

Election Officials



Section One

Election Officials – Table of Contents

| | |
|-----------|--|
| 3 | Qualifications |
| 4 | Chief Inspectors |
| 5 | High School Students |
| 5 | Standby List |
| 6 | Polling Place Assignments |
| 7 | Shifts, Breaks, and No-Shows |
| 8 | Training |
| 10 | Compensation |
| 11 | Payroll Sheet |
| 12 | Government Employees |
| 13 | E-mail Group |
| 13 | Focus Groups |
| 13 | Madison Election Advisory Committee |
| 14 | Election Schedule |

Election Officials

Election Officials, also known as poll workers or election inspectors, are responsible for maintaining order at the polls on Election Day. Election Officials set up the polling place, register voters, record who has voted, issue ballots, monitor the election equipment, count votes, complete Election Day forms, tally write-in votes, and close the polls at the end of the night. Duties should be rotated throughout the day.

Depending on the size of an election, there will be 5 to 25 Election Officials at your polling place.

Qualifications

To work at a City of Madison polling place, you must:

- Be an eligible voter in the City of Madison (adult U.S. citizen who has resided in the City of Madison for at least 10 days, and not disqualified from voting).
- Attend training.
- Pay close attention to detail.
- Speak, read, write, and understand English.
- Be capable of performing each task at the polling place.
- Work a full shift.
- Work well with others.
- Perform duties in a non-partisan manner.
- Abide by state and federal election laws.
- Never engage in electioneering at the polling place.
- Treat all voters with respect.
- Treat your fellow Election Officials with respect.
- Treat Clerk's Office employees with respect.
- Be free from the influence of alcohol and/or drugs while at the polls.
- Not be a candidate for any office on the ballot for that election.

Chief Inspectors

The Chief Inspector, also called the chairperson, is the Election Official who oversees a polling location, directs the conduct of the other Election Officials, and is in charge on Election Day. The Chief Inspector reports to the City Clerk, per State Statute.

Your polling location will have the same Chief Inspector for most every election. Additional Election Officials have been certified as Chief Inspectors, and are available to fill last-minute vacancies.

The Chief Inspector picks up the election supply tote from the Clerk's Office or training site prior to Election Day. After the polls close, the Chief Inspector returns the supply tote and election results to the City Clerk's Office.

The Chief Inspector has the authority to dismiss any Election Official or Election Observer who is disrupting the election process, acting belligerent, or refusing to follow election law.

The Chief Inspector should not send Election Officials away from the polls solely because of low turnout because this discourages Election Officials from signing up to work at future elections. When turnout is low, Election Officials may use their downtime to review their election manuals and emergency procedures.

Certification

The Chief Inspector becomes certified by the State of Wisconsin after attending a three-hour "baseline" training class offered by the Government Accountability Board. The State Statutes require Chief Inspectors to attend six hours of state-approved training every two years.

A training session is offered specifically for Chief Inspectors the prior to each election. This session gives Chief Inspectors an opportunity to share suggestions with each other.

High School Student Election Officials

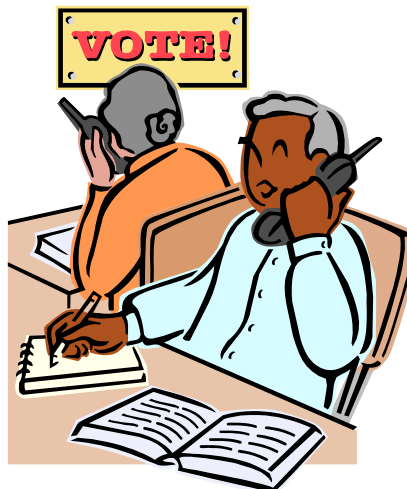
High school students may work at the polls before they are 18 years old, as long as they meet the following requirements:

- City of Madison resident
- At least 16 years old
- Grade Point Average of at least 3.0
- Written approval of parent or guardian
- Written approval of school principal

A high school poll worker application form can be found on the City Clerk's website at www.cityofmadison.com/election/pollWorkers/apply.cfm. The City Clerk's Office provides training for high school poll workers, so they are able to perform any Election Day task, except they cannot challenge an elector.

Election Officials on Standby

The City Clerk's Office often needs to fill last minute vacancies on Election Day. If you are available to work at an election, but have not heard from the Clerk's Office, call us at 266-4601 two weeks prior to the election. If all vacancies have been filled, you can request to be added to the standby list. We will contact individuals on this list as we receive cancellations prior to and on Election Day.



