

Chief Inspector Announcement to Close the Polls



Hear ye! Hear ye! The polls of this election are now closed!

The election polls are now closed. Pursuant to the provisions of Wis. Stat. §19.84, this body will now convene in open session as the Local Board of Canvassers under the provisions of the Wisconsin Open Meetings Law for the purpose of conducting the local [and municipal] canvass pursuant to Wis. Stat. §7.51.

Under the provisions of the Wisconsin Open Meetings Law, you will not be asked to sign in or to show identification. This meeting will be open to the public and will be reasonably accessible as required by the open meetings law. Under both the election law and the open meetings law, election inspectors have full authority to maintain order and to enforce obedience to their lawful commands during the election and canvass of the vote.



Chief Inspector Checklist for Closing the Polls

If you are still working on closing your polling place at 9 p.m., call the City Clerk's Office at 266-4220. Additional help may be available.

Assign Closing Roles and Responsibilities (ahead of time)

- Post the What Goes Where guide found at the end of these task sheets in a location all poll workers will be able to reference.
- Confirm workers understand their initial closing responsibilities and associated task sheets and, when their responsibilities are done, who to see for another work assignment.
- Confirm workers understand the first priority is to assure all ballots are tabulated, and tabulator results are promptly produced (i.e., the voting booths can wait).
- Review payroll and signature procedures.

Close the Polls

At 8 p.m.

- Announce that the polls are closed by reading the proclamation on the previous page.
- Send one election official to remove the polling place signs from outside.
- The election official designated as the End of Line Officer is responsible for following the last voter into the polls. No one else is permitted to enter the line. **Every eligible voter in line at 8 p.m. is allowed to vote, even if they need to register.**
- Have your election officials take a deep breath.

Do not lock the doors to the polling place. The polling place remains open to the public even after all electors have cast their ballots.

Election observers may stay to watch the closing of the polls, but are not allowed to touch any official election documents. Candidates are also allowed to observe once the polls have closed and voting is complete. The Attorney General has issued an opinion that the closing of the polls is open to the public.

Assure All Ballots are Tabulated

- Finish processing any absentee ballots that were not processed during the day. Check the absentee ballot delivery bag to verify that it is empty. Check every absentee ballot delivery envelope to verify that it is empty. Ask every election official whether they have any absentee ballots left to be processed or remade.
- Open the emergency compartment at the front of the tabulator cart to check for any ballots that have yet to be processed. If there are any official ballots in this compartment, run them through the tabulator.
- Compare the number of voter slips issued with the total number of ballots cast as displayed on the tabulator. Both numbers should be the same. If the numbers do not match, explain the discrepancy on the incident log.

If More Ballots Cast than Voter Slips Issued

- Make sure all processed absentee envelopes have a voter number (voter number should have been written on the corner of each absentee envelope).
- Make sure all voter registrations were assigned a voter number.
- Count number of voters marked as voting in the poll book and on the voter registration log (two voters may have been assigned the same number).

If More Voter Slips Issued than Ballots Cast

- Make sure all absentee envelopes were opened and emptied after being assigned a number.
- Make sure rejected absentees were not mistakenly assigned a number.
- Check whether you have any ballots in the emergency bin.
- Check whether you have any ballots that still need to be remade.
- Count number of voters marked as voting in the poll book and on the voter registration log.
- Go through the voter slips to see if two voter slips were stuck together.

Begin the Closing Process

Unless excused by the chief inspector, all election officials should participate in closing the polls. As election officials become available, make the following assignments:

- Incident Log Review**—Assign at least three election officials to review the incident log, absentee log and Inspectors' Statement to ensure the entries will be understood by someone who was not present in the polling place. These officials also sign the Inspectors' Statement.

Chief Inspector Check List for Closing the Polls (page 3 of 4)

- Signage**—Assign one election official to collect and put away the Election Day signage (use closing task sheet A – *Remove Signage*). If the election official who put up the signs at 6 a.m. is working a double-shift, assign that individual to this task.
- Voting Booths**—Assign one or more election officials to dismantle the voting booths (use closing task sheet B – *Voting Booth Removal*)
- ExpressVote**—Assign an election official to put away the ExpressVote (use closing task sheet C – *ExpressVote Disassembly*)
- Poll Lists**—Assign two or more election officials to reconcile the poll lists (use closing task list D – *Reconcile Poll Lists*)
- Greeter Table**—Assign an election official to pack up the ballot table and greeter table (use closing task list G – *Greeter Table*)
- Registration Table**—Assign an election official to pack up the registration table (use closing task list H – *Registration Table*)
- Ballot Table**—Assign an election official to pack up the ballot table (use closing task list I – *Ballot Table*)
- Provisional Ballot Table**—Assign an election official to pack up the provisional ballot table (use closing task list J – *Provisional Table*)
- Print the results tape** using the closing task list E – *Print Tabulator Results*. The first tape will be for the County Clerk and the second for the City Clerk. To run additional results tapes requested by observers, select “Report Options.”
- Seal Ballots in Ballot Bag**—Work with at least one other official (use closing task list K – *Seal Ballot Bag*)
- Tabulator Cart**—Assign an election official to pack up the tabulator cart (use closing task list L – *Tabulator Cart*)
- Tabulator Cart**—Assign an election official to pack up the PPE (use closing task list M – *Personal Protective Equipment*)

Confirm Signatures and Forms are Complete

- The first page of each poll book should be complete and signed by the officials who worked on that poll book. The numbers on the front of the poll books should match the numbers written on the Inspectors’ Statement.
- Envelope entitled *Used Certificate – Affidavit Envelopes of Absentee Electors*
- Envelope entitled *Certificate of Rejected Absentee Ballots*, if there were any rejected absentees
- Ballot bags, signed and sealed, serial numbers recorded on Inspectors’ Statement
- Absentee Inspectors’ Statement attached to the back of the Inspectors’ Statement
- All items on Inspectors’ Statement completed and signed

Chief Inspector Check List for Closing the Polls (page 4 of 4)

Put Away Election Day Supplies_____

- All election officials should work together to neatly put away Election Day supplies using the *What Goes Where* checklists. Items put away with care last a lot longer.
- Make sure emergency bin is closed. Lock both compartments on the front of the tabulator cart.
- Seal both compartments of tabulator cart using the tamper-evident seal zip-ties provided in seal compartment behind the tabulator touch screen. Document seal numbers on the Inspectors' Statement.

Complete the Election Official Payroll_____

- Fill out, verify, and sign the payroll sheet found in the yellow binder.
- Verify that each election official has indicated a pay source and a.m./p.m.
- List any no-show election officials on the back of the payroll sheet.

Take City Clerk Tote & Red Absentee Delivery Bag to the City Clerk's Office_____

Refer to the *What Goes Where* checklists for the various items included in the tote and absentee bag.

It can be helpful to post the *What Goes Where* guide found at the end of these task sheets in a location all poll workers will be able to reference.

