

Closing the Polls Task Sheets

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Chief Inspector Announcement to Close the Polls



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

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

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



Chief Inspector Checklist for Closing the Polls

***If you are still closing your polling place at 9 p.m.,
call the Clerk's Office at 608-266-4220.***

Assign Closing Task Sheets at about 7 p.m.

- ☐ Ask which poll worker thinks they have the most organized closet. Assign that poll worker to coordinate all supplies are put away in an orderly manner.
- ☐ Find the “**What Goes Where**” guide at the end of these task sheets. Post it in a location all poll workers will be able to reference.
- ☐ Make sure workers understand their initial closing tasks. Tell them to ask you for another task as they complete each assignment.
- ☐ Explain closing priorities to your poll workers:
 1. Make sure all ballots are counted.
 2. Promptly print election results.
- ☐ Review payroll and signature procedures.

Close the Polls

At 8 p.m.

- ☐ Close the polls by reading the announcement on the previous page.
- ☐ Send the End of Line Officer to stand behind the last voter in line. No one else may enter the line. Every eligible voter in line at 8 p.m. may vote, even if they need to register.
- ☐ Send two poll workers to remove the polling place signs from outside. Poll workers should wear reflective vests.
- ☐ Assign one poll worker to be the Chief's “scribe”—follow the Chief Inspector with a clip board to document closing activities.
- ☐ All poll workers take a deep breath.

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

Observers may stay to watch the closing of the polls. They are not allowed to touch any official election documents. Candidates are also allowed to observe once the polls have closed, and voting is complete. The closing of the polls is open to the public.

Make Sure All Ballots are Counted

- ☐ Finish processing any absentee ballots that were not counted during the day.

Chief Inspector Check List for Closing the Polls (page 2 of 4)

- ☐ Make sure all hand-delivered absentees have been processed.
- ☐ Make sure every EL-125 absentee carrier envelope (for late-day absentee deliveries) on the Absentee Seal Number Log (delivered by courier) is opened, processed, & documented.
- ☐ Double-check that the clear absentee ballot delivery bin is empty.
- ☐ Check every absentee certificate envelope is empty. Ask every poll worker whether they have any absentee ballots left to process or remake.
- ☐ Open the emergency bin at the front of the tabulator cart. Check for any ballots that still need to be processed.
- ☐ Check Teams for the # of returned absentees for your polling place via the Clerk's Office. Add this to the number of "hand-delivered by voters" absentees. This total needs to equal the number of absentees counted plus the number of absentees rejected. Document on page 3 of Inspectors' Statement.
- ☐ Compare voter slips issued with ballot count on tabulator screen. Both numbers should be equal. If the numbers do not match, explain discrepancy on the incident log. The discrepancy **must be resolved** on election night.

If More Ballots Counted than Voter Slips Issued

- ☐ Make sure all processed absentee envelopes have a voter number. The voter number needs to be written on the corner of each absentee envelope.
- ☐ Make sure all voter registrations were given a voter number.
- ☐ Count number of voters marked as voting in poll book. Count number of voter registrations. Add those numbers together.
- ☐ Double check every voter number was used, use the voter number bingo sheet.
- ☐ If you still have more ballots than voters, call the Clerk's Office. If it is deemed necessary, we will walk you through the Drawdown process.

If More Voter Slips Issued than Ballots Cast

- ☐ Make sure all absentee envelopes were opened and emptied after getting a number.
- ☐ Make sure rejected absentees were not mistakenly given a number.
- ☐ Check whether you have any ballots in the emergency bin.
- ☐ Check whether you have any ballots that still need to be remade.
- ☐ Count number of voters marked as voting in the poll book. Count the number of voter registrations. Add those numbers together.
- ☐ Go through the voter slips to see if two voter slips were stuck together.
- ☐ Document these reconciliation activities.

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

Begin the Closing Process _____

Nobody should ever be alone in the polling place. For safety purposes, poll workers should not exit the polling place alone. All poll workers should help close the polls. As poll workers become available, assign these tasks:

Closing Task	Assigned to	Can this be done while results are being printed?
First and Foremost – Verify All Ballots are Counted		No – Must be done beforehand
Organizer - Neatly Pack Supplies		Yes
A – <i>Remove Signage</i>		Yes
B – <i>Voting Booth Removal</i>		Yes
C – <i>ExpressVote Disassembly</i>		Yes
D – <i>Reconcile Poll Lists</i>		Yes
E – <i>Greeter Table</i>		Yes
F – <i>Registration Table</i>		Yes
G – <i>Ballot Table</i>		Yes
H – <i>Provisional Table</i>		Yes
I – <i>Personal Protective Equipment</i>		Yes
J – <i>Print Tabulator Results</i>		
K – <i>Secure Memory Sticks</i>		No
L – <i>Check for Write-Ins</i>		No
M – <i>Seal Ballot Bag</i>		No
N – <i>Tabulator Cart</i>		No
O – <i>iPad and Charger</i>		No

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

Signatures

- ☐ All items on the Inspectors' Statement must be complete.
- ☐ Have at least three poll workers review the incident log, absentee incident log and Inspectors' Statement, making sure someone who was not at the polls could understand the entries. They will also sign the Inspectors' Statement.
- ☐ The first page of each poll book must be filled in and signed by the officials who worked on that poll book. The numbers on the front of the poll books should match the numbers on the Inspectors' Statement.
- ☐ The white form labeled "Used Certificate Envelopes of Absentee Electors" must be signed by three officials and placed in the inside pocket of the clear ballot bin.
- ☐ The manila envelope, *Certificate of Rejected Absentee Ballots*, should be signed by three officials if there were any rejected absentees.
- ☐ If any provisional ballots were issued, the large blue envelope, *Certificate of Provisional Ballots*, must be signed by three officials.
- ☐ Ballot bags must be signed and sealed, with serial numbers listed on page three of the Inspectors' Statement.
- ☐ The checklist of absentee container seal numbers must be completed. Attach to the Absentee Inspectors' Statement.
- ☐ The hand-delivered absentee log must be completed. Attach to the Absentee Inspectors' Statement.
- ☐ Absentee Inspectors' Statement needs to be signed by officials who processed absentees. Attach to the back of the Inspectors' Statement.
- ☐ Attach Observer Log to the back of the Inspectors' Statement.

Put Away Supplies

- ☐ Use the ***What Goes Where*** checklists. Items packed with care last much longer.
- ☐ Make sure emergency bin is closed (metal piece in upright position). Lock both compartments on the front of the tabulator cart.
- ☐ Seal both compartments of tabulator cart. Use the tamper-evident seal zip-ties from the seal compartment behind the tabulator touch screen. Document seal numbers on the Inspectors' Statement.

Complete Payroll

- ☐ Fill out, verify, and sign the payroll sheet found in the yellow binder.
- ☐ Verify that each poll worker has indicated a pay source and a.m./p.m.
- ☐ List any no-show poll workers on the payroll sheet.

Take City Clerk Tote & Red Clerk's Office delivery bag to the City Clerk's Office

Assigned to: _____

Closing Task *First & Foremost*

Verify All Ballots are Counted



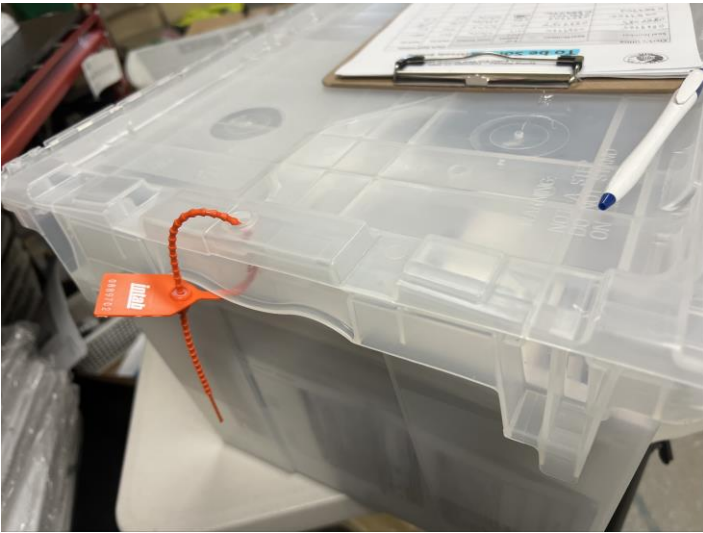
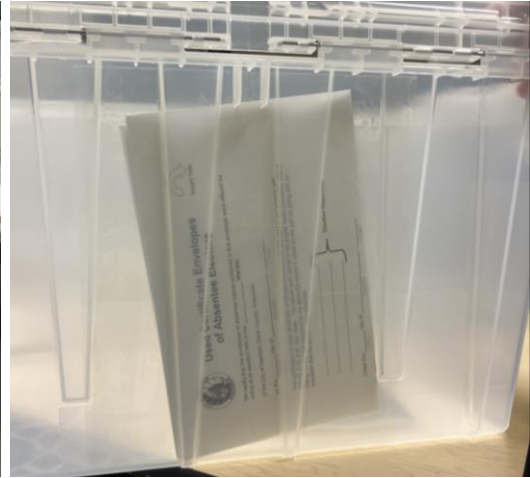
- ☐ Double-check that every clear absentee ballot bin and EL-125 envelope on the Absentee Seal Number Log (delivered by courier) is accounted for.
- ☐ Look in every EL-125 absentee ballot carrier envelope to verify that it is empty.
- ☐ Look in the absentee ballot bin(s) to verify that it is empty.
- ☐ Ask every poll worker whether they have any absentee ballots left to process or remake.
- ☐ Open the emergency bin at the front of the tabulator cart. Check for any ballots that still need to be processed.
- ☐ Ask the Chief Inspector or Absentee Lead to check the Team app for the number of absentees returned for each of your wards, via the Clerk's Office. Document on page 3 of the Inspectors' Statement. If they do not see this message from the Clerk's Office, call the Clerk's Office at 608-266-4220.
- ☐ Check the hand-delivered absentee log for the number of absentees hand delivered for each ward at your polling place. Document on page 3 of the Inspectors' Statement.
- ☐ Compare the number of absentees processed at this polling place today to the number of absentees returned. If the numbers do not align, check for any unprocessed absentees and notify the Clerk's Office.
- ☐ Compare the number of voter slips issued with the ballot count on the tabulator screen. Both numbers should be the same. If the numbers do not match, explain the discrepancy on the incident log. The discrepancy must be resolved on election night.

★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★

- Gather all the following and lay them on a table for the Chief Inspector to review (*see reference photos on page 12*):
 - Dane County Clerk envelope (white)
 - Madison City Clerk envelope (white)
 - Certificate of Rejected Absentee Envelopes (if any were rejected)
 - Discarded Ballots envelope
 - Original Ballots that Have Been Duplicated/Remade by Poll Workers envelope
 - White form labeled “Used Certificate Envelopes of Absentee Electors”
 - EL-125 Absentee Ballot Carrier Envelopes (from afternoon absentee delivery)
 - Wisconsin Inspectors’ Certificate of Provisional Ballots (if any provisional ballots were issued)
- Once reviewed by the Chief Inspector and signed by three officials, put the white form labeled “Used Certificate Envelopes of Absentee Electors” in the **inside pocket** of the absentee ballot bin along with **all empty absentee certificate envelopes** processed on Election Day.
 - Add the clear plastic hand-delivered absentee ballots folder containing any ballots that were hand-delivered by voters on Election Day into the absentee ballot bin on top of the empty certificate envelopes.
 - Once all absentee certificates and the hand-delivered absentee ballot folder are inside, seal the ballot bin with two orange zip seals, located in the supply tackle box. (See page 11 for example photos.)
- As poll workers finish their task sheets, neatly pack the contents of the blue city clerk tote. Pack the tote from the right side to the left side.
 - Place binders upright on the right side of the tote.
 - Place the accordion folders upright in the middle of the tote.
 - Place the supply kit flat upright on the left side of the tote.

- The accordion folders and supply kit are about as wide as the tote is deep. The supply kit will help the accordion folders stand upright.
- Place the plastic bin of I Voted stickers on top of the supply kit.
- Place the pads of unissued voter slip numbers on top of the supply kit.
- Place the first aid kit on top of the supply kit.
- Place the iPad upright between the accordion folders and the supply kit.
- Do not bury anything beneath the accordion folders or supply kit.
- Once reviewed by the Chief Inspector, lay the EL-125 absentee ballot carrier envelopes on top of the accordion folders.

(See reference photos on page 12.)



