



Poll Workers

We exist to assist.

Our goal is that each eligible voter will be able to cast a ballot and have that ballot counted.

Updated 3/2024

Contents

Poll Workers	3
Qualifications	4
Chief Inspectors	5
Certification	5
High School Student Poll Workers	6
Rapid Response Team.....	6
Polling Place Assignments.....	7
Shifts	8
Breaks	8
No Shows	8
Training.....	9
Accepting Assignment	15
Recording Training	17
Pay.....	22
Sample Time Sheet	23
Equity and Engagement at the Polls.....	24
How We Think.....	25
Bias	25
Racism.....	26
Subtle Acts of Exclusion.....	34
Names and Pronouns.....	35
Neopronouns	36
Multiple Pronouns.....	36
Supporting Transgender Poll Workers.....	36
Additional Resources	39
Training Videos	39
Social Media	39
City of Madison Mission & Values	40
Regularly Scheduled Elections	41

Poll Workers

Poll workers, also known as election officials or election inspectors, maintain order at the polls on Election Day. You will rotate duties during the day.

Poll workers:

- Set up the polls.
- Verify tamper-evident seal serial numbers.
- Greet voters.
- Welcome observers.
- Make sure voters are at the correct polling place.
- Answer voter questions.
- Register voters.
- Find voters on the pollbook.
- Check voter ID.
- Record who has voted.
- issue ballots.
- Monitor election equipment.
- Process absentee ballots.
- Complete Election Day forms.
- Reconcile the number of voters with the number of ballots counted.
- Tally votes for registered write-in candidates.
- Close the polls.



Depending on anticipated turnout, there will be 9 to 25 officials at your polling place.

Qualifications

To be a Madison poll worker, you must:

- Be eligible to vote in Dane County.
 - Adult U.S. citizen
 - Reside here for at least 28 days
 - Not disqualified from voting
- Have never been convicted of a felony.
- 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.
- Abide by state and federal election laws.
- Never engage in electioneering at the polling place.
- Treat voters, poll workers, and Clerk's Office employees with respect.
- Avoid performing subtle acts of exclusion.
- Not make comments about voters.
- Not discuss anything political at the polls.
- Not spread misinformation or disinformation about election processes.
- Be free from the influence of alcohol and/or drugs while at the polls.
- Not be a candidate on the ballot for that polling location.



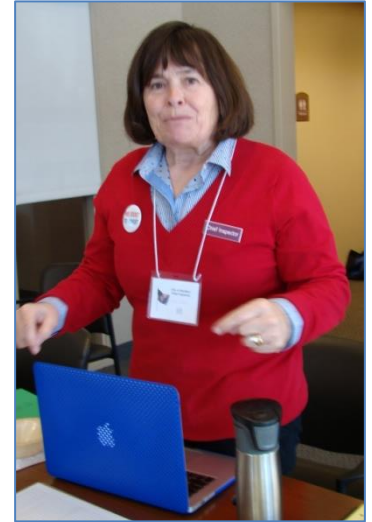
Chief Inspectors

The chief inspector oversees the polling place on Election Day. The chief reports to the City Clerk.

The chief picks up the election supply tote from the Clerk's Office before Election Day. After the polls close, the chief returns the supply tote and election results to the Clerk's Office.

The chief has the authority to dismiss any poll worker or observer who is disrupting the election process, acting belligerent, or refusing to follow the law.

The chief should not send poll workers away from the polls simply because of low turnout. When turnout is low, use the downtime to review election and emergency procedures. The chief can also call the Clerk's Office to find out if another polling place is short staffed.



Certification

To become certified, the chief attends a three-hour "baseline" training. Chief inspectors must attend six hours of state-approved training every two years. The Clerk's Office gets each of its chief training sessions approved by the state.



High School Student Poll Workers

High school students may work at the polls as long as they meet these requirements:

- City of Madison resident
- At least 16 years old
- Approval of parent or guardian
- Approval of principal

High school poll workers are able to perform any Election Day task. They just cannot challenge an elector.

Rapid Response Team

The Rapid Response Team is willing to work at any polling place. They agree to fill last-minute vacancies at the polls.



Polling Place Assignments

The City Clerk's Office schedules at least 1,500 poll workers for a small election. It schedules up to 5,000 poll workers for a high turnout election.

At the end of odd-numbered years, the City Clerk's Office asks poll workers about their availability to work upcoming elections.

About one month before an election, the City Clerk's Office sends polling place assignments via e-mail. We will try our best to accommodate your preferences.

When you receive your assignment e-mail message, follow the directions to accept or decline the assignment. If you do not respond, your name will not be on the Election Day roster, and you will not be able to work at the polls.



The Clerk's Office determines the number of poll workers needed based on the type of election, voter turnout, input from the chief, and the number of wards served by that polling place.

Frequently Asked Questions

"What if I want to work but haven't heard from the Clerk's Office?"

Make sure our e-mail messages are not caught in your spam folder. We may be waiting for you to let us know your availability or to accept your assignment. You can always reach us at MadisonVotes@cityofmadison.com, too.

"Is anyone ever removed as a poll worker?"

Yes. If you do not abide by election law or are electioneering at the polls, you will be let go.

If you yell, swear, or are belligerent toward Clerk's Office personnel, we cannot be certain that you will not treat voters the same way.

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 our list.

Absentee Voting

“I will not be working at my own polling place. How do I vote?”

You may vote absentee in-person. Absentee voting hours and locations are listed on our website at www.cityofmadison.com/election.

You can send the Clerk’s Office an absentee request from <https://MyVote.wi.gov>. Or you can send a written request to:

City Clerk
City-County Building Room 105
210 Martin Luther King Jr Blvd
Madison, WI 53703

Include your name, address where you are registered to vote, and address to which the ballot should be mailed. Include a copy of your voter ID.

Or request an absentee ballot by sending an e-mail message to voting@cityofmadison.com. Attach a copy or picture of your photo ID to the e-mail message.

Requests for absentee ballots to be sent by mail must be received in the City Clerk’s Office by 5 p.m. the Thursday before Election Day. The Clerk’s Office needs to receive the ballot back by Election Day.



Shifts

The City of Madison offers four Election Day shifts:

- A.M. Shift (6 a.m. to 1:30 p.m.)
- P.M. Shift (1 p.m. to Close)
- Peak Hours (4 p.m. to Close)
- Double Shift (6 a.m. to Close)

The double shift is used sparingly. It is hard to maintain close attention to detail while working a 15-hour shift.

Breaks

The chief assigns breaks in a way that does not disrupt the election process.

When you agree to work a shift at the polls, we are counting on you to work that entire shift. Do not plan to leave before the end of your shift. Make plans for the care of your children, parents, or pets before Election Day.

No Shows

If you need to cancel your shift, send an e-mail to MadisonVotes@cityofmadison.com.

