CITY OF MADISON POLLING PLACE

WARNING
$25 to $100 fine or imprisonment for removing or tampering with this sign
SIGNS SAVE LIVES

Opening the Polls

We exist to assist.

Our goal is that each eligible voter will be able

to cast a ballot and have that ballot counted.

Updated 3/2024

Contents

Before Election Day

Training

All Madison poll workers must complete training for every election they work. We offer a live webinar about three weeks before Election Day. You can watch the webinar on demand at your convenience.

Chief Inspector

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

Chief inspectors pick up their City Clerk tote the Saturday before the election. This tote has poll books, signs, manuals, voter slips, and other supplies.

The chief should check the contents of the City Clerk tote before Election Day. If anything is missing, contact the City Clerk's Office.

We encourage the chief to visit the polling place to become familiar with the location. They should review parking and building accessibility. They should also identify the facility contact person for Election Day.

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. Never yell at them.

The chief contacts their poll workers so they know what to expect on Election Day. They let them know where to park, which entrance to use, and whether to pack a lunch. The chief confirms each worker's assigned shift and training attendance.

Before Election Day, the chief reviews the task sheets for election morning. These task sheets are in the yellow binder found in the supply tote. The chief plans Election Day assignments in advance. They pair new poll workers with experienced officials.

State statutes require designating the end of line officer before Election Day. On the Inspectors' Statement, the chief inspector notes who will stand at the end of the line as the polls close.

Poll Workers

Be at your designated polling place at 6 a.m. The polls open at 7 a.m. statewide.

Each facility should unlock its doors at 6 a.m. For some locations, the chief inspector will have a key. Payroll begins at 6 a.m.

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.

We use the task sheets to make sure everything gets done. Checklists are proven to work. Pilots use checklists every time they fly. We use checklists every time we have an election.

Feel free to write on these sheets and put checkmarks in the checkboxes. We reprint these each election.

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.

Ideal Polling Place Layout

Set up the greeter table by the entrance to the voting room. The greeter will direct the voter to the next station.
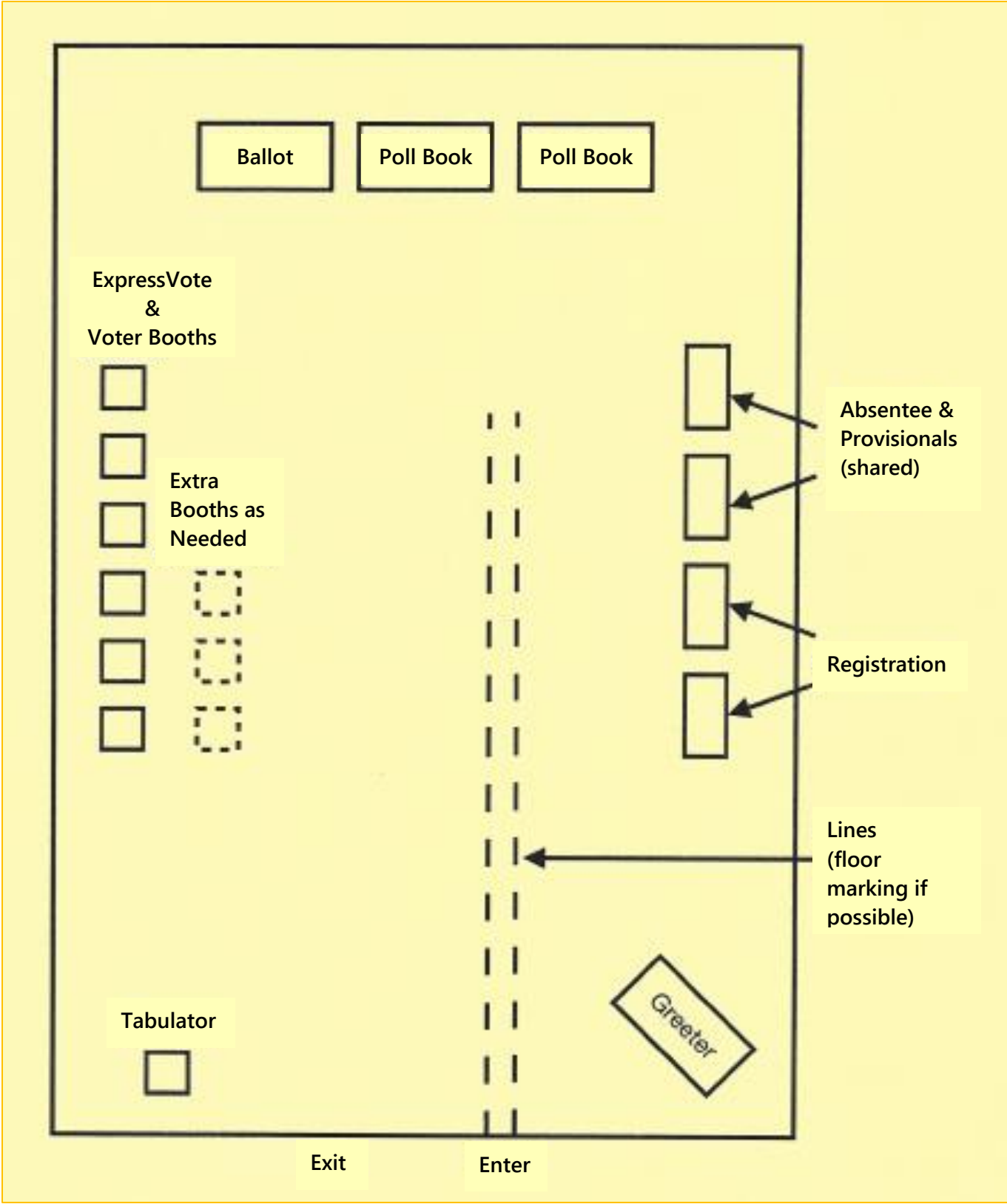
Set up the poll book tables as far back in the room as possible. Use painter's tape to mark a path on the floor. Poll workers should be able to see the entire line of voters. Voters in line should be able to see the poll book tables.

