



November 2022 General Election
City of Madison Media Kit

Index

- 3 Election Statistics
- 4 Important Dates
- 5 Media Visits
- 6 Voter Eligibility
- 6 Voter Registration
- 8 Voter Registration FAQ
- 9 Voter ID
- 10 Voter ID FAQ
- 11 Confidential Voters
- 11 Military Voters
- 12 Overseas Voters
- 12 Voters Experiencing Homelessness
- 12 Ex-Felons and Incarcerated Voters
- 12 Indefinitely Confined Voters
- 13 Voters in Care Facilities
- 13 Hospitalized Voters
- 14 Absentee Voting by Mail
- 15 Absentee via Mail FAQ
- 16 In-Person Absentee Voting
- 17 In-Person Absentee Hours & Locations
- 19 In-Person Absentee FAQ
- 20 Voting at the Polls
- 21 Accessibility
- 22 Provisional Voting
- 23 Voter Challenges
- 24 Election Observers
- 25 High School Student Poll Workers
- 25 UW-Madison Student Poll Workers
- 25 Working at the Polls
- 26 About the City Clerk's Office



City of Madison Election Statistics *as of October 2, 2022*

Registered Voters: 180,547

Voting Age Population, estimated by Wisconsin Department of Administration: 217,049

Military Voters: 586

Permanently Overseas Voters, eligible to vote for federal offices only: 1,223

Temporarily Overseas Voters: 203

Indefinitely Confined Voters, due to age or disability: 6,995

Absentee Ballots Issued: 28,984

Absentee Ballots Returned to be Counted: 3,558

Polling Locations: 107

Wards: 152

School Districts: 8 (Madison Metropolitan School District, Middleton-Cross Plains Area School District, Verona Area School District, Sun Prairie Area School District, McFarland School District, DeForest Area School District, Waunakee Community School District, and Monona Grove School District)

In-Person Absentee Voting Sites: 32

Poll Workers estimated to be scheduled to work on Election Day: up to 5,000

Hourly Employees: 75

Full-time Employees: 10

Wards with No Registered Voters: Wards 120, 125, 126, 131, 137, 141, 142, 143

Ward with Less than 10 Registered Voters: Wards 121, 129

Number of ballot styles in the City of Madison for this election: 29

I Voted Stickers in the City of Madison were designed by [Katina Maclin](#).

For comparison purposes, in November 2018 the City of Madison had 156,654 registered voters. The City had 144 wards and 89 polling locations for that election. A total of 145,513 votes were cast, for a voter turnout of 92.9% of pre-registered voters, a record turnout for the City. There were 22,329 voters who registered at the polls on Election Day. The City issued 47,513 absentee ballots for that election, of which 45,997 were returned to be counted. That included 37,338 absentees cast in person.

Important Dates

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10/2	10/3 National Voter Education Week #VoteReady	10/4 National Voter Education Week #MailReady	10/5 National Voter Education Week #VotePlanReady	10/6 National Voter Education Week #BallotReady	10/7 National Voter Education Week #ElectionReady	10/8
10/9	10/10	10/11 Last Day to Establish Residency Voters who move after today will not be eligible to vote at their new address and will need to vote from their previous address.	10/12	10/13	10/14	10/15
10/16	10/17 Care Facility Absentee Voting Begins Special Voting Deputy Election Officials bring absentee ballots to voters at 28 care facilities in the City.	10/18 Poll Worker Training 11 a.m. webinar All City of Madison poll workers complete one hour of training for every election they work.	10/19 Voter Registration Closes Final day to register via mail or online.	10/20	10/21	10/22
10/23	10/24 Do Not Delay Absentees Absentees requested after today might not have enough time to travel through the mail.	10/25 In-Person Absentee Voting Begins Hours & locations	10/26	10/27	10/28	10/29 Public Test City Clerk's Office tests electronic election equipment to ensure accurate results.
10/30	10/31 Mail It Back Monday Voters returning absentees via mail are encouraged to do so by today.	11/1 Hospitalized Voters may begin requesting absentee ballots .	11/2	11/3 Absentee via Mail Request Deadline for most voters, but Post Office might not deliver by Tuesday	11/4 Final Day to Register at Absentee Sites Voters may still register at the polls on Election Day.	11/5
11/6 Final Day of In-Person Absentee Voting Hours & locations	11/7 Election Hero Day We are grateful for our poll workers who will facilitate the right to vote at the polls tomorrow.	11/8 Election Day Polls open 7 a.m. and remain open until 8 p.m. Election results are posted on County Clerk's website.	11/9	11/10	11/11 Provisional Deadline Provisional voters have until 4 p.m. to get a copy of their ID to the Clerk's Office.	11/12

Media Visits

Members of the media are welcome to visit our absentee voting sites and polling locations. There is no need to notify the Clerk's Office in advance. When you arrive onsite, check in with a Clerk's Office employee at the absentee voting site, or with the Chief Inspector at the polling location.

Observation at the polls begins at 7 a.m., when the poll open. The closing of the polls is open for anyone to observe.

Interviews with voters should occur outside of the voting area, and only after the voters have finished voting. The media may take photographs or video as long as the Chief Inspector at the polling location determines that this would not be disruptive, and any voters pictured give their consent. Please note that confidential voters are victims of stalking or domestic abuse, and it is imperative that nobody be able to figure out the neighborhood in which they reside due to seeing them pictured at the polls.

Images captured at the polls or absentee voting sites may not show how someone marked their ballot. Voters are entitled to cast a secret ballot.

The Clerk's Office will provide updates on daily absentee statistics via Twitter, @MadisonWIClerk. On Election Day, the Clerk's Office will provide updates on voter turnout via Twitter after polling locations call at 11 a.m. and 4 p.m. with their turnout numbers by ward. The Clerk's Office calculates turnout based on the number of pre-registered voters because they have that data by ward and use these numbers to determine whether they need to deliver more ballots to any polling location. Voter turnout numbers include the absentee ballots processed at each location, which City of Madison poll workers do throughout Election Day at every polling place. Final turnout numbers might not be calculated until the following morning.



Voter Eligibility

To be eligible to vote you must:

- Be a United States citizen
- Be age 18 or older by Election Day
- Have resided at your current address at least 28 consecutive days before election
- Have, if convicted of a felony, completed terms of sentence including probation/parole
- Have not placed a bet or wager on the outcome of the election
- Have not been adjudicated incompetent to vote (only a judge can make such a ruling)

Voter Registration

Registration is open until 20 days before an election. It takes 28 days to establish residency at a new address. Temporary absence does not affect residency. Time spent away from your residence still counts toward the residency requirement as long as you intend to return. When registering, you must present a document showing your current name at your current address. You cannot register to vote at a post office box.

Voters need to update their registration when they move, even if moving to another unit in the same apartment complex. If a voter has changed their name, the name change is effective for voting purposes once the voter updates the name on their ID. A name change also requires a new registration form.

Proof of Residence (POR) may be presented in either a paper or an electronic format. It must include the voter's name and current address. If the document contains an expiration date, it cannot be expired.

