


# Voting Hours



## Section Three

*Updated 10/26/2022*

## Voting Hours – Table of Contents

3	Voting Hours		38	Absentee Ballot Delivery
4	Documentation		38	Processing Absentees
5	Incident Log		43	Rejected Absentees
6	Voter Qualifications		44	Remaking Ballots
7	College/UW Students		47	Provisional Voting
7	Voters who just moved		51	Presidential Ballots
7	Overseas Voters		52	Federal Ballots
8	Polling Place Greeter		52	Federal Write-In Ballots
9	Voter ID		53	Confidential Voters
13	Poll Books		53	Military Voters
15	Supplemental Poll Books	54	Homeless Voters	
17	Checking In Voters	55	Long Lines	
19	Voters not on Poll Book	55	Electioneering	
20	Voter Registration	56	Media	
25	Proof of Residence/Address	56	Exit Polls	
29	Issuing Ballots	57	Election Observers	
32	Replacement Ballots	60	Challenges	
33	Party Preference	64	Running Out of Ballots	
33	Assisting Voters	65	Emergency Bin	
34	Accessibility Guidelines	66	Jammed Ballots	
35	Translators	67	Tabulator Troubleshooting	
35	Braille Ballots	70	Media Communications	
37	Curbside Voting	72	Emergency Plan	

## Voting Hours

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Polling places are open from 7 a.m. to 8 p.m. statewide.

At 7 a.m., the chief says this:

**“Hear Ye! Hear Ye! The polls of the election are now open, and will continue to be open until 8 o’clock this evening!”**



## Poll Worker Duties

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As a poll worker, you facilitate the right to vote. Be mindful about your interactions. How you talk with voters will affect how they view our elections.

Poll workers need to rotate duties during the day. We serve voters best when we all know what happens at each station in the polling place. It is not acceptable to refuse to learn more than one Election Day task.

## When in Doubt, Call the Clerk’s Office

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If you have any questions, call the City Clerk’s Office at 266-4220. If you do not get an answer right away at 266-4220, leave a voice mail message. You may call any of the numbers below with questions:

- **Madison City Clerk’s Office poll worker line, 266-4220**
- Dane County Clerk, 266-4122
- Wisconsin Elections Commission, 266-8005



## ***Frequently Asked Questions***

### ***“Isn’t the incident log the responsibility of the chief?”***

The chief often is the one documenting events on the incident log (diary of events). It is important that all poll workers are aware of what should be recorded, so you can notify the chief when something needs to be documented.

The chief may ask any poll worker to assist with documentation.

### ***“What if we forget to write something down on Election Day?”***

If you do not record an incident, then there is no proof that it happened. This can be a big problem in a recount, where everything about an election is brought into question.

### ***“How many poll workers should initial each item on the Incident Log?”***

Most items require one set of initials. However, there should be two sets of initials for every incident in which poll workers touched a voted ballot. For example, apply two sets of initials whenever the ballot box is opened, ballots from the emergency bin are fed through the tabulator, or a ballot is remade.

## **Documentation\_\_\_\_\_**

The written record of what took place on Election Day is the key to transparent elections.

Poll workers at each polling place create a paper trail that can be used to recreate every incident that took place on Election Day. This paper trail includes the incident log, poll books, registration forms, and results tapes.

### **Inspectors’ Statement**

The Inspectors’ Statement is the first item found in the chief’s yellow binder.

The Inspectors’ Statement serves as both a chain-of-custody and an election statistics report. Fill in the red lines on the front page when opening the polls. Fill in the blue lines when closing the polls, and the orange lines when processing absentees. The Board of Canvassers uses the Inspectors’ Statement to certify the election results for your polling place.

## Diary of Events

The incident log, also known as the diary of events, attached to the Inspectors' Statement. Use this log to record any event out of the ordinary. For example:

Number Sequentially	Diary of Events (Incident Log)	Time Occurred	Election Official Initials
1	Tabulator seal does not match seal listed on Inspectors' Statement. Seal #12345 is on tabulator, but Inspectors' Statement lists seal #13345. Notified Clerk.	6:15 <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">a.m.</span> p.m.	EJE
2	Two poll workers took a ballot to a curbside voter.	9:00 <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">a.m.</span> p.m.	SAM LAD
3	Power outage.	10:20 <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">a.m.</span> p.m.	EJE
4	Power restored.	10:25 <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">a.m.</span> p.m.	EJE
5	Absentee ballots delivered, seal #83729.	1:30 <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">a.m.</span> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">p.m.</span>	SAM
6	Tabulator jammed, emergency bin in use.	2:00 <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">a.m.</span> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">p.m.</span>	EJE
7	Tabulator replaced, ballots from emergency bin fed into tabulator by two poll workers.	2:15 <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">a.m.</span> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">p.m.</span>	EJE LAD
8	Absentee ballot of Donna Hardy rejected: certificate missing voter signature.	3:15 <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">a.m.</span> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">p.m.</span>	SAM
9	Remade bad ballot #1; voter used green pen. <i>Note: to protect secrecy of ballot, do not list voter's name for remade ballot.</i>	4:30 <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">a.m.</span> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">p.m.</span>	SAM LAD
10	Ballot bin is full. Two poll workers emptied bin and secured ballots in ballot bags. Ballot bags guarded by poll workers at poll book table.	5:15 <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">a.m.</span> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">p.m.</span>	EJE LAD
11	Voter Lauren McMahon challenged on age, challenge dropped.	6:00 <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">a.m.</span> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">p.m.</span>	EJE
12	Voter left polling place with a ballot. We have issued one more voter slip than ballots cast.	6:45 <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">a.m.</span> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">p.m.</span>	EJE
13	Observer Dan Smith removed from polling place for refusing to remain in observer area.	7:15 <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">a.m.</span> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">p.m.</span>	EJE

## Voter Qualifications

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To be eligible to vote, a person must be:

- United States citizen.
- Age 18 or older as of Election Day.
- Resident of the ward for 28 consecutive days before the election.
- If convicted of a felony, treason, or bribery, completed all terms of sentence. They are “off paper,” having finished probation, parole, or extended supervision.

Per State Status 6.03, a person is **not eligible to vote** if they are:

- Serving a sentence, including probation, parole, or extended supervision, for a felony, treason, or bribery.
- Determined by a court to be incapable of understanding the objective of the elective process.
- Interested, directly or indirectly, in any bet or wager depending upon the result of the election.
- Temporary resident or worker VISA holder—not a United States citizen.
- Permanent resident card (Green Card) holder—not a United States citizen.

*Individuals convicted of a felony can vote once they complete the terms of their sentence, including probation, parole, and/or extended supervision.*



## **College and University Students**

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College students living in Madison can choose to register and vote in Madison, or to register and vote where they lived before attending school. When students register to vote in Madison, the state cancels their hometown voter registration.



## **Voters Intending to Return to Madison**

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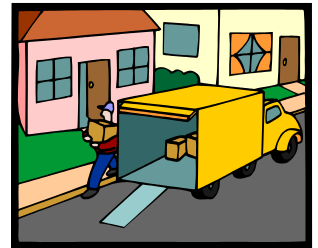
Voters who move away from Madison with the intention of returning to Madison may remain registered and continue voting from their last Madison address, even if that address is now another voter's residence. This often applies to voters attending college away from Madison, studying abroad, receiving care in a nursing home, or traveling on business. Voters cannot register to vote in a temporary location.



## **Voters Moving within 28 Days of Election**

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Voters who move within 28 days of an election are not yet eligible to vote from their new address. They must vote from the address at which they lived 28 days prior to the election.



## **Voters Permanently Overseas**

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When a voter moves overseas and does not intend to return to live in the U.S., they maintain the right to vote for federal offices only (President and Congress) from their last voting address. These voters may have moved away from Madison decades ago. Their address in the poll book may be for a house that has been demolished. The address may not appear to be "valid," but the voter's address has been verified by the City Clerk's Office for inclusion in the poll book.



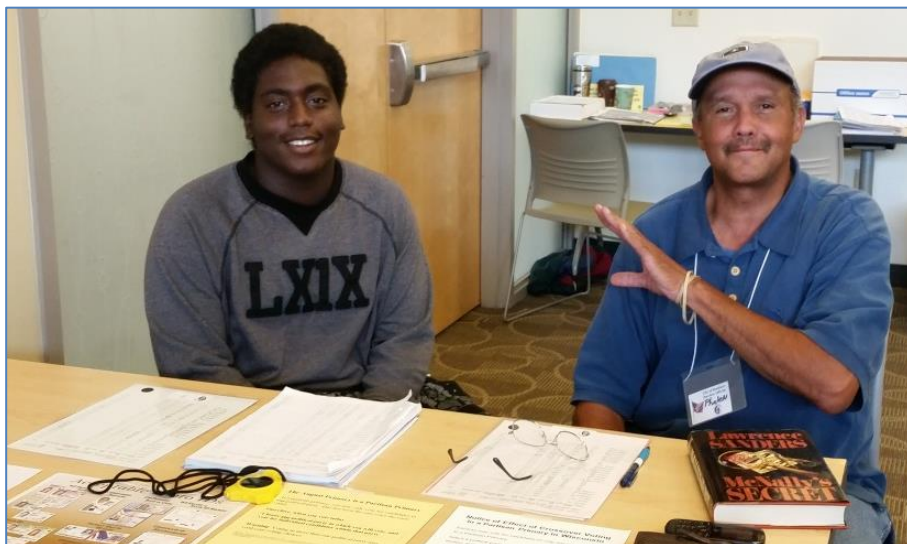
## Polling Place Greeter

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The greeter sets the tone for a voter's experience at a polling place. The greeter welcomes voters to the polls, makes sure they are at the right polling place, directs voters to the right table, and reminds voters to pull out their ID. Here are questions for the greeter to ask:

1. Have you voted here before? (*Determine whether they are registered.*)
2. Have you moved since you last voted? (*Determine whether they might need to re-register, or if they might be at the wrong polling place.*)
  - a. If no, direct voter to the poll book, with a gentle reminder to pull out voter ID. **Never send away a voter without ID without offering a provisional ballot.**
3. Let's verify your ward. (*Use ward-specific street directory.*)
  - a. Tell voters they can update their address at the polls. For high turnout elections, the greeter may hand the voter a clipboard with a voter registration form.

The greeter should occasionally time how long it takes voters to check-in at the poll book. **If it takes more than 1 minute, 6 seconds to check-in at the poll book, notify the chief that it is time to split the poll books further.** Otherwise, the line could quickly become two-hours long.





## Voter Identification

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Voters need to show proof of identity. Here is a list of acceptable forms of ID. **The ID does not need to show a current address. A Wisconsin driver license/ID does not need to have a federal REAL ID star in the corner.**

### Acceptable forms of Voter ID

- ★ Wisconsin driver license\*
    - ☆ WI Instruction permit
    - ☆ WI probationary license
    - ☆ WI temporary license
    - ☆ WI occupational license
    - ☆ WI driver license/ID with no picture (for religious reasons)
    - ☆ Citation or notice of intent to revoke or suspend a driver license, dated within 60 days of the date of the election
  - ★ WI DOT-issued photo ID card\*
  - ★ U.S. passport (book or card)\*
  - ★ Military ID card\*
- \*Must expire after the date of the last November election, or be non-expiring*
- ★ Certificate of naturalization issued within last 2 years
  - ★ Unexpired WI driver license or state ID receipt
  - ★ ID card issued by a federally recognized Indian tribe, regardless of expiration
  - ★ Unexpired ID card issued by the Department of Veterans Affairs for health services
  - ★ ID issued by a WI accredited university or college (including Edgewood College).

This ID must contain issuance date, student signature, and expiration date within 2 years of issuance. If expired, must be accompanied by proof of current enrollment.

Proof of current enrollment may be electronic or on paper. It could be a tuition bill, a current class schedule, a letter from the college, or a signed student bus pass for that semester. The My UW website for UW-Madison students provides proof of enrollment.



## **Alternative for Voters with Suspended or Revoked WI License**

A voter may prove their identity by showing poll workers a citation or a notice of intent to suspend or revoke driving privileges. The citation or notice may be from any jurisdiction.

Note in the margin of the poll book what the voter used as ID, and Statute 6.965. On the back of the ballot, write the voter slip number and Statute 6.965. The voter inserts the ballot into the tabulator. This is not a provisional ballot.

## **Unacceptable forms of Voter ID**

- ⊗ WI driver license or ID with a hole punched over the expiration date
- ⊗ Driver license or ID from another state
- ⊗ Transportation Worker Identification Credential (TWIC)
- ⊗ Global Entry ID
- ⊗ Airline or airport issued ID
- ⊗ Employment ID cards

## **Set Up for Checking ID at Poll Book**

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Splitting the poll book into at least two sections, usually A – L and M – Z, is the most effective way to minimize the amount of time votes need to wait in line. Based on the size of the ward and expected voter turnout, the Clerk’s Office will have already split the poll books.

Because the pandemic has amplified concerns about spreading germs, the poll worker will check the voter’s ID without handling the ID itself, and will then instruct the voter to sign the poll book.



## Poll Book Table Dialogue

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1. **“Your name, please?”** The poll worker who is not collecting signatures looks up the voter’s name and gives the page number to the other poll worker. State law requires that the voter announce their name, if able to do so. If the voter is unable to speak, they may have someone else announce their name.
2. **“May I check your ID while they find your name in the poll book?”** This comes across as an offer to help. We need to be careful with the language we use so we do not make voters feel unwelcome. There is no need to touch the ID.
3. **“And what is your current address?”** Verify that the address stated matches the address in the poll book. State law requires that the voter state their address. We do not compare the address on the voter ID to the address on the poll book. The address on the ID does not matter. Your identity does not change when you move. When we are checking ID, we are verifying the voter’s identity.
4. **“Thank you, please sign here.”** Poll workers write voter slip number in the poll book.
5. **“Take this slip to the ballot table, at the green sign.”**

## Challenges

Only poll workers may challenge a voter ID, and only if, beyond a reasonable doubt, the photo on the ID does not resemble the voter. Gender is not a consideration when we are checking ID.

## Checking Voter Identification

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When checking a voter ID, you are verifying:

- ✓ Type of ID is acceptable.
- ✓ Expiration date is okay.
- ✓ Name on ID reasonably conforms to name on poll book.
  - ★ We do not need an exact match between the ID and the poll book. Bob conforms to Robert. Sue conforms to Susan. Bucky conforms to Buckingham. Margaret conforms to Peggy. Witzel-Behl conforms to Witzel or Behl.
- ✓ Photo reasonably resembles voter.
  - ★ Use common sense. Keep in mind that the photo may be 10 years old.
  - ★ It is not appropriate to comment about the voter's picture.
  - ★ Show dignity and respect.
  - ★ We are not thinking about or commenting on gender.
  - ★ A Wisconsin license or Wisconsin ID without a photo is valid as a voter ID.
  - ★ A citation or notice of intent to revoke or suspend a license is valid with no photo.

## Photo ID Exemption for Confidential Voters

Photo ID is not required for confidential voters. These voters are listed in the back of the poll book. They will present a card from the Clerk's Office. They do not state their name and address, and they do not show ID.

## Voters without Acceptable ID Become Provisional

Voters unable to show an acceptable ID are **not turned away**, but are sent to the provisional ballot station. The Dane County Voter ID Coalition (608-285-2141) offers free help applying for a WI ID. They even offer a free cab ride to the DMV.

