

An official absentee ballot drop box for the 2025 Spring Primary election in Madison, Wisconsin. The box is white with blue panels and is mounted on a white post. The front panel features the text "OFFICIAL ABSENTEE BALLOT DROP BOX" and the City of Madison logo. A large blue and white banner with the word "VOTE" is attached to the side. The box is situated outdoors on a sidewalk next to a grassy area.

2025 Spring Primary

Our Goal

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



Pre-Election Work

Note on time sheet, near your signature:

- Time spent highlighting absentee voters on poll book before Election Day
- Time spent contacting poll workers before Election Day



Voter ID Grace Period

Expiration after November 5, 2024, for Wisconsin driver license, Wisconsin ID, U.S. passport, or military ID



Clerk's Office Support

Eric – SE (Wards 1-7, 14-19)

Taylor – NE (Wards 8-13, 20-25)

Thomas – N (Wards 26-39)

Camille – Isthmus (Wards 40-45, 52-56)

Bonnie – Campus (Wards 46-50, 57-61)

Heather – NW (Wards 62-73, 127)

Diana – S (Wards 74-84, 132)

Jen – W (Wards 85-94, 96)

Jim - SW (Wards 95, 98, 100-107)

Nikki – Far W (Wards 108-109, 112-119)



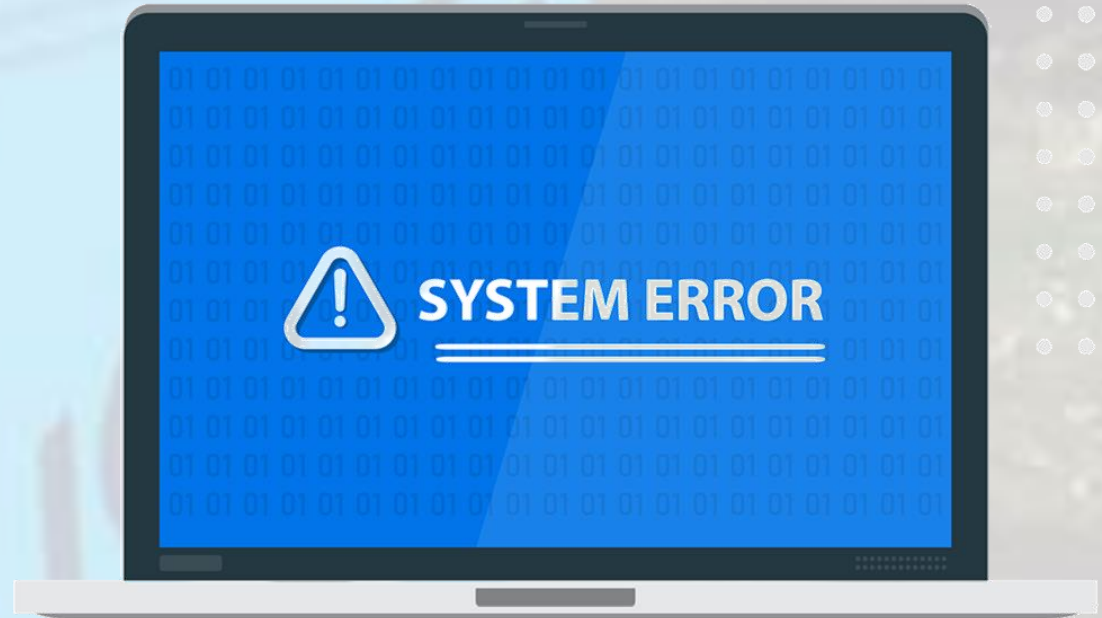
Stagehand Support

Pauly	SE (Wards 1-7, 14-19) S (Wards 74-84, 132)
Patti	NE (Wards 8-13, 20-25) N (Wards 26-39)
Erica	Isthmus (Wards 40-45, 52-56) Campus (Wards 46-50, 57-61)
Tim	NW (Wards 62-73, 127) W (Wards 85-94, 96)
Hatter	SW (Wards 95, 98, 100-107) Far W (Wards 108-109, 112-119)



Reverse Directories

- Technical issues this election
- If someone cannot be found on poll book or supplemental, call Clerk's Office (608-266-4220)



iPads

- CCB105
- You can always call us at 608-266-4220
- Modus pilot in April



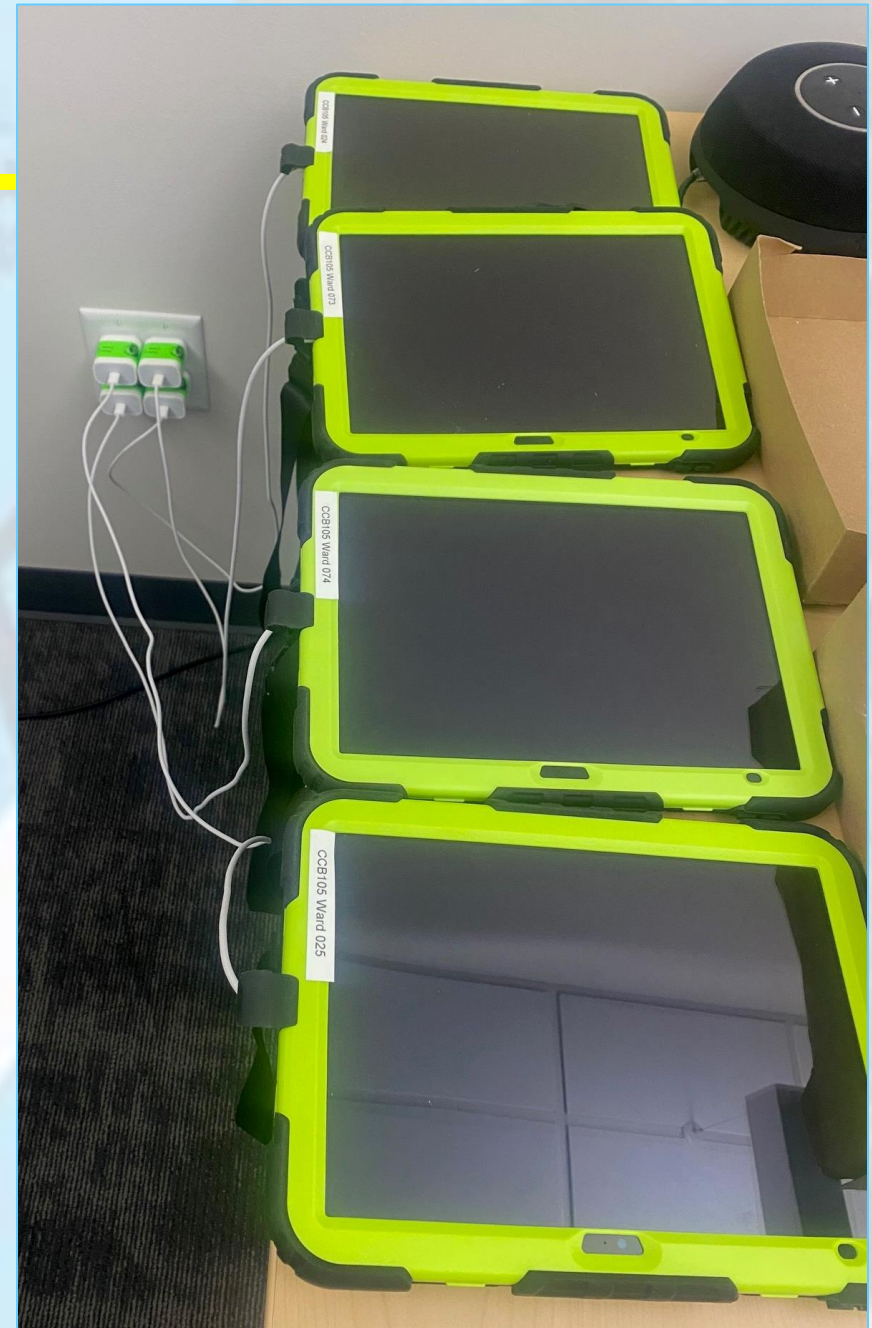
Teams on iPads

1. Click **Accept Invitation**. Teams will ask for a code.
2. You'll receive an e-mail message with that code.
3. Enter the code.
4. Click **Accept** on permissions requested screen.
5. **Expect an error message**: your sign-in was successful, but you don't have access. **Ignore this message.**