Acceptable Proof of Residence Documents

- Utility bill issued within the last 90 days
- Bank, credit union, credit card, or mortgage statement
- Current and valid Wisconsin driver license or Wisconsin identification card
- Paycheck
- A government-issued document (federal, state, county, municipal, tribal, UW, Madison College, or public school)
- Certified housing list provided to the City Clerk's Office by UW-Madison or Edgewood College (must show student ID; available at the polls and absentee voting sites)
- Check issued by a unit of government
- Real estate tax bill or receipt for the current year or the previous year
- Residential lease effective on the day of registration (cannot be used if registering to vote by mail)
- Contract or intake document issued when admitted to a nursing home or care facility
- College fee statement issued in the last nine months, accompanied by student ID card
- Affidavit from a public or private social service agency, on letterhead, identifying an individual who is homeless and indicating where that individual resides
- Official identification card or license issued by a Wisconsin governmental body or unit
- Identification card issued by an employer in the normal course of business, which has a photograph of the cardholder, but not a business card.

Online Registration

You may register to vote at <https://MyVote.wi.gov> if you have a valid, unexpired Wisconsin driver license or Wisconsin ID, and your address on file with the DMV matches the address at which you are registering to vote. If the DMV does not have your current address on file, update your address on the [DMV website](#) before updating your voter registration at [My Vote Wisconsin](#). The DMV record serves as Proof of Residence.

Registration In person

Up to 20 days before Election Day, City of Madison residents may register to vote in the **City Clerk's Office** during normal business hours, or at the front desk of any City of Madison agency with Proof of Residence.

During in-person absentee voting, City of Madison residents may register to vote at any of the City's in-person absentee voting sites, through the Friday before the election, with Proof of Residence.

On Election Day, City of Madison residents may register to vote at their polling location with Proof of Residence.

Registration via Mail

To register to vote by mail, complete the registration form at <https://MyVote.wi.gov>, print out the application, and mail the form to the City Clerk's office, along with Proof of Residence. The registration form must be postmarked at least 20 days before the election.

Mail registration form and Proof of Residence to:
City Clerk's Office
210 Martin Luther King Jr Blvd, Room 103
Madison, WI 53703

Confirming Voter Registration

Voters are encouraged to verify their voter registration online at <https://MyVote.wi.gov>. The City Clerk's Office aims to process each voter registration application within a day of receipt. Once a registration form is processed, the Wisconsin Elections Commission sends the voter a postcard to confirm that the voter resides at that address, and to notify the voter of their polling location.

Behind the scenes, an interface between the state's voter registration system and the Wisconsin Department of Transportation compares the voter's first name, middle initial, last name, date of birth, and driver license or ID number on the voter registration with what is on file with the Division of Motor Vehicles. Voter registration records for voters who do not have a Wisconsin ID are compared to the records on file with the Social Security Administration. When a registration is not a match with the records on file at the DMV or Social Security Administration, the Clerk's Office send the voter a letter to ensure that the voter's information is accurate.

Voter Registration Mailings

Many organizations mail out voter registration forms to encourage voter participation. These mailings do not come from the City Clerk's Office, and these organizations are not affiliated with the City Clerk's Office. These mailings often rely on outdated voter lists. The Clerk's Office encourages voters who receive these mailings to visit <https://MyVote.wi.gov> to verify their voter registration status.

Voter Registration Frequently Asked Questions

If I am registered to vote at my current address, will I need to bring proof of my address to the polls?

No, you don't. You can verify your voter registration prior to Election Day by checking <https://MyVote.wi.gov>. Your registration address as listed on the My Vote website will be pre-printed next to your name on the poll book. Poll workers will compare the address you state with the address listed on the poll book.

If I miss voting in an election, does that cancel my voter registration?

No. If you go four years without voting, though, you will be sent a mailing that asks whether you would like to remain on the poll list. At that point, you have the option to request that your registration remain in effect. If you do not respond within 30 days, or if your mailing is returned as undeliverable, your registration will be inactivated.

Doesn't changing my address with the Post Office automatically update my voter registration?

No, it doesn't. If you have moved, you will need to take separate action to update your voter registration. A good place to start is by visiting <https://MyVote.wi.gov>, or visiting your nearest Madison Public Library.

Didn't my voter registration automatically update when I updated my license or ID at the DMV?

Changes to the address you have on file with the DMV do not result in automatic changes to your voter registration. If you have already updated your address with the DMV, though, you will be able to quickly update your voter registration via <https://MyVote.wi.gov>.

I just need to update my name. Do I really need to complete the entire registration form?

Yes, a new registration form is needed for a name change, even if your address remains the same.

I moved to a new unit within the same building. Do I really need to complete a registration form?

Yes, even a move within the same complex requires a new registration form.

What happens to my previous voter registration?

If you had been registered at another address in Wisconsin, your registration will be transferred to your new municipality when the clerk processes your registration form. If you were registered in another state, a notice will be sent to your previous election administrator, indicating that you have registered to vote in Wisconsin, and that your previous voter registration should be canceled.

I have a family member that I don't think should be voting anymore. How do I cancel their registration?

You cannot. Only a judge can determine that a person is no longer competent to exercise their right to vote.

If I am registering to vote at the polls and I don't have Proof of Residence, can I cast a provisional ballot?

No, we cannot issue a provisional ballot in that situation. In order to register to vote at the polls, you must show Proof of Residence.

Can I use my Wisconsin driver license/ID as both Proof of Residence and Voter ID?

Yes, you can, as long as it lists your current address and is not expired. If the address is outdated, you can use the ID as Voter ID, but not as Proof of Residence. If the ID has expired since November 3, 2020, you can use the ID as Voter ID, but not as Proof of Residence. Proof of Residence cannot be expired.

Voter ID

Voters must present an acceptable form of ID for their vote to be counted.

Voter ID is used to prove identity, and does **not** need to show a current address. Election officials look at the type of ID presented, the name and photograph on the ID, and the expiration date of the ID. Please note that a driver license or ID from another state is not an acceptable form of ID for voting in Wisconsin.

Whether a Wisconsin ID or Wisconsin driver license complies with the federal Real ID Act of 2005 does not matter when it comes to voting. Wisconsin ID cards that do not comply with Real ID requirements **are acceptable** forms of voter ID.

Acceptable Forms of Voter ID

- Wisconsin driver license*
- WI DOT-issued photo ID card*
- U.S. passport*
- Military ID card*
- Certificate of naturalization issued within last 2 years
- Unexpired Wisconsin driver license or state ID receipt
- ID card issued by a Native American Tribe, regardless of expiration
- ID issued by a Wisconsin accredited university or college—must contain issuance date, student signature, and expiration date within 2 years of issuance. If the ID is expired, proof of current enrollment is also required.
- Unexpired Veterans Affairs ID card

**The expiration date must be after the date of the last November election (November 3, 2020).*

Obtaining a Wisconsin ID

Anyone who is eligible to vote but does not have a Wisconsin license or ID card may [obtain a free ID](#) for voting. Voters who are missing any part of the required documentation may [petition the DMV](#) to verify their identity for them.

For the shortest lines, visit the DMV mid-morning or mid-afternoon, and try to avoid Mondays, Fridays, and the beginning and end of each month. ID customers are given priority service at the DMV. Everyone who is in the office at closing time will be served.

The Dane County Voter ID Coalition provides free assistance with obtaining transportation to the DMV and walking through the DMV application process. This is a joint effort of the League of Women Voters of Dane County and the Dane County NAACP. For assistance, **call (608) 285-2141**.

