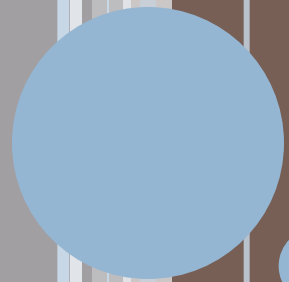




# City of Madison Election Official Training

September 2010



# News regarding 2011



# Voting Booth Replacement

- Clerk's Office 2011 budget request includes funding to begin replacing voting booths.



# AutoMark Ink Cartridges

- Clerk's Office 2011 budget request includes funding for additional ink cartridges.



## Training Available Online



- Election Officials will have the option of viewing online video training.
- Online training system will provide the Clerk's Office with proof that you took the training.
- Sign up for the Election Official e-mail list to find out when this option becomes available:  
[www.cityofmadison.com/election/pollWorkers/](http://www.cityofmadison.com/election/pollWorkers/)





# Issues from the last election

--identified by our Board of Canvassers

# Each item on the Incident Log should indicate how it was resolved.



A real example from an Incident Log:

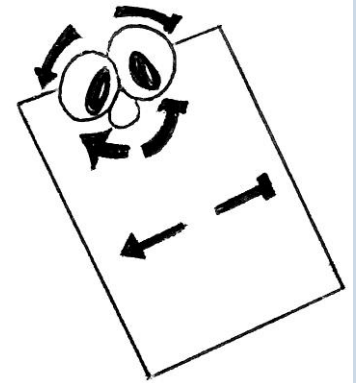
- “Voter # given blank ballot.”

What happened?

What conclusions might be reached in a recount?



# “Rejected” vs. “Remade” Ballots



Real examples from Incident Logs:

- “Absentee rejected – no voter signature.”  
Officials rejected ballot, reason for rejection is clearly stated.
- “Ballot rejected by machine.” Was ballot counted?
- “Rejected absentees A157 & A160.” Counted?
- “Rejected absentee duplicated.” Was ballot counted?
- “Ballot rejected by tabulator.” Was ballot remade?
- “Ballot rejected – over-voted.” Was ballot remade?
- “Ballot rejected by AutoMark” What happened?

What conclusions might be reached in a recount?



# For the sake of consistency...

- Only Election Officials have the power to reject ballots.
- Rejected ballots are not assigned voter slip numbers.
- Rejected ballots are not counted.
- The election equipment can return ballots, but cannot reject them.



# Ballots returned to voter

- Discreetly read error message to voter.
- Do not look at ballot unless voter asks you to look at the ballot. Returned ballots are still secret ballots!
- Do not grab ballot from the voter.
- Voter may choose to get a second ballot or a third ballot, placing spoiled ballot in Discarded Ballot Envelope.
- Note “2<sup>nd</sup> ballot” and “3<sup>rd</sup> ballot” on poll list.
- Override ballot if voter insists on casting a ballot with crossover votes.





# Incident Log Documentation

that the Board of Canvassers applauded.



Real examples from Incident Logs:

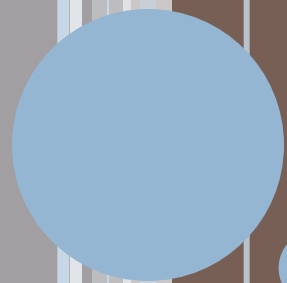
- “Poll opened promptly at 7 a.m.”
- “Absentee Ballot – Bad Ballot #1 – returned by tabulator as over-voted, remade as Good Ballot #1. Voter intent determined.” This clearly tells us what happened, why, and how it was resolved.
- “60 votes on tabulator, next voter slip is #61! 😊”



# Perfect Paperwork

- 73 polling places had perfect paperwork in April 2010.
- ...compared to 18 polling places with perfect paperwork in November 2008.
- Our goal: 80 polling places with perfect paperwork.