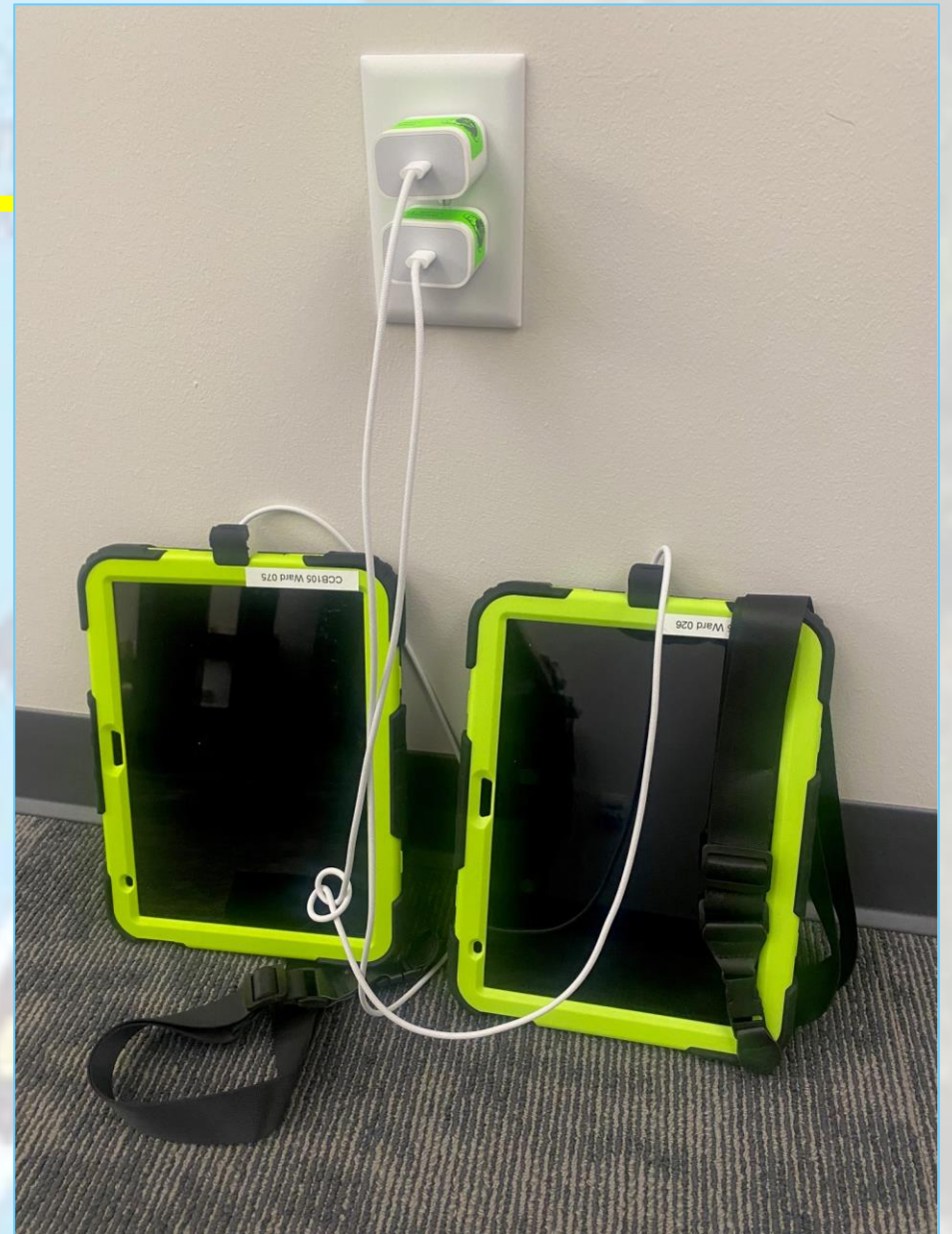
Teams on iPads

6. Go back to original e-mail. Click on long link in original e-mail. It's a direct link to Teams.
7. Sign in using e-mail address that received the invitation.
8. Click Next.
9. You may use the authenticator app or set up phone to text a code.
10. Confirm.



Teams on iPads

11. Enter phone number.
12. Check “receive a code.”
13. Next.
14. Enter texted code on screen.
15. Next.
16. You’ll see a happy green checkmark. ✓
17. Next.



Hourly Tracking

- Ballot table folder
- Voter slip running totals
- Absentee running totals
- 11:00 & 4:00 reporting
- Staffing and set-up info on back

Attach to
Inspectors'
Statement

Hourly Vote Tracking – 11/5/2024 – Ward 062

Our staffing at this location is based on an estimate of 184 in-person registered voters, 63 voters who need to register, and 245 absentee ballots returned.

- Every hour, note the running total of ballots counted and the running total of absentees processed so far. At 11am and 4pm, post these numbers in the Support Center on Teams (using the Clerk's Office iPad or another device).
- Record whether workers are rotating tasks (this is a job requirement). Note how many poll book "splits" are being used (e.g. if the books are split A-L and M-Z, that is 2 splits)
- If the wait time is 10+ minutes, call the office or post a message in Teams.
- Keep this tally sheet **at the Ballot Table** and attach it to the Inspector's Statement when the polls close.

Ward 062 is the only ward with voters at Eagle Heights.

Time	Last Ward 062 voter slip #	Empty Absentee Envelopes	Rotated Tasks? (Every 2-3 Hours) Y/N	# of Poll Book Splits
6:00am	X	X		
7:00am (Open)	X	X		
8:00am				
9:00am				
10:00am				
11:00am (Report)				
12:00pm				
1:00pm				

Time	Last Ward 062 voter slip #	Empty Absentee Envelopes	Rotated Tasks? (Every 2-3 Hours) Y/N	# of Poll Book Splits
6:00am	X	X		
7:00am (Open)	X	X		
8:00am				
9:00am				
10:00am				
11:00am (Report)				

Inspectors' Statement – page 1

- Verify seal numbers on front
- Red lines before opening polls
- Blue lines at closing



Inspectors' Statement 2/18/2025
Ward 1, 125
Westminster Senior Apts

City
Clerk
Envelope

We, the undersigned election inspectors, certify the following is a true and correct statement for an election held in **Ward 1, 125** of the City of Madison, Dane County, Wisconsin, on the 18th day of February 2025.

Voting Equipment Chain of Custody

The City Clerk's Office put tamper evident seals on the **front** of the ballot box at the Public Test. These seals prove that nobody touched the ballots since the public test of election equipment. Verify these seal numbers. Break these seals on election morning to get the ballots.



