

Quick Guide to Poll Book Documentation

Review this before working at the poll book table.

Updated 2/2024

1. Sign front of poll book.

- ✓ Sign the front page of the poll book. To minimize voter lines, the Clerk's Office may have already split your poll book into at least two sections. If voters are waiting in line for more than 10 minutes, you need to split the poll book into additional sections. It is unacceptable for voters to have to wait 15 minutes to check into the poll book.

2. Ask voter to state their name.

- ✓ Voters must state their name, even if you know who they are. Observers need to be able to hear the voter names.
- ✓ Voters who are unable to state their name due to a disability may choose someone to state their name for them. This could be a poll worker.
- ✓ Confidential voters (found at the very end of the poll book) do not state their name aloud. They show you a card issued by the Clerk's Office instead. Because of stalking or domestic abuse, we cannot release confidential voter names to anyone, not even observers.
- ✓ Poll workers announce the names of absentee voters.

3. Find voter in poll book.

- ✓ If you cannot find the voter in the poll book, check the supplemental poll list. The supplemental poll list is stapled in the back of the poll book.
- ✓ If you cannot find the voter on the poll book or supplemental poll list, check the reverse directory. This is a list of registered voters in your ward, organized by street address. It helps identify misspelled names. Note typographical errors on the yellow sheet of "Poll List Corrections."
- ✓ If you cannot find the voter in the poll book, the supplemental list, or the reverse directory, make sure they are at the right polling place.
- ✓ If the voter is at the correct polling place but is not listed on the poll book, supplemental poll list, or reverse directory, call the Clerk's Office at (608) 266-4220. The Clerk's Office will check on the voter's registration.
- ✓ If the name announced by the voter differs from the name on the poll book, tell the poll worker who is looking at the voter's ID.

4. Verify that voter did not return an absentee ballot.

- ✓ If the voter's name is highlighted on the poll book, ask whether they returned an absentee ballot. Write the voter's answer of "yes" or "no" in the margin of the poll book.
- ✓ If the voter returned an absentee ballot, either in person or through the mail, we cannot issue them a ballot at the polls. It is a felony to cast a ballot at a polling place after returning an absentee to be counted.
- ✓ If a voter did not return an absentee ballot, they may vote at the polls.

5. Ask voter to state their address.

- ✓ Voters must state their address, even if you know where they live. Observers need to be able to hear the address.
- ✓ Voters unable to state their address due to a disability may have someone else state their address. This could be a poll worker.
- ✓ Confidential voters do not announce their address. They show you a card issued by the Clerk's Office instead. Because of stalking or domestic abuse, we cannot share confidential addresses with anyone. Confidential voter addresses are not even shared with observers.
- ✓ Poll workers announce absentee voter addresses.
- ✓ Note typographical errors on the yellow "Poll List Corrections" sheet.

6. Ask voter to sign poll book.

- ✓ Other than the exceptions below, all voters must sign a poll book.
- ✓ Voters unable to sign due to disability are exempt from signing the poll book. Under the Americans with Disabilities Act, the voter is not required to tell us the nature of the disability. In this situation, write "exempt by order of inspectors" in the voter signature box.
- ✓ There are no poll book signatures for absentee voters.
- ✓ There are no poll book signatures for curbside voters.

7. Assign voter a number.

- ✓ When the poll book is split, put the voter slip pad between the A-L and M-Z sections of the poll book. Never issue voter slips for a single ward from more than one voter slip pad at a time.

8. Write voter slip number next to the voter's name on the poll book.

- ✓ Both poll workers should say the voter's name and number aloud when writing the voter number on the poll book. This helps us avoid writing the voter number next to the wrong name.
- ✓ Write the letter A after absentee voter numbers. For example, an absentee voter assigned voter slip 250 would have "250A" next to their name on the poll book.

9. Give voter slip to the voter. Direct them to the ballot table.