If you fail to show up without letting us know, we will not ask you to work again.

Training

Chapter 7 of the State Statutes requires all poll workers to attend training. The City Clerk requires everyone to attend training every time they work.

The Clerk's Office offers a webinar three weeks before Election Day. After the live webinar session is complete, you may watch it on demand.



Chief inspectors are encouraged to watch the regular poll worker webinar. They also attend chief inspector training the weekend before Election Day. Chief inspectors are paid for attending each of these training sessions. They are paid for an additional hour of training if they attend the Board of Canvassers meeting.

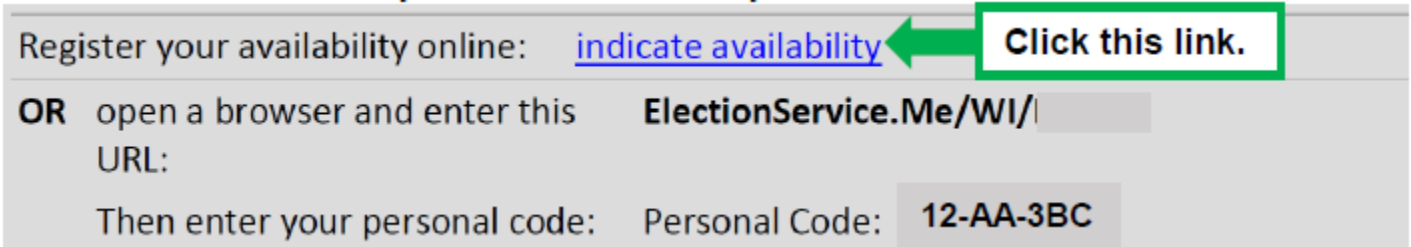
You may only work one election in a two-year period without attending training. Can't attend training before Election Day? Get your training at the Board of Canvassers meeting the Friday after Election Day.

Poll workers sign an oath of office on the payroll sheet.

“Absence from training is neglect of duty, one of the grounds for dismissal,” according to the Wisconsin Elections Commission.

Registering Availability

1. You will receive an e-mail from Madison.Votes@modus-elections.com.
2. Click on the blue link that says, "indicate availability."



Register your availability online: [indicate availability](#) **Click this link.**

OR open a browser and enter this URL: **ElectionService.Me/WI/**

Then enter your personal code: Personal Code: **12-AA-3BC**

3. The website will open to your employee portal. Confirm that you are filling out the availability for yourself. Click the box to confirm it is you. Then click the blue "I Agree" button.



Poll Worker Info Center
for Wisconsin
WELCOME: **Ima Voter** Logout

City of Madison
210 Martin Luther King Jr. Boulevard
Madison, WI 53703

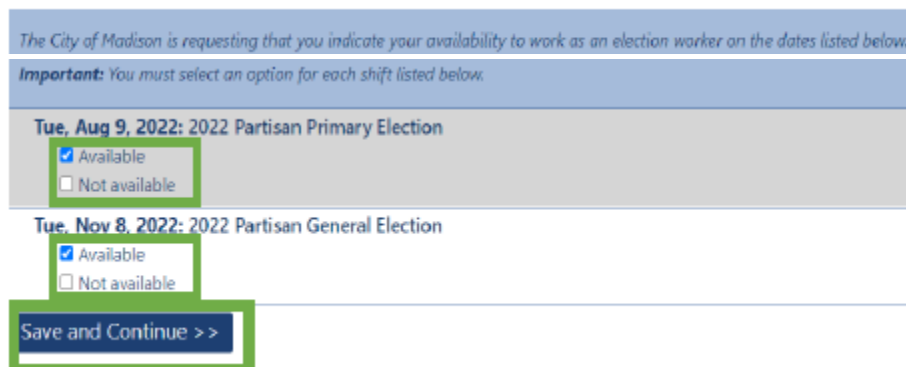
Please verify your identity before continuing.

Ima Voter
MADISON, WI

I confirm that I am the person named in the box above.

4. The next screen asks whether you are available to work specific elections.

Check the box next to "available" or "not available" for each election. Then click the blue "Save and Continue" button.



The City of Madison is requesting that you indicate your availability to work as an election worker on the dates listed below.

Important: You must select an option for each shift listed below.


Tue, Aug 9, 2022: 2022 Partisan Primary Election
 Available
 Not available

Tue, Nov 8, 2022: 2022 Partisan General Election
 Available
 Not available

5. The next page asks you to tell us your work preferences. We will do our best to accommodate requests. However, we cannot guarantee that we will be able to grant all requests.

- a. Preferred Work Location: Choose the polling place you would prefer. Click the down arrow to the right of “{make a selection}” and scroll to the location you prefer. *You must make a selection.* You can look up the polling location for your address at [MyVote.WI.gov](https://www.MyVote.WI.gov).

Preferred Work Location


Indicate your preferred work location: { make a selection } 

If you previously told us your preferred location, it will look like this:

Preferred Work Location

Do you prefer to work at **Alicia Ashman Library**?

Yes, this is my preferred location.

No, I want to select a different location: { make a selection } 

If the location listed is still your preference, mark “Yes, this is my preferred location.” If you’d prefer to work elsewhere, mark “No, I want to select a different location.” Make a selection in the drop-down menu.



b. Flexible Work Location: Tell us whether you are flexible with your assigned location. Choose the middle option if you prefer to work in a certain area of the city. Choose the third option if you will work at any location in the city.


Flexible Work Location

Are you able to be flexible with your assigned work location?

No, I prefer to only work at **my regular polling place**.

Yes, I am willing to work anywhere within the selected area:

Yes, I am willing to work at any location within the City of M



The dropdown menu is open, showing the following options: { make a selection }, Isthmus, Downtown/Campus, Near West, Northwest, West, and South.

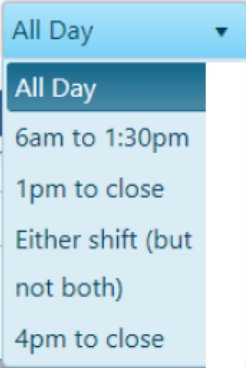
c. Preferred Timeframe: Confirm the shift you prefer to work.

Preferred Timeframe

Do you want to work **6am - Close**?

Yes, I want to work this timeframe.

No, I will select a different timeframe:



The dropdown menu is open, showing the following options: All Day, All Day, 6am to 1:30pm, 1pm to close, Either shift (but not both), and 4pm to close.

d. Other Preferences: Tell us if you are part of a community organization that is helping work the polls. Type the name of the organization in the box. This section is not required.

Other Preferences

If you are part of a community organization helping to staff the polls, please name it here so we can assign you as a group

(optional)

- e. Once you have entered all the information, click the blue “Save and Continue” button at the bottom.

Please review and update your work preferences below. Note that The City of Madison has many roles to fill in order to properly administer the City.