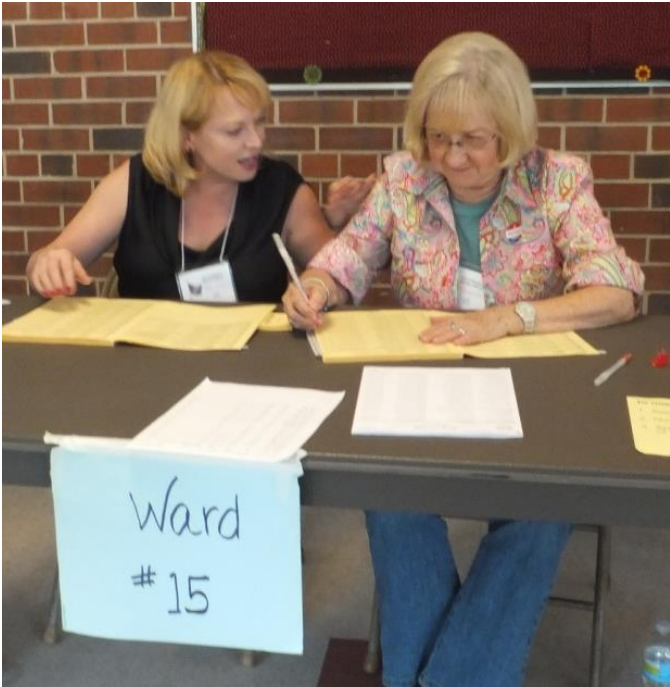
# Poll Books

Every ward has two matching poll books, one for the City Clerk and one for the County Clerk. Registered voters are listed in alphabetical order by last name, then by first name. The original, bound poll books contain the names and addresses of all voters in the ward who registered to vote more than 20 days before the election.

## Sample Poll Book

Ballot Ward/Dist	Voter # & Barcode	Name and Address	Voter #	Voter Signature
<b>Names beginning with the letter [A]</b>				
<b>Mad1</b>				
WD001	0000123456	<b>ANTHONY, Susan B</b>		
13251-001-3269-1		100 Voter Lane		
AL16 CG02 AS76		Madison, WI 53716	<b>15</b>	
Notes:				Poll worker writes the voter slip number and asks the voter to sign one copy of the poll book.
<b>Names beginning with the letter [C]</b>				
<b>Mad1</b>				
WD001	0000143457	<b>CATT, Carrie Chapman</b>		
13251-001-3269-1		1500 Ballot Way		
AL16 CG02 AS76		Madison, WI 53716		
Notes:		Absentee		An absentee watermark means an absentee was issued to this voter by the time the poll book was printed. Highlight the names of all voters listed on the absentee log.
<b>Names beginning with the letter [P]</b>				
<b>Mad1</b>				
WD001		<b>PAUL, Alice</b>		
13251-001-3269-1		501 ExpressVote Road		
AL16 CG02 AS76		Madison, WI 53716		
Notes:				If there are multiple ballot styles for a ward because of a school district split, the "ballot style" listed here reflects the appropriate school district.
<b>Names beginning with the letter [S]</b>				
<b>MG</b>				
WD001	0008374456	<b>STANTON, Elizabeth Cady</b>		
13251-001-3675-1		2100 Election Drive		
AL16 CG02 AS76		Madison, WI 53716		
Notes:				Codes for City, Ward, School District
<b>MG</b>				
WD001	0008374456	<b>STANTON, Henry B</b>		
13251-001-3675-1		2100 Election Drive		
AL16 CG02 AS76		Madison, WI 53716		
Notes:				Aldermanic, Congressional, Assembly Districts





## The Poll Book

To the left of each voter name is the ward number, district code, and ballot style. Within the district code, 13251 indicates City of Madison, the next three digits are the ward number, and the next digits indicate school district (3269 for Madison Metropolitan, 3549 for Middleton-Cross Plains, 5901 for Verona, 5656 for Sun Prairie, 1316 for DeForest, 6181 for Waunakee, 3675 for Monona Grove, and 3381 for McFarland).

The state's voter registration system does not allow us to change the ballot style to the actual ballot header code for that voter. We try to make this code meaningful when ballots are school district specific. The sample poll book on the previous page is for a ward split between the Madison Metropolitan School District and the Monona Grove School District. The fine print indicates the Aldermanic, Congressional, School, and Assembly Districts.

The number in the voter number column is unique for each voter. The Clerk's Office scans the barcode underneath the voter number after Election Day. If someone votes in more than one municipality, the state system identifies that issue, and the Clerk's Office notifies the District Attorney.

An absentee watermark means the voter received an absentee ballot by the time the poll book was printed. The Clerk's Office issues hundreds, if not thousands, of absentee ballots after the poll books are printed.

Before the polls open, a poll worker highlights the names on the poll book that also appear on the absentee log (found in the black absentee binder). These voters may only vote at the polls if they have not returned their absentee ballot.

If a voter's name is highlighted, ask if they returned their absentee. Record the voter's answer of "yes" or "no" in the margin of the poll book. Voters who did not return their absentee may vote at the polls. Voters who returned an absentee may not vote at the polls without committing a felony.

The boxes on the right side of the poll book are for **voter signatures**. Only one copy of the poll book needs to be signed. Collect all signatures in a single poll book.



## Supplemental Poll List

Voters who registered 20 to 4 days before an election are listed on a separate poll list, stapled in the back of the poll book.

The supplemental poll list has names, addresses, and voter numbers, but does not have any barcodes. You will have two matching copies of this poll list, one for the City and one for the County. Only one of these copies needs to be signed by voters.

### Sample Supplemental Poll List

Voter Name	Address	District Combo	Voter #	Voter Slip Number	Voter Signature
Burns, Lucy	201 Registration Lane	13251-001-3269	0000348951		
Minor, Virginia L.	2500 Primary Drive	13251-001-3269	0000465842		
Truth, Sojourner	428 Optical Scan Way	13251-001-3269	0000945132		

## Poll List for New Registrations and Changes of Address\_\_\_\_\_



Record the names of voters who register on Election Day on the poll list for new registrations. This poll list is a carbonless form with a column for voter slip numbers, and a column for voter signatures.

This poll list is found with your voter registration table materials. You compile this list by hand.

If a voter has moved (even within an apartment complex) or changed their name, they need to complete a voter registration form. A name change does not go into effect for voting purposes until the voter has an ID with that new name.

Attach registrations to the relevant new registration poll list with a paperclip.

### Sample Poll List for New Registration/Change of Address

*Please Print*

	Last Name	First Name	Street Address	Voter Slip #	Voter Signature
1.	<b>Katharine</b>	<b>Ludington</b>	<b>301 Registration Lane</b>	<b>2</b>	<i>Kathy Ludington</i>

## Checking In Voters

When you sit down to work at a poll book, sign the front page of that poll book.

Voters need to state their name and address at the poll book. This even applies to your spouse and neighbors. There are two exceptions. The name and address of a confidential voter is not announced. Voters unable to speak may have someone else announce their name and address; this could be a poll worker. Observers and other voters must be able to hear the name and address.



Look up the voter's name on the poll book. Check their ID to verify their identity. If the voter is registered at the address stated aloud, ask them to sign the poll book.

Voters unable to sign due to a physical disability are exempt from signing the poll book. Write "exempt by order of inspectors" in the signature box. Remember, not all disabilities are visible. Under the Americans with Disabilities Act, the voter does not need to tell you the nature of the disability.


If a voter says they are unable to sign the poll book because of a physical disability but you personally know that to not be true, begin the challenge process. Only poll workers may challenge a voter for this reason. If a voter refuses to sign the poll book for any reason other than a disability, you cannot issue that voter a ballot.

Issue a voter slip once the voter signs the poll book. The first voter of the day is voter number 1. The second voter of the day is voter number 2. The color of the voter slip matches the color of the poll list, which matches the color of the stripe on the ballots for that ward. If there is only one ward at your polling place, the voter slips and poll books will all be white.

Assist each other by calling out a page number when finding a voter’s name on the poll list. Use a pen to write the voter number next to the voter’s name. As you record the voter slip number, repeat the name of the voter and the voter slip number aloud. This minimizes mistakes on the poll book. Hand the voter slip to the voter.

Poll workers need to reconcile the poll books throughout the day. The poll books need to match each other at the end of the night. You can reconcile poll books as you check-in each voter by counting and comparing the number of voters recorded on each page of the poll book. Another method is to compare names and voter slips numbers during the day, placing a checkmark after the name of each voter you have reconciled. This eliminates the need to keep reconciling the same voters all day long.

### Sample Poll Book

Notes	Ward/Dist /Ballot	Voter ID & Barcode	Voter #	Name and Address	Voter Signature
<b>Names beginning with the letter [A]</b>					
<b>Mad1</b>					
WD001		0000123456		<b>ANTHONY, Susan B</b>	
13251-001-3269-1				100 Voter Lane	
AL16 CG02 AS76				Madison, WI 53716	
Notes:					

### *“Can observers look through the poll books?”*

Observers may not ever touch the poll books. Only poll workers may touch the poll books. If time permits, a poll worker may turn the pages of a poll book for an observer to see who has voted. Observers may never touch any Election Day records. They may take a photo of the poll book if the chief says that is okay. They are never allowed to see the page of the poll book listing confidential voters.



## Voters Not Found on the Poll Book

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There are several reasons a voter's name will not appear on the poll book:

- **Voter registered late.** These are voters who registered within 20 days of an election. Record voter slip numbers on both copies of the supplemental poll list.
- **Voter is not registered at current address.** If the voter needs to update their voting address, send them to the voter registration table.
- **Voter's name is misspelled.** Look up the voter's address in the reverse directory found in your poll book table folder. If the voter's name is misspelled, note the correction on the yellow poll list corrections form.
- **Voter is at the wrong polling place.** Check the ward specific street directory found in the greeter folder to make sure the voter's address is in your ward. If the address is in another ward or municipality, direct voter to the correct polling place.
- **Voter's registration was canceled.** Every month the Clerk's Office inactivates voter records that match state felon records and death records. We use a statewide voter registration system that allows a voter to be registered in only one municipality at a time. The Clerk's Office regularly checks for potential duplicate voter records. When our voters register in other states, we receive notice from those states and inactivate the City of Madison registrations for those voters.

The state is also part of the Electronic Registration Information Center (ERIC). This allows Wisconsin voter registrations to be compared to voter registration and death records in other states.

**Registration Verified by Clerk's Office:** If the voter insists they registered but



they are not on the poll book or reverse directory, call the Clerk's Office at 266-4220. The Clerk's Office will check the state system, and may instruct you to write down the voter's name, address, and voter registration number on the supplemental poll list.

# Election Day Voter Registration

Wisconsin allows voters to register at the polls on Election Day, with proof of address. When you open the polls, you will find a box of English registration forms in your tabulator cart. Spanish and Hmong forms are in the registration table folder. If a voter brings a registration form to the polls, use that form. For busy elections, use the clipboards in your tabulator cart to allow voters register while standing in line.

Asterisks identify which parts of the form must be completed. Forms need to be **legible** so the Clerk's Office can process them accurately.

Discreetly check all registrations against the **Ineligible Voter List**, a list of felons known to live in your ward as of two weeks before the election. The Ineligible List is in your voter registration table folder. Wards with no felons do not have ineligible lists.

**Wisconsin Voter Registration Application** Please complete lightly. Additional instructions on reverse. Please return your completed form to your municipal clerk.

**Qualifications** please check each box if you:

1  Are a citizen of the United States\*  Will be at least 18 years old on or before Election Day\*  
 Have resided at the address provided below for at least \*10 consecutive days prior to the election and do not currently intend to move  Are not currently serving a sentence including incarceration, parole, probation or extended supervision for a felony conviction

**Your Name** 2 Last \* First \* Middle \* Suffix (Jr., II, etc.)

**About You** 3 Date of Birth (MM/DD/YYYY) \* Phone Number ( ) / / Email Address

**The Address Where You Live** 4 Street Address \* Apt./Room # \* City/Town/Village of WI Zip \*  
 Mailing Municipality (if different) Are you military or permanent overseas voter?  Military  Permanent Overseas

**Your Mailing Address** 5 Street Address (or P.O. Box) City/State/Country/Zip

**Prior Registration Information** 6 Full Name on Previous Registration Full Address on Previous Registration (if known) \*City \*State

**Identification** 7  I have an unexpired and valid WI Driver License or WI DOT issued ID. Provide number and expiration date below. \*Expiration Date / /  
 I do not have a valid WI Driver License or WI DOT issued ID. Provide the last four digits of your Social Security Number XXX-XX-XXXX \*  
 I have neither a valid WI Driver License/ID nor a Social Security Number (see back for more information and next steps)

**Proof of Residence** 8 Voters must provide a proof of residence document when registering to vote. Please check the box to affirm that you are providing a copy of a valid form of proof of residence with this application. Examples include: a copy of a valid and unexpired Wisconsin Driver License or ID Card, a utility bill, a paycheck/pay stub, or correspondence from a unit of government (see back of application for additional information and examples)

**Signature and Certification** 9 By signing below, I hereby certify that, to the best of my knowledge, I am a qualified elector, having resided at the above residential address for at least 10 consecutive days immediately preceding this election, that I have no present intent to move, and I have not voted in this election. I also certify that I am not otherwise disqualified from voting and that all statements on this form are true and correct. If I have provided false information, I may be subject to fine or imprisonment under State and Federal laws.  
 Voter Signature \* Today's Date \*

**Assistant** 10 If someone assisted you by signing this form, they must complete this section.  
 Assistant Signature Assistant Address

**This section for Clerk/Tabulator**

Proof of Residence Type	WI DL	WI ID	UTIL	BANK CC	PNCK	STUNT ID	GOV DOC	LSE	GOV ID	EMPL ID	RES CARE	TAX	HMS/SS
What:													
Who:													
Proof of Residence #	4 or 2:												
Date Complete/POR Received	/ /												
Election Day Voter Number													
WVoter ID #													
Confidential Elector ID #													
Submitted by Mail													
Official's Signature													
2nd Official's Signature													

8-191 (REV 2016-12)

If someone's name is on the ineligible voter list, ask if they are still On Paper. Explain that they are eligible to register and vote when Off Paper. If the voter says they are Off Paper or that they are not serving a sentence for a felony, call the Elections Commission at 608-266-8005. They may be able to confirm that the voter is eligible. Otherwise, contact the chief to go through the challenge process with this voter (see page 60). We have found in the past that the Department of Corrections list can be outdated. It is not our job to be an investigator or a judge. The District Attorney will investigate after Election Day.

An asterisk indicates that this section needs to be completed.

<b>Wisconsin Voter Registration Application</b>		Please complete legibly Additional instructions on reverse	Please return your completed form to your municipal clerk
<b>Qualifications</b> please check each box if <u>YOU</u> :	1	If you cannot check <b>every</b> box, do <b>NOT</b> complete this form	
		<input checked="" type="checkbox"/> Are a citizen of the United States* <input checked="" type="checkbox"/> Have resided at the address provided below for at least <b>28</b> consecutive days prior to the election and do not currently intend to move	<input checked="" type="checkbox"/> Will be at least 18 years old on or before Election Day* <input checked="" type="checkbox"/> Are not currently serving a sentence including incarceration, parole, probation, or extended supervision for a felony conviction*

**Section 1** establishes that the voter is qualified to vote. They must be a citizen of the United States. They need to have established residency at this address at least 28 days before the election; voters who moved within 28 days of the election are only eligible to vote from their previous address. They need to be at least 18 years old today. And they cannot currently be serving a sentence for a felony.

<b>Your Name</b>	2	Last * <i>Anthony</i> _____ Suffix (Jr., II, etc.) _____	
		First * <i>Susan</i> _____ Middle * <i>Brownell</i> _____	
<b>About You</b> phone number and email are optional	3	Date of Birth (MM/DD/YYYY) * <i>2 / 15 / 1820</i>	Phone Number ( ) _____
			Email Address _____

**Section 2** asks for the voter's name. We prefer to get the voter's full middle name if possible. This protects the voter record from being erroneously merged with another Wisconsin voter who has a similar name and the same date of birth.

**Section 3** requires the voter's date of birth. **Make sure the year of birth is not listed as the current year.** Otherwise, the voter would not be old enough to vote! Phone number and e-mail address are optional, but are helpful if the Clerk's Office needs to contact the voter about information that is missing or illegible.

