districts
- ✓ Primary for Monona Grove School Board



Suspended Campaigns

- ✓ If you submitted the paperwork to be listed on the ballot, your name will appear on the ballot
- ✓ You cannot withdraw your name from the ballot
- ✓ We cannot answer questions about who has “withdrawn” from race



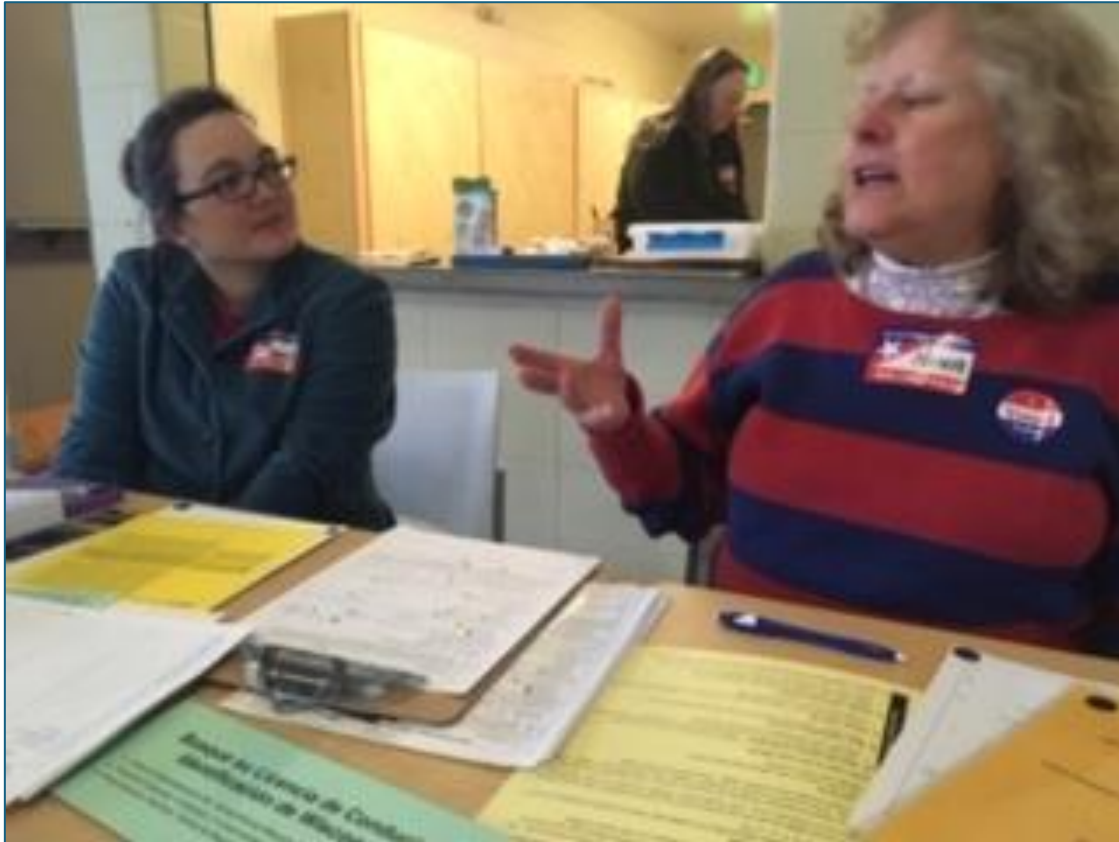
Primary Staffing

- ✓ One Chief Inspector
- ✓ One Chief-in-Training (if available)
- ✓ One Absentee Lead (if additional Chief Inspectors are available)
- ✓ One greeter
- ✓ Two poll book workers
- ✓ Three workers for absentee ballots and registrations



Poll Book Station

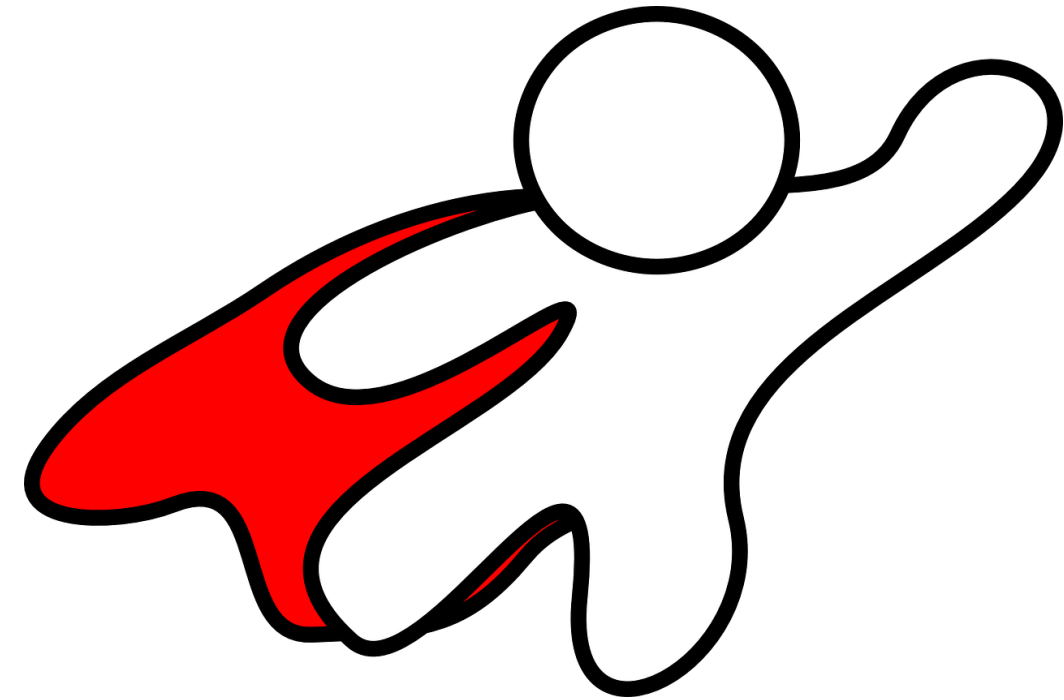
- ✓ No poll book splits
- ✓ Only one poll book station, even with multiple wards
- ✓ Ballots issued at poll book
- ✓ We should still have wait times of 5 minutes or less



Two Extra Workers

- ✓ Polling places with an Alder Primary
- ✓ Polling places with at least 200 indefinitely confined absentee voters

Rapid Response Team



- ✓ Dispatched from East and West hubs
- ✓ If possible, measure wait times (first time since 2019)

Subject to Change

- ✓ Absentee numbers by ward will indicate voter interest in this primary



YOUR ID



GETS YOUR VOTE COUNTED.