Preferred Work Location

Indicate your preferred work location: { make a selection }

Flexible Work Location

Are you able to be flexible with your assigned work location?

No, I prefer to only work at **my regular polling place**.

Yes, I am willing to work anywhere within the selected area: { make a selection }

Yes, I am willing to work at any location within the City of Madison.

Preferred Timeframe

Do you want to work **6am - Close**?

Yes, I want to work this timeframe.

No, I will select a different timeframe: All Day

Other Preferences

If you are part of a community organization helping to staff the polls, please name it here so we can assign you as a group

(optional)

Save and Continue >>

6. The next page allows you to update your home and/or mailing address. Choose “Yes” if changes are needed. Choose “No” if the information is up to date. Click the blue “Continue” button.

Your street number is hidden to protect your information. If the street name and municipality are correct, choose “No” to skip the update.

If your mailing address and/or home address has changed, please complete the form below.

Home Address *Registered as a voter at this address.*

Home address currently on record is on **W MAIN ST** in **MADISON**.

Update home address? Yes No

Mailing Address *Receive letters at this address.*

Mailing address currently on record is on **W MAIN ST** in **MADISON**.

Update mailing address? Yes No

Continue >>

7. The next two pages ask if you need to update your phone number(s) or email address. If the information you see is in the correct place, no update is needed. Click the blue "Continue" button.

If your phone number has changed, please enter your new phone in the form below.

Home phone ending with (xxx)xxx-x773 currently on record.

Update home phone? Yes No

Cell phone ending with (xxx)xxx-x773 currently on record.

Update cell phone? Yes No

Continue >>

8. The final page is the confirmation page. If you see this page, we have received your availability. Thank you! Close the browser window.

Thank you. Your availability has been registered with The City of Madison.

Poll worker needs have not yet been determined for upcoming elections. If you have indicated that you are available, you may be assigned as an election worker at a later time.



4. The next screen asks if you'd like to register to watch the live webinar. Choose to register or decline that option. Click the blue "Register and Continue" button.

Whether you watch the training live or on replay, you must report the training in your portal. See Recording Training instructions below.

The screenshot shows the 'Poll Worker Info Center' interface. At the top, there is a header with the title 'Poll Worker Info Center for Wisconsin', a 'Welcome!' message, a user name 'Ima Voter', and a 'Logout' button. To the right is the City of Madison logo and address: 'City of Madison, 210 Martin Luther King Jr. Boulevard, Madison, WI 53703'. Below the header, a blue box contains the text: 'The City Clerk's Office requires that each election worker participate in training for every election they work. Please carefully review the following training schedule. You may select a training session that best fits your schedule.' The main content area has a light gray background. A green box highlights a section titled 'Invite me to watch the webinar LIVE:' with two radio button options: 'Register me to attend following training:' (selected) and 'I do not want to take this optional training'. The selected option is linked to a dropdown menu showing 'Tue, Oct 18, 2022, 11:00 AM; City of Madison Mediasite'. Below this, another green box highlights a blue button labeled 'Register and Continue >>'.

5. You will be taken to the assignment response page. Click the blue "Proceed to home page" button to view your assignments and trainings.

The screenshot shows the 'Poll Worker Info Center' interface. At the top, there is a header with the title 'Poll Worker Info Center for Wisconsin', a 'Welcome!' message, a user name 'Ima Voter', and a 'Logout' button. To the right is the City of Madison logo and address: 'City of Madison, 210 Martin Luther King Jr. Boulevard, Madison, WI 53703'. Below the header, a blue box contains the text: 'Click "Proceed to Home Page" button below to view your work assignments, schedule training, get directions, and more... Your personal elections information page can be referenced at any time by clicking the link in your assignment letter or by providing your personal access code.' Below this, green text reads: 'Your assignment response and training registration are now registered with the City of Madison. Thank you!' and 'View your home page for a printable list of accepted work assignments and registered training classes:'. A green box highlights a blue button labeled 'Proceed to home page >>'.

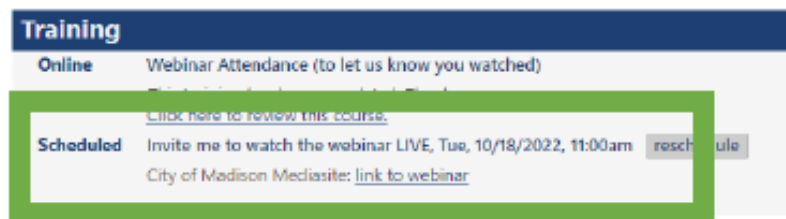
Recording Training

1. Your portal home page lists your assignments and trainings. Under Trainings, find Online: Webinar Attendance course. Click the “Click here to complete this course” link.



The screenshot shows the 'Poll Worker Info Center' portal. At the top, there is a navigation bar with 'Work History', 'User Profile', and 'Print Assignments and Training'. Below this, the 'Work Assignments' section is visible, listing a '2022 General Election' with a 'General' entry for 'Tue, 11/8/2022, 6am-6pm' and an 'update availability' button. The 'Training' section is also visible, listing an 'Online' entry for 'Webinar Attendance (to let us know you watched)' with a 'Click here to complete this course' link highlighted by a green box.

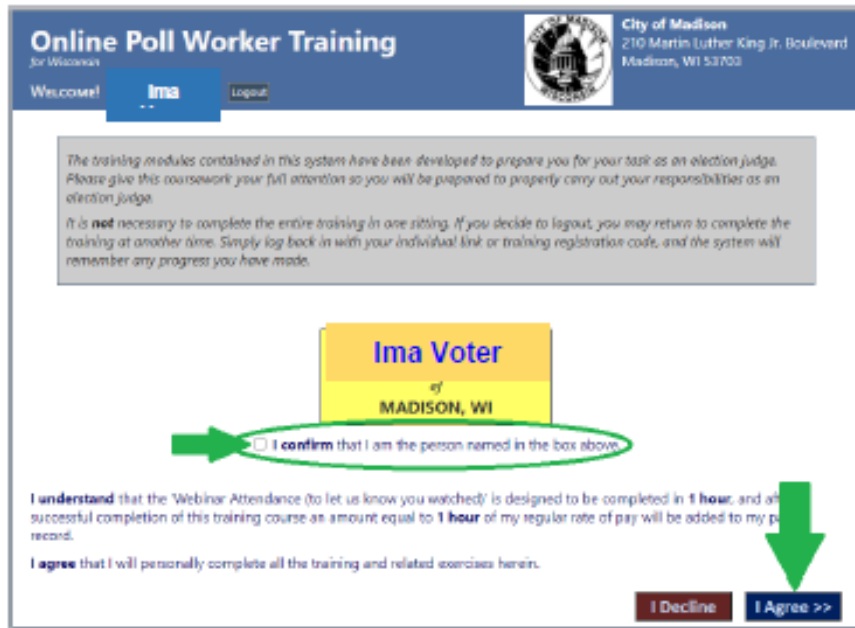
If you register to watch the live webinar, you will find the link in the Training section. Look under “Scheduled” trainings.