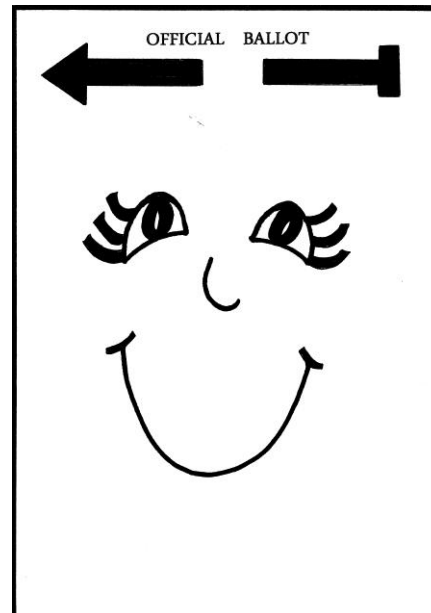


# Partisan Primary Overview



# Ballot and Tabulator Tapes

- Double-sided ballot.
- Be careful to not point to a particular party when handing voter the ballot.
- Zero tape and results tapes will be very long – set up tabulator as early in the morning as possible.



# Partisan Primary Background

- Determines who will represent each party in the November Election.
- In effect since the early 1900s.
- Prior to the Partisan Primary, parties selected candidates behind closed doors, with no public participation.
- Open Primary – Voter receives all party ballots and selects party in privacy of voting booth.
- Must vote for individual candidates.



# Crossover Voting is Not Allowed

- Each party primary is treated as a separate, individual election.
- The Democratic, Republican, Wisconsin Green, and Libertarian Parties are conducting primaries this September.
- The independent vote is considered a separate election, but independent candidates are not “narrowed down” at the primary. Independent candidates are on the ballot to determine if they can get enough votes for public financing.
- Write-in votes are not allowed for independent candidates in the September Primary.



# Party Preference (upper left-hand corner of ballot)

- Voter marks party preference and votes only in that preferred party. **All votes will count.**
- Voter marks party preference only, and does not vote for individual candidates. **No votes will count.**
- Voter marks party preference but votes entirely in a party other than that preferred party. **No votes will count.**
- Voter marks party preference and votes in more than one party. **Only votes in the preferred party will count.**
- Voter does not mark a party preference, but votes for individual candidates in only one party. **All votes will count.**
- Voter does not select a party preference and votes for candidates in more than one party. **No votes will count.**



# Write-In Tally Sheets

- Must be separated by party.
- Sign and return all write-in tally sheets, even for wards and parties with no voters.
- Must account for write-ins on results tape. If you cannot find a write-in because of a mark on the paper, write that on the Incident Log.
- “Defective Write-Ins” line has been added to each office on the tally sheet. For example:

## Write-In Tally Documentation

Defective Write-Ins – Incidents 8-10 III

## Corresponding Incident Log Documentation

- 8 Defective Write-In: voter wrote a statement.
- 9 Defective Write-In: blank.
- 10 Defective Write In: candidate for another party.



## Count Write-In Votes at a Partisan Primary When:

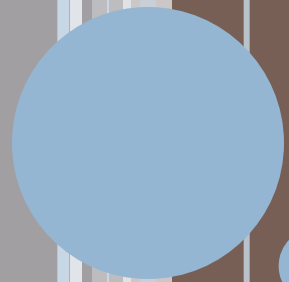
- A sticker containing a candidate's name, political party, and office is placed anywhere on the face of the ballot. The vote is counted for the person, party, and office listed on the sticker as long as it is not a crossover vote.
- A candidate's name is printed on the ballot for one office and the voter writes in the candidate for another office for the same party.
- The voter has written in the name of a person for an office, and has also voted for a candidate on the ballot for the same office. This is not treated as an over-voted ballot. In this case, the name written must be counted, and the vote for the person whose name is printed on the ballot is not counted. Document on Incident Log.



## Do Not Count Write-In Votes at a Partisan Primary When:

- The voter has selected a party preference and then writes in the name of a person for an office in a different political party section of the ballot. This creates a crossover vote for that office only, and the write-in vote is not counted.
- The voter has not selected a party preference, but has cast votes in one political party, and then writes in the name of a person and a different party, creating a crossover vote. In this case, the entire ballot is not counted.
- A candidate's name is printed on the ballot for an office and is written in for an office on the ballot of a different political party.