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**

Acceptable ID



- ✓ WI driver license or ID expiring after 11/5/2024
 - With or without a star in right-hand corner
- ✓ U.S. passport expiring after 11/5/2024
- ✓ Military ID expiring after 11/5/2024



Wisconsin Department of Transportation

www.dot.state.wi.us

T1002 02/2009

Division of Motor Vehicles
Qualification and Insurance Section
P O Box 7995
Madison, WI 53707-7995

SEPTEMBER 16, 2011

Fee and Driving Receipt

ROGER F CUSTOMER
4802 SHEBOYGAN AVE
MADISON WI 53705-2927

Telephone: 608-264-7049
FAX: 608-261-8201
Email: drs,dsv@dot.wi.gov

C235-7266-9124-07

Fee Description	Fee Amount
License Reinstatement	\$ 50.00
Card Issuance Fee	\$ 10.00

Payment Date: 09-16-2011
Payment #: 59441211259
Fee Total: \$60.00

Product Type: Regular
Product Nb: 90706-073-132

Physical Description

DOB: 04-04-1969
Sex: Male
Height: 6'00"
Weight: 165 lb
Hair: BRO
Eye: BRO
Organ Donor: No

License Classes:

D



Customer
CUSTOMER
ROGER F

This receipt is verification that the listed fees have been collected. Carry this receipt with you while driving until you receive your Driver License in the mail. This receipt is valid until 10-31-2011, unless otherwise cancelled, revoked, suspended or disqualified by the Wisconsin Department of Transportation. If you have not received your Driver License in 15 days, please contact DMV using the information above. Beginning June 1, 2010 no person may operate a motor vehicle in this State unless the owner or driver of the vehicle has liability insurance in effect for the vehicle being operated and carry proof of insurance whenever driving. Law Enforcement may ask for proof of insurance at any traffic stop or accident. Failure to have insurance could result in up to a \$500 fine. Failure to have proof, when requested could result in a \$10 fine. You do not need proof of insurance when registering a vehicle or obtaining a driver license, unless DMV specifically requested proof of financial responsibility (SR-22) after a revocation or suspension. Refer to Wis Stat 344.61-344.65 for full detail.

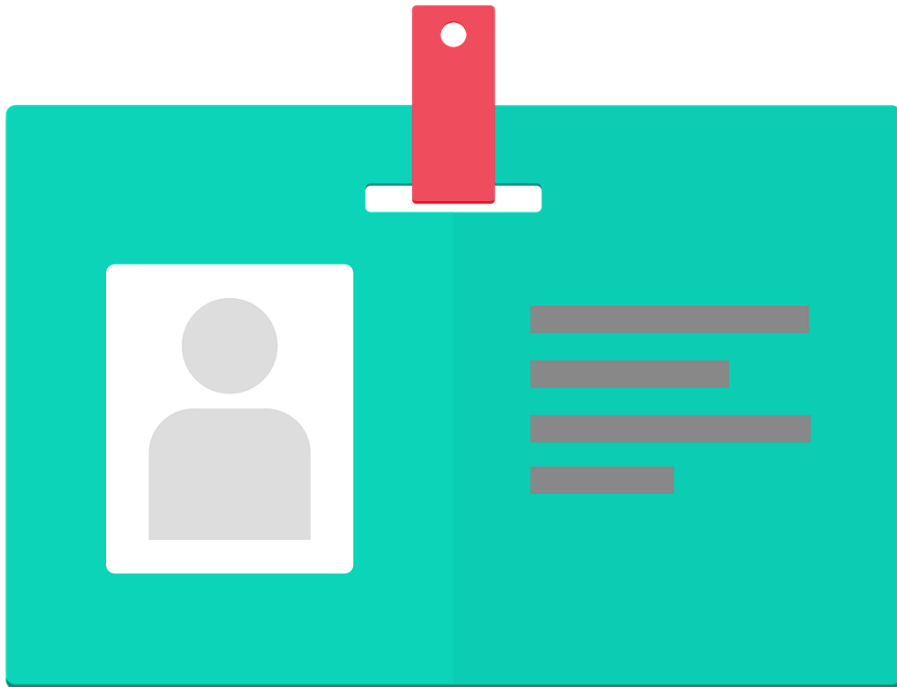
Acceptable ID

- ✓ Unexpired veteran's ID issued by Veterans Health Administration or Department of Veterans Affairs
- ✓ Certificate of naturalization issued within last two years
- ✓ Unexpired WI DOT receipt for driver license, ID card, or ID Petition Process

Acceptable ID

- ✓ Tribal ID, regardless of expiration
- ✓ WI accredited college or university ID
 - Date issued within two years of expiration date
 - Student signature
 - If expired, also need proof of current enrollment





Not Acceptable

- ⊘ Driver license or ID from another state, even if it has a star in the corner
- ⊘ Faculty ID
- ⊘ Employee ID
- ⊘ Global Entry ID



WI IDs and Licenses

- Limited Term IDs are issued to non-citizen temporary visitors to U.S.
- Non-Domiciled IDs are issued to non-citizen temporary visitors to U.S. at time ID is issued



Follow-Up Question

“The DMV has indicated that your ID is issued to lawful temporary visitors to the United States who are not United States citizens. Do you have with you your naturalization certificate, U.S. passport, or other document that shows you are a United States citizen?”



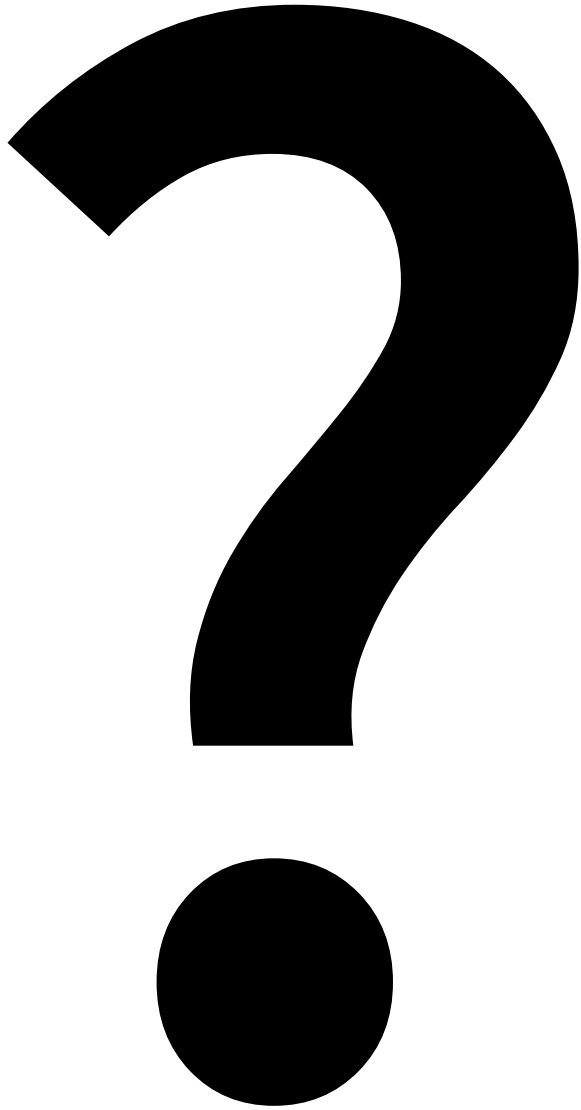
Voter Shows Proof

- Voter produces a naturalization certificate, U.S. passport, or other proof of citizenship.
- Voter is permitted to register and/or vote.