The registration table should be alongside the voter line for the Poll Book tables. The tables for processing absentee ballots and provisional voters should also be alongside the voter line for the Poll Book tables.

Put the ballot table next to the poll book tables. Voters should proceed from the poll book to the ballot table to the voting booth or ExpressVote.

Set up the ExpressVote and voting booths along the path from the ballot table to the tabulator. Provide a turning radius of 5 feet by 5 feet for voters using mobility devices. Make sure the ExpressVote is accessible yet gives the voter privacy.

The tabulator should be by the exit. The voting process makes a loop through the polling place. Voter lines should not cross each other.

Ballot

Poll Book

Poll Book

ExpressVote
&
Voter Booths

Extra
Booths as
Needed

Absentee &
Provisionals
(shared)

Registration

Lines
(floor
marking if
possible)

Greeter

Tabulator

Exit

Enter

Voting Booth Set-Up

Unlatch and open the case. Remove the legs from inside the booth. The legs are folded in half. A cord in each leg connects two tubes together.

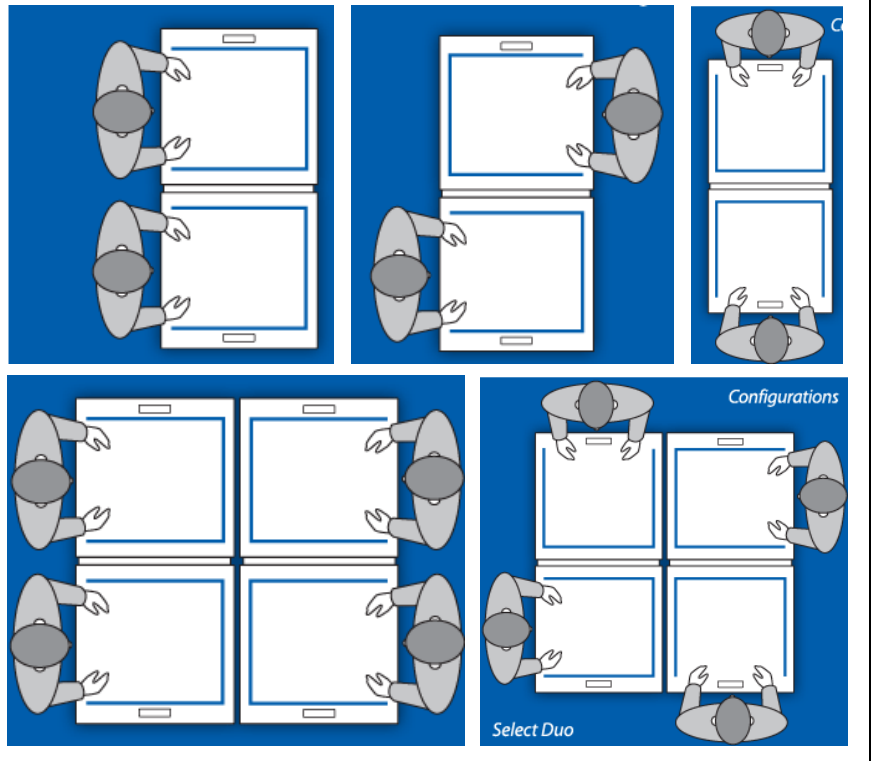Put a leg in each socket on the outside of the voting booth case.

