

Opening the Polls



Section Two

Updated 10/26/2022

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Training Prior to Election Day

All City of Madison poll workers must complete training for every election they work. Training is offered the three to four weeks leading up to Election Day.

Chief Inspector Tasks Prior to Election Day

Chief inspector training is usually offered the Saturday and the Monday before each election.

Chief inspectors pick up the City Clerk tote from the Clerk's Office the Saturday or Monday before the election. This tote contains the poll books, signage, manuals, voter slips, and other supplies for your polling location. The tote is not available until Saturday because the Clerk's Office prints the initial absentee log on Friday night.

The chief should check the contents of the City Clerk tote before Election Day. If anything is missing, call the Clerk's Office at 266-4220.

The chief contacts the polling place before Election Day to confirm the room in which voting will take place. We encourage the chief to visit the polling place to become familiar with the location, review parking and building accessibility, and identify the facility contact person for Election Day.



Remember that your polling place is offering the use of its facility as a polling place free of charge! It is important to maintain a polite and respectful relationship with facility staff. It is never acceptable to yell at facility staff.

The chief contacts the poll workers who are scheduled to work so they know what to expect, e.g., where to park, which entrance to use, and whether to pack a lunch. The chief confirms each worker's assigned shift and training attendance.

The chief charges the polling place cell phone before Election Day. The cell phone and charger can be found in the supply kit located inside the City Clerk tote.

Prior to Election Day, the chief will locate and review the task sheets to for election morning. The chief plans Election Day assignments in advance, pairing new poll workers with experienced officials.

State statutes require designating the end of line officer prior to Election Day. The chief inspector notes on the Inspectors' Statement which official will stand at the end of the line of voters at 8 p.m. on election night.



Poll Workers

Poll workers should be at their designated polling place at 6 a.m. Polls need to open promptly at 7 a.m. statewide.

Facilities personnel at each polling place should allow poll workers into the building at 6 a.m.

Poll worker payroll begins at 6 a.m.

The Clerk's Office delivers election equipment to your polling place just prior to Election Day.

The chief inspector brings the poll books, voter slips, signage, manuals, and other supplies in a City Clerk tote.

Task Sheets

The chief will hand out task sheets on election morning. Task sheets provide pictures and step-by-step instructions for setting up the polling place.

The chief cannot set up the polling place alone. All poll workers scheduled to work the a.m. shift need to help with election morning tasks.

If you are unsure of what to do in the morning, ask the chief, "How can I help?"

6 a.m. Troubleshooting

What if the polling place is not unlocked at 6 a.m.?

Give the facilities staff a couple of minutes. If you are unable to reach anyone at the polling place, call the City Clerk's Office at 266-4220.

What if I am running late on election morning?

Call the Clerk's Office at 266-4220 right away. Remember that the other poll workers are counting on your help at 6 a.m.

What if a chief does not show up?

Call the Clerk's Office at 266-4220. We will track down the chief and help get your polling place set up.

What if a poll worker is a no-show?

Call the Clerk's Office at 266-4220. We will try to reach the missing poll worker, and may send someone from the Rapid Response Team to work at your polling location.

Can we set up the polling place before 6 a.m.?

Payroll does not begin until 6 a.m. If you arrive at your polling location before 6 a.m., it may be locked, and there will be no one in the Clerk's Office to answer the phone.

Turn on Cell Phone



The cell phone is your line of communication with the City Clerk's Office. The chief will charge the phone prior to Election Day.

To turn on the phone, press and hold the red "end" button for three seconds until the LCD screen lights up.

The following phone numbers should be programmed into your phone:

- City Clerk (266-4220)
- Dane County Clerk (266-4121)
- Facilities contact at your Polling Place
- Wisconsin Elections Commission (266-8005)

To call one of these contacts, press the button in the top left corner of the phone's keypad. Press the bottom of the outer ring to scroll down the contacts list. Press the top of the outer ring to scroll up the contacts list. Press the green "send" key to call a number highlighted in your contacts.

When your phone rings, press the green "send" key to answer. Press the red "end" key to terminate a call.

Leave the cell phone turned on and within hearing distance all day, in case the City Clerk's Office needs to reach you.



Press "send" to place or answer a call.

Press the top or bottom of outer ring to scroll through contacts.

Press and hold "end" three seconds to turn phone on/off.

Press "end" to terminate a call.

Voting Booth Set-Up

Unlatch and open the voting booth case. Remove the legs from inside the voting booth. The legs are folded in half with a cord (inside) to connect the two tubes into one.

Insert the legs into the sockets located on the outside of the voting booth case.

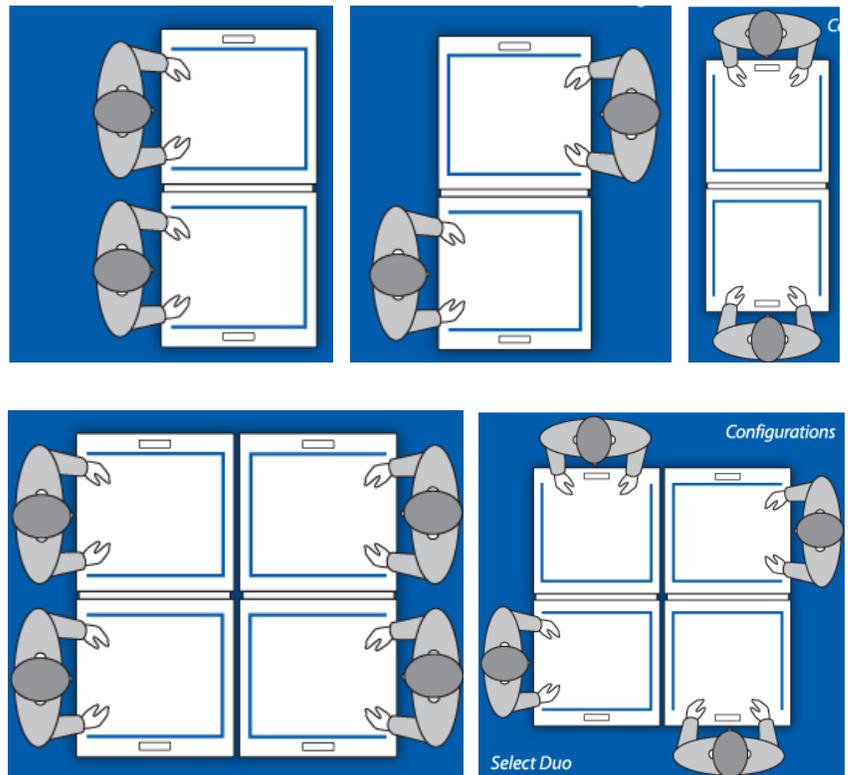
Adjust the stance of the booth. Unfold and place privacy screens into slots.