Voter without Proof

- Voter asserts they are a U.S. citizen but do not have proof with them.
- Begin the challenge process.
- We cannot refuse to issue a ballot or deny registration without following the challenge process.



Questions



Processing Absentees



Election Morning

- ✓ Completely empty red security cart
- ✓ Completely empty tabulator cart



Highlighting on Poll Book

- ✓ Orange highlight if absentee issued to voter
- ✓ Pink highlight if absentee returned by voter before absentee log was printed
- ✓ Pink highlight but no voter slip number by close of polls? Check whether absentee was rejected

New

- ✓ Courier will deliver a checklist of all carrier envelope seal numbers for your polling place – attach to Absentee Inspectors' Statement
- ✓ Inspectors' Statement asks if absentee numbers make sense
- ✓ Updates to Closing the Polls task sheets

Number of absentees counted: Ward 1 _____ Ward 125 _____

Absentees rejected (not counted): Ward 1 _____ Ward 125 _____

Do the numbers above make sense?

As of last Friday, Ward 1 had _____ absentees issued and _____ returned, Ward 125 had _____ absentees issued and _____ returned.

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

Page 2 of Absentee Inspectors' Statement

UW Union South Absentee Carrier Envelopes				
Number Sequentially	Serial Number of Seal on Carrier Envelope	Delivery Method	Time Carrier Envelope Opened	Election Official Initials
1	839572	<input checked="" type="checkbox"/> Security Cart <input type="checkbox"/> Courier Delivery	8:00 <input checked="" type="radio"/> a.m. <input type="radio"/> p.m.	abc
2	852021	<input checked="" type="checkbox"/> Security Cart <input type="checkbox"/> Courier Delivery	10:15 <input checked="" type="radio"/> a.m. <input type="radio"/> p.m.	MGF
3	472937	<input type="checkbox"/> Security Cart <input checked="" type="checkbox"/> Courier Delivery	2:25 <input type="radio"/> a.m. <input checked="" type="radio"/> p.m.	KSE



Nov 04, 2014 DANE COUNTY
CITY OF MADISON Ward:WD031
MADISON - NOV 2014 - 4
E. CADY STANTON
789 W. MADISON BLVD
MADISON, WI 53704-4206

13665993

0707942560

REG
Via Mail

Certificate Label

- ✓ Verify Ward
- ✓ Challenge procedure if voter is on ineligible list

Official Absentee Ballot Certificate & Application

CLERK or DEPUTY Initial Here >>> In-person absentee voters showed valid ID

STEP 1 CLERK OR VOTER must complete this part

Voter Information

City Name:
 Village Name:
 Town Name:
 Name (Last, First, Middle)
 Street Address
 County City
 State Zip Ward

STEP 2 VOTER must complete this part

I certify, subject to the penalties of Wis. Stat. § 12.60(1)(b), that:

- I am a resident of the ward or of the municipality in the county of the state of Wisconsin indicated hereon OR I am entitled to vote in the ward or aldermanic district at the election indicated hereon
- I am not voting at any other location in this election
- I am unable or unwilling to appear at the polling place in the ward on Election Day, or I have changed my residence within the state from one ward to another less than 28 days before the election
- I displayed the ballot unmarked to the witness and in the presence of no other person marked the ballot and enclosed and sealed it in this envelope in a manner that no one but myself and an assistant under s. 6.07 (5), if I requested assistance, could know how I voted.
- I requested this ballot and this is the original or a copy of that request.

X
Voter Signature
 Certification of Assistant (if applicable)
 I certify that the voter is unable to sign their name due to a disability and that I signed the voter's name at the direction and request of the voter

STEP 3 WITNESS must complete this part

I, the undersigned witness, subject to the penalties of Wis. Stat. § 12.60(1)(b), certify that:

- I am an adult U.S. citizen
- The above statements voting procedure were true and the voting procedure was executed as stated
- I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk)
- I did not solicit or advise the elector to vote for or against any candidate or measure

X
Witness Signature
Witness Printed Name
Witness Address (Number, Street Name, City)

Official Absentee Ballot Certificate & Application

CLERK or DEPUTY Initial Here >>> Voter exempt from or met POI requirement SVD

STEP 1 CLERK or VOTER must complete this part

Voter Information

City Name:
 Village Name:
 Town Name:
 Name (Last, First, Middle)
 Street Address
 County City
 State Zip Ward Ald. Dist

STEP 2 VOTER must complete this part

I certify, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), that:

- I am a resident of the ward or of the aldermanic district of the municipality in the county of the state of Wisconsin indicated hereon OR I am entitled to vote in the ward or aldermanic district at the election indicated hereon
- I am not voting at any other location in this election
- I am unable or unwilling to appear at the polling place in the ward on Election Day, or I have changed my residence within the state from one ward to another less than 28 days before the election
- I displayed the ballot unmarked to the witness and in the presence of no other person marked the ballot and enclosed and sealed it in this envelope in a manner that no one but myself and an assistant under s. 6.07 (5), if I requested assistance, could know how I voted.
- I requested this ballot and this is the original or a copy of that request.

X
Voter Signature
 Certification of Assistant (if applicable)
 I certify that the voter is unable to sign their name due to a disability and that I signed the voter's name at the direction and request of the voter

STEP 3 SVD must complete this part

I, the undersigned witness, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), certify that:

- I am an adult U.S. citizen
- I did not solicit or advise the elector to vote for or against any candidate or measure.
- I further certify that the name and address of the voter is correct as shown

X
Deputy #1 Signature **Deputy #2 Signature**
Deputy #1 Printed Name **Deputy #2 Printed Name**
Deputy #1 Address (Number, Street Name, City) **Deputy #2 Address (Number, Street Name, City)**

Official Absentee Ballot Certificate & Application

CLERK or DEPUTY Initial Here >>> Voter exempt from or met POI requirement MILITARY & OVERSEAS

STEP 1 CLERK or VOTER must complete this part

City Name:
 Village Name:
 Town Name:
 Name (Last, First, Middle)
 Street Address
 County City
 State Zip Ward Ald. Dist

STEP 2 VOTER must complete this part

I certify, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), that:

- I am a resident of the ward or of the aldermanic district of the municipality in the county of the state of Wisconsin indicated hereon OR I am entitled to vote in the ward or aldermanic district at the election indicated hereon
- I am not voting at any other location in this election
- I am unable or unwilling to appear at the polling place in the ward on Election Day, or I have changed my residence within the state from one ward to another less than 28 days before the election
- I displayed the ballot unmarked to the witness and in the presence of no other person marked the ballot and enclosed and sealed it in this envelope in a manner that no one but myself and an assistant under s. 6.07 (5), if I requested assistance, could know how I voted.
- I requested this ballot and this is the original or a copy of that request.