The screenshot shows the 'Training' section with two entries: 'Online' and 'Scheduled'. The 'Scheduled' entry is highlighted by a green box and includes the text 'Invite me to watch the webinar LIVE, Tue, 10/18/2022, 11:00am' and a 'reschedule' button. Below this, there is a link to 'City of Madison Mediasite: link to webinar'.

If you watch the live webinar, you still need to record that you completed training. Click the “Click here to complete this course” link in the Online training option.

The webinar recording will be available in your portal the afternoon of the live webinar. This is when you can record your training completion.



2. Check the box to confirm who you are. Click the "I Agree" button to go to the next page.
3. Click the red button in the middle of the video screen. Watch the full hour of the webinar recording. You may skip if you watched the live webinar.



4. Once you have finished watching the recording, click the blue "Take the Quiz" link.

The screenshot shows the 'Online Poll Worker Training' interface for the City of Madison. The course is 'Webinar Attendance (to let us know you watched)' and the user is 'Ima Voter'. A video player is embedded, showing a 'Thank you!' message and the URL 'MadisonVotes@CityofMadison.com'. To the right of the video player, a blue link labeled 'Take the Quiz' is circled in green, with a green arrow pointing to it.

5. Answer the quiz question. Click the "Done" button.

The screenshot shows the quiz question interface. The question is: '1) Did you watch the webinar? In order to receive credit for training (and to be paid), you will need to answer this question.' The 'Yes' option is selected with a checked checkbox, and the 'No' option is unselected. A green arrow points to the 'Yes' checkbox. Below the question, it says 'Select one (1) correct answer by checking an option box above.' To the right, a blue 'Done' button is circled in green, with a green arrow pointing to it.

6. On the next screen, click the "Back to Training Videos" button.

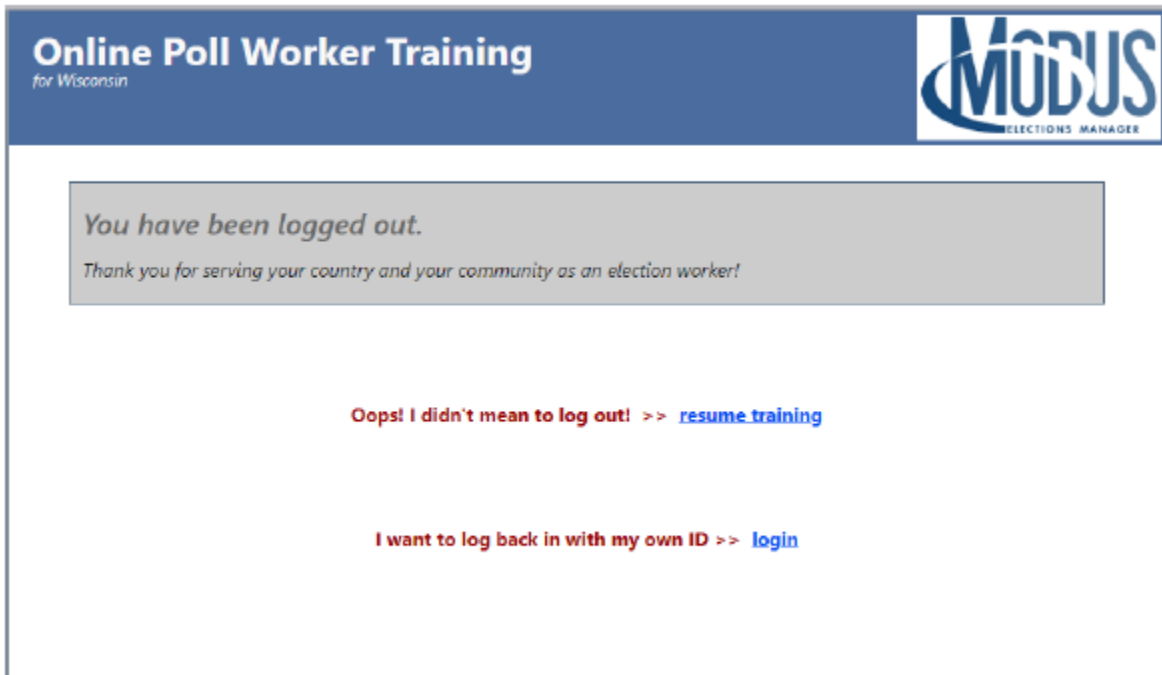
The screenshot shows the 'Online Poll Worker Training' interface for the City of Madison. At the top, it says 'WELCOME! Ima Voter Logout'. The course is 'Webinar Attendance (to let us know you watched)' and the unit quiz is 'April 2022 EO Webinar Recording'. A green message box says 'That's right! You have completed this quiz and correctly answered each question.' Below this, a green arrow points to a button labeled 'Back to Training Videos >>' which is circled in green. A quiz question follows: '1) Did you watch the webinar? In order to receive credit for training (and to be paid), you will need to answer this question.' with radio buttons for 'Yes' (checked) and 'No'. A footer note says 'Select one (1) correct answer by checking an option box above.'

7. The next screen congratulates you for completing the training. Congrats! You have now met your training requirement.

8. Click the "Logout" button next to your name in the top left corner of the screen.

The screenshot shows the 'Online Poll Worker Training' interface for the City of Madison. At the top, it says 'WELCOME! Ima Voter Logout'. The course is 'Webinar Attendance (to let us know you watched)' and the status is '1 of 1 Successfully Completed'. A green message box with three stars says 'Congratulations! You have successfully completed all the modules within this training. Our records have been updated to ensure that you receive credit for having completed this training. We encourage you to return to this training and watch these training videos or practice a quiz again at any time. If you decide to view any of these videos another time, you will not be required to complete the quiz again. If you decide to practice a quiz again, you will not be required to get 100% correct. You will still receive full credit for the course even if you select an incorrect answer. Thank you for serving your country and your community as an election worker!'. Below this, a table shows the course progress: '1. April 2022 EO Webinar Recording' with a video player and '100% Completed!'. A 'Logout' button is circled in green in the top navigation bar.

9. If you have logged out successfully, you will see the screen below. Close the browser window.



Frequently Asked Questions about Training

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

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

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

The chief has many other responsibilities on Election Day, and the City Clerk is required by law to train all poll workers.

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

Yes. You absolutely must complete training for each election.