Serial numbers of ballot box seals: _____ and _____.
★Opening the Polls verification: _____ (initial).



★Seal serial numbers match numbers above. Yes No (See Incident Log).

The City Clerk's Office put tamper evident seals on both the right and left sides of the ballot box. These seals prove that nobody has lifted the tabulator off the cart. Verify these seal numbers. Do not break.



Seals on sides of tabulator: _____ and _____.
★Opening the Polls verification: _____ (initial).

★Seal serial numbers match numbers above. Yes No (See Incident Log).

Tabulator Serial Number: DS031



Serial number also prints above ward number on zero

★Opening the Polls verification: _____ (initial).

The City Clerk's Office put a tamper evident sticker seal on the memory access door at the Public Test. This proves nobody touched the Ward 1 election data memory stick since then. Tabulator accuracy verified and seals affixed by _____ (initials) at the Public Test. Verify this seal number before opening the polls.

Seal serial # for this election: _____



★Opening the Polls verification: _____ (initial).

★Seal serial number matches number above. Yes No (See Incident Log).

★Closing the Polls verification: _____ (initial).

★Seal was intact entire day. Yes No (See Incident Log).

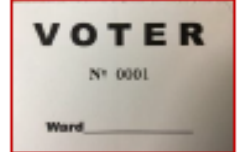
★Election officials affixed tamper evident seal # _____ after removing election data memory stick on election night.

Inspectors' Statement – page 2

- Number of voters
- Number of ballots counted
- Incident number explaining discrepancy, if any
- Number of provisional ballots
- Number of registrations

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 1 _____ Ward 125 _____

Equals number of ballots counted? Yes No

Number optical scan ballots counted by tabulator

“Total Ballots” number on results tape.



Ward 1 _____ Ward 125 _____

Equals number of voter slips issued? Yes No

 Ballots hand counted, if applicable _____

More voter slips than ballots counted. Difference: _____ See incident # _____.

More ballots counted than voter slips. Difference: _____ See incident # _____.

Number of Provisional ballots

Ward 1 _____ Ward 125 _____

Number who left without voting rather than vote provisionally _____

Number of Election Day Registrations

Ward 1 _____ Ward 125 _____

Number unable to register, lacking acceptable proof of address _____

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.

Clerk's Office Use: Election Night Check-In Time _____ Clerk Initials _____

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

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

Absentees counted ≥ _____ absentees returned via Clerk's Office.

City Env County Env Rejected Poll Books Registrations Payroll

Inspectors' Statement – page 2

- Number of absentees counted
- Number of absentees rejected
- Do these numbers make sense?

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 133 absentees issued and 57 returned, Ward 125 had 0 absentees issued and 0 returned.

Clerk's Office Use: Election Night Check-In Time _____ Clerk Initials _____

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

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

Absentees counted ≥ _____ absentees returned via Clerk's Office.

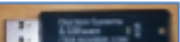
City Env County Env Rejected Poll Books Registrations Payroll

Inspectors' Statement – page 3

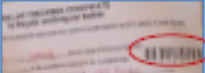
- Seal for memory stick bag
- Serial number on ballot bag
- Seals put on tabulator cart doors after polls closed
- At least 3 poll worker signatures, including Chief Inspector

Election Results/Ballot Container Chain-of-Custody Record


Election data memory stick was sealed in Dane County security bag with seal 

Either Election results were sent to the County Clerk via modem. The Chief Inspector hand-delivered the security bag to the City Clerk's Office. 

Or Election Officials _____ and _____ hand-delivered the security bag to the County Clerk's Office, leaving the polls at _____ p.m.

Ballots were sealed in tamper-evident ballot bag(s) with serial numbers: _____, _____, _____ 

Blank ballots were sealed in a tamper-evident bag with serial number _____

After the polls closed, Election Officials affixed tamper evident seals on the front of the ballot box, securing the emergency bin and ballot bin. 

Seal numbers: _____ and _____, affixed by _____ (initial).

Signatures of Election Inspectors Shift Worked

I have read this entire Inspectors' Statement for completeness and accuracy.

- _____ a.m. shift p.m. shift double shift
_____ a.m. shift p.m. shift double shift
_____ a.m. shift p.m. shift double shift
_____ a.m. shift p.m. shift double shift
_____ a.m. shift p.m. shift double shift

Election Certification of Westminster Senior Apts Chief Inspector

I certify that I have completed the required training administered by the Wisconsin Elections Commission, and have been duly certified as a Chief Inspector. I served as the Chief Inspector for the election described above for the time period indicated below.

(Signature of Chief Inspector) Worked double shift
or _____ a.m./p.m. to _____ a.m./p.m.

(Additional Chief Inspector, if applicable) Worked double shift.
or _____ a.m./p.m. to _____ a.m./p.m.

Inspectors' Statement – page 4

- Hourly check that number of voters equals number of ballots counted

Reconciling Ballot and Voter Slip Numbers						
This chart may be helpful as you reconcile voter slip numbers with the tabulator ballot count throughout Election Day.						
Time	Ward 5 Voter #	Ward 6 Voter #	Total - Voter Slips	Ballot Count on Tabulator	Variance	# still voting
8:00am	94	128	212	217	5	5
9:00am	187 188	274 267	462 454	462 454	8	# 8
10:00am	287	434	721	708	13	12 13
11:00am	394	569	963	954	9	9
12:00pm	479	715	1194	1190	4	4
1:00pm	571	857	1428	1426	2	2
2:00pm	673	1002	1675	1667 1665	8	8
3:00pm	788	1159	1947	1931	16	16
4:00pm	879 882	1329 1325	2211 2199	2194 2186	17	15 14
4:30pm	895	1358	2253	2243	10	9
5:00pm	908	1452	2360	2348	12	10
6:00pm	945	1634	2579	2566	13	12
7:00pm	963	1680	2643	2641 2641	2	1

Inspectors' Statement – page 5

- End-of-line officer
- Clock used to open and close the polls
- Whether polling place opened at 7 a.m.

The Board of Canvassers reviews this log as it certifies the election results. Documentation should be clear enough that someone who was not at your polling place and is reading this after Election Day will be able to know exactly what happened at the polls.

Items to document on this log include, but are not limited to:

- | | |
|--|---|
| Whether the polls opened on time | Delivery of absentee ballots |
| Reconciliation of numbers throughout the day | Remade ballots |
| Poll book reconciliation | Rejected absentees, if any |
| Removal of ballots from ballot bin | Absentee ballots missing clerk's initials |
| Use of emergency bin | Whether there is a line of voters at 8 p.m. |

What not to include on the Incident Log:

Second ballots should not be documented on the Incident Log. They should be documented next to the voter's name on the poll book.

Personnel concerns should not be documented on the Incident Log. They belong on the back of the payroll sheet.