Assigned to: _____

Election Official Closing Task A Remove Signage



- Bring the Polling Place flag standard and Vote yard signs into the polling place from outside.
- If your polling location had to set up a portable sign for the van accessible parking space in the morning, bring that sign inside.
- If your polling location needed to create a van accessible parking space with cones and caution tape in the morning, bring those materials inside.
- If your polling location uses a bell call, bring the bell call stand inside the polling place and return the bell call receiver (plugged into the wall) to the tabulator cart.
- Place signage back in the red signage folder:
 - Legal Notices for this Election
 - Instructions for Marking Ballot – at ballot table
 - Get Your Ballot Here – at ballot table
 - Ballots Counted Here – at tabulator
 - Sample Ballots
 - Map of each Ward at Polling Place
 - Ballot Counted Here – on tabulator
 - ID Reminder
 - No Political Discussions
 - Accessible Entrance (retrieve from accessible door)
 - No Firearms or Weapons—on entrances
 - Polling Place signs with arrows
 - Polling Location
 - Polling Hours
 - Emergency Signage, if used
- Dismantle feather flag and pack it in its long black carrying tote. Place on top of the tabulator.
- Fold (do not dismantle) election signage kiosk and place it in its blue carrying case. This will remain at the polling place on election night. Place on top of the tabulator.



Notes from the official who posted signage on election morning:

Where does it go?



Place polling place sign next to tabulator cart.

Fold signage kiosk and place in blue case labeled "Election Day Signage Kiosk." Place case on top of tabulator cart.



Place Vote signs next to tabulator cart.



Place red accordion folder of signage in Clerk tote.



Place bell call sign, if you have one, next to tabulator cart, and bell call receiver (plugged into wall during voting hours) inside tabulator cart.

Assigned to: _____

Election Official Closing Task *B*

Voting Booth Removal



1. Remove legs from bottom of booth. Pull ends of legs apart from each other so each leg folds in half. Tuck legs in booth.
2. Fold privacy shields and place them in the center of the booth.
3. Close case and latch.
4. For accessible booths: place legs in case, close case and latch.



Note: All components of the voting booth will fit inside its case.



Where does it go?



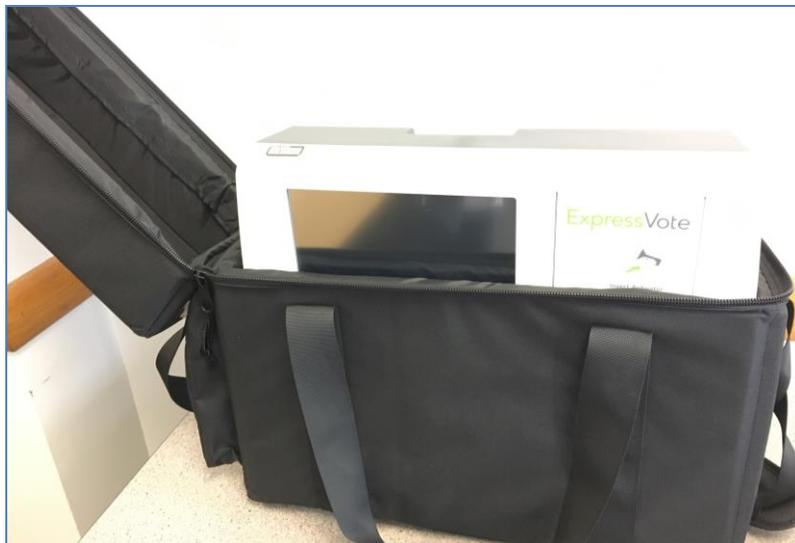
- Place voting booth cases next to the tabulator.

Election Official Closing Task C

ExpressVote Disassembly



- Using the barrel key, unlock the left security panel and change the power switch to the off position. Remove the Election Definition Drive (memory stick), and place it in the red Dane County Elections security bag. This security bag will also contain the tabulator memory stick before it is sealed.
- Close and lock the left security panel using the barrel key that is also used for the DS200 tabulator.
- Secure keypad to the Velcro on the left side of the ExpressVote.
- Unplug headphones and place in pocket on the outside of the carrying case.
- Unplug power cord from the wall outlet. Remove the power cord from the ExpressVote and place it in the pocket on the outside of the carrying case.
- Place the ExpressVote in the black carrying case and zip the case closed.
- If a City of Madison extension cord was used, return it to hardware box.
- Once the tabulator is shut down, gently place the ExpressVote carrying case on top of the tabulator cart.
- Unissued ExpressVote ballot cards should be placed in the tabulator emergency bin when packing the tabulator cart at the end of the night.



Where does it go?



- Place ExpressVote memory stick in the Dane County Elections security bag



- Place unissued ExpressVote ballot cards in tabulator



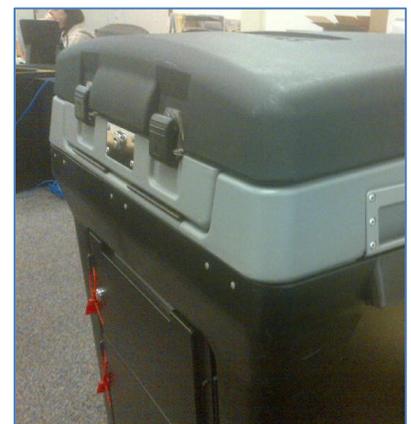
- Place ExpressVote privacy screen in the tabulator cart.



- If you used an extension cord, place it in the hardware box. Place the hardware box in the tabulator cart at the end of the night.



- Place ExpressVote in black carrying case, with the power cord and headphones in the outside pocket of the carrying case.



- Place ExpressVote carrying case next to tabulator.

Assigned to: _____

Election Official Closing Task D

Reconcile Poll Lists



(Ideally, much of this will have been completed periodically throughout the day.)

- Switch seats so you are not checking your own work.
- With the corresponding pages of the poll book lined up side-to-side, visually compare shapes on each page to identify any discrepancies. Fix any discrepancies you are able to resolve. Document on the incident log if there are any unresolved discrepancies regarding poll book notations or who voted.
- Include the supplemental lists in this review.
- If voter signatures are not all in one poll book, document discrepancies on the Incident Log.
- Transfer notations about 2nd and 3rd ballots from the discarded ballots issued list onto both poll lists.
- Note the page number for the last voter slip issued and document this on the front of each poll list.