Frequently Asked Questions

“I want to work every election. How can I become a regular official?”

The more flexible, available, and reliable you are, the more you will be asked to work. The list of regular workers is based on many criteria, including reliability, experience, and feedback from the Chief Inspector.

If you would like to work but have not received a call from our office, call 266-4601 to be added to the standby list.

“Is anyone ever removed as an Election Official?”

Yes. If you do not abide by election law, you will be removed as an Election Official.

If you yell, swear, or are belligerent toward Clerk’s Office employees, we cannot be certain that you will appropriately interact with voters.

If you are a “no show” on Election Day, or if you miss training more than once in two years, you will be removed from the Election Official list.

Polling Place Assignments

The City Clerk’s Office schedules 500 Election Officials to work at a small election, and 1,800 Election Officials to work at a Presidential Election.

Up to five weeks before an election, the City Clerk’s Office mails letters to the Election Officials who regularly work each election, requesting their services as non-partisan Election Officials. The letter outlines the training opportunities for that election, and includes a RSVP postcard. If a postcard is not returned to the Clerk’s Office by the deadline listed in the letter, the Clerk’s Office will ask another Election Official to fill that vacancy.

Approximately two weeks before an election, the City Clerk’s Office begins calling Election Officials to fill vacancies. You do not need to wait to hear from us; you can call the Clerk’s Office at 266-4601 to express your willingness to work.

The number of Election Officials assigned to each polling place is determined by the type of election, anticipated turnout, input from the Chief Inspector, and the number of voters and wards served by that polling location.

For Presidential Elections, the Clerk’s Office may ask Election Officials to RSVP online or by phone.

Shifts

The City of Madison offers three shifts for Election Officials:

- A.M. Shift (6 a.m. to 1:30 p.m.)
- P.M. Shift (1 p.m. to Close)
- Full Day (6 a.m. to Close)

Breaks

The Chief Inspector will assign breaks in such a way that they do not disrupt the election process.

When you agree to work a shift at the polls, we are counting on you to be available to work that entire shift. Please do not plan to leave before the end of your shift. Arrangements to provide care for your children, parents, or pets should be made prior to Election Day.

No Shows

If you are scheduled to work on Election Day and are unable to do so, notify the Clerk's Office as soon as possible. The Clerk's Office is fully staffed at 6 a.m. on election morning, and voice mail is always available at 266-4220. If you fail to notify the Clerk's Office that you will not be showing up at the polls, you will not be asked to work again.



Absentee Voting

***"I will not be working at my own polling place.
How do I vote?"***

You may vote absentee in the Clerk's Office during normal business hours, or between 9 a.m. and noon the second Saturday before an Election.

To receive an absentee ballot by mail, send a written request to:

City Clerk
City-County Building Room 103
210 Martin Luther King Jr Blvd
Madison, WI 53703

Include your name, address at which you are registered to vote, address to which the ballot should be sent, and your signature.



Training

Chapter 7 of the State Statutes requires all Election Officials to attend training.

The City Clerk, who is responsible for making sure that all Election Officials are well trained, has determined that the most effective way to meet this requirement is to require all Election Officials to be trained during the three-week time frame prior to every election they will be working.

The Clerk's Office offers Election Officials up to 40 training sessions before each election. If you are unable to make it to a training session, you may watch an online training video at www.cityofmadison.com/election.

You may only work one election in a two-year period without attending training. Every election official is expected to attend at least one face-to-face training session in a two-year election cycle.

The City Clerk's Office tries to accommodate as many learning styles as possible. The types of training described on the next page are offered before each election. Additional types of training may also be offered.

Election Officials sign an oath of office at each training session. If they do not attend training in person, they will need to sign an oath of office at the polls on Election Day.

“Absence from training is neglect of duty, one of the grounds for dismissal,” according to the Government Accountability Board.

Tabulator Training

Two weeks before each election, hands-on tabulator training is offered at The Village on Park, 2300 S. Park Street. Training takes place in conjunction with the public test of election equipment. Space is limited to six Election Officials per one-hour session, so reservations must be made in advance.

Power Point Presentations

Traditional Power Point presentations and discussions are offered the week before each election. Presentation topics are determined by changes in law and feedback from Election Officials, Chief Inspectors, and the Board of Canvassers. Reservations are generally not required for this type of training.