Number Sequentially	Westminster Senior Apts Diary of Events (Incident Log)	Time Occurred	Election Official Initials
1	End of line officer designated by Monday February 17:	a.m. p.m.	
2	Official Election Day clock:	a.m. p.m.	
3	Polling place opened promptly at 7 a.m. <input type="checkbox"/> Yes <input type="checkbox"/> No - explain	a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	

1	End of line officer designated by Monday, November 4: MARTY SCHWARTZ 11/2/24	a.m. 3:00 p.m.	
2	Official Election Day clock: WALL CLOCK IN POLL ROOM	6:40 p.m.	
3	Polling place opened promptly at 7 a.m. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No - explain	7 a.m. p.m.	TRL
4	Successfully set up tabulator	6:50 a.m. p.m.	CHC

Anything Out of the Ordinary

9	lighting issue. lights are turning on and off.	11:55	<input checked="" type="radio"/> a.m. <input type="radio"/> p.m.	HB
11	AN IT CONTRACTOR FOR HY VEE WAS		<input type="radio"/> a.m. <input type="radio"/> p.m.	
	IN VOTING AREA WORKING ON THEIR		<input type="radio"/> a.m. <input type="radio"/> p.m.	
	TV - / SCREEN. FROM 9:15 AM TO 9:45 11:45		<input type="radio"/> a.m. <input type="radio"/> p.m.	
21	License chewed but could use Real ID image to confirm face other info is readable	11:54	<input checked="" type="radio"/> a.m. <input type="radio"/> p.m.	DD
			<input type="radio"/> a.m. <input type="radio"/> p.m.	

Anything Out of the Ordinary

11	Voter returned to polls with voteslip #245 that he had put in his pants.	11:15 ^{a.m.} p.m.	W&S
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12	Voter complained of slippery tile surface in library vestibule.	11:55 ^{a.m.} p.m.	W&S
	Alerted library staff, who are looking for caution placards.	a.m. p.m.	
		a.m. p.m.	

22	Police officer arrived saying he got a ^{absentee} call that we needed assistance, but nothing was wrong. Not ^{at same who called in}	8:54 ^{a.m.} p.m.	ICMB
		a.m. p.m.	

Anything Out of the Ordinary

7	Front desk at Polling Place had TV on with news/politics. Observer brought it to my attention. Facility turned off news.	6:20	a.m. p.m.	LMM
			a.m. p.m.	

8	Long opening lines! Longest lines were for poll book H-0, ballot table (booths all full & short line for those - informed voters they could optionally fill out ballots outside of booths) registration and EDR EDR poll book. By 8:10, lines cleared.	7-8	a.m. p.m.	SW
			a.m. p.m.	

9	Ballot table staff accidentally marked 1 ballot w/ stray pen mark. Tore & put in Spoiled env.	5:40	a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	

Anything Out of the Ordinary

27	A voter ripped the Zeros tape.	9:50 ^{a.m.} _{p.m.}	15B
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13	UW vehicles blocking the	130 ^{a.m.} _{p.m.}	JBM
	curbside bell. Asked desk to	a.m.	
	contact driver to move.	a.m.	

8	new registrations There was a medical emergency with a woman voter. After getting her voter slip she fainted behind the poll book table. A couple of medical professionals/voters assisted her until the paramedics arrived at 7:15 am & her condition improved and she was able to vote while lying down. An election official inserted her ballot in the tabulator. She left with the paramedics in a gurney at 7:25	7:00 ^{a.m.} _{p.m.}	LJP
		a.m.	
		p.m.	
		a.m.	
		p.m.	
		a.m.	
		p.m.	

Anything Out of the Ordinary

(13)	One person walked out door with her	9:20 ^{a.m.} p.m.	CS
	Express Vote Ballot, before inserting it	a.m. p.m.	
	in to tabulator. We caught her	a.m. p.m.	
	and brought her back, but now are	a.m. p.m.	
	worried others may have done the	a.m. p.m.	
	same.	a.m. p.m.	

8	Bomb threat ^{emailed} called in to MPD -	8:50 ^{a.m.} p.m.	in
	sent by bot	a.m. p.m.	
	Not deemed credible by MPD.	a.m. p.m.	

Anything Out of the Ordinary

26	AN EXPRESS VOTE USER HAD CROMPLED	5.40 a.m. p.m.	SL
	THE BALLOT INTO HIS POCKET WHEN IT WAS	a.m. p.m.	
	RETURNED FROM THE PRINTER. AN ELECTION	a.m. p.m.	
	OFFICIAL SAW IT AND REMINDED THE VOTER	a.m. p.m.	
	THAT IT NEEDS TO BE FED INTO THE	a.m. p.in.	
	TABULATOR. THE VOTER HANDED HIS BALLOT	a.m. p.m.	
	TO THE OFFICIAL WHO THEN FLATTENED IT	a.m. p.m.	
	AND FED IT TO THE TABULATOR. THE	a.m. p.m.	
	BALLOT JAMMED, BUT THE TABULATOR SAID	a.m. p.m.	
	THE VOTE WAS COUNTED. WE ASKED THE	a.m. p.m.	
	OBSERVERS TO WATCH AS WE CLEARED THE	a.m. p.m.	
	JAM. THE TABULATOR CONTINUED TO	a.m. p.m.	
	ACCEPT. BALLOTS AFTER CLEARING THE	a.m. p.m.	
	JAM. . . .	a.m. p.m.	

Anything Out of the Ordinary

14	CBS NEWS ASKED PERMISSION TO FILM IN VOTING AREA. I MADE A	12:30	a.m. p.m.	(1)
	LOUD ANNOUNCEMENT ASKING IF ANYONE WOULD BE UNCOMFORTABLE. I THEN ASKED		a.m. p.m.	
	ANYONE NOT COMFORTABLE RAISE A HAND AS MEDIA DOES NOT NEED TO ENTER IF SO.		a.m. p.m.	
	EVERYONE IN ROOM NODDED, MUMBLED OKAY. CAMERA PERSON ENTERED & FILMED ROOM FOR		a.m. p.m.	
	ABOUT 8-10 MINUTES, USING BROAD ANGLES WITH CAMERA TO CAPTURE ROOM, PER CAMERA PERSON		a.m. p.m.	

11	Voter had proof of residence but only out of state license. Offered to voter to complete registration and cast provisional ballot. Voter declined, and stated they would return with registration form and passport.	~8	a.m. p.m.	DR
			a.m. p.m.	
			a.m. p.m.	
12	Voter from incident 11 returned with passport.	8:11	a.m. p.m.	DR
			a.m. p.m.	

Seal Issues

9	During Set Up, before the polls opened, while setting up the tabulator, one of the tabulator seals was found opened. It had not been sealed. The section not sealed was the top section, the entire emergency bin. The papers The seal number was is 2294718. Everything inside was still sealed shut.	6:40 ^{a.m.} p.m.	JH
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	
		a.m. p.m.	


16	Seal was removed to power up	10:03 ^{a.m.} p.m.	AGT
	tabulator - no new was attached	10:13 ^{a.m.} p.m.	AGT

Equipment Issues

10	TABULATOR NEEDED TO BE RELOGGED IN	6:35	a.m. p.m.	MMW
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6	Doorbell (curbside voting) didn't work	7:10	a.m. p.m.	DS
7	(Works now) replaced battery (EO ran to Menards) <u>Worked</u>	8:00	a.m. p.m.	DS

6	Tabulator keeps spitting ballots out. Clerk's office notified.	7:15	a.m. p.m.	KM
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10	REPLACING TABULATOR NEW SEAL	8:20	a.m. p.m.	BVA
	NEW DS03/6 370072 B0798572			
			a.m. p.m.	
	STICK MAINTAINED COUNT. TAB ONLY READ EV BALLOTS			

Opening Tabulator Bin

12	VOTER THOUGHT BALLOT WAS NOT	9:54	a.m. p.m.	Dfe
	COUNTED, OPENED TABULATOR TO		a.m. p.m.	
	ENSURE THE BALLOT DID NOT		a.m. p.m.	
	JAM. ANNOUNCED TO ROOM THAT		a.m. p.m.	
	CHIEF INSPECTOR WAS CHECKING TO		a.m. p.m.	
	MAKE SURE BALLOT DROPPED.		a.m. p.m.	
	ALL LOOKED OKAY.		a.m. p.m.	
25	Ballot jam cleared, Machine said	4:50	a.m. p.m.	KJ Tnt
	ballot was counted, Bin was opened		a.m. p.m.	
	and ballot was pulled down into it,		a.m. p.m.	