Put on a table for Chief Inspector review

Used Certificate Envelopes of Absentee Electors

We certify that the envelopes of absentee ballots contained in this envelope were offered for voting at an election held in the _____ Ward(s) of the City of Madison, Dane County, Wisconsin on the _____ day of _____ (Month) _____ (Year).

The certification on each absentee certificate envelope was executed in compliance with §§ 2.22, 6.24, 6.87, Wis. Stats. The ballots were placed in the proper ballot containers after a voting number was assigned to the absentee elector's name on the poll list along with an indication that the elector voted absentee.

_____ Election Inspectors

Dated this _____ day of _____ (Month) _____ (Year).

Election Inspectors or Municipal Board of Absentee Ballot Canvassers (Election Officials)

- Election officials that remove the name of each absentee elector, and the absentee voter is a qualified voter in the election precinct that held the election, has been properly assigned a voter number to the elector's name on the poll list and the absentee ballot log, and enter an indication on the poll list that the elector voted absentee.
- The election officials shall open the envelope containing the ballot so as not to deface or destroy the certification.
- The election officials shall remove the ballot and deposit them in the proper ballot containers, §§ 6.83(3), 7.42(3)(a), Wis. Stats.
- Used certificate envelopes of absentee voters who have cast ballots shall be placed in this carrier envelope and returned to the municipal clerk after the polls close or upon completion of the absentee ballot canvass. (§ 7.41(3)(d), 7.42(3)(a), Wis. Stats.)

Municipal and County Clerks

- The municipal clerk is responsible for delivery of this envelope to the county clerk by 4 p.m. on the day following the election. If a county, state or federal election is held in conjunction with the election for which these ballots were cast, if there is no county, state or federal election held in conjunction with this election, this envelope shall be held by the municipal clerk or returned to the clerk responsible for administering the election for which the absentee ballots were cast (§ 7.41(3)(d), 7.42(3)(a), Wis. Stats.)
- In the event of a recount, the county clerk or appropriate municipal clerk will return this envelope to the board of canvassers responsible for conducting the election (§ 7.42, Wis. Stats.)

EL-188 (Rev. 2016-06) | Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 | 608-261-0228 | info@elections.wis.gov | www.elections.wis.gov

This form is printed on a white envelope.

Absentee Ballots

To: Election Officials

From: Madison City Clerk's Office

This sealed envelope contains the ballot of an absent elector and must be opened in the same room where votes are being cast at the polls during polling hours on Election Day or, in municipalities where absentee ballots are canvassed under § 7.52, Stats., at a meeting of the municipal board of absentee ballot canvassers under § 7.52, Stats.

☐ Time opened _____
Initials of two officials _____

☐ Double-checked that all absentees from this carrier envelope have been processed.
Initials of two officials _____

WISCONSIN INSPECTORS' CERTIFICATE OF PROVISIONAL BALLOTS

We certify that the provisional ballots contained in this envelope were used by voters unable to provide the Wisconsin driver license or state identification card number required pursuant to Wis. Stat. § 6.82(2)(a) and/or unable to provide an acceptable form of photo identification pursuant to Wis. Stat. § 6.79(2)(a), at the election held in the _____ Ward(s) of the _____ Town/Village/City of _____ County, Wisconsin on the _____ day of _____ (Month) _____ (Year).

Each provisional voter was assigned a serial number beginning "P". The number was recorded on the registration list, the back of the ballot, the Provisional Ballot Certificate Envelope (EL-123), the Provisional Ballot Reporting Form (EL-235) and EL-123b "Provisional Voting Information Sheet" by the elector, and based on the Inspector's Statement (EL-104) prepared and filed by us with the election returns. Each voter was informed that in order for their ballot to be counted, they must provide the required Wisconsin driver license number or state identification card number and/or acceptable form of photo ID to the municipal clerk no later than 4:00 p.m. on the Friday following the election. Each voter was given the EL-123b "Provisional Voting Information Sheet" prepared by the Wisconsin Elections Commission.

_____ Election Inspectors

Dated this _____ day of _____ (Month) _____ (Year).

Election Inspectors

- Provisional ballots of voters unable to provide the Wisconsin driver license or state identification card number required by Wis. Stat. § 6.82(2)(a), and/or unable to provide an acceptable form of photo identification pursuant to Wis. Stat. § 6.79(2)(a), shall be held in their certificate envelopes.
- These ballots may not be counted, unless the voter returns with the required Wisconsin driver license or state identification card number and/or acceptable form of photo identification before the polls close.
- The names of provisional voters are assigned a serial number "P" and recorded on the registration list, the back of the ballot, the Provisional Ballot Certificate Envelope (EL-123), the Provisional Ballot Reporting Form (EL-235), the EL-123b "Provisional Voting Information Sheet" by the elector and filed on the Inspector's Statement (EL-104).
- The back of the ballot should be marked "Section 01", voted by the elector, placed in the completed provisional ballot envelope and returned to the election inspectors.
- The inspector made a notation (including the PNR) that the voter was unable to provide a provisional ballot on the Inspector's Statement (EL-104).
- The completed provisional ballot certificate envelope containing the voted ballot is placed in this carrier envelope. This carrier envelope and any other provisional ballot carrier envelopes must also be placed in a larger envelope bag, secured with a tamper-evident seal and labeled with "Provisional Ballots".

Municipal Clerk

- The municipal clerk shall promptly verify the appropriate boards of canvassers that the clerk has provisional ballots that may be counted if the voter provides the required Wisconsin driver license or state identification card number and/or acceptable form of photo identification by 4:00 p.m. on the Friday following the election.

EL-188 (Rev. 2016-11) | Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 | 608-261-0228 | info@elections.wis.gov | www.elections.wis.gov

This form is printed on a (insert color) envelope.

CERTIFICATE OF REJECTED ABSENTEE BALLOTS

We certify that the absentee ballots contained in this envelope were rejected by us at the election held in the _____ Ward(s) of the _____ Town/Village/City of _____ County, Wisconsin on the _____ day of _____ (Month) _____ (Year).

For the reasons shown on the back of each certificate envelope. Each rejected certificate envelope was assigned a number and listed on the Inspector's Statement (EL-104) prepared and filed by us with the election returns.

_____ Election Inspectors

Dated this _____ day of _____ (Month) _____ (Year).

Election Inspectors

- Ballots of absentee voters which are rejected pursuant to the provisions of §§ 6.83, Wis. Stats., shall be kept in their certificate envelopes and returned enclosed in this carrier envelope to the municipal clerk.
- These ballots may not be counted, and the names of voters may not be entered on the poll list or assigned a number on the registration list.
- This carrier envelope shall be returned to the municipal clerk after the polls close.
- This carrier envelope will be returned by the inspectors to the municipal clerk after the polls close (§ 6.83(3)(b), Wis. Stats.)

Municipal and County Clerks


- The municipal clerk is responsible for delivery of this carrier envelope to the county clerk by 4 p.m. on the day following the election. If a county, state or federal election is held in conjunction with the election for which these ballots were cast, if there is no county, state or federal election held in conjunction with this election, this envelope shall be held by the municipal clerk or returned to the clerk responsible for administering the election for which the absentee ballots were cast (§ 7.41(3)(d), 7.42(3)(a), Wis. Stats.)
- In the event of a recount, the county clerk or appropriate municipal clerk will return this carrier envelope to the board of canvassers responsible for conducting the election (§ 7.42, Wis. Stats.)

EL-189 (Rev. 2016-06) | Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 | 608-261-0228 | info@elections.wis.gov | www.elections.wis.gov

This form is printed on a brown envelope.

Original Ballots that have been Duplicated/Remade by Poll Workers (Bad Ballots)


Seal this envelope in the ballot bag at the end of the night.



Discarded Ballots

Partially torn by voter
Voter was issued a 2nd or 3rd ballot

Seal this envelope in the ballot bag at the end of the night.



Election Returns

Dane County Clerk

Return the following items in this envelope:

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

Sticker seal removed from the tabulator to access memory stick:

Election Returns

Madison City Clerk

- Payroll
- Inspector's Statement
 - Prepared by at least 3 officials
 - Ballot bag seal numbers recorded
 - Signed by Chief Inspector
 - Signed by at least 3 other officials
- Absentee Inspectors' Statement
 - Signed by all who processed absentee ballots
 - Seal number recorded
 - 3 signatures after each ward
 - Seal number recorded
- Second Results Tape
 - 3 signatures after each ward
 - Seal number recorded
- Third Results Tape (if one automatically printed)
 - 3 signatures after each ward
 - Seal number recorded
- Official Statistics (pink)
- Poll List Corrections (yellow)
- Write-In Tally, if any (yellow)
- Voters Without ID (blue)
- Voters Unable to Register (salmon)
- Comments & Feedback

Attachment B: Absentee seal number log
Spring Primary - February 17, 2024
Absentee Carrier Container or Envelope
Seal Number Log

City/Clerk Envelope

Clerk's Office			Polling Place		
Seal Number(s) (please use one line for each container)	Date Sealed	Initials	Delivery Method	Opened at Polls	Processed
			Courier	<input type="checkbox"/>	<input type="checkbox"/>
			Other	<input type="checkbox"/>	<input type="checkbox"/>
			Courier	<input type="checkbox"/>	<input type="checkbox"/>
			Other	<input type="checkbox"/>	<input type="checkbox"/>
			Courier	<input type="checkbox"/>	<input type="checkbox"/>
			Other	<input type="checkbox"/>	<input type="checkbox"/>
			Courier	<input type="checkbox"/>	<input type="checkbox"/>
			Other	<input type="checkbox"/>	<input type="checkbox"/>
			Courier	<input type="checkbox"/>	<input type="checkbox"/>
			Other	<input type="checkbox"/>	<input type="checkbox"/>
			Courier	<input type="checkbox"/>	<input type="checkbox"/>
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			Courier	<input type="checkbox"/>	<input type="checkbox"/>
			Other	<input type="checkbox"/>	<input type="checkbox"/>
			Courier	<input type="checkbox"/>	<input type="checkbox"/>
			Other	<input type="checkbox"/>	<input type="checkbox"/>


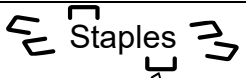


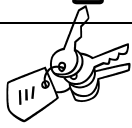
«Wards» «Wards1» - «PollingPlace»



Blue City Clerk Tote Contents

Supply Tackle Box

Top Tray

 Binder Clips	Adapter		Rubber Fingertips	 Staples
Hablo Español Badge	 Paper Clips	Rubber Bands 	SortKwik	Keys 
Magnifying Sheet ▪ Index Tabs ▪ Signature Guides Sharpie ▪ Dry Erase Marker ▪ Orange & Pink Highlighters				

Bottom Bin

Letter Openers ▪ Post-Its ▪ Stapler ▪ Staple Remover ▪ Scissors Tape Measure ▪ Blue Painter's Tape
Pens

Clerk's Tote Accordion Folders (**please return these items to the proper folders at the end of the night**):

● Greeter Table Folder

- | | |
|--|---|
| <input type="checkbox"/> Quick Guide for greeter | <input type="checkbox"/> Citywide street directory |
| <input type="checkbox"/> Ward-specific street directory | <input type="checkbox"/> Determining Where a Person Votes |
| <input type="checkbox"/> Map of each ward at polling place | <input type="checkbox"/> Scratch paper |
| <input type="checkbox"/> List of polling places | |

● Poll Book Table Folder

- | | |
|--|---|
| <input type="checkbox"/> Scratch paper | <input type="checkbox"/> Acceptable photo ID picture guide |
| <input type="checkbox"/> Quick Guides for poll book table, checking ID | <input type="checkbox"/> Observer Guides |
| <input type="checkbox"/> Poll list corrections sheet | <input type="checkbox"/> Reverse directory |
| <input type="checkbox"/> Voters without ID tally sheet | <input type="checkbox"/> Carbonless new registration poll list form |

● Registration Table Folder

- | | |
|--|---|
| <input type="checkbox"/> Scratch paper | <input type="checkbox"/> Registration transparency sheets |
| <input type="checkbox"/> Proof of address cards | <input type="checkbox"/> Ward-specific street directory (3) |
| <input type="checkbox"/> What – Who – Four – Two reminder | <input type="checkbox"/> Folder with ineligible list & handouts |
| <input type="checkbox"/> Quick Guide for registration | <input type="checkbox"/> Folder of Spanish & Hmong reg. forms |
| <input type="checkbox"/> Acceptable proof of residence picture guide | <input type="checkbox"/> Folder for those unable to register |
| <input type="checkbox"/> Determining Where a Person Votes | <input type="checkbox"/> Observer Guides |