Ballot, Ward, District	Voter Reg & Barcode	Name and Address	Voter #	Voter Signature
NP-1 W0980 13251-080-3269-1 AL11 CG02 3269 AS77 Notes:	000092530	MATTERN, Kathy M 713 S MIDVALE BLVD MADISON, WI 53711		Kathy M MATTERN
NP-1 W0980 13251-080-3269-1 AL11 CG02 3269 AS77 Notes:	000014486	MCGINN, Gina M 4310 WAITE CIR MADISON, WI 53711		Gina M MCGINN
NP-1 W0980 13251-080-3269-1 AL11 CG02 3269 AS77 Notes:	0000514487	MCGINN, Matthew H L 4310 WAITE CIR MADISON, WI 53711		Matthew H L MCGINN
NP-1 W0980 13251-080-3269-1 AL11 CG02 3269 AS77 Notes:	0000446936	MCINTYRE, Marilyn N 4329 SOMERSET LN MADISON, WI 53711		Marilyn N MCINTYRE
NP-1 W0980 13251-080-3269-1 AL11 CG02 3269 AS77 Notes:	0000464762	MCKINLEY, Jill L 4213 ODANA RD MADISON, WI 53711		Jill L MCKINLEY
NP-1 W0980 13251-080-3269-1 AL11 CG02 3269 AS77 Notes:	000033765	MCMAHON, Bernard L 4321 ROLLA LN MADISON, WI 53711		Bernard L MCMAHON
NP-1 W0980 13251-080-3269-1 AL11 CG02 3269 AS77 Notes:	0000401365	MCMAHON, Judith A 4321 ROLLA LN MADISON, WI 53711		Judith A MCMAHON
NP-1 W0980 13251-080-3269-1 AL11 CG02 3269 AS77 Notes:	0000435698	MORIARTY, Richard B 4109 ODANA RD MADISON, WI 53711		Richard B MORIARTY
NP-1 W0980 13251-080-3269-1 AL11 CG02 3269 AS77 Notes:	0705481290	MORRISON, Seth P 4221 ODANA RD MADISON, WI 53711		Seth P MORRISON
NP-1 W0980 13251-080-3269-1 AL11 CG02 3269 AS77 Notes:	0705481360	MORRISON, Shelly A 4221 ODANA RD MADISON, WI 53711		Shelly A MORRISON

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Poll Book Table (continued)

Finish Poll Book Documentation



- All poll workers who worked on a poll book should sign the front page of the A-L section of the poll book.
- On the front of the poll book, verify and document the last voter slip number used for that ward, and the page number on which it can be found (or new registration list, if applicable).
- Verify that the Inspectors' Statement lists the total number of voter slips issued.
- Place poll books in absentee delivery bag for transport to Clerk's Office.

Pack Up Poll Book Table



- Pack poll book table documents (green dot on back) in green poll book table accordion folder. Return folder to City Clerk tote.
 - Quick Guide for poll book table (green)
 - Quick Guide for checking id (buff)
 - Acceptable Photo ID Infographic (2)
 - Reverse Directory
 - Call Clerk's Office with turnout (yellow)
 - Should You Have a Question (green)
- Pack pens in supply kit.

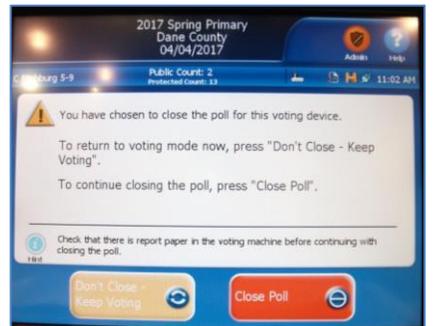


Election Official Closing Task E

Print Tabulator Results



- 1. Triple-check that all absentees have been processed, and that there are no ballots in the emergency bin or absentee carrier envelopes.
- 2. After all ballots have been run through the tabulator, peel the tamper evident seal off the top of the scanner. Stick seal on the front of the Dane County envelope.
- 3. **Initial the post-election verification on front of Inspectors' Statement.** This is a blue line at the bottom of the front page of the Inspectors' Statement. Check the appropriate box to indicate whether this seal was intact the entire day.
- 4. Take the barrel key and unlock the small access door from which you have just removed the sticker seal on top of the scanner. Pressing the key into the keyhole, turn the key to the left (counter-clockwise) a quarter of a turn, and lift the panel up.
- 5. Check one last time to confirm that all voted ballots have been processed.
- 6. Press the Close Poll button for approximately five seconds. The machine will ask if you want to continue closing the polls. Select "Close Poll" on touch screen. A circle of dots will appear on the screen as the tabulator gathers results. For a high turnout election, it could take a few minutes *before* the results begin to print.



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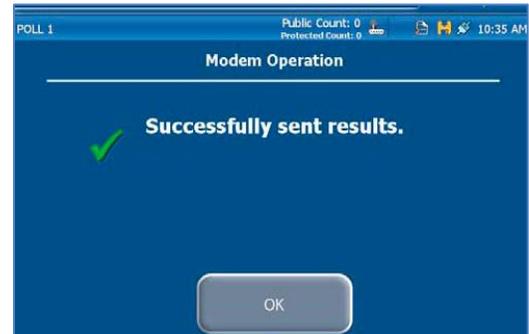
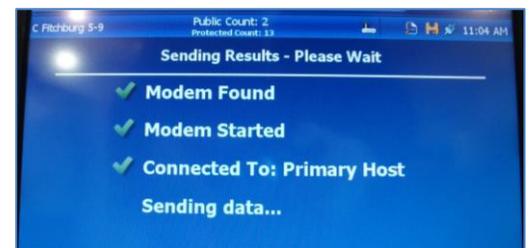
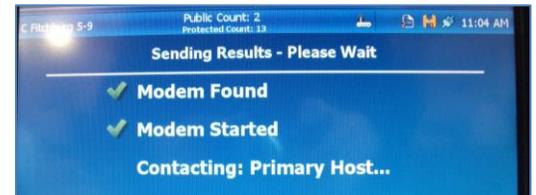
Print Tabulator Results (continued)

- 7. Write the blue sticker seal number under results tape signatures.
- 8. Announce the results to everyone present in the polling place.
- 9. The first results tape remains attached to the zero tape that printed this morning. **Sign this tape and place it in the white envelope labeled “Dane County Clerk.”** The first tape is an audit trail of everything that happened throughout Election Day. This is the longest results tape. The tape ends after the results and signatures for the highest number ward at the polling place.
- 10. **Sign** and then place the **second printed results tape** (and the third results tape when the ballot contains school board contests or referenda) into the large white envelope labeled “Madison City Clerk.”
- 11. The screen will ask whether you want to modem now. Select Begin Modem Process.

You should be able to send the results via modem with one bar of signal strength because it is just an encrypted text file.

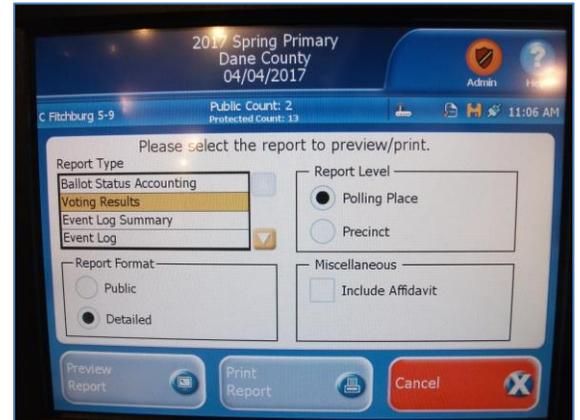
If you receive a message that the modem was unsuccessful, see troubleshooting at the end of this task sheet. Document all troubleshooting on the incident log of your Inspectors' Statement.

Continued on the next page...