For non-pandemic elections, place ballot marking pens inside each voting booth.



Voting booth case with legs and privacy screens

Possible configurations:



Tabulator Cart

Locate your tabulator and move it to the correct location in your polling place.

Using the Inspectors' Statement, verify the tamper-evident seal numbers on the



front and sides of the tabulator cart to confirm that nobody has accessed the ballot box contents since the box was sealed by the Clerk's Office. Initial the front page of the Inspectors' Statement to indicate that you verified these seal numbers.

Use a scissors to break open the seals on the front of the tabulator cart. Place the seals in the red election security bag (found in City Clerk tote).

Find the silver key for the tabulator cart in the supply kit and unlock the two doors in the front of the cart.

Remove the ballots and other supplies from the cart.

Lock both compartments after they have been emptied, making sure the emergency bin is not open. Return the key to the chief inspector.

Place the secrecy sleeves on the ballot table.

Give the clipboards to the poll workers setting up the provisional ballot table and the voter registration table.



Ballot Table

One poll worker may initial and print the ward number on some of the ballots prior to the polls opening. The poll worker at the ballot table adds the second set of initials to the ballot just before handing the ballot to the voter. Ballots with two sets of initials are *live ballots*.

Ballots are initialed on the two lines under “ballot issued by” and above “initials of inspectors.”

Place these items on the ballot table:

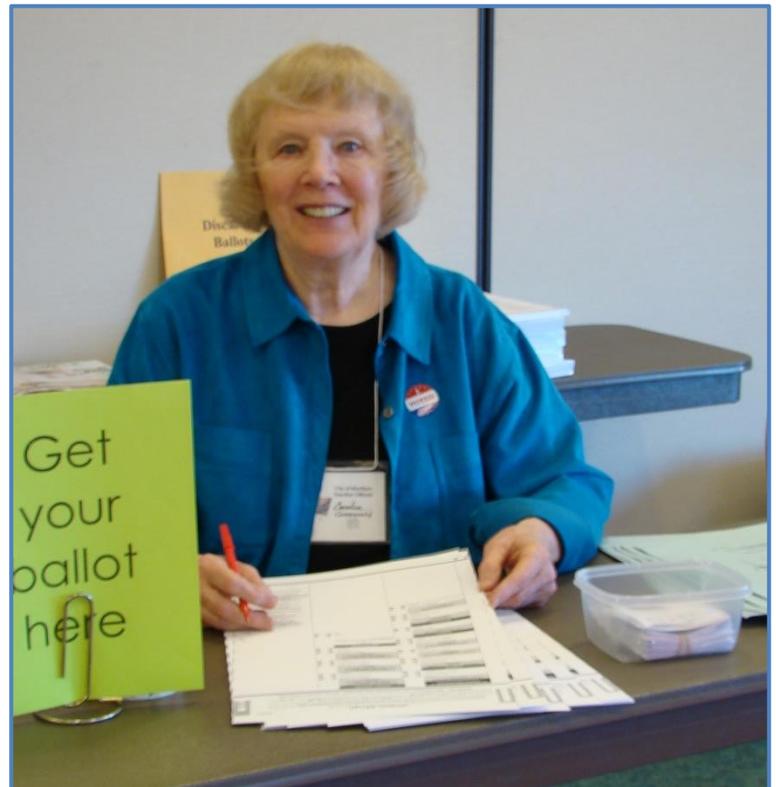
- Secrecy sleeves (from tabulator cart)
- Discarded ballot envelope (from City Clerk tote)
- Bin for voter slips (from hardware box)
- Extra ballot marking pens (from supply kit)
- How to Mark Your Ballot signage (signage folder)
- Get Your Ballot Here sign (signage folder)

Count 50 ballots up from the bottom of your pile of ballots. Place a post-it note that says, “Call Clerk—down to 50 ballots,” on the ballot you will reach when that ward only has 50 ballots remaining. Poll workers should call the City Clerk’s Office when a ward is down to 50 ballots so the Clerk’s Office has time to deliver additional ballots to your polling location.

OFFICIAL BALLOT
for
NONPARTISAN OFFICE
APRIL 3, 2007
for
Ward 50
Ballot issued by
MRB
IEB
(Initials of Inspectors)
Absent Elector's Ballot
issued by
(Initials of Municipal Clerk or Deputy
Clerk)
Certification of Elector Assistance
I certify that this ballot was marked by
me for an elector who is authorized
under the law to have assistance, upon
request, and as directed by the clerk
(Signature of assisting individual)

Ward
number
may be
printed
in
advance.

One set of initials
may be applied in
advance. The
second set of initials
should be added just
prior to handing the
ballot to the voter.