● Signage Folder

- | | |
|--|---|
| <input type="checkbox"/> Legal notices for this election | <input type="checkbox"/> ID petition process sign |
| <input type="checkbox"/> Reminder to post sample ballots | <input type="checkbox"/> Ballots counted here sign (purple) |
| <input type="checkbox"/> Accessible entrance sign | <input type="checkbox"/> Voting arrow signs (orange) |
| <input type="checkbox"/> No firearms or weapons | <input type="checkbox"/> Keep ballots dry Sign (blue) |
| <input type="checkbox"/> Voting sign with hours | |

○ **Ballot Table Folder**

- | | |
|---|--|
| <input type="checkbox"/> Pen or touchscreen sign (light blue) | <input type="checkbox"/> Good ballot/bad ballot stickers |
| <input type="checkbox"/> How to mark ballot signs | <input type="checkbox"/> Observer Guides |

● **Provisional Table Folder**

- | | |
|--|--|
| <input type="checkbox"/> Provisional Quick Guide | <input type="checkbox"/> Provisional stamp |
| <input type="checkbox"/> Quick Guide for returning provisional voter | <input type="checkbox"/> ID petition process handouts |
| <input type="checkbox"/> Provisional envelopes (blue) | <input type="checkbox"/> Provisional handouts (blue) |
| <input type="checkbox"/> Provisional log (lilac) | <input type="checkbox"/> Large inspectors' certificate of PV ballots |

● **Chief Inspector Binder**

- | | |
|--|--|
| <input type="checkbox"/> Observer badges | <input type="checkbox"/> Challenge forms |
| <input type="checkbox"/> Observer brochures | <input type="checkbox"/> Challenge brochures |
| <input type="checkbox"/> Order to leave the polls form | |

● **Absentee Binder**

- | | |
|---|---|
| <input type="checkbox"/> Hand-delivered absentee instructions | <input type="checkbox"/> Absentee processing manual |
| <input type="checkbox"/> Hand-delivered absentee clear pocket folder | <input type="checkbox"/> Absentee Observer Guides |
| <input type="checkbox"/> Absentee processing guide (1/4 size booklet on O-ring) | <input type="checkbox"/> Ineligible list |
| <input type="checkbox"/> Absentee bundle sheets (white, 1/4 size pad) | |
| <input type="checkbox"/> Quick Guides for processing absentees | |

Assigned to: _____

Closing Task A

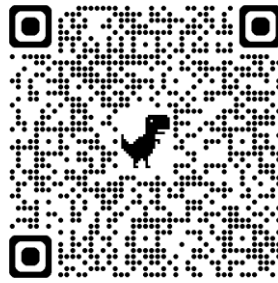
Remove Signage



- ☐ Bring the Polling Place flag standard inside. Return to red security cart.
- ☐ Bring Vote yard signs inside. Return to red security cart.
- ☐ Empty the water from the base of the curbside voting sign. Put the curbside voting sign in its blue box and return it to the red security cart.
- ☐ If your polling place uses a bell call, bring the bell call stand inside. Put the bell call receiver (plugged into the wall) into the bag attached to the bell call stand. Return to red security cart.
- ☐ Bring the feather flag inside. Use QR code for a video tutorial. Place in black canvas tote. Return to red security cart.
- ☐ If your polling place had to set up a portable sign for the van accessible parking space, bring that sign inside. Return to red security cart.
- ☐ If your polling place needed to create a van accessible parking space with cones and caution tape, bring those materials inside. Return to red security cart.
- ☐ Place signage back in the red signage folder:
 - Accessible entrance (on accessible door)
 - Voting hours (on entrance door)
 - No firearms or weapons (on entrance doors)
 - Voting signs with arrows (orange)
 - Legal notices for this election
 - Sample ballots
 - ID petition process
 - ID reminder
 - Ballots counted here sign (purple) – at tabulator
- ☐ Bring the tabletop signs from the registration table, poll book table, and ballot table to the red security cart. **Do not disassemble—rotate tops down when packing into the cart.**

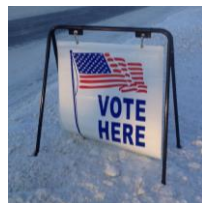


- ☐ Fold (**do not dismantle**) election signage kiosk. Knock it over to collapse it. Fold it. Put it in its blue canvas carrying case. Return to the red security cart.



Notes from when signs were posted this morning:

Signage – Where does it go?



- ☐ Put polling place sign in red security cart.

- ☐ Fold signage kiosk and put in blue case labeled "Election Day Signage Kiosk." Put case in red security cart.



- ☐ Put Vote signs in red security cart.



- ☐ Put red accordion folder of signage in clerk tote.



- ☐ Put bell call sign, if you have one, in the red security cart.
- ☐ Put bell call receiver (plugged into wall during voting hours) in bag attached to bell call stand.

Assigned to: _____

Closing Task *B*

Voting Booth Removal



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



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



Voting Booths – Where does it go?



☐ Stack voting booth cases in red security cart.

Assigned to: _____



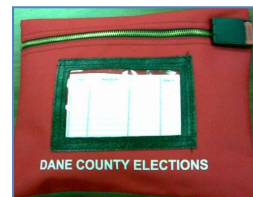
Closing Task C

ExpressVote Disassembly



For this task you will need: barrel key (find in supply kit in blue clerk's tote), red security bag (find in blue clerk's tote), black padded bag that holds the ExpressVote.

- ☐ Use the barrel key to unlock security panel on left side. Move the power switch to the Off position. Remove the Election Definition Drive (memory stick). Put it in the red Dane County Elections security bag. This security bag will also contain the tabulator memory stick before it is sealed.
- ☐ Close and lock the left security panel using the barrel key that is also used for the DS200 tabulator.
- ☐ Secure keypad to the Velcro on the left side of the ExpressVote.
- ☐ Unplug headphones and put them in pocket on outside of the carrying case.
- ☐ Unplug power cord from the wall outlet. Remove the power cord from the ExpressVote by placing your thumb on the flat piece of plastic closest to the machine and sliding it toward you to release the locking mechanism. Put the power cord in the pocket on the outside of the carrying case.
- ☐ Put the ExpressVote in the black carrying case and zip the case closed.
- ☐ If you used a City of Madison extension cord, return it to the hardware box (which you will find near the tabulator cart). If you used the screen wipes, they also belong in the hardware box.
- ☐ Gently put the ExpressVote carrying case on shelf in the red security cart.



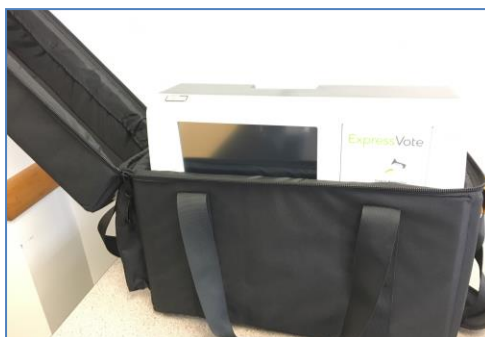
ExpressVote – Where does it go?



- ☐ Put ExpressVote memory stick in the Dane County Elections security bag



- ☐ If you used an extension cord, put it in the hardware box. Put the hardware box next to the tabulator cart to be packed inside at the end of the night.



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



- ☐ Put ExpressVote carrying case on the top shelf in the red security cart.



- ☐ Put ExpressVote privacy screen next to the tabulator cart to be packed inside at the end of the night.

Assigned to: _____

Closing Task D

Reconcile Poll Books



(Ideally, poll workers will have completed most of this during the day.)

- ☐ Switch seats so you are not checking your own work.
- ☐ Line up the corresponding pages of the poll book. Visually compare shapes on each page to find anything that does not match.
- ☐ Fix any differences that you can figure out.
 - ➔ If a voter number is missing from one poll book, determine whether that was a poll worker error. If so, fill in the missing number.
 - ➔ If a voter number has an A to indicate an absentee voter in one poll book and no A in the other, first verify there is no signature and check for an “absentee returned” notation. You may also need to manually search for the processed absentee certificate. If you determine the number in one poll book is missing an A to say it was an absentee voter, add the A to the voter number.
- ☐ Note on the incident log if there are differences you cannot figure out.
 - ➔ If a voter number was given to a different person in each poll book, note that on the incident log.
- ☐ If voter signatures are not all in one poll book, document discrepancies on the incident log, noting the voter’s name and page number.
- ☐ Review all pages of the poll book to determine if there are any voters with an “Absentee Returned” watermark, or other indicator, who are missing a voter number. This may be a sign that an absentee ballot was not counted. If a voter number is missing, you will need to investigate to determine whether an election inspector forgot to write down the voter number, or whether an absentee ballot was missed. Document your efforts on the Absentee Inspector’s Statement.
- ☐ If second and third ballots were not noted on the poll books, do so now. Use the green second ballot log that was used at the ballot table.
- ☐ Include the supplemental lists in your review.

Continued on the next page...

Finish Poll Book Documentation



- ☐ All poll workers who worked at the poll book should sign the front page of the poll book. The Chief Inspector should verify signatures before the poll books are packed into the red Clerk's Office delivery bag at the end of the night.
- ☐ Note the page number for the **last voter slip issued**. Write this page number on the front of each poll book. Sometimes the last voter slip is on the new registration list. If so, note that.
 - ➔ EOs at poll book table should keep a running track of page numbers in the last half hour before polls close so this number is easier to find.
- ☐ Make sure page two of the Inspectors' Statement lists the total number of voter slips issued.
- ☐ Put poll books in the Clerk's Office delivery bag for transport to Clerk's Office.

Pack Up Poll Book Table



- ☐ Put poll book table documents (green dot) in green poll book table accordion folder. Return folder to City Clerk tote.
 - ☐ Quick Guide for poll book table
 - ☐ Quick Guide for checking ID
 - ☐ Acceptable Photo ID Infographic
 - ☐ Reverse Directory
 - ☐ Observer Guide folder
 - ☐ **Blank** EDR poll book sheets
- ☐ Put poll list corrections sheets (yellow) in the City Clerk envelope.
- ☐ Put the Voters Without ID sheet (blue) in the City Clerk envelope.
- ☐ Put the A-L, M-Z sign (if used) in its cardboard box. The box will be packed in the tabulator cart once ballots have been sealed in the ballot bag.
- ☐ Put pens in supply kit.
- ☐ **Paperclip Election Day voter registration forms to corresponding yellow copy of Election Day registration poll list.**
 - Put completed registrations & poll book in yellow accordion folder.
 - If someone registered without voting today, use a paperclip to attach their registration to the outside of the yellow accordion folder.
 - Put yellow folder in Clerk's Office delivery bag for transport to Clerk's Office.
- ☐ Put **white copy of Election Day registration poll lists** in Dane County Clerk envelope (in city clerk tote). This envelope will also be needed at the tabulator.



-
- A photograph of a cardboard box with a sign attached to it. The sign is white with black text and a blue arrow pointing right. The text on the sign reads: "A-L", "State Your Full Name & Current Residence Address", and "M-Z". The box is open, and the sign is placed on top of it.




- ☐ Put A-L, M-Z tabletop sign in its cardboard box and place near tabulator. This

VOTER
Nº 0001
Unissued
Ward _____



- ☐ Put green accordion folder of poll book table materials, and unissued voter slips in the blue Clerk tote.



8/2018 Poll List Type Corrections—City Envelope


«Polling Places» «Ward» «District»

**Red
Shades
Box**

Use this form to report corrections to the poll list, i.e., misspelling of name, type in address or deceased voter.

- **Do not** report any addition or **new** house.
- **Voters who have moved or changed their name must complete a new voter registration application.**
- **Voters who are deceased must be marked as deceased on the City to cancel their registration.** If they intend to return, they may continue voting from their last address. We are not able to cancel a voter's registration based on information from the voter's past address, we need to hear directly from the voter.

Correct Name	Incorrect Name on Poll List	Correct Address	Incorrect Address on Poll List	Deceased ✓	Custom ✓	Total City



Election Returns

Madison City Clerk

**Red
Absentee
Tag**

☐ **Inspectors' Statement**

- ☐ Froebled by at least 3 officials
- ☐ Ballot bag serial numbers recorded
- ☐ Signed by Chief Inspector
- ☐ Signed by at least 3 other officials

☐ **Absentee Inspectors' Statement**

- ☐ Signed by all who processed absentees

☐ **Second Results Tape**

- ☐ 3 signatures after each ward
- ☐ Seal number recorded

☐ **Third Results Tape**

- ☐ 3 signatures after each ward
- ☐ Seal number recorded

☐ **Payroll**

- ☐ **W-4 forms, if any**
- ☐ **Election Official Statistics (pink)**
- ☐ **Pull List Corrections (yellow)**
- ☐ **Write-In Tally, if any (yellow)**
- ☐ **Comments & Feedback**
- ☐ **Oath for those who missed training**
- ☐ **Voters Without ID (blue)**

- ☐ Put poll list correction sheets in the City Clerk envelope.