X
Voter Signature
 Certification of Assistant (if applicable)
 I certify that the voter is unable to sign their name due to a disability and that I signed the voter's name at the direction and request of the voter

STEP 3 WITNESS must complete this part

I, the undersigned witness, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), certify that:

- I am at least 18 years old
- The above statements are true and the voting procedure was executed as stated
- I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk)
- I did not solicit or advise the elector to vote for or against any candidate or measure

X
Witness Signature
Witness Printed Name
Witness Address (Number, Street Name, City)

Certificate

- ✓ Voter signature
- ✓ Witness signature, name
- ✓ Witness address
- Enough information for Clerk to know where to contact witness

Official Absentee Ballot Certificate & Application

CLERK or DEPUTY >> Initial Here >>
In-person absentee voter showed valid POI
Voter exempt from or met POI requirement

STEP 1

CLERK or VOTER must complete this part

Voter Information

- City Name:
- Village Name:
- Town Name:

Election Date (mm/dd/yyyy) / /

Name (Last, First, Middle)

Street Address

County

City

State

Zip

Ward

Ald. Dist

STEP 2

VOTER must complete this part

I certify, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), that:

- I am a resident of the ward or of the aldermanic district of the municipality in the county of the state of Wisconsin indicated hereon OR I am entitled to vote in the ward or aldermanic district at the election indicated hereon
- I am not voting at any other location in this election
- I am unable or unwilling to appear at the polling place in the ward on Election Day, or I have changed my residence within the state from one ward to another less than 28 days before the election
- I displayed the ballot unmarked to the witness and in the presence of no other person marked the ballot and enclosed and sealed it in this envelope in a manner that no one but myself and an assistant under s. 6.87 (5), if I requested assistance, could know how I voted
- I requested this ballot and this is the original or a copy of that request

X

Voter Signature

Certification of Assistant (if applicable)

I certify that the voter is unable to sign their name due to a disability and that I signed the voter's name at the direction and request of the voter

Assistant Signature

STEP 3

WITNESS must complete this part

I the undersigned witness, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), certify that:



WITNESS REQUIRED

- I am an adult U.S. citizen
- The above statements are true and the voting procedure was executed as stated
- I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk).
- I did not solicit or advise the elector to vote for or against any candidate or measure

X

Witness Signature

Witness Printed Name

Witness Address (Number, Street Name, City)

Incomplete Certificate

- ✓ Set aside to reject at 8 pm
- ✓ Voter and witness may come to polls to complete envelope



Certificate of Rejected Absentee Ballots



We certify that the absentee ballots contained in this envelope were rejected by us at the election held in the _____ Ward(s)

of the City of Madison, Dane County, Wisconsin,

on the _____ day of _____, _____
(Day) (Month) (Year)

for the reasons shown on the back of each certificate envelope. Each rejected certificate envelope was assigned a number and listed on the Inspectors' Statement (EL-104) and Absentee Ballot Log prepared and filed by us with the election returns.

_____	}	Election Inspectors

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

Election Inspectors

- Ballots of absentee voters which are rejected pursuant to the provisions of §6.85, Wis. Stats., shall be kept in their certificate envelopes and returned enclosed in this carrier envelope to the municipal clerk.
- These ballots may not be counted, and the names of voters may not be entered on the poll list or assigned a number on the registration list.
- Each ballot should be numbered and the reason for rejection listed on the back of the ballot and on the Inspectors' Statement (EL-104) and on the Absentee Ballot Log.
- This envelope will be returned by the inspectors to the municipal clerk after the polls close. §6.85(3)(b), 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 kept by the municipal clerk or returned to the clerk responsible for administering the election for which the absentee ballots were cast. §7.51(3)(d), (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-102 | Rev. 2/16-08 | Wisconsin Elections Commission, P.O. Box 7884, Madison, WI, 53707-7884 | 608-201-3020 | web: elections.wi.gov | email: elections@wi.gov

This form is printed on a brown envelope.