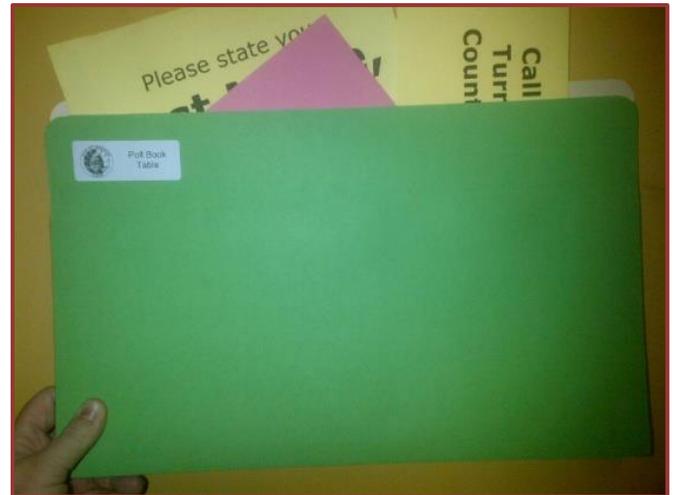


Poll Book Table

The poll book table should be placed so that voters waiting to check in do not cross lines with those waiting to receive a ballot.

Most of the items to be used at this station can be found in the green accordion folder labeled “poll book table.” The following items should be placed on the table:

- Poll lists, two for each ward
- Voter slip pads (found in City Clerk tote)
- Voter listing (reverse directory), used to find voters whose names have been misspelled on the poll list.
- Assistance with voting table tent
- Scratch paper
- Pens (found in supply kit)
- Signature guide (found in supply kit)



Names on the absentee log (found in black absentee binder) should be highlighted on the poll book so officials at the poll book will know who to ask whether they returned their absentee ballot.



Voter Registration Table

The voter registration table should be placed where it is visible to voters who need to register or update their name and/or address.

Blank registration forms are in the clear registration box found in your tabulator cart.

Many items for the registration table are found in a brown accordion folder labeled “registration table.”

Place the following on the registration table:

- Voter registration application forms (registration box)
- Pens (found in supply kit)
- Ineligible voter list if felons are known to reside in ward
- Abbreviation cards for proof of residence
- Driver license sign
- What – Who – Four or Two reminder sign
- Transparency sheets for checking registrations
- Poll list form for new registrations/changes of address
- Ward-specific street directory
- Yellow accordion folder labeled “completed voter registrations”
- Spanish and Hmong registration forms
- Scratch paper



Wisconsin Voter Registration Application Please complete lightly. Additional instructions on reverse. Please return your completed form to your municipal clerk.

Qualifications please check each box if YOU:

I am a citizen of the United States. * I will be at least 18 years old on or before Election Day. *

I have resided at the address provided below for at least 10 consecutive days prior to the election and do not currently intend to move. * Am not currently serving a sentence including incarceration, parole, probation, or extended supervision for a felony conviction. *

Your Name Last: * First: * Middle: * Suffix (Jr., II, etc.): *

About You Date of Birth (MM/DD/YYYY): * Phone Number: () - / - / Email Address: *

The Address Where You Live your residential voting address, which cannot be a P.O. Box. * Street Address: * City/Town/Village of: * WI: * Zip: *
If you do not have a street address, please use the map on the back of this form.

Mailing Municipality (if different): * Are you military or permanent overseas voter? Military Permanent Overseas

Your Mailing Address (if different from above) Street Address (or P.O. Box): * City/State/Country/Zip: *

Prior Registration Information Full Name on Previous Registration: * Full Address on Previous Registration (if known): * City: * State: *

Identification I have an unexpired and valid WI Driver License or WI DOT issued ID. Provide number and expiration date below. *
 I do not have a valid WI Driver License or WI DOT issued ID. Provide the last four digits of your Social Security Number XXXX-XX-XXXX. *
 I have neither a valid WI Driver License nor a Social Security Number (see back for more information and next steps).

Proof of Residence Voters must provide a proof of residence document when registering to vote. Please check this box to affirm that you are providing a copy of a valid form of proof of residence with this application. *
 Examples include: a copy of a valid and unexpired Wisconsin Driver License or ID Card, a utility bill, a paycheck/pay stub, or correspondence from a unit of government (see back of application for additional information and examples).
 By signing below, I hereby certify that, to the best of my knowledge, I am a qualified elector, having resided at the above residential address for at least 10 consecutive days immediately preceding this election, that I have no present intent to move, and I have not voted in this election. I also certify that I am not otherwise disqualified from voting and that all statements on this form are true and correct. I will be subject to fine or imprisonment under State and Federal laws.

Signature and Certification Voter Signature: * Today's Date: *

Assistant Full Name of person on this form as provided under Who's on the List? * Assistant Signature: * Assistant Address: *

What Who: 4 or 2: Proof of Residence Type: WI, DL, WI, ID, LTR, BANK, CC, PHONE, SIGN, SOZ, DOC, LSE, GOV, EMP, RES, CARE, TAX, HML, SS. Proof of Residence Issuing Entity: * Date Completed/POR Received: * Election Day Voter Number: *