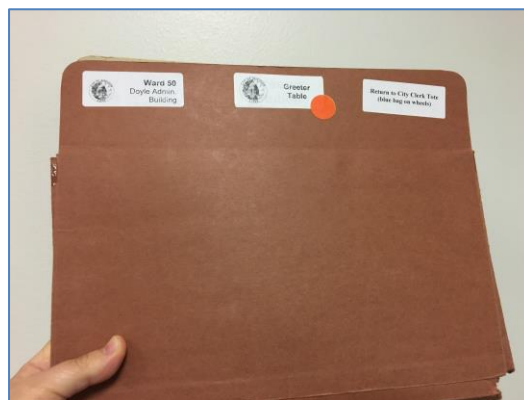
Assigned to: _____

Closing Task E

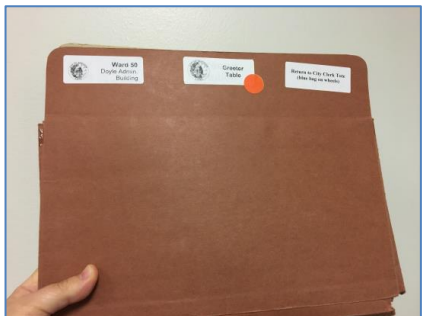
Pack Up Greeter Table



- ☐ Put greeter table documents (orange dot) in greeter table accordion folder.
 - Ward-specific street directory
 - Citywide street directory
 - Determining where a person votes
 - City of Madison polling place list
 - Scratch paper
 - Quick Guide
- ☐ Return accordion folder to City Clerk tote.
- ☐ Put I Voted stickers in plastic bin in the City Clerk tote.
- ☐ Voter stickers belong in the in the plastic tub in the blue City Clerk tote. Place stickers in the tub and set it next to the tote, to pack on top of the supply kit at end of the night.



Greeter Table – Where does it go?



- ☐ Put accordion folder of greeter table materials in the blue clerk tote.



- ☐ Put I Voted stickers and Future Voter stickers in plastic bin and bin in the blue clerk tote.

Assigned to: _____

Closing Task F

Pack Up Voter Registration Table



- ☐ Count how many Election Day registrations you had at your polling place. Write that number on the 3rd page of the Inspectors' Statement.
- ☐ Put Voters Unable to Register sheet (salmon) in City Clerk envelope.
- ☐ Put **blank**, English registration forms into their clear plastic box. The box of blank registration forms will be packed in the tabulator cart.
- ☐ Put these items in the registration table folder (black dot).
 - Quick Guides for registration
 - Acceptable proof of residence infographic
 - Proof of residence cards
 - What – Who – Four – Two reminder (pink)
 - Determining Where a Person Votes
 - Registration transparency sheets
 - Ward – specific street directory
 - Ineligible voter list & handouts (in folder)
 - Handout for voters unable to register today (in folder)
 - Spanish & Hmong registration forms (in folder)
 - Observer Guide folder
 - Scratch paper
- ☐ Put pens in supply kit.

Registration Table – Where does it go?

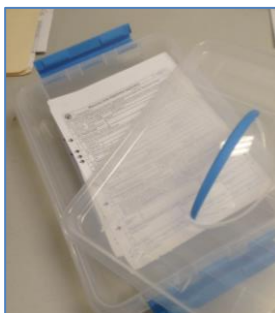


- ☐ Put accordion folder of registration table materials in the blue Clerk tote.

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



- ☐ Put box of unused registration forms next to tabulator cart to go in at the end of the night.



- ☐ Paperclip yellow copy of Election Day Voter Registration poll list to the corresponding registration forms. Put them in the yellow accordion folder. Put yellow accordion folder in Clerk's Office delivery bag.

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



Assigned to: _____

Closing Task G

Pack Up Ballot Table

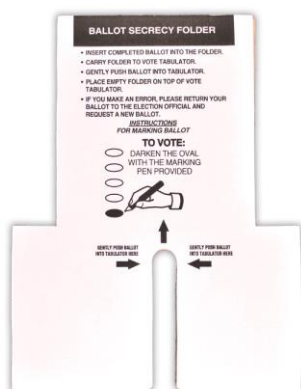


- ☐ **Do not seal any ballot bags yet!** The ballot bags are part of Closing Task M. This will be completed later.
- ☐ Retrieve the envelope of bad (remade) ballots from the absentee processing station.
- ☐ Designate a table where you will set aside remade and discarded ballots, issued voter slips, and unvoted ballots for processing.
- ☐ Set aside the **bad (remade) ballots** envelope, the **discarded** ballot envelope, and all **issued** voter slips on the designated table. These will be dealt with in Closing Task M, to be completed later.
- ☐ Ensure that all voted ballots have been removed from the tabulator and processed (you may need to check with the Chief Inspector). If all ballots have been processed, put the blank, unissued ExpressVote ballots in the emergency bin of the tabulator cart.
- ☐ Put aside blank, unissued official ballots together in a pile on the designated table (bullet point 3). These will be dealt with in Closing Task M, to be completed later. Make sure the unissued ballots are **not** within reach of observers.
- ☐ Put secrecy sleeves next to the tabulator cart to be packed inside.
- ☐ Put voter slip container and pen containers in large, clear plastic hardware bin. Put the hardware bin next to the tabulator cart to be packed inside.
- ☐ Put pens in supply kit (in blue clerk tote).

Put in the Ballot Table accordion folder:

- Mark Ballot Using Pen or Touchscreen sign (blue)
- Instructions for Marking Ballot (ivory) signs
- Unissued Good Ballot/Bad Ballot labels
- Observer Guide folder

Ballot Table – Where does it go?



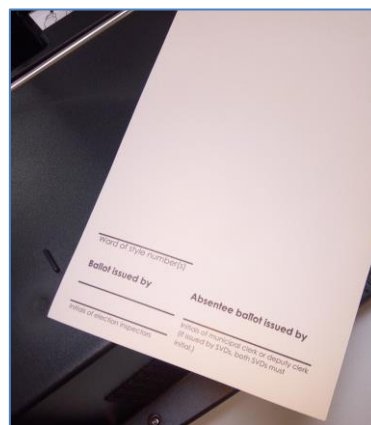
- ☐ Put ballot secrecy sleeves in the tabulator cart.



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



- ☐ Put issued voter slips in the ballot bag.



- ☐ Put unissued ExpressVote ballot cards in the tabulator emergency bin.

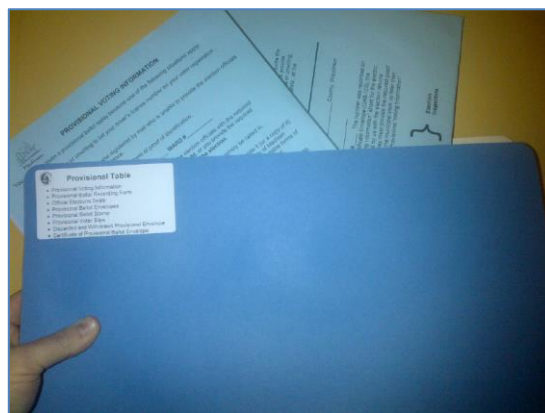
Assigned to: _____

Closing Task H

Pack Up Provisional Ballot Station



- ☐ If you have provisional ballots, make sure they are in the large blue envelope. This envelope is labeled "Wisconsin Inspectors' Certificate of Provisional Ballots."
- ☐ If you have provisional ballots, paperclip the lilac sheet to the outside of the large blue envelope. The lilac sheet is labeled "Provisional Ballot Reporting Log."
 - ➔ By law, the Clerk's Office must enter these voter names in the state system as soon as possible tonight.
- ☐ If you have provisional ballots, put the large blue envelope in the Clerk's Office delivery bag. The Chief Inspector will hand deliver it to the Clerk's Office tonight.
- ☐ Return provisional materials to the blue provisional station accordion folder.
 - Provisional Quick Guide
 - Quick Guide for Returning Provisional Voter
 - Provisional Handouts
 - Blank Provisional Reporting Logs
 - Unused Provisional Envelopes
 - Provisional Stamp
 - ID Petition Process hand-outs





- ☐ Put blue accordion folder of provisional ballot table materials in the blue Clerk tote.

WISCONSIN INSPECTORS' CERTIFICATE OF PROVISIONAL BALLOTS

We certify that the provisional ballots contained in this envelope were cast by voters unable to provide the proof of residence required pursuant to Wis. Stat. § 6.79(2)(b), unable to provide the Wisconsin driver license or state identification card number required pursuant to Wis. Stat. § 6.85(2)(a), or unable to provide an acceptable form of photo identification pursuant to Wis. Stat. § 6.79(2)(a), at the election held in

the _____ Ward(s)
Of the _____ Town
Village _____ of _____ County, Wisconsin
City _____
On the _____ day of _____

Each provisional voter was assigned a serial number beginning "PW-____". The number was recorded on the registration list, the back of the ballot, the Provisional Ballot Certificate Envelope (EL-123), the Provisional Ballot Reporting Form (EL-229), the EL-123a "Provisional Voting Information Sheet" for the elector, and listed on the Inspector's Statement (EL-104) prepared and filed by us with the election returns. Each voter was informed that in order for their ballot to be counted, they must provide the required proof of residence, Wisconsin driver license number or state identification card number or acceptable form of photo ID to the municipal clerk no later than 4:00 p.m. on the Friday following the election. Each voter was given the EL-123a "Provisional Voting Information Sheet" prepared by the Wisconsin Elections Commission.

_____ } Election Inspectors
Dated this _____ day of _____

Election Inspectors

Provisional ballots of voters unable to provide the proof of residence required by Wis. Stat. § 6.79(2)(b), the Wisconsin driver license or state identification card number required by Wis. Stat. § 6.85(2)(a), or unable to provide an acceptable form of photo identification pursuant to Wis. Stat. § 6.79(2)(a), and the kept in their certificate envelope.

- These ballots may not be counted, unless the voter submits with the required proof of residence, Wisconsin driver license or state identification card number or an acceptable form of photo identification before the polls close.
- The names of provisional voters are assigned a serial number ("PW-____") that is recorded on the registration list, the back of the ballot, the Provisional Ballot Certificate Envelope (EL-123), the Provisional Ballot Reporting Form (EL-229), the EL-123a "Provisional Voting Information Sheet" for the elector, and listed on the Inspector's Statement (EL-104).
- The back of the ballot should be marked "Section 6.87" voted by the elector, placed in the completed provisional ballot certificate envelope and returned to the election inspectors.
- The inspectors make a notation (including the "PW" that the voter was issued a provisional ballot) on the Inspector's Statement (EL-104).
- The completed provisional ballot certificate envelopes containing the voter ballots are placed in this carrier envelope. This carrier envelope and any other provisional ballot carrier envelopes must also be placed in a separate ballot bag, secured with a tamper-evident seal and labeled with "Provisional Ballots".

Municipal Clerks

The municipal clerk shall promptly notify the appropriate parties of any measure that the clerk has provisional ballots that may be counted if the voter provides the required proof of residence, Wisconsin driver license or state identification card number by 4:00 p.m. on the Friday following the election.

EL-106 (Rev. 2014-06) Wisconsin Elections Commission, P.O. Box 7964, Madison, WI 53707-7964
608-236-8000; web: elections.wi.gov; mail: elections@wi.gov

This form is printed on a (insert color) envelope.

PROVISIONAL BALLOT CERTIFICATE Ballot under Wis. Stat. § 6.87

Fill in: Complete the information below and sign the certification in the presence of the election inspectors who must also sign. Official Use Only.

Date of Election (month/day/year)	County	PV #
Municipal Clerk (type and license)	Ward #	Use any space for the following information to be returned clerk no later than 4:00 p.m. on the Friday following the election in order for this ballot to be counted:
Sex: _____, Title: _____, City: _____ of _____		<input type="checkbox"/> WI Driver License number
Street Address - include street number or the number on corner of street, or street name and box number		<input type="checkbox"/> Proof of Address (if not WI voter, also attach proof of address last 4, 2014 not have an acceptable form of "Proof Required" written on post card)
City, Town, Zip	City, Town, including area code	<input type="checkbox"/> Photo ID
Date of Birth (month/day/year)	Are you a voter of the United States?	<input type="checkbox"/> Reason ID
	Yes <input type="checkbox"/> No <input type="checkbox"/>	

CERTIFICATION OF VOTER

I swear, subject to the penalties of Wis. Stat. § 113.01(3)(g), that I am a qualified member of the ward and municipality in the county of the state of Wisconsin in which I reside. I am eligible to vote in this ward at the election held. I understand that if I fail to submit the required additional evidence to my municipal clerk no later than 4:00 p.m. on the Friday following the election, my ballot may be removed.

