

# Closing the Polls



## Section Four

Updated 10/26/2022

## **Closing the Polls – Table of Contents**

- 3 Process All Ballots**
- 4 Local Canvass Announcement**
- 5 Results Tapes**
- 8 Modem Troubleshooting**
- 10 Compare Voter Slip Numbers**
- 10 Discrepancy Reconciliation**
- 12 Red Security Bag**
- 13 Statistics for Inspectors' Statement**
- 14 Reconciling Numbers**
- 15 Draw Down Procedures**
- 16 Write-In Tally**
- 17 Secure and Seal Ballots**
- 19 Signatures**
- 20 Reconcile Poll Books**
- 21 Putting Away the ExpressVote**
- 21 Putting Away Election Materials**
- 23 Payroll**
- 24 Items Hand-Delivered to Clerk's Office**
- 25 Hand-Count Tally**



## **Polls Close at 8 p.m.**

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At 8 p.m., proclaim: “Hear ye! Hear ye! The polls of this election are now closed!” The pre-determined end of line officer should remove the polling place sign, go to the end of the line, and follow the last voter into the polls. No one else is permitted to enter the line. **Everyone in line at 8 p.m. is allowed to vote.**

## **Observers**

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Observers may watch the closing of the polls, but may not touch any official election documents. Observers may take photographs after the polls have closed and all votes have been cast, as long as they are not disruptive. Candidates are allowed to observe once the polls have closed and voting is complete. The door to the polling place must remain unlocked until all results are announced to the observers.

## **Process All Ballots**

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Finish processing any absentee ballots you were unable to process during the day.

Open the emergency bin (top door of the tabulator cart). If there are any official ballots in this bin, run them through the tabulator. If there are any paper ballots in this bin, remake them and run the remade ballots through the tabulator.



**Ask every poll worker whether they have any absentee ballots left to be counted.** Check the supply tote and absentee ballot delivery bag for absentee ballots before you run the results tape.

***Before running the results tape, triple-check that all ballots have been processed!***

## Local Canvass Announcement

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Once all ballots have been cast, the chief will say this:

“The election polls are now closed. Pursuant to the provisions of Wis. Stat. §19.84, this body will now convene in open session as the Local Board of Canvassers under the provisions of the Wisconsin Open Meetings Law for the purpose of conducting the local [and municipal] canvass pursuant to Wis. Stat. §7.51.

“Under the provisions of the Wisconsin Open Meetings Law, you will not be asked to sign in or to show identification. This meeting will be open to the public and will be reasonably accessible as required by the open meetings law. Under both the election law and the open meetings law, election inspectors have full authority to maintain order and to enforce obedience to their lawful commands during the election and canvass of the vote.”



## Print Election Results\_\_\_\_\_

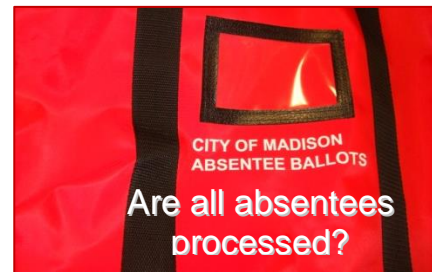
Double-check that all ballots are counted and that there are no ballots in the emergency bin. After all ballots have been run through the tabulator, tear the blue sticker seal off the top of the scanner. Stick the seal on the front of the County Clerk envelope. **Initial the post-election seal verification on the first page of the Inspectors' Statement** and indicate whether the seal was in place all day.

Using the barrel key, unlock the small access door from which you just removed the sticker seal on top of the scanner. Pressing the key into the keyhole, turn key to the left (counter-clockwise) a quarter of a turn, and lift panel up.

Check one last time to confirm that all ballots have been counted.

Press the Close Poll button for approximately five seconds. The Close Poll button will become red when you first press it. When the red light turns off, release the Close Poll button.

The touch screen will ask whether you really want to continue closing the polls. Select "Close Poll" on the touch screen. A circle of dots will appear on the screen as the tabulator gathers results. For a higher turnout election, it could take a few minutes *before* the results begin to print.



Three poll workers should sign each results tape after every ward, even wards with no votes cast. Write the blue sticker seal number under the results tape signatures.