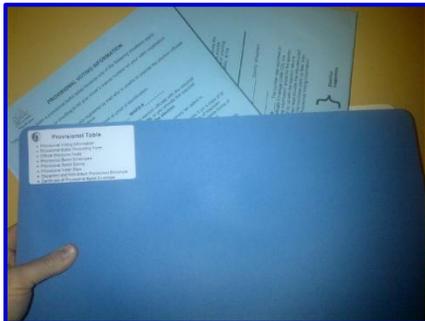
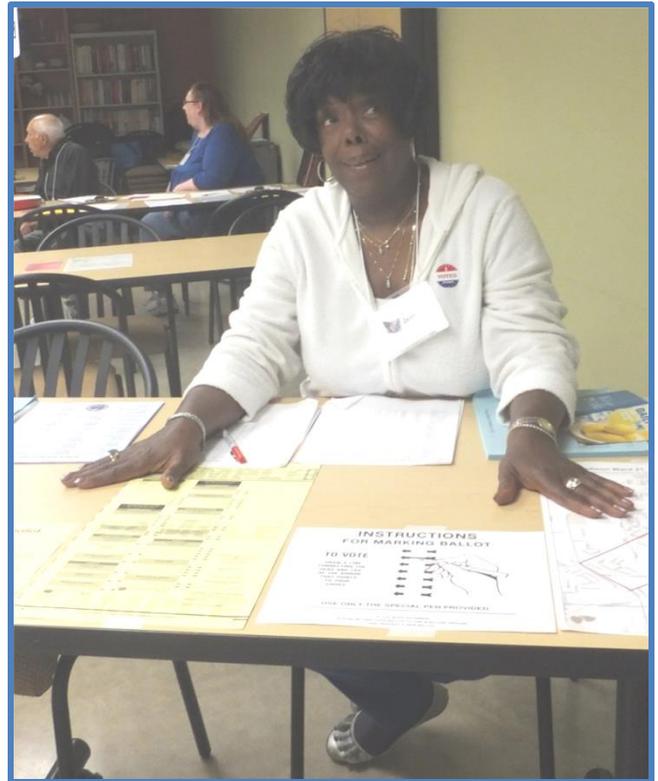
Website ID #: * Submitted by Mail: Official's Signature: *
 Confidential Elector ID #: * No. Ballots: * No. Absent: * No. Invalid: *
 10-1019 (REV 2016)

Greeter Station_____

One poll worker greets and verifies that each voter is registered and at the correct polling location. The greeter directs voters to the registration table, poll book table, or correct polling place.

Place the following items at this station, most of which can be found in the greeter accordion folder:

- Ward-specific street directories
- Citywide street directory
- Pen and paper



Provisional Voter Station_____

The poll worker who helps provisional voters should be someone who pays close attention to detail and is able to follow specific step-by-step instructions.

This station should be within sight of a voting booth. The poll worker at this station will make sure provisional ballots are not fed into the tabulator.

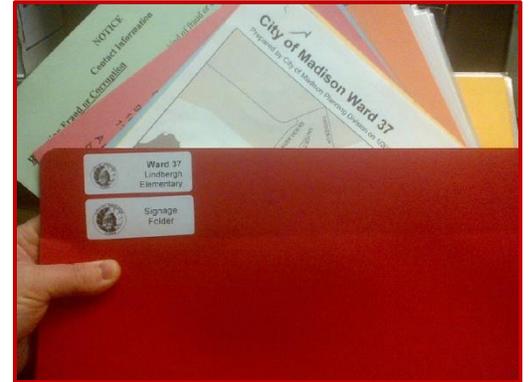
Place the blue provisional ballot accordion folder at this station.

Observer Areas_____

Use painter's tape to define the boundaries of your observer areas behind the poll book table, the registration table, and the absentee ballot processing table. Observer areas should be 3 to 8 feet away from the activity being observed.

Post Sample Ballots and Signage_____

You will find a red accordion folder of Election Day signage in the City Clerk tote. Everything in the folder, with the exception of the “emergency” signage, needs to be posted. You will also post **two** sample ballots for each ballot style used at your polling location.



Signage should be posted in a location that allows voters to easily read the notices while entering the polls or waiting in line to vote. Use the painter’s tape found in your supply kit to post your signage. **Signage at libraries should be posted on wood, windows, and tables** (positioned in a vertical orientation for storage).

Curbside Voting Sign—Fill the base of this sign with water to ensure that it does not blow over. Place curbside voting sign at the curb where you will be assisting curbside voters. Insert curbside voting sign from red accordion folder, verifying that the polling place cell phone number listed on the sign is correct.

Signage Kiosk—Set up the kiosk found in the flat blue canvass carrying case. Do not pry the kiosk open; simply unfold it and shake it gently. Voters must be able to read both sides of the kiosk.



Legal Notices—Text of the notices that were published in the newspaper.

Instructions for Marking Ballot—Diagram of how to correctly fill in an oval on an optical scan ballot. This is posted at the ballot table.

Sample Ballots (two per ballot style)—Show both sides of the ballot if the ballot is two-sided. Sample ballots can be found with the other ballots in your tabulator cart.

Ward Map(s)—Maps identifying the wards served by your polling location.

Polling Hours—7 a.m. to 8 p.m.

Accessible Entrance—Post this sign on the entrance accessible to voters with disabilities. This entrance might also be the main entrance to the polling location.

Polling Location—Post this sign at the main entrance to the polling location.

Polling Place signs with arrows—Use these signs to direct voters to the room where voting takes place.

No Firearms or Weapons—Place these signs on every entrance to the polling place if not in a state office building.

Vote Here Polling Place Sign—Display at entrance.

Vote Arrow Signs—Use to direct voters to the polling place from the street.

Vote Here Feather Flag—Set up at the curb where curbside voting will take place.



Tabulator Set Up

First, unlatch the hinges in the front of the tabulator.

Next, use the silver key to unlock the front of the tabulator case. **Do not force lid open; allow the lid to lift itself.**



Use the silver key to open access panel on the back of tabulator. Carefully remove electrical cord. Plug electrical cord into a three-prong grounded outlet.



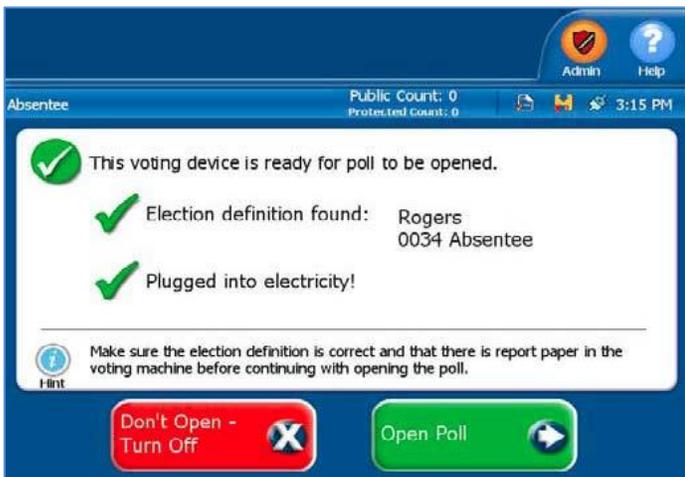
After plugging in the tabulator, use the barrel key to unlock scanner and gently lift screen to open. Do not close screen until the polls have closed. The DS200 will begin booting up.