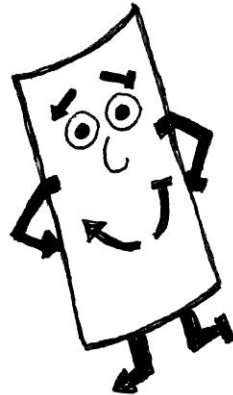


Reconciling throughout the day



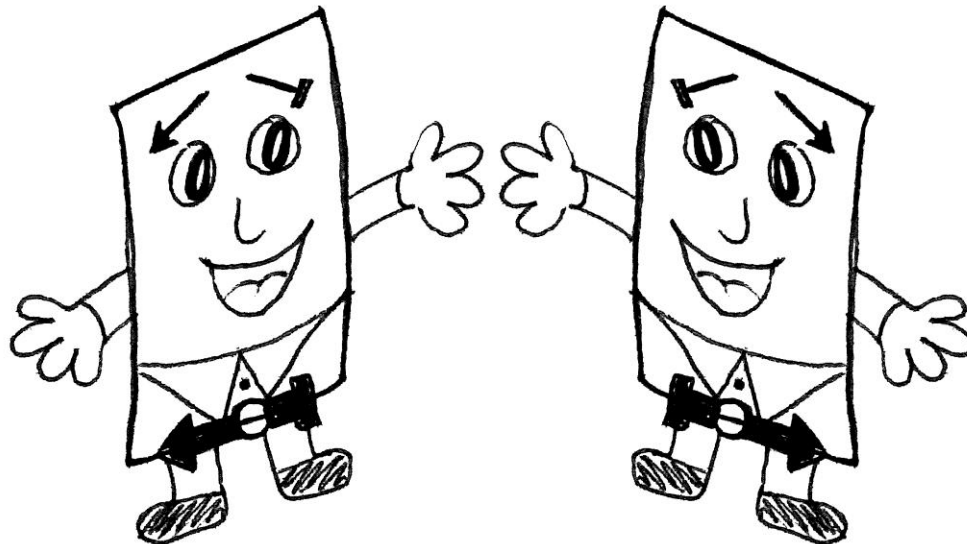
# The number of ballots cast should equal the number of voters for each ward.

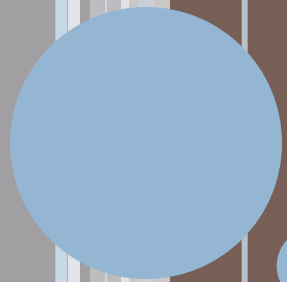
- Document on Incident Log that you verified that your numbers match.
- There should never be more ballots counted than voters recorded in the poll books.
- Second set of initials goes on each ballot at the time ballot is handed to the voter.



# The poll lists should be identical.

- Repeat the voter's name and voter slip number when recording on poll list.
- When recording voter slip number, verify with other Election Official, e.g. "I have five numbers on this page."





# Absentee Ballots

# Five types of absentee certificate envelopes:

- Military certificate – white envelope with red printing.
- Nursing home certificate – two witness signatures instead of one.
- Regular absentee certificate – contains a mailing label. Address section not completed by voter.
- Absentee certificate and request – used for absentee voters in the Clerk's Office. May contain a label, or address may be completed by hand.
- Overseas certificate – printed on paper and taped to business envelope.