Voter ID Exceptions

Voter ID is not required for Military absentee voters, voters permanently residing overseas, Confidential Voters, absentee voters indefinitely confined to their homes due to age or disability, or the residents of nursing homes or care facilities who are voting absentee in facilities served by Special Voting Deputies.

Voter ID Frequently Asked Questions

The address on my ID is not up-to-date. Do I need to update my address with the DMV before Election Day?

No, that won't be necessary. The address on your ID is not relevant to proving your identity.

My ID has expired. Does that mean I can't vote?

If your ID is a Wisconsin driver license, a Wisconsin ID, a U.S. Passport, or a Military ID, you may use it as Voter ID even if it is expired, as long as the expiration date is after November 3, 2020, the date of the last November election.

I have a license from another state. Can I use that as Voter ID?

No, you cannot. A driver license or ID card from another state are not acceptable forms of Voter ID in Wisconsin.

Can I use my Global Entry Card as Voter ID?

No, that is not an acceptable form of Voter ID in Wisconsin.

Can I use my faculty ID as Voter ID?

No, that is not an acceptable form of Voter ID in Wisconsin.

Can I use my WisCard as Voter ID?

The WisCard is not an acceptable form of Voter ID in Wisconsin, but you can get a free UW-Madison Voter Identification card from Union South that you can use as Voter ID at the polls.

Can I use my State Employee ID Card as Voter ID?

No, that is not an acceptable form of Voter ID in Wisconsin.

The DMV gave me a paper receipt to use as my ID while I wait for my ID to arrive in the mail. Does that work as Voter ID?

Yes, that is an acceptable form of Voter ID in Wisconsin as long as it is not expired.

I need to get a Voter ID. Where do I start?

Call the Dane County Voter ID Coalition hotline at 608-285-2141. They will walk you through the application process, and can even provide you with a free cab ride to the DMV.

My Wisconsin ID card does not expire. Can I use that as Voter ID?

Yes, the non-expiring Wisconsin ID card issued to senior citizens is an acceptable form of Voter ID.

My Wisconsin ID says "Not for Federal Purposes" and is not REAL ID compliant. Can I use it as Voter ID?

Yes, you may use your Wisconsin ID as Voter ID even if it does not comply with the Federal REAL ID Act.

Confidential Voters

Voters affected by domestic abuse, sexual assault, or stalking may register as confidential voters. The names and addresses of confidential voters are not included in voter lists released by the state.

The names and addresses of confidential voters are not included in the alphabetical listing of voters on the poll book. Confidential voter names and unique identifying numbers are listed in the back of the poll book, on a page that is not open to public inspection.

When voting at the polls or voting absentee in person, confidential voters do not state a name and address. Instead, they present a confidential voter card from the Clerk's Office. Confidential voters are exempt from showing voter ID.

Registering as a Confidential Voter

Confidential voter registration is only available in the Clerk's Office. City of Madison residents may register confidentially in the City Clerk's Office, located in room 103 of the City-County Building (210 Martin Luther King, Jr., Boulevard). If the voter is not already registered, they will need to show Proof of Residence.

Required Documentation

Voters registering confidentially must submit a request in writing (the [Confidential Voter Registration form](#) may be used) and present one of the following documents:

- Restraining order or injunction currently in effect
- Affidavit from Chief of Police, Sheriff, or District Attorney dated within last 30 days
- Signed statement from the operator or agent of a shelter, dated within last 30 days, indicating that the voter resides in the shelter
- Statement signed by a representative of a service provider for survivors of domestic abuse or sexual assault, indicating that the voter received services from that provider within 24 months of the date on the statement
- Proof of participation in the Wisconsin Department of Justice Safe at Home address confidentiality program

Military Voters

Military Voters include

- Members of the United State Army, Navy, Air Force, Marine Corps, Coast Guard, Commissioned Corps of the Federal Public Health Service, or the Commissioned Corps of the National Oceanic and Atmospheric Administration
- Members of the merchant marine of the United States
- Civilian employees of the United States and civilians officially attached to the uniformed services who are serving outside of the United States
- Peace Corps volunteers
- The spouse or dependent of someone listed above, if they live with or accompany them

Military Voters are not required to register or required to provide ID for absentee voting, but must complete forms to receive an absentee ballot. [Military voters](#) may download their absentee online or receive their ballot via e-mail, fax, or mail. They may submit a [Federal Write-In Absentee Ballot \(FWAB\)](#) as a back-up ballot in case their official ballot is not delivered in time to be counted.

Overseas Voters

Voters who have moved overseas with no intent to return to live in the United States may continue voting for federal offices from their last Wisconsin address. These voters may register and request absentee ballots using the [Federal Postcard Application](#). Voters who are permanently living overseas are not required to send Proof of Residence with their voter registration. They may download their absentee ballot online or receive their absentee ballot via e-mail, fax or mail. Permanently overseas voters are not required to submit Voter ID. These voters may submit a [Federal Write-In Absentee Ballot \(FWAB\)](#) as a back-up ballot in case their official ballot is not delivered in time to be counted.

Voters who are temporarily living outside of the United States, intend to return to Wisconsin, and are otherwise qualified to vote may vote from their last Wisconsin address. These voters must provide Proof of Residence when registering to vote, and must provide Voter ID when requesting an absentee ballot. Temporarily overseas voters may receive their absentee ballot via e-mail, fax, or mail. These voters may submit a [Federal Write-In Absentee Ballot \(FWAB\)](#) as a back-up ballot in case their official ballot is not delivered in time to be counted.

Voters Experiencing Homelessness

[Voters experiencing homelessness](#) who do not have a traditional street address may register to vote using the map on the registration form to indicate a location where they spend time or they return to on a regular basis. If they had previously established residence at an address and intend to return to that location, they may remain registered at that address. Their residence for voting purposes could be a shelter or park. The Clerk's Office needs to be able to pin the location on a map. The voter may use a [letter](#) from a social service agency (public or private) as Proof of Residence.

Ex-Felons and Incarcerated Voters

An individual convicted of a felony may register to vote once they have completed the terms of their sentence, including probation, parole, or extended supervision.

Someone convicted of a misdemeanor and not a felony remains eligible to vote, even if they are incarcerated. A jail or prison in which a voter is incarcerated may not be used as their voting address. Their voting address would be the address at which they resided prior to incarceration. Incarcerated voters may cast absentee ballots, but must submit a copy of their Voter ID along with their absentee request. They do not qualify as indefinitely confined absentee voters.

Indefinitely Confined Voters

The indefinitely confined category is fitting for voters who, for the foreseeable future, limit travel outside their home because of age, physical illness, or infirmity, or are disabled for an indefinite period. Each voter makes the decision of whether they are indefinitely confined based upon their current situation. Being indefinitely confined does not require permanent or total inability to travel outside of your home.

Indefinitely confined voters are not required to submit Voter ID when requesting absentee ballots via mail. These absentee requests may be submitted via <https://MyVote.wi.gov>, via e-mail, or through the mail. Indefinitely confined absentee voters continue to receive ballots for every election until they fail to return a ballot, or request to be removed from the indefinitely confined absentee list.

Voters in Care Facilities

Any voter who resides in a qualifying care facility and requests an absentee ballot will have their ballot brought to their facility by Election Official Special Voting Deputies. This process, known as SVD voting, is the exclusive means of absentee voting for occupants of residential care facilities and qualified retirement homes.