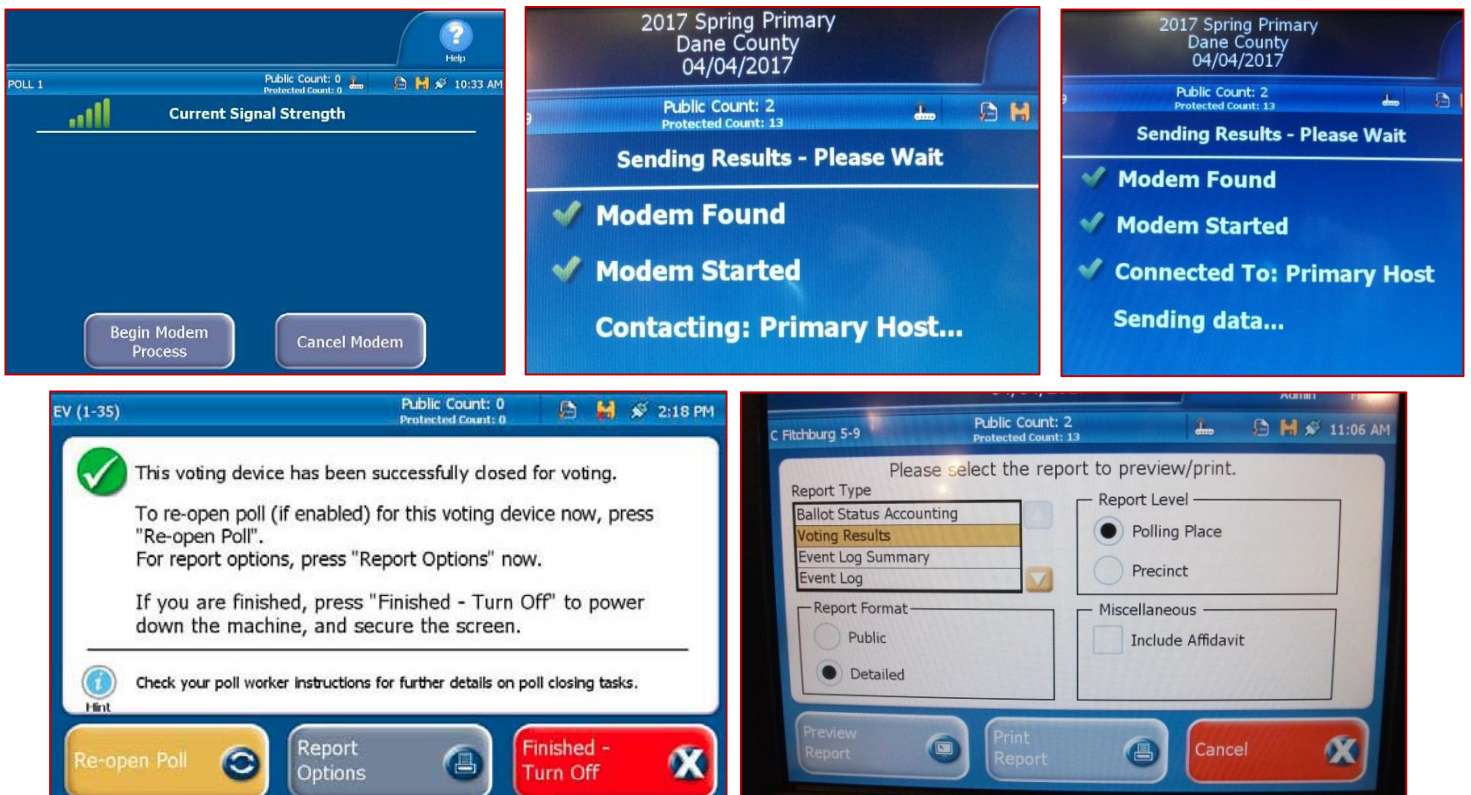
Announce the results to everyone present in the polling place. Put the first results tape in the white envelope labeled, "Dane County Clerk." The first results tape is the longest tape because it includes the zero tape.

The second and, if applicable, third results tapes that automatically print should be signed and placed in the white envelope labeled, "Madison City Clerk."

The screen will ask whether you want to modem now. Select Begin Modem Process. You should be able to send the results via modem with one bar of signal strength.

Watch for the touch screen to indicate that the tabulator has successfully closed for voting.

If requested by observers, Print additional results tapes by pressing "Report Options." Be sure to print the required tapes first.



Select Finished – Turn Off on the touch screen. Turn off the tabulator power by pressing and holding down the Power button until it turns bright red. **Warning: Do not remove the election data memory stick while Power button is illuminated.**

Removing the memory stick too early damages the equipment.

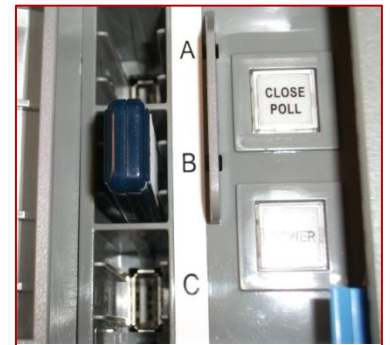
Once the Power button is no longer red, remove the election data memory stick by grabbing it and pulling up. Place the election data memory stick in the red Dane County Elections security bag. Close and lock the access door.

You will find the seal for the Dane County security bag inside the bag itself. You will find an access door sticker seal and two zip-tie seals for the front of the tabulator cart by using the barrel key to unlock the secret compartment in the upper left corner of the tabulator (behind screen).

Affix the tamper-evident sticker seal across the access door you just locked. Document the serial number at the bottom of the front page of your Inspectors' Statement.

Unplug the tabulator. Carefully put the cord back inside the machine. Be sure the cord is under the latch. Lock the back panel with the silver key.

Gently close touch screen lid and lock it closed using barrel key. Gently close tabulator lid and latch. Lock using the silver key.



## Modem Troubleshooting



If modem process was unsuccessful, wheel tabulator cart to another location (for a stronger signal) and follow the process below:

- a. Press the Admin button on the upper right corner of the screen.
- b. Press "Log In." Enter Administration Code found in red security bag.
- c. From the Admin menu press "Transmit Results." Modem will connect to the server.
- d. Press "Begin Modem Process" to start the transfer.
- e. Once results have successfully transferred, you will be prompted to press "OK."
- f. Press "Finished – Turn off."

If unable to modem the results to the County Clerk from your own polling place or another polling location, two officials will need to hand-deliver the memory sticks, sealed in the red security bag, to the County Clerk's Office. Document this on the Inspectors' Statement.

**If you do not have a modem signal in your polling location,** you may modem the results from a nearby polling location.

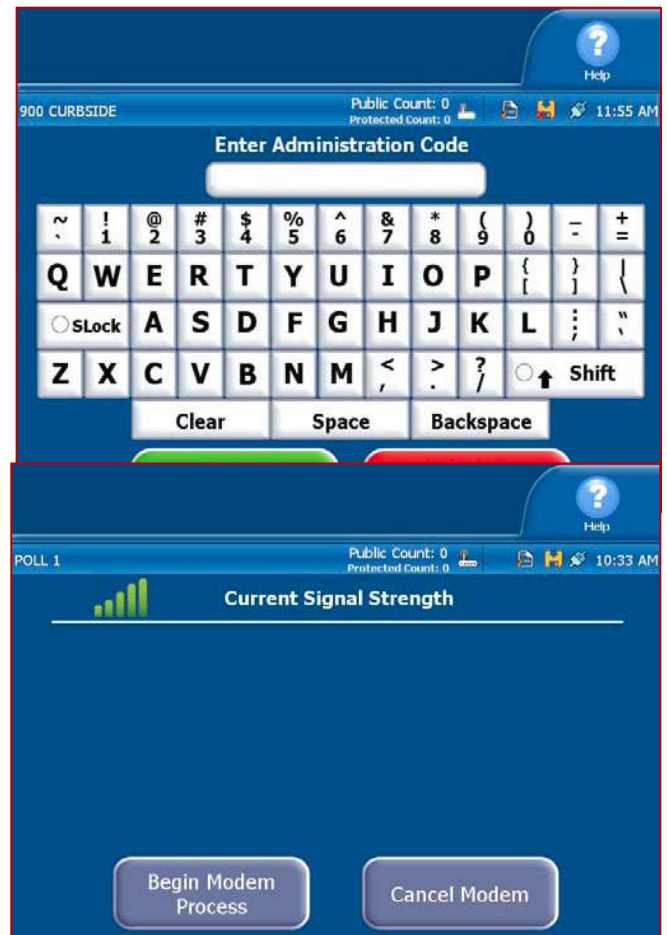
At your own polling location:

