

Poll Book Guide

Flashcards to help guide you through working at the poll book table.



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

Sign Front of Poll Book

Election: 2024 Partisan Primary - 13 Aug 2024

WLS_RE_POLLIN

District(s): Ward 115

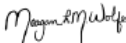
CITY OF MADISON - DANE COUNTY

LUSSIER COMMUNITY EDUCATION CENTER

Certification of Administrator

I certify that the attached list is a true and complete registration list of the municipality or the ward or the wards for which the list is prepared.

Meagan Wolfe



Wisconsin Elections Commission Administrator

Certification

We certify that the attached list contains all the names of persons voting at the election held on, August 13th, 2024, and that it contains all the information about the electors required by law. We further certify that this list is true, correct and complete.

Total Number of Voters Printed on the Poll List: 2101

Last Voter Number: _____

Page Number of Last Voter: _____

Number of Absentee Electors: _____

Election Inspector Signatures:

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

The information on this form is required by ss. 6.79(1m)(4)(b), 6.82(1)(a), 2(d), 6.88(3)(a), Stats.

EL-107 (WVVote 2016)

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Voter States Name

Find the voter in the poll book. Voters who registered within 20 days of the election will be on the supplemental poll list in the back of the poll book.

Voters who are unable to state their name may have someone else do so on their behalf.

Confidential voters (victims of stalking or domestic abuse) present a card instead of stating their name. You will find them in the back of the poll book.



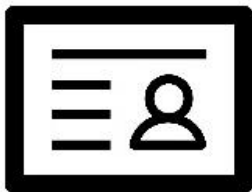
Check Voter ID

Check that the ID

1. Is an acceptable form of ID
2. Has an acceptable expiration date for that type of ID
3. Name reasonably conforms to name on poll book
4. Photo reasonable resembles voter

If the voter does not have an acceptable Voter ID, offer a provisional ballot.

If the voter has changed their name, the name change goes into effect for voting purposes once they get an ID with the new name.



Acceptable ID

- ✓ **Wisconsin driver license** expiring after 11/8/2022
- ✓ **WI ID card** issued by DOT, expiring after 11/8/2022
- ✓ **U.S. passport** expiring after 11/8/2022
- ✓ **Military ID** card expiring after 11/8/2022
- ✓ **ID from an accredited WI College or University.** Expires within 2 years of being issued, and has student signature. If expired, need proof of current enrollment.
- ✓ **UW Voter Identification** card. If expired, need proof of current enrollment.
<https://vote.wisc.edu/>
- ✓ **Edgewood College** student ID. If expired, need proof of enrollment needed.
- ✓ **Certificate of naturalization** issued within last 2 years
- ✓ Unexpired Wisconsin driver license or **state ID receipt**
- ✓ **Tribal ID** card issued by a federally recognized Indian tribe
- ✓ Unexpired **Veterans Affairs ID** card

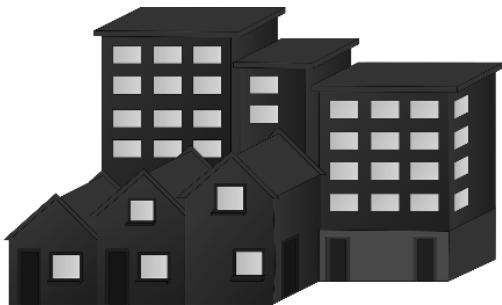
Voter States Address

Compare the address stated to the address on the poll book.

If the voter moved to a different address at least 28 days ago, send them to the registration table. If the voter moved to another address within the past 28 days, they need to vote from their previous address because they haven't been at their new address long enough to establish residency.

Voters who are unable to state their address may have someone else do so on their behalf.

Confidential voters do not state their address.



Did You Return Your Absentee?

If the voter's name is highlighted on the poll book, ask if they returned their absentee. Write the voter's answer in the margin of the poll book.

If the voter returned their absentee, it would be a felony to vote at the polls.

If the voter did not return their absentee, they may vote at the polls today.



Voter Signs Poll Book

Have the voter sign the poll book. Voters who are unable to sign or make their mark due to a physical disability are exempt from this requirement. In that case, write “Exempt by Order of Inspectors” in the signature box.

Collect all voter signatures in the same copy of the poll book. If we forget to have a voter sign the poll book, note that in the Incident Log.

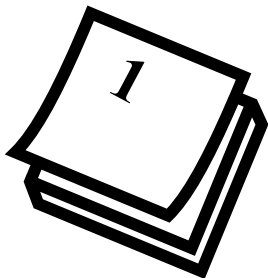


Issue Voter Slip

Write the voter slip number next to the voter's name on the poll book. Both poll workers at the poll book should repeat the voter's name and the voter slip number as they write it in the poll book.

When recording the voter slip number for an absentee voter, write an A after the number.

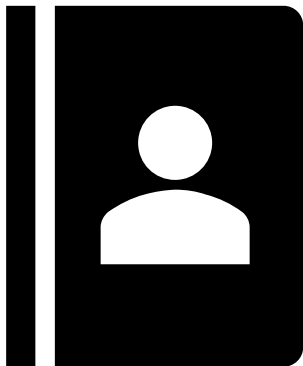
Give the voter their voter slip and send them to the ballot table.



Typographical Errors

If the voter says they are registered but you can't find them on the poll list, check the reverse directory. There may be a typo in their name on the poll book.

If there is a typo, note it on the yellow Poll List Corrections sheet. This is not for name changes or apartment moves. Please make sure the Poll List Corrections sheet is legible.



Curbside Voters

Write “Curbside” in the margin of the poll book for each curbside voter.

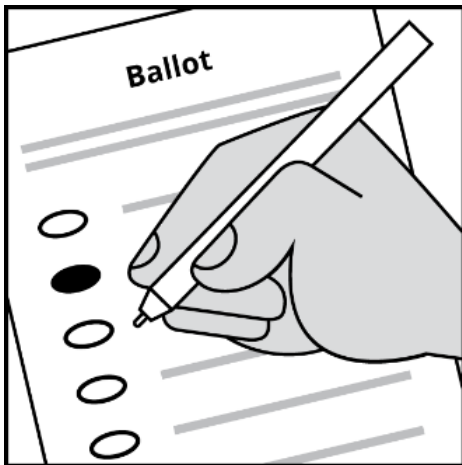
Curbside voters are exempt from signing the poll book. Write “Exempt by Order of Inspectors” in their signature box.



Voters Needing Assistance

Voters need assistance marking their ballot may choose who provides them with assistance. The assistant cannot be their employer or union agent/representative.

Note the name and address of the assistant in the margin of the poll book. The assistant will need to sign the voter's ballot.



Reconcile

Both poll books need to match. As time permits, or at the end of the night, compare the notations in each poll book.

If you find a discrepancy that you can resolve, do so. For example, if one poll book is missing the A after a voter slip number for an absentee voter, make that correction.

If you find a discrepancy you cannot resolve, make sure it is noted on the Incident Log.