Special Voting Deputies are election officials trained and deputized by the City Clerk's Office to perform the duties of SVD voting. Special Voting Deputies visit each facility twice in the three weeks prior to the election. The scheduled days and times are publicly noticed and posted at each facility. Special Voting Deputies must make two attempts to deliver an absentee ballot before that ballot can be mailed to the voter.

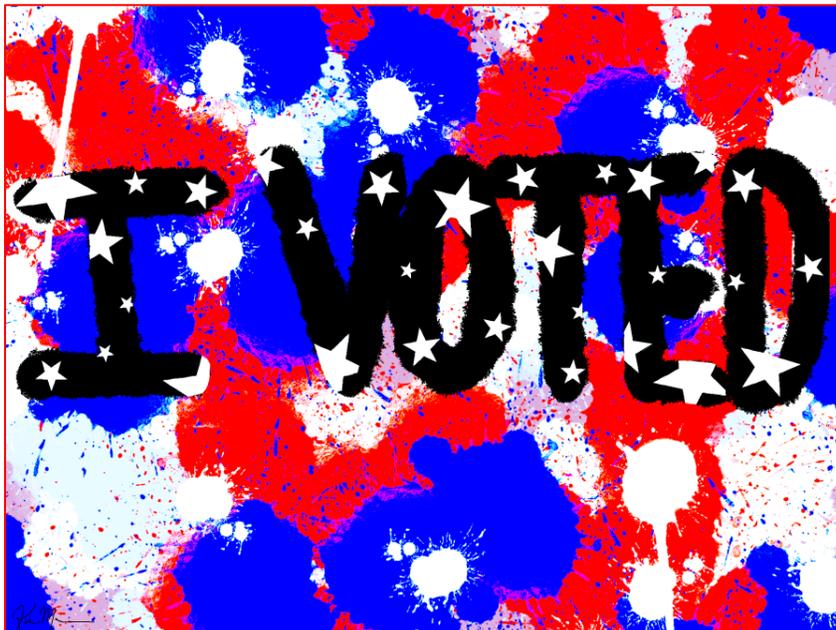
Hospitalized Voters

Hospitalized voters may appoint an agent to pick up their ballot from the City Clerk's Office within seven days of Election Day. The agent needs to bring the hospitalized voter's Voter ID and [absentee request](#) to the City Clerk's Office. The hospitalized absentee voting process is available until 5:00 pm on Election Day.

If the voter needs to register or update their voter registration, their agent will bring a completed voter registration application and Proof of Address to the Clerk's Office, in addition to the voter's absentee request and ID. The agent must go to the Municipal Clerk's Office for where the voter resides, regardless of where the voter is hospitalized.

The City Clerk's Office issues an absentee ballot, absentee envelope, and instruction letter for the hospitalized voter. The agent delivers this packet of materials to the voter at the hospital.

Once the voter has cast their ballot, the agent delivers the sealed absentee envelope to the City Clerk's Office. The absentee envelope must be sealed, and the voter signature, witness signature, and witness address must be present on the envelope.



Absentee Voting Via Mail

Voters may submit an absentee request at <https://MyVote.wi.gov>, or may send the City Clerk's Office a written request that includes:

- Name
- Address where registered to vote
- Address to which the ballot should be mailed
- Signature
- Copy of Voter ID, if not already on file in Clerk's Office

Absentee requests may be sent via email to voting@cityofmadison.com, or mailed to:

City Clerk's Office
210 Martin Luther King Jr Blvd, Room 103
Madison, WI 53703

The City Clerk's Office began mailing ballots for this election on September 21, and issues each ballot within a business day of receiving the request as long as the voter is registered and the Clerk's Office has a copy of their Voter ID on file. Absentee ballots must be received by the Clerk's Office in time for delivery to the polls on Election Day.

When an absentee ballot is returned to the Clerk's Office in an insufficient absentee certificate envelope, the Clerk's Office sends the ballot back to the voter to notify them that the envelope is missing the voter's signature, the signature of the voter's witness, or a complete address for the witness. The witness address must include a house number, street name, and municipality.

Absentee ballots that are delivered to the Clerk's Office after Election Day remain sealed and are not counted.

Absentee Delivery

The City Clerk's Office provides postage on the certificate envelope that is used to return an absentee ballot via mail. Because mail is sent from Madison to Milwaukee to be sorted, it can take up to a week for the Post Office to deliver a ballot. The Clerk's Office highly recommends that voters returning their absentee ballot via mail put the ballot in the mail no later than October 31.

Voters may hand-deliver the absentee ballot they received through the mail to the City Clerk's Office until in-person absentee voting begins on October 25. From October 25 through November 6, voters may deliver their absentee ballot received through the mail to City Clerk's Office employees at any of our [in-person absentee voting sites](#). Voters hand-delivering their absentee ballot received through the mail on Election Day should take their ballot directly to their polling location.

Under the Voting Rights Act, voters needing assistance with the mailing or delivery of their absentee ballot due to a disability are permitted to receive assistance from a person of their choice, as long as the person providing assistance is not the voter's employer, agent of the voter's employer, or officer or agent of the voter's union. Otherwise, voters are required to mail or deliver their own absentee ballot.

Absentee Voting by Mail Frequently Asked Questions

Can I request my absentee ballot by calling the Clerk's Office?

No, your absentee request must be in writing. We cannot take absentee requests over the telephone.

Can I request an absentee ballot for my son, daughter, spouse, mother, or father?

No, each voter needs to request their own absentee ballot.

I heard that absentees are only counted in close races. Is that true?

No, it isn't. We send all of our absentee ballots to the polls on Election Day, where they are processed and counted along with the ballots cast at the polls. The unofficial results you see on Election Night include votes cast on absentee ballots.

Can I sign my spouse's absentee envelope as the witness?

Yes, that is perfectly fine. Remember to print your address beneath your witness signature!

If my absentee ballot is processed at my polling place, won't my poll worker neighbors know how I voted?

No, they process three to five absentees at a time to protect the secrecy of each ballot. After checking the absentee voters into the poll book, they completely remove the ballots from the envelopes and shuffle the ballots before unfolding them.

I requested an absentee ballot via mail, but have changed my mind and would like to vote at the polls instead. Can I bring my blank absentee ballot to the polls?

If you received your absentee ballot in the mail and have decided to vote at the polls instead, destroy your absentee ballot at home. When you go to the polls on Election Day, the poll workers will ask if you returned your absentee ballot. When you answer *no*, they will note that on the poll book and proceed as usual.

If I mail back my absentee ballot on Election Day, does the postmark on the envelope count as having returned the ballot on time?

No, it does not. Your ballot needs to be delivered to the Clerk's Office in time for the Clerk's Office to take it to your polling location to be counted before the polls close on Election Day.

How do I know the Clerk's Office has received my ballot back in the mail?

You look up the status of your absentee at <https://MyVote.wi.gov>. You will be able to track when the Clerk's Office processed your absentee request, when your absentee ballot was mailed by the Clerk's Office, the estimated delivery date for your ballot, and when the Clerk's Office has received your ballot back in the mail.

What if I forget to sign my absentee envelope as the voter, or my witness forgets to sign or list their complete address on the envelope?

The Clerk's Office will send the ballot back to you, with a note indicating what part of the certificate is incomplete. As Election Day approaches, the Clerk's Office will switch to phone calls or e-mail messages.