Set the booth upright. Unfold the privacy screens. Put them in their slots.

Put ballot marking pens inside each booth.

Voting booth case with legs and privacy screens

Possible configurations:

Configurations

Select Duo

Tabulator Cart

Move the tabulator to wherever it will be stationed today.

Look at the seals on the front and sides of the tabulator cart. Compare their serial numbers to the seal numbers on the Inspectors' Statement. This confirms that nobody opened the ballot box since it was sealed by the Clerk's Office. Initial the red lines on the first page of the Inspectors' Statement to say you verified the seal numbers.

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

Use the silver key in the supply kit to unlock both doors in the front of the cart. Remove the ballots and other supplies from the cart.

Lock both compartments after you empty them. Make sure the emergency bin is not open. Return the key to the chief inspector.

Put the secrecy sleeves on the ballot table.

Give clipboards to the poll workers setting up the provisional and registration tables.

Ballot Table

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 signs (signage folder)
- Get Your Ballot Here sign (signage folder)

Count 50 ballots up from the bottom of your pile of ballots for each ballot style. Put a post-it note on the ballot you will reach when you only have ballots left. Poll workers should call the City Clerk's Office when they reach that post-it note. This gives the Clerk's Office time to bring you more ballots.

Poll Book Table

Set up the poll book table so voters waiting to check in do not cross lines with those waiting to get their ballot.

Most of the items for this station are in the green accordion folder labeled "poll book table." Put these items on the table:

- Poll lists, two for each ward
- Voter slip pads (found in City Clerk tote)
- Voter listing (reverse directory), for finding misspelled names
- Scratch paper
- Pens (found in supply kit)
- Signature guide (found in supply kit)

Highlight voter names on the poll book if they are also on the absentee log (found in black absentee binder). This helps officials at the poll book know who to ask if they returned their absentee ballot.

Voter Registration Table

Put the registration table where voters needing to register can see it.

Blank registration forms are in a clear box found in the tabulator cart. Most items for this table are in a brown accordion folder labeled "registration table."

Put these items on the registration table:

- Registration forms (registration box)
- Pens (supply kit)
- Ineligible voter list if felons are in ward
- Abbreviation cards for proof of address
- Driver License Voter Help Line sign
- What – Who – Four or Two table tent
- Ward-specific street directory
- Folder of Spanish and Hmong forms
- Scratch paper
- Transparency for checking registrations

Put these items at the poll book table or at the ballot table:

- Transparency for checking registrations
- Poll list form for new registrations/changes of address
- Yellow accordion folder labeled "completed voter registrations"

Greeter Station

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

Put these items at the greeter station. Most of them come from the greeter accordion folder.

- Ward maps
- Ward-specific street directory
- Citywide street directory
- Pen and paper
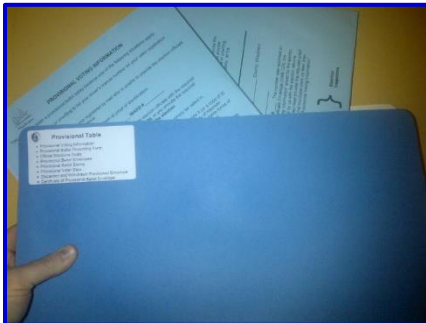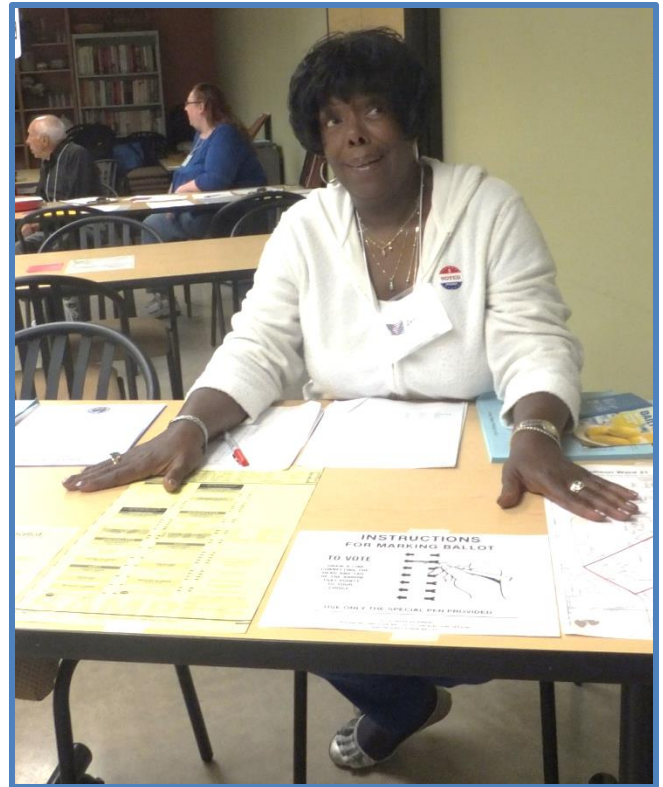
Provisional Station