Online Training Videos

Training presentations are available as videos at the City of Madison website in the [Poll Workers-Training section](#).

To receive credit for this type of training, you must complete the corresponding training certification and assessment form available at the same website.

Board of Canvassers Meetings

For local elections, training is offered as the Board of Canvassers meets to certify the election results the day after the election.

Frequently Asked Questions about Training

“I have been working at the polls for 50 years. Why do I need to attend training?”

Election law and procedures change quickly. And, training is required by State Statute.

“Why can’t the Chief Inspector just train us on Election Day?”

The Chief Inspector has many other responsibilities on Election Day, and the City Clerk is required by law to train all Election Officials.

“I already know all there is to know about elections. Do I still need to attend training?”

You absolutely must attend training.

**Bottom Line:
If you want to work at the polls, you will attend training.**

Compensation

The City of Madison pays its Election Officials an hourly living wage, which is adjusted annually for inflation. Chief Inspectors are paid an additional 15 percent.

Election Officials are paid their hourly rate for training. Due to space and budget constraints, we need to limit each Election Official to one training session prior to each election. The only exception is for new Chief Inspectors who must attend both the Government Accountability Board “baseline” training and the City of Madison Election Official training prior to an election.

Paychecks are generally sent out within three weeks of an election. When incomplete payroll sheets are submitted to the Clerk’s Office, it delays the payroll process for everyone. Before submitting the payroll to our Finance Department, we must follow-up with each Election Official who did not indicate a start time, end time, pay source, or whether they attended training in person.

If you have moved, be sure to contact the City Clerk’s Office to update your address. Your voter registration is not linked to our Election Official payroll system, and you will not receive correspondence or paychecks from our office if you do not notify us of your current address.

Please see the next page for examples of issues that slow down the payroll process.

The Clerk’s Office often receives phone calls a day or two after an election, from Election Officials who tell us that their neighbor already received their election paycheck.


It is not possible to issue an election paycheck within two days of an election. Please wait three weeks before calling to ask about the status of your paycheck.

Sample Payroll Sheet



Busy Polling Place, Ward 200

- Indicate **AM** and **PM**. Do not use military time.
- Round hours to the nearest $\frac{1}{4}$ **hour** to speed up payroll process.
- Paychecks will be mailed approximately **3 weeks** after the election.
- Incomplete payroll sheets delay the payroll process for **everyone**.
- **Volunteer Election Officials** are not reimbursed for training or parking.
- **Employer-paid Election Officials** are not reimbursed for training or parking.

| Name (please print legibly) | Pay Source (check one) | Attended Training In- Person | Election Day Start | Election Day Finish |
|---|---|---|--|--|
| Chief Inspector: Esther Hardy | <input checked="" type="checkbox"/> Clerk <input type="checkbox"/> Employer <input type="checkbox"/> High School <input type="checkbox"/> No Pay (Volunteer) | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <div style="border: 1px solid red; padding: 2px; margin-top: 5px;">You may miss training only once every two years.</div> | 6:00 <input checked="" type="checkbox"/> am <input type="checkbox"/> pm | <div style="border: 1px solid red; padding: 2px; margin-top: 5px;">No End Time.</div> <input type="checkbox"/> am <input type="checkbox"/> pm |
|  <div style="border: 1px solid red; padding: 2px; margin-left: 10px;">Illegible Name.</div> | <input checked="" type="checkbox"/> Clerk <input type="checkbox"/> Employer <input type="checkbox"/> High School <input type="checkbox"/> No Pay (Volunteer) | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <div style="border: 1px solid red; padding: 2px; margin-top: 5px;">Shift Begins at 6 a.m. Payroll starts at 6 a.m.</div> 4:23 <input checked="" type="checkbox"/> am <input type="checkbox"/> pm | 9:00 <input type="checkbox"/> am <input checked="" type="checkbox"/> pm |
| Lullabelle Bechtol | <input checked="" type="checkbox"/> Clerk <input type="checkbox"/> Employer <input type="checkbox"/> High School <input type="checkbox"/> No Pay (Volunteer) | <div style="border: 1px solid red; padding: 2px; margin-top: 5px;">Did Not Indicate</div> <input type="checkbox"/> Yes <input type="checkbox"/> No | 6:00 <input checked="" type="checkbox"/> am <input type="checkbox"/> pm | <div style="border: 1px solid red; padding: 2px; margin-top: 5px;">a.m. or p.m.?</div> 8:00 <input type="checkbox"/> am <input type="checkbox"/> pm |
| Bessie McMahon | <input type="checkbox"/> Clerk <input type="checkbox"/> Employer <input type="checkbox"/> High School <input type="checkbox"/> No Pay (Volunteer) | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <div style="border: 1px solid red; padding: 2px; margin-top: 5px;">Pay Source?</div> | 6:00 <input checked="" type="checkbox"/> am <input type="checkbox"/> pm | <div style="border: 1px solid red; padding: 2px; margin-top: 5px;">Military Time?</div> 21:00 <input type="checkbox"/> am <input checked="" type="checkbox"/> pm |