<b>The Address Where You Live</b> your residential voting address, which cannot be a P.O. Box  if you do not have a street address, please use the map on the back of this form	4	Street Address * <u>205 State Street</u>	Apt/Room # * <u>4</u>
		City/Town/Village of * <u>Madison</u>	WI Zip * <u>53703</u>
		Mailing Municipality (if different) _____	Are you military or permanent overseas voter? <input type="checkbox"/> Military <input type="checkbox"/> Permanent Overseas
<b>Your Mailing Address</b> if different from above	5	Street Address (or P.O. Box) _____	
		City/State/Country/Zip _____	

**Section 4** requires a City of Madison street address in a ward that votes at your polling place. It cannot be a post office box. Some City of Madison addresses near the city limits will have an address with a Verona, Middleton, or McFarland zip code. If the address is not in your ward, send the voter to the correct polling place.

**Section 5** (mailing address) should be completed if the voter receives their mail at an address other than the address listed in section 4. The postcard verifying the voter's registration will be mailed to this address.

If you do not have a street number or address, please use this map to show where you live. If you are a homeless voter and are registering to vote, please also provide a letter from an organization that provides services to the homeless that: <ul style="list-style-type: none"> <li>• Lists your name</li> <li>• Describes the location designated as your residence for voting purposes</li> </ul>	<table border="1"> <tr> <td>Example</td> <td>N ↑</td> <td>Library</td> </tr> <tr> <td colspan="3" style="text-align: center;">Marmoset Drive</td> </tr> <tr> <td>High School</td> <td></td> <td>X</td> </tr> </table>	Example	N ↑	Library	Marmoset Drive			High School		X	<table border="1"> <tr> <td></td> <td>N ↑</td> <td></td> </tr> <tr> <td colspan="3" style="text-align: center;"> </td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>		N ↑							
	Example	N ↑	Library																	
Marmoset Drive																				
High School		X																		
	N ↑																			

**The back of the registration form** has a map for voters without a traditional street address to draw a diagram of where they intend to return each day, using landmarks and street names. This location should be within your ward boundaries.

**Section 6** is for voters who have changed their name. The City Clerk's Office will update the name in their voter record. Although they may only be changing their name, these voters need to complete the entire form. Name changes do not go into effect for voting purposes until the voter gets an ID with their new name.

<b>Prior Registration Information</b> complete this field if you are updating your registration due to a change in name or address	6	Full Name on Previous Registration _____
		Full Address on Previous Registration (if known) _____ *City: <i>Rochester</i> *State: <i>NY</i>

Unless this is a first-time voter, we need the city and state where the voter last registered to vote. The City Clerk’s Office will cancel the previous voter registration.

<b>Identification</b> (check the box that applies to you)  WI Driver License or ID number required if unexpired and valid. SSN required if DL/ID not valid or never issued	7	<input checked="" type="checkbox"/> I have an unexpired and valid WI Driver License or WI DOT issued ID. Provide number and expiration date below <i>A 1 2 3 4 5 6 7 8 9 1 0 - 0 1</i> * Expiration Date <i>2 / 15 / 24</i>
		<input type="checkbox"/> I do not have a valid WI Driver License or WI DOT issued ID Provide the last four digits of your Social Security Number XXX-XX-__ __ __ __ *
		<input type="checkbox"/> I have neither a valid WI Driver License/ID nor a Social Security Number (see back for more information and next steps)

**Section 7** requires a WI driver license number if the voter has a current and valid WI driver license. If a voter does not have their WI driver license number readily available, they may call the Department of Transportation or visit the Department of Transportation website to get the number. Voters with a current and valid WI driver license who are unable or unwilling to write down that number may vote provisionally.

Voters who do not have a valid WI driver license may list their WI state ID card number or the last four digits of their Social Security number. Voters with an out-of-state driver license should list the last four digits of their Social Security number.

Voters who have no WI driver license, no WI state ID card, and no Social Security number check the box that says, “I have neither a valid WI Driver License/ID nor a Social Security Number.”

### HAVA Checks

Driver license numbers, ID card numbers, and Social Security numbers are verified behind the scenes.

We refer to these verifications as “HAVA Checks” because they are done to comply with the Help America Vote Act (HAVA). When a HAVA check is “not a match,” the Clerk’s Office follows up with the voter to correct any inaccurate information.

A HAVA check compares the first name, last name, first letter of middle name, date of birth, and identification number in the voter record with Department of Transportation or Social Security Administration records.



<b>Proof of Residence</b> military and permanent overseas voters are <u>not</u> required to provide proof of residence	8	<input checked="" type="checkbox"/> Voters must provide a proof of residence document when registering to vote. Please check this box to affirm that you are providing a copy of a valid form of proof of residence with this application Examples include: a copy of a valid and unexpired Wisconsin Driver License or ID Card, a utility bill, a paycheck/pay stub, or correspondence from a unit of government (see back of application for additional information and examples)
---------------------------------------------------------------------------------------------------------------------------	---	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Section 8** asks the voter to acknowledge that they are providing proof of address.

<b>Signature and Certification</b>	9	By signing below, I hereby certify that, to the best of my knowledge, I am a <b>qualified elector</b> , having resided at the above residential address for at least <b>28</b> consecutive days immediately preceding this election, that I have no present intent to move, and I have not voted in this election. I also certify that I am not otherwise disqualified from voting and that all statements on this form are true and correct. If I have provided false information, I may be subject to fine or imprisonment under State and Federal laws X <u>Susan B. Anthony</u> * Voter Signature 11, 06, 18 * Today's Date Falsification of information on this form is punishable under Wisconsin law as a Class I felony
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**Section 9** should be signed and dated by the voter. Voters who cannot sign their name can make their mark on the form or have an assistant sign the voter's name and then complete section 10, "assistant signature" and "assistant address."

<b>Assistant</b> if someone assisted you by signing this form, they must complete this section	10	X _____ Assistant Signature _____ Assistant Address
---------------------------------------------------------------------------------------------------	----	--------------------------------------------------------------

The poll worker at the voter registration table will align a transparency sheet with the form to make sure it is complete. They will also verify the voter's proof of address.

List **what** the voter used as proof of address. The Clerk's Office needs this information to process the application. Use the one letter codes found on the proof of residence reference card in your registration table folder.

- Acceptable Proof of Address**  
*may be electronic*

  - A – Affidavit from agency providing homeless services
  - B – Bank/Credit Union/Credit Card/Mortgage Statement
  - C – Care Facility Contract/Intake Doc.
  - 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 within last 3 months
  - W – WI Driver License/ID, unexpired

This Section for Official Use Only													
Proof of Residence Type	WI DL	WI ID	UTIL	BANK/CC	PYCK	STDNT ID	GOV DOC	LSE	GOV ID	EMPL ID	RES CARE	TAX	HMLSS
Proof of Residence Issuing Entity				Proof of Residence #			Date Complete/POR Received			Election Day Voter Number			
What: <u>U</u>	Who:			4 or 2:			/ /						
WisVote ID # _____							<input type="checkbox"/> Submitted by Mail			X _____ Official's Signature			
Confidential Elector ID # _____										X _____ 2nd Official's Signature			
Ward	Sch. District	Alder	Cty. Supr.	Ct. Of App.									

EL-131 (REV 2019-12)

These items may be used as proof of address:



**U – Utility Bill**, up to 90 days old, showing the name at the address listed on the registration form

- ★ Water
- ★ Gas or Electric
- ★ Cable
- ★ Phone – Landline or Cellular
- ★ Internet
- ★ Cable

**W – Wisconsin Driver License or Wisconsin ID Card**, current and valid (not expired), showing the voter's name at the address listed on the registration form.

**B – Bank or Credit Union Statement**, showing the voter's name at the address listed on the registration form. This includes credit card and mortgage statements.

**T – Tax Bill** for the current year or preceding year, showing the voter's name at the address listed on the registration form.

**R – Residential Lease** for a period that includes Election Day, showing the voter's name at the address listed on the registration form.

**P – Paycheck** showing the name at the address listed on the registration form.

**A – Affidavit** on social service agency letterhead identifying a homeless voter and describing their residence for voting purposes.

**S – Student ID** issued by a college that includes photo, accompanied by a college fee statement issued within the last nine months. The fee statement must show the voter's local address. A fee statement from UW-Madison or Madison College is a government document, and does not need to be accompanied by student ID.

**C – Care Facility Contract or Intake Document** showing the name and street address listed on the registration form. This does not need to include the voter's room number. These contracts may have been issued before the nursing home or care facility even assigned a room number.

**G – Government Check** showing the name at the address on the registration form.

**G –Government Document** showing the name at the address listed on the registration form. Hundreds of documents would qualify as government documents. Here are some examples:

- ★ Vehicle registration
- ★ Fishing license
- ★ Hunting license
- ★ Concealed weapons permit
- ★ Court summons
- ★ Ticket
- ★ Citation
- ★ Warrant
- ★ Bicycle license registration
- ★ Medicare statement
- ★ Medicaid statement
- ★ Social security statement
- ★ Social security disability statement
- ★ Social security disability denial letter
- ★ SeniorCare statement
- ★ BadgerCare statement
- ★ Food Share WI statement
- ★ Bartender license
- ★ Document issued by a University of Wisconsin school, including enrollment verification form
- ★ Document issued by a Wisconsin Technical College
- ★ Public high school document
- ★ Madison Metropolitan School District “Infinite Campus” website (name and address are listed under the household tab)
- ★ Wisconsin Circuit Court Access record

**Proof of address may be shown electronically.** The voter can show their proof of address on a smart phone, laptop, or tablet. Printed versions of electronic proof of address are also acceptable.

Poll workers do not need to handle the voter’s electronic device. Ask the voter to zoom in on the information you need to document. Observers may not handle the voter’s electronic device and are not entitled to see proof of address because the account number on proof of address is confidential.



### Not Accepted as Proof of Address

- Homeowner's or renter's insurance
- Medical insurance documents
- Medical bill
- Magazine
- Expired driver license or ID card
- Business card
- Out-of-state driver license
- Passport (because it does not show address)
- Envelope addressed to the voter
- Forwarding sticker from Post Office
- Birthday card from Grandma

### What ★ Who ★ Four or Two

After writing down the code for **what** was used to prove address, write down **who** issued the document. For example, a WI driver license is issued by WI. A water bill is issued by Madison Municipal Services. A bartender license is issued by City of Madison. A UW Credit Union statement is issued by UW Credit Union. The My UW website is a government document issued by UW-Madison. A residential lease is issued by the **name** of the landlord listed on the lease.

Next, if there is an account number on the document, write down the last **four or two** digits of the account number. If the account number is 7 or more digits long, list the last four digits of the account number. If the account number is 6 or fewer digits long, list the last 2 digits of the account number.

This Section for Official Use Only													
Proof of Residence Type	WI DL	WI ID	UTIL	BANK/CC	PYCK	STDNT ID	GOV DOC	LSE	GOV ID	EMPL ID	RES CARE	TAX	HMLSS
Proof of Residence Issuing Entity				Proof of Residence #			Date Complete/POR Received		Election Day Voter Number				
What:	U	Who:	MG&E	4 or 2:			8151		/ /				
WisVote ID # _____				<input type="checkbox"/> Submitted by Mail				X _____ Official's Signature					
Confidential Elector ID # _____								X _____ 2nd Official's Signature					
Ward	Sch. District	Alder	City Supr.	Ct. Of App.									

EL-131 (REV 2019-12)

## No Proof of Address

If someone registering to vote cannot provide proof of address, they cannot register and cannot vote. They do not qualify for a provisional ballot.

## Official Signature

The poll worker checking proof of address signs the form and writes down the ward number. They then send the voter and the form to a second poll worker.

This Section for Official Use Only													
Proof of Residence Type	WI DL	WI ID	UTIL	BANK/CC	PYCK	STDNT ID	GOV DOC	LSE	GOV ID	EMPL ID	RES CARE	TAX	HMLSS
Proof of Residence Issuing Entity				Proof of Residence #			Date Complete/POR Received		Election Day Voter Number				
What:	U	Who:	MG&E	4 or 2:			8151		/ /				
WisVote ID # _____				<input type="checkbox"/> Submitted by Mail				X <u>Abraham Lincoln</u>					
Confidential Elector ID # _____								Official's Signature					
Ward	Sch. District	Alder	City Supr.	Ct. Of App.				X _____					
51								2nd Official's Signature					

EL-131 (REV 2019-12)

## Second Poll Worker

The second poll worker provides a second set of eyes, making sure the form is complete. They sign the form as the second poll worker.

The second poll worker checks voter ID, completes the poll list for new registrations, and assigns a voter number.

If the voter expresses an interest in becoming a poll worker on the back of the form, or lists an accommodation request (braille ballot or interpreter) on the back of the form, indicate on the bottom of the front of the form that the Clerk's Office should check the other side.

This Section for Official Use Only													
Proof of Residence Type	WI DL	WI ID	UTIL	BANK/CC	PYCK	STDNT ID	GOV DOC	LSE	GOV ID	EMPL ID	RES CARE	TAX	HMLSS
Proof of Residence Issuing Entity				Proof of Residence #			Date Complete/POR Received		Election Day Voter Number				
What:	U	Who:	MG&E	4 or 2:			8151		/ /		812		
WisVote ID # _____				<input type="checkbox"/> Submitted by Mail				X <u>Abraham Lincoln</u>					
Confidential Elector ID # _____								Official's Signature					
Ward	Sch. District	Alder	City Supr.	Ct. Of App.				X <u>Harriet Tubman</u>					
51	See other side ↓							2nd Official's Signature					

EL-131 (REV 2019-12)

Do you need any accommodations at your polling place (e.g., curbside voting)? If so, please describe:

Sign Language Interpreter

Please indicate if you are interested in being a poll worker



<p>Official Ballot for Nonpartisan Office and Referendum</p> <p>April 7, 2015</p> <p>for</p> <p><u>Ward 1</u></p>
<p>Municipality and ward #(s)</p>
<p>Ballot issued by</p> <p><u>KSE</u></p> <p><u>MRB</u></p>
<p>Initials of election inspectors</p>
<p>Absentee ballot issued by</p>
<p>Initials of municipal clerk or deputy clerk (If issued by SVDs, both SVDs must initial.)</p>

## Issuing Ballots

The voter gives their voter slip to the poll worker at the ballot table. You may have already marked the ballot with the ward number and one set of poll worker initials. Do not put the final set of poll worker initials on the ballot until the voter hands you a voter slip. Adding the second set of initials right before giving the voter a ballot ensures that no voter will receive two valid ballots.

The color of the voter slip matches the color of the poll book, and the stripe of color on the ballots for that ward. The largest ward at a polling place usually has white ballots, the next largest ward has blue, then green. When a ward has more than one school district and a ballot includes school district offices or referenda, the Clerk's Office will highlight the poll book to indicate voters in the smaller school district.

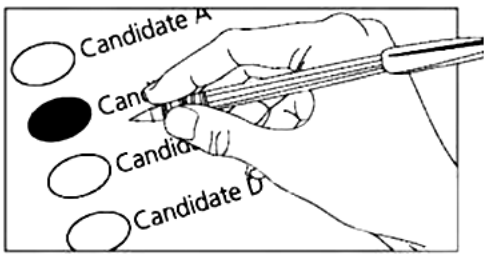
Keep all issued voter slips to seal in the ballot bag at the end of the night.

### Instructions for Marking the Ballot

**To Vote:**

**Fill in the oval next to your choice.**

To cast write-in votes, mark the oval next to the write-in space, then print the candidate's name.



---

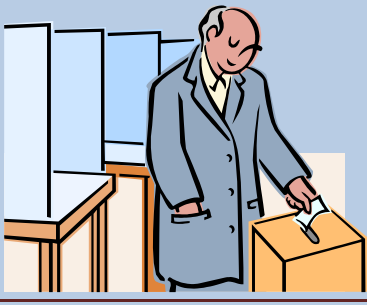
Use blue or black ink only – No gel pens

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If you make an error, please return your ballot to the election official and request a new ballot.







## Ballot Security

Several years ago, poll workers pre-initialed a stack of ballots at a polling place in a nearby community.

This polling place needed to evacuate for a fire alarm. The poll workers left all voting materials behind when they the building (not a recommended practice).