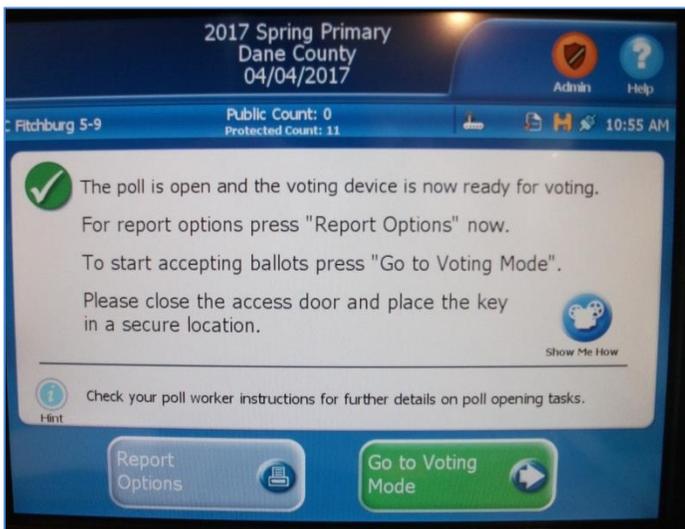
Verify that the sticker seal on top of the scanner matches the seal number listed on the front page of the Inspectors' Statement, and that the word "void" does not appear across the seal. This proves that nobody has accessed the memory device since it was tested by the Clerk's Office. If seal does not match the Inspectors' Statement, or "void" appears, immediately call the Clerk's Office at 266-4220.



Initial the front page of the Inspectors' Statement to indicate that you have verified the seal number.

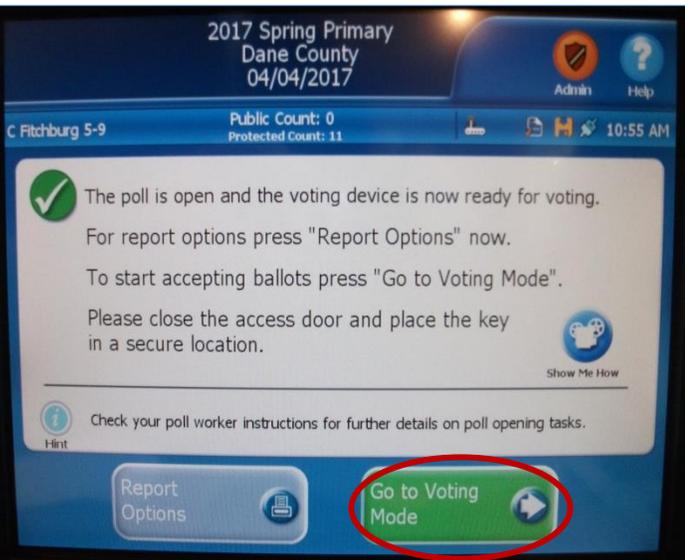


When prompted, enter the Election Security Code on the touch screen. You will find the code on the relevant task sheet found in the Chief Inspector's yellow binder. After entering the security code, press Accept.



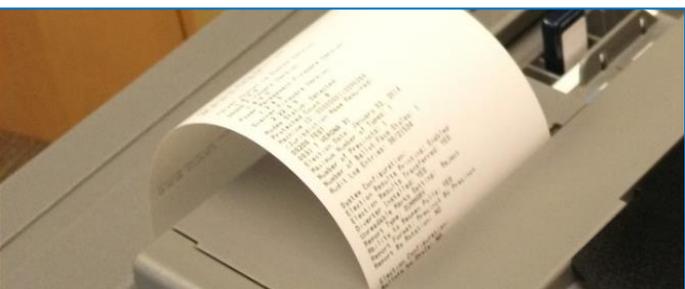
The DS200 will print the Configuration Report. **Do not tear off tape until the polls are closed and you have run a results tape.** The system will initialize, and "Open Polls" will appear on the screen.

Press "Open Polls" on the touch screen. The DS200 will automatically print a zero tape. The touch screen requires one pound of pressure with your fingertip.



Press "Go to Voting Mode" on the touch screen. Verify all contests, candidates and referenda appear on the zero tape with zero votes cast. Verify that your polling place wards appear on your zero tape.

Verify the public count (on touch screen) reads 0. If public count does not read 0, call the Clerk's Office and follow the instructions on the following page.



Disregard the protected count; it is the total number of ballots ever fed into this DS200 machine, like an odometer.

On the zero tape, document the number of the blue sticker seal on top of the scanner.

Three poll workers sign the zero tape before the polls open. If left-handed, it may be easiest to sign your name upside-down.

Protect the zero tape by fastening a binder clip to it or placing a post-it note over it.



Record successful tabulator setup on the incident log.

Troubleshooting if Public Count Does Not Read 0000

If public count does not read 0000, document on incident log and do the following:

- ◆ Call the Clerk's Office to notify them of the situation.
- ◆ If the blue sticker seal says "void open," the Clerk's Office will set up and test a new tabulator at your polling place.
- ◆ If the blue sticker seal does not say "void open," tear the blue sticker seal off the top of the scanner. Affix the blue sticker seal to the City Clerk envelope.
- ◆ Use the barrel key to 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.
- ◆ Press the Close Polls button for approximately 5 seconds. The touch screen will ask whether you want to close the polls. From this menu, choose Reopen Polls.

- ◆ Using the keypad, enter the override code found in your red Dane County Elections security bag.
- ◆ From the Reopen Polls menu, chose Clear Counts & Continue.