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

Pay

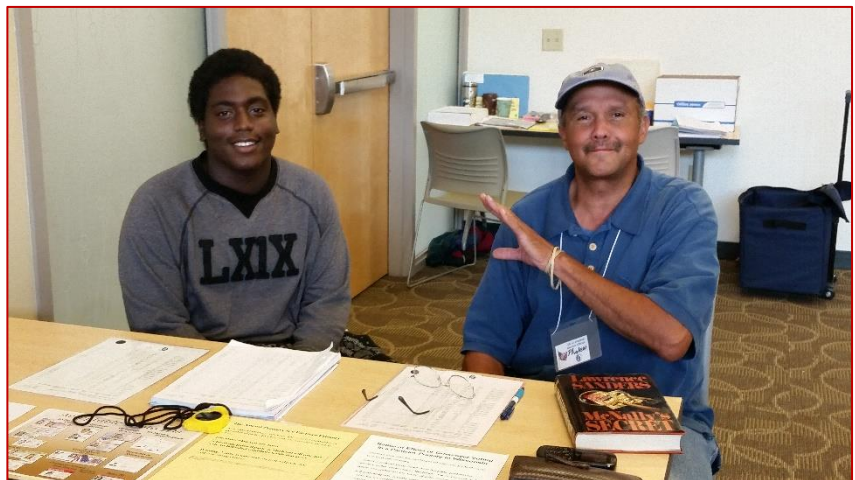
The City of Madison pays its poll workers an hourly living wage. Chief inspectors earn an additional 15 percent.

We pay poll workers their hourly rate for training. We generally can only pay each poll worker to attend one training session per election. Chief inspectors are paid to watch the webinar and attend chief training.

Paychecks are issued about three weeks after an election. Direct deposit is available.

If you move, contact the City Clerk’s Office to update your address. Your voter registration is not linked to our payroll system.

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



Sample Time Sheet

2300 General Election, November 9, 2300

Busy Polling Place

Ward 350

Time Sheet

SAMPLE

Oath of Office: *By signing, I solemnly affirm that I will fairly and impartially perform the duties of an Election Official for the City of Madison, in conformance with the election laws set forth in the Wisconsin Statutes, to the best of my ability. The undersigned understands that I would be subject to applicable civil or criminal penalties if I failed to comply with State Statute 12.13 (Prohibited Election Practices), and that my solemn obligation is to fully and fairly implement election laws and to seek to have the intent of the electors ascertained.*

Please sign & enter your hours worked today. Your training will be added automatically based on what you reported online. Be sure to circle "Yes" or "No" in the "Volunteer?" column.

If your Employee ID number appears next to your name, then you are eligible to be paid for this election. If it is blank or says "W4", then you need to turn in a W4 and WT4 in order to be paid. Visit www.cityofmadison.com/EO to download the forms.

If you are a public employee and are being paid for your time by your regular employer, enter your time as "volunteer" and create a separate line with any additional paid hours. For example:

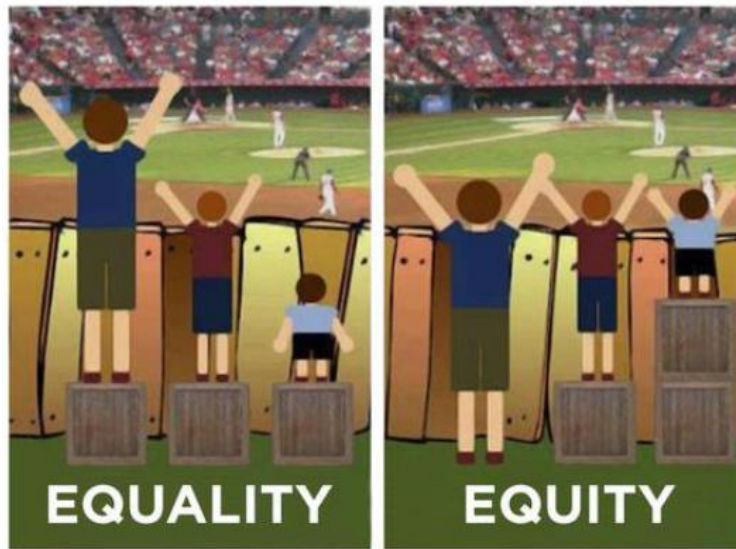
"John Sample, Start time: 6am, End Time: 2pm, Volunteer? Yes" and also (on the next blank line)

"John Sample, Start time: 2pm, End Time, 9pm, Volunteer? No"

Worker Name	Scheduled	Start Time	End Time	Volunteer?	Worker Signature
Maggie McClain Chief Inspector	6am-Close	6:00am	10:00pm	<input checked="" type="radio"/> YES Thank you!	X Maggie McClain
Bonnie Chang Chief in training	0000 4pm-Close	4:15pm	9:30pm	YES <input checked="" type="radio"/> NO	X B Chang
Bonnie Chang Chief in training	0000 6am-1:30pm	6:00am	1:30pm	YES <input checked="" type="radio"/> NO	X B Chana
Jim Verbick Absentee Leadworker	01234 6am-Close	6:00am	2:00pm	<input checked="" type="radio"/> YES <input type="radio"/> NO	X Jim Verbick
Shelby Deakin Election Official	6am-1:30pm	6:00am	1:30pm	YES <input type="radio"/> NO	X S Deakin
Jennifer Haar Election Official	1pm-Close	1:00pm	9:30pm	<input checked="" type="radio"/> YES Thank you!	X Write legibly. This is small and difficult to read.
Heather Harris Election Official	Blank or "W4" means a W4 needs to be submitted to get paid.	6:00am	1:30pm	YES <input checked="" type="radio"/> NO	X Heather Harris
Thomas Lund Election Official	BUS	1:20	9:30pm	YES <input checked="" type="radio"/> NO	X T Lund
Eric Christianson Student Election Official	1234 6am-Close	6:00am	9:30pm	YES <input checked="" type="radio"/> NO	X Eric Christianson
Michael Quieto Greeter	2345 W4 6am-Close	6:00am	9:30pm	YES <input checked="" type="radio"/> NO	X Mike Quieto
Jim Verbick	Jim is being paid by his regular employer for 8 hrs (pre-printed line), but he wants to be paid by the Clerk's Office for the remainder of his time on Election Day.	2:00pm	9:30pm	YES <input checked="" type="radio"/> NO	X Jim Verbick
				YES <input type="radio"/> NO	X
				YES <input type="radio"/> NO	X

Please sign here to certify this timesheet as complete and accurate. ---> Chief Inspector Signature X Maggie McClain

Other Notes Chief Inspector: Add the time you spent contacting workers before Election Day here.



Equity and Engagement at the Polls

Equity is the just and fair inclusion into a society in which all, including all racial and ethnic groups, can participate, prosper, and reach their full potential. Equity gives all people a just and fair shot in life despite historic patterns of racial and economic exclusion. See www.policylink.org.