While poll workers waited outside the building, several ballots were fed through the tabulator.

At the end of the night, the poll workers discovered that they had more ballots than voters. There was no way to identify which ballots should not have been counted because all ballots were pre-initialed.

As they closed the polls, poll workers had to “draw-down” ballots. The excess number of ballots was drawn at random, and the votes on those ballots were subtracted from the final tally.

This illustrates the danger of pre-initialing ballots with two sets of initials.

## Voter Instructions

Ask the voter, “Are you familiar with how to mark this type of ballot?” Instruct the voter to fill in the oval next to the candidate of their choice. At least half the oval should be filled in. It is okay to go outside the lines.

**Do not point to any name or any party on the ballot.**

Instead, point to the ovals on the “instructions for marking ballot” sign to show the voter how to mark a ballot.

If the voter wants to write-in a name, they should fill in the oval next to “write-in,” and write in a name.

When we have a **double-sided ballot**, remind the voter that the ballot is double-sided.

Be careful that nobody will mistake what you say as telling the voter to vote “for” something. Poll workers may not answer questions about candidates. If a voter asks what a referendum means, refer to the posted legal notice.

Hand the voter the initialed ballot. A voter may choose to use a secrecy sleeve to carry their ballot. Once the poll worker issues a ballot to the voter, the poll worker should not handle the ballot unless requested to do so by the voter.



Direct voter to the voting booth. Poll workers should be no closer than 10 feet away from the tabulator and voting booths, unless assisting a voter. Do not escort the voter to the booth or tabulator unless they ask for assistance.

After marking the ballot, the voter should go to the tabulator. They can insert the ballot in any orientation (top, bottom, front, or back). When the ballot is counted, the screen will display, "Thank you for voting. Your ballot has been counted."

  
**Do not stay this close to the tabulator! Stay ten feet away to give voters privacy.**



## Ballot Returned to the Voter \_\_\_\_\_

The tabulator returns over-voted ballots, giving the voter a chance to get a replacement ballot. The screen will notify the voter about the over-voted office. **Do not grab the ballot from the voter.** If the voter insists on casting this ballot, use the emergency bin. Two poll workers will need to remake the ballot, leaving off the over-voted office.

## Replacement Ballots \_\_\_\_\_

If a voter makes a mistake and needs another ballot, **do not assign a new voter slip number.** The voter will partially tear the spoiled ballot and put it in the enveloped labeled “discarded ballots.” Do not mark the second ballot any differently than any other ballot you issue, but write “2nd ballot” in the notes section of the poll book, next to the voter’s name.

Follow the same process if the voter needs a third ballot, and write “3rd ballot” in the poll book. When issuing a third ballot, gently suggest that the voter may wish to try using the ExpressVote to avoid over-votes. You may not issue more than two replacement ballots to a single voter. In other words, three ballots, and the voter is out of ballots.

### Sample Poll Book

Notes	Ward	District Combo	Ballot Combo	Name and Address	Voter #	Voter ID
2nd ballot	WD1	13251-001-1	MMSD	<b>ANTHONY, Susan B</b> 100 Voter Lane Madison, WI 53716	<b>1</b> _____	0000123456 

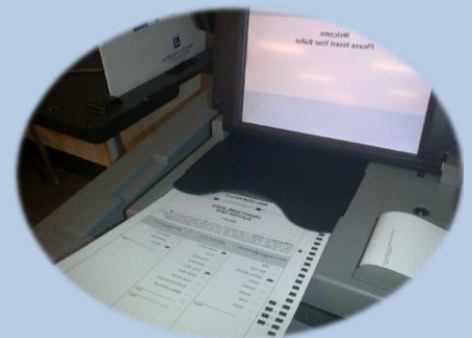
## Tabulator Testing

How do we know that the votes are counted correctly?

Ten days before the election, the City Clerk’s Office holds a public test of voting equipment (tabulators and ExpressVotes). The public test is noticed in the newspaper, and members of the public are welcome to watch the testing take place.

Each machine is tested to read the ballots for the polling place at which it will be used. Ballots are tested for each candidate, over-votes, under-votes, write-in votes, and cross-party votes.

The Clerk’s Office staff testing your tabulator have written down the tabulator serial number and security seal numbers on your Inspectors’ Statement. It is important that you verify these numbers to prove that nobody tampered with the machines since the public test.





## Party Preference \_\_\_\_\_

For a **Fall Partisan Primary**, tell the voter to select a party at the top of the ballot and to vote within that party only. Selecting a party on the Partisan Primary ballot tells the tabulator to only count the votes within that party. Otherwise, voting in more than one party for the fall primary invalidates the entire ballot.

## Assisting Voters \_\_\_\_\_

Voters unable to mark or read a ballot on their own may use the ExpressVote or choose to have someone help them mark the ballot. The voter can choose a poll worker or anyone else to assist them. They do not need to justify the need for assistance. The person assisting the voter does not need to be an eligible voter. A child could assist in marking the ballot. However, the person providing assistance cannot be the voter's employer or an officer/agent of a labor union that represents the voter.

When a voter is assisted in marking the ballot, the name and address of the person providing assistance is recorded in the poll book. This gets recorded even if a poll worker provides assistance. The person assisting the voter needs to sign their name on the ballot under "certification of elector assistance."

Sample Poll Book		
MG		
WD001	0008374456	<b>STANTON, Elizabeth Cady</b>
13251-001-3675-1		2100 Election Drive
AL16 CG02 AS76		Madison, WI 53716
Notes:	<i>Assisted by Harriet Tubman, 2102 Election Drive</i>	
		<i>24</i>

<b>Official Ballot</b> <b>Partisan Office</b> <b>November 8, 2016</b>  for _____ Municipality and ward number(s)
<b>Ballot issued by</b> <i>DJS</i>
<i>EMB</i> Initials of election inspectors
<b>Absentee ballot issued by</b> _____ Initials of municipal clerk or deputy clerk <small>(If issued by SVDs, both SVDs must initial.)</small>
<b>Certification of Voter Assistance</b> I certify that I marked or read aloud this ballot at the request and direction of a voter who is authorized under Wis. Stat. § 6.82 to receive assistance.  <i>Harriet Tubman</i> Signature of assistor



## Fostering Accessibility

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Accessibility does not stop at the ExpressVote. Poll workers play a vital role in making the polling place welcome and accessible to all voters. Remember that voters are not required to disclose the nature of their disability, per the Americans with Disabilities Act.

Here are some guidelines from the National Organization on Disability:

- Be aware that federal law allows voters to receive assistance in the voting booth.
- Remember, all voters deserve courteous attention in exercising their right to vote.
- Be considerate of the extra time it might take to mark the ballot.
- Give unhurried attention to a person who has difficulty speaking.
- Speak directly to the person who has a disability, rather than speaking only to their companion.
- Speak calmly, slowly, and directly to a person who is hard of hearing. Your facial expressions, gestures and body movements help in understanding.
- Don't shout or speak in the person's ear. If full understanding is doubtful, try writing a note.
- Do not touch a mobility device unless the voter asks you to do so. A mobility device is part of a voter's personal space.
- Greet a person with a visual impairment by letting them know who and where you are. When offering walking assistance, allow the person to take your arm. Tell them if you are approaching steps or an incline, or are turning right or left.
- Be aware that service animals are allowed to accompany the voter to the polls. Do not pet or interact with the animal. The service animal is working and should not be interrupted. We may only ask two questions about the service animal:
  1. Is the animal required because of a disability?
  2. What work or task has the animal been trained to perform?



## Interpreters

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The City of Madison is fortunate to have many poll workers who speak a second language. Poll workers who speak Spanish may wear a badge that reads, “Hablo Español.”



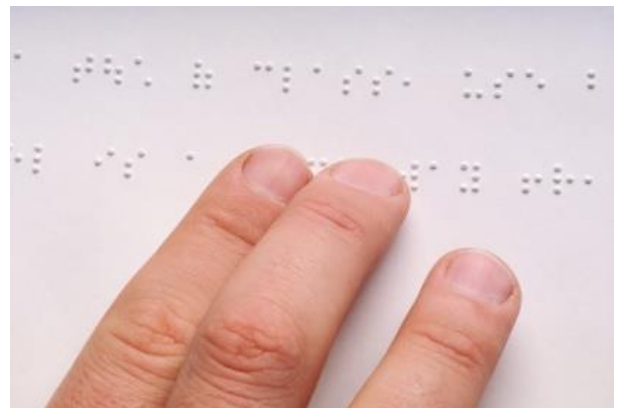
If you need an interpreter but do not have one at your polling location, refer to the front of the greeter table folder. The City of Madison has interpreter services available over the phone, in any language.

## Braille Ballots

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Voters may contact the Clerk’s Office prior to Election Day to request a braille ballot.

For those of us who cannot read braille, labels along the right side of the ballot indicate the name of each candidate.



Braille ballots requested for your polling place are in a large brown envelope in the Clerk’s Office tote. A label on the front of the envelope will indicate which voter requested the ballot.

When the voter checks in, assign a voter slip number. Do **not** indicate on the poll book that the voter used a braille ballot.

Remove the braille ballot from the envelope, and have two poll workers initial the ballot. Give the ballot, envelope, and a pen to the voter. The voter takes the ballot to a voting booth, marks the ballot, seals the ballot in the envelope provided, and hands the envelope to a poll worker.

Two poll workers place the envelope in the emergency bin in the front of the tabulator cart. Use the tabulator cart key to unlock and relock the emergency bin door.

Note on the incident log that you opened the emergency bin to secure a braille ballot. Again, do not list the voter's name. All voters have the right to a secret ballot, even when using a braille ballot.

As time permits, two poll workers will remove the envelope from the emergency bin and duplicate the braille ballot, using the Good Ballot/Bad Ballot labels in the front of the black absentee binder. Note on the incident log that you opened the emergency bin to remove and remake the braille ballot.

After remaking the ballot, insert the braille ballot in the envelope labeled, "ballots that have been duplicated."



## Curbside Voting

Voters unable to enter the polls due to illness or disability may receive their ballot at the curb of the polling place.



A poll worker approaches the poll book to announce the voter's name and address, and that they are voting at the curb. The voter's ID is checked at the curb. Record the voter slip number in the poll book with a notation, "ballot received at curb." Write "exempt by order of inspectors" in the signature box. Two poll workers carry the ballot, ballot marking pen, and a secrecy sleeve to the voter. Once the voter marks the ballot and places it in the secrecy sleeve, the poll workers carry the ballot back into the polling place.

One of the poll workers announces, "I have a ballot offered by (name of voter). Does anyone object to the reception of this ballot?" If someone does object, follow the challenge process. Otherwise, the ballot is immediately inserted into the tabulator. Record the event on the incident log with the initials of both poll workers involved.

### Sample Poll Book

**MG**

WD001

0008374456

**STANTON, Henry B**

13251-001-3675-1

||||| ||||||||| ||||||||| |||

2100 Election Drive

AL16 CG02 AS76

Madison, WI 53716

25

*Exempt by order of inspectors*

Notes: *Ballot received at the curb.*

### Frequently Asked Questions:

*Can curbside voting be used by someone who also needs to register to vote? Yes, the voter can both register and vote at the curb.*

*Can the poll workers take a ballot to someone who lives nearby but cannot make it to the polls? No. Curbside voting is only available at the curb of the polling place.*



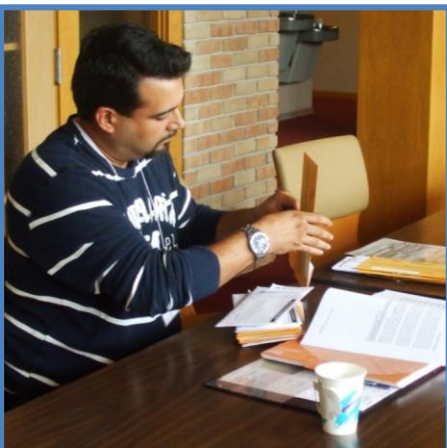
## **Absentee Ballot Deliveries**\_\_\_\_\_

Absentee ballots can be processed at any time once the polls open. A courier will deliver absentee ballots and a chain-of-custody form to your polling place by 4 p.m. They will use a delivery bag sealed with a numbered, tamper-evident seal.

When accepting the absentee ballot delivery, verify that the seal number on the bag matches the seal number on the chain-of-custody. If the seal is broken or the seal numbers do not match, call the Clerk's Office and document this on your incident log. Sign the chain-of-custody and write down the time of delivery on the form. Place the chain-of-custody in the large white envelope for used absentee certificate envelopes.

When a voter delivers an absentee to the polls, we may ask, "Are you the voter?" We may not ask for ID. If the voter is delivering their own ballot, check that the certificate is complete (voter & witness signatures, witness address), and envelope is sealed.

If an individual is delivering an absentee ballot to the polls for someone else, we may ask, "Are you delivering the voter's ballot because the voter has determined that they require assistance returning their ballot due to their disability?" If yes, then we may ask, "Are you someone other than the voter's employer, an agent of that employer, or an officer or agent of the voter's union?" If yes, we may accept the ballot.



## **Processing Absentee Ballots**\_\_\_\_\_

Check the ward number on each absentee envelope to verify that the ballots are at the correct polling place. If a ballot was delivered to the wrong polling place, note this on your incident log and call the Clerk's Office at 266-4220. The label on each absentee envelope lists the ward number above the voter's name.

**Make sure envelopes are sealed.** If there is evidence of tampering, we must reject the absentee. Do not assign a voter slip number. Do not open envelope. Set aside the envelope for rejection.

**Check for voter and witness signatures.** The voter must sign (or make their mark) on the certificate envelope. The voter also needs to have a witness sign the envelope. **Signatures do not need to be legible.** If either of signature is missing, do not assign a voter number. Do not open the envelope. Set aside the envelope for rejection. We can only count this ballot if the voter and their original witness come to the polls to complete the envelope.

**Check for the witness address.** The witness address needs to include a house number, street name, and city. If the witness address is missing or incomplete, do not assign a voter number. Do not open envelope. Set aside for rejection.

**Alphabetize the absentee certificate envelopes that are not set aside for rejection.** This will make it easier to find voters on the poll book.

**Check absentee voter names against the Ineligible Voter List.** Absentee voters who are on the ineligible list will go through the challenge process (see page 60).

**OFFICIAL ABSENTEE BALLOT APPLICATION / CERTIFICATION**

*Note:* With certain exceptions, an elector who mails or personally delivers an absentee ballot to the municipal clerk at an election is not permitted to vote in person at the same election on Election Day. Wis. Stat. § 6.86(6).

13665991  
0000391415

Nov 04, 2014 DANE COUNTY  
CITY OF MADISON Ward:WD031  
MADISON - NOV 2014 - 4

SUSAN B ANTHONY  
123 MAIN ST  
MADISON WI 53704-4291

PERM  
Via Mail

(Official Use Only) Voter has met or is exempt from the photo ID requirement.

**VOTER:** Complete the information below and sign the certification in the presence of a witness who must also sign.

**CERTIFICATION OF VOTER**

I certify, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), that I am a resident of the ward of the municipality in the county of the state of Wisconsin indicated hereon, and am entitled to vote in the ward at the election indicated hereon; that I am not voting at any other location in this election; that I am unable or unwilling to appear at the polling place in the ward on election day, or I have changed my residence within the state from one ward to another later than 28 days before the election. I certify that I exhibited the enclosed ballot, unmarked, to the witness, that I signed in the presence of the witness and in the presence of the witness, and that I enclosed and sealed the ballot in this envelope in the presence of the witness. I further certify that I requested this ballot.

**Voter Signs Here**

Signature of Voter Today's Date  
MILITARY AND OVERSEAS VOTER ONLY:  
I further certify my birth date is: / /

**CERTIFICATION OF WITNESS**

I, the undersigned witness, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), certify that I am an adult U.S. Citizen and that the above statements are true and the voting procedure was followed as indicated. I did not solicit or advise the voter to vote for any candidate for any office on the enclosed ballot (except as indicated). I did not solicit or advise the voter to vote for any candidate for any office on the enclosed ballot. I certify that the name and address of the voter is correct as shown.