ExpressVote_____

The ExpressVote should be set up to give the voter privacy so people standing in line are not able to look at the touch screen and see how the elector is casting their vote. Provide adequate space (turning radius of 5 feet by 5 feet) for voters in mobility devices to access the ExpressVote.

The ExpressVote should be placed on a table at least 30 inches wide, and 28 to 34 inches high with a knee clearance of 19 inches.



Remove ExpressVote from Case

Remove ExpressVote, power cord, and headphones from the case. Plug the cord into the back of the ExpressVote, and into an outlet.

Check Election Definition Drive and Turn on

Unlock the security access door on the left side of the machine using the same barrel key that is used for the DS200. Check that the Election Definition Drive (memory stick) is inserted inside the security access door on the left side of the machine. Set the power switch to On. Verify that the mode switch is set to Voter.

Enter Election Code

Use the touch screen to enter the Election Code found on the relevant task sheet in the Chief Inspector's yellow binder. Once the "To begin Voting, insert your card" screen appears, close and lock the access door.

Position Privacy Screen

Position the cardboard privacy screen around the ExpressVote.

Test

Take an ExpressVote ballot card and write "test" where you would usually put poll worker initials. One poll worker should test the ExpressVote to make sure it is working. Insert the ballot card into the feed tray with the cut corner facing right and at the top of the blank card. If your polling place has more than one ballot style, select ward and ballot style (at polling places with only one ballot style, the ExpressVote automatically goes to the Ready for Voting screen). Use the touch screen to select any candidates. You are verifying that the ExpressVote is marking the ballot for the candidates

A Poll Worker's Story...

"The (accessible) machine may be intimidating, frustrating, or any number of other things, but I love it. It's heavy and the volume always seems to be turned up too loud, but other people love it. Why? Last November, I learned why we should all value this machine. Several electors in my ward are confined to wheelchairs, often including other afflictions that restrict the use of their arms to a greater or lesser degree. But last November, I got to witness the sheer joy of one such individual when he learned that he would not need assistance. He can't hold a pen, but he can touch a screen. For the first time in his life, he was able to submit a completely confidential ballot. He smiled. He loved it. Now I don't grumble when the duty of setting up the (accessible machine) falls to me. Sure it's frustrating now and then, but I appreciate what this machine does and will never let my frustration with that cumbersome process stand in the way of another person experiencing the joy of confidential voting!"

Card Jam – If a ballot card becomes stuck inside the machine:

- a. Open security compartment on the left side of the machine. Change the Mode Switch to Official. Once the Main Menu appears, press the Eject Card button.

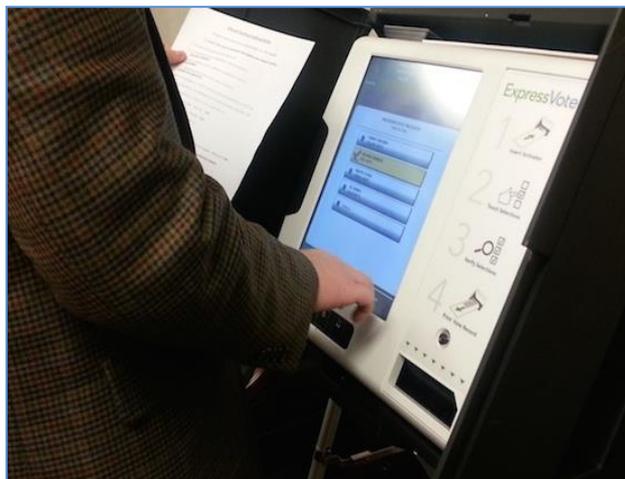
If the card does not eject:

- a. Open the security panel on the right side of the machine.
- b. Locate the card and **gently** pull the card out of the machine. If the card is not removed gently the card can be torn causing the voter to have to spoil the card and be reissued another card.
- c. Remove the card jam being careful to not rip the paper.
- d. Close and relock the security panel.

Card left in ExpressVote

This error message appears after the ExpressVote has been idle, with a card inserted for 5 minutes: *"!Alert The ExpressVote requires attention. Ask an Election Official for help. Election Official: A previous voting session has expired and the card is being held within the Voter Assist Terminal. Switch to Official Mode to Resolve Error."*

- a. Open the left security compartment and switch the Mode to Official. The card can then be retrieved.





Check Polling Place Accessibility_____

Disability Rights Wisconsin has created a helpful checklist to be used on election morning. This checklist is included in the chief's "opening the polls" checklist. A copy can be found at the end of this chapter.

If your polling place does not have an automatic door opener you will have a wireless doorbell

from the Clerk's Office. Position the call button at the polling place entrance, and plug the receiver box into an outlet, within hearing range of the poll workers. The call button and receiver should be within 600 feet of each other. Test the wireless doorbell system before the polls open.

If the automatic door opener or the wireless doorbell at your polling place is not working, prop the door open or assign a poll worker to help voters who are unable to open the door.

Watch for these common barriers_____

Snow or ice—Contact facility staff to have the sidewalk and parking lot cleared.

Mats/rugs not securely fastened—Contact facility staff at the polling place to have the mats fastened or removed.



Protrusion from wall (such as a water fountain) not detectable by a cane—Ask facility staff to place a cane-detectable barrier such as a "wet floor" sign slightly ahead of the protruding object so a voter with a visual impairment will know to move around the object.

Election Day Accessibility Checklist

Assess whether the polling place has barriers for people with disabilities. If you identify any barriers, inform the Clerk's Office as soon as possible.

Parking

Accessible parking must be kept clear of snow, piles of leaves, or other obstacles to persons with disabilities in order to be accessible.

For polling locations that have parking lots:

- Accessible space(s) are clearly marked with the standard accessible parking sign.
- The accessible space(s) are located nearest to the accessible entrance.
- There is at least one van-accessible space.
- There is an accessible way to get from the parking lot to the sidewalk.
- The parking lot is paved.

For polling locations that do not have parking lots:

- There is an accessible passenger drop-off area, or temporary on or off street accessible parking that could be designated on Election Day.