Print Tabulator Results (continued)

- ❑ 12. Watch for the touch screen to indicate that the tabulator has been successfully closed for voting.
- ❑ 13. If requested by observers, print additional results tapes by pressing "Report Options."
- ❑ 14. Select Finished – Turn Off on the touch screen.
- ❑ 15. Once Power button is white and is no longer illuminated, remove Election Data Memory Stick by grabbing it and pulling it up.
- ❑ 16. Place Election Data Memory Stick in Dane County red security bag.
- ❑ 17. Close and lock access door on top of scanner.
- ❑ 18. Unplug the tabulator.
- ❑ 19. Carefully put the cord inside the back of machine. Be sure the cord is under the latch.
- ❑ 20. Lock back panel with the silver key.
- ❑ 21. Remove a tamper evident sticker seal from the seal compartment (behind access door you just closed). Affix seal across the access door, and document seal serial number on the bottom of the front page of your Inspectors' Statement.
- ❑ 22. Gently close the touch screen lid and lock it closed using the barrel key.
- ❑ 23. Locate the two seals for the front of the ballot box (red zip tie) by using the barrel key to unlock the secret compartment in the upper left hand corner of the tabulator (behind screen).
- 24. Gently close the tabulator lid, latch, and then lock closed using the silver key.



Modem Troubleshooting

If the modem process was unsuccessful, you may want to unplug the tabulator and wheel the tabulator cart to another location, perhaps outside (for a stronger signal) before initiating the process below:

- Press the Admin button on the upper right corner of the screen.
- Press “Log In” and enter the Administration Code: ■. Please note that you will need to press the shift key on the touch screen before typing ■. Press accept.
- From the Admin menu press “Transmit Results.” The modem will connect to the server.
- Press “Begin Modem Process” to start the transfer.
- Once results have successfully transferred, you’ll be prompted to press “OK.”
- Press “Finished – Turn off.”



If you do not have a modem signal in your polling location, you may modem the results from a nearby polling location.

At your own polling location:

- Press Finished-Turn Off on your tabulator touch screen.
- Wait for the power button to no longer be illuminated.
- Grab the memory stick and pull it out of the tabulator.
- Assign two election officials to bring the memory stick to a nearby polling location.

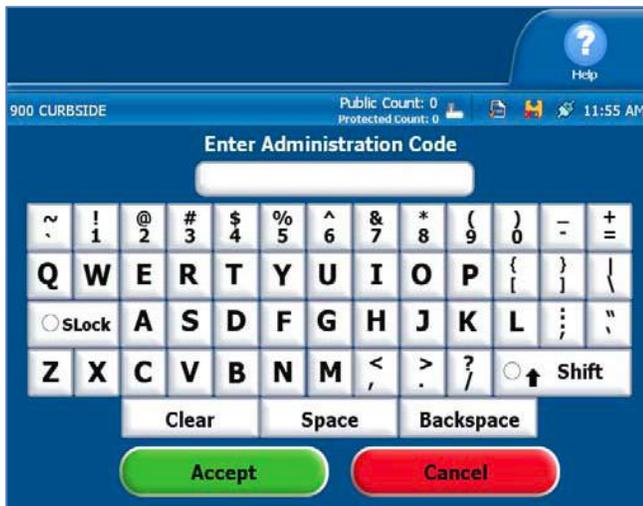
At the nearby polling location:

- Wait for the election officials at this polling location to finish transmitting their results via modem, shut down the tabulator, and remove their Election Day memory stick from the tabulator.
- Insert your Election Day memory stick in the USB port labeled B.
- Press and hold the Power button for 5 seconds to turn on the DS200.
- Open the screen.
- No, you do not want to open the polls.** That would cause problems.

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Modem Troubleshooting (continued)

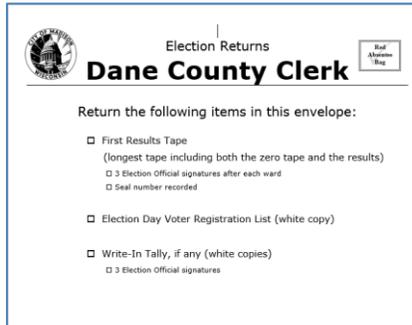
- f. Press the Admin button on the upper right corner of the screen
- g. Press “Log In” and enter the Administration Code: ■. Please note that you will need to press the shift key on the touch screen before typing ■. After entering this code, press Accept.
- h. From the Admin menu press “Transmit Results.” The modem will connect to the server.
- i. Press “Begin Modem Process” to start the transfer.
- j. Once results have been successfully transferred, you will be prompted to press “OK.”
- k. Press “Finished – Turn off.”
- l. Once the power button is no longer illuminated, remove the Election Data memory stick by grabbing it and pulling it up.
- m. Bring the Election Day memory stick back to your own polling location, and place it in your Dane County elections security bag.



Where does it go?



- Place tabulator memory stick in the Dane County Elections security bag. Once sealed, place the Dane County Elections security bag in the absentee delivery bag.



- Place blue sticker seal from the tabulator on the front of the Dane County Clerk envelope.



- Place extension cord, if you used one, in the hardware box. Place the hardware box in the tabulator cart.

Assigned to: _____

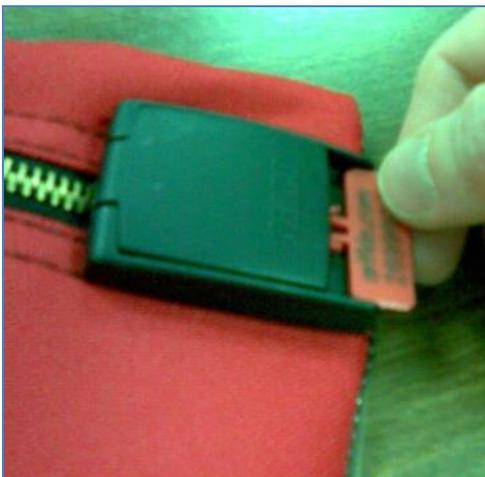
Election Official Closing Task F

Secure Election Memory Sticks



- Assemble the following items that you will need:
 - Small red canvass Dane County Elections security bag from City Clerk tote
 - Small plastic two-pronged security seal from inside the security bag itself
 - Place election data memory stick from the DS200 tabulator in the red Dane County Elections security bag found in the City Clerk tote. **Don't seal the bag yet!**
- 
- Obtain memory stick from the election official disassembling the ExpressVote and place it in the security bag with the election data memory stick.
 - Document the security seal number on the chain-of-custody card in the front window of the red security bag.
 - Zip the red bag closed. Snap black plastic zipper handle in place, so it lies flat.
 - Slide the two-pronged security seal into the black plastic zipper handle. If the seal breaks, there is a spare seal in the Dane County Elections security bag. Be sure to record this on the Incident Log, and update the chain-of-custody card in the front window of the security bag.
 - Document the security seal number and the chain-of-custody of this delivery on the third page of the Inspectors' Statement.
 - Place this security bag in the absentee ballot delivery bag for your Chief Inspector to hand-deliver to the City Clerks' Office.

Security bag zipper and seal



Where does it go?