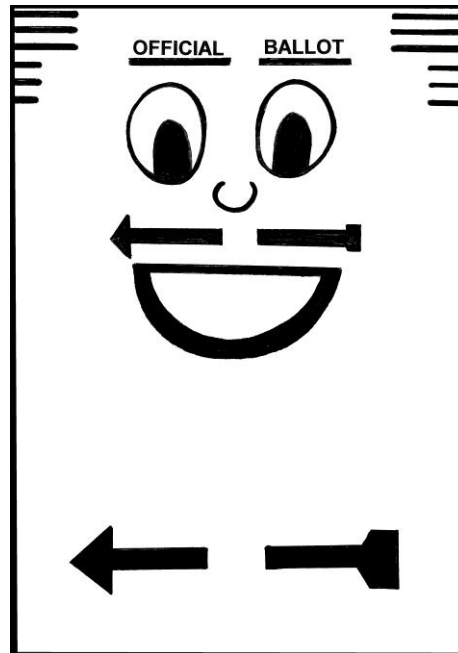
# Processing Absentee Ballots

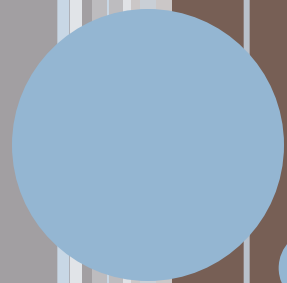
- Absentee certificate labels printed by the Clerk's Office may or may not have barcodes.
- Address on absentee label comes from the Statewide Voter Registration System.
- Stamp on the back of the certificate envelope indicates that voter registered late and is on the supplemental poll list.
- Clerk's Office stamps "absentee" on the top of ballots to help identify absentees in the case of a recount. The absence of an "absentee" stamp does not invalidate the ballot.



# Absentee Ballots with Crossover Votes

- If an absentee voter cross-votes without marking a party preference, but votes primarily in one party, the ballot cannot be remade to add a party preference. Election Officials must override the ballot.





# Voter Registration



# Voter Not Found on Poll List

- Check supplemental poll list.
- Check reverse directory (voter name may be misspelled).
- Make sure voter is at the correct polling place.
- If you cannot find voter on poll lists, but voter insists that he or she is registered, call the Clerk's Office at 266-4220.



# Check Voter Registration form for:

- Driver's License or Social Security Number
- Voter Name
- Date of Birth
- Madison Address
- Signatures
- Proof of Residence

This form is available in an accessible format, upon request.

Wisconsin Voter Registration Application		<input type="radio"/> Submitted by Mail (Vote by Mail)	
<b>Instructions for completing sections 1-12 are on the back of this form. Return this form to your municipal clerk, unless directed otherwise.</b> <ul style="list-style-type: none"> <li>• Please use uppercase (CAPITAL) letters only.</li> <li>• Fill in circles as appropriate.</li> <li>• NOTE: If this is a change of address, then upon completion of this application your voting rights will be cancelled at your previous residence.</li> <li>• If you have not voted in WI and are submitting this application by mail, you must also provide a copy of an acceptable proof of residence.</li> </ul>		Confirmed Elector Co. (Print name & phone number) _____ SVRS ID # _____ (Print name & phone number)	
1	<input type="radio"/> New WI Voter <input type="radio"/> Name Change <input type="radio"/> WI Address Change	Municipality: <b>MADISON</b> County: <b>DANE</b>	<input type="radio"/> Yes <input type="radio"/> No City: _____
2	Wisconsin Driver License/ID Number: <b>A123-4567-8910-10</b>	<input type="radio"/> I have neither a WI Driver License/ID nor a Social Security Number.	
3	Social Security Number - Last Four Digits (only if no license/ID number): <b>XXXX - XX -</b>		
4	Print your name exactly as it appears on the document, the number of which you provided in Box 2. (Driver License/ID Card & Social Security Card)		
5	Last Name: <b>DOE</b> First Name: <b>JANE</b> Middle Name: <b>ANNE</b> Suffix (e.g. II etc.): _____ Phone #: _____ Date of Birth (mm/yyyy): <b>1/30/1985</b> Email Address: _____		
6	Residence Address: Street Number & Name: <b>205 STATE ST</b>		
7	Apt. Number: <b>4</b> City: <b>MADISON</b> State: <b>WI</b> ZIP + 4: <b>53703</b>		
8	Mailing Address: Street Number & Name: _____		
9	Apt. Number: _____ City: _____ State: _____ ZIP + 4: _____		
10	Last Name: _____ First Name: _____ Middle Name: _____ Suffix (e.g. II etc.): _____ Address: Street Number & Name: <b>1234 HIGH AVE</b>		
11	Apt. Number: _____ City: <b>JANESVILLE</b> State & Zip + 4: <b>WI 53545</b>		
12	Please answer the following questions by filling in "Yes" or "No": 1. Are you a citizen of the United States of America? <input checked="" type="radio"/> Yes <input type="radio"/> No 2. Will you be 18 years of age on or before election day? <input checked="" type="radio"/> Yes <input type="radio"/> No If you filled in "No" in response to EITHER of these questions, do <u>not</u> complete this form.		
13	I certify that I am a qualified elector, a U.S. citizen, at least 18 years old or will be at least 18 years old at the time of the next election, having resided at the above residential address for at least 10 days immediately preceding this election, not currently serving a sentence including probation or parole for a felony conviction, and not otherwise disqualified from voting. I certify that all statements on this form are true and correct. If I have provided false information I may be subject to fines or imprisonment under State and Federal laws. If completed on election day, I further certify that I have not voted at this election. (Please fill in circle)		
14	Accommodation needed at poll location (e.g. wheelchair access): _____ <input type="radio"/> I am interested in being a poll worker.		
15	If you do not have a street number or address, use this map to show where you live. <input checked="" type="checkbox"/> Mark crossroads "X" where you live <input type="checkbox"/> Use dots for landmarks		
16	Signature of Elector: <b>Jane Doe</b>		Today's Date (mm/yyyy): <b>04/01/2008</b> Official Use Only: Election Day Vote #: <b>124</b>
17	Corroborator/Assistant Signature: _____ Corroborator / Assistant Address: _____		Official Use: Proof of residence box Utility Bill # _____ Official Use: Proof of Residence #: <b>452879</b>
18	Official's Signature: <b>Betty Green</b> SVRS printed name and SVRS #: _____		
19	Ward: <b>41</b> Sup. Dist: _____ Alder: _____ Cty. Supr: _____ Ct. of App: _____ Assembly: _____ St. Senate: _____ Congress: _____		