Pathways to the Building

- The path to the accessible entrance is clearly marked with large print signs if it is different from the primary route to the building.
- The path of travel is free of breaks and edges and is clear of debris such as snow, ice and leaves, and low-hanging objects such as tree branches.
- The path of travel has the necessary curb cuts and ramps so that a person using a mobility device could access the building with ease.
- All ramps have handrails (and edge protection), if necessary.
- The path of travel is well-lit.

Entrance to the Building

- The entrance to the building is free of steps or has a ramp or elevator.
- The accessible entrance to the building is unlocked.
- Accessible entrance has an automatic door opener or a call button, or there is someone stationed at the door to open it.
- There is signage or a greeter stationed at the entrance with information on requesting curbside voting.

Travel within Building

- Accessible route to the voting area is clearly marked with large print signs if it is different from the main route and/or if not immediately inside accessible entrance.
- Interior doors along accessible route are unlocked and either have automatic doors or are propped open.
- If there are stairs to the voting area, an accessible elevator is available.
- Hallways are well-lit and free of low-hanging objects and items protruding from the wall or sitting on the floor.
- All rugs and mats along the accessible route have low pile and are securely fastened (or removed).

Voting Area

- Instructions for voting are printed in **Large Print** (18 point font or larger) and displayed in a convenient and obvious location.
- The path of travel in the voting area is wide enough for an individual using a mobility device to navigate and turn around with ease (minimum of 5x5 feet).
- Poll workers have set up the accessible voting booth that is extra wide at the bottom (at least 36 inches), and at good height (between 28 and 34 inches) to allow someone who uses a mobility device to use it comfortably.
- Poll workers have set up the ExpressVote on a table or voting booth that is extra wide at the bottom (at least 36 inches), and at good height (between 28 and 34 inches) to allow someone who uses a mobility device to use it comfortably and reach all parts of the voting equipment.
- The ExpressVote is set up in such a way that it is
 - Housed in the same area of the room as all the other voting booths
 - Strategically placed to ensure the privacy of the voter using the machine **and** contain a privacy screen.

Election Day Accessibility Checklist (page 3 of 4)

- The ExpressVote is turned on, tested, and in proper working order for electors to use when the polls open on Election Day. The test ballot has been partially torn and placed in the Discarded Ballot envelope.
 - All accessible features of the ExpressVote are set up and working, including tactile devices and headphones
- The polling location has the following:
 - ✓ **Signature guide** to assist someone to sign their name in a straight line (found in top tray of supply kit)
 - ✓ **Pen and paper** to communicate with someone who is deaf or hard of hearing (found in bottom of supply kit).
 - ✓ **Magnifying glass** to be used by someone with a sight impairment (found in top tray of supply kit, probably in a plastic sleeve).
 - ✓ **Extra seating** and a policy to allow voters who have trouble standing or walking to wait to vote and maintain their place in line.
 - ✓ **Lighting** at every space in the voting area.

Interactions with Voters

- Poll workers are aware of the special needs of voters with disabilities and are willing to provide reasonable accommodations when requested.
- Poll workers are aware of the assistant process:
 - **Any elector may have an assistant.** The assistant can be anyone, except the elector's union representative or employer, and the assistant does not have to be a qualified elector.
 - Electors may have an assistant **state their name and address** for them if they are unable.
 - An elector can direct an assistant to mark their ballot and insert the ballot into the ballot box or tabulator. The assistant must sign the ballot in the designated location. Poll workers will note on the poll book next to the voter's name, "Assisted by," followed by the name and address of the person providing assistance in marking the ballot.
 - If an elector is unable to sign the poll book due to a disability, poll workers will write "Exempt by order of inspectors" in the voter signature box.
- Poll workers have reviewed the Poll Worker Common Courtesy Checklist (see following page).
- There is a feasible plan in place to identify when a voter wants to vote curbside, such as having signage, a phone number, or a greeter stationed outside, and poll workers are aware of the curbside voting policy.

Troubleshooting for Van Accessible Parking Spots

Some of our polling place audits have identified issues with van accessible parking spots. If your polling location has the supplies noted below, it means that you have a van accessible parking issue to resolve on election morning.

Four red cones and a roll of yellow caution tape

Use these materials to make the van accessible parking space wider.

1. Position the cones to incorporate **two** parking spaces – the signed accessible space and the one next to it (approximately 96” width) – so a van could park and unload there.
2. Using duct tape, affix the caution tape at the top of the cones around three sides of the widened parking spot.

Van accessible parking space sign

The sign for a van accessible parking space should be 60 inches high. If the Clerk’s Office has provided you with a portable van accessible parking sign, place the sign at the van accessible parking space for your polling location.

Your clerk will have more detailed information about accessibility rules and laws.

Wisconsin Elections Commission

[Elections.wi.gov/assisting-voters-disabilities](https://elections.wi.gov/assisting-voters-disabilities)

Disability Vote Coalition

[Disabilityvote.org](https://disabilityvote.org)

U.S. Department of Justice ADA Checklist for Polling Places

www.ada.gov/votingck.htm

This checklist was created by Disability Rights Wisconsin (DRW) and reproduced by the Wisconsin Elections Commission and Accessibility Advisory Committee with permission of DRW. If you have questions about this checklist or about accessibility, contact the Wisconsin Elections Commission at 608/261-2028 or the DRW Voter Hotline at 844/DIS-VOTE (844/347-8683).

Common Sense and Common Courtesy

Many election inspectors have had little interaction with people with disabilities; here are a few courtesies and guidelines.