Put this station within sight of a voting booth. The poll worker at this station makes sure provisional ballots are not fed into the tabulator.

Put the blue provisional folder at this station.

Observer Areas

Put painter's tape on the floor to define the boundaries of observer areas. You need an observer area for the poll book table, the registration table, and the absentee table. Observer areas need to be 3 to 8 feet away from the activity being observed.

Post Sample Ballots and Signs

You will find a red accordion folder of Election Day signage in the City Clerk tote. Everything in the folder, except the "emergency" signage, needs to be posted. Post two sample ballots for each ballot style used at your polling place.
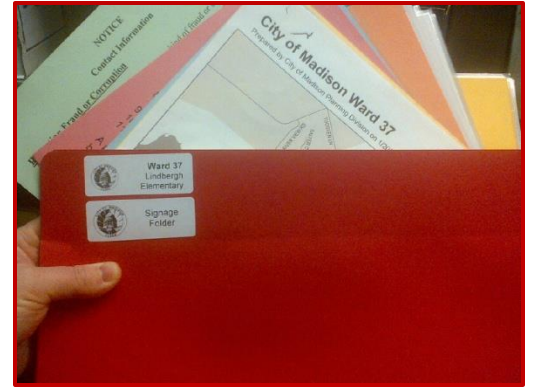
Post signs in a spot where voters can easily read the notices while entering the polls or waiting in line. Use the painter's tape from your supply kit to post the signs. Signs at libraries need to be posted on wood, windows, or tables.

Vote Here Polling Place Standard—Put at polling place entrance.

Vote Arrow Yard Signs—Direct voters to the polling place from the street.

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

Curbside Voting Sign—Fill the base of this sign with water to keep it from blowing over. Put the curbside voting sign at the curb where you will help curbside voters.

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 need to be able to read both sides of the kiosk.

Legal Notices—Notices that were published in the newspaper.

Instructions for Marking Ballot—Diagram of how to mark a ballot. Put this at the ballot table.

Sample Ballots (two per ballot style)—Show both sides of the ballot if it is two-sided. Sample ballots are on yellow paper. They are with the other ballots in the tabulator cart.

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

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

No Firearms or Weapons—Post this sign at every entrance to the polling place.

Ideally, the person who puts up signs in the morning will be working a double-shift. If not, they should make notes of where the signs are posted on the task sheet that will be used when the polls close.

Tabulator Set Up

1. Unlatch hinges on the front of the tabulator.
2. Use the silver key to unlock front of tabulator case. Do not force lid open. Allow the lid to lift itself.
3. Use the silver key to open access panel on the back of tabulator.
4. Carefully remove electrical cord. Plug electrical cord into a three-prong grounded outlet.
5. 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.
6. Make sure the seal on top of the scanner matches the seal number on the front page of the Inspectors' Statement. Make sure the word "void" does not appear across the seal. This proves that nobody accessed the memory device since it was tested by the Clerk's Office. If seal does not match the Inspectors' Statement or "void" appears, contact the City Clerk's Office.

7. Initial the red line on the front page of the Inspectors' Statement that says you verified this seal.

8. When prompted, enter the Election Security Code on the touch screen. You will find the code on the relevant task sheet from the Chief Inspector's yellow binder. Press Accept.

9. 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.

10. 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.

11. Press "Go to Voting Mode" on the touch screen. Make sure all contests, candidates and referenda have zero votes cast. Make sure your wards appear on the zero tape.