- Place tabulator memory stick and ExpressVote memory stick in the Dane County Elections security bag. Once sealed, place the Dane County Elections security bag in the absentee delivery bag.

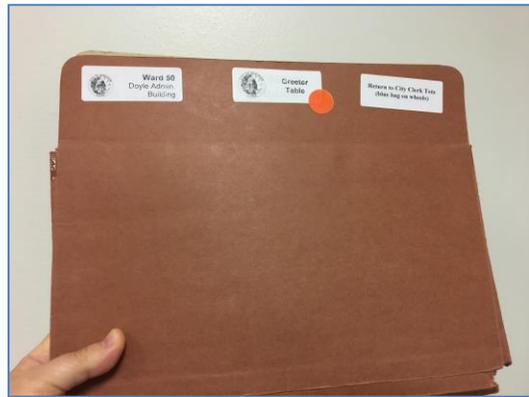
Assigned to: _____

Election Official Closing Task G

Pack Up Greeter Table



- Pack greeter table documents (orange dot on back) in greeter table accordion folder.
 - Acceptable Photo ID Infographic
 - Ward-Specific Street Directory
 - Citywide Street Directory
 - Determining Where a Person Votes
 - Start Here Sign (bright blue)
 - City of Madison Polling Place list
- Return greeter table accordion folder to City Clerk tote.
- Place I Voted Stickers in City Clerk tote.



Where does it go?



- Place accordion folder of greeter table materials in the blue Clerk tote.



- Place I Voted stickers and Future Voter stickers in the blue Clerk tote.



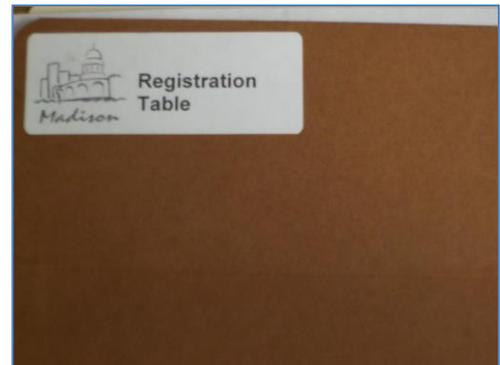
Assigned to: _____

Election Official Closing Task H

Pack Up Voter Registration Table



- Determine how many Election Day registrations you had at your polling place, and document on appropriate blue line of the second page of the Inspectors' Statement.
- Paperclip voter registration forms to corresponding yellow copy of new registration poll list.
 - Place packets of completed registrations in yellow accordion folder.
 - Place yellow accordion folder in absentee delivery bag for transport to Clerk's Office.
- Place white copy of completed new registration poll lists in Dane County Clerk envelope (in City Clerk tote). This envelope will also be needed at the tabulator.
- Return blank, English registration forms to the registration box. The box of blank registration forms will be packed in the tabulator cart.
- Return the following items back to the registration table folder (most of these items will have a black dot that matches the black dot on the registration table folder).
 - Quick Guide for Registration (yellow)
 - Acceptable Photo ID infographic
 - Proof of Residence Cards
 - Driver License/State ID Lookup (green)
 - What – Who – Four – Two reminder (pink)
 - Electronic Proof of Residence Examples
 - Examples of Proof of Residency (golden)
 - WI Proof of Residence (yellow)
 - Determining Where a Person Votes
 - Guide to Student Residency for Voting



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Voter Registration Table (continued)

- My UW example
 - Registration Transparency Sheets
 - Ward – Specific Street Directories
 - Carbonless New Registration Poll Lists (blank)
 - Ineligible Voter List & handouts
 - Handout for voters unable to register today
 - Spanish & Hmong Registration Forms
- Pack pens in supply kit.

Where does it go?



- Place accordion folder of registration table materials in the blue Clerk tote.

Election Returns
Dane County Clerk

Return the following items in this envelope:

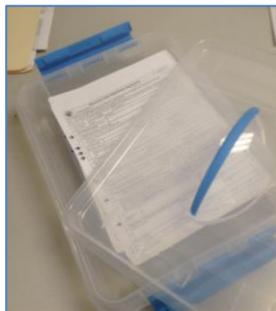
- First Results Tape (longest tape including both the zero tape and the results)
 3 Election Official signatures after each ward
 total number received
- Election Day Voter Registration List (white copy)
- Write-In Tally, if any (white copies)
 3 Election Official signatures

- Place white copy of Election Day Voter Registration poll list in County Clerk envelope.



- Paperclip yellow copy of Election Day Voter Registration poll list to the corresponding registration forms, and place in yellow accordion folder. Place yellow accordion folder in absentee delivery bag.

- Place box of unused registration forms in the tabulator cart.



- Place Spanish & Hmong forms back in registration table accordion folder.

Assigned to: _____

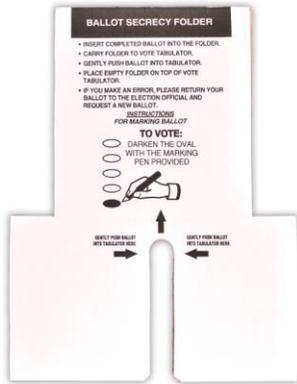
Election Official Closing Task I

Pack Up Ballot Table



- Do not seal any ballot bags yet!** The ballot bags are part of Closing Task K, to be completed later.
- If any unissued ballots are pre-initialed, partially tear in half and place in discarded ballot envelope.
- Place the discarded ballot envelope and used voter slips in a pile. These will be dealt with in Closing Task K, to be completed later.
- Pack blank, unissued ExpressVote ballots in the **emergency bin** of the tabulator cart after all ballots have been processed and the election results tapes have been printed.
- Place blank, unissued official ballots together in a pile. These will be dealt with in Closing Task K, to be completed later. Make sure the unissued ballots are not accessible to observers.
- Pack secrecy sleeves in the tabulator cart.
- Pack voter slip container and pen containers in large, clear plastic hardware bin. The hardware bin will end up in the tabulator cart.
- Pack pens in supply kit.

Where does it go?



- Place ballot secrecy sleeves in the tabulator cart.



- Place voter slip and pen plastic bins in the hardware box. Place the hardware box in the tabulator cart.



- Place issued voter slips in the ballot bag.



- Place unissued ExpressVote ballot cards in the tabulator emergency bin.