At what point do I need to update the Voter ID I have on file with the Clerk's Office?

If you do not move or change your name, the copy of your Voter ID you previously provided when voting by mail is used and you do not need to send in a new Voter ID when mailing in your ballot. A new copy of your Voter ID is required once you register at a new address or under a new name. (No, the address on the ID does not need to be up-to-date in order to prove your identity.)

In-Person Absentee Voting

In-Person Absentee Voting will take place **October 25 - November 6**. Voter registration will not be available at absentee voting sites on November 5 or November 6, per state law. Only City of Madison residents, or Town of Madison residents who will be part of the City of Madison attachment at the end of October, may vote absentee at City of Madison absentee voting sites.

Voters need to show the absentee clerk their Voter ID in order to be issued an absentee ballot, even if the Clerk's Office has a copy of their ID on file. If a voter is not already registered to vote at their current address, they may register, with Proof of Residence, at an absentee voting location through Friday, November 4.

In-Person Absentee Voting Process

1. The absentee clerk provides an absentee envelope on which the voter writes their name, address, and date of birth.
2. The absentee clerk checks the voter's ID. Rather than handling the ID, they ask the voter to hold up the ID for them to see.
3. The absentee clerk uses the state's voter registration system to verify that the voter is registered, and to process the absentee request. The absentee clerk generates a label that they affix to the absentee envelope. They ask the voter to verify that their name and address are listed correctly on the label.
4. The absentee clerk stamps Absentee on a ballot card, and writes the ward number and City Clerk's initials on the card. They activate the ballot card for the voter's ward and school district, using the ExpressVote accessible voting device. This device offers a touchscreen with large print and high contrast, a Braille keypad, compatibility with Sip & Puff devices, and Spanish translation. Using this device for in-person absentee voting also eliminates the need to keep each site stocked with 29 different ballot styles.
5. The absentee clerk steps back to give the voter privacy, and the voter follows the ExpressVote prompts to select the candidates of their choice.
6. The voter reviews and approves their selections before the ExpressVote prints the voter's selections on the ballot card. Once the ballot card is printed, the voter may feed the card back into the ExpressVote to review their selections again. They may also read the selections printed on the ballot card.
7. The voter folds their ballot card in half and seals it in their absentee envelope.
8. The voter signs their envelope in the presence of the absentee clerk. The absentee clerk signs as the voter's witness.
9. At the end of the voting shift for the day, the absentee ballot is delivered to the City Clerk's Office in a courier bag with a tamper-evident seal. The absentee clerk and the courier both verify the number of absentees and the tamper-evident seal number. They document the unique serial number on the tamper-evident seal, and the number of absentees in the courier bag.
10. City Clerk's Office personnel verify the serial number on the tamper-evident seal, and the number of absentee envelopes sealed inside the courier bag.
11. Absentee ballots remain sealed in their certificate envelope and secured by the Clerk's Office until delivered to the voter's polling place to be processed on Election Day.
12. On Election Day, poll workers at the voter's polling location verify that the certificate on the absentee envelope is complete, check the voter into the poll book to be assigned a voter number, and insert the ballot into the tabulator to be counted. To protect the secrecy of the ballot, poll workers process absentee ballots in groups of at least three, completely separate the envelopes from the ballots after checking the envelopes in at the poll book, and shuffle the ballots before unfolding them for processing.

In-Person Absentee Voting Hours & Locations

Madison Municipal Building

215 Martin Luther King Jr Blvd
8:30 a.m. - 4 p.m. weekdays, Oct. 25 - Nov. 4

Olbrich Gardens

3330 Atwood Ave
10 a.m. - 4 p.m. weekdays, Oct. 25 - Nov. 4

Warner Park Community Recreation Center

1625 Northport Dr
8:30 a.m. - 7:30 p.m. weekdays, Oct. 25 - Nov. 4
8:30 a.m. - 5 p.m. Saturdays, Oct. 29 & Nov. 5
11:30 a.m. - 5:30 p.m. Sundays, Oct. 30 & Nov. 6

East Madison Community Center

8 Straubel Court
11 a.m. - 4 p.m. weekdays, Oct. 25 - Nov. 4

Edgewood College - Wingra Commons

1000 Edgewood College Dr
11 a.m. - 3 p.m. weekdays, Oct. 31 - Nov. 4

UW-Madison Union South

1308 W Dayton St
11 a.m. - 5 p.m. weekdays, Oct. 25 - Nov. 4

UW-Madison Memorial Union

800 Langdon St
11 a.m. - 5 p.m. weekdays, Oct. 25 - Nov. 4

Madison College Truax Campus

1701 Wright St
11 a.m. - 3:30 p.m. weekdays, Oct. 31 - Nov. 4

Madison College South Madison Campus

2429 Perry St
11 a.m. - 3:30 p.m. weekdays, Oct. 31 - Nov. 4

Alicia Ashman Library

733 N High Point Rd
11 a.m. - 5 p.m. weekdays, Oct. 25 - Nov. 4
10 a.m. - 4 p.m. Saturdays, Oct. 29 & Nov. 5

Central Library

201 W Mifflin St
10 a.m. - 4 p.m. Saturdays, Oct. 29 & Nov. 5
2-4 p.m. Sundays, Oct. 30 & Nov. 6

Goodman South Madison Library

2222 S Park St
11 a.m. - 7 p.m. weekdays, Oct. 25 - Nov. 4
10 a.m. - 4 p.m. Saturdays, Oct. 29 & Nov. 5
2-4 p.m. Sundays, Oct. 30 & Nov. 6

Hawthorne Library

2707 E Washington Ave
11 a.m. - 7 p.m. weekdays, Oct. 25 - Nov. 4
10 a.m. - 4 p.m. Saturdays, Oct. 29 & Nov. 5

Lakeview Library

2845 N Sherman Ave
10 a.m. - 4 p.m. Saturdays, Oct. 29 & Nov. 5
2-4 p.m. Sundays, Oct. 30 & Nov. 6

Meadowridge Library

5726 Raymond Rd
11 a.m. - 7 p.m. weekdays, Oct. 25 - Nov. 4
10 a.m. - 4 p.m. Saturdays, Oct. 29 & Nov. 5

Pinney Library

516 Cottage Grove Rd
11 a.m. - 7 p.m. weekdays, Oct. 25 - Nov. 4
10 a.m. - 4 p.m. Saturdays, Oct. 29 & Nov. 5

Sequoia Library

4340 Tokay Blvd
11 a.m. - 7 p.m. weekdays, Oct. 25 - Nov. 4
10 a.m. - 4 p.m. Saturdays, Oct. 29 & Nov. 5

Hmong Institute

4402 Femrite Dr
11 a.m. - 3:30 p.m. Tuesdays, Oct. 25 & Nov. 1
11 a.m. - 3:30 p.m. Thursdays, Oct. 27 & Nov. 3
10 a.m. - 3:30 p.m. Fridays, Oct. 28 & Nov. 4



Global Market & Food Hall

2161 Zeier Rd
 11 a.m. - 7 p.m. weekdays, Oct. 25 - Nov. 4
 10 a.m. - 4 p.m. Saturdays, Oct. 29 & Nov. 5
 10 a.m. - 1 p.m. Sundays, Oct. 30 & Nov. 6