12. If the zero tape lists the wards for another polling place, call the Clerk's Office.
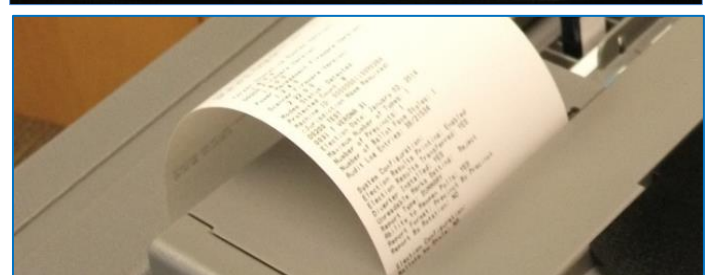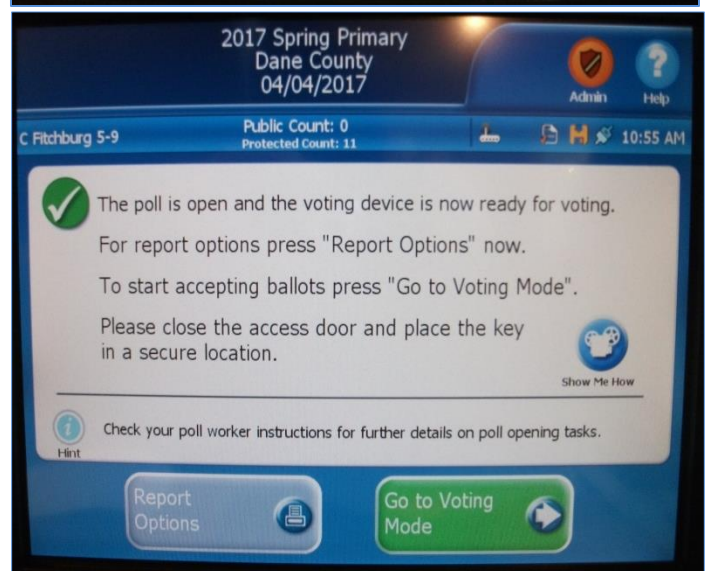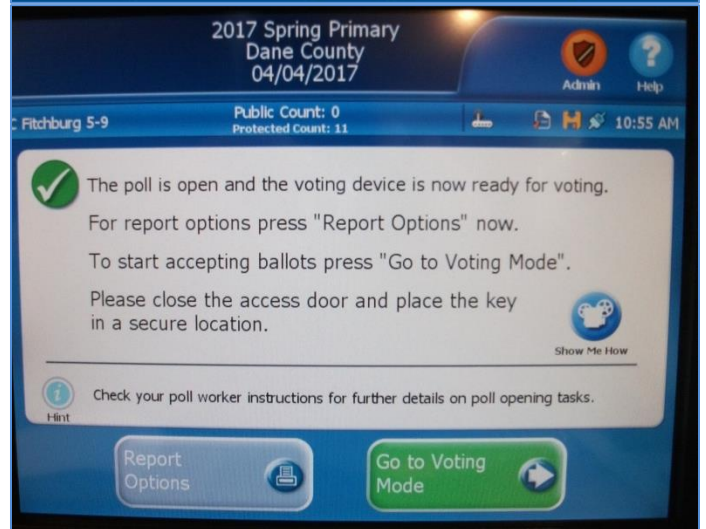