- a. Press Finished-Turn Off on your tabulator touch screen.
- b. Wait for the power button to no longer be illuminated.
- c. Grab the memory stick and pull it out of the tabulator.
- d. Assign two poll workers to bring the memory stick to a nearby polling location.



At the nearby polling location:

- a. Wait for the poll workers at the other polling place to finish transmitting their results via modem, shut down the tabulator, and remove their memory stick from the tabulator.
- b. Insert your Election Day memory stick in the USB port labeled B.
- c. Press and hold the Power button for 5 seconds to turn on the DS200.
- d. Open the screen.
- e. **No, you do not want to open the polls.** Doing so would cause problems.
- f. Press the Admin button on the upper right corner of the screen.
- g. Press “Log In” and enter the Administration Code found in the red Dane County elections security bag.
- h. From Admin menu press “Transmit Results.” Modem will connect to the server.
- i. Press “Begin Modem Process” to start the transfer.
- j. Once results have been successfully transferred, you will be prompted to press “OK.”
- k. Press “Finished – Turn off.”
- l. Once the power button is no longer red, remove the memory stick by grabbing it and pulling it up.
- m. Bring the memory stick back to your own polling location, and place it in your Dane County elections security bag.



## Publicly Announce the Results

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You may print additional results tapes if observers request copies, but be sure to print the required tapes for the County and City first. If you have ballots with school offices or referenda, the school district will get its results tape from the City Clerk's Office the following morning.

## Compare Voter Slip Numbers

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The last voter slip number issued should equal the total number of ballots cast for that ward. If these numbers do not match, explain the difference on the incident log.

## Discrepancy between Ballot and Voter Numbers

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If the last voter slip issued does not equal the number of ballots counted, that discrepancy must be resolved on election night.

A voter may have been assigned a voter slip number, but left the polling place without voting. This would result in more voters than ballots.

**It is never OK to have more ballots counted than voter slips issued.**

Check to determine why these numbers do not match.

- ✓ Check the emergency bin of the tabulator cart for ballots.
- ✓ Make sure all ballots that needed to be remade were remade and counted.
- ✓ Verify that all Election Day voter registration forms were assigned a voter number.
- ✓ Verify that all opened absentee certificate envelopes were assigned a voter number.
- ✓ Verify that all absentee certificate envelopes assigned a voter number were opened, and that the ballots inside those envelopes were counted.
- ✓ Count the number of voters assigned voter numbers in each poll book. Add the number of completed registration forms to this total. This total should be the same

as the last voter number issued. If it is greater than the number of the last voter slip issued, two voters may have been assigned the same voter number.

- The poll list reconciliation sheet found behind the “emergency” tab of the black binder at your polling place is a useful tool for this process.
- ✓ Manually count the number of ballots counted by the tabulator. Does that count match the total number of ballots that the tabulator says it counted?

**Document the last voter number on each corresponding poll book.** Every poll worker who worked on the poll book should sign the front page of that book.

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### Sample Poll List Certification

We certify that the attached list contains all the names of persons voting at the election held on February 16<sup>th</sup>, 2010, and that it contains all the information about the electors required by law. We further certify that this is true, correct and complete.

**Total Number of Voters Printed on the Poll List: 1824**

*Last voter slip number issued for this ward.*

**Last Voter Number:** \_\_\_\_\_

**Page Number of Last Voter:** \_\_\_\_\_

**Number of Absentee Electors:** \_\_\_\_\_

*Poll list page number for last person to vote in this ward. If voter was a new registrant, write “supplemental.”*

*Number of absentee ballots counted for this ward.*

**Election Inspector Signatures:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_





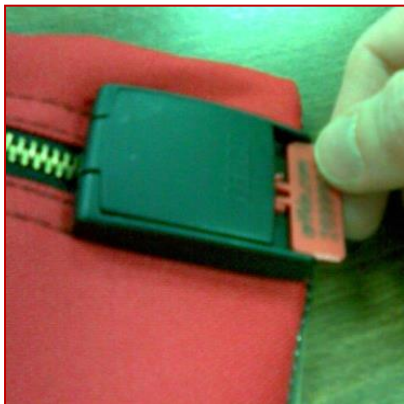
## Remove ExpressVote Memory Stick\_\_\_\_\_

Using the barrel key, unlock the left security panel and change the power switch to the off position.

Remove memory stick. **Place memory stick in security bag with the memory stick from the tabulator, and lock the security panel.** Return keys to supply box.

## Seal Red Security Bag\_\_\_\_\_

Take tamper-evident seal (either blue or red) out of the red security bag. Completely zip the red bag closed. Snap the black plastic zipper handle in place, so it lies flat. Slide the seal into the black plastic zipper handle. Record this seal number on the Inspectors' Statement. If the seal breaks, you will find a spare seal inside the bag itself; just be sure to document the new seal number on your incident log.



## **Document Voter Statistics on Inspectors' Statement**\_\_\_\_\_

Document the following on the voter statistics section of your Inspectors' Statement:

- Last voter number assigned, even for wards with no voters.
- Number of ballots counted by tabulator (found toward top of results tape).
- Number of provisional ballots issued for which the voter did not return to the polling place with their missing information.
- Number of ballots hand counted, if any.