Our goal is that each eligible voter will be able to cast a ballot and have that ballot counted. We need to ask ourselves if the system is working as it was designed to work, and what we have the power to influence. What would equity look like in elections administration?

The City of Madison adopted an Equity Impact Model in 2013. This was in response to the Race to Equity report on the state of racial disparities in Dane County. The City of Seattle Alliance on Race and Equity provided equity training to city staff. The City Clerk's Office was the first city agency to use an Equity Lens to develop its work plan. They received help from the Department of Civil Rights and Public Health of Madison and Dane County.

How We Think

We are only aware of two percent of what we're feeling at the moment. The human brain can take in 11 million pieces of information in any one moment. We are only consciously aware of maybe 40 bits of information, at best.

Our brains organize information into broader categories to make sense of things. These categories are called schemas. Social schemas include stereotypes that influence how we judge others. We might not be aware of these schemas. They are stored in our unconscious.

Bias

We all carry bias (prejudgment). When we consciously act on that bias, we are discriminating. When we unconsciously act on bias, we may unintentionally cause negative and inequitable outcomes.

Here are some examples.

- The number of female hires for an orchestra increased by 25 to 46 percent when conductors stayed behind a screen for auditions.
- The average height of U.S. males is 5'9." Only 15% of males in the U.S. are at least 6' tall, but 58% of CEOs are at least 6' tall.
- Job applicants with African American sounding names send 15 resumes to get a callback. Compare that to 10 resumes for applicants with European American sounding names.

The good news is that studies have shown that we can reduce our implicit bias by developing a mindfulness practice.

Racism

Individual racism is pre-judgment, bias, or discrimination by a person, based on race.

Institutional racism is policies, practices, and procedures that work to the benefit of white people and to the detriment of people of color. This is often unintentional or inadvertent.

Structural racism is a history and current reality of institutional racism across all institutions. This combines to create a system that negatively impacts communities of color.

An example of structural racism would be Jim Crow laws. Some of these laws required literacy tests for voter registration. There are voters in Madison who had to take literacy tests in the South in the 1950s or 1960s. Some Madison voters have family members who had to take literacy tests. Someone whose grandfather had been eligible to vote was “grandfathered in,” or exempted from these tests.

The literacy tests were deliberately confusing. Passage or failure was often at the whim of the registrar. We need to be sensitive to this when interacting with voters. Our goal is the opposite of these literacy tests. Our goal is that each eligible voter will be able to cast a ballot, and have that ballot counted. We need to be mindful that our interactions are welcoming and non-judgmental, unlike these literacy tests.

Put yourself in the voter’s shoes. See if you could pass the 1965 Alabama Voter Literacy Test that begins on the next page. You have ten minutes and cannot get any answers incorrect.

1965 Alabama Literacy Test

1. Which of the following is a right guaranteed by the Bill of Rights?
 Public Education
 Employment
 Trial by Jury
 Voting
2. The federal census of population is taken every five years.
 True False
3. If a person is indicted for a crime, name two rights which he has.

4. A U.S. senator elected at the general election in November takes office the following year on what date?

5. A President elected at the general election in November takes office the following year on what date?

6. Which definition applies to the word "amendment?"
 Proposed change, as in a Constitution
 Make of peace between nationals at war
 A part of the government
7. A person appointed to the U.S. Supreme Court is appointed for a term of _____
8. When the Constitution was approved by the original colonies, how many states had to ratify it in order for it to be in effect? _____
9. Does enumeration affect the income tax levied on citizens in various states? _____
10. Person opposed to swearing in an oath may say, instead:
(solemnly) _____
11. To serve as President of the United States, a person must have attained:
 25 years of age
 35 years of age
 40 years of age
 45 years of age
12. What words are required by law to be on all coins and paper currency of the U.S.?

13. The Supreme Court is the chief lawmaking body of the state.
 True False
14. If a law passed by a state is contrary to provisions of the U.S. Constitution, which law prevails?

15. If a vacancy occurs in the U.S. Senate, the state must hold an election, but meanwhile the place may be filled by a temporary appointment made by _____

16. A U.S. senator is elected for a term of _____ years.
17. Appropriation of money for the armed services can be only for a period limited to _____ years.
18. The chief executive and the administrative offices make up the _____ branch of government.
19. Who passes laws dealing with piracy? _____

20. The number of representatives which a state is entitled to have in the House of Representatives is based on _____
21. The Constitution protects an individual against punishments which are _____ and _____.
22. When a jury has heard and rendered a verdict in a case, and the judgment on the verdict has become final, the defendant cannot again be brought to trial for the same cause.
 True False
23. Name two levels of government which can levy taxes: _____

24. Communism was the type of government in:
 U.S.
 Russia
 England
25. Cases tried before a court of law are two types, civil and _____.
26. By a majority vote of the members of Congress, the Congress can change provisions of the Constitution of the U.S.
 True False

27. For security, each state has a right to form a _____.
28. The electoral vote for President is counted in the presence of two bodies. Name them:

29. If no candidate for President receives a majority of the electoral vote, who decides who will become President? _____
30. Of the original 13 states, the one with the largest representation in the first Congress was _____.
31. Of which branch of government is the Speaker of the House a part?
 Executive
 Legislative
 Judicial
32. Capital punishment is the giving of a death sentence.
 True False
33. In case the President is unable to perform the duties of his office, who assumes them?

34. "Involuntary servitude" is permitted in the U.S. upon conviction of a crime.
 True False
35. If a state is a party to a case, the Constitution provides that original jurisdiction shall be in _____.
36. Congress passes laws regulating cases which are included in those over which the U.S. Supreme Court has _____ jurisdiction.
37. Which of the following is a right guaranteed by the Bill of Rights of the U.S. Constitution.
 Public Housing
 Education
 Voting
 Trial by Jury
38. The Legislatures of the states decide how presidential electors may be chosen.
 True False
39. If it were proposed to join Alabama and Mississippi to form one state, what groups would have to vote approval in order for this to be done? _____

40. The Vice President presides over _____.
41. The Constitution limits the size of the District of Columbia to _____.
42. The only laws which can be passed to apply to an area in a federal arsenal are those passed by _____ provided consent for the purchase of the land is given by the _____.
43. In which document or writing is the "Bill of Rights" found? _____.
44. Of which branch of government is a Supreme Court justice a part?
 _____ Executive
 _____ Legislative
 _____ Judicial
45. If no person receives a majority of the electoral votes, the Vice President is chosen by the Senate.
 _____ True _____ False
46. Name two things which the states are forbidden to do by the U.S. Constitution.