Lussier Community Education Center

55 S Gammon Rd
 6-8 p.m. Wednesdays, Oct. 26 & Nov. 2
 10 a.m. - noon Saturdays, Oct. 29 & Nov. 5

Urban League Southwest Employment Center

1233 McKenna Blvd
 11 a.m. - 5 p.m. Wednesdays, Oct. 26 & Nov. 2
 11 a.m. - 5 p.m. Fridays, Oct. 28 & Nov. 4
 11 a.m. - 5 p.m. Monday, Oct. 31

Boys & Girls Club – Allied

4619 Jenewein Rd
 10:30 a.m. - 5:30 p.m. weekdays, Oct. 25 - Nov. 4

Catholic Multicultural Center

1862 Beld St
 1-5 p.m. Tuesdays, Oct. 25 & Nov. 1
 1-5 p.m. Thursdays, Oct. 27 & Nov. 3

Tenney Park Shelter

402 N Thornton Ave
 10 a.m. - 4 p.m. Friday, Nov. 4

Eagle Heights Community Center

611 Eagle Heights Dr
 10 a.m. - 5 p.m. Fridays, Oct. 28 & Nov. 4

Bridge - Lake Point - Waunona Neighborhood Center, 1917 Lake Point Dr

9 a.m. - 5 p.m. Thursdays, Oct. 27 & Nov. 3
 9 a.m. - 3 p.m. Fridays, Oct. 28 & Nov. 4

Rebalanced - Life Wellness Association Men's Health & Education Center

588 Grand Canyon Dr
 9:30 a.m. - 4:30 p.m. Tuesdays, Oct. 25 & Nov. 1
 9:30 a.m. - 4:30 p.m. Wednesdays, Oct. 26 & Nov. 2
 9:30 a.m. - 4:30 p.m. Fridays, Oct. 28 & Nov. 4
 9:30 a.m. - 4:30 p.m. Saturdays, Oct. 29 & Nov. 5

Wisconsin Youth Company

1201 McKenna Blvd
 11 a.m. - 1 p.m. Tuesdays, Oct. 25 & Nov. 1
 4-6 p.m. Thursdays, Oct. 27 & Nov. 3

Christ the Solid Rock Baptist Church/Lake Edge United Church of Christ

4200 Buckeye Rd
 9 a.m. - 2 p.m. Sundays, Oct. 30 & Nov. 6

Fountain of Life Church

633 W Badger Rd
 9 a.m. - 2 p.m. Sundays, Oct. 30 & Nov. 6

Badger Rock Neighborhood Center

501 E Badger Rd
 By appointment only
 10 a.m. Wednesday, October 26
 Contact the Clerk's Office in advance to make appointment.

Ho-Chunk Nation Community Center

4724 Tradewinds Pkwy
 By appointment only
 2 p.m. Wednesday, October 26
 Contact the Clerk's Office in advance to make appointment.

In-Person Absentee Voting Frequently Asked Questions

Can I go to any absentee voting site, or do I need to go to the location that is closest to where I live?

If you are eligible to vote in the City of Madison, you may vote absentee at any City of Madison in-person absentee voting location.

I live in the Town of Madison and will become a City of Madison resident as part of the Attachment that takes place at the end of the month. Do I need to wait until October 31 to vote absentee?

There is no need to wait. Town of Madison residents have already been transferred to the appropriate municipality for election administration purposes in the state's voter registration system. Town of Madison residents with absentee requests on file were mailed ballots by either the City of Madison or the City of Fitchburg, depending on the address. Town of Madison residents who are about to become City of Madison residents may vote absentee at any City of Madison in-person absentee voting site as soon as those sites open for voting on October 25.

Can I register at the absentee voting site and cast my absentee ballot there in the same visit?

Yes, you can both register and vote absentee in one stop.

Can I vote absentee in the City Clerk's Office?

No, the City Clerk's Office is not an absentee voting site.

Can I register to vote at an absentee site, and then wait until Election Day to vote at my polling place?

Yes, you can take care of your voter registration at an absentee site, and then vote at your polling place on Election Day.

Can I pick up an absentee ballot to go from an absentee voting site?

No, you cannot leave an absentee voting site with an absentee ballot. If you wish to vote absentee at home, submit a request for an absentee ballot via mail by visiting <https://MyVote.wi.gov>.

I requested an absentee ballot by mail, but can I vote absentee in-person instead?

Yes, you can destroy the absentee ballot that was sent to your home, and then vote at an in-person absentee voting site. The absentee clerk will need to cancel your previously issued absentee ballot in the state system before they can issue you a new ballot. If the ballot that was mailed to you were to be returned to the Clerk's Office later, the state system would identify the ballot as having been canceled at the voter's request.

Who issues the ballots at the absentee voting sites?

The City Clerk's Office hires and trains hourly absentee clerks to administer the absentee voting process at these sites.

How does the ballot I cast at an absentee site get to the polls?

Your absentee ballot is delivered to the Clerk's Office under a tamper-evident seal on the same day you cast your ballot. The Clerk's Office sorts absentee envelopes by ward and keeps them sealed and secure until delivering them to the polls to be counted.

Voting at the Polls

Polling places across Wisconsin open at 7:00 a.m. and close at 8:00 p.m. All eligible voters who are in line at 8:00 p.m. get to vote.

Redistricting was finalized this summer, so ward lines and polling locations have changed since the last November election. Voters are encouraged to verify their polling location via <https://MyVote.wi.gov> or www.cityofmadison.com/WhereDoIvote before heading to the polls on Election Day.

A greeter at each polling location helps voters determine whether they are at the correct polling location, and whether they should go to the poll book or to the voter registration station.

At the poll book, pre-registered voters state their name and address. Voters who are unable to state their name and address due to a disability may have someone else do so on their behalf. Voters prove their identity at the poll book by presenting their Voter ID, and they sign or make their mark by their name on the poll book. Voters unable to sign the poll book due to a disability are exempt from the signature requirement.

If a voter had been issued an absentee ballot, the poll workers will ask the voter whether they mailed or delivered their absentee ballot to the Clerk's Office. Voters who had returned their absentee ballot may not vote at the polls on Election Day. Voters who were issued an absentee ballot but did not return that absentee are permitted to vote at the polls on Election Day.

Poll workers assign each voter a sequential voter number, write that number by the voter's name on duplicate copies of the poll book, and hand the voter a voter slip.

The voter takes the voter slip to the ballot table, and exchanges the voter slip for a ballot. Two poll workers initial the voter's ballot and indicate the ward number on the ballot. Voters have a choice between a ballot they mark with pen, or a ballot card they mark using the ExpressVote accessible voting device.

To mark a ballot with pen, the voter should use a ballpoint black or blue pen to fill in at least half of the oval next to the name of their candidate. Gel pens should not be used because the ink doesn't dry fast enough, and can gum up inside the tabulator scanner bed, causing ballot jams. Red pens or green pens should not be used because the tabulator might not recognize ballot markings in those colors on the ballot.

If a voter makes a mistake in marking their ballot, they may ask a poll worker for a replacement ballot. The voter partially tears the erroneously marked ballot and places it in an envelope for Discarded Ballots. The voter may only get two replacement ballots.

To mark a ballot card using the ExpressVote accessible voting device, the voter should follow the prompts on the screen or given audibly through headphones. Large print, high contrast, and Spanish translation are available on the ExpressVote. Voters may use the ExpressVote touchscreen or a Braille keypad to make their selections. The ExpressVote is compatible with sip-and-puff devices.