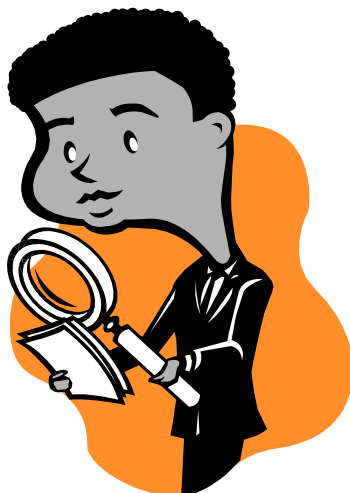
If the last voter number does not match the number of ballots counted by the tabulator, record the discrepancy in the voter statistics section, and explain the discrepancy in the attached incident log.

## **Document Absentee Statistics on Inspectors' Statement**\_\_\_\_\_

Document the number of absentee ballots counted (do not include rejected ballots). Count absentee certificate envelopes in the used absentee certificate envelope to come up with this number.

The next section of the Absentee Inspectors' Statement asks for the number of rejected absentee ballots, and the reasons for rejection. Complete this section by looking at the rejected absentee ballot certificates or by checking your incident log.

Paper clip the absentee portion of the Inspectors' Statement to the main Inspectors' Statement document.



## Reconciling Numbers \_\_\_\_\_

Does the number of ballots equal the number of voter slips issued? If there is a discrepancy, it must be resolved on election night. Call the Clerk's Office for help if you cannot figure out the discrepancy.

### More Voter Slips Issued than Ballots Cast \_\_\_\_\_

You may have issued a voter number without feeding an absentee ballot into the tabulator. Make sure all absentee envelopes were opened and emptied after being checked into the poll book. Make sure rejected absentee envelopes were not assigned a voter slip number.

Check the emergency bin. Are there ballots that still need to be counted? Do you still have some ballots to remake?

Count the number of voters marked as voting in the poll book. Add that number to the number of voters on the registration poll list. Did a voter leave without casting a ballot?

You will also want to look through your issued voter slips to see if two slips were stuck together.

### More Ballots Cast than Voter Slips Issued \_\_\_\_\_

A voter may not have been assigned a voter slip number. Look at each absentee envelope to make sure it was assigned a voter number. Look at each voter registration form to check for voter numbers.

Count the number of voters marked as voting in the poll book. Add that number to the number of voter registrations. Two voters may have been assigned the same number.

If you have multiple wards at your polling place, determine whether the overall numbers balance. Some voters may have received a ballot for the wrong ward.



## Draw Down Procedures

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If you absolutely cannot determine why more ballots were cast than voter slips issued, notify the Clerk's Office that you will be drawing down ballots.

Look at each ballot that was counted. Identify and remove any blank ballots. Write on the incident log that these ballots were identified in the draw down process. Adjust the number of counted ballots shown on your Inspectors' Statement.



If the number of ballots still exceeds the number of voters, identify any absentee ballots that do not have the Clerk's initials (mlw), nursing home absentee ballots that do not have two sets of initials, and Election Day ballots that do not have two sets of poll worker initials.

If the number of ballots without initials resolves your discrepancy, adjust the vote totals accordingly. If you have more ballots without initials than needed to balance your numbers, you will draw down from these ballots and adjust your vote totals. Document this on your incident log.

If the number of ballots still exceeds the number of voters, separate the absentee ballots. Determine whether there are more absentee ballots than absentee voters. If you have too many absentee ballots, place them in a box or bag. Have one poll worker publicly and without examination draw down the excess number of absentee ballots. Adjust the results tape. Document this on your incident log.

If the number of non-absentee ballots exceeds the number of non-absentee voters, have one poll worker publicly and without examination draw down the excess number of non-absentee ballots. Adjust the results tape. Document this on your incident log.

**Caution** – Do not draw down unless you are certain there is no explanation for the discrepancy. Do not draw down if the same voter number was issued to two or more voters. Do not draw down if your polling place has multiple wards, and the numbers are off because voters were issued ballots for the wrong ward.





## Tally Write-In Votes if necessary \_\_\_\_\_

You will only have write-in tally sheets from the City Clerk's Office when you will need to tally some write-in votes. Write-in votes for a "vote for 1" office will only be tallied when:

- Write-in votes are for a registered write-in candidate.
- There are fewer candidates on the ballot for that office than there are vacancies to fill.
- One or more candidates for that office passed away before Election Day.

The tally sheets from the City Clerk's Office will include specific instructions for that election. The write-in tally sheets must be signed by three poll workers.

Open the ballot box. Remove the ballots. As you straighten the ballots, separate any ballots with write-in votes. Place the ballots with no write-in votes in a ballot bag. Don't seal the bag yet!

If you have more than one ward voting at your polling place, you will need to divide up these ballots by ward. Use tally marks to record write-in votes on the write-in tally sheets. Tally only the write-in votes. All other votes on the ballot have already been counted.

### Guidelines for the Write-In Tally

- It's okay if the voter wrote a name but forgot to fill in the oval.
- If the voter filled in an oval for a candidate on the ballot and wrote in a name, the write-in takes precedence over the candidate on the ballot. Adjust the totals on both the City and the County results tapes, and note on the Inspectors' Statement.



## Secure Ballots

Place these items in the plastic ballot bags provided in your City Clerk tote:

- Voted ballots
- Used voter slip numbers
- Discarded ballot envelope
- Original ballots that have been duplicated envelope

The chief and one other poll worker will work together to seal the bag with the blue tamper-evident tape provided on the bag. Do not tear the blue tape off the bag. Peel the clear strip of plastic off the blue tape, and fold the tape over, affixing it to the front of the ballot bag.



If your polling place has a poll worker appointed by the Republican Party, they need to be the one working with the chief to seal the ballot bag.

Record the bag serial number on the Inspectors' Statement. Everyone who helps seal the ballot bag must sign the certificate on the bag. If a poll worker was appointed to work at the polls by a political party, they must list the name of that political party after their signature. Poll workers who were appointed by the mayor, not by a political party, list "unaffiliated" after their signature.

