



## City Clerk's Office

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*We exist to assist.*

September 24, 2024

### Re: Duplication of Absentee Ballot Mailing

Dear Voter,

I am writing to apologize for a mistake in our office that resulted in you receiving two ballots in the mail.

When mailing absentee ballots to about 2,000 voters in Assembly District 78 and the Madison Metropolitan School District on the East Side of Madison, we accidentally duplicated the absentee label file. This included you and other voters in your neighborhood who had absentee ballot requests on file.

We ask that you destroy one of the two ballots you received. You probably have already noticed that the ballots and envelopes, including the barcode on the envelope with your name and address, are identical.

As absentee ballots are returned to our office, we scan the barcode on each envelope. This allows you to track the status of your ballot at <https://MyVote.wi.gov>. We can only check in one ballot for each voter. If someone returns two absentee ballots, the second one will be rejected at the polls.

This is how absentees are processed at the polls on Election Day:

1. Poll workers alphabetize the absentee envelopes and make sure they are complete (sealed, voter signature, witness signature, witness name, and witness address). They also check the absentee envelopes against the ineligible voter list.
2. Poll workers take three absentee envelopes at a time to the poll books. They announce each absentee voter's name and address, just like you do when you vote in person.
3. Poll workers find the absentee voter's name on the poll books. If the voter is registered and has not already voted, they assign a voter slip number to that voter. The number is written next to the voter's name on the poll book and on the absentee envelope. If the voter has already been assigned a voter slip number, that means their vote has already been counted and the absentee ballot must be rejected.
4. Only after a voter slip number is assigned in the poll book is an absentee envelope opened. Poll workers then insert the absentee ballot into the tabulator to be counted. If someone returns two marked ballots in an absentee envelope, both of those ballots are rejected.
- 5.

Election procedures include checks and balances to ensure that only one ballot can be counted for each voter. We have also adjusted our pre-election procedures to prevent this mistake from happening again.

If you have any questions, please do not hesitate to contact us.

Thank you for being a voter!

Sincerely,

City Clerk Maribeth Witzel-Behl