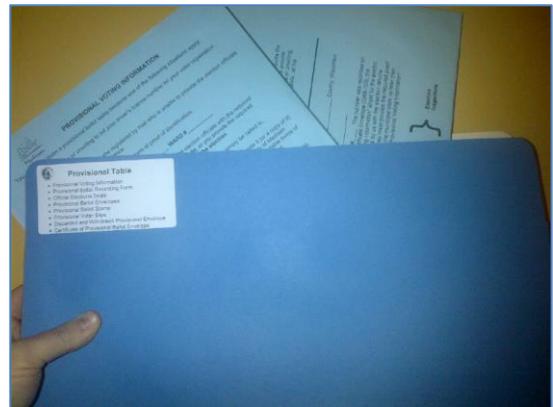
Assigned to: _____

Election Official Closing Task J

Pack Up Provisional Ballot Station



- If any provisional ballots were issued today, make sure they are in the large blue provisional ballot carrier envelope.
- Use a paperclip to attach the lilac provisional reporting log to the outside of the provisional carrier envelope.
- The provisional carrier envelope asks for a seal number. There is no seal number to record.
- Place the provisional ballot carrier envelope and corresponding lilac provisional reporting form in the absentee delivery bag that the Chief Inspector will hand-deliver to the City Clerk's Office.
- Return provisional materials to the blue provisional station accordion folder.
 - Provisional Quick Guide
 - Quick Guide for Returning Provisional Voter
 - Provisional Handouts
 - Blank Provisional Reporting Logs
 - Unused Provisional Envelopes
 - Provisional Stamp
 - IDPP hand-outs



Election Official Closing Task K

Seal Ballot Bag



Make this task one of the last things you do on election night.

Sign the Ballot Bags (This is easiest when bag is flat, before it is filled)

- Determine how many ballot bags you will need. You should use at least two ballot bags, one for voted ballots and one for blank, unissued ballots.
- The ballot bags need to be signed by the Chief Inspector and the other official who helps seal the ballot bag. If one of the officials at your polling place was appointed by the Republican Party, they need to help seal the ballot bag closed. After signing, indicate whether you are appointed by a political party to work at the polls:
 - If you were not appointed by a political party, sign your name and mark the box “unaffiliated.” The majority of election officials were appointed by the Mayor and are considered unaffiliated.
 - If you were appointed by a political party, sign your name, check the affiliated box, and indicate the name of that political party.



Fill the Ballot Bags

- Place blank, unissued official ballots in their own ballot bag. **Do not seal the bag yet.** Do not include ExpressVote ballot cards; unissued ExpressVote ballot cards should be packed in the emergency bin of the tabulator cart.
- Remove voted ballots from the tabulator and place them in the voted ballot bag. *Voted ballots and unissued ballots should never be placed in the same bag.* **Do not seal the bag yet.**
- Place Discarded Ballot envelope in the voted ballot bag.
- Place Bad Ballot envelope in the voted ballot bag.
- Place issued voter slips in the voted ballot bag.

Document Serial Number

- Document barcode numbers from ballot bags on page three of the Inspectors' Statement.
- Consecutively number each bag X of N, indicating how many bags of voted ballots you are sealing, e.g., Bag 1 of 1 or Bag 1 of 2 and Bag 2 of 2. **The unissued (blank) ballots are not included in this numbering series.**

Sealing the Ballot Bag (continued)

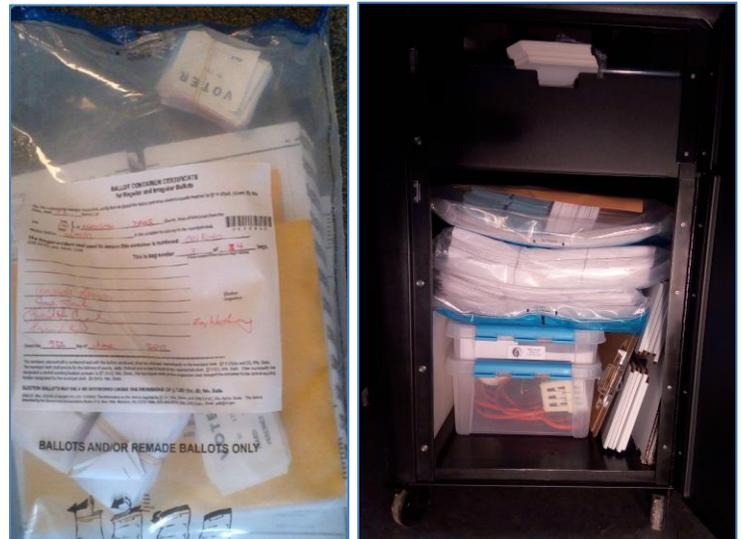
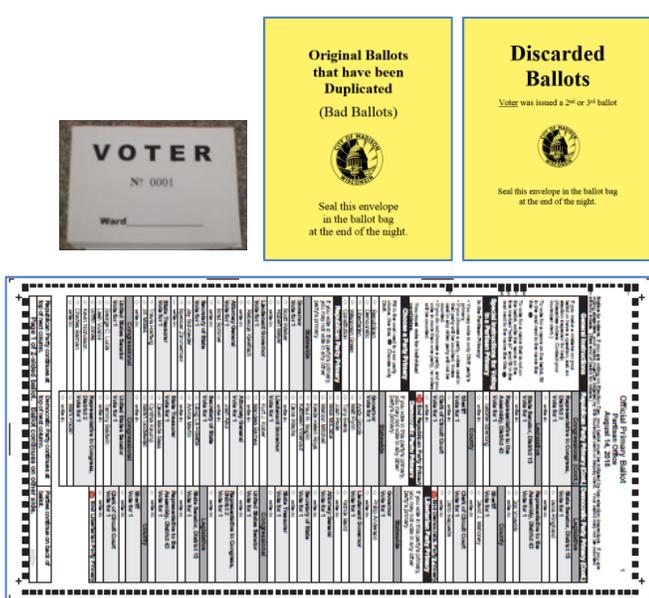
Seal the Ballot Bag

- The ballot bag must be sealed by both the Chief Inspector and at least one other election official. If one of the officials at your polling place was appointed by the Republican Party, that official needs to help seal the ballot bag.

Secure the Ballot Bag

- Place the sealed ballot bags inside the tabulator cart. **Do not** haul the ballot bags down to the Clerk's Office.

Where does it go?



- Place issued voter slips, ballots, envelope of discarded ballots, and envelope of ballots that have been duplicated in ballot bags.

- Place sealed ballot bags in the tabulator cart.

Assigned to: _____

Election Official Closing Task L Pack and Seal Tabulator Cart



- Make sure **secrecy sleeves** are in tabulator cart.
- Make sure unissued **ExpressVote ballot cards** are placed in the emergency bin.
- Return extension cord, voter slip holder, and ballot marking pen holders to the hardware box. Place **hardware box** in tabulator cart.
- Place **box of blank registration forms** in the tabulator cart.
- Return **clipboards** to tabulator cart.
- Return **A-L/M-Z tabletop sign** packed in its box to tabulator cart.
- Make sure Task I and Task K are complete (ballot bag serial numbers have been documented on Inspectors' Statement, and **ballot bags** are in tabulator cart).
- Close and lock tabulator cart doors. Seal with zip tie seals (get zip tie seals from the official who completed Print Tabulator Results – Task E). Insert the tail of the seal into the small hole in the star, on the side of the handle that says, "Enter." Tighten zip tie.
- Document tabulator door seal numbers on page 3 of the Inspectors' Statement, right above the election official signatures.



What goes in the tabulator cart?