## Return Items to Tabulator Cart\_\_\_\_\_

Place these items in the tabulator cart:

- Secrecy sleeves
- Clipboards
- Hardware Box containing extension cords, pen containers, voter slip container, and tabulator screen wipes
- Box of blank registration forms in English
- Sealed bags of ballots
- A-L, M-Z tabletop signs
- ExpressVote privacy screen



Close both doors of the tabulator cart and lock them with the silver key.

Seal tabulator cart doors with zip tie seals (found in tabulator seal compartment), inserting tail into the small hole in the star, on the side of the handle that says, "Enter." Tighten zip tie.

Document seal numbers on Inspectors' Statement



## Review Inspectors' Statement for Clarity and Completeness\_\_\_\_\_

Every line that the Clerk's Office printed in color on your Inspectors' Statement should be completed. If the appropriate statistic for that item is zero, write 0.

Note that this is called the Inspectors' Statement, not the Inspector's Statement. It is the statement of all poll workers at the polling place for that election. Multiple poll workers should review the Inspectors' Statement and read each item listed on the incident log to make sure it is complete. Anyone reading the document should be able to understand what happened at that polling place, even if they were not present on Election Day.

If you find that an item on the incident log (diary of events) could use additional clarification, it is perfectly acceptable to add clarifying statements to the incident log.

## Signatures\_\_\_\_\_

At least three poll workers sign the bottom of the Inspectors' Statement, the certificate on the large white envelope for absentee ballot envelopes, and the certificate on the large brown envelope for rejected absentees.

### Are all signatures in place?

Poll workers must sign:

- First page of every poll list
- Results tapes after every ward
- Inspectors' Statement
- Large white envelope containing opened absentee ballot envelopes
- Large brown envelope containing rejected absentee ballots
- Write-in tally sheets, if any



## Reconcile Poll Lists

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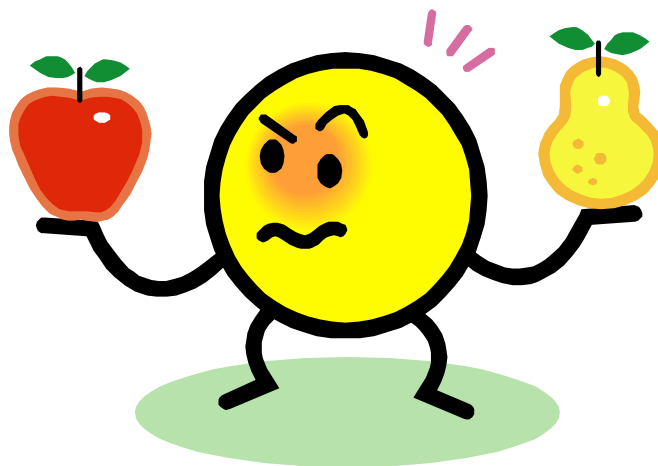
Ideally, you will do most of this during the day. It is best if any discrepancy between the city poll book and the county poll book is found on Election Day, rather than at a recount.

Confirm all voter signatures are in **one** book. If not, document this on the incident log.

Verify that each voter has the same voter slip number in both lists, and that all other notations are the same in both books. Include the supplemental lists in this review. One poll worker will read through each page of the poll book, and another poll worker will follow along in the other poll book.

If you find any discrepancies you are able to resolve, make the appropriate correction in the poll book. For example, add an A to the voter number of someone who voted absentee. If you need to cross out any notation on the poll book, initial next to that notation.

Transfer notations about 2nd and 3rd ballots from the discarded ballots issued list into both poll lists.

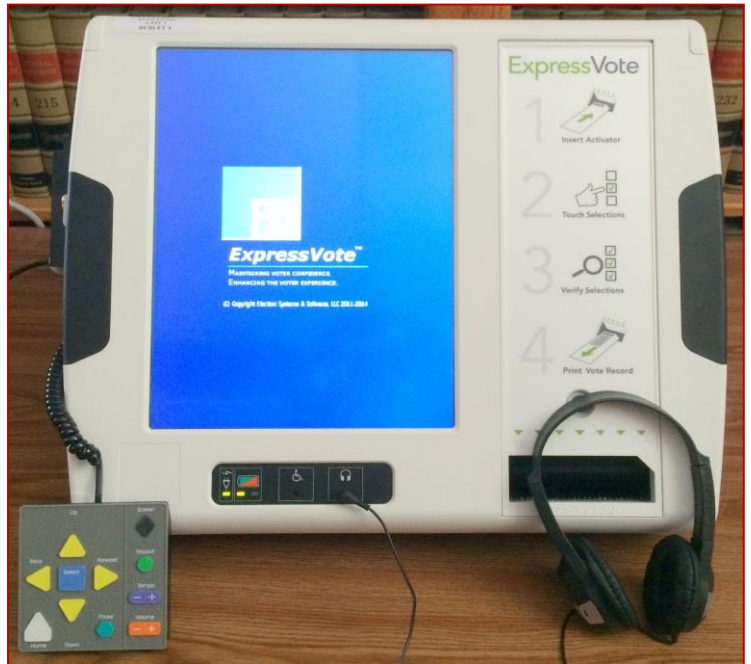


## Return ExpressVote to its Case

Unplug the ExpressVote headphones.  
Unplug power cord from the wall outlet and from the ExpressVote.

Place the ExpressVote, with the keypad attached to the Velcro on its left side, into the black carrying case. Zip the case closed.

Place the power cord and headphones in the outside pouch of the ExpressVote carrying case.



Once the tabulator is shut down, place the ExpressVote carrying case on top of the tabulator cart.

## Finish Packing Election Materials

**Voting booths**—Remove legs from bottom of each voting booth. Pull ends of legs apart from each other so each leg folds in half. Tuck legs in booth, as shown. Fold privacy shields and place in booth. Close case and latch.



**Signage**—Remove signage and return it to the red signage folder. Bring flag standard, feather flag, and Vote yard signs into the polling place, if you have not done so already. Return signage folder to the City Clerk tote. Empty water from curbside voting sign and bring sign into the polling place.