Signature of Voter _____ Date _____ Signature of Election Inspectors _____ Date _____
EL-123 (Rev. 2014-06) Wisconsin Elections Commission, P.O. Box 7964, Madison, WI 53707-7964; web: elections.wi.gov; mail: elections@wi.gov

City of Madison Provisional Ballot Log

Date _____ Polling Location _____ Page _____ of _____
If provisional ballots were issued, return to City Clerk's Office with provisional ballots when delivering results to County Clerk.

Name & Address of Provisional Voter	Ward	PV #	Reason	Contact Information
Name _____			<input type="checkbox"/> Voter ID <input type="checkbox"/> Missing WI DL # on registration, but shows Proof of Address <input type="checkbox"/> Poll book says PCR needed, but voter does not have POR	Phone _____ E-Mail _____
Address _____				
Election Day Registration? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Date and time received _____ Voter # Issued _____				
<input type="checkbox"/> Voter returned to polls with missing ID/DL number/documentation <input type="checkbox"/> Delivered to Clerk's Office in-person <input type="checkbox"/> Sent to Clerk's Office via fax <input type="checkbox"/> Sent to Clerk's Office via e-mail <input type="checkbox"/> DL # via phone				
Name & Address of Provisional Voter	Ward	PV #	Reason	Contact Information
Name _____			<input type="checkbox"/> Voter ID <input type="checkbox"/> Missing WI DL # on registration, but shows Proof of Address <input type="checkbox"/> Poll book says PCR needed, but voter does not have POR	Phone _____ E-Mail _____
Address _____				
Election Day Registration? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Date and time received _____ Voter # Issued _____				
<input type="checkbox"/> Voter returned to polls with missing ID/DL number/documentation <input type="checkbox"/> Delivered to Clerk's Office in-person <input type="checkbox"/> Sent to Clerk's Office via fax <input type="checkbox"/> Sent to Clerk's Office via e-mail <input type="checkbox"/> DL # via phone				

If you had any provisional voters:

- ☐ Put provisional ballot envelopes for your provisional voters in the large blue provisional carrier envelope.
- ☐ If any of your provisional voters filled out a voter registration form today, paperclip it to the lilac provisional ballot log.
- ☐ Use a paperclip to attach the lilac provisional ballot log to the outside of the large blue Inspectors' Certificate of Provisional Ballots envelope.
- ☐ Put the Inspectors' Certificate large blue envelope in the Clerk's Office delivery bag.

Assigned to: _____

Closing Task I

Personal Protective Equipment (PPE)



- ☐ Remove nametags from safety vests. Empty all pockets. Put all safety vests in the clear plastic Personal Protective Equipment (PPE) bag.
 - ➔ While you are removing nametags, remind poll workers who processed absentees to remove nametags from their backs.
- ☐ Make sure all bottles of hand sanitizer are closed. Put them in the clear plastic PPE bag.
- ☐ Make sure disinfectant spray bottles are closed. Put them in the clear plastic PPE bag.
- ☐ Put unused screen wipes in the hardware box in the tabulator.
- ☐ Put unused paper towels in the clear plastic PPE bag.
- ☐ Put unused facemasks in the clear plastic PPE bag. Masks that were worn should be discarded onsite. Do not put used facemasks with election supplies.
- ☐ Put unused gloves in the clear plastic PPE bag. Gloves that were worn should be discarded onsite. Do not put used gloves with election supplies.
- ☐ Put unused multi-purpose wipes in the clear plastic PPE bag. Wipes that were used should be discarded onsite. Do not put used wipes with election supplies.
- ☐ **Put the plastic PPE bag next to the red security cart to be packed inside.** The Clerk's Office will collect it when it picks up the other election equipment.

Where does it go?



- ☐ Put the bag of PPE supplies in the red security cart.

Assigned to: _____



Closing Task J

Print Tabulator Results



Supplies you will need to complete this task:

Inspector's Statement on a clipboard with a pen, keys (in supply tackle box), Dane County envelope, scissors, small red Dane County security bag.

☐ **Triple-check all absentees were processed.**

Make sure there are **no ballots in the emergency bin** or in the **EL-125 absentee carrier envelopes**. Make sure all hand-delivered absentees were processed.

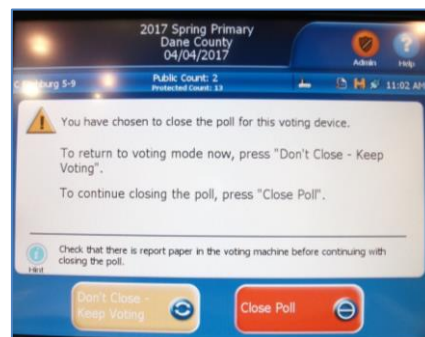
- ☐ After all ballots have counted, peel tamper-evident seal off the top of the scanner. Stick seal on the front of the white Dane County envelope.

- ☐ **Initial post-election verification.** This is a blue line at the bottom of the front page of the Inspectors' Statement. Check the appropriate box to state whether this seal was intact all day.

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

- ☐ Check one last time to confirm that all voted ballots have been processed.

- ☐ Press the Close Poll button for approximately five seconds. The machine will ask if you want to continue closing the polls. Select "Close Poll" on touch screen. A circle of dots will appear on the screen as the tabulator gathers results. For a high turnout election, it may be a few minutes *before* the results begin to print.



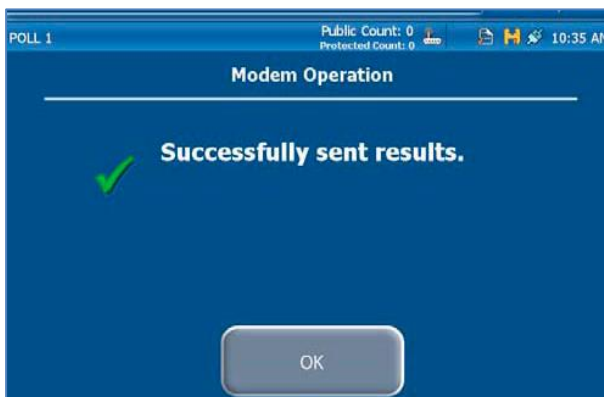
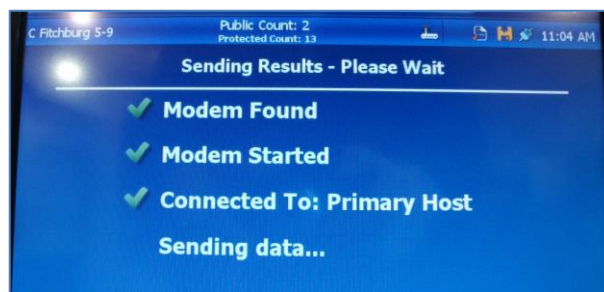
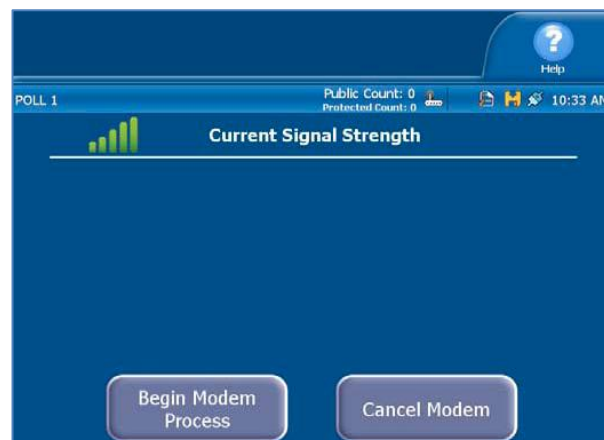
Continued on the next page...

Print Tabulator Results (continued)

- ☐ 7. Write the blue sticker serial number on the results tape, under the signatures.
- ☐ 8. Announce the results to everyone in the polling place.
- ☐ 9. Keep the first results tape attached to the zero tape that printed this morning. **Three officials sign this tape after the results for each ward.** Put this tape in the white envelope labeled "Dane County Clerk." The first tape is an audit trail of everything that happened today. It is the longest results tape. The tape ends after the results and signatures for the highest number ward at the polling place.
- ☐ 10. **Three officials sign the second printed results tape after the results for each ward.** Put the second results tape in the large white envelope labeled "Madison City Clerk." If there are school board contests, a third results tape will print. This gets signed by three officials and put in the City Clerk envelope.
- ☐ 11. The screen will ask whether you want to modem now. Select Begin Modem Process.

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

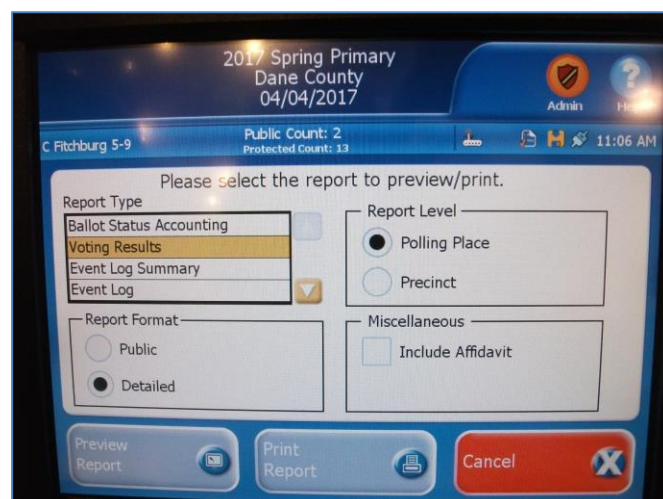
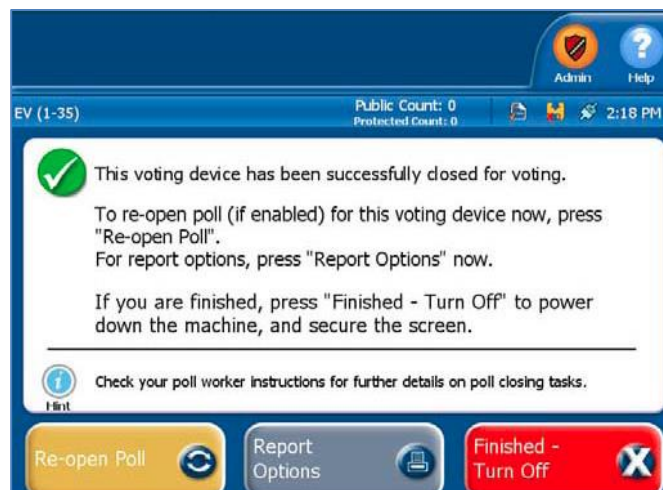
If you receive a message that the modem was unsuccessful, see troubleshooting at the end of this task sheet. Document any troubleshooting on the incident log of your Inspectors' Statement.



Continued on the next page...

Print Tabulator Results (continued)

- ❑ 12. Watch for the touch screen to say that the tabulator has been successfully closed for voting.
- ❑ 13. Offer to print additional results tapes for observers. Tapes can be printed by pressing "Report Options."
- ❑ 14. Select Finished – Turn Off on the touch screen. **At this point, you can remove voted ballots from the tabulator cart.**
- ❑ 15. Once Power button is white, no longer red, grasp Election Data Memory Stick and pull up to remove it.
- ❑ 16. Put Election Data Memory Stick in the small red Dane County security bag.
- ❑ 17. Close and lock access door on top of scanner.
- ❑ 18. Unplug the tabulator.
- ❑ 19. Carefully put the cord inside the back of machine. Be sure the cord is under the latch.
- ❑ 20. Lock back panel with the silver key.
- ❑ 21. Use the barrel key to unlock the compartment behind the tabulator screen. Remove the two seals for the front of the ballot box (red zip tie) and for the access door (blue sticker).
- ❑ 22. Affix blue sticker seal across the access door. Document seal serial number on the bottom of the **front page of your Inspectors' Statement**.
- ❑ 23. Gently close the touch screen lid and lock it closed using the barrel key.