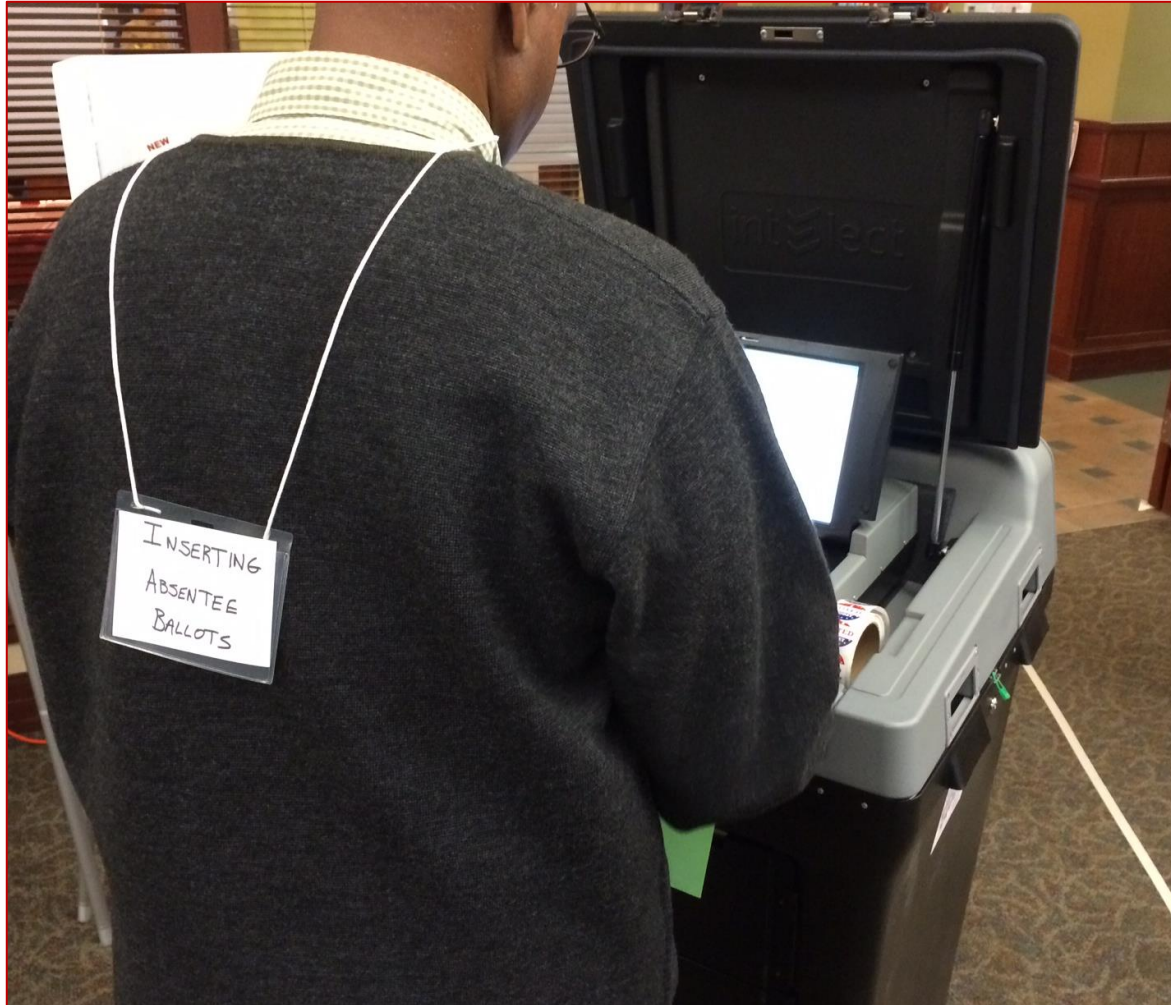
Reject if you know voter is deceased

- ✓ Document on Incident Log
- ✓ Certificate envelope stays sealed
- ✓ Put in rejected absentee envelope



Check absentee voters into poll book

- ✓ Three at a time
- ✓ Announce voter's name and address
- ✓ Voter slip written in poll books and on envelope, followed by an A



Open and Count

- ✓ Open absentee envelopes only after voter number is assigned at poll book
- ✓ Flatten ballots
- ✓ Check that tabulator will be able to read
- ✓ Do not rush through tabulator

Official Primary Ballot
Partisan Office
August 14, 2018

for

Ward 1

Municipality and ward number(s)

Ballot Issued by

Initials of election inspectors

Absentee ballot issued by

mlw

Initials of municipal clerk or deputy clerk

(If issued by SVDs, both SVDs must initial.)

Missing Clerk Initials

- ✓ Document on Incident Log
- ✓ Ballot is counted.

Absentee ballot was missing clerk initials. Processed ballot.





Absentees to Remake

- Marked with red or green pen
- Creatively marked
- Printed on copy paper
- Torn when opening envelope
- Ballots with overvotes
- Braille ballots

Remaking Absentees

- ✓ Two poll workers work as a team
- ✓ Invite observers to watch
- ✓ Determine voter intent



<p>Good Ballot # 1 Remade ballot</p> <p>Absentee? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Initials: <u>mrb</u> <u>mee</u></p> 	<p>Certification of Voter Assistance</p> <p>I certify that I marked or read aloud this ballot at the request and direction of a voter who is authorized under Wis. Stat. §6.82 to receive assistance.</p> <p>_____</p> <p>Signature of assistor</p>
	<p>For Official Use Only</p>
	<p><i>Inspectors: Identify ballots required to be remade.</i></p> <p>Reason for remaking ballot:</p> <p><input type="checkbox"/> Overvoted</p> <p><input type="checkbox"/> Damaged</p> <p><input checked="" type="checkbox"/> Other</p> <p>Original Ballot No. or Duplicate Ballot No. <u>1</u></p> <p><u>mrb</u> <u>mee</u></p> <p>Initials of inspectors who remade ballot</p>
<p>Ballot begins on other side. </p>	

Official Use Section

- ✓ Reason for remaking ballot
- ✓ Sequential number
- ✓ Two poll worker initials
- ✓ Good Ballot/Bad Ballot sticker

**Original
Ballots
that
have been
Duplicated**



(Bad Ballots)

**Envelope for Original
Ballots that have
been Duplicated**

Seal in ballot bag with voted
ballots when polls close



**Absentee Ballot
Inspectors' Statement 11/5/2024**
Wards «Wards»
«PollingPlace»
Attach to Inspectors' Statement after polls close.



Absentee Ballots Counted

Number of absentees counted:

Ward «First» _____

Absentee Ballots Rejected

Number of rejected (not opened, not counted) absentees:

Ward «First» _____

Names of voters whose absentee ballots were rejected (not opened, not counted):

Indicate number rejected for each reason below:

No Voter Signature _____ (signatures do not need to be legible)

No Witness Signature _____ (signatures do not need to be legible)

No Witness Name _____ Opened/Tampered Envelope _____

Witness Address incomplete (run by Clerk's Office) _____

Voter Not Registered (double-checked with Clerk's Office) _____

Deceased _____ No Certification on Envelope _____

Absentee Not Requested, according to note from Clerk _____

Two Marked Ballots in Envelope _____ Already Voted _____

Returned by someone other than voter, but not due to a disability _____

Signatures of Election Inspectors who processed absentee ballots

_____	_____
_____	_____
_____	_____
_____	_____

Document

- ✓ Sequential number
- ✓ Why ballot was remade
- ✓ Whether voter intent could be determined

Remade Ballot #1. Voter circled candidate names instead of filling in ovals. Determined voter intent.



Closing the Polls

Everyone checks that all ballots have been counted

- ✓ Look around you
- ✓ Check the emergency bin
- ✓ Make sure all carrier envelopes are empty
- ✓ Make sure every courier bag is empty



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, 6.57, 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 names 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, §§6.48(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)(b), 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 kept by the municipal clerk or returned to the clerk responsible for administering the election for which the absentee ballots were cast, §7.51(3)(d), (b), 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-100 | Rev. 2016-08 | Wisconsin Elections Commission, P.O. Box 7884, Madison, WI 53707-7884 | 608-261-2028 | web: elections.wi.gov | email: elections@wi.gov

This form is printed on a white envelope.