**City Clerk Tote**—Return these items to the City Clerk tote:

- Resource binder (red)
- Chief binder (yellow)
- Absentee binder (black)
- Election Day Guide binder (white)
- Plastic supply kit and its contents
- Unissued voter slips
- Absentee ballot certificate envelopes, placed in large white envelope that has been signed by 3 officials
- Cell phone (turned off)
- Registration table accordion folder and its contents (black dots)
- Green poll book accordion folder and its contents (green dots)
- Greeter accordion folder and its contents (orange dots)
- Blue provisional accordion folder and its contents (blue dots)
- Red signage folder and its contents (red dots)
- I Voted stickers
- Chief Inspector badge



The contents of the accordion folders are color-coded with a sticker.

Voted ballots have been locked in the tabulator cart and, for security purposes, are not returned to the Clerk's Office in the City Clerk tote.

## Complete Payroll Sheet

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Each poll worker should record their hours on the payroll sheet. To help speed up the payroll process, double-check the following:

- Names are legible.
- Indicate **AM** and **PM** for both starting and ending times.
- Do not use military time.
- Round hours to the nearest  $\frac{1}{4}$  hour.
- Check “clerk” if you should be paid by the Clerk’s Office.
- Check “employer” if you will be paid by your employer for working today.
- Check “no pay” if you are volunteering today.

The chief lists no-show poll workers on the back of the payroll sheet. After reviewing the time sheet for accuracy, the chief signs off on the payroll sheet.

## Triple-Check End-of-Day Paperwork

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Have you filled in every red or blue line on the Inspectors’ Statement?

### Call Clerk’s Office at 9 p.m. \_\_\_\_\_

If you are still closing the polling place at 9 p.m. and are unlikely to finish in the next few minutes, call the Clerk’s Office at 266-4220. Additional help may be available.



## Hand-Deliver to Clerk's Office \_\_\_\_\_

Place these items in the red absentee delivery bag.

The chief hand-delivers these items to the City

Clerk's Office:

- Dane County envelope
  - ✓ **First** results tape **signed by 3 officials after each ward**
  - ✓ Poll List for new registration/change of address – white copy
  - ✓ Write-in tally sheet, if any – white copy
- City of Madison envelope
  - ✓ **Second** results tape **signed by 3 officials after each ward**
  - ✓ Inspectors' Statement **signed by 3 or 5 officials**
  - ✓ Write-in tally sheet, if any – yellow copy
  - ✓ Chain of custody certificate for absentee ballots
- Rejected absentee ballots, in brown envelope signed by 3 officials
- Payroll Sheets
- Poll lists (2 for each ward), first page of each completed and signed, along with supplemental poll lists.
- Completed registration forms in yellow accordion folder (**Do not seal with ballots!**)
  - ✓ Clipped to corresponding poll list for new registrations – yellow copy
- Provisional ballots and provisional reporting log, if any provisional ballots were cast at your polling location
- Dane County Elections security bag containing the memory sticks from the tabulator and ExpressVote





## Hand-Count Tally Procedures

If we run out of both pre-printed official ballots and ExpressVote ballot cards, three officials will need to hand count paper ballots at the end of the night. Tally sheets can be found behind the emergency tab of your red resource binder.

Complete the blanks at the top of the tally sheet. Only use the “name of party” blank in a Partisan Primary, when results are reported separately for each party.

Write the office title in the office column. List candidate names (those on the ballot, not write-ins) for each office in the candidate column. If write-ins are to be counted, they will be tallied on the write-in tally sheet.

Each small cell to the right of a candidate name is to be marked with up to 5 tally marks (as shown in the following example). After completing the hand-count, certify the hand-counts by filling-out the back of the form.

Separate ballots to count by hand into wards. One poll worker will read the candidate selections on each ballot, and two poll workers will each mark a tally sheet. The poll workers marking the tally sheets will each announce when they have reached a tally in a multiple of five for any candidate. If the poll workers do not reach a tally of five at the same point, the ballots will need to be recounted.

Document the hand count on your incident log.

Office	Candidate	5	10	15	20	Total Votes Cast
President	Thomas Jefferson					20
	John Adams					17

## **Board of Canvassers**

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The Board of Canvassers meets after Election Day to certify the election results. The Board of Canvassers consists of the Madison City Clerk and two other poll workers.

Election results are unofficial until the Board of Canvassers meets, reads the Inspectors' Statements, verifies the last voter number for each ward, and reviews the write-in tallies, if any.

The Board of Canvassers counts any provisional ballots for which the voters provided missing information by 4 p.m. the Friday after the election.

The canvass is open to the public. Poll workers are encouraged to attend in order to see the big picture of what happens to your documentation after Election Day.

## **Recounts**

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In the case of a recount, the City Clerk's Office will ask each chief to be present at the time the ballots from your polling place are being recounted. All of your documentation from Election Day – Inspectors' Statement, poll books, original and remade ballots, and ballot bags – will be used to recreate everything that happened at the polling place on Election Day.



# What Goes Where as the Polls Close

## Red Absentee Delivery Bag

For delivery by the Chief Inspector to the City Clerk



### Red security bag

- ExpressVote Memory Stick
- DS200 Election Data Memory Stick
- Two tamper-evident seals removed from tabulator cart when the polls opened (see opening task B and closing task F)



### Provisional ballot envelope

Use only if provisional ballots were cast.

- Provisional Ballot Reporting Form (lilac)
- Provisional ballots cast (if any)
- Registration forms for any provisional voters who registered to vote today

### Poll Lists (2 for each Ward)

- ▶ Last voter slip number recorded on certification page
- ▶ Page number of last voter for that ward listed (or "new registration list" if applicable)
- ▶ Number of absentees for ward listed on certification page
- ▶ Certification page signed by everyone who worked on poll book

### Rejected Absentee Ballots Envelope

- ▶ Signed by 3 officials if any absentees were rejected

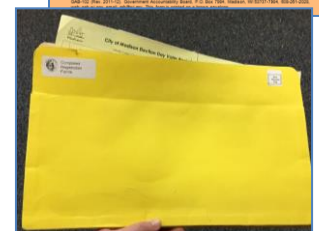
### Completed Registrations folder (yellow)

- Registrations, completed

- ▶ Clip Poll List for New Registration (yellow copy) to corresponding registration forms

- Registrations for electors who did not vote today (if any)

- ▶ Clip to outside of folder



Continued on the next page...