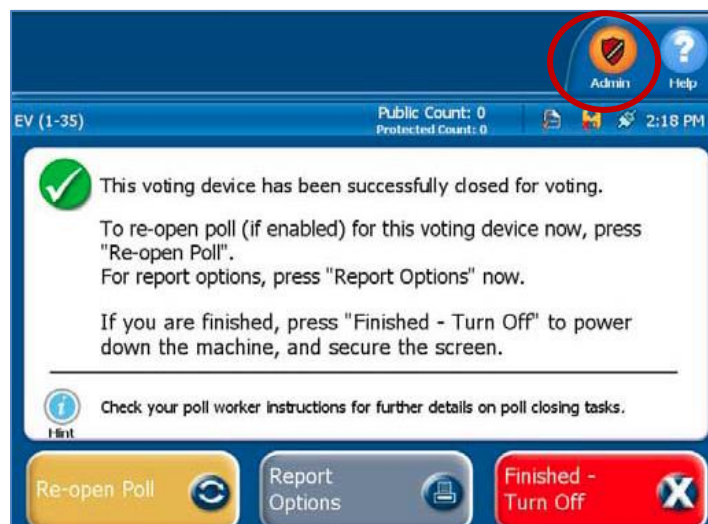
- 24. Gently close the tabulator lid, latch, and then lock closed using the silver key.



Modem Troubleshooting

If the modem process was unsuccessful, unplug the tabulator and move it to another spot. You may get a stronger signal outside. Try to transmit results using these steps:

- Press the Admin button on the upper right corner of the screen.
- Press "Log In" and enter the Administration Code: _____. You will need to press the shift key on the touch screen before typing this code. Press Accept.
- From the Admin menu press "Transmit Results." The modem will connect to the server.
- Press "Begin Modem Process" to start the transfer.
- Once results have successfully transferred, you'll be prompted to press "OK."
- Press "Finished – Turn off."



If cannot get a modem signal, you may modem the results from a nearby polling place.

At your own polling location:

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

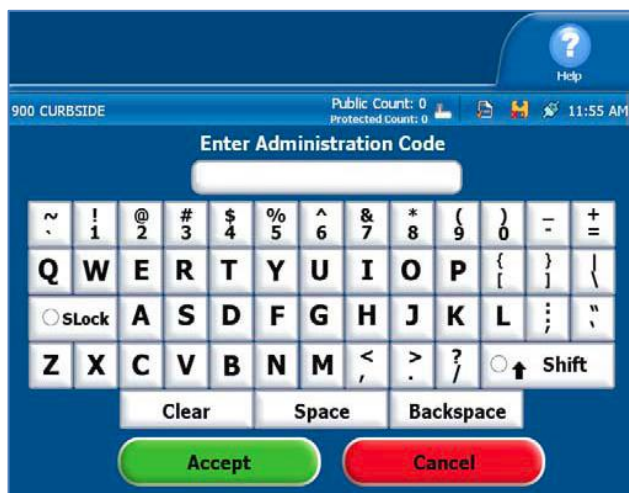
At the nearby polling location:

- a. Wait for this polling place to transmit their own results, shut down the tabulator, and remove their memory stick.
- b. Insert your Election Day memory stick in the USB port labeled B.
- c. Press and hold the Power button for 5 seconds to turn on the DS200.
- d. Open the screen.
- e. **No, you do not want to open the polls.** That would cause problems.

Continued on the next page...

Modem Troubleshooting (continued)

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



Tabulator – Where does it go?



- ☐ Put tabulator memory stick in the Dane County Elections security bag and deliver it to the EO in charge of Task K. Once sealed, the red Dane County security bag belongs in the large red Clerk's Office delivery bag.



Election Returns
Dane County Clerk

Return the following items in this envelope:

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

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



- ☐ Put extension cord, if you used one, in the hardware box. The hardware box goes in the tabulator cart.

Assigned to: _____

Closing Task K

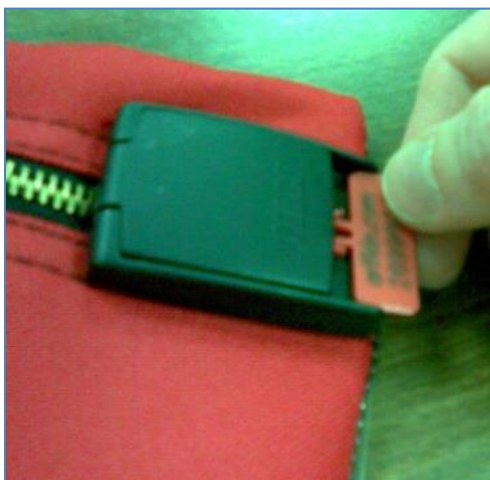
Secure Election Memory Sticks



- ☐ Assemble these items:
 - Small red canvass Dane County Elections security bag from City Clerk tote
 - Small plastic two-pronged security seal from inside the security bag itself
- ☐ Put the election data memory stick from the tabulator in the red canvass security bag. **Don't seal the bag yet!**
- ☐ Get the memory stick from the poll worker packing up the ExpressVote. Put it in the security bag with the election data memory stick.
- ☐ Document the security seal number on the chain-of-custody card in the front window of the red security bag.
- ☐ Zip the red bag closed. Snap black plastic zipper handle in place, so it lies flat.
- ☐ Slide the two-pronged security seal into the black plastic zipper handle. If the seal breaks, there is a spare seal inside the security bag. Update the chain-of-custody card in the front window of the security bag.
- ☐ Write the seal number on the third page of the Inspectors' Statement.
- ☐ Put this security bag in the absentee ballot delivery bag. Your Chief Inspector will hand-deliver it to the City Clerks' Office.



Security bag zipper and seal



Election Memory Sticks – Where does it go?



- ☐ Put tabulator memory stick and ExpressVote memory stick in the Dane County Elections security bag. Once sealed, put the Dane County Elections security bag in the Clerk's Office delivery bag.

Assigned to: _____

Closing Task L

Check for Write-Ins



Determine whether there is a write-in tally sheet in the Chief Inspector Binder.

The Clerk's Office provides a write-in tally sheet only in specific scenarios. You only tally write-in votes when:

- A voter writes in a **registered** write-in candidate.
- There are fewer candidates on the ballot for an office than there are vacancies to fill.
- A candidate for that office passed away before Election Day.

The tally sheets will include specific instructions for that election. Write-in tally sheets must be signed by three poll workers.

Remove voted ballots from the tabulator cart. Separate ballots into EV and regular ballot piles and straighten them into piles (they will need to be packed neatly into the ballot bags in Closing Task M). As you straighten the ballots, separate any ballots with write-in votes. Note: EV ballots with write-ins will have an obvious arrow indicating the write-in. Put the ballots with **no** write-in votes in the ballot bag. **Don't seal the bag yet!**

If you have more than one ward at your polling location and the Clerk's Office provided write-in tally sheets, then you will have write-in tally sheets for each ward. Divide up the ballots with write-ins by ward. Use tally marks to record write-in votes on the write-in tally sheets. Tally only the write-in votes. All other votes on the ballot have already been counted.

Voter Wrote a Name but Did Not Mark Write-In Oval

In this case, the tabulator did not count a write-in vote, but that is okay. The act of writing in a name shows *voter intent*.

- If the voter filled in an oval for a candidate on the ballot and wrote in a name, the write-in supersedes the candidate on the ballot. This is not an over-vote. On both the City and the County results tapes, subtract a vote from the candidate whose oval was filled in. Note this on the Inspectors' Statement.
- If the write-in oval is not filled in, but voter wrote in the name of a candidate whose name is printed on the ballot for that office, adjust the City and County results tapes. Note this on the Inspectors' Statement. **Even when we do not**

have a write-in tally sheet, we keep an eye out for ballots where the voter wrote in the name of a candidate on the ballot for that office.

Determine Voter Intent

- ✓ If the name of a registered write-in candidate is misspelled or abbreviated but you can determine voter intent, tally the vote.
- ✓ If the voter wrote only the first or last name of a registered write-in candidate but you can determine voter intent, tally the vote.
- ✓ If the voter wrote the name of a registered write-in candidate but did not fill in the write-in oval, tally the vote. Making the effort to write the name shows voter intent.
- ✓ If the voter put a sticker with the name of a registered write-in candidate by that office on the ballot, tally the vote.
- ✓ If the voter put a sticker with the name of a registered write-in candidate along the margin of the ballot, tally the vote.
- ✓ If the voter fills in the oval for a candidate on the ballot and also writes in the name of a registered write-in candidate, tally the vote for the write-in and adjust the tally tape to subtract the vote counted by the tabulator. Document this on the incident log.

What Does Not Get Tallied

- ✗ If a name is misspelled or abbreviated to the point that voter intent cannot be reasonably determined, do not tally the vote.
- ✗ If the instructions on the ballot are “vote for one,” and the voter wrote in more than one name for a single office, do not tally the vote.
- ✗ If the voter wrote the name of a registered write-in candidate under an office for which the candidate has not registered, do not tally the vote.
- ✗ If the voter put a sticker with the name of a registered write-in candidate under an office for which the candidate has not registered, do not tally the vote.
- ✗ If the voter put a sticker with the name of a registered write-in candidate in the endorsement (official use) section of the ballot or on the back of the ballot, do not tally the vote.
- ✗ If a write-in sticker with the name of a registered write-in candidate is found in the ballot box and is not attached to any ballot, do not tally the vote.

Assigned to: _____

Closing Task M

Seal Ballot Bags



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

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

- ☐ Determine how many ballot bags you will need. You should use at least two ballot bags, one for voted ballots and one for blank, unissued ballots.
 - ➔ You might not have enough bags to hold all the ballots for a large election. In this case, you do not need to put the unissued ballots into bags. Make sure they are locked in the tabulator cart, though, and not left out loose.
- ☐ The ballot bags need to be signed by the Chief Inspector and the poll worker who helps seal the ballot bag. If one of the officials at your polling place was appointed by the **Republican Party**, they need to help seal the ballot bag closed. After signing, indicate whether you are appointed by a political party to work at the polls:
 - ➔ If you were not appointed by a political party, sign your name and mark the box “unaffiliated.” The majority of election officials were appointed by the Mayor, and are unaffiliated.
 - ➔ If you were appointed by a political party, sign your name, check the affiliated box, and indicate the name of that political party.

Fill the Ballot Bags

- ☐ Put blank, unissued official ballots in their own, separate ballot bag. **Do not seal the bag yet.** Do not include ExpressVote ballot cards. Put unissued ExpressVote ballot cards in the emergency bin of the tabulator cart. Make sure the emergency bin flap is in the upright position. Close and lock the emergency bin door.

In the voted ballot bag(s):

- ☐ Remove voted ballots from the tabulator and put them in the voted ballot bag. *Voted ballots and unissued ballots should never be put in the same bag. **Do not seal the bag yet.***
- ☐ Put Discarded Ballot envelope in the voted ballot bag.
- ☐ Put Bad Ballots (Duplicated Ballots) envelope in the voted ballot bag.

- ☐ Put issued voter slips in the voted ballot bag.

Sealing the Ballot Bag (continued)

Document Serial Number

- ☐ Write the barcode numbers from the ballot bags on page three of the Inspectors' Statement. Do **not** include any ballot bags for unissued (blank) ballots.
- ☐ Consecutively number each bag X of N. This indicates how many bags of voted ballots you are sealing. For example, Bag 1 of 1 or Bag 1 of 2 and Bag 2 of 2. **The unissued (blank) ballots are not included in this numbering series.**

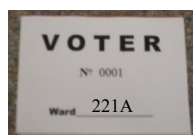
Seal the Ballot Bags

- ☐ The ballot bags must be sealed by both the Chief Inspector and at least one other poll worker. If one of the poll workers at your polling place was appointed by the Republican Party, they need to help seal the ballot bags. Remove the red film from the sticky blue tape. Fold over the top of the bag and affix the tape to the bag.

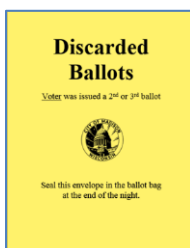
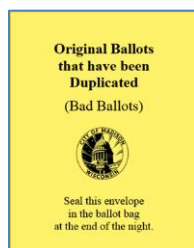
Secure the Ballot Bag

- ☐ Put the sealed ballot bags inside the tabulator cart. **Do not** haul the ballot bags down to the Clerk's Office. Our ballots are more secure if they are not all in one location on election night.

Where does it go?



(Issued)



Voter Information		Ballot Information		Inspector Information	
Name	Address	Ballot Number	Ballot Type	Inspector Name	Inspector Signature
1					
2					
3					
4					
5					
6					
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100					

- ☐ Put issued voter slips, ballots, envelope of discarded ballots, and envelope of ballots that have been duplicated in ballot bag with the voted ballots.