47. If election of the President becomes the duty of the U.S. House of Representatives and it fails to act, who becomes President and when? _____
48. How many votes must a person receive in order to become President if the election is decided by the U.S. House of Representatives? _____
49. How many states were required to approve the original Constitution in order for it to be in effect? _____
50. Check the offenses which, if you are convicted of them, disqualify you for voting:
 _____ Murder
 _____ Issuing worthless checks
 _____ Petty larceny
 _____ Manufacturing whiskey
51. The Congress decides in what manner states elect presidential electors.
 _____ True _____ False
52. Name two of the purposes of the U.S. Constitution. _____

53. Congress is composed of _____.
54. All legislative powers granted in the U.S. Constitution may legally be used only by _____.
55. The population census is required to be made very _____ years.
56. Impeachments of U.S. officials are tried by _____.
57. If an effort to impeach the President of the U.S. is made, who presides at the trial?

58. On the impeachment of the chief justice of the Supreme Court of the U.S., who tries the case?

59. Money is coined by order of:
____ U.S. Congress
____ The President's Cabinet
____ State Legislatures
60. Persons elected to cast a state's vote for U.S. President and Vice President are called presidential _____.
61. Name one power which is exclusively legislative and is mentioned in one of the parts of the U.S. Constitution above _____.
62. If a person flees from justice into another state, who has authority to ask for his return?

63. Whose duty is it to keep Congress informed of the state of the union? _____

64. If the two houses of Congress cannot agree on adjournment, who sets the time?

65. When presidential electors meet to cast ballots for President, must all electors in a state vote for the same person for President or can they vote for different persons if they so choose?

66. After the presidential electors have voted, to whom do they send the count of their votes?

67. The power to declare war is vested in _____.
68. Any power and rights not given to the U.S. or prohibited to the states by the U.S. Constitution are specified as belonging to whom? _____

Answers to Alabama Literacy Test

1. Trial by Jury only
2. False (every 10 years)
3. Habeas Corpus (immediate presentation of charges); lawyer; speedy trial.
4. January 3
5. January 20
6. Proposed change, as in a Constitution
7. Life (with good behavior)
8. Nine
9. Yes
10. Affirm
11. 35
12. In God We Trust
13. False
14. U.S. Constitution
15. The governor
16. Six
17. Two
18. Executive
19. Congress
20. Population (as determined by census) *less untaxed Indians*
21. Cruel and unusual
22. True
23. State and local
24. Russia
25. Criminal
26. False
27. Militia
28. House of Representatives, Senate
29. House of Representatives
30. Virginia
31. Legislative
32. True
33. The Vice President
34. True
35. The Supreme Court
36. Co-appellate
37. Trial by Jury
38. True
- 39> Congress and the legislatures of both states
40. The Senate
41. 10 miles square
42. Congress; state legislatures
43. Constitution
44. Judicial

45. True
46. Coin money; make treaties
47. The Vice President, until the House acts
48. 26
49. 9
50. Murder
51. False
52. (Preamble statements) “to form a more perfect union, establish justice, insure domestic tranquility, provide for the common defense, promote the general welfare, and secure the blessings of liberty to ourselves and our posterity.”
53. House of Representatives and Senate
54. Congress
55. 10
56. The Senate
57. The Chief Justice of the Supreme Court
58. The Senate
59. The U.S. Congress
60. Electors
61. Pass laws, coin money, declare war
62. The Governor
63. The President
64. The President
65. They can vote for different people
66. Vice President (President of the Senate)
67. Congress
68. The states; the people

Again, we want our interactions with voters to be nothing like these literacy tests. We are election officials, not election judges. Our role is to help the voters without judgment. It is our privilege to take the time to answer a voter’s questions and to facilitate the right to vote.

If you observe any inequitable treatment of voters or poll workers, notify the City Clerk’s Office. Our polling places need to be welcoming for all voters and all poll workers.

Subtle Acts of Exclusion

Subtle acts of exclusion, or microaggressions, are brief, everyday slights that are often unintentional. They communicate hostile, derogatory, or negative messages. The aggressor is often well-intentioned, but unaware of the hidden message being sent.

We need to avoid subtle acts of exclusion at the polls. They signal who belongs in a space — and who doesn't belong. An act of exclusion doesn't have to be intentional for it to be alienating or harmful.

Here are some examples:

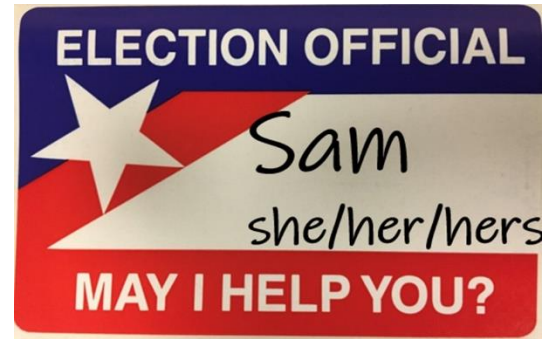
- Raising your voice when speaking to a voter with a visual impairment.
- Telling a voter with a Latinx name that they speak English really well.
- Asking someone, "Where are you *really* from?"
- Making comments about voter names.
- Telling someone, "When I look at you, I don't see color."
- Disparaging remarks about a neighborhood in the ward.
- Suggesting a poll worker would be more comfortable at a polling place with more voters of the same race.

We judge ourselves by our intent. Others judge us by the impact of what we say and do. We judge others by their impact.

Even if you have good intentions, listen to and believe others when they tell you a comment or action didn't line up with your intentions. We come from a place of privilege when we make the conversation about our intent. As Maya Angelou said, "Do the best you can until you know better. Then when you know better, do better."

Names and Pronouns

All poll workers have the right to be addressed by their chosen name and pronouns. This includes they/them pronouns or neopronouns.



“They” is grammatically correct as a singular pronoun. A court-ordered name or gender change is not required.

<https://www.merriam-webster.com/words-at-play/singular-nonbinary-they>

Intentionally or persistently using an incorrect name or pronouns is harassment. This violates the City’s Harassment and Discrimination policy.

Writing your pronouns on your nametag normalizes talking about pronouns. It also disrupts the idea that you can assume pronouns based on a person’s appearance.

Don’t assume pronouns based on someone’s name, voice, or the way they look. Don’t ask other people for their pronouns. They may not feel comfortable sharing.

Sometimes we need to talk to or talk about people whose pronouns we don’t know. When this happens, you can use they/them pronouns, or avoid using pronouns entirely. Also, avoid gendered honorifics like Mr., Mrs., Ms., Sir, or Ma’am.

They/them pronouns are neutral in theory but can also make people feel called out. If the person can hear you, avoiding pronouns is a better practice. For example, " This voter needs to register." Not, "She needs to register."

Neopronouns

Neopronouns are personal pronouns that a person may use in place of “she,” “he,” or “they.” Anyone can use neopronouns, but they are most often used by transgender and nonbinary people. Some examples include xe/xem/xyr, ze/hir/hirs, and ey/em/eir.

If someone asks you to use pronouns you don’t know, google the pronouns to learn how to use them. Don’t rely on the person to repeatedly explain their pronouns.