## Red Absentee Delivery Bag (continued)



### Dane County envelope

- Zero tape and First results tape (connected)
  - ▶ *Signed by 3 officials after each ward*
- Poll List for New Registrations – white copy

### City of Madison envelope

- Election Observer Log (if used)
- Absentee Inspectors' Statement
- Inspectors' Statement
  - ▶ *Incident log proofread by one or more election officials, all items are completed*
  - ▶ *Signed by Chief and the officials (at least 3) who proofread the Inspectors' Statement*

### Payroll Sheet

- ▶ *Election officials enter starting and ending times, indicating a.m. and p.m.*
- ▶ *Signed by chief*

### Poll List Correction sheet (yellow)


- Second Results Tape (and third tape for school district elections)
  - ▶ *Signed by 3 officials after each ward*

- Chain of Custody Certificate for Absentee Ballots (delivered with absentees)
  - ▶ *Signed by Chief Inspector*


### Comment Sheet

### Election Official Statistics (pink)

### Data sheets

Election Returns	
	<b>Dane County Clerk</b>
Return the following items in this envelope:	
<input type="checkbox"/> First Results Tape (longest tape including both the zero tape and the results) <ul style="list-style-type: none"><li><input type="checkbox"/> 3 Election Official signatures after each ward</li><li><input type="checkbox"/> Seal number recorded</li></ul>	<input type="checkbox"/> Election Day Voter Registration List (white copy)
<input type="checkbox"/> Write-In Tally, if any (white copies) <ul style="list-style-type: none"><li><input type="checkbox"/> 3 Election Official signatures</li></ul>	

Election Returns	
	<b>Madison City Clerk</b>
<input type="checkbox"/> <b>Inspectors' Statement</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Proofread by at least 3 officials</li><li><input type="checkbox"/> Ballot bag serial numbers recorded</li><li><input type="checkbox"/> Signed by Chief Inspector</li><li><input type="checkbox"/> Signed by at least 3 other officials</li></ul>	<input type="checkbox"/> <b>Payroll</b> <ul style="list-style-type: none"><li><input type="checkbox"/> W-4 forms, if any</li><li><input type="checkbox"/> Election Official Statistics (pink)</li><li><input type="checkbox"/> Poll List Corrections (yellow)</li><li><input type="checkbox"/> Write-In Tally, if any (yellow)</li><li><input type="checkbox"/> Comments &amp; Feedback</li><li><input type="checkbox"/> Oath for those who missed training</li><li><input type="checkbox"/> Voters Without ID (blue)</li></ul>
<input type="checkbox"/> <b>Absentee Inspectors' Statement</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Signed by all who processed absentees</li></ul>	
<input type="checkbox"/> <b>Second Results Tape</b> <ul style="list-style-type: none"><li><input type="checkbox"/> 3 signatures after each ward</li><li><input type="checkbox"/> Seal number recorded</li></ul>	
<input type="checkbox"/> <b>Third Results Tape</b> <ul style="list-style-type: none"><li><input type="checkbox"/> 3 signatures after each ward</li><li><input type="checkbox"/> Seal number recorded</li></ul>	

# What Goes Where as Polls Close



## Supply Kit

Place in City Clerk Tote

- Cell phone (turned off) and charger
- Chief Inspector pin
- Tabulator and ExpressVote keys
- Pens
- Highlighters
- Magnifying Sheet
- Signature Guides
- Rubber Fingertips
- Fingertip Moistener
- Scotch Tape
- Painters Tape
- Letter Openers
- Calculator
- Stapler
- Tape Measure
- Scissors
- Staple Remover
- Flashlight
- Post-It notes
- Bandages, unused
- Paperclips
- Rubber bands
- Staples
- Padlock
- Stop Watch



# What Goes Where as the Polls Close

## City Clerk Tote

For Chief Inspector to deliver to City Clerk

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- Supply kit
- Unissued Election Official name badges
- Registration table folder
- Spanish, Hmong blank registration forms
- Absentee Ballot Certificate envelopes  
*in large white envelope, signed by 3 officials*
- Ballot bag(s), unused
- Election Day binders (3)  
*yellow, white, red*
- Greeter table accordion folder and its contents  
*Look for color-coded stickers to match each folder with its contents.*
- Poll list table accordion folder and its contents  
*Look for color-coded stickers to match each folder with its contents.*
- Provisional Ballot station accordion folder and its contents  
*Look for color-coded stickers...*
- Registration Table accordion folder and its contents  
*Look for color-coded stickers...*
- Signage accordion folder and its contents  
*Look for color-coded stickers...*
- Voter slips, unused



# What Goes Where - Reference List

Use this alphabetized cross-reference along with the "What Goes Where as the Polls Close Checklist" to help put things where they belong at end of the night. The "put it here" for some items on this list is not necessarily the item's final destination. Suggestions from election officials for items to add, update clarify are welcome and may be added to the comments sheet in the yellow Election Day binder. Thank you.