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 _____

WISCONSIN INSPECTORS' CERTIFICATE OF PROVISIONAL BALLOTS

We certify that the provisional ballots contained in this envelope were cast by voters unable to provide the Wisconsin driver license or state identification card number required pursuant to Wis. Stat. § 6.55(2)(a)1., and/or unable to provide an acceptable form of photo identification pursuant to Wis. Stat. § 6.79 (2)(a), at the election held in

the _____ Ward(s)
Of the Town } of _____ County, Wisconsin
Village }
City }
On the _____ day of _____

Each provisional voter was assigned a serial number beginning P#V____. The number was recorded on the registration list, the back of the ballot, the Provisional Ballot Certificate Envelope (EL-123), the Provisional Ballot Reporting Form (EL-123a), the EL-123a "Provisional Voting Information Sheet" for the elector, and listed on the Inspectors' Statement (EL-104) prepared and filed by us with the election returns. Each voter was informed that in order for their ballot to be counted, they must provide the required Wisconsin driver license number or state identification card number and/or acceptable form of photo ID to the municipal clerk no later than 4:00 p.m. on the Friday following the election. Each voter was given the EL-123a "Provisional Voting Information Sheet" prepared by the Wisconsin Elections Commission.

_____ } Election Inspectors

Dated this _____ day of _____

Election Inspectors

- Provisional ballots of voters unable to provide the Wisconsin driver license or state identification card number required by Wis. Stat. §6.55(2)(a)1., and/or unable to provide an acceptable form of photo identification pursuant to Wis. Stat. § 6.79 (2)(a), shall be kept in their certificate envelopes.
- These ballots may not be counted, unless the voter returns with the required Wisconsin driver license or state identification card number and/or an acceptable form of photo identification before the polls close.
- The names of provisional voters are assigned a serial number (P#V____) that is recorded on the registration list, the back of the ballot, the Provisional Ballot Certificate Envelope (EL-123), the Provisional Ballot Reporting Form (EL-123a), the EL-123a "Provisional Voting Information Sheet" for the elector and listed on the Inspectors' Statement (EL-104).
- The back of the ballot should be marked "Section 6.57," voted by the elector, placed in the completed provisional ballot certificate envelope and returned to the election inspectors.
- The inspectors make a notation (including the P#V#) that the voter was issued a provisional ballot on the Inspectors' Statement (EL-104).
- The completed provisional ballot certificate envelopes containing the voted ballots are placed in this carrier envelope. This carrier envelope and any other provisional ballot carrier envelopes must also be placed in a separate ballot bag, secured with a tamper-evident seal and labeled with "Provisional Ballots."

Municipal Clerks

CERTIFICATE OF REJECTED ABSENTEE BALLOTS

We certify that the absentee ballots contained in this envelope were rejected by us at the election held in the _____ Ward(s)
of the Town } of _____ County, Wisconsin
Village }
City }
on the _____ day of _____

for the reasons shown on the back of each certificate envelope. Each rejected certificate envelope was assigned a number and listed on the Inspectors' Statement (EL-104) prepared and filed by us with the election returns.

_____ } Election Inspectors

Dated this _____ day of _____

Election Inspectors

- Ballots of absentee voters which are rejected pursuant to the provisions of §6.88, Wis. Stats., shall be kept in their certificate envelopes and returned enclosed in this carrier envelope to the municipal clerk.
- These ballots may not be counted, and the names of voters may not be entered on the poll list or assigned a number on the registration list.
- Each certificate envelope should be numbered and the reason for rejection listed on the back of the envelope and on the Inspectors' Statement (EL-104).
- This carrier envelope will be returned by the inspectors to the municipal clerk after the polls close, §6.88(3)(b), Wis. Stats.

Municipal and County Clerks

- The municipal clerk is responsible for delivery of this carrier 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 kept by the municipal clerk or returned to the clerk responsible for administering the election for which the absentee ballots were cast, §7.51(3)(d), (b), Wis. Stats.
- In the event of a recount, the county clerk or appropriate municipal clerk will return this carrier envelope to the board of canvassers responsible for conducting the recount, §9.01, Wis. Stats.

EL-102 | Rev. 2016-08 | Wisconsin Elections Commission, P.O. Box 7884, Madison, WI 53707-7884 | 608-261-2028 | web: elections.wi.gov | email: elections@wi.gov

This form is printed on a brown envelope.

Closing the Polls

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

Original Ballots that have been Duplicated/Remade by Poll Workers (Bad Ballots)



Seal this envelope in the ballot bag at the end of the night.

Discarded Ballots

Partially torn by voter
Voter was issued a 2nd or 3rd ballot



Seal this envelope in the ballot bag at the end of the night.

Election Returns Dane County Clerk

Return the following items in this envelope:

- First Results Tape (longest tape including both the zero tape and the results)
- 3 Election Official signatures after each ward
- Seal number recorded
- Election Day Voter Registration List (white copy)
- Write-In Tally, if any (white copies)
- 3 Election Official signatures

Sticker seal removed from the tabulator to access memory stick:

Election Returns Madison City Clerk

- Inspectors' Statement
 - Proofread by at least 3 officials
 - Ballot bag serial numbers recorded
 - Signed by Chief Inspector
 - Signed by at least 3 other officials
- Absentee Inspectors' Statement
 - Signed by all who processed absentees
- Second Results Tape
 - 3 signatures after each ward
 - Seal number recorded
- Third Results Tape (if one automatically printed)
 - 3 signatures after each ward
 - Seal number recorded
- Payroll
 - Election Official Statistics (pink)
 - Poll List Corrections (yellow)
 - Write-In Tally, if any (yellow)
 - Voters Without ID (blue)
 - Voters Unable to Register (salmon)
 - Comments & Feedback



Packing Up

- ✓ One poll worker will make sure everything is packed with care
- ✓ Supply tote needs to be packed so Clerk's Office can quickly double-check that all absentees were processed