Multiple Pronouns

Some people use more than one set of pronouns. This may mean that any of those pronouns are okay. Or it may mean that they want people to use pronouns interchangeably.

Supporting Transgender Poll Workers

If someone tells you they are transgender, gender non-conforming, or nonbinary, thank them for sharing that with you. Ask what you can do to support them.

Use and respect the name, language, and pronouns they use to describe themselves. Challenge transphobic comments from others, whether or not a transgender person is present.

If you are not sure how to navigate a situation, asking questions is a good place to start. Every person is different.

If you make a mistake by using an incorrect name or pronouns, apologize and commit to doing better next time. Use the correct name or pronouns,

and move on. If someone corrected you, thank them for the reminder. Some people prefer this to an apology, which can come with an expectation of forgiveness.

Example scripts:

- "Thank you for the reminder. Angelina is working on a solution. She will be - I'm sorry, he will be attending the meeting."
 - By including the person's name/pronouns, you correct your mistake, practice the correction, and help model the right language.
- If another poll worker uses incorrect pronouns, correct them and use the correct pronouns. "As a reminder, Jordan uses they/them pronouns."

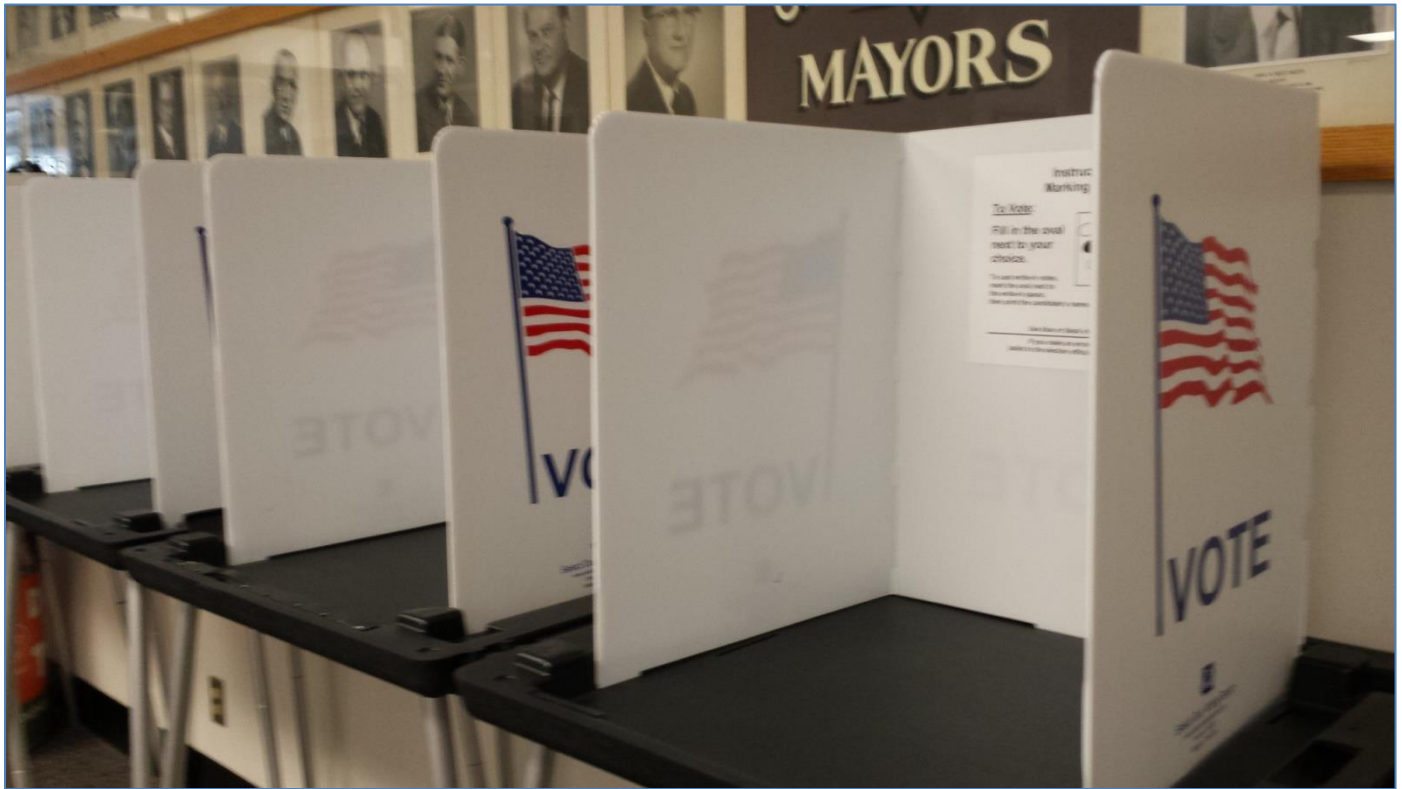
"Do the best you can
until you know better.
Then when you know
better, do better."

-Maya Angelou

Avoid these common acts of exclusion against transgender people:

- Never share information about a person's transgender status without permission. This is personal information, and it is up to that person to decide who to share it with.
- Don't ask prying questions about their personal history, or how they realized they are transgender.
- Don't make assumptions about a person's sexual orientation or gender.
- Don't tell people that their pronouns are grammatically incorrect.
- Avoid backhanded compliments. While you may intend to be supportive, comments like these can be hurtful or insulting:
 - "You're so pretty, I would have never known you were transgender."
 - "You look just like a real woman."
 - "I'd date him even though he's transgender."
 - "You're so brave."
 - "You'd pass so much better if you wore more/less make-up, had a better wig, etc."

Recognize your Responsibility. As poll workers, you are in a position of power in the polling place. Lead by example and help make your polling place an inclusive, welcoming space.



Additional Resources

Training Videos

Training videos are online at:

www.cityofmadison.com/clerk/elections-voting/election-officials/resources

<https://vimeo.com/electionswisconsin>

<https://www.cityofmadison.com/civil-rights/programs/racial-equity-social-justice-initiative/learning-resources>

Social Media

Follow the Clerk's Office on Instagram, X/Twitter, and Facebook @MadisonWIClerk.

City of Madison Mission & Values

Vision

Our Madison – Inclusive, Innovative, & Thriving

Mission

Our Mission is to provide the highest quality service for the common good of our residents and visitors.

Values



Equity

We are committed to fairness, justice, and equal outcomes for all.



Civic Engagement

We believe in transparency, openness, and inclusivity. We will protect freedom of expression and engagement.



Well-Being

We are committed to creating a community where all can thrive and feel safe.



Shared Prosperity

We are dedicated to creating a community where all are able to achieve economic success and social mobility.



Stewardship

We will care for our natural, economic, fiscal, and social resources



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. *§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. *§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. *§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. *§5.02(5)*