Once the voter has marked their ballot, they insert in the tabulator to be counted. The voter should wait for a thank you message to appear on the screen.

Poll workers double-check that anyone registering at the polls on Election Day is at the correct polling place for their new address. The voter completes a registration form and shows the poll worker Proof of Residence. The Proof of Residence may be on paper or in an electronic format. The poll worker at the registration table makes sure the form is complete, and documents what the voter presented to prove their address. Next, the voter takes their registration form to a second registration official.

The second registration official reviews the registration form for completeness, and adds the voter to the hand written poll list of new registrations. The voter presents Voter ID to this poll worker, and the poll worker assigns a voter number. The voter is given a voter slip that they may exchange for a ballot at the ballot table.

Voters who move within 28 days of Election Day need to vote from their previous address, at the polling place for that address.

Accessibility

All polling places must be accessible to voters with disabilities. The Wisconsin Elections Commission audits polling places for accessibility. On election morning, City of Madison poll workers use an accessibility checklist prepared by Disability Rights Wisconsin to identify and address any barriers.

Voters unable to enter the polling location due to a disability may vote from the curb of their polling place. Each polling location has a sign at the curb with a phone number voters may call for curbside voting. An alternative way to notify poll workers is to send someone in to the polling place to request curbside assistance for the voter. Or the voter may call the Clerk's Office in advance to make arrangements for poll workers to watch for the curbside voter at a certain time.

Poll workers check each curbside voter into the poll book and announce that the voter will be receiving their ballot at the curb. Two poll workers bring the voter a ballot, marking pen, and secrecy sleeve. Once the voter has marked their ballot, the two poll workers carry it back into the polling location, announce that they have returned with the curbside voter's ballot, and insert the ballot into the tabulator to be counted.

Voters unable to sign the poll book due to a disability are exempt from the requirement to sign or make their mark on the poll book.

Voters unable to state their name and address at the poll book may designate someone else to state their name and address.

Voters who need help marking their ballot have three options:

1. They may bring someone to the polling place with them to assist in marking the ballot, but the assistant cannot be their employer or labor union representative. The person assisting does not need to be an eligible voter. The poll workers record the name and address of the person assisting, and the assistant needs to sign the ballot.
2. The voter may use the [ExpressVote](#) ballot marking device, which will mark their ballot with the selections they make on a touch screen or Braille keypad. The ExpressVote offers large print and high contrast on its touch screen, has headphones, and is compatible with sip & puff devices. The voter is able to double-check their selections before the ExpressVote prints the ballot card. The ballot is counted by the same tabulator that counts ballots marked by pen.
3. The voter may ask a poll worker to assist in marking their ballot.

Provisional Voting

Provisional ballots are issued in only two circumstances.

- 1. Voter unable to show poll workers an acceptable Voter ID.** These voters have until 4 p.m. the Friday of election week to get a copy of their ID to the City Clerk's Office. There is no need to go to the Clerk's Office in person; the ID can be sent via e-mail or fax. Madison Public Libraries provide free assistance with scanning the ID and sending it to the City Clerk's Office via e-mail.
- 2. Someone registering to vote at the polls has a current & valid Wisconsin driver license, but does not provide the license number on their registration form.** If someone registering to vote has a current and valid Wisconsin driver license, they must list their driver license number on the form. If they don't have their driver license with them, they can call the Department of Transportation for the number. Voters unable or unwilling to write down their Wisconsin driver license number may cast a provisional ballot. They will have until 4 p.m. the Friday of election week to get their Wisconsin driver license number to the City Clerk's Office. These voters need to provide Proof of Residence in order to register and receive the provisional ballot. A lack of Proof of Residence is not a situation for which a provisional ballot may be issued.

Provisional Process

Provisional voters are assigned a sequential Provisional Voter number that is written on the back of their ballot next to a stamp that says, Section 6.97. Poll workers give the voter a provisional ballot envelope on which the voter writes their name, address, and date of birth. The voter also indicates on the envelope that they are a United States citizen.

Once the voter has marked their ballot, they seal it in the provisional envelope. The voter signs the envelope in the presence of a poll worker, and the poll worker signs as their witness. The voter is given a handout about how to make sure their provisional ballot is counted. They are also given a handout about the ID Petition Process at the DMV for eligible voters who do not have all of the certified documents the DMV requires of ID applicants.

If a provisional voter returns to the polls on Election Day with an acceptable form of Voter ID or with their missing Wisconsin driver license number, they are assigned a regular voter number and are given a fresh ballot to mark and cast as a secret ballot.

When a provisional voter gets a copy of their ID or their missing Wisconsin driver license number to the Clerk's Office by 4 p.m. the Friday of election week, the City of Madison Board of Canvassers counts their provisional ballot at the canvass that Friday.

Nearly all of the provisional ballots issued in the City of Madison are issued due to the voter needing an acceptable form of Voter ID. Typically, one-third of provisional voters in the City of Madison will provide the documentation needed for their ballot to be counted by the Board of Canvassers.

Provisional voters can track the status of their provisional ballot via <https://MyVote.wi.gov>. The My Vote Wisconsin website will indicate whether the Clerk's Office has received their documentation. The site is updated during the Board of Canvassers meeting to indicate whether a provisional ballot has been counted.

Voter Challenges

Anyone eligible to vote in the state may challenge someone they have reasonable cause to believe is not qualified to vote. **Challenges cannot be based on looks, home foreclosure, or language spoken by the voter.** The challenger must have personal knowledge leading them to believe the person is not eligible to vote. Challenges must be proven by evidence beyond a reasonable doubt.

Challenges are not a common occurrence on Election Day. When they do occur, the Chief Inspector minimizes disruption to the voting process by moving the challenge away from the poll book and registration tables.

The Chief Inspector places the challenger under oath. If they are not willing to take an oath, there is no challenge. The challenger affirms that they will tell the truth, and that they are qualified to vote in the state. The challenger gives the reason for their challenge. Legitimate reasons for a challenge include:

- The person is not a citizen of the United States.
- The person is not at least 18 years old.
- The person has not resided in the district for at least 28 consecutive days.
- The person is currently serving a sentence for a felony conviction.
- The person has been adjudicated incompetent.
- The person previously voted in the same election.
- The person who requested a replacement absentee ballot was not the person who originally requested the ballot.
- The person claims to have a physical disability that prevents them from signing the poll book, but both *poll workers* did not agree.

The Chief Inspector asks the challenger why they believe that the challenged elector is not eligible to vote. If the challenge is not based criteria established in the State Statutes, there is no challenge.

In cases where the individual's name is on the ineligible list that poll workers check against each new registration, a poll worker is the challenger, and the poll worker takes this oath.

Next, the Chief Inspector places the challenged elector under oath. If the elector refuses to take the oath, they cannot be given a ballot or permitted to vote.

The elector affirms that they will tell the truth. They answer the questions that relates to this challenge:

- Are you a United States citizen?
- Are you at least 18 years old?
- Have you resided in or been a resident of this ward for at least 28 consecutive days before the election?
- Are you currently serving probation, parole, or extended supervision for a felony conviction?
- Has a judge ruled that you are incapable of voting?
- Have you made a bet or wager on this election?
- Have you previously voted in this election?
- Are you unable to sign the poll book due to a physical disability?