Packing the Clerk Tote



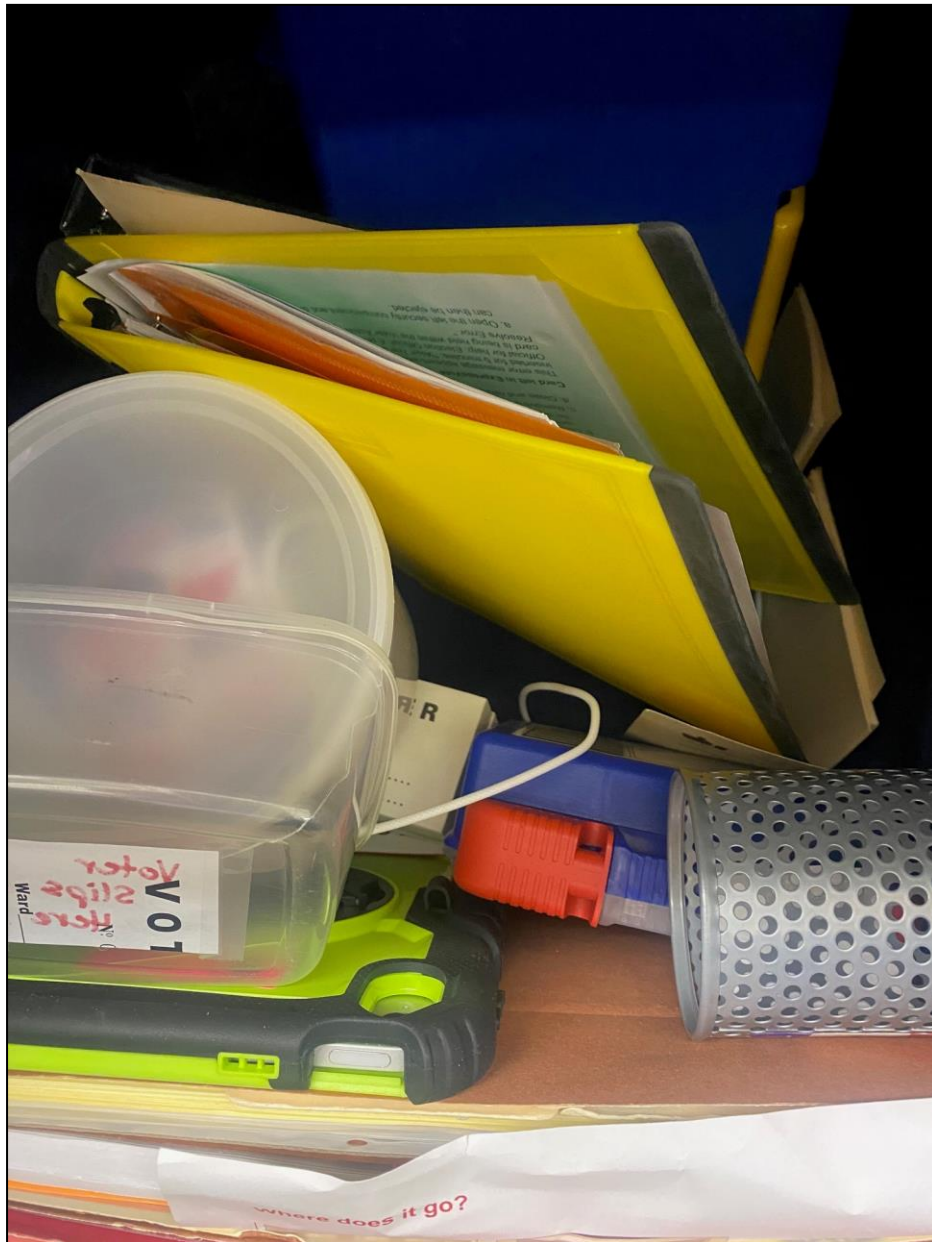
- ✓ Binders upright
- ✓ iPad upright
- ✓ Accordion folders upright
- ✓ Supply kit flat, holding folders and binders in place
- ✓ Tub of I Voted stickers, unissued voter slips, first aid kit on top of supply kit
- ✓ Used Certificate Envelopes placed on top



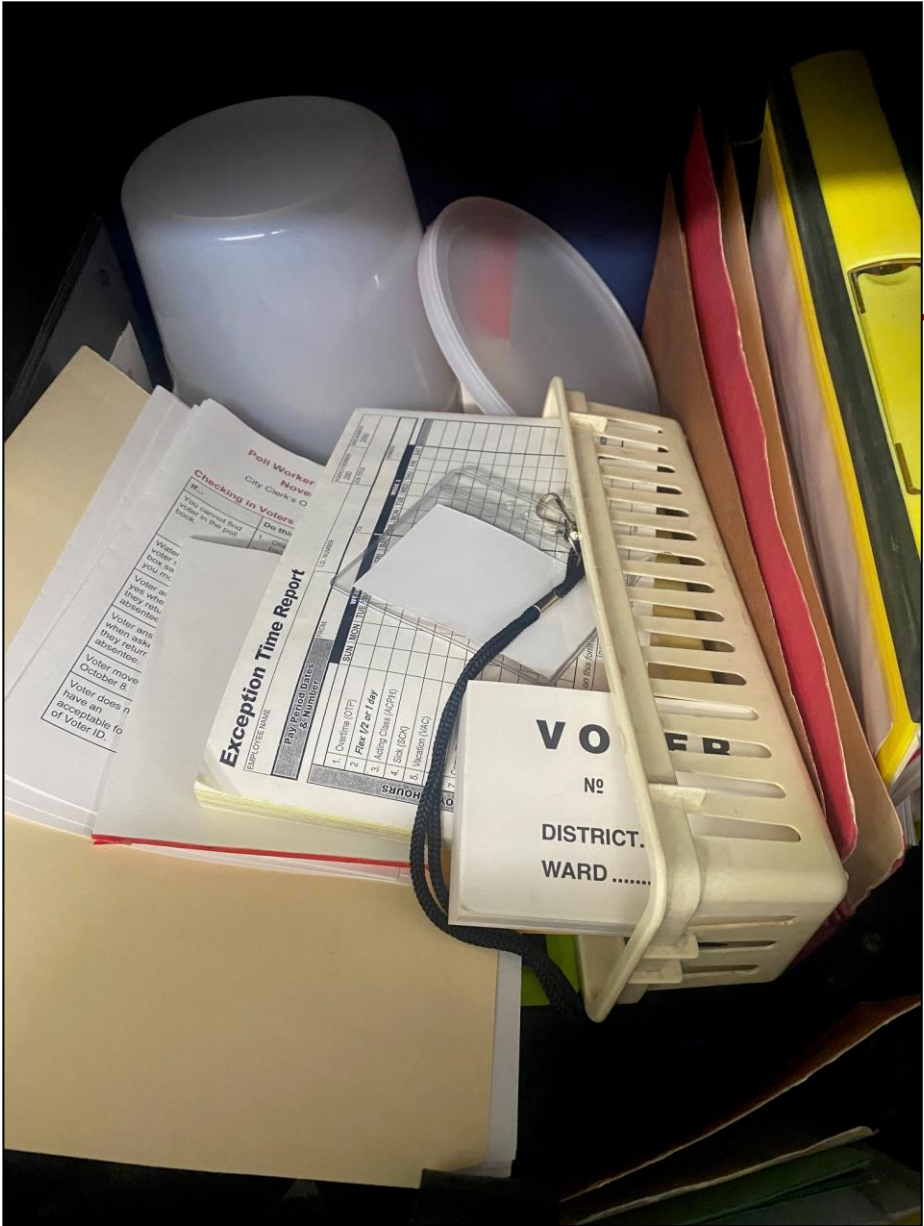
Pro Tip

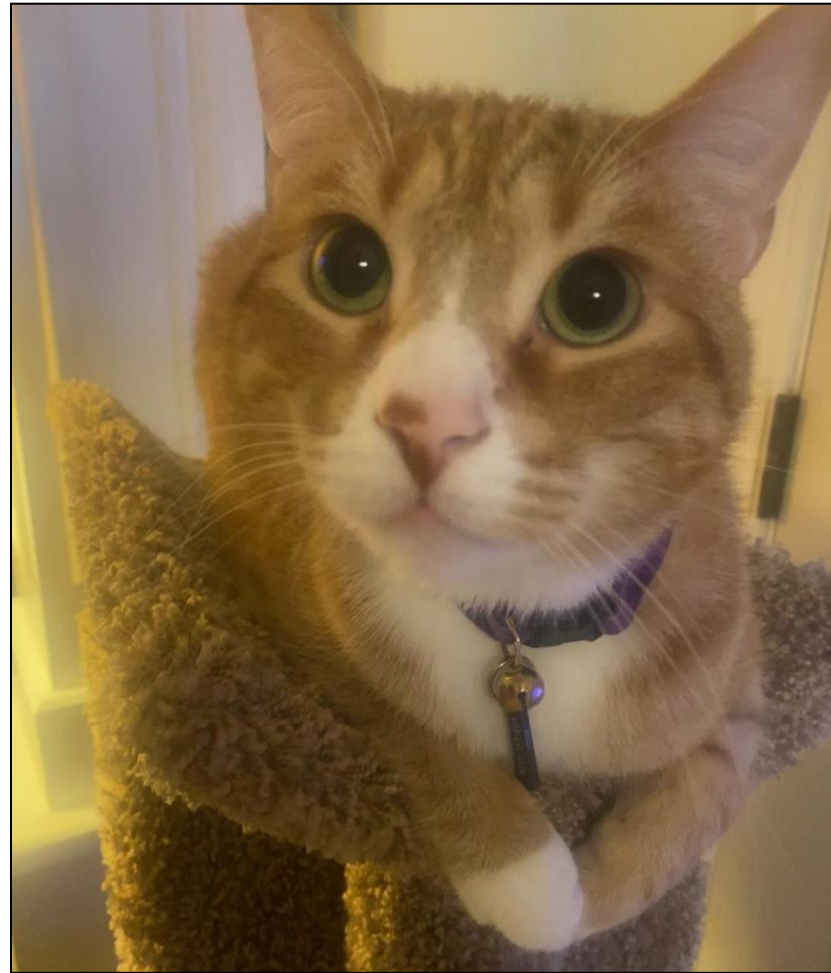
- ✓ The accordion folders and supply kit are about as wide as the tote is deep
- ✓ Fill the tote from side to side
- ✓ Nothing should be hiding beneath the supply kit, binders, or accordion folders

How Not to Pack Clerk Tote

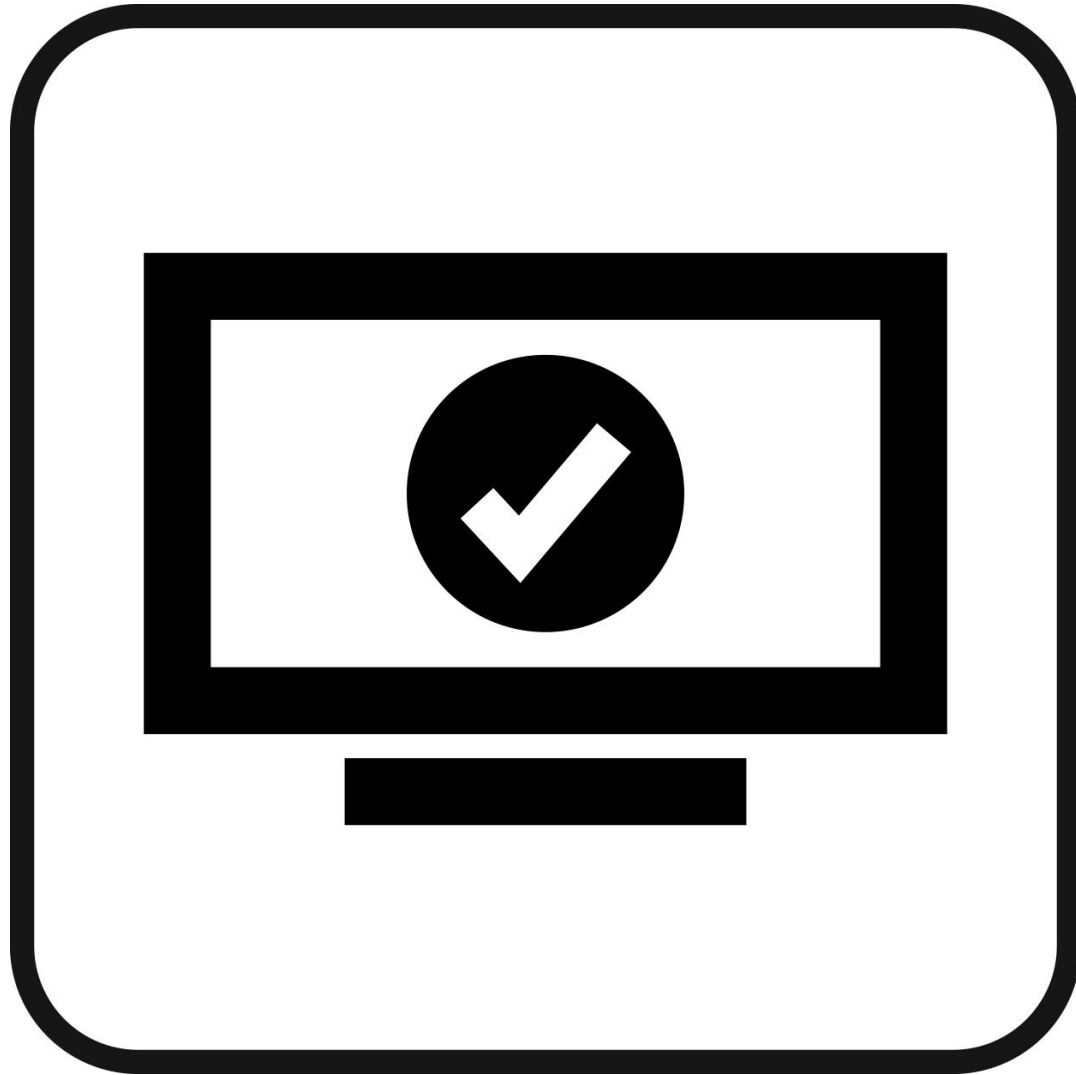


How Not to Pack Clerk Tote





Questions



Record Your Training

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

Thank you!

Scheduling:

MadisonVotes@cityofmadison.com

Training Questions:

Clerk@cityofmadison.com