**Witness Signs Here**

Signature **Witness Address Here**  
Address \_\_\_\_\_  
Municipality, State and Zip Code \_\_\_\_\_

**CERTIFICATION OF ASSISTANT (IF APPLICABLE)**  
(assistant may also be witness)

I certify that the voter named on this certificate is unable to sign his/her name or make his/her mark due to a physical disability, and that I signed the voter's name at the direction and request of the voter.

Signature of Assistant

GAB-122 | Rev 2015-05 | Government Accountability Board, P.O. Box 7984, Madison, WI 53707-7984 | 608-261-2028 | web: gab.wi.gov | email: gab@wi.gov



**Announce absentee voter’s name and address at the poll book.** Observers need to be able to hear the names and addresses, but may not touch the ballots or envelopes.


**Check voter into the poll book.** The address of the voter on the envelope must match the address listed for that voter on the poll book. If you cannot find the voter on the poll book, check the supplemental poll list. If you still cannot find the voter, call the Clerk’s Office at 266-4220.

If a military voter crosses out the address on their absentee label and writes in another address, we still process the ballot. Military voters are not required to register to vote.

If the voter has already voted, we must reject the absentee. Do not assign a voter slip number. Do not open the envelope. Set aside the envelope for rejection.

**Assign a voter slip number.** If the voter’s name is on the poll book and the voter has not already voted, assign the absentee voter the next sequential voter slip number for that ward.

**Write voter slip number in the poll book and on absentee envelope.** Record the voter slip number followed by the letter “A” (for absentee).

<b>Mad1</b>			
WD001	0000143457	<b>CATT, Carrie Chapman</b>	
13251-001-3269-1		1500 Ballot Way	
AL16 CG02 AS76		Madison, WI 53716	
Notes:		Absentee	

55A

**Carefully open the envelope.** Try to avoid tearing the ballot when opening the envelope. If the ballot is torn, you will need to remake it. Torn ballots can jam in the tabulator.

**Remove ballot.** Protect the secrecy of the ballot. Once the ballot is out of the envelope, there should be no way to know which ballot was marked by which voter.

**If the envelope contains two marked ballots, reject both ballots.** Reseal the envelope with tape. Reassign the voter slip number that was issued for this envelope. Set aside for rejection.



If the envelope contains one marked ballot and one blank ballot, count the marked ballot. Partially tear the blank ballot and put it back in the absentee envelope. Document this on the incident log.

**Place empty absentee envelopes in the large white used certificate envelope.**

**Unfold, flatten and examine ballots.** Unfold at least three absentee ballots at once and shuffle, to protect the secrecy of the ballots.

**Check ballots for initials of Clerk.** Without examining which candidates the voter selected, check for the Clerk's initials (mlw) under "absent elector's ballot issued by." If the initials are missing, make a note in the incident log, i.e., "Absentee ballot missing Clerk's initials." Again, there is no voter name or voter slip number associated with the ballot. Absentee ballots issued by special voting deputies at a nursing home will have two sets of initials. Process these ballots.

Official Ballot for Nonpartisan Office and Referendum
April 7, 2015
for
Ward 108
_____
Municipality and ward #(s)
Ballot issued by
_____
Initials of election inspectors
Absentee ballot issued by mlw
Initials of municipal clerk or deputy clerk (If issued by SVDs, both SVDs must initial.)

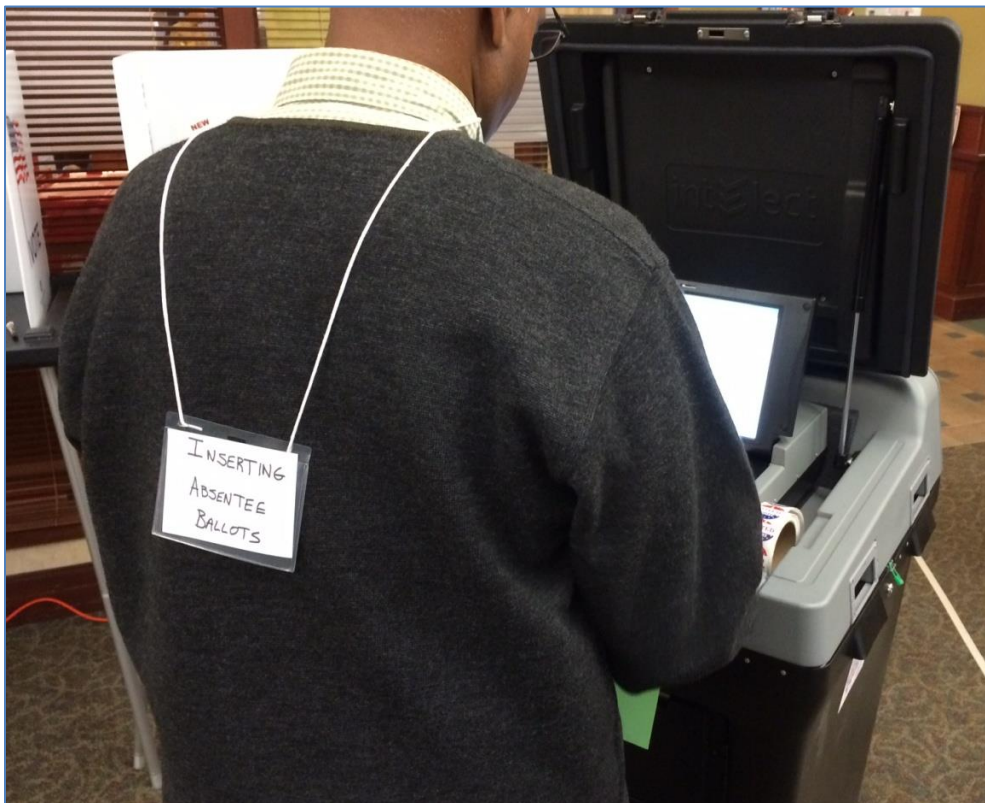
**Watch for ballots marked with red or green pen.** Remake these ballots using the good ballot/bad ballot process. Preserve the original ballot.

**Watch for creatively marked ballots.** If the voter circled, underlined, crossed out, or erased marks on the ballot, set the ballot aside to be remade using the good ballot/bad ballot process. Preserve the original ballot.

**Feed ballots through tabulator.** Flatten the ballots as much as possible. Before inserting each ballot, wait for the tabulator to display the message, “Thank you for voting. Your ballot has been counted.”

**Remake over-voted absentee ballots.** If the tabulator spits out an absentee ballot that is over-voted, remake the ballot using the good ballot/bad ballot process. If you cannot determine voter intent for the over-voted office, remake the ballot for every office but the over-voted office. If all offices on the ballot are over-voted, the remade ballot will be a blank ballot.

**Wrong ballot style for ward**—Remake the ballot on the correct ballot style using the good ballot/bad ballot process.



## Rejected Absentees

Absentees are rejected based on their envelopes. We will never know how these ballots were marked. We reject absentees at the end of the night for these reasons:

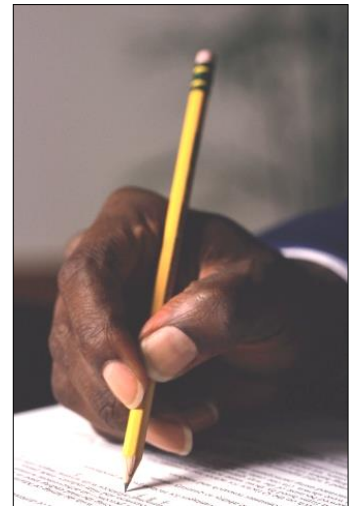
- ◆ No voter signature or witness signature.
- ◆ No witness address.
- ◆ Voter is deceased.
- ◆ Voter is not registered to vote at current address.
- ◆ Envelope shows evidence of tampering.
- ◆ Elector has already voted.
- ◆ Absentee ballot was never requested (indicated by a note from Clerk’s Office).
- ◆ Envelope contains two marked ballots.

Write “rejected” and the reason for rejection on the envelope. Do not assign a voter slip number. Place the unopened envelope in the large brown envelope for rejected absentee ballots. Note the rejected absentee and reason for rejection on the absentee ballot incident log.

Incident Number	Description of Incident	Time Incident Occurred	Election Official Initials
8	Absentee ballot of Janet Jacobs rejected: certificate missing voter signature.	3:15 a.m. p.m.	SAM

## Ballots that must be Remade

- ◆ Ballot is in braille. The tabulator cannot read braille.
- ◆ Absentee ballot has an over-vote (too many candidates marked for an office).
- ◆ Ballot marked with red or green pen.
- ◆ Voter marked ballot by circling or underlining choices.
- ◆ Voter crossed out a mark they had made on ballot.
- ◆ Absentee ballot is the wrong ballot style for that ward.
- ◆ Absentee voter returned a ballot on copy paper (ballots issued via e-mail).
- ◆ Absentee ballot is torn.

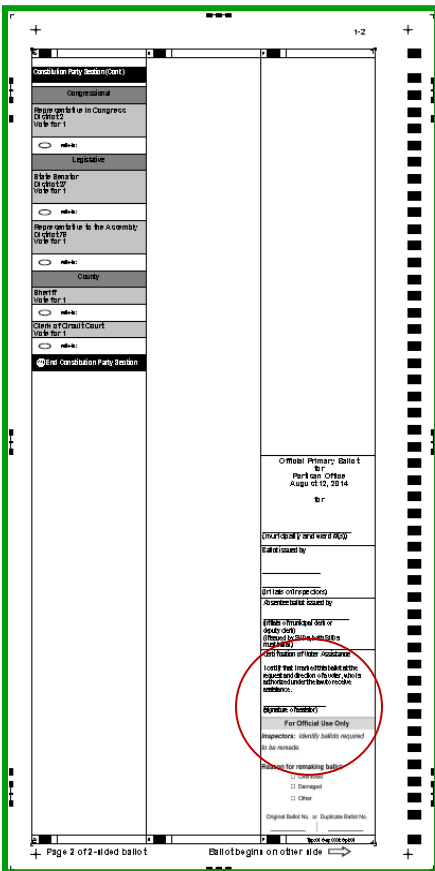


# Remaking Ballots

Preserve the voter's original ballot so it can be compared to the remade ballot in a recount. **We may not take a ballot marking pen and make marks on the ballot submitted by the voter.** Treat the original ballot marked by the voter as a legal record.

**Two poll workers are involved** when remaking a ballot. Number remade ballots sequentially. The first ballot to be remade is labeled Original Ballot #1 (Bad Ballot #1). The corresponding remade ballot is labeled Duplicate Ballot #1 (Good Ballot #1).

Invite observers to watch the process of remaking ballots. The sight of poll workers marking ballots may appear suspicious to someone not familiar with the process. Keep the process transparent by telling the observers what you are doing.



Find the Official Use Only box at the bottom of the ballot. Check the reason for remaking the ballot. Assign the same number to both the original ballot and the remade ballot.

For Official Use Only	
Inspectors: <i>Identify ballots required to be remade.</i>	
Reason for remaking ballot:	
<input checked="" type="radio"/> Overvoted	
<input type="radio"/> Damaged	
<input type="radio"/> Other	
Original Ballot No. or Duplicate Ballot No.	
<u>1</u>   _____	

For Official Use Only	
Inspectors: <i>Identify ballots required to be remade.</i>	
Reason for remaking ballot:	
<input checked="" type="radio"/> Overvoted	
<input type="radio"/> Damaged	
<input type="radio"/> Other	
Original Ballot No. or Duplicate Ballot No.	
_____   <u>1</u>	



Bad ballot and good ballot labels are in the front pocket of your black absentee binder. The bad ballot label with the stop sign goes on the ballot the tabulator cannot read. The good ballot label with a star goes on the ballot the tabulator cannot read. The good ballot label with a star goes on the remade ballot that the tabulator can read.

**Do not use these labels when a voter requests a second or third ballot.**



Place the bad ballot label near the “official use” box on the original ballot. Place the good ballot label near the “official use” box on the ballot you are marking to reflect the voter’s intent. Avoid letting these labels cover the coding along the edges the ballot, any print on the ballot, or any of the ovals on the ballot. The good ballot label asks if the original ballot was an absentee.

Two poll workers initial the remade ballot under “ballot issued by.” If the original ballot has an over-vote, remake every office except the over-voted office.

Poll workers determine voter intent. The majority of poll workers need to agree on voter intent for the remade ballot. If voter intent cannot be determined, remake the ballot for every office but the office for which you cannot determine intent.



If a poll worker objects to the voter intent decision, document the objection on the incident log. Only a poll worker can object. Process the remade ballot, but make a note the objection on the remade ballot. Number objections sequentially, beginning with “Objection #1.” The voter’s name and voter slip number are not associated with the ballot.

Insert the remade ballot into the tabulator. Place the original ballot in the large brown envelope labeled, “original ballots that have been duplicated.” Do not tear the ballot. Fold the ballot in half.

Note all remade ballots on your incident log. Anything you document on the incident log should identify both the issue and how that issue was resolved. Document the good/bad ballot sticker number of the remade ballot, and why that ballot was remade. **The voter’s name and voter slip number are not associated with the remade ballot number.** We only include the voter’s name when writing about an absentee envelope.

For example:

Incident Number	Description of Incident	Time Incident Occurred	Election Official Initials
34	Remade Ballot #1 – voter intent could not be determined for one office.	5:15 a.m. p.m.	SAM MRB
35	Remade Ballot #2 – remade omitting over-voted office	5:20 a.m. p.m.	SAM MRB
36	Remade Ballot #3 – Braille Ballot	5:25 a.m. p.m.	SAM MRB
37	Remade Ballot #4 –voter crossed out initial selection; determined voter intent. (Objection #1)	5:30 a.m. p.m.	SAM MRB
38	Remade Ballot #5 – wrong ballot style issued to voter.	5:40 a.m. p.m.	SAM MRB

## Provisional Voting

Provisional ballots are issued in only two circumstances.

**1. Voter unable to show acceptable voter ID.** Voters unable to show acceptable voter ID may cast a provisional ballot. They have until 4 p.m. the Friday of election week to get their ID to the City Clerk. All Madison Public Libraries provide free assistance with scanning a voter ID and sending it to the City Clerk's Office via e-mail.

**2. New registrant has current & valid WI driver license, but does not provide number on registration form.** If someone registering to vote has a current and valid Wisconsin driver license, they must list their driver license number on the form.

If they don't have their driver license with them, they can call the Department of Transportation for the number. Voters unable or unwilling to write down their WI driver license number may cast a provisional ballot. They will have until 4 p.m. the Friday of election week to get their WI driver license number to the City Clerk. These voters need to provide proof of address in order to register and receive the provisional ballot.

**Note: Election Day Registrations without proof of address do not qualify for a provisional ballot.**



## Issuing Provisional Ballots

Provisional voting materials are in the blue folder in your City Clerk tote. Provisional materials are blue: handouts for voters, envelopes for each provisional ballot, and the provisional ballot carrier envelope.

**Do not issue a voter slip number to provisional voters.** Instead, assign a provisional voter number. The first provisional voter is number PV-1. The second provisional voter is number PV-2.

1. Write provisional voter number on the envelope.
2. Write the election date and check the reason for issuing this provisional.

**PROVISIONAL BALLOT CERTIFICATION**  
Ballot under Section 6.97, Wis. Stats.

*Voter: Complete the information below and sign the certification in the presence of a witness who must also sign.*

Date of Election (month, day, year): **November 6, 2018** County: DANE

Municipality (check type and list name):  
Town  Village  City  of **MADISON** Ward #

Name (Last, First, Middle) including suffix

Street Address – include street number or fire number and name of street, or rural route and box number

City, State, Zip

Date of Birth (month/day/year) Are you a citizen of the United States?  
Yes  No

*Official Use Only:*

**PV # 1**

Voter must supply the following information to the municipal clerk no later than 4:00 p.m. on the Friday following the election in order for this ballot to be counted:

WI Driver License number

Photo I.D.