<i>Item</i>	<i>Comments</i>	<i>Put It Here</i>
<b>-A-</b>		
Absentee Ballot carrier envelopes		City Clerk tote
Absentee Ballot Certificate envelopes	Placed in large white envelope, signed by 3 officials.	City Clerk tote
Absentee Inspectors' Statement	Signed and attached to Inspectors' Statement.	Red absentee delivery bag
A-L/M-Z tabletop sign	---	Tabulator cart
<b>-B-</b>		
Ballot bag(s)	The What Goes Where Checklist list includes contents list and special instructions.	Tabulator cart
Ballot bag(s), Unused	---	City Clerk tote
Ballots, unissued (blank) ExpressVote ballot cards		Emergency bin of tabulator cart
Ballots, unissued (blank) official ballots	---	Separate ballot bag from voted ballots
Ballots, unissued, single-initialed from the ballot table	Fold and partially tear and place in Discarded Ballots Envelope.	Ballot bag(s)
Ballots, voted	From back of tabulator and including all voted absentee ballots.	Ballot bag(s)
<b>-C-</b>		
Carrier envelopes for absentee ballots		City Clerk tote
Cell phone and charger	Turn off cell phone by pressing and holding red key.	Supply kit
Chain of Custody Certificate for Absentee Ballots	Signed by Chief Inspector	City of Madison envelope
Chief Inspector pin	---	Supply kit
City of Madison envelope	---	Red absentee delivery bag
Clipboards	---	Tabulator cart

<i>Item</i>	<i>Comments</i>	<i>Put It Here</i>
<b>-D-</b>		
Dane County envelope	---	Red absentee delivery bag
Demographic Information		City of Madison envelope
Discarded Ballots envelope	---	Ballot bag(s)
Disinfecting wipes and spray		PPE tote
<b>-E-</b>		
Election day binders (3)	One yellow, one red, one white	City Clerk tote
Election Data Memory Stick	From tabulator	Red security bag
Election Observer Log (if used)	Attach to Inspectors' Statement	City of Madison envelope
Election Official name badges	Unissued	City Clerk tote
ExpressVote Memory Stick	---	Red security bag
ExpressVote privacy screen		Tabulator cart
ExpressVote unissued ballot cards		Emergency bin of tabulator cart
Extension cords	---	Tabulator cart
<b>-F-</b>		
Feather flag	Pack in black canvas carrying case	Place on top of tabulator cart
First results tape	Signed by 3 officials after each ward	Dane County envelope
<b>-G-</b>		
Greeter table accordion folder and its contents	Look for color-coded stickers to match each folder with its contents.	City Clerk tote
<b>-H-</b>		
Hand sanitizer	Make sure nozzle is closed	PPE tote
<b>-I-</b>		
Inspectors' Statement	Incident log proofread by one or more election officials; All items are completed; Signed by 3 officials.	City of Madison envelope



<i>Item</i>	<i>Comments</i>	<i>Put It Here</i>
<b>-M-</b>		
Manilla envelopes from absentee ballot delivery		City Clerk tote
Memory Stick from tabulator	---	Red security bag
<b>-O-</b>		
Original Ballots That Have Been Duplicated envelope	---	Ballot bag(s)
<b>-P-</b>		
Payroll Sheet	Election officials enter starting and ending times, indicating a.m. and p.m.; Signed by chief inspector.	City of Madison envelope
Pen containers	---	Hardware box
Poll List Correction Sheet	---	City of Madison envelope
Poll List for New Registration/Change of Address – white copy	---	Dane County envelope
Poll list table accordion folder (green) and its contents	Look for color-coded stickers to match each folder with its contents.	City Clerk tote
Poll Lists (2 for each Ward)	Last voter slip number for ward recorded on certification page; Page number (or “new registration list” if applicable) of last voter listed. Number of absentees listed on certification page. Certification page signed by all officials who worked on poll book.	Red absentee delivery bag
PPE tote		On top of tabulator cart
Privacy screen for ExpressVote		Tabulator cart
Provisional ballot envelope (if used)	Signed by 3 election officials.	Red absentee delivery bag
Provisional Ballot Reporting Form (if used)	Use only if provisional ballots were actually cast. Paperclip to provisional ballot envelope.	Red absentee delivery bag
Provisional Ballot Table accordion folder (blue) and its contents	Look for color-coded stickers to match each folder with its contents.	City Clerk tote

<i>Item</i>	<i>Comments</i>	<i>Put It Here</i>
Provisional ballots cast (if any)	Each sealed in provisional certificate envelope signed by voter and election official.	Provisional ballot envelope
<b>-R-</b>		
Red security bag	See closing Task List F for additional information.	Results couriers
Registration forms, English language, blank	---	Registration box, returned to tabulator cart
Registration forms, Spanish and Hmong language, blank	---	Registration table folder
Registration Table accordion folder and its contents	Look for color-coded stickers to match each folder with its contents.	City Clerk tote
Registrations accordion folder	(yellow)	Red absentee delivery bag
Registrations, completed	Clip Poll List for New Registration/Change of Address (yellow copy) to the corresponding registration forms. Do not seal with ballots!	Completed Registrations accordion folder (yellow), which will go in red absentee delivery bag
Registrations, completed for electors who registered but did not vote today (if any)	Clip to the outside of the folder with a note, "registered but did not vote."	Completed Registrations accordion folder (yellow)
Rejected Absentee Ballots envelope	Signed by 3 officials.	Red absentee delivery bag
<b>-S-</b>		
Screen cleaning wipes		Tabulator cart
Seals from tabulator cart doors		Red security bag
Second and third ballot issued form (if used)	Transfer information to poll book	Tuck in back of poll book
Second Results Tape	Signed by 3 officials after each ward.	City of Madison envelope
Secrecy sleeves	---	Tabulator cart
Signage accordion folder and its contents	Look for color-coded stickers to match each folder with its contents.	City Clerk tote
Signage kiosk	Fold and zip in blue carrying case	Place on top of tabulator cart
Sticker seal (now void) from top of tabulator		Front of Dane County envelope
Supply kit	---	City Clerk tote

<i>Item</i>	<i>Comments</i>	<i>Put It Here</i>
<b>-T-</b>		
Tab from absentee delivery bag		Red security bag
Tabulator and ExpressVote keys	---	Supply kit
Thumb drives from tabulator and ExpressVote	---	Red security bag
<b>-U-</b>		
USB Sticks from tabulator and ExpressVote	---	Red security bag
<b>-V-</b>		
Voter slip containers	---	Hardware box
Voter slip numbers, unused	---	City Clerk tote
Voter slip numbers, used	---	Ballot bag(s)