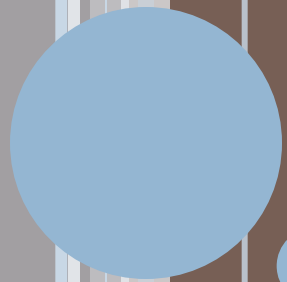
EB-131 (UNSHADED) WITHOUT HASH-MARKS (REV 01-2008)



# Acceptable Forms of Proof of Residence

- Utility Bill
- Wisconsin Driver's License
- Wisconsin State ID Card
- Bank Statement
- Tax Bill
- Government Check or Document
- Residential Lease
- Paycheck
- UW-Madison or Edgewood College Student ID if listed on certified housing list





# W-4 and I-9 Forms



# W-4 Form

- If you are paid by the Clerk's Office, the IRS is making us collect a W-4 form from you before you work at the polls.
- If you are working at the polls on city or state time, you do not need to complete a W-4.
- If you are a volunteer (not paid by the Clerk's Office), you do not need to complete a W-4.
- Submit your W-4 form at training today.
- If you earn more than \$600 as an Election Official in a single year, you may request a W-2 form from the City of Madison.



# I-9 Form

- If you are paid by the Clerk's Office, you will need to complete an I-9 form on Election Day.
- The Chief Inspector will sign the form on behalf of the city.
- Bring the proper identification, listed on the back of the I-9 form. This is the only time identification will be required at the polling place.



# Direct Deposit

- For direct deposit of Election Official paychecks, submit authorization agreement and a voided check or deposit slip today.



A decorative vertical bar on the left side of the slide, featuring a gradient from dark brown to light blue, with several blue circles of varying sizes and a thin white vertical line.

# Communicating with the City Clerk's Office

# Clerk's Office Personnel

(You may see some new faces on Election Day)

- Maribeth (Clerk) – overall election administration, training preparation, manuals, paperwork
- Adam (Deputy Clerk) – polling place accessibility, polling place set-up, Chief Inspector vacancies, election supplies
- Deb – West Side Election Officials, campaign finance, payroll, Election Day troubleshooting
- Jean P. – Central & South Side Election Officials, Nursing Home ballots, Braille ballots, Election Day troubleshooting
- Eric – East Side Election Officials, Military ballots, Election Day troubleshooting
- Elena – Absentee requests, Election Day troubleshooting
- Jean T-S – Election equipment testing, election equipment deliveries, Election Day troubleshooting
- Wendy, Mike, and Chris – Election Day troubleshooting



# Feedback for Clerk's Office

- Comment sheets are read by everyone in the Clerk's Office. This is the best place to let us know about problems with the election equipment or polling place set-up.
- Poll list corrections form, located behind the comment sheet in election day binder.
- E-mail Maribeth at [clerk@cityofmadison.com](mailto:clerk@cityofmadison.com).
- Help us identify broken voting booths by taping a "broken" sign on the appropriate booth.