**CERTIFICATION OF VOTER**

I certify, subject to the penalties of §.12.13(3)(g), Wis. Stats., that I am a qualified elector of the ward and municipality in the county of the state of Wisconsin indicated above. I am eligible to vote in this ward at the election today. I understand that if I fail to submit the required information listed above to my municipal clerk no later than 4:00 p.m. on the Friday following the election, my ballot may not be counted.

Signature of Voter \_\_\_\_\_ Date \_\_\_\_\_ Signature of Election Inspector \_\_\_\_\_ Date \_\_\_\_\_

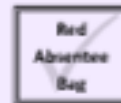
GAB-123 | Rev 2011-12 | Government Accountability Board, P.O. Box 7984, Madison, WI 53707-7984 | 608-261-2028 | web: gab.wi.gov | mail: gab@wi.gov

3. Have voter write name, address, and date of birth on the envelope. Instruct the voter to answer the question about whether they are a U.S. citizen.
4. Complete the Provisional Ballot Log. Write down the voter's name and address, ward, and PV number. Check the box for the reason the ballot is provisional. Write down the voter's contact information, and check whether this is an Election Day Registration. If the voter registered to vote today, attach their registration form to this log.





# City of Madison Provisional Ballot Log



Date \_\_\_\_\_ Polling Location \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

If you have provisional ballots, attach this log to provisional carrier envelope and hand-deliver to Clerk's Office at end of night.

Name & Address of Provisional Voter	Ward	PV #	Reason	Contact Information
Name			<input type="checkbox"/> Voter ID <input type="checkbox"/> Missing WI DL # on registration, but <u>showed Proof of Address</u> → Attach registration form to this log	Phone
Address				E-Mail
Election Day Registration? <input type="checkbox"/> No <input type="checkbox"/> Yes (attach to log)				
Date and time resolved _____ Voter # Issued _____				
<input type="checkbox"/> Voter returned to polls with missing ID/DL number <input type="checkbox"/> Delivered to Clerk's Office in-person <input type="checkbox"/> Sent to Clerk's Office via fax <input type="checkbox"/> Sent to Clerk's Office via e-mail <input type="checkbox"/> DL # via phone				



5. Stamp "Section 6.97" and write the PV number on the back of the ballot.
6. Issue ballot to the voter. Direct voter to the closest voting booth.
7. After marking the ballot, the voter should seal it in the blue envelope. Make sure the envelope is complete.
8. Instruct the voter to sign the envelope.
9. Sign the envelope as the poll worker.
10. Give voter the blue handout about how to make sure their ballot is counted.
11. Give voter the ID Petition Process handout.
12. Place ballot envelope in the large blue "Wisconsin Inspectors' Certificate of Provisional Ballots" envelope.

**WISCONSIN INSPECTORS' CERTIFICATE OF PROVISIONAL BALLOTS**

We certify that the provisional ballots contained in this envelope were cast by voters eligible to provide the proof of residence or other information required by §§ 6.36(2)(b), 6.37, Wis. Stats. or validly provided the Wisconsin Clerk's Office or State Election Board a voter registration card or other proof of residence to § 6.36(2)(b), Wis. Stats. at the election held on \_\_\_\_\_

In \_\_\_\_\_ Ward of the \_\_\_\_\_ City of \_\_\_\_\_ County, Wisconsin

On the \_\_\_\_\_ day of \_\_\_\_\_

Each provisional ballot was assigned a serial number (Section 6.97). The number was recorded on the registration ID, the back of the ballot, the Provisional Ballot Carrier Envelope (PBCE) (Form 6.97), the Provisional Ballot Reporting Form (6.98-123), the 6.98-123B Provisional Voting Information Sheet for the election, and the back of the ballot. The Provisional Ballot Reporting Form (6.98-123) and the Provisional Voting Information Sheet (6.98-123B) are required to be attached to the back of the ballot. Each voter was informed of their rights and the ballot to be cast. They are instructed to seal the ballot in the provided blue envelope and to sign the back of the envelope. Each voter was given the ID Petition Process handout (6.99) and the Provisional Voting Information Sheet (6.98-123B) prepared by the County Clerk's Office.

Dated this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_ Election Inspectors

\*\*\*\*\*

**Election Inspectors:**

- Provisional ballots are those ballots that do not provide the proof of residence required by §§ 6.36(2)(b), 6.37, Wis. Stats., the Wisconsin State Board of Elections or other § 6.36(2)(b) or § 6.37, Wis. Stats. unless the voter provides the proof of residence or other information required by §§ 6.36(2)(b), 6.37, Wis. Stats. or validly provided the Wisconsin Clerk's Office or State Election Board a voter registration card or other proof of residence to § 6.36(2)(b), Wis. Stats. at the election held on \_\_\_\_\_
- The number of provisional ballots assigned a serial number (Section 6.97) is recorded on the registration ID, the back of the ballot, the Provisional Ballot Reporting Form (6.98-123), the Provisional Voting Information Sheet (6.98-123B) and the back of the ballot.
- The back of the ballot should be marked "Section 6.97" checked by the voter, placed in the complete provisional ballot carrier envelope and returned to the election inspectors.
- The inspection notes a notation (including the PV#) that the voter was issued a provisional ballot on the Inspector's Worksheet (6.98-123).
- The completed provisional ballot or ballot envelopes containing the voter ballots are placed in the carrier envelope. The carrier envelope and any other provisional ballot carrier envelopes must be placed in a separate ballot box, secured with a tamper-resistant seal and labeled "Provisional Ballots."

**Municipal Clerks:**

- The municipal clerk shall notify the appropriate boards of canvassers that the carrier provisional ballot envelope is counted if the voter provides the required proof of residence, Wisconsin Statutes or § 6.36(2)(b) or § 6.37, Wis. Stats. on the Friday following the election.

6.98-123B (Rev. 2/21/14) (to be printed on government-issued, 7.5 x 11 inch, letter, 60 lb. weight paper) (4/20/15) (2015) (with 6.98-123) (with 6.98-123B)

This form is printed on a (insert color) envelope.

Provisional ballots are counted if the missing information or ID is provided to the City Clerk by 4 p.m. the Friday after the election. Ballots are marked so they can be identified if erroneously inserted in the tabulator.



## Provisional Voter Returns

If a provisional voter returns to the polling place with their ID or missing WI driver license number before 8 p.m., their ballot is counted on Election Day.

Issue a voter slip number at this point, and record the voter slip number on the poll book. A voter in a hurry can insert the ballot marked earlier into the tabulator, but that ballot is not a secret ballot. It is best to issue a new ballot to the voter, write “voter returned” on the voter’s provisional envelope, and place the provisional envelope in the Discarded Ballot envelope. Document on the incident log and on the Provisional Ballot Reporting Form.

Incident Number	Description of Incident	Time Incident Occurred	Election Official Initials
45	Provisional Voter #1 returned with photo ID	7 a.m. p.m.	MCRB

## Provisional Voter Provides Information to Clerk

If a provisional voter provides the missing driver license number or ID to the Clerk’s Office by 4 p.m. the Friday of election week, their ballot is counted.

The Board of Canvassers meets at 4 p.m. the Friday after each election to certify election results, review Election Day documents, and count provisional ballots.





## **Presidential Ballots**

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Voters who move to our state less than 28 days before a Presidential Election and are unable to vote absentee from their previous state may register to vote for President only. The voter completes a presidential ballot application, voter registration cancellation form, and voter registration application. They also show proof of address. Write “Presidential Ballot” on the voter registration form, and on the supplemental poll book.

In your voter registration table folder, you will find photocopied ballots listing only the office of President. Initial the ballot as you would any other ballot. Instruct the voter to insert the paper ballot in the tabulator emergency bin. Poll workers will need to remake this ballot onto an official ballot.

(See page 44)

## **When Presidential Ballots Cannot Be Issued**

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- ⊙ Voter does not live in Madison, but is driving through the city
- ⊙ Voter is eligible to register and vote from another address within the state. If voter moved within the state less than 28 days before the election, they are only eligible to vote from the address at where they lived 28 days before Election Day.
- ⊙ Voter is unable to show an acceptable form of proof of address at the polls.
- ⊙ Voter has already cast a ballot for this election.

## **Federal Ballots**

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United States citizens who have moved outside the country indefinitely may vote for federal offices from their last U.S. address. The Clerk's Office sends these voters a ballot listing only federal offices.



Most of our overseas voter receive their ballots via e-mail. Their absentee certificate is attached to a regular business-sized envelope. The certificate requires the signature of the voter and a witness. The witness mailing address may be overseas or within the United States.

Poll workers must remake these ballots onto official ballots.

## **Federal Write-In Absentee Ballots (FWAB)**

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Military voters and registered overseas voters who apply for an absentee ballot may send the City Clerk's Office a back-up ballot. This is called a "Federal Write-In Absentee Ballot" (FWAB). It is sealed in an envelope with a signed statement attached to the outside of the envelope.



Overseas voters often send these ballots at the same time they request an absentee ballot, just in case the official ballot does not reach the Clerk's Office by Election Day.

If you receive an official ballot from the military or overseas voter, process the official ballot and reject the FWAB. If the FWAB is the only ballot you receive from a military or overseas voter, remake the FWAB onto an official ballot. Process FWAB envelopes after all other absentee ballots have been processed.



## **Confidential Voters**

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Victims of domestic abuse may register as confidential voters. They need to provide the City Clerk with an affidavit signed by the Sheriff or Chief of Police. We never disclose the names and addresses of these voters. Confidential voters register in the Clerk's Office only.

A confidential voter shows a confidential voter card to the poll workers instead of announcing their name and address. Their name and address must remain secret. You will find these voters at the back of the poll book. Assign a voter slip number. This is **not** an event to document on the incident log.



## **Military Voters**

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Military voters are given special privileges. You can identify military absentee ballots by the word "military" under the election date on their absentee envelope label. If a military absentee voter's name is on the poll book, write "M" next to the voter slip number on the poll book.

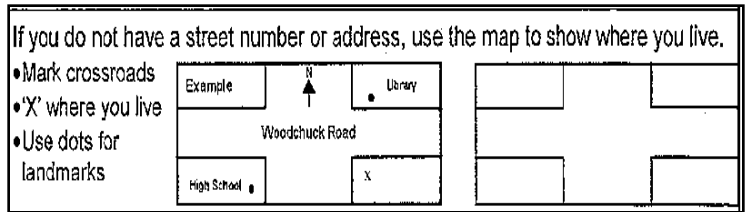
If a military absentee voter's name is not on the poll book, record the name and address, voter slip number, and "M" on the supplemental poll book.

Military electors are not required to register to vote.



## Homeless Voters \_\_\_\_\_

A voter must be a U.S. citizen, age 18 or older, and a resident of Madison for at least 28 consecutive days. They may reside at a homeless shelter, a park bench, or other location within your ward.



Many people experiencing homelessness register to vote during open registration, and their address listed on the poll book might be the intersection of two streets.

At the time of registration, the voter needs to show proof of address. This may be a letter from a shelter or a social service agency. The proof of address letter should be on letterhead and signed by a person affiliated with the agency.

### [On Social Service Agency Letterhead]

Date

Dear Local Election Official:

This document serves as a letter of identification for this individual who does not have a traditional residence for voting purposes.

Name of Individual: \_\_\_\_\_

Brief description of individual including age, height, weight, color of hair and color of eyes:

Brief description of individual's residence for voting purposes:

As a person affiliated with *(the organization indicated on this letterhead)*, I certify that I know this individual. I know the name of the individual in this letter of identification. I know that the location described as this person's voting residence is a place frequented by this individual.

This letter of identification is provided to enable the individual named to participate in the election process.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title





## Long Lines

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After the initial 7 a.m. rush, our goal is for no voter to wait in line for more than 15 minutes. If the line at your polling place gets long, split the poll book into smaller sections. Have a poll worker walk behind those seated at the poll book to distribute voter slips. Clipboards are available to allow voters to register while they wait in line. Voters who do not wish to wait for a voting booth are welcome to mark their ballot at a table or against the wall.

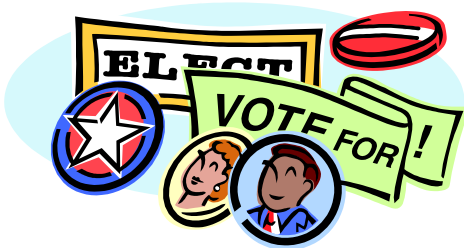


## Electioneering

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Electioneering is prohibited on public property within 100 feet of any entrance to the polling place. There is an exemption for bumper stickers on motor vehicles, unless it appears that the primary purpose of parking the vehicle within 100 feet of the polling place is to influence voting. Poll workers with political bumper stickers who will be parking at the polling location are encouraged to back into their parking stalls.

Electioneering is allowed on private property, even within a 100 foot radius of the polling place. However, anyone engaged in activity that disrupts the orderly conduct of the election may be arrested per State Statutes 5.35(5) and 7.37(2). Polling places are public property on Election Day.



## Political Pins

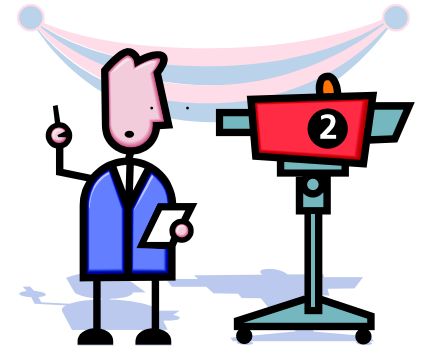
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Voters may wear political pins and t-shirts at the polls if they are only at the polls long enough to vote. If a voter begins flaunting their political pin, give them one warning.

## **Media**

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Members of the media must identify themselves to the chief when arriving at the polls. The media may take pictures or video at the polls as long as the chief and voters in the photos do not object. The media may not record or photograph *how* someone is voting. Members of the media may not interact with voters inside the polling place. Record any visits from the media on your incident log. If the presence of media is disruptive to the voting process, the chief may direct them to leave.



## **Exit Polls**

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Exit polls are allowed as long as they do not interfere with the orderly conduct of the election. The exit poll should take place outside of the polling place. Those conducting the exit poll may not address voters as they enter the polling place, and may not imply that the exit poll is mandatory.

If voters complain about the exit poll, inform them that they are not required to participate in the exit poll. The chief needs to deal directly with anyone who is harassing voters as they enter or leave the polling place.

## **Bake Sales**

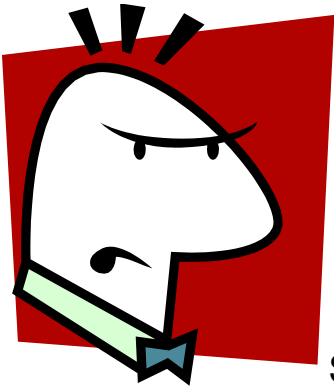
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Bake sales are allowed, but should be set up in a way that will not disturb the orderly conduct of the election.

## **Political Conversation Prohibited**

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Do not permit candidates or politics to be discussed in the voting area. Poll workers must be very careful to avoid even the perception that they are not impartial at the polls.



## Election Observers

Anyone other than a candidate on the ballot may observe at the polls. Candidates may only observe after the polls have closed and voting has ended. Election Day observation begins at 7 a.m.

Someone wishing to observe needs check-in with the chief and must show a photo ID. The chief instructs them to sign the observer log (found in the pocket folder of the yellow binder). The chief attaches this log to the Inspectors' Statement at the end of the night. The chief gives each observer a brochure of rules to follow and a nametag to wear.

The observer area is three to eight feet away from the table they are watching. You will find a measuring tape in your election supply box. Given the space constraints at the polls, the chief may limit the number of observers representing the same party or candidate.

**Observers may not address the voters.** All questions and challenges must be directed to the chief or poll worker designated by the chief.

**The chief gives only one warning for loud or disruptive behavior.** If someone does not heed this warning, the chief orders them to leave the polls. The observer receives a copy of the Order to Leave Polling Place carbonless form, Inspector's yellow binder. The duplicate copy is placed in the City Clerk's Office envelope. If someone refuses to leave, the chief calls 911 to have them removed from the polling place.