The elector does not need to provide any proof or evidence. They just need to answer the question honestly.

The challenger then has an opportunity to withdraw their challenge. If the challenge is not withdrawn, the Chief Inspector administers the Oath of Eligibility to the voter. The voter affirms that they meet all the qualifications to be eligible to vote.

If the elector takes the oath of eligibility, they are issued a ballot. The challenge takes away the secrecy of the ballot. Before issuing the ballot poll workers write the voter slip number and "Section 6.95" on the back of the ballot. Once the voter marks the ballot, they insert it into the tabulator.

After the election, the City Clerk's Office provides the challenge documentation to the District Attorney. The role of the poll workers is to complete the challenge paperwork; they do not investigate any allegations.

Election Observers

Anyone, other than a candidate in the election, may be an observer at the polls on Election Day, or at an absentee voting site. Observers are often affiliated with a political party, with a candidate on the ballot, or with other interested organizations. City of Madison polling locations have also had election administrators from other countries as observers on Election Day.

Observers need to sign in with the Chief Inspector. They are given an observer name badge to wear, and must stay within a designated observation area that is three to eight feet away from the process they are observing. City of Madison poll workers use painter's tape to designate the boundaries of observer areas when they set up the polls on election morning.

Observers may not interact with voters unless the interaction is initiated by the voter. They may not examine documents that contain confidential information, such as voter registration forms, Proof of Residence documents, driver licenses, ID cards, or the confidential voter pages of the poll book. They must be able to hear the interactions between voters and poll workers.

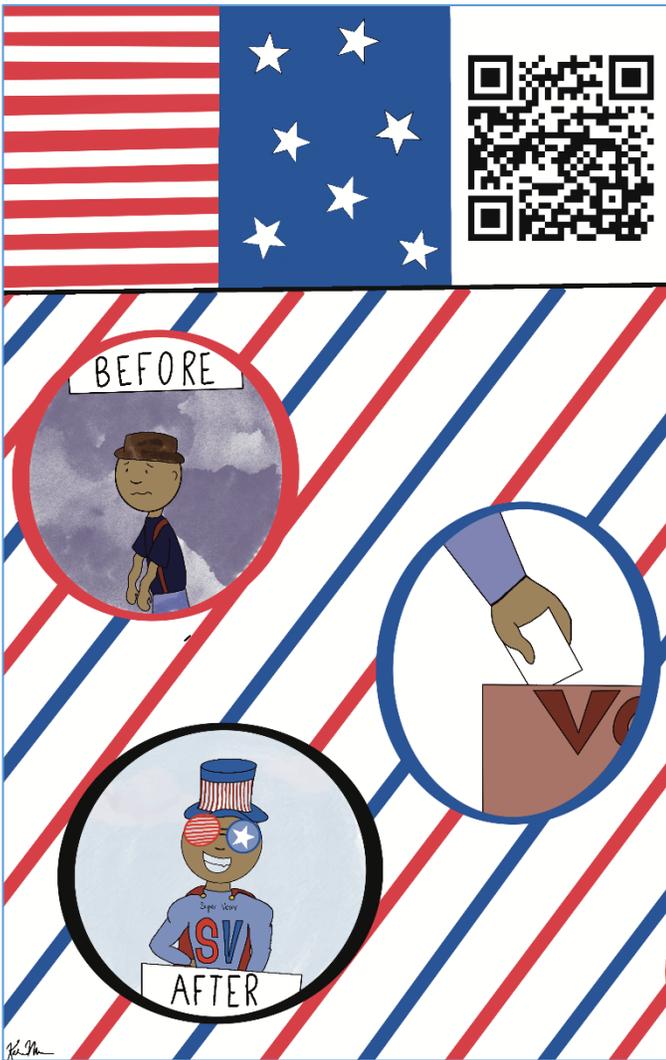
Observers may silently use their cell phones while in the polling location, but cannot talk on their phones inside the polling place or take pictures or video during voting hours.

Observers who become disruptive or who refuse to follow the observer rules are given one warning by the Chief Inspector. If they remain disruptive, they are ordered to leave the polling place. The Chief Inspector may direct law enforcement to assist in removing a disruptive observer.

The closing the polls is open for anyone to observe, including candidates.

Observation of the absentee voting process administered by Special Voting Deputies at nursing homes and care facilities is limited to one observer from the Republican Party and one observer from the Democratic Party. The observer must notify the City Clerk's Office of their intent to observe by the end of the day prior to the SVD visit.

The City Clerk's Office and City Attorney's Office have invited organizations likely to send observers to the polls to participate in a virtual meeting prior to Election Day to review the observer rules, and to have an opportunity to ask questions. The Clerk's Office has also invited observers to audit a beginner poll worker training session the day before the election.



High School Student Poll Workers

High school students who are at least 16 years old may serve as poll workers on Election Day as long as they have permission from their parent and high school principal.

The City of Madison usually employs hundreds of high school student poll workers for a November Election. East High School and Edgewood High School typically recruit the most student poll workers.

High school student poll workers are excused from school for the day, and are paid the same rate as other poll workers (the 2022 living wage of \$14.01 an hour). They may perform any poll worker task, but may not challenge a voter.

Some of the City of Madison’s current Chief Inspectors started working at the polls when they were high school students.

UW-Madison Student Poll Workers

UW-Madison students may be [excused from class](#) on Election Day in order to work at the polls. Students need to notify their instructors of their commitment to work at the polls at least two weeks prior to Election Day.

Working at the Polls

All City of Madison poll workers are required to complete one hour of training prior to every election they work. Madison poll workers rotate duties every couple of hours. New poll workers are paired with experienced poll workers.

The City of Madison pays its poll workers the current living wage, which is \$14.01 an hour. Madison offers two shifts on Election Day: 6 a.m. to 1:30 p.m., and 1 p.m. to the close of the polls.

The City Clerk’s Office uses the [Voting Technology Project Toolkit](#) to determine poll worker staffing levels for each polling location, aiming to keep voter lines less than 15 minutes long after the initial 7 a.m. rush. When possible, poll workers are scheduled to work at their own polling location.

In order to serve as a poll worker, an individual needs to be eligible to vote in Dane County, and able to read, write, and understand the English language. They may not be a candidate on the ballot or the immediate family member of a candidate on the ballot.



About the City Clerk's Office

City Clerk's Office Goal

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

City Clerk's Office Mission

Our team serves to provide equitable access to open government by promoting the inclusion and full participation of all residents in the democratic process. We are committed to achieving our mission through facilitating the right to vote, providing access to open meetings and open records, providing impartial license administration, and offering support for the legislative process.

Core Values

- Continual Improvement
- Leaders in Innovation
- Equity, Empowerment, and Engagement
- Respect for Each Customer
- Key Resource for Information
- Service with Integrity and Empathy

Everyone in the Clerk's Office is cross-trained on all office duties. All Clerk's Office employees are either working toward or have already earned certification as a Wisconsin Certified Municipal Clerk (WCMC) through the Wisconsin Municipal Clerks Association. The City Clerk is a Wisconsin Certified Professional Clerk (WCPC).

In 2020, the Clerk's Office applied an [equity lens](#) to examine the relationship between the pandemic and [voting access](#) for City of Madison residents, and has incorporated lessons learned during that process in its preparations for subsequent elections.