Government Employees Serving as Election Officials_____

State, county, and municipal employees are able to work at the polls on Election Day without using vacation time or losing any pay.

For the state agencies that require documentation from Election Day, a certification form is available online at www.cityofmadison.com/election/pollWorkers/apply.cfm. This form can be printed before Election Day, signed by the Chief Inspector at the polls, and submitted to your Human Resources Department after the election.

For state, county, and municipal employees who are working a full day at the polls and will be paid by the Clerk’s Office for any hours outside of their normal work day, please fill out the payroll sheet as follows:

| Name (please print legibly) | Pay Source (check one) | Attended Training In-Person | Election Day Start | Election Day Finish |
|--------------------------------|---|--|---|---|
| Alice Eastlick | <input type="checkbox"/> Clerk <input checked="" type="checkbox"/> Employer <input type="checkbox"/> High School <input type="checkbox"/> No Pay (Volunteer) | <input type="checkbox"/> Yes <input type="checkbox"/> No | 6:00 <input checked="" type="checkbox"/> am <input type="checkbox"/> pm | 2:00 <input type="checkbox"/> am <input checked="" type="checkbox"/> pm |
| Alice Eastlick | <input checked="" type="checkbox"/> Clerk <input type="checkbox"/> Employer <input type="checkbox"/> High School <input type="checkbox"/> No Pay (Volunteer) | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | 2:00 <input type="checkbox"/> am <input checked="" type="checkbox"/> pm | 9:00 <input type="checkbox"/> am <input checked="" type="checkbox"/> pm |

Hours paid by the State.

Hours paid by Clerk’s Office

List training with whichever entity will be paying you for that time.

Additional Resources for Election Officials

The following resources are available to City of Madison Election Officials.

E-mail Group

The Madison Election Official e-mail group provides updates on changes in election law. Election Officials may sign up for the listserv on the City Clerk's Office website at www.cityofmadison.com/election/. Click on "My Account" to register and join this e-mail group.

Online Training Materials

Training videos, manuals, State Statutes, and Power Point presentations are available online at www.cityofmadison.com/election/pollWorkers/training.cfm.

Focus Groups

The City Clerk meets with Election Official Focus Groups each year, to gather feedback and to brainstorm about ways to improve the resources and training available for Election Officials. Focus Groups typically meet for an hour in the summer of even-numbered years or the fall of odd-numbered years. If you are interested in participating, contact the Clerk at 266-6574 or clerk@cityofmadison.com.

Madison Election Advisory Committee

The Madison Election Advisory Committee meets approximately 10 times a year. Meetings are open to the public. The committee meeting schedule, agendas, and minutes can be found online at www.cityofmadison.com/election/. The committee evaluates election procedures; makes recommendations for improvement; monitors elections for accuracy, convenience, fairness and legality; makes recommendations on changes to state and federal elections law; solicits public comments and recommendations; and sends an annual report to the Common Council, Mayor, and City Clerk.



Regularly Scheduled Elections:

Spring Primary

Primary held on the third Tuesday in February to nominate non-partisan candidates to be voted for at the Spring Election. *State Statute 5.02(22)*

Spring Election

Election held on the first Tuesday in April to elect judicial, educational, and municipal officers, and non-partisan county officers, and to express preferences for the person to be the presidential candidate for each party in a year in which electors for president and vice president are to be elected. *State Statute 5.02(21)*

Fall Primary

Primary held the second Tuesday in August of even-numbered years 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. *State Statute 5.02(18)*

General Election

Election held in even-numbered years on the Tuesday after the first 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. *State Statute 5.02(5)*