Date and time _____	
Name of location _____	
Street address _____	
Municipality name (City, Town, or City, i.e., "Town of Lead") _____, WI	
<b>Order to Leave Polling Place, Clerk's Office, or Alternate Absentee Ballot Site</b>	
Name of observer _____	
Organization, if any _____	
The observer listed above, is hereby ordered, pursuant to Wis. Stat. § 7.41(3), to leave the polling place, clerk's office, or alternate absentee ballot site immediately for the reason(s) described below: _____ _____ _____ _____	
Signature of chief inspector _____	Signature of inspector _____
Printed name of chief inspector _____	Printed name of inspector _____
A copy of this document is required to be filed with the Wisconsin Elections Commission within 7 days of the incident.	
EL-110   2014-07   Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 608-266-8000   web: elections.wi.gov   email: elections@el.gov	
_____ within 7 days of the incident.	
EL-110   2014-07   Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 608-266-8000   web: elections.wi.gov   email: elections@el.gov	

**Observers must keep talking to a minimum.** They receive only one warning if they become disruptive to voters or poll workers.

**Observers may not touch any election documents.**

If time permits, they may view the poll book as poll workers turn the pages of the list. Observers may take pictures of the poll books on Election Day if it is okay with the chief. They may not see the poll book page listing confidential voters.

**There is no electioneering at the polls.** Observers may not wear clothing or buttons with the name or likeness of a candidate, party, or referendum group.

**Observers may not speak on cell phones inside the voting area.** Text messaging is okay.

**Observers may not use video or still cameras inside the polling place while the polls are open.**

Observers may assist a voter in marking the ballot only at the request of a voter.

After the polls close, observers and candidates may watch the closing of the polls.



*The chief is in charge at the polling place. Never let an observer direct you, even if they claim to be an attorney.*

*Some observers have told poll workers, “I just talked to the Wisconsin Elections Commission, and they agree with me.” Don’t accept this information secondhand.*

*If an observer has you second-guessing a process, call the City Clerk’s Office or the Elections Commission.*

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## Perspective for Working with Observers

*By Larry D. Nelson, P.E.*

I have long believed that solutions can be developed when both parties in contention try to understand the goals of the other. Do the Republican observers think that Madison election officers are cheating or least trying to skew the electoral process? If so, how are we cheating? Should we meet with them and discuss?

Ward 77 had an observer for most of the day on the June 5 special election. We signed in the observer, who followed the election closely but was very discrete. She took a lot of notes. During the day, I tried to take the time – we were shorthanded and very busy – to explain what our staff was doing. That included the remaking of ballots, the tabulator failure, and the sorting and processing of absentee ballots. The observer seemed very appreciative and I got the impression that, while she had been briefed on what to observe, she didn't really understand the nuts and bolts of the process.

I suspect that Madison poll workers, and probably all poll workers, are very attuned to politics have strong opinions regarding candidates and the positions of the respective political parties. Regardless, they make every attempt to be “non-partisan” while conducting an election. When a voter leaves the polling place, we want them to feel that the process was fair, legal, and transparent. We should have the same goal for the Election observers.

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## Challenges

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Anyone eligible to vote in the state may challenge someone they have reasonable cause to believe is not qualified to vote.

**Challenges cannot be based on looks, home foreclosure, or language spoken by the voter.** The challenger must have personal knowledge leading them to believe the person is not eligible to vote.



The challenge form is in your red resource binder. This form walks you step-by-step through the challenge process. The chief usually oversees the process, but may delegate challenges to another poll worker. Record all challenges on the incident log.

Move the challenge away from the check-in and registration tables to avoid disrupting the voting process for other voters. Observers may make and observe challenges, but must direct all of their comments to the chief.

**Challenger Oath**—Place the challenger under oath. If they are not willing to take an oath, there is no challenge. The challenger affirms that they will tell the truth, and that they are qualified to vote in the state. The challenger gives the reason for their challenge. Here are the legitimate reasons for a challenge:

- The person is not a citizen of the United States.
- The person is not at least 18 years old.
- The person has not resided in the district for at least 28 consecutive days.
- The person is currently serving a sentence for a felony conviction.
- A judge has ruled that the person is not capable of voting.
- The person previously voted in the same election.
- The person claims to have a physical disability that prevents them from signing the poll book, but both *poll workers* did not agree.
- The person does not adhere to another specific voting requirement. This challenge can only be made by a *poll worker*.

Ask the challenger why they believe that the challenged elector is not eligible to vote. Record the challenger's answers on the challenge documentation. If the challenge is not based criteria established in the State Statutes, there is no challenge.

In cases where the voter's name is on the ineligible list for your ward, a poll worker will be the challenger. The poll worker will take this oath. The reason they are challenging the voter is that the voter's name is on the ineligible voter list.



**Challenged Elector Oath** — Place the elector under oath. If the elector refuses to take the oath, we cannot give them a ballot or permit them to vote.

The elector affirms that they will tell the truth. They answer the questions that relates to this challenge:

- Are you a United States citizen?
- Are you at least 18 years old?
- Have you resided in this ward for at least 28 consecutive days before the election?
- Are you currently serving probation, parole, or extended supervision for a felony conviction?
- Has a judge ruled that you are incapable of voting?
- Have you made a bet or wager on this election?
- Have you previously voted in this election?
- Are you unable to sign the poll book due to a physical disability?

The elector does not need to provide any proof or evidence. They just need to answer the question honestly.

**Opportunity to Withdraw Challenge** — The challenger now has an opportunity to withdraw the challenge. If the challenge is withdrawn, give the elector a regular ballot and make a notation on your incident log.

**Oath of Eligibility** — If the challenge is not withdrawn, administer the Oath of Eligibility to the voter. The voter affirms that they meet all the criteria to be eligible to vote.

**Issuance of Challenged Ballot** — If the elector takes the oath of eligibility, issue a ballot. The challenge takes away the secrecy of the ballot. Before issuing the ballot, **write the voter slip number and “Section 6.95” on the back of the ballot.** Once the voter marks the ballot, they insert it into the tabulator.

**Notation on poll book and Incident Log**—Write “challenged” and the reason for the challenge next to the voter’s name on the poll book. Note the challenge on the incident log, along with the outcome (challenge withdrawn, elector refused to take oath, or ballot issued).

The challenge form is attached to the Inspectors’ Statement. Document the voter slip number on the upper right corner of the first page of the challenge form.

After the election, the Clerk’s Office will give this form to the District Attorney. The role of the poll workers is to complete the challenge paperwork; they do not investigate any allegations.

***The challenged voter gets to vote after taking an oath of eligibility. The voter number on the back of the ballot means this is not a secret ballot. However, it protects the right to vote for anyone falsely accused of not being eligible.***

## Challenging Absentee Ballots

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**Challenger Oath**—If an absentee voter is challenged, place the challenger under oath. Complete the challenge form.

### **Record voter slip number and “Section 6.95” on the back of the absentee ballot.**

The voter will not be present to respond to the challenge. You will not be able to issue an oath to the voter, but the voter did certify on the absentee envelope that they are eligible to vote.

Write “challenged” and the reason for the challenge next to the voter’s name on the poll book. Attach the challenge form to the Inspectors’ Statement. Note the challenge and voter slip number on the incident log.

## Frivolous Challenges

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Give one warning to challengers who become disruptive with frivolous challenges.

## Board of Canvassers Review

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If necessary, the Board of Canvassers will adjust the vote totals after Election Day.



### **Challenges made on these grounds are not valid:**

- **Outstanding Warrant**
- **Home foreclosure**
- **Status of a HAVA check**
- **HAVA check non-match**
- **Not speaking English**
- **Does not “look like a citizen”**
- **Student status**
- **Unpaid tickets**
- **Duplicate voter records**



## Running Out of Ballots

---

An educated guess made by the City Clerk and the County Clerk determines the number of ballots at your polling location. We base the ballot order on the type of election, historical turnout, new construction, number of absentee voters, and contested races on the ballot. Sometimes the voters surprise us, and turnout is higher than we anticipated.



### **Call the Clerk's Office (266-4220) at 11 a.m. and 4 p.m. with your voter turnout.**

The number of voters you have by 11 a.m. may double by 4 p.m. The number of voters you have by 4 p.m. may double by 8 p.m. The Clerk's Office looks at your voter turnout during the day to predict whether to send more ballots to your polling place.

**Do not wait until you are out of ballots to call the Clerk's Office.** If you first call the Clerk when you are down to one ballot or even ten ballots, the Clerk's Office may not be able to reach your polling place before you completely run out of ballots. Our ballot printer is willing to print ballots on demand, but needs at least two hours to print and deliver the ballots. Call the Clerk's Office at 266-4220 if you are down to 50 ballots or if you even think you may run out of ballots. **Insist on speaking directly to the City Clerk.**

If you run out of ballots, do not turn voters away from the polls. Use the ExpressVote until more ballots arrive.

If you are about to run out of ballots and make photocopies, do not allow photocopied ballots to be fed into the tabulator. Open the emergency bin. Use the silver tabulator cart key to unlock the emergency bin door. Drop the slot cover. Close and relock the door. Put up your sign that says, "Emergency bin in use." Once the Clerk's Office delivers ballots to your polling place, poll workers will remake the ballots.



## Using the Emergency Bin

If the tabulator becomes inoperable, call the Clerk's Office at 266-4220. Announce to the voters that you are waiting for help from the Clerk's Office. Tell voters that you will be using the emergency bin in the meantime. Inform voters that they may wait to insert their own ballots, or poll workers will insert ballots once the problem is resolved.

Use the silver tabulator cart key to unlock and open the emergency bin door. Drop the slot cover. Close and lock the emergency bin door.

Locate the emergency signage folder in the red folder for signage. Tape the emergency bin sign over "Insert ballot here" on the tabulator. Make a note of the event on your incident log. The Clerk's Office will either resolve the problem or replace your tabulator. Record the outcome on your incident log. Two poll workers will feed ballots into the tabulator once it is ready to process ballots.



Emergency  
Bin Door

Drop metal  
down to use  
emergency  
bin.

**Please place ballot  
in the slot below  
as we wait for a  
City Clerk technician to  
clear a paper jam in this  
tabulator.**

**An Election Official will  
feed all ballots through  
the tabulator, and your  
votes will be counted,  
once this machine is  
serviced in just a few  
minutes.**

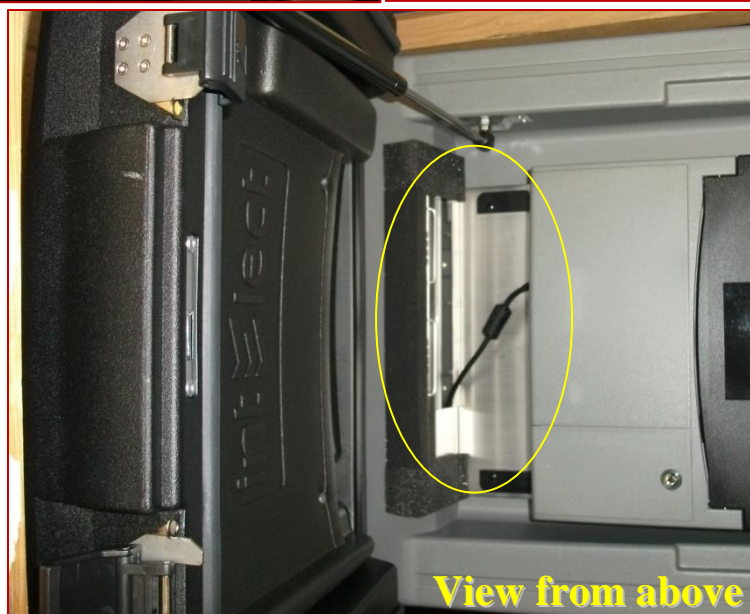
## Retrieving Jammed Ballots from Tabulator

If a ballot gets stuck in the tabulator, you will be able to see the ballot through the windows in the back of the tabulator. The ballot is designed so you will not be able to see any votes through these windows. You often can get a ballot to drop into the bin by holding on to the sides of the tabulator cart and gently dancing with the machine.

**Read the tabulator screen** to determine whether the ballot has already been counted.

Use the silver tabulator cart key to unlock the rim in front of the scanner, and drop the rim down. Slide the scanner forward a little to access ballot. **Read the screen.** If the ballot has been counted, push it through the ballot slot so it falls into the ballot bin. If the ballot has not been counted, pull out the ballot to reinsert in the tabulator.

Slide the scanner back into place, then close and lock the rim. Record on incident log.



## Tabulator Troubleshooting

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### Ballots counted but not released to the bin

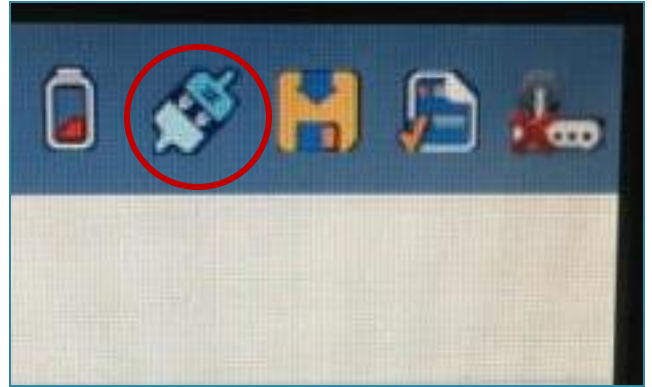
Check the back of the tabulator to make sure the silver bar is down and latched tightly into the white clasp. If the silver bar is up in the unlocked position, ballots will jam.





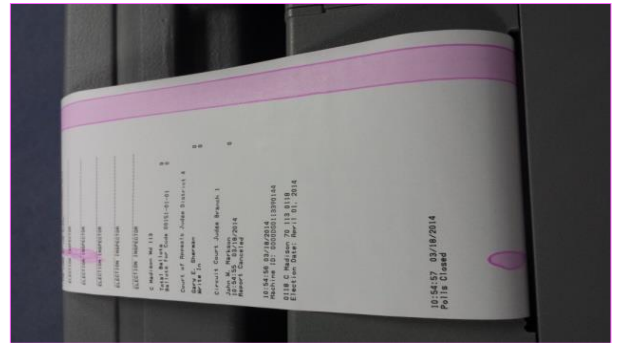
## Unplugged power icon

The unplugged icon in the upper right corner of the screen indicates that the tabulator is not getting power from the wall outlet. Try another outlet, and make sure the power cord is completely plugged into the power port in the back of the tabulator.



## Pink on paper roll

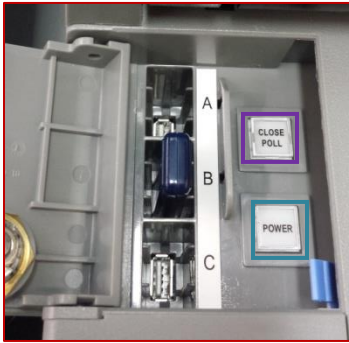
A stripe of pink along the edge of the paper roll indicates that the roll is almost empty and should be replaced. Call the Clerk's Office for a new paper roll.



## Printer time-out error

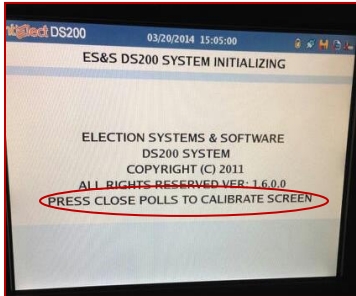
The paper roll needs to be adjusted. Tear the blue sticker seal off the top of the scanner. Use the barrel key to unlock and open the access door from which you just removed the seal. Press down the blue lever to access the paper roll. Adjust the paper roll before closing and locking the access doors.