- ☐ Put sealed ballot bags in the tabulator cart.

Assigned to: _____

Closing Task N

Pack, Seal and Secure Tabulator Cart



- ☐ Make sure **secrecy sleeves** are in tabulator cart.
- ☐ Make sure unissued **ExpressVote ballot cards** are in the emergency bin.
- ☐ Put extension cord, voter slip bin, and bin for ballot marking pens in hardware box. This is a clear plastic box. Put hardware box in tabulator cart.
- ☐ Put the plastic **box of blank registration forms** in the tabulator cart.
- ☐ Put **clipboards** in the tabulator cart.
- ☐ Put the **A-L/M-Z tabletop sign** back in its white cardboard box. Put this in the tabulator cart.
- ☐ Make sure ballot bag serial numbers are written on the Inspectors' Statement. Make sure ballot bags are in the tabulator cart.
- ☐ Close and lock tabulator cart doors. Seal with zip tie seals (get zip tie seals from the poll worker who completed **Print Tabulator Results – Task J**). Insert the tail of the seal into the small hole in the star, on the side of the handle that says, "Enter." Tighten zip tie.
- ☐ Write tabulator door seal numbers on page 3 of the Inspectors' Statement. This will be right above the poll worker signatures.
- ☐ Using the ramp, wheel tabulator cart onto the red security cart. Once tabulator, voting booths, ExpressVote, signs, PPE (personal protective equipment), and bell call (if applicable) are packed into the security cart, lock the security cart closed.



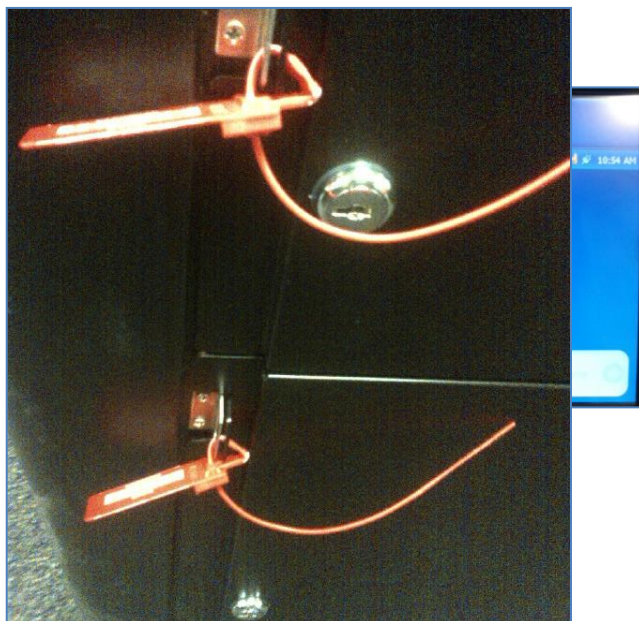
What goes inside the tabulator cart?

- ☐ Sealed ballot bags (make sure the seal/serial numbers on the bags have been logged on the Inspector Statement)
- ☐ Unissued ExpressVote ballot cards belong in the emergency bin of the tabulator cart. They should have been closed and locked in the emergency bin by the person in charge of Closing Task M
- ☐ Secrecy sleeves
- ☐ Clipboards
- ☐ ExpressVote privacy screen
- ☐ Clear plastic hardware box, containing:
 - ☐ Extension cords
 - ☐ Plastic bin for voter slips
 - ☐ Plastic bin for pens
 - ☐ Screen wipes
 - ☐ Caution tape (if any)
- ☐ Clear plastic box of unused voter registration forms
- ☐ A-L, M-Z tabletop signs in white cardboard box



These items are stored in our election equipment storage space. We do not have space for them in the City Clerk's Office.

Please do NOT put these items in the City Clerk tote.



Assigned to: _____

Closing Task O iPad and Charger



Communicate with Clerk's Office

Use the Posts tab in Teams to let the Clerk's Office know when you are on your way downtown. This helps the Clerk's Office know when to let the stagehands go home.

If you still have absentees to process at 8 p.m. or are struggling to reconcile, note that in the Posts tab. The Clerk's Office wants to send extra help if needed!

Log Out of Teams

Before heading downtown:

1. Press on your initials in the upper left corner of the screen.
2. Press Settings.
3. Press Sign Out.
4. Answer, Sign Out.
5. Press the power button above the screen.



Put iPad and Charger in City Clerk Tote

Return the iPad to the Clerk's Office by putting it in the blue tote. Make sure the charger is in the tote, too.

Assigned to: _____

Closing Task P

Packing the Red Security Cart



The **top shelf** of the red security cart should contain:

- ☐ Feather flag in its black canvas bag
- ☐ ExpressVote in its black canvas bag on top shelf
- ☐ Curbside voting sign, emptied of water, in its blue box

The **bottom area** of the red security cart should contain:

- ☐ Voting Booths, stacked
- ☐ Signage kiosk in its blue canvas bag
- ☐ Vote yard signs
- ☐ Bell call (if any)
- ☐ Vote Here flag standard
- ☐ Tabletop sign for registration table
- ☐ Tabletop sign for poll book table
- ☐ Tabletop sign for ballot table
- ☐ Plastic tote of PPE supplies
- ☐ Tabulator, locked and sealed



Assigned to: _____

Closing Task Q

Pack Delivery to the City Clerk's Office



The following items belong in the **red Clerk's Office Delivery Bag at the end of the night** for delivery by the Chief Inspector to the City Clerk.

Red Dane County Elections security bag

- ☐ ExpressVote Memory Stick
- ☐ DS200 Election Data Memory Stick
- ☐ Two tamper-evident seals removed from tabulator cart when the polls opened.



Provisional ballot envelope

Use only if provisional ballots were cast.

- ☐ Provisional Ballot Reporting Form (lilac)
- ☐ Provisional ballots cast (if any)
- ☐ Registration forms for any provisional voters who registered to vote today

☐ Poll Lists (2 for each Ward)

- ▶ Last voter slip number recorded on certification page
- ▶ Page number of last voter for that ward listed (or "new registration list" if applicable)
- ▶ Number of absentees by ward, listed on certification page
- ▶ Certification page signed by everyone who worked on poll book

☐ Rejected Absentee Ballots Envelope

- ▶ Signed by 3 officials if any absentees were rejected

Continued on the next page...

Red Clerk's Office delivery bag (continued)

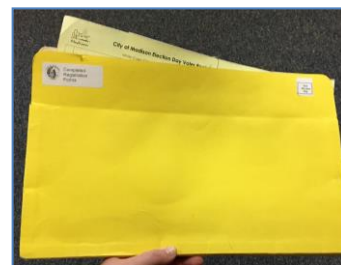
☐ Completed Registrations folder (yellow)

☐ Registrations, completed

▶ *Clip Poll List for New Registration (yellow copy) to corresponding registration forms*

☐ Registrations for electors who did not vote today (if any)

▶ *Clip to outside of folder*




☐ Dane County Clerk envelope

☐ Zero tape and First results tape (connected)

▶ *Signed by 3 officials after each ward*

☐ Poll List for New Registrations – white copy

☐ Write-In Tally Sheet (if any) – white copy

 Election Returns Red
Absentee
Bag

Dane County Clerk

Return the following items in this envelope:

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

☐ Madison City Clerk envelope

☐ Election Observer Log (if used)

☐ Absentee Inspectors' Statement

☐ Inspectors' Statement

▶ *Incident log proofread by one or more poll workers, all red and blue lines completed*

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

☐ Absentee Inspectors' Statement

▶ *Incident log proofread by one or more poll workers*

▶ *Signed by the officials who processed absentee ballots*

☐ Absentee Seal Number Log

☐ Observer Log

☐ Write-In Tally Sheet (if any) – yellow copy


☐ Payroll Sheet

▶ *Poll workers enter starting and ending times, indicating a.m. and p.m.*

▶ *Signed by chief*

☐ Poll List Correction sheet (yellow)

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

 Election Returns Red
Absentee
Bag

Madison City Clerk

☐ **Inspectors' Statement**

- ☐ Proofread by at least 3 officials
- ☐ Ballot bag serial numbers recorded
- ☐ Signed by Chief Inspector
- ☐ Signed by at least 3 other officials

☐ **Absentee Inspectors' Statement**

- ☐ Signed by all who processed absentees

☐ **Second Results Tape**


- ☐ 3 signatures after each ward
- ☐ Seal number recorded

☐ **Third Results Tape**

- ☐ 3 signatures after each ward
- ☐ Seal number recorded

☐ **Payroll**

- ☐ W-4 forms, if any
- ☐ Election Official Statistics (pink)
- ☐ Poll List Corrections (yellow)
- ☐ Write-In Tally, if any (yellow)
- ☐ Comments & Feedback
- ☐ Oath for those who missed training
- ☐ Voters Without ID (blue)

 Attachment B: Absentee seal number log
Spring Primary - February 17, 2024
Absentee Canister Container or Envelope
Seal Number Log City
Clerk
Envelope

Clerk's Office (see numbers) (please use one line for each container)	Date Sealed	Initials	Delivery Method	Polling Place	
				Opened at Polls	Processed
			Courier	<input type="checkbox"/>	<input type="checkbox"/>
			Other	<input type="checkbox"/>	<input type="checkbox"/>
			Courier	<input type="checkbox"/>	<input type="checkbox"/>
			Other	<input type="checkbox"/>	<input type="checkbox"/>
			Courier	<input type="checkbox"/>	<input type="checkbox"/>
			Other	<input type="checkbox"/>	<input type="checkbox"/>
			Courier	<input type="checkbox"/>	<input type="checkbox"/>
			Other	<input type="checkbox"/>	<input type="checkbox"/>
			Courier	<input type="checkbox"/>	<input type="checkbox"/>
			Other	<input type="checkbox"/>	<input type="checkbox"/>
			Courier	<input type="checkbox"/>	<input type="checkbox"/>
			Other	<input type="checkbox"/>	<input type="checkbox"/>
			Courier	<input type="checkbox"/>	<input type="checkbox"/>
			Other	<input type="checkbox"/>	<input type="checkbox"/>

«Wards» «Wards1» - «PollingPlace»

▶ *Signed by 3 officials after each ward*

- ☐ Absentee Seal Number Log (delivered with absentees)

▶ *Signed by Chief Inspector*

- ☐ Comment Sheet
- ☐ Election Official Statistics (pink)
- ☐ Voters Without ID tally sheet (blue)
- ☐ Voters Unable to Register tally sheet (salmon)
- ☐ Any IDs left behind at the polls

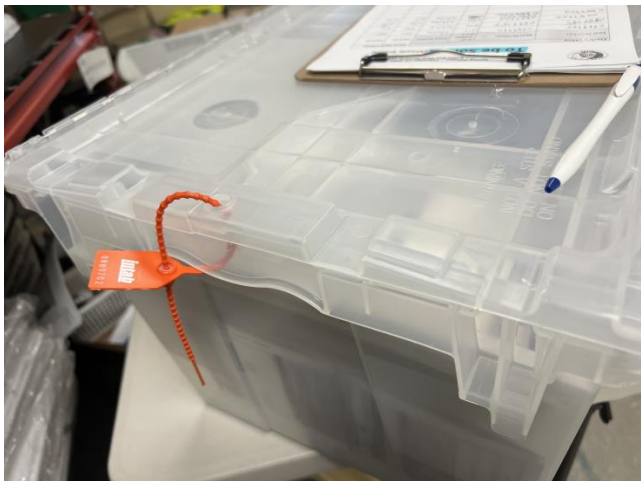
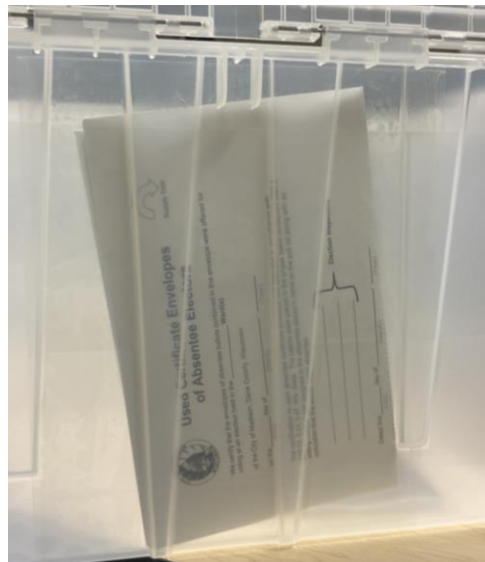
All of these items must be packed into the red Clerk's Office delivery bag to be delivered to the City Clerk's Office at the end of the night.