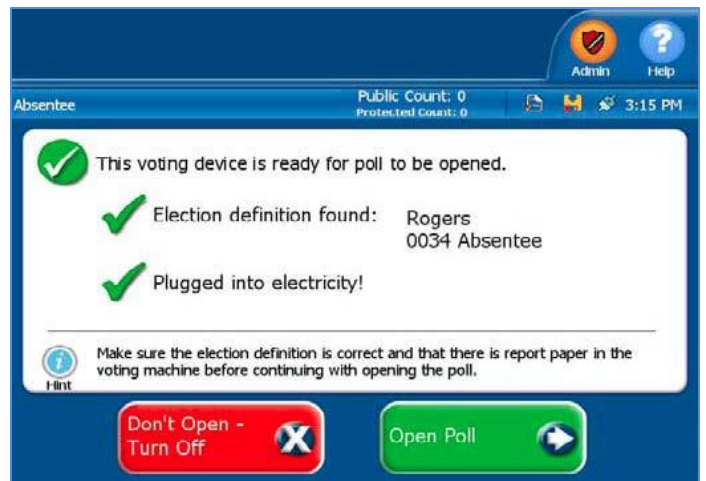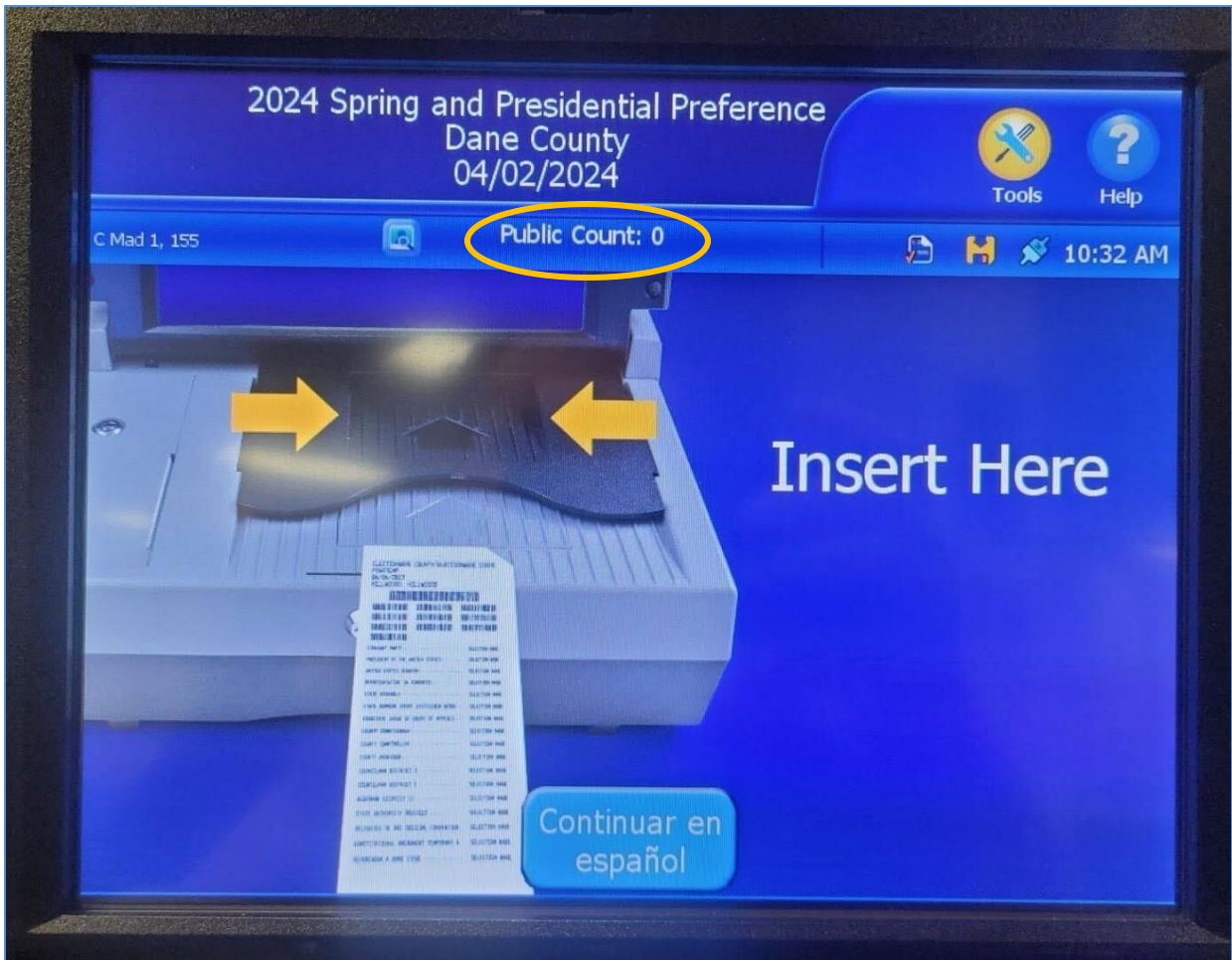
13. Make sure the public count on the touch screen is 0. If public count is not 0, contact the Clerk's Office at and follow the instructions below.