- ★ State and federal law permits voters with disabilities to be accompanied and to receive assistance by another person in the voting booth.
- ★ Remember that all voters deserve courteous attention in exercising their right as citizens to vote.
- ★ Be considerate of the extra time it might take for a person with a disability or an elderly person to get things done.
- ★ Give unhurried attention to a person who has difficulty speaking.
- ★ Speak directly to the person who has a disability rather than just addressing a companion who may be accompanying them.
- ★ Speak calmly, slowly, and directly to a person who is hard of hearing. Your facial expressions, gestures, and body movements help in understanding. Don't shout or speak in the person's ear. If full understanding is doubtful, try writing a note to the person.
- ★ A notepad, found in the bottom of your supply kit, should be available to assist communication with electors who are deaf or hard-of-hearing.
- ★ Before pushing someone in a wheelchair, ask if you may do so and how you should proceed.
- ★ Greet a person who is visually impaired by letting the person know who and where you are.
- ★ Have a signature guide, found in the top tray of your supply kit, available for signing the poll book or registration form.
- ★ When offering walking assistance, allow the person to take your arm and tell them if you are approaching steps or inclines or are turning right or left.
- ★ Animals that assist people with disabilities must be admitted into all buildings. Such animals are highly trained and need no special care other than that provided by the owner.

Clerk Tote Checklist

Supply Tackle Box

Top Tray

	Binder Clip	Adapter		Padlock	Finger Tips		Staples
Badges		Paper Clips		Rubber Bands	SortKwik		Keys
Letter Openers (razor) ▪ Magnifying Sheet ▪ Calculator ▪ Index Tabs (2 per ward) Cell Phone ▪ Cell Phone Charger ▪ Sharpie ▪ Bandages ▪ Sanitizing Wipes Signature Guides (2 per ward) ▪ Dry Erase Marker ▪ Orange & Pink Highlighters							

Bottom Bin

Scratch Paper ▪ Post-Its ▪ Stapler ▪ Staple Remover ▪ Flashlight ▪ Scissors Stop Watch ▪ Scotch Tape ▪ Tape Measure ▪ Letter Opener (straight) ▪ Blue Painter's Tape
Ballot Marking Pens

Loose in Supply Tote

- | | |
|--|---|
| <input type="checkbox"/> "I Voted" stickers
<input type="checkbox"/> "Future Voter" stickers
<input type="checkbox"/> Ballot Security Bags (3)
<input type="checkbox"/> City Return Envelope (white)
<input type="checkbox"/> County Return Envelope (white)
<input type="checkbox"/> Rejected Absentee Envelope (manila)
<input type="checkbox"/> Used Certificate Absentee Envelope (white)
<input type="checkbox"/> Duplicated Ballot Envelope (manila)
<input type="checkbox"/> Discarded Ballot Envelope (manila) | <input type="checkbox"/> Red Dane County security bag with seals
<input type="checkbox"/> Red Resource Binder
<input type="checkbox"/> Election Official Guide (white binder)
<input type="checkbox"/> Yellow Chief Inspector Binder
<input type="checkbox"/> Absentee Binder
<input type="checkbox"/> Name badges (30)
<input type="checkbox"/> Voter Slip Pads
<input type="checkbox"/> Election Official Roster |
|--|---|

Greeter Table Folder – Orange Dot

- | | |
|--|---|
| <input type="checkbox"/> Ward-Specific Street Directory
<input type="checkbox"/> Map of each Ward voting at Polling Place
<input type="checkbox"/> City-Wide Street Directory
<input type="checkbox"/> Determining Where a Person Votes | <input type="checkbox"/> Forward Directory (November elections)
<input type="checkbox"/> Start Here Signage (bright blue)
<input type="checkbox"/> City of Madison Polls – Numerical
<input type="checkbox"/> Pad of scratch paper |
|--|---|

Poll Book Table Folder – Green Dot

- Quick Guide for Poll Book Table (green)
- Checking ID Quick Guide (bright green)
- Acceptable Photo IDs (2)
- 2 Poll Books for every Ward
- Reverse Directory
- State. Show. Sign. (yellow)
- Call Clerk’s Office with turnout (yellow)
- Should You Have a Question (green)
- Pad of scratch paper

Registration Table Folder – Black Dot

***English registration forms are in a clear container inside the ballot box.

- Proof of Residence Cards
- Driver License/State ID Lookup (green)
- What – Who – Four – Two reminder (pink)
- Register to Vote Here
- Quick Guide for Registration (yellow)
- Acceptable Proof of Residence w/ pictures
- Quick Guide for Second Official (buff)
- Quick Guide for Checking ID (bright green)
- Acceptable Photo IDs w/ pictures
- Examples of Proof of Residency (golden)
- WEC – Proof of Residence (yellow)
- WEC – Name Change
- WEC – Registering when Homeless
- WEC – Ex-Felons
- Electronic Proof of Residence Examples
- Determining Where a Person Votes
- Guide to Student Residency for Voting
- My UW example
- Registration Transparency Sheets
- Ward-Specific Street Directory
- Folder with Ineligible List & handouts
- Folder of Spanish & Hmong Reg. Forms
- Folder for those unable to register
- Carbonless New Registration Poll Lists
- Yellow accordion folder
- Pad of scratch paper

Signage Folder – Red Dot

- ExpressVote Translation table tent
- Signage Reminder for Officials (yellow)
- Legal Notices for this Election
- ID Reminder
- How to Mark Your Ballot (ivory)
- IDPP Sign
- Get Your Ballot Here (bright green)
- Ballots Counted Here (bright purple)
- No Political Discussions (orange)
- Accessible Entrance (blue)
- Polling Hours (salmon)
- No Firearms or Weapons
- Polling Location (yellow – No arrow)
- Polling Place (yellow with up arrow)
- Polling Place (yellow with side arrow)
- Emergency Slot Sign (post only if needed)
- Emergency Sign (post only if needed)
- Keep Ballots Dry Sign (post only if needed)

Provisional Table Folder – Blue Dot

- Provisional Quick Guide
- Quick Guide for Returning PV
- Provisional Handouts (blue)
- Provisional Log (lilac)
- Provisional Envelopes (blue)
- Provisional Stamp
- IDPP Handouts
- Large Inspector’s Certificate of PV ballots