- Ballot bags
- Unissued ExpressVote ballot cards
- Secrecy sleeves
- Clipboards
- ExpressVote privacy screen
- Hardware box
 - Extension cords
 - Plastic bin for voter slips
 - Plastic bin for pens
 - Screen wipes
 - Caution tape (if any)
- Box of unused voter registration forms
- A-L, M-Z tabletop sign



Assigned to: _____

Election Official Closing Task M

Pack Personal Protective Equipment



- Remove nametags from safety vests and empty all pockets. Pack all safety vests in the clear plastic PPE bag.
- Make sure all bottles of hand sanitizer are closed. Pack them in the clear plastic PPE bag.
- Make sure disinfectant spray bottles are closed. Pack them in the clear plastic PPE bag.
- Pack unused facemasks in the clear plastic PPE bag. Masks that were worn should not be returned to the Clerk's Office.
- Pack unused gloves in the clear plastic PPE bag. Gloves that were worn should be disposed of on site.
- Pack unused multi-purpose wipes in the clear plastic PPE bag. Wipes that were used should be disposed of on site.

Place the plastic PPE bag on top of the tabulator cart. The Clerk's Office will collect it when it picks up the other election equipment.

What Goes Where as the Polls Close

Hardware Box

Place in tabulator cart

- Extension cords
- Pen containers
- Plastic containers for voter slips
- Screen wipes
- Caution Tape (if any)



Note: These items are stored in our election equipment storage space, not in the City Clerk's Office. Please do not pack the hardware box or its contents in the City Clerk tote.



What Goes Where as the Polls Close

Registration Box

Place in tabulator cart

- Registration forms—English language, blank



Note: Registration boxes are stored in our election equipment storage space, not in the City Clerk's Office. Please do not pack the registration box in the City Clerk tote.



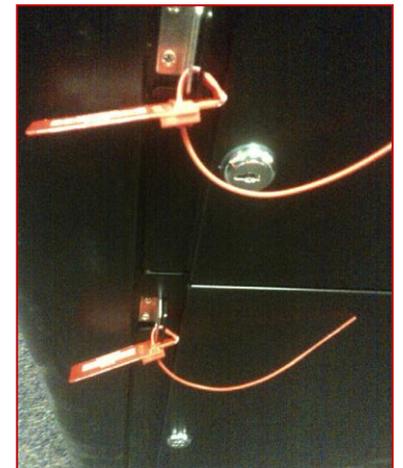
What Goes Where as the Polls Close

Tabulator Cart

- Ballot bags, signed and sealed
 - Ballots, voted
 - From back of tabulator and including all voted absentee ballots.*
 - Ballots, unvoted, single-initialed from the ballot table
 - Fold and partially tear and place in Discarded Ballots Envelope.*
 - Discarded Ballots envelope
 - Original Ballots That Have Been Duplicated envelope
 - Voter slips, used
 - In a separate ballot bag: unvoted (blank) ballots
- Secrecy sleeves
- A-L/M-Z tabletop sign, in its box
- Clipboards
- Bell call receiver (if polling place has a bell call)
- Unissued ExpressVote ballot cards, secured in the tabulator cart emergency bin
- ExpressVote privacy screen

Place on top of tabulator cart:

- Feather flag in its case (black)
- Signage kiosk in its case (blue)
- Plastic tote of PPE supplies



Note: Secrecy sleeves, clipboards, extension cords, plastic boxes of registration forms, and the A-L/M-Z tabletop signs are stored in our election equipment storage space, not in the City Clerk's Office. Please do not pack these items in the City Clerk tote.

Red Absentee Delivery Bag (continued)

Dane County envelope

- Zero tape and First results tape (connected)
 - ▶ *Signed by 3 officials after each ward*
- Poll List for New Registrations – white copy

City of Madison envelope

- Election Observer Log (if used)
- Absentee Inspectors' Statement
- Inspectors' Statement

▶ *Incident log proofread by one or more election officials, all items are completed*

▶ *Signed by Chief and the officials (at least 3) who proofread the Inspectors' Statement*

Payroll Sheet

▶ *Election officials enter starting and ending times, indicating a.m. and p.m.*

▶ *Signed by chief*

Poll List Correction sheet (yellow)

Second Results Tape (and third tape for school district elections)

▶ *Signed by 3 officials after each ward*

Chain of Custody Certificate for Absentee Ballots (delivered with absentees)

▶ *Signed by Chief Inspector*

Comment Sheet

Election Official Statistics (pink)

Data sheets



Election Returns
Dane County Clerk Red Absentee Bag

Return the following items in this envelope:

- First Results Tape
(longest tape including both the zero tape and the results)
 - 3 Election Official signatures after each ward
 - Seal number recorded
- Election Day Voter Registration List (white copy)
- Write-In Tally, if any (white copies)
 - 3 Election Official signatures

Election Returns
Madison City Clerk Red Absentee Bag

<input type="checkbox"/> Inspectors' Statement <ul style="list-style-type: none"><input type="checkbox"/> Proofread by at least 3 officials<input type="checkbox"/> Ballot bag serial numbers recorded<input type="checkbox"/> Signed by Chief Inspector<input type="checkbox"/> Signed by at least 3 other officials	<input type="checkbox"/> Payroll <ul style="list-style-type: none"><input type="checkbox"/> W-4 forms, if any<input type="checkbox"/> Election Official Statistics (pink)<input type="checkbox"/> Poll List Corrections (yellow)<input type="checkbox"/> Write-In Tally, if any (yellow)<input type="checkbox"/> Comments & Feedback<input type="checkbox"/> Oath for those who missed training<input type="checkbox"/> Voters Without ID (blue)
<input type="checkbox"/> Absentee Inspectors' Statement <ul style="list-style-type: none"><input type="checkbox"/> Signed by all who processed absentees	
<input type="checkbox"/> Second Results Tape <ul style="list-style-type: none"><input type="checkbox"/> 3 signatures after each ward<input type="checkbox"/> Seal number recorded	
<input type="checkbox"/> Third Results Tape <ul style="list-style-type: none"><input type="checkbox"/> 3 signatures after each ward<input type="checkbox"/> Seal number recorded	

What Goes Where as Polls Close

Supply Kit

Place in City Clerk Tote

- Cell phone (turned off) and charger
- Chief Inspector pin
- Tabulator and ExpressVote keys
- Pens
- Highlighters
- Magnifying Sheet
- Signature Guides
- Rubber Fingertips
- Fingertip Moistener
- Scotch Tape
- Painters Tape
- Letter Openers
- Calculator
- Stapler
- Tape Measure
- Scissors
- Staple Remover



- Flashlight
- Post-It notes
- Bandages, unused
- Paperclips
- Rubber bands
- Staples
- Padlock
- Stop Watch



What Goes Where as the Polls Close

City Clerk Tote

For Chief Inspector to deliver to City Clerk

- Supply kit
- Unissued Election Official name badges
- Registration table folder
 - Spanish, Hmong blank registration forms
- Absentee Ballot Certificate envelopes
in large white envelope, signed by 3 officials
- Ballot bag(s), unused
- Election Day binders (3)
yellow, white, red
- Greeter table accordion folder and its contents
Look for color-coded stickers to match each folder with its contents.
- Poll list table accordion folder and its contents
Look for color-coded stickers to match each folder with its contents.
- Provisional Ballot station accordion folder and its contents
Look for color-coded stickers...
- Registration Table accordion folder and its contents
Look for color-coded stickers...
- Signage accordion folder and its contents
Look for color-coded stickers...
- Voter slips, unused



What Goes Where - Reference List

Use this alphabetized cross-reference along with the "What Goes Where as the Polls Close Checklist" to help put things where they belong at end of the night. The "put it here" for some items on this list is not necessarily the item's final destination. Suggestions from election officials for items to add, update clarify are welcome and may be added to the comments sheet in the yellow Election Day binder. Thank you.