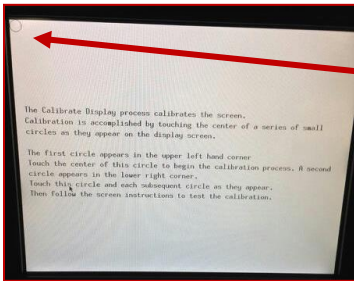


## Tabulator screen is frozen

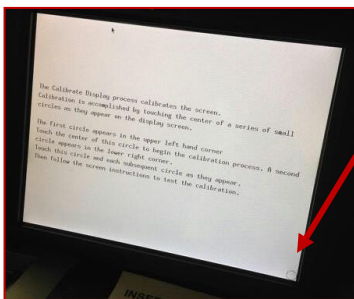
Tear the blue sticker seal off the top of the scanner. Use the barrel key to unlock the compartment from which you just removed the seal. Lift access door open. Press and hold the **power button** for as long as it would take for the UW band to play "Varsity."



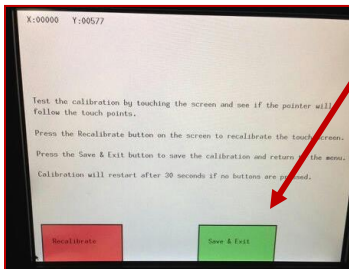
Watch the screen. The screen will go blank as the tabulator begins a hard reboot. Once you get a white screen with five lines of text, **immediately press the close poll button.** The final sentence on the white screen is asking you to press the close poll button to calibrate the screen.



You will next be prompted to touch a circle on the upper left corner of the screen. Remember that the touch screen needs one pound of pressure from your finger. When you touch the circle it will turn black.



Next, you will be prompted to touch a circle on the lower right corner of the screen. When you touch the circle it will turn black. The touch screen is now recalibrated.



Press the green bar asking you to save and exit. The tabulator should be back in operation.

Document the recalibration on your incident log.





## **Election Day Media Communications Plan**

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Direct media inquiries to the Chief Inspector. Questions the chief is unable to answer or would be best addressed by the Clerk's Office should be directed to the City Clerk's Office.

### **Intent**

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When speaking with the media, keep our goal in mind. Our goal is for each eligible voter to be able to cast a ballot, and to have that ballot counted. All media communication should tie back to this goal.

Our interactions with the media should encourage voter participation, provide transparency, and build trust in the election process.

### **No Judging**

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We are election officials, not election judges. Do not say anything that passes judgment on voters or could make voters feel unwelcome.

What **not** to say: *"These voters should have registered before Election Day."* or  
*"We're tired of processing so many absentee ballots."*

A good comment: *"You can register at the polls today. All you need is a document proving your address, like a driver license, utility bill, residential lease, or government document."*

Another good comment: *"Remember that the address on your ID does not matter for the purpose of proving your identity at the polls."*

## **Problems**

---

One of the most common questions we hear from the media on Election Day is, “What problems have you encountered today?” Please make sure you inform the Clerk’s Office of an incident before you discuss the incident with the media so our responses do not contradict each other and create chaos.

Do not make assumptions. Establish the facts, and double-check them. Talk about what we are doing to facilitate the right to vote.

Although a reporter asks you about problems, you are not limited to talking about problems. For example,

A response that has nothing to do with our election goal, and has no useful information for voters: *“We had three paper cuts by 9 a.m. We’re almost out of Band-Aids. And the Band-Aids provided by the Clerk’s Office ought to be bigger.”*

A better way to respond: *“We’re having a great Election Day. We hope voters know that they shouldn’t let uncertainty about Voter ID keep them away from the polls. Even if a voter doesn’t have an acceptable ID, they can vote provisionally today. The Dane County Vote ID Coalition can help them get a free Wisconsin ID by Friday so their ballot can be counted.”*

## **Remain Impartial**

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We need to keep our personal opinions to ourselves in our role as election officials. Sometimes, the media will ask what we think the voter turnout means for a particular candidate. We do not speculate on what turnout means, and do not talk about who we think may win or lose the election. We are focused on the election process.

## **Emergency Situations**

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In the case of an emergency, refer all media inquiries to emergency personnel.



## **Election Emergency Contingency Plan and Evacuation Procedures**

This plan is for an election emergency or evacuation in the City of Madison. All poll workers should know what to do in the event of a fire, tornado, bomb threat, hazardous leak or any other threatening disaster or situation. This plan addresses security issues for poll workers, voters, and election records.

### **General Responsibilities**

- Know where the primary and secondary exits are for your facility.
- Locate the fire extinguishers.
- Know how to dial 911 from the telephones in your facility, and know how to use the cell phone.
- Learn where to go in case of an emergency, severe weather or tornado.
- Have a specific location for all poll workers to assemble, both inside and outside the facility.
- Report any unusual activity at your location. Dial 911 for emergency services.
- Document any evacuation or emergency activities on your incident log.



## **Communications Plan**\_\_\_\_\_

The City Clerk's Office provides a cell phone for every polling place. Keep this phone turned on and within hearing range. Should the City Clerk's Office or emergency personnel need to talk to you, these telephones may be our only means of communication.

## **Election Equipment/Ballot Security**\_\_\_\_\_

The decision of what to do with ballots and election equipment will be directly proportionate to the type of emergency. The ballot box, ballots and poll books should remain within sight of the poll workers.

- When you are dealing with a life-threatening situation, the evacuation and safety of human life will be the first concern. Inform voters of the safety evacuation route.
- The chief will call the City Clerk's Office at 266-4220 to keep them informed of the situation.
- The chief will keep the cell phone turned on and in hand.
- If you have time and a safe exit route, bring the tabulator with you to the poll worker meeting location.
- The tabulator has a battery backup. It will not lose its memory even if it loses power.
- Poll workers will maintain custody of the poll books, registrations, and all unvoted ballots. If possible, allow voting to continue in the parking lot of the building.
- If the voting process cannot continue, a change of venue may be required. The City Clerk's Office will determine if the event requires a change of venue.
- Record event on your incident log, including the amount of time people were unable to vote.

## Medical Emergencies

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If a poll worker, voter or observer appears to be seriously ill or injured:



- Dial 911 immediately. Give the 911 operator the location and type of emergency. Follow the directions given to you by the 911 operator.
- Unless it is a life-threatening situation, do not render first aid until a paramedic arrives or a 911 operator gives you instructions.
- Do not move a person who has fallen.
- If possible, ask the injured person for their name, phone number, address, date of birth, and a brief description of what happened.
- Avoid unnecessary conversation with, or about, the ill or injured person.
- Report any poll worker injury to the City Clerk's Office (266-4220).
- Record event on your incident log.



## Fire Evacuation

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- Remain calm. Call 911.
- Direct all poll workers and voters to nearest exit in an orderly fashion.
- Do not use elevators.
- Take ballots and poll books with you. If it is safe to do so, take the tabulator with you.
- Proceed to your designated assembly location. Be careful if crossing streets.
- Take a head count and note any missing people. Report any missing people to emergency personnel.
- Call 266-4220 to notify the City Clerk's Office of the event.
- Stay in your designated area until emergency personnel direct you to move.
- Do not attempt to re-enter the building until advised by emergency personnel.
- Do not speak to the media. Refer them to emergency personnel.
- Receive all of your information from emergency personnel.
- Record event on your incident log, including amount of time voting was halted.



## Threatening Phone Call, Bomb Threat, or Suspicious Object\_\_\_\_\_



If you receive a written threat or find a suspicious object on the premises:

- Keep anyone from handling the object or going near it. The object may be dangerous, and evidence needs to be preserved for the police.
- If you find a suspicious object, immediately evacuate the area. Leave the object undisturbed until the police arrive.
- Promptly write down everything you can remember about the threat, parcel, or suspicious object. Listen for background noise, the caller's voice, and what they said. If possible, ask questions about where the bomb is located and when it will explode. Ask the person for their name and address. Provide these details to the police.
- Call 911 immediately and assess whether you need to evacuate.
- Call 266-4220 to notify the City Clerk's Office of the event.
- Record event on your incident log, including amount of time voting is unavailable.



## Hazardous Leak\_\_\_\_\_

- If you are the first person to identify a leak or hazardous substance release, call 911.
- The Madison Fire Department will assess the situation.
- Remain at the polling place unless emergency personnel tell you to leave. Close doors and windows if the leak or spill is outside the facility.
- If you evacuate, take all ballots and poll books with you. If possible, bring the tabulator with you.
- Call 266-4220 to notify the City Clerk's Office of the event.
- Record event on your incident log, including the amount of time voting is halted.



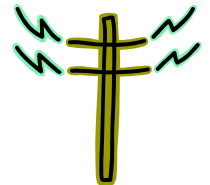
## **Tornado/Severe Weather**

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- If a tornado is reported or seen in the immediate area, immediately seek shelter in a secure location. All poll workers should know this location ahead of time. If time does not allow you to evacuate to a safe location, find shelter under a heavy object, such as a table. Protect your head.
- Do not stop for personal belongings, ballots, or election equipment.
- Take a head count of your group. Remain calm and quiet during the waiting period. Do not wander.
- If the building is struck by a tornado, remain in your location until it is safe to evacuate.
- It is important to stay away from all sources of power, power lines, phone lines, gas lines, and windows.
- Do not re-enter the building without clearance from emergency personnel.
- Call 266-4220 to notify the City Clerk's Office of the event.
- Record event on your incident log, including amount of time voting was halted.

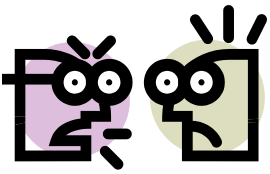
## **Power Outage**

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If a power outage occurs:

- Remain calm.
- Provide assistance to voters and staff in your immediate area.
- If charged, use the flashlight provided by the Clerk's Office.
- If you are in a location that does not have windows, proceed cautiously to an area that has emergency lights.
- The tabulator will not lose its memory. You can restart the tabulator after power is restored.
- Call 266-4220 to notify the City Clerk's Office of the event.
- Record event on your incident log, including the amount of time voting was unavailable.



## Threats of Violence

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- Treat all threats of violence seriously.
- Report any threats to the chief, who will determine a course of action.
- For any situation that involves an immediate threat of violence, call 911.
- In the event of a confrontation, do your best to stay calm.
- Do exactly what you are told—no more and no less. Do not do anything to surprise the violent person.
- Call 266-4220 to notify the City Clerk's Office of the event once it is safe to do so.
- Document the incident on your incident log, including the amount of time voting was unavailable.

## Change of Venue

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When the City Clerk's Office or emergency personnel decide a polling location needs to relocate:

- A City Clerk's Office employee and Madison Police Department escort will report to the polling place.
- Poll workers will pack up Election Day supplies.
- The tabulator cart will remain locked at all times.
- The tabulator cart will be escorted to a city vehicle for transport. A Police Officer will escort the city vehicle to a pre-determined location.
- Post signs on the door to identify the alternate polling site.
- All un-voted ballots transported in the city vehicle.
- A Madison Police Officer or designee will remain on the original site to inform all voters of the change of venue.
- The City Clerk's Office will contact local media to inform voters of the change in location.
- Note this change of location on the incident log, including the amount of time voting was unavailable.

## Active Shooter

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Active shooter events are unpredictable and evolve quickly. Because active shooter situations are often over within three to five minutes, before law enforcement arrives on the scene, poll workers should be prepared both mentally and physically to deal directly with an active shooter situation.

Keep safety first. If an active shooter event occurs at the polling place, use the **Avoid | Deny | Defend™** model. Once shooting starts, it is too late for negotiation to help.

1. If it is safe to do so, exit the facility immediately to **avoid the shooter**. Run if the path is clear and you can easily reach an exit. Do not worry about the ballots or election supplies.
2. If you are unable to safely exit the facility, lock yourself in any room and barricade the door to **deny the shooter access**. Because each polling location has different types of doors, each polling place is encouraged to develop plans in advance for where and how to barricade the door shut. Depending on the type of door and how it opens, you might barricade the door using a doorstop, binder, table, or belt. Turn off the lights, silence cell phones, and remain quiet. If you barricade, prepare for your next response if the attacker finds you or gets into the room.
3. If you are unable to utilize the avoid and deny strategies successfully, **defend yourself using whatever means are available**. When the shooter is in close range and you cannot flee, your chance of survival is much greater if you try to incapacitate the shooter.

The weapon in the shooter's hand is the biggest threat. If possible, attack the shooter immediately as the attacker enters the room, before they orient themselves. Grabbing

the gun with a c-grip around its top or slide prevents the gun operating correctly, causing a malfunction. After grabbing the gun by the slide, use your other hand with a hammer fist to strike at the shooter's vision and wind, or just keep hitting their nose. If the shooter has a rifle, grab outside of the shooter's hands from the side, and drive the rifle down toward the shooter's legs and away from you.

If you are within 21 feet of the shooter, you are better off running toward the shooter than away from them; otherwise, you are giving them time to aim at you.

**Call 911 as soon as it is safe to do so.**

If you are shot, use the square breathing technique to lower your heartrate and slow down your loss of blood. Slowly inhale for four seconds. Hold that breath for four seconds. Slowly exhale for four seconds. Hold between breaths for four seconds. Keep repeating this breathing exercise.

### **Worldwide Terrorism Event**

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- In the event of terrorist activity, all elections will continue unless Federal or State officials order otherwise.
- If there is no police order to take cover or remain indoors, all polling place operations remain intact.
- When evacuating the polling place, take ballots and poll books with you if it is safe to do so.
- Document the incident on your incident log, including the amount of time voting was halted.



## **Election Observers**

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Election observers must follow all emergency procedures. They are prohibited from interfering with the election process or emergency procedures. If they do not comply, ask them to leave or have them removed by law enforcement personnel.



### **Emergency Contact Numbers**

<b>Police, Fire, Emergency Management</b>	<b>911</b>
<b>Madison Gas &amp; Electric</b>	<b>252-1111</b>
<b>Madison Water Utility</b>	<b>266-4661</b>
<b>Madison City Clerk's Office</b>	<b>266-4220</b>
<b>Dane County Clerk's Office</b>	<b>266-4122</b>
<b>Wisconsin Elections Commission</b>	<b>266-8005</b>

## **Pandemic Precautions**

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It is important that we follow the protocols recommended by Public Health Madison & Dane County so we can keep everyone in the polling place safe. The Clerk's Office will ask Public Health for guidance prior to every pandemic election, and will share Public Health recommendations with poll workers.

## **Stay Home if Sick**

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If you are sick, contact the Clerk's Office to cancel your polling place shift.

## **Wash or Sanitize Hands Often**

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Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer often if you don't have soap and water available. Avoid touching your eyes, nose, and mouth with unwashed hands or gloves.

Make hand sanitizer available for both voters and officials at the greeter table, poll book table, registration table, and exit. Keep hand sanitizer away from the ballot table. If ballots get wet, they can shred in the tabulator.

## **Face Masks**

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You may wear a face mask at the polls as long as it isn't political or vulgar. Wearing a face mask is never a voter eligibility requirement. When checking ID for a voter wearing a face mask, compare the voter's eyes to the eyes pictured on the ID. Do not ask a voter to remove their mask.





## **Pens** \_\_\_\_\_

Voters may use their own pens, as long as they are blue or black ballpoint pens. Gel pens should not be used because the ink doesn't dry quickly enough, and will cause ballot jams. Sharpies should not be used because they can bleed through the ballot. Red or green ink should not be used because the tabulator may not sense it.



## **Gloves** \_\_\_\_\_

Be aware the gloves provide a false sense of security. You can spread germs with gloves just like you can with your hands. Sanitize your hands before putting on gloves, and after removing gloves. Avoid touching your eyes, nose, or mouth with gloves.

## **Disinfecting** \_\_\_\_\_

Routinely disinfect high-touch surfaces. Special screen cleaning wipes, found in the ballot box on election morning, as used for disinfecting the tabulator touchscreen and the ExpressVote touchscreen. Only use the screen cleaning wipes to disinfect the touchscreens. Cleaners such as Lysol will permanently damage the touchscreens. Never apply liquid to the touchscreen.

## **Viruses Don't Discriminate, and Neither Should We** \_\_\_\_\_

We do not talk about the voters. Speak up to disrupt any inappropriate comments or harassment.