

Special Voting Deputy Guide

Flashcards to help guide you through your SVD visit.



Logistics



Issuing Absentee Ballots

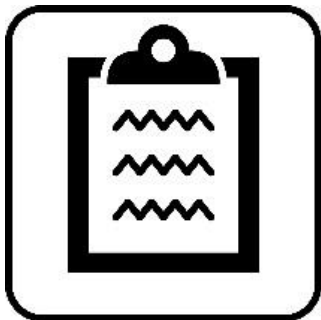


Voter Registration

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

Arrival

1. Put on your name tags.
2. Put on face masks if needed.
3. Check in with facility staff.
4. Review voter lists and absentee labels with facility staff.
5. Note on the voter list which additional residents have told facility staff they'd like to vote.
6. Determine which clock you'll use for the official time. Document this.



Getting Started

1. Unseal and open the ballot bag.
2. Both SVDs verify serial number on seal and initial event log.
3. Note time and seal number on event log.
4. Put the broken seal in the green courier bag.



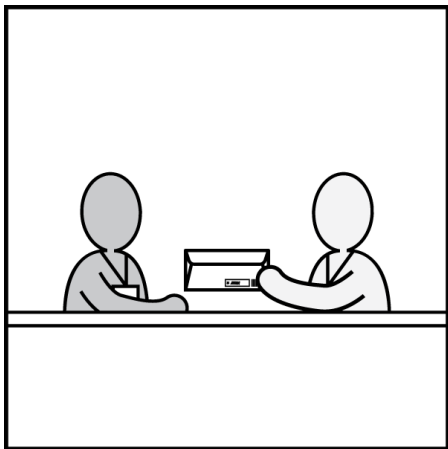
Observer Check-In

1. Observers must notify the Clerk's Office in advance. Note observer arrivals on the event log.
2. Review observer photo ID.
3. Have each observer sign the observer log. Keep observer log confidential. Attach it to the event log.
4. Give each observer the WEC brochure and an observer badge.
5. Note observer departures in event log.



Work in Teams of Two

- ✓ Two SVDs must be present every time the ballot bag is unsealed.
- ✓ Do not separate. You are each other's ballot buddy.



Find Each Absentee Voter

1. A pre-printed label means the voter requested an absentee. We need to try to locate that voter.
2. An absentee from another municipality means we need to locate that voter.
3. If facilitate staff tell us someone without a label wants to vote, we will try to connect with that voter.



Issuing Absentee

1. Apply voter label to envelope. Use label on right side of label sheet.
2. Initial “mlw” at top of envelope.
3. Both SVDs initial ballot. Do not pre-initial.
4. Stamp Absentee on ballot.
5. Ballot is marked and sealed in envelope.
6. Voter signs or makes their mark on envelope certificate. If voter needs someone else to sign their name, that person also signs envelope as assistant.
7. Both SVDs sign as witnesses. Do not pre-sign. Stamp Clerk’s Office address beneath each signature.
8. Offer voter an I Voted sticker.
9. Write date and Voted next to voter’s name on voter list.
10. Secure sealed envelope.

Voter Doesn't Want to Vote

1. Write today's date and "declined" on voter list.
2. Ask if voter wants to maintain their absentee status. Enter their name in the appropriate section of the *Elector Decline of Ballot* form.
3. The voter may change their mind, but we don't need to track them down at the second visit.



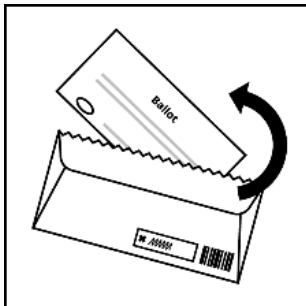
Voter is Asleep, Non-Responsive, or Unable to Vote

1. Write today's date and "unable to vote" on voter list.
2. Revisit the voter at the second visit.
3. If unable to connect with voter at second visit, write date and "unable to vote" again on the voter list



No Pre-Printed Label

1. If voter is on the registration list, write their name and address on the envelope. Proceed with issuing absentee.
2. If voter isn't on registration list, they may register on Monday, Tuesday, or Wednesday of this week. Complete registration. Proceed with issuing absentee.
3. If voter is registered at a home address other than the facility, use MyVote or call Clerk's Office to verify registration before issuing absentee. Check header code list to make sure voter receives the correct ballot for their ward and school district.



Assisting Voters

Assist voter with...	Anybody	Family Member**	SVD	Power of Attorney or Guardian
Completing registration form*	✓	✓	✓	✓
Signing voter's name on registration form	✓	✓	✓	✓
Completing absentee request	✓	✓	✓	✓
Signing voter's name on absentee request	✓	✓	✓	✓
Marking ballot at direction of voter	No	✓	✓	No
Completing certificate envelope	No	✓	✓	No
Sign voter's name on envelope	No	✓	✓	No
Requesting absentee for voter	No	No	No	✓

*During open registration only.

** Includes a family member employed by the facility.



Registration

1. Registration is available the Monday, Tuesday, and Wednesday of SVD week.
2. Use your transparency sheet to make sure the form is complete, including the date-of-birth.
3. At the bottom of the form, document proof of address. This often will be C (care facility contract), and the name of the facility.
4. Write voter's name and address in label section of absentee envelope.
5. Use street directory and header code list to make sure voter gets correct ballot style.
6. Return registration form to Clerk's Office in courier bag.



Proof of Address

- A – Affidavit from agency providing homeless services
- B – Bank/Credit Union/Credit Card/Mortgage Statement
- C – Care Facility Contract/Intake Document
- G – Government Document/Check (includes federal, state, county, city, tribal, UW, Madison College, public schools)
- H – Certified Housing List from UW-Madison or Edgewood College
- P – Paycheck
- R – Residential Lease (effective today)
- S – Student ID w/ Fee Statement
- T – Tax Bill from this year or last year
- U – Utility Bill (water, gas, electric, cable, internet, cell, landline) issued in last 3 months
- W – WI Driver License/ID, unexpired

Voter Intent

Registration is based on voter intent in Wisconsin. If the voter intends to return to their previous address, they may remain registered at that address.

Room Numbers

Many facilities move residents from one room to another based on the level of care currently needed. The voter's registration might not be for a particular room number, and that is okay.

Voter Competency

Only a judge may determine that someone is no longer competent for voting purposes. Family member may not make that determination.

Voter ID

Voters are exempt from showing voter ID when voting with Special Voting Deputies.



Wrapping Up Visit

1. Review event log and voter list. Make sure entries are complete and make sense.
2. Provide any feedback on Comments & Feedback form.
3. Seal all ballots and absentee envelopes in green courier bag.
4. Write serial number of tamper-evident seal on the event log.
5. Place all other materials back in the red supply bag.
6. Bring materials directly back to the City Clerk's Office.