Please do NOT put these items in the blue City Clerk tote.

In addition to the red Clerk's Office delivery bag, you will also bring the clear, plastic absentee ballot bin to the Clerk's Office with the following **inside**:

- ☐ "Used Certificate Envelopes of Absentee Electors" Form (white)
 - ➔ The white "Used Certificate Envelopes of Absentee Electors" form should be placed in the clear plastic side pocket inside the absentee ballot bin (in which you received the morning absentee delivery). Fill out the "Used Certificate Envelopes" form and sign before placing it in the bin pocket.
 - ➔ *The form should be signed by 3 officials who worked on processing absentees during the day.*
- ☐ All absentee certificate envelopes that were processed on Election Day.
 - ➔ *Verify that all certificate envelopes are empty before placing them inside the clear absentee ballot bin.*

After ensuring that all envelopes are accounted for, signed by 3 officials, and inside the clear ballot bin, seal the bin on both sides



Assigned to: _____

Closing Task R

Packing the Blue City Clerk Tote



Supply Kit - Put in City Clerk Tote

- ☐ Tabulator, ExpressVote, and security cart keys
- ☐ Pens
- ☐ Highlighters
- ☐ Magnifying sheet
- ☐ Signature guides
- ☐ Rubber fingertips
- ☐ Fingertip moistener
- ☐ Painters tape
- ☐ Letter openers
- ☐ Stapler
- ☐ Tape measure
- ☐ Scissors
- ☐ Staple remover
- ☐ Post-It notes
- ☐ Paperclips
- ☐ Rubber bands
- ☐ Staples



Blue City Clerk Tote - For Chief Inspector to deliver to City Clerk's Office

- ☐ Supply kit
 - ➔ See page 9 for reference sheet on what belongs in supply kit
- ☐ Plastic tub of "I voted" stickers
- ☐ First aid kit
- ☐ Voter slips, unissued
- ☐ Ballot bag(s), unused
- ☐ iPad and charging cord/block
- ☐ Yellow Chief Inspector binder
- ☐ Black Absentee Binder
- ☐ Greeter Table accordion folder (small, brown) and its contents
 - ➔ See pages 10-11 for reference sheet on what belongs in each folder
- ☐ Poll Book Table accordion folder (green) and its contents
 - ➔ See pages 10-11 for reference sheet on what belongs in each folder
- ☐ Provisional Ballot Station accordion folder (blue) and its contents
 - ➔ See pages 10-11 for reference sheet on what belongs in each folder
- ☐ Registration Table accordion folder (large brown folder) and its contents
 - ➔ See pages 10-11 for reference sheet on what belongs in each folder
- ☐ Signage accordion folder (red) and its contents
 - ➔ See pages 10-11 for reference sheet on what belongs in each folder
- ☐ Ballot Table accordion folder (brown) and its contents
 - ➔ See pages 10-11 for reference sheet on what belongs in each folder



What Goes Where - Reference List

Use this list to help put things where they belong at end of the night. The "put it here" for some items on might not be the item's final destination. Suggestions for items to add, update clarify are welcome. Add those suggestions to the comments & feedback sheet. Thank you!

<i>Item</i>	<i>Notes/Sublocation</i>	<i>Final Location</i>
-A-		
White Absentee Ballot carrier envelopes		Blue City Clerk tote
Absentee Ballot Certificate envelopes	In large clear ballot bin with "Used Certificate Envelopes of Absentee Electors" Form signed by 3 inspectors in side pocket.	City Clerk tote (if not enough room, place in separate red absentee ballot security bag)
Absentee binder	(black)	Blue City Clerk tote
Absentee Inspectors' Statement	Signed and attached to Inspectors' Statement.	Red Clerk's Office delivery bag
Absentee log	City Clerk Envelope	Red Clerk's Office delivery bag
Absentee tracking tools	Black Absentee Binder	Blue City Clerk tote
A-L/M-Z tabletop sign	Put in white cardboard box	Tabulator cart
-B-		
Ballot bag(s)	See What Goes Where Checklist for contents list and special instructions.	Tabulator cart
Ballot bag(s), Unused		Blue City Clerk tote
Ballot Table accordion folder	This is a large brown folder	Blue City Clerk tote
Ballots, unissued (blank) ExpressVote ballot cards		Emergency bin of tabulator cart
Ballots, unissued (blank) official ballots	Need to be sealed in a separate, sealed , clear plastic ballot security bag from the voted ballots	Inside tabulator cart
Ballots, unissued, single - initialed from the ballot table	Should not exist! No pre-initialing ballots. If these do exist, partially tear and put in Discarded Ballot Envelope.	
Ballots, voted	Pulled from tabulator cart. Includes all voted absentee ballots as well. Need to be sealed in separate ballot security bag from unvoted ballots.	Sealed clear plastic ballot bag(s), in tabulator cart
Bell Call	Put receiver in bag attached to bell call stand.	Red security cart

<i>Item</i>	<i>Notes/Sublocation</i>	<i>Final Location</i>
Binders (2)	1 yellow Chief Inspector binder, 1 black Absentee Processing	Blue City Clerk tote
-C-		
EL-125 carrier envelopes for absentee ballots		Blue City Clerk tote
Absentee Seal Number Log	From absentee delivery. Signed by Chief Inspector, placed in White City of Madison envelope	Red Clerk's Office delivery bag
Charger for iPad		Blue City Clerk tote
Chief Inspector binder		Blue City Clerk tote
City of Madison envelope		Red Clerk's Office delivery bag
Clipboards		Tabulator cart
Curbside Voting Sign	Empty water. Put in blue box.	Red security cart
-D-		
White Dane County envelope		Red Clerk's Office delivery bag
EO Demographic Information sheet	White City of Madison envelope	Red Clerk's Office delivery bag
Discarded Ballots envelope		Sealed clear plastic ballot bag(s), in tabulator cart
Disinfecting wipes and spray	PPE tote	Red security cart
-E-		
Election Data Memory Stick	From tabulator	Red security bag
Election Observer Log (if used)	Attach to Inspectors' Statement	City of Madison envelope
Election Official name badges	Unused, place in front pocket of Chief Inspector binder	Blue City Clerk tote
ExpressVote machine	In ExpressVote bag	Red security cart
ExpressVote keys		Supply kit, top tray
ExpressVote Memory Stick	Red Dane County security bag	Red Clerk's Office delivery bag
ExpressVote privacy screen		Tabulator cart
ExpressVote unissued ballot cards		Emergency bin of tabulator cart
Extension cords		Tabulator cart

Item	Notes/Sublocation	Final Location
-F-		
Feather flag	Put in black canvas carrying case	Red security cart
First results tape	Signed by 3 officials after each ward	Dane County envelope
Flashcard books	In corresponding accordion folders	Blue City Clerk tote
-G-		
Greeter table accordion folder and its contents	See checklist on pages 10-11 for list of contents	Blue City Clerk tote
-H-		
Hand sanitizer	Make sure nozzle is closed. Place in PPE tote.	Red security cart
Hand-delivered absentee log	Attach to Absentee Inspectors' Statement.	City of Madison envelope
-I-		
ID cards left at the polls	Clerk's Office will take these to the Police Property Room	City of Madison envelope
Inspectors' Statement	Incident log proofread by one or more poll workers. All items are completed, including ballot bag serial numbers. Signed by 3 officials.	City of Madison envelope
iPad and its charger	Log out of Teams.	Blue City Clerk tote
-M-		
Manilla envelopes from absentee ballot delivery		Blue City Clerk tote
Memory Stick from tabulator	Red security bag	Red Clerk's Office delivery bag
-O-		
Observer Guides	In corresponding accordion folders	Blue City Clerk tote
Original Ballots That Have Been Duplicated envelope		Ballot bag(s)
-P-		
Paper towels	PPE tote	Red security cart

<i>Item</i>	<i>Notes/Sublocation</i>	<i>Final Location</i>
Payroll Sheet	Poll workers must enter start/end time, indicating a.m. and p.m. Signed by Chief Inspector.	City of Madison envelope
Pen containers		Hardware box
Poll List Correction Sheet	City of Madison envelope	Red Clerk's Office delivery bag
Poll List for New Registration/Change of Address – white copy		White Dane County envelope
Poll List for New Registration/Change of Address – yellow copy	Corresponding voter registration forms paper clipped to poll list.	Yellow accordion folder, in red Clerk's Office delivery bag
Poll Book table accordion folder (green) and its contents	See checklist on pages 10-11 for list of contents	Blue City Clerk tote
Poll Books (2 for each Ward)	Last voter slip number for each ward recorded on certification page of poll book. List page number (or "new registration list if on EDR poll book") of last voter. List number of absentees listed on certification page. Certification page signed by all officials who worked on poll book.	Red Clerk's Office delivery bag
PPE tote	Ensure all liquids are tightly sealed in their containers	Red security cart
Privacy screen for ExpressVote		Tabulator cart
Provisional ballot envelope (if used)	Signed by 3 election officials.	Red Clerk's Office delivery bag
Provisional Ballot Reporting Form (if used)	Only if provisional ballots were cast. Paperclip to provisional ballot envelope.	Red Clerk's Office delivery bag
Provisional Ballot Table accordion folder (blue) and its contents	See checklist on pages 10-11 for list of contents	Blue City Clerk tote
Provisional ballots cast (if any)	Each sealed in provisional certificate envelope signed by voter and poll worker. Place in provisional ballot envelope	Red Clerk's Office delivery bag
-R-		
Red Dane County security bag	See closing Task List K	Red Clerk's Office delivery bag, or taken by couriers to CCB (if unable to modem)

<i>Item</i>	<i>Notes/Sublocation</i>	<i>Final Location</i>
Red security cart	Lock closed	Leave at the polling location. Clerk's Office will pick it up later
Registration forms, English language, blank		Registration box, returned to tabulator cart
Registration forms, Spanish and Hmong language, blank	Brown Registration Tabel folder	Blue City Clerk Tote
Registration Table accordion folder and its contents	See checklist on pages 10-11 for list of contents	Blue City Clerk tote
Registrations accordion folder	(yellow)	Red Clerk's Office delivery bag
Registrations, completed	Clip Poll List for New Registration/Change of Address (yellow copy) to the corresponding registration forms. Do not seal in plastic bag with ballots!	Completed Registrations accordion folder (yellow), inside red Clerk's Office delivery bag
Registrations, completed for electors who registered but did not vote today (if any)	Clip to the outside of the folder with a note, "registered but did not vote."	Completed Registrations accordion folder (yellow) inside red Clerk's Office delivery bag
Rejected Absentee Ballots envelope (if used)	Signed by 3 officials.	Red Clerk's Office delivery bag
-S-		
Screen cleaning wipes	Hardware box	Tabulator cart
Seal from Clerk's Office delivery bag		Red Dane County security bag
Seals from tabulator cart doors		Red Dane County security bag
Second and third ballot issued form (if used)	Transfer information to poll book, put form in white City Clerk envelope	Red Clerk's Office delivery bag
Second Results Tape	Signed by 3 officials after each ward.	White City of Madison envelope
Secrecy sleeves		Tabulator cart
Signage accordion folder and its contents	See checklist on pages 10-11 for list of contents	Blue City Clerk tote
Signage kiosk	Fold and zip in blue carrying case. Do not dismantle!	Red security cart
Sticker seal (now void) from top of tabulator	Stick to front of white Dane County envelope	Red Clerk's Office delivery bag
Stickers	I Voted, Every Vote Matters, Future Voter, Vote Mindfully	Plastic sticker tub in blue City Clerk tote

<i>Item</i>	<i>Notes/Sublocation</i>	<i>Final Location</i>
Supply kit		Blue City Clerk tote
-T-		
Tabletop signs		Red security cart
Tabulator		Red security cart
Tabulator and ExpressVote keys on lanyard	Top tray of supply kit	Blue City Clerk tote
Thumb drives from tabulator and ExpressVote	Red Dane County security bag	Red Clerk's Office delivery bag
-U-		
USB Sticks from tabulator and ExpressVote	Red Dane County security bag	Red Clerk's Office delivery bag
-V-		
Vote Here flag standard		Red security cart
Vote yard signs		Red security cart
Voter slip containers	Hardware box	Inside tabulator cart
Voter slip numbers, unused		Blue City Clerk tote
Voter slip numbers, used	Inside sealed, clear plastic ballot security bag(s)	Locked in tabulator cart
-Y-		
Yellow Chief Inspector binder		Blue City Clerk tote