<i>Item</i>	<i>Comments</i>	<i>Put It Here</i>
-A-		
Absentee Ballot carrier envelopes		City Clerk tote
Absentee Ballot Certificate envelopes	Placed in large white envelope, signed by 3 officials.	City Clerk tote
Absentee Inspectors' Statement	Signed and attached to Inspectors' Statement.	Red absentee delivery bag
A-L/M-Z tabletop sign	---	Tabulator cart
-B-		
Ballot bag(s)	The What Goes Where Checklist list includes contents list and special instructions.	Tabulator cart
Ballot bag(s), Unused	---	City Clerk tote
Ballots, unissued (blank) ExpressVote ballot cards		Emergency bin of tabulator cart
Ballots, unissued (blank) official ballots	---	Separate ballot bag from voted ballots
Ballots, unissued, single-initialed from the ballot table	Fold and partially tear and place in Discarded Ballots Envelope.	Ballot bag(s)
Ballots, voted	From back of tabulator and including all voted absentee ballots.	Ballot bag(s)
-C-		
Carrier envelopes for absentee ballots		City Clerk tote
Cell phone and charger	Turn off cell phone by pressing and holding red key.	Supply kit
Chain of Custody Certificate for Absentee Ballots	Signed by Chief Inspector	City of Madison envelope
Chief Inspector pin	---	Supply kit
City of Madison envelope	---	Red absentee delivery bag
Clipboards	---	Tabulator cart

<i>Item</i>	<i>Comments</i>	<i>Put It Here</i>
-D-		
Dane County envelope	---	Red absentee delivery bag
Demographic Information		City of Madison envelope
Discarded Ballots envelope	---	Ballot bag(s)
Disinfecting wipes and spray		PPE tote
-E-		
Election day binders (3)	One yellow, one red, one white	City Clerk tote
Election Data Memory Stick	From tabulator	Red security bag
Election Observer Log (if used)	Attach to Inspectors' Statement	City of Madison envelope
Election Official name badges	Unissued	City Clerk tote
ExpressVote Memory Stick	---	Red security bag
ExpressVote privacy screen		Tabulator cart
ExpressVote unissued ballot cards		Emergency bin of tabulator cart
Extension cords	---	Tabulator cart
-F-		
Feather flag	Pack in black canvas carrying case	Place on top of tabulator cart
First results tape	Signed by 3 officials after each ward	Dane County envelope
-G-		
Greeter table accordion folder and its contents	Look for color-coded stickers to match each folder with its contents.	City Clerk tote
-H-		
Hand sanitizer	Make sure nozzle is closed	PPE tote
-I-		
Inspectors' Statement	Incident log proofread by one or more election officials; All items are completed; Signed by 3 officials.	City of Madison envelope

<i>Item</i>	<i>Comments</i>	<i>Put It Here</i>
-M-		
Manilla envelopes from absentee ballot delivery		City Clerk tote
Memory Stick from tabulator	---	Red security bag
-O-		
Original Ballots That Have Been Duplicated envelope	---	Ballot bag(s)
-P-		
Payroll Sheet	Election officials enter starting and ending times, indicating a.m. and p.m.; Signed by chief inspector.	City of Madison envelope
Pen containers	---	Hardware box
Poll List Correction Sheet	---	City of Madison envelope
Poll List for New Registration/Change of Address – white copy	---	Dane County envelope
Poll list table accordion folder (green) and its contents	Look for color-coded stickers to match each folder with its contents.	City Clerk tote
Poll Lists (2 for each Ward)	Last voter slip number for ward recorded on certification page; Page number (or “new registration list” if applicable) of last voter listed. Number of absentees listed on certification page. Certification page signed by all officials who worked on poll book.	Red absentee delivery bag
PPE tote		On top of tabulator cart
Privacy screen for ExpressVote		Tabulator cart
Provisional ballot envelope (if used)	Signed by 3 election officials.	Red absentee delivery bag
Provisional Ballot Reporting Form (if used)	Use only if provisional ballots were actually cast. Paperclip to provisional ballot envelope.	Red absentee delivery bag
Provisional Ballot Table accordion folder (blue) and its contents	Look for color-coded stickers to match each folder with its contents.	City Clerk tote
Provisional ballots cast (if any)	Each sealed in provisional certificate envelope signed by voter and election official.	Provisional ballot envelope

<i>Item</i>	<i>Comments</i>	<i>Put It Here</i>
-R-		
Red security bag	See closing Task List F for additional information.	Results couriers
Registration forms, English language, blank	---	Registration box, returned to tabulator cart
Registration forms, Spanish and Hmong language, blank	---	Registration table folder
Registration Table accordion folder and its contents	Look for color-coded stickers to match each folder with its contents.	City Clerk tote
Registrations accordion folder	(yellow)	Red absentee delivery bag
Registrations, completed	Clip Poll List for New Registration/Change of Address (yellow copy) to the corresponding registration forms. Do not seal with ballots!	Completed Registrations accordion folder (yellow), which will go in red absentee delivery bag
Registrations, completed for electors who registered but did not vote today (if any)	Clip to the outside of the folder with a note, "registered but did not vote."	Completed Registrations accordion folder (yellow)
Rejected Absentee Ballots envelope	Signed by 3 officials.	Red absentee delivery bag
-S-		
Screen cleaning wipes		Tabulator cart
Seals from tabulator cart doors		Red security bag
Second and third ballot issued form (if used)	Transfer information to poll book	Tuck in back of poll book
Second Results Tape	Signed by 3 officials after each ward.	City of Madison envelope
Secrecy sleeves	---	Tabulator cart
Signage accordion folder and its contents	Look for color-coded stickers to match each folder with its contents.	City Clerk tote
Signage kiosk	Fold and zip in blue carrying case	Place on top of tabulator cart
Sticker seal (now void) from top of tabulator		Front of Dane County envelope
Supply kit	---	City Clerk tote

<i>Item</i>	<i>Comments</i>	<i>Put It Here</i>
-T-		
Tab from absentee delivery bag		Red security bag
Tabulator and ExpressVote keys	---	Supply kit
Thumb drives from tabulator and ExpressVote	---	Red security bag
-U-		
USB Sticks from tabulator and ExpressVote	---	Red security bag
-V-		
Voter slip containers	---	Hardware box
Voter slip numbers, unused	---	City Clerk tote
Voter slip numbers, used	---	Ballot bag(s)