14. On the zero tape, write the serial number of the blue sticker seal on top of the scanner.

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

16. Protect the zero tape by putting a binder clip on it or putting a post-it note over it. We do not want anyone to tear off the zero tape, thinking it is a receipt.

17. Record successful tabulator setup on the incident log.

Troubleshooting if Public Count Does Not Read 0000

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

1. Contact the City Clerk's Office.

2. If the blue seal says "void open," the Clerk's Office will set up and test a different tabulator.

3. If the blue seal does not say "void open," tear it off the scanner. Stick that seal on the white County Clerk envelope.

4. Use the barrel key to unlock the small access door from which you just removed the seal. Pressing the key into the keyhole, turn it to the left (counter-clockwise) a quarter of a turn, and lift the panel up.

5. Press the Close Poll button for about 5 seconds. The touch screen will ask whether you want to close the polls. From this menu, choose Reopen Polls.

6. Using the keypad, enter the override code found in your red Dane County Elections security bag.

7. From the Reopen Polls menu, choose Clear Counts & Continue.
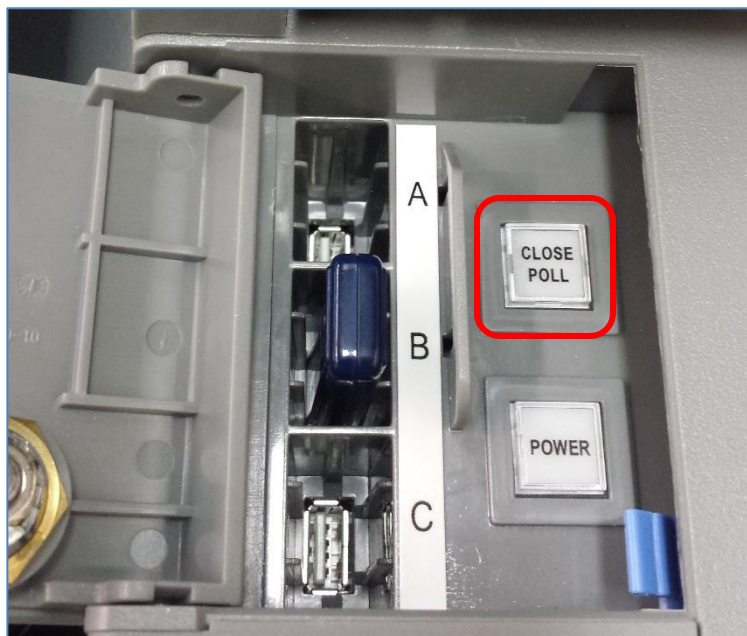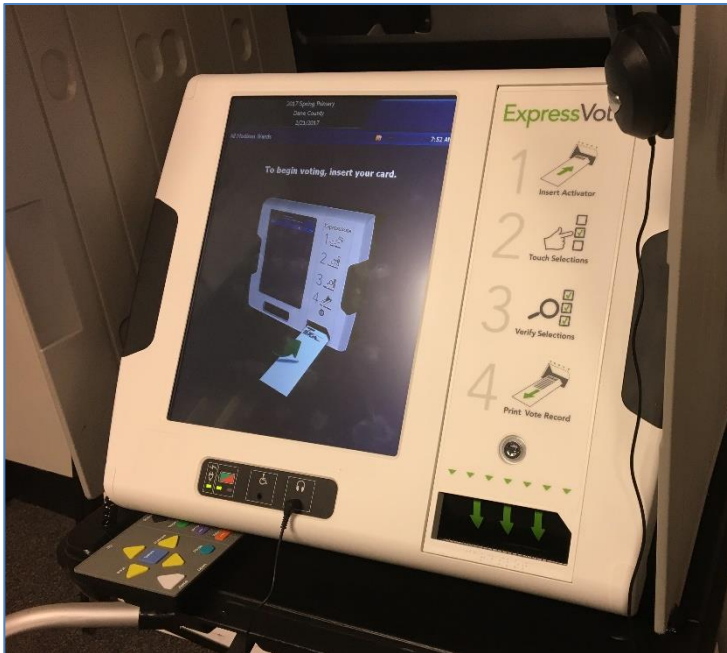
ExpressVote

Set up the ExpressVote to give the voter privacy. People standing in line should not be able to see how someone is voting. Provide a turning radius of 5 feet by 5 feet for voters using mobility devices.

Put device on a table at least 30 inches wide and 28-34 inches high, with a 19 inch knee clearance.

Remove from Case

Remove ExpressVote, power cord, and headphones from case. Connect cord to the back of ExpressVote. The flat part of the cord should be on top. Plug into an outlet.

Power Up

Use barrel key to unlock door on left side of machine. There should be a memory stick inside. Set power switch to On. Make sure mode switch is set to Voter.

Enter Election Code

Use touchscreen to enter the Election Code. This code is on the task sheet in the Chief Inspector's binder. When screen says, "To begin Voting, insert your card," close and lock door.

Position Privacy Screen

Put the cardboard privacy screen around the ExpressVote.

Test

Write "test" at the bottom of a ballot card. Insert card into feed tray with the cut corner on the top right side.

If prompted, select ward and school district.

Use touch screen to select any candidates. You are checking if you need to recalibrate (next page).

Discard test ballot in Discarded Ballot envelope. **Never feed test ballot into tabulator.**

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 <u>all</u> 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 <u>my</u> frustration with that cumbersome process stand in the way of another person experiencing the joy of confidential voting!"

ExpressVote Troubleshooting

Calibration

If the ExpressVote is not marking the ballot for the candidates selected, complete these steps.

a) Open security panel on left side of machine.

b) Change the Mode switch to Official.

c) From the Main Menu, choose Calibrate Touch Screen.

d) Choose Calibrate to confirm the action.

e) Use your finger to press and release the center of each crosshair that appears on the screen.

f) Press anywhere on the screen to continue.

g) Change the mode switch back to Voter.

h) Close and lock the security panel.

Card Jam

If a ballot card gets stuck inside the machine:

a) Open security compartment on left side of machine.

b) Change Mode Switch to Official.

c) When the Main Menu appears, press the Eject Card button.

  If card does not eject:

    1) Open security panel on right side of the machine.

    2) Locate the card and **gently** pull it out of the machine. If the card is not removed gently, it can tear. The voter would then need to spoil that card and be issued another.

    3) Remove the card jam. Be careful to not rip the paper.

    4) Close and relock the security panel.

Card left in ExpressVote

If the ExpressVote has been idle for five minutes with a card inserted, you will see this message:

"!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."

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

Document this on the incident log. Compare the number of voter slips issued to the public count on the tabulator screen. Have you issued one more voter slip than ballots cast? A voter may have left without casting this ballot card.
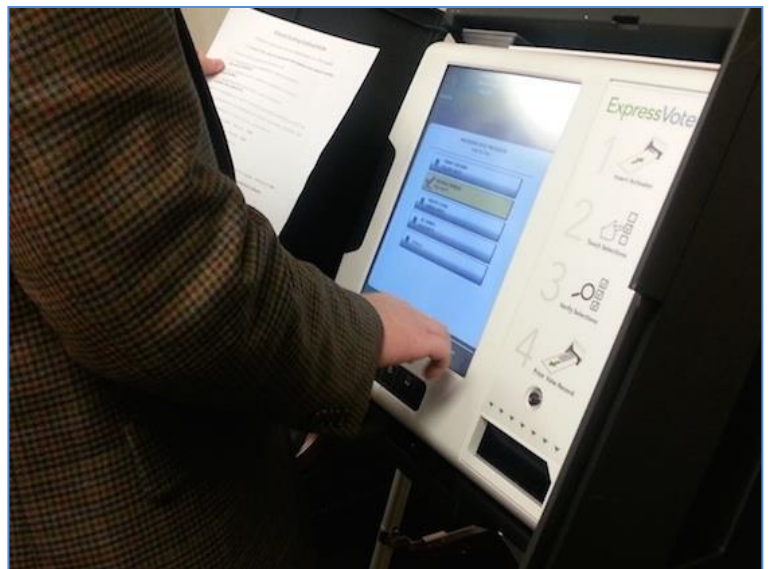
Polling Place Accessibility

Disability Rights Wisconsin has created a helpful checklist to use at the polls. This checklist is part of the chief's "opening the polls" checklist. You can also find a copy at the end of this chapter.

If your polling place does not have an automatic door opener, you will use a wireless doorbell. Put the call button at the polling place entrance. Plug the receiver box into an outlet within hearing range of poll workers. The call button and receiver should be within 600 feet of each other.

Test the automatic door opener or wireless doorbell before the polls open. If it isn't working, prop the door open or assign a poll worker to help voters who are unable to open the door.

Common Barriers

Snow or ice—Contact facility staff to clear sidewalk and parking lot.

Mats/rugs not secure—Contact facility staff to fasten or remove mats.

Protrusion from wall not detectable by a cane— This may be a bubbler or water fountain that does not go all the way to the floor. Ask facility staff to put a cone or "wet floor" sign slightly ahead of the obstacle. 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.

☐ 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

Disability Vote Coalition

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.