Opening Tabulator Bin

9	Tabulator jam due to amount of ballots	a.m. p.m.	
	in the bin. Cleared jam. Emergency bin	6:50 a.m. p.m.	MV
	used by four voters over period of five	a.m. p.m.	
	minutes.	a.m. p.m.	

- 17	Ballot jammed in tabulator. Statement on screen said it was counted.	5:20 a.m. p.m.	JP
	We unlocked front and slid scanner forward, grabbed ballot from back unlocked the	a.m. p.m.	
	tabulator door and manually placed it on the pile.	a.m. p.m.	

Opening Tabulator Bin

11	Tabulator was full - ^{ballots} ballots rejected	a.m.	SW
	twice - made decision to open	p.m.	
	to remove ballots. Two Two	a.m.	Bin
	election officials opened - removed	p.m.	
	all ballots from tabulator. Then	a.m.	
	relocked - Ballots stored in blue	p.m.	
	tote at Chief inspector table. Announced	a.m.	
	to the room that the ballots are	p.m.	
	being removed from tabulator, why	a.m.	
	and that they will be secured and	p.m.	
	under surveillance at all times.	a.m.	
		p.m.	

Opening Tabulator Bin

10	Tabulator jammed; ballot did not fully	8:20 ^{a.m.} p.m.	CD
	drop into bin. Tabulator was opened w/	a.m. p.m.	
	2 poll workers and observer and ballot	a.m. p.m.	
	jam was able to be cleared	a.m. p.m.	

15	Tabulator Jam - Machine opened	3:15 ^{a.m.} p.m.	138
	and ballot retrieved that had		
	already been counted. Ballot		

Opening Tabulator Bin

13	Tabulator Jam - Express vote	5:41	a.m. p.m.	JG
↓	got bent going in. Ballot was		a.m. p.m.	
	counted. We opened the front		a.m. p.m.	
	and slid the screen forward		a.m. p.m.	
	and removed the stuck ballot		a.m. p.m.	
	then we added to the top of		a.m. p.m.	
	the counted ballot stack in the		a.m. p.m.	
	bottom of the tabulator		a.m. p.m.	

Upset Voters

11.	Voter registering to vote	a.m.	
	left upset cuz she'd taken	a.m.	
	off account # and we	p.m.	
	couldn't use it as proof	10:45 a.m.	MH
	of residence.!! She come back 😊	p.m.	
		a.m.	
		p.m.	
		a.m.	

14	HOMELESS VOTER LEFT SOMEWHAT	10:30 a.m.	Dre
	UPSET BECAUSE HE COULD NOT PROVIDE	p.m.	
	PROOF RESIDENCE (OR AFFIDAVIT FROM A	a.m.	
	HOMELESS SHELTER). HE IS A VET. COULD	p.m.	
	NOT UNDERSTAND WHY HE COULDN'T VOTE	a.m.	
	AT LEAST FOR PRESIDENT. HE HAS BEEN IN	p.m.	
	MADISON FOR SEVERAL MONTHS.		

8	De-escalated angry voter who was upset school gym had Black Lives Matter & LGBTQ+ flags displayed.	a.m.	ajp
		p.m.	

Upset Voters

22	A VOTER WAS UPSET THAT HE COULD	12:28	a.m. p.m.	DAL
	NOT VOTE AT THIS WARD. ^{HIS WARD} THE WARD		a.m. p.m.	
21	WAS 21 BUT HE SAID HE COULDN'T		a.m. p.m.	
	UNDERSTAND WHY HE COULD NOT VOTE HERE.		a.m. p.m.	
	I EXPLAINED RULES/PROCESS. HE SAID, "HOW I GUESS I WON'T VOTE."			

17	IRATE VOTER: Claimed we had	6:15	a.m. p.m.	KTC
	her ID. We looked everywhere. She		a.m. p.m.	
	had tried to register, was at the		a.m. p.m.	
	wrong polling place, left + needed		a.m. p.m.	
	her ID at correct polling place		a.m. p.m.	
	We explained that we would not		a.m. p.m.	
	have handled her ID. Very loud		a.m. p.m.	

Upset Voters

9.	A voter came & needed to do an address change registration. Unfortunately, all they had with them	3:59 a.m. p.m.	Dear
	was a Quartz statement & a vet health statement, neither of which was allowable	a.m. p.m.	
<p>Voter left, extremely unhappy & upset, but had already filled out form. I called the office & was told to sticky-note it & clip it to the outside of the yellow registration folder.</p>			

Issues/Non-Issues Raised by Observers

6	3 observers arrived & checked in	7 ¹⁰ <input checked="" type="radio"/> a.m. <input type="radio"/> p.m.	DD
	Observer reported a Harris sign in an apartment window above door - mutual understanding that it's out of our control - no issue	<input type="radio"/> a.m. <input type="radio"/> p.m.	
		<input type="radio"/> a.m. <input type="radio"/> p.m.	

21	OBSERVER SAYS SHE SAW ED. HAND OFF	5:00 <input checked="" type="radio"/> a.m. <input type="radio"/> p.m.	PA
	Something? ED. SAYS IT WAS SOMEONE ELSE.	↓ <input type="radio"/> a.m. <input type="radio"/> p.m.	↓

24	Observer shared concern over voter wearing political shirt - Chief explained we don't let election officials wear political clothing, but allow voters to wear what they want w/out drawing attention (goal being to get them in and out as efficiently as possible).	11:49 <input checked="" type="radio"/> a.m. <input type="radio"/> p.m.	TE
		↓ <input type="radio"/> a.m. <input type="radio"/> p.m.	↓
		↓ <input type="radio"/> a.m. <input type="radio"/> p.m.	↓
		↓ <input type="radio"/> a.m. <input type="radio"/> p.m.	↓

Issues/Non-Issues Raised by Observers

8	Around noon(?) one of the observers was	12	a.m. p.m.	BF
	concerned about a voter being upset		a.m. p.m.	
	about being behind one of our people		a.m. p.m.	
	running five absentee ballots at		a.m. p.m.	
	the Poll Book table. We timed		a.m. p.m.	
	the wait at 2½ minutes. We		a.m. p.m.	
	explained to the observer that the		a.m. p.m.	
	city has told us to stay in line		a.m. p.m.	
	① To get it done and ② To avoid		a.m. p.m.	
	looking suspicious by jumping out of line.		a.m. p.m.	

Redirecting Voters

Number Sequentially	Fire Station #14 Diary of Events (Incident Log)	Time Occurred	Election Official Initials
16	Voter presented themselves hoping to vote here even though they knew this is not their ward. There is a restraining order preventing them from going into ward 74. We spoke to	7:00 a.m. p.m.	BB
	Dave County Non-Emergency Services and determined they are	a.m. p.m.	
	allowed outside the facility so could curbside vote. I spoke	a.m. p.m.	
	to the Chief at 74 to make arrangements but then the	a.m. p.m.	
	voter decided not to	a.m. p.m.	
	follow through.	a.m. p.m.	
		a.m.	

Redirecting Voters

13	Voter in wrong ward - arrived with incomplete registration - indicated that uncomfortable with going to Steamfitters and indicated that wouldn't go there. I completed the registration - Explained that only place she could vote today was Ward 8, Voter chose to take registration form with her in the event she chose to go to Steamfitters.	9:40	a.m. p.m.	DD
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	

16	Voter came to vote whose ward is Door Creek Church - Didn't want to stand in the long line - Went away unhappy	10 ¹⁰	a.m. p.m.	DD
			a.m. p.m.	

6	One voter left as this was his ^{n't} polling place. I followed him & directed him to his proper location & he said he would vote	8:30	a.m. p.m.	ES
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	

Absentee Deliveries Not Accepted

18	Voter Individual arrived with Son's ballot but no envelope was in the mailed envelope.	10 ⁵⁰	<input checked="" type="radio"/> a.m. <input type="radio"/> p.m.	DD
	Person informed that we couldn't take the ballot - both because of envelope and because		a.m. p.m.	
	the voter wasn't dropping off their own ballot and accommodation wasn't criteria hadn't		a.m. p.m.	
	been met. Called the Clerk's Office to confirm decision		a.m. p.m.	

32	Voter came w/ his Mom's overseas ballot.	455	<input checked="" type="radio"/> a.m. <input type="radio"/> p.m.	AKS
	States Mother is not disabled. Told him we could not accept the ballot unless		a.m. p.m.	
	he was assisting her due to a disability. He took the ballot and left.			

Sending Folks Outside 100-Foot Zone

8	Election defenders introduced	a.m.	
	selfs stationed outside of	a.m.	
	I "need help, called Clerks office	a.m.	
	and they are not a registered group	a.m.	
	I showed them 100ft area & told	a.m.	
	they could go outside it or sign	a.m.	MIT
	in as observor. They chose	7:30 p.m.	
	to stay outside of 100 ft area		

Sending Folks Outside 100-Foot Zone

9	Around 1 pm, someone asked me about	1	a.m. p.m.	BE
	a man standing around the entrance talking		a.m. p.m.	
	to people. It made her feel uncomfortable.		a.m. p.m.	
	I talked to him, and he said he was		a.m. p.m.	
	working for the State of Wisconsin through		a.m. p.m.	
	myVote.wi, encouraging voters to contact		a.m. p.m.	
	their friends to get them to vote.		a.m. p.m.	
	I contacted the city for advice. He had		a.m. p.m.	
	no State ID. I went back to ask		a.m. p.m.	
	him to step back to the 100' distance,		a.m. p.m.	
	and he was already packing up to		a.m. p.m.	
	leave.		a.m. p.m.	

Mistakes Noted

9	We realized at the shift Change between	a.m.	
	1 and 1-30 that the ballot table had not	a.m.	
	written the word	a.m.	
		p.m.	

14.	In reconciling poll books, EO's found that	11:20 ^{a.m.}	MEB
	signatures have been being placed in both	a.m.	
	books - will instruct to stuff only using 1	p.m.	
	book from this point forward.	a.m.	
		p.m.	

26	Just realized "Ward 85" was not being circled	12:10 ^{a.m.}	CB
	on the ballots. Will be circled moving forward	p.m.	+
		a.m.	
		p.m.	

Mistakes Noted

10	EO noted that she did not	1 ³⁰	a.m. p.m.	↔
	have voters signing books. Instructed		a.m. p.m.	
	EO to begin doing so		a.m. p.m.	
21	Upon reviewing the voter registration poll book	2:30	a.m. p.m.	RL
	stack from this morning, I found that the first		a.m. p.m.	
	and last names were swapped for many voters.		a.m. p.m.	
	These are indicated with an arrow (↔)		a.m. p.m.	

Mistakes Noted

11	The 1st 23 ballots issued did not have ward circled - One may have been Express vote so only 22 paper ballots	7:18	a.m. p.m.	BCS
			a.m. p.m.	
			a.m. p.m.	

15	During the early rush, a voter's req form got the second check, ID check, but EO forgot to enter on EDIB and therefore voter also did not sign. Voter got a voter slip. No contact info on req. form. EO added voter name & slip # to new sheet	8:10	a.m. p.m.	BCS BJM
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	

Mistakes Noted

14	Found one registration form with	a.m.	
	not on new registration list.	p.m.	
	Added Added to new registration list	a.m.	
	with no signature and a note	p.m.	
	this was the case	8:21 a.m.	JCP

Sending Poll Worker Home

	poll books		a.m. p.m.	
35	Two voters returned to the polling location to report that an election official was not asking for ID at the poll book. Chief immediately moved them to greeter table and replaced them with another election official at the poll book.	6:00	a.m. p.m.	E
	Chief spoke with other poll book workers to confirm said election official was not looking at IDs. Other officials confirmed and said they were asking for IDs when election official in question was not checking. This is consistent with what two concerned voters had shared with chief.		a.m. p.m.	
36	(re: #35) Called Clerk's office to be sure Chief could send worker home. They confirmed. Chief asked Chief in Training to assist with sending election official home.	6:25	a.m. p.m.	E
37	Chief shared concerns with election official and asked them to sign out early due to nature of the concerns and current climate surrounding the election. Election official shared they believed it was unfair, but also admitted they did not ask for ID if line was long. Chief does not feel line was ever long enough for this to even remotely be a consideration — let alone that not checking IDs would ever be acceptable. Chief directed future questions to the Clerk's office and will be sending a more detailed email later w/ election official's name.	6:36	a.m. p.m.	E

Returning Provisional Voter

11	Voter who voted Provisional	5	a.m. p.m.	OB
	earlier returned with Voter		a.m. p.m.	
	ID from DMV. (See # 5)		a.m. p.m.	
	and Prov ballot envelope &		a.m. p.m.	
	put in discarded ballot env.		a.m. p.m.	
	Completed section on Prov		a.m. p.m.	
	Ballot Log.		a.m. p.m.	
			a.m. p.m.	

Remaking Ballots

19	Remake bad ballot #8. Printed.	5:32	<input checked="" type="radio"/> a.m. <input type="radio"/> p.m.	CB
	Intent is clear		a.m. p.m.	

25	Ballot #9 overvoted, XXXXXXXXXX	4:28	<input checked="" type="radio"/> a.m. <input type="radio"/> p.m.	AG DL
	determined voter intent, remake		a.m. p.m.	

1	REMADE BALLOT #1 - OVERVOTED.	10:50	<input checked="" type="radio"/> a.m. <input type="radio"/> p.m.	JA KDS
	VOTER INTENT CLEAR		a.m. p.m.	

45	Remake bad ballot #39. Voter intent determined. printed ballot.	10:27	<input checked="" type="radio"/> a.m. <input type="radio"/> p.m.	MCD GS
			a.m. p.m.	

11	Ballot marked with permanent marker. Remade.	8:50	<input checked="" type="radio"/> a.m. <input type="radio"/> p.m.	JA JU
	Voter intent is clear. #2 ballot		a.m. p.m.	

Reconciling Voter and Ballot Numbers

12	A voter registration was recorded in Ward 3 that should have been in Ward 2. They were given and voted the wrong ballot. We created an entry on the correct registration poll book referring to the signature on the ward 3 EDR poll book. Our ward 2 and 3 voter slip numbers will be off by one. #507	2:00	a.m. p.m.	JB
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7	When doing 11am reconciliation count was off by 7. Found 10 absentee envelopes that weren't checked in at poll book. Now off by 3 the other way.	11:00	a.m. p.m.	THU
8	Resolved 3 discrepancy - Have three federal ballots that got checked in at poll book and voter slips issued before realizing they need to be held till the end of the night	12:39	a.m. p.m.	THU

Reconciling Voter and Ballot Numbers

22	handcount of voter slip #'s on ward 2 equals 833. Last voter slip given out equals 900	a.m. p.m.	BB
	833. Tabulator total is 832. Manual count of ballots for ward 2 equals 832.	a.m. p.m.	
-envelopes	We checked all absentee certificate ballots and they were empty. We checked	a.m. p.m.	
	bad ballot envelope. There were no good ballots in the envelope. The	a.m. p.m.	
	rejected absentee was not assigned a voter slip number. We have no	a.m. p.m.	
	further explanation of why we are missing 1 ballot.	a.m. p.m.	
		a.m. p.m.	

13	Numbers or of 1,000!	a.m. p.m.	KR
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Reconciling Voter and Ballot Numbers

11	Tabulator counted 2019 votes; last	1030	a.m. p.m.	JB
	Voter slip issued was 2021; and		a.m. p.m.	
	appeared on new registration list.		a.m. p.m.	
	There is a difference of 2. One		a.m. p.m.	
	voter # slip was stuck to another #1845		a.m. p.m.	
	We believe one voter # slip was		a.m. p.m.	
	issued, but voter did not vote.		a.m. p.m.	
	An extensive reconciliation with		a.m. p.m.	
	voter slips, poll books, new registrations,		a.m. p.m.	
	multiple times, was performed after		a.m. p.m.	
	polls closed to try and determine		a.m. p.m.	
	the discrepancy.		a.m. p.m.	

Reconciling Voter and Ballot Numbers

5	Numbers off by 1 - Tabulator 1 less	10:30	a.m. p.m.	MM7
	then ballot slips. All ballot slips accounted		a.m. p.m.	
	for. However, voter #42 does not appear		a.m. p.m.	
	in either book. Theory is that when #41 was given out, #42 was still stuck to it. Ward 99.			

Poll Book Reconciliation

12	Richmond, Fletcher-Clyde, voter number 904, did not get signature	6:55 ^{a.m.} <u>p.m.</u>	WB
35	Poll book M-Z: markers reported slip #1341 was missed in one poll book. I told them to enter & put initial the number	6:17 ^{a.m.} <u>p.m.</u>	KRW
		a.m. p.m.	—
		a.m. p.m.	—
20	in one poll book, voter Nola Brownell's # was incorrectly written in Louis Brownell's	5:07 ^{a.m.} <u>p.m.</u>	KE
		a.m. p.m.	

Good Things

4	Successful tabulator setup + Exp vote setup	6:37 ^{a.m.} _{p.m.}	UB
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4	LONG LINE WAITING, BUT MOVED	7:00 ^{a.m.} _{p.m.}	✓
✓	QUICKLY,	✓ ^{a.m.} _{p.m.}	Jmw
5	ONE VOTER, THE VERY FIRST VOTER,	✓ ^{a.m.} _{p.m.}	✓
✓	WAS WAITING SINCE BEFORE 6:00AM	5:55 ^{a.m.} _{p.m.}	Jmw
6	RAIN HAD LET UP, MAKING IT MORE	✓ ^{a.m.} _{p.m.}	✓

6	BUSY MORNING! CATCHING OUR BREATH	9 ^{a.m.} _{p.m.}	CA
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Good Things

18	< 5 minute wait; voting	9:20 ^{a.m.} p.m.	CD
	going smoothly	a.m. p.m.	

57	Absentee team is going through	3:47 ^{a.m.} p.m.	17/B
	empty envelopes, ensuring they	a.m. p.m.	
	are empty.	a.m. p.m.	

Good Things

* 14	One great thing I am	2:31	a.m. p.m.	ES
	now on Teams! One of the		a.m. p.m.	
	Resource Team got me in		a.m. p.m.	
	despite my wisu.edu email		a.m. p.m.	
	ending that kept putting me		a.m. p.m.	
	in (all) Teams		a.m. p.m.	

Good Things

15	THANK YOU FOR SENDING MORE EOS	a.m. p.m.	
	☺☺☺☺☺☺☺☺	5:51 a.m. p.m. (circled)	MA

76	All EDs have their closing tasks	7:40 a.m. p.m. (circled)	EBB
	and are confident approaching	a.m. p.m.	
	8pm.	a.m. p.m.	

Absentee Carrier Envelope Seal Log



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

Wards 20, 21
Fleet Services

Seal Number	Date Sealed	Initials	Opened at Polls
12345	2/7/25	JV	<input checked="" type="checkbox"/>
54321	2/12/25	DT	<input checked="" type="checkbox"/>
83927	2/17/25	TW	<input checked="" type="checkbox"/>
47028	2/18/25	CO	<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

- Absentee courier will deliver with chain-of-custody form
- Use to double-check that each envelope has been processed
- Attach seal log to absentee inspectors' statement

Carrier Envelopes

- Will indicate what section of alphabet is enclosed
- New box on envelope
 - Write time opened, initial
 - Check off when double-checking all absentees from envelope are processed, initial

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 _____

Bundle Tracking Sheet

- Inside carrier envelope
- Checklist for processing absentees in bundle
- No need to alphabetize if kept in voter slip order (will update form for next election)

Bundle number _____

Absentee ballot bundle tracking sheet

_____ Time started

Set aside any FWABs to be counted at the end of the night.

How many ballots in this bundle? _____ (count twice)

Initial if you checked these ballots for

_____ Ward _____

_____ Voter signature

_____ Witness signature

_____ Witness address

_____ Seal not tampered with

_____ Checked against ineligible voter list.

_____ Time completed

Were any ballots set aside for possible rejection? _____

Process ballots

Please keep certificate envelopes in alphabetical order with this sheet.

When these ballots are processed, verify:

_____ Number of empty certificate envelopes in this bundle

_____ All have voter slip number

_____ Alphabetized

_____ Time completed

Used Certificate Envelopes

- Inside each carrier 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 _____, _____
(Day) (Month) (Year)

The certification on each absentee certificate envelope was executed in compliance with §§6.22, 6.24, 6.87, 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 _____, _____
(Day) (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. §§6.88(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 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-108 | Rev. 2016-08 | Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 | 608-261-2028 |
web: elections.wi.gov | email: elections@wi.gov

This form is printed on a white envelope.

Pad of Absentee Bundle Sheets

- Absentee binder

Absentee Bundle

_____ envelopes in this bundle.

- Verified number above.
- All envelopes have a voter slip #.
- Envelopes organized (choose one)
 - By voter number
 - Alphabetized
- Ballots have been tabulated, including those that needed to be remade.
- Added to bundle tracking sheet.

Poll Book Reconciliation

- Voter names highlighted on poll book because absentee was returned should have a voter slip number
- If no voter slip number, check for rejected absentee



New Task Sheet

Assigned to: _____

Closing Task *First & Foremost* Verify All Ballots are Counted

★ ★

- Double-check that every absentee carrier envelope on the absentee carrier envelope seal log (delivered by courier) is accounted for.
- Look in every absentee carrier envelope to verify that it is empty.
- Look in every absentee ballot delivery bag to verify that it is empty.
- Ask every poll worker whether they have any absentee ballots left to process or remake.
- On page two of the Inspectors' Statement, compare the number of absentees processed at this polling place today to the number of absentees returned by last Friday. Do these numbers make sense?
- Check the voter turnout spreadsheet on the iPad. Is the number of absentees returned for each of your wards as of Sunday less than the number of absentees processed at your polling place today?
- 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.

Neatly Pack Supplies Task Sheet

- Assign to the poll worker who thinks they have the most organized closet
- Includes placing all envelopes on a table for Chief Inspector to review

Assigned to: _____

Closing Task Organizer

Neatly Pack Supplies



- Gather all envelopes and lay them on a table for the Chief Inspector to review.
 - Dane County Clerk
 - Madison City Clerk
 - Certificate of Rejected Absentee Envelopes (if any were rejected)
 - Discarded Ballots
 - Original Ballots that Have Been Duplicated/Remade by Poll Workers
 - Used Certificate Envelopes of Absentee Electors
 - Absentee Ballot Carrier Envelopes
 - Wisconsin Inspectors' Certificate of Provisional Ballots (if any provisional ballots were issued)
- As poll workers finish their task sheets, neatly pack the contents of the blue city clerk tote. Pack the tote from the right side to the left side.
 - Place binders upright on the right side of the tote.
 - Place the accordion folders upright in the middle of the tote.
 - Place the supply kit flat upright on the left side of the tote.
 - The accordion folders and supply kit are about as wide as the tote is deep. The supply kit will help the accordion folders stand upright.
 - Place the plastic bin of I Voted stickers on top of the supply kit.
 - Place the pads of unissued voter slip numbers on top of the supply kit.
 - Place the first aid kit on top of the supply kit.
 - Place the iPad upright between the accordion folders and the supply kit.
 - Nothing should be buried beneath the accordion folders or supply kit.
 - Once reviewed by the Chief Inspector, lay the absentee carrier envelopes on top of the accordion folders.
 - Once reviewed by the Chief Inspector, lay the large white Used Certificate Envelopes of Absentee Electors envelopes on top of the absentee carrier envelopes.



Used Certificate Envelopes of Absentee Electors



Supply Tote

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 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 electors 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. (§6.88(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), (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-108 | Rev. 2016-08 | Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 | 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
Village } of _____ County, Wisconsin
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-123r), the EL-123s "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-123s "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-123r), the EL-123s "Provisional Voting Information Sheet" for the elector and listed on the Inspectors' Statement (EL-104).
- The back of the ballot should be marked "Section 6.07," 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

- The municipal clerk shall promptly notify the appropriate boards of canvassers that the clerk has provisional

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
Village } of _____ County, Wisconsin
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)(a), 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), (5), 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 7984, Madison, WI 53707-7984 | 608-261-2028 | web: elections.wi.gov | email: elections@wi.gov

This form is printed on a brown envelope.



Election Returns Dane County Clerk

Red Absentee Bag

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

Red Absentee Bag

- 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
- 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

- 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

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.

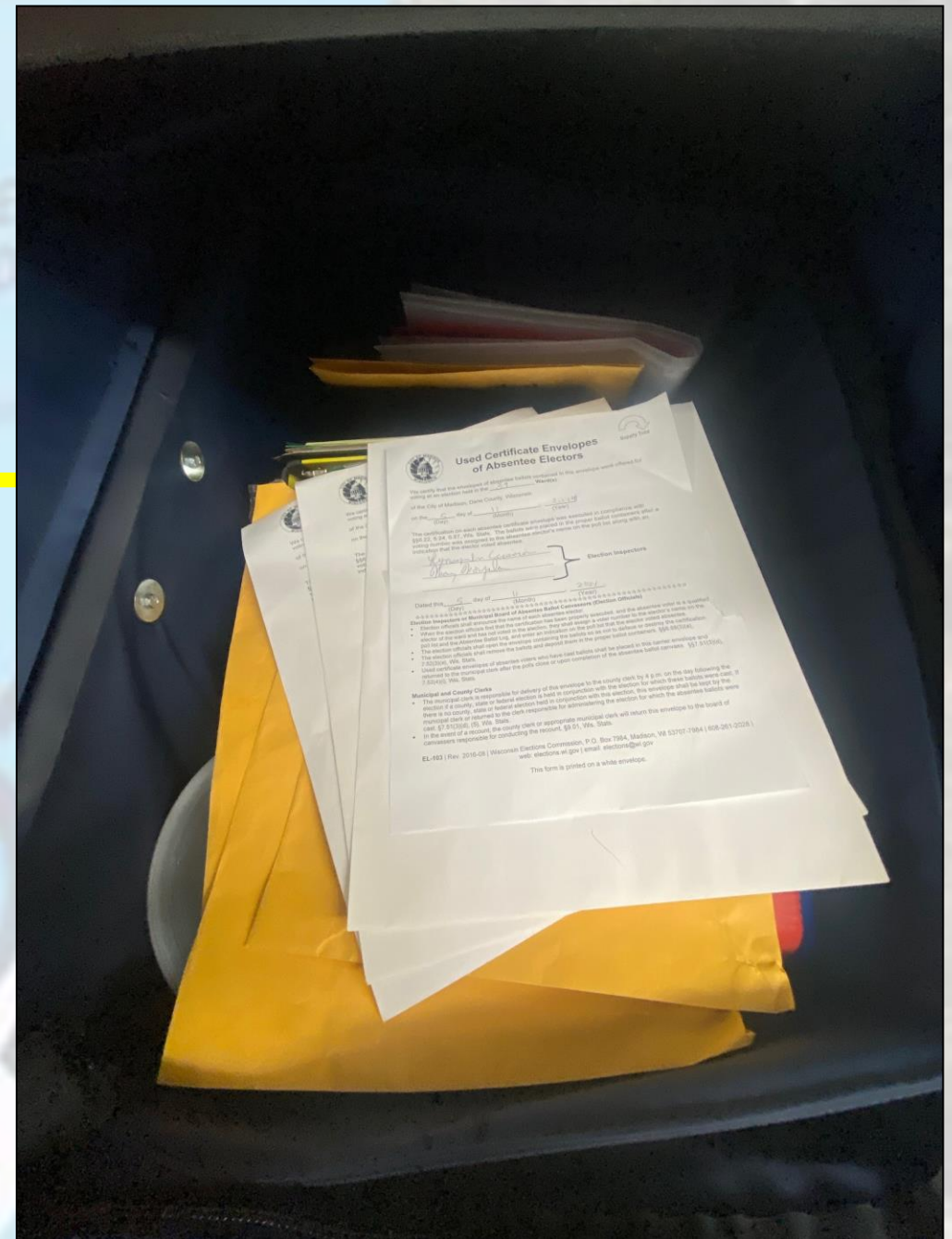
Clerk Tote

- Binders upright
- Accordion folders upright
- Supply kit upright and flat
- Unissued voter slips, first aid kit, stickers on top of supply kit
- Nothing buried at bottom of tote



Clerk Tote

- Empty carrier envelopes lie flat on top of neatly packed tote contents
- Used certificate envelopes lie flat on top of carrier envelopes



Optional Hour of Training

- One hour of Board of Canvassers meeting
- CCB 107
- Friday, February 21
- 4-5 pm or 5-6 pm



Thank you!

E-mail code phrase to
madisonvotes@cityofmadison.com:

