



## A Guide to the Election Process for the City of Madison

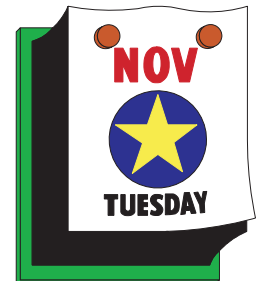
### DEFINITIONS:

*Spring Primary* - means the nonpartisan primary held the 3rd Tuesday in February to nominate candidates to be voted for at the spring election.

*Spring Election* - means the election held on the 1st Tuesday in April to elect judicial, educational and municipal officers, nonpartisan county officers, and to express preference for the person to be the presidential candidate for each party.

*September Primary* - means the primary held the 2nd Tuesday in September to nominate candidates to be voted for at the general election, and to determine which candidates for state offices other than district attorney may participate in the Wisconsin election campaign fund.

*General Election* - means the election held in even-numbered years on the Tuesday after the 1st Monday in November to elect United States senators, representatives in congress, presidential electors, state senators, representatives to the assembly, district attorneys, state officers other than the state superintendent and judicial officers, and county officers other than supervisors and county executives.



### WHO IS QUALIFIED TO VOTE?

Every U.S. citizen, age 18 or older who has resided in an election district for 10 days before any election where the citizen desires to vote, who has not been convicted of a felony (or if convicted, has had his or her civil rights restored), is an eligible elector.

Any U.S. citizen age 18 or older who moves within this state later than 10 days before an election shall vote at his or her previous ward or election district if the person is otherwise qualified.

### WHERE AND WHEN DO I REGISTER?

Registration in person for any election shall close at 5 p.m. on the 3rd Wednesday preceding the election. Registration made by mail must be delivered to the office of the municipal clerk or postmarked no later than the 3rd Wednesday preceding the election.

Qualified electors residing in the City of Madison may pre-register in person at:

- City Clerk's Office, Room 103, City-County Building, 8:00 a.m. - 4:30 p.m., Monday through Friday; or

- City of Madison Fire Stations, 7 days a week, during reasonable hours; or
- City of Madison Libraries during regular hours (Library hours announcement at (608) 266-4811); or
- [www.cityofmadison.com/election/voter/pre.cfm](http://www.cityofmadison.com/election/voter/pre.cfm)
- Call the City Clerk's Office at (608) 266-4601 to have a registration application mailed.

## HOW CAN I CHANGE MY REGISTRATION IF I'M ALREADY REGISTERED TO VOTE?

State law requires you to file a new registration application:

<b>Voter Registration Application</b>	
English (PDF)	<a href="http://elections.state.wi.us/docview.asp?docid=13109&amp;locid=47">http://elections.state.wi.us/docview.asp?docid=13109&amp;locid=47</a>
Español (PDF)	<a href="http://elections.state.wi.us/docview.asp?docid=7888&amp;locid=47">http://elections.state.wi.us/docview.asp?docid=7888&amp;locid=47</a>
Hmong (PDF)	<a href="http://elections.state.wi.us/docview.asp?docid=7767&amp;locid=47">http://elections.state.wi.us/docview.asp?docid=7767&amp;locid=47</a>

Refer to WHERE AND WHEN DO I REGISTER for deadlines.

## CAN I REGISTER AT MY POLLING PLACE ON ELECTION DAY?

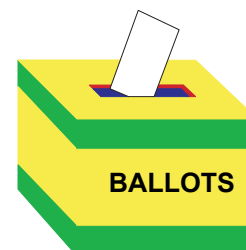
Yes. Persons who register or change their address at the polls on election day must present acceptable proof of residence or have their statements substantiated and signed by one other elector from the same municipality who must accompany them to the polls. If this witness is not a registered voter, he/she must also present proof of residence. You must provide your Wisconsin Driver's License, Wisconsin State ID or last four digits of your Social Security Number. Any of the following may be used as proof if it contains your complete name and the address of residence:

- Current and valid Wisconsin driver's license
- Current and valid Wisconsin ID card
- Any other official ID card or license issued by a Wisconsin governmental body or unit
- Employer-issued photo ID card (but not a business card)
- Utility bill
- College student ID (if on certified housing list)
- Bank statement
- Property tax bill or receipt
- Current residential lease
- Paycheck or government check

## HOW DO I KNOW WHERE I VOTE?

Contact your municipal clerk. If you reside in the City of Madison you can:

- Call the City Clerk's Office at (608) 266-4601; or
- [www.cityofmadison.com/election/voter/where.cfm](http://www.cityofmadison.com/election/voter/where.cfm)



## **WHEN ARE THE POLLING LOCATIONS OPEN FOR VOTING?**

Polling locations are open state-wide from 7:00 a.m. until 8:00 p.m. on election day.

## **WHAT IS THE PROCESS FOR VOTING ON ELECTION DAY?**

*Pre-registered* - Upon entering the polling location the elector will state his/her full name and address to the Election Inspectors and receive a voter slip. The elector will take the voter slip to another Election Inspector and receive the ballot. The Election Inspector will instruct the elector on how to mark the ballot and give them a marking pen and secrecy sleeve. The elector will go to a voting booth to mark their ballot. After marking the ballot, the elector will go directly to the tabulator and insert the ballot. The tabulator will take the ballot, record the votes cast and deposit it into one of the locked compartments.

*Not registered* - Elector within the ward and not appearing on the poll lists must complete a registration application. Elector must provide acceptable proof of residence. Refer to **CAN I REGISTER AT MY POLLING PLACE ON ELECTION DAY** for a list of documents. The registration card will be reviewed by an Election Inspector and checked to verify that the voter is in the correct polling location. The elector will be directed to the check-in line with the completed registration application. The Election Inspectors at the check-in table will assign a voter slip number and will record this number on the registration application. The elector will record his/her name and address on the poll list. See procedures for *Pre-registered*.

If an elector needs assistance they may inform an Election Inspector at the time they check-in and state their name. The elector may have help in marking the ballot, if required, from an Election Inspector or from any other person. An elector may select any individual to assist them, however, that individual may not be the elector's employer or an officer or agent of a labor organization that represents the voter. If assistance was provided "assisted" is noted, on the poll list, along with the name and address of the person providing the assistance and indicated on the ballot.

## **IF I CHOOSE NOT TO VOTE AT MY POLLING LOCATION CAN I CAST AN ABSENTEE BALLOT?**

Yes. Any qualified elector who is unable or unwilling to appear at the polling place on election day may request to vote an absentee ballot. To obtain an absentee ballot you must make a request in writing or go to the municipal clerk's office to cast an absentee ballot. Contact your municipal clerk. Request for the City of Madison would be made to the City Clerk's Office, 210 Martin Luther King Jr. Blvd, Room 103, Madison, WI 53703-3342. The written request must include your voting address within the municipality, the address where the absentee ballot should be sent, if different, and your signature.

The deadline for making application to vote absentee by mail is 5 p.m. on the Thursday preceding the election.

The deadline for voting an absentee ballot in the municipal clerk's office is 5 p.m. on the Monday preceding the election.

All voted ballots must be returned to the municipal clerk so the clerk can deliver them to the proper polling location before the polls close on election day. Any ballot received after the polls close will not be counted.

Absentee ballots are available 21 days prior to the Spring Primary and Spring Election and 30 days prior to the Fall Primary and General Election.

## HOW CAN I CONTACT MY MUNICIPAL CLERK?

Here is a listing of municipal clerks outside the Madison area. If you do not reside within one of these municipalities, feel free to contact the Madison City Clerk's Office at (608) 266-4601. We will try to direct you to the correct municipality.

Town of Blooming Grove	1880 S. Stoughton Rd.	(608) 223-1104
Town of Burke	5365 Reiner Rd.	(608) 825-8420
Town of Dunn	4156 Cty. Trk. Hwy. B	(608) 255-4219
City of Fitchburg	5520 Lacy Rd.	(608) 270-4200
City of Madison	210 Martin Luther King, Jr. Blvd., Rm. 103	(608) 266-4601
Town of Madison	2120 Fish Hatchery Rd.	(608) 210-7260
Village of Maple Bluff	18 Oxford Pl.	(608) 244-3048
Village of McFarland	5915 Milwaukee St.	(608) 838-3153
City of Middleton	7426 Hubbard St.	(608) 827-1050
Town of Middleton	7555 W. Old Sauk Rd.	(608) 833-5887
City of Monona	5211 Schluter Rd.	(608) 222-2525
Village of Shorewood Hills	810 Shorewood Blvd.	(608) 267-2680
City of Sun Prairie	300 E. Main St.	(608) 837-2511
City of Verona	111 Lincoln St.	(608) 845-6495
Town of Verona	335 N. Nine Mounds Rd.	(608) 845-7187
Town of Westport	5387 Mary Lake Rd.